

APPENDIX 1

EAST CAMBS
DISTRICT COUNCIL

23 MAY 2016

16/00718

REF

Rose Barn Venue Hire

We would only run a maximum of 35 events per calendar year. This would be only one per weekend and all functions to end at 12am with alcohol sales finishing at 11.45pm

Through traffic in and out of Rose Barn Venue Hire

- Under the new change of use proposal we only plan to have events on Saturdays and occasional Sundays i.e. Christenings
- We will not hold functions on any Friday evenings or bank holiday Monday's
- Hours of operation on an event day will be from 10am (for deliveries of flowers/caterers/cake etc.) ending at 12am. The bar will always stop serving at 11.45pm with lights on at 12.00am.
- Guests will be asked to leave at 12am and reminded to respect neighbours and keep noise levels to a minimum.
- Staff and suppliers are to park in Sid Bibby Turf and Landscaping Ltd yard which is locked during an event with the key being held by Rose Barn Duty Manager. No staff will take any Rose Barn parking spaces, these are to be left available for guests only.
- Staff will continue to work until approx. 2am, this ensures ample time to complete perimeter checks, lights off, food disposed of, doors locked, gardens tidied to reduce pests etc., DJs packed away and caterers packed away etc.
- We encourage guests to pre-book taxis to avoid waiting time past closing- signs are on toilet doors to remind guests to book taxis early to avoid disappointment.
- Staff are happy to book taxis for guests as required. We have a good relationship with all the local taxi firms. They know to pop in and give us the guest name and a member of the Rose Barn team escort them to their taxi which is parked along the avenue which is our taxi waiting area.
- 2.5 years of doing weddings and we have only had one coach and this was pulled in okay and collected all guests including the bride and groom and took them to Ely. This caused minimal disturbance as guests all left at once, quietly got onto the coach. As all guests left at the same time the staff completed all of their end of day duties in 30 minutes so Rose Barn Venue Hire closed at 12.35am on this occasion rather than 1.30-2am when coaches have not been used.
- If a coach does come to Rose Barn they will have to enter and leave in forward gear. The duty manager will escort them to the Sid Bibby Turf and Landscaping Ltd yard where they can turn around and wait until the collection time. All of this will be carried out in forward gear after leaving Sid Bibby Turf and Landscaping Ltd yard.
- With the new additional car parking we now have 30x spaces available for guests to park inside Rose Barn premises. Any overflow cars are parked directly in front of our premises and they are asked to move their cars if they park on Amberlea Kennels frontage. There is a car-park warden who is easily visible as they have a high vis vest with the company logo and staff on the back working on the day



and they ensure cars are parking correctly and safely. They greet guests personally to ensure only Rose Barn guests enter the premises.

- Signs are out explaining that Sid Bibby Turf and Landscaping is closed and Rose Barn Venue Hire has a private party operating and is in fact closed to the general public.
- Transport personnel did comment on our lack of signage and so Rose Barn Venue Hire have big signs that cover the Sid Bibby Turf and Landscaping signs when an event is running. The signs are visible from the eastern and western entrance. There is a picture showing one of them.
- For guests who are not familiar with area there will be signs present as they leave explaining that the western exit leads to Ely/Cambridge/Haddenham etc and the eastern exit leads to Sutton/Mepal/March/Chatteris etc. Our car-park warden will also be on hand to advise any guests who are unsure of the area.

Uses of Doors:

- The front doors into the barn are our main entrance. This is where guests enter and leave the barn. Smoking is also in the front car park so these doors are used for guests who are going out to smoke, as smoking is not permitted in the rear gardens due to health and safety. This is all clearly signed and guests do respect this.
- The first set of doors as you enter the barn lead into the marquee and these are opened for guests as they come in and out of the marquee. We try to keep these closed during the day and night to reduce noise levels travelling from the barn outside into the gardens and marquee. The doors always remain unlocked, as it is a fire exit.
- The second set of French doors Rose Barn are kept closed at all times and these are only used as a fire exit. These doors are kept closed to reduce to sound travelling out of Rose Barn.
- The doors to the kitchen are kept closed to reduce noise levels and are fire doors. The only people to use this entrance is Rose Barn staff and catering team and everyone is made aware that the doors are to remain closed but unlocked for a fire exit.
- The rear door into Rose Barn is again only used for Rose Barn staff and is kept closed but unlocked for a fire exit.

Music

- Music is to be at the end of the function hall with speakers pointing towards the bar and front entrance. This is to reduce noise travelling towards Amberlea Kennels. The walls to the barn have been soundproofed.
- Perimeter sound checks are carried out throughout the event to ensure music is not too loud. Rose Barn staff are to walk round the car-park, rear garden and front car-park every hour during amplified music being played to ensure the noise level is acceptable for neighbours. If at any point we feel the music is too loud we will ask the DJ/Band to adjust the sound as necessary. If at any point we can't hear orders at the bar we will ask the DJ/Band to turn the music down immediately.

- Background music will be played in the marquee. We don't allow amplified music in the marquee under any circumstances. The speakers are to face away from Amberlea Kennels to reduce noise being transferred to them.

Garden areas

- Rose Barn staff are to check the gardens every hour during a function. This is to ensure guests are being mindful of neighbours and every one is safe.
- The gardens are lit at night with downward lighting, with the kitchen area having strip lighting and the rest of the gardens are lit more subtly with approx. 5000x fairy lights. These give off enough light to ensure guests can see where they are going but they don't illuminate the gardens to cause any neighbours any problems. We also have motion detecting solar lighting in less lit areas. There will not be any light spillage or glare from the lighting within Rose Barn.
- **No fireworks** are to be used at Rose Barn under any circumstances. We make this very clear to all of our clients.
- The gardens are open from the start of an event until 12am when we close and ask guests to leave. Then only the staff are allowed in the gardens and they wear high vis vests so they can be easily seen. Staff are to work in pairs whilst in the gardens and to remain quiet to avoid any unnecessary noise which could travel.
- The gardens are checked thoroughly at the end of an event and cleared of any rubbish/food/empty glasses to practice good pest control.
- Rose Barn have a contracted pest control company that come every 6 weeks to keep a high standard of pest control we have had the same company for many years and a full record of services provided.

Training

- 3x Key members of the Rose Barn team are first aid trained and 1 first aider is always on site.
- 3x Key members of the Rose Barn team hold a personal license and 1 is always present on the day of an event.
- Full training is given to all staff to ensure they fully understand 'think 25'
- All staff have an induction so they fully understand where all fire exits are located and what they need to do in an event of an emergency
- Staff have continued training throughout their working career with us to ensure a safe working environment

Suppliers

- All suppliers are to report to the Rose Barn Duty Manager to have a short pre-start meeting things that are discussed are: fire exits, procedures to reduce noise, parking, hours of operation, health and safety etc.
- Rose Barn always ask to meet suppliers before an event if they have not been to the premises before the event
- Caterers are required to remove their food waste from the premises at the end of their event

- All suppliers are to show copies of the liability insurance and any qualifications i.e. food hygiene, IOSH etc

Contact Details

01353 773030-Rose Barn Office

07525055671-Sally Bibby DUTY MANAGER LICENCE HOLDER

07342982636-Kelsey Jenkins DUTY MANAGER LICENCE HOLDER

07809196245-Amy Pillinger DUTY MANAGER LICENCE HOLDER

At any event there be at least 1 of the above members of staff on site throughout the event.

TRANSPORT STATEMENT

In Support Of A Revised Planning Application For The Change of Use Of The Site At Rose Barn And Land Adjacent, Ely Road, Sutton To A Mixed Use Comprising A Landscaping Contractors Yard And Events Venue

Introduction

This is a full application, with revised proposals, following the withdrawal of the earlier application, being considered under reference 15/01477/FUL.

This revised application comprises the whole of the land owned by the Applicants, i.e. the whole of the landscaping contractors yard, together with the relevant part of the access road along the site frontage, no longer formal highways land.

This application seeks to make best use of this site by providing for the long established and lawful use as a landscaping contractors yard, operated by Sid Bibby Turf and Landscaping Limited and as an events venue, which has been operating informally for approximately two years, this part of the application being retrospective.

The Certificate of Lawfulness for the landscaping contractors was granted during 2007 under Local Authority reference 07/00204/CLE.

Proposed Use

The Applicants wish to continue the use of the site as a landscaping contractors yard, its lawful use, but to regularise the situation with regards the holding of events in the office/showroom building at the frontage of the site, this part of the application being retrospective.

The events venue will only be in use for a maximum of 35 events per calendar year.

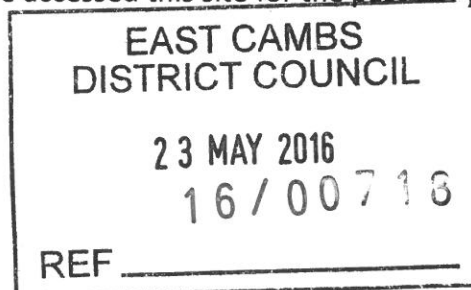
Events would be only one per weekend with functions to end at 12.00 a.m.

The whole application site is accessed to and from the A142 via the now deregulated part of the former A142 frontage to the site, now in the private ownership of frontage owners.

Access to the contractors yard and events venue will continue to be via this small stretch of now private, metalled roadway with two-way entry and exit points to both west and east of the application site.

Sight lines are good in both directions at both entry/exit points to the A142.

Significant commercial vehicle movements have accessed this site for the past ten years or so without incident.



Trips Generated

The attached note gives detailed information on vehicular movements to and from the overall site during the working week, i.e. Mondays to Fridays and at weekends.

Also on this note is information on the hours of opening.

This information clearly demonstrates that traffic movements to and from this site will be significantly and materially reduced at weekends when compared to the full operation of the commercial site during the week and will be restricted almost entirely to private cars and taxis.

All parking required is being provided within the site, additional land being made available and set out for venue parking accordingly.

All vehicles will enter and leave the site in forward gear, as currently.

No parking/waiting will take place on the private access roadway along the site frontage.

Coaches will be discouraged (there having been only one coach visit to the site during the last two years) but can if required enter and leave the site in forward gear, parking and turning taking place in the yard area to the rear of the events venue, i.e. entirely within the site.

A substantial number of commercial vehicles, including articulated vehicles, use the existing access on a daily basis in this way.

As explained in the attached note, there will be no commercial activity at weekends.

Parking monitors are used throughout events.

Additional directional signage for the information of visitors, i.e. those not familiar with the site, will be positioned at the site entrance indicating directions both east and westwards from the site.

This is the benefit of having two accesses, i.e. one eastbound and one westbound, there being no need for u-turns or potentially dangerous manoeuvres.

Accident records researched show no accidents in the vicinity of the site related to any of these frontage uses or the two access points.

The events venue traffic movements do not peak but guests arrive and leave over an extended period and there is substantial car and taxi sharing as would be expected.

Staff servicing the events car share and all staff, caterers, etc. will park in the yard area to the rear of the venue.

Formally laid out and signed/demarked parking spaces to be made available far exceed the parking requirements which have been surveyed recently during events.

Conclusions

The Commercial Landscaping Contractors Yard and Events Venue have been in operation at this site for ten and two years respectively, without any incidents involving adverse impact on highways safety and convenience.

Substantial car parking is available within the site for both event attendees and staff.

All vehicles, both commercial and private, enter and leave the site in forward gear as currently, all commercial vehicles park to the rear and manoeuvre in the yard area accordingly.

There is no queueing or peaking of vehicles arriving or leaving the site either during the week or when events take place at the weekend.

The site has the benefit of signed entry/exit points for both east and west, there being no need for potentially dangerous manoeuvres taking place.

Events traffic is almost entirely private vehicles, in size and scale and numbers terms substantially less than during the full operation of the commercial contractors business during the week.

The Applicants wish to limit the number of attendees to a maximum of 100 and for events to take place 35 times per calendar year and only at weekends, this can be conditioned accordingly.

The Applicants do not believe that traffic movements to the contractors yard or events venue are having any adverse impact upon highways safety or convenience on this part of the A142, this application merely seeking to regularise the situation.

Sid Bibby Turf and Landscaping Ltd
Monday-Friday and Saturdays

Hours of Operation

Below details the staff usage from Monday-Friday.

- Approx. 20x Staff enter the premises from 5.30am up until 9am Monday-Friday in personal vehicles.
- Approx. 16x Staff leave the premises from 5.30am-9.00am in Sid Bibby Turf and Landscaping fleet vans to go to and from jobs. Approx. 9x vans with 2x passengers.
- Approx. 16x Staff arrive back at the premises from 4.00pm-7.00pm in Sid Bibby Turf and Landscaping fleet vans to return from jobs. Approx. 9x vans with 2x passengers.
- Approx. 20x Staff leave the premises from 4.00pm-7.00pm Monday-Friday in personal vehicles.
- Some Sid Bibby Turf and Landscaping vans return back to the yard to collect/drop off materials as required throughout the day hours of operation 8.00-6.00pm.

Hours of Operation

Below details the customer/supplier usage from Monday-Friday

- Opening hours to the public is Monday-Friday 9.00-5.00pm. During this time we will see up to 10x customers per day during the summer months and 2-3 during the winter months.
- Opening hours for deliveries is from 6.00am-6.00pm and we will receive up to 12x deliveries per day. This can be artic-lorries delivering large loads of mulch/gravel/sand/top-soil/hardcore/paving slabs/turf/plants/trees and other landscaping materials. We receive a lot of large loads due to being busy commercial landscapers.
- Courier vans and postal vans come from 8.00-6.00pm delivering items such as stationary/personal items/food deliveries/post/samples packages for customers. Anything we can get on a small courier van we try to encourage with suppliers.
- Sales reps and charity reps will come and we will see approx. 2-3 a week. They generally come in a car rather than a heavy goods vehicle.

Hours of Operation

Below details the staff usage on a Saturday

- Staff hours on a Saturday are 6.00am-2.00pm and this will involve approx. 2x staff vehicles arriving and leaving during these hours. Staff hours on a Saturday depend on Rose Barn Venue hire.
- If Rose Barn Venue Hire have a function on there will be a Sid Bibby Turf and Landscaping Van moving around on the premises prepping gardens and front signage for Rose Barn Venue Hire. Approx. hours of operation will be

6.00am-2.00pm. This is always completed before guests arrive and Sid Bibby Turf and Landscaping is closed from this point as the premises are now running as Rose Barn Venue Hire.

- If we have any works booked in-Sid Bibby Turf and Landscaping they have to be finished before an event so there is no cross over with the two companies. No Sid Bibby Turf and Landscaping employees are working during the hours of Rose Barn Venue Hire.
- Sid Bibby Turf and Landscaping employees have times of operation for a Saturday and if they return to the yard outside of these hours disciplinary action is taken.
- Sid Bibby Turf and Landscaping is always locked on a Saturday and Sunday with appropriate signage explains that 'Sid Bibby Turf and Landscaping is closed' and a Rose Barn Duty Manager having a spare key if access is required. This is very rare that access is needed due to our new car park.
- We have intercom at the very front entrance with multiple CCTV cameras ensuring security is in place. Also we have a security beam across the only entrance into the premises alerting us of anyone entering or exiting the premises. This way we can monitor all traffic in and out at all times. CCTV is being recorded 24 hours a day and Rose Barn staff have access to it on their mobile devices/tablets. One is situated behind the bar and this is being monitored throughout the event.