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Friday, 28 May 2021

Dear Sir/Madam

CABINET

A meeting of the Cabinet has been arranged to take place on **Tuesday, 8th June, 2021 at 6.00 pm. in the COUNCIL CHAMBER**, District Council House, Lichfield to consider the following business.

In light of the current Covid-19 pandemic and government advice on social distancing it will only be possible for a limited number of pre-agreed participants to attend the meeting in person. Therefore the meeting will be streamed live on the [Council's YouTube channel](#) for members of the public to view.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Christie Tims'.

Christie Tims
Head of Governance and Performance

To: Members of Cabinet

Councillors Pullen (Chairman), Eadie (Vice-Chair), Cox, Lax, E Little, Smith, Strachan and A Yeates



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
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4. Burntwood Neighbourhood Plan Final Decision Statement 37 - 142
5. CIL Allocation of Strategic Fund - Revised Allocation Criteria 143 - 160
6. Extension of the Vehicle Contract for Operational Services 161 - 164



Money Matters : 2020/21 Review of Financial Performance against the Financial Strategy

Agenda Item 3



Cabinet Member for Finance, Procurement, Revenues and Benefits

Date: 8 June 2021
Agenda Item: 3
Contact Officer: Anthony Thomas
Tel Number: 01543 308012
Email: Anthony.thomas@lichfielddc.gov.uk
Key Decision? YES
Local Ward Members : Full Council

Cabinet

1. Executive Summary

- 1.1 The report covers the financial performance for the financial year 2020/21, which has been severely impacted by COVID-19.
- 1.2 The Net Cost of Services had a **(£188,507)** favourable variance (comparable with the target of +/- £250,000), corporate accounts had a **£1,974** adverse variance and funding had a **£47,416** adverse variance. Therefore the overall favourable variance was **(£139,117)**.
- 1.3 The Medium Term Financial Strategy projected general reserves at 31 March 2021 would be **£8,056,988** and the actual level was **£6,713,941**. The general reserves are **£1,343,047** lower than originally forecast due primarily to the ongoing financial impact of COVID-19.
- 1.4 The Capital Programme was **(£691,227)** lower than the Approved Budget with under performance on the Coach Park **(£255,428)** and Asset Maintenance **(£140,000)** being the most significant projects.
- 1.5 Income from Capital Receipts was higher than the Approved Budget by **(£227,070)** due mainly to additional Bromford Right to Buy Sales achieved at the end of the financial year.
- 1.6 In terms of Council Tax, Business Rates, Sundry Debtors and Supplier Performance:
 - **Council Tax collection in year collection** was **98.12%** (98.50% in 2019/20) and total arrears were **£3,595,321** and the Council's share was **£672,377** (£2,517,197 and £327,236 in 2019/20).
 - The **Council Tax Collection Fund** was in deficit, as projected, with the Council's c13% share being **£99,124** compared to the Approved Budget of **£167,100**. This additional income of **(£67,976)** will be included in the 2022/23 budget.
 - **Sundry Debt for income** to be collected in 2020/21 has reduced by **(£1,394,852)** compared to 2019/20 and the value outstanding at 31 March 2021 has reduced by **(£586,689)**.
 - **Retained Business Rate Income** was **(£3,020,000)** compared to the Approved Budget of **(£3,020,000)**.
 - The **Business Rates Collection Fund** was in deficit, as projected, with the Council's 40% share being **£5,933,533** compared to the Approved Budget of **£5,851,000**. This reduction in income of **£82,533** will be included in the 2022/23 budget.
 - **Business Rates collection** in year performance was **98.04%** (98.90% in 2019/20) and total arrears were **£838,878** and the Council's share was **£338,779** (£555,462 and £222,185 in 2019/20).
 - The **payment of suppliers** within 30 days was **86.08%** and remains below our **90%** target.
- 1.7 The Council's investments achieved a risk status of **A+** that was more secure than the aim of **A-** and yield exceeded all four of the industry standard London Interbank (LIBID) yield benchmarks.

2. Recommendations

- 2.1 To note the report and issues raised within and that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy.
- 2.2 To note the transfers to or from general and earmarked reserves at 31 March 2021.
- 2.3 To note that, in terms of the financial impact of COVID-19, there was a significant impact in 2020/21 with a projected lower financial impact in 2021/22 and potentially beyond.
- 2.4 To approve **£762,000** of Capital Programme slippage related to 2020/21 being added to the Approved Budget in 2021/22 as outlined at **APPENDIX E**.

That Cabinet recommends to Council :

- 2.5 To approve the actual 2020/21 Prudential Indicators contained within the report.

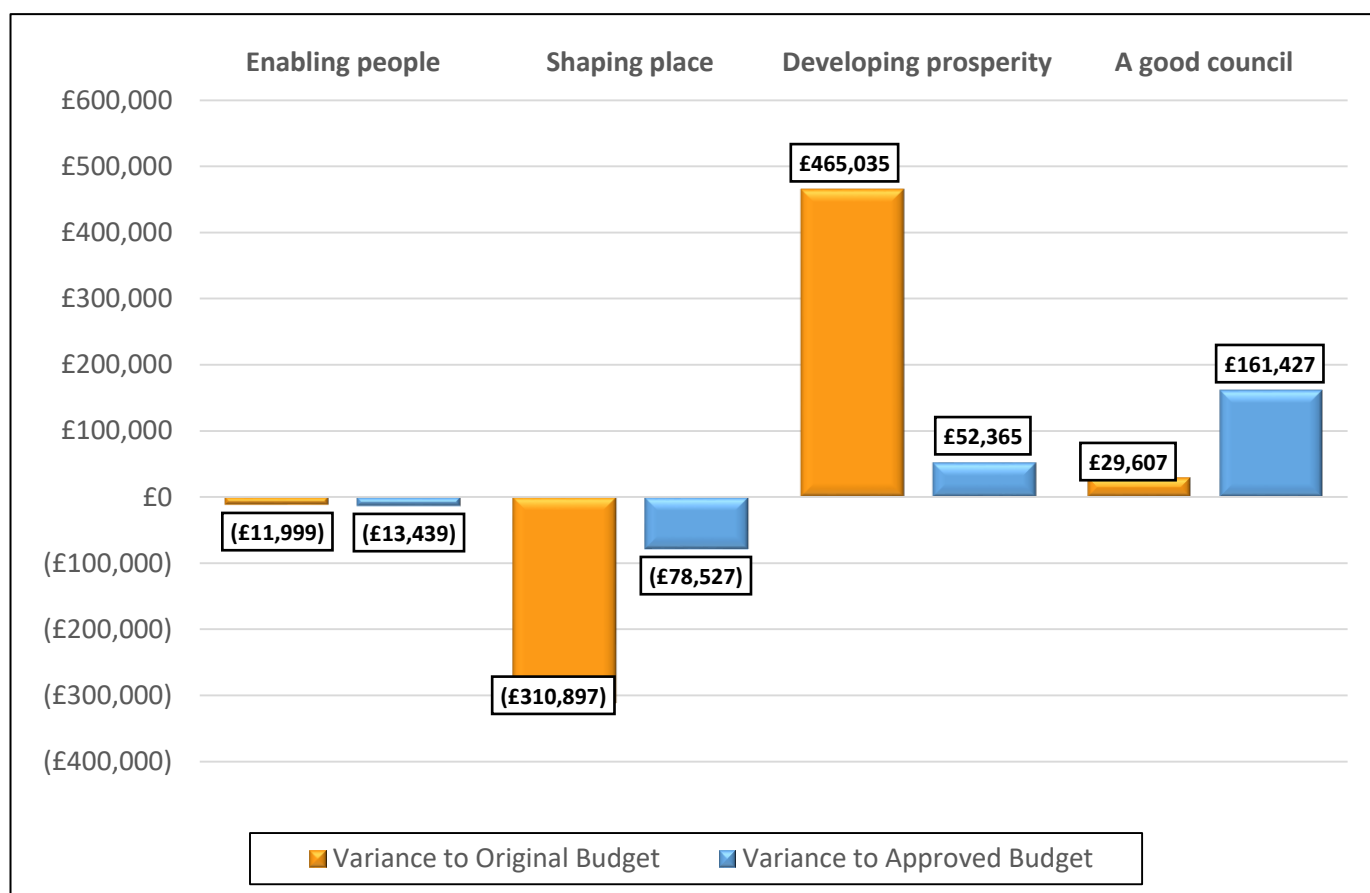
3. Background

Budget Management

- 3.1. The MTFs, approved by Council on 18 February 2020, included the Original Budget for 2020/21 and set out the allocation of resources and the policies and parameters within which managers are required to operate.
- 3.2. Throughout the financial year, Money Matters reports were provided to both Cabinet and Strategic (Overview and Scrutiny) Committee at three, six and eight month intervals to monitor performance.
- 3.3. The Money Matters reports update the Approved Budget for latest projections and the eight month report formed the basis of the Revised Approved Budget for 2020/21 approved by Council on 16 February 2021.

The Revenue Budget

- 3.4. Financial performance is shown in detail at **APPENDIX A** and in summary below:



Performance compared to the Approved Budget

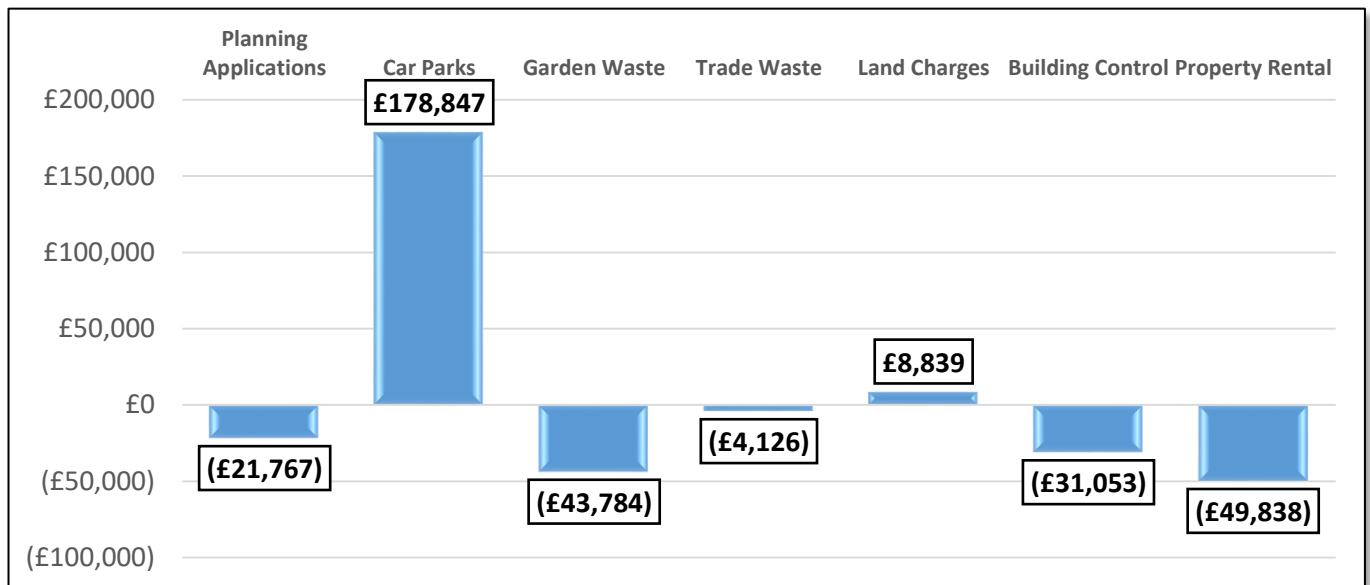
3.5. The variance is shown in summary below with the COVID-19 detail shown at **APPENDIX B**:

	Variance		
	Virement	COVID-19	Other Variances
Enabling people			
<ul style="list-style-type: none"> Minor Variance CCTV Underspend 	6,436		(19,875)
Shaping place			
<ul style="list-style-type: none"> Minor Variance Reduction in bad debt provision for benefits Additional spend on tree survey and maintenance Underspend on public conveniences Planned road maintenance no longer taking place Vacant posts within Arboriculture and Spatial Policy 	(6,436)		(6,623) (17,210) 19,550 (16,270) (29,000) (22,538)
Developing prosperity			
<ul style="list-style-type: none"> Minor Variance Earmarked Reserve Request - Tourism Website Replacement Earmarked Reserve Request - Digitisation of historical planning documents 			2,365 30,000 20,000
A good council			
<ul style="list-style-type: none"> Minor Variance Recruitment costs for Chief Executive post Annual leave and hours paid for outgoing Chief Executive (including employer costs) Netherstowe & Leyfields Provision IT licence cost lower than expected New IT contract cost lower than expected due to a delay in implementation with COVID-19 Additional Income from Internal Audit Shared Service Agreement Additional External Audit Fees Procurement Savings not achieved Vacant post - Financial Support Officer post Underspend on postage Lower than expected Amount due For Parliamentary Elections December 2019 Additional Printing & Postage Costs for Electoral Registration Mailshot IT licence cost lower than expected Unspent Insurance Broker Budget Saving on Consultant Budget for GDPR Vacant post - Governance Team 			(1,549) 41,850 45,665 116,866 (13,700) (23,000) (6,200) 20,700 18,340 (18,340) (9,186) 20,390 18,180 (8,469) (5,000) (4,400) (30,720)
COVID-19		(310,333)	
Total - Net Cost of Services	0	(310,333)	121,826
		(188,507)	
Corporate Expenditure			
Net Treasury - increased interest receipts			1,974
			(186,533)
Funding			47,416
Transfer (to)/from General Reserves			(£139,117)

Fees and Charges

3.6. The gross fees and charges budgets for 2020/21, together with actual income achieved over the last six years, are shown in detail at **APPENDIX C**.

3.7. The variances for those with the highest value (figures in brackets relate to higher income) were:



3.8. The fees and charges included in the above graph are stated gross, when there are increases in income there is also a proportionate increase in expenditure. Some of the income included above is part of revenue sharing arrangements or there are agreements for transferring to/from reserves:

- **Car Parks** – 12% of gross income less deductions has been transferred to third parties or reserves.
- **Garden Waste** – 41.70% of income relates to Tamworth Borough Council and contributes to the cost of providing the scheme.
- **Land Charges and Building Control** – these are trading accounts and any surplus or deficit is transferred to/from the reserves.

Earmarked Reserves

3.9. Earmarked reserves are classified into unrestricted reserves where there are no restrictions over their use and restricted reserves where their establishment or use is determined by a legal or partnership agreement such as the Building Control Shared Services Trading Account.

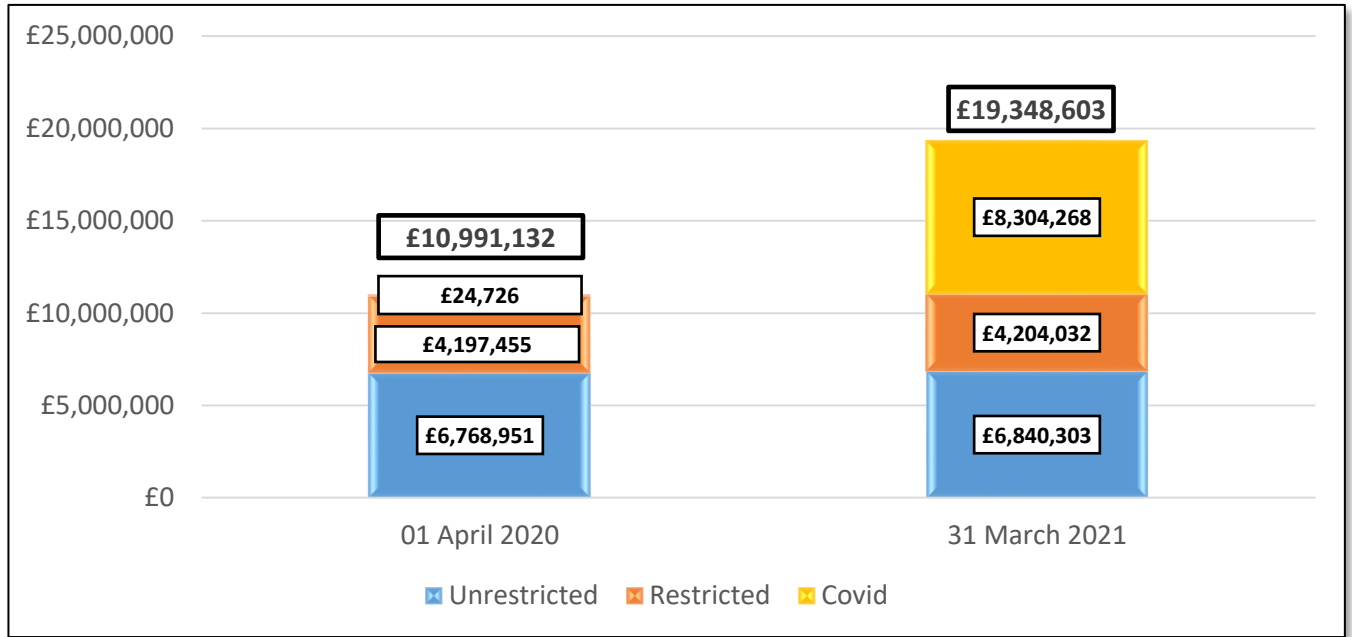
3.10. The following Earmarked Reserve requests not already included in the Medium Term Financial Strategy, to carry forward unspent expenditure budgets or additional income from 2020/21, were agreed and are incorporated within the financial performance:

Service Area	Reserve Name	Total
ECDE	Tourism Website Upgrade	(30,000)
ECDE	Digitisation of additional planning documents	(20,000)
Total		(£50,000)

3.11. The requests made related to:

- **Tourism Website Replacement** - the system is due for replacement in 2021/22, procurement has not yet commenced.
- **Digitisation of Additional Planning Documents** - since this activity commenced the service has identified that additional budget will be needed to complete the task.

3.12. A summary of earmarked reserves is shown in the chart below and in detail at **APPENDIX D**:



3.13. The chart above shows there has been a significant increase in unrestricted earmarked reserves because a number of specific reserves, such as Section 31 grants for business rate reliefs, have been created to manage the ongoing risks related to COVID-19.

3.14. The detailed list of Earmarked Reserves, assuming all of the requests submitted above are approved, is shown at **APPENDIX D**.

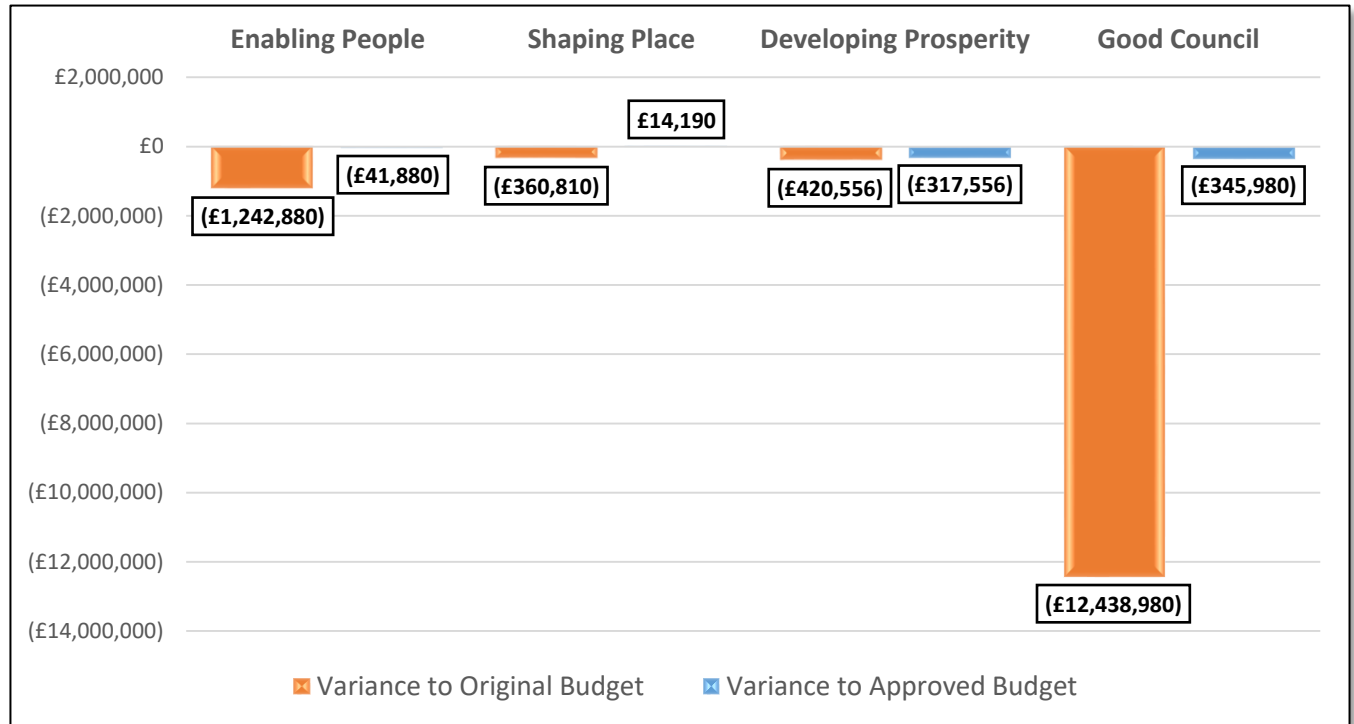
Revenue General Reserves

3.15. The Original Budget estimated a contribution to general reserves of **£1,633,000**, the Approved Budget estimated a contribution of **£183,180** and the actual contribution was **£322,297**.



The Capital Programme

3.16. The financial performance for the Capital Programme is below the Approved Budget by **(£691,227)** and this is shown in detail at **APPENDIX E** and in summary below:



Performance compared to the Approved Budget

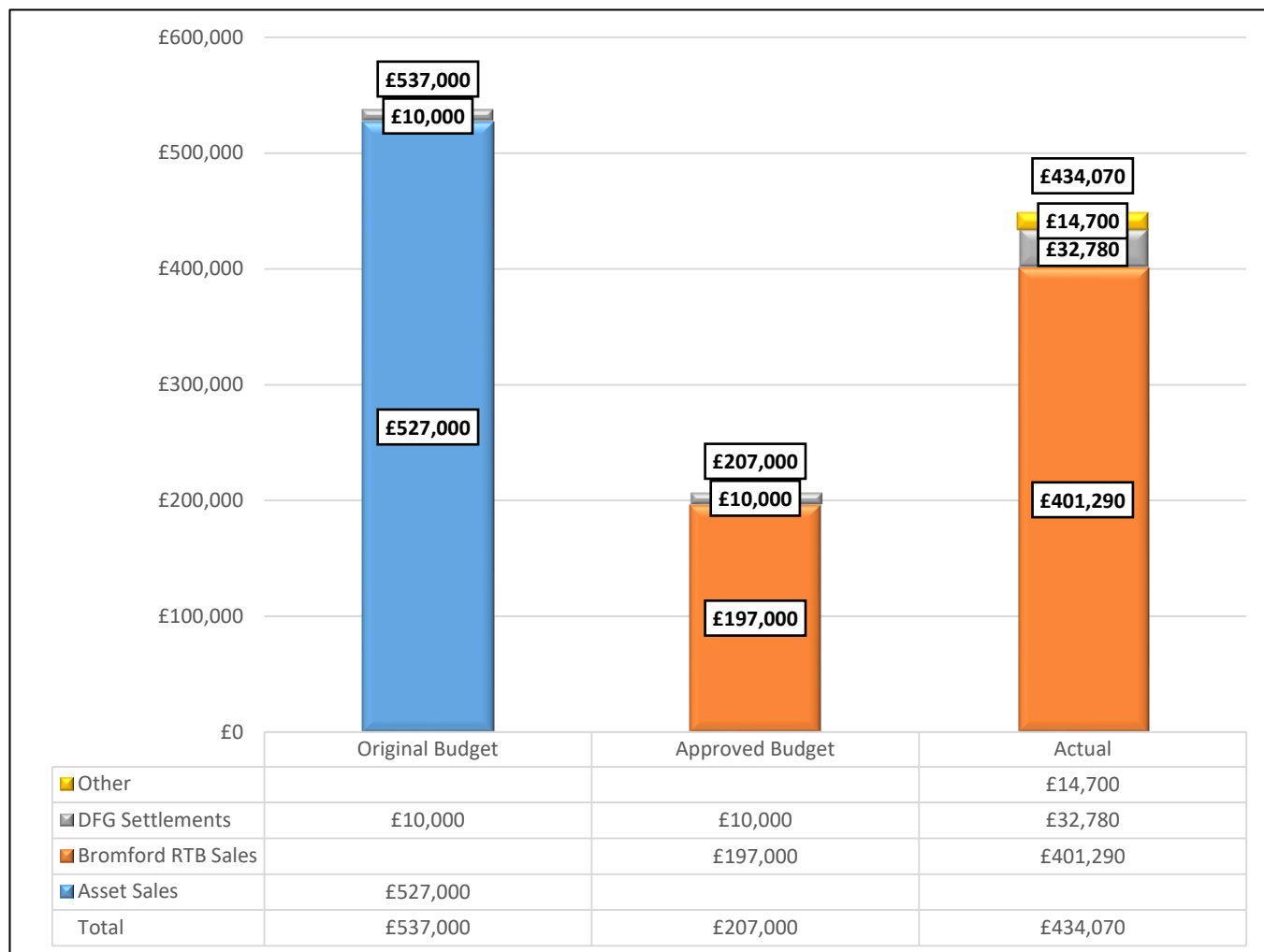
3.17. There were variances compared to the Approved Budget related to the following:

	Variances	
	Slippage	Other
* Accessible Homes (Disabled Facilities Grants) - reflects delivery performance on the Support for Independent Living in Staffordshire Partnership	£172,000	
* Unallocated S106 Affordable Housing Monies - acquisitions have not been completed during the financial year as planned	(£177,000)	
* Other Projects	(£31,000)	(£5,880)
Enabling People Total	(£36,000)	(£5,880)
* Bin Purchase – Additional spend funded by reserves.		£53,898
* Other Projects	(£39,000)	(£708)
Shaping Place Total	(£39,000)	£53,190
* Birmingham Road Site - Coach Park - acquisition was not completed and therefore the enhancement works did not take place	(£255,000)	
* Multi Storey Car Park Refurbishment Project - the programming of the works was adjusted to reflect the short term redevelopment works on the adjacent site	(£49,000)	
* Other Projects	(£13,000)	(£556)
Developing Prosperity Total	(£317,000)	(£556)
* Beacon Park Equipment Storage - project delayed until 2021/22	(£100,000)	
* Asset Maintenance projects – projects delayed until 2021/22	(£140,000)	
* Other Projects	(£130,000)	£24,019
A Good Council Total	(£370,000)	£24,019
Total Variance	(£762,000)	£70,773
	(£691,227)	

3.18. It is recommended that the slippage of **£762,000** is added to the Capital Programme in 2021/22 when this delayed spend is planned to take place and the Revised Budget is shown at **APPENDIX E**.

Capital Receipts

3.19. The Original Budget, Approved Budget and actual capital receipts received are shown below:

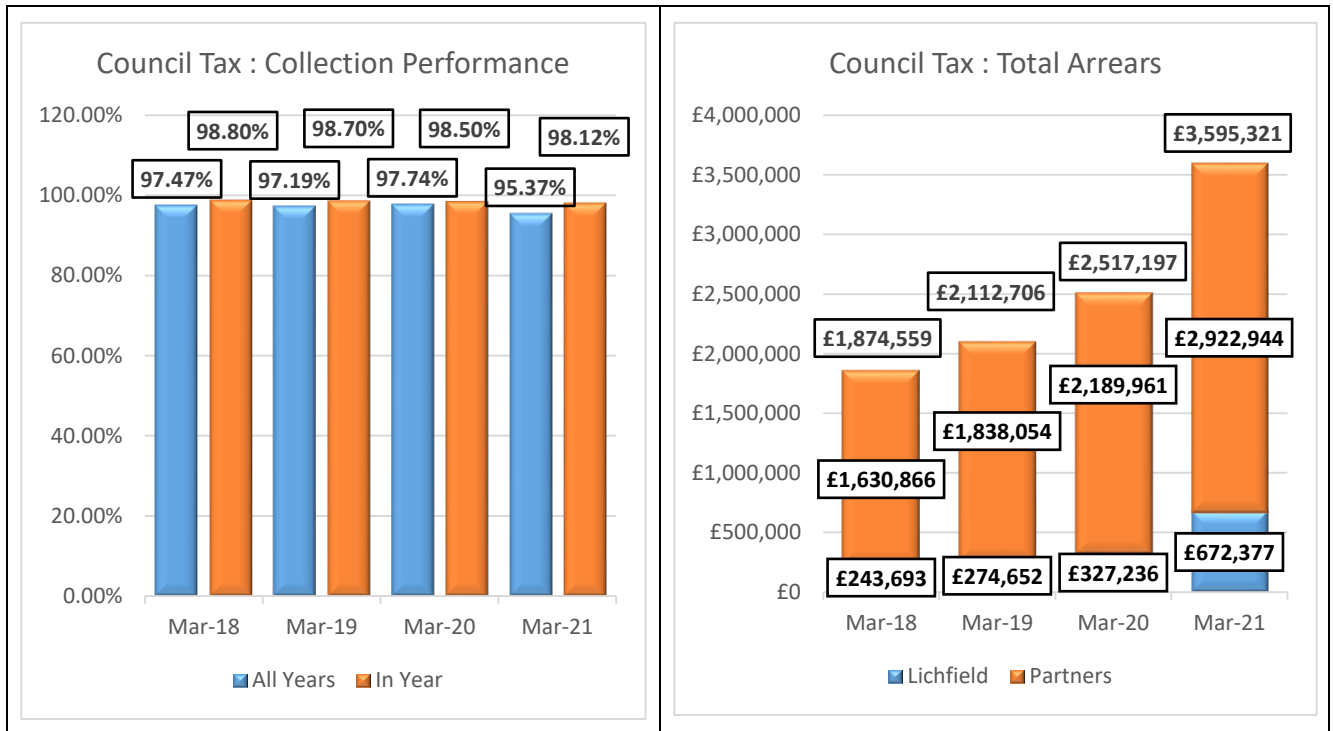


3.20. Capital receipts were (**£227,070**) higher than the Approved Budget. The main reason is that Bromford RTB Sales were higher than estimated.

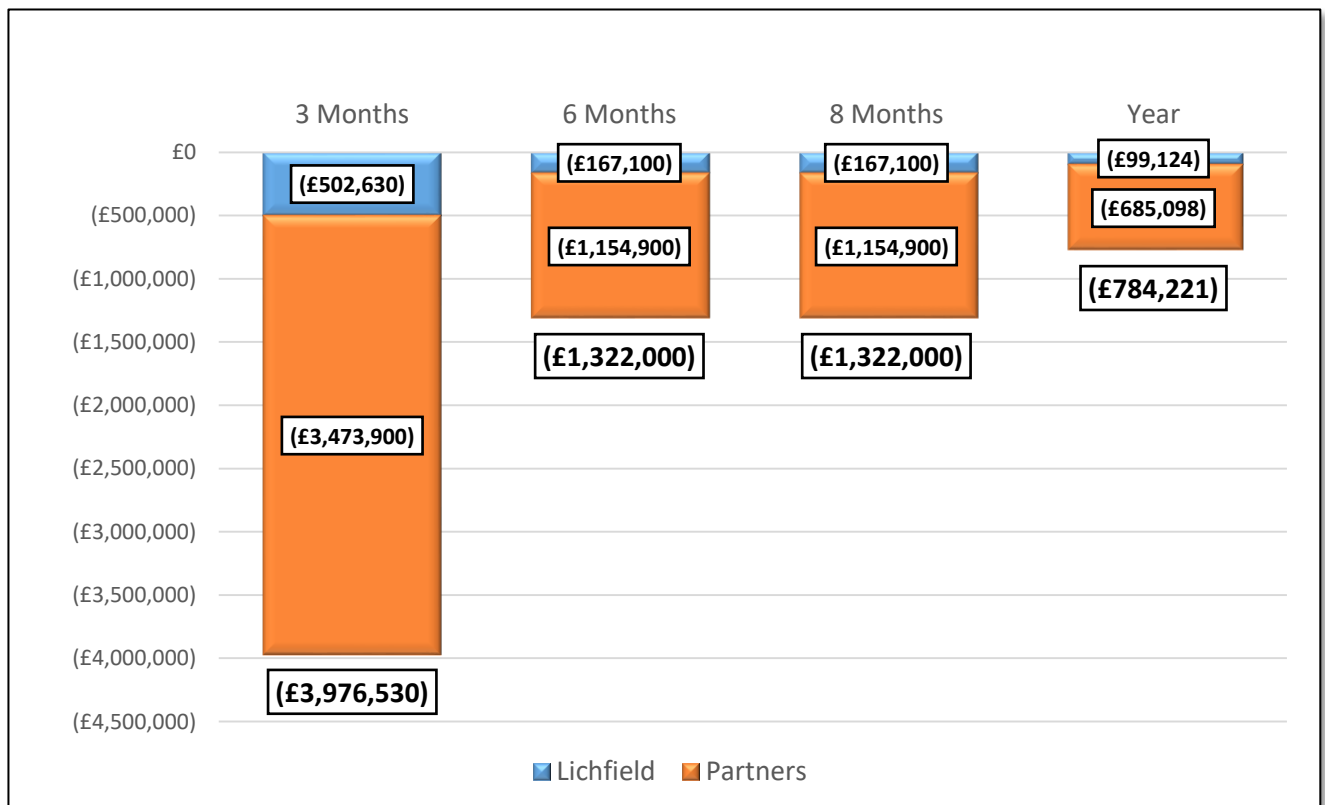
3.21. These additional capital receipts, under the policy approved by Council on 14 July 2020, will be earmarked towards capital investment to support delivery of the Housing, Homelessness and Rough Sleeping Strategy.

Council Tax

3.22. The collection performance for Council Tax debt covering all years is shown below:



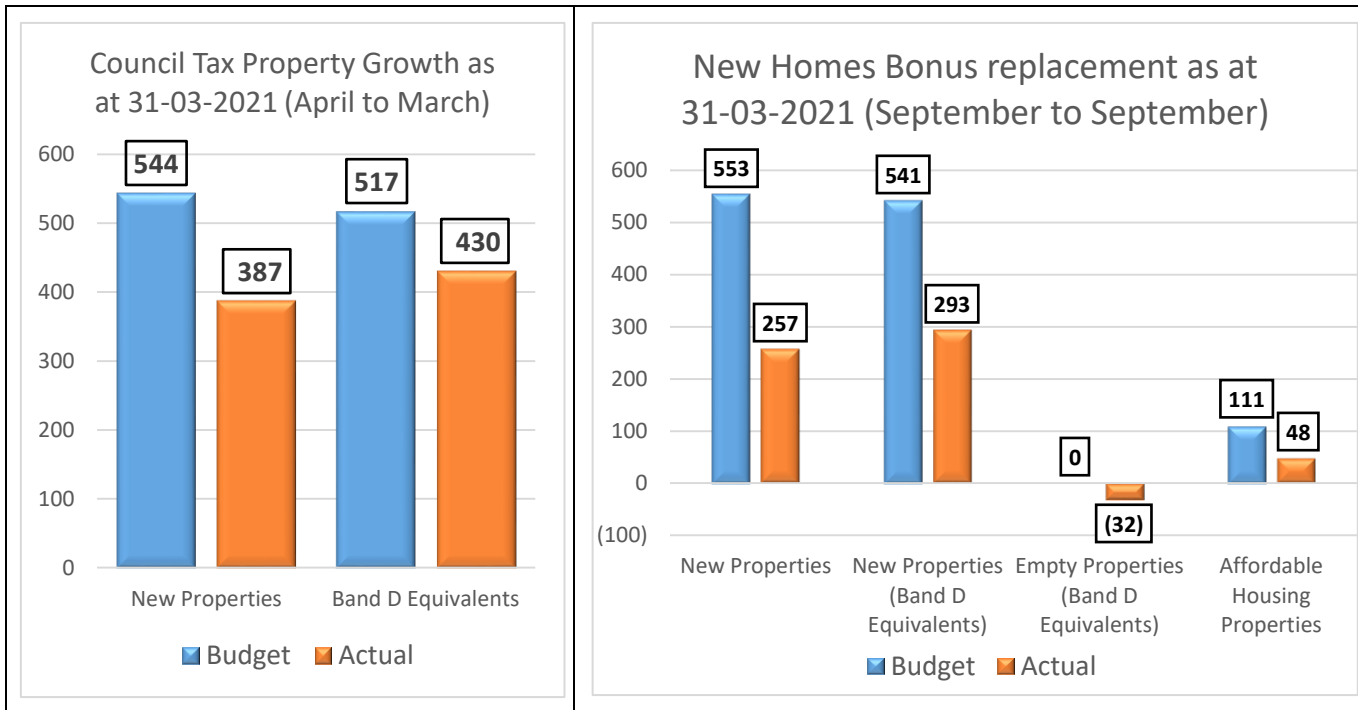
3.23. A summary of the Council Tax Collection Fund Performance is shown below and is based on Lichfield's (including Parishes) current share of Council Tax of c13%:



3.24. There was a lower deficit of **(£537,779)** compared to the Approved Budget (8 months) that was due primarily to a lower Bad Debt Provision as a result of a lower arrears profile than forecast.

Housing Supply

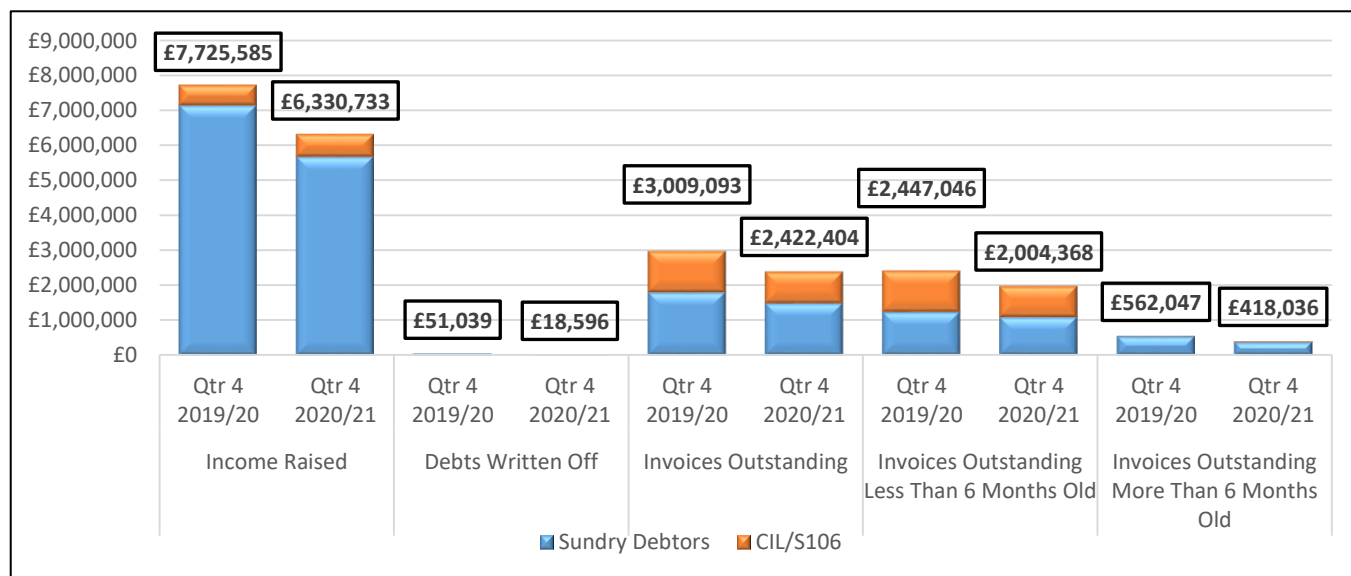
3.25. The completions for Council Tax (left hand chart) from April 2020 to March 2021 and New Homes Bonus¹ (right hand chart) from September 2020 to March 2021 are shown below:



3.26. Housing supply has increased over the last three years although this trend has not been maintained in 2020/21. As a consequence, the continued impact of COVID-19 on housing supply will need to be monitored because of the potential risk to Council Tax income estimates.

Sundry Debtors (including Community Infrastructure Levy (CIL) and Section 106 (S106))

3.27. The transaction levels and collection performance in 2020/21 compared to 2019/20 is shown below:



3.28. Total income raised in 2020/21 is **£1,394,852** or **18%** lower than in 2019/20 due to timing differences in the raising of trade waste and Better Care Fund invoices.

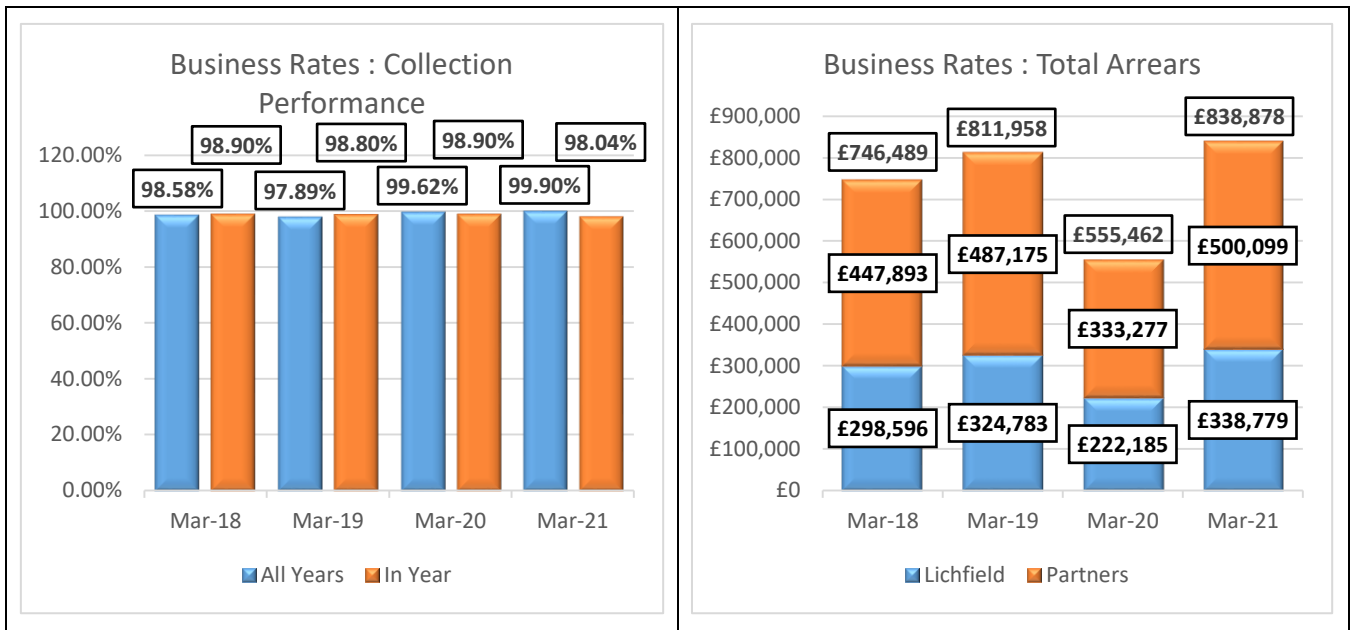
3.29. Invoices outstanding has reduced by **£586,689** or **19%** and is representative of a fall in income raised.

¹ The New Homes Bonus graph is representative of a six month period from September 2020 to March 2021. The affordable housing properties figure included is provisional and due to be verified by Homes England by the end of July 2021.

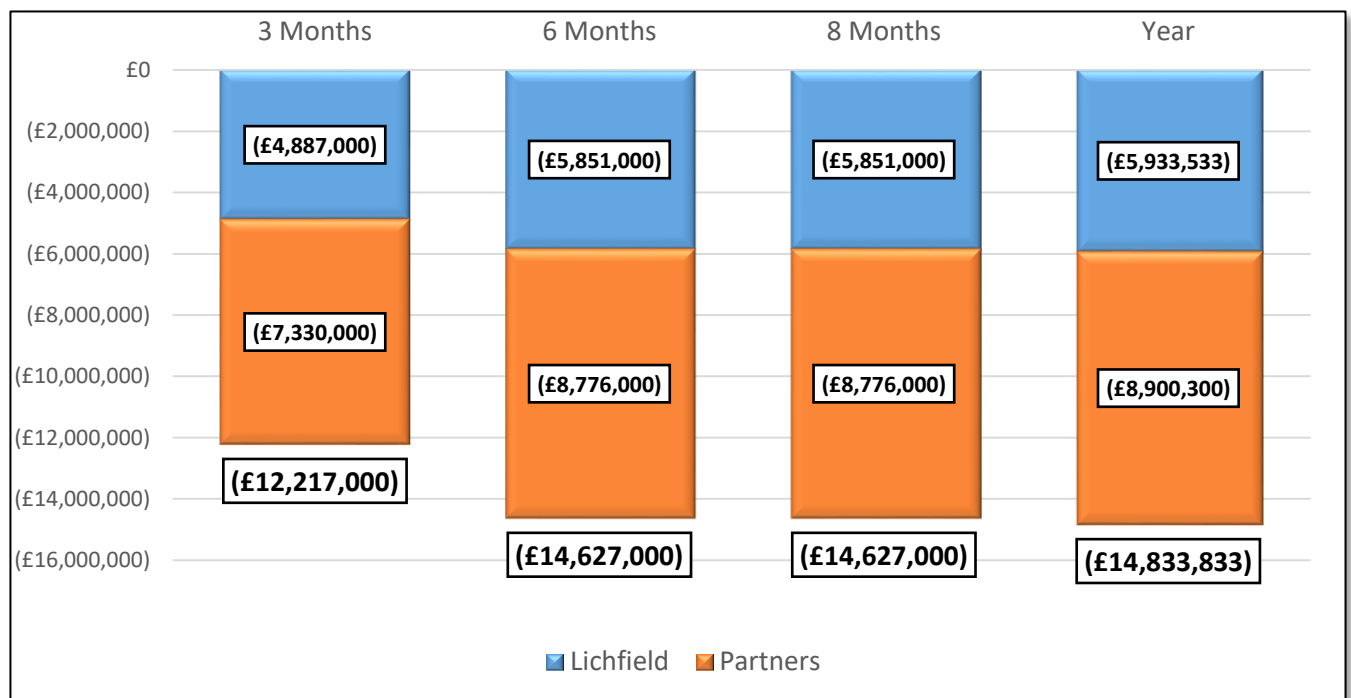
Business Rates

3.30. The Retained Business Rate income was (£3,020,000) compared to the Approved Budget of (£3,020,000).

3.31. The collection performance for Business Rates covering all years is shown below:



3.32. The Business Rates Collection Fund Performance based on our 40% share of Business Rates is:

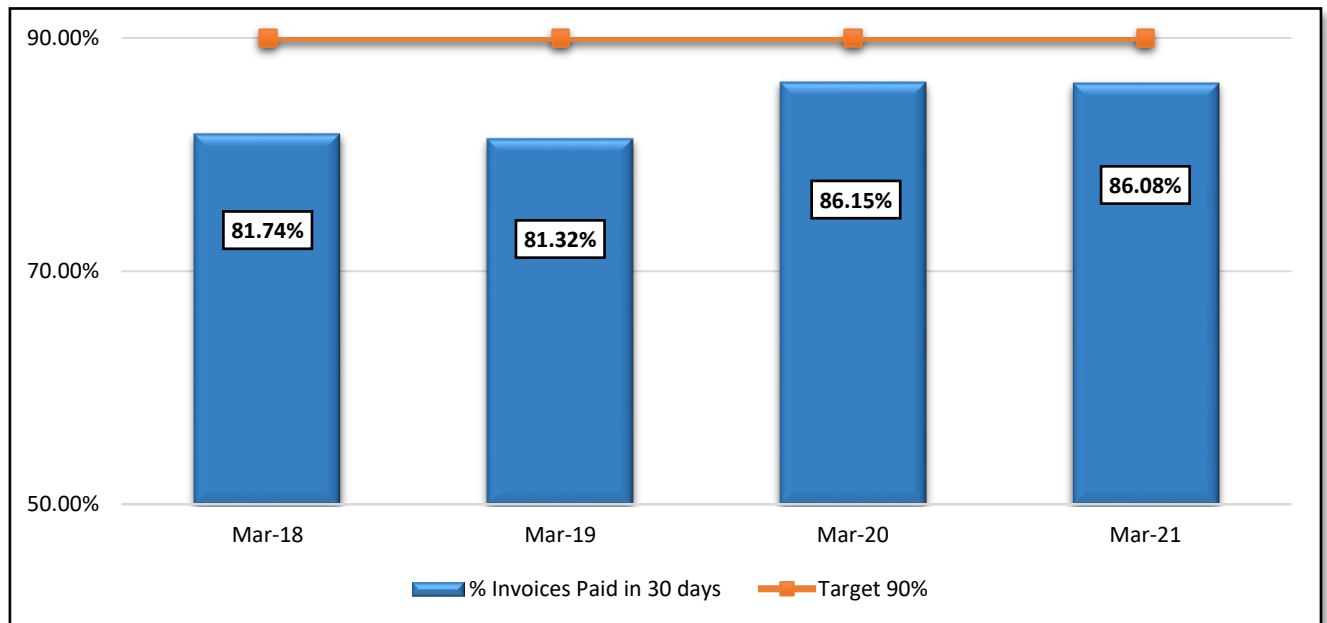


3.33. There was a higher deficit of £206,833 compared to the Approved Budget (8 months). This higher deficit was due to:

- Higher income from Business Rates of (£480,960).
- Higher contributions to the appeals provision of £687,793 as assessed by external financial experts.

Supplier Payment Performance

3.34. The performance of invoice payments to suppliers within 30 days for the last four years is:



3.35. There are initiatives taking place, including the improvements to procurement detailed below, wider use of payment cards for low value transactions and the implementation of a new Financial Information System during 2021/22, which should continue to improve payment performance.

Procurement Activity

3.36. The Procurement Manager and Procurement Specialist were appointed in Oct/Nov 2020.

3.37. The Procurement Team has been asked for support, guidance or advice for over 70 projects to date – ranging from full procurement activities to historic contract updates. These requests have come from across the Council and strong relationships are being built between the Procurement Team and their colleagues.

3.38. The Procurement Strategy was approved by Cabinet in Dec 2020 and is being implemented by the Procurement Team.

3.39. The Contracts Register is being updated on a regular basis to reflect current and new contracts as and when information is verified.

3.40. Contract Award Notices are being published via Contracts Finder where applicable.

3.41. Questions on social value are being included in procurement activities where appropriate.

3.42. The Contract Procedure Rules are in the process of being updated to reflect changes in law and reflect the existence of an internal Procurement Team.

3.43. Information on available third-party framework agreements is being regularly updated on the intranet.

3.44. An e-signature system has been purchased (DocuSign) to improve the contract signing process and ensure robust record keeping.

Investment Strategy

3.45. The Council undertakes investments for three broad purposes:

- It approves the support of public services by lending or buying shares in other organisations – **Service Investments.**
- To earn investment income – **Commercial Investments.**
- It has surplus cash, as a result of its day to day activities, when income is received in advance of expenditure or where it holds cash on behalf of another body ready for payment in the future – **Treasury Management Investments.**

3.46. The Government has recognised in recent Ministry of Housing, Community and Local Government (MHCLG) guidance, as a result of increased commercial activity, that the principles included in Statutory Guidance requiring that all investments should prioritise security and liquidity over yield must also be applied to service and commercial investments.

3.47. The MHCLG Guidance requires the approval by Council of an Investment Strategy Report to increase the transparency around service and commercial investment activity. The Council approved its Investment Strategy Report on **18 February 2020.**

Service Investments

3.48. There was one investment of a service nature budgeted to take place in 2020/21. The investment and net return included in the Approved Budget is detailed below:

	Original Budget	Revised Budget	Actual	Variance
Approved Loan to the Local Authority Company	£675,000	£0	£0	£0
Net Income	£0	£0	£0	£0
Net Return	0.00%	0.00%	0.00%	

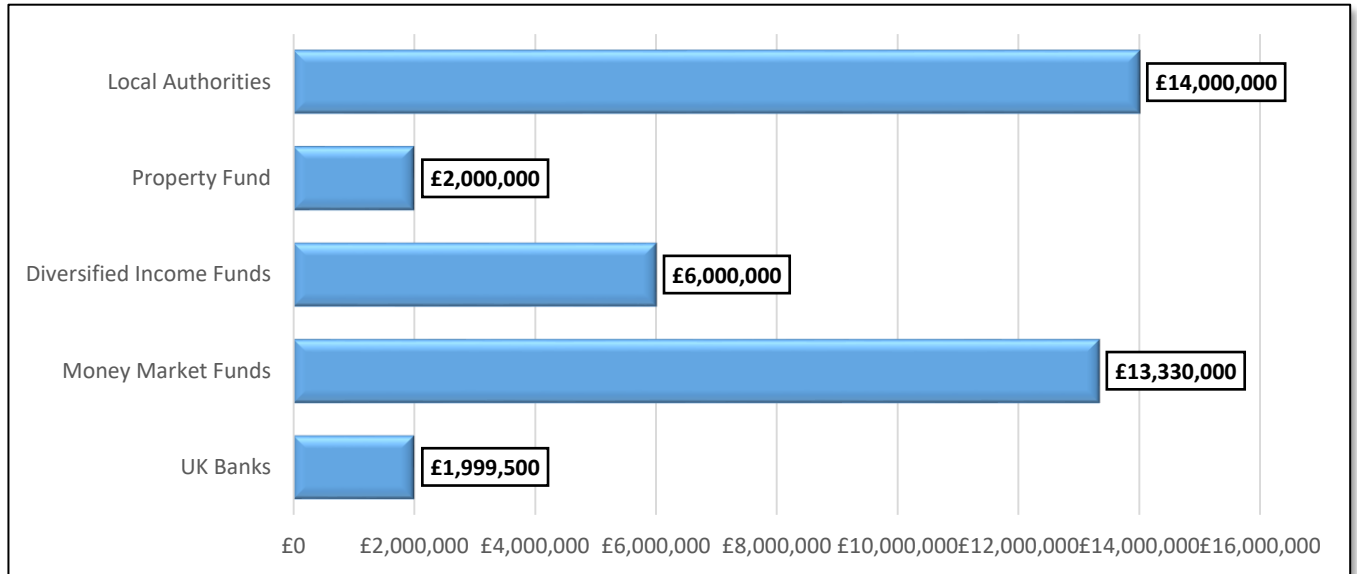
Commercial Investments

3.49. Council on 13 October 2020 approved the removal of all budgets related to Investment in Property and therefore currently there are no commercial investments planned.

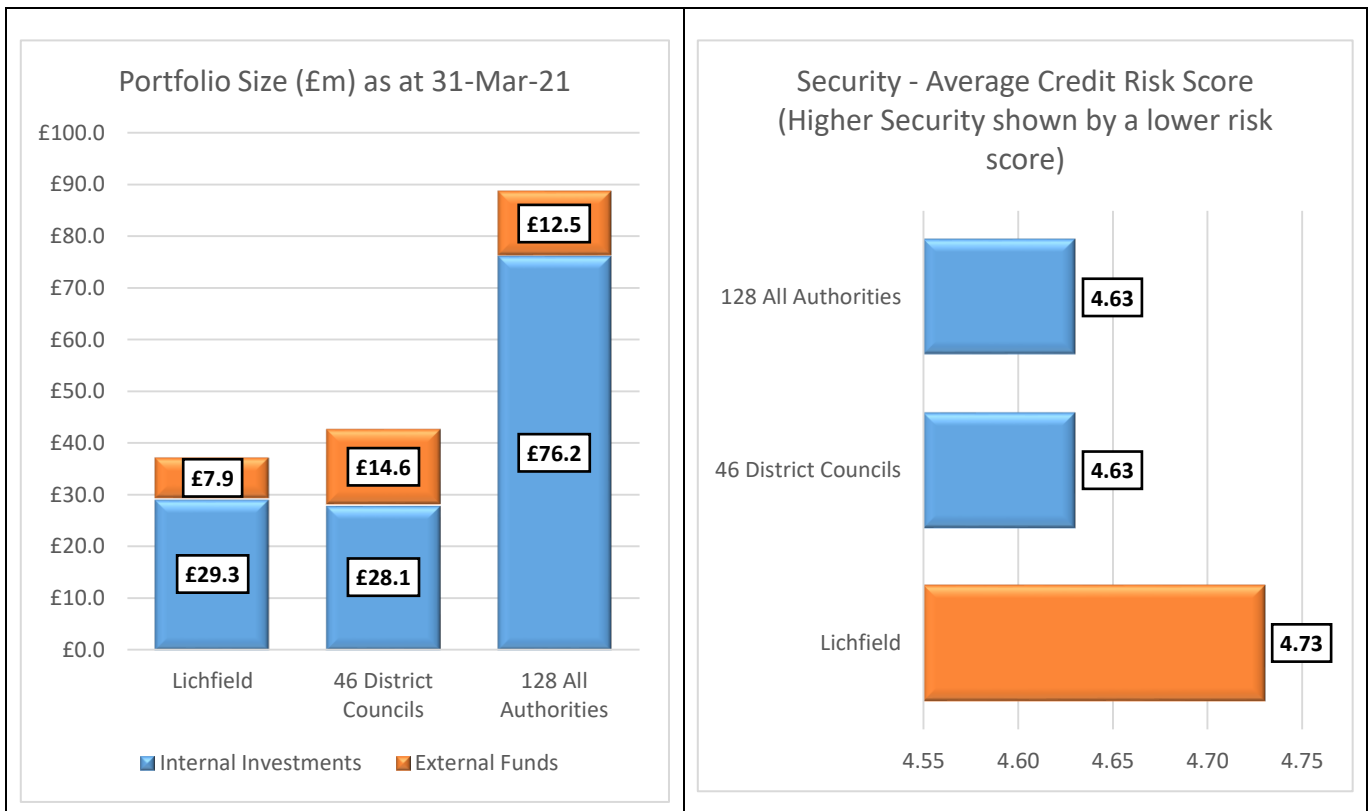
Treasury Management Investments

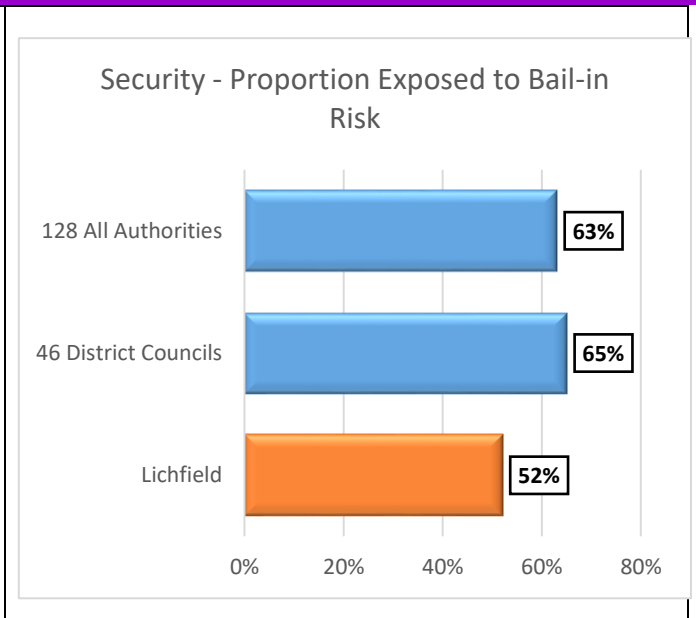
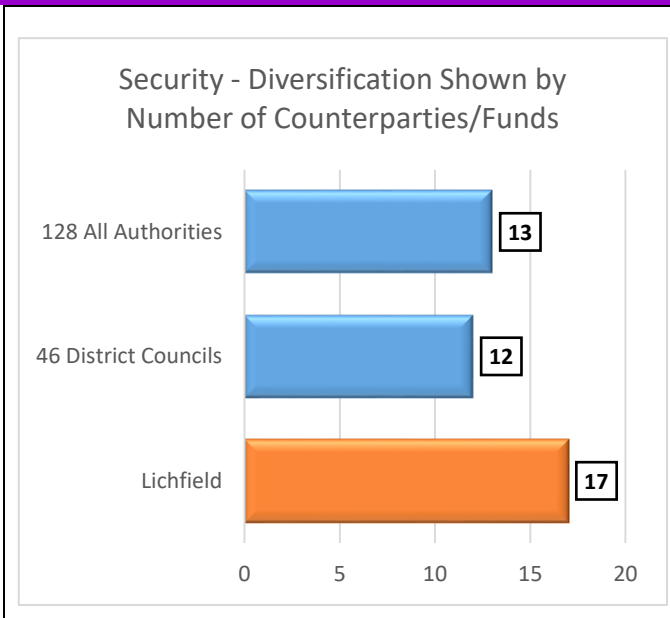
The Security of Our Investments

3.50. The investments the Council had at the 31 March 2021 of **£37.33m** (with the property fund and diversified income funds valued at original investment value of **£2m**), by type and Country, are summarised below and in detail at **APPENDIX F**:

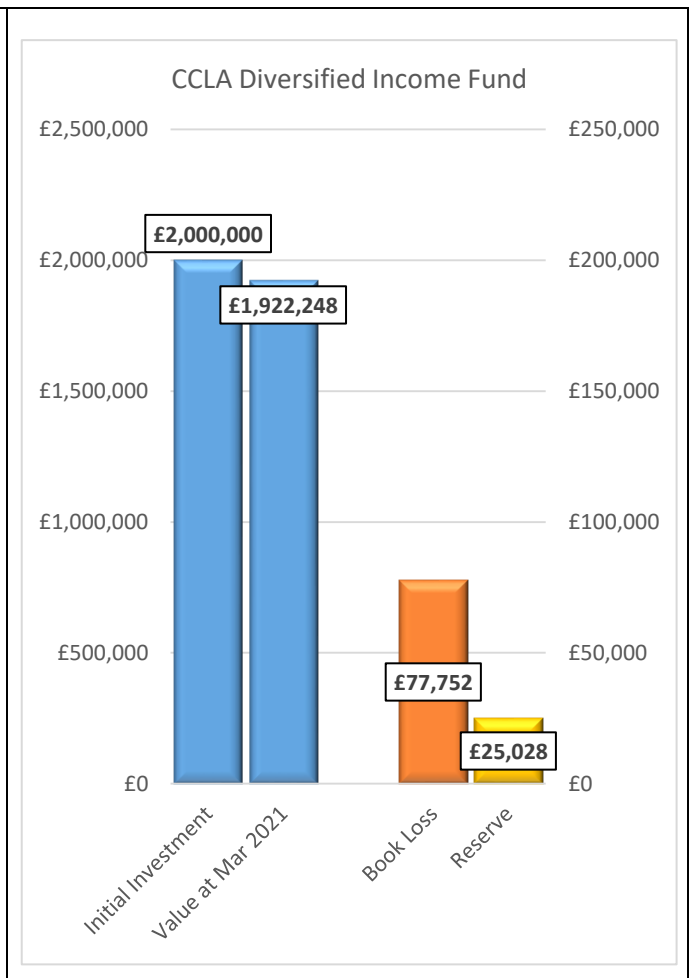
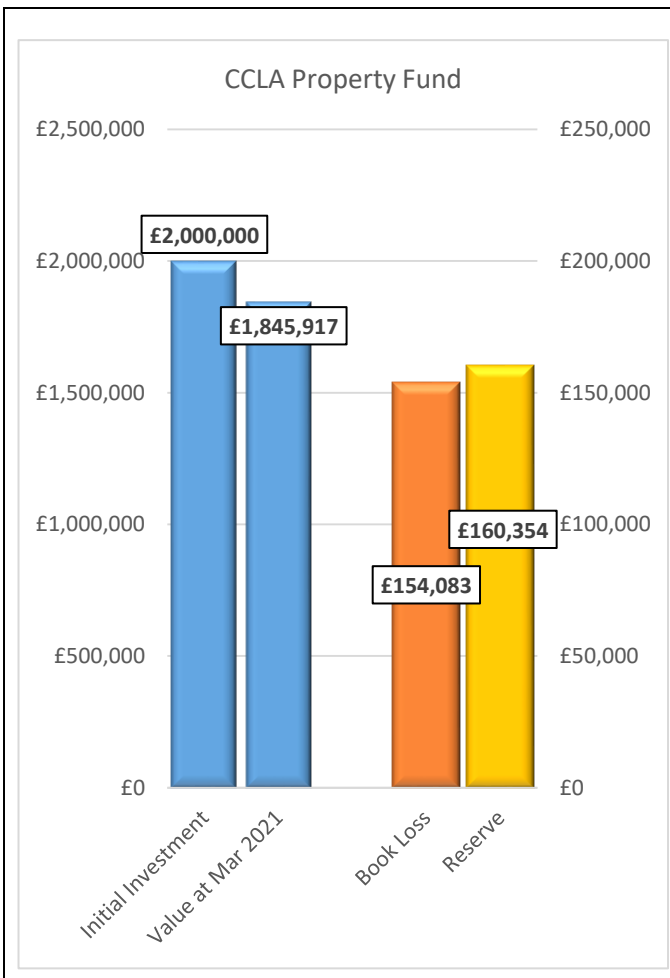


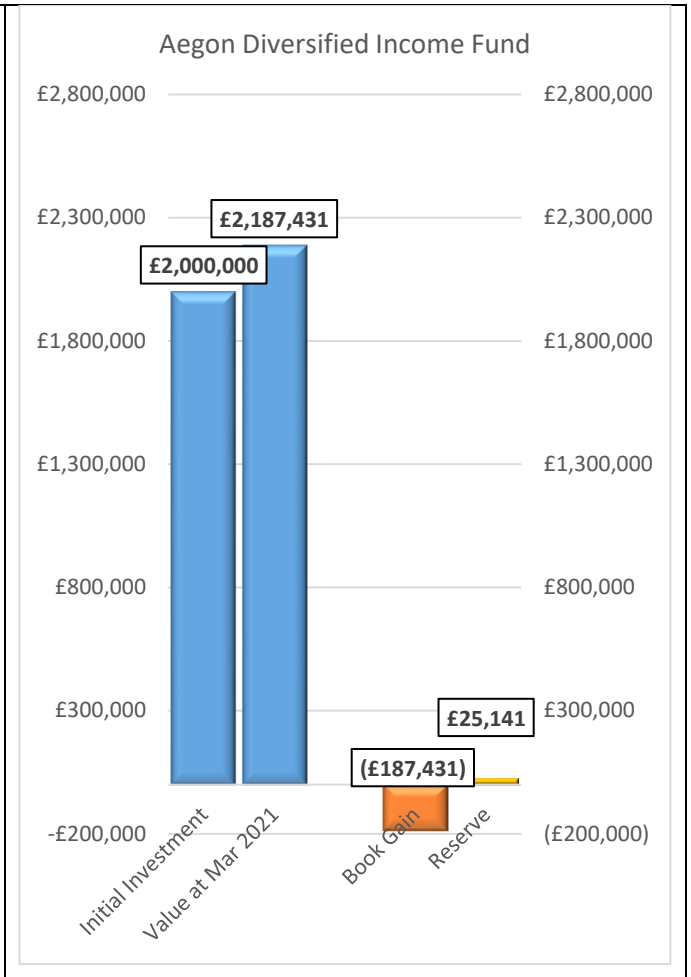
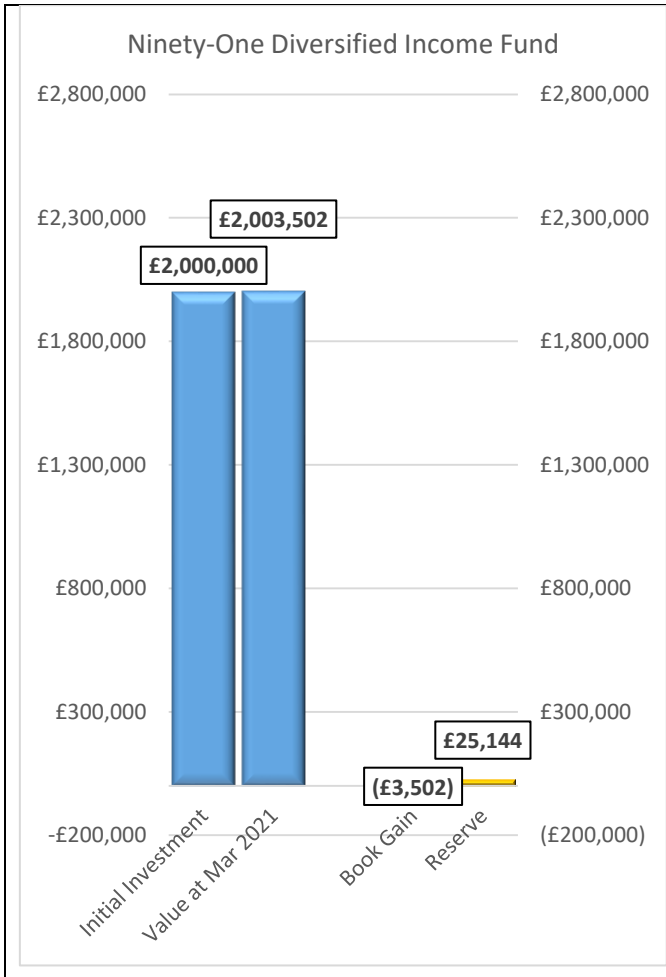
3.51. The Council's portfolio size (with the property fund and diversified investment funds valued at their current values of **£7.9m**), average credit score, diversification and exposure to 'Bail in' risk compared to Arlingclose Clients is shown below:





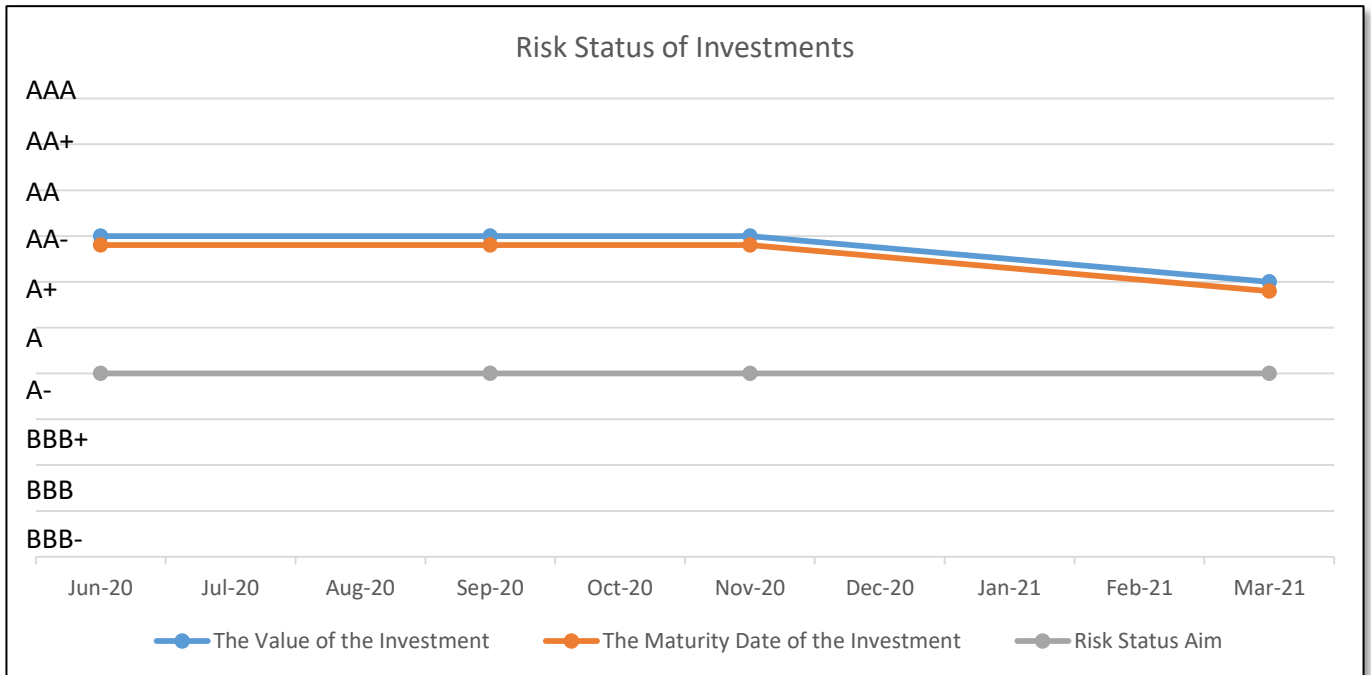
3.52. The current value of the Property Fund and Diversified Income Fund investments, together with the value of the earmarked reserve at the end of 2020/21 intended to offset reductions in value, is shown below:





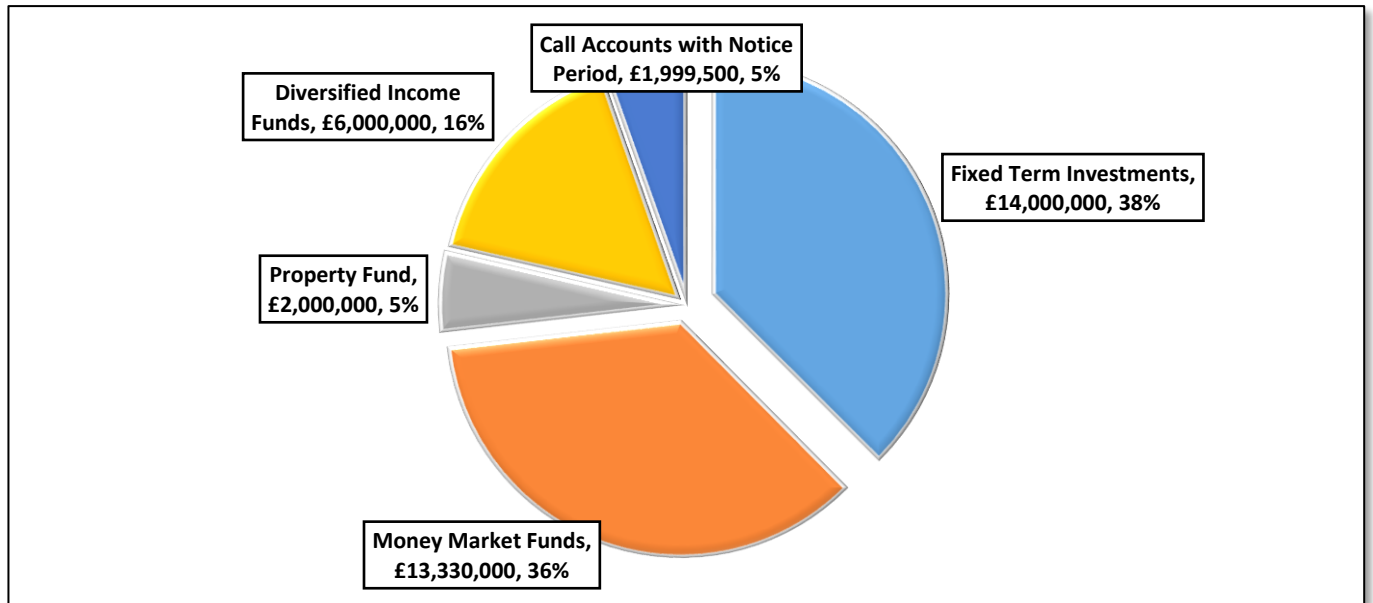
3.53. In April 2021, the Council invested a further £1m in each of the Ninety One and Aegon Diversified Income Funds to take the total investment level for Strategic Investments to £10m in line with the approved level in the Treasury Management Strategy Statement.

3.54. Our aim for the risk status of our investments was **A-** or higher. The risk status based on the length of the investment and the value from June 2020 to March 2021 is summarised in the graph below:

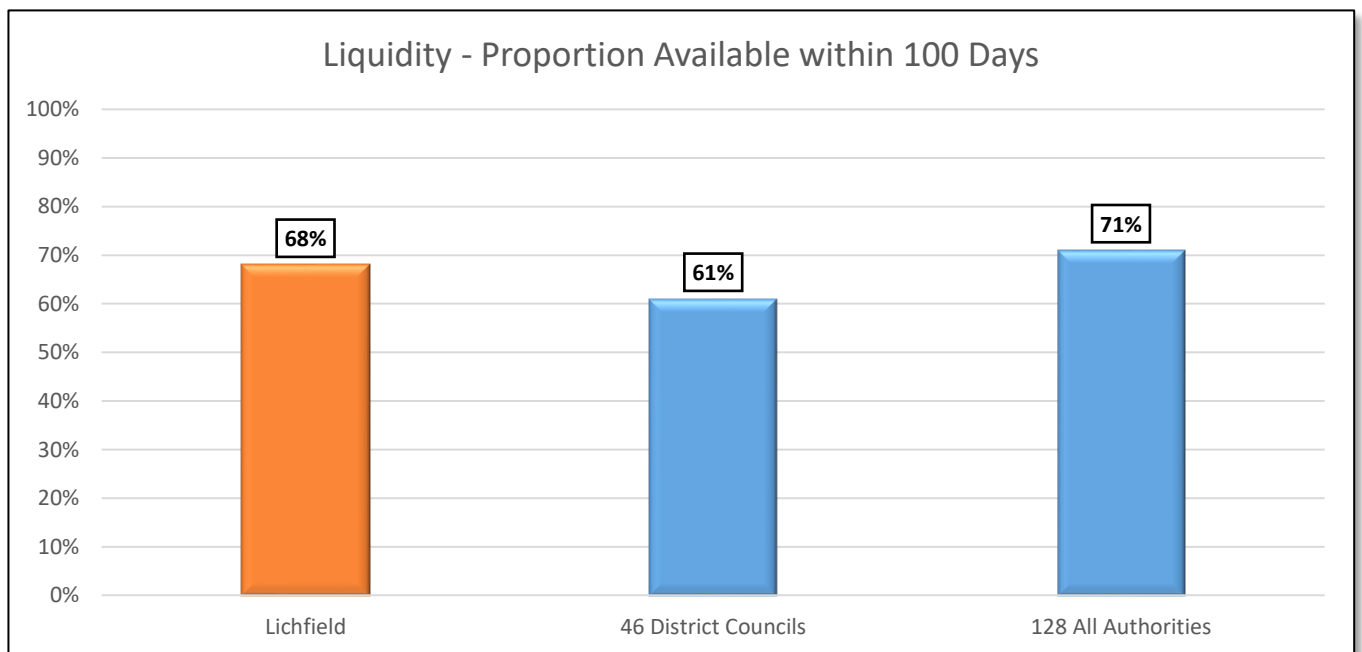


The Liquidity of our Investments

3.55. The Council briefly had to temporarily borrow during 2020/21. It retains a proportion of its investments in instant access Money Market Fund investments to ensure there is sufficient cash available to pay for goods and services. The investments by type are shown below:

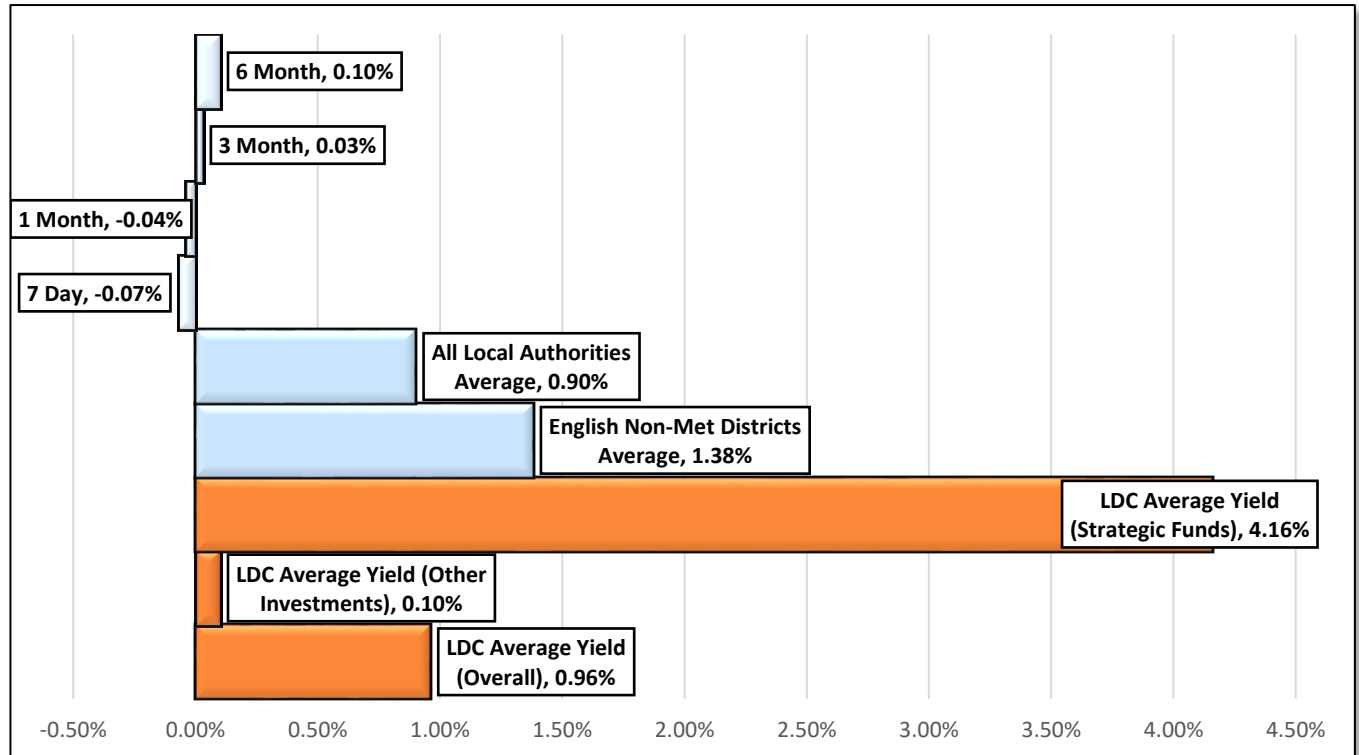


3.56. The proportion of the investment portfolio available within 100 days, compared to all Arlingclose clients, is shown in the graph below:



The Return or Yield of our Investments

3.57. The yield the Council achieved, compared to a number of industry standard benchmarks (including our preferred benchmark of the seven day LIBID rate) and all Arlingclose clients, is shown in the graph below:



3.58. The investment activity during the financial year generated **(£360,170)** of gross investment income compared to a budget of **(£346,000)**.

3.59. The Council has two long-dated PWLB loans totalling **£2,255,353** that were largely unchanged over the year, other than for the scheduled semi-annual principal repayments, at an average cost of **2.17%** and on average **13.4** years to maturity.

Community Infrastructure Levy (CIL)

3.60. The Council is now legally required to report information in relation to Community Infrastructure income and expenditure through an Infrastructure Funding Statement (IFS) which will be published later this year.

Alternative Options

There are no alternative options.

Consultation

Consultation is undertaken as part of the Strategic Plan and with Leadership Team.

Financial Implications

General Reserves

The Medium Term Financial Strategy projected general reserves at 31 March 2021 would be **£8,056,988** and the actual level was **£6,713,941**. This is a reduction of **(£1,343,047)** and is related to:

Details	3 months	6 months	8 months	Actual
Lower contribution in 2019/20	(£32,344)	(£32,344)	(£32,344)	(£32,344)
Approved updates	£83,540	(£76,770)	£1,840	0
Contribution contained in the Money Matters Report	£8,690	£78,610	£257,240	£87,864
Impact of COVID-19	(£1,267,900)	(£1,547,950)	(£1,708,900)	(£1,398,567)
Total	(£1,208,014)	(£1,578,454)	(£1,482,164)	(£1,343,047)

Prudential indicators (PI) 2020/21:

- We can confirm that the Council has complied with its Prudential and Local Indicators for 2020/21; these were originally approved by Council at its meeting on 18 February 2020 and were fully revised and approved by Council on 16 February 2021.
- In compliance with the requirements of the CIPFA Code of Practice this report provides members with a Summary Report of the Treasury Management Activity during 2020/21.
- None of the other Prudential and Local Indicators have been breached. The Prudential and Local Indicators are summarised in the table below :

Capital Strategy Indicators					
Prudential Indicators					
Indicators	2019/20 Actual	2020/21 Original	2020/21 Revised	2020/21 Actual	Compliant
Capital Investment					
Capital Expenditure (£m)	£2.297	£14.804	£3.979	£3.264	✓
Capital Financing Requirement (£m)	£4.305	£25.432	£2.727	£3.016 ²	✓
Gross Debt and the Capital Financing Requirement					
Gross Debt	(£3.590)	(£19.091)	(£2.878)	(£2.295)	✓
Borrowing in Advance - Gross Debt in excess of the Capital Financing Requirement	No	No	No	No	✓
Total Debt					
Authorised Limit (£m)	£4.315	£31.906	£15.404	£6.591	✓
Operational Boundary (£m)	£4.315	£23.088	£7.203	£6.591	✓
Proportion of Financing Costs to Net Revenue Stream (%)	4%	10%	5%	5%	✓

Local Indicators					
Indicators	2019/20 Actual	2020/21 Original	2020/21 Revised	2020/21 Actual	Compliant
Replacement of Debt Finance or MRP (£m)	(£0.719)	(£1.041)	(£1.684)	(£1.289)	✓
Capital Receipts (£m)	(£1.005)	(£0.537)	(£0.207)	(£0.434)	✓
Liability Benchmark (£m)	(£22.652)	£11.249	(£15.877)	(£25.076)	✓
Treasury Management Investments (£m)	£34.554	£16.759	£28.131	£37.330	✓

Treasury Management Indicators				
Prudential Indicators				
	Lower Limit	Upper Limit	2020/21 Actual	Compliant
Refinancing Rate Risk Indicator				
Under 12 months	0%	100%	9%	
12 months and within 24 months	0%	100%	9%	
24 months and within 5 years	0%	100%	27%	
5 years and within 10 years	0%	100%	30%	✓
10 years and within 20 years	0%	100%	26%	
20 years and within 30 years	0%	100%	0%	
30 years and within 40 years	0%	100%	0%	
40 years and within 50 years	0%	100%	0%	
50 years and above	0%	100%	0%	

Indicators	2019/20 Actual	2020/21 Original	2020/21 Revised	2020/21 Actual	Compliant
Principal Sums invested for periods longer than a year (£m)	£6.000	£10.000	£10.000	£8.000	✓

² The higher level is due to an element of the funding to enable the early repayment of capital investment at Burntwood Leisure Centre still needing to be identified in 2021/22.

Local Indicators

Indicators	2019/20 Actual £m	2020/21 Original £m	2020/21 Revised £m	2020/21 Actual £m	Compliant
Balance Sheet Summary and Forecast					
Borrowing Capital Financing Requirement	£3.163	£24.871	£2.105	£2.410 ³	✓
Internal or (over) Borrowing	£0.715	£6.340	(£0.150)	(£0.155)	✓
(Investments) or New Borrowing	(£34.959)	(£16.093)	(£28.131)	(£37.330)	✓
Liability Benchmark	(£22.652)	£11.249	(£15.877)	(£25.076)	✓
	Target	2020/21 Actual	Compliant		
Security					
Portfolio average credit rating	A-	A+	✓		
Liquidity					
Temporary Borrowing undertaken	£0.000	£3.000	✓		
Total Cash Available within 100 days (maximum)	90%	76%	✓		

Contribution to the Delivery of the Strategic Plan

The MTFS underpins the delivery of the Strategic Plan.

Equality, Diversity and Human Rights Implications

There are no additional Equality, Diversity or Human Rights implications.

Crime & Safety Issues

There are no additional Crime and Safety Issues.

Environmental Impact

There are no additional environmental impacts.

GDPR/Privacy Impact Assessment

There are no additional GDPR/Privacy Impact Assessment impacts.

	Risk Description	How We Manage It	Severity of Risk
Strategic Risk SR1 - Non achievement of the Council's key priorities contained in the Strategic Plan due to the availability of finance.			
A	Implementation of the Check, Challenge and Appeal Business Rates Appeals and more frequent revaluations	To closely monitor the level of appeals. An allowance for appeals has been included in the Business Rate Estimates.	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
B	The review of the New Homes Bonus regime	Not all of the projected New Homes Bonus is included as core funding in the Base Budget. In 2021/22 £500,000 is included and in 2022/23 £400,000 is included. At this stage, no income is assumed from 2023/24 onwards.	Likelihood : Red Impact : Yellow Severity of Risk : Yellow
C	The increased Localisation of Business Rates and the Fair Funding Review in 2022/2023	To assess the implications of proposed changes and respond to consultations to attempt to influence the policy direction in the Council's favour.	Likelihood : Red Impact : Red Severity of Risk : Red
D	The affordability and risk associated with the Capital Strategy	An estates management team has been recruited to provide professional expertise and advice in relation to property and to continue to take a prudent approach to budgeting.	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
E	The public sector pay freeze in 2021/22 is not applicable to Local Government	The current MTFS assumes that the pay freeze for those earning more than £24,000 per annum is applicable to Local Government. If this does not prove to be the case, an element of the risk/recovery budget can be utilised to fund the increase in 2021/22 and projections for later years will be updated in the MTFS.	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow

³ The higher level is due to an element of the funding to enable the early repayment of capital investment at Burntwood Leisure Centre still needing to be identified in 2021/22.

	Risk Description	How We Manage It	Severity of Risk
Strategic Risk SR3: Capacity and capability to deliver / adapt the new strategic plan to emerging landscape.			
F	The financial impact of COVID-19 is not fully reimbursed by Government and exceeds the reserves available resulting in a Section 114 notice	The use of general and earmarked reserves to fund any shortfall up to the reserves available	Likelihood : Green Impact : Red Severity of Risk : Yellow
G	The Council cannot achieve its approved Delivery Plan for 2021/22	There will need to be consideration of additional resourcing and/or reprioritisation to reflect the ongoing impact of the pandemic	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
H	The resources available in the medium to longer term to deliver the Strategic Plan are diminished	The MTFS will be updated through the normal review and approval process	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
I	Government and Regulatory Bodies introduce significant changes to the operating environment	To review all proposed policy changes and respond to all consultations to attempt to influence outcomes in the Council's favour	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow

Background Documents	<ul style="list-style-type: none"> • CIPFA Code of Practice for Treasury Management in the Public Services. • The Prudential Code for Capital Finance in Local Authorities. • Money Matters: Medium Term Financial Strategy (Revenue and Capital) 2019-24 – Cabinet 11 February 2020. • Money Matters: Medium Term Financial Strategy (Revenue and Capital) 2019-24 – Council 18 February 2020. • Money Matters: 2019/20 Review of Financial Performance against the Financial Strategy – Cabinet 2 June 2020. • The Medium Term Financial Strategy and the projected financial impact of the COVID-19 Pandemic – Cabinet 7 July 2020. • Money Matters: 2020/21 Review of Financial Performance against the Financial Strategy – Cabinet 8 September 2020. • Medium Term Financial Strategy 2020-25 – Cabinet 6 October 2020. • Money Matters: 2020/21 Review of Financial Performance against the Financial Strategy – Cabinet 1 December 2020. • Money Matters: Calculation of Business Rates in 2021/22, Council Tax Base for 2021/22 and the Projected Collection Fund Surplus / Deficit for 2020/21 - Cabinet 1 December 2020. • Money Matters: 2020/21 Review of Financial Performance against the Financial Strategy – Cabinet 9 February 2021. • Medium Term Financial Strategy 2020-25 – Cabinet 9 February 2021.
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Relevant web link	
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Revenue Financial Performance – Variance to Budget 2020/21

Area	2020/21					2020/21 Target Variance (+/-) £
	Original Budget £	Approved Budget £	Outturn plus Earmarked Reserves £	Actual Variance £	Variance to Original Budget £	
Enabling people	1,579,890	1,581,330	1,567,891	(13,439)	(11,999)	
Shaping place	3,469,700	3,237,330	3,158,803	(78,527)	(310,897)	
Developing prosperity	(1,184,180)	(771,510)	(719,145)	52,365	465,035	
A good council	6,329,590	6,197,770	6,359,197	161,427	29,607	
COVID-19	0	1,708,900	1,398,567	(310,333)	1,398,567	
Net Cost of Services	10,195,000	11,953,820	11,765,313	(188,507)	1,570,313	0
Chief Executive	560,810	257,980	461,513	203,533	(99,297)	3,000
Corporate Services	821,140	1,478,830	1,443,335	(35,495)	622,195	28,000
Finance and Procurement	1,822,010	1,884,790	1,898,569	13,779	76,559	14,000
Revenues, Benefits and Customer Services	809,580	678,090	642,598	(35,492)	(166,982)	16,000
Governance & Performance	1,796,060	1,867,580	1,867,011	(569)	70,951	15,000
Regulatory Services, Housing & Wellbeing	1,305,970	1,259,200	1,257,392	(1,809)	(48,579)	16,000
Economic Growth & Development Services	(41,750)	(158,910)	(174,440)	(15,530)	(132,690)	68,000
Operational Services	3,121,180	2,977,360	2,970,768	(6,592)	(150,412)	90,000
COVID-19	0	1,708,900	1,398,567	(310,333)	1,398,567	-
Net Cost of Services	10,195,000	11,953,820	11,765,313	(188,507)	1,570,313	250,000
Net Treasury Position	152,000	(157,000)	(155,026)	1,974		
Revenue Contributions to the Capital Programme	182,000	182,000	182,000	-		
Net Operating Cost	10,529,000	11,978,820	11,792,287	(186,533)		
Transfer (from) / to General Reserve	1,633,000	183,180	322,297	139,117		
Transfer (from) / to Earmarked Reserves	122,000	122,000	122,000	-		
Net Revenue Expenditure	12,284,000	12,284,000	12,236,584	(47,416)		
Financed by:						
Retained Business Rates	(3,020,000)	(3,020,000)	(3,020,000)	-		
Business Rates Cap	(85,000)	(85,000)	(85,000)	-		
Levy Account Surplus	(49,000)	(49,000)	-	49,000		
New Homes Bonus	(1,771,000)	(1,771,000)	(1,770,945)	55		
Other Government Grants	-	-	(16,954)	(16,954)		
Business Rates Collection Fund (Surplus)/Deficit	(122,000)	(122,000)	(122,001)	(1)		
Council Tax Collection Fund (Surplus)/Deficit	(208,000)	(208,000)	(193,137)	14,863		
Council Tax	(7,029,000)	(7,029,000)	(7,028,546)	454		

COVID-19 Assessed Impact in 2020/21

Details	Initial 12 months scenario A	Initial 12 months scenario B	Initial 12 months scenario C	November Projection	Full Year Actual
Support for Operational Services Contracts (includes earmarked reserve)	£427,000	£697,000	£914,000	£1,051,250	£1,051,248
Housing and Homelessness Support	£95,000	£95,000	£95,000	£80,580	£61,895
Additional Hardship / Discretionary Housing Payments (includes earmarked reserve)	£189,000	£243,000	£289,000	£226,000	£226,000
Additional costs of Waste Collection	£85,000	£85,000	£85,000	£166,810	£108,988
ICT Support Costs for Remote Working	£32,000	£32,000	£32,000	£109,890	£146,420
Additional Personal Protective Equipment (PPE), Building Cleaning and Other Costs	£12,000	£12,000	£12,000	£31,560	£35,934
Bank Charges for Grant Processing	£3,000	£3,000	£3,000	£2,990	£3,200
Transport for food deliveries	£6,000	£6,000	£6,000	£12,030	£12,026
Project costs	£23,000	£23,000	£23,000	£29,720	£29,718
Other costs	£125,000	£125,000	£125,000	£60,700	£46,988
Total additional Costs	£997,000	£1,321,000	£1,584,000	£1,771,530	£1,722,418
Government Support in 2020/21 + Earmarked Reserve	(£1,060,740)	(£1,060,740)	(£1,060,740)	(£1,301,160)	(£1,276,426)
Increase in Business Rates Reserve for COVID-19 Risks					£505,291
Cost reimbursements					(£47,411)
National Leisure Recovery Fund					(£224,418)
Net Additional Costs	(£63,740)	£260,260	£523,260	£470,370	£679,455
Reduced Sales, Fees and Charges, rents, investment income and other income	£1,160,000	£1,743,000	£2,169,000	£1,913,530	£1,760,112
Income Guarantee Scheme	£0	£0	£0	(£675,000)	(£1,041,000)
Reductions in Council Tax (LDC & Parishes c13%) (will impact in later years)	£92,000	£461,000	£921,000	£192,900	£140,156
Reductions in Business Rates (LDC 40%) (will impact in later years)	£93,000	£464,000	£928,000	£738,000	£113,367
Total financial impact	£1,281,260	£2,928,260	£4,541,260	£2,639,800	£1,652,090
Impact in 2020/21	£1,096,260	£2,003,260	£2,692,260	£1,708,900	£1,398,567
Impact in later years	£185,000	£925,000	£1,849,000	£930,900	£253,523

Fees and Charges

Income Type	Annual Budget £000	Actual £000	Year End Variance £000
Planning Applications	673	695	(22)
Car Parks	931	752	179
Garden Waste	1,574	1,618	(44)
Trade Waste	481	485	(4)
Land Charges	281	272	9
Building Control	1,000	1,031	(31)
Property Rental	630	680	(50)
Total of Highest Value Fees & Charges	5,571	5,534	37
Other Income			
Licensing			
Leisure Centre			
VAT Claim			
Court Costs			
Recycling			
Grounds Maintenance			
Other			
Total Income			

Annual Trend					
2014/15 Actual £000	2015/16 Actual £000	2016/17 Actual £000	2017/18 Actual £000	2018/19 Actual £000	2019/20 Actual £000
771	629	1,030	824	797	744
1,746	1,748	1,986	2,078	2,198	2,105
0	0	0	231	1,495	1,478
338	390	407	415	443	469
183	297	312	279	286	253
454	507	557	547	553	896
644	681	687	729	839	744
4,134	4,251	4,980	5,102	6,611	6,689
217	185	236	224	241	245
1,782	1,819	1,879	1,629	183	0
0	0	0	0	1,103	0
252	233	218	198	214	222
14	347	439	463	331	283
162	161	168	195	217	264
1,839	1,139	1,319	1,124	1,057	1,063
8,400	8,136	9,239	8,936	9,957	8,766

Earmarked Reserves

Unrestricted Earmarked Reserves

Reserve Name	Initial Set Up Year	Year to be Returned	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
Chief Executive					
Commercialisation	2017/18	2021/22	(61,967)	0	
Assistant Chief Executive Post	2018/19	2020/21	(3,436)	0	
Brexit Funding	2018/19	2022/23	(51,066)	0	
Leisure VAT Reclaim	2018/19	2022/23	(896,940)	(276,885)	To be used to fund the Friary Grange LC maintenance.
Chief Executive Total			(1,013,409)	(276,885)	
Corporate Services					
Property Reserve	2019/20	2023/24	(60,000)	0	
Digitisation Programme	2015/16	2023/24	(74,999)	(59,999)	Website Replacement & Digitisation
Condition Survey of District Council House	2016/17	Retain	(37,741)	(37,741)	Revenue works from the Condition Survey of District Council House
Single Customer Account	2018/19	2022/23	(43,210)	(57,910)	Top up each year as per MTFS budget
Cloud Project Costs	2018/19	2022/23	(30,000)	0	
Property Company Loan	2018/19	2022/23	(784,000)	(559,000)	Part funding for Property Company Loan (Lichfield Housing Limited) and subject to repurposing the Company
Property Management/Estates Team	2018/19	2022/23	(14,580)	0	
Potential Employee Costs	2019/20	2023/24	(30,000)	(30,000)	Communications Review
Party Wall Lichfield City Council	2020/21	2021/22	0	(40,000)	To cover the cost of party wall due to slippage into 2021/22
ICT Additional Staffing	2020/21	2024/25	0	(30,000)	To cover the cost of an additional staff member during 2021/22
Climate Change Initiatives	2020/21	2024/25	0	(99,050)	Remainder from the £100,000 Approved Budget
Corporate Services Total			(1,074,530)	(913,700)	
Finance & Procurement					
Business Rates Volatility Reserve	2017/18	Retain	(1,428,816)	(1,550,816)	To manage the inherent volatility of the Business Rates Regime.
Strategic Investments Volatility	2015/16	Retain	(145,052)	(236,172)	To manage the risk of value fluctuations and reductions in income returns in relation to strategic investments
Fees and Charges Review	2020/21	2021/22	0	(29,350)	Fees and charges review that will be completed in 2021/22.
Calculation of Appeals Provision	2020/21	2021/22	0	(5,000)	External support to calculate the Business Rates Appeals Provision
Finance & Procurement Total			(1,573,868)	(1,821,338)	
Revenues, Benefits & Customer Services					

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Reserve Name	Initial Set Up Year	Year to be Returned	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
Revenues & Benefits Service Improvement	2019/20	2023/24	(195,190)	(109,409)	New Burdens Grants - for RBS review changes will be used over the next three years maximum
Revenues & Benefits Service Improvement	2019/20	2023/24	0	(50,000)	Funding for the debtors module of the Financial Information System project in the Capital Programme.
Revenues, Benefits & Customer Services Total			(195,190)	(159,409)	
Governance & Performance					
Zurich Insurance	2019/20	2023/24	(37,473)	(33,473)	Risk Management Consultancy Service Fees - £4k Drawdown Per Annum
Terms and Conditions Review	2019/20	2023/24	(20,000)	(40,000)	To be used to cover terms and conditions review - project delayed
People Strategy	2019/20	2023/24	(101,705)	(82,476)	To cover the expenditure for the People Strategy
Individual Electoral Registration	2015/16	2019/20	(4,265)	0	
Lichfield District Council Elections	2015/16	Retain	(114,967)	(143,087)	To meet the cost of District Councils Elections every 4 years and any other Elections that may arise
Payroll System Implementation	2020/21	2021/22	0	(14,910)	To cover the extra costs during the implementation of the new payroll contract
Governance & Performance Total			(278,411)	(313,947)	
Regulatory Services, Housing & Wellbeing					
Environmental Health - Vehicle Maintenance/Replacement	2015/16	Retain	(14,499)	(16,999)	Maintenance and future replacement of Environmental Health Van
Homeless & Repossession Prevention Fund	2015/16	Retain	(22,951)	(27,146)	Homeless & Repossession Prevention Fund
IDOX Staffing Cost Support	2018/19	2022/23	(48,000)	(38,449)	The final element of the project is being scoped and costed to ensure it provides value for money before it is completed.
Locality Commissioning & Small Grants Funding	2020/21	2021/22	0	(34,931)	Delay in community projects due to COVID
Environmental Health additional staffing	2020/21	2024/25	0	(160,000)	Additional staff to cover missed work due to COVID
Regulatory Services, Housing & Wellbeing Total			(85,450)	(277,524)	
Economic Growth & Development Services					
Grant Aid -Development Historic Building Grants	2020/21	2024/25	0	(5,000)	To assist in repairs to listed and unlisted buildings within a conservation area that have

APPENDIX D

Reserve Name	Initial Set Up Year	Year to be Returned	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
					an Article 4(2) direction applied to them
HS2	2015/16	Retain	(35,413)	(35,413)	Costs associated with High Speed 2
Judicial Review/Planning Appeals	2015/16	Retain	(200,862)	(200,862)	To fund the costs related to planning appeals
Birmingham Road Site	2015/16	Retain	(567,810)	(100,360)	Funding for the approved commitment of temporary toilet block
Lichfield City Master Plan	2020/21	2024/25	0	(318,897)	Budget agreed as per cabinet report dated 6 October 2020
Multi Storey Car Park Refurbishment	2020/21	2024/25	0	(298,688)	To fund the project in the Capital Programme
Back scanning of Planning Apps	2020/21	2024/25	(20,388)	(40,388)	Digitisation of historical Planning Applications project
Planning Agency Staff	2020/21	2024/25	(41,236)	(60,000)	To fund short term agency staff
Improvement Programme	2018/19	2022/23	(10,350)	(5,350)	Development Management Improvement Programme
Museum Collections Officer	2019/20	2020/21	(6,565)	(6,565)	Temporary funding to manage museum's collection
Growth Hub Advisor	2019/20	2023/24	(7,000)	(7,000)	Growth Hub Advisor Contribution
Self/Custom Build/Brownsfield Grants 2019/20 Grants	2019/20	2023/24	(17,446)	(13,933)	Government grants received short term contribution to staffing costs
Conservation Policy	2019/20	2023/24	(15,720)	(15,720)	Undertake review of Conservation policy
Self/Custom Build/Brownsfield Grants Pre 2019/20 Grants	2016/17	2020/21	(31,897)	0	
University Car Park Sinking Fund	2018/19	Retain	(40,000)	(50,000)	As per agreement of £10,000 per annum
Neighbourhood Plans Grant	2018/19	2022/23	(29,004)	(49,003)	To fund costs of any future Neighbourhood plan referendums
Economic Growth (Business Rates Pilot)	2019/20	2023/24	(584,546)	(605,959)	To fund Coach Park Project in the Capital Programme
Joint Transport Review	2018/19	2022/23	(30,000)	0	
Local Plan Allocations Examination & Review	2016/17	Retain	(332,425)	(257,020)	Examination & Review Costs
Car Parks Vehicle Sinking Fund	2017/18	Retain	(10,000)	(13,334)	Vehicle Replacement
Small Business Grant Scheme	2018/19	Retain	(21,814)	(16,313)	Grants to be distributed for the 3 year scheme
Community Infrastructure Levy Volatility	2018/19	Retain	(72,181)	(83,619)	5% administration element - volatility reserve.
Ecology Land Search Brief	2020/21	2024/25	0	(13,000)	Procurement of Ecology Land Search Brief. Mapping potential biodiversity offsets. Related to emerging Environment Bill and Local Policy NR4

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Reserve Name	Initial Set Up Year	Year to be Returned	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
Events Budget	2020/21	2021/22	0	(10,000)	Events Budget from 2020/21 unspent
Marketing Campaign	2020/21	2021/22	0	(22,000)	Marketing Campaign
Tourism Website	2020/21	2024/25	0	(30,000)	Tourism Website replacement
Economic Growth & Development Services Total			(2,074,657)	(2,258,423)	
Operational Services					
Dry Recycling Contract - LDC Share	2015/16	Retain	(104,020)	(104,020)	Dry Recycling Contract - LDC Share 57.5% to cover the cost of any losses on the contract
Freedom Pensions Guarantee	2018/19	Retain	(60,100)	(86,810)	To manage the risk of the Freedom Pensions Guarantee
Local Authority Parks Improvement Programme	2018/19	Retain	(16,247)	(340)	Balance of MHCLG grant received March 2019
Squash Courts and Sports Hall Floors Friary Grange LC	2015/16	2020/21	(21,797)	0	
Parks Sink Fund	2020/21	2024/25	0	(20,000)	To cover maintenance of premises on a rolling programme – started in 2020/21
Burntwood Parks Tree Survey	2020/21	2021/22	0	(20,990)	Slippage on tree survey work due to Covid-19 to be utilised 2021/22
Active Lichfield Sports Development	2020/21	2021/22	0	(32,630)	Slippage on projects due to Covid-19 agreed to do carry forward and used in 2021/22
Trunk Road Sweeping	2020/21	2021/22	0	(58,000)	Delay in cleaning trunk roads during 2020/21 due to SCC to be used in 2021/22
Leisure & Parks Restructure	2020/21	2024/25	0	(49,000)	To manage the cost of a restructure in the Leisure and Parks Team
Friary Grange LC Refurbishment	2020/21	2021/22	0	(77,330)	Balance of budget for revenue implications for FGLC refurb slippage
Grounds Maintenance Vehicles and Equipment Sinking Fund	2015/16	W	(271,272)	(369,956)	To fund the replacement of vehicles and equipment contained in the asset management schedule (Capital Programme)
Operational Services Total			(473,436)	(819,076)	
COVID					
Section 31 Grant - Hardship Fund	2020/21	2024/25	0	(60,886)	Balance of Hardship Grant not spend in 2020/21 that has been allocated in 2021/22.
Section 31 Grant - Council Tax Compensation	2020/21	2024/25	0	(34,227)	Will be utilised to offset the Council Tax Collection Fund deficit chargeable to revenue in 2021/22 to 2023/24.
Section 31 Grant - Specific Covid-19 grants	2020/21	2024/25	0	(331,112)	Covid-19 Balance of specific grants such as Test and Trace etc.

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Reserve Name	Initial Set Up Year	Year to be Returned	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
Section 31 grant - Additional Restrictions Grant	2020/21	2024/25	0	(404,173)	Covid-19 ARG Grant
Risk - COVID-19 Housing / Hardship	2020/21	2024/25	0	(226,000)	Earmarked Reserve for Housing / Hardship related risks
Section 31 Grant - General Covid-19	2019/20	2023/24	(24,726)	0	
Section 31 Grant - additional reliefs for leisure, hospitality, leisure and nurseries.	2020/21	2024/25	0	(6,588,096)	Section 31 grants received for reliefs granted - will offset deficit over next three years.
Section 31 grant - Revenues & Benefits Service Improvement	2020/21	2024/25	0	(166,800)	New Burdens Allocation for Administering the Business Support Grants
Risk - Operational Services Contract Reserve	2020/21	2024/25	0	(492,974)	Potential Support for Operational Services activities due to Covid-19
COVID Total			(24,726)	(8,304,268)	
Total Unrestricted Earmarked Reserves			(£6,793,677)	(£15,144,571)	

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Restricted Earmarked Reserves

Reserve Name	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
Regulatory Services, Housing & Wellbeing			
Flexible Homelessness Grant	(336,924)	(427,688)	To be used to deal with and prevent homelessness
Housing First	(81,333)	(64,015)	To be used for two year project for the Rough Sleeping Initiative - in conjunction with CCDC
SILIS Project Management	0	(28,099)	To be used in 21/22 and 22/23 for project management costs - in conjunction with other Local Authorities
NSAP - Personalisation Funding	0	(9,792)	To be used for the personalisation of rented accommodation for the homeless - ten clients at £1k each
Regulatory Services, Housing & Wellbeing Total	(418,258)	(529,594)	
Economic Growth & Development Services			
Central Building Control Partnership - Building Regulations Reserve	(126,656)	(296,250)	To offset surplus or deficits against future building regulation charges. This must be reinvested to improve the quality of the service and there are now more partners.
Local Authority Trading Company Set Up Costs	(25,000)	(25,000)	Budget to set up a Building Control Trading Company - related to certain partners.
Planning Applications Income Increase	(139,913)	(163,385)	20% increase in Planning Application fees that must be spent on Planning
Birmingham Road Car Park Repairs and Renewals	(2,386,013)	(1,978,417)	To be held for the purpose of City Centre redevelopment as per agreement
Friary Multi Storey Bromford Sinking Fund	(3,641)	(4,315)	Required under the legal agreement with Bromford.
South Staffs DC and Lichfield DC Partnership Land Charges Reserve	(17,293)	(98,366)	To offset surplus or deficits against future land charges. This will be reinvested to improve the quality of the service.
Economic Growth & Development Services Total	(2,698,516)	(2,565,733)	
Operational Services			
Public Open Space -St Matthews Site, Burntwood	(67,064)	(64,541)	To cover the ongoing maintenance of the site
Commuted sums for Hawksyard	(186,894)	(167,785)	To cover the ongoing maintenance of the site
Commuted sums for Darwin Park	(13,182)	(9,886)	To cover the ongoing maintenance of the site
Public Open Space at Darwin Park	(123,676)	(158,676)	To cover the ongoing maintenance of the site
Charter Place Shortbutts Lane S106	(28,730)	(26,275)	To cover the ongoing maintenance of the site
Heritage Lottery Fund LDC Contribution	(25,301)	(25,301)	Agreed as part of the Heritage Lottery Fund award
Heritage Lottery Fund - Management	(8,250)	(8,250)	Agreement with HLF to use Greenstat funding to monitor and encourage participation
Friary Grange LC Synthetic Pitch Sinking Fund	(16,700)	(16,700)	Will be used to fund the Friary Grange LC refurbishment project.
Victoria Hospital Friary Road Lichfield	0	(25,894)	To cover the ongoing maintenance of the site
Waste Shared Service Property growth - LDC	(214,372)	(214,372)	Servicing new properties in the future Lichfield DC

APPENDIX D

Reserve Name	Earmarked Reserves 1 April 2020 £	Earmarked Reserves 31 March 2021 £	Purpose
Waste Shared Service Property growth - TBC	(258,868)	(242,330)	Servicing new properties in the future TBC
Dry Recycling Contract - TBC	(78,815)	(78,815)	Dry Recycling Contract - TBC Share 42.5%
Employee Benefits - TBC	(14,930)	(14,930)	Holiday Pay Overtime - TBC Share 42.5%
Payments in Adv. for Fleet - TBC	(43,900)	(54,950)	Payments in Adv for Fleet - TBC Share
Operational Services Total	(1,080,682)	(1,108,705)	
Total Restricted Earmarked Reserves	(£4,197,455)	(£4,204,032)	

TBC relates to reserves retained on behalf of Tamworth Borough Council as part of the Joint Waste Service.

Capital Programme Performance in 2020/21

Project	Original Budget	Approved Budget	Actual	Variance
New Build Parish Office/Community Hub	92,000	0	0	0
Armitage with Handsacre Village Hall storage container	6,000	0	0	0
Re-siting of Armitage War Memorial and surrounding area	120,000	0	0	0
Replacement of Play Equipment at Hill Ridware Village Hall	0	0	(4,897)	(4,897)
Burntwood LC CHP Unit	0	223,000	159,125	(63,875)
Burntwood Leisure Centre - Decarbonisation Scheme	0	531,000	619,835	88,835
King Edwards VI School (CIL)	0	101,000	101,000	0
Friary Grange - Short Term Refurbishment	521,000	400,000	430,812	30,812
Replacement Leisure Centre	164,000	106,000	55,600	(50,400)
St. Stephen's School, Fradley (S106)	0	22,000	21,464	(536)
Beacon Park Pathway	0	30,000	0	(30,000)
Gym Equipment at Burntwood Parks	0	34,000	34,000	0
Accessible Homes (Disabled Facilities Grants)	1,698,000	511,000	682,601	171,601
Home Repair Assistance Grants	15,000	10,000	3,365	(6,635)
Decent Homes Standard + DCLG Monies	384,000	0	0	0
Energy Insulation Programme	10,000	0	0	0
Unallocated S106 Affordable Housing Monies	414,000	255,000	78,215	(176,786)
Enabling People Total	3,424,000	2,223,000	2,181,120	(41,880)
Darnford Park (S106)	13,000	18,000	17,784	(216)
Loan to Council Dev Co.	675,000	0	0	0
Lichfield St Johns Community Link (CIL)	35,000	0	0	0
Staffordshire Countryside Explorer (CIL)	44,000	0	0	0
Equity in Council Dev Co.	0	225,000	225,000	0
Bin Purchase	150,000	210,000	263,898	53,898
Dam Street Toilets	0	40,000	0	(40,000)
Vehicle Replacement Programme (Waste)	0	22,000	21,995	(5)
Vehicle Replacement Programme (Other)	56,000	66,000	67,277	1,277
Stowe Pool Improvements (S106) (Jul 2012)	50,000	57,000	56,820	(180)
Cannock Chase SAC	22,000	32,000	31,416	(584)
Shaping Place Total	1,045,000	670,000	684,190	14,190
Multi Storey Car Park Refurbishment Project	0	50,000	1,313	(48,688)
Coach Park	625,000	250,000	(5,428)	(255,428)
Birmingham Road Site - Short Term Redevelopment	0	222,000	208,559	(13,441)
Developing Prosperity Total	625,000	522,000	204,444	(317,556)
Property Investment Strategy	11,500,000	0	0	0
Property Planned Maintenance	125,000	90,000	0	(90,000)
New Financial Information System	250,000	75,000	30,712	(44,288)
Multi-Function Printers	0	0	23,793	23,793
Depot Sinking Fund	11,000	0	0	0
Equipment Storage	0	100,000	0	(100,000)
ICT Infrastructure	55,000	154,000	66,369	(87,631)
ICT Cloud	100,000	0	0	0
ICT Hardware	202,000	0	0	0
ICT Innovation	250,000	95,000	97,145	2,145
District Council House Repair Programme	164,000	50,000	0	(50,000)
Good Council Total	12,657,000	564,000	218,020	(345,980)
Approved Budget	17,751,000	3,979,000	3,287,773	(691,227)
Funding Source	Original Budget	Approved Budget	Actual	Variance
Capital Receipts	1,402,000	522,000	104,227	(417,773)
Corporate Revenue	182,000	182,000	182,000	0
Borrowing Need - Borrowing and Finance Leases	11,664,000	106,000	(541,809)	(647,809)
Capital Grants and Contributions	3,287,000	1,754,000	1,830,867	76,867
Reserves, Existing Revenue Budgets and Sinking Funds	1,216,000	1,415,000	1,712,488	297,488
Capital Programme Total	17,751,000	3,979,000	3,287,773	(691,227)

Capital Programme Slippage and Revised Budget in 2021/22

Project	Original Budget	Slippage	Revised Budget
New Build Parish Office/Community Hub	92,000	0	92,000
Armitage with Handsacre Village Hall storage container	6,000	0	6,000
Re-siting of Armitage War Memorial and surrounding area	120,000	0	120,000
Replacement of canopy and artificial grass at Armitage	3,000	0	3,000
Burntwood LC CHP Unit	0	64,000	64,000
Burntwood Leisure Centre - Decarbonisation Scheme	532,000	(89,000)	443,000
Friary Grange - Short Term Refurbishment	240,000	(31,000)	209,000
Replacement Leisure Centre	278,000	50,000	328,000
Beacon Park Pathway	0	30,000	30,000
Accessible Homes (Disabled Facilities Grants)	1,272,000	(172,000)	1,100,000
Home Repair Assistance Grants	22,000	7,000	29,000
Decent Homes Standard	147,000	0	147,000
Energy Insulation Programme	22,000	0	22,000
DCLG Monies	212,000	0	212,000
Unallocated S106 Affordable Housing Monies	429,000	177,000	606,000
Enabling People Total	3,375,000	36,000	3,411,000
Canal Towpath Improvements (Brereton & Ravenhill)	36,000	0	36,000
Loan to Council Dev Co.	675,000	0	675,000
Lichfield St Johns Community Link	35,000	0	35,000
Staffordshire Countryside Explorer	44,000	0	44,000
Env. Improvements - Upper St John St & Birmingham Road	7,000	0	7,000
Bin Purchase	150,000	0	150,000
Dam Street Toilets	0	40,000	40,000
Vehicle Replacement Programme (Other)	108,000	(1,000)	107,000
The Leomansley Area Improvement Project	3,000	0	3,000
Cannock Chase SAC	44,000	0	44,000
Shaping Place Total	1,102,000	39,000	1,141,000
Multi Storey Car Park Refurbishment Project	250,000	49,000	299,000
Birmingham Road Site - Coach Park	625,000	255,000	880,000
Vehicle Replacement Programme (Car Parks)	10,000	0	10,000
Car Parks Variable Message Signing	32,000	0	32,000
Old Mining College - Refurbish access and signs	13,000	0	13,000
St. Chads Sculpture (Lichfield City Art Fund)	5,000	0	5,000
Birmingham Road Site - Short Term Redevelopment	0	13,000	13,000
Developing Prosperity Total	935,000	317,000	1,252,000
Property Planned Maintenance	289,000	90,000	379,000
New Financial Information System	225,000	44,000	269,000
Depot Sinking Fund	11,000	0	11,000
Equipment Storage	0	100,000	100,000
ICT Infrastructure	35,000	88,000	123,000
ICT Hardware	165,000	0	165,000
ICT Innovation	205,000	(2,000)	203,000
District Council House Repair Programme	188,000	50,000	238,000
Good Council Total	1,118,000	370,000	1,488,000
TOTAL	6,530,000	762,000	7,292,000

Investments in the 2020/21 Financial Year

The table below shows a breakdown of our investments at the end of March 2021:

Counterparty	Principal	Matures	Days to Maturity	Rate	Credit Rating	Non-UK Organisation
Money Market Funds						
Federated	£1,780,000	01-Apr-21	Instant Access	0.01%	0	N/A
Aberdeen	£4,000,000	01-Apr-21	Instant Access	0.01%	0	N/A
BNP Paribas MMF	£2,550,000	01-Apr-21	Instant Access	0.01%	0	N/A
CCLA MMF	£5,000,000	01-Apr-21	Instant Access	0.05%	0	N/A
Strategic Funds						
CCLA Property Fund	£2,000,000	N/A	N/A	4.34%	N/A	No
Ninety-One Diversified Income Fund	£2,000,000	N/A	N/A	4.11%	N/A	No
CCLA Diversified Income Fund	£2,000,000	N/A	N/A	3.44%	N/A	No
Aegon Diversified Income Fund	£2,000,000	N/A	N/A	3.67%	N/A	No
Fixed Term Investments						
Monmouthshire Council	£2,000,000	28-Jun-21	89	0.25%	LOCAL	
Cheltenham Borough Council	£2,000,000	12-May-21	42	0.15%	LOCAL	
Highland Council	£2,000,000	17-May-21	47	0.13%	LOCAL	
Conwy County Borough Council	£2,000,000	30-Jun-21	91	0.15%	LOCAL	
Staffordshire Moorlands District Council	£2,000,000	18-Nov-21	232	0.25%	LOCAL	
Surrey Heath Borough Council	£2,000,000	15-Jun-21	76	0.10%	LOCAL	
Ashford Borough Council	£2,000,000	19-Jul-21	110	0.10%	LOCAL	
Call Accounts with Notice Period						
Lloyds	£1,000,000	04-Jul-21	95	0.04%	A+	
HSBC	£999,500	01-May-21	31	0.20%	A+	
Total Investments	£37,329,500					

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Burntwood Neighbourhood Plan Final Decision Statement

Report of the Cabinet Member for Economic Development and Local Plan, Parks & Leisure
Councillor I. Eadie



Date:	8 June 2021
Agenda Item:	4
Contact Officer:	Patrick Jervis
Tel Number:	01543 308196
Email:	Patrick.jervis@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	All Burntwood ward members

CABINET

1. Executive Summary

- 1.1 This report relates to the preparation of a Neighbourhood Plan covering Burntwood which has recently been subject to referendum. The Burntwood Neighbourhood Plan received a majority 'Yes' vote at its referendum held on 6 May 2021. The District Council now has to formally 'make' the Burntwood Neighbourhood Plan, following which it will form a part of the Development Plan in Lichfield District.

2. Recommendations

- 2.1 That cabinet notes the results of the referendum for the Burntwood Neighbourhood Plan as presented at paragraph 3.3 of this report.
- 2.2 That the Cabinet agrees to the making of the Burntwood Neighbourhood Plan and that this decision is reported to Full Council.

3. Background

- 3.1 Neighbourhood planning is one of the provisions of the 2011 Localism Act allowing local communities to bring forward detailed policies and plans which can form part of the statutory planning process for an area and its residents.
- 3.2 The Neighbourhood Planning (General) Regulations 2012 require that Neighbourhood Plans are subject to a referendum. The referendum was held in accordance with the Neighbourhood Planning (Referendum) Regulations 2012. All those eligible to vote in the Burntwood Neighbourhood Area voted Yes or No to the following question, "Do you want Lichfield District Council to use the Neighbourhood Plan for Burntwood to help it decide planning applications in the Neighbourhood Area?" If the majority (50% +1) of the turnout vote in favour the Local Planning Authority (Lichfield District Council) must make the Neighbourhood Plan.
- 3.3 The referendum for Burntwood was held on 6 May 2021, this follows the postponement of the referendum in May 2020 due to the Coronavirus (Covid-19) pandemic. The Burntwood Neighbourhood Plan referendum received a turnout of 28.3%, with 4482 (76%) votes in favour and 1408 (24%) votes against the making of the Neighbourhood Plan.
- 3.4 The 2012 Regulations require that upon the completion of the referendum the Local Planning Authority is required to publish a 'Decision Statement' on their website. This Decision Statement will state that the Neighbourhood Plan has been successful at referendum and will now be 'made', and will

form a part of the Development Plan for Lichfield District. A proposed Decision Statement in respect of the Burntwood Neighbourhood Plan is attached at **Appendix A**.

- 3.5 The Cabinet is asked to note the referendum results set out at paragraph 3.3 of this report and the Decision Statement and agree to the making of the Burntwood Neighbourhood Plan. The Burntwood Neighbourhood Plan is attached at **Appendix B**. The decision of the Cabinet will then need to be endorsed by Full Council.
- 3.6 Subject to a decision to make the Neighbourhood, the District Council will need to publish the Decision Statement online, and provide the Decision Statement to the Qualifying Body (Burntwood Town Council) and any other stakeholder who has requested to be notified of the decision. The Neighbourhood Plan will form a part of the Development Plan for Lichfield District and will be used in determining planning applications. The made Neighbourhood Plan will be published online and the prescribed persons will be notified.
- 3.7 The Burntwood Neighbourhood Plan has been examined against the adopted Local Plan for Lichfield District. Members will be aware of the continued progress of the Local Plan 2040 (formerly Local Plan Review) which was most recently reported to Cabinet in February 2021. Once adopted the Local Plan 2040 will replace the adopted local plan. Should policies within the neighbourhood plan conflict with policies within the Local Plan 2040 (once adopted), and/or any subsequent adopted development plan document or area action plan, then the most recently adopted plan would have greater weight in decision-making on planning applications.

Alternative Options	<ol style="list-style-type: none"> 1. The Lichfield District Council refuses to make the Neighbourhood Plan. The Council can only do this if it considers this would breach, or be incompatible with any EU Obligation or any of the Convention Rights. 2. Following the making of the Neighbourhood Plan, Lichfield District Council can decide to modify or revoke the Neighbourhood Plan, in line with the Regulations.
Consultation	<ol style="list-style-type: none"> 1. In line with the Regulations the Neighbourhood Plan has been through numerous consultation periods. A Consultation Statement detailing the consultation undertaken throughout the Neighbourhood Plan process was provided by the Qualifying Body (Burntwood Town Council) as part of their Neighbourhood Plan Submission Documentation. 2. The Neighbourhood Plan Referendum was publicised according to the Neighbourhood Planning (Referendum) Regulations 2012.
Financial Implications	<ol style="list-style-type: none"> 1. The Government has made grant aid available to District Councils in recognition of the level of resourcing required in the administration of Neighbourhood Plans. 2. Communities with Neighbourhood Plans in place will be entitled to 25% of the Community Infrastructure Levy (CIL) receipts generated by eligible development in their area. Communities with no Neighbourhood Plan will be entitled to 15%.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. The Neighbourhood Plan demonstrates that it is in broad conformity with the Local Plan Strategy (2015) and Local Plan Allocations (2019) which conform with the Strategic Plan.

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 ensure that consultation is undertaken with the wider community and covers human rights matters. 2. The Neighbourhood Planning (Referendum) Regulations 2012 ensure that all those eligible were entitled to vote in the referendums. <p>Equality Impact Assessments (EqIA) have been completed for the Fradley Neighbourhood Plan and is attached at Appendix C.</p>
Crime & Safety Issues	<ol style="list-style-type: none"> 1. Crime and community safety issues may be considered as part of the Neighbourhood Plans.
Environmental Impact	<ol style="list-style-type: none"> 1. The Council is required to assess the environmental impacts of any plan which it produces. Accordingly, a Strategic Environmental Assessment and Habitat Regulations Assessment Scoping report was undertaken on the Burntwood Neighbourhood Plan. 2. The independent examination of the Burntwood Neighbourhood Plan considered evidence including the aforementioned scoping report and considered this compliant with European legislation.
GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> 1. A Privacy Impact Assessment has been undertaken.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Qualifying Body propose the replacement of the Neighbourhood Plan.	Ensure the Qualifying Body produce the replacement Neighbourhood Plan in accordance to the Neighbourhood Planning (General) Regulations 2012.	Green
B	Lichfield District Council decide to modify the made Neighbourhood Plan.	Lichfield District Council in line with the Regulations will seek the permission of Qualifying Body before modifying the Neighbourhood Plan, and will carry out the process in accordance with the Regulations.	Green
C	Lichfield District Council decide to revoke the made Neighbourhood Plan.	Lichfield District Council will gain permission from the Secretary of State before revoking the Neighbourhood Plan, the revocation will be in accordance with the Regulations.	Green
D	Secretary of State revokes the made Neighbourhood Plan.	This would be outside the control of the District Council.	Green

Background documents

[Burntwood neighbourhood plan referendum version](#)

[Burntwood neighbourhood plan decision statement](#)

[Burntwood neighbourhood plan examiner's report](#)

Relevant web links

[Burntwood Neighbourhood Plan](#)

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Burntwood Neighbourhood Plan Development Plan

Decision Statement published pursuant to the Localism Act 2011 Schedule 38A (9) and Regulations 19 & 20 of the Neighbourhood Planning (General) Regulations 2012

1. Summary:

- 1.1 Lichfield District Council decided by resolution of Cabinet on 8 June 2021 to make the Burntwood Neighbourhood Development Plan under Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended). The Burntwood Neighbourhood Development Plan now forms part of the Development Plan for Lichfield District.

2. Reasons for decision:

- 2.1 The Burntwood Neighbourhood Plan meets the Basic Conditions and its promotion process is compliant with legal and procedural requirements. Paragraph 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the area. The Plan was endorsed by more than the required threshold in the referendum on 31 January 2019.

3. Background:

- 3.1 On 18 December 2013 Burntwood Town Council requested that the Burntwood Neighbourhood Area be designated for the purposes of producing a Neighbourhood Development Plan for the area. Following a six week consultation Lichfield District Council designated the Burntwood Neighbourhood Area on 8 April 2014.
- 3.2 In April 2018 Burntwood Town Council published the draft Burntwood Neighbourhood Plan for a minimum six week consultation, in line with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 which closed in June 2018.
- 3.3 The Burntwood Neighbourhood Plan was submitted by the Town Council to Lichfield District Council in August 2019 for assessment by an Independent Examiner. The Plan (and associated documents) was publicised for consultation by Lichfield District Council for six weeks between 9 August 2019 and 20 September 2019 (the Local Authority publicity consultation). Mr Nigel McGurk BSc (Hons) MCD MBA MRTPI was appointed as the Independent Examiner and all comments received at the Local Authority publicity consultation were passed on for his consideration.

- 3.4 The Examiner's report concluded that, subject to modifications, the Burntwood Neighbourhood Plan met the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made it should proceed to referendum.
- 3.5 A referendum was held on Thursday 06 May 2021, 76% of those who voted were in favour of the Neighbourhood Plan. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

This decision statement can be viewed online on the [Lichfield District Council website](#).

BURNTWOOD

NEIGHBOURHOOD

DEVELOPMENT PLAN

2019—2029



Made 08 June 2021



2029 Vision

By 2029 Burntwood will be a positive, outward facing but internally connected and coherent community that is sustainable, successful, serves the needs of all its people and is open to opportunities and potentials that will continue to enhance and strengthen its position.

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Appendices

Appendix 1 Listed Buildings

Appendix 2 Identified Open Spaces

Appendix 3 Glossary

Foreword

The creation of the Neighbourhood Development Plan is a unique and exciting opportunity for the Burntwood community to establish a blueprint for a long term sustainable plan for the town, which will transform the area from a conjoined collection of four villages with local foci, into a modern, well laid out cohesive town with a vibrant and diverse town centre based around a pedestrian square. Healthier living will be encouraged through non-car based transit between areas, more open air recreation and leisure and a better quality of life all residents by the provision of appropriate affordable housing and community based support.

This will be achieved by addressing many of the problems which have developed over the last sixty years, during a period of significant infill and peripheral housing growth, not matched by improved infrastructure or services. Previous housing development has pushed settlement boundaries into surrounding countryside, whilst central areas have been allowed to decline resulting in many pockets of outdated, rundown buildings and in some cases, overgrown wasteland. These sites can and should be used more effectively to help protect valuable greenfield and Green Belt sites.

A key measure of success will be improvements in the lives of all existing residents, but, in particular, 18-30 year and olds, young families and better support for our senior citizens as well as the generations to come.

1.0 Introduction and Background

Preparing the Neighbourhood Development Plan

- 1.1 The Localism Act 2011 presented Burntwood Town Council with the opportunity to use a new power: the power to prepare a Neighbourhood Development Plan (NDP) for the area. NDPs give local people the opportunity to shape new development.
- 1.2 Burntwood Town Council, as a qualifying body, decided to prepare an NDP for the town on 7 November 2013. NDPs must be prepared using a process set by Government (Figure 1). The first step is “designation”, and an application for designation as a neighbourhood planning area was submitted to Lichfield District Council on 18 December 2013. The application was approved on 8 April 2014. The designated neighbourhood planning area is shown on Map 1.

Figure 1 Neighbourhood Development Plan Process



- 1.3 To kick-start the Burntwood NDP preparations two initial, open consultation events were held “*The Neighbourhood Plan Listening Events*”. These were held: for local organisations on 13 December 2014 at Chase Terrace Technology College from 10am to 1pm and on the 26 February 2014 at the Burntwood Memorial Institute from 7pm to 9pm for all members of the public. Town Councillors invited local people to meet and find out more about the process and to listen to people’s views on the future of the area. Representatives of community groups, churches, service providers and police were in attendance.
- 1.4 A table showing a summary of comments submitted and their possible planning categories is provided on the Town Council’s [web page](#). In the summer of 2014, the Town Council established a Neighbourhood Plan Committee and secured funding from the Government to support the preparation of the NDP.
- 1.5 A Draft Policies consultation document was consulted upon during March/April 2016. The Neighbourhood Plan Committee considered the comments made during this consultation and used them to help prepare the Regulation 14 Draft of the Plan. Separate consultation work was undertaken with young people in the area, this included consultation with sixth form students at Chase Terrace Technology College between 24th and 27th May 2016. At a later stage residents’ groups have been involved in adding to the plan to detail how Burntwood can be improved without encroaching into valuable Green Belt.



Policy Options consultation, March 2016

- 1.6 The made Neighbourhood Plan forms part of the development plan for the Neighbourhood Area and as such, it will be used to help determine planning applications alongside the Local Plan Strategy, Local Plan Allocations document and other material considerations, including the National Planning Policy Framework (NPPF).



Policy Options consultation, Burntwood Library, March 2016

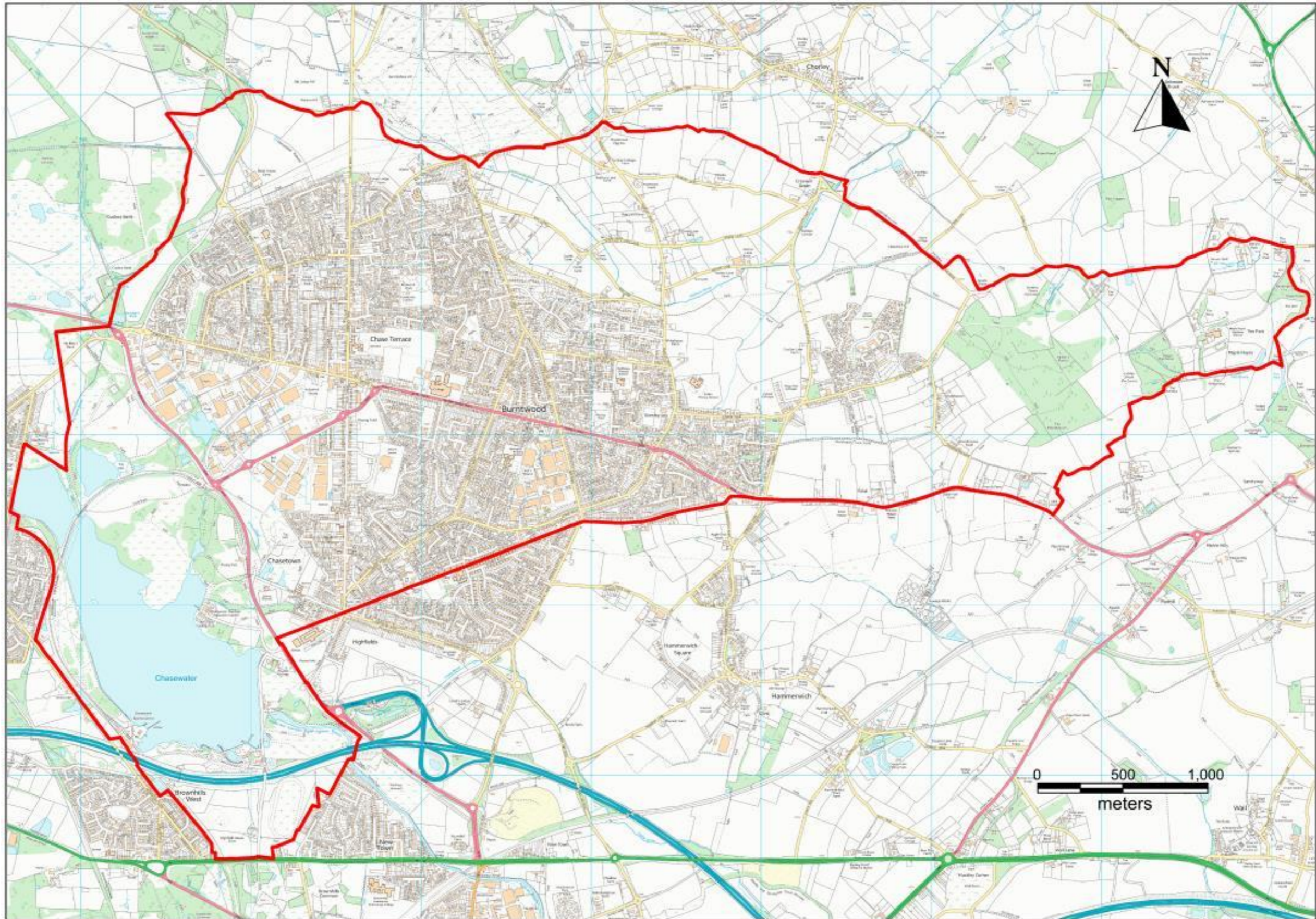
- 1.7 Planning can be full of jargon, so to help you in the reading of this document we have included a glossary at the back (Appendix 3).

Strategic Environmental Assessment and Habitat Regulations Assessment

- 1.8 In preparing the Regulation 16 Submission Draft NDP the plan has been screened for the purposes of Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA). Copies of these screenings are available separately.

CONFIDENTIAL

Map 1 Burntwood Designated Neighbourhood Plan Area (Crown copyright and database rights [2015] Ordnance Survey 100055940 Burntwood Town Council (Licensee))



2.0 *Policy Context*

National Planning Policy

- 2.1 National planning policy is set out in the *National Planning Policy Framework* (NPPF)¹. The Burntwood NDP has to take account of national planning policy and guidance. The NPPF sets out that the purpose of the planning system is to contribute to the achievement of sustainable development, and in doing so the planning system has to perform an economic role, a social role and an environmental role.

Lichfield District Planning Policy

- 2.2 As set out in footnote 16, to para. 29 of national planning policy, neighbourhood development plans have to be in “general conformity” with the strategic planning policies set by Lichfield District Council.
- 2.3 Current strategic planning policy for the area is contained in the Lichfield District Local Plan Strategy 2009-2029 (adopted 2015). The Local Plan Allocations document includes a number of policies that relate directly to the Neighbourhood Area – Policy Burntwood 3: Burntwood Economy; Policy B1: Burntwood Housing Land Allocations; and Policy B2: Burntwood Mixed Use Allocations. The Local Plan Strategy policies focussing specifically on the neighbourhood area are Place Policies Burntwood 1 to 5. These relate to the following:

Policy Burntwood 1: Burntwood Environment

Policy Burntwood 2: Burntwood Services and Facilities

¹ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Policy Burntwood 3: Burntwood Economy

Policy Burntwood 4: Burntwood Housing

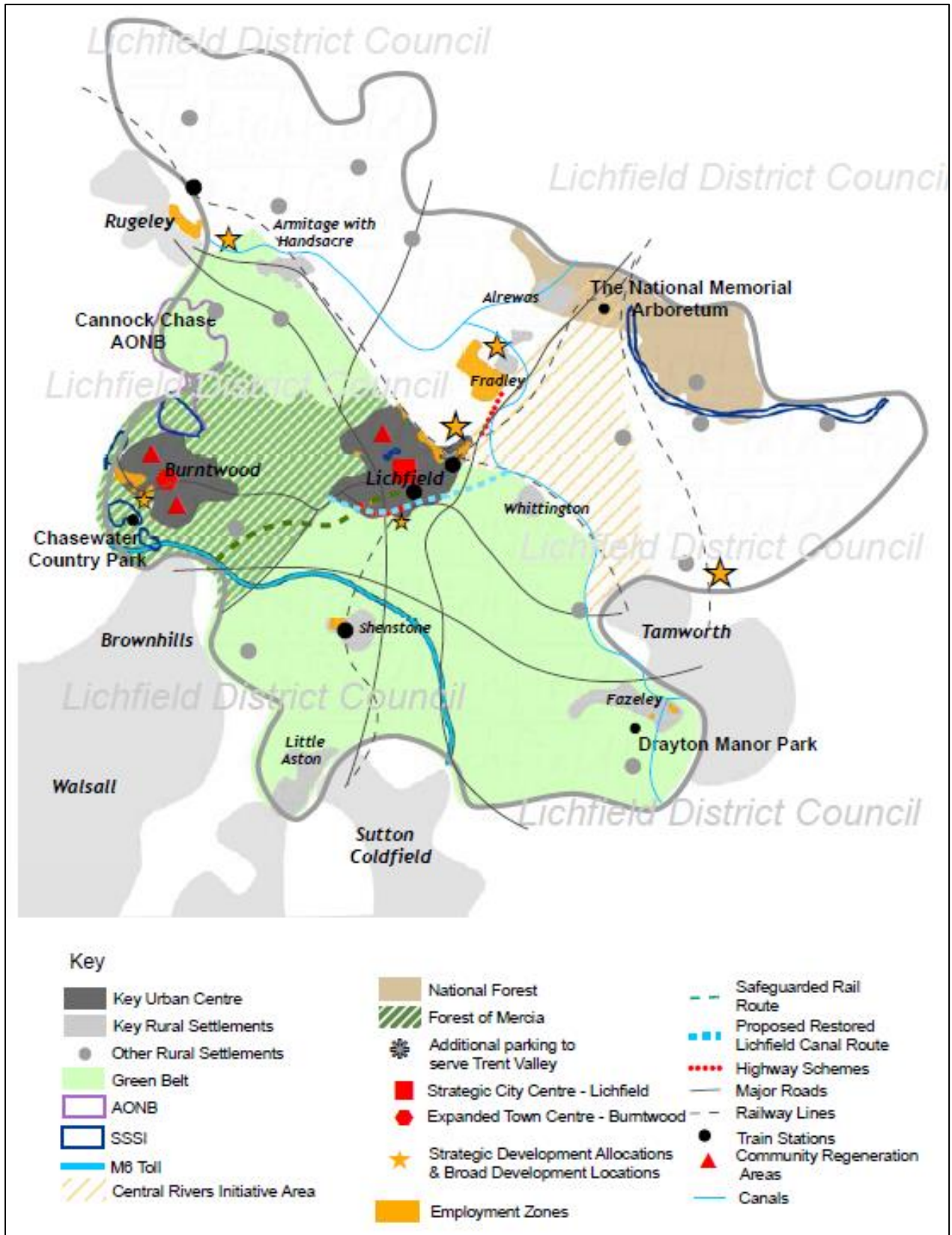
Policy Burntwood 5: East of Burntwood Bypass

It is important to note, that these Burntwood specific policies should be read in conjunction with the district wide core planning policies and development management policies also set out in the Local Plan Strategy.

- 2.4 The spatial impact of these policies is shown in the Lichfield Local Plan Strategy Key Diagram (Map 2).

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Map 2 – Lichfield Local Plan Strategy Key Diagram (Source: Lichfield District Council)



Burntwood Town Strategy

- 2.5 As well as national and strategic planning policy, a key Town Council policy document informing the development of the Burntwood Neighbourhood Development Plan has been the *Burntwood Town Strategy* produced in 2011. This strategy set out a strategic approach for the future of Burntwood's communities, built from grassroots views about the strengths, challenges and priorities for the area. The vision from the strategy, the objectives and many of the proposed actions remain relevant and have fed in to the NDP.



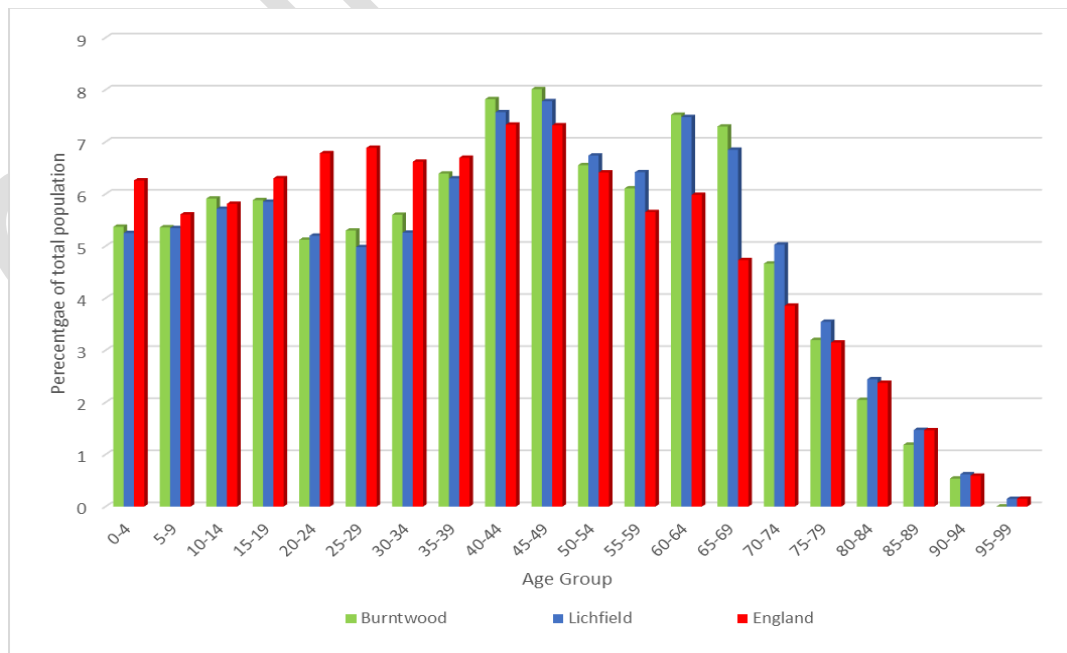
Chasetown Memorial Park

3.0 *A Portrait of Burntwood*

Introduction

3.1 The designated neighbourhood planning area covers the whole of the civil parish of Burntwood, the Town Council area, and lies on the fringe of the West Midlands conurbation in the southern part of Staffordshire, approximately 9.5km (6 miles) to the east of Cannock and 7 km (4 miles) south west of Lichfield on the western edge of Lichfield District. The A5190 to the north and the M6 Toll Road to the south pass through the neighbourhood area. The neighbourhood plan area covers 1,580 hectares and the population of the area was 26,049 in the 2011 Census (Neighbourhood Statistics)², Figure 2 shows the age distribution in the plan area in comparison to Lichfield District and England. The key feature to note being the area’s ageing population.

Figure 2 – Burntwood Population Comparison (Source: 2011 Census)



² Nomis

- 3.2 Whilst being within Lichfield District, the area is, and many perceive the area to be, somewhat marginal to Lichfield City, with its historic centre, and larger retail and service base.
- 3.3 The neighbourhood area includes the urban areas of Burntwood, Chase Terrace, Chasetown, and Boney Hay, which is inset within the Green Belt; Chasewater Country Park which is part of a Site of Special Scientific Interest (SSSI) and is a sub-regional recreational resource; and housing development on the former St Matthews Hospital.



St Matthews Hospital site

Early History of the Settlements

- 3.4 The settlement of Burntwood has evolved from its historic origins as a series of smaller mining communities which have coalesced over time, particularly with significant residential growth from the 1960s to the 1990s. This has led to Burntwood lacking a town centre large enough, or identifiable enough, to cater for the needs of its population (which, at over 26,000 is comparable to the population size in Lichfield City (32,219)). There is a need to create an attractive and functional town centre, with associated environmental

EARLY HISTORY OF BURNTWOOD'S SETTLEMENTS

Burntwood derives from “*Brendewoode*” – it has been suggested this name derives from the burning of a heath in Cannock Forest.

Boney Hay derives from the waste of le Brunehew. A plaque marking this can be found on the Burntwood Heritage Trail.

Chasetown was formerly part of Cannock Chase. Chasetown itself developed from around 1850 along what is today Church Street. This was formerly known as Colliery Road, where a mine was situated at its west End. By 1867 the village had become known as Chasetown.

As mining moved gradually northwards, so too did settlement and by 1870 **Chase Terrace** had developed into a village north of modern-day Cannock Road and west of Rugeley Road.

improvements, to help the community develop a sense of cohesion, both environmentally and socially.

- 3.5 As has already been said, the neighbourhood plan area is made up of a number of separate settlements. The "village" of Burntwood is at the eastern end of the town and is the oldest part of it. It is relatively more affluent than other parts of the town, and includes a number of 1960s and 1970s housing estates and the more recent Hunslet Road estate.



Hunslet Road Estate

- 3.6 In the north west of the town, built around the terraced streets of a former mining village, built in the late 1880s and 1890s, is Chase Terrace. Around this core easily identifiable and discrete 1960s and 1970s estates (each with separate generic names e.g. Hollygrove Estate, Redwood Estate) have been developed. More recently, the Larks' Rise housing estate, adjacent to the former opencast mine site, has been built. New additional dwellings have also been built as infill, such as Stables Way that refers back to the historic name of the area around the junction with the A5190, known for many years as The Wooden Stables. The mining history of the town is reflected in its

newest estates where streets were named after former collieries. This part of the town was also home to three abattoirs, now only one, who were significant local employers. Over recent years, the Chase Terrace area has also seen the extension and development of industrial estates linked to the opening of the town by-pass.

- 3.7 The name Chasetown was first recorded in 1867. Chasetown was a coal mining village based around a coal pit struck by the Marquess of Anglesey in 1849. The No. 2 and No. 9 pits opened in the 1850's to the west of the village where Burntwood Rugby Club is now situated. Due to the increase in the mining industry in the area, housing was built around the High Street, Church Street and Queen Street for the miners. In 1865 St Anne's Church, the first Church in England with electric lights, was built and the village carried on expanding.



The old historic core of Chasetown

- 3.8 After World War 2 the village began to expand creating the Oakdene Estate and in 1958 this became the largest council estate in Lichfield District. Even when the last mine closed in 1959 the village carried on expanding as it became an "overspill" area for people from throughout the West Midlands conurbation. During the 1970s, the

green land between Chasetown, Chase Terrace and Burntwood was developed and the three villages joined. Today, there is little to show of the mining industry that Chasetown was built around other than the Chasewater Reservoir which provided water for the canals that transported coal into Birmingham and the Chasewater Light Railway which has been restored.

- 3.9 Boney Hay, west of Ogley Hay Road, began to grow in the late 19th century. The area derives its name from the Medieval waste of le Brunehew and was known as Burnehey or Bornehay by the 16th century. By the 17th Century, Coney Lodge and Coney Mill existed in the north west of area on the heath. In the early 1860's, small houses were built to accommodate miners who were working in local mines.
- 3.10 Today, Boney Hay consists of a mix of social houses and privately owned houses with two, three and four bedrooms. There is also a primary school, a doctor's surgery, a number of different shops, two public houses and a Working Men's Club. Gentleshaw Common lies on one boundary of Boney Hay and Redwood Park on another.

Burntwood Today

- 3.11 The Burntwood neighbourhood plan area is set within the Green Belt, and is in close proximity to areas of high environmental significance, both ecologically and visually, including the Cannock Chase Area of Outstanding Natural Beauty (AONB) and Special Area of Conservation (SAC) to the north, and Chasewater Country Park to the west, part of which is a Site of Special Scientific Interest (SSSI). Many views expressed in the development of the *Town Strategy* supported the view that this setting gave Burntwood the benefit of being an accessible town with a countryside setting and with scope to improve green infrastructure links in the area, potentially incorporating walkways and cycleways, to link the built and natural environment within the settlement and to the countryside beyond.



Christ Church, Church Road, Burntwood

3.12 Due to the sensitivity of its setting, the local landscape, Green Belt, proximity to the Cannock Chase Area of Outstanding Natural Beauty and Special Area of Conservation (SAC) the options for new housing development are significantly limited within Burntwood. Thus, only one Strategic Development Allocation (SDA) has been identified for strategic housing growth, which is covered in *Local Plan Strategy* Policy Burntwood 5: Land East of Burntwood Bypass SDA. This site is nearing completion. Additionally, the Local Plan Allocations identifies fifteen smaller residential allocations within the Neighbourhood Area.

3.13 Census 2011 statistics indicate that Burntwood had a slightly higher proportion of full-time employees with 39.1% of 16-74 year olds in full time employment compared to 38.6% in Lichfield District and England. There was also a slightly higher proportion of part-time employees at 15.3% compared to 14.6% in Lichfield District and 13.7% in England. In terms of occupations, a significantly lower proportion of Burntwood residents had professional occupations (13.2% of 16-74 year olds compared to 18.4% in Lichfield District and 17.5% in England) and a higher proportion had skilled trade occupations (15.2% compared to 11.7% in Lichfield and 11.4% in England).



A mix of house types, styles and ages

3.14 The development of Burntwood from small mining communities to a larger settlement has resulted in a wide mix of house types and styles: linear developments along main routes in to Lichfield and Cannock; older, terraced properties in the original village centres; post-World War Two former Council estates; and more recent, suburban style private housing estates. In terms of tenure of housing, Burntwood, along with Lichfield District, has a relatively high proportion of households who own their property outright (37.9% in Burntwood, 38.7% in Lichfield and 30.6% in England). Households who own their own property with a mortgage or loan account for 39.4% of Burntwood households, compared to 36.9% in Lichfield District and 32.8% in England. The former Council housing stock was transferred to a registered social landlord, now called Bromford Housing Group, they have a neighbourhood management approach to managing the areas in which their stock is found and have designated the Summerfield and Oakdene Estates, two areas of relatively higher deprivation, for special community development support. Other social landlords operate in the area including Midland Heart and Sanctuary housing associations. House prices are also relatively cheaper compared with Lichfield.

- 3.15 Car ownership figures for Burntwood reflect the high levels of ownership in the District; only 14.0% of households in Burntwood have no access to a car or van compared to 13.6% in Lichfield and 25.8% in England, and 33.7% of households have 2 cars or vans in Burntwood compared to 35.1% in Lichfield and 24.7% in England. In terms of public transport, the nearest rail stations are in Lichfield and Cannock, therefore, bus is the main source of public transport. Burntwood, including Chase Terrace and Chasetown is reasonably well served by bus links to Lichfield, Cannock and Walsall on weekdays. However, some parts of the area have less access to public transport, such as Boney Hay and overall Sunday services are poor and further cuts planned.
- 3.16 As older forms of employment have disappeared, the local economy has had to develop and diversify in more recent times. The area now has a number of light manufacturing, warehousing and distribution uses that have sought to benefit from the good road access to both the wider West Midlands economy and further afield.
- 3.17 Many of the business parks and industrial estates developed since the 1960s have been consolidated as zones of the Burntwood Business Park. However, many of the units have never been occupied and the site owners are reluctant to utilise remaining land until existing units are filled. Many of the older employment zones are now surrounded by residential developments and this is causing significant issues regarding noise, pollution, safety, traffic, parking and odours.
- 3.18 Burntwood benefits from excellent links to the strategic highway network, including the M6 Toll and feeder roads and this accessibility helps to maintain existing and attract new businesses.
- 3.19 Roads in the direction of Cannock and Lichfield are single “A” road routes. When these become blocked or congested at peak times, gridlock occurs. To avoid these bottlenecks, “rat runs” on country lanes are adopted by those in a hurry, threatening accidents and inappropriate use by HGV’s and quantities of traffic they are not

capable of handling due to limited visibility, limited width and lack of pavements or cycle facilities.

- 3.20 Given the relative proximity to the West Midlands conurbation, in terms of employment opportunities, Burntwood has higher levels of out-commuting with only 31% of employed people living in Burntwood actually working in the area. This commuting is making Burntwood a feeder community for the conurbation, but this must not be allowed to be at the expense of building a local community spirit and involvement in local development. Burntwood Town Council has made significant efforts to grow this community spirit for example festival days, the Christmas market and a revitalized Burntwood Wakes event.
- 3.21 To assist with the growing trend for “working at home” better mobile phone and broadband services are needed.
- 3.22 New employment opportunities will be created as part of proposals to redevelop the existing Town Centre. The need for a regenerated Town Centre which provides for the needs of a 26,000 plus population is urgently required. This is addressed in detail in sections 5 and 6 of this plan. The proximity of the area to the Chasewater Country Park, which has potential to become a major site of recreational activity, children’s educational and regional visitor attraction. With the development of the Mill Green Retail Park attracting coach tourists utilising the Burntwood Toll Road exit there is an excellent opportunity to develop a coach park and park and ride site to support tourism to complement more established parts of the local economy. Whilst visitors and tourists are in the area they should be encouraged to visit our countryside, Heritage Railway and other places of interest and take refreshments in local hostelrys, cafés and restaurants.
- 3.23 The proximity of the area to Chasewater, a major site of recreational and visitor potential, and further afield to Cannock Chase mean that there is, as identified in the

Town Strategy, an excellent opportunity to develop tourism to complement more established parts of the local economy.

- 3.24 Burntwood has two secondary level educational providers (Chase Terrace Technology College and Erasmus Darwin Academy). The area also has seven primary schools.
- 3.25 The area has a wide range of community and sports facilities including Burntwood Memorial Institute, the former Mining College, churches, library, Burntwood Leisure Centre, Chasetown Football Club and Burntwood Rugby Club. One area, again identified in the *Town Strategy*, where it was felt, provision was lacking was facilities for young people. There are a number of important open spaces, parks and play areas but almost no inside facilities where young people can meet and interact, participate in cultural events or even sports. This failing needs to be address though the provision of community facilities within the New Town Centre redevelopment.



Burntwood Leisure Centre

- 3.26 In terms of numbers, Burntwood had 8 general practitioners (GPs), dentists, pharmacies and optometrists but there are issues in relation to access to GP services and the quality of the buildings from which the services are delivered. With an ageing and projected increases in population from planned new housing, these issues will

become even more pressing. The two promised new Health Centres have not yet materialised, the local cottage hospital was closed and the land sold for housing with no resulting benefit to the local community.



Darwin Practice (formerly Spires Health Centre)

3.27 Burntwood has a number of natural and built heritage assets on the doorstep of the town. Chasewater Country Park lies to the south west of the built-up area. This area once formed part of Cannock Forest and is likely to have been a landscape of woodland and heathland from the prehistoric period until the late 18th century when Chasewater Canal Reservoir was constructed to supply the local canal system with water. A pumping station was built adjacent to the reservoir to pump water into a canal feeder. The canal feeder was re-cut as the Anglesey Branch Canal, with a wharf and canal basin, in 1850 to service the nearby coal mines. The pumping station has since been demolished but the branch canal, wharf and canal basin survive. Chasewater forms part of the Chasewater and Southern Staffordshire Coalfields Site of Special Scientific Interest.



Spinney Squash Club, Rugeley Road, Chase Terrace in the former Wesleyan Methodist Chapel built in 1878

3.28 There are 15 Listed Buildings in the Burntwood neighbourhood plan area, including a Grade II* Conduit Head and the Church of St Anne, Chasetown (Appendix 1). There are no conservation areas within the Plan area, but the different, former mining communities which have coalesced over time have a strong local identity and community spirit. The associated heritage value in the buildings, streets and settlements are a strong reminder of the area's rich and varied history and this is something the Town Council would like to see conserved and enhanced through the NDP.

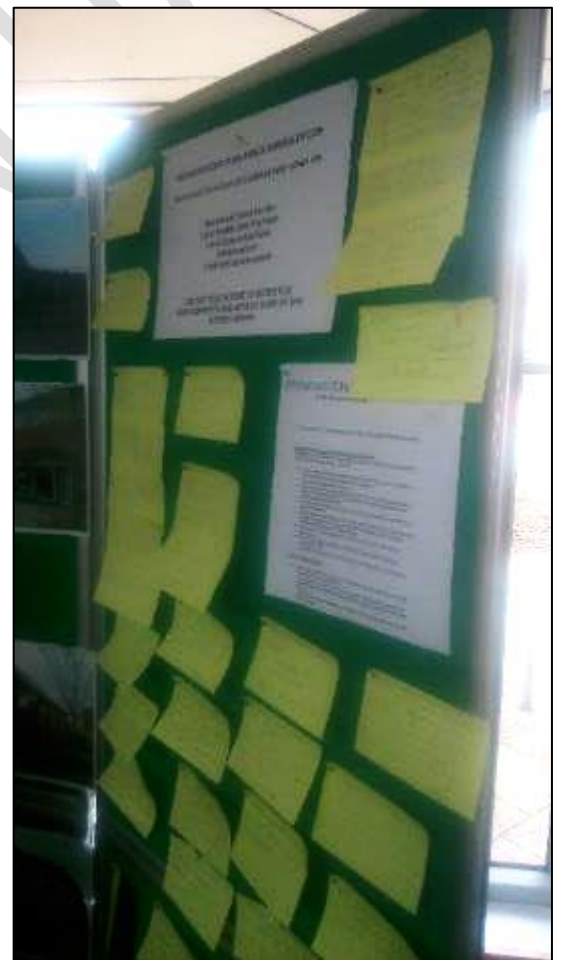
4.0 *Key Planning Issues*

4.1 A set of key planning issues for Burntwood and for the NDP to address have been identified. To identify these we have used comments submitted at the various consultation events and in response to the Policies Consultation document, information and research from previous studies such as the *Town Strategy*, national and strategic planning policy and our own evidence base – this is summarised in the *Planning Policy Assessment and Evidence* base document that accompanies this plan.

4.2 The **key issues** the NDP should address are:

1. **The Need for a Stronger Burntwood Town Centre and Maintaining Local Retail Provision**

The principal planning issue for Burntwood is the need to define a town centre area which provides for the needs of its existing 26,000-plus population and also future residents. Town centre development should provide for a range of retail, community facility and other town centre uses set within an attractive environment. There are a number of other more localised shopping areas in the NDP area these should be protected and enhanced.



Local people have helped to identify the key issues



Burntwood Shopping Centre, Sankey's Corner

2. Strengthening Local Identity and Protecting Heritage Assets

The identity of the “old” villages should be reinforced through improvements to signage and environmental enhancements and by protecting important local heritage assets. Navigating around Burntwood can be confusing and improvements in signage and the networks of streets, roads and foot and cycle paths would assist with this.

3. High Quality Design in New Development

There is a need to consider design issues, particularly in relation to new housing and to promote high quality design which reflects local distinctiveness and context. Adequate car parking should be provided as part of all schemes.

4. Improving Accessibility

There is a need to improve public transport, traffic management, car parking, and connectivity. Proposals for improved access to Chasewater from Burntwood will be supported, and parking provision to enable such access.

5. Protecting and Enhancing Green Spaces

Green space should be protected and enhanced. These include smaller, informal open spaces, particularly in terraced housing areas with little open space.

6. Retaining and Improving Provision of Community, Leisure and Recreation Facilities

There are concerns about the suitability of infrastructure and its phasing in relation to new development. Ideally, new retailing, community and leisure facilities should be provided ahead of proposed new housing development. Adequate health facilities need to be provided and maintained across the area.

7. Protecting and Improving Access to the Surrounding Countryside

Much of the local countryside is already protected in planning terms through policy such as Green Belt. This resource provides a semi-rural setting to the urban parts of the area and acts as a key area for informal recreation. Access to this resource, from the urban parts of the area, should be improved. In particular, the potential to link to and derive some economic benefit from opportunities such as Chasewater Country Park need to be developed.

8. Improving the Local Environment

In a number of places, such as vacant sites, empty buildings, key routes and gateways the local environment needs improving.



Local environment improvements are needed, such as within Burntwood Shopping Centre

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5.0 *Vision and Objectives*

- 5.1 The Vision for 2029, the end of the neighbourhood development plan period, is that:

2029 Vision

By 2029 Burntwood will be a positive, outward facing but internally connected and coherent community that is sustainable, successful, serves the needs of all its people and is open to opportunities and potentials that will continue to enhance and strengthen its position.

This Vision statement is consistent with and in addition to that set out in the adopted Local Plan Strategy.

- 5.2 To address these key issues the Neighbourhood Planning Committee have identified a set of Objectives for the NDP.

Objectives

To help us tackle the key issues identified in section 4 and to achieve this Vision we have identified the following objectives for the Burntwood Neighbourhood Development Plan. It should be noted that the objectives are not listed in priority order. To achieve the Vision each objective is just as important as each of the other objectives.

OBJECTIVE 1 – To redevelop and regenerate Burntwood Town Centre to create a key focal point for the area.

OBJECTIVE 2 – To protect and enhance neighbourhood shopping centres and local shops.

OBJECTIVE 3 – To promote a cohesive, healthy Burntwood community with strong local identities.

OBJECTIVE 4 – To support the development of quality new housing and living environments that meet the community's needs.

OBJECTIVE 5 – To conserve and enhance local heritage assets.

OBJECTIVE 6 – To improve movement and accessibility around the area within a green environment.

OBJECTIVE 7 – To retain and improve the provision of community, leisure and recreation facilities.

OBJECTIVE 8 – To protect and improve access to the surrounding countryside.

6.0 *Neighbourhood Plan Policies*

- 6.1 The following sections set out the planning policies of the Burntwood Neighbourhood Development Plan (NDP).
- 6.2 Each section that follows is set out under one of the NDP's eight objectives, and consists of a short introduction, followed by a planning policy or policies and relevant Lichfield District policies. Under each policy we also set out why the policy is important and needed - the background and justification.
- 6.3 Planning can be full of jargon, so to help you in the reading of this document we have included a glossary at the back (Appendix 3).

7.0 *Burntwood Town Centre*

OBJECTIVE 1 – To redevelop and regenerate Burntwood Town Centre to create a key focal point for the area

- 7.1 The *Lichfield Local Plan Strategy and Allocations 2008 – 2029* provides a supportive strategic planning framework for the provision of a new town centre for Burntwood and this is identified by the Town Council as, arguably, the biggest planning issue for the NDP.
- 7.2 The existing range of services and facilities in Burntwood are insufficient to meet the needs not only of local residents (including those living in surrounding rural areas) but also businesses and visitors to the town. The centre needs to be revamped and redeveloped with a range of modern retail, leisure and community units that are capable of withstanding and adapting to today's changes in consumption, such as online shopping.



Burntwood Shopping Centre in need of investment and redevelopment

- 7.3 Burntwood is a significant freestanding town with its own needs, but at present, there are limited town centre, social and community facilities. The Spatial Strategy in the *Local Plan* recognises that needs in Burntwood are not being fully met locally and this results in residents travelling to access employment, shopping and leisure opportunities elsewhere. The completion of the Burntwood Bypass provides an enhanced opportunity for new investment in the town, helping to create more diverse local job opportunities. Fundamental to addressing many of the employment, public transport and other service deficiencies within Burntwood is the delivery of an expanded and enhanced town centre.
- 7.4 Burntwood Town Centre currently provides only a small percentage of the retail floor space that is required to meet the needs of the local population. It is proposed that the old outdated town centre is redeveloped to meet local needs in a new Town Square that provides a key focal point for the whole neighbourhood area with a good quality pedestrian and cycle friendly environment, improved traffic flow, car parking and good quality accessible links to the neighbourhood area's other centres. In developing the Town Square, the aim should be to provide new accommodation for a range of retail, leisure, food and drink, community and residential uses. Flexible and adaptable accommodation can help to meet future changes in consumption and accessing of goods and services. The Town Council will work with landowners and other partners to seek to secure commercial and financial support and incentives for start-up companies and community enterprises. The enhancement and improvement of Burntwood Town Centre is supported in adopted development plan Policy Burntwood 3 and in policy in the emerging Allocations Plan.
- 7.5 Land for development outside the Town Square area includes the former Bridge Cross Garage site, this area is allocated in the Local Plan Allocations document for a mix of retail and residential uses and provides an opportunity to complement and provide stronger links to the new Town Square. Development of the Bridge Cross Garage site and other sites surrounding the new Town Square should seek to ensure that the

overall redevelopment of the area creates a common physical and visual identity that helps to strengthen and promote Burntwood as a town centre destination.



Olaf Johnson site

- 7.6 To promote greater local employment, office provision can be encouraged to locate on sites within the Town Centre boundary. The Town Council will encourage movements to from, and around the Town Centre by foot, cycle and by sustainable forms of transport.
- 7.7 The extent of the town centre boundary is shown on Map 3 of the NDP.

Policy B1 – Burntwood Town Centre

In order to create and grow a vibrant and diverse Town Centre, mixed use development proposals within Burntwood Town Centre (see Policies Map 3) will be supported. Acceptable uses include new, redeveloped or enhanced retail, employment, community leisure, residential, recreational, health, education, car parking and a transport hub.

The development of large format retail and leisure uses will be supported at Sites A and B, although mixed use development at these Sites is not limited to such uses.

The creation of a new Town Square at Sankey's Corner will be supported, as will proposals that bring vacant upper floors into use.

All development in the Town Centre should be of good design and contribute towards an attractive and distinctive environment.

The creation of new green corridors with footpath and cycle links connecting with the Town Centre will be supported, as will improvements to the Town Centre's environmental quality and public realm.

Background/Justification

7.8 Key themes to emerge during the consultations on the emerging NDP were the need for improvements to Burntwood's key centres, including the town centre at Burntwood. Changes in retail provision have had a significant impact on Burntwood Town Centre. The retail function has seen relative decline and other services have also disappeared from the centre, such as the public house. From the NDP consultations, it is clear that local people, whilst recognising the threats posed by online retail and the attractions of other areas, recognise that development that would help rejuvenate Burntwood as a focal point for the Burntwood neighbourhood plan area's retail, service and leisure facilities should be supported. Policy B1 of the NDP seeks to achieve this in two specific ways:

- By supporting measures that would create a new Town Square, a focal point at Sankey's Corner, with new retail, food and drink, community and residential uses. The existing health centre at Salters Meadow is at

capacity and has no car parking, therefore, redevelopment proposals should consider the inclusion of a new health centre facility; and

- By reinforcing Burntwood's role as the main Town Centre in the neighbourhood area by supporting measures that improve footpath and cycle routes that are accessible and link the centre to and from the rest of neighbourhood area, particularly by creating a linear, landscaped route from the new Town Centre square to Chasewater Park and the heritage railway.

7.9 Policy B1 is broadly in line with a number of Local Plan Core Strategy policies set out below and the longstanding policy aims, dating back to the 1998 Local Plan, to improve Burntwood Town Centre's shopping and other facilities. The Policy has been developed using the evidence base assembled for the Core Strategy as well as the NDP consultations and the Town Strategy. The most report carried out of Lichfield District Council – the *Lichfield Centres Report*, provides the most recent assessment of the performance of Burntwood Town Centre. Figures in this report show that Burntwood Town Centre claims 19% of convenience goods expenditure generated in the study area and just 3.1% of comparison goods expenditure. The conclusion being that there is an immediate requirement for additional convenience floorspace in the town, but no identified quantified capacity for comparison floorspace. However, the report concludes that “there is the real potential to enhance the attraction of Burntwood town centre through the delivery of a missed use scheme”. The measures set out in Policy B1 would help to support such development. Delivery of a town centre in Burntwood is a key aim within the adopted Lichfield District Local Plan.

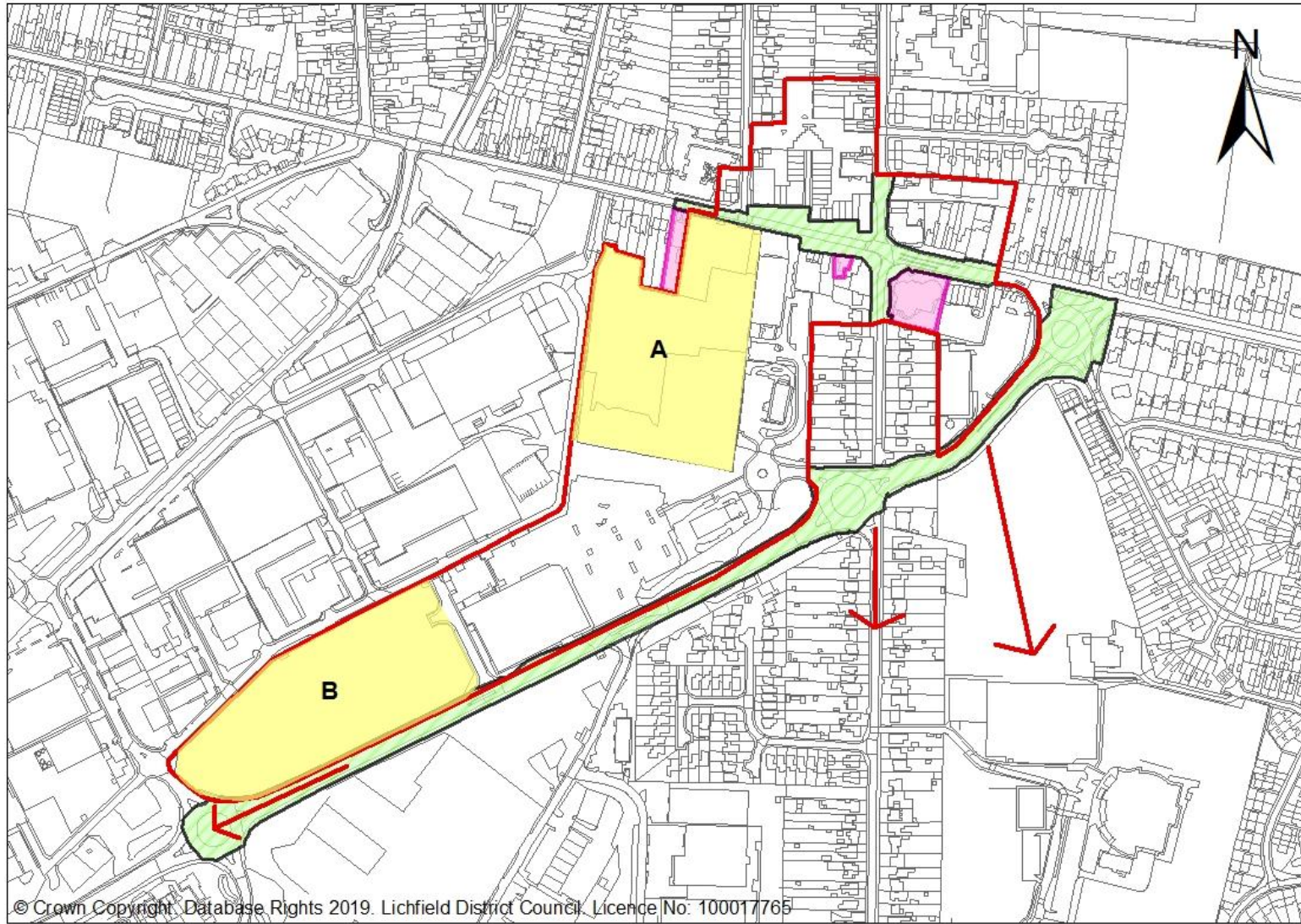
7.10 The Town Council will work with key stakeholders, including landowners, developers, Lichfield District, Staffordshire County Council, the local community and others to identify a mechanism for bringing about the redevelopment and regeneration of Burntwood Town Centre. One approach could be through the existing Town Deal that commits the three councils to “work together to improve Burntwood's

shopping potential, health services and transport infrastructure” by bringing in other stakeholders and developing more detailed plans for the area and means of delivering and funding key proposals when identified and developed ready for implementation. Given the changing nature of town centres and high streets nationally, it is considered that a mixture of retail, residential, leisure, employment and community uses is appropriate. Policy B1 supports the sustainable development of Burntwood Town Centre.

- 7.11 In terms of a new health centre (Policy B1a) the latest information available from the Primary Care Trust and contained in the Lichfield District Infrastructure Delivery Plan (2018) identifies the need for new/additional provision in Burntwood, there is currently commitment to deliver one new health centre.

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Map 3 –Policies Map 3 (Crown copyright and database rights [2015] Ordnance Survey 100055940 Burntwood Town Council (Licensee))



Key to Map 3

Town Centre boundary



Protected community facilities



Environmental improvements



Key Road and Pedestrian Approaches for Environmental Improvements



Potential for (but not limited to) new large format retail and leisure



Policy B2 – Improving the Environment of Burntwood Centre

Development of the following along Key Road and Pedestrian Approaches to the Town Centre (see Policies Map 3) will be supported:

- a) Public realm and landscaping improvements;
- b) Improvements to public rights of way, including pedestrian and cycle links;
- c) Public Art.

Background/Justification

7.13 As well as supporting new development that will help rejuvenate Burntwood Town Centre, the NDP will support a range of measures that will help to improve the environment within, around, and on key routes leading to the defined centre. This approach is in line with Local Plan Strategy Core Policy 14 that seeks to improve the

physical quality of the Town Centre. These measures will not only help to support investment in the retail, leisure and services in the centre, they will also help to foster greater use and links to the centre from the rest of Burntwood.

- 7.14 To help support such initiatives, the Town Council will support the preparation of a Public Realm Strategy. This Strategy will be used to improve the quality in the area's public realm (streets, public spaces, signage, street furniture etc.) and help co-ordinate the activity of key bodies, especially District and County Councils. Such improvements will help to improve the quality of the local environment, movement of pedestrian, cyclists and motorists around the area, the creation of separate but shared identities for the various communities in Burntwood, and to rationalise the incremental additions in street furniture and signage that have left a disjointed and cluttered look in some parts of the area. Such a Strategy could be developed under the umbrella of the Town deal and would help underpin any wider work in terms of redevelopment and regeneration of Burntwood Town Centre.
- 7.15 The enhancement and improvement of Burntwood Town Centre is supported in adopted development plan Policy Burntwood 3.
- 7.16 A number of the measures identified under Policy B2 will be dependent on the work of key partners. A *Burntwood Local Transport Package* has been drawn up to help rejuvenate Burntwood by supporting an enhanced town centre, employment growth at Burntwood Business Park and housing growth east of the bypass. These measures include bus access improvements and increased service frequency, improved sustainable transport links across the urban area and into Chasewater, a new bus interchange facility and public realm improvements in the main retail area, specifically Sankey's Corner. The retail/leisure offer is dependent upon private sector investment and developer contributions are required to fund the Local Transport Package.

- 7.17 The Lichfield District Council Infrastructure Delivery Plan (2018) in line with Core Policy 10: Healthy & Safe Lifestyles policy theme and Policy Burntwood 2, identifies there is a requirement to undertake improvements to the centre of Burntwood (Sankey’s Corner). Whilst small scale environmental improvements have been delivered in recent years there remains a need for further investment focusing on the delivery of well-designed public realm.
- 7.18 The Burntwood Town Strategy (2011) identifies a long-standing desire to provide arts space within the town. It is important that, over the plan period, the importance and role of cultural infrastructure is recognised and Policy B2 supports the introduction of public art into the town.

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8.0 *Chasetown, Swan Island, other Neighbourhood Centres and Local Shops*

OBJECTIVE 2 – To protect and enhance neighbourhood shopping centres and local shops

- 8.1 The historic development of Burntwood means that as well as Burntwood Town Centre there are four other neighbourhood centres that provide a range of local shopping facilities and other services.
- 8.2 These are:
- High Street, Chasetown
 - Swan Island
 - Ryecroft Shops
 - Morley Road Shops
- 8.3 To protect and enhance the valuable local facilities that these neighbourhood centres provide the following policy will be used.

Policy B3 – Chasetown, Swan Island, Ryecroft Shopping Centre and Morley Road Neighbourhood Centres

Development that enhances or does not undermine the vitality and viability of the Neighbourhood Centres identified on Policies Maps 4, 5, 6 and 7 will be supported. Retail uses within the protected retail frontages should be retained unless the loss can be demonstrated not to undermine the vitality and viability of the Neighbourhood Centre.

Background/Justification

- 8.4 Strategic planning policy identifies four neighbourhood centres, listed in para. 8.2 above. These centres perform different functions and have different histories, for example Chasetown, centred on Chasetown High Street, is the centre of the original Chasetown village and has a range of retail and service functions; Morley Road, on the other hand, is a much smaller, more recent, precinct style development. The functions performed by the four neighbourhood centres reflect their relative size, history and range of uses.

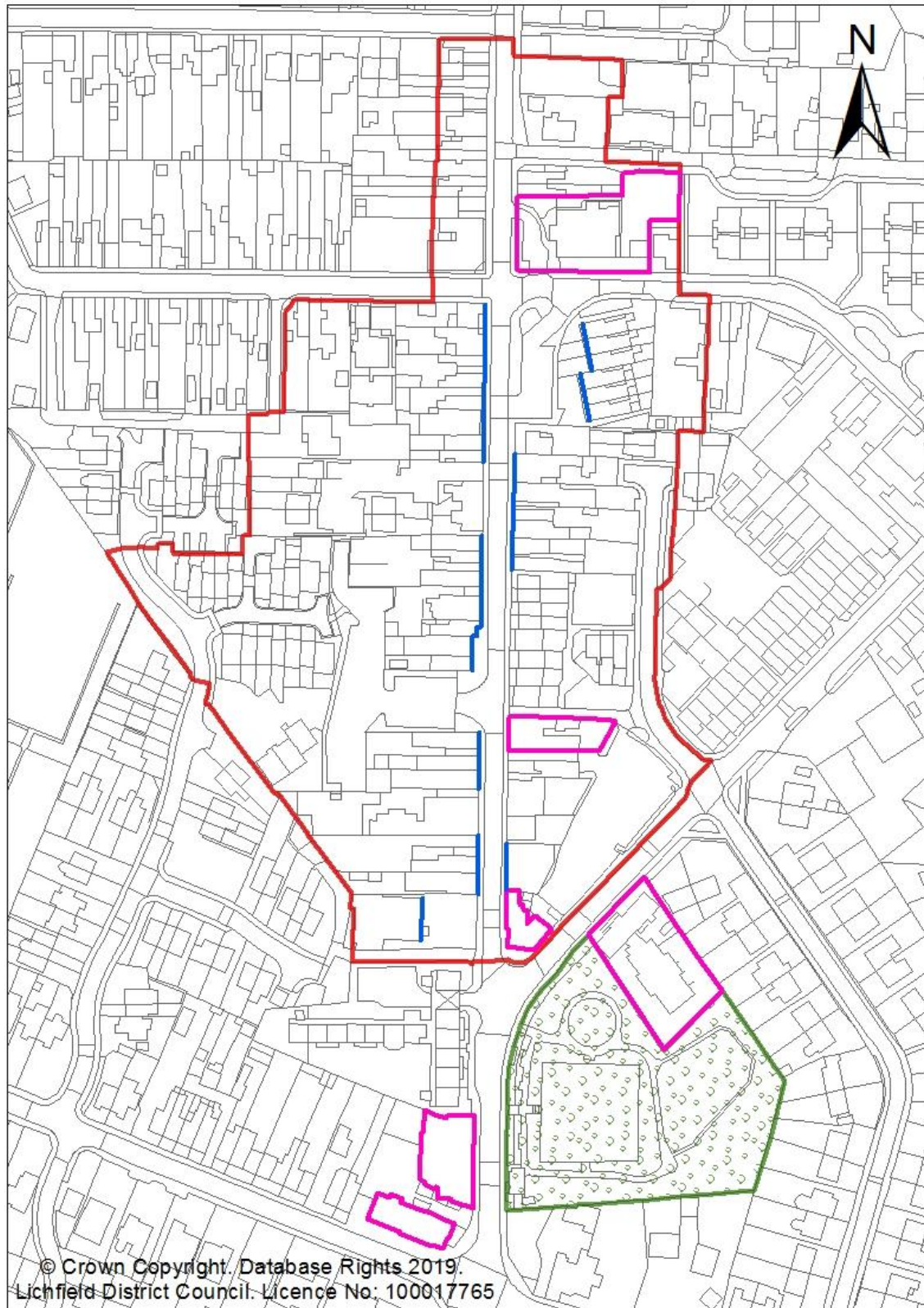


Swan Island

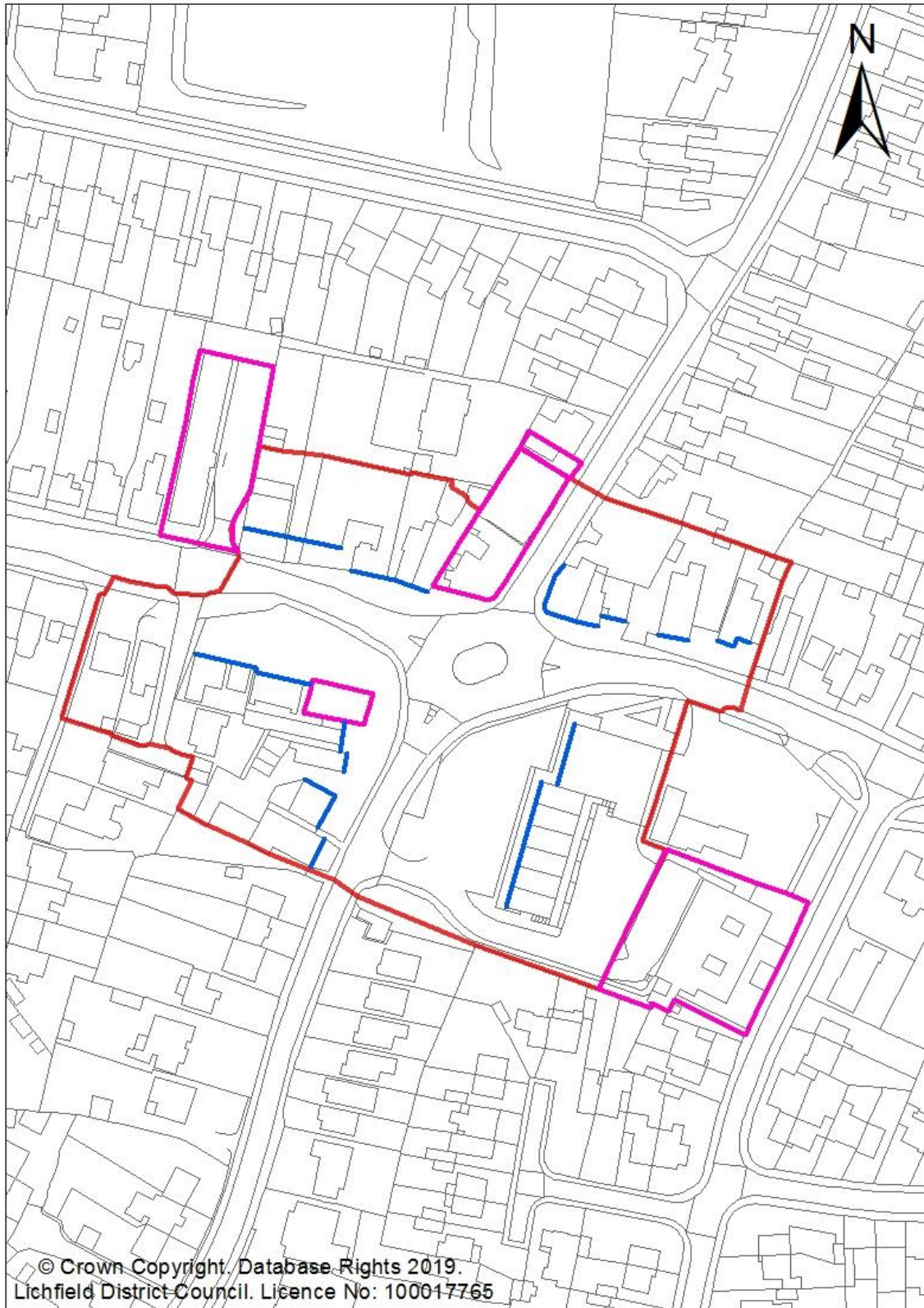
- 8.5 In the neighbourhood centres key retail frontages have been identified following a walkabout of the centre and a workshop with the Neighbourhood Plan Committee and using feedback from our informal consultations. The retail uses in these frontages make a significant contribution to the retail provision in these centres, the footfall in the centres and their loss would have a detrimental impact on the future viability of the centres. The need to protect retail uses and limit their loss was a key theme that emerged during the consultations on the NDP.
- 8.6 The Burntwood Business Community (Burntwood's recently formed Town Team) is a fully constituted group with its own funds and management committee made up of local traders. The group has recently focused on delivering environmental and infrastructure improvements to Ryecroft Shopping Centre car park along with developing a scheme to improve highway signage to neighbourhood centres. They are currently in the process of developing a business premises environmental improvement scheme which will award grants to local businesses to improve the appearance of their shop fronts.

Policy Map 4 – Chasetown (Crown copyright and database rights [2015] Ordnance Survey 100055940 Burntwood Town

Council (Licensee))

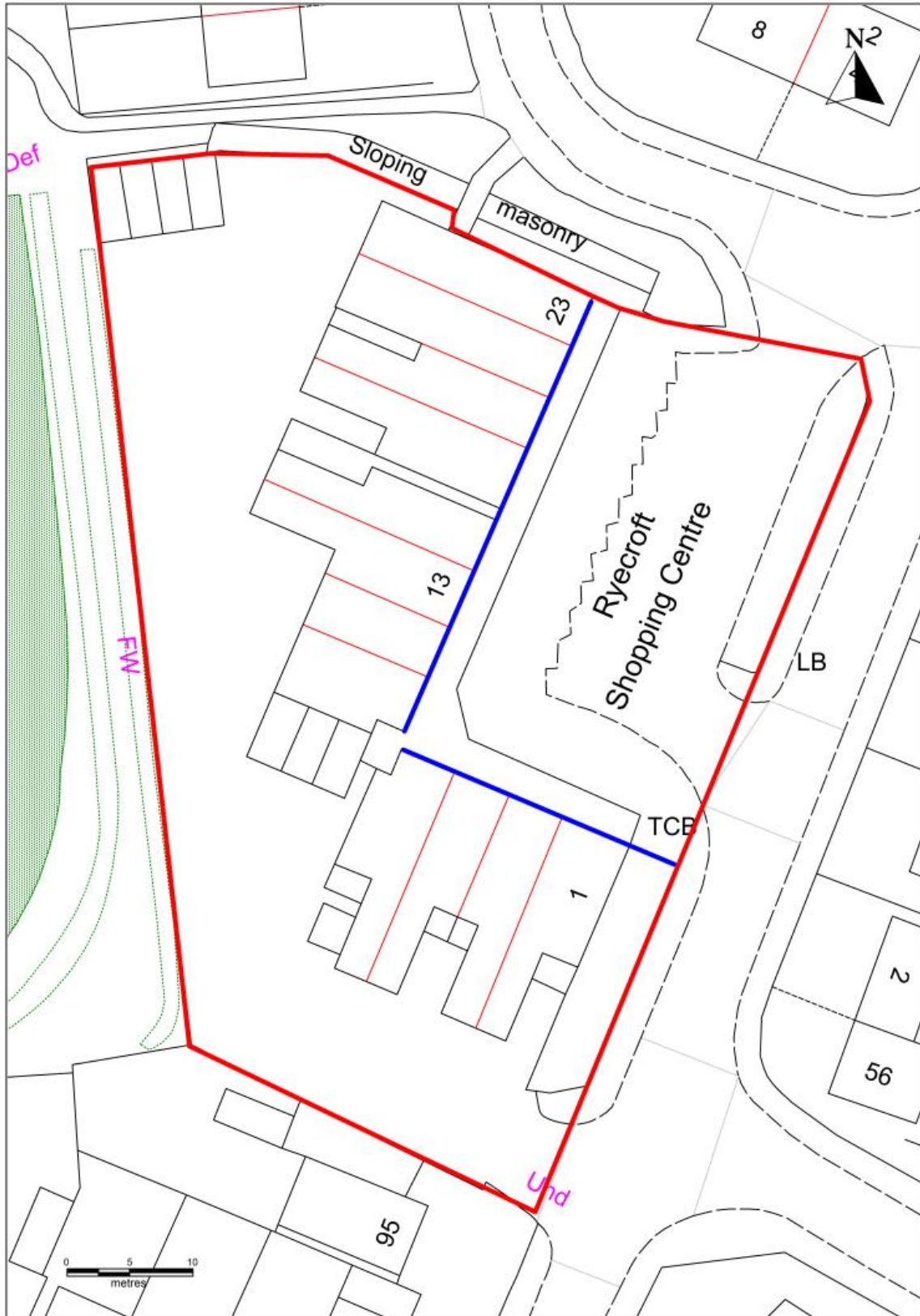


Policy Map 5 – Swan Island (Crown copyright and database rights [2015] Ordnance Survey 100055940 Burntwood Town Council (Licensee))



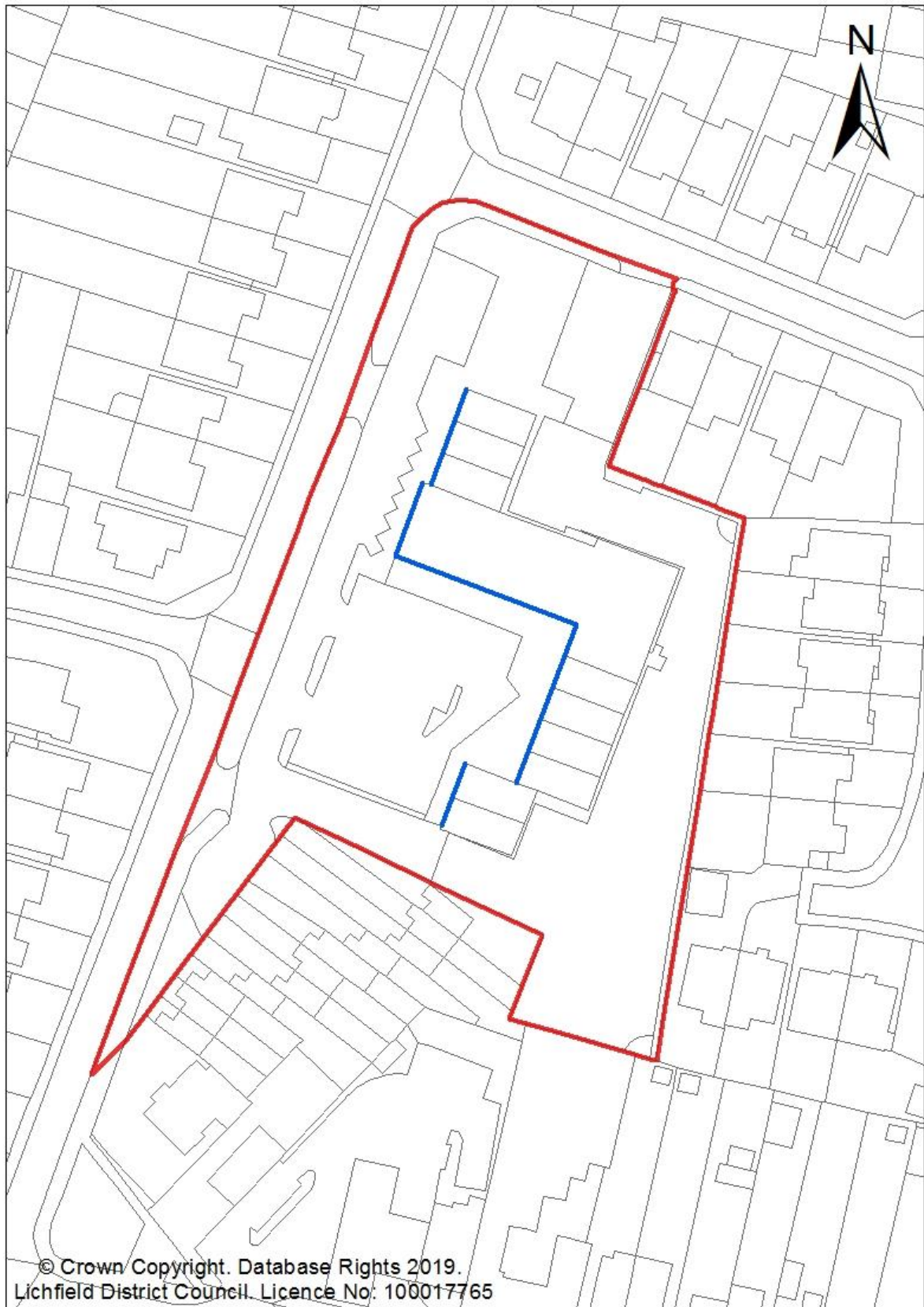
Policy Map 6 – Ryecroft Shops (Crown copyright and database rights [2015] Ordnance Survey 100055940)


Burntwood Town Council (Licensee)



Policy Map 7 – Morley Road Shops (Crown copyright and database rights [2015] Ordnance Survey 100055940 Burntwood Town

Council (Licensee))



Key to Maps 4, 5, 6 and 7Neighbourhood Centre boundary Protected retail frontages Protected community facilities 

- 8.7 Local shops such as Robinsons Butchers, corner of Rugeley Road/Spinney Lane, Boney Hay; the Corner Stores, at the junction of Rugeley Road/Chorley Road, Boney Hay; General Store, at the junction of North Street/Chorley Road, Boney Hay; Eastgate Stores, at the junction of Eastgate Street/Princess Street, Chase Terrace; and the newsagents on Chase Road, Burntwood provide valuable local services.

Policy B4 – Local Shops

Outside of the defined Town Centre and neighbourhood centres, development to retain and/or improve local shops and retail premises will be supported, subject to it respecting local character, residential amenity and highway safety. Development resulting in the loss of local shops and retail premises will be supported where it can be demonstrated that retail use is no longer viable, further to a minimum 12 month active and open marketing period.

Background/Justification

- 8.8 As well as the town centre and neighbourhood centres, Burntwood also has a number of free-standing shops. These provide a valuable resource for the community and its health and well-being. The NDP will seek to protect such shops.
- 8.9 In protecting such shops, it is recognised that retail tastes change, and such shops are under significant pressure. Where such units are in a poor state of repair they may be financially difficult to bring back in to retail uses.



Local shops are a valuable resource

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9.0 *A Healthy Burntwood Community that Retains Local Identities*

OBJECTIVE 3 – To promote a cohesive, healthy Burntwood community with strong local identities

- 9.1 One of the key features of sustainable development, as defined in national planning policy, is the role planning can play in facilitating healthy, inclusive and safe places.

Policy B5 – Enhancing the Identity and Distinctiveness of Local Neighbourhoods

Development should seek to enhance and reinforce the distinctiveness of the different neighbourhoods within Burntwood. To help achieve this development proposals should give consideration to:

- a) Traditional local building materials, building sizes and forms, and building lines, or where appropriate assessment of the surrounding context has been carried out and a sympathetic and complementary design solution identified the use of more contemporary materials' building sizes, forms, and building lines;
- b) The incorporation of historical and architectural local characteristic features, such as datestones, ornamentation and mouldings;
- c) The site's relationship to the street and road pattern;

- d) The strengthening of existing links, both physical and visual, to the surrounding area and the creation of new linkages to and from the proposed development.

Background/Justification

- 9.2 The administrative area of Burntwood comprises several separate settlements. The settlements of Burntwood, Chasetown, Chase Terrace and Boney Hay) - each has its own separate village origins. Burntwood is by far the oldest, recognised as a village in its own right by the 13th Century. Chasetown, and then Chase Terrace, developed during the mid-19th Century to serve the local coal mining industry. The resultant cluster of settlements display strong linear plan-forms, a characteristic of several mining villages on the Staffordshire coalfield. These settlements all have a strong individual identity and sense of community and there is a need to recognise the distinctive qualities of different areas within the Plan and ensure that opportunities are taken to enhance these areas' identities and to improve navigability around the town by foot, cycle and car. At the same time, as recognised in the *Town Strategy*, it is also important to forge a strong common identity to the Burntwood area so that there is a shared vision for the future of the whole area, and not just its individual parts, and to ensure that there are not conflicting and competing demands between the different communities.
- 9.3 Policy B5 of this plan, is in line with Core Policy 14 of the Local Plan Strategy, that seeks to maintain local distinctiveness through the built environment. Policy B5 should be read in conjunction with other development plan policies and Lichfield District Council's Supplementary Planning Document on Sustainable Design that seeks to: *"create development in a more sustainable manner and focuses on the connection and integration of places, on the layout and density of development and also on the technology and construction techniques employed in built development."*

10.0 *Housing*

OBJECTIVE 4 – To support the development of quality new housing and living environments that meet the community’s needs

Promoting Good Quality Design

- 10.1 National planning policy seeks to create high quality buildings and places. Through the Burntwood NDP we would like to support this objective, particularly for housing, recognising that the demands of modern-day society result in people having different needs at different life stages when it comes to homes, health care, education, transport, infrastructure, shops and open spaces.

Policy B6 Promoting Good Quality Design in New Housing Development

New residential development should be of a good quality design. Development proposals should take account of the following:

The visibility of the site from other parts of Burntwood should be considered, including which areas of the site can be seen and from where. This is particularly important if the proposed development will break the skyline.

New development should integrate with and make a positive addition to the public realm. In doing this, development should be designed so as to create a clear distinction between streets, other publicly accessible spaces, and areas that are intended for private use by the occupants.

Larger developments should incorporate a designed sequence of public spaces. These spaces should connect with and relate to the pattern of spaces already present in the immediate area.

Layouts should incorporate traffic calmed streets, changes of direction, and a sense of enclosure.

New vehicle and pedestrian route networks should be designed to link with routes and facilities adjacent to the site. In larger developments a hierarchy of routes should be established.

Public transport, pedestrian and cycle routes should be incorporated in the layout wherever possible, especially where these can provide safe and convenient routes to schools and local shops.

The aspect of the site should be considered and the ways in which the site contours and the remaining features are likely to produce areas of extensive shade or shelter. Advantage should be taken of sunny slopes in orientation of gardens and/ or main elevations. Exposed areas should be protected from wind, noise or intrusive views.

All trees, internal boundaries, water courses, structures and other features on the site should be identified and, wherever possible, incorporated into the new development. Where they are present, site boundaries formed of local stone, traditional brick, cast iron or hedge planting should be retained and repaired. Any proposed opening in such existing boundaries should be kept to a minimum and salvageable materials used elsewhere in site.

Proposals should be designed in such a way that the best of the varied, local building styles in the Burntwood neighbourhood area is used to inform new designs.

Background/Justification

- 10.2 The *Lichfield Local Plan Strategy 2008 – 2029* sets out in Policy Burntwood 4 Burntwood Housing that “*Burntwood will play an important role in accommodating new housing, with approximately 13% of the District’s housing growth to 2029 taking place here (approx. 1,350 dwellings). Much of the new housing development (around 70%) will be located within Burntwood’s urban area, with the remaining 30% to be accommodated within a Strategic Development Allocation to the east of the Burntwood Bypass (approx. 375 dwellings). The redevelopment of existing brownfield land within the settlement will be encouraged.*” Policy Burntwood 5: East of Burntwood Bypass sets out criteria for the development of this sensitive area. As well as this large-scale housing growth, there will also be smaller scale, and single dwelling proposals, all of these should seek to be of good quality design. Policy B6, will be used alongside other policy and guidance, to assess the design of housing proposals.



A mix of housing styles and alterations

- 10.3 The Lichfield District Council *Sustainable Design Supplementary Planning Document* provides a range of design principles for new development and these have been carefully considered and where appropriate, brought forward into the design policies in the NDP. This is important as the neighbourhood plan will have greater weight in decision making than an SPD (SPDs are guidance documents) as the NDP forms part of the statutory development plan for the area.
- 10.4 The attention of applicants is also drawn to the possible need to discuss with Lichfield District Council, as local planning authority, the potential impact of their proposals on the Cannock Chase Special Area of Conservation (SAC).

11.0 *Local Heritage*

OBJECTIVE 5 – To conserve and enhance local heritage assets

- 11.1 Burntwood and its constituent settlements, has a rich history. The neighbourhood planning area, however, only has 15 listed buildings (Appendix 1). These listed buildings are already protected by national legislation, but many of our other more local heritage assets have no specific protection other than the general protection granted by national planning policy.

Policy B7 – Conserving and Enhancing Local, Non-Designated Heritage Assets

Development proposals should identify and assess any potential impact on local non-designated heritage assets. Non-designated heritage assets include buildings, structures, parks and landscapes that have a degree of local architectural or historic significance meriting consideration in planning decisions. The conservation and/or enhancement of non-designated heritage assets will be supported.

Background/Justification

- 11.2 The relative lack of statutory protection for Burntwood’s rich history and the need to reinforce the identities of the area’s separate and distinct communities mean that it is important to seek to conserve and enhance the neighbourhood plan area’s non-designated heritage assets. Burntwood’s non-designated heritage assets include buildings, features on buildings (such as decorations, date stones), traditional shop fronts and other structures. These heritage assets can be important for their

architecture, history or cultural associations. Collectively, they provide a link with the area's past and they help to retain a sense of place in the area's separate communities.

- 11.3 National planning policy sets out that applicants should describe the significance of any heritage asset affected by their proposal, including any contribution made by their setting. The level of detail to be provided by an applicant should be proportionate to the asset's importance and allow an understanding of the potential impact of proposal on the asset's significance.
- 11.4 There are a number of ways in which non-designated heritage assets may be identified. Generally they are identified by their inclusion on a Council's local list or by being identified on the Historic Environment Record.
- 11.5 Policy B7 does not identify a specific list of non-designated heritage assets. In monitoring the BNDP should this prove necessary such a list, in consultation and with advice from the Burntwood Heritage Group and others, and using studies such as the Historic Landscape Character Assessment produced by Staffordshire County Council, such a list will be identified and Policy B7 reviewed, or the identified assets will be put forward for any local list prepared by Lichfield District Council.



Architectural detailing, St Joseph's and St Theresa's Primary School and Nursery, Chasetown

12.0 *Improving Accessibility*

OBJECTIVE 6 – To improve movement and accessibility around the area within a green environment

- 12.1 There is a need to improve linkages between existing residential areas, recreational spaces, the town and neighbourhood centres and employment opportunities. This not only improves accessibility, but by encouraging walking and cycling it helps to contribute to improving health and well-being.

Policy B8 – Improving Local Accessibility Outside the Defined Centres

The protection, enhancement and creation of new public rights of way, including walking and cycling routes, will be supported.

Background/Justification

- 12.2 Burntwood neighbourhood area is set within the Green Belt and is in close proximity to areas of high environmental significance, both ecologically and visually including the Cannock Chase Area of Outstanding Natural Beauty (AONB) and Special Area of Conservation (SAC) to the north, and Chasewater Country Park to the east. There is scope to improve green infrastructure links in the area, potentially incorporating walkways and cycleways, linking the built and natural environment within the settlement and to the countryside beyond.

12.3 Burntwood with its distinct and separate communities and multiple centres has the potential opportunity to use this physical form to encourage more walking and cycling. This will help achieve a number of benefits: improved use of the Town Centre and neighbourhood centres and local shops and services; access to key leisure and recreation resources, such as Chasewater Park; less use of private cars leads to less congestion, speeding and air pollution; and a healthier, more active population.

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13.0 Recreation, Open Spaces and Community Facilities

OBJECTIVE 7 – To retain and improve the provision of community, leisure and recreation facilities

Recreational Facilities, Green and Open Spaces

- 13.1 The Burntwood neighbourhood plan area has a network of recreation facilities, green and open spaces. These all combine to provide opportunities for formal and informal recreation and are integral components in the quality and fabric of the area.

Policy B9 – Protecting and Enhancing Local Sport and Recreation Facilities

The improvement of the local recreational facilities listed below will be supported:

- The Scholars football field and Church Road car park
- Burntwood Rugby Club and sports fields
- St Matthews cricket field
- Burntwood Leisure Centre
- Burntwood Memorial Institute Sports Field

Development resulting in the loss of any of these facilities will not be supported unless:

- a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or

- b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

Background/Justification

13.2 Local Plan Strategy Policy Burntwood 2 seeks improvements to playing pitch provision and the quantity, quality and accessibility of open spaces. Policy B9 of the NDP identifies the key recreation and playing pitch resources in the neighbourhood plan area. These resources will be protected for the access they offer local residents and others to sport and recreation facilities.



St John's Community Church

13.3 As stated in national planning policy (para. 96) access to opportunities for sport and recreation can make an important contribution to a community's health and well-being. The four sport and recreation facilities identified in Policy B9 fulfil this role. Proposals to improve and enhance these facilities will be supported. National

planning policy also states that existing sport and recreation land and buildings, including playing fields should not be built on unless they are surplus to requirements. The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location or development is for alternative sport and recreation facilities the need for which clearly outweighs the loss of the existing facility. Policy B9 is entirely consistent with this approach and that set out in Local Plan Strategy Policy HSC2: Playing Pitch and Sport Facility Standards.

13.4 Policy B9 has been prepared to take into account the conclusions reached in the Lichfield District Council Playing Pitch Strategy (2012), including:

- F5: Work with large clubs over the long-term to find and secure appropriate club bases, if and when large sites become available;
- C2: Work in partnership with the Staffordshire Cricket Board to support clubs in improving the quality of pitches, and in accessing funding through the ECB Grant Aid and Pitch Advisory Scheme. A key area for improvement was identified at St Matthews Cricket Club;
- R1: Support proposals of any existing clubs to relocate / provide extra playing fields at club sites where they fit in with overall club development plans. In particular, there are pressures on existing facilities at Burntwood RUFC and new facilities are required. The existing site is surrounded by an SSSI and there are therefore limited opportunities to expand the existing facility;
- R3: Support partners in the improvement of existing facilities, including pitch quality at Burntwood RUFC.
- R4: Support Lichfield RUFC, Burntwood RUFC and Whittington RUFC in the creation of additional training facilities; and
- BT8: Work with the LTA to develop the tennis club infra-structure and if possible a clubmark venue in Burntwood.

Policy B10 – Local Green Spaces

The following areas listed below and shown on Maps 7 and accompanying plans are designated as Local Green Spaces:

- Chase Terrace Park
- Redwood Park
- Chase View Park
- Burntwood Park
- Chasetown Memorial Park

Local Green Space will be protected in a manner consistent with the protection of land within the Green Belt.

Background/Justification

- 13.5 The majority of open spaces are currently in the ownership of and managed by Lichfield District Council. The NDP offers the opportunity to offer different degrees of planning protection and planning control over the open spaces and green areas in Burntwood.
- 13.6 National planning policy gives local communities powers to protect areas of local green space which have a special significance through paragraphs 99 to 101 of NPPF:

“99. The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a

plan is prepared or updated, and be capable of enduring beyond the end of the plan period.

100. The Local Green Space designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves;*
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and*
- c) local in character and is not an extensive tract of land.*

101. Policies for managing development within a Local Green Space should be consistent with those for Green Belts."



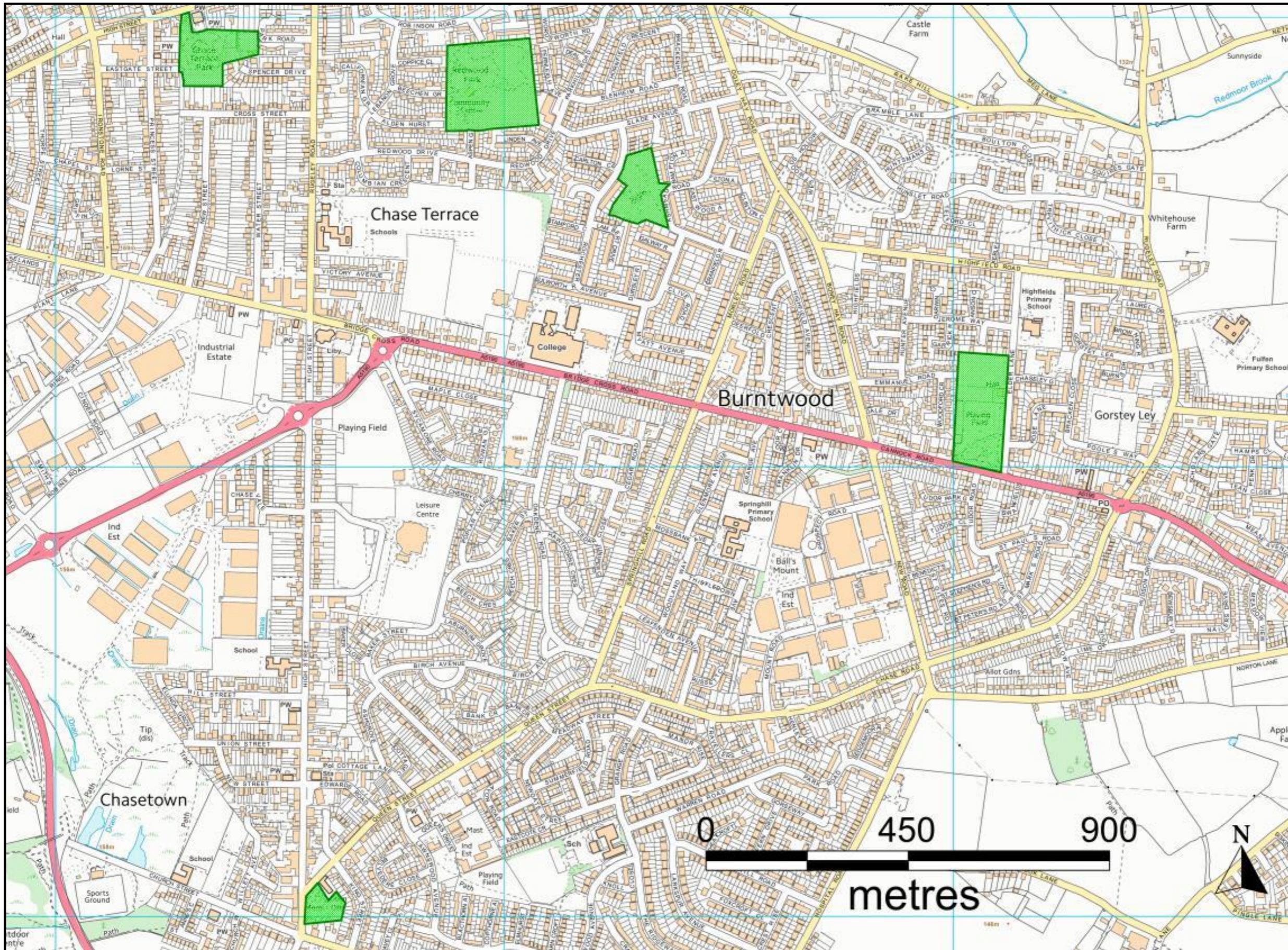
Chasetown Memorial Park

13.7 National planning policy is clear that not all open spaces should be identified as local green spaces. The Neighbourhood Planning Committee think it important this new designation is used, and that local people are involved in identifying the key local green spaces to be protected in this way. Appendix 2 analyses all the open spaces in

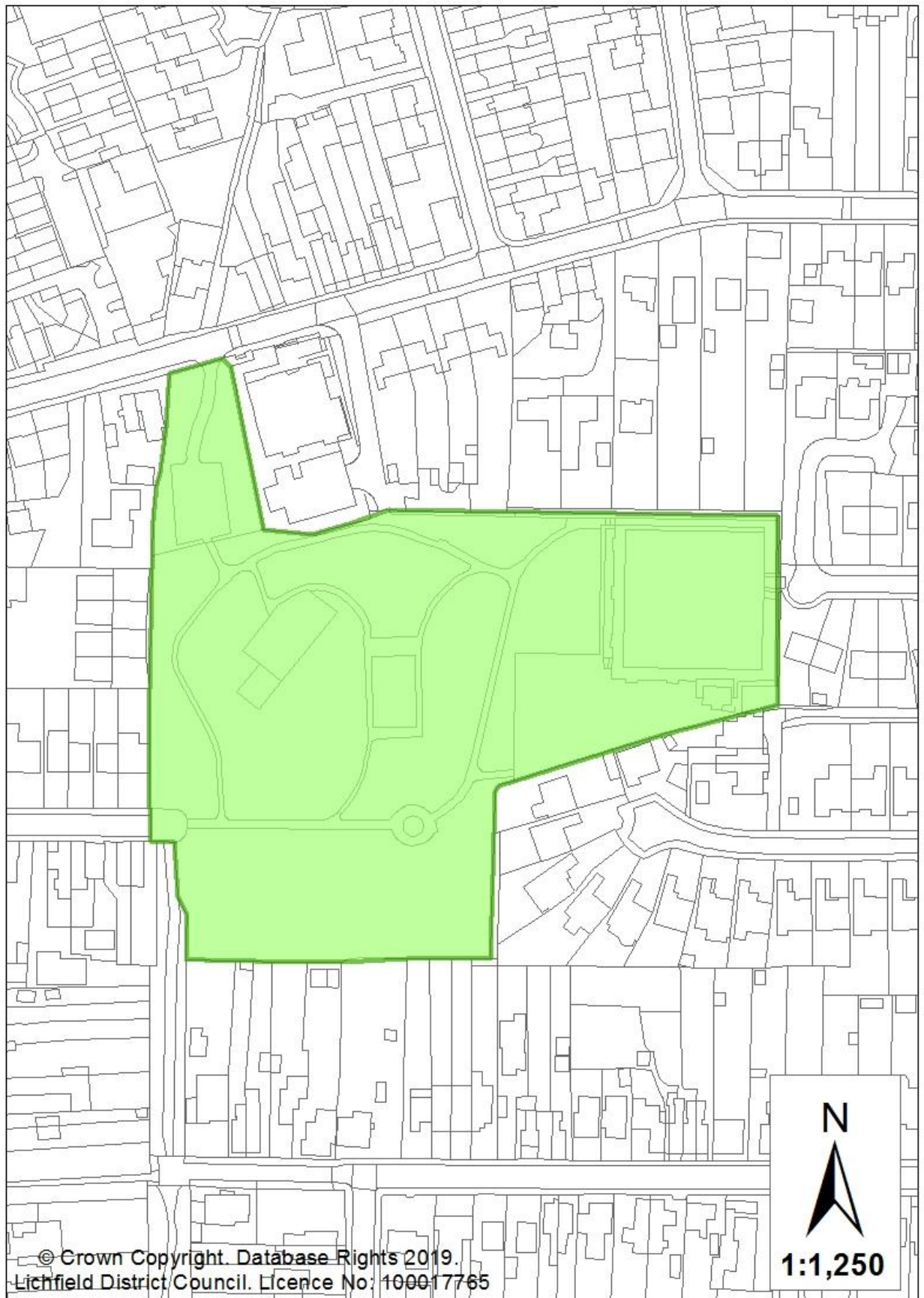
the neighbourhood plan area against the key criteria in NPPF para. 100 to identify those select few spaces that should be protected as designated Local Green Spaces and, therefore, identified in Policy B10. The five selected spaces are the main public parks in Burntwood all of which perform multiple functions in terms of providing amenity greenspace, children’s play, sports and other community uses and value, such as the war memorial at Chasetown. Other open spaces are protected under Policy B11 of the NDP. In analysing and assessing the area’s open spaces up to date evidence from the Lichfield District Council Open Spaces Assessment (2016) has also been used.

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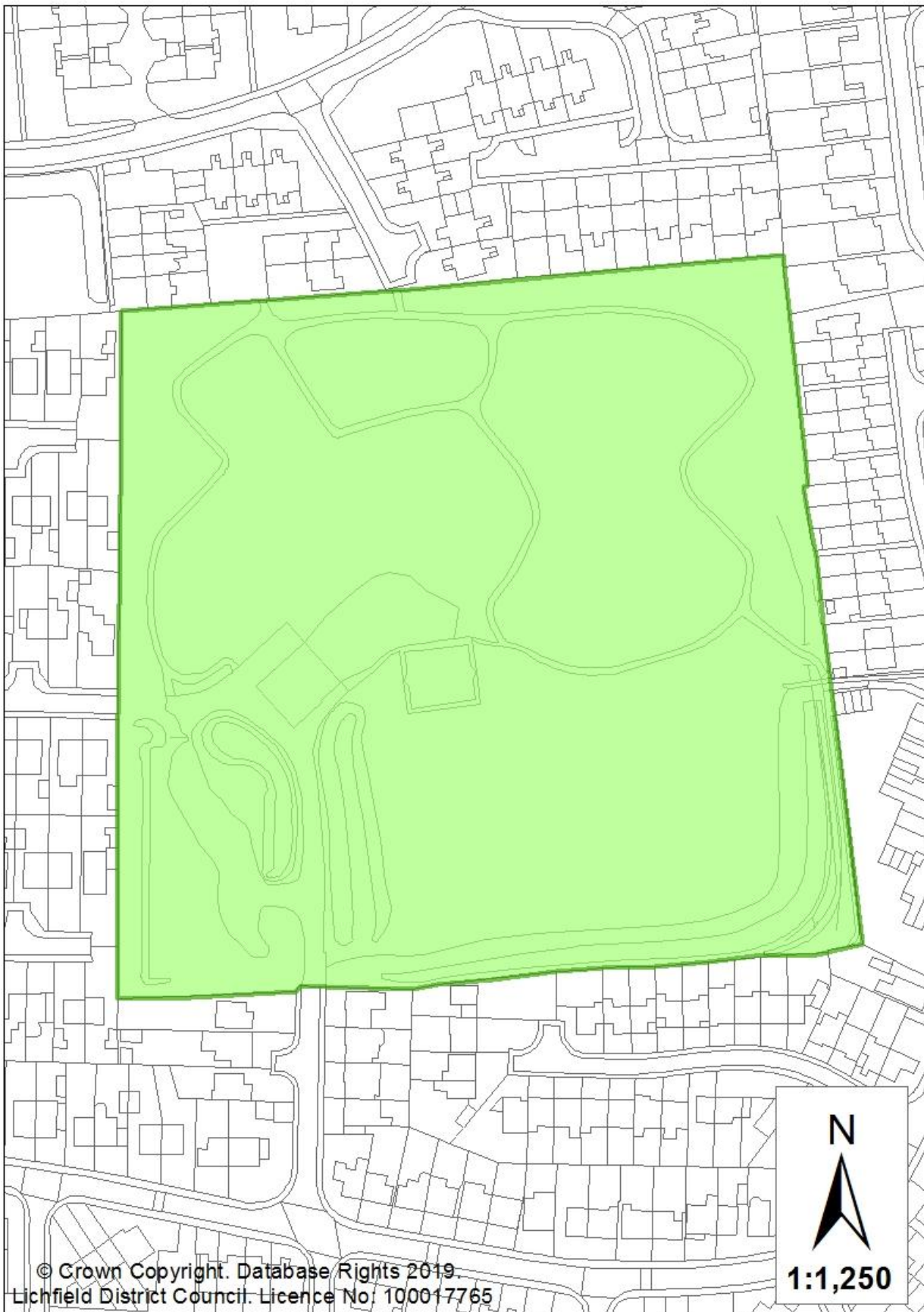
Map 7 – Protected Local Green Spaces (Crown copyright and database rights [2015] Ordnance Survey 100055940 Burntwood Town Council (Licensee))



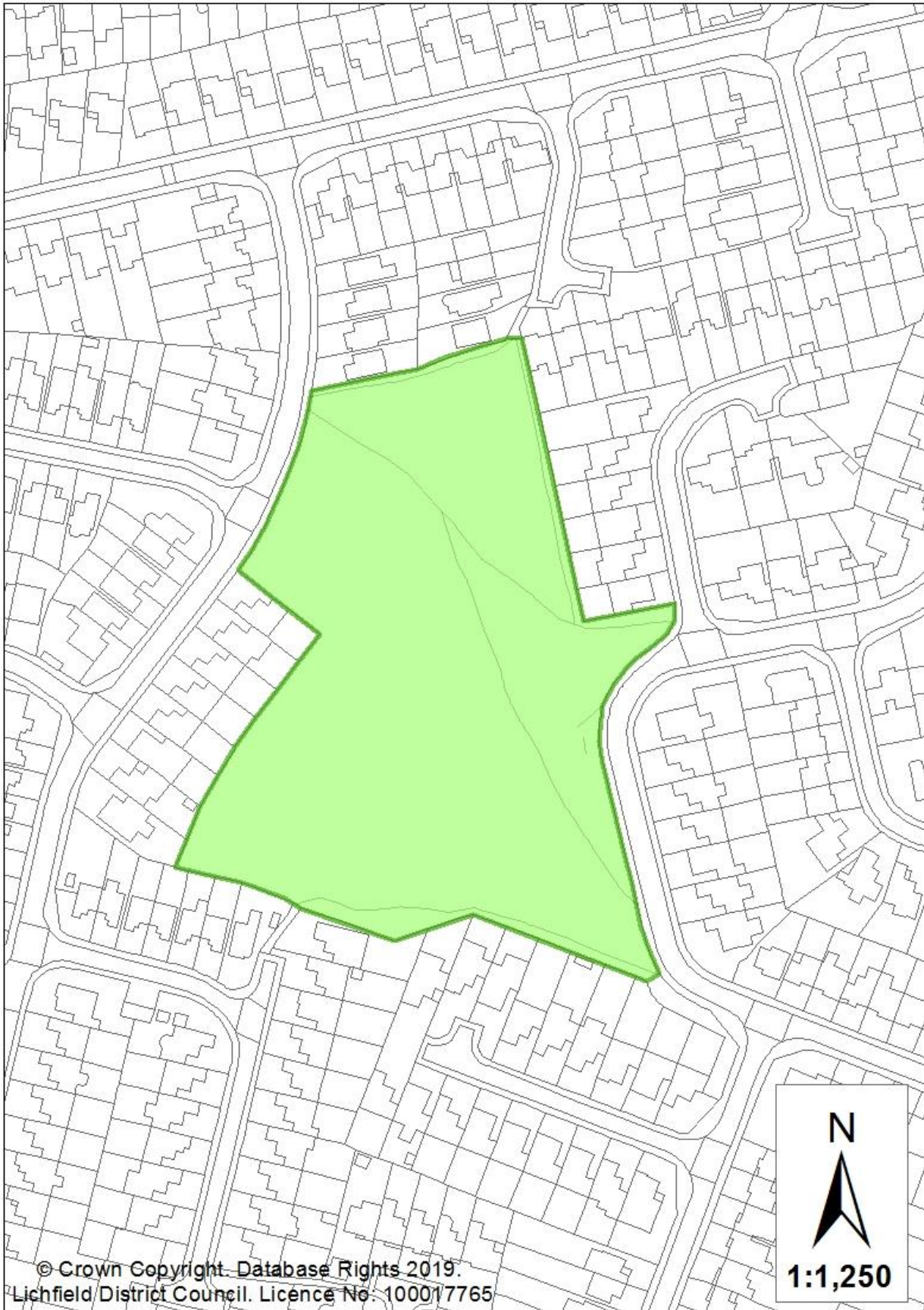
Map 7.1 – Protected Local Green Spaces: Chase Terrace Park



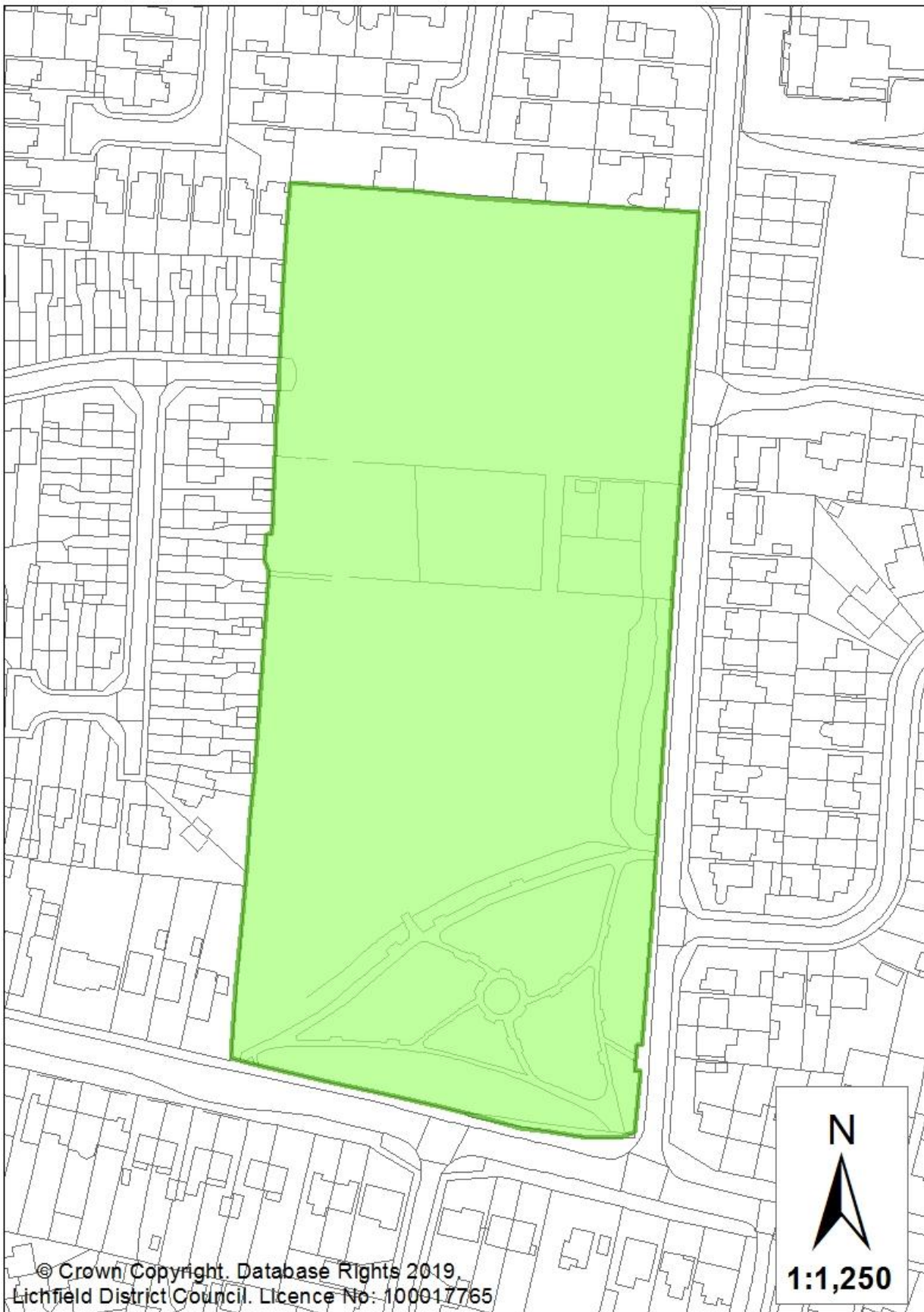
Map 7.2 – Protected Local Green Spaces: Redwood Park



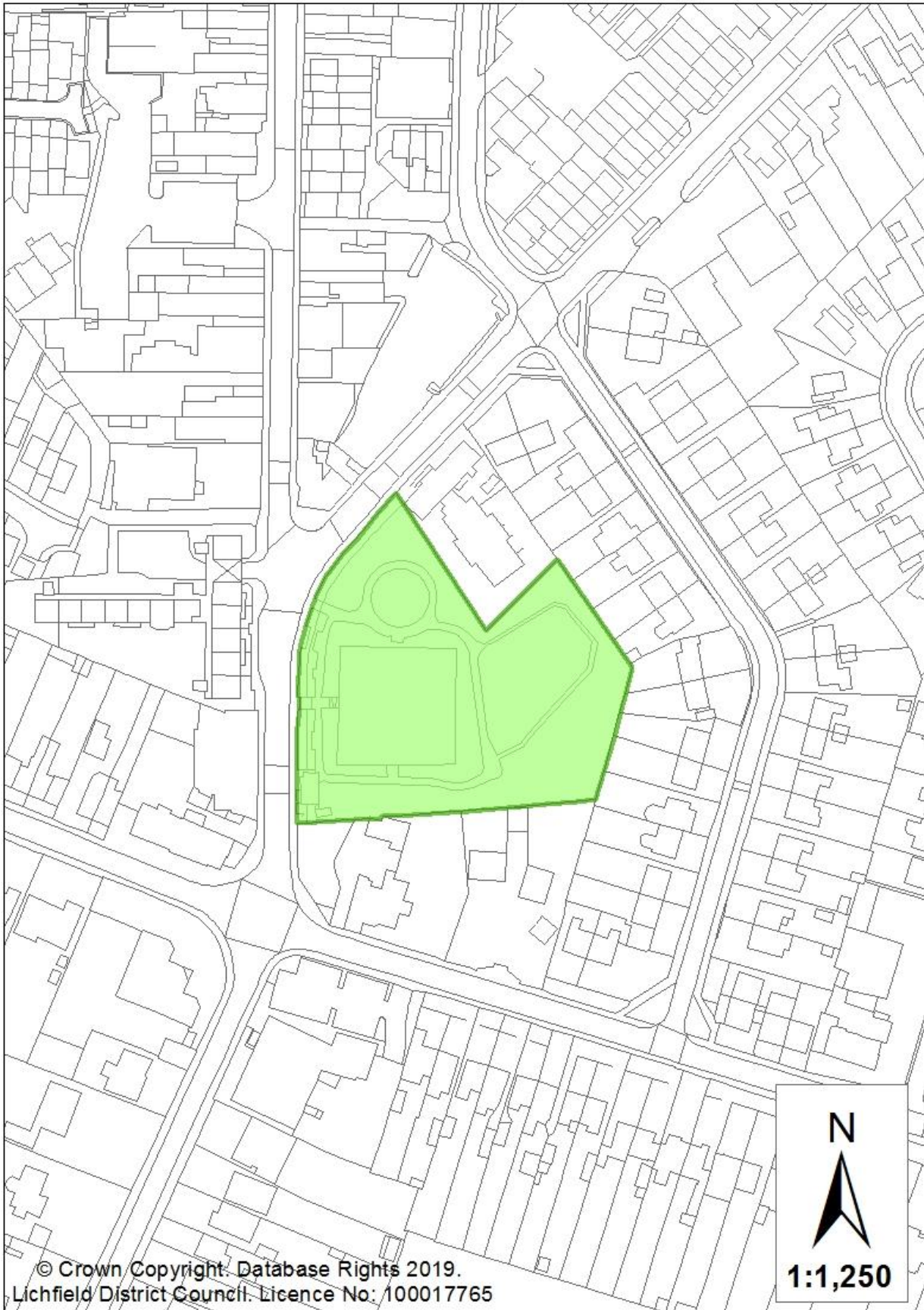
Map 7.3 – Protected Local Green Spaces: Chase View Park



Map 7.4 – Protected Local Green Spaces: Burntwood Park



Map 7.5 – Protected Local Green Spaces: Chasetown Memorial Park





Small, incidental open spaces can be important in built-up areas

Community Facilities

Policy B11 – Retaining and Enhancing Existing Community Facilities

The enhancement of community facilities, including those referred to below, will be supported:

- pubs;
- churches;
- church halls;
- scout and guide halls;
- public health centres,
- public car parks;
- Burntwood Library;

Burntwood Leisure Centre;
Old Mining College Centre;
Burntwood Memorial Institution and grounds.

Development requiring planning permission that would result in the loss of a community facility will only be supported when it will be replaced with an easily accessible equal or better facility; or it can be demonstrated, further to an active and open 12 month marketing period, that the community use of the facility is no longer viable.

Background/Justification

- 13.8 Community facilities, such as schools, public houses, churches, halls and libraries are part of the essential glue that binds a community together. Policy B11 identifies the essential types of community facility in the Burntwood neighbourhood area and in line with national planning policy, seeks to guard against the unnecessary loss of the valued and facilities identified under Policy B11. Proposals to enhance these facilities will be supported.



Burntwood Health Centre

14.0 *Monitoring and Review*

- 14.1 Plans are only valuable when kept up to date. The Town Council will monitor the policies and proposals in the plan on an annual basis.
- 14.2 Where the need for change is identified the Town Council will consider revisions to the Neighbourhood Plan, following the appropriate consultation and related statutory neighbourhood planning process..
- 14.3 Should significant sections of the plan become out of date the Town Council may look to review the whole document by producing a new plan following the Neighbourhood Development Planning procedure.

Appendices

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APPENDIX 1 – Burntwood Listed Buildings (Source: Historic England)

CONDUIT HEAD AT SK 0923 0928

Heritage Category: Listing

Grade: II*

Location:

- CONDUIT HEAD AT SK 0923 0928, MAPLE HAYES, Burntwood, Lichfield, Staffordshire

MAPLE HAYES

Heritage Category: Listing

Grade: II

Location:

- MAPLE HAYES, ABNALLS LANE, Burntwood, Lichfield, Staffordshire

BARN APPROXIMATELY 50 METRES NORTH WEST OF PIPE HALL

Heritage Category: Listing

Grade: II

Location:

- BARN APPROXIMATELY 50 METRES NORTH WEST OF PIPE HALL, ABNALLS LANE, Burntwood, Lichfield, Staffordshire

CHRISTCHURCH

Heritage Category: Listing

Grade: II

Location:

- CHRISTCHURCH, CHURCH ROAD, Burntwood, Lichfield, Staffordshire

EDIAL HALL

Heritage Category: Listing

Grade: II

Location:

- EDIAL HALL, LICHFIELD ROAD, EDIAL, Burntwood, Lichfield, Staffordshire

32 AND 34, RAKE HILL

Heritage Category: Listing

Grade: II

Location:

- 32 AND 34, RAKE HILL, Burntwood, Lichfield, Staffordshire

RAKE CROFT

Heritage Category: Listing

Grade: II

Location:

- RAKE CROFT, RAKE HILL, Burntwood, Lichfield, Staffordshire

THE BURNTHOUSE

Heritage Category: Listing

Grade: II

Location:

- THE BURNTHOUSE, RUGELEY ROAD, Burntwood, Lichfield, Staffordshire

PIPE HALL

Heritage Category: Listing

Grade: II

Location:

- PIPE HALL, ABNALLS LANE, Burntwood, Lichfield, Staffordshire

57, CHURCH ROAD

Heritage Category: Listing

Grade: II

Location:

- 57, CHURCH ROAD, Burntwood, Lichfield, Staffordshire

CHURCH OF ST ANNE

Heritage Category: Listing

Grade: II*

Location:

- CHURCH OF ST ANNE, CHURCH STREET, CHASETOWN, Burntwood, Lichfield, Staffordshire

FULFEN

Heritage Category: Listing

Grade: II

Location:

- FULFEN, RUGELEY ROAD, Burntwood, Lichfield, Staffordshire

[THE OLD BEERHOUSE](#)

Heritage Category: Listing

Grade: II

Location:

- THE OLD BEERHOUSE, WOODHOUSES LANE, Burntwood, Lichfield, Staffordshire

[DARWIN'S BATH AT SK 096100](#)

Heritage Category: Listing

Grade: II

Location:

- DARWIN'S BATH AT SK 096100, ABNALLS LANE, Burntwood, Lichfield, Staffordshire

[Maple Brook Pumping Station](#)

Heritage Category: Listing

Grade: II

Location:

- Maplebrook Waterworks, Rugeley Road, Burntwood, WS7 9HQ, Burntwood, Lichfield, Staffordshire

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APPENDIX 2 – Identified Open Spaces

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
Ironstone Road open space	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Holly Grove Estate	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Larks Rise	Yes	Reasonably large areas/pockets of open space mixed with mature woodland, full of wildlife which are used widely by the local community, enhances the appearance area, mainly consisting of executive housing making the area a desirable location to live. An excellent example of a well-planned modern housing estate. Providing a recreational space for local residents to use and enjoy	Local in Character as these areas have remained free from any further development for many years, any further development would certainly take away the open and leafy feel of this superb modern housing estate.
Fair Lady Drive	Yes	Reasonably large areas/pockets of open space mixed with mature woodland, full of wildlife which are used widely by the local community, enhances the appearance area, mainly consisting of executive housing making the area a desirable location to live. An excellent example of a well-planned modern housing estate. Providing a	Local in Character as these areas have remained free from any further development for many years, any further development would certainly take away the open and leafy feel of this superb

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
		recreational space for local residents to use and enjoy.	modern housing estate.
Bleak House Drive	Yes	Reasonably large areas/pockets of open space mixed with mature woodland, full of wildlife which are used widely by the local community, enhances the appearance area, mainly consisting of executive housing making the area a desirable location to live. An excellent example of a well-planned modern housing estate. Providing a recreational space for local residents to use and enjoy.	Local in Character as these areas have remained free from any further development for many years, any further development would certainly take away the open and leafy feel of this superb modern housing estate.
Land opposite Redmore Close	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Griffin Close	Yes	<i>3 mature trees?</i>	
Chase Terrace Park and Mineral Railway Line	Yes	A well-known and well used and well maintained large open space/park essential open space within the Town.	Local in character and categorised as a park.
Chawner Close	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Railway Line Paget Drive	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Viscount Road	Yes	Part of National Cycle Route.	

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
St. John's Churchyard	Yes	Churchyard	Historic
Duke Road	Yes	Mature areas containing trees, wildlife and pathways, also do bins? Does this not indicate a well-used area of open space?	
St Anne's Churchyard	Yes	Churchyard	Historic
Chasetown Memorial Park	Yes	A well-known and well used and well maintained large open space/park, essential open space within the Town, providing amenity green space and a bowling green. Has historical and cultural significance being home to war memorial.	Local in character and categorised as a park.
Lawnswood Avenue	Yes	Not considered to meet the NPPF definition of "demonstrably special".	Yes.
Birch Avenue	Yes	Not considered to meet the NPPF definition of "demonstrably special".	Yes.
Oakdene Road Open Space	Yes	Not considered to meet the NPPF definition of "demonstrably special".	Yes.
Hawthorne Crescent	Yes	Not considered to meet the NPPF definition of "demonstrably special".	Yes.

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
Oakdene Road/Bridge Cross Road	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Redwood Park	Yes	A well-known and well used and well maintained large open space/park, essential open space within the Town and within a large modern housing estate. With Children’s’ play areas.	Local in character and categorised as a park.
Chase View Park	Yes	A well-known and well used and well maintained large open space/park, essential open space within the Town	Local in character and categorised as a park.
Spinney Close	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Common View	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Hunslet Estate	Yes	Reasonably large areas/pockets of open space mixed with mature woodland, full of wildlife which are used widely by the local community, enhances the appearance area, mainly consisting of executive housing making the area a desirable location to live. An excellent example of a well-planned modern housing estate. Providing a recreational space for local residents to use and enjoy.	Local in Character as these areas have remained free from any further development for many years, any further development would certainly take away the open and leafy feel of this superb modern housing estate.

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
Squires Gate	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Burntwood Park/Elder Lane Park	Yes	A well-known and well used and well maintained large open space/park, essential open space within the Town. With Children’s play areas.	Local in character and categorised as a park.
Birch Avenue/Baker Street	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Church Farm Estate/Mease Avenue	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Scholars Gate	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Hudson Drive	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
South of Church Road	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Leam Drive & Stour Close	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Christ Church Cemetery	Yes	Cemetery, special for this reason, wildlife and widely used / visited by the community	Historic character
Norton Lane Allotments	Yes	Allotments and widely used by the local community, the wider area lacks allotment	Historic

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
		land, valuable to the community.	
Glasscroft	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
St. Matthews Open Space	Yes	Mix of open space, playing pitch and Sports and Social Club.	Yes.
Coulter Lane Cemetery		Cemetery, special for this reason, wildlife and widely used / visited by the local community.	Historic character
Prince's Park	Yes	<p>Prince's Park is featured in the Guinness Book of Records for being the smallest park in the United Kingdom.</p> <p>It was created to commemorate the marriage of Albert Edward, Prince of Wales and Princess Alexandra of Denmark.</p> <p>There are three trees within its grounds named Faith, Hope and Charity.</p> <p>In May 2013 the park was the venue for the World's Shortest Fun Run.</p>	Historic value and categorised as a park
Littleton Way/Mavor Avenue	Yes	Not considered to meet the NPPF definition of “demonstrably special”.	Yes.
Jacks Wood Church Street	Yes	Large area of open space and mature woodland, full of wildlife including Deer.	Local in Character and a habitat for

Green or Open Space	Close Proximity to local community?	Demonstrably special to the local community?	Local in Character and not an extensive tract of land?
		Widely used by the local community, tranquil and has beauty.	wildlife, many TPO's within this area of land.
Biddulph Pool, Cannock Road	Yes	Full of wildlife and identified rare species with a British record of rarely recorded species. Protected area Site of Special Scientific Interest (SSSI) The area of Stables Way close to this area needs to be retained not only because of its close proximity to an SSSI area, but in order to retain a border with Cannock Chase.	Local in Character, protected site.
Tennis Court, St. Matthews	Yes	Not considered to meet the NPPF definition of "demonstrably special".	Yes.
Ryecroft Park	Yes.	Relatively large amenity green space within a residential area, providing opportunities for informal recreation and play.	Yes.

APPENDIX 3 – Glossary

Conservation (for heritage policy): The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Community Infrastructure Levy: A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

Designated heritage asset: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development plan: This includes adopted Local Plans, neighbourhood plans and the London Plan, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004. (Regional strategies remain part of the development plan until they are abolished by Order using powers taken in the Localism Act. It is the government's clear policy intention to revoke the regional strategies outside of London, subject to the outcome of the environmental assessments that are currently being undertaken.)

Economic development: Development, including those within the B Use Classes, public and community uses and main town centre uses (but excluding housing development).

Green infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

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

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Local planning authority: The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority apply to the district council, London borough council, county council, Broads Authority, National Park Authority and the Greater London Authority, to the extent appropriate to their responsibilities.

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act

2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Neighbourhood plans: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Planning condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning obligation: A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Playing field: The whole of a site which encompasses at least one playing pitch as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

Primary shopping area: Defined area where retail development is concentrated (generally comprising the primary and those secondary frontages which are adjoining and closely related to the primary shopping frontage).

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

Significance (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

Site of Special Scientific Interest: Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Special Areas of Conservation: Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.

Strategic Environmental Assessment: A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

Town centre: Area defined on the local authority's proposal map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in Local Plans, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Windfall sites: Sites which have not been specifically identified as available in the Local Plan process. They normally comprise previously-developed sites that have unexpectedly become available.

For further information on the contents of this document
please contact:

Burntwood Town Council

Tel: 01543 677166

Email: info@burntwood-tc.gov.uk



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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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:	Stephen Stray
Your service area:	Spatial Policy and delivery
Your line manager:	Craig Jordan
Your cabinet member:	CLlr Iain Eadie

Section 2: About your plans

Name of service/policy you are assessing:	Burntwood Neighbourhood Plan
--	------------------------------

Is it? (please delete as appropriate)
<ul style="list-style-type: none"> ▪ A new policy/planned service

Who are the main users of your service/policy? (please delete any that are not appropriate)
<ul style="list-style-type: none"> ▪ Mixture of residents and visitors ▪ Users of a specific service (e.g. leisure centre customers) ▪ Internal (employees) ▪ Disability specific groups ▪ Race specific groups ▪ Gender specific groups ▪ Religious groups ▪ Sexual orientation groups ▪ Marriage and civil partnerships ▪ Older people ▪ Young people ▪ Other (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):
Burntwood Town Council has produced a Neighbourhood Plan to provide specific planning policies for the Burntwood Neighbourhood Area. The Plan has been independently examined and found to meet the basic conditions. Following examination the Plan has been subject to a referendum within the neighbourhood area and achieved a success 'yes' vote.

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 Groups of users	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? <input checked="" type="checkbox"/> If there is a negative impact on any group(s), please complete section 4 for each group.
Age ranges (indicate range/ranges)	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to defined age groups it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which consider all age groups within the District.	No.
Disability (physical, sensory or learning)	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to people with disabilities it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which seek to ensure that the needs of those with disabilities are met.	No.
Gender/sex	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with gender and sex it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to gender and sex. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Transgender/gender reassignment	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with transgender and gender reassignment it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to transgender and	No.

	gender reassignment. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	
Race (includes ethnic or national origins, colour or nationality)	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with race it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to race. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Gypsies and travellers	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing Gypsies and Travellers it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies relating to meeting the needs of Gypsies, Travellers and Travelling Showpeople.	No.
Refugees / asylum seekers	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with refugees and asylum seekers it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to refugees and asylum seekers. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Sexual orientation	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with sexual orientation it has been found to be in general conformity with the adopted	No.

	Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to sexual orientation. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	
Marriage and civil partnerships	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with marriage and civil partnerships it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to marriage and civil partnerships. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Religion or belief (includes lack of belief)	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with religion or belief it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to religion or belief. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Pregnancy and maternity	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with pregnancy and maternity it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues	No.

	relating to pregnancy and maternity. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	
Carers or the people cared for (dependants)	Yes. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with Carers or the people cared for it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which specifically related to the provision of supported housing, care homes and homes built to Lifetime Homes standards which are applicable to carers and their dependants.	
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/less able 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:

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	Yes
Date completed:	1 February 2019

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CIL Allocation of Strategic Fund – Revised Allocation Criteria



Report of the Cabinet Member for Economic Development and Local Plan, Parks & Leisure

Councillor I. Eadie

Date:	8 June 2021
Agenda Item:	5
Contact Officer:	Stephen Stray/Helena Horton
Tel Number:	01543 308147/01543 308234
Email:	stephen.stray@lichfielddc.gov.uk/helena.horton@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	All

CABINET

1. Executive Summary

- 1.1 This report presents a revised policy and procedure for allocating the discretionary element of Community Infrastructure Levy (CIL) funding for strategic projects.
- 1.2 The revised approach includes a new scoring regime for assessing expressions of interest including establishing a set of principles to help justify recommendations and provide further clarification as to how they will be implemented. It is considered the approach will ensure a better alignment with the emerging Local Plan and related Infrastructure Delivery Plan and accord with the Councils adopted governance procedures.
- 1.3 The report recommends that if Cabinet is minded to approve the revised CIL allocation criteria, expressions of interest relating to the next round of CIL allocations are invited for a two month period during the summer of 2021.
- 1.4 Finally, the report recognises that the Council has recently changed its committee structure and proposes changes to the current CIL governance process to ensure it is agile and therefore efficient in decision making, oversight and delivery.

2. Recommendations

- 2.1 That the Cabinet approves the revised policy and procedure for determining the allocation of Community Infrastructure Levy (CIL) monies to meet strategic infrastructure requirements.
- 2.2 That implementation of the approach be monitored and kept under review in order to ensure that it reflects up to date Local Plan policy with regard to infrastructure needs and also any future relevant legislative changes to CIL.
- 2.3 That the following revisions are made to the CIL governance process.
 - That the CIL Annual Financial Monitoring report (April) and mid-year update (October) are agreed by the Cabinet member for Economic Development and Local Plan, Parks & Leisure in consultation with the Head of Economic Growth and Development and reported as a briefing paper to the Council's Overview & Scrutiny committee.
 - That the approval of transfer of CIL monies related to the Cannock Chase and River Mease Special Areas of Conservation (SACs) and Neighbourhood CIL is delegated to the Cabinet member for Economic Development and Local Plan, Parks & Leisure in consultation with the Head of Economic Growth and Development.

- That the current Joint Member and Officer Group (JMOG) is disbanded and consideration of the future preparation and revision of CIL policies, procedures and proposals including approval of spending discretionary CIL allocations for strategic infrastructure projects is made the responsibility of the Strategic Infrastructure Group (SIG) in conjunction with the Cabinet member for Economic Development and Local Plan, Parks & Leisure.
- That the operation of the SIG is scrutinised by the new Overview & Scrutiny committee and/or any such Task Group established for this purpose.
- The Cabinet recommends to Council that the revised policy, procedure and governance arrangements are approved and adopted.

3. Background

Revisions to Policy and Procedure

- 3.1 The Community Infrastructure Levy (CIL) is a charge on development which provides a funding stream for infrastructure required to support new development. Lichfield District Council adopted its CIL charging schedule in April 2016 and began charging CIL on 13 June 2016. As part of the adoption of CIL in 2016 the Council also adopted a number of procedures and policies to govern the collection and allocation of monies collected through CIL. Since the adoption of CIL there has been a number of changes by Government to the CIL regulations. One such change is that CIL and Section 106 agreements can now be used to fund the same piece of infrastructure and the deletion of the requirement to produce a list of projects which CIL would and wouldn't be used to fund (known as the Regulation 123 list).
- 3.2 These changes to the regulations afford some flexibility for charging authorities on how CIL monies may be used. There are, however, some complexities and risks with such an approach which need to be fully explored and understood. Members of the Joint Member and Officer Group (JMOG) and Strategic Infrastructure Group (SIG) have undertaken a review of the adopted CIL governance, policy as well as procedures. This review has identified the need to revise the approach to spending District CIL funds and to put in place new processes and controls to ensure the effective management and transparency around the allocation of CIL monies.
- 3.3 The District has previously adopted an allocation process which includes inviting bids for funding in line with the now deleted Regulation 123 list and assessing bids initially against a 4 point basic eligibility criteria. Successful applications at this first stage are then assessed against a further 4 criteria with the aim of evaluating the benefits of the proposals and their deliverability. Alongside the removal of the Regulation 123 list, it is apparent that this process has not been as effective as anticipated in directing CIL funds to truly strategic projects which help to meet recognised infrastructure requirements, hence the need to review the policy and allocation procedures.
- 3.4 At the start of this review in January 2019, SIG and JMOG considered a report which set out issues that had arisen from the assessment of applications received requesting CIL funding. The initial 22 applications requesting funding from the first round of CIL monies had been assessed against criteria set out within the currently adopted guidance. The majority of submissions had failed to meet the eligibility criteria. Only 6 applications had been considered acceptable, 4 of which have now progressed. This outcome led to consideration of the future approach to Strategic CIL funding and that further consideration should be given to ensuring the approach being taken to determining the allocation of CIL monies is robust and importantly will help to facilitate delivery of strategic infrastructure required in the district.

Framework & Priorities for Funding Infrastructure Projects

- 3.5 Going forward, it is proposed that infrastructure will be categorised to assist the process of prioritisation. This will help distinguish between projects that are critical to enable development, and those that will mitigate the effects of the development compared with those that are important to deliver wider place-making objectives. The categories and their descriptions are set out below and illustrated by the prioritisation process flow chart at **Appendix A**. It is considered that taking this approach forward is the most appropriate way of assessing the allocation and provision of CIL funding for applicable projects as it will assist in prioritising the delivery of appropriate and necessary infrastructure within the district. This assessment criteria will take into account the relevant strategies within the Infrastructure Delivery Plan (IDP), Infrastructure Funding Statement (IFS), Local Plan Policies and corporate directives of the council. Projects which align with the proposed strategies will be considered as a priority. Details of the proposed categories of essential infrastructure and desirable infrastructure priorities are set out at **Appendix C**. The proposed approach (**Appendix A**) suggests infrastructure within the 'beneficial' category be delivered through Neighbourhood CIL.
- 3.6 In order to assist in the decision making and assessment of whether a proposed funding project meets the relevant criteria, a scoring system (**Appendix B**) to assess a project against the relevant criteria has been developed. The scoring system criteria focuses on three key project areas. These are, evidence of need for the proposed project, evidence of stakeholder support and finance and deliverability. Enhanced weighting is given to projects which align with the councils Strategic Plan, settlement specific and Neighbourhood Plan policies and the Local Plan which is supported by the IDP and IFS. The IFS, produced on an annual basis, provides a narrative that sets out how developer contributions will be used to deliver plan policies, including projects or types of infrastructure. It is considered that funding for beneficial projects, shown within the flowchart at **Appendix A**, will be funded via Neighbourhood CIL except in exceptional circumstances and where the benefit of the project is clear in meeting the relevant infrastructure criteria, delivery can be demonstrated and there are insufficient funds available via neighbourhood CIL to facilitate the proposed project.
- 3.7 The Cabinet is asked to consider the allocation procedure as recommended by JMOG and set out within this report and its appendices and if agreeable endorse these. If the Cabinet agrees the proposed allocation procedure this will allow the bidding process to open up for applications to be assessed under the new proposed criteria.

Allocation of the discretionary element of the Community Infrastructure Levy

- 3.8 The last allocation round for the discretionary element of the Community Infrastructure Levy took place between July and September 2018. Since that time monies have accrued so that in the latest financial report April 2021, the balance was £1,211,335.14. Due to the review of the allocations process and criteria as described within this report further opportunities for the submission of bids have been put on hold. Given the significant levels of funds which are now within the strategic CIL reserve and a revised policy described within this report it is considered that it would be an appropriate time to open up bids. The higher levels of funding accrued compared to the previous funding round of around £300,000 will also mean the funding can have a greater impact in delivering any one particular strategic project.
- 3.9 It is proposed that the availability of CIL funding for allocation is promoted during the period July to September 2021 and bids from service/infrastructure providers invited. Promotion will be through press releases, the Council's website. Information will be directly circulated to internal Council Services, District Council Members, Parish Councils and a number of external partners. The SIG will also seek to proactively engage with the aforementioned to ensure suitable projects come forward.

Changes to CIL governance arrangements

- 3.10 With the Council recently taking the decision to change its committee structure arrangements from holding a number of theme based Overview & Scrutiny committees to a central Overview & Scrutiny Model, supported by member task groups, it is considered prudent to review the CIL governance arrangements. Currently matters related to CIL are considered firstly by the Strategic Infrastructure Group (SIG) which meets quarterly and then by a Joint Member Officer Group (JMOG) which meets bi-annually.
- 3.11 In relation to the Strategic Infrastructure Group (SIG) this is made up of officers from a variety of internal district council services and officer representation from Staffordshire County Council. The group is chaired by the District Council’s Head of Economic Growth & Development. Officers from the Council’s Spatial Policy & Delivery team provide the administrative support.
- 3.12 The Joint Member Officer Group (JMOG) currently comprises four District Council members and one Staffordshire County Council member supported by officers from the two respective authorities. JMOG considers reports and recommendations from the Strategic Infrastructure Group (SIG) and then makes recommendations directly to Cabinet. The current arrangements do not allow for wider democratic scrutiny before decisions are taken by Cabinet.
- 3.13 Some of the reports regularly taken to SIG and JMOG such as the April financial monitoring report and the October mid-year update are for information rather than requiring a decision(s) to be made. Furthermore, the transfer of monies to the Special Areas of Conservation (SACs) and the Neighbourhood CIL are processes that happen by necessity and therefore agreement for transfers could take place through delegated authority between the Cabinet member of Economic Development and Local Plan, Parks & Leisure in consultation with the Head of Economic Growth & Development. Such an approach would be consistent with other delegated responsibilities already in place.
- 3.14 Given the recent change to the Councils committee structure arrangements it is suggested that the Joint Member and Officer Group (JMOG) is disbanded and consideration of the future preparation and revision of CIL policies, procedures and proposals including approval of spending discretionary CIL allocations for strategic infrastructure projects should be transferred to the Strategic Infrastructure Group (SIG) in conjunction with the Cabinet member for Economic Development and Local Plan, Parks & Leisure.
- 3.15 Moving forward it is considered that wider scrutiny and support for proposals before they reach Cabinet could be achieved without a slowing down in decision taking into account the new corporate Overview and Scrutiny arrangements (**Appendix D**). Reports could be prepared or alternatively a briefing paper for this Committee in advance of Cabinet. Alternatively members may decide that a Task group should be formed. As such the value of having JMOG as part of the process is brought into question.
- 3.16 Cabinet is asked to agree new governance arrangement with the SIG reporting into Overview and Scrutiny and JMOG being disbanded and recommend that these be approved along with the revised policy and procedure by Council.

Alternative Options	<ol style="list-style-type: none"> 1. Not implement the proposed criteria this would require the current CIL process to continue. This would be more time consuming and risks CIL being spent on less important infrastructure and without a full evidence-based picture of infrastructure needs and cost. It may result in a shortfall in CIL to spend on larger future essential projects 2. Not implementing the changes in governance arrangements could result in the continuation of the current process which can lead to inefficient use of
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	<p>officer and member time and a disconnect between those proposing recommendations and the wider scrutiny of members from Overview & Scrutiny before decisions are taken to Cabinet.</p> <p>3. Cabinet recommend officers create an alternative allocations procedure. This would be difficult to justify and potentially further delay the allocation of accrued CIL monies to support infrastructure projects.</p>
<p>Consultation</p>	<p>1. Consultation has been undertaken with both SIG and JMOG in line with the CIL Administration and Governance arrangements in respect of changes to the CIL allocation funding criteria.</p> <p>2. Revision of governance arrangements has taken place in consultation with the Cabinet member for Economic Development and Local Plan, Parks & Leisure.</p>
<p>Financial Implications</p>	<p>1. Funding allocations will support the delivery of projects which have secured other external funding, maximise the financial investment in strategic infrastructure within the district.</p> <p>2. There is no impact on District Council budgets.</p>
<p>Crime & Safety Issues</p>	<p>1. There are no crime and safety issues.</p>
<p>Equality, Diversity and Human Rights Implications</p>	<p>1. An Equality Impact Assessment screening has been completed.</p>
<p>GDPR/Privacy Impact Assessment</p>	<p>1. No GDPR issues/risk</p>
<p>Contribution to the Delivery of the Strategic Plan</p>	<p>1. Supports the priority of 'Enabling People' through transparency of the CIL funding and allocating of funds process. This will enable stakeholders to make bids for funds to assist in the delivery of infrastructure which will assist in helping people live healthy lifestyles.</p> <p>2. Supports the priority of 'Shaping Place' through the alignment of infrastructure provision to local priorities ensuring growth is done sustainably and with balanced infrastructure provision.</p> <p>3. Supports the priority of 'Developing Prosperity' through the provision of infrastructure to support development including employment and residential uses, thereby encouraging economic growth, enhancing the district and providing certainty for investment.</p> <p>4. Supports the priority of being a 'Good Council' by accountability, transparency and responsiveness as the update enables the community, business, developers, service and infrastructure providers and other interested organisations to understand how CIL receipts are collected, to bid for funding and understand how funds are allocated to support the delivery of infrastructure.</p>

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Slow or none delivery by projects following allocation.	Grant agreements include a clawback mechanism in the event of deemed slow progress or non-delivery. Progress will be monitored and managed by officers and reported to both SIG and Overview and Scrutiny Committee (if the proposals in this paper are endorsed).	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow
B	Allocated funding supporting investment in elements which are outside the scope of the submitted application.	Through the Grant Agreements funding will be released against individual milestones across the delivery timeline of the approved project. The allocations criteria should assist in ensuring that the projects allocated Strategic CIL funds will provide relevant and necessary strategic infrastructure.	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow
C	Limited number of projects benefitting from the proposed strategy.	It is noted that historically there has been an issue with the district CIL funding not being utilised for strategically important infrastructure. The proposed revised approach would enable officers and members to clearly identify projects which serve to meet infrastructure needs and help in the assessment process. Whilst limiting the number of nature of bids that are likely to be successful it will mean that monies are directed to those projects seen as of value and importance. The framework would allow other projects to seek support via alternative funding routes including Neighbourhood CIL etc.	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow
D	Changes in governance arrangements	The new arrangements may take some time to bed in. However, the process can be kept under review and amendments made as appropriate to ensure a streamlined and efficient process is achieved.	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow

Background documents

Prioritisation Process Chart – Appendix A

CIL Strategic Infrastructure Project Scoring Criteria - Appendix B

CIL Allocation of Strategic Fund Categories of Infrastructure Priority - Appendix C

Draft Strategic CIL Allocation Governance Procedure – Appendix D

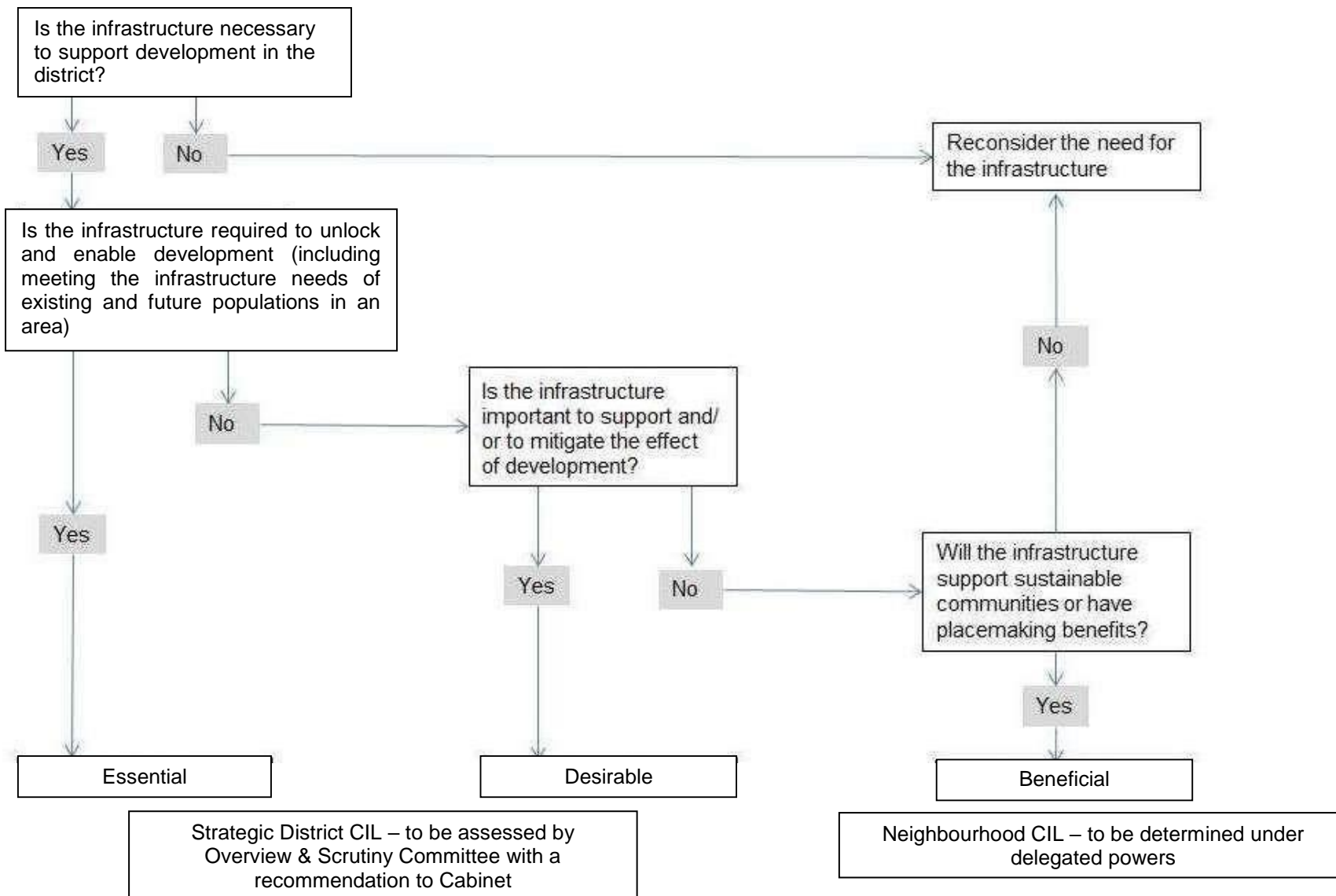
Relevant web links

[CIL Governance and Administration Procedures](#)

[Infrastructure Funding Statement \(IFS\) 2019-2020](#)

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Prioritisation Process Chart



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CIL Infrastructure List Project Scoring Form

Question	Criteria	Score
Project Details		
Project name	n/a	n/a
Name of organisation submitting this expression of interest	n/a	n/a
Brief description of the project and benefit to the community and the geographical area it covers.	Score for expected catchment area of impact based on: Clarity of purpose Benefits identified to the community Identification of range of community groupings and extent / scale of community benefitting	Out of 5
Evidence of Need		
Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out of strategies/plans which identify this project as a priority	1 - Anecdotal evidence that proposal is needed in the area but no quantitative evidence to support proposed bid. 5 – An audit or an assessment of need has been undertaken identifying quantitative deficits. Evidence or data has been gathered to suggest that the project is required to accommodate increased demand from development 10 – The scheme has been identified and fully justified through both quantitative and qualitative assessments. Evidence or data has been gathered to demonstrate that infrastructure is reaching/has reached capacity and that the project is required increase capacity due to an increase in usage	Out of 10
How does the project contribute to the delivery Lichfield Local Plan and/or the Infrastructure Funding Statement and Infrastructure Delivery Plan?	1 point awarded per objective/policies (max 5 points) (x2 extra weighting given)	Out of 10
Is this project identified as a priority in the relevant Neighbourhood Plan or Settlement policies within the current Local Plan?	1 point awarded per relevant project is identified (max 5 points) (x2 extra weighting given)	Out of 10

How does the project contribute to the delivery of the District Council's Corporate Strategic Plan?	One point awarded per Corporate Plan promise/project (max 5 points) (x2 extra weighting given)	Out of 10
Evidence of stakeholder support		
How does the proposal show that it has captured the ambitions of local and interested communities or organisations about the details of the project through a variety of engagement techniques?	<p>1 – Limited consultation. No direct contact with stakeholders or end users seeking engagement or feedback (possibly 0 score). Consultation limited to informing local communities of proposal.</p> <p>5 – Some attempt to engage more meaningfully with local communities such as surveys or questionnaires and meetings capturing quantitative data. Analysis of feedback may include minor amendments of a proposal to address consultation responses from local communities (e.g. Neighbourhood Plan)</p> <p>10 – Range of consultation techniques used to engage local residents such as workshops, exhibitions, questionnaires. These techniques should be targeted to capture a wide range of stakeholders at different times over a period of time. The scheme should demonstrate how engagement attempted to build consensus amongst interested groups and local communities to meet the identified need and address the issue/deficit</p>	Out of 10
Finance and Deliverability		
Total cost of project	n/a	n/a
What are the funding options for the proposed project?	<p>1 – Proposal is wholly reliant on CIL and no other funding options have been explored (0 score). Securing other funding is reliant on CIL funding being granted (Possible score of 1 or more).</p> <p>5 – Proposal is partly reliant on CIL. Other funding options have been explored. Other funding may have been secured</p> <p>10 – Proposal is partly reliant on CIL and other funding has been secured. Greater weight can be given to well-prepared large scale projects that seek funding but where the amount of CIL reserves available is insufficient. Bid is accompanied by a project plan evidencing how much is needed and why CIL funds are required</p>	Out of 10

	to be set aside over successive years.	
What measures have been explored to minimise the risk of the project not being delivered?	<p>1 – Limited assessment of various risks undertaken. None or few measures to demonstrate that project will be carefully managed, the contractor/supplier is adequately insured, capable of undertaking the project, or able to provide guarantees.</p> <p>5 – Budget management measures explored. Contractor/supplier has delivered a project of this scale and type before and can demonstrate capability. Minimal guarantees offered.</p> <p>10 – Multiple budget management measures secured (e.g. fixed price contract tenders). All approvals and permissions have been secured. Contractor/supplier can provide guarantees and all insurances are in place. All risks against going over budget fully assessed and mitigated.</p>	Out of 10
Have any ongoing costs been covered?	<p>0 – Future costs not considered</p> <p>5 – Some future costs covered or may be covered for a limited time (e.g. through guarantees/warranty/ certification)</p> <p>10 – No ongoing costs. Ongoing costs covered by another organisation such a match funding or project may be self-funding</p>	Out of 10
Amount of CIL funding requested	n/a	n/a
Please indicate the approximate start and finish dates of the project. (must be deliverable within 3-5 years of application)	n/a	n/a

Total Score (out of maximum of 85)	Score	Score as %

Categories of Infrastructure Priority

Essential Infrastructure – will be planned for in CIL forecasting and will be considered first in bids

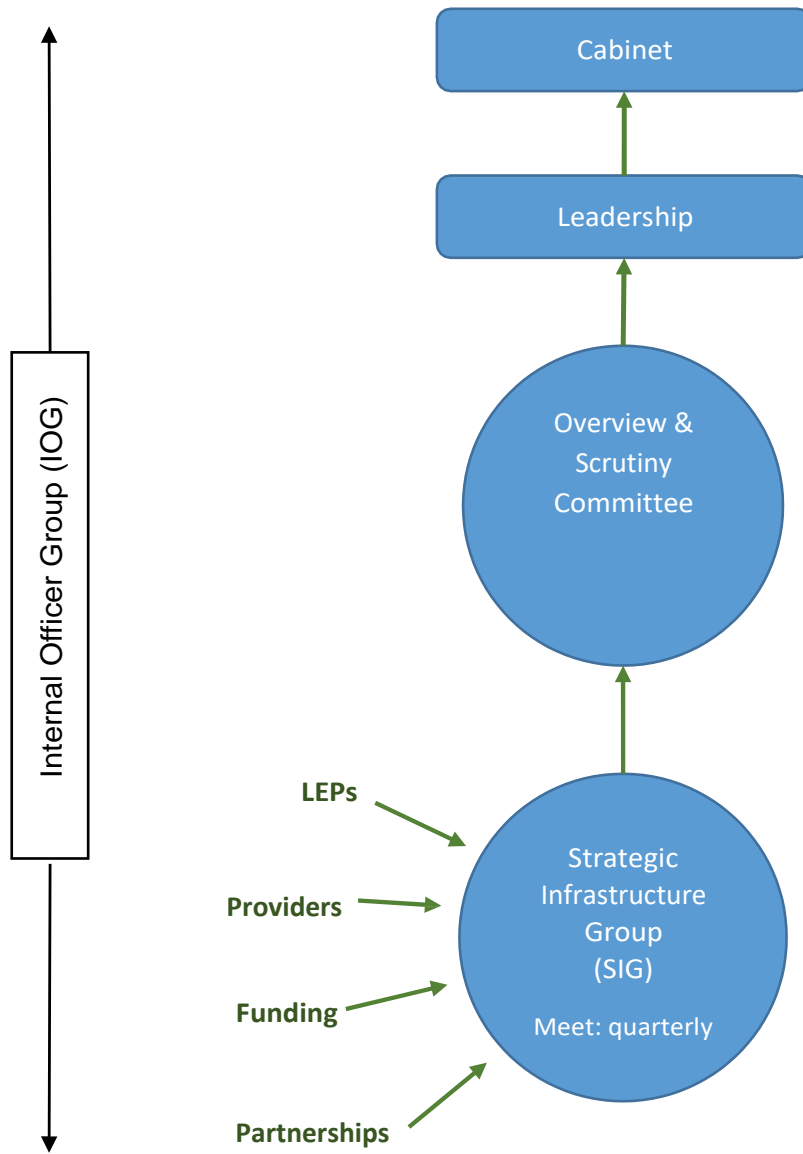
- Infrastructure necessary to support allocated development within the plan in order that development carried out is sustainable and accommodates the needs of the district;
- Infrastructure necessary to support an approved development (proposed developments with planning permission granted) in order that development carried out is sustainable;
- Identified in the emerging / completed Infrastructure Delivery Plan of the Local Plan or is identified in the Neighbourhood Plan as a priority in infrastructure provision;
- It represents infrastructure detailed in the Infrastructure Funding Statement; and
- The bid/identification of need must demonstrate that the timing of delivery for funding is appropriate and justified.

Desirable Infrastructure – Will continue to be recognised in CIL spend forecasting and will be considered for bids on a case by case basis

- This infrastructure addresses a current inadequacy in infrastructure terms and the benefits of the infrastructure are clear;
- The infrastructure is identified as 'desirable' in the Local Plan or Neighbourhood Plan;
- Neighbourhood CIL funding has been allocated to fund the project; and
- It would allow infrastructure to be delivered through collaborative funding with discretionary CIL or monies from other funding sources being 'the last piece of the jigsaw'.

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Draft
Strategic CIL Allocation Governance Procedure



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EXTENSION OF THE VEHICLE CONTRACT FOR OPERATIONAL SERVICES

Councillor Ashley Yeates Cabinet Member for Climate Change & Recycling

Date: 8th June 2021

Agenda Item: 6

Contact Officer: Nigel Harris

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Key Decision? YES

Local Ward Members

Lichfield
district council

**CABINET
REPORT**

1. Executive Summary

- 1.1 Lichfield District Council has a contract with SFS Ltd for the provision and maintenance of vehicles used by both the Joint Waste Service (JWS) and Street Cleansing.
- 1.2 The contract is due to expire on 31st March 2022 but there is provision to extend the arrangement for further periods totalling up to six years and two months.
- 1.3 The JWS is currently evaluating options for the future of the dry recycling service because the disposal contract for the dry recycling material (DMR) collected in the blue bin is also due to expire in March 2022 and the service will need to be aligned with emerging National Waste Policy. However it is unlikely that the future of the service will be determined before July 2021 which doesn't give sufficient time to consider and implement procurement options for the next vehicle contract.
- 1.4 In order to secure a vehicle resource for the JWS and Street Cleansing whilst service delivery and procurement options are being considered, it is proposed that the existing contract with SFS Ltd be extend for a period of one year.
- 1.5 During the contract extension some vehicles may need to be swapped depending on the outcome of the recycling service review and also the ancillary equipment installed on the vehicles (CCTV cameras and Bartec Units) requires replacement because of its age.

2. Recommendations

2.1 It is recommended that Cabinet approve:

- An extension to the existing fleet contract with SFS Ltd for a period of one year from 1st April 2022.
- The expenditure on ancillary equipment and its funding from existing budgets,
- The undertaking of a review of procurement options for the replacement of the vehicle fleet in April 2023.

3. Background

- 3.1 The JWS requires a fleet of 24 heavy goods vehicles (HGVs) to provide collections of household waste (refuse, dry recycling and garden) to the residents of Lichfield and Tamworth plus the collection of trade waste from commercial premises. Lichfield's Street Scene requires a single HGV for the collection of litter and the emptying of public waste bins.
- 3.2 In February 2016, SFS Ltd were awarded the contract to provide and maintain the required fleet of HGVs in return for a fixed annual cost for each vehicle. The contract is due to expire on 31st March 2022.
- 3.3 The JWS also has a contract for the disposal of the dry mixed recyclate (DMR) collected from the kerbside which was deliberately set to end on the same date as this makes it much easier and cheaper to make changes to the service and/or vehicles if required.
- 3.4 It has not been possible to make a decision on the future of the recycling in sufficient time to procure the number and type of HGVs which will be required by the JWS. The re-procurement of the disposal contract has not been straightforward due to significant changes in the market for DMR and the delay to the National Waste Strategy. The Strategy contains proposals to make recycling more consistent across the country and it may prescribe how collections are undertaken by local authorities.
- 3.5 The procurement exercise for the replacement disposal contract has recently been completed and it is hopeful that the future of the dry recycling service can be determined by Cabinet in July, but this is subject to negotiations with the County Council being concluded in time.
- 3.6 Determining the future of the recycling service in July will not leave sufficient time for the authority to assess different options for procuring the next fleet of vehicles, place orders and take delivery. The JWS and Street Cleansing cannot take the risk of not having the required vehicle infrastructure to deliver their respective services and have therefore negotiated a one year contract extension with SFS Ltd.
- 3.7 It is intended that the existing fleet will be retained for the duration of the extension and SFS Ltd have agreed to maintain the current contract hire prices. The cost of the year's extension to the contract will be approximately £900k for both authorities. However should the review of the Recycling Service require a change in collection methodology at the end of the DMR disposal contract in March 2022 then it is likely that the vehicles used on this service will need to be swapped. The cost of the replacements will be higher than the existing recycling vehicles. This additional cost has been built into the options appraisal which will be considered by Cabinet in July.
- 3.8 All the existing vehicles are fitted with CCTV cameras and in cab units (Bartec) which allow communications to take place between the crew and the back office. This equipment has now reached the end of its working life and SFS Ltd were asked to submit quotations for its replacement as part of the contract extension negotiations. Satisfactory prices have now been received and the intention is to replace the equipment later this year. The equipment remains in the ownership of JWS and will then be transferred to the new fleet in 2023.

Alternative Options	<ol style="list-style-type: none"> 1. The extension will enable the authority to consider different procurement options for acquiring the next fleet. The appraisal will consider both capital purchase using prudential borrowing and contract hire. 2. There are not considered to be any other options that will ensure continuity of fleet provision by April 2022.
Consultation	<ol style="list-style-type: none"> 1. Tamworth Borough Council as our partners in the Joint Waste Service. 2. SFS Ltd as the current fleet contractor.
Financial	<ol style="list-style-type: none"> 1. SFS Ltd have agreed to maintain the current annual lease cost for existing

Implications	<p>vehicles for the duration of the extension and there is sufficient budgetary provision for 2022/23. The budget for 2022/23 is £900K and the proposed extension is in accordance with the Procurement Strategy.</p> <ol style="list-style-type: none"> Prices have been agreed with SFS Ltd should the recycling vehicles need to be swapped at the end of the DMR disposal contract in March 2022. The cost implications of this scenario if required will be dealt with by Cabinet in July. The cost of replacing the ancillary equipment on the vehicles is approximately £90k and will be funded from existing budgets.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> The provision of the Joint Waste Service and Street Cleansing plays a key role in ensuring we have a clean, green and welcoming place.
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> There are no equality, diversity and human right implications associated with the contract extension. SFS comply with all relevant legislation associated with preventing modern slavery and human trafficking.
Crime & Safety Issues	<ol style="list-style-type: none"> There are no crime and safety issues associated with the contract extension.
Environmental Impact	<ol style="list-style-type: none"> The vehicles are essential for providing waste and recycling collections which assist the Authority in meets its environmental obligations. The year's extension to the existing contract will allow for the exploration of the inclusion of electric vehicles as part of the waste fleet.
GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> A Privacy Impact Assessment has not been undertaken because extending the contract does not involve the handling of any personal data.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	The vehicles will have to operate for a year longer than was originally intended and this may increase the risk of breakdowns and service issues.	Robust contract monitoring so as to ensure the vehicles are being regularly inspected and maintained by SFS Ltd.	Likelihood: Green Impact: Yellow Severity of Risk: Green
B			
C			
D			
E			

Background documents <ol style="list-style-type: none"> Fleet contract with SFS Ltd.
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Relevant web links

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