

MOOSE HALL, NEATH

DESIGN & ACCESS STATEMENT

MAY 2023



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AUTHOR OF THIS REPORT

This document has been prepared by Volute Architects Limited, an architectural practice specialising in the conservation, prolongation and enhancement of buildings within the historic environment.

1.0 INTRODUCTION

1.1 PURPOSE OF THIS REPORT

This Design and Access Statement (DAS) has been prepared on behalf of the applicants, Mr & Mrs Hill, in support of new applications for planning and listed building consent. These applications outline the proposed internal and external alterations to the former Masonic Lodge known as Moose Hall, including change of use to include proposed uses as a restaurant (A3 use class) and offices (B1 use class).

The property is Grade II listed and is identified as the 'the first Methodist Chapel in Neath' having been built circa 1813. Since that time the building has undergone a number of substantial alterations and changes to the use of the building, including dedicated use as a Fire Station and until recently as a Masonic Lodge.

This Design and Access Statement has been developed in conjunction with the proposed drawings and documents which together outline the full detail of the proposals, the need for change and the approach to design.

This document considers the site, history and constraints which have influenced the development of the design and considers use, layout, appearance and materials.

1.2 BACKGROUND

Although known locally as Moose Hall in reference to its previous use as a Masonic Lodge under the ownership of Moose International (Great Britain), the building was originally established c.1813 as the first Methodist Baptist Chapel in Neath. As a result, the building was constructed on an east-west axis with the focus of worship towards the east.

The building is now formed of two defined structures, the original chapel (noted above) to the north with hipped slate roof, and a later two storey gabled extension to the south, which also incorporates a slate roof and abuts Castle Street (see Fig 1). The date at which the extension structure was added to the south is unknown. It is however considered to be a later addition and could perhaps have been added in the late 1860's when ownership transferred to the Roman Catholic Church and a school is believed to have been introduced.

The Roman Catholic Church acquired the building in 1868, and it is believed that the two storey extension to the south of the original chapel was added around this time (being evident on the 1877 Ordnance Survey map) to accommodate a boy's and girl's school. It was commonplace for Roman Catholic Churches at this time to incorporate educational buildings in response to the growth in members following the mass migration from Ireland.

The Roman Catholic church vacated the building in 1933, when they built a new church on Hillside Lane in Neath in Gothic Revival Style, which remains as the Roman Catholic parish church today.

Although the exact date of change is unclear, following the relocation of St Joseph's to Hillside Lane in 1933, the former chapel went through a significant transformation from a place of worship to become Neath Fire Station.

This transformation is believed to have been the most significant in the buildings' history and saw the removal of a substantial amount of original fabric. The chapel was subdivided to form the required functional spaces including a control room, toilet and ladies bedroom, and the main chapel volume was transformed to incorporate access and parking for a fire appliance (including replacement of the chapel floor with a sloped concrete floor, falling towards a new appliance entrance formed in the west wall).

The southern extension was also reconfigured for use by the fire station to include a kitchen and mess room at ground floor. The first floor arrangement is unknown, but presumably included sleeping quarters for male operatives.

The building continued to be used as Neath Fire Station until the mid-1960's, and in 1967 the building underwent a further transformation when Moose International acquired the building and set about further renovations to support their own use, including further internal demolition and refurbishment, although much of the internal arrangement implemented by the fire station was retained.

As a result of the above transformations little remains of the buildings' fabric from either the original or subsequent historic uses, much of which has been removed and/or concealed behind modern finishes.

The interior of the building is currently in a poor state of repair with extensive cracking and moisture penetration to external walls, loose and/or blown plaster and tired/damaged finishes. The use of modern surfaces (such as cementitious and/or gypsum plaster/plasterboard) on solid masonry construction is considered to be contributing to the further decline of the interior (Structural Surveys UK, 2021).

1.3 DESCRIPTION OF THE APPLICATION

The proposals for change outlined within the application comprise of internal and external alterations to Moose Hall, including change of use to include proposed uses as a restaurant (A3 use class) and offices (B1 use class).

The proposals, including their proposed uses, are broadly aligned with the two distinct structures which make up the existing building, these being:

- The former Wesleyan Chapel structure to the north of the site, which is proposed to be refurbished for use as a restaurant (A3 use class), including the addition of an external terrace (and dedicated fire escape route) to the north elevation with views over the adjacent Neath Castle. The restaurant is to be open to the general public, and;
- The later two storey extension to the south of the site and which now overlooks Castle Street, which is proposed to be refurbished for business use (B1 use class). The business use is intended to serve a variety of possible uses including, for example, a hair salon and/or offices.

Whilst the proposals outlined in this application constitute a further change of use, the internal arrangement largely follows the existing building layout (much of which dates back to the buildings' time as a fire station) with only minor alterations.

The purpose of this proposal is to ensure the continued viable use of the building by the community and as a venue for Neath, without damaging the heritage and significance of the building.



Fig 1: Former Wesleyan chapel structure with hipped slate roof to the northern part of the site (LHS of photograph) and later, gabled structure to the south and fronting onto Castle Street (RHS of photograph).

1.4 SUPPORTING DOCUMENTS

This document is submitted alongside accompanying drawings, documents and reports which outline the full details of the proposals and are to be read in conjunction with this statement to provide a full understanding of the application.

2.0 ASSESSMENT

2.1 SITE LOCATION & DESCRIPTION

Moose Hall is situated to the north of Stryd Castell (Castle Street) in Neath town centre (Fig 2). To the north of the property, and sharing a boundary is the site of Neath Castle, a Scheduled Ancient Monument. The site sits within the north-easternmost boundary of the Neath Town Centre Conservation Area (Fig 3).

Application Site: Moose International - Neath Lodge, Castle Street, Neath, SA11 3LU
Local Authority: Neath Port Talbot Council
Site Area: 396 sq.m

The principal (southern) elevation and entrance to the building are immediately adjacent to the pedestrian footpath on Castle Street (Fig 4), with a further entrance into the property set back from Castle Street and accessed via a private, gated yard (Fig 5).



Fig 2: Ordnance Survey extract illustrating 'Moose Hall' in proximity to Neath Town Centre and Neath Castle immediately to the North

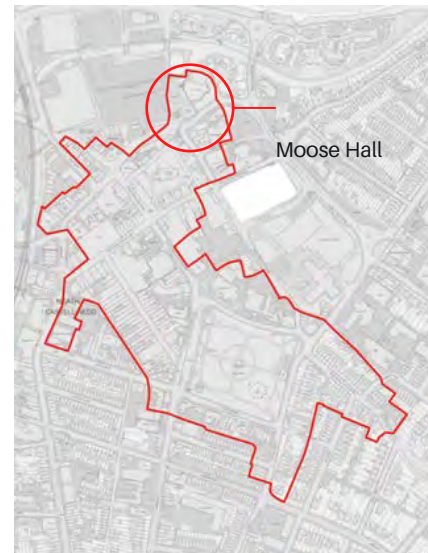


Fig 3: Moose Hall location within the Neath Town Centre Conservation Area



Fig 4: South elevation abuts Castle Street public highway and incorporates principal entrance



Fig 5: Secondary entrance (behind wall) to south-west corner of building, just off Castle Street

To the south of the building, Castle Street provides access into Neath town centre which is only a short walk away to the south and south-west of the property. To the east and west are links to the primary road network including public transport and car parking. To the north and east are the remains of Neath Castle, now a Scheduled Ancient Monument and to the west of the property is 'The Roundhouse' cafe.

EXTERIOR

As noted above, Moose Hall is constructed over two storeys and comprises two primary structures:

To the rear (north) of the building and adjacent to the Neath Castle site is the former Wesleyan Methodist Chapel structure (now comprising the main function space, including bar and kitchen to the ground floor, and the Masonic Lodge Temple to the first floor). The external walls of the former chapel structure are formed in solid masonry with a hipped slate roof over.

To the front (south) of the building and immediately adjacent to the pedestrian footpath along Castle Street is a later and more decorative gabled extension incorporating an arcade of Bath stone moulded door and window surrounds. Again, the external walls of the structure are formed in solid masonry with a gabled slate roof over. The two pitched roofs are connected via a hidden and staged lead valley.

The building has very little external space within it's curtilage, with a narrow yard to the west elevation providing access to the secondary entrance and single storey lean-to structure between the rear (north) of the former Wesleyan Chapel and the boundary wall. The yard is contemporary in finish, being laid to concrete and enclosed by a fair-faced clockwork wall. The yard is level with a gentle fall to a rainwater channel which extends to the perimeter of the yard (see Fig 6).

The only other external space associated with the building is a small enclosed yard to the north-east corner of the plot. This area is enclosed by the former chapel to the south, a second lean-to structure with GRP/single-ply flat roof over to the west, boundary wall to the north and adjacent property to the east. This outdoor space is currently inaccessible.

To the East of the building lies a tarmac driveway and gardens laid to grass that are outside of the ownership of the building (see Fig 7). It is noted that a surface water drainage channel and associated gulleys serving the building are located within the tarmac driveway, which owned by others.



Fig 6: Access yard to west of building laid to concrete with drainage channel to perimeter.



Fig 7: Driveway and gardens to the east of the building are under separate ownership.

The external walls have been largely altered over time with much of the original solid masonry walls now concealed behind cementitious render including; fined down sand and cement render to the east and north elevations and Canterbury Spar (Durite) dry-dash finish to the west elevation, these being finished in paint (see also Figs 8 and 9).

The only exposed stone remains to the principal (south) elevation overlooking Castle Street, which comprises thinly coursed, square edged pennant sandstone. The south elevation incorporates four bays, each including a single round arched window/door with dressed stone surrounds (see Figs 10 and 11).

Across the south, east and west elevations, existing windows and doors comprise a collection of materials and fenestrations including modern timber casement windows, steel casement windows, modern timber boarded and steel panel doors. A number of existing openings have also been blocked and/or covered, both completely to conceal their previous location, or partially to provide a visual reference their previous locations. This approach is consistent with the former use as a Masonic Lodge which often screen visual access into the building.



Fig 8: Sand and cement render to east elevation, paint finish.



Fig 9: Canterbury Spar (Durite) finish to west elevation.



Fig 10: Each of the four bays to the south elevation incorporates a single window at both ground and first floor. At ground floor level, the existing window openings have been concealed with steel covers with painted window fenestration applied. At first floor, single glazed timber casement windows remain.



Fig 11: Principal entrance located on south elevation abutting Castle Street. Timber doors in poor condition throughout.

INTERIOR

As the use of the building has been adapted over time, so has the interior both in arrangement and fabric.

Whilst the building currently remains unoccupied, until late 2019 it was in the ownership of Moose International and was being used as a Masonic Lodge with the following internal spaces:

Former Wesleyan Methodist Chapel (North Structure)

Ground Floor

- **Main Functions Space:** the original chapel has been reconfigured to provide a primary function space including bar and servery hatch to the adjacent kitchen with modern lay-in grid ceiling tiles, plastered walls with contemporary anaglypta style wall paper and a sprung 'Junkers' style timber floor. Above the lay-in grid ceiling is a large void with cement tile ceiling. There is no natural light with all external openings now concealed behind contemporary surfaces. Refer to Figs 12 to 15.
- **Kitchen:** to the east of the main function space is a kitchen (equipment now removed) formed across two separate rooms with shuttered concrete ceiling, painted brick walls and vinyl floor tiles. Windows to the east elevation are painted metal. Refer to Figs 16 and 17.
- **Bar & Store:** within the main function space is a contemporary bar constructed of stained timber and melamine board. To the rear of the bar, existing wall finishes have been removed to expose the original stone external (north) wall of the former chapel. To the rear of the bar area is an enclosed store, accessed through the kitchen with corrugated sheet ceiling, plastered walls and exposed concrete floor. Refer to Figs 18 to 20.
- **External Stores (North Elevation):** to the north of the main function space are two lean-to structures formed between the original stone wall of the former chapel and the boundary wall. The western store provides an emergency escape route from the main function space to the western yard with shallow pitch corrugated sheet roof over a simple timber structure and a combination of wall finishes including brick, stone and the rendered external wall of the former chapel (all paint finish), and an unfinished concrete floor. To the north wall of the chapel, the original window openings of the chapel have been blocked up with fair-faced blockwork. The east store is similarly formed with a shallow pitch corrugated sheet roof internally (externally overlaid with single-ply membrane), painted brick walls and an unfinished concrete floor. The eastern store incorporates a gas fired boiler and associated distribution pipework with the flue exhausting into the small inaccessible courtyard. Refer to Figs 21 and 22.
- **Female WC:** to the south-western corner of the main function room is a female WC, accessed from the extension structure to the south of the former chapel. The WC incorporates a painted plasterboard ceiling, plastered/plasterboard walls and a sheet vinyl floor covering. Sanitaryware is contemporary white vitreous china close coupled WC's & WHB within a melamine faced cubicle system.

- **First Floor**
- **Ceremony Room:** during its time as a Masonic Lodge, the ceremony room was the principal first floor space within the former Wesleyan Chapel. The first floor structure is believed to have been incorporated into the eastern end of the former chapel, with the floor supported on a structural steel beam (forming a bulkhead in the ground floor function room) and a timber floor structure. As a room used for Masonic purposes, again the room is fully enclosed with all existing windows having been concealed (although the window recesses remain). The ceremony room is accessed from the two storey gabled extension structure to the south with the floor level set below that of the adjacent rooms. The ceremony room comprises a painted plasterboard ceiling with cementitious plaster to both internal and external solid stone walls which conceals the stonework below. The internal wall separating the ceremony room and the adjacent ceiling void (above the lay-in grid ceiling within the main function space) is formed in plasterboard on timber studs. The floor of the ceremony room comprises a boarded timber floor with a secondary boarded timber floor overlaid - the secondary floor is provided to the perimeter of the room, with the central area (formed as a circle) stepped down with the existing timber floor boards overlaid with carpet. Refer to Figs 23 and 24.
- **Male WC:** the male WC is located at first floor level and accessed from a half-landing from the western staircase located within the southern extension structure. The WC comprises a lay-in-grid ceiling with painted brickwork floors and a combination of sheet vinyl and vinyl tile floor. Sanitaryware is contemporary vitreous china urinals, close coupled WC and WHB's with exposed drainage pipework fixed to the brick walls. Internal metal windows open into the adjacent ceiling void and the brick walls which form the male WC encroach across existing external windows. Refer to Figs 25 and 26.

Two Storey Gabled Extension (South Structure)

Ground Floor

- **Kitchen Store:** to the south of the ground floor kitchen, located in the later gabled extension is a kitchen store. The kitchen store incorporates a plasterboard ceiling, painted brick walls and vinyl floor tiles. Windows to the east elevation are painted metal. Refer to Figs 27 and 28.
- **Social Room:** the social room forms the principal ground floor function room within the later gabled extension structure. During its time as a masonic lodge, the social room was fully enclosed with the existing ground floor windows enclosed behind a timber framed plasterboard wall. The ceiling also comprised a lowered, lay-in grid ceiling - which through agreement with the local planning authority was removed to expose the structure behind. The social room therefore comprises a painted tongue and groove ceiling (including around suspected steel beams supporting the floor structure over), framed plasterboard walls with anaglypta wallpaper and an unfinished concrete floor. Refer to Figs 29 to 31.
- **Lobby:** the existing lobby is the principal arrival space from the secondary entrance, and provides access to the main function space, social room and staircase to the first floor. The lobby incorporates a combination of finishes including a plasterboard ceiling to the main lobby area, finished in decorative wallpaper and polystyrene cornice, cementitious plaster walls finished in decorative wallpaper and red quarry tiles. The entrance lobby (immediately adjacent the entrance) and staircase are lined with tongue and groove timber panelling. Refer to Figs 32 to 34.

First Floor

- **Hall (Bowling Alley):** the principal space at first floor level within the extension structure is the long hall which, during the buildings' use as a masonic lodge, was used as a makeshift bowling alley. The hall is accessible from the ground floor via open timber staircases at each end of the hall. With the bowling apparatus now removed the hall incorporates a cement board ceiling, cementitious plaster applied to solid stone walls and a boarded timber floor. The existing single glazed timber casement windows overlooking Castle Street remain at first floor level, albeit these appear to be replacement contemporary casement windows. Refer to Figs 35 to 37.



Fig 12: Main function space with access/view through serving hatch to kitchen. Surfaces include lay-in-grid ceiling, cementitious plaster walls/wallpaper finish and sprung timber floor.

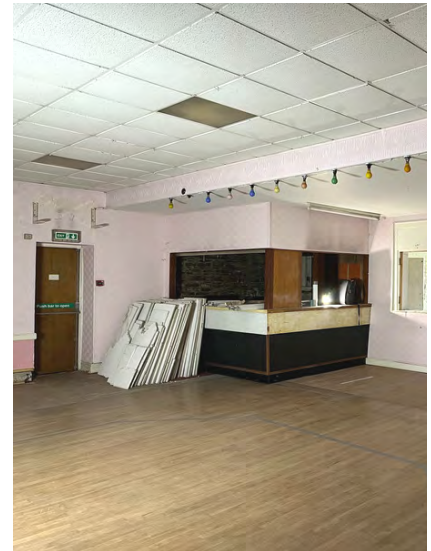


Fig 13: Contemporary bar structure and fire escape route through external stores beyond.



Fig 14: Former fire station entrance to east wall, Floor includes gentle slope towards former door. Modern panelled radiators fitted.



Fig 15: Void over lay-in-grid ceiling with cement tile ceiling, damaged by modern ceiling structure.



Fig 16: Kitchen adjacent to function space. Equipment removed with shuttered concrete ceiling, painted brick walls and vinyl tile floor evident. Metal windows to east elevation.



Fig 17: Secondary kitchen space leading through to kitchen store beyond.



Fig 18: stained timber and melamine bar enclosure to north east corner of function room, leading to bar store and kitchen beyond.



Fig 19: Bar store.



Fig 20: Modern cementitious plaster surface behind bar area removed to expose solid stone external wall below.



Fig 21: External store (west) with fire escape & blocked up window chapel window opening.



Fig 22: External store (east) housing gas fired boiler.



Fig 23: First floor ceremony room (within former chapel). Chapel window openings blocked and external walls covered with cementitious plaster. Boarded timber floor below tarpaulin.



Fig 24: Entrance to ceremony room from adjacent hall (first floor level within extension structure).



Fig 25: Male WC with modern sanitaryware, exposed pipework and contemporary finishes.



Fig 26: Internal metal window between Male WC and roof void (over ground floor function room).



Fig 27: Kitchen store (ground floor) with modern plaster finish affected by damp and surface mounted pipework. Possible former chimney stack in corner.



Fig 28: Access between kitchen and kitchen store through unsupported doorway.



Fig 29: Ground floor social room with route through to kitchen store/stairs to first floor hallway. Image shows previous lay-in-grid ceiling/contemporary finishes and cracked concrete floor.

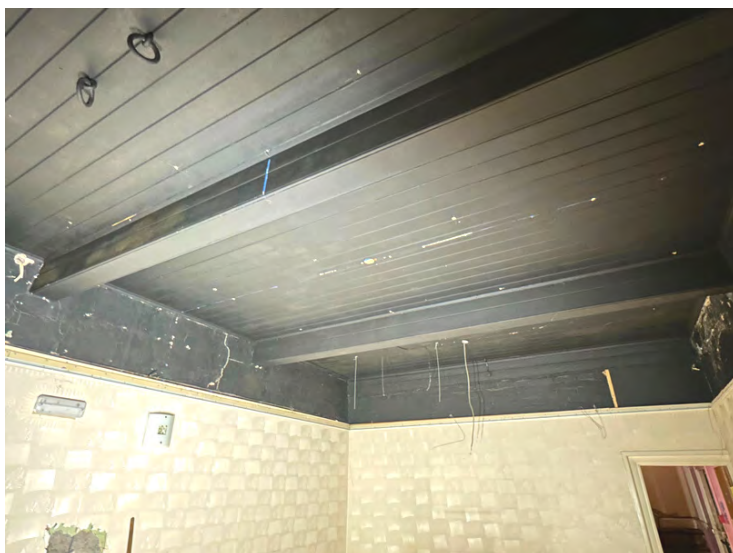


Fig 30: Social Room ceiling following removal of lay-in-grid - painted timber boarding revealed.



Fig 31: Removal of plasterboard in social room reveals contemporary single glazed timber window



Fig 32: Entrance lobby with access to main function space beyond.

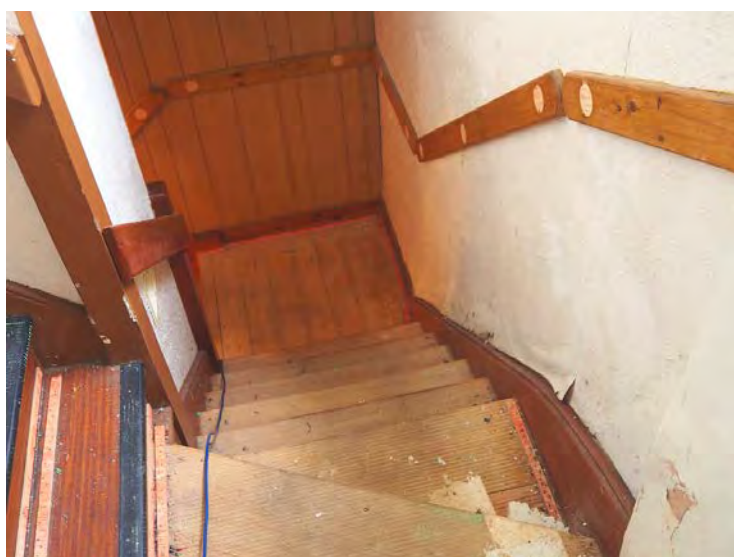


Fig 33: Timber staircase leading from lobby to first floor hall. Note timber panelling to lower section of stairs leading from lobby.

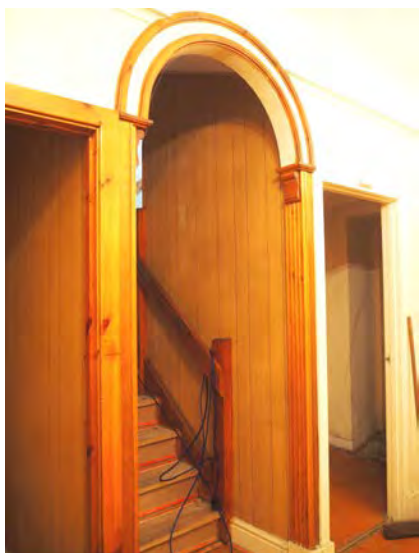


Fig 34: Timber panelling to bottom of stairs and foyer (left of frame). Female WC access (right of frame).



Fig 35: First floor Hall within extension structure overlooking Castle Street.



Fig 36: First floor hall with staircase (rear of frame) down to ground floor and access to ceremony room (top left of frame).



Fig 37: Modern timber casement window to south elevation, overlooking Castle Street.

2.2 PLANNING HISTORY

2.2.1 PLANNING APPLICATIONS

To understand more about the history of Moose Hall, reference has been made to the planning history of the property in order to identify further information about possible ownership and use.

It is noted that the planning history of the property (accessed through the online applications search) only relates to the period from 2007. No information relating to earlier applications or the historic transformations are available via the planning portal.

A summary of the applications and status are provided below:

P2007/0006	Reinstate first floor windows on south elevation to original design and reinstate arched doorway at south west boundary (Listed Building Consent Application). Approval never enacted.	Approved (24 Aug 2007)
P2007/0007	Reinstate first floor windows on south elevation to original design and reinstate arched doorway at south west boundary. Never enacted.	Approved (13 Mar 2007)
P2022/0605	Felling of 1x Large Leyland Cypress protected by Neath Town Centre Conservation Area Status	Approved (16 Sep 2022)

2.2.2 APPROVAL OF INTERNAL INVESTIGATIONS

In preparation for the submission of this application, informal discussions were held with Neath Port Talbot Planning Department regarding initial investigations within the building to establish the presence and condition of historic fabric behind modern finishes.

The investigation works were outlined in Volute Architects document ref: 21/1011/700 Revision A, dated 19th October 2021. A copy of this document is included in Appendix A.

The investigations were confirmed as acceptable without the need for a formal planning and/or listed building consent application by Chris Davies via email on 30th November 2021.

2.2.3 PRE-APPLICATION ENQUIRY

A pre-application enquiry outlining the proposed change of use of the building along with internal and external alterations, the nature of which are included within this application, was submitted on 31 August 2021, under reference: Q2021/0189.

A pre-application response was provided on 12th October 2021 (a copy of which is included within Appendix B of this document of this document).

The pre-application response confirmed the requirement for both planning and listed building consent and outlined the constraints which should be considered in any application.

Broadly, the pre-application response noted the proposed uses of the building to be acceptable and not contrary to the policies within the Local Development Plan, but the ultimate support of any applications would be subject to consideration of detailed submissions, particularly in relation to listed building consent.

These detailed proposals are the subject of this application.

3.0 DESIGN DEVELOPMENT & PROPOSALS

3.1 PRESERVING THE EXISTING CHARACTER & SIGNIFICANCE

Please also refer to Section 6.1 of the accompanying *Heritage Impact Assessment*.

Whilst the building is Grade II listed, the listing description which dates back to 1989 makes no specific reference to the reason for its designation. The exterior description does however make reference to the building being constructed circa 1813 as the first Methodist Chapel in Neath. It also provides an overview of the external materials (many of which are referenced as 'modern') and general fenestration, which is much altered from the original chapel - including a number of windows having been blocked by this time and many of the original stone elevations being concealed by 'pebble-dash' and render.

The character and significance of Moose Hall can therefore be identified in its relationship to Neath and the surrounding areas. The considerations for this are that it was indeed the first Methodist chapel in the town, its continued community use and possible links to national historic figures (John Wesley). It also has cultural value due to its proximity to Neath Castle and its retention and prominence through the developing local landscape.

It has also been established that the building has evolved significantly throughout its history and multiple uses, each of which conflicts with the last, that has resulted in most of the original and/or historic features and fabric having been lost. In addition, additional features such as original window openings to the former chapel have been blocked or concealed.

Apart from the external structure of solid stone masonry walls, slate roof and timber structure below, the building fabric is predominantly modern. As stated above and within the accompanying Structural Report the application of these modern, and often inappropriate materials, particularly in combination with the original solid stone walls, has contributed to the decline of the building which now suffers from substantial moisture ingress.

As the proposals will ensure the continued use of the building by the community and include the reinstatement of historic features (window openings), repair damage caused to the structure by inappropriate use of materials and the proposals are fully reversible it is considered that the historical interest and value of Moose Hall will be maintained as a result of these proposals.

3.2 DESIGN PROPOSALS

Please note: this document should be read in conjunction with the application drawings, documents and reports which together provide a detailed overview of the proposals including approach, layout, materials, finishes, repairs etc.

Summary

The proposals for change outlined within the application comprise of internal and external alterations to Moose Hall, including change of use to include proposed uses as a restaurant (A3 use class) and offices (B1 use class).

The proposals, including their proposed uses, are broadly aligned with the two distinct structures which make up the existing building, these being:

- The former Wesleyan Chapel structure to the north of the site, which is proposed to be refurbished for use as a restaurant (A3 use class), including the addition of an external terrace (and dedicated fire escape route) to the north elevation with views over the adjacent Neath Castle. The restaurant is to be open to the general public, and;
- The later two storey extension to the south of the site and which now overlooks Castle Street, which is proposed to be refurbished for business use (B1 use class). The business use is intended to serve a variety of possible uses including, for example, a hair salon and/or offices.

Whilst the proposals outlined in this application constitute a further change of use, the internal arrangement largely follows the existing building layout (much of which dates back to the buildings' time as a fire station) with only minor alterations.

Design Approach Summary

- Whilst it is acknowledged that there will be some impact on the existing fabric of the building, the proposals have been developed with the intention of keeping the impact on the *historic* fabric to a minimum by removing only contemporary materials which are to the detriment of the building by either; concealing historic features/fabric, and/or are causing/contributing to decline and deterioration. These works are required to preserve the building and original fabric.
- Where replacement materials and/or finishes are proposed, these are to be appropriate for use with substrate to ensure that the historic fabric of the building can perform as intended.
- Although opportunities are limited, where possible original fabric and features (such as original window openings dating back to the original use as a chapel) will be reinstated to provide reference and interpretation of the buildings' history.
- The proposed plan arrangement largely follows the existing building layout (much of which dates back to the buildings' time as a fire station) with only minor alterations to minimise the removal of existing structures and fabric developed over time and which celebrate the transformative history of the building.
- Where new interventions, materials and finishes are proposed, these have been considered to sit respectfully alongside the existing fabric whilst providing contrast and focus on original elements rather than creating a pastiche design. This will ensure that original fabric and features are prominent and celebrated whilst providing the comfort, convenience and performance of a modern public facility.

- The proposals have been considered to have minimum impact on the original and existing fabric and can be fully removed to enable the original fabric, features and spatial volumes to be fully reinstated to as it was prior to the change of use, in the unlikely event that the need should ever arise.
- Where repairs to existing fabric are required, these will be undertaken only on a like-for-like basis.
- The proposals have been carefully considered to ensure the continued viable use of the building by the community and as a desirable venue and workspace for Neath, without damaging the heritage and significance of the building.

Appearance & Architectural Detailing

For a detailed description of the proposed appearance and architectural detailing, please refer to the detailed notes included on the accompanying application drawings.

Materials Summary

For a detailed description of the proposed materials, please refer to the detailed notes included on the accompanying application drawings. A summary of the proposed materials is provided below:

- **Roof:** The existing slate roof to be retained with local repairs as required which are to be undertaken on a purely like-for-like basis to match existing material, size, colour and texture, including the replacement of the existing hidden staged lead valley gutter, which is to be replaced in accordance with LSA details to ensure appropriate discharge of rainwater (not overshooting and discharging onto elevations as currently). Please also refer to drawing 21/1011/200 for further details.
- **Roof Vents:** The existing roof void is unventilated, creating condensation and moisture damage to the roof structure. Therefore, new Klobber Universal 20K vent to be incorporated into existing roof finish to enable moisture to escape from the existing roof void. Remaining roof timbers to be treated to negate further deterioration in accordance with the recommendations of the structural report.
- **Walls (south elevation):** The Structural Survey (Inspections) report identifies cracking and weathering to the existing pennant stonework. Therefore, in accordance with drawings 21/1011/112 and 113, all cracked, defective and/or cement mortar to be raked out and all loose/deleterious material blown out to receive new lime based mortar pointing to ensure the solid stone wall can 'breathe' in their repaired state.
- **Walls (east and west elevation):** In accordance with drawings 21/1011/112 and 113, existing rendered surfaces to the areas indicated comprise a combination of contemporary fined down and rough-cast cementitious renders (added circa 1967) which is identified within the accompanying Structural Survey (Inspections) report to incorporate substantial cracking, crazing and detachment from the substrate across the highlighted elevations resulting in extensive penetrating damp to the interior of the building. It is therefore proposed to remove existing render in its entirety and the surfaces re-rendered in lime render to ensure the existing solid walls are able to 'breathe' in their repaired state. In accordance with the recommendations of the Structural Survey (Inspections) report, once the existing render has been removed the existing walls are to be inspected for structural defects, with any repairs undertaken in accordance with the recommendations of the structural report.

- **Walls (north elevation):** In accordance with drawings 21/1011/112 and 113, the elevations indicated comprise cementitious render (added since 1967) and is believed to be in a generally sound condition (having not been identified within the accompanying Structural Surveys (Inspection) report as having substantial cracking/crazing or detachment from the substrate. It is therefore proposed that, to areas highlighted, that the existing render be repaired as required on a purely like-for-like basis to match existing, including decoration. Whilst undertaking remedial works, should the existing render be found to have substantially detached from the substrate the render is to be removed and replaced with lime render (to match the proposed East and West elevations).
- **Walls (internal - existing solid stone masonry walls):** The internal face of external walls comprise a combination of contemporary plastered/plasterboard finishes which are identified within the accompanying Structural Survey (Inspections) report to be affected by penetrating damp resulting in cracking, crazing and detachment from the substrate. In accordance with the recommendations of the Structural Survey (Inspections) report, the existing finishes are to be removed and the existing walls to be inspected for structural defects, with any repairs undertaken in accordance with the recommendations of the structural report including any cracked, defective and/or cement mortar to be raked out and all loose/deleterious material blown out to receive new lime mortar pointing. Once repaired, the existing stone surface is to be retained exposed wherever possible with any areas not constructed from stone or subject to previously undertaken and poorly executed repairs to be rendered in lime plaster to enable the wall structure to 'breathe' in its rendered state.
- **Walls (internal - existing brick masonry walls):** Existing brick walls to receive plasterboard with taped/bonded joints to receive decoration.
- **Walls (internal - panelling):** To areas indicated on drawings 21/1011/201 and 202, low level timber wall panelling to be provided.
- **Walls (internal - new):** Where new internal walls are required to form proposed new internal rooms, these are to be formed in timber studs and plasterboard with paint finish. To 'wet' areas plasterboard is to be moisture resistant. Modern plasterboard is considered to be an appropriate finishing material to new areas as painted finish is visually similar to lathe and plaster with the benefit of meeting modern performance criteria, cost effective and efficient to construct.
- **Walls (internal - kitchen):** To the ground floor kitchen, existing brick walls are to be finished with a washable surface such as hygienic washable paneling or washable paint.
- **Ceilings:** All ceilings to be plasterboard with taped/bonded joints to receive decoration.
- **Floors:** The existing 'junkers' style sprung floor to the main function room is to be retained, with any repairs made on a purely like-for-like basis. All other floor finishes are to be removed for resurfacing over existing substrate.
- **Floor (kitchen):** To the kitchen, install Altro Classic 25 (2.5mm) vinyl safety flooring, with all joints to be hot welded with Altro vinyl self coving (height 100mm) to all perimeter walls,

- **Floors (mezzanine):** New steel framed mezzanine floor to structural engineers details to form new gallery floor within restaurant. Mezzanine to incorporate galvanised steel post and rail balustrade, paint finish in colour black, with 44mm softwood timber handrail to the full perimeter. Mezzanine to receive slip resistant timber boarding with closed joints. Refer to drawing 21/1011/307 for details.
- **Floors (terrace):** New steel framed terrace to structural engineers details to incorporate galvanised steel post and rail balustrade to the full perimeter, colour unfinished. Terrace surface to comprise slip resistant galvanised timber boarding with closed joints. All framework to be painted, colour black. The area of terrace (shown hatched on accompanying drawing 21/1011/306) is to be designed to enable boards to be easily removed/replaced secure to enable cleaning/maintenance of flat roof below
- **Windows (existing timber):** Existing single glazed timber windows throughout the property are to be retained and redecorated to match existing. During the works, existing windows are to be inspected to ensure integrity of the timber sections throughout. Should repairs be required, these will be localised (rather than replacement of entire window) such as splicing in new timber, on a like-for-like basis to match existing.
- **Windows (existing metal):** Existing single glazed metal windows throughout the property are to be retained and redecorated to match existing. During the works, existing windows are to be inspected to ensure integrity of the metal sections throughout. Should repairs be required, these will be localised (rather than replacement of entire window) on a like-for-like basis to match existing.
- **Windows (proposed timber):** All new timber windows with slimline glazing and trickle vents to improve thermal efficiency and vapour control within the building. All new timber windows to be paint finish.
- **Windows (proposed aluminium):** All new aluminium windows to be powder coated aluminium to provide clear contrast between existing and proposed fabric.
- **Doors (proposed timber):** All new external timber doors to match existing, paint finish in colour TBC.
- **Doors (proposed aluminium):** All new aluminium doors to be powder coated aluminium to provide clear contrast between existing and proposed fabric.
- **Doors (proposed steel):** All new steel security doors to be factory finished.
- **Doors (proposed timber shutter):** The entrance to the proposed restaurant to receive vertically boarded top hung roller shutter. Please refer to drawing 21/1011/302 for full details.
- **Doors (internal):** All new internal doors to be flush panel doors, including vision panels where required, paint grade finish.

Design Precedents

The following images provide an illustrative summary of the strategic design approach and inspiration for the project outlined within this application and is a reflection of the concepts, spatial qualities, details, materials and finishes which have informed the design (see over).



Fig 38



Fig 39



Fig 40



Fig 41



Fig 42



Fig 43

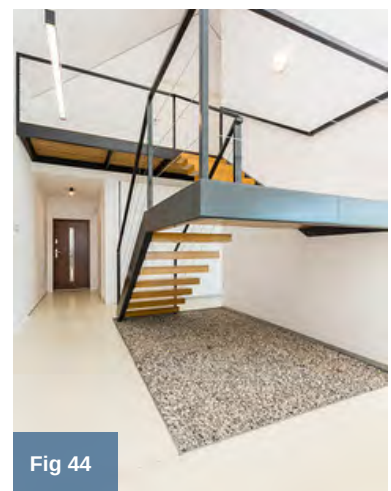


Fig 44



Fig 45



Fig 46



Fig 47



Fig 48



Fig 49



Fig 50



Fig 51

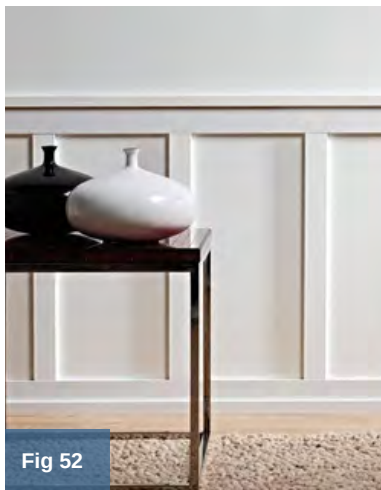


Fig 52



Fig 53



Fig 54



Fig 55



Fig 56

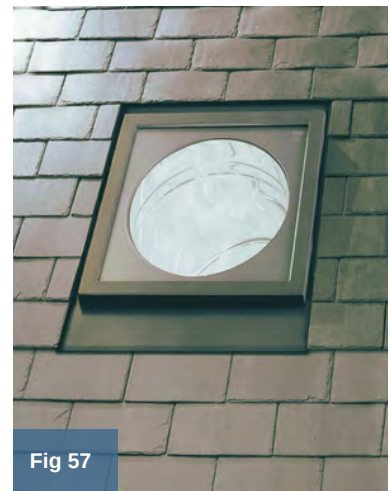


Fig 57



Fig 58

4.0 ACCESS STATEMENT

This application comprises the change of use alongside internal and external alterations to an existing building which has previously been open to members of the public. It is noted that access up to and around the property is generally level and remains unchanged as a result of these proposals.

4.1 PEDESTRIAN ACCESS

Pedestrian access to Moose Hall is provided along Castle Street, a public highway comprising a two way road with pavements to both sides. The road and pavements are predominantly level and are within close proximity to Neath Town Centre and associated public transport routes. Cycle access is readily available.

The building sits immediately adjacent to the northern boundary of the highway with direct access into both the south elevation, through an existing doorway (see Fig 59) and to a private, level courtyard to the west of the building which then provides level access to the west elevation and stores to the rear of the property (see Fig 60).

Within the proposals, these existing access routes to the building and into the site remain unchanged.



Fig 59: Level access into the site from public highway



Fig 60: Access to level courtyard from public highway

Business Premises: Ground Floor South Structure

The proposals provide for an independent business unit (B1 use class) to the ground floor of the southern structure (adjacent to Castle Street). Access into the ground floor units is via the existing entrance door in the west elevation, which provides level access directly into the unit (see Fig 61 below).

The proposed business unit is contained within the ground floor of the southern structure and is level throughout with no direct access to the upper floor (which is a separate self-contained business unit).

Publicly accessible sanitary conveniences are available within the ground floor business unit including a dedicated accessible WC with baby changing facilities. The accessible WC is directly accessible from within the business unit.

Business Premises: First Floor South Structure

The proposals provide for a further business unit (B1 use class) to the first floor of the southern structure comprising three self-contained workspaces, a reception, tea point and WC. Access into the first floor units is via the existing entrance door in the south elevation, accessed directly from the public highway (see Fig 61 below).

Once inside the building, an L-shaped staircase provides access to the upper floor reception area and workspaces beyond. No lift access is proposed to the first floor workspaces.

The first floor business unit includes a publicly accessible WC, however this is not accessible standard.

Restaurant: Former Wesleyan Chapel

The proposals include for the former Wesleyan Chapel structure to the rear of the building to be converted to a self-contained restaurant (A3 use class).

Inside the building, restaurant seating is to be provided over the ground and first floor with stair access to the upper mezzanine level. Core facilities associated with the use of the restaurant will be located on the ground floor including ample seating, bar and a publicly accessible WC with baby changing facilities.

At first floor level, a private function room and external terrace will be provided.

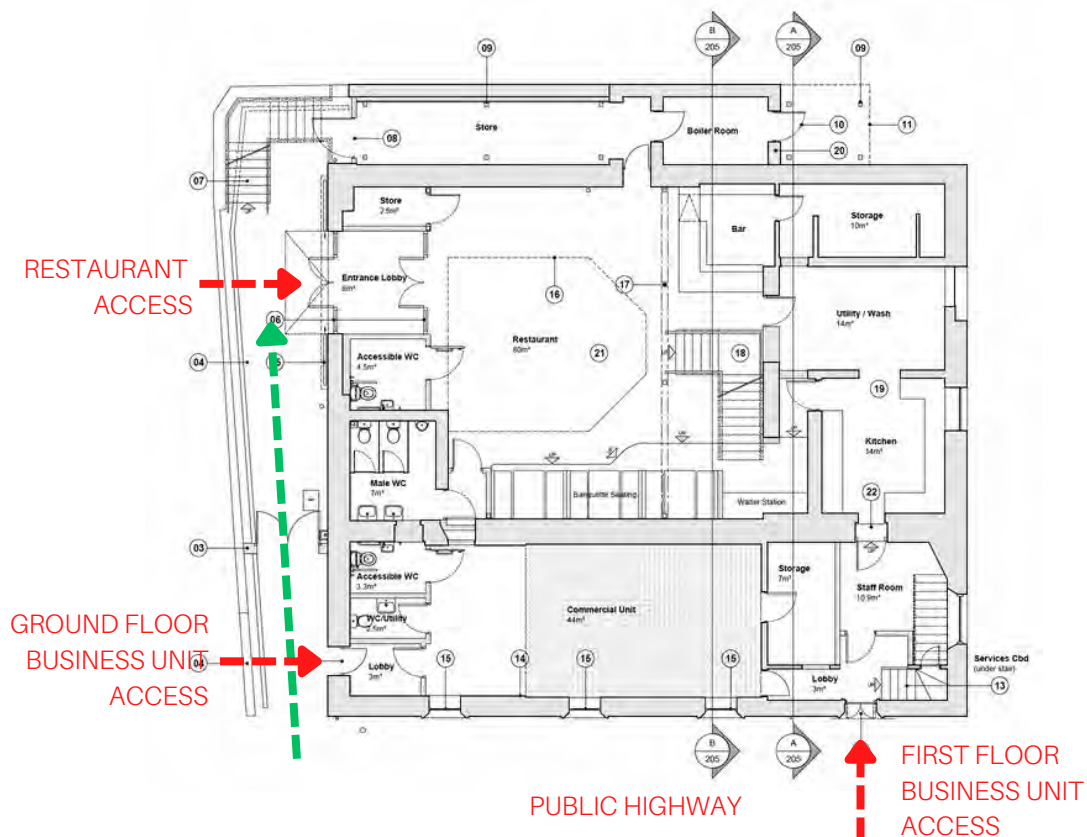


Fig 61: Level access routes from public highway to building entrances

4.2 VEHICLE ACCESS

Vehicle access is provided along Castle Street which runs immediately to the south of the building.

No vehicle parking is available within the curtilage of the Moose Hall site, however; due to the location of the building within Neath town centre it is considered that on-site parking is not required with ample on street parking available immediately adjacent to the property (time restricted) and pay and display parking available close by, including:

- High Street Car Park approximately 50m from the building
- Multi-Storey Car Park at Prince of Wales Drive approximately 225m away

Neath train station lies approximately 375m from the application site with associated access to bus and taxi services at this location.

5.0 ENVIRONMENTAL SUSTAINABILITY

As the proposals relate to change of use along with internal and external alterations of a Grade II listed building, a balance is required between the sensitive refurbishment of the former chapel structure to provide a desirable public space which meets the current comfort, convenience and performance requirements of a modern building and the protection of the historical character, value of the historic fabric and spatial qualities.

There are therefore limited opportunities to improve the thermal and energy performance of the building without significant impact on the existing fabric.

For example, due to the existing construction being solid stone walls with no cavity it is difficult to insulate the external walls without sealing the walls with modern materials that can cause the stone to sweat.

Therefore, upgrading of the thermal performance of the building will be limited to:

- Insulating the existing roof void with insulation to achieve a u-value of 0.15W/m²K
- New windows and doors will achieve a u-value of 1.8W/m²K

The existing external walls and ground floor construction are to remain as existing.

Consequential Improvements

Approved Document L2B of the Building Regulations includes provision for Consequential Improvements to be incorporated into existing buildings where certain building works are undertaken. This occurs when:

- (a) The existing building is extended or part of the building is converted to provide fixed heating in a previously unheated space, increasing the conditioned volume. The building could be extended by means of a conventional extension or a non-exempt conservatory or porch

Or where an existing building has a useful floor area over 1000m²

- (b) The initial provision of any fixed building service i.e. the initial installation of heating, hot water, air conditioning or mechanical ventilation, or internal or external lighting (not including emergency escape lighting or specialist process lighting), or
- ©An increase in the installed capacity of any fixed building service (other than renewable energy generators)

The requirement in (a) applies to all existing non-domestic buildings. The requirements in (b) and (c) only apply to existing non-domestic buildings where the total useful floor area is over 1000m².

The proposals do not constitute any of the above works, therefore consequential improvements are **not** required as part of the proposals.

Building Services

The building is served by existing mains services including electricity (including three phase), gas, water and drainage which are to be utilised within the proposals.

- The existing three phase electrical supply be retained to power the proposed uses, including a sub-meter for each business unit.
- The existing gas supply will be retained to supply the proposed uses, including a sub-meter and gas fired boiler to each business unit to provide heating and hot water via wall mounted panel radiators (as existing).
- The existing mains water supply will be retained to supply the proposed used, including a sub-meter to each business unit.
- The existing drainage connections will be retained to supply the proposed uses, with all internal drainage utilising existing connections.

6.0 CONCLUSIONS

This Design and Access Statement has demonstrated that this application has been thoughtfully considered and has taken into account the varied influences, constraints and requirements of the site and history of the building.

Accordingly, the proposals set out within this document are considered to be appropriate in terms of design and accessibility to the setting, character and historical significance of the property and will safeguard its future as a high quality, desirable community space.

Use

Whilst the proposals include change of use for restaurant (A3 use class) and business (B1 use class), the reinstatement of the building for these purposes will ensure that the building remains open to and enjoyed by the community - which is consistent with its historical uses since it was established as a Wesleyan Chapel in 1813.

Layout

The proposed plan arrangement largely follows the existing building layout (much of which dates back to the buildings' time as a fire station) with only minor alterations to minimise the removal of existing structures and fabric developed over time and which celebrate the transformative history of the building.

Appearance & Materials

Whilst it is acknowledged that there will be some impact on the existing fabric of the building, the proposals have been developed with the intention of keeping the impact on the historic fabric to a minimum by removing only contemporary materials which are to the detriment of the building by either; concealing historic features/fabric, and/or are causing/contributing to decline and deterioration. These works are required to preserve the building and original fabric.

Where replacement materials and/or finishes are proposed, these are to be appropriate for use with substrate to ensure that the historic fabric of the building can perform as intended.

Although opportunities are limited, where possible original fabric and features (such as original window openings dating back to the original use as a chapel) will be reinstated to provide reference and interpretation of the buildings' history.

Where new interventions, materials and finishes are proposed, these have been considered to sit respectfully alongside the existing fabric whilst providing contrast and focus on original elements rather than creating a pastiche design. This will ensure that original fabric and features are prominent and celebrated whilst providing the comfort, convenience and performance of a modern public facility.

Access

Originally established as a place of worship in a town centre location, access to the building is long established and remains unchanged as part of the proposals, which utilise the existing public highway to provide convenient level access for pedestrians, cyclists and vehicles.

Being located within Neath town centre means that the site is within short distance of local amenities, car parking and public transport hubs. Routes to the building within the public realm are predominantly level.

Access into and around proposed uses is level with accessible facilities available at ground floor level. Access to the first floor accommodation is available by stairs.

Environmental Sustainability

As the proposals relate to change of use along with internal and external alterations of a Grade II listed building, a balance is required between the sensitive refurbishment of the former chapel structure to provide a desirable public space which meets the current comfort, convenience and performance requirements of a modern building and the protection of the historical character, value of the historic fabric and spatial qualities.

There are therefore limited opportunities to improve the thermal and energy performance of the building without significant impact on the existing fabric.

However, where elements of existing building fabric are proposed to be introduced/replaced and/or can be improved without significant impact on the original fabric of the building, these will be upgraded to provide improved thermal performance.

Consequential improvements are not required as a result of the proposals.

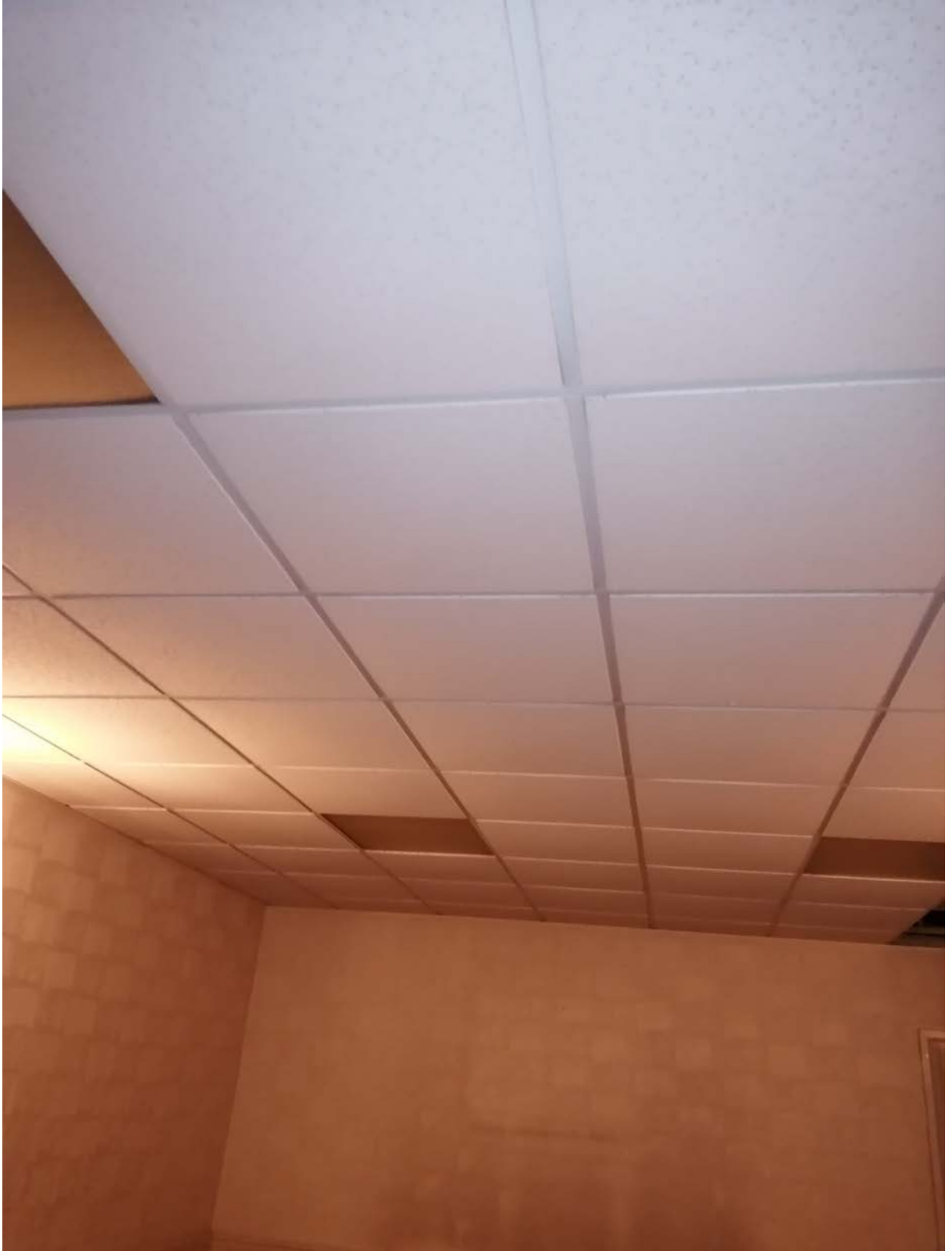
The existing building services will be retained to support the proposed uses.

APPENDIX A

VOLUTE ARCHITECTS LIMITED DOCUMENT 21/1011/700 REV A, DATED 19th OCT 2021:
OUTLINING INFORMAL INVESTIGATION WORKS TO BE UNDERTAKEN AT THE BUILDING, AS
AGREED WITH NEATH PORT TALBOT COUNCIL

Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

1. Take down the false ceiling on the ground floor front room.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

2. Take down false ceiling in first floor front room, along with removing wall-paper to walls.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

3. Remove the bar located in the rear room on the ground floor.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

4. Removal of modern impermeable paint from the brick wall in the existing kitchen.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

5. Disconnect gas supply and remove copper pipework and water pipe which will be replaced on refurbishment as part of the wider installation.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

6. Remove some plaster in the first floor Chapel Room to investigate what is being concealed.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

7. Remove some plaster in the ground floor east room (proposed location of staff room) to investigate what is being concealed.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

8. Remove a sample of artex and boarding to front room on the ground floor to expose what is being concealed.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

9. Remove a section of ceiling to reveal construction of floor in main hall to the right of where stairs are proposed.



Proposed schedule of removal of contemporary materials to better understand existing fabric and inform proposed designs for full planning and listed building consent applications at Moose Hall, Neath.

10. Remove a section of the contemporary ceiling material to expose steel floor beam. Investigation to be undertaken near to where the beam enters the wall to check for signs of corrosion.
Example of ceiling material as shown below.



APPENDIX B

NEATH PORT TALBOT PRE-APPLICATION RESPONSE
REF Q2021/0189 (DATED 12th OCTOBER 2021)



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Date Dyddiad	12th October 2021
Direct line Rhif ffôn	01639 686726
Email Ebost	c.j.davies@npt.gov.uk
Contact Cyswllt	Chris Davies
Your ref Eich cyf	
Our ref Ein cyf	Q2021/0189

Amanda Needham
22 Merton Green
Caerwent
Monmouthshire
NP26 5AT

BY EMAIL ONLY

Dear Sir/Madam

Town and Country Planning Act 1990

Pre-App. Ref.: Q2021/0189
PROPOSAL: listed building proposals
LOCATION: Moose Hall Castle Street Neath Neath Port Talbot SA11 3LU

I refer to your correspondence received on 31 August 2021, concerning the above and your request for pre-application advice. Having considered the nature of submission, I respond as follows.

Local Context and Constraints

Please note that this information is based on our current records and is, as far as possible, accurate. Nevertheless, we reserve the right to advise you of any additional constraints that may be identified at the time of your application.

- Conservation Area.
- Listed Building
- Adjacent to a Scheduled Ancient Monument.

Amgylchedd ac Adfywio

Ceri Morris Pennaeth Cynllunio a Gwarchod y Cyhoedd

Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd SA11 2GG

Ffôn 01639 686868

Environment and Regeneration

Ceri Morris Head of Planning and Public Protection

The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG

Tel 01639 686868

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.

Relevant Planning History

From an examination of our records, the application site/ property has the following relevant planning history:

P2007/0006 REINSTATE FIRST FLOOR WINDOWS ON SOUTH ELEVATION TO ORIGINAL DESIGN AND REINSTATE ARCHED DOORWAY AT SOUTH WEST BOUNDARY (LISTED BUILDING APP) Approved: 24-AUG-07

P2007/0007 REINSTATE FIRST FLOOR WINDOWS ON SOUTH ELEVATION TO ORIGINAL DESIGN AND REINSTATE ARCHED DOORWAY AT SOUTH WEST BOUNDARY Approval 13-MAR-07

Relevant Planning Policies

In addition to national guidance contained within Planning Policy Wales, any application would be considered against the Policies within the Adopted Neath Port Talbot Local Development Plan, details of which are available on the Council's web site by visiting www.npt.gov.uk/ldp. The relevant policies would include:

Strategic Policies

- **Policy SP3** Sustainable Communities
- **Policy SP7** Housing Requirement
- **Policy SP8** Affordable Housing
- **Policy SP10** Open Space
- **Policy SP12** Retail
- **Policy SP15** Biodiversity and Geodiversity

Topic based Policies

- **Policy SC1** Settlement limits
- **Policy EN6** Important Biodiversity and Geodiversity Sites
- **Policy EN7** Important Natural Features
- **Policy TR2** Design and Access of New Development
- **Policy BE1** Design.

Supplementary Planning Guidance:

The following SPG is of relevance to this application: -

- Parking Standards_(October 2016)
- Biodiversity and Geodiversity (May 2018)
- Design (July 2017)

All of the above SPG can be viewed on the [Council's website](#).

Analysis of Proposal

The proposals relate to the change of use of the building together with internal and external alterations to the building.

The property is Listed Grade II and as such the proposed development would require both planning permission and Listed Building Consent for the aforementioned works. However, in relation to planning permission this is limited to external alterations, and the use of the property, whilst the Listed Building application will include internal and external alterations to the building.

The property is located within a defined conservation area, and Policy SP21 C refers.

Policy SP21 Built Environment and Historic Heritage

The built environment and historic heritage will, where appropriate, be conserved and enhanced through the following measures:

1. Encouraging high quality design standards in all development proposals;
2. Protecting arterial gateways from intrusive and inappropriate development;
3. Safeguarding features of historic and cultural importance;
4. The identification of the following designated sites to enable their protection and where appropriate enhancement:
 - (a) Landscapes of Historic Interest;
 - (b) Historic Parks and Gardens;
 - (c) Conservation Areas;
 - (d) Scheduled Ancient Monuments; and
 - (e) Listed Buildings and their curtilage.

Neath Castle a scheduled Ancient Monument also lies to the rear of the property, and the gardens surrounding the castle adjoin the rear of the building.

In terms of general advice the site lies within defined settlement limits, but outside of the defined retail centre of Neath Town Centre. This is defined under Policy r2 OF THE Local Development Plan.

Policy SC1 relates to the settlement limits, and states that; Development within settlement limits that is proportionate in scale and form to the role and function of the settlement as set out in the Settlement Hierarchy will be acceptable in principle.

Planning Permission.

Planning permission for a change of use of the building will be required, and for the external works, including the introduction of the external seating area to the rear at first floor level.

In principle the proposed uses in the building would appear to be acceptable, and would not be contrary to the policies within the Local Development Plan, however the details of the external works would need to be assessed further once details are provided, including the potential impacts of these works upon and adjoining land or property, including the trees to the rear, that are

protected by virtue of being located within the conservation area, and the setting of the ancient monument itself.

It is considered that due to its central location that parking would not be required for the proposed uses. However, it may be necessary to consider sustainable and active travel, with the inclusion of cycle parking.

Details of how waste would be dealt with and recycling, especially if this will necessitate the construction of an external bin store.

Listed Building Consent.

This application can be submitted alongside the planning application, but will require details of all internal works, as well as the external alterations. As you are aware, any alteration or change to a Listed Building will require listed building consent unless these are considered a like for like repair. As part of any application detailed drawings, over and above that required for the planning application, including the exact methodology for the works, specification and justification for the use of materials, and assessment of the works upon the historic character and fabric of the building will be necessary.

As stated on our site meeting, the Authority is happy to continue informal dialogue with you on the proposals up to the point of formal submission. Further advice of the validation requirements for a Listed Building can be found on CADW's website. You will need to submit a heritage impact statement with your application for listed building consent, as well as detailed plans

In relation to the works discussed on site to both reveal the fabric of the building for investigation purposes, and the like for like repairs and minor maintenance works it was recommended that this be relooked at and submitted to the Authority for a written response to be provided to you.

Biodiversity

As identified above, Policies EN6 and EN7 will be of relevance insofar as there is a need to ensure any impacts on biodiversity/ natural features are appropriately assessed and, where applicable, mitigated.

An informal discussion with the Biodiversity officer clarifies that as a minimum a preliminary survey for Bats will be required to support any application, and this may necessitate a full survey to be provided prior to the determination of both the planning and Listed Building applications. Mitigation and/or enhancements for biodiversity may also be required in the form of bat and/or bird boxes.

Once you have the results of the survey, you are therefore strongly encouraged to liaise further with the Council's Countryside & Wildlife team (Tel: 01639 686149), so that they may provide proactive advice to seek to address any identified biodiversity issues at the earliest stage of your project / design.

Trees.

It is confirmed that the trees to the rear are on land under the ownership of the local Authority. These are also located within a Conservation Area and as such afforded protection. We have

contacted the Council's Arboricultural Officer for comment on the potential for works to take place to these trees, and the potential for felling. We will provide a reply once information is forthcoming, however, this should be ascertained prior to any application being submitted, as the tree may impact upon the acceptability of the rear roof terrace or limit its extent.

Sustainable Drainage – Statutory Requirements w.e.f January 2019

Please note that from 7th January 2019, all new developments of more than 1 house or where the construction area is of 100m² or more will require sustainable drainage - built in accordance with mandatory standards for sustainable drainage published by Welsh Ministers - to manage on-site surface water. More information is available in [Schedule 3 of the Flood & Water Management Act 2010](#).

These systems must be approved by the Council's Engineering Service acting in its SuDS Approving Body (SAB) role **before construction work begins**. In this respect it is essential that a developer of any such project gain SAB approval of its surface water drainage alongside any relevant planning permission. **You will not be allowed to start construction until both permissions have been approved.**

If you have not done so already, and your development would not fall into any of the relevant exceptions¹, you are therefore strongly encouraged to request further advice from the SAB. Involving the SAB Officers in pre-application discussions will allow for SuDS drainage matters (to ensure suitability of proposed SuDS design in line with national standards and adequate site layout) to be considered alongside the assessment of planning merits. **There is an additional charge of £250 for this service.** This can be as part of any agreed further pre-application submissions with the Planning Authority (recommended) or independently/ direct with the SAB. You are advised, however, that failing to engage in joint pre-application discussions has the potential to lead to delays and, most notably, the potential need to obtain further planning permission should any agreed SuDS design not be compliant with any relevant planning permission. Further details are available at www.npt.gov.uk/planning.

Further discussion on such matters can, of course, be entered into at the time of an application, or as part of any agreed further pre-application submissions.

Required Supporting Documentation

We would encourage you to submit your application electronically via www.gov.wales/planningapplications.

Having regard to the nature of your proposal, it is considered at this stage that in addition to the submission of standard mandatory supporting documentation such as application forms, plans and

¹ Exceptions and exemptions, in summary, relate to:-

- Existing sites and developments with planning permission granted or deemed to be granted (whether or not subject to any conditions as to a reserved matter) or for which a valid application has been received but not determined by 7 January 2019. However, SAB approval will still be required if the planning permission was granted subject to a condition as to a reserved matter and an application for approval of the reserved matter is not made before 7 January 2020.

fee, any application for the above development should also be accompanied by the following additional documentation: -

- Design and Access Statement (see TAN 12 Design, Appendix 1)
Only applies to: planning applications for “major” development (except for mining; waste; section ‘73’ and applications of a material change in use of land or buildings) and all planning applications for development in a conservation area for 1+ dwellings or floorspace > 100 sq. m. (gross).
- Heritage Impact Assessment (please note that since 1st September 2017 an application for Listed Building Consent must be accompanied by a Heritage Impact Statement (instead of a DAS)).
- Structural Survey
- Bat Survey
- Tree Survey
- Site survey identifying existing ground levels, plus details of proposed levels including sections / cross-sections

If any subsequent application fails to include the information above, there is a chance it may not be registered and, in any event, it is likely that an application will either be refused or will not be able to be progressed until its satisfactory submission.

It is also this Authority’s practice to recommend to applicants that detailed information is submitted at application stage to ensure that, in the event of planning permission being granted, that ‘pre-commencement’ conditions (which require approval of details prior to work starting on site) can be minimised. You are therefore encouraged to ensure that your initial submissions incorporate as much information as possible (for example materials, boundary treatment, ecology mitigation, Construction Management Plan, Travel Plan etc.), and address all matters raised in the advice given above.

Detailed guidance on the use of the national standard application form for planning permission and other associated consent regimes; and the information which must accompany a planning application so that the local planning authority can determine the validity of the application, can be found as follows: -

“Guidance on the use of the standard application form (‘1app’) and validation of applications”:

<http://wales.gov.uk/topics/planning/policy/guidanceandleaflets/1appguidance>

The Town and Country Planning (Development Management Procedure)(Wales) Order 2012:

[http://www.legislation.gov.uk/wsi/2012/801/contents/made \(original Order\).](http://www.legislation.gov.uk/wsi/2012/801/contents/made (original Order).)

(Note subsequent Amendment Orders: [2014](#) ; [2015](#) ; [2016](#) ; and [2017](#)).

How we will deal with your planning application

As part of its emphasis on ‘Delivering Quality Development Quickly’, the Planning department prides itself on the service it offers our customers. Once your application has been received, this will include an allocated case officer making contact with you or your appointed agent within the first week and arranging a visit, following which we will contact you by phone or email to advise of any discrepancies with your application. We will also work with you to address any outstanding concerns, including any amendments required to make your proposal acceptable.

Once we are happy with the validity of your application, we will formally consult neighbours and relevant consultees. Provided there are no significant matters of concern resulting from such consultations, we will then seek to determine your application as swiftly as possible after the expiry of the statutory publicity period, and aim to do so within the 8 week statutory period.

While Officers will endeavour to ensure you are aware of the progress of your application, we would encourage you to contact the case officer should you wish to discuss any matter further.

Development Team Approach – Building Control

The Development Management and Building Control teams work closely to assist developers in improving the quality of their development and ensuring compliance with all appropriate conditions and Regulations. In particular, Building Control provide a competitive and highly professional service and seek to actively engage with developer's at the earliest stage of their project. You are therefore encouraged to contact the Building Control team on 01639 686820 or by emailing building.control@npt.gov.uk to enter into early negotiations and understand the benefits of the Council's Development Team approach.

Requests for Further Advice

Following receipt of this initial advice, should you wish to discuss your scheme prior to formal submission, please contact the case officer on the direct number or email address given above. Further charges may apply.

Yours faithfully

Chris Davies

If you require this information in larger print, or in an alternative format, please contact the above named officer.

Seeking Pre-Application Advice from External Consultees

Natural Resources Wales (NRW)

Natural Resources Wales has a key role in the planning system and you may wish to hold pre-application consultation with them, utilising their pre-application service, so that environmental considerations are identified and addressed at the earliest opportunity. More information about Natural Resources Wales's pre-application service, including what advice can be sought for free, and what advice is subject to a fee can be found at:

<https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/our-service-to-developers/?lang=en>

Dŵr Cymru Welsh Water (DCWW)

Dŵr Cymru Welsh Water has a key role to play in the development and planning process as the services provided are at the forefront of public health and protection of the environment. Dŵr Cymru encourages all developers to engage with them as early as possible in order to address any issues that may arise during the planning/construction process.

To assist, Dŵr Cymru operates a pre-planning service in order to assess the impact of the proposed development. A written response will be provided advising whether the local network(s) can support the proposal, whether off-site water mains and/or sewers will need to be provided, and whether there are any apparatus located within the land you wish to develop and the requirements for these apparatus. This service is provided for a fee of £155+ VAT and can be submitted by post or by completing the online enquiry form at <http://www.dwrcymru.com/en/Developer-Services>. Further information can be obtained from the dedicated team of planning officers on 0800 917 2652.

Coal Authority

In line with many other statutory consultees, the Coal Authority no longer provides responses to pre-application enquiries without a charge. The Coal Authority therefore requests LPAs to direct applicants that are seeking pre-application advice regarding coal mining legacy issues because their site falls within the Development High Risk Area to them, so they may provide a quotation for providing advice.

Should only a small part of your site fall within the High Risk area, we would especially encourage you to engage with the Coal Authority, since they may advise in certain situations that a Coal Mining Risk Assessment is not required.

Further advice may be found at: <https://www.gov.uk/government/organisations/the-coal-authority>

