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1 October 2018

Dear Sir/Madam

## CABINET

A meeting of the Cabinet has been arranged to take place on **TUESDAY 9TH OCTOBER, 2018 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

A handwritten signature in black ink, appearing to read 'Neil Turner', written in a cursive style.

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

**To: Members of Cabinet**

Councillors Wilcox (Chairman), Pritchard (Vice-Chair), Mrs Little, Leytham, A Yeates and Spruce



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## AGENDA

1. Apologies for Absence
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3. Medium Term Financial Strategy (Revenue and Capital) 2018 - 23 3 - 32
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*Appendix C of the Allocation Scheme report is confidential as it contains exempt financial information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If this information is to be discussed it will be resolved that:*

*“As publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972”*



# The Medium Term Financial Strategy (Revenue and Capital) 2018-23 (MTFS)

Report of the Cabinet Member for Finance and Democracy

Date: 9 October 2018  
 Agenda Item: 3  
 Contact Officers: Diane Tilley/Anthony Thomas  
 Tel Number: 01543 308001/308012  
 Email: diane.tilley@lichfielddc.gov.uk/  
 anthony.thomas@lichfielddc.gov.uk



Key Decision? **YES**  
 Local Ward Members Full Council

**Cabinet**

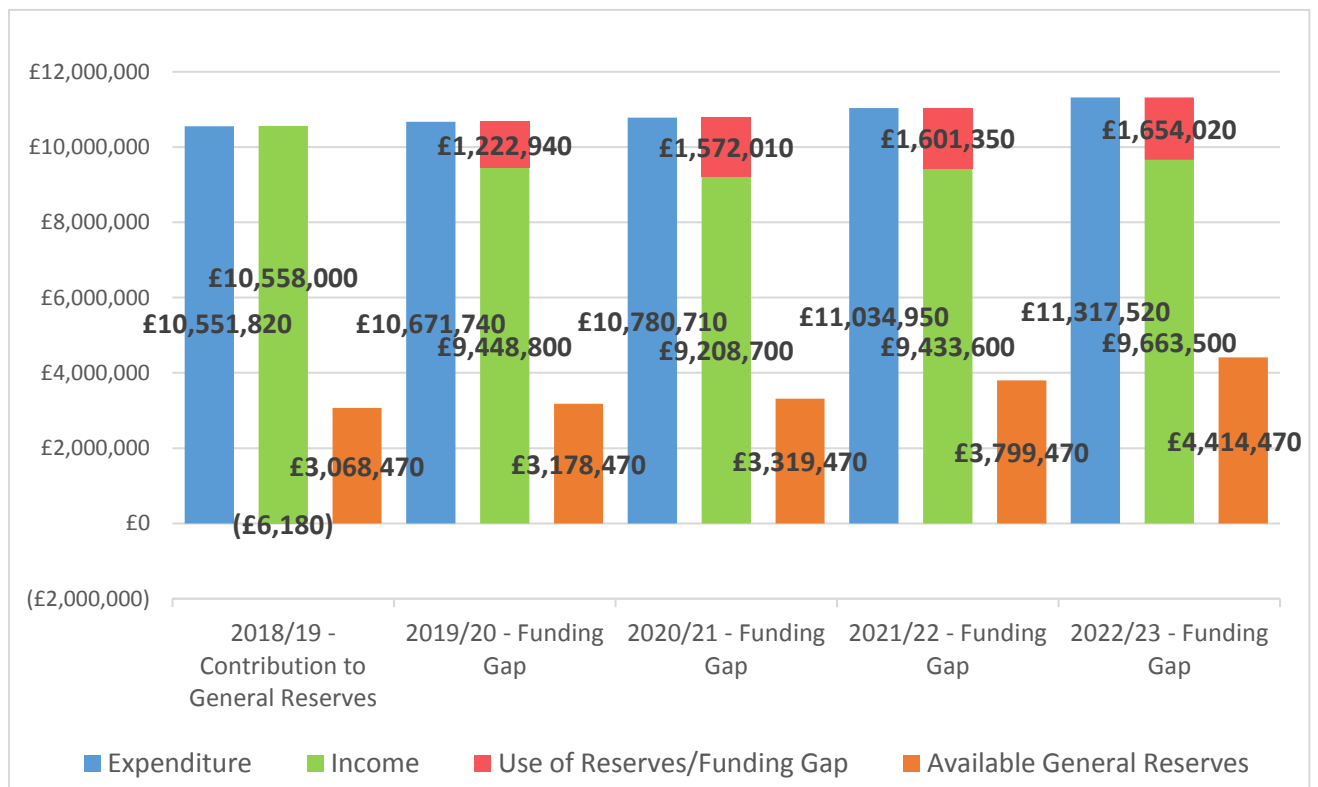
## 1. Executive Summary

### The Medium Term Financial Strategy

- 1.1 The ability to deliver the outcomes set out in the **Lichfield District Council Strategic Plan 2016-20** is dependent on the resources available in the MTFS.
- 1.2 The Council has a statutory duty to set a balanced budget and to calculate the level of Council Tax for its area. The Chief Financial Officer (CFO) has a statutory duty to ensure the figures provided for estimating and financial planning are robust and will stand up to Audit scrutiny.
- 1.3 The Local Government Act 2003 places duties and requirements on the Authority on how it sets and monitors its budgets, including the CFO's report on the Robustness of the Budget and adequacy of Reserves and this report forms part of the MTFS.

### The Revenue Budget

- 1.4 The Approved Revenue Budget with a transfer to general reserves in 2018/19 and Funding Gaps (shown in red in the graph below) in later years is shown in detail at **APPENDICES A and B** and in summary below:



- 1.5 The Council is legally required to balance the budget in the first year (2019/20) of the MTFS and to set out its proposals to balance the further financial years - 2020/21, 2021/22 and 2022/23.
- 1.6 The Council will need to make significant levels of savings or achieve additional income to close the Funding Gap by 2022/23.

#### **Options for Closing the Funding Gap**

- 1.7 Leadership Team are currently reviewing revenue base budgets to identify options to close the Funding Gap.

#### **The Capital Strategy and the Capital Programme**

- 1.8 The Council will, under the revised Prudential Code, be required to approve a more comprehensive Capital Strategy.
- 1.9 The Approved Capital Programme is shown at **APPENDIX C** and Leadership Team has been requested to submit new or additional capital bids for consideration in the Medium Term Financial Strategy.

#### **Budget Consultation**

- 1.10 The Council will undertake consultation on the 2019/20 budget during October 2018 and November 2018 to enable the results to be reported to Strategic (Overview and Scrutiny) Committee on 31 January 2019 and Cabinet on 12 February 2019 as part of the process for approving the Medium Term Financial Strategy.
- 1.11 The draft content based on the 2018/19 budget consultation is shown at **APPENDIX D**.

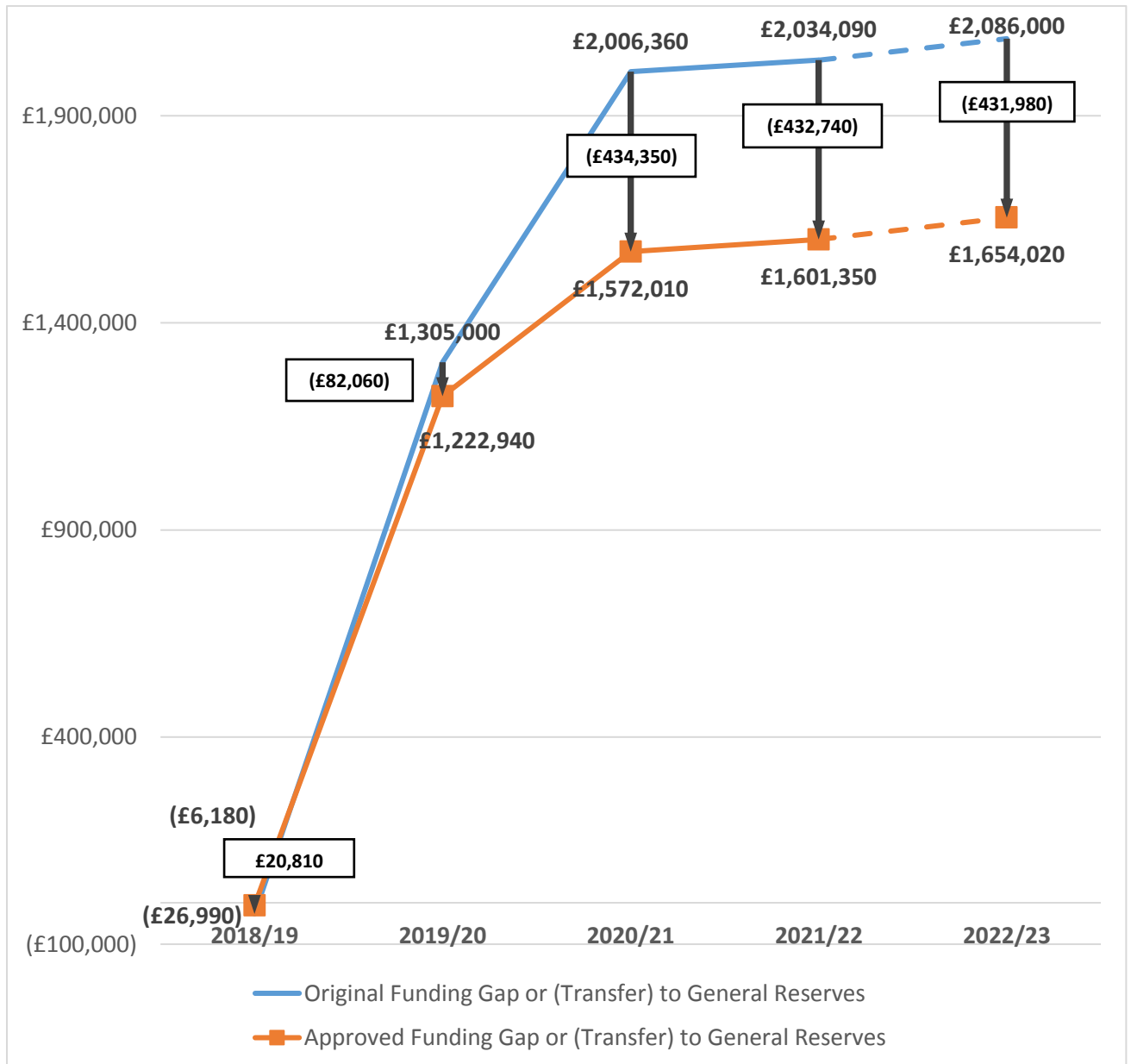
## **2. Recommendations**

- 2.1 To note the progress that has been made on identifying savings and additional income to close the Funding Gap from 2019/20 onwards.
- 2.2 That Cabinet recommend to Council the extension of the Assistant Chief Executive Post for a further year from Mid-April 2019 to Mid-April 2020 and to update the Medium Term Financial Strategy based on the financial implications identified in this report.
- 2.3 That Cabinet recommend to Council the appointment of a Major Developments Projects Manager and Major Developments Projects Officer in a Major Projects Team and to update the Medium Term Financial Strategy based on the financial implications identified in this report.
- 2.4 To note the requirement to produce a Capital Strategy that will be need to be approved by Full Council.
- 2.5 To approve the commencement of the Budget Consultation Exercise for 2019/20 to comply with the statutory requirement.
- 2.6 To note Strategic (Overview and Scrutiny) Committee will scrutinise the proposals and options identified for closing the Funding Gap at its meeting on 22 November 2018.

### 3. Background

#### The Revenue Budget

- 3.1 The MTFS covering 2017-22 was approved by Council on 20 February 2018 and included the projected level of Funding Gaps for 2018/19 to 2021/22.
- 3.2 Throughout the financial year, Money Matters reports will be provided to Cabinet and Briefing Notes to Strategic (Overview and Scrutiny) Committee at three, six and eight month intervals to monitor financial performance.
- 3.3 The Approved Funding Gaps compared to the Original Funding Gaps (taking account of Approved changes during 2018/19) plus a further projection for 2022/23 is shown in the graph below:



- 3.4 There has been a reduction in the size of the Approved Funding Gap in 2019/20 to 2022/23 as a result of approved changes to the budget detailed at **APPENDIX A**.
- 3.5 The projections include a significant reduction in the Funding Gap from 2020/21 onwards from additional car parking income as a result of the decision to not fund the Friarsgate project.
- 3.6 The Approved Revenue Budget is shown by both Strategic Priority and Service Area in detail at **APPENDIX B**.

## **Revenue Budget – Net Expenditure**

- 3.7 A number of key assumptions were included in the Revenue Budget. These assumptions will need to be revisited and are explained in the paragraphs below.

### **Pay Award, National Living Wage and Other Resourcing Needs**

#### Pay Award

- 3.8 The Approved Revenue Budget assumed a pay award of **2%** in 2018/19 and 2019/20 and then **1%** from 2020/21 onwards. Each **1%** increase will result in circa **£105,000** annual increase in the pay bill.
- 3.9 This assumption will need to be reviewed from 2020/21 given the Government has now relaxed the public sector pay cap.

#### National Living Wage

- 3.10 In addition, further financial modelling is currently being undertaken on retaining an element of pay differential within the pay structure as a consequence of increasing the lower scale points to accommodate the National Living Wage.

#### Assistant Chief Executive

- 3.11 The Assistant Chief Executive Post was created as part of the Management Restructure to operate on a 2 year fixed term contract. The post was created to shape, develop and embed new arrangements, whilst also providing direct support to the Directors and Chief Executive on cross cutting transformation programmes and taking a lead on corporate change initiatives, including of course the commercialisation agenda.
- 3.12 It was intended that by the expiry of the fixed term period and completion of the delivery of this comprehensive transformation programme, the transition to the new organisational structure should be fully embedded, with evidence of positive service and corporate change. The objective being that the retained structure would reflect a significantly strengthened third tier, operating as a single team, providing independent strategic leadership to their respective service portfolios, whilst ensuring a focus on the achievement of corporate priorities and securing overall outcomes as defined by the Council.
- 3.13 The current post holder commenced employment in mid-April 2017 and therefore the initial two year period will expire in mid-April 2019. However, it has become evident that given the complexity of some of the issues to be addressed, the pressures internally of other projects, the sheer volume of work required to transform the council together with the pace of change the Council wishes to see and that is necessary to meet funding gap pressures, a two year period will be insufficient. It has therefore been agreed by Leadership Team that this post is extended for a further year until mid-April 2020. As the post is not currently funded beyond April 2019 it is a change to the MTFs. It is proposed that the full cost will be funded from a combination of earmarked reserves that are no longer required for the stated purpose and additional treasury management income projected for 2018/19 predominantly as a result of the interest rate rise so will not create a further budget pressure..

#### Major Projects Team

- 3.14 Following the demise of the Friarsgate scheme the Council is keen to take forward an alternative plan for the re-development of the Birmingham Road Site.
- 3.15 The Council needs to ensure that resources are available to undertake the formulation and delivery of plans for the short term and longer term re-development and use of the Birmingham Road, site and associated development projects that support economic growth and prosperity in the district.
- 3.16 It is proposed that going forward a dedicated resource is identified and included within the Council's establishment for the purposes of delivering a long term redevelopment for the Birmingham Road Site together with the implementation of appropriate short term uses.

- 3.17 There should be a lead officer responsible for overseeing the above work with suitable support. The lead officer would report to the Head of Economic Growth.
- 3.18 It is recommended that a major projects team is created and the annual cost is funded through a combination of funding sources including an element of the 20% planning fee income, the deletion of an existing vacant post in another service area, existing earmarked reserves (in the short term) and the removal of annual earmarked reserve transfers (in the medium to longer term).

#### **Recycling Credits and Garden Waste Subscription Service**

- 3.19 This is the first year of charging for garden waste collection, and therefore it is difficult to predict the number of subscriptions that will be achieved which will impact not only on the income from charging for collection but also impact on recycling credits received.
- 3.20 There has in recent months been a sudden increase in the number of rejected loads of dry recyclate at the recycling centre because of high levels of contamination. This has resulted in additional costs and lost income.
- 3.21 The impact of the Chinese ban on plastics and other recycled materials. Our income share from the sale of dry recyclate relies on the world market price for each commodity, and it is very likely that the price and hence our income will fall over the coming months.
- 3.22 The impact of the assumptions used in the Medium Term Financial Strategy are currently the subject of financial modelling and will be included in the Money Matters 6 months Report to Cabinet on 4 December 2018.

#### **Options for Closing the Funding Gap**

- 3.23 Leadership Team is undertaking a process of reviewing base budgets to identify options to close the projected Funding Gaps.
- 3.24 This will be achieved through a combination of income from the Property Investment Strategy, Procurement and fees and charges reviews, together with Innovation through the Fit for the Future programme.
- 3.25 A more detailed programme of proposals will be shared with Strategic (Overview and Scrutiny) Committee on 22 November 2018.

## Revenue Budget – Funding

### The Local Government Finance Settlement 2019/20

3.26 Government released a technical consultation on the Local Government Finance Settlement 2019/20 that ran from 24 July 2018 to 18 September 2018 and included announcements related to all three key revenue streams that are likely to impact on the Approved Medium Term Financial Strategy.

#### New Homes Bonus

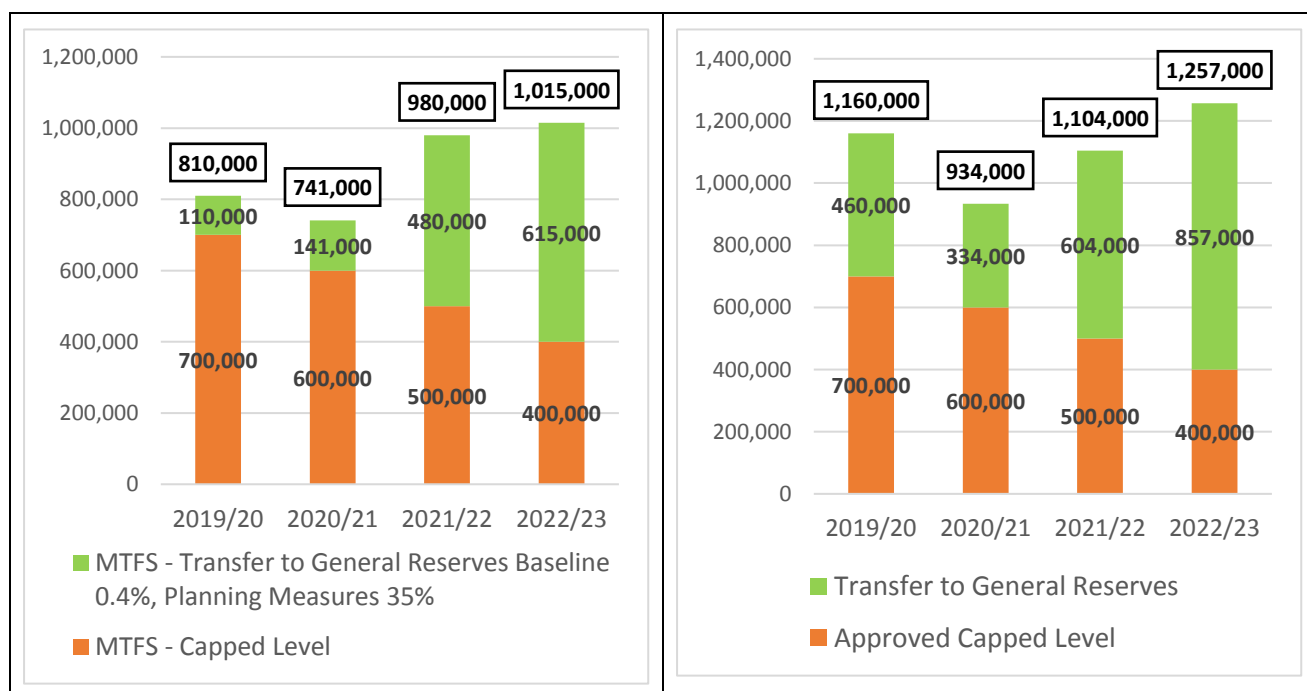
3.27 The consultation indicated some further changes to New Homes Bonus:

- “In 2018-19 the baseline remained at 0.4%. Due to the continued upward trend for house building, **the Government expects to increase the baseline in 2019/20.**”
- “2019-20 represents the final year of funding agreed through the Spending Review 2015. In light of this, **it is the Government’s intention to explore how to incentivise housing growth most effectively, for example by using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. Government will consult widely on any changes prior to implementation.**”

3.28 The impact on the Approved Revenue Budget will be:

- **In 2019/20**, any increase in the baseline from 0.4% will increase the level of housing delivery that does not attract New Homes Bonus. Each **0.1%** increase in baseline would lead to a reduction of circa **£60,000**. Therefore the level of New Homes Bonus received by the Council will be impacted by not only the change in housing supply but also the level of the baseline. The actual housing supply utilised in the calculation is higher than the budget and therefore this could potentially offset any increase in the baseline level from 0.4%.
- **Beyond 2020/21**, there is now a **significant risk** to the Medium Term Financial Strategy due to the proposed changes to New Homes Bonus. In anticipation of changes to New Homes Bonus, a report was taken to Cabinet on 11 July 2017 recommending that a reducing ‘cap’ was introduced for the level of New Homes Bonus utilised as core funding. Any funding received in excess of the approved ‘cap’ would be transferred to general reserves. This approach was implemented in the Medium Term Financial Strategy for 2017-2022 approved by Council on 20 February 2018.

3.29 The two charts below compare the Approved Budget using a baseline of **0.4%** and a planning measures reduction of **35%** (left) to the latest housing supply projections using an indicative baseline of **0.6%** and a planning measures reduction of **0%** (right):





3.30 These charts show following the implementation of a 'cap' that even with an indicative increase in the baseline to **0.6%** for 2019/20 there would be no impact on the base budget and there would be a higher contribution to general reserves.

3.31 In later years the impact on the budget will be dependent on the regime put in place to replace the current New Homes Bonus.

#### Negative Revenue Support Grant

3.32 The consultation identified a preferred approach in relation to Negative Revenue Support Grant (RSG) or Tariff Adjustment for **2019/20 only**:

- **“The Government considers direct elimination of Negative RSG via forgone business rates receipts the preferred approach to resolve Negative RSG**, meeting the key criteria of being both fair and affordable. This option also benefits from being both simple and direct. Alternative options add additional layers of complexity to the Local Government Finance system, and are either excessively expensive or fail to fully resolve the issue. Not resolving Negative RSG in its entirety would mean the Government would fail to meet its commitment not to adjust tariffs and top-ups and undermine the incentive for local government to invest in local growth.”

3.33 The Government's preferred approach should it be implemented, would no longer require the Council to pay the Negative RSG or Tariff Adjustment. As a consequence, the Funding Gap in 2019/20 would potentially reduce by **(£453,000)**.

#### Retained Business Rates

3.34 Cabinet agreed on 4 September 2018 to participate in the Staffordshire and Stoke on Trent Business Rate Pilot bid for 2019/20.

3.35 This bid, should it be successful, would mean the Council would be able to retain a projected **(£568,000)** of additional Business Rates in 2019/20 (the admission of the OPCC to the pilot will result in a **£7,000** reduction of the projected reward to the Council compared to the previous level).

3.36 This resource of **(£568,000)** could:

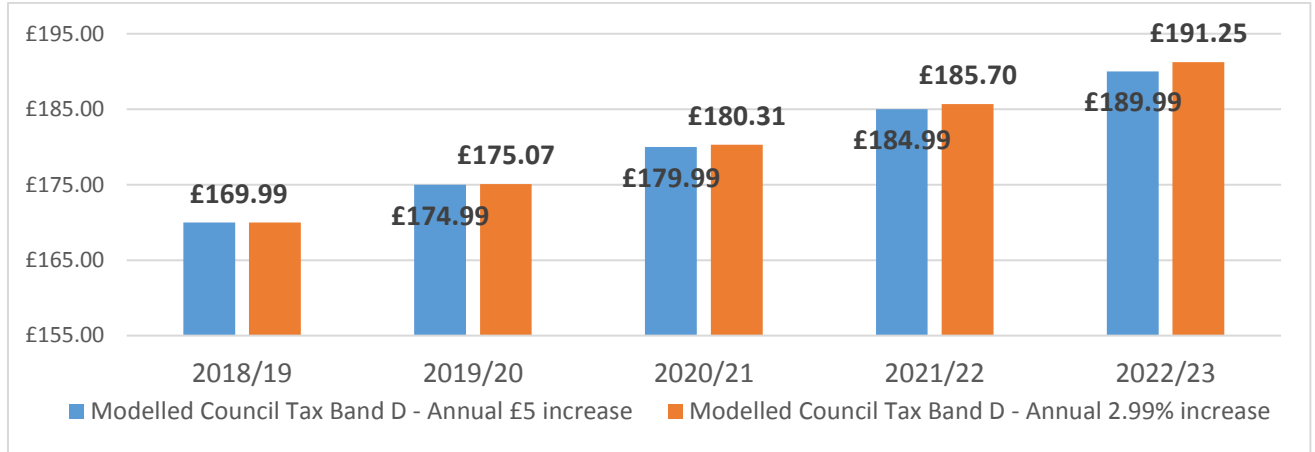
- Reduce the Funding Gap in 2019/20 or;
- Be set aside in an earmarked reserve to provide funding for economic growth/regeneration initiatives in the District or;
- Be transferred to general reserves;
- Be used to fund multiple or alternative options.

Council Tax

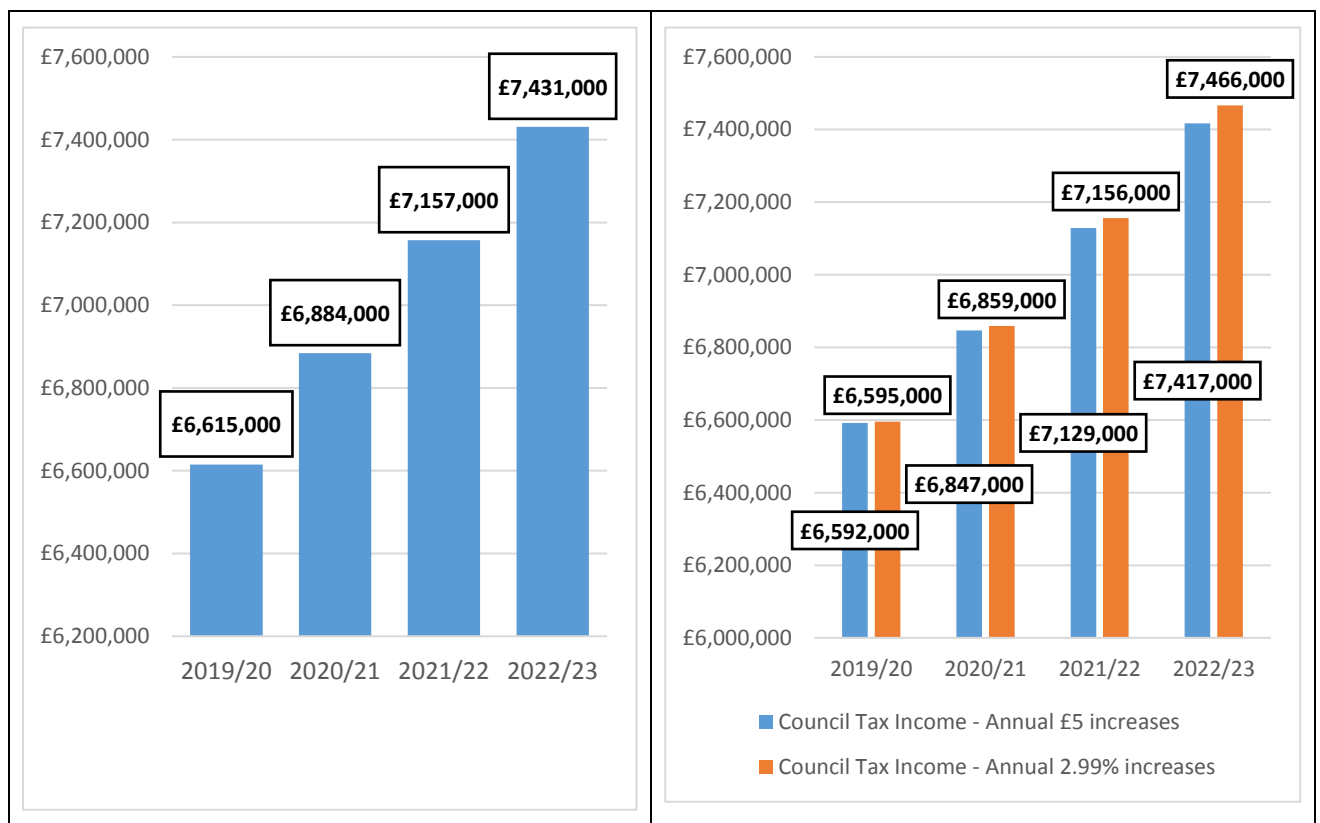
3.37 The consultation indicated a core principle of Council Tax increase up to **3%** with a specific element for District Councils:

- “Shire district councils in two-tier areas will be allowed increases of up to **3%**, or up to and including **£5**, whichever is higher.”

3.38 The Approved Medium Term Financial Strategy assumes an annual **£5** increase. An increase up to **3%** (modelled at **2.99%**) would result in a higher Band D Council Tax as shown below:



3.39 The Approved (2019/20 to 2021/22) and Projected (2022/23) Budget for Council Tax income compared to the latest Council Tax Base Estimates with an annual **£5** or **2.99%** increase is shown below:



3.40 The Council therefore has a number of options available for increasing Council Tax including:

- To freeze Council Tax.
- To increase Council Tax by the prevailing rate of inflation.
- To increase Council Tax by the maximum level allowable of **up to 3%** before a referendum is necessary.
- To undertake a referendum for an increase higher than **3%**.

## **The Capital Programme**

### **The new Requirements of the Treasury Management Code and Prudential Code**

- 3.41 CIPFA published updated Treasury Management and Prudential Codes just before Christmas 2017 although this was too late to be incorporated into the Medium Term Financial Strategy.

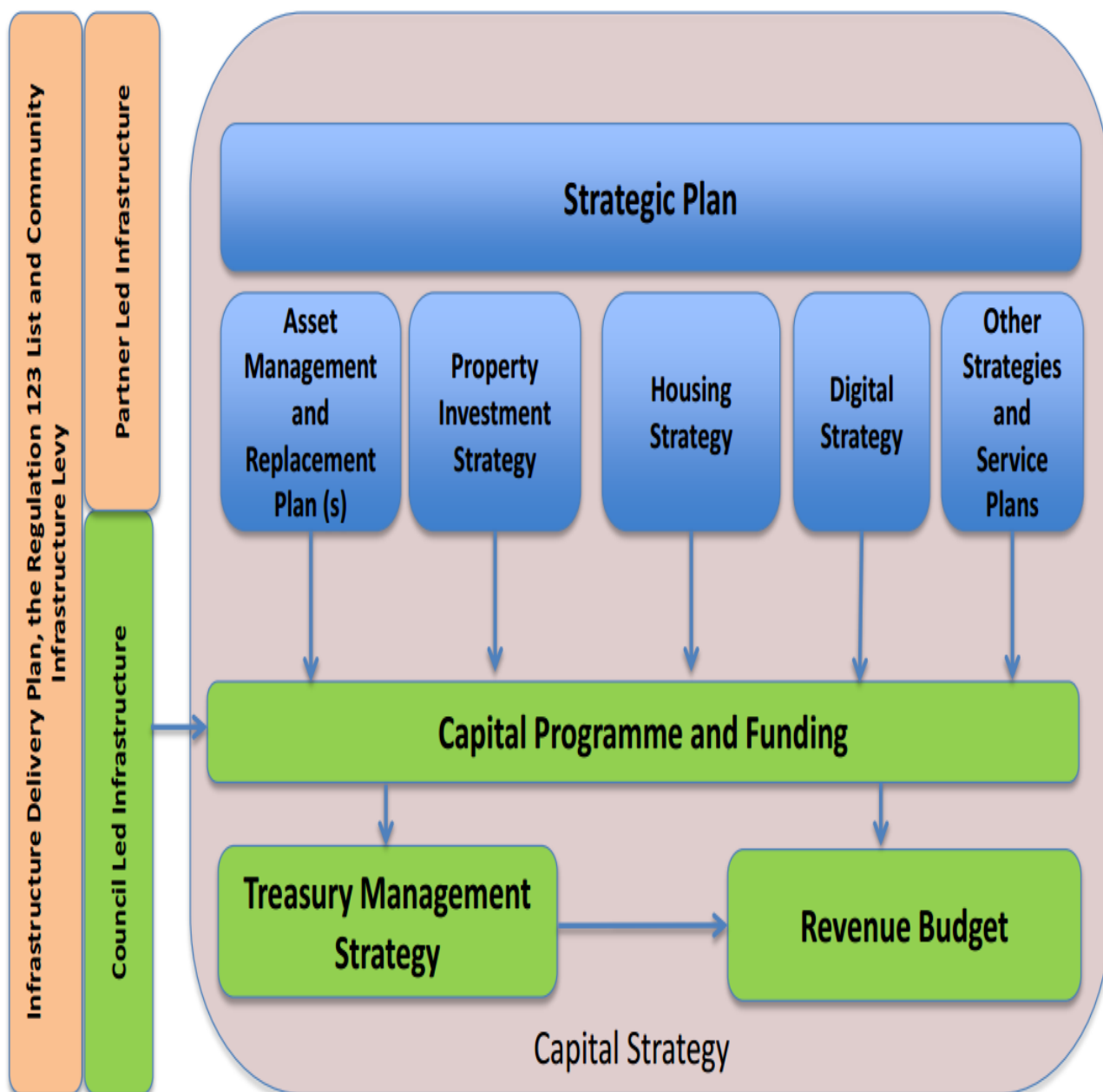
#### **Treasury Management Code**

- 3.42 The Treasury Management Code now includes reference to non-financial assets which an organisation holds primarily for financial returns, such as investment property portfolios. All investments require an appropriate investment management and risk management framework under the Code.
- 3.43 In addition, whilst overall responsibility for Capital Strategies and Treasury Management remains with Full Council it will be possible to delegate responsibility for detailed Treasury Management Policies to the Audit and Member Standards Committee in addition to their current responsibility for implementation and regular monitoring of Treasury Management Policies and practices.

#### **Prudential Code**

- 3.44 The updated Prudential Code requires the completion of a Capital Strategy that will need to be approved by Full Council.
- 3.45 The Council includes within its Medium Term Financial Strategy a Capital Strategy based largely on the approach where Asset Management Plans and Capital Strategies were required to be viewed and graded by Government.
- 3.46 The new Code introduces more comprehensive requirements:  
“In order to demonstrate that a Council takes capital and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability, and affordability, Councils should have in place a capital strategy that sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.”
- 3.47 The objectives of the Capital Strategy are:  
“The capital strategy is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability.”
- 3.48 The Capital Strategy should also:  
“Include sufficient detail to allow all members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured and to meet legislative requirements on reporting.”
- 3.49 The Capital Strategy should form part of the Councils integrated revenue, capital and balance sheet planning. It will be a long-term plan of capital investment and how it will be delivered:
- A document that will consider all aspects of capital expenditure which relates to corporate objectives.
  - Asset planning and asset management plans.

3.50 The Council already undertakes elements of the new requirements although some areas such as the Asset Management Plan will need further development. The Prudential Code now requires all of this information to be all brought together in a single place as shown below:



3.51 The Prudential Code states that a Capital Strategy should cover the following topics:

- Capital expenditure, including the approval process, long-term financing strategy, asset management, maintenance requirements, planned disposals and funding restrictions.
- Debt management, including projections for the level of borrowing, capital financing requirement and liability benchmark, provision for the repayment of debt, the authorised limit and operational boundary for the coming year and the authority’s approach to treasury management.
- Commercial activities, including due diligence processes, the authority’s risk appetite, proportionality in respect of overall resources, requirements for independent and expert advice and scrutiny arrangements.
- Other long-term liabilities, such as financial guarantees.
- Knowledge and skills, including a summary of that available to the authority and its link to the authority’s risk appetite.

3.52 The Prudential Code also indicates:

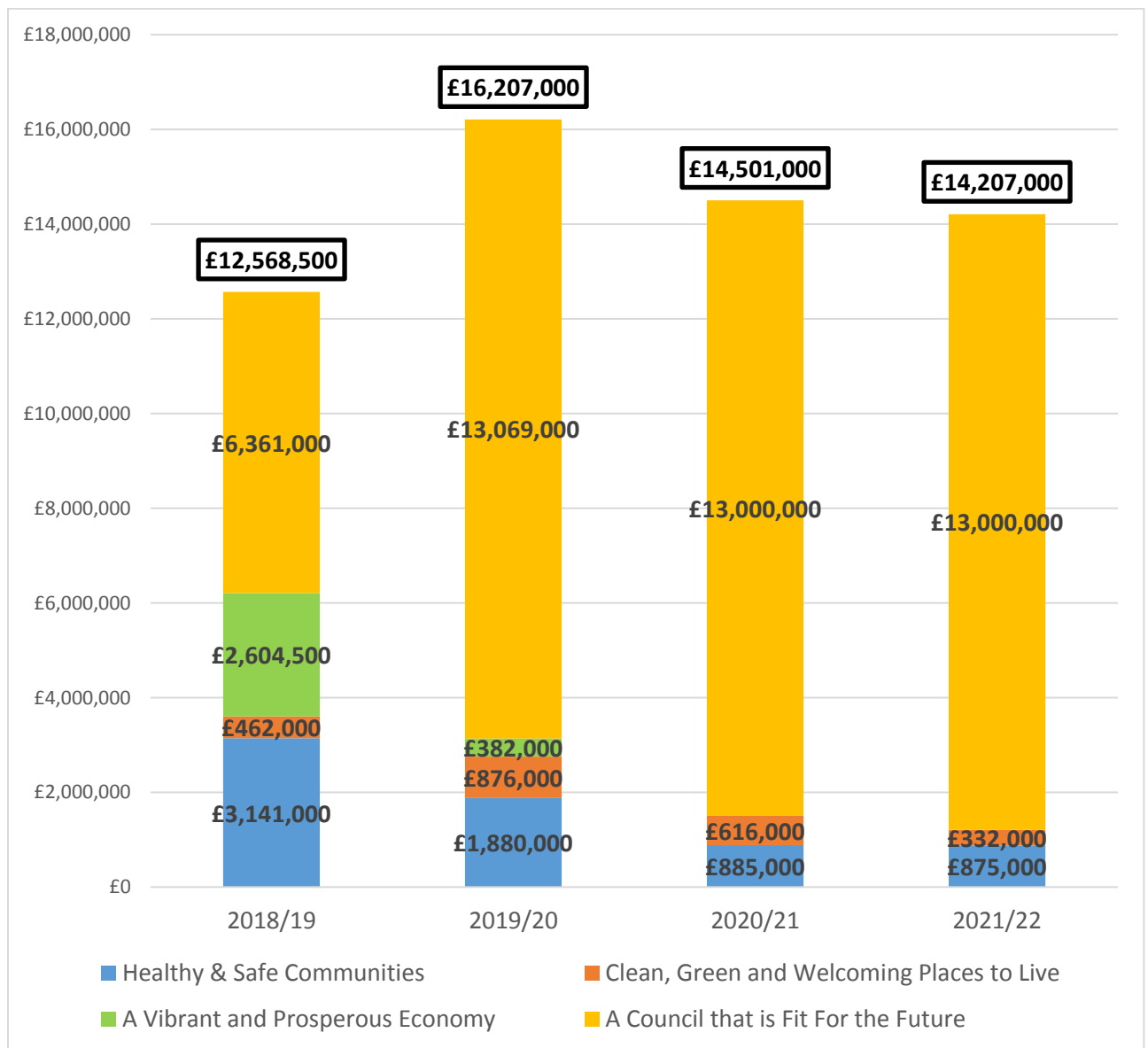
“In developing the capital strategy a balance should be struck between the amount of detail included and accessibility to the key audience. Where detailed information is required thought should be given to how this is made available, its format and the training needs of members to encourage active engagement. The role of the formal scrutiny process should not be overlooked in ensuring effective challenge. Links should be made where appropriate to the treasury management strategy. **The chief finance officer should report explicitly on the affordability and risk associated with the capital strategy and where appropriate have access to specialised advice to enable them to reach their conclusions.**”

3.53 The requirements of the Capital Strategy will be included in the reports to Audit and Member Standards, Cabinet and Full Council during early 2019 for approval.

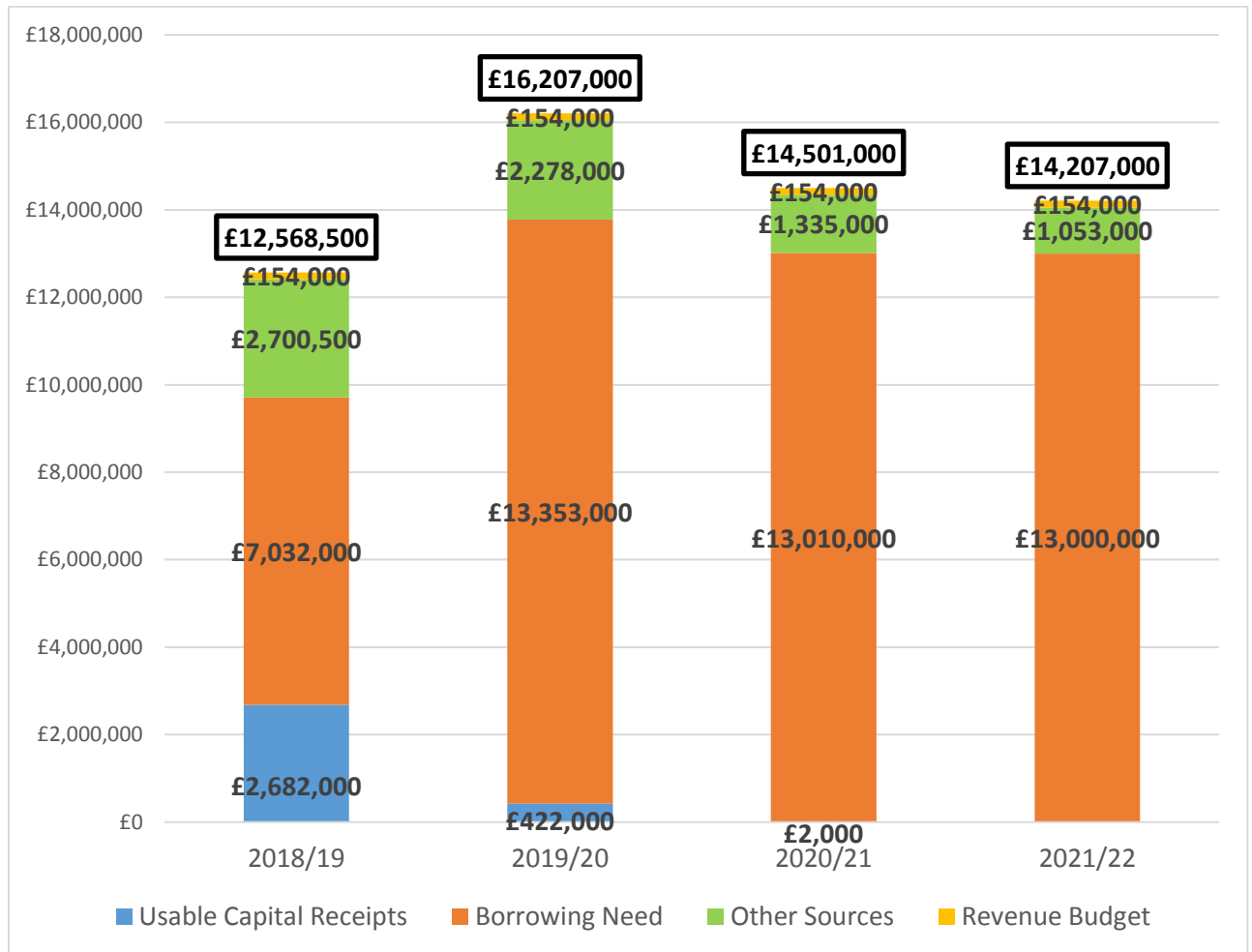
**The Approved Capital Programme**

3.54 The Approved Capital Programme, its Funding and revenue implications is shown in summary below and in detail at **APPENDIX C**.

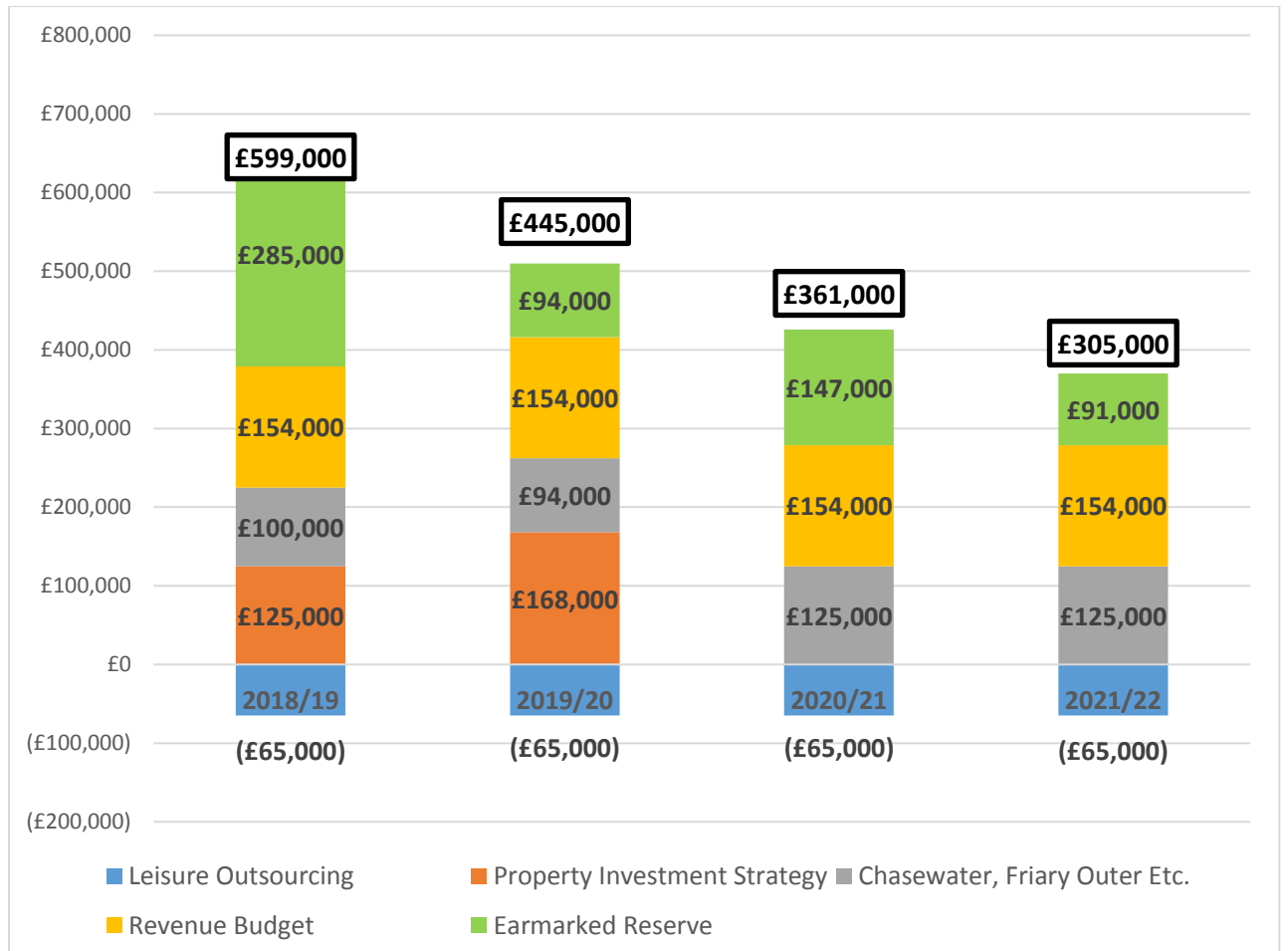
Approved Capital Programme



### Approved Capital Funding



### Approved Revenue Implications

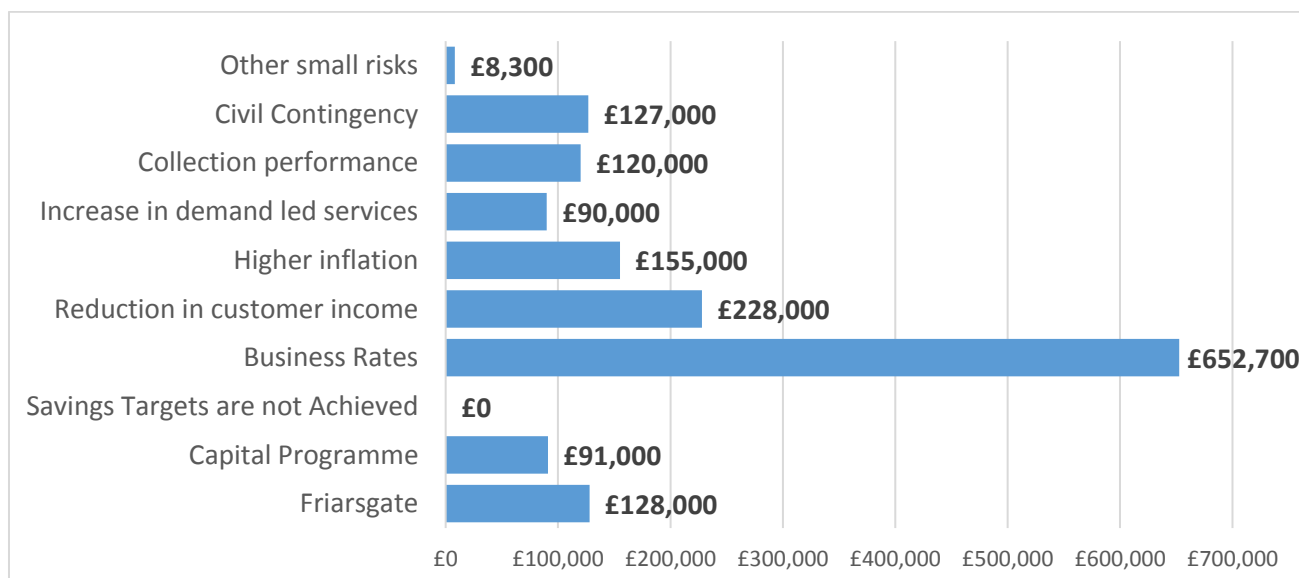


## The Medium Term Financial Strategy and Capital Programme Considerations

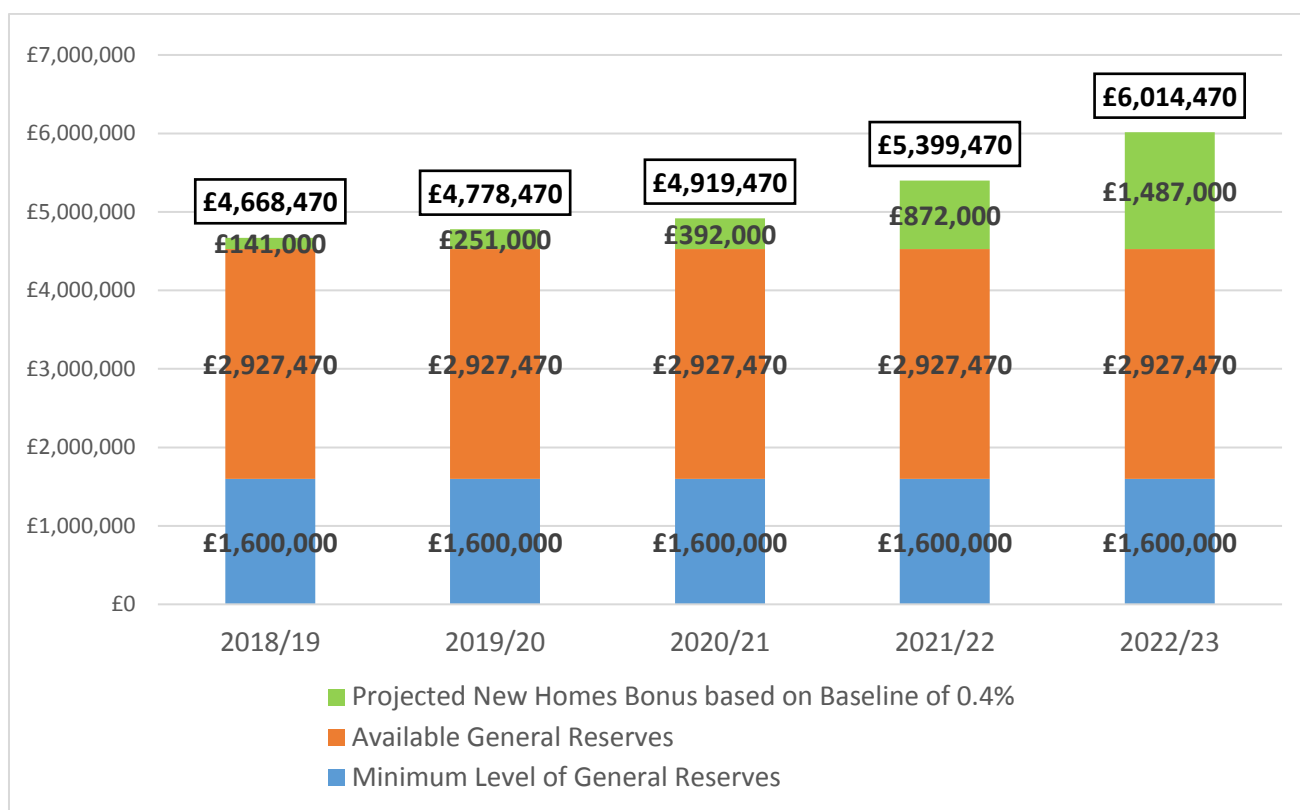
- 3.55 There is projected to be **(£827,000)** of capital receipts from the sale of assets (**APPENDIX C**) that have not been allocated to fund projects in the Capital Programme.
- 3.56 The sale of the Mill Lane Link has been agreed and is estimated to result in a capital receipt of **(£100,000)** with the contract is being finalised. Beacon Park Cottage is estimated to result in a capital receipt of **(£200,000)** and is being finalised for valuation prior to marketing. The capital receipt from the Leyfields and Netherstowe land is estimated to be **(£527,000)** and is in legal negotiations.
- 3.57 Therefore there are a number of options available for the use of this funding:
- To fund new or additional capital investment needs or;
  - To reduce or remove the revenue contributions to the Capital Programme of **£154,000** per annum and thereby reduce the revenue Funding Gap or;
  - To retain as a contingency budget for future allocation or;
  - A combination of these options.
- 3.58 In addition, there is circa **£500,000** allocated to the Birmingham Road Site Support capital project and this is in addition to the Earmarked Reserve available for this project. Therefore the reallocation of this budget to fund other higher priority capital investment needs, such as the recently approved loan to the Council owned Company, will need to be considered.
- 3.59 Leadership Team has been requested to submit capital bids in relation to:
- **New Capital Investment needs** not included in the Approved Capital Programme.
  - Capital Investment needs for existing approved projects to cover the **additional year of 2022/23** to match the planning horizon of the new Medium Term Financial Strategy.
  - Any **changes to Approved Capital Investment needs**.
- 3.60 These capital bids and funding options will be evaluated and prioritised for consideration as part of the new Medium Term Financial Strategy.

### **The Use of General Reserves and the Minimum Level**

- 3.61 It is prudent for the Council to maintain an adequate 'working balance' or Minimum Level that is part of its general reserves. A risk assessment approach in line with Best Practice is used to determine the required Minimum Level and the level of general and earmarked reserves.
- 3.62 The Approved Minimum Level is **£1,600,000** and the main elements of the risk assessment are shown in the graph below:



3.63 The Approved level of general reserves categorised by the Minimum Level and the level of reserves available for use (plus cumulative New Homes Bonus in excess of the 'cap') for the MTFs are shown in the chart below:



3.64 It is important to note that whilst the level of general reserves is projected to increase during the Medium Term Financial Strategy this is predicated on:

- The level of the baseline used to calculate New Homes Bonus for 2019/20 and the impact on the Approved Budget.
- The financial rewards from any replacement for New Homes Bonus from 2020/21 being in line with our projections determined using the existing regime.

3.65 In addition, there are some key risks that the general reserves could be used to mitigate in the short term:

- The level of the projected Funding Gaps and how quickly efficiencies and additional income can be identified to close them.
- The outcomes of the reset of the Business Rate Baselines and the Fair Funding Review from 2020/21 onwards and their impact on the Approved Budgets.

3.66 The significance of these financial risks means that whilst the general reserves are predicted to increase during the Medium Term Financial Strategy these projections are subject to an unprecedented level of uncertainty especially from 2020/21 onwards.

Alternative Options	Where alternative options exist, they are identified within the background section of the report.
Consultation	The Council is required under S65 Local Government Finance Act 1992 to consult ratepayers (or bodies appearing to represent ratepayers) about proposed expenditure.  A budget consultation exercise was undertaken for the 2018/19 Budget between 21 November 2017 and 22 December 2017.



We used the information we received from respondents on priorities to influence our Transformation and Savings Programme (known as Fit for the Future) and to set the level of the District Council's Council Tax increase for 2018/19 at **£5**.

It is proposed that a similar exercise is undertaken to inform the 2019/20 Medium Term Financial Strategy during October and November 2018. This budget consultation exercise will be similar in content to the one undertaken in 2018/19 to enable comparability of results and is shown at **APPENDIX D**.

Therefore it is proposed it will include:

- Information on the Council's revenue budget and how it is funded.
- Spending priorities.
- The level of Council Tax increase.

Strategic (Overview and Scrutiny) Committee at its meeting on 22 November 2018 will scrutinise the proposals and options identified for closing the Funding Gap. The Chair will provide feedback to Cabinet, as appropriate.

Audit and Member Standards Committee will scrutinise the Treasury Management Strategy Statement and the Prudential Indicators at its meeting on 6 February 2019 and the Chair will provide feedback to Cabinet, as appropriate.

Strategic (Overview and Scrutiny) Committee at its meeting on 29 January 2019 will scrutinise the MTFs 2018-23 and the Chair will provide feedback to Cabinet, as appropriate.

## Financial Implications

### Assistant Chief Executive

<b>Financial Implications</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Assistant Chief Executive	£79,540	£81,610	£3,440	£0	£0
Less: Existing Post Budget	(£79,540)	(£3,410)	£0	£0	£0
<b>Budgetary Shortfall</b>	<b>£0</b>	<b>£78,200</b>	<b>£3,440</b>	<b>£0</b>	<b>£0</b>

<b>Funding Options</b>					
Earmarked Reserve - Payment Kiosk		(£8,040)			
Earmarked Reserve - Audit Cover		(£6,250)			
Higher Treasury Management Income (rate rise)	(£67,350)				
Earmarked Reserve	£67,350	(£63,910)	(£3,440)		
<b>Total</b>	<b>£0</b>	<b>(£78,200)</b>	<b>(£3,440)</b>	<b>£0</b>	<b>£0</b>
<b>FUNDING SHORTFALL</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

### Major Projects Team (assumed from 1 December 2018)

<b>Financial Implications</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Major Projects Manager	£15,910	£48,210	£48,690	£49,170	£49,660
Major Projects Officer	£14,620	£44,310	£44,750	£45,200	£45,650
<b>Total Cost</b>	<b>£30,530</b>	<b>£92,520</b>	<b>£93,440</b>	<b>£94,370</b>	<b>£95,310</b>
Less: Existing Post Budget	(£16,990)	(£43,220)	(£43,660)	(£44,110)	(£44,550)
<b>Budgetary Shortfall</b>	<b>£13,540</b>	<b>£49,300</b>	<b>£49,780</b>	<b>£50,260</b>	<b>£50,760</b>

<b>Funding Options</b>					
Cease transfer to earmarked reserve (from year 4)				(£20,000)	(£20,000)
20% Planning Fee Income		(£10,000)	(£10,000)	(£6,610)	(£7,110)
Birmingham Road Earmarked Reserve		(£15,650)	(£16,130)		
Spatial Policy Income		(£7,000)	(£7,000)	(£7,000)	(£7,000)
Delete vacant part time assessors post	(£13,540)	(£16,650)	(£16,650)	(£16,650)	(£16,650)
<b>Total</b>	<b>(£13,540)</b>	<b>(£49,300)</b>	<b>(£49,780)</b>	<b>(£50,260)</b>	<b>(£50,760)</b>
<b>FUNDING SHORTFALL</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

Contribution to the Delivery of Lichfield District Council's Strategic Plan	The report directly links to overall performance and especially the delivery of Lichfield District Council's Strategic Plan 2016-20 and beyond.
Equality, Diversity and Human Rights Implications	These areas are addressed as part of the specific areas of activity prior to being included in Lichfield District Council's Strategic Plan 2016-20.
Crime & Safety Issues	These areas are addressed as part of the specific areas of activity prior to being included in Lichfield District Council's Strategic Plan 2016-20.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Council Tax is not set by the Statutory Date of <b>11 March 2019</b> .	Full Council set with reference to when major preceptors and Parishes have approved their Council Tax Requirements.	Green - Tolerable
B	Planned Capital Receipts are not received.	The budget for capital receipts will be monitored as part of The Council's normal budget monitoring procedures.	Green - Tolerable
C	Achievement of The Council's key Council priorities.	Close monitoring of performance and expenditure; maximising the potential of efficiency gains; early identification of any unexpected impact on costs including Central Government Policy changes, movement in the markets, and changes in the economic climate.	Green - Tolerable
D	Implementation of the Check, Challenge and Appeal Business Rates Appeals and more frequent revaluations.	To closely monitor the level of appeals. An allowance of <b>4.7%</b> (in line with the DCLG Allowance) for appeals has been included in the Business Rate Estimates.	Red - Severe
E	The financial impact of changes to the New Homes Bonus regime.	The technical consultation for the 2019/20 settlement has indicated there will be an increase in the baseline of <b>0.4%</b> used for 2019/20 and alternatives will be explored to incentivise housing growth most effectively from 2020/21 onwards.	Red - Severe
F	The increased Localisation of Business Rates and the Fair Funding Review in 2020/2021.	To assess the implications of proposed changes and respond to consultations to attempt to influence the policy direction in the Council's favour.	Red - Severe

#### Background documents:

- CIPFA Code of Practice for Treasury Management in the Public Services.
- The Prudential Code for Capital Finance in Local Authorities.
- Money Matters: Medium Term Financial Strategy (Revenue and Capital) 2017-22 – Cabinet 13 February 2018.
- Friarsgate – Coach Park Land Acquisition – Cabinet 13 February 2018.
- Award of Insurance Contract – Cabinet 13 March 2018.
- Managing the end of the ICT Support Contract – Cabinet 1 May 2018.
- Friarsgate – Cabinet 12 June 2018.
- Money Matters: 2017/18 Review of Financial Performance against the Financial Strategy – Cabinet 12 June 2018.
- Money Matters: 2018/19 Review of Financial Performance against the Financial Strategy – Cabinet 4 September 2018.
- Delivering the Property Investment Strategy – Cabinet 4 September 2018 and Council 16 October 2018.

#### Relevant web link:

## Approved Changes to the Revenue Budget

The changes to date impacting on the Funding Gap approved by Cabinet and where necessary Council are summarised in the table below:

Details	Cabinet Meeting	Approved Budget				Projection
		2018/19	2019/20	2020/21	2021/22	2022/23
<b>Original Funding Gap or (Transfer) to General Reserves</b>		<b>(26,990)</b>	<b>1,305,000</b>	<b>2,006,360</b>	<b>2,034,090</b>	<b>2,086,000</b>
Friarsgate - Coach Land Acquisition	13/02/2018	(12,250)	(24,280)	(24,050)	(23,810)	(23,810)
Award of Insurance Contract	13/03/2018	(36,970)	(38,620)	(40,360)	(40,360)	(40,360)
Managing the end of the ICT support contract	01/05/2018	34,000	(58,000)	(55,000)	(56,000)	(56,000)
Friarsgate	12/06/2018	0	0	(353,780)	(324,180)	(323,420)
Money Matters Financial Performance 3 Months 2018/19	04/09/2018	36,030	38,840	38,840	11,610	11,610
<b>Approved Funding Gap or (Transfer) to General Reserves</b>		<b>(6,180)</b>	<b>1,222,940</b>	<b>1,572,010</b>	<b>1,601,350</b>	<b>1,654,020</b>

## Approved Revenue Budget 2018/19 to 2021/22

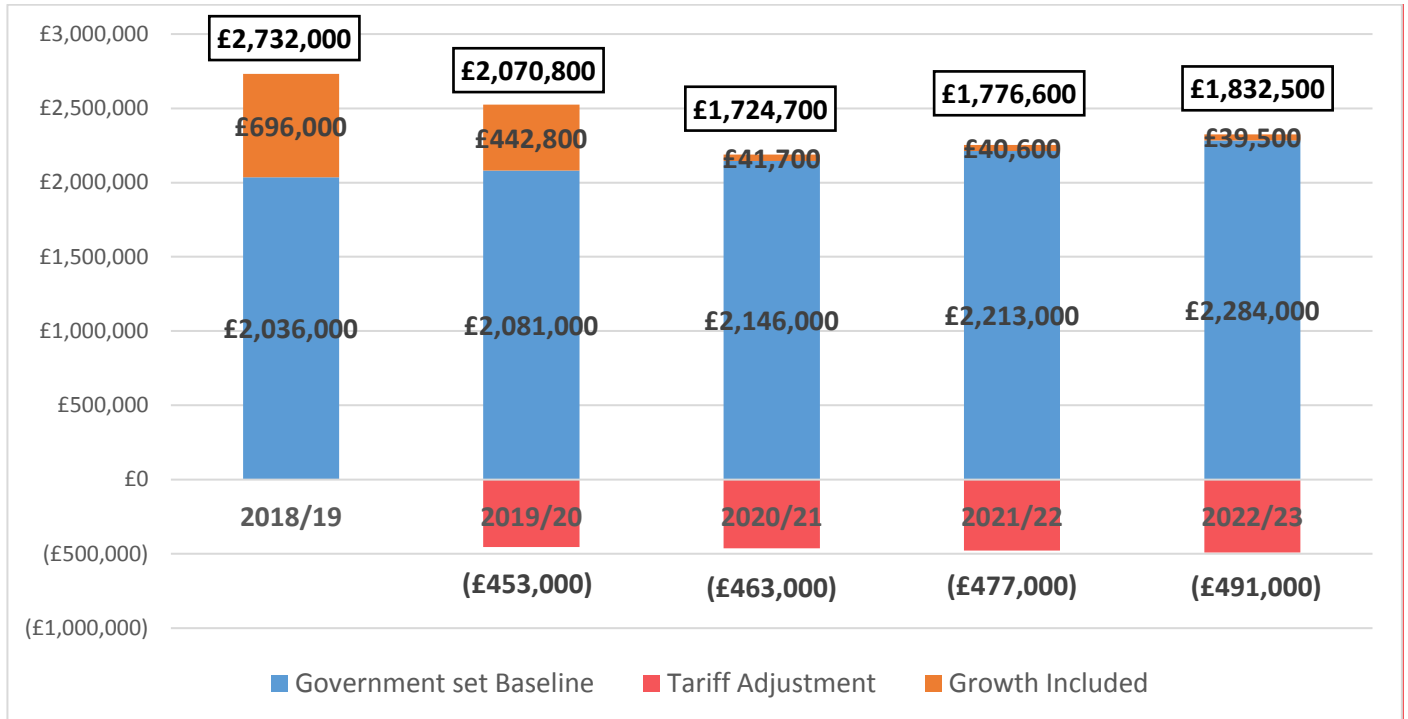
GENERAL FUND TOTAL REQUIREMENT DISTRICT COUNCIL PURPOSES						
FOR FINANCIAL YEARS 2018/19 to 2022/23 ANALYSED BY STRATEGIC PRIORITY AND SERVICE AREA						
BUDGET	2018/19		2019/20	2020/21	2021/22	2022/23
	Original Budget	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget
	£	£	£	£	£	£
LEVEL OF UNCERTAINTY / RISK	LOW		MEDIUM	HIGH		
<b>Strategic Priority</b>						
Healthy and safe communities	1,736,580	1,832,900	1,539,710	1,366,010	1,337,990	1,315,940
Clean, green and welcoming places to live	3,431,230	3,350,400	3,455,380	3,459,690	3,534,690	3,594,390
A vibrant and prosperous economy	(583,730)	(878,250)	(767,000)	(835,360)	(797,440)	(740,850)
A council that is fit for the future	6,281,510	6,232,760	6,046,730	6,314,420	6,550,110	6,798,440
Efficiency Plan	(71,180)	(45,810)	(45,810)	(45,810)	(45,810)	(45,810)
Savings Required	0	0	(1,222,940)	(1,572,010)	(1,601,350)	(1,654,020)
<b>Net Cost of Services</b>	<b>10,794,410</b>	<b>10,492,000</b>	<b>9,006,070</b>	<b>8,686,940</b>	<b>8,978,190</b>	<b>9,268,090</b>
<b>Service Area</b>						
Chief Executive	796,010	776,460	456,890	461,620	466,630	471,040
Finance & Procurement	1,628,490	1,607,090	1,752,360	1,927,880	2,092,250	2,263,130
Legal, Property & Democratic Services	424,800	468,280	536,540	381,470	364,470	374,670
Revenues, Benefits and Customer Services	725,470	714,460	785,310	830,590	870,670	910,060
Corporate Services	2,560,830	2,549,990	2,490,570	2,559,440	2,616,110	2,681,320
Leisure & Operational Services	2,422,310	2,415,700	2,156,230	2,002,470	2,005,630	1,999,470
Regulatory Services, Housing & Wellbeing	1,264,250	1,264,250	1,299,680	1,318,680	1,330,140	1,341,800
Development Services	61,310	53,640	85,610	84,090	98,740	112,870
Economic Growth	82,920	(211,260)	(229,530)	(222,550)	(198,600)	(174,030)
Waste Services	899,200	899,200	941,160	961,070	979,310	987,590
Efficiency Plan	(71,180)	(45,810)	(45,810)	(45,810)	(45,810)	(45,810)
Savings Required	0	0	(1,222,940)	(1,572,010)	(1,601,350)	(1,654,020)
<b>Net Cost of Services</b>	<b>10,794,410</b>	<b>10,492,000</b>	<b>9,006,070</b>	<b>8,686,940</b>	<b>8,978,190</b>	<b>9,268,090</b>
Net Treasury Position	104,860	104,860	108,260	134,610	124,610	124,610
Revenue Contributions to the Capital Programme	154,000	154,000	154,000	154,000	154,000	154,000
<b>Net Operating Cost</b>	<b>11,053,270</b>	<b>10,750,860</b>	<b>9,268,330</b>	<b>8,975,550</b>	<b>9,256,800</b>	<b>9,546,700</b>
Less : Transfer (from) / to General Reserve	26,990	6,180	0	0	0	0
Less : Transfer to (from) / to Earmarked Reserves	(774,360)	(199,040)	180,470	233,150	176,800	116,800
<b>Amount to be met from Government Grants and Local Taxpayers</b>	<b>£10,305,900</b>	<b>£10,558,000</b>	<b>£9,448,800</b>	<b>£9,208,700</b>	<b>£9,433,600</b>	<b>£9,663,500</b>

Retained Business Rates	(2,479,900)	(2,732,000)	(2,523,800)	(2,187,700)	(2,253,600)	(2,323,500)
Business Rates Cap	(42,000)	(42,000)	(63,000)	0	0	0
Revenue Support Grant / Tariff Adjustment	0	0	453,000	463,000	477,000	491,000
New Homes Bonus	(800,000)	(800,000)	(700,000)	(600,000)	(500,000)	(400,000)
Council Tax Collection Fund (surplus) / deficit	(42,000)	(42,000)	0	0	0	0
Business Rates Collection Fund (surplus) / deficit	(591,000)	(591,000)	0	0	0	0
<b>Council Tax Requirement</b>	<b>(6,351,000)</b>	<b>(6,351,000)</b>	<b>(6,615,000)</b>	<b>(6,884,000)</b>	<b>(7,157,000)</b>	<b>(7,431,000)</b>
<b>Council Tax Base</b>	<b>37,360</b>	<b>37,360</b>	<b>37,803</b>	<b>38,245</b>	<b>38,688</b>	<b>39,112</b>
<b>Lichfield District Council Tax Requirement assuming a £5.00 annual increase</b>	<b>£169.99</b>	<b>£169.99</b>	<b>£174.99</b>	<b>£179.99</b>	<b>£184.99</b>	<b>£189.99</b>

### Approved Revenue Budget Key Revenue Streams

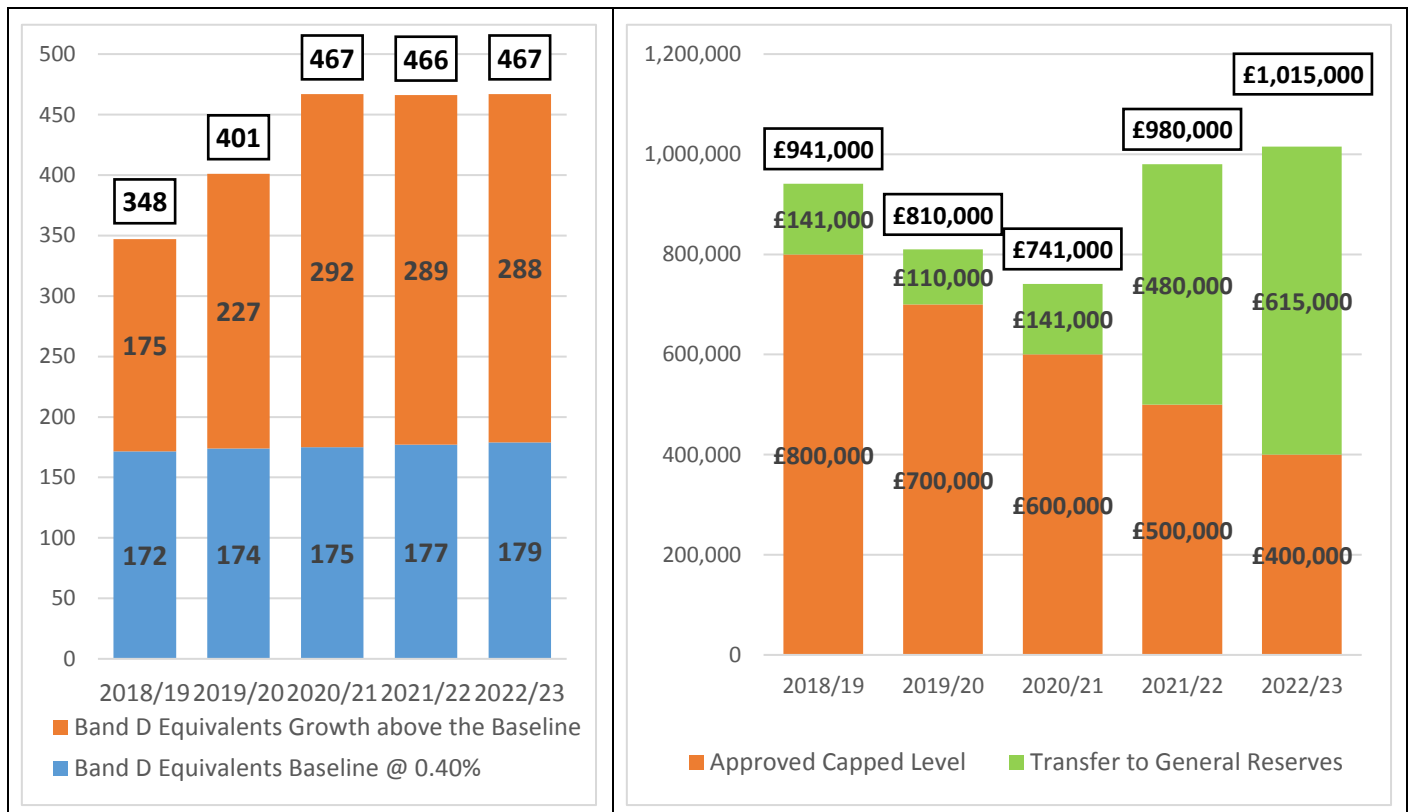
#### Retained Business Rates including Negative Revenue Support Grant (Tariff Adjustment)

The approved budget for Retained Business Rates income including Negative Revenue Support Grant is shown below:



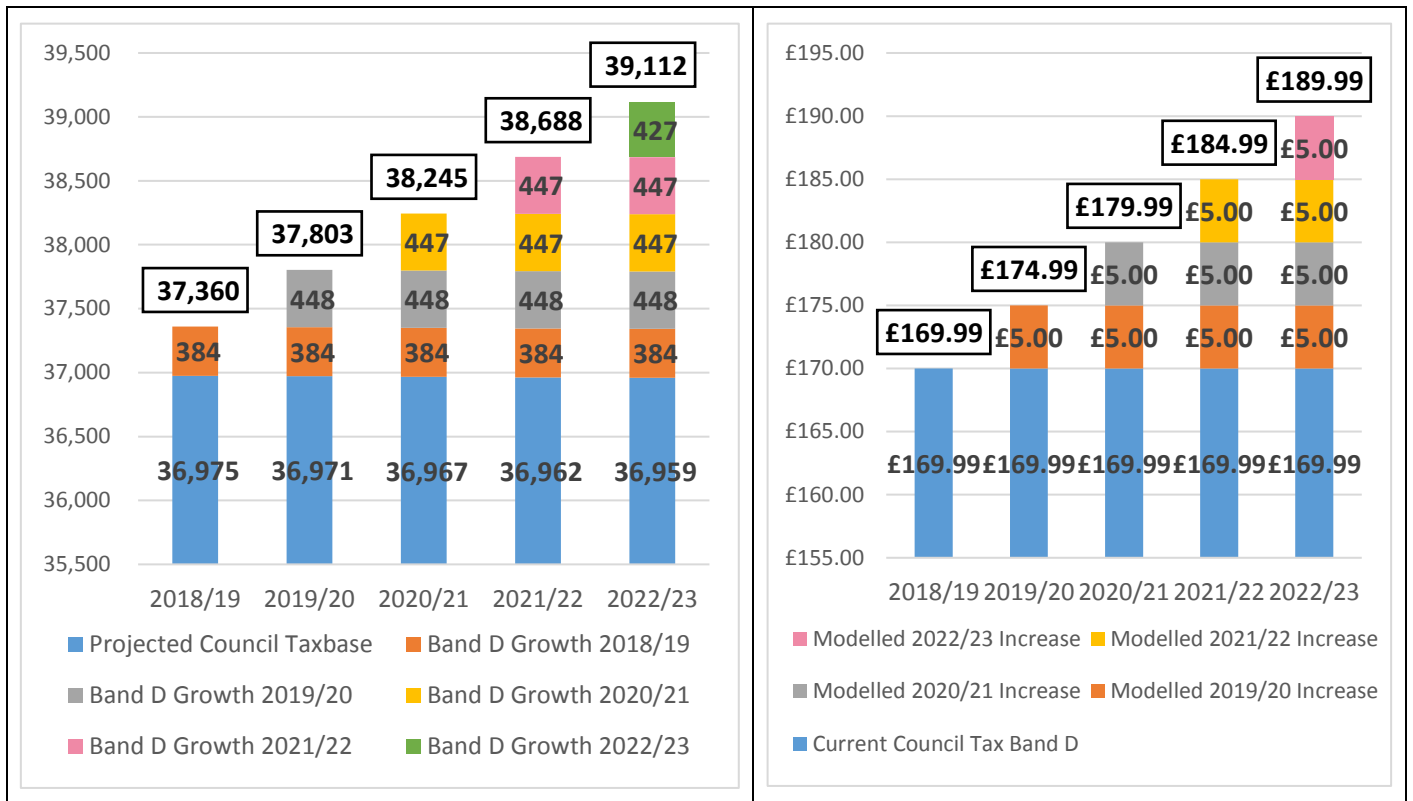
#### New Homes Bonus

The approved budgets for housing supply and New Homes Bonus income is shown below:

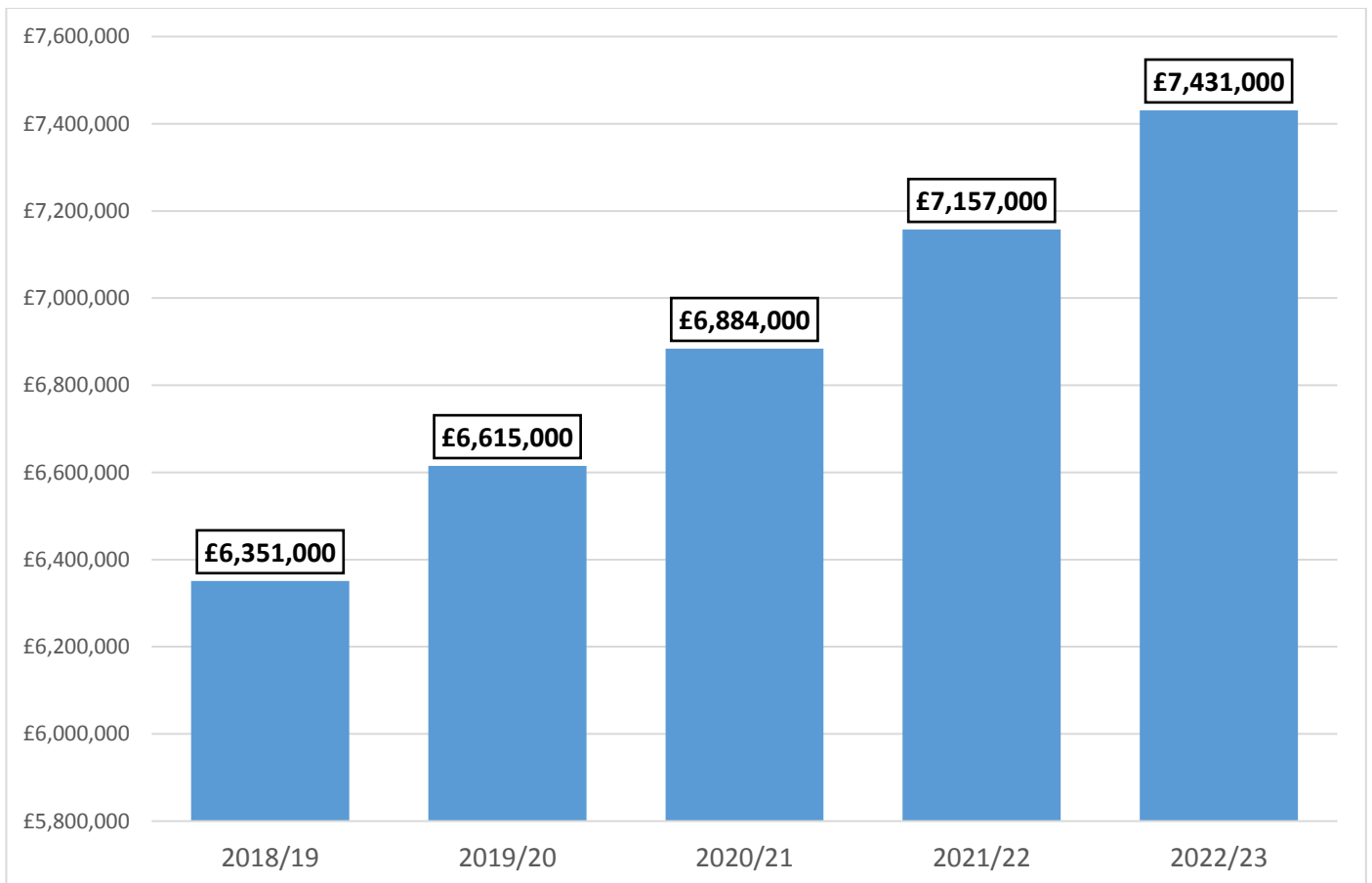


### Council Tax

The Approved Budget for Council Taxbase projections and modelled Council Tax Band D rates are shown below:



The Approved Budget Council Tax income is shown below:



## Approved Capital Programme and its Funding

Project	(R=>£500k, A= £250k to £500k and G = <£250k)					
	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total £000	Corporate £000
BLC Enhancement Work	104	3	0	0	107	0
Other Burntwood Leisure Centre Sinking Fund Projects	128	0	0	0	128	0
Squash Court and Sports Hall Floors (FGLC)	50	0	0	0	50	0
Leisure Review: Capital Investment	1,032	353	10	0	1,395	0
Replacement of Play Equipment at Hill Ridware Village Hall	71	0	0	0	71	0
New Build Parish Office/Community Hub	92	0	0	0	92	0
Fradley Village Heating & CCTV	15	0	0	0	15	0
Fradley Youth & Community Centre Cladding & Porch	15	0	0	0	15	0
Replacement of children's play equipment at Upper Lodge	21	0	0	0	21	0
Armitage with Handsacre Village Hall heating and Storage	36	0	0	0	36	0
Re-siting/improvement of Armitage War Memorial	120	0	0	0	120	0
Replacement of canopy and artificial grass at Armitage	13	0	0	0	13	0
Accessible Homes (Disabled Facilities Grants)	928	850	850	850	3,478	316
Home Repair Assistance Grants	35	15	15	15	80	80
Decent Homes Standard / DCLG Monies	0	649	0	0	649	0
Energy Insulation Programme	41	10	10	10	71	55
Unallocated S106 Affordable Housing Monies	400	0	0	0	400	0
Housing Redevelopment Scheme - Packington	40	0	0	0	40	0
<b>Healthy &amp; Safe Communities Total</b>	<b>3,141</b>	<b>1,880</b>	<b>885</b>	<b>875</b>	<b>6,781</b>	<b>451</b>
Darnford Park (S106)	13	0	0	0	13	0
Canal Towpath Improvements (Brereton & Ravenhill)	105	106	0	0	211	0
Vehicle Replacement Programme	168	288	144	307	907	62
Shortbutts Park, Lichfield	23	0	0	0	23	20
Env. Improvements - St John St & Birmingham Rd (S106)	7	0	0	0	7	0
Stowe Pool Improvements (S106) (Jul 2012)	100	450	450	0	1,000	5
The Leomansley Area Improvement Project	3	0	0	0	3	0
Cannock Chase SAC	43	32	22	25	122	0
<b>Clean, Green and Welcoming Places to Live Total</b>	<b>462</b>	<b>876</b>	<b>616</b>	<b>332</b>	<b>2,286</b>	<b>87</b>
Data Management System	11	0	0	0	11	0
Birmingham Road Site - Support	330	332	0	0	662	662
Birmingham Road Site - Castle Dyke/Frog Lane	81	0	0	0	81	39
Birmingham Road Site - Coach Park	243	0	0	0	243	243
Birmingham Road Site - Police Station Acquisition	1,805	0	0	0	1,805	1,676
Sankey's Corner Environmental Improvements (S106)	3	0	0	0	3	0
City Centre Strategy and Interpretation (S106) (Jul 2012)	2	0	0	0	2	0
Car Parks Variable Message Signing (S106) (Jul 2012)	32	0	0	0	32	0
Old Mining College - Refurbish access and signs (S106)	14	0	0	0	14	0
Lichfield Festival Parade & Website (Lichfield City Art Fund)	14	0	0	0	14	14
St Mary's Cultural Hub (Lichfield City Art Fund)	45	0	0	0	45	45
Erasmus Darwin Lunar Legacy (Lichfield City Art Fund)	25	0	0	0	25	25
St. Chads Sculpture (Lichfield City Art Fund)	0	50	0	0	50	50
<b>A Vibrant and Prosperous Economy Total</b>	<b>2,605</b>	<b>382</b>	<b>0</b>	<b>0</b>	<b>2,987</b>	<b>2,754</b>
Property Investment Strategy	6,000	13,000	13,000	13,000	45,000	0
Depot Sinking Fund	11	0	0	0	11	11
IT and Channel Shift Programme	162	32	0	0	194	194
Asset Management District Council House Condition Survey	188	37	0	0	225	225
<b>A Council that is Fit For the Future Total</b>	<b>6,361</b>	<b>13,069</b>	<b>13,000</b>	<b>13,000</b>	<b>45,430</b>	<b>430</b>
<b>Grand Total</b>	<b>12,569</b>	<b>16,207</b>	<b>14,501</b>	<b>14,207</b>	<b>57,484</b>	<b>3,722</b>

Funding Source	Approved Budget				
	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total £000
Usable Capital Receipts	2,682	422	2	0	3,106
Revenue	154	154	154	154	616
<b>Corporate Council Sources</b>	<b>2,836</b>	<b>576</b>	<b>156</b>	<b>154</b>	<b>3,722</b>
Other Sources	2,701	2,278	1,335	1,053	7,367
<b>Grand Total</b>	<b>5,537</b>	<b>2,854</b>	<b>1,491</b>	<b>1,207</b>	<b>11,089</b>
<b>In Year FUNDING GAP (Borrowing Need)</b>	<b>7,032</b>	<b>13,353</b>	<b>13,010</b>	<b>13,000</b>	<b>46,395</b>
<b>Cumulative FUNDING GAP (Borrowing Need)</b>	<b>8,962</b>	<b>21,950</b>	<b>34,192</b>	<b>46,053</b>	<b>46,053</b>
<b>Projected Capital Receipts</b>	<b>(1,224)</b>	<b>(811)</b>	<b>(818)</b>	<b>(827)</b>	<b>(827)</b>

### Projected Capital Receipts

	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total £000
<b>Opening Balance</b>	<b>(3,070)</b>	<b>(1,224)</b>	<b>(811)</b>	<b>(818)</b>	<b>(3,070)</b>
<u>New Receipts</u>					
Sale of Mill Lane Link, Fazeley	(100)				(100)
Sale of Beacon Cottage	(200)				(200)
Sale of land at Netherstowe and Leyfields	(527)				(527)
Right to Buy Receipts					0
Other Receipts	(9)	(9)	(9)	(9)	(36)
Utilised in Year	2,682	422	2	0	3,106
<b>Closing Balance</b>	<b>(1,224)</b>	<b>(811)</b>	<b>(818)</b>	<b>(827)</b>	<b>(827)</b>

### Revenue Implications

Revenue Implications	Approved Budget				
	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total £000
<u>Leisure Outsourcing</u>					
Income	(218)	(218)	(218)	(218)	(872)
Minimum Revenue Provision	140	140	140	140	560
External Interest	13	13	13	13	52
<b>Sub Total</b>	<b>(65)</b>	<b>(65)</b>	<b>(65)</b>	<b>(65)</b>	<b>(260)</b>
<u>Property Investment Strategy</u>					
Income	0	(355)	(1,115)	(1,707)	(3,177)
Management Costs	125	250	250	250	875
Minimum Revenue Provision	0	171	543	914	1,628
External Interest	0	102	322	543	967
<b>Sub Total</b>	<b>125</b>	<b>168</b>	<b>0</b>	<b>0</b>	<b>293</b>
<u>Chasewater and Friary Outer etc.</u>					
Minimum Revenue Provision	59	53	84	86	282
Loss of Investment Income	6	7	9	9	31
External Interest	35	34	32	30	131
<b>Sub Total</b>	<b>100</b>	<b>94</b>	<b>125</b>	<b>125</b>	<b>444</b>
Birmingham Road Site Earmarked Reserve	285	94	147	91	617
Revenue Contributions	154	154	154	154	616
<b>Approved Budget</b>	<b>599</b>	<b>445</b>	<b>361</b>	<b>305</b>	<b>1,710</b>



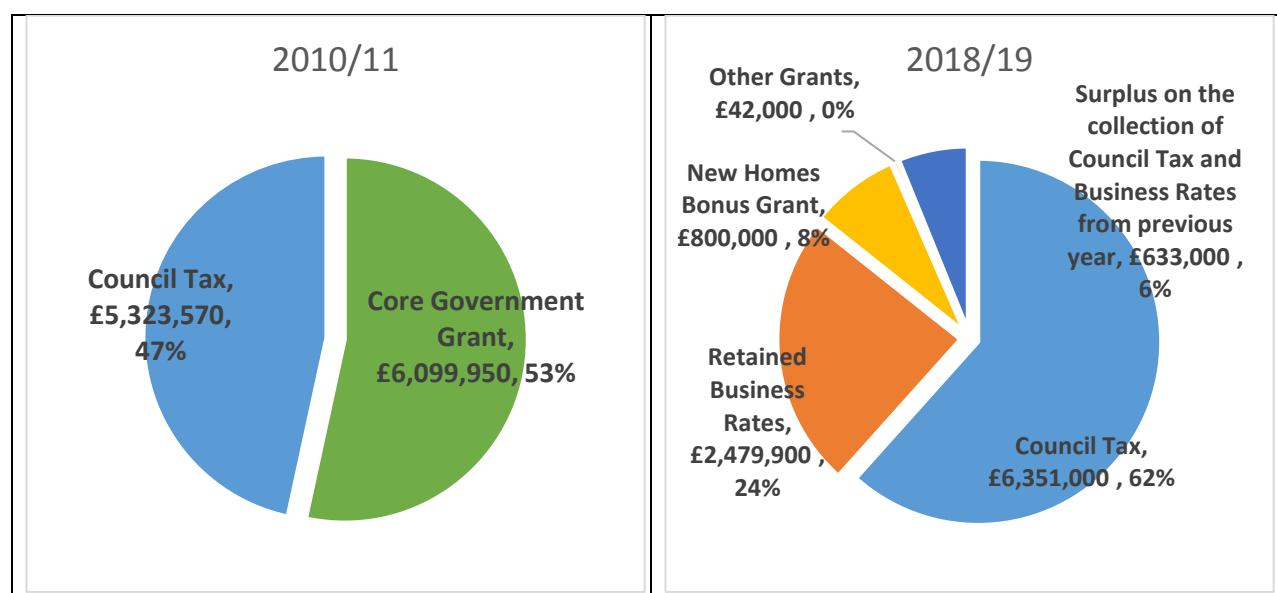
## Your view 2018 (mini)

We need your views on how to shape our budget for next year, including the council tax we charge. To give your views, please complete this questionnaire by **Wednesday 21 November 2018 at 5pm**.

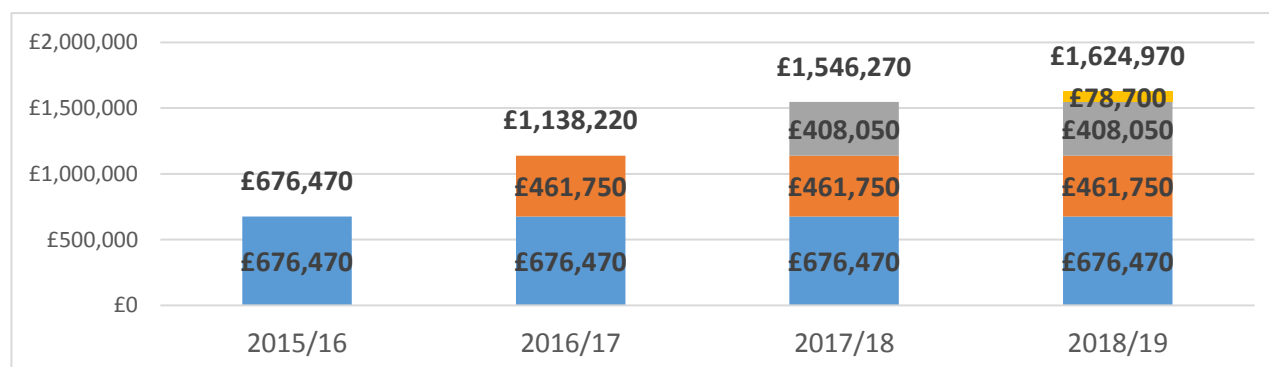
### How we fund local services

This year (2018/2019) we will spend just over £10million (£10,305,900) on local services. We will receive over £6million (£6,615,000) in council tax to help fund this. We will fund the balance (£3,690,900) through business rates, other grants, surpluses and New Homes Bonus.

The government has been reducing the amount of core government grant we receive every year, and next year we will be required to pay £453,000 to the Government (although this is currently subject to consultation). This means we will face significant and ongoing challenges providing the same level of services, and either need to make further savings or generate additional income to fund the services we deliver. The two graphs below show how Council services (after fees and charges) were funded in 2010/11 and how they are funded in 2018/19 to illustrate the changes:



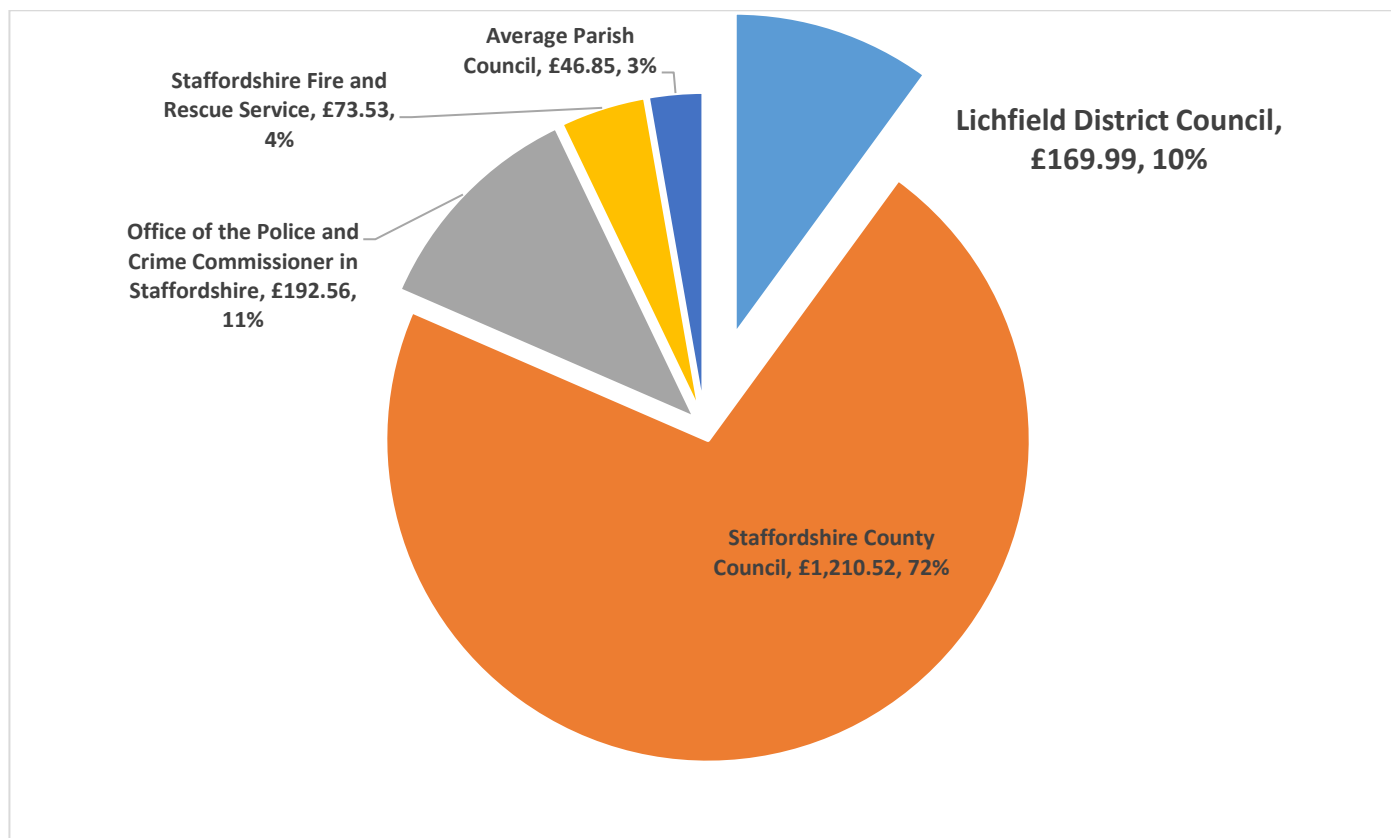
We have a balanced budget for 2018/2019 however in 2019/20 we have a projected deficit of **£1,222,940** (this could reduce to **£769,940** if we are not required to pay money to the Government following the consultation). The level of savings we have made in 2015/16, 2016/17, 2017/18 and to date in 2018/19 are shown below:



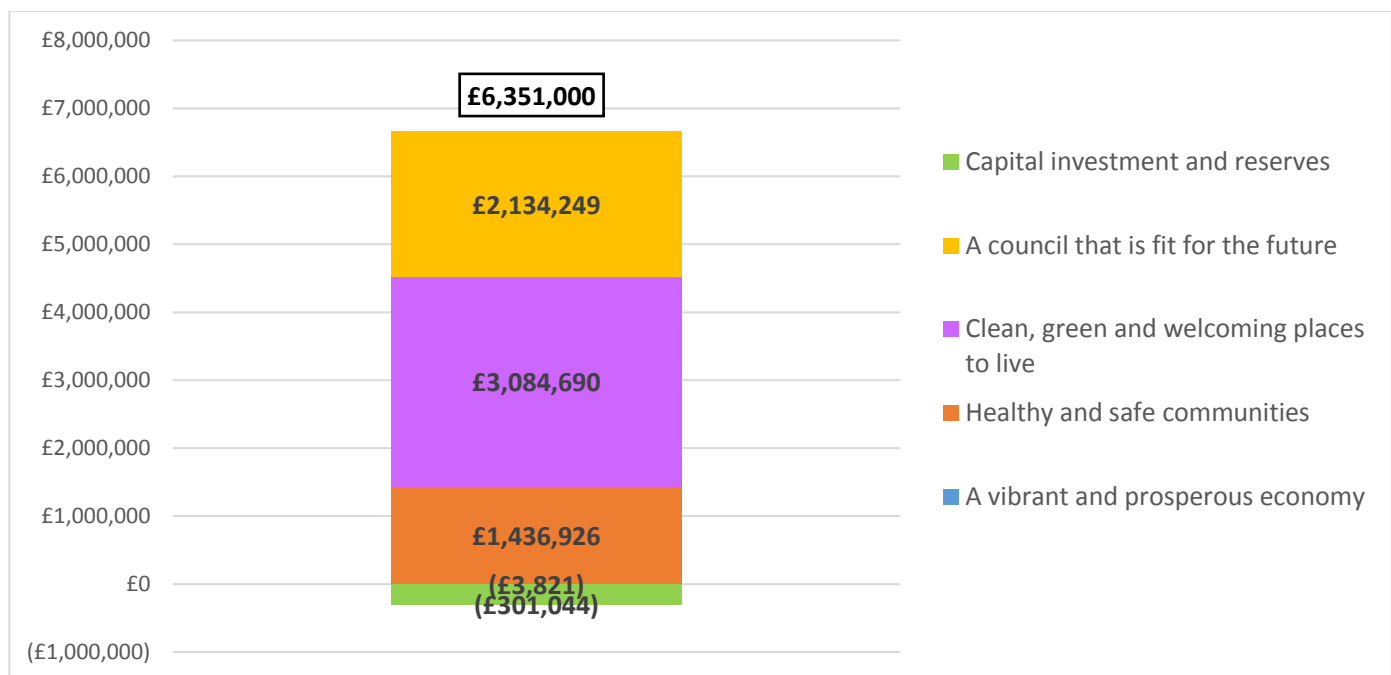
However we need to find more savings and generate more income, as further cuts to our funding streams are likely. **We will ask you to give your views on savings and income ideas in this questionnaire. Your responses will help in setting budgets for 2019/20 and beyond.**

### About your council tax

We only keep **10%** of the council tax you pay (**that's about £170 a year for an average local home**). We pass the rest to Staffordshire County Council, the Police & Crime Commissioner for Staffordshire, Staffordshire Fire & Rescue and local parish councils (as shown below):



The District Council's element of your council tax is used to fund the following key priorities (a vibrant and prosperous economy and capital investment and reserves currently produces an income contribution to offset the cost of other services):

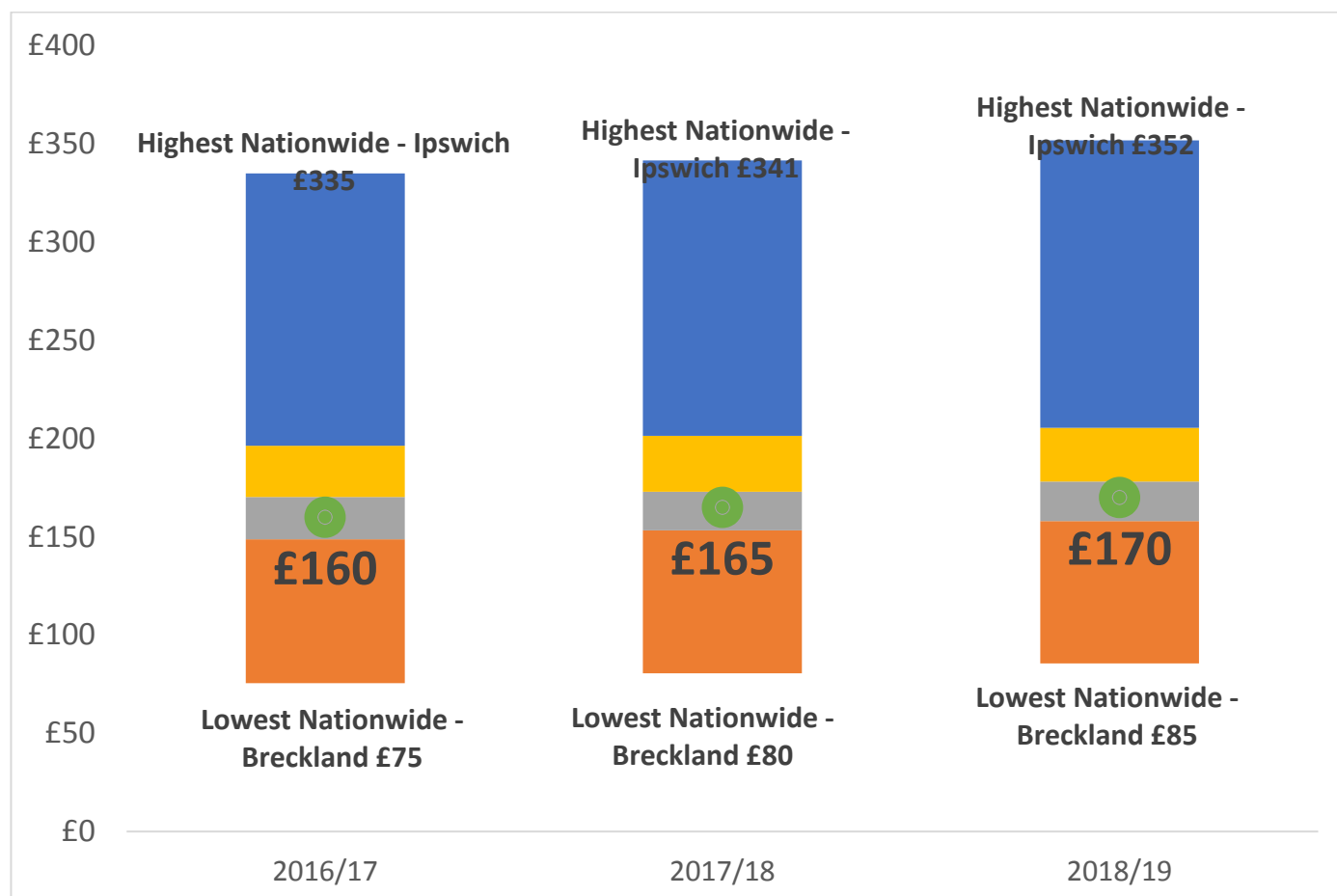


## APPENDIX D

These priorities include the following key District Council services:

	What we will spend this year 2018/2019	The element funded by Council Tax	What this costs an average Band D home
<b>A vibrant and prosperous economy</b>			
Planning applications, car parks and economic growth	£249,490	£153,748	£4.12
The arts including the Lichfield Garrick	£315,100	£194,180	£5.20
Council owned property	(£474,410)	(£292,355)	(£7.83)
Waste collection from businesses	(£96,380)	(£59,394)	(£1.59)
<b>Healthy and safe communities</b>			
Sports and leisure	£662,600	£408,327	£10.93
Homelessness and environmental health	£1,669,130	£1,028,600	£27.53
<b>Clean, green and welcoming places to live</b>			
Administration of housing benefit	£407,400	£251,060	£6.72
Waste Collection from homes	£1,698,640	£1,046,785	£28.02
Parks and open spaces	£948,980	£584,808	£15.65
Street cleansing and public toilets	£776,490	£478,511	£12.81
Planning policy, conservation and countryside protection	£910,660	£561,193	£15.02
Private sector housing	£263,420	£162,332	£4.34
<b>A council that is fit for the future</b>			
Council Tax and business rates collection	£619,420	£381,717	£10.22
Electoral registration, elections and councillors	£1,310,290	£807,465	£21.61
Central costs such as the Senior Leadership Team not allocated to individual services	£1,533,580	£945,067	£25.30
Capital, interest and reserves	(£488,510)	(£301,044)	(£8.06)
<b>Total</b>	<b>£10,305,900</b>	<b>£6,351,000</b>	<b>£169.99</b>

We are among the lowest charging district councils in the country, so the services we provide are good value, when compared to many district councils nationwide. An average home in our district pays **£170** a year for the services we provide, whereas Ipswich Borough Council charges **£352** a year for similar services, (the table below shows compares Council Tax charged by district councils nationwide):



In order to meet our funding gap next year, we will consider increasing the amount of council tax we charge for our element of your bill. The Government allows this Council to increase its share of the Council Tax for an average home by a maximum of up to **3%**. This increase together with housing growth is projected to provide an additional **£264,000** of income which is near to the cost of running Burntwood Parks.

**We will also ask you to give your views on the council tax we will set for 2019/2020 in this questionnaire.**

**If you would like this questionnaire in large print or an alternative format, please call 01543 308000.** If you have any questions about this questionnaire email [finance@lichfielddc.gov.uk](mailto:finance@lichfielddc.gov.uk)

### 1. How important are these services we provide to you?

The table below shows how much we are spending this year to address the priorities set out in our Strategic Plan - ranging from healthy and safe communities, through to thriving and prosperous town and city centres. Please let us know which areas are the most important to you:

	How important is this service to you (1 is least important and 5 is most important)?				
	1	2	3	4	5
<b>A vibrant and prosperous economy</b>					
Planning applications, car parks and economic growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The arts including the Lichfield Garrick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Healthy and safe communities</b>					
Sports and Leisure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homelessness and environmental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Clean, green and welcoming places to live</b>					
Administration of housing benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste collection from homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and open spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street cleansing and public toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning policy, conservation and countryside protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private sector housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A council that is fit for the future</b>					
Council tax and business rates collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral registration, elections and councillors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Central costs such as the Senior Leadership Team not allocated to individual services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capital, interest and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to make any further comments on question one, please use the space below:

## 2. Your view of fees, charges, income and other opportunities

We currently charge for a number of the services we provide including car parking and waste collection from businesses. However, the fees we currently charge for planning applications are in the main set nationally by the Government and in several areas such as licensing and Building Control we can only set fees to recover the cost of the service.

We would welcome your views on our current approach to fees and charges. This could include charging for services that are funded from Council Tax or changing the way we charge for the service.

Do you have any views on current fees and charges or our approach to setting these fees and charges?

Do you have a view on specific services you believe the Council should reduce or stop?

Are there any specific services you believe the Council should definitely fund?

Are there any areas where you believe there is an income opportunity we should investigate?

Do you have any other ideas or suggestions in terms of the Council's priorities and budget?

### 3. Setting our council tax

The government has said we can increase our part of the council tax bill by up to a maximum of **3%** a year. Based on an average home this would equate to an increase in your total Council Tax of less than **1%**.

We've included a **£5** council tax increase (subject to council approval) in our draft budget for 2019/2020, with a proposed **£5** increase every year thereafter.

What would you consider to be an acceptable council tax increase for the 2019/20 budget?

- Yes increase council tax by 2.99%
- No do not increase council tax by 2.99%

If you answered no, to the above question, please let us know which option you would prefer:

<b>Option A</b>	No increase	<input type="checkbox"/>
<b>Option B</b>	A 2% increase	<input type="checkbox"/>
<b>Option C</b>	2.5% (CPI July 2018)	<input type="checkbox"/>

Thank you for completing our questionnaire. The closing date for responses is **Wednesday 21 November 2018 at 5pm** and we'll feed all the views we get into our budget and council tax setting process.

**If you would like this questionnaire in large print or an alternative format, please call 01543 308000.** If you have any questions about this questionnaire email [finance@lichfielddc.gov.uk](mailto:finance@lichfielddc.gov.uk)

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# Health and Wellbeing Strategy Delivery Plan 2018-2020



## Report of Cabinet Member for Regulatory Services, Housing and Wellbeing

Date:	9 <sup>TH</sup> October 2018
Agenda Item:	4
Contact Officer:	Gareth Davies/Lucy Robinson
Tel Number:	01543 308741/308710
Email:	<a href="mailto:gareth.davies@lichfielddc.gov.uk">gareth.davies@lichfielddc.gov.uk</a> <a href="mailto:lucy.robinson@lichfielddc.gov.uk">lucy.robinson@lichfielddc.gov.uk</a>
Key Decision?	YES
Local Ward Members	All, as applies to the whole of Lichfield district.

**CABINET**

## 1. Executive Summary

- 1.1 This is the Council's first Health and Wellbeing Strategy (HWS), which explores the ways in which the Council has an impact on the health and wellbeing of residents through our services. It identifies service areas that impact on the wider determinants of health and highlights existing Council activities which contribute to good health and wellbeing. It builds on the evidence contained in our Strategic Plan, provides a picture of the key local health and wellbeing indicators and highlights areas for improvement.
- 1.2 The vision of the HWS is that 'we want local people to live healthy fulfilled lives, have access to opportunities to be active and experience improved health and wellbeing'. To achieve this, the Strategy proposes four priorities for action. The first is the development of a Health in All Policies approach (HiAP) which will enable us to better understand our contribution to and measure our impact on health and wellbeing and will inform and influence our policy making and decisions. It will also provide a foundation for delivering future activities to maintain or improve health and wellbeing, in partnership with the Staffordshire Health and Wellbeing Board, Freedom Leisure, other organisations and local communities.
- 1.3 Our other priorities are to encourage people of all ages to have more active and healthy lifestyles and take control of their own health and wellbeing, support older and vulnerable people in our communities to live and age well and improve workplace health, wellbeing and safety.

## 2. Recommendations

- 2.1.1 It is recommended that Cabinet approve the Health and Wellbeing Strategy 2018-2020<sup>1</sup> at **Appendix A** and Delivery Plan at **Appendix B**.

## 3. Background

- 3.1 The health and wellbeing of our residents is very important to the Council. Our Strategic Plan 2016-2020 sets out our vision to be a strong, flexible Council that delivers good value, quality services and helps to support a vibrant and prosperous economy, healthy and safe communities and clean, green and welcoming places to live. Our aim is to help our communities become more

<sup>1</sup> The Strategy will be reviewed and updated in-line with the Council's Strategic Plan to ensure continued strategic fit with the Council's identified priorities

self-sufficient and ensure people have the support and opportunities to help themselves so that we can better assist those in need.

- 3.2 The District Council is responsible for the delivery of many services that impact in some way on health and wellbeing and we have a key part to play in many wider determinants of health such as planning, housing and leisure. We are therefore well placed to help ensure that Lichfield is a district where improved health and wellbeing is experienced by all and that it remains a good place to live for current and future generations.
- 3.3 Guided by the Strategic Plan’s principles, many service areas have developed policies and strategies which help to address the issues we face. As well as bringing this all together the Strategy proposes to develop a Health in All Policies (HiAP)<sup>2</sup> approach to further integrate health and wellbeing activities across the Council in all our future policies, strategies and services plans.
- 3.4 As well as achieving our own strategic outcomes we are committed to develop this strategy to help deliver the Sustainability and Transformation Plan (STP) of the Staffordshire and Stoke-on-Trent NHS Partnership and also support the work of the Staffordshire Health and Wellbeing Board with delivery of its Health and Wellbeing Strategy for 2018 – 2020.
- 3.5 A two year time frame has been set for the first HWS to enable HiAP and our partnership with Freedom Leisure to be developed. This is a continual learning process; data and targets/outcomes will be further developed as intelligence is collated during the first year of the plan to reflect changes in the published health indicators used to formulate our evidence base. The approach and level of intervention in relation to health and wellbeing is the subject of constant change at a national and regional level; the HWS and Delivery Plan needs to be fluid and flexible to reflect this and will therefore be subject to an annual review.

Alternative Options	1. To do nothing and not have a Health and Wellbeing Strategy.
Consultation	<p>Consultation to develop the strategy and delivery plan includes:</p> <ul style="list-style-type: none"> <li>• a Health and Wellbeing Working Group consisting of officers representing Regulatory services, Housing and Wellbeing, Leisure and Operational Services and Economic Growth service areas was set up in September 2017 to facilitate development of the HWS.</li> <li>• the Community, Housing and Health Overview and Scrutiny Committee endorsed the emerging HWS at its meeting on the 26 March 2018. Following this the delivery plan was developed and minor revisions were completed to the Strategy including:             <ul style="list-style-type: none"> <li>• the addition of Figure 2 and supporting text to Section 4 (page 5), describing the areas of public health that can be positively impacted by district councils and</li> <li>• a reduction of the number of priorities from 4 to 3 with subsequent amendments to Table 2 (page 11). This reflects comments that HiAP is a driver for achieving outcomes of the HWS rather than an outcome of it.</li> </ul> </li> </ul> <p>The Delivery Plan and revised HWS were endorsed by the O&amp;S Committee on 12<sup>th</sup> September 2018.</p>

<sup>2</sup> Health in all Policies (HiAP) is being developed and led across Staffordshire by the County Council. It is a collaborative, evidence-based approach to improving health by incorporating health considerations into decision-making.

	<ul style="list-style-type: none"> <li>liaison with Staffordshire County Council's Consultant in Public Health and Senior Commissioning Manager for Public Health Strategy &amp; Policy who are both supportive of and have given their endorsement of the draft document</li> <li>a Lecturer in Environmental Health at Birmingham University read the draft strategy and provided positive feedback.</li> </ul>
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Financial Implications	<p>There are expected to be no negative resource or financial implications as the implementation of the HWS Delivery Plan for the proposed period will be within agreed budgets.</p> <p>£54,000 of residual Locality Commissioning funding is available to spend specifically on delivery of the strategy and to help take forward a HiAP approach. Proposals to spend this fund will be finalised once a work plan for HiAP is agreed and published by March 2019.</p>
------------------------	---

Contribution to the Delivery of the Strategic Plan	The Strategic Plan 2016-2020 sets out what we want to achieve in four main themes. The HWS will contribute most significantly towards the themes of 'healthy and safe communities', 'clean, green and welcoming places to live' and also 'a vibrant and prosperous economy'.
--	--

Equality, Diversity and Human Rights Implications	It is not anticipated that this strategy will have any negative implications for equality, diversity or human rights. The final draft of the strategy will be evaluated by our Equality Impact Assessment group in September 2018 and feedback will be incorporated in the final published document.
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Crime & Safety Issues	None identified
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RISK	Risk Description	How We Manage It	Severity of Risk (RAG)
A	The strategy presents an incomplete account of the most pressing health and wellbeing indicators for the district.	<p>The first version of the strategy will apply for a relatively short period (2018-2020) as we recognise that there is much work to do in adopting HiAP, as well as developing our partnership with Freedom Leisure who manage our leisure centres.</p> <p>The 2020 update will include more extensive consultation with external stakeholders, particularly with Public Health colleagues and organisations within the community and voluntary sectors who deliver services. It will allow time for unexpected omissions and changes in the available evidence base to be identified and included within the update.</p>	Green
B	The priorities cannot be achieved within the timeframe set.	<p>As above; shortcomings can be identified and modified once reviewed. Actions to address the priorities are predominantly existing and emerging commitments/agreements from teams across the Council.</p> <p>Many of the objectives and outcomes within the priorities involve modification of well-established behaviours or health indicators; as such it is anticipated that some priorities within this HWS will continue to be identified in future revisions, with some objectives demonstrating</p>	Green

		<p>incremental improvements due to their nature and our reasonable capacity to effective change.</p> <p>A monitoring matrix will be issued in the first quarter of 2019 to measure progress against the identified priorities. This will be used to inform future HWS updates.</p>	
C	There are insufficient resources to deliver the delivery plan	The objectives and their associated actions and outcomes represent existing and emerging commitments by teams across the Council.	Green

**Background documents:**

Relevant web links:

Community Housing and Health overview and scrutiny committee meeting papers:

<https://democracy.lichfielddc.gov.uk/documents/g189/Public%20reports%20pack%2012th-Sep-2018%2018.00%20Community%20Housing%20and%20Health%20Overview%20and%20Scrutiny%20Commi.pdf?T=10>

Lichfield District Council Strategic Plan - <https://www.lichfielddc.gov.uk/Council/Performance-efficiency/Downloads/Strategic-plan-2016-2020.pdf>

Lichfield District Housing Strategy 2013-2017 - <https://www.lichfielddc.gov.uk/Residents/Housing/Housing-strategy/Download-our-housing-strategies>

Staffordshire Health and Wellbeing Board draft Strategy Consultation -

<https://www.supportstaffordshire.org.uk/news/staffordshire-health-and-wellbeing-board-draft-strategy-consultation>

Lichfield Locality Profile – <https://www.lichfielddc.gov.uk/Residents/Community/Community-funding/Downloads/Lichfield-locality-profile.pdf>

Lichfield District Public Health Profile 2017 - <http://fingertipsreports.phe.org.uk/health-profiles/2017/e07000194.pdf>

Lichfield Early Years District Profile 2016 -

<https://www.staffordshire.gov.uk/education/childcare/families/ccentres/data-and-information/Lichfield-District-Profile-2016.pdf>

Lichfield District Physical Activity and Sports Strategy - <https://www.lichfielddc.gov.uk/Residents/Sports-fitness-and-wellbeing/Physical-Activity-and-Sport-Strategy.aspx>

7 Domains of Wellbeing – <https://www.whatworkswellbeing.org/product/local-authority-wellbeing-indicator-sets-and-guidance-only/>

Public Health Outcomes Framework - <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/0>



HEALTH AND WELLBEING IN LICHFIELD  
DISTRICT-  
OUR EMERGING STRATEGY  
2018-2020

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## Foreword

*by Councillor Ashley Yeates Cabinet Member for Regulatory Services, Housing and Wellbeing*

Welcome to our first Health and Wellbeing Strategy. It sets out how a whole range of council services and activities contribute towards the health and wellbeing of local residents - from homelessness prevention and environmental protection, to leisure and parks and supporting our voluntary and community sector. I am aware that many important council decisions on such matters as planning, housing and economic development also have an important impact on the health and wellbeing of our local communities.

While we certainly have a key role to play through the services and facilities we provide, our ability to influence behaviours amongst the population is limited, and as we are also challenged significantly by ongoing financial pressures we will need to prioritise what we do.

In the wider context although our contribution is relatively small, a Health in All Policies approach will strengthen our local impact. By working in partnership with the Staffordshire Health and Wellbeing Board, other organisations and local communities we can increase our overall contribution and lead us to a healthier, more sustainable future.

Add Photo and signature etc

## 1. Introduction

Health, wellbeing and the quality of life in Lichfield District is generally better than the England average and in recent years life expectancy has increased and employment rates have improved. However, we face many challenges many of which are associated with our ageing population and our latest Public Health profile tells us that there are improvements to be made in some areas.

This emerging Strategy explores the ways in which the council has an impact on the health and wellbeing of residents through our services. It identifies service areas that impact on the wider determinants of health and highlights existing council activities which contribute to good health and wellbeing. It builds on the evidence contained in our Strategic Plan, highlights areas for improvement and sets out our priorities for action.

The council is not the lead agency on all of the services and initiatives highlighted in the Strategy but we have identified where the council can add value by promoting, providing support for or contributing to these in other ways.

Through a Health in All Policies (HiAP) approach explored in section 5, the Strategy's longer-term intentions are to inform and influence our policy making and decisions, and to provide a foundation for delivering future activities relating to maintaining or improving health and wellbeing. As we recognise that there is much to do in adopting HiAP, as well as developing our partnership with Freedom Leisure who manage our leisure centres, we have set a two year time frame for our first strategy to allow time for this work to be done.

## 2. Our Vision

Our vision is inspired by the healthy and safe communities theme of our Strategic Plan:

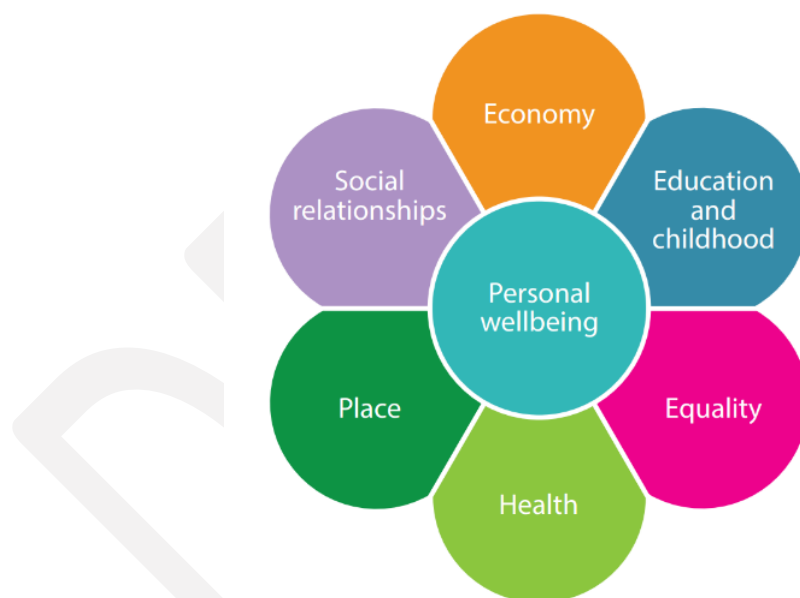
***"We want local people to live healthy fulfilled lives, have access to opportunities to be active and experience improved health and wellbeing".***

### 3. What is Health and Wellbeing?

So what is health and wellbeing? A person's health and wellbeing is influenced by many things; this includes where you live, your income, education, how you interact with your local community and the lifestyle choices you make. The environment that surrounds you is also very important; for example, access to local transport and what shops, facilities and services are available in your community.

When we think of health we often consider our physical resilience and our ability to prevent, recover from and live free of illness, injury or disability. Wellbeing is about feeling good and functioning well; these things are possible when our basic human needs (food, water, shelter, warmth, safety) are met and we successfully take care of our needs including education, family relationships, friendships, employment, income and fun.

Wellbeing is shaped by a complex combination of influences and there are no established indicators to measure wellbeing at a local authority level. However, the Framework for Wellbeing indicator set below created by the local wellbeing indicators project<sup>1</sup> is useful to look at. The framework is built around 7 domains that contribute towards wellbeing: personal wellbeing, economy, education and childhood, equality, health, place and social relationships.



*Figure 1 Understanding local needs for wellbeing data: measures and indicators scoping report*

The District Council is responsible for the delivery of many services that impact in some way on all of these domains and we have a key part to play on many related wider determinants of health such as planning and housing. We are therefore well placed to help to ensure that Lichfield is a district where improved health and wellbeing is experienced by all and that it remains a good place to live for current and future generations. In section 6 we explore health and wellbeing indicators in relation to these domains to present a profile of the district.

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<sup>1</sup> The local wellbeing indicators project was co-commissioned by Public Health England and ONS in collaboration with the What Works Centre for Wellbeing and Happy City that aimed to scope out adult wellbeing indicators that are needed and can be used at a local level. (Helen Brown, 2017)



## 4. Why are we developing this Strategy?

The health and wellbeing of our residents is very important to us. Our aim is to make best use of our fortunate status as a district council to positively influence the wider determinants of health and wellbeing thereby helping our communities become more self-sufficient and ensuring people have the support and opportunities to help themselves so that we can better assist those in most need (see figure 2 below).

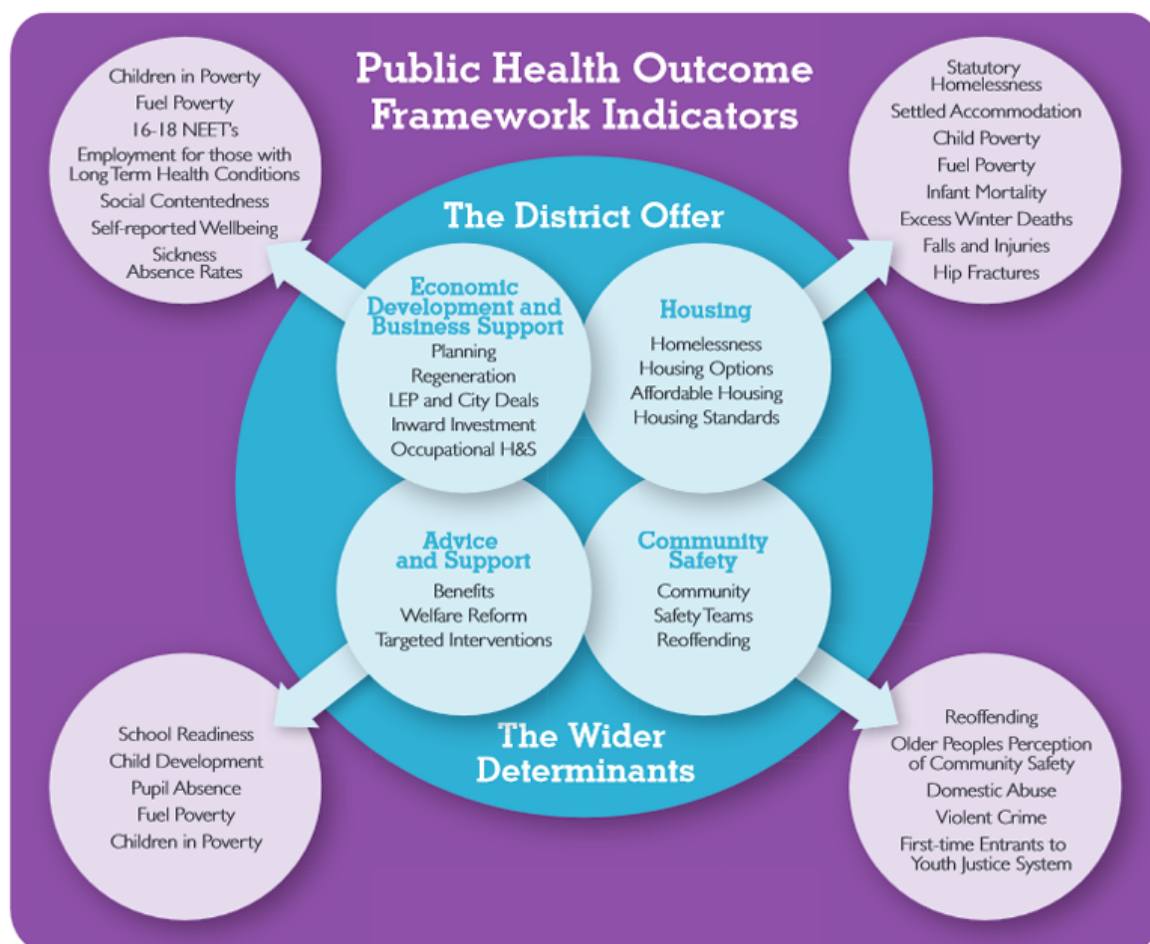


Figure 2: The district offer to residents for the wider determinants of health (Source: District Councils' Network 'District Action Plan on Public Health' 2015)

Our **Strategic Plan 2016-2020** sets out our vision to be a strong, flexible council that delivers good value, quality services and helps to support a vibrant and prosperous economy, healthy and safe communities and clean, green and welcoming places to live.

Under the healthy and safe communities theme of our Strategic Plan we have set out how:-

*"We want local people to have access to opportunities to be active and live healthy, fulfilled lives. We want to prevent social isolation and loneliness, particularly in older members of our community. We want our communities to be safe and for people to be less worried about crime and anti-social behaviour. We want to encourage and support people to volunteer and help shape their communities, and be an active part of local life".*

This strategy supports delivery of the overall vision of our strategic plan and will be a useful tool to aid delivery of several outcomes, in particular:

- More people will be active and healthy
- More people will be involved in volunteering and community activity
- More people will be living independently at home
- There will be more affordable homes in the district
- Our heritage and open spaces will be well maintained or enhanced
- More people will use parks and open spaces

It will also support our **Local Plan Strategy 2008 and 2029** which will shape the physical, economic, social and environmental characteristics of the district.

The Strategy will also contribute towards the delivery of several outcomes of our **Physical Activity and Sport Strategy (PASS) 2016 – 2020**<sup>2</sup> in particular:

- Reduced inactivity and a healthier population - a reduction in inactivity levels in turn contributing towards health improvement of the population
- Reducing inequalities - engaging those that would benefit the most in being more active to reduce inequalities in participation between different social groups

We are currently reviewing the PASS in line with Sport England and plan to consult on a revised strategy by 2019. We are also working with Freedom Leisure who now manage our leisure centres to develop the approach that they will take to support the council achieve its objective to improve health and wellbeing and will be developing joint outcomes with them to deliver this. A Leisure Services Health and Wellbeing Action Plan is in development which will incorporate these outcomes and will be incorporated into our Delivery Plan.

As well as achieving our own strategic outcomes we are committed to working in Staffordshire to help deliver the **Sustainability and Transformation Plan (STP)**, as we recognise our key role as a provider of local services and how pivotal we are to developing a healthy policy framework for some of the wider determinants of health. Furthermore, we are committed to supporting the work of the Staffordshire Health and Wellbeing Board and delivery of its **Health and Wellbeing Strategy for 2018 – 2023** with its aim to help people to stay as well as they can to reduce the growing pressure on services. These are both explored further in section 5.

There are other potential benefits to the council in developing and implementing this strategy including:

- It will help us to develop new, and strengthen existing, networks and partnerships
- It can be used as a foundation for attracting external funding to achieve health related outcomes
- Improved health and wellbeing will mean that more residents maintain their independence for longer and in the long term demand for Disabled Facilities Grants(DFGs) and other services and interventions will be more manageable
- We will have a healthier, happier, better informed and more productive workforce and population

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<sup>2</sup> <https://www.lichfielddc.gov.uk/Residents/Sports-fitness-and-wellbeing/Downloads/Lichfield-District-Physical-Activity-and-Sport-Strategy.pdf>

## 5. National and sub-regional context

Since 1 April 2013 all upper-tier (such as Staffordshire County Council) and unitary local authorities in England have been responsible for local public health services and improving the health of their local population as set out in the **Health and Social Care Act 2012**. The Act also established **Health and Wellbeing Boards** where key leaders from the local health and care system work together to improve the health and wellbeing of the people in their area, reduce health inequalities and promote the integration of services. They join up the commissioning of local NHS services, social care and health improvement and allow local authorities to take a strategic approach and promote integration across health, adult social care and children's services including safeguarding.

**Clinical Commissioning Groups (CCGs)** which are clinically-led statutory NHS bodies responsible for the planning and commissioning of health and care services were also created at this time. There are two CCG's covering Lichfield District- the South East Staffordshire and Seisdon Peninsula CCG and East Staffordshire CCG. Commissioning means assessing local needs, deciding on priorities and strategies and then buying services on behalf of the population from providers such as hospitals and clinics to meet identified need. CCGs' members are local GP practices that are led by an elected governing body including GPs, nurses and consultants; they remain independent and are accountable to the Secretary of State for Health through NHS England.

To involve patients and the public in the running of the NHS, **Healthwatch England** was established to represent local populations; its purpose is to understand the needs, experiences and concerns of people who use health and social care services and to speak out on their behalf.

In March 2016 the NHS in England was split into 44 planning areas which brought together local health and care organisations, the voluntary and community sector and communities. For **Staffordshire and Stoke-on-Trent**, the partnership known as '**Together We're Better**' has recently developed a **Sustainability and Transformation Plan (STP)** Public Health Prevention Programme. The strategic objectives of this new programme of reducing demand on social care, tackling cardio-vascular disease and diabetes, improving public mental health and tackling falls and frailty will be achieved through taking a life-course approach to prevention.

This is fully aligned with **The Staffordshire Health and Wellbeing Board's** emerging Health and Wellbeing Strategy for 2018 – 2023 that builds on its previous Living Well in Staffordshire Strategy 2013-2018 and wider Corporate Plan. The emerging strategy indicates that the Board intends 'to help people to stay as well as they can to reduce the growing pressure on services' through information sharing, engagement with the public, understanding and supporting communities and influencing decision making. The Board want to make sure that health is included in all policies and decisions and is promoting a '**Health in all Policies**' (**HiAP**) approach, which is a collaborative, evidence-based approach to improving health by incorporating health considerations into decision-making.

Through HiAP local policy making takes into account that health, wellbeing and health inequalities are largely determined by living conditions and wider social, economic, environmental, cultural and political factors. These in turn are controlled by policies and actions outside the health sector, relating to the wider determinants of health and wellbeing, such as (but not limited to) housing, planning, leisure, transport and licensing policy. We are committed to developing HiAP as a key part of our strategy and have established it as one of our priorities for action.

The STP Public Health Prevention Programme and emerging Health and Wellbeing Strategy both advocate a 'Place-based approach' – focussing on places rather than institutions as a means to achieving healthier communities and better integrated health and wellbeing interventions which more effectively encompass the wider determinants of health. Our Delivery Plan will include various actions in priority wards as part of this Place based approach.

**The Healthy Staffordshire Select Committee** is responsible for the scrutiny of matters relating to the planning, provision and operation of health services, including public health in Staffordshire. Comprising County councillors and one councillor from each district/ borough, the Committee scrutinises the work of the Health and Wellbeing Board and is developing a working relationship to enable this to be undertaken effectively and constructively. Our representative on this is the Chair of our **Community, Housing and Health Overview and Scrutiny Committee** which scrutinises council decisions and services that relate to community, housing and health as well as health services commissioned and provided by the NHS. This involves looking at provisions relating to the health of the community, including those services commissioned and provided by the NHS that are delegated to the District Council by the Staffordshire Health Scrutiny Committee.

## 6. Local context

### Health and wellbeing profile of our district

Around 102,700 people live in Lichfield District. Our population is expected to have a small overall increase by 2025 with a much larger growth in people aged 65 and over.

When compared to the England average, the health, wellbeing and the quality of life for most of our residents is generally similar or better. The district is an affluent area: household income is higher than both the county and national averages<sup>3</sup> and at 79.1% the employment rate amongst 16-64 year olds is better than regional and national figures. However, our Public Health Profile 2017<sup>4</sup> and Lichfield Locality Profile<sup>5</sup> illustrates a number of issues and highlights some of the areas where inequalities exist, providing us with a focus for action.

This section explores the key health and wellbeing indicators that we have identified<sup>6</sup>. They are themed according to the 7 domains of wellbeing introduced in section 3 to present a structured snapshot of health and wellbeing across the district. **Appendix 1** also contains charts and maps of the district to show several of these indicators by ward to highlight areas for action.

**Table 1: Key Health and Wellbeing indicators**

Domain	In our District...
Personal Wellbeing Mental health, happiness, anxiety, self-esteem, sense of purpose	<ul style="list-style-type: none"> <li>• At least 1 in 4 people experience mental health problems in their lives</li> <li>• Around 1,150 under 16s (8.6%) and 26,000 adults (22%) are estimated to be living with a mental health condition and 8,500 adults cases have been identified by a GP</li> <li>• The prevalence of depression amongst over 18's is nearly 7%, affecting around 5,070 people.</li> <li>• Around 5,000 pensioners live alone, with higher proportions in Fazeley, Curborough, Armitage with Handsacre and Chase Terrace wards</li> <li>• There are around 648 hospital admissions related to alcohol per year</li> <li>• There are around 10 suicides per year, similar to the national average</li> </ul>

<sup>3</sup> Average household income for the District is approximately £46,000 per year. This compares with £39,000 for Staffordshire and £40,000 for Great Britain. Variance across wards is significant, with average household income of £28,000 in Summerfield and £73,000 in Little Aston. 5 of 22 wards fare worse than the national average: Boney Hay, Chadsmead, Chasetown, Curborough and Summerfield. (Council, Early Years District Profile 2017, 2017) (Council, A Focus on Lichfield 2015, 2015)

<sup>4</sup> <http://fingertipsreports.phe.org.uk/health-profiles/2017/e07000194.pdf>

<sup>5</sup> <https://www.lichfielddc.gov.uk/Residents/Community/Community-funding/Downloads/Lichfield-locality-profile.pdf>

<sup>6</sup> Sources used: (Staffordshire Observatory 2016, Improving mental health and wellbeing outcomes); (Staffordshire Observatory 2016); (LP 2016); (PHP 2017); (Staffordshire CC Strategy Team); (BEIS 2017) (Housing Enquiries records); (PHE); (Census 2011)

Health	Physical health, resilience	<ul style="list-style-type: none"> <li>• Healthy life expectancy is 65 years for men and 67 years for women; this is longer than average but isn't improving. Women spend more of their lives in poor health than men (16 years compared to 14)</li> <li>• 1 in 4 adults are physically inactive, while just over half meet the recommended level of physical activity</li> <li>• 6.7% of adults (around 5,000 people) aged 17 or over has diabetes and 15.6% (over 14,500 people) have hypertension (high blood pressure), both worse than the England average</li> <li>• Data from the latest Sport England's Active People Survey suggests that around one in four adults are obese and almost 63% have excess weight (53,900 adults aged 16 and over) with rates being similar to England</li> <li>• More than 1 in 6 people of all ages have a limiting long-term illness, higher than the national average, with greatest prevalence in Chasetown, Curborough, Boney Hay and Central and Fazeley. However, the prevalence of limiting long term illness amongst over 65s is lower than England, suggesting younger people are disproportionately affected</li> <li>• Around 670 people are recorded as living with dementia, and at 54.2% the diagnosis rate is worse than the national average</li> <li>• 35% of people aged 65 and over experience one or more falls each year. Up to a quarter of those over 80 who fall sustain a serious injury</li> <li>• The proportion of older people who take up their offer of a seasonal flu vaccine or their offer of a pneumococcal vaccine is lower than average</li> <li>• Accidental deaths account for around 30 deaths per year with rates being higher than the England average. Accidental death rates in older people aged 65 and over are also higher</li> </ul>
Education and childhood	Education and skills, school readiness, start in life, childhood health	<ul style="list-style-type: none"> <li>• The proportion of children who had reached a good level of development at the age of five (72%) is better than the national average</li> <li>• GCSE attainment is significantly better than the England average but there are inequalities with achievement ranging from 37% in Fazeley ward to 86% in Boley Park ward</li> <li>• Around 24% of children aged four to five have excess weight (overweight or obese) with rates being similar to average</li> <li>• Around 34% of children aged 10-11 (Year 6) have excess weight with rates being similar to average</li> <li>• Breastfeeding prevalence rates at six to eight weeks remain lower than England</li> </ul>

Domain	In our District...
Place Community & neighbourhood, crime, housing, transport & commuting, built environment, air quality, noise, natural environment, green infrastructure, sense of belonging	<ul style="list-style-type: none"> <li>• Most residents (91%) are satisfied with the area they live in. There are lower than average levels of crime and anti-social behaviour however the perception of crime is greater than the experience of crime</li> <li>• Housing affordability is an issue; the lowest quartile house price is 7.1 times the lowest quartile income and higher than the England average of 6.5.</li> <li>• 12% of children live in low income households</li> <li>• 11% (around 4,600) of households live in fuel poverty</li> <li>• There are around 70 excess winter deaths annually, a rate similar to the national</li> <li>• There is a lower proportion of people with a learning disability (45.5%) living in stable and appropriate accommodation than is the case regionally and nationally</li> <li>• We received 1,690 unique enquiries from households at risk of homelessness between 2014 and 2017; of these enquiries 393 households (23%) received homelessness prevention assistance and 191 (11%) were accepted as being statutorily homeless</li> <li>• Air quality is generally very good, however air pollution as a result of road transport has resulted in two air quality management areas at Muckley Corner and the A38 between Streethay and Alrewas.</li> <li>•</li> </ul>

Domain		In our District...
Economy	Employment, skills personal finance, financial stress, poverty, debt	<ul style="list-style-type: none"> <li>• Educational attainment and employment rates have improved but this is not universal. The gap in the employment rate between those with a long term health condition and the general population is 4%</li> <li>• There are gaps in levels of adult skills and qualifications. 1 in 10 adults aged 16-64 has no formal qualifications, higher than the England average</li> <li>• Using the Mosaic variable 'Financial Stress' 23% (23,000) of the population find it 'difficult or very difficult to cope on current income; this is lower than the national average (28%) but varies from 13% in Little Aston &amp; Stonnall ward to 36% in Chadsmead ward. Three wards are higher than the national average</li> <li>• Unemployment and youth unemployment rates (as at June 2016) were lower than the national average and performed well compared to our CIPFA district comparators</li> <li>• The proportion of people claiming out-of-work benefits is better than average (6.0% compared to 8.6%)</li> <li>• The proportion of residents aged 60 and over living in income deprived households is significantly better than the national average</li> <li>• There are 1,100 households with children where there are no adults in employment.</li> <li>• Around 2% of 16-19 year olds are not in employment, education or training (NEET), with relatively high rates in Chase Terrace, Armitage with Handsacre, Chadsmead, Chasetown and Fazeley</li> <li>• There are two lower super output areas (LSOAs) within the most deprived national quintile, representing around 4% of the total population- Chadsmead and Chasetown</li> </ul>
Domain		In our District...
Social relationships and	Family, marriage, partnerships, loneliness, volunteering, equality & fairness, rights, trust, social action	<ul style="list-style-type: none"> <li>• Life expectancy at birth is 81 years for men and 83 years for women, both similar to the national average. Men and women living in the most deprived areas live 7 and 9.5 years less than those living in less deprived areas respectively</li> <li>• The dependency ratio for older people is around 38 older people per 100 working age people, a trend which is increasing. 19 wards are higher than the national average, particularly around Colton and the Ridwares, Boney Hay and Central and Boley Park</li> <li>• More residents provide unpaid care compared to the England average which is around 11,600 people. In particular, 15% (3,100 people) of residents aged 65 and over provide unpaid care which is higher than the England average of 14%</li> <li>• Proportion of social isolation amongst the over 65s is 12.2%</li> </ul>

## 7. Our contribution and impact

Through our diverse range of duties and activities, we contribute and influence our residents' health and wellbeing in many ways. A summary of our main activities broken down by service area that have the greatest health and wellbeing implications locally is in **Appendix 2**. It is not an exhaustive account of what we do but illustrates key activities ordered according to the themes in our Strategic Plan.

## 8. Our priorities for action

In Appendix 2 we have demonstrated the positive impacts that many of our services and activities have on the health and wellbeing of our residents, however in section 6 we have seen that many health and wellbeing indicators are in need of improvement.

From reviewing the evidence in section 6 we have identified 3 priority areas to initiate our overarching commitment to **develop a council wide Health in all Policies (HiAP) approach**, building upon our existing promise of ‘making every contact count’. Through high-level strategic leadership we will ensure **all** emerging policies, strategies and decision making processes take into account and monitor their health and wellbeing impacts. In so doing we will better understand both our contribution scope for continual improvement for the benefit of our communities.

Our priorities for action are to:

1. **Encourage people of all ages to have more active and healthy lifestyles and take control of their own health and wellbeing**
2. **Support older and vulnerable people in our communities to live and age well**
3. **Improve workplace health, wellbeing and safety**

For each priority we have set ourselves a number of objectives which are detailed in the table below along with the rationale for their selection. Our Delivery Plan in **Appendix 3** sets out our detailed actions and shows how different service areas will work together and in partnership with a wide range of organisations to achieve these priorities and deliver our objectives.

**Table 2: Priorities for action and objectives**

Priority 1: Encourage people of all ages to have more active and healthy lifestyles and take control of their own health and wellbeing	
Objectives	Rationale
Develop and support initiatives that enable people to be more active, with a particular focus on tackling inactivity	<ul style="list-style-type: none"> <li>• Levels of inactivity in adults have not decreased in recent years</li> <li>• Insufficient physical activity is one of the leading cause of chronic, limiting diseases (cardiovascular, cancer and diabetes) and premature mortality.</li> <li>• Exercise promotes good mental and cardiovascular health regardless of weight, particularly for middle-age and elderly people.</li> <li>• Physical activity levels are known to vary by household income.</li> <li>• Sports club participation and physical activity is associated with higher emotional wellbeing for children</li> <li>• Active lifestyles and social inclusion projects can be far reaching and impact positively on people’s physical and mental health</li> <li>• Average life expectancy has increased, but the number of years spent in good health has not</li> <li>• The direct cost of physical inactivity to the NHS has been estimated at £1.06 billion (2006/07 prices) across the United Kingdom, based on costs associated with five conditions: coronary heart disease, stroke, diabetes, colorectal cancer and breast cancer. (Allender et al 2007).</li> <li>• A recent report from Public Health England (2014) estimates the total UK-wide cost of inactivity as £7.4 billion a year.</li> </ul>
Reduce childhood and adult obesity	<ul style="list-style-type: none"> <li>• Levels of obesity in adults and children are increasing across the district.</li> <li>• Obesity increases the risk of chronic illnesses, psychological health problems and reduces life expectancy</li> </ul>

	<ul style="list-style-type: none"> <li>• Obesity is linked to at least 10 types of cancer and is the second most preventable cause of cancer after smoking; maintaining a healthy body weight reduces this risk</li> <li>• Obesity (similarly with poor diet and physical inactivity) is strongly linked to increased risk of developing type 2 diabetes, and the age of initial diagnosis of this disease is decreasing. This can be a limiting disease and in many cases it is preventable through positive lifestyle changes</li> <li>• Adults and children from poorer households and deprived areas are more likely to become obese</li> <li>• Good or bad food habits formed in early childhood often pervade into adulthood</li> </ul>
Develop a more informed and empowered district and inspire healthier food choices and eating habits	<ul style="list-style-type: none"> <li>• Good information can inspire healthier life choices and reduce unnecessary demand on services</li> <li>• Average number of portions of vegetables consumed daily for adults is lower than for the region and England at 2.51 portions</li> <li>• The proportion of the adult population meeting the recommended '5-a-day' on a usual day is lower than for England at 56.3%</li> </ul>
Improve mental wellbeing	<ul style="list-style-type: none"> <li>• People living with mental health problems are often marginalised, vulnerable to discrimination and stigma and face obstacles to accessing services</li> <li>• Life expectancy for people living with severe mental illness is reduced by as much as an estimated 9-24 years</li> <li>• About half of mental health problems are established by age 14 and three quarters by age 24</li> <li>• Every £1 invested in innovative district council reduced-cost schemes and free access to leisure services generates up to £23 in value, and is as important to mental health as it is to physical health</li> </ul>

**Priority 2: Support older and vulnerable people in our communities to live and age well**

<b>Objectives</b>	<b>Rationale</b>
Reduce social isolation of older and vulnerable people	<ul style="list-style-type: none"> <li>• Social isolation has been linked to increased morbidity and mortality, including degenerative brain diseases, depression and suicides</li> <li>• Older people are at increased risk of depression due to factors such as having a long-term physical health condition or disability, retirement, social isolation, loneliness or bereavement</li> </ul>
Reduce the number of fuel poor households	<ul style="list-style-type: none"> <li>• Housing remains a key wider determinant of health and a central component of the relationship between poverty and health</li> <li>• Long-term exposure to a cold home can affect weight gain in babies and young children, increase hospital admission rates for children, and increase the severity and frequency of asthmatic symptoms</li> <li>• Children in cold homes are more than twice as likely to suffer from breathing problems, and those in damp and mouldy homes are up to three times more likely to suffer from coughing, wheezing and respiratory illness, compared with those with warm, dry homes</li> <li>• Struggling with high energy bills can have an adverse impact on the mental health of family members</li> <li>• Fuel poverty may affect children's education – for example, if health problems keep them off school, or if a cold home means there is no warm, separate room to do their homework (Royston, 2013)</li> </ul>



	<ul style="list-style-type: none"> <li>• Every £1 spent by district councils improving 100,000 homes where residents are otherwise likely to require treatment due to issues of excess cold could save the NHS £34.19 over 10 years. The total annual cost to the NHS in England of cold homes is £1.36bn</li> </ul>
Reduce the number of excess winter deaths	<ul style="list-style-type: none"> <li>• Evidence suggests that excess winter deaths can be prevented. National research shows that winter deaths increase more in England compared to other European countries with colder climates</li> <li>• It is more than just lower temperatures that are responsible for the excess mortality, for example unsuitable housing for frail people</li> </ul>
Employment, training and volunteering opportunities are fully promoted	<ul style="list-style-type: none"> <li>• Being unemployed can have a negative impact on subjective wellbeing and mental health</li> <li>• The decline in wellbeing is beyond what would be expected from a decline in income from not having a job – unemployment can affect wellbeing by diminishing our sense of purpose and by reducing our social connections<sup>7</sup></li> </ul>
Promote Support Independent Living in Staffordshire (SILIS) and increase personal independence	<ul style="list-style-type: none"> <li>• The proportion of our residents aged over 65 is very high and increasing, indicating more future demand for Disabled Facilities Grant (DFGs)</li> <li>• Around 90 residents have grant funded adaptations each year</li> <li>• Around 80% of DFG requests are to enable improved access to and within homes and to provide level access showers</li> <li>• Every £1 spent by a district council adapting 100,000 homes (through DFGs) where a serious fall is likely to otherwise occur could save the NHS £69.37</li> </ul>
Reduce the number of people experiencing serious injury from falls	<ul style="list-style-type: none"> <li>• Around 420 over 65s are admitted to hospital following a fall, and 120 have hip fractures</li> <li>• About 45% of people over 80 who live in the community fall each year, between 10-25% of which will sustain a serious injury<sup>8</sup></li> <li>• Around 29% of fallers were not discharged to their usual place of residence with 17% being discharged to another hospital; 3% being discharged to a care home; 2% discharged to a temporary place of residence (80 people)</li> </ul>
Reduce housing inequalities by preventing homelessness and increasing the number of affordable homes	<ul style="list-style-type: none"> <li>• Housing affordability continues to be an issue</li> <li>• The number of homelessness applications and households being accepted as statutorily homeless has increased in recent years</li> <li>• The number of unique homelessness enquiries and homelessness preventions has decreased over recent years</li> <li>• The introduction of the Homelessness Reduction Act presents opportunities for us to further assist homeless households and households at risk of homelessness</li> </ul>

**Priority 3: Improve workplace health, wellbeing and safety**

Objectives	Rationale
Lichfield District Council to encourage employees to become a healthier, more active workforce	<ul style="list-style-type: none"> <li>• With a health in all policies approach the council will be committed to leading by example</li> <li>• There are opportunities for us to promote a healthier, more active workplace</li> </ul>

<sup>7</sup> Brown, H

<sup>8</sup> Falls and fractures: effective interventions in health and social care, Department of Health, 2009

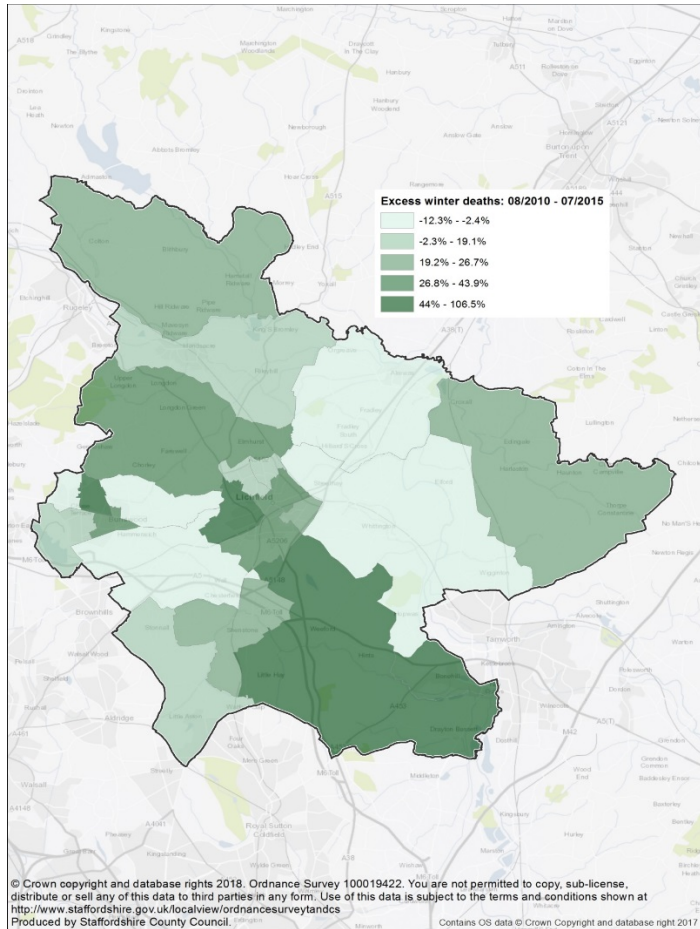
	<ul style="list-style-type: none"> <li>• Encouraging workplace health and wellbeing principles is consistent with the ongoing transformation to become a council which is ‘fit for the future’</li> <li>• A healthier workforce/place is a happier, more productive workforce/place</li> </ul>
Incorporate mental health awareness as a core focus in the emerging People Strategy	<ul style="list-style-type: none"> <li>• Stress and mental health issues amongst council employees accounted for 476 days lost in 2016/17 – this is 8.6% of all absence</li> <li>• Wellbeing has a direct link to our equalities agenda and there is significant evidence to show that looking after the mental health of our employees makes business sense and increases productivity</li> </ul>
Promote healthy and safe workplaces to further reduce the risk of accidents, mental stress and sickness absence	<ul style="list-style-type: none"> <li>• The most commonly reported causes of occupational ill health in Great Britain are: <ul style="list-style-type: none"> <li>○ Musculoskeletal disorders, accounting for 41% of all work-related ill-health cases and 34% of all working days lost due to ill health; and</li> <li>○ Work-related stress, accounting for 37% of all work-related ill-health cases, and 45% of all working days lost due to ill health</li> </ul> </li> </ul>

### List of Appendices

1. Maps and charts of key health and wellbeing indicators
2. Our contribution and impact
3. Our Delivery Plan- to follow

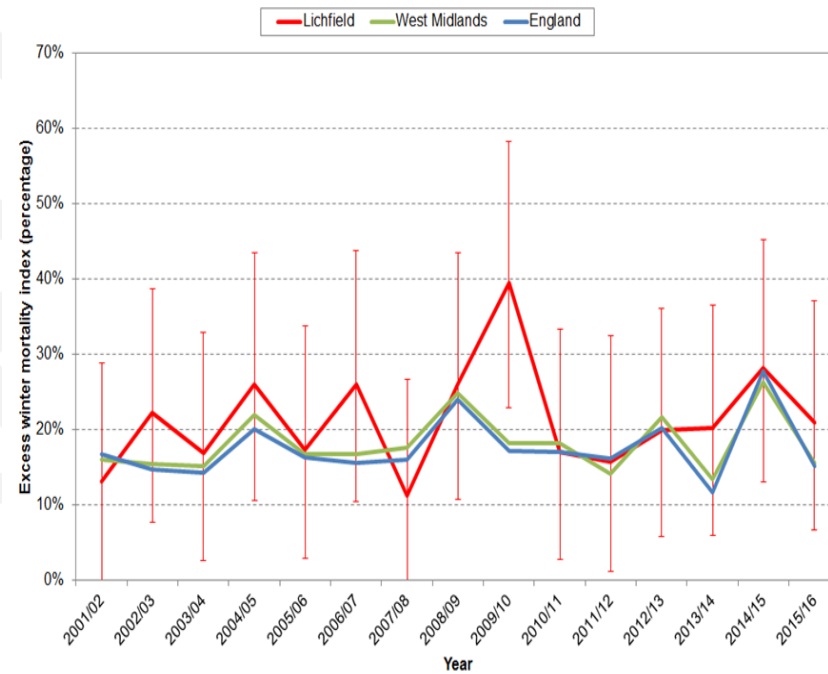
# Appendix 1 – Maps and Charts of key Health and Wellbeing indicators

Map 1: Excess winter deaths in Lichfield, August 2010 to July 2015



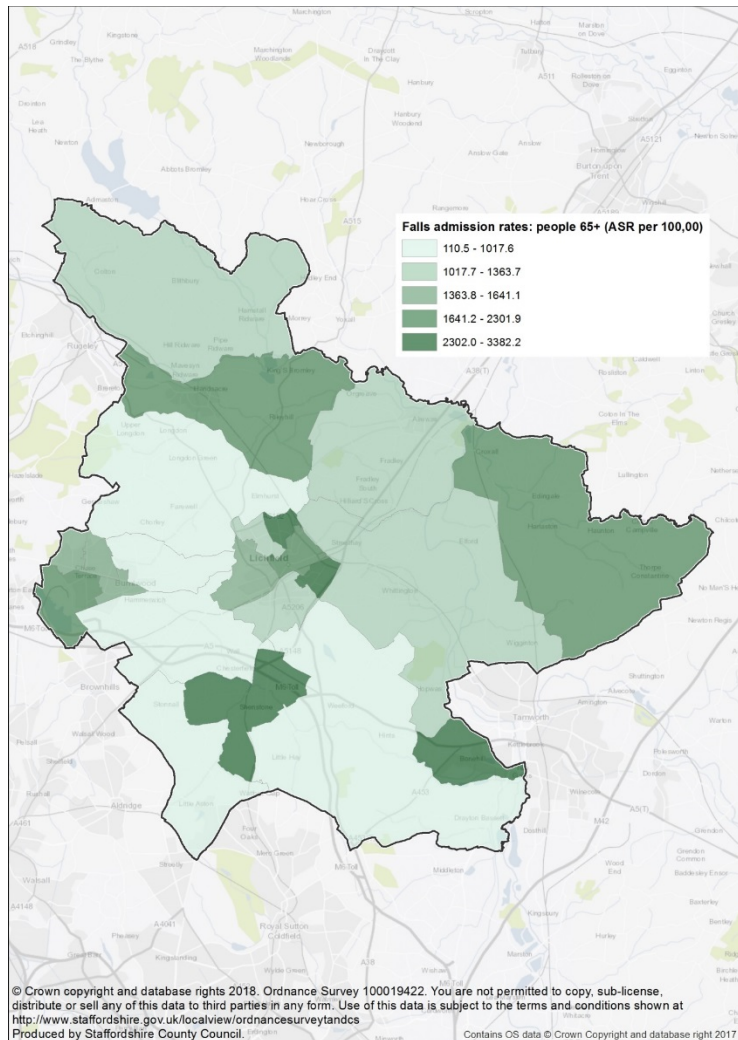
Source: Primary Care Mortality Database, Office for National Statistics and Public Health Outcome Framework, Public Health England, <http://www.phoutcomes.info/>

Figure 2: Trends in excess winter mortality



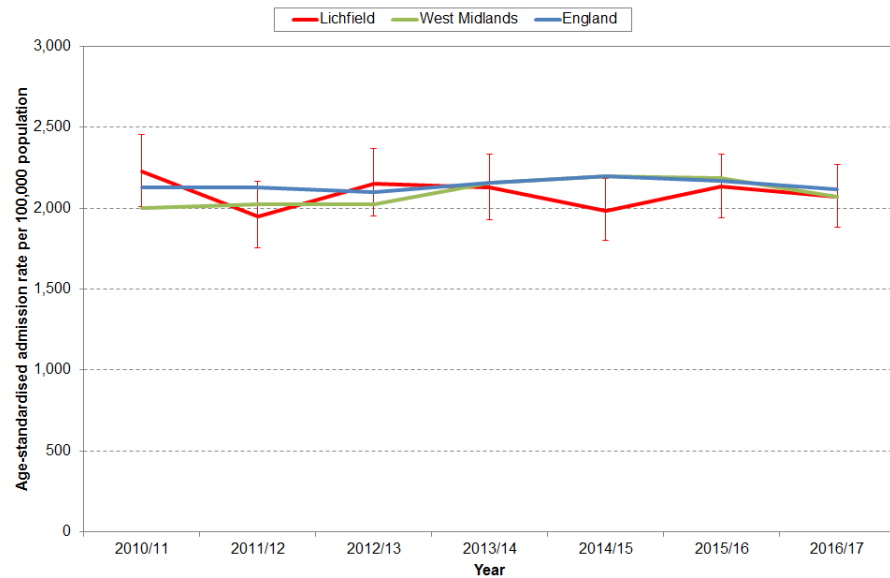
Source: Public Health Outcome Framework, Public Health England, <http://www.phoutcomes.info/>

Map 2: Admission rates from falls in older people aged 65 and over in Lichfield, 2015/16



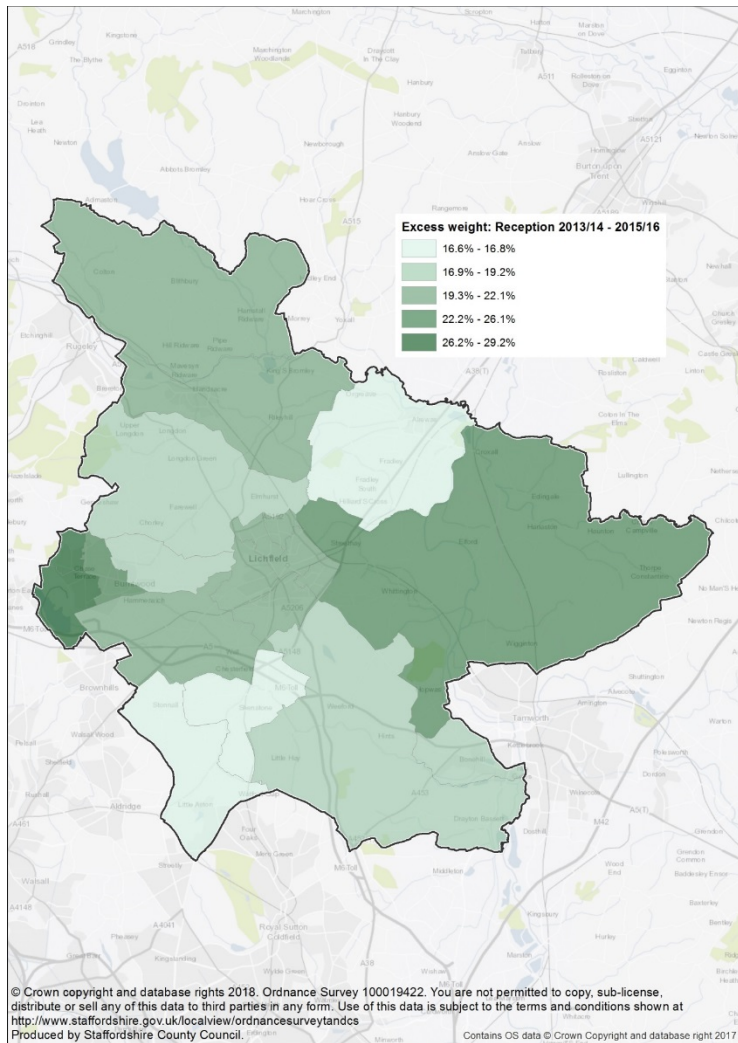
Source: Midlands and Lancashire Commissioning Support Unit (MLCS) and Mid-Year Population Estimates, Office for National Statistics, Crown copyright

Figure 3: Trends in falls admissions in people aged 65 and over



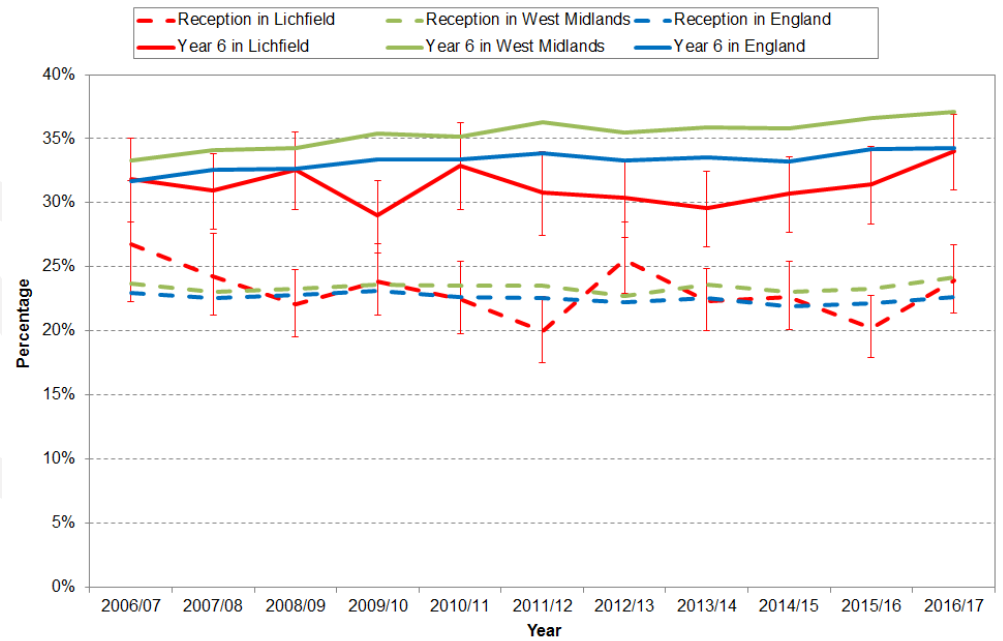
Source: Public Health Outcome Framework, Public Health England, <http://www.phoutcomes.info/>

Map 3: Childhood obesity rates for Reception in Lichfield, 2013/14 to 2015/16



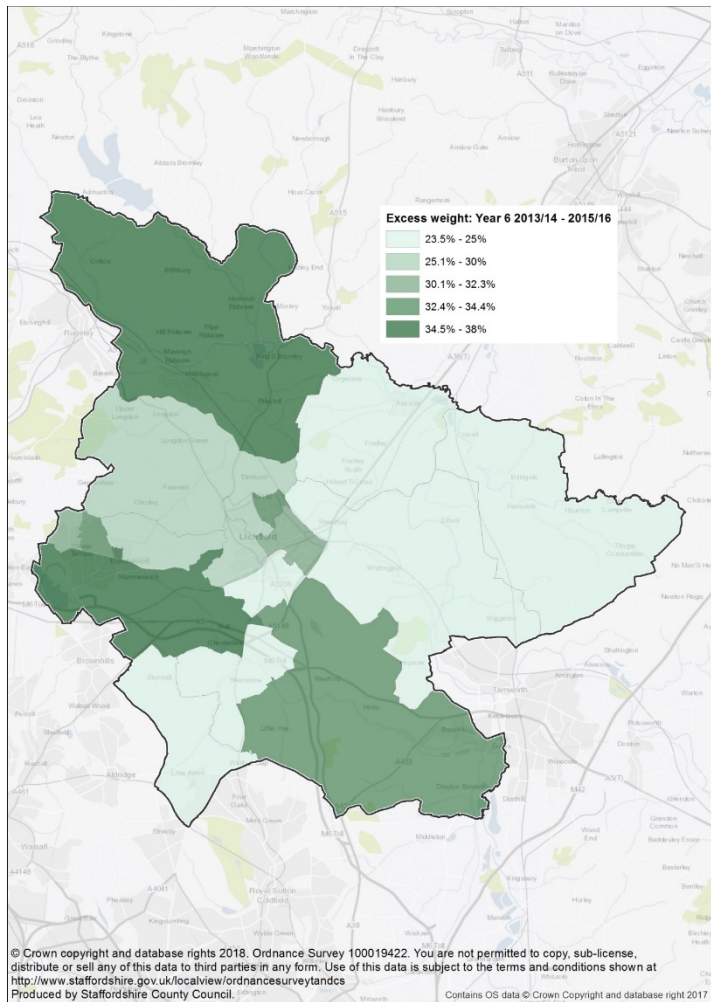
Source: Public Health England

Figure 4: Trends in children with excess weight



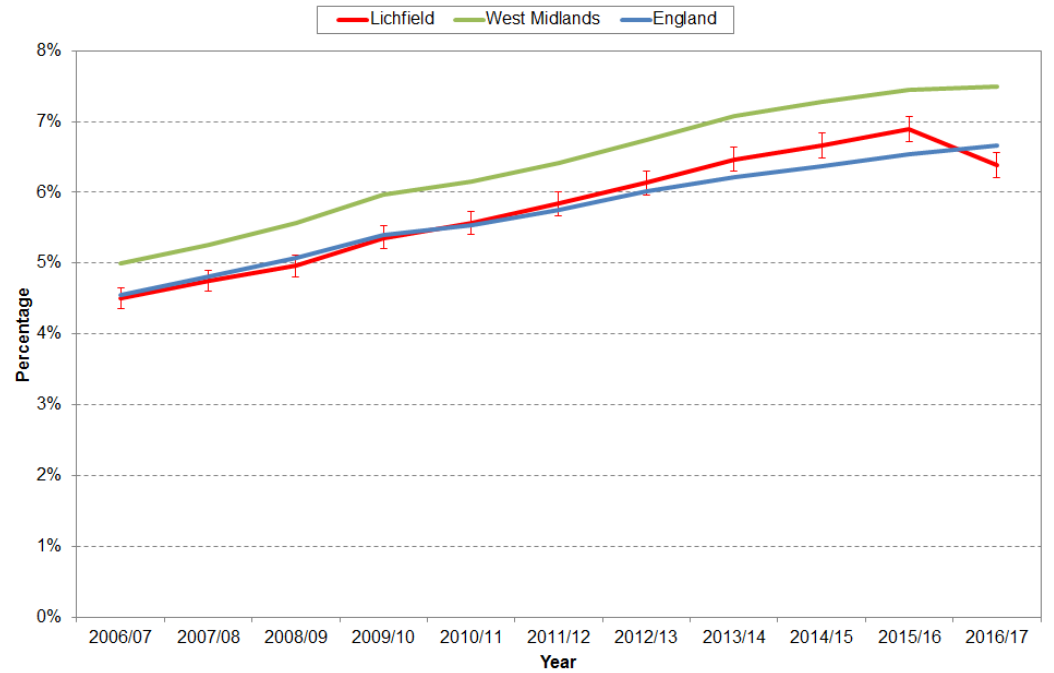
Source: Public Health Outcome Framework, Public Health England, <http://www.phoutcomes.info/>

Map 4: Childhood obesity rates for Year 6 in Lichfield, 2013/14 to 2015/16



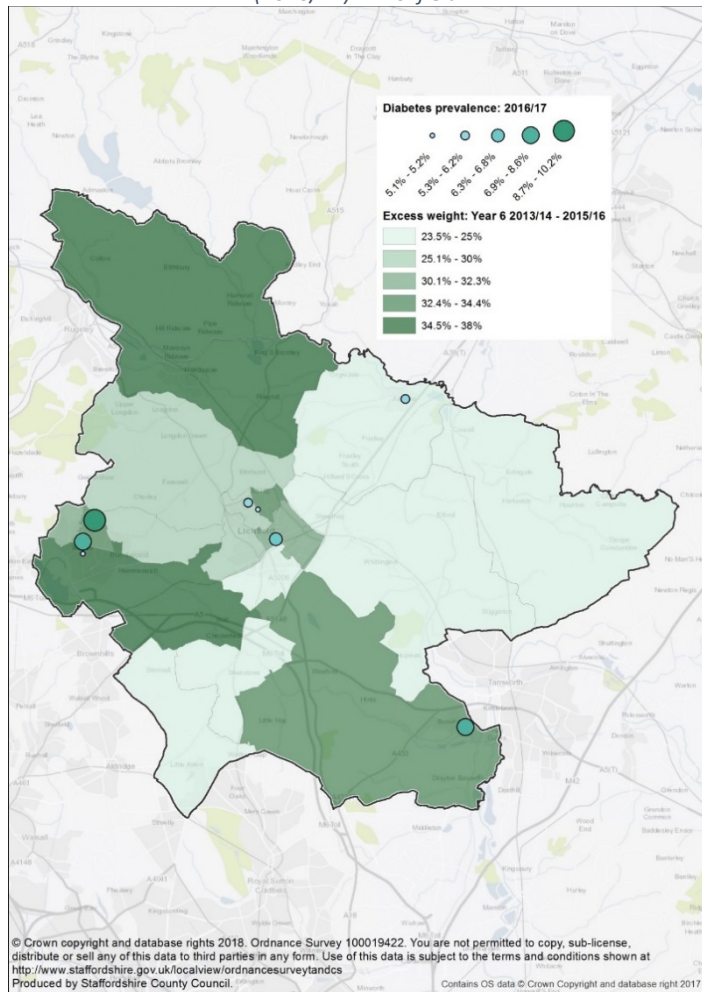
Source: Public Health England

Figure 5: Trends in diabetes prevalence (aged 17 and over)



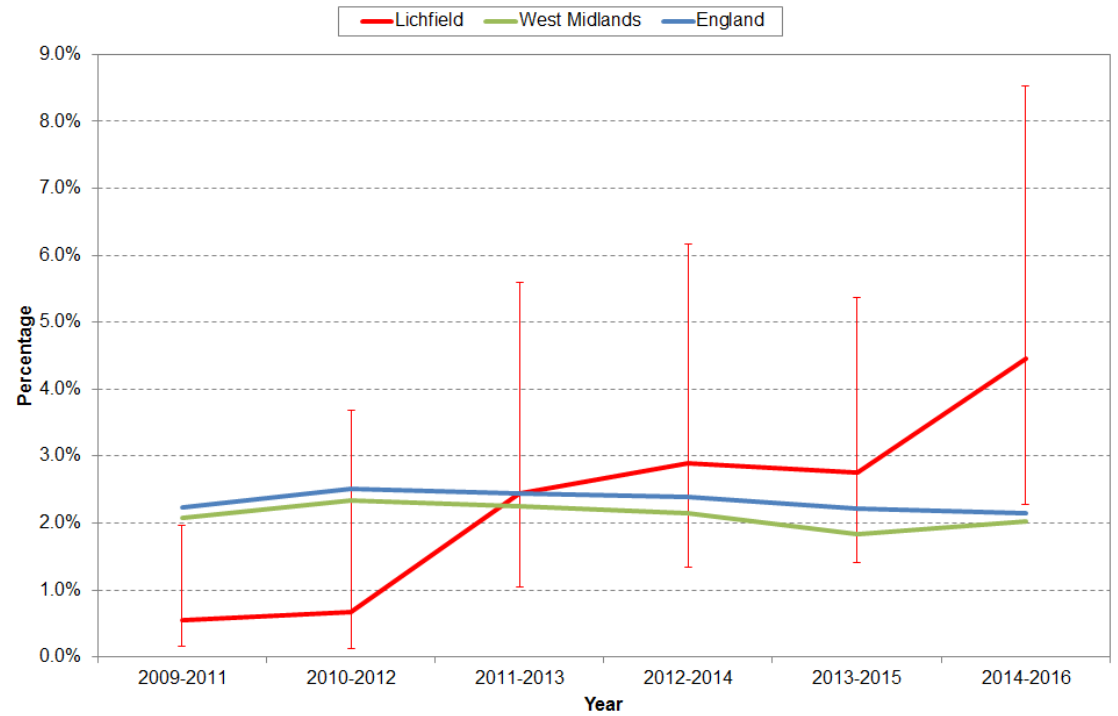
Source: Quality and Outcomes Framework (QOF), Copyright © 2017 Health and Social Care Information Centre. The Health and Social Care Information Centre is a non-departmental body created by statute, also known as NHS Digital

Map 5: Childhood obesity rates for Year 6 (2013/14 to 2015/16) and adults with diabetes (2016/17) in Lichfield



Source: Public Health England and Quality and Outcomes Framework (QOF), Copyright © 2017 Health and Social Care Information Centre. The Health and Social Care Information Centre is a non-departmental body created by statute, also known as NHS Digital

Figure 6: Sickness absence rates



Source: Public Health Outcome Framework, Public Health England, <http://www.phoutcomes.info/>

## Appendix 2 – Our contribution and impact

Strategic Plan	Summary of service area contribution	Health and Wellbeing impacts
<p><b>Vibrant and prosperous economy</b></p> <p>More local jobs and more people in employment.</p> <p>More new businesses locate in our district. More businesses succeed.</p> <p>More visitors and greater visitor spend in our district.</p> <p>A regenerated Lichfield City centre and an improved retail offer in Burntwood.</p>	<p><b>Economic Growth</b></p> <p>The Economic Growth service promotes, facilitates and helps to deliver economic prosperity across the District. The two core functions of this service are Spatial Planning (planning policy); and Economic Development. Other functions include tourism, car parking, city/town centre CCTV and major development projects.</p> <p><b>The Economic Development Team:</b></p> <ul style="list-style-type: none"> <li>• engage with local business and community groups raising awareness of business support information to the local community</li> <li>• assists local businesses to identify their workforce needs and to match these to the existing skills-base or training being offered to local residents</li> <li>• support existing businesses to grow and develop and encourage the formation of new employment opportunities</li> <li>• collaborate with developers and investors to increase the opportunities for job creation and encourages more economic activity for all areas of the district</li> </ul> <p>The LPS has identified and sets out specific commitments to enhance local economic prosperity, which will increase good quality employment opportunities for residents, in particular through:</p> <ul style="list-style-type: none"> <li>○ Section 9: Economic Development and Enterprise elements;</li> <li>○ Core Policy 8: Our Centres; and</li> <li>○ Place Policies including Policy Lichfield 3: Lichfield Economy and Policy Burntwood 3: Burntwood Economy</li> </ul>	<p><b>Health and wellbeing impacts</b></p> <ul style="list-style-type: none"> <li>• We are working to improve the quality of employment options for residents. Better employment opportunities are known to improve personal wellbeing.</li> <li>• Self-esteem is strengthened by good education and employment experiences.</li> <li>• Having a very low income, or experiencing economic deprivation is associated with low wellbeing.</li> <li>• Behaviours such as drinking, smoking and lack of exercise are far greater among the long-term unemployed than among people in employment; these effects can last for several years even after a person has found employment.</li> <li>• Negative growth (national/local recession) is worse for wellbeing; positive growth is good for it</li> <li>• We can nurture and support Lichfield District’s entrepreneurial talent</li> <li>• The ability to access appropriate services within Lichfield and Burntwood centres is important to developing the district’s economy; this is an area of ongoing focus</li> </ul>
<p><b>Clean, green and Welcoming places to live</b></p>	<p><b>The Spatial Policy and Delivery Team</b> are responsible for Plan Making in the District; the current Development Plan is the Local Plan Strategy (LPS). The LPS and the evidence that supports this document includes a number of Planning Policy measures that promote healthy communities. Focusing on enabling enhanced opportunities for healthier living and lifestyles choices ensures an environment where the healthy choice is the easy choice. In Summary relevant policy areas are listed below:</p>	<p><b>Health and wellbeing impacts</b></p> <ul style="list-style-type: none"> <li>• The Local Plan Strategy has been created to promote good health, social and cultural wellbeing for all of our residents, and to reduce the severity of health and other inequalities.</li> </ul>



More affordable homes in the district.

Our heritage and open spaces will be well maintained or enhanced. Our streets will be clean and well maintained.

More people will use parks and open spaces

New homes, office, retail and manufacturing spaces will be built or developed in line with our Local Plan and planning guidance.

- green infrastructure, open spaces, landscapes and natural resources
- economic development, enterprise, retail, employment and education
- sustainable transport infrastructure
- biodiversity, protected species and habitats
- sustainable development (including housing need, affordability and delivery), connecting communities, climate change and mitigating its impacts
- preserving the natural, cultural, artistic and heritage assets of the district
- access to amenities to support and encourage positive health and wellbeing

The Local Plan Strategy has 15 Strategic Priorities covering a wide range of topics. In particular Strategic Priority 11: Healthy & Safe Lifestyles, supported by Core Policy 10: Healthy & Safe Lifestyles and Core Policy 11: Participation in Sport and Physical Activity

### Development Services

The Development Service promotes, shapes and delivers sustainable development and economic growth across the District through the implementation of the LPS and other statutory regulations. The teams and their activities are:

#### The Development Management Team:

- make sure that the adopted planning policies are delivered through robust determination of planning applications and appeals, and that safety, health and wellbeing issues are considered and delivered throughout the planning process
- work closely with developers, individual applicants and a broad network of consultees to achieve high quality and sustainable design, layout and scheduling of developments and to regulate the use and development of land in the public interest
- evaluate issues such as pollution or nuisance arising from development activities or use following completion, health and safety impacts on the community, green infrastructure, housing density and conditions, building materials, resources and aesthetics
- seek to maximize opportunities for enhancing biodiversity, accessible greenspace, canopy cover and play spaces, and where these cannot be reasonably achieved on site set the requirements for alternative provision to offset any shortcomings
- seek to enhance transport choice with a particular emphasis on encouraging active transport such as walking and cycling

- The environment in which people live can influence personal health and wellbeing. We seek to improve the quality and affordability of housing, and mix of use on sites, all of which are demonstrable determinants of health and the relationship between poverty and health
- Living near greenspace and in well-connected communities is associated with an increase in wellbeing
- Our emphasis on considerate, evidence based, strategic local design and development principles promotes good health, access to employment, goods and services and encourages more sustainable transport options including active movement. This also helps in preventing unnecessary declines in both air quality and road noise and safety
- The provision of open space and good public transport promotes outdoor physical activity and improved health and social interaction
- Through the Community Infrastructure Levy we are able to improve the quality and availability of a range of infrastructure for our residents
- The quality of the natural and built environment can influence health challenges. By formulating our policies to protect and enhance the local natural and built environments, heritage and culture we help to positively influence community pride and sense of place and subjective wellbeing, and improve the viability of neighbourhoods
- Our arboriculture requirements for new developments help to modulate extremes in

	<p><b>The Planning Enforcement Team:</b></p> <ul style="list-style-type: none"> <li>• establish effective controls over unauthorised development where it assists with the preservation and enhancement of the qualities of both the built and natural environment and to protect public amenity</li> <li>• address complaints relating to high hedges and unauthorised works to Listed Buildings and protected trees.</li> </ul> <p><b>The Building Control Team</b> are part of a joint service across the districts of South Staffordshire which implement the Building Regulations in our area to ensure the health and safety of people in and around buildings.</p> <p><b>The Lichfield and Tamworth Joint Waste Service Teams:</b></p> <ul style="list-style-type: none"> <li>• help to keep Lichfield’s streets and environment clean and safe</li> <li>• help to preserve the quality of the spaces where we live, work and spend leisure time</li> <li>• help mobility impaired and vulnerable people with bin collections through our assisted bin collection service</li> <li>• help residents learn about how to recycle and dispose of waste responsibly.</li> </ul>	<p>temperature, improves air quality and provides protection from the sun.</p> <ul style="list-style-type: none"> <li>• Enforcing against unauthorised development prevents the significant negative consequences it can have for individual households, communities and the environment.</li> <li>• Effective housing Standards enforcement and Building Control help to keep building and areas safe, healthy and accessible.</li> <li>• Over 50% of our waste is now being recycled, helping to keep our environment clean</li> </ul>
<p><b>Healthy and safe communities</b></p> <p>More people will be active and healthy.</p> <p>More people will be involved in volunteering and community activity.</p> <p>Fewer people and families will be homeless.</p> <p>More people will feel safer and less</p>	<p><b>Leisure and Operational Services</b></p> <p>Leisure and Operational Services has a strategic and operational role in improving the health and wellbeing of the district’s residents as they aim to ensure that all leisure and operational services and facilities are utilised and maintained effectively in order to deliver improved health outcomes. Our primary assets include our leisure centres, parks, open spaces and outdoor sports facilities and the opportunities they present. The service is undergoing a significant transformation and as part of this process the management of two of our leisure centres have been outsourced to a specialist provider Freedom Leisure to bring about much needed improvements to both sites and focus resources on non-facility based provision.</p> <p><b>The Health and Wellbeing Development Team:</b></p> <ul style="list-style-type: none"> <li>• takes the strategic lead for the delivery of the PASS</li> <li>• works in partnership with a diverse range of organisations having a local, regional and national reach, for example Sport Across Staffordshire and Stoke-on-Trent County Sports Partnership (SASSOT), Sport England, other local authorities, national governing bodies, schools, colleges, universities and sports clubs</li> </ul>	<p><b>Health and wellbeing impacts</b></p> <ul style="list-style-type: none"> <li>• Active lifestyles and social inclusion can make people healthier, happier and more likely to be successful in academic and professional life</li> <li>• A more active population can help enrich lives, build civic pride, create stronger communities, generate economic prosperity, and ensure that the District is a better place</li> <li>• Being active from a young age develops better emotional wellbeing and overall wellbeing</li> <li>• A sense of belonging comes from a sense of relatedness; a connection to other people</li> <li>• Our participation in the Sportivate and Positive Futures projects saw around 600 young people complete sport related programmes per year, and</li> </ul>

worried about crime and anti-social behaviour.

More people will be living independently at home.

- promotes and supports health and wellbeing through a 'Healthy Walks' programme, mental wellness events, half marathons and fun runs
- has important roles in community building and education by supporting and enabling a variety of activities with schools/ community groups and having a strong volunteer base

#### **The Parks Team:**

- maintains the District's historic parks, green and open spaces
- ensure the parks consistently achieve Green Flag Awards, recognising their role as important contributors to our positive health and wellbeing and in mitigating the stresses of modern living
- focus on maximizing the potential of Parks and Open Spaces to contribute to improved health outcomes
- produce a comprehensive activity programme of nearly 200 large and small scale events (e.g. FUSE festival, Lichfield Proms).

A Health & Wellbeing Action Plan is being developed to cover the period 2018 – 2021 and this is reflected in the Delivery Plan in Appendix 3. The PASS is currently under revision with Sport England and this will further help to identify where to target our interventions.

#### **Regulatory Services, Housing and Wellbeing**

The activities of the Regulatory Services, Housing and Wellbeing team is extensive, covering strategic housing and homelessness activities, environmental health, community safety, licensing and emergency planning. Many of the things we do have an impact on individual and community health and wellbeing through our roles as a facilitator, enabler, enforcer of standards, and consultee through the planning and licensing regimes.

#### **The Housing and Health Strategy and Housing Options Teams:**

- deliver homelessness prevention and housing options services in accordance with the statutory duties of the Homelessness Reduction Act
- supports the delivery of new affordable housing
- enable delivery of DFG's to facilitate adaptations, supporting disabled people to live more independently and comfortably and remain in their existing homes for longer

physical activity sessions for disabled children and adults

- The council promoted a 'step-challenge' in February 2018 to encourage an active workplace
- Our parks are accessible places with a calendar of events suitable for the needs and abilities of all of our residents and user groups
- Individuals who are experiencing difficulties tend to approach community and voluntary organisations earlier than they do statutory organisations

#### **Health and wellbeing impacts**

- Our interventions help prevent around 130 households each year from becoming homeless.
- We process homeless applications, and offer a range of support to all households who are accepted as becoming or being statutorily homeless

- oversee the administration of emergency home repair (HRA) grants for vulnerable residents whose homes present a serious risk to their health
- help residents to improve their home's energy efficiency, stay warmer in winter and reduce their energy bills and impacts of fuel poverty through our Warmer Homes, Greener District initiative and, where possible, bring in external funding to enhance this.

**The Environmental Protection Team:**

- investigate complaints about noise, smoke, dust, odour and other nuisances
- monitor and formulate action plans to improve local air quality
- deal with pest control problems and stray dogs
- take action in relation to defective private sewerage systems
- take enforcement action in relation to a range of environmental crimes relating to waste, dog fouling, fly posting, graffiti, etc
- enforce housing standards, primarily in the private rented sector, particularly where hazards have been identified which represent a significant risk to occupants
- arrange for empty and problematic premises, which can be a draw for anti-social behavior, to be boarded up

**The Food, Health and Safety Team:**

- conduct food safety inspections ensuring the distribution and quality of premises serving fast food and alcohol as well as places where people are permitted to smoke are not disruptive to health
- investigate and work to reduce outbreaks of food poisoning and waterborne infections such as Legionnaire's disease both in commercial premises and at home
- conduct workplace health and safety inspections, particularly within warehousing, retail, catering and leisure premises. Two key areas of work related ill-health that we address are stress and manual handling/accidents
- we help to keep workplaces safe for employees and customers through the use of prohibition notices and, where necessary, prosecuting offenders

**Our Community Safety, Licensing and Partnerships Team:**

- work to prevent crime, disorder, public nuisance, anti-social behavior, substance abuse, fear of crime and harm to children and vulnerable adults

- We provide a comprehensive housing advice service including tenants' rights, maintaining a tenancy, accessing the local housing register and money advice
- Being able to live independently at home is fundamental to our sense of wellbeing. In 2016/17 we completed 90 DFGs with a combined value of nearly £800,000. This enabled the installation of much needed adaptations to improve accessibility to and within the homes of mobility impaired households ; around 4 in every 5 applications included a level access shower
- Living in unsuitable conditions can have severe consequences for our health and wellbeing. In 2016/17 WHGD helped 38 vulnerable households benefit from over £100,000 of funding energy efficiency measures for vulnerable 38 households, including elderly and fuel poor. Combined, these fuel poor and elderly households will save a further £100,000 over the life of the installations
- WHGD also provided specialist, bespoke advice to 172 households and supported a further 52 vulnerable households through home visits, helping people to live more affordably and comfortably
- Emergency home repair assistance grants are available to vulnerable home-owners whose home poses one or more serious or danger-to-life hazards
- Poor quality housing is associated with higher stress and poorer health. We help to keeping housing safe for occupants and pleasant for communities, for example through the use of improvement notices and by carrying out works in default, often helping protect the rights of tenants

- administer the licensing and permitting of premises, individuals and events e.g. taxi drivers, tattooists, tanning and beauty salons, alcohol suppliers, street traders, zoos, pet shops, houses of multiple occupancy (HMOs) owners, mobile home owners and businesses
- help protect children, young people and families from coming to harm by implementing our safeguarding policy and procedures
- support the voluntary and community sector through our funding prospectus for 2018-2021, in particular for organisations that support residents to resolve and cope with issues such as domestic abuse, loneliness, social isolation, self-harm and to prevent suicide.

### **Economic Growth**

#### **Spatial Policy and Delivery Team:**

The Spatial Policy and Delivery Team fulfil the 'Healthy and Safe Communities' objectives of the Strategic Plan through the LPS by incorporating the guidance and obligations of the National Planning Policy Framework (in particular Section 8: Promoting Healthy Communities) and by defining the following core policies and strategic priorities:

- More people will be active and healthy:
  - Strategic Priority 11: Healthy and Safe Lifestyles
  - Core Policy 10: Healthy and Safe Lifestyles ,
  - Core Policy 11: Participation in Sports & Physical Activity,
  - Policy HSC1: Open Space Standards,
  - Policy HSC2 Playing Pitch & Sports Facility Standards.
  - Core Policy 4: delivering our Infrastructure
- Fewer people and families will be homeless:
  - Core Policy 1: The Spatial Strategy
  - Core Policy 6: Housing Delivery
  - Policy H1:A Balanced Housing Market
  - Policy H2: Provision of Affordable Homes
  - Policy H3: Gypsies Travellers & Travelling Show people.
- More people will feel safer and less worried about crime and anti-social behaviour:
  - Core Policy 10: Healthy & Safe Lifestyles
  - Policy BE1: High quality Development

- Poor air quality, noise and other sources of pollution and nuisance can significantly impact health and wellbeing; we work to minimise these effects where we can. Our effective environmental protection work helps to maintain healthy, clean and safe communities
- We carry out over 1,000 food safety interventions per year, helping over 97% of food outlets achieve expected hygiene and safety standards
- Safeguarding activities keep communities safe for example, by helping prevent radicalisation, domestic abuse, modern day slavery and sexual exploitation of adults and minors. We contribute to the Police and Crime Commissioner's priorities, for example around early intervention and supporting victims and witnesses
- Through the Locality Commissioning Board we have provided long-term, valuable support to community and voluntary organisations who work to improve the lives of some of the most vulnerable people in the district. This same assistance is now provided through our new Voluntary and Community Sector Funding Prospectus
- Volunteering has a positive impact on the individual and local community and that community and voluntary organisations are close to communities and well placed to support those who are vulnerable and disadvantaged
- The broad strategic delivery context Local Plan Strategy significantly enhances the capacity for other teams to positively influence health and wellbeing

A council that is fit for the future

### Revenues, Benefits and Customer Services

Our Revenues, Benefits and Customer Services 'Connects Team' is the 'face' of the Council and often the only part that residents interact with and they fulfill an extremely wide range of customer needs over the phone or in person such as:

- advising, referring, signposting and advocacy
- housing benefit and local council tax support advice and assistance
- requests for financial assessments relating to benefits, document verification or paying for care at home
- logging complaints (noisy neighbours, dog fouling, waste, etc.);
- assistance with blue badge online applications as not everyone has access to computers or a family member who can assist them with the application process
- work closely with residents who fall into arrears with their council tax payments and are unable to resolve this by themselves

Team members are trained and qualified in delivering professional customer service and some have also had specific additional training in both 'Right Advice First Time' (RAFT)<sup>9</sup> and safeguarding.

### Health and wellbeing impacts

- Not all service requests from residents have an obvious link to health and wellbeing, though the information and support the team provide contributes to it in many cases
- We ensure that people are and feel listened to and that their views are important to the council
- We are able to notice and act upon changes in the health and wellbeing and general welfare of customers who contact us frequently, either by phone or in person and can act accordingly
- We offer a relationship with the council that customers can trust, and provide a safe space for vulnerable people
- Through our signposting work we direct vulnerable customers to vital services including WHGD, food banks and other community support projects
- We provide financial assessments and assistance for people receiving care in their homes or who are going into residential care

[Appendix B – Delivery plan – attached](#) (note that this will incorporate actions in the Leisure Services Health and Wellbeing action plan that is in development)

<sup>9</sup> Right Advice First Time (RAFT) is a project to facilitate closer working between agencies offering advice by sharing good practice, adopting common standards and jointly developing services to ensure that residents have access to quality advice to meet their individual needs.

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**APPENDIX B: Health and Wellbeing Strategy Delivery Plan 2018-2020**

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The delivery plan set out below is a central element of the Council’s Health in All Policies commitment, providing further details on how and where we will address the priorities and objectives identified in Section 8 of the Health and Wellbeing Strategy. This is a continual learning process; data and targets/outcomes will be further developed as intelligence is collated during the first year of the plan to reflect changes in published health indicators used to formulate our evidence base.

<b>Priority 1 - Encourage people of all ages to have more active and healthy lifestyles and take control of their own health and wellbeing</b>					
<b>Objectives</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Timescale</b>	<b>Key Contributing Services/Teams</b>	<b>Funding Source</b>
Develop and support initiatives which enable people to be more active, with a particular focus on tackling inactivity	Work with Live at Home Lichfield and Burntwood to offer weekly dance and exercise classes	✓ 1 dance class and 1 chair based exercise class per week helping 100 unique individuals	March 2019	Leisure & Operational Services and Freedom Leisure	Community and Voluntary Sector grant funding
	Work with South Staffordshire Cruse Bereavement Care to develop regular drop-in group activity sessions	✓ 50 drop in group sessions with an average of 15 attendees per session	March 2019	Licensing & Partnerships	Leisure and Operational Services outsourcing contract
	Work with Freedom Leisure to: <ul style="list-style-type: none"> <li>• use ward-level low-income data to target residents from deprived areas through a ‘street of week’ campaign offering a free programme or activity of their choice</li> <li>• deliver physical activity programmes in partnership with schools, targeting children of all ages</li> <li>• Leisure maintain an offsite focus and work collaboratively with partner organisations to ensure a targeted and equitable provision</li> <li>• develop a health membership to engage those from local GP referral programmes and social prescribing opportunities throughout Lichfield District</li> </ul>	✓ 15 low income families  ✓ 20 Programmes  ✓ New focus and developing baseline  ✓ 10 Memberships	April 2019  December 2020  September 2019  September 2019	Food & Health & Safety	LCB residual funding for health and wellbeing activities
	Work with Staffordshire County Council’s Everyone Health service to Signpost adults aged over 50, living in the identified wards of Chasetown, Chadsmead and Curborough for support with public health interventions.	✓ Everyone Health promoted	December 2020		
Reduce childhood and adult obesity	Work with Freedom Leisure to: <ul style="list-style-type: none"> <li>• offer both Family Leisure centre memberships at an affordable price and specific activities and events created for families with a health improvement element</li> </ul>	✓ 150 Family Memberships	April 2020		

	<ul style="list-style-type: none"> <li>introduce a Healthy Lifestyle Activity programme targeting inactive overweight adults, using our spatial evidence base and information sharing with partner organisations, e.g. GP surgeries</li> <li>work with Streetgames to deliver the ‘Let’s Get Physical programme’ which is designed to engage inactive and overweight children from disadvantaged areas</li> <li>collaborate with other partner agencies as appropriate to ensure all outcomes within the emerging Leisure and Operational Services Health and Wellbeing Delivery Plan are successfully achieved</li> <li>promote National Campaigns - support campaigns such as Public Health England One You, Sport England’s This Girl Can, Dry January and market at specific groups</li> </ul>	<ul style="list-style-type: none"> <li>✓ 120 adults Engaged</li> <li>✓ 432 children engaged in weekly activities</li> <li>✓ 36 community sessions held benefiting 720 attendees</li> </ul>	<p>April 2020</p> <p>December 2019</p> <p>March 2019</p> <p>March 2019</p>		
	<p>Work with Staffordshire County Council and its Public Health development team to develop a placed-based approach for early intervention and ensure that Health in All Policies (HiAP) is a success in Lichfield District.</p>	<ul style="list-style-type: none"> <li>✓ HiAP introduced</li> <li>✓ Measures of local public health indicators developed with SCC</li> </ul>	<p>December 2018</p> <p>December 2020</p>		
<p>Develop a more informed and empowered district and inspire healthier food choices and eating habits</p>	<p>Support an environment that makes healthy eating an easy and accessible choice and encourages more families to eat healthily</p>	<ul style="list-style-type: none"> <li>✓ Define/establish baseline of catering premises offering ‘healthier’ food choices</li> <li>✓ Develop plan for increasing the number of catering premises offering healthier food choices</li> </ul>	<p>December 2020</p> <p>December 2020</p>	<p>Development</p> <p>Leisure &amp; Operational Services and Freedom Leisure</p>	<p>Food &amp; Health &amp; Safety</p> <p>Community and Voluntary Sector grant funding</p>
	<p>Work with partner organisations including Birmingham University to establish the potential for a ‘Healthy Eating’ rating system pilot for food premises across the district, with a focus on urban centres</p>	<ul style="list-style-type: none"> <li>✓ Daily fruit and vegetable consumption is increased beyond 2.51 portions per day</li> <li>✓ All staff in public facing roles have been briefed in the HiAP approach, and are able to signpost customers for further help or advice</li> </ul>	<p>December 2020</p> <p>October 2019</p>	<p>Food &amp; Health &amp; Safety</p> <p>Communications</p>	<p>Leisure and Operational Services outsourcing contract</p> <p>LCB residual funding for health and wellbeing activities</p>

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	Work with relevant partners to help people access the information and services they need to improve their health and wellbeing (e.g. promotion of digital resources)	✓ Customers receive more integrated and well-informed engagement and customer service experience and are signposted to digital health and wellbeing resources	October 2019		
	Ensure partner organisations in front line roles understand local health and wellbeing concepts and can 'Make Every Contact Count' (MECC)	✓ More people are making healthier lifestyle choices, reducing the prevalence and severity of poor health	December 2020		
Improve mental wellbeing	Increase participation of activities which build confidence and self-worth	✓ Public Health indicators show improved mental wellbeing amongst children and young adults vs 2016	December 2020	Leisure & Operational Services and Freedom Leisure	Community and Voluntary Sector grant funding
	Deliver Mental Health First Aid (Young People) Training to all the Active Lichfield workforce and volunteers.	✓ 15 Members of Staff and 5 volunteers	March 2019	Communications	
	Work with Live at Home Lichfield and Burntwood to offer 'wellbeing walks' for older people	✓ 2 wellbeing walks per year	March 2019	Licensing & Partnerships	

Priority 2- Support older and vulnerable people in our communities to live and age well					
Objectives	Actions	Outcomes	Timescale	Contributing Services/Teams	Funding Source
Reduce social isolation of older and vulnerable people	Making every contact count to further improve identification, engagement and referral of people at risk	✓ Front Line staff can identify and effectively respond to people who may be vulnerable and signpost accordingly	Summer 2019	All front line staff	Community and Voluntary Sector grant funding
	Work with Freedom Leisure to deliver the walking for Health programme for the over 60s	✓ 50 over 60s recruited	December 2020	Leisure & Operational Services and Freedom Leisure	
	To develop links with isolated members of the community through engagement with health carers, churches and GP surgeries and support those identified to access activities	✓ 30 isolated individuals supported	December 2020	Licensing and Partnerships	
	Work with Live at Home Lichfield and Burntwood to offer: <ul style="list-style-type: none"> <li>• a befriending service through home visits, telephone and post</li> <li>• weekly lunch clubs</li> <li>• weekly outings</li> <li>• focussed support for men</li> </ul>	✓ 250 individual benefitting ✓ 6 lunch clubs per week benefitting 180 individuals ✓ 1 trip or outing per week ✓ 4 activities piloted to engage new male members	March 2019 March 2019 March 2019 March 2019	Customer services (Connects)	
	Work with Places of Welcome Plus to open additional venues	✓ 6 new additional venues each offering 2 hours of support per week to 50 new visitors	March 2019		
	Work with Action on Hearing Loss to provide monthly 'Hearing Check and Information Drop-in' sessions in selected areas and 'Community Information Days'	✓ 800 individuals engaged through 2 sessions per month and 4 information days	March 2019		
	Work with partners to provide Dementia Awareness training to staff and external colleagues Support the CCG and partners on Dementia awareness amongst local businesses and residents in Lichfield District	✓ Greater awareness of dementia issues amongst frontline staff ✓ Greater awareness of dementia issues amongst employees of local businesses	December 2020 December 2020		
Reduce proportion of	Warmer Homes Greener District (WHGD) will: <ul style="list-style-type: none"> <li>• continually update local knowledge to improve</li> </ul>	✓ 200 vulnerable households assisted annually ✓ 40 home visits to fuel poor and	March 2020	Housing Strategy Private Sector	Energy Insulation Capital

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fuel poor households	monitoring, targeting and allocation of resources for fuel poor households • increase collaboration with districts, boroughs and other organisations across the county to maximise opportunities from Energy Company Obligation (ECO) and similar schemes • maintain a prominent role within the emerging local integrated care offer	vulnerable households annually ✓ 20 referrals for funded energy efficiency measures annually ✓ Collaborative partnerships between Staffordshire authorities has increased funding within the district, supported hard-to-engage households and reduced the local excess winter mortality index to below 20 <sup>1</sup>	March 2019  March 2019  September 2020	Housing	
Reduce the proportion of excess winter deaths					
Employment, training and volunteering opportunities are fully promoted	Build community capacity through Community and Voluntary Sector funding programme	✓ Proportion of households experiencing financial stress is below the national average (of 28%) in all wards	December 2023	Economic Growth Housing Strategy	Community and Voluntary Sector grant funding
	Work in partnership with Talent Match and Support Staffordshire to offer volunteering and training opportunities to young people not in education, employment or training (NEET)	✓ 8 NEET young people supported	December 2020	Housing Options Customer Services (Connects)	
	Work with South Staffordshire Cruse Bereavement Care to recruit and train volunteers	✓ 6 additional volunteers recruited and trained	March 2019	Development Management	
	Work with the Let's Get Physical programme to recruit volunteers	✓ 5 additional volunteers recruited and trained	March 2019	Licensing and Partnerships	
	Work with Live at Home Lichfield and Burntwood to recruit and train volunteers	✓ 25 new volunteers recruited and 75 unique volunteers trained	March 2019		
	Work with Places of Welcome Plus to recruit and train volunteers	✓ 18 additional volunteers recruited at 6 new venues ✓ 4 volunteers recruited and trained	March 2019  March 2019		
	Full participation in the Shaw Trust 'Work and Health Programme' <sup>2</sup>	✓ Council actively participating	March 2020		

<sup>1</sup> The EWM index is calculated so that comparisons can be made between sexes, age groups and regions, and is calculated as the number of excess winter deaths divided by the average non-winter deaths, expressed as a percentage. An EWM index of 20 shows that there were 20 per cent more deaths in winter compared with the non-winter period.

<sup>2</sup> The Work and Health Programme is a Welfare to Work programme commissioned by the Department of Work and Pensions (DWP). It is designed to improve employment outcomes for people with health conditions or disabilities and those unemployed for more than two years: <https://www.shaw-trust.org.uk/Services/Work-and-Health-Programme>

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Promote Support Independent Living in Staffordshire (SILIS) and increase personal independence	<ul style="list-style-type: none"> <li>• Work with the Support Independent Living in Staffordshire (SILIS) partnership including Millbrook Healthcare Ltd and Staffordshire County Council to promote SILIS</li> <li>• Work in the SILIS partnership to monitor the contract with Millbrook and ensure successful delivery of home adaptations enabled through Disabled Facilities Grants (DFG)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Residents needing advice or support receive an improved Home Improvement Agency experience</li> <li>✓ At least 80 residents per annum receive DFG funded adaptations in their homes</li> <li>✓ Average waiting times between initial DFG grant application and installation are reduced</li> </ul>	December 2018	Housing Strategy  Licensing and Partnerships	Better Care Funding for DFG's of c£900,000 per annum
	Work with South Staffordshire Cruse Bereavement Care to support grieving households to live more independently at home	✓ 85 households supported and where appropriate	March 2019		
	Work with Live at Home Lichfield and Burntwood to offer: <ul style="list-style-type: none"> <li>• computer classes providing older people with skills to remain independent</li> <li>• assisted shopping services</li> <li>• dementia day care sessions and carer support and respite</li> <li>• a prompted telephone support service to individuals living with memory loss</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signposting/referral to the Methodist Homes for the Aged (MHA) Live at Home project and Action on Hearing Loss</li> <li>✓ 6 computer classes per week</li> <li>✓ 25 households benefiting from assisted shopping</li> <li>✓ 2 dementia day care sessions per week</li> <li>✓ 150 telephone prompts monthly</li> </ul>	March 2019		
	Work with Places of Welcome Plus to provide information sessions GPs and practice staff to raise awareness of the barriers people with hearing loss face and potential solutions	✓ 2 targeted GP information sessions	March 2019		
Reduce the number of people experiencing serious injury from falls	<p>Work with internal teams and external agencies/Service Level Agreement (SLA) partners to reduce harm to those at risk of falls by:</p> <ul style="list-style-type: none"> <li>• developing evidence based interventions for older populations, e.g. physical activity, better nutrition and appropriate housing</li> <li>• identifying trip hazards within and around the homes of vulnerable people they visit, to identify personal characteristics which may place individuals at higher risk of falls, and</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falls at-home amongst the frail and elderly and consequent serious injuries, visits to Accident and Emergency (A&amp;E) and hospitalisation are reduced</li> <li>✓ Developers are committing to increasing the choice of affordable and age/ability appropriate housing in new developments</li> </ul>	December 2020  December 2020	Housing Strategy  Private Sector Housing & Environmental Health  Development  Licensing and Partnerships	Community and Voluntary Sector grant funding  Private sector housing funding



Priority 3 – Improve workplace health, wellbeing and safety					
Objectives	Actions	Outcomes	Timescale	Contributing Services/Teams	Funding Sources
Lichfield District Council to become a smoke-free, low fat, low-sugar, active workplace	Lead by example towards making the Council workforce a healthy workforce by: <ul style="list-style-type: none"> <li>• promoting physical activity as part of the working day</li> <li>• providing regular active-workplace activities including pedometer challenges, martial arts and various aerobic sessions, to encourage a more active lifestyle.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Healthy eating, living and working information is available on Brian</li> <li>✓ Staff are encouraged to incorporate movement into their daily work schedules</li> <li>✓ 200 employees participating in regular workplace activities</li> </ul>	December 2018 December 2019 December 2019	Food, Health and Safety Leisure and Operational Services Communications	
Incorporate mental health awareness as a core focus in the emerging People Strategy	Through the People Strategy: <ul style="list-style-type: none"> <li>• Advocate the ‘Time to Change’ national campaign<sup>3</sup> or similar</li> <li>• Foster more trust and openness between staff and their line-managers</li> <li>• Ensure an environment where staff are able to talk in confidence with managers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Council employees have the confidence to discuss any mental health issues with their managers</li> <li>✓ Employees have access to support to prevent reaching crisis point</li> <li>✓ The number/duration of recorded absences for stress/psychological reasons is reduced</li> </ul>	March 2019 March 2019 March 2020	Corporate Services Communications	
Promote healthy and safe workplaces to further reduce the risk of accidents, mental stress and sickness absence	<ul style="list-style-type: none"> <li>• Continue to target our interventions on areas having the greatest impact on ill health reduction</li> <li>• Ensure that premises under our control for health &amp; safety enforcement only have interventions if risk management is failing</li> <li>• Develop partnerships with small local businesses and larger national companies based in our district, to provide consistent and proportional advice on health &amp; safety issues at both local and national levels</li> </ul>	<ul style="list-style-type: none"> <li>✓ Improved work/life balance and employee satisfaction (self-reported)</li> <li>✓ Fewer recorded workplace accidents</li> <li>✓ Fewer recorded absences due to work-related ill-health</li> </ul>	March 2020 March 2020 March 2020	Food, Health and Safety	

<sup>3</sup> Time to Change is a growing movement of people changing perceptions about mental health: awareness campaigns aim to improve public attitudes towards people with mental health problems, reduce discrimination and challenge stigma. Local authorities can access resources to help promote this: <https://www.time-to-change.org.uk>



## Community Infrastructure Levy: Exemption for residential extensions

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



Date:	9 <sup>th</sup> October 2018
Agenda Item:	5
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Key Decision?	Yes
Local Ward Members	Whole District

**Cabinet**

### 1. Executive Summary

- 1.1 On the 19 April 2016 Full Council approved the adoption of the Community Infrastructure Levy (CIL) Charging Schedule. Full Council also agreed to commence charging CIL on 13 June 2016.
- 1.2 The Charging Schedule sets a CIL rate for residential development including extensions to domestic properties of £55 per square metre in high value zones, £25 per square metre in lower value zones and £14 per square metre in Strategic Development Areas.
- 1.3 In accordance with the CIL Regulations there are a number of exemptions to the CIL levy for domestic extensions and to date the Authority has not received any CIL income from residential extensions.
- 1.4 It is proposed that the Council no longer applies CIL to residential extensions given the high cost to the authority of implementing this part of the Regulation.

### 2. Recommendations

- 2.1 That Cabinet approve to cease applying CIL to domestic extensions in order to reduce the administrative burden on the Authority, applicants and planning agents.
- 2.2 That Cabinet approve the update to the Exemptions, Relief and Exception Circumstances Policy as set out in Appendix A.
- 2.3 The Domestic Extension Policy will apply to any domestic extension application validated on / after 1 January 2019.

### 3. Background

- 3.1 CIL is a planning charge on development, introduced by the Planning Act 2008. It is a tool for Local Authorities in England and Wales to help deliver infrastructure to support the development of their area. On the 19<sup>th</sup> April 2016 following formal public consultation and an examination in public, the District Council adopted a CIL Charging Schedule enabling it to apply charges to qualifying development for the purposes of delivering key infrastructure. Approval was also given to commence charging CIL from the 13<sup>th</sup> June 2016.

- 3.2 All new residential properties and extensions of 100 square metres or above, to existing properties are required to pay a CIL levy. The Charging Schedule sets a CIL rate of either £55, £25 or £14 per square metre for residential development including extensions to domestic properties.
- 3.3 An amendment to the CIL Regulations in February 2014 introduced an exemption to the CIL levy for residential extensions. This exemption applies where the applicant owns a material interest in the house, occupies the main house as their main residence and the extension is an enlargement of the main house and is not going to comprise a new dwelling.
- 3.4 CIL exemptions are not automatically applied and in order to qualify for the residential extension exemption the applicant / developer needs to make an application for CIL relief to the authority, once the local planning authority has issued the liability notice. The authority will then notify the applicant / developer of the decision prior to them being able to commence development. There are very few circumstances where relief from CIL would not be granted but there is a considerable amount of time and paperwork associated with the collection / exemption of CIL for household extensions.
- 3.5 As at the beginning of July 2018, since implementing CIL only 27 household applications have been recorded as being liable for CIL. However, every householder application received has to be assessed to determine whether or not they are over 100 square metres to trigger CIL liability. This process takes on average one hour of Officer time a week which equates to £1,971.32 in staff costs per annum<sup>1</sup>.
- 3.6 Of the 27 applications which were CIL liable, only 18 applications have been fully processed. The other 9 applications are still being chased by the Local Planning Authority for outstanding CIL forms. The 18 processed applications together had a total CIL liability of £171,243.01, all of which have been granted relief from CIL. Therefore, to date the Authority has received no CIL income from household applications.
- 3.7 A CIL liable extension application case can take between 1 – 2 hours to process. This involves checking the weekly list, updating Exacom, measuring floor plans, issuing notices and responding to queries. Therefore, based on an average of 1 hour 30 minutes of Officer time per case, this equates to £740 in staff costs per annum.
- 3.8 Overall, it is costing the authority on average £2,711 per annum<sup>2</sup> to apply this legislation at a pure cost to the authority. Given that no cases have generated a CIL income in the two years since it has been implemented this is not an effective use of officer time. It is also unlikely that we will receive CIL income in the future from house extensions and therefore to continue to apply this section of the legislation will result in a continued drain on the Council's resources.
- 3.9 The Exemptions, Relief and Exceptional Circumstances Policy came into effect from 13 June 2016. The Council has updated this document to include a policy to reflect the proposed changes to applying CIL to domestic extensions (Appendix A).

#### *Next Steps*

- 3.10 Cabinet is asked to approve to cease applying CIL to domestic extensions in order to reduce the administrative burden on the Authority, applicants and planning agents.
- 3.11 Cabinet is asked to approve the update to the Exemptions, Relief and Exceptional Circumstances Policy (Appendix A).

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<sup>1</sup> Staff costs are based on the hourly rate for a Technical Support Officer

<sup>2</sup> This excludes any potential appeal costs

Alternative Options	<ol style="list-style-type: none"> <li>1. Cabinet decide not to cease applying CIL to domestic extensions and the Council continues to assess each householder application for extensions to determine whether it is CIL liable development, issue a liability notice, determine applications for relief from CIL, record CIL liability as a Land Charge and subsequently record exemption relief. This will result in a continued drain on the Council's resources.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. The Community Infrastructure Levy was adopted at Full Council on 19 April 2016 following consultation on the emergence of CIL.</li> <li>2. No consultation has been undertaken on the request to cease applying CIL to domestic extensions.</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. Developer Contributions arising from CIL will contribute towards infrastructure requirements identified in the Infrastructure Delivery Plan and support the sustainable delivery of the Local Plan Strategy. To date no CIL income has been received from domestic extensions and removing the administrative burden will free up Officer time, thus reducing the impact on Council resources.</li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. Reducing the officer burden on this area will enable officers to contribute more effectively to delivering the strategic plan.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. An Equality Impact Assessment checklist has been completed (associated with the Councils CIL) and shows that CIL will not harm or prejudice the interests of any particular section of society.</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. There are no crime and safety issues.</li> </ol>

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	The Regulations do not provide any discretion to waive the CIL charges for residential extensions	If challenged, contrary argument can be put forward that it is open to a local authority to waive a statutory charge provided it has acted reasonably in reaching that decision	Yellow

**Background documents:**  
[Lichfield District Council Community Infrastructure levy Charging Schedule.](#)  
[Lichfield District Council Regulation 123 list](#)  
[Lichfield District Council CIL Exemptions, Relief and Exceptional Circumstances Policy](#)

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

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**Lichfield District Council**  
**Community Infrastructure Levy**  
**Exemptions, Relief and Exceptional**  
**Circumstances Policy**

Effective from 13 June 2016

## What is the Community Infrastructure Levy?

The Community Infrastructure Levy (CIL) is a charge on development, calculated on a £ per square metre (sq.m) basis of development. CIL is intended to be used to help fund infrastructure to support the development of an area rather than making an individual planning application acceptable in planning terms, which is the purpose of Section 106 Agreements. CIL does not fully replace Section 106 Agreements. For more information you can also:

- Visit the Council's CIL web pages: [www.lichfielddc.gov.uk/CIL](http://www.lichfielddc.gov.uk/CIL)
- Read the CIL Planning Policy Guidance (PPG): <http://planningguidance.communities.gov.uk/blog/guidance/community-infrastructure-levy/>
- Email: [CIL@lichfielddc.gov.uk](mailto:CIL@lichfielddc.gov.uk)
- Call Lichfield's Planning enquiry line: 01543 308174
- Visit the [Planning Portal](#).
- Lichfield District Council Planning Obligations Supplementary Planning Document

## What is this document?

The amount of CIL calculated for a given development is non-negotiable, however the Community Infrastructure Levy Regulations 2010 (as amended) contains provisions that allow for certain types of exemptions or relief from paying the full CIL amount. Depending on the nature of the development, the following forms of relief or exemption may be available:

- minor development exemption
- mandatory charitable relief
- discretionary charitable relief
- mandatory social housing relief
- discretionary social housing relief
- self build exemption (for a dwelling)
- self build exemption (for a residential annexe or a residential extension)
- exceptional circumstances relief

Please see the Planning Practice Guidance on CIL for more information on each of these types of relief or exemption:

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

## Social Housing Relief

Relief from the Levy is available for those dwellings and communal areas that are either let in specified tenancies by a private registered provider of social housing, or a registered social landlord, or a local housing authority, or are occupied under specified shared ownership arrangements. The details of qualifying dwellings are specified in Regulation 49 of the Community Infrastructure Regulations 2010 (as amended). Anyone wishing to claim relief must follow the procedures set down in the CIL Regulations 2010 (as amended), and

the claim must be made using the standard CIL 'Form 2: Claiming Exemption of Relief' which is available on the Planning Portal website:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>

### **Charitable Relief**

Under Regulation 43 of the Community Infrastructure Levy Regulations 2010 (as amended) a charitable institution which owns a material interest in the land (a charity landowner) will get full relief from their share of the liability where the chargeable development will be used 'wholly, or mainly, for charitable purposes' and they meet the requirements of Regulation 43

The CIL regulations also allow discretionary charitable relief to a charity landowner where the greater part of the chargeable development will be held as an investment, from which the profits will be applied for charitable purposes. The CIL regulations<sup>1</sup> indicate that these activities should be the sale of donated goods, where the proceeds of sale of the goods (after any deduction of expenses) are applied to the charitable purposes. A claim can be made using the standard CIL 'Form 2: Claiming Exemption of Relief' which is available on the Planning Portal website:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>

### **DISCRETIONARY CHARITABLE RELIEF POLICY**

Discretionary relief for investment activities by charities may be made in accordance with Regulations 44, 45 and 46 of the CIL Regulations 2010 (as amended). Lichfield District Council allows such discretionary relief where the chargeable development delivers facilities, services or infrastructure that have been identified as a requirement in the Local Plan.

The amount of relief granted will be in proportion to the proposed development's benefit to the community, as assessed by Lichfield District Council in consultation with the Parish or Town Council.

This policy is effective from the day the Lichfield CIL Charging Schedule comes into effect on 13 June 2016.

Anyone wishing to claim relief must follow the procedures set down in the CIL Regulations 2010 (as amended).

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<sup>1</sup> See Regulation 44 for more details

### **Exceptional circumstances relief**

Regulation 55 of the Community Infrastructure Levy Regulations 2010 (as amended) allows a charging authority to grant relief where: a section 106 agreement exists on the planning permission permitting the chargeable development; and where the charging authority considers that payment of the full Levy would have an unacceptable impact on the economic viability of the development. The granting of this relief must not constitute a notifiable state aid. A claim can be made using the standard CIL 'Form 2: Claiming Exemption of Relief' which is available on the Planning Portal website:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>

### **EXCEPTIONAL CIRCUMSTANCES RELIEF POLICY**

In accordance with Regulations 55, 56 and 57 of the Community Infrastructure Levy Regulations 2010 (as amended), Lichfield District Council as the charging authority for the area, gives notice that relief for exceptional circumstances is available within the district.

This policy is effective from the day the Lichfield CIL Charging Schedule comes into effect on 13 June 2016.

Anyone wishing to claim relief for exceptional circumstances must follow the procedures set down in the CIL Regulations 2010 (as amended).



## **Domestic Extensions**

In accordance with Regulation 42 of the Community Infrastructure Levy Regulations 2010 (as amended) residential extensions under 100 square metres are exempt from CIL under the minor development exemption.

In accordance with Regulation 42A of the Community Infrastructure Levy Regulations 2010 (as amended) people who extend their own homes are exempt providing the applicant owns a material interest in the house, occupies the main house as their main residence and the extension is an enlargement of the main house and is not going to comprise a new dwelling.

Regulation 42B sets out the procedure for exemptions for residential extensions. Lichfield District Council's Cabinet approved on 9 October 2018 that the Council ceases applying CIL to domestic extensions.

### **DOMESTIC EXTENSIONS POLICY**

Lichfield District Council will not apply the Community Infrastructure Levy charge to domestic extensions.

This policy is effective from 1 January 2019 and applies to any domestic extension application validated on / after 1 January 2019.

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# Elford Neighbourhood Plan – Referral to Referendum

Cabinet Member for Economic Growth, Environment & Development Services



Date:	9 October 2018
Agenda Item:	6
Contact Officer:	Patrick Jervis/Ashley Baldwin
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Key Decision?	No
Local Ward Members	All Elford ward members

**CABINET**

## 1. Executive Summary

- 1.1 This report relates to the preparation of a Neighbourhood Plan covering Elford which has recently been the subject of formal examination by an Independent examiner.
- 1.2 The examiner of the Elford neighbourhood plan is recommending that subject to a number of modifications being made to the plan that it can proceed to referendum. The District Council now has to consider the examiner's report and recommendations and if it so wishes resolve to progress the Elford Neighbourhood Plan to referendum by way of issuing a Decision Statement.

## 2. Recommendations

- 2.1 That the Cabinet accepts and agrees to the making of modifications as set out in the 'Decision Statement regarding Elford Neighbourhood Plan proceeding to referendum' hereby referred to as the Decision Statement (**Appendix A**). This will enable the Plan to be proceed to the referendum stage.
- 2.2 That Cabinet approve the publication of the Decision Statement for the Elford neighbourhood plan (**Appendix A**).

## 3. Background

- 3.1 Neighbourhood planning is one of the provisions of the 2011 Localism Act allowing local communities to bring forward detailed policies and plans which can form part of the statutory planning process for an area and its residents.
- 3.2 The Neighbourhood Planning (General) Regulations 2012 require that Neighbourhood Plans are subject to independent examination. The appointed independent examiner must consider whether a Neighbourhood Plan meets the 'Basic Conditions' as set out within the Independent Examiner's Report. Following the completion of an examination, the examiner must produce a report which can make one of three recommendations; 1) That the neighbourhood plan can proceed to referendum; 2) That subject to identified modifications the neighbourhood plan can proceed to referendum; 3) That the neighbourhood plan should not proceed to referendum.

- 3.3 The Elford Neighbourhood Plan has been independently examined and it is recommended in the examiners final report (**Appendix B**) that subject to the modifications outlined within the report the neighbourhood plan meets the ‘basic conditions’ and as such should proceed to referendum.
- 3.4 The Regulations require that upon receipt of the final report from an independent examination of a Neighbourhood Plan, the Local Planning Authority (Lichfield District Council) is required to consider the recommendations set out in the examiners reports. In addition there is a requirement to publish on our website a ‘decision statement’ which considers the recommendations of the independent examination within 5 weeks of receiving the report.
- 3.5 The examiner report and its proposed modifications have been considered by officers. On the basis of the assessment of the report and the proposed changes it is recommended that the District Council accepts the recommendations of the examiner and agrees all the modifications to the Elford neighbourhood plan.
- 3.6 In line with the conclusions and recommendations of the examiner a proposed Decision Statement in respect of Elford Neighbourhood Plan is attached at **Appendix A**. A modified version of the Neighbourhood Plan has been provided to clearly illustrate the proposed modifications ([Appendix C](#)).
- 3.11 The Cabinet is asked to note the examiner’s report for the Elford Neighbourhood Plan, including the specific recommendations, and agree the Decision Statement allowing for the plans referendum to follow.
- 3.12 Following a decision to allow a Neighbourhood Plan to proceed to referendum, the District Council will need to publish the Decision Statement online and provide the decision statement to the Qualifying Body and any other stakeholder who has requested to be notified of the decision. Following this the referendum will need to be organised.

Alternative Options	<ol style="list-style-type: none"> <li>1. Lichfield District Council declines to send the Elford Neighbourhood Plans to referendum. This would mean the Neighbourhood Plan would retreat to an earlier stage of development.</li> <li>2. The Qualifying Body withdraws the Neighbourhood Plan prior to Lichfield District Council making a formal decision as outlined within the Decision Statement. Again this would mean the Neighbourhood Plan would retreat to an earlier stage of development.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. In line with the Regulations the draft Elford Neighbourhood Plans has been consulted upon for at least the minimum required 6 week period at both the pre-submission and local authority publicity stages prior to their submission for Independent Examination. Alongside the submission of the Plan the Qualifying Body (Elford Parish Council) are required to submit a Consultation Statement detailing the consultation undertaken throughout the Neighbourhood Plan process. These statements have been considered by the respective Independent Examiner along with all representations made at the Local Authority publicity period.</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. The Government has made grant aid available to District Councils in recognition of the level of resourcing required in the administration of Neighbourhood Plans. Government guidance states that ‘this money is to ensure LPAs receive sufficient funding to enable them to meet new legislative duties on neighbourhood planning. Specifically, it covers the neighbourhood planning duties in the Localism Act which are to provide</li> </ol>

	<p>advice and assistance; to hold an examination; and to make arrangements for a referendum’. However it should be noted that the level of grant aid has decreased over time.</p> <ol style="list-style-type: none"> <li>2. Upon successful referendum the District Council becomes eligible and can apply for a grant of £20,000.</li> <li>3. Communities with Neighbourhood Plans in place will also be entitled to 25% uncapped of the Community Infrastructure Levy (CIL) receipts generated by eligible development in their area. Communities with no Neighbourhood Plan will be entitled to 15% which is capped.</li> </ol>
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Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. The Neighbourhood Plan demonstrates that it is in broad conformity with the Local Plan Strategy which conforms with the Strategic Plan.</li> </ol>
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Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 ensure that consultation is undertaken with the wider community.</li> </ol>
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Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. Crime and Community safety issues may be considered as part of an emerging Neighbourhood Plan.</li> </ol>
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Plan received a ‘no’ vote in a referendum	Have regular dialogue with the Parish Council to ensure consultation and engagement gains ‘buy in’ from the community at the earliest opportunity. However there are limited controls available because the purpose of the referendum is to enable residents to decide whether they want a plan.	Yellow
B	Parish decides to withdraw Neighbourhood Plan	Have regular dialogue with the parish Council to ensure understanding of process moving forward and the implications of withdrawing the plan.	Green

<p><b>Background documents</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Neighbourhood Planning (General) Regulations 2012</a></li> <li>2. <a href="#">Local Plan Strategy (Adopted February 17 2015)</a></li> <li>3. <a href="#">Elford Neighbourhood Plan Independent Examination Final Report</a></li> <li>4. <a href="#">Elford Neighbourhood Plan (Submission version)</a></li> </ol>
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<p><b>Relevant web links</b></p> <p><a href="#">Local Plan</a></p> <p><a href="#">Neighbourhood Plans</a></p> <p><a href="#">My Community Funding &amp; Support</a></p> <p><a href="#">Elford Neighbourhood Plan</a></p>
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## Decision Statement Regarding Elford Neighbourhood Plan Proceeding to Referendum

### 1. Summary

- 1.1 Following an Independent Examination, Lichfield District Council has recommended that the Elford Neighbourhood Plan proceeds to referendum subject to the modifications set out in tables 1 and 2 below. The decision statement was reported to Cabinet on 09/10/2018 where it was confirmed that the Elford Neighbourhood Plan, as revised according to the modifications set out below, complies with the legal requirements and basic conditions set out in the Localism Act 2011, and with the provision made by or under sections 38A and 38B of the Planning and Compulsory Purchase Act 2004. The Plan can therefore proceed to referendum.

### 2. Background

- 2.1 On 11 May 2015 Elford Parish Council requested that the Elford Neighbourhood Area be designated for the purposes of producing a neighbourhood development plan for the area. Following a six week consultation Lichfield District Council designated the Elford Neighbourhood Area on 14 August 2015.
- 2.2 In September 2017 Elford Parish Council published the draft Elford Neighbourhood Plan for a six week consultation, in line with regulation 14 of the Neighbourhood Planning (General) Regulations 2012.
- 2.3 The Elford Neighbourhood Plan was submitted by the Parish Council to Lichfield District Council in May 2018 for assessment by an independent examiner. The Plan (and associated documents) was publicised for consultation by Lichfield District Council for six weeks between 8 May and 19 June 2018 (the Local Authority publicity consultation). Mr Andrew Ashcroft BA (Hons) MA DMS MRTPI was appointed as the Independent Examiner and all comments received at the Local Authority publicity consultation were passed on for his consideration.
- 2.4 He has concluded that, subject to modifications, the Elford Neighbourhood Plan will meet the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made may proceed to referendum.

- 2.5 Schedule 4B (12) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011, requires that a local authority must consider each of the recommendations made in the Examiner's report and decide what action to take in response to each recommendation. If the authority is satisfied that, subject to the modifications being made, the draft Neighbourhood Plan meets the legal requirements and basic conditions as set out in legislation, then the plan can proceed to referendum.



**3. Elford Neighbourhood Plan Examiner’s recommended modifications and Local Authority’s response**

- 3.1 The District Council considered the Examiner’s report and the recommendations/modification contained within. Table 1 (below) sets out the Examiner’s recommendations (in the order they appear in the Examiner’s report) and Lichfield District Council’s consideration of these recommendations.
- 3.2 Table 2 sets out additional modifications recommended by Lichfield District Council with the reasons for these recommendations.
- 3.3 The reasons set out below have in some cases been paraphrased from the examiner’s report to provide a more concise report. This document should be read in conjunction with the Examiner’s Final report. Which is available via: [www.lichfielddc.gov.uk/Elfordnp](http://www.lichfielddc.gov.uk/Elfordnp).

NB – Where modified text is recommended this will be shown in red with text to be deleted struck through (~~text to be deleted~~), and text to be added in bold type (**text to be added**).

TABLE 1

Section in Examined Document	Examiner’s Recommendation	Examiner’s Reason	Local Authority’s decision and reason
Policy SP1, Paragraphs 5.5, 5.6 and 5.7	<p><i>Modify the text of the Policy as follows:</i></p> <p>New development in the Parish will be supported within the village settlement boundary as identified on the proposals map, subject to other policies within the Neighbourhood Plan. New development should be <del>of small scale</del> <b>of a scale which respects the character and appearance of the village within the settlement boundary</b>, both in terms of quantity and size, and must demonstrate how it meets the local needs of a rural community.</p> <p>Outside the settlement boundary, development <del>will be resisted</del> <b>not be supported</b> unless it meets the following exceptions;</p> <ul style="list-style-type: none"> <li>• Appropriate agricultural development, in conformity with those developments outlined in policy LS4 (Agricultural Activities) of this plan</li> </ul>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>Recommend the policy’s coverage is clarified within the supporting text. It would be appropriate for this policy to refer to a wider range of development which may arise in the plan period.</p> <p>Unspecified ‘small-scale’ development is replaced by a more generic relationship of new development to the character of the village.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> <li>Development for rural exception sites which accords with Local Plan Policy H2</li> </ul> <p><i>Modifications to the explanatory text as follows:</i></p> <p>5.5 The community and Parish Council of Elford are in support of limited new development which <del>will avoid stagnation in the village</del> <b>will support its future vitality and viability and bring forward new housing to meet the needs of the village. The policy addresses development in a wider sense. In the context of the neighbourhood area housing, commercial, community facilities and agricultural developments will generate a significant proportion of planning applications. The Plan includes specific policies on these matters.</b></p> <p><i>Paragraph 5.6 delete the following:</i>  <del>The community wish to focus any new housing developments beyond this plan period to the north and adjacent to the village and be easily accessed to and from the A513. This decision came from extensive public consultation.</del></p> <p><i>Modify paragraph 5.7 as follows:</i></p> <p>5.7 <del>Large scale development</del> <b>Development</b> in the countryside...</p>	<p>Delete any reference to the potential for new growth to the north of the village. Its references are insufficiently to be included in a development plan document. The site is not specifically identified within the submitted neighbourhood plan. The approach is consistent with other modifications in respect of Policy HD2 (see below) which also addresses the potential for future residential development to the north of the village.</p>	
Policy LS1	<p><i>Modify the text of the Policy as follows:</i></p> <p><del>Proposals which reflect the character of the neighbourhood area and would result in new economic development and enterprise will be supported. The Neighbourhood Plan supports planning applications which encourage new economic development and enterprise in the Parish where it reflects local character.</del></p>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>The opening section of the policy to refer to support for proposals rather than planning applications.</p>	Yes – for clarity and to meet the basic conditions/

Section in Examined Document	Examiner’s Recommendation	Examiner’s Reason	Local Authority’s decision and reason
	<p>Applications for the expansion and diversification of existing businesses and enterprises will be supported, subject to compliance with other Development Plan policies.</p> <p>In all cases, applications for new or expanded employment and economic development must demonstrate;</p> <ul style="list-style-type: none"> <li>• They do not have <b>negative unacceptable</b> impacts on traffic flows through the village and meet the criteria set out in Policy MD5 (Traffic)</li> <li>• <del>An appropriate number of parking</del> <b>Parking</b> spaces are provided <b>to development plan standards for the proposal concerned</b> to avoid on street / off-site parking</li> <li>• They are in keeping with the rural character of established businesses and enterprises in the Parish, both in terms of type, size and scale</li> <li>• They <del>have a positive</del> <b>do not have an unacceptable</b> impact on the natural environment in terms of impact on green infrastructure, green links or loss of biodiversity (in conformity with policies E3, E4 and E5)</li> <li>• They do not <del>negatively</del> <b>unacceptably</b> impact upon community amenities of the Parish through noise, odour, chemical, or visual effects.</li> </ul>	<p>The first two criteria refer to unacceptable traffic impacts rather than negative impacts on traffic flows. In most cases new development will add to traffic flow. The test is the acceptability or otherwise of that increase.</p> <p>Criteria relating to parking standards should relate to the development plan rather than an unspecified ‘appropriate’ number.</p> <p>The fourth criteria requires a change of emphasis from a positive impact to not have an unacceptable impact.</p> <p>Replace negatively with unacceptably in the final criteria.</p>	
<p>Policy LS2 &amp; paragraph 5.15</p>	<p><i>Modify the text of the Policy as follows:</i></p> <p>The Neighbourhood Plan will support the retention of businesses, enterprise and retail units in the village. Where planning permission is <del>sought</del> <b>required</b>, the Neighbourhood Plan will not support the change of use of these to residential <b>use</b> unless <b>an appropriate alternative community facility is provided as part of the proposed development</b> <del>a suitable alternative can be demonstrated.</del></p>	<p>Modification to ensure that the policy adequately refers to proposals which require planning permission and to provide clarity that the alternative provision sought is for community use as the policy is currently unclear on these issues.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner’s Recommendation	Examiner’s Reason	Local Authority’s decision and reason
	<p>New Development proposals which result in the loss of named facilities (below) in the village <b>will only be supported where they must</b> demonstrate that they will provide an equal or better facility within an appropriate location within the village in compensation.</p> <p><i>&lt;move list of community facilities from end policy as drafted within submitted plan to below the above paragraph&gt;</i></p> <p><b>Proposals which will make improvements to the community facilities listed in this policy will be supported. Schemes which provide contributions to make improvements to these named facilities will be looked on favourably. These facilities are:</b></p> <p><i>Add the following to the end of the first sentence of paragraph 5.15:</i></p> <p><b>The third paragraph of the policy offers support for the improvement or enhancement of existing community facilities. In some cases, this may come about wholly or partly as a result of developer contributions.</b></p>	<p>Modifications required to ensure the policy is set out in policy format and that the schedule of community facilities is listed earlier within the policy.</p> <p>Recommend the final part of the policy be modified to take on a more general approach which supports proposals that would improve community facilities rather than simply those which would benefit from financial contributions. This is best addressed in the policies supporting text.</p>	
<p>Policy LS3 &amp; paragraph 5.17</p>	<p><i>Modify the text of the Policy as follows:</i></p> <p>Where planning permission is required, development which provides for improvements to existing sports, recreational and leisure facilities in the Parish will be supported.</p> <p><b>Proposals for new sporting and leisure facilities, recreational spaces and footpaths will be supported where they are accessible for all ages by means of walking or cycling. Applications which provide financial onsite contributions for new sporting and leisure facilities, recreational spaces, or</b></p>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>Second part of the policy conflates several matters in a confusing way. It supports new facilities and suggests these are unlikely to come forward without a degree of financial support and mentions the Community</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p><del>the enhancement of public footpaths within the Parish will be looked on favourably, providing they are easily accessible for all ages by walking or cycling and are in keeping with other Development Plan policies. See also list of projects within the Community Infrastructure Levy (CIL) list within the appendix, which relative contributions could also be delivered towards.</del></p> <p><i>Add the following to the end of the paragraph 5.17:</i></p> <p><b>The Parish Council acknowledges that new leisure facilities may come forward as part of a wider funding mechanism which may involve the Parish's local element of the Lichfield Community Infrastructure Levy (CIL). Appendix D lists a series of facilities which the Parish Council considers may be appropriate for the application of its element of the CIL towards future projects. Plainly the list may change over time.</b></p>	<p>Infrastructure Levy (CIL). The Policy does not make the distinction between expenditure of the strategic element of CIL (determined by LDC) and the local element to be determined by the Parish.</p>	
<p>Policy LS4 &amp; paragraph 5.19</p>	<p><i>Modify the text of the Policy as follows:</i></p> <p><b>Insofar as planning permission is required</b> The the Plan will support traditional agricultural activities (such as cultivation of crops, orchards, raising of livestock, and pasture lands) that do not cause excessive environmental nuisances and which are considered appropriate to the character of Elford.</p> <p><del>The Plan also supports the maintenance of borders, boundaries and hedgerows in accordance with traditional techniques.</del></p> <p>Inappropriate agricultural activities and development <del>will be resisted</del> <b>will not be supported</b>. These include;</p> <ul style="list-style-type: none"> <li>Those which would <b>significantly unacceptably</b> increase the number of vehicles travelling through the village along roads identified as having transport issues in Policy MD5 (Traffic) of this plan</li> </ul>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>Given that an extensive range of agricultural development are permitted development modification is recommended so the policy only refers to development where planning permission is required.</p> <p>Maintenance of boarders and hedgerows is beyond planning control and therefore suggest modifications.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> <li>Those which cause <del>significant environmental nuisances such as noise, odour or chemical pollution</del> <b>unacceptable environmental harm</b></li> <li>Those which impact <del>negatively</del> <b>unacceptably</b> on the key views in the Parish (identified on the Proposals Map), or on the visual amenities of Parish residents</li> </ul> <p><i>Add the following to the end of the paragraph 5.19:</i></p> <p><b>Policy LS4 acknowledges that many aspects of agricultural development are permitted development and therefore beyond planning control. On this basis the policy only applies to agricultural development which requires planning permission.</b></p>		
Policy HD1	<p><i>Modify the text of the Policy as follows:</i></p> <p>The Neighbourhood Plan will support development proposals which deliver housing mixes that meet the needs of the community and contribute to the diversification of the Parish's housing stock, subject to other policies in the Plan.</p> <p><b>Subject to viability and deliverability considerations proposals which deliver some or all of the following house types will be particularly supported:</b> <del>On all new residential proposals in excess of three dwellings, schemes will be expected to deliver a mix of the following housing types, subject to viability and deliverability;</del></p> <ul style="list-style-type: none"> <li>Properties specifically designed for older persons that meet enhanced building regulations Part M, including bungalows</li> <li>Properties suitable for first time buyers</li> <li>Smaller family homes</li> </ul>	<p>The Policy proposes two size thresholds. There is no direct evidence within the plan to demonstrate how these thresholds have been generated and there is no analysis about the thresholds and development opportunities within the built-up part of the neighbourhood area.</p> <p>These thresholds are not in conformity with the Local Plan.</p>	Yes – to meet the basic conditions.

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p><del>Proposals will not be supported by the ENP if there are more than four dwellings on a site.</del></p>		
<p>Policy HD2 &amp; paragraphs 5.25 to 5.30</p>	<p><i>Delete Policy HD2 – Overall Quantum of Housing Development and associated paragraphs of explanatory text (paragraphs 5.25 to 5.30).</i></p> <p><i>Delete 'Aspiration' below Policy HD2.</i></p> <p><i>(See Table 2 of this Decision Statement for modifications relating to renumbering of subsequent policies and paragraphs)</i></p>	<p>The policy fails to meet the basic conditions for several reasons. It does not directly seek to boost the supply of housing land as required by the NPPF. It does not provide evidence to support the assertion that 20 houses are sufficient to address housing needs in the Plan period. The policy suggests there is reserve site 'in mind' but this is not identified within the plan nor is it identified the mechanism by which such a site would be released.</p>	<p>Yes – to meet the basic conditions.</p>
<p>Policy HD3</p>	<p><i>Modify the text of the Policy as follows:</i></p> <p>In locating new residential schemes, development on infill sites located within the settlement boundary will be supported, providing it does not conflict with other policies within the Plan. <del>A site constitutes as infill development when; it is bounded by existing development on two or more sides; is within the existing settlement boundary; and fronts an existing highway.</del></p> <p>All new development on infill sites (including conversions) should;</p> <ul style="list-style-type: none"> <li>• Be an appropriate size and scale to the existing development either side of the infill site</li> <li>• Be of similar density to the existing development either side of the infill site</li> </ul>	<p>The policy does not provide any direct evidence to support its definition of 'infill' development. The approach has the ability to conflict with the approach set out in Core Policy 3 of the Local Plan.</p>	<p>Yes – to meet the basic conditions.</p>

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> <li>Where appropriate, demonstrate that vehicular traffic generated by the site will not cause negative impacts on the existing road network in the Parish; <b>and</b></li> <li>Not result in the loss of open space within the Parish</li> </ul>		
<p>Policy HD4 &amp; paragraphs 5.33 &amp; 5.34</p>	<p><i>Modify the text of the Policy as follows:</i></p> <p>Proposals for replacement dwellings within the Parish will be <b>approved supported</b>, <del>providing the following criteria is met</del> <b>subject to the following criteria;</b></p> <ul style="list-style-type: none"> <li><b>The proposals respect and reflect existing properties in their immediate locality in terms of scale, size, materials used and their appearance; and Modern housing designs are supported by the Plan, as long as they also respect and reflect styles of the existing properties in terms of scale, size, material use, and appearance</b></li> <li>The proposals do not result in a loss of amenities for other properties in the Parish</li> <li><del>Historic properties should not be replaced unless there is sound justification</del></li> <li><del>Proposals for the replacement of a single dwelling with multiple dwellings are unlikely to be supported.</del></li> </ul> <p><b>Proposals for the replacement of heritage assets in the neighbourhood area with replacement dwellings will not be supported.</b></p> <p><i>Add the following to the end of the paragraph 5.33:</i></p> <p><b>Proposals for modern housing designs will be supported where they reflect the character and appearance of existing properties in their immediate vicinity.</b></p>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>The approach taken has the ability to restrict unnecessarily the delivery of new housing within the neighbourhood area which would conflict with paragraph 47 of the NPPF.</p>	<p>Yes – for clarity and the meet the basic conditions.</p>



ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p><i>Modify the text of paragraph 5.34 after the first sentence of the paragraph 5.34:</i></p> <p><b>This is a matter that can be addressed on a case-by-case basis by Lichfield District Council. The majority of the built-up part of the village is contained within the Elford Conservation Area. The District Council has already prepared a Conservation Area Appraisal and Management Plan and this guidance will assist in the decision-making process.</b> The existing housing density should be respected in the parish as it helps define its rural character, <del>and this is reflected in this part of the policy.</del></p>		
<p>Policy DH1 &amp; paragraph 5.36</p>	<p><i>Modify the text of the second bullet point within the Policy as follows:</i></p> <ul style="list-style-type: none"> <li>• New developments which are situated within or may impact on the Conservation Area in Elford must seek to preserve or enhance its <del>character and appearance</del> <b>character or appearance</b></li> </ul> <p><i>Delete the following text from paragraph 5.36:</i></p> <p><del>These assets are set out in the Elford Conservation Area Appraisal. The community wants to protect these assets and to ensure that new development which takes place makes a positive contribution to the identity of the Parish.</del></p>	<p>Modification so that the policy correctly applies the legislative test in the Planning (Listed Buildings and Conservation Areas) Act 1990.</p> <p>Recommend the deletion of text from the explanatory text which is incorrect.</p>	<p>Yes – to correctly apply legislation and to meet the basic conditions.</p>
<p>Paragraph 5.39</p>	<p><i>Delete the final two sentences of paragraph 5.39 and replace as follows:</i></p> <p><b>There are current proposals to extend the boundary of the conservation area. In the event that its boundary is amended the relevant policies in this Plan in general, and Policies DH1 and DH2 in particular, will apply to that amended area.</b> <del>The Plan also recognises the proposed extension to the</del></p>	<p>The Plan provides commentary on the potential extension of the Conservation Area. This is a matter to be determined independently from the neighbourhood plan by LDC. It is not within the gift of neighbourhood</p>	<p>Yes – for clarity over the role of the neighbourhood plan.</p>

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p><del>conservation area (see map in appendix). Although the neighbourhood plan policy (at the time of writing) cannot address this extended area in its current unadopted state, new development in this area will be subject to policy DH1 (and other relevant policies within the Plan) if and when the extended area is adopted.</del></p> <p><i>(see also recommended modification to Appendix E below)</i></p>	<p>plans to change conservation area boundaries.</p>	
<p>Policy DH2 &amp; paragraph 5.44</p>	<p><i>Modify the text of the policy as follows:</i></p> <p>All new development <del>must</del> <b>should</b> take account of its impact on identified heritage assets, both designated and non-designated, seeking to protect and where appropriate, enhance them (see Appendix for further details of these assets). Development schemes which demonstrate how they have positively addressed these heritage assets will be <del>looked on favourably</del> <b>supported</b>.</p> <p>New development should be sensitive to the character, fabric and setting of these identified heritage assets (including the Conservation Area) and listed buildings within the plan area.</p> <p>New development should also demonstrate where appropriate that it has taken into account the historic landscape pattern and potential below ground archaeology on the proposed site, by provision of a detailed assessment of the site's archaeology</p> <p><b>Proposals for development at any farmstead should demonstrate that it has taken account of its historic context and landscape setting.</b> <del>Applications for developments at any farmstead within the Parish should demonstrate that they have adhered to the SCC Farmsteads Character Statement (Area 7 – South East Staffordshire) and the SCC Farmsteads Guidance.</del></p>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>There is no need for the policy in the submitted Plan directly to repeat the approach already captured elsewhere. The County Council document is produced for technical guidance rather than to act as a development plan policy</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p><i>Add the following after the first two sentences of paragraph 5.44:</i></p> <p><b>The fourth paragraph of Policy DH2 addresses this important matter in the context of the neighbourhood area. Any such planning applications will be expected to take account of the Staffordshire Farmsteads Assessment Framework (produced by Staffordshire County Council and English Heritage) and the associated Character Statement work'.</b></p>		
<p>Policy DH3 &amp; paragraph 5.45</p>	<p><i>Delete Policy DH3 –Key Views and associated paragraph of explanatory text (paragraph 5.45).</i></p> <p><i>Removal of the 'Key Views' from the Proposals Map at Appendix A.</i></p>	<p>The Policy as drafted does not meet the basic conditions. The plan offers no additional information to that included within the conservation area appraisal and management plan produced by LDC which is not a development plan document. It would be impractical for the decision maker to understand how development would impact upon a particular view.</p>	<p>Yes – to meet the basic conditions.</p>
<p>Policy DH4</p>	<p><i>Modify the text of the policy as follows:</i></p> <p>New development schemes that enhance the quality of the public realm beyond the site will be <b>looked upon favourably supported</b>, subject to other policies of the Development Plan.</p> <p>Where appropriate, new development schemes should ensure that the following criteria are met;</p> <ul style="list-style-type: none"> <li>• Schemes do not negatively impact on public realm, including footpaths</li> <li>• The division between public and private realm is clearly demonstrated; <b>and</b></li> </ul>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> <li>The scheme promotes safe and secure key routes to the village</li> </ul>		
Policy E1	<p><i>Modify the text of the policy as follows:</i></p> <p><b>Proposals for renewable energy schemes will be supported where they respect the character and appearance of the neighbourhood area and where they do not generate unacceptable harm to the following matters:</b></p> <p><del>Applications which deliver small-scale renewable energy schemes will be determined on their own merits. All applications must demonstrate how they have considered the following points;</del></p> <ul style="list-style-type: none"> <li>The amenities of neighbouring or nearby properties</li> <li>The local landscape and setting of the Parish</li> <li>Wildlife considerations</li> <li>Heritage considerations</li> <li><del>Are not visually intrusive on the surrounding landscape or negatively impact on the key views and vistas in the Parish and aligns with policy DH3 (Key Views)</del></li> </ul>	Modifications recommended so that the policy has the clarity required by the NPPF.	Yes – for clarity and to meet the basic conditions.
Policy E2 & Appendix B	<p><i>Modify the text of the policy as follows:</i></p> <p><b>The following areas as shown on the Proposals Map are designated as Local Green Spaces</b> <del>The Neighbourhood Plan designates the following areas as Local Green Space (LGS) due to their special character, significance and community value. The following sites (also shown on the Proposals Map) will be protected from development considered to be inappropriate:</del></p> <ul style="list-style-type: none"> <li>Giants Garden</li> <li>Walled Garden and associated adjacent land</li> <li>St Peter's Church grounds</li> <li>The Avenue</li> </ul>	Not satisfied that one of the Local Green Spaces identified warrants designation as a Local Green Space. Not considered to meet the tests set out within the NPPF for such designation.	Yes – to meet the basic conditions

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> <li>• Cricket Ground</li> <li>• Sports Field</li> <li>• Elford Jubilee Memorial Playground</li> <li>• Land between the Shrubbery and the river Tame (locally known as the picnic area)</li> <li>• <del>Land off the Beck</del></li> </ul> <p><b>New development will not be supported on land designated as local green space except in very special circumstances.</b></p> <p><i>Delete 'Land off The Beck' from the table of Local Green Spaces set out at Appendix B and the Proposals Map.</i></p> <p><i>(See Table 2 of this Decision Statement for modification remove The Beck Local Green Space from proposals map at Appendix A of the neighbourhood plan for consistency with examiners modification).</i></p>		
Policy E3	<p><i>Modify the text of the first paragraph of the policy as follows:</i></p> <p>New development adjacent to existing footpaths and rights of way <del>must</del> <b>should</b> take account of its setting by avoiding negative impacts on safety, visual appearance, surveillance and functionality of these routes. New development which seeks to protect and enhance existing footpaths and green links will <del>be looked on favourably</del> <b>supported</b>.</p>	Modifications recommended so that the policy has the clarity required by the NPPF.	Yes – for clarity and to meet the basic conditions.
Policy E4	<p><i>Modify the text of the first paragraph of the policy as follows:</i></p> <p>New development schemes <del>must</del> <b>should</b> consider their impacts on the biodiversity of Elford, seeking to maintain or improve current levels through</p>	Modifications recommended so that the policy has the clarity required by the NPPF.	Yes – for clarity and to meet the basic conditions.

ELFORD NEIGHBOURHOOD PLAN REFERENDUM DECISION STATEMENT

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	retaining and enhancing existing hedgerows, trees and water bodies within the Parish.		
Policy MD1	<p><i>Modify the text of the policy as follows:</i></p> <p><del>Proposals for new residential developments in Elford (including new build, replacement dwellings and conversions to flats or houses with multiple occupancy) will be required to demonstrate that the development will include adequate off-street parking provision.</del></p> <p><del>Where parking is proposed for residential development it should be provided on-plot, or in courts, in accordance with the following minimum requirements</del>  <b>New residential development should provide on-site car parking facilities to meet the following minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• 1 Bed Dwellings: 1 space</li> <li>• 2/3 Bed Dwellings: 2 space</li> <li>• 4+ Bed Dwellings: 3 space</li> </ul> <p><del>Minimum internal measurements for garages to qualify as a parking space must be 6m x 3m to allow room to get in/out of a car within the garage, whilst leaving some room for storage.</del></p> <p><b>All other new development should provide on-site car parking facilities to meet the minimum requirements in the Lichfield District Council Sustainable Design Supplementary Planning Document December 2015. Non-residential developments must provide sufficient on-plot car parking facilities to avoid 'fly parking' on the surrounding streets.</b></p>	Modifications recommended so that the policy has the clarity required by the NPPF.	Yes – for clarity and to meet the basic conditions.

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
<p>Policy MD2 &amp; paragraph 5.64 &amp; 5.65</p>	<p><i>Modify the text of the policy as follows:</i></p> <p><del>New developments will be looked on favourably where they seek to encourage accessibility to and from the development, and promote a modal shift towards public transport, cycling and walking.</del></p> <p><del>Walking/cycling links will normally be included in the design of all new developments. The maintenance of existing footpaths within the Parish is essential in the promotion of the health and wellbeing of new and existing residents</del> <b>New developments will be supported where they:</b></p> <ul style="list-style-type: none"> <li>• <b>encourage accessibility to and from the development and the village and promote a modal shift towards public transport, cycling and walking; and</b></li> <li>• <b>include walking and cycling links in their design.</b></li> </ul> <p><i>Add the following text to the end of paragraph 5.65:</i></p> <p><b>Walking/cycling links will normally be included in the design of all new developments.</b></p> <p>Modify the text of paragraph 5.65 as follows:</p> <p>New developments will <del>be expected</del> <b>be supported where they</b> to include means for sustainable transport, such as cycle ways and footpaths in order to encourage these travel modes and thus contribute to the Plan's sustainability objectives. <b>This policy has been designed to consolidate and clarify the spatial strategy of the Plan as set out in Policy SP1. In particular it would also relate to Policy HD1 and HD3 insofar as housing development is concerned'.</b></p>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>In particular recommend the thrust of the policy is modified to be supportive rather than directly requiring links.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

Section in Examined Document	Examiner’s Recommendation	Examiner’s Reason	Local Authority’s decision and reason
	<p><i>Note – modifications in table 2 to ensure consistent policy numbering mean policy HD3 referenced above becomes policy HD2.</i></p>		
Policy MD4	<p><i>Modify the text of the policy as follows:</i></p> <p>All development, where appropriate, <b>must should</b> demonstrate that they do not increase flood risk within and adjacent to the Parish, through utilising best practice design and construction techniques/materials. Schemes which demonstrate an improvement in the overall levels of surface water runoff in the village <b>will be looked on favourably supported</b>.</p> <p>Proposals for new development should consider future flood risk and, where appropriate, include measures that mitigate and adapt to the anticipated impacts of climate change.</p> <p>New developments <b>must should</b> avoid the removal of hedgerows in the Parish. Where this is unavoidable, a replacement hedgerow of the same length or greater and of native species <b>must should</b> be provided on the site.</p> <p>Where feasible, opportunities to open up culverted watercourses should be sought to reduce the associated flood risk and danger of collapse whilst taking advantage of opportunities to enhance biodiversity and green infrastructure. <del>Existing open watercourses should not be culverted</del> <b>The culverting of open watercourses will not be supported.</b></p> <p>New development will <del>be resisted</del> <b>not be supported</b> within Flood Zone 3 areas in accordance with national policy. New developments within Flood Zone 2 areas <b>must should</b> demonstrate appropriate flood prevention methods in their schemes, such as the incorporation of Sustainable Urban Drainage Systems (SUDS).</p>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>



Section in Examined Document	Examiner’s Recommendation	Examiner’s Reason	Local Authority’s decision and reason
Policy MD5	<p><i>Modify the text of the policy as follows:</i></p> <p>All new applications, <del>regardless of scale or size</del> <b>other than householder proposals</b>, should demonstrate that they consider their wider impact on traffic in the Parish, and demonstrate that these impacts will not <del>negatively</del> <b>unacceptably</b> impact on the residents of the Parish. Development proposals which include improvements to road safety and encourage walking, cycling or the use of public transport will be <del>looked on favourably</del> <b>supported</b>.</p> <p>New developments should not cause <del>negative</del> <b>unacceptable</b> impacts on traffic levels within the Parish, specifically at key junctions and identified pinch points (such as along Church Road and Brickhouse Lane corner), as identified on the proposals map.</p> <p>Development proposals should demonstrate safe and convenient access to and from the proposed development.</p> <p>Proposals that may cause a <del>significant</del> <b>unacceptable</b> increase to vehicular traffic through the village will be resisted. These roads (listed below) are identified on the Proposals Map. The issues with these roads should be considered equally when considering the impacts that planning proposals may have on them.</p> <ul style="list-style-type: none"> <li>• The Beck</li> <li>• Church Road</li> <li>• Brickhouse Lane</li> <li>• The Shrubbery</li> <li>• The Square</li> </ul>	<p>Modifications recommended so that the policy has the clarity required by the NPPF.</p> <p>As submitted the policy applies to all new planning applications, as most will be of a minor and/or domestic scale this approach would be unreasonable and onerous.</p> <p>The policy which refers to developments not causing negative impacts on traffic levels. Plainly most developments will have some impact. However, the test is the acceptability or unacceptability of that impact.</p>	<p>Yes – for clarity and to meet the basic conditions.</p>

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
Appendix C	<p><i>Replace title of Appendix C to 'Listed Buildings'.</i>  <i>Replace the first two bullet points within Appendix C with the following text:</i></p> <ul style="list-style-type: none"> <li>• <b>The Parish includes a wealth of heritage assets including those that are designated as listed buildings. These heritage assets and their settings will be required to be preserved or enhanced by new development.</b></li> <li>• <b>The Conservation Area Appraisal and Management Plan was adopted on 14 July 2015. It identifies a series of key spaces and views/vistas that are important to the character or appearance of the conservation area.</b></li> </ul> <p><i>Retitle Table 2 of Appendix C to 'Schedule of Locally-listed properties'.</i></p>	To correct technical matters raised by representations.	Yes – to correct technical matters.
Appendix E	<p>Delete Appendix E.</p> <p><i>(see also recommended modification to paragraph 5.39 above)</i></p>	The Plan provides commentary on the potential extension of the Conservation Area. This is a matter to be determined independently from the neighbourhood plan by LDC. It is not within the gift of neighbourhood plans to change conservation area boundaries.	Yes – for clarity over the role of the neighbourhood plan.

TABLE 2

Section in Examined Document	Lichfield District Council Recommendation	Lichfield District Council decision and reason
Title Page	Add text to the title page as follows to signify that the document is the version of plan being voted upon at referendum. <b>“Referendum Version”</b> . NB – if the Plan is made “Referendum Version should be replaced with the date on which the plan is ‘Made’.	Yes – to clearly illustrate that this version of the Neighbourhood Plan is the document to be considered at the referendum.
Whole Plan	Renummer policy HD3 to HD2, HD4 to HD3 following deletion of policy HD2. Renummer Policy DH4 to DH3 following deletion of policy DH3.	Yes – to ensure numbering of policies is continuous.
Whole Plan	Paragraph numbering following examiners modifications to delete paragraphs within the main body of the neighbourhood plan.	Yes – to ensure paragraph numbering is continuous.
Section 4. ENP Policy Overview – Policy table	Renummer and delete policies from the table to ensure consistency with examiners modifications.	Yes – to ensure consistency with examiner modifications to delete policies HD2 and DH3 and modification to ensure continuous numbering of policies.
Appendix contents page	Rename Appendix C to ‘Listed Buildings’ for consistency with examiners modifications to Appendix C.  Delete Appendix E from contents page of Appendix for consistency with examiners modification to delete Appendix E.	Yes – to be consistent with examiner modifications to rename Appendix C and delete Appendix E.
Appendix C	Rename Appendix C to ‘Listed Buildings’ for consistency with examiners modifications to Appendix C.  Rename Table 1 in Appendix C to ‘Listed Buildings’ or consistency with examiners modifications to Appendix C.	Yes – to be consistent with examiner modifications to rename Appendix C



# **Elford Neighbourhood Development Plan 2015-2029**

**A report to Lichfield District Council on the Elford  
Neighbourhood Development Plan**

**Andrew Ashcroft  
Independent Examiner  
BA (Hons) MA, DMS, MRTPI**

**Director – Andrew Ashcroft Planning Limited**

## **Executive Summary**

- 1 I was appointed by Lichfield District Council in July 2018 to carry out the independent examination of the Elford Neighbourhood Plan.
- 2 The examination was undertaken by written representations. I visited the neighbourhood plan area on 14 July 2018.
- 3 The Plan includes a range of policies and seeks to bring forward positive and sustainable development in the neighbourhood area. There is a very clear focus on safeguarding the local character and heritage of the village. It proposes the designation of a series of local green spaces.
- 4 The Plan has been underpinned by community support and engagement. It is clear that all sections of the community have been engaged in its preparation.
- 5 Subject to a series of recommended modifications set out in this report I have concluded that the Elford Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.
- 6 I recommend that the referendum should be held within the neighbourhood area.

**Andrew Ashcroft**  
**Independent Examiner**  
**4 September 2018**

## 1 Introduction

- 1.1 This report sets out the findings of the independent examination of the Elford Neighbourhood Plan 2015-2029 (the Plan).
- 1.2 The Plan has been submitted to Lichfield District Council (LDC) by Elford Parish Council in its capacity as the qualifying body responsible for preparing the neighbourhood plan.
- 1.3 Neighbourhood plans were introduced into the planning process by the Localism Act 2011. They aim to allow local communities to take responsibility for guiding development in their area. This approach was subsequently embedded in the National Planning Policy Framework (NPPF) in 2012 and 2018. The NPPF continues to be the principal element of national planning policy.
- 1.4 The role of an independent examiner is clearly defined in the legislation. I have been appointed to examine whether or not the submitted Plan meets the basic conditions and Convention Rights and other statutory requirements. It is not within my remit to examine or to propose an alternative plan, or indeed a potentially more sustainable plan except where this arises as a result of my recommended modifications to ensure that the plan meets the basic conditions and the other relevant requirements.
- 1.5 A neighbourhood plan can be narrow or broad in scope. Any plan can include whatever range of policies it sees as appropriate to its designated neighbourhood area. The submitted Plan has been carefully designed to be distinctive to Elford. It addresses the close relationship between the village and its surrounding agricultural hinterland.
- 1.6 Within the context set out above this report assesses whether the Plan is legally compliant and meets the basic conditions that apply to neighbourhood plans. It also considers the content of the Plan and, where necessary, recommends changes to its policies and supporting text.
- 1.7 This report also provides a recommendation as to whether the Plan should proceed to referendum. If this is the case and that referendum results in a positive outcome the Plan would then be used to determine planning applications within the neighbourhood area and will sit as part of the wider development plan.

## 2 The Role of the Independent Examiner

- 2.1 The examiner's role is to ensure that any submitted neighbourhood plan meets the relevant legislative and procedural requirements.
- 2.2 I was appointed by LDC, with the consent of the Parish Council, to conduct the examination of the Plan and to prepare this report. I am independent of both LDC and the Parish Council. I do not have any interest in any land that may be affected by the Plan.
- 2.3 I possess the appropriate qualifications and experience to undertake this role. I am a Director of Andrew Ashcroft Planning Limited. In previous roles, I have over 35 years' experience in various local authorities at either Head of Planning or Service Director level. I am a chartered town planner and have significant experience of undertaking other neighbourhood plan examinations and health checks. I am a member of the Royal Town Planning Institute and the Neighbourhood Planning Independent Examiner Referral System.

### *Examination Outcomes*

- 2.4 In my role as the independent examiner of the Plan I am required to recommend one of the following outcomes of the examination:
- (a) that the Plan is submitted to a referendum; or
  - (b) that the Plan should proceed to referendum as modified (based on my recommendations); or
  - (c) that the Plan does not proceed to referendum on the basis that it does not meet the necessary legal requirements.

### *The Basic Conditions*

- 2.5 As part of this process I must consider whether the submitted Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. To comply with the basic conditions, the Plan must:
- have regard to national policies and advice contained in guidance issued by the Secretary of State; and
  - contribute to the achievement of sustainable development; and
  - be in general conformity with the strategic policies of the development plan in the area;
  - be compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations; and
  - not be likely to have a significant effect on a European site or a European offshore marine site, either alone or in combination with other plans or projects.

I have examined the submitted Plan against each of these basic conditions, and my conclusions are set out in Sections 6 and 7 of this report. I make specific comments on the fourth and fifth bullet points above in paragraphs 2.6 to 2.10 of this report.



- 2.6 The Neighbourhood Plan General Regulations 2015 require a qualifying body either to submit an environmental report prepared in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 or a statement of reasons why an environmental report is not required. In order to comply with this requirement, LDC has prepared a screening report for both Strategic Environmental Assessment and Habitats Regulations Assessment. It properly assesses the environmental impacts of the implementation of the Plan's policies. It does so in an exemplary way.
- 2.7 I am satisfied that the screening report complies with the basic conditions. It helpfully includes the various letters received from the three statutory consultees. It concludes that the Plan is not likely to have any significant effects on the environment and that SEA is not required.
- 2.8 LDC also prepared a Habitats Regulations Assessment (HRA) screening report on the Plan. This report is thorough, comprehensive and professionally-prepared. In doing so it assessed a series of protected sites within 15km of the neighbourhood area as follows:
- River Mease SAC
  - Humber Estuary SAC
- It concluded that the Plan was not likely to have any significant effect on a European site. Natural England agreed with the outcome of the screening opinion.
- 2.9 Since the screening work was undertaken a case in the Court of Justice of the European Union (People Over Wind, Peter Sweetman and Coillte Teoranta, April 2018) has changed the basis on which competent authorities are required to undertake habitats regulations assessments. LDC has given this matter due consideration and has advised me that it has concluded that the recent Court of Justice judgement does not affect the integrity of its early screening work on this important matter. In particular it has advised that the original screening work was carried out on the precautionary principle basis.
- 2.10 I am satisfied that LDC has approached this issue in a sound and responsible manner. The outcome of the European Court case could not have been anticipated as the neighbourhood plan was being prepared.
- 2.11 Having reviewed the information provided to me as part of the examination I am satisfied that a proportionate process has been undertaken in accordance with the various regulations. None of the statutory consultees have raised any concerns with regard to either neighbourhood plan or to European obligations. In the absence of any evidence to the contrary, I am entirely satisfied that the submitted Plan is compatible with this aspect of European obligations.
- 2.12 In a similar fashion I am satisfied that the submitted Plan has had regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights (ECHR) and that it complies with the Human Rights Act. There is no evidence that has been submitted to me to suggest otherwise. There has been full

and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known. On this basis, I conclude that the submitted Plan does not breach, nor is in any way incompatible with the ECHR.

*Other examination matters*

2.13 In examining the Plan I am also required to check whether:

- the policies relate to the development and use of land for a designated neighbourhood plan area; and
- the Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 (the Plan must specify the period to which it has effect, must not include provision about development that is excluded development, and must not relate to more than one neighbourhood area); and
- the Plan has been prepared for an area that has been designated under Section 61G of the Localism Act and has been developed and submitted for examination by a qualifying body.

2.14 Having addressed the matters identified in paragraph 2.13 of this report I am satisfied that all of the points have been met subject to the contents of this report.

### 3 Procedural Matters

3.1 In undertaking this examination I have considered the following documents:

- the submitted Plan.
- the Basic Conditions Statement.
- the Consultation Statement.
- the LDC Screening reports.
- the LDC update to the HRA screening report (July 2018).
- the representations made to the Plan.
- the Parish Council's responses to my Clarification Note.
- the Lichfield Local Plan Strategy 2008-2029
- the emerging Lichfield Local Plan Allocations document.
- the National Planning Policy Framework (March 2012 and July 2018).
- Planning Practice Guidance (March 2014 and subsequent updates).
- relevant Ministerial Statements.

3.2 I carried out an unaccompanied visit to the neighbourhood area on 14 July 2018. I looked at its overall character and appearance and at those areas affected by policies in the Plan in particular. My site inspection is covered in more detail in paragraphs 5.9 to 5.16 of this report.

3.3 It is a general rule that neighbourhood plan examinations should be held by written representations only. Having considered all the information before me, including the representations made to the submitted plan, I was satisfied that the Plan could be examined without the need for a public hearing. I advised LDC of this decision early in the examination process.

3.4 On 24 July 2018 a revised version of the NPPF was published. The examination of the submitted Plan was taking place on that date. Paragraph 214 of the 2018 NPPF identifies transitional arrangement to address these circumstances. It comments that plans submitted before 24 January 2019 will be examined on the basis of the 2012 version of the NPPF. I have proceeded with the examination on this basis. All references to paragraph numbers within the NPPF in this report are to those in the 2012 version.

## 4 Consultation

### *Consultation Process*

- 4.1 Policies in made neighbourhood plans become the basis for local planning and development control decisions. As such the regulations require neighbourhood plans to be supported and underpinned by public consultation.
- 4.2 In accordance with the Neighbourhood Planning (General) Regulations 2012 the Parish Council has prepared a Consultation Statement. This Statement is very thorough and comprehensive. It includes a very detailed assessment of the consultation undertaken during the Plan's production. It is particularly effective in the way in which it lists the initial consultation exercises and provides specific details on the comments received.
- 4.3 The Statement sets out details of the comprehensive range of consultation events that were carried out in relation to the initial stages of the Plan. It provides details about:
- the Community meeting-February 2016;
  - the Schools Workshop-February 2016;
  - the Visions and Objectives Workshop-February 2016;
  - the Theme Group Workshops-March 2016;
  - the Community Walkover-March 2016;
  - the Residents Survey-March 2016; and
  - the Housing Survey-February 2017.
- 4.4 The Statement also comments in detail about how the community was engaged in the consultation exercises for the pre-submission version of the Plan.
- 4.5 The latter parts of the Statement set out how the submitted Plan has evolved following the publication of the pre-submission Plan (September-October 2017). In particular they set out the comments received as a result of the pre-submission consultation and the Parish Council's responses to those comments. They do so in a very thorough and effective way. They help to describe the evolution of the Plan.
- 4.6 It is clear that consultation has been an important element of the Plan's production. Advice on the neighbourhood planning process has been made available to the community in a positive and direct way by those responsible for the Plan's preparation.
- 4.7 From all the evidence provided to me as part of the examination, I can see that the Plan has promoted an inclusive approach to seeking the opinions of all concerned throughout the process. LDC has carried out its own assessment that the consultation process has complied with the requirements of the Regulations.

### *Representations Received*

4.8 Consultation on the submitted plan was undertaken by the District Council for a six-week period that ended on 19 June 2018. This exercise generated comments from a range of organisations and private individuals as follows:

- Hodgetts
- Walton Homes Limited
- Reuben Bellamy
- Charlotte-Anne Lees
- Environment Agency
- Staffordshire County Council
- Historic England
- Lichfield District Council
- Woodland Trust
- Highways England
- Severn Trent
- Canal and River Trust
- Network Rail

4.9 I have taken all these representations into account in preparing this report. Where it is appropriate to do so I have mentioned the organisation concerned in commenting on certain policies.

## 5 The Neighbourhood Area and the Development Plan Context

### *The Neighbourhood Area*

- 5.1 The neighbourhood area is the parish of Elford. It is located approximately equidistant between Alrewas to the north and Tamworth to the south. It is predominantly comprised of pleasant countryside. Its population in 2011 was 632 persons. It was designated as a neighbourhood area on 14 August 2015.
- 5.2 The wider neighbourhood area is mainly in agricultural use and sits within a rich landscape setting. These important factors have been properly assessed in plan-making and the associated environmental assessments. The village of Elford is the principal focus of built development and sit within the middle of the neighbourhood area. As the Plan comments the landscape around Elford village divides roughly into two sections. The floodplain and the alluvial plain lie to the west of the village. Rolling farmland lies on higher ground to the east of the village. The A513 (Alrewas to Tamworth) runs through the neighbourhood area in roughly a north-south direction.
- 5.3 The built-up part of the neighbourhood area based on Elford sits on the northern bank of the River Tame. It has two distinct parts. The first is the historic core at the western part of the village. It was designated as a conservation area in 1969 (and which was extended in 1972). It is based around a very attractive core consisting of St Peter's Church, Church Road and The Avenue. The second is a more modern part of the village based on The Beck, The Shrubbery and Croft Close. The Beck is the principal connection between the village and the A513. The Cricket Ground and the Sports Field are located to the immediate north of the village off Brickhouse Lane. They provide a useful and pleasant transition between the built-up village and the wider countryside.

### *Development Plan Context*

- 5.4 The Lichfield Local Plan Strategy was adopted in February 2015. It sets out the basis for future development in the District up to 2029. The core policies (Core Policies 1-14) and the development management policies in this part of the Local Plan are the strategic policies of the development plan (see paragraph 2.5 of this report). It is this development plan context against which I am required to examine the submitted Neighbourhood Plan. The following policies are particularly relevant to the Elford Neighbourhood Plan:

Core Policy 1	The Spatial Strategy
Core Policy 6	Housing Delivery
Core Policy 13	Our Natural Resources
Core Policy 14	Our Built and Historic Environment
Policy Rural 1	Rural Areas

- 5.5 The Basic Conditions Statement usefully highlights the key policies in the development plan and how they relate to policies in the submitted Plan. This is good practice. It

provides confidence to all concerned that the submitted Plan sits within its local planning policy context.

- 5.6 Elford is one of a series of smaller villages in the adopted Local Plan Strategy (Core Policy 1). Collectively they are expected to deliver 500 new houses in the wider District.
- 5.7 LDC has recently consulted on the Local Plan Allocations – Focused Changes document. This will eventually be the second half of the Local Plan and will add detail to the adopted Local Plan Strategy. Its focus is on housing and employment allocations. No allocations are proposed within the neighbourhood area.
- 5.8 The submitted Plan has been prepared within its wider development plan context. In doing so it has relied on up-to-date information and research that has underpinned existing and emerging planning policy documents in the District. This is good practice and reflects key elements in Planning Practice Guidance on this matter.

#### *Site Visit*

- 5.9 I carried out an unaccompanied visit to the neighbourhood area on 14 July 2018. I was fortunate in selecting a dry and pleasant day in the long, hot Summer of 2018.
- 5.10 I drove into the neighbourhood area from the north along the A513. This allowed me to see its wider agricultural context and its relationship with the River Tame.
- 5.11 I looked initially at the western end of the village and its conservation area. I saw the pleasant arrangement of vernacular houses in generous plots. I looked at the Jubilee Memorial Playground, the Cricket Ground and the Sports Field. At the time of my visit the covers were being taken off the Cricket Ground wicket. The outfield looked very quick in the hot weather.
- 5.12 I then continued down Church Road to St Peter's Church. I saw its beautifully maintained grounds, the Mary Howard memorial and several Commonwealth War graves. I walked back towards the village centre along the rather splendid Avenue. I saw the various proposed local green spaces.
- 5.13 I then looked at the facilities in the village centre. I saw the Crown P.H. and the Village Hall.
- 5.14 I then took the opportunity to walk to the south and east to The Shrubbery. I saw the proposed local green space in its quiet position by the River Tame.
- 5.15 I then walked along The Beck. I saw the issue of parked cars as indicated on the Proposals Map. Thereafter I looked in detail at the proposed local green space to the north of The Beck.

- 5.16 I finished my visit by driving along the A513 to the south of the village as far as Comberford so that I could understand the nature of this part of the neighbourhood area.



## 6 The Neighbourhood Plan as a whole

- 6.1 This section of the report deals with the submitted neighbourhood plan as a whole and the extent to which it meets the basic conditions. The submitted Basic Conditions Statement has helped considerably in the preparation of this section of the report. It is a well-presented, informative and very professional document.
- 6.2 The Plan needs to meet all the basic conditions to proceed to referendum. This section provides an overview of the extent to which the Plan meets three of the five basic conditions. Paragraphs 2.6 to 2.10 of this report have already addressed the issue of conformity with European Union legislation.

### *National Planning Policies and Guidance*

- 6.3 For the purposes of this examination the key elements of national policy relating to planning matters are set out in the National Planning Policy Framework (NPPF) issued in March 2012. Paragraph 3.4 of this report has addressed the transitional arrangements which the government has put in place as part of the publication of the 2018 version of the NPPF.
- 6.4 The NPPF (2012) sets out a range of core land-use planning principles to underpin both plan-making and decision-taking. The following are of particular relevance to the Elford Neighbourhood Plan:
- a plan led system– in this case the relationship between the neighbourhood plan and Local Plan Strategy 2008-2029;
  - recognising the intrinsic character and beauty of the countryside and supporting thriving local communities;
  - taking account of the different roles and characters of different areas;
  - always seeking to secure high quality design and good standards of amenity for all future occupants of land and buildings; and
  - conserving heritage assets in a manner appropriate to their significance.
- 6.5 Neighbourhood plans sit within this wider context both generally, and within the more specific presumption in favour of sustainable development, which is identified as a golden thread running through the planning system. Paragraph 16 of the NPPF indicates that neighbourhoods should both develop plans that support the strategic needs set out in local plans and plan positively to support local development that is outside the strategic elements of the development plan.
- 6.6 In addition to the NPPF I have also taken account of other elements of national planning policy including Planning Practice Guidance and the recent ministerial statements.
- 6.7 Having considered all the evidence and representations available as part of the examination I am satisfied that the submitted Plan has had regard to national planning

policies and guidance in general terms. It sets out a vision for the future of the plan area within the context of its position in the settlement hierarchy. It includes a series of policies that seek to ensure that local environmental and community facilities are protected. It identifies a series of local green spaces. It also aims to bring forward better design within the development management process. The Basic Conditions Statement maps the policies in the Plan against the appropriate sections of the NPPF.

- 6.8 At a more practical level the NPPF indicates that plans should provide a clear framework within which decisions on planning applications can be made and that they should give a clear indication of how a decision-maker should react to a development proposal (paragraphs 17 and 154). This was reinforced with the publication of Planning Practice Guidance in March 2014. Its paragraph 41 (41-041-20140306) indicates that policies in neighbourhood plans should be drafted with sufficient clarity so that a decision-maker can apply them consistently and with confidence when determining planning applications. Policies should also be concise, precise and supported by appropriate evidence.
- 6.9 As submitted the Plan does not fully accord with this range of practical issues. The majority of my recommended modifications in Section 7 relate to matters of clarity and precision. They are designed to ensure that the Plan fully accords with national policy.

*Contributing to sustainable development*

- 6.10 There are clear overlaps between national policy and the contribution that the submitted Plan makes to achieving sustainable development. Sustainable development has three principal dimensions – economic, social and environmental. It is clear to me that the submitted Plan has set out to achieve sustainable development in the neighbourhood area. In the economic dimension the Plan includes policies for new residential development (HD1-4) and for local enterprise (LS1). In the social role, it includes a policy to protect community facilities (LS2), and to support improvements to leisure facilities (LS3). In the environmental dimension the Plan positively seeks to protect its natural, built and historic environment. It has specific policies on heritage assets (DH1/2/4) and on the natural environment (E3/4). It also proposes the designation of a suite of local green spaces. The Parish Council's assessment of sustainable development is set out in the submitted Basic Conditions Statement.

*General conformity with the strategic policies in the development plan*

- 6.11 I have already commented in detail on the development plan context in the wider Lichfield District area in paragraphs 5.4 to 5.8 of this report.
- 6.12 I consider that the submitted Plan delivers a local dimension to this strategic context and supplements the detail already included in the adopted Local Plan Strategy. The Basic Conditions Statement helpfully relates the Plan's policies to policies in the Local Plan Strategy. I am satisfied that the submitted Plan is in general conformity with the strategic policies in the development plan.

## 7 The Neighbourhood Plan policies

- 7.1 This section of the report comments on the policies in the Plan. In particular, it makes a series of recommended modifications to ensure that the various policies have the necessary precision to meet the basic conditions.
- 7.2 My recommendations focus on the policies themselves given that the basic conditions relate primarily to this aspect of neighbourhood plans. In some cases, I have also recommended changes to the associated supporting text.
- 7.3 I am satisfied that the content and the form of the Plan is fit for purpose. It is distinctive and proportionate to the Plan area. The wider community and the Parish Council have spent time and energy in identifying the issues and objectives that they wish to be included in their Plan. This sits at the heart of the localism agenda.
- 7.4 The Plan has been designed to reflect Planning Practice Guidance (41-004-20170728) which indicates that neighbourhood plans must address the development and use of land. It also identifies a series of proposals which are addressed separately.
- 7.5 I have addressed the policies in the order that they appear in the submitted plan. Its proposals are addressed after the policies.
- 7.6 For clarity this section of the report comments on all policies whether or not I have recommended modifications in order to ensure that the Plan meets the basic conditions.
- 7.7 Where modifications are recommended to policies they are highlighted in bold print. Any associated or free-standing changes to the text of the Plan are set out in italic print.

### *The initial sections of the Plan (Sections 1-4)*

- 7.8 The presentation of Plan as a whole has been prepared to a good standard. It is well-organised and includes effective maps and photographs that give real depth and purpose to the Plan. It makes an appropriate distinction between the policies and their supporting text. It also ensures that the vision and the objectives for the Plan set the scene for the various policies. The use of different colours for the policies in the various topic-based sections is very effective.
- 7.9 The initial elements of the Plan set the scene for the policies. They are commendable to the extent that they are proportionate to the Plan area and the subsequent policies. Section 1 provides a very clear introduction to the preparation a neighbourhood plan in general and to its development and consultation timetable in particular.
- 7.10 Section 2 sets out provides very helpful background information on the neighbourhood area. It addresses its socio-economic profile, its landscape and wildlife, its history and its employment and services. It provides a useful context to the Plan for all concerned in the planning and development process.

- 7.11 Section 3 sets out key planning issues in the neighbourhood area. These then naturally flow into a vision for the Plan area and a series of objectives. The wider process is clear, concise and proportionate. All of the matters identified are distinctive to the neighbourhood area.
- 7.12 Section 4 then sets out in a table the relationship between each of the six objectives of the Plan and its policies. The use of colours for different blocks of policies flows through into this table. The presentation of this complex matter is handled in an exemplary way in the Plan. It has assisted greatly with the examination.
- 7.13 The policies are then set out in Section 5. The remainder of this section of the report addresses each policy in turn in the context set out in paragraphs 7.5 to 7.7 of this report.

#### Policy SP1- Parish Strategic Policy

- 7.14 This policy provides a strategic basis for the wider Plan. It seeks to focus new development within the settlement boundary and to resist development outside the settlement boundary. It also highlights the relationship between the village and the surrounding countryside.
- 7.15 In general terms the policy meets the basic conditions. In particular it seeks to focus new development in the more sustainable part of the neighbourhood area.
- 7.16 I recommend a series of modifications so that the policy has the clarity required by the NPPF. The modifications address the representations made by LDC and other organisations making representation on the policy in the following areas:
- the definition of ‘new development’ in the initial part of the policy;
  - the definition of ‘small scale development’ in the initial part of the policy; and
  - the reference to the potential for new development to the north of the village as captured in paragraph 5.6 of the Plan.
- 7.17 On the first matter I recommend that the policy’s coverage is clarified within the supporting text. Whilst housing matters are addressed in more detail in policies HD1-4 it would be appropriate for this strategic policy to refer to a wider range of development which may arise in the Plan period. On the second matter I have taken account of the Parish Council’s response to my clarification note. I recommend that the unspecified ‘small-scale development’ is replaced by a more generic relationship of new development to the character of the village.
- 7.18 On the third matter I recommend the deletion of any reference to the potential for new growth to the north of the village. Its references are insufficiently detailed to be included in a development plan document. In any event the site is not specifically identified in the submitted Plan. This approach is consistent with that which I have adopted in

respect of Policy HD2 which also addresses the potential for future residential development to the north of the village.

**In the second sentence of the first paragraph of the policy replace ‘of small scale’ with ‘of a scale which respects the character and appearance of the village within the settlement boundary’.**

**In the second part of the policy replace ‘be resisted’ with ‘not be supported’.**

*In paragraph 5.5 (first sentence) replace ‘will avoid....in the village’ with ‘will support its future vitality and viability and bring forward new housing to meet the needs of the village.’ Insert a new sentence thereafter to read: ‘The policy addresses development in a wider sense. In the context of the neighbourhood area housing, commercial, community facilities and agricultural developments will generate a significant proportion of planning applications. The Plan includes specific policies on these matters.*

*In paragraph 5.6 delete the last two sentences*

*In paragraph 5.7 delete ‘Large scale’*

Policy LS1- Encouraging Appropriate Local Enterprise

- 7.19 This policy offers support to local enterprise and development. Paragraph 5.10 of the Plan recognises that the accommodation of small businesses has an important role in maintaining the wider economic stability of the neighbourhood area.
- 7.20 The policy has regard to national policy. It is also in general conformity with the strategic policies in the development plan and Core Policy 7 in particular.
- 7.21 I recommend a series of modifications to ensure that the policy has the clarity required by the NPPF. They are as follows:
- in the opening section of the policy refer to support for proposals rather than planning applications;
  - in the first of the series of criteria refer to unacceptable traffic impacts rather than negative impacts on traffic flows. In most cases new development will add to traffic flow. The test is the acceptability or otherwise of that increase;
  - relating the second criterion to development plan standards rather than an unspecified “appropriate’ number;
  - in the fourth criterion changing the emphasis from a positive impact to not having an unacceptable impact on the natural environment; and
  - in the fifth criterion replace negatively with unacceptably.

**Replace the first paragraph of the policy with: ‘Proposals which reflect the character of the neighbourhood area and would result in new economic development and enterprise will be supported.’**

**In the third paragraph of the policy (first bullet point) replace ‘negative’ with ‘unacceptable’.**

**In the third paragraph of the policy (second bullet point) delete ‘an appropriate number of’ and insert ‘to development plan standards for the proposal concerned’ between ‘provided’ and ‘to’.**

**In the third paragraph of the policy (fourth bullet point) replace ‘have a positive’ with ‘do not have an unacceptable’.**

**In the third paragraph of the policy (fifth bullet point) replace ‘negatively’ with ‘unacceptably’.**

#### Policy LS2 – Community Facilities

- 7.22 This policy sets out to retain a series of business and community facilities within the neighbourhood area. The Plan recognises their importance to the overall sustainability and well-being of the neighbourhood area. The range of facilities identified in the policy are well-considered. I looked at them when I visited the neighbourhood area.
- 7.23 I recommend a modification to the first part of the policy to ensure that it adequately refers to proposals which require planning permission. I also recommend a modification to clarify that the alternative provision sought is also for community use. As submitted the policy is unclear on both these important issues.
- 7.24 The second part of the policy requires modifications to ensure that it adopts a policy format. I recommend accordingly. I also recommend that the schedule of identified community facilities is listed in the second paragraph rather than the third paragraph of the policy.
- 7.25 Finally I recommend that the third paragraph takes on a more general approach which supports proposal that would improve the community facilities rather than simply those which would benefit from financial contributions. This latter issue is best addressed in the supporting text.

#### **In the first paragraph of the policy:**

- **replace ‘sought’ with ‘required’;**
- **insert ‘use’ after ‘residential’; and**
- **replace ‘a suitable alternative can be demonstrated’ with ‘an appropriate alternative community facility is provided as part of the proposed development’**

**In the second paragraph replace ‘must’ with ‘will only be supported where they’. List the schedule of nine community facilities after this part of the policy.**

**Replace the third part of the policy with ‘Proposals which will make improvements to the community facilities listed in this policy will be supported’.**

*In paragraph 5.15 insert the following additional sentences after the first sentence: ‘The third paragraph of the policy offers support for the improvement or enhancement of existing community facilities. In some cases, this may come about wholly or partly as a result of developer contributions.’*

#### Policy LS3- Support Improvements to Leisure Facilities

- 7.26 This policy addresses proposals for either improved or new leisure facilities. Part of the focus of the policy is the ease of accessibility of such facilities. This relates to the high proportion of elderly persons living in the neighbourhood area. The policy has two related parts. The first offers support for improvements to existing facilities. The second offers support to proposals which provide financial on-site contributions for new sporting and leisure facilities.
- 7.27 The first part of the policy meets the basic conditions. The second part of the policy conflates several matters in a confusing way. It supports new leisure facilities, it suggests that they are unlikely to come forward without a degree of financial support and mentions the Lichfield Community Infrastructure Levy (CIL). As LDC comment the policy does not make a distinction between expenditure of the strategic element of the CIL (to be determined by LDC) and the local element to be applied in Elford (to be determined by the Parish Council).
- 7.28 In order to bring the clarity required by the NPPF I recommend modifications to the second part of the policy. In particular they remove the financial contribution element from the policy itself and consolidate the supporting text already included at paragraphs 5.17 and 5.18 of the Plan. In effect a policy should offer support for development that is acceptable in planning terms. Its potential financial arrangements are ancillary to the policy approach.

**Replace the second paragraph of the policy with the following:**

**‘Proposals for new sporting and leisure facilities, recreational spaces and footpaths will be supported where they are accessible for all ages by means of walking or cycling’**

*At the end of paragraph 5.17 add:*

*‘The Parish Council acknowledges that new leisure facilities may come forward as part of a wider funding mechanism which may involve the Parish’s local element of the Lichfield Community Infrastructure Levy (CIL). Appendix D lists a series of facilities which the Parish Council considers may be appropriate for the application of its element of the CIL towards future projects. Plainly the list may change over time.’*

#### Policy LS4- Agricultural Activities

- 7.29 This policy addresses proposals for new agricultural development in the neighbourhood area. It is important given that the majority of the neighbourhood area is in agricultural use.

- 7.30 I sought clarification from the Parish Council on the remit of the policy given that an extensive range of agricultural development is permitted development and therefore beyond planning control. This was acknowledged by the Parish Council and I have taken its comments into account in recommending modifications to this policy.
- 7.31 In order to address the issue of permitted development I recommend that the first part of the policy is modified so that it only refers to agricultural development which requires planning permission. I recommend the deletion of the second paragraph of the policy which refers to the maintenance of borders and hedgerows. Whilst such an approach is environmentally-sensitive these works are beyond planning control. I also recommend detailed modifications to the third part of the policy. They make a clear distinction between acceptable and unacceptable impacts so that LDC will have the necessary clarity for the operation of the development management process within the Plan period.

**At the beginning of the first paragraph of the policy add: ‘Insofar as planning permission is required’.**

**Delete the second paragraph.**

**In the third paragraph:**

- **replace ‘will be resisted’ with ‘will not be supported’**
- **in the first bullet point replace ‘significantly’ with ‘unacceptably’.**
- **in the second bullet point replace ‘significant.... pollution’ with ‘unacceptable environmental harm’**
- **in the third paragraph replace ‘negatively’ with ‘unacceptably’.**

*At the end of the first sentence of paragraph 5.19 add a new sentence to read: ‘Policy LS4 acknowledges that many aspects of agricultural development are permitted development and therefore beyond planning control. On this basis the policy only applies to agricultural development which requires planning permission’.*

Policy HD1- Housing Type Mix

- 7.32 This policy sets out to support proposals that deliver a housing mix that meets the needs of the community and contribute to the diversification of the housing stock in the parish. It sets out an expectation that new housing developments deliver properties designed for older persons, for first time buyers and smaller family homes subject to viability and deliverability.
- 7.33 The policy proposes two size thresholds. The first is that proposals in excess of three dwellings will be expected to deliver the anticipated range of housing types included in the policy. The second indicates that proposals of more than four dwellings would not be supported. In its response to the clarification note the Parish Council advised about the evolution of the Plan and how the community had addressed the scale and nature of housing proposals which would be acceptable within the Plan period. Nevertheless, no direct evidence is provided in the Plan about the basis on which these figures have been generated. At the same time no analysis has been undertaken about the



relationship of the figures concerned and development opportunities within the built-up part of the neighbourhood area.

- 7.34 As submitted the size restrictions in the policy are not in general conformity with Policy H1 of the Local Plan Strategy. That policy takes a general approach to the matter in requiring an integrated mix of dwelling types, sizes and tenures based on the latest assessment of local housing need.
- 7.35 Taking all these matters into consideration I recommend the deletion of the two size restrictions in the policy. I am satisfied however that the focus on the three housing types in the policy is sufficiently-evidenced and is locally-distinctive. The removal of the three dwellings size restriction requires a consequential modification to the policy so that it takes on a supportive nature rather than one with absolute direction (as submitted). The references to viability and deliverability are appropriate and have regard to national policy.

**Replace the initial part of the second paragraph with the following:**

**‘Subject to viability and deliverability considerations proposals which deliver some or all of the following house types will be particularly supported:’**

**Delete the third paragraph of the policy**

Policy HD2- Overall Quantum of Housing Development

- 7.36 This policy sits at the heart of the Plan. It identifies that approximately 20 dwellings adjacent to the settlement boundary will be supported within the Plan period.
- 7.37 The policy has attracted a considerable degree of representation. I sought clarification from the Parish Council on the intentions of the policy. I was advised about the evolution of the Plan and the options that had been considered.
- 7.38 In summary three issues are playing out side-by-side. The first is the community’s expectation that some development is appropriate within the neighbourhood area both to sustain its own future and to assist in meeting the wider strategic needs of the District. The second is the earlier identification of a potential reserve housing site to the immediate north of the village. This featured in the pre-submission plan. The third is the granting of planning permission for 25 dwellings on land off The Shrubbery in 2017. Paragraphs 5.29/30 of the Plan comment that the community considers that the development of the site with planning permission would address the housing needs of the neighbourhood area up to 2029 and that further development is not required. The Plan also raises the scenario of the implications of the non-delivery of the recent planning permission.
- 7.39 As submitted the policy fails to meet the basic conditions for several reasons. Firstly, it does not directly seek to boost significantly the supply of housing land as required by paragraph 47 of the NPPF. Secondly it does not directly provide evidence to support its assertion that 20 houses are sufficient to address housing needs in the Plan period and that the recent planning permission for 25 dwellings meets the same need. Thirdly

it suggests that the community has a reserve site in mind (in the event that the Shrubbery site does not come forward) but does not identify that site in the Plan. Fourthly it does not identify the mechanism by which the potential non-delivery of The Shrubbery site would release the unspecified reserve site.

- 7.40 These matters are of a fundamental nature. As such the policy is incapable of modification to meet the basic conditions without fundamental revision. That approach is beyond my remit as the independent examiner. On this basis I recommend that it is deleted.

### **Delete policy**

*Delete paragraphs 5.25-5.30*

#### Policy HD3-Infill Policy

- 7.41 This policy addresses infill development within the village settlement boundary. As paragraph 5.31 comments its ambition is to bolster the stock of housing in the village and to make use of vacant and undeveloped sites rather than committing to development outside the settlement boundary. The policy includes a series of environmental criteria in order to safeguard residential amenity within the village itself.
- 7.42 The opening part of the policy defines an infill site as one which is bounded by an existing development on two or more sides, is within the settlement boundary and fronts an existing highway. The reference to the settlement boundary is unnecessary in this part of the policy as it is already mentioned in the first sentence of the policy. LDC has drawn attention to the onerous nature of the other two definitions of an infill site. From my visit to the neighbourhood area I saw that the potential relationship between its character and layout and the application of the two policy tests. In my view it would have the ability to reduce the number of new dwellings which might naturally come forward in the village in the Plan period.
- 7.43 The submitted Plan does not offer any direct evidence for its definition of infill. Paragraph 5.32 comments that the general ambition of the policy is to ‘ensure that new properties amalgamate themselves appropriately with the existing street scene and character of Elford’s built up area’. The approach adopted also has the ability to conflict with the approach set out in Core Policy 3 of the Local Plan Strategy. In particular the restrictive neighbourhood plan approach would be in tension with the following key issues included in the Core Strategy policy:
- assisting in the regeneration and evolution of towns and villages and surrounding areas in meeting the changing needs of their populations over time and maintaining the vitality, viability and vibrancy of local communities;
  - encourage the re-use of previously developed land in the most sustainable locations; and
  - reduce the overall need to travel
- 7.44 On this basis I recommend that the second sentence of the policy which contains the definition of an infill sites is deleted. In any event there are already sufficient controls

within the policy to enable LDC to determine planning applications in a clear and consistent fashion. I also recommend that the format of the criteria is modified so that an applicant has to meet all of the four criteria. In doing so I have worked on the assumption that there are four criteria rather than three (as indicated by the bullet points) and that the density criterion is distinct from the size and scale criterion.

**Delete the second sentence of the initial part of the policy.**

**Insert a bullet point before ‘Be of a similar density...’**

**Insert ‘; and’ after the third bullet point.**

Policy HD4-Replacement Dwellings

- 7.45 This policy addresses the issue of replacement dwellings. The Plan identifies that the community supports proposals for replacement dwellings where they respect the character and setting of the village. However, it has concerns about the potential for the proposed replacement of individual dwellings with multiple dwellings and their effect on the character, appearance and density of the village.
- 7.46 The policy includes a series of criteria. The first addresses the scale, size, materials and the appearance of the replacement dwelling. The second addresses the amenities of existing dwellings. The third addresses historic properties. The fourth criterion acts more as a refinement of the overall policy approach by commenting that proposals for the replacement of a single dwelling with multiple dwellings are unlikely to be supported. In its response to my Clarification Note the Parish Council explained further its approach to the multiple replacement dwelling issue. It highlighted the double-edged sword issue it was addressing – on the one hand it wished to support new development in general and smaller houses in particular. On the other hand, it wished to retain the inherent character of the village.
- 7.47 I can appreciate the approach adopted by the Parish Council on this matter given the character of the village. Nevertheless, it has the ability to restrict unnecessarily the delivery of new housing within the neighbourhood area. This would be in conflict with paragraph 47 of the NPPF. LDC has the ability to apply development plan policies to applications which may propose the development of multiple houses on sites currently occupied by single dwellings. In any event the majority of the village is already included within the Elford Conservation Area where there is a statutory requirement for development proposals to preserve or enhance its character or appearance. In addition, these matters are developed further in Policies DH1 and DH2 of this Plan. On this basis I recommend the deletion of the fourth criterion of the policy. I also recommend some modifications and additions to paragraph 5.34.
- 7.48 I also recommend other modifications to the policy so that it has the clarity required by the NPPF. The first relocates supporting text from the first criteria into the bulk of the supporting text associated with the policy. The second proposes that historic buildings are addressed by way of a separate part of the policy rather than as a criterion to a supportive policy.

**In the opening part of the policy replace ‘approved’ with ‘supported’ and ‘providing ...is met’ with ‘subject to the following criteria’.**

**Replace the first criterion with: ‘The proposals respect and reflect existing properties in their immediate locality in terms of scale, size, materials used and their appearance; and’**

**Delete the third and fourth criteria.**

**Insert a new part of the policy to read:**

**Proposals for the replacement of heritage assets in the neighbourhood area with replacement dwellings will not be supported.**

*After the first sentence of paragraph 5.33 add: ‘Proposals for modern housing designs will be supported where they reflect the character and appearance of existing properties in their immediate vicinity’.*

*After the first sentence of paragraph 5.34 add: ‘This is a matter than can be addressed on a case-by-case basis by Lichfield District Council. The majority of the built-up part of the village is contained within the Elford Conservation Area. The District Council has already prepared a Conservation Area Appraisal and Management Plan and this guidance will assist in the decision-making process.’*

*In paragraph 5.34 delete ‘and this is reflected in this part of the policy’.*

Policy DH1- Design of New Development

- 7.49 This policy concentrates on the design of new development. It is the first of four policies which address building design, local character and heritage. This section of the Plan has attracted a significant degree of support from Historic England. Its comments are worthy of inclusion in this report. Historic England has commented that:

‘The Plan reads overall as a well written, well-considered document that is eminently fit for purpose. We consider that an exemplary approach is taken to the historic environment of the Parish and that the Plan constitutes a very good example of community-led planning. Those involved in the production of the Plan should be congratulated as in the view of Historic England it exemplifies constructive conservation’ (Historic England 14 June 2018)

- 7.50 These comments provide a helpful context for the examination of the DH policies in the Plan.
- 7.51 Policy DH1 addresses design issues in a positive and productive fashion. Its overall approach is that all new development should be of high quality in its design and use of materials and respond positively to the surrounding built character and the natural landscape. It then identifies a series of locally distinctive design features which should be considered by all new developments.

- 7.52 One of the 12 core planning principles in the NPPF (paragraph 17) is ‘(always seek) to secure high-quality design and a good standard of amenity for all existing and future occupants of land and buildings’. Furthermore, the approach adopted in the policy has regard to the more detailed design elements of the NPPF. In particular, it plans positively for high quality and inclusive design (paragraph 57), it has developed a robust and comprehensive policy (paragraph 58), it proposes outlines of design principles (paragraph 59) and does so in a locally distinctive yet non-prescriptive way (paragraph 60).
- 7.53 I recommend a modification to the second design feature in the policy so that it correctly applies the legislative test in the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 7.54 LDC has made a technical comment on the text in paragraph 5.36. In effect the first sentence of the paragraph is correct and the second sentence is incorrect. On this basis I recommend the deletion of the second sentence of the paragraph. This modification secures technical accuracy. However, it does not detract from the applicability of the policy itself or the way in which it meets the basic conditions.

**In the second bullet point replace ‘character and appearance’ with ‘character or appearance’.**

*Delete the second sentence of paragraph 5.36*

#### Policy DH2-Heritage Assets

- 7.55 This policy addresses the range of heritage assets in the neighbourhood area. It has four related sections. The first relates to identified heritage assets. The second seeks to ensure that new development should be sensitive to such assets. The third element relates to the historic landscape pattern of the neighbourhood area and its archaeology. The fourth relates to historic farmsteads.
- 7.56 The overall design and approach of the policy is very effective. I recommend some technical modifications to bring the clarity required by the NPPF. They follow in the approach of other modifications to other policies.
- 7.57 The element of the policy addressing historic farmsteads is appropriate to the neighbourhood area. Paragraph 5.44 explains their importance in the rural community. It also addresses guidance produced by Staffordshire County Council on this matter. That guidance is particularly well-constructed and comments on a district by district basis. Plainly it is important that the submitted plan sits within this strategic context. Nevertheless, there is no need for the policy in the submitted Plan directly to repeat the approach already captured elsewhere. In any event the County Council document is produced for technical guidance rather than to act as a development plan policy as such. Taking all these matters into account I recommend modifications to the fourth

part of the policy so that it takes on a more general approach. I also recommend that the County Council guidance is both relocated to the supporting text and consolidated.

**In the first paragraph of the policy replace ‘must’ with ‘should’ and ‘looked on favourably’ with ‘supported’.**

**Replace the fourth paragraph of the policy with ‘Proposals for development at any farmstead should demonstrate that it has taken account of its historic context and landscape setting’.**

*After the second sentence of paragraph 5.44 add:*

*‘The fourth paragraph of Policy DH/2 addresses this important matter in the context of the neighbourhood area. Any such planning applications will be expected to take account of the Staffordshire Farmsteads Assessment Framework (produced by Staffordshire County Council and English Heritage) and the associated Character Statement work’.*

#### Policy DH3- Key Views

- 7.58 This policy seeks to safeguard key views in the neighbourhood area. They are shown on the Proposals Map. In general terms they are views within the village or views from the edge of the village into the surrounding countryside.
- 7.59 Paragraph 5.45 explains the purpose of the policy. The views are those identified in the Conservation Area Appraisal and Management Plan (CAAMP). The Parish Council wishes to give greater weight to their status by capturing them in a development plan policy.
- 7.60 I looked at the views identified when I visited the neighbourhood area and related them to the details included in the CAAMP. Most remained unchanged from the CAAMP. Others would be affected by the grant of planning permission for land off The Shrubbery (17/01379/OUTM). The CAAMP identifies three types of views: panoramic, specific and glimpses. The various views in each of the three categories are described in paragraphs 4.7-4.9 of that document.
- 7.61 I have some sympathy for the approach proposed in the submitted Plan. There is no doubt that the attractiveness of the village in general, and its conservation area in particular is partly related to its openness and the views and vistas within the village and from the village into the surrounding countryside. However, I am not satisfied that the policy meets the basic conditions. I have come to this conclusion for three reasons. The first is that the submitted Plan offers no additional information beyond that already included in the CAAMP. This is acknowledged in paragraph 5.45. Whilst the description of the views in the CAAMP is fit for purpose for that document it falls short of the evidence-based approach required for a development plan document. In particular neither the CAAMP nor the submitted Plan provides direct information about the nature of the identified views or vistas. As such it will be impractical for LDC to understand how any particular development would impact on each view. The second is that there

is already a statutory duty on LDC to preserve or enhance the character or appearance of the Elford Conservation Area and many of the views fall within or adjacent to that designated area. The third is that the two views into land at The Shrubbery are now directly affected by the recent granting of outline planning permission. Taking these matters into account I recommend the deletion of the policy and its associated supporting text. This is a matter that could be addressed with additional and up-to-date information in the event that any 'made' neighbourhood plan is reviewed in the future.

### **Delete policy**

*Delete paragraph 5.45 and the Key Views on the Proposals Map*

Policy DH4- Design for Streets and Footpaths

- 7.62 This policy has a focus on the design of streets and footpaths. It also addresses opportunities to enhance the quality of the public realm. It also includes three specific design criteria.
- 7.63 In general terms the policy meets the basic conditions. I recommend two modifications to ensure that the policy has the clarity required by the NPPF. The first replaces 'looked upon favourably' with 'supported'. This will provide clarity and assurance for all concerned. The second ensures that each of the three criteria need to be met by any development proposal.

**In the initial part of the policy replace 'looked upon favourably' with 'supported'.**

**At the end of the second bullet point add '; and'.**

Policy E1- Renewable Energy Development

- 7.64 The policy addresses proposals for renewable energy development. The Plan recognises the benefits of renewable energy and wishes to encourage appropriate schemes within the Plan period.
- 7.65 The policy does not have the clarity required by the NPPF in two important areas. The first is that it comments that proposals will be determined on their own merits. As such it offers neither encouragement nor discouragement to developers and investors. The second is that its reference to small scale renewable energy schemes is not defined.
- 7.66 Given that the thrust of the policy relates well both to national and local planning policy I recommend modifications to the policy to secure the necessary clarity in general and to have regard to paragraphs 93-98 of the NPPF in particular. On the matter of the scale of such developments I recommend that the reference to small scale is replaced by one which requires proposals to respect the character and appearance of the neighbourhood area.

**Replace the opening part of the policy with:**

**‘Proposals for renewable energy schemes will be supported where they respect the character and appearance of the neighbourhood area and where they do not generate unacceptable harm to the following matters:**

**[list the first four bullet points from the submitted policy]’**

**Delete the fifth bullet point to reflect the recommended modification to Policy DH3.**

Policy E2- Local Green Space

- 7.67 The Plan proposes the designation of nine Local Green Spaces (LGSs). They are shown on the Proposals Map. Appendix 2 provides an assessment of the sites against the criteria in paragraph 77 of the NPPF. It does so in a proportionate way.
- 7.68 I looked at the various sites when I visited the neighbourhood area. They each displayed their own characteristics. The Cricket Ground and the Sports Field to the north of the village form a key component of the sports and recreational facilities in the village. The land between the Shrubbery and the River Tame (the picnic area) has obvious informal recreational use and attractiveness. The Giants Garden, the Walled Garden, St Peters Church Grounds and The Avenue are all key components of the open green spaces at the heart of the conservation area. The first eight of the proposed LGSs in the list in the policy comfortably comply with the criteria in the NPPF.
- 7.69 I looked carefully at the proposed LGS at land off The Beck. I saw that it had an agricultural character and appearance. It is triangular in shape and is bounded by hedges to the south and east and by a track serving residential properties to the north. I saw the vehicular access into the site via the track to the residential properties to the north.
- 7.70 I sought clarification from the Parish Council about the extent to which the proposed site met the three criteria in paragraph 77 of the NPPF. It is clear that it is in close proximity to the community that it serves and is local in scale and not an extensive tract of land. On the issue of whether the proposed LGS was demonstrably special to the local community and hold a particular local significance the Parish Council drew my attention to the information contained within Appendix 2 in general terms and to its significance as an attractive gateway to the village.
- 7.71 I acknowledge that the proposed LGS has a visual relationship with the village and is separated from the wider countryside by the redundant highway to its east, by The Beck to the south and by the isolated dwellings to its north. However, I am not satisfied that it warrants designation as a local green space. I have reached this conclusion for two reasons. The first is that paragraph 77 of the NPPF is clear that local green space designation will not be appropriate for most green areas or open spaces. The second is that there is a noticeable difference between the characteristics of the other proposed LGSs and the Land off the Beck. The growth of wildflowers on the site during



the Summer months does not justify its designation as LGS. On this basis I recommend that the proposed LGS off The Beck is deleted from the policy.

- 7.72 I also recommend that the format of the policy is modified so that it fully reflects national policy captured in paragraph 78 of the NPPF.

**Replace the opening part of the policy with:**

**‘The following areas as shown on the Proposals Map are designated as Local Green Spaces**

**[List the various sites minus Land off the Beck]**

**New development will not be supported on land designated as local green space except in very special circumstances.’**

*Delete ‘Land off The Beck’ from Appendix B and the Proposals Map.*

Policy E3- Green Infrastructure and Green Links

- 7.73 This policy addresses the green infrastructure network in the neighbourhood area. It has two related parts. The first comments that new development should take account of the setting of existing footpaths and rights of way. The second seeks to ensure that new developments incorporate new green infrastructure into their designs and that they link into the wider green infrastructure.

- 7.74 Both elements meet the basic conditions in general terms. To bring the clarity required by the NPPF I recommend a series of technical modifications to the policy.

**In the first part of the policy (first sentence) replace ‘must’ with ‘should’.**

**In the first part of the policy (second sentence) replace ‘be looked on favourably’ with ‘supported’**

Policy E4- Biodiversity

- 7.75 This policy relates directly to biodiversity. It celebrates the strong connectivity between the village and its surrounding countryside.

- 7.76 It meets the basic conditions in general terms. To bring the clarity required by the NPPF I recommend a series of technical modifications to the policy.

**In the first, second and third paragraphs replace ‘must’ with ‘should’.**

Policy MD1- Parking Standards

- 7.77 The policy addresses car parking standards. It identifies specific standards for a range of house sizes. The parking standards promoted in the Plan for 2/3/4-bedroom houses require one more parking space than the respective standards in LDC’s Sustainable Development supplementary planning document.

- 7.78 I sought clarification from the Parish Council on this matter. It commented about public feedback about the effectiveness of parking standards in recent years and the well-

documented on street parking issues in The Beck. I saw the on-street parking issues when I visited this part of the neighbourhood area.

- 7.79 On balance I am satisfied that the Plan has made a strong case for the application of higher parking standards for residential development than those which otherwise apply elsewhere in the District.
- 7.80 The second part of the policy sets out specific guidance for garage sizes. It suggests that they should be of a sufficient size to include general storage. This part of the policy is not supported by evidence. It also has the ability to hinder good design as promoted by other policies in the Plan. It also offends the written ministerial statement of March 2015 which addresses building size and construction methods. As such I recommend its deletion.
- 7.81 The third part of the policy refers to non-residential development. It identifies that sufficient parking should be provided. For clarity I recommend that this is replaced with a direct reference to the LDC supplementary planning document.

**Replace the first and the second parts of the policy with the following:**

**‘New residential development should provide on-site car parking facilities to meet the following minimum requirements [list the three bullet points]’.**

**Delete the third part of the policy.**

**Replace the fourth part of the policy with the following:**

**‘All other new development should provide on-site car parking facilities to meet the minimum requirements in the Lichfield District Council Sustainable Design Supplementary Planning Document December 2015’.**

Policy MD2- Sustainable Transport

- 7.82 This policy offers support for proposals which would encourage accessibility to and from the development concerned and promote a modal shift toward public transport, cycling and walking. It also sets out an expectation that walking and cycling links should be included in the design of all new developments.
- 7.83 I recommend a series of modifications to the policy so that it has the clarity required by the NPPF. In particular I recommend that the thrust of the policy is modified so that it takes on a supporting nature rather than one which directly requires walking and cycling links. In addition, I recommend that the supporting text reflects that this policy has to be read with other development plan policies, including other policies in the submitted Plan. Read in isolation it could be taken as offering support to proposals which would otherwise conflict with the spatial approach adopted in the submitted Plan. I also recommend the repositioning of the second sentence of the second part of the policy to the supporting text. It is a statement of fact rather than a policy.

Replace the policy with:

**‘New developments will be supported where they:**

- **encourage accessibility to and from the development and the village and promote a modal shift towards public transport, cycling and walking; and**
- **include walking and cycling links in their design’**

*At the end of paragraph 5.64 add: ‘[the second sentence of the second paragraph of the submitted policy]’*

*In paragraph 5.65 replace ‘be expected to’ with ‘be supported where they’.*

*At the end of paragraph 5.65 add: ‘This policy has been designed to consolidate and clarify the spatial strategy of the Plan as set out in Policy SP1. In particular it would also relate to Policy HD1 and HD3 insofar as housing development is concerned’*

Policy MD3-Sustainable Design and Construction

7.84 This policy addresses sustainable design matters. It does so in a general rather than a specific fashion. As such it does not offend the written ministerial statement of March 2015.

7.85 It meets the basic conditions.

Policy MD4- Flood Risk Management

7.86 As its title suggests the policy addresses flood risk management issues. It does so in a very comprehensive fashion. It reflects the proximity of the built-up part of the village to the River Tame. It has five related sections. The first seeks to prevent any increase in flood risk in the neighbourhood area. The second requires new development to address flood risk and climate change issues. The third seeks to prevent the removal of hedgerows. The fourth addresses the potential to open up culverted watercourses. The final part takes a sequential approach to new development and flood risk.

7.87 It meets the basic conditions in general terms. To bring the clarity required by the NPPF I recommend a series of technical modifications to the policy.

**In the first paragraph replace ‘must’ with ‘should’ and ‘looked on favourably’ with ‘supported’.**

**In the third paragraph replace ‘must’ with ‘should’ in both the first and second sentences.**

**In the fourth paragraph replace the final sentence with: ‘The culverting of open watercourses will not be supported’**

**In the fifth paragraph replace ‘be resisted’ with ‘not be supported’. In the second sentence replace ‘must’ with ‘should’.**

### Policy MD5- Traffic

- 7.88 This policy addresses traffic flows in the village. They are primarily based around the key junctions listed in the policy.
- 7.89 I recommend a series of modifications to bring the clarity required by the NPPF. The first relates to the range of proposals to which the policy would apply. As submitted the policy applies to all new planning applications. As most applications in the Plan period will be of a minor and/or domestic nature this approach would be both unreasonable and onerous. I recommend accordingly. The second relates to the second paragraph of the policy which refers to developments not causing negative impacts on traffic levels. Plainly most developments will have some impact. However, the test is the acceptability or unacceptability of that impact. The same issue applies to the fourth paragraph of the policy. I recommend accordingly.

#### **In the first paragraph of the policy replace**

- **‘regardless of scale or size’ with ‘other than householder proposals’**
- **negatively with unacceptably; and**
- **looked on favourably with supported.**

#### **In the second paragraph replace ‘negative’ with ‘unacceptable’.**

#### **In the fourth paragraph replace ‘significant’ with ‘unacceptable’.**

### Aspirations

- 7.90 The Plan includes two aspirations. They are recognised to be non-land use policies and are identified as such. Planning Practice Guidance comments that such aspirations should be captured in a separate part of the Plan. However, given their direct relationship with two policies in the Plan I am satisfied that they should remain in the positions in the submitted plan (subject to my recommended modifications).

#### Housing Aspiration (page 21)

- 7.91 This aspiration immediately follows Policy HD2. It seeks to relate the provision of new open space to potential new residential development to the north of the village.
- 7.92 I have already recommended the deletion of Policy HD2. I recommend the deletion of the Aspiration. They are so closely linked that it would be impractical not to recommend the deletion of the related Aspiration.

#### *Delete Aspiration*

#### Sustainable Transport Aspiration (page 34)

- 7.93 This aspiration relates to the improvement of the bus service to and from Elford. This approach is entirely appropriate for the neighbourhood area.

## Technical Matters

- 7.94 In its representations LDC has raised a series of technical matters. They relate to details contained in the various appendices to the Plan and are very helpful.
- 7.95 I recommend the following series of modifications to the various appendices insofar as they are necessary to secure clarity and correctness. In certain areas (such as the details for the various local green spaces) modifications are not necessary to ensure that the Plan meets the basic conditions.

### *Appendix C*

*Replace the title with 'Listed Buildings'*

*Replace the first bullet point with: 'The Parish includes a wealth of heritage assets including those that are designated as listed buildings. These heritage assets and their settings will be required to be preserved or enhanced by new development'*

*Replace the second bullet point with: The Conservation Area Appraisal and Management Plan was adopted on 14 July 2015. It identifies a series of key spaces and views/vistas that are important to the character or appearance of the conservation area.*

### *Appendix C Table 2*

*Change the second part of the title to 'Schedule of locally-listed properties'.*

## Other Matters

- 7.96 This report has recommended a series of modifications both to the policies and to the supporting text in the submitted Plan. Where consequential changes to the text are required directly as a result of my recommended modification to the policy concerned I have highlighted them in this report. However other changes to the general text may be required elsewhere in the Plan as a result of the recommended modifications to the policies. It will be appropriate for LDC and the Parish Council to have the flexibility to make any necessary consequential changes to the general text. I recommend accordingly.

*Modification of general text (where necessary) to achieve consistency with the modified policies.*

- 7.97 The Plan provides commentary about a potential extension of the Conservation Area in its paragraph 5.39. Details of the proposal and a map showing the proposed extension is included at Appendix E.
- 7.98 This is a matter that will be determined independently from the neighbourhood plan directly by LDC as the local planning authority. It is not within the gift of a neighbourhood plan to designate a conservation area or to extend the boundary of an existing conservation area. As such I recommend that Appendix E is deleted from the

Plan. I also recommend that the language used in paragraph 5.39 is modified so that it adopts a more neutral approach.

*Delete Appendix E and the following map of the proposed conservation area extension.*

*Replace the final two sentences of paragraph 5.39 with the following:*

*'There are current proposals to extend the boundary of the conservation area. In the event that its boundary is amended the relevant policies in this Plan in general, and Policies DH1 and DH2 in particular, will apply to that amended area.'*

## 8 Summary and Conclusions

### *Summary*

- 8.1 The Plan sets out a range of policies to guide and direct development proposals in the period up to 2029. It is distinctive in addressing a specific set of issues that have been identified and refined by the wider community.
- 8.2 Following my independent examination of the Plan I have concluded that the Elford Neighbourhood Development Plan meets the basic conditions for the preparation of a neighbourhood plan subject to a series of recommended modifications.
- 8.3 This report has recommended modifications to the policies in the Plan. Nevertheless, it remains fundamentally unchanged in its role and purpose.

### *Conclusion*

- 8.4 On the basis of the findings in this report I recommend to Lichfield District Council that subject to the incorporation of the modifications set out in this report that the Elford Neighbourhood Plan should proceed to referendum.

### *Referendum Area*

- 8.5 I am required to consider whether the referendum area should be extended beyond the Plan area. In my view, the neighbourhood area is entirely appropriate for this purpose and no evidence has been submitted to suggest that this is not the case. I therefore recommend that the Plan should proceed to referendum based on the neighbourhood area as approved by the District Council on 14 August 2015.
- 8.6 I am grateful to everyone who has helped in any way to ensure that this examination has run in a smooth and efficient manner. The Parish Council's responses to my Clarification Note were very helpful in preparing this report. The District Council's technical comments were also helpful to the process.

**Andrew Ashcroft**  
**Independent Examiner**  
**4 September 2018**

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# Armitage with Handsacre Neighbourhood Plan

## Final Decision Statement

Cabinet Member for Economic Growth, Environment & Development Services

Date: 9 October 2018

Agenda Item: 7

Contact Officer: Patrick Jervis

Tel Number: 01543 308196

Email: /Patrick.jervis@lichfielddc.gov.uk

Key Decision? No

Local Ward Members All Armitage with Handsacre ward members



**CABINET**

## 1. Executive Summary

- 1.1 This report relates to the preparation of a Neighbourhood Plan covering Armitage with Handsacre which has recently been subject to referendum. The Armitage with Handsacre Neighbourhood Plan received a majority Yes vote at its referendum held on 5 September 2018. The District Council now has to formally 'make' the Armitage with Handsacre Neighbourhood Plan, following which it will form a part of the Development Plan in Lichfield District.

## 2. Recommendations

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

## 3. Background

- 3.1 Neighbourhood planning is one of the provisions of the 2011 Localism Act allowing local communities to bring forward detailed policies and plans which can form part of the statutory planning process for an area and its residents.
- 3.2 The Neighbourhood Planning (General) Regulations 2012 require that Neighbourhood Plans are subject to a referendum. The referendum was held in accordance with the Neighbourhood Planning (Referendum) Regulations 2012. All those eligible to vote in the Armitage with Handsacre Neighbourhood Area voted Yes or No to the following question, "Do you want Lichfield District Council to use the Neighbourhood Plan for Armitage with Handsacre to help it decide planning applications in the Neighbourhood Area?" If the majority (50% +1) of the turnout vote in favour the Local Planning Authority (Lichfield District Council) must make the Neighbourhood Plan.
- 3.3 The referendum for Armitage with Handsacre was held on 5 September 2018. The Armitage with Handsacre Neighbourhood Plan referendum received a turnout of 22.5%, with 1033 (90.7%) votes in favour and 105 (9.2%) votes against the making of the Neighbourhood Plan.
- 3.4 The 2012 Regulations require that upon the completion of the referendum the Local Planning Authority is required to publish a 'Decision Statement' on their website. This Decision Statement will state that the Neighbourhood Plan has been successful at referendum and will now be 'made', and will form a part of the Development Plan for Lichfield District. A proposed Decision Statement in respect of the Armitage with Handsacre Neighbourhood Plan is attached at **Appendix A**.

- 3.5 The Cabinet is asked to note the referendum results set out at paragraph 3.3 of this report and the Decision Statement and agree to the making of the Armitage with Handsacre Neighbourhood Plan. The Armitage with Handsacre Neighbourhood Plan is attached at [Appendix B](#). The decision of the Cabinet will then need to be endorsed by Full Council.
- 3.6 Subject to a decision to make the Neighbourhood, the District Council will need to publish the Decision Statement online, and provide the Decision Statement to the Qualifying Body (Armitage with Handsacre Parish Council) and any other stakeholder who has requested to be notified of the decision. The Neighbourhood Plan will form a part of the Development Plan for Lichfield District and will be used in determining planning applications. The made Neighbourhood Plan will be published online and the prescribed persons will be notified.

Alternative Options	<ol style="list-style-type: none"> <li>1. The Lichfield District Council refuses to make the Neighbourhood Plan. The Council can only do this if it considers this would breach, or be incompatible with any EU Obligation or any of the Convention Rights.</li> <li>2. Following the making of the Neighbourhood Plan, Lichfield District Council can decide to modify or revoke the Neighbourhood Plan, in line with the Regulations.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. In line with the Regulations the Neighbourhood Plan has been through numerous consultation periods. A Consultation Statement detailing the consultation undertaken throughout the Neighbourhood Plan process was provided by the Qualifying Body (Armitage with Handsacre Parish Council) as part of their Neighbourhood Plan Submission Documentation.</li> <li>2. The Neighbourhood Plan Referendum was publicised according to the Neighbourhood Planning (Referendum) Regulations 2012.</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. The Government has made grant aid available to District Councils in recognition of the level of resourcing required in the administration of Neighbourhood Plans. A grant of £20,000 will be applied for during the next available funding window following the referendum.</li> <li>2. Communities with Neighbourhood Plans in place will be entitled to 25% of the Community Infrastructure Levy (CIL) receipts generated by eligible development in their area. Communities with no Neighbourhood Plan will be entitled to 15%.</li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. The Neighbourhood Plan demonstrates that it is in broad conformity with the Local Plan Strategy (2015) which conforms with the Strategic Plan.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 ensure that consultation is undertaken with the wider community and covers human rights matters.</li> <li>2. The Neighbourhood Planning (Referendum) Regulations 2012 ensure that all those eligible were entitled to vote in the referendums.</li> <li>3. Equality Impact Assessments (EqIA) have been completed for the Armitage with Handsacre Neighbourhood Plan and is attached at <b>Appendix C</b>.</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. Crime and community safety issues may be considered as part of the Neighbourhood Plans.</li> </ol>

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

### Background documents

1. Neighbourhood Planning (General) Regulations 2012 & Amendments
2. Neighbourhood Planning (Referendum) Regulations 2012 & Amendments
3. [Armitage with Handsacre Neighbourhood Plan](#) (Referendum Version)
4. [Lichfield District Local Plan Strategy](#)

### Relevant web links

1. Copies of the submitted neighbourhood plans can be found via:
  - [www.lichfielddc.gov.uk/armitagenp](http://www.lichfielddc.gov.uk/armitagenp)

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## Armitage with Handsacre Neighbourhood Plan Development Plan

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

### 1. Summary:

- 1.1 Lichfield District Council decided by resolution of Full Council on DD/MM/YYYY to make the Armitage with Handsacre Neighbourhood Development Plan under Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended). The Armitage with Handsacre Neighbourhood Development Plan now forms part of the Development Plan for Lichfield District.

### 2. Reasons for decision:

- 2.1 The Armitage with Handsacre Neighbourhood Plan meets the Basic Conditions and its promotion process is compliant with legal and procedural requirements. Paragraph 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the area. The Plan was endorsed by more than the required threshold in the referendum on 5 September 2018.

### 3. Background:

- 3.1 On 17 April 2013 Armitage with Handsacre Parish Council requested that the Armitage with Handsacre Neighbourhood Area be designated for the purposes of producing a Neighbourhood Development Plan for the area. Following a six week consultation Lichfield District Council designated the Armitage with Handsacre Neighbourhood Area on 9 July 2013.
- 3.2 In April 2017 Armitage with Handsacre Parish Council published the draft Armitage with Handsacre Neighbourhood Plan for a minimum six week consultation, in line with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 which closed in June 2017.
- 3.3 The Armitage with Handsacre Neighbourhood Plan was submitted by the Parish Council to Lichfield District Council in February 2018 for assessment by an Independent Examiner. The Plan (and associated documents) was publicised for consultation by Lichfield District Council for six weeks between 23 February 2018 and

6 April 2018 (the Local Authority publicity consultation). Mr Andrew Ashcroft BA (Hons) MA DMS MRTPI was appointed as the Independent Examiner and all comments received at the Local Authority publicity consultation were passed on for his consideration.

- 3.4 The Examiner's report concluded that, subject to modifications, the Armitage with Handsacre Neighbourhood Plan met the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made it should proceed to referendum.
- 3.5 A referendum was held on Wednesday 5 September 2018, 90.7% of those who voted were in favour of the Neighbourhood Plan, the turnout was 22.5%. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

This decision statement can be viewed online on the Lichfield District Council website at: [www.lichfielddc.gov.uk/armitagenp](http://www.lichfielddc.gov.uk/armitagenp). It can also be viewed in hard copy at:

Lichfield District Council, District Council House, Frog Lane, Lichfield, WS13 6YY - Monday to Friday 8.45am to 5.15pm

# 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

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

### Section 2: About your plans

<b>Name of service/policy you are assessing:</b>	Armitage with Handsacre Neighbourhood Plan
--	--

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

<b>Who are the main users of your service/policy?</b> (please delete any that are not appropriate)
<ul style="list-style-type: none"> <li>▪ Mixture of residents and visitors</li> <li>▪ Users of a specific service (e.g. leisure centre customers)</li> <li>▪ Internal (employees)</li> <li>▪ Disability specific groups</li> <li>▪ Race specific groups</li> <li>▪ Gender specific groups</li> <li>▪ Religious groups</li> <li>▪ Sexual orientation groups</li> <li>▪ Marriage and civil partnerships</li> <li>▪ Older people</li> <li>▪ Young people</li> <li>▪ Other (please specify)</li> </ul>

<b>Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service</b> (where appropriate, include sources of evidence such as customer feedback):
Armitage with Handsacre Parish Council has produced a Neighbourhood Plan to provide specific planning policies for the Armitage with Handsacre Neighbourhood Area. The Plan has been independently examined and found to meet the basic conditions. Following examination the Plan has been subject to a referendum within the neighbourhood area and achieved a success 'yes' vote.

1 For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto: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  Groups of users	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? <input checked="" type="checkbox"/> If there is a negative impact on any group(s), please complete section 4 for each group.
<b>Age ranges (indicate range/ranges)</b>	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to defined age groups it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which consider all age groups within the District.	No.
<b>Disability (physical, sensory or learning)</b>	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to people with disabilities it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which seek to ensure that the needs of those with disabilities are met.	No.
<b>Gender/sex</b>	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with gender and sex it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to gender and sex. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
<b>Transgender/gender reassignment</b>	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with transgender and gender reassignment it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to transgender and gender reassignment. The Local Plan is	No.

2

For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)



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

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

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

### 3b: Further details

<b>Please use this space to provide further details if necessary</b>

## 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](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

### Section 5: Your action plan

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

### Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on <a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>	Yes
Date completed:	26 February 2018

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# Alrewas Neighbourhood Plan Final Decision Statement

Cabinet Member for Economic Growth, Environment & Development Services

Date: 9 October 2018

Agenda Item: 8

Contact Officer: Patrick Jervis

Tel Number: 01543 308196

Email: /Patrick.jervis@lichfielddc.gov.uk

Key Decision? No

Local Ward Members All Alrewas ward members



**CABINET**

## 1. Executive Summary

- 1.1 This report relates to the preparation of a Neighbourhood Plan covering Alrewas which has recently been subject to referendum. The Alrewas Neighbourhood Plan received a majority Yes vote at its referendum held on 5 September 2018. The District Council now has to formally 'make' the Alrewas Neighbourhood Plan, following which it will form a part of the Development Plan in Lichfield District.

## 2. Recommendations

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

## 3. Background

- 3.1 Neighbourhood planning is one of the provisions of the 2011 Localism Act allowing local communities to bring forward detailed policies and plans which can form part of the statutory planning process for an area and its residents.
- 3.2 The Neighbourhood Planning (General) Regulations 2012 require that Neighbourhood Plans are subject to a referendum. The referendum was held in accordance with the Neighbourhood Planning (Referendum) Regulations 2012. All those eligible to vote in the Alrewas Neighbourhood Area voted Yes or No to the following question, "Do you want Lichfield District Council to use the Neighbourhood Plan for Alrewas to help it decide planning applications in the Neighbourhood Area?" If the majority (50% +1) of the turnout vote in favour the Local Planning Authority (Lichfield District Council) must make the Neighbourhood Plan.
- 3.3 The referendum for Alrewas was held on 5 September 2018. The Alrewas Neighbourhood Plan referendum received a turnout of 26.2%, with 592 (94.5%) votes in favour and 33 (5.27%) votes against the making of the Neighbourhood Plan.
- 3.4 The 2012 Regulations require that upon the completion of the referendum the Local Planning Authority is required to publish a 'Decision Statement' on their website. This Decision Statement will state that the Neighbourhood Plan has been successful at referendum and will now be 'made', and will form a part of the Development Plan for Lichfield District. A proposed Decision Statement in respect of the Alrewas Neighbourhood Plan is attached at **Appendix A**.

- 3.5 The Cabinet is asked to note the referendum results set out at paragraph 3.3 of this report and the Decision Statement and agree to the making of the Alrewas Neighbourhood Plan. The Alrewas Neighbourhood Plan is attached at [Appendix B](#). The decision of the Cabinet will then need to be endorsed by Full Council.
- 3.6 Subject to a decision to make the Neighbourhood, the District Council will need to publish the Decision Statement online, and provide the Decision Statement to the Qualifying Body (Alrewas Parish Council) and any other stakeholder who has requested to be notified of the decision. The Neighbourhood Plan will form a part of the Development Plan for Lichfield District and will be used in determining planning applications. The made Neighbourhood Plan will be published online and the prescribed persons will be notified.

Alternative Options	<ol style="list-style-type: none"> <li>1. The Lichfield District Council refuses to make the Neighbourhood Plan. The Council can only do this if it considers this would breach, or be incompatible with any EU Obligation or any of the Convention Rights.</li> <li>2. Following the making of the Neighbourhood Plan, Lichfield District Council can decide to modify or revoke the Neighbourhood Plan, in line with the Regulations.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. In line with the Regulations the Neighbourhood Plan has been through numerous consultation periods. A Consultation Statement detailing the consultation undertaken throughout the Neighbourhood Plan process was provided by the Qualifying Body (Alrewas Parish Council) as part of their Neighbourhood Plan Submission Documentation.</li> <li>2. The Neighbourhood Plan Referendum was publicised according to the Neighbourhood Planning (Referendum) Regulations 2012.</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. The Government has made grant aid available to District Councils in recognition of the level of resourcing required in the administration of Neighbourhood Plans. A grant of £20,000 will be applied for during the next available funding window following the referendum.</li> <li>2. Communities with Neighbourhood Plans in place will be entitled to 25% of the Community Infrastructure Levy (CIL) receipts generated by eligible development in their area. Communities with no Neighbourhood Plan will be entitled to 15%.</li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. The Neighbourhood Plan demonstrates that it is in broad conformity with the Local Plan Strategy (2015) which conforms with the Strategic Plan.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 ensure that consultation is undertaken with the wider community and covers human rights matters.</li> <li>2. The Neighbourhood Planning (Referendum) Regulations 2012 ensure that all those eligible were entitled to vote in the referendums.</li> <li>3. Equality Impact Assessments (EqIA) have been completed for the Alrewas Neighbourhood Plan and is attached at <b>Appendix C</b>.</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. Crime and community safety issues may be considered as part of the Neighbourhood Plans.</li> </ol>



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

### Background documents

1. Neighbourhood Planning (General) Regulations 2012 & Amendments
2. Neighbourhood Planning (Referendum) Regulations 2012 & Amendments
3. [Alrewas Neighbourhood Plan](#) (Referendum Version)
4. [Lichfield District Local Plan Strategy](#)

### Relevant web links

1. Copies of the submitted neighbourhood plans can be found via:
  - [www.lichfielddc.gov.uk/alrewasnp](http://www.lichfielddc.gov.uk/alrewasnp)

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## Alrewas Neighbourhood Plan Development Plan

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

### 1. Summary:

- 1.1 Lichfield District Council decided by resolution of Full Council on DD/MM/YYYY to make the Alrewas Neighbourhood Development Plan under Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended). The Alrewas Neighbourhood Development Plan now forms part of the Development Plan for Lichfield District.

### 2. Reasons for decision:

- 2.1 The Alrewas Neighbourhood Plan meets the Basic Conditions and its promotion process is compliant with legal and procedural requirements. Paragraph 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the area. The Plan was endorsed by more than the required threshold in the referendum on 5 September 2018.

### 3. Background:

- 3.1 On 13 November 2013 Alrewas Parish Council requested that the Alrewas Neighbourhood Area be designated for the purposes of producing a Neighbourhood Development Plan for the area. Following a six week consultation Lichfield District Council designated the Alrewas Neighbourhood Area on 19 February 2013.
- 3.2 In May 2014 Alrewas Parish Council published the draft Alrewas Neighbourhood Plan for a minimum six week consultation, in line with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 which closed in July 2014.
- 3.3 The Alrewas Neighbourhood Plan was submitted by the Parish Council to Lichfield District Council in February 2015 for assessment by an independent examiner. The Plan (and associated documents) was publicised for consultation by Lichfield District Council for six weeks between 6 March and 17 April 2015 (the Local Authority publicity consultation). Mr Nigel McGurk BSc (Hons) MCD MBA MRTPI was appointed as the Independent Examiner and all comments received at the Local Authority publicity

consultation were passed on for his consideration. He concluded that, subject to modifications, the Alrewas Neighbourhood Plan will meet the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made may proceed to referendum.

- 3.4 Following the publication of the examiner's report Alrewas Parish Council resolved to withdraw the neighbourhood plan from examination in order to undertake further work and revise the plan to try and address the examiner's concern but still meet the aspirations of the community. Alrewas Parish Council informed the District Council of the withdrawal of the Alrewas Neighbourhood Plan from examination on 11 February 2016. The District Council prepared a [withdrawal statement](#) which was published on the District Council's website. The District and Parish Council agreed that a revised plan would need to be submitted and consulted upon again in line with the regulations and any further examination would be undertaken by Mr Nigel McGurk to ensure consistency.
- 3.5 Following further work the Alrewas Neighbourhood Plan was re-submitted by the Parish Council to Lichfield District Council in January 2018 for assessment by an Independent Examiner. The Plan (and associated documents) was publicised for consultation by Lichfield District Council for six weeks between 5 January 2018 and 27 February 2018 (the Local Authority publicity consultation). Mr Nigel McGurk was appointed as the Independent Examiner and all comments received at the Local Authority publicity consultation were passed on for his consideration.
- 3.6 The Examiner's report concluded that, subject to modifications, the Alrewas Neighbourhood Plan met the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made it should proceed to referendum.
- 3.7 A referendum was held on Wednesday 5 September 2018, 94.5% of those who voted were in favour of the Neighbourhood Plan, the turnout was 26.2%. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

This decision statement can be viewed online on the Lichfield District Council website at: [www.lichfielddc.gov.uk/alrewasnp](http://www.lichfielddc.gov.uk/alrewasnp). It can also be viewed in hard copy at:

Lichfield District Council, District Council House, Frog Lane, Lichfield, WS13 6YY -  
Monday to Friday 8.45am to 5.15pm

# 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

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

### Section 2: About your plans

<b>Name of service/policy you are assessing:</b>	Alrewas Neighbourhood Plan
--	----------------------------

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

<b>Who are the main users of your service/policy?</b> (please delete any that are not appropriate)
<ul style="list-style-type: none"> <li>▪ Mixture of residents and visitors</li> <li>▪ Users of a specific service (e.g. leisure centre customers)</li> <li>▪ Internal (employees)</li> <li>▪ Disability specific groups</li> <li>▪ Race specific groups</li> <li>▪ Gender specific groups</li> <li>▪ Religious groups</li> <li>▪ Sexual orientation groups</li> <li>▪ Marriage and civil partnerships</li> <li>▪ Older people</li> <li>▪ Young people</li> <li>▪ Other (please specify)</li> </ul>

<b>Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service</b> (where appropriate, include sources of evidence such as customer feedback):
Alrewas Parish Council has produced a Neighbourhood Plan to provide specific planning policies for the Alrewas Neighbourhood Area. The Plan has been independently examined and found to meet the basic conditions. Following examination the Plan has been subject to a referendum within the neighbourhood area and achieved a success 'yes' vote.

1 For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto: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  Groups of users	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? <input checked="" type="checkbox"/> If there is a negative impact on any group(s), please complete section 4 for each group.
<b>Age ranges (indicate range/ranges)</b>	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to defined age groups it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which consider all age groups within the District.	No.
<b>Disability (physical, sensory or learning)</b>	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to people with disabilities it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which seek to ensure that the needs of those with disabilities are met.	No.
<b>Gender/sex</b>	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with gender and sex it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to gender and sex. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
<b>Transgender/gender reassignment</b>	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with transgender and gender reassignment it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to transgender and gender reassignment. The Local Plan is	No.

2

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

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



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

### 3b: Further details

<b>Please use this space to provide further details if necessary</b>

## 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? ☒ 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. ☒ 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.  ☒ 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](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

### Section 5: Your action plan

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

### Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on <a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>	Yes
Date completed:	26 February 2018

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# Longdon Neighbourhood Plan Final Decision Statement

Cabinet Member for Economic Growth, Environment & Development Services

Date: 9 October 2018

Agenda Item: 9

Contact Officer: Patrick Jervis

Tel Number: 01543 308196

Email: /Patrick.jervis@lichfielddc.gov.uk

Key Decision? No

Local Ward Members All Longdon ward members



**CABINET**

## 1. Executive Summary

- 1.1 This report relates to the preparation of a Neighbourhood Plan covering Longdon which has recently been subject to referendum. The Longdon Neighbourhood Plan received a majority Yes vote at its referendum held on 5 September 2018. The District Council now has to formally 'make' the Longdon Neighbourhood Plan, following which it will form a part of the Development Plan in Lichfield District.

## 2. Recommendations

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

## 3. Background

- 3.1 Neighbourhood planning is one of the provisions of the 2011 Localism Act allowing local communities to bring forward detailed policies and plans which can form part of the statutory planning process for an area and its residents.
- 3.2 The Neighbourhood Planning (General) Regulations 2012 require that Neighbourhood Plans are subject to a referendum. The referendum was held in accordance with the Neighbourhood Planning (Referendum) Regulations 2012. All those eligible to vote in the Longdon Neighbourhood Area voted Yes or No to the following question, "Do you want Lichfield District Council to use the Neighbourhood Plan for Longdon to help it decide planning applications in the Neighbourhood Area?" If the majority (50% +1) of the turnout vote in favour the Local Planning Authority (Lichfield District Council) must make the Neighbourhood Plan.
- 3.3 The referendum for Longdon was held on 5 September 2018. The Longdon Neighbourhood Plan referendum received a turnout of 18.5%, with 160 (66%) votes in favour and 80 (33%) votes against the making of the Neighbourhood Plan.
- 3.4 The 2012 Regulations require that upon the completion of the referendum the Local Planning Authority is required to publish a 'Decision Statement' on their website. This Decision Statement will state that the Neighbourhood Plan has been successful at referendum and will now be 'made', and will form a part of the Development Plan for Lichfield District. A proposed Decision Statement in respect of the Longdon Neighbourhood Plan is attached at **Appendix A**.

- 3.5 The Cabinet is asked to note the referendum results set out at paragraph 3.3 of this report and the Decision Statement and agree to the making of the Longdon Neighbourhood Plan. The Longdon Neighbourhood Plan is attached at [Appendix B](#). The decision of the Cabinet will then need to be endorsed by Full Council.
- 3.6 Subject to a decision to make the Neighbourhood, the District Council will need to publish the Decision Statement online, and provide the Decision Statement to the Qualifying Body (Longdon Parish Council) and any other stakeholder who has requested to be notified of the decision. The Neighbourhood Plan will form a part of the Development Plan for Lichfield District and will be used in determining planning applications. The made Neighbourhood Plan will be published online and the prescribed persons will be notified.

Alternative Options	<ol style="list-style-type: none"> <li>1. The Lichfield District Council refuses to make the Neighbourhood Plan. The Council can only do this if it considers this would breach, or be incompatible with any EU Obligation or any of the Convention Rights.</li> <li>2. Following the making of the Neighbourhood Plan, Lichfield District Council can decide to modify or revoke the Neighbourhood Plan, in line with the Regulations.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. In line with the Regulations the Neighbourhood Plan has been through numerous consultation periods. A Consultation Statement detailing the consultation undertaken throughout the Neighbourhood Plan process was provided by the Qualifying Body (Longdon Parish Council) as part of their Neighbourhood Plan Submission Documentation.</li> <li>2. The Neighbourhood Plan Referendum was publicised according to the Neighbourhood Planning (Referendum) Regulations 2012.</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. The Government has made grant aid available to District Councils in recognition of the level of resourcing required in the administration of Neighbourhood Plans. A grant of £20,000 will be applied for during the next available funding window following the referendum.</li> <li>2. Communities with Neighbourhood Plans in place will be entitled to 25% of the Community Infrastructure Levy (CIL) receipts generated by eligible development in their area. Communities with no Neighbourhood Plan will be entitled to 15%.</li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. The Neighbourhood Plan demonstrates that it is in broad conformity with the Local Plan Strategy (2015) which conforms with the Strategic Plan.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 ensure that consultation is undertaken with the wider community and covers human rights matters.</li> <li>2. The Neighbourhood Planning (Referendum) Regulations 2012 ensure that all those eligible were entitled to vote in the referendums.</li> <li>3. Equality Impact Assessments (EqIA) have been completed for the Longdon Neighbourhood Plan and is attached at <b>Appendix C</b>.</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. Crime and community safety issues may be considered as part of the Neighbourhood Plans.</li> </ol>

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

### Background documents

1. Neighbourhood Planning (General) Regulations 2012 & Amendments
2. Neighbourhood Planning (Referendum) Regulations 2012 & Amendments
3. [Longdon Neighbourhood Plan](#) (Referendum Version)
4. [Lichfield District Local Plan Strategy](#)

### Relevant web links

1. Copies of the submitted neighbourhood plans can be found via:
  - [www.lichfielddc.gov.uk/longdonenp](http://www.lichfielddc.gov.uk/longdonenp)

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## Longdon with Handsacre Neighbourhood Plan Development Plan

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

### 1. Summary:

- 1.1 Lichfield District Council decided by resolution of Full Council on DD/MM/YYYY to make the Longdon Neighbourhood Development Plan under Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended). The Longdon Neighbourhood Development Plan now forms part of the Development Plan for Lichfield District.

### 2. Reasons for decision:

- 2.1 The Longdon Neighbourhood Plan meets the Basic Conditions and its promotion process is compliant with legal and procedural requirements. Paragraph 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the area. The Plan was endorsed by more than the required threshold in the referendum on 5 September 2018.

### 3. Background:

- 3.1 On 21 January 2013 Longdon Parish Council requested that the Longdon Neighbourhood Area be designated for the purposes of producing a Neighbourhood Development Plan for the area. Following a six week consultation Lichfield District Council designated the Longdon Neighbourhood Area on 9 July 2013.
- 3.2 In July 2016 Longdon Parish Council published the draft Longdon Neighbourhood Plan for a minimum six week consultation, in line with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 which closed in August 2016.
- 3.3 The Longdon Neighbourhood Plan was submitted by the Parish Council to Lichfield District Council in January 2018 for assessment by an Independent Examiner. The Plan (and associated documents) was publicised for consultation by Lichfield District Council for six weeks between 26 January 2018 and 9 March 2018 (the Local Authority publicity consultation). Mr John Slater BA (Hons) DMS MRTPI was appointed as the

Independent Examiner and all comments received at the Local Authority publicity consultation were passed on for his consideration.

- 3.4 The Examiner's report concluded that, subject to modifications, the Longdon Neighbourhood Plan met the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made it should proceed to referendum.
- 3.5 A referendum was held on Wednesday 5 September 2018, 66% of those who voted were in favour of the Neighbourhood Plan, the turnout was 18.5%. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

This decision statement can be viewed online on the Lichfield District Council website at: [www.lichfielddc.gov.uk/longdonnp](http://www.lichfielddc.gov.uk/longdonnp). It can also be viewed in hard copy at:

Lichfield District Council, District Council House, Frog Lane, Lichfield, WS13 6YY -  
Monday to Friday 8.45am to 5.15pm

# 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

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

## Section 2: About your plans

<b>Name of service/policy you are assessing:</b>	Longdon Neighbourhood Plan
--	----------------------------

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

<b>Who are the main users of your service/policy?</b> (please delete any that are not appropriate)
<ul style="list-style-type: none"> <li>▪ Mixture of residents and visitors</li> <li>▪ Users of a specific service (e.g. leisure centre customers)</li> <li>▪ Internal (employees)</li> <li>▪ Disability specific groups</li> <li>▪ Race specific groups</li> <li>▪ Gender specific groups</li> <li>▪ Religious groups</li> <li>▪ Sexual orientation groups</li> <li>▪ Marriage and civil partnerships</li> <li>▪ Older people</li> <li>▪ Young people</li> <li>▪ Other (please specify)</li> </ul>

<b>Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service</b> (where appropriate, include sources of evidence such as customer feedback):
Longdon Parish Council has produced a Neighbourhood Plan to provide specific planning policies for the Longdon Neighbourhood Area. The Plan has been independently examined and found to meet the basic conditions. Following examination the Plan has been subject to a referendum within the neighbourhood area and achieved a success 'yes' vote.

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

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

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

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

2

For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

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

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

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

### 3b: Further details

<b>Please use this space to provide further details if necessary</b>

## 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? ☒ 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. ☒ 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.  ☒ 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](mailto:colin.cooke@lichfielddc.gov.uk) or [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)



### Section 5: Your action plan

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

### Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on <a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>	Yes
Date completed:	26 February 2018

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## ALLOCATION SCHEME

Report of Cabinet Member for Regulatory Services, Housing and Wellbeing



Date:	9 <sup>th</sup> October 2018
Agenda Item:	Allocation Scheme
Contact Officer:	Gareth Davies/Lucy Robinson
Tel Number:	01543 308741/308710
Email:	<a href="mailto:gareth.davies@lichfielddc.gov.uk">gareth.davies@lichfielddc.gov.uk</a> <a href="mailto:lucy.robinson@lichfielddc.gov.uk">lucy.robinson@lichfielddc.gov.uk</a>
Key Decision?	YES
Local Ward Members	All, as applies to the whole of Lichfield district.

**CABINET**

### 1. Executive Summary

- 1.1 The Council is required to have an allocation scheme in place that determines who is eligible and qualifies for social housing<sup>1</sup> in the District and how priority is determined between applicants. The introduction of the Homelessness Reduction Act 2017 and the imminent review of the Homes Direct IT platform that operates the current housing register has given the Council the opportunity to review its allocation scheme and also consider how to replace the operating system of the register with an IT platform that better meets our needs.
- 1.2 This report sets out issues with the current allocation scheme and housing register and proposes a revised scheme that reflects current legislation, guidance and local priorities. It also proposes that the Council continue to work in partnership with Bromford to manage and administer the housing register on our behalf and jointly develop a bespoke housing register that will be built around our revised allocation scheme and other specific requirements.

### 2. Recommendations

- 2.1 That Cabinet consider and approve the revised allocation scheme at **Appendix A**.
- 2.2 That Cabinet agree delegated authority for any minor changes to the scheme be approved by the Cabinet Member for Regulatory Services, Housing and Wellbeing.
- 2.3 That Cabinet approve of the proposals to move away from Homes Direct and to review the Service Level Agreement with Bromford to continue to manage and administer the housing register on the Council's behalf.

### 3. Background Information

#### Legislation

- 3.1 The Housing Act 1996 requires local housing authorities (regardless of owning housing stock) to have an allocation scheme in place that determines who is eligible and qualifies for social housing in its area and how priority is determined between applicants. The allocation scheme must allow priority for those applicants classed as having reasonable preference<sup>2</sup> for accommodation, however the local

<sup>1</sup> Social housing in this context refers to both social rented and affordable rented homes.

<sup>2</sup> Reasonable preference or priority must be given to the following categories of people – those that are homeless, including those not classed as priority need and those found to be intentionally homeless, people occupying unsanitary or overcrowded housing,

authority can decide what level of priority to award within their own scheme based on local knowledge and priorities. The Localism Act 2011 gave local authorities freedom to allow councils to better manage their waiting lists and tailor their allocation priorities to meet local needs and circumstances, in particular, to decide what classes of person are and are not 'qualifying persons' for the purpose of their allocation scheme.

- 3.2 The guidance<sup>3</sup> issued by government on allocating social housing makes it clear that it is a scarce resource and therefore it is in the public interest to restrict access to ensure that sufficient social housing is available for local people who are on low incomes or otherwise disadvantaged, and would find it particularly difficult to find a home on the open market.
- 3.3 The revised allocation scheme has been developed in response to the introduction of the Homelessness Reduction Act (HRA) in April 2018 which places a greater emphasis on the local authority to prevent and relieve homelessness. The current allocation scheme<sup>4</sup> that was implemented in August 2013 requires updating to allow the Council to discharge its duties under the new legislation and better reflect local priorities.

### **The Housing Register**

- 3.4 The District Council has a long history of working in partnership with Bromford and has held a Service Level Agreement with them to manage and administer the housing register on our behalf since 2003.
- 3.5 The housing register is currently operated through Homes Direct, a choice based lettings (CBL) platform shared by several RPs in partnership across the Midlands. The Homes Direct Partnership will be reviewing the use of the Homes Direct IT platform in 2019, with the potential to move away from this to another provider. Bromford have already confirmed that they have given notice to Homes Direct to cease the use of this from July 2019 due to a significant investment in their own IT systems following a merger with Merlin Housing. They are currently in the process of developing their own software to provide them with the functionality to allow them to let their homes in a more efficient manner across the whole Bromford group outside of their existing nominations agreements<sup>5</sup> with local authorities.
- 3.6 The changes within the Homes Direct Partnership and Bromford have given us the opportunity to review whether the Homes Direct platform is the best way of operating the housing register moving forward. The platform has distinct benefits: it is a single register for all social housing in the District and also allows applicants the ability to bid for homes owned by all RP's in the partnership with homes outside of the District. However, it does have two significant drawbacks:
  - Homes Direct has a self-verification process which means an applicant can register themselves based on their own assessment of housing need. Often applicants will place themselves in a priority band higher than the scheme allows, which is only discovered at the point of offer when any supporting evidence is checked and verified by Bromford. This leads to a delay in offers of accommodation being made which has a financial impact for the RPs as it increases void times and increases customer expectations which can lead to complaints.

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those who need to move on medical and welfare grounds, people who need to move to a particular locality in the district, where failure to do so would cause hardship.

<sup>3</sup> Communities and Local Government (2012) Allocation of accommodation: guidance for local housing authorities in England.

<sup>4</sup> Lichfield Lettings Scheme (2013): <https://www.lichfielddc.gov.uk/Residents/Housing/Housing-advice/Downloads/Lichfield-lettings-scheme.pdf>

<sup>5</sup> The current nominations agreement with Bromford is dated from 2006 and gives Lichfield District Council nomination rights to 75% of allocations to true void stock. This agreement is currently suspended while the joint scheme is in place through Homes Direct.

- Limited reporting functionality means that Homes Direct cannot provide quality housing demand data that we could use to influence future housing development and identify gaps in support/services to provide tailored provision.

3.7 Bromford have confirmed that they want to continue to work in partnership with the Council to manage and administer a new housing register and have agreed for us to be a part of the new IT system that they are developing. However, in order for this to happen and enable the new register to be shaped around our requirements we need to fit into Bromford’s IT development programme scheduled to commence in autumn 2018.

3.8 Given our preference to move away from Homes Direct, nomination agreements are being reviewed with all other RPs with stock in the District to outline the percentage of vacant homes to be nominated to by the Council. This will enable us to continue to work closely with RPs to fulfil their legal and regulatory obligations to cooperate with the Council in discharging our legal duties, and to assist in meeting local housing needs.

**The revised Allocation Scheme**

3.9 To facilitate the short timescales, a joint District Council and Bromford officer project group has been meeting since March 2018 to review the allocation scheme and future provision of the housing register. After completing a thorough review of the current scheme and considering changes in legislation and guidance, several significant changes to the scheme are proposed. These include strengthening the qualification criteria allowing access to the scheme, in particular to increase the local connection criteria to a minimum 2 year residency<sup>6</sup> in line with guidance<sup>7</sup>. Unacceptable behaviour and housing related debt have been defined with the consequences of these outlined. Those who own their own home, and/or have the financial resources to resolve their own housing needs, in addition to those that are not in housing need will no longer qualify to join the register.

3.10 We have also taken the opportunity to review the priority bands to be more reflective and realistic about the local housing picture by adding, removing, moving and amalgamating some of the existing priority categories. We have changed from Bands A, B, C and D to Emergency, 1, 2 and 3. All key changes to the scheme are outlined in **Appendix B**.

3.11 The new allocation scheme is linked to the transition from Homes Direct to the new housing register platform; therefore the scheme will only be implemented when the new system is in place and fully operational.

Alternative Options	<p><b>Allocation scheme</b></p> <ul style="list-style-type: none"> <li>• To do nothing: this isn’t an option as it is a legal requirement for the local authority to have an allocation scheme in place as a way of prioritising applicants to vacancies in social housing.</li> <li>• Continue with the existing allocation scheme: this is outdated and does not reflect the Council’s new duties under the HRA or emerging local priorities.</li> </ul> <p><b>Housing register management</b></p> <ul style="list-style-type: none"> <li>• <b>See Appendix C.</b></li> </ul>
Consultation	There has been significant consultation to date to develop the allocation scheme, feedback and actions from this are summarised in <b>Appendix D</b> . This includes:

<sup>6</sup> Previously the minimum residency to the District was 6 out of 12 months, however this criteria will still stand for those customers who are presenting as having a prevention or relief homeless duty.

<sup>7</sup> Department for Communities and Local Government (2013): Providing Social Housing for Local People.

	<ul style="list-style-type: none"> <li>Engagement with RP's that own and manage affordable housing stock within the District to shape the proposals, with further consultation on the draft allocation scheme.</li> <li>Consultation with Councillors at two briefing sessions in July, with key changes documentation sent to all Councillors for comment.</li> <li>The scheme was considered and received endorsement by the Community, Housing and Health Overview &amp; Scrutiny Committee on the 12<sup>th</sup> September 2018.</li> <li>Further consultation with customers and key stakeholders will commence once the scheme has been approved in principle by Cabinet.</li> </ul>
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Financial Implications	See Appendix C.
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Contribution to the Delivery of the Strategic Plan	The Strategic Plan 2016-2020 sets out what we want to achieve. The development of the scheme will contribute most significantly towards the theme of 'healthy and safe communities' by fewer people and families being homeless by the allocation of affordable homes to those in the greatest level housing need.
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Equality, Diversity and Human Rights Implications	An Equalities Impact Assessment (EIA) and wider impact assessment have been completed to ensure we have met our legal obligations under the Equality Act and actions have been identified to reduce any negative impact where possible. The EIA has assessed how the changes are likely to affect applicants and will shape how we consult with them to minimise and mitigate any negative effect as a consequence of the changes.
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Crime & Safety Issues	None identified
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RISK	Risk Description	How We Manage It	Severity of Risk (RAG)
A	Lack of resources delays the allocations scheme or associated business rules/processes.	Fortnightly meetings of the project group timetabled with action points allocated, early intervention if schedule slips, explore additional resources if required.	G
B	Scheme does not meet approval from elected members.	Briefing sessions with Members and key changes documentation circulated for comment. Briefing note and regular updates to the Cabinet Member for Regulatory Services, Housing & Health.	A
C	Consultation with stakeholders requires significant changes.	Early dialogue with stakeholders, with opportunities for engagement to feedback on proposals. RP consultation event held 05/07/2018 where key changes outlined, followed by circulation of draft revised allocation scheme for comment.	A
D	Equality Impact Assessment identifies significant changes.	Consideration given to equality issues throughout the process. Team member appointed for overall responsibility for compliance. EIA will be published alongside allocation scheme.	A
E	The software does not have the required functionality to accommodate the allocation scheme and associated housing register.	Early warning indicators provided by Bromford. Fall back positions explored at early stages to ensure existing provision is continued or alternatives sourced and costed.	G
F	The contract with Homes Direct ends before the new	Early warning indicators provided by Bromford. Alternative options explored at an early stage to ensure existing provision is continued or alternatives sourced and costed.	G

	software solution is deployed.		
G	Reputational risk to the Council if the communication to applicants is not well managed and timed.	Early communications with applicants regarding the changes, especially to current band (A to D) and the need for reapplication. Offer support to transfer to the new system to those who require it. Look at incentives for the move, e.g. continue with original application date for those who remain in a similar priority. Wider impact assessment to consider those negatively impacted by the changes with early dialogue with these applicants to minimise impact.	A
H	Costs of software development unknown, potentially costs become prohibitive and procurement rules breached.	Early warning indicators provided by Bromford. Alternative options explored at an early stage to ensure existing provision is continued or alternatives sourced and costed. Seek early internal approval for any increased costs.	A
I	Statutory obligations not met in relation to discharging homeless, prevention and relief duties.	Scheme to reflect statutory requirements. Internal expertise within the group of the legal requirements on the allocation of accommodation and homelessness. Completed document to be checked by the Council's Audit Team.	A
J	Lack of choice exercised by applicants leads to an increase - in reviews of the suitability of accommodation or refusals	Only applicable if we moved away from a CBL scheme - need to ensure areas of preference selected by the applicant if looking at direct matching, and a statement on choice/preference is to be included in the final scheme documentation.	G

**Background documents:**

Relevant web links:

Lichfield District Housing Strategy 2013-2017 - <https://www.lichfielddc.gov.uk/Residents/Housing/Housing-strategy/Download-our-housing-strategies>

Lichfield Lettings Scheme (2013): <https://www.lichfielddc.gov.uk/Residents/Housing/Housing-advice/Downloads/Lichfield-lettings-scheme.pdf>

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# Lichfield District Council - Allocation Scheme 2019

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In Partnership with: (Add logos)

DRAFT

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## 1. Introduction

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Every local housing authority in England is required by law to have an allocation scheme in place which determines who is eligible and qualifies to join the scheme, how priority is determined between applicants in housing need when applying for social housing<sup>1</sup> and the procedure to be followed when allocating homes.

Despite not owning any homes, the Council has a duty to provide housing advice and assistance and to prevent and relieve homelessness. In order to meet housing needs within the District and enable us to discharge our duties, we work in close partnership with Registered Providers (RPs) who own and manage social housing in the District.

RP's have a duty to cooperate with the Council in offering accommodation to people in housing need under the Council's allocation scheme. We do this by entering into a nomination agreement with the RP that outlines the percentage of properties that will be made available to the Council through the scheme. A nomination to the RP will then be made in accordance with this allocation scheme and RPs will consider the nomination against their own allocation criteria.

RP's who own and manage social homes within Lichfield District are:

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<sup>1</sup> Social housing/homes in this context refers to both social rented and affordable rented homes.

- Advance
- Bromford
- Clarion
- Family Optima
- Housing 21
- Metropolitan
- Midland Heart
- Orbit
- Riverside
- Sanctuary
- Stonewater
- Trent & Dove
- Waterloo
- WHG
- Wrekin Housing Trust

This scheme has been developed in partnership with Bromford, the main provider of social housing in the District. The Council has contracted out the administration and management of the housing register to Bromford who are the managing agents. Bromford administer the allocation scheme and make decisions about eligibility, qualification and priority status in accordance with the scheme on behalf of the Council. The Council retain the statutory responsibility for the lawful administration of the housing register.

We acknowledge that there is a shortage of social homes to rent within the District, therefore our allocation scheme has been framed to give priority to those applicants in the greatest level of housing need and reflect our local priorities to make the best use of the social homes available. The Council and Bromford will work in close partnership to deliver the scheme and maximise the potential rehousing options available for applicants. For those customers with the highest level of need, a Housing Options Advisor from the Council will be allocated to give support and advice to the applicant on all available housing options.

## 2. Aims & Objectives

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The overall aim of the scheme is to ensure that social homes in the District are allocated in a fair and transparent way, objectively meeting the needs of people with a strong connection to the District that are in the greatest housing need to make the best use of the limited homes available.

The scheme has been developed with a view to meeting the following principles and key objectives:

- To have a clear, transparent and accountable system for assessing applicants and to allocate homes in a way that is easy to understand and administer.
- To award preference to those in greatest housing need to make the best use of limited number of social homes available.
- To take into account local priorities and support our homelessness and housing strategies.
- To maximise opportunities for applicants to make informed choice by providing good information on rehousing prospects including alternative housing options.
- To develop positive working relationships with other agencies to identify and meet housing need to create sustainable tenancies.
- To provide a programme of tenancy readiness and ongoing support for applicants requiring this to mitigate the risk of tenancy failures and prevent repeat homelessness.
- To support the development and sustainability of thriving communities.
- To meet the requirements set out in law, regulation and guidance and promote best practice.

### 3. Data Protection Statement

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We will only ask applicants to supply information that is required as part of the application process to determine eligibility, qualification and assess housing need. We will only record and store information that is necessary for the assessment and allocation of social housing.

As part of the assessment process, we will make enquiries into an applicant's housing history and to support their assessment of housing need; by applying to be entered onto the housing register an applicant is agreeing to us making these enquiries. If an applicant does not agree to us making these enquiries, we are unable to accept their application.

We will ensure that all information held on the housing register remains confidential. This will not be disclosed to a third party without prior consent from the applicant.

To enable us to share information and nominate applicants to our partner RPs with homes in the District, we have developed an information sharing protocol. This protocol establishes the procedural arrangements for the secure exchange of information for the purpose of nominations to the RP's. By applying to be entered onto the housing register, an applicant is agreeing to this information being shared with our partner RPs. We will make this clear at the point of application and review.

In accordance with the Data Protection Act 2018, applicants have the right to request a copy of all the information held about them. These requests should be made directly to Bromford.

### 4. Equal Opportunities Statement

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We are committed to promoting equal opportunities, embracing diversity and preventing and eliminating unlawful discrimination, harassment and victimisation.

We recognise that our customers are individuals; we will focus on their particular circumstances to assess their specific housing needs in line with the allocation scheme framework. We commit that the scheme will be accessible, responsive and sensitive to the diverse needs of our customers, ensuring that equality and diversity is at the heart of everything we do.

We will ensure that all potential applicants will have accessible information on how to access the scheme and how to express an interest in the homes available. We acknowledge that some people may require assistance in accessing the housing register and participating in the allocations scheme. For those people that do not have a trusted person, such as a family member or advocate upon whom they can rely; we will ensure that these individuals receive the help and assistance they require.

The impact of the changes to the scheme has been monitored throughout the process and an Equalities Impact Assessment (EIA) is published alongside the document to ensure we continue to be clear, transparent and accountable for our actions.

In order for us to continue to monitor the impact of the scheme, all applicants will be asked to provide demographic information when they apply to join the housing register. This information will be regularly

reviewed to ensure we meet our legal obligations in regards to the Equality Act 2010 and Public Sector Equality Duty.

## 5. Statement on Choice

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We seek to give every eligible and qualifying applicant choice in relation to the location of their accommodation by advertising vacancies and inviting expressions of interest (bids) on these vacancies. Restrictions will apply in terms of the bedroom size and type of property allocated in accordance with the allocation scheme to ensure we make the best use of the homes available.

For those placed into the Emergency Band, which reflects their critical need to be rehoused, we need to balance the level of choice with the urgent need to rehouse the applicant. Applicants within this Band will be given dedicated advice and support from a Housing Options Officer at the Council who will ensure they are bidding on suitable properties when they become available. The Council will review applicants placed in the Emergency Band after 4 weeks to decide whether they can remain within the band. This review will include whether the applicant has been bidding on properties that were suitable and available during this time. A direct offer of accommodation may be made outside of the allocation scheme.

We acknowledge that due to high demand for certain types of properties in Lichfield it is not possible to rehouse every potential applicant through the scheme. We therefore believe that it is important to give our applicants key information to allow them to make informed choices about their housing options. Regular updates will be published in relation to previous allocations, the length of time waiting in bands for different types of accommodation and in different areas.

## 6. Registration

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Applicants wishing to join the scheme will need to complete an online application form at xxx (web address to be added). Should an applicant require assistance with registration, this will be provided by Bromford on request.

Once an application has been submitted, an applicant will be prompted to supply proof of eligibility, qualification and any other relevant documents to support the information given in the application. This will need to be provided within 28 calendar days of registration; should this not be received the application will be automatically cancelled.

Information required will be:

- Identification for the main and any joint applicant (Passport, driving licence, birth certificate).
- Identification for any household member aged 18 or over (Passport, driving licence, birth certificate).
- Proof of immigration status if classed as a person from abroad.
- Proof of current address for the main and any joint applicant (utility bill, bank statement).
- 5 year address history including, if relevant, any landlord contact details.
- Proof of residency of any children who require rehousing with the main or joint applicant (Birth certificate and child benefit award, child tax credit, court order, residency order).
- Landlord reference from current or last settled address, where applicable.
- Proof of income, savings and equity.

- Proof of 6 month repayment plans for any housing related debt, where applicable.
- Proof of any pre-tenancy training qualifications where successfully completed.
- Any evidence requested to support the application and assessment of housing need.

(List not exhaustive).

Following the receipt of all supporting documentation, Bromford will assess an applicant's eligibility and qualification to join the housing register and which priority status they have been awarded. The applicant will be notified in writing of this decision within 28 calendar days from receipt of all proofs and supporting evidence being submitted.

Should Bromford feel the applicant may qualify for the Emergency Band, they will make a direct referral to the Council to contact them to complete further investigations to enable appropriate advice and support be provided to the applicant.

Should the applicant have applied directly to the Council, and be working with them to prevent or relieve their homelessness, the Council will ensure they are given the correct advice to enable them to apply to the scheme and will update their application with the evidence they have so as not to duplicate or delay the assessment process.

Once registered and verified, an applicant will then be allowed to express interest (bid) for homes available through the scheme. Applicants will only be able to bid for properties that meet their needs in accordance with the criteria set out within this allocation scheme, e.g. a single person will only be allowed to bid on studio or one bedroomed apartments. Should an applicant require assistance with understanding the system and how to place bids on properties, they should request assistance from Bromford.

#### **6.1. Applications from Employees, Elected Members or Board Members**

Applications can be made by employees, elected members or board members. Applicants must declare this at the time of application. Applications will be assessed in accordance with this scheme for eligibility, qualification and housing need. Any priority awarded and any subsequent offer of accommodation will be authorised by a manager.

### **7. Deliberately Providing False or Misleading Information or Withholding Information**

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Fraudulent behaviour is taken very seriously and all appropriate action will be taken to address this.

It is a criminal offence for an applicant or person on the applicant's behalf to knowingly or recklessly give false or deliberately misleading information or withhold information which is reasonably required. A person found guilty of such an offence will be removed from the scheme for a period of at least 6 months.

Offences under these provisions are prosecuted in the magistrates' court and carry a maximum fine of level 5 on the standard scale. Failure to inform of changes to an application, or deliberately withholding information relevant to, or misrepresenting housing circumstances, may result in criminal prosecution. An RP may seek possession of a tenancy that was granted as a result of a false statement and may also attempt to recover any costs incurred.

### **8. Eligibility**

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We are only able to allocate social homes to applicants who are eligible in accordance with the Housing Act 1996, section 160ZA.

### 8.1. Immigration Status

Those who are not eligible for social housing or homelessness assistance are applicants from abroad prescribed by legislation to be ineligible, or applicants subject to immigration control, unless exempted from these rules by the Secretary of State<sup>2</sup>. Please note we will apply the most up to date legislation at the time of application when making our assessments.

If there is any uncertainty over an applicant's immigration status, advice will be sought from the Home Office.

An applicant who is already in a secure or introductory tenancy or an assured tenancy allocated by the local housing authority is not subject to these eligibility requirements.

### 8.2. Age

Any person aged 18 or over can apply to join the housing register, applicants under the age of 18 will only be accepted in exceptional circumstances where:

- Lichfield District Council has accepted a statutory homeless duty to the applicant and the applicant has successfully completed a pre-tenancy course and is ready for independent living OR
- A young person who has been looked after, fostered or accommodated and has a duty of care accepted under the Children's Act 1989, has successfully completed a pre-tenancy course and is ready for independent living.

Any applicant under 18 cannot by law be granted a tenancy, however this can be held in trust until they reach the age of 18 by a trustee. A trustee will be required to sign a tenancy on the applicant's behalf, be deemed as an appropriate person and have the financial resources to afford the costs of the home.

It is at the discretion of the individual RP to accept applicants under the age of 18 for a tenancy, regardless of having a trustee.

## 9. Qualifying & Non Qualifying Persons

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### 9.1. Local Connection and Residency

In order to qualify for the housing register, an applicant or joint applicant must satisfy at least **one** of the following criteria:

- Has lived in the District for at least the last 2 years at the point of application.
- Has lived in the District for 3 out of the last 5 years.
- Is homeless or threatened with homelessness and engaging with Lichfield District Council to resolve their homelessness and owed a prevention, relief or full statutory homeless duty and meet the local connection criteria of having lived in the District for the last 6 out of 12 months.

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<sup>2</sup> The Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006



- A young person owed a leaving care duty under section 23C of the Children Act 1989 by Staffordshire County Council will have a local connection to the District.
- A care leaver under the age of 21 and normally lives in a different area to that of a local authority that owes them the leaving care duties, and has done for at least 2 years, including some time before they turned 16.
- Has close adult relatives (mother, father, adult children, brothers or sisters) where a meaningful relationship exists and those relatives currently live in the District and can evidence they have done so for the last 5 years. Consideration will be given to other relatives where a meaningful relationship can be evidenced by the applicant.
- Is currently employed in the District, either on a permanent or temporary contract running for a minimum of 6 months, usually those working less than 16 hours per week will be treated as non-qualifying.
- Any other special circumstances (these will be exceptional).

Those applicants without a local connection will be treated as non-qualifying and will be unable to join the housing register, unless the following exemptions apply:

- Applicants fleeing domestic abuse or harassment, or placed in the District as a result of witness protection where this can be evidenced by a relevant professional will have the right to a local connection.
- Applications from armed forces personnel currently or having previously served in the regular or reserve forces within the last 5 years will have the right to a local connection.
- Applicants that are existing social tenants that wish to move into the District as they are in paid employment or wish to take up an offer of paid employment within the District, and failure to do so would cause them hardship will have the right to a local connection. The distance travelled, the availability and affordability of transport, the nature of the work and whether similar opportunities are available locally, as well as the length of employment will be taken into consideration when assessing whether an applicant qualifies to join the housing register.

Please note, some homes in the District have restrictions placed on who qualifies to live there by planning regulations. In these instances the planning related restrictions will always take priority over any qualifying criteria in this allocation scheme.<sup>3</sup>

## **9.2. Unacceptable Behaviour**

Applicants, or members of their household, that engage in or have been found responsible for unacceptable behaviour within the last 12 months will not qualify to join the housing register for a minimum of six months from the date of application.

Unacceptable behaviour is defined as behaviour which, should they have been a tenant of a RP at the time, would have resulted in a breach of tenancy conditions. This includes:

- anti-social behaviour or noise nuisance
- perpetrators of domestic abuse
- harassment or intimidation

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<sup>3</sup> S106 Town and Country Planning Act 1990

- violent or aggressive behaviour, including physical, verbal or intimidating behaviour resulting in a referral to the police
- offending behaviour that would impact on the community, such as drug dealing, racially motivated attacks or hate crime

(This list is not exhaustive)

After six months the applicant may reapply where they can evidence a demonstrable change in this behaviour.

### **9.3. Housing Related Debt**

Applicants who have a housing related debt over £100 and cannot evidence regular payments being made over the last 6 months to remedy the debt will be unable to join the housing register. Housing related debt is defined as:

- rent arrears
- service charges
- housing related court costs
- rechargeable repairs
- loans made by a local authority to a landlord in respect of a local authority rent deposit scheme

Each case will be considered on its own merits, any exceptional circumstances will be considered where evidence exists to support the case and should be submitted with the request for supporting information to join the register.

Acceptance onto the housing register is on the condition that regular repayments are maintained, which will be checked prior to any offer being made.

Applicants should note that RP's will apply their own lettings criteria when deciding whether to offer a home; some will expect the arrears to be paid in full at this time.

### **9.4. Sustainability**

Applicants who are deemed not to be able to sustain a tenancy without support, and this support has been refused by the applicant will be unable to join the housing register.

### **9.5. Financial Resources**

Where the applicant has the financial means to resolve their own housing circumstances will not be able to join the housing register, for clarity this means either:

- Households with a gross income (excluding non-dependants income) of over £60,000.
- Savings and/or assets totalling over £16,000.

Monies that can be evidenced as received as a compensation payment as a result of serving in the regular or reserve armed forces will be disregarded.

We acknowledge that the majority of specialist homes for the over 50's are in the social housing sector, therefore discretion will be applied to this ruling for those applicants over the age of 50 that have expressed a desire for this type of housing to allow them to access these schemes only.

## 9.6. Home Owners

Applicants that own or part own a freehold or leasehold property in the UK or abroad will be unable to join the housing register.

Discretion to this ruling will be applied where exceptional circumstances apply, these may include:

- Evidence supplied that the property is having a significant detrimental impact on the health of the applicant, it has been verified by a professional that the property cannot be adapted to meet their needs and they have limited financial resources to meet their own housing needs elsewhere.
- The current property is unaffordable and the applicant does not have the financial resources to meet their rehousing needs.
- Cases where the applicant or a member of their household is suffering from domestic abuse or harassment, and there is evidence to suggest emergency rehousing is required.

If home owners are accepted onto the housing register, they will need to evidence they are in the process of selling their home prior to any offer being made.

## 10. Priority

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Applicants will be prioritised according to the assessment of their housing need based on the priority banding criteria set out in this allocation scheme. Where applicants have the same priority award, the length of time they have been waiting within the band will be taken in to account.

### 10.1. Emergency Band

Applicants will be placed into the Emergency Band if their need for housing is assessed as being so exceptional that they take priority over all other applicants in the scheme.

Statutory homeless	Assessed by the Council as statutorily homeless and are owed a full housing duty under part VII of the Housing Act 1996, as amended by the Homelessness Act 2002 and the Homeless Reduction Act 2017.
Statutory overcrowded	Assessed by the Council as statutorily overcrowded under the Part I of the Housing Act 2004 or resulted in the Council serving a Prohibition Order or Suspended Prohibition Order. This assessment will include rooms that could reasonably be expected to be used as bedroom, such as a dining room. Priority will only be awarded where it can be evidenced that the applicant themselves hasn't deliberately caused the overcrowding.
Housing that poses a serious risk to health, safety or welfare.	Assessed by the Council as having serious health and safety hazards, which have resulted in the Council serving a Prohibition Order or Suspended Prohibition Order. or a Suspended Improvement Notice, the conditions of which cannot be remedied by the owner and it can be established that the hazards are not an act of wilful damage or neglect by the occupant.
Care leavers	A young person who has been looked after, fostered or accommodated and has a duty of care accepted under the Children's Act 1989 who has successfully completed

	a pre-tenancy course and is ready for independent living, and is engaging with appropriate support if identified as required.
Supported accommodation move on	A person living in supported accommodation and the Council has a formal move on agreement with the housing provider, has successfully completed a pre-tenancy course and is ready for independent living and is engaging with appropriate support if identified as required.
Emergency medical	Applicants where their current accommodation is having a significant negative impact on physical or mental health and rehousing is required immediately to resolve or alleviate the issue. Where a medical priority is awarded for a specific property type, for example for ground floor accommodation, the applicant will only be eligible for that specified type of accommodation with the medical priority award.
Domestic abuse, harassment	Applicants where there is evidence of significant serious violence, domestic abuse and/or harassment and an ongoing risk to the applicant or a member of their household exists and they cannot return to their home.
Armed forces	The spouse or partner of armed or reserve forces personnel that are required to leave their current armed forces accommodation following the death of a spouse or partner, and their death is as a result of their service.
Under occupying	Transfer applicants residing in social housing who are under occupying their home and subject to the under occupancy charge which is having a significant financial impact and are accruing rent arrears as a result.
Regeneration	Applicants who are living in social housing which has been identified for redevelopment or regeneration and need to move to allow the redevelopment programme to proceed.

All applicants within the Emergency Band will be offered advice and support with their rehousing from a Housing Options Advisor from the Council.

### 10.2. Band 1

Applicants will be placed into Band 1 where there is an urgent rehousing need identified, or there is an identified need for the property they are releasing to make the best use of housing stock.

Releasing an adapted property	Transfer applicants residing in social housing that are releasing a property with major adaptations where the adaptations are no longer required and there is an identified housing need for the property. This excludes adaptations that do not alter the physical fabric of the building, e.g. stair lifts, temporary ramping, ceiling track hoists etc.
Under occupation	Transfer applicants residing in social housing that have more bedrooms than their household requires, and there is an evidenced demand for their property.
Non-priority homeless	Assessed by the Council under part VII of the Housing Act 1996 as no priority need homeless applicants and not owed a full homeless duty.
Homeless relief duty	Assessed by the Council under the Homelessness Reduction Act 2017 as having a homeless relief duty.
Overcrowded	Applicants who are living in overcrowded accommodation and are short of one or more bedrooms. This assessment will include rooms that could reasonably be expected to be used as bedroom, such as a dining room. Priority will only be awarded where it can be evidenced that the applicant themselves hasn't

	deliberately caused the overcrowding.
Medical	Applicants whose current accommodation is having a negative impact on their physical or mental health and rehousing is required to resolve or alleviate the issue. Where a medical priority is awarded for a specific property type, for example for ground floor accommodation, the applicant will only be eligible for that specified type of accommodation with the medical priority award.

### 10.3. Band 2

Band 2 will be awarded where there is a housing need identified.

Hardship	Applicants that need to move into the District to access specialist facilities or employment located in the District, or give or receive care that cannot be provided in the area where they currently live or would cause hardship to the applicant.
Homeless prevention	Applicants that have been assessed by the Council under the Homelessness Reduction Act 2017 as having a homeless prevention duty owed.
Relationship breakdown	Relationship breakdown (where still resident together in the family home and no alternative accommodation available). Satisfactory evidence will need to be supplied that the relationship existed, with proof of residence at the address for the last 12 months. This band will only be awarded where it allows the best use of stock, i.e. allows the family to remain in the family home.
Intentionally homeless	Assessed by the Council under part VII of the Housing Act 1996 as intentionally homeless applicants and not owed a full homeless duty and meet the eligibility and qualification criteria.

### 10.4. Band 3

Band 3 accounts for applicants that have no identified housing need, however qualify on the grounds of applying for specialist accommodation or have expressed an interest in 2 bed upper floor flats.

## 11. Additional Preference

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Additional preference will be given to the following groups of people by awarding an additional priority within the band awarded to recognise or reward positive behaviour.

### 11.1. Tenancy Sustainment

Those applicants that have been identified as requiring pre-tenancy training and successfully completed this will be awarded additional preference within the band awarded.

### 11.2. Armed Forces Personnel

Applicants that have served in the regular or reserve forces within the last 5 years from the date of application will be awarded additional preference within the band awarded.

## 12. Bedroom Eligibility

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Applicants will be assessed to determine the size of property that their household requires. A household is defined as any other person who normally resides with the applicant as a member of his/her family or any other person who might reasonably be expected to reside with the applicant.

Only children permanently residing with the main applicant will be included on the application for rehousing and be awarded a bedroom entitlement. Proof of residency includes, child benefit, child tax credit, a court order or residency order.

Bedroom entitlement will be assessed as followed:

- One bedroom for each person or couple aged 16 or over.
- One bedroom for two children of the same gender aged 15 or under.
- One bedroom for two children aged 9 or under, regardless of gender.

### 12.1 Exceptions

Due to a shortage of larger properties, there will be occasions where larger families are offered properties that are smaller than their bedroom eligibility.

Exceptions may apply and additional bedrooms may be granted where:

- An applicant is pregnant and reached 24 weeks into this pregnancy, as long as they can evidence they can afford the rent up until the birth of the child.
- A couple who cannot share because of a disability, evidence of qualifying benefits and supporting documentation will be required to support this entitlement.
- A person who requires an overnight carer who regularly sleeps at the property, evidence of qualifying benefits and supporting documentation will be required to support this entitlement.
- Two children who cannot share because of a disability, evidence of qualifying benefits and supporting documentation will be required to support this entitlement.
- A foster parent(s) or a parent(s) approved to adopt and awaiting placement of a child, evidence of supporting documentation will be required to support this entitlement.
- An applicant who has access to or shared custody of a child, evidence of this arrangement and proof of affordability for the additional room will be required. Restrictions will be placed on the application to allow for bidding on flatted accommodation only.

A RP may refuse a nomination if the nominated household is too large or too small for the vacant property according to their own lettings policies.

## 13. Offers of Accommodation

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Applicants will be able to express interest (bid) on up to three eligible properties per advertising cycle. In the event that the applicant is in bid position one for more than one property, the applicant must choose the home they want to be nominated for. Applicants cannot be considered for more than one home at a time.

Applicants will be ordered in terms of band order, including any additional priority awarded, followed by the date they were placed into the band. Exceptions to this will occur when a local letting plan exists or the property has specific adaptations and it will meet the needs of someone else on the waiting list.

Where planning law restricts who qualifies for a nomination to a home this will be made clear in the advertisement as will any other restrictions arising from a local lettings plan or a RP policy decision to restrict access to certain categories or band of applicants.

The Council may make directly matched nominations without advertising properties. Such nominations will not make up more than 10% of all nominations and will be monitored quarterly.

Applicants placed into the Emergency Band will be entitled to one offer of accommodation only, should the applicant not respond to requests to contact staff or refuse this offer their qualification and their priority on the housing register will be reviewed which may result in their banding being lowered or their application being cancelled.

Applicants placed in the Emergency Band as a result of the Council owing them a full homeless duty who fail to respond to requests to contact RP or Council colleagues in response to a bid placed or a direct match or who refuse an offer of suitable accommodation will be notified that their homeless duty has been discharged and will be given notice to vacate any temporary accommodation offered.

Applicants in all other bands will be entitled to three offers of accommodation before the same rules as outlined above apply.

### **13.1. Registered Provider Statement**

The RP will be supplied with all relevant information on the household being nominated to the vacancy. The RP may complete their own assessment checks in line with their own lettings policies.

### **The final decision on whether to offer a tenancy sits with the RP.**

## **14. Adapted or Specialist Properties**

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Due to the scarcity of specialist and adapted properties; preference for such vacancies will sit outside of the normal nomination process. The Council will make the best use of the resource by carefully matching the adaptations to the applicant who would make best use of the adaptations. Expert opinions may be sought from medical professions such as consultants and Occupational Therapists to assist in the decision making. Should there be more than one household this would benefit, we will then take into account priority banding and the length of time waiting.

## **15. Local Lettings Policy**

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On occasion, Local Lettings Plans (LLP) will be agreed between the Council and the RP to set out criteria for the allocation of properties in certain areas in addition to the rules set in this allocation scheme. These could be as a result of a planning condition on a site to ensure the homes developed are allocated to local people within the village or parish, or an area is prone to anti-social behaviour with a view to creating a balanced and sustainable community. We will clearly note the additional criteria when the properties are advertised.

All LLP's will be published alongside this scheme on our website, and will be regularly reviewed to ensure they are still in line with relevant legislation and local policies.

## **16. Change of Circumstances**

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It is the applicant's responsibility to inform us of any change of circumstance that would mean a review to their eligibility, qualification or priority on the housing register. Failure to do so in a timely manner may mean any offer of accommodation is withdrawn and the application is cancelled. Applicants should not wait until the annual review to advise of any change in circumstances.

## 17. Annual Reviews

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A review of an applicant's circumstances will be undertaken every year on the anniversary date of their application by email. Applicants are required to log into their accounts and confirm circumstances have not changed and that they wish to remain on the housing register. It is important that the applicant informs us whether they wish to remain on the housing register and whether there has been any change in circumstance that could affect their eligibility or qualification to be included on the register, or their housing priority. If no response is received within 28 calendar days of this request, the application will be closed.

If an applicant is known to be vulnerable, every effort will be made to contact them, either by telephone or by contacting their relevant support agency.

## 18. Cancelling Applications

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If a customer no longer wishes to remain on the housing register, they can cancel their application at any time by logging on to their account or writing to Bromford.

We will only cancel the application when:

- the applicant has been rehoused,
- we have received notification from an executor or next of kin that the customer is deceased and they were the sole applicant,
- it is discovered that the applicant or a person on the applicant's behalf has given false or deliberately misleading information or withheld information that is relevant to their housing application,
- evidence is obtained that the applicant is no longer eligible or qualifies for rehousing or has not updated us with a change in their circumstances,
- does not respond to a request for information or evidence in 28 calendar days from the date of request, including responding to reviews,
- where an applicant does not respond to an offer of accommodation, refuses an offer of accommodation or fails to attend a viewing of accommodation

## 19. Reviews

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An applicant has the right to request a review of any adverse decision made about their housing application within 28 calendar days of the date of being notified of the decision if it is felt that we have not taken into account all of the relevant information or if we have made a decision unfairly.

Reviews may be requested for decisions on:

- Eligibility
- Qualification
- The housing needs assessment (priority)



- Cancellation or closure of the application

**Where a RP makes a decision not to offer a particular home to an applicant the applicant should follow the RP's appeals or complaints procedure if unhappy with the decision made by the RP.**

### 19.1. Stage 1

Applicants should submit their request for review in writing or via a third party (with the applicant's express consent), stating the reasons why they feel the decision is incorrect or has been judged unfairly, and should supply any supplementary evidence to support their case along with this request. Applicants may not attend review hearings in person.

Reviews will be considered by an officer who had no involvement in the original decision and is in a position senior to the original decision maker. The applicant will be notified in writing of the outcome of the review within 28 calendar days, we may agree a longer timescale if required.

### 19.2. Stage 2

If, following this review, an applicant still feels that the decision is incorrect or has been judged unfairly, they can put their complaint in writing, stating the reasons why they feel this is incorrect or has been judged unfairly, and supply and supplementary evidence to support their case along with this request. Applicants may not attend review hearings in person.

This review will be undertaken by a Senior Manager who has had no involvement in the original or Stage 1 appeal process. Applicants will be notified in writing of the outcome of their appeal within 28 calendar days, we may agree a longer timescale if required.

### 19.3. Stage 3

If an applicant is still not satisfied after considering the response of the review process, they may take their complaint to the Housing Ombudsman.

**RPs will not hold any vacant properties pending the outcome of a review. If a decision is overturned on review appropriate action will be taken to reinstate or re-assess the application.**

## 20. Review & Monitoring

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Review and Monitoring of the allocations scheme will take place 12 months after the allocation scheme start date to ensure that it is working effectively and to review its impact.

A full review will take place after 3 years, or sooner should a change in legislation dictate a review is required.

Any minor changes to the scheme within this timeframe will be approved by the Cabinet Member for Regulatory Services, Housing and Health.

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# Allocations Scheme Review 2018 – Key Changes

## Qualifying & Non Qualifying Applicants

The points in bold demonstrate the key changes.

### Local Connection

- **Lived in the district for at least the last 2 years at the point of application, changed from 6 out of the last 12 months residency.**
- **Applicants that are engaging with LDC to resolve their homelessness and owed a prevention, relief or full statutory homeless duty and meet the local connection criteria of living in the district for the last 6 out of 12 months included to ensure we can meet priorities under the HRA.**
- Lived in the district for 3 out of the last 5 years at the point of application.
- A young person who has been looked after, fostered or accommodated by the local authority and has been placed in the district for the last 2 years, or was previously resident in the district prior to this placement.
- Currently employed in the district; **either on a permanent or temporary contract running for a minimum of 6 months, usually those working less than 16 hours per week will be treated as non-qualifying.**
- Close adult relative(s) where a **meaningful relationship** exists who currently live in the district and have done so for the last 5 years.
- Any other special circumstances (these will be exceptional), such as domestic abuse, harassment or witness protection.
- Serving or former members of the armed or reserve forces will be allowed to apply with no local connection if they apply within 5 years of leaving.
- Existing social housing tenants who wish to move into the area for employment reasons (restrictions apply) will be allowed to join the housing register.

### Unacceptable Behaviour

Includes behaviour which, should they have been a tenant of a RP at the time, would have resulted in a breach of tenancy conditions, such as:

- **ASB or noise nuisance.**
- **Harassment or intimidation.**
- **Violent or aggressive behaviour, including verbal, physical or intimidating behavior resulting to a referral to the police.**
- **Perpetrators of domestic abuse.**
- **Offending behaviour - e.g. drug dealing, racially motivated attacks or hate crime.**

List not exhaustive, each case dealt with on own merit.

Applicants, or members of an applicant's household, found guilty of such behaviour will be excluded from the scheme for a minimum of 6 months. Following this time, applicants can reapply where they can evidence a demonstrable change in this behaviour.

### Housing Related Debt

Housing related debt over £100 where regular payments cannot be evidenced over the last 6 months will be unable to join the housing register. Housing related debt is defined as:

- **Rent arrears**
- **Service charge arrears**
- **Court costs**

- Reasonable rechargeable repairs
- Loans made by the Local Authority to an applicant in respect of a rent deposit scheme or prevention work.

Acceptance onto the list is on the condition that regular repayments are maintained, which will be checked prior to any offer being awarded.

## Age

Applicants will need to be aged 18 or over, unless:

- Accepted by LDC as having a statutory homeless duty owed, or
- A young person who has been looked after, fostered or accommodated and has a duty of care accepted under the Children's Act 1989

In both cases applicants will have successfully completed pre-tenancy training and deemed ready for independent living and have a trustee to sign the tenancy on the applicant's behalf.

## Sustainability

Applicants deemed unable to sustain a tenancy without support, and have refused this support are unable to join the housing register.

## Financial Resources and Home Ownership

Those applicants who have the financial resources to resolve their own housing circumstances, including homeowners, will be unable to join the housing register. This is defined as:

- Households with a gross income (excluding non-dependants income) of over £60,000.
- Savings and/or assets over £16,000.

If homeowners are accepted onto the housing register, they must be able to prove at point of offer they are in the process of selling their home.

## Exception Cases

In all cases of qualification the application will be assessed on its own merit, taking mitigating factors into account where the applicant can evidence them.

## Priority Emergency Band

Current – Band A	Proposed – Emergency Band	Change	Impact
Owed a full homeless duty	Owed a full homeless duty	n/a	n/a
Short of 3 bedrooms	Statutorily overcrowded	Wording change	n/a
Prohibition order	Unsanitary/unsatisfactory housing	Wording change	n/a
Demolition order	Regeneration	Wording change	Only open to transfer applicants, private rented or owned would need to apply through homeless route.
Supported accommodation move on, including care leavers	Supported accommodation move on	n/a	Care leavers given own category for monitoring purposes
-	Care leavers move on	New	See above
Medical/disability	Emergency medical	Wording change	n/a
Domestic abuse/harassment	Domestic abuse/harassment	n/a	n/a
Under occupancy of LA, HA or private rent	Under occupancy of LA or HA where there is a financial impact on the tenant	Removed under occupancy in private rented sector, now only for transfer applicants who are in financial difficulties and cannot afford the under occupancy charge.	Under occupancy no longer recognised in the private sector, if there is a large financial impact of this, will be able to access housing options advice on unaffordability grounds.  Priority remains high for applicants where there is a financial impact, other under occupancy falls to Band 1 to make best use of stock.
Releasing an adapted property in the rented sector	-	Moved into lower banding as not an emergency need, now for transfer applicants only	Lesser priority for those releasing adapted properties back into the stock and only applies to transfer applicants where we have a control of who is allocated the property on its return.
Significant social welfare	-	Removed	Only 4 applicants (0%) in this category of the waiting list, only 10 applicants in the last 3 years.
Significant hardship	-	Removed	No applicants in this category or for the last 3 years.
Leaving the armed forces	-	Removed	Currently no applicants on the waiting list in this category, and only 5 applicants in the last 3 years appearing here. Within the legislation have to award priority to armed forces in certain categories, we will do this by giving them additional preference in the bands they are placed in, therefore in some cases giving them greater priority than before.

## Band 1

Current – Band B	Proposed – Band 1	Change	Impact
Homeless households where no duty is owed, including non-priority and intentional cases/	Homeless households where no duty is owed	Removed intentional households from priority banding, now in Band 2	Households who are deemed as intentionally homeless (have done or failed to do something to cause their homelessness) will be awarded Band 2 where they qualify for housing.
Short of 2 bedrooms	Overcrowded households	Change from 2 categories of overcrowding in Band B and Band C to one in Band 1	Some applicants will remain the same priority, others will increase.
Move closer to employment	Local workforce earning under £23,000	Wording change	Priority only given to those applicants working in the area on a low income.
Loss of tied accommodation	-	Removed	Not required as would deal with under the homeless legislation.
Relationship breakdown	-	Moved to Band 2	Lesser priority to reflect pressures on the waiting list.
Leaving prison	-	Removed	Not required as would deal with under the homeless legislation.
Mortgage affordability	-	Removed	Not required as would deal with under the homeless legislation if deemed as unaffordable.
Children under 10 in upper floor flat	-	Removed	Removed due to pressures on the housing waiting list, in addition applicants being rehoused where housing need still remains. This will affect 5% of the waiting list, or 52 people. This will need to be managed well to avoid complaints.
-	Releasing an adapted property in demand	Lowered from Band A	Moved down priority list as not considered an emergency band, however remains as making best use of stock.
-	Under occupancy of LA/HA	Lowered from Band A, removed private sector	Moved down priority list as not considered an emergency band unless impacting upon financially however remains as making best use of stock.
-	Homeless relief duty	New	To reflect new duties under the HRA.
-	Urgent medical	Moved from Band C	Priority increased to reflect demands for adapted properties and on DFG's, lesser medical priority will no longer be recognised.

## Band 2

Current – Band C	Proposed – Band 2	Change	Impact
Short of 1 bedroom	-	Moved to Band 1	Increase of priority
Sharing facilities	-	Removed	23 applicants (2%) currently on the waiting list within this category, and 63 over the last 3 years. Current Government rulings for under 35's based on LHA rate is shared accommodation, seems counter intuitive to have a priority banding for this under these circumstances.
Minor disrepair/poor property condition	-	Removed	Currently no people on the waiting list in this category, and none over the last 3 years. Minor disrepair and property condition should be completed by the owner or landlord of the property and should not mean the applicant requires a move.
Move closer to family or friends for care/support	Move to area to be near family/ friends for care/support, access specialised facilities or employment	Enhanced	New categories added to include welfare and hardship reasons.
Lower levels of hardship, medical or social and welfare needs	-	Removed	Most of this category is encapsulated in the above, however for those experiencing urgent medical, there will be an increase in priority.
Approved as foster or adoptive parents and require an additional bedroom	-	Removed	Increased priority as will now be dealt with under the overcrowded conditions.
-	Homeless prevention	New	To reflect new duties under the HRA.
-	Relationship breakdown	Moved down from Band B	Lesser priority to reflect pressures on the waiting list.
-	Intentionally homeless	Moved from Band B	Lesser priority to reflect pressures on the waiting list, only applies where applicants qualify for rehousing, e.g. no unacceptable behaviour or housing related debt.

## Band 3

Current – Band D	Proposed – Band 3	Change	Impact
No identified housing need	-	Removed	Due to pressures on the waiting list this banding will be removed. This will be the greatest group of people affected by the changes at 37% of the waiting list or 368 people, however it is important to note we do not have a legal duty to rehouse people with no identified housing need, and this needs to be balanced against the cost (both financially and in resources) of managing the waiting list and assessing applicants with no housing need
Worsened circumstances	-	Removed	Will no longer qualify for rehousing, equates to 4 applicants (0%) of the waiting list.
Previous or current housing debt	-	Removed	Will no longer qualify for rehousing, equates to 18 applicants (2%) of the waiting list.
-	Applicants who qualify and expressed an interest in 2 bed upper floor flats or are over 50 and seeking specialist accommodation.	New	To manage the allocation of stock that is harder to let and minimise void loss for providers.

## Additional Priority

- Given for serving or former members of the armed or reserve forces when awarded a priority under the scheme.
- Given for applicants who have successfully completed the pre-tenancy training scheme when awarded a priority under the scheme.

## Offers

- Those placed in Emergency Band will only be entitled to 1 suitable offer of accommodation only (except regeneration). Refusal of a suitable offer will result in their application being reviewed and re-banded or cancelled.
- Those in Band 1, 2 and 3 will be entitled to 3 suitable offers of accommodation before re-banding or cancelled.
- Priority for adapted properties or bungalows to those people that best suit needs.

## Bedroom Entitlement

In line with benefit rules unless:

- 24 weeks pregnant.
- Two children cannot share due to a disability, evidenced by DLA middle/high rate care or PIP daily/enhanced living.
- Couple cannot share due to a disability, same disability benefits apply but also include Attendance Allowance.
- Disabled person requiring regular overnight care, same benefit rules apply.
- Foster parent or approved to adopt if they are awaiting placement for up to 52 weeks prior.



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Feedback and actions from consultation with Members, RP's and other stakeholders

Proposals	You Said	We Did	Actions
1. Age restrictions: Aged 18 or over, unless full duty owed by LDC, or care leaver.	No concerns raised. Would like more involvement with social services with cases.	To include within policy as stated.	To create and publish better move-on pathways and protocols with social services. Invite RPs to meetings to discuss and enable move-on and the level of support required to ensure sustainable tenancies are created.
2. Qualification Criteria	Concerns changes will mean RPs have to bypass own policies to comply with the scheme.	Qualification criteria is in relation to the nominations only, therefore outside of this percentage RPs can set own criteria.	Disclaimer added into the policy to cover RPs own lettings rules. Nominations Agreement to include reporting on RP refusals and process for challenge where unreasonable to do so.
2.1 Unacceptable Behaviour	Concerns raised over 12 month time limit. Would like clarification on stance on unspent convictions.	To include in policy as stated: open ended option would be unlawful and disproportionate, 12 months is a baseline for acceptance. Applicants will be asked to declare unspent convictions at application stage.	Disclaimer added into the policy to cover RPs own lettings rules and Nominations Agreement to include reporting on RP refusals and process for challenge where unreasonable to do so. Bromford will assess whether convictions are relevant to be excluded from the allocations scheme.
2.2 Housing Related Debt	Difference between RPs policies of amount of arrears and repayment plan length.	To include in policy as stated: concluded over £100 and 6 months payment plan is a baseline for acceptance onto LDC's allocations scheme and for nominations. Need to balance this with Homelessness duties, proposal of over £100 and repayment plan in place seems a fair way to do this.	Nominations agreement to include an information sharing protocol to enable two way transfer of information where refusals occur. Where clear rent account required, LDC need to work with providers to look at options to how to address this when applicants fall under a Homeless duty.
2.3 Sustainability	No comments.	To include within policy as stated.	To finalise pre-tenancy training and tenancy sustainment offer and circulate to RPs for comment.

2.4 Financial Resources	One RP does not restrict on income level, only value of assets.	To include in policy as stated: qualifying criteria only applies to access to LDC's allocations scheme nominations, homes let outside of scheme RPs can apply own rules.	-
2.5 Home Owners	Two RPs do not restrict home owners.	To include in policy as stated: see above comments.	Exception examples added into the full allocations scheme document.
2.3 No Housing Need	Concerns that exclusion of no housing need applicants lead to unsustainable communities on new builds.	To include in policy as stated: there is a limited supply of social housing which needs to be targeted to those in the greatest level of housing need.	Discuss with individual RPs on new build schemes the use of Local Lettings Plans where appropriate to enable the creation of sustainable communities.
3 Removal of no housing need category.	Concerns over allocating harder to let properties.	Included within this band instead is a need for specialist accommodation or 2 bedroomed upper floor flats to account for the harder to let properties.	To research the type and size of properties allocated to no housing need applicants, and consider expanding band to include any trends of other harder to let accommodation.
3.2 Local workforce earning <£23k	Threshold is too low, would prefer £30k Would like to be tarified based on preferred area to live.	Following recent case law in Hillingdon, we have decided to remove this proposal as could be open to challenge on discriminatory grounds under the Equality Act for those unable to work due to caring responsibilities or disability.	Removal from proposal.
-	Concerns raised regarding Safeguarding cases.	Would be dealt with via housing options team if moving is considered the only viable option.	-
-	Would like a more local focus, with priority given for people with a local connection to a specific location within the District.	Already have local lettings plans in place for rural exception sites. Will consider expanding these to other areas where an identified local housing need exists as evidenced by a local housing need survey.	-