## Sam Elliott

**From:** Scott Millington [redacted]
**Sent:** 22 September 2026 10:46
**To:** Sam Elliott
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

**Follow Up Flag:** Follow up
**Flag Status:** Flagged

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Hi Sam,

Thanks for confirming, that's understood: 6 weeks from the date of the decision notice, issued as a partial discharge with a view to full discharge once the investigations are complete and a strategy for the parquet flooring is agreed.

I'm happy with the revised final paragraph including the reference to a timescale of implementation, so please treat this as agreement to the wording for the purposes of your recommendation. Noted that it remains subject to review by the signing officer.

Please let me know once the decision notice is issued and I'll fix the reporting deadline with the contractor.

Many thanks.

**Scott Millington** RIBA ARB ADPPA MArch Ba (Hons)
Architect | Director

**E** [redacted]
**T** [redacted]

**A:** 16 Bridge Street Row West | Chester | CH1 1NN

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**From:** Sam Elliott <Sam.Elliott@manchester.gov.uk>
**Sent:** 22 September 2026 10:41
**To:** Scott Millington [redacted]
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

**External sender** <sam.elliott@manchester.gov.uk>
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Hi Scott,

Yes it'll be 6 weeks from the date of the decision notice for this CDN being issued, which will be for a partial discharge with a view to a later full discharge once investigations have been completed and we have agreed a strategy for parquet flooring.

Effectively, we are looking to determine this week, so the 6 weeks for investigations will begin shortly.

As a minor update, we may change the last paragraph slightly to:

> On the basis of compliance with the above submitted documentation and correspondence, and on the understanding that a written report with a schedule of works to any parquet flooring and timescale of implementation is to be submitted within 6 weeks from the date of the partial discharge of this condition and agreed by the Local Planning Authority with a view to the full discharge of this condition upon completion of the agreed works, this condition is partially discharged.

Again – these are subject to review by the officer who signs off the application, however if you can confirm agreement to the above for now I'll make the recommendation on this basis.

Thanks,

Sam

**From:** Scott Millingto [redacted]
**Sent:** 22 September 2026 09:42
**To:** Sam Elliott <Sam.Elliott@manchester.gov.uk>
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

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Hi Sam,

Thanks for setting that out.

Two points before the decision letter is issued:

1. On C4, could you confirm the date from which the 6 weeks runs, i.e. the date of the decision notice? I will pass that to the contractor so the reporting deadline is fixed and unambiguous.

2. On C3, the four drawings and the manifestation details listed are the current revisions as submitted on 09/07/2026, so I am content for those to be the approved documents.

Also noted that the PA system/alarm sits outside this application and will be dealt with separately once I have the specification and costs.

Many thanks.

**Scott Millington** RIBA ARB ADPPA MArch Ba (Hons)
Architect | Director

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**From:** Sam Elliott <Sam.Elliott@manchester.gov.uk>
**Sent:** 21 September 2026 17:02
**To:** Scott Millington [redacted]
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

**External sender** <sam.elliott@manchester.gov.uk>
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Hi Scott,

Appreciate C4 below is trying to capture a lot here and I'd have to confer with my line manager on the wording, but we are likely looking at something to the effect of:

Condition 3 (Partition Details)

The following information has been submitted to the City Council as Local Planning Authority pursuant to the discharge of Condition 3 (Partition Details) attached to Listed Building Consent PLA-2026-000985.

Plans
- 30279810-EVK-MAN-XX-DR-AR-05211 L03 received 09/07/2026
- 30279810-EVK-MAN-XX-DR-AR-05213 L03 received 09/07/2026
- 30279810-EVK-MAN-XX-DR-AR-05204 L03 received 09/07/2026
- 30279810-EVK-MAN-XX-DR-AR-05212 L03 received 09/07/2026

Documents
- Cover Letter received 09/07/2026
- Manifestation Details received 09/07/2026

On the basis of compliance with the above, the condition is discharged.

Condition 4 (Parquet Flooring)

The following information has been submitted to the City Council as Local Planning Authority pursuant to the discharge of Condition 4 (Parquet Flooring) attached to Listed Building Consent PLA-2026-000985.

Documents
- Cover Letter received 09/07/2026
- Methodology Statement Issue August 2026 Rev V2 received 25/08/2026

Correspondence
- RE: Findings Report received 21/09/2026

It is noted that the applicant has confirmed in Correspondence RE: Findings Report received 21/09/2026 that photos will be taken throughout the investigative works to support a written report including findings to be submitted within 6 weeks from the date of the partial discharge of this condition to the Local Planning Authority for the consideration and agreement of the extent of any works to any parquet flooring so as to retain, restore and reinstate as much as possible.

On the basis of compliance with the above submitted documentation and correspondence, and on the understanding that a written report with a schedule of works to any parquet flooring is to be submitted within 6 weeks from the date of the partial discharge of this condition and agreed by the Local Planning Authority with a view to the full discharge of this condition upon completion of the agreed works, this condition is partially discharged.

Thanks,

Sam

---

**From:** Scott Millington [redacted]
**Sent:** 21 September 2026 16:41
**To:** Sam Elliott <Sam.Elliott@manchester.gov.uk>
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

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No problem, agreed. Would you be able to issue draft conditions for review before the decision letter is issued?

Just so I can confirm everything has been tied up before I update the client.

Many thanks.

**Scott Millington** RIBA ARB ADPPA MArch Ba (Hons)
Architect | Director

**E:** [redacted]
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**From:** Sam Elliott <Sam.Elliott@manchester.gov.uk>
**Sent:** 21 September 2026 16:38
**To:** Scott Millington [redacted]
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

**External sender** <sam.elliott@manchester.gov.uk>
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Hi Scott,

Think its cleaner to deal with this as a separate matter – they don't relate to either partition details/parquet flooring. If we can agree to continue to deal with this as a separate matter I will process the recommendation for approval for the live CDN discharge application.

Thank you for your time,

Sam

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**From:** Scott Millington [redacted]
**Sent:** 21 September 2026 16:32
**To:** Sam Elliott <Sam.Elliott@manchester.gov.uk>
**Subject:** RE: OTH-2026-000982: Sunlight House F7-8

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Hi Sam,

Thanks for coming back to me so quickly, and please pass on my thanks to the heritage officer.

I have instructed the contractor to abide by the method statement as submitted, and they have confirmed that they will take photographs throughout the investigative works and produce a written report detailing the findings, to be issued to the Local Planning Authority within 6 weeks of the discharge of the condition. Noted also on only referring to the most recent method statement.

One question before you issue: would you be able to hold off on the discharge for the moment? I am receiving the PA system/alarm specification and costs tomorrow, and if you are content that it is suitable, it may be simpler to include it within this conditions discharge application rather than deal with it separately.

Happy to proceed either way if you would prefer to conclude matters before your leave.

**Scott Millington** RIBA ARB ADPPA MArch Ba (Hons)
Architect | Director

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