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Monday, 11 March 2019

Dear Sir/Madam

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

A meeting of the Economic Growth, Environment and Development (Overview & Scrutiny) Committee has been arranged to take place **TUESDAY, 19TH MARCH, 2019 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

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

Yours Faithfully

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

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

Councillors Cox (Chairman), Ball (Vice-Chair), Warfield (Vice-Chair), Mrs Baker, Mrs Boyle, Drinkwater, Mrs Eagland, Mrs Fisher, Mrs Lax, Marshall, Smith and Mrs Stanhope MBE



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AGENDA

- | | | |
|----|--|-----------|
| 1. | Apologies for Absence | |
| 2. | Declarations of Interest | |
| 3. | Minutes of the Previous Meeting | 5 - 8 |
| 4. | Work Programme | 9 - 12 |
| 5. | Events and Festivals in Lichfield City - Economic Impact | 13 - 34 |
| 6. | Local Plan and related spatial policy matters update | 35 - 84 |
| 7. | Sustainable Design SPD Appendix A update | 85 - 110 |
| 8. | BRS Working Group Update | 111 - 112 |



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

22 JANUARY 2019

PRESENT:

Councillors Cox (Chairman), Ball (Vice-Chair), Warfield (Vice-Chair), Mrs Baker, Mrs Boyle, Mrs Eagland, Mrs Lax, Marshall and Smith.

(In accordance with Council Procedure Rule No.17 Councillor Pritchard attended the meeting).

42 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Drinkwater, Mrs Fisher and Mrs Stanhope MBE

43 DECLARATIONS OF INTEREST

There were no declarations of interests.

44 MINUTES OF THE PREVIOUS MEETING

It was requested that the information received from the Environment Agency be circulated to all Members of the Committee.

RESOLVED: That the minutes of the previous meeting be signed as a correct record.

45 WORK PROGRAMME

The Work Programme was considered and items for the March meeting were noted.

RESOLVED: That the Work Programme be noted and updated where required.

46 LOCAL PLAN AND RELATED SPATIAL POLICY MATTERS UPDATE

The Committee received a report updating Members on the consultations on the Local Plan Allocations Main Modifications, Local Plan Review: Preferred Options & Policy Directions document and draft Statement of Community Involvement (SCI). The report also gave an update on Neighbourhood Plan progress.

Members asked for further information regarding how the consultations were completed and it was reported that the SCI outlined how engagement would be undertaken. It was reported there was a minimum requirement for engagement and the Planning Inspector examined whether this had been completed but in reality, far more than this minimum was always done. It was reported that the Development Plans team worked closely with the Communications Officers to consider how best to reach all groups whether it be residents, private companies and Parish Councils.

The Committee then discussed Neighbourhood Planning and it was asked if there was a schedule for reviewing them. It was reported that reviews would only be required if changes were needed however it could be wise to re appraise plans after five years because this is the timeframe recommended in national policy. Some Members felt that these plans, even with good intentions, had resulted in another level of bureaucracy.

RESOLVED: 1) That the progress associated with the Local Plan Allocations and Local Plan Review be noted;

2) That the progress associated with the Statement of Community Involvement be noted; and

3) That the recent progress in relation to neighbourhood plans be noted.

47 LOCAL ENTERPRISE PARTNERSHIPS REVIEW

The Committee received a report on the current Government review of Local Enterprise Partnerships (LEPs). The review was looking at a number of issues including legal status of LEP's, governance arrangements and also geographical boundaries between LEP's. It was reported that presently Lichfield District Council was a member of two LEPs which were the Greater Birmingham and Solihull LEP (GBSLEP) and the Stoke and Staffordshire LEP (SSLEP). Members noted that being a member of two LEPs allowed access to two Growth Hubs that help support local businesses and the ability to access funding for projects from both.

It was reported that the Government in terms of geography was keen to see the removal of any overlaps which had implications for authorities like Lichfield. The Government's argument is that removal of overlaps would provide for more clarity and assist in the allocation of monies. The Committee was informed that the Government had left it to the LEPs to deal with this matter and agree a way forward. However GBSLEP wished to keep the status quo as it had developed strong working relationships with its authority partners and had support of businesses yet SSLEP wished to have a geography based on the county boundary.

Some Members were in agreement that membership should remain with GBSLEP as it is based on a functional economic area and where businesses consider the boundaries of markets and customers to be. There was concern however from other Members that there were bigger projects underway in the GBSLEP area which would divert public funds and Lichfield may not be considered as a high priority. There was also concern that Lichfield could be considered as part of a wider Birmingham area.

It was asked what authority would make the final decision if no agreement could be reached and it was reported that the Government would have the ultimate say however this may be delayed due to other priorities namely Brexit.

It was noted that the Leader of the Council was working with the LGA and the other local authorities to express the view of keeping the current set up with LEPs. There was no need to change things and questions had been raised as to why the Government was so wedded to the idea of boundary changes.

The Committee asked what could be done to plan for whatever the Government decides. Members were advised that at the present time it is not clear as to whether the Government will force through decisions however if it did, the Council needed to be mindful of the good working relationships which had been formed with partners (and which could continue irrespective of LEP membership) and the potential for new relationships to be formed. The latter being particularly relevant in terms of accessing future funding pots.

It was agreed to keep the item on the work programme for the March meeting to receive an update and consider options if a decision of which LEP to be in is required or if the Council deems it not wishing to be in a LEP at all.

RESOLVED: 1) That the LEP Review and its progress be noted;

- 2) That the potential implications for Lichfield District of the decision to remove geographical overlaps between individual LEP's be noted; and
- 3) That an update be submitted to the Committee at it's March meeting.

48 BRS WORKING GROUP UPDATE

The Committee received an update from the Chairman of the BRS Working Group. It was reported that the pro bono advice was no longer being given and a Communications plan was now underway with a website and newsletter.

Thanks were given to Officers for their support in the process.

RESOLVED: That the update be noted.

(The Meeting closed at 7.15 pm)

CHAIRMAN

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ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2018-19

Item	June	Sept	Nov	Jan	Mar	Details/Reasons	Officer	Member Lead
Policy Development								
Terms of Reference	✓						Christine Lewis	
Small Business Grant Scheme		✓					Jonathan Percival	Cllr Ian Pritchard
Environment Agency		✓				Presentation and discussion with EA regarding Planning application representations	Craig Jordan	Cllr Ian Pritchard
Conservation Area Appraisals			✓			To consider Wall and Wiggington (including changes to the CA boundaries) and the new CA is proposed for Drayton Bassett	Jeff Upton	Cllr Ian Pritchard

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2018-19

Item	June	Sept	Nov	Jan	Mar	Details/Reasons	Officer	Member Lead
Economic Performance			✓				Craig Jordan	Cllr Ian Pritchard
Conservation Area Appraisals			✓				Ashley Baldwin	Cllr Ian Pritchard
Festivals and Events					✓	This item will be led by LPWM to scope. EGED will consider tourism and economic matters	Lisa Clemson	Cllr Ian Pritchard
Sustainable Design SPD update					✓		Jon Allinson	Cllr Ian Pritchard
Building Control Shared Service						A briefing paper will be sent when information is ready	Ged Cooper	Cllr Ian Pritchard

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2018-19

Item	June	Sept	Nov	Jan	Mar	Details/Reasons	Officer	Member Lead
Local Plan Updates	✓	✓		✓	✓	Reports on progress with the Local Plan, neighbourhood plans	Ashley Baldwin	Cllr Ian Pritchard
BRS Working Group		✓	✓	✓	✓	Working group to be established	Craig Jordan	Cllr Ian Pritchard
Review of the operation of the new Planning Committee						Report likely in June 2019 to allow a full year of operation before review.	Jeff Upton	Cllr Ian Pritchard
Briefing paper on Development Management performance		✓					Jeff Upton	Cllr Ian Pritchard
Briefing paper on performance of self builds		✓						

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2018-19

Item	June	Sept	Nov	Jan	Mar	Details/Reasons	Officer	Member Lead
Enforcement Plan Update			✓			To consider enforcement activity	Jeff Upton	Cllr Ian Pritchard
Planning Enforcement Resources Review			✓				Jeff Upton	Cllr Ian Pritchard
LEPs				✓		Item is dependent on outcome of Government proposals	Craig Jordan	Cllr Ian Pritchard

Events and Festivals in Lichfield City – Economic Impact

Cllr Ian Pritchard

Date: 19 March 2019

Agenda Item: Events and Festivals In Lichfield City

Contact Officer: Lisa Clemson

Tel Number: 01543 308708

Email: Lisa.clemson@lichfield.gov.uk

Key Decision? NO

Local Ward N/A

Members



Economic Growth,
Environment and
Development (overview and
scrutiny) committee

1. Executive Summary

- 1.1 The purpose of this report is to provide the committee with details of the work that has been undertaken to date, as part of a commission to assess the economic impact of key events and festivals that take place in Lichfield city.
- 1.2 Lichfield traditionally boasts an extensive and enviable programme of events and festivals which attract thousands of visitors to the area.
- 1.3 Whilst Lichfield District Council delivers and supports a small number of these events, the majority of events that take place are delivered and funded by partner organisations.
- 1.4 The aim of this work is to determine the impact the growing number of events and festivals are having on the city, local businesses and council services. In particular the council wish to identify the measurable economic benefits the events and festivals deliver.

2. Recommendations

- 2.1 It is recommended that Members consider and note the contents of this report.

3. Background

Context

- 3.1 A key theme of Lichfield District Council's Strategic Plan 2016 – 2020 is that we will help "create a vibrant and prosperous economy" by encouraging increased visitors, increased spend in our local economy and more overnight stays.
- 3.2 Events and festivals are recognised as a key part of this, as an engaging events programme helps us build on our heritage, tourism, and cultural offer and encourages more footfall, both to the events and afterwards as events help showcase the city for future visits.
- 3.3 Lichfield is rapidly becoming known as the "City of Festivals", it has an all year packed calendar of events that range from traditional well established events like the Greenhill Bower and Lichfield Proms in the Beacon Park to newer events such as the Monthly Grub Club and The Cathedral Illuminated. The popular Lichfield Food and Drink Festival that takes place in August over 3 days is now in its 8th year, Lichfield Festival in July is now in its 36th year and lasts for around 10 days. A lot of the newer events are food and drink related, and are taking place in the city centre and on land directly adjacent.

Delivery and support

- 3.4 As the local authority, Lichfield District Council has various direct and indirect roles and functions when it comes to events and festivals, through its regulatory service it provides the necessary licences and consents to allow activities to take place ensuring they are safe for customers and can be suitably

accommodated. In addition the council via its tourism and communications teams help to promote and market what is on and through the provision of land and/or availability of facilities such as car parks help to support the events and festivals.

- 3.5 An internal officers group was set up in early 2018 to consider how best Lichfield District Council can promote and support the various events and festivals via the councils many different roles. Officers from regulatory services, tourism and leisure services are part of this group.
- 3.6 A joint events and festivals collaboration group, made up of key partners, event organisers and officers and members from Lichfield District Council also meets to ensure a joined up approach is taken. The group shares best practice ideas and keeps everyone informed of what's on and when.

Assessment Methodology

- 3.7 Members have previously indicated a desire to have an understanding of the economic impact of events and festivals on the city. To this end officers have been asked to undertake this work and report back.
- 3.8 Following the circulation of a project brief, The Market Research Group an independent market research agency based in Bournemouth University, were the chosen company to deliver this work.
- 3.9 Bournemouth University The Market Research Group, an independent market research agency based within Bournemouth University (BU) have been appointed to carry out the work. They specialise in providing market and social research intelligence services tailored to suit the needs of individual organisations within the public, tourism, heritage, arts and academic sectors. MRG have over twenty years' experience of undertaking visitor research at local, regional and national level for a range of organisations, including local authorities.
- 3.10 The first part of the economic impact assessment is to provide a **Position Statement** of the key events and festivals which took place in the city in 2018, this can be found in appendix 1. The next stages of the economic impact assessment will be carried out over the coming month and include:
- 3.11 **Event organiser survey**
Event organisers will be asked to take part in this survey with the aim of learning more about their events, including what their target markets are, how they operate and function in terms of financial returns to the organisation, ticket sales, jobs created. The event organiser survey will be divided into different surveys depending on the type of event, and number of events that organiser runs.
- 3.12 **Stall holder survey**
Stallholders will be asked to take part in the survey to learn more about why they choose to trade at events in Lichfield city, visitor spend, economic benefits, where they come from, and to gain feedback from their customers.
- 3.13 **Event organiser interviews**
Key event organisers will be asked to take part in interviews to explore their perspectives, aims and objectives surrounding staging events and festivals within Lichfield. The research team will aim to undertake five interviews with separate event organisers to form case studies that will help provide a narrative on the event and festival industry within the city.
- 3.14 **Business survey**
The research team will design and distribute a postal survey to up to 500 local businesses to gather their views on the impact of the events and festival industry within the city. The survey will explore views and perspectives around the events within the city and the actual economic impact that they are having on their business.

3.15 Visitor survey

Visitors will be surveyed at some of the events, to help us learn more about where visitors are coming from, are they residents, how far have they come from, what is the purpose of their visit, how long have they stayed for – are they a day visitor or here for an overnight stay, how did they hear about the event. If they are a visitor what else have they done whilst here. This survey will capture both visitors to the area and residents.

3.16 Data analysis and reporting

The consultants will prepare a concise but comprehensive report, which includes a narrative, supporting data/evidence and conclusions about the economic impact of events and festivals in Lichfield, this will be presented to a future EGED committee in January.

Alternative Options	As this is a summary report focusing on the position statement of events and festivals, alternative options are not considered as part of this report.		
Consultation	As this is a summary report focusing on the position statement of events and festivals, alternative options are not considered as part of this report		
Financial Implications	Budgets for LDC activities to deliver and support events are contained in the relevant service departments.		
Contribution to the Delivery of the Strategic Plan	<div><div>1.</div><div>A key theme of Lichfield District Council’s strategic plan 2016-2020 is that we will help “create a vibrant and prosperous economy” by encouraging increased visitors, increased spend in our local economy and more overnight stays.</div></div> <div><div>2.</div><div>Events and festivals are recognised as a key part of this, as an engaging events programme helps us build on our heritage, tourism, and cultural offer and encourages more footfall, both to the events and afterwards as events help showcase the district for future visits</div></div>		
Equality, Diversity and Human Rights Implications	There are no identified equality, diversity and human rights implications		
Crime & Safety Issues	There are no identified crime and disorder issues.		
GDPR/Privacy Impact Assessment	There are no identified GDPR issues.		
	Risk Description	How We Manage It	Severity of Risk (RYG)
	There are no identified risks		
Background documents N/A			
Relevant web links www.visitlichfield.co.uk			

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Introduction

Lichfield is rapidly becoming known as the “City of Festivals” with an all year round calendar of events that range from traditional, well established events, like the Greenhill Bower and Lichfield Proms in Beacon Park, to newer events, such as the Monthly Grub Club and The Cathedral Illuminated.

Lichfield District Council has commissioned Bournemouth University to undertake an Economic Impact Assessment of events and festivals held within Lichfield City Centre. This is in order to provide the Council with information about how these events are contributing to the local economy, what effects they are having on local businesses, what the visitors’ perceptions are and to provide information about if and how they deliver economic, social and cultural benefits to the city.

This position statement report, written by Bournemouth University, forms part of the overall assessment, and offers a comprehensive review of the key events and festivals that were held within Lichfield in 2018.

Importance of events

Events are an important part of the business and cultural landscape of the UK. The City of Lichfield is no different, where events and festivals are an integral part of the economy, community culture and destination image. Events enhance Lichfield's natural and historic assets, which offer a backdrop and venue for the programme of local and nationally significant events. There is a mixed economy of organisers and suppliers of the events.

Events in Lichfield have the potential to provide the platform for the City and the wider District Council to showcase itself as a vibrant and social place to live, work, study and visit. It is anticipated that reviewing the events provided in Lichfield will provide a greater understanding of their economic and socio-cultural contribution to the Council’s Strategic priorities (Strategic Plan 2016-2020).

Events contribute to the City’s economic prosperity by providing local jobs and employment (skills development e.g. volunteering). They provide additional work for local businesses with additional income e.g. filling seasonal troughs by maximising and spreading tourist visits and spend across the seasons. Events bring life and footfall to the city centre and retail areas.

Events also provide motivation for people to get out of the home and engage with others. As external pressures are increasing the sedentary and isolationary characteristics of society, events can attempt to counter these. Socialisation through events offers the ability for people to make connections and engender civic pride. Some of the events encourage more active participation than others but they all generate healthy minds and hearts. By encouraging people into public spaces, events make them feel a safer place to be.

Summary Findings

A total of 45 **key events** took place between February 2018 and December 2018, covering a total of 131 **event days**.

15 of the 45 events took place in Beacon Park, with 8 events held in Market Square.

34 events were held **outdoors**, 5 were **indoor** events, and 6 took place both **indoors and outdoors**.

31 of the events were **non-ticketed**, 11 were **ticketed** and 3 were events that included some **free elements as well as some ticketed** acts.

63 event days took place during **weekends** while 68 event days took place **during the week**.

19 events took place during the **summer**, 11 took place during **spring**, 10 during **autumn** and 5 during the **winter** months.

25 events lasted for **one day**, there were 10 **two day events**, and 4 events took place over **three days**. There were 6 events that took place for **four days or more**.

18 of the events were classified as **arts or cultural**, 15 were **food or drink**, 5 were **fairs or markets**, 4 were based on **music** and 3 were **sporting or recreational**.

15 separate **organisations** were identified as the organisers of the 45 key events. 6 of the event organisers were **private companies**, 3 were **charities**, 2 were **local government** bodies, 1 was an **Ecclesiastical corporation** and 1 was a **membership non-profit** organisation.

Based on footfall figures for 40 of the events, there was a **total footfall of 1,421,500** at the locations of the events.

Lichfield saw a **total increase of 235,733** in footfall due to the events carried out between February 2018 and December 2018, when compared with footfall figures from the same location in the previous week.

Lichfield Food Festival, Lichfield Christmas Food and Drink Festival and Lichfield Gin, Ale and Cheese Festival were the events that created the greatest increase in footfall when compared with footfall figures from the same location in the previous week.

Lichfield Events

Events Position Statement for key events that took place during 2018

Lichfield District Council has commissioned Bournemouth University to undertake an Economic Impact Assessment of events and festivals held within Lichfield City Centre.

This position statement, written by Bournemouth University, forms part of the overall assessment, and offers a comprehensive review of the key events and festivals that were held within Lichfield in 2018.

Number of events



key events
took place in
Lichfield in
2018



total event
days took place in
Lichfield in
2018

Number of events by organiser

12	Cockerhoop Creative
6	Lichfield District Council
5	Lichfield Arts
5	Lichfield City Council
4	Lichfield Cathedral
3	Café International
2	Lichfield Festival
1	Carters Entertainment Limited
1	Chamber of Trade and Commerce
1	K P Events
1	Lichfield Community Games
1	Lichfield Greenhill Bower Committee
1	Lichfield Rotary
1	St Giles Hospice
1	Various organisations

Type of events



18
Arts or
cultural



15
Food or
drink



5
Fair or
market



4
Music



3
Sporting or
recreational

Ticketed events



of the events
were ticketed

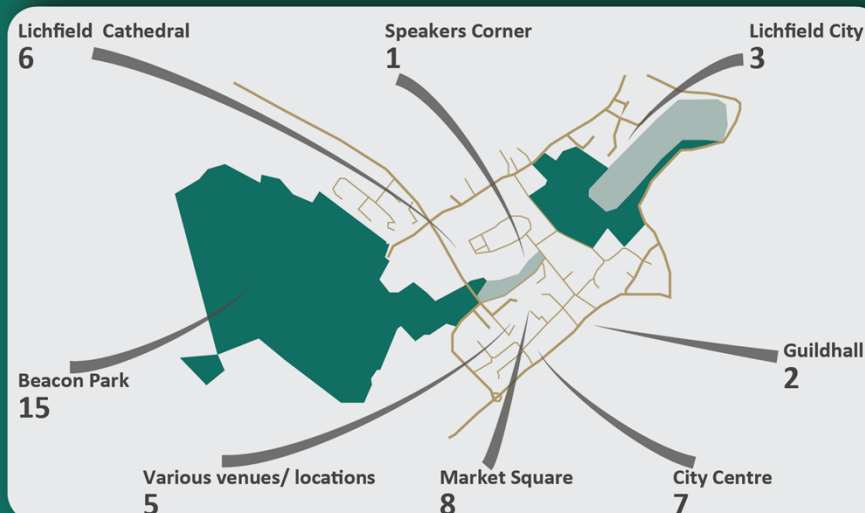


of the events
were non-ticketed

Duration of events

1	Day events	25
2	Day events	10
3	Day events	4
4	Day events	1
5	Day events	1
6	Day events	1
11	Day events	2
37	Day events	1

Map of events and number of events in each location



Number of event days by day of the week

Number of events held each month

February	1	August	6
March	2	September	7
April	1	October	2
May	8	November	1
June	5	December	4
July	8		

Monday	13
Tuesday	10
Wednesday	16
Thursday	11
Friday	18
Saturday	38
Sunday	25

Footfall



1,421,500
total footfall

235,733
increase in
footfall (compared
to week before)

Methodology

Lichfield District Council collated a list of what they consider to be the key events and festivals that were held within Lichfield in 2018 to be included as part of the position statement. The list provided by the Council included information around the date of the events, duration, location, who the organiser was, as well as the footfall on the day(s) of each event and from the week prior to the events. There were a total of 45 events included in the list.

Bournemouth University have categorised and analysed these events in order to provide an overview of the type of key events held within Lichfield, the time of year they took place, who organised them, and their location.

This position statement covers the 45 key events and festivals held in the city centre from February until December 2018. For a full list of the 45 key events and festivals included within the position statement, please see Appendix A.

Results

Event overview

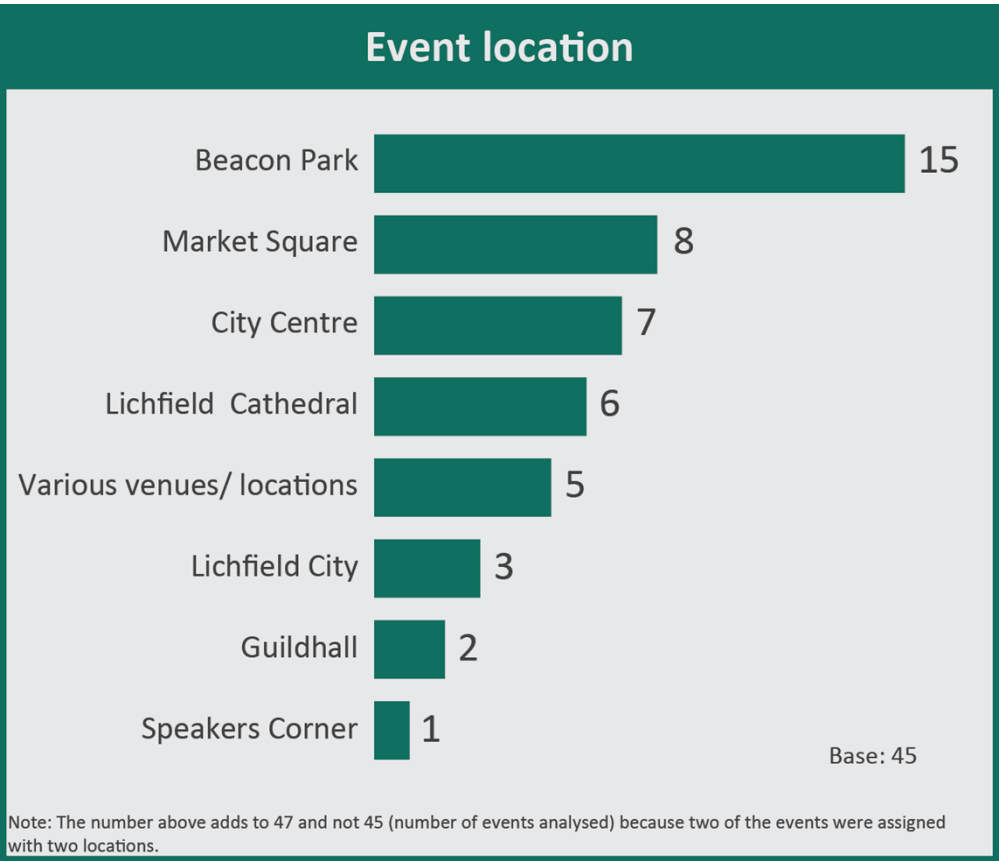
Number of events / event days

A total of 45 key events took place between February 2018 and December 2018 (note: one event started in December 2018 and continued for the first 6 days of January 2019). These 45 key events covered a total of 131 event days.

Number of events	Number of event days
45	131

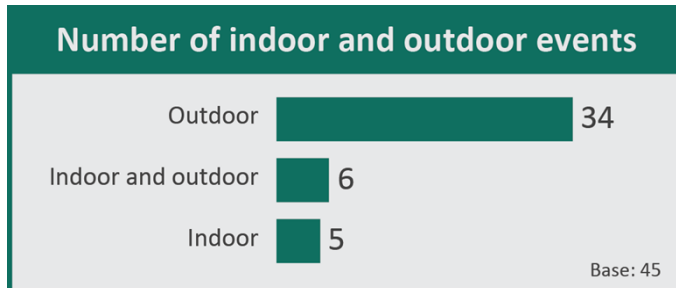
Location of event

Fifteen events took place in Beacon Park, eight were held in the Market Square, seven were in the City Centre, six in Lichfield Cathedral, five in various venues/ locations, three around the Lichfield City perimeter, two in the Guildhall and one at Speakers Corner.



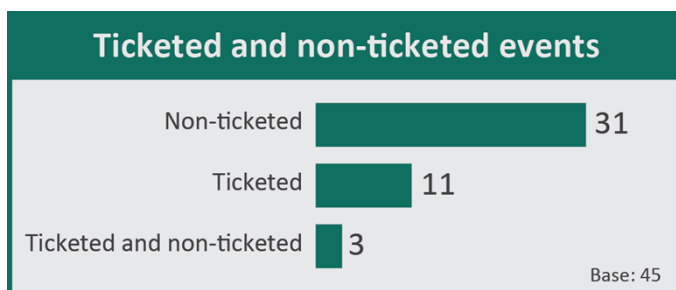
Venue

Thirty-four events were held outdoors, five were indoor events, and six took place both indoors and outdoors.



Ticketed/non-ticketed events

Thirty-one of the events were non-ticketed, eleven were ticketed and three were events that included some free elements as well as some ticketed acts.



Calendar of events

The events were broken down by the month that they took place, the day of the week and their duration.

Seasonality

Of the 45 key events held throughout the year, the months that held the most events were May and July (8 events in each month). When analysed further, there were 19 separate events held throughout the summer months (June – August), with a further 11 held during Spring (March – May), and 10 during Autumn (September – November). Only 5 key events were held during the Winter (December – February).

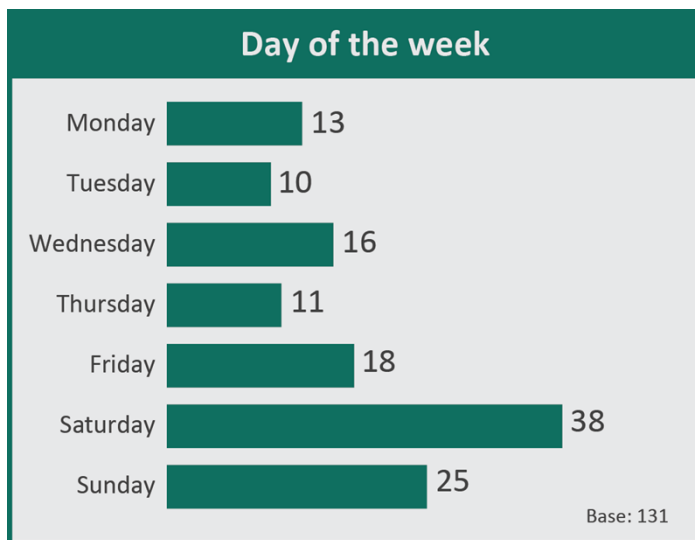
Furthermore, of the 131 event days, 46 took place during the Winter, 15 took place during Spring, 54 during the Summer and 16 during Autumn.

Month	Number of events	Number of event days
February	1	1
March	2	5
April	1	1
May	8	9
June	5	8
July	8	23
August	6	23
September	7	10
October	2	5
November	1	1
December*	4	39

* Please note that one event that was held in December ran until January 6th

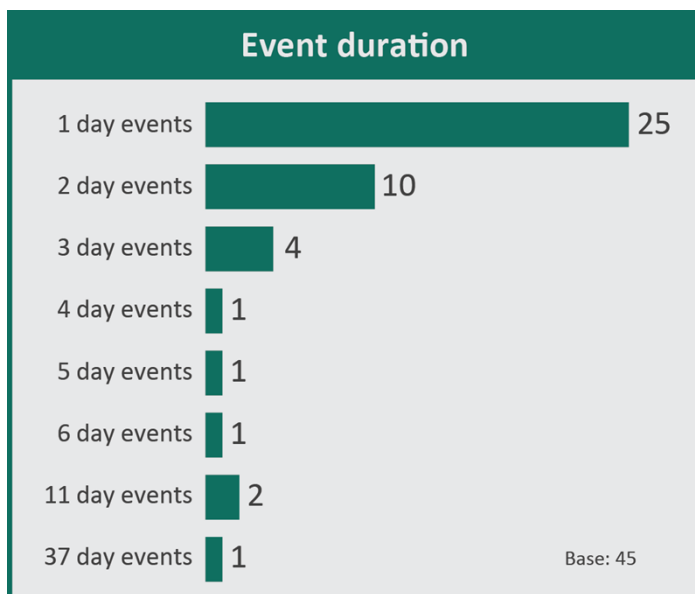
Days of the week the events took place

There was a fairly even split of event days in terms of whether they took place on a weekday or over a weekend. 63 event days took place during the weekend (38 on a Saturday and 25 on a Sunday), while 68 event days took place during the week.



Duration

More than half of the key events were held on one day only (25 events), while a further 10 events were held over two days. The two day events were typically held on a weekend (8), with the other two held on a Friday and Saturday.



Event type

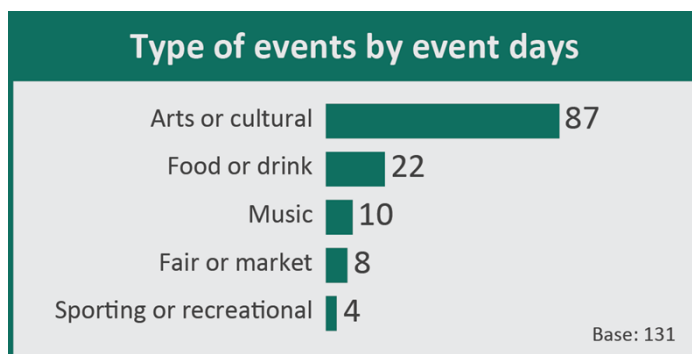
The events were categorised further by their type into five separate categories:

- **music** (e.g. festivals or concerts)
- **arts or cultural** (e.g. performing arts, film, light, literary, historical, religious, political, circus)
- **fair or market** (e.g. country, agricultural, horticultural, animal, fun-fair, environmental, nature, non-permanent markets)
- **sporting or recreational** (e.g. competitions, fun runs, obstacle races, sportive, wellbeing)
- **food or drink events** (e.g. food festivals, drink festivals, Oktoberfest)

The majority of events were classified as arts or cultural (18) and food or drink (15), five were fairs or markets, four were music events, and three were sporting or recreational.



From the 131 event days, 87 were dedicated to arts or cultural events, 22 were food or drink event days, 10 were music event days, 8 were fairs or markets, and another 4 were sporting or recreational event days.



Type of events by duration

11 of the 18 arts or cultural events were held on one day only, while six of them lasted for at least four days.

9 of the 15 food and drink events were also only held on one day, with five of the other six taking place over two days.

Three of the music events were held over three days, with the other music event being a one day event.

No fair or market, or sporting or recreational event lasted longer than two days.

Type of events	1 day	2 days	3 days	4 days	5 days	6 days	11 days	37 days
Music	1	0	3	0	0	0	0	0
Arts or cultural	11	1	0	1	1	1	2	1
Fair or market	2	3	0	0	0	0	0	0
Sporting or recreational	2	1	0	0	0	0	0	0
Food or drink	9	5	1	0	0	0	0	0

Event organisers

Type of organisers

Fifteen separate organisations were identified as the organisers of the 45 key events. Six of the event organisers are private companies, three are registered charities, two are local government bodies, one is an Ecclesiastical corporation established for charitable purposes, and one is a membership non-profit organisation.

Organiser	Company type
Café International	Private Company
Carters Entertainment Limited	Private Company
Chamber of Trade and Commerce	Membership non-profit organisation
Cockerhoop Creative	Private Company
K P Events	Private Company
Lichfield Cathedral	Ecclesiastical corporations established for charitable purposes
Lichfield Arts	Registered charity
Lichfield City Council	Local government
Lichfield Community Games	Local government and Private Company
Lichfield District Council	Local government
Lichfield Festival	Private Company
Lichfield Greenhill Bower Committee	Private Company
Lichfield Rotary	Registered charity
St Giles Hospice	Registered charity
Various organisations	Various

Number of events by organiser

Cocker Hoop Creative organised twelve of the 45 key events in 2018, Lichfield District Council organised six events, Lichfield Arts and Lichfield City Council both organised five events, Lichfield Cathedral organised four events, three were organised by Café International and Lichfield Festival organised two events.

Carters Entertainment Limited, Chamber of Trade and Commerce, K P Events, Lichfield Community Games, Lichfield Greenhill Bower Committee, Lichfield Rotary, St Giles Hospice organised one event each, with one further event being organised by various organisations.



Organiser by event days

Of the 131 event days taking place during the 45 key events, 59 event days were organised by Lichfield Cathedral (37 of these days were the Christmas Tree Festival), 18 event days were by Cocker Hoop Creative, 15 by Lichfield Festival, 12 by Lichfield Arts, 6 by Lichfield District Council, 5 by Lichfield City Council and 4 by Café International.

Carters Entertainment Limited, Lichfield Community Games, and Lichfield Rotary organised 2 event days each.

The Chamber of Trade and Commerce, K P Events, Lichfield Greenhill Bower Committee and St Giles Hospice organised 1 event day each.



Event type by organiser

Eleven of the twelve events organised by Cocker Hoop Creative are classified as a food or drink event.

The majority of the events organised by either Lichfield City Council (four out of five events) or Lichfield District Council (five out of six events) are classified as an arts or cultural event.

All four of the events organised by Lichfield Cathedral are an arts or cultural event, while three of the five events organised by Lichfield Arts are classified as a music event.

Organiser	Music	Arts or cultural	Fair or market	Sporting or recreational	Food or drink
Café International	0	0	0	0	3
Chamber of Trade and Commerce	0	0	1	0	0
Cockerhoop Creative	0	0	1	0	11
K P Events	0	0	0	1	0
Lichfield Cathedral	0	4	0	0	0
Lichfield Arts	3	1	0	0	1
Lichfield City Council	0	4	1	0	0
Lichfield Community Games	0	0	0	1	0
Lichfield District Council	1	5	0	0	0
Lichfield Festival	0	2	0	0	0
Lichfield Greenhill Bower Committee	0	1	0	0	0
Lichfield Rotary	0	0	1	0	0
St Giles Hospice	0	0	0	1	0
Various organisations*	0	1	0	0	0
Carters Entertainment Limited	0	0	1	0	0

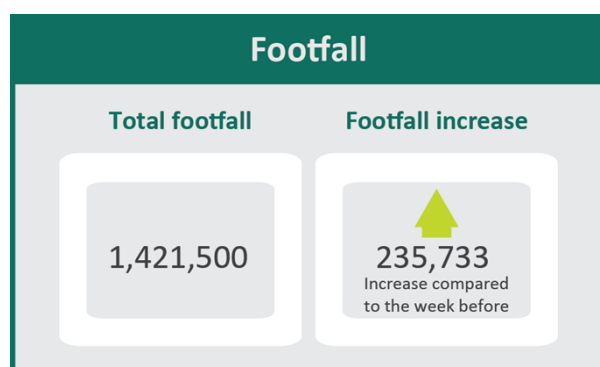
*Note: This event was organised by a number of organisations

Footfall

Spring Board provided footfall numbers for 40 of the 45 key events that took place. These figures were taken from the footfall counters located in the city. Footfall numbers were also provided for the corresponding day from the previous week in order to provide an indication of the impact the events had on visitor numbers.

Care should be taken in interpreting these numbers though as they depend also on factors such as the weather, other events taking place on the same day or the week before and the time of the day that the footfall was measured. Furthermore with any event that is taking place in an open space there are limitations in accurately counting the exact number of individual visitors.

Across these 40 events, Lichfield saw a total footfall of 1,421,500, which generated an increase of 235,733 in footfall within the location(s) of the events, when compared to footfall figures for the same location on the same day within the previous week.



Lichfield Food Festival, Lichfield Christmas Food and Drink Festival and Lichfield Gin, Ale and Cheese Festival (all organised by Cocker Hoop Creative) were the events that created the greatest increase in footfall at the event location (a total footfall increase of 95,735) when compared with footfall figures from the previous week, followed by Lichfield Festival of Folk, Lichfield Greenhill Bower and Lichfield Arts Fuse Festival (organised by Lichfield Arts and the Lichfield Greenhill Bower Committee).

Conclusions

This position statement provides an overview of the 2018 key events and festivals held within Lichfield, as defined by Lichfield District Council. It will contribute to the wider Economic Impact Assessment being undertaken throughout 2019 to provide a more detailed analysis of the key events and festivals held within the city.

Lichfield currently hosts a wide variety of event types which take place throughout the year within a variety of city locations. Emphasis is given to arts or cultural events and food or drink events, as well as summer events that take place during the weekend. A majority of the events last one or two days, are non-ticketed and are held in outdoor locations. A variety of organisations carry out these events with the majority of events being organised by private companies.

These results provide the council with an overall image of the type of events currently organised and in the city of Lichfield during specific days of the week and times of the year. Consequently they can assist with future decisions about which events to support and organise and when and help create a more clear positioning of Lichfield as an event destination for key audiences.

Appendix A

Key events in Lichfield during 2018

Date(s)	Event	Location	Organiser	Footfall Day/Event	Difference +/- (with previous week)
25.08.18 - 27.08.18	Lichfield Food Festival	City Centre	Cockerhoop Creative	135,240	45,438
08.12.18 - 09.12.18	Lichfield Christmas Food and Drink Festival	City Centre	Cockerhoop Creative	100,291	29,508
19.10.18 - 21.10.18	Lichfield Festival of Folk	City Centre Venues	Lichfield Arts	98,898	20,134
12.05.18 - 13.05.18	Lichfield Home and Garden Festival	City Centre	Cockerhoop Creative	92,915	18,398
07.07.18 - 08.07.18	Cars in the Park	Beacon Park	Lichfield Rotary	82,409	12,141
13.07.18 - 15.07.18	Lichfield Arts Fuse Festival	Beacon Park	Lichfield Arts	76,651	15,570
14.09.18 - 15.09.18	Lichfield Arts Autumn Beer Festival	Guildhall	Lichfield Arts	67,771	1,016
29.09.18 - 30.09.18	Lichfield District Community Games	Beacon Park	Lichfield Community Games	66,513	3,323
22.09.18 - 23.09.18	Heritage Weekend	Various locations	Various organisations	63,190	330
02.06.18 - 03.06.18	Lichfield Gin, Ale and Cheese Festival	City Centre	Cockerhoop Creative	61,063	20,789
05.05.18	Café International – Al fresco	Beacon Park	Café International	46,727	9,250
02.12.18	Christmas Market	Market Square	Chamber of Trade and Commerce	43,728	5,892
23.06.18	Café International	Beacon Park	Café International	41,890	-1,042
28.05.18	Lichfield Greenhill Bower	Lichfield City and Beacon Park	Lichfield Greenhill Bower Committee	40,784	19,872
08.09.18	The Sheriff's Ride	Lichfield City boundary	Lichfield City Council	40,147	-6,500
22.09.18	Dr Johnson Birthday Celebrations	Guildhall and Market Square	Lichfield City Council	39,791	-832
17.12.18 - 18.12.18 & 20.12.18 - 22.12.18	The Cathedral Illuminated	Lichfield Cathedral	Lichfield Cathedral	37,166	15,050
21.07.18 - 22.07.18	Carters Steam Fair	Beacon Park	Carters Entertainment Limited	35,982	-2,606
28.07.18 - 29.07.18	Café International	Beacon Park	Café International	30,908	-5,079
25.11.18	Christmas Lights Switch-On	City Centre	Lichfield City Council	30,745	6,152
08.08.18 - 11.08.18	Lichfield Cathedral Film Festival	Lichfield Cathedral	Lichfield Cathedral	25,009	226
01.06.18 - 03.06.18	Lichfield Arts Blues and Jazz Festival	City Centre Venues	Lichfield Arts	15,747	-258
06.05.18	Lichfield Half Marathon	Lichfield	K P Events	14,248	4,794
19.10.18 - 20.10.18	Oktoberfest 2018	Beacon Park	Cockerhoop Creative	13,397	1,237
07.05.18	Victorian May Day	Beacon Park	Lichfield District Council	12,220	2,484
01.09.18	Lichfield Proms in Beacon Park	Beacon Park	Lichfield District Council	11,735	484
17.08.18 - 27.08.18	The Great Exhibition	Lichfield Cathedral	Lichfield Cathedral	10,666	n/a
28.03.18	Lichfield Grub Club	Market Square	Cockerhoop Creative	10,507	7,627
11.08.18	Beacon Park Drive-In Movie (Pretty Woman)	Beacon Park	Lichfield District Council	8,204	-346
25.04.18	Lichfield Grub Club	Market Square	Cockerhoop Creative	7,777	2,412
16.06.18	Solstice Walk - Ladies only night-time walk	City Centre	St Giles Hospice	7,605	572
07.07.18	Lichfield City Town Crier Competition	Speakers Corner	Lichfield City Council	6,896	4,481
10.08.18	Beacon Park Drive-In Movie (Top Gun)	Beacon Park	Lichfield District Council	6,837	1,268
25.07.18	Lichfield Grub Club	Lichfield Cathedral	Cockerhoop Creative	5,624	1,097
19.05.18	Beacon Park Drive-In Movie (Dirty Dancing)	Beacon Park	Lichfield District Council	5,216	1,203
26.09.18	Lichfield Grub Club	Market Square	Cockerhoop Creative	5,188	1,570
29.08.18	Lichfield Grub Club	Market Square	Cockerhoop Creative	4,612	720
30.05.18	Lichfield Grub Club	Market Square	Cockerhoop Creative	4,519	-319
27.06.18	Lichfield Grub Club	Lichfield Cathedral	Cockerhoop Creative	4,466	785
07.07.18	Animal Puppetry Parade	City Centre	Lichfield Arts	4,410	993
12.05.18	Beacon Park Drive-In Movie (The Italian Job)	Beacon Park	Lichfield District Council	4,013	-1,901
13.02.18	Shrovetide Fair & Pancake Races	Market Square	Lichfield City Council	not known	n/a
01.03.18 - 04.03.18	Lichfield Literature Festival	Various Venues	Lichfield Festival	not known	n/a
04.07.18 - 14.07.18	Lichfield Festival	Various locations	Lichfield Festival	not known	n/a
01.12.18 - 06.01.19	Christmas Tree Festival	Lichfield Cathedral	Lichfield Cathedral	not known	n/a
Total				1,421,500	235,733

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Local Plan and related spatial policy matters update

Report of the Cabinet Member for Economic Growth, Environment & Development Services:
Councillor I. Pritchard



Date: 19 March 2019

Contact Officer: Craig Jordan/ Ashley Baldwin

Tel Number: 01543 308202/ 308147

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ashley.baldwin@lichfielddc.gov.uk

Key Decision? YES

Local Ward ALL

Members

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

1. Executive Summary

- 1.1 The Local Plan Allocations document has now been subject to Main Modifications consultation. The responses received have been submitted to the Planning Inspector for his consideration. The next steps are for the Inspector to finalise his report and submit this to the Council for fact checking. At this stage no timeframe can be provided to Members regarding receipt of the Inspectors report.
- 1.2 Consultation on the Local Plan Review: Preferred Options & Policy Directions closed on the 18th March 2019. Officers will consider the responses received and report these to members in due course.
- 1.3 The Council has consulted upon the draft Statement of Community Involvement (SCI). Officers have analysed the responses received and subject some minor changes it is proposed that the updated SCI should be taken to Cabinet to seek approval for adoption.
- 1.4 In respect of Neighbourhood Plan progress this is positive with Fradley Neighbourhood Plan being formally made in February 2019.

2. Recommendations

- 2.1 That the Committee note the summary of Local Plan Allocations Main Modification responses, and Council responses (**APPENDIX A**)
- 2.2 That the Committee notes the progress associated with the Local Plan Review.
- 2.3 That the Committee recommends that Cabinet approves the summary of comments and officer responses in respect of the Statement of Community Involvement (**APPENDIX B**).
- 2.4 That the Committee recommends that Cabinet approves the updated Statement of Community Involvement for adoption subject to the changes identified (**APPENDIX C**).
- 2.5 The Committee notes the recent progress in relation to neighbourhood plans within Lichfield District.
- 2.6 The Committee notes the minutes of the 19th December 2018 Local Plan Sub Group (**APPENDIX D**)

3. Background

- 3.1 The Council undertook consultation on the Main Modifications from 19th December 2018 to 6th February 2019. These Main Modifications can be [viewed here](#). The purpose of Main Modifications is to enable the Plan to be found sound. In order for the Plan to progress to adoption the Council need to accept the proposed modifications and update the Plan accordingly. The consultation included the schedule of minor modifications previously agreed by the Council in May 2018.
- 3.2 In total 21 respondents commented upon the Main Modifications consultation. The key points arising from these comments are:
- The Council's commitment to the Duty to Cooperate was challenged in several responses.
 - The allocation of Travellers Sites was deemed inefficient and will result in a shortfall of pitches.
 - Modifications MM1 and MM2 were generally supported.
 - It is suggested that modification MM1 needs to specify and justify the timescale for the local plan review.
 - Modification MM2 should include a commitment to working with infrastructure providers.
 - The Green Belt Review was both supported and objected to in responses.
 - In relation to the Green Belt surrounding Burntwood, comments argue against site allocations within the Green Belt. However, other responses acknowledge the District's own affordable housing needs may require development within the Green Belt.
 - Further investment in Burntwood is needed and the growth of the town has put pressure on existing infrastructure.
 - Whilst some respondents were supportive of MM6 and MM7, it was stated that modification MM6 could undermine Lichfield's employment land supply and the viability of town centres in the area.
 - One respondent outlined that the 12 month marketing period in modification MM6 was deemed to be not long enough.
 - One comment suggested that windfall sites should be allocated in the development plan.
- 3.3 The Inspector requested the Council summarise the responses received and provide a Council comment (**APPENDIX A**). These comments were submitted to the Inspector in February 2019. The Inspector will consider the comments made by other parties to the consultation. In addition he will consider the Council's response to these comments. In due course the Inspector will finalise his report (known as the Inspector's report). The report will be submitted to the Planning Inspectorate for quality assurance before submission to Lichfield District Council. There is no timescale identified for receipt of the Inspectors report.
- 3.4 In due course once the Council are in receipt of the Inspectors report there will be an opportunity for fact checking. Once the fact checking process has concluded a report will be presented to Members recommending the next steps. It is at this stage that subject to the Council being content with any changes to the Plan, the Council can move to adoption. The Forward Plan will need to be updated to reflect this.

Local Plan Review

- 3.5 Members will recall that an update on the progress of the Local Plan Review was provided to Economic Growth, Environment and Development (Overview and Scrutiny) (EGED O&S) Committee on 22nd January 2019. At that time consultation was shortly due to commence the Preferred Options and Policy Directions document. Consultation on this document closed on the 18th March 2019.

- 3.6 The next step is for officers to consider the representations submitted and report these to Members. That report will also provide a recommendation regarding the next steps.
- 3.7 In addition to reviewing the responses officers are working on the Council's evidence base to support the review. This evidence base is important in shaping the Plan and will assist in providing recommendations regarding the development of policy. The evidence base currently consists of:
- Biodiversity mapping
 - Cannock Chase Special Area of Conservation update on the impacts of residential growth – joint study with the Cannock Chase Special Area of Conservation Partnership
 - Ecological Assessment
 - Employment Land Availability Assessment
 - Green Belt Review
 - Green Infrastructure
 - Gypsy and Traveller Accommodation Assessment – joint with Tamworth Borough Council
 - Habitat Regulation Assessment
 - Health Impact Assessment
 - Housing and Economic Development Needs Assessment – joint with Tamworth Borough Council
 - Infrastructure capacity assessment – joint with Tamworth Borough Council
 - Infrastructure Delivery Plan
 - Landscape Assessment
 - Open Space Needs Assessment
 - Playing Pitch Strategy
 - Strategic Flood Risk Assessment – joint across Staffordshire
 - Strategic Housing Land Availability Assessment
 - Sustainability Appraisal
 - Urban Capacity Assessment
 - Viability assessment
- 3.8 In addition to this officers are working with internal and external colleague in considering whether other evidence is required. This will need to take account of the revised National Planning Policy Framework and its accompanying guidance.

Statement of Community Involvement

- 3.9 Members will recall the Statement of Community Involvement (SCI) sets out the standards that can be expected by the public, statutory consultees, developers, landowners and interested parties when engaging with the planning process. Legislative changes have provided the necessity and opportunity to review the existing SCI which was adopted in 2016.
- 3.10 The existing SCI was reviewed and was found to need only minor updating. This update was subject to public consultation between 2nd January and 1st February, 2019.
- 3.11 In total 11 representations were received. A summary of the representations along with an officer response has been produced (**APPENDIX B**). Fundamentally the consultation indicates the need for a small number of changes to the document, however these mainly relate to typographical corrections.

Neighbourhood Plans

- 3.12 Since the last report to EGED O&S Committee (January 2019) the Fradley Neighbourhood Plan was subject to referendum on 31st January 2019. This resulted in a majority yes vote (87.6% with a turnout of 21.5%) and the Plan was made in February 2019.
- 3.13 The District Council will continue to work with communities providing advice and guidance throughout the Neighbourhood Plan process. This includes providing detailed comments and representations on drafts of the Neighbourhood Plans when requested by the Parish Councils.

Local Plans Sub Group

- 3.14 The Local Plan sub group met on the 19th December and received presentations on the Call for Sites Schedule 2019, Duty to Cooperate Statement 2018 and the Settlement Sustainability Study 2018. Minutes from the meeting are attached at **Appendix D**.

Alternative Options	<ol style="list-style-type: none">1. The Committee could suggest alternative responses to those put forward by officers in respect of the Statement of Community Involvement.2. The Committee could request officers to revise the Statement of Community Involvement further before presenting the document to Cabinet. Any further changes to the Statement of Community Involvement should be reflective of comments submitted to the Council.
Consultation	<ol style="list-style-type: none">1. Consultation has been completed on the Local Plan Allocations Main Modifications.2. Consultation has been completed on the Consultation on the Preferred Options and Policy Directions document.3. Consultation has been completed on the revised SCI.
Financial Implications	<ol style="list-style-type: none">1. Officer time will be needed to undertake future consultations on the Local Plan Review.2. The costs of consultation will be met within approved budgets.3. A budget has been established to support the Local Plan Review evidence base.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none">1. Supports the priority of a vibrant and prosperous economy as it assists in the delivery of the planning function of the Council.2. Supports the priority of Healthy and Safe communities by ensuring the provision of housing.3. Supports the priority of clean, green and welcoming places to live by assisting in allocating land for affordable housing, as well as supporting the delivery of residential and commercial developments.

Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. An Equality Impact Assessment accompanies the Local Plan Allocations. 2. An Equality Impact Assessment accompanies the Local Plan Review 3. An Equality Impact Assessment accompanies the SCI
Crime & Safety Issues	<ol style="list-style-type: none"> 1. None.
GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> 1. A privacy impact assessment was completed for the Preferred Options and Policy Directions document.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	The Inspectors report into the ADPD results in the Plan being found unsound or subject to significant change that the Authority were not amenable to.	Officers will review any report from the Inspector and if necessary challenge any matters they consider unjustified.	Yellow
B	Clarity over the GBHMA shortfall is not achieved and the Council are unable to effectively progress with the Local Plan Review.	Officers continue dialogue with neighbouring authorities on this matter.	Yellow
C	Other Local Planning Authorities across the GBHMA do not adequately address the housing shortfall. This would result in additional pressure being placed on Lichfield District.	Officers continue to review neighbouring authority consultations. Where appropriate officers will recommend the Council respond to these consultations citing concern over the approach taken by the relevant Authority. This has been the case in Bromsgrove and Solihull's recent consultation documents.	Amber
D	Those parties responding the Statement of Community Involvement consultation are aggrieved by the suggested approach to updating the document.	Officers would review any further feedback received.	Green

Background documents:

Local Plan Allocations suggested main modifications
 Schedule of Main modifications and other modifications
 Local Plan Strategy 2015
 Local Plan Review: Preferred Options & Policy Directions
 Draft Statement of Community Involvement 2018
 Local Development Scheme

Relevant web links:

[Local Plan Allocations suggested main modifications](#)
[Local Plan Allocations examination and main modifications](#)
[Local Plan Strategy 2015](#)
[Local Plan Review](#)
[Statement of Community Involvement](#)
[Local Development Scheme](#)

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Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPMMM1	Severn Trent Water (Jack Robinson)	N/A	N/A	N/A	N/A	N/A	We currently have no specific comments to make.	Representation noted.
ADPMMM2	Mr & Mrs Robert & Janice Roberts	N/A	Object	No	No	No – to all.	Sites of 5 dwellings or less are not shown on the local plan policies map and are classed as windfall. Land at Alderhay, Mill End Lane is classed as a windfall site and is not shown in the Alrewas Housing Land Allocations and is excluded from the allocation for development in the plan period.	The ADPD does not seek to allocate housing sites below a threshold of 5 dwellings. Windfall development by definition are those which come forward having not being allocated with the development plan.
ADPMMM3	National Grid (Lucy Bartley)	N/A	N/A	N/A	N/A	N/A	We have reviewed the consultation document and can confirm that National Grid has no comments to make in response to this consultation.	Representation noted.
ADPMMM4	Shenstone Parish Council (Cllr David Thompson)	MM1, MM2	Object	No	No	No – to all.	<p>The modifications fall short of the Duty to Cooperate for the provision of housing needs. The Strategic Growth Study was published in February 2018 and includes 24 alternative housing supply sites. There is no commitment to cross-compare these sites to the LDC proposed growth options. A cooperative approach needs to evidence the assessment and prioritisation of these alternative growth sites.</p> <p>As the modifications fall short of the Duty to Cooperate for the provision of housing needed they fall short of the legal compliance of the Planning Act 2004.</p> <p>In additional LDC is not meeting its legal obligations as set out in the Planning Policy for Travellers Sites. To date only seven pitches have been identified leaving a shortfall of twelve pitches.</p> <p>MM1 and MM2 are unsound because they are detached from contemporary regional strategic guidance relating to the District.</p>	<p>Representation noted. MM1 and MM2 provide a mechanism relating to the review of the Lichfield District Local Plan. The Local Plan Review process is already underway with consultation taking place on the Preferred Options & Policy Directions between January and March 2019. It is through the Local Plan Review process that options within the Strategic Growth Study will be considered not through the ADPD process.</p> <p>The ADPD proposes to allocate an appropriate site for Gypsy & Traveller provision. The ADPD acknowledges that insufficient sites have been identified to meet the need set out within the Local Plan Strategy. This is substantiated by the Council's evidence. The council will continue to determine planning applications for such uses in line with national and local planning policy.</p>
ADPMMM5	Highways England (Graham Broome)	MM1, MM2	N/A	N/A	N/A	N/A	<p>MM1 and MM2 both provide clarity in relation to ongoing work which is necessary in order to enable the delivery of the planned growth and to ensure policies remain up to date, through joint working and early review processes. It is critical to these processes that infrastructure needs for the District are fully understood, and that Highways England are fully engaged.</p> <p>As such it is requested that policy MM1 includes an additional bullet point with the following text: "An evidence based assessment of highways infrastructure needs, in partnership with the highways authorities."</p> <p>It is also requested that policy MM2 includes a commitment to working with infrastructure providers to agree any necessary interventions to enable planned growth to be delivered.</p>	The Council will continue to engage with the highways authorities through the duty to cooperate on the preparation of development plan documents. There are no objections to the additional wording proposed by Highways England.

Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPDM6	Burntwood Action Group (BAG) (Vic Chamberlain)	MM1, MM6, MM7	N/A	N/A	N/A	N/A	<p>MM1 Bullet point 5: Burntwood Action Group (BAG) is pleased to note that the review will reconsider the appropriateness of the existing settlement hierarchy. BAG members and a large proportion of Burntwood residents believe that Burntwood has been allowed to sprawl too far into countryside and that further erosion of the Green Belt will result in a worsening of their health and wellbeing. Burntwood's infrastructure does not cater for its current population. Urge LDC to use this opportunity to give greater consideration to proposals for development to the north of Lichfield outside of the Green Belt.</p> <p>MM1 Bullet point 1: Comprehensive Green Belt Review could be a lengthy and costly exercise which is a complete waste of time and money if LDC would decide that no further release of Green Belt was required in light of amount of land outside of the Green Belt.</p> <p>MM6 & MM7: Flexibility in the use of employment land is welcomed.</p>	Representations noted. The District Council considers that the proposed modifications provide clarity as to aspects which will need to be considered through the Local Plan Review including the settlement hierarchy. The District Council considers that the proposed modification correctly identifies a number of elements of the evidence base which will need to be prepared to inform the Local Plan Review, this includes a comprehensive Green Belt Review. Such evidence will need to be prepared and it would not be appropriate at this stage to rule out undertaking such evidence base work.
ADPDM7	Burntwood Town Council Labour Group (Councillor Diane Evans)	N/A	N/A	N/A	N/A	N/A	<p>Appreciate that homes are needed across the UK and acknowledge LDC's duty to cooperate, but strongly urge that Green Belt is not regarded as an easy option for development, especially the Green Belt surrounding Burntwood. Any such move should only be considered as a last resort to meet the District's own affordable housing need.</p> <p>Endorse the need for private and public sector investment in Burntwood. Only by a genuine commitment by LDC to invest in the town will significant private sector funding be leveraged in. In relation to site B13 every effort should be made to press the owner on redeveloping the site. Recognise that sites B16 and B19 are within the Green Belt.</p> <p>Aware of a number of properties that have been built on windfall sites which have made a large contribution to the growth of the town and have been a drain on resources. We would wish for these sites to be taken into consideration.</p>	<p>Representation noted. The ADPD does not propose changes to the Green Belt boundary around Burntwood to accommodate new development. The only change to the Green Belt boundary proposed is to remove the built area of St Matthews from the Green belt as set out within the Local Plan Strategy.</p> <p>All windfall developments completed within Burntwood within the plan period are included within the housing figures as set out at table 4.1 of the ADPD. This is also set out within the evidence base including the Urban Capacity Assessment 2016 and Housing Supply Update 2017.</p>
ADPDM8	Historic England (Rosamund Worrall)	N/A	N/A	N/A	N/A	N/A	Write to advise that the proposed modifications are noted and Historic England has no further comments to make.	Representation noted.
ADPDM9	Birmingham City Council (Waheed Nazir)	N/A	N/A	N/A	N/A	N/A	Birmingham City Council welcome the proposed changes. In particular the addition of Policy LPR: Local Plan Review and its explanatory text in stipulating the need to carry out an early review of the Lichfield Local Plan. Welcome the reference to commit to a comprehensive Green Belt Review.	Representation noted.

Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPDM10	Greenlight Development Limited (Philip Rawle)	MM6	Object	Yes	Yes	No – not justified, not effective.	<p>Welcome the revised wording to Policy EMP1 and is relatively satisfied with the wording the council has put forward as part of MM6. Do have a couple of comments that will justify the councils proposed wording and in turn make the policy effective in its application.</p> <p>Of the opinion that the need to undertake a marketing exercise and a financial appraisal to demonstrate that a site is not viable for employment uses should not be a dual requirement, but should and an either/or requirement. Representation provides example of wording.</p>	Representation noted. The council considers the wording as proposed through MM6 is appropriate and sound and provides protection to employment areas whilst providing flexibility in appropriate circumstances which is consistent with national planning policy.
ADPDM11	Lichfield City Council (Sarah Thomas)	MM1, MM6, MM7	N/A	N/A	N/A	N/A	<p>MM1 New Policy The City Council seeks further clarification on the following points;</p> <ul style="list-style-type: none"> LDC obligation in timing and quantity, to permit additional housing above that needed by the District, arising from: <ul style="list-style-type: none"> Greater Birmingham and Black Country Housing Market Area Unmet housing need of Tamworth Borough Requirements of policy TP48 of the adopted Birmingham Development Plan LDC potential obligation to meet “wider unmet employment needs” Is this employment land? Duty to Co – operate (DTC). <ul style="list-style-type: none"> An explanation is required and clarification if this is legally binding What is the incentive for LDC to Co-operate and is there a penalty for non-co-operation What is LDC obligation to review any further release of Green Belt land with neighbouring authorities? <p>MM6 – Protection of Employment Land City Council asks for the inclusion of the word additional in line three to read “Where the development proposals clearly demonstrate the potential additional job creation on these sites.” Suggests that marketing a site for 12 months is not realistically long enough and asks that this be changed to 2 years.</p> <p>MM7 – Supporting Text The City Council is concerned about the implication of this supporting text referring to the protection of employment lands especially as much of the employment land in the City has been used for housing.</p>	<p>Representation noted. The District Council has committed through the adopted Local Plan Strategy and the ADPD to review its Local Plan in part to assist neighbouring authorities to meet unmet housing need. The District Council considers that the timescales set out within MM1 are appropriate and provide sufficient certainty and flexibility with regards to the submission of a local plan review.</p> <p>Lichfield District Council through the duty to cooperate will work with its neighbours and assist in meeting unmet developments needs where it is appropriate and able to do so. This would be considered through the Local Plan Review.</p> <p>For clarity for the City Council the Duty to Cooperate is a legal requirement and one of the key tests for a Local Plan. As such the authority must ensure it has discharged its duty as part of the examination process.</p> <p>The District Council considers that the proposed modification correctly identifies a number of elements of the evidence base which will need to be prepared to inform the Local Plan Review, this includes a comprehensive Green Belt Review. Such evidence will need to be prepared and it would not be appropriate at this stage to rule out undertaking such evidence base work.</p> <p>The District Council considers the wording proposed through MM6 and MM7 is appropriate and sound.</p>

Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPDM12	IM Land (Kathryn Ventham)	MM1, MM2, MM5	N/A	N/A	N/A	N/A	<p>MM1: The proposed modification inserts a new policy requiring an early review of the local plan. The Council is advancing the Local Plan Review and have released a Preferred Options document for consultation until 18th March 2019. Support the modification and the requirement for the Council to submit the Local Plan Review by December 2021. Furthermore the requirement to provide for the unmet need of the wider housing market is welcomed. Indeed the area to the north east of Lichfield is considered to be a suitable and sustainable location and is included within the Preferred Options document.</p> <p>MM2: Welcome the modification and the Council's pro-active approach to providing for growth.</p> <p>MM5: The development of the Watery Lane site is proceeding in line with the approved parameter plans and the modification is generally supported. Consider that the modification should be amended to add in the word 'broadly' to the final sentence. This will ensure the detailed design phase of the development can be design/landscape-led and not overly constrained by inflexible policy demands.</p>	Representation noted. It is correct that the Council has published the second stage of the Local Plan Review – a Preferred Options & policy Directions document – for consultation until 18 th March 2019. The Council considers the proposed wording of MM5 is appropriate and sound.
ADPDM13	Rugeley Power Limited (Savills – Michael Davies)	MM4	N/A	N/A	N/A	N/A	<p>The suggested modification is the same as the amendments proposed for the North of Tamworth (MM3) and Watery Lane (MM5) sites. However, unlike those sites an application has not yet been submitted for the Rugeley Power Station site therefore there is no approved masterplan for the site. Consider that the proposed wording of MM4 should say "the Masterplan to be approved should identify...".</p> <p>Also consider the first paragraph of Policy R1 should be slightly amended as it currently reads 'sites' rather than 'site'.</p>	<p>Representation noted. The District Council consider the wording of MM4 as proposed through the modification is appropriate. If it is considered appropriate to provide clarity to accept the proposed change suggested by the representation, the Council has no objection to this.</p> <p>With regard to Policy R1, this was not subject of the Main Modifications. The Council considers the wording of the policy is appropriate and no such objections were made at the examination prior to this point.</p>

Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPDMM14	Grasscroft Homes & Property Ltd (Avison Young – Stephen Gill)	MM1, MM2	N/A	N/A	N/A	N/A	<p>MM1: Support the proposed new policy which related to the Local plan Review as advocated in previous representations by Grasscroft properties. Fully supports the proposed insertion of a specific timescale for reviewing the Local Plan and submitting it for examination. Notwithstanding this consider that the timescales associated with submission should be shortened to no later than the end of December 2020.</p> <p>In relation to the seventh bullet point with regard to the need to undertake a Green Belt Review the timescales associated with this should be made more concise. The Green Belt Review is a major piece of work and should be commenced now. Suggest comprehensive Green Belt Review should be carried out no later than the end of December 2019 and this should be added to the modification.</p> <p>MM2: Notwithstanding the support given to MM2, the policy explanation states that a comprehensive Green Belt Review will be prepared. As stated in regards of MM1 consider this should include a timescale for completion.</p>	The District Council considers that the timescales set out within MM1 are appropriate and provide sufficient certainty and flexibility with regards to the submission of a local plan review. With regards to the Green Belt Review, this is a piece of evidence and it is not considered appropriate to add timescales associated to this within the proposed policy wording. The Local Plan Review Preferred Options & Policy Directions document sets out the anticipated dates for the production of evidence base documents.
ADPDMM15	Bovis Homes (Turley – Tom Armfield)	MM1, MM2	N/A	N/A	N/A	N/A	<p>Bovis Homes is concerned that Tamworth’s residual shortfall of 825 dwellings remains unaddressed. This is despite the mechanism for doing so through the ADPD by virtue of paragraph 4.6 of the Local Plan Strategy. Notwithstanding this are aware that the Local Plan Review is progressing. As set out in the supporting text to MM1 the Local Plan Review is considering Tamworth’s shortfall as part of the wider GBHMA shortfall.</p> <p>It is welcomed that MM1 proposes a review policy to review the local plan which largely reflects the wording used by South Staffordshire. The proposed modification suggests a timescale for the submission of the local plan review no later than December 2021. There is no justification provided as to why the policy allows for an almost two year delay when compared to the Councils LDS.</p> <p>Do not agree with MM2’s reference to the GBHMA shortfall being lower than established within the Birmingham Development Plan.</p>	<p>The Strategic Growth Study makes clear that the shortfall in Tamworth is part of the wider shortfall within the GBHMA, as such it is considered appropriate to consider through this the Local Plan Review. The District Council considers that the timescales set out within MM1 are appropriate and provide sufficient certainty and flexibility with regards to the submission of a local plan review.</p> <p>Ongoing work through the duty to cooperate has demonstrated that the GBHMA shortfall may be less than set out within the Birmingham Development Plan. This evidence is more up to date than that which was before the examination of the Birmingham Development Plan. The wording of MM2 is considered to provide flexibility should evidence, and Local Plan progress demonstrate that the level of unmet need has changed.</p>

Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPDM16	Walsall Council (Mike Smith)	MM6	Object	No	No	No – to all.	<p>Supply of employment land in Lichfield is not currently expected to contribute to meeting the needs of Walsall or vice versa. However the proposed modification could undermine Lichfield's land supply position with consequential effects on the need for land in neighbouring areas. Allowing development of main town centre uses (including office, retail and leisure) on employment sites without ensuring proper regard is had to the sequential approach and to the viability and vitality of other centres including in Walsall.</p> <p>Whilst Core Policy 7 would allow ancillary retail, etc. uses on isolated industrial estates (but not industrial estates in general), the proposed wording by MM6 para 5 would appear to go beyond this so would not be in conformity with the tier one plan.</p> <p>Consider the modification is unsound. All paragraphs of the Policy EMP2 refer to existing and allocated employment sites. The proposed text fails to recognise that main town centre uses, including retail, leisure and office should be directed toward town centres. It is not considered sufficient to state that policies should be read alongside other relevant development policies.</p> <p>Where the policy refers to a 12 month marketing period it is not considered this is anywhere near long enough. Walsall's view is that the modification is contrary to the policy aim of delivering employment land as set out in Core Policy 7, and consider the approach sets a dangerous precedent to employment locations elsewhere.</p>	<p>Core Policy 8 of the Local Plan Strategy recognises the need for sequential testing where appropriate and also recognises the need to consider other centres, including those beyond the District. The ADPD forms part of the development plan along with the Local Plan Strategy, it is not considered necessary to repeat wording from the Local Plan Strategy within the ADPD.</p> <p>It is considered that the proposed modification is sound and consistent with national guidance.</p>
ADPDM17	Environment Agency (Jane Field)	N/A	N/A	N/A	N/A	N/A	The Environment Agency has no objections to the proposed modifications on the basis of soundness. No concerns regarding the associated Sustainability Appraisal (Focused Changes 2018).	Representations noted.
ADPDM18	First City (Chontell Buchanan)	MM1	N/A	Yes	N/A	N/A	Support the inclusion of a policy which includes the timeline for when the Local Plan Review will be submitted to the secretary of state for examination. Local Authorities within the GBHMA should align with the Birmingham Development Plan Policy T48. This has the date of January 2020. Considered the Council should be working toward submitting the Local Plan Review as close to this date as possible. By doing so the plan fully complies within the duty to cooperate, be legally compliant and align with the programme set out in the Local Development Scheme.	The District Council considers that the timescales set out within MM1 are appropriate and provide sufficient certainty and flexibility with regards to the submission of a local plan review.

Representation Reference	Consultee/Agent	Modification	Do you wish to support or object to the modification?	Duty to Cooperate	Legally and procedurally Compliant?	Sound? (inclusive of positively prepared, justified, effective and compliance with NPPF)	Comment Summary	Officer Response
ADPDM19	Lichfield Civic Society (John Thompson)	MM2	Support	Yes	Yes	Yes	<p>The modifications are based upon the inspector's consideration of the evidence and there is no information that indicates the District Council has not complied with the Duty to Cooperate. The key issues of housing numbers are matters to be properly addressed in the Local Plan Review.</p> <p>Lichfield Civic Society considers that overall the proposed amendments conform to the legal requirements and are sound. The stipulation of a date for submission of the Plan to the Secretary of State no later than December 2021 needs to be qualified by an acceptance that the timescale could be impacted by factors outside the control.</p> <p>On page 34 in table 9.1 and on page 54 it is proposed that the name of site L26 'Friarsgate Birmingham Road' is changed to 'Land at Birmingham Road'. However, there are other references to Friarsgate in the Plan that are not proposed to be amended. For consistency they should all be changed, or the matter dealt with in the Local Plan glossary.</p>	Representation noted. The schedule of modifications includes minor modifications to correct any factual or typographical errors. This includes modification which seek to change 'Friarsgate' to 'Land at Birmingham Road'. Should further occurrences of this be within the document it is supported that they are corrected through minor modifications.
ADODMM20	First City (Chontell Buchanan)	MM2	Object	No	No	No – not positively prepared, not effective.	Consider the supporting text which makes reference to a lower need being established since the adoption of the Birmingham Development Plan requires amendment. The figure of 37,900 should be the starting point. It is also important to include the Black Country Authorities also have an unmet housing need of 22,000 dwellings. Reference to a lower shortfall should be removed from paragraph 2.5.	Representation noted. Ongoing work through the duty to cooperate has demonstrated that the GBHMA shortfall may be less than set out within the Birmingham Development Plan. This evidence is more up to date than that which was before the examination of the Birmingham Development Plan. The wording of MM2 is considered to provide flexibility should evidence, and Local Plan progress demonstrate that the level of unmet need has changed.
The following representations were received following the close of the Main Modifications consultation.								
ADPDM21	Natural England (Hazel McDowall)	N\A	N/A	N/A	N/A	N/A	No specific comments to make on the modifications. Have reviewed the updated Sustainability Appraisal and have no further comments. Have reviewed the updated habitat regulations assessment and agree with the conclusions and have no further comments to make.	Representations noted.

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Summary of Representation – Statement of Community Involvement

Consultee / Agent	Comment Summary	Response	Changes to document
Burntwood Action Group	Para 2.2 line 3: Insert 'District' to read 'Lichfield District is seen...'	Comments noted.	Insert 'District' into para 2.2 line 3
	Para 3.8 line 4: Insert the sentence 'Evidence provided by residents or other organisations on the importance of wildlife habitats threatened by development on sites other than European Sites will be appended to the HRA'	The HRA is a legal requirement and will be consulted. As part of this any comments received by residents and other organisations will be given consideration and dealt with as a consultation response therefore it is not necessary to append these to the HRA.	No change regarding HRA
	Para 3.22 line 4: insert 'be' to read 'it can be inspected'	Comments noted	Insert 'be' into para 3.22 line 4
Canal and River Trust	Would welcome a reference to their role as a Statutory consultee and consider it beneficial to be identified as a consultee within a full list of non-statutory consultee bodies under para 6.2.	Comments noted however due to the varied and wide nature of general consultation bodies they are not listed within the document however form part of the Council's consultation database.	No change
	In section 4, the trust would welcome the opportunity to work with you in respect of both major and minor pre-application consultations for development within the Trusts defined notifiable area where development is likely to impact upon the Trust's assets and wish to be referenced in this section of the Statement. Alternatively applicants could be encouraged to discuss their proposals directly with the Trust where appropriate (please see the attached link to the relevant part of the Trusts website https://canalrivertrust.org.uk/about-	As set out in their representation, the Canal and River Trust are a statutory consultee for certain types of development such as development likely to affect any inland waterway or reservoir owned or managed by the Trust. Therefore, they are consulted on any relevant applications which fall within these remits.	

	us/planning-and-design/the-trust-as-a-statutory-consultee-for-planning-applications/pre-application-consultations).		
Fazeley Residents Association	<p>Page 15, para 3.19 - Neighbourhood Planning Neighbourhood Planning is vital to engaging communities in Planning and development. As a new Resident's Association, we have been pressing locally for this process to commence unsuccessfully. We understand that this work has been promised for some 3 years. Local people are interested in their community. It has the potential to provide a Vision for the Community, provide linkage between identified community needs, indicators and the District Plan. It also, in our view generates opportunities to improve the sense of wellbeing, involvement and environment which can benefit residents, businesses and community resources of schools and other infrastructure requirements. Not to have one we believe is an impediment to our Neighbourhood improvement. It should be a requirement, not an option.</p> <p>Section 3 – Community Infrastructure Levy The decision-making and criterion process outlined for the allocation of funding from developers for a range of infrastructures needs to be clarified based on our local experience. (Tolson's Mill) Where no representations were made in respect of our local school (Millfield) How does this apply to retrospective planning applications and conversion of properties?</p>	<p>In accordance with Neighbourhood Planning (General) Regulation 2012 communities are able to produce their own plans for a neighbourhood area however this is discretionary and not a requirement. The designated Neighbourhood Area for Fazeley was approved on 11 July 2018 and the relevant body making the application was Fazeley Town Council.</p> <p>The SCI is not site specific and relates to the consultation process.</p> <p>With regards to the planning application for Tolson's Mill education provision was secured following a response from County Council.</p> <p>Community Infrastructure Levy (CIL) is applicable to any development which is CIL liable such as residential development which</p>	<p>No change</p> <p>No change</p>

	<p>District Plan is an aid to inform decision making Considerable effort is invested in the District Plan. Yet it appears not to be referred to when making decisions that affect a community and destroys trust in the process. Described as a gap between planning and operations. How can this be improved for it would also improve engagement with communities?</p>	<p>were determined after CIL Charging Schedule came into effect on 13 June 2016.</p> <p>The Development Plan is taken into consideration as part of determining each planning application. The proposed approach towards community consultation for both plan making and decision taking is set out within the SCI.</p>	No change
Historic England	<p>Concerned Table 3.1 to Development Plan Documents does not feature a Regulation 18 stage when consultation at this draft Plan stage is required. We recommend that the table and accompanying text in the main document is amended to include this stage.</p> <p>Encourages engagement in the early stages of any DPD to provide advice on appropriate ways to consider the historic environment.</p>	<p>Comments noted. Consultation undertaken at Regulation 18 stage will be carried out in accordance with the methods listed in the plan preparation stage.</p>	No change
Inland Waterways	<p>Development Management Table 4.1 – it is disappointing that there is no list of current consultees under General Consultation Bodies at 6.2 where the categories referred to are very generalised and incomplete. Many authorities have previously included a full list of non-statutory consultee bodies and whilst we recognise that this can change with time, it is helpful in promoting public engagement and confidence in the planning system. At the very least, it should include a table like that in Appendix B of the Local Plan Allocations (Focused Changes) Consultation Statement, January 2018.</p>	<p>Comments noted. Due to the varied and wide nature of general consultation bodies they are not listed within the document however form part of the Council's consultation database.</p>	No change

	<p>Development Planning</p> <p>Table 3.2 for SPD consultation with consultation bodies and community involvement as “where appropriate and resources will allow”. This is not acceptable. Resources should not be used as an excuse for failing to consult the community. It takes very little resources to send an email notification to those community bodies and individuals that have requested to be consulted on development planning documents or a letter to the diminishing number of those not supplying an email address.</p>	<p>The table lists additional options. With regards to ‘consultation with bodies and community involvement where appropriate and resources will allow’ at Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012, this relates to a broad spectrum of consultation methods for example this could be an email / letter notification or a public exhibition depending on what is considered appropriate at the time of consultation. In general all consultees on the database are notified about local plan consultations when the consultation goes live on objective (the Council’s consultation software).</p>	<p>No change</p>
	<p>The wording under Publication of Draft also needs to be made clearer; it implies that documents will be withdrawn from the website after 6 weeks. Suggest change “Make the document available for at least 4 weeks but no more than 6 weeks via the Council’s website ...” to “Make the document available for comment for between 4 and 6 weeks via the Council’s website ...”</p>	<p>Comments noted</p>	<p>Amend text to read ‘make the document available for between 4 and 6 weeks’</p>
	<p>Table 3.1 for Development Plan Documents is unacceptably incomplete and restrictive. According to this the only opportunity for everyone to comment is at the Draft stage but is then limited to views on whether Local Plan documents are “legally compliant and sound”. There should be a full and open consultation on all aspects of each Local Plan</p>	<p>Comments noted however Regulation 18 is not a statutory stage and therefore is not specifically listed within Table 3.1. Consultation undertaken at Regulation 18 stage will be carried out in accordance with the methods listed in the plan preparation stage. At this stage, if a Regulation 18 is</p>	<p>No change</p>

	<p>document at the stage when it is first published as a complete document. Whilst “relevant” consultation bodies are consulted during plan preparation it is not possible to give a full response until the proposals are properly formulated as a draft document. At that stage all consultees should be enabled to provide input on the principles and details of the proposals which are not restricted to the narrow grounds of tests of ‘soundness’. That should only come later at the Submission stage. Under Adoption and Publication the phrase “and the Local Plan available therefore until it is withdrawn” is confusing. The Local Plan is presumably not going to be withdrawn after 6 weeks and neither should its availability on the Council’s website be restricted to 6 weeks. The 6 weeks is presumably the legal challenge period which needs to be made clear with more meaningful wording.</p> <p>Speaking at Committee As a result of a complaint from IWA, those entitled to make verbal submissions to the Planning Committee have been recently extended to include “local interest groups” (Letter from Sean Coghlan SC/DSG110 20/11/2018)</p> <p>Other corrections Para 3.6 The regulations Community Infrastructure Levy (Amendment) Regulations... Para 3.16 Change ‘respond the consultations’ to ‘respond to consultations’ and ‘will be publicise’ to ‘will be publicised’ Para 6.2 ‘disabled’ not ‘disable’</p>	<p>undertaken then consultees on the database will be notified and have the opportunity to comment.</p> <p>The reference to ‘withdrawing’ the local plan is in relation to a local plan being formally withdrawn by the Council, for example when it is superseded by a new local plan. The local plan will be available to view on the Council’s website and at the District Council House in perpetuity until it is withdrawn.</p> <p>Comments noted.</p> <p>Comments noted</p>	<p>‘Local interest groups’ to be inserted into paragraph 4.22</p> <p>Amend para 3.6, 3.16 and 6.2 as suggested</p>
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Jason Carwood	<p>No reference is made to Neighbourhood Plan Act or NPPF 2018.</p> <p>No information is included regarding how the authority can help to update made neighbourhood plans, or making Neighbourhood Development Orders and Community Right to Build Orders.</p> <p>Reference to updating the SCI every 5 years should be made.</p> <p>Consultees should be extended beyond parish / town councils to allow formation of other neighbourhood forums.</p>	<p>Comments noted, however the SCI sets out the Council's approach to helping with the neighbourhood plan process this includes its statutory duty to provide advice and guidance.</p> <p>It is not a legal requirement to update the SCI every 5 years.</p> <p>Lichfield District is parished and therefore parish councils are the qualifying body in terms of neighbourhood plans. In accordance with Regulation 61F of the Town and Country Planning Act 1990 the route for developing neighbourhood plans is through the Parish Council.</p>	<p>No change</p> <p>No change</p> <p>No change</p>
Lichfield City Council	<p>Para 1.4 seeks clarification on the following: How will LDC engage with stakeholders particularly in terms of Community Infrastructure Levy Will LDC publish a consultation report and identify how it has taken into account the "concerns and aspirations of the people affected"</p> <p>Para 3.7 CIL When will the six week CIL consultation take place? Please provide dates. What is the timeline (dates) of the 6 stages of the CIL consultation referred to in table 3.3. City Council suggest a review of the 0% charging band for apartments in the Local Plan</p>	<p>Table 3.3 sets out how the Council will engage with stakeholders regarding CIL. The responses of any consultation are reported to Members and taking into consideration as part of the next stage of the plan making / CIL process.</p> <p>The SCI does not deal with timescales for the production of documents or CIL charging schedule. The Local Development Scheme outlines timescales for local plan documents, however any updates to CIL will be in conformity with the methods set out in the SCI.</p>	<p>No change</p> <p>No change</p>

	<p>Para 3.11 – please supply a list of consultees on the LDC database</p> <p>Para 4.14 – 4.16 a more positive response be received if the word ‘encouraged’ was changed to ‘required’ in all instances it appears</p> <p>Para 6.1 seeks clarification on the consultees in particular the NHS as this generic term embodies multiple agencies.</p>	<p>Due to GDPR Regulations the Council is unable to publish its database.</p> <p>Comments noted however pre-applications discussions are not a formal requirement and therefore can only be encouraged.</p> <p>The NHS is the umbrella term used in paragraph 6.1 however this reflects multiple agencies that we engage with including Health Organisation and Clinical Commissioning Groups.</p>	<p>No change</p> <p>No change</p> <p>No change</p>
Staffordshire County Council – Ecology	No comments	N/A	No change
Staffordshire County Council - Archaeology and Historic Environment	No comments	N/A	No change
Staffordshire County Council – Rights of Way	<p>The plan doesn’t really contain any information about public rights of way other than in para 4.16</p> <p>The plan needs to recognise that any development needs to take appropriate mitigation to ensure the public path network is protected. If amendments to the path network are required to allow development to take place then these Orders need to be processed through the District Council before construction begins. The County Council should</p>	<p>Comments noted however this does not relate to the statement of community involvement. Staffordshire County Council are a statutory consultee and will be consulted as part of the plan making and decision taking process.</p>	No change

	<p>always be consulted in such cases. In relation to such development the planning authority need to be reminded that there are likely to be many non-definitive routes across proposed development sites which should be considered by any applicants. In many cases these routes could have become rights of way by virtue of established usage over many years and should be treated as public. There will also be sites where such usage or historic evidence has already resulted in applications being made to the County Council under Section 53 of the Wildlife and Countryside Act 1981 to add or modify the Definitive Map of Public Rights of Way, which affects the land in question.</p> <p>Any development likely to affect the path network, either directly or indirectly, then we would expect Lichfield District Council to use section 106 funding and/or appropriate planning conditions improve the path network, through liaison with ourselves, at that time. This could be situations where housing development is likely to lead to a rise in usage of the network in the vicinity of the development.</p> <p>Applications should be encouraged to enhance the existing path network where possible in line with Staffordshire County Council's Rights of Way Improvement Plan.</p> <p>County Council expects to be consulted on any submitted applications in due course and is able to provide further advice and guidance.</p>		
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Susan Woodward	Agree with statement but would ask how the commitment to openness and inclusivity will be monitored.	<p>Comments noted. The District Council is committed to publishing as much as possible to ensure openness and transparency.</p> <p>The Statement of Community Involvement is supported by an Equality Impact Assessment which outlines who the main users of the document will be and how the document will impact on any particular groups. It is considered that the SCI will not have a negative impact on any groups.</p>	No change
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Statement of Community Involvement 2019

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1 Introduction

Lichfield District Council is committed to delivering excellent services to our local residents, businesses and service users. We see consultation as a vital part of this service.

We know that by engaging with our customers we can help deliver better quality development which meets their needs and those of future generations.

This document sets out our approach to consulting with you during the planning process and understanding your views.

What is the Statement of Community Involvement?

1.1 This Statement of Community Involvement (SCI) explains how we will engage our communities, businesses and other interested parties in the planning process when we prepare our planning policies and determine planning applications, including:

- Preparation, alteration and continuing review of the Local Plan, which is our development plan document;
- Preparation of other planning documents such as supplementary planning documents;
- Aspects of the neighbourhood planning process;
- Community Infrastructure Levy; and
- Development management decisions.

1.2 The Council is required to prepare and maintain a SCI by the Planning and Compulsory Purchase Act 2004. This document also reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Localism Act 2011 and the National Planning Policy Framework.

1.3 This SCI updates and supersedes the existing SCI which was adopted in 2016. We will review and update the SCI as necessary to reflect any future changes.

Why is community involvement in planning important?

1.4 Planning affects us all. The homes we live in, the places we work, the open spaces we enjoy and leisure facilities we use are all a result of planning policies and decisions. It is important to us that all sections of our community are given the opportunity to take part in the planning process at the earliest opportunity so that decisions can take into account the range of community views and reflects, as far as possible, the concerns and aspirations of the people affected by them.

1.5 This statement provides an overview of the District's profile to identify the key challenges that need to be overcome when consulting with our community and sets out our approach to community involvement in the plan making process and determining decisions on planning applications. The actions which are set out within this document represent a minimum requirement in relation to community involvement in the planning process. Depending on the scale and impact of what is being consulted upon the Council may undertake further consultation work which goes above and beyond the requirements of the SCI to ensure that comprehensive consultation has taken place.

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

2 About our community

2.1 It is important to understand the dynamics of our community in order to recognise the needs of the District and the challenges that may arise during consultation. This chapter sets out some of the key challenges faced by our residents, businesses and interest groups when engaging in the planning process and then lists how we will seek to overcome them.

Key Challenge: Accessibility

2.2 Lichfield District has a population of 103,061 people according to the Office of National Statistics mid-year population estimates 2016, of which 77.2% are economically active which is higher than the regional average. Lichfield District is seen as an attractive commuter area for Birmingham and therefore almost half of residents commute outside of the District to work. Given the high levels of outer city commuting it may be difficult for some residents to access the Council offices during the working week.

2.3 Lichfield District is considered a relatively prosperous area when compared to the West Midlands region and in a national context. However within some of our communities there are pockets of deprivation. The cost associated with accessing these consultation documents could be a factor which restricts engagement.

To help overcome this challenge we will:

- Place all matters for consultation on our website so they are available when the Council's main office is closed and can be accessed via the internet at Staffordshire's libraries most of which are open on Saturdays.
- Provide a copy of the Local Plan to residents for free during its consultation stages upon request.

Key challenge: Digitalisation

2.4 Some people have difficulty in accessing the internet and struggle to navigate online to find the relevant consultation documents they want to respond to.

2.5 A number of planning documents can be technical and lengthy and slow internet access could restrict ease in utilising these documents.

To help overcome this challenge we will:

- Have officers available to provide assistance via the telephone to locate and understand the documents.
- Provide a copy of the Local Plan to residents who do not use the internet during consultation stages upon request.

Key challenge: Engaging the whole community

2.6 Whilst the demographics of different communities within the District vary considerably, the District is characterised by a larger than average proportion of over 65s. The overall population for the District is projected to increase by 4% between 2015 and 2025 with a significant growth in people aged over 65 and aged 85 and over.

2.7 It is important to try and engage with all ages, both old and young in the planning process to ensure the all age and interest groups are represented.

To help overcome this challenge we will:

- Seek to involve young people in decision making on planning issues through the use of more modern consultation tools, such as social media.
- Use accessible venues and facilities for exhibition events and have documents available in accessible formats on request.

2.8 The Council recognises that not everyone will want to get involved in the planning process. We also recognise that some residents, businesses and groups may have greater capacity than others to get involved, so where appropriate, we will try and support and encourage those who find it difficult to get involved within planning issues to engage in the planning process.

2.9 The following sections set out how we will engage with our communities in the plan making process and the planning application process.

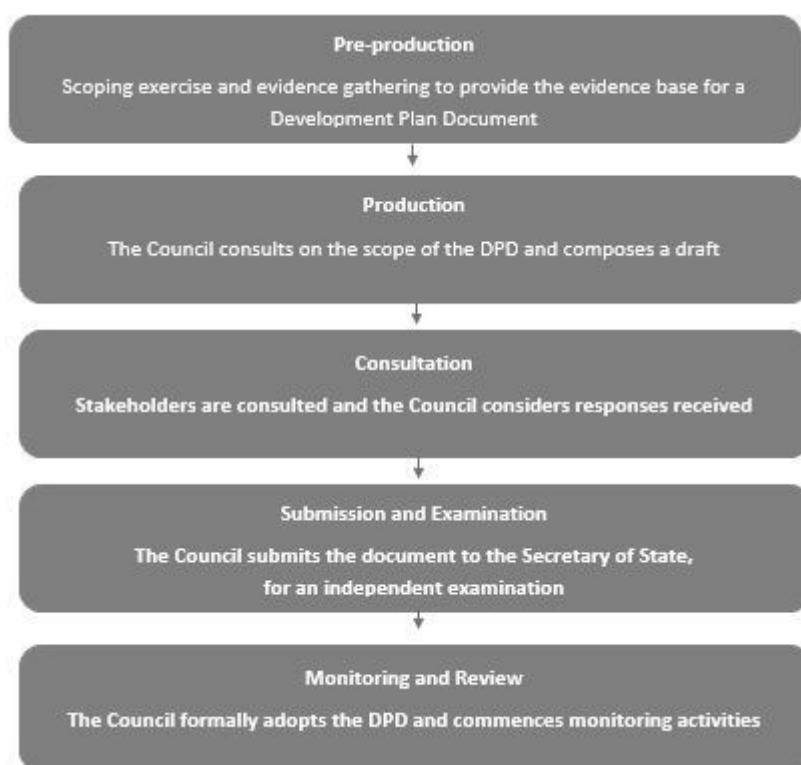
3 Community Involvement in Plan Making

Development Planning

3.1 Lichfield District Council is responsible for preparing development plan documents (DPDs) which are used to guide development proposals and determine planning applications. The development plan for Lichfield District comprises of the Local Plan Strategy and 'made' neighbourhood plans. The Local Plan Strategy was adopted in 2015 and provides the strategic vision and objectives that set out the Council's aspirations for the District's future, allocations and strategic sites for residential development and sets local planning policies to guide development. The Council is at an advanced stage with part two of its Local Plan - Local Plan Allocations Documents and is progressing a review of its Local Plan.

3.2 Figure 3.1 below outlines the key stages of plan preparation.

Figure 3.1 Indicative stages in the preparation of a DPD



3.3 The Council publishes the details of its DPDs in the [Local Development Scheme](#). The Local Development Scheme sets out the programme for plan preparation and provides a starting point for residents, stakeholders and interested parties to find out which documents are being prepared and the timetable for their publication. To ensure the Local Development Scheme is up to date it is reviewed every five years in line with statutory requirements and is reported every year within the [Authority Monitoring Report](#).

Sustainability Appraisal

3.4 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process. The purpose of the SA is to assess the social, environmental and economic effects of the Local Plan. The first stage of the SA is the production of a scoping report to identify the key sustainability issues for the area. Following the scoping report, subsequent versions of the SA are produced to accompany each stage of the plan making process and published for consultation at the same time.

Supplementary Planning Documents

3.5 Supplementary Planning Documents (SPDs) are designed to support and add further guidance to policies in the Local Plan. These documents are prepared with the involvement of the local community and interested parties. The consultation period will be a minimum four and maximum of six weeks. Whilst they are not subject to independent examination they are adopted by the Council under the authorisation process.

Community Infrastructure Levy

3.6 The Community Infrastructure Levy (CIL) allows local authorities to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed for development. The Community Infrastructure Levy (Amendment) Regulations 2012 apply to the production of CIL. The Council adopted its CIL Charging Schedule in April 2016.

3.7 The first stage of consultation on CIL is the Preliminary Draft Charging Schedule which takes place over a six week period. The next consultation stage is the publication of the Draft Charging Schedule. It is consulted on for a six week period and any person can make representations and if requested to do so they will be heard before the Inspector at the CIL examination. If the Council make significant changes to the Draft Charging Schedule following the publication stage then we will produce a 'statement of modifications' which is advertised for a four week period. Prior to adoption, the Charging Schedule will be examined in public by an independent inspector.

Other Documents

3.8 Under the provisions of the Habitats Directive, the Council must carry out an assessment of whether a plan or project will significantly affect the integrity of any European Site, in terms of impacting the sites conservation objectives. The Habitats Regulations Assessment is prepared and consulted on as a statutory requirement of the Local Plan. Other evidence base documents will be prepared and whilst not subject to formal public consultation, if anyone wishes to comment on these documents they can email or write in and the Council will respond accordingly.

3.9 Neighbourhood Plans set out policies and guidance for development and land uses in a parish or neighbourhood area. Lichfield District has a number of Neighbourhood Plans at various stages and once 'made' they become part of the statutory development plan. The community involvement associated with the preparation of neighbourhood plans is explained later in this section.

Who will we consult?

3.10 The Town and Country Planning (Local Plan) (England) Regulations 2012 sets out the legal requirements for consultation and public engagement during the preparation of planning policy documents.

3.11 Government regulations identify 'specific consultation bodies' including organisations such as Natural England, Environment Agency and Historic England that we are required to consult. In addition we will consult 'general consultation bodies'. Whilst not an exhaustive list, Appendix A provides further details of the organisations and interested parties the Council consults.

Join our consultation database

The Council maintains a database of all its consultees which it reviews and updates. Any individual or organisation can contact the Spatial Policy & Delivery team and request to be added to the database and notified of future consultations.

When will we engage?

3.12 The regulations outline the various stages in the preparation process for each of the types of planning document and when we must formally consult on the document. Whilst we will meet these requirements we also consider that significant effort should be made to try and engage people during the initial plan making stages, when there is the greater opportunity to influence policies and strategies.

How will we engage?

3.13 In addition to meeting the statutory consultation requirements, we will utilise a range of consultation techniques where applicable to enable greater involvement in the plan preparation process. The following techniques will be applied where appropriate: press releases, send an email to interested parties, a 'wrap around' newspaper advert, placing paper copies of the documents in libraries, presenting to parish forums and exhibitions. We will consider utilising social media and mobile phone applications where appropriate, as advised by our communications team.

3.14 The following tables set out the key stages, statutory requirements and potential additional consultation methods that will be utilised in the preparation of development plan documents, supplementary planning documents and the community infrastructure levy respectively.

Table 3.1 Key stages and consultation methods in the preparation of Development Plan Documents

Development Plan Documents (DPD)		
Stage	Statutory Requirements	Additional actions
Plan preparation	<ul style="list-style-type: none"> No specific requirements. 	<ul style="list-style-type: none"> Informal engagement with relevant consultation bodies to identify the key issues and scope of the document. Issue a press release. Additional consultation techniques such as present to Parish Forums where appropriate and resource will allow.
Publication of Draft (Regulation 19)	<ul style="list-style-type: none"> Seek views on whether the Local Plan and its accompanying suite of documents are legally compliant and sound. Make the documents available for at least 6 weeks via the Council's website and at the District Council House. Make the documents available in alternative formats on request. 	<ul style="list-style-type: none"> Issue a press release. Send out notifications to consultee bodies and those who have asked to be notified of consultations. Publish documents online and make them available in our libraries and principal office. Promote use of website and online response forms. Additional consultation techniques such as public exhibitions where appropriate and resources will allow.
Submission (Regulation 22)	<ul style="list-style-type: none"> Provide a copy of the Local Plan, Sustainability Appraisal / Strategic Environment Assessment Report, Policies Map, Statement of representations, copy of the representations, supporting documents a statement of fact of where the above documents are available for inspection at and when, on the Council's website and at the District Council House. Send out notifications to each of the general consultation bodies and specific consultation bodies to notify them of the documents availability. Notify those who have requested to be notified that the Plan has been submitted. 	<ul style="list-style-type: none"> Issue a press release.
Examination with oral hearings (if necessary) (Regulation 24)	<ul style="list-style-type: none"> Notify any person who has made a representation and not withdrawn it of the date, time and place at which the hearing is to be held and the name of the person appointed to carry out the independent examination 6 weeks prior to the opening of a hearing. Publish the notification on the Council's website and advertise it at the District Council House. Undertake any other notification that the Inspector and Programme Officer Request. 	<ul style="list-style-type: none"> Undertake further notifications/consultation should it be considered appropriate. Publish documents relevant to the examination on the Council's website. Issue a press release.
Modifications (if necessary)	<ul style="list-style-type: none"> Undertake further consultation as required by the Inspector and make the documents available on the Council's website and at the District Council House. 	<ul style="list-style-type: none"> Issue a press release.

Development Plan Documents (DPD)		
Stage	Statutory Requirements	Additional actions
Publication of the Inspectors Report	<ul style="list-style-type: none"> • Publish the Inspector's report for at least 6 weeks on the Council's website and at the District Council House. • Make the report available in alternative formats on request. 	<ul style="list-style-type: none"> • Issue a press release.
Adoption and Publication (Regulation 26)	<ul style="list-style-type: none"> • Publish the Local Plan, adoption statement and environmental report for 6 weeks and make the Local Plan available thereafter until it is withdrawn via the Council's website and at the District Council House. • Make the report available in alternative formats on request. • Notify any person or body that made a representation or asked to be notified of the adoption. • Notify the Secretary of State. 	<ul style="list-style-type: none"> • Issue a press release.

Table 3.2 Key stages and consultation methods in the preparation of supplementary planning documents

Supplementary Planning Documents (SPD)		
Stage	Statutory Requirements	Additional options
Preparation	<ul style="list-style-type: none"> No specific requirements. 	<ul style="list-style-type: none"> Informal engagement with relevant consultation bodies to identify the key issues and scope of the document. Issue a press release. Additional consultation techniques such as present to Parish Forums where appropriate and resource will allow.
Publication of Draft (Regulation 12)	<ul style="list-style-type: none"> Make the document available for between 4 and 6 weeks via the Council's website and at the District Council House. Make the document available in alternative formats on request. 	<ul style="list-style-type: none"> Consultation with consultation bodies and community involvement where appropriate and resources will allow. Issue a press release. Consultation with neighbours if the SPD is site specific. Promote use of website and online response forms.
Adoption and Publication (Regulation 14)	<ul style="list-style-type: none"> Consider the representations received through the consultation and make amendments/modifications necessary before adopting. Once adopted, produce an adoption statement, a consultation statement and make the document available for 3 months and thereafter (until the document is withdrawn) via the Council's website and at the District Council House. Make the document available in alternative formats on request. Notify any person or body that made a representation or who asked to be notified of the adoption. 	<ul style="list-style-type: none"> Issue a press release.

3.15 The process for preparing SPDs is the same process that will be used to prepare and review the Statement of Community Involvement.

Table 3.3 Key stages and consultation methods in the preparation of community infrastructure levy

Community Infrastructure Levy		
Stage	Statutory Requirements	Additional options
Preparation	<ul style="list-style-type: none"> No specific requirements. 	<ul style="list-style-type: none"> Informal engagement with relevant consultation bodies and stakeholders to identify the key issues and scope of the document.
Preliminary Draft Charging Schedule (Regulation 15)	<ul style="list-style-type: none"> Send out notifications to each of the consultation bodies inviting them to make representations. 	<ul style="list-style-type: none"> Issue a press release. Make documents available on the Council's website and at the District Council House.
Publication of Draft Charging Schedule (Regulation 16)	<ul style="list-style-type: none"> Publish the draft charging schedule, relevant evidence and statement of representation for 6 weeks on the Council's website and at the District Council House. Send a copy of the draft charging schedule and statement of representations procedure to each of the consultation bodies. Place a local advertisement notice. 	<ul style="list-style-type: none"> Promote use of the website and online response forms.
Submission (Regulation 19)	<ul style="list-style-type: none"> Provide a copy of the draft charging schedule, evidence and statement of representation of where the above documents are available inspection at and when, on the Council's website and at the District Council House. Send out notifications to each of the general consultation bodies and specific consultation bodies to notify them of the documents availability. Notify those who have requested to be notified on the submission of the draft charging schedule. 	<ul style="list-style-type: none"> Issue a press release.
Examination (Regulation 21)	<ul style="list-style-type: none"> Publish details of examination and the inspector on the Council's website. Notify those who have made representations. 	<ul style="list-style-type: none"> Issue a press release.
Approval and publication (Regulation 25)	<ul style="list-style-type: none"> Once adopted, produce an adoption statement, a consultation statement and make the document available for 3 months and thereafter (until the document is withdrawn) via the Council's 	<ul style="list-style-type: none"> Issue a press release.

Community Infrastructure Levy		
Stage	Statutory Requirements	Additional options
	<p>website and at the District Council House.</p> <ul style="list-style-type: none"> • Make the document available in alternative formats on request. • Notify any person or body that made a representation or who asked to be notified of the adoption. 	

How can you respond to the consultations?

3.16 There are many ways in which you can respond to consultations on the Lichfield Local Plan and other development plan documents, supplementary planning documents or community infrastructure levy. Consultations will be publicised on line and in accordance with the methods set out in the tables above. You can respond in the following ways:

- By using our online consultation system;
- By emailing us at: developmentplans@lichfielddc.gov.uk;
- By writing to us at: Spatial Policy & Delivery, Lichfield District Council, Frog Lane, Lichfield, WS13 6YZ; or
- If you have any issues with any of the above you can also phone us on 01543 308000 and a member of the team will be able to assist you.

What will we do with the comments?

3.17 All comments received as part of a planning policy consultation process will be collated, analysed and taken into consideration in the preparation of the next stages of the plan process. Comments will be reviewed and considered by planning officers and where appropriate changes will be proposed. There may be instances where the Council considers that it is not appropriate to amend the plan to accommodate the views of a respondent.

3.18 The results of consultations will be published on the Council's website and a Statement of Consultation will be prepared for each statutory consultation stage. The comments received to any consultation cannot be treated as confidential, however, personal information will not be made publically available in accordance with the Data Protection Act.

Neighbourhood Planning

3.19 The Localism Act 2011 introduced new rights and powers for communities to shape new development by preparing a Neighbourhood Plan and grant planning permission through Neighbourhood Development Orders and Community Right to Build Orders. Neighbourhood plans are prepared by the community, they can be simple or go into considerable detail. They set out local planning policies in relation to that area but they still have to be in line with national and local policy.

3.20 The Neighbourhood Planning (General) Regulations 2012 sets out the requirements for publicity and consultation in relation to the preparation of Neighbourhood Plans and Neighbourhood Development Orders. Depending on how advanced the neighbourhood plan is, it is the responsibility of either the qualifying body such as the town or parish council or Lichfield District Council to publicise the consultation.

Interested in helping shape your local area

For more information on neighbourhood planning including information on how to start preparing a neighbourhood plan please visit the following websites:

- www.lichfielddc.gov.uk/neighbourhoodplans
- www.gov.uk/government/publications/localism-act-2011-overview

What will we do to help with neighbourhood plan process?

3.21 The Council will provide advice and assistance to any neighbourhood plan group seeking to prepare a neighbourhood plan. We will fulfill our statutory obligations such as to share our evidence base, publicise the designation of a neighbourhood area on our website and issue a press release. It should be noted that in developing a neighbourhood plan, most of the responsibility for consulting the community affected falls to the parish council.

3.22 Once a plan has been prepared and consulted on by the community, it will be submitted to the Council and we will provide advice to ensure it meets the relevant legislation and conforms with the Local Plan. The Council will consult on the plan and publicise the details of plan including where it can be inspected on the Council's website and also issue a press release. We will then organise an independent examination of the document in collaboration with the relevant parish council.

3.23 If the document is considered to meet the requirements by the independent examiner and the Council is also satisfied it does then it will be subject to a referendum by the community and businesses affected. This will be co-ordinated by the Council and we will make all of the documents available to view on the Council's website and at the Council House.

4 Community Involvement in Planning Applications

Development Management

4.1 Development Management consider the detailed proposals that are submitted to the District Council for consideration and any breaches of planning control.

4.2 The proposals are submitted to the District Council in a wide variety of applications and are considered against current legislation, national guidance, the Development Plan (currently the Lichfield Local Plan Strategy, made Neighbourhood Plans and the Staffordshire County Council Minerals and Waste Local Plans where appropriate) and relevant adopted SPDs. The involvement of our customers is important and enables them to be better informed which assists us in the delivery of sustainable development.

4.3 The Council deals with on average around 1200 planning applications per year. This includes applications for listed building consent, advertisement consent, applications for prior notification, certificates of lawfulness and amendments. In addition the Council receives on average 200 discharge of condition applications and 300 planning enforcement enquiries per year.

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

1. All applications subject to an environmental assessment. All applications which are a departure from the Development Plan and all applications affecting public rights of way are required to be publicised by the display of a notice on the site for a minimum of 21 days excluding bank holidays, and by the placing of an advertisement in a local newspaper. This is in addition to any of the requirements pertinent to the scale of the development set out in the table below.
2. Applications defined as “major” applications by the DMPO are required to be publicised by the display of a site notice or letters written to adjoining owners/occupiers of land, and by placing an advertisement in a local newspaper.
3. If an application does not fall in the above categories, then it is required to be publicised by the display of a site notice or by letter to adjoining occupiers/owners.

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

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

Table 4.1 Approach to planning application publicity

	Type of development	What we are required to do	Additional actions
Major	<p>For dwellings: where 10 or more are to be constructed (or if no number given, the area is more than 0.5 hectare).</p> <p>For all other uses: where the floorspace will be 1000sq.m or more (or site is 1 hectare or more).</p>	<ul style="list-style-type: none"> • Write to all adjoining owners or occupiers or post a site notice. • Press Notice. • Details published on the Council's website • Full details available at the Council's principal office-District Council House, Frog Lane, Lichfield. • Notify the appropriate Town or Parish Council of the application. • Consult with statutory consultees online. 	<ul style="list-style-type: none"> • Advise applicants to consider public meetings exhibitions as appropriate. • Advise applicants of and encourage engagement with the pre- application advice service available including the Development Team approach. See Council's website • Consult adjoining local authorities where appropriate. • For larger housing schemes applicants will be encouraged to prepare and consult the community on a master plan for the development. • Consult with non-statutory consultees.
Minor	<p>Minor development is development which does not meet the criteria for Major Development or the definitions of change of use or householder developments.</p>	<ul style="list-style-type: none"> • Write to all adjoining owners or occupiers or post a site notice. • If affecting the setting of a conservation area also do a press notice. • Details published on the Council's website • Full details available at the Council's principal office-District Council House, Frog Lane, Lichfield. • Notify the appropriate Town or Parish Council of the application. • Consult with statutory consultees online. 	<ul style="list-style-type: none"> • Advise applicants of and encourage engagement with the pre-application advice service available including the Development Team approach. See Council's website • Consult with non-statutory consultees.
Other	<p>This includes the following categories:</p> <p>Change of Use: Applications that do not concern major development or where no building or engineering work is involved.</p> <p>Householder Development: Defined as works within the curtilage of residential property which require an application for planning permission and are not a change of use.</p>	<ul style="list-style-type: none"> • Write to all adjoining owners or occupiers or post a site notice. • Applications within a conservation area that affect its character or affect the setting of a Listed Building are subject to a site notice and press notice. • Details published on the Council's website • Full details available at the Council's principal office-District Council House, Frog Lane, Lichfield. • Notify the appropriate Town or Parish Council of the application. • Consult with statutory consultees online. 	<ul style="list-style-type: none"> • Advise applicants of the pre-application advice which is available and encouraged with written advice provided. See Council's website • Consult with non-statutory consultees.

4.7 All consultees and neighbours are given a minimum of 21 days to comment/respond, excluding bank holidays as set out in The Town and Country Planning (Local Authority Consultations) England Order 2018. Where necessary consultees will be given longer to reflect statutory timescales where specified by legislation. Anyone can respond to a consultation. In addition to individuals who might be directly affected, community groups and specific interest groups (national as well as local in some cases) may wish to provide representations.

4.8 If any significant amendments are received in relation to any of the above categories, we undertake to carry out a further round of consultation. The extent of this re-consultation is dependent upon the scale of the amendments – writing to those (directly) affected and the local Parish/Town Council, if necessary. It is at the discretion of the Local Planning Authority as to the need and length of re-consultation, however we normally allow a minimum 10 days from the date of the re-consultation letter to respond. Although, we may carry out a full 21 day re-consultation process as appropriate, or where it is an EIA application.

Other Consultations

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

- Erection or replacement of telecommunication masts - We will write to all occupiers within 100 metres of the site and the relevant Parish Council to seek specific comment.
- Wind Turbines - We will write to all occupiers within 500m of the site and the Parish Council to seek their specific comments
- Permission in Principle and Technical Details Consent - We will for 14 days, excluding bank holidays, display a site notice; have a notice on our website; notify the appropriate Parish or Town Council of the application; consult with statutory consultees online as set out in the Town and Country Planning (Permission in Principle) (Amendment) Order 2017.

Other applications where consultation is not required

4.10 Certain types of application do not require or allow consultation with anyone under the legislation. This includes non-material amendment applications i.e where a more minor change is proposed to an approved scheme after the planning decision has been made. This process is only generally used where the change is small relative to the size of the overall development or where the change would have no impact to anyone. We are not required to consult on condition compliance applications - this is when details are submitted to the Council to confirm the details submitted for the purposes of any 'conditions' placed on a planning permission; for 'prior notifications' in relation to certain types of agricultural development; and, in relation to certificates of lawfulness for proposed development, where the application is seeking a determination of whether or not the development needs planning permission.

Openness and transparency

4.11 We aim to make the planning application process as open and transparent as possible. All recent planning application documents are available online and only information exempt under the Freedom of Information Act 2000 and the General Data Protection Regulation (GDPR) is withheld from public view. We also publish advice intended to guide users of the service through the system – this is available on the Council's website <https://www.lichfielddc.gov.uk>

4.12 Applicants are encouraged to discuss proposals in advance and we have a pre-application (fee applicable) process and a Duty Officer system is in place during morning office hours to ensure that professional advice is available. By appointment, officers are prepared to visit individual occupiers to explain planning applications, if the need arises.

Pre-application Discussions

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

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

4.15 The Council will encourage applicants/developers to undertake appropriate consultation with the local community prior to applications being submitted. Officers will provide further pre-application advice in writing. The Council's Protocol for Pre-application Discussions on Planning Applications sets out the detailed commitment/requirements to this procedure. This can be found on the Council's website <https://www.lichfielddc.gov.uk/preapplicationadvice>

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

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

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

4.18 By law, all comments received must be open to public inspection. We publish comments on the website, although personal data, such as signatures, email address and telephone numbers will be removed (redacted). However, the names and addresses of those people who commented on the application is published.

4.19 Any complaints will be dealt with in the same manner as a corporate complaint. Any representations received about a planning application are taken into consideration in the determination of planning applications, although we can only take into account material planning considerations. Advice on commenting on a planning application is available at www.lichfielddc.gov.uk/Council/Planning/Planning-guidance/Commenting-on-a-planning-application

4.20 Offensive, racist, discriminatory, threatening and other statements that are not relevant will not be published. These comments will not furthermore be taken into consideration in the determination of the application. Due to the legal requirement to make representations available for public inspection, we cannot accept anonymity or comments marked 'private or confidential'.

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

4.21 All planning application decisions contain a report on the proposal and this report contains a summary of all representations received from local residents, the Parish Council and other relevant consultees etc. All comments are considered in reaching a decision on the application. All reports written by Planning Officers are available to view either on the Council's website or on request. The more significant or controversial applications are presented to the Council's Planning Committee for their consideration whilst others are delegated by the District Council to senior officers to determine as they fall within the Council's approved 'Scheme of Delegation'.

4.22 The Planning Committee currently meets monthly generally on a Monday evening at the District Council Offices Frog Lane, Lichfield either in the Council Chamber or the Committee Room and is open to members of the public. A report is prepared by the Planning Officer making certain recommendations to the Committee to either approve or refuse the proposal. It is for the Committee to decide to either accept or reject these recommendations, as long as they have good planning reasons to do so. As part of the deliberations of the Committee, members of the public, local interest groups, non-Committee ward members, applicants or agents can make verbal submissions directly to the Committee. Detailed advice on the operations of this process and copies of all reports to and minutes of the Council's Planning Committee are published on the Council's website <https://www.lichfielddc.gov.uk/planningcommittee>

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

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

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

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

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

How else do we involve our customers?

- We will visit individual's homes, upon request, if residents are disabled or housebound to explain development proposals;
- We provide planning advice and guidance on the Council [website](#);
- We display all planning application details on the Council [website](#);
- We accept comments on planning applications via the Councils [website](#), email or through letter;
- We have a Duty Planning Officer who can provide verbal advice between 08.45 and 12.15 Monday to Fridays;

- We have a dedicated name planning case officer for every application; and
- We have public speaking at Planning Committee (subject to certain criteria) - more advice is available on the Council's website regarding this.

5 Monitoring and Review

5.1 The Council will monitor the success of community involvement through its [Authority Monitoring Report](#) (AMR).

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

5.3 The AMR is produced annually and a review of the SCI will be considered where there has been a particularly low level of community participation or issues have emerged in terms of its implementation and significant changes are required to meet new circumstances or legislation requirements.

5.4 The Council also has a [complaints and compliments procedure](#) to help us improve our services to our customers and this involves an annual report to the Standards Committee.

How can you get in touch if you have any queries about the Statement of Community Involvement?

For queries related to the Statement of Community Involvement please contact Spatial Policy & Delivery:

**Spatial Policy & Delivery
Lichfield District Council
Frog Lane
Lichfield
WS136YZ**

Email: developmentplans@lichfielddc.gov.uk
Phone: **01543 308000**

6 Appendix A - Consultees

6.1 As defined in the Town and Country Planning Regulations (2012) as amended and the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended):

Specific consultation bodies

- The Coal Authority
- Environment Agency
- Historic England
- Homes and Communities Agency
- Local Bodies (a relevant authority any part of whose area is in or adjoins the local planning authority's area) including Town & Parish Councils
- Natural England
- Network Rail
- NHS
- Utilities Providers

General consultation bodies

6.2 In accordance with the regulations general consultation bodies must be consulted where the council considers it appropriate. These may include voluntary groups and those which represent the interests of different rail, ethnic or national groups; disabled persons; different religious groups and persons carrying on business in Lichfield District.

6.3 Further guidance on statutory and non-statutory consultees is set out in national guidance online: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

Meeting of the Local Plan Sub-Committee

19th December 2018 18:00

In attendance:

Councillors: Cox (Chair), Baker and Marshall

Also Attending: Ashley Baldwin – Spatial Policy & Delivery Manager (AB), Patrick Jervis - Principal Spatial Policy and Delivery Officer (PJ), Heidi Hollins - Spatial Policy & Delivery Officer (HH)

1. ***Apologies***

Councillors Drinkwater and Stanhope.

2. ***Declarations of Interest***

None.

3. ***Notes of the meeting of the 19th April 2018***

Paper copies of the minutes of the meeting of the 19th April were circulated to members of the sub-committee. The minutes of the last meeting were accepted as a true record.

4. ***Call for Sites Schedule 2019***

PJ presented the Call for Sites Schedule document. This has been prepared following the call for sites consultation undertaken between October and November 2018. The purpose of the document is to show all sites which were submitted to the authority through the consultation period. All sites submitted to the call for sites will be assessed through the council's land availability assessments when the next annual update is undertaken.

Members discussed the document and raised concern that the document could be misinterpreted and that it would be beneficial to make clear in the document how the schedule is to be used. It was agreed that the explanatory text within the document which explains its role will be made clearer.

Members agreed to the publication of the Call for Sites Schedule 2019 subject to the addition of text to clarify the role of the document which had been discussed.

5. ***Duty to Cooperate Paper 2018***

HH presented a report on the Duty to Cooperate Paper 2018. The document had been prepared to illustrate the work the authority has undertaken with its duty to cooperate partners. This paper updates and builds upon earlier versions of the document which have previously been presented to the committee.

Members discussed the document which they felt accurately portrayed how the authority interacts with its partners. Cllr Baker queried a small number of typographical changes which it was agreed would be made to the document before publication. Cllr Baker asked if the Canal Trust should be added to the statement. HH explained that the Canal Trust were not a prescribed body with whom the Council had a Duty to Cooperate. That said it was noted that the Canal Trust are and will continue to be consulted along with other stakeholders as the local plan progresses.

Members agreed to the publication of the Duty to cooperate paper subject to the minor amendments discussed.

6. ***Settlement Sustainability Study 2018***

PJ presented a report on the Settlement Sustainability Study. The purpose of the study is to provide a high level assessment of the services and facilities which are available within each settlement within the district. This assessment allows settlements to be scored and a comparative assessment be undertaken to ascertain which settlements have access to the greatest level of services.

Members discussed the document and made some observations with regards to how the document could be used. It was suggested that the document may lead to smaller settlements not improving and gaining access to new facilities. It was explained that the study provides a snap shot of the services and facilities available at a point in time and that decisions with regards to providing levels of services and facilities would need to be considered through the local plan review as this progresses.

Cllr Cox made the point that some facilities and services within settlements were not picked up within the assessment. It was agreed that prior to the documents publication officers would contact the Parishes for each settlement and ask them to check for any missing services or facilities within the assessment. These will then be added and the scoring updated accordingly.

Members agreed to the publication of the Settlement Sustainability Study subject to the officers checking the services and facilities with parishes and updating the scoring accordingly.

7. ***AOB***

Members thanked officers present for their work and the clarity of the reports.

8. ***Date of next meeting***

TBC

The meeting ended at 19:24

Sustainable Design SPD Appendix A Update

Report of the Cabinet Member for Economic Growth, Environment & Development Services:
Councillor I. Pritchard



Date: 19 March 2019

Contact Officer: Jon Allinson

Tel Number: 01543 308195

Email: Jon.Allinson@lichfielddc.gov.uk

Key Decision? YES

Local Ward Members ALL

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

1. Executive Summary

- 1.1 The Council undertook consultation on a draft revision of Appendix A of the Sustainable Design Supplementary Planning Document (SPD) entitled 'Space about Dwellings and Amenity Standards for all Development' in accordance with the Council's adopted Statement of Community Involvement, between the 2nd January and 1st February 2019. Attached at **APPENDIX B** to this report is a summary of the representations received and any actions proposed in light of the comments made.

2. Recommendations

- 2.1 That the Committee notes the contents of this report and recommends to Cabinet that the revised Appendix A of the Sustainable Design SPD – 'Space about Dwellings and Amenity Standards for all Development' (**APPENDIX A**) be formally adopted by the Council.

3. Background

- 3.1 The purpose of this report is to seek authorisation from the Committee to recommend to the Cabinet that the updated Appendix A of the Sustainable Design SPD be formally adopted by the Council.
- 3.2 Members will recall, as set out in the Economic Growth, Environment and Development Overview and Scrutiny Report of the 12th November 2019, that Sustainable Design Supplementary Planning Document (SPD) supplements the design and sustainability policies of the Local Plan Strategy in the determination of planning applications, and to assist in advising pre-application enquiries. Appendix A of the SPD to which this report relates, sets out 'Space about Dwellings and Amenity Standards for all Development' for both new buildings and domestic extensions. It is considered that given that these guidelines have been applied in the determination of planning applications and responding to pre application enquiries since adoption in 2015, that Appendix A now requires amendment and additional clarification, to assist in a consistent interpretation of the guidelines.
- 3.3 The existing Appendix was reviewed and it was considered that additional explanatory diagrams and expanded clarification text would be required to provide customers with clarity on the guidelines that are to be applied to development proposals, so that appropriate forms of development come forward that do not harm amenity. The alterations included:
- incorporation of the previous BRE 45° and 25° daylight amenity guidance within the appendix;

- addition of explanatory diagrams within the privacy and outlook, and daylight and sunlight sections;
- further clarification and explanatory text within all sections; and
- the addition of a note on the relationship between planning legislation and Right to Light legislation.

Consultation Process

- 3.4 A consultation on the draft update to Appendix A of the Sustainable Development 'Space about Dwellings and amenity standards for all developments' ran from the 2nd January 2019 until the 1st February 2019. The consultation was advertised on the Councils website and local planning consultation system, as well as an email being sent to all those registered on the consultations system which included all statutory consultees.

Consultation Responses

- 3.5 The consultation resulted in 6 representations being received. The main points raised can be summarised as follows:
- the changes and update to the appendix are welcome;
 - the reference to extending older properties is welcome;
 - it is considered that the privacy / outlook / private amenity / garden space guidelines are too prescriptive and would hinder efficient use of land and innovative design
 - there should be a guideline relating to space between gable walls; and
 - there should be greater flexibility added to the document to address different contexts.
 - Representations were also received which relate to topic areas that are not covered by the appendix which was consulted upon e.g. trees, ecology and Appendix B 'Sustainability Checklist'.
- 3.6 Members should note that, as raised in a number of consultation responses, Appendix B of the SPD was included in the consultation document on the Council's consultation portal. Only approval to consult on an updated Appendix A was sought at the Economic Growth, Environment and Development (Overview and Scrutiny) Committee in November 2018. It was not the intention nor approval secured for consultation regarding this section of the SPD. All comments received regarding this section should as such be disregarded.
- 3.7 Following review of the representations received, an additional note regarding front to front separation flexibility which reflects the local context has been added. Notwithstanding this, no material amendments to the draft SPD Appendix A update are proposed.
- 3.8 A copy of the post consultation draft updated SPD Appendix A is attached to this report (**APPENDIX A**). Once adopted it will replace the existing Appendix A of the SPD with associated repagination for the subsequent already adopted parts of the SPD. The existing adopted version of the SPD Appendix is included at **APPENDIX C** for comparison.

Alternative Options	1. It is not decided to approve adoption of the updates to Appendix A of the SPD. This is not recommended because it could give rise to inconsistency in interpretation of guidelines to the detriment of residential amenity and inconsistent planning decisions.
Consultation	1. Consulted with the Overview & Scrutiny Committee prior to the formal Public Consultation 2. No further public consultation is required. 3. A summary of representations received from the public consultation are at Appendix B
Financial Implications	1. There are no further financial implications involved in adopting this document.
Contribution to the Delivery of the Strategic Plan	1. Will assist in implementing the Local Plan Strategy which will ensure the controlled and balanced growth of the district.
Equality, Diversity and Human Rights Implications	1. An Equality Impact Assessment accompanies the Sustainable Design SPD updated Appendix A (Appendix D of this report)
Crime & Safety Issues	1. None
GDPR/Privacy Impact Assessment	1. No privacy impact assessment undertaken.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Clarity is not provided and the guidelines continue to be open to wide interpretation.	Officers would continue to interpret guidelines which may differ from the interpretation of customers, developers and others.	Yellow

Background documents Adopted Sustainable Design SPD (December 2015)
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Relevant web link: https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Supplementary-planning-documents/Downloads/Sustainable-design-SPD/Sustainable-Design-SPD-without-appendix.pdf

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APPENDIX A

Sustainable Design SPD Appendix A Update

Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

1 The purpose of these guidelines is to ensure a satisfactory standard of amenity for existing and proposed occupiers of residential properties within the District.

2 This is to be achieved by ensuring adequate spacing around dwellings, whilst taking account of outlook and privacy.

3 The provision of adequate space about dwellings is an important element in achieving a high standard of design and layout and provides:

- adequate daylight and sunlight to rooms and rear gardens;
- reasonable privacy for dwellings within their proposed layout and to protect the privacy of existing dwellings;
- a satisfactory level of outlook, within new development and in relation to existing development;
- a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future extension to the dwelling;
- reasonable communal areas of open space for apartments and some types of special housing.

4 Policy BE1 (High Quality Development) of the Local Plan Strategy notes that in terms of the built vernacular, "New development, including extensions and alterations to existing buildings, should carefully respect the character of the surrounding area and development in terms of layout, size, scale, architectural design

and public views..." Local Plan Strategy. It also notes that development should have a positive impact on amenity.

Daylight and Sunlight

5 The design and layout of both new buildings and extensions should aim to maximise sunlight to internal accommodation and private amenity areas. Ideally primary main habitable room windows, especially for lounge/sitting rooms should not face north.

6 External obstructions can affect the quality and quantity of light entering an adjacent property. New development and extensions should not be of a size that results in an overbearing impact on neighbouring residential property. The Council applies 45° and 25° daylight guidelines.

7 The 45 degree guidelines will be utilised for front and rear extensions to a dwelling or for new built development to assess the impact on the dwelling next door. It shall only apply where the nearest side of the extension or building is perpendicular to the window (Figure A.1). The 25 degree guideline shall apply for windows which face the extension or buildings opposite. (Figure A.4).

45° guideline

8 To apply the 45 degree guideline there are 2 stages to this assessment. Should stage one be met then stage 2 is not required.

9 Stage 1 – Assesses the impact of the depth of the extension. Take the elevation of the window wall of existing neighbouring development and draw diagonally at ground level at an angle of 45 degree from the furthest corner of the extension / new building towards the affected neighbouring dwelling. (Figure A.1)

Figure A.1

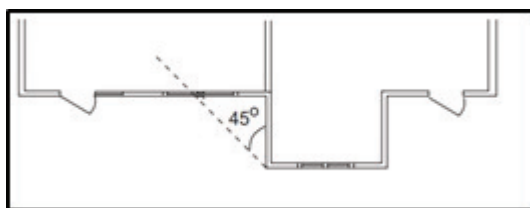


Figure A.1: Stage 1 Plan - 45° guideline assessment. Centre of affected window is within 45° angle on the plan so stage 2 needs to be utilised.

10 Should the 45 degree line lie closer to the extension / new building than the centre of the affected window then there will be no significant reduction in light. If the centre of the neighbouring window is within the 45 degree line then there is likely to be a loss of light, so stage 2 should then be carried out to confirm whether the light reduction is significant.

11 Stage 2– Assesses the impact of the height of the extension or new building. For an extension / new building with a flat roof, draw a 45 degree line from the highest point of the extension towards the affected window.

Figure A.2

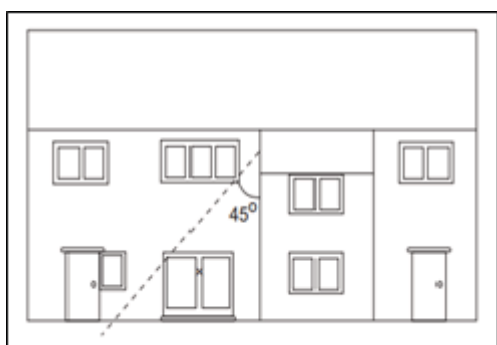


Figure A.2: Stage 2 Elevation - 45° guideline assessment. In this example the impacted patio door is within the 45° angle on both plan (Figure A.1) and elevation, so a significant reduction of light is likely.

12 For an extension / new building with a front to back mono pitched roof, draw a 45 degree line starting at a point halfway between the eaves and the ridge towards the affected window. For standard gable draw a line from the eaves. If the centre of the neighbouring window is within the 45 degree line then there is likely to be a loss of light received. In the case of a floor to ceiling window e.g. patio door, a point 1.6m above the ground on the centre line of the window may be used. Figure A.3 shows both 45° guidelines being applied.

Figure A.3

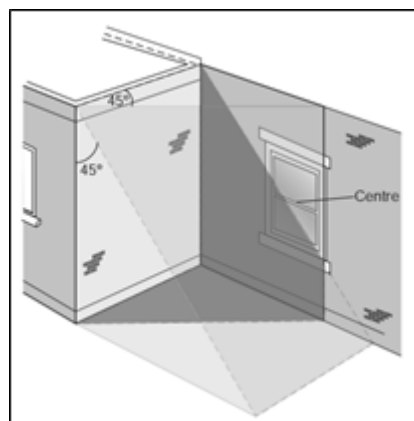


Figure A.3 - Application of both stages of the 45° approach to a domestic extension. A significant amount of light is likely to be blocked if the centre of the window lies within the 45° angle on both plan and elevation. In this example the centre of the window lies outside the 45° angle on elevation so the extension is only likely to have a small impact. Therefore the proposal is acceptable.

13 These guidelines should be applied flexibly, and any existing intervening structures should be taken into consideration (e.g. existing extensions, boundary treatments), as the existing structures are likely to already block light from that direction. The context of the proposal will also be considered e.g. extensions / new buildings which lie to the north of a

neighbouring window, no overshadowing will be caused, however there may still be an overbearing impact (see outlook below) or whether the affected window is a secondary window i.e. this window is not the primary source of daylight to the room.

14 A further exemption is the construction of conservatories, which are predominantly glazed. Conservatories which do not meet the guideline may be considered acceptable provided that they are fully glazed above a height of 2m, so as not to allow any light blockage, mitigating the impact of its location.

25° guideline

15 To assess the impact of a new building / structure opposite an affected window (Figure A.4) a 25 degree guideline is applied. To utilise, draw a perpendicular line at a vertical angle of 25 degrees from the centre of the affected window towards the proposal (or 1.6m above ground for a full length window or door). If any part of the building (including roof) is within this line then there is likely to be a loss of light to the window. Should the eaves of the new building or structure be above this line then there is likely to be an impact on light received and therefore the impact is likely to be unacceptable.

Figure A.4

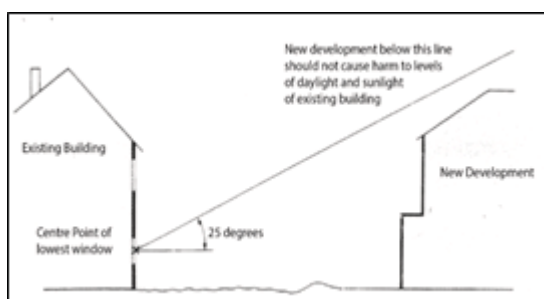


Figure A.4: Section in plane perpendicular to the affected window wall from existing to proposed development showing acceptable application.

Privacy and Outlook

16 To allow for the retention or provision of sufficient privacy to adjacent occupiers, new development should meet the following guidelines:

Adequate Separation

- Be at least 21 metres between dwellings where primary principal habitable windows face each other. If there is an intervening screen the distance between ground floor facing windows can be reduced to 15 metres; or 13 metres in the case of single storey dwellings. Principal habitable windows are defined as windows serving living rooms, play rooms, dining rooms, kitchens and bedrooms. A primary window is the main or only window to which light illuminates the identified room. Less weight is given to secondary windows due to the existence of the primary source of light (Figure A.5).

Figure A.5

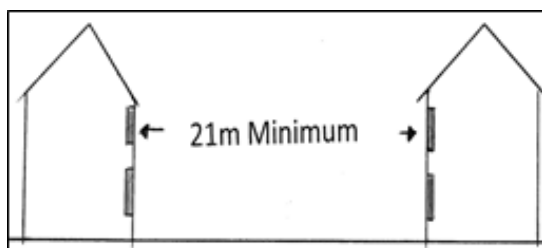


Figure A.5: An appropriate separation distance for facing principal habitable room windows.

Overlooking

- Windows in side elevations at first floor level to serve principal habitable rooms will not generally be supported, where neighbouring properties exist. However, if secondary windows are deemed necessary, that don't meet the

separation standards, they should be obscure glazed (to level 3 or above) and either fixed shut or top hung. (Figure A.6)

Figure A.6

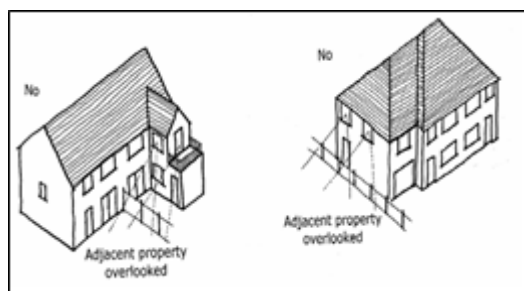


Figure A.6: examples of inappropriate overlooking from side facing windows / balconies.

- No windows serving principal habitable rooms shall be provided on side elevations at ground floor level, unless there is an intervening screen (i.e. wall or fence) blocking interaction; or the window is obscure glazed top hung / fixed shut.
- In addition, there should be at least 6 metres between a primary principal habitable room window and private neighbouring residential amenity space (e.g. a private garden or private patio), except where there is no overlooking demonstrated.

Outlook

- To avoid any undue overbearing impact on neighbouring properties in terms of outlook as a result of new development, both from and to, where one dwelling faces the two storey side of a neighbouring property, and which is a blank elevation (i.e. no facing windows), the minimum distance separation between the 2 storey parts

of each dwelling should be 13 metres or 10 metres in the case of single storey development. (Figure A.7)

Figure A.7

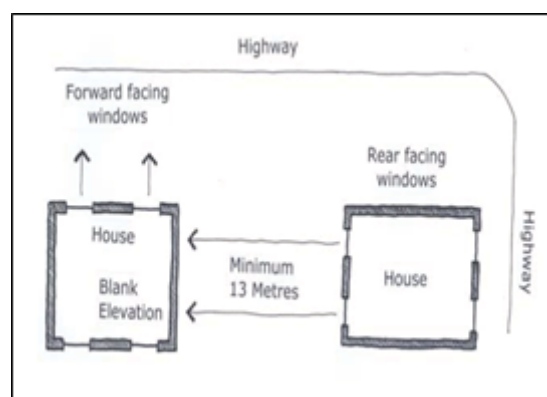


Figure A.7: Protection of outlook

- Balconies / roof terraces – These should be sited carefully and designed to prevent any overlooking of principal habitable rooms; or the gardens of neighbours at a distance of not less than 10m. Such impacts could be mitigated through solid screens being erected to the sides of balconies / terraces to prevent any direct overlooking of adjacent habitable windows or immediate patio areas.

17 NOTE:

- A reduced separation distance between two front elevations which directly face each other may be appropriate, where the siting of the new development reflects the existing context.
- Increased separation distances will be required where there are significant variations in ground level between new development and existing development. As a general guide, the distance separation between proposed development and existing development should be increased by 2 metres for

every 1 metre rise in ground level, where the proposed development would be on a higher ground level.(Figure A.8).

Figure A.8

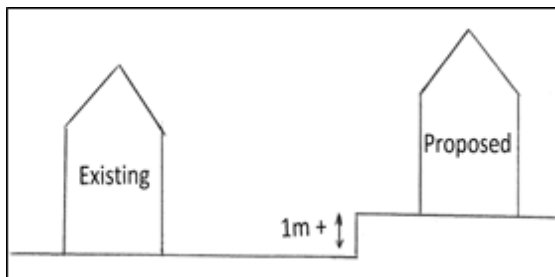


Figure A.8: In this example due to the proposal being on higher ground additional separation is required if the proposal is either face to face with existing development, or if existing development faces the side of the proposed development, due to an increased impact.

- Additional separation is not required where proposals are side by side with existing development; or where proposals are on lower ground when compared to existing development.

Private Amenity/Garden Space

18 The provision of garden space for dwellings is important in order to provide activities connected with outdoor residential use, such as gardening; drying / washing; children's play space, together with some space for garden stores/ sheds. Both new and extended dwellings should allow for an acceptable provision of these uses.

19 All private amenity space should be a minimum of 10 metres in length and the total area of the garden should be a minimum of:

- 45 square metres for dwellings with 2 or less bedrooms;

- 65 square metres for dwellings with 3 and 4 bedrooms;
- 100 square metres for dwellings with 5 or more bedrooms;
- 10 square metres per unit for flats/apartments provided in shared amenity areas.

20 NOTE:

- Flexibility may be applied in relation to the above garden length standard, depending upon the site orientation.
- Also, with regard to garden/private amenity areas for new dwellings or in relation to conversion schemes, flexibility will be applied depending upon the individual merits of the development proposal, including the proximity to existing public open space.
- In terms of extending older properties the surrounding context should also be taken into consideration.

Other Considerations: Right to Light Legislation

21 The right to light is a legal right which one property may acquire over the land of another. If a structure is erected which reduces the light to an unobstructed property to below sufficient levels, this right is infringed. A right to light can come into existence if it has been enjoyed uninterrupted for 20 years or more, granted by deed, or registered under the Rights of Light Act 1959.

Appendix A Space about Dwellings and Amenity Standards for all Development

22 Planning permission does not override a legal right to light. There also may be instances where development built under permitted development rights compromises light levels to an existing window.

23 In both instances, where a right to light is claimed, this is a matter of property law, rather than planning law. It will therefore be for the parties affected to seek a legal remedy separate from the planning application process. The Council will have no role or interest in any private dispute arising and it will be for the owner or occupier affected to seek a legal remedy. Impact on right to light will not therefore justify a reason to refuse planning permission.

APPENDIX B

Summary of Representations

Appendix B - Summary of Representations – Update to Sustainable Development Appendix A ‘Space about dwellings and amenity standards for all developments’

Rep Ref	Representation Name	Comment summary	LPA Response	Changes to document
LPA 1	Canal and River Trust	No comments to make	None	No Change
LPA 2	Lichfield City Council	Welcomes changes and updates. However feels that guidelines are not applied in a consistent manner and are aware of examples of this occurring.	These comments are noted.	No Change
LPA 3	Staffordshire County Council - Rural County	<p>Have assessed document in terms of landscape, tree protection, ecology and historic environment. The document is welcomed.</p> <p>Ecology - Would be helpful to have reference to the use of features used by birds or bats when considering extensions. Good design would retain these features. Species that utilise buildings are generally in decline and cannot use trees.</p> <p>Tree Protection - New buildings should avoid root protection zones.</p> <p>Historic Environment - welcome reference to BE1 in appendix, and reference to specific considerations when extending older properties in terms of Private amenity / garden space. Will adopted Appendix B be amended?</p>	<p>This appendix relates to 'Space about Dwellings and amenity standards for development' and not the incorporation of ecological, heritage and arboricultural features and protections.. These issues are addressed in other adopted SPD. Note the Historic Environment comments.</p> <p>There is currently no intention to update Appendix B of the adopted Sustainable Design SPD.</p>	No Change
LPA 4	ENGIE	The commenter is currently preparing applications for the redevelopment of Rugeley Power Station. It is considered that this SPD would hamper innovative design and delivery of housing products particularly in relation to private amenity / garden space. If adopted as proposed it would have negative consequences for housing delivery on this site. The commenter would welcome discussion with LDC before the SPD is adopted.	<p>These comments are noted. However sections 18 /19 (Private Amenity / Garden Space, formerly sections 10/11of the adopted Appendix) of the new appendix are not subject of this update. Note 20 indicates that flexibility to amenity space and size will be applied subject to context. These guidelines have been applied since the SPD was originally adopted in 2015. Currently there are no plans to change these guidelines.</p> <p>LDC is committed to regular discussions with ENGIE regarding the scope of any future outline planning application.</p>	No Change

LPA 5	Campaign for the Protection of Rural England (CPRE)	Welcomes expectation that residential building conversion and non-residential development meet BREEAM standards. There is no mention of space between gable walls. Without adequate separation it is almost impossible to do any maintenance.	References to BREEAM are within Appendix B of which there is currently no intention to update Appendix B. No specific reference to gable walls is included as this is considered too prescriptive. Relationship of development to adjacent gables would be assessed via the Privacy / Outline guidelines set out within this Appendix. This is an amenity guideline appendix not a design appendix.	No Change
LPA 6	Barton Willmore on behalf of IM Land	<p>Privacy and Outlook – Insufficient flexibility in terms of separation distances to respond to the existing character and urban form. Would not allow new developments to create character areas that respond to the Districts historic urban form and could be created through a ‘design – led’ process responding to the context.</p> <p>Agree that guidance is a good starting point for certainty, however flexibility is required to design high quality schemes. NPPF identifies that SPD's should take account of specific circumstances. Insufficient guidance relating to where reduced front to front separation may be appropriate e.g. mews development or specific character areas where a reduced public realm may be acceptable. To ensure the government's aim of maximising the use of land, flexibility should be built into the document, to avoid ‘dead space’ which is only required to meet guidelines</p> <p>Private amenity / garden space - more flexible approach should be given to these guidelines to maximise the use of land while providing high quality development with suitable amenity levels</p>	<p>These comments are noted.</p> <p>The Privacy / Outlook guidelines have not materially changed from the adopted document. These guidelines are now supported with diagrams and clarifying text.</p> <p>The reference to the NPPF is noted. Agree that flexibility is required with front to front separation distances which reflect the existing context.</p> <p>It is not considered that the guidelines produce ‘dead space’ - any space would either be within public or private realm with the associated amenity benefits.</p> <p>Sections 18 /19 (Private Amenity / Garden Space, formerly sections 10/11 in adopted document) of the new appendix are not subject of this update. These guidelines have been applied since the SPD was originally adopted in 2015. Currently there are no plans to materially change these guidelines. Note 20 indicates that flexibility to private amenity space and size will be applied subject to context.</p>	Additional note at para 17 has been added to allow flexibility of development separation in relation to existing context.

APPENDIX C

Adopted version of Sustainable Design SPD Appendix A
(2015)

Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

1 The purpose of these guidelines is to ensure a satisfactory standard of amenity for existing and proposed occupiers of residential properties within the District.

2 This is to be achieved by ensuring adequate spacing around dwellings, whilst taking account of outlook and privacy.

3 The provision of adequate space about dwellings is an important element in achieving a high standard of design and layout and provides:

- adequate daylight and sunlight to rooms and rear gardens;
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- a satisfactory level of outlook, within new development and in relation to existing development;
- a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future extension to the dwelling;
- reasonable communal areas of open space for apartments and some types of special housing.

4 Policy BE1 (High Quality Development) of the Local Plan Strategy notes that in terms of the built vernacular, “ *New development, including extensions and alterations to existing buildings, should carefully respect the character of the*

surrounding area and development in terms of layout, size, scale, architectural design and public views...” Local Plan Strategy, p. 91 It also notes that development should have a positive impact on amenity.

Daylight and Sunlight

5 The design and layout of both new buildings and extensions should aim to maximise sunlight to internal accommodation and private amenity areas. Ideally main habitable room windows, especially for lounge/sitting rooms should not face north.

6 Good natural light is an important design consideration. It creates attractive interiors, combats the effects of Seasonal Affective Disorder (SAD), and promotes energy efficiency in terms of solar gain, energy generation and less use of artificial lighting, in line with Part L of the Building Regulations. The size and position of windows, the depth and shape of rooms, and even the colour of internal surfaces all affect the quality and quantity of light in an interior.

7 External obstructions also affect the quality and quantity of light entering an adjacent property. New development and extensions should not be of a size that results in an overbearing impact on neighbouring residential property. The Council applies the 45° and 25° Daylight 'Rules', guidance for new buildings and the effect on existing buildings, as set out in the British Research Establishment (BRE) Digest 2009.

Privacy & Outlook

8 To allow for the retention or provision of sufficient privacy to adjacent occupiers, new development should meet the following guidelines:

Appendix A Space about Dwellings and Amenity Standards for all Development

- Be at least 21 metres between dwellings where principal habitable windows face each other. If there is an intervening screen (i.e. fence or wall) the distance between ground floor facing windows can be reduced to 15 metres and 13 metres in the case of bungalows. Principal habitable windows are defined as windows serving living rooms, dining rooms, kitchens and bedrooms.
- Principal habitable room windows in side elevations at first floor level will not generally be supported, although if deemed necessary, they should be at a distance of not less than 10m from the private amenity space of neighbouring residential property.
- In addition there should be at least 6 metres between a principal window and private neighbouring residential amenity space, to minimise the impact of any development on the street scene, except where there is no overlooking demonstrated.
- To avoid any undue overbearing effect in terms of outlook where one dwelling faces the side of a neighbouring property and where there are no facing windows, the minimum distance separation should be 13 metres or 10 metres in the case of a bungalow or single storey development.

9 NOTE: Increased separation distances will be required where there are significant variations in ground level between new and existing development. As a general guide, the distance separation should be increased by 2 metres for every 1 metre rise in ground level between new and existing development.

Private Amenity/Garden Space

10 The provision of garden space for dwellings is important in order to provide activities connected with outdoor residential use, such as gardening; drying washing; children's play space, together with some space for garden stores.

11 All private amenity space should generally be a minimum of 10 metres in length and the total area of the garden should be a minimum of:

- 45 square metres for dwellings with 2 or less bedrooms
- 65 square metres for dwellings with 3 and 4 bedrooms
- 100 square metres for dwellings with 5 or more bedrooms
- 10 square metres per unit for flats/apartments provided in shared amenity areas.

12 NOTE:

- Flexibility may be applied in relation to the above garden length standard, depending upon the site orientation.
- Also, with regard to garden/private amenity areas for new dwellings in Lichfield City centre or in relation to conversion schemes, flexibility will be applied depending upon the individual merits of the development proposal, including the proximity to existing public open space.

APPENDIX D

Sustainable Design SPD Appendix A Update - Equality Impact Assessment

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:	Jon Allinson
Your service area:	Development Services
Your director/line manager:	Claire Billings
Your cabinet member:	Cllr I Pritchard

Section 2: About your plans

Name of service/policy you are assessing:	2019 Update to Appendix A of the Sustainable Design Supplementary Planning Document
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Is it? (please delete as appropriate)

- An update to an existing policy/service

Who are the main users of your service/policy? (please delete any that are not appropriate)

- All residents
- Visitors to the district
- 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):


To provide updated guidance to the adopted Local Plan policies

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

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

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

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

Impact of plans	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why?  If there is a negative impact on any group(s), please complete section 4 for each group.
Groups of users		
Age ranges (indicate range/ranges)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example) which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Disability (physical, sensory or learning)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and the promotion of connected and integrated communities which are accessible.	No
Gender/sex	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example) which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Transgender/gender reassignment	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example) which would be delivered by other partners, some of which may deal with issues relating to transgender and gender reassignment.	No

	Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy	
Race (includes ethnic or national origins, colour or nationality)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Gypsies and travellers	Neutral in relation to this update. The Local Plan Strategy contains specific policy (H3)in relation to Gypsies, travellers and travelling show people and advises that specific sites will be identified through the Land Allocations DPD. This SPD does not impede the preparation of evidence or policies which will relate to gypsies and travellers.	No
Refugees / asylum seekers	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to refugees/asylum seekers. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Sexual orientation	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to sexual orientation. Community cohesion,	No

	inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	
Marriage and civil partnerships	Neutral in relation to this update although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Religion or belief (includes lack of belief)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Pregnancy and maternity	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to pregnancy and maternity. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Carers or the people cared for (dependants)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may	No

	deal with issues relating to carers or the people cared for (dependents). Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	
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:

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

Lichfield
district council
www.lichfielddc.gov.uk

Section 5: Your action plan

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

Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on www.lichfielddc.gov.uk	Yes
Date completed:	1/3/19

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Overview & Scrutiny Task Group

Meeting Notes



Review topic BRS Working Group	Date of Meeting 4 th February 2019

Attendance	Venue
Members: Cllr Marshall Cllr O'Hagan Cllr Boyle Cllr Ball Cllr Ray Cllr Warfield Apologies Cllr Smith Cllr Strachan Officers: Craig Jordan David Crump Christine Lewis	Committee Room

Areas Discussed
<ul style="list-style-type: none"> • No Declarations of Interests • David Crump gave an update on the programme via reference to a Gantt Chart and progress made to date. Group noted that the programme was on target with Cabinet report scheduled for March 2019. • The Stakeholder schedule was presented to the Group and comments sought. It was discussed whether to include BASARA and other resident groups and it was agreed that they could attend the public engagement event. • It was agreed to have the Task Group Members attend both events to help answer any queries and present their work so far and ensure they are visible and transparent. Noted that David and Craig will do the presentation which will focus on where the project is at currently and ask for views. It was agreed to have idea forms available for public to fill in and the group to consider. • Dates were set for the events as 27th Feb for the Stakeholder round table event to be held at Frog Lane and 6th March for the public event to be held centrally at either St Mary's or Guildhall.

- David Crump went through the draft commissioning brief that would be used to go out to tender once agreed by the Council for a team to create the masterplan for the project. David presented each section and the Group gave its views. Members felt that housing was a key element and there was a debate about the extent to which affordable housing could be a component of any plans with views differing on this question. The Group also felt the order of sections in the brief was important as it gave the impression of priorities. Overall, the group were happy with the draft brief as it stood.
- Potential financial returns to the Council was discussed and it was agreed that viability testing was needed and to be carried out separately before considering this matter further at a later date. It was noted that it could cause prejudice to do this at this point in the project.

Outcomes

- Format and dates for engagement events agreed.
- Views given on draft commissioning brief

Further Work Required/Next Steps:

Review further and give more comments if desired on the commissioning brief. Officers to finalise and format commissioning brief. Members and officers to prepare for and attend engagement events.

The group will meet again after the stakeholder and public engagement meetings have taken place.