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19 January 2016

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 **WEDNESDAY 27th JANUARY 2016 at 6.00 PM** in the **COMMITTEE ROOM**, District Council House, Lichfield, to consider the following business.

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

Yours faithfully



Strategic Director

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

Councillors Cox (Chairman), Mrs Baker (Vice Chairman), Mrs Barnett, Mrs Boyle, Drinkwater, Mrs Eagland, Mrs Evans, Mills, Mosson, Rayner, Miss Shephard, Smedley and Mrs Stanhope MBE.

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. To approve as a correct record the Minutes of the meeting held on the 23rd September 2015 (copy attached)
4. Work Programme and Forward Plan (copy attached)
5. Local Plan Update (copy attached)
6. Draft Statement of Community Involvement (SCI) (copy attached)
7. Car Park Management Review (copy attached)
8. Economic Development Review (copy attached)
9. Report on the Supplementary Planning Document Developer Contributions (copy attached)
10. Update on the Progress Toward a Formal Parking Strategy for Lichfield District (copy attached)
11. Mid Year Performance Report – One Year Action Plan 2015/16 for Development Services (copy attached)
12. Directorate Top 10 – 2016/17 (copy attached)

Briefing Papers to be issued separately:

HS2

*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
23rd SEPTEMBER 2015**

PRESENT

Councillors Cox (Chairman), Mrs Baker (Vice-Chairman), Mrs Barnett, Mrs Boyle, Drinkwater, Mrs Eagland, Mrs Evans, Mills, Mosson, Rayner, Miss Shepherd, Smedley and Mrs Stanhope MBE

APOLOGIES FOR ABSENCE: Were received from Councillor Mrs Eagland

(In accordance with Council Procedure Rule No.17 Councillor Pritchard 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 16th June 2015 as circulated were approved as a correct record and signed by the Chairman.

WORK PROGRAMME AND FORWARD PLAN

Members considered the Work Programme and Forward Plan and it was noted that at a meeting of the Overview and Scrutiny Coordinating Group It was agreed that following the LGA Peer Review, a number of changes would be introduced to aid effective scrutiny. It was reported that these included a fewer items on the work programme and for Committees to only consider items that required significant O&S input with other 'for information' items being sent as briefing papers.

It was also reported that O&S Chairmen/Vice-Chairmen would have triangulation meetings with Cabinet Members to discuss forthcoming areas of work. The Committee noted that one of these meetings had taken place and items that had been discussed included development proposals for Burntwood and car parking with a mind of creating Task Groups to investigate these areas. It was noted that CIL had been discussed as a possible item as there had been concerns regarding the lack of opportunity for the Committee to scrutinise however it had since been confirmed that it was too far along the procedure but individual Members could give representations to the Planning Inspector.

RESOLVED: That the Work Programme and Forward Plan be noted.

LOCAL PLAN UPDATE AND KEY ISSUES

Members considered a report updating them on progress with the Lichfield District Local Plan, the preparation of Neighbourhood Plans and the ongoing work to inform the production of a Community Infrastructure Levy (CIL) charging schedule. The report also sought endorsement of the proposed adoption of Council Policy to boost local affordable

housing delivery in the absence of any national guidance and approval to publish an updated Infrastructure Delivery Plan.

The Committee discussed the Local Plan Strategy (LPS) for Affordable Housing. It was reported that Policy H2 of the LPS required a lower threshold for affordable housing requirements for rural developments. It was then reported that during the later stages of the Local Plan Examinations, the Government announced that it did not wish to see smaller residential sites contribute towards affordable housing and so updated its Planning Practice Guidance. Because of this, the Inspector examining the Council's Local Plan, created main Modification 25 altering the policy wording and bringing it inline with this new guidance. The Committee noted that this Government Guidance had since been challenged in court and found unlawful resulting in it being withdrawn. It was reported that this had led to significant policy gap in the Local Plan and it was proposed that the original Policy H2 be adopted. It was noted that as the Local Plan had been adopted, there was not an opportunity to change it however H2 could be adopted as Council policy which would in turn have material weight when considering Planning applications.

When asked, it was noted that the risk of challenge to the introduction of the Policy was high but it was felt that it was defensible. Members unanimously agreed with this recommendation.

Duty to Cooperate and cross boundary issues were then discussed and it was noted that this was continuing with neighbouring authorities. It was then reported that work was ongoing in relation to Birmingham City Council and its Submitted Development Plan, the Main Modifications.

Land availability in the Tamworth Borough Council area was discussed and it was felt that although they had capacity for Industrial development, they required other Local Authorities to provide some of their housing needs.

An update on the Community Infrastructure Levy (CIL) was then given and it was reported that a consultation on the Draft Charging Schedule (DCS) had recently been carried out and preparations were underway for an independent examination of it.

Members had concerns that there were two differing amounts of charges dependant on areas with the areas receiving the lower amount being those that could be seen as requiring the greater infrastructure. It was reported that it had been identified through consultants that evidence showed that the viability and cost of development in these areas were lower and therefore would be difficult to demand a higher rate of CIL. It was noted however if the evidence were to change, the CIL could be amended to reflect this. It was requested that if this were to occur, the Committee have ample opportunity to scrutinise the changes.

The Committee then considered the attached Infrastructure Delivery Plan in detail and the following points were raised.

When asked it was noted that as it was for the Health sector to actually provide health centres in Burntwood, however the plan set out that the Council would support this as and when it were to happen. It was noted that similarly this was the case regarding works to rail transport including improvements at stations. The Committee appreciated that these improvements had been recognised and included in the plan.

The Committee requested that impacts on businesses be included in the plan especially regarding HS2 and the Local Transport Package for the City Centre. It was then requested that when considering education in the Fradley area, liaison with Burton schools be included as many students travel in that direction. Canals were then

discussed and it was requested that expansion has happening quickly and any more should be carefully planned.

Leisure and sport infrastructure was considered and it was felt that as the Plan showed evidence that if provision was required, applications should be supported with little reason to refuse. It was asked if the Plan had been considered by the Leisure, Parks and Waste Management (Overview & Scrutiny) Committee and it was reported that the Plan had been as a result of an Officer Working Group and dialogue with relevant Council departments. It was agreed that if required, a joint Overview & Scrutiny Committee could be called to consider leisure in more detail.

RESOLVED: (1) That the Committee endorse the approach taken to adopt Council Policy in relation to the delivery of affordable housing in line with Policy H2 of the submitted Local Plan Strategy before it was modified to account for Government changes to the national planning guidance on 28th November 2014;

(2) That Cabinet be recommended to formally adopt the proposed policy and it be applied to relevant planning applications as a material consideration; and

(3) That the updated Infrastructure Delivery Plan be published as part of the Local Plan evidence base; and

(4) That the update in relation to the Lichfield District Local Plan Strategy, Neighbourhood Plan preparation, work to progress the Community Infrastructure Levy and work to mitigate for impacts on the two Special Areas of Conservation be noted.

REPORT ON THE SUPPLEMENTARY PLANNING DOCUMENT HISTORIC ENVIRONMENT

The Committee received a report on the draft Historic Environment Supplementary Planning Document (SPD) which was consulted upon between July and August 2015. The Committee discussed the representations received and proposed actions in light of those comments made.

Thanks were given to the Members of all the SPD Task Groups along with the Chairmen of those groups for their hard work on the documents. Officers who helped the Task Groups were also thanked for their assistance and input.

The Committee were pleased with the responses received which had been positive and constructive.

RESOLVED: That the report be noted and Cabinet be recommended that, subject to the amendments as set out in Appendix A of the report being made to the document, the Historic Environment SPD be formally adopted by Council

REPORT ON THE SUPPLEMENTARY PLANNING DOCUMENT ON RURAL DEVELOPMENT

The Committee received a report on the draft Rural Development (SPD) which was consulted upon between July and August 2015. The Committee discussed the representations received and proposed actions in light of those comments made.

It was then reported that that this SPD superseded an existing SPD on Re-use of Rural Buildings which would be withdrawn if the new SPD was approved. It was also noted that the SPD would be amended to reflect the new affordable housing policy.

RESOLVED: That the report be noted and Cabinet be recommended to approve and adopt the Supplementary Planning Document on Rural Development and the withdrawal of the existing Re-use of Rural Buildings SPD adopted in 2005.

REPORT ON THE SUPPLEMENTARY PLANNING DOCUMENT ON SUSTAINABLE DESIGN

The Committee received a report on the draft Sustainable Design (SPD) which was consulted upon between July and August 2015. The Committee discussed the representations received and proposed actions in light of those comments made.

RESOLVED: (1) That the report be noted and Cabinet be recommended to approve and adopt the SPD on Sustainable Design; and

(2) That approval be sought from Planning Committee to amend the Local validation Requirements to accommodate the Sustainable Checklist.

(The Meeting closed at 7.55pm)

CHAIRMAN

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|-------------------------------|-----------|-----------|-----------------|---|--------------------|-------------|
| Policy Development | | | | | | |
| Terms of Reference | | | | | Christine Lewis | |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|--|-----------|-----------|---|--|--------------|-------------|
| <p>Local Plan – Strategy, Land Allocations and Monitoring.</p> <p>Associated Neighbourhood Plans and Community Infrastructure Levy</p> | ✓ | ✓ | <p>To receive reports on the preparation and implementation of the Lichfield District Local Plan, associated Neighbourhood Plans and infrastructure delivery mechanisms</p> <p>The Lichfield District Local Plan when finalised and adopted will establish spatial policy for Lichfield District. An overarching Strategy has been adopted. A detailed land allocations document with development management policies is now scheduled to be prepared.</p> <p>To receive reports on progress with Neighbourhood Plans which are being prepared by designated neighbourhood areas.</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 including using developer contributions obtained under the Community Infrastructure Levy.</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> | Craig Jordan | |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|--|--------|--------|---|--|---------------|----------------------|
| 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 protecting, enhancing and creating nature conservation habitats linked to development proposals.</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 |
| 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> | Portia Howe | Cllr Eric Drinkwater |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|---|-----------|-----------|---|---|---------------|-------------|
| Developer Contributions – Supplementary Planning Document | ✓ | | <p>To receive reports on the preparation of a Supplementary Planning Document on Developer Contributions</p> <p>The SPD would provide detailed guidance on how developer contributions would contribute towards delivering key local infrastructure also also explain the relationship between CIL and S106.</p> | | Craig Jordan | |
| Statement of Community Involvement | ✓ | | <p>To receive and consider a revised version of the Council's Statement of Community Involvement setting out how the Authority intends to engage with residents and stakeholders in the operation of the planning system in Lichfield District. To approve a draft SCI for the purposes of public consultation.</p> | | Heidi Hollins | |
| Pre-Application Charging Regime | | ✓ | <p>To receive a report on the effectiveness of the Pre-Application Charging regime part of the Development Management process</p> | | Sean Coghlan | |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|---|--------|--------|---|--|--------------|-------------|
| High Speed 2 – Phases 1 and 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 a second phase providing links to Manchester and Leeds</p> <p>The Government has confirmed its support 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. A Hybrid Bill was deposited in Parliament in November 2013 seeking the necessary approvals and is currently going through the House of Commons Select Committee stage. Proposals and consultation in respect of Phase 2 will be published in due course.</p> | <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</p> | Craig Jordan | |
| Conservation Area Appraisals and Management Plans | | ✓ | <p>To receive reports relating to the preparation of Conservation Area Appraisals and CA Management Plans</p> <p>The Authority is under a duty to review its Conservation Areas to ensure they appropriately reflect their intended status.</p> | <p>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.</p> | Claire Hines | |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|---|---------------|---------------|---|--|----------------------------|--------------------|
| Performance monitoring | ✓ | | To consider the performance of the Directorate against the 14/15 Action Plan (June meeting) and the 15/16 Action Plan top 10 for Development (January meeting) | N/A | Richard King | TBA |
| Friarsgate Scheme | | ✓ | To receive updates on progress of the project | Work with developers to move forward the Friarsgate Shopping Centre Scheme | Helen Cook | |
| 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 District Economic Development Performance | | * | To receive update reports/briefing papers on the economic performance of Lichfield District in 2015/16. | | Craig Jordan/James Roberts | |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|--|---------------|---------------|--|---|---------------------------|--------------------|
| Review of The Lichfield District's 2015 Festivals and Events Programme and Preview of 2016 Programme | | * | To outline to the Committee the extent and success of the Lichfield District 2015 Festivals and Events Programme and to outline the proposed 2016 programme. | 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. | Lizzie Thatcher | |
| Economic Development Service Review | | ✓ | To receive reports on a review of the Council's Economic Development Service | | Richard King/Craig Jordan | |
| Car Parks Management Review | | ✓ | To receive reports on a review of the Council's car parks management arrangements | | Richard King/Craig Jordan | |
| Car Park Management | ✓ | | To receive reports and briefing papers on the operation of the Council's Car Parks and Car Parking Strategy. To receive reports and briefing papers on on-street Car Parking Enforcement following the transfer of responsibilities to Staffordshire County Council | | John Roobottom | |

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2015-16

| Item | 27 Jan | 16 Mar | Details/Reasons | Link to 2015/16 One Year Action Plan | Officer | Member Lead |
|---------------------------------------|-----------|-----------|--|---|-------------------------------------|-------------|
| Development Control Performance | | * | To brief the Committee on Development Control performance | | Claire Billings/Se an Coghlan | |

LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Updated: 15.01.2016

Effective for the Period 01.02.2016 – 31.05.2016

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 CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)} | CONFIDENTIAL YES/NO ⁽⁸⁾ | DECISION EXPECTED TO UNDERTAKE ⁽²⁾ | DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾ | CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE ⁽⁵⁾ | CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾ |
|--|------------------------------------|---|--|---|------------------------------------|---|
| Risk Management Update | No | | Audit Committee 26/01/2016 | | | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120 |

* DENOTES KEY DECISION

| MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)} | CONFIDENTIAL YES/NO ⁽⁸⁾ | DECISION EXPECTED TO UNDERTAKE ⁽²⁾ | DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾ | CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE ⁽⁵⁾ | CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾ |
|---|------------------------------------|--|--|---|------------------------------------|--|
| *Proposal for changes to the management structure of Lichfield District Council | No | Approval of proposals for formal consultation to restructure the top three tiers of management in Lichfield District Council | Cabinet 28/01/2016 Council 23/02/2016 | Cabinet on 28 th January Employment Committee on 11 February | | OFFICER: Diane Tilley (01543) 308001 CABINET MEMBER Leader – Mike Wilcox (01543) 309609 |
| *Strategic Plan 2016-2020 | No | To approve the Strategic Plan | Cabinet 09/02/2016 Council 23/02/2016 | Consultation with Strategic O&S in November 2015 and January 2016 | Final draft Strategic Plan | OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER: Councillor D Pullen 07817 105542 |
| *Money Matters Reports: Review of Financial Performance against the Financial Strategy – April to November 2015 | No | | Cabinet 09/02/2016 | Strategic (O&S) Committee 02/02/2016 | | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120 |

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|--|------------------------------------|---|--|---|------------------------------------|--|
| *Medium Term Strategy (Revenue and Capital 2016-19 (MTFS) (R&C) 2016-19 | No | | Cabinet 09/02/2016 | Strategic (O&S) Committee 02/02/2016 | | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120 |
| *The approval of the proposed cinema operator as tenants of the cinema within the Friarsgate Development | Yes | To agree the proposed cinema operator based on the proposed letting terms | Cabinet 09/02/2016 | | | OFFICER: Mrs H Bielby (01543) 308252 CABINET MEMBER: Councillor I Pritchard (01543) 472232 |
| *Disposal of property acquired through compulsory Purchase | No | Agree to and method of disposal of the Property | Cabinet 09/02/2016 | | | OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C. Greatorex (01543) 416677 |

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|--|------------------------------------|---|--|---|------------------------------------|---|
| Withdrawal of Borrowcop Lane Area Supplementary Planning Document (SPD) | No | To agree to the withdrawal of the SPD | Cabinet 09/02/16 Council 23/02/2016 | Reported to EG,E and D O&S in January 2016 | | Officer: Craig Jordan (01543 308202) Cabinet Member: Councillor I Pritchard (01543) 472232 |
| *Money Matters Reports: Medium Term Financial Strategy (Revenue and Capital) 2016-19 (MTFS) R&C) 2016-19 | No | | Council 23/02/2016 | | | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120 |
| *Council Tax Resolution | No | | Council 23/02/2016 | | | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120 |

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|---|------------------------------------|---|--|---|---|---|
| The Civic Function – proposals for change 2016/17 | No | Proposals for changes to how the Civic Function is undertaken; events attended and held and transport provided to ensure it proactively supports the delivery of the strategic priorities of the Council. To be implemented in Civic year 2016/17 | Council 23/02/2016 | Strategic Overview and Scrutiny Task Group reported to Committee on 9 th September 2015 | Strategic Overview and Scrutiny Committee report dated 9 th September 2015 | OFFICERS: Ms D. Tilley and Mrs J. Jones (01543 308001/3) CABINET MEMBER: Councillor M. J. Wilcox (01283) 791761 |
| *Re procurement of Planning, Building Control, Licensing, Gazetteer Management and Street Naming, Numbering software suite, Land Charges, Planning Portal Connector, National Land Information services connector | NO | To approve the decision of software provider and costs for the procurement of Planning , Building Control, Licensing, Gazetteer Management and Street Naming, Numbering software suite, Land Charges, Planning Portal Connector, National | Cabinet 08/03/2016 | Evaluation of tender responses | ITT and Tender documents | OFFICERS: Mr G Thomas (01543) 308131 Mr K Sleeman (01543) 308120 CABINET MEMBER: Councillor D Pullen (01543) 300075 |

* DENOTES KEY DECISION

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|--|------------------------------------|--|--|---|--|---|
| and Public Access for Planning | | Land Information services connector and Public Access for Planning | | | | |
| Empty Homes Policy | NO | Approval of an Empty Homes Policy 2016 | Cabinet 08/03/2016 | Consultation with Community Housing and Health Overview and Scrutiny Committee 20.1.16 | Report to Community Housing and Health Overview and Scrutiny Committee 20.1.16 | OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677 |
| *Leisure Review: To review the current arrangement for the provision of leisure services in Lichfield District | Yes | To determine the future & shape of the Council's leisure services | Cabinet 08/03/2016 | Leisure, Parks & Waste Management (O&S) Committee 14/1/16. Consultation with outside consultants, Stakeholders and Partners. | Options appraisal evidence base | OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: Councillor A Smith |
| Letting of Pest Control Contract * | Yes | Approve the recommended supplier | Cabinet 08/03/2016 | Options report taken to Community Housing and Health O&S Committee 7 th September 2015 | | OFFICER: Mr Gareth Davies (01543) 308741 CABINET MEMBER: Councillor C Greatorex |

* DENOTES KEY DECISION

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|--|------------------------------------|---|--|---|------------------------------------|---|
| Amendments to the Constitution regarding the dismissal of Statutory Officers | No | | Council October 2016 | Full Council | | OFFICER: Mr R King (01543) 308060 CABINET MEMBER: Councillor C J Spruce (01543) 258120 |

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, Council a Cabinet Member alone, an Officer under Delegated Powers
7. The Officer or Member who should be contacted regarding the matter under consideration.
8. Indicate whether the report will be confidential.

* Denotes Key Decision

MEMBERS OF THE CABINET

Leader of Cabinet
Deputy Leader of Cabinet and
Cabinet Member for Economic Growth, Development and Environment
Cabinet Member for Leisure and Parks
Cabinet Member for Housing & Health
Cabinet Member for Waste Management
Cabinet Member for Finance and Democracy
Cabinet Member for Tourism and Communications
Cabinet Member for Community

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard
Councillor A. F. Smith
Councillor C. Greatorex
Councillor I. M. Eadie
Councillor C. J. Spruce
Councillor Mrs H. E. Fisher
Councillor D. R. Pullen

* DENOTES KEY DECISION

MEMBERS OF THE COUNCIL

Allsopp, Mrs J A
Awty, R J
Bacon, Mrs N.
Baker, Mrs D F
Bamborough, R. A. J.
Banevicius, Mrs S W
Barnett, Mrs S A
Boyle, Mrs M G
Constable, Mrs B L
Constable, D H J
Cox, R E
Drinkwater, E N
Eadie, I M

Eagland, Mrs J M
Evans, Mrs C D
Fisher, Miss B
Fisher, Mrs H E
Greatorex, C
Hassall, Miss E A
Humphreys, K P
Leytham, D J
Marshall, T
Matthews, T R
Mills, J
Mosson, R C
O'Hagan, J P
Powell, J J R

Pritchard, I M P
Pullen, D.R.
Pullen, Mrs N I
Rayner, B L
Salter, D F
Shepherd, Miss O J
Smedley, D
Smith, A F
Spruce, C. J.
Stanhope MBE, Mrs M
Strachan, R W
Tittley, M C
Tranter, Mrs H
Warfield, M A

White, A. G.
Wilcox, M J
Woodward, Mrs S E
Yeates, A
Yeates, B W

Local Plan Update Report

Cabinet Member for Economy

Date: 27th January 2016

Agenda Item:

Contact Officer: Craig Jordan

Tel Number: 01543 308202

Email: craig.jordan@lichfielddc.gov.uk

Key Decision? No

Local Ward Members All Ward Members



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

1. Executive Summary

- 1.1 The purpose of this report is to update Members on progress with the Lichfield District Local Plan and related duty to cooperate obligations, the preparation of Neighbourhood Plans, Supplementary Planning Documents and ongoing work to develop a Community Infrastructure Levy charging schedule.

2. Recommendations

- 2.1 That the Committee notes the update in relation to the Lichfield District Local Plan Strategy and Sites Allocation Plan, Neighbourhood Plan preparation, work to progress the Community Infrastructure Levy, Duty to Cooperate obligations and Supplementary Planning Documents.

3. Background

Local Plan Strategy: Context

- 3.1 The Local Plan Strategy was adopted by resolution of Full Council on 17th February 2015.
- 3.2 As Members will already be aware, a High Court legal challenge to the Local Plan Strategy by IM Properties was unsuccessful. This decision was subsequently confirmed by a Court of Appeal Judge however, the claimants have sought to have an oral hearing before the Court of Appeal. At the time of writing this report, it is not known whether this request will be granted and if so when the hearing will take place.
- 3.3 In the meantime, and as per the agreed Local Development Scheme efforts are being concentrated on preparing a Local Site Allocations Plan which will complement and provide more specific details on the Local Plan Strategy.

Local Plan: Affordable Housing

- 3.4 Members will recall that at the last meeting of the Committee in September 2015 it was proposed that the Council adopt a policy requiring affordable housing to be provided on smaller development sites outside of Lichfield City and Burntwood. This was in response to a successful legal challenge made to the Government who had sought to prevent affordable housing being provided on such sites even where there was local evidence to suggest that a policy requirement of this kind was fully justified. The Committee supported this initiative and in due course this policy has been endorsed by Cabinet and Full Council.

Duty to Cooperate and cross boundary issues

- 3.5 Cross boundary work is ongoing in relation to the statutory Duty to Co-operate. Lichfield District Council attended Hearings in relation to the Examination in Public of the Tamworth Local Plan in June 2015 and has made representations subsequently to proposed modifications which Tamworth Borough Council has published for consultation. These representations relate to the ability of Tamworth to meet its housing needs as far as is possible on land within its administrative boundaries. The District Council also 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) including in respect of those housing needs that cannot effectively be met in Tamworth.
- 3.6 Work is also ongoing in relation to other neighbouring authorities especially regarding Birmingham City Council and its Submitted Development Plan. Birmingham has a substantial shortfall in terms of the housing which it is unable to accommodate within its boundaries. Birmingham is also part of a larger Housing Market Area which includes Lichfield District and a number of other authorities neighbouring Birmingham City where there is an overall shortfall of housing provision compared to identified needs. Birmingham City Council's proposed Main Modification 2 to its emerging Development Plan states: *'Birmingham's objectively assessed housing need for the period 2011 to 2031 is 89,000 additional homes. It is not possible to deliver all of this additional housing within the City boundary. The City Council will continue to work actively with neighbouring Councils through the Duty to Co-operate to ensure that appropriate provision is made elsewhere within the Greater Birmingham Housing Market Area to meet the shortfall of 37,900 homes'*.
- 3.7 A (proposed) modified paragraph 4.7 of the Birmingham Plan sets out the situation in terms of how this 'overspill' will be addressed: *"The City Council will seek to work collaboratively with neighbouring authorities to secure the development of further homes to contribute toward meeting Birmingham's housing requirement over the period to 2031. This will focus on the Greater Birmingham Housing Market Area (HMA), which comprises, in addition to Birmingham itself, The Black Country, Bromsgrove, Redditch, Solihull, North Warwickshire, Tamworth, Lichfield, Cannock Chase, South Staffordshire and parts of Stratford-on-Avon. In 2014 the Greater Birmingham and Solihull Local Enterprise Partnership and the Black Country authorities jointly commissioned a study to assess future housing requirements within the two areas and to identify scenarios to provide for additional housing to meet any shortfall, including any unmet needs within Birmingham. The study area covers the majority of the Greater Birmingham HMA. The final phase of the study, together with additional work in relation to employment and sustainability, will provide a basis for a strategy to be agreed to accommodate additional housing provision to meet the shortfall arising in Birmingham and any other shortfalls within the study area. In the case of the Greater Birmingham and Solihull LEP, this will be reflected in the LEP Spatial Plan for Growth. The outcome of this will then be taken forward through revisions to individual Local Plans, where this is necessary, to ensure that additional land is allocated for new housing."*
- 3.8 Lichfield District Council as an authority abutting Birmingham but also being part of a larger defined Housing Market Area is actively involved in the process described above along with the other Councils in the HMA. In late September 2015 the Authorities that make up the 'Greater Birmingham Housing Market Area' (GBHMA) came together to understand the scale of the shortfall in housing provision and to explore the ways in which outstanding housing needs could be met. Technical work involving officer representation from the member authorities is presently taking place to determine exactly how much new housing would need to be planned for across the HMA and how a distribution could be achieved in line with local authority capacities and potential supply of housing sites.

- 3.9 It is likely that Lichfield District amongst other authorities within the GBHMA will have to contribute towards meeting the overall housing shortfall. The actual level of provision and the implications for the District are yet however to be determined. As members will know in adopting the Lichfield District Local Plan Strategy, the Council agreed to the insertion of wording which would allow for the Plan to be reviewed if it became apparent that the District would have to accommodate some further housing growth associated with Birmingham. Whilst, as is mentioned earlier in this report officers are concentrating their efforts on progressing work with a Sites Allocation Plan (to assist in implementing the agreed Strategy), depending on the scale of additional growth this could either be incorporated into the Site Allocations work or require a partial review of the Local Plan Strategy. Members will be advised in due course.

Neighbourhood Plans

- 3.10 There are 15 designated Neighbourhood Areas in the District. Three Neighbourhood Plans (Alrewas, Little Aston and Stonnall) were subject to Examination in late 2015. Little Aston & Stonnall Neighbourhood Plans were duly approved with modifications recommended by the respective Examination Examiner by Cabinet in November 2015. Both plans will now go to referendum in late February. Once the date has been agreed the referendum will be publicised by the District Council and the respective Parish Council's.
- 3.11 Following receipt of the Examiners report and his recommendations, the District Council met with representatives of Alrewas NP in October 2015 to discuss how to progress with the Neighbourhood Plan. The Examination report raises a number of issues which require the Plan to be reviewed and an agreed way forward put in place. A response from Alrewas is awaited.
- 3.12 In terms of other Neighbourhood Plans, two plans relating to Lichfield City and Longdon, are expected to reach consultation stage in the coming months. Lichfield City's plan is economic and employment based, and will not include policies regarding housing. Other plans which are progressing well but are not expected to reach consultation soon are Burntwood, Whittington & Fisherwick, Fradley and Armitage with Handsacre. The status of the District's emerging Neighbourhood Plans can be seen at www.lichfielddc.gov.uk/neighbourhoodplans

Community Infrastructure Levy (CIL) update

- 3.13 Approval was granted in November 2015 by Cabinet to submit the Draft Charging Schedule and supporting documentation for examination. The documents were submitted to the Planning Inspectorate in the same month and an examination date of the 28th of January 2016 has now been set. Work is ongoing to prepare for the examination and responding to information requests from the Examiner. Council Officers will be supported on the day by professionals from consultants PBA and Urban Vision who have assisted the Council in the development of CIL to date. Officer focus has also moved to the development of procedures and governance arrangements to support the implementation of CIL following hopefully a successful examination. Procedure and governance options will form part of future progress reports to this Committee.

Supplementary Planning Documents

- 3.14 Members will recall at the September 2015 meeting of the Committee 3 draft Supplementary Planning Documents covering Rural Development, Sustainable Design and the Historic Environment were recommended for approval. These were duly approved by the Cabinet and are now in place. A draft Developer Contributions SPD has been prepared and is the subject of a separate report on the Committee's agenda for today's meeting. Work has progressed on the remaining two SPD concerning Biodiversity and Trees & Landscape. It was hoped to have brought these to this Committee meeting however this has not been possible. They will be presented to your March meeting.

| | |
|--|---|
| Alternative Options | <ol style="list-style-type: none"> 1. Local and Neighbourhood Plans once adopted form part of the Statutory Development Plan framework for the District. 2. CIL is not mandatory but in the absence of CIL, restrictions on the use of Section 106 Planning Obligations mean the Authority would be limited in what it could seek by way of contributions towards mitigating development and providing for essential infrastructure 3. Supplementary Planning Documents are prepared at the discretion of the Authority and national guidance states that they should only be used where they are necessary and justified to help explain and assist in the implementation of policy. The SPD being brought forward it is considered meet these objectives. |
| Consultation | <ol style="list-style-type: none"> 1. Where emerging/draft policy guidance is being prepared consultation has taken place or is proposed to be carried out in accordance with the Council's Statement of Community Involvement (SCI). |
| Financial Implications | <ol style="list-style-type: none"> 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. In taking forward the Site Allocation Plan or any review of the Local Plan Strategy, additional financial provisions will need to be made. 2. 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. 3. 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 of this 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). |
| Contribution to the Delivery of the Strategic Plan | <ol style="list-style-type: none"> 1. The Local Plan is relevant to all of the Council's ambitions identified in the Strategic Plan where they have a spatial element.. |
| Equality, Diversity and Human Rights Implications | <ol style="list-style-type: none"> 1. The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 cover human rights matters. Equality and Diversity issues are addressed in the preparation of policy and related guidance and all documentation subject to EIA as part of the approval process. |
| Crime & Safety Issues | <ol style="list-style-type: none"> 1. Crime and community safety issues were considered as an integral part of the Local Plan Strategy and where considered relevant are taken into account in the drafting of supplementary planning guidance. |

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|---|--|------------------------|
| A | Legal Challenge to plan successful - Claimants appeal | Legal representation briefed by officers | G |
| B | Council fails in its statutory duties in relation to neighbourhood Planning | Appointment of temporary officer to cover in part maternity cover post, assistance | G |

| | | | |
|---|--------------------------------------|--|---|
| | | of SP&D team to the aforementioned postholder. | |
| C | Failure under the Duty to co-operate | Positive and proactive engagement, memoranda of Understanding and Statements of Common Ground | G |

Background documents

1. Lichfield District Local Plan Strategy adopted February 2015
2. CIL Draft Charging schedule and associated Papers (November 2015)
3. The Plan for Lichfield District 2012-16
4. National Planning Policy Framework 2012 and National Planning Guidance
5. Neighbourhood Planning Regulations 2012 (as amended)
6. CIL Regulations 2010 (as amended)

Relevant web links

www.lichfielddc.gov.uk/localplan
www.lichfielddc.gov.uk/evidence
www.lichfielddc.gov.uk/neighbourhoodplans
www.lichfielddc.gov.uk/cil

Statement of Community Involvement

Cabinet Member: Councillor I. Pritchard

Date: 27th January, 2016

Agenda Item:

Contact Officer: Craig Jordan

Tel Number: 01543 308202

Email: Craig.jordan@lichfielddc.gov.uk

Key Decision? NO

Local Ward

Members



**Economic Growth,
Environment and
Development (Overview
and Scrutiny)**

1. Executive Summary

- 1.1 A Statement of Community Involvement (SCI) sets the standards which can be expected by the public and statutory consultees for community involvement in the planning process, both for development management and planning policy. The current SCI was adopted in 2006 and is now largely out of date, it is intended this SCI will replace it. The Council is required to produce a SCI and comply with the requirements it establishes when preparing development plan documents. The proposed SCI is now at a stage where wider consultation can be undertaken subject to the approval of this Committee. The draft SCI can be viewed at [Appendix A](#).

2. Recommendations

- 2.1 The Committee agrees to the publishing of the draft Statement of Community Involvement (SCI) for the purposes of public consultation.

3. Background

- 3.1 The existing Statement of Community Involvement (SCI) was adopted in 2006 establishing the processes to be followed and standards which are required to be achieved when preparing development plan documents and SPDs. It also established the requirements for consultation for the development management processes on the varying types of applications, the pre-application discussion protocol, how the community is involved in the processing of applications, decision making and appeal procedure. The existing SCI is largely out of date as it was aligned with the now superseded Local Plan and other regulatory changes have altered various development management procedures.
- 3.2 A SCI whilst being statutorily required, recognises the valuable contribution community involvement can have in the planning process and that by engaging with our customers this can assist in the delivery of better quality development that meets the needs of current and future generations. In addition customers will be better informed about the planning system and this may reduce the number of enquiries generated.
- 3.3 The proposed SCI incorporates the development management procedures established in the Development Control Department-Customer Charter adopted in September 2011 and subsequently updated in line with changes in planning regulations. In addition the SCI incorporates a section relating to Neighbourhood Plans reflecting the changes in legislation arising from the Localism Act. Other changes reflect changes in technology and the availability of new methods of consultation such as the use of social media.

3.4 Subject to approval of the Committee, public consultation will take place on this new draft SCI. The draft SCI can be viewed at [Appendix A](#).

| | |
|--|--|
| Alternative Options | 1. The adopted SCI is not updated and would not provide the necessary guidance to assist in the preparation of policy and decision making. |
| Consultation | 1. The Development Control Department – Customer Charter was approved by Environment and Development (Overview and Scrutiny) Committee in September 2011. 2. This report seeks authority to undertake consultation on a new SCI which will include the community, service users and stakeholders. |
| Financial Implications | 1. Consultation is required as part of the planning process. It is expected the cost of complying with the proposed SCI will give better value than the existing SCI. |
| Contribution to the Delivery of the Strategic Plan | 1. Supports the priority of a vibrant and prosperous economy as it assists in the delivery of the planning function of the Council. It will assist in the delivery of a strong and adaptive council by providing up to date guidance on consultation. 2. By setting standards for consultation it will assist in the delivery of good customer service which is one of our 3 core values. 3. It encourages our residents to use on-line tools for contacting and engaging with us. |
| Equality, Diversity and Human Rights Implications | 1. The document has been prepared in accordance with the Council’s Equality Statement 2015. 2. An equality impact assessment has been prepared and is attached at Appendix B . |
| Crime & Safety Issues | 1. None. |

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|---|----------------------------------|------------------------|
| A | The adopted SCI is not updated and would not provide the necessary guidance to assist in the preparation of policy and decision making. | Review the SCI | Red |
| B | The SCI is not prepared in time to operate alongside approved policy leading to delays in the preparation of the Land Allocations DPD and confusion to users. | Commence consultation on the SCI | Yellow |

Background documents: Statement of Community Involvement 2006

Relevant web links: [Equalities Statement 2015](#)

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1 Introduction

1.1 The District Council is required to produce a statement of community involvement by the Planning and Compulsory Purchase Act 2004. This document fulfils that obligation and also reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Localism Act 2011 and the National Planning Policy Framework 2012.

1.2 A statement of community involvement (SCI) sets the standards which can be expected by our customers for community involvement in the planning process.

1.3 The SCI covers all aspects of the planning process undertaken by Lichfield District Council. This includes the preparation, alteration and continuing review of all local development plan documents such as the Local Plan Strategy and Local Plan Allocations documents. It also covers other documents such as supplementary planning documents and aspects of the neighbourhood planning process and development management decisions.

1.4 The SCI is applicable to all our customers and includes not just our residents but governmental bodies, other authorities, investors/developers, business community, parish councils, community groups and the general public. The SCI recognises that some of the issues may also affect residents in our neighbouring authority areas and the SCI includes how we will involve them in our planning processes.

1.5 The SCI recognises the valuable contribution of community involvement in the planning process and that by engaging with our customers we can help deliver better quality development which meets their needs and those of future generations. In addition our customers will be better informed and this may reduce the number of enquiries generated.

If you need this in another format, such as large print, please call spatial policy and delivery on 01543 308192 or email developmentplans@lichfielddc.gov.uk

2 Our Customers

Customer Profile

2.1 The SCI is applicable to all who engage with us or are aware of the planning system, however the majority of our customers are residents of our District. In order to establish how best to serve our residents it is necessary to look at the population profile of the district and how this is forecast to change.

Population profile

2.2 Lichfield District had a population of 100,654 people in 2011 (Census 2011), and this is expected to increase by up to 5% by 2022⁽ⁱ⁾. The District is comprised of 2 large settlements, these are Lichfield City and Burntwood and smaller villages surrounded by open countryside. Across the district the population profile of the different settlements varies, however generally the District has an ageing population, with a higher percentage of the working age population being economically active and a lower percentage of under 16's, when compared to national averages.

2.3 Approximately 20% of the District's population is aged over 65 years an increase since 2001 and higher than the England wide average figure which is 16.3%, this figure is expected to continue to rise. In 2012 8.3% of the population was over 75 years, compared to 6.9% in 2001. The number of older people living alone and people with limiting long term illness is statistically greater than England and the West Midlands according to the 2011 Census.

2.4 The proportion of under 16's living in Lichfield District is lower than the national and regional average at 17.5 % and the percentage of working age population is 62.4 %, which is again lower than for the West Midlands and England. The percentage of the working population which are economically active shows that within Lichfield District 78.5% of the working age population are economically active, compared to 74.2% for the West Midlands.

2.5 The ethnic make up of Lichfield District differs significantly from the regional and national compositions, with people of white British origin accounting for 94.6% of the population. Only 5% of the resident population District are from Black or minority ethnic backgrounds including White Irish/other, mixed, Asian or Asian British, Black or Black British and Chinese or other ethnic group. This is a significantly lower percentage than either the West Midlands or England average. The number of households who have English as a main language in Lichfield District is 99.3% according to the 2011 Census.

2.6 Within our District there are those who have a long-term health problem or disability. Currently there are 4.5% of persons claiming Disability Living Allowance in Lichfield District. The majority of claimants are between 60-69 years old (24.4% of all claimants)⁽ⁱⁱ⁾.

2.7 Lichfield District has a high employment rate with 77.2% of residents who are economically active being in employment, this compares to 73.2% in Staffordshire and 70.2% in the West Midlands. Residents within Lichfield District commute the furthest of all residents in Staffordshire, and have the fifth longest commute of all other authorities in the West

i 2012 based Subnational Population Projections for England 29 May 2014

ii ONS Benefit Claimants - Disability Living Allowance - February 2014. Equalities Statement 2015

Midlands, travelling an average 17.5km to work, compared to the rest of the Staffordshire districts' average being between 14.5-16km, and the West Midlands' average being 14.1km⁽ⁱⁱⁱ⁾ The County Council as transport authority calculate that 78% of households within Lichfield District are within 350 metres of a half hourly or better week day public transport service, which provides free bus travel to people of pensionable age, those with a disability (plus their carer) and under 20's travel, anywhere in Staffordshire for just £1.

2.8 Increase in the availability of Broadband and greater use of the internet has increased the accessibility to information. Initiatives such as Superfast Staffordshire will enable 96% of premises in Staffordshire with speeds of upto 24Mbps.^(iv) In Lichfield District 91.83% of premises including both residential property and business property will have Superfast access by the end of 2017. Many of the larger rural villages, Lichfield City and Burntwood have faster speeds already.

2.9 Lichfield District is often considered to be a relatively prosperous area when compared to the West Midlands region and in a national context. However within some of our communities there are pockets of deprivation. These are known to exist in Chasetown and Chadsmead Wards and in several of the rural wards.

Issues arising through the SCI and engagement

2.10 Through our previous consultations we have identified that not all of our customers are residents within Lichfield District. Where these are government bodies and other authorities such as Parish Councils there are often established electronic methods of communication which comply with legislative requirements. Other customers who are non-residents include people who work in or visit the District and those looking to invest in the District. Currently Lichfield District currently has the highest business start up rate within Staffordshire so it is important we engage with the business community.

2.11 Whilst the ability to use high speed broadband is increasing across the District it is recognised that not everyone has access to the internet or the necessary skills to utilise it. Using the internet usually involves a cost to the user and this may exclude some of our customers. Whilst using the internet is becoming cheaper, with the increased use of mobile (smart) phones, all the libraries within Staffordshire currently have free access to the internet and can offer assistance to those wishing to use it.

2.12 In order to address these issues we will do the following:

What we will do

2.13 In order to meet the needs of our customers we will:

- Place all matters for consultation on our website.
- Make a hard copy of our documents available to view at our principal office - currently District Council House, Frog Lane, Lichfield.

iii Office of National Statistics. Employment rate April 2014-March 2015
iv megabit per second- a measure of data transfer speed

- Provide for the specialist provision of documents when requested, such as producing a document in a larger print or different language.
- Where possible utilise a sensitive and accessible choice of venue for exhibitions and consultation events, reflecting the needs of our customers.

2.14 The District Council will not entertain representations which are racist/contain offensive language or are threatening and will consider further action where necessary.

2.15 It is against the law to discriminate against anyone because of: age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or having a child, disability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, sex, sexual orientation. These are called 'protected characteristics'. Refugees and asylum seekers are not specifically identified although they may come within the above groupings. By law^(v) we have to be able to show that when developing and delivering services we have taken into account the impact on, and the needs of the whole community. An Equality Impact Assessment helps us make this assessment. To help us work what impact our documents and the subsequent decisions taken will have on our communities and ensure a fair and equitable approach to all, equality impact assessments will continue to be prepared for each document in accordance with Council policy and legislation.

2.16 The following sections show how we will engage with our customers on specific areas of our work.

3 Development Planning

3.1 The District Council adopted the Local Plan Strategy in February 2015. This provides the strategic context, allocates strategic sites for residential development and sets local planning policies for the area. It will be followed in due course by the Local Plan Allocations Document, which will provide more localised detail. Both documents will comprise the Lichfield District Local Plan and will be supported by a range of other documents including Supplementary Planning Documents (SPDs) and where applicable Neighbourhood Plans. The District Council is required to produce a programme for the preparation of each of the documents that it intends to prepare over the next three years and set these out in a Local Development Scheme (LDS). This is a requirement of section 15 of the Planning and Compulsory Purchase Act 2004 and as amended by the Localism Act 2011.

3.2 Lichfield District Council adopted a revised and updated LDS in February 2015 and the majority of consultations relating to development planning will be in association with documents identified in the Local Development Scheme. This SCI sets out how consultation will be undertaken to support those documents and others. The preparation of Development Plan Documents (DPDs) such as the 'Local Plan Allocations document', Supplementary Planning Documents (SPD) and Neighbourhood Plans are subject to specific Regulations and this SCI shows how the Council intends to meet these Regulations and exceed them with 'additional actions' where appropriate to deliver/facilitate better quality development plans.

3.3 It is especially important to engage early in the preparation of a development plan. Regulations^(vi) require engagement with specific consultation bodies, general consultation bodies and the general public. The specific consultation bodies are specified in the Regulations^(vii) and include organisations such as Natural England. The 'general consultation bodies' the Regulations suggest should include voluntary bodies whose activities benefit any part of the District, different racial, ethnic or national groups, different religious groups and bodies who represent the interests of disabled persons or persons carrying on business in the District. The Regulations allow for this to be done electronically and many organisations prefer to be contacted via email. The Regulations require the general public to be made aware through the Council's website, by making the document available at the Council's principal office or the public can make a request to be notified of a consultation event. The Council will therefore maintain a database of our customers who wish to be notified of consultation events and make the appropriate document(s) available in alternative formats such as in a larger print, on request.

3.4 From our experience utilising a range of techniques at the early stages of the Plan enables greater involvement in the plan preparation and ownership of the document by organisations and members of the public. Techniques used previously include press releases, a 'wrap around' newspaper advert, placing paper copies of the documents in libraries, presenting at Parish Forum, encouraging the creation of action groups for collective representations, use of the Lichfield District Council website, exhibitions, master planning exercises for information collection and the use of outside agencies to facilitate workshops. These have had varying degrees of effectiveness. New opportunities such as the use of

vi The Town and Country Planning (Local Planning)(England) Regulations 2012

vii The Town and Country Planning (Local Planning)(England) Regulations 2012

e-bulletins/newsletters from umbrella organisations e.g Support Staffordshire /VAST are currently available and the table at **Appendix A** lists a variety of consultation techniques which have been used or which could be used and considers the cost and time involved for each. This will be used to inform the decision of the Development Executive (Spatial Policy and Delivery) on what is appropriate and how we engage with our customers during the preparation of our documents.

3.5 To ensure we reach a wide audience we will issue a press release, in addition to undertaking the requirements set by the Regulations^(viii) at each stage of preparation, and consider utilising new technologies such as the use of social media and mobile phone applications as they become available corporately.

3.6 Where the use of exhibitions is considered appropriate, in order to be cost effective and to prevent people being inundated with requests to attend multiple consultation events, the Council will establish whether any consultations/events are being run at the same time which can be utilised. Where appropriate the Council will seek to maximise efficiency by making the best use of resources to satisfy multiple requirements.

3.7 The following sections set out the stages of consultation for DPDs, SPDs and SCI. The tables identify the current statutory minimum requirements and what else we will do to engage with our customers, our 'additional actions'.

Development Plan Documents

3.8 DPDs are more regulated than SPDs or the SCI involvement and a development plan document has different consultation requirements. The following table sets out the various stages in the preparation of a DPD and what our customers can expect from us at these various stages so they are able to engage in the process of preparing the development plan and assist in the promotion of sustainable development. As there are statutory requirements the columns show 'what we are required to do by the current Regulations' at each stage in the preparation of a development plan and a further column - the 'additional actions' column which identifies how we will exceed these minimum requirements.

| Development Plan Documents | | |
|-----------------------------------|--|--|
| Stage | What we are required to do by the Regulations | Additional actions |
| Preparation | No specific requirements | Informal engagement with relevant consultation bodies to identify the key issues and scope of the document. Issue a press release See table at Appendix A |

viii The Town and Country Planning (Local Planning)(England) Regulations 2012

| Development Plan Documents | | |
|-----------------------------------|---|---|
| Stage | What we are required to do by the Regulations | Additional actions |
| Publication of Draft | <p>Seek views on whether the Local Plan and its accompanying suite of documents are legally compliant and sound.</p> <p>Make the documents available for at least 6 weeks via:</p> <p>the Council's website; and</p> <p>at our principal office – currently District Council House Frog Lane, Lichfield</p> <p>Make the documents available in alternative formats on request</p> | <p>Issue a press release.</p> <p>Consultation with consultation bodies and community involvement using a range of consultation methods as described in the SCI at Appendix A where appropriate and where resources allow e.g email via the consultation database and providing copies of the documents at the libraries.</p> |
| Submission | <p>Follow the statutory procedures of: providing a copy of the Local Plan, the Sustainability Appraisal/Strategic Environmental Assessment Report, Policies Map, Statement of representations, Copy of the representations, supporting documents and a statement of fact of where the above documents are available for inspection at and when on:</p> <ul style="list-style-type: none"> - the website - Council's principal office currently District Council House, Frog Lane, Lichfield - send to each of the general consultation bodies and specific consultation bodies notification of the documents availability - notify those who wish to be notified that the Plan has been submitted | <p>Issue a press release</p> |

| Development Plan Documents | | |
|---|--|--|
| Stage | What we are required to do by the Regulations | Additional actions |
| Examination with oral Hearings (if necessary) | <p>6 weeks prior to the opening of a Hearing.</p> <p>Notify- any person who has made a representation and not withdrawn it, of the date, time and place at which the Hearing is to be held and the name of the person appointed to carry out the independent Examination.</p> <p>In addition put the notification on the Council's website</p> <p>-advertise it at the Council's principal offices (currently District Council House, Frog Lane, Lichfield during normal office hours.</p> <p>Undertake other notifications that the Inspector and their Programme Officer request (as they are responsible for how the Examination is run.)</p> | <p>Undertake further notifications/consultation should it be considered appropriate in the local authority area.</p> <p>Publish documents relevant to the Independent Examination on the Council's website.</p> <p>Issue a press release</p> |
| Modifications (if necessary) | <p>Representations are considered by the Inspector (not the Local Planning Authority)</p> <p>Undertake further consultation as required by the Inspector (including where necessary on the SEA/SA and other supporting documents)</p> <p>Make the document available via the Council's website; and</p> <p>at our principal office – currently District Council House Frog Lane, Lichfield</p> | <p>If consultation is required by the Inspector the Council will make the documents available.</p> <p>Issue a press release</p> |

| Development Plan Documents | | |
|--------------------------------------|--|---------------------------|
| Stage | What we are required to do by the Regulations | Additional actions |
| Publication of the Inspectors Report | <p>Make the document available for at least 6 weeks via:</p> <p>the Council's website; and</p> <p>at our principal office – currently District Council House Frog Lane, Lichfield</p> <p>Make the document available in alternative formats on request</p> | Issue a press release |
| Adoption and Publication | <p>Once adopted make the Local Plan, adoption statement and environmental report available for 6 weeks and the Local Plan available thereafter (until it is withdrawn) via:</p> <p>the Council's website; and</p> <p>at our principal office – currently District Council House Frog Lane, Lichfield</p> <p>Make the document available in alternative formats on request</p> <p>Notify any person or body that made a representation or who asked to be notified of the adoption.</p> <p>Notify the Secretary of State.</p> | Issue a press release |

Table 3.1 Development Plan Document Consultation Table

3.9 The adoption statement produced to accompany the Local Plan will be in accordance with the appropriate Regulations, currently this includes provision to apply for a judicial review of the decision to adopt the Local Plan in the High Court. Any application to the High Court has to be made within 6 weeks of the date of adoption.

Supplementary Planning Documents and Statement of Community Involvement

3.10 The LDS states that SPDs will be prepared to accompany the development plan. There are statutory procedures which guide consultation on these documents and they are listed in the table below along with additional options which could be utilised. The details are also applicable to the preparation and review of this SCI.

| Statement of Community Involvement, Supplementary Planning Documents | | |
|---|---|--|
| Stage | What we are required to do | Additional options |
| Preparation | No specific requirements | <p>Informal engagement with relevant consultation bodies to identify the key issues and scope of the document.</p> <p>Issue a press release</p> <p>(See table at Appendix A)</p> |
| Publication of Draft | <p>Make the document available for at least 4 weeks but no more than 6 weeks via:</p> <p>the Council's website; and</p> <p>at our principal office – currently District Council House Frog Lane, Lichfield</p> <p>Make the document available in alternative formats on request</p> | <p>Consultation with consultation bodies and community involvement using a range of consultation methods as described in the SCI at Appendix A where appropriate and where resources allow e.g email via the consultation database</p> <p>Issue a press release</p> <p>Consultation with neighbours if the SPD is site specific</p> |

| Statement of Community Involvement, Supplementary Planning Documents | | |
|---|---|---------------------------|
| Stage | What we are required to do | Additional options |
| Adoption and Publication | <p>Consider the representations received through the consultation and make amendments/modifications necessary before adopting.</p> <p>Once adopted, produce an adoption statement, a consultation statement and make the document available for 3 months and thereafter (until the document is withdrawn) via:</p> <p>the Council's website; and</p> <p>at our principal office – currently District Council House Frog Lane, Lichfield</p> <p>Make the document available in alternative formats on request</p> <p>Notify any person or body that made a representation or who asked to be notified of the adoption.</p> | Issue a press release |

Table 3.2 Statement of Community Involvement, Supplementary Planning Documents Consultation table

3.11 Following consultation on either an SPD or SCI we will produce a consultation statement. This will state who has been consulted, summarise the issues they raised and include how their issues have been addressed in the SPD. The adoption statement produced to accompany the SPD will be in accordance with the appropriate Regulations, currently this includes provision to apply for a judicial review of the decision to adopt the SPD in the High Court. Any application to the High Court has to be made within 3 months of the date of adoption.

4 Neighbourhood Planning

4.1 The Localism Act 2011 introduced new rights for communities to enable them to draw up a neighbourhood plan and grant planning permission through Neighbourhood Development Orders and Community Right to Build Orders.

Neighbourhood Plans

4.2 A neighbourhood plan is an optional further tier of the statutory development plan which can be led by Parish Councils, which are also referred to as the 'qualifying body' in Parished areas, such as Lichfield District. As it is a 'development plan' there are statutory procedures regarding its preparation and these are set out in the Neighbourhood Planning (General) Regulations 2012^(ix). Where a Parish Council exists a neighbourhood plan is prepared by or on behalf of that Parish Council, which includes Lichfield City Council and Burntwood Town Council. As neighbourhood plans are prepared by the community they set out local planning policies in relation to that area, but they still have to be in line with national and local planning policy. Consultation and community involvement are important parts of neighbourhood planning and consultation has to include those consultation bodies which are specified in the Regulations and includes organisations such as Natural England. In addition those preparing a neighbourhood plan should also engage with other public bodies, landowners, the development industry, any voluntary bodies and various other persons with interests in the neighbourhood area who represent the relevant interests identified in the Regulations and whose interests it considers may be affected by the draft neighbourhood plan. A neighbourhood plan is subject to independent examination and if found to be acceptable is then voted upon in a local referendum. If the local community choose to agree the Neighbourhood Plan it can then be 'made' (brought into legal force) by the District Council and become part of the 'development plan' for the area and the policies it contains have to be considered when determining planning applications, unless material circumstances indicate otherwise.

4.3 It is not compulsory to prepare a Neighbourhood Plan and some areas may choose not to prepare one, the District Council can offer advice on this and there is also advice available via the [Council's website](#) and the national websites [planning portal](#) and [locality](#).

4.4 The District Council's role in the preparation of Neighbourhood Plans is to support those who are preparing a Neighbourhood Plan through offering advice and guidance and by fulfilling our statutory duties in certain areas of the process, -such as making available our evidence base and offering advice on how the neighbourhood plan meets the basic conditions.^(x) We will not however produce/write a Neighbourhood Plan. These processes are also the same for Neighbourhood Development Orders and Community Right to Build Orders and are outlined in paragraph 4.7 below.

ix Neighbourhood Planning (General) Regulations 2012 as amended
x the basic conditions are set out in para 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to the neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004

Neighbourhood Development Order (NDO) and Community Right to Build Orders (CRBO)(Orders)

4.5 A Neighbourhood Development Order can grant planning permission for specific types for development in a specific neighbourhood area. There is guidance over what types of development it can give permission for, but these include being used to:

- permit building operations e.g structural alterations, construction, demolition or other works carried out by a builder;
- material changes of use of land and buildings; and/or
- engineering operations.

4.6 It can:

- apply to a specific site, sites or all of the Neighbourhood Plan area,
- grant planning permission for a certain type or types of development
- grant planning permission outright or subject to conditions

4.7 A Community Right to Build Order (CRBO) can be used for small scale development such as building of homes, shops, affordable housing for rent or sale, community facilities or playgrounds. This enables the community to develop the land. Any resulting asset can only then be disposed of, improved or developed in a manner which the community organisation considers benefits the local community or a section of it. A CRBO may only be prepared by a Parish Council or Town Council and community organisations which meet certain legal requirements.

4.8 A CRBO and a NDO need to be in conformity with the Local Plan and if applicable the neighbourhood plan. As with neighbourhood plans, a NDO and CRBO is subject to an independent examination and a referendum and the local authority needs to be included in these stages.

Consultation

4.9 Consultation and community involvement are important elements in the neighbourhood planning process. Those preparing the Neighbourhood Plan/NDO/CRBO are responsible for consultation in the early stages and preparation of the Draft plan/Order. The District Council does however play a significant role in consulting on neighbourhood plans and Orders (NDO/CRBO). The Regulations specify that the Council when required to undertake consultation for neighbourhood planning purposes must publicise the plan or Order, as applicable, on their website and in such a manner as they consider is likely to bring the proposal or Order to the attention of people who live, work or carry on business in the neighbourhood area. The District Council will therefore publicise the neighbourhood plan/Order on our website and prepare and send out a press release as a minimum.

The District Council's role

4.10 The District Council has a statutory role in the preparation of a neighbourhood plan/Order as well as elements of consultation and is responsible for much of the process following the 'submission'^(xi) of the Draft plan/Order. The Council's statutory role is outlined below, along with how we will exceed these requirements:

- We will make available our evidence base
- We will publicise the applications for the designation of the neighbourhood area for no less than 6 weeks on the Council's website, along with details of how to make representations, the date by which representations should be received and a statement that if the designation is made then no other neighbourhood areas will be designated in that area. We will also issue a press release.
- We will publicise the designation of a neighbourhood area on the Council's website, including a map of the area designated, the name of the neighbourhood area and the name of the relevant body who applied for the designation. We will also issue a press release.
- We will check a draft neighbourhood plan/Order if the qualifying body want us to and advise if it meets all the relevant legislation/ regulations and that it generally conforms to the Local Plan.
- For a neighbourhood plan submission we will publicise details of the plan including where and when the neighbourhood plan can be inspected on the Council's website. We will include how representations to the plan can be made or requests to be notified of the decision on the plan and the date by which those representations should be received, this not being less than 6 weeks from the date the plan is first publicised, this is part of the requirements of Regulation 16 of the legislation on neighbourhood planning. We will also issue a press release.
- For an Order (NDO or CRBO) we will publicise details of the Order and where and when the Order can be inspected on the Council's website. We will include how representations to the Order can be made or requests to be notified of the decision on the Order and the date by which those representations should be received, this not being less than 6 weeks from the date the Order is first publicised, this is part of the requirements of Regulation 23 of the legislation on neighbourhood planning. We will publish on our website any accompanying Environmental Statement which may be required in accordance with the Regulations governing Environmental Impact Assessment. We will also issue a press release.
- We will undertake to notify any consultation body referred to in the consultation statement of the neighbourhood plan/Order as required by the Regulations.
- We will arrange for an examination of the neighbourhood plan or Order and appoint an independent examiner in consultation with the Qualifying Body.
- If the neighbourhood plan/Order is considered by the independent examiner as meeting the 'basic conditions' we will prepare and publish the decision statement and send a

xi receipt of a neighbourhood plan /Order in accordance with Regulation 16 where this relates to a Neighbourhood Plan or Regulation 23 for an Order of the Neighbourhood Planning(General) Regulations 2012 (as amended)

copy to the relevant Parish Council and any person who asked to be notified of the decision. We will also issue a press release.

- Subject to the findings of the decision statement we will arrange a local referendum on the neighbourhood plan/Order. If over 50% vote in favour then as long as the neighbourhood plan/Order is in compliance with the various legal obligations we will publish on our website the neighbourhood development plan/Order stating where and when it may be inspected and notify any person who asked to be notified of the making of the neighbourhood development plan/Order. We will also issue a press release.

5 Sustainability Appraisal

5.1 A Strategic Environmental Assessment (SEA) and a Sustainability Appraisal (SA) can be separate reports as they arise from different pieces of legislation however they can be combined into a single report where appropriate. A SEA provides a high level of protection of the environment and should contribute to the integration of environmental considerations into the preparation and adoption of the plans with a view to promoting sustainable development. A sustainability appraisal has to appraise the environmental, economic and social effects of the Plan and its policies from the outset of the preparation of the process, so that decisions can be made that accord with the objectives of sustainable development. The requirement to undertake SEA/SA is from European Directive 2001/42/EC and currently the Environmental Assessment of Plans and Programmes Regulations 2004.

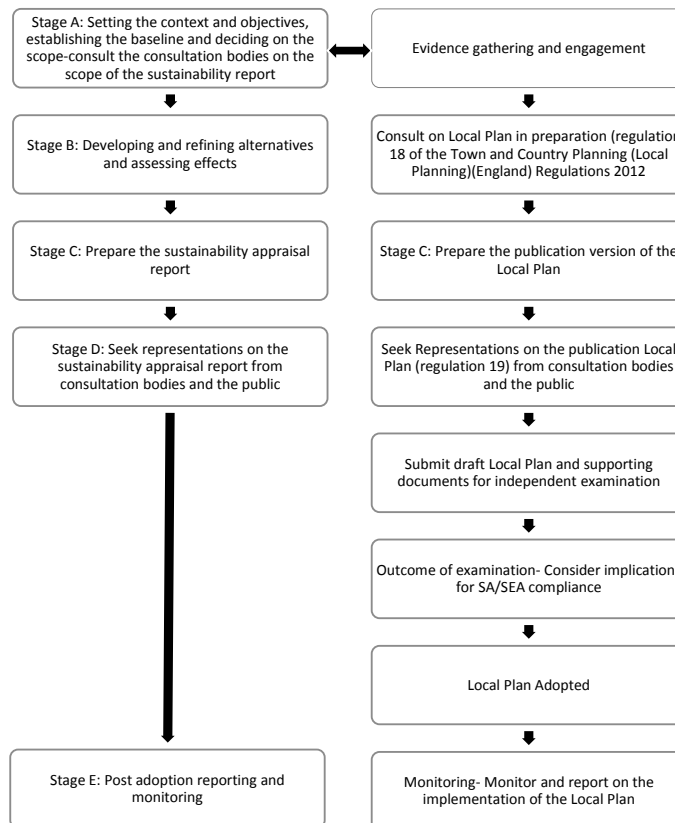
Development Plan Documents

5.2 The undertaking of Strategic Environmental Assessment (SEA) and a Sustainability Appraisal (SA) are mandatory for a development plan documents, such as a Local Plan, as a requirement of European Directive^(xii). Guidance on the content of the SA/SEA reports which need to accompany each stage of the preparation of the Development Plan Document and the requirements to consult are incorporated in the SEA Regulations.^(xiii) The advice given in these Regulations will be followed by the Council in the preparation of its Development Plan Documents and where appropriate the SA/SEA will be made available alongside the development plan being consulted upon.

5.3 Below is a useful diagram identifying the stages of the sustainability appraisal process, consultation on the documents produced and how these relate to the preparation of a Local Plan.

xii European Directive 2001/42/EC

xiii Currently Environmental Assessment of Plans and Programmes Regulations 2004



Picture 5.1 Sustainability appraisal process

Neighbourhood Planning

5.4 There is no legal requirement for a neighbourhood plan to undertake a sustainability appraisal (SA). However if a neighbourhood plan allocates sites for development it is likely an environmental assessment (SEA) will be required. It is good practice to assess neighbourhood plan proposals or an Order (CRBO or NDO) to determine whether or not the plan or proposal is likely to have significant environmental effects (SEA) and this will provide evidence for the Examiner to assess if the Plan /Order meets the 'basic conditions'. The Council can assist with this process by providing a screening assessment.

5.5 The qualifying body must make sure their plan/Order complies with any specific publicity and consultation requirements for SEA and the spatial policy and delivery section can provide advice on this if requested. When the qualifying body are ready to submit their draft plan for consultation as required by Regulation 16, or in the case of an Order (NDO/CRBO) Regulation 23, the District Council is willing to prepare a screening assessment of the draft plan/Order. As part of the preparation of the screening assessment the Council will undertake consultation with the 'statutory environmental bodies' as required by the SA/SEA guidance and incorporate their responses into the screening assessment of the plan/Order. It is worth noting that the statutory environmental bodies are currently entitled to take 21 days to prepare their responses. The Council will send the screening assessment when it is completed to the qualifying body.

5.6 If the screening assessment finds that there are significant effects likely then it will be necessary for the the next stages of SEA Regulations to be followed, as shown in Stages A to E in Diagram 5.1 above. In the case of a NDO or CRBO the proposal may require an environmental assessment by virtue of the type of development proposed and guidance on this can be found in the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended). For a neighbourhood plan it may be possible to modify the neighbourhood plan to remove the requirements for SEA, this can be done by the qualifying body, prior to submission of the draft plan and could also be undertaken by the Examiner who considers the neighbourhood plan. The qualifying body's statement on how it meets the basic conditions should incorporate the screening assessment and should also include how the plan/Order complies with European Regulations. It is important that the neighbourhood plan/Order complies with the EU Regulations as if the plan/Order is not considered as compatible with these EU obligations it will fail in meeting the basic conditions test and not be able to proceed to referendum.

6 Development Management

6.1 Development Management consider the detailed proposals that are submitted to the District Council for consideration and any breaches of planning control. The proposals are submitted to the District Council in a wide variety of applications and are considered against current legislation, national guidance, the Development Plan (currently the Lichfield Local Plan Strategy and the Staffordshire County Council Minerals and Waste Local Plans where appropriate) and relevant SPDs. The involvement of our customers is important and enables them to be better informed which assists us in the delivery of sustainable development.

6.2 The District Council during the last 3 years has received on average around 900 planning applications per year. This includes applications for listed building consent, advertisement consent, applications for prior notification, certificates of lawfulness. In addition the District Council receives on average 300 planning enforcement enquiries per year.

6.3 Of the type of application received the vast majority of planning applications, (over 65%) are for 'minor' development with approximately 3% being for 'major' development. Other application types are:

- Listed Building Consent – works affecting a listed building or associated buildings within its curtilage.
- Advertisement Consent – display of certain adverts.
- Applications for Prior notification – confirmation that works comply with the requirements of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) in relation to works involving the erection of agricultural buildings; telecommunications equipment; demolition of buildings; change of use of offices or shops to dwellings and free schools, and agricultural buildings to dwellings, restaurants, offices, hotels, leisure uses, shops, storage uses or solar panels.
- Certificates of Lawful Use of Development – confirmation that an existing or proposed development or land use is lawful.

6.4 The Government has set out minimum standards for consultation on planning applications in the National Planning Practice Guidance and Article 15 of the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO). There are three categories of application, which require differing levels of publicity:

1. All applications subject to an environmental assessment, all applications which are a departure from the Development Plan and all applications affecting public rights of way are required to be publicised by the display of a notice on the site, and by the placing of an advertisement in a local newspaper.
2. Other applications defined as "major" applications by the DMPO are required to be publicised by the display of a site notice or letters written to adjoining owners/occupiers of land, and by placing an advertisement in a local newspaper. Major applications are those comprising a residential development of more than 10 dwellings, or residential development in outline form on a site of 0.5 hectares or more, or the erection of other buildings creating 1,000 square metres of floor space, or outline applications on sites of 1 hectare or more.

6.5 Applications for Listed Building Consent, applications affecting the setting of a listed building, or the character or appearance of a conservation area require publicity by way of a site notice and a newspaper advertisement. The requirements for publicity are set out in Regulation 5 and 5A of the Listed Buildings and Conservation Area Regulations 1990 (as amended)

6.6 The table below illustrates our approach to planning application publicity, it shows what we are required to do to meet the statutory requirements and what actions we will take over and above these statutory requirements.

| | Type of development | What we are required to do | Additional actions |
|-------|---|---|--|
| Major | <p>For dwellings: where 10 or more are to be constructed (or if no number given, the area is more than 0.5 ha)</p> <p>For all other uses: where the floorspace will be 1000sq.m or more (or site is 1ha or more).</p> | <p>Write to all neighbours who adjoin the site of the proposal.</p> <p>Site notice.</p> <p>Press Notice.</p> <p>Details published on the Council's website.</p> <p>Full details available at the Council's principal office-currently District Council House, Frog Lane Lichfield.</p> <p>Provide appropriate Town or Parish Council with details of the application.</p> <p>Consult with statutory and non- statutory consultees online.</p> | <p>Advise applicants to consider public meetings exhibitions as appropriate.</p> <p>Advise applicants of the pre- application advice service which is available and encouraged with a Development Team approach and written advice provided. See Council's website</p> <p>Consult adjoining local authorities where appropriate.</p> <p>For larger housing schemes applicants will be encouraged to prepare and consult the community on a master plan for the development</p> |
| Minor | <p>Minor development is development which does not meet the criteria for</p> | <p>Write to all neighbours who adjoin the site of the proposal.</p> <p>Site Notice and press notice if in a conservation area.</p> | <p>Advise applicants of the pre-application advice service which is available and encouraged with written</p> |

| | Type of development | What we are required to do | Additional actions |
|-------|--|---|---|
| | Major Development or the definitions of change of use or householder developments. | <p>Details published on the Council's website.</p> <p>Full details available at the Council's principal office-currently District Council House, Frog Lane Lichfield.</p> <p>Provide appropriate Town or Parish Council with details of the application.</p> <p>Consult with statutory and non-statutory consultees online.</p> | advice provided. See Council's website |
| Other | <p>This includes the following categories:</p> <p>Change of Use: Applications that do not concern major development or where no building or engineering work is involved.</p> <p>Householder Development: Defined as those within the curtilage of residential property which require an application for planning permission and are not a change of use</p> | <p>Write to all neighbours who adjoin the site of the proposal.</p> <p>Applications within a conservation area that affect its character are subject to a site notice and /or press notice.</p> <p>Details published on the Council's website</p> <p>Full details available at the Council's principal office-currently District Council House, Frog Lane, Lichfield.</p> <p>Provide appropriate Town or Parish Council with details of the application.</p> <p>Consult with statutory and non-statutory consultees online.</p> | Advise applicants of the pre-application advice which is available and encouraged with written advice provided. See Council's website |

Table 6.1 Approach to planning application publicity

6.7 All consultees and neighbours are given a minimum of 21 days to comment/respond. Where necessary consultees will be given longer to reflect statutory timescales where specified by legislation. Anyone can respond to a consultation. In addition to individuals who might be directly affected, community groups and specific interest groups (national as well as local in some cases) may wish to provide representations.

6.8 If any significant amendments are received in relation to any of the above categories, we undertake to carry out a further round of consultation. The extent of this re-consultation is dependent upon the scale of the amendments – writing to those (directly) affected and the local Parish Council, if necessary, and allowing 10 days from the date of the consultation letter to respond. However, we are prepared to carry out a full re-consultation process as appropriate.

Additional Consultation

6.9 In addition to the above applications, we also carry out consultation on the following categories:

Advertisements - We will write to neighbouring occupiers.

Listed Building Consent – We will display a site notice and advertise via a press notice.

Planning applications for demolition in a Conservation Area – We will display a site notice (and a press notice where the character is affected, if necessary).

Certificates of Lawfulness for Existing Development - We will write to neighbouring occupiers and the Parish Council to seek their specific comments.

Applications involving erection or replacement of telecommunication masts - We will write to all occupiers within 100 metres of the site and the relevant Parish Council to seek specific comment.

Wind Turbines – We will write to all occupiers within 500m of the site and the Parish Council to seek their specific comments.

Openness and Transparency

6.10 We aim to make the planning application process as open and transparent as possible. All planning application documents are available online and only information exempt under the Freedom of Information Act 2000 and the Data Protection Act 1998 is withheld from public view. We also publish a range of advice leaflets intended to guide users of the service through the system – copies of these are available on the Councils [website](#).

6.11 Applicants are encouraged to discuss proposals in advance and a Duty Officer system is in place during morning office hours to ensure that professional advice is available. Officers are prepared to visit individual occupiers to explain planning applications, if the need arises.

Pre-application Discussions

6.12 All potential applicants are encouraged to hold informal discussions with Council Officers prior to formally submitting an application. This allows for concerns and issues to be raised and where possible resolved at an early stage in the process. Where appropriate, the views of other professionals (e.g. highway officers) will be sought. As of 2014 the Council started charging for pre-application discussions. Full details of the fees and minimum level of information required are available on the Council's website http://www.lichfielddc.gov.uk/info/608/development_control/1778/protocol

[_for_pre_application_discussions_on_planning_applications/2\).](#)

6.13 In the case of strategic and/or major applications prospective applicant are encouraged to present at a Development Team meeting. This includes relevant officers from the Council and statutory consultees. Local Councillors are encouraged to be involved where necessary. Pre-application discussions are in confidence (subject to the relevant provisions of the Data Protection Act and Freedom of Information Act) although applicants are advised on how to involve Parish/ Town Councils, neighbours and/or the wider community (e.g Civic Society) at an appropriate point.

6.14 The Council will encourage applicants/developers to undertake appropriate consultation with the local community prior to applications being submitted. Officers will provide further pre-application advice in writing. The Council's Protocol for Pre-application Discussions on Planning Applications sets out the detailed commitment / requirements to this procedure. This can be found on the Council's website (http://www.lichfielddc.gov.uk/info/608/development_control/1778/protocol_for_pre_application_discussions_on_planning_applications/2)

6.15 Developers will be encouraged on appropriate major housing development to prepare a master plan. The master plan should include the phasing of development and associated infrastructure, community and recreational facilities, safe routes for cyclists and pedestrians etc. Applicants will be encouraged to consult widely on the master plan with the community, neighbours and residents associations at public meetings and/or exhibitions and to indicate any changes to the plan resulting from the consultation. The Council will only undertake consultation on formal planning applications submitted.

How do we involve our customers during the processing of an application?

6.16 Any comments, also referred to as representations, which are received on an application are considered by a planning officer, who will weigh these with other related issues (such as the planning policies of the District Council and national planning guidance) in the assessment of the development proposal.

How do we involve our customers when the application goes to Committee?

6.17 All planning application decisions contain a report on the proposal and this report contains a summary of all representations received from local residents, the Parish Council, relevant consultees etc. All comments are considered in reaching a decision on the application. All reports written by Planning Officers are available on request. The more significant or controversial applications are presented to the Council's Planning Committee for their consideration whilst others are delegated by the District Council to senior officers to determine as they fall within the Council's approved 'Scheme of Delegation'. The Planning Committee meets every third Monday evening in the Council Chamber and is open to members of the public. A report is prepared by the Planning Officer making certain recommendations to the Committee to either approve or refuse the proposal. It is for the Committee to decide to either accept or reject these recommendations, as long as they have good planning reasons to do so. As part of the deliberations of the Committee, members of

the public, applicants or agents can make verbal submissions directly to the Committee and detailed advice on the operations of this process are contained in **Appendix B**. Copies of all reports to the Council's Planning Committee are published on the Council's website.

How do we involve our customers after a decision is taken on a planning application?

6.18 Once a planning application is determined, the decision is publicised on the Council's website. <http://www.lichfielddc.gov.uk>

6.19 Often there are conditions attached to any grant of consent and if there are concerns from local residents or others that the development is not being carried out in accordance with those conditions, then by contacting the District Council, investigations can be carried out to ensure that the development is implemented in the correct manner. Decision notices contain detailed reasons for approval or refusal and for all conditions imposed upon any permission. Where developer contributions are available the Council will be open and transparent about the intended use of those monies. Details on how applicants can appeal are contained within all decision notices issued by the Council. There is no third party right of appeal.

How do we involve our customers if an appeal is received on a planning application?

6.20 If a planning application is refused or conditions are imposed on a permission that an applicant is unhappy with, the applicant has the right of appeal against the Council's decision to the independent Planning Inspectorate. Applicants can choose whether to have their appeal decided through an exchange of correspondence (known as written representations), at an informal hearing or at a more formal Public Inquiry. All domestic Householder appeals and some small scale commercial appeals are exclusively dealt with through a fast track appeal system, in which no further comments at the appeal stage are accepted by the Planning Inspectorate and only comments received by the time the application is determined are taken into consideration by the Planning Inspector. Whichever option is chosen, those who originally commented, and any interested parties, on the planning application are invited to make further representations directly to the Planning Inspectorate. An independent Inspector is then appointed to review the case. If the matter is to be heard by an Inspector at either an informal hearing or a Public Inquiry then the interested parties including local residents and amenity groups will be invited to make verbal submissions directly to the Inspector. The applicant and District Council also appear at the hearing or Inquiry. Whilst the appeal process is an independent process operated by the Planning Inspectorate, some of the administration (notifying people of relevant dates etc.) is undertaken by the District Council.

How else do we involve our customers?

- We attend the Parish Forum on a regular basis;
- We will visit individual's homes, upon request, if residents are disabled or housebound to explain development proposals;
- We provide planning advice and guidance on the Council [website](#);

- We display all planning application details on the Council [website](#); and
- We accept comments on planning applications via the Councils [website](#), email or through letter.

7 Monitoring and Review

7.1 The District Council will monitor the success of community involvement through its Annual Monitoring Report (AMR).

7.2 The AMR monitors the number of users of the District Council's on line consultation portal and the levels of engagement from members of the public and other stakeholders to public engagement opportunities, such as consultation at the various stages of the Local Plan production. The AMR also tracks the number of visits to our web pages.

7.3 The AMR is produced annually and a review of the SCI will be considered where there has been a particularly low level of community participation or issues have emerged in terms of its implementation.

7.4 The Council also has a complaints and compliments procedure to help us improve our services to our customers and this involves an annual report to the Standards Committee.

8 Appendix A - Table showing appraisal of options for consultation

| Type of consultation | Advantages | Disadvantages | Material cost | Staff time |
|--|---|--|---------------|------------|
| Website | <p>Statutory requirement</p> <p>Easy to update</p> <p>Lots of information</p> <p>Accessible 24 hours a day so is accessible to those who are short of time</p> | <p>Not targeted</p> <p>Not everyone has access to the internet</p> | Low | Low |
| Documents at Principal office (District Council House, Frog Lane, Lichfield) | <p>Statutory requirement</p> <p>Location is accessible to the public</p> <p>Access to officers/expertise can be arranged</p> | Restricted opening hours | Low | Low |
| Libraries and key community offices where appropriate | <p>Established form of consultation utilising existing and established resources</p> <p>Provides a paper copy close to residents</p> <p>Supported access to computers</p> <p>Reaches residents on cross boundary issues</p> | Restricted opening hours | Low | Low/Medium |

| Type of consultation | Advantages | Disadvantages | Material cost | Staff time |
|--|---|--|----------------------------|-------------------------|
| E mail via Local Plan consultation database | <p>Enables persons to register an interest and be kept informed of all consultation events</p> <p>Allows persons to manage their involvement over the duration of the preparation of the Plan</p> | | Low after initial purchase | Medium |
| Utilise existing networks such as Support Staffordshire, Economic Partnerships etc | <p>Established method for passing of information so it reaches the correct person in an organisation.</p> <p>Up to date.</p> | Relies on others to circulate the information and keep the database up to date | Low | Low |
| Mobile Phone 'App' | Especially good for engaging with young people and those who are short of time | <p>Limited accessibility to some members of society</p> <p>Not available corporately yet</p> <p>Needs to link to other databases and the website to keep officer time and cost low</p> | Low if done corporately | Low if done corporately |
| Corporate Social Media Twitter etc | <p>Existing corporate account with followers</p> <p>Lots of businesses use it</p> | Difficulty in the management of comments and their inclusion within the process | Low | Low if done corporately |

| Type of consultation | Advantages | Disadvantages | Material cost | Staff time |
|--|---|--|---------------|------------|
| | Moderated corporately | Limited information can be posted | | |
| Council Tax Letter/ Council newsletter-'Intouch' | Reaches all households within the District. | Limited to a certain time of the year Information is limited and will be generic rather than specific | Low | Low |
| Business Tax Letter | Reaches lots of businesses | Limited to a certain time of the year Information is limited and will be generic rather than specific | Low | Low |
| Exhibitions and attendance at other parallel events where possible | Can be unmanned but can direct access to expertise/officers Can be in more accessible locations and combined with other events Meets public expectation | Mixed levels of attendance Attendance may not be representative of the wider community Subject to staff availability and resources | Medium | High |
| Press Release | Can be sent to lots of publications Can reach lots of properties | Relies on the distribution area of the newspaper so may not cover all District or all properties | Low | Low |

| Type of consultation | Advantages | Disadvantages | Material cost | Staff time |
|---|--|---|---------------|-------------|
| | | Any subsequent article may not be unbiased | | |
| Advert/ Press Notice/ Questionnaire/ Insert or wrap around on the newspaper | Accurate Concise information May be required by certain Regulations | Relies on the distribution area of the newspaper so may not cover all District or all properties Response often low, needs freepost return address | High | Medium/High |
| Notice Boards/ Posters/ Partners Newsletters | Reaches local communities Allows for a targeted approach | Limited information Relies on others to put up/remove notices Limited to certain times for circulation Unknown distribution | Medium | Medium |
| Focus Groups/ Planning for Real Exercises/ Masterplanning Exercises | Useful for detailed evidence gathering on complex issues Can be targeted to represent particular groups so can address areas where under representation is required | | High | High |

| Type of consultation | Advantages | Disadvantages | Material cost | Staff time |
|---|--|--|----------------------|-------------------|
| Parish Forum | Builds on links to Neighbourhood Plans/Parish Plans etc. | Frequency of meetings and attendance may not always be appropriate | Low | Low |
| Neighbourhood/ Locality Meetings/Public Meetings/Schools/ Organisations e.g local interest groups | Can be very detailed | Duplicates exhibitions Sometimes not representative and can be difficult to hear all views Subject to staff availability and resources | Medium | High |

Table 8.1 Appendix A Community Involvement Techniques

9 Appendix B - Leaflets on the Planning Committee and Speaking at Planning Committee

issues surrounding each case.

If the Committee seeks to make a decision different to the recommendation, that decision must be based upon proper planning reasons. Should additional information be required, then an application may be deferred until a subsequent meeting in order for that information to be provided.

Further information

For further information relating to the Planning Committee and when it meets please contact Mike Galvin, Committee Clerk on 01543 308075 or visit www.lichfielddc.gov.uk

Planning Committee: useful information

Chairman of Planning Committee

Councillor Mr D Smedley

Vice Chairman of Planning Committee

Councillor Mr T Marshall

Contact Address

Development, Democratic & Legal Services

Lichfield District Council

District Council House, Frog Lane

Lichfield WS13 6YZ

T: 01543 308000

Email: devcontrol@lichfielddc.gov.uk

Visit our web site: www.lichfielddc.gov.uk

Any views?

If, after having experienced Planning Committee, you have any observations to make over the decision making process then please submit your views in writing to the Development Control Manager using the contact address.



How it Works

What is the Planning Committee?

This is the Committee that makes decisions on planning applications in the Lichfield District area. It also considers matters of tree preservation orders, enforcement, building control and listed buildings.

When does the Committee meet?

It generally meets every three weeks on Monday evenings at 6pm in the Council Chamber at the District Council offices in Frog Lane, Lichfield. Members of the public are able to attend Committee.

Who is on the Committee?

The Committee is made up of 22 of the elected District Councillors. Councillors receive training in planning and the Chairman and Vice Chairman is appointed annually.

The Committee receives advice from Council Officers, in relation to planning and legal matters.

Why are some planning applications decided by the Committee and not others?

Senior planning officers have powers delegated to them to determine applications on behalf of The Committee and approximately 95% of applications are determined in this manner.

The applications which are presented to the Planning Committee are normally larger and more significant applications raising a number of planning issues.

How does the Committee reach its decision?

Five working days before the meeting of the Committee, copies of the agenda containing the full reports of the Planning Officers are circulated to Councillors on the Committee and are also available for public inspection. Agendas may be viewed on the Councils' website.

Each report contains full details of the proposal along with a summary of the history of the site

in question, the relevant policies, summaries of the views of objectors and supporters, and the reasoned judgement of the Planning Officers. It also contains a recommendation from Officers to approve or refuse the application.

At the meeting, where requested, the Officers will provide information on each application and debates will ensue on the cases where Councillors wish to express a view. Members of the public may address the Committee, usually to object or offer support on an application (please see guidance on 'Having your Say'). The Committee will finally make a decision on the application on the basis of the Officers' recommendations, the substance of the discussion and any other information received during the Committee debate. This decision is reached either unanimously, or, where opinion is divided, by a show of hands.

Does the Committee have to accept the recommendation in the report?

The planning agenda contains recommendations from the Planning Officers. These recommendations are not binding upon the Committee and it is free to make a decision on the basis of the planning merits and other



Having Your Say

This leaflet applies to applications which are to be considered by the Planning Committee.

The committee generally meets every three weeks at the District Council House, Lichfield on a Monday evening, starting at 6pm. **If you are speaking you should arrive by 5.45pm at the latest and make yourself known to the Committee Clerk.**

Members of the public have the right to attend meetings of the Committee and, in certain circumstances, the opportunity to speak either for or against particular planning applications.

Can I speak at Committee?

If you are the applicant or have written to the District Council either in support or to object to an application, then you potentially have an opportunity to make verbal representations to the Committee. **Only one person may speak on behalf of each group.** This includes one objector, one supporter, in addition to the applicant or their acting agent. In the case of objectors or supporters, if there are more than one, then agreement must be reached on one person to present their case. Failure to reach agreement amongst those registering to speak will result in only the first person registered being called.

Does the recommendation of the officer affect who may speak at Committee?

The recommendation of the Officers does not determine who may make representations to the Committee. If an application is recommended for refusal, verbal submissions in support of the application may be offered either by the applicant/agent or any other supporter who has made written representations to this effect to the District Council. If an application is recommended for approval an objector to that application may make representations to the committee, but any representations made by objectors will automatically trigger a right of reply by the applicant/agent.

When does public speaking occur?

The agenda will be considered in chronological order and when an item, against which speakers are registered, is introduced by the planning officer the Chairman will then call upon the speaker/s to make their representations to the Committee. Where different parties wish to speak, they will be heard in the order of objector, supporter and then the applicant/agent.

How long does each speaker have?

The speaker will be allowed a **maximum of five minutes** within which to present their case and at the end of the five minute period, the speaker will be instructed by the Chairman to cease and no further verbal submissions will be received.

What can I say?

Representations to the committee must be

- **Relevant to the application**
- **Relate to planning considerations**
- **A statement of fact, or**
- **A statement of personal opinion**

The submissions should focus upon the planning merits of the proposal and any submission outside of these areas may lead to the interjection of the Chairman. No new written or visual information will be accepted at the meeting, except with the prior agreement of the Chairman.

How can a registration of interest to speak be recorded?

The planning agenda will be released for public viewing five working days prior to the meeting of the Planning Committee. As soon as it is known that a particular application is to be reported to the Committee all those who have



equality impact assessment

stage 1 quick check

questionnaire



If you are planning on making a change to an existing service or policy, or launching something new, fill out this quick questionnaire to find out if you need to complete a full equality impact assessment. You can also use this form to check your current services or policies.

To find out more about the legal background to equality impact assessments, or for advice on which of your current services should be assessed, read our equality impact assessment help notes.

Section 1: About you and your service area

| | |
|------------------------------------|-----------------------------|
| Your name: | Craig Jordan |
| Your service area: | Spatial Policy and delivery |
| Your director/line manager: | Richard King |
| Your cabinet member: | CLlr Ian Pritchard |

Section 2: About your plans

| | |
|--|------------------------------------|
| Name of service/policy you are assessing: | Statement of Community Involvement |
|--|------------------------------------|

| |
|--|
| Is it? (please delete as appropriate) |
| <ul style="list-style-type: none">A change to an existing policy/service |

| |
|--|
| Who are the main users of your service/policy? (please delete any that are not appropriate) |
| <ul style="list-style-type: none">All residentsVisitors to the districtMixture of residents and visitorsUsers of a specific service (e.g. leisure centre customers)Internal (employees)Disability specific groupsRace specific groupsGender specific groupsReligious groupsSexual orientation groupsMarriage and civil partnershipsOlder peopleYoung peopleOther (please specify) |


| |
|--|
| Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback): |
| The existing policy and service has become out of date. |

¹ For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email colin.cooke@lichfielddc.gov.uk or alison.bowen@lichfielddc.gov.uk

Section 3: Will your plans impact on any particular groups?

3a:  Please fill in all boxes that apply in the table below. If any boxes don't apply, please leave blank.

Hints & tips Think about who will benefit from or be affected by your plans/policy. Will any particular group be negatively affected, or not able to use the service? For further guidance please see Section 3 of the help notes.

| Impact of plans | Will your plans have a positive impact on this group? If so please explain why? | Will your plans have a negative impact? If so please explain why?  If there is a negative impact on any group(s), please complete section 4 for each group. |
|--|---|---|
| Groups of users | | |
| Age ranges (indicate range/ranges) | Yes, the SCI recognises the physical and technological limitations known to exist within this generation and seeks to accommodate these needs to enable participation through consultation | No |
| Disability (physical, sensory or learning) | Yes, the SCI recognises the physical and limitations which can exist within this group and seeks to accommodate these needs by providing specialist provision of documents when requested and sensitive and accessible choices of venues for exhibitions where available to enable participation through consultation | No |
| Gender/sex | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Transgender/gender reassignment | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Race (includes ethnic or national origins, colour or nationality) | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Gypsies and travellers | Yes, the SCI recognises the physical and technological limitations known to exist within this group and seeks to accommodate these needs to enable participation through consultation | No |
| Refugees / asylum seekers | Yes, the SCI recognises the communicative and technological limitations known to exist within this group and seeks to accommodate these needs to enable participation through consultation | No |
| Sexual orientation | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Marriage and civil partnerships | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Religion or belief (includes lack of belief) | Neutral, although the SCI provides a range of methods which can be | No |

| | | |
|--|--|----|
| | utilized to encourage participation | |
| Pregnancy and maternity | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Carers or the people cared for (dependants) | Neutral, although the SCI provides a range of methods which can be utilized to encourage participation | No |
| Other (please specify) | | |

3b: Further details

| |
|--|
| Please use this space to provide further details if necessary |
| |

Section 4: Can you justify and evidence, or lessen any impact?

4a: If you have identified a negative impact(s) on any group(s) please complete the below table for each affected each group. If any boxes don't apply, please leave blank. If you didn't identify any negative impact(s) on the previous page, skip to section 6.

Hints & tips Is there something you can do to reduce or alter any negative impact you have identified? *For example when we changed waste and recycling collections to kerbside collections, we offered disabled/lessable people assisted collections.* Please list all the evidence you have gathered to support your decision(s) – this could include customer feedback, statistics, comparable policies, consultation results. If you don't have any evidence, please carry out appropriate studies and research to gather the evidence you need to support your decision(s). If you have no/insufficient evidence or cannot gather any, you will need to complete a full EIA. For further guidance, see Section 4 of the help notes.

| Actions you need to take | We will make the following change(s) to the service/policy to reduce the negative impact. Explain the change(s) and the evidence you have to support your decision? <input checked="" type="checkbox"/> Use section 4b below if you want to give more details. | We won't make changes as we can justify our decision and there are sound reasons behind our decision. Justify why and detail the evidence you have gathered to support your decision. <input checked="" type="checkbox"/> Use section 4c below if you want to give more details. | There is a negative impact, and we cannot justify it and/or have no, or insufficient, evidence to support our decision. <input checked="" type="checkbox"/> You will need complete a full equality impact assessment. See the help notes for more details. |
|---|--|--|---|
| Groups of users | | | |
| Age ranges (indicate range/ranges) | | | |
| Disability (physical, sensory or learning) | | | |
| Gender / sex | | | |
| Transgender / gender reassignment | | | |
| Race (includes ethnic or national origins, colour or nationality) | | | |
| Gypsies and travellers | | | |
| Refugees / asylum seekers | | | |
| Sexual orientation | | | |
| Marriage and civil partnerships | | | |
| Religion or belief (includes lack of belief) | | | |
| Pregnancy and maternity | | | |
| Carers or the people cared for (dependants) | | | |
| Other (please specify) | | | |

4b: Further details on changes

Please use the space below to give more details on the changes you will make, if necessary:

4c: Further details on justification

Please use the space below to give more details on the justification/evidence you have gathered, if necessary:

⁴ For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email colin.cooke@lichfielddc.gov.uk or alison.bowen@lichfielddc.gov.uk

Section 5: Your action plan

Help notes If, as a result of this assessment, you are going to adapt your plans or policy, please include details below. Please include a quick action plan and key dates that will show how you will review your decisions and when. Please include responsibility and expected outcomes. For full guidance on how to complete this section, please refer to the help notes.

Section 6: Record your actions (delete as appropriate)

| | | |
|---|----|-----|
| I have sent this to Policy and Performance for publication on the intranet and on www.lichfielddc.gov.uk | No | Yes |
| Date completed: | | |

Economic Development Service Review

CLlr Pritchard – Cabinet Member for Economy

Date: 27th January 2016
Agenda Item: 7
Contact Officer: Craig Jordan
Tel Number: 01543 3038202
Email: craig.jordan@lichfielddc.gov.uk
Key Decision? NO
Local Ward Members All



**Economic Growth,
Environment and
Development (Overview
and Scrutiny) Committee**

1. Executive Summary

- 1.1 To update members on progress made with the Fit for the Future programme review of the Economic Development Service and to seek approval for taking forward a draft Economic Development Strategy for consultation.

2. Recommendations

- 2.1 That the Committee notes the progress made on the Review.
- 2.2 That the Committee approves the draft Economic Development Strategy for the purpose of consultation.

3. Background

- 3.1 Under the Council's Fit for the Future review of all Council services, the Authority's Economic Development Services are currently being considered. The review commenced in mid-2015 and is due to complete March 2016 with implementation of agreed recommendations to follow. The Committee has previously received and agreed a Project Initiation Document (PID) setting out the specific aims of the review and a Project Management Plan (PMP) detailing the work programme and intended outcomes and arrangements for conducting the review.
- 3.2 In taking the review forward it has been recognised that sustainable economic growth is vital to support local communities and ensure that people's and an areas needs and aspirations can be met. Growth provides for jobs, investment, new businesses and helps to deliver services and facilities which otherwise might not exist or would seek to locate elsewhere.
- 3.3 A key task of the review has been to consider how economic development activity is currently configured with the focus very much on the activities of Council services, as it is these that the Authority itself can exert the most control over and hence make a difference. It is recognised however that promoting and delivering economic development depends upon a wide range of bodies and organisations. Where possible the Council and the aforementioned bodies need to be agreed on what the economic goals should be and act in a collaborative manner to achieve these.

- 3.4 There are a number of Council services that contribute toward economic development in the District. Since April 2009, the Council has had an arrangement with Tamworth Borough Council to help deliver our economic development service. This has resulted in the signing of a Service Level Agreement as to the nature of responsibilities and the cost of the operation. Alongside the SLA, annual business action plans have been prepared and at the close of each year an Annual Report published highlighting the activity carried out. This Committee has received regular updates on the achievements of the service and the difference it has made to economic performance across the District.
- 3.5 Complementing the arrangement with Tamworth have been contributions towards the economic growth agenda from various parts of the District Council. The Tourism Service plays a significant role in promoting the numerous attractions of the District and working with partners encouraging visitors to access these. The Development Service through plan making and development management decisions helps to identify development needs for the area and show how these can be met. In a similar way via licensing and Environmental Health duties, the Authority ensures that business ventures and commercial undertakings are appropriately regulated and offer suitable services and facilities. Our leisure services and parks arms of the Council provide for and maintain a range of open spaces and green infrastructure popular with visitors and residents alike. A longstanding objective for the Authority and other parties has been supporting the sustainable development of Lichfield City Centre and also efforts to bring forward an improved offer in Burntwood town centre. In this respect a number of Council services have assisted in the work of the Lichfield Town Team and Burntwood Business Community to bring about the required changes.
- 3.6 The above paragraph highlights the fact that economic development can be delivered in many ways and be affected by the actions of numerous agencies including different Council Services. One of the main tasks of the review has been to see how the inputs of different bodies, in particular Council service areas, can be better coordinated to deliver upon agreed objectives and in doing so produce even better results.
- 3.7 Whilst it has been important to fully map and understand who contributes to economic development it has also been essential to establish what the actual economic ambitions are of the District. This was an issue flagged up by the LGA Peer Review team who visited the District Council in October 2014 and produced a report on the way the Council operated. One of the weaknesses the Peer Review team identified was the lack of a clear set of aims and objectives as regards economic growth, though the team did acknowledge the work being carried out by the arrangement with Tamworth BC and supported by the actions of services within the District Council was of a high standard. The Peer Review in its final recommendations suggested the Council should consider developing an Economic Development Strategy and within this state clearly what its ambitions and aspirations are.
- 3.8 Work on producing a Strategy has been progressed as part of the Review covering the period 2015-2020. For the first time a comprehensive questionnaire has been distributed to businesses to get a fuller understanding of business needs and how the Council can assist. The Project Team have sought to define a set of strategic objectives for the District and from this develop a group of actions. Subsequent to this an Action Plan has been prepared providing details of how the Strategy and the actions contained within it will be delivered, by whom and within what timescales. In drafting the Strategy particular care has been taken to ensure that it and the objectives contained within the document are fully aligned with the Council's emerging Strategic Plan.

3.9 The draft Economic Development Strategy and Action Plan are attached to this report at **Appendix A**. It will be noted that the strategic objectives in the Strategy are as follows:

- Provide a suitable range and mix of employment opportunities
- Increase the number of new business start-ups and business survival rates
- Provide an appropriate balance between jobs and housing
- Encourage increased levels of investment and spending by the public, private and voluntary sectors into the District
- Deliver enhanced levels of prosperity to all communities

These objectives are then translated into a set of actions that effectively fall under 3 pillars relating to place, business and people. In the Appendices to the Strategy are contained the detailed results of the mapping exercise undertaken to establish the different parties engaged in economic development activities in Lichfield District and separately the Action Plan. The intention is that subject to member approval the draft Strategy will be published for consultation and the results reported back prior to a final version of the Strategy being agreed and adopted by the Council.

3.10 Members of the Committee are asked to consider the attached Strategy and confirm whether or not they are content with it and for the document to be made available for consultation.

3.11 The Review of Economic Development Services is a key review in the Council's Fit for the Future Programme. Seeking to grow the local economy and the benefits that can occur to residents and local communities is a major aim of the Council's emerging Strategic Plan. In addition to providing jobs and wealth creation opportunities, growth can help in cutting down the demands on local services so that scarce resources can be directed to other areas of importance. The growth itself will have benefits too for the Council in generating increased business rates. With these factors in mind the Review has sought to identify where the Council and working with partners, can best assist local business and the economy generally in Lichfield District and from this develop a set of actions which are credible and capable of being implemented with the right level of resources.

| | |
|------------------------|---|
| Alternative Options | <ol style="list-style-type: none"> 1. The Review is part of the Council's agreed Fit for the Future Review Programme. It is important that the Review takes place to ensure that the benefits of economic growth to the District are being identified and realised through a properly targeted and resourced set of interventions. 2. The Council could decide not to have an Economic Development Strategy but the absence of one was highlighted in the 2014 LGA Peer Review. Such a Strategy is required to establish strategic objectives and determine how actions to meet these objectives are implemented. |
| Consultation | <ol style="list-style-type: none"> 1. The Review of Economic Development Services has been carried out by a project team comprising of officers drawn from across the Council, officers from Staffs CC and with the District Council Chief Executive acting as 'challenge director'. External advice/comments have also been sought and provided by a member of the 2014 LGA Peer Review team. The results of the review to date have been reported to the Cabinet Member for Economic Growth, Environment and Development, and are now being reported to this Committee. A further report will be presented to members in March at the conclusion of the Review and with the results of any consultation on the draft Strategy. |
| Financial Implications | <ol style="list-style-type: none"> 1. It is envisaged that the Review will result in a continuing arrangement with Tamworth Borough Council to deliver specific economic development activities on behalf of Lichfield District. For this the District Council pays an agreed annual fee/charge plus makes a contribution toward operational budgets. The emerging Strategy will be implemented using existing resources where possible but a need for additional resource has been identified as part of the Review. The Peer Review recognised that the Council was punching above it's weight in terms |

| | |
|--|---|
| | <p>of economic development and the services needs to be resourced adequately if we are to properly engage with businesses.</p> <p>2. The Review has identified scope for more efficient ways of working across the Council's services. The Review has also identified a need for additional resources, mirroring the findings of the 2014 LGA Peer Review team. More detailed work needs to be carried out on exactly what additional resource would look like but the costs of this would need to be viewed in the context of increased economic activity in the District and potential higher business rate income.</p> |
|--|---|

| | |
|--|--|
| Contribution to the Delivery of the Strategic Plan | <p>1. The Council's emerging Strategic Plan has as one of its key objectives a desire to have a prosperous and vibrant local economy. The Review and the draft Strategy produced as part of this process is aligned with this objective. The Strategy and the associated Action Plan are intended to ensure that this key objective is achieved.</p> |
|--|--|

| | |
|---|---|
| Equality, Diversity and Human Rights Implications | <p>1. An Equalities Impact Assessment will be carried out on the draft Strategy before it is approved in its final version. The aim of the Strategy is to achieve sustainable economic growth in the District which meets the needs of residents and businesses and overall brings prosperity to the area. In terms of gaining employment or benefitting from increased spending levels/income, it will be important in implementing the Strategy that particular sections of society are not prejudiced or discriminated against. Support eg, skills training or assistance into the job market, will therefore be required.</p> |
|---|---|

| | |
|-----------------------|---|
| Crime & Safety Issues | <p>1. Increased economic prosperity and job and wealth creation opportunities accessible to all parts of the District should have a positive impact on crime rates.</p> |
|-----------------------|---|

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|---|--|------------------------|
| A | That the draft Strategy is not accepted as being realistic, credible or deliverable | The Review Project team have prepared the document and been assisted with inputs from a range of professionals. It has been tested through the role of the challenge director and also been reviewed by external parties. | Green |
| B | That the resources are not available to implement the Strategy and associated Action Plan | It is envisaged that the Strategy and Action Plan will mainly be delivered using existing resources. There is likely to be additional resource requirements which have yet to be fully appraised. The costs of any additional resource will need to be set in the context of the findings of the 2014 Peer Review which considered the Council to be under resourced in delivering its economic development activities and also the benefits that could accrue to the District and the Council from increased levels of growth | Green |

Background documents LGA Peer Review Final Report 2014

Relevant web links None.

Lichfield District Council - Economic Strategy 2015 - 2020

Executive Summary

The Council's key objective is to promote economic prosperity by supporting measures that enable the local economy in Lichfield District to adapt to changing economic circumstances and to make the most of newly arising economic opportunities.

We believe we have a unique combination of strengths that put the District in a good position. The combination of our local economic and heritage assets; our location adjacent to the national highway and rail network; the accessibility to the institutional, cultural, transport and commercial offer of the West Midlands conurbation; and excellent quality of life offer to residents, workers and visitors alike all combine to make a strong investment offer. How well we package this offer, present it to the market, and ensure the supporting infrastructure is in place; whilst maintaining, protecting and where appropriate growing the environmental assets that contribute to the offer, will be a key determinant in how successful our contribution to local sustainable economic growth is.

We will do this corporately by coordinating actions across the District Council, explaining how each service plays into it, and how the Council provides the coordination and added value. Equally we will encourage, support and help shape the actions of the many partners who, working with the Council together, will aim to deliver growth.

Our key objectives are to increase the levels of investment in the District, provide a good mix and range of employment opportunities, as far as possible balance job growth with housing provision and achieve economic prosperity across all parts of the District. The projects outlined in this strategy will all contribute to achieving one or more of these goals, and we will do all this by addressing actions to improve our place, people and business in the round.

1. Strategic context for the Strategy

- 1.1 The past 5 years have been a period of major change affecting the local economy. The impact of the financial meltdown and the global recession; and the subsequent introduction of austerity measures and of more outcome based measures to local government funding have been driving new ways of working for the District Council. There have also been changes to economic development arrangements reflecting changes in Government.
- 1.2 The dismantling of the regional organisations and consequent cessation of the Regional Spatial Strategy, Regional Economic Strategy, and the Local Investment Plans, has shaken up the way in which we plan for employment and housing land. The closure of the Regional Development Agency (Advantage West Midlands) and Business Link West Midlands removed a raft of business support and business engagement activity. The skills and employability landscape has changed significantly as well with the loss of funding for careers guidance in schools and the Learning and Skills Funding Council being replaced by the Skills Funding Agency.
- 1.3 At the same time Business led Local Enterprise Partnerships (LEPs) have been set up, with Lichfield District sitting within the geography of two LEPs, Greater Birmingham and Solihull and Stoke on Trent and Staffordshire. The LEPs have developed 'Strategic Economic Plans' which will drive the delivery of significant Central Government and EU funding over the next six years. The District Council has worked with the LEPs to introduce local business support offers, developed a Lichfield 4 Business Programme, and commissioned research into our strategically important businesses. In terms of skills, the Authority has worked with partners to commission employability projects via its

community development budget and has been working with both LEPs to identify local skills and employability needs ahead of significant EU funding being available from late 2015.

- 1.4 Recently and mirroring the approach being taken in the north of England to promote and facilitate significant levels of growth and associated provision of infrastructure, midlands authorities have come together under the banner of the 'Midlands Engine' to do the same. The District Council and Staffordshire County Councils are part of this collaborative approach to policy making, action planning and delivery for the benefit of a large and vital area of the country.
- 1.5 We continue to be one step ahead of the game, appraising the changes in the economic policy environment, and putting in place local actions necessary to support economic growth. However the pressures on District Council funding, along with those on our partners funding, means we must continue to make better use of the resources we have and be smarter in the way we work.
- 1.6 As a Council we recognise that we could be more joined up across services that contribute to economic growth - we know that economic growth is a priority but we are not necessarily best structured to deliver it to the best of our ability with too many projects developed in isolation. We also acknowledge that we need a better intelligence base on our businesses community and workforce - we access official data but have little real time intelligence from our local businesses, this needs to be rectified. We recognise that where we can make little or marginal impact (and others are better placed to deliver) then we must take a step back - we need to be prudent in the way we support effective partnership working and mindful of the pressures and calls we place on our stakeholders. Finally, we recognise that there are a limited number of projects that are strategically critical to our continued economic well-being - whilst we have promoted the projects well we have not sufficiently sold the story of the supporting strategic 'enablers' as well across the Council and the District. This will be addressed.

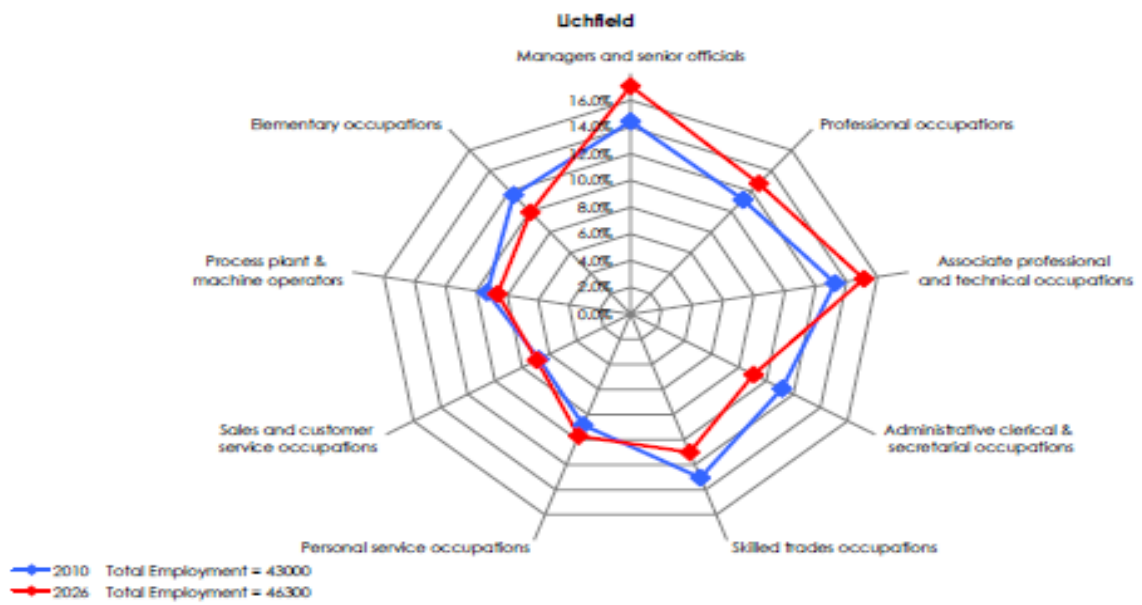
2. Economic profile

- 2.1 Lichfield District is located in south-east Staffordshire, and abuts the West Midlands conurbation. The 2011 Census shows that the District's population had grown to 100,654 from 93,232 as recorded in the 2001 census, which equates to an increase of 7,422 people (or 7.9% compared with national and county increases of 7.1% and 5.2% respectively). In total, there were around 39,800 employee jobs in Lichfield District in 2011, a decrease of around 390 employee jobs in the area since 2008
- 2.2 Lichfield District has a business start-up rate of 55.2 per 10,000 resident population aged 16 and above. This is the highest in Staffordshire, and higher than the national rate of 51.6. It also has a business survival rate of 62.6%, again higher when compared to 61.6% for the county and 58.2% nationally. In line with many parts of the West Midlands the District has witnessed a fall in manufacturing employment and a rise in employment in distribution, professional and business services, and public administration. Unemployment has remained consistently below the national and regional average, and earnings by workplace have remained below earnings by residency. However earnings by residency and earnings by workplace, average house prices, working age population with NVQ level 4 and above qualifications are all above the regional average. These factors together with a short fall in local knowledge based jobs and good transport links into the conurbation have led to a high level of out commuting for jobs.

| | Lichfield | Birmingham & Solihull LEP (District Average) | Stoke & Staffordshire LEP (District Average) | Birmingham & Solihull / Stoke & Staffordshire LEPs (District Average) | West Midlands (District Average) |
|---|-----------|--|--|---|----------------------------------|
| Job Balance Ratio | 83.3% | 86.0% | 82.0% | 84.1% | 88.1% |
| Out-Commuters as % of Employees Residing in District | 49.1% | 41.4% | 43.2% | 41.9% | 38.3% |

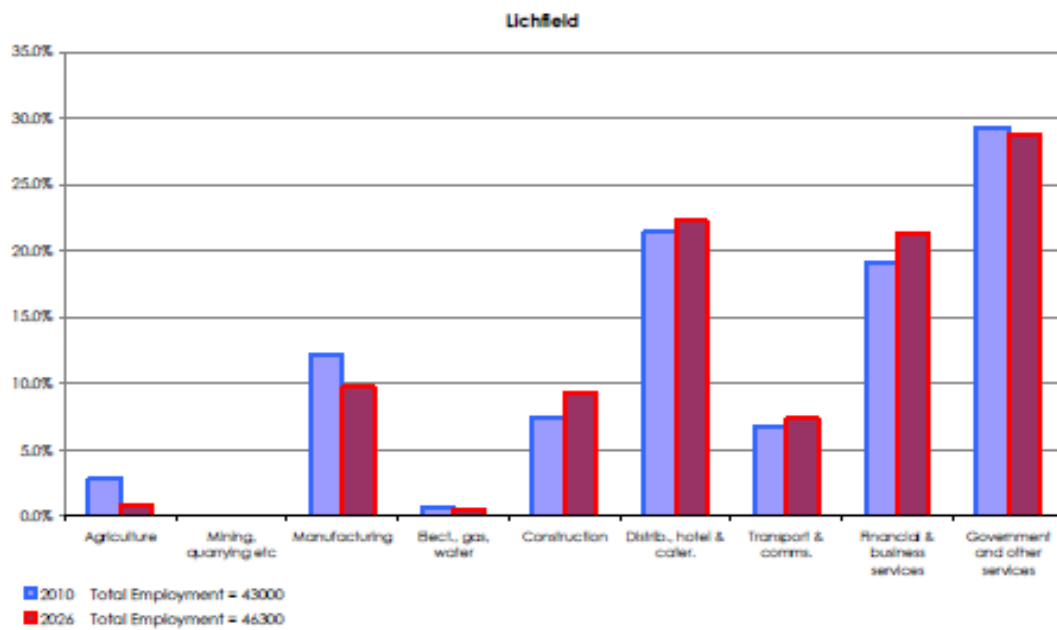
Sources: Census data and GHK analysis, 2011

Figure 2.3 – Occupational Structure in Lichfield: 2010 and 2026



Source: AWM Labour Market Future Profiles, 2010 and GVA analysis, 2011

Figure 2.4 – Employment Sectors in Lichfield: 2010 and 2026



Source: AWM Labour Market Future Profiles, 2010 and GVA analysis, 2011

3. Economic and Delivery Challenges

- 3.1 The District’s unique position at the centre of strategic transport networks and being located on the edge of the West Midlands conurbation has played a major role in the recent expansion of commercial and industrial developments within the area, with sites such as Fradley Park on the A38, and Lichfield South next to the M6 Toll bringing hundreds of local jobs. In recent years, many overseas companies have made the District their base for UK operations, including businesses from America, Australasia, and mainland Europe.
- 3.2 The District also however loses a considerable percentage of its higher skilled workers to jobs in the West Midlands conurbation; is facing a considerable pressure to accommodate significant additional housing; has a town centre in Burntwood which is underproviding for the need of its local catchment area; is facing the challenge of an ageing workforce; and, has pockets of relatively high and entrenched deprivation. All of these can and do impact on aspirations to make Lichfield District a great place in which to live, work and visit. We must **address these weaknesses before they become threats** to our economic well-being. A SWOT analysis is set out below.
- 3.3 We recognise that we do not know our local businesses and their employee skill base as well as we should. It is the wealth creating private sector that will drive growth - and our ability to link business to the land and premises, to the available business support, and to the skills offer is wholly reliant on our having a knowledge of who they are and what they need.

| STRENGTHS | WEAKNESSES |
|--|---|
| <ul style="list-style-type: none"> ➤ Attractive environment/Quality of Life factors that support economic growth ➤ Immediate access to the heart of the national highway network ➤ Significant heritage assets ➤ Good history of sub-regional cooperation through Southern Staffordshire Partnership | <ul style="list-style-type: none"> ➤ Limited local HE presence and interventions ➤ History of fragmented business support and engagement ➤ Disconnect of area to wider place marketing initiatives and lack of profile ➤ Business leadership and management skills issues |

| | |
|--|---|
| <ul style="list-style-type: none"> ➤ Relative low cost of business space ➤ The area is relatively more entrepreneurial compared to Birmingham, Staffordshire or the country in terms of the number of businesses present and the creation of businesses ➤ Visitor economy offer ➤ Good range of employment sites mostly with good access | <ul style="list-style-type: none"> ➤ Limited number of incubation units and support ➤ Lack of engagement of local businesses into sub regional, regional and national sector based networks and support programmes ➤ Poor fabric of and accessibility to some of the older industrial estates ➤ Low level of school/business engagement, and alignment of IAG to work opportunities |
| <p>OPPORTUNITIES</p> <ul style="list-style-type: none"> ➤ Proximity to the conurbation’s assets ➤ Develop peer to peer innovation networks ➤ Build upon the strong visitor economy offer ➤ Develop edge of city micro science parks/innovation hubs ➤ Development opportunities providing a broad range of employment, housing, retail and leisure ➤ Steward and develop the environmental assets ➤ Development of rural economy | <p>THREATS</p> <ul style="list-style-type: none"> ➤ Pockets of low deprivation/worklessness not being addressed because actual scale too small though impact significant ➤ Cross LEP collaboration weak and LEP overlap causes duplication and confusion. ➤ Out-commuting of those with higher skills to jobs available elsewhere ➤ A one size fits all approach to business support ➤ Limited economic development resource at District level ➤ Dominance of urban area prioritisation in strategic economic prioritisation |

4. Developing our strategic priorities

4.1 The building blocks for this Economic Development Strategy reflect the three core aims of the current [District Plan for Lichfield](#) - to support local people, to shape local places, to support business and enterprise. We recognise that as a District Council we have direct responsibility for certain activities, but can only indirectly or directly influence other activities. It will be the effective, imaginative and flexible combination of how we utilise our own resources and influence those of others that will underpin sustainable economic growth across the District.

4.2 In developing this document we need to have regard to a number of other existing strategies and plans such as:

The Council is in the process of preparing a new [Strategic Plan](#) to cover the period 2016-2020. This will not be finalised until early in 2016. The current draft Plan states as part of an overarching vision that *‘Lichfield District is open for business’* reflecting the importance of the economy and a desire for people and business to invest in the area.

A key priority for the District and one of 4 set out in the draft Plan is to have *A Vibrant and Prosperous Local Economy*

In this context, the draft Plan sets out what LDC will deliver by way of services and facilities to support economic growth, what it will seek to influence and what it will expect of other parties.

Having regard to the above it is important to be more specific about the economic development objectives which the Council and its partners will or should be seeking to deliver.

[Our County, Our Vision: A Sustainable Community Strategy for Staffordshire 2008-2023](#) prepared by the Staffordshire Strategic Partnership, is a fifteen year vision to improve the quality of life for all our people, by increasing economic prosperity, improving local services, and developing partnership working.

- To achieve this vision the following priorities have been identified:
- A vibrant, prosperous and sustainable economy;
- Strong, safe and cohesive communities;
- Improved health and sense of well-being; and
- A protected, enhanced and respected environment.

The [Lichfield District Local Plan Strategy 2008-2029](#) provides the broad policy framework and establishes a long term strategy to manage development, provide services, deliver infrastructure and create sustainable communities. Strategic Priority 7 of the Plan is “to promote economic prosperity by supporting measures that enable the local economy to adapt to changing economic circumstances and to make the most of newly arising economic opportunities”. A detailed [Infrastructure Delivery Plan](#) sits alongside the Plan.

The [Tamworth and Lichfield Business and Economic Partnership Strategic Plan 2014- 2018](#) developed in partnership with the local business community which aims to facilitate and support sustainable economic growth and it seeks to achieve this by focusing on activities where additionality can be provided through

- **Influencing, lobbying and monitoring** the strategies and actions of local businesses, public bodies and partnerships
- **Coordinating communication and engagement** activities with local businesses, public bodies and partnerships
- **Commissioning research** to support an understanding of local economic needs

The GBSLEP Strategy for Growth and Strategic Economic Plan (SEP) prior to the development of its SEP the GBSLEP soon after coming into being produced a Strategy for Growth. Based on an overarching vision of re-establishing the Greater Birmingham area as the main focus for economic development and prosperity outside of London, the Strategy identifies 6 key enablers to growth – growing the number of successful businesses, building sector strengths, stimulating innovation, improving skills, improving physical and digital connectivity and optimising the sub-regions assets. The SEP seeks to implement the Strategy drawing on the strategic pillars of people, place and business and through a series of thematic and spatial programmes deliver new and stronger businesses, develop Birmingham as the regional hub, unlock growth opportunities in and adjacent to the West Midlands conurbation, and create new growth sectors.

The Stoke and Staffordshire LEP Strategic Economic Plan recognises Stoke on Trent as a major urban area influencing the economic conditions of large parts of Staffordshire and beyond and a number of smaller population centres which together provide the basis for jobs, services and facilities across a wide geographical area. The SEP seeks to support the respective roles of Stoke on Trent as a principal location for jobs and industry and the smaller urban centres and promote good connections between the same to facilitate sustainable growth.

The Greater Birmingham Visitor Economy Strategy 2014-2020 covers the Greater Birmingham and Solihull LEP and the Black Country and includes Lichfield District as part of southern Staffordshire. The Strategy acknowledges the importance of tourism across the aforementioned area and sets out a number of strategic objectives intended to ensure that the visitor economy works in tandem with other sectors to deliver sustainable growth.

A Staffordshire Tourism Strategy 2016-2018 is currently in preparation.....?

- 4.3 In developing this strategy we need to understand what we are currently doing as an Authority; assess whether we need to do things differently; understand what our partners are doing; and determine where any partnership working can be enhanced.

5. What are we doing, how have we been working?

- 5.1 Apart from being a major local employer, the District Council makes a major contribution to the economic well-being of Lichfield District via a range of activities delivered across a number of its services. The statutory responsibilities given to a District Council mean we play the lead role in shaping our “place”, with a more limited and facilitating role around the “business” and “people” agendas.
- 5.2 In developing this Strategy document, a detailed mapping exercise has been carried out to understand how the Council corporately and across its various services engages with business and contributes through its actions to the state of the local economy. The results of this exercise are contained in **Appendix 1**.
- 5.3 Across each of the service functions there is a clear understanding that sustainable economic development is a priority for the Council; and that each and every service area has a contribution to make to the economic well-being of the District. Of the three building blocks to economic development the Authority has a lead role, and needs to ensure that the right tools and resources to facilitate growth are in place. We are less well equipped and have no statutory powers (other than that of supporting economic well-being) to provide business support and to up-skill our people. However we do identify a role to support each of these other two pillars, and we can ensure that those with the resources and with the statutory responsibilities are themselves supported to provide effective delivery in the District. Importantly we have the role of connecting the three building blocks that deliver economic growth; in coordinating activities to secure the balance between economic, social and environmental benefits; and in being the advocate and champion for our residents, our businesses and our locality.

Working with Partners

- 5.4 The Council has three primary partners for delivering economic development – with Tamworth Borough Council in the form of the Lichfield and Tamworth Shared Service at the local level, Staffordshire County Council at the County level, and the Local Enterprise Partnerships at the sub regional level.
- 5.5 The District Council has a shared service arrangement with **Tamworth Borough Council** for the joint delivery of Economic Development services. The service is delivered through a Senior Manager and Economic Development Officer employed by Tamworth Borough Council, complemented by specific resource inputs from within the District Council. The delivery of the service has sought to reflect the ambitions of the District Council as a member of a broader business and economic partnership covering Lichfield District and Tamworth Borough. The partnership has been a key vehicle through which the Council has supported economic development activity, and in 2014 a new Strategy which has four key themes – business support, infrastructure, place and town centres, and workforce development – and related delivery plans was agreed by partners and endorsed by the two Councils.
- 5.6 **Staffordshire County Council** has a significant economic development department and budget, and is also the local transport and education authority. The District Council has a strong history of working in partnership with the County Council to secure funding and deliver projects.
- 5.7 The key sub regional strategic partners are the **2 Local Enterprise partnerships** that the District Council is a member of – namely the Greater Birmingham and Solihull LEP (GBSLEP) which in addition to Birmingham and Solihull includes alongside Lichfield, 3 other Districts in southern Staffordshire and 3 Districts in North Worcestershire, and the Stoke and Staffordshire LEP (SSLEP). We have worked closely with both LEPs since their inception and have contributed to the development of respective Strategic Economic Plans (SEPs) and European Strategic Investment Frameworks (ESIFs), together with other theme-based plans and strategies. We will continue to commit resources to support, influence and secure funding from both LEPs. Already we have secured funding to support the delivery of the Lichfield Southern by-pass and Liberty Business Park from the SSLEP, transport investment to support the Lichfield Friarsgate scheme and funding for a major business support programme from the GBSLEP.

6. Our Strategic Objectives

- 6.1 Our key strategic objectives are to:
- Provide a suitable range and mix of employment opportunities
 - Increase the number of new business start-ups and business survival rates
 - Provide an appropriate balance between jobs and housing
 - Encourage increased levels of investment and spending by the public, private and voluntary sectors in to the District
 - Deliver enhanced levels of prosperity to all communities
- 6.2 We will seek to achieve these through a series of interrelated activities carried out under the 3 broad pillars of Place, Business and People.

PLACE

We will work with developers to secure major investment into our two major centres, and we will continue to maintain a built and natural environment to the highest quality standards

We will work with developers and property owners to encourage the development of quality employment land and enhancement to our existing commercial premises and sites

We will work with developers to encourage provision of a housing mix and availability that will underpin continued sustainable economic growth

We will work with key partners to secure investment for our key transport schemes

We will continue to work for the necessary enhancement and provision of high quality broadband and digital services to support business and local communities

- 6.3 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 hinterland. The City of Lichfield is an important historic centre, with a major conservation area based around the Cathedral, a medieval street pattern and historic city centre buildings. As well as being a popular visitor destination, it is an important centre for jobs, services and facilities and housing. Burntwood is a town comprising an amalgamation of several former smaller settlements. The structure and rate of Burntwood's growth has had consequences that planning policies have previously sought to address, in particular the need for a range of facilities and jobs that are appropriate for a town of its size that enable people to work, shop and access social and recreational infrastructure locally. Outside Lichfield and Burntwood within the large rural landscape, are numerous villages and larger settlements some providing for dedicated employment opportunities.
- 6.4 Almost one in three of the District's working residents commute into Birmingham and the conurbation, just some 30 minutes by train on the Cross City Line. It is an aspiration of the Council to reduce the current levels of out-commuting of local residents where jobs are available more locally. One way this can be achieved is by ensuring that employment growth in the District exceeds the projected growth of the economically active population. This can be achieved through enabling more home working, encouraging more sustainable travel to work patterns, helping to improve the fabric of existing industrial estates and providing high quality employment sites. The District Council has a key role in creating the right conditions for growth – we facilitate this by identifying and encouraging investment in appropriate facilities; commercial buildings and the physical environment; in housing; in transport links; and in communication and utilities. The Local Plan provides the framework for this, and the quality of the local infrastructure plays a key role in supporting the growth of established business and attracting inward investment. In terms of business space, Lichfield District has a number of large warehousing and distribution sites e.g. Fradley Business Park in Lichfield. The provision of new office accommodation in the short to medium term will be key in attracting inward investment to the Lichfield area. There is a shortfall of suitable land and premises for higher value manufacturing to attract investment and accommodate growth in the longer term.
- 6.5 There will also be pressure to accommodate significant new housing, and to support the related transport, school and service provision. The availability of a mixed range of affordable and high quality housing will be a key aspect of the area.
- 6.6 While we also see our location as an advantage in terms of accessibility to the national highway and rail network, we are mindful that new development and growth puts pressure on the existing capacity, and leads to demand for new connectivity. We will also work to secure good connectivity and economic benefits from HS2 and mitigate any negative impacts.

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- 6.7 Sitting outside of the West Midlands conurbation, and having a significant rural hinterland, securing a better broadband provision is key to supporting our business community and public sector service provision.

Priorities

CITY AND TOWN CENTRES

6.8 Friarsgate, Lichfield City

- 6.8.1 This is the District's flagship development with the first phase featuring shops, cafes, bars and restaurants, a cinema, residential development, a new bus station and a 500 plus space multi storey car park. The second phase would see further retail units developed, including a department store, as part of the scheme. It will revitalise the Birmingham Road area in a way that will link up to and complement the rest of the city centre. Overall, the planned development will have a huge impact on our local economy, and projections are that it will create up to 750 jobs and contribute £211 million into the local economy over a ten-year period. U & I is delivering the scheme and has submitted a planning application.

Lead Service – **Land and Property**
Partners – **U & I**

6.9 Lichfield City Business Improvement District

- 6.9.1 The Lichfield City Business Improvement District (BID) has been developed over the past two years and has involved hundreds of businesses giving their views and taking part. The BID proposals have recently been accepted following a referendum. The Lichfield City BID will focus on five themes - *PR, marketing and promotion; a stylish and eventful city; a safer city - day and night; parking and street improvements; business support* – and will invest approximately £200,000 each year for the next five years in agreed projects aligned with these themes.

Lead Service - **Tourism Development**
Partners – **Lichfield City BID Board, Lichfield CC**

6.10 Lichfield City Centre Development Strategy

- 6.10.1 This strategy provides a roadmap for the Lichfield City Centre Development Partnership (of which the council is a key member) to follow in pursuing sustainable economic development in Lichfield City centre, based on a dynamic and successful visitor and local economy, making the most of the city's unique cultural heritage and contributing to the local quality of life. The strategy suggests a target of a 5% increase in visitor spending per annum over the next five years (up to 2020), leading to an additional annual contribution of £46m to the local economy and supporting 850 additional jobs.

Lead Services – **Tourism Development, Property, Devt.**
Partners – **Lichfield CC, Staffs CC, Lichfield Cathedral**

6.11 Burntwood Town Centre

- 6.11.1 In Burntwood the focus will be on the creation of a vibrant and diverse town centre, through regeneration. The town will be promoted as an area of increased and more diverse economic activity, to include new retail, employment, leisure, residential, recreational, health, educational resources and improvements to its public realm and environmental quality. These uses, together with further enhancements to the public realm, pedestrian linkages and public transport facilities, will further assist in the regeneration of the area and help to meet the needs of the residential population of the town. The retail/leisure offer is dependent upon private sector investment: the transportation provision required would require investment in the form of developer contributions. Projects would include:

- Burntwood Local Transport Package (£3m)

- A range of public realm improvements
- Improving and increasing parking provision

Lead Service – **Development Services**

Partners - **Burntwood Business Club, Burntwood Town Council, Staffs CC, Landowners, Developers**

LAND AND ASSETS

6.12 Sustainable Employment Land

6.12.1 79.1 hectares of land will be allocated for employment uses, informed by the employment portfolio as shown within the Employment Land Review. The portfolio of existing and proposed employment sites provides a good mix and range of industrial and other employment based property and land that is well balanced both locationally and by market sector, with the largest concentration serving the most populated areas. Whilst the quality of the stock of existing employment land and buildings is generally good there are areas where localised investment is required. The Employment Land Review has identified just over 40 existing employment sites along with details of their current condition and market appeal. A further 40 potential employment sites have also been identified. We will work with developers to bring forward the new sites, and we will work with owners and resident businesses on the established industrial estates to determine needs for refurbishment and additional site related investment

Lead Service – **Development Services**

6.13 Transport infrastructure investment

6.13.1 Investment in the local and sub-regional highway and rail infrastructure will be key to the continued economic prosperity of the District. As well as lobbying and securing funding for key schemes we will continue to work with partners to improve accessibility, by enhancing sustainable transport opportunities and encouraging development that reduces the need to travel and changes to travel behaviour through a balance of transport measures. The Lichfield District Integrated Transport strategy 2013-2028 sets out priority schemes which include:

Short term – 3 years

- **Lichfield City Centre Local Transport Package:** new bus station closer to Lichfield City rail station, pedestrian facilities, car park management, traffic management on St John Street and further pedestrianisation of the City centre, urban traffic control and junction improvements on A5127
- Bus access improvements between Lichfield and Tamworth
- Lichfield Southern Bypass Phase 3 detailed design work for section under the railway line
- Route signage from Lichfield to Tamworth
- Provision of publicly-accessible electric charging points
- Potential designated area for coach parking
- Engagement with local communities on HS2 and exploring opportunities to improve existing rail services

Long term up to 2029

- **South Lichfield Local Transport Package:** Complete Lichfield Southern Bypass and necessary junction improvements, review of local traffic routing, improved bus connectivity, pedestrian facilities, enhanced cycle links to the City centre, A5(T) and A38(T) active traffic management and junction modifications
- **East Lichfield Local Transport Package (inc. Fradley):** Lichfield Trent Valley rail station gateway refurbishment, A5127 junction improvement, urban traffic control, sustainable transport link enhancements to City centre and rail stations, pedestrian improvements in Streethay. **Fradley:**, Safer access to A38(T), active traffic management on A38(T), new or extended bus services to the City, local walking and cycling links, routing and parking of Heavy Commercial Vehicles
- **Burntwood Local Transport Package:** New bus interchange, public realm enhancements on Cannock Road, bus access and service improvements within Burntwood and to Cannock and Lichfield, walking and cycling links to Chasewater
- Consideration of Real Time Passenger Information in Lichfield
- Potential reopening of Walsall to Lichfield rail line, passenger services between Lichfield, Burton and Derby
- Improved transport links to the National Memorial Arboretum.

6.13.2 In addition to the Staffordshire Local Transport Plan, it needs to be acknowledged that strategic transport infrastructure requirements across the West and East Midlands is currently being looked at as part of a wider cross regional growth and development initiative. This major infrastructure appraisal is more commonly known as Midlands Connect.

Lead Service – **Development Services**

Partners – **Staffs CC, Highways England, GBSLEP, SSLEP, A5 Partnership**

6.14 Sustainable Housing

6.14.1 The District Council will seek to ensure that a sufficient supply of deliverable /developable land is available to deliver around 478 new homes each year. We aim to provide 70% of housing on previously developed land to 2018 and 50% thereafter, and housing development will be focused upon the following key urban and rural settlements - Lichfield City, Burntwood, Fradley, Alrewas, Armitage with Handsacre, Fazeley, Shenstone, Whittington and on land adjacent to the neighbouring towns of Rugeley and Tamworth. It is recognised that actual delivery of new houses lies with house builders and decisions on the rates and scale of build depend on a number of factors. The District Council and other partners will work with house builders to increase supply compatible with Local Plan targets and where actions can be taken to facilitate the streamlining of planning processes to deliver quick and efficient planning decisions, these will be taken.

6.14.2 A specific initiative that the District Council is involved with is a scheme developed by the GBSLEP and supported by Growth Deal monies. The scheme 'Unblocking stalled housing sites' is aimed at identifying and addressing barriers impacting upon sites across the GBSLEP area and preventing housing coming forward. A portfolio of intervention measures are being developed which hopefully will allow such sites to be developed and contribute to the overall supply of housing locally.

Lead Services – **Development Services and Housing**

Partners – **Staffs CC, Registered Providers, House builders, GBSLEP partners**

6.15 Support strategic investment in the conurbation

6.15.1 As a partner in the GBSLEP we recognise the value that strategic investment in the conurbation brings to the District. We value the existing asset base which includes the HE institutions, the cultural offer and transport interchanges, and will continue to work with partners in the GBSLEP to give support for projects that are appropriate for the continued sustainable growth of the Greater Birmingham Region. We are committed to supporting the GBSLEP in securing investment for and securing completion of the following investment projects:

- Birmingham Enterprise Zone
- HS2, Curzon Street Master Plan and East Birmingham Prospectus for Growth
- M42 improvements
- Birmingham Airport Runway and expansion plans
- Quantum Technologies Hub
- Birmingham New Street Station Improvements and metro expansion

Lead Service – **Economic Development**
Partners – **GBSLEP, Metropolitan Authorities**

6.16 Broadband Provision

6.16.1 The increasing need to manage large amounts of data, communicate over large distances, access the web, use more and more sophisticated social media makes access to fast and reliable broadband an absolute economic necessity. The very rural nature of much of the District makes this an even more pressing requirement for the public sector, for local businesses and for the local communities alike. We will seek to maximise support from Staffordshire County Council, the Local Broadband Plan (LBP) and BDUK Funding; feed local requirements into emerging LBP, including access to superfast broadband for the relatively high number of home-workers/micro businesses; liaise with infrastructure providers re broadband plans; encourage BT to prioritise completion of work to business premises; and build on outcomes of a rural master-planning consultation. Superfast Broadband provision will be key to the further diversification of our rural economy.

Lead Service – **Economic Development**
Partners – **Staffs CC**

6.17 Place marketing

6.17.1 It is never easy for a small District to compete in what is a global market for attracting development investment. However we have long realised our position adjacent to the conurbation, our location in the heart of the UK, and our mix of economic and environmental assets means Lichfield District has a real offer to give to investors. However the packaging of that offer, and the means by which it is promoted to wider investment has remained a challenge and we have not always effectively communicated the District as one that is far more than its heritage attractions. We recognise that we must be bold in articulating the type of investment we want, the key sectors we want to grow, and the type of employment sites we want to deliver. There is no reason why we cannot develop micro science parks, innovation hubs alongside our more traditional offers, and so in 2014 we commissioned consultants to provide a research base to support a discrete 'place marketing' campaign to position Lichfield for attracting inward investment. Alongside this we had also been working with the GBSLEP to secure funding to develop an inward investment marketing campaign for the wider Enterprise Belt (which includes the other District Council partners in the GSBLEP, and all of whom have towns within the economic footprint of Birmingham).

Lead Service – **Economic development**
Partners – **Lichfield City BID, Marketing Birmingham**

BUSINESS

We will work with the emerging 'Growth Hubs' and related business support infrastructure to ensure that as many of our businesses are aware of and can access the support available; and we will develop a local infrastructure that can attract and support growth in key niche sectors.

We will develop a better understanding of and respond to the needs of key businesses in our priority sectors.

We will seek to identify the key economic assets in the Districts, who owns them, what their potential is; and then work with businesses and their networks to facilitate access to these assets.

- 6.18 Evidence has shown that those businesses which access business support are the ones more likely to grow, innovate and create jobs. Our businesses, like others nationally, now face a challenging situation where a comprehensive, well-resourced business support infrastructure is no longer available. We have been ahead of the game in recognising the changes that were taking place early on, working with both LEPs in developing a new business support offer, and establishing a local access point and engagement programme for our businesses. The recent development of 'Growth Hubs' by both LEPs now complements this local initiative. We will continue to develop our response ensuring that the gap in provision is plugged, that all local businesses can access new and relevant support programmes, and that we regularly engage with them to understand their issues.
- 6.19 Our key business sectors include retail, business & professional services, leisure & tourism, building technologies and manufacturing. We must look at our economy in the round and recognise that there must be opportunities for entry-level jobs and progression for all. While we will work to further restructure the economy, we must ensure that those sectors that do provide a significant proportion of our employment continue to have access to the support, sites and labour market that they need today. In doing this we will be mindful of how these sectors are changing both in terms of employment numbers but also in terms of product and service production and delivery mechanisms.
- 6.20 Identifying assets and ensuring that these are available to support growth is a vital element of a Council's work. Authorities can take the lead by ensuring that all underused economic assets (public buildings, business premises, experienced entrepreneurs, funding etc.) are packaged so they can be made available to support any business or budding entrepreneurs.

Priorities

Business Intelligence

6.21 Business engagement

- 6.21.1 It is vital that we are aware of and understand the needs of businesses especially those that are the most strategically important to the Districts economic well-being. We have therefore identified the most strategically important businesses in the District and will launch a programme of company visits and engagement events supported by the development of a comprehensive database of business intelligence. These businesses have been identified on the basis of a number of criteria which include turnover, employees, level of exports, product development and innovation, extent of local supply chains, and investment profiles. We have also commissioned a Business Survey to better understand the needs of the business community and the support they require. When the results of this survey are known they will help inform further engagement with business and actions to be taken by the District Council and partners alongside the business community.

Draft

6.22 Sector research and analysis

6.22.1 We have long recognised the importance of the tourism sector to our local economic well-being in terms of jobs, profile and associated direct and indirect spend but have less data on those other sectors that also employ significant numbers in the District. We have therefore worked with Marketing Birmingham to better understand our wider sector profile and importantly the likely future growth or decline of those key sectors. We will add further to this research and develop local "sector support" plans for those sectors where employment and growth are significant. In doing this we will work closely with the local LEPS, and the relevant regional and national sector based networks.

Lead Services – **Economic development**

Partners – **Marketing Birmingham, Staffs CC, Make it in Stoke and Staffordshire**

Business Support

6.23 Engagement with strategic partners

6.23.1 We have identified a small number of strategically important partners that will play a key role in helping us ensure sustainable economic growth across the District. We will ensure we allocate appropriate staff resource to work with these partners and to support their efforts to deliver economic growth. These key partners are:

- GBSLEP
- SSLEP
- Tamworth Borough Council
- Birmingham City Council
- Solihull Metropolitan Borough Council
- Staffordshire County Council

Lead Service – **Economic Development**

6.24 Local Programme Delivery

6.24.1 It is important to ensure local businesses are aware of and can access the various business support services as and when they become available. We will liaise closely with both LEPS to shape the delivery of their respective Growth Hubs and related business support in Lichfield; we will continue to promote the established 'Lichfield 4 Business' Programme as a long-term local solution; we will aim to add value to the sub-regional, regional and national offer, and we will work to identify and address any duplication and confusion in the market place and facilitate access to the appropriate support.

Lead Services – **Economic Development/Environmental Health/IBSS**

Partners – **GBSLEP and SSLEP Growth Hubs**

6.25 Sector specific support

6.25.1 Despite having one of the best educational achievement records across the region, the supply of knowledge based industry jobs is limited within the District, which leads to significant out-commuting for those employed in higher paid jobs. We will continue to dedicate resources to the key tourism sector but we will also consider appropriate resource support (direct or indirect) to key growth sectors through the Sector Support Plans identified as an outcome under the Sector Research and Analysis action above.

Lead Service – **Tourism and Economic Development**

Partners – **Employment and Skills Board**

Optimising Assets

6.26 Optimising the use of available economic assets for business

6.26.1 A programme to identify, value and market the growth assets in our community, many of which are underutilised at present. This will be supported by facilitating the development and engagement of business led networks so value can be taken from and added to these assets. We will connect entrepreneurs/innovators to all available resources; it will encourage the development of essential infrastructure and ensure relevant information is accessible; and it will provide the 'safe space' whereby ideas can develop, grow and take off. In 2015 we will identify the key assets, who own them, what their potential is; In 2016 we will carry out an analysis of business networking opportunities and participation in them – this will lead directly to a better understanding of how information spreads throughout localities and the extent to which assets are used. By 2017 we will have brought a range of underutilised "economic" assets into productive use. Such assets could include:

- Community/public sector buildings
- Major employers/retired business people
- Vacant retail and commercial space
- Council owned buildings
- Clubs, groups, societies, networks

Lead Service – **Economic development**

PEOPLE

We will support businesses and the education and training sectors to identify skills needs and address these through provision of appropriate skills training

We will support and encourage entrepreneurial talent and those who wish to set up and develop their own businesses within the locality

6.27 Further to the work commissioned through the Southern Staffordshire Employment and Skills Board we have identified two specific roles for the District Council with which to respond to current gaps in the market, and to our aspiration to fully realise the potential of our location. There is a need to address the current absence of a strategic approach to linking schools with local businesses so that we can best prepare the workforce of tomorrow; and there is a need to ensure that the right skills infrastructure is available to support business growth in those sectors key to the District's future prosperity.

6.28 With increasing autonomy within our education system, a large number of private sector training providers, and still too few businesses accessing the training support and funding available, we recognise that we have a key role in engendering local partnership working, engaging with those bodies that deliver training support, raising awareness within the business community and articulating the benefits of a well-educated, well-trained workforce. People are the engine of economic growth and we will facilitate this through raising aspirations across our community, making learning accessible, and showing the economic value of training, workforce development and qualifications. The District Council works with local partners on the 'Lichfield into Work' Group to provide support for those out of work and most distant from the labour market. The Southern Staffordshire Employment and Skills Board has provided the mechanism for supporting higher skills, the needs of the growth sectors, and for supporting an entrepreneurial mindset

6.29 In the District there is a good level of formal qualifications though there is a leakage of a number of those more highly qualified to jobs outside the area. More than one in four of the population has an NVQ4 (degree equivalent), higher than the County or the regional average. The proportion of residents with no qualifications is lower than both the regional and the County average. We have evidence that we have a stock of well educated, highly qualified and entrepreneurial residents that currently work outside the District for a

variety of reasons. Whilst a number of those reasons are being addressed through other parts of this strategy we also recognise we have work to do to further encourage and support an entrepreneurial mindset across the District

Priorities

Increasing the proportion of local residents as part of the workforce

6.30 Helping local residents to gain skills and access the job market

6.30.1 We will work with our local College, local training providers, community groups and in particular through the 'Lichfield Into Work' Group to provide support to the hard to engage communities to access the skills required to work and provide the necessary support to allow those people the opportunity to enter the job market with confidence.

Lead Service – **Economic Development**

Partners – **GBSLEP, SSLEP, Local Employment and Skills Boards, South Staffordshire College, Lichfield Into Work Group, Lichfield and Tamworth Chamber of Commerce.**

6.31 Improved data on the jobs opportunities, competencies, and skills required in tomorrow's economy

6.31.1 We will commission, collate and share data that will increase partners understanding of the changing profile of those sectors key to the local economy.

Lead Service – **Economic Development**

Partners – **GBSLEP, SSLEP, Staffs CC**

6.32 Improve the dialogue between the supply and demand side

6.32.1 Through the Southern Staffordshire Employment and Skills Board we will continue to develop our work to provide relevant economic data to local schools, link local schools and business, support local education business project activities, and secure funding for major local initiatives to provide young people with opportunities to understand and experience the world of work.

Lead Service – **Economic Development**

Partners – **Employment and Skills Board, Lichfield and Tamworth Chamber of Commerce**

6.33 A clear and easily accessible system for employers to receive information on the training offer and skills they need

6.33.1 We will work with both LEPs, the National Apprenticeship Service, BIS, the local College and University to ensure local businesses can access the support and advice they need to make the right investments and take the right decisions on developing their skills base. We will encourage all to make their offer as transparent as possible; and we will act as a clearing house to disseminate relevant information.

Lead Service – **Economic Development**

Creating an entrepreneurial culture

6.34 Facilitating, supporting and retaining the local entrepreneurial mindset

6.34.1 We recognise the latent entrepreneurial talent that exists in the District and will develop a series of small projects to translate this into tangible economic and community benefit. The first of these will be a programme to provide critical friend, peer mentors, and expert advocates who will help develop, shape and pilot new enterprises and innovations. It will specifically aim to draw out the potential of many of our well educated residents who currently work outside the District. Residents will be encouraged to identify, share and try

out business ideas with other like-minded individuals in an environment that offers them support in an informal easy to access way.

Lead Service – **Economic Development**

7. Delivering the Strategy

- 7.1 We have identified the lead service within the Council for each of these strategic priorities and in some areas supporting Council services but will be adopting a '*one District one council*' approach. This means our Council teams will not operate in silos. This is even more important when it will be the case that for many actions flowing from this strategy, the Council will be working with other partners. Through a more collective and singularly cohesive approach Council services will seek to deliver through a broad partnership, they will work in as transparent a way as possible, and they will constantly review activities to ensure added value is maximised.
- 7.2 To support and help deliver the Strategy, an Action Plan has been prepared and is attached at **Appendix 2**. The District Council senior management team will establish a mechanism for reviewing the Plan and performance against stated economic objectives. We recognise that this is an ambitious strategy and will only be successfully delivered if there is buy-in from across the Council and its various service areas.
- 7.3 We will also establish a dedicated web-portal on which relevant project information will be posted allowing all Council staff and our partner organisations to be informed of the delivery of the strategic priorities.
- 7.4 Reports on implementation of the Strategy will be presented to members on a regular basis.

Lichfield District Council - Economic Strategy 2015 - 2020

MAPPING OF 'ECONOMIC DEVELOPMENT' SERVICES

How does the Council engage with business and the local economy?

Headlines

- In 2013/14 over 40,000 customers were served by our Tourist Information Service in Lichfield
- In the same year we had over 136,000 people visit the tourism website, viewing 470,000 pages
- Through our Tourism Development Service we annually engage with over 150 trade associations
- In 2014/15 the Council's Licensing team, processed and maintained over 950 personal licence applications; approx. 440 temporary event notices; 40 club premises certificates and approx. 350 premises licence applications and other miscellaneous applications in respect of requests for review of premises licences, minor variations, transfers and change of name and/or address.
- Also in 2014/15 the same team processed and maintained 12 gambling premises licences and approx. 210 various permits for gaming machines and small society lotteries.
- In 2014/15 through our Community Transport team we provided community transport involving nearly 9000 individual passenger journeys
- Last year the Council's People and Partnerships Service facilitated work clubs serving over 1100 customers and in 2013/14 helped 126 people find work
- Again in 2014/15 the Parks and Leisure Service catered for approximately 1 million customers at its 3 Leisure Centres
- Across the District we currently maintain around 300 hectares of public open space, parks and gardens, in 2014/15 we retained Green Flag status for Beacon Park
- In 2013/14 we put on or supported 63 events in our parks attended by nearly 70,000 people
- We presently provide 19 No. public car parks totalling 2100 No. parking spaces. In 2014/15 around 850,000 customers used our car parks.
- We maintain 7 public conveniences
- We empty 600 waste bins at various frequencies
- We sweep in total approximately 8,000 km of roads per year
- We sweep in total approximately 5,000 km of pedestrian footpaths per year
- We provide a waste service serving 40,000 households and 4,500 businesses
- Through our finance teams we manage the business rate accounts and provide related financial advice/guidance to 2,800 businesses in the District
- In 2014/15 we processed 269 applications to undertake works to protected trees, approximately 1000 planning applications and 1400 building control applications
- In the same year we handled 950 local land charge searches
- Facilitated a TL4B event in March 2015 and business summit in September 2015 attended in total by over 350 delegates
- Via the Shared Economic Development Service worked with GBSLEP partners to deliver the Business Development Programme financial assistance scheme and coaching and mentoring programme, providing grants to 8 businesses across the district totalling £104,000.
- Currently the Council owns and manages approximately 18 properties with a £19 million rateable value directly contributing towards the local economy
- Also working with GBSLEP partners to deliver a Start Up support service, which has supported 40 pre and post start applications and assisted 4 actual businesses to start up across the district.

Apart from being a major local employer, the District Council recognises that it makes a major contribution to the economic well-being of Lichfield District via a range of activities delivered across a number of its services. The statutory responsibilities given to a District Council mean we play the lead role in shaping our "place", with a more limited and facilitating role around the "business" and "people" agendas.

Economic Development Service - Prior to 2009 the District Council operated a small economic development team comprising of a manager and support officer. In 2009 a decision was made to dissolve the team and commission Tamworth Borough Council to lead on a shared economic development service covering both Tamworth and Lichfield. This arrangement continues to this day and provides for an Economic Development and Enterprise Manager and Senior Economic Development Officer with administrative support based at Tamworth Borough Council working with relevant colleagues at the District Council.

The arrangement is subject to a Service Level Agreement which sets out the nature of the service requirements, how these will be met and the costs to the District Council. The cost in 2014/15 for the service was £22,240 with an additional contribution of £13,000 towards operational budgets. For 2015/16 a revised SLA and costs have been agreed. The service requirements cover duties and obligations in respect of:

- Business Support
- Business Engagement
- Inward Investment
- Communications/marketing
- Influencing strategy and policy

Under the SLA the District Council agrees to provide resources for specific activities relating to Lichfield District and which it would make sense for the District Council to carry out. As regards LDC resources supplementing the Shared Service these are derived mainly from Development Services (the Spatial Policy and Delivery Team) and the Tourism Department.

Amongst other things, the arrangements allow for Lichfield's interests to be articulated at the sub-regional level with representation on various themed working groups of the Greater Birmingham and Solihull LEP and Stoke and Staffs LEP and inputs into LEP and European Funding considerations.

Strategic planning - As the Local Planning Authority the District Council is tasked with and resourced to ensure we deliver a "place" that can support economic growth. We have the key role in shaping the District, identifying and bringing forward employment and housing land, in protecting the existing built environment and green infrastructure, and in securing investment in commercial and transport infrastructures. The key tool for this is the Local Plan which was adopted in February 2015 following extensive consultation. This provides the policy framework with which decisions are made on planning applications submitted to the Authority. There is close liaison between the strategic planning department and the shared Economic Development service. The role of strategic planning and the use of the Local Plan in facilitating economic growth are recognised as being key to the Council's aspirations.

Development Management - the Council's Development Management service has a key role in assessing the suitability of development proposals and ensuring that where approved these build upon the District's attractive character and its existing built and natural assets. Even before these stages, when potential ideas for development are being formulated the Council has the opportunity to engage with businesses, learn more about their requirements and provide advice and guidance. Such guidance can also be complemented by inputs from Economic Development Officers. Via the planning application process opportunities also arise for the District Council to build effective working relationships with representatives from the business and property sectors. Through the Council's Building Control service the relevant checks can be made and authorisations given to ensure that all building works are undertaken to required standards providing for safe and secure environments.

Housing - Good quality housing, that is a mix of size, affordability and tenure, play a key part in the economic development offer. Whilst the Council does not own any housing it is the Strategic Housing Authority and therefore has a key role in ensuring that the District has a wide range of housing options to meet identified housing needs and prevent homelessness. Together with its partners it works to ensure that more residents get the opportunity to live in good quality housing of their choice, with the support that they need. Key challenges for the Council are to encourage the development of a larger number of smaller and more affordable homes; to secure a broad mix of homes including rented across the larger housing developments, and to manage the delivery of new housing driven by housing need in neighbouring authorities that cannot be accommodated in those areas. The delivery of the new housing will in itself be a major contributor to economic growth, as well as supporting wider sector growth.

Tourism - As Staffordshire's premier heritage city, the council recognises that tourism is a key local economic driver in Lichfield City and across the district. Statistics show that around 3 million people visited Lichfield District last year, spent an estimated £96 million pounds and directly supported over 2,300 local jobs. Tourism is the one sector where there is a dedicated internal resource on which the Council has an annual budget of over £240,000 per year.

The Department has provided significant support for efforts to bring forward plans and proposals to create thriving and successful city and town centres within the District. This has included taking the lead in developing a successful Business Improvement District (BID) proposal for Lichfield city centre which will result in more than £1m investment by local traders by 2020, assisting the Lichfield Town Team in examining ways to boost trade and activity generally in Lichfield and contributing to the work of the Lichfield City Centre Development Partnership. Likewise, the Council is working with the Burntwood Business Community to improve the existing retail and commercial environs using High Street Innovation Funding and other resources.

Property and Projects - This function within the Council looks after a broad property portfolio, as well as the strategically important Friarsgate development proposal. Having already overseen the Friary Outer development which brought additional multi-storey parking, sheltered accommodation and a Premier Inn to the edge of the town centre, the delivery of the Friarsgate scheme will result in a broader commercial, retail, housing and cultural offer in the city centre providing for a boost to the local economy of more than £200m over 10 years.

Leisure and Parks - The provision of recreational facilities and areas to enjoy both formal and informal leisure pursuits is integral to offering a high quality of life to residents as well as attracting visitors. Immediately adjacent to the north eastern edge of Lichfield city centre are the Lichfield Historic Parks. With the 1000 year old Lichfield Cathedral as the pivot, Stowe Pool and Fields, Minster Pool, the Garden of Remembrance, the Museum Gardens, and Beacon Park combine to provide a unique collection of assets, many of these and others managed by the District Council.

The provision of sporting facilities and participation in sport also is important in economic terms, providing for jobs, generating investment and having indirect benefits such as reducing the costs of healthcare and interventions. The Council provides a range of sports facilities including Leisure Centres, swimming pools and outdoor playing pitches which serve to meet the needs of local residents and in doing so contribute to the local economy.

Lichfield District has a great deal to offer visitors in terms of its countryside and rural attractions. The Council supports a large number of rural initiatives such as The National Forest, Cannock Chase AONB and the Central Rivers Initiative that are interlinked with canals and river networks that cover large swathes of the district and beyond, all drawing in visitors for a wide variety of reasons. Visits include arts and historic features, wildlife, accessibility to landscape scenery, sports and leisure activities such as walking, canoeing and cycling and visits to rural destination places such as the NMA.

Environmental Health – The Council principally as a regulatory body engages with some 600 businesses a year primarily in the food and drink service trade. In addition to providing a compliance role engagement with business allows for the provision of advice and guidance and scope to inform businesses about wider services which are available to them.

The principal beneficiaries of this support are new small and micro businesses who generally have least access to regulation compliance advice. Helping businesses get it right first time protects their businesses and customers reputation facilitating success and growth.

Poor or unnecessary regulation can place a burden on business and stifle rather than encourage growth. We seek to understand and minimise negative economic impacts of our regulatory activities;

- minimising the costs of compliance for those we regulate;
- improve confidence in compliance for those we regulate, by providing greater certainty

The service has entered into six Primary Authority relationships and is currently negotiating a seventh with local, regional, national and international businesses. Primary Authority allows businesses to be involved in their own regulation. It enables them to form a statutory partnership with one local authority, which then provides assured advice for other councils to take into account when carrying out inspections or addressing non-compliance. This gives businesses greater confidence to invest and grow and helps them overcome the inevitable inconsistencies of approach between regulators from different areas. The scheme makes it easier to comply with regulation and run a business in the UK and has proved very popular with business. All businesses in England and Wales will shortly be able to get a primary authority under the government's proposals to expand the scheme.

A consultancy service is provided to the Council's Development Management and Licensing Services. Part of this service aims to;

- protect existing businesses from development that will inhibit their ability to continue operating without significant investment
- prevent inappropriate location, design or business model of new businesses, which if not done, would result in intensive regulation of their activities to protect the amenity of the area, significantly impacting on their ability to compete.

Finance – the Council collects revenues such as Council Tax, Non-Domestic rates, BID payments which contributes towards meeting service costs but also provides an opportunity to re-invest in new services which are capable of generating investment and jobs in the local area. In addition, the Council offers various reliefs – including Retail Relief and Small Business Rate Relief – to support local businesses and in itself procures goods and services from businesses, many based locally.

Partnerships & Policy

This function supports and facilitates a number of activities including the District Board, Community Hubs, Community Transport, providing grant funding through Locality Commissioning and small grants.

The District Board is a co-operative partnership with the shared purpose of improving the quality of life for all who live in, work in or visit Lichfield District. It is comprised of the key strategic decision makers from the public, voluntary and business sectors and established a Locality Commissioning Board to develop and implement a grant funding process using a single set of commissioning priorities and outcomes which include a "A community which is prosperous". Outcomes being funded include:

- helping local people maximise their income and manage/reduce debt,
- creating opportunities for training, volunteering and employment
- enrich the lives of people living, working and visiting the District through cultural activity maximising visitor contribution to the local economy
- Supporting new and existing voluntary organisations in terms of their contribution, their employees and the value of volunteers

Community Transport contributes to the local economy by transporting groups to businesses and cultural and entertainment venues within the District.

Street scene

Street scene services are vital to ensuring that the District is attractive to business and investors. They include the management of public and retail areas of Lichfield and Burntwood and rural areas to ensure they are clean and safe. This includes working to ensure that litter and graffiti is removed, fly tipping is cleaned up, streets are swept and maintained and public toilets are maintained.

As can be see there are numerous interactions between Council services and business. This highlights not least that the Council has an important role to play in supporting the local economy and local business. The areas of engagement can be summarised as follows:

- Providing advice and guidance and signposting the same where provided by other bodies
- Ensuring businesses are complying with the law and regulations
- Granting permissions, licenses and consents to carry out economic development activity
- Identifying development and growth opportunities
- Assisting people to find jobs or gain the necessary skills to be job-ready
- Directly providing facilities to sustain commercial activity
- Enhancing the overall environment of the District and making it more attractive to residents, visitors and potential investors
- Promoting the benefits of growth and investment
- Supporting existing businesses and those people looking to start up their own businesses

It is also worth noting that the Council is involved either directly or indirectly in dealing with the consequences of how business and the local economy is performing in terms of demands on health, finance and general well-being related services.

LDC ECONOMIC STRATEGY 2015-2020 ACTION PLAN

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|---|--|---|--|---|
| Place | | | | |
| City and Town Centres | | | | |
| Friarsgate, Lichfield | Provide an enhanced city centre retail led mixed redevelopment scheme for Lichfield | Land and Property, Development Services/Development Company | Planning Application submitted November 2015, decision likely March 2016. Assuming permission granted, works commencing Q4 2016 completion Q4 2018 and opening soon after. | Provision of facility, increased spending and investment in Lichfield and surrounding area, job creation and enhanced level and quality of services and facilities |
| Lichfield City Business Improvement District | Implementation of the Lichfield BID following successful referendum in 2015 | Tourism, Development/Lichfield City BID Board, Lichfield CC, | The BID commenced in October 2015 and will run initially for 5 years. | A well-maintained and managed city centre area with vibrant retail and commercial offer, successful businesses, high footfall and increased levels of investment and spend. |
| Lichfield City Centre Development Strategy | Implement the agreed provisions of the Strategy including bringing forward sites for development, utilising existing buildings/property for new uses and delivering infrastructure to support the future growth and development of the central area of Lichfield City. | Tourism, Development Services, Property/Lichfield CC, Staffs CC, Lichfield Cathedral, Lichfield City BID | Strategy prepared and subject to consultation in early 2016. Once approved an Action Plan detailing specific interventions will be prepared and agreed. This is likely to take place in mid-late 2016 | A stronger and more resilient Lichfield City Centre offering new and improved facilities alongside existing assets. |
| Burntwood Town Centre | Provision of an improved retail and commercial experience serving the residents of Burntwood | Development Services/Burntwood Business Community, Burntwood TC, Staffordshire CC, private landowners, developers | Discussions with Burntwood Town Council, major landowner and District Council are on-going. Further discussions are likely to involve Staffs CC. Future timescales will be dependent upon a scheme being 'approved' and actions to take this forward agreed by the | Enhanced retail facilities and associated services meeting the needs of local residents, increased investment and spending and multiplier effects, including job creation |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|--|---|---|--|---|
| | | | aforementioned parties | |
| Land and Assets | | | | |
| Sustainable Employment Land | Provision of a suitable scale and mix of employment sites & property to meet the needs of industry. Facilitating new development sites and making these available and enhancing/upgrading existing sites to ensure they are still fit for purpose | Development Services | Employment land Review has commenced as part of the work underpinning the Site Allocations Plan. | Increase in employment land take up with new and expanded businesses. Overall increase in job creation across a mix of employment sectors. |
| Transport Infrastructure Investment | Delivering new and improved transport infrastructure serving business and local residents | Development Services/Staffordshire CC, Highways England, A5 Partnership | The Staffordshire Local Transport Plan covers the period 2013-2028 and includes a number of local delivery 'packages' relating to specific settlements eg. Lichfield and Burntwood and parts of the same, for example Lichfield City Centre. Short term infrastructure plans – to be delivered within 3 years – are identified as well as longer term goals. | Delivery of infrastructure set out in the Staffordshire Local Transport Plan and associated improvements to the strategic road and rail network by partners. |
| Sustainable Housing | Delivery of new homes to meet the identified needs of the District including a requirement for a proportion of social/affordable housing. | Development Services, Housing | On-going. The District Council monitors housing delivery as part of its planning and housing activities including identifying the types of housing coming forward compared with approved policy objectives. | Annual housing targets are met as are those for social/affordable housing and the scale/range of housing provided meets the needs of all sectors of the District. |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|--|---|--|---|---|
| Strategic Investment in the West Midlands Conurbation | Support for strategically important infrastructure across the wider Greater Birmingham geography that serves the needs of businesses and residents in Lichfield District | Economic Development/GBSLEP, Metropolitan Authorities | Timescales differ between projects. Refer to projects listed in the GBSLEP Strategic Economic Plan (SEP). | Strategically important infrastructure is delivered providing for better connectivity. In doing so creating jobs, facilitating improved services and facilities, business opportunities etc. |
| Broadband Provision | Deliver improved digital services serving both residents and businesses in the District | Economic Development/Staffordshire CC | Roll-out of broadband provision across Staffordshire and including Lichfield District is on-going. Priority areas for investment are identified in the Staffordshire Local Broadband Plan and overseen by the County Council. | Enhanced service delivery to existing businesses supporting related increased productivity, growth, job creation and improved financial returns on investment. Also increase in the establishment of new businesses enabled because of the delivery of digital services |
| Place marketing | Produce a promotion/marketing campaign which identifies opportunities for investment and spending within the District and the benefits that businesses would gain from locating here. Ensure that the District is represented on any initiatives to promote growth and development in Lichfield as part of a wider geography eg. Make it in Stoke & Staffordshire, Marketing Birmingham. | Economic Development, Tourism/Lichfield City BID, Marketing Birmingham | Marketing assistance supplementing that provided by LDC and Tamworth BC commissioned November 2015. Roll out of a programme of promotional and marketing material in discussions. On-going | Increased levels of inward investment, growth in jobs linked to new and expanded businesses, job retention and consolidation of some businesses. Improved confidence in our retail/commercial centres and increased demand for land/floorspace. |
| Communications | To provide a channel for communicating with the local business community: 1) Maintaining and further developing a dedicated business website/portal | Economic Development | Commenced Autumn 2015 | Improved communication including the dissemination and sharing of information, news to business |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|-------------------------------------|---|--|--|--|
| | 2) Maintain and develop a Council presence on social media – Facebook, Twitter, LinkedIn 3) Provide information and news via a regular newsletter | | On-going First newsletter produced December 2015 | |
| Business | | | | |
| | | | | |
| Business Intelligence | | | | |
| | | | | |
| Business Engagement | Instigate a package of engagement measures that allow a dialogue to be established between the Local Authority and the key local businesses in the District. Through this and business surveys determine the needs of business and the local economy. | Economic Development | Business Engagement exercise commenced Summer 2015 with preparation and subsequent launching of a business questionnaire at a Business Summit. Analysis and results of the questionnaire to be published early 2016. | Improved levels of business intelligence based on strong and positive working relationships between business and the Local Authority. Use this information to address specific concerns and develop programmes/project intended to bolster business and the local economy. |
| Sector Research and Analysis | Improve understanding of our existing business sectors and assess the potential for growth in these and new sectors. Work with partners to ascertain this information: 1) Design and implement a 1-1 engagement programme with key local businesses 2) Attend local business networking groups 3) Liaise with formal business groupings such as the Chambers of Commerce and | Economic Development/ Marketing Birmingham, Staffordshire CC, Make it in Stoke and Staffordshire | To be carried out 2016/17 | Use improved knowledge to target interventions/support. Determine the needs of growth sectors and successful businesses and from this consider what key assets the District has to attract investment and create job opportunities. |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|---|--|--|---|---|
| | FSB 4) Develop a programme of business summits 5) Organise business to business events 6) Engage with key stakeholders involved in local businesses and the local economy – eg. Solicitors, property professionals etc 7) Carry out comprehensive business surveys | | | |
| | | | | |
| Business Support | | | | |
| Engagement with strategic partners | Establish good working relationships with key local partners engaged in economic activity and which is or could be of interest to the District: 1) Engage with the GBSLEP and SSLEP to develop new business support models using ESIF or other funding streams 2) Ensure LDC is represented on Groups set up to oversee business support provision 3) Develop strong links with the developing Growth Hubs 4) Develop a range of 'how to' guides to aid local business access information. 5) Manage and oversee business enquiries received by the Council, setting up a | Economic Development, Development Services/ Tamworth Borough Council, Staffordshire CC, Birmingham CC, Solihull MBC, the Greater Birmingham and Solihull LEP, the Stoke and Staffordshire LEP | On-going. With the cessation of the formal Southern Staffordshire Partnership the need to continue to work collaboratively to promote the interests of southern Staffordshire has been recognised. In mid-2015 a group comprising of Econ Devt Officers of LDC, ESBC, CCDC and TBC was established. Similarly, LDC is represented on the Staffordshire Econ Devt Directors Group and on both the GBSLEP and SSLEP. | Good working relationships reflected in increased levels of investment and spending in the District, provision of new and improved infrastructure, services and facilities, job creation etc. |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|---|---|--|---|---|
| | CRM system and process of assessing service responses | | | |
| Local Programme Delivery | Ensure that business support provision at a sub-regional level – the Growth Hubs – is suitably publicised and local businesses made aware of the facilities, that the Growth Hubs offer the right kind of information/advice required by business and that any localised offer complements the Growth Hubs. | Economic Development, Environmental Health, Internal Business Support/GBSLEP & SSLEP led Growth Hubs | The Growth Hubs for both the GBSLEP and SSLEP have now been established and work is on-going to ensure that they deliver the desired outputs to business. In Lichfield (and Tamworth) local offers to complement that of the Hubs are planned to emerge as part of the annual business plans. | Increased awareness of the Growth Hubs within the local business community and advice/guidance provided these has contributed positively to business performance. Local business support offers provide additional value to that of the Growth Hubs. |
| Sector specific support | Work with partner organisations and industry to identify the needs of existing sectors within the District but also those sectors that are under/non-represented and which are growing and their respective business requirements. | Tourism and Economic Development/Employment and Skills Boards | Commence work on back of the results of the 2015 business survey and discussions with Chamber of Commerce | Continue to support and sustain existing sectors seen as important to the economy of the District eg. tourism, professional/financial services etc. Broaden and diversify the local economic base by facilitating new growth sectors which would benefit from skills and knowledge available. |
| | | | | |
| Optimising Assets | | | | |
| | | | | |
| Optimising the use of available economic assets for business | Identify local assets which could help support businesses and new business start-ups – land/property, skills, knowledge, advice, guidance etc | Economic Development | 2015 – Establish understanding of the local asset base 2016 – Promote awareness and facilitate access to assets | Develop a good understanding of local assets available to the District which could support economic activity (aiding both new and existing business). Raise awareness of the local asset 'bank' and facilitate access |
| People | | | | |
| | | | | |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|--|---|--|--|--|
| Increasing the proportion of local residents as part of the workforce | | | | |
| Helping local residents to access skills training and the job market | Work with the GBSLEP, SSLEP Employment and Skills Boards and Further and Higher Education establishments to support local residents in accessing skills training | Economic Development/GBSLEP, SSLEP, Local Employment and Skills Boards, South Staffordshire College, Lichfield into Work Group, Lichfield and Tamworth Chamber of Commerce | Seek to develop plans from Summer 2016 onwards based on results of business surveys and discussions with employers, business groups and educational establishments | Increased numbers of residents accessing skills training compared with previous levels, attainment of skills enabling those trained to more easily access the job market |
| Improved data on job opportunities, competencies and skills required in the economy | Build on existing information base relating to job opportunities, growth sectors and skills requirements | Economic Development/GBSLEP, SSLEP, Staffordshire County Council | On-going | Provide an enhanced accessible database which enables resident and partner organisations to better understand the nature of business, job/career opportunities and skills requirements |
| Improving the dialogue between the demand and the supply side | Develop an on-going working relationship between young people/schools, colleges/training providers and business to assist students/younger people better understand the business world and opportunities within it. | Economic Development/Employment and Skills Board, Lichfield and Tamworth Chamber of Commerce | Seek to develop plans from Summer 2016 onwards based on results of business surveys and discussions with employers, business groups and educational establishments | Increased levels of young people who are knowledgeable about business and are work-ready in terms of skills and attitude |
| Develop a system for employers to understand skills needs and local offers | Work with businesses and sectors to identify existing and future skills requirements within their respective work areas and provide a basis for investment in training and/or links to external training providers | Economic Development/Business Networking Groups, Staffordshire County Council, Lichfield and Tamworth Chamber of Commerce | Commence discussions with business groups and business representatives Summer 2016 and following results of current business survey (Winter 2015) | Businesses become more resilient and more pro-active in determining the future direction of business activity, linked to skills availability. |
| Creating an | | | | |

| Topic/Theme | Action | Lead body/Partners | Timescales | Measure of success |
|--|---|---|--|--|
| Entrepreneurial culture | | | | |
| Promote and support the development of new entrepreneurial business opportunities | Develop programmes intended to facilitate the formulation and implementation of business plans by entrepreneurs. Provide the necessary support and guidance which people may require to establish a business from its very beginnings as an idea. Cross-refer to Optimising Assets above | Economic Development | 2015- 16 Develop ideas for suitable programmes 2017- 18 Commence implementation | Increase in new business start-ups in the District, creation of a support network which people can access. |
| Operational Matters – Delivery of Economic Development Actions | Operational requirements to ensure that Lichfield District Council optimises its resources to facilitate delivery of the Economic Strategy and Action Plan Better coordination between service areas | Services identified as part of LDC Mapping Exercise | Commenced November 2015 and on-going | Improved service delivery to local businesses and local economy as a whole based on more effective and efficient working within the Council. |

Developer Contributions SPD

Cllr Prichard

Date: 27th January 2016

Agenda Item: 8

Contact Officer: Craig Jordan/Maxine Turley

Tel Number: 01543 308 206

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Key Decision? NO

Local Ward Members If any Wards are particularly affected insert the name of the Ward Members and their Ward. Ensure that the Ward Members have been consulted.



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

1. Executive Summary

- 1.1 The Developer Contributions Supplementary Planning Document (SPD), is part of a suite of SPD's which support the adopted local Plan Strategy. A draft version of the SPD forms [Appendix A](#).
- 1.2 In order to enable the document to be given due weight in the consideration of planning applications and support the Local Plan Strategy, formal stages of consultation are necessary.
- 1.3 The SPD is now at a stage in its development where wider public consultation can be undertaken subject to the approval of this Committee.

2. Recommendations

- 2.1 That the Committee agrees to the publishing of the draft SPD on Developer Contributions for the purposes of public consultation.

3. Background

- 3.1 The Local Plan Strategy adopted in February 2015, sets out the strategic context for Lichfield District, and will be complemented by a Local Plan Allocations Document. In addition, a suite of SPD's covering a raft of topics have been and continue to be developed to add further guidance to support existing policy.
- 3.2 The Developer Contributions SPD sets out the District Council's approach to planning obligations. The document sits directly alongside the District Council's Community Infrastructure Levy (CIL) which is intended to be implemented in early 2016 following examination.
- 3.3 The SPD covers the types of development that the Council intends to seek contributions from subject to meeting the legal tests set out in the relevant Planning Acts and associated regulations.
- 3.4 Planning obligations secured through developer contributions will enable the delivery of sustainable development within the District. Contributions will support the delivery of the key infrastructure requirements identified within the Local Plan Strategy (Core Policy 4: Delivering Our Infrastructure and Policy IP1: Supporting Our Infrastructure) and also expressed in the Council's Infrastructure Delivery Plan.
- 3.5 The SPD also addresses the issue of developer contributions in relation to affordable housing delivery.
- 3.6 It is intended that when formally approved and adopted the Developer Contributions SPD will replace the following existing guidance:
 - Planning Obligations, adoption statement May 2006 including the adopted Allocation of Funding Policy and Procedures.

- Open Space, Sport and Recreation SPD and Assessment Paper, Assessment Annex Maps Draft April 2005.

| | |
|--|--|
| Alternative Options | <ol style="list-style-type: none"> 1. The Developer Contributions SPD comprises of a number of appendices covering a broad range of topic areas including for example affordable housing, and air quality. An alternative option could have been to complete separate SPD's covering each individual topic area. This would have led to confusion for applicants at planning application stage, a potential lengthening of the application process and also more significantly a potential reduction in secured contributions. 2. That a SPD stating the District Councils approach to securing Developer Contributions is not developed. Without a clear strategy for securing Developer Contributions there is a significant risk that the District Council will be unable to ensure appropriate infrastructure is in place to support planned growth. |
| Consultation | <ol style="list-style-type: none"> 1. Officers of the Infrastructure Officer Working Group (IOWG) have been pivotal in the development of the document. The IOWG including officers from all Directorates and officers from Staffordshire County Council. This report requests permission to undertake further consultation. |
| Financial Implications | <ol style="list-style-type: none"> 1. Financial contributions levied following guidance outlined within the Developer Contributions SPD will be used to support the infrastructure requirements, identified to support growth within the Local Plan Strategy. 2. Securing the right level of contributions will ensure development in the District is sustainable, thus reducing the impact on Council resources and in turn contributing to F4F. |
| Contribution to the Delivery of the Strategic Plan | <ol style="list-style-type: none"> 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 Strategy which itself is aligned with the themes and aims of the District Council's Strategic Plan 2016-20. |
| Equality, Diversity and Human Rights Implications | <ol style="list-style-type: none"> 1. None 2. An equality impact assessment will be prepared. |
| Crime & Safety Issues | <ol style="list-style-type: none"> 1. None |

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|---|--|------------------------|
| A | That the SPD does not provide the necessary guidance to assist in interpreting agreed Policy. | The document has been developed with input from appropriate professionals. The consultation period will enable comments to be received from potential users of the SPD. Following the consultation period there will be an opportunity for the SPD to be amended to reflect comments received. | Yellow |
| B | That the SPD is | The Local Plan Strategy was adopted in | Yellow |

| | | |
|--|--|--|
| not prepared in time to operate alongside approved policy and the adoption of a CIL Charging Schedule. | Feb 2015. Timescales, for the approval adoption process compliment the CIL Charging Schedule adoption timeline. | |
|--|--|--|

Background documents

Local Plan Strategy Adopted February 2015

Infrastructure Delivery Plan 2015

Lichfield District Council Community Infrastructure Levy Background Document October 2015

Draft Charging Schedule – Submission October 2015

Relevant web links

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

<https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Planning-obligations/Community-Infrastructure-Levy-CIL.aspx>

<https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Evidence-base/Infrastructure/Infrastructure-delivery-plan-IDP.aspx>

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1 Executive Summary

Section 2 outlines the need for the revision of the existing Developer Contributions Supplementary Planning Documents (SPD). In Section 3, information is provided on the national and local policy background and how the SPD draws upon key Local Plan policies which guide the Council's approach in seeking planning obligations. Section 4 briefly highlights the Council's intended approach to implementing the Community Infrastructure Levy, and its relationship with this SPD. Section 5 covers the important matter of viability highlighting the evidence base that has informed the policies in the Local Plan which are subsequently drawn upon to inform this SPD. Finally, Section 6 sets out the main areas where planning obligations may be sought providing details on how the Council will apply policies from the Local Plan within this SPD.

2 Introduction

2.1 This Supplementary Planning Document sets out the Council's approach to planning obligations. It sits alongside the Council's Community Infrastructure Levy (CIL) which is intended to be implemented in early 2016. The SPD covers the types of development that the Council intends to seek contributions from subject to meeting the legal tests set out in the relevant Planning Acts and associated regulations.

2.2 This SPD replaces the Planning Obligations, adoption statement, May 2006 including the adopted Allocation of Funding Policy and Procedures and also the Open Space, Sport and Recreation SPD and Assessment Paper and Assessment Annex Maps, Draft April 2005.

3 Policy Context

3.1 National

3.1.1 The legislative framework for planning obligations and conditions are set out in the Planning Acts and associated regulations as follows:

- Section 106 of the Town and Country Planning Act 1990, as amended by Section 12 of the 1991 Planning and Compensation Act; and
- Regulations 122 and 123 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended).

3.1.2 The National Planning Policy Framework (NPPF) provides brief details on planning obligations in paragraphs 203 to 206. Paragraph 203 states:

“Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.”

3.1.3 The NPPF identifies in paragraph 206 that:

“Planning conditions should only be imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects.”

3.1.4 Further detail is provided in the Planning Practice Guidance (PPG), providing additional explanation on the application of planning obligations. In summary the PPG identifies the following key matters in relation to planning obligations:

- The statutory test (Regulation 122) which provide the parameters for when planning obligations can be used;
- The link between planning obligations and CIL to ensure transparency with regard to what regime is intended to be used to fund necessary infrastructure requirements, and picking up on the restrictions in place regarding the pooling of planning obligations;
- The need for policies that seek planning obligations to be set out in the Local Plan;
- Recognition that aspects of planning obligations may be negotiable;
- The need for transparency in terms of information on planning obligations to be publically available;
- Explaining vacant building credits; and
- Various administrative matters including the need for standard templates, timescales for agreeing obligations; the potential for changes to obligations; and paying back unspent contributions from obligations at the relevant point in time.

3.1.5 The PPG also includes further guidance on the key tests to apply in considering the use of conditions contained in paragraph 206 of the NPPF, and guidance on the appropriate application of conditions.

3.1.6 The policies referred to within the SPD have already been assessed against the Habitat Regulation as part of the Local Plan Strategy Development and therefore no further assessment is required.

3.2 Local

3.2.1 The Local Plan Strategy ⁽ⁱ⁾, adopted in February 2015, sets out the strategic context for Lichfield District, and will be complemented by the Local Plan Allocations Document, to be prepared in line with the timescales set in the Local Development Scheme.

3.2.2 There are a number of key policies that identify infrastructure requirements for the District and details are set out in this SPD against the relevant themes. The Local Plan includes two policies that provide the strategic context for infrastructure requirements:

- Core Policy 4: Delivering Our Infrastructure
- Policy IP1: Supporting & Providing our Infrastructure

3.2.3 These policies are reproduced in full in Appendix A of this SPD.

3.2.4 The evidence base that informs what is expected to be delivered in terms of infrastructure is contained in the Council's Infrastructure Delivery Plan (IDP)⁽ⁱⁱ⁾. The latest version of the IDP sets out the strategic and local infrastructure expected to be delivered over the Local Plan period. A summary of key infrastructure expected over the Plan period is listed in Appendix B, further detail on each project can be viewed in the IDP.

i [Lichfield District Local Plan Strategy \(February 2015\)](#)

ii <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Evidence-base/Infrastructure/Infrastructure-delivery-plan-IDP.aspx>

4 Community Infrastructure Levy and Planning Obligations

4.1 The legal basis for applying CIL is set out in Part 11 of the Planning Act (2008) and accompanying regulations ⁽ⁱⁱⁱ⁾. Guidance is also available in the PPG ^(iv) published by government. The government's intention is that the levy is designed to be fairer, faster and more transparent than the previous system of agreeing planning obligations between local councils and developers under section 106 of the Town and Country Planning Act 1990.

4.2 The Community Infrastructure Levy:

- gives local authorities the freedom to set their own priorities for what the money should be spent on
- gives local authorities a predictable funding stream that allows them to plan ahead more effectively
- gives developers much more certainty from the start about how much money they will be expected to contribute
- makes the system more transparent for local people, as local authorities have to report what they have spent the levy on each year
- rewards communities receiving new development through the direct allocation of a proportion (15% or 25% depending on whether a Neighbourhood Plan is in place) of levy funds collected in their area

4.3 The process of applying a CIL requires the Council to consult on a Preliminary Draft Charging Schedule (PCDS) in the first instance, followed by a Draft Charging Schedule (DSC) which is subject to independent examination. The development of the PCDS and DCS needs to be

consistent with an up to date "relevant plan" and be informed by an evidence base covering an assessment of the infrastructure requirements within the local authority's area, and information on the viability of development that is expected to be delivered during the development plan period.

4.4 The adopted Local Plan constitutes the "relevant plan" referred to above. The plan has been informed by an Infrastructure Delivery Plan (IDP) setting out the key aspects of infrastructure that are considered necessary to deliver the expected development identified in the Local Plan. Work has also been undertaken for the Council by Peter Brett Associates (PBA) to determine the viability of different types of development. In turn, PBA has recommended proposals for charging rates that were consulted upon in the PCDS in 2014. Following further work by PBA, the DCS reflects charging rates that account for the consultation response on the PCDS and the latest information available on development costs and returns. The DCS was completed in May 2015. Examination of the DSC by an independent body will take place on the 28th of January.

4.5 The PPG ^(v) sets out how it is expected that CIL will operate alongside any continued operation of section 106 obligations. The PPG specifically states,

"When a charging authority introduces the levy, section 106 requirements should be scaled back to those matters that are directly related to a specific site, and are not set out in a regulation 123 list. For transparency, charging authorities should have set out at examination how their section 106 policies will be varied, and the extent to which they have met their section 106 targets."

iii Community Infrastructure Levy Regulations 2010, and subsequent amendments in 2011, 2012, 2013 2014 and 2015
iv Planning Practice Guidance on CIL can be accessed via the following web link:

<http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/>

v See the PPG; Paragraph: 093 Reference ID: 25-093-20140612 to Paragraph: 103 Reference ID: 25-103-20140612

4 Community Infrastructure Levy and Planning Obligations

4.6 Regulation 123 sets out the need for local authorities to produce a list of “relevant infrastructure” which will be funded in whole or part by the CIL. The infrastructure identified on the list will therefore not be eligible for any further funding from section 106 obligations once the Council adopts a charging schedule. Moreover, from April 2015, any specific project or type of infrastructure will only be eligible for funding from five or fewer section 106 obligations. It is made clear in the PPG that the application of the five or fewer obligations per project/type of infrastructure will apply retrospectively from April 2010. Contents of the legal agreements need to define the project. **Appendix C** provides the details of the draft Regulation 123 list for the District.

4.7 Following the introduction of CIL, planning obligations made under Section 106 of the Town and Country Planning Act 1990 will be limited to those matters that are directly related to a specific site, and which are in accord with Regulation 122, i.e. The obligation is necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind to the development. This may include requirements which are not capable of being funded through CIL, such as affordable housing.

5 Viability

5.1 The need to consider viability in development proposals is identified in a number of policies in the Local Plan Strategy. In general terms, Policy IP1 includes a specific clause that states:

“...The viability of developments will also be considered when determining the extent and priority of development contributions in line with the Infrastructure Delivery Plan...”

5.2 Policy H2 sets out the Council’s expectations in terms of affordable housing and the use of the dynamic viability model. The policy states:

“...The overall delivery of affordable housing in the District during the plan period will be related to the ability to deliver in the market conditions that prevail at the time a planning application is made. The District Council will vary this percentage in line with a model of dynamic viability. The levels will be reviewed annually informed by the following factors:

- Market land values;
- House prices; and
- Index of building costs....”

5.3 The Council’s approach to viability has been informed by number of viability assessments. The emerging draft of the Local Plan Strategy was informed by work undertaken by the District Valuer ^(vi). Subsequent viability work was undertaken to inform the proposed charging rates for the Council’s proposed Community Infrastructure Levy ^(vii).

5.4 The following sections set out the Council’s approach to dealing with specific issues where planning obligations may be sought.

5.5 A fee will need to be paid to the sealing of the legal agreement to cover the Councils reasonable legal and administrative costs for drafting and completing the legal agreement. The fee will vary depending on the complexity of the legal agreement.

5.6 Pre applications discussions are encouraged, further information including protocols are set out on the District Councils website. ^(viii)

vi [Valuation Office Agency \(2012\), Cannock Chase Council, Lichfield District Council, Tamworth Borough Council Local Plan and Community Infrastructure Levy Viability Testing Study to Support The Introduction of The Community Infrastructure Levy](#)

vii Further Information available at the Council’s web pages covering the [Community Infrastructure Levy](#)

viii <https://www.lichfielddc.gov.uk/Council/Planning/Pre-application-guidance/About-pre-application-guidance.aspx>

6 Planning Obligation Guidance

6.1 Affordable Housing

Local Plan Policies

- **Core Policy 4: Delivering our Infrastructure**
- **Policy IP1: Supporting & Providing our Infrastructure**
- **Core Policy 6: Housing Delivery**
- **Policy H1: A Balanced Housing Market**
- **Policy H2: Provision of Affordable Homes**

6.1.1 The Local Plan sets out in Policy H2 and supporting text (paragraphs 8.14 to 8.21) the full detail on how the Council intends to work with partner organisations to deliver affordable housing in the district.

6.1.2 The policy sets out the thresholds for development proposals that are expected to contribute towards providing affordable housing. The key aspects of the policy are reproduced below.

In additional **Appendix D** provides further detail including in respect of the intended implementation of Policy H2.

Policy H2: Provision of Affordable Housing

- In Lichfield City and Burntwood, affordable housing will be required on housing developments for 15 or more dwellings or sites of 0.5ha or more in size and in accordance with nationally set thresholds.
- Outside these two main urban areas, affordable housing will be required on housing developments in line with nationally set thresholds.

Affordable housing may be in the form of social rent, affordable rent, intermediate or a mix of tenures. The District Council will normally require at least 65% of the affordable housing on a site to be social rented managed by a registered provider; the precise proportions will be agreed with the District Council having regard to housing needs within the locality of the development and the economic viability of a scheme.

Affordable housing should be provided on site and only in very exceptional circumstances will contributions in lieu, that are broadly equivalent in value to on-site provision, be acceptable.

A flexible approach on thresholds, proportions, tenure, size and type will be taken on a scheme by scheme basis to reflect housing needs in the locality and to ensure scheme viability, subject to an open book approach by developers. Where the flexible approach cannot deliver a viable scheme due to site specific exceptional circumstances, reconsideration of the percentage of affordable housing to be delivered will be undertaken on a scheme by scheme basis.

6.1.3 The Council has set a target, on qualifying sites, of up to 40% of new housing to be provided as affordable units. The target is based on an analysis of viability and need, informed by an affordable housing viability study carried out between 2008 and 2010. The Council accepts the need for a flexible approach and will assess viability on an annual basis which will determine an overall annual viable target to be published within the Annual Monitoring Report (AMR). The detailed mechanisms for assessing the factors in the 'model of dynamic viability' will be set out in the Infrastructure Delivery Plan. Applications that seek to vary the percentage identified by the 'model of dynamic viability' will need to be supported by a viability appraisal which the District Council will ask to be independently assessed, with agreed costs to be borne by the applicant.

6.1.4 The Government has recently introduced an additional category of homes within the PPG, specifically Starter Homes. The PPG states that:

As set out in the [Starter Homes Written Ministerial Statement](#) ^(ix) of 2 March 2015, starter homes exception sites should not be required to make affordable housing or tariff-style section 106 contributions.

ix <https://www.gov.uk/government/speeches/starter-homes>

6.2 Transport

Local Plan Policies

- **Core Policy 4: Delivering our Infrastructure**
- **Policy IP1: Supporting & Providing our Infrastructure**
- **Policy ST1: Sustainable Travel**
- **Policy ST2: Parking Provision**
- **Policy Lichfield 1: Lichfield Environment**
- **Policy Lichfield 2: Lichfield Services and Facilities**
- **Policy Lichfield 5: East of Lichfield (Streethay)**
- **Policy Lichfield 6: South of Lichfield**
- **Policy Burntwood 1: Burntwood Environment**
- **Policy Burntwood 2: Burntwood services and facilities**
- **Policy Burntwood 5: East of Burntwood Bypass**
- **Policy: North of Tamworth**
- **Policy: East of Rugeley**
- **Policy Frad2: Fradley Services & Facilities**
- **Policy Alr1: Alrewas Environment**
- **Policy Alr2: Alrewas Services & Facilities**
- **Policy Arm1: Armitage with Handsacre Environment**

- **Policy Arm2: Armitage with Handsacre Services & Facilities**
- **Policy Shen1: Shenstone Environment**
- **Policy Shen2: Shenstone Services & Facilities**
- **Policy Whit1: Whittington Environment**

6.2.1 The Council works closely with the County Council and Highways England to ensure any required transport infrastructure, identified in the Local Plan is delivered. The Local Plan (Chapter 6) highlights strategic transport infrastructure to be delivered over the plan period including:

- Completion of the Lichfield Southern Bypass to be delivered alongside the South Lichfield Strategic Development Allocation;
- Delivery of improvements to the strategic highway network as identified by the Highways Agency (as was, now Highways England);
- Lichfield City centre improvements including transport improvements associated with the Friarsgate scheme; and
- Delivery of an additional parking facility to serve the strategic needs of Lichfield Trent Valley station.

6.2.2 Beyond these strategic infrastructure requirements, the Local Plan policies listed above identify a range of potential improvements to various transport services which may incorporate the need for planning obligations to be sought from development proposals. The Regulation 123 list,

Appendix C identifies specific elements of transport infrastructure that are expected to be funded by CIL.

6.2.3 Where a new development (typically a larger scale scheme) gives rise to a specific, localised improvement which goes outside the remit of a planning condition then the Council will utilise Planning Obligations and Section 278 agreements, as appropriate. Section 278 agreements are specifically related to transport improvements and they are made with Staffordshire County Council, the Highway Authority for Staffordshire or Highways England. Where there are a number of medium-larger developments occurring within proximity of one another, generating a related need for specific transport infrastructure provision, Planning Obligations will not exceed the five development pooling limit (Section 278 agreements are not subject to this pooling limit). Where financial contributions are secured via new Planning Obligations or Section 278 agreements they will not be used towards any projects on the CIL Regulation 123 list.

6.3 Education

Local Plan Policies

- **Core Policy 4: Delivering our Infrastructure**
- **Policy IP1: Supporting & Providing our Infrastructure**
- **Policy Lichfield 5: East of Lichfield (Streethay)**
- **Policy Lichfield 6: South of Lichfield**
 - **South of Shortbutts Lane**
 - **Deans Slade Farm**
- **Policy Frad2: Fradley Services & Facilities**
- **Policy Alr2: Alrewas Services & Facilities**

6.3.1 Staffordshire County Council is the Local Education Authority for the District and it has a statutory duty to provide sufficient school places for children who are of school age and whose parents want their child educated in the state sector. In general terms, Core Policy 4 and Policy IP1 provide the Local Plan framework that governs the Council's approach to infrastructure provision. The Council has worked closely with the County Council to inform assessments of education infrastructure needs arising from new developments being planned in the area up to 2029. The latest version of the Infrastructure Delivery Plan (IDP) places the need for further education facilities within the local infrastructure category for the Local Plan (see Chapter 6 of the Plan).

6.3.2 As part of the work undertaken on the Community Infrastructure Levy (CIL) Charging Schedule, a draft Regulation 123 List has been drawn up^(x). The draft list identifies specific school projects that will continue to be funded from planning obligations. The list is based on the detailed policy framework, including concept statements, set out in policies Lichfield 5, Lichfield 6, Frad2, and Alr2.

6.3.3 Education contributions via Planning Obligations will not be sought for specialist older persons housing schemes, and developments consisting purely of one and two bedroom flats will normally be excluded on the basis that they generate a low rate of child occupancy. Developers and agents should consult the most up to date Staffordshire County Council Education Planning Obligations Policy Document for further guidance and are encouraged to engage with the School Organisation Team in early pre-application discussions over the likely education implications of their proposal.

6.3.4 It should be noted that where a project has been identified to mitigate the impact of development(s) the full cost of delivering the project will be met, relative to the size of development. This will include, where applicable, the necessary additional land, access and relevant services.

x See Appendix C of the [Community Infrastructure Levy Draft Charging Schedule Background Document](#) (March 2015)

6.4 Open Space/ Playing Pitches (Policies HSC1, HSC2, NR6)

Local Plan Policies

- Core Policy 4: Delivering our Infrastructure
- Policy IP1: Supporting & Providing our Infrastructure
- Core Policy 10: Healthy & Safe Lifestyles
- Core Policy 11: Participation in Sport & Physical Activity
- Policy HSC1: Open Space Standards
- Policy HSC2 Playing Pitch & Sport Facility Standards
- Policy Lichfield 1: Lichfield Environment
- Policy Lichfield 2: Lichfield Services and Facilities
- Policy Lichfield 5: East of Lichfield (Streethay)
- Policy Lichfield 6: South of Lichfield
- Policy Burntwood 2: Burntwood services and facilities
- Policy Burntwood 5: East of Burntwood Bypass
- Policy: North of Tamworth
- Policy: East of Rugeley
- Policy Frad2: Fradley Services & Facilities
- Policy Alr2: Alrewas Services & Facilities

- Policy Arm2: Armitage with Handsacre Services & Facilities
- Policy Faz2: Fazeley, Mile Oak & Bonehill Services & Facilities
- Policy Shen2: Shenstone Services & Facilities
- Policy Whit2: Whittington Services & Facilities

6.4.1 The Local Plan Strategy identifies specific standards for open space and playing pitches (Policies HSC1 and HSC2). Further detail is provided in the various location policies (Strategic Development Allocations and Broad Location, and their accompanying Concept Statements; and other settlement policies).

6.4.2 Policy HSC1 sets out specific standards for open space. The Local Plan Strategy summarises the approach in the accompanying explanatory text:

“For the types of open spaces which are used on a day-to day basis such as play areas and amenity green space, public parks and gardens a standard of ten minutes walk time has been set: this allows for the identification of deficiencies for example where a play area is geographically close to housing but may be inaccessible due to a physical barrier such as a canal. For new strategic housing developments a standard of 1.43ha amenity green space per 1,000 population has been set: this is consistent with current existing provision in the District's urban areas. As many open spaces are multi-functional, these new open spaces may need to incorporate equipped play provision (depending upon existing provision and accessibility in the area), and could be formal or informal in their layout depending upon the local context. Further details are set out in the concept statements for each strategic development location.”

6.4.3 Policy HSC2 provides the equivalent set of standards for playing pitches noting the need for replacement facilities, in line with Sport England's requirements; improvements where an unmet need is identified; and in the case of Strategic Development Allocations, an expectation that playing field facilities will be provided at a minimum level of 1.23ha per 1,000 population including around 200m² for changing and pavilion space and 0.025ha for parking. Additional Open Space Standards are presented in **Appendix E**.

6.4.4 To seek a financial contribution towards the provision of indoor sports facilities in Lichfield District in line with the Sports Facilities Framework 2009-2021 for Lichfield District.

Documents for indoor Sport include:

Sports Across Staffordshire and Stoke on Trent - Sports Facilities Framework 2009-2021 - Strategic Assessment of Sports Halls and Swimming Pools in Lichfield

The Sports Facilities Framework for Staffordshire and Stoke-on-Trent was commissioned by Sport Across Staffordshire and Stoke-on-Trent (SASSOT), the County Sports Partnership (CSP). The Framework provides a strategic and coherent link between the West Midlands Regional Facilities Framework (2007) and the existing or emerging strategies of the individual local authorities within Staffordshire and Stoke-on-Trent, national governing bodies of sport and other key partners and stakeholders. It covers the period up to 2021. **Appendix F** provides a reproduction of the key elements relating to Lichfield District Identified in the Sports Facilities Framework.

6.4.5 The various strategic allocations and other settlements policies highlight specific requirements for open space and playing pitch facilities that may require a contribution via planning obligations. Each development proposal will be assessed to determine whether it should incorporate planning obligations and where appropriate the nature of the obligation. The following pieces of evidence define where shortfalls occur within the District: Open Space Assessment and Open Space Assessment Appendices 2012 ^(xi) and the Playing Pitch Tennis and Bowls Strategy ^(xii).

6.4.6 The District Council will not be increasing its commitment to the maintenance of open space across the District. Therefore all improvements secured through planning obligations will be required to provide proposals of a preferred maintenance delivery vehicle. Once the details have been agreed with the relevant officers within the District Council evidence that the maintenance delivery vehicle has been duly entered into should be provided to the District Council.

xi <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Evidence-base/Healthy-Safe-Communities/Open-space-assessment.aspx>

xii <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Evidence-base/Healthy-Safe-Communities/Playing-pitch-tennis-bowls-strategy.aspx>

6.5 Environmental and Biodiversity Improvements and Protection

Local Plan Policies

- **Core Policy 3: Delivering Sustainable Development**
- **Core Policy 4: Delivering our Infrastructure**
- **Core Policy 13: Our Natural Resources**
- **Policy NR3: Biodiversity, Protected Species and their Habitats**
- **Policy NR4: Trees, Woodland & Hedgerows**
- **Policy NR7: Cannock Chase Special Area of Conservation**
- **Policy NR8: River Mease Special Area of Conservation**
- **Policy BE1: High Quality Development**

6.5.1 The Local Plan identifies the potential need for the use of planning obligations in mitigating and compensating for the on-site impacts to environmental resources as a result of development proposals. Furthermore, the presence in part within the District of the Special Areas of Conservation (SAC) designations for Cannock Chase and the River Mease require specific mitigation measures to be applied.

6.5.2 The Council has previously published guidance on its approach to mitigating the impact of new residential development in accordance with Policy NR7 and NR8 with respect to the Cannock Chase

SAC ^(xiii) and the River Mease SAC ^(xiv). Contributions will be sought to satisfy the Habitats and Species Regulations 2010 (as amended).

6.5.3 The introduction of CIL is intended to provide the necessary funding stream for various environmental improvement schemes around the District, including any necessary mitigation strategies for Cannock Chase and the River Mease SACs where this is consistent with the Draft Regulation 123 list. **Appendix G** provides detail of the approved strategy in regard to Cannock Chase SAC. Where a development is not liable for CIL, or the project does not appear on the Draft Regulation 123 list, S106 may be required to mitigate for the impact of the development

6.5.4 Core Policy 13 and Policies NR4 and BE1 identify circumstances where on-site mitigation measures, and in some cases, off-site mitigation, will be sought.

6.5.5 Policy NR3 requires that all developments deliver a measurable net-gain to the Districts biodiversity value. Where this cannot be achieved within a developments boundaries additional habitat creation/improvement works must be enacted off-site via the creation of a Biodiversity Offsetting Scheme. Information regarding these schemes (and the developer contributions) required can be found in the Biodiversity and Development SPD, and the Biodiversity Offsetting Strategy.

xiii [Cannock Chase Special Area of Conservation \(SAC\), Guidance to Mitigate the Impact of New Residential Development](#)
 xiv [River Mease Developer Contributions Scheme \(October 2012\)](#)

6.6 Sustainable Drainage Systems (SUDs) at site specific level

Local Plan Policies

- **Core Policy 3: Delivering Sustainable Development**
- **Core Policy 4: Delivering our Infrastructure**
- **Policy IP1: Supporting & Providing our Infrastructure**
- **Policy NR8: River Mease Special Area of Conservation**
- **Policy Lichfield 5: East of Lichfield (Streethay)**
- **Policy Lichfield 6: South of Lichfield**
- **Policy Burntwood 5: East of Burntwood Bypass**
- **Policy: North of Tamworth**
- **Policy: East of Rugeley**
- **Policy Frad1: Fradley Environment**

6.6.1 A Ministerial Statement on sustainable drainage systems ^(xv) was implemented on 6 April 2015. The statement sits alongside existing policy and guidance contained in the NPPF and PPG. The statement identifies the key issues as follows:

“To this effect, we expect local planning policies and decisions on planning applications relating to major development - developments of 10 dwellings or more; or equivalent non-residential or mixed development (as set out in Article 2(1) of the [Town and Country Planning \(Development Management Procedure\) \(England\) Order](#)

[2010](#)) - to ensure that sustainable drainage systems for the management of run-off are put in place, unless demonstrated to be inappropriate.

Under these arrangements, in considering planning applications, local planning authorities should consult the relevant lead local flood authority on the management of surface water; satisfy themselves that the proposed minimum standards of operation are appropriate and ensure through the use of planning conditions or planning obligations that there are clear arrangements in place for ongoing maintenance over the lifetime of the development. The sustainable drainage system (SuDs) should be designed to ensure that the maintenance and operation requirements are economically proportionate.

To protect the public whilst avoiding excessive burdens on business, this policy will apply to all developments of 10 homes or more and to major commercial development.”

6.6.2 The District Council will work with Staffordshire County Council (as the lead local flood authority) to ensure SuDs are in place in line with the Ministerial Statement and will include the long term maintenance arrangement for such provision. The Local Plan Strategy policies noted above identify the need for SuDS both in general terms and for the strategic locations identified in the plan. Additional detail on SuDs can be found within the Sustainable Design SPD.

xv <https://www.gov.uk/government/speeches/sustainable-drainage-systems>

6.7 Air Quality Management Areas

Local Plan Policies

- **Core Policy 3: Delivering Sustainable Development**
- **Policy SC1: Sustainability Standards for Development**
- **Policy SC2: Renewable Energy**

6.7.1 The Local Air Quality Management (LAQM) process is set out in Part IV of the Environment Act (1995), the Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 and the relevant Policy and Technical Guidance^(xvi). The process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where limits are likely to be exceeded, the local authority must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

6.7.2 The NPPF acknowledges that air quality considerations are relevant in the planning process and states that developers need to take into account local authority Air Quality Management Areas, Air Quality Action Plans and Low Emission Strategies, this is supported in Core Planning Principal 12. In addition para 124 of the NPPF states “ Planning policies should sustain compliance with and contribute toward EU Limited Values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and the cumulative impact on air quality from

individual sites in local areas. Planning decisions should ensure that any new development in Air Quality Management Areas is consistent with the local Air Quality Action Plan”.

6.7.3 There is currently one AQMA within Lichfield District Council designated in 2008 and located on the A5 at Muckley Corner, a location plan indicating the extent of the area can be viewed at www.lichfielddc.gov.uk/airquality^(xvii) along with all other air quality reports. It is likely that during the plan period that further AQMA's will be designated.

6.7.4 The process identified within **Appendix H** will be used to determine whether and how an Air Quality Assessment is required. Should the air quality assessment for the proposed development show a negative impact on air quality, the applicant shall implement one of the following options:

6.7.5 Determine financial costing's associated to the level of emissions that would be generated by the proposed development by using the methodology identified within the following government guidance: Valuing impacts on air quality: Supplementary Green Book guidance^(xviii). This guide explains how impact on air quality should be incorporated into a cost benefit analysis. The completion of this option will result in a financial cost generated which relates to the level of emissions associated to the proposed development.

6.7.6 The applicant shall determine appropriate on-site air quality mitigation measures to negate the air quality impact of the proposed development on health and/or the local environment.

xvi <https://www.gov.uk/government/publications/2010-to-2015-government-policy-environmental-quality/2010-to-2015-government-policy-environmental-quality#appendix-5-international-european-and-national-standards-for-air-quality>

xvii <https://www.lichfielddc.gov.uk/Residents/Environment/Environmental-health/Pollution/Air-quality-monitoring.aspx>

xviii <https://www.gov.uk/government/publications/green-book-supplementary-guidance-air-quality>

6 Planning Obligation Guidance

6.7.7 If on-site mitigation is not possible then the Local Planning Authority shall seek financial contributions for air quality impacts through a section 106 agreement. Any section 106 levied will be used to support actions identified within the Council's Air Quality Action Plan.

7 Appendix A Key Policies: Infrastructure Requirements

Core Policy 4: Delivering Our Infrastructure

New development must be supported by the required infrastructure at the appropriate stage. The District Council will work in partnership with infrastructure providers, funding bodies, key stakeholders and other agencies and organisations to ensure a co-ordinated delivery of facilities and infrastructure to ensure that the District's communities function in a sustainable and effective manner. This includes continued joint working with other local authorities to facilities cross boundary needs.

The District Council will seek to protect, and where appropriate improve, services and facilities that provide a key function in the operation of existing communities. Development proposals resulting in the loss of a key facility from a settlement which is essential to the sustainable functioning of that settlement, will not be supported unless a replacement facility of improved quality, accessibility and size is provided for the community in a sustainable location.

New facilities must be located and designed so that they are integrated, accessible and compatible with the character and needs of the local community.

New development will be required to provide the necessary infrastructure at a timely stage to meet the community needs arising as a result. Development will also be expected to contribute as appropriate, to strategic projects that support sustainable development and the wider community.

Both strategic and local infrastructure provision will be linked to the phasing of new development. Phasing and specific infrastructure requirements are set out in the Infrastructure Delivery Plan (IDP) and the Concept Statements relating to the Strategic Development Allocations (SDA's) identified in the Local Plan.

Table 7.1

Policy IP: 1 Supporting & Providing our Infrastructure

To ensure that all new development provides the necessary infrastructure facilities required create and support sustainable communities, the following will be required:

- The District Council will require all eligible development to provide the appropriate infrastructure on and off site, in line with other policies of the Local Plan and the Infrastructure Delivery Plan;
- For the Strategic Development Allocations (SDA's) reference will be made to the relevant infrastructure requirements as set out in the Concept Statements and Infrastructure Delivery Plan;

7 Appendix A Key Policies: Infrastructure Requirements

- The viability of developments will also be considered when determining the extent and priority of development contributions in line with the Infrastructure Delivery Plan;
- Applications that result in a loss of an existing infrastructure service or facility will not be permitted, unless it can be demonstrated that the facility is clearly surplus to the requirements of the community, or a replacement and accessible facility of equivalent or improved quality is provided to serve that community, in a sustainable location.

Table 7.2

8 Appendix B Key Infrastructure Summary

Summary of Key Infrastructure Expected Over Plan Period

Further detail can be found in the updated Infrastructure Delivery Plan (www.lichfielddc.gov.uk/evidence)

| Key Projects | Estimated Cost | Specific Funding Sources | Delivery Lead | Amounts Applied for | Amounts Secured | Total Funding Gap |
|---|----------------|--------------------------|-----------------|---------------------|-----------------|-------------------|
| Transport - Generic long term improvements | | | | | | |
| Lichfield Southern Bypass - Phases 4a - Birmingham Road - Shortbutts Lane and 4b - Shortbutts Lane to London Road | £7,000,000 | Developer s106/s278 | SCC | £385,000 | | £6,150,000 |
| | | LEP Local Growth Fund | | £5,750,000 | | |
| | | LTADS | | £850,000 | £850,000.00 | |
| Transport - Strategic Road Network | | | | | | |
| A38 Improvements - Swinfen island | £2,200,000 | Central Govt (HA) | Highways Agency | | | £2,200,000 |
| | | LEP Local Growth Fund | | £2,200,000 | | |
| | | Developer contribution | | | | |

8 Appendix B Key Infrastructure Summary

8 Appendix B Key Infrastructure Summary

| Key Projects | Estimated Cost | Specific Funding Sources | Delivery Lead | Amounts Applied for | Amounts Secured | Total Funding Gap |
|---|----------------|--------------------------|-----------------|---------------------|-----------------|-------------------|
| Muckley Corner | £5,000,000 | Central Govt (HA) | Highways Agency | | | £5,000,000 |
| | | LEP Local Growth Fund | | £2,000,000 | | |
| | | Developer contributions | | | | |
| Further Junction Improvements A38 (Hilliards Cross and Fradley South) | £10,000,000 | Central Govt (HA) | Highways Agency | | | £10,000,000 |
| | | LEP Local Growth Fund | | | | |
| | | Developer contributions | | | | |
| Water Resources, supply and flood risk | | | | | | |
| Mitigation for matters relating to flood risk as identified by EA | will vary | Developer | Developers & EA | | | TBC |
| | | EA | | | | |
| | | Other | | | | |
| Waste water collection and treatment | | | | | | |

| Key Projects | Estimated Cost | Specific Funding Sources | Delivery Lead | Amounts Applied for | Amounts Secured | Total Funding Gap |
|---|----------------|--|--|---------------------|-----------------|-------------------|
| River Mease SAC in line with River Mease WQMP (NB – figure for whole catchment area) – Estimated contribution for Lichfield DC area | £267,000 | Developer contributions CIL | River Mease Programme Board | | | £267,000 |
| Town Centre Improvements | | | | | | |
| Lichfield City Improvements | | | | | | |
| Friarsgate (retail and leisure) | £50,000,000 | Private Sector LEP Local Growth Fund | private sector in partnership with LDC | £3,000,000 | £2,600,000 | £47,400,000 |
| Burntwood Town Centre | | | | | | |
| Improved retail, community facilities, and leisure to deliver a town centre | £7,000,000 | Private Sector LEP Local Growth Fund | private sector in partnership with LDC | | | £7,000,000 |
| Public Realm Improvements - Burntwood including Sankey's Corner Improving and increasing parking - Burntwood Town Centre | £570,000 | Developers - CIL/s106 LEP Local Growth Fund | SCC,LDC, B T C , developers & other partners | £35,000 | £35,000 | £535,000 |

8 Appendix B Key Infrastructure Summary

8 Appendix B Key Infrastructure Summary

| Key Projects | Estimated Cost | Specific Funding Sources | Delivery Lead | Amounts Applied for | Amounts Secured | Total Funding Gap |
|--|----------------|--------------------------------------|--|---------------------|-----------------|-------------------|
| Other Public Realm Improvements across the District | will vary | will vary | Partnership approach depending on scheme | | | TBC |
| Education and Skills | | | | | | |
| Extension to Hob Hill Primary School, Rugeley and All Saint's Alrewas Primary School; and new school at Streethay to create 1½FE school, | £21,500,000 | S106/SCC | SCC | | | £21,500,000 |
| Expansion to Nether Stowe, The Friary, King and Edward VI high school(s) | £22,000,000 | Public Sector Developers s106/CIL | SCC | £8,000,000 | £4,281,000 | £17,719,000 |
| Health, Sport & Recreation | | | | | | |
| Indoor sports facility improvement | | | | | | |
| Friary Grange leisure centre redevelopment | £765,000 | Developer Contributions Other | LDC | £400,000 | £400,000 | £365,000 |

| Key Projects | Estimated Cost | Specific Funding Sources | Delivery Lead | Amounts Applied for | Amounts Secured | Total Funding Gap |
|---|---------------------|---|-------------------------------|---------------------|-----------------|---------------------|
| Friary Grange additional pool | £1,000,000 | Developer Contributions Public funds | LDC | | | £1,000,000 |
| Cannock Chase AONB (including SAC) | | | | | | |
| Measures for mitigating impact of development on CCSAC, plus access management measures and including Gentleshaw Common in line with visitor mitigation strategy. Estimated contribution for Lichfield DC area. | £397,710 | Developer contributions | Cannock Chase SAC partnership | £93,593 | £12,645 | £385,065 |
| TOTAL | £127,699,710 | | | | | £119,521,065 |

Table 8.1

8 Appendix B Key Infrastructure Summary

9 Appendix C Draft Regulation 123 List

9 Appendix C Draft Regulation 123 List

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|--|---|--|
| Completion of the Lichfield Southern Bypass | New underbridge section | <p>Section from east of new bridge structure to London Road to be delivered by developer as part of site access road layout.</p> <p>New underbridge section will be funded by s106 and Local Growth Fund.</p> <p>Section to west of new bridge delivered by gift of land from developers</p> |
| <p>Improvements to the Strategic Highway Network as identified by the Highways Agency:</p> <ul style="list-style-type: none"> • Muckley Corner • Swinfen <p>Further Junction Improvements and safer access to A38 (Hillards Cross and Fradley South)</p> | | <p>Assume CIL funding to form part of package alongside Local Enterprise Partnership (LEP) bids.</p> <p>NB – HA can also utilise s278 approach alongside CIL</p> |
| <p>Delivery of secondary education facilities to serve projected need through:</p> <p>Expansion to Nether Stowe (need to add more detail to differentiate the project where S106 will be spent)</p> | Will need to insert specific project elements identified to be funded by CIL at each school | Currently situation based on information from Staffordshire County Council is that about £8million has been applied for through S106 agreements with £4.281million currently secured. |

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|--|-------------------------------------|---|
| Expansion to The Friary (need to add more detail to differentiate the project where S106 will be spent) | | |
| Expansion to King Edward VI (need to add more detail to differentiate the project where S106 will be spent) | | Currently assumed that CIL will contribute to funding with no specific elements identified for s106 funding. |
| Improved indoor sports provision to serve Lichfield City and its hinterland as set out in the Swimming Pool and Sports Hall Feasibility Study 2013 | See comment | Some of the Strategic Development Allocations (SDAs) have already secured mitigation through S106, and Burntwood SDA is proposed to be through S106. East of Rugeley SDA is as yet undecided so could do either. Lichfield SDA's have permissions which provide on site or it is the intention they will provide on site. |
| Measures for preventing harm to the Cannock Chase Special Area of Conservation (CCSAC) agreed by the Cannock Chase SAC partnership. | | Assume all coming from CIL (no SDAs in the area that impacts on SAC) |
| Measures for mitigating the impact of development upon the River Mease Special Area of Conservation (RMSAC) measures | | |
| The following Transport improvement schemes from the Integrated Transport Strategy for Lichfield: <ul style="list-style-type: none"> • Bus network and cycle and walking routes - smarter choices and pedestrianisation | | |

9 Appendix C Draft Regulation 123 List

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|--|-------------------------------------|----------|
| <ul style="list-style-type: none"> • Bus access improvements on route 765 Lichfield to Tamworth | | |
| <ul style="list-style-type: none"> • Route Signage Lichfield to Tamworth | | |
| <ul style="list-style-type: none"> • Electric Charging points | | |
| <ul style="list-style-type: none"> • Designated Coach Parking area | | |
| <ul style="list-style-type: none"> • Review of Local traffic routing | | |
| <ul style="list-style-type: none"> • Safer access to A38 (T) | | |
| <ul style="list-style-type: none"> • A5127 Corridor Traffic Managements and Bus improvements | | |
| <ul style="list-style-type: none"> • St John street Traffic management and Bus priority | | |
| <ul style="list-style-type: none"> • Cannock Road – Burntwood public realm enhancements and modifications | | |
| <ul style="list-style-type: none"> • Improved walking and cycle links from Southern – Northern Burntwood | | |
| <ul style="list-style-type: none"> • Bus access and service improvement in Burntwood linking to Cannock and Lichfield | | |
| <ul style="list-style-type: none"> • Lichfield City Centre Transport Package | | |

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|--|---|--|
| <ul style="list-style-type: none"> • East Lichfield Transport package • Burntwood Local transport package • HGV routing and parking arrangements in Fradley • A5127 Corridor Traffic management improvements • St Johns street Traffic management and Bus priority • Real Time Passenger information Lichfield • Smarter Travel Choices • A5(T) and A38(T) active traffic management | | |
| General flood mitigation measures | Site specific SuDS | Subject to any further info from the Environment Agency on expectation of general flood measures required Assumption that site specific SuDS would apply across the District (not just SDA's) |
| Delivery of primary education facilities Extension to Hob Hill Primary School, Rugeley | New primary schools required for East of Lichfield (Streethay); | Hob Hill – additional places will serve children in Lichfield and Cannock Chase Council areas. |

9 Appendix C Draft Regulation 123 List

9 Appendix C Draft Regulation 123 List

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|---|--|--|
| Extension to All Saint's Alrewas Primary School | Deanslade Farm and South Lichfield SDAs, and a new school and extended facility to serve Fradley. | <p>All Saints – the County Council have identified that a small proportion of identified cost may be provided through a S106 agreement. Therefore, need to identify the specific project to be attributed to s106.</p> <p>Streethay - the current s106 provides for one form entry and there may be a possibility for further extension (additional half form entry). Assume additional half form entry to be attributed to CIL?</p> |
| Health facilities where evidence is provided that there is no local capacity and expansion of services is required to service additional growth | Fradley SDA identified provision for health care (see concept statement). | Not identified in the strategic infrastructure priorities for Local Plan (para 6.5) albeit IDP notes potential requirements at Burntwood and Fazeley (Allocations Plan to deal with Fazeley) |
| Improvements to playing pitch provision in line with the deficiencies identified in the Playing Pitch, Tennis and Bowls Strategy. | <p>Specific schemes identified in respect of the following SDAs</p> <ul style="list-style-type: none"> • Fradley • South Lichfield | |

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|--|---|--|
| | <ul style="list-style-type: none"> • East of Lichfield (Streethay) • East of Burntwood Bypass | |
| Social and community facilities in line with evidence of local need (e.g. through a Parish or Neighbourhood Plan). | Expected delivery of community centres/hubs to be delivered in the SDAs as identified in the Local Plan concept statements | Links to redistribution of CIL funding to Parish Councils and any neighbourhood planning forums that emerge. |
| Improvements to open space provision (including play provision for 8 key sites) in line with the Open Space Assessment | On-site recreation and open space provision and maintenance for the following SDAs: <ul style="list-style-type: none"> • Fradley • South Lichfield • East of Lichfield (Streethay) • East of Burntwood Bypass • Deanslade Farm • Cricket Lane | |

9 Appendix C Draft Regulation 123 List

| Infrastructure to be funded in whole/part by CIL | Infrastructure to be funded by s106 | Comments |
|--|-------------------------------------|---|
| <p>Improvements to the public realm and local environment. This includes access to green space and improvements to landscapes and habitats including the following:</p> <ul style="list-style-type: none"> • Chasewater Country Park improvements • Central Rivers Initiative projects • Heathland management programme • Improvements to the canal network to improve Green Infrastructure Links • Infrastructure works relating to the restoration of the Lichfield and Hatherton Canal, with the exception of any works specifically undertaken in relation to any on-site provision by the developer connected to any of the south Lichfield SDAs. • Local Nature Reserves • Woodland and hedgerow projects | | |
| <p>Low carbon initiatives/Carbon Investment Fund</p> | | <p>This is supported by policy SC1 which states, The District Council is developing a Carbon Community Fund (CCF) which will support the achievement of carbon targets through financial contributions.</p> |

Table 9.1

10 Appendix D Affordable Housing

10.1 It is important that everyone living in Lichfield District has the opportunity of a decent and affordable home. One of the priorities of the Housing Strategy 2013-2017^(xix) is to “Improve housing choice and access to a wide range of affordable homes”. There is a clear evidenced need for more affordable homes in the district and the District Council is committed to improving affordability by seeking a target on qualifying sites of up to 40% of new dwellings to be provided as affordable housing.

What is Affordable Housing?

10.2 Affordable Housing is subsidised housing available to eligible households who are unable to rent or buy housing at market rates. The Council defines Affordable Housing as it is set out in the National Planning Policy Framework (NPPF), “*Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market*”. Eligibility for Affordable Housing is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price in perpetuity for future eligible households or for the subsidy to be recycled for alternative Affordable Housing provision.

10.3 The types of Affordable Housing which will be sought on development sites in Lichfield District are:

| Rented Housing | |
|-----------------------------|--|
| Social rent | Managed by Registered Providers (RPs), this is rented housing to be let at no more than 100% of the rent level as determined by the National Rent Regime for target rents. Rents are lower than affordable rents, typically at 40%-60% of market rents. This is the councils preferred rented tenure. |
| Affordable rent | Rents charged can be no higher than 80% of the full market rent. They may be let by a RP to tenants eligible for social rented housing; therefore rents charged should not exceed the Local Housing Allowance rate. |
| Intermediate housing | |
| Shared ownership | The purchaser buys a percentage share of a property (initially a minimum share of 25%, or a maximum 75%) and pays rent on the share that they do not own, which is capped at 3% of the value of that share. Shared Ownership properties are always leasehold but the purchaser may gradually acquire the freehold in stages from the RP (known as ‘staircasing’). If the purchaser staircases up to owning 100% of the property, the capital receipts should be ring-fenced by the RP to deliver |

xix <https://www.lichfielddc.gov.uk/Residents/Housing/Housing-strategy/Downloads/Lichfield-district-housing-strategy-2013-17.pdf>

| Rented Housing | |
|-----------------------|--|
| | more affordable housing in Lichfield district. Where 100% staircasing occurs, the RP will have first right of refusal on purchasing the property back should it be sold. |
| Equity share | The purchaser buys a percentage share of a property and does not pay rent on the share that they do not own. The remaining equity is transferred to an RP, or in some circumstances may be retained by the developer. Equity Share properties can be either freehold or leasehold. |
| Discounted market | Homes that are sold, usually on a freehold basis with a permanent % discount from open market value that is secured through land registry covenants. The level of discount will not be less than 25% and will be determined with regard to local incomes and house prices to ensure affordability. |

Table 10.1

10.4 Homes that do not meet the NPPF definition of affordable housing, (e.g. some forms of “low cost market housing”) will not be considered as affordable housing for planning purposes. Low cost market housing is smaller homes at the lower end of the market, which may help to meet the needs of first time buyers. Low-cost market housing can play a useful role in meeting the district’s wider housing demand and in achieving an appropriate housing mix. Developers are encouraged to supply a proportion of homes to meet the wider needs of the housing market.

10.5 The Council’s definition of affordable housing encompasses both *general needs housing* provision and *supported housing* of different affordable tenures to meet the needs of the elderly and other vulnerable groups.

Starter Homes

10.6 The government is currently consulting on changes to the definition of Affordable Housing as set out in Annexe 2 to the NPPF so that it encompasses a wider range of products that can support people to access home ownership. In addition to this the Housing and Planning Bill 2015 is introducing a statutory duty to promote the delivery of starter homes, along with a requirement for a proportion of starter homes to be delivered on all suitable reasonably-sized housing developments.

10.7 The Bill defines starter homes as new dwellings for first time buyers under 40, sold at a discount of at least 20% of market value and at less than a price cap of £250,000 (outside London).

10.8 The council’s policy on starter homes will therefore be in accordance with the revised PPG in place at the time of the application.

Accommodation requirements for older people

10.9 Lichfield district is expected to see a 74% increase in the over 65 and a 128% increase in the over 75 age groups by 2035^(xx). Most older people are owner-occupiers and have already paid off their mortgages with many tending to live in larger homes that are perhaps too large for their needs. More people are also living alone for longer which adds further pressure on the housing market, and the housing stock therefore needs to adapt to meet the demographic changes ahead.

10.10 Many older people want to stay in their current home for as long as possible and will have strong emotional ties to their home and neighbourhood. Moving house can be a very daunting experience for some older people and we therefore need to ensure that enough accessible, adaptable and affordable homes are available that meet the changing needs of the ageing population. This will also include the need to develop more suitable and attractive options to encourage older home owners to be able to downsize if they wish.

10.11 Older people want housing that is attractive, in a safe, well-connected neighbourhood and developers are encouraged to ensure that the needs of our ageing population are adequately considered in new developments by making sure new homes are accessible, adaptable and enable older people to enjoy a good quality of life and remain independent and continue living in their existing home for as long as possible.

10.12 We also need to see a significant increase in the supply and range of suitable housing built specifically for older people, including affordable rented accommodation and owner-occupied specialist housing such as extra care.

Working With Registered Providers

10.13 The District Council operates a partnership arrangement with Registered Providers (RP's) seeking to develop new affordable homes. This partnership is made up of a small number of approved RP's who are committed to delivering good quality, well designed, sustainable, adaptable and affordable homes in the District to meet our strategic housing aims and have excellent housing management and maintenance standards. It is expected that Developers will engage early on with one of our partner RPs to deliver the affordable housing secured on a development. An up to date list of preferred RP partners can be provided on request from the Housing Strategy Team.

Housing and tenure mix

10.14 New housing developments must provide for a variety of housing types and sizes to accommodate a range of different households, including families, single people and low income households as evidenced by the Southern Staffordshire Districts Housing Needs Study and SHMA update or future evidence. The mix of housing should contribute to providing choice in tenure and housing type, having regard to the existing mix of dwellings in the locality and the character and accessibility of the location. Housing developments will also need to contribute to the provision of homes that are suitable for the needs of older people, disabled people and those with other special needs (including supported housing projects), in a way that integrates all households into the community.

xx Enhanced joint strategic needs assessment for Lichfield District, 2012

10.15 The District Council will be mindful of planning applications that deliberately seek to evade the relevant threshold for affordable housing and proposals for residential development just below the relevant thresholds must be based on the assessed housing potential of a site and not an attempt to avoid the provision of affordable housing. Sites presented just below threshold levels will be assessed in terms of ownership boundaries, density and proposed mix to ensure that land is being used efficiently and it does not avoid the required affordable housing contributions.

Phasing on large sites

10.16 On large sites where development will be phased, it is expected that the affordable housing will be developed at the same time as the market housing and an affordable housing phasing plan must be submitted and agreed prior to start on site.

10.17 As a general rule, in each phase no more than 25% of open market dwellings should be occupied until 25% of the affordable housing units have been constructed and transferred to an RP ready for immediate occupation and no more than 80% of open market dwellings on each phase should be occupied until 100% of the affordable homes have been transferred to an RP ready for immediate occupation.

10.18 Each phase will be expected to deliver a proportional level of affordable housing to ensure even distribution across the development. Affordable housing should be fully integrated within the general market housing and should be reasonably dispersed or 'pepper-potted' throughout the development to adhere to the principles of creating mixed and sustainable communities.

Design, layout and construction of Affordable housing

10.19 To complement the 'pepper-potting' approach it is important that the affordable housing is of good quality and indistinguishable from general market housing in terms of appearance, build quality and location. To ensure that rented homes are sustainable and energy efficient in the long term for families and to qualify for any grant funding that may be available at the time, affordable housing must conform to any Homes and Communities agency design and quality standards that are in place at the time. They should also comply with the SPD on Sustainable Design.

Viability

10.20 The presumption will always be for the provision of affordable housing to be made on site and it is expected that the need to provide it will be taken into account when a land value is agreed alongside other planning policy requirements. The District Council recognises that it may be necessary to negotiate over the type and mix of Affordable Housing to enable a development to come forward. Negotiations will be undertaken with the relevant District Council officers based on delivering the best outcome to meet local housing needs. They will take the following form:

- The preferred mix and tenure of dwellings will be negotiated to establish whether the percentage target identified by the 'model of dynamic viability' can be met through an alternative tenure mix that will still meet local housing need.
- If the percentage target cannot be delivered for reasons of viability, an 'open book' viability appraisal will be required to satisfy the council that the proposed scheme would not be viable if the full amount of affordable housing was provided on-site and to help determine the amount and type of affordable housing provision that would be reasonable. The submitted viability appraisal will need to be independently assessed, with agreed costs borne by the applicant.

10.21 Alternatives to on-site provision will only be agreed in exceptional circumstances and where off-site alternatives are considered to be the best way to achieve the delivery of more affordable units. If off-site provision is agreed for reasons other than viability, the Council will seek contributions in lieu that are broadly equivalent in value to on-site provision.

11 Appendix E Open Space Standards

Open Space Standards

| Open Space Type | Standard | Cost of provision (£ per m ²) |
|--|---|---|
| Play | 3m ² per person | £92 |
| Amenity Green Space including parks and gardens | 12.7m ² per person | £21 |
| SDA Amenity Green Space including parks and gardens | 14.3m ² per person | £21 |
| Natural/semi natural green space (including woodlands, canals, lakes, rivers and other Green infrastructure) | 210m ² per person | £0.39 |
| Allotments | Min. 1 plot per 32 households (Area 150m ²) | Dependent on type of provision i.e. Extension to existing/new provision (xxi) |

Table 11.1

Based on 2015 costs.

xxi Comment is especially welcomed in relation to allotment contributions, in particular new provision.

12 Appendix F Sports Facilities Framework Summary

12.1 The Sports Facilities Framework prioritises investment in “hub level” and above facilities across the sub-region by:

- Guiding sub-regional strategic planning (including the provision which will be required if the planned housing growth is realised);
- Taking account of population trends;
- Anticipating the impact of a 1% per annum growth in participation on facility needs;
- Highlighting gaps in strategic facility provision across the SASSOT area and identifying options to address them;
- Taking into account the role of the education sector in sports provision and community use, paying particular attention to the Building Schools for the Future (BSF) and Academy programmes;
- Inputting into the statutory planning process;
- Providing an input into other agendas e.g. health, regeneration.

12.2 The Sports Facilities Framework concentrates on the larger sports halls (6 badminton court and above), plus those which are 4-court size and managed intensively to provide for general community needs and club competitions. The larger halls are strategically important because they are able to cater for elite/high level use for a number of sports including badminton, basketball, handball, netball and volleyball.

12.3 The Sports Facilities Framework therefore proposes that a network of 6+ court halls should be established in Lichfield.

Swimming pools explanation

12.4 There is currently sufficient capacity to provide for swimming across the SASSOT area. However, the network of pools includes some modern pools but majority are aged or ageing and the current amount of water space in the SASSOT area includes a significant proportion of small school pools such as in Lichfield. These provide limited sports development opportunities for the community and therefore need to be (largely) discounted in assessing the amount of additional provision needed in the future.

12.5 The Sports Facilities Framework acknowledges the above and recommends a long term facility network which will also meet the needs of the growing population and the anticipated growth in swimming.

12.6 The following table identifies proposals which begin to address the space requirements up to 2021

| | Proposal |
|----------------------------|---|
| Lichfield District Council | Develop an additional pool of 25m x 4 lane plus a teaching pool in city centre. |

Table 12.1

12.7 In addition to the above, the Facilities Planning Model; Strategic Assessment of Need for Sports Halls and Swimming Pools in Lichfield (January 2010) shows that based on current facilities and population:

- 6% of demand is not currently being met by supply (unmet demand).
- All unmet demand arises from people who live outside the catchment area of a pool, the majority of which are walkers who live outside the walking catchment (83%).
- Unmet demand across the District is equivalent to 54m² of water space.
- Usage levels at all swimming pools are estimated to be about 73% of total available capacity, which is too busy. However, this masks the fact that, other than the Friary, all pools are operating above 80% capacity (significantly above the 'comfortable capacity' level of 70%).

12.8 When this is compared to an increased population based on housing growth to 2026 unmet demand for swimming space increases dramatically.

- Demand from the resident population for swimming pools in Lichfield increases by 7%
- Unmet demand remains at 6% of total demand.
- Unmet demand across the District is equivalent to 60 m² of water space.
- 100% of unmet demand arises from residents living outside the catchment of swimming pools – 84% of which are walkers with no access to a car.
- Usage levels at all swimming pools are estimated to fall slightly from 73% of total capacity to 72%, but all swimming pools, with the exception of Friary Grange, are now too busy at 80% and above, way above the comfortable threshold of 70%.

13 Appendix G Special Area of Conservation

What is a Special Area of Conservation

13.1 Special Areas of Conservation (or SACs) are strictly protected sites designated under the EC Habitats Directive with the listed habitat types and species being those considered to be most in need of conservation at a European level. These sites, together with Special Protection Areas (or SPAs), are called Natura 2000 sites.

13.2 The requirements of this Directive have been transposed into domestic legislation under the Habitats and Species Regulations 2010 (as amended).

13.3 Article 6(3) of the Habitats Directive requires that any plan or project, which is not directly connected with or necessary to the management of a European site, but would be likely to have a significant effect on such a site, either individually or in combination with other plans or projects, be subject to an 'appropriate assessment' of its implications for the European site in view of the site's conservation objectives.

Policy Context

13.4 Lichfield District Council must comply with its duty under the Habitats and Species Regulations as a Competent Authority to ensure appropriate mitigation is delivered prior to developments being built and new visits generated. As such Policy NR7 'Cannock Chase Special Area of Conservation' and Policy NR8 'River Mease Special Area of Conservation' seeks to ensure Lichfield District Council fulfils its obligation:

Policy NR7 – Cannock Chase Special Area of Conservation

Before development is permitted it must be demonstrated that alone or in combination with other development it will not have an adverse effect whether direct or indirect upon the integrity of the Cannock Chase SAC having regard to avoidance or mitigation measures.

In particular any development that results in a net increase in dwellings within a 15km radius of any boundary of Cannock Chase SAC (as shown on the Policies Map) will be deemed to have an adverse impact on the Cannock Chase SAC unless or until satisfactory avoidance and/or mitigation measures have been secured.

The ongoing work by relevant partner authorities will develop a Mitigation and Implementation Strategy. This may include contributions to habitat management; access management and visitor infrastructure; publicity, education and awareness raising; provision of additional recreational space within development sites where they can be accommodated and contributions towards off site alternative recreational space where they cannot; and measures to encourage sustainable travel.

Policy NR8 – River Mease Special Area of Conservation

Development will only be permitted where it can be demonstrated that it will not be likely to lead directly or indirectly to an adverse effect upon the integrity of the Mease Special Area of Conservation.

Development which falls within the water catchment of the Mease SAC will require an assessment under the Habitat Regulations. Ongoing work to outline the pressures on the SAC has identified damage is currently being caused by poor water quality exacerbated by pollution, run off, siltation, abstraction, invasive non-native species. Development, especially that which increases the stress on sewage treatment works or increases the level of phosphate in the watercourse would make matters worse. Evidence has shown mitigation of effects is possible by investment in sewage treatment works, habitat management, access management, provision of sustainable drainage techniques, publicity, education and awareness raising.

The effective avoidance and/or mitigation of any identified adverse effects must be demonstrated and secured prior to approval of development and on-going monitoring of impact on the SAC will be required. Development outside the water catchment may be required to demonstrate that they will have no adverse effect on the integrity of the SAC.

This policy should be read in conjunction with Core Policy 3.

Cannock Chase SAC

Sitting within the wider Cannock Chase Area of Outstanding Natural Beauty (AONB), the Cannock Chase SAC was designated in 2005 under the provisions of the European Habitats Directive, the majority of the site having previously been designated as a Site of Special Scientific Interest (SSSI) in 1987. Cannock Chase represents the largest area of heathland habitat surviving in the English Midlands and though much diminished in area from its original extent, as with all lowland heathland zones, the habitat and dependent species are of very high nature conservation importance.

Evidence commissioned by the SAC Partnership suggests that the planned level of growth within a 15 kilometre radius of the SAC (as set out in Map 1) is likely to have a significant effect on Cannock Chase SAC. The greater part of this effect would arise from development within a 0-8km zone (as set out in Map 1) as it has been determined through research that this zone would contribute the most visitors to the SAC^(xxii). The effect of increased visitor numbers consists of additional damage from site use.

Lichfield District Council has published a 'Cannock Chase Special Area of Conservation (SAC) Guidance to Mitigate the Impact of New Residential Development'^(xxiii) which details the levels of contribution required per dwelling and which will provide sufficient actions to prevent harm arising to the SAC from the delivery of the Local Plan Strategy. This package

xxii Further Analysis of Cannock Visitor Survey Data to Consider Apportioning Costs between Zones – Durwyn Liley, 30th September 2013.

xxiii <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Planning-obligations/Downloads/Other-mitigation/Cannock-Chase-SAC-guidance-to-mitigate-the-impact-of-new-residential-development.pdf>

of Strategic Access Management and Monitoring Measures (SAMMM) will need to be monitored and reviewed should development levels in excess of the Local Plan Strategy be sought. The SAMMM will be funded through CIL or section 106 to provide the mitigation required to satisfy the Habitats and Species Regulations 2010 (as amended).

River Mease SAC

The River Mease was designated by the Secretary of State as a Special Area of Conservation (SAC) under the EC Habitats Directive on the 1st April 2005. Meandering from Ashby de la Zouch westwards across Leicestershire, Derbyshire and Staffordshire where it meets the River Trent, the River Mease and the lower section of the Gilwiskaw Brook are designated as the 'River Mease Special Area of Conservation'. Covering around 25km (16 miles) the River Mease Special Area of Conservation represents one of the best examples of an unspoilt meandering lowland river, which supports characteristic habitats and species.

A Water Quality Management Plan (WQMP) was produced by the Environment Agency as a result of its Review of Consents as required by the Habitats Regulations. The WQMP was finalised in June 2013 with a primary purpose to '*reduce the levels of phosphate within the River Mease SAC, to enable the Conservation Objectives for the SAC to be met, and an adverse effect upon the SAC avoided*'; the primary objective of the WQMP is that '*the combined actions will result in a reduction in phosphate in the River Mease to no more than 0.05mg/l*'

The WQMP includes a list of actions and investigations relating to all types of sources which will help reduce the levels of phosphorous throughout the catchment and the River Mease SAC. One of the actions listed in Table 5.1 of the WQMP is to '*establish a developer contribution framework, in accordance with planning obligations best practice*'. The primary objective of the developer contribution scheme (DCS) is therefore to mitigate the negative effects of development on the River Mease SAC.

The developer contribution scheme (DCS) is relevant to development which results in a net increase in phosphorous load being discharged to the River Mease Special Area of Conservation (SAC). It currently applies to all development which contributes additional wastewater via the mains sewerage network to a sewage treatment works which discharges into the catchment of the River Mease SAC.

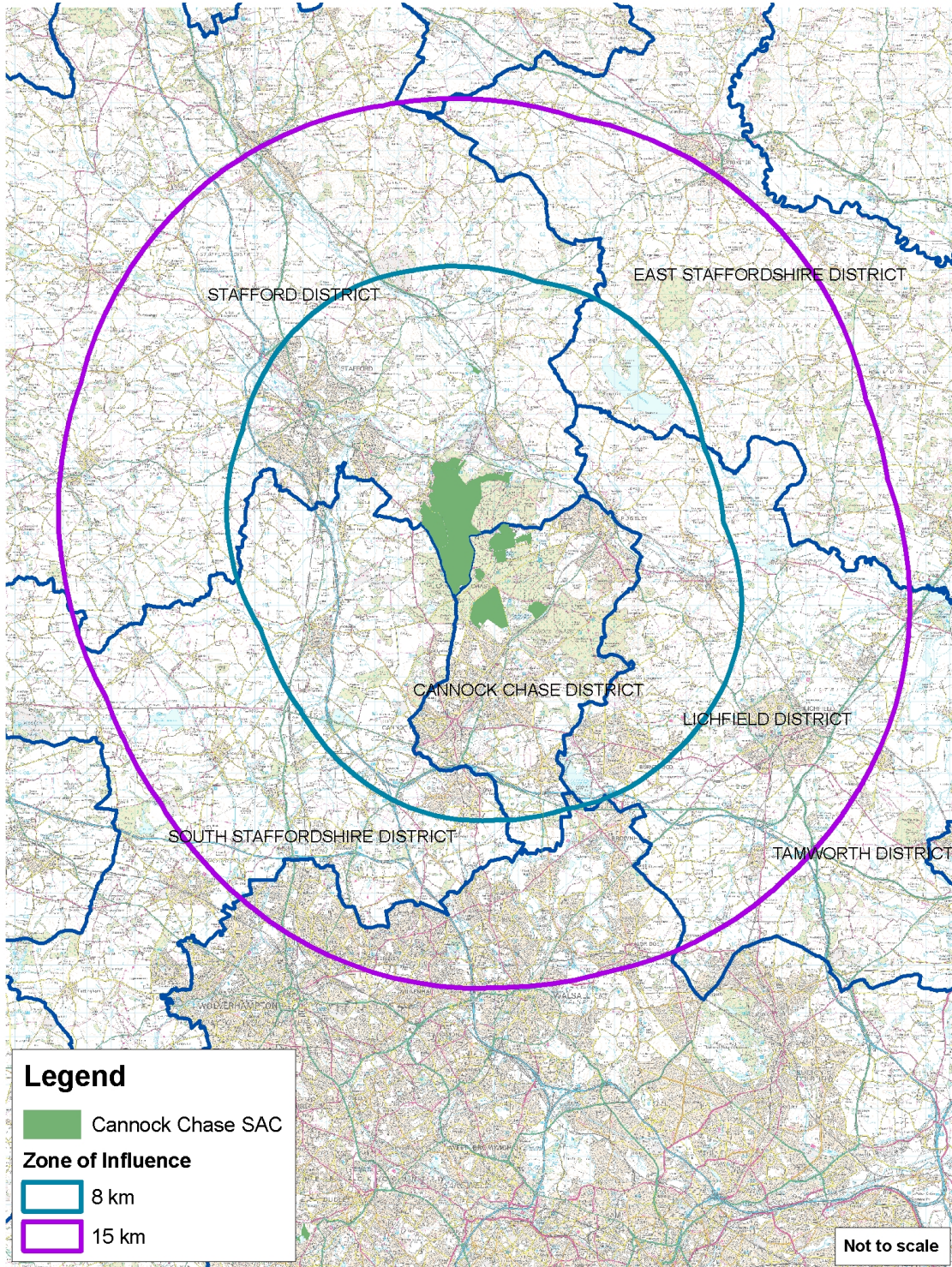
The purpose of the DCS is to provide a strategic approach to mitigation that facilitates the delivery of new development within the catchment. The Council will seek financial contributions on an equitable basis whereby different sized dwellings make different contributions relative to the scale of their potential impact. The DCS does not preclude a developer asking the authority to assess the application separately from the DCS with bespoke mitigation proposals assessed on a case by case basis.

The DCS is split into development windows. Lichfield District Council has published the current 'Developer Contributions Scheme (October 2012)' ^(xxiv) however this is currently under review as the amount of phosphate mitigation available has been filled through planning permissions granted. As such a new DCS is currently under consultation and which details the levels of contribution required per dwelling.

Mitigation will be funded through CIL or Section 106 to provide the mitigation required to satisfy the Habitats and Species Regulations 2010 (as amended).

xxiv <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Planning-obligations/Downloads/Other-mitigation/River-Mease-Developer-Contribution-Strategy-November-2015.pdf>

Cannock Chase SAC Zones of Influence



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Map 1

14 Appendix H Air Quality Management

Developer requirements will be determined through the following process:

STEP 1 – Screening Checklist

The local authority will initially determine whether the developer is required to undertake an air quality assessment by using the following checklist:

| Screening Checklist (answer questions with tick) | Yes | No | Requirements: |
|--|-----|----|---|
| 1. Is the proposed development within an Air Quality Management Area (AQMA) ^(xxv) ? | | | If YES, go to checklist STEP 2. |
| 2. Is the proposed development categorised as a major ^(xxvi) sized development? | | | If YES, go to checklist STEP 2. |
| | | | If both NO, no further assessment required. |

Table 14.1

STEP 2 – Air Quality and emissions mitigation assessment checklist

The developer will be required to complete the following checklist to determine whether an air assessment is required:

| Question (answer all questions with a tick) | Yes | No | Recommendations |
|---|-----|----|--|
| 1. Is the proposed development within or in relevant proximity to an Air Quality Management Area (AQMA) or in an area near to exceeding AQ limits (candidate AQMA)? | | | -If any questions answered = YES, contact the Air Quality Officer to confirm that an air quality (AQ) assessment is required and then undertake an emissions assessment. |
| 2. Does the development require an EIA? | | | |
| 3. Will the development type likely become a large scale major development category size? (either on its' own or as part of several separate (cumulative) planned documents.) | | | |
| 4. Is vehicle parking in development: | | | |

xxv AQMA locations can be located on the local authority website

(<https://www.lichfielddc.gov.uk/Residents/Environment/Environmental-health/Pollution/Air-quality-monitoring.aspx>)

xxvi Major category defined by Town and Country Planning (Development Management Procedure) Order (England) 2010 definitions

| Question (answer all questions with a tick) | Yes | No | Recommendations |
|---|-----|----|---|
| <ul style="list-style-type: none"> >100 (outside AQMA) or >50 (within or adjacent to AQMA)? | | | -If all questions are answered = NO, OR the air quality officer determines there is no need for an AQ assessment = <u>Go to Section 2</u> |
| 5. For existing roads with >10,000 Annual Average Daily Traffic (AADT), does the development: <ul style="list-style-type: none"> Introduce extra vehicle movements (>5%), Change average vehicle speed (10 kph), Is it likely to cause congestion or introduce >15 heavy duty extra vehicle movements per day? | | | |
| 6. Will the development introduce new sensitive receptors: <ul style="list-style-type: none"> Into or an area in relevant proximity to an AQMA or Into a candidate AQMA. | | | |
| 7. Are there any other proposed developments in the vicinity of this development which could have a cumulative effect on air quality? | | | |
| 8. Is the development introducing biomass energy/heating plant into an urban environment? | | | |
| 9. Is the development likely to impact on sensitive environments (i.e. SSSI's, National Nature Reserve, etc) | | | |

Table 14.2

STEP 3 - Completing the Air Quality assessment

Government technical guidance on how to complete an air quality assessment can be found at:

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-environmental-quality/2010-to-2015-government-policy-environmental-quality#appendix-5-international-european-and-national-standards-for-air-quality>

UPDATE ON THE PROGRESS TOWARD A FORMAL PARKING STRATEGY FOR LICHFIELD DISTRICT

Councillor Mrs Fisher – Cabinet Member for Car Parking & Tourism

Date: 27 January 2016
Agenda Item: 9
Contact Officer: John Roobottom
Tel Number: 01543 687546
Email: john.roobottom@lichfielddc.gov.uk
Key Decision? YES
Local Ward Members Most wards are affected.



**Economic Growth,
Environment &
Development (O&S)
Committee**

1. Executive Summary

- 1.1 To provide updated information on progress with the preparation of a draft “Parking Strategy and Options” report for Lichfield District.
- 1.2 In common with all other service areas parking operations are under review as part of the Council’s Fit for the Future process. The review commenced in mid-2015 and is due to complete in March 2016 with implementation of agreed recommendations to follow. The Committee has previously received and agreed a Project Initiation Document (PID) setting out the specific aims of the review and a Project Management Plan (PMP) detailing the work programme and intended outcomes and arrangements for conducting the review.

2. Recommendations

- 2.1 It is proposed that the District Council should continue in its role as the major parking provider in the City and that this operation should continue to be managed in house at this time given the need to control the supply of parking and to exercise control over parking during the critical time of the Friarsgate development.
- 2.2 The option of a large scale conversion to Pay on Foot operation has been ruled out due to cost, legal and traffic management issues but officers should continue to explore alternative offers using new technology in an attempt to deliver methods of payment with similar benefits to Pay on Foot.

2.3 Increases in parking charges should be brought in as indicated below. It should be noted that the modelling for these sums shown in the full report assumes that business levels will continue at the current level with no long term fall in occupancy.

The increases are itemised as follows, the figures in bold are for projected increases in gross income –

- Permit increases **£49,000** , based on permit increases from £40 to £50 for one month and from £200 to £250 for 6 months

| Permit Type | Proposal Cost | Number in Circulation | Assumed Annual Income |
|-------------------|---------------|-----------------------|-----------------------|
| Long stay 6 month | 250 | 453 | 226,500 |
| Long stay 1 month | 50 | 81 | 48,600 |

- Increased charges at the car parks serving Beacon Park **£33,000**

| | Current Special Rate | 13/14 Income | Proposed - | Projected New Income | Projected Change in Income |
|---------------|----------------------|-----------------|----------------------------|--------------------------------|--|
| One hour | n/a | n/a | 50p 50p | 2264.00 1727.50 | Bunkers Hill Shaw Lane |
| Two hours | 20p | 6783.40 | 50p* £1.00 £1.00 | 4736.50 4528.00 3455.00 | Greenhough Rd Bunkers Hill Shaw Lane |
| Three hours | n/a | n/a | £1.50 £1.50 | 11352.00 5758.50 | Bunkers Hill Shaw Lane |
| Four hours | 40p | 16313.20 | £2.00 £2.00 £2.00 | 7773.00 15136.00 7678.00 | Greenhough Rd Bunkers Hill Shaw Lane |
| All Day | £3.00 | 8133.00 | £10.00 £10.00 £10.00 | 1010.00 3710.00 2070.00 | Greenhough Rd Bunkers Hill Shaw Lane |
| Permits | | 6960.00 | n/a | n/a | |
| Totals | | 38189.60 | | 71198.50 | £33,008.90 |

*Given that Greenhough Road is further from the City Centre and less likely to be used by commuters and shoppers it is proposed to charge 50p for 2 hours, £1 for 4 hours, no charge after 3 pm to encourage after school use and £10 all day.

- Increases in hourly tariffs **£110,000**

| | Current | 13/14 Income | Proposed | Projected New Income | Projected Change in Income |
|-------------------|---------|--------------|----------|----------------------|----------------------------|
| Short Stay | | | | | |
| One hour | 90p | 315523 | 1.00 | 350881 | + 35,358 / 3.05% |
| Two hours | £1.80 | 422396 | 1.90 | 445861 | + 23,465 / 5.55% |
| Three hours | £2.70 | 201193 | 2.90 | 216096 | + 14,903 / 7.4% |
| Four hours | £3.60 | 98377 | 3.80 | 103843 | + 5,466 / 5.56% |
| All day | £7.00 | 38611 | 8.00 | 32696 | + 4,085 / 14.28% |
| Long Stay | | | | | |
| Four hours | 2.00 | 224252 | 2.10 | 235464 | + 11,212 / 5.0% |
| Six hours | 3.00 | 56790 | 3.20 | 60576 | + 3,786 / 6.67% |
| All day | 4.00 | 15474 | 4.30 | 166165 | + 11,591 / 7.50% |
| Sunday | 1.00 | 112625 | 1.00 | 112625 | No change |
| | | | | | |
| Total | | 1,614,341 | | 1,724,207 | + 109,866 / 6.8% |

- Blue Badge charging at normal rates, calculations based on an assumed £4.00 per day - **£23,000**

- 2.4 An extensive stakeholder engagement process should be undertaken to gain the views of other interested parties such as the BID group, City Development Partnership, Chambers of Trade and Commerce, Friends of the Park, Employee Liaison Group and City Council before taking the charging proposals forward for the approval of full Council.
- 2.5 Public consultation should be carried out via the Council website.
- 2.6 That Lichfield District Council continues to operate the existing arrangements for off street enforcement in those car parks operated by the District Council for a further year to enable a review of all options to be considered.

3. Background

- 3.1 As Members will be aware Officers have for some time been working on the preparation of a new Parking Strategy for Lichfield.

It is a reflection of the complexity of this issue that the full report is in excess of 30 pages and has seven substantial appendices. The full report can be accessed by clicking on the following link:-

<https://www.lichfielddc.gov.uk/Council/Meetings-committees-and-papers/EconomicGrowthDevelopmentOverviewScrutinyCommittee/2016/01/27/Reports/Parking-Strategy-for-EGED-27th-Jan-2015.pdf>

This summary is intended to provide an overview of the major findings and conclusions of the report.

- 3.2 Lichfield District Council currently provides in excess of 2100 pay and display parking spaces in Lichfield City with a small number of free of charge spaces in other locations. The current parking rates have been frozen at the present level since 2008. In this time the Authority also absorbed the 2.5% increase in VAT so in real terms parking costs in Lichfield are lower than they were eight years ago.
- 3.3 Parking rates are benchmarked against neighbouring authorities. It is felt that our rates are competitive with these other authorities and it has been identified that the very substantial discount available for prepayment permits is much more marked in Lichfield than the other towns. Whilst the parking account delivers an operating surplus this does not take into account the substantial capital spending that has been required in recent years. Examples of this expenditure include the £694,000 required to return the Multi Storey to operation, £2.445m invested in the reconstruction of the Lombard Street car park, £3.318m for the construction of the new Friary car park and costs within this financial year of £100,000 for the resurfacing of Bird Street car park and £44,000 to install safety barriers at Redcourt car park.
- 3.4 Various options have been considered regarding possible rate rises. A package of tariff changes are suggested which could bring a gross increase in car park income of **£215,000**. In order to avoid excessive increases in the hourly tariffs this increase would be achieved by a bundle of changes including increases in permit costs, in the prices charged at those car parks serving Beacon Park and by charging Blue Badge users.
- 3.5 Other options, including an extension of the chargeable periods, are outlined within the full Parking Strategy report. If all of the proposed measures were adopted this could take the projected additional gross income to £468,000.
- 3.5 Staffordshire County Council have advised they would object to any proposal to charge for blue badges given the displacement of vehicles onto the highway and this may not be an option Members wish to pursue.
- 3.6 Options to extend charging hours, increase Sunday rates or round up to the nearest pound on short stay rates have been considered but are not recommended to be taken forward. Charging in the Burntwood car parks was also considered but due to the low level of potential return it is not thought that this would be a practical proposition.

- 3.7 From March 2009 to April 2015 Lichfield District Council was part of a partnership delivering on and off street parking enforcement services across Staffordshire. At the initiative of the County Council this agreement was ended with the on street role being taken back in house by Staffordshire County Council. Lichfield retains the responsibility for off street enforcement in those car parks owned by the District Council.
- 3.8 The full report looks in detail at the likely challenges and opportunities facing the parking operation in the future including the implications of the Friarsgate project and the desire to move to alternative forms of payment compared to the current pay and display and coin only operations.
- 3.7 The issues of coach parking within the town and of the potential use of VMS (Variable Message Signing) are to be considered as part of the Friarsgate project.

| | |
|------------------------|---|
| Alternative Options | 1. There are a number of alternative options for car parking as set out in the full report. |
| Consultation | 1. It is proposed to consult on charges to car parking proposals with Staffordshire County Council and other interested parties including the BID group and Lichfield City Council. |
| Financial Implications | 1. The proposed rises will ensure that the costs of the parking operation will be covered in future years. |

| | |
|--|---|
| Contribution to the Delivery of the Strategic Plan | <ol style="list-style-type: none"> By continuing to provide safe and affordable pay and display parking the District Council will be contributing to three of the primary aims laid out in the emerging local plan for 2016 to 2020. These aims are:- <ul style="list-style-type: none"> A vibrant and prosperous economy Healthy and safe communities Clean, green and welcoming place to live |
|--|---|

| | |
|---|---|
| Equality, Diversity and Human Rights Implications | 1. It is important that the reserved disabled bays be monitored to ensure continued availability to legitimate users. |
|---|---|

| | |
|-----------------------|--|
| Crime & Safety Issues | 1. The continuing presence of uniformed patrols on the car parks is thought to be useful in bringing about a reduction in the level of crime and disorder and also in the fear of crime. |
|-----------------------|--|

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|---|---|------------------------|
| A | That the supply of parking spaces fails to meet future demand | Ongoing capacity counts suggest a surplus in the system at this time and co-operative work with the developers of Friarsgate indicates that future provision should be enough to meet predicted demand | Green |
| B | Increased parking tariffs lead to a fall in business | Rates are benchmarked against other authorities and it is felt that Lichfield will still have a competitive parking offer with the added benefit of the increased draw from the Friarsgate Development. | Green |
| C | | | |
| D | | | |
| E | | | |

Background documents – as attached above

Relevant web links

MID YEAR PERFORMANCE REPORT – ONE YEAR ACTION PLAN 2015/16 FOR DEVELOPMENT SERVICES

Cabinet Member for Development Services

Date: 27 January 2016
Agenda Item: 10
Contact Officer: Richard King
Tel Number: 01543 308060
Email: richard.king@lichfielddc.gov.uk
Key Decision? NO
Local Ward Members All Ward Members



**ECONOMIC GROWTH
ENVIRONMENT AND
DEVELOPMENT OVERVIEW
AND SCRUTINY COMMITTEE**

1. Executive Summary

- 1.1 To advise Members of progress against the activities and projects set out in the Directorates' One Year Action Plan for 2015/16 as considered by this Committee in January 2015. Statistical information (key performance indicators) relating to activity during the first six months of the year is also included. Both the narrative report and the related statistics reflect performance as at 30th September 2015.
- 1.2 Members are invited to raise questions and comment.

2. Recommendations

- 2.1 The Overview & Scrutiny Committee is asked to note the mid-year performance report for 2015/16 attached at **Appendix A**.

3. Background

- 3.1 During autumn 2014, Members and officers developed Service Plans setting out the priorities and budget allocations for the following financial year for each of the council's teams. Approximately 14 separate Service Plans were produced and they were all reviewed via the overview and scrutiny process. Members used this as an opportunity to influence the direction of travel for the coming year and in some cases used the result to influence the Work Programme of the Overview and Scrutiny Committees.
- 3.2 A 'Top 10' is developed for each Directorate as a result of this exercise and these were reported to and endorsed by the Economic Growth Environment and Development (Overview and Scrutiny) Committee in January 2015. The most significant and critical issues from the Directorate Top 10s are collated to form the Corporate Top 10 Annual Action Plan which was approved by Full Council in February 2015.
- 3.3 The mid year performance against the One Year Action Plan 2015/16 which relates to this Committee is attached at **Appendix A**. Some of the Actions set out were deemed to be so significant that they were included in the Corporate Top 10 / Annual Action Plan for 2015/16; these are indicated by the shaded rows. Progress on the corporate top ten actions were reported to Cabinet in December 2015.

3.4 The six month performance report for the Development directorate is attached at **Appendix A**. This Committee has contributed to several of the activities and projects which feature in the Top Ten including:

- Adopting the Local Plan.
- Providing support to the Burntwood Business Community.
- Supporting the creation of a BID for Lichfield City.
- Progressing Friarsgate

3.5 Service Managers routinely monitor activity and performance delivered by their teams; progress against key performance indicators for Development is attached at **Appendix B**

| | |
|--|--|
| Alternative Options | <ul style="list-style-type: none"> • This report is for information and comment only |
| Consultation | <ul style="list-style-type: none"> • This report is for information and comment only. |
| Financial Implications | <ul style="list-style-type: none"> • None arising directly from this report. A more detailed report on the Council's performance against the financial strategy was considered by Cabinet in December 2015 (the Money Matters report). |
| Contribution to the Delivery of the Strategic Plan | <ul style="list-style-type: none"> • The report identifies some of the key areas of achievement so far during 15/16. • Since April 2015, the Fit for the Future programme has impacted on the Directorate in terms of both the Economic Development and Tourism reviews and the car parking review |
| Equality, Diversity and Human Rights Implications | <ol style="list-style-type: none"> 1. Equality and diversity implications are considered during the planning and delivery of the day to day activities of the Directorate. None are identified in this report. |
| Crime & Safety Issues | <ul style="list-style-type: none"> • There are no crime and community safety issues arising directly from this report. |

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|--|--|------------------------|
| A | Information provided to Members is too 'high level' and inadequate for robust scrutiny | 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. | Yellow |

Background documents None

Relevant web links None



2015/16 Corporate Top 10: Quarterly report April – June 2015

Balance the budget in the Medium Term Financial Strategy (Revenue and Capital) 2015-18

Adopt and deliver the Local Plan

| Actions | Due Date | On Target? | Progress Update |
|---|-----------|------------|---|
| Adopt the Local Plan and commence work on the associated Site Allocations Plan (Councillor Pritchard) | 31-Mar-16 | | <p>Position at June – The Local Plan Core Strategy was adopted in February 2015 and now forms part of the Statutory Development Plan for the District. A legal challenge to the Plan was heard in the courts on the 10th and 11th June. A decision is expected by the end of July. Background work to support the Site Allocations Plan has commenced.</p> <p>Position at September – The Local Plan Core Strategy was adopted in February 2015 and now forms part of the Statutory Development Plan for the District. A legal challenge to the Plan was heard in the courts on the 10th and 11th June and was unsuccessful. An appeal to that judgement has been submitted to the Court of Appeal. Background work to support the Site Allocations Plan has commenced.</p> |
| Adopt the Community Infrastructure Levy Scheme Charging Schedule and Regulation 123 List (Councillor Pritchard) | 31-Mar-16 | | <p>Position at June – Consultation has taken place on a CIL draft charging schedule, the results and the possibility of recommending any changes to the CS are currently being evaluated. Depending on the outcome of the evaluation it is intended that the CS will be independently examined in late Autumn of this year and if deemed sound, implemented from early 2016. Separately, a Developer Contributions Supplementary Planning Document is in preparation to assist implementation of policy on CIL and Section 106.</p> <p>Position at September – Updated Infrastructure Delivery Plan will shortly be published. Separately, a Developer Contributions Supplementary Planning Document is in preparation to assist implementation of policy on CIL and Section 106. Update report was submitted to the Economic Growth, Environment and Development O & S Committee on 23 September 2015.</p> |

| Develop Lichfield City and Burntwood town centres | | | |
|--|-----------|------------|--|
| Actions | Due Date | On Target? | Progress Update |
| Support the creation of a Business Improvement District for Lichfield City and ballot in summer 2015 (Councillor Pritchard) | 30-Sep-15 | ✓ | Position at June – BID Ballot taking place in July 2015. Report to Cabinet 7 July 2015 Position at September – The BID Ballot was successful. Report to on Cabinet 6 October 2015 |
| Provide support to the Burntwood business community (Councillor Pritchard) | 31-Mar-16 | ✓ | Position at June – Positive meeting was held between LCP, District Councillors and Burntwood Town Council on 16 July 2015 where regeneration proposals were discussed. Meeting to take place shortly between LCP,LDC and SCC officers to address highways issues. Position at September – Meeting has taken place between LCP, LDC and SCC officers to address highways issues. Discussions with Staffordshire County Council regarding a Burntwood deal are ongoing. |
| Complete car parking Strategy Review (Councillor Fisher) | 31-Mar-16 | ✓ | Position at June – Project Initiation Document completed, report submitted to Overview and Scrutiny Committee and first meeting of the Project Board arranged. Position at September – Project Initiation Document completed, report submitted to Overview and Scrutiny Committee and two meetings of the Project Board have taken place. |

| Implement the Friarsgate scheme | | | |
|--|-----------|------------|--|
| Actions | Due Date | On Target? | Progress Update |
| Complete an amended Development Agreement (Councillor Pritchard) | 31-Mar-16 | ✓ | Position at June – Report to Cabinet on 7 July 2015. Development Agreement to be finalised following that meeting. Position at September – Revised Development Agreement has been signed. |
| Determine planning application for revised scheme (Councillor Pritchard) | 31-Mar-16 | ✓ | Position at June – Planning application due to be submitted by the end of January 2016. The application submission currently being dealt with. Position at September – Planning application due to be submitted in early 2016. Pre application discussions are ongoing. |

Development Services Performance and Activity Indicators 2014/15

| PI Code & Short Name | Q1 2014/15 | Q2 2014/15 | 2014/15 | Q1 2015/16 | Q2 2015/16 | 2015/16 |
|--|--|--|--|--|--|--|
| | Value | Value | Value | | | Value |
| 1. The percentage of major planning applications determined in 13 weeks (statutory national benchmark of 60% or above) ¹ . | 100% | 60.0% | 80% | 85.7% | 100% | 92.8% |
| 2. The percentage of minor planning applications determined in 8 weeks (statutory national benchmark of 65% or above). | 71.9% | 86.5% | 79% | 65.2% | 47.5% | 56.4% |
| 3. The percentage of other planning applications determined in 8 weeks (statutory national benchmark of 80% or above). | 96.0% | 93.3% | 95% | 86.9% | 42.8% | 64.85% |
| 4. The percentage of all planning appeals dismissed (national benchmark 70% or above). | 72.7% | 40.0% | 68% | 33.3% | 66.6% | 44.44% |
| 5. The number of major planning decisions allowed at appeal as a percentage of all major decisions over a two year period (national benchmark of below 20%). | 10% | 12.5% | 10% | 11.8% | 11.8% | 11.8% |
| 6. No. of building control applications checked within 2 weeks of receipt (seek to achieve 90%) | 85% | 85% | 86% | 83% | 83% | 83% |
| 7. No. of land charges applications determined in 10 working days (seek to achieve 100%). | 100% | 100% | 100% | 100% | 100% | 100% |
| 8. The number of net dwellings completed in a financial year | Not available for quarters | Not available for quarters | 226 net (231 gross) | Not yet available | Not yet available | Not yet available |
| 9. The number of affordable housing completions in a financial year | Not available for quarters | Not available for quarters | 26 | Not yet available | Not yet available | Not yet available |
| 10. Retail vacancy levels within the centres of Lichfield City and Burntwood. | Figures not available | Figures not available | Lichfield 8.7% Burntwood 6.25% (June 2015) | Figures not available | Figures not available | Figures not available |
| 11. Number of visitors to the district and estimated visitor spend | Figures are only available at the end of each year | Figures are only available at the end of each year | Visitors: 2,918,915 Spend: £96,324,195 | Figures are only available at the end of each year | Figures are only available at the end of each year | Figures are only available at the end of each year |

* As of Q1 2014/15 – Certificates of lawfulness and prior notifications are no longer counted against NI157. 36 of these types of applications were received in this period

¹ Note: for applications involving Environmental Impact Assessments the figure is 16 weeks.

DIRECTORATE TOP 10 – 2016/17

Report of the Cabinet Members for Economic Growth, Environment and Development

Date: 27th January 2016
Agenda Item: 11
Contact Officer: Richard King
Tel Number: 01543 308060
Email: richard.king@lichfielddc.gov.uk
Key Decision? NO
Local Ward Members Relevant to all wards.



**ECONOMIC GROWTH
ENVIRONMENT AND
DEVELOPMENT
OVERVIEW AND
SCRUTINY COMMITTEE**

1. Executive Summary

- 1.1 The Strategic Plan for 2016-20 is close to completion and will be considered by Cabinet and Council for approval in February. The Plan sets out a long term direction of travel for the Council for the next four years. In order to achieve the Council's strategic ambitions, we need to ensure that we have clear plans and targets for each financial year and that the budget is aligned accordingly.
- 1.2 This report describes the top 10 issues that the Development Directorate will be focusing on during the 2016/17 financial year in support of the Strategic Plan. These are set out at Appendix A. Members are requested to consider whether they believe the most appropriate and relevant issues have been selected, that there is a 'good fit' with the Strategic Plan and that the expected outcomes are sufficiently ambitious and measurable.
- 1.3 Of course, there are a range of other services which are delivered by the Directorate which are not specifically referenced in the Top 10; these will continue to be provided and Members will be able to monitor progress as a result of the performance indicators which are presented to the Committee at mid year and end of year meetings.
- 1.4 Once agreed, the Top Ten issues will be worked up in more detail through the Service Plans which will be produced during the spring and will ultimately inform the performance targets for individual officers.

2. Recommendations

- 2.1 Members are requested to consider and comment on the top 10 issues for the Development Directorate which are attached at **Appendix A**

3. Background

- 3.1 The Strategic Plan has been developed having regard to:
 - Evidence base (developed by the Staffordshire Intelligence Hub)
 - Manifesto commitments of the new administration
 - Consultation feedback
 - Resource availability

Details are set out in the reports to Strategic Overview and Scrutiny Committee of June and November 2015.

- 3.2 A corporate Annual Action Plan has been drafted which identifies what the District Council will be prioritising during 2016/17 and this is comprised in part from the Directorate Top 10s for the same period. Having regard to the Council's four strategic priorities, the Development Directorate has

identified the Top ten issues as set out at **Appendix A**. The reasons why these issues have been selected is as follows:

| Reference | Issue / Task | Reason for inclusion |
|------------------|---|---|
| Dev1 | Improve and enhance the health and viability of Lichfield City Centre and Burntwood town centre | Pro-active involvement in both Lichfield and Burntwood will help assist economic growth |
| Dev2 | Encourage visitors to our District | There are a number of actions the Council can take to help grow the economy by encouraging visitors to the District. |
| Dev3 | Implement the adopted Local Plan | The adopted Local Plan sets the framework for development throughout the District and will achieve many of the objectives within the Strategic Plan |
| Dev4 | Implement a Community Infrastructure Levy regime and adopt complementary Developer Contributions SPD | The necessary infrastructure needs to be in place to ensure the environment is developed proportionately and preserves the character of the district |
| Dev5 | Support the development and implementation of Neighbourhood Plans | Working with communities we can together shape the environment to ensure development is proportionate within each area and meets the wishes of local communities |
| Dev6 | Undertake effective Planning Enforcement | A pro-active enforcement service helps maintain the amenity and character of the district and results in less illegal use of land |
| Dev7 | Develop and implement a strategy to encourage and enable customers to meet their service requests online. | To give more flexibility to the customer and to operate more efficiently |
| Dev8 | As part of the Fit 4 Future Programme, implement the recommendations of the review of Economic Development Service | A vibrant and prosperous economy is dependent on effective Economic Development Service and the strategy will shape the service accordingly |
| Dev9 | As part of the Fit 4 Future Programme, implement the recommendations of the review of Car Parks Management | An effective car parking management policy and strategy will help the economy working with business and visitors |
| Dev10 | Ensure revenue and capital budgets are managed effectively | It is important that budgets that are set are accurate and realistic to deliver the aims of the service |

3.3 Some of the issues / tasks above are of such significance that they are also included in the draft Annual Action Plan. These are indicated in ***bold type*** above

| | |
|--|--|
| Alternative Options | The top 10 were identified through discussions with the Development Management Team and then with the respective Cabinet Members. There was a high degree of consensus on the most important issues. However, Members of the O&S Committee may wish to suggest amendments / make alternative proposals |
| Consultation | The selection of the top 10 has had regard to the outcome of consultation (with Members, partner organisations, residents and staff) which has been conducted as part of the development of the new Strategic Plan. |
| Financial Implications | There are no financial implications arising directly from this report. However, Members and officers need to be mindful of ensuring that the distribution of resources and capacity is adequate to progress the items listed |
| Contribution to the Delivery of the Strategic Plan | The Top 10 as set at Appendix A have been categorised according to the Council's four strategic priorities and the Development issues fall into 3 out of the 4. |
| Equality, Diversity and Human Rights Implications | The equality, diversity and human rights implications of the top 10 issues will be considered in more detail as work is progressed on each one and equality impact assessments undertaken where needed. Overall, it is anticipated that there will be a positive impact on people with protected characteristics |
| Crime & Safety Issues | It is anticipated that the top 10 issues will impact positively on our duty to prevent crime and disorder within the District (Section 17 of the Crime and Disorder Act, 1988). |

| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|--|---|------------------------|
| A | An issue which should be included in the Top 10 has been overlooked | The process of identifying the Top 10 is rigorous and gives the opportunity for elected Members and officers to contribute. However, if another issue arises or escalates, the Top 10 may need to be reviewed and rescheduled | Yellow |
| B | A new priority emerges which could potentially be a Top 10 matter | Any new issue would need to be considered and amendments made to the existing Top 10 (with appropriate Member approvals) | Yellow |
| C | The Council has insufficient financial or staffing capacity to deliver all of the Top 10 | Regular progress monitoring will be undertaken including biannual reports to this Committee | Yellow |

Background documents
 Draft Strategic Plan 2016–2020
 Reports to Strategic overview and Scrutiny Committee, June and | November 2015

Relevant web links

ANNUAL ACTION PLAN 2016 / 17
Top Ten Issues – Development

| Reference no | Issue / task | What will success look like? | Lead Cabinet member | Governance (O&S) |
|---|---|---|---------------------|---|
| Achieving a vibrant and prosperous economy | | | | |
| Dev 1 | Improve and enhance the health and viability of Lichfield City Centre and Burntwood | <p>Planning application for Friarsgate considered by April 2016. Friarsgate Scheme under construction.</p> <p>Planning application brought forward for an improved retail offer in Burntwood</p> <p>Property vacancy rates reduced by 1% to 8.2% in Lichfield City and by 1% to 3.6% in Burntwood Town (baseline at December 2015)</p> | Cllr Pritchard | Economic Growth, Environment and Development |
| Dev 2 | Encourage visitors to our District | <p>Lichfield City Centre Development Partnership Strategy launched by April 2016.</p> <p>Visitor numbers increased across the District by at least 1% from 2,853,000 visitors</p> | Cllr Pritchard | Economic Growth, Environment and Development |
| Making our communities healthier and safer | | | | |
| Enjoying clean, green and welcoming places | | | | |
| Dev 3 | Implement the adopted Local Plan | <p>Pre application discussions in relation to Deanslade and Cricket Lane, Lichfield (major allocated development sites) underway</p> <p>Draft Site Allocations Plan prepared and submitted for examination. Revised planning application for Liberty Park (13 hectares) considered</p> <p>Increase the percentage of housing delivered in the District by 20% above 2015/16 figure</p> | Cllr Pritchard | Economic Growth, Environment and Development |

| | | | | |
|---|--|---|-----------------|---|
| Dev 4 | Implement a Community Infrastructure Levy regime and adopt complementary Developer Contributions SPD | Charging Schedule CIL adopted and governance arrangements in place for allocation of CIL monies. Regulation 123 list approved. Review Infrastructure Delivery Plan. | Cllr Pritchard | Economic Growth, Environment and Development |
| Dev 5 | Support the development and implementation of Neighbourhood Plans | At least 3 Neighbourhood Plans coming forward, being successful at examination and referendum and then adopted | Cllr Pritchard | Economic Growth, Environment and Development |
| Dev 6 | Undertake effective Planning Enforcement | Number of Planning Applications submitted as a result of enforcement action | Cllr Pritchard | Economic Growth, Environment and Development |
| A council that is Fit for the Future | | | | |
| Dev7 | Develop and implement a Strategy to encourage and enable customers to meet their service requests online | Electronic consultation with Parish Councils on planning applications introduced and review other areas where electronic transactions can be facilitated | Cllr Pritchard | Economic Growth, Environment and Development |
| Dev 8 | As part of the Fit 4 Future Programme, implement the recommendations of the review of the Economic Development Service | Implementation of an agreed Economic Development Strategy leading to enhanced economic performance in the District Economic Development KPI's to reflect those being worked up as part of the current review | Cllr Pritchard | Economic Growth, Environment and Development |
| Dev 9 | As part of the Fit 4 Future Programme, implement the recommendations of the review of Car Parks Management | Agree Car Parks Management Policy and Strategy and in doing so provide enhanced car parking facilities to meet needs. Increase car parking occupancy rates compared with 2015/16. | Cllr Mrs Fisher | Economic Growth, Environment and Development |
| D & L 10 | Ensure revenue and capital budgets are managed effectively | Outturn as at 31 March 2017 to be +/- £250,000 of the revised revenue budget | Cllr Pritchard | Economic Growth, Environment and Development |