

Further information pertaining to planning application 134260/FO/2022

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Introduction

This document aims to resolve some concerns raised by Julie Roscoe – Director of Planning (Building Control & Licensing) – in relation to the planning application 134260/FO/2022, for the use of part of the ground floor as a tuition centre (Use Class F1).

The issues raised in the letter from Manchester City Council are as follows:

1. Scaled existing and proposed floor plans
2. Scales existing and proposed cross sections and elevation drawings
3. Proposed direct and level access proposals for disabled persons
4. Servicing details
5. Complete waste management proforma
6. Detailed outline of facility operations, including generated noise levels
7. Transport statement
8. Managing movements of students
9. Cycle parking statement

The letter has been included in the appendix at the end of the document for your convenience. This document aims to completely resolve issues 4, 6, 7, and 8. Details relevant to issue 5 have been

included in this document, but it is important to note that a separate waste management proforma will be provided in addition to this file, alongside location plans showing stores within building and the proposed collection point and the route the collection vehicle will take.

Servicing details

As a small business, servicing will almost exclusively be carried out by the directors of the company. With regards to delivery of materials, the materials used by the business consist of office stationery including laser printer toner and drums. As the business is a service and not a goods-based business, there will be no need for delivery or collection of materials involving vehicles. Any correspondence or parcels will be sent to the company correspondence address, 588 Manchester Road, BL9 9SU, Bury – while operations are exclusively carried out at the Honey Street office. The delivery of materials will happen monthly, and the directors will personally bring the materials to the office using one of their own cars which are used within the business on a daily basis.

Regular maintenance will also be carried out by the directors or any staff directly employed by the company. This will involve vacuuming the carpet, wiping down all surfaces, mopping the communal areas (hallway and washroom area), and ensuring the toilets are kept clean. This maintenance will be carried out before and after each working day. For the tuition centre's full timetable, please see the section labelled [Detailed outline of facility operations, including generated noise levels](#).

In the event of a large mess, such as vomiting or excrement, which may constitute a potential biohazard, all persons will be moved out of the room. The person responsible will be sent home, if they are a student their parents will first be contacted (failing that, their provided emergency contacts will be contacted). The staff will clean up as much material as is possible, and a professional cleaning service will be brought in as soon as possible. If this is not completed, the next lessons will not go ahead.

Irregular maintenance, such as painting walls, repairing or replacing fixtures and fittings, and any other similar maintenance job, will be carried out as needed – with quarterly reviews of the space being carried out. Again, the directors themselves will largely carry this out, but at most a man-with-van or similar service will be utilised. This maintenance will be carried out outside of office hours as to not affect the operations of the business. Any ad hoc maintenance to the building will be carried out in cooperation with the landlord, making sure that this happens outside of office hours.

For details on the servicing of waste, please see the completed waste management proforma and the next section of this document, outlining the detailed plans of waste stores, the location plans of these stores and showing the proposed collection point and the route the collection vehicle will take.

Supplement to provided complete waste management proforma

Detailed plans of waste stores

As the company carries out a service-based business, no goods are produced, meaning that there is very minimal waste. Virtually all the waste produced will be recyclable scrap paper and plastics from unusable or consumed stationery. Alongside this, a very small amount of non-recyclable waste is expected by the business, such as dust and debris from cleaning, shattered glass, polystyrene foam, and any other un-anticipated waste.

As a result, the business will use the Biffa Trade Waste Services, hiring one General Waste 240L Standard Wheelie Bin, and one Mixed Recycling 240L Standard Wheelie Bin. Both will be collected fortnightly by Biffa's own collection vehicles.

A copy of the quote requested by the company from Biffa has been included in the Appendix for your convenience.

A separate, complete waste management proforma will be provided in addition to this file, alongside location plans showing stores within building and the proposed collection point and the route the collection vehicle will take.

Detailed outline of facility operations, including generated noise levels

- a. Subjects to be taught are English, Maths, and Science. Lessons will be carried out virtually completely with pen and paper, with a very minimum use of ICT learning resources, such as calculators, computers, and websites such as YouTube for information referencing. No noise generating subjects will be taught.
- b. The tuition centre bases its programmes around supplementing the National Curriculum set out by the UK Government, exclusively teaching English, Maths, and Science. State schools throughout the UK, including Manchester, are legally required to teach the national curriculum. Other legal requirements include staying in education up to the age of 16, sitting SAT examinations at the end of Years 2 and 6, sitting GCSE examinations for English Language, Mathematics, and a course of physical sciences (either GCSE Combined Science, or the trio of individual Biology, Chemistry, and Physics GCSEs). Post-16, young people are legally required to either remain in full-time education, such as A Levels in English, Maths, or Science, or find full-time work or an apprenticeship. If English or Maths GCSEs are failed, students are required to resit them until they reach the age of 18.
 - a. Students in primary school will be prepared for the SATs and possibly any 11+ grammar school exams, for admissions to Greater Manchester grammar schools such as Altrincham, Sale, Bury, and Stretford grammar schools.
 - b. High school students will continue to be supported by the tuition centre in the study of the core subjects of the national curriculum. In Key Stage 4, preparation for GCSEs will commence, and the tuition centre will be able to advise students and families on ideal next steps, including which available post-16 options are best for them within Greater Manchester.
 - c. Post-16 services to be provided by the tuition centre will include English, Maths, and Science resit support. A Level tuition sessions will be provided for A Level English Literature, English Language, Mathematics, Further Mathematics, and Biology, Chemistry, and Science.

- c. Within the current space, a maximum of 225 regular students can be serviced on a weekly period, with forecast enrolment numbers not exceeding 100 for the first year of operations. See bullet i for the calculations on how 225 students are possible.
- d. We confirm that no amplified sounds will be played by the business at the property.
- e. The noise levels will not exceed that of a normal classroom but will be closer to that of a residential property. No high-decibel machinery or other noise-generating sources will be present or used at the property, with the loudest piece of equipment to be used being a standard domestic-grade vacuum cleaner.
- f. The hours of operation will consist of four hours every weekday after school hours, with eight hours being taught on the weekends for a total of 36 hours per week. Each lesson will be two hours' long, giving a total number of 18 lesson slots in a week. For the timetable of operations, please see the Appendix. During the holidays, the weekday sessions may be moved to the morning or early afternoon.
- g. Shift patterns for employees will depend on student numbers. Each tutor will teach a maximum of five students at any time. Shift patterns will be the same each week for each tutor to ensure they work with the same students each week. Tutors will work a minimum of eight hours per week, with a maximum of the full 36 hours being possible. Their shift pattern will remain fixed from week-to-week until a mutual agreement between the company and employee is made to change the established arrangement.
- h. Tuition will be taught in small groups, with a maximum of five students to each tutor. Students will be assigned the most appropriate tutor and placed in groups of similar-age and skill level as much as possible. The students will be given free materials by the tuition centre, and regular mini assessments will be carried out to consolidate knowledge and identify any knowledge gaps. Each lesson will last for two hours, with a recommended programme of one lesson per subject per week. Tuition would be taught with pen-and-paper worksheets or workbooks, with occasional use of electronic learning resources such as computers, tablets, websites including YouTube and Google, et cetera.
- i. Within the current space, two large rooms and a third, smaller room, up to five sessions can be conducted at one time. Within a session, the tutor sits with their group – a maximum of five students – on one large desk. Five of these desks can be comfortably accommodated within our space. With students being recommended to take two lessons per week, and 18 possible lesson slots, the calculation for the maximum number of weekly students is as follows:
 - a. **$25 \text{ (maximum students at one time)} \times 18 \text{ (possible lesson slots)} \div 2 \text{ (recommended number of lessons per week)} = 225 \text{ maximum students per week}$**
- j. Subjects will be taught from Key Stage 2 (upper primary school) to Key Stage 5 (sixth-form). Examinations and qualifications being supported by the tuition centre will be primary school SATs, 11-Plus and 13-Plus grammar school exams, GCSEs, and A Levels.
- k. There is no compulsory requirement to be registered to a regulatory body such as Ofsted as the business will initially only teach students from Year 3 (the age of eight) onwards. However, following a successful change of use of the property, the company will register with Ofsted and subsequently be able to teach students from the age of five/Year 1. If an application to register with Ofsted is requested by the council prior to a decision being made on the planning application, this can be submitted.

Transport statement

The property is within a four minutes' walk of Cheetham Hill Road (0.2 miles), where there are frequent buses.

The 135 service runs from the Piccadilly Gardens, passing through Cheetham Hill, Prestwich, Whitefield, and through Bury to the town centre.

The 41 service operates from Sale, passing through Didsbury, Bowker Vale, Blackely, and Middleton. It also stops in Withington, Fallowfield, Rusholme, Cheetham Hill, the City Centre, and Crumpsall, providing a cross-city service through north and south Manchester.

The property is also just one mile away from the Queens' Road Metrolink station, providing a fast, frequent connection throughout all of Greater Manchester. The Yellow Line passes through the Queens' Road stop, from Piccadilly to Bury. The Green Line begins in Altrincham and ends in Bury, stopping in areas including Old Trafford, Stretford, St Peter's Square, and Heaton Park.

Managing movements of students

Parents/carers will be required to drop off and collect the students, and only with express permission from their guardians will we allow students to enter or exit the building without supervision. Before and after lessons a member of staff will be posted at the entrance, only allowing people inside who have prebooked either a lesson or a meeting appointment with management. No walk-in or impromptu visitors will be allowed to enter unless they are named as either a guardian of an enrolled student or a listed emergency contact.

If students who have been given permission to arrive or leave the tuition centre on their own loiter in the immediate vicinity, they will be told to go home. Failing this, their guardians will be contacted to either speak to their children or asked to come to pick them up in person. As previously mentioned, a member of staff will be posted outside the building to observe those people coming and going from the centre, so any loitering will be immediately noticed and actioned upon.

Appendix

Appendix A: Letter from Manchester City Council



**MANCHESTER
CITY COUNCIL**

**Technical Support Team
Planning**

Telephone: 0161 234 4516
planning@manchester.gov.uk

P O Box 532 Town Hall
Manchester M60 2LA

Mr. Niamat Ali
NA Design
47 Egerton Road South
Manchester
M21 0YW

Date: 8 July 2022

Dear Sir/Madam,

Application number: 134260/FO/2022

Proposal: Use of part of ground floor as a tuition centre (Use Class F1).

Location: 2 Honey Street, Manchester, M8 8RG

Following your recent planning application submission, I am unable to progress your proposal as the application is invalid or incomplete for the following reason(s):

- 1) Scaled existing and proposed floor plans. The proposed drawings should be clearly annotated to show the proposed works. Proposed floor plans should show and annotate the proposed facilities.
- 2) Scaled existing and proposed cross sections and elevation drawings. The proposed drawings should be clearly annotated to show the proposed works - only required if any external alterations are proposed.
- 3) Confirmation that direct and level access exists/is proposed to the site, into the building and throughout the building for disabled persons. Please provide a cross-section through the entrance showing access arrangements and provide details of how disabled and able-bodied people would move throughout the premises and if relevant between floors within the building. Where buildings are adapted, provision of access for disabled people will be sought. Indeed, when adapting buildings, full access should be made available. Educational uses are required to be fully accessible.
- 4) Full details of the servicing (deliveries, collection, maintenance - including ad hoc) to the use. This should include a plan demonstrating how the servicing operates, the size of vehicles used and the frequency of servicing.
- 5) A completed waste management proforma with details of how and where refuse is stored within the building and how the refuse is to be collected. Please provide a scaled plan of the building showing these refuse storage and collection areas and provide information on the number of bins used, the size of the bins, the frequency of collection and details regarding who will collect the refuse. Please also note that separate containers for recycling should be used. Please provide details on these. 'Waste Storage and Collection Guidance for New Developments' document is available online on http://www.manchester.gov.uk/downloads/download/6048/waste_management_strategy. All uses generate at least some waste.
- 6) We require information on the operation of this facility including the likely noise level generated. Further information may be required dependant on your answers to the above. Please explain the following:

www.manchester.gov.uk



**MANCHESTER
CITY COUNCIL**

**Technical Support Team
Planning**

Telephone: 0161 234 4516
planning@manchester.gov.uk

P O Box 532 Town Hall
Manchester M60 2LA

Mr. Niamat Ali
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www.manchester.gov.uk

TIMETABLE



Monday to Friday:

- Lesson One - 4:30PM to 6:30PM
- Lesson Two - 6:45PM to 8:45PM

Weekends:

- Lesson One - 9:30AM to 11:30AM
- Lesson Two - 11:45AM to 1:45PM
- Lunch - 1:45PM to 2:30PM
- Lesson Three - 2:30PM to 4:30PM
- Lesson Four - 4:45PM to 6:45PM



Manchester Tuition



07402155845



hello@ManchesterTuition.co.uk



2 Honey Street, Manchester, M8 8RG



Visit our website at:

www.ManchesterTuition.co.uk

Appendix C: Quote from Biffa

Subject

Here's your Biffa quote

From

Biffa Sales Team <sales@biffa.co.uk> @

To

<haseeb@manchestertuition.co.uk>

Date

15/07/2022 14:42



Here's your quote, Mohammed Haseeb Raza.

Here's your quote for a waste management contract from Biffa, if you'd like to order now, hit the button below. If you'd like more time, your quote is valid for 30 days.

ORDER NOW

Why choose Biffa?

▶ UK's No.1 for Business Waste

▶ Award-winning customer service

▶ 98% service success rate across the UK

▶ Services tailored to your sector

Your quote details.

Your quote reference E049419
£9.92 ex VAT weekly.



Dry Mixed Recycling

£3.74

1 x 240l Wheelie Bin Fortnightly Collection



General Waste

£6.18

1 x 240l Wheelie Bin Fortnightly Collection

£9.92 ex VAT
Weekly

£42.51 ex VAT
Monthly

ORDER NOW

Need to update your quote? [Click here](#)

Need something different? Call the team on 0300 303 5353
8.30am-5pm Monday-Friday, quoting your reference number, and we'll be happy to discuss your requirements.

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Incorporated in England and Wales

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