
Planning Statement

Date: Dec 2021

Site: Jaguar House & Buildings, Jaguar Drive, Badersfield, NR10 5JN.

Proposal: Temporary Planning Permission for a 12-month period for the use of buildings as an initial assessment centre to accommodate asylum seekers

Client: Mr J Rothbart @ B M Trust Ltd

Planning Statement: Jaguar House & Buildings, Jaguar Drive, Badersfield, NR10 5JN

Project Reference Number: 1991

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Appendix 1: Jaguar House Operational Infrastructure and Overview Plan

1.0 Introduction

- 1.1 This Planning Statement has been prepared by One Planning Consultants on behalf of the applicant, BM Trust Ltd. It is submitted in support of a full planning application for the change of use of the existing buildings to an initial assessment centre for the accommodation of asylum seekers at Jaguar House and Buildings, Jaguar Drive, Badersfield, NR10 5JN.
- 1.2 This application has been submitted with detailed plans demonstrating how the use of the existing buildings into temporary asylum seekers accommodation will be facilitated. No physical works are proposed as part of the scheme.

2.0 The Site and Context

The Site

- 2.1 The application site is located to the south of Badersfield, at the entrance of Jaguar Drive which links Hautbois Road through to the Badersfield Estate and HMP Bure as shown on the location plan set out below in **Figure 1**.

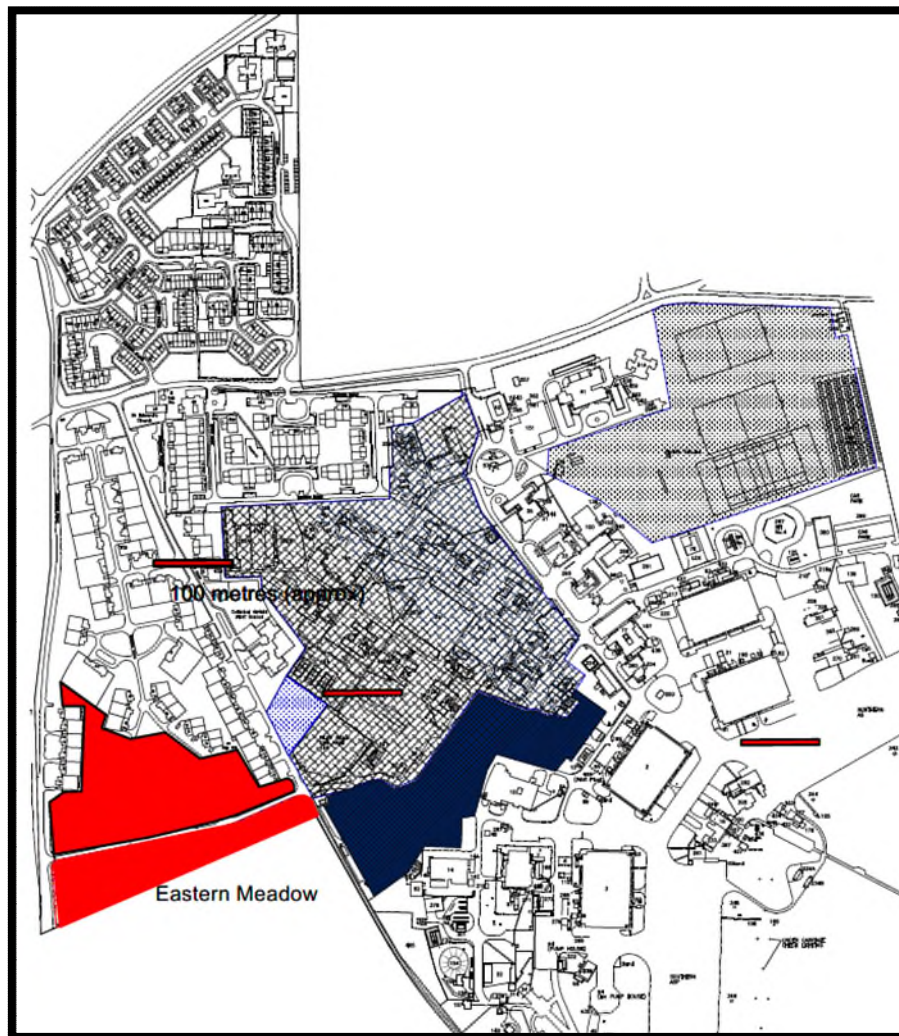


Figure 1.

- 2.2 The buildings subject of this change of use application varies in form and design from the original Grade II listed Officers Mess and accommodation blocks that constitutes Jaguar House (No50a) to the more modern addition identified as Block A (not listed) on the plans submitted with this application.
- 2.3 The buildings formed part of the RAF Coltishall complex. Construction commenced in 1938 as part of the site chosen as an aerodrome and subsequently featured heavily in the WWII war effort and in the Cold War as a strategic RAF location. The site is located within the RAF Coltishall Conservation Area.

- 2.4 The buildings are currently vacant and have been for some time with the exception of a short period where they were used to accommodate asylum seekers and local homeless persons in 2020 by HM Government and Broadland Council. That use ceased in February 2021 and the buildings, whilst also used for a short period of time to accommodate agricultural workers in the summer of 2021 have continued to remain vacant.
- 2.5 The grounds of Jaguar Buildings are open and laid to lawn but benefit from some attractive mature landscaping with a number of mature trees. The site extends to the south of Jaguar Drive and to the north where it meets dwellings that form part of the Badersfield Estate.
- 2.6 The site is located within Flood Zone 1 and has a low risk of flooding from surface water.

Site Surroundings

- 2.7 Policy 16 of the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk identifies Badersfield as countryside with no defined village settlement boundary, where development is generally restricted.
- 2.8 The wider area comprises of the village of Badersfield to the north and northeast, HMP Bure to the east with open countryside lying to the south and west.
- 2.9 The village of Buxton lies 2 km to the west, the service village of Coltishall lies 4km to the south with the main town of Aylsham lying 11 km to the northwest.
- 2.10 As a Service Village, Coltishall offers a range of services and facilities including a primary school, surgery, village hall, public house/restaurants, bakery, takeaway, butchery, and a grocery shop. Aylsham has all the services and facilities expected in a larger settlement along with good transport connections to Norwich and beyond.

Planning History

- 2.11 A current planning application is under consideration by the Council under reference 20210851 for the temporary accommodation of agricultural workers on site until February 2022. The application is as yet undetermined at the time of writing.
- 2.12 In terms of the overall site history the site has effectively remain vacant since 2005. The buildings were maintained for specialist training by Norfolk Police and secured on that basis until 2013 when the MOD passed over ownership to Norfolk County Council (NCC). NCC did not actively use the site but removed electricity infrastructure prior to the auctioning of the site in 2019, when the buildings were sold on to the applicant, BM Trust. There was a short spell where the buildings were taken over by the Home Office and used as temporary asylum seekers accommodation (in association with accommodation for local homeless persons) in 2020-2021. Prior to that, the last use of the buildings was as the Officers Mess and associated accommodation, the purpose for which they were built for in 1938. The buildings have effectively suffered from long term vacancy since 2005.

3.0 The Proposal

Description of Development

- 3.1 The description of development is as follows:

‘Temporary planning permission for a twelve month period for the use of buildings as an initial assessment centre to accommodate asylum seekers’.

- 3.2 The applicant seeks planning permission to change the use of the existing Jaguar House and associated accommodation block buildings into an Initial Assessment Centre (IAC) to provide next stage accommodation for asylum seekers (service users) who have previously undergone initial screening at a Holding Location and are awaiting the processing of their asylum applications and further relocation to longer term Dispersal Accommodation elsewhere.
- 3.3 Before they arrive at this site but previously whilst at the relevant Holding Location, service users will have made their initial asylum application and interviews will have taken place which allow them to progress further in the asylum system. Individual’s biometrics will have been taken at the Holding Location, alongside a basic health screening and Covid testing all prior to allowing the service users to be moved to the IAC at Jaguar House.
- 3.4 The service users accommodated at Jaguar House will be male and their legal status will be as defined as falling under Section 98 of the Asylum and Immigration Act 1999 who are defined as persons who lack the means to support themselves while the Home Office is processing their asylum application. The IAC at Jaguar House will provide temporary accommodation for a 28 day period. Following their initial assessment at Jaguar House, service users will be moved on through the national asylum system to Dispersal Accommodation which represents longer term/permanent accommodation for asylum seekers and are located across the UK.
- 3.5 The Home Office contract for this IAC accommodation at Jaguar Buildings will be operated by Serco and managed by Cromwood Housing Ltd. Domiciliary services including, catering, cleaning and grounds maintenance will be provided by contractors operating on behalf of the applicant.
- 3.6 All service users will arrive at and depart from the IAC at Jaguar House in assisted transport supplied by Serco/Home Office. Upon arrival all service users will be taken to a predetermined room allowing for social spacing for their inductions, this includes having their Serco service user agreement explained to them in their native language which is then signed by the service user. At this point, a ‘welcome pack’ is supplied to each person which includes house rules, ie. no smoking indoors, no alcohol to be consumed on premises, any British laws are relevant to the situation and what the current Covid requirements are, fire procedures and general housekeeping. At this point all service users are instructed on local bylaws, rules and etiquette with regards to the local neighbourhood.

3.7 Accommodation

3.8 The IAC facility will accommodate 180no. service users on site. The Jaguar Buildings complex will provide hostel style accommodation. The 90no. rooms will contain two bed spaces each. There will be a separate isolation block with 6no. apartments to accommodate service users who need to self-isolate with Covid. There will be a staff accommodation block also. The table below in **Figure 2** sets out how the buildings on site will be utilised:

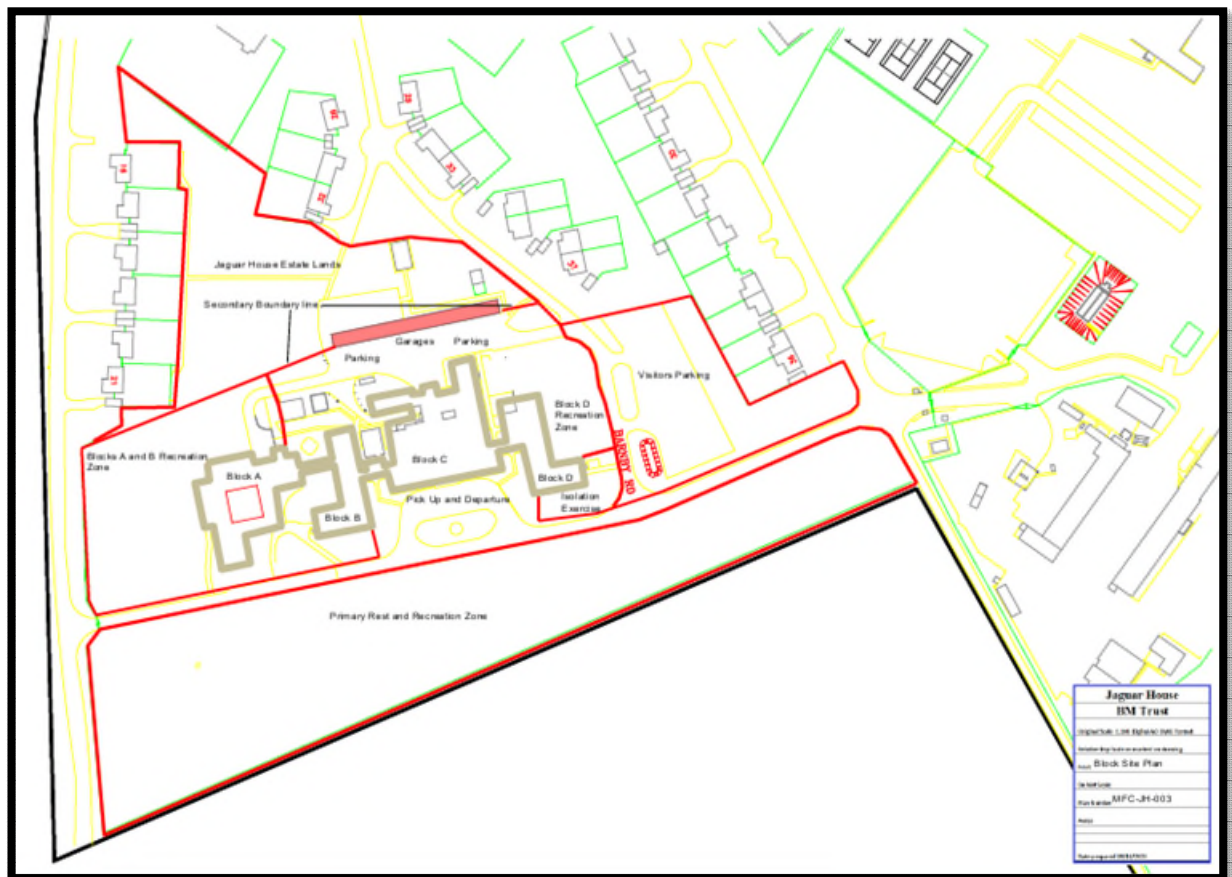


Figure 2.

Block	Use
A	Service users accommodation block
B	Staff offices and accommodation
C	Catering, recreation, administrative and education
D	Isolation block

- 3.9 No physical works are proposed to any of the buildings as part of this application. The existing rooms within the complex will be used as currently laid out. All facilities for day-to day living will be provided on site in terms of catering, laundry as well as indoor and outdoor recreational space. The central block, Block B, Jaguar House, will contain dining facilities served from the existing kitchens. There will also be educational facilities and indoor recreational areas within Block B.
- 3.10 There will be a 24 hour a day staff presence with separate catering and cleaning staff on site to facilitate the day to day needs of the service users.
- 3.11 A management strategy will be in place that will ensure that the IAC will operate in accordance with recognised and adopted strategies, the 'blueprint' for which is utilised in all such facilities across the country. The 'Operational infrastructure and overview' document is attached at **Appendix 1**.
- 3.12 In terms of staffing, a management strategy has also been produced which is set out below and shows how the IAC will operate on a day to day basis.
- 3.13 **Security/Operational Management**
- 3.14 There will be a total of 3 staff on duty during the day and 2 staff on duty during the night. During a designated day shift with 3 staff in operation all personnel have a set of given tasks on a daily basis. Any task that is required or needing action can and will be dealt with and overseen and logged by the supervisor.
- Day Operative 1 Supervisor- job role to man reception*
- 3.15 Dealing with visitors to Jaguar Buildings both pre booked and spot visits.
Dealing with administrative work
Liaising with outside services and organisations (including but not limited to Serco, Home Office, Migrant Help, Healthcare, religious bodies and charities).
Completing all required trackers and paperwork required by Serco, Home Office and Cromwood for reporting purposes
Maintaining daily observation and patrol log reporting
Completing incident reporting
Liaising with building management on daily issues such as maintenance and food
Shift handovers
Any other unexpected administrative duties as required
- 3.16 *Day Operative 2- job role based at reception but including patrolling*
Dealing with Service users daily needs and requirements on a one-to-one level
Assisting with translation and explanation of letters received
Assisting Service users in reaching out to healthcare services as required
Patrolling the inside of the IAC engaging with service users enquiring as to their general welfare and concerns and reporting any concerns to the supervisor
Whilst patrolling the IAC to ensure a consistent level of security is always upheld.

- 3.17 *Day Operative 3- job role based predominantly at reception but including patrolling*
Patrolling inside and outside of the IAC ensuring a good level of maintenance and tidiness is always upheld logging any defects or issues with the supervisor.
Whilst patrolling the IAC to ensure all fire regulations are always upheld.
Whilst patrolling the IAC ensuring a standard of security is always upheld.
Engaging with service users to check on their welfare and reporting to the supervisor any concerns.
- 3.18 During a designated night shift there will be 2 staff in operation. Any task that is required or needing action can and will be dealt with and overseen and logged by the supervisor.
- 3.19 *Night Operative 2 Supervisor- job role to man reception*
Dealing with visitors to Jaguar Buildings which is minimal overnight except for any emergency medical visits.
Dealing with administrative work and any work carried over from the day shift.
Liaising with outside services and organisations (including but not limited to Serco, Home Office, Migrant Help, Healthcare, religious bodies and charities), which is minimal overnight
Completing all required trackers and paperwork required by Serco, Home Office and Cromwood for reporting purposes
Dealing with Service users' questions and concerns
Maintaining nightly observation and patrol log reporting
Completing incident reporting
Shift handovers
During the quiet hours of the night patrolling the ground floors
Any other unexpected administrative duties as required
- 3.20 *Night Operative 2- job role based at reception but including patrolling*
Patrolling inside and outside of the IAC ensuring a good level of maintenance and tidiness is always upheld logging any defects or issues with the supervisor.
Whilst patrolling the IAC to ensure all fire regulations are always upheld.
Whilst patrolling the IAC ensuring a standard of security is always upheld.
Engaging with service users to check on their welfare and reporting to the supervisor any concerns
- 3.21 **Cleaning, Catering and Maintenance**
- 3.22 This team is highly experienced in dealing with this type of accommodation and the domestic services required in such a facility. The cleaning team will consist of 3 dedicated staff and 1 floating member of staff. The catering team will consist of 3 dedicated staff and 1 floating member of staff. The day to day maintenance will be undertaken by the live-in caretaker and a gardener. A total of 10 staff on site during the day. All staff will live on site, so can respond to emergencies as required. Staff parking is available on site.

- 3.23 The cleaning regime will include the cleaning of communal areas such as corridors and recreation rooms on a daily basis. The communal toilets and bathrooms will be cleaned three times daily (7am, 1pm and 10pm). Individual bedroom deep cleans and changing of bed linen will take place on a weekly basis. A daily cleaning log will be maintained. The cleaning staff are responsible for weekly fire point and emergency lighting checks which are executed whilst cleaning.
- 3.24 The catering staff will be fully trained to the required hygiene and food safety standards. The necessary insurances are also in place. The catering team will provide three meals a day, breakfast, lunch and dinner which will pay full regard to dietary and religious requirements. Drinks stations with fruit and yogurt will be available within the communal areas on a 24 hr a day basis.
- 3.25 The buildings and grounds maintenance team are responsible for the care and maintenance of the buildings and grounds and will carry out daily duties associated with the ongoing upkeep and maintenance of the site.
- 3.26 As part of the maintenance responsibilities, three specialised external contractors are also employed to deal with issue relating to plumbing, heating and electrical matters and be on stand-by as required.
- 3.27 **Outdoor Recreational Space**
- 3.28 As stated above, the service users accommodated at Jaguar House will have access to various indoor recreational facilities within the buildings complex. They will also have access to outdoor recreational space. The outdoor recreational areas identified for service users are highlighted on **Figure 2** above. A secondary boundary fence, most likely in the form of Heras style fencing will be erected to demarcate the recreation zones directly surrounding the Jaguar Buildings.
- 3.29 There are three outdoor recreation areas. One is located directly to the west of Block A; a further outdoor recreation area is located east of Block D (with isolation exercise area also). Both these recreational areas will be fenced. The 'Primary Rest and Recreation Zone' to the south of Jaguar Drive will remain open and will provide a larger area for outdoor games and sports.

3.30 Access and Parking arrangements

- 3.31 The service users will have access to local facilities such the local convenience store. As part of their induction, they will be advised of the need to respect the private property of local residents and will be provided with a map showing the walking route (see below **Figure 3**), which has been agreed with local representatives as being acceptable and appropriate. This strategy is specifically designed to reduce any potential conflict with existing neighbours and respect the privacy of nearby residents.

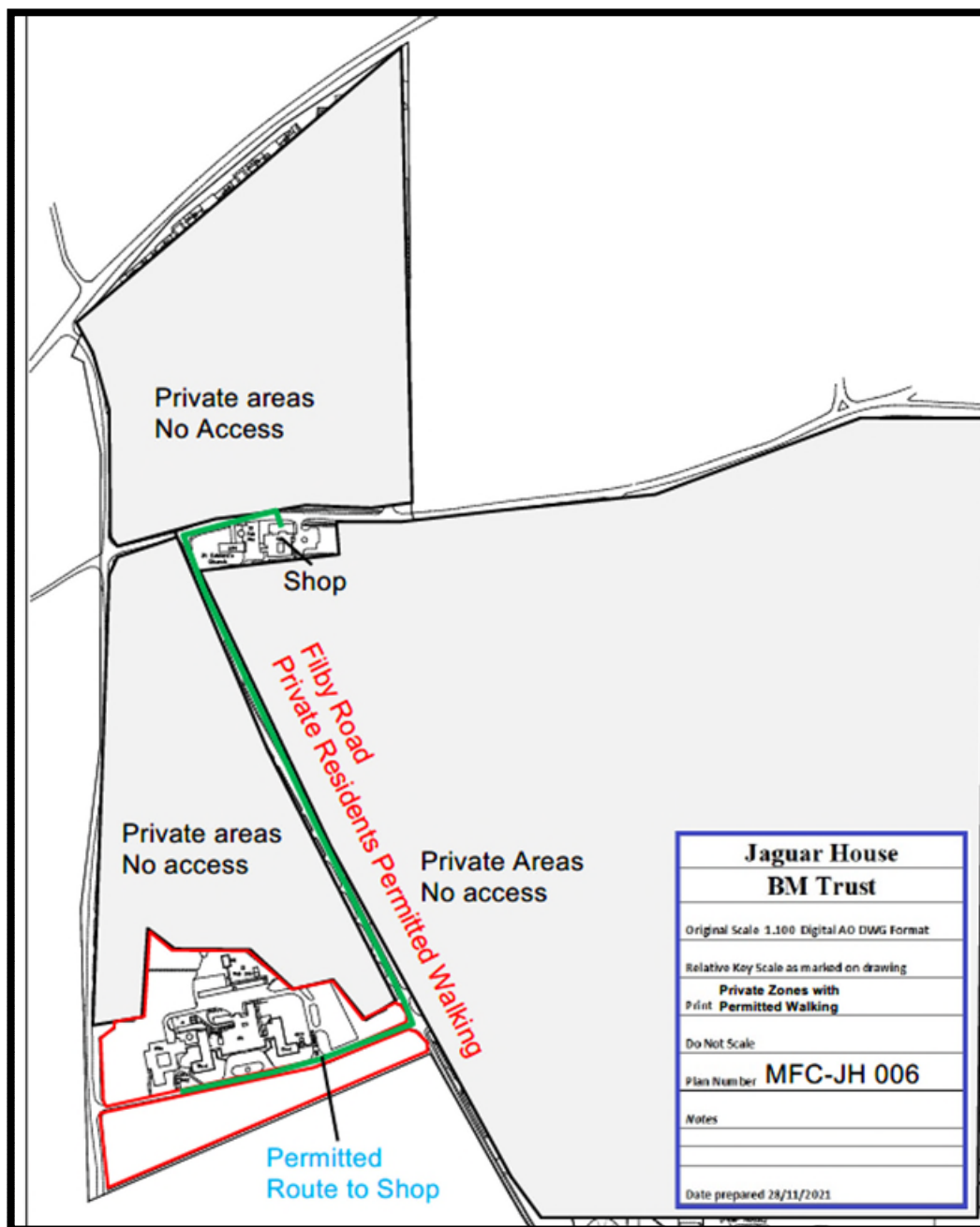


Figure 3.

3.32 It has been stated in paragraph 3.26 above that specialised contractors will have access to the IAC for essential maintenance and repair works. In terms of other visitors to Jaguar House it is anticipated that there will be limited involvement from external services, due in part to the limited amount of time service users will stay at Jaguar House. Nonetheless, to accommodate parking for both staff and visitors ample parking provision is available on site, as shown on the plan below in **Figure 4**.

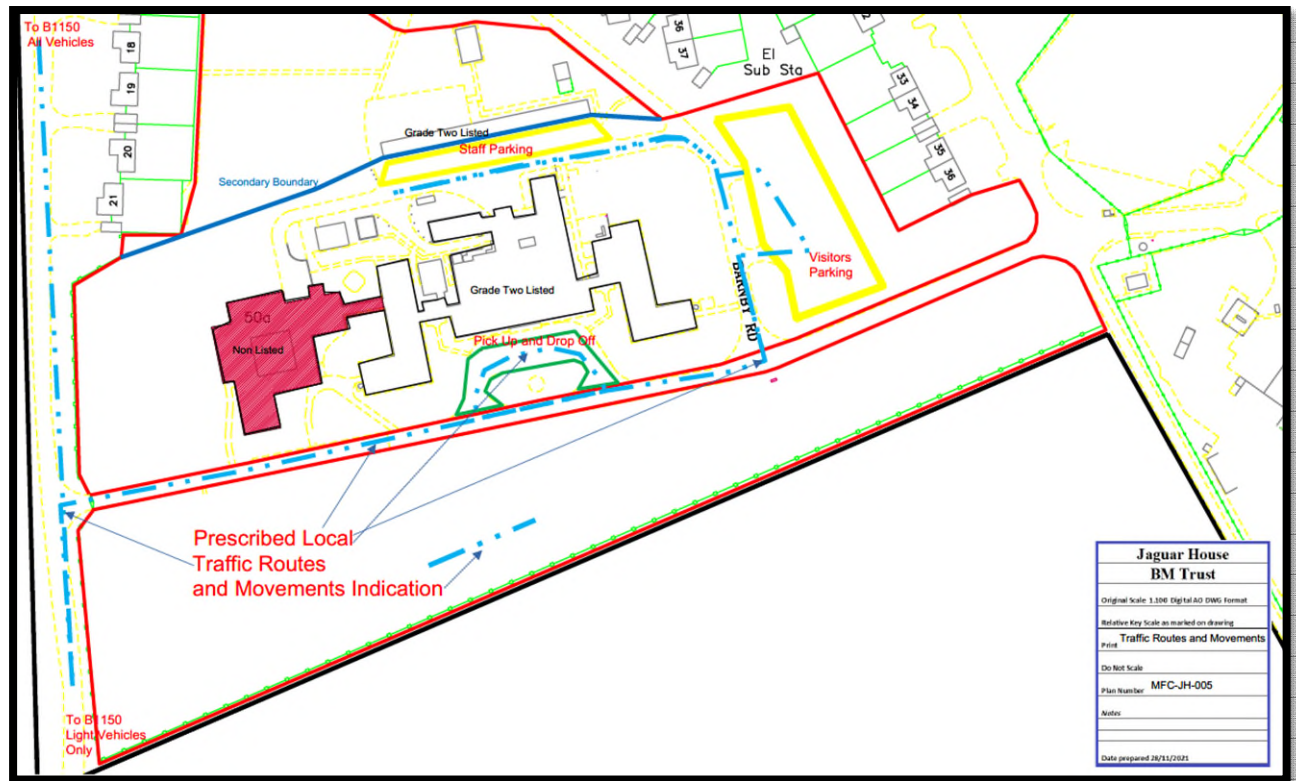


Figure 4.

3.33 Medical arrangements

3.34 As stated above, in paragraph 3.6 the service users staying at the IAC will be located at Jaguar House on a 28 day turn around period. If there is a need to access medical services, arrangements will be made by the Clinical Care Commissioning Group and Healthwatch England. It is likely that service users' medical needs will be met via the NHS Walk-In services such as the Walk-In Centre on Rouen Road, Norwich. If a visit is required to this or similar facilities, service users would be transported to and from these facilities by Serco/Cromwood assisted transport.

4.0 Planning Policy Considerations

- 4.1 This section sets out the planning policy background to the proposal development in relation to national and local planning policy guidance.

National

The National Planning Policy Framework (NPPF), July 2021

- 4.2 The NPPF confirms that the planning system is plan-led. Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. The NPPF has been developed as part of the 'pro-growth agenda'. To this end the planning system is seen as central to delivering development. The following relevant elements of this document are set out below:

Section 2:	Achieving sustainable development
Section 4:	Decision-making
Section 8:	Promoting healthy and safe communities
Section 9:	Promoting sustainable transport
Section 11:	Making effective use of land
Section 16:	Conserving and enhancing the historic environment

4.3

Local

Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (2014)

- 4.4 The Joint Core Strategy for Broadland, Norwich and South Norfolk (JCS) sets out the long-term vision and objectives for the area, including strategic policies for steering and shaping development. It identifies broad locations for new housing and employment growth and changes to transport infrastructure and other supporting community facilities, as well as defining areas where development should be limited. The following policies are relevant to the proposed development:

Policy 1:	Addressing climate change and protecting environmental assets
Policy 2:	Promoting good design
Policy 5:	The Economy
Policy 3:	Energy and water
Policy 4:	Housing delivery
Policy 6:	Access and transportation
Policy 7:	Supporting communities
Policy 15:	Service villages
Policy 17:	Smaller rural communities and the countryside

Broadland District Council Development Management (DM DPD), Adopted August 2015

- 4.5 This document includes more detailed local policies for the management of development. It is aimed at guiding decision-makers and applicants in order to achieve high standards of development which complement the valued attributes of Broadland district. The following policies are considered to be relevant to the proposed development:

Policy GC1:	Presumption in favour of sustainable development
Policy GC3:	Conversion of buildings outside settlement limits
Policy GC4:	Design
Policy EN2:	Landscape
Policy EN3:	Green Infrastructure
Policy EN4:	Pollution
Policy H5	Residential Institutions
Policy TS3:	Highway safety
Policy TS4:	Parking guidelines

Other Material Considerations

- 4.6 *Planning Practice Guidance*, last updated October 2019.
- 4.7 *RAF Coltishall Conservation Area Appraisal* 2010
- 4.8 *Immigration and Asylum Act 1999* – Section 98 - Temporary Support.
- 4.9 *House of Commons Briefing Paper ‘Asylum support’ accommodation and financial support for asylum seekers* 22 April 2021

5.0 Planning Policy Assessment

- 5.1 This section seeks to assess the relevant planning policies identified in Section 4 against the proposed development.

The Principle of the Development

- 5.2 It is widely acknowledged that the asylum system is under extreme pressure nationally and the provision of suitable accommodation in locations such as Jaguar House are identified as being suitable because of their former use as accommodation for military services personnel. The April 2021 Government Briefing Paper acknowledges and identifies the need to provide more IAC facilities to address the current ‘blockages’ in the asylum system and to allow for the processing and dispersal of asylum applicants into longer term accommodation solutions.
- 5.3 The NPPF makes clear in Paragraph 7 that the purpose of the planning system is to contribute to the achievement of sustainable development. The objectives that constitute sustainable development are explored further in paragraphs 5.13 to 5.20 below but the overall principle of re-using previously developed land and buildings fundamentally accords with the principles that lie at the heart of the definition of sustainability and form part of the ‘golden thread’ that runs through the advice set out in the NPPF.
- 5.3 Section 11 of the NPPF specifically focusses on making effective use of land and explicitly states in paragraph 119 that *‘Planning policies and decision should promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions.’* Similarly, in Paragraph 120d) it states that planning decisions should *‘promote and support the development of under-utilised land and buildings’*. Paragraph 148 of the NPPF also encourages, amongst other things, the conversion of existing buildings to promote the reuse of existing resources to support the transition towards a low carbon future.
- 5.4 The proposed use, whilst temporary will make a valuable contribution to the local fabric of the area by contributing to the local economy and safeguarding a valuable heritage asset by bringing it back into a viable use. The applicant is clear that in the longer term, the aspirations for the site are that of a residential activity centre with associated conference and recreational facilities which would be open to young persons/ families and the local business community. In the short term however, the national need for asylum accommodation is such that this site has been considered appropriate by the Home Office for temporary asylum seekers accommodation, has already been occupied for that purpose in the last 12 months and found suitable for re-use in the immediate future to meet this identified national need.
- 5.5 In context of the overall support from national guidance and current central government requirements, the Council’s own Development Plan policies are broadly supportive of the use of Jaguar House as an IAC in the short term. Policy 7 of the JCS relating to Supporting Communities states that development should *‘promote equality and diversity’* and that development should

promote *‘integration and cohesion within and between new and existing communities’*. Whilst the service users accommodated at Jaguar House will not be present on site for a sufficient period of time to assimilate into the wider community, their presence will broaden the social cohesiveness of the area and provide learning opportunities for all sectors of the community.

- 5.6 In terms of the Council’s DM DPD, the application site is located outside of the settlement limit and falls within the ‘open countryside’ (for the purposes of planning policy). The site has not been allocated for development in the adopted Local Plan.
- 5.7 Policy GC1 of the DM DPD states that the Council will take a positive approach in relation to the presumption of sustainable development which reflects the advice in the NPPF and confirms that planning applications will be approved without delay where proposals accord with the policies within the DM DPD, unless material considerations indicate otherwise. The policy continues by affirming that the Council will work towards securing development that improves the economic, social and environment conditions of the area. It is clear that as set out above the proposed use constitutes sustainable development and as such the principle of the temporary use of the site as an IAC accords with the over-arching aims and goals of this policy.
- 5.8 Policy GC2 of the DM DPD encourages new development to be accommodated within the settlement boundaries. Outside these boundaries development is permitted where it does not result in any significant adverse impact and accords with a specific allocation and/or policy. In light of the fact that CG1 is complied with, as set out above, it follows that there are no fundamental conflicts with this policy and the re-use of the existing buildings at Jaguar House are appropriate in principle.
- 5.9 Policy GC3 of the DM DPD deals specifically with the re-use of existing buildings. It explicitly encourages proposals for conversions of buildings outside settlement limits where the building is capable of conversion without substantial alteration and would lead to an enhancement of the immediate setting. In this case, it is important to note that the principal building is a designated heritage asset that has been vacant over an extensive period.
- 5.10 Policy GC3 also refers in its explanatory text to the value that the adaptation *‘to new uses of buildings in the countryside can be undertaken to bring them back into productive use and so be of value in diversifying the rural economy.’* The change of use of these buildings will not require physical alteration and are highly suitable for re-use. The only physical changes would be in the form of temporary boundary treatments as set out in paragraph 3.28 of this Statement and will have no long term impact on the character and appearance of the area or the heritage assets themselves or their setting. Reference is also made in the same explanatory text to the value of employment uses. It is clear from Section 3 of this Statement that there will be both direct and indirect employment benefits arising from this scheme which is afforded positive weight in assessing the development against the requirements of this policy.
- 5.11 Policy H5 relates to proposals for residential institutions. The circumstances surrounding the proposed temporary use of the site as an IAC accords in general terms with the stated aims of this

policy as the re-use of the Jaguar Buildings has been identified as constituting sustainable development that will make an effective use of land and buildings responding to an identified need. Care will be provided as laid out in detail in Section 3 of this Statement. Further, the proposed temporary use will contribute to creating an inclusive and mixed community with no material adverse impacts arising as result of the proposed management strategies and due to the temporary nature of the use.

- 5.12 Overall, it is considered the proposed change of use is supported by national planning guidance set out in central government statements, accords with national planning guidance set out in the NPPF and does not conflict with the aims of Development Plan policies as examined above.

Sustainability Appraisal

- 5.13 As set out in Paragraph 5.3 above, the sustainability of the proposal warrants further examination. Paragraph 7 of the NPPF is relevant. On the basis of the above, the following highlights the benefits of the scheme in the context of the relevant development plan policies and the NPPF, with reference to the three dimensions of sustainable development (economic, social and environmental role).

Economic

- 5.14 The economic dimension of sustainable development seeks to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure. The JCS seeks to achieve economic growth and job creation in the District.
- 5.15 The proposed temporary use would bring benefits to local shops and services, therefore promoting and encouraging sustainable economic growth. The proposed use, despite its temporary nature is beneficial for the economy and the growth of Broadland District Council because of the direct and indirect employment and economic benefits arising from the use of this site as an IAC.

Social

- 5.16 The social dimension of sustainable development is concerned with supporting strong, vibrant and healthy communities through the provision of housing supply to meet the needs of present and future generations and through creating a high quality built environment with accessible local services that reflect the community's needs and support its health, social and cultural well-being.
- 5.17 The site is located within close walking distance to the local retail convenience shop and service users would be able to use its services.
- 5.18 Whilst it is noted the site is located outside of the village development limits, it would involve the change of use of existing buildings and is considered to be within a sustainable location for the reasons

highlighted above. These considerations weigh in favour of the application as the use of the buildings will enhance and maintain the vitality of existing rural communities helping to sustain facilities in the surrounding settlements.

Environmental

- 5.19 The environmental dimension to sustainable development refers to protecting and enhancing the natural, built and historic environment. This involves improving biodiversity, using natural resources prudently, minimising waste and pollution and mitigating climate change including moving to a low carbon economy.
- 5.20 Paragraph 148 of the NPPF encourages, among other things, the conversion of existing buildings to promote the re-use of existing resources to support the transition towards a low carbon future. The proposed conversion of the buildings would ensure the long-term retention and preservation of these designated heritage assets and secures their future. Their embodied energy is also retained.

Amenity Impacts

- 5.21 Policy GC4 of the DM DPD and most particularly, parts iii., iv., and v. of that policy deal with the potential impacts a development can have on the site and its wider surroundings. The requirements of this policy are designed to protect the amenities and living conditions of both the prospective occupiers and existing neighbouring occupiers.
- 5.22 It has already been stated in Section 3 that service users will arrive at and depart from the IAC in supported transport and will not be travelling to or from the facility individually. This will enable there to be full control over overall movements to and from the site. In terms of movements in and around the site and into the village itself by service users whilst staying at the IAC, it is recognised that the previous use of the site as temporary asylum seekers accommodation created some issues with neighbouring residents. In making this current application, the lessons learnt from that experience have been central to the manner in which the current proposal has been devised. It is clear that impacts on amenity are uppermost in the design, management, and execution of the proposal. The 'welcome packs' provided to service users on their arrival (see paragraphs 3.1 and 3.6 of this Statement) will make clear what arrangements have been put in place and need to be adhered to, an example being acceptable walking routes and clear information on areas which should not be explored by service users. The enclosure and containment of outdoor recreation areas adjacent to the Jaguar Buildings also demonstrates that the amenity of neighbouring occupiers is taken very seriously, as this will prevent service users straying into or overlooking nearby gardens. These measures, when considered in conjunction with the 24 hr a day, seven day a week staff presence on site, are all designed to ensure that there is effective, safe management of the IAC for the benefit of the service users staying there and to protect the amenities of the existing residents of Badersfield.
- 5.23 It is considered that, in context of the additional measures proposed the scheme fully addresses potential concerns relating to the use of the site as an IAC and is therefore considered appropriate

development and would not result in any harm to the amenities of the area complying with Policies 1 and 2 of the JCS; Policies GC3 and GC4 of the DM DPD; and the NPPF.

Heritage Issues

- 5.24 The site is within the RAF Coltishall Conservation Area. Jaguar House and buildings known as 'Officer's Mess' for listing purposes is Grade II listed. The list description includes what is referenced on our **Figure 2** as Blocks B, C, D but excludes Block A and the single storey building to the west side of the mess staff accommodation block, as well as other minor outbuildings. An extract from the Historic England list description plan is set out below at **Figure 5**.



Figure 5.

- 5.25 As stated in Section 3 of this Statement, no physical changes are proposed to the buildings and hence no application for listed building consent is submitted with this planning application. The only new development proposed relates to the erection of the temporary fencing to enclose the outdoor recreation areas, which can be dealt with by planning condition. Therefore, the impact of the development on the identified designated assets of the conservation area and listed building are considered to be low and can be readily balanced against the benefits of ensuring their protection and long-term retention and preservation. The proposal is therefore compliant with national policy, guidance and local policy.

Landscape and Biodiversity

- 5.26 DM DPD Policy EN2 'Landscapes' seeks to protect the character of the area. Proposals should also have regard to the Landscape Character Assessment SPD.
- 5.27 The site is not protected and there are no protected areas such as SSSI or County Wildlife Sites in close proximity of it.
- 5.28 Considering the nature of the proposal with no physical changes proposed and only relating to a change of use, it is clear that the development will have no material impacts on the landscape of the area as it can be appropriately integrated into its surroundings as required under DM DPD Policies GC3, GC4 and EN2 and will not result in harm to biodiversity and habitats in accordance with DM DPD Policies EN1 and EN3.

Highways Safety, Vehicular Access and Parking

- 5.29 Planning Authorities should consider the highways impact of any proposed development in relation to the Government's National Planning Policy Framework (NPPF). Policy TS3 'Highway safety' states that development will not be permitted where it would result in any significant adverse impact upon the satisfactory functioning or safety of the highway network. Policy TS4 'Parking guidelines' states that within new developments appropriate parking should be provided to reflect the use and location as well as accessibility by non-car modes.
- 5.30 The site was built with ample parking and servicing space available as expected considering its former use of the site as accommodation for military personnel. There are no changes proposed to the vehicular access, servicing or parking arrangements on site. As stated in Section 3 above, service users will be transported in organised transportation and will not have access to private vehicles and staff and visitors will have designated areas for parking. Given the historic use of the site, the existing arrangements are considered suitable for the intended use and would not impact upon highway safety or harm the appearance of the area or the buildings in accordance with local and national policy.

6.0 Conclusion

- 6.1 The application seeks full planning permission for the temporary change of use for a twelve month of the long term vacant former Officer's Mess and accommodation blocks (Jaguar Buildings) into a temporary Initial Assessment Centre (IAC) for the accommodation of up to 180no. asylum seekers. The proposed development complies with national and local guidance in terms of making the most effective use of previously developed land and buildings and would bring back into use a long-term vacant set of buildings.
- 6.2 In summary, the development will provide the following planning benefits:
- Will contribute positively to the central government's identified need for asylum seeker accommodation nationally;
 - Accords with the requirements of Paragraph 7 of the NPPF relating to the re-use of redundant or disused buildings and enhancement of their immediate setting;
 - Is located in a sustainable rural location supporting the rural community and economy;
 - The re-use of this designated heritage asset will ensure its longer term, maintenance, preservation and protection;
 - Make efficient use of land and existing resources in accordance with the principles set out in the NPPF;
 - Does not harm the character of the open countryside in accordance with the NPPF and DM DPD Policies GC4 and EN2;
 - Is sensitively integrated into its surroundings and will have no detrimental impact on the environment, the character of the surrounding area, or overlooking and loss of residential amenity in accordance with Policies GC3 and GC4 of the DM DPD;
 - Provide acceptable parking provision and safe vehicular access which would not compromise local amenity or highway safety in accordance with TS3 and TS4 of the DM DPD and the NPPF.
- 7.3 The development is considered compliant with national and local policy and represents a sustainable form of development in planning terms.

Jaguar House

Badersfield

Operational infrastructure
and overview



Accommodation and leisure facilities

- 90 Rooms (A block) with a capacity for 180 people
- Will be used for section 98 Service users
- Separate wing (D Block) set aside for isolation/quarantine should the need arise for covid or any other medical cases.
- 5 recreation rooms of varying sizes
- 1 dining hall
- Extensive exterior grounds for leisure

Staffing

- Cromwood 24/7 – 3 housing staff/security on a day shift (8am till 8pm) and 2 on a night shift (8pm till 8am)
- 1 overall housing/security manager overseeing all operations
- Staff will ensure access to key sundry items for self-care such as: deodorants, toothpaste, razors, soap, shower gel (not exhaustive). This will be supplied by staff on site and recorded.
- Catering staff supplied by building management, approved by Cromwood/Serco.
- Cleaning staff supplied by building management, approved by Cromwood/Serco.
- Building maintenance staff supplied by building management, approved by Cromwood/Serco.
- Staff on site will be supported by Field Operations Manager, Head of Field Operations, Partnership, Safeguarding and Risk, Security manager and HSE Manager from Serco

Food

- Breakfast- tbc Cereal, Toast, Eggs, Juice and Fruit.
- Lunch- tbc Sandwich, Soup and or Pasta.
- Dinner – tbc Couple of Hot and varied options with protein, Veg and Carbs including desert.
- Meals to be served in a Covid safe manner, monitored by staff.
- Cultural dietary requirements will be met.
- Medical dietary requirements will be met on an individual basis

Laundry

- All bedding and towels from service users room will be changed weekly with provisions for accidents and additional towel changes.
- All bedding and towels will be laundered weekly by an external approved laundry company.

- Individual service users will have access to washing machines, tumble driers and detergents as and when they require 24/7.

Service User Inductions

- Before Service Users arrive at accommodation they will have been processed via ICE including biometrics and health assessed to ensure they are suitable for Jaguar House.
- Upon SUs arrival they are initially advised to remain 2m away from each other and any staff. They are then escorted by ourselves to a room in which we conduct the induction. Staff will wear face coverings during this process to ensure safety, and the staff and SU's remain 2m apart throughout as a covid precaution.
- Should a large number of SU's arrive at one time, an area has been designated (Coltishall Lounge) so that they can wait to be inducted (Education Room) whilst remaining a safe distance from one another.
- Interpreters are used whenever they are required so inductions can be carried out in service user's native language.
- Full induction briefing given including hotel rules and COVID 19 guidance. This includes any health and safety instructions, fire procedures also in their native language
- Also part of the induction process is etiquette towards general public, local laws and neighbourhood privacy again in their native language.

Incident reporting

- On-site staff will complete incident reports in real time on to their tablets/laptops or via designated admin.
- These are immediately sent to a line manager for review before being submitted to UKVI
- Incidents will also be escalated internally as appropriate with the risk and security team, who will in turn conduct risk assessments with the team.
- Safeguarding will seek to support and intervene on any safeguarding concerns.

Isolation/Quarantine

- On-site staff will advise the SUs of the current government guidance on the control of the Covid virus.
- Service users who are required to complete quarantine on arrival to the hotel will be facilitated to do so, tracked and any breaches reported.
- Service users are advised that they must isolate should they become symptomatic they will then be escorted to the self-contained units in D block in accordance with national guidelines.
- Service users advised to contact reception should they have queries (not to leave isolation)
- Service users are advised upon entry of isolation/quarantine of the serious consequences should they fail to isolate under the national guidelines.

- Occupied rooms are identified and recorded for staff to ensure checks and covid compliance.
- Checks are completed on any isolated room during the day and night to ensure SU wellbeing and checks/status will be recorded and logged.

Migrant help

- Mobile phones are available and provided by Migrant Help to complete ASF1's alongside a payphone that enables free calls to Migrant Help.
- Migrant Help e-mail staff on site the day before with the list of required service users.
- Appointment list displayed in the reception where service users can find their designated phone/table to attend their appointment.
- SU's to clean down phone prior to/after their telephone appointment and leave the phone on the desk.
- Staff to remove the phone from the room once all appointments are completed.

Cleaning

- Cleaning of food area before and after each meal is prepared. Communal and reception areas are cleaned daily.
- Fresh bedding and towels will be provided once a week to all service users
- Domestic staff will clean each room once per week, rota to be agreed by the building management
- Cleaning regimes, COSHH requirements and HSE in cleaning is the responsibility of the building management both in terms of process and documentation.

Healthcare Provision

- The Home Office/Cromwood is in regular formal contact with the NHS national team to understand if specific funding could be made available to localities (likely CCG's) for the purposes of commissioning health provision for such sites.
- Serco as the Accommodation Provider are not responsible for the provision of health screening provision, but are responsible in providing operational support to facilitate access by Service Users (e.g. Transport, space)
- If there is local provision available that LA/Health colleagues can agree Service Users are able to access and wish Serco to explore whilst national discussions remain ongoing, Serco will work to ensure an operational process is established to enable access by Service Users.
- As an interim measure, for non-emergencies SU's will be supported to contact NHS 111 to be triaged and offered advice/support. For emergencies, staff will contact emergency services as per within core Initial Accommodation. All health provision is based on a national guideline created and endorsed by the Government.

Covid Guidance

- All Covid guidance is under instruction from the Home Office/Serco and worded as below.
- Written guidance (PHE approved) in respect of self hygiene, social distancing and self isolation will be issued to all Service Users in both Initial Accommodation and Dispersed Accommodation. This guidance will also be issued to any new arrivals entering contingency provision. Guidance has been translated into the top 10 languages, as such an English version will be provided to all along with a translated version as appropriate.
- This guidance is verbally reiterated by staff on site, specifically in relation to reminders where appropriate on social distancing being practised by Service Users.
- Any Service User who develops symptoms of Covid-19 will be instructed to self-isolate within a suite in D block and meals/essential items will be provided to them at the door. If any SU refuses to self-isolate, Cromwood/Serco would notify UKVI and policing colleagues. Cromwood/Serco do not have powers to enforce isolation.
- All Risk Assessments around Covid management have been developed with a Serco wide multi-skilled team from across our UK&E Contracts, including input from Health and Social Care Teams working within our custodial contracts. Creation of the Risk Assessment has been conducted utilising all guidance and advice from professionally recognised bodies including NHS, WHO and PHE. The Risk Assessments remain live and are reviewed on a weekly basis with updates uploaded to the Serco AASC HSE Share-Point, this ensures the most up to date information is available for all staff at point of use by accessing the Risk Assessment remotely on Tablets or Phones.
- The Risk Assessment process identifies the requirements for PPE and for tasks that do require PPE Serco have secured a supply chain. At present PPE does not now present any challenges, the guidelines from Government are being followed and contingencies made should the situation dictate a higher level of PPE (PPE is always a last resort in the hierarchy of risk & hazard control and measures around rigid social distancing and avoidance of unnecessary contact are routinely applied)
- All Service Users are required to undertake PCR testing on Day 2 and Day 8 of accommodation.

Key contacts

The site will be staffed 24/7 by Cromwood Housing Ltd who have experience in working with Serco on providing operational cover within contingency provision. Serco also have a designated Operational SPOC who will liaise with Cromwood and work to resolve any concerns or issues as they arise. Any operational related queries should be raised with the SPOC.

Broader engagement with key statutory/third sector agencies will continue to be managed by the Stakeholder Engagement Team, which includes the Partnership Management function and the Safeguarding Team.

Site contacts details will be made available upon agreement of the contract.

Cromwood Head of Contingency Operations and Site management

Operational Serco

Partnership Manager

Head of Stakeholder Engagement

Safeguarding

Local Engagement

Cromwood remain fully committed to continued engagement and collaborative working with all relevant statutory stakeholders during the period the site is in use, and will engage with LA and policing colleagues in notifying of intended site use as a matter of course.

Cromwood are also keen to engage with voluntary support agencies where appropriate, however any engagement in this context will consider first and foremost the ability to adhere to current Covid related guidance in respect of no unnecessary contact.

Local Authority contacts to be confirmed

Health:

Police :

Fire Service