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**INFILL OFFICE EXTENSIONS AND NEW COUNCIL CHAMBER  
AT THE COUNCIL OFFICES, CAMPUS EAST**

Type of Development - **A Large scale** - commercial - more than 235 sqm floorspace

**(a) SITING AND LAND USE**

*How will the development satisfy the following criteria?*

1. Use previously developed land as opposed to a green field site.

**- The development is an extension to an existing office and therefore should be considered brownfield development.**

2. Avoid the loss of urban open spaces and, designated sites for nature conservation, and damage to the Historic Environment.

**- The design of the extension has been carefully prepared to reinforce the civic appearance of the building and particularly ensure that the civic appearance of the new Civic Hall is realised alongside its public accessibility. The use of contrasting materials in the form of a glazed canopy entrance has been used which introduces suitable significance and grandeur to the elevation without detracting from the original architectural importance of the front elevation and avoiding pastiche in this important setting.**

**The loss of two small courtyard areas will not detrimentally affect the setting of the public street space, whilst an additional area of urban street landscaping is proposed alongside the new entrance to provide a seating and tree planting area. The trees to be removed do not have any nature conservation importance due to their courtyard location and limited size. Replacement trees will provide bird and insect habitat whilst bird boxes can also be added after the development has finished.**

3. Make use of any derelict, under-used, or vacant land or buildings.

**- The very principle and siting of the extensions is to make better use of currently under-utilised courtyard spaces.**

4. Encourage a maximum lifespan for the development with the use of durable construction unless there are extenuating circumstances requiring more flexibility.

**- The new extensions to the office building will exceed the standards of building regulations and through the use of modern building materials, including glazing and panelling solutions, a durable construction will be achieved.**

5. Avoid areas of high quality agricultural land and floodplains.

**- The site is not within a floodplain and cannot be used for agricultural purposes.**

5a Avoid the possible sterilisation of mineral resources identified in the Adopted Minerals Local Plan.

**- Not Applicable.**

**(b) IMPACT AND FUTURE USE OF THE DEVELOPMENT**

*How will the development satisfy the following criteria?*

**Minimisation of Pollution**

1. Minimise noise, e.g. building design, use of quieter technology, operating hours and traffic reduction.

**- The building has been designed to ensure that as much natural lighting can be provided to the new workspaces as well as the new council chamber. This is achieved through the placement of windows and the use of the glazed foyer to three storey height. The Council's adopted Travel Plan will be used to minimise the use of the public car for employees, whilst visitors to the Council Chamber will be directed to the use of local bus and train services. The site is highly accessible by modes of transport other than the private car.**

2. Minimise light pollution, e.g. design of buildings, and lighting schemes, avoiding use of floodlighting.

**- No floodlighting is proposed and natural light will be used where possible within internal spaces.**

3. Minimise odours from buildings and plant.

**- Not Applicable as no odours are envisaged.**

**Management of Water Resources**

4. Use local sources for the water supply and disposal of waste if possible.

**- The existing water services to the building will not be altered and the same arrangements for waste collection will apply.**

5. Prevent pollution of ground and surface water and enhance water quality where possible e.g. renew sewers, waterway maintenance, reed beds for waste water treatment.

**- No harm to groundwater will result from the construction of the extensions proposed as the foundations will not be deep enough. The water from hard landscaped areas and the new roof space will feed into a linear drainage system that will prevent pollution and control the rate of discharge.**

6. Protect the hydrology of the site and the surrounding areas e.g. use permeable surfaces for car parks, provide swells and open water areas, minimise road length, avoid water run-off into water courses.

**- No harm to site hydrology will result from the development. The water from hard landscaped areas and the new roof space will feed into a linear drainage system that will prevent pollution and control the rate of discharge. The exact specification of hard landscaped areas will be agreed through discharge of planning condition to ensure that suitable surface is provided.**

7. Minimise water consumption through the use of water efficient fixtures and fittings, reed bed systems, ponds, rainwater storage and recovery and grey water re-use.

**- Where new water fixtures are to be provided they will be supplied with the Council's standard of water minimisation fittings.**

### Energy Efficiency

8. Maximise passive solar gain by considering the siting and microclimate of the individual buildings e.g. making best use of the sun, avoiding overshadowing, size and orientation of windows, use of earth sheltering.

**- The building has been designed to ensure that as much natural lighting can be provided to the new workspaces as well as the new council chamber. This is achieved through the placement of windows and the use of the glazed foyer to three storey height.**

9. Minimise heat loss and maximise energy efficiency through building design e.g. using sources of renewable energy, solar panels, insulation, using lobbies and conservatories as buffer zones, draught proofing, localised temperature controls, weather-breaking planting.

**- The building has been designed to ensure that the foyer entrance will act as a block to heat loss from the building whilst also contributing toward solar gain when applicable.**

10. Reduce greenhouse gas emissions through building design, e.g. use of condensing boilers.

**- The building has been designed to ensure that as much natural lighting can be provided to the new workspaces as well as the new council chamber, to minimise the reliance on and level of electric lighting. This has been achieved through the placement of windows and the use of the glazed foyer to three storey height. No alterations are currently proposed to the building's heating and air condition system**

11. Generate power efficiently from a local source e.g. combined heat and power plant, heat/methane recovery from waste and other forms of renewable energy.

**- The scale of the development as an extension to an existing office as well as the restricted scope of the site and location within a Conservation Area means that heat and power generation have not been considered deliverable on this occasion.**

12. Encourage energy efficient modes of transport e.g. cycling walking and buses.

**- The Council's adopted Travel Plan will be used to minimise the use of the public car for employees, whilst visitors to the Council Chamber will be directed to the use of local bus and train services. The site is highly accessible by modes of transport other than the private car.**

### Waste Management

12a Follow the Waste Strategy Hierarchy of Minimisation, Re-use, recovery, and disposal.

**The Council's adopted Travel Plan will be used to minimise the use of the public car for employees, whilst visitors to the Council Chamber will be directed to the use of local bus and train services. The site is highly accessible by modes of transport other than the private care.**

13. Maximise facilities on site to help with recycling, including home composting.

**- The extensions proposed will make use of the existing recycling facilities at the Council Offices.**

14. Include facilities for separation and storage of different types of waste for collection.

**- The extensions proposed will make use of the existing waste collection facilities at the Council Offices.**

15. Include public facilities for recycling of waste and consider the need for access by various disposal contractors.

**- The extensions proposed will make use of the accessible area for waste collection vehicles.**

#### **Habitats and Species**

16. Ensure that there will be no overall net loss of biodiversity i.e. the quantity and variety of species.

**- Replacement tree planting will mitigate for the loss of trees and will contribute to overall biodiversity.**

16a. Contribute to the priorities and targets set out in the Local BAP (Biodiversity Action Plan).

**- Replacement tree planting will mitigate for the loss of trees and will contribute to overall biodiversity whilst the opportunity for adding bat or bird boxes to the building post construction will contribute to the BAP goals.**

17. Protect designated sites and other sites/features of nature conservation importance, including SSSIs, and County Wildlife Sites.

**- The proposal will not impact upon any designated sites or protected species.**

18. Conserve protected species where found.

**- The proposal will not impact upon any designated sites or protected species.**

19. Make positive provision to nature conservation e.g. nature reserves, naturally shaped watercourses, native planting to encourage wildlife, or other wildlife- friendly landscape features.

**- Replacement tree planting will mitigate for the loss of trees and will contribute to overall biodiversity whilst the opportunity for adding bat or bird boxes to the building post construction will contribute to the BAP goals.**

20. Provide for the on-going management of habitats where applicable.

**- The landscaping areas and trees proposed will be managed by the Council.**

21. Ensure that waste products do not harm wildlife.

**- Waste will be kept within designated areas and will not be accessible to wildlife.**

22. Encourage use of timber from sustainably managed sources.

**- Any timber to be utilised will be sourced from the Council's chosen contractors.**

#### **Community Provision and Equity**

23. Involve the local community in the development of proposals.

**- Not Applicable due to the timescale of delivering the office extensions.**

23a Contribute to the provision of education facilities where appropriate.

- **Not Applicable**

24. Provide affordable housing where appropriate.

- **Not Applicable**

25. Provide appropriate health and childcare facilities where appropriate to satisfy local demand.

- **Not Applicable**

26. Improve leisure and recreational

- **Not Applicable**

27. Make positive provision for open spaces

- **A new public area is to be provided adjacent to the new entrance foyer. Otherwise provision off site is not applicable.**

28. Improve and maintain access to existing open space.

- **A new public area is to be provided adjacent to the new entrance foyer. Otherwise provision off site is not applicable.**

29. Improve community, cultural and social facilities e.g. community centres public art.

- **A new publicly accessible Council Chamber will be delivered that will contribute to the accessibility of local democracy.**

### Accessibility

30. Improve or enable convenient access to employment centres and community facilities

- **The Council's adopted Travel Plan will be used to minimise the use of the public car for employees, whilst visitors to the Council Chamber will be directed to the use of local bus and train services. The site is highly accessible by modes of transport other than the private car.**

31. Maximise access for the pedestrian and cyclist to and within the development and give priority to footpaths and cycleways over private transport modes.

- **The site is highly accessible by modes of transport other than the private car and cycle parking will be made available for staff and public visitors.**

32. Improve access to buildings for everyone.

- **The new entrance foyer will provide a standard of access that will ensure access for all to the workplace and/or Council Chamber, as required by the Disability Discrimination Act.**

33. Give public transport priority over private transport modes.

- **The Council's adopted Travel Plan will be used to minimise the use of the public car for employees, whilst visitors to the Council Chamber will be directed to the use of local bus and train services.**

34. Improve facilities and conditions for cycling especially safety aspects e.g. secure covered cycle storage, cycle paths, signals and lanes.

**- Secure cycle parking will be available and the Council Offices are accessible by an existing network of cycle lanes.**

35. Meet the requirements for the preparation and implementation of a Green Transport Plan.

**- The Council's adopted Travel Plan will be used to minimise the use of the public car for employees, whilst visitors to the Council Chamber will be directed to the use of local bus and train services.**

36. Minimise car parking e.g. appropriate levels/standards of parking, car free neighbourhoods, park and ride.

**- The level of car parking utilised by the relocated employees will be monitored through the Council's current travel Plan and employees will be encouraged to car share or use healthier modes of transport such as walking/cycling during the summer months.**

#### Contribution to the Economy

37. Increase job opportunities for local people

**- The purpose of the proposal is to safeguard existing job positions by relocating them within a close proximity to their original location or within an area that is equally accessible as the previous Council Chamber location.**

38. Demonstrate how the proposal will add to the generation of income in the local area.

**- Through the safeguarding of jobs and provision of a new Council Chamber the previous Council premises have become available to other businesses, which will help to attract business and growth.**

39. Promote socially and environmentally responsible business practice e.g. waste minimisation, office recycling, energy saving schemes, and noise reduction.

**- The new office floorspace will apply all of the Council's existing socially and environmental policies in respect of accessibility, energy saving, recycling/minimisation.**

40. Add to diversity of the local economy.

**- The introduction of a new Council Chamber at the Council Offices may attract more public participation in local democracy to the benefit of all.**

#### Health and Safety

41. Minimise opportunities for crime through the layout of buildings and spaces.

**- The office extensions proposed are within contained areas, whilst the new foyer entrance will provide natural surveillance over the rear car park and seating area.**

42. Segregate vehicles from all other modes of transport wherever possible.

- The existing arrangement to the rear of the Council Offices is largely unchanged and keeps pedestrian and vehicles separate through footpath provision and use of different finishing materials to help distinguish these different areas.

43. Store potentially hazardous materials safely.

- Not Applicable

### **(c) CONSTRUCTION PERIOD**

*How will the development satisfy the following criteria?*

#### **Energy Efficiency**

1. Demonstrate how the energy costs of developing the site will be minimised in terms of extraction, manufacture, transport, use and disposal in construction e.g. minimise changes in site levels during construction, avoid use of aluminium.

- As the proposal only relates to small extensions there will be no changes to site levels and the depth of foundations will be minimal so waste

#### **Minimisation of Pollution**

2. Include a site investigation to identify areas of soil contamination and take correct measures for decontamination.

- Not Applicable as only an extension.

3. Minimise noise levels and light pollution during the building processes.

- A construction Management Plan will be introduced to ensure that the contactors operate machinery so as not to disturb existing employees from working, whilst the use of lighting will be restricted to only occasions when it is necessary.

4. Minimise air and dust pollution during construction.

- A construction Management Plan will be introduced to ensure air and dust is minimised through the watering of areas of dust production.

5. Prevent pollution of ground and surface water.

- The depth of the foundations and restricted scale of works will not involve any risk of groundwater whilst the construction site will have a contained drainage system that will ensure no hydrocarbons from storage or car parking areas contaminate the water system.

6. Minimise odours from buildings and plant.

- A construction Management Plan will be introduced to ensure odours from construction activity is minimised.

#### **Waste Management**

7. Identify the volumes and type of waste generated during development through construction and occupation and take measures to minimise, reuse and recycle waste.

**A construction Management Plan will be introduced to ensure waste generated on site is minimised and reused where possible.**

8. Encourage the use of renewable recycled, recyclable and durable products.

**- The use of Council approved contractors will prioritise recycled and recyclable products.**

8a. Promote the use of local materials first, followed by low embodied energy materials, and finally high embodied energy imported materials.

**- The use of Council approved contractors will prioritise local sourcing of materials and workers.**

### **Habitats and Species**

9. Ensure the protection of trees, hedgerows and other plants during construction.

**- Trees to be retained are well away from the construction site and will be identified for protection.**

10. Preserve wildlife habitats on site during construction either in situ or by translocation

**- Not Applicable**

### **Health and Safety**

11. Use clean hazard-free technologies for plant and building operation and maintenance.

12. Store potentially hazardous materials safely.

**- No hazardous materials are proposed at this time.**

13. Avoid unsafe building materials e.g. asbestos, lead paints.

**- No unsafe building materials will be used.**

14. Encourage liaison with the local community as part of a 'Considerate Contractor' approach to the construction phase.

**- The construction project will be co-ordinated with the existing management of the Council Offices to ensure disturbance is minimised. There is not residential community that would be affected.**