

Agenda item	6.5
Report no	PLN/024/18

THE HIGHLAND COUNCIL

Committee: North Planning Applications Committee

Date: 17 April 2018

Report Title: 17/05184/FUL: Stoer Church
Land 75M East Of 162 Stoer Lochinver

Report By: Area Planning Manager – North

1. Purpose/Executive Summary

1.1 **Applicant:** Mr Guy Morgan per Morgan McDonnell Architecture Ltd

Description of development: Restoration and conversion of disused church to residential, installation of sewage treatment plant and soakaway

Ward: 1 - North, West and Central Sutherland

Category: Local

Reasons Referred to Committee: More than 5 objections

All relevant matters have been taken into account when appraising this application. It is considered that the proposal accords with the principles and policies contained within the Development Plan and is acceptable in terms of all other applicable material considerations.

2. Recommendation

2.2 Members are asked to agree the recommendation to grant as set out in section 11 of the report

3. PROPOSED DEVELOPMENT

- 3.1 The application seeks consent for the restoration and conversion of the disused church to a house. The restoration will require a new roof, windows and doors, replacement rainwater goods and repointing stonework. Internally the building would have two floors with a central void. Ancillary development includes the installation of a sewage treatment plant and soakaway.
- 3.2 The application is essentially a re-submission of a previous application which Members will recall was refused at the North Planning Applications Committee in October 2016. The application was subsequently dismissed by Scottish Ministers (DPEA) in April 2017. The rationale for the resubmission is that firstly, the building has been de-listed by Historic Environment Scotland and secondly, the applicant has been able to amend the proposed access and construction details and such considers that this addresses the concerns raised by the Committee and the DPEA Reporter.
- 3.3 No formal pre-application advice was sought in advance of the submission of this application however informal discussion has taken place with the applicant. This was to advise that any application should include information which sufficiently addresses the reasons for refusal of the previous application, in terms of both the Committee decision as well the Scottish Government appeal. It was specified that support could only be forthcoming if these specific reasons for refusal were sufficiently addressed. The applicant has worked alongside the Planning Authority and Highland Council Community Services in order to address such concerns. The applicant has also sited similar examples elsewhere where Parliamentary churches have been successfully converted within comparatively similar circumstances in Ullapool, Blairingone, Perthshire as well as the Half Morton Church in Dumfries and Galloway
- 3.3 There is no infrastructure existing on site at present.
- 3.4 The application is supported by a Drainage Assessment, Design Statement, Geophysical Survey Report, Construction Method Statement, Information relating to the de-listing of the building and a copy of the deed of servitude granted to the applicant by the Highland Council.
- 3.5 **Variations:** None

4. SITE DESCRIPTION

- 4.1 The site comprises the former Stoer Church building which was designed by Thomas Telford and built in 1828. The building has coursed rubble external walls and has been roofless for some time. Due to its deteriorating condition, the church has been on the Buildings at Risk register since 1996. The site sits at a slightly higher elevation than the surrounding area and is visible from the main B869 public road which runs along the coast through Stoer. The site also comprises the burial ground surrounding the church (other than to the rear). This is owned by Highland Council and is bounded by a rubble drystone wall. The site is accessed by a track from the B869, which is adopted, however has become overgrown in places leading towards the site. The site is within the Assynt-Coigach National Scenic Area.

5. PLANNING HISTORY

- 5.1 16/03070/FUL: Restoration and conversion of disused church to residential, installation of septic tank and soakaway - Application Refused 18.10.2016
16/03071/LBC: Restoration and conversion of disused church to residential, installation of septic tank and soakaway - Application Refused 18.10.2016
Planning Appeals (DPEA) refs: PPA-270-2165 and LBA-270-2006 - Dismissed April 2017

6. PUBLIC PARTICIPATION

- 6.1 Advertised: Unknown Neighbour - 17.11.2017

Representation deadline: 01.12.2017

Timeous representations 74 (53 objections, 20 support comments)

Late representations 5 (4 objections and 1 general comment)

- 6.2 Material considerations raised are summarised as follows:

Objection Comments

- Unacceptable impact on the graveyard
- Removal of the building's listed status does not make the proposal acceptable
- Disruption to the villagers
- Existing properties could be purchased instead
- Loss of a tourist attraction
- Assynt is already well served by many holiday and second homes which cause disruption due to the additional noise due to the short term nature of the lettings
- The land is consecrated ground and should be respected
- There would be no outside space for the house
- Access road is narrow and unfit for heavy traffic and there is no parking area as this would block access to croft land
- The Reporters decision should be final
- Concern regarding Historic Environment Scotland decision to de-list building and graveyard
- The examples of church conversions cited by the applicant are not relevant;
- Foul drainage proposal is not suitable (outfall into the Altan nan lall watercourse)
- Noise and dust from construction / damage from construction and excavation for the proposed septic tank
- The previous Deed of Servitude granted by the Assynt Crofters Trust is no longer valid;

- Concern regarding proposed use of the development as a holiday home - adverse noise impact

Support Comments

- The proposed project would ensure the building remains part of the local landscape for future generations
- Falling masonry is putting gravestones at risk;
- Detailed surveying work has been undertaken to ensure burial locations are clearly identified.
- This plan is one last opportunity to save the building
- The plans are sympathetic to the original design and structure of the building
- Preference for the building to be restored rather than left to deteriorate
- Benefit to local economy
- The building is unlikely to survive for much longer in its current condition
- At the public meeting of 16.10.2017 there was a majority in support of the application
- There is considerable focus on the Telford Parliamentary churches taking place across the highlands and islands it would be significant if permission for this restoration was granted. It is an important part of our social and cultural heritage.

Other considerations raised are as follows:

- Assynt Community Council wish to clarify that it did not host the meeting referred to in the Design Statement however did chair it (this was in a personal capacity)
- There are a variety of existing properties for sale around the area which could be purchased
- An organisation such as Historic Assynt should try and obtain funds to render the building safe and secure so that future generations can enjoy it and get a sense of the historic importance of the building.

6.3 All letters of representation are available for inspection via the Council's eplanning portal which can be accessed through the internet www.wam.highland.gov.uk/wam. Access to computers can be made available via Planning and Development Service offices.

7. CONSULTATIONS

7.1 **THC Community Services:** The proposals have been discussed with the applicant at a site meeting. The applicant has developed a proposal whereby the memorials in the burial ground will not be disturbed during the renovation/construction of the church. Assuming the builder adheres to the access as proposed I am satisfied all reasonable steps have been taken by the applicant to protect the integrity of the burial ground. A section of the wall will have to be removed but this is a rubble wall

which is held together with mortar. The applicant has agreed to remove the section of wall required to carry out the work and to reinstate it to its original position on completion of the building works.

- 7.2 **THC Historic Environment Team:** No objections. As the building is no longer Listed I have no comment to make on the application.
- 7.3 **THC Archaeology:** No objections. I am pleased to see that a geophysical survey was submitted to support the application and that services, etc have been designed around the results of that survey. However, there remains the potential for unidentified sub-surface remains, specifically burials, to be impacted by any works around the church for services. The application area is considered to have high potential for the survival of further buried archaeological remains. On balance, the proposed development is considered possible and would ensure the long term preservation of a Telford Church that is currently on the Buildings at Risk register. Conditions recommended.
- 7.4 **THC Landscape Officer:** In light of the restrictions already place on use and works in the cemetery area by the deeds of covenant, I have no comment to add to this application.
- 7.5 **THC Contaminated Land:** No objections. The Highland Council will retain ownership and control of the graveyard area, with rights of servitude to the owner of the Church. Although adjacent to a proposed residential property, the graveyard will not be considered garden ground. Therefore, the Contaminated Land Team have no comment regarding potential contamination issues. The Applicant should discuss the type of potable water supply pipe with Scottish Water, and give consideration to the use of upgraded barrier pipe (wrapped aluminium) if the service route is close to disturbed ground.
- 7.6 **THC Transport Planning Team:** No objections to the proposed development. The requirements of the Access to Single Houses and Small Housing Developments should be considered and appropriate standard roads conditions attached to any permission granted. If a turning head suitable for larger service/emergency vehicles is not presently available adjacent to the site, at the end of the U1091 public road then this should be provided as a condition of any permission granted.

8. DEVELOPMENT PLAN POLICY

The following policies are relevant to the assessment of the application

8.1 Highland Wide Local Development Plan 2012

28	Sustainable Design
36	Development in the Wider Countryside
42	Previously Used Land
65	Waste Water Treatment
66	Surface Water Drainage

8.2 **Sutherland Local plan (As Continued in Force, 2012)**

No site specific policies. The general policies which applied in respect of the site previously have also been superseded by the provisions of the Highland-wide Local Development Plan (noted above).

9. **OTHER MATERIAL CONSIDERATIONS**

9.1 **Draft Development Plan**

Caithness and Sutherland Local Development Plan (Proposed Plan, 2016) - No site specific policies

9.2 **Highland Council Supplementary Planning Policy Guidance**

Sustainable Design Guide

Housing in the Countryside and Siting and Design Guide

9.3 **Scottish Government Planning Policy and Guidance**

Scottish Planning Policy (June, 2014)

9.4 **Other**

Highland Council 'Access to Single Houses and Small Housing Developments' (May 2011)

10. **PLANNING APPRAISAL**

10.1 Section 25 of the Town and Country Planning (Scotland) Act 1997 requires planning applications to be determined in accordance with the development plan unless material considerations indicate otherwise.

10.2 This means that the application requires to be assessed against all policies of the Development Plan relevant to the application, all national and local policy guidance and all other material considerations relevant to the application.

10.3 **Development Plan Policy Assessment**

As with the previous application, the proposed development requires to be assessed against the general policies of the Highland-wide Local Development Plan noted in Section 6.1 however given the planning history and the concerns expressed by Members at the Planning Committee of October 2016, specific consideration needs to be given to whether this revised application has specifically addressed the reasons for the Committee's refusal of the application and the subsequent decision of the DPEA Reporter.

10.3.1 The proposal is concerned primarily with the conversion of a former church building. However the building is surrounded on all sides, other than to the rear, by a graveyard which is enclosed by a stone wall. The lairs extend right up to the stone walls of the church building. Currently there is one means of access which is limited to pedestrians only. At the Committee meeting it was the impact of the development on the graveyard that was of primary concern.

10.3.2 The reason for refusal agreed at Committee was:

- *The use of the former church as a dwelling house is considered to be inappropriate given its location within a graveyard. The proposed development is considered to be contrary to Policy 57 of the HwLDP on the grounds that it has not been satisfactorily demonstrated that the development proposed will not have an unacceptable impact on the heritage resource being the listed church and its associated graveyard.*

10.3.3 **De-Listing and Revised Proposals**

The church and old burial ground at Stoer were listed as Category C in 1971. An application to de-list the *graveyard and its boundary wall* was made by the applicant to Historic Environment Scotland in May 2017. This was determined by HES in August 2017, the outcome being the de-listing of **both** the building and graveyard. HES concluded that while the building is recognised for its historical connection to Thomas Telford and the programme of church extension in remote parts of the Highlands and Islands, the condition of the church at Stoer has had a considerable adverse impact on the special interest of the building. As such, HES state that when taking into account the other buildings that survive and the complete loss of the interior, the roof and the windows, the building is no longer considered special in listing terms. In addition, the HES report outlines that the graveyard, including the simple boundary wall and gatepiers, has no notable monuments or gravestones and in its own right is not considered to be of interest in listing terms.

10.3.4 Some concern has been expressed by objectors in relation to the de-listing of the church/graveyard. Although it is no longer listed, the Planning Authority are aware of the importance of the building locally both in terms of its heritage and local significance but also due to the burials which have taken place here. Therefore, while Policy 57 which relates to the Natural, Built and Cultural Heritage (i.e. Listed Buildings) no longer applies, there remains a need to ensure the graveyard is not adversely affected as per Policy 28 (Sustainable Design) which provides overarching criteria against which proposals will be assessed. Of particular relevance to this proposal is the need to ensure no disturbance will occur to the graveyard surrounding the church building, as a result of 1) the construction phase and 2) the need to locate services for the building within the graveyard.

10.3.5 Concerns have been expressed by objectors that there are unmarked burials within the graveyard. As with the previous application the applicant has submitted a geophysical 'resistance' survey. This survey work has identified all marked as well as unmarked burials. The survey is a technical document undertaken by a suitably qualified professional and there is no justifiable reason for the Planning Authority to dispute this assessment. The survey has been used to identify a clear route for services which avoids areas where burials have taken place and this has been used to inform the Deed of Servitude which has been granted to the applicant by Highland Council. The Deed specifically outlines that there shall be no disturbance to the graveyard as a result of installation of services. In addition, a condition can be placed on the consent to require any service trench excavation is manually undertaken by a registered archaeologist contractor.

- 10.3.6 The applicant has also sought a revised construction arrangement that would allow the concerns expressed regarding disturbance of the graveyard through construction to be adequately addressed. As the building and associated graveyard boundary wall are no longer listed, it is now possible to form a new access in the existing boundary wall rather than being restricted to use of the existing opening. The submitted Construction Management Plan is proposing to form a new access point in the southern wall, with a route formed using a raised access with two steel beams spanning over the graveyard to the building entrance. The steel beams will be lifted into place and located on suitable footings as confirmed by the Structural Engineer. This will allow machinery and materials to be transported on site without disturbance to the graveyard or the need for any loadings on the cemetery ground. The area of existing boundary wall to be removed will be carefully taken down and set aside to be re-built upon completion.
- 10.3.7 The revised proposals have been discussed on site with the Council's Community Services who are responsible for ongoing maintenance of the graveyard, and have confirmed that all reasonable steps have been taken by the applicant to protect the integrity of the burial ground. As noted with the previous Committee Report, the Planning Authority appreciate the concern that the proposal has resulted in with regards potential impact on the graveyard however it is considered that based on the information presented as part of the application, the development will not adversely impact on the integrity of the graveyard. There is potential for the change of use to result in a change to the overall 'ambience' of the graveyard and this is more difficult to quantify and assess in planning terms. The Highland Council will however retain ownership of the graveyard and will therefore ultimately be responsible for its overall control. As such, the Council is able to fully protect the public right of access and egress at all times. In addition, the application includes proposals for the provision of appropriate signage on the gateposts to invite visitors to enter the graveyard. This can be secured by condition should consent be granted.
- 10.3.8 Concern was also raised by the Reporter that the proposal would fail to preserve the setting of the listed building, owing to the lack of separation between private domestic use and public space, and the presence of ancillary items associated with domestic occupation. Such considerations are no longer applicable following the de-listing of the building. However the proposal has been amended to show the waste bins located adjacent to the public road, and outwith the site, and to make specific reference to the proposed internal drying space (which is a requirement of the Building Regulations). As such, there is no requirement for ancillary items within the curtilage of the building.

10.4 **Material Considerations**

10.4.1 **Proposed Use**

The supporting information outlines that it is the intention of the applicant to rent out the property as a holiday home in the short term in order to re-coup the expense of the restoration works. The property would be rented out in its entirety and therefore still falls within a Class 9 use (Houses); it therefore does not require to be assessed against the 'tourism' policies of the Highland-wide Local Development Plan however it is noted that the development *may* result in the

possibility of spin off benefits to the local economy i.e. through employment opportunities arising from the management of the proposed development, and by providing an additional accommodation option on the North Coast 500 route.

10.4.2 **Siting and Design**

Externally, all works are to the existing building and no extensions are proposed. The exterior of the building is to be restored to as near to its original form as is practical. The roof will be reinstated and clad in natural slate; if sufficient quantities of reclaimed Scottish slate cannot be sourced, a slate that matches the varied colour, thickness and texture of Scottish slate will be utilised. Coping stone will also be reinstated and replaced as necessary. The design of the proposed new windows, which are aluminium framed, includes the double pointed arch in the tracery that would have been found in a Thomas Telford designed church.

10.4.3 Internally, the building is currently a shell and no internal walls, partitions or features are remaining. The internal layout borrows from the original design with the upper level echoing the congregation galleries whilst the galleries whilst the central space will remain full height to the roof. Four bedrooms are arranged throughout the upper floor whilst ancillary spaces are arranged around the main central living space. The original door to the church (the west door) is to be restored as the main door to the house. Overall the proposed alterations are considered to be acceptable in visual terms and will allow the house to retain some of the original character of the church. Although the building is no longer Listed, it is pleasing to note that the proposals remain sympathetic to the building, which is evidently of local value, including the use of high quality natural materials.

10.4.4 **Access and Parking**

There is an existing access leading to the site from the main public road through Stoer. Although the access track is overgrown in places, it is an adopted road. There is space for the parking of two cars at the end of the access track. The site layout plan has been amended to incorporate this. In comments provided as part of the previous application, the Transport Planning team note that a turning head should be provided at the end of the unclassified road serving the house for larger vehicles/service vehicles. This has been considered however such a request is deemed disproportionate in this particular instance for the conversion and adaption of this historic building. Moreover, the applicant does not have control of a suitably sized area of land in order to provide a turning head.

10.4.5 **Drainage**

The site lies in an identified SEPA 'Waste Water Drainage Consultation Areas'. These are areas with known problems arising as a result of private foul drainage systems. A proposed solution comprising a treatment plant and partial soakaway discharging to an adjacent watercourse has been agreed with SEPA in principle. The soakaway is located on land outwith the site which is within the ownership of Assynt's Crofters Trust. It is noted that some objection comments state that the

applicant does not have consent from the Trust to undertake such development however the applicant has submitted a Deed of Servitude which the Trust have granted.

10.5 **Other Considerations – not material**

A number of objectors note that the proposed development would be used as a holiday home and concerns are raised that there is sufficient accommodation of this nature available in the area already. This is not a consideration of the planning system, which is solely concerned with assessing the development in land use terms.

11. **CONCLUSION**

11.1 It is recognised that the application has aroused strong feelings given the sensitivity associated with the location of the site as evidenced in the correspondence received. The Planning Authority is required to consider whether the concerns originally raised which resulted in the application being refused and then dismissed at appeal have been resolved. As set out above the building has now been de-listed and the applicant has gone to considerable effort to try and address the original concerns regarding the impact on the graveyard and lairs within it. A temporary entrance will be formed in the southern wall and beams installed to allow the transportation of materials and goods to and from the site without involving any damage to the lairs within the churchyard. This along with other measures proposed as detailed above are considered to satisfactorily resolve the original grounds of refusal in the previous decision notice and appeal to allow the application to be supported subject to the conditions set out in the report. All relevant matters have been taken into account when appraising this application. It is considered that the proposal accords with the principles and policies contained within the Development Plan and is acceptable in terms of all other applicable material considerations.

12. **IMPLICATIONS**

- 12.1 Resource – Not applicable
- 12.2 Legal –Not applicable
- 12.3 Community (Equality, Poverty and Rural) –Not applicable
- 12.4 Climate Change/Carbon Clever –Not applicable
- 12.5 Risk – Not applicable
- 12.6 Gaelic – Not applicable

13. **RECOMMENDATION**

Action required before decision issued	N
Notification to Scottish Ministers	N

Notification to Historic Scotland	N
Conclusion of Section 75 Agreement	N
Revocation of previous permission	N

Subject to the above, it is recommended the application be **Approved** subject to the following conditions and reasons / notes to applicant :

1. No development or work (including site clearance) shall commence until a photographic record has been made of the remains of any buildings and/or other features affected by the development/work, in accordance with the attached specification, and the photographic record has been submitted to, and approved in writing by, the Planning Authority.

Reason: In order to protect the archaeological and historic interest of the site.

2. No development or work shall start on site until a schedule of stonework repairs has been submitted to, and approved in writing by, the Planning Authority. Thereafter, development and other work shall progress in accordance with the approved schedule. For the avoidance of doubt, existing stonework shall be repaired, and any missing sections replaced, using natural stone chosen to match, in all respects wherever possible (including colour, texture, geology, proportions and tooling), the existing stonework. Thereafter, development and work shall progress in accordance with these approved details.

Reason : In order to minimise potential damage to the stonework.

3. No development or work shall commence until a detailed specification for all proposed external materials and finishes including windows and doors (including trade names and samples where necessary) has been submitted to, and approved in writing by, the Planning Authority. Thereafter, development and work shall progress in accordance with these approved details.

Reason : In order to enable the planning authority to consider this matter(s) in detail prior to the commencement of development; in the interests of amenity.

4. No development or work (including site clearance) shall commence until a programme of work for the evaluation, preservation and recording of any archaeological and historic features affected by the proposed development/work, including a timetable for investigation, all in accordance with the attached specification, has been submitted to, and approved in writing by, the Planning Authority. The approved programme shall be implemented in accordance with the agreed timetable for investigation.

Reason : In order to protect the archaeological and historic interest of the site.

5. Notwithstanding the provisions of Article 3 and Class 14 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended, revoked or re-enacted; with or without modification), no development shall commence until full details of any temporary site compounds and storage areas

(including their location, scale and means of enclosure) shall be submitted to, and approved in writing by, the Planning Authority. Thereafter, the site compounds and storage areas shall be formed in accordance with these approved details. Furthermore, all site compounds shall be maintained in a tidy, safe and secure fashion and be removed from the application site within one month of the development being completed.

Reason : To ensure that the site compounds are sensitively located and are adequately secured to prevent unauthorised entry.

6. Prior to the first occupation of the development hereby approved, the car parking and access arrangements detailed on approved plan ref. L(PL)002 Rev C shall be completed in full and made available for use. Thereafter, all car parking spaces shall be maintained for this use in perpetuity.

Reason : To ensure that sufficient space is provided within the application site for the parking (and, where necessary, turning) of cars, so they do not have to park within or reverse onto the public road.

7. Following the completion of development, a photographic record shall be made of all changes, alterations and completed works undertaken to the building or structure, in accordance with the attached specification. The record shall be submitted to the Planning Authority who shall confirm in writing that the record has been received and that it is satisfactory.

Reason: To ensure the Planning Authority maintain an accurate historical record of the building.

8. For the avoidance of doubt, the graveyard within the site of application shall remain publicly accessible at all times during the construction phase and following completion of the development.

Reason: In order to safeguard public access both during and after the construction phase of the development.

9. Notwithstanding the provisions of Article 3 and Class(es) 1, 2, 3, 6 of Schedule 1 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended, revoked or re-enacted; with or without modification), no development of a type identified in the aforementioned classes shall take place within the curtilage of the house hereby without planning permission being granted on application to the Planning Authority.

Reason: In order to give due recognition to the special circumstances of the application and to enable the Planning Authority to exercise appropriate control on future development within the curtilage of the site.

REASON FOR DECISION

The proposals accord with the provisions of the Development Plan and there are no material considerations which would warrant refusal of the application.

TIME LIMITS

In accordance with Section 58 of the Town and Country Planning (Scotland) Act 1997 (as amended), the development to which this planning permission relates must commence within THREE YEARS of the date of this decision notice. If development has not commenced within this period, then this planning permission shall lapse.

FOOTNOTE TO APPLICANT

Initiation and Completion Notices

The Town and Country Planning (Scotland) Act 1997 (as amended) requires all developers to submit notices to the Planning Authority prior to, and upon completion of, development. These are in addition to any other similar requirements (such as Building Warrant completion notices) and failure to comply represents a breach of planning control and may result in formal enforcement action.

1. The developer must submit a Notice of Initiation of Development in accordance with Section 27A of the Act to the Planning Authority prior to work commencing on site.
2. On completion of the development, the developer must submit a Notice of Completion in accordance with Section 27B of the Act to the Planning Authority.

Copies of the notices referred to are attached to this decision notice for your convenience.

Accordance with Approved Plans and Conditions

You are advised that development must progress in accordance with the plans approved under, and any conditions attached to, this permission. You must not deviate from this permission without consent from the Planning Authority (irrespective of any changes that may separately be requested at the Building Warrant stage or by any other Statutory Authority). Any pre-conditions (those requiring certain works, submissions etc. prior to commencement of development) must be fulfilled prior to work starting on site. Failure to adhere to this permission and meet the requirements of all conditions may invalidate your permission or result in formal enforcement action

Flood Risk

It is important to note that the granting of planning permission does not imply there is an unconditional absence of flood risk relating to (or emanating from) the application site. As per Scottish Planning Policy (p.198), planning permission does not remove the liability position of developers or owners in relation to flood risk.

Scottish Water

You are advised that a supply and connection to Scottish Water infrastructure is dependent on sufficient spare capacity at the time of the application for connection to Scottish Water. The granting of planning permission does not guarantee a connection. Any enquiries with regards to sewerage connection and/or water supply should be directed to Scottish Water on 0845 601 8855.

Septic Tanks and Soakaways

Where a private foul drainage solution is proposed, you will require separate consent from the Scottish Environment Protection Agency (SEPA). Planning permission does not guarantee that approval will be given by SEPA and as such you are advised to contact them direct to discuss the matter (01349 862021).

Local Roads Authority Consent

In addition to planning permission, you may require one or more separate consents (such as road construction consent, dropped kerb consent, a road openings permit, occupation of the road permit etc.) from the Area Roads Team prior to work commencing. These consents may require additional work and/or introduce additional specifications and you are therefore advised to contact your local Area Roads office for further guidance at the earliest opportunity.

Failure to comply with access, parking and drainage infrastructure requirements may endanger road users, affect the safety and free-flow of traffic and is likely to result in enforcement action being taken against you under both the Town and Country Planning (Scotland) Act 1997 and the Roads (Scotland) Act 1984.

Further information on the Council's roads standards can be found at:
<http://www.highland.gov.uk/yourenvironment/roadsandtransport>

Application forms and guidance notes for access-related consents can be downloaded from:
http://www.highland.gov.uk/info/20005/roads_and_pavements/101/permits_or_working_on_public_roads/2

Mud and Debris on Road

Please note that it is an offence under Section 95 of the Roads (Scotland) Act 1984 to allow mud or any other material to be deposited, and thereafter remain, on a public road from any vehicle or development site. You must, therefore, put in place a strategy for dealing with any material deposited on the public road network and maintain this until development is complete.

Designation: Area Planning Manager - North
Author: Gillian Webster
Background Papers: Documents referred to in report and in case file.
Relevant Plans: Plan 1 – L-PL-001 Rev C Location Plan
Plan 2 – L-PL-002 Rev D Site Layout Plan
Plan 3 – L-PL-020 Rev A Proposed GF Plan

- Plan 4 - L-PL-010 Existing Ground Floor Plan
- Plan 5 - L-PL-021 Proposed Mezzanine Floor Plan
- Plan 6 - L-PL-022 Proposed Roof Plan
- Plan 7 - L-PL-101 Existing Elevation Plan
- Plan 8 - L-PL-111 Proposed Elevation Plan
- Plan 9 - L-PL-121 Proposed Section Plan
- Plan 10 - Construction Method Statement

Identify the elements that are present or likely to be present during the construction phase of the project. If **Yes** then move to the relevant section in Environmental Hazards (5.5) and identify those hazards that may be present and other hazards that are foreseeable but not listed. If **No** Then you need take any further action (N.F.A.)

Yes	No		Hazard Checklist
		Air	
✓		- Dusts	Section A
	✓	- Smoke	Section B
	✓	- Noxious Odours/Smells	Section C
	✓	- Gases	Section D
	✓	- Chemical/Organic Fumes	Section E
	✓	- Noxious/Chemical Mists	Section F
		Land	
✓		- Fuels	Section G
	✓	- Chemicals	Section H
	✓	- Metals (Lead, Zinc, Copper, Mercury etc)	Section J
✓		- Disposal of Waste	Section K
	✓	- Existing Registered Contaminated Sites	Section L
		Water	
	✓	- Existing Water Courses	Section M
✓		- Site Drainage and Consents	Section N
✓		- Site Water Run Off	Section P
		Nuisance	
	✓	- Light Pollution	Section Q
✓		- Noise	Section R
	✓	- Vibration	Section S
	✓	- Aesthetics	Section T

METHOD STATEMENT

Project No. Stoer Church

Author Mark Kennedy

1. SCOPE OF WORKS

WORK TO BE UNDERTAKEN:

Works comprise of excavation within existing building and construction of reinforced concrete floor slab.

LIMITS OF WORK SITE:

The work site is contained within the existing Church site area.

COMPLETION CRITERIA:

Works complete when all floor slabs have been fully constructed to the correct dimensions and levels

2. HAZARDS IDENTIFIED

Hazards have been identified in the pre-tender health and safety plan and through carrying out of job specific risk assessments.

1. Welfare
2. Access /Egress
3. Ladders
4. Lifting equipment / accessories
5. Plant & Equipment
6. Abrasive Wheels
7. Excavations
8. Falsework / Formwork
9. Manual Handling
10. Health of Employees / Operatives on Site
11. Noise & Vibration
12. Eyes / Hands / Feet / Skin
13. Unauthorised Persons on Site.

R. EXISTING FACILITY AND THIRD PARTY PROTECTION ARRANGEMENTS

DISCONNECTION / ALTERATION OF OPERATIONAL SERVICES

No disruption to operational services envisaged

RESTRICTED / SPECIAL ACCESS ARRANGEMENTS

Access to the building is to be formed through a new opening in the cemetery boundary wall and through the existing door opening to the church building. An opening will be formed in the existing wall and a suspended steel access platform formed between the boundary wall and the building to avoid any loadings on the cemetery ground.

TEMPORARY FENCING / HOARDING / SIGNAGE

Signage to be erected warning of construction activity. The site perimeter will require to be securely fenced to restrict unauthorised access.

NOISE DUST & FUMES SUPPRESSION

Where possible noise shall be kept to a minimum.

TEMPORARY LIGHTING

Lighting shall be erected as required to provide a fully lit work area.

ROAD TRAFFIC MANAGEMENT

As per traffic management plan to be produced with the Construction Phase Health and Safety Plan.

SECURITY DURING CONSTRUCTION/END OF WORK PERIOD

Excavations/pits shall be fenced / barriered off where suitable and signs posted to prevent 3rd parties from entering.

SECURITY DURING WORKS

Security fence shall surround work-site.

4. PROTECTION OF AND FROM EXISTING INFRASTRUCTURE

IDENTIFY HIDDEN SERVICES

Any hidden services to be surveyed and identified prior to commencement.

USE OF APPROVED CABLE LOCATING EQUIPMENT

Approved and tested CAT Scanner to be used if required to locate any services.

IDENTIFY INFRASTRUCTURE SUCEPTABLE TO DAMAGE

Site survey to be carried out to identify any infrastructure that is susceptible to damage and appropriate measures will be taken to protect the infrastructure. No infrastructure protection is envisaged at this stage.

PERMITS REQUIRED

Hot works permit required for cutting steel reinforcement.

5. Environmental Hazard and Protection Arrangements

ENVIROMENTAL HAZARDS IDENTIFIED

Air

Dust – dust must be kept to a minimum

Land

Fuels

Disposal of Waste to be to skips on site

Water

Site Drainage - any groundwater shall be pumped into the existing drainage system.

Existing water courses – great care shall be taken so as not to contaminate any existing water courses.

Nuisance

Noise – noise reduced tools and baffles shall be used if required

FUELS,OILS,MATERIALS ETC,STORAGE AND CONTAINMENT

All fuels to be contained in bunded containers and situated at designated fuel area.

ENVIROMENTAL PROTECTION ARRANGEMENTS

Environmental protection as per Construction Procedures, Environmental Risk Assessment and SEPA recommendations

6. LABOUR REQUIREMENTS

Labour for activity

Site Manager
Foreman
Site Safety Officer
Mini Excavator driver
Mini dumper driver
Steelfixers
Joiners
General Ops
Ganger

Site working hours

Site hours 7:30 to 16:30

Welfare and first aid facilities

Suitable welfare and first aid facilities will be provided at within the site compound.

7. PLANT REQUIREMENTS

Competence cert required by any operative who will operate any piece of mechanical equipment – A copy of these certs will be held on site for inspection.

Micro Excavator
1t Raised Tipping Dumper
Pump (for removal of ground water)
6 / 8 cubic metre concrete wagon.
Concrete pump
Vibrating pokers
General hand tools

8. HAZARDOUS MATERIALS

Concrete

9. METHODOLOGY

Upon arrival to site operatives shall receive a site induction explaining site rules, fire and emergency plans.

Following the induction the Site safety officer / Foreman shall read aloud the method statement and risk assessment with operatives and receive signature of acknowledgment. They shall then walk over the work site and discuss the task with the operatives. After operatives have received method statement briefing and any other relevant briefings.

Engineer to provide lines and level for control of floor slab construction

A suitable route is to be formed using a raised access formed as per the attached drawing. A new access is to be formed in the existing boundary wall with two steel beams spanning over the graveyard area to the building entrance. The area of existing boundary wall is to be carefully taken down and set aside to be rebuilt upon completion. The steel beams will be lifted into place and located on suitable footings as confirmed by the Structural Engineer. The raised access deck will then be formed spanning across the two steels avoiding any loading on the existing graveyard ground below.

Micro excavator and 1t mini dumper are to access the site via temporary access platform outlined above. Excavated materials are to be removed via a combination of mini dumper and by wheel barrow. All existing structure is to be maintained and protected as a priority. Operatives' site induction will heavily reinforce the importance of maintaining the existing structure and surrounding area.

Reinforcement will be delivered to site and offloaded in designated lay-down areas, with reinforcement cages being prefabricated. All reinforcement sections will be kept at a manageable size/weight for transportation from the lay down area to the final position by hand. All construction traffic will use the preformed access route to avoid any damage to surrounding areas.

Operatives shall fix rebar into position as per the appropriate drawings.

To allow better access once rebar is in position joiners shall form several walkways by fixing sterling board down onto the mesh.

Joiners shall also erect shutters as required to lines and levels as specified by the site engineer.

Prior to pouring operatives shall set up screed rails to levels specified by the engineer.

Concrete to be placed by a combination of concrete pump located in a designated safe area avoiding any interference with existing structures.

Concrete shall be poured and placed as per specification and the engineer's instructions. All operatives will be briefed on working with concrete and shall wear the appropriate PPE at all times.

Drawings and sketches

All as per client issue
Access platform drawing attached.

Access and Egress arrangements

A safe access and egress to the work area is to be maintained at all times. Temporary access/egress route is to be formed as per the above details and protected/maintained throughout the construction process. The temporary surface is to be completely removed upon completion of the full construction process, leaving all surfaces undamaged and in their original state.

Delivery and disposal of materials

Materials are to be delivered to the lay down areas designated within the Construction Phase Health & Safety Plan.

All materials are to be disposed of by licensed waste disposal contractor.

Detail temporary structures

N/A

Method of authorising start of work

Site Agent/Foreman to authorise start of works following method statement approval.

Method of confirming each stage has been complied with.

Upon completion of section ganger will inform the foreman that works are complete

10. CONTRACTORS MONITORING ARRANGEMENTS

The Site Foreman & Site Agent shall monitor Method statement compliance. All work shall be carried out in accordance with Colorado Procedures and work instructions. Site safety officer shall also monitor the safety aspects of the job.

11. SAFETY OF CONTRACTS STAFF

See methodology / risk assessments and manual handling assessments contained in the construction phase health and safety plan.

12. COMMUNICATION AND LIAISON

13. ACCESS / EGRESS

As detailed above.

14. INFORMATION INSTRUCTION & TRAINING

All operatives and visitors will receive a site induction before going on site and will sign to say that they have understood and will abide by the site rules.

Weekly toolbox talks will be given on relevant subjects and a record sheet will be signed by the operatives to say they have received the talk.

All drivers of operated plant will carry a certificate of competence for the item of plant they are driving a copy to be kept in the Health & Safety Plan.

Certificates of competency will be required from the relevant sub contractors for their operatives.

15. EMERGENCY PLANS

In the event of an emergency arising all personnel will report to the site office. The Site Manager will be responsible for contacting the relevant Emergency Services this procedure may be changed after consultation with the Client and the integration into the Fire & Emergency Plan.

All emergency plans and phone numbers shall be posted in the site cabins and shall be pointed out during the site induction.

16. METHOD STATEMENT BRIEFINGS

All operatives will be briefed by a member of Colorado staff on the Method Statement / Risk Assessment pertaining to their operation including COSHH, and will sign a record sheet to say that they understand their responsibilities to themselves and others.

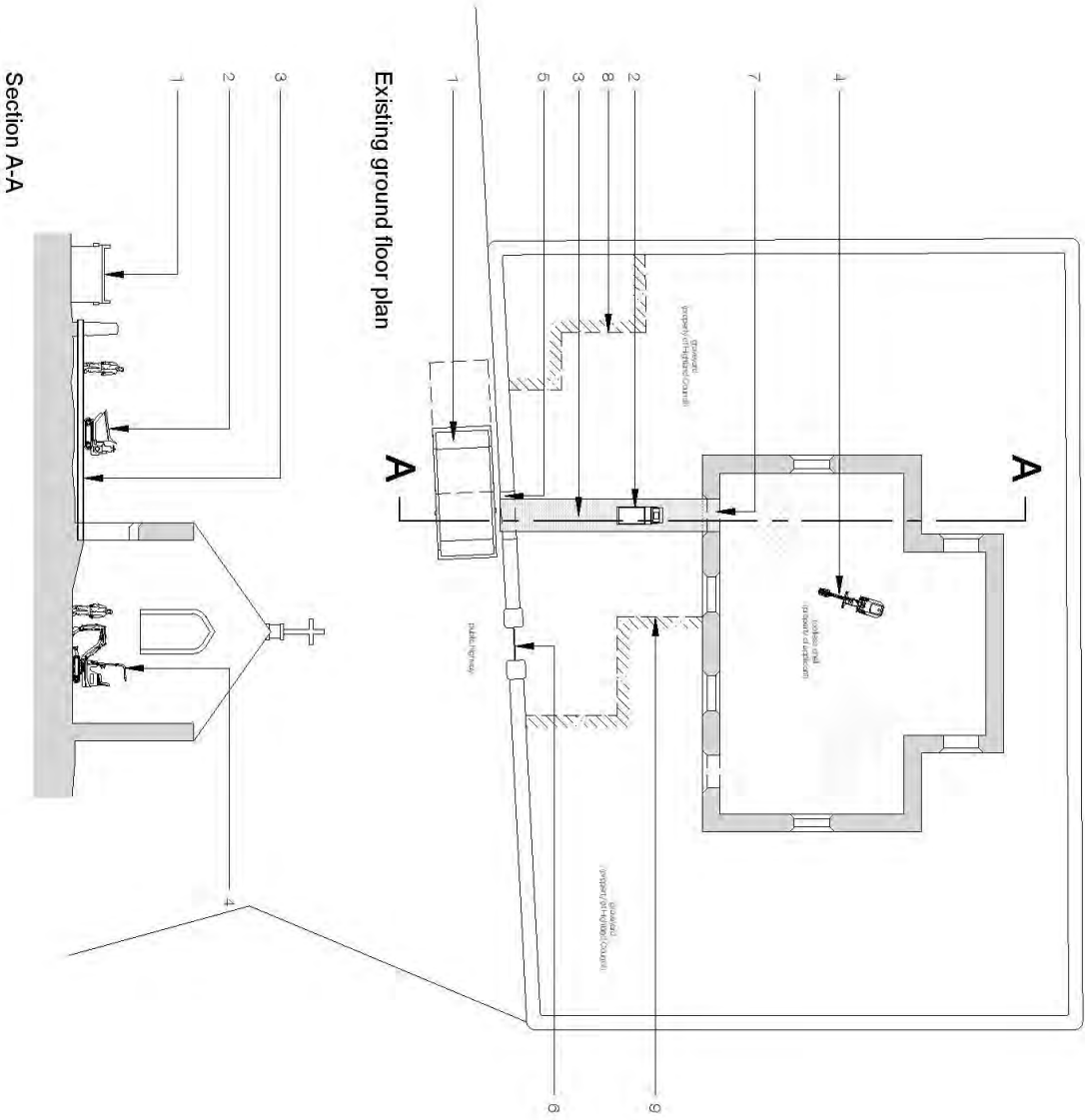
Identify the elements that are present or are likely to be present during the construction phases of the project. If Yes! Then move to the relevant section in Health and Safety Hazards (Section 5.4 of Colorado Group Procedures Manual) and identify those hazards that may be present and other hazards that are foreseeable but not listed. If No! Then you need take no further action (N.F.A.)

Yes	No		Hazard Checklist
✓		Welfare	Section A
✓		Access/Egress	Section B
	✓	Ladders	Section C
	✓	Scaffolds	Section D
	✓	Roofwork (Working at Heights)	Section E
	✓	Hoists (passengers and goods)	Section F

	✓	Mobile Elevated Working Platforms	Section G
✓		Lifting Equipment/Accessories	Section H
✓		Plant & Equipment	Section J
✓		Abrasive Wheels	Section K
	✓	Structural Steelwork	Section L
✓		Excavations	Section M
	✓	Buried / Overhead Services	Section N
	✓	Confined Spaces	Section P
✓		Falsework / Formwork	Section Q
✓		Manual Handling	Section R
✓		Health of Employees/Operatives on Site	Section S
✓		Noise & Vibration	Section T
	✓	Demolition	Section U
	✓	Asbestos	Section V
	✓	Lead	Section W
	✓	Electricity	Section X
	✓	Fire	Section Y
	✓	Work on or near Railways	Section Z
✓		Eyes / Hands / Feet / Skin	Section AA
✓		Unauthorized Persons on Site	Section AB







General notes:

- All new works are coloured yellow
- To be read in conjunction with other LPU series drawings

Drawing notes:

1. Skip
2. Tracked skip loader
3. Temporary suspended steel access platform
4. Micro excavation to remain in building during excavation / demolitions
5. Temporary opening in rubble wall to be made
6. Existing steel partition of construction works
7. Existing door opening
8. Proximity of nearest standing gravestones to west of proposed construction access route
9. Proximity of nearest standing gravestones to east of proposed construction access route

Planning

Project Title
 Stear Preliminary Church
 Restoration and Conversion to Dwelling
 House

Drawing Title
 Site Works Proposal

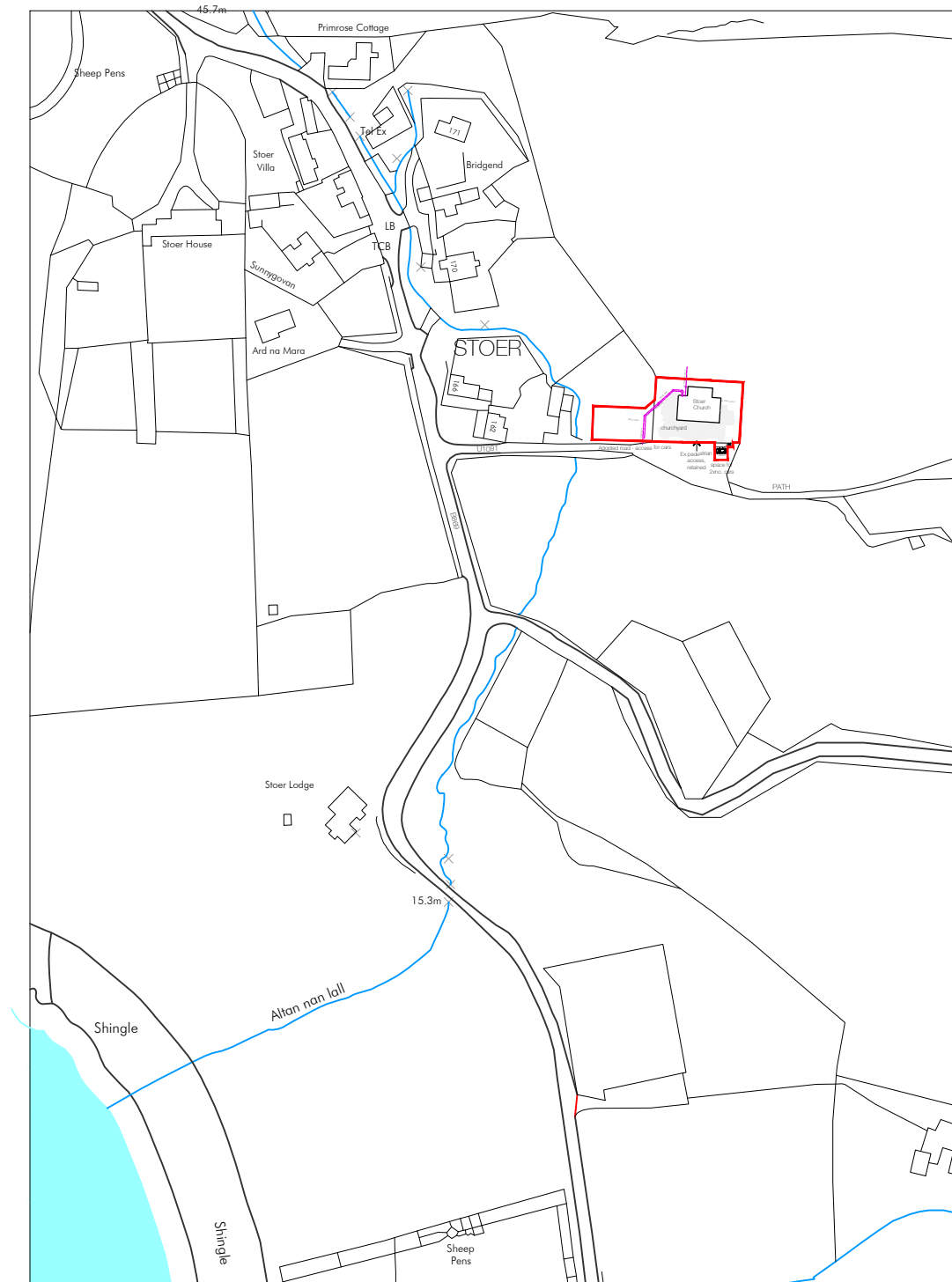


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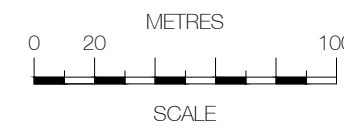
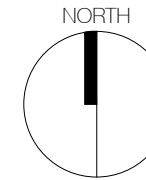
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Date	11 01 2018	Scale	1:200 @ A3
Job no.	N/A	Dwg. no.	-

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NOTES:

APPLICATION BOUNDARY

Rev A: 14 07 16: Boundary line updated
Rev B: 02 11 17: Boundary line updated
Rev C: 22 01 18: Boundary line updated

Planning

Project Title
 Stoer Parliamentary Church
 Restoration and Conversion to Dwelling
 House

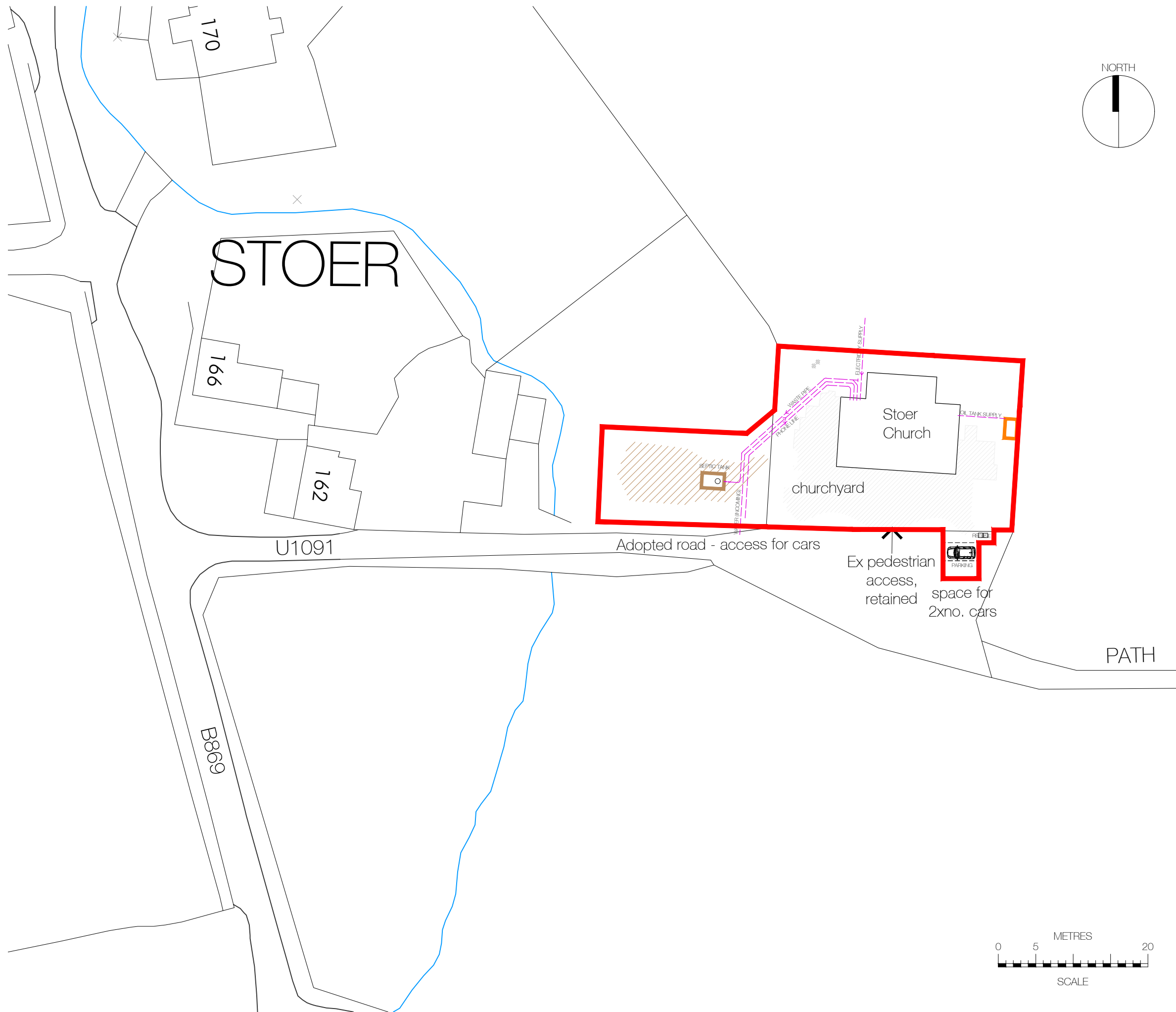
Drawing Title
 Location Plan



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Date	08 07 16	Scale	1:2500 @ A3
Job no.	N/A	Dwg. no.	L(PL)001

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NOTES:

- APPLICATION BOUNDARY
- TREATMENT TANK
- APPROX AREA OF SOAKAWAY & REMEDIATED GROUND
- OIL TANK
- SERVICE RUN

Rev A: 14 07 16: Boundary line updated
Rev B: 24 08 16: Space for car parking added
Rev C: 27 09 16: Boundary line updated
Rev D: 22 01 18: Boundary line updated

Planning

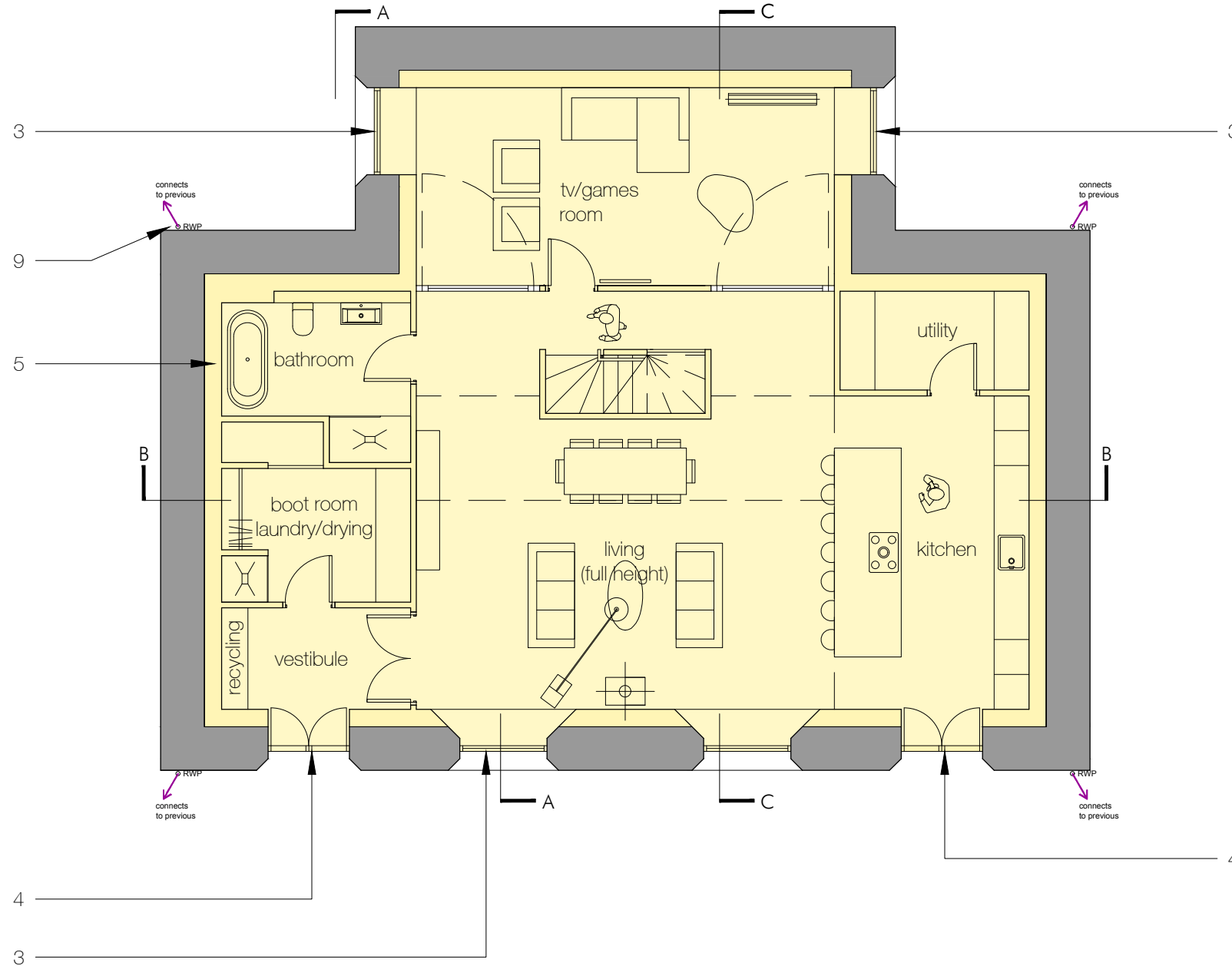
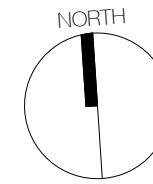
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Drawing Title	Site Plan



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Date	08 07 16	Scale	1:500 @ A3
Job no.	N/A	Dwg. no.	L(PL)002

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Proposed ground floor plan

- General notes:**
- All new works are coloured yellow
 - to be read in conjunction with other L(PL)series drawings

- Drawing notes:**
1. new timber roof with natural slate
 2. new metal flue pipe to serve stove - colour: anthracite
 3. fit new thermally broken powder-coated aluminium double-glazed casement windows as shown
 4. fit new timber doors with projecting hinges
 5. new timber stud internal partitions and floors
 6. replace missing cope stones from gables and walls
 7. fixed lights in way of gallery floor to be fitted with laminated black glass
 8. original church space to be retained in double height central living space
 9. reinstate missing cast iron rainwater goods in former locations

Rev A: 22 01 18: Alteration to room text

Planning

Project Title	Stoer Parliamentary Church Restoration and Conversion to Dwelling House
Drawing Title	Proposed ground floor plan



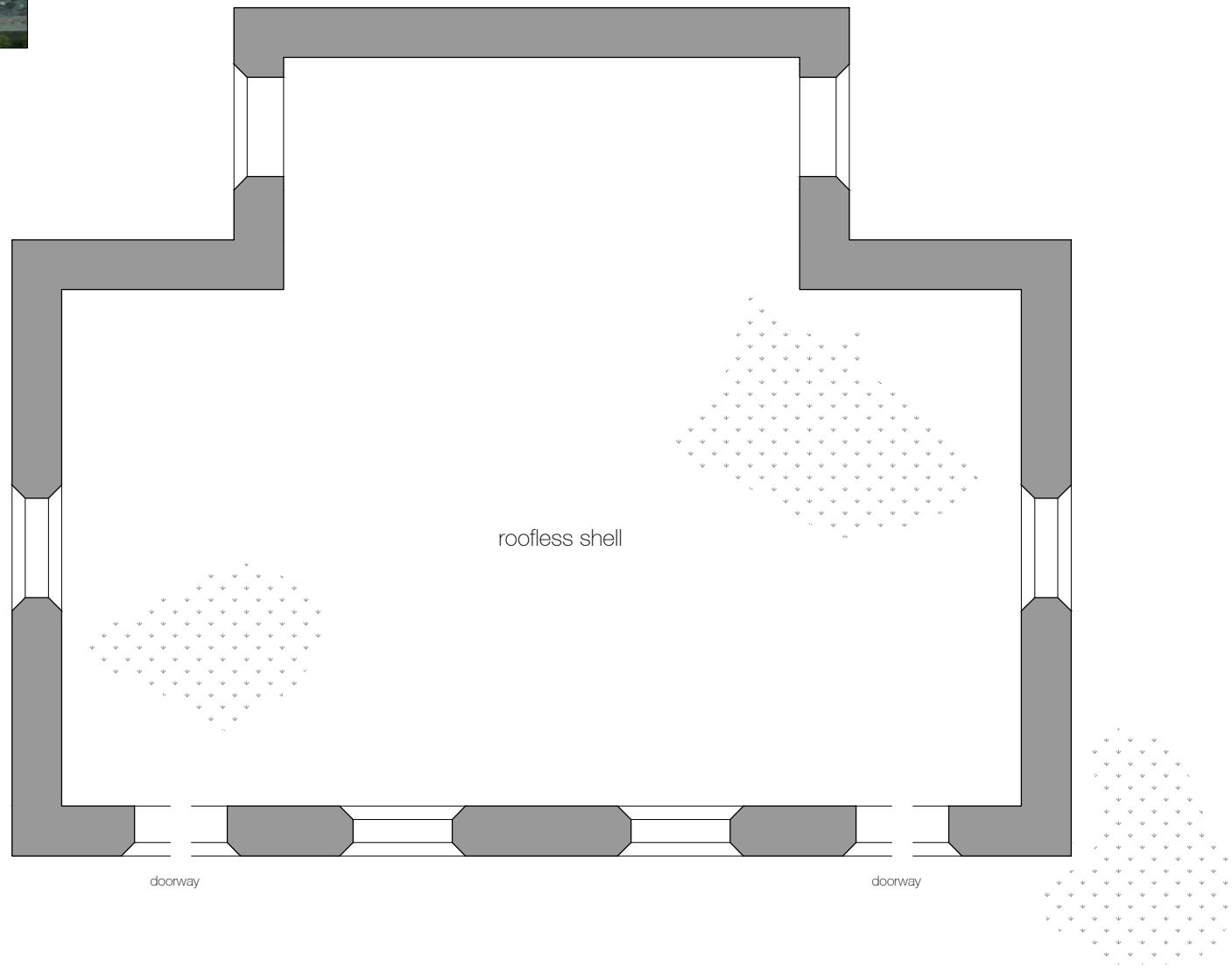
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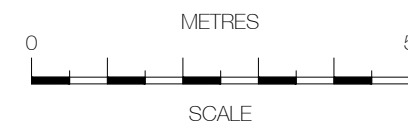
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Photograph of building as existing



Existing ground floor plan



Planning

Project Title	Stoer Parliamentary Church Restoration and Conversion to Dwelling House
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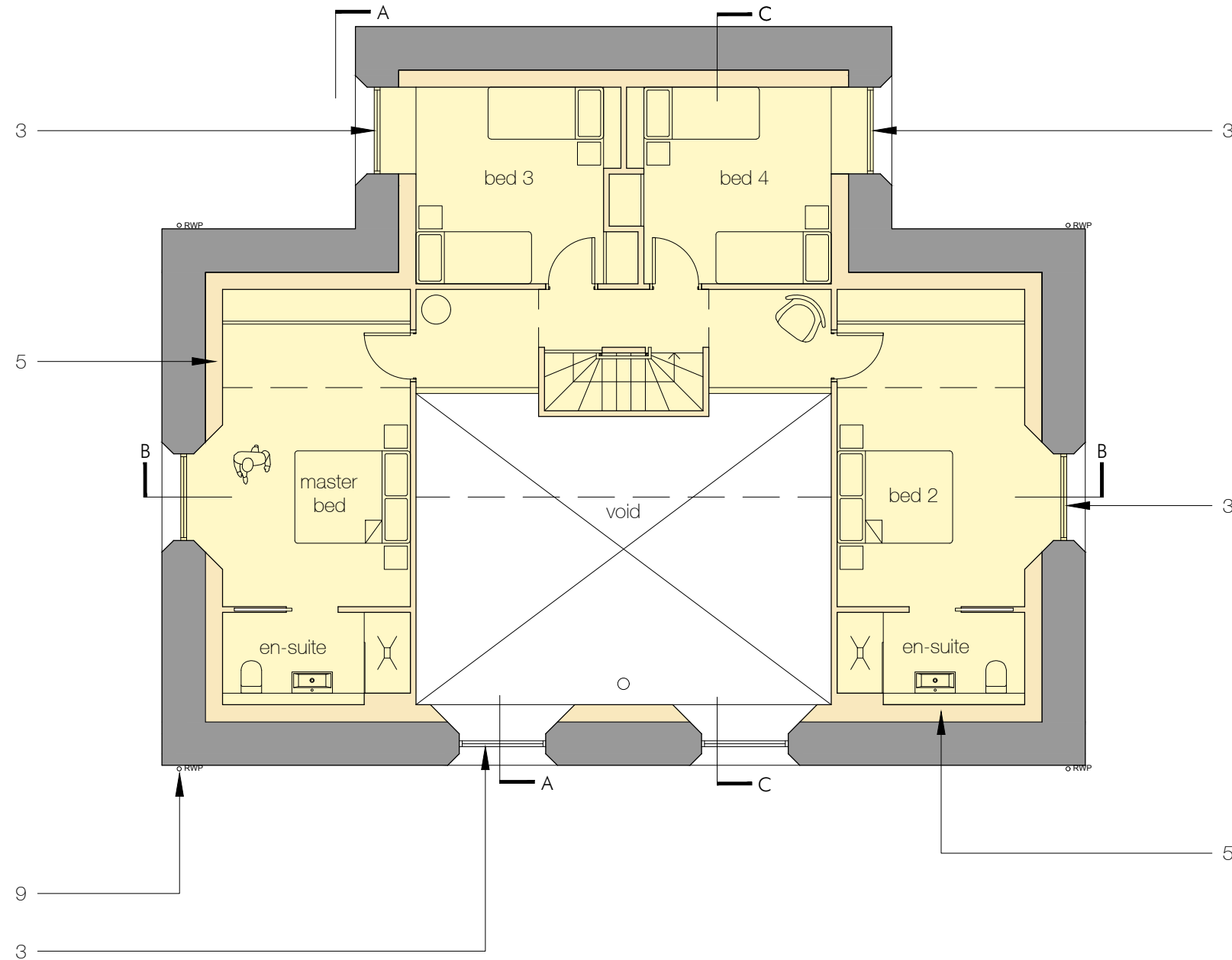
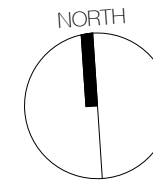
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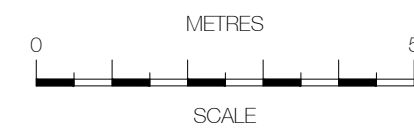
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Date	08 07 16	Scale	1:100 @ A3
Job no.	N/A	Dwg. no.	L(PL)010

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Proposed mezzanine floor plan



- General notes:**
- All new works are coloured yellow
 - to be read in conjunction with other L(PL)series drawings

- Drawing notes:**
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 7. fixed lights in way of gallery floor to be fitted with laminated black glass
 8. original church space to be retained in double height central living space
 9. reinstate missing cast iron rainwater goods in former locations

Planning

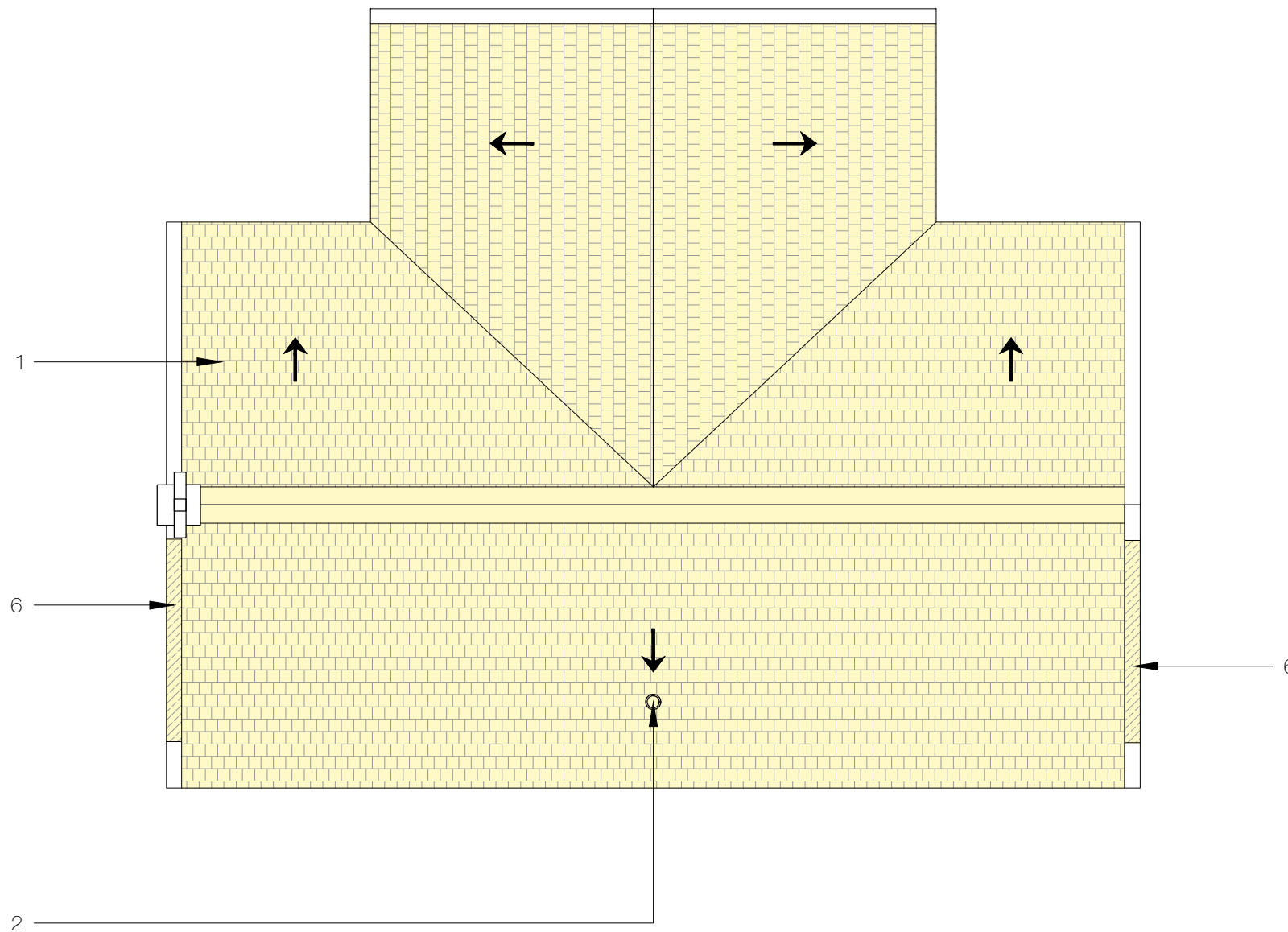
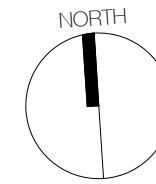
Project Title	Stoer Parliamentary Church Restoration and Conversion to Dwelling House
Drawing Title	Proposed mezzanine floor plan



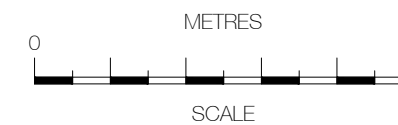
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Date	08 07 16	Scale	1:100 @ A3
Job no.	N/A	Dwg. no.	L(PL)021

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Proposed roof plan



General notes:

- All new works are coloured yellow
- to be read in conjunction with other L(PL)series drawings

Drawing notes:

1. new timber roof with natural slate
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8. original church space to be retained in double height central living space
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Planning

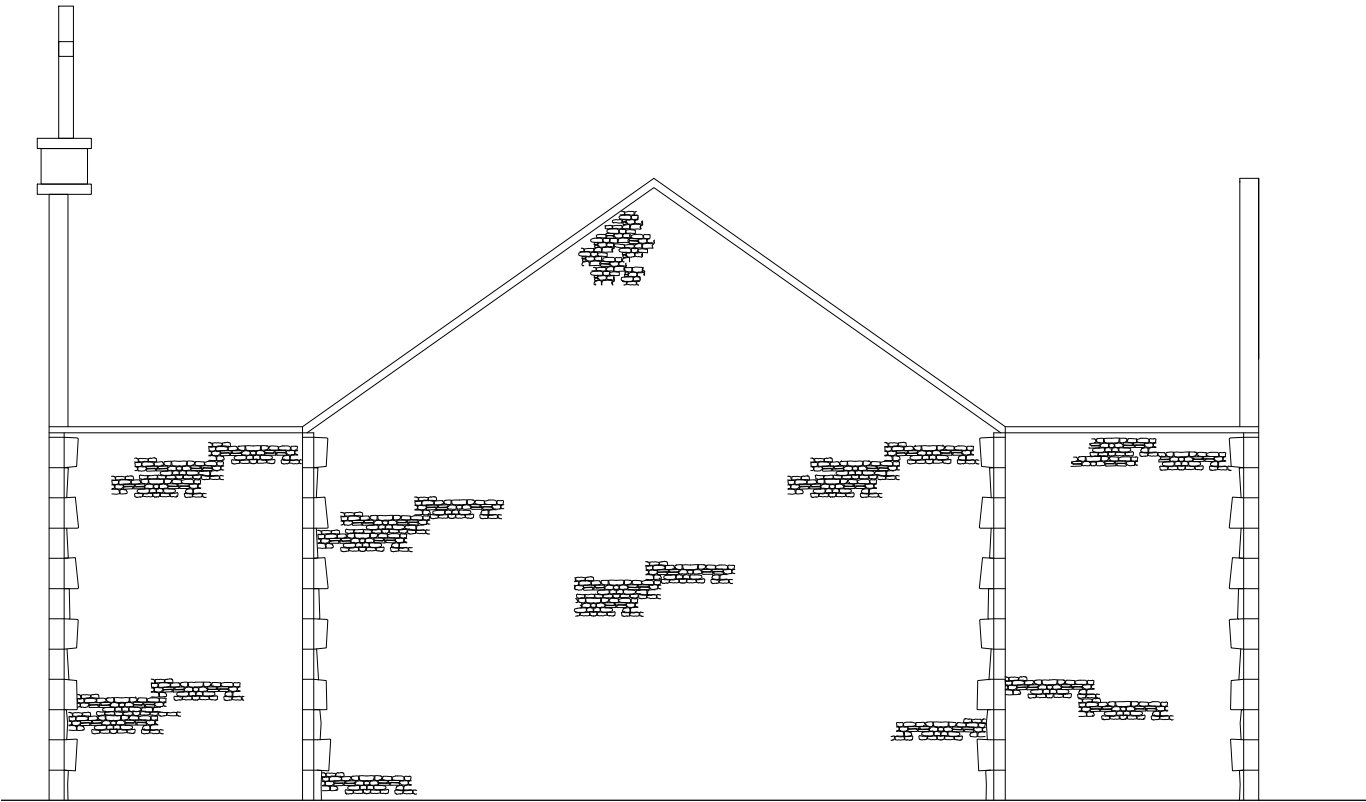
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Drawing Title	Proposed roof plan



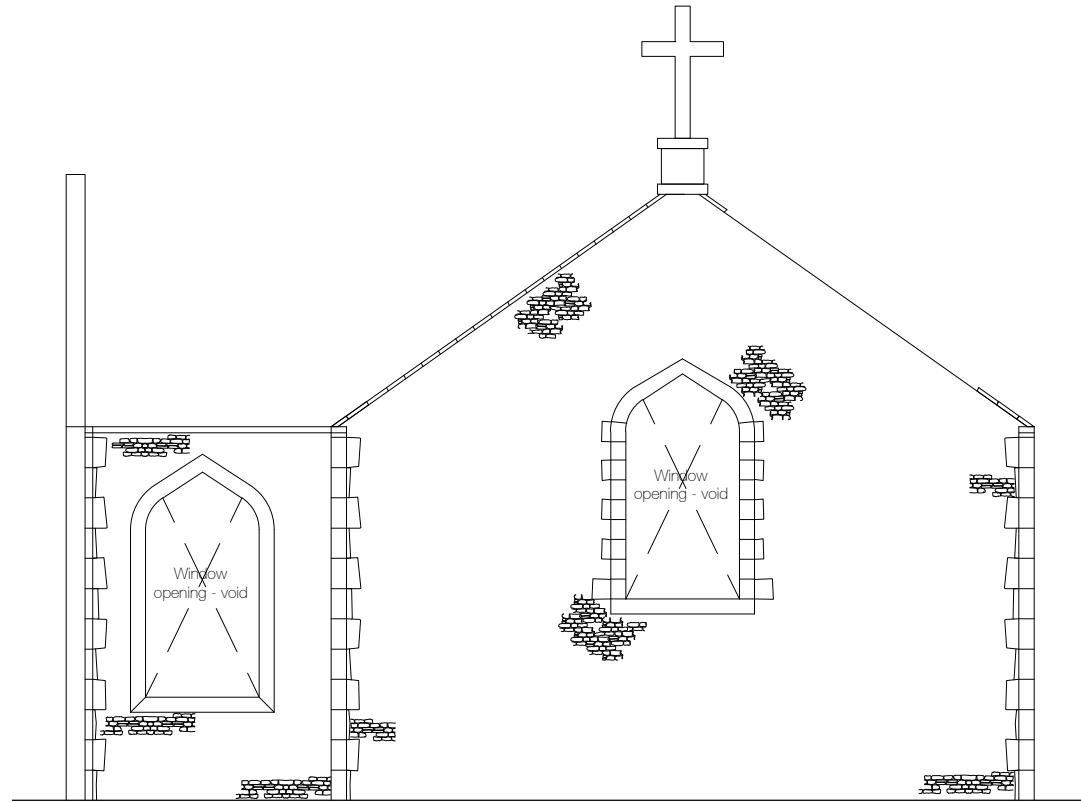
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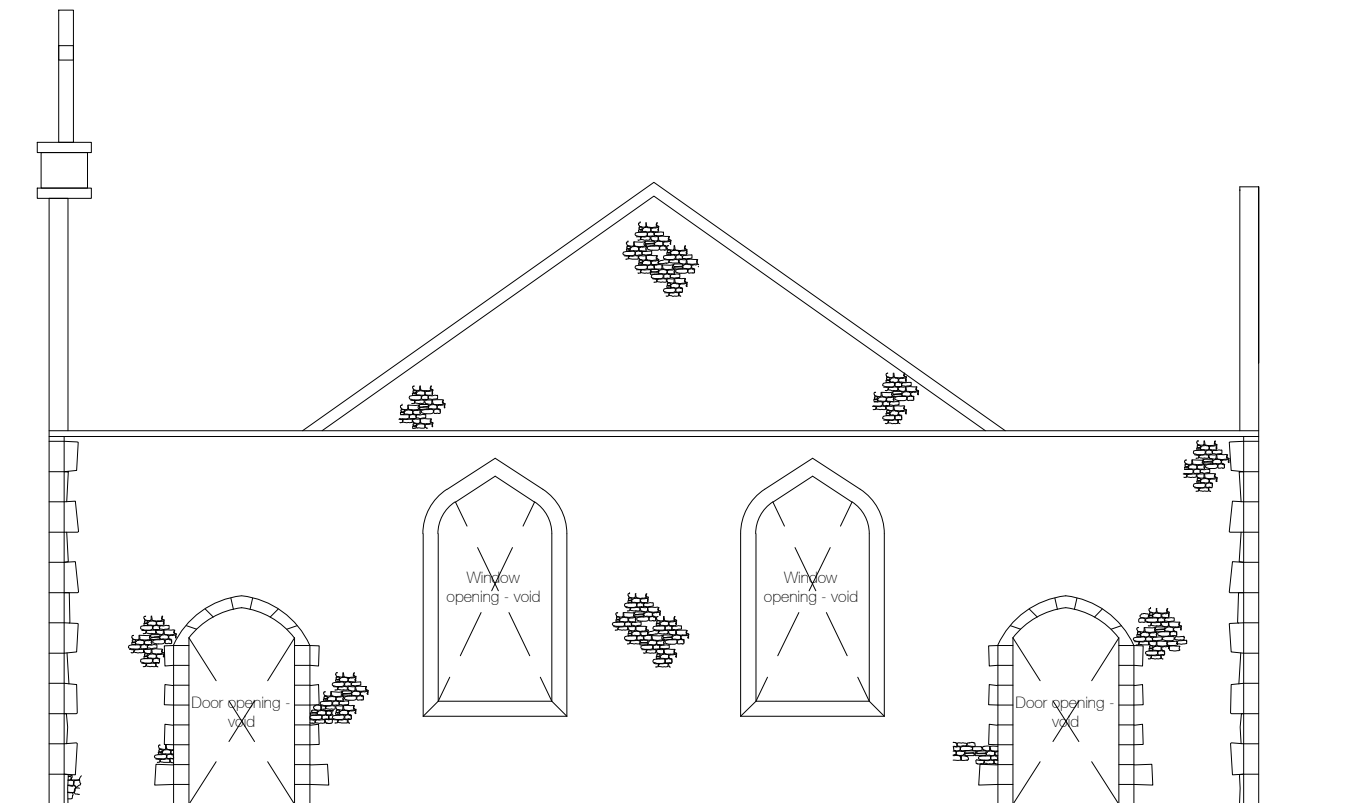
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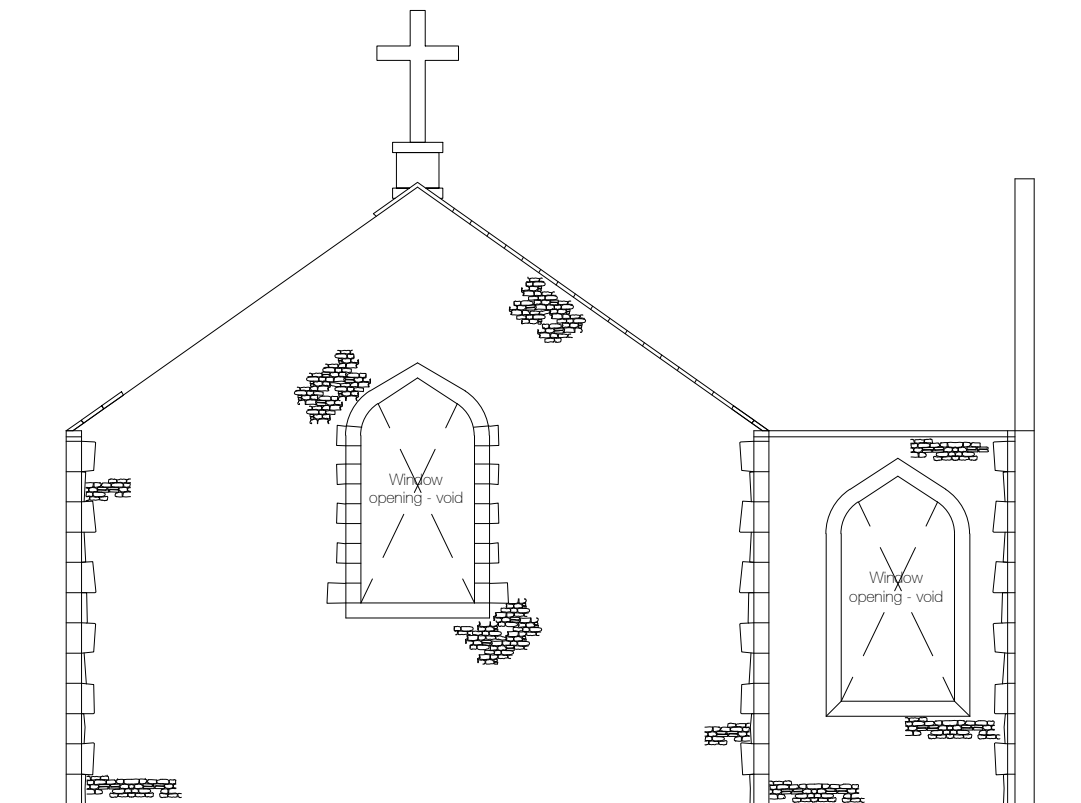
Existing north elevation



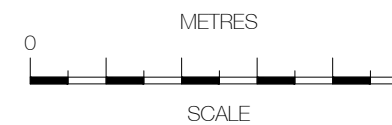
Existing east elevation



Existing south elevation



Existing west elevation



General notes:
 • All new works are coloured yellow
 • to be read in conjunction with other L(PL)series drawings



Photograph of building as existing

Planning

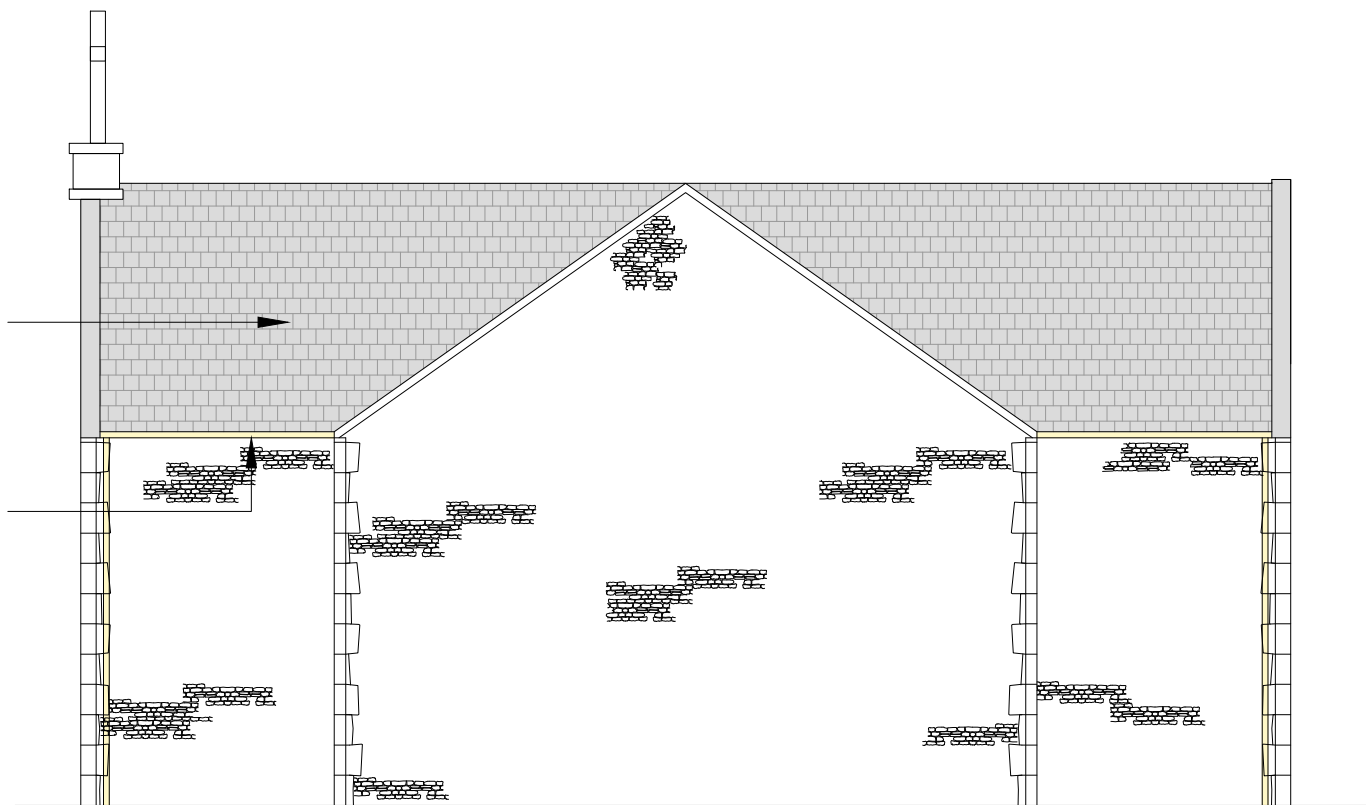
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Drawing Title	Existing elevations



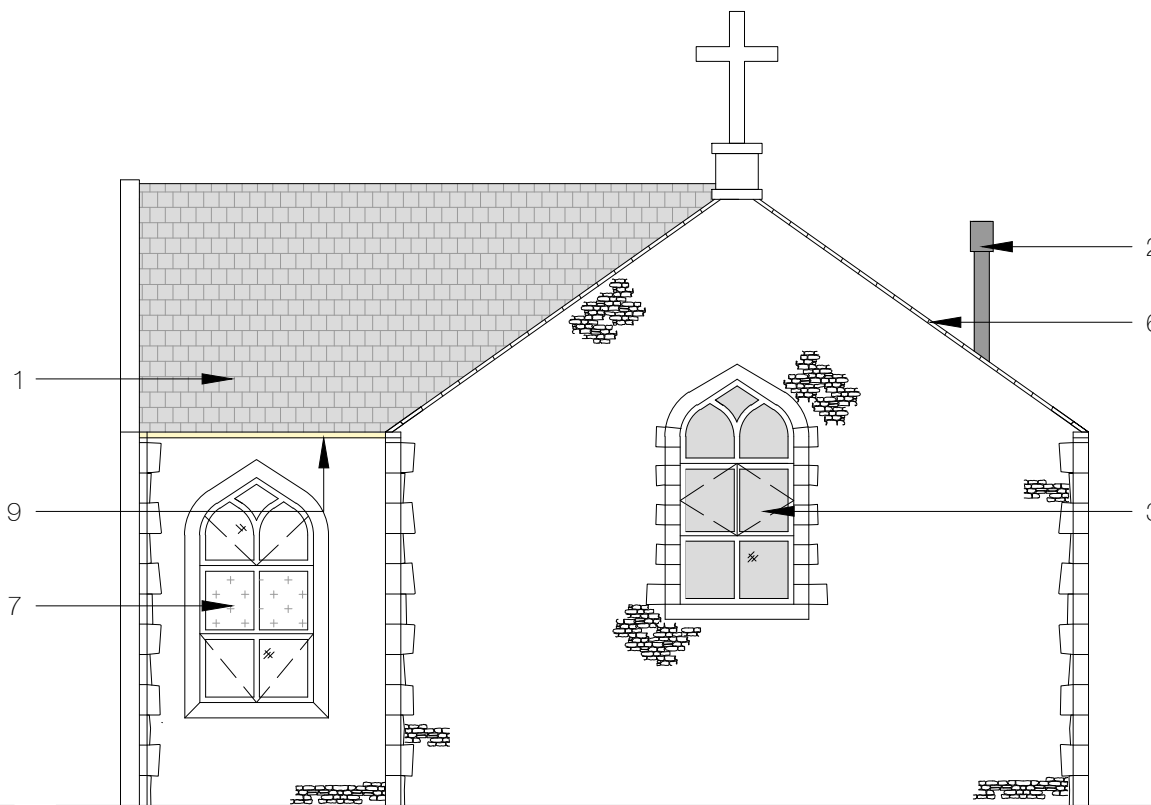
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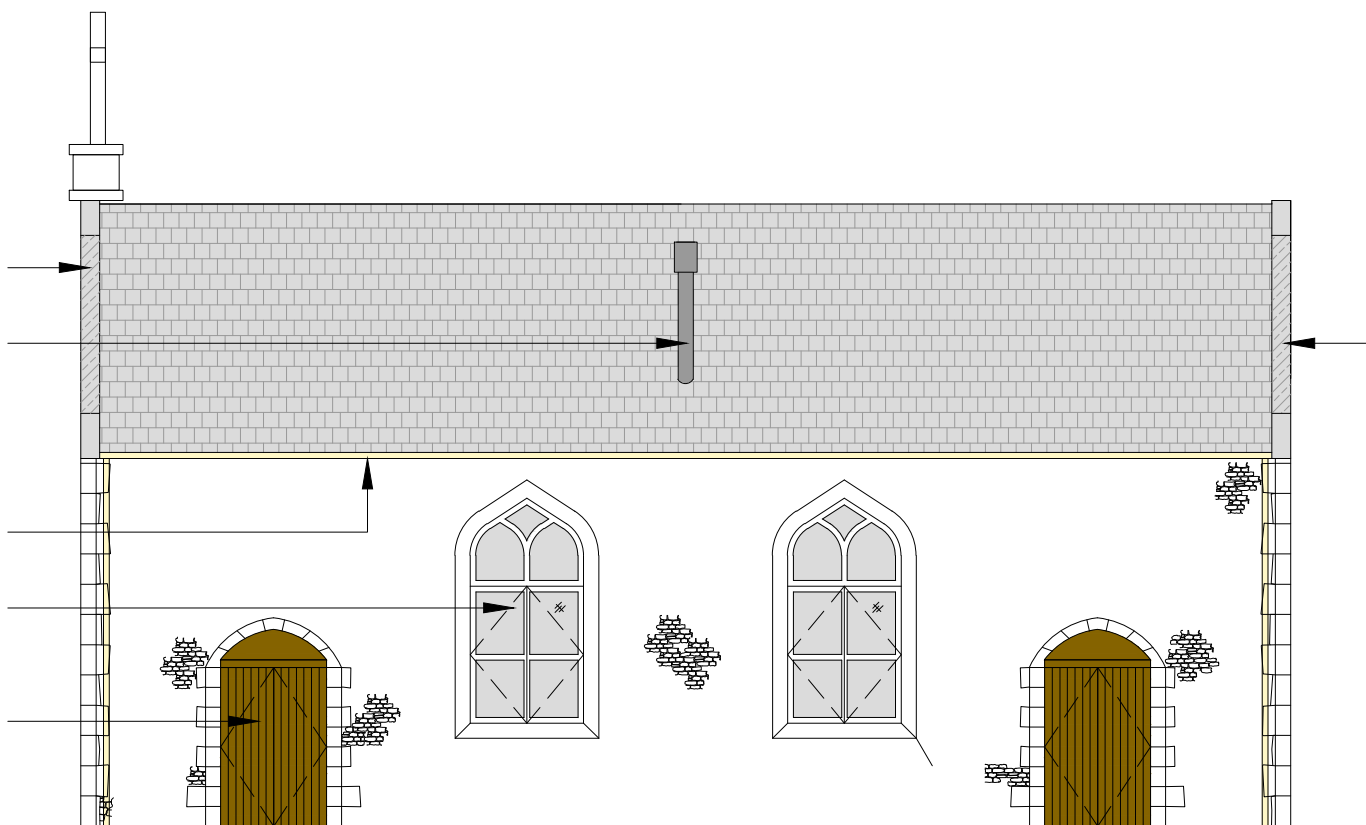
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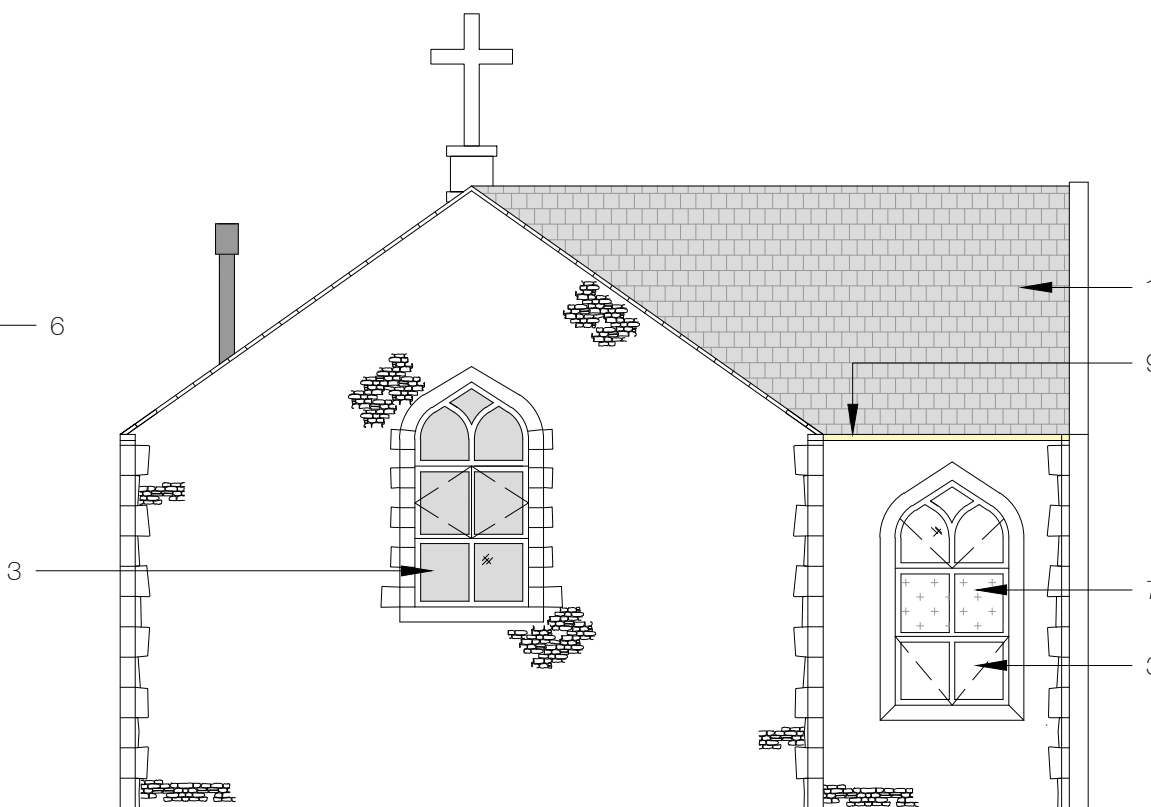
Proposed north elevation



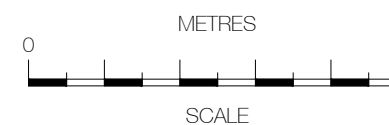
Proposed east elevation



Proposed south elevation



Proposed west elevation



General notes:

- All new works are coloured yellow
- to be read in conjunction with other L(PL)series drawings

Drawing notes:

1. new timber roof with natural slate
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9. reinstate missing cast iron rainwater goods in former locations

Rev A: 27 09 2016 - Alter window fenestration

Planning

Project Title
Stoer Parliamentary Church
Restoration and Conversion to Dwelling
House

Drawing Title
Proposed elevations



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Date 08 07 16 Scale 1:100 @ A3

Job no. N/A Dwg. no. L(PL)111

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- Drawing notes:**
1. new timber roof with natural slate
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Rev A: 02 11 2017: Alter bedroom windows

Planning

Project Title	Stoer Parliamentary Church Restoration and Conversion to Dwelling House
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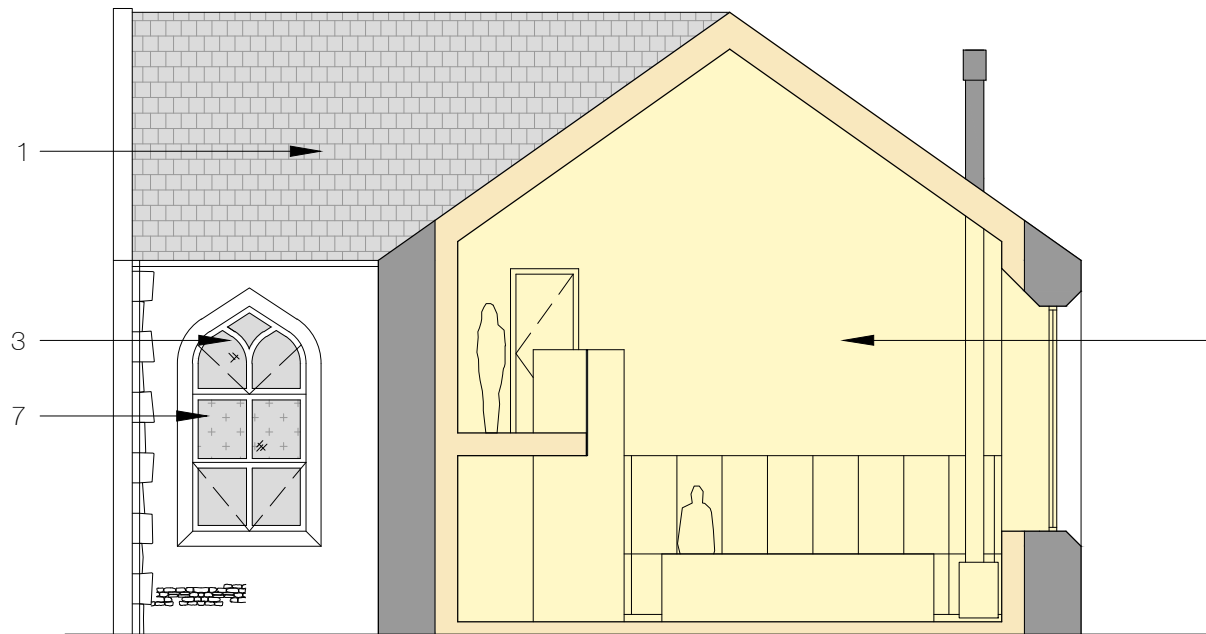
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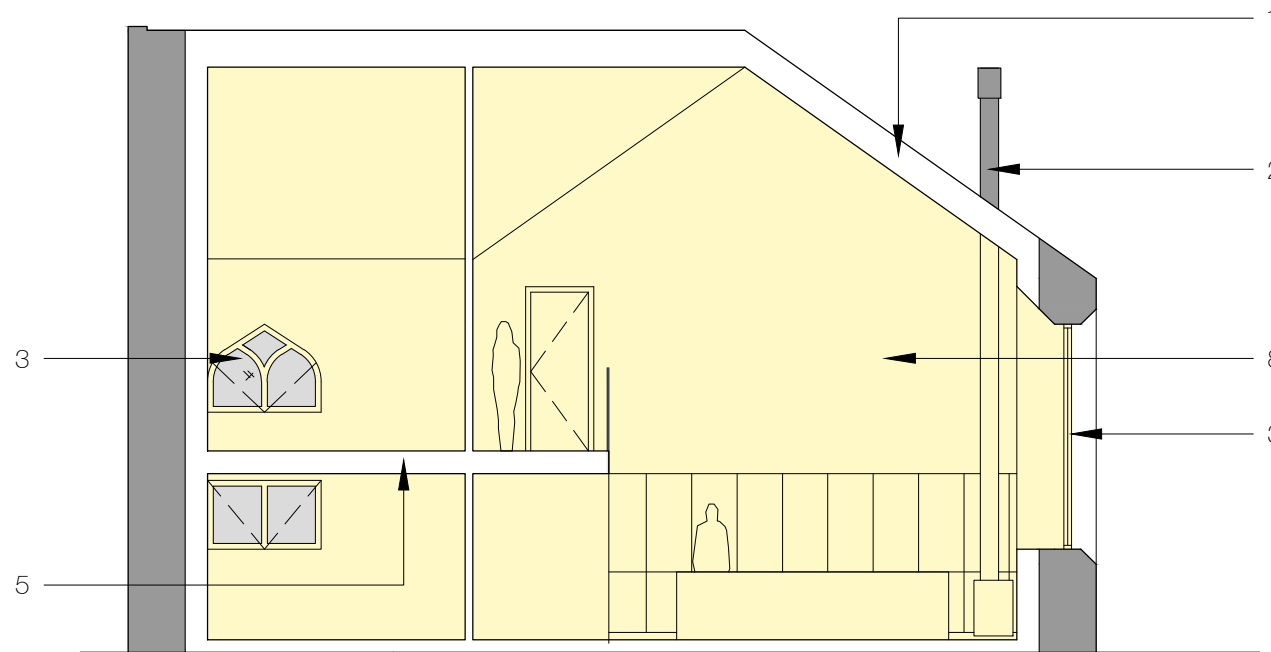
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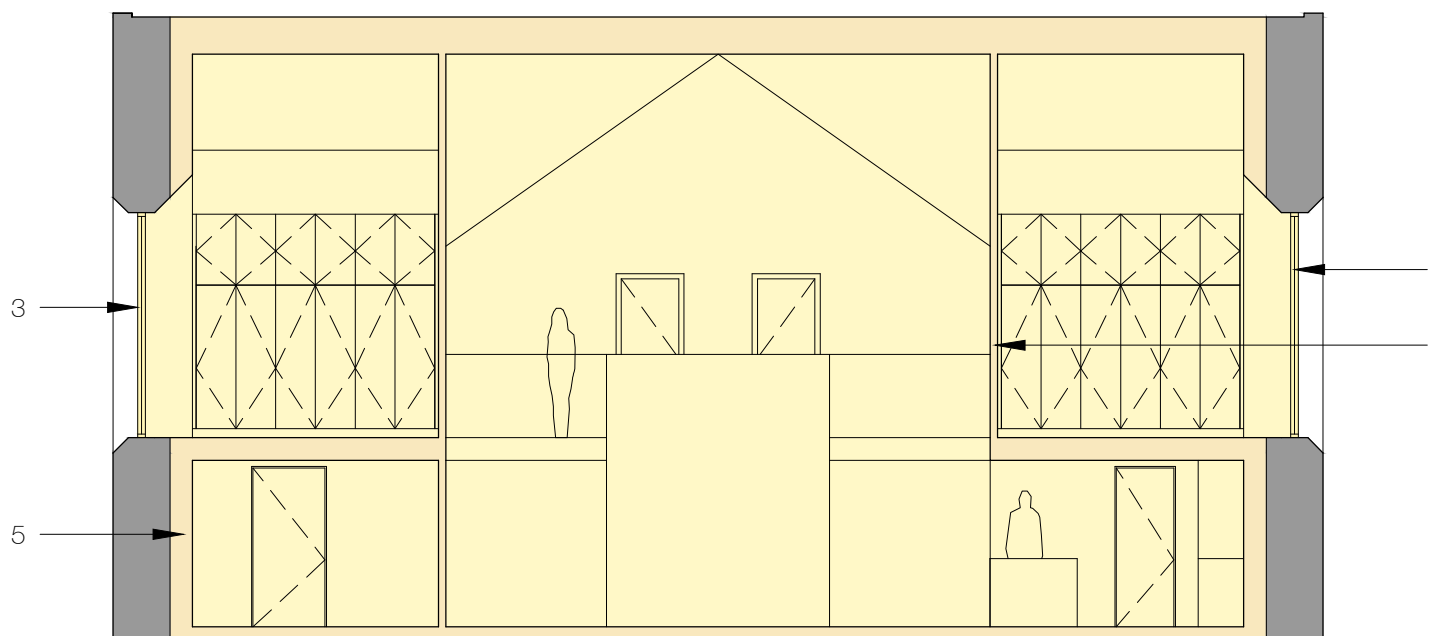
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Proposed Section A-A



Proposed Section C-C



Proposed Section B-B

