



MANAGEMENT PLAN

**Proposed Change of Use of First & Second Floors from Offices
to Emergency Refuge Accommodation
at 49 Talbot Road, Port Talbot, SA13 1HN**

**On Behalf of
DGP Properties Limited**

Our Ref: 1292.a

Date: August 2021

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Approved by: Richard Banks

1.0 INTRODUCTION

- 1.1 Evans Banks Planning has been instructed by DGP Properties in submitting an application for Full Planning Permission for “*Change of Use of First & Second Floors from offices to emergency refuge accommodation*” at 49 Talbot Road, Port Talbot.
- 1.2 The Application has been registered on 26 May 2021 by Neath-Port Talbot County Borough Council as Application P2021/0584. During the assessment of that application, the Local Planning Authority have requested the preparation and submission of a “Management Plan” which should describe the method and means of how the proposed emergency refuge accommodation will be operated and functioned by a Registered Charity, **who will occupy ground floor offices within the property.**
- 1.3 This Management Plan will describe the proposed use and accommodation form; describe how the facility will be managed throughout the working day and evenings and weekends in terms of receiving new occupants and managing current overnight residents, and how the Registered Charity will seek to work with other public and charitable organisations in seeking to refer those individuals to more permanent accommodation following their short stay at the Talbot Road accommodation.
- 1.4 It is again emphasised that the form and nature of the proposals are not geared to any occupancy by individuals for sale or formal rent, instead the Emergency Refuge Accommodation will be wholly managed by a registered Charity who specialise in providing care and domestic assistance to persons in need of temporary overnight accommodation.

2.0 SITE ANALYSIS AND CONTEXT

- 2.1 The application site relates to a detached building, set off the western flank of the A48 Talbot Road, close to Port Talbot town centre. The building consists of three-storeys in total, which situates itself at the end of a terraced housing row. The ground floor contains large shop-front style windows with two access doors; one in the centre and one to the right of the front elevation, and provides for commercial office space. The upper floors have previously been in office use and are now under renovation. The eastern gable of the building faces onto a small access lane which allows for limited off-street parking. To the rear of the building lies private staff parking for Port Talbot Parkway station, which is located less than two hundred metres distant.
- 2.2 The setting of the application is this part of Taibach is shown at Figure 1 below, whilst an aerial image produced by Google Earth forms Figure 2. The Ordnance Survey map extract illustrates the setting of the site as edged in red at Figure 3.



Figure 1 – Location of site at Talbot Road



Figure 2 – Google Earth image of application property



Figure 3 – Ordnance Survey map extract of site edged in red

- 2.3 The second floor of the building is currently occupied as offices for a well-known charity which specialises in homeless care and welfare. The first floor of the building is currently vacant. The ground floor is also currently vacant however the Charity wishes to relocate their offices here and retain the current use of the ground floor.
- 2.4 The upper floors of the building can be accessed via the right hand front door to the property, which leads to an internal stairwell. The property has been long-since extended to the rear and a two-storey flat-roofed extension is visible from neighbouring land to the rear.

3.0 PROPOSED DEVELOPMENT

- 3.1 The proposal seeks to provide Emergency Refuge Accommodation within the first and second floor of 49 Talbot Road as shown in Plans A to D below. The proposed change of use will not require any external works or physical extension of the building, with the accommodation being contained within the current floor layout of the building, and the structure of room being sub-divided to create individual occupant spaces aside of communal corridors being formed.
- 3.2 The proposed bedrooms will be able to accommodate up to 12 vulnerable individuals who are seeking emergency temporary refuge. The accommodation will be managed by the same registered charity who intend to occupy the ground floor. The registered charity will provide counselling and welfare support for the vulnerable individuals.
- 3.3 Each unit contains everything that is required for an overnight or temporary short stay. Each room contains a bed, small kitchenette and seating area. There is also an en-suite which contains a shower, toilet and sink within each room. The emphasis is upon limited stays of only a couple of nights, with the limited individual floorspace impractical to offer anything more than that timescale. The intent is to offer a temporary solution to an individual's homelessness, and to guide and steer that individual to more permanent accommodation elsewhere in association with local authority and housing association support networks.



First Floor Proposed Layout



Second Floor Proposed Layout

4.0 MANAGEMENT OF REFUGE ACCOMMODATION

- 4.1 The temporary accommodation will provide for very short-term overnight stays by low-income or no fixed income individuals, meaning they are highly unlikely to have their own private means of transport. Those individuals are therefore highly reliant on public transport in the site's locality, and not therefore dependent upon any need for dedicated on-site parking provision, or indeed the availability or not of on-street car parking bays at Talbot Road and surrounding streets.
- 4.2 The whole ethos behind such a type of accommodation is that they provide temporary accommodation for the very vulnerable and most disadvantaged members of the public, being those in desperate housing need, which has arisen through direct exposure to homelessness or even domestic abuse and isolation.
- 4.3 The Registered Charity would run their floating support service from the ground floor offices, below the upper floor accommodation, and they offer a drop-in support service (available to anyone for advice) and depending on a residents housing related support need, could access support from this service. It may become clear from that drop-in support service, that the individual is in immediate need of emergency overnight accommodation, and the availability of vacancies within the 12 upper floor rooms would be examined.

4.4 Registration Procedure

Individuals in need of overnight accommodation would **only** be permitted to "check-in" and be formally received by the Registered Charity during weekday office opening hours, that is **between the hours of 09:00 and 17:00 Monday to Friday, and Saturdays from 09:00 to 13:00 hours**. No new registration / admittance will be permitted outside of these hours, and at any time on Sundays or Bank Holidays.

Registration will take place within the ground floor offices, and that individual will be provided with the Terms & Conditions of their stay and instructed in the Accommodation protocol for their stay. They would subsequently be escorted to their designated room and shown the provided facilities within that room.

Similarly, upon their departure from the Accommodation, the "checking-out" will take place within the ground floor charity offices.

4.5 Individual Needs Evaluation

Individuals who require accommodation at 49 Talbot Road, would be assessed by a dedicated Charity Support Worker within the ground floor offices in a formal counselling session. That Support Worker would adjudge individual as falling into one of the

following categories, who each are dependent on varying levels of supervision and care whilst they occupy the accommodation:

For any **low-level support** - i.e., residents who are substance / abstinent free, can manage their own tenancy, not deemed as complex needs or multiple needs, then licence agreements would suffice. Support if any is needed would traditionally be a floating support type arrangement. A resident can access support between the hours of 09:00 to 17:00 via their designated **Support Worker**.

Low/medium support - i.e., residents who may have an underlying health issue, or may suffer with substance misuse issues but are engaging with support services. May have historical problems with tenancies. Support would still be provided by floating support or a **Rapid Rehousing Team** whereby there is more intensive support. Usually, this arrangement is offered between the hours of 09:00 to 17:00. If there are numerous similar clients in the accommodation, the Charity would provide support via the **Overnight Support Worker** acts as a "Night Warden" to the whole property during evenings and weekends and can be called upon in any emergency.

Medium / high support - i.e., residents who struggle to hold down a tenancy, may have multiple needs, complex needs a health issue which may be long standing. Support would be provided on site, with the Overnight Support Worker.

4.6 **Provision of Night Warden**

The Overnight Support Worker ("Night Warden") would be part of the **24-hour staffed project**, whereby residents could access the support directly on site and at night. The Charity would provide a mixture of a daytime support from the ground floor offices between the hours of 09:00 to 17:00 via on-site support workers, with a "Night Warden" in arrangement from 17:00 to 09:00 during weekdays and at weekends. That Overnight Support Worker would be housed in a dedicated office room within the ground floor, which is only accessible during evening hours from the internal stairwell to the property. In other words, the OSW and individual in need of support would not have to exit and/or re-enter the building to meet each other, with all contact taking place internally.

The Overnight Support Worker will provide a Daily Assessment Report to the Day Support Workers, highlighting / reporting any individual's queries or events recorded during the preceding evening. If any residing individual had not adhered to the Accommodation Terms and Conditions, and immediate evaluation would be made, which could result in that individual being asked to leave the Accommodation, and arrangements for alternative accommodation would be introduced.