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4th March 2015

Dear Sir/Madam

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

A meeting of the above mentioned Committee has been arranged to take place on **THURSDAY 12th MARCH 2015 at 6.00 PM** in the **COMMITTEE ROOM**, District Council House, Lichfield, to consider the following business.

Yours faithfully

R. K. King

Strategic Director

**To: Members of Economic Growth, Environment and Development (Overview and Scrutiny)
Committee**

Councillors Cox (Chairman), Drinkwater (Vice Chairman), Mrs England (Vice Chairman), Mrs Barnett, Mrs Fisher, Hogan, Isaacs, Leytham, Mrs Richards, Roberts, Smedley, Mrs Stanhope MBE, and Willis-Croft

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. To approve as a correct record the Minutes of the meeting held on the 20th January 2015 (copy attached)
4. Cabinet Forward Plan (copy attached)
5. Work Programme (copy attached)
6. Conservation Areas: Adoption of Elford, Hamstall Ridware & Mavesyn Ridware Conservation Area Appraisals and Management Plans (copy attached)
7. Townscape Heritage (TH) Programme for Fazeley and Bonehill (copy attached)
8. Progress on Supplementary Planning Documents (SPD) (copy attached)
9. Review of the Effectiveness of the Protocol for Member Engagement In Pre-Application Planning Discussions (copy attached)
10. Lichfield District Local Plan Update (copy attached)
11. Activity and Performance Indicators 2015/16 (copy attached)

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"

IN PRIVATE

12. Tourist Information Centre at St Mary's in the Market Square held on the 14th January 2015 (copy attached)
13. To approve as a correct record the confidential Minutes of the meeting held on the 20th January 2015 (copy attached)

Briefing Papers to be issued separately:

- HS2
- Lichfield and Tamworth Business and Economic Partnership (BEP) Updates
- Lichfield City Centre Business Improvement District

*Briefing Papers were introduced after the Overview and Scrutiny Committee Co-ordinating Group requested that the length and volume of agendas be addressed. Briefing papers, which are intended to provide Members with information on relevant issues, are an alternative to placing items on the Agenda. If Members wish a paper to be discussed it can be included on the Work Programme and scheduled for a future meeting.



**ECONOMIC GROWTH, ENVIRONMENT & DEVELOPMENT
(OVERVIEW AND SCRUTINY) COMMITTEE
20th JANUARY 2015**

PRESENT

Councillors Cox (Chairman), Drinkwater (Vice-Chairman), Mrs Eagland (Vice Chairman), Mrs Barnett, Hogan, Mrs Fisher, Isaacs, Roberts, Mrs Richards, Smedley, Mrs Stanhope MBE, and Willis-Croft.

No apologies for absence were received.

(In accordance with Council Procedure Rule No.17 Councillors Pritchard, Spruce and Wilcox attended the meeting).

DECLARATIONS OF INTEREST:

There were no declarations of interest at this point of the meeting.

MINUTES

RESOLVED: That the Minutes of the Meeting held on 11th November 2014 as circulated were approved as a correct record and signed by the Chairman.

CABINET FORWARD PLAN

The Cabinet Forward Plan had been circulated and was considered in relation to the responsibilities of the Committee.

RESOLVED: That the Cabinet Forward Plan as circulated be noted.

WORK PROGRAMME

The Work Programme had been circulated and considered.

RESOLVED: That the Work Programme be noted.

PARKING MATTERS INCLUDING CIVIL PARKING ARRANGEMENTS – AN UPDATE

Members considered a report informing them of the likely position regarding arrangements for on-street parking enforcement from April 2015 onwards along with potential implications for the management of the off-street parking estate. It was reported that Staffordshire County Council (SCC) had given formal notice that it intended to cease the current parking enforcement arrangements and take the on-street enforcement function in house from April 2015.

It was reported that there had not been much more information forthcoming since that announcement until now when SCC notified that it would commence meetings with District Councils to discuss hand over arrangements. It was then reported that SCC then planned to have meetings with employees in February, commence a media campaign in March and implement the changes in April.

It was also reported that regarding off-street parking enforcement that preliminary conversations had been held with Stoke City Council and its officers were confident that they would be able to deliver an enforcement service along with other functions including machine maintenance. It was noted that if it were found that the offer from Stoke City Council was not acceptable, the possibility of entering into an arrangement with another authority or private company was a viable alternative.

Members felt that on-street parking was a big problem and noted that many complaints were received regarding the matter. Concerns were voiced about the County Council's intentions relating to CPE going forward. The Committee was particularly concerned that as a consequence of the proposed new arrangements there would no longer be a mechanism for local District Members to comment or feed in views as it was reported that the Local Parking Board would cease to operate and SCC would be reliant on views and information received from County Ward Members only. Members concerns were noted however the Cabinet Member responded by saying that the responsible body for CPE was the County Council and therefore it was for them to decide how the service should be provided. As the new arrangements were yet to come into operation, it was impossible to say whether they would work or not satisfactorily. Members suggested the introduction of an online forum to allow for residents to register their concerns regarding parking matters and this feedback be used as a way to evidence problems to SCC.

Members felt that there was a need to ensure that the off-street service provided was as high a quality as possible. Car park users should expect and receive a suitable level of service. It was also crucial to note the importance of car parking income received by the Authority.

On a technical/operational point, Members reported that one of the ticket machines at Bird Street Car Park was not working and complaints were being received by the public. This seemed to be an on-going issue and raised a question about the service being provided to Bird Street Users. Officers reported that they were not aware of a problem but would look into the matter.

RESOLVED: That Officers continue to update Members on the intentions of the County Council regarding on-street CPE and also continue to pursue the aim of joint delivery for off-street enforcement.

MID YEAR PERFORMANCE REPORT – ONE YEAR ACTION PLAN 14/15 FOR DEVELOPMENT SERVICES

The Committee received a report on progress against the activities and projects set out in the Directorate's One Year Action Plan for 14/15. It was noted that key performance indicators relating to activity during the first six months of the year was also included in the report.

It was noted that the only area that was not on target was the preparation of a new Biodiversity Strategy 2013-2023 and that this was due to delays in the establishment of the evidence base.

Members congratulated Officers for getting the Local Plan found sound by the Planning Inspector.

RESOLVED: That the report be noted.

DIRECTORATE TOP 10 – 15/16

The Committee received a report on the top 10 issues which are facing the Development Directorate in 2015/16 along with the proposed activity and performance indicators that will be reported to the Committee in March 2015.

It was noted that there were some reoccurring items including the Local Plan. Members felt it would be useful to have previous year's Top 10s to be able to consider any capacity issues and have something to measure against.

RESOLVED: That the report be noted.

LICHFIELD DISTRICT LOCAL PLAN: UPDATE

Members received an update on the Local Plan. It was reported that the Planning Inspector had released his findings and recommendations to the Council. He had found the Local Plan sound subject to certain modifications being made. It was reported that most of the modifications were ones that had been considered through the re-opened hearings into the Plan and previously agreed by the Council and put forward as suggested changes. Through the hearings a series of more minor modifications were also issued by the Authority to provide clarity on certain matters or correct errors.

The next steps were reported to the Committee. It was noted that a report would be considered by Cabinet on the 3rd February and then Council on the 17th February with the intention the Plan would be formally approved and adopted by the Authority. There would then follow a 6 week period to allow for any legal challenge. Members were notified that receipt of a challenge(s) would not be a surprise given the nature of the Plan's history and the fact that nationally challenges to Plans were becoming more commonplace. Any such challenge could however only be on procedural or legal grounds and not in respect of Planning Judgements made by the Authority. Members asked what the cost of such a legal challenge would be and it was reported that it was difficult to quantify and dependant on factors including reasons for challenge, amount of time the case took to hear and so on. It was noted that a budget had been set aside for challenges and there could be a possibility of getting costs awarded if found in the Council's favour.

Members still had concerns regarding the duty to cooperate with Birmingham City Council and the potential of having to help that Authority deliver some of its housing need. It was reported that sovereignty of decision making on matters affecting the District remained at all times with the District Council however in reaching his conclusions on the Local Plan, the Planning Inspector wished to see how the Authority had met its statutory duty to liaise with the City Council on such matters and contribute to discussions about how housing needs could be met. It was reported that other Local Authorities had also engaged with the City Council recognising housing need as a cross-boundary issue. Whether the Council would have to consider accommodating an element of housing needs arising outside of its area was for consideration if and when it is established that there is a shortfall and work currently taking place involving the GBSLEP suggests how this potentially could be met across a wider geography. Members felt that because there was a pressure for housing in the Sutton Coldfield area, that bordered the District and this could well mean Lichfield would have to supply housing for their needs.

Members considered the issue of green belt and noted that any further release of green belt land in the District would have to pass stringent tests first. It was reported that although viewed as a more favourable alternative to green belt sites, some brown field locations were not appropriate for development being unsustainable. Notwithstanding

this, the Committee was assured that there still needed to be good arguments for the use of green belt land to accommodate development and stringent tests applied to justify its release.

In addition to the Local Plan, members were also advised that a revised Local Development Scheme would be reported to the Cabinet and Council setting out a timetable for subsequent Local Plan documents.

Along with Officers, past and present Cabinet Members for Development were thanked for their hard work in getting the Local Plan to this point in the process.

RESOLVED: That the progress of the Lichfield District Local Plan Strategy, Neighbourhood Plan preparation and work to progress the Community Infrastructure Levy be noted. Members were asked in particular to note and endorse the further Main Modifications to the Plan.

(The Meeting closed at 7.40pm)

CHAIRMAN

LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Updated: 27.02.2015

Effective for the Period 01.03.2015 – 30.06.2015

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made. Copies of documents can also be obtained by contacting the relevant Officer. Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
 2. Expenditure or savings if they exceed £50,000
 3. A decision which significantly affects the community in two or more wards

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Action on an Empty Property	To consider options available to bring an empty property back into use and determination of the appropriate option.	10/03/2015			Cabinet	OFFICER: Mr C Gibbins (01543) 308072 CABINET MEMBER: Councillor C Greatorex (01543) 416677

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Update on and progression of Implementation arrangements for Community Infrastructure Levy (CIL)	Approval to consult on the draft Charging Schedule for the Community Infrastructure Levy (CIL)	10/03/2015	Consultation has been undertaken with Key Officers and a representative from all four of the Scrutiny Committees and Leadership	Infrastructure Officer and Member Working Group Minutes, CIL task and finish group action notes PID, reports and supplementary information	Cabinet	OFFICERS: Mrs A Coates (01543) 308149 Mrs C Eggington (01543) 308193 Mr C Jordon (01543) 308202 CABINET MEMBER: Councillor I Pritchard (01543) 472732
Future intentions for off street (car park) enforcement and associated tasks including cash collection and machine maintenance.	To approve the decision to enter into a joint service agreement with Stoke on Trent City Council	10/03/2015	O&S have accepted the recommendation that Officers continue to pursue the aim of joint service delivery for off street enforcement.	Report from LDC Officers and proposal document from Stoke City Council	Cabinet	OFFICER: Mr J Roobottom (01543) 687546 CABINET MEMBER: Councillor I Pritchard (01543) 472732

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Insurance Contract	To approve the letting of a contract for the Council's Insurance Policies	10/03/2015	Insurance Broker	Tender documents Tender appraisals	Cabinet	OFFICERS: Mr N Turner (01543) 308761 Mr S Langston (01543) 308107 CABINET MEMBER: Councillor A F Smith (01543) 410685
Cannock Chase Guidance to Mitigate the Impact of New Residential Development	Decision to be taken to set the financial contribution required to mitigate for impacts arising on the Cannock Chase Special Area of Conservation (SAC)	10/03/2015	Consultation has taken place within the local authorities of the Cannock Chase SAC Partnership, Natural England, Forestry Commission and Cannock Chase AONB Partnership	Lichfield District Local Plan. Cannock Chase Special Area of Conservation Interim Guidance Note to Mitigate the Impact of New Residential Development. Evidence relating to Cannock Chase SAC for the Local Plan.	Cabinet	Officer Ms H Hollins (01543) 308234 Cabinet Member Councillor I Pritchard (01543) 472732

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Safeguarding Policy	Approval of updated Policy	07/04/2015	Report to be considered by CHH (O&S) 26/03/2015	Report to CHH O&S	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677
Treasury Management Policy Statement and the Annual Investment Strategy 2015/16	To approve an updated Annual Investment Strategy	07/04/2015	This will be reported to the next available Strategic (Overview and Scrutiny) Committee	Approved Annual Investment Strategy and Counterparty Information (Commercially Sensitive)	Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (07879) 714003
Review of Income Management Contract	To continue utilising Staffordshire Connects Framework	07/04/2015	Evaluation of tender responses		Cabinet	OFFICER: Mr K Sleeman (01543) 308120 CABINET MEMBER: Councillor I Eadie (01543) 268157

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Review of Corporate Printers Contract	Award of new contract	07/04/2015		Consultation with business managers	Cabinet	OFFICER: Mr K Sleeman (01543) 308120 CABINET MEMBER: Councillor I Eadie (01543) 268157
Tender for the Procurement of Vehicles for the Joint Waste Service	The procurement of replacement vehicles for the Joint Waste Service including authority to enter into contract with the supplier submitting the most advantageous tender.	07/04/2015	No consultation. All bids are strictly evaluated in accordance with the criteria specified in the tender documents.	Contract Documents	Cabinet	OFFICERS: Mr N Harris (01543) 687549 Mr G Brownridge (01543) 687572 CABINET MEMBER: Councillor I Eadie (01543) 268157

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Designation of Neighbourhood Areas	Seeking endorsement of a request for the Cabinet Member for Economic Growth, Environment and Development to be given delegated powers to determine the Designation of Neighbourhood Areas (powers would be granted by Full Council)	07/04/2015	Will be reported to EGED on 12 March	O&S Report (EGED) 12 March 2015 Neighbourhood Planning Regulations	Cabinet	OFFICER: Ms C Eggington (01543) 308147 CABINET MEMBER: Councillor I Pritchard (01543) 472732
Future Enforcement and Front Line Maintenance on LDC Car Parks	To approve new arrangements for front line maintenance, cash collection on Lichfield Car Parks	07/04/2015	Overview and Scrutiny have been consulted	Report on this subject and proposed new code of practice for enforcement	Cabinet	OFFICER: Mr J Roobottom (01543) 687546 CABINET MEMBER: Councillor I Pritchard (01543) 472732

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Alteration to St Mary's in the Market Square TIC Partnership Agreement	An amendment to the current partnership agreement	07/04/2015	Economic Growth, Environment & Development (O&S) considering it on 12 March 2015	Economic Growth, Environment & Development (O&S) Report (available Friday 27 February)	Cabinet	OFFICER: Ms E Thatcher (01543) 308781 CABINET MEMBER: Councillor I Pritchard (01543) 472732
Treasury Management Policy Statement and the Annual Investment Strategy 2015/16	To approve an updated Annual Investment Strategy	14/04/2015	This will be reported to the next available Strategic (Overview and Scrutiny) Committee	Approved Annual Investment Strategy and Counterparty Information (Commercially Sensitive)	Council	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (07879) 714003
Temporary accommodation review	To consider a final report on the review of temporary accommodation	26/05/2015	Report to be considered by CHH (O&S) 26/03/2015	Report to CHH O&S	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677

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A lease for Hospital Road Playing Fields	To confirm a preferred tenant for Hospital Road Playing Fields, Hammerwich	02/06/2015	Leisure, Parks and Waste Management (O&S) Committee Hammerwich Parish Council Local Football Clubs	O&S Report – September 2014 Marketing brief and associated documents Submissions from interested parties Submission appraisal reports Draft Heads of Terms Draft Lease	Cabinet	OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: Councillor A Smith (01543) 410685
Non Domestic Rates – Discretionary rate relief	To approve changes to the existing policy	02/06/2015			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (07879) 714003

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Exception and Exemptions Financial Regulations 2014/15		08/06/2015			Audit Committee	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (07879) 714003
Review of the Financial Regulations and Contract Standing Orders		08/06/2015			Audit Committee	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (07879) 714003
Housing services review	To consider a final report on the review of Housing Services	07/07/2015	Report to be considered by CHH (O&S) June 2015	Report to CHH O&S	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677

1. The matter in respect of which the decision is to be made
2. What decision the Council will be asked to make
3. A date on which, or period within which, the decision will be made
4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
5. What background documents will be available to the person or Committee making the decision
6. Who will make the decision, i.e. the Cabinet, an Cabinet Member alone, an Officer under Delegated Powers
7. The Officer or Member who should be contacted regarding the matter under consideration.

MEMBERS OF THE CABINET

Leader of Cabinet and Cabinet Member for Communications
Deputy Leader of Cabinet and
Cabinet Member for Economic Growth, Tourism & Development
Cabinet Member for Leisure and Parks
Cabinet Member for Community, Housing and Health
Cabinet Member for I.T. and Waste Management
Cabinet Member for Finance, Democratic and Legal Services

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard
Councillor A. F. Smith
Councillor C. Greatorex
Councillor I. M. Eadie
Councillor C. J. Spruce

MEMBERS OF THE COUNCIL

Allsopp, Mrs J A
 Arnold, Mrs S P
 Awty, R J
 Bacon, B F
 Bacon, Mrs N
 Barnett, Mrs S A
 Bland, Mrs M P
 Boyle, Mrs M G
 Constable, Mrs B L
 Constable, D H
 Cox, R E
 Derrick, B W
 Drinkwater E N

Eadie, I M
 Eagland, Mrs J M
 Evans, Mrs C D
 Fisher, Mrs H E
 Flowith, Mrs L E
 Greatorex, C
 Hancocks, Mrs R
 Heath, H R
 Hogan, P
 Humphreys, K P
 Isaacs, D
 Leytham, D J
 Marshall, T

Mosson, R C
 Mynott, G
 Norman, S G
 Pearce, A
 Perkins, Mrs E C
 Powell, J J R
 Pritchard, I M P
 Pullen, D.R.
 Richards, Mrs V
 Roberts, N J
 Salter, D F
 Smedley, D
 Smith, A F

Smith, D S
 Spruce, C J
 Stanhope MBE, Mrs M
 Strachan, R W
 Taylor, S D
 Thomas, T J
 Tittley, M.C
 Tranter, Mrs H
 Walker, J T
 Warfield, M A
 White, A G
 Wilcox, M J
 Willis-Croft, K A

Wilson, B
 Woodward, Mrs S E
 Yeates, B W

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Policy Development						
Terms of Reference					Christine Lewis	
Local Plan – Strategy, Land Allocations and Monitoring.	✓	✓	<p>To receive reports on progress with the Lichfield District Local Plan.</p> <p>The Lichfield District Local Plan when finalised and adopted will establish spatial policy for Lichfield District. The Committee needs to be updated on progress with the Local Plan work which includes preparation of an overarching Strategy, Land Allocations and a Monitoring regime.</p>	<p>Prepare a Local Plan including principles of sustainable development and the protection of key built and natural environmental assets</p> <p>Deliver increased levels of affordable housing to meet varied requirements across the District</p>	Clare Eggington	

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Sustainable Development – Supplementary Planning Document	*		<p>To receive reports on the preparation of a Supplementary Planning Document related to sustainable development.</p> <p>The SPD would provide detailed guidance on what the District Council as Local Planning Authority seeks by way of sustainable development standards and links to policy contained in the emerging Lichfield District Local Plan.</p>	Prepare a Local Plan including principles of sustainable development and the protection of key built and natural environmental assets	Dan Roberts	Cllr David Smedley
Biodiversity & Development – Supplementary Planning Document	*		<p>To receive reports on the preparation of a Supplementary Planning Document related to Biodiversity and Development.</p> <p>The SPD would provide detailed guidance on what the District Council as Local Planning Authority seeks in terms of Biodiversity Off-Setting linked to development proposals. Biodiversity off-setting is a means by which the loss of existing nature conservation sites as a consequence of development proposals are suitably mitigated for in an area.</p>	<p>Prepare a Local Plan including principles of sustainable development and the protection of key built and natural environmental assets</p> <p>Deliver new/enhanced areas of nature conservation value.</p> <p>Promote the protection of valuable areas of open space and nature conservation in new schemes in line with the District's Biodiversity Action Plan</p>	Justine Lloyd	Cllr Eric Drinkwater

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Trees and Development – Supplementary Planning Document	*		<p>To receive reports on the preparation of a Supplementary Planning Document related to Trees and Woodland.</p> <p>The SPD would provide detailed guidance on how Trees and woodland should be considered as part of any future development proposals in the District.</p>	<p>Prepare a Local Plan including principles of sustainable development and the protection of key built and natural environmental assets</p>	Gareth Hare	Cllr Eric Drinkwater
Rural Development – Supplementary Planning Document	*		<p>To receive reports on the preparation of a Supplementary Planning Document related to Rural Development.</p> <p>The SPD would provide detailed guidance on how development proposals in rural areas of Lichfield District would be considered.</p>	<p>Prepare a Local Plan including principles of sustainable development and the protection of key built and natural environmental assets</p> <p>Advise and guide neighbourhood areas in bringing forward Parish and Neighbourhood Plans</p> <p>Analyse the outputs/outcomes of the rural masterplanning work, rural sustainability studies and Parish/Neighbourhood Plans carried out to inform the Local Plan</p> <p>Prepare delivery plans linked to the Lichfield and Tamworth Economic Strategy, promoting rural economic growth</p>	Heidi Hollins	Cllr Mrs Janet Eagland

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Historic Environment – Supplementary Planning Document	*		<p>To receive reports on the preparation of a Supplementary Planning Document related to the Historic Environment.</p> <p>The SPD would provide detailed guidance on how proposals relating to the Historic Environment would be considered in Lichfield District.</p>	Prepare a Local Development Framework Core Strategy (Local Plan) including principles of sustainable development and the protection of key built and natural environmental assets	Debbie Boffin	Cllr Mrs Margaret Stanhope
High Speed 2		*	<p>To receive information in respect of the proposals for a High Speed rail line which as a first phase would run between the West Midlands and London with potential later links to Manchester and Leeds</p> <p>The Government has confirmed its support in principle for a High Speed rail network with the initial focus being on developing a high-speed link between London and the West Midlands known as HS2. HS2 Limited is currently undertaking detailed design work and carrying out environmental assessments in order to inform a Hybrid Bill which will be presented to Parliament in late 2013.</p>	Whilst maintaining a fundamental objection to HS2, the District Council via the Local Plan for Lichfield recognises the need to identify local transport priorities. If HS2 gains the necessary parliamentary approvals the District Council working with partners will need to consider how best to maximise any benefits and these will be dependent upon improved transport connectivity	Craig Jordan	

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Friarsgate Scheme	✓		To receive updates on progress of the project	Work with developers to move forward the Friarsgate Shopping Centre Scheme Prepare delivery plans on the back of the Lichfield and Tamworth Economic Strategy aimed at supporting the role of town centres.	Helen Cook	
Conservation Area Appraisals and Management Plans		✓	To receive reports relating to the preparation of Conservation Area Appraisals and CA Management Plans The Authority is under a duty to review its Conservation Areas to ensure they appropriately reflect their intended status.	Conservation areas that are properly managed and that are recognised and realised, in terms of their potential, provide better places to live, can help to improve quality of life and contribute to a thriving economy.	Claire Hines	
End of Year Performance Report		✓	To receive a report on the end-of-year performance of services feeding into the Economic Growth, Environment and Development (Overview and Scrutiny) Committees areas of responsibility.		Richard King	
Performance Indicators	✓		To report the top ten issues for each directorate.	Monitoring of performance with a view to delivering continual service improvement.	Richard King	

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Update on the review of Development Services	*		<p>To receive a report on the findings of a Review of Development Services as part of the Council's Fit for the Future programme.</p> <p>Development Services is currently subject of a review as part of the Council's Fit for the Future programme. It is appropriate to report to the Committee progress with the review and key issues that are emerging.</p>	<p>The review is part of the Council's Fit for the Future programme that is intended to provide for a Council that is capable of delivering on priority themes and projects at an affordable cost to the Authority and local communities.</p>	Richard King	
Car Parking Matters including Civil Parking Enforcement	✓		<p>To receive a report on Civil Parking Enforcement in Lichfield District and possible future arrangements</p>		John Roobottom	
Development Control Performance	*		<p>To receive a report on Development Control Performance.</p> <p>Development Control performance is an important measure of the effectiveness and efficiency of the District Council as Local Planning Authority. The results of monitoring will show the extent to which the Council is delivering a high quality and better value service in this respect.</p>	<p>Monitoring of performance with a view to delivering continual service improvement.</p>	Claire Billings	

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Fazeley Townscape Heritage Scheme		✓	To receive a report on the development of applications to draw down Heritage Lottery Fund support for a Townscape Heritage scheme based on Fazeley and Bonehill	The Action Plan identifies the importance of promoting sustainable development and growth, supporting our local communities and economy. The TH scheme if successful will help to address problems with important buildings in Fazeley and Bonehill which with improvement would benefit the character and appearance of the locality but also provide potential residential and commercial floorspace.	Maxine Turley	
Lichfield City Centre Business Improvement District		*	To receive reports and briefing papers on the progress of BID proposals relating to Lichfield City Centre.		Elizabeth Thatcher	
Lichfield and Tamworth Business and Economic Partnership (BEP) Updates		✓	To receive reports and briefing papers on the achievements of the Lichfield and Tamworth Business and Economic Partnership (BEP) in supporting the local economy and local businesses		James Roberts	

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Infrastructure Delivery and the Community Infrastructure Levy (CIL)	✓		<p>To receive reports on progress with preparing an Infrastructure Delivery Plan for Lichfield District and associated with this arrangements for generating funding to support delivery of infrastructure through the imposition of CIL.</p> <p>In agreeing a Development Strategy for Lichfield District it is important to identify related infrastructure requirements and the means by which these will be delivered.</p>	<p>Prepare a Local Development Framework Core Strategy (Local Plan) including principles of sustainable development and the protection of key built and natural environmental assets.</p> <p>Identify local transport priorities with Staffordshire County Council and the two Local Enterprise Partnerships</p> <p>Prepare Delivery Plans on the back of the Lichfield and Tamworth Economic Strategy aimed at supporting the role of town centres</p> <p>Work with the Lichfield and Tamworth BEP and two LEP's to grow businesses and pursue economic growth.</p>	Clare Eggington	
Review of The Lichfield District's 2014 Festivals and Events Programme and Preview of 2015 Programme		✓	<p>To outline to the Committee the extent and success of the Lichfield District 2014 Festivals and Events Programme and to outline the proposed 2015 programme.</p>	<p>s that we will help 'boost business' and the local economy by supporting and delivering an extensive programme of events and festivals that builds upon the district's cultural reputation, the enthusiasm of local organisations and people and realise the potential of our historic assets and iconic locations.</p>	Lizzie Thatcher	

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2014-15

Item	Jan 20th	Mar 12th	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Mid-Year Performance Report for Development Services	✓		To receive a report on the mid-year performance of the various services feeding into the Economic Growth, Environment and Development Committee and having regard to the objectives set down in the Plan for Lichfield District and the associated One Year Action Plan.	Assessment of performance against the goals set down in the One Year Action Plan	Richard King	
Operation of the Tourism Information Centre, Lichfield		✓	To receive a report on the operation of the Tourist Information Centre based in St Mary's, Lichfield		Elizabeth Thatcher	
Operation of the Protocol for Member Engagement in Pre-Application Planning Discussions		✓	To receive a report on the operation of the Protocol a year after its first introduction.	Implementing both the GBSLEP and the SSLEP's planning charters requires the early engagement of elected members in the planning process.	Sean Coghlan	

**SUBMISSION TO ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT
(OVERVIEW AND SCRUTINY) COMMITTEE**

Date: 12th March 2015

Agenda Item: 6

Contact Officer: Claire Hines

Telephone: 01543 308188

Local Ward Members:

Cllr Shirley Barnett (Colton and Mavesyn Ridware Ward)

Cllr Susan Arnold and Cllr Ellen Perkins (Mease and Tame Ward)

Cllr Ian Pritchard (Kings Bromley Ward)

**REPORT OF THE CABINET MEMBER FOR
ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT**

**CONSERVATION AREAS: ADOPTION OF
ELFORD, HAMSTALL RIDWARE & MAVESYN RIDWARE
CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS**

1. Purpose of Report

- 1.1 To inform the Economic Growth, Environment and Development (Overview and Scrutiny) Committee of the results of the consultation on the draft Elford, Hamstall Ridware and Mavesyn Ridware Conservation Area Appraisals and Management Plans, and to request Committee's approval for the proposed additions to the Register of Buildings of Special Local Interest and the approval of the final appraisals and management plans for submission to the Cabinet and Full Council for formal ratification.

2. Background

- 2.1 A programme of appraisal and management plan work was approved by this committee in June 2006 and members will recall that, in March 2008 and more recently in March 2013, they were provided with an update on the Council's proposed programme for the implementation of conservation area appraisals and management plans across the District.
- 2.2 As part of this ongoing work, officers have established a protocol for the adoption of conservation area appraisals and management plans, of which this report forms an integral part. In line with national and regional advice, the Council has chosen to adopt the appraisal, and subsequent management plan, documents as Council policy, as opposed to supplementary planning documents (SPDs). This affords the documents 'material planning consideration' status in the decision-making process, but excludes them from the Local Plan timetable. Nevertheless, the adoption process is rigorous and comprises the following stages:
- seeking permission from the Cabinet to consult on a draft Appraisal and Management Plan;
 - a 6 week consultation period, including letters to all residents residing within and adjacent to, the relevant conservation area, the Parish Council, local civic groups and agents, with documents being made available over the internet and paper copies provided on request;

- full consideration of representations received and amendment of the document, as necessary;
 - presentation of the document at a public meeting, generally a meeting of the relevant Parish or Town Council;
 - a report to this Committee, taking on board comments received, and seeking approval of the revised document;
 - if agreed, the report and document are returned to Cabinet and subsequently Full Council for formal ratification.
- 2.3 The required consultation has been carried out and the Conservation Area Appraisals and Management Plans were presented at a meeting of Hamstall Ridware Parish Council on Monday 17th November, Mavesyn Ridware Parish Council on Thursday 20th November and Elford Parish Council on Monday 8th December.
- 2.4 The representation responses have been duly considered and all relevant amendments incorporated into the final documents. The representations and responses are contained within Appendix A of this report and the buildings to be added to the Register of Buildings of Special Local Interest within Appendix B of this report.
- 2.5 The documents are available electronically on the District Council web-site at: http://www.lichfielddc.gov.uk/info/511/conservation_areas/526/conservation_areas_in_lichfield_district/2

3. Recommendation

- 3.1 That the Committee notes the results of the consultation as per Appendix A of this report and approves the final appraisal and management plans to be submitted to the Cabinet and Full Council for formal ratification.
- 3.2 That the Committee notes the properties proposed for addition to the Register of Buildings of Special Local Interest as listed in Appendix B of this report and approves these additions to the Register, to be submitted to the Cabinet and Full Council for formal ratification.

4. Financial Implications

- 4.1 There are no financial implications from the approval of the appraisals and management plans. Any proposal to further protect the conservation area, such as the introduction of an Article 4, will be carried out using existing resources.

5. Plan for Lichfield District Implications

- 5.1 Conservation areas that are properly managed and that are recognised and realised, in terms of their potential, provide better places to live, can help to improve quality of life and contribute to a thriving economy. The production of conservation area appraisals and management plans for Elford, Hamstall Ridware and Mavesyn Ridware is identified as a key outcome in the 2014/15 Action Plan for the delivering the Plan for Lichfield District 2012-16.

6. Community Benefits

- 6.1 The conservation area appraisal and management plan documents will provide a framework for the future management of the conservation areas, against which other

policy formulation and planning applications can be considered. As such, the documents can have an impact on the local communities and therefore their involvement and input into the future management of their local area is advantageous. Appraisal and management plan documents can also be educational and informative for local communities.

7. Equality & Diversity Implications

7.1 No direct implications.

8. Human Rights Issues

8.1 None directly affected through this work. Individual appraisals and management plans are the subject of public consultation and any adopted documents will then be a consideration for the Council to balance against the human rights of individuals when determining specific development proposals.

9. Crime and Safety Issues

9.1 Effective management and conscious design of the built environment can help to reduce opportunities for crime and enhance community safety.

10. Risk Management Issues

10.1 There is a possibility that development pressure will occur in parts of designated conservation areas. It is therefore important to have an up to date policy framework to inform planning decisions. In the interim period, responses to applications are given on a case-by-case basis, with reference to the original designation documents. Clearly a draft appraisal and management plan will not have the same status as an adopted document, which means there is a risk that it may not be given sufficient weight if tested on appeal in relation to planning applications. Such risks will improve, incrementally, as the programme is advanced with the adoption of each conservation area appraisal and management plan.

Risk	Likelihood/ Impact	Risk Category	Countermeasure	Responsibility
Draft appraisal and management plan may not stand up to testing at appeal	Low/Medium	Environmental	None available	n/a

Appendices:

A – Consultation Representations and Responses

B – Schedule of Proposed Local List Properties

Background Documents:

- 1. Draft Elford Conservation Area Appraisal and Management Plan**
http://www.lichfielddc.gov.uk/downloads/file/6145/elford_caa_and_mp_draft_29oct14
- 2. Draft Hamstall Ridware Conservation Area Appraisal and Management Plan**
http://www.lichfielddc.gov.uk/downloads/file/6146/hamstall_ridware_caa_and_mp_draft_29oct14

3. Draft Mavesyn Ridware Conservation Area Appraisal and Management Plan
http://www.lichfielddc.gov.uk/downloads/file/6147/mavesyn_ridware_caa_and_mp_draft_29oct14

Report checked and approved:

Strategic/Corporate Director

Appendix A

Consultation representations and responses

Elford Conservation Area

Comment Ref	Consultee	Consultation point	Comments	Response
ECAA1	R.T.Wragg (resident)	Elford Conservation Area Appraisal and Management Plan Document	Sirs, 1. The roadway in Church Road requires new painting to its surface to improve traffic speeding. Speeding is still a major problem! 2. The hedge in Church Road needs a major cut - there are parts where 2 people cannot cope (side by side) on the path with complete safety. 3. The hedge in its entirety needs cutting by AN EXPERT who can shape it correctly!	These comments have been noted. The works suggested by the consultee are outside of the scope of this document. While the reference to hedge cutting is not something that the Local Authority has any control over I have forwarded the comments regarding the road surface to the relevant Highways officers at Staffordshire County Council.
ECAA2	Mr M. Smith (Walsall MBC)	Elford Conservation Area Appraisal and Management Plan Document	Thank you for your consultation. In view of the nature of the consultation and the scale and location of the issues involved, I can advise on behalf of Walsall Council that we have no comments to make.	These comments have been noted. No further action required.
ECAA3	Mr R. Thompson (resident)	<u>Paragraph 4.3</u> The topography of the village is relatively flat. At the junction of The Shrubbery with the A513 the A-road rises noticeably while The Shrubbery remains at a similar level to the River. The road continues to rise for around 200m then falls for The Environment Agency consider that Elford is at high risk of flooding both groundwater flooding and flooding from its proximity to a watercourse. Most of the village is	I'm not sure how accurate the statement re flooding 'in recent years' is. The disputed statement which gives the wrong impression, I believe, is "The majority of the rest of the village is low lying and prone to flooding with small, localised areas of subtly higher ground that have historically escaped from flooding". I have lived in the village for nearly 40 years. In that time, the river Tame has NEVER overflowed into the built up area of the village to my	The Environment Agency consider that Elford is at high risk of flooding both groundwater flooding and flooding from its proximity to a watercourse. Most of the village is within Flood Zone 2 and some of the village is in Flood Zone 3 - which is the highest level of risk. The Environment Agency have requested an additional sentence to be included in this document relating to the need to protect new and existing developments from flooding. Therefore the description

		<p>within Flood Zone 2 and some of the village is in Flood Zone 3 - which is the highest level of risk. The Environment Agency have requested an additional sentence to be included in this document relating to the need to protect new and existing developments from flooding. Therefore the description of Elford as being prone to flooding is considered to be accurate.</p> <p>around 100m before levelling off. This creates a small area of higher ground, locally known as The Hill. The majority of the rest of the village is low lying and prone to flooding with small, localised areas of subtly higher ground that have historically escaped from flooding. The village has suffered severe flooding in the recent past. Despite nestling alongside the River Tame the nearest crossing of the river is half a mile to the south at Elford Bridge.</p>	<p>knowledge. The bulk of the flood plain takes the water towards Whittington and away from the village. There have been instances where the water from the river covers the lower terrace on the village side of the Tame but has not entered the houses in the main part of the village.</p> <p>There have been 2 incidents of flooding in the village during my time here. The first was caused by a blocked culvert running beneath the Beck which prevented water from a severe storm from reaching the River Tame. A water pumping system was installed by Severn Trent to allow the Beck water to enter the Tame when the Tame was high and thus to prevent a recurrence. Initially, for reasons best known to Severn Trent, they failed to complete the installation and a second flood occurred. The pump is now fully operational and no further flooding is expected. Neither of these floods was attributable to the River Tame bursting its banks and entering the village. The riverside dwellings on the Tamworth side of the Whittington Road bridge ARE prone to flooding. These number 5 or 6 buildings and constitute a tiny % of the village dwellings. it seems a little exaggerated to describe the village as prone to flooding.</p>	<p>of Elford as being prone to flooding is considered to be accurate.</p>
ECAA4	Mr R. Thompson	<p><u>Paragraph 4.4</u> The village has elements of a planned landscape which dates back to the 18th</p>	<p>It is worth noting that when the nations school completed a BBC 'Domesday Survey' in the 1980s, the weeping</p>	<p>These comments have been noted. This tree is protected by a TPO (number 10 of 1963). No further action</p>

	(resident)	<p>century when Elford was owned by the Howard family. The view of St Peter's Church from Church Gate, which is framed by an avenue of lime trees, is a magnificent example of this. The school, which was founded in 1856, is aligned on the axis of the Avenue which is a physical demonstration of the Victorian preoccupation with piety and personal progress. The church with its Avenue provides a landmark and focal point to the village but much of the character of the village is derived from the harmony of the individual buildings such that no single buildings stand out as landmarks. Other aspects of formal landscaping that survive include are the Walled Garden which has been restored and transformed by a dedicated group of volunteers.</p>	<p>beech tree in the churchyard was registered as the second tallest of its kind in the UK. It is still thriving.</p>	<p>is required</p>
ECAA5	<p>Mr R. Thompson (resident)</p>	<p><u>Paragraph 7.2</u> Elford, as previously mentioned, has a mixture of formal, structured landscape and more organic, informal spaces. The formal avenue, lined with trees, that approaches the Church is a wonderful remnant of the Elford Estate. Its formal planting with lime trees is complimented with more dispersed tree cover to either side which gives a country estate setting to the avenue. Another relic from the Elford Estate, the walled garden, had fallen into a state of disrepair until recently when the Elford Hall Garden Project, headed up by a dedicated group of local residents, worked</p>	<p>The Walled Garden is leased from Birmingham Corporation who act as trustees to the bequest by Howard Paget. Work is continuing to this day on restoration with a view to creating an open space for all to enjoy with no cost for entry. The project will be on-going. The early work was largely around restoration and as time passes this will diminish, with more effort being directed towards maintaining the site.</p>	<p>Members of the Council's Conservation & Urban Design Team have been closely involved with this project. These comments have been noted. No further action is required.</p>

		tirelessly to restore the Walled Gardens and its associated structures and buildings. It was formerly opened by the Countess of Wessex in September 2011, the hard work continued into 2013 and now the village can enjoy this remarkable piece of their heritage.		
ECAA6	Mr R. Thompson (resident)	<u>Boundary Changes Map</u>	The proposed boundary changes map shows that the area currently used as a football pitch is not included which seems a pity. The football pitch (not inside the boundary) and the cricket pitch (inside the boundary) are adjacent to each other. To villagers, they appear as one unit of land - there is no distinct boundary between the two - so it seems strange not to place BOTH within the conservation area.	When the cricket ground was added to the conservation area in 1972 there was a clear boundary between these two parcels of land. As this has since been removed and these two parcels of land are essentially seen as one then it would make sense to include both within the conservation area. It is therefore proposed to extend the conservation area boundary to include the football pitch.
ECAA7	Mr G. Illif (resident)	<u>Paragraph 3.1</u> The Elford Conservation Area is significant for the following reasons: The location of the settlement is highly significant, situated as it is on the banks of the River Tame, surrounded by fertile agricultural land and near to a strategic crossing point. There has been continuous human habitation in this location since the Neolithic period. Neolithic and Roman archaeological remains have been excavated and there are cropmarks and linear features with possible dates from all periods from the Neolithic through to the post medieval period Elford was home to the Howard Family whose titles included the Earldoms of	I think you have been subjective in deciding which properties currently unlisted should be included in this plan. Where are the objective reasons to base your decision.	The study of the architectural and historical importance of a particular building is inevitably subjective and cannot be scientifically analysed. The Council employs fully qualified and experienced Conservation Officers to carry out work on matters relating to the historic environment. The Council follows best practise, as published by English Heritage, when carrying out its work on conservation area documents. The Council has published criteria which a property needs to meet in order to be eligible for inclusion on the Local List. These are included in paragraph 18.6. This in turn is based on English Heritage's checklist for establishing which buildings positively contribute to

		<p>Suffolk and Berkshire. While the Hall has long been demolished the remnants of this great estate form an important part of Elford's significance.</p> <p>Areas of dense tree cover, groups of and individual trees as well as hedges are an important part of the character of the conservation area. They provide a green background to the buildings; they define spaces and frame views.</p> <p>The combination of formal landscaping predominantly to the west side of the conservation area and an informal scattering of houses in much of the rest of the conservation area gives Elford a unique character.</p> <p>The concentration of historic buildings, both listed and unlisted is an integral part of the significance of the conservation area.</p>		<p>the character and appearance of a conservation area. This checklist can be found on page 15 of their document 'Understanding Place: Conservation Area Designation, Appraisal and Management' published in 2011. These comments have been noted, however, the Council consider that this list of properties has been drawn up in accordance with English Heritage guidance and best practise and using the Council's own published criteria, therefore, no further action is recommended.</p>
ECAA8	Mr G. Illif (resident)	<p><u>Paragraph 5.8</u></p> <p>The chief landowners of Elford in the 18th and 19th centuries were the Howards whose family titles included the Earldoms of Suffolk and Berkshire. The Howards built a new Hall on the site of the old one in around 1758. The 18th Century appears to have been a prosperous time for Elford as, as well as the Hall, a number of existing buildings were either constructed or modified in this period and Elford Bridge East was also constructed. The influence of the Howards is still felt in Elford through the remains of the formal landscape gardening of the Estate, its planned</p>	As previous make sure that birmingham maintain the upkeep of the walls!!	While the Council does not have the powers to require a structure or building to be maintained to a particular standard, it will work with property owners to achieve the correct maintenance of historic structures.

		layout and high brick walls.		
ECAA9	Mr G. Illif (resident)	<u>Paragraph 8.1</u> Elford is a desirable place to live and as such there are few, if any, vacant or under-occupied buildings. Some lengths of historic walls are covered in ivy and other vegetation which not only hides the walls from view but will also cause maintenance issues in the future. Aside from this the buildings and structures in the conservation area are generally well maintained.	Get Birmingham to maintain this!!!	While the Council does not have the powers to require a structure or building to be maintained to a particular standard, it will work with property owners to achieve the correct maintenance of historic structures.
ECAA10	Mr G. Illif (resident)	<u>Paragraph 12.3</u> The NPPF states in paragraph 17 that where planning is concerned, plan making and decision taking should support the transition to a low carbon future in a changing climate and encourage the reuse of existing resources. A number of non-listed buildings within the Elford Conservation Area have seen the installation of plastic windows and doors, which have inadvertently had a negative effect on the area's character. Installation of solar panels can also harm the character and appearance of an area. Decisions over future installation should be balanced against the significance of the heritage assets. Ideally during pre-application discussions, local authorities should help the applicant to identify feasible solutions that deliver similar climate change mitigation but with less or no harm to the significance of the heritage	As an owner of one of the properties now affected by listing (tanglewood) and looking to modernise my property how do I get this advice??	The contact details for all relevant council officers are at the back of this document. I have received an e-mail from this resident regarding proposed works to his property and have advised him accordingly. No further action is required.

		<p>asset and its setting. Flooding is a serious concern in Elford and in recent years the village has suffered from significant flooding. The Council has, and will continue to work with the Environment Agency to facilitate works to protect historic buildings from further flood damage. <u>Action 2</u> The Council will provide advice to owners, occupiers and other stakeholders in relation to works to heritage assets that will mitigate the impact of climate change without causing harm to the significance of the heritage asset.</p>		
ECAA11	Mr G. Illif (resident)	<p><u>Paragraph 12.5</u> There are currently no buildings in Elford proposed for statutory listing. However, other historic buildings have been identified, which do not fit the strict criteria for statutory listing but are important in the local area. If appropriate these will be proposed for addition to the Council's Register of Buildings of Special Local Interest. In addition to those already suggested, further buildings and structures may be proposed for inclusion on the list. The criteria for eligibility for the list of Buildings of Special Local Interest are published on the Council's web-site. <u>Action 4</u> a) Following consultation, the Council will where appropriate, add the buildings listed in Appendix B to the</p>	I do not agree that one person walking around on a visit can decide whether a building merits these criteria or not. I do not agree that Tanglewood should be on this list whilst others are not.	An extensive desktop survey was carried out prior to any survey work. This revealed that a number of unlisted properties including Tanglewood appeared on the first OS map from 1884. This was the basis upon which it was initially considered as a positive building. Subsequent survey work confirmed which of these historic properties survived reasonably intact. Tanglewood retains elements of timber-framing which indicates it is likely to have 17 th century origins. Clearly the building has undergone significant alterations and extensions but these do not diminish the historic and architectural contribution the building makes to the Conservation Area. Buildings within the Conservation Area which have not been suggested for

		<p>Register of Buildings of Special Local Interest.</p> <p>b) The Council will continue to compile a Register of Buildings of Special Local Interest and develop policies promoting their retention and improvement.</p>		<p>Local Listing are generally 20th century buildings which are considered to be neutral buildings within the conservation area. The survey work is undertaken by a qualified and experienced officer who works to national guidance and best practise.</p>
ECAA12	Mr G. Illif (resident)	<p><u>Paragraph 13.1</u> The Council currently administers a small grants scheme available for works to historic buildings which are considered to be at risk. It will also support and assist where practicable groups or individuals seeking grant funding from alternative sources to carry out necessary works to historic buildings within Elford Conservation Area.</p> <p><u>Action 7</u> The Council will continue to offer support and assistance to groups or individuals seeking grant funding to carry out works to historic buildings within Elford Conservation Area.</p>	<p>Would properties in the suggested local list also ne eligible for this funding</p>	<p>The Council's grant scheme is very limited. Currently, therefore it is restricted to statutory Listed Buildings which are considered to be 'at risk' or which are likely to become 'at risk'.</p>
ECAA13	Mr G. Illif (resident)	<p><u>Paragraph 14.2</u> The traffic in Elford is all local traffic rather than through traffic as the A513 takes all the through traffic around Elford. The movement of large vehicles through the village, in particular those associated with agricultural businesses are a cause for concern to residents. Parking in Elford can also be an issue as off road parking is limited and the roads are narrow.</p> <p><u>Action 9</u></p>	<p>Unsure you have been sufficiently pro active in this area bearing in mind the summer problems with the cess pit lorries...how was that consistent with this section bearing in mind the wall of objections you had and apparent inactivity??</p>	<p>The farm in question has a licence from the Environment Agency to spread this fertiliser as and when required. The deliveries of and spreading of the fertilizer do not require planning permission and therefore cannot be controlled by the District Council.</p>

		The District Council will work with colleagues at the County Council to understand the nature of the traffic and to seek ways to sensitively manage this with minimal impact on the conservation area.		
ECAA14	Mr G. Illif (resident)	<p><u>Paragraph 15.1</u> Tree cover provides an important part of the special character of the conservation area. Important individual trees, groups of trees, hedgerows and open green spaces should be retained. The natural environment provides a rural background within which the village sits. Vegetation both growing wild around the river and more carefully managed within the farmland, gardens and verges is inextricably linked to the special character and appearance of the village and thus is a vital part of the conservation area which should be preserved and enhanced.</p> <p><u>Action 10</u> The Council will continue to work with landowners and other stakeholders to manage trees and hedgerows within the Conservation Area in a manner that recognises the important positive contribution they make to the character of the Conservation Area. Where farm hedgerows (not domestic) form part of the setting of the conservation area both within the boundary of the Conservation Area or external to it, the council will seek to retain hedgerows that are assessed to</p>	How are you going to ensure that Birmingham keep their trees maintained??	The Council will work with BCC when proposals come forward such as TPO applications and Conservation Area notifications to ensure that the work carried out is appropriate and maintains the amenity and character of the area. However the Council cannot, and this applies to any private landowner, impose a maintenance schedule or regime upon BCC. It is their responsibility to ensure that land within their care is maintained and that their duty of care to adjacent landowners and users is discharged.

		be 'important' under the Hedgerows Regulations 1997		
ECAA15	Mr G. Illif (resident)	<p><u>Paragraph 17.1</u> What is an Article 4 Direction? All residential dwellings have what are called permitted development rights, that is certain types of small development that are deemed to have already been given permission therefore they do not require an application for planning permission to be made to the Council. An Article 4 Direction withdraws certain of these permitted development rights meaning that an application for planning permission is required for these small works.</p>	I do not agree with this list. It is subjective and selective based on no scientific analysis.	<p>The study of the architectural and historical importance of a particular building is inevitably subjective and cannot be scientifically analysed. The Council employs fully qualified and experienced Conservation Officers to carry out work on matters relating to the historic environment. The Council follows best practise, as published by English Heritage, when carrying out its work on conservation area documents. The Council has published criteria which a property needs to meet in order to be eligible for inclusion on the Local List. These are included in paragraph 18.6. This in turn is based on English Heritage's checklist for establishing which buildings positively contribute to the character and appearance of a conservation area. This checklist can be found on page 15 of their document 'Understanding Place: Conservation Area Designation, Appraisal and Management' published in 2011. Following our evaluation of which properties we consider should be added to the Local List we then look at proposing an Article 4 eligible properties from this list. Eligible properties have to be single dwelling houses which front a public highway. These comments have been noted, however, the Council consider that this list of properties has been drawn up in</p>

				accordance with English Heritage guidance and best practise and using the Council's own published criteria, therefore, no further action is recommended.
ECAA16	Mr G. Illif (resident)	<u>Paragraph 18.1</u> What is the List of Buildings of Special Local Interest? It is a list of buildings drawn up by Lichfield District Council which are of good design quality, attractive appearance and/or historic interest and which make a significant contribution to the attractive character of the locality.	As previous disagree with this subjective list.	The study of the architectural and historical importance of a particular building is inevitably subjective and cannot be scientifically analysed. The Council employs fully qualified and experienced Conservation Officers to carry out work on matters relating to the historic environment. The Council follows best practise, as published by English Heritage, when carrying out its work on conservation area documents. The Council has published criteria which a property needs to meet in order to be eligible for inclusion on the Local List. These are included in paragraph 18.6. This in turn is based on English Heritage's checklist for establishing which buildings positively contribute to the character and appearance of a conservation area. This checklist can be found on page 15 of their document 'Understanding Place: Conservation Area Designation, Appraisal and Management' published in 2011. These comments have been noted, however, the Council consider that this list of properties has been drawn up in accordance with English Heritage guidance and best practise and using the Council's own published criteria, therefore, no further action is

				recommended.
ECAA17	Mr R. Smith (resident)	Elford Conservation Area Appraisal and Management Plan Document	<p>Development is a good thing for Elford village and care has to be taken that an extension to the Conservation Area will not stifle its growth and viability. Vistas and views that are a nice to have should be treated with caution where they extend out of the conservation area as this can serve to strangle the necessary and reasonable spread of the village.</p> <p>New housing should be welcomed both within and on the boundary of the village, if it adds vibrancy to the village, children at the school, customers in the pub, members at the Social Club, cricket club, football club, Hall Garden etc.</p> <p>Investment in old housing stock should also be applauded where owners are prepared to maintain, preserve and enhance properties from the past, for the future. Conservation does not necessarily imply that change, and improvement are forbidden, more than we should show respect for what has gone on before.</p> <p>History is an evolved subject and change is an essential and positive part of this formative history.</p> <p>Having said this though, the consultation regarding the Conservation Area at Elford is a once in a generation opportunity to have a positive impact in protecting the village against inappropriate development.</p>	<p>Conservation Area designation is intended to protect the special character of an area, in this instance the village of Elford, rather than specific buildings. In addition to the proposed boundary alterations, following on from this response it is now proposed to further extend the conservation area boundary to include the out buildings to Home Farm. However, it is not practicable to extend it to the north to include Elford Park Farm or to the south to include Elford Lowe. Both of these properties are Grade II listed and therefore are already protected. Their associated buildings and their setting are also protected by means of listing.</p>

			<p>This opportunity is a rare chance to include buildings not previously protected and is based upon the 1884 Ordnance Survey Map.</p> <p>In this regard the Conservation Area should be extended, as planned, but further extended, in my opinion, to include Home Farm, Elford Park Farm and historic houses to the South of the current conservation area as far South as (and including) Elford Low(e) Farm. My rationale for this is;</p> <p>A once in a generation opportunity to recognise the significance of some properties.</p> <p>All of these properties are specifically named on the OS Map of 1884 but have been cropped from the version of the map in the Consultation Document.</p> <p>Many of these properties are significant enough to warrant specific mention in Section 5 Historic Development or have been indicated on the proposal map as building of local historical interest.</p> <p>If we are to conserve Elford, using the OS Map of 1884 as the datum, this principle should be consistently applied to all properties on that map.</p>	
ECAA18	Health and Safety Executive	Elford Conservation Area Appraisal and Management Plan Document	<p>Thank you for your requests to provide representations on the Hamstall Ridware, Mavesyn Ridware and Elford Conservation Area Appraisals and Management Plans. When consulted on land-use planning matters, the HSE where possible will make representations to ensure that</p>	<p>These comments have been noted. No further action is proposed.</p>

			<p>compatible development within the consultation zones of major hazard installations and major accident hazard pipelines (MAHPs) is achieved.</p> <p>(1) We have concluded that we have no representation to make on this occasion. This is because your consultation request is not concerned with the potential encroachment of future development on the consultation zones of major hazard installations or MAHPs. As the request is not relevant for HSE's land-use planning policy, we do not need to be informed of the next stages in the adoption of the the Hamstall Ridware, Mavesyn Ridware and Elford Conservation Area Appraisals and Management Plans.</p>	
ECAA19	Highways Agency	Elford Conservation Area Appraisal and Management Plan Document	<p>Thank you for the opportunity to comment on the Elford Conservation Area Appraisals sent to us on the 20th November 2014.</p> <p>The Highways Agency (HA) is responsible for the operation and maintenance of the Strategic Road Network (SRN) in England. This includes all motorways and major trunk roads. In Lichfield District the SRN consists of the M6 Toll Motorway, the A5 trunk road and the A38 trunk road. The HA provided comments on the initial draft of the councils Local Plan Strategy in October 2014. These comments outlined our view of the proposals contained within the draft Local Plan. Therefore we have no</p>	These comments have been noted. No further action is proposed.

			further comments to make on this conservation area appraisals above at this time.	
ECAA20	Mr K. Armstrong-Braun (Envirowatch UK)	Elford Conservation Area Appraisal and Management Plan Document	<p>The document does not describe very clearly the form and character of the traditional buildings. At least one of the houses it describes as traditional (picture 6.3 on the right side of the page) has itself been altered quite substantially and is not a good example to follow.</p> <p>It offers little in the way of design guidance for new development.</p> <p>It states that the local list (buildings of local interest) offers protection against change but this is only the case if an Article 4 direction covers at least all of the locally listed buildings.</p> <p>See the Gwaenysgor document just produced for some more specific proposals such as a more sensitive approach to road design and traffic management, which might be appropriate here.</p>	<p>The property shown in picture 6.3 is Black and White Cottage is Grade II listed. It dates from the 17th century with later alterations and extensions and it is considered to be one of the most important and interesting historic buildings within the village.</p> <p>The Management Plan sets out how proposals for new development will be considered. It is not intended to give detailed design guidance within this document. The Council are currently working on a number of Supplementary Planning Documents (SPD's) including a Sustainable Design SPD, Rural Development SPD and Historic Environment SPD all of which will provide guidance for new developments.</p> <p>Local Listing is one of a suite of options available to Local Authorities to help preserve and enhance a conservation area. If a property is included on the Local List then this will be a material consideration for any future planning application. While not protecting the property to the extent that an Article 4 would it does allow the Local Planning Authority to refuse applications for demolition and other inappropriate alterations and extensions.</p>
ECAA21	Mr K. Hussain	<u>Paragraph 12.7</u> <u>New Development</u>	Thank you for consulting the Environment Agency on the above	Amend the text of paragraph 12.7 as follows: after 'in the loss of important

	(Environment Agency)	<p>Any future development in the Conservation Area needs to preserve or enhance its character and appearance. The pattern and grain of the area is part of the character and appearance and this needs to be respected.</p> <p>The use of appropriate traditional materials is important when extending and/or developing within the Conservation Area such as, but not exclusively, Staffordshire red brick, clay tiles, painted timber windows and doors. Alternatively, in some locations, a more modern approach can be taken using high quality contemporary designs and materials.</p> <p>The existing developments marked as positive buildings on the Conservation Area map in section 1 enhance the character of the village architecturally, and should be used as a precedent, to ensure that any new development is sympathetic to its surroundings to enhance the character.</p> <p>If the special interest of the Conservation Area is to be protected in the future, development should only be allowed where it will fit in with the existing historic form of development; where it does not impinge on the setting of historic buildings; and where it does not result in the loss of important green open space.</p> <p>In light of flooding issues identified in Elford, any new development should be located away from areas at risk of</p>	<p>Conservation Area Appraisal. We wish to make the following comments.</p> <p>In section 12.7 'New Development' of the plan, we consider in the light of flooding issues identified in Elford, any new development should be located away from areas at risk of flooding and opportunities should be identified to reduce existing flooding problems.</p>	<p>green open space.' Insert 'In light of flooding issues identified in Elford, any new development should be located away from areas at risk of flooding and opportunities should be identified to reduce existing flooding problems.'</p>
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ECAA22	<p>Mr K. Hussain</p> <p>(Environment Agency)</p>	<p><u>Paragraph 15.1</u></p> <p><u>Trees and Natural Environment</u></p> <p>Tree cover provides an important part of the special character of the conservation area. Important individual trees, groups of trees, hedgerows and open green spaces should be retained. The natural environment provides a rural background within which the village sits. Vegetation both growing wild around the river and more carefully managed within the farmland, gardens and verges is inextricably linked to the special character and appearance of the village and thus is a vital part of the conservation area which should be preserved and enhanced.</p> <p><u>Action 10</u></p> <p>The Council will continue to work with landowners and other stakeholders to manage trees and hedgerows within the Conservation Area in a manner that recognises the important positive</p>	<p>Thank you for consulting the Environment Agency on the above Conservation Area Appraisal. We wish to make the following comments. Also we consider Section 15 which discusses the preservation of open space and the natural environment should make references to the conservation or enhancement of River Tame corridor.</p> <p>I trust our comments are sufficient for your purposes. If you require further assistance please do not hesitate to me.</p>	<p>The text of paragraph 15.1 will be amended to read; 'Tree cover provides an important part of the special character of the conservation area. Important individual trees, groups of trees, hedgerows and open green spaces should be retained. The natural environment provides a rural background within which the village sits. Part of this rural background is derived from the River Tame corridor. Vegetation both growing wild around the river and more carefully managed within the farmland, gardens and verges is inextricably linked to the special character and appearance of the village and thus is a vital part of the conservation area which should be preserved and enhanced.</p>

		<p>contribution they make to the character of the Conservation Area.</p> <p>Where farm hedgerows (not domestic) form part of the setting of the conservation area both within the boundary of the Conservation Area or external to it, the council will seek to retain hedgerows that are assessed to be 'important' under the Hedgerows Regulations 1997</p> <p><u>Paragraph 15.2</u></p> <p><u>Landscape Setting and Views.</u></p> <p>Areas close to the boundary of the Conservation Area and the significant views outwards from the boundary should be protected. Measures should be undertaken to protect these views from future development which may obscure them.</p> <p>The natural environment makes a very important contribution to the special character of the Conservation Area. The trees, hedges and green spaces are intrinsic parts of the special character of the Conservation Area, which are then framed by open fields. The importance of these elements must be recognised and preserved.</p> <p>In particular, the open fields and hedgerows surrounding the Conservation Area boundary contribute to its setting and character. They provide a definitive boundary and create views in and out of the Conservation Area, whilst reflecting the village's agricultural background. These should</p>		
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		<p>be carefully managed and protected.</p> <p><u>Action 11</u></p> <p>a) The Council will seek to ensure that development on the edges of the Conservation Area preserves or enhances the special interest of the Conservation Area and causes no harm to that special interest.</p> <p>b) The Council will seek to ensure that these important views remain protected from inappropriate forms of development and also that due regard is paid to them in the formulation of public realm works or enhancement schemes.</p>		
ECAA23	Mrs D. May (resident)	<p><u>Picture 10.1</u></p> <p>Appraisal Map of Elford Conservation Area</p>	<p>Thank you for the letter informing us of the consultation of Elford Conservation area.</p> <p>We have now looked at the detail on the web site and note that the plans you show and listed properties do not include our neighbour: The Cottage, The Square, Elford. The property adjoins the Crown public house and the occupant has always told us that it is a listed building. Is it not mentioned because you have thought that is the old Schoolhouse. We are the cottage painted pale green with a white fence opposite numbers 1,2,3, and 4 the Square. I would welcome your comments</p>	<p>The Cottage is Grade II listed and is marked as such on the map (it is coloured in orange). As it is already Grade II listed it will not be included in either of the lists in Appendix A or B. The Old Schoolhouse is unlisted and it is proposed to add it to the Local List and it could be considered for an Article 4. No further action is proposed.</p>
ECAA24	Ms D. Taylor (Staffordshire)	<p><u>Paragraph 5.1</u></p> <p>The origins of the name Elford are uncertain. While the 'ford' suffix is</p>	<p>Paragraph 5.1 Horovitz, D. (2005) 'The Place-names of Staffordshire' offers the interpretation of the place-name as "the</p>	<p>These comments have been noted and it is proposed to amend paragraph 5.1 to read; 'The origins of the name Elford</p>

	County Council)	clearly derived from the nearby crossing of the River Tame the 'el' pre-fix may refer to eels which abounded in the river up to the 18th century but the Oxford Dictionary of Place names gives the old English name of ellern ford "elder's ford", from a charter dated 1002.	ford of AElla", which he states was a common personal name.	are uncertain. While the 'ford' suffix is clearly derived from the nearby crossing of the River Tame the 'el' pre-fix has a number of interpretations. It may refer to eels which abounded in the river up to the 18th century but D. Horovitz in his book 'The Place-names of Staffordshire' (2005) offers the interpretation of the place-name as "the ford of AElla", which he states was a common personal name and the Oxford Dictionary of Place names gives the old English name of ellern ford "elder's ford", from a charter dated 1002.
ECAA25	Ms D. Taylor (Staffordshire County Council)	<u>Paragraph 5.2</u> The earliest evidence for settlement near Elford are the Neolithic tumuli that have been identified at Elford Lowe and at Elford Park and which date from between 4000-2500BC. It is probable that settlements existed along the river banks and on the fringes of the nearby Lichfield and Needwood forests during this time and that these areas have been continuously occupied ever since.	Section 5.2 I have reviewed the data in the Staffordshire Historic Environment Record (HER) and would suggest that the section be reworded to incorporate something along the lines of: "There is abundant evidence for likely late prehistoric and Roman activity, particularly concentrated within the Tame Valley, around Elford and extending into neighbouring Fisherwick. These features, which are visible as cropmarks on aerial photography probably represent evidence for settlement, for land management/agricultural activity and funerary sites. Elford Lowe, a single Bronze Age burial mound, is the only known visible feature of this period surviving within the parish".	These comments have been noted and it is proposed to amend paragraph 5.2 to read; There is abundant evidence for likely late prehistoric and Roman activity, particularly concentrated within the Tame Valley, around Elford and extending into neighbouring Fisherwick. These features, which are visible as cropmarks on aerial photography, probably represent evidence for settlement, for land management and other agricultural activity and funerary sites. Elford Lowe, a single Bronze Age burial mound, is the only known visible feature of this period surviving within the parish.
ECAA26	Ms D. Taylor (Staffordshire	<u>Paragraph 5.5</u> A medieval moated manor house once stood approximately 1.7km to the north	Paragraph 5.5 see below under 'Settlement development' for further information about how this site may	These comments have been noted and it is proposed to amend paragraph 5.5 to read; 'Settlement within the manor of

	County Council)	of the conservation area. The remains of the moat, still full of water, can still be seen at Elford Park Farm immediately to the north of the farm complex. From the 12th century the Arderne family and from the early 15th century the Stanley family lived in the manor house on this site. The first Hall adjacent to the church was not built until the start of the 16th century.	have originated. Settlement development SCC commissioned Dr John Hunt to produce a 'Medieval Rural Settlement Survey' for Elford in 2006 (unpublished report). I have reviewed this document and would offer the following comments on the settlement pattern based partly upon this work, which you may wish to incorporate into this section. Settlement within the manor of Elford prior to the Norman Conquest is inferred from Domesday Book (1086), by which date there were around 160 inhabitants. The settlement pattern of this period is currently unknown, but may have largely comprised dispersed farmsteads lying across the parish. The development of a more nucleated settlement is indicated from the extant village plan and from historic maps. The period of nucleation is unknown, but may have been in progress from the mid-9 th century onwards. The focus of the medieval village is likely to have lain along the principal east-west route (comprising Church Road). It certainly existed along this axis, between the church and the junction with The Beck, by the early post medieval period, as the surviving 17 th century buildings attest. The intensification of development along this axis continued in the centuries which followed. Whilst the church, which dates from the 16 th century, is not known to retain any medieval fabric	Elford prior to the Norman Conquest is inferred from Domesday Book (1086), by which date there were around 160 inhabitants. The settlement pattern of this period is currently unknown, but may have largely comprised dispersed farmsteads lying across the parish. The development of a more nucleated settlement is indicated from the extant village plan and from historic maps. The period of nucleation is unknown, but may have been in progress from the mid-9 th century onwards. The focus of the medieval village is likely to have lain along the principal east-west route (comprising Church Road). It certainly existed along this axis, between the church and the junction with The Beck, by the early post medieval period, as the surviving 17 th century buildings attest. The intensification of development along this axis continued in the centuries which followed. Whilst the church, which dates from the 16 th century, is not known to retain any medieval fabric there is no reason why its medieval predecessor did not stand on the same site or within the immediate vicinity. This may be enforced by the possible site of a market place at the western end of Church Road. The market charter was granted to the lord of the manor in 1254 and may suggest that Elford either was, or was intended by its lord to become, a central place within the local
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			<p>there is no reason why its medieval predecessor did not stand on the same site or within the immediate vicinity. This may be enforced by the possible site of a market place at the western end of Church Road. The market charter was granted to the lord of the manor in 1254 and may suggest that Elford either was, or was intended by its lord to become, a central place within the local landscape. Secondary settlement is indicated on the edges of the nucleated core most notably at The Square and at The Green. At the latter site earthworks survive which attest to settlement shrinkage or shift, probably dating to the later medieval or post medieval period. The original manor house may have stood within the village, possibly adjacent to the church and in the vicinity of the 17th and later 18th century hall, since demolished. A moated site survives as a water-filled earthwork within Elford Park, approximately 1.7km to the north of the Conservation Area. Its isolated position may be associated with a period, particularly in the 13th century, when gentry families like the Arderne's sought to emphasise their status by relocating their residences to more private locations. Alternatively it may be associated with the creation of Elford Park, about which little is currently known.</p>	<p>landscape. Secondary settlement is indicated on the edges of the nucleated core most notably at The Square and at The Green. At the latter site earthworks survive which attest to settlement shrinkage or shift, probably dating to the later medieval or post medieval period. The original manor house may have stood within the village, possibly adjacent to the church and in the vicinity of the 17th and later 18th century hall, since demolished. A moated site survives as a water-filled earthwork within Elford Park, approximately 1.7km to the north of the Conservation Area. Its isolated position may be associated with a period, particularly in the 13th century, when gentry families like the Arderne's sought to emphasise their status by relocating their residences to more private locations. Alternatively it may be associated with the creation of Elford Park, about which little is currently known.</p>
ECAA27	Ms D. Taylor	<u>Paragraph 5.7</u>	Paragraph 5.7 the HER entry for the	These comments have been noted. No

	(Staffordshire County Council)	In terms of the current settlement the remains of an early medieval settlement are located on The Green. At some point in the later medieval period the focal point of the settlement moved closer to the River and by the 16th century the settlement was firmly established and thriving as the construction of a brick bridge over the river and the construction of the Church tower (1598) would suggest.	earthworks at The Green is a little misleading when it gives a date of 'deserted settlement' of 410AD to 1486. Work undertaken by Dr John Hunt (see below) affirms that this settlement site is more likely to have been abandoned in the later medieval or even post medieval period.	further action is required
ECAA28	Mr J. Robotham (resident)	<u>Picture 12.1</u> Map showing proposed boundary changes	It is difficult to see on the map but it looks as if the field behind The Beck and the back of Webb's Farm is included in the new boundary of the conservation area. I agree that this should be so, particularly as the panorama view of the village from the A513 Burton Road approach, would change considerably if houses were ever to be built there.	This comment has been noted. No further action is required.
ECAA29	Mr J. Robotham (resident)	<u>Picture 12.1</u> Map showing proposed boundary changes	Comment would like to reiterate the comments made by Roger Thompson. The football pitch and cricket ground are as one as you look across the field	The boundary between these two parcels of land, which existed when the boundary was changed in 1972, has long since disappeared. Now these two parcels of land are essentially seen as one then it would make sense to include both within the conservation area. It is therefore proposed to extend the conservation area boundary to include the football pitch.
ECAA30	Mr J. Robotham (resident)		This point as been made before - Whilst there is no through traffic, there is an increase in traffic. There are between 30 - 40 people who now live beyond the village and most of them have cars: this may not seem many but it has made a	These comments have been noted.

			difference to the number of passing cars that regularly go through the conservation area.	
ECAA31	A. Hurley (resident)	Elford Conservation Area Appraisal and Management Plan Document	<p>I applaud Lichfield District Council [sic] plan to make our lovely village a conservation area. Unfortunately the character and appearance of Elford is being destroyed by traffic problems. Since the demise of Home Farm, Birmingham City Council have [sic] leased the fields and buildings to various farmers and commercial veg. producers. All have there [sic] agricultural machinery located outside of the village. So each growing season large and monster farming vehicles charge up and down The Shrubbery through the village all day. Sometimes at night. There [sic] vehicles leave much debris from fields and contents on our roads and house drives etc. which they never offer to clean up.</p> <p>Last year during Whit Bank Holiday, Elford was subject to monster trucks transporting large volumes of "evil smelling manure" for AB produce to spread on there [sic] fields leased at Home Farm. This went on over four days at approx. 45 min intervals 8hrs each day. With little respect for residents these trucks exceeded village speed limits, parked on The Shrubbery only pavement or blocked the road so other users had to mount the pavement to pass.</p> <p>All this while Elford held its annual</p>	<p>Part of Elford is already within a conservation area and has been since 1969. The current proposals are to increase the size of the existing conservation area. In terms of the concerns over Home Farm, the farm has a licence from the Environment Agency to spread this fertiliser as and when required. The deliveries of and spreading of the fertilizer do not require planning permission and therefore cannot be controlled by the District Council.</p> <p>Proposals for traffic calming and parking measures should be directed to SCC so I have forwarded these concerns to the relevant Highways Officers.</p>

			<p>“Scarecrow” competition raising money for charities with visitors having to contend with the stench from these deliveries.</p> <p>Home Farm has become more like a commercial trading estate. Previously the farm did not interfere with the rest of the village.</p> <p>Besides speeding vehicles The Shrubbery is also subject to one resident permanently parking his trade vehicles day and night outside his house on the road. This only leaves half of the road clear for vehicles to pass. This creates a bottle neck hazard, which other vehicles race to get through. Police have made him move them. A few days later they are back again. I have lived here for 47 years. Most things that go in or out of the village has [sic] to pass my house. Traffic problems are the worst they have ever been. Most of the traffic problems detailed could be reduced by the installation of traffic calming measures as other local villages have, re. Whittington and Kings Bromley. Installed in The Shrubbery at a suitable distance from the entrance off A513. Throughout village, prevent parking in Shrubbery, possibly limit size of monster vehicles.</p> <p>Without these measures or similar Elford will become more of a constipated area than a conservation area. A. L. Hurley</p>	
ECAA32	Mr R. Norris	Elford Conservation Area Appraisal and	Dear Sir/Madam, I would like to make	The proposals, as outlined in appendix

	(resident)	Management Plan Document	<p>the following comments about our house relevant to the above plan. 1) Tithe Barn was made into a house from a barn in 1956 by adding another skin of bricks around it. 2) We have lived here since 1976. 3) We see no reason, nor want it to become a Listed Building. 4) We would take a different view maybe if LDC would take a stronger line with BRIDGEN which is recking [sic] life in Church Road and elsewhere. His lorries are causing cracks in the plaster in certain parts of the house, particularly those rooms close to Church Road. I look forward to receiving your comments to this letter in due course. Yours Faithfully R.D.W Norris</p>	<p>B, are to add a number of properties including The Tithe Barn to the Council's Local List which is not the same as Listing. These buildings are considered to positively contribute to the character and appearance of the conservation area and notwithstanding past alterations to this property it still positively contributes to Elford's special character. In terms of the concerns over Home Farm, the farm has a licence from the Environment Agency to spread this fertiliser as and when required. The deliveries of and spreading of the fertilizer do not require planning permission and therefore cannot be controlled by the District Council.</p>
ECAA33	<p>Mrs M. Jones</p> <p>(Clerk to Elford Parish Council)</p>	Elford Conservation Area Appraisal and Management Plan Document	<p>Further to our meeting with your Officer in December 2014, the Parish Council are now in a position to provide their comments to the consultation version of the Elford Consultation Area Appraisal and Management Plan.</p> <p>The Parish Council have given careful consideration to its views to ensure the position of existing residents is not unduly affected by the proposed changes to the Conservation Area. We would therefore wish to provide our comments as follows:</p> <p>1. As we indicated in the December meeting, we are pleased that the consultation period has been extended to ensure that all</p>	<p>All the properties within the village have been written to as part of this consultation exercise. The response has been very good with 44 comments from 15 different consultees.</p>

			homeowners falling within the proposed extension of the Conservation Area have been properly consulted and to ensure that they have had time to consider the amendments to the Plan and understand the implications of their properties being included within the revised boundary. We therefore hope that all property owners have been contacted and that separate comments from those property owners have been submitted through the consultation process.	
ECAA34	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Picture 12.1</u> Map showing proposed boundary changes	The Parish Council supports the changes to the boundary of the Conservation Area under the management plan, and the addition of properties and land as described.	These comments are welcomed and have been noted. No further action is required.
ECAA35	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Action 2</u> The Council will provide advice to owners, occupiers and other stakeholders in relation to works to heritage assets that will mitigate the impact of climate change without causing harm to the significance of the heritage asset.	The Parish Council supports the proposal in Action 2 of the Management Plan whereby Lichfield District Council (LDC) will provide advice to owners, occupiers and other stakeholders in relation to works to heritage assets that will mitigate the impact of climate change without causing harm to the significance of the heritage asset. This is particularly pertinent in respect of flooding in the village and the significant work that has been undertaken by residents of Eford, the Environment Agency and the Council to ensure the village is protected from future flooding.	These comments are welcomed and have been noted. No further action is required.
ECAA36	Mrs M.	<u>Action 3</u>	In respect of Action 3, we would	Before an Article 4 direction comes into

	Jones (Clerk to Eford Parish Council)	Following further consultation, the Council will apply where necessary, an Article 4 direction on dwelling houses in the Conservation Area listed in Appendix A.	encourage LDC to fully explain the implications of Article 4 Directions on those properties that are listed within Appendix A and fall within the Conservation Area.	force the Council would have to undertake further, more detailed consultation will all the affected households. At this point the Council will ensure that the proposals are advertised in accordance with best practise and the residents are fully informed.
ECAA37	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Action 4</u> a) Following consultation, the Council will where appropriate, add the buildings listed in Appendix B to the Register of Buildings of Special Local Interest. b) The Council will continue to compile a Register of Buildings of Special Local Interest and develop policies promoting their retention and improvement.	The Parish Council supports the addition of the buildings listed in Appendix B to the Register of Buildings of Special Local Interest. We would ask that residents are kept fully informed of this and of the implications for their properties.	These comments are welcomed and have been noted. If this document is adopted residents will be written to, to inform them of the inclusion of their property on the local list.
ECAA38	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Action 5</u> The Council will ensure that all proposed advertisements accord with policies set out in the emerging Local Plan.	The Parish Council supports Action 5 whereby LDC will ensure all proposed advertisements accord with policies set out in the Emerging Local Plan.	These comments are welcomed and have been noted. No further action is required.
ECAA39	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Action 6</u> The Council will continue to monitor all planning applications very carefully and ensure that new development does not have an adverse impact on the existing buildings or important landscape features of the conservation area in accordance with policies in the emerging Local Plan and any corresponding policies in the future.	The Parish Council supports Action 6 whereby LDC will continue to monitor all planning applications carefully and ensure new development does not have an adverse impact on the existing buildings or important landscape features of the Conservation Area in accordance with policies in the emerging Local Plan and any corresponding policies in the future. However, we would wish to add that the future safeguarding of the village and its	These comments are welcomed and have been noted. No further action is required.

			<p>potential growth through planned and supported development by the residents of the village must be carefully considered against the proposals to safeguard landscape features within and looking out of the Conservation Area. Officers will only be too aware that the village of Elford is restricted in terms of where future growth may occur and as such, the potential for future growth (if this is to happen at all), must not be restricted or halted as a result of the new Conservation Area proposals.</p> <p>Land to the north of the village is the only area of land that is not restricted by highways or flood plain and as such, we would urge LDC to take this area of land into account when considering the potential impacts on the views from the Conservation Area to ensure that future development is not unduly restricted. New development should mitigate the views from the Conservation Area to ensure that future development can sit side by side with existing development.</p>	
ECAA40	<p>Mrs M. Jones</p> <p>(Clerk to Elford Parish Council)</p>	<p><u>Action 7</u> The Council will continue to offer support and assistance to groups or individuals seeking grant funding to carry out works to historic buildings within Elford Conservation Area.</p>	<p>The Parish Council supports Action 7 whereby LDC will continue to offer support and assistance to groups or individuals seeking grant funding to carry out works to historic buildings within the Conservation Area</p>	<p>These comments are welcomed and have been noted. No further action is required.</p>
ECAA41	<p>Mrs M. Jones</p>	<p><u>Action 8</u> The District Council will work together with other stakeholders to discuss and,</p>	<p>The Parish Council supports LDC in their attempts to work with other stakeholders to discuss and if</p>	<p>These comments are welcomed and have been noted. No further action is required.</p>

	(Clerk to Eford Parish Council)	if appropriate, implement public realm enhancement schemes within the conservation area.	appropriate, implement public realm enhancement schemes within the Conservation Area.	
ECAA42	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Action 9</u> The District Council will work with colleagues at the County Council to understand the nature of the traffic and to seek ways to sensitively manage this with minimal impact on the conservation area.	In respect of Action 9, the Parish Council fully supports and endorses the District Council to work with colleagues at the County Council to understand the nature of the traffic within the village and to seek ways to sensitively manage this with minimal impact on the Conservation Area. We do not believe this is being carried out at the present time and would urge the District Council to work more closely with the County Council to ensure proper consideration is given to the safeguarding of the Conservation Area and its impact from large vehicle movements.	All the highways related concerns have been forwarded to the County Council for their comments.
ECAA43	Mrs M. Jones (Clerk to Eford Parish Council)	<u>Action 11</u> a) The Council will seek to ensure that development on the edges of the Conservation Area preserves or enhances the special interest of the Conservation Area and causes no harm to that special interest. b) The Council will seek to ensure that these important views remain protected from inappropriate forms of development and also that due regard is paid to them in the formulation of public realm works or enhancement schemes.	In respect of Action 11, the Parish Council would again ask LDC to ensure the Conservation Area and its views do not stop future development. It is recognised that new development must be designed sensitively to take account of the Conservation Area as it should in normal planning terms. In respect of point B under Action 11, we would wish to discuss further with the LDC its methods for protecting against inappropriate forms of development as again we do not want to completely rule out the potential for new development on the edge of the village in future years if it is deemed that the future	It is recognised that not all elements of a conservation area positively contribute to its special character and that some areas both within a conservation area and within its setting are less sensitive to change than others. While this document cannot create planning policy it does seek to define those aspects that positively contribute to the areas special character and appearance of that of its setting. The Council has a statutory duty to ensure development either preserves or enhances the special character of a conservation area. This does not rule out development within the conservation area or within its setting

			development has an overriding benefit for the future preservation of the village as a settlement in its own right. We trust the above is useful and would welcome the opportunity to discuss our comments in more detail to ensure the Council are fully aware of our current thinking and to ensure there is a balance struck between the preservation of the Conservation Area but not at the expense of potential future development that could support and ensure the village thrives into the future.	but it requires the Council to take these factors into account when considering planning applications. Where there are public benefits which would be derived from development these are also taken into account when considering planning applications.
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Hamstall Ridware Conservation Area

Comment Ref	Consultee	Consultation point	Comments	Response
HRCAA1	Mr E. McCook (Highways Agency)	Hamstall Ridware Conservation Area Appraisal and Management Plan Document	<p>Thank you for the opportunity to comment on the Mavesyn Ridware and Hamstall Ridware Conservation Area Appraisals sent to us on the 6th November 2014</p> <p>The Highways Agency (HA) is responsible for the operation and maintenance of the Strategic Road Network (SRN) in England. This includes all motorways and major trunk roads. In Lichfield District the SRN consists of the M6 Toll Motorway, the A5 trunk road and the A38 trunk road.</p> <p>The HA provided comments on the</p>	These comments have been noted. No further action required.

			initial draft of the Councils Local Plan Strategy in October 2014. These comments outlined our view of the proposals contained within the draft Local Plan. Therefore, we have no further comments to make on the conservation area appraisals above at this time.	
HRCAA2	Ms K. Mulveagh (Natural England)	Hamstall Ridware Conservation Area Appraisal and Management Plan	<p>Thank you for your consultation on the above dated 06 November 2014 which was received by Natural England on 06 November 2014.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Natural England does not consider that this Conservation Area Appraisal poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.</p> <p>The lack of comment from Natural England should not be interpreted as a statement that there are no impacts on the natural environment. Other bodies and individuals may wish to make comments that might help the Local Planning Authority (LPA) to fully take account of any environmental risks and</p>	These comments have been noted. No further action required.

			<p>opportunities relating to this document.</p> <p>If you disagree with our assessment of this proposal as low risk, or should the proposal be amended in a way which significantly affects its impact on the natural environment, then in accordance with Section 4 of the Natural Environment and Rural Communities Act 2006, please consult Natural England again.</p>	
HRCAA3	Mr K. Hussain (Environment Agency)	<p><u>Paragraph 15.1</u> <u>Landscape Setting and Views</u> Areas close to the boundary of the Conservation Area and the significant views outwards from the boundary should be protected. Measures should be undertaken to protect these views from future development which may obscure them.</p> <p>The natural environment plays a very important contribution to the Conservation Area. The trees, hedges and green spaces are intrinsic parts of the special character of the Conservation Area, which are then framed by open fields. The importance of these elements must be recognised and preserved. In particular, the open fields surrounding the Conservation Area boundary contribute to its setting and character. They provide a definitive boundary and create views in and out of the Conservation Area, whilst reflecting the village's agricultural background. These should be carefully managed</p>	<p>Thank you for consulting the Environment Agency on the above Conservation Area Appraisal. We wish to make the following comments.</p> <p>The document makes references to the natural environment but there are no specific references to watercourses and the preservation of aquatic environments. We consider watercourses could be included in section 15 of the document.</p> <p>I trust our comments are sufficient for your purposes. If you require further assistance please do not hesitate to contact me.</p>	<p>It is proposed to amend paragraph 15.1 to read;</p> <p>The natural environment plays a very important contribution to the Conservation Area. The trees, hedges and green spaces are intrinsic parts of the special character of the Conservation Area, which are then framed by open fields. The importance of these elements must be recognised and preserved. The watercourses within and adjoining the conservation area should be conserved appropriately.</p>

		<p>and protected.</p> <p><u>Action 9</u></p> <p>a) The Council will seek to ensure that development on the edges of the Conservation Area preserves or enhances the special interest of the Conservation Area and causes no harm to that special interest.</p> <p>b) The Council will seek to ensure that these important views remain protected from inappropriate forms of development and also that due regard is paid to them in the formulation of public realm works or enhancement schemes.</p>		
HRCAA4	<p>Mr J. Moran</p> <p>(Health and Safety Executive)</p>	<p>Hamstall Ridware Conservation Area Appraisal and Management Plan</p>	<p>Thank you for your requests to provide representations on the Hamstall Ridware, Mavesyn Ridware and Elford Conservation Area Appraisals and Management Plans. When consulted on land-use planning matters, the HSE where possible will make representations to ensure that compatible development within the consultation zones of major hazard installations and major accident hazard pipelines (MAHPs) is achieved.</p> <p>(1) We have concluded that we have no representation to make on this occasion. This is because your consultation request is not concerned with the potential encroachment of future development on the consultation zones of major hazard installations or MAHPs. As the request is not relevant</p>	<p>These comments have been noted. No further action required.</p>

			for HSE's land-use planning policy, we do not need to be informed of the next stages in the adoption of the the Hamstall Ridware, Mavesyn Ridware and Elford Conservation Area Appraisals and Management Plans.	
HRCAA5	Mr S. Dean Principle Archaeologist, Staffordshire County Council	<u>3 Summary of Significance Paragraph 3.1</u> The Conservation Area of Hamstall Ridware is significant for the following reasons: - There has been a settlement in this location since the early medieval period and possibly longer - Its location within the Trent Valley with its associated fertile agricultural land and its proximity to the River Blithe including an important river crossing made it a strategically important and agriculturally fruitful site. - There are 12 listed buildings within the conservation area including the Grade I listed Church of St Michael and All Angels and the Grade II* listed Hamstall Hall, Gatehouse at Hamstall Hall and Tower at Hamstall Hall which mean these are in the top 8 percent of all listed buildings in England. - The settlement is characterised by the Hall complex and Church to the north with a linear development running to the south in a rural location surrounded by undulating, open countryside	The area to the north west of the current hall and bordered to the northwest and north east by the gatehouse and courtyard wall respectively is the site of the former medieval manor house and has been designated a Scheduled Monument by the Secretary of State.	An additional point will be included which will read as above.
HRCAA6	Mr S. Dean Principle	<u>5 Historic Development Paragraph 5.1</u> The name Hamstall Ridware has both	In s5.1 you may wish to amend your statement regarding the 'relative harmony' in which local populations	These comments have been noted and paragraph 5.1 will be amended as suggested.

	<p>Archaeologist, Staffordshire County Council</p>	<p>Anglo-Saxon and Celtic origins suggesting an early Anglo-Saxon settlement when the Anglo-Saxon settlers lived in relative harmony with the native Celts. Hamstall in Anglo-Saxon means homestead and generally denotes an early date for the settlement, rid comes from the Celtic and means ford and wara is Anglo-Saxon for dwellers so a reasonable interpretation would be 'dwellers of the settlement at the ford'. <u>Paragraph 5.2</u> There are three entries in the Domesday book for Hamstall Ridware and at the time of the Norman Conquest the Saxon family of Asser Geun became lords of the manor and took the name de Ridware. The location of the early-medieval settlement is not known but the remains of a moated manor site just to the north-east of the existing Hamstall Hall is likely to be the location of the settlement following the Norman Conquest and finds of 12th century pottery on the site support this supposition.</p>	<p>lived as there is no evidence to support this. My advice would be that in this case speculation should be removed. While we can still consider potential based on archaeological remains across the settlement it is dangerous to speculate issues such as peaceful relations without firm evidence.</p> <p>In the first sentence of s5.1. you mention Anglo-Saxons three times. Taking this in conjunction with the above comment can I suggest an alternative opening para:</p> <p>Hamstall Ridware is first recorded at Domesday (1086), although place name evidence suggests that the medieval settlement may have an early medieval pre-cursor. The old English 'Ham' suggests the presence of a pre-conquest home or farmstead in the area, while the element 'Ridware' can be separated into 'Rid' (ritu, the Old English for ford or riding track (ford being more likely)) and 'ware' possibly referring to 'dwellers - hence 'the dwellers by the ford' (Horovitz, 2005 459).</p> <p>In s5.2 it is right to state that, at present the location of early medieval settlement is not known. However, evidence from elsewhere along the River Trent would suggest that Anglo-Saxon settlement occupied the interface between the first</p>	<p>Paragraph 5.2 will be amended as follows;</p> <p>There are three entries in the Domesday book for Hamstall Ridware and at the time of the Norman Conquest the Saxon family of Asser Geun became lords of the manor and took the name de Ridware. The location of the early-medieval settlement is not known, although evidence from elsewhere along the River Trent would suggest that Anglo-Saxon settlement occupied the interface between the first flood plain and the valley floor. This might suggest that early medieval settlement occupied the same spot as the current settlement of Hamstall Ridware. The remains of a moated manor site just to the north-east of the existing Hamstall Hall is likely to be the location of the settlement following the Norman Conquest and finds of 12th century pottery on the site support this supposition.</p>
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			flood plain and the valley floor. This might suggest that early medieval settlement occupied the same spot as the current settlement of Hamstall Ridware.	
HRCAA7	Mr S. Dean Principle Archaeologist, Staffordshire County Council	<p><u>14 Street and Traffic Management Paragraph 14.1 Public Realm</u></p> <p>At present the streetscape and public realm within Hamstall Ridware Conservation Area is relatively uncluttered and does not detract from the character or appearance of the Conservation Area. However, any future works to the streetscape and public realm should be carried out in a way that is sympathetic to and compliments the character of the area. The existing red telephone kiosk is in a poor condition. It is a K6 model with a Tudor crown which dates it to between 1926 and 1953. Consideration should be given to improving the condition of the phone kiosk which is a prominent feature within the Streetscene. The provision of street lighting should be carefully considered to ensure that there is adequate street lighting without contributing to increased light pollution.</p> <p>Action 8</p> <p>The Council will work together with other stakeholders to discuss and, if appropriate, implement a high quality, coherent style of public realm enhancement schemes within the Conservation Area.</p>	<p>Having just reviewed the Public Realm section for the Mavesyn Ridware Conservation Area Appraisal and Management Plan the wording is identical. While this is appropriate where generic statements are made concerning grants etc both sections reference the presence of a K6 telephone box. While it may be the case that both settlements host such a box it would be useful to determine whether this is correct. If it is then could not the telephone box be considered for inclusion on the Local List register maintained by Lichfield District Council?</p> <p>In s 14.1, the provision of any new street lighting should also ensure that the type/design, spacing and height of lighting columns is appropriate to the character of the Conservation Area.</p>	<p>There is a K6 telephone kiosk within the conservation area and it will be added to the proposed list of properties to be added to the Local List in Appendix B.</p> <p>Paragraph 14.1 will be amended to read: The provision of street lighting should be carefully considered to ensure that ensure that the type/design, spacing and height of lighting columns is appropriate to the character of the Conservation Area and that there is adequate street lighting without contributing to increased light pollution.</p>

Mavesyn Ridware Conservation Area

Comment Ref	Consultee	Consultation point	Comments	Response
MRCAA1	Mr E. McCook (Highways Agency)	Mavesyn Ridware Conservation Area Appraisal and Management Plan Document	<p>Thank you for the opportunity to comment on the Mavesyn Ridware and Hamstall Ridware Conservation Area Appraisals sent to us on the 6th November 2014</p> <p>The Highways Agency (HA) is responsible for the operation and maintenance of the Strategic Road Network (SRN) in England. This includes all motorways and major trunk roads. In Lichfield District the SRN consists of the M6 Toll Motorway, the A5 trunk road and the A38 trunk road.</p> <p>The HA provided comments on the initial draft of the Councils Local Plan Strategy in October 2014. These comments outlined our view of the proposals contained within the draft Local Plan. Therefore, we have no further comments to make on the conservation area appraisals above at this time.</p>	These comments have been noted. No further action required.
MRCAA2	Ms K. Mulveagh (Natural	Mavesyn Ridware Conservation Area Appraisal and Management Plan	Thank you for your consultation on the above dated 06 November 2014 which was received by Natural England on 06 November 2014.	These comments have been noted. No further action required.

	England)		<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Natural England does not consider that this Conservation Area Appraisal poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.</p> <p>The lack of comment from Natural England should not be interpreted as a statement that there are no impacts on the natural environment. Other bodies and individuals may wish to make comments that might help the Local Planning Authority (LPA) to fully take account of any environmental risks and opportunities relating to this document.</p> <p>If you disagree with our assessment of this proposal as low risk, or should the proposal be amended in a way which significantly affects its impact on the natural environment, then in accordance with Section 4 of the Natural Environment and Rural Communities Act 2006, please consult Natural England again.</p>	
MRCAA3	Mr M Eades		Thank you for the presentation you	The line of the proposed boundary will

	(Ridware History Society)		<p>gave at the Mavesyn Parish Council Meeting on Thursday 20th November 2014 at the Mavesyn Village Hall in Hill Ridware. We found it informative and are pleased that you have the future of the Conservation area very much in mind.</p> <p>In general terms we have no amendments to your broad proposals, but specifically we are concerned about the proposed boundary amendments on the southern border as we explained at the meeting. You asked us to put these concerns into writing for you:</p> <p>1. Our prime concern is that the southern boundary remains unaltered. I was part of the consultation process in 1974 when that boundary was decided. It was deliberately drawn to include the bluebell wood and sandstone bluff on the southern bank of the river Trent to protect and preserve the view from the village to the south. In order to incorporate this area to the south of the river Trent it was decided to follow the line of the parish boundary. This originally followed the centreline of the river which was further south from its present course, because of alterations made when the railway was built in the 1840s and later straightening works. This meant the bluebell wood and sandstone bluff was now contiguous to the boundary enabling it to be</p>	<p>be changed as follows; it will be amended to include all of the land between the river and the west coast mainline, both the area already included within the conservation area and also an additional area to the west. The area of the medieval mill stream will be included in the conservation area by incorporating an additional field to the west. This is considered more logical than drawing the boundary tightly along the south bank of the stream. It is not considered practicable to include the flood bank, however, development would not be permitted either on top of or either side of the bank as it is in open countryside outside of any settlement boundaries and (apart from the bank itself) the area is within the flood plain.</p>
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incorporated into the conservation area. It is particularly sensitive because of the height of the sandstone bluff and the attractiveness of the bluebell wood it supports. Depicted in the photograph below: View towards the southern boundary - Ideal Standard, West Coast Main Line. This has proven to be particularly prescient since Armitage Shanks (Ideal Standard) have built a very intrusive blue warehouse that is largely hidden by this bluebell wood.

2. We note that your principle proposed alteration to the eastern border is to follow the flood bank. We suggest given the height of this bank you place the boundary on its eastern side rather than on the western in order to prevent any development along the top which might in consequence dominate the landscape.

3. We note that the proposed alteration to the western border follows the line of the medieval Mill Stream. This is a most attractive feature and worthy of protection. We therefore suggest that the boundary is placed on the outer edge of the medieval Mill Stream rather than on the inner.

RE: Lichfield District Council representations to HS2Ltd regarding the WCML. Further we note that in your draft proposals you comment upon the

			<p>intrusiveness and frequency of the trains on the West Coast Main Line (WCML). HS2 Ltd is proposing yet again to upgrade this stretch of the WCML to increase line speed and frequency of trains by a further 30% meaning on average a train every 2.3 minutes at peak times. This is on top of other similar upgrades over the past 40 years since the Conservation area was formed. This will further degrade the conservation area and it is surely time to halt this never ending increase. We invite the council to draw this to attention of HS2 Ltd. And propose that the sound barriers in Handsacre are extended to cover and protect the conservation area.</p>	
MRCAA4	<p>Mr J. Moran (Health and Safety Executive)</p>	<p>Mavesyn Ridware Conservation Area Appraisal and Management Plan</p>	<p>Thank you for your requests to provide representations on the Hamstall Ridware, Mavesyn Ridware and Elford Conservation Area Appraisals and Management Plans. When consulted on land-use planning matters, the HSE where possible will make representations to ensure that compatible development within the consultation zones of major hazard installations and major accident hazard pipelines (MAHPs) is achieved.</p> <p>(1) We have concluded that we have no representation to make on this occasion. This is because your consultation request is not concerned with the potential encroachment of</p>	<p>These comments have been noted. No further action required.</p>

			future development on the consultation zones of major hazard installations or MAHPs. As the request is not relevant for HSE's land-use planning policy, we do not need to be informed of the next stages in the adoption of the the Hamstall Ridware, Mavesyn Ridware and Elford Conservation Area Appraisals and Management Plans.	
MRCAA5	Mr K. Hussain (Environment Agency)	<p><u>Paragraph 15.1 Landscape Setting and Views</u> Areas close to the boundary of the Conservation Area and the significant views outwards from the boundary should be protected. Measures should be undertaken to protect these views from future development which may obscure them.</p> <p>The natural environment plays a very important contribution to the Conservation Area. The trees, hedges and green spaces are intrinsic parts of the special character of the Conservation Area, which are then framed by open fields. The importance of these elements must be recognised and preserved.</p> <p>In particular, the open fields surrounding the Conservation Area boundary contribute to its setting and character. They provide a definitive boundary and create views in and out of the Conservation Area, whilst reflecting the village's agricultural background. These should be carefully managed and protected.</p>	<p>Thank you for consulting the Environment Agency on the above Conservation Area Appraisal. We wish to make the following comments.</p> <p>The document makes references to the natural environment but there are no specific references to watercourses and the preservation of aquatic environments. We consider watercourses could be included in section 15 of the document.</p> <p>I trust our comments are sufficient for your purposes. If you require further assistance please do not hesitate to me.</p>	<p>It is proposed to amend paragraph 15.1 to read;</p> <p>The natural environment makes a very important contribution to the Conservation Area. The trees, hedges and green spaces are intrinsic parts of the special character of the Conservation Area, which are then framed by open fields. The importance of these elements must be recognised and preserved. The watercourses within and adjoining the conservation area should be conserved appropriately.</p>

		<p><u>Action 9</u></p> <p>a) The Council will seek to ensure that development on the edges of the Conservation Area preserves or enhances the special interest of the Conservation Area and causes no harm to that special interest.</p> <p>b) The Council will seek to ensure that these important views remain protected from inappropriate forms of development and also that due regard is paid to them in the formulation of public realm works or enhancement schemes.</p>		
MRCAA6	<p>Mr S. Dean</p> <p>Principle Archaeologist, Staffordshire County Council</p>	<p><u>5 Historic Development</u></p> <p><u>Paragraph 5.1</u></p> <p>The earliest farmers were attracted to the fertile Trent valley, as shown by the remains of a Neolithic causewayed enclosure located on the large flat fields beside the river, south east of the church, which was first built between 3000 and 2500 BC. A large central area is surrounded by three concentric ditches, excavated to form banks or ramparts which must have been impressive in their day. The enclosing banks are interrupted at intervals by entrances, or causeways which give these monuments their name. The monument is no longer visible from the ground, but aerial photographs have revealed its extent. The Mavesyn Ridware causewayed enclosure is significant because it is one of the most northern examples of this type of</p>	<p>In general we are supportive of the approach throughout the Historic Background section (s5) of the Conservation Area Appraisal. For the sake of completeness in s5.1, when considering late prehistoric activity it is advised that the appraisal recognise that there is considerable evidence throughout the valley of the River Trent ranging from ceremonial/burial structures (as at Mavesyn Ridware) through to settlement evidence and extensive field systems. The majority of these features survive as below ground remains only and this evidence broad group coupled with the intensity of activity in the area may suggest the potential for further significant archaeological remains relating to late prehistoric activity to be present within the bounds of the Mavesyn Ridware Conservation Area.</p>	<p>Paragraph 5.1 will be amended to read: Archaeological evidence throughout the valley of the River Trent; ranging from ceremonial and burial structures through to settlement evidence and extensive field systems shows that some of the earliest farmers were attracted to the fertile Trent valley. The majority of these features survive as below ground remains only and this broad group of evidence, coupled with the intensity of activity in the area may suggest the potential for further significant archaeological remains relating to late prehistoric activity to be present within the bounds of the Mavesyn Ridware Conservation Area. In Mavesyn Ridware there is evidence in the form of the remains of a Neolithic causewayed enclosure located on the large flat fields beside the river, south east of the church, which was first built</p>

		<p>monument. There is another located near Alrewas, but the majority are found in the chalk downlands of Oxfordshire, Wiltshire, Dorset and Hampshire. Two Bronze Age (2500BC-800BC) round barrows are located near the causewayed enclosure, to the west and south-west of it and show that this area of the Trent continued to be an important site for a long period of time.</p>	<p>While the Mavesyn Ridware causewayed enclosure is not designated a Scheduled Monument it could be argued that it represents a non-scheduled nationally important heritage asset under identified NPPF para 139.</p> <p>Regarding the site of the former mill a photograph is included but there is no supporting text within the main document. Mills were an important part of a settlements life and could also act as a symbol of status and significance. The text could read 'A mill was recorded for Mavesyn Ridware at Domesday (1086). It is likely that this site continued to house the village mill into 19th century when it was recorded on the 1st edition Ordnance Survey mapping as a 'Corn Mill'. It appears to have been demolished in the early part of the 20th century although remains of its ashlar structure were observed on the site in 1958.'</p>	<p>between 3000 and 2500 BC. A large central area is surrounded by three concentric ditches, excavated to form banks or ramparts which must have been impressive in their day. The enclosing banks are interrupted at intervals by entrances, or causeways which give these monuments their name. The monument is no longer visible from the ground, but aerial photographs have revealed its extent. The Mavesyn Ridware causewayed enclosure is significant because it is one of the most northern examples of this type of monument and while it is not designated as a Scheduled Monument it could be argued that it represents a non-scheduled, nationally important heritage asset under paragraph 139 of the NPPF. There is another similar monument located near Alrewas, but the majority are found in the chalk downlands of Oxfordshire, Wiltshire, Dorset and Hampshire. Two Bronze Age (2500BC-800BC) round barrows are located near the causewayed enclosure, to the west and south-west of it and show that this area of the Trent continued to be an important site for a long period of time.</p> <p>An additional paragraph will be added after picture 5.1 which will read: A mill was recorded for Mavesyn Ridware at Domesday (1086). It is likely that this site continued to house the village mill into 19th century when it was</p>
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				recorded on the 1st edition Ordnance Survey mapping as a 'Corn Mill'. It appears to have been demolished in the early part of the 20th century although remains of its ashlar structure were observed on the site in 1958.'
MRCAA7	Mr S. Dean Principle Archaeologist, Staffordshire County Council	<u>Paragraph 14.1 Public Realm</u> At present the streetscape and public realm within Mavesyn Ridware Conservation Area is relatively uncluttered and does not detract from the character or appearance of the Conservation Area. However, any future works to the streetscape and public realm should be carried out in a way that is sympathetic to and compliments the character of the area. The existing red telephone kiosk is in a poor condition. It is a K6 model with a Tudor crown which dates it to between 1926 and 1953. Consideration should be given to improving the condition of the phone kiosk which is a prominent feature within the Streetscene. The provision of street lighting should be carefully considered to ensure that there is adequate street lighting without contributing to increased light pollution. <u>Action 8</u> The Council will work together with other stakeholders to discuss and, if appropriate, implement a high quality, coherent style of public realm enhancement schemes within the Conservation Area.	In Public Realm (s14.1) the text identifies an extant red K6 public telephone box (dating to between 1926-53). Could a case be made for its Listing or inclusion within the Lichfield District Local List? In s 14.1, the provision of any new street lighting should also ensure that the type/design, spacing and height of lighting columns is appropriate to the character of the Conservation Area	The reference to the K6 telephone box is an error so this will be removed. Paragraph 14.1 will be amended to read; The provision of street lighting should be carefully considered to ensure that the type/design, spacing and height of lighting columns is appropriate to the character of the Conservation Area and that there is adequate street lighting without contributing to increased light pollution.

Appendix B

Schedule of properties proposed for addition to the Local List

Elford Conservation Area

Brickhouse Lane	New Cottage
Burton Road	The Mount Hill Cottage Elford House (including numbers 1, 2, 3 & 4 Elford House, East Wing, Elford House and West Wing Elford House) Elford Lodge The Stables, Elford House The Cottage, Elford House
Church Road	Elford Hall Community Project Pimlico Cottage The Woodyard Box Cottage Church Gate Cottage Arthur Cottage Elford Lodge The Wickets Bagot House Tithe Barn
Clements Lane	Clements Cottage
Eddies Lane	Webbs Farmhouse
The Beck	Homestead (number 8) Number 22 Numbers 41, 43, 45, 47, 51, 53 & 55 Yew Tree (numbers 59-61) The Gardens Haycroft Tanglewood Garden Cottage
The Green	Numbers 1, 2 & 3
The Shrubbery	The Warren Beck House
The Square	Howard Primary School The Old School House

	Drey House Numbers 1, 2, 3 & 4
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Hamstall Ridware Conservation Area

Blithbury Road	Church Cottage Church Farmhouse Church Farm St Michael's Barn Laburnum Cottage Outbuilding to S of Laburnum Cottage School House Yew Tree Cottage Rose Cottage K6 Telephone Kiosk
The Green	The Cottage The Cottage, 1 The Green The Cottage, 2 The Green Shoppe Cottage, 3 The Green
Lichfield Road	Green Farm Cottage
Yoxall Road	The Old Mill Mill House Shoulder of Mutton Inn Blythe Cottage The Old Saddlery

Mavesyn Ridware Conservation Area

Church Lane	Outbuildings approximately 4m NW of Church Cottage Mavesyn Ridware Residential Home Bothy
Manor Lane	Manor Farm Cottage Stable Cottage

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

Date: 12th March 2015

Agenda Item: 7

Contact Officers: Craig Jordan / Maxine Turley

Telephone: 01543 308202; 308206

SUBMISSION BY ECONOMIC GROWTH & DEVELOPMENT CABINET MEMBER

TOWNSCAPE HERITAGE (TH) PROGRAMME FOR FAZELEY AND BONEHILL

1. Purpose of Report:

- 1.1 The purpose of this report is to inform members of the Heritage Lottery Fund (HLF) decision in relation to the Round One Application for Fazeley and Bonehill Townscape Heritage (TH) programme.
- 1.2 Report on the subsequent actions undertaken to inform future involvement within Fazeley and Bonehill Conservation Area.

2. Summary of Policy Development:

- 2.1 The Fazeley and Bonehill TH programme was included in the Capital Programme approved by Council on 17th February 2015 as part of the Medium Term Financial Strategy (Revenue and Capital) 2015-18. The project included £34,000 of match funding from the Council that was to be funded from the Historic Buildings Grant.
- 2.2 On the 4th June 2014 support was given by the Economic Growth, Environment & Development (Overview and Scrutiny) Committee to develop a TH Round One application to the HLF. The application would cover the Fazeley and Bonehill Conservation Area. On the 15th July 2014 approval to submit the application was given by the Cabinet.
- 2.3 A completed Round One application was submitted to the HLF on the 28th August 2014.
- 2.4 Representatives from The Heritage Lottery Fund visited the application site on the 20th October 2014. They were given a tour of the Conservation Area, during which they met District and Town Council members. This was followed by a question and answer session. Other stakeholder organisations including Canal and Rivers Trust and Bromford Homes also attended the question and answer session.
- 2.5 On the 30th January 2015 the Heritage Lottery Fund informed the District Council that its Round One Townscape Heritage application for Fazeley and Bonehill had not been successful.
- 2.6 The decision letter acknowledges the heritage importance of the area and the need for the Council to address those buildings considered as being 'at risk' by English Heritage. The HLF however, had concerns relating to deliverability of the project and the level of funding requested given the scale of the buildings and their dereliction.
- 2.7 Whilst the decision of the HLF Board is accepted, it is felt that in order to provide Members with a detailed report, further feedback regarding the refusal should be

obtained from the HLF. The feedback can then be used to shape recommendations for future measures in Fazeley and Bonehill and also provide insight that can be used to inform any future potential applications to the HLF.

- 2.8 The HLF has confirmed that additional critical feedback in regards to the project submission can be obtained by submitting a Project Enquiry Form. The submission will generate a meeting with their Project Development Team where the strengths and weakness of the refused application can be outlined.
- 2.9 A Project Enquiry Form regarding Fazeley and Bonehill TH application was duly submitted to the HLF on the 19th February.
- 2.10 It should be noted that the HLF during this TH bidding round ear-marked £14 million grant funding nationally; 30 applications were submitted with a total funding request of £39 million. There were three applications from the West Midlands region only one of which was successful. The successful application related to Dudley Town Centre, and this application was a resubmission.

3. Community Benefits

- 3.1 Local Ward members and Town Council members have been informed of the refusal letter.
- 3.2 Local stakeholders who provided letters of support for the application, and business and property owners who indicated an interest have also been informed of the refusal.

4. Recommendation

- 4.1 That this Committee notes the contents of the report.
- 4.2 That this Committee receives a future report providing detailed feedback from the HLF. This will allow any further work within Fazeley and Bonehill Conservation Area and the future allocation Historic Buildings Grant capital fund to be determined.

5. Financial Implications

- 5.1 The Fazeley and Bonehill TH programme project budget included in the Approved Capital Programme is shown in the table below:

Details	2014/15 £	2015/16 £	2016/17 £	Total £
Total Spend	73,000	2,000	1,226,000	1,301,000

Funding	2014/15 £	2015/16 £	2016/17 £	Total £
Council Funding (Historic Building Grant)	3,000	0	31,000	34,000
Section 106	1,000			1,000
Heritage Lottery Fund	69,000	2,000	1,195,000	1,266,000
Total	73,000	2,000	1,226,000	1,301,000

- 5.2 The Historic Building Grant fund exists to fulfill the general duties to preserve and enhance as outlined within Section 71 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 5.3 Refusal by the HLF means that in its current form the HLF considers the Fazeley and Bonehill TH programme as not viable. Reference to the project will be removed from the Capital Programme until further feedback has been received from the HLF and further recommendations considered by the relevant Committees.

5.4 The Historic Building Grant fund of £34,000 will remain available. Its future allocation will be addressed following the assessment of further feedback from the HLF.

6. A Plan for Lichfield District Implications

6.1 The HLF refusal means that currently there is not a capital supported programme to deliver the aspirations within Fazeley and Bonehill Conservation Area Appraisal and Management Plan (January 2011) and Policies Faz1 and Faz3 in the Local Plan Strategy for Fazeley, Mile Oak & Bonehill.

7. Sustainability and Carbon Reduction Issues

7.1 N/A.

8. Human Rights Issues

8.1 None.

9. Crime and Community Safety Issues

9.1 N/A

10. Risk Management Issues

(a) Risk	Likelihood/ Impact	Risk Category	Countermeasure	Responsibility
The 6 listed buildings in Fazeley Parish considered 'at risk' will continue to deteriorate.	Medium	Corporate	Seek feedback from the HLF in a timely manner	Maxine Turley
The number of listed buildings 'at risk' in Fazeley Parish will increase.	Medium	Corporate	Seek feedback from the HLF in a timely manner.	Maxine Turley
Feedback from the HLF will not be to a level that can provide a clear route for future intervention in Fazeley Parish	Low	Corporate/ Strategic	Seek feedback from the HLF in a timely manner.	Maxine Turley
That match funding is not available to support future funding applications. (The capital monies associated with the Historic Building Grant is cut as part of Fit for the Future savings).	Low	Financial	Seek feedback from the HLF in a timely manner. Provide O & S with recommendations in a timely manner.	Maxine Turley
Historic Building Grant is allocation to support intervention in other part of the District.	Low	Financial	Seek feedback from the HLF in a timely manner. Provide O & S with recommendations in a timely manner.	Maxine Turley

Partner and Stakeholder support for future LDC intervention cannot be secured.	Low	Strategic	Partners and Stakeholders are kept up to date on the agreed recommendations and progress on delivering such recommendations.	Maxine Turley
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Background Documents:

1. Lichfield District Local Plan: Strategy
2. The Fazeley and Bonehill Conservation Area Appraisal and Management Plan.

Important web links

www.lichfielddc.gov.uk/localplan

www.lichfielddc.gov.uk/localplanexamination

http://www.lichfielddc.gov.uk/downloads/file/4058/fazeley_and_bonehill_conservation_area_appraisal_and_management_plan

R. K. King

Report checked and approved:

Strategic/Corporate Director

**SUBMISSION TO ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW
AND SCRUTINY) COMMITTEE**

Date: 12th March 2015

Agenda Item: 8

Contact Officer: Craig Jordan

Telephone: 01543 308202

**SUBMISSION BY ECONOMIC GROWTH AND DEVELOPMENT SERVICES PORTFOLIO
HOLDER**

Progress on Supplementary Planning Documents (SPD)

1. Purpose of Report

- 1.1 In support of the recently adopted Lichfield District Local Plan: Strategy and to assist in the future implementation of policies contained within that document, the District Council has agreed to develop supplementary planning advice in respect of specified topics. These topics - Biodiversity, Trees and Landscaping, Rural Development, Historic Environment and Sustainable Development – are considered to be the most important areas where guidance in interpreting policy is required for potential planning applicants, local communities and the Council itself as local planning authority.
- 1.2 It was agreed that to assist in taking the aforementioned SPD forward a number of member and officer Task Groups would be formed. The Task Group's are being lead by a designated member and supported by officers with specialist knowledge in the topic areas.

The Groups are as follows:

- Sustainable Design

Lead Member – Cllr Smedley, Lead Officer- Dan Roberts/Maxine Turley

- Historic Environment

Lead Member Cllr Mrs Stanhope MBE, Lead Officer - Debbie Boffin

- Rural Development

Lead Member Cllr Mrs Eagland, Lead Officer – Heidi Hollins

- Biodiversity & Trees & Landscaping

Lead Member Cllr Drinkwater, Lead Officers – Portia Howe (Trees and Woodland) & Justine Lloyd/Chris Walsh (Biodiversity)

2. Summary of Policy Development

- 2.1 Since the formation of the respective task groups officers guided by members have been progressing a range of work to inform the SPD's. The following paragraphs detail the work undertaken to date by each of the Task Groups as well as that planned:

Trees and Landscaping – Member lead Cllr Drinkwater

Public consultation took place on a draft Trees and Landscaping SPD in mid-2014 and the results of that consultation are being appraised prior to recommending approval and adoption of a final document.

The Trees, Landscaping and Development Supplementary Planning Document provides guidance to applicants to ensure that trees, hedges and other landscape features are successfully retained and integrated into new development. The SPD also seeks to achieve the benefits that well thought out landscaping can deliver for health and well-being, providing attractive places to live and invest and helping the district to adapt to the changing climate.

Rural Development – Member lead Cllr Mrs Eagland

Following detailed work across a number of themes a revised draft of the SPD was circulated for consideration and comment around the Task Group at the turn of the year.

Approval of the draft for public consultation will be sought shortly.

Historic Environment – Member lead Cllr Mrs Stanhope

A final draft version of the supplementary planning document has been prepared and considered by the Task Group and is presented here for approval to go out to public consultation (See **Appendix A**).

The Historic Environment supplementary planning document aims to ensure that the historic environment of the District plays a clear and strong role in any future regeneration, development and management decisions. It provides information to all involved in projects of the sort of things that should be considered when undertaking works to the historic environment.

Biodiversity and Development – Cllr Drinkwater

A final draft version of the supplementary planning document has been prepared and considered by the Task Group and is presented here for approval to go out to public consultation (See **Appendix B**).

This Biodiversity and Development Supplementary Planning Document (SPD) expands on policies of the Local Plan that ensure biodiversity is adequately protected and enhanced throughout the development process. The SPD provides additional information on how these policies will be implemented and provides guidance on biodiversity and nature conservation for development applicants concerned with the conservation of biodiversity in development.

The SPD describes the importance of protected/priority species/habitats in relation to the planning process in a legislation and policy context. With this respect the SPD sets out the biodiversity information and impact assessments required to support planning proposals and provides a step-by-step advice on building biodiversity into development.

Sustainable Design – Member lead Cllr Smedley

The Sustainable Design SPD Task Group has met ten times over a two year period, in order to formulate, discuss and refine the content of the document. Following the group's final meeting, in December 2014, a draft for consultation has been finalised and agreed, a copy of which is attached to this report (**Appendix C**).

The document is structured around three main sections. It seeks to give guidance on how sustainable development can be achieved through connectivity and integration, in terms of how places are sustainably connected by transport linkages and through patterns of development. It then considers how layout and density can assist in creating sustainable development, through green infrastructure, standards for parking and space around dwellings, utilising sustainable drainage systems, creating 'walkable' communities and energy efficient layouts. A final section considers how technology and construction of buildings can lead to more sustainable development and a local Sustainability Checklist for planning applications is also included in the appendices.

Throughout the document, several references and links are made to other appropriate documents and websites, enabling the reader to understand how this proposed SPD relates to and sits with other local, county-wide and national policy.

- 2.2 As presented it will be noted that the attached draft SPDs are at this stage unformatted. Subject to approval and prior to consultation, members should be assured that the documents will be suitably formatted and presented with paragraph numbering and pagination.
- 2.3 It is important that now that the District Council has an adopted Local Plan, SPD is prepared and approved by the Authority. This will aid implementation of the Plan and hopefully contribute to bringing forward development proposals which are of a high standard and policy compliant. Good progress has been made on the various SPD as can be seen in this report. Subject to approval of the Committee public consultation will take place on 3 of the SPD meaning that in total 4 out of the 5 SPD have reached this stage of the process with the remaining rural development SPD nearing this stage.

3. Community Benefits

- 3.1 The SPD's when approved and adopted by the Council will assist in delivering on the aims and objectives of the adopted Lichfield District Local Plan providing for sustainable development which meets the needs of local residents and businesses and is acceptable in environmental terms.

4. Recommendation

- 4.1 That the Committee:
- agrees to the publishing of the draft SPD's on Biodiversity, Historic Environment and Sustainable Design for the purposes of public consultation; and,
 - notes the progress being made in bringing forward supplementary planning documents across the range of identified topics.

5. Financial Implications

5.1 None from this report.

6. Strategic Plan Implications

6.1 The SPD when approved and adopted by the Council will assist in delivering on the aims and objectives of the Lichfield District Local Plan and which itself is aligned with the overarching community and corporate goals of the District Plan for Lichfield.

7. Sustainability and Climate Change Issues

7.1 Issues of sustainability and climate change will be addressed within each of the respective SPD's where relevant to the topics in question.

8. Human Rights Issues

8.1 None.

9. Crime and Community Safety Issues

9.1 None.

10. Risk Management Issues

Risk	Likelihood/Impact	Risk Category	Countermeasure	Responsibility
That the SPD's do not provide the necessary guidance to assist in interpreting agreed policy.	Low/High		Setting up of the Task Groups involving members and officers will allow for the individual topics to be considered in detail and issues identified.	Development Services; Task Groups
That the SPD's are not prepared in time to operate alongside approved policy.	Low/High		The Task Groups are in the process of agreeing work programmes and timetables	Task Groups and reporting arrangements into EGE & D (O & S) Committee

Background Documents:

- **The Lichfield District Local Plan: Strategy – Adopted 17th February 2015**

Report checked and approved:

Strategic/Corporate Director

Historic Environment - Draft

1. Introduction

Why is the Historic Environment important and the purpose of this SPD

It is now recognised that the historic environment is not just important for its academic value but also for the quality of life it brings to us every day. When people choose places to live, work and visit they tend to head towards the most attractive pretty villages, traditional market towns and historic cities. When we visit and live in these places they enrich our lives in an emotional way and in much more tangible ways through the money spent in the area, the communities it forms and the environmental benefits it brings. The historic environment is a catalyst to regeneration and investment. It's what makes areas distinctive and desirable, drawing people in and making them stay. The regeneration of a building or area can also provide focus for a community, particularly where they feel a strong attachment to their environment.

Adapting buildings to new uses can be the most environmentally sustainable option for development. It saves the environmental costs of disposing of demolition waste and it avoids the need for manufacturing of new materials, saving a large amount of energy in both making them and transporting them to site, which can be quite some distance. The majority of our historic buildings were constructed using local materials as, historically, it was impossible and extremely expensive to transport materials vast distances.

This guidance aims to ensure that the historic environment of the District plays a clear and strong role in any future regeneration, development and management decisions. It provides information to all involved in projects of the sort of things that should be considered when undertaking works to the historic environment.

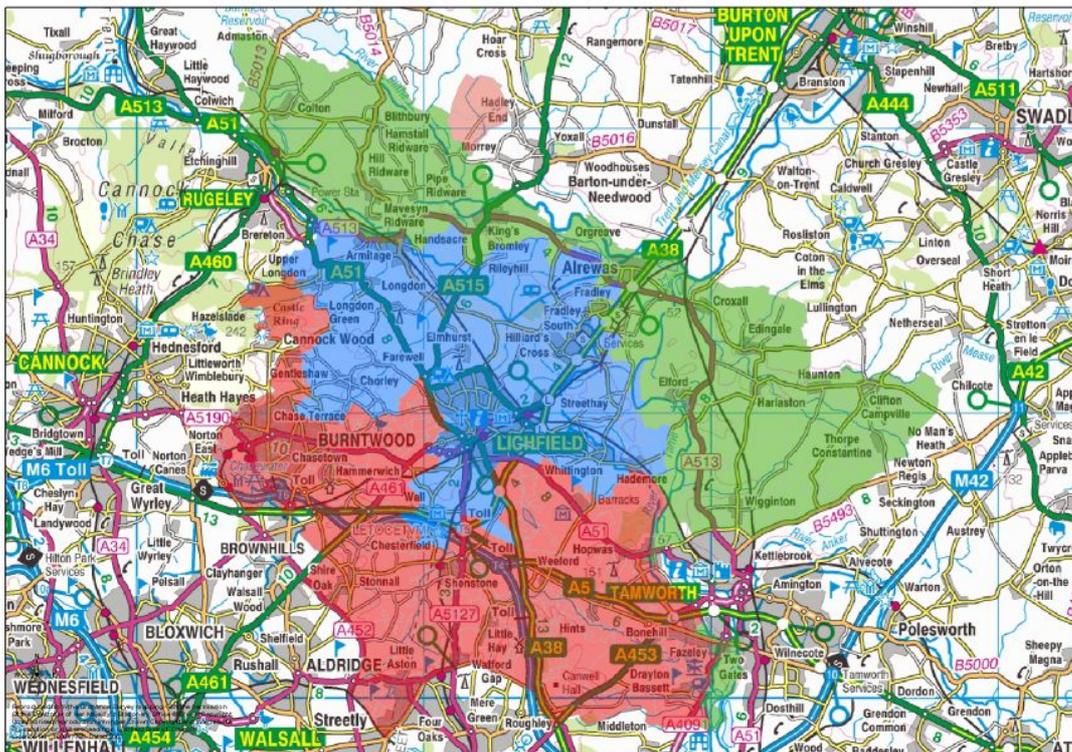
Significance of the District's Historic Environment

Lichfield District is located in south-east Staffordshire adjacent to the West Midlands conurbation. The District has two main settlements, the cathedral City of Lichfield and the town of Burntwood, as well as many villages of various sizes in the surrounding rural area.

There are three main historic landscape character areas in the district. To the west the land rises up towards the heart of the former Royal Forest of Cannock which by the later 11th century, is a landscape likely to have been dominated by a mix of woodland, wood pasture and heath land. However, some areas may already have been cleared for either pasture or even arable cultivation during the Anglo-Saxon period and possibly even earlier.

The central belt covers the historic city of Lichfield and was dominated by woodland until at least the Bronze Age. The landscape began to be completely altered during the medieval period when again it appears that much of the land was cleared and converted to arable, open fields associated with the villages and hamlets which are scattered throughout this area. Heath land then dominated much of this belt, which was known as Fradley or Alrewas heath by the 18th century, until it was enclosed in the late 18th and early 19th century.

The third band runs along the eastern boundary within the river valleys which dominate the eastern half of the county. It is within this area that some of the earliest known sites are located, with monuments dating from the Neolithic period onwards. However, there remains the potential for Palaeolithic sites to survive upon the gravel terraces of all the principal river valleys. The river valleys were the focus for arable agriculture during the medieval period and there are numerous villages and towns located here many of which are recorded in Domesday Book (1086), indicating their early origins.



These three character areas and their sub-areas are described in detail in the Historic Landscape Character Assessments and the Extensive Urban Surveys carried out by Staffordshire County Council. Moving south-west to north-east these areas are outlined below:-

Burntwood and the South West

The area rises up to the west and had formed part of the Royal Forest of Cannock from at least the medieval period. It encompasses Burntwood, Gentleshaw, Hammerwich, Stonnall, Shenstone, Little Aston, Weeford, Hints, Packington, Hopwas and Drayton Bassett. A dispersed settlement pattern centred upon individual villages, hamlets and farmsteads is dominant within this character area by the later 19th century. Many of the farms are entirely of 18th/19th century construction and reflect the development of a newly enclosed landscape visible throughout this area.

The Roman road, Watling Street, crosses this area on an east-west alignment, and the line of the modern A5 follows much of its route. Five of the previously named settlements are likely to have originated by at least the late Anglo-Saxon period (being recorded in Domesday Book (1086)), and may also include Little Aston which was mentioned in a charter of 957AD. The largest of these settlements in this period appears to have been Shenstone, which had a high population for the area as well as a mill. There is also evidence of possible Anglo-Saxon masonry within the ruined church of St John in the village which confirms activity from at least the later Anglo-Saxon period.

The area around Shenstone and Stonnall began to be enclosed in earnest during the 11th to 13th centuries by the clearing of woodland for farmland from the Royal forest of Cannock. By the later medieval/early post medieval period Stonnall had its own open field system which lay to the north west of the modern settlement.

Private deer parks were established within the landscape during the medieval period. The deer park at Drayton, established at this time, may have survived until the later 18th century. It was re-designed as a landscape park in the early 19th century finally developing into Drayton Manor Theme Park during the 20th century. Further landscape parks were established from the 18th century onwards, of which those associated with (the site of) Canwell Hall and Freeford Manor are extant. The scheduled monument of Castle Ring hill fort lies just to the west of the district boundary and it dates to at least the Iron Age. It lies adjacent to Beaudesert Hall which was held by the Bishop of Lichfield from the mid-13th century. The surrounding landscape being used as a hunting forest (Cannock Chase) by the Bishops and includes a possible hunting lodge located within the earlier hill fort.

Industrial activity within the area is recorded as early as the 14th century, when the Bishops are recorded as holding a coal mine at Beaudesert. The industrial activity around Beaudesert increased from the mid-16th century when the Paget's were given the estate.

Burntwood and Edial were first recorded at the end of the 13th century and it is likely that they developed following the further clearance of woodland for farming. The establishment of Cannock Chase meant settlement was not encouraged to develop during the medieval period. The portion of Cannock Chase lying within the District was one of the last areas of extensive heath land to be enclosed within Staffordshire under three Acts of Parliament (1861, 1862 and 1870). The enclosure created a landscape of geometric fields with straight boundaries laid out by surveyors known as 'Planned Enclosure'. The passing of the Acts may have, in part, been designed to facilitate the intensive coal mining which occurred across much of this area from this period onwards. The industry resulted in the rapid development of the mining settlements of Chasetown and Chase Terrace. During the 20th century these two settlements, along with Burntwood all expanded with housing estates to cater for migration from the West Midlands conurbation. Hammerwich has also seen some expansion but still remains a distinct settlement separated from Burntwood by field systems, which in themselves have had their layout altered during the last century.

Gentleshaw, was first mentioned in documentary sources in the 16th century, probably as a squatter settlement within or on the edges of a heath land, much of which survives in the modern landscape as Gentleshaw Common. . Further areas of heath land, which had formed part of that portion of Cannock Forest known as Ogle Hay survived until the early 19th century to the south west and a small part still survives today at Muckley Corner.

However during the 20th century modern housing estates have encroached particularly around Burntwood, Shenstone, Little Aston, Drayton Bassett and Fazeley. The housing estates to the south of Little Aston are of a similar character to those to the south of the county boundary with Birmingham City and Walsall Borough.

Lichfield and its surroundings

The core part is dominated by Lichfield city which developed within the valley of the Trunkfield Brook where it forms the focus of a network of roads leading ultimately to London, Stafford/Chester, Burton-upon-Trent, Walsall and Tamworth; all of which were important towns in the medieval period. The surrounding rural part of the character area covers Farewell and Chorley, Armitage and Handsacre, Upper Longdon, Longdon and Longdon Green, Elmhurst, Wall, Whittington, Fisherwick and part of Fradley.

From the late 7th century to the mid-16th century Lichfield was the focus of pilgrimages to St Chad's shrine located in the Cathedral. St Chad's church at Stowe may also have formed part of the pilgrimage trail. From the late 18th century Lichfield became a cultural destination. Although at this time there was little industry here, the city had prospered, both from the wealth of the clergy of the magnificent cathedral and also as an important coaching station on the main road from London to the northwest and Ireland. A number of individuals who made their impact on British cultural life were born in Lichfield or educated locally. They included Elias Ashmole, the antiquarian, Gregory King, the statistician, Joseph Addison, the essayist, Samuel Johnson, the writer and David Garrick, the actor-manager.

Also Lichfield became the home of several residents who achieved intellectual importance whilst living in the city. They included the physician, Sir John Floyer, the antiquarian Richard Greene, Erasmus Darwin, doctor and scientist, Anna Seward, the poet, Thomas Day, the humanitarian campaigner and Richard Lovell Edgeworth, the inventor and educationalist. Many were members of the Lunar Society who were part of a wider network of creative people in the surrounding area centred on the remarkable quartet of Matthew Boulton, James Watt, Joseph Priestly and Erasmus Darwin. The potter Josiah Wedgwood, another member, summed up the ethos of this group when he said that they were 'living in an age of miracles in which anything could be achieved'. Between them they managed to launch the Industrial Revolution, discover oxygen, harness the power of steam and pioneer the theory of evolution.

The Cathedral and its Close has formed an important focal point within the townscape from the early medieval period onwards and the three spires continue to dominate views around and into the City from surrounding countryside. Together with the spires of St. Mary's and St. Michael's Churches the five spires characterise the skyline of Lichfield City. At various locations within and outside the City these spires can be seen across the landscape and roovescape. These views underline the ecclesiastical heritage of the City and their retention or integration into new development will be important in most instances.

It is accepted that the main "grid pattern" street system in the central core of the City was laid out in the mid-12th century with the support of the Bishops of Lichfield. It comprises a principal street, Bore Street, and three others lying adjacent, Market Street, Wade Street and Frog Lane as the rungs of the ladder. These roads connected with the earlier north-south Bird Street/St John's Road route and the Dam Street/Conduit Street/Bakers Lane alignment to the north east. The market place, along with St Mary's Church, was also a feature of the planned town. There is good survival of historic buildings throughout the medieval streets; the majority date to the 18th and 19th century, although many of these retain earlier timber framing behind their facades.

The landscape surrounding the city is likely to have been dominated by woodland, wood pasture and heath land with perhaps some enclosure for small scale pasture and/or arable until the later medieval period. The largest surviving area of heath land, which lay to the north of Fradley, was finally enclosed following three Acts of Parliament in 1726, 1810 and 1818.

In the south of this core area substantial evidence for human activity during the Roman period concentrates around the modern village of Wall. During this period Watling Street (the modern A5) crossed the on an east-west alignment and a fort was established at Wall. Rykneild Street another Roman road crosses Watling Street approximately 867m to the south east of Wall and runs along the length of this area about 2km to the east of Lichfield cathedral, along the line of the modern A38.

There is some evidence of human activity in the later Anglo-Saxon period with Handsacre to the far north of this area being recorded in Domesday Book. The settlements of Streethay, Whittington and Chesterfield are all first recorded in documents of the late 12th century and may represent the clearance of woodland for farmland after 1066. A scheduled moated site lies to the north of Streethay, which may further strengthen this idea. Curborough was the focus for medieval settlement, first mentioned in documentary sources in the 13th century, although it is possible that there was some continuity of settlement from the Roman period onwards.

Two later medieval settlements are believed to be associated with early hermitages, where a religious person sought refuge from the world to contemplate God, at Farewell and Armitage.

By the later medieval period most of the landscape to the north of this area was being ploughed for arable in large open fields sub-divided into strips so that all the inhabitants of the settlements had an equal share of good and bad land across these fields. These open fields were gradually enclosed into small fields of Piecemeal Enclosure and this generally survives well particularly around Longdon and between Chorley and the suburbs of Lichfield to the east.

Two canals cross this area which have their origins in the later 18th century and form an important part of the landscape in terms of their historic importance and public amenity value.

The dispersed settlement pattern is still dominant within the area surrounding Lichfield, although most of the villages have seen some expansion during the 20th century. On the whole the current landscape of this area is dominated by those 20th century changes, particularly relating to the expansion of Lichfield, Armitage and Handsacre, Streethay, Fradley and Whittington.

River Valleys

This area runs along the eastern boundary of the District and covers Colton, the Ridwares, Kings Bromley, Alrewas, Elford, Edingale, Haunton, Harlaston, Clifton Campville, Thorpe Constantine and Wigginton. The Trent and Tame river valleys in Staffordshire have provided substantial evidence for human activity from at least the Neolithic period. It is likely, therefore that the landscape of the eastern Staffordshire valleys is one which had been largely cleared of woodland by the Bronze Age. The rivers Blithe, Swarbourne and Mease also run into these valleys and it is a well settled landscape of small towns and villages. The Roman road of Rykneild Street crosses this area on an approximately north east –south west alignment to the east of Alrewas. The influence of the river valleys is likely to have continued to have an impact upon the nature of the area throughout the centuries following the departure of the Roman army in AD 409. The earliest settlers stayed in this area as it was ideally suited to support them, with dense upland forests, rivers and streams, and wide river meadows, giving them a variety of food, with timber for their homes and fuel for their fires, rushes for bedding and thatch, clay for pottery and level areas of light land for grazing and growing their crops.

Domesday Book entries provide further evidence that this landscape was where the settlements had access to numerous resources including meadow and woodland, at Alrewas there is specific mention of a fishery presumably upon the River Trent and it also had two mills. Colton, Clifton Campville, Harlaston and others had mills recorded showing that arable cultivation was being carried out in these areas by the later Saxon period. All the Ridwares are recorded in the Domesday Book and Hamstall Ridware has a concentration of medieval and earlier buildings and monuments. An open field system was in use here and the overall pattern of post medieval piecemeal enclosure survives in the modern landscape.

Salt was the one of most widely needed commodities and the tracks used to transport it threaded the country from the salt springs and mines of Cheshire. They appear to have extensively used the river valleys as one such track passed through Alrewas near the present day Salter's bridge and on to Edingale, Harlaston, Haunton and Clifton Campville.

Within this area there were also substantial meadow lands which were managed as water meadows from at least the 17th century onwards being particularly associated with the dairying industry which had come to dominate the rural economy of much of eastern Staffordshire. The survival of these water meadows is generally good along the Trent and to the south of Blithe Reservoir on the river Blithe. By the 19th century large lengths of the River Mease was also surrounded by managed water meadows. Drainage has also been a feature of this formerly wetland landscape a process which was potentially underway by the 16th century.

Alrewas was granted a market in 1290 but the borough status conveyed only appears to have been promoted during the 14th C as it did not grow significantly as a settlement until the 20th century. It has been suggested that its lack of early success was due to the late date of its inception and its proximity to the larger market towns of Burton-upon-Trent, Tamworth and Lichfield. The borough status is important, as associated with it are the laying out of a market place at the junction of Post Office Road and Main Street and burgage plots, remnants of which can be seen in several areas of the village.

The historic landscape character of piecemeal and planned enclosure within this area survives to a good degree in places. Most of the towns and villages have grown in the 20th C with housing estates. The river valleys are still important as green corridors for wildlife and as a visitor attraction.

There are 21 conservation areas and around 900 listed buildings in Lichfield District. Not only is this attractive rural and historic environment locally distinctive, so engendering a sense of belonging and local pride, it makes a substantial contribution to the local economy. The area is an attractive one in which to live and its location, with good transport links, ensures that there is constant pressure for substantial growth. The challenge of accommodating continued growth in a sustainable way continues. Villages need to be assisted in retaining essential local services without being swamped by new building and the larger settlements need to retain their identity whilst developing as major service centres.

SWOT Analysis

Strengths

Historic City with medieval street pattern intact and well preserved historic core
Historic villages
Varied attractive landscape
Five spires skyline provides strong city identity
Strong local distinctiveness
Rich palette of materials
Trent and Mersey and Coventry Canals and their environs
River Trent, Mease and Tame valleys
Buoyant economy
Growth area
Rural areas in demand
Leisure opportunities
Good accessibility by rail and road

Opportunities

Consolidate local character
Channel development pressure positively to regenerate
Raise standards of design
Retain character of historic cores whilst regenerating underused sites to attract new investment
Upgrade shop fronts
Environmental improvements to key spaces
Promote the visitor attractions e.g.
Heritage based tourism

Weaknesses

Loss of industrial heritage
Some characterless suburbs
Lack of high quality contemporary architecture; tendency towards a default position of pastiche or "safe" design
Poor design of some shop fronts
Under use of some upper floors of commercial premises

Threats

HS2

The number of wind turbine proposals

Growth pressures favours fast growing urban extensions, making organic growth difficult

Gentrification of villages, resulting in change of character

Out of town retail undermining historic core

Effect of Permitted Development, particularly in villages, including uPVC glazing

Pressure to meet decision deadlines in development management, leaving little time for negotiating improved proposals

Corporate signage

2. Policy Context

Supplementary Planning Documents must be consistent with the National Planning Policy Framework (NPPF) and the local planning authority's Local Plan. The NPPF defines SPDs as documents which add further detail to policies within the Local Plan, and can be used to provide additional guidance on specific issues. SPDs are capable of being a material consideration in planning decisions once adopted.

The following documents have been taken into consideration through the writing of this SPD:

- The National Planning Policy Framework (NPPF)
- Lichfield District Local Plan: Our Strategy

The National Planning Policy Framework

The NPPF sets out the government's economic, environmental and social planning policies. The NPPF seeks to achieve sustainable development which meets the needs and desires of local people. The NPPF was introduced in March 2012 and replaced all previous Planning Policy Guidance (PPG's) and Planning Policy Statements (PPS's). The NPPF is key to planning policy and any SPD must be in conformity with national guidance.

The NPPF sets out its core land-use principles which should underpin planning decisions and plan making. One of the 12 Core Principles of the NPPF is to;

“Conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations” (Paragraph 17).

The NPPF confirms that:

“Pursuing sustainable development involves seeking positive improvements on the quality of the built, natural and historic environment...” (Paragraph 9).

Further to this the NPPF includes a specific section relating to the Historic Environment (12. Conserving and enhancing the historic environment). The NPPF requires Local Authority's set out positive policies within their local plans with regard to the conservation and enjoyment of the historic environment. The NPPF recognises that heritage assets are an “irreplaceable resource” and that they should be conserved in a manner appropriate to their significance. Authorities should recognise the “wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring”.

The NPPF advises local planning authorities to:

Enhance the significance of heritage assets and putting them to viable uses consistent with their conservation (Paragraph 126);

Require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting (Paragraph 128);

Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation. (Paragraph 128);

Refuse consent, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh the harm or loss (Paragraph 133);

Where development will lead to less than substantial harm to the designated heritage asset, this harm should be weighed against the public benefit of the proposal (Paragraph 134);

The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application (Paragraph 135); and

Should not permit the loss of the whole or part of a heritage asset without taking all reasonable steps to ensure the new development will proceed after the loss has occurred (Paragraph 13).

In addition to the guidance within the National Planning Policy framework, designated heritage Assets are protected by national legislation where they can be schedules, listed or registered.

Lichfield District Local Plan: Our Strategy

The NPPF states that local planning authorities should: “*set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment*”

The Lichfield District Local Plan: Our Strategy and forthcoming Local Plan: Allocations provide the Local policies which will have regard to the District’s heritage assets. Strategic Priority 14: Built Environment and Strategic Policy 15: High Quality Development illustrates the importance of the historic environment to Lichfield District. It states that one of the strategic priorities of the Local Plan is. This is further strengthened through Chapter 12 of the Local Plan: Our Strategy which focuses on the built and historic environment and Core Policy 14 which recognises the importance of the District’s heritage assets. Policy BE1 provides the framework within which development proposals affecting any heritage asset will be expected to address. The policy states that development will be permitted where it can be clearly and convincingly demonstrated that it will have a positive impact on;

The significance of the historic environment, such as archaeological sites, sites of historic landscape value, listed buildings, conservation areas, locally listed buildings and skylines containing important historic, built and natural features.

3. Areas and Places

Local Distinctiveness

What is Local Distinctiveness?

The term 'local distinctiveness' brings together all of those features, qualities and details that give different places their unique character and appearance.

The features and qualities of a place may include:

- its topography
- the presence of watercourses
- the presence, distribution, type and size of open spaces
- the layout of a village, town or neighbourhood
- spaces about buildings and arrangement of buildings
- the presence of landmarks, key open spaces or river crossings
- the way buildings, spaces and routes respond to how hilly or flat the place is
- whether buildings are oriented to face south or face the street
- the heights and shapes of buildings
- the scale and positioning of buildings and structures
- tree cover
- whether there are long distance views or whether spaces are intimate and enclosed
- whether there is a lot of greenery or expanses of paved surfaces and walls
- the type and mixture of land uses and building uses
- development that results from a particular economic activity (such as farming or industry) or historic or existing land ownerships (such as large estates).

The details of a place might include

- building materials
- the mix and application of building materials
- design detailing of buildings and structures
- boundary features
- street surfaces and street furniture
- the size, shape, positioning and number of openings on buildings
- the skyline and appearance of roofs
- small details like windows, doors, shopfronts, porches, gateways etc.

National planning policy and guidance places great importance on achieving high quality design in all new development and for new development to respect the local character of wherever the development takes place. In particular the National Planning Policy Framework (NPPF) requires new development to “function well and add to the overall quality of the area” and to “respond to local character and history, and reflect the identity of local surroundings”

Conservation areas were introduced in the 1960s precisely because historic settlements and townscape were being harmed by development that ignored local distinctiveness and swept away places that were valued by the general public. Conservation Areas are designated by the Local Planning Authority. They are areas of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance. Conservation area designation introduces a general control over the demolition of unlisted buildings and a planning application is required for proposed demolition. The Town and Country Planning (General Development Order) (GDPO) requires the submission of planning applications for certain types of development, which are elsewhere classified as permitted development. These include various types of cladding, the erection of dormer windows and satellite dishes. The size of extensions that may be erected without planning consent is also more restrictive in conservation areas.

Further information is provided in [Appendix ?](#).

Any work planned to a tree in a conservation area must be notified to the local planning authority at least six weeks in advance so that the local planning authority may assess whether to make a tree preservation order.

The Council has withdrawn permitted development rights for a prescribed range of developments that affect the external appearance of buildings in certain conservation areas by the use of a direction under Article 4 of the GPDO. See [Appendix ?](#) for details of these Article 4 Directions.

Even outside of historic areas, many people, including the government and the Council, recognise that without a considered approach to the design of new development of all types and scales, there is a danger of the local and even regional character of places being lost through insensitively designed development. Loss of local distinctiveness makes places less attractive to residents, businesses and visitors. People and businesses are increasingly more transient and less tied to a particular town or place, and as such the quality of the environment is increasingly important to the long-term wellbeing of places and people.

Local Distinctiveness and Sustainable Communities

The NPPF seeks high quality, well-designed environments in order to achieve sustainable communities. A ‘sustainable community’ is a place where people would choose to live in the long term due to the quality of the environment and the access to the all the things they will need during their lifetime – employment, services, community facilities, open spaces, different types of dwelling and so on.

The places in the district that are the most desirable places to live are locally distinctive environments. These places have well-used and well cared for public and private space and an overall sense of identity that fosters a sense of ownership and community among their residents. This means that people have an interest in protecting the character or appearance of their town, neighbourhood or village.

The design of an area will have a large bearing on the area's attractiveness, how it functions and therefore how it will fare in terms of achieving sustainable communities. Once streets, buildings or spaces are laid out or erected it is often very difficult, expensive, inconvenient and resource intensive to undo or address any deficiencies in the design. The biggest difference to how a place will function, feel and perform is made at the design stage. This is why the council is seeking well thought out, locally distinctive design that should be valued now and in the long-term.

Local Distinctiveness and Lichfield District

This District has attractive, high quality urban and rural areas that retain their own identity that is valued by residents, businesses and visitors alike. The council recognises the importance of the district's environment in the planning policies of its Local Plan of which this SPD forms part.

The district covers area with a varied topography, different types and sizes of settlement, and historically different types of farming. There is therefore no 'one size fits all' approach to the design or suitability of new development across the district; new development should respond to the distinctive place it is in, otherwise those very things that make place unique and attractive will be lost.

Local Distinctiveness and How It Changes Across the District

The photographs of Colton, which is in the northwest of the district and Little Aston, which is in the southwest of the district, and the discussion below serve to illustrate the distinctive character of just two areas.

Colton lies within the agriculturally fertile plain of the Trent Valley between the Moreton Brook and Martlin Hill. The historic core of the village is located along Bellamour Way. Development is generally one plot deep with relatively little building on back lands. Plot size varies but some plots may originally have been narrow, medieval burgage plots. Bellamour Way is defined by a sequence of open and enclosed spaces setting up a 'rhythm' which characterises the village street. It does not have a single, central focus, such as a village green or market place, although the Church, Old Rectory and village school are informally grouped around Pedley's Croft, a prominent, open, green space at the entrance to the village when approached from the Uttoxeter Road. Much of the cohesive appearance of the village is due to the palette of materials used in the construction of the buildings, in particular red brick with Staffordshire blue brick detailing and clay roof tiles. The local sandstone is used on earlier buildings within the village such as the church, the early 18th century Malt House Farmhouse and is also used for some boundary walls.

By contrast Little Aston is a large village close to the suburban areas of Sutton Coldfield and Four Oaks. Little Aston has developed from Little Aston Park, which was the recreational grounds of Little Aston Hall estate. The historic village of Little Aston lies on the northern edge of the existing village and evidence of farming within this area, both past and present, is still visible. The streetscape of the area is characterised by great expanses of rhododendron trees lining Roman Road and its arterial lanes. This planting forms a barrier between the lane and the diverse mix of 20th Century architectural styles which underpins the impressive landscape provided by Little Aston. The predominant spatial character of Little Aston is of large individual, detached buildings set in mature, green plots.

Clearly, a 'standard' or 'archetypal' suburban house would look out of place in both of these villages, even if the right materials were used. In the same way a small estate cottage that would look right in Colton would be alien to Little Aston. A full evaluation of the site and the place to which it forms part should be used to inform the design of new development, particularly as local distinctiveness is more than just the materials, size or form of a building, it is about the place as a whole – spaces, landscaping, trees, views, vistas and so on. The aim should be a harmonious grouping of the old and new.

How Local Distinctiveness can be different within the same settlement

Even within the same settlement the character can vary significantly and this is why the assessment of a site and its surroundings should be more than a superficial acknowledgement (such as through the use of brick rather than render or a gabled roof rather than a hipped roof).

To take Lichfield as an example its medieval core is made up of tightly packed, narrow plots with tall frontage buildings and a lack of trees. There is a range of building materials, styles and ages but with an overall dominance of Georgian brick town houses. To the north, beyond the medieval city, buildings are set back from the street and there are more spaces between buildings, a more residential character with the large scale Victorian villas and terraces dominating the Gaia Lane area. These are only two of many different character areas within the City. While these different parts of the city share some common features, there are also significant differences in character that any new development would have to take into account if these places are to retain a consistent, harmonious character and appearance.

Achieving Locally Distinctive Design

Locally distinctive design should be employed in both historic and non-historic areas. With few exceptions, the district's most historically and architecturally significant places have been designated as conservation areas, and part of the district is within an Area of Outstanding Natural Beauty (AONB), but there are places that exhibit their own locally distinctive character that are not covered by any particular designation, but are worth protecting from development that would harm their character or appearance.

Similarly, there are neighbourhoods or parts of settlements in the district that are not particularly old but have been carefully and thoughtfully designed to give them a strong sense of place. Such areas are also worth protecting from inappropriate or harmful development.

There are also instances where it may not be possible or desirable for new development to fully harmonise with the locally distinctive environment around it. Such exceptions must be of high design quality. It would not be appropriate for a high proportion of development within a locality to be 'landmarks' or 'iconic' or to 'make a statement' otherwise places will have a disjointed, incoherent character. If everything is an exception, there is no cohesion.

Local distinctiveness should apply to all forms of development from extensions or an individual house through to major housing sites and employment sites. There is less value in having distinctive town or village centres ringed by anonymous, bland built up areas. There is also less value in carefully managing a landscape if it is bordered by or interrupted by development that contrasts with it in an unwanted way. The aim is to create places that people will value and take pride in rather than merely achieving the basic standards of amenity, safety and utility.

Local distinctiveness is just as important to a house filling a gap in street as it is to a large scale greenfield development. While the design of the former would be guided by the character and appearance of the rest of the street, the large greenfield site adjacent to twentieth century estate housing offers the opportunity for the new development to forge an area with its own distinctive character that is complementary to that of the wider settlement or locality to which it forms part.

An assessment of the site, its surroundings and how it sits in the landscape or townscape should inform development proposals to ensure that new development is harmonious with its context. Guidance on applying local distinctiveness in new development is provided at ?

It would normally be expected for design to be locally distinctive in the following locations:

- In conservation areas, historic parks and gardens, on sites with listed buildings and within the setting of any of these.
- In the Cannock Chase Area of Outstanding Natural Beauty
- On prominent sites at the edges of settlements or important open spaces
- At prominent locations within settlements such as at busy junctions and crossings or along busy routes
- At important 'arrival points' such as around railway stations, bus stations and visitor car parks

This list is not exhaustive and there are places that do not fall into any of the above categories that are locally distinctive. In such locations development should maintain or enhance local distinctiveness.

At settlement edges, new development should harmonise with the wider landscape to aid transition from the built form to the adjoining countryside. Where sites adjoin modern suburbia that is not of a locally distinctive design, development should respect the wider landscape and townscape of the settlement.

Understanding Context

The term “context” is used by planners, building and landscape designers to mean the physical built or natural environment within which a site or building exists or will exist.

Assessing context for future development looks beyond the individual heritage assets to the understanding of the overall character of the whole area. This understanding will inform design, and should secure good quality and well-designed and sustainable places.

It is important that this process is seen as an opportunity to understand the potential of the environment. Whilst certain features may constrain development, understanding the values and how an area can be enhanced is an important element of place shaping.

Process

There are a range of techniques for assessing context. The appraisal should be appropriate to the complexity of the proposed development and its immediate environment. For example a simple analysis of nearby buildings, spaces and landscape would normally suffice for the development of a single building on a small infill site. However, a large urban development incorporating multiple buildings, private and public open space would require an in-depth study of all aspects of the urban environment including for example the qualities of the public realm, predominant use of different areas, and how people move through the town or city in addition to the analysis of adjacent buildings, spaces and landscape treatment.

The National Planning Policy Guidance states the following should be considered:

- layout – the way in which buildings and spaces relate to each other
- form – the shape of buildings
- scale – the size of buildings
- detailing – the important smaller elements of building and spaces
- materials – what a building is made from

There is contextual information available for a number of settlements; this includes the Conservation Area Appraisals and Management Plans produced by Lichfield District Council, which summarise the chief characteristics of the settlements.

There is a Historic Landscape Character Appraisal for the District and this has been expanded for the areas around Lichfield, Burntwood and Tamworth and the key rural settlements, which is held on the Council's website. Each character area is described in the document. Lichfield City, Alrewas and Colton were included in the Extensive Urban Survey (EUS). The main aim of the Staffordshire EUS is to understand the development and the current historic character of the medieval towns within the county. The project constitutes a progression of the Historic Landscape Character (HLC) project. The HLC was undertaken principally using maps of 1:10,000 scale and this meant that the more urban areas, where greater levels of change have tended to occur on a smaller scale, were not analysed in any great depth. In the HLC the central areas of the towns were described as 'Historic Core' or 'Pre 1880s Settlement' and the phases of development and their current character were not considered beyond this broad terminology. The EUS rectifies these issues through a consideration of all the sources available on each of Staffordshire's historic towns to deepen the understanding of and to apply value to the historic character of these townscapes.

[Links to Conservation Area Appraisals, Historic Landscape Character Areas and EUS](#)

Information on nationally designated assets, including listed buildings and scheduled ancient monuments, is held on the National Heritage List for England ([held at http://list.english-heritage.org.uk/](http://list.english-heritage.org.uk/)).

The County Council maintain the Historic Environment Record (HER) and local archives hold considerable historic information. Also local libraries are a useful resource, they hold local history books, newspapers, old photographs and also books on architecture, for example the Buildings of England (Pevsner) series.

[Links to Staffordshire County Council website for Heritage Environment Record and County Archives](#)

Summarising Context

The purpose of the study of context is to inform design of development on a particular site. The appraisal may be long and or complex and hence it is important to sum up the general character of the place in a few sentences. It can be useful to reflect on what makes this place different from others. Then take stock of the characteristics that contribute strongly to local character. It is these characteristics that should be reflected in the design of new development.

Site Appraisal

The study of the general context of a development site must be accompanied with a detailed appraisal of the site and its immediate environs.

Consideration should be given to any existing buildings on the site as to whether they contribute to the historic, urban or landscape environment and as such are undesignated heritage assets and should be retained, or whether the buildings or appearance of the site are detrimental to the quality of the area such that redevelopment would be an enhancement.

Research should be carried out to ascertain if there are any designations (listed buildings, scheduled ancient monuments or historic parks and gardens) or planning restrictions, covenants, easements or known ground instability. Consideration should be given to heritage assets (designated or not) and their setting.

A measured site survey should be carried out to include the following on or immediately adjacent to the site: ground levels, existing accesses, existing buildings, trees, drains or sewer positions, water courses or features, overhead wires, walls, fences or hedges.

Additionally those features immediately around the site, which may be impacted on by development, should be surveyed. These include:

- The setting of the site
- Neighbouring buildings (scale and form, materials, principle features and style, orientation and position of windows)
- Adjacent spaces, public and private
- Trees nearby
- Road classification and position of nearby junctions
- Public and private rights of way
- Water courses
- Important views
- Setting of heritage assets

Identifying Opportunities and Constraints

Analysis of constraints and opportunities must draw on the assessment of the site itself and its environmental context, and additionally the planning context.

Where the development proposals are complex, or there are particular environmental issues, the consideration of constraints may require a series of studies, or opportunities such as improving routes through an urban environment might be shown on plans covering a large area.

In all cases, a plan of the site extended to include its immediate context is particularly useful and should be annotated to show: important or landmark buildings, important trees, hedges, walls, spaces, and views, which should be protected. Any unseen constraints, such as easements across the site or known archaeological features, should be shown. Also particular opportunities such as linking pedestrian or cycle routes across the site should be considered. This type of plan assists in designing the layout of a site.

The identification of opportunities and constraints flows naturally from the site appraisal and contextual study. Some examples:

Local buildings may be generally of two storeys, but in certain locations there are buildings that are three storeys high. Is it appropriate on a particular site then to erect three storey or even taller buildings? The contextual analysis might show that taller buildings are located either in prominent corner locations, or facing open space. The site might be a corner plot or situated at the end of an important vista therefore a building of three storeys, or possibly more, would be appropriate in those locations.

All domestic properties, other than small cottages on the high street, have small front gardens, so should the houses on the site have front gardens? If the site were quite large and sited on the junction of high street and a trunk road, a small terrace on the high street next to existing buildings might be set at the back edge of the pavement, but otherwise they should be set back behind a walled front garden. A courtyard development in the centre of the site would not incorporate front gardens in order to better reflect historic courts in the town.

The historic buildings of the village are separated from the site by poorly designed housing of the 1970's that do not reflect local building tradition, their windows have horizontal emphasis rather than vertical, walls are of buff coloured brick with rendered panels rather than red brick walls, and roofs are finished with grey concrete profiled tiles rather than plain clay tiles. Should they in the context of the site be considered locally distinct and set the precedent for the new development? If the 1970's houses are very limited in number and there are historic buildings nearby, it could be appropriate to refer only to the traditional buildings of the village to inform design. However, if the site were on the fringe of the settlement, separated from the historic core by a 1970's housing estate, the use of traditional forms and natural materials would reflect rural vernacular and assist in the assimilation of the buildings at the sensitive rural edge, however in most cases the building style could be very contemporary thus illustrating the development of the village, rather than copying historic building styles.

How can a developer decide what dwelling density can be accommodated on a site? The contextual study of the settlement will note the proximity of existing buildings to the street, their massing and scale of space between them, this is often referred to as the "grain". This assessment will show the scale of built form density that is appropriate. It is important to understand that built form density is not the same as housing density. To illustrate; a number of small apartments will have considerably less built form density than the same number of large houses. Certain sites will be in a tight urban context, where dwelling density should be high in order that the massing of new buildings and small spaces between reflect the existing "tight grain", whereas other sites in suburban areas should have low built density and buildings well-spaced to reflect "loose grain".

Designing Development

“Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively for people”. NPPF

Introduction

Design should be informed by an understanding of the overall character of an area, particularly the elements that contribute to local distinctiveness, and also an understanding of the significance of heritage assets of all types and the importance of their setting in order to secure good quality, well-designed and sustainable places. ([Link to Sustainable Design SPD](#))

The following design guidance does not aim to be comprehensive, because some developments by their nature cannot conform to this general guidance and there will be buildings that are of a scale so great that they could not reflect local distinctiveness. If the function of these developments is of public benefit so great that it outweighs the harm caused to their natural and built environment, mitigation will be required and this may include landscape screening whilst ensuring the design is of the highest quality that is possible.

In accordance with national planning policy set out in the NPPF, the design of development should:

- Ensure places function well and are fit for purpose
- Create and sustain an appropriate mix of uses
- Create safe and accessible environments
- Add to the overall quality of an area
- Respond to local character and reflect the identity of local surroundings
- Reinforce local distinctiveness and or establish a strong sense of place
- Be visually attractive as a result of good architecture and landscape design.

Sensitive Locations

In line with the NPPF, this guidance does not impose architectural styles or prescribe detail for certain elements of design. In the determination of applications for development of sites which are in sensitive locations, the Council will rigorously assess scale, density, massing, height, materials, landscape, layout and access, and in addition detailed issues of style and construction will be carefully considered. Only development of the highest quality will be accepted in these locations.

Locations that are considered “sensitive” include the following:

- On the site of, or affecting the setting of a Scheduled Ancient Monument
- Within the curtilage of, or affecting the setting of a Listed Building
- Within or affecting the setting of a Conservation Area
- Within or affecting the setting of a Historic Park and Garden
- Within the Cannock Chase Area of Outstanding Natural Beauty (AONB)
- On the site of, or affecting the setting of a Non-designated Heritage Asset
- At countryside edges, and particularly on the approach to the main settlements of the District by road, waterway and strategic footpaths.

Design Components

The following Components of Design will be used to assess applications in sensitive locations to ensure that the character of the area is maintained.

Layout

The layout is to take account of the Constraints and Opportunities as appraised in the survey of the site. For example, the retention of existing buildings of interest or merit; important trees; hedges; walls; spaces; views; water courses or features; overhead wires, drains or easements across the site.

The siting of new buildings should respect the “grain” of the existing settlement. Grain refers to the pattern of the arrangement of street blocks, plots and their buildings within a settlement. Although grain is measured on a sliding scale, in general, small and frequent plot subdivisions give an area fine grain, whilst large and infrequent subdivisions give a coarse grain. Failure to respect the established grain of an area will erode the character of the area. It is important to retain the established building line, common setbacks, orientation, gaps between buildings and frontage treatments.

Landscape design is integral to the development of most sites. Large developments, particularly at the edges of settlements, might require landscape mitigation to make the development acceptable. (This would usually be determined through a Landscape and Visual Impact Assessment). Even if in a non-sensitive area it is important to ensure that a landscape strategy is set out at an early stage of design for a large site. With the exception of very tight infill developments or minor development works, it is imperative to integrate landscape design into the layout. Retro-fitting planting into the spaces left over is usually unsuccessful, particularly as often those spaces may not be capable of accommodating vegetation of a scale appropriate to the scheme. [Link to the Trees, Development & Landscaping SPD.](#)

The layout of an area can have a significant impact on crime against property (buildings and cars) and pedestrians. Prevention of crime and enhancement of community safety is a material consideration in the determination of planning applications.

The layout of development should protect the setting of designated and non-designated heritage assets. It may not be immediately apparent that development would affect the setting of a heritage asset, although the research necessary to understand context should indicate the presence of important heritage assets. Refer to chapter on Structures and Assets [Link](#). The understanding of the asset affected should set the constraints for the new development and specialist advice may be required.

Plot amalgamation, severance or sub-division and back land development can all have an impact on an area's character. Where land is to be divided, it is expected that new development will respect the established grain of the area. This type of development must be undertaken with regard to local context, topography, grain, views and character, to ensure building lines and plot sizes enhance or better reveal the significance of the area. High fences at entrances to new access roads should be avoided and the provision of sight-lines for junctions should not be detrimental to the street scene.

In some parts of the District, large rear gardens can attract proposals for back land development. This can erode the openness of an area and such proposals will be critically assessed to ensure the character of the area is maintained. Gardens should be of a size similar to existing gardens in the area.

Where it is proposed to demolish and replace an existing structure, the new structure should be orientated on site in a similar way to the existing. Designing primary façades parallel to the highway may not preserve local distinctiveness. Designs diverging from the orientation and footprint of the original structure are unlikely to be approved unless fully justified.

Care should be taken to avoid development that would visually associate the mass of one building with another, on the same or adjoining sites, as this can be detrimental to the openness of an area.

Even though proposals for development may appear to have impacts hidden from public view, they still have an impact on the character of the area and will be assessed accordingly.

Road layouts and design should enhance the character of the historic environment. Highway design has in the past all too often dictated the layout of developments. Recognising this, the Department for Transport (DfT) and Department of Communities and Local Government (DCLG) produced the documents Manual for Streets 1 and 2 (MfS). MfS1 does not set out new legislation, but is written to show how the design of residential streets can be enhanced. It also advises on how street design can help create better places – places with local distinctiveness and identity. In designing new developments, the buildings, spaces and landscape should be arranged to form good urban design and the roads then fitted between them. Streets should be designed to create places of good quality, they should form attractive and well-connected permeable street networks. [Link to MfS](#)

In order to respond to local character and reinforce local distinctiveness, the layout of new development should be designed to:

- Conserve heritage assets on the site, protect and enhance their setting, and the setting of heritage assets outside the site that would be affected by the proposals.
- Reflect the landscape character, the landscape setting and context of the locality.
- Preserve trees, or other landscape features that contribute to local character.
- Protect important views.
- Reflect the regularity and density of existing street pattern
- Reflect the size and frequency of open space.
- Respect the scale and density of buildings in relation to the street width.
- Reflect traditional plot sizes and position buildings in the plots to reflect existing development.
- Arrange properties to reflect buildings locally, in rows, terraces, or detached buildings.
- Ensure that new spaces reflect the character of those in the context of the site, whether formal public places, streets, gaps between buildings, or gardens.
- Reflect the shape of existing spaces - open, narrow, winding, or straight.
- Arrange buildings to relate to the topography similar to other buildings in the settlement.
- Reflect the orientation of existing locally distinctive buildings.
- Enclose space either with buildings, boundary walls, railings or hedges to reflect local tradition.
- Maintain the tranquillity of an area by placing development that would generate noise away from sensitive receptors, or by mitigation through shielding with trees, mounds or built form.

Landscape and Biodiversity

Landscape refers to the character and appearance of land, including its shape, form, ecology, natural and man-made features. It also includes open space planting and boundaries.

As noted above, landscape design is integral to the development of most sites, and it is very important to assimilate landscape design into the layout. This is particularly important when landscape mitigation is required to ensure the development type does not detrimentally impact on landscape character. Landscape design should respect and build on local landscape distinctiveness and help to address any relevant existing issues in the landscape.

Trees that contribute to the character of the area in terms of their character or appearance should be retained and protected from development. Where trees need to be removed to enable development replacement trees of similar character will be required with a full landscape plan. For detailed advice on how to design a development that uses trees and landscaping in achieving sustainable development refer to the [Trees, Development & Landscaping SPD](#).

Local topography can have a major impact on development. As stated in the introduction to this document the three spires of the Cathedral together with those of St. Mary's and St. Michael's Churches are an important focal point and dominate views around and into the City from the surrounding countryside. These views underline the ecclesiastical heritage of the City and their retention or integration into new development will be important in most instances.

New development should reflect local context. In some parts of the District built form is only glimpsed through vegetation, in other areas it is fully visible. Development on high land or the ridge should not become a dominant feature in the hillside or on the skyline, cause a material alteration to the topography, or result in the felling of prominent trees.

Planning permission is required for the erection/alteration of boundary walls/fences and gates on the boundary of listed buildings and may be needed in all other locations. It is also needed for the demolition of walls over 1 metre high fronting a highway, or 2 metres high elsewhere in conservation areas. Stone and brick walls, decorative iron railings and gates, hedges, trees and shrubs have all been used to define boundaries within the District. New development will be expected to respect characteristic boundary treatments.

Front boundary walls often contribute to the character of a conservation area. Therefore, the demolition of these walls is unlikely to gain consent.

The installation of close boarded or panel fences on boundaries fronting the highway is not considered appropriate within sensitive locations as they create unwelcome blank frontages. These are not characteristic and fail to preserve the character of the area.

Gates should be open in design and no more than 2m in height. In some parts of the District local context will require a lower gate. Entrances should be designed to be discrete within the street scene. Wing walls which curve into the bell mouth of the entrance should be avoided as they unduly emphasise its presence.

In order to respond to local character and reinforce local distinctiveness, the landscape design for new development should be designed to:

- Reflect the characteristics of the landscape within the context of development.
- Respond to the contribution of vegetation to the character of the settlement, and particularly whether this comprises small woodlands, tree groups, hedgerows, planted avenues or just incidental and isolated trees.
- Trees on and adjacent to the site, which contribute to local amenity should be retained and protected during construction works. In addition to visual amenity, their presence will add maturity to the development and also contribute to biodiversity.
- Provide new tree planting to reflect the character of existing vegetation. Trees should be of a species that is of similar ultimate size and having the same shape and density of canopy. Generally, if deciduous locally, the new trees should be deciduous.

- Respond to the contribution that other vegetation makes to the character of settlement. For example incorporate grass verges, hedges or ornamental garden plants as seen locally, and if appropriate.
- Integrate existing water features, rivers, becks and ponds. Or incorporate open areas of water, potentially as part of a sustainable drainage scheme with swales and basins in rural areas or edge of settlement locations. Or in urban areas in a formal setting; fountains or other designed water features.
- Maximise the benefit of the scenic value of the landscape by protecting and enhancing views, vistas or skylines. Trees can be used to soften or frame views, or an avenue of trees can create a vista to a new or existing feature.
- Maximise the benefits of falls across the site to create visual interest and enhance areas of different character.
- Minimise impact on wildlife and enhance opportunities for biodiversity. [Link to Biodiversity and Development SPD](#)
- Reflect locally distinctive boundary features, whether they are hedgerows, manicured hedges, brick walls, ha-has, railings or fences, including gates and posts.
- Use materials for ground surfaces that reflect and reinforce local character. Apply materials in a manner that respects local techniques and traditions of construction, pattern and layout.
- Reflect locally distinctive street furniture. Minimise signage, and place seats and bins with care, and avoid over cluttering.
- Provide lighting levels to ensure safe places whilst maintaining local character. Lighting columns should be appropriate to the scale and character of the area; it is preferable to use more short columns in historic town centres than fewer tall ones. Use low level lighting bollards, uplighting and building mounted lighting where possible to avoid the visual clutter of columns. Street lighting design should take account of street trees.

Building Form

The form of buildings is integral to the design of the layout, and to ensuring that the layout results in locally distinctive design. The designer should consider not just the form of an individual building, but how it relates to neighbouring buildings and the composition they jointly create.

It is important to ensure that the overall massing (the height and bulk) of built form is appropriate to the context, and that the proportions of the buildings (height, depth and frontage width) reflect those in its immediate context, are locally distinct, and where this is impracticable or undesirable are pleasing in their own right.

Historic buildings in the District are generally 2-3 storeys in height. The height of new development should reflect local context to avoid overly dominant development.

A ratio of building height to street or space width and height relative to particular landmarks, background buildings or strategic views should be considered as part of any proposal.

Whilst they may appear to be matters of detail, chimneys, dormers, parapets, overhanging eaves and so on, can make a substantial difference to a scheme. These elements of form contribute to local distinctiveness and add to the interest of the sky line.

Whilst generally, building massing and form should reflect local distinctiveness, there are occasions where it is appropriate to make a statement in order to contribute to good urban design, or where there is adequate area to provide a setting to a particularly grand building. Only in exceptional circumstances where a building cannot for example be constructed in smaller parts to reflect local distinctiveness, but provides such a substantial public benefit would incongruity in building mass and form be acceptable. In all cases, it is important to engage in pre-application discussions with the planning department.

Buildings should be designed to:

- Contribute to the spatial character of the area.
- Reflect the scale and size of similar types in the area. Or where there are no matching types, as appropriate reflect local buildings that result from particular economic activities, or historic land ownerships.
- Respect existing uniformity of scale and size. Or where there is a high degree of variation of height for example, new buildings should offer the same degree of articulation in the street scene. However, where there is an atypical building in the street, this should not be mimicked unless it would contribute to good urban form.
- Be of a scale necessary to provide a landmark, give prominence to an important corner or as a stop to a designed vista.
- Reflect the property arrangement of the area, for example arrange properties in rows having some variation, or in terraces all of the same size, or form multiple properties into detached buildings.
- Reflect the variation of building forms and grouping. For example in a rural village the grouping of two storey buildings and single storey buildings of varying size contribute to the richness of urban grain.
- Reflect the traditional form of buildings, derived from their plan form and roof shapes. Use simple forms where buildings are of basic rectangular plan form with dual pitched roofs. Or where existing buildings exhibit projecting gables or other prominent features, reflect that complexity of form.
- Reflect the local orientation to the street, eaves or gable on.
- Provide interest in the skyline to reflect local distinctiveness.

The Council encourages good contemporary design. If the position of a building, its mass and scale, and additionally the spaces about it respect local character, new building form could deviate from traditional form.

External Appearance

The study of the context of new development will illustrate what materials, architectural styles and features contribute to local distinctiveness. In sensitive locations the external treatment of a building should reflect, not necessarily mimic, all the features of existing traditional buildings as this often results in poor quality replicas. What is important is that new buildings reinforce the character of the area and successfully co-ordinate proportions, materials, colour and details. Particular care should be given to corners, roof lines and how the building meets the ground.

In order to respond to local character and reinforce local distinctiveness, the external appearance of new buildings should be designed to:

- To be sympathetic to its surroundings, whether reflecting neighbouring buildings, the vernacular or incorporating contemporary design.
- Use materials that reflect and reinforce local character
- Utilise building materials in a similar ratio to context. For example where the majority of buildings are of brick and only few are of render, brick should be the dominant material in the new development.
- Reflect the uniformity of appearance, or provide variety where there exists a high degree of variation. Pay regard to the differing use of materials for different building types.
- Apply materials in a manner that respects local techniques and traditions. The vernacular stems from the materials and techniques available to the builders of the past.
- Ensure construction details including roof overhangs, gable treatment, chimneys should reflect local distinctiveness, but in all cases to be consistent with the building style and proportions.
- To represent a confident and well resolved design.
- Have well-balanced elevations, using consistent proportions and style throughout.
- Where contemporary treatment is not appropriate, to reflect the predominant architectural styles in terms of proportions of openings, ratio of opening to wall, general arrangement of elevations, particularly the position of the main entrance door.
- To reflect traditional building orientation, where ratio of window to wall is highest on the southern front and very limited on the northern side and gables.
- To ensure that architectural features and proportions are used consistently where historic styles are emulated. Too often a lack of understanding of architectural history results in a combination of features from different eras (commonly referred to as pastiche, lacking the essential design qualities).
- Use a style consistent with the scale and standing of the building. For example a small cottage should not have windows suited to a more pretentious villa.

- Utilise particular features to provide interest and articulation to the street scene to reflect local character.
- Orientate the buildings to overlook open space

Unsuitable choice and application of materials, inconsistent use of proportions, displeasing arrangement of openings and inappropriate detailing can all result in development of poor design, which would not be acceptable. There are some building types for which many of the above points are not relevant, however in all cases the quality of the materials and detailing, and the composition of the elevations should be to the highest possible standards.

Shop Fronts and Advertisements

The detail, modelling and decoration of older shop fronts is particularly valuable in the street scene and their retention should always be considered. Where early shop fronts survive special care is needed to ensure that they are preserved and restored in a sensitive manner with careful attention to detail. Sometimes original features such as pilasters or fascias survive hidden under later work and can be revealed, greatly enhancing the appearance of the shop front and the character of the street. Many C19 and early C20 shop fronts are of high quality and are worthy of retention.

Where a new shop front is required either on an older building, which has lost its original frontage or contains an inappropriate shop front, or on a completely new building, a good design based on the principles outlined should be acceptable.

A new shop front might have a traditional form with, fascia, cornice, stallriser and pilasters. But the new design should not be a poor quality pastiche of an earlier shop front and neither should it debase historic details.

A shop front should relate to the building it belongs to so that it forms an integral part of the elevation rather than an isolated element on the ground floor. This can be achieved by taking account of the scale and architectural style of the buildings and by echoing the arrangement of windows and areas of walling on the upper floors.

Many buildings in shopping areas are symmetrical and to keep a sense of balance, this symmetry should be extended to the shop front. Sometimes internal planning makes it difficult to achieve exact symmetry, but often a compromise is possible to enable a satisfactory outcome. Intermediate columns and window mullions can contribute some visual balance.

The main point to consider in the design or alteration of a shop front is how the building fits into the street. Most traditional shopping streets contain a great deal of variety. The width of the buildings and their height make the character of the street. There might be a vertical or horizontal emphasis to the architectural features. This is the rhythm of the street, and where a shop front extends across several different buildings, the rhythm of the street can be spoiled.

If the buildings differ in size or architecture varied shop front designs are likely to be more appropriate.

Many C20 shop fronts have large expanses of glass, which make the building above it appear unsupported. This can look particularly uncomfortable if the shop window straddles two or more buildings. Columns, pilasters or areas of walling can be used to give the building visual strength.

Interest can be given to a shop front by recessing or projecting some of the details and elements that make up its design. Traditional shop fronts, for instance, had a projecting cornice that jutted out from the face of the main building. Console brackets, decorated pilasters and deep glazing bars give 'depth' to the façade. Similarly, recessed doorways provide a visual break to a flat window. This 'modelling' of the shop front allows a play of light and shadow that enlivens the building and the street. Modern shop fronts, with stuck-on glazing bars, and with no projecting features can result in a flat, insubstantial appearance.

In small-scale buildings, the shop front should also be small. The size of the display windows, the depth and height of the fascia and the proportions of the details should all be modest. In larger buildings the shop front can be larger but still in proportion to the building. Over-large fascias are the most common disfiguring element of existing shop fronts and they often obscure important architectural details. Where excessively deep fascias have been introduced in the past, the overall height should be decreased in any replacement.

Timber was the traditional shop front material of previous centuries. It remains the most appropriate and versatile material. It can be worked to almost any profile, is durable and can be freshened up by repainting at a minimum cost. Generally speaking, glossy surfaces, acrylic or Perspex sheeting, aluminium or plastic shop fronts are not acceptable in conservation areas. However, modern materials can be accepted where they are used with care and it can be shown that they will enhance an area.

The sensitive use of colour offers much scope for improving the street scene. Harsh or gaudy colours draw undue attention to them and should be avoided. Rich dark colours look very good as they leave the window display to provide the highlight. Off-white is also a traditional colour. The imposition of a corporate colour scheme regardless of the location may erode the character of an area, but minor variations of the corporate colour e.g. just a small proportion of the fascia in house colours might not alter the ambience of the street.

Poorly designed or sited signage can harm the character and quality of an area; the amenity of neighbours; the character, appearance or setting of heritage assets; and the scenic and cultural value of landscapes and townscapes. The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 sets out those types of signage that need consent. [See Link](#)

In addition to the above, advertisements affecting a listed building would require listed building consent, and any signage attached to or on a scheduled ancient monument would require scheduled ancient monument consent.

New signage should not be inspired by inappropriately designed, sited or illuminated signage that was erected at a time when the existing regulations, policies and guidance were not in place.

The Council remains committed to exercising strict control over illuminated signs. With any illumination to signage, it should be discreet and should avoid adding clutter to the elevation; illumination should not be a prominent 'feature' of the building.

The key principles of new and replacement signs are as follows:

- Signs should not dominate the host building or site by virtue of their location, scale, number, bright colour or method of illumination.
- In rural areas, villages and small towns, illuminated signage should be avoided or achieved in such a way that the lighting does not intrude on the rural character of the area or settlement.
- Internally illuminated signage is unacceptable in conservation areas. Where illumination is acceptable, signs should be externally illuminated, unless individual letters or logos are lit from behind to provide a halo effect, or where circumstances allow, letters internally illuminated.
- Where a building forms part of a group such as a shopping street or square, the design and illumination of signage should be informed by the existing context.
- Signs above first floor cill level are rarely acceptable.
- Signs on gables or other non-principal elevations are rarely acceptable.
- Signage, particularly fascia signage should be in proportion with the shopfront and/or the rest of the elevation of the building. Fascias should not dominate the building by being overly deep.
- Signs that act as a 'belt' or 'band' extending along the full width of an elevation and cutting the elevation in two are rarely acceptable.
- Lettering, logos and symbols should fit comfortably within the boundaries of the sign and should not appear 'squashed in'.
- Simplicity is preferable to signs that are cluttered by a proliferation of text, symbols, logos and contrasting colours.
- In conservation areas and on listed buildings the general traditional character and appearance of these areas may preclude certain methods of illumination, garish colours or corporate colour schemes with bright or strongly contrasting colours.
- In conservation areas or on historic buildings, care should be taken to ensure that materials and details of signage respect the traditional character and appearance of the building or area.
- On shopfronts fascia signs should normally be framed by a protective projecting cornice along the top and projecting consoles to the left and right hand ends.
- On traditional shopfronts with shallow fascias, it would be preferable for additional signage to be fixed to the shop window rather than to deepen the fascia.
- On buildings that have been converted to new commercial or public uses, fascia or banner signage is unlikely to be acceptable, as it could harm the appearance of the building. Any new signage should respond to the building's architecture and character, which may mean the use of more discreet signage such as individual letters fixed to the elevation.

- Any hanging or projecting signs should be in proportion with the principal signage and should not clutter the elevation of the building.
- Signs should not have an adverse effect on public safety

Heritage Crime

Heritage crime is any offence which harms the value of heritage assets and their settings to this and future generations. It covers a wide variety of activity that is responsible for damaging assets that are of particular historical interest.

This activity can damage assets beyond recovery which can lead to the loss of a piece of history forever.

Due to the very nature of heritage assets putting right damage is costly to the public purse. For example, the recent rise in metal theft from buildings is leading to repair bills of hundreds of thousands of pounds when damage is caused by the removal of the metal and weather damage when roofs are left open to the elements.

Local authorities have an important strategic role in the fight against heritage crime. Local problems need to have local solutions. English Heritage does offer bespoke assistance to any local authority wishing to take a strategic role in dealing with Heritage Crime and further advice can be found [here link](#)

To try and prevent heritage crime the following points need to be considered.

- Identification of the designated heritage assets in the District. This information can be found on the [National Heritage List for England](#) and the [Lichfield District Council website](#). ([Links](#))
- Focusing effort on heritage assets most at risk using the [Quick Risk Assessment tool](#). [Link](#)
- Reducing the risks by implementing [Heritage Crime Prevention Measures](#). [Link](#)

Setting up a partnership and collaborative arrangements with other organisations involved in crime reduction and enforcement or protecting the historic environment in the area. A partnership model based on Neighbourhood Policing and Community Safety Partnerships has been developed for the prevention of heritage crime and has been agreed with the Police and other interested bodies. The local police service may already have identified a police officer with responsibility for dealing with heritage crime issues who will sometimes also be the officer with responsibility for wildlife and environmental crime. A number of local authorities host police officers within local community safety teams.

Identify other local groups who may be usefully involved in a partnership include local civic trusts and societies who are interested in the historic environment and may include Neighbourhood /Farm/Heritage Watch organisations. Parish councils, churches and other landowners with assets vulnerable to heritage crime may also wish to be involved in a partnership.

Considering the heritage crime prevention and enforcement models adopted by [Cheshire West and Chester Council](#) and [Heritage Watch groups](#).

Being prepared to take enforcement proceedings for regulatory offences and use the various enforcement powers available to a local authority to deal with buildings suffering from neglect which affect the amenity of an area and can encourage incidents of anti-social behaviour and heritage crime.

Also supporting action taken by others such as the police and amenity societies by proving impact statements for example.

4. Structures and Assets

Some parts of the historic environment are more significant than others and are important to society and as such merit some level of protection or consideration. These are called our heritage assets. The generations that follow us are most likely to value them too, for the same or similar reasons. It has therefore long been accepted that we have a responsibility to look after them. These assets are not just the iconic buildings such as the cathedrals and palaces, they are also the homes of ordinary people, the factories and places they worked in, the towns and cities they lived in and where we now live, work and play. Retaining a high quality historic environment helps to create a sense of place and can act as a catalyst for regeneration as it can encourage tourism and add to the economic viability of an area.

What are Heritage assets?

A heritage asset is defined as:-

“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).”

Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012

Designated heritage assets include:-

- Scheduled Monuments;
- Listed Buildings;
- Registered Parks and Gardens; and
- Conservation Areas.

There are many heritage assets which do not meet the criteria for statutory listing or scheduling but still make a significant contribution to the character and appearance and culture of the District. The Council considers that many of these non-designated heritage assets merit recognition and are worthy of conservation for the benefit of future generations.

Assessing Proposals affecting all Heritage Assets or their Setting

When considering an application affecting a heritage asset or its setting, the council will consider the proposal to ensure that the significance of the Heritage asset, together with its setting is not detrimentally affected by the proposal. The effect of a development on any heritage asset or its setting will be a material consideration in determining any planning application. Guidance on information that should be submitted with applications for development affecting each type of heritage asset is included at Validation Criteria.

Significance is defined as:

“The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting.”

Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012

Significance is the concept that currently underpins conservation philosophy. It is essentially a way of measuring or emphasising the interest (i.e. the overall heritage value) of a heritage asset, in other words its ‘specialness’. The more significant a heritage asset is, the greater its value to society is and the greater the effort should be made to conserve its heritage value for future generations.

More detailed guidance on heritage values is contained within English Heritage’s publication, Conservation Principles. [Insert Link](#) It states that they comprise four broad components:

- Evidential value: the potential of a place to yield evidence about past human activity.
- Historical value: the ways in which past people, events and aspects of life can be connected through a place to the present – it tends to be illustrative or associative.
- Aesthetic value: the ways in which people draw sensory and intellectual stimulation from a place.
- Communal value: the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.

The significance of a heritage asset is the sum of these four parts and its heritage interest may be archaeological, architectural, artistic or historic. Current national heritage policy is led by this concept of ‘significance’; understanding what makes a heritage asset of national or local importance or value and using this to determine whether the impacts of a proposal are acceptable or unacceptable based on the degree of harm (if any) that a proposal might have on the significance of the heritage asset. As once the significance of a heritage asset is understood, it should become clear whether and to what degree repair, restoration, alteration, extension or demolition would harm, maintain or enhance the heritage asset.

It is necessary to identify the heritage value(s) of a building, monument, place or landscape to determine whether it is of archaeological, architectural, artistic or historic interest. Then in order to understand the relative importance of this interest, or its significance, assessment should be made of the following:

- the fabric of the heritage asset itself to ascertain for example its age and historic development, the completeness and integrity of the fabric and its design
- whether the asset illustrates past ways of life, farming, commercial or industrial activity, social structure or the attitudes and aspirations of the people who created or altered the asset
- whether the asset has an important association with an international, national or locally important designer, owner/occupier, organisation or event

- when compared with similar heritage assets, whether the asset in question is particularly rare, unusual, innovative in its design, specific to the local area or region or is otherwise distinctive, important or noteworthy.

For designated heritage assets such as listings, scheduled ancient monuments or conservation areas, the list description, schedule entry or conservation area appraisal aids understanding of both the interest and significance of a particular heritage asset. The descriptions of all nationally designated heritage assets can be found at the National Heritage List for England. [Insert Link](#)

The Character Appraisals for the district's conservation areas can be found at [Insert Link](#).

For buildings and structures, whether they are designated or not, the Listing Selection Guides published by English Heritage in 2011 provide a historical context for different building types and identifies the general and specific features or characteristics of these buildings that can enhance their significance. The Selection Guides can be obtained from: [Insert Link](#)

For archaeological remains, English Heritage has published forty 'Introductions to heritage assets'. These documents cover for example earthworks, enclosures and structures dating from prehistory through to the medieval period through to modern military installations. For each asset type the 'Introductions' provide a historical context and background as well as a general assessment of what might make some examples of the same asset more significant than others. [Insert Link](#)

Designated heritage assets like listed buildings, scheduled ancient monuments and historic parks and gardens are clearly of some heritage value as they have all undergone expert assessment and evaluation against national criteria prior to their designation. With listings it also follows that Grade I and II* listings are of the highest significance. Even so non designated heritage assets will nonetheless be of heritage value (i.e. be of significance) that should be maintained or enhanced where possible.

While heritage assets that are of high significance will need particular care to ensure they are conserved for future generations, the principles of 'significance' apply to development affecting humbler heritage assets such as traditional farmsteads, pre-historic earthworks, locally valued historic landscapes, old boundary stones and so on. In making any decision on works that will impact a heritage asset the council will always use the significance of the heritage asset to inform its decision.

The significance of a building, landscape or monument is often confused with factors like its grandeur, scale, age, degree of ornament or whether it is accessible or visible by the public. Significance is the sum of a heritage asset's parts; the significance of a building is not just its ornate façade, but also its secondary elevations, interior, doors and windows; most conservation areas feature different phases of historical development that each add to its heritage value; and so on. While what is pleasing to the eye will have aesthetic value it does not follow that something is of low significance just because it is plain, secondary or not seen by most people.

Developments may affect the setting of a heritage asset. Setting is defined as:

“The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.”

Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012

Detailed guidance on setting has been published by English Heritage: *The Setting of Heritage Assets* and *Seeing the Landscape in the View* (both 2011). [Insert Link](#)

The setting will include any views or vistas that the heritage asset forms part of; for example how the asset is seen in the landscape or as part of the vista along a street. If the heritage asset forms part of the skyline or horizon, then anything that impacts on that skyline or horizon is likely to affect the heritage asset's setting (such as the Cathedral or church spires). If the heritage asset forms part of a formally designed landscape or space (such as Museum Gardens, Beacon Park), or part of a formal piece of urban design (such as Cathedral Close or the Market Square, Lichfield), any changes to the design or character of that place would inevitably impact the setting of the heritage asset given the close historic and visual relationship between the heritage asset and the overall design of the place.

While the visual links between a heritage asset and its surroundings are important considerations, important elements of a heritage asset's setting may not be visible from it for historical reasons for example, the workers' cottages or ice house serving a listed country house might well be hidden from view or be physically distant from it. Nonetheless, they each contribute to our overall understanding and experience of the country house and as such would be considered to be part of its setting.

The use of the word “experienced” rather than “seen” in the definition of setting is important, the setting of heritage assets is impacted by more than the physical layout and appearance of the spaces, buildings and structures around it. Setting will therefore in most cases extend beyond the curtilage of a listed building. The levels of noise, odours, dust, vibration and the overall sense of remoteness, tranquillity, or seclusion of a place can have a substantial bearing on the character of a heritage asset and govern how we experience it.

However, some heritage assets derive much of their character from the bustle and vibrancy of their setting and the interaction of the heritage asset with it. On this basis where development has impacts over and above its visual or aesthetic impact, such as noise or vibration or bringing more activity into a quiet area there may be, as a result, an impact on the setting of a heritage asset.

Each heritage asset is unique and the physical environment (the topography, the nature of neighbouring buildings and spaces) is different for each heritage asset, therefore it is not possible to declare that a heritage asset's setting extends only as far as a fixed distance from it or to superficially survey the site and its environs and identify a setting based on views from the site itself. In many cases the setting may only become identifiable through the study of the heritage asset and its surroundings and their evolution over time and surveying the heritage asset in both its immediate surroundings and in the wider townscape or landscape.

Our understanding of a heritage asset is key. If we understand what is significant about the heritage asset (e.g. its historical interest or architectural interest), we can begin to understand how it related to its setting when it was built and hence what aspects of its setting are important to conserve. For each heritage asset, it is imperative to understand the particular reasons why it is where it is, why it has a particular character and appearance and why it interacts with its surroundings in the manner that it does. Without gaining this understanding decisions about changes to the setting of a heritage asset cannot be made in an informed manner and are therefore more likely to harm the overall significance of the heritage asset.

The setting of heritage assets do continually change as in the long term the buildings and structures around a heritage asset are erected, altered, extended, converted, demolished, or replaced. Trees and hedges grow, are maintained or not, cut back, thinned, die or are removed. Highways are reordered, widened, controlled, altered, and lit. Farming activity and practice changes according to market demand and/or legislation. At any given time these factors may each contribute in their own way to the overall setting of a heritage asset, either positively or negatively or in a neutral manner.

For example, the setting to Lichfield Cathedral comprises the survival of the historic street pattern, the grain of development on the medieval burgage plots, the consistent building heights, the views of the spires from the surrounding streets and the outlying rural areas and the on going vibrancy and level of activity in the city centre. All of these elements might be regarded as positive aspects of its setting, however among this townscape there may be buildings or spaces that neither enhance nor detract from the setting of the Cathedral. Such buildings and spaces would have a neutral impact on the setting. Arguably, this townscape also comprises buildings that are out of scale with surrounding buildings or do not follow the layout of burgage plots and spaces which detract from the character and layout of the area. Such buildings and spaces have a negative impact on the setting of the Cathedral. As the Cathedral is also within the City Centre Conservation Area all these factors are part of the significance of it.

Sometimes the setting of a listed building can be readily understood, like the setting of a townhouse might simply be the streets and back streets it can be seen from, or the immediate environs of a conservation area will clearly be part of its setting. For some assets defining the setting might be complex, particularly where they are components of an extensive landscape or townscape, or assets like earthworks whose setting might not be apparent to most people. In these instances a suitably qualified and experienced professional should be involved.

Understanding the heritage asset and its setting can also involve more than simply looking around the site. The applicant, agent, or heritage consultant acting on the applicant's behalf should be able to provide an assessment by using the steps outlined in English Heritage's guidance 'The Setting of Heritage assets' (referred to above). This document provides a check list of potential attributes of a setting that may help to elucidate its contribution to significance, which may usefully be expressed in terms of its heritage values (Conservation Principles). Only a limited selection of the attributes listed is likely to be particularly important in terms of any single asset.

In accordance with the NPPF, where development is proposed that would lead to substantial harm to assets of the highest significance should be wholly exceptional; substantial harm to all other nationally designated assets should be exceptional; and in all cases any harm to heritage assets should be weighed against the public benefits of the proposal. Even so, where less than substantial harm would result from a development affecting a heritage asset of moderate significance, which is often the case in regard to alterations or extensions to grade II listed houses or to an asset of local importance, the Council will still require that harm to be weighed against the public, not private, benefits of that proposal. Where little or negligible harm would be caused to a heritage asset by proposed development, the Council may consider that needs of the occupants (not wishes) justify some loss to significance. Where no harm would be caused to the asset, development will be allowed. A planning application which includes demolition of a heritage asset will only be permitted where the applicant can demonstrate that the significance of the asset has been fully assessed and that the development is of such high quality that the significance of the heritage asset to be lost is outweighed by the public benefit of that development. In such cases the loss of that significance will be tied to the overall benefit of that development and there will also be a recording condition tied to the demolition or loss of significance. In fact, any loss of significance should be outweighed by public benefit and that the loss of a positive building in a conservation area is "substantial harm to a designated asset".

Extensions and Alterations to Historic Buildings

The aim of conservation is to make sure that change is accommodated in a manner that does not harm the character and appearance of heritage assets or in any other manner harms their significance. The guidance on extensions and external alterations is applicable to all heritage assets whether they are individually designated or not. The aim is to make sure that alterations and development either maintain or enhance the character and appearance of historic assets, which contribute to the quality of our environment.

The principles regarding the effect of extensions or alterations to the existing building are included below, however for principles in regard to the effect on townscape, trees and the amenity of neighbours reference should be made to the section on areas and places. Guidance on alterations to Listed Buildings is provided towards the end of this section. Listed Building Consent is required for any works that affect the character and appearance of a listed building whether to the interior or exterior, any elevation and any deemed listed curtilage buildings or structures. In practice any works other than the like for like maintenance and repair of a listed building require listed building consent. Information on the consent regimes related to Listed Buildings, Conservation Areas and the AONB is provided in Appendix ? .

The main principles are based on the information provided in section ?:

Understand the building's character and appearance. This is an important step in understanding the overall significance of the historic building. The character of the building: its scale, form, height, historic use; and its appearance: the materials, eaves details, fenestration, window and door details, and the roofscape will often provide a general indication of what changes would be aesthetically harmful or harmonious.

Understand the building's significance. What is special about this heritage asset? Is it of historic, architectural, archaeological or artistic interest, and what is the nature of its interest? How would changes to the building affect this interest? Is it possible to avoid or minimise harm to this interest?

Understanding the building's setting. The building may potentially have an important or long-established relationship with its curtilage, setting or the wider townscape or landscape. This might be reflected in the building's siting, orientation and the positions of its principal openings and rooms. There may be important aspects or features of the building's relationship with its setting that need to be considered.

Obtain appropriate advice. Depending on the nature and extent of the works or the significance of the historic building involved, it is advisable to obtain the services of an appropriately qualified and experienced heritage consultant.

Consider the wider picture. Most works to buildings will be subject to the Building Regulations. Other applications may need to consider the objectives of the Equality Act or the impact on protected trees or species such as bats. A proposal which takes these other matters into consideration and balances them against maintaining the significance of the historic building is more likely to be accepted or subject to fewer revisions and planning conditions.

Extensions

It is important to ensure that the overall massing (general shape and bulk) of the extension is appropriate to its context and that the combination of the existing building and extension create a pleasing composition.

Scale

It would rarely be acceptable for the extension and alteration of a building to be so numerous or large in scale that the historic fabric is dominated by later work or new work.

In most cases the original/historic volume, footprint and form of the historic building should be clearly legible and should be the most dominant part of the building by virtue of its scale, bulk, height and massing in relation to later additions.

It is generally unacceptable for an external face of a historic building to be concealed or mostly concealed by an extension or by two or more smaller extensions.

In most cases the upward extension of a building, for example by adding an additional storey is likely to harm the building's character and appearance.

Extensions that wrap around corners will conceal and distort the original extent of the building and could potentially dominate the historic building.

It is difficult to extend a building in two or more directions without the cumulative impact of the extensions causing harm because they dominate the historic building.

Extensions that are connected to the historic building via a small link may nonetheless be dominant due to the scale, height, bulk or siting.

Form

Extensions should respect the form of the historic building. This should mean that roof shapes such as gables and hipped roofs should generally be replicated in extensions.

The pitches of new roofs should in general match or be broadly similar to those of the host building. A shallow gabled form is unlikely to sit harmoniously alongside a traditional moderately pitched gable.

Roofing materials can often dictate the pitches of roofs. For example, Welsh or similar slate requires a pitch of over 22.5 degrees but plain clay tiles 35 degrees.

There may be instances where an alternative roof form can be of merit, for example a mono pitch or flat roof to an appropriately designed contemporary extension or as a means of reducing the overall mass and bulk of an otherwise coherent extension.

Generally, the roof form of an extension should be the same as or less complex than the original roof of the building in order to achieve harmony.

With any extension the aim should be for the new to achieve visual harmony with the old regardless of whether the new work is 'traditional' or 'contemporary' in style.

Buildings with a simple built form such as agricultural or industrial buildings can have their character harmed by small scale extensions like porches, dormer windows or conservatories that disrupt the simplicity of the building's mass and form.

Buildings that are characterised by complex masses such as many Arts and Crafts style houses or vernacular buildings that have undergone several organic extensions can be harmed by adding bulky, simple forms to them, particularly if the new extension is large in scale.

Appearance

The external appearance of a building is a direct result of its original or historic use and the prevailing architectural fashions and building technology of the time. The traditional appearance of historic buildings should be respected in the design of an extension. The use of one design theory - the Golden Section – has left its mark on buildings from the mid 18th century onwards. This is apparent when we consider sash windows. The Golden Section is a harmonious relationship of dimensions known to the Greeks and expressed as the ratio 5:8. Applying the ratio to one dimension generates a second dimension that will relate harmoniously with the first.

The external appearance of an extension should have suitably proportioned fenestration which appropriately balances the elevations.

The best indicator of the appropriate type and distribution of openings is the host building itself, or other unaltered contemporary examples of the same type of building.

The solid to void ratio in the existing building should not be exceeded in the extension, and should generally be lower, unless the function of the extension requires considerable areas of glazing and is of contemporary design to provide contrast (unless it is a conservatory on a house, which could be traditional). Solid to void ratio is the technical term for how blank or windowed a building looks.

Traditional construction techniques effectively limited the width of openings, making them vertical in proportion and relatively small. For structural reasons, openings were kept well clear of corners or verges. As a result, doors and windows were surrounded by large areas of masonry making the wall the dominant element. This gave the building a high solid to void ratio.

For extensions the palette of materials and the manner in which they are applied should respect the character of the historic building. The aim should be for either a close match where a 'traditional' approach is used or the use of materials that harmonise with traditional materials where a contemporary approach is used.

Extensions to a historic building will always be seen in context with the original or historic details of the listed building itself. It is therefore important that new work does not stand out due to the poor quality or inappropriateness of its detailing.

The building itself or similar local examples will provide the clearest guide as to how new work should be detailed. Imposing the style of a different era (other than contemporary), building type or details commonly used now on new build will almost certainly harm the character and appearance of the heritage asset.

Details should be appropriate to the building type; agricultural, industrial or commercial buildings should be detailed in a manner that reflects their historic or original use and character.

In most cases cast stonework and reconstituted roof slates will not be acceptable for use on extensions to historic buildings. This is both due to the likely differences in appearance and how reconstituted material will weather differently to natural material over time.

With some extensions, there may be merit in using simpler details than those of the principal building. This would in its own way help the extension to read as subservient to the host building. Examples of simplified details using complimentary but simpler surrounds to the extension's openings.

Whether building in a contemporary or traditional style, details can make a significant difference as to how successfully the new complements the old. Such details include: whether there is a pronounced overhang to the eaves or a deep, projecting cornice at the top of a wall; how far doors and windows are set back into the masonry openings; whether the roof form is unbroken, or whether it is interrupted by chimneys and dormers, or; if materials have been applied in a particular manner. A successful extension might echo these features of the historic building in a contemporary way without necessarily copying every detail of the original building. This way harmony is more likely to be achieved between the new and old.

Rainwater goods should match the materials traditionally used and be of traditional section. For the majority of the district's historic buildings the pipes and gutters will be cast iron (the Council may accept extruded aluminium or faux cast iron on non-listed buildings).

The following window options should be avoided in all circumstances: poorly proportioned windows, outward opening top hinged windows in place of sashes, storm casements, glazing bars planted between panes of glass, casements where the panes of openers are noticeably smaller than those of fixed panes, window styles which predate the building or aperture, the removal of mullions, windows which are flush or nearly flush with the face of the wall (unless traditional details dictate otherwise).

Provided the materials, detailing, proportions, sections and method of opening are complementary to the parent building and/or contribute to the design quality of an extension, double glazing in extensions may be permissible, unless historic windows remain in situ, in which case the existing windows should be retained and repaired rather than replaced.

UPVC and aluminium windows and doors should never be considered for historic buildings as they do not have the same appearance and qualities as timber or traditional metal windows. The only exception might be the use of slender metal framed windows as part of a contemporary style extension.

External Alterations

Poorly designed alterations can damage the appearance of an historic building such that it has completely lost its original character and appearance, with consequential substantial loss of significance.

The following principles apply to external alterations to a historic building:

- New or altered openings on an elevation or features such as a dormer window or an array of solar PV panels to a clean roof pitch may dominate the building and hence be unacceptable.
- Care should be taken with seemingly innocuous alterations; the wrong type of render would visually 'dominate' a building and drastically change its character and appearance.
- New openings or alterations to an existing opening, particularly on principal elevations, are highly likely to harm the character and appearance of a historic building. It is particularly important that conversions and alterations re-use historic openings as far as possible and that any new openings follow the character of the host building. To this end, regularly spaced and sized domestic window openings are highly likely to look out of place on a barn, while carefully balanced formal elevations of other building types can be substantially harmed by a single alteration or new opening.
- Wherever shop fronts of merit survive they should be retained. Early 20th century shop fronts can be as unusual as 18th or 19th century examples. Features of value such as blinds in blind boxes, shutters in shutter boxes against an upright and stall risers are often concealed beneath later facings.

Materials:

- Historic materials should be retained and where necessary replaced on a like for like basis. Any change of materials, for example to a roof covering, would need to be justified by an overriding technical reason or evidence that a different roof material had been used historically.
- Walls are the main structural fabric of a building. Alterations to wall surfaces are usually the most damaging that can be made to the overall appearance of a historic building. Alterations or repairs to external elevations should respect the existing fabric and match it in materials, texture, quality and colour. Existing render should not be stripped off to expose brick or timber framed walls that were never intended to be seen. It may be necessary to remove and replace recently applied render if this is damaging the surface beneath.

- Generally where render is defective, or previously replaced with cement based render, it should be replaced with traditional lime based render to allow natural evaporation and provide soft edges to quoins and openings. Exceptionally, where there is mock jointing, grooving, rustication or plaster architectural elements like cornices and architraves on late 18th and 19th century stuccoed elevations these should always be retained where possible or carefully copied.
- Brick or stonework should not normally be rendered unless the surface was rendered originally. Previously unpainted surfaces should not normally be painted over. In the case of listed buildings, the colour used to repaint a building should not change its character and appearance. In all cases, paint colour should respect local distinctiveness. The paint should be a breathable, water based paint.
- As stated above in most cases cast stonework and reconstituted roof slates will not be acceptable for use on historic buildings.
- Cleaning of stonework and brickwork can damage wall surfaces and destroy detail by eroding definition (particularly if abrasive and chemical cleaning methods are used). Cleaning should be limited to instances where it is worthwhile to remove corrosive dirt or to bring a major improvement in appearance. Cleaning should be carried out by specialist firms and under close supervision.
- Timber, whether windows, doors, or decorative joinery should be retained or replaced like for like where defective. New timber should match the existing in species to ensure the new timber is a visual and technical match. (Cheap, fast-grown softwood is highly prone to shrinking, warping and rot. Its use in the context of a historic building is therefore a false economy).
- UPVC and aluminium windows and doors should never be considered for historic buildings as they do not have the same appearance and qualities as timber or traditional metal windows.

Details:

- Alterations or extensions to a historic building will always be seen in context with the original or historic details of the listed building itself. It is therefore important that new work does not stand out due to the poor quality or inappropriateness of its detailing.
- Details should be appropriate to the building type; agricultural, industrial, domestic or commercial buildings.
- With some alterations, there may be merit in using simpler details than those of the existing building.
- Whether building in a contemporary or traditional style, details can make a big difference as to how successfully the new complements the old.
- Simplified details are highly unlikely to be an acceptable substitute for existing historic details, or those that are known to have been in situ on a building(not conjectural), or where they will contrast in an unwelcome or uncomfortable way with the rest of the building.

- There are certain features of historic buildings that should be preserved and not hidden, these include polychrome brickwork, rubbed gauged brick or stone voussoir arches. All of these add to the architectural significance of the building and particularly contribute to local distinctiveness.
- Also inscriptions, old lettering, old shop signs, inn sign boards, date plaques and stones, coats of arms, monograms, fire insurance plaques, commemorative or symbolic carvings and statues in niches are part of the history of a building. These features should be retained in situ wherever possible.
- The primary feature of a wall is the building material itself and the pointing should normally be visually subservient to it.
- Existing decorative embellishments such as ridge and cresting tiles, iron cresting, finials, gargoyles and spouts, cartouches and statues should also be preserved. Chimney pots are also valuable features. Chimney stacks are both functional features of the roofscape and can be important indicators of the date of a building and of the internal planning.
- Rainwater goods should match the materials traditionally used and be of traditional section.
- Lead is a traditional roof covering and should not normally be replaced by modern substitute materials. Details such as lead rolls, hips and ridges are important visual elements. However, lead is increasingly commonly targeted by thieves. Where stolen, the replacement of these materials with less valuable alternatives will be considered in conjunction with the 2011 guidance from English Heritage "Theft of Metal from Church Buildings"
- Original doorways and any surviving original doors should be retained. Replacement doors, if necessary, should copy the original in the materials, the detail of the design, and the paint finish.
- As a rule, windows in historic buildings should be repaired, or if beyond repair should be replaced 'like for like'. All old glass is of interest, whether it be stained, painted or etched glass or early plain glass such as crown glass. Great care should be taken to protect old glass during building works.
- Standardisation of existing windows to one pattern should be avoided. The thickness and moulding of glazing bars, the size and arrangement of panes and other details should be appropriate to the date of the building or to the date when the window aperture was made.
- It is difficult to install double-glazed units in existing frames or to replicate existing frames with new sealed units without making noticeable changes to the profiles of glazing bars, styles, and rails.
- In exceptional circumstances, double glazing may be acceptable in a listed building if the following circumstances apply: a) The existing windows are of no heritage value and are beyond reasonable repair; b) The use of secondary glazing is unfeasible due to the impact on the special interest of the interior of the listed building; c) Habitable rooms in the listed building are close to sources of constant noise from outside which create unacceptable conditions for the occupier and; d) The replacement windows are of a sufficiently high quality and materials, being specifically designed for the building.

- For non-designated buildings of heritage value, most replacement windows should be of timber and have, proportions, profiles, appropriate opening method and the general appearance of the original, or appropriate traditional, single glazed windows.
- The following window options should be avoided in all circumstances: poorly proportioned windows, outward opening top hinged windows in place of sashes, storm casements, glazing bars planted between panes of glass, casements where the panes of openers are noticeably smaller than those of fixed panes, the removal of mullions, windows which are flush or nearly flush with the face of the wall (unless traditional details dictate otherwise).
- The following details can be detrimental to all historic buildings: obvious roof vents; obvious trickle vents; prominent external wiring, trunking and pipework; prominent flues, vents or extractors; prominent satellite dishes, aerials, cable boxes, CCTV or alarm boxes.

Internal Alterations - Listed Buildings

Listed Buildings are an irreplaceable, finite resource. They can be harmed, compromised or irreparably damaged by poorly conceived or poorly executed alteration be it conversion, extension, repair or restoration. A facsimile, replica or record is no substitute for the fabric itself. With any work to a listed building the retention of the building's historic fabric is an overarching priority.

The internal layout of buildings, the scale, footprint and proportions of rooms and historic features, details and decoration frequently make an important contribution to the overall interest of the listed building.

Proposals for works to listed buildings should therefore avoid the demolition, removal, alteration of historic fabric that contributes to its significance. It is therefore crucial to gain an informed understanding of the significance of the listed building before drawing up proposals (see section ?). Depending on the nature and extent of the works or the significance of the historic building involved, it is advisable to obtain the services of an appropriately qualified and experienced heritage consultant or designer.

The limits imposed by the fabric of listed buildings must be respected. The internal layout of rooms may impose constraints, as may the position and size of openings. In most cases it is not acceptable to permanently alter a listed building for the sake of a fashionable open plan layout or to provide very high levels of daylight into the building as they may not be able to accommodate every lifestyle or fashion of architecture or interior design. Therefore, while a converted barn or chapel may be ideal for a combined open plan living / kitchen/ dining room, this might be impossible to achieve in the interior of a modest Georgian house without irreparable harm.

Many listed building applications are borne by a desire to 'comply with modern standards', 'reduce carbon footprint' or 'achieve modern day living conditions'. It is usually the case that this can only be achieved to a point before the significance of the listed building is harmed.

Where structural alterations or full or partial demolition are proposed, the application should be supported by a report from a suitably qualified and experienced structural engineer (preferably a Conservation Accredited Registered Engineer (CARE)) to justify the works that are proposed.

In general the wholesale reinstatement of lost, destroyed or superseded elements of a building or an interior is not appropriate, although, where a building has largely retained the integrity of its design, the reinstatement of lost or destroyed elements of that design could be considered. In such cases there should always be adequate information confirming the detailed historical authenticity of the work proposed. Speculative reconstruction should be avoided, as should the reinstatement of features that were deliberately superseded by later historic additions. Generally, later features of interest should not be removed merely to restore a building to an earlier form.

Where buildings have an industrial, agricultural or commercial heritage they often contain historic fixtures, fittings and machinery (redundant or otherwise) that may be of considerable archaeological interest. In the case of some listed buildings these may be the most significant feature e.g. Sandfields Pumping Station.

The internal features such as chimneybreasts, fireplaces, staircases, plasterwork, joinery and other decoration, fixtures and fittings that help to illustrate the different uses of different parts of the building all contribute to its historic and architectural (and sometimes artistic) interest.

With timber framed buildings, the totality of the structure has to be taken into consideration (walls, roof and internal partitions). Repair to timber frames should be kept to the essential minimum. Traditional fixing and repair methods should be perpetuated. The original tool marks are often visible on the surface of the timbers, as well as carpenters' marks, graffiti and smoke blackening. Such features should be retained and the use of sand blasting, painting or other cleaning can cause harm.

All old plain plasterwork should be preserved where possible. Traditional lime and hair plaster has good insulation qualities and is better able to tolerate condensation than modern gypsum plaster. Care should always be taken with works to old plaster, especially when chasing in electrical wiring, in case there is early decoration. All decorative features from a simple cornice or cove to elaborate wall and ceiling decoration should be preserved.

Fire surrounds and inserts are part of the decorative history of a building and are often central to the design of a room. In the rare cases where there is no alternative to its removal, it should be saved for use in another position and should not be removed from the building. Chimneybreasts should be retained, not least because it may affect the structural stability of the building.

Historic stairs are often the most considerable piece of design within a building and can be important dating evidence and as such must be retained.

All types of flooring materials such as stone flags, old brick floors and plaster floors should be respected. This also applies to old boarded floors, especially those with early wide oak or elm boards. All such features should normally be repaired and re-used. When new floorboards are needed, they should be of the same timber, width and thickness as those they are replacing.

Materials

Traditional building materials allow vapour permeability, enabling the building to 'breathe'. Historically buildings were not heated to the temperature levels that are preferred today, and were typically heated by open fires (later kitchen ranges were a common feature and more recently central heating was installed). Windows and doors were commonly ill-fitting and the open fires drew cold air in at low level discharging smoke, fumes and steam through the chimney. Walls are not impermeable, but moisture can dry outwards through the mortar or render (brick and particularly stone are far less permeable), or internally through the plaster. Changing the properties of any of the materials, heating systems or the levels of natural ventilation of a building can impact on the way that the fabric of a building works. Consequently the implications of proposed change must be very carefully considered.

Materials for alterations and the way these materials are applied should match the existing in order to preserve and enhance the character of the building. The need for honesty in repairs must be balanced with the need to maintain the aesthetic of the listed building.

Timber, whether it is structural, windows, doors, flooring, stairs or decorative joinery should be retained or replaced like for like where it has failed. New timber should match the existing in species to ensure the new timber is a visual and technical match.

Any listed building consent application or planning application affecting a listed or other historic building or its setting will need to demonstrate that the significance of the building has been duly considered, understood and that the application has been informed by this understanding. It may be beneficial to obtain the advice of a suitably qualified professional or professionals to put together the assessment of significance, the design of the proposal and any supporting justification and documentation. See ? Validation Criteria This Council may hold an application as invalid or refuse an application if there is insufficient, unclear or contradictory information or justification.

The extension, conversion, subdivision into different units, or alteration of a listed building or deemed listed curtilage building may require planning permission in addition to listed building consent. It is therefore often worth submitting a pre-application consultation to find out what permission(s) are required, and in the case of the pre-application consultation, whether the council would be likely to support the application.

[Link to application forms /guidance](#)

Many works or alterations will require Building Regulations approval in addition to Listed Building Consent and Planning Permission. Clarification on what would be required to satisfy the Building Regulations should be sought and any instances where fully complying with Building Regulations is likely to harm the significance of the listed building should be addressed before submitting the listed building consent application. This will enable the council to understand the full impact of the listed building consent application. For example, improving thermal or acoustic performance or improving access can impact the fabric, character and appearance of the listed building and would hence require listed building consent. These aspects of the proposal should therefore be included in the listed building consent application. It cannot be assumed that listed building consent will be given to a later alteration to a scheme required under different legislation.

[Links to Env Health noise requirements](#)

It should be borne in mind that Listed Buildings are subject to certain exemptions from full compliance with the Building Regulations in the interest of maintaining their special character and appearance, inside and out. This should be borne in mind when designing and specifying proposals.

The Equality Act 2010 requires the owners of buildings used by the public to 'make reasonable adjustments' in order to provide an equality of access to all potential users of the services provided in the building. Improving physical access into and around a building is only one aspect of the 'reasonable adjustments' a service provider may make to improve the equality of access. For example, the Equality Act does not mean that an access ramp must be provided where there is not level access rather that where ramps cannot be accommodated; the occupier of the building should make provisions to provide their service in another manner for people who cannot physically access the building. There is therefore no fixed 'rulebook' over how access might be improved, but any physical alterations to a listed building to improve accessibility will need justification as part of the listed building consent application.

[Link to Equalities Act 2010 and 'Easy Access to Historic Buildings'](#)

The roof voids and crannies in the fabric of a historic building, particularly one which is disused, may provide a habitat for bats, which are protected by law. The council's countryside officer should be consulted to determine whether a bat survey and report are needed for a particular building or application.

[Link to Countryside contact details](#)

Energy Conservation

Climate change is a key environmental challenge today. As pressure grows to reduce CO2 emissions, so does the need for owners and managers of traditionally built structures to improve energy efficiency and reduce fuel consumption. Whilst it has been proven that these buildings perform better thermally than is often assumed, there is still much that can be done to improve their performance. The Council encourages all residents to take steps to use energy wisely and to consider the use of renewable energy technologies in their homes.

This guidance provides information on some basic ways to improve the thermal performance of a traditional building and its individual elements. Not all measures will be appropriate in all circumstances but it is important to be aware that there are ways to improve the performance of all traditional buildings which are sympathetic to their character and construction type. Living in a conservation area, or in a listed building, means that you need to pay attention to the special character of your property when considering energy conservation and installing renewable energy systems.

The historic environment can play a positive role in delivering wider sustainability objectives. The retention and reuse of heritage assets avoids the material and energy costs of new development. Many older settlements reflect good practice in sustainable urban design. They have compact layouts; co-located employment, residential, retail and leisure uses; and, are usually near to transport nodes. The historic environment can inform and inspire the best modern, sustainable development.

By taking a narrow and rigid view of what makes a building or development sustainable, opportunities may well be missed to adapt and enhance what is already there. Rather the embodied energy within existing buildings and the whole-life costs of any new scheme or proposed alterations should be considered. The creative adaptation of heritage assets can dramatically reduce the whole-life energy costs and waste impacts that would result from demolition and replacement, even where the proposed development would in itself be of an acceptable standard in terms of energy performance. The adaptation of heritage assets need not be more expensive or difficult than replacement. It is quite possible that the recycling of existing buildings at a site may cut the overall financial cost of development and even save time.

The Council must strike a balance between maximising the benefits of renewable and low carbon energy and conserving the district's historic environment. These two objectives need not be in conflict with each other, but where there is conflict, the council's role is to avoid, minimise and mitigate any potential harm to the historic environment and make pragmatic planning decisions.

Traditionally Constructed Buildings

It is often assumed that the older a building is, the less energy-efficient it must be, but this is not the case. About a quarter of all existing buildings are 'traditionally constructed' i.e. solid wall construction; no damp proof course; single glazing windows; likely to have been built before 1919. They are built using traditional materials and techniques, such as thick solid walls and with plenty of natural ventilation. Thick solid construction acts as an excellent thermal buffer, stopping the building either gaining or losing too much heat. Another important difference between modern and traditional buildings is that the modern buildings are designed to keep moisture out with layers of impervious materials (such as cement and plastic membranes), whereas traditional buildings work by using solid permeable materials that can absorb a great deal of moisture without damage, and release it slowly back into the environment, through evaporation, as conditions dry out.

Using modern materials and approaches on older buildings can cause severe damage and actually decrease energy efficiency. Ill-advised and inappropriate alterations risk making buildings that, prior to

such alterations were functioning well, begin to fail. For example, adding external insulation to a thick solid wall is not only likely to be a waste of resources, but can lead to moisture problems in the wall.

No changes should ever be made that risks long-term damage to the building. To reduce emissions we may need to improve efficiency in all buildings, modern and traditional. When doing this we need to be very sure that any proposed works take into account the unique composition of the building and do not harm its performance or historic character.

For these reasons, it is important when considering any work to a traditionally constructed building to understand how that building was designed to work. In simple terms, many such buildings were designed with passive ventilation which ensured air flow around building elements helping keep them free from excessive moisture and subsequent decay. The construction was further designed to allow an element of vapour movement within the structure. It is vital to ensure that when taking steps to improve the thermal performance of a traditional structure, these dynamics are not compromised to the detriment of the building. This is not to say that we should live in draughts, but it is important that sufficient air movement is maintained.

In considering improvements for energy consumption it is important to remember that many traditional (historic) buildings perform differently from modern buildings. Due consideration should be given to:

- The construction of the building, to avoid causing damage;
- The importance of moisture movement in historic buildings;
- Minimising disturbance to existing fabric;
- Reversing any changes without causing further damage;
- Whether the building is of such significance that it should remain unaltered.

The fabric of a traditional (historic) building needs to 'breathe', to release and absorb moisture, for example from driving rain, rising damp, defects and condensation. Moisture can move through traditional permeable building materials until it evaporates, internally and externally. Modern impermeable building materials obstruct this process; instead of keeping moisture out they usually trap it in, thereby accelerating the process of decay.

The main risks to traditional (historic) buildings associated with well-meaning 'improvements' are:

- Moisture trapped within the building materials;
- Condensation within unheated areas of the building such as the roof void or cellar;
- Condensation at thermal bridges, especially corners;
- Ventilation and heating which are insufficient to remove moisture;
- The indiscriminate removal of historic doors and windows and dry lining of interiors?
- In a permeable building it is important not to reduce ventilation rates too much to avoid trapping moisture within the building.

Improving energy performance

Where the ongoing energy performance of a building is unsatisfactory, there will almost always be some scope for suitable adaptations to be made without harm to the asset's significance. This will involve careful consideration of the most appropriate options for insulation, power use and power generation. Intrusive interventions, such as the external mounting of microgeneration technology, can harm the significance of a heritage asset. Where such interventions are proposed, a temporary, reversible installation will generally be preferable to one that causes irrevocable harm to an asset's significance. The Council seeks to support home owners and developers to find solutions that avoid, or at least minimise harm to an asset's significance while delivering improved energy performance or generation. Detailed advice on how heritage assets can be adapted to new technologies or materials without harming their significance is available from [English Heritage. Link](#)

Energy Use

Before deciding to install a renewable energy system, consideration should be given to improving the energy efficiency of your property by employing simple measures such as:

- Installing additional 'breathable' loft insulation
- Installing additional 'breathable' insulation underneath the floor boards.
- Draught proofing windows and doors and where appropriate/ possible installing secondary glazing, reinstating / restoring internal shutters
- Installing flue dampers in open chimney flues
- Upgrading existing rooflights
- Upgrading the boiler, heating controls and hot water cylinder.
- Choosing the most effective types of heating for the space – 'wet' radiator systems, underfloor heating, passive heating etc.

The following measures can also make big reductions to your energy use and fuel bills:

- Using energy efficient light bulbs
- Turning off all appliances that are not in use and not leaving them on standby settings
- Replacing inefficient or defective appliances and heaters with new energy efficient models
- Checking that your central heating is not programmed to heat the house while you're not there
- Using heavy curtains over single glazed windows and ensuring all curtains are closed at night – reinstating/ using internal shutters where appropriate
- Switching to 'green' utilities suppliers
- Fitting individual heating controls to each radiator and only heat the rooms you use.

Heating regimes and equipment

Before considering any upgrade to building fabric, it is important to first ensure that space heating equipment such as boilers and radiators are being used efficiently. Effective use of such equipment can have a significant impact on reducing emissions and fuel consumption than fabric interventions. Where central heating is used this should be fitted with proper controls and these should be easily accessible and well understood by the building owner or occupier.

Dry Fabric, Dry Air, Warmer Rooms

The more moisture there is inside a room and inside the walls / floor / ceiling the colder it will be. Traditional construction was kept in balance by open fires, draughts, less water vapour being generated by cooking, bathing, drying clothes and the building being kept in good condition using appropriate, 'breathable' materials. Working rainwater goods, proper drainage, air movement up chimneys, breathable fabric and finishes, lime mortar to pointing and render all help to keep the fabric and interiors dryer and warmer. Similarly, ensuring water vapour from kitchens and bathrooms is minimised where practical and escapes from the building will help.

Roofs and attics

Around 25% of heat is lost through a typical roof, so suitable levels of loft insulation are a good starting point in improving the thermal performance of a traditional building. There are many types available, from natural materials such as hemp fibre or sheep's wool to recycled products made from newspaper, and others made from glass and modern materials. In most circumstances natural materials are preferable in traditional buildings, as they are better able to disperse moisture and prevent condensation. It is important when installing any loft insulation to ensure valleys are effectively insulated whilst at the same time maintaining ventilation throughout the roof space. Recent guidance is that there should be a two inch gap between the top of the insulation and the underside of the sarking boards. In some properties there may be bats in the loft space; should this be the case advice should be sought from the Council's Countryside Section prior to the commencement of any works.

Roof timbers that have functioned perfectly well for decades or longer can decay rapidly if the roof is insulated in such a way that high levels of condensation end up forming on the timber. The cost of repairs could outweigh several times over the money saved by lower energy bills.

Floors

Where timber flooring is preserved on a ground floor it may be that there is sufficient crawl space to allow insulation to be installed on the underside without the need to lift the floor boards. If it proves necessary to lift the boards to install the insulation this should be done with care to avoid damage to the original fabric and may not be deemed worth the risk. Lifting floorboards invariably will result in damage, and often requires entirely new boards being laid. The cost (both financial and in terms of the potential loss of historic fabric) of this should be weighed with the benefit of improved insulation being installed. Whether installed from above or below, as with loft insulation, a material which allows some degree of moisture movement should be used. Laying non-permeable insulating board on top of a

timber floor will inhibit water vapour movement and may give rise to timber decay, which would be very costly to remedy compared to the energy savings made.

In most cases flagged or quarry tiled floors should be left in situ as lifting them may cause damage. However, where a floor requires to be lifted for other reasons it may be worth considering laying an insulated limecrete floor under the flags/tiles.

Where original floor finishes have been lost and a more recent concrete floor laid there are considerable benefits in insulating this using a proprietary insulated board.

Windows

Whilst a single pane of glass has a fairly poor thermal performance with a U-value for most traditional glass of around 5.2. There are many improvements which can be made to the thermal performance of a window without intervening in its fabric, such as hanging heavy curtains, using shutters or installing secondary glazing. Secondary glazing is the most effective option and can reduce heat loss through the window by 60%. Secondary glazing in a removable inner frame is an acceptable option for most windows. Listed building consent may be required depending on the nature of the existing windows, the grading of the building and the architectural features that exist within the building, which could be affected by the insertion of secondary glazing. Using timber shutters are the most effective traditional method, reducing heat loss by 50%. However the greatest reduction in heat loss can be achieved using a combination of measures. Using secondary glazing, or combinations of blind and shutters, can significantly reduce the U-value of the window. Whilst some options, such as closing shutters or drawing heavy curtains, shut out natural light, the period of lowest temperature (and therefore greatest heat loss), is at night when this is not an issue.

Draught stripping sash windows can reduce air leakage by 80%, as well as allowing the full use of the window in terms of opening and closing, although it will not improve the U-value. Many companies provide this service, which combines the upgrading work with a general overhaul of the window and the sash cords. Draught-proofing your house is a simple measure to improve energy efficiency - but remember that solid walled buildings need circulation of air to allow evaporation of moisture. Without correct ventilation, an airtight room will often suffer from condensation (which is often mistaken for damp) and mould growth. This can also contribute to health problems.

A common misconception is that traditional windows are not capable of being energy-efficient and that they should be replaced with modern materials such as uPVC. As referred to above, there are numerous alternatives to replacing windows with uPVC or double glazed units, all of which can make a substantial difference to the energy efficiency of your property. Before replacing your existing timber windows and doors there are several environmental issues to think about:

- Repairing an existing window is likely to be more sustainable than throwing it away and making a new one
- The manufacturing process of uPVC is long, highly energy intensive and produces toxic by-products

- Other chemicals are added to uPVC to improve stability and other qualities. This makes uPVC very difficult to recycle
- uPVC does not biodegrade when it becomes waste. Additives are susceptible to leaching in landfill sites
- uPVC is also hazardous when it burns because of toxic gases produced
- uPVC window replacements change the character and appearance of historic properties, particularly once they begin to discolour.
- If one element of a uPVC window fails, the whole unit usually needs replacing
- uPVC windows are likely to need to be replaced every twenty years
- Timber window frames have comparable thermal characteristics to uPVC frames - it is the traditional use of single glazing and lack of draught proofing which can reduce their efficiency
- Timber in old windows is usually of a much higher quality than modern timber and therefore less likely to need wholesale replacement
- Timber windows can be patch repaired with rotten timber cut out and new timber spliced in, which requires much less material and is cheaper than wholesale replacement
- Timber needed for repair is a renewable resource with low embodied energy
- Retention and repair of an existing window retains the original character and appearance of an old building
- Properly maintained timber windows can last for hundreds of years

It is usually impossible to install double-glazed units in existing frames or to replicate existing frames with new sealed units without making noticeable changes to the profiles of glazing bars, styles and rails. The new glass in such units may also significantly alter the appearance of the window. Such changes are rarely acceptable in listed buildings.

Renewable energy sources

Increasingly, owners are investigating the possibilities of adopting renewable energy sources in their home, such as solar panels, photovoltaic cells or wind-powered generators. The government has recently revised permitted development in this area in order to facilitate installation of micro-generation equipment by householders. However, all types of installation which could affect a listed building will still require listed building consent. Consideration must be given not only to the appearance and setting of the listed building but also the damage that could be caused to the fabric of the building.

Renewable Energy Options

Solar Energy Systems

There are two main types of solar energy system:

- Solar systems for heating water;
- Photovoltaic cells that convert light energy into electricity.

Solar hot water systems

Solar hot water systems work by using the sun's energy to preheat water entering a conventional hot water system. To maximise solar exposure, solar panels should ideally be placed on south-facing roofs, or be able to be angled to face due south. When visible from the front of the property, solar panels are likely to have a negative impact upon the character and appearance of the historic building and the streetscene. Therefore consideration should be given to an alternative roof slope where the solar system will not be visible from the public realm. If the property is a designated heritage asset, it is likely to be preferable for the solar system to be ground mounted in the curtilage or on an ancillary outbuilding, where the roof is likely to be lower. The Council advises property owners who are considering installing a solar system to enter into pre-application discussion with officers at the earliest stage in the process.

Photovoltaic cells

Photovoltaic (PV) cells use the sun's energy to generate electricity, and require only daylight, not sunshine, to work. This means that the positioning of PV cells is more flexible than for solar hot water panels, which usually require a south-facing location to absorb adequate heat. Whilst PV cells will generate more electricity if positioned facing the sun, they may still be a worthwhile investment for non-south-facing roofs, subject to manufacturer's guidelines.

Additionally, there are photovoltaic 'tiles' and 'slates' on the market which are less visually intrusive than older-style photovoltaic systems and solar hot water panels. They can be designed to blend in with the existing roof tiles and may therefore provide a renewable energy system which has a minimal impact on the aesthetic significance of the heritage asset. The Council advises property owners who are considering installing photovoltaic cells to enter into pre-application discussion with officers at the earliest stage in the process.

Heat Pumps

There are two main types of heat pump system:

- Ground source heat pumps;
- Air source heat pumps.

Ground source heat pumps

Heat from the ground is absorbed at low temperatures into a fluid inside a loop of pipe (a ground loop) buried underground. The fluid then passes through a compressor that raises it to a higher temperature, which can then heat water for the heating and hot water circuits of the house. The cooled ground-loop fluid passes back into the ground where it absorbs further energy from the ground in a continuous process as long as heating is required.

Normally the loop is laid flat or coiled in trenches about two metres deep, but if there is not enough space in your garden you can install a vertical loop down into the ground to a depth of up to 100 metres for a typical domestic home.

Heat pumps have some impact on the environment as they need electricity to run, but the heat they extract from the ground, the air, or water is constantly being renewed naturally.

Air Source Heat Pumps

Air source heat pumps absorb heat from the outside air. This heat can then be used to heat radiators, under floor heating systems, or warm air convectors and hot water in your home. Heat from the air is absorbed at low temperature into a fluid. This fluid then passes through a compressor where its temperature is increased, and transfers its higher temperature heat to the heating and hot water circuits of the house. An air source heat pump extracts heat from the outside air in the same way that a fridge extracts heat from its inside. It can get heat from the air even when the temperature is as low as -15°C .

Heat pumps have some impact on the environment as they need electricity to run, but typically the heat they extract from the ground, air or water is constantly being renewed naturally. There are two main types of air source heat pump system:

An air-to-water system distributes heat via your wet central heating system. Heat pumps work much more efficiently at a lower temperature than a standard boiler system would. So they are more suitable for underfloor heating systems or larger radiators, which give out heat at lower temperatures over longer periods of time.

An air-to-air system produces warm air which is circulated by fans to heat your home. They are unlikely to provide you with hot water as well.

Installing Renewable Energy Systems- key considerations:

Proposals for installing microgeneration equipment on, attached to, or within the setting of heritage assets should duly consider the following:

- Will the installation result in any loss of significance (value)?
- Can the equipment be accommodated without loss of significance?
- Is the visual impact of the equipment minimal?

- Has it been designed specifically and sensitively to the building and its setting?
- In fixing the equipment to the building, will it harm or damage the historic integrity and/or fabric of the building?
- Can the associated pipework, cabling, fuse boxes or other related equipment be accommodated without loss of, or damage to, significant historic fabric?
- Is the installation reversible without significant long-term impact on historic fabric?
- Have all other energy-saving measures or alternative locations with less impact on the historic fabric and significance been considered and are not viable?
- Will it harm or compromise the setting of the building?
- Is the building structurally capable of withstanding the imposed and dynamic loads?
- Does the proposal have a net environmental benefit?
- Will the equipment, including cabling, pipework, fuseboxes etc. be removed and the historic fabric made good as soon as it becomes redundant?
- For ground-mounted installations, will the equipment cause ground disturbance? If so, can this be minimised to avoid harming the significance of the site?

Positioning the renewable energy system

It is important to make sure that the system works effectively but it is also vital to consider its visual effect on neighbouring properties, the public and the environment. Any alteration to the roof will affect the external appearance of a building. The impact of any system could be lessened by installing the system on a less visually prominent roof slope or preferably installing ground mounted equipment. For solar systems, consideration should be given to making use of roof slopes that face away from roads and paths at the front of your property, or use parts of the roof obscured by parapet walls.

Large-scale energy generation and other infrastructure

Proposals for large-scale schemes, such as wind farms, that have a positive role to play in the mitigation of climate change and the delivery of energy, but which may impact on the significance of a heritage asset, such as a historic landscape, should be carefully considered by the developer and planning authority with a view to minimising or eliminating the impact on the asset. Ideally the proposals should be discussed with the Council at the pre-application stage to establish an acceptable balance between the necessity for measures that meet the challenge of climate change and the importance of conserving the significance of the asset.

Wind Turbines

To work efficiently wind turbines require a smooth, steady air flow. This means that the performance of a turbine is dramatically affected by the local terrain. Any trees or buildings in the path of the wind will dramatically reduce the available energy and create turbulent conditions, which increase wear and tear on the turbine. For these reasons wind energy potential can be low in most urban areas. Furthermore wind turbines can be detrimental to the aesthetic significance of heritage assets and the character and appearance of the streetscene or historic landscape and setting of heritage assets. However, a balance must be struck and resultant harm minimised and/or mitigated.

Energy efficiency and requirements

Part L of the building regulations requires improved standards of energy efficiency to be adopted into any major alteration to an existing building. For example, if single-glazed windows are to be renewed double-glazed units will usually be required as replacements. These regulations are relaxed if the building is:

- listed
- in a conservation area
- shown to be of local historic interest

Other means of conserving energy, for example, through the use of secondary glazing, or through increased insulation in other areas of the building, can usually be incorporated into the design to compensate for measures which conserve the character or appearance of an old building. [Link to EH guidance](#)

Some alterations to improve energy efficiency require formal consent. In addition, if a building is listed, consent is required for any alterations that affect the character or appearance of the building, such as replacement of original windows. Before making any changes to your building it is always a good idea to check whether you need permission by contacting the Council.

Register of Buildings of Special Local Interest (Local List)

Introduction and Overview

The National Planning Policy Framework (NPPF) gives significant policy weight in planning decision-making to heritage assets that are not nationally designated. The NPPF places obligation on local planning authorities to identify heritage assets and to define the significance of these assets.

Annex 2 of the National Planning Policy Framework provides the following definition of a heritage asset: "A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)."

This definition makes it clear that heritage assets include those parts of the historic environment that may not be subject to a formal designation (such as listing or scheduling). It can also be taken from this definition that the local planning authority should identify undesignated heritage assets in its area, preferably through a Local List.

Throughout Lichfield District there are examples of buildings which are of good design quality, attractive appearance and/or historic interest and which make a significant contribution to the attractive character of the locality. Judged by national criteria these buildings might not be considered suitable for designation as listed buildings (familiar to us as grade I, grade II*, grade II buildings) but they are still historic assets that are clearly worthy of protection.

Criteria for the Selection of Locally Important Buildings

The Council has adopted criteria for the identification of non-designated heritage assets. This criterion is consistent with Government policy and associated guidance from English Heritage. [Link](#) The criterion serves to clarify each of the categories of interest and degrees of significance and provides a process of heritage asset identification to be used by the Council. This guidance will also help members of the public to identify the heritage assets that form part of the 'cherished scene', are significant to the local community or that which may be affected by their development proposals.

- Special architectural or landscape interest i.e. is it the work of a particular architect or designer of regional or local note? Is the building/designed landscape a particularly good example of its type/style?
- Special historic (social, economic, cultural) interest. (Most buildings and places will fall into this category).
- Association with well-known local historic persons or events.

- Contribution to the streetscape/townscape i.e. a group of unrelated buildings that make up an aesthetically pleasing group or a view that offers an attractive scene. Buildings may be illustrative of a range of historic periods which, taken together, illustrate the development of the locality.
- Group value of buildings designed as an architectural entity, especially as examples of town planning (e.g. model villages, squares, terraces).

Non-designated heritage assets nominated for inclusion on the Local List would be assessed against the criteria and would be subject to public consultation.

The Local List is a mechanism for the Council, residents and community groups alike to identify undesignated heritage assets that are of local interest and significance, meriting a degree of recognition and worthy of protection for the benefit of future generations.

The Local List is a 'live' record which can be regularly updated as and when properties worthy of inclusion on the Local List are brought to the Council's attention. As each Conservation Area is surveyed as part of the ongoing Conservation Area Appraisal and Management Plan programme any building meeting the criteria is nominated for inclusion.

Inclusion of a heritage asset on any future Local List would not, however, preclude development or change, rather the Local List would be a mechanism to recognise non-designated heritage assets that are of local significance, whether or not subject to development proposals that would require planning consent. The information would however, inform any planning decisions.

Paragraph 135 of the National planning Policy Framework states:

"The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset."

The Selection Criteria will be used to inform the identification of non-designated heritage assets and to assess their significance to inform planning decisions and to defend appeals.

Limitations and Expectations of Local Listing

Please note that heritage assets that are subject to a current planning application or appeal cannot be considered for inclusion on a future Local List at the time of appeal or application. Similarly, where conservation area consent has been granted for demolition, heritage assets cannot be considered eligible.

In addition to the criteria outlined above, heritage assets proposed for inclusion on a future Local List will be assessed against other assets within the appropriate historic theme and collated accordingly.

The maintenance and restoration of heritage assets included on the Local List will be encouraged.

The following types of development affecting heritage assets included on a future Local List will normally be resisted:

- Total or partial demolition;
- Inappropriate alteration or extension;
- Harm to the group or thematic value of the heritage asset
- Development that would have a detrimental impact on the setting or context of the asset.

Applications proposing demolition of a heritage asset included in a future Local List will be expected to demonstrate that all reasonable alternatives have been explored and justify why such alternatives are not viable.

There will be a presumption in favour of retaining and re-using buildings included on a future Local List unless it can be demonstrated independently that a building is structurally unsound or that there is no appropriate and viable alternative use for it.

Applications for alterations and/or extensions to heritage assets included on a future Local List will be required to incorporate proposals which preserve or enhance the significance of the asset and its setting.

There is no appeal process if an owner objects to their property's inclusion but we hope that most owners will be pleased that their property is considered locally important.

Biodiversity and Development Supplementary Planning Document

Chapter 1- Introduction

Biodiversity can be simply defined as the 'variety of life on earth'. This supplementary planning document (SPD) forms part of the Lichfield District Local Plan and expands on policies that ensure biodiversity is adequately protected and enhanced throughout the development process. The SPD provides additional information on how these policies will be implemented and provides guidance on biodiversity and nature conservation for development applicants concerned with the conservation of biodiversity in development.

The aim of this guidance is to provide step-by-step advice throughout the planning process and to supplement the policies within the Natural Environment chapter of the current Lichfield District Local Plan: Our Strategy, which provides a framework for development in the District.

This document explains what Lichfield District Council expects to be considered with any planning application and the detailed information that needs to be submitted.

Other SPD's to be consulted in relation to biodiversity conservation in Lichfield District include:

- Trees and Development and Landscaping SPD

Included in this SPD is a list of internet links to other documents and guidance which may be of help to an applicant (Appendix B). These documents are often specific to one habitat type or species, or to a particular type of development's impact on biodiversity.

Many of these documents and the methodologies they refer to are in a state of constant review and can be expected to be amended and updated periodically. Only the most recent version of any document should be referred to when seeking additional guidance as Lichfield District Council will seek to follow the most modern best-practice approaches to biodiversity in development in all applications.

Chapter 2 – Legislation and Policy Context

There is a wide variety of legislation and policy provision relating to biodiversity and geological conservation ranging from international to local level. The key legislation, policies and strategies includes:

- **The Conservation (Natural Habitats etc) Regulations 1994**; often referred to as the habitat regulations. They are the mechanism through which the EU Habitats and Species Directive is implemented in the UK.
- **The Wildlife and Countryside Act 1981**; the principal act relating to the protection of wildlife in Great Britain. Species listed for protection are in Schedules 1, 5 and 8.
- **The Protection of Badgers Act 1992**; an act that brings together all legislation that is specific to badgers with the exception of their inclusion in Schedule 6 of the Wildlife and Countryside Act 1981.
- **Natural Environment And Rural Communities Act 2006** - Lichfield District Council has a statutory duty under the Natural Environment and Rural Communities Act 2006 to have regard, so far as is consistent with the proper exercise of its functions, to the purpose of conserving biodiversity.
- **The Countryside and Rights of Way Act 2000**
- **National Parks and Access to the Countryside Act 1949**
- **The Environment Act 1990**
- **The National Planning Policy Framework 2012** - Conserving and enhancing the natural environment
- **Governments Biodiversity 2020: A Strategy for England's Wildlife and Ecosystem Services**
- **Government circular 06/2005**
- **UK Biodiversity Action Plan**
- **West Midlands Biodiversity Pledge**
- **Staffordshire Biodiversity Action Plan**
- **Lichfield District Council Biodiversity Strategy**

Nature conservation is regarded as a key test of sustainable development. The local planning process addresses this duty by the inclusion of a number of nature conservation policies in local planning documents. These include:

- Core Policy 13: Our Natural Resources
- Policy NR3: Biodiversity Protected Species & their Habitats
- Policy NR4: Trees, Woodland & Hedgerow,
- Policy NR5: Natural and Historic Landscapes
- Policy NR6: Linked Habitat Corridors & Multi-functional Green Spaces,
- Policy NR7: Cannock Chase Special Area of Conservation
- Policy NR8: River Mease Special Area of Conservation

Chapter 3 -The Importance of Biodiversity within Development

Any development has the potential to impact (both negatively and positively) on local biodiversity through its affects on nature conservation features.

Nature conservation features include:

- Species (both plant and animal) and their habitats (including feeding, resting and breeding areas).
- Geology and geomorphology.
- Natural and Historic Landscapes
- Semi natural elements of the landscape with particular cultural or historical significance; and
- Features which provide links or stepping stones from one habitat to another.

Nature conservation features can be defined as having dual functions of contributing to local biodiversity and providing opportunities for people to experience and benefit from them. The benefits to local people provided by nature conservation features can be far ranging. They include valuable ecosystem services such as mitigating the damaging effects of air pollution and climate change, as well as aesthetic and amenity benefits.

Developments have the potential to impact upon nature conservation features both within the boundaries of the development as well sites adjacent and in certain circumstances a significant distance away. As part of the development process these impacts need to be assessed and (if found to be negative) avoided, mitigated or as a last resort compensated for.

Nature conservation features can vary greatly from site to site in both appearance and size. Some features are obvious to identify and the impact of a development upon them equally obvious: the destruction through development of mature gardens or large areas of habitat, the removal of hedgerow, the removal of mature trees, badger setts within the development area etc. However, other nature conservation features are cryptic and can often be overlooked: bat roost under raised roof tiles and within roof voids, Great Crested Newt breeding pools in water bodies that dry out for part of the year etc.

Developments which take into account the role and value of biodiversity can support economic diversification and contribute to delivering high quality environments throughout the District (Core Policy CP13 & Development Management Policy NR3). Developments should seek to minimise fragmentation of existing habitats; incorporate beneficial nature conservation features; and deliver a net gain for Biodiversity.

Lichfield District's Biodiversity

Lichfield District supports a variety of wildlife rich priority habitats. These priority habitats include heathland, ancient semi-natural woodland and semi-improved grasslands, along with rivers and ponds which support a wide range of flora and fauna including many different mammals, birds, insects and plants. A list of priority habitats is identified in the LDC Biodiversity Strategy and most updated version of the Staffordshire Biodiversity Action Plan (Appendix B).

International and European Sites

There is one international and European statutory nature site within the Lichfield District.

- River Mease SAC.

Two other international and European SAC's are within the vicinity of the District and may need to be taken into consideration in some planning applications. These are:

- Cannock Chase Heaths SAC
- Cannock Extension Canal SAC

All such sites (known as Special Area of Conservation or SAC's) are designated by Natural England. These sites are of international importance for nature conservation and are strictly protected from damaging activities.

It is possible for a development to have a negative impact on a SAC whilst being a significant distance from it. For the River Mease SAC a catchment area map which outlines the area of influence has been included (Appendix Map 1), Policy NR8 should also be referred to. For Cannock Chase SAC, a map of Zones are also included (Appendix Map 2) to help to identify if a development would be required to consider its potential impact on the SAC. Where there is a potential impact for Cannock Chase SAC policy NR7 should be referred to.

Methods of calculating the potential impact a development could have on either of these sites as well as mitigation are covered in greater detail in two further documents:

- River Mease Special Area of Conservation Water Quality Management Plan, Developer Contribution Scheme (Appendix B)
- Cannock Chase Special Area of Conservation Interim Guidance to Mitigate the Impact of New Residential Development (Appendix B)

Sites of Special Scientific Interest (SSSI)

There are currently five statutory SSSI's in the District which can be found in the Local Plan. They are designated by Natural England.

- Chasewater and Southern Staffordshire Coalfields SSSI
- Gentleshaw Common SSSI
- Biddulph's pool SSSI
- Stowe Pool SSSI
- River Mease SSSI

These sites are considered to be of national importance for nature conservation and are protected from damaging activities.

It is possible for a development to have a negative impact on a SSSI whilst being a significant distance from it. Please consult the SSSI location map (Appendix map 3) for the location of these sites within the district. If a development is near to a SSSI, Natural England's Risk Impact Zone GIS System should be consulted.

Sites of Biological Importance (SBI's) and Biodiversity Alert Sites (BAS's)

These sites are important for nature conservation at the county or district level and represent habitats of uncommon quality which are often difficult to recreate. Many support UK Biodiversity Action Plan priority habitats and species. These sites are not statutorily protected, but are a material consideration in the planning process.

SBI's and BAS's in the district generally fall into the following categories:

- Ancient semi natural woodland and pasture woodland
- Hedgerows
- Grasslands, both semi and unimproved
- Heathland
- Wetland and open water
- Sites that support priority species as defined by the UKBAP and SBAP

There are currently 78 SBI's within the Lichfield District; however the total number of sites changes periodically. Up to date information on these sites and their boundaries is provided by Staffordshire Ecological Record on behalf of the Council (Appendix B).

Local Nature Reserve's (LNR's)

LNR's are statutory protected sites designated under Section 21 of the National Parks and Access to the Countryside Act 1949. A LNR designation demonstrates a commitment by the local authority to manage land for biodiversity, protect it from inappropriate development and provide opportunities for local people to enjoy wildlife.

There is currently one local nature reserve within the Lichfield District.

- Christian Fields Local Nature Reserve

Protected Species

The Lichfield District contains a wide variety of species which are defined by and receive protection under domestic or European legislation. The protection could be partial (prohibiting sale, for example) or full, in which the case for disturbance, killing or injuring of just one of these species, or interfering with its habitat could constitute a criminal offence.

The presence of a protected species is a material consideration when determining a planning application. Particular protected species that have been encountered within Lichfield District include:

- bats
- birds
- great crested newts
- white clawed crayfish
- water voles
- otters

- badgers
- invertebrates
- reptiles
- plant species

Priority Habitats and Priority Species

Priority species and Priority habitats are those that have been identified as being the most threatened and requiring conservation action under the UK Biodiversity Action Plan (UK BAP). The UK BAP priority list is produced by the Joint Nature Conservation Committee (JNCC) and currently contains **1150 species**, and **65 habitats** (Appendix B). These priority habitats and species are listed on the Section 41 list of the National Environment and Rural Communities Act 2006 and are considered to be Species of Principle Importance for the conservation of biodiversity.

The Staffordshire Biodiversity Action Plan identifies those of importance for the county and includes plans for their conservation and management. Priority habitats and species are a material consideration in the planning process.

Chapter 4 – Biodiversity Information and Impact Assessments Required to Support Planning Proposals

Lichfield District Council advises all applicants to enter pre-application discussions.

Such discussions may establish the potential impact of a development; helping to outline the scope of surveys and assessments required to support an application.

Where there is potential for a proposed development to cause harm to internationally, nationally or locally designated sites, protected or priority species or habitats, or features of geodiversity interest, then an applicant shall undertake appropriate surveys and assessment to a nationally recognised standard prior to the submission of a planning proposal (see Natural England Standing advice on protected species survey requirements for more details, Appendix B).

The information gained from the site survey and assessment should be up-to-date (i.e. less than two years since the survey was conducted) and sufficient to allow the impact of the development to be appropriately assessed.

The likelihood that a nature conservation feature will be affected by development proposals should be established before a planning application is submitted. For further guidance to assess the likelihood of a nature conservation feature being affected by a development proposal see the Natural England's Standing Advice and Planning Application Validation: Staffordshire Requirements for Biodiversity and Geodiversity Conservation (Appendix B).

Failure to provide accurate information in relation to biodiversity is a reason to refuse the registration of a planning application or will result in its subsequent refusal when considered against policy.

The advance planning of ecological works should always be considered early in a project. Some developments may require the collation of ecological data over an extended period of time in order to present the most suitable scheme of mitigation.

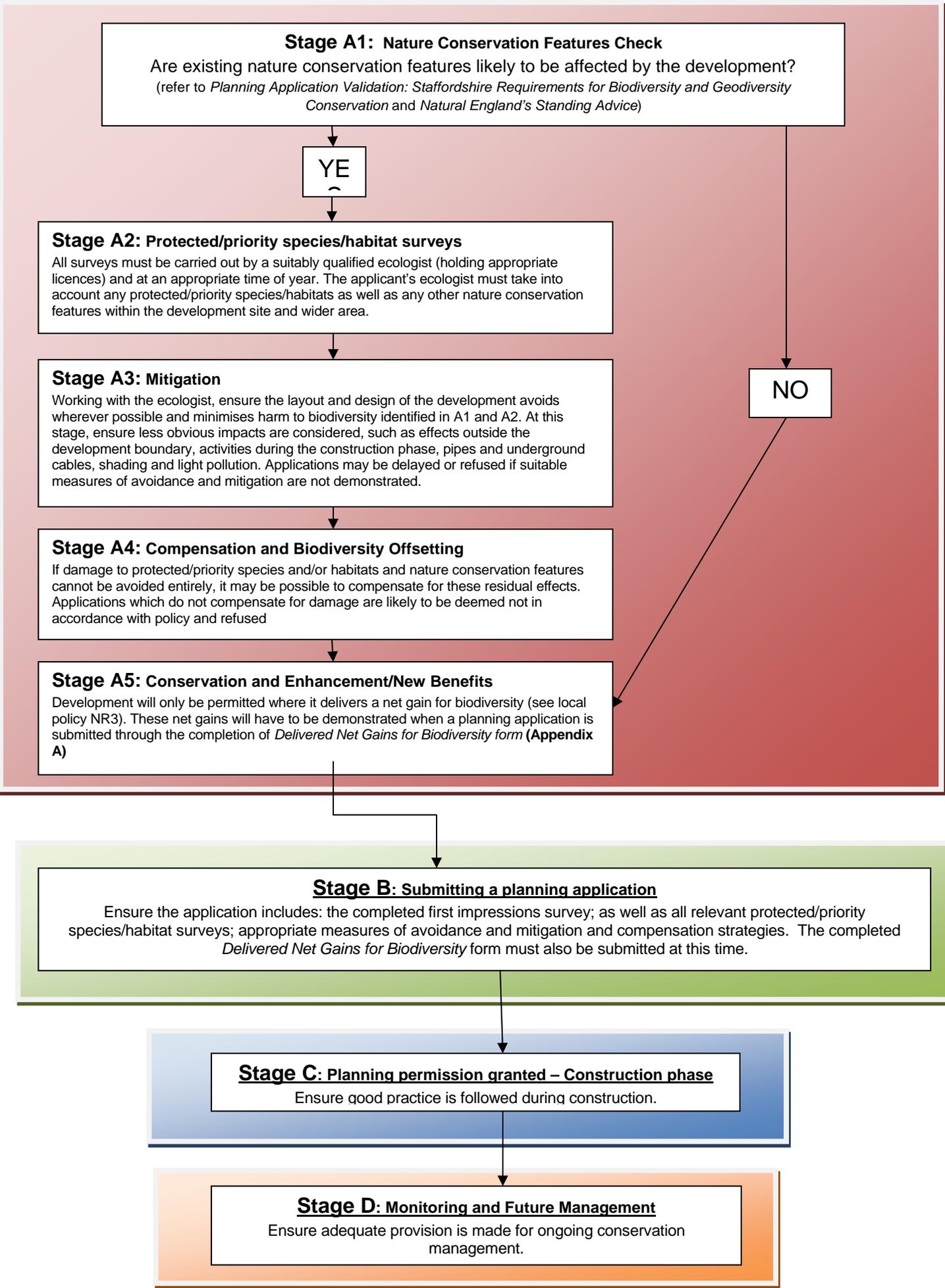
The provision of mitigation strategies and compensatory habitats are likely to be required in advance of a development project. This ensures that any newly created habitat and/or nature conservation feature is of a suitable standard prior to the loss of the existing habitat or feature. This then allows for the safe relocation of protected species and/or insures that there is no net-loss to biodiversity caused by the development.

All development in Lichfield District is required to deliver a net gain for biodiversity and /or geodiversity in the district. These net benefits will have to be demonstrated when a planning application is submitted.

Chapter 5- A Step by Step Guide to Building Biodiversity into Development

By adopting the approach summarised in **Table 1**, applications are likely to progress expediently in relation to ecology and will comply with domestic and European legislation and demonstrate best practice. Each stage is expanded in greater detail after the table.

Table 1: Successfully Integrating Biodiversity into Development.



Stage A: Preparing to submit a planning application

Stage A1 Nature Conservation Features Check

A small proportion of planning proposals in the Lichfield District are at risk of having a significant effect on existing nature conservation features. In most cases such damage can be avoided if the threat is established at the earliest stage in the development proposal. The nature conservation value of the site and its surroundings can quickly be established by conducting a simple 'first impressions survey'. This process can be completed by developers, planners, ecologists or the public (where access is available).

Applicants are advised to consult with Natural England's Standing Advice on Protected Species and The Planning Application Validation: Staffordshire Requirements for biodiversity and Geodiversity Conservation (Appendix B) and to use the checklists and flow charts to carry out the first impressions survey. These set out the level of biodiversity information required by the local authority to validate a planning application.

Applicants are strongly advised to enter pre application discussions with the council's Ecology Team and to relay any findings of the first impressions survey to the authority at this time.

The results of the first impression survey should be reported as part of the planning application. Not providing the correct information as regards nature conservation features is likely to lead to a delay in the processing of a planning application.

If the first impressions survey reveals that protected/priority species/habitats and/or other nature conservation features may be affected then ecological surveys will be required to be conducted and their results submitted to the authority. Applicants are welcome to guidance from the councils in house Ecology Team for both the first impressions surveys and any further ecological surveys required.

Attempts to exclude or remove nature conservation features could constitute a criminal offence and should never be undertaken.

The majority of developments in the Lichfield District have no significant effect on existing nature conservation features. However, to encourage and support our ecological networks and improve wildlife across the district every development (even ones which cause no impact) should provide a net-gain to biodiversity. This could be as simple as planting new trees or erecting a bird box. All net-gains should be detailed in the detailed in the form in Appendix B and submitted with the planning application.

Stage A2 – Protected/Priority species and Habitat Surveys

Applicants are advised to refer to Planning Application Validation: Staffordshire Requirements for Biodiversity and Geological Conservation document 2011 (Appendix B), as well as Natural England's Standing Advice for required survey standards (Appendix B).

Prior to commissioning habitat or protected species surveys, applicants are advised to contact the Ecology Team (via their appointed planning officer) should they have any doubt about the methodology or the standard of ecological surveys required as part of their application.

Surveys must be carried out by suitably qualified, licensed and experienced ecologists.

Certain protected species (i.e. bats, great crested newts) can only be handled or trapped by personnel holding government licenses, hence it is important to ensure that the appointed ecologist is qualified in those ecological fields that require surveys.

To allow for applications to progress expediently it is recommended that during the survey process all habitats are compared against the Guidelines for the selection of Sites of Biological Importance (SBI) in Staffordshire (Appendix B); this is especially so if the application is for a major development. Whether any habitats are found to be of SBI quality (as stated in the guidelines) they should be clearly described as part of the habitat survey.

All required ecological surveys must be in the context of the development proposal and methods, limitations of survey (including evidence where appropriate), results and conclusions must be compiled and submitted as part of a planning application.

It is important to note that even should an ecological survey conclude that no protected or priority species are present on the application site, or that the development proposed will not cause habitat loss or have negative effect on biodiversity it is still required that the survey be submitted in full as part of the planning application.

Sharing Data

Survey data submitted with planning applications should also be provided to the Staffordshire Ecological Record (SER) to ensure that knowledge of the sites nature conservation features is not lost. To submit your information please email info@staffs-ecology.org.uk.

Monitoring Net Loss and Net Gains

All development should deliver a net benefit for biodiversity (Policy NR3) even where the development will not impact on any conservation feature. Where there is no expected impact a net gain could be as simple as planting new trees or hedgerow or erecting a bird or bat box. These net benefits will have to be demonstrated when a planning application is submitted to the authority through the completion of the Delivered Net Gains for Biodiversity form (Appendix A).

Stage A3: Mitigation and Measures of Avoidance

Mitigation consists of measures taken to avoid or reduce negative impacts on species or habitats. Measures may include: locating a development and its working areas and access routes away from areas of high ecological interest, fencing-off sensitive areas during a construction period, or timing works to avoid sensitive periods.

Where, development would result in significant harm to a protected/priority species/habitat appropriate planning conditions or obligations will be required to adequately mitigate and/or compensate for the harm.

Some forms of mitigation may be relatively simple such as avoiding the bird breeding season whilst undertaking vegetation clearance. Other requirements such as those associated with avoiding harm to bats during building works at a known bat roost may be more complex. Such works may require the input of a licensed ecologist to oversee the work.

The findings of ecological surveys should be taken into careful consideration at the earliest design stage of a development. Possible conflicts can be addressed by having the information available at the right stage and by taking an imaginative approach to site design to avoid harm, informed by advice from an ecologist as part of the design team. The objective should be to mitigate potentially negative impacts and integrate existing biodiversity into the scheme. Impacts on existing nature conservation features should be avoided wherever possible and any residual impacts should be minimised.

In assessing the potential impact of a proposal on biodiversity, applicants should ensure that all stages of the development are considered. Frequently the disturbed area of the development site during construction is greater than that normally shown on application drawings. Impacts may also extend beyond the site boundary long after construction has completed, for example due to shading, increased light pollution or predation by domestic pets. Damaging impacts on the integrity of networks of habitat through fragmentation should also be considered.

Applicants should ensure that they take account of the potential effects of a development on all the life stages of protected/priority species, taking account of the following essential requirements:

- Food
- Water
- Shelter
- Reproduction
- Dispersal

For example, preserving a Great Crested Newt breeding pond within a development would not be sufficient to conserve the species if its terrestrial habitats (which provide the Great Crested Newts with both shelter and food) are destroyed.

The potential habitat fragmentation and isolation effects of a development on the wider environment should be considered. For example, removing a hedgerow or line of trees could sever a bat feeding route with consequential effects on a breeding colony, even if the colony itself is preserved. Developers should therefore consider the use of appropriate species (in relation to planting and landscaping), the creation of buffer zones, stepping stones and wildlife corridors to ensure the development is integrated into the wider environment.

Applicants should also consider that some potential effects will be acute and easily detectable, while others may be long term and may only become apparent some months or years after construction is complete. Damaging impacts on nature conservation features may be identified which cannot be avoided without jeopardising the viability of the development. These impacts should be clearly described and a full explanation given, as a part of both outline and full planning applications.

Stage A4 Compensation and Biodiversity Offsetting

Compensation is the process of providing species or habitats benefits specifically to make up for the loss of, or permanent damage to, biodiversity through the provision of replacement habitats. Any replacement habitat should be of same or greater biodiversity value and be guided by the Staffordshire and Lichfield Biodiversity Opportunity Map.

Compensation shall be considered as the last resort, with preference always given to protection in entirety followed by appropriate mitigation. Where the benefits of a proposal are demonstrated to clearly outweigh the importance of biodiversity conservation, conditions will be imposed and obligations negotiated with the aim of securing compensatory habitat creation to prevent biodiversity loss.

Compensation should not be regarded as an alternative to avoidance and should only be considered if avoidance is unachievable. The integrity of a nature conservation site as a whole can be adversely effected by a damaging development affecting a proportion of it, even if compensatory measures are carried out elsewhere. Furthermore there is often a degree of uncertainty over whether compensatory habitats/features will achieve the nature conservation value of the original nature conservation feature to be lost, at least within a reasonable period of time. Therefore proposals involving compensatory measures must demonstrate why mitigation is not possible to achieve. Alternative solutions should be described and discussed in the planning application. For compensation to be acceptable, the importance of the development must also clearly outweigh the harm caused.

Some compensatory measures can be relatively inexpensive in the scheme of a development, such as the provision of new swift nest sites. Other measures may require the construction of entirely new features, such as a bat roost building and may require planning consent in their own right.

Where possible, the council requires all losses/gains to the biodiversity value occurring to a site through development to be measured. Where habitat is to be lost its value must first be calculated to allow for any compensatory habitat creation to be designed to be of the same or greater value. Delivering biodiversity compensation in a measurable way is often termed 'biodiversity offsetting'.

Before compensation or biodiversity offsetting can occur the value of the habitat to be lost must be calculated (Appendix B) Calculating biodiversity units comprises of 7 distinct steps:

- Step 1 – Apply the 'avoid, mitigate, compensate' hierarchy to understand the residual biodiversity loss.
- Step 2 – Map the habitat type(s) impacted by your development
- Step 3 – Assess the baseline condition of each habitat
- Step 4 – Combine the habitat type and condition weighting to calculate an overall number of biodiversity units.
- Step 5 – Work out if you have particular requirements for the type of offset you will need to provide
- Step 6 – Managing hedgerows (only applicable if hedgerows are to be lost)
- Step 7: Decide how you want to provide compensation

All applicants entering compensation stage must engage with the local authority at this time if they have not already done so.

Compensation and biodiversity offsetting schemes must produce habitats of greater biodiversity value than of what is being lost through the development. Lichfield District Council considers the minimum increased amount or 'replacement percentage' to be set at 25% above the biodiversity

unit value of the habitats lost. Hence habitats to be lost valued at 40 biodiversity units, must be compensated for by the creation of habitats valued in total at 50 biodiversity units. This is the minimum that would be accepted and the replacement percentage could be increased if for example: ecological networks have to be maintained or to avoid fragmentation of important existing habitats.

To further assist developers with any biodiversity offsetting scheme Lichfield District Council will produce a Biodiversity Offsetting Supplementary Planning Document (SPD). This SPD will establish a hierarchy of preference as to the types of compensatory habitat desired to be created through an offsetting scheme. The habitat type of greatest desire for each scheme will depend on the location of the original development within the Staffordshire and Lichfield Biodiversity Opportunity Maps. The biodiversity offsetting strategy will also highlight areas within the district where habitat creation would produce the greatest strategic gains to conservation and so would represent the authorities preferred locations. At this time the Biodiversity Offsetting SPD is an emerging document.

Compensation and Irreplaceable Nature Conservation Features

It is not practically possible to compensate for the loss of some nature conservation features. Applications involving proposals to compensate for loss or damage to the following nature conservation features will be refused unless the need for, and benefits of, the development in that location has been demonstrated to outweigh their loss:

- ancient woodland,
- veteran trees
- ancient hedgerows

Compensation Options

Compensation must be measurable and can take the form of:

- The translocation of existing nature conservation features to:
 - a new location within the development site, or (if this is not possible)
 - a new location within the Lichfield District.
- The creation of new nature conservation features/habitats within the development site to replace those lost or damaged.
- The creation of new nature conservation features/habitats Lichfield District to replace those lost or damaged i.e. biodiversity offsetting scheme
- A commuted sum paid to the council to improve or create equivalent nature conservation features elsewhere in the Lichfield District.

Development applications involving compensation proposals should consider the above options in that order, for example only including proposals to create nature conservation features (as part of a compensation package) if translocation is not possible.

If it is not possible to translocate or create nature conservation features within the development site as part of compensation, an applicant may choose to carry out equivalent measures on land elsewhere in the Lichfield District.

Translocation

Both species and habitats can be translocated. Where habitats are translocated it is considered to be a form of compensation, re-using existing vegetation and soils to create a new habitat elsewhere. It is considered very likely that translocated habitats will lose a portion of their biodiversity value through the translocation process; hence additional habitat creation should be included in a development scheme to adequately account for this reduction in biodiversity value.

If legally protected species are involved, in some cases translocation may be the only compensation option available. As part of a submitted planning application, translocation proposals must be described in detail. To be acceptable to the local planning authority, proposals must include descriptions of:

- The location, size and physical characteristics of the donor and receptor sites and presented on site plans
- The technique to be used to collect and move the feature, including timing
- The equipment to be used
- The personnel involved
- Any habitat management of the donor and receptor areas which may be required before and after the proposed translocation.
- Future ecological monitoring of the habitat translocation.

Guidance on the appropriateness of suitable translocation sites should be sought from the Council Ecology Team prior to the application being submitted.

Creation of Nature Conservation Features/habitats

The creation of habitats as part of a compensation package must adhere to best practice guidance and be measurable. All habitat creation must be in line with the Staffordshire and Lichfield Biodiversity Opportunity Map and follow the principles of biodiversity offsetting in calculating compensation. The Authority suggests the use of the Environment Bank Impact calculator to calculate habitat value.

As part of a submitted planning application, habitat creation proposals must be described in detail. To be acceptable to the local planning authority, the following general principles should be applied to development schemes involving habitat creation and proposals must include descriptions of:

- The location, size and physical characteristics of the receptor sites and presented on site plans
- Details of the conservation features to be created and identified on site plans.
- The technique to be used to create the feature, including timing
- The equipment to be used
- The personnel involved
- Any habitat management proposed for the creation of the nature conservation feature/habitat which may be required before creation and ongoing.
- Future ecological monitoring of the habitat translocation.

All details regarding the creation of areas of compensatory habitat as part of a development scheme should be presented to the local authority as part of a Construction Environmental Management Plan (CEMP) or Habitat Management Plan (HMP) as appropriate.

To achieve sustainable development, the compensation measures for species and habitats in the Lichfield District should include ongoing habitat management measures to further increase the ecological value of the site and include subsequent ecological monitoring to demonstrate success. Where ecological monitoring details a project is failing, contingency measures must be included to rectify this.

The following translocation or habitat creation proposals are therefore unlikely to be acceptable:

- translocation of habitats or species to sites
- creation of habitats outside the District boundary
- translocation of species to sites which already support good populations of the same species, or when habitat enhancement to accommodate the increased population size cannot be reasonably achieved.
- Where the translocated species may have a detrimental impact on other species of conservation importance at the proposed donor site.

Commutated Sums

In certain circumstances it may not be possible for a developer to either mitigate or compensate for the effects of development on nature conservation features within the development site or wider Lichfield District; however the development may still be justified. In such circumstances a financial payment will be required to be paid to the council via a planning obligation, secured through a S.106 Agreement. The purpose of such a payment would be to pay for the council to secure adequate compensatory measures and to ensure the sustainable development objectives of local planning policy are achieved.

Stage A5: Conservation and Enhancement/New Benefits

Planning policy requires development to protect where possible and enhance nature conservation features; local planning authorities are expected to actively pursue and maximise such improvements. All development in Lichfield District is required to deliver a net gain for biodiversity and /or geodiversity in the district.

These net benefits will have to be demonstrated when a planning application is submitted through the completion Delivered Net Gains for Biodiversity form (Appendix A).

Developments should enhance, restore or add to biodiversity. Development can incorporate a range of ecological enhancements from bird nesting and bat roosting opportunities, to sustainable urban drainage systems and green roofs through to providing major new areas of biodiversity habitat alongside development. The type of ecological enhancements and measures introduced must be guided by Staffordshire Biodiversity Action Plan and the Staffordshire and Lichfield Biodiversity Opportunity Maps (Appendix Map 4). All development must clearly distinguish between the new nature conservation benefits offered and any existing features retained or compensated for. For Major planning developments measurable net gains will need to be demonstrated.

Applicants should ensure that new biodiversity benefits are fully integrated through the development scheme, and not fragmented into isolated pockets or restricted to peripheral parts of the development site. Applicants should also take account of the wider landscape and ecological context of the development to ensure opportunities to promote the connectivity of habitats are maximised.

The emerging Lichfield District Council Biodiversity Strategy and Biodiversity Action Plan will also include targets for biodiversity enhancements in new developments and applicants should refer to this for guidance.

Applicants must provide details of proposed biodiversity enhancements and net gains, informed by expert advice, with planning applications. The council may attach planning conditions to ensure that biodiversity enhancements are implemented.

Stage B: Submitting a Planning Application

By the time a planning application is ready for submission the applicant must be able to provide to the authority:

1. A completed first impressions survey.
2. All protected/priority species/habitat survey required by the first impressions survey/validation guidance (where applicable).
3. A detailed mitigation and or compensation scheme guided by the results of previously undertaken surveys (where applicable).
4. A completed Delivered Net Gains for Biodiversity form, demonstrating the net benefits to biodiversity deliver by the application.

Submission of these documents will greatly assist in the speedy arrival of a decision on your planning application.

Stage C: Planning Permission Granted: the Construction Phase

During construction it is essential that steps are taken to ensure all personnel understand the nature conservation objectives of the development. On developments which include a mitigation strategy; ensuring that appropriate steps are taken to safe-guard nature conservation features and that all individuals working on the development are suitably informed will likely be a condition of planning approval. Temporary signage of sensitive areas is advisable and regular checks of the nature conservation features and any protective fencing should be carried out. Nature conservation reports should describe the measures which will be taken to ensure existing nature conservation features are conserved during the construction phase.

Such reports should also address:

- Identification of and contact details for responsible personnel.
- Timing of works to minimise the risk of disturbance to protected and other species.
- Procedures for dealing with unexpected discoveries, such as previously undetected protected species or injured wildlife. If a protected species is found, even after planning permission has been granted, the developer should stop work immediately and contact Natural England for further advice. **Planning permission being granted does not in any way relinquish or diminish the applicant's legal responsibilities when dealing with any protected species (National or European), (Appendix B)**

Stage D: Monitoring and Future Management

Planning applications should include costed maintenance specifications and monitoring proposals for each of the nature conservation features addressed and describe how these aspects would be implemented. This could include a description of the resources required, the personnel involved and a procedure for ensuring that any new owner/occupiers are made aware of their responsibilities.

Appendix A, Delivered Net Gains for Biodiversity form

Net Gains to Biodiversity Form	Lichfield District Council District Council House, Frog Lane Lichfield Staffordshire WS13 6YZ
D.C. Application Number:	
Site Address:	
Postcode:	

Losses to Biodiversity

1) Is habitat lost through this development? **Yes** **No**

For the purpose of this form 'Habitat' is defined any area 0.1ha or greater comprising of a distinct range of vegetative species, i.e. broad leaf woodland, grassland, heathland. If your application required a phase 1 habitat survey the different habitats (and there areas) affected by your development will be detailed there. If you do not have this information please attempt to describe the habitats and their areas as best as possible.

If this development is part of a Biodiversity Offsetting scheme please leave this question as it will be covered in question 4

If yes to 1 please define below	
Habitat Type	Total area lost (ha)
<i>i.e. Semi-improved grassland</i>	<i>0.8ha</i>

2) Are species specific conservation features lost through this development? Yes No

For the purpose of this form a 'Species specific Conservation feature' is defined as any feature affected by this development that has a known value (for breeding or as a roost or refuge) to a protected or priority species, or a feature that was designed to provide that value to a protected/priority species. This can include features such as none-planned bat roosts in tree hollows or within buildings, pools and ponds, or bird and bat boxes that would be destroyed as part of the development.

If Yes to 2 please define below	
Conservation feature	Number lost
<i>i.e. bat roost</i>	1
<i>Great Crested newt breeding pool</i>	3

3) Is hedgerow removed through this development? Yes No
(Note this does not include domestic curtilage)

If yes to 3 please provide the length (in meters) of the total length of hedgerow to be removed	
---	--

4) Is a biodiversity offsetting scheme being provided as scheme part of this development?

Yes No

If yes to 4 please provide the total number of biodiversity units to be lost through this development	
---	--

Gains to Biodiversity

5) Is habitat created as part of this development? Yes No

If this development is part of a Biodiversity Offsetting scheme please leave this question as it will be covered in question 8

If yes to 5 please define below	
Habitat Type	Total area created (ha)
<i>i.e. Semi-improved grassland</i>	<i>0.8ha</i>

--	--

6) Are species specific conservation features created through this development?

Yes No

If Yes to 6 please define below	
Conservation feature	Number installed/created
<i>i.e. bird boxes installed</i>	3
<i>wildlife pond created</i>	1

7) Is new hedgerow to be planted as part of this development? Yes No

(note this dose not include domestic curtilage)

If yes to 7 please provide the length (in meters) of the total length of hedgerow to be planted	
---	--

8) Is a biodiversity offsetting scheme being provided as scheme part of this development?

Yes No

If yes to 8 please provide the total number of biodiversity units to be created as part of this development	
---	--

Appendix B, Internet hyperlink list to further useful information and relevant documents to assist applications

Planning Application Validation: Staffordshire Requirements for Biodiversity and Geodiversity Conservation

www.staffordshire.gov.uk

British Standard Institute- Biodiversity- Code of practice for planning and development *(please note that this document requires purchasing prior to viewing)*

<http://shop.bsigroup.com/ProductDetail/?pid=00000000030258704>

Natural England Standing Advice (links to all UK protected species in development guidance, i.e. bats, birds, great crested newts, white clawed crayfish, water voles, otters, badgers, invertebrates, reptiles)

www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/

Natural England Technical Information Note 51, Bats and Onshore Wind Turbines *(interim guidance)*

<http://publications.naturalengland.org.uk/publication/35010>

Natural England Technical Information Note 69, Assessing the Effects of Onshore Wind Farms on Birds

<http://publications.naturalengland.org.uk/publication/23024>

DEFRA Biodiversity Offsetting Pilot Scheme Guidance

www.defra.gov.uk/publications/files/pb13743-bio-guide-developers.pdf

&

<http://archive.defra.gov.uk/environment/biodiversity/offsetting/documents/1204-bio-offset-pilot-appendix.pdf>

Bat Conservation Trust; Bat Surveys Good Practice Guidelines 2012

www.bats.org.uk/pages/batsurveyguide.html

Guidelines for the selection of Sites of Biological Importance (SBI) in Staffordshire

www.sbap.org.uk

River Mease Special Area of Conservation Water Quality Management Plan Developer Contribution Scheme October 2012

www.lichfielddc.gov.uk/localplan

Cannock Chase Special Area of Conservation, Interim Guidance to Mitigate the Impact of New Residential Development

www.sstaffs.gov.uk

Staffordshire Biodiversity Action Plan

www.sbap.org.uk/

Staffordshire Ecological Record

www.staffs-ecology.org.uk

Joint Nature Conservation Committee (providing lists for all current UK BAP species and UK BAP habitats)

www.jncc.defra.gov.uk/page-5705

Appendix Map 1, River Mease Catchment Map

Appendix Map 2, Cannock Chase Map of Zones

Appendix Map 3, Location of Sites of Special Scientific Interest (SSSI) within the Lichfield District

Appendix Map 4, Staffordshire and Lichfield Biodiversity Opportunity Map

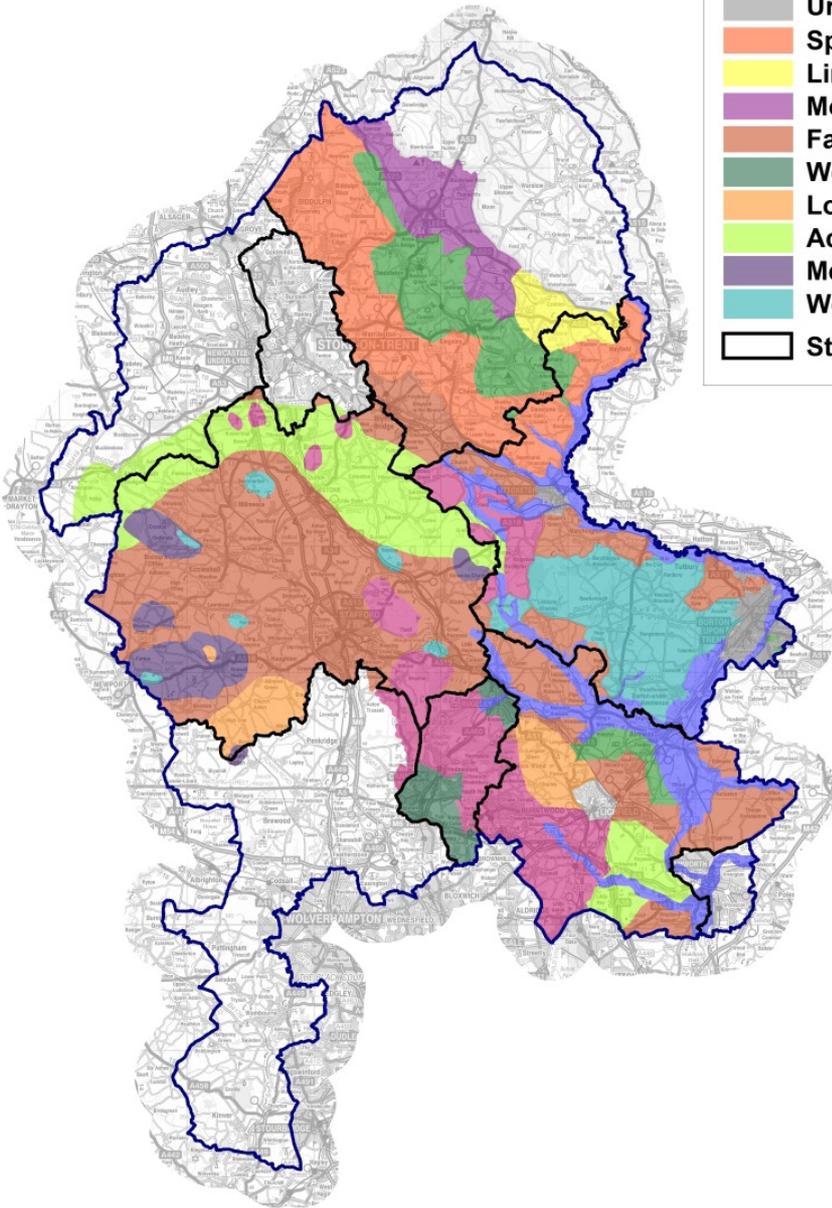


Simplified biodiversity opportunity map of Staffordshire as of March 2013



Key

- Floodplain river corridor
- Lowland Heath
- Neutral Woodland
- Urban
- Species-rich Grassland
- Limestone
- Moorland
- Farmland
- Woodland, Grassland & Wetland
- Lowland Meadows
- Acidic Woodland
- Meres & Mosses
- Woodland & Parkland
- Staffordshire district / borough



Sustainable Design Supplementary Planning Document

Draft for Consultation

January 2015

What is a Supplementary Planning Document?

A Supplementary Planning Document (SPD) is one of the material considerations that can be taken into account when determining a planning application for development. The National Planning Policy Framework (NPPF), published in March 2012, advises that SPDs should be used where they can help applicants make successful applications or aid infrastructure delivery. The National Planning Practice Guidance (NPPG), available on line since February 2014, advises that SPDs should build upon and provide more detailed advice or guidance on the policies in the Local Plan and should not unnecessarily add to the financial burdens on development. Essentially SPDs are intended to provide helpful guidance for developers, applicants and other parties involved in the development process and to supplement the policies and proposals of the Development Plan.

This SPD seeks to give guidance on how sustainable development can be achieved through connectivity and integration, in terms of how places are sustainably connected by transport linkages and through patterns of development. It then considers how layout and density can assist in creating sustainable development, through green infrastructure, standards for parking and space around dwellings, utilising sustainable drainage systems, creating walkable communities and energy efficient layouts. A final section considers how technology and construction of buildings can lead to more sustainable development and a local Sustainability Checklist for planning applications is also included in the appendices.

Structure of this SPD

- Background – policy context, links to Local Plan policies, local characteristics & evidence
- Section 1: Connection & Integration
- Section 2: Layout & Density
- Section 3: Technology & Construction
- Appendices:
 - space about dwellings and amenity standards for all development
 - Lichfield District Council sustainability checklist
 - objectives of good design
 - Lichfield District Council parking standards

BACKGROUND

Policy Context

The NPPF makes clear that the purpose of planning is to contribute to the achievement of sustainable development and sets out several planning principles to underpin both plan-making and decision-taking. Many of these principles, such as seeking to secure high quality design and good standards of amenity, supporting the transition to a low carbon future in a changing climate, encouraging the use of existing and renewable resources and actively managing patterns of growth to make the fullest possible use of public transport, are all relevant to designing places and buildings in a sustainable way.

The purpose of this document is to support the requirement to create development in a more sustainable manner and focuses on the connection and integration of places, on the layout and density of development and also on the technology and construction techniques employed in built development. Whilst there are many linkages with other issues that fall under the umbrella of sustainability, some of these are the subject of other complementary documents such as biodiversity and trees and landscaping, and are not therefore included within this SPD.

Links to Local Plan Policy

This SPD supports the policies set out in the Lichfield District Local Plan: Strategy, particularly policies:

CP3: Delivering Sustainable Development
SC1: Sustainability Standards for Development
SC2: Renewable Energy
ST1: Sustainable Travel
ST2: Parking Provision
H1: A Balanced Housing Market
CP5: Sustainable Transport
CP10: Healthy & Safe Lifestyles
CP14: Our Built & Historic Environment and
BE1: High Quality Development.

This document is one of a number of District Council SPDs and should be read in conjunction with the following documents:

- Trees, Landscaping & Development SPD
- Biodiversity SPD
- Historic Environment SPD
- Rural Development SPD
- Residential Design Guide.

Local Characteristics and Evidence

Lichfield District is located in south-east Staffordshire, and abuts the West Midlands conurbation. The District has two main settlements, the cathedral City of Lichfield and the town of Burntwood, as well as many villages set within a varied and attractive rural area. Some of the rural settlements are physically connected to urban areas that lie within the administrative boundaries of other Local Authority areas, including Little Aston which adjoins Sutton Coldfield and Streetly, and Fazeley which adjoins Tamworth. The town of Rugeley, which lies within Cannock Chase District, sits on the north-western boundary of Lichfield District.

Lichfield District is an attractive location for people to live. It has been a significant destination for migrants from the West Midlands conurbation and other nearby towns. In the past this has led to pressure for housing growth over and above the needs arising purely from within the District. The availability of jobs, the history of in-migration in the District and the regional pattern of larger town centres all contribute to a high level of travel by residents of the District. High car usage is supported by generally good road connections, with the A38 and A5 being important routes to the north/ south and east/ west respectively. The construction of the M6 Toll has further increased accessibility and raised the profile of the District as an area for business investment, both in terms of distribution and office market potential.

Although the availability of a frequent rail service from Lichfield via the cross-city rail line allows a degree of rail commuting, journey to work movements from the District are largely made by car. This is one of the factors, combined with a high level of gas consumption in the regional context that results in a relatively high level of carbon emissions by District residents and a need for a spatial strategy and development policies that will make a local contribution to reducing these carbon emissions and combating the effects of climate change.

The Lichfield Strategic Partnership Carbon Reduction Plan sets out a vision to work towards a district which, whilst it is prosperous, also works to reduce its reliance on fossil fuels and to reduce its carbon emissions. The Plan identifies ways of achieving this vision are to ensure that all buildings and services are resilient to changing climate impacts over coming decades and by encouraging developers to design and build new developments to minimise carbon emissions and reliance on fossil fuels and take account of changing climate such as extreme weather and flooding.

In 2011 carbon emissions for Lichfield District stood at 744,600 tonnes CO₂ & 7.4 tonnes CO₂ per capita. The majority of this was made up from road transport emissions (320,600 tonnes), with domestic emissions at 224,600 tonnes CO₂ and emissions from industry and commerce at 196,700 tonnes. Per capita emissions were above average in 2009, although overall emissions indicated a decrease from previous years in all aspects and the per capita figure has reduced from 7.8 in 2010 to 7.4 in 2011 (<https://www.gov.uk/government/publications/local-authority-emissions-estimates>).

'Planning and Energy' is a theme of the Carbon Reduction Plan, identifying a number of actions in relation to the built environment. However, it should be noted that these actions reflect the emerging policies of the Local Plan at the time the Carbon Reduction Plan was drafted and many of the targets for these actions have been superseded by later versions of the emerging Local Plan policies.

Policy SC1 in the Local Plan: Strategy sets out the District Council's sustainability standards for development and is a flexible policy designed to be consistent with nationally described standards, but also seeks to encourage developments which exceed these standards within the District.

Section 1: CONNECTION & INTEGRATION

Introduction

The national and local policy context for Sustainable Development establishes the principles that underpin sustainable place making in Lichfield District. The detailed standards relating to the delivery of layout & density, and technology & construction, can be found in Sections 2 and 3 of this document, respectively.

Lichfield District is a place where people desire to live. Sustainability is, in part, a product of desirability; if a place is desirable – to live in, and to visit – it will be self-sustaining. If people do not want to live, work or visit a place, then it will not survive and prosper. Maintaining desirability of the District, through the principles of sustainable development and the delivery of the Local Plans Strategic priorities, is key to achieving a vision for Lichfield.

Sustainable design is dependant upon creating places that are well connected and permeable. It is essential that development is not conceived in isolation, but is firmly integrated into the District's wider existing and proposed movement networks and, equally, connects across local administrative boundaries.

Sustainable Development – Nationally

The NPPF states that there is a presumption in favour of sustainable development. There are three, mutually dependent dimensions to sustainable development – these being economic, social and environmental. In Lichfield District, this will translate as development that embodies the principles of sustainability at the local level, creating a pattern of resource use that aims to meet the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable development involves seeking positive improvements to the quality of the built, natural and historic environment, as well as in people's quality of life. According to the NPPF, this includes replacing poor design with better design. Achieving sustainable development is the fundamental objective of the NPPF.

Sustainable Development – Locally

At a strategic level, there is a need to consider carefully the placement of new development, in order to minimise adverse environmental impacts; the Lichfield District Council Local Plan aims to direct development towards the most sustainable locations – making the most efficient use of existing infrastructural links – across the District, taking account of all development within and beyond its boundary.

The strategic priorities for growth in the District are established through the Local Plan. These priorities outline what is required in order to deliver the Council's desired Vision for Lichfield. They address the key issues identified within the District and, ultimately, ensure sustainable development and design quality is achieved. In particular, the spatial strategy seeks to achieve sustainable development that complements the sense of place, ownership and community pride that exists across the District, while also addressing those parts of the District where such values may need improving.

The Spatial Strategy seeks to concentrate major growth within the most sustainable settlements and accessible locations. This focus ensures that the Council can promote best use of existing services and infrastructure whilst also enabling improvements to create and maintain sustainable local communities. A Settlement Hierarchy of sites is described in Strategic Priority 1 of the Local Plan, with the detail articulated through Core Policy 1: The Spatial Strategy.

Core Policy 1 specifies the action required by development proposals to ensure the promotion of sustainability. It states:

“minimising and/ or mitigating pressure on natural, built and historic environments, natural resources, utilities and infrastructure whilst also mitigating and adapting to climate change and reducing the need to travel” (LP, p.26).

There are many villages set within the varied and attractive rural areas of Lichfield District. New rural housing will be directed mainly towards *key rural settlements*, which are defined as providing essential services and facilities to their communities and the wider rural hinterland including the smaller outlying villages and hamlets. The five villages identified as key rural settlements are Alrewas, Armitage with Handsacre, Fazeley, Shenstone and Whittington.

Securing Sustainable Development

The notion of 'connectivity' is important. How we get to existing and new places, and move between them, are key to achieving sustainable development.

The terms **permeability** and **connectivity** describe the extent to which the built environment permits, or restricts, movement of people or vehicles in different directions. The terms are often used synonymously, although the concepts of "permeability" and "connectivity" can and should be differentiated – whereby "connectivity" refers solely to the *number* of connections to and from a particular place, whereas "permeability" refers to the *capacity* of those connections to carry people or vehicles.

Permeability is generally considered a positive attribute of sustainable, urban design, as it permits ease of movement and avoids the severing of neighbourhoods, both internally and from each other. Built environments that lack permeability, e.g. those severed by arterial roads, or by many long culs-de-sac, tend to discourage movement on foot and encourage longer journeys by car – thus, affecting their sustainability.

Central government guidance has been influenced by the principles of New Urbanism, and the Department of Transport's guidance, in *Manual for Streets*, states:

"Street networks should in general be connected. Connected or 'permeable' networks encourage walking and cycling and make places easier to navigate through."

The concept of permeability should include consideration of sustainable transport modes, which can be defined as any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

The lack of higher paid jobs within Lichfield District contributes towards a high level of out-commuting from the District, most notably towards Birmingham and the West Midlands conurbation. A large number of journeys to work are made by car and, when combined with high levels of fuel consumption, the District contributes to carbon emissions. This, along with the rural context of the District, means that mitigating climate change through the construction of sustainable transport options, which enable the creation of connected and permeable places, should be regarded and emphasised as an important component of future development schemes.

Sustainable Transport Systems

Private car use is one of the main causes of CO₂ emissions. Minimising the need to travel by car and reducing levels of congestion are important ways in which the effects of climate change are mitigated.

The Council will seek to promote the integration of alternative transport provision across the District. Improved transport facilities should benefit both new and existing communities. Opportunities for travel using sustainable forms of transport include improvements to public transport, promoting walking and providing cycling infrastructure.

Core Policy 5: Sustainable Transport lists those sustainable transport improvement initiatives within the District that will be supported. Development Management Policy ST1: Sustainable Travel outlines how the District will seek to secure sustainable travel patterns for all development.

At a local level, layout and design choices should ensure that the various modes of transport available are well integrated. Communities should be able to move around and between their neighbourhoods by choice and with ease. Walkable layouts, including multi-use connecting pathways, should provide for a way of living that enables connective movement, in to and within new developments. Development layouts should maximise accessibility to public transport, minimise the need for car ownership, through the encouragement of alternative means of travel, and provide the infrastructure to support sustainable living. Further detail as to how design choices relating to the layout of development can facilitate sustainable transport systems is provided in Section 2 of this SPD.

Integrated infrastructure

The Local Plan advocates the formation of increasingly sustainable communities – both urban and rural. To achieve this, more of the District's needs and aspirations must be met locally, through the improvement of both the quantity and quality of facilities and services – and how local communities can avail themselves of these. Identifying and providing adequate infrastructure requirements will ensure a place functions efficiently and effectively in a way that creates communities that are integrated and sustainable.

There are three main categories of infrastructure, defined as:

Physical: the broad collection of systems and facilities that house and transport people and goods, and provide services e.g. transportation networks, housing, energy supplies, water, drainage and waste provision, ICT networks, public realm and historic legacy.

Green: the physical environment within and between our cities, towns and villages. A network of multi-functional open spaces, including formal parks, gardens, woodland, green corridors, waterways, street trees and open countryside.

Social & Community: the range of activities, organisations and facilities supporting the formation, development and maintenance of social relationships in a community. It can include the provision of community facilities (education, healthcare, community centres, places of worship, sports & leisure facilities), local networks, community groups, small scale funding to assist local projects, skills development and volunteering.

The necessary infrastructure needed within Lichfield District, to deal with existing deficiencies and to cater for a growing and changing population, as identified in the Infrastructure Delivery Plan. This 'living document' identifies strategic and local infrastructure needs and is regularly reviewed and monitored.

Renewable Energy

The District Council is committed to conserving natural resources, which can assist in reducing emissions, and will support and promote the efficient use of energy and resources, including renewable energy schemes, water management, waste minimisation and recycling.

Core Policy 3: Delivering Sustainable Development provides the policy framework to support sustainable energy choices as part of the development process.

Sustainable development is achieved by locating, designing, servicing and accessing development by focusing on the efficient use of energy and resources, as well as encouraging innovative construction and design techniques, and accommodating renewable energy and decentralised heat and power generation.

Policy SC1: Sustainability Standards for Development provides the minimum sustainability standards focusing on the 'energy hierarchy' as a framework to direct development. In strategic terms, primarily the action should be to maximise energy efficiency, then to utilise low carbon energy, before finally employing off-site offsetting alternatives.

Renewable energy flows involve natural phenomena such as sunlight, wind, water, plant growth and geothermal heat. They are derived from natural processes that are replenished constantly. In its various forms, renewable energy derives directly from the sun, or from heat generated deep within the earth. Included in the definition is electricity and heat generated from solar, wind, hydropower, biomass, geothermal resources, and biofuels and hydrogen derived from renewable resources.

Renewable energy has begun to replace conventional fuels in four distinct areas, namely electricity generation, hot water/ space heating, motor fuels and rural (off-grid) energy services. While many renewable energy projects can be large-scale, renewable technologies are also suited to rural and remote areas. Their instigation usually requires planning permission and, due to their nature and scale, often a balance needs to be struck between the sustainable benefits and the visual impact of renewable energy schemes – particularly in sensitive landscapes and townscape, as can be the case within Lichfield District.

Affordable Housing

Lichfield District will continue to be an area of housing growth for the foreseeable future. This needs to be addressed in ways that protect the living standards and the environment of those already resident, as well as those people moving into the area. Importantly, a balanced housing market, integrating a mix, type, size and tenure of dwellings, should be provided. The District Council will require development to incorporate and suitably integrate affordable and market housing with a consistent standard of design quality and public space, in order to create mixed and sustainable communities.

Strategic Priority 6: Meeting Housing Needs provides an overarching context for the council's housing policy, with Policy H1: A Balanced Housing Market, and Policy H2: Provision of Affordable Homes, supporting the delivery of these principles.

Neighbourhood Planning and Sustainable Development

It is important that residents are able to influence and help shape the future of their own communities. Neighbourhood Plans offer the opportunity to plan positively to address local need and aspirations.

Neighbourhood Planning is one of the provisions of the government's 2011 Localism Act, aimed at empowering local communities to prepare their own development plans at the local level. Neighbourhood Plans must be prepared in a positive manner, identifying and advocating the development potential of areas, in order to meet the Four Basic Conditions, as defined by this local planning authority, before proceeding to referendum. One of the conditions is that a Neighbourhood Plan must contribute to the achievement of sustainable development.

Lichfield District has a large number of designated Neighbourhood Plan areas. Adopted and developing Neighbourhood Plans provide evidence and policy guidance for delivering sustainability at a local level.

Useful Supporting Information

The Local Plan contains further guidance on how sustainable development can be integrated within the District. In particular:

Concept Statements

A concept statement is a simple, clear description of a place the council wishes to see created, through new development. The Local Plan has seven Concept Statements identifying all of Lichfield District's Strategic Development Areas, namely:

- South of Lichfield
- East of Lichfield
- Fradley
- East of Burntwood
- East of Rugeley
- Deans Slade South of Lichfield
- Cricket Lane South of Lichfield

The Concept Statements set out how the policies and objectives of the Local Plan should be applied, providing guidance on Strategic Objectives, Key Design Principles, Infrastructure Requirements, Densities, Community Engagement Principles and Assumed Delivery. These statements provide a robust framework for place-making ensuring new places fit into their surroundings and have a sense of belonging. Subsequent sections of this SPD provide additional detail to support and provide practical responses to the principles advocated within the statements.

Local Plan Allocations Document

Although there is a temptation to think of sustainable development objectives, primarily, in terms of housing, the pursuit of sustainable development/design applies to all forms of development. The overall approach outlined will provide guidance for new homes, jobs, infrastructure and community assets.

The Lichfield District Local Plan Strategy sets out, in broad strategic terms, where development will be located until 2028. One of the supporting documents which is locally specific is the Land Allocations document. This provides the framework for managing development, addressing key planning issues and guiding investment across the District.

Section 2: LAYOUT & DENSITY

Introduction

Once the strategic land allocations have been established, how these individual parcels of land are laid out, in terms of design proposals, and how they interrelate with existing and future development, is a key stage in the development process. Developments must fit into an overall pattern by providing sustainable designs in themselves, but which also contribute towards a greater good. This should include green infrastructure, which should incorporate sustainable water management, as part of energy efficient layouts.

The District Council seeks to improve the green infrastructure network of the district by putting green assets at the heart of sustainable design, and this is encouraged through the council's Local Plan. Green assets have a major role to play in helping our built environments cope with some of the extreme effects of climate change, are valued by residents and help make and maintain the unique character of Lichfield District. The benefits of a green infrastructure network also include making places more attractive, healthier and economically competitive.

New development should contribute to the provision of trees and green infrastructure in the district. This is in order to help the district adapt to the changes in climate and to meet sustainable development obligations. How this is achieved will depend upon the size and nature of the development proposed.

Local Plan Policy NR4: Trees, Woodland & Hedgerows (p.83), *inter alia*, states:

“Sufficient space within developments must be reserved for the planting and sustainable growth of large trees in order to retain the important tree canopy cover in conservation areas and the built environment, and to improve tree canopy cover in the District as a whole.”

Green infrastructure

Green infrastructure is the network of 'green' and 'blue' elements in and around urban and rural built environments. This includes public and private spaces such as:

- street trees, footpath links, cycle routes and public squares;
- private gardens, public parks, nature reserves and open spaces;
- cemeteries and churchyards;
- allotments;
- green roofs and sustainable drainage systems; and
- canals and reservoirs,

and natural landscape features such as:

- woodland and hedgerows;
- grassland and heathland; and
- wetlands and watercourses.

Purpose and value of green infrastructure

The provision of trees and green infrastructure is the one of the most important methods of ensuring that the built environment remains healthy, robust and liveable. Well designed and linked green infrastructure can deliver a variety of benefits to help our communities adapt to climate change, such as:

- cooling of built-up areas by trees;
- shaded routes for walking and cycling;
- water management and flood reduction;
- places for play and recreation;
- bringing wildlife into towns and linking habitats for species migration; and
- reducing air pollution and UV exposure.

Large-canopy trees are one of the main components of green infrastructure; regulating urban temperatures, improving air quality and moderating floods. They are particularly important in urban areas and therefore matters relating specifically to the retention of existing trees, their integration on development sites and new planting are addressed in the council's *Trees, Landscaping & Development SPD*. (See also the Trees & Design Action Group publications entitled '*Trees in the Townscape*' and '*Trees in the Hard Landscape*').

Urban heat island effect

The temperature in towns and cities is higher than the surrounding countryside because the buildings, roads and other hard surfaces trap more heat than vegetated areas. The heat that is trapped during the day is released at night and this can make towns and cities oppressive in hot weather. This is called the 'urban heat island' effect.

Incorporating more green spaces and large canopy trees into urban areas is one of the most effective ways to keep built up areas cool, through evaporative cooling and also by shading hard surfaces. The greatest contributors to urban cooling are large bodies of water and large long-lived trees. Whilst many developments will not be able to incorporate large water bodies, all should be able to incorporate trees and vegetation, and the cumulative effect of this should not be underestimated.

At the national level, central government published a Heatwave Plan for England in 2014. This document demonstrates cross-discipline support for sustainable development on health grounds, particularly the greening of towns and the benefits of shade provision around buildings.

Tree provision and sustainable development

The increased provision of significant green infrastructure and tree canopy cover in town centres and developed areas could help to keep local temperatures at current levels. The council has therefore identified tree retention and new tree planting on development sites within its Local Plan (Policy NR4, p.83) as a component of the district's adaptation to climate change and part of sustainable development.

Whilst Lichfield and Burntwood are relatively small built up areas, when compared with other parts of the Midlands, local temperatures are still expected to be warmer within these settlements than in rural areas. The provision of green infrastructure and tree canopy cover must also take into account the long term growth of these and other settlements within the district, the projected increase in temperature and the fact that new trees need to be planted now in order to be of sufficient size to be effective in the future. Research suggests that approximately 20% canopy cover by mid-century should help to ameliorate such effects (Gill et al, 2007: Built Environment, Vol.33, No.1, p.115-137) and, through Core Policy 3: Delivering Sustainable Development (p.23) of the Local Plan, the council is supportive of achieving this aim for Burntwood, Lichfield, other large or urban population centres (Rugeley area, Fazeley and Fradley) and any development within all new Strategic Development Allocations identified in the Local Plan.

Within Lichfield, the tree canopy cover has been identified as an important part of the skyline of the city within the Local Plan (Core Policy 4, p.42). In accordance with the Local Plan (Core Policy 14: Our Built & Historic Environment and Policy NR5: Natural & Historic Landscapes), the loss of trees on development sites within Conservation Areas is considered to adversely affect their character and appearance, and the setting of heritage assets (see also the council's *Historic Environment SPD*).

Green infrastructure and sustainable development

The larger the scale of the development, the more scope there is for meaningful and radical green infrastructure. Nevertheless, all scales of development can have a cumulative impact. Whatever the type of major development, the council expects consideration of the following, as part of the sustainable development obligations:

a) Providing for the needs of the community

Certain sectors of society, such as the elderly and young children, are particularly vulnerable to the negative impacts of increasing temperatures. Green infrastructure moderates local microclimates – built up areas with trees are cooler in summer and warmer in winter and can help alleviate fuel poverty. Good landscaping can encourage healthier lifestyles by improving air quality and encouraging walking, cycling and outdoor play.

Special attention to tree cover should be given to development that includes, but is not limited to, residential schemes for the elderly, within areas of outdoor recreation and play provision, schools and hospitals. Tree provision will be particularly important in areas of social deprivation or higher residential density, which hold less tree cover, including certain areas with Lichfield City and Burntwood.

b) Shade

Shade provision can help keep localities cool, provide relief for pedestrians and shoppers in built up areas, encourage walking and cycling and give shaded areas for children's play and outdoor activities. Shade tree planting also improves the environmental performance of buildings by acting as a buffer, reducing thermal gain in the summer and reducing the need for air conditioning.

Proposals should utilise trees to provide a choice of shade and shelter on a site. Developments that include a high proportion of hard surfacing, such as town centre developments, retail and commercial parks or areas of car parking, will require provision of large canopy trees in order to provide shade and comfort for users and the lowering of local temperatures. This will need to be established on a case-by-case basis, taking account of the specific characteristics of a site and coordination with the overall provision of planting, in line with the council's objectives.

c) Flood reduction

It is evident that the changing climate means there will be an increase in periods of heavy rain that can lead to local flooding. This is because the hard, impermeable surfaces in towns force rainfall into drains, which quickly become overloaded. Green infrastructure can be used to reduce local flooding by intercepting rainfall. The captured rainwater evaporates from the leaves of trees or is slowly released, reducing fluctuations in the drainage system.

Proposals should incorporate planting in areas of hard surfacing such as streets, car parking and pedestrian areas to help regulate water run-off. Multi-functional green spaces that incorporate sustainable drainage within landscaped areas and, where possible, provide pedestrian or cycle routes and informal play, are particularly encouraged.

d) Air quality

Trees and vegetation are able to filter certain pollutants produced by vehicle exhausts from the air. This increases air quality and is beneficial for everyone's health, particularly children and older people. In addition to street tree provision, copses of trees are welcomed, as mature, mixed woodland can capture airborne particles at three times the rate of grassland.

Tree planting close to roads, whether in gardens, open spaces or streets, should therefore be included in any development proposals.

Green infrastructure in different scales of development

The provision of green infrastructure requires an integrated, collective response, and can be realised in many forms. The type of provision must be commensurate with wider objectives, in relation to the scale of development proposed.

Strategic development allocations (SDAs)

A master plan is integral to the planning process for the Strategic Development Allocations identified in the council's Local Plan. These developments should provide a network of multi-functional green infrastructure – including street trees – running through the development, and linking into the wider landscape beyond.

Cues for the placement of green infrastructure should be taken from the existing land form and vegetation, opportunities for sustainable drainage provision, habitat and species surveys and landscape character. Reference should be made to the relevant infrastructure requirements as set out in the Local Plan SDA Concept Statements (Appendices C-G, p.155-182) and Infrastructure Delivery Plan (p.44-70).

The council recognises that the incorporation of large canopy trees may require innovative and creative design solutions in order to accommodate the trees and the space needed for their growth. In addition to formally planted open spaces and street trees, designs could, for example, incorporate tree planting within sustainable drainage systems, provide front gardens of sufficient size to accommodate trees, consolidate numbers of small front or rear gardens so that there is overall sufficient space for trees, utilise land around school and community buildings, utilise urban squares or plazas, courtyards, shopping areas and car parks to accommodate trees.

The Council particularly welcomes proposals that create small woodlands or copses as an alternative to grassed open space within a mix of open space provision. Larger wooded areas associated with development can provide opportunities for recreation and climate change adaptation and also contribute to wider targets for climate change mitigation through the use of new woodlands by 'locking up' carbon as the new woodland grows.

Where tree planting will be undertaken as part of a new development, sufficient space underground should be reserved at the initial site design stage to ensure that underground services and tree planting can both be accommodated. Dedicated service areas and dedicated tree root runs should be incorporated within the design.

In order to demonstrate how green infrastructure and canopy cover will be integrated into a strategic development site, a landscape strategy is recommended at the submission stage. An accompanying design code based upon the master plan is strongly recommended. This is particularly appropriate for large sites, those to be built in phases or by a number of agents. It is recommended that potential applicants/agents engage with the council's Development Team approach at the pre-application stage.

Major development sites

All major commercial, industrial and residential (10+ houses) proposals should incorporate layout and orientation that favours the retention of existing trees and reserves sufficient space for new tree and landscaping provision within the site. The density of a development should be realistically set bearing in mind the need to provide green infrastructure.

It is expected that the provision of sufficient tree planting to contribute to maximise mid-century canopy cover will be provided within any major development site. Where it is agreed with the council that this is not feasible, developers may be required to facilitate strategic tree or woodland planting or management and other green infrastructure in the local area.

Further information on design and layout of housing proposals can be found in Lichfield District Council's *Residential Design Guide*.

Small development sites

On all small application sites (including proposals of 9 dwellings or less) tree cover should be maintained and enhanced. Pre-application discussions are encouraged, and planning applications should demonstrate how existing trees and new landscaping are to be integrated into the development to provide the following benefits:

- contributing to tree canopy cover;
- shading large areas of hard surfacing such as car parking or paving;
- adding to street tree provision by planting close to roads or footpaths, even if planted in gardens;
- linking to other landscape features beyond the site boundary;
- providing a choice of sunlight, shade and shelter to residents and other users;
- providing a mix of long lived large trees and smaller ornamental trees within the site; and
- demarcation of public and private spaces, boundaries and screening.

The council's *Trees SPD* gives further details and guidance on how this may be achieved through the sustainable layout of a site, the protection of existing trees and the incorporation of new planting.

Development in rural locations

In villages and other rural locations, existing trees and hedgerows contribute to the distinctive character of each area, sometimes marking the older heart of a village, such as at Shenstone, or being the predominant characteristic of an area, such as in Little Aston. In other rural areas, they bring historic richness through marking former landscapes, such as formal parkland or old field boundaries.

In these areas, the 'urban heat island' effect is unlikely to exacerbate the increase in temperature. However, on each site, trees and landscape planting remain important to retain the local character of the area, provide shade and shelter, integrate the development into the locality and produce opportunities for habitat creation or enhancement (with reference to the council's *Biodiversity SPD*) and should follow the principles for small development sites (set out, above). In accordance with Local Plan Policy NR4 (p.83), sufficient space within developments must be reserved for planting and sustainable growth, which will retain the character of the district's villages, and important tree canopy cover should be retained on sites within Conservation Areas.

Opportunities should be explored in rural locations for hedgerow creation and management and new woodland provision, as part of landscaping schemes, as these are characteristic features of the landscape.

Sustainable development standards

The protection and enhancement of trees and green spaces, and their associated ecological value, on a proposed development site can help developers meet the criteria of national sustainable development standards (some of which are referred to in Section 3 of this SPD). Some of these development standards are mandatory; others are used by the council in the assessment of planning applications. The council encourages developers to assess the trees and ecology of a site at an early stage, to help plan the use of these features to meet sustainability objectives.

Sustainable Water Management

The implementation of sustainable water management through sustainable drainage systems (SuDS) and rainwater harvesting have become commonplace in the use and management of water within the built environment. The philosophy of SuDS is to mimic as closely as possible the natural drainage from a site before development, and to treat runoff to remove pollutants. Lichfield District's topography and geology is generally well suited to supporting the installation of such systems.

SuDS provide a flexible approach to drainage, with a wide range of components, from soakaways to large-scale basins or ponds. The individual techniques should be coordinated, in a management train, to reinforce and, where possible, follow the natural pattern of drainage.

The management train incorporates a hierarchy of techniques. These are:

- Prevention – the use of good site design and housekeeping measures on individual sites to prevent runoff and pollution (examples include minimising paved areas and the use of sweeping to remove surface dust from car parks),
- Source control – control of runoff at or very near its source (such as the use of rainwater harvesting, permeable pavements, green roofs or soakaways for individual houses).
- Site control – management of water from several sub-catchments (including routing water from roofs and car parks to one large soakaway or infiltration basin for the whole site).
- Regional control – management of runoff from several sites, typically in a detention pond or wetland.

Some of these techniques are within the control of Lichfield District Council; others are dependent on encouragement of, and working with, development partners and future residents. Nevertheless, adopting a holistic approach towards surface water drainage provides the benefits of combined water quality and quantity control, as well as increased amenity value. This is accomplished by managing the increased flows and pollution from surface water runoff that can arise from development. Ideally, the system should utilise a management train and should achieve equal standing in all of these areas. However, specific site considerations may mean that a balance of benefits is not always achieved.

Benefits of SuDS

It is generally accepted that the implementation of the SuDS approach, as opposed to conventional drainage systems, provides several benefits. Appropriately designed, constructed and maintained SuDS may improve the sustainable management of water for a site by:

- reducing peak flows to watercourses or sewers and potentially reducing the risk of flooding downstream
- reducing volumes and the frequency of water flowing directly to watercourses or sewers from developed sites
- improving water quality over conventional surface water sewers by removing pollutants from diffuse pollutant sources
- reducing potable water demand through rainwater harvesting
- improving amenity through the provision of public open space and wildlife habitat
- replicating natural drainage patterns, including the recharge of groundwater so that base flows are maintained.

The need for sustainable drainage is not disputed and, under the Floods & Water Management Act 2010, when fully enacted, SuDS will be mandatory for all new development. Problems may arise if SuDS are not properly designed and maintained, and the requirements for SuDS differ from those for conventional systems. Advantages in flood control, pollution control, water reuse and groundwater recharge may have benefits, both locally and more widely in the environment, which may offset changes in management practices.

A considerable amount of research on sustainable drainage is in hand in the UK, and knowledge of the design of SuDS and their longer-term effectiveness is continually improving. Consequently, all those involved in the design of the built environment – designers, planning authorities and regulators – should be aware of developments in SuDS design and should refer to construction industry research and information association (CIRIA)'s SuDS website and other sources for the latest information.

Implementation of SuDS

Before SuDS can be implemented in a development, certain elements of the scheme should be considered, and these are listed below.

1. Early discussion between stakeholders. SuDS can make an important contribution to the overall sustainability of a development. However, a successful SuDS scheme will require the design team to liaise and integrate with other stakeholders involved in the development process. The design team and stakeholders should consider SuDS at the feasibility stage of development so as to realise the optimum contribution from a sustainable approach.
2. Ground and groundwater considerations. Ground and groundwater conditions may limit the types of techniques that can be used. Groundwater protection zones are particularly important and the potential risk from infiltration techniques to groundwater should be carefully managed.
3. Drainage impact assessment. An assessment will be required to ensure that the impacts of a proposed development on the catchment are understood and managed. SuDS Approval Boards (SABs) will be responsible for approving drainage to comply with national standards.
4. Interaction with foul water sewers. Unplanned surface water drainage connections may exacerbate the risk of flooding where original sewers have been designed to accept only foul flows (or where combined sewers are running at capacity). Surface water drainage systems should be dealt with sustainably through SuDS techniques or connected correctly to surface water sewers to avoid the risk of sewage-related flooding. Once agreed for a particular development the drainage arrangements should not be altered in the future.
5. Long-term maintenance requirements. Maintenance of SuDS differs from that for conventional systems, so it is important to allocate responsibility for the maintenance of SuDS early in the development process. Pre-application discussions are encouraged with the SAB, the local planning authority and statutory consultees.

SuDS components

Ideally, a holistic approach should be used in designing SuDS so that they are operated collectively rather than as a series of isolated drainage devices. Within the philosophy of the surface water management train, each component adds to the performance of the whole drainage system. The full range of SuDS components is updated and available via the CIRIA website.

The most popular SuDS components are summarised below. This should not be regarded as comprehensive list, as techniques are evolving and developing as knowledge develops.

- Preventative measures – the first stage of the SuDS approach to prevent or reduce pollution and runoff quantities. This may include good housekeeping, to prevent spills and leaks, storage in water butts, rainwater harvesting systems, and alternative roofs (ie green and brown roofs).
- Permeable surfaces – paving systems that allow inflow of rainwater into the underlying construction or soil. These include materials such as interlocking concrete paving blocks, perforated brick pavers or sets, and gravel; the water does not pass through individual blocks, flags or aggregate, but through gaps between these elements. (Permeable surfaces do not include non-elemental surfaces such as macadam or even compacted gravel that, although porous, do not allow rainwater inflow at a sufficient rate.) Wherever possible, hardsurfacing within developments should be permeable.
- Green roofs – vegetated roofs that reduce the volume and rate of runoff and remove pollution.
- Filter drains – linear drains consisting of trenches filled with a permeable material, often with a perforated pipe in the base of the trench to assist drainage, to store and conduct water; they may also permit infiltration.
- Filter strips – vegetated areas of gently sloping ground designed to drain water evenly off impermeable areas and to filter out silt and other particulates.
- Swales – shallow vegetated channels that conduct and retain water, and may also permit infiltration; the vegetation filters particulate matter.
- Basins, ponds and wetland – areas that may be utilised for surface runoff storage.
- Infiltration devices – sub-surface structures to promote the infiltration of surface water to ground. They can be trenches, basins or soakaways.
- Bioretention areas – vegetated areas designed to collect and treat water before discharge via a piped system or infiltration to the ground.
- Filters – engineered sand filters designed to remove pollutants from runoff.
- Pipes and accessories – a series of conduits and their accessories normally laid underground that convey surface water to a suitable location for treatment and/or disposal. (Although sustainable, these techniques should be considered where other SuDS techniques are not practicable).

Energy efficient layouts

The way in which a development is laid out has a fundamental bearing on how energy efficient it will be, ultimately. Beyond its location which, it has been established, as far as is possible, should be integrated into the wider built environment (see Section 1), the layout of any proposed development should aim to reduce the need to travel by motor vehicle, and promote movement through efficient, direct, accessible pedestrian and cycle links. Consideration of the permeability within a development layout, and between different areas of development, is crucial to achieving energy efficiency.

A good layout will take account of the physical features present on site, using the topography and extant landscape features in order to, for example, provide logical paths for all modes of movement and maximise solar efficiency. As part of this process, the designer must be aware of the effects layout can have on the microclimate of a development, which should include consideration of building orientation, overshadowing, sheltering of outdoor spaces, the reduction of heat loss, as well as gain, and the eddying effects of the wind due to built form.

The density of a proposed development, expressed through its layout, should be a product of the design process, rather than the driver of it. Energy efficiency is not necessarily a manifestation of increased density. Particularly in relation to residential development, but also more widely, for development to be sustainable it must also be desirable. As well as integrated movement patterns, new developments should relate positively to the context within which they will sit, and take cues from the local characteristics that are identified as worth emulating (see the council's *Historic Environment SPD*).

The council has recommended standards for space around dwellings (see Appendix 1), as well as a separate Residential Design Guide SPD, which advocates the need for good quality design. To aid applicants and developers in their consideration of matters relating to energy efficiency, the council has produced a Sustainability Checklist (see Appendix 2).

Walkable Communities

An important factor in any energy efficient layout is its 'walkability'. A 'walkable community' can be defined as one where it is easy and safe to walk to goods and services. Walkable communities encourage pedestrian activity, expand transportation options, and have safe and inviting streets that serve people with different ranges of mobility.

The walkability of a place is a measure of how friendly it is to walk around. Increased walkability has many health, environmental and economic benefits, and is to be encouraged (see Healthy Communities chapter of the Local Plan). Factors that affect the walkability of a place include:

- street and path connectivity
- mix of land uses
- residential density
- the presence of trees and vegetation
- variety of built form
- active street frontages
- purposeful places, rather than 'spaces'

These relate closely to the objectives of good design in the built environment and the desirable aspects of development form (see Appendix 3; based on the criteria advocated in *By Design – urban design in the planning system: towards better practice* and the government's NPPG). The council supports and promotes these principles through the design of development layouts.

As members of the community grow older, the neighbourhood becomes increasingly important for the quality of our everyday life. In line with the government's document, entitled *Lifetime Homes Lifetime Neighbours*, published in 2008, the design of places is not only about homes but also the neighbourhood. When local shops and services are inaccessible, older people can become socially excluded. Public spaces should be comfortable, welcoming and enjoyable. Parks and shopping centres should be accessible and open to all.

It is often the simple things that stop people getting out and about, such as a lack of public facilities and benches. When there are barrier free neighbourhoods with attractive places to go, people get out more, stay active and participate in the community. The concept of a 'lifetime neighbourhood' is about removing unnecessary, and often thoughtless, environmental barriers, making access better for people of all ages, and improving transport, public services, public space and amenities, so that people have good reasons to get out of the house and actively participate in their community.

Over-dependency on motor vehicles is ecologically unsustainable. Car-orientated environments engender dangerous conditions to both motorists and pedestrians and are generally considered to be poorer, aesthetically. Car-focussed designs negate walking and the 'natural surveillance' of places. Reduced walking also diminishes social interaction, the development of communities, and pride in streets and other civic spaces.

The council recognises that, within a substantially rural district such as Lichfield, some degree of car dependency is inevitable. Nevertheless, it is important to promote alternative means of transport, for those who are able to access and use them, such as cycling and public transport. Where car use is necessary, the council has recommended parking standards that apply to new development within the district, and these are set out in Appendix 4.

Obstructions, such as sign posts and other forms of 'street clutter', can decrease the walkable width of pavements and pathways, and alternative locations for such potential obstructions should be sought. Consideration of proper maintenance and lighting of pedestrian routeways should be included in the design and layout of new places, and how this can be sustained, in order to reduce obstructions, improve safety and encourage walking.

Urban design and town planning theory suggest further justification for promoting walkable communities, based upon evolutionary and philosophical characteristics. Experiencing places at 'walking pace' has been vital to the cerebral development of humans. After millennia of human development firmly based upon walking, places created for the motor car have separated walking from thinking and, in this sense, car-based environments have become an agent of regression rather than human progress. The majority of the settlements within Lichfield District are 'walkable', and new development should promote and enhance this asset. The ability to walk around a place, therefore, is offered as a critical component in contemporary design of the built environment in the District, with implications far beyond the scope of development layouts.

Section 3: TECHNOLOGY & CONSTRUCTION

Introduction

Technology and construction methods are changing and improving to meet the needs for lower and zero carbon development. Local Plan Core Policies 2 & 3 make requirements relating to this and other areas of environmental sustainability. It is expected that developers will have access to professional advisors on these matters. This will ensure best practice is adopted and encourage appropriate innovation.

This section of the document deals with technology and construction in relation to Planning requirements. To assist those who are unfamiliar with the subject area, and to supplement this District-wide guidance, a Staffordshire County-wide document has been produced, entitled '[Householders' Guide to Sustainable Construction and Renewable Energy](#)', which informs householders and new developers how to create an energy efficient development and where to find more detailed advice.

Link with Building Regulations

Building Regulations apply to most types of building work. The regulations set standards that help to ensure environmental sustainability, including accessibility, health and safety; energy and water conservation.

Many areas of sustainable design must be considered at the Planning stage in order to maximise opportunities to save energy and improve efficiency. The council expects standards for some development, where appropriate, to go beyond the minimum standards set out in the Building Regulations, where this is economically viable and achievable. On occasions, local opportunities may exist to improve energy efficiency that cannot be legislated for in national standards.

New development, conversion and refurbishment of existing residential and major non-residential buildings

Policy SC1 of the Local Plan sets out the expected standards for development within Lichfield District. In effect, the 'Code for Sustainable Homes' and 'BREEAM' Standards are stated.

Reduction targets in CO₂ emissions from energy used for heating and lighting buildings are set out in the Policy. These are based on what was deemed acceptable in 2006. For example, for a new house in 2013, this plan sets a standard of 26% reduction in CO₂ emissions, based on the 2006 standard. This standard must be achieved unless it can be proven not to be viable.

To achieve these standards the Policy follows the 'Energy Hierarchy'. This means that the main aim should be to design buildings to require less energy and use renewable solutions, in order to satisfy their energy requirements, where possible.

It should be noted that central government is proposing to introduce national Building Regulations standards, intended to reduce the level of carbon emissions for new homes and non-domestic properties. The government has stated the intention for Building Regulations to require new dwellings to be 'zero carbon' by 2016.

Environmental assessment standards

The environmental assessment standards set within the Local Plan require independent validation from third party approved assessors. Further details on all these assessment standards can be found at <http://www.breeam.org>. It is important that a balance between economic viability and the demands of local requirements and standards is realised and appropriate to the type and extent of development proposed.

The 'Lifetime Home Standard' is appropriate and is encouraged for consideration in developments within Lichfield District. Whilst there are national minimum standards for accessibility, there are other local factors that are relevant, such as the local age profile of the populations, and these should be taken into account.

The government has considered the various housing standards and how to simplify these requirements. It is also considering whether these standards should be set and applied locally, through planning authorities, or nationally, via Building Regulations. Therefore, the standards set through the Local Plan may not apply and, to adopt them, would require rigorous needs assessment and viability testing, subject to examination by the Planning Inspectorate.

Extensions to residential buildings

Residential extensions are expected to improve the overall energy and water efficiency of the existing building, in addition to complying with Building Regulations. The *Householders' Guide* provides detailed information how this can be achieved.

The building work on the extension may create opportunities to improve the existing building. Some of the housing stock in the district is amongst the oldest in the country and special advice is available to owners of historic buildings (please see *Historic Environment SPD*). However, most buildings can be improved. In addition to any new extension, the main areas to consider are:

- increasing insulation to the existing house roof, walls and floor
- draft proofing the existing house
- upgrading the boiler and/ or heating controls
- installing renewable energy, as set out in the Householders' Guide.

Refurbishment of small, non-residential buildings

In this context, a 'small' building is one that is less than 1000m². Some forms of refurbishment will require planning permission; for example where such works cause material change to the external appearance of a building, or fall within the definition of development. Further advice on what types of refurbishment may require planning permission is available at the Planning Portal.

No requirements over and above that of Building Regulations are made. However, the advice given in the *Householders Guide* is relevant.

When historic buildings, including heritage assets are refurbished, special requirements are made, which are described in more detail in the council's *Historic Environment SPD*. For example, renewable energy provisions may not always be appropriate and may have to be reversible, in order to maintain the heritage value of the asset.

High Quality Development

With reference to Local Plan Core Policy 14: Our Built & Historic Environment, in terms of this SPD, high quality design needs to support the pursuit of sustainable development. New development should establish a balance between the economic, social and environmental objectives of a place, and reinforce the creation of that place. In this way, even relatively small scale developments impact on the collective achievement of 'place'.

To be high quality, a design must be integrated into its context and surroundings but also, where possible and justified, make a new statement within that environment. This will need to occur at different scales; from the broad, infrastructural relationships through to the individual details of the design. This can be expressed through the technology and construction methods used in a building as much as through its aesthetic qualities. Wherever practicable, new developments should include sustainable construction methods, such as recycling building materials and sourcing materials locally.

Sustainability Checklist

To help applicants and developers consider all the factors that may affect their proposal, the council has produced a Sustainability Checklist (see Appendix 2). Applicants are advised to complete this checklist, as far as possible/ applicable, and to seek further advice from the council if needed.

Appendices

1. space about dwellings and amenity standards for all development
2. Lichfield District Council sustainability checklist
3. objectives of good design
4. Lichfield District Council parking standards

Space about dwellings and amenity standards for all development

Introduction

The purpose of these guidelines is to ensure a satisfactory standard of amenity for existing and proposed occupiers of residential properties within the District.

This is to be achieved by ensuring adequate spacing around dwellings, whilst taking account of outlook and privacy.

The provision of adequate space about dwellings standards is an important element in achieving high standard of design and a layout providing:

- adequate daylight and sunlight to rooms and rear gardens;
- reasonable privacy for dwellings within their proposed layout and to protect the privacy of existing dwellings;
- a satisfactory level of outlook, within new development *and* in relation to existing development;
- a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future extension to the dwelling;
- reasonable communal areas of open space for apartments and some types of special housing

Policy BE1 (High Quality Development) of the Local Plan Strategy notes that in terms of the built vernacular, “ *New development, including extensions and alterations to existing buildings, should carefully respect the character of the surrounding area and development in terms of layout, size, scale, architectural design and public views...*” It also notes that development should have a positive impact on amenity.

Daylight and Sunlight

The design and layout of both new buildings and extensions should aim to maximise sunlight to internal accommodation and private amenity areas. Ideally main habitable room windows, especially for lounge/sitting rooms should not face north.

Good natural light is an important design consideration. It creates attractive interiors, combats the effects of Seasonal Affective Disorder (SAD), and promotes energy efficiency, in terms of solar gain, energy generation and less use of artificial lighting, in line with Part L of the Building Regulations. The size and position of windows, the depth and shape of rooms, and even the colour of internal surfaces all affect the quality and quantity of light in an interior.

External obstructions also affect the quality and quantity of light entering an adjacent property. New development and extensions should not be of a size that results in an overbearing impact on neighbouring residential property. The council applies the 45° and 25° Daylight 'Rules', guidance for new buildings and the effect on existing buildings, as set out in the British Research Establishment (BRE) Digest 209.

Privacy & Outlook

To allow for the retention or provision of sufficient privacy to adjacent occupiers, new development should meet the following guidelines:

- A) Be at least 21 metres between dwellings where principal habitable windows face each other. If there is an intervening screen (i.e. fence or wall) the distance between ground floor facing windows can be reduced to 15 metres and 13 metres in the case of bungalows. Principal habitable windows are defined as windows serving living rooms, dining rooms, kitchens and bedrooms.
- B) Principal habitable room windows in side elevations at first floor level will not generally be supported, although if deemed necessary, they should be at a distance of not less than 10m from the private amenity space of neighbouring residential property.

- C) In addition there should be at least 6 metres between a principal window and private neighbouring residential amenity space, to minimise the impact of any development on the street scene, except where there is no overlooking demonstrated.
- D) To avoid any undue overbearing effect in terms of outlook where one dwelling faces the rear of a neighbouring property and where there are no facing windows, the minimum distance separation should be 13 metres or 10 metres in the case of a bungalow or single storey development.

NOTE: Increased separation distances will be required where there are significant variations in ground level between new and existing development. As a general guide, the distance separation should be increased by 2 metres for every 1 metre rise in ground level between new and existing development.

Private Amenity/Garden Space

The provision of garden space for dwellings is important in order to provide activities connected with outdoor residential use, such as gardening; drying washing; children's play space, together with some space for garden stores.

All private amenity space should generally be a minimum of 10 metres in length and the total area of the garden should be a minimum of:

- 45 square metres for dwellings with 2 or less bedrooms
- 65 square metres for dwellings with 3 & 4 bedrooms
- 100 square metres for dwellings with 5 or more bedrooms
- 10 square metres per unit for flats/apartments provided in shared amenity areas.

NOTE:

- Flexibility may be applied in relation to the above garden length standard, depending upon the site orientation.

- Also, with regard to garden/private amenity areas for new dwellings in Lichfield City centre or in relation to conversion schemes, flexibility will be applied depending upon the individual merits of the development proposal, including the proximity to existing public open space.

Lichfield District Council Sustainability Checklist

Policies within the 'Sustainable Communities' section of the Local Plan require new development to contribute to sustainable development and enhance the quality of life for residents, now and in the future.

Core Policy 3: 'Delivering Sustainable Development' underpins the Local Plan and sets out principles against which all development proposals will be assessed to ensure the creation and maintenance of sustainable communities.

Development management Policy SC1: 'Sustainability Standards for Development' seeks to ensure the sustainable design and construction of buildings, particularly through reducing carbon emissions, and thereby contribute to sustainable communities.

To assist applicants in achieving the aims of these policies the District Council has developed the following sustainability checklist. Applicants are advised to complete this as far as possible and to seek further advice from the Council if needed.

Checklist

Conservation of land / existing buildings

Does the project re-use previously developed land or buildings? Yes/No N/A

Does the project involve improving the energy efficiency of the existing building (including retro-fitting)?
Yes/No N/A

Does the project preserve a building of value to the local community? Yes/No N/A

Conservation of Energy

Has the building/development been designed to conserve energy e.g. inclusion of solar gain, heat retention or additional insulation measures? Yes/No N/A

If yes please give more details.....

Sources of Energy and Heating

Does the development incorporate energy generation from renewable sources e.g. photovoltaic panels, solar thermal, ground source heat pump, biomass boiler?

Yes/No N/A

If yes please give more details.....

Conservation of Materials

Does the development incorporate recycled materials for a significant part of the project?
Yes/No N/A

If yes please give more details.....

Passive Solar Design and Layout

Does the development layout maximise the potential of solar gain with main elevations within 30 degrees of South?
Yes/No N/A

Is the development designed to minimise overshadowing, taking account of landscape, existing trees, topography and adjacent buildings?
Yes/No N/A

(Note - these objectives should be balanced against achieving suitable densities, the local urban form and community safety.)

Transport & Accessibility

Does the development maximise accessibility to public transport (e.g. through providing bus routes in larger developments, suitable locations for bus stops, safe direct pedestrian/cycle routes to connect with bus stops and train stations)?

Yes/No N/A

Does the development accord with the Council's parking standards?

Yes/No N/A

Does the development provide infrastructure for alternative means of transport/fuels (e.g. secure, sheltered storage for bicycles and/or electric charging points)?

Yes/No N/A

Water Conservation

Does the development incorporate facilities for rainwater collection and re-use?

Yes/No N/A

Does the development incorporate facilities for grey water recycling e.g. filtering and re-using waste water for toilet flushing?
Yes/No N/A

Does the development use full sewerage treatment on site e.g. by using reed bed treatment?

Yes/No N/A

New Housing - does the development achieve Level 4 of the Water Section of the Code for Sustainable Homes, or successors?
Yes/No N/A

Waste Recycling

Have you incorporated facilities (internal and external) for occupants to sort and store waste at source?
Yes/No N/A

In larger developments has recycling facilities that can be used by the wider community been provided?
Yes/No N/A

Neighbourhood

Does the development respect the local character in the design and materials used (layout of streets, scale and building form)?
Yes/No N/A

Does the development provide a mixed use scheme at appropriate densities to strengthen the local neighbourhood?
Yes/No N/A

Does the development take account of the need for the provision of additional local facilities, in the right locations, to help meet the wider communities' needs?

Yes/No N/A

Adaptability

Is the development designed to facilitate future adaptation and/or expansion to allow for alternative patterns of use (e.g. home working, provision for elderly or disabled persons)?

Yes/No N/A

Does the development include affordable housing? If so does it comply with the HCA Homes & Quality Standards?

Yes/No N/A

Standards

Which level of the Code for Sustainable Homes or BREEAM Rating, or their successors, will the development achieve?

Objectives of Urban Design

- Character

a place with its own identity

to promote character in townscape and landscape by responding to and reinforcing locally distinctive patterns of development, landscape and culture

- Continuity and Enclosure

a place where public and private spaces are clearly distinguished

to promote the continuity of street frontages and the enclosure of space by development which clearly defines public and private areas

- Quality of the Public Realm

a place with attractive and successful outdoor areas

to promote public spaces and routes that are attractive, safe, uncluttered and work effectively for all in society, including the less able and elderly

- Ease of Movement

a place that is easy to get to move through

to promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport

- Legibility

a place that has a clear image and is easy to understand

to promote legibility through development that provides recognisable routes, intersections and landmarks to help people find their way around

- Adaptability

a place that can change easily

to promote adaptability through development that can respond to changing social, technological and economic conditions

- Diversity

a place with variety and choice

to promote diversity and choice through a mix of compatible developments and uses that work together to create viable places that respond to local needs

(ref: *By Design – urban design and the planning system: towards better practice*, (2000) DETR, & with reference to the principles contained within the NPPG, established 2014)

Lichfield District Council Parking Standards

Introduction

This section sets out recommended parking standards for new developments within Lichfield District.

Policy ST2 (Parking Provision) of the Local Plan Strategy requires that appropriate provision is made for off street car parking in development proposals in accordance with maximum car parking standards set out in this document.

Policy ST2 states that in considering the level of car parking provision, the District Council will have regard to:

1. The anticipated demand for parking arising from the proposed, or other uses which the development may be put without needing planning permission;
2. The scope for encouraging alternative means of travel to the development that would reduce the need for on-site parking. This will be particularly relevant in areas well-served by public transport;
3. provision for alternative fuels including electric charging points;
4. The impact on safety and residential amenity from potential on-street parking and the scope for measures to overcome any problems; and
5. The need to make adequate and convenient provision for disabled parking.

It is however to be appreciated that the NPPF and Core Policy 5 of the Local Plan Strategy encourage a reduction in car usage by promoting sustainable transport choices. Such considerations will be taken into account in the determination of applications for new developments and the standards set out below are to be seen as 'maximum' standards.

Objectives

The main objective of this guidance is to ensure that sufficient space is provided within new developments to accommodate its generated parking needs, having regard to the location, layout, size, shape, access needs and design quality.

The maximum parking standards set out in the table below are intended to ensure that parked vehicles do not become either a safety hazard or environmental nuisance.

These standards will however be applied in a flexible manner in having regard to the location and needs of the development/end user. For example, in central areas that are well served by good public transport links developments may require less parking provision.

The following criteria will be considered in negotiating the level of parking provision within developments:

- the nature of the development/type of use
- the location of the development (Town centre; Conservation Area; urban or rural area etc)
- The development type i.e. new build/redevelopment/refurbishment or conversion
- The proximity to public parking areas, including availability of on-street parking
- Accessibility of the site/development by sustainable transport links
- Number of employees/end users
- Assessment of use of development by the local populace/work force
- Any special operational requirements of the development
- Levels of car ownership
- Multiplicity of uses proposed and the degree of combined usage

Design Standards for Car Parking

The size, layout and location of parking spaces within all developments should meet up to date standards (as set out in Manual for Streets), to allow the adequate access and manoeuvring of vehicles thereto.

At minimum car parking spaces should be 2.4m by 4.8m for perpendicular parking spaces, with adequate clear zone around to allow manoeuvring thereto/from. An aisle between parking bays set at 90 degrees to it shall have a minimum width of 6m or alternatively an aisle between parking bays set at 45 degrees to the traffic flow may have a minimum of 3m.

Regard should also be had to the provision of disabled car parking spaces, particularly in relation to commercial or community use/developments. Such spaces should be a minimum size of 2.4m by 4.8m plus 1.2m accessibility zone between and a 1.2m safety zone on the vehicular side of the parking bays. Please refer to *Inclusive Mobility* (DfT 2005) and *Traffic Advisory Leaflet 05/95* (DfT) for further advice on best practice in designing spaces for disabled people.

Cycle Parking Provision

Policy ST2 also requires provision of sufficient, safe, weatherproof, convenient and secure parking and associated facilities within all new developments to assist in promoting cycle use.

In most cases the provision for cycle parking should be made within developments, although in some cases there may be scope for communal cycle parking area e.g. within village/town centres. Recommended cycle parking standards are set out below.

How to use the Standards

The standards relate to uses defined in the Town and Country Planning (Use Classes) (Amendment) (England) Order 2010. For any use not included in the standards, the number of parking spaces will be determined based on the individual merits of the scheme.

All standards are based on gross floor area by external measurement. The term gross floor area includes the total floor space of a building, including areas such as service corridors and lifts and toilets.

Mixed uses will be assessed as a sum of the parking requirements of the individual elements of the scheme based on the standards, unless the timing of demand associated with individual uses can be shown to allow dual use of spaces.

Car Parking Standards:

Development/Use Type	Car Parking Requirement	Cycle Parking Requirement
Residential (C3)	5 bed plus: 3 spaces 3 & 4 bed: 2 spaces per dwelling 1 & 2 bed: 1 space per dwelling plus 1 space per 3 dwellings for visitors	1 & 2 bed: 1 space per dwelling Garage or other secure store within curtilage of 3 bed plus units: min 2 per dwelling.
Sheltered Housing (C3)	1 car space per 3 units for visitors/residents plus 1 space per resident staff.	1 space per resident staff.
Residential Institutions (C2)	1 space per residential staff 1 space per 4 beds for visitors Plus 2 spaces for servicing/emergency vehicles	1 spaces per 5 staff
Higher/Further Education (D1)	1 space per 2 staff members 1 space per 15 students	1 space per 10 students
Primary/Secondary schools (D1)	1 space per staff members	1 spaces per 2 staff members.
Children's Day Nursery/Crèche (D1)	1.5 spaces per 2 full-time staff plus 1 drop off space per 10 children.	1 space per staff
Hotels (C1)	1 space per bedroom Plus 1 space per 3 staff at busiest time	1 space per 5 staff.
Public Houses (A4)	1 space per resident staff Plus 1 space per 5sqm of bar drinking space (applies to non-city centre locations only)	1 space per 60sqm gross floor area.
Cafes/Restaurants (A3)	1 space per senior staff member plus 1 space per 5sqm of dining area.	1 space per 60sqm gross floor area.
Shops (A1)	Food Retail: 1 space per 15sqm gross floor area Non-Food: 1 space per 25sqm gross floor area	1 space per 200sqm gross floor area
Business Use (B1)	1 space per 25sqm up to 250sqm then 1 space per 30sqm gross floor space	1 space per 200sqm gross floor space
General Industrial (B2)	1 space per 45sqm gross floor space	1 space per 300sqm gross floor space
Warehouse (B8)	1 space per 90sqm gross floor space	1 space per 500sqm gross floor space
Community Centres/exhibition halls etc (D1)	1 space per 2.5 staff member at the busiest time plus 1 space per 5sqm of public floors space	1 space per 5 staff plus 1 spaces per 100sqm
Clinics/GP/Health Centres (D1)	1 space per GP plus 1 space per 2.5 other staff plus 3 spaces per consulting room	1 space per 5 staff plus 1 space per 3 consulting rooms

**SUBMISSION TO ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT
(OVERVIEW AND SCRUTINY) COMMITTEE**

Date: 12th March 2015

Agenda Item: 9

Contact Officer: Sean Coghlan

Telephone: (01543) 308199

Local Ward Members: Applies to all Members

**REPORT OF THE CABINET MEMBER FOR
ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT**

REVIEW OF THE EFFECTIVENESS OF THE PROTOCOL FOR MEMBER ENGAGEMENT IN PRE-APPLICATION PLANNING DISCUSSIONS
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1. Purpose of Report

- 1.1 To inform the Economic Growth, Environment and Development (Overview and Scrutiny) Committee of the outcome of a review into the effectiveness of the protocol for member engagement in the pre-application planning discussions after one year of its operation, and to obtain its views and support for recommending its continued approval to the Planning Committee.

2. Summary of Policy Development

- 2.1 The Planning Committee approved the protocol as set out in **Appendix A** on 9 December 2013, subject to a report on the effectiveness of its operation within the first year being considered by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee.
- 2.2 Members will note at **Appendix B**, that 13 major proposals were considered over this period, and of those 3 have gone on to be considered and approved by the Planning Committee. Those applications were:
- Lichfield South Business Park – Outline permission approved
 - Land off Limburg Avenue, Lichfield (Hallam Park) – Resolution to grant full permission
 - Land adjacent to Lichfield Library – Resolution to grant full planning permission
- 2.3 Whilst the sample is relatively small over this 16 month period, officers have found the attendance of members to be a very positive influence; helping local issues to be identified and addressed at this formative stage. This positive feedback is also endorsed by a number of the applicants/developers who have found our comprehensive Development Team Approach is further enhanced by the input of local ward members and represents good value for money. The ability to hear members' views and to ask questions on further local engagement (through Parish and Town Councils) was welcomed. For those proposals which have been determined by Committee, the impact of the Members at the pre-app stage has been positive and has assisted in the determination of complex and sensitive applications and delivery of sustainable development.

- 2.4 As part of this review, all members were asked to comment on the effectiveness of the protocol. These comments are attached at **Appendix C**. A total of 10 responses were received from both Planning and Non-Planning Committee members, with the majority making positive comments on its operation, stating that they found it most useful to get involved at this early stage and felt they could input the views of local residents in the planning process (the key benefit of member engagement in the protocol). The consensus view of responding members confirms that the protocol is working well and assists in the effective delivery of sustainable development.
- 2.5 Whilst mainly positive, a number of critical points were also mentioned and focused on the following four areas:
- The timing of afternoon meetings (2pm - 5pm) is not convenient for those members in full time employment.
 - Planning training of non-planning Committee members was not considered essential to attend these pre-app meetings.
 - Ward Members should be able to 'call-in' a pre-application proposal. Currently this is not possible, being decided between senior officers and the Cabinet Member and Chairman of the Planning Committee.
 - The lower range of housing numbers (50+ dwellings) seems too low, especially in rural areas, and would prefer to see a lower figure as this would capture more proposals in villages which have a significant local impact.
- 2.6 The timing of the meetings is designed to work with the Council's established and successful Development Team Approach. Whilst times could be altered, the ability to get all consultees round the table (including County Highways) would be affected, and given the increasing number of these meetings (estimated 15+ per annum), it would have an impact on resources. One option could be to increase the minimum notice for members from 7 to 14 days. The Committee's views are sought on this option.
- 2.7 Further concerns have been raised regarding the necessity for Non-Committee members to be trained to participate in the pre-app process. Whilst greater importance is placed on training for Planning Committee members, the ability to effectively participate and understand the planning process (including pre-application meetings) should be open to all members. Whilst it could be argued that this is not essential, the counter argument is that some of those members' comments might not be considered 'material' to the debate – adding frustration and inefficiency to the process for all concerned. Attendance to the Council's introductory planning sessions in May 2015 will allow those new members to participate in the pre-application process.
- 2.8 At present pre-application proposals are screened by Senior Officers, the Cabinet Member and the Chairman of the Planning Committee for suitability for member engagement in accordance with the criteria set out in **Appendix A**. The criteria have been designed to capture those 'major' applications whose impact would be significant and have local impacts. Whilst the criteria or 'call-in' process could be relaxed (e.g. allow Ward Members to call-in), the likely consequence would be an increase in applications referred and a subsequent impact on resources. At present all proposals within this criteria are referred, and judgement is exercised on those cases deemed 'locally significant or controversial.' An option could be to consult ward members in those major cases as to whether or not they wished a pre-app proposal to be 'called-in'. This revised approach could again be trailed for a year to assess its effectiveness and impact on resources. The Committee's views are sought on this option.

3. Recommendation

- 3.1 That the Committee notes the contents of this report and recommends approval of the Protocol (attached as **Appendix A**) to the Planning Committee.

4. Financial Implications

- 4.1 The operation of the protocol has been accommodated within existing budgets by utilising the format and timing of the existing Development Team Approach.

5. Plan for Lichfield District Implications

- 5.1 A key requirement of the Plan for Lichfield District 2012-16 is to implement the recommendations of both Local Enterprise Partnerships' (LEP) planning charters. Early engagement of Members is seen as a very important step in the speeding up of the planning process; providing certainty and delivering sustainable economic growth.

6. Community Benefits

- 6.1 The engagement of Members early in the pre-application process will enhance community participation and give a stronger local voice and representation to the planning process, with a greater ability to influence development schemes at the formative stages.

7. Equality & Diversity Implications

- 7.1 No direct implications.

8. Human Rights Issues

- 8.1 The extension of the democratic process (inclusion of elected Members) into pre-application discussions is consistent with the guiding principles of the Human Rights Act.

9. Crime and Safety Issues

- 9.1 None.

10. Risk Management Issues

Risk	Likelihood/Impact	Risk Category	Countermeasure	Responsibility
Failure to engage Members in pre-application advice reduces the effectiveness of the planning process – slowing the delivery of economic growth and sustainable development	Low/Medium	Financial/Reputational	Ensure the adoption and successful implementation of a protocol for Member pre-application engagement	Development Management and Development Plans
The protocol raises the risk of Members fettering their discretion and pre-determining	Low/High	Reputational/Financial	Clear Member briefings and regular member training on matters of probity	Development Management

planning applications, increasing the risk of legal challenge				
The non-participation of the development industry in the revised pre-application process	Low/High	Reputational/Financial	Publicise the protocol and highlight the key benefits of the early Member engagement	Development Management

Background Documents:

1. Report to the Planning Committee on 9 December 2013
2. Report to the Environment and Development (Overview and Scrutiny) Committee on 13 November 2013
3. Probity in Planning – for Councillors and Officers, LGA (April 2013)
4. Pre-Planning Application Consultation Best Practice, Planning Officers Society (2010)
5. Rules of Engagement – Working Together for Effective Delivery, South East Excellence (July 2009)
6. Greater Birmingham and Solihull Local Enterprise Partnership (LEP) – Business Friendly Planning Charter (January 2012)
7. Stoke and Staffordshire Local Enterprise Partnership – Planning Charter Mark (2012)
8. Planning Committee Members Planning Code of Good Practice Protocol (May 2008)
9. Non Planning Committee Members Good Practice Guidance (May 2008)
10. Development Team Approach to Major Planning Applications (2007)
11. Statement of Community Involvement (April 2006)

Appendix A

Protocol for Member Engagement in Pre-Application Planning Discussions

Appendix B

List of the pre-application proposals considered by the Protocol, including the attendance of Ward Members

Appendix C

Consultation responses from Members on the effectiveness of the Protocol

Protocol for Member Engagement in Pre-Application Planning Discussions

This protocol shall supplement and be read in conjunction with the Council's Development Team Approach to Major Planning Applications (DTA), which can be found on the Council's website at: http://www.lichfielddc.gov.uk/site/scripts/download_info.php?fileID=2444

The meeting will be set up as follows:

- As set out in the DTA guidance, applications which have one or more of the following characteristics will be considered suitable:
 - 50 + dwellings or more
 - 10,000 sqm of industrial, commercial or retail floor space
 - Wide corporate involvement by the District Council
 - Development of strategic significance e.g. wider regeneration benefits or transport infrastructure

These criteria could be reduced for development in villages, neighbourhoods or the rural area for 'locally significant or controversial' schemes, such as small housing development (under 50 dwellings) or a wind farm.

- The Development Executive (DE) or Development Control Manager (DCM), in consultation with the Development Services Cabinet Member and Planning Committee Chairman or Vice Chairman, will determine which major applications will be considered suitable for pre-application discussions utilising the DTA.
- All ward Members will be invited, along with the Development Services Cabinet Member and Planning Committee Chairman or Vice Chairman, in addition to the officers of the Development Team (DT). A minimum of 7 days notice will be given to all Members.
- The agreement of the applicant/developer will always be sought.
- The meeting will normally be held on Wednesday afternoon (as per the DTA).

The meeting will be conducted as follows:

- The meeting will be chaired by the Development Executive (DE) or Development Control Manager (DCM).
- The DE or DCM would introduce the purpose of the meeting and advise how it will be conducted. Officers will confirm that the discussions will not bind the Council to make a particular decision and that views/opinions expressed are 'made without prejudice' to the future consideration of any application.
- Members will be advised as to the confidentiality status of the proposal.
- The developer will present their proposal (having first been viewed and approved by the DE or DCM).
- DT officers given the opportunity to provide comments.

- Members then given the opportunity to ask questions and seek clarification, but care will need to be taken that personal views are not expressed. They may alert the developer to what they perceive as actual or likely views of their constituents – careful not to fetter their discretion.
- The Chairman will conclude the meeting – summarising the key points and close the meeting.
- Members may advise officers of any concern they have with the proposal and any elements they feel would benefit from negotiation. They will be guided by officers on the scope of negotiation in accordance with Local Plan policy and other material considerations. Negotiations will be undertaken by professional officers only.
- The Case Officer will record the meeting and co-ordinate a minute of the meeting and/or formal pre-app response for the developer normally within 14 days. Members and DT officers will receive a draft copy of the response in advance for any suggested amendments. The note of the meeting and letter will be placed on the file at the earliest possible opportunity (taking account of the need for commercial confidentiality). The involvement of members will be recorded in any subsequent Committee Report.

Guidelines for Members attending pre-application meetings:

- Members shall only attend meetings organised in accordance with this protocol and shall not attend or arrange private meetings with Developers.
- Members are at the meeting to learn about the proposals and process, to help identify issues to be dealt with by further submission and negotiation, but not express any initial view for or against the proposal which may pre-determine their position to the extent that they will not be able to vote on the application (prejudicial interest) should they be a Member of the Planning Committee. Members may alert the applicant/developer to what they perceive as the likely (or actual) views of their constituents – careful not to fetter their discretion.
- Members to be aware of the confidentiality status of the proposal and to have regard to this in conducting further discussions with others, including constituents and other Members.
- Members should avoid giving separate advice on the development plan or material considerations, as all the issues and relevant information may not be available at this early stage. Any advice should be given by professional officers.
- Members should not be drawn into any negotiations. This should be done by professional officers only.
- Members should adhere to the Council's existing guidance contained in:
 - Planning Committee Members Planning Code of Good Practice Protocol (May 2008)
 - Non-Planning Committee Members Good Practice Guidance (May 2008)
- All Members to attend pre-application meetings to have undertaken appropriate training.

List of pre-application proposals considered by the Protocol, including the attendance of Ward Members

The Cabinet Member for Economic Growth, Environment & Development (Cllr Pritchard) and the Planning Committee Chairman (Cllr Mrs Fisher) or Vice Chairman (Cllr Smedley) are also invited to attend.

Site	Officer	Date	Attending Ward Members
Fradley Airfield	RR	18.12.13	Wilcox, Hogan, Mrs Stanhope
Deanslade Farm	JA	18.12.13	Wilkes
Lichfield South Business Park	JA	29.01.14	Salter, Mrs Hancocks
Hallam Park	SH	29.01.14	Smith, Eadie
Arkall Farm, Ashby Road	JA	12.02.14	Mrs Arnold
Former Philip Harris site, Shenstone	PH	26.03.14	Salter, Mrs Hancock
Land adj to A513, Handsacre	SH	09.04.14	Cox
Land of Milestone Way, Burntwood	RR	23.04.14	Willis-Croft
Lichfield Library	SH	10.09.14	Awty, Smedley
Whittington Heath Golf Club	PH	19.11.14	None
Land at Streethay	RR	03.12.14	None
School Lane, Hill Ridware	SH	14.01.15	Mrs Barnett
Daisy Lane, Marina	SH	11.02.15	Mrs Stanhope

Consultation responses from members on the effectiveness of the Protocol

- Issues raised regarding housing design were addressed by the time the Parish Council received their presentation by the planning agent – welcomed the opportunity to comment.
- The timing of the meetings is not conducive to members in full time employment. Difficult to resolve, but dates and times could be circulated well in advance to secure better attendance.
- Found the whole process worthwhile.
- Good to see the work that goes in before planning application is submitted.
- Having local members involved brings vital local knowledge that both the developers and officers have found useful.
- I have witnessed favourable comments from developers about how useful the process is and what good value for money it is.
- The Protocol requires members to be trained. Does the normal planning training we attend suffice?
- Local ward members should be consulted on the need for a pre-app meeting.
- On a small village application, if the local member is not consulted on the need for a pre-app it raises the possibility of local objections which could have been dealt with at the earlier stage.
- Do not consider non-committee planning members need specific training for pre-app meetings. This could be resolved by a briefing prior to the meeting.
- New councillors should feel they can influence and represent their electorate without the need for an over prescriptive system.
- Having attended several events, I feel they are a valuable tool to ensure future schemes get possible issues sorted out at an early stage. This helps shorten officer workload when issues are not left until the Committee stage.
- Found it very useful and interesting. It helps if the local member knows how the residents feel and for this message to be relayed to the planning officers to help address key issues before they escalate.
- The team approach of officers and members is very important and personally would sorry if the system were to be changed.
- Why 50+ houses and not a lower figure – e.g. 25?
- What scope is there for members, other than the cabinet member or chair/vice chair to request a pre-app meeting? This would be more responsive to address rumours and concerns of local residents.
- I have attended a number of these meetings, but would question why some large applications in my ward have not been involved in this process?
- I have found them both informative and instructive and it give local members, even if they are planning committee members, a greater opportunity to fully understand the complexity of large applications and the opportunity to ask more detailed questions at this formative stage, which can be limited at the official planning meetings.
- I welcome the protocol as an opportunity to involve members at an early stage. It is also good to involve those in 2 and 3 member wards who may not be on the Planning Committee and would otherwise not be involved.
- My only reservation is the additional cost of the operation, but I can appreciate that this may be outweighed by the cost of lost appeals that might be possible through not having the facility.
- Whilst discussing outline schemes is welcomed, many local concerns relate to matters of detail, and would also wish to see full and reserved matters application included in the process.

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

Date: 12th March 2015

Agenda Item: 10

Contact Officers: Craig Jordan / Clare Eggington

Telephone: 01543 308202; 308147

SUBMISSION BY ECONOMIC GROWTH & DEVELOPMENT CABINET MEMBER

LICHFIELD DISTRICT LOCAL PLAN: UPDATE

1. Purpose of Report

- 1.1 The purpose of this report is to update members on progress with the Lichfield District Local Plan, the preparation of Neighbourhood Plans and ongoing work to inform the production of a Community Infrastructure Levy charging schedule.

2. Summary of Policy Development

Lichfield District Local Plan: Strategy

- 2.1 Lichfield District Council submitted the Lichfield District Local Plan: Strategy (Proposed Submission) to the Secretary of State (SoS) for Independent Examination on 22nd March 2013. The SoS duly appointed a Planning Inspector, Mr Robert Yuille MSc DipTP MRTPI, to conduct the examination to see if the Plan is sound and capable of being approved and adopted or not. The Inspector considered the Plan against the following Tests of Soundness:
- **Positively Prepared:** the plan should be based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is practical to do so consistently with the presumption in favour of sustainable development;
 - **Justified:** the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
 - **Effective:** the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
 - **Consistent with national policy:** the plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework.
- 2.2 The process undertaken has been reported to this Committee on several occasions previously, so members will already be well aware of this. However, to summarise, initial Hearings were held in summer 2013, the Inspector identified concerns including the need to find sites for additional housing growth, further work was undertaken and Hearings on the Main Modifications were resumed in October 2014.
- 2.3 The Inspector issued his Final Report on 16th January 2015, which was verbally reported to this Committee on 20th January 2015. The conclusions to his report recommended the final Main Modifications to make the Plan sound and capable of adoption under Section 20 (5) of the 2004 Planning and Compulsory Purchase Act (as amended) and thus meeting the criteria for soundness defined by the National Planning Policy Framework.

- 2.4 The Local Plan Strategy was adopted by resolution of Full Council on 17th February 2015.
- 2.5 This means that the saved policies from the 1998 Local Plan have now been superseded by the policies in the Local Plan Strategy. Exceptions to this are set out in Appendix J of the adopted Local Plan Strategy, and these will be replaced by policies in the Local Plan: Allocations document.
- 2.6 Any person aggrieved by the adoption of the Local Plan may make an application to the High Court within six weeks of its adoption on the grounds that the Plan is not within the appropriate power or that a procedural requirement has not been complied with. A legal challenge to the adoption of the Plan by IM properties was received by this authority on 19th February 2015.
- 2.7 Members will be kept informed of progress accordingly.

Duty to Cooperate and cross boundary issues

- 2.8 Cross boundary work is on going in relation to the statutory Duty to Co-operate. Responses were made in relation to recent consultation relating to the Tamworth Draft Local Plan which has now been submitted to the Secretary of State, and the District Council continues to work constructively with Tamworth Borough Council and North Warwickshire Borough Council to address cross boundary issues in line with the memorandum of understanding (October 2014). This includes the need to explore options for helping Tamworth to address its housing overspill needs. Work is also ongoing in relation to other neighbouring authorities including that relating to Birmingham City Council and its Submitted Development Plan. This includes ongoing participation in the joint housing study being progressed by the GBSLEP.
- 2.9 Work is ongoing across the GBSLEP regarding three key pieces of evidence intended to inform the development of the GBSLEP Spatial Plan: the aforementioned Housing Study, a Strategic Environmental Assessment / Sustainability Appraisal, and a Strategic Employment Sites study. These pieces of evidence will all need to be considered together before decisions can be made in terms of the most appropriate solutions to address the distribution of growth and this work is due for completion summer 2015. Such decisions will inform the GBSLEP Spatial Plan which members will be aware of.
- 2.10 Cannock Chase Council is now undertaking work on their evidence base to inform Part 2 of its Local Plan (site allocations). This Council continues to engage in discussions and has recently provided a response on the methodology proposed for Cannock's forthcoming Green Belt review.

Neighbourhood Planning

- 2.11 Stonnall Neighbourhood Plan has now been formally submitted to the District Council in accordance with section 16 of the Neighbourhood Planning (General) Regulations 2012. The consultation period lasts for 6 weeks and runs from Friday 6th February 2015 to Friday 20th March 2015 . An Examiner is in the process of being appointed to assess the Plan and provided he / she determines that the Plan meets the Five Basic Conditions specified under the Regulationsⁱ it will then proceed to Referendum.

ⁱ Plans must be appropriate having regard to national policy; they must be in general conformity with the strategic policies in the Development Plan; they must be compatible with EU obligations; they must be compatible with human rights requirements and they must contribute to the achievement of sustainable development.

- 2.12 The status of all emerging Neighbourhood Plans in Lichfield District can be viewed at www.lichfielddc.gov.uk/neighbourhoodplans
- 2.13 Before Neighbourhood Plans can begin to be prepared by local communities (in Parished areas by the Parish Council), they must apply to the District Council to have their proposed Neighbourhood area formally designated under the Neighbourhood Planning (General) Regulations 2012 (Part 2) (Section 5).
- 2.14 Presently, Neighbourhood Area designations can only be made by resolution of Full Council, unless delegated powers have been given for such decisions to be made on its behalf. The Government has indicated that it wants to speed up the process, requiring Local Authorities to come to a decision within 8 weeks where the proposed Neighbourhood Area aligns with a Parish boundary, and slightly longer for more complex cases.
- 2.15 Given that these shortened timeframes also encompass a requirement for the Local Authority to undertake a 6 week consultation on the proposed designation (Regulation 6), it will be highly impractical to then take a recommendation through the full Committee cycle to Full Council within the timeframes specified.
- 2.16 A report will therefore shortly be taken to Cabinet and Full Council requesting that the cabinet member for Economic Growth, Environment and Development is granted delegated powers to make decisions regarding the designation of Neighbourhood Areas under Part 5 of the Neighbourhood Planning (General) Regulations 2012.

Community Infrastructure Levy update for information

- 2.17 A Draft Charging schedule is being reported to Cabinet on 10th March 2015 and a verbal update will be given at the Economic Growth, Environment and Development (O&S) meeting.

Local Plan delivery

- 2.18 A key element of work relating to the Local Plan and its associated documents is to ensure the delivery of strategy, ensuring this can be turned into action. In some cases this means that external funding opportunities must be sought where these align to the strategic priorities of the Local Plan and its delivery arm, the Infrastructure Delivery Plan.
- 2.19 A separate report is on this agenda regarding the Heritage Lottery Fund bid for Fazeley.
- 2.20 Work is ongoing in relation to the two Special Areas of Conservation (SAC): the River Mease, and Cannock Chase. Development has to be mitigated for where it has an impact on these areas as SACs are European designated sites of protection.
- 2.21 Practical works delivered through the District Council are ongoing on the River Mease Special Area of Conservation to mitigate for housing development within its catchment. The delivery of the developer contributions scheme includes awareness raising which has included pop ups for use at events, a septic tank leaflet and initial work on interpretation panels These have been complemented by practical works which include the design of a silt trap, installation of a new agricultural bridge and improvement works to a road culvert. Further works are ongoing to deliver projects contained within the River Restoration Plan which are fundable through the Developer Contribution Scheme.
- 2.22 The Council is also supporting the Cannock Chase Special Area of Conservation partnership in the development of a Memorandum of Understanding and a business plan which will serve as a blueprint for how the SAC partnership will operate, spelling out its purpose, vision and means of operation.

- 2.23 A methodology for the percentage split and therefore the proportion of funding each authority is required to contribute has been agreed by the SAC Partnership and is being taken through the relevant committee cycles by the participating authorities. This includes a report to Lichfield District Council's Cabinet on 10th March 2015. The Developer Contribution calculations are included in each individual authority's 'Guidance to Mitigate the Impact of New Residential Development' and it is at the discretion of each authority within the 0-8km Zone of Influence how they chose to collect their individual total mitigation monies.

3. Community Benefits

- 3.1 The adopted Local Plan Strategy replaces the adopted 1998 Local Plan (although some policies are still 'Saved' to be replaced by the allocations document), providing the policy basis for ensuring sustainable growth and the future development of the District in a manner that protects and enhances the built and natural environment whilst addressing a range of issues affecting communities including housing, transport, employment and skills, infrastructure, community safety and health needs. It provides the context within which emerging Neighbourhood Plans will need to be developed by local communities.
- 3.2 The introduction of CIL will help in delivering the essential infrastructure required to support development in the District.

4. Recommendation

- 4.1 That the Committee notes the update in relation to the Lichfield District Local Plan Strategy, Neighbourhood Plan preparation and work to progress the Community Infrastructure Levy.

5. Financial Implications

- 5.1 The preparation of the Local Plan has financial implications but these have been considered as part of a previous service and financial planning process. Neighbourhood Plans attract government grant resources to ensure Local Authorities are sufficiently well resourced in order to be able to deliver on their statutory duties in relation to these. When implemented, CIL will bring in a new funding stream to help progress the delivery of infrastructure priorities in line with the Local Plan, although some of these resources would formerly have been funded by Section 106 obligations so much will not be 'new' money. Up to a quarter of CIL receipts will have to be paid to Parish Councils where development occurs in their area (25% if a Neighbourhood Plan is in place, 15% in all other cases).

6. A Plan for Lichfield District Implications

- 6.1 The Local Plan is relevant to all of the Council's ambitions identified in the Plan for Lichfield District where they have a spatial element. In particular, it is important to integrate the processes and content of the Local Plan with the Plan for Lichfield District 2012-16 and the Staffordshire Sustainable Communities Strategy.

7. Sustainability and Carbon Reduction Issues

- 7.1 The purpose of a Local Plan is to establish a spatial policy framework for sustainable development and one that addresses as part of policy formulation and subsequent implementation, issues relating to Carbon Reduction. The Local Plan recognises carbon reduction as a key and over-arching issue, addressing this through spatial policy and considering the issues for mitigation and adaptation.

8. Human Rights Issues

- 8.1 The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 cover human rights matters.

9. Crime and Community Safety Issues

- 9.1 Crime and community safety issues were considered as an integral part of the Local Plan Strategy.

10. Risk Management Issues

Risk	Likelihood/ Impact	Risk Category	Countermeasure	Responsibility
Local Plan needs to be applied corporately so that the strategy consistently implemented in addressing the spatial issues arising from the Council's own plans and strategies.	Low/High	Strategic Financial reputational	Ensured wide consideration of preferred strategy before submitting for examination and further detailed consideration before progressing Main Modifications and subsequent adoption.	Development Services/Leadership Team
Legal Challenge to plan	High / high	Strategic financial reputational	Local Plan and all supporting documentation has been prepared to be robust and legally complaint	Development Services/Leadership Team
Council fails in its statutory duties in relation to neighbourhood Planning	Low / high	Strategic financial reputational	Appointment of the neighbourhood planning officer as agreed through the service review to ensure adequate resourcing	Development Services/Leadership Team
Failure under the Duty to co-operate	Low / high	Strategic reputational	Positive and proactive engagement, memoranda of Understanding and Statements of Common Ground	Development Services/Leadership Team

Background Documents:

1. Lichfield District Local Plan Strategy adopted February 2015
2. Inspectors Final report January 2015
3. Sustainability Appraisal: Proposed Submission Local Plan Strategy including EiP Modifications (February 2014)
4. Addendum to Habitat Regulations Assessment (January 2014)
5. Infrastructure Delivery Plan (January 2014)
6. CIL Preliminary Draft Charging Schedule (March 2014)
7. CIL Draft Charging schedule and associated Papers (Cabinet March 10th 2015)
8. Cannock Chase SAC Cabinet Report March 10th 2015

9. The Plan for Lichfield District 2012-16
10. National Planning Policy Framework 2012 and National Planning Guidance
11. Neighbourhood Planning Regulations 2012

Important web links

www.lichfielddc.gov.uk/localplan

www.lichfielddc.gov.uk/localplanexamination

www.lichfielddc.gov.uk/evidence

www.lichfielddc.gov.uk/mods

www.lichfielddc.gov.uk/neighbourhoodplans

www.lichfielddc.gov.uk/cil

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/designating-a-neighbourhood-area/>

R. K. King

Report checked and approved:

Strategic/Corporate Director

SUBMISSION TO ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE

Date: March 12th 2015

Agenda Item: 11

Contact Officer: Richard King

Telephone: 01543 308060

Local Ward Members: applicable to all wards

SUBMISSION BY CABINET MEMBER FOR DEVELOPMENT SERVICES

ACTIVITY AND PERFORMANCE INDICATORS 2015/16

1. Purpose of Report

- 1.1 To consult with Members regarding the proposed activity and performance indicators for Development Services to be reported to this Committee on a biannual basis

2. Background and Rationale

- 2.1 At the January meeting of this Committee, Members considered a Directorate Top 10 and were advised that a proposed set of performance indicators would be produced for consideration by the Committee in March.
- 2.2 The objectives of providing the Committee with performance indicators are to enable Members:
- To monitor services which we have a legal obligation to provide or where a large number of customers are affected or matters which are of particular interest to the public eg. preparation of planning policy, determination of planning applications and results of appeals.
 - To prompt questions to be asked so that the Cabinet Member and officer team are held to account
 - To check that value for money is being provided
 - To gain a better insight and understanding of the services delivered
 - To ask for more in depth reports where concerns are raised
 - To inform the Committee's future Work Programme
- 2.3 Members will recall that performance indicators (PIs) have been presented to this Committee in previous years; performance reports are provided at the June and January meetings of the Committee (reflecting the full year and mid year position). These PIs have been reviewed and where relevant revised having regard to the Directorate Top 10, Service Plans (as considered by this Committee in December 2014) and other service issues / policy or legislative changes. Subject to Members' approval, data in relation to these PIs will be collected and reported from April 2015. The proposed PIs are set out at **Appendix A**
- 2.4 Targets will be set for each PI having regard to previous year's performance / activity. Target setting will be undertaken in the spring once we have the complete year of data for 2014/15.

3. Recommendation

- 3.1 Members are requested
- to consider and comment upon the proposed PIs
 - to note that reports on performance will be considered at the June and January meetings of this Committee.

4. Financial Implications

- 4.1 None arising directly from this report.

5. Plan for Lichfield District Implications

- 5.1 Underpinning the themes within the Plan is for Lichfield to be a good Council that provides community leadership and delivers value for money services that people want. This ambition is performance assessed and measured alongside our achievements under our key themes. We achieve this aim by maximising the council's performance, innovation and efficiency so we use our resources well and deliver good quality and better value services.

6. Community Benefits

- 6.1 The effective scrutiny of performance reports and data drives performance improvement leading to direct benefits for the community through improved services and value for money based on achieving key priorities.

7. Equality & Diversity Implications

- 7.1 Equality and diversity implications are considered during the planning and delivery of the day to day activities of the Directorate e.g. an equality impact assessment was conducted in relation to a new mobile homes fee policy

8. Human Rights Issues

- 8.1 None specific to this report

9. Crime and Safety Issues

- 9.1 None specific to this report

10. Risk Management Issues

Risk Description	Likelihood / Impact	Status	Risk Category	Countermeasures
Information provided to Members is too 'high level' and inadequate for robust scrutiny	Medium / medium	Material	Reputation	The Cabinet Member, Director and Service Managers are in attendance at the O&S meeting and can elaborate on the content of the report Members can request further details or a separate report on any item referred to in the report

Background Documents:

Report checked and approved:

Strategic/Corporate Director

Development Services Performance and Activity Indicators 2015/16: the Descriptors

Performance Indicator (Descriptor)	Why we need this information
1. The percentage of major planning applications determined against statutory national indicators of 60% or above.	This is a long established CLG <u>statutory return</u> and a good measure of efficiency. The development industry confirms that quicker decisions help accelerate economic growth. Failure to determine 40% of major applications can result in designation as a poor performing planning authority.
2. The percentage of minor planning applications determined against statutory national indicators of 65% or above.	This is a long established CLG <u>statutory return</u> and a good measure of efficiency. The development industry confirms that quicker decisions help accelerate economic growth. CLG are considering setting a target below the minimum threshold to designate poor performing planning authorities.
3. The percentage of other planning applications determined against statutory national indicators of 80% or above.	This is a long established CLG <u>statutory return</u> and a good measure of efficiency. The development industry confirms that quicker decisions help accelerate economic growth. CLG are considering setting a target below the minimum threshold to designate poor performing planning authorities.
4. The percentage of all planning appeals dismissed - 70% or above.	This is a long established CLG <u>statutory return</u> and a good measure of the quality of decision making.
5. The number of major planning decisions allowed at appeal as a percentage of all major decisions over a two year period – below 20%.	This is a <u>statutory designation criteria</u> for a poor performing planning authority. Designation would have serious financial and reputational risks for the Council, with developers having the choice to submit major applications direct to the Planning Inspectorate.
6. 95% of building control applications checked within 2 weeks of receipt	This is an internal performance management measure and good indicator of efficiency and customer satisfaction when competing for business in a commercial environment.
7. Process 100% of land charges applications in 10 working days	This is an internal performance management measure and good indicator of efficiency and customer satisfaction when competing for business in a commercial environment.
8. The number of net dwellings completed in a financial year	This is a <u>statutory return</u> and measure for New Homes Bonus.
9. The number of affordable housing completions in a financial year	This is a <u>statutory return</u> and measure for New Homes Bonus.