

27 February 2017

Dear Sir/Madam

## CABINET MEETING

A meeting of the Cabinet has been arranged to take place on **TUESDAY 7 MARCH 2017** at **6.00 PM** in **THE COMMITTEE ROOM, DISTRICT COUNCIL HOUSE, LICHFIELD** to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours faithfully



Neil Turner BSc (Hons) MSc  
Director of Transformation & Resources

### To: **Members of the Cabinet**

Councillors: Wilcox (Leader), Pritchard (Deputy Leader), Eadie, Fisher, Greatorex, Pullen, Smith and Spruce.

- 
1. Apologies for Absence
  2. Declarations of Interest
  3. CCTV Annual Report and Code of Practice (copy attached)
  4. Local Plan Allocations - Public Consultation (copy attached)
  5. Review of Mill Lane Link Fazeley and Options for Future Use (copy attached)
  6. Friarsgate - Appointment of Consultant Landscape Architect (copy attached)
  7. Efficiency Plan: Small Grant Funding to Community and Voluntary Organisations (copy attached)
  8. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the



business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972”

9. Northgate Revenues and Benefits Software

(copy to follow)

*(A copy of the Council's 'Strategic Plan at a Glance' is attached for information).*



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# CCTV ANNUAL REPORT & CODE OF PRACTICE

Report of Cabinet Member for Finance and Democracy and Cabinet Member for Community

Date: 7<sup>th</sup> March 2017

Agenda Item: 3

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Key Decision? YES

Local Ward

Members Of interest to all ward Members



**CABINET**

## 1. Executive Summary

- 1.1 The District Council's Public Static Camera Scheme is run in partnership with Three Spires Shopping Centre and the operational staff who monitor the CCTV are provided under contract by G4S. The Control Room also work closely with the Police, the StoreNet and NiteNet radio systems and members of the public.
- 1.2 The Council also operates its own CCTV at Frog Lane, the Depot, Leisure Centres and the Beacon Park as well as Fleet Vehicle and body worn cameras.
- 1.3 In response to the requirements of the Code of Practice for Lichfield District Council's Public Static Camera Scheme, an Annual Report 2015/16 has been prepared and can be found attached as **Appendix A** to this report together with an updated Code of Practice attached as **Appendix B** covering all of the CCTV operations.

## 2. Recommendations

- 2.1 To approve the Annual Report 2015/16 and the revised Code of Practice for the Operation of the Council's CCTV.
- 2.2 That delegated authority be given to the Cabinet Member for Finance and Democracy and the Head of Legal and Democratic Services to keep the CCTV Policy updated.

## 3. Background

- 3.1 In June 2013 the Secretary of State introduced the Surveillance Camera Code of Practice pursuant to the Protection of Freedoms Act 2012 incorporated elements of the Data Protection Act 1998, Human Rights Act 1998 and Regulation of Investigative Powers Act 2000. It provides guidance on the appropriate and effective use of surveillance camera systems and contains the following 12 guiding principles:

(1) Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

(2) The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

(3) There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

(4) There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

(5) Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

(6) No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

(7) Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

(8) Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

(9) Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

(10) There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

(11) When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

(12) Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date

3.2 The Lichfield District Council's Code of Practice for the Public Static Camera Scheme is built upon these guiding principles to ensure the system fulfils its functions effectively and is compliant with the relevant government guidance and legislation.

3.3 The revised Code of Practice covers all of the Council's CCTV operations for the first time encompassing the public static camera schemes, Leisure Centres, Parks, Waste Service vehicles, the District Council's depot, Council Offices, Body Worn Cameras and Fly Tipping Cameras.

3.4 The revised Code of Practice also complies with the recommended actions contained in the Audit Report relating to CCTV. Whilst at Audit Committee concern was expressed that the actions from the report were not being addressed, a number of the recommendations had been implemented and a consultant had already been appointed to advise on a new Code of Practice which addressed the majority of the outstanding recommendations.

#### Alternative Options

There are no alternative options to publishing the Annual Report; it is a requirement of the Code of Practice (7.1) and the Council should have a Policy for operating all CCTV systems.

<b>Financial Implications</b>	<p>The total direct cost to the Council of running the City Centre CCTV system in 2015/16 was £143,093 including a £89,019 contribution towards the monitoring of the cameras (which is 51% of the cost) and £9,965 for maintenance of our cameras.</p> <p>In respect of CCTV relating to the Depot, Leisure Centres, Beacon Park and Frog Lane, the total cost including maintenance repairs and upgrades was £6677 last year.</p> <p>Consideration is being given to whether to replace the existing cameras at the Depot with Standard Definition or High Definition cameras. Whilst high definition gives better quality the cost would be £20,000.</p>
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<b>Contribution to the Delivery of the Strategic Plan</b>	<p>The purpose of the CCTV scheme is to make the district a safer and welcoming place at any time of day or night, giving residents and visitors the opportunity to live their lives fully and without fear. This commitment is reflected in our Strategic Plan (2016-2020) which sets out to ensure the district has:</p> <ol style="list-style-type: none"> <li>1. A vibrant and prosperous economy encouraging more visitors and businesses.</li> <li>2. Healthy and safe communities where people feel safer and less worried about crime and anti-social behaviour.</li> <li>3. Clean, green and welcoming places which are accessible and safe.</li> </ol>
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<b>Equality, Diversity and Human Rights Implications</b>	<p>The Code of Practice ensures the scheme is operated in accordance with all relevant legislation and guidance that have equality, diversity and human rights implications.</p>
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<b>Crime &amp; Safety Issues</b>	<p>The CCTV controllers and system work in partnership with Staffordshire Police Area Communications Room and the Local Policing Team. Operators are responsive to real time surveillance requests during incidents and are vigilant to monitoring and pro-active reporting of suspicious occurrences. During 2015/16 there were 1,537 incidents and 185 arrests through the CCTV interventions.</p>
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	That the Council operates CCTV in contravention of the Surveillance Camera Code of Practice pursuant to the Protection of Freedoms Act 2012, the Data Protection Act 1998, Human Rights Act 1998 and Regulation of Investigative Powers Act 2000.	Utilisation of the Code of Practice for the operation of the Council's Public CCTV Static Camera Scheme and other CCTV. Close working relationship with the Control Room based at the Three Spires Management Suite.	Green

## Lichfield District Council Partnership CCTV System

### Annual Report 2015/2016

#### 1. Introduction

This Annual Report is published by Lichfield District Council in accordance with the CCTV Static Camera Scheme Code of Practice for the operation and management of the system.

Lichfield District Council system is run in partnership with Three Spires Shopping Centre and the operational staff are provided under contract by G4S. For enquires please contact in the first instance Nicky Haycock, Lichfield District Council, email: [nicky.haycock@lichfielddc.gov.uk](mailto:nicky.haycock@lichfielddc.gov.uk).

At the 31<sup>st</sup> March 2016 the CCTV system comprised 128 cameras in total, 21 cameras installed and maintained by Three Spires Shopping Centre, and 107 Cameras installed and maintained by Lichfield District Council. There are 10 cameras in Burntwood/Chasetown, 2 in the Dimbles area of Lichfield, and the remaining cameras are in the city centre and the city car parks. The cameras are all overt, that is visible and signed to the public.

#### 2. Purpose and key objectives of the scheme

The key objectives are set out in the Code of Practice and they are:

- Protecting areas and premises used by the public;
- Deterring and detecting crime;
- Assisting in the identification of offenders leading to their arrest and successful prosecution;
- Reducing anti-social behavior and aggressive begging;
- Increase public reassurance;
- Encouraging better use of city facilities and attractions;
- Maintaining and enhancing the commercial viability of the city and encouraging continued investment.

The performance of the system against these objectives is considered in section 4 below.

#### 3. Changes to the Code of Practice

During the latter part of 2013, the Code of Practice was substantially re written to ensure the scheme complied with the government guidance for CCTV. The revised Code of Practice was considered by the District Council's Overview and Scrutiny Committee. Since then subsequent amendments have been made to the Code of Practice and additional annual reports produced and made available on the District Council website. The Code of Practice now proposed has been drafted following advice from a CCTV Consultant and having regard to the recommendations in the Audit report on CCTV.

#### 4. Performance of the System

The numbers of incidents recorded have reduced over the last year by 2.04% however the numbers of arrest have increased by 2.78%. The numbers of nighttime incidents recorded have fallen by 4.29% over the same period.

	2013/14	Year on year	2014/15	Year on Year	2015/16	Year on Year
Incidents	1623	+2%	1569	-3.45%	1537	-2.04%
Arrests	157	-38%	180	+14.65%	185	2.78
Incidents that were between 12:00 pm and 6:00 am	487	-7.1%	420	-13.76%	402	-4.29%

The types of incidents recorded in 2015/2016 compared to 2013/2014 and 2014/15 are set out below.

	2013/14	2014/15	Year on Year %	2015/16	Year on Year %
Alarm Activation	37	28	-24.32	21	-25.00
Alcohol Related Offence	18	11	-38.89	8	-27.27
Anti Social Behaviour	223	253	13.45	224	-11.46
Auto crime	9	8	-11.11	4	-50.00
Bail Conditions				6	-100.00
Burglary	11	11	0.00	6	-45.45
Concern for a MoP	55	106		109	2.83
Counterfeit Money	5	5	0.00	2	-60.00
Criminal Damage	30	27	-10.00	32	18.52
Deception	5	2	-60.00	4	100.00
Disturbance	136	128	-5.88	135	5.47
Domestic	38	48	26.32	31	-35.42
Drugs	49	53	8.16	40	-24.53
Drunk in Charge	36	48	33.33	23	-52.08
Drunkenness	109	99	-9.17	162	63.64
Excluded Person Obs	14	12	-14.29	15	25.00
Missing Person	112	115	2.68	46	-60.00
Robbery	12	3	-75.00	7	133.33
Sexual Offence	7	4	-42.86	3	-25.00
Stolen Vehicle	2				
Suspicious Behaviour	309	271	-12.30	281	3.69
Theft	176	156	-11.36	168	7.69
Traffic	90	68	-24.44	76	11.76
Under Age Drinking	16	25	56.25	16	-36.00
Violence/Assault	93	65	-30.11	83	27.69
Wanted Persons	16	14	-12.50	26	85.71
Weapons	15	9	-40.00	9	0.00

## 5. Staffing Issues and Achievements

During the last 12 months of operation of the service G4S report that the scheme has been fully staffed by trained and qualified personnel. All staff are licensed by the Security Industry Authority (SIA) and have been trained to the relevant standards to safeguard the citizens and visitors to the Lichfield District.

There is a total of eight Security personnel, with a line management structure consisting of 1 x Security Supervisor 1 x Deputy Supervisor and 6 x Security Officers. The security personnel are contract staff provided by G4S and are therefore subject to the G4S employment regulations and management support. In addition, the Centre Manager of the shopping centre provides day-to-day management of the team and has a duty manager mobile and is therefore contactable 24 hours. The shopping centre maintains an Emergency Plan and associated procedures with a contact cascade.

Where applicable, First Aid refresher training has been provided – all Officers are First Aid trained.

## **6. Equipment**

There have been a number of faults in the system during the year; these have been at a level which would be considered to be usual for a system of this type and size. All were relatively minor in nature and were resolved relatively quickly. During 2016 we again explored the possibility of being part of the Eastern Shires Purchasing Organisation Framework (used by the County Council) to achieve more cost effective maintenance, but it proved to be too expensive as routine preventative servicing was required as a precursor to responsive maintenance at the advertised rates. Consequently during spring 2016, we sought quotes from three potential suppliers of CCTV maintenance and ADT Security was selected to continue to maintain the system. The system currently operates on a call out only when there is a problem.

All of the system is digital including the 21 Three Spires Shopping Centre owned cameras which were updated in 2014. In all other respects the partnership continues to work well with both partners valuing the service, its performance and its efficiency.

## **7. Data Protection**

The scheme is registered under the Data Protection Act 1998 and Lichfield District Council undertakes to cooperate with the Data Commissioner in all matters involving the Commissioner Act. Data is stored and held only for the purposes set out in the Code of Practice and in accordance with its provisions.

## **8. Communications**

A number of communications are used at the Control Room, including Staffordshire Police Airwave Radio System, StoreNet and NightNet radio which also links to Three Spires patrol staff and landline telephone lines.

## **9. Partnership**

The system is operated in partnership with Three Spires under a formally approved partnership Agreement established in 1996. In October 2015, the District Council's Cabinet approved the extension of the contract for the administration and monitoring of CCTV up to a maximum of two years in order to provide time for the Council and its partners to assess, redesign and implement future CCTV arrangements taking account of the Friarsgate scheme.

During 2016, a new Agreement, or Licence, was drawn up in respect of security services at the Three Spires Shopping Centre. The new Licence is between Lichfield District Council and Railway Pension Nominees, who purchased Three Spires Shopping Centre from St Martin's Property Investment in June 2011, was signed off by the relevant Cabinet Members in July 2016.

## **10. Friarsgate Development**

Consideration is being given to the impact the new Friarsgate development will have on the CCTV system, in particular regarding the control room and coverage of the bus station. CCTV requirements are not currently sufficiently developed at this stage to confirm the final number of extra cameras required or where the new camera controls will be accommodated. Professional advice on this matter is being provided by RJH Technical Consultancy Ltd.

## **11. Staffordshire Police Comment**

The CCTV Control operators and system continue to work well in partnership with Staffordshire Police Area Communications Room and the Lichfield District Local Policing Team. The excellent service they provide continues to be effective, the operators remain responsive to real time surveillance requests for spontaneous incidents, are vigilant to monitoring and pro-active reporting of suspicious occurrences. They also provide timely responses to requests for evidence to be made available utilising the appropriate paper work to create the required audit trail.



## 12. Complaints

Lichfield District Council operates a complaints procedure that is used in connection with operation of the system and compliance with the Code of Practice. Details of the Complaint Procedure is available on the Council website.

During 2015/16 no complaints were received in relation to CCTV.

## 13. Finance

The total direct cost of running the CCTV system in 2015/16 was £143,093 including a £89,019 contribution towards the monitoring of the cameras (which is 51% of the cost) and the remaining 49% of the monitoring costs are met by Three Spires Shopping centre. The total costs taking into account central support services and depreciation of equipment amount to approximately £189K.

The cost effectiveness of the system can be assessed by looking at the following indicators for the 2015/16:

Cost per member of the population per annum £1.86  
Benchmark Highest £4.49 Average £2.16 Lowest £0.30

Cost per incident £123.23  
Benchmark Highest £953 Average £163 Lowest £16

Cost per hour of operation £21.68  
Benchmark Highest £91.32 Average £38.32 Lowest £4.26

Cost per arrest £1,023.79  
Benchmark Highest £1000 Average £464 Lowest £65

## 14. Limitations of the System

Clearly the location of the cameras has a substantial impact on the effectiveness of the CCTV system: locations are to a certain extent determined by logistics for example the position of power lines and access. The camera position will also have an effect: in the monitor position the camera is zoomed out to observe a much larger area. In the recognise position the camera is zoomed in and will produce a much better quality picture but it significantly reduces the amount of area you can observe. Skilled CCTV camera operators who are able identify incidents sometimes before they start, zoom in the cameras and record the incidents are vital to an efficient system.

With regards the quality of the pictures we now have a digital system that has greatly enhanced the quality of the pictures which are much sharper. The actual picture quality is determined by a number of factors including the time of year, for example in the winter when the leaves fall off the trees it is possible to observe bigger areas but in the summer it has the opposite effect with trees restricting the areas that can be covered with the CCTV cameras.

Light conditions are also a major factor on image quality with low light producing poorer quality pictures which is at times beyond our control. At night the picture quality drops dramatically due to the low light levels as the street lighting comes into effect but the main areas are covered with quite good lighting and so it has not been a real issue in the past. To improve the lighting, or use infra-red cameras, would increase costs dramatically and residents may complain about lights being too bright.

The cameras are never proactively switched off. When a fault occurs it is picked up straight away by the operators and reported to the Council. There is a 24 hour response call out agreement (during the working week) with ADT who usually come out on the same day. During 2015/16 ADT were called out 32 times.

## 15. Audit

In accordance with 4.2 in the Code of Practice G4S review the entire camera system six monthly and G4S randomly select 20 discs to review procedurally.

In accordance with the 2016/17 Internal Audit Plan an audit of the CCTV scheme was undertaken in the spring of 2016. The report highlighted the areas assessed and made recommendations for improvements where control weaknesses were identified. The audit covered the time period from June 2015 to June 2016 and was conducted in accordance with the Public Sector Internal Audit Standards.

The audit concluded that the Public Static Camera Scheme operated in line with the Surveillance Code of Practice and received a rating of 'Substantial'. There are 5 levels: Excellent, Substantial, Adequate, Limited and Poor. The previous audit carried out in 2012 was 'Adequate'. Substantial means *'Key controls exist but there may be some inconsistency in application. Compensatory controls are operating effectively. Assurance can be given that the system, process or activity should achieve its objectives safely whilst achieving value for money (VFM). There is some risk of loss (all asset types), fraud, impropriety, or damage to reputation.'*

The key recommendation was to carry out Privacy Impact Assessments (PIAs) on the new Friary Outer car park cameras which had not been carried out on installation which is being dealt with as a matter of urgency. Other recommendations were medium or low risk and included updating the Council's website which has been completed.

## 16. Conclusion

In countless high profile cases, CCTV has proven to be an invaluable aid to a successful investigation. The enquiry into the Jean Charles de Menezes shooting on the London Underground was greatly assisted by CCTV evidence; similarly evidence of the period immediately preceding terrorist bombings was of fundamental importance to the Police investigation.

Crime and the causes of crime are far too complicated an issue to have one simple solution. So all we can do is develop a 'tool box' of measures which ranges from legislation, designing out crime, improving street lighting, education and activities for young people. CCTV is just one of the tools that plays an important role in preventing and detecting crime and anti-social-behaviour, it also helps us to protect vulnerable people and make people feel safer.



## CCTV Code of Practice

Incorporating Public Static Camera Scheme, Leisure Centres, Parks, Waste Service Vehicles and Lichfield District Council Depot, Lichfield District Council Offices, Body Worn Cameras and Fly Tipping Cameras

February 2017



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*A CODE OF PRACTICE FOR*

*LICHFIELD DISTRICT COUNCIL CCTV SYSTEMS*

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## 1 CODE OF PRACTICE INTRODUCTION

This Code of Practice reflects the Council's adoption of and compliance with the Surveillance Code of Practice published by the Home Office June 2013 and the principles of surveillance by consent which are set out within that code.

This code of practice covers the following areas Public Static Camera Scheme, District Council offices, Leisure centres, Waste Service Vehicles and Lichfield District Council Depot.

For all enquiries about the Code of Practice, please telephone the Council's Solicitor, at Lichfield District Council, on (01543) 308002.

For the purpose of these Codes of Practice the following systems together will collectively be known as the CCTV systems.

- Public Static CCTV system
- Waste Vehicle CCTV
- District Council Depot CCTV
- Leisure centre CCTV
- District Council CCTV
- Body worn cameras
- Fly tipping surveillance Cameras
- Parks

## 2 PURPOSE STATEMENTS

The purpose of this code of practice is to ensure that the CCTV systems are used effectively and that their use complies with the current relevant legislation.

The systems will not be used for any other purpose than those set out in this document without prior approval of the Council's Employee Liaison Group and in accordance with legislation. This Code is to ensure that the Council, staff involved in managing operating and running the system, and the public, are protected from inappropriate operation of the CCTV system.

When clarification is required as to the extent and meaning of this Code of Conduct, employees should seek the view of the Chairman of the Employee Liaison Group or the Council's Solicitor. This Code of Conduct is available on the Council's Intranet

Description of systems and identification of responsibilities

### 2.1 Public Static CCTV system

Three Spires Control Room, Gresley Row, Lichfield, operate the CCTV cameras in partnership with Lichfield District Council and are jointly responsible for the fair and effective operation of all aspects of the CCTV service.

The Code is also supported by an Operational Manual for staff operating the system. Only CCTV Staff, The Three Spires Manager, the operator company and the relevant Lichfield District Council Manager has authorised routine access to the CCTV Control Centre. Daily management of the system lies with the Control room manager.

The System comprises of a number of colour and monochrome cameras and is operated from a Control Room located at the Three Spires Shipping Centre, Gresley Row, Lichfield. The images from these cameras are recorded and monitored 24 hours a day, 365 days a year. All recorded material is the property of Lichfield District Council, which retains copyright.

## 2.2 Waste Vehicle CCTV

This system consists of colour cameras mounted upon the waste vehicles utilised by Lichfield District Council and Tamworth Borough Council, through its Joint Waste Service.

The day-to-day management of the CCTV systems mounted on the fleet vehicles is the responsibility of the Streetscene and Fleet Manager. It is the responsibility of this postholder to ensure that cameras and recording systems are working.

The cameras record whilst the vehicles are in use. All recorded material is the property of Lichfield District Council, which retains copyright.

## 2.3 District Council Depot CCTV

This system consists of CCTV cameras monitoring the outside of the depot building (gate, car park, fuel store) and inside the depot itself and related buildings.

Day to day management of the District Council Depot is the responsibility of the Streetscene and Fleet Manager.

The images from these cameras are recorded 24 hours a day, 365 days a year. They are monitored by a 3<sup>rd</sup> party alarm receiving centre. All recorded material is the property of Lichfield District Council, which retains copyright.

## 2.4 Leisure Centre and Parks CCTV

This covers systems in Beacon Park and the following leisure centres:

Burntwood Leisure Centre, High St, Chasetown, Burntwood WS7 3XH  
King Edward VI Leisure Centre, King's Hill Road, Lichfield WS14 9DE  
Friary Grange Leisure Centre, Eastern Avenue, Lichfield WS13 7SQ

The cameras in each Leisure centre are located in the public areas but not within the changing rooms.

The camera at Beacon Park is located on the main office building as security and is a requirement of the HLF grant.

Day to management of the Leisure centre CCTV is the responsibility of the individual centre managers and Beacon Park CCTV is the responsibility of the Greens and Open Spaces Strategic Manager.

The images from these cameras are recorded 24 hours a day, 365 days a year. These cameras are monitored on site in staff areas. All recorded material is the property of Lichfield District Council, which retains copyright.

## 2.5 District Council Offices CCTV

This system consists of cameras in and around the Frog Lane Offices. The responsibility for their management lies with the Council's Solicitor, Lichfield District Council. The images from these cameras are recorded 24 hours a day, 365 days a year. These cameras are not monitored. All recorded material is the property of Lichfield District Council, which retains copyright.

## 2.6 Body Worn Cameras (BWC)

These cameras are worn by Environmental Health officers whilst on visits. These cameras are used to record incidents where a member of the public is confrontational. Recording is stopped at the end of the visit. All recorded material is the property of Lichfield District Council, which retains copyright.



## 2.7 Fly Tipping Surveillance Cameras

This system consists of battery powered cameras which are portable and moved to fly tipping hotspots. These cameras are motion activated and recording takes place for a set period of time following activation. All recorded material is the property of Lichfield District Council, which retains copyright.

## 3 MEETING THE 12 PRINCIPLES

The Codes of Practice have been set out in the order of the 12 principles from the Surveillance Camera Commissioner Codes of Practice.

## 4 Principle 1 – Purpose, Aim, Pressing Need

***Principle 1 : Use of a surveillance cameras system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.***

### 4.1 CCTV Systems

The purpose and aims of these systems to meet a pressing need are to :-

- Protect areas and premises used by the public
- Deter and detect crime and anti-social behaviour
- Prevent fly tipping
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing anti-social behaviour and aggressive begging
- Increasing public reassurance
- Encouraging better use of city facilities and attractions
- Maintaining and enhancing the commercial viability of the city and encouraging continued investment
- Improve public safety
- The CCTV system is provided to help the Council to meet its responsibilities under the Health and Safety at Work Act 1974 and to record evidence that might be used to investigate accidents, 'near-misses' or other incidents
- Complaints about the behaviour of members of the public towards staff; or
- Complaints made about the behaviour of staff on matters which affect the health and safety of any person or safety of equipment or the way it is used
- Discourage aggressive or violent behaviour towards staff
- Reassure employees that crime or aggressive or violent behaviour towards them will not be tolerated
- Assist staff in the safe operation of equipment and where appropriate assist in the training of staff
- Reduce the likelihood of vexatious or frivolous complaints from members of the public

### 4.2 Waste Vehicles

In addition to the above, aims and purposes of CCTV on Waste vehicles to meet a pressing need are to :-

- Help the Council to meet its responsibilities under the Health and Safety at Work Act 1974 and to record evidence that might be used to investigate accidents, 'near-misses' or other incidents
- Incidents that have caused harm to people or damage to property,
- Damage to the vehicle or an unexplained change in the condition of the vehicle; reported 'near misses';
- Incidents relating to allegations made by staff or members of the public of accidents, near misses or damage caused by the operations of, around, or condition of, the vehicle,
- Prevent and detect crime and anti-social behaviour targeted at the vehicle and staff

Investigations will:

- Assist the Council and its insurers to defend or progress insurance claims;
- Provide evidence to help understand the cause and seriousness of accidents or 'near misses'
- Help investigate reported breaches of the Health and Safety Policy and established working practices
- Provide evidence to resolve complaints, grievances or whistleblowing reports
- Provide evidence to support the inquiries of enforcement bodies.

Other benefits include:

- Reduced insurance premiums
- More effective management of insurance claims
- Enhanced vehicle security
- Better protection of staff and members of the public in the vicinity of the vehicle

## 5 Principle 2 – Privacy and Reviews

***Principle 2 : The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.***

### 5.1 CCTV Systems with the exception of waste services vehicles and body worn cameras.

We respect and support the individual's entitlement to go about their lawful business and this is a primary consideration in the operation of the System. Although there is inevitably some loss of privacy when CCTV cameras are installed, cameras will not be used to monitor the progress of individuals in the ordinary course of lawful business in the areas under surveillance. Individuals will only be monitored if there is reasonable cause to suspect that an offence has been or may be about to be committed.

1. The Control Centre Operators must only use the cameras to view public areas and not to look into the interior of any private premises or any other area where an infringement of privacy of individuals may occur (e.g. changing rooms) The only exceptions to this rule are first, if an authorised operation is mounted under the Regulation of Investigatory Powers Act (see paragraph 1.6) or an immediate response to a police or other enforcement agencies' request for assistance following a crime being committed, or if an Operator, whilst operating the cameras in accordance with this Code of Practice, nevertheless happens to observe something which she/he believes indicates that a serious crime is being, or is about to be committed in a non-public area.
2. Static Cameras must be positioned in such a way as not to view private areas
3. Any event where an Operator takes a decision positively to view or continue viewing a private area must be entered into the Incident Log. The details must include location, time, date, camera number and the reason for the observation. Operators will be required to justify their actions. Any breach of this condition of employment will result in disciplinary proceedings and may lead to the dismissal of the Operator.
4. A privacy impact assessment each camera in the system will be carried out and reviewed on a yearly basis by the Managers identified in Section 2 of the Policy.
5. The public are informed of a CCTV system being in operation through the use of appropriate signage throughout the monitored area.

### 5.2 Waste Services Vehicles

#### **1. Privacy of the Public**

We respect and support the public's entitlement to go about their lawful business without surveillance and this is a primary consideration in the operation of the system.

Although there is inevitably some loss of privacy when CCTV cameras are installed, cameras will not be used to monitor progress of individuals in the ordinary course of business in the area captured by the surveillance.

#### **2. Surveillance of staff**

The system is not provided and is not to be used for the routine monitoring and supervision of staff including monitoring productivity, or monitoring levels of customer service.

#### **3. Camera Signage**

The cameras are sited on the exterior of the vehicle in plain view. Their presence is advertised by clear signage on the vehicle. This will ensure that both the maximum deterrent value is achieved and that the public and staff are aware that they are in a monitored area. The cameras record only digital images and do not record sound.

### 5.3 Body Worn Cameras (BWC)

These cameras are worn by Environmental Health Officers (EHO) whilst on routine visits. Signage will be placed on or near the camera to alert the public to its presence. The cameras will only be activated in a situation where the officer feels threatened / intimidated and/or need to gather evidence.

A verbal warning should be given prior to activation of the BWC

Upon activation the EHO will inform the member of the public that:-

1. The camera is recording
2. Their name and the number of the case
3. The names of other persons present
4. That they are working on behalf of Lichfield District Council
5. They will also state the date, time and location

Recording should last for the length of the incident and there should be a new recording for each incident.

Upon returning to the office an incident log should be completed and the camera handed over to the designated officer in charge of collecting incident evidence to be downloaded. No individual EHO should download their evidence from their own cameras or tamper with evidence. If this were to occur the EHO would face Disciplinary proceedings. All evidence should be deleted from the camera once it has been downloaded.

## 6 Principle 3 – Transparency and Contact

***Principle 3: There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.***

### 6.1 Cameras and Signage

All cameras are sited so that they are clearly visible, although some are mounted within protective domes. No hidden cameras will be used (except for Fly Tipping cameras), nor will the Scheme utilise any non-functioning or 'dummy cameras'.

Publicity will be given to the system by clear signing within the monitored area. This will ensure that both the maximum deterrent value is achieved and that the public are clearly aware when they are in a monitored area. The system will not record sound in public places with the exception of BWC. BWC will also have clear signage on the uniform of the attending EHO.

Moveable cameras used for monitoring fly tipping will be discreetly located but signage will be in the area.

If any re-deployable CCTV cameras are used then these are normally mounted on posts and send their images back to the CCTV Control Room via an encrypted radio signal. The use of these cameras is governed in exactly the same way as the fixed position cameras and they will be operated in accordance with this Code of Practice.

### 6.2 Access to information

Copies of the Code of Practice will be made available for public inspection at all Council reception points, public libraries and on the Council's Website <https://www.lichfielddc.gov.uk>

The point of contact is the Council's Solicitor at Lichfield District Council, on (01543) 308002.

### 6.3 Complaints

The Council's formal complaints procedure covers complaints concerning the operation of CCTV. <https://www.lichfielddc.gov.uk/Council/Voice-it/Complaints-suggestions-and-compliments-form.aspx>

### 6.4 Transparency

Statistics on the use of the cameras within the system e.g. number of requests for information, use of recordings as evidence and the number of incidents dealt with by the CCTV system should be recorded and made available to the public through the Lichfield District Council Website and at the council reception desk.

## 7 Principle 4 - Accountability

***Principle 4: There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.***

### 7.1 Public Static CCTV System

Overall responsibility for the static CCTV system lies with the Technical Assistant at Lichfield District Council, on 01543 687546.

The daily responsibility for the system lies with the Control Room Manager.

### 7.2 Waste Services Vehicles and District council depot

The day-to-day management of the CCTV systems mounted on the fleet vehicles and the CCTV in and around the council depot is the responsibility of the Streetscene and Fleet Manager. It is the responsibility of this postholder to ensure that cameras and recording systems are working.

### 7.3 Leisure Centres and Parks

Overall responsibility for the Lichfield Leisure Centres lies with the Area Manager on 01543 308843. Overall responsibility for Burntwood Leisure Centre rests with the Burntwood Leisure Centre Manager on 01543 308825.

Daily responsibility for the Leisure Centre systems lie with the duty manager

Responsibility for the CCTV camera at Beacon Park lies with the Greens and Open Spaces Strategic Manager on 01543 308016.

### 7.4 Body worn cameras and Fly tipping cameras

Responsibility lies with the Head of Regulatory Services, Housing and Wellbeing for the maintenance and use of these cameras on 01543 308741.

Those identified above are also responsible for the development and operation of each surveillance camera system, for ensuring there is appropriate consultation and transparency over its purpose, deployment and for reviewing how effectively it meets its purpose

## 8 Principle 5 – Polices for Use

***Principle 5: Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them***

### 8.1 Public Static CCTV System

#### 8.1.1 Staffing

The Control Centre will be operated on a 24-hour basis. Staff are employed under contract by Three Spires Shopping Centre “the employer” and are appointed subject to approved vetting procedures, to ensure their suitability for the work. The employer will require that the operator company (currently G4S) ensure that all Operators are trained to a proficient level and are licensed by the Security Industry Authority before they are allowed to take up an operational position in the Control Room.

Training will include:

- Use of equipment
- Observation techniques
- Council procedures and record keeping
- Report procedures and action on incidents
- Evidence handling
- Actions in the event of an emergency
- Legislation and crime prevention
- Operational exercises

A suitably qualified member of the CCTV staff or G4S will supervise all training at all times. The Employer will also ensure that all Control Room Operators are provided with annual “Refresher Training” to ensure that the highest operating and management standards are maintained. The Employer will ensure that training records are maintained for each member of staff employed in the Control Centre. The conditions of employment will require a “Confidentiality Clause” which prohibits public and private disclosure of information obtained during monitoring. This clause will be effective both during and after staff service on the scheme.

The Employer (Three Spires Shopping Centre), the operator company (G4S) and the Council all reserve the right to exclude permanently from the Control Centre, and/or require the dismissal of, any Operator who is in breach of this Code. Staff will be required to provide the Police from time to time with statements required for evidential purposes.

#### 8.1.2 Operating Efficiency

The Control Centre Duty Operators will confirm daily the operational efficiency of the system and the link to the Police. Any defects will be reported to the Council. They will be logged and remedial action will be taken as quickly as possible. At all times there will be at least one person remaining in the Control Centre. All use of the cameras shall accord with the purposes and key objectives of the Scheme as developed in training and specific operating instructions to staff, and shall comply with the Code of Practice.

Images and records will be reviewed periodically, and without prior notice to staff, by the Employer and audited by the Council to ensure that this is happening. Staff will be aware that they will be subject to this audit of their recordings and will be required to justify their interest in a member of the public or particular premises. In the event of an emergency requiring evacuation of the Control Centre, procedures will be put into operation to ensure the continued operation and security of the system.

#### 8.1.3 Access

The Control Centre door has an access control system and will remain secured at all times. Routine access to the Control Centre will be limited to:

- Duty CCTV staff
- Designated officers of the Council
- Designated police officers
- Police officers who have been authorised by the Police Duty Officer and by prior arrangement with the CCTV Manager or duty CCTV staff

#### 8.1.4 Visitors

Organised visits for viewing the operation of the system will be arranged from time to time, but these may be subject to change or termination at short notice to meet operational requirements. Operation of equipment will only be carried out by the duty staff. All other persons wishing to visit the Control Centre must make their request to the relevant Lichfield District Council Manager. Visitors may be asked to make their request in writing specifying the reasons for that request.

It is important that operations are managed with the minimum of disruption. Casual visits will not be permitted. All visitors will sign a log detailing their name, company, organisation, and their arrival times. This log will be subject to regular audit and assessed to ensure compliance with the Code of Practice and operating procedures.

#### 8.1.5 Contractors

Access for contractors will be necessary from time to time for the purpose of maintaining the Control Centre and its equipment. This will be limited to that strictly necessary for the work. At no time will contractors be left unattended in the Control Centre. All contractors' visits will be logged.

#### 8.1.6 Police

The Police should not require access to the Control Centre unless specifically designated or authorised. Police officers attending unexpectedly shall only be admitted after the purpose of the visit has been approved by contact with the Police Duty Officer or the CCTV Supervisor. Their attendance will be logged.

#### 8.1.7 Control Centre Operation

There must always be at least one Operator present within the Control Centre. An Incident Log will be maintained on the basis of date and time of day throughout operation. It will give brief details of all incidents monitored and show all relevant actions taken by Operators.

A Visitor Log will be maintained in the Control Centre, which all visitors will be required to complete. The entry will show the time, duration, date and intended purpose of the visit. A Media Movement Log will be maintained.

### 8.2 Other Fixed Systems

The CCTV code of practice seeks to ensure that appropriate controls and processes are in place for the correct use of the images including data security. The application of the code of practice will be regularly reviewed by Management and Employee Liaison Group.

For these systems the designated management is the Streetscene and Fleet Manager (Vehicles and Depot), the Leisure Centre Managers, Green and Open Spaces Strategic Manager (Parks), the Solicitor (Frog Lane system)

Day to day control (specification, maintenance, access to equipment / software, system checks etc) will be managed by the relevant Manager. As such they are nominated as the Council's Data controller (and Deputy Data Controller for the Transport Officer). In their absence the role of data controller and deputy data controller will transfer to the Head of Service and the Health and Safety Manager.

Only the relevant Manager, Head of Service or Safety Manager will have access to the keys for the locked compartments containing video recorders.

In the case of the vehicle recorders, the data on the hard disk is encrypted and the footage can only be viewed with specific password protected software only available on the dedicated workstation for this purpose. It is the role of the Solicitor to ensure these passwords are kept private.

Only the relevant Manager, Head of Service or Safety Manager and Solicitor will have access to the software used to replay recordings.



Specific evidential material will be retained in a separate temporary file for the period of the investigation or prosecution and then be deleted. Details of viewing of digital images will be logged in the CCTV image access register which will be maintained by the Council's Solicitor.

### 8.3 Waste Services Vehicles

The CCTV code of practice seeks to ensure that appropriate controls and processes are in place for the correct use of the images including data security. The application of the code of practice will be regularly reviewed by Management and ELG. Day to day control (specification, maintenance, access to equipment/software, system checks etc) will be managed by the Streetscene and Fleet Manager and the Transport Officer. As such they are nominated as the Council's Data controller and Deputy Data Controller. In their absence the role of data controller and deputy data controller will transfer to the Council's Solicitor and Health and Safety Manager.

Only the Streetscene and Fleet Manager, the Transport Officer, Solicitor, or Health and Safety Manager will have access to the keys for the locked compartments on the vehicles. The data on the hard disk is encrypted and the footage can only be viewed with specific password protected software only available on the dedicated workstation for this purpose. It is the role of the Streetscene and Fleet Manager to ensure these passwords are kept private. Only the Streetscene and Fleet Manager, the Transport Officer, Solicitor or Health and Safety Manager will have access to the software.

#### Retaining Evidence

Specific evidential material will be retained in a separate temporary file stored in a password protected folder for the period of the investigation or prosecution and then be deleted. Details of viewing of digital images will be logged in the CCTV image access register which will be maintained by the Transport Officer

#### Environmental Health Cameras

The Body Cameras will only be operated if they see an incident taking place or there is a need to gather evidence due to threats or abuse.

## 9 Principle 6 – Information storage

***Principle 6: No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.***

### 9.1 CCTV System

Data / images will be stored for 30 days to allow time for any requests for information to be made. After the 30 day period all data / images will be deleted / destroyed.

Any information passed to the police will be signed for and will then become the responsibility of the police force to delete/ destroy once it has finished being used.

In certain circumstances images may be retained or copied for training, demonstration or evidential purposes. All other routine recordings will be retained for 30 days and then erased in accordance with defined operating procedures. Details of all reviewing of images will be recorded in the Third Party Viewing Log. The Council retains copyright of all images and would use this to restrain unauthorised use of them. This would remain the case even if the monitoring were being carried out by contractors.

### 9.2 Control of DVD/CD Media

All images reproduced on any media will remain the property of the Council. Each new downloaded recording must be clearly and uniquely marked before it is brought into operation.

At each use the identification number of the media, date, time of insertion and time of removal shall be noted in the Media Movement Log. Except for evidential, training and demonstration purposes media containing recordings must not be removed from the Control Centre under any circumstances. All media will be erased prior to disposal.

### 9.3 Copying Images

If after viewing the images, there is a requirement to copy the recording, in order to protect it and to provide it as evidence then one copy shall be provided for the requesting officer. A second copy will also be made and stored safely. This second copy may be used to make further copies if required.

Copies remaining in the possession of the Council will be destroyed once investigations and proceedings related to those investigations are complete.

If the request has come from an enforcement agency, or on advice of a solicitor or insurance company, then the master disk will be withdrawn from use and placed in the Council's safe until the investigations and proceedings related to the investigation are concluded.

Any media containing images should be uniquely marked and the number recorded for ease of identification

## 10 Principle 7 – Access to Retained Images

***Principle 7: Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.***

### **CCTV Systems**

#### 10.1 DVD/CD Recording

Recorded materials may need to be submitted as evidence in criminal proceedings and therefore must be of good quality, and be accurate in content. All such material will be treated in accordance with strictly defined procedures to provide continuity of evidence and to avoid contamination of the evidence. The Control Centre system is supported by permanent digital recording for all cameras. Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will only be allowed in accordance with the law; either in compliance with the needs of Police in connection with the investigation of a crime, which will be conducted in accordance with the provisions of this Code of Practice, or in any other circumstances provided by law.

#### 10.2 Access to Images need to also use the image release form (Example in Appendix 1)

The principal external source of requests for access to images is expected to be from the Police or other enforcement agencies. The Duty Operators / points of contact may deal with these requests. Other requests for access, such as for monitoring traffic flows, must be made in writing to the relevant Lichfield District Council Manager, specifying the reasons for the request.

Such reviewing may be refused and if allowed must be directly supervised at all times. Access to images by third parties will not normally be allowed except where a formal agreement is in force relating to monitoring of third party cameras. There may be circumstances in which the Council is subject to a court order to release images in connection with civil disputes. These cases are likely to be unusual, but the Council would be unable to refuse to release material in these circumstances. Access to disc containing the images or video print image evidence for lawyers acting for defendants or victims in connection with criminal proceedings will be provided under the Disclosure of Evidence Act by the Police, Crown Prosecution Service or enforcement agency dealing with the case.

There may be a request under the Data Protection Act or the Freedom of Information Act to allow individuals to see or be informed about any data held about them. Since data is only stored for a maximum of 30 days it is vital that such requests are made in writing to the Council as quickly as possible but in any event within 21 days to allow the relevant data to be held.

No other access will be allowed unless approved by the relevant Lichfield District Council Manager and approval would only be given if the request falls within the purposes and objectives of the Scheme and in accordance with the Code of Practice.

#### 10.3 Viewing images and the provision of Evidence

Images from the CCTV recordings will be viewed only in the following circumstances:

- For the purposes of investigating a specific incident identified by a date, time or location, and brought to the attention of the Council by a member of staff, a member of the public, or another organisation like the police.
- For the purposes of investigating the cause of damage to the vehicle when it is not clear how and when it was caused.

In the first instance, the images will be viewed only by the Council, unless the police, HSE, or other enforcement agency, have requested access for the purposes of detecting crime.

10.4 Process for Approving the Viewing of Images.

It is critical that a full and detailed record is kept of all viewings of the systems and all instances when images are used and that images are only viewed for the purposes described by this Code.

To arrange a viewing the “Access to CCTV – Image Request Form” (See appendix), must be completed.

The image request form must describe the following:

- The incident that is being investigated;
- The consequence of the incident, e.g. damage to vehicle, injury, near miss, claim against the Council, etc;
- The source of the report of the incident;
- The vehicle, date, time and location of the incident where known.

The form must also identify who is requesting the image to be reviewed. The employees listed on list 1 and list 2 can REQUEST to view CCTV images but must obtain APPROVAL from one of the post holders from list 3 - the approval list:

**List 1 - Employees able to request to view CCTV images are:**

Public static system	Waste vehicles and depot	Body worn cameras and fly tipping cameras	District Council offices
1. Technical Assistant, Operations 2. Control Room Manager 3. Duty Manager	1. Personnel Manager 2. Streetscene and Fleet Manager 3. General manager – Joint Waste Service 4. Operations Manager – Joint Waste Service	Principal EHO	Solicitor

**List 2 - Employees able to request to view CCTV images relating to an accident or an incident resulting in an actual or potential insurance claim are:**

Public static system	Waste Vehicles and Depot	Body worn cameras and fly tipping cameras	District Council offices
1. Insurance Officer 2. Health and Safety Manager	1. Transport Officer 2. Insurance Officer 3. Health and Safety Manager	1. Insurance Officer 2. Health and Safety Manager	1. Insurance Officer 2. Health and Safety Manager

The following employees on list 3 can request to view images but must obtain approval from one other person on the approval list. Employees on List 3 can approve a request from any person on list 1, 2 or 3.

**List 3 - Employees able to request to review CCTV images AND approve CCTV Image requests for anyone from Lists 1, 2 or 3.**

1. Chief Executive
2. Any Director including the Director of Tamworth Borough Council in charge of the Joint Waste Service (waste vehicle services and depot only)
3. Health and Safety Manager
4. Solicitor
5. Internal Audit Manager

Approval will not be granted for any request which is not supported by a specific incident that requires investigation. No authorisation is granted for 'fishing trips'.

A comprehensive record of all requests – approved or otherwise – will be maintained together with the request forms.

If approval to view the images is granted, then the recording will be viewed at the depot / control room/ leisure centre/ council office unless the images relate to an actual insurance claim whereby the footage will be downloaded and sent on CD to the Insurance Officer.

In the event of an incident relating to a specific individual, the employee's representatives may ask for the CCTV recording to be viewed in order to provide evidence for the employee.

In such instances, the request of the employee will be made to the Personnel Manager or to the Chairman of the Employee Liaison Group, who will submit the request to view the recording. There will be a presumption that this request will be permitted provided that the request is in accordance with the usual criteria for requesting a viewing.

### 10.5 Police Role

The control of the cameras and monitoring is in the hands of the Control Centre staff only. The Police may request assistance in order to:

- Assist with the deployment of resources
- Monitor potential public disorder or other major security situations
- Assist in the detection of crime
- Facilitate the apprehension and prosecution of offenders in relation to crime and public order
- Assist with the detection of moving traffic offences where it is considered that the public safety is at risk

Such requests will usually arise after the Police have been contacted by the Duty Operator. In these circumstances the Police Duty Operator may request the Duty Operator to take further action. In circumstances when problems are anticipated, arrangements may be made for a Police Officer to be present within the CCTV Control Centre for liaison purposes. This will normally apply for the duration of the incident and will be subject to the arrangements made by the Police Duty Officer. On each occasion a record must be made in the Incident Log.

### 10.6 Major Incidents / Emergency Planning

Procedures during major civil emergencies. If required, the Chief Executive or their designated deputy will authorise the deployment of a Liaison Officer from the major civil emergencies team into the CCTV Control Centre.

The Duty Operator(s) will give assistance and technical advice as required in all matters concerning the deployment and use of the facilities within the CCTV Control Centre.

### 10.7 Using CCTV images as evidence

The CCTV images obtained in the investigation of an incident may be used by the requesting officer as they see fit to use such evidence. For instance, it may be provided in defence or in pursuit of an insurance claim, to investigate a whistleblowing complaint, -all or to be used in evidence, either in support or in defence, of a disciplinary investigation.

In certain circumstances it may be used as a health and safety training aid but only with the permission of the employee(s) involved.

### 10.8 Recording Systems

All staff required to operate CCTV equipment are to receive training in the use of the equipment and must conform to this Code of Practice at all times.

They will be required to sign a 'Confidentiality Statement' (available on the Council's Intranet') which prohibits them from making any material available for purposes other than those stated in The Code of Practice. Any other staff having access to the equipment will also sign confidentiality statement. Once signed, the confidentiality statement should be placed in the persons 'Personnel' file. Except for evidential purposes, images will not be copied in whole or in part.

### 10.9 Control of Images

All images will remain the property and copyright of Lichfield District Council. Where copies of images are made they will be clearly marked copy with indelible ink. Each use or issue of an image will be noted in the relevant CCTV Image Access Register. Both the image and the register will be stored in a secure place. All recording media will be erased prior to reuse or disposal.

For Vehicles, in order to ensure compliance with the policy the "Joint Waste Service Health and Safety Group" will discuss at each meeting the number and type of requests made for CCTV viewing and release. In addition the Health and Safety Manager will produce a report for review by the Employee Liaison Group on an annual basis for the waste service vehicles and council depot.

For the other CCTV systems, ensuring compliance will rest with the Head of Service.

## 11 Principle 8 - Standards

***Principle 8: Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.***

### 11.1 SIA Licences and Vetting

Employees on the council payroll monitoring only council cameras do not need a SIA CCTV operator licence however it is recommended that operatives obtain a SIA licence as it demonstrates professional training and competency.

Contract staff or council staff monitoring 3<sup>rd</sup> party cameras must have a SIA licence.

All staff involved in the review and export of recordings should also have a BS7858 background check carried out.

### 11.2 Technical Standards

The systems must be installed and maintained by professional CCTV Installation and Maintenance contractors who can ensure that installations meet relevant installation standards and that suitable fit-for-purpose equipment is installed that will be reliable and deliver clear images.

## 12 Principle 9 – Security and Safeguards

***Principle 9: Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.***

### The Digital Recording System

Only the Streetscene and Fleet Manager, the Transport Officer, Council's Solicitor or Health and Safety Manager will have access to the keys for the locked compartments on the fleet vehicles.

Within the Leisure centres the recorders will be kept in locked boxes and only the duty managers will have access to the keys

All recordings downloaded by the principle EHO will be kept in a password protected folder. Recordings made by the council offices CCTV will be stored on the secure server and will be managed by the Head of IT.

Details of viewing of digital images will be logged in the CCTV image access register which will be maintained by the Transport Officer / Duty Manager / Head of Regulatory Services, Housing and Wellbeing / Solicitor.

In addition the data on Waste services vehicles hard disk is encrypted and the footage can only be viewed with specific password protected software only available on the dedicated workstation for this purpose.

It is the role of the Streetscene and Fleet Manager to ensure these passwords are kept private. Only the Streetscene and Fleet Manager, the Transport Officer, Solicitor, or Health and Safety Manager will have access to the software.

Specific evidential material will be retained in a separate temporary file for the period of the investigation or prosecution and then be deleted.



## 13 Principle 10 – Review, Audit and Reports

***Principle 10: There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.***

### 13.1 Annual Review

An annual review should be carried out by Heads of Service to re-confirm the systems remains necessary, proportionate and effective in meeting their stated purpose.

The review should assess

- The location of each camera against its stated purpose, its legitimate aim and its pressing need. (Principle 1)
- The image quality of the camera
- Correct locations of camera privacy zones
- The number of times the camera has been used during incidents and in evidence.
- Whether a camera should be removed or relocated.

### 13.2 Reporting

An annual report should be produced detailing the findings of the annual review including usage statistic. This report should be published on the Council's web site.

## 14 Principle 11

***Principle 11: When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.***

### 14.1.1 Equipment Health Checks

Staff must check the health of the CCTV system on a regular basis. (Sample form at Appendix 2).

### 14.1.2 Systems with no live viewing (Vehicles, Body Worn Cameras, Fly Tipping Cameras)

These are systems where camera footage is not viewable live and can only be accessed retrospectively by collecting a hard drive from the vehicle, or downloading the footage via the Wi-Fi link at the Depot, recovering a Body Worn or Fly Tipping Camera or starting video recorder replay software. Audits are necessary to ensure cameras are working and recording and that the time and date programmed into equipment is correct. Audits will be carried out once per month unless there is good reason to believe functionality may be impaired and an audit is required more imminently.

Initial audits may also be carried out when new equipment is installed or purchased.

An automated health check is carried out on the Waste Vehicles every day the vehicle is used. This will include a check of the whole recording system to ensure it is in good health and working correctly. The check will include a single snapshot being taken from each vehicle camera to allow the authorised officer to check the camera position. A daily email is sent to the Streetscene and Fleet Manager and the Council's Solicitor informing them if there are any health issues with the systems that need to be further investigated.

### 14.1.3 Systems with live viewing

Audits will be carried out on a daily basis on every camera to check cameras are working, check the image quality and test Pan/Tilt/Zoom functionality.

Audits will be carried out once per month to test the quality of the recordings during daylight and after dark and to check the recording duration of each camera.

### 14.1.4 Time and Date Checks

All CCTV systems contain a clock used to timestamp recordings. The system health check audit must check the clocks in the system against the actual time and date and any discrepancies corrected. The health check sheet must record any discrepancy that was found so that timestamps on video recordings made by the video recorder can be related to the actual time and date.

### 14.1.5 Audit and Fault Reporting

Audits will be carried out by the relevant officer/manager or an appointed member of staff and the date and time of each audit will be recorded on the system health check sheet along with the staff name and the findings. Copies of video will not be made of any footage for the purpose of audits.

Any faults identified with the equipment are to be reported to the Head of Service.

### 14.1.6 Camera Operation

Staff are to be trained in the proper operation of the CCTV system where Pan/Tilt/Zoom cameras are used to ensure they can correctly operate the system and know how to gather the highest quality evidence and maintain continuity of evidence through the use and knowledge of neighbouring cameras, paths, alleys and roads.

### 14.1.7 Operator Efficiency Review

Images and records of operator usage will be reviewed periodically, and without prior notice to staff, to ensure that equipment checks and suitable camera operation is occurring. Staff will be aware that they will be subject to this audit of their recordings and will be required to justify their interest in a member of the public or particular premises.

#### 14.1.8 Maintenance and Cleaning

The Council will ensure a suitable CCTV contractor is engaged to clean and maintain the camera system and to repair faults.

#### 14.1.9 Audit Trail

Records must be kept of who has reviewed footage, who has exported it and which cameras were involved as part of the chain of evidence for law enforcement agencies and other users of camera footage.

## 15 Principle 12

***Principle 12 – Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date***

### Databases

The systems do not reference any databases for matching purposes.

### Time Synchronisation

Images are timestamped and equipment must be synchronised with an accurate master clock.

16 Appendix 1. Image request forms

**ACCESS TO VEHICLE CCTV IMAGE REQUEST FORM**

Lichfield District Council, Operational Services, Reliant Way, Burntwood, Staffs, WS7 3JH

You must fill this form in if you require access to CCTV images held by Lichfield District Council

Declaration: I understand that any information I obtain from recording medium is protected under the Data Protection Act 1998.

**Details of Person Requesting Image Viewing (must be person on list 1 or 2 of Code of Practice)**

Print Full Name

Position

Signature

Date of request

**The reason for viewing/releasing the image**

To enable the investigation into the circumstances surrounding (tick as appropriate)

- incidents that have caused harm to people or damage to property,
- damage to the vehicle or an unexplained change in the condition of the vehicle;
- reported 'near misses'
- incidents relating to allegations made by staff or members of the public of accidents, near misses or damage caused by the operations of, around, or condition of, the vehicle,
- complaints about the behaviour of members of the public towards staff
- complaints made about the behaviour of staff on matters which affect the health and safety of any person or safety of equipment or the way it is used
- prevent and detect crime and anti-social behaviour targeted at vehicles, property or staff.

Details: .....

**Details of Person who will assess the request of Access (must be person on list 3 of code of practice)**

Print Full Name

Position

Signature

Date

Access approved

Access not approved

Reasons.....  
.....

**Details of Person Obtaining/Releasing the Image** (must be either Streetscene and Fleet Manager, Transport Officer, Head of Environmental and Regulatory Services, ICT Manager or Leisure Centre Manager; or in their absence the Head of Service or Health and Safety Manager)

Print Full Name \_\_\_\_\_ Position \_\_\_\_\_  
Signature .....  
Date and times Image to be released/Viewed.....  
Vehicle/Camera Reference to be released .....

**Details of person to whom Images released**

**I certify that, in line with Lichfield District Council policies, I accept responsibility for the recorded images and will use them only as prescribed within the 8 principles of the Data Protection Act of 1998**

Print Full Name \_\_\_\_\_ Position \_\_\_\_\_  
Signature .....  
Date and times of Image released.....  
Vehicle/Camera Reference to be released .....

Serial Number of CD/DVD .....

## 17 Appendix 2. Sample System Health Check Form

### SYSTEM HEALTH CHECK AUDIT FORM

Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU

You must fill this form in when carrying out the system health check audits

Declaration: I understand that any information viewed during the audit will remain confidential is subject to the Data Protection Act and will not be copied in any way.

#### **Site/Vehicle/Camera Details**

*E.G. BWC or Fly Tipping Camera serial number. Building Address (Depot, Leisure Centre). Vehicle Registration*

#### **Live Image Quality and Camera Control**

Confirm that there is a clear, fault free, image from each camera on the system.

For Pan/Tilt/Zoom cameras a check of the pan, tilt and zoom functions must be made

*E.G. List of cameras checked for example Cameras 1 to 17 and list of cameras with PTZ control that were checked*

#### **Recorded Image Quality**

Confirm that there is a clear, fault free image recorded during daylight hours for each camera.

Confirm that there is a clear, fault free image recorded during darkness for each camera

Check the date of the oldest recording for each camera

*E.G. List of cameras checked for example Cameras 1 to 17 and make note of the oldest recording*

#### **Time and Date Checks**

Compare the time and date of the clock in the CCTV system with an accurate clock (the talking clock or a computer synchronised to a master clock). Note any time difference and if the CCTV system clock was adjusted

*E.G. Digital Recorder time 12:01:30. Actual time 12:01:10. Time difference 20 seconds*

Print Full Name

Position

Signature

Date

# Lichfield District Council Local Plan Allocations Publication Consultation



CLr Pritchard

Date: 7<sup>th</sup> March 2017

Agenda Item: 4

Contact Officer: Ashley Baldwin

Tel Number: 01543 308147

Email: ashley.baldwin@lichfielddc.gov.uk

Key Decision? YES

Local Ward All

Members

**CABINET**

## 1. Executive Summary

- 1.1 Consultation on the future content of the Council's Local Plan Part 2 Allocations document closed on the 10<sup>th</sup> of October 2016. In total 98 responses were received which have been analysed as part of developing the Local Plan Allocations document.
- 1.2 The document and 'Policies Map' attached at [APPENDIX A](#) and [APPENDIX B](#) respectively represent the proposed Publication version which needs to be subject to a minimum of six weeks consultation prior to submission to the Secretary of State for Communities and Local Government. Subject to approval it is proposed to consult on the aforementioned document between the 20<sup>th</sup> March – 12<sup>th</sup> May, which is 8 weeks.
- 1.3 Subject to successful adoption of the Plan the Local Plan Allocations ([APPENDIX A](#)) would result in the deletion of the 1998 approved Local Plan and form part 2 of the adopted Local Plan Strategy (2015), although Policies Lichfield 3 and Burntwood 3 of the Strategy would be superseded by the revised policies in the Local Plan Allocations. Likewise, subject to successful adoption the Policies Map ([APPENDIX B](#)) would supersede the existing 'Policies Map'.

## 2. Recommendations

- 2.1 That Cabinet approves the Local Plan Allocations Publication document ([APPENDIX A](#)) and the accompanying Policies Map ([APPENDIX B](#)) for the purposes of undertaking public consultation.
- 2.2 That Cabinet approves the accompanying Sustainability Appraisal ([APPENDIX C](#)), Habitat Regulations Assessment ([APPENDIX D](#)) and Infrastructure Delivery Plan ([APPENDIX E](#)) which accompany the Local Plan Allocations for the purposes of public consultation.
- 2.3 That Cabinet note the consultation responses received as part of the Regulation 18 consultation and approve the responses made to these comments ([APPENDIX F](#)).
- 2.4 That Cabinet note the officer analysis of issues undertaken following the Economic Growth, Environment and Development (Overview and Scrutiny) Committee meeting held on the 12<sup>th</sup> December 2016 ([APPENDIX G](#)).
- 2.5 That Cabinet note the consultation responses received as part of the Sustainability Appraisal Scoping Report consultation and approve the responses made to those comments highlighted in green ([APPENDIX H](#)).
- 2.6 That Cabinet approve the consultation periods and methods proposed at paragraphs 3.34 – 3.36 of this report for the purposes of the Local Plan Allocations consultation.



- 2.7 That Cabinet provide delegated authority to the Spatial Policy and Delivery Manager, to make minor typographical and visual amendments ahead of the consultation.

## 3. Background

### Overview

- 3.1 The purpose of this report is to seek authorisation to undertake consultation on the Local Plan Allocations and associated supporting documents. The Local Plan Allocations includes:
- Proposed employment and housing allocations.
  - Policy on Lichfield City Centre including demarcating primary and secondary retail frontages.
  - Policy on Burntwood Town Centre.
  - Policy on accommodating the needs of Gypsy, Traveller and Travelling Show people.
  - A review of previously saved policies emanating from the previous Lichfield District Local Plan June 1998.

In addition to the above this report considers:

- Proposed consultation methods for the Publication consultation stage on the Local Plan Allocations document.
  - Responses to the comments received as part of the Regulation 18 consultation.
- 3.2 Members will recall that the Council consulted on a Regulation 18 consultation ([APPENDIX I](#)) from August 2016 – October 2016. This consultation set out the proposed scope and nature of the Local Plan Allocations document.
- 3.3 In total 98 responses were received by the Council, there are not considered to be any showstoppers identified by the responses. Officers have assessed each comment made as part of preparing the Local Plan Allocations ([APPENDIX F](#)). In summary the key issues raised during the consultation were:
- A number of comments indicated that it would be preferable to deal with the Birmingham housing numbers and review Lichfield District's own housing numbers now. In addition the level of employment land requirements were also recommended to be updated.
  - Local Plan Strategy (2015) Core Policies 1 and 6 were challenged in particular. This was primarily associated with the perceived need to review the Local Plan Strategy (2015) to deal with Birmingham's housing needs. However other responses indicated that strategic changes to Core Policy 1 could create investment uncertainty, particularly in the retail sector.
  - In relation to settlement policies such as Whit 4 (Whittington) it was suggested these should be amended to take account of unmet housing needs arising from Birmingham.
  - Policy NR3 was challenged in terms of its perceived conflict with the NPPF.
  - Policy CP4 was cited as being an issue because of the lack of infrastructure that has come forward aligned to what was set out in the Infrastructure Delivery Plan associated to the Local Plan Strategy (2015).
  - Saved Policy NA.1 relating to the AONB was put forward for retention by the Cannock Chase AONB.
  - Policy SC1 was highlighted as being in conflict with National guidelines due to the withdrawal of the Code of Sustainable Homes.
  - In relation to Burntwood Town Centre, a general point of allowing a level of flexibility of uses on specific land identified in the town centre was made.

- The Council's housing trajectory identified within the Local Plan Strategy (2015) was challenged.
  - A total of 76 representations proposed sites for development, however the bulk of these sites have already been received by the Council through the Strategic Housing Land Availability Assessment (SHLAA). Any new information was considered by officers.
- 3.4 Tamworth Borough Council has requested that the District Council consider accommodating a proportion of 825 dwellings which cannot be accommodated within the Borough of Tamworth. This would be in addition to the 500 dwellings that is already identified within the Local Plan Strategy (2015) and relates to additional need arising out of the Tamworth Local Plan when formally examined last year. It is considered that at this stage it is not appropriate to accept any of the 825 dwellings as this is deemed out of scope. This is considered to be part of the wider Greater Birmingham Housing Market Area (GBHMA) unmet housing numbers which should be considered holistically and strategically as part of a future review of the Lichfield District Local Plan.
- 3.5 Tamworth Borough Council has also requested that Lichfield District Council consider accommodating its 1 Gypsy, Traveller and Travelling show people pitch requirement. It is considered that before the District Council agree to look at this issue under the duty to cooperate, Tamworth Borough Council needs to undertake a full and proper assessment of Gypsy and Traveller pitches in its administrative area. A review of Tamworth Borough Councils evidence base highlights a lack of proper assessment in this respect.
- 3.6 As part of the same Duty to Cooperate discussions Tamworth Borough Council has identified employment land requirements which cannot be accommodated in its area. The Borough Council has asked that Lichfield District and North Warwickshire assist in meeting this need. The Local Plan Allocations indicates that 6.5 ha can be accommodated within Lichfield District.
- 3.7 Overall, the consultation was considered to have been effective. A number of key issues have been raised, some of these issues are addressed within the Local Plan Allocations document, whereas other issues will be addressed through the Full Plan review which will be undertaken upon adoption of the Local Plan Allocations.

### *Employment allocations*

- 3.8 Economic growth is a core part of the Council's agenda. To assist with this it is imperative that the District has a diverse portfolio of land for employment development/ occupation. In line with the Local Plan Strategy (2015) a review of the District's current stock has been undertaken. This review has identified a current portfolio of 96.58 hectares (including sites completed between 2008 and 2016) to be maintained. This demonstrates there is sufficient land within the existing employment land portfolio to meet the 79.1 hectare requirement set out within the Local Plan Strategy (2015) with some flexibility. This flexibility enables the Allocations document to address the 6.5 hectare requirement arising from Tamworth Borough. In addition the Local Plan Strategy (2015) requires the allocation of a further 10 hectares of employment land to be identified. The assessment of potential employment sites has identified that this requirement is best accommodated in Fradley to the south of the existing employment land ([APPENDIX A](#)). Members should note that the proposed allocation in Fradley is in excess of the 10 hectare requirement (8.2 hectares in excess), this is because it is considered more appropriate to allocate this larger site proposal to assist with market delivery within the area.
- 3.9 The NPPF requires Local Planning Authorities to only protect those employment areas that are performing effectively and to consider the re-allocation of employment land where this is justified for other suitable uses. The Council's Employment Land Review (2012 and 2014) indicates that a number of employment areas are poorly performing. The Local Plan Allocations identifies the site boundaries of

those employment areas that are considered to be performing effectively, where this is not the case no boundaries are drawn. This opens up the opportunity for other non-employment uses to come forward on a poorly performing employment area. However it should be noted a changing of designation from employment to housing will be market driven. Consequently if an employment estate is not performing an assessment of whether it is realistic for housing to be delivered during the Plan period is required before simply allocating the site for housing.

### *Housing allocations*

- 3.10 The Local Plan Strategy (2015) commits Lichfield District Council to deliver a minimum of 10, 030 dwellings within the plan period (2008 – 2029). The Local Plan Strategy identified Strategic Development Allocations and a Broad Development Location which amounted to 5, 584 dwellings.
- 3.11 The Local Plan Strategy (2015) identifies a housing distribution for each settlement within the District (Table 1). An assessment has been undertaken which identifies the progress which has been made towards meeting the housing requirements within the Local Plan Strategy, with each settlement within the settlement hierarchy being considered in detail. The assessment notes that a majority of settlements still require further sites to be identified to meet the strategic housing requirements as set out within the Local Plan Strategy (2015).

Table 1: Settlement housing distribution

Settlement	TOTAL
Lichfield City	<b>3, 912</b>
Burntwood	<b>1, 350</b>
East of Rugeley	<b>1, 130</b>
North of Tamworth	<b>1, 000</b>
Fradley	<b>1, 259</b>
Armitage with Handsacre	<b>220</b>
Alrewas	<b>180</b>
Fazeley	<b>350</b>
Shenstone	<b>150</b>
Whittington	<b>110</b>
Other Rural	<b>500</b>

- 3.12 An assessment of potential sites has been undertaken in line with the Local Plan Strategy (2015). When considering sites, those that were deemed out of scale with the proposed growth for a settlement, or of such a scale they would result in strategic 'greenfield' release have not been considered. The site of the now decommissioned Rugeley Power Station has been considered given that this is a Brownfield site. The sites proposed within the Local Plan Allocations ([APPENDIX A](#)) to meet the remaining 10, 030 requirement, are considered to be those best aligned with the Local Plan Strategy (2015). Rugeley Power Station is proposed for allocation for a minimum of 800 dwellings. A concept statement has been developed and this amongst other things would seek to protect the valued Borrowpitt area from residential development. Table 2 sets out the impacts on each of the settlements as a result of the

current Strategic Development Allocations (identified in the Local Plan Strategy), completions, commitments and proposed allocations within the Local Plan Allocations. This has brought us as close as possible to the settlement distribution identified within the Local Plan Strategy. It should be noted that for a number of settlements the previously defined settlement boundary cannot accommodate the numbers attached to it within the Local Plan Strategy. While a technical process has been undertaken in assessing the ability of sites to come forward within built up areas this shortfall has triggered the proposed release of sites outside existing settlement boundaries and therefore the requirement to amend those boundaries as a consequence. This is on the basis that the evidence does not indicate the realistic delivery of sufficient sites within the urban areas, inclusive of certain brownfield sites during the Plan period.

- 3.13 Proposed allocations include sites with unimplemented planning permissions. The view with these sites is that they have planning merit, given they have been through a formal determination process. An allocation ensures their suitability if at a later date during the plan period the permission was to lapse.

Table 2: Settlement outputs

Settlement	Sub Housing Market Area	Completions 2008-2016 (Gross) <sup>i</sup>	Committed supply (0-5 dwellings) 2016-2021 (Gross)	Strategic Development Allocation (SDAs)	Local Plan Allocation sites (LPAs) (Gross)	Totals Gross	Overall %
Lichfield	City of Lichfield	567 (29%)	40 (14%)	2,100 (56%)	1,249 (25%)	3,956	36%
Burntwood	Burntwood	236 (12%)	50 (18%)	345 (9%)	728 (15%)	1,359	13%
East of Rugeley	Lichfield District North	543 (28%)	0 (0%)	79 (2%)	800 (16%)	1,422 <sup>ii</sup>	13%
North of Tamworth	Lichfield District South & East	0 (0%)	0 (0%)	0 (0%)	1,165 (24%)	1,165 <sup>iii</sup>	11%
Fradley	Lichfield District North	16 (1%)	5 (2%)	1,250 (33%)	80 (2%)	1,351	12%
Armitage with Handscare	Lichfield District North	79 (4%)	11 (4%)	0 (0%)	200 (4%)	290	3%
Alrewas	Lichfield District North	30 (2%)	17 (6%)	0 (0%)	135 (3%)	182	2%
Fazeley	Lichfield District South & East	125 (6%)	12 (4%)	0 (0%)	209 (4%)	346	3%
Shenstone	Lichfield District South & East	32 (2%)	8 (3%)	0 (0%)	100 (2%)	140	1%
Whittington	Lichfield District South & East	16 (1%)	4 (1%)	0 (0%)	88 (2%)	108	1%
Other Rural	Lichfield District North, South & East	293 (15%)	136 (48%)	0 (0%)	144 (3%)	573	5%
<b>Approx Total</b>		1,937	283	3,774	4,898	10,892	100%
<b>Windfall allowance (55 dwellings per annum)</b>						715	
<b>Demolitions/loss of residential (2008-2016), annualised rate (5 dwellings per annum) &amp; 5% non- implementation/discount rate applied to committed supply, windfall allowance</b>						-416	
<b>Approx. Total Cumulative net dwellings</b>						<b>11,191</b>	

i Includes completions from SDAs and LPAs where these have been delivered between 2008 and 2016

ii Including 500 to meet needs arising within Rugeley

iii Including 500 to meet needs arising within Tamworth Borough

- 3.14 While some settlements are still slightly under the number anticipated within the Local Plan Strategy (2015) it is considered the proposed allocations are the most suitable sites and the numbers for each settlement are broadly in line with the Local Plan Strategy (2015).
- 3.15 The Local Plan Allocations does not identify sites below 5 dwellings. However there is an assumption that around 50 – 55 dwellings per annum will come forward based on previous delivery rates. With this assumption, and the above allocations the Council will have around a 10% buffer which is considered an acceptable level of flexibility.
- 3.16 Outside of this assessment, there are three large appeals that the Council have recently received decisions on from the Secretary of State. These are in respect of Watery Lane - Curborough, Lyalvale near Whittington, and Dark Lane, Alrewas. The decision on Watery Lane is not accounted for within the Local Plan Allocations document and whilst the Council considers its position on this at this point it is not considered appropriate to include the proposal. The decision at Dark Lane – Alrewas post-dates work carried out and reported on in [APPENDIX G](#) and in terms of the Allocation document the site is captured within the document. The appeal at Lyalvale was dismissed and has no bearing in the Local Plan Allocations.

#### *Gypsy Traveller and Travelling Showpeople*

- 3.17 The Local Plan Strategy identifies a requirement for 14 permanent pitches and 5 transit pitches. In total 7 permanent pitches have been delivered during the Plan period. This leaves a requirement of 7 permanent pitches and 5 transit pitches to be identified within the Local Plan Allocations.
- 3.18 The SHLAA and ‘Call for Sites’ does not contain any site submissions for the above purposes. The Regulation 18 consultation resulted in no site submissions being made to the Council. Officers have sought to identify the potential of sites that are broadly in line with Local Plan Strategy policy H3 but were submitted for alternative uses. In addition sites on the public register and previous planning applications for pitches have been assessed.
- 3.19 The assessment has identified a 1 pitch allocation ([APPENDIX A](#)). While over 20 potential sites were assessed the conclusions were that these sites were either unsuitable in planning policy terms or were lacking in deliverability. It is proposed therefore that the 1 pitch allocation be confirmed and that policy criteria are used to determine the suitability of proposals if and when they come forward in due course.

#### *Retail and Office assessment – impacts for Lichfield City Centre and Burntwood Town Centre*

- 3.20 Consultants WYG and White Land Strategies were commissioned to undertake an updated assessment looking at respectively the retail and office floorspace requirements for Lichfield City Centre and Burntwood Town Centre. The figures within the Local Plan Strategy (2015) were established pre West Midlands Regional Spatial Strategy i.e. pre-recession and were based on the results from a shopper survey dating back to 2004. In accordance with paragraph 158 of the NPPF, it is important for local authorities to ensure that Local Plans are based on an adequate and up-to-date evidence base. A sense check of figures is helpful to carefully plan for the two centres’ needs.
- 3.21 The results of the assessment indicate that a revised need be planned for, the figures are set out below.
- 3.22 The figures set out in table 3 do not take account of the turnover of the existing retail commitments within the District, most significantly the permitted Friarsgate scheme. However rather than specify

precise Class A1 floorspace needs within a policy it is proposed that the 'latest' evidence base be referred to within the policy. This enables evidence to be updated in the future without the need for a Plan review.

Table 3: Floorspace requirement without taking account of commitments (i.e. without Friarsgate or any other permitted floorspace)

Year	Convenience Floorspace Capacity (sq.m)			Comparison Floorspace Capacity (sq.m)		
	Lichfield District	Lichfield City Centre	Burntwood town centre	Lichfield District	Lichfield City Centre	Burntwood town centre
<b>2021</b>	-3,400 -- 2,200	400 – 600	1,700 – 2,600	2,400 – 3,900	1,700 – 2,800	200-400
<b>2029</b>	-2,100 -- 1,400	700 – 1,000	2,000 – 3,000	6,300 – 10,500	4,600 – 7,600	600-1,000

3.23 Without taking account of the committed comparison floorspace, the requirement for additional comparison floorspace across the District as a whole would be for between 2,400 sq.m and 3,900 sq.m (net) of additional comparison floorspace at 2021 and between 6,300 sq.m and 10,500 sq.m additional comparison floorspace at 2029. In terms of convenience floorspace requirements, there is no identified requirement for additional floorspace across the District as a whole at either 2021 or 2029.

3.24 The Friarsgate floorspace (in combination with other commitments) more than accounts for the identified floorspace requirement over the plan period. The Table below sets out the floorspace requirements when taking account of the commitments.

Table 4: Floorspace requirement taking account of commitments

Year	Convenience Floorspace Capacity (sq.m)			Comparison Floorspace Capacity (sq.m)		
	Lichfield District	Lichfield City Centre	Burntwood town centre	Lichfield District	Lichfield City Centre	Burntwood town centre
<b>2021</b>	-4,900 -- 3,200	-400 - -300	1,300 – 1,900	-11,200 -- 6,700	-6,700 -- 4,000	-800 - -500
<b>2029</b>	-3,600 -- 2,400	-100 - 0	1,500 – 2,400	-4,400 -- 2,600	-1,800 -- 1,100	-500 - -300

3.25 However the evidence also indicates that the positive economic impacts of Friarsgate may have the wider benefit of drawing shoppers back into the District and in particular the city centre, and therefore increase the level of market share attracted by existing facilities (due to the attraction of Friarsgate).

3.26 WYG has therefore undertaken a second scenario for both the District and the city centre, which assumes that the market share will increase from 2021 onwards, and therefore the level of available expenditure will increase, thus raising the potential floorspace requirement for additional comparison floorspace within the District and the city centre.

3.27 The figures set out below are based on an assumption that the existing market shares for the District and the city centre will increase by 15% in each case.

Table 5: Projected floorspace requirement for Lichfield District and the City Centre post Friarsgate, taking account of commitments and assuming an increased market share

Year	Comparison floorspace sq.m (net)	
	Lichfield District	Lichfield city Centre
2021	1,700 – 2,800	-300 – -200
2029	3,400 – 5,700	3,100 – 5,100

3.28 With regard to bulky goods retail, the assessment does not split the floorspace requirements to bulky or non-bulky floorspace but it does express a floorspace range dependent on the nature of the operator (i.e. a lower sales density for bulky retailers and a higher sales density for non-bulky retailers). WYG’s recommendation is that any requirement for additional Class A1 floorspace should be directed to the defined centres of Lichfield and Burntwood in the first instance, in order to compete with the provision at Ventura Retail Park in Tamworth in particular. Whether this floorspace is bulky or non-bulky will be dependent on the market and the size of any available development sites in the future. There is also a qualitative requirement for additional floorspace within Burntwood to increase the attractiveness of the centre and draw shoppers (and expenditure) back.

3.29 The WYG work has implications for the city and town centre boundaries of Lichfield and Burntwood respectively and primary/ secondary retail areas. Revised boundaries have duly been developed ([APPENDIX A](#)). In relation to Lichfield City it will be noted that Friarsgate is proposed to be allocated to meet the majority of comparison floorspace needs.

#### *Review of 1998 Saved Policies*

3.30 In total there are currently 54 saved policies carried over from the 1998 Local Plan. The Council has committed to a review of these saved policies. Table 6 below sets the policies that are proposed for deletion and those that have been reviewed and which are proposed to form part of the Local Plan Allocations document.

Table 6: Saved Policy review

Policy No.	Policy	Delete or Redraft or new policy
E2	Forest of Mercia	Delete
C2	Character of Conservation Areas	Redraft
C7	Buildings out of Scale or Character	Delete
C9	Protected Open Spaces	Delete
Emp.2	Existing Industrial Areas	New policy
Emp.5	Major Developed Sites in the Green Belt	Delete
Emp.11	Wyrley and Essington Canal	Redraft
T6	Rail Transport	Delete
S2	Neighbourhood Shopping Centres	Delete
L7A (Relevant to Lichfield City Area)	Buffer Depot, Streethay	New policy
L9 (Relevant to Lichfield City)	Extension to Boley Park	New policy



<b>Policy No.</b>	<b>Policy</b>	<b>Delete or Redraft or new policy</b>
Area)	Industrial Estate	
L10 (Relevant to Lichfield City Area)	Britannia Way	New policy
L12 (Relevant to Lichfield City Area)	Office Development – Sandford Street	Delete
L13(Relevant to Lichfield City Area)	City Centre Redevelopment	New policy
L15 (Relevant to Lichfield City Area)	Primary Retail Area	New policy
L16 (Relevant to Lichfield City Area)	Secondary Retail Area	New policy
L17 (Relevant to Lichfield City Area)	Bird Street	Delete
L18 (Relevant to Lichfield City Area)	Dam Street	Delete
L19(Relevant to Lichfield City Area)	Business Area	Delete
L21 (Relevant to Lichfield City Area)	New Roads	Delete
L22 (Relevant to Lichfield City Area)	Road Line Safeguarding	Redraft
L23 (Relevant to Lichfield City Area)	Road and Junction Improvements	Redraft
L24 (Relevant to Lichfield City Area)	Traffic Management	Delete
L26 (Relevant to Lichfield City Area)	Rear Servicing	New policy
L27 (Relevant to Lichfield City Area)	Pedestrian Access to the City Centre	Delete
L31 (Relevant to Lichfield City Area)	Lichfield Rail Stations	Delete
L35 (Relevant to Lichfield City Area)	Recreation Zones	Delete
L36 (Relevant to Lichfield City Area)	Recreation Zones	Delete
L37 (Relevant to Lichfield City Area)	Lichfield Linear Park	Delete
L42 (Relevant to Lichfield City Area)	Environmental & Housing Improvement	Delete
L46 (Relevant to Lichfield City Area)	Shop fronts	Redraft
L47 (Relevant to Lichfield City Area)	Cathedral Close	Delete
L49 (Relevant to Lichfield City Area)	Framework Open Space	Delete
L50 (Relevant to Lichfield City Area)	Landscape Improvements in Framework Open Space	Delete
B1 (Applicable to Burntwood only)	Existing Residential Areas	Delete

<b>Policy No.</b>	<b>Policy</b>	<b>Delete or Redraft or new policy</b>
B5 (Applicable to Burntwood only)	New Shopping Development	Delete
B6 (Applicable to Burntwood only)	Indoor Leisure	Delete
B9 (Applicable to Burntwood only)	Redevelopment & Town Square	Delete
B13 (Applicable to Burntwood only)	Redevelopment and Expansion of Neighbourhood Centres	Delete
B15 (Applicable to Burntwood only)	Road and Junction Improvements	Delete
B21 (Applicable to Burntwood only)	Chasetown Industrial Estate	New policy
B22 (Applicable to Burntwood only)	Recreation Zones	Delete
B24 (Applicable to Burntwood only)	Chasewater Area and Country Park	Delete
NA1 (Applicable to Northern Area only)	Cannock Chase – Area of Outstanding Natural Beauty	Redraft
NA12 (Applicable to Northern Area only)	Lea Hall Colliery	Delete
NA13 (Applicable to Northern Area only)	Rugeley Power Station	Delete
NA20 (Applicable to Northern Area only)	Public Open Space, Longdon	Delete
EA1 (Applicable to Eastern Area only)	Fradley Airfield Industrial Proposals	New policy
EA 13 (Applicable to Eastern Area only)	Hotel at Fradley	New policy
EA14 (Applicable to Eastern Area only)	The Tame and Trent Valley	Delete
EA16 (Applicable to Eastern Area only)	The National Forest	Redraft
SA3 (Applicable to the southern area only)	Laurel House, Lichfield Road, Fazeley	Delete
SA6 (Applicable to the southern area only)	Little Aston Park	Delete
SA7 (Applicable to the southern area only)	Canal Facilities at Fazeley	Delete

3.31 Those policies that are proposed for deletion are considered to be either ineffective/ no longer relevant or in conflict with the wider policy framework. Those that are being taken forward are being updated to ensure compliance with the wider policy framework and the NPPF.

#### *Sustainability Appraisal*

3.32 Consultation was undertaken on the Scoping Report from August – September 2016. Responses received along with how we have addressed these are set out in [APPENDIX H](#).

- 3.33 All of the allocations and policies have been subject to the Sustainability Appraisal ([APPENDIX C](#)), this process has informed the development of the Local Plan Allocations.

#### *Consultation proposals*

- 3.34 The Council has an adopted Statement of Community Involvement (SCI) which sets out the process for engagement at different stages of Plan making. Consultation on the Local Plan Allocations will represent the Publication stage which requires us to undertake the following as a minimum:

- 6 weeks of consultation.
- Publish the document on the Councils website.
- Publish at the Council's principal office.
- Make available in alternative formats if requested.
- Issue a press release.
- Engage with stakeholders using a range of methods set out within the SCI.

- 3.35 In addition to the above, it is proposed that the following methods be utilised:

- Advertise via the Corporate twitter and facebook accounts
- Drop in event held at each of the following settlements:
  - Lichfield City
  - Burntwood
  - Rugeley
  - Fradley
  - Armitage with Handsacre
  - Alrewas
  - Fazeley
  - Shenstone
  - Whittington.
- Meetings with Duty to Cooperate partners.
- Presentation to strategic partnerships.

- 3.36 Due to the consultation period clashing with the Easter Holiday period and May day bank holiday additional consultation has been included within the recommendations. It is therefore proposed to carry out consultation during the period of 20<sup>th</sup> March – 12<sup>th</sup> May, which is 8 weeks.

#### *Local Plan Allocations – status*

- 3.37 The consultation on the Local Plan Allocations represents the submission stage, consequently comments we receive during this period will subsequently be considered by the Planning Inspectorate. There will be scope for consideration of comments prior to submission, however it is important to note that there is limited scope to amend the Local Plan Allocations prior to submission.

#### *Local Plan Allocations – Green Belt release*

- 3.38 The Local Plan Allocations includes proposals to release Green Belt around a number of settlements. This is in part associated with delivering housing growth, as well as meeting commitments made to review Green Belt parcels within the Local Plan Strategy. Where Green Belt is proposed to be released an assessment has been made as to what would be an appropriate defensible boundary rather than simply releasing a piece to accommodate housing need.

3.39 As part of the future Plan review a comprehensive Green Belt assessment will be required, this will be in line with the agreed GBHMA methodology.

Alternative Options	<ol style="list-style-type: none"> <li>1. The Cabinet commit to a full review of the Local Plan now and wait for the issue of Birmingham's/Greater Birmingham Housing Market Area shortfall to be addressed.</li> <li>2. The Cabinet determines that the proposed sites identified are not appropriate. This has potential policy implications such as the need to identify sites in other settlements that have already met their requirements and/ or the need to combine the extent to which the approved Strategy would be challenged.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. Consultation is required on the Local Plan Publication document and accompanying documents for a minimum of six weeks</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. Consultation is required as part of the planning process. It is expected the cost of complying with the recently adopted SCI will give better value than the previous SCI.</li> <li>2. Officer time will be needed to run the consultation on the Local Plan Allocations.</li> <li>3. The costs of consultation will be met within approved budgets.</li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. Supports the priority of a vibrant and prosperous economy as it assists in the delivery of the planning function of the Council.</li> <li>2. Supports the priority of a Healthy and Safe communities by ensuring the provision of housing.</li> <li>3. Supports the priority of Clean, green and welcoming places to live by assisting in allocating land for affordable housing, as well as supporting the delivery of residential and commercial developments.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. An Equality Impact Assessment has been undertaken (<a href="#">APPENDIX J</a>)</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. There are no crime and safety issues.</li> </ol>

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	An approach to the Local Plan is not agreed and there is a lack of clarity associated with how Lichfield District Council continue with meeting its commitments to delivering Site Allocations	Proceed to agree approach to taking forward the Local plan	Yellow
B	Alternative sites are recommended that may not be policy compliant	An evidence based assessment of alternative sites to ascertain issues with policy compliance	Yellow
C	New sites/ policies are proposed during the consultation that have merit in inclusion within the Local Plan Allocations	Officers will review consultation responses received and this will be reported to Members ahead of submitting the Plan.	Yellow

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**Background documents:**

Local Pan Strategy 2015

Statement of Community Involvement

Local Development Scheme

**Relevant web links:**

**Local Pan Strategy 2015 - <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Local-plan/Local-Plan-Strategy.aspx>**

**Statement of Community Involvement - <https://lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Local-Plan-documents/Statement-of-Community-Involvement-SCI.aspx>**

**Local Development Scheme - <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Local-Plan-documents/Local-Development-Scheme-LDS.aspx>**

# REVIEW OF MILL LANE LINK FAZELEY AND OPTIONS FOR FUTURE USE

Cabinet Member for Community

Date: 7<sup>th</sup> March 2017  
Agenda Item: 5  
Contact Officer: Clive Gibbins / Susan Bamford  
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Key Decision? YES  
Local Ward Members Councillors Mills and Mrs Shepherd

**Lichfield**  
district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

**CABINET**

## 1. Executive Summary

- 1.1 The Asset Strategy Group considered a report in March 2016, to explore the potential sale of the freehold of Mill Lane Link. A recommendation was made that discussions should take place with the occupiers and users together with local Members before any decision could be made.
- 1.2 A review of the use and operation of the Community Hub Mill Lane Link has, therefore been undertaken and this report details the findings and conclusions of the review.
- 1.3 The Community Housing and Health Overview and Scrutiny Committee at its meeting on 18<sup>th</sup> January 2017, endorsed the option to close the Mill Lane Link Community Hub.

## 2. Recommendations

- 2.1 That Cabinet agree to the closure of the Mill Lane Link Community Hub from 30<sup>th</sup> June 2017.
- 2.2 That the Asset Strategy Group are requested to consider the options for the future use of or disposal of the building and make recommendations to the Cabinet Member for Finance & Democracy.
- 2.3 That the determination of the most appropriate option for the future use of or disposal of the building be delegated to the Cabinet Member for Finance and Democracy in consultation with the Head of Legal, Property & Democratic Services.

## 3. Background

- 3.1 The Mill Lane Link, Fazeley is owned by the District Council and was originally a residential property before being converted to form a local office which was used for residents to contact the District Council and make payments. When the Council decided to close the local area offices in 2004 a decision was made to retain this building and use it as a facility for the community of Fazeley.
- 3.2 The implementation of Phase 1 Fit for the Future review in 2013, resulted in the premises being managed differently to enable the Mill Lane Link to remain open as a community hub. The premises management and administration of bookings by the Council and day to day activities managed by the users themselves, with caretaking services including cleaning carried out through a contractor. Information about Mill Lane Link and how to make bookings is included on the Council's website.
- 3.3 The building is over 25 years old and is of bungalow construction and consists of a Meeting Room with access to a kitchen and toilets which are used as the Community Hub, together with a secure office which is used by the Police. The building has good disabled access.
- 3.4 The use of the community facility has declined, particularly since the County Council ceased to use the premises in April 2015, but has continued to be used regularly by a small number of Community Groups. In addition, the building provides a police presence for Fazeley enabling officers to have a

local base and private place to meet with the local residents. A further use of Mill Lane Link is as a Polling Station.

3.5 In 2016 a total of 5 groups/organisations have continued to use Mill Lane Link on a weekly basis and their use is summarised in the following table

For the period 1st April 2016 – 1st October 2016 the usage is as follows.

<b>Group</b>	<b>No. of times</b>	<b>Length of time</b>
Live at Home	26	2 hours per week
Silver Surfers	24	2 hours per week
Fazeley Rainbows and Brownies	16	3 hours per week
Knit and Natter	16	2 hours per week
Homestart	16	4 hours per week

3.6 As part of the review we have consulted with the users and asked for their comments through a survey, to which 3 have replied. All of the group leaders have been spoken to and within the groups there are people with disabilities, which include mobility and hearing difficulties. The majority of users at Mill Lane Link are either children or the over 60's and their use has been a long standing arrangement.

3.7 Group activities include

- Enabling seniors to get the best out of technology.
- A lunch club for the elderly and socially isolated people in Bonehill, Mile Oak and Fazeley.
- Making woollen items for all areas of the community and various charities.

3.8 Live at Home use Mill Lane Link for a lunch club. A number of users live in the adjacent flats so can make their own way there, other users come from Mile Oak and transport is provided by Live at Home.

3.9 Groups rated Mill Lane Link from excellent to ok but considered that improvements could be made to

- the broadband which can be problematic
- the cooking facilities, tables that are unsteady and carpets that are worn
- general maintenance of the building (broken tables, heating hit and miss)

3.10 The police have advised that their officers only use Mill Lane Link sporadically and in addition testing of their electrical equipment in the building has revealed the need for its replacement. As all Police staff have access to mobile data, together with the need for reinvestment in equipment, the Police have agreed that the use of Mill Lane Link is no longer needed or sustainable.

3.11 The hire charge for Mill Lane Link is £6 per hour for community groups and £10 for Statutory Groups and income up to November 2016 was £1,173 compared to a budget of £3,750. This compares to income in 2015/16 of £1,608. The following table shows direct expenditure and income over the last 5 years, the main reason for the reduction in income between 2013/14 and 2015/16 is the reduction in use by the County Council's Children's service.

<b>Mill Lane Link</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Premises</b>	<b>5,217</b>	<b>6,132</b>	<b>5,960</b>	<b>5,707</b>	<b>5,310</b>	<b>4,934</b>
<b>Transport</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>
<b>Supplies &amp; Services</b>	<b>6,546</b>	<b>2,465</b>	<b>627</b>	<b>403</b>	<b>0</b>	<b>917</b>
<b>Total Direct Expenditure</b>	<b>11,763</b>	<b>8,621</b>	<b>6,587</b>	<b>6,110</b>	<b>5,370</b>	<b>5,851</b>
<b>External Income</b>	<b>(6,878)</b>	<b>(6,671)</b>	<b>(3,281)</b>	<b>(1,608)</b>	<b>(3,750)</b>	<b>(1,173)</b>
<b>Net Expenditure</b>	<b>4,885</b>	<b>1,950</b>	<b>3,306</b>	<b>4,502</b>	<b>1,620</b>	<b>4,678</b>

3.12 As part of the review, an assessment of the condition of the building has taken place including electrical testing and a fire safety assessment. The building needs a lot of work doing to bring it up to the required safety standards and in addition the furnishings all need replacing and the building needs redecoration. The building is managed remotely with the day to day responsibility resting with the

caretaker who is a contractor that cleans and oversees the use of the building and acts as an ad hoc point of contact. There are challenges managing the premises remotely and a great deal of reliance is placed on the caretaker.

### 3.13 Alternative meeting facilities

The table below shows the alternative meeting facilities that are available in the Fazeley area

VENUE	COST
St.Barnabas Church (Mile Oak)	£10 per hour
St. Paul's Church (Fazeley)	£12 per hour
Fazeley Town Hall	£15 per hour
Longwood Primary School	£12 (but extra charges for janitor and cleaning at £12 per hour if required)
Youth Annex at Mile Oak Community Centre	Negotiable
Mile Oak Community Centre	£15 per hour

The Youth Annex at Mile Oak Community Centre is operated by Fazeley Town Council who are keen to increase its use and are willing to refurbish it to meet the needs of potential users. The location of these alternative meeting facilities in relation to Mill Lane Link is detailed on the map attached at Appendix A.

### 3.14 Key findings

The following key findings have been identified:

- The use of the Mill Lane Link has decreased over time and there are only 5 regular user groups
- The income from room hire is not covering the Council's costs
- Investment in the building is required
- The opportunities to increase income is limited without further investment
- There are a number of alternative venues in the area which existing users may be able to relocate to
- The Police have agreed that they no longer need to use the building
- Alternative arrangements would need to be made for a Polling Station
- Fazeley Town Council are keen to make use of the Youth Annex at Mile Oak Community Centre
- The current community facility capacity appears to exceed demand

3.15 Community Housing and Health Overview and Scrutiny Committee considered the findings of the review at their meeting on 18<sup>th</sup> January 2017. Members acknowledged the limited use being made of the facilities, the investment required and the availability of other venues. On this basis they supported the option to close the Mill Lane Link Community Hub.

3.15 In conclusion, the continued use of Mill Lane Link as a Community Hub is not sustainable without further investment in the building together with increased management and marketing costs. Taking into account the alternative meeting facilities and the low number of regular users it is likely that existing users could be supported to find alternatives to Mill Lane Link and therefore the Mill Lane Link Community Hub should be closed. It is proposed to close the Hub on 30<sup>th</sup> June 2017 to enable existing users to find alternative venues with Council officer support where appropriate.

3.16 Subsequently an assessment of the most appropriate and viable option for the future use of or disposal of this asset should be undertaken.

Alternative Options	<p>To continue to operate Mill Lane Link as a Community Hub, however this would require the Council to invest funding in the building and increase costs in relation to management and marketing.</p> <p>To find another organisation to continue to run Mill Lane Link. Fazeley Town Council have been made aware of the review and have not expressed any interest in running it.</p>
Consultation	Local Members have been asked for their views on the review of Mill Lane Link and the potential sale of the building.



Cllr Mills responded that he “*was unaware that it was struggling to break even*” and suggested that other uses could be considered including

- a community cafe for people of all ages and disabilities which also could act as a hub for volunteers.
- a food bank
- use by GP surgeries to run health and awareness training

Fazeley Town Council considered the potential closure of Mill Lane Link as an informal confidential item at their meeting on 9th January 2017 but were not interested in assuming responsibility for the building without funding from the District Council to meet costs.

The Community, Housing & Health Overview & Scrutiny Committee on 18<sup>th</sup> January 2017 considered a report that detailed the review of the use and operation of the Community Hub at Mill Lane Link

Councillor Miss Shepherd who is a Ward Member for Fazeley agreed with the report and felt that there were many other suitable venues in the area that could cater for the Community Groups. The Committee didn't feel that the suggested uses by Cllr Mill would generate enough income to improve or sustain the facility.

The Committee endorsed the closure of Mill Lane Link and the subsequent identification of the most appropriate option to dispose of the asset.

Users have been surveyed for their views and these have been referred to in the report. A letter has been sent to them advising them of the report being considered by the CHH O&S Committees and a further letter was sent to advise them of the Committees recommendation and the report to be considered by Cabinet.

**Financial Implications**

The budgeted net direct cost of Mill Lane Link is £1,620 however at the end of November expenditure was £4,678 which has been identified as a budget pressure. It is anticipated that the Closure of Mill Lane Link would realise an ongoing saving of £1,510. If the building is sold this should provide a significant capital receipt for the Council. Alternatively other uses could be found as part of the Council's Commercialisation Strategy.

**Contribution to the Delivery of the Strategic Plan**

The Mill Lane Link Community Hub supports the strategic priority of Healthy and Safe Communities by helping people to be involved in volunteering and community activity.

**Equality, Diversity and Human Rights Implications**

An Equality Impact Assessment has been completed for Mill Lane Link. The assessment identified that the closure will have an impact on users with protected characteristics, namely older people, people with disabilities and young people, however it concluded that this negative impact can be mitigated by assisting users finding suitable alternative premises.

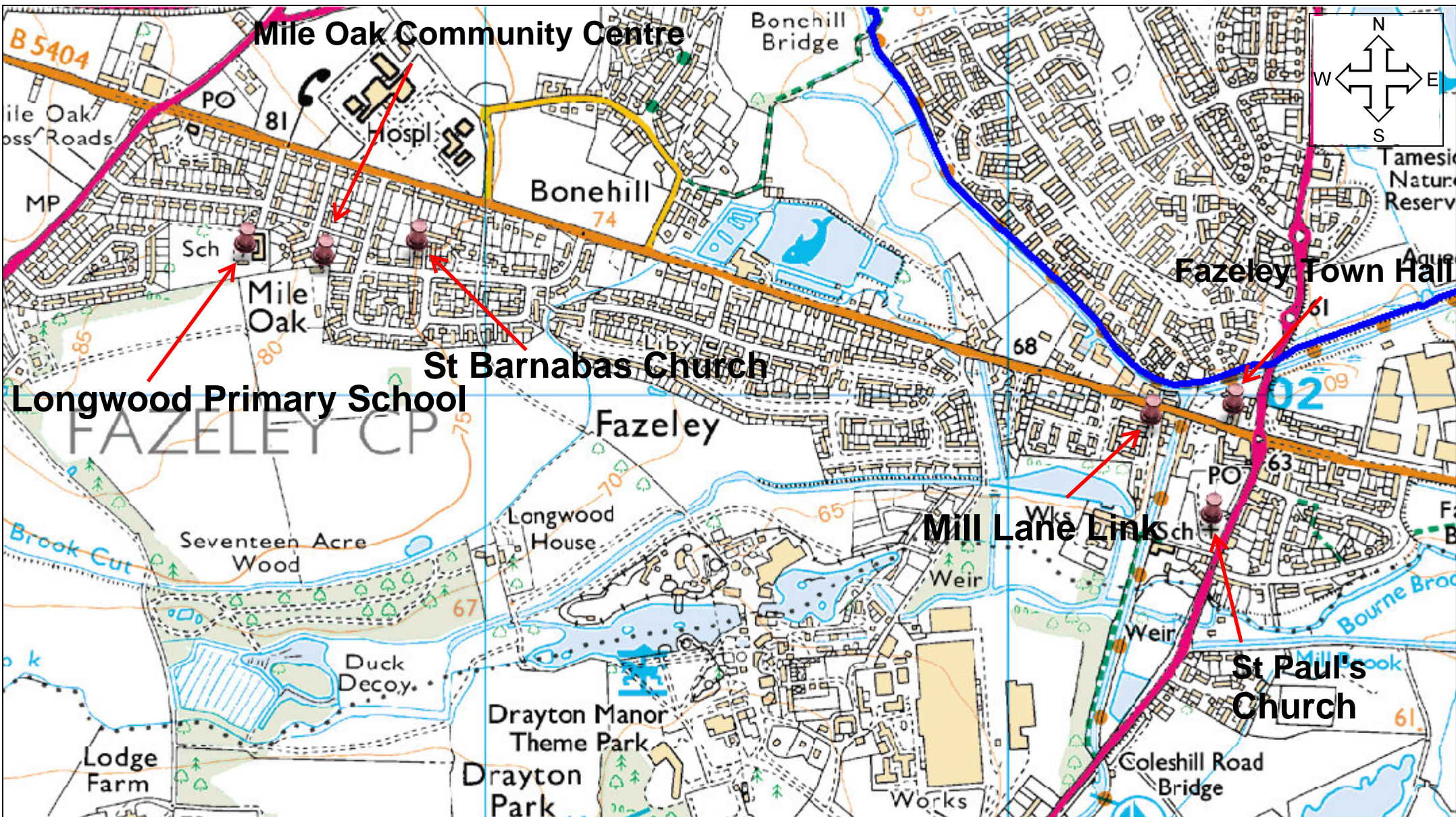
**Crime & Safety Issues**

Whilst the proposal will close the local facility used by the Police it is only used sporadically and its closure is mitigated by the fact that all police now have mobile data access.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Impact on Member Group activities	Develop and implement an action plan to mitigate impacts on users	Yellow
B	Reputational risk to the council through adverse publicity	Through the development of actions to mitigate impacts on users	Yellow
C			

**Background documents:** Community Housing & Health Overview Scrutiny Committee Report

**Relevant web links**



**Lichfield**  
 district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

District Council House  
 Frog Lane  
 Lichfield  
 Staffs  
 WS13 6YY

Telephone: 01543 308000  
 enquiries@lichfielddc.gov.uk

**Mill Lane Link Alternative Meeting Facilities**

**Drawing Details:**

Scale : 1:9,767  
 Date: 23 February 2017  
 Drawing Prepared by:  
 Lichfield District Council

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# FRIARSGATE- Approval to appointment of Consultant Landscape Architect

Deputy Leader and Cabinet Member for Economic Growth, Development & Environment

Date: 7<sup>th</sup> March 2016  
Agenda Item: 6  
Contact Officer: Sarah Woffenden  
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**CABINET**

22.02.17

Key Decision? **NO**  
Local Ward Members Councillors Greatorex, O'Hagan and Smedley.

## 1. Executive Summary

- 1.1 The purpose of the report is to request Cabinet approval to the appointment of Re-form Landscape Architects under a single sourced quotation, in excess of the £50,000 threshold and under the OJEU limit of £164,000, as at 1 January 2016 (subject to update 1 January 2018).
- 1.2 The cumulative value of works procured from Re-form Landscape Architects is currently projected to be **£49,750** and this is only **£250** below the key decision level. However, it is highly likely that as the Friarsgate project progresses, design changes will be needed and will increase this projected cost to be in excess of the key decision level.
- 1.3 It is proposed to appoint Re-form from 2017 to 2020 which equates to the end of defects for the proposed Public Realm project works associated with Friarsgate. Reform have previously undertaken work and will be appointed on a fixed fee for the current scope of works. It is anticipated that responding positively to potential change and opportunity is likely to require further works to be commissioned.
- 1.4 The special circumstances that support this procurement route are as follows;  
Re-form have undertaken a previous appointment for LDC in developing concept design proposals for LDC's planned public realm works, which are complimentary to the Friarsgate development proposed works. The two LDC projects are Castle Dyke, Frog Lane and Lichfield station forecourt. The works comprise street scene improvements, including environmental enhancements to Castle Dyke, Frog Lane and improvements to the railway station forecourt to ensure positive approach to the scheme and to the City centre as a whole.
  - 1.4.1 Re-form are also appointed by U&I the Developer for Landscape Architectural consultancy services on the Friarsgate Development, their further appointment by LDC will bring added value to the delivery of the schemes, the benefits of which are summarised below and further referenced within the body of the report;
    - Reform are the Landscape Architects employed on Friarsgate by the Developer, therefore they will bring one vision and a consistent co-ordinated design approach to the Friarsgate development and the associated schemes.
    - Reform have in depth knowledge of the Friarsgate scheme and have undertaken the feasibility proposals for the Public Realm schemes.
    - LDC can draw these fees down against GBS LEP funding for Public Realm works as part of the overall £2.4m funding contribution towards the Friarsgate Development

## 2. Recommendations

- 2.1 Cabinet approve the appointment of Re-form Landscape Architects under a single sourced quotation, for works currently projected to be **£49,750** and up to a value of **£90,000** (note – this value must be below the EU Tender Limit).
- 2.2 That Cabinet delegates authority to the Cabinet Member for Economic Growth, Development and Environment and the Director of Place and Community to sign the Agreement with Re-form Landscape Architects up to the value of **£90,000**

## 3. Background

- 2.3 In association with the development of Friarsgate it is proposed to undertake public realm works, to Castle Dyke, Frog Lane and to Lichfield station forecourt. The works comprise street scene improvements in the immediate surrounding area. This includes environmental enhancements to Castle Dyke, Frog Lane and improvements to the railway station forecourt to ensure positive approach to the scheme and to the City centre as a whole. The two projects are funded by GBS LEP and LDC and collectively comprising a budget of £1,000,000
- 2.4 Re-form Landscape Architects have been previously appointed by Lichfield District Council to undertake initial design feasibility works on these projects. Re-form are also appointed by U&I the Developer for Landscape Architectural consultancy services on the Friarsgate Development, having submitted a competitive quotation. Re-form therefore already understand the broad detail and design aspiration of the proposed Friarsgate development.
- 2.5 LDC requested Re-form to submit a fee quotation to undertake the design of both projects, through RIBA stages 1 to 6, which is feasibility design, through consultation, procurement to implementation. The discounted fee quotation in the sum of £43,800, is from a single source, details of the quotation and the scope of services are attached under APPENDIX A. The proposed appointment would be under LDC's standard terms and conditions
- 2.6 Cabinet approval is now being sought to waive three written quotations, to approve the appointment and to place the purchase order with Re-form.
- 2.7 The selection of Re-form is recommended due to a number of added value considerations that are summarised as follows:-
  - Re-form undertook the piece of work for LDC to produce the Analysis, Concept and Outline Design document for Castle Dyke, Frog Lane. They have also produced preliminary sketches for the Station forecourt improvement works, which formed the basis of initial discussions undertaken with London Midland. Re-form already have the contacts with wider team member. The above considerations support the view that they are well placed to progress the next design phase quickly from an informed position.
  - Re-form Concept document was liaised and consulted with Staffordshire County Council with Re-form in attendance. This document also forms the basis of the briefing to the Task and Finish group, to which Re-form have committed to attend.
  - Building on their current appointment with the Developer, they are uniquely placed to ensure, proposed designs are fully collaborative with the Friarsgate proposal, providing a consistency of design approach and materials, with aligned design and implementation programmes. This joined up approach will also be beneficial in consideration and approval of materials as will be required for release of planning conditions applicable to Friarsgate and the public realm projects applications.
  - The interfaces between Friarsgate development hard and soft landscape works and LDC public realm projects will be considered more sympathetically with a complimentary design approach under one landscape architectural designer.

- There is value for Re-form to attend site concurrently for Friarsgate and the associated LDC projects, also supporting sustainability, in that Re-form can attend Lichfield meetings under their appointment with the Developer and specific to LDC public realm projects efficiently.
- When the schemes are tendered, consideration can be given to potentially shared scoping, procurement and contractor appointment, contributing to 'best value' and economies of scale overall.

2.8 Re-form have provided documentary evidence demonstrating their diversity and equal opportunities policy compliance and Professional Indemnity insurance.

Alternative Options	<ol style="list-style-type: none"> <li>1. The alternative would be to develop a detailed brief, undertake due diligence checks and go out for competitive quotations to three suppliers.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. Specific consultation regarding this appointment is not deemed to be required. The proposed schemes to be designed will be consulted in line with statutory requirement for Planning approval and as part of the Task and Finish group set up to provide overview and scrutiny of the design and implementation of the proposed works.</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. The fee of <b>£43,800</b> has been procured by single quotation. The original fee was discounted to provide further value for money.</li> <li>2. Re-form have been appointed previously through an exception under the delegation process contained in the previous Financial Regulations, for a fee in the sum of <b>£5,950</b>.</li> <li>3. Therefore should Cabinet approve this exception, the current cumulative projected value of fees with Re-form would be <b>£49,750</b>.</li> <li>4. The appointment of Reform for Landscape Architectural consultancy services provides other 'added value' aspects which are described in the body of the report and can be summarised as follows; <ul style="list-style-type: none"> <li>• Reform are the Landscape Architects employed on Friarsgate by the Developer, therefore they will bring one vision and a consistent co-ordinated design approach to the Friarsgate development and the associated schemes.</li> <li>• Reform have in depth knowledge of the Friarsgate scheme and have undertaken the feasibility proposals for the Public Realm schemes.</li> <li>• LDC can draw these fees down against GBS LEP funding for Public Realm works as part of the overall £2.4m funding contribution towards the Friarsgate Development.</li> </ul> </li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. A key target for the Council is the implementation of the Friarsgate scheme and the associated economic / other benefits, which support the District Council's Strategic plan 2016 -2020. The design and implementation of the Public Realm works, to Castle Dyke Frog Lane and the Station forecourt are complimentary and aligned to the Friarsgate Development. The proposed Public Realm works contribute to connectivity across the City and the improved environment, as part of the rejuvenation of Lichfield City centre, which will contribute to the overall success of the development.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. The proposal does not diminish any rights under the Human Rights Act 1998. The design of the schemes will take into account diversity and accessibility.</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. No impact identified. The overall design of the proposed works will have Health safety and security as part of the key objectives in defining the scope of the scheme.</li> </ol>

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	LDC invest money in developing the public realm projects and the Friarsgate development does not go ahead overall.	Castle Dyke /Frog Lane and the forecourt works to Lichfield Station can be implemented separately to Friarsgate Development, bringing connectivity aesthetic and operational benefits to the locations and Lichfield.	YELLOW
B	GBSLEP are making a contribution of £500k to implement these specific Public Realm works. If they are not implemented GBSLEP could request a refund.	The works can be designed and implemented independently by LDC see note above.	GREEN
C	The proposal is for the works to be undertaken on site in line with the Friarsgate programme. The design of the works needs to be initiated and progressed through public consultation and the required approvals in a timely manner so as to be aligned to Friarsgate contract programme.	Undertake the appointment of required consultants as required to progress the design of the works through the RIBA stages.	GREEN
D	LDC could be challenged for not going through a competitive tender route.	This is mitigated by this decision, which would allow the special circumstances to be taken into consideration.	GREEN
E	The cumulative value of the procurement reaches the EU limit for goods and services	The maximum value of works that can be procured has been approved by Cabinet.  The actual value of works procured compared to this value, will be monitored as part of the Friarsgate project.	GREEN

Background documents

Relevant web links

**Castle Dyke, Frog Lane and Train Station**  
Lichfield

**Scope of Work & Fee Proposal**  
for Lichfield District Council

22<sup>nd</sup> Nov 2016

**re-form**  
landscape architecture

T 0113 245 4695  
E [info@re-formlandscape.com](mailto:info@re-formlandscape.com)  
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## Castle Dyke & Frog Lane, Lichfield

### 1.0 Introduction

Further to email correspondence from Sarah Woffenden from Arcadis, working on behalf of Lichfield District Council, we are pleased to provide our scope of services and fee for landscape architectural services as detailed below.

We understand that should we be successful then Lichfield District Council who will act as our client for this project will directly appoint us. It is understood that proposals will be developed working with the LDC Task and Finish Group.

### 2.0 Scope of Services

This proposal sets out the scope of services in relation to two areas within Lichfield; Castle Dyke & Frog Lane public realm and the forecourt in front of Lichfield City Train Station.

The extent of works is to cover Castle Dyke extending from its junction with Wade Street, and the length of Frog Lane including the junction with St John Street.

The extent of works for the Train Station Plaza will cover the main forecourt and the pedestrian connectivity across Birmingham Road tying into the development proposals of Friarsgate.

These projects are currently at different stages of design and consultation as such this is reflected in the scope and services detailed below. It is assumed that these projects will run at different programmes therefore no overlap in scope, output, meetings, consultation and site inspections has been included.

### RIBA Stage 1: Inception and feasibility (Train Station plaza only)

#### Scope

- Undertake desk study of existing reports and surveys making recommendations for any further studies if required.
- Review and comment on client brief and provide programme.
- Carry out an appraisal to establish the existing physical and visual characteristics and the constraints and opportunities for the site
- Prepare concept principle diagrams to illustrate the characteristics and parameters of the site (e.g. access, landscape character, uses).
- Review any statutory or planning designations in relation to landscape/townscape issues that impact the site and advise on possible implications.
- Obtain quotes and make recommendations for procurement of additional consultants (appointed by others) if required.

#### Outputs

- Site Analysis and Opportunities and Constraints drawings
- Landscape Concept and principle diagrams

#### Meetings

- 1No Inception meeting
- Site visit
- 1No Client meeting



### **RIBA Stage 2: Outline Design (Train Station plaza only)**

#### Scope

- Prepare outline design for the external areas in sufficient detail to obtain the agreement of the client on function, spatial arrangements and character.
- Provide sufficient information for outline costing by the Cost Consultant.
- Attend stakeholder consultation meetings if required\*

#### Outputs

- Outline design plan
- Reference Images identifying character of spaces
- Illustrative Sections
- Design report for landscape elements

#### Meetings

- 1 No Client meeting
- 1 No Consultation meeting with Stakeholders and others

### **RIBA Stage 3: Developed Design (Castle Dyke & Frog Lane and Train Station plaza)**

This will include consultation with key stakeholders, and particular coordination with Staffordshire County Council Highways team. The overall scope of services included in this fee proposal is detailed below;

#### Scope

- Develop public realm proposals in sufficient detail to co-ordinate with design team and gain Client's approval.
- Provide information to Client's Cost Consultant.
- Prepare information to support a full (detailed) planning submission.
- Obtain quotes and make recommendations for procurement of additional consultants (appointed by others) if required.

#### Outputs

- Landscape General Arrangement plan
- Site Sections
- Materials palette for paving, street furniture, lighting and planting
- Planting Strategy, including proposed list of species, tree sizes, pot sizes, and planting densities.
- Vegetation to be removed/retained
- Design & Access Statement relating to landscape scheme
- CDM Designers Risk Assessment

#### Meetings (per project)

- 2 No. Client and design team meetings
- 1 No. presentations to Client, Stakeholders and others
- 2 No. of consultation meetings with local authority officers, statutory undertakers or stakeholders

### **RIBA Stage 4: Technical Design (Castle Dyke & Frog Lane and Train Station plaza)**

#### Scope

- Prepare full package of technical drawings and specifications for the tender of the contract package and for the construction of the landscape works.
- Assist QS in preparing tender reports of sub-contractor packages.
- Attend contractor interviews if required.

#### Outputs

- Technical Landscape General Arrangement plan and updated sections
- Developed Levels plan, showing key spot heights and falls for paving, and contours for earthworks and planting areas.
- Full suite of technical Details comprising plans, sections and elevations
- NBS Specification for materials and workmanship, covering all landscape elements
- Vegetation to be removed/retained plan including tree protection method & details
- Quantified planting plan, with all plants labelled and numbered, plant schedule with pot size, NPS specification, and reserved trees security tag numbers.
- CDM Designers Risk Assessment
- Advice of landscape sub-contract package & tender returns.

#### Meetings (per project)

- 2 No. Client and design team meetings
- 1 No. Contractor interviews

### **RIBA Stage 5: Construction (Castle Dyke & Frog Lane and Train Station plaza)**

#### Scope

- Carry out further technical design development of the proposals
- Provide construction set of design documentation.
- Carry out site inspections and advise the client on the quality of materials and workmanship, at intervals appropriate to the contractor's programme.
- Attend site meetings, produce site inspection reports, and answer contractor queries as they occur.
- Advise the client in respect of practical completion

#### Outputs

- Developed technical drawing pack in accordance with contractor's and employer's requirements
- Construction drawings/specification including setting out plans
- Site snagging reports
- Answering RFI's / contractor queries
- Amend drawings and specification
- Record / 'as built' drawings and specifications based on amendments made on site as communicated by the contractor
- Provide information for O+M manuals

#### Meetings

- Site meetings and inspections carried out on same day (up to 5No)

### **RIBA Stage 6: Handover & close out - end of defects\*** (Castle Dyke & Frog Lane and Train Station plaza)

#### Scope

- Make periodic inspections in order to monitor maintenance and raise any snagging issues with contractor.
- At the end of the defect's liability period carry out a suite inspection and schedule any defects to be made good
- Carry out final inspection and advise client on handover of the works

#### Outputs

- Site inspection reports
- Schedule of items to be made good

- Update 'as built' drawings if required
- Update information for O+M Manual if required
- Meeting minutes, certificates, instructions and reports as necessary

Meetings

- Site snagging visits (1No)
- Making good/final inspection (1No)
- Client handover (1No)

\*Assumes a single phase construction.

**3.0 Fee Proposal**

Our fee for the provision of the Services specifically listed above within the programme identified below shall be:

Work Stage	Fee
<b>Train Station plaza</b>	
1.0 Inception & Feasibility	£1,750.00
2.0 Outline Design	£3,300.00
3.0 Developed Design	£4,600.00
4.0 Technical Design	£6,850.00
5.0 Construction	£4,500.00
6.0 Handover	£1,800.00
	<i>Sub Total</i>
	<i>£22,800.00</i>
<b>Castle Dyke &amp; Frog Lane</b>	
3.0 Developed Design	£5,250.00
4.0 Technical Design	£8,500.00
5.0 Construction	£5,000.00
6.0 Handover	£2,250.00
	<i>Sub Total</i>
	<i>£21,000.00</i>
<b>Expenses and disbursements</b>	Included
<b>Total</b>	<b>£43,800.00</b>

Invoicing

We will submit invoices for payment of our fees monthly in arrears from the commencement of the provision of the Services.

Payment

The final date for payment shall be 21 (Twenty-one) calendar days after the payment becomes due.

#### Expenses

Our expenses (including travel expenses and mileage) and disbursements are included in the above fee. Our fees are exclusive of VAT. Numbers of hard copies of reports and drawings are limited to 6No at each of the above stages; all subsequent copies will be charged in addition unless otherwise agreed in advance.

#### Programme

This fee proposal is based on the two projects running independently, with the assumption that both will be completed on site by Q3 of 2019. If timescales become protracted we reserve the right to revise our fee proposal.

#### Meetings

Attendance at meetings is included in the above fee as per the outputs scheduled above. Our fee for additional attendance at stakeholder consultation or meetings (if required) can be provided once the number and duration of these meetings is understood.

#### Exclusions

The following items are specifically excluded from the scope of works:

- Physical surveys (e.g. Topographical, services/utilities, arboricultural, ecological etc.)
- Principal designer duties
- Civils, structural, drainage, or highways design
- M&E, building services, lighting design
- 3-D renders/CGI's, fly troughs or 3-D physical models
- Material for marketing/.PR
- Design co-ordination services
- Planning application co-ordination or fees
- Public art (other than the siting and integration thereof)
- Signage strategies or design
- Services in respect of BREEAM
- Contract administration
- Specialist sports pitch design and/or specification.
- Specialist play area design

**4.0 Terms and Conditions**

- i. The fees quoted in any Proposal provided to you are based upon the information provided by you before the date of the Proposal; if anything is not expressly included within the above scope of services then it must be deemed not to be included. If in doubt – please ask.
- ii. If any changes are made to the scope of Services set out in the Proposal, the programme provided with the brief and/or in respect of the assumptions set out in this schedule, we reserve the right to revise the Proposal and fee.
- iii. The Proposal will remain valid for 30 days from the date of the Proposal.
- iv. We will not start the subsequent work stage until we have received formal client sign off of the current work stage.
- v. Fees for any additional services requested by the client shall be agreed in writing prior to commencement.
- vi. Copyright in all documents and drawings prepared by us shall remain vested in us. We shall grant you a royalty free, non-transferable, non-sub-licensable licence to use such documents and drawings in executing the works for which they were prepared by us provided that this entitlement is subject always to our having received full payment of our fee and expenses and relates only to that site or part of the site for which our design was prepared for use by you for the purpose for which they were originally prepared by us and for no other purpose.
- vii. The scope of works and fee proposal includes for our fulfilment of our obligations as designers under the Construction (Design and Management) Regulations 2015.

**5.0 Fee Approval**

Please sign and return a copy of this proposal to us to confirm your acceptance of its terms. If you fail to do this but instruct us to proceed with the provision of the Services, we shall proceed on the basis that you have been deemed to have accepted the terms set out in this letter in any event by instructing us to proceed.

Signed}   
on behalf of re-form landscape architecture Limited

Date: 14<sup>th</sup> November 2016

Signed}.....

on behalf of}.....

Date:.....

# EFFICIENCY PLAN : SMALL GRANT FUNDING TO COMMUNITY AND VOLUNTARY ORGANISATIONS

Councillor Doug Pullen, Cabinet Member for Community

Date: 7<sup>th</sup> March 2017

Agenda Item: 7

Contact Officer: Clive Gibbins/Susan Bamford

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**CABINET**

Key Decision? **YES**

Local Ward Applicable to all Wards

Members

## 1. Executive Summary

- 1.1 The Council's Efficiency Plan 2016-2020 identifies the need to make significant levels of savings or achieve additional income to close the Funding Gap of £1.538m by 2019/20. One of the four strands of the Efficiency Plan is to identify efficiency savings and the small grants scheme has been identified as a potential for savings.
- 1.2 This report details the small grants scheme and how they have been awarded, the benefits of the scheme, the numbers of applications made for a small grant (which has been reducing in recent years) together with other grant funded sources locally.
- 1.3 The Community Housing & Health Overview & Scrutiny Committee Members considered the options at their meeting on 18<sup>th</sup> January 2017 and recommended the continuation of the scheme at the same budget and that it should be administered by an external body.

## 2. Recommendations

- 2.1 That Cabinet agree to the continuation of the Small Grants Scheme with a budget of £23,000 and that the future administration of the scheme be undertaken by the Staffordshire Community Foundation in association with the We Love Lichfield Fund.
- 2.2 That Cabinet agree
  - to the Small Grants criteria as detailed in Appendix B and
  - that the maximum grant should be reduced to £1,000 and
  - that applications for core funding will not be considered in the future.
- 2.3 That the approval of the Full Scheme details and the terms of a service level agreement with Staffordshire Community Foundation be delegated to the Cabinet Member for Community in consultation with the Head of Regulatory Service, Housing and Well Being.

## 3. Background

- 3.1 Voluntary and Community Groups deliver invaluable support and services across Lichfield to people with disabilities, older people and young people, individuals and families with support needs and groups that support arts and culture and help make Lichfield District a clean, green and welcoming

place to live. There are over 300 such groups operating across the District and these rely on member contributions, service charges and external funding to enable them to deliver services.

- 3.2 In recognition of the role the Voluntary and Community Sector plays, the Council has held a funding pot over a number of years to directly support the Voluntary and community sector. The size of this funding pot has been £23,000 since 2012/13.
- 3.3 The small grants scheme is designed to assist local organisations through the provision of a grant up to a maximum of £1k (or up to £5k for organisations which have a District wide impact). Organisations can apply annually although in most cases grant aid cannot be used to fund projects on an ongoing basis, i.e. it is used for one off expenditure.
- 3.4 Historically the scheme has been opened in October with the deadline for applications in December and grants awarded in the following January. Each application is assessed against weighted criteria that support allocations to our priority areas and most vulnerable groups.
- 3.5 Although there have been some minor changes the following assessment criteria have been used to consider which applications to fund:
- Social Inclusion and Regeneration
  - Jobs Creation & Skills Development
  - Basic Needs
  - Crime Prevention and Community Safety
  - Health Improvement
  - Local Democracy and Consultation
  - Quality of Life
  - Partnership & Community Involvement.
- 3.6 Over the last 3 years the amounts allocated have ranged from £150 to £5000 across 70 different organisations. The organisations funded are typically small voluntary and community sector organisations that include those supporting older people / people with disabilities, young people and community centres and events. Those organisations that have been able to demonstrate district wide impact have been eligible for grant aid plus up to £5k. Some organisations have consistently received grant funding over a number of years, namely Lichfield Bower, Pathway, Fusion Credit Union, Live and Local, North Lichfield Initiative.
- 3.7 The funding has been used for a very wide range of projects primarily to improve community facilities, support community events and days out, hire of premises and facilities, purchase/replace one off equipment and volunteer training and recruitment and running costs. Feedback from successful organisations indicates that the grant is valued and appreciated and organisations commit to acknowledging Lichfield District Council in any publicity generated through the project.
- 3.8 The table below details the number of applications made and amounts of funding requested over the last 5 years together with the number grants made and total amount of funding awarded.

**Grant Funding to Community And Voluntary Organisations**

<b>Year</b>	<b>Number of Applications</b>	<b>Amount Requested</b>	<b>Number Awarded</b>	<b>Amount Awarded</b>
<b>2012/13</b>	47	£73,046	22	£22,490
<b>2013/14</b>	42	£68,528	29	£23,440
<b>2014/15</b>	59	£73,000	42	£23,000
<b>2015/16</b>	24	£24,000	22	£19,306
<b>2016/17</b>	16	£26,113	15	£22,930

- 3.9 In recent years the number of grant aid applications received has been reducing, with only 16 applications received in 2016/17. At the launch of the scheme it is promoted via a press release featured in the Mercury, on the council's website and in the council's newsletter (subject to timing). Given the ending of the Community Development Team, a less proactive approach has been taken to promoting the scheme and this may have impacted on the number of applications. Other general enquiries are received throughout the year and where appropriate signposted to other organisations.
- 3.10 It is estimated that an average of 50 hours of officer time is spent each year administering the small grants scheme, equivalent to an estimated cost of £1,500 per annum (including on costs). This is based on the minimum resource requirement and it may be that another organisation with greater capacity could better promote the scheme.

### Other Sources of Funding

- 3.11 Across Staffordshire the following districts boroughs fund small grants ;

Council	Funding
Cannock	Locality Partnership Group Funding up to a maximum grant of £5k
East Staffordshire	Ceased Funding small grants April 2016
Newcastle	Small Grant scheme budget of £16k,, maximum award per organisation of £2k
South Staffordshire	Capital Loans Scheme. Loans of up to £10,000 with interest at 1% above the base rate. Each District councillor has £400 each to spend on projects and activities in their localities
Stafford	Small grants fund of £10k
Staffordshire Moorlands	Councillors Community Initiative Fund £ 500 per councillor
Tamworth	Small grants of £11,500, plus arts grants of £6,460 and sport grants of £16,390

- 3.12 In addition to LDCs small Grants scheme, the following Lichfield district funding sources are available to organisations:

- Burntwood Town Council - £300 - £10,000 applications at any point
- Fazeley Town Council - £2000 in total available over 4 tranches a year
- Lichfield City Council from £50 to more than £4,000 – Annually
- Lichfield Conduit Lands Trust (education focus) –quarterly
- Mary Slater charity -- (2 mile cathedral; radius)
- Staffordshire Local Community Fund – County Councillors - £7,500 per budget area- annually
- Staffs High Sheriff Fund - £500 monthly
- Swinfen Broun Charitable Trust – Quarterly



- We Love Lichfield – Endowment Fund- average of £25K per year available between £100 and £1000 £1,000 – twice a year. The We Love Lichfield Fund is a community fund to give grants to Lichfield’s community and voluntary groups. Funding is invested in a ‘Permanent Endowment Fund and the interest and dividends are used to provide grants. This means that the fund is sustainable and not at risk of any budget cuts.

3.13 Additionally small amounts of funding can be applied for from national organisations including Awards for All (Big Lottery Fund), Children in Need and Comic Relief.

3.14 Some of the groups who have benefitted from small grants and grant aid plus also receive funding from other sources. Equally some of the groups who have received funding in recent years are also being impacted upon by the closure of the Community Transport Service and may incur additional transport costs as a result.

### Future Options

3.15 There is no doubt that the small grants scheme has provided valuable funding for voluntary and community groups across Lichfield District and a summary of grants awarded over the last 3 years is attached at **Appendix A**. However given the financial pressures the council is facing there is potential for savings through the small grants scheme. Options include:

- Continuing with the small grants budget of £23k
- Reducing the small grants budget to £10/£13K or some other figure and offering up the remainder of the budget as saving
- Phasing out the small grants scheme by reducing it for example to £15k in 17/18, £10k in 18/19 and then ending it.
- Getting the scheme administered by another umbrella organisation (Staffordshire Community Foundation typically charge 2.5% of the fund to manage it)
- Amalgamate the small grants scheme into We Love Lichfield Fund either by making annual or one off contributions where it could have greater reach and impact.
- Ending the small grants scheme with effect from 2017/18.

3.16 The Community Housing & Health Overview & Scrutiny Committee supported the Cabinet Members preference for the Small Grants Scheme to continue with options to be explored to either amalgamate the scheme with the We Love Lichfield Fund or for the scheme to be administered by another organisation e.g. Staffordshire Community Foundation. The Committee were also in favour of the Small Grants Budget remaining the same at £23,000 due to the recognition of the role of small grants in supporting voluntary organisations and community groups and that control of the criteria for awarding grants be retained.

3.17 The options for the future administration of the scheme have been explored further with Staffordshire Community Foundation to:-

- Run it as a standalone scheme
- Run it in association with the We Will Love Lichfield Fund

3.18 Running it in association with the We Will Love Lichfield Fund would mean that:

- The scheme could retain its identity as a Lichfield District Council Small Grants Scheme but be marketed as “in association” with the We Love Lichfield Fund
- Criteria for decision making would be set by the Council
- Decisions on funding could be taken by the We Love Lichfield Panel, which meet monthly and is attended by 3 Council Members currently
- Would cost 2.5% of the total grant funding pot

- A Service Level Agreement would be in place that set out roles and responsibilities and reporting arrangements
- The scheme could be up and running in readiness for the new financial year following a Service Level Agreement being signed with the Foundation

It would also deliver the following benefits:

- The Foundation carry out fund management across Staffordshire including the We Love Lichfield Fund and for Stafford Borough Council small grants.
- Gain from the higher profile and branding of We Love Lichfield
- The application process is fully online and organisations are supported by the Foundation throughout the process including help with the online form.
- Applicants would be able to benefit from the support and grant funding expertise of the Foundation
- More rigorous monitoring and evaluation process and there are checks on duplication of funding
- Full reporting would be available on what the funding had been spent on and how it had contributed to the strategic plan priorities
- Improved signposting to other and more suitable sources of funding for their project
- Greater Council Member involvement in decisions on awarding funding

3.19 By continuing to offer small grants would also require a decision on the priorities / criteria for funding and proposed funding criteria are detailed at **Appendix B**

3.20 Many Small Grants Schemes including the We Love Lichfield Fund do not provide grant funding towards meeting the core costs of an organisation as this could promote over reliance on the funding. The Council's current scheme does however allow for core costs to be met but in the past 3 years only 3 organisations have applied and been funded for core costs at an average of £2,500. It is therefore proposed that core funding is no longer included and the Staffordshire Community Foundation signpost organisations to other sources of funding.

3.21 Under the current scheme grants can be awarded upto £1,000 for local projects and initiatives and up to £5,000 for projects and initiatives that benefit the whole District. This dates back to when there was a much larger funding pot. A breakdown of funding levels awarded is included in Appendix B which demonstrates that half of the funding over the last 3 years has been awarded to 9 organisations. With a funding pot of only £23,000 it is therefore proposed that the maximum grant is reduced to £1,000.

Alternative Options	The report at paragraph 3.15 details the alternative options available
Consultation	<p>The Community Housing &amp; Health Overview &amp; Scrutiny Committee considered a report on alternative options to award small grants within the District. The Committee recognised the support given by voluntary organisations and community groups and the role small grants has in assisting them.</p> <p>Members felt that the local connection should not be lost and that control on the criteria and priorities for awards should be retained and any scheme should benefit the whole District.</p> <p>The option to look at the alignment of the scheme with We Love Lichfield was discussed at their monthly meeting in January 2017 and this was generally welcomed with more details to be considered.</p>

<b>Financial Implications</b>	The total budget available for Small Grants is £23,000 and the cost of the proposed option is 2.5% of this figure.
<b>Contribution to the Delivery of the Strategic Plan</b>	<p>The Small Grants Scheme supports the strategic priorities of</p> <ul style="list-style-type: none"> <li>• Vibrant and Prosperous Communities by supporting our local economy, jobs and training and contributing towards visitor numbers.</li> <li>• Healthy and Safe Communities by helping people to be active and continue to live independently and be involved in volunteering.</li> <li>• Clean, Green, Welcoming places to live by supporting residents and organisations to be environmentally responsible and contributing towards protecting our heritage and looking after green spaces.</li> </ul>
<b>Equality, Diversity and Human Rights Implications</b>	Voluntary and community groups provide support to a range of groups and in particular children, older people and people with disabilities. An Equality Impact Assessment will be completed once changes to the scheme are identified.
<b>Crime &amp; Safety Issues</b>	Some of the groups who have benefitted from grant aid support those affected by crime and community safety issues.

	<b>Risk Description</b>	<b>How We Manage It</b>	<b>Severity of Risk (RYG)</b>
A	Negative impact on community and voluntary groups of reductions in grant	Signposting to alternative funding sources	Yellow
B	Reputational risk to the council through adverse publicity of any reduction in grant available	Signposting to alternative funding sources	Yellow
C			
D			
E			

<b>Background documents</b>
<b>Relevant web links</b>

**Summary of Small Grants Awarded 2014 to 2016**

**APPENDIX A**

**Funding Purpose of Small Grants Awarded from 2014 to 2016**

<b>Funding Purpose</b>	<b>Number of Grants Awarded</b>	<b>%</b>	<b>Grant Requested</b>	<b>Grant Awarded</b>	<b>%</b>
Core Funding	3	3.80%	£7,600	£7,600	11.65%
Equipment	23	29.11%	£23,640	£16,820	25.78%
Event / Festivals	19	24.05%	£25,230	£14,270	21.87%
Improved facilities	7	8.86%	£9,928	£4,180	6.41%
Marketing & promotion	2	2.53%	£3,360	£1,950	2.99%
Premises/ Room hire	4	5.06%	£5,212	£3,412	5.23%
Project funding	1	1.27%	£1,000	£1,000	1.53%
Training / Coaching	3	3.80%	£2,385	£2,185	3.35%
Transport	3	3.80%	£1,700	£1,700	2.61%
User Group Activities	11	13.92%	£12,661	£9,295	14.25%
Volunteer training	3	3.80%	£3,900	£2,825	4.33%
<b>Grand Total</b>	<b>79</b>	<b>100.00%</b>	<b>£96,616</b>	<b>£65,237</b>	<b>100.00%</b>

**Small Grants Awarded from 2014 to 2016 by Area**

<b>Funding Area</b>	<b>Number of Grants Awarded</b>	<b>%</b>	<b>Grant Requested</b>	<b>Grant Awarded</b>	<b>%</b>
Armitage & Handsacre	5	6.33%	£3,230	£2,430	3.72%
Burntwood	12	15.19%	£21,040	£15,350	23.53%
District wide	16	20.25%	£21,348	£17,695	27.12%
Fazeley	1	1.27%	£500	£250	0.38%
Hammerwich	3	3.80%	£1,600	£1,000	1.53%
Hopwas	2	2.53%	£400	£240	0.37%
Lichfield	29	36.71%	£36,293	£20,907	32.05%
Longdon	3	3.80%	£1,515	£880	1.35%
Rural	2	2.53%	£4,600	£2,950	4.52%
Shenstone	1	1.27%	£1,000	£200	0.31%
Stonall & Lyn	1	1.27%	£1,000	£800	1.23%
Streetly	1	1.27%	£1,185	£800	1.23%
Whittington	3	3.80%	£2,905	£1,735	2.66%
<b>Grand Total</b>	<b>79</b>	<b>100.00%</b>	<b>£96,616</b>	<b>£65,237</b>	<b>100.00%</b>

**Summary of Small Grants Awarded 2014 to 2016**

**APPENDIX A**

**Small Grants Awarded from 2014 to 2016 by the Beneficiaries of Organisations Funded**

	<b>Number of Grants Awarded</b>	<b>%</b>	<b>Grant Requested</b>	<b>Grant Awarded</b>	<b>%</b>
<b>Arts, Crafts &amp; Heritage</b>	7	8.86%	£7,078	£3,900	5.98%
<b>Children &amp; young People</b>	16	20.25%	£16,870	£13,800	21.15%
<b>Community Event</b>	14	17.72%	£21,410	£12,300	18.85%
<b>Community Safety</b>	1	1.27%	£4,080	£4,080	6.25%
<b>Community support /Improvement</b>	7	8.86%	£15,720	£12,220	18.73%
<b>Disabled People</b>	20	25.32%	£20,133	£11,492	17.62%
<b>Health &amp; Wellbeing</b>	3	3.80%	£3,900	£2,825	4.33%
<b>Older people</b>	3	3.80%	£1,060	£660	1.01%
<b>Sports</b>	8	10.13%	£6,374	£3,960	6.07%
<b>Grand Total</b>	<b>79</b>	<b>100.00%</b>	<b>£96,616</b>	<b>£65,237</b>	<b>100.00%</b>

**Small Grants Awarded from 2014 to 2016 by Value**

<b>Funding Value Range (£)</b>	<b>Number of Grants Awarded</b>	<b>%</b>	<b>Grant Awarded</b>	<b>%</b>
<b>100-499</b>	33	41.77%	£8,167	12.52%
<b>500-1000</b>	32	40.51%	£24,435	37.46%
<b>1001-1500</b>	2	2.53%	£3,000	4.60%
<b>1501 - 2000</b>	6	7.59%	£9,375	14.37%
<b>2001 - 3000</b>	3	3.80%	£7,710	11.82%
<b>3000 - 4000</b>	1	1.27%	£3,470	5.32%
<b>4000 - 5000</b>	2	2.53%	£9,080	13.92%
<b>Grand Total</b>	<b>79</b>	<b>100.00%</b>	<b>£65,237</b>	<b>100.00%</b>

This shows that 50% of the funding over the last 3 years was awarded to 65 (82%) organisations for grants of £1000 or less. The remaining 50% of the funding over the last 3 years was awarded to only 14 (17.8%) organisations for grants between £1001 and £5000, of these 9 were separate organisations and 3 received this level of funding more than once

We will support funding requests that make a contribution towards our Strategic Plan priorities as follows by:

### **Vibrant and Prosperous Communities**

- Supporting and strengthening our local economy
- Contributing towards visitor numbers
- Supporting high employment with good local jobs
- Supporting training
- Supporting thriving and sustainable town and city centres and rural areas

### **Healthy and safe Communities**

- Supporting local people to have access to opportunities to be active and live healthy, fulfilled lives.
- Preventing social isolation and loneliness, particularly in older members of our community.
- Contributing towards our communities being even safer and people feeling less worried about crime and anti-social behaviour
- Encouraging and supporting people to volunteer and help shape their communities, and be an active part of local life including community events.

### **Clean, Green, Welcoming places to live**

- Contributing towards protecting our heritage and helping look after green spaces and public areas
- Supporting residents and organisations to be environmentally responsible

# our strategic plan at a glance

Read in full at [www.lichfielddc.gov.uk/strategicplan](http://www.lichfielddc.gov.uk/strategicplan)

To be a strong, flexible council that delivers good value, quality services and helps to support a **vibrant and prosperous economy, healthy and safe communities** and **clean, green and welcoming places to live.**

How we create a vibrant and prosperous economy

How we create healthy and safe communities

How we create clean, green & welcoming places to live

## What we will do

Between 2016 and 2020 we will place particular importance on:

- Promoting Lichfield District as a good place to invest through the roll out of the Local Plan.
- Ensuring our district is 'open for business' by welcoming and nurturing new enterprises to start up and succeed in our key business centres and rural areas.
- Delivering support, signposting and networking opportunities to existing businesses to help them thrive.
- Making it easy for businesses to interact with us.
- Understanding, monitoring and adapting to business needs and issues across the district.
- Encouraging increased visitors to our district, increased spend in the local economy and more overnight visitors.
- Delivering good quality and safe car parking in our key retail areas.
- Creating policies and events that promote healthy and active lifestyles for all, including young people – from cycle and safe walking routes, through to events, community activities and more.
- Providing support to help those with disabilities and older people stay healthy and active.
- Creating opportunities to increase the number of residents who are physically active, especially in hard to reach groups.
- Supporting and encouraging the development of clubs and other organisations to increase the quantity and quality of leisure and cultural opportunities across the district.
- Delivering a programme of disabled facilities grants to help people remain living safely at home
- Providing help and advice to prevent homelessness.
- Implementing our Local Plan which will ensure a controlled and balanced growth of the district.
- Developing supplementary planning guidance which will help to preserve our historic environment, support rural communities, and ensure the district continues to be an attractive place.
- Maintaining our parks and open spaces which encourage residents to enjoy the outdoors.
- Restoring the historic features of Stowe Pool and Fields.
- Our joint waste service continues to help our residents recycle a large percentage of their waste.
- Pursuing opportunities to transfer some open spaces to local organisations who can look after them for the enjoyment of all (e.g. playing fields).

## By 2020 there will be:

- More local jobs and more people in employment.
- More new businesses locate in our district.
- More businesses succeed.
- More visitors and greater visitor spend in our district.
- A regenerated Lichfield City centre and an improved retail offer in Burntwood.
- More people will be active and healthy.
- More people will be involved in volunteering and community activity.
- Fewer people and families will be homeless.
- More people will feel safer and less worried about crime and anti-social behaviour.
- More people will be living independently at home.
- More affordable homes in the district.
- Our heritage and open spaces will be well maintained or enhanced.
- Our streets will be clean and well maintained.
- More people will use parks and open spaces.
- New homes, office, retail and manufacturing spaces will be built or developed in line with our Local Plan and planning guidance.

## Our council By 2020:

- Our customers will be more satisfied.
- We will continue to be financially responsible.
- Our organisation will have clear corporate values and be committed to openness and transparency.
- More people will interact with us through our website and digital channels.
- We'll be more innovative in how we deliver services and make a difference locally.

This plan sets out the high level outcomes we want to achieve over the next four years. Every year we produce a one-year action plan that sets out the key activities we will deliver to drive forward the priorities set out in this plan in detail, and the measures and targets we use to check how we are doing. Read our actions plans at [www.lichfielddc.gov.uk/actionplans](http://www.lichfielddc.gov.uk/actionplans)



**Lichfield**  
district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)