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26 November 2018

Dear Sir/Madam

CABINET

A meeting of the Cabinet has been arranged to take place on **TUESDAY, 4TH DECEMBER, 2018 at 5.00 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', is 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
2. Declarations of Interest
3. Calculation of Business Rates 2019/20, Council Tax Base for 2019/20 and the Projected Collection Funded Surplus / Deficit for 2018/19 3 - 12
4. Money Matters 2018/19: Review of Financial Performance against the Financial Strategy April to September 2018 13 - 38
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7. Update for Appendix A of Sustainable Design Supplementary Planning Document 103 - 112
8. Conservation Area Appraisals and Management Plans for Wall and Wigginton 113 - 142
9. Designation of a New Conservation Area for Drayton Bassett 143 - 154
10. Decision Statement Regarding Fradley Neighbourhood Plan proceeding to Referendum 155 - 190
11. To Receive the Minutes of the Parish Forum 191 - 192
12. **Exclusion of Public and Press**

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"
13. **Building Control Shared Service** 193 - 212

This report is to be considered in private since it contains exempt information (as defined by Paragraph 4, Part 1 of Schedule 12A of the Local Government Act 1972) relating to employees of the Authority.



Money Matters : Calculation of Business Rates 2019/20, Council Tax Base for 2019/20 and the projected Collection Fund Surplus / Deficit for 2018/19

Cabinet Member for Finance and Democracy



Date:	4 December 2018
Agenda Item:	3
Contact Officer:	Anthony Thomas
Tel Number:	01543 308012
Email:	Anthony.thomas@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	Full Council

Cabinet

1. Executive Summary

- 1.1 To approve the calculation of the Council Taxbase (Band D residential properties) for Lichfield District, as required under Section 67 of the Local Government Finance Act (LGFA) 1992.
- 1.2 In accordance with the LGFA 1992, the Council is required to estimate the surplus/deficit on the Collection Fund for both Council Tax and Business Rates. The dates these estimates must be made are:
 - Council Tax – **15 January** (or in the event this a Saturday, Sunday or Bank Holiday, the next working day). In 2018/19 the relevant date will be **15 January 2019**.
 - Business Rates (NNDR) – **31 January** using the NNDR1 Form.
- 1.3 The Council as the Billing Authority must then notify each relevant major Precepting Authority of their share of any estimated surplus or deficit within seven days of making the estimate.
- 1.4 The Council must submit its estimates for Business Rates to the Ministry of Housing, Communities and Local Government (MHCLG) using the NNDR1 form. This form includes:
 - An estimate of the Business Rates Collection Fund surplus/deficit for the current year.
 - Estimates of the level of Business Rates to be collected for the forthcoming financial year.
- 1.5 The timing of the NNDR1 form is uncertain. To enable completion by the statutory deadline, a delegation to the Cabinet Member for Finance and Democracy and the Chief Financial Officer is recommended.
- 1.6 There is an opportunity to update the Council Tax discounts policy to reflect recent legislative changes.

2. Recommendations

- 2.1 Cabinet recommend to Council to approve an update to Council Tax discounts:
 - To remove the **2 month period** for unoccupied and unfurnished domestic property from 1 April 2019.
 - To update the discounts on long term empty properties of 2 years or more:
 1. From 1 April 2019 an increase up to **200%** (currently **150%**).
 2. From 1 April 2020 for properties empty for less than 5 years up to **200%** and at least 5 years up to **300%**.
 3. From 1 April 2021 for properties empty for less than 5 years up to **200%**, at least 5 years but less than 10 years up to **300%** and at least 10 years up to **400%**.
- 2.2 Subject to approval of 2.1, Cabinet recommend to Council to approve in accordance with the relevant legislation and regulations, the Council Taxbase (Band D residential properties) for Lichfield District for the financial year 2019/20 of **38,010.8** (non-approval of 2.1 would reduce the Taxbase by 171.5 to 37,839.3).
- 2.3 To note the estimated Council Tax Collection fund Surplus of **(£230,300)** and the estimated Business Rates Collection Fund surplus of **(£529,800)** for 2018/19.
- 2.4 To delegate authority to the Cabinet Member for Finance and Democracy and the Chief Financial Officer (Section 151) to complete and certify the NNDR1 for 2019/20 on behalf of the Council.

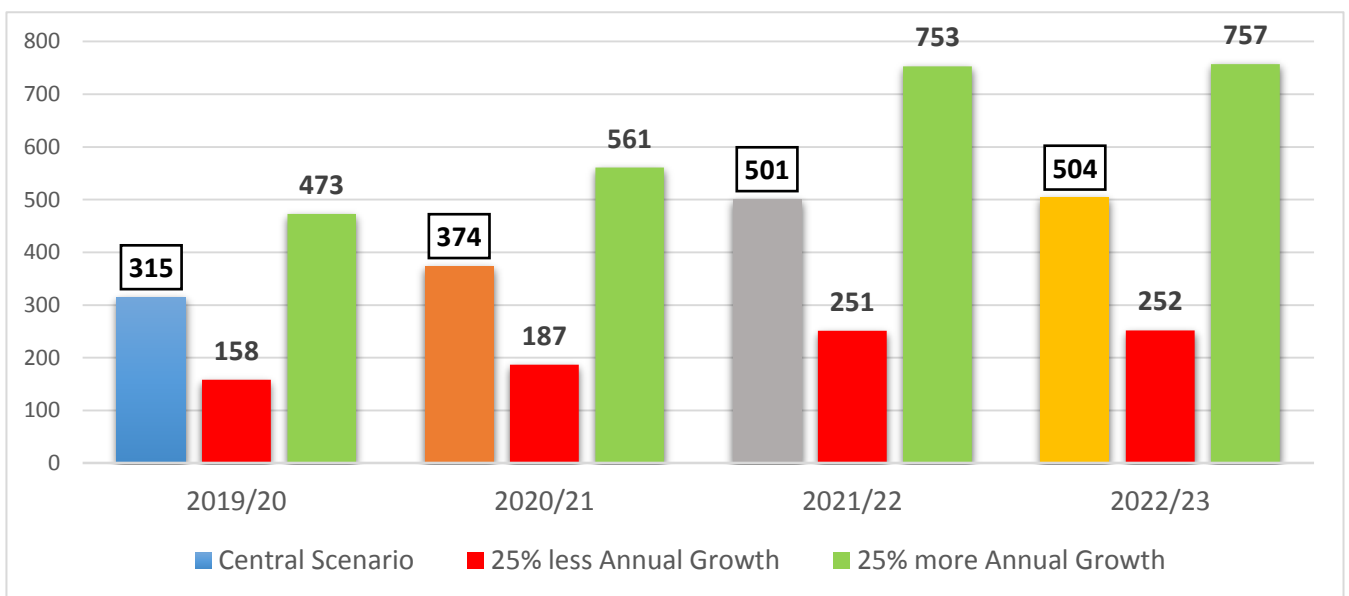
3. Background

Council Taxbase

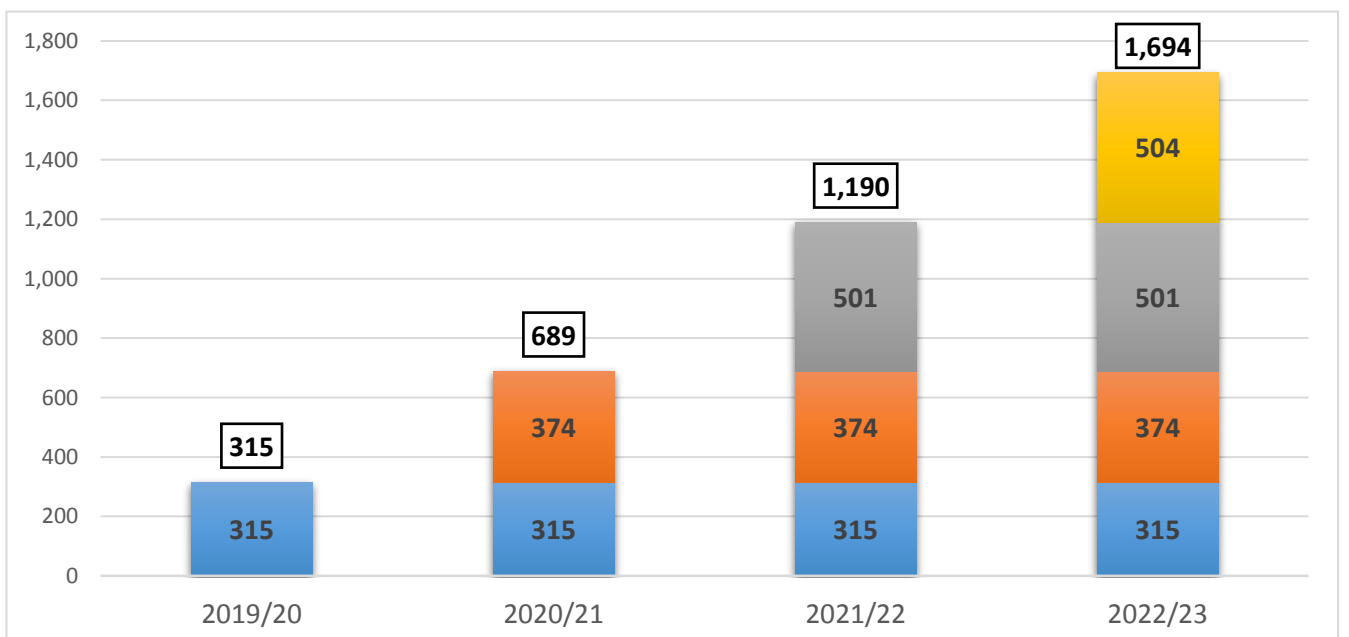
- 3.1 The Council Taxbase represents Band D residential properties within the District for Council Tax purposes.
- 3.2 The calculation includes an allowance for property growth. The starting point is the Five Year Housing Supply and this is adjusted by factors for risks such as delays or non-delivery and to convert growth to Band D equivalents.

Property Growth

- 3.3 The property growth (Band D Equivalents) estimated for the period of the Medium Term Financial Strategy based on the Mid-Point or central scenario of **50%** (over the last four years the average is 58%) of planned property growth (shown as leftmost column for each year) being delivered plus two alternatives (25% and 75% of planned property growth), is shown in detail at **APPENDIX A** and in summary in the graph below:



- 3.4 The central scenario is also shown on a cumulative basis in the graph below. These growth projections will also be used as part of the calculation of New Homes Bonus income (or its replacement).



Council Tax Discounts

3.5 The Council's current approved approach for properties that are unoccupied and unfurnished is to allow a period of two months before Council Tax is charged. This practice creates an additional administrative burden for both the Council and the Owner/Occupier and therefore it is recommended that this practice is updated to remove the two months period.

3.6 In addition, the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 received Royal Assent on 1 November 2018 and this Act enables the Council to charge a higher amount for long term empty dwellings of 2 years or more.

3.7 The charges permitted by the Act:

- From 1 April 2019 an increase up to **200%** (currently **150%**).
- From 1 April 2020 for properties empty for less than 5 years up to **200%** and at least 5 years up to **300%**.
- From 1 April 2021 for properties empty for less than 5 years up to **200%**, at least 5 years but less than 10 years up to **300%** and at least 10 years up to **400%**.

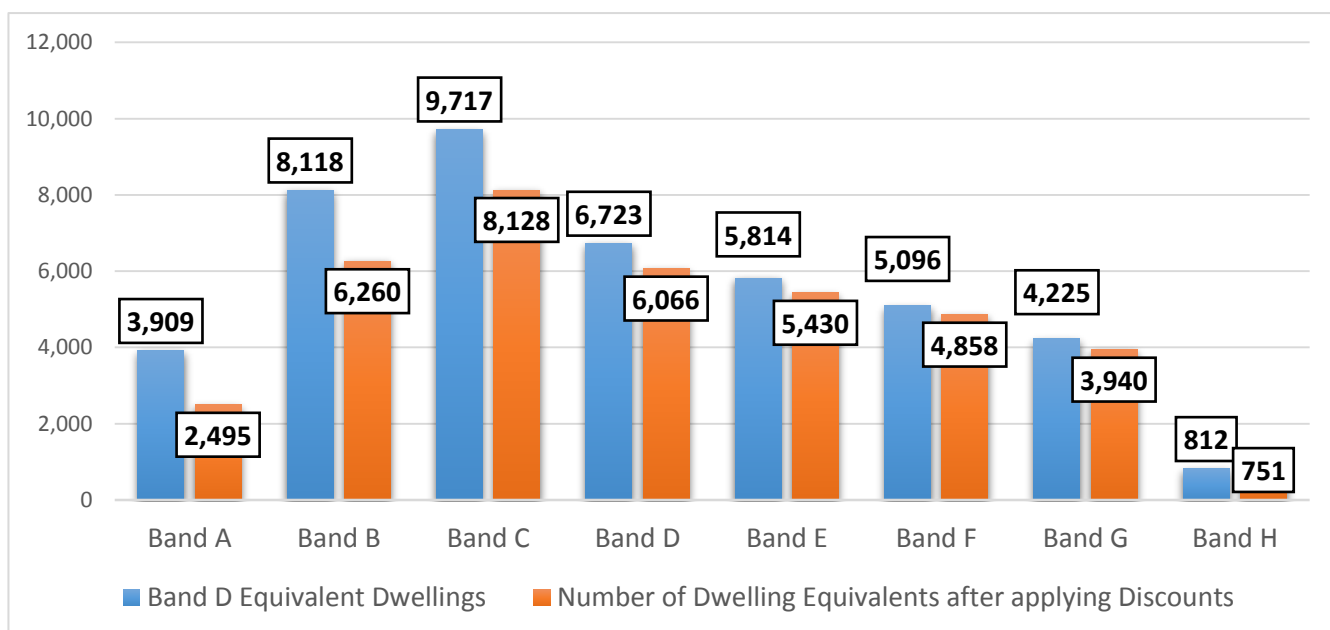
3.8 The implementation of these charges would potentially provide a greater incentive for owners to make these dwellings available for occupation at a time when housing demand significantly exceeds supply.

Council Taxbase Calculation

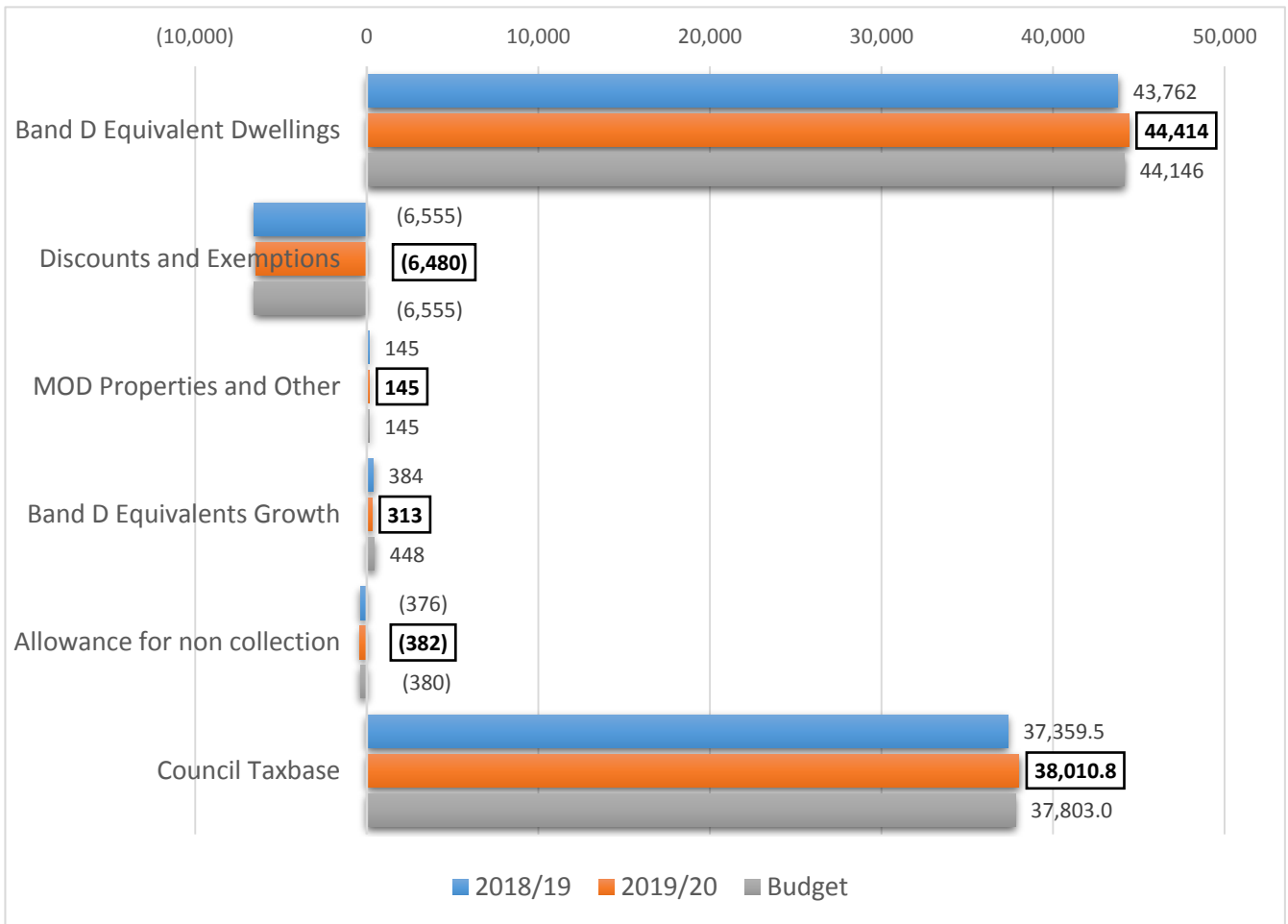
3.9 The Council Taxbase is calculated as follows:

- The Band D equivalent dwellings (the dwellings in each Council Tax Band multiplied by the Band D ratio).
- The Band D equivalent dwellings are reduced by discounts such as single person discount or Local Council Tax Support and exemptions.
- An allowance is made for contributions in lieu of Council Tax for Ministry of Defence Properties.
- An estimate is made for property growth during 2019/20.
- A projection is made for non-collection/in year change of **1%**. This reflects the risks and opportunities related to in year changes in properties, exemptions and discounts together with the collection rate (**97.49%** in 2016/17 and **97.47%** in 2017/18).

3.10 The Council Taxbase (Band D equivalents) by Council Tax band for the District in 2019/20 prior to and after discounts and exemptions is shown in the graph below and in detail at **APPENDIX B**.



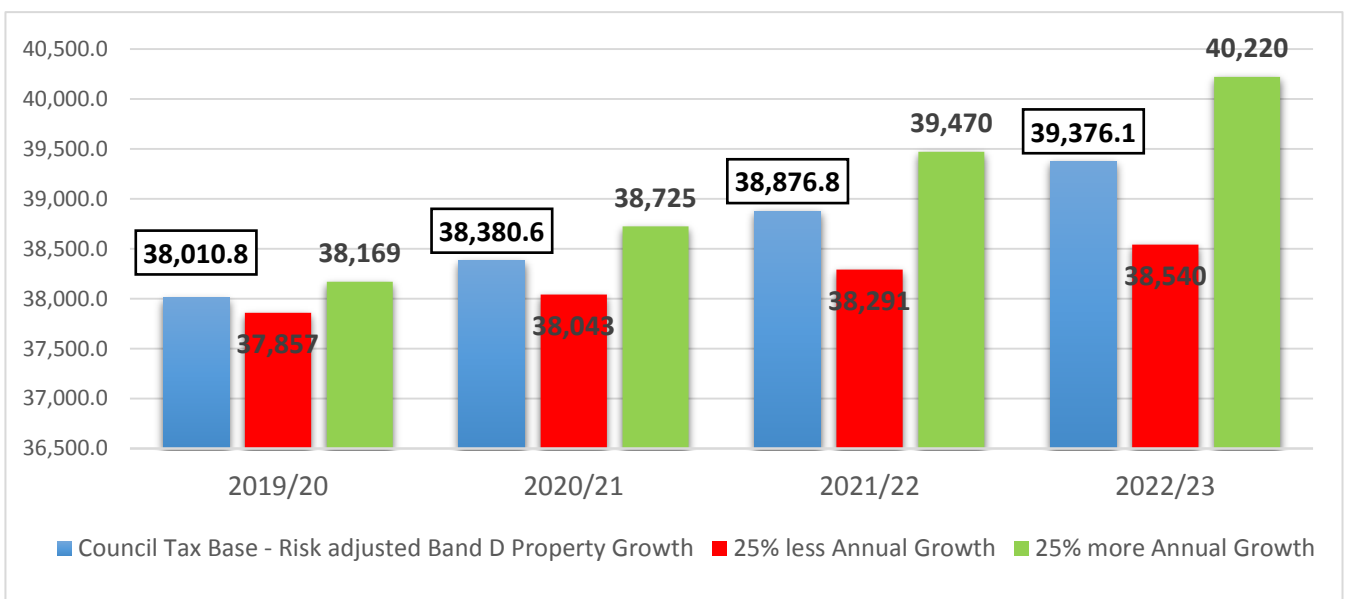
3.11 The figures in the calculation of the Council Taxbase for 2019/20 of **38,010.8** compared to the calculation for 2018/19 of **37,359.5** and the Approved Budget for 2019/20 of **37,803.0** are shown below:



3.12 The Council Taxbase will be used by this Council, Parish Councils, Staffordshire County Council, the Office of the Police and Crime Commissioner and Staffordshire Fire and Rescue to calculate their element of the Council Tax for 2019/20.

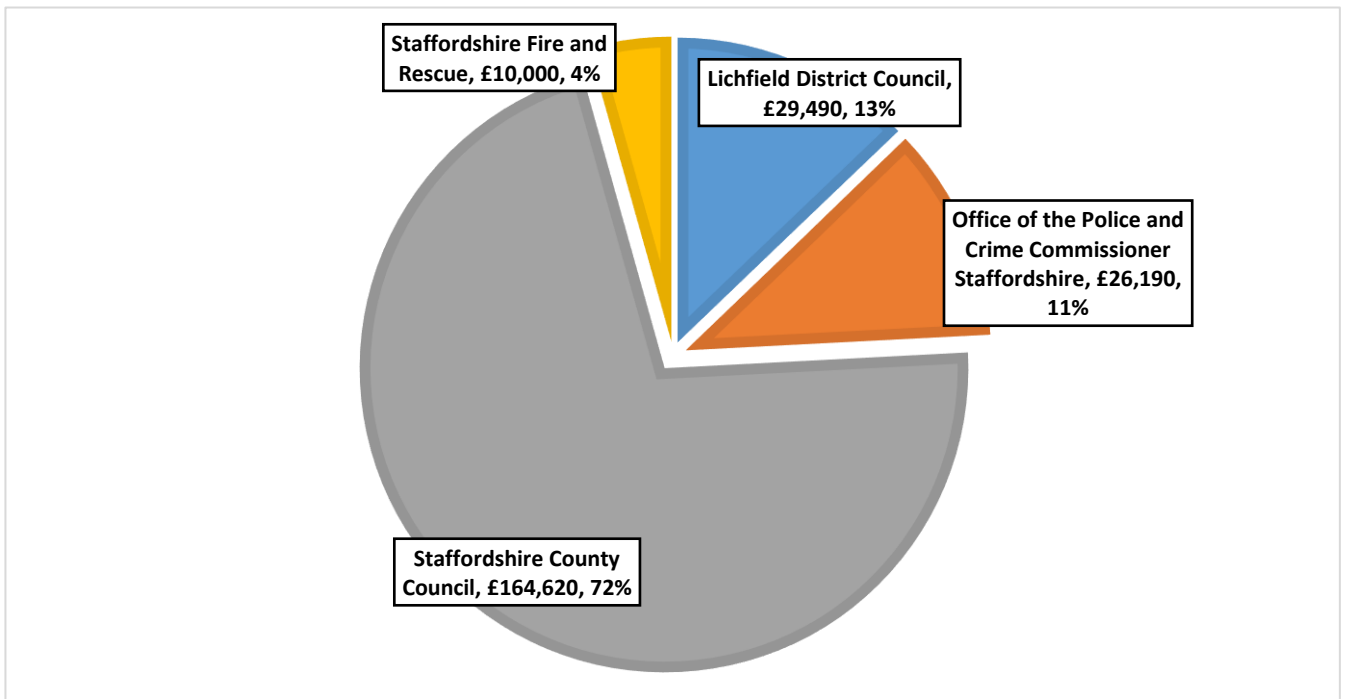
3.13 The Council Taxbase for 2019/20 by Parish area is shown at **APPENDIX C**.

3.14 In addition, to the Council Taxbase for 2019/20, the graph below shows the Council Taxbase for 2019/20 to 2022/23. This information will be used in the Medium Term Financial Strategy for the calculation of Council Tax income.



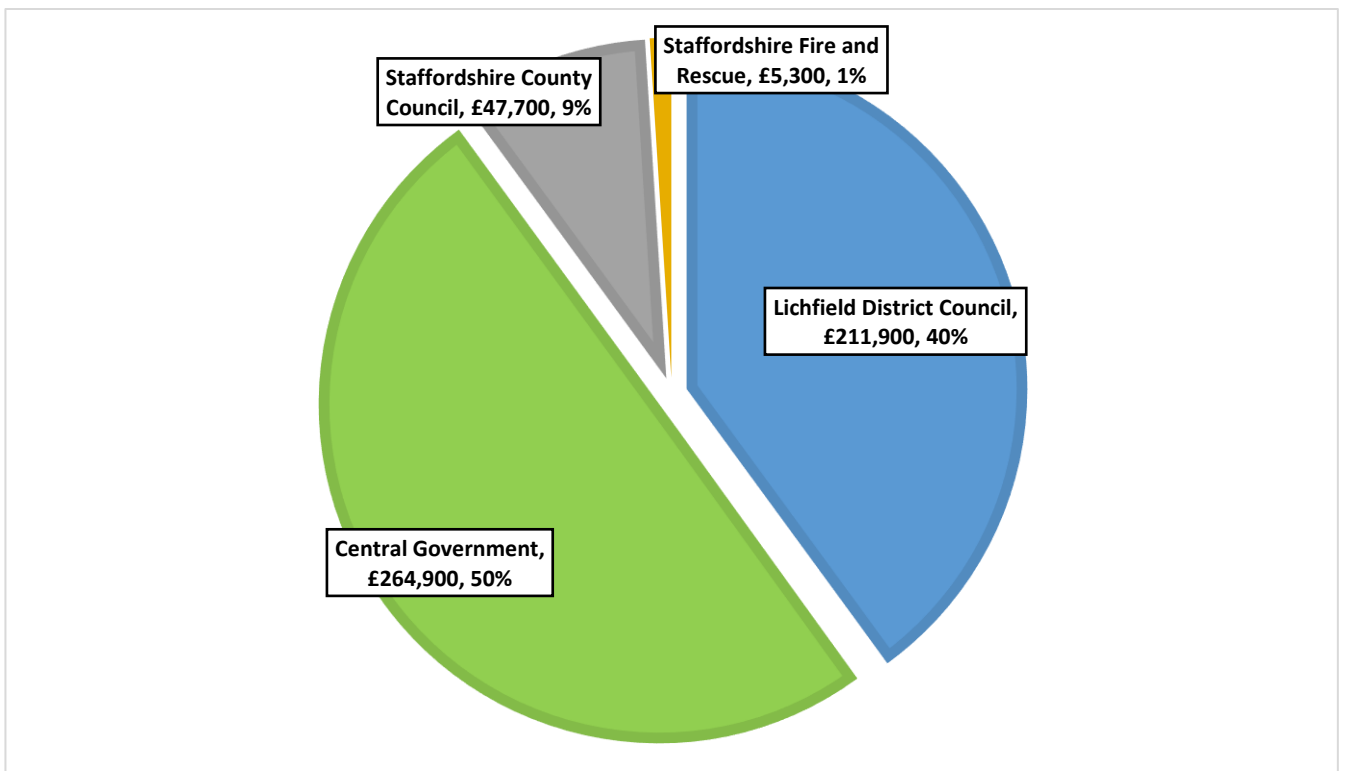
The Projected Council Tax Collection Fund Surplus for 2018/19

3.15 The six months projected Council Tax Collection Fund Surplus for 2018/19 of (£230,300) and its distribution to partners in 2019/20 is shown in the graph below (Lichfield's share of 13% includes Parish Councils):



The Projected Business Rates Collection Fund Surplus for 2018/19

3.16 The six months projected Business Rates Collection Fund Surplus for 2018/19 of (£529,800) and its distribution to partners in 2019/20 is shown in the graph below:



Alternative Options	The calculation of the Council Taxbase and Collection Fund surpluses and deficits must be undertaken in line with statutory requirements and therefore there are no alternative options.
Consultation	There has been no consultation specifically about this Report due to the statutory nature of calculations.
Financial Implications	<p><u>Council Tax</u></p> <p>The removal of the 2 month discount for properties that are unoccupied and unfurnished would increase the Council Taxbase and this would result in additional Council Tax of circa £30,000 per annum for this Council.</p> <p>The Council Taxbase Form as at 1 October 2018 shows 120 properties (135 Band D Equivalents) classed as empty for more than 2 years and therefore being charged the Empty Homes Premium of 150%. This premium currently results in Council Tax for this Council of circa £34,000.</p> <p>The implementation of an increase in the premium from 1 April 2019 to 200% (assuming no change in property numbers) would result in Council Tax for this Council of circa £45,000.</p> <p>However, the aim of the policy is to incentivise owners to make these properties available for occupation. Therefore the implementation of the policy should result in a reduction in the numbers of long term empty properties and as a consequence no adjustment will be made to the Council Taxbase.</p> <p><u>New Homes Bonus</u></p> <p>In addition, the level of long term empty properties is part of the current New Homes Bonus regime with an increase reducing the payment and a reduction increasing the payment. Therefore under the current regime, should the policy prove to be successful, then additional New Homes Bonus would be received.</p> <p>However the New Homes Bonus regime is subject to review for the 2020/21 financial year and this could mean, assuming New Homes Bonus remains, empty property levels no longer form part of the new regime.</p>
Contribution to the Delivery of the Strategic Plan	The Medium Term Financial Strategy (MTFS) underpins the delivery of the Strategic Plan 2018-23.
Equality, Diversity and Human Rights Implications	<p>An Equalities Impact Assessment for the recommended changes to Council Tax discounts has been completed.</p> <p>The aim of the long term empty properties policy change is to incentivise owners to make these properties available for occupation. Therefore the implementation of the policy should result in a reduction in the numbers of long term empty properties resulting in an increase in housing available for occupation.</p>
Crime & Safety Issues	None identified in this report.

GDPR/Privacy
Impact Assessment

None identified in this report.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Decrease in the Collection rates for Business Rates (NNDR) and Council Tax.	The periodic Money Matters Reports to Cabinet and Strategic (Overview and Scrutiny) Committee provide information on collection rates.	Yellow – Material
B	The assumed level of growth included in the calculation of the Council Taxbase is not achieved.	The periodic Money Matters Reports to Cabinet and Strategic (Overview and Scrutiny) Committee provide information on housing growth.	Yellow – Material
C	The assumed level of discounts and exemptions increases.	The periodic Money Matters Reports to Cabinet and Strategic (Overview and Scrutiny) Committee provide information on the projected surplus or deficit in the Council Tax Collection Fund.	Yellow – Material
D	Failure to calculate the Council Taxbase and Collection Fund Surplus or Deficit	These are calculated in accordance with the Local Government Finance Act 1992 and relevant regulations.	Green - Tolerable

Background documents

- Local Government Finance Act 1988
- Local Government Finance Act 1992
- Local Authorities (Calculation of Council Taxbase) Regulations 1992 (as amended).
- Local Government Act 2003
- Council Taxbase (CTB) Return at October 2018
- Money Matters : Council Tax, National Non Domestic Rates and Pension Contributions - Cabinet 6 December 2018
- Medium Term Financial Strategy (Revenue and Capital) 2017-22 - Cabinet 13 February 2018
- Money Matters : 2018/19 Review of Financial Performance against the Financial Strategy – Cabinet 4 September 2018
- Medium Term Financial Strategy (Revenue and Capital) 2018-23 - Cabinet 9 October 2018
- Money Matters : 2018/19 Review of Financial Performance against the Financial Strategy – Cabinet 4 December 2018
- Equalities Impact Assessment

Relevant web links

Provision for Housing Growth

	2018/19	Medium Term Financial Strategy			
		2019/20	2020/21	2021/22	2022/23
Provision for Growth					
Housing Completions per SHLAA	855	701	831	1,115	1,122
Risk Allowance for Non-Completions and timing differences	50%	50%	50%	50%	50%
Housing Completions Projection	428	351	416	558	561
Band D Ratio	0.90	0.90	0.90	0.90	0.90
Band D Equivalent	384	315	374	501	504

25% less Annual Growth
25% more Annual Growth

158	187	251	252
473	561	753	757

The Council Taxbase Return and the Council Taxbase for the purposes of setting the Council Tax in 2019/20

	Band A Disabled Relief	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total 2019/20	Total 2018/19	Total 2017/18
Total Number of Dwellings on the Valuation List	0.0	5,864.0	10,437.0	10,932.0	6,723.0	4,757.0	3,528.0	2,535.0	406.0	45,182.0	44,515.0	44,146.0
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9			
Band D Equivalent Dwellings	0.0	3,909.3	8,117.7	9,717.3	6,723.0	5,814.1	5,096.0	4,225.0	812.0	44,414.4	43,761.6	43,396.0
<u>Discounts and Exemptions</u>												
Exempt Dwellings	0.0	(88.7)	(95.7)	(168.9)	(106.0)	(50.1)	(39.0)	(55.0)	(12.0)	(615.3)	(578.6)	(536.2)
Disabled Relief	13.9	30.7	11.7	(44.4)	5.0	(3.7)	5.8	(45.0)	(30.0)	(56.1)	(53.4)	(55.1)
Single Person Discount - 25%	(2.1)	(523.8)	(753.1)	(777.3)	(411.0)	(268.6)	(184.9)	(152.9)	(18.5)	(3,092.2)	(2,994.5)	(2,903.7)
Discount - 50%	0.0	(6.7)	(3.1)	(1.8)	(1.0)	(3.7)	(2.9)	(9.2)	(1.0)	(29.3)	(26.4)	(28.1)
Local Council Tax Support Discount	(4.9)	(829.5)	(1,025.6)	(597.6)	(149.0)	(60.7)	(24.2)	(22.9)	(1.4)	(2,715.7)	(2,796.8)	(2,888.3)
Other Discounts	(0.3)	3.4	7.8	0.9	5.0	3.1	7.2	0.0	2.0	29.1	(105.8)	(90.9)
Sub Total - Discounts and Exemptions	6.7	(1,414.6)	(1,858.0)	(1,589.2)	(657.0)	(383.7)	(238.0)	(285.0)	(60.9)	(6,479.5)	(6,555.6)	(6,502.3)
Number of Dwelling Equivalents after applying Discounts	6.7	2,494.8	6,259.7	8,128.2	6,066.0	5,430.4	4,858.0	3,940.0	751.1	37,934.9	37,206.0	36,893.7
Contributions in Lieu (MOD Properties)										145.4	145.4	128.0
Council Taxbase Return (CTB) Taxbase										38,080.3	37,351.4	37,021.7
Provision for Growth										313.0	384.0	285.0
Provision for Non Collection @ 1%										(382.5)	(375.9)	(371.7)
Total Council Taxbase for Council Tax Setting Purposes										38,010.8	37,359.5	36,935.0

Council Taxbase for the purposes of setting the Council Tax in 2019/20 by Parish Area

Parish Areas	2019/20 Apportioned Taxbase	2018/19 Apportioned Taxbase	2017/18 Apportioned Taxbase
Alrewas	1,207.0	1,193.8	1,169.4
Armitage with Handsacre	2,094.0	2,065.2	2,046.3
Burntwood	8,408.7	8,275.6	8,147.8
Clifton Campville with Thorpe Constantine	366.0	358.4	360.6
Colton	329.2	327.0	321.5
Curborough and Elmhurst and Farewell and Chorley	245.6	245.3	241.2
Drayton Bassett	443.0	429.4	439.6
Edingale	271.8	270.2	267.8
Elford	286.5	284.8	285.1
Fazeley	1,484.3	1,468.2	1,458.9
Fradley and Streethay	1,614.2	1,466.9	1,356.5
Hammerwich	1,355.8	1,352.0	1,348.6
Hamstall Ridware	149.1	145.2	145.1
Harlaston	184.8	184.3	182.2
Hints and Canwell	180.8	179.4	175.1
King's Bromley	554.4	548.1	535.0
Lichfield	12,017.8	11,866.2	11,795.2
Longdon	753.1	747.5	741.0
Mavesyn Ridware	466.5	440.4	439.3
Shenstone	3,475.3	3,456.0	3,456.6
Swinfen and Packington	132.5	130.5	138.0
Wall	196.2	196.1	193.9
Weeford	95.3	93.6	95.4
Whittington and Fisherwick	1,164.0	1,131.9	1,118.9
Wigginton and Hopwas	535.0	503.6	476.0
Total Council Taxbase for Council Tax Setting Purposes	38,010.8	37,359.5	36,935.0

Money Matters : 2018/19 Review of Financial Performance against the Financial Strategy

Cabinet Member for Finance and Democracy

Date: **4 December 2018**
Agenda Item: **4**
Contact Officer: **Anthony Thomas**
Tel Number: **01543 308012**
Email: **Anthony.thomas@lichfielddc.gov.uk**
Key Decision? **YES**
Local Ward Members : **Full Council**

Agenda Item 4



Cabinet

1. Executive Summary

- 1.1 The report covers the financial performance from April to September (Quarter Two) for 2018/19.
- 1.2 The Net Cost of Services is projected to be below budget by **(£9,530)** and Corporate Budgets (Treasury) are projected to be below budget by **(£40,150)**, a total of **(£49,680)**.
- 1.3 The Efficiency Plan target has now been achieved; the surplus identified budget **(£38,020)** has been transferred to General Reserves in 2018/19 and reduces the funding gap in the later years.
- 1.4 The Council on 4 September 2018 approved a transfer to general reserves of **£6,180**.
- 1.5 The Capital Programme is projected to be below budget by **(£3,544,000)** resulting in profiling updates.
- 1.6 Capital receipts are projected to be **(£482,000)** compared to the Approved Budget of **(£300,000)**.
- 1.7 In terms of Council Tax, Business Rates, Sundry Debtors and Supplier Payment Performance:
 - The Council's collection performance on Council Tax based on debt covering all years is **57.29%** and this is consistent with previous years.
 - There is a projected surplus for Council Tax and the Council's share of **(£29,490)** with **£0** included in the 2019/20 budget.
 - Income raised has decreased by **(£148,663)** due to the outsourcing of the leisure centres earlier in the year.
 - In addition Invoices Outstanding have reduced by **(£190,881)** due once again to the outsourcing of the leisure centres to Freedom Leisure.
 - The Council is projected to be paying net Business Rate levy (including the volatility allowance) of **£1,664,000** to the GBS pool and this is currently in line with the Approved Budget.
 - Retained Business Rate Income is currently projected to be in line with the Approved Budget.
 - The Council's collection performance on Business Rates based on debt covering all years is **54.52%**. This is due primarily to the award of local discretionary relief resulting in some payers being one month behind the statutory scheme (paying May to February rather than April to January) and this has had a negative effect on the collection rates. It is anticipated that by February/March the annual collection rate will not be impacted by this temporary issue.
 - There is a projected surplus for Business Rates and the Council's share of **(£211,900)** with **£0** included in the 2019/20 budget.
 - The payment of suppliers within 30 days in 2018/19 is **82.41%** and this is consistent with previous years.
- 1.8 The Council's investments achieved a risk status that was more secure than the aim of **A-** and yield exceeded all four of the industry standard LIBID yield benchmarks.

2. Recommendations

- 2.1 To note the report and issues raised within and that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy 2017-22.

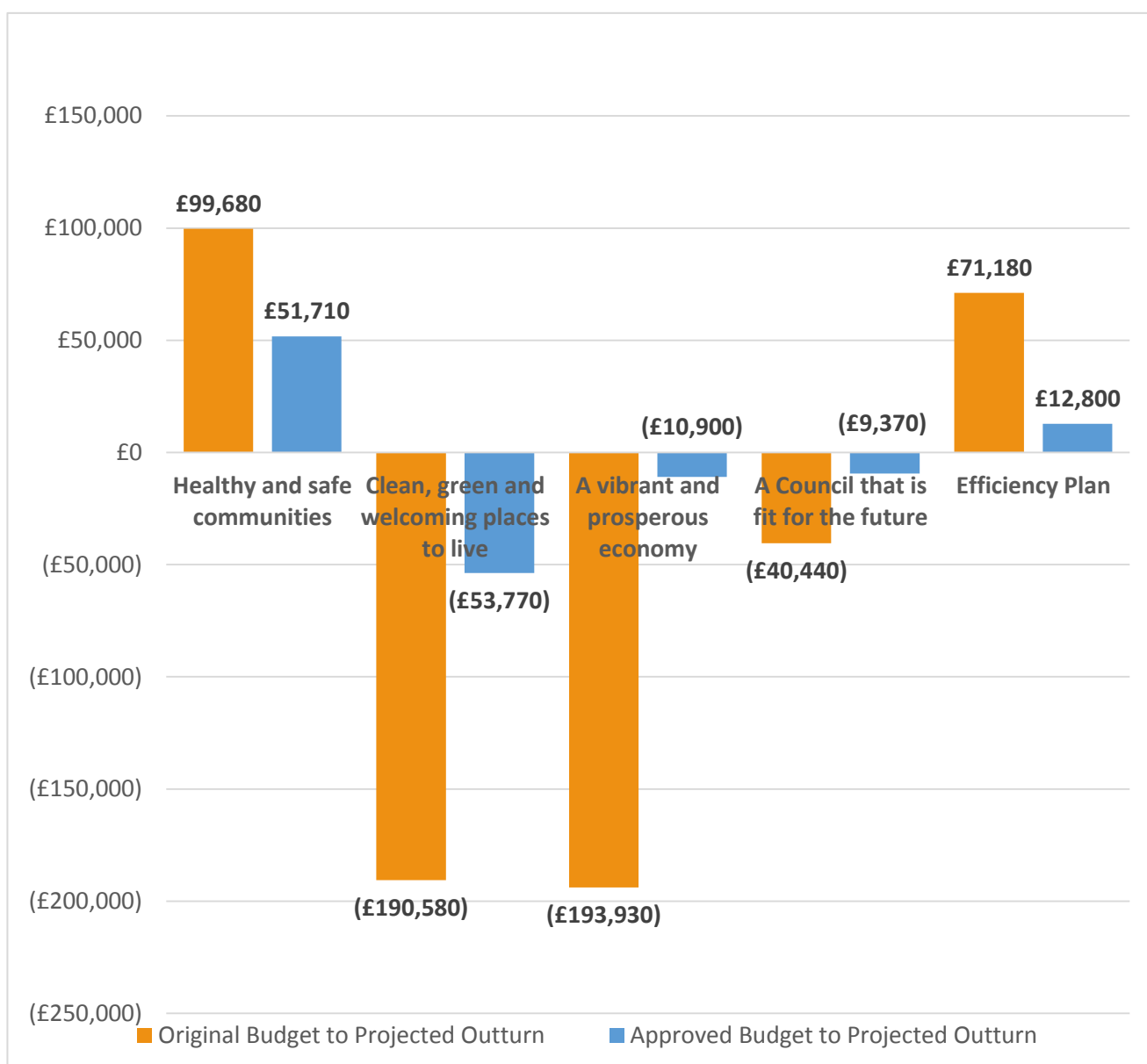
3. Background

Budget Management

- 3.1. The MTFs 2017-22 approved by Council on 20 February 2018 included the Original Budget for 2018/19 and sets out the allocation of resources and the policies and parameters within which managers are required to operate.
- 3.2. Throughout the financial year, Money Matters reports will be provided to Cabinet and Briefing Notes to Strategic (Overview and Scrutiny) Committee at 3, 6 and 8 months to monitor financial performance.
- 3.3. The Money Matters reports update the Approved Budget to reflect latest projections and the 8 month Money Matters report will form the basis of the Revised Approved Budget for 2018/19 and will be approved by Council on 19 February 2019.

The Revenue Budget

- 3.4. The detailed financial performance is shown in **APPENDIX B** and in summary in the graph below:



Performance compared to the Approved Budget

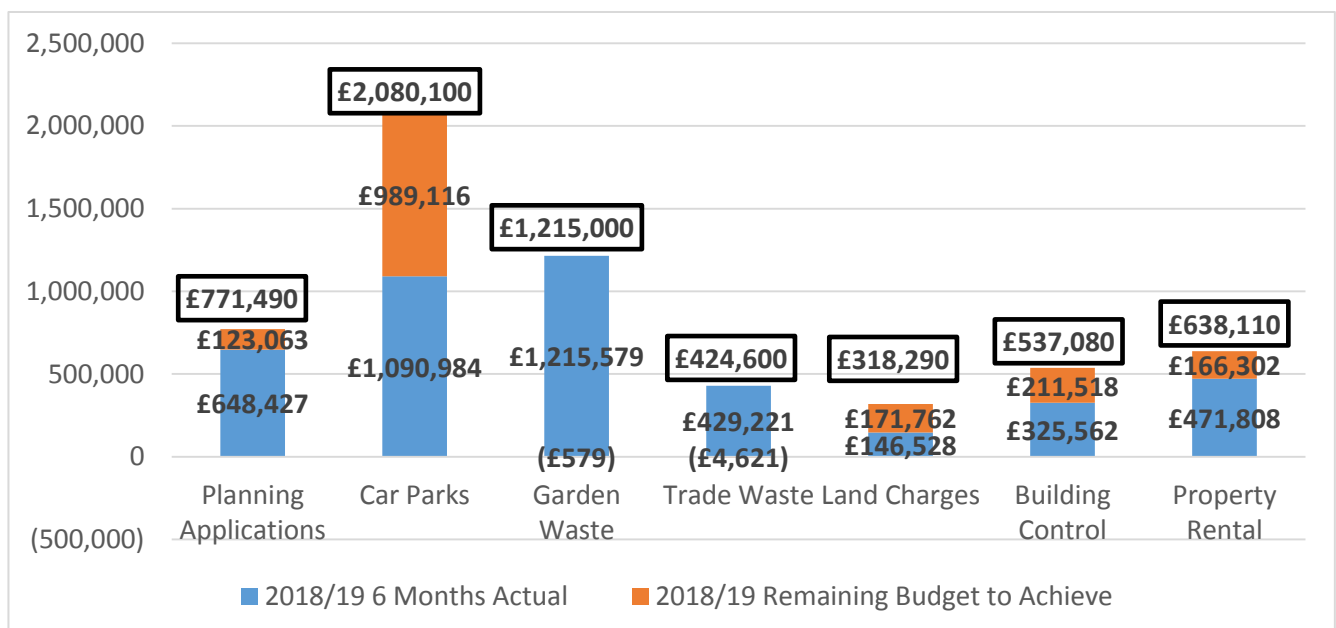
3.5. The projected variance to the Approved Budget related to one off and recurring items that impact on general reserves in 2018/19 of (£49,680) is shown in summary in the table below and in more detail in **APPENDIX B** by Service Area.

	Approved Budget	
	Virements	Variance
Healthy and Safe Communities		
• Underachievement of income target by self-funding post within Leisure and Operational Services. This figure may change depending on income currently outstanding and any future income generating opportunities during 2018/19		50,670
• Transfers	1,040	
Clean, green and welcoming places to live		
• Temporary IT license reduction, vacant posts		(24,290)
• Vacant post and subsequent loss of income		(26,540)
• Savings/income found in this quarter	(1,370)	
• Transfers	(1,570)	
A vibrant and prosperous economy		
• Savings/income found in this quarter	(11,430)	
• Transfers	530	
A Council that is fit for the future		
• Recurring Surplus budget identified in Chief Executive		(5,250)
• Vacant post		(4,120)
Efficiency Plan		
• Savings/income found in this quarter	12,800	
Total – Net Cost of Services	£0	(£9,530)
Increased interest receipts due to interest rate increase		(40,150)
Additional Transfer (to) / from General Reserves	£0	(£49,680)

Fees and Charges

3.6. The Council is becoming more reliant on income from fees and charges due to the reductions in government funding. Therefore it is important that these increasingly important income streams are monitored closely due to the increasing risk within the Approved Budget.

3.7. The chart below shows the largest fees and charges budgets together with the actual income achieved for the first six months (figures in brackets are where the annual budget has been exceeded):



Projected Outturn for Waste Service

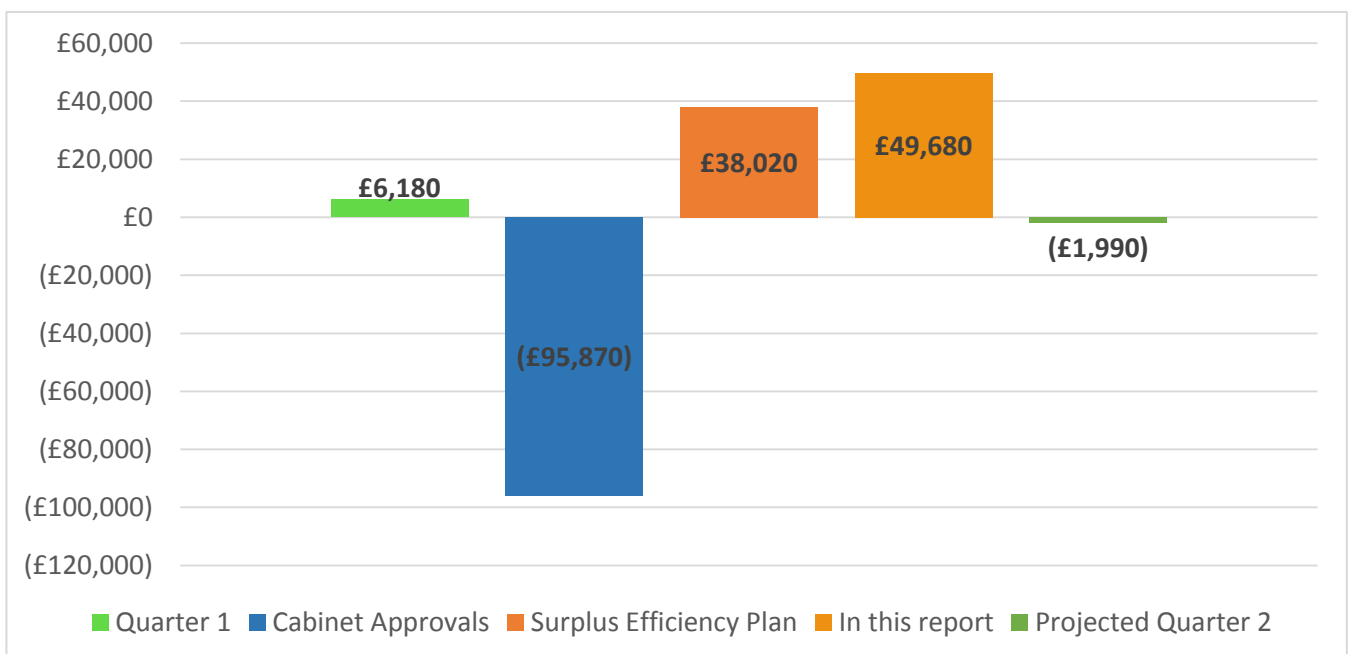
- 3.8. The financial position for Waste Services is difficult to forecast. There are many variables that could impact on the position. The variable factors include the following:
- As this is the first year of charging for garden waste collection, it is difficult to predict the number of subscriptions that will be achieved which will impact not only on the income from charging for collection but also impact on recycling credits received. The subscription service runs on a calendar year basis and therefore we have to ensure income is matched to financial years.
 - 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. To minimise the number of rejected loads, we have adopted an educational approach and have issued recycling calendars to all households in the last month giving clear guidance on the recycling requirements.
 - 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.
- 3.9. It is anticipated that as the financial year progresses a clearer picture will emerge and forecasts will be updated to reflect this.

The Efficiency Plan

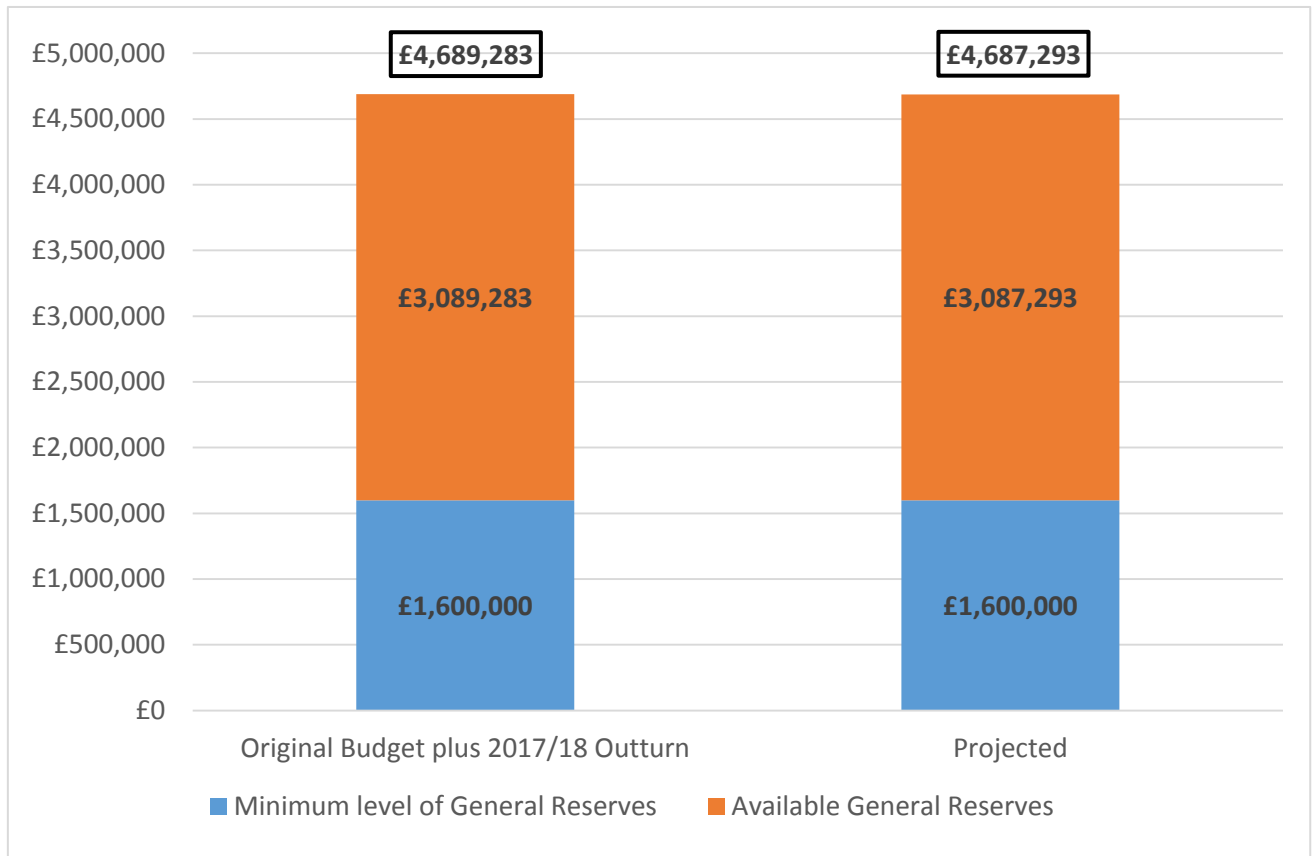
- 3.10. The remaining efficiency plan target from 2017/18 has been achieved in this quarter.
- 3.11. The overachievement of the target of **(£38,020)** has been transferred to General Reserves in 2018/19 and this will reduce the funding gap in later years.

Revenue General Reserves

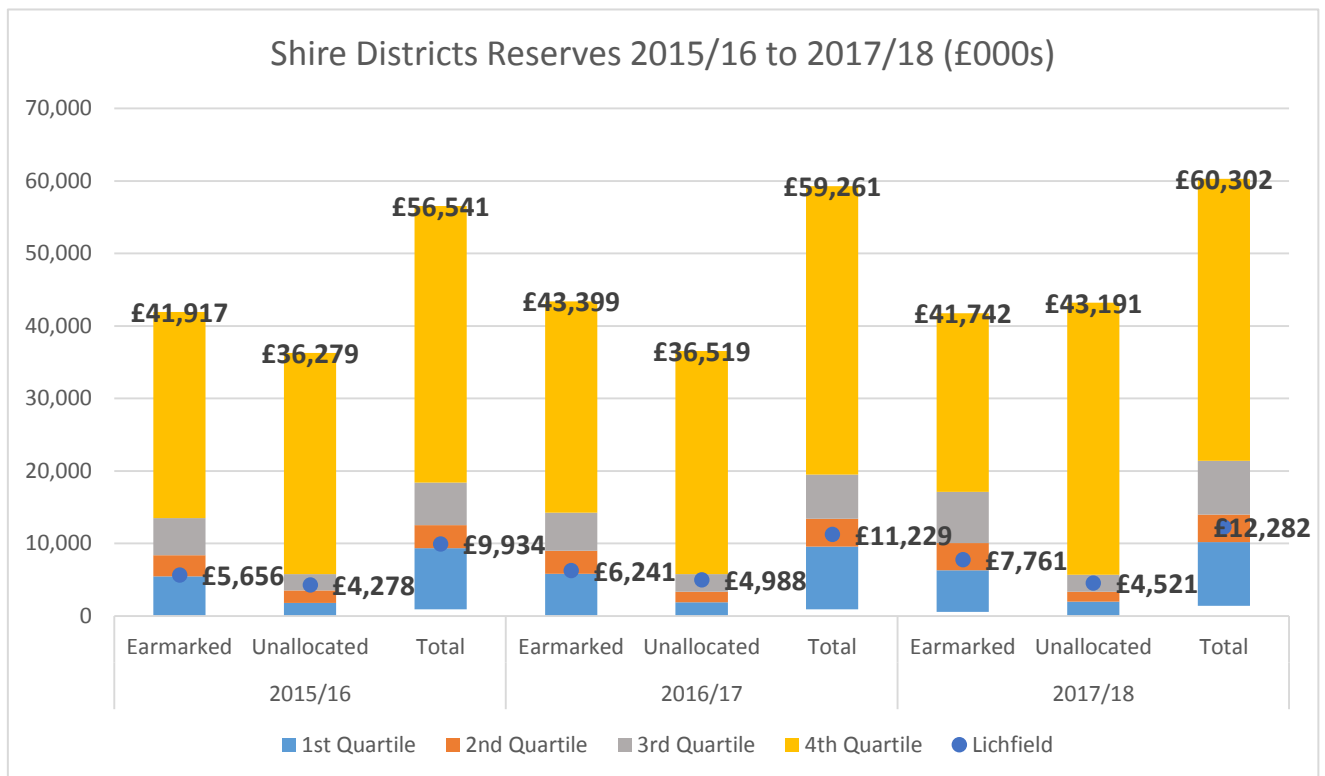
- 3.12. The Council's Approved Budget at the three months stage approved a contribution to General Reserves of **£6,180**.
- 3.13. There have been a number of approvals by Cabinet and where necessary by Council of **(£95,870)** together with items identified in this report related to the Efficiency Plan **£38,020** and lower than planned expenditure or higher income of **£49,680**.
- 3.14. Therefore the projected contribution from General Reserves is **(£1,990)** and this is shown in the graph below:



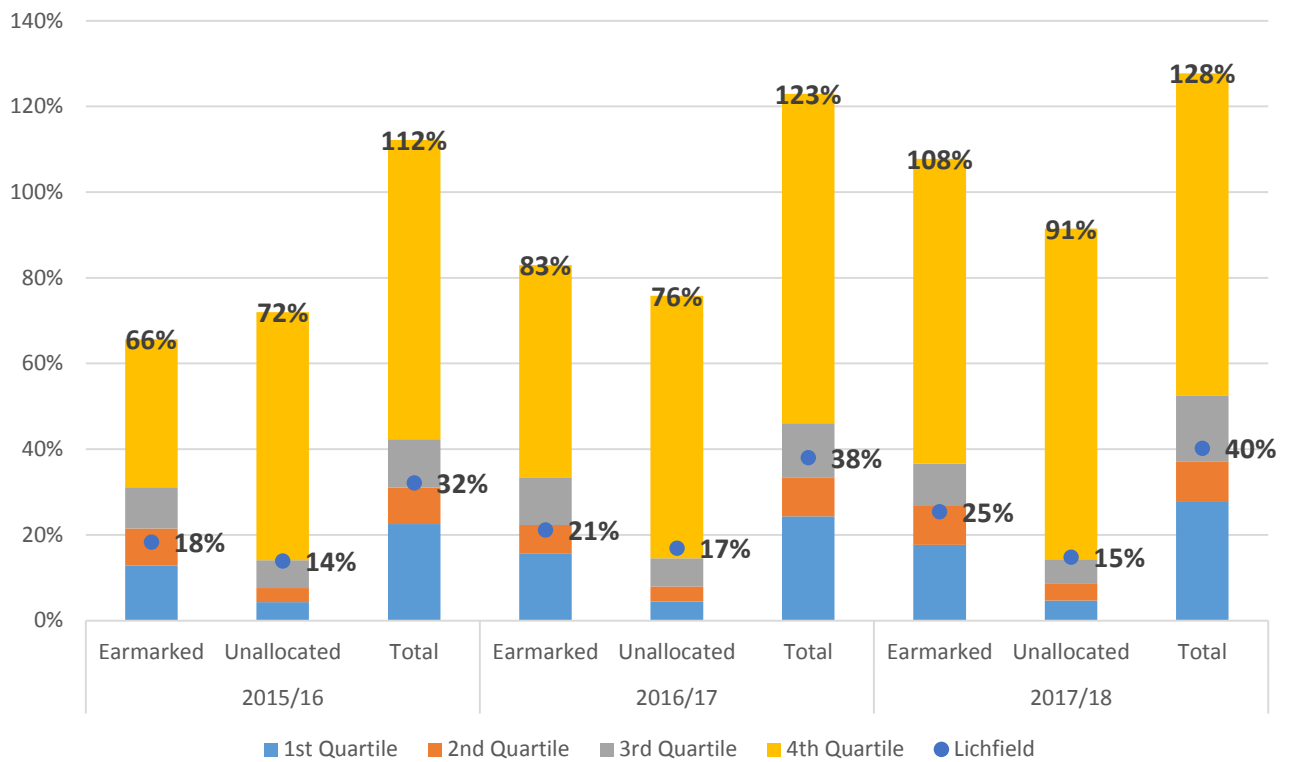
3.15. The following Revenue general reserves are available to assist the Council in meeting General Fund expenditure as part of the Medium Term Financial Strategy:



3.16 To determine how the level of Council's reserves compare to other District Councils, the level of General (unallocated) and Earmarked Reserves in relative terms and as a percentage of Revenue Expenditure (as defined in the Revenue Outturn Form) is shown for the last three years in the graphs below:

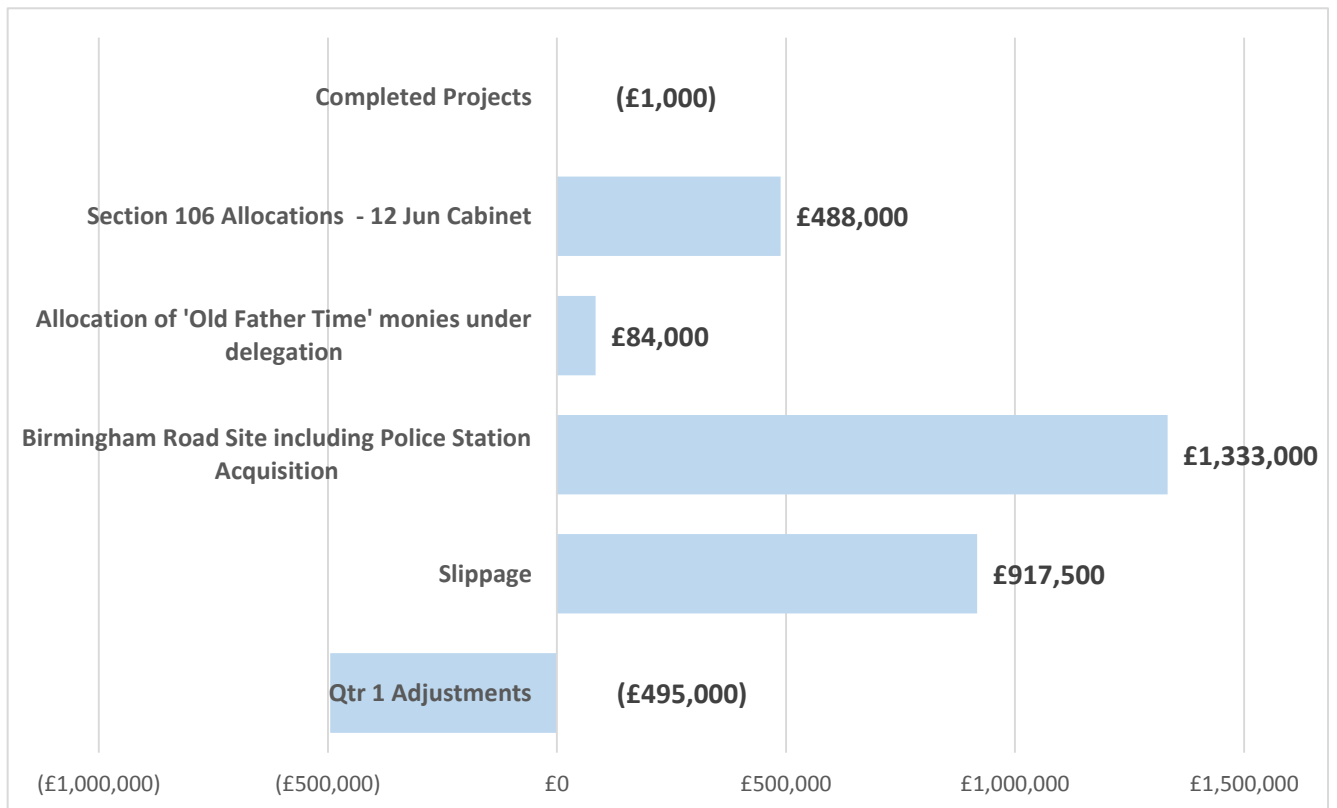


Shire Districts Reserves as a % of Revenue Expenditure

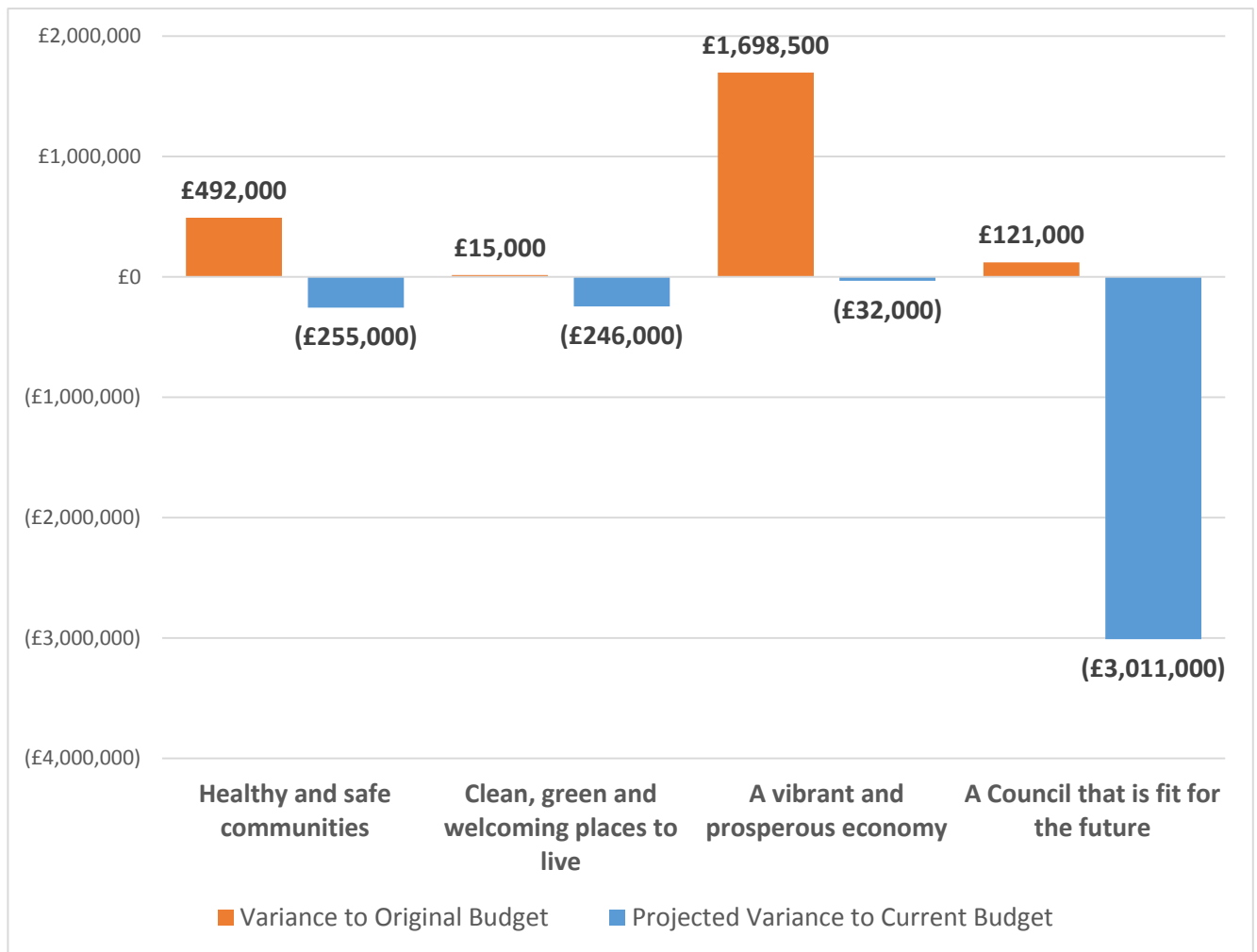


The Capital Programme

3.17. The budgetary changes of **£2,326,500** from the Original Budget of **£10,242,000** to the Approved Budget of **£12,568,500** is shown in the graph below:



3.18. We are projecting that the Capital Programme performance will be below budget by **(£3,544,000)** or **28%** compared to the Approved Budget. This below budget performance compared to both the Original and the Approved Budgets is shown by the Strategic Plan's priorities in the graph below and in detail at **APPENDIX C**:



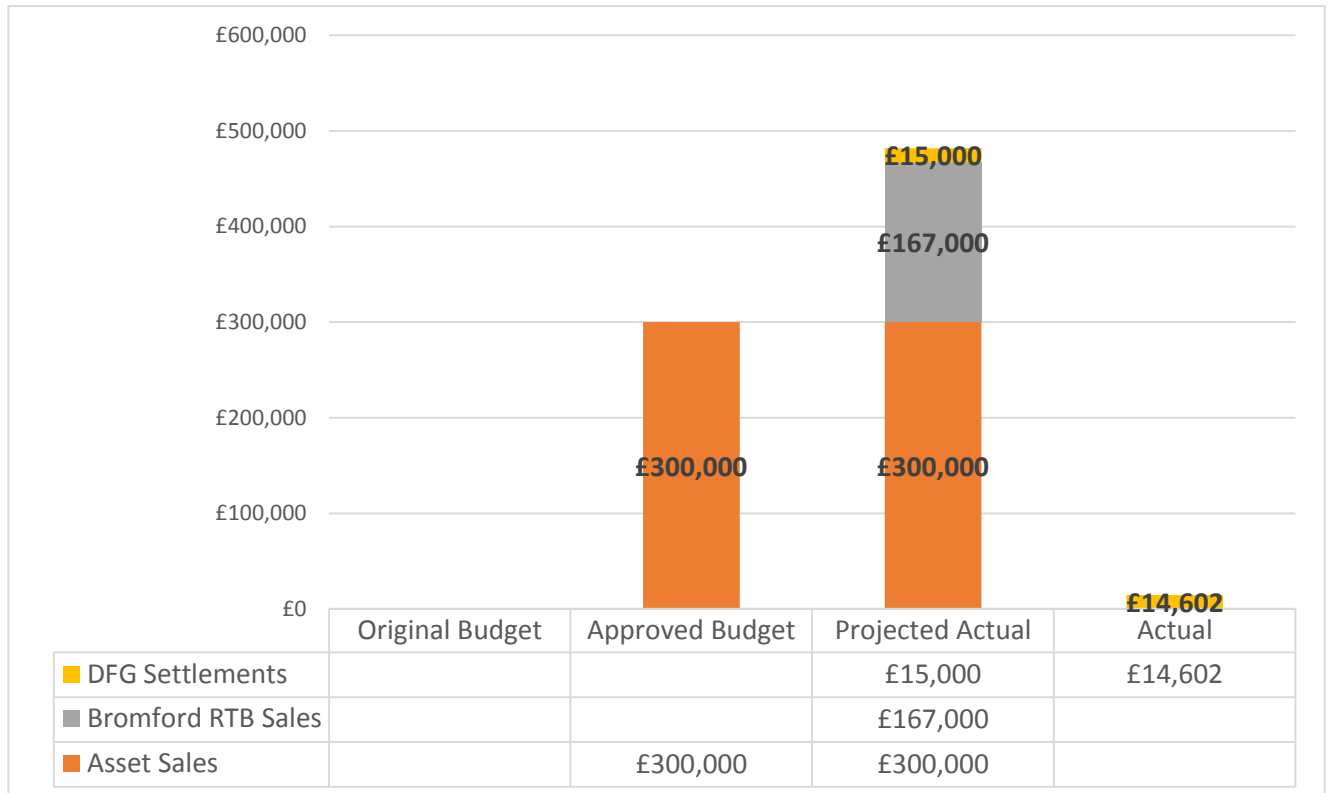
Performance compared to the Approved Budget

3.19. There are projected variances compared to the Approved Budget for budget profiling related to:

	Approved Budget Variance
Healthy and Safe Communities	
• Renovation and Replacement of Play Equipment at Hill Ridware Village Hall	(£71,000)
• New Build Parish Office/Community Hub	(£92,000)
• Burntwood Sinking Fund Projects	(£92,000)
Clean, Green and Welcoming Places to Live	
• Canal Towpath Improvements (Brereton & Ravenhill)	(£80,000)
• Darnford Park	(£13,000)
• Shortbutts Park	(£23,000)
• Stowe Pool Improvements	(£100,000)
• Vehicle Replacement Programme	(£30,000)
A Vibrant and Prosperous Economy	
• Car Parks Variable Message Signing	(£32,000)
A Council that is Fit for the Future	
• Property Investment Strategy	(£3,000,000)
• Depot Sinking Fund	(11,000)
Total	(£3,544,000)

Capital Receipts

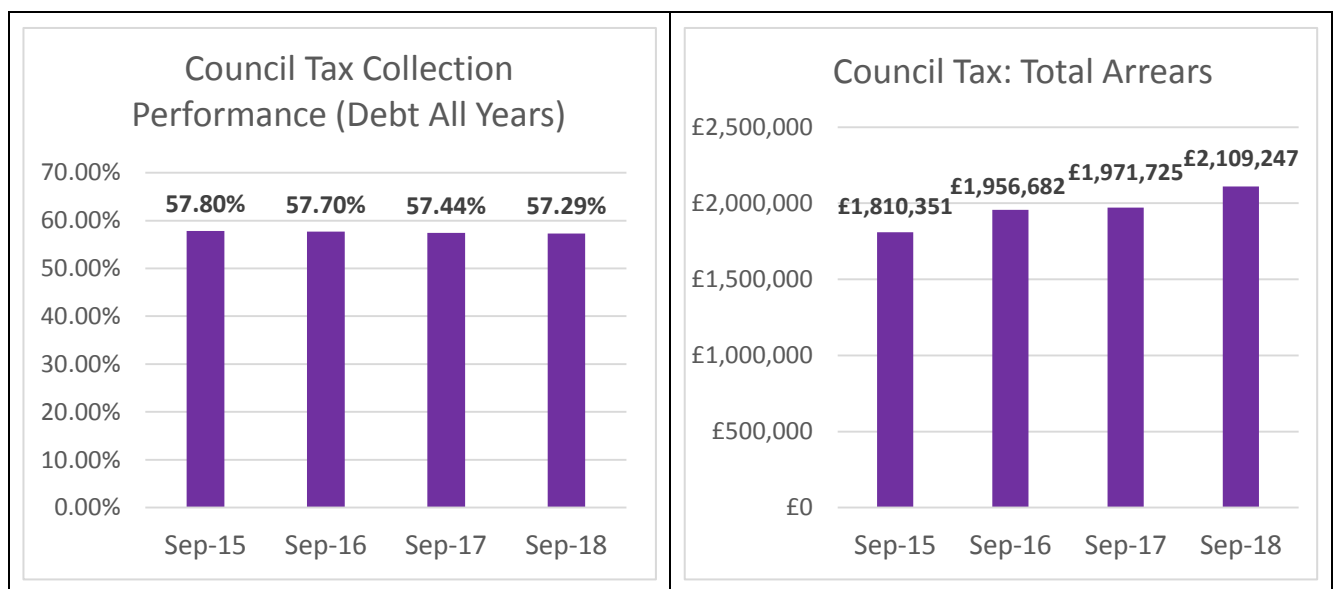
3.20. The Original Budget, Approved Budget, projected capital receipts and actual capital receipts received in the first six months is shown below:



Council Tax

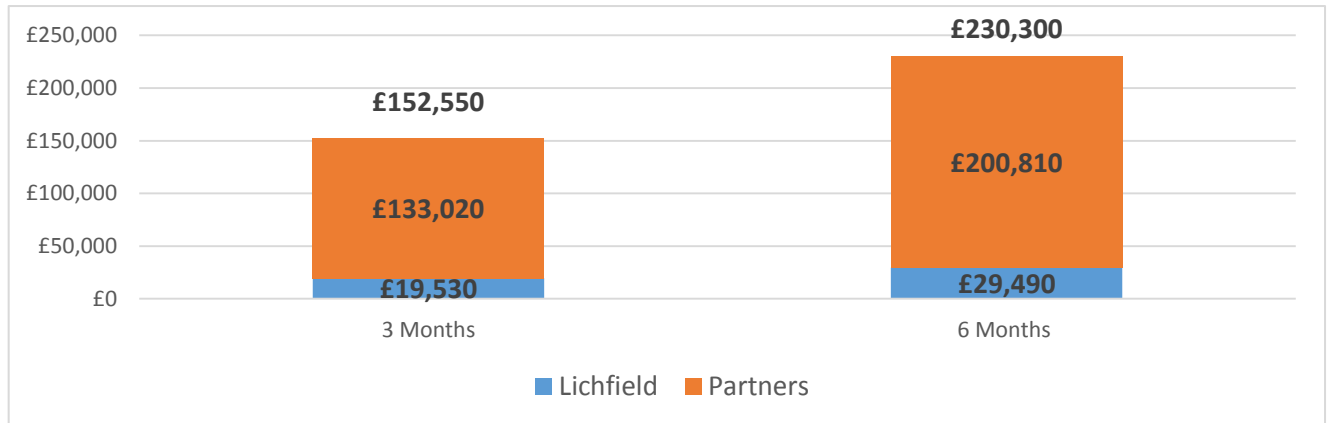
3.21. The Council is responsible for the collection of Council Tax for all precepting authorities in 2018/19 totalling **£63m**.

3.22. The collection performance for Council Tax for the first six months of the last four financial years is shown in the graph below:



3.23. The collection performance has remained consistent with the same period in previous financial years. The level of arrears is marginally higher than the average for the previous three years. This can be attributed to several factors including the impact of the Local Council Tax Support Scheme, more properties to collect Council Tax from and the introduction of the Adult Social Care Precept.

3.24. A summary of the Projected Council Tax Collection Fund performance (The Budget assumed a breakeven position) is shown in the graph below and is based on Lichfield's (including Parishes) current share of Council Tax of **13%**:



3.25. The main reasons for the projected surplus of **(£230,300)** are:

- There was a higher surplus than projected in 2017/18 of **(£11,248)**.
- The net yield from Council Tax in 2018/19 is projected to be **(£219,052)** higher than estimated. This is due to lower Local Council Tax Support discount and higher Council Tax income net of other discounts and exemptions.

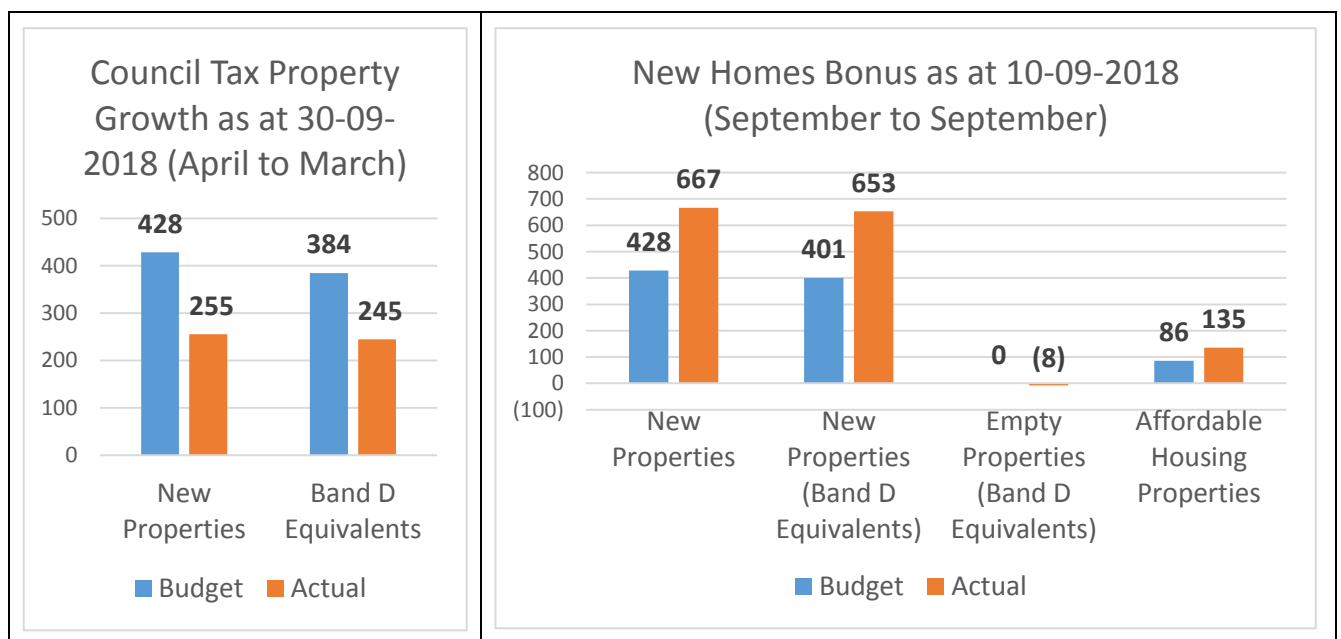
3.26. The projected surplus in 2018/19 includes the actual surplus in 2017/18 together with performance related to 2018/19. The Council's share of the projected surplus of **(£29,490)** will be included in the 2019/20 Budget and will therefore also impact on the Funding Gap in that financial year.

Housing Supply

3.27. Housing supply is one of the key assumptions in the current Approved Medium Term Financial Strategy because it impacts on the income we receive from both Council Tax and New Homes Bonus.

3.28. The first graph shows completions for Council Tax (based on the financial year April to March) for April 2018 to September 2018. This shows that actual delivery in the first six months is lower than the budget.

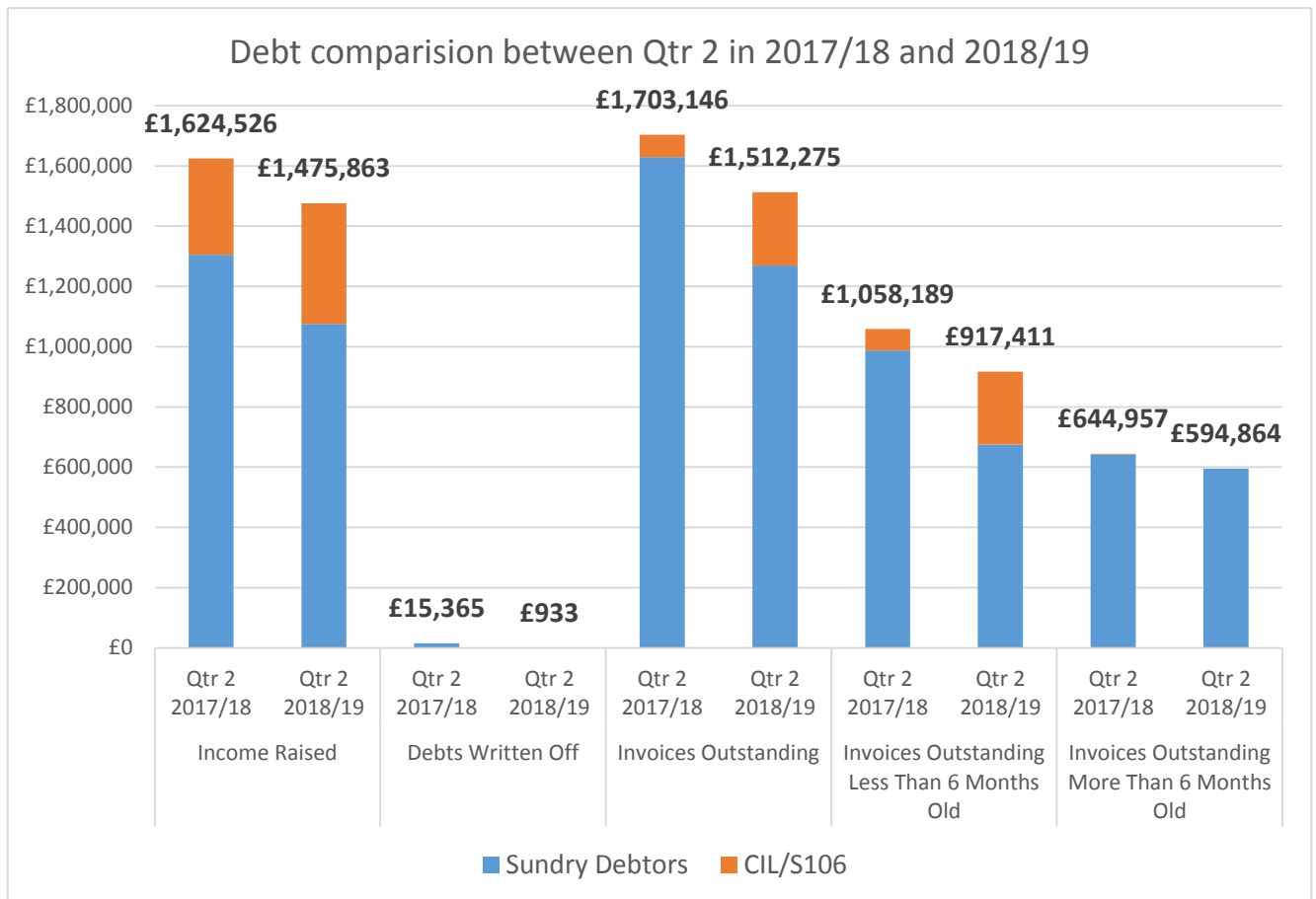
3.29. The second graph shows the components in the New Homes Bonus calculation (based on the Council Tax Base Return year) from September 2017 to September 2018. In terms of new properties, delivery is higher than the target and would mean in theory (this is subject to any changes in the baseline level of 0.4%) the Council would receive higher New Homes Bonus than has been budgeted.



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

3.30 To provide Members with a view on overall 'sundry' debt we now provide figures for both sundry debt such as Trade Waste, Building Control and Property Leases together with CIL and S106.

3.31 The transactions levels and collection performance in 2018/19 compared to 2017/18 is shown below:



3.32 The Sundry Debtors, CIL and Section 106 performance is shown in detail at **APPENDIX D**. The main variances which are due to the outsourcing of the leisure centres to Freedom Leisure earlier in the year, are below:

- Income raised: reduction of **(£148,663)** or **(9%)**
- Invoices outstanding: reduction of **(£190,871)** or **(11%)**

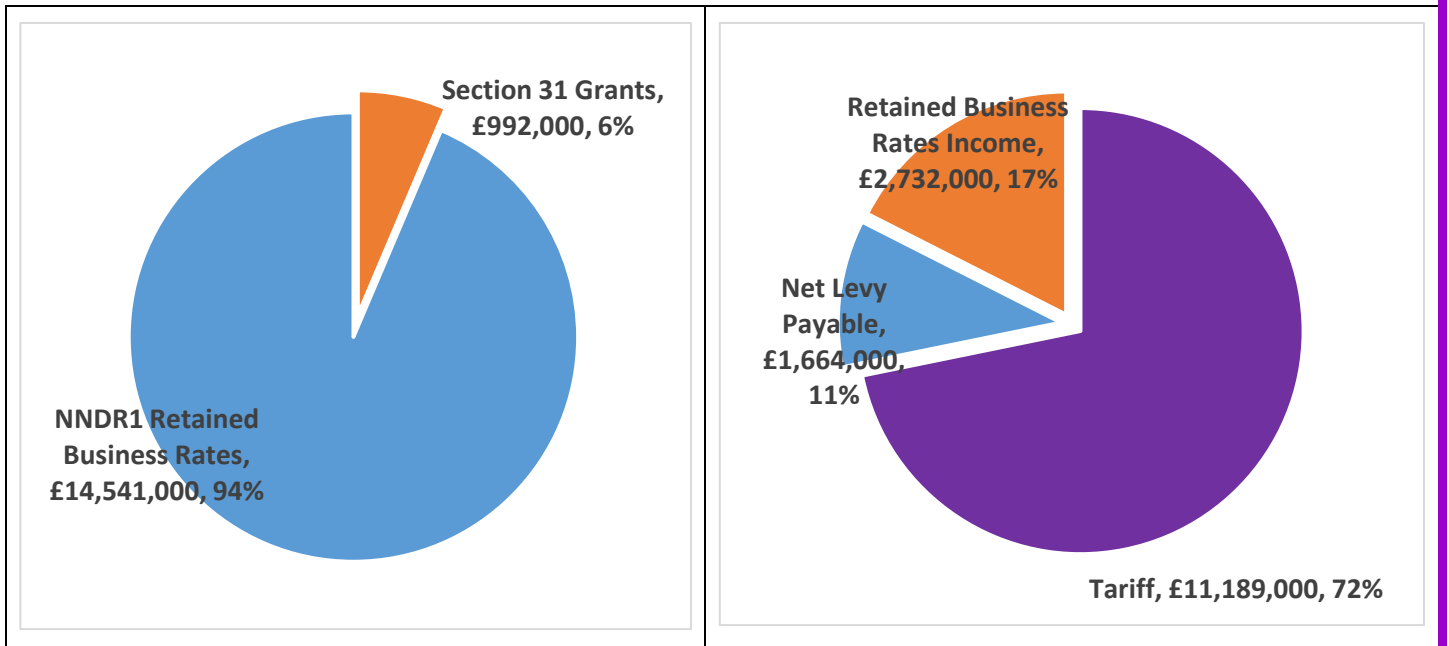
Business Rates

3.33. The Council will collect Business Rates for all partners in 2018/19 totalling **£36m**.

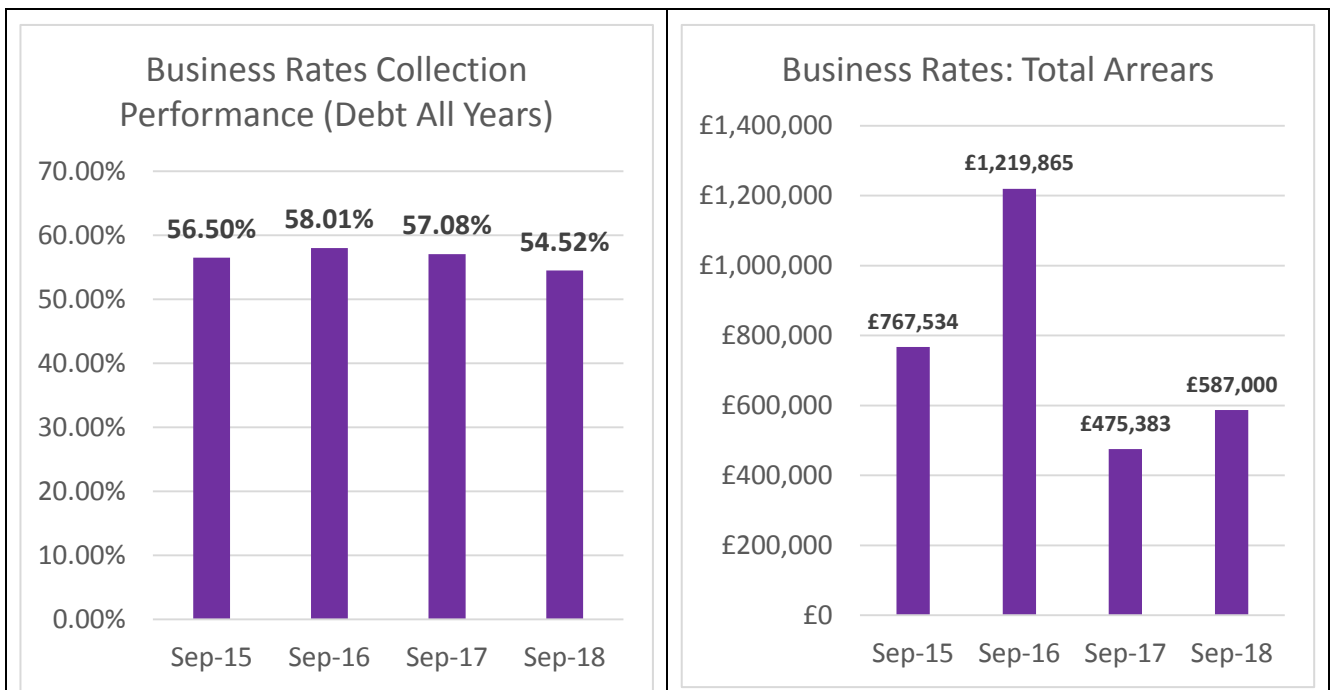
3.34. The Council receives a **40%** share of Business Rates income. The Council’s share included in its budget is based on the NNDR 1 estimated level together with Section 31 grants for certain reliefs granted. The Council must then pay the Government set tariff and any net levy based on growth above the Government set baseline (or receive safety net in the event that business rates have reduced more than a set percentage below the baseline).

3.35. The Retained Business Rate income for 2018/19 is projected to be **(£2,732,000)** compared to the Approved Budget of **(£2,732,000)**.

3.36. The detail of the Council’s actual and budgeted share of Business Rates income, the tariff and net levy and retained Business Rates in 2018/19 is shown in detail at **APPENDIX D** and in the graphs below:



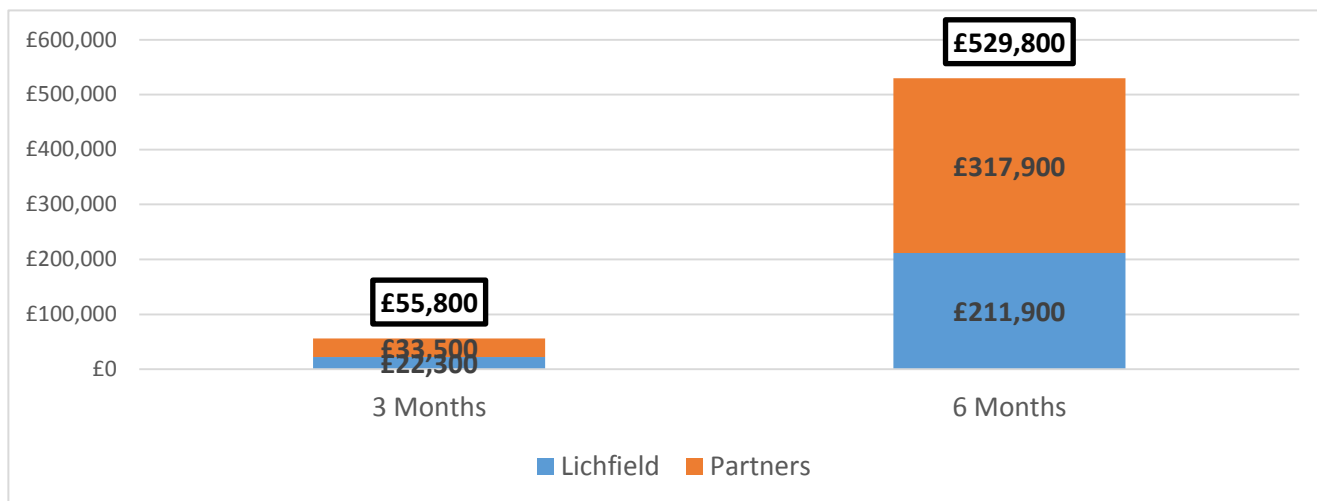
3.37 The collection performance for Business Rates for the first six months of the last four financial years is shown in the graph below:



3.38 The collection performance for total arrears is lower than the average for the three previous financial years. This is due primarily to the award of local discretionary relief resulting in some payers being one month behind the statutory scheme (paying May to February rather than April to January) and this has had a negative effect on the collection rates.

3.39 The level of arrears at September 2018 is lower than the average for the previous three years but is more than the level at September 2017 and is related to three businesses that are in liquidation.

3.40 A summary of the projected Business Rates Collection Fund performance is shown in the graph below (the budget assumed a breakeven position) and is based on Lichfield's prescribed share of **40%**:



3.41 The main reasons for the projected surplus of **(£529,800)** are:

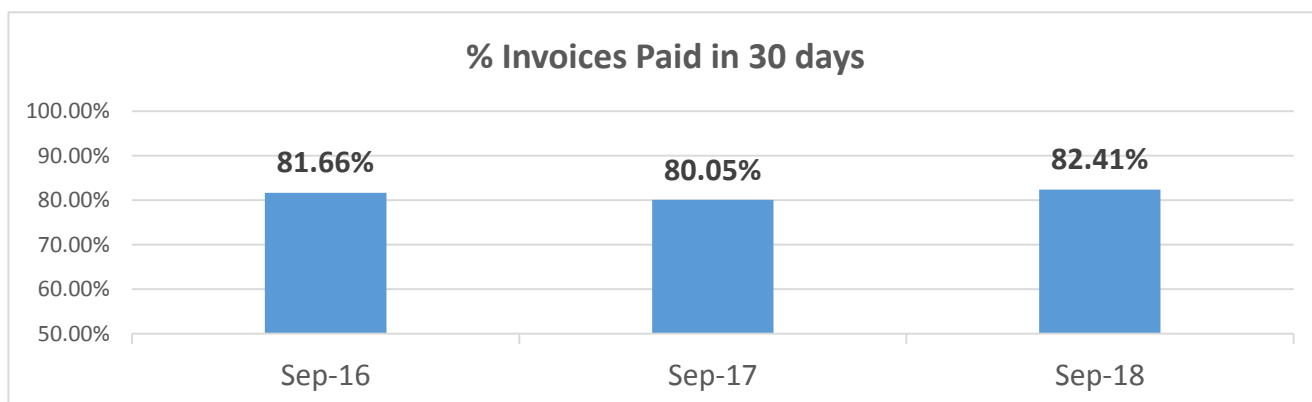
- There was a lower surplus than projected in 2017/18 of **£61,373**.
- There was additional net income projected of **(£591,173)** due to projected changes in the level of income, the Bad Debt Provision and the level of appeals.

3.42 The Council's share of the projected surplus in 2018/19 is **(£211,900)** compared to the budget where breakeven was assumed.

Supplier Payment Performance

3.43 The Public Contracts Regulations 2015 require the publication of the Council performance in processing payments to Suppliers. Under the regulations, the Council should pay all undisputed invoices within 30 days of receipt.

3.44 The performance of payments to suppliers for the first six months of the last three years is shown below:



3.45 The Council is reviewing its processes to improve payment performance by implementing improvements to the Procure to Pay process.

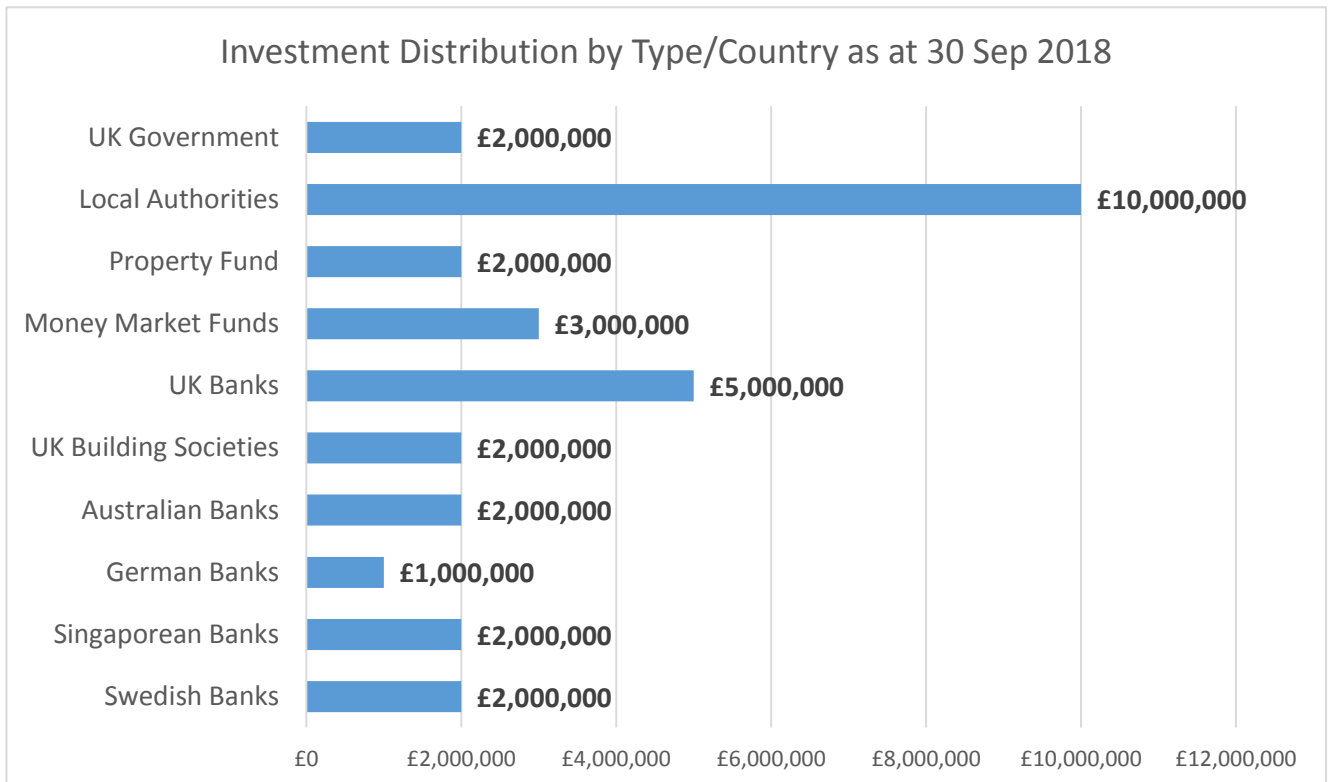
3.46 The Council has not received any claims or made any payments of late interest in any of the periods.

Treasury Management

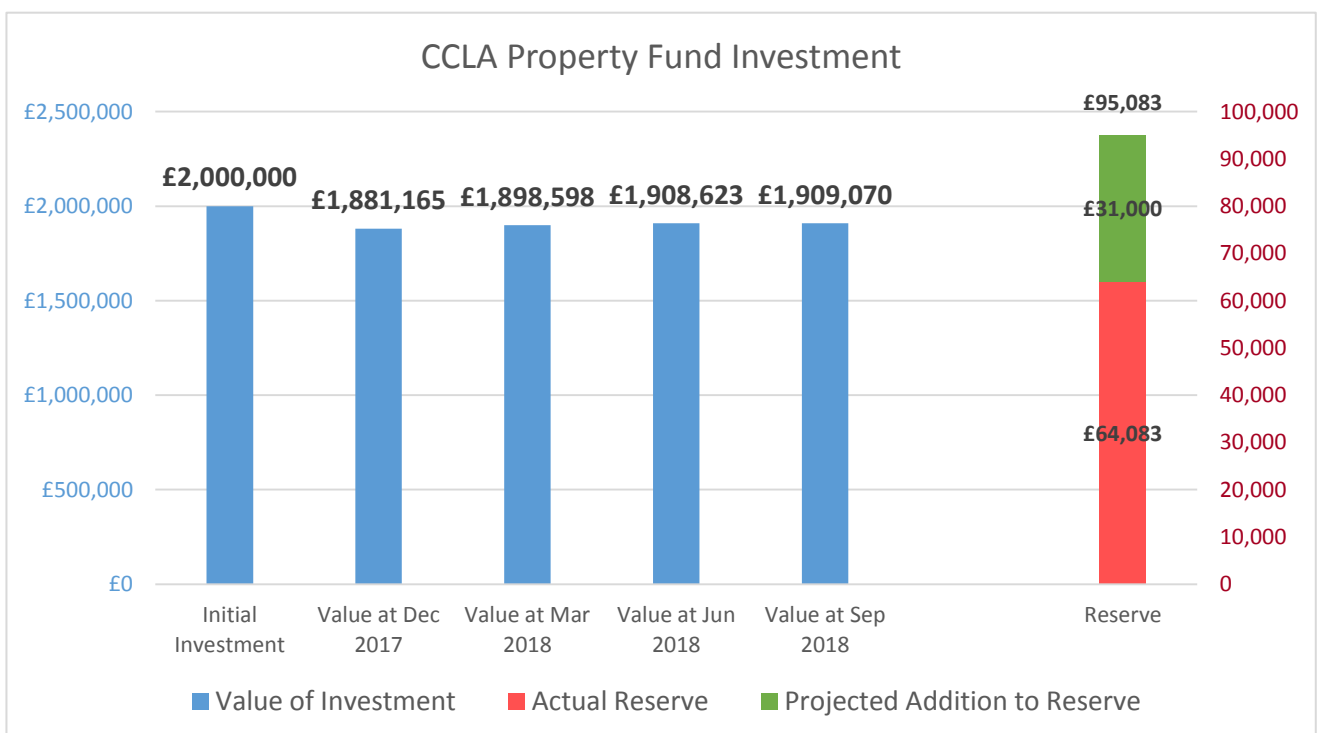
3.47 The performance of the Treasury Management function should be measured against the investment objectives of Security (the safe return of our monies), Liquidity (making sure we have sufficient money to pay for our services) and Yield (the return on our investments).

The Security of Our Investments

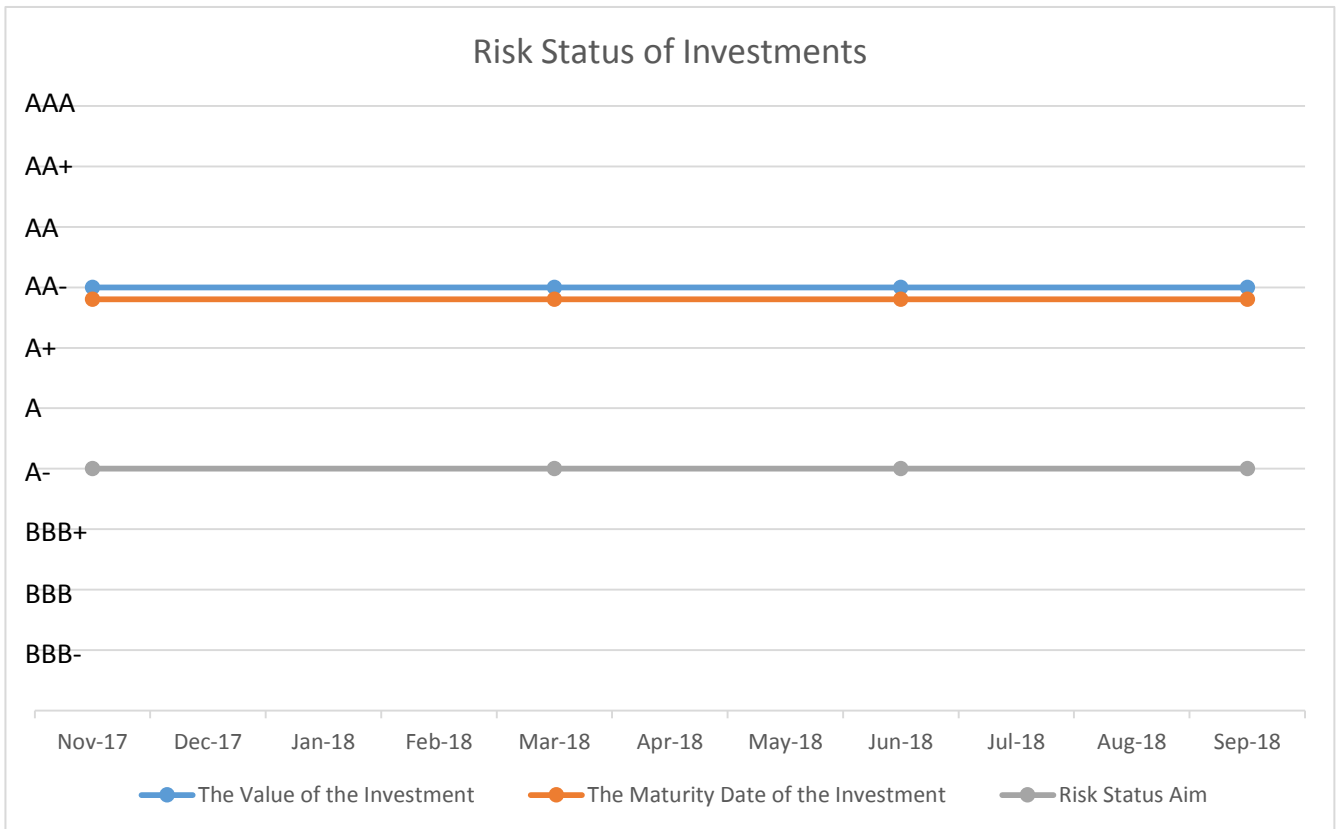
3.48 The investments the Council had at the 30 September 2018 of **£31,000,000** by type and country are summarised in the graph below and shown in more detail at **APPENDIX E**:



3.49 The current value of the Property Fund investment together with the projected value of the earmarked reserve at the end of 2018/19 intended to offset reductions in value is shown in the graph below:

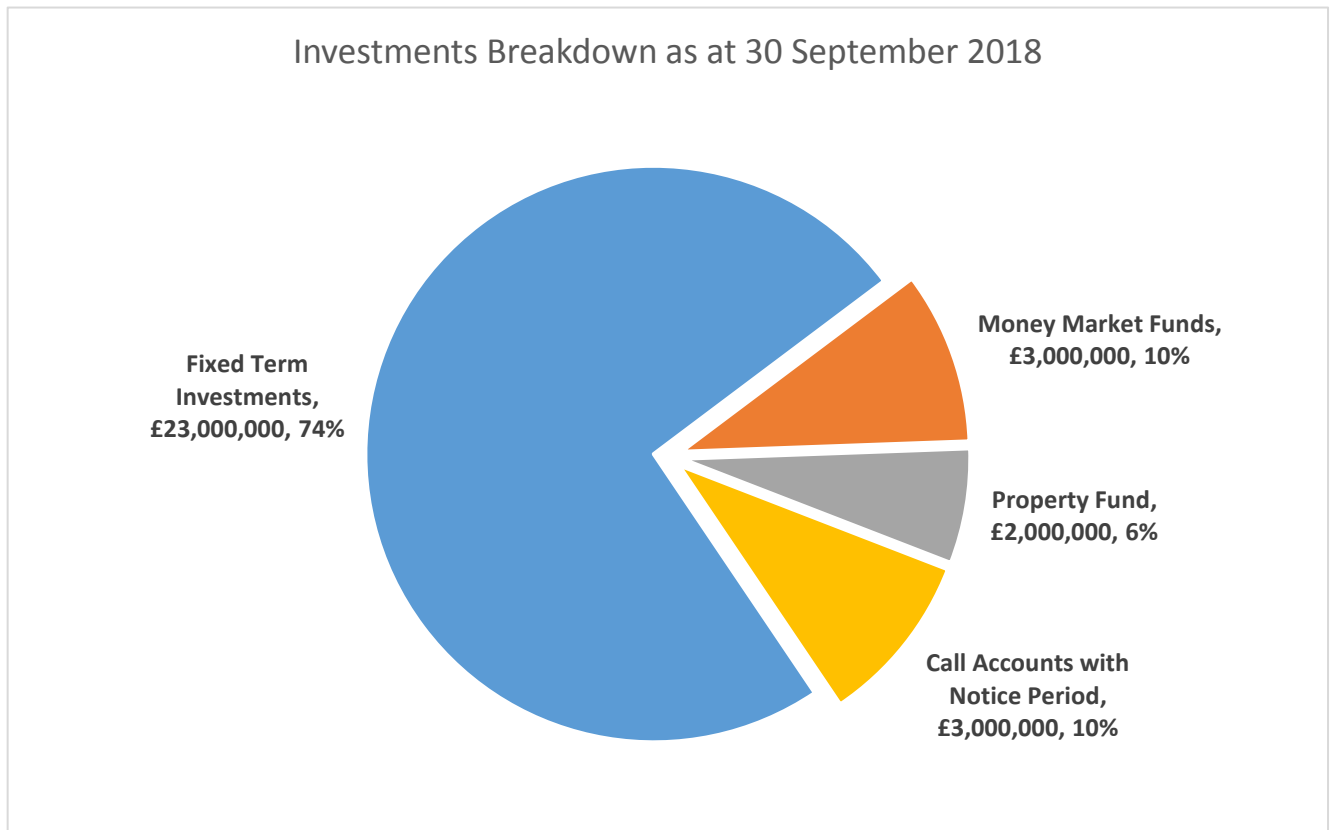


3.50 Our aim for the risk status of our investments was **A-**. The risk status based on the length of the investment and the value for a twelve month period is summarised in the graph below:



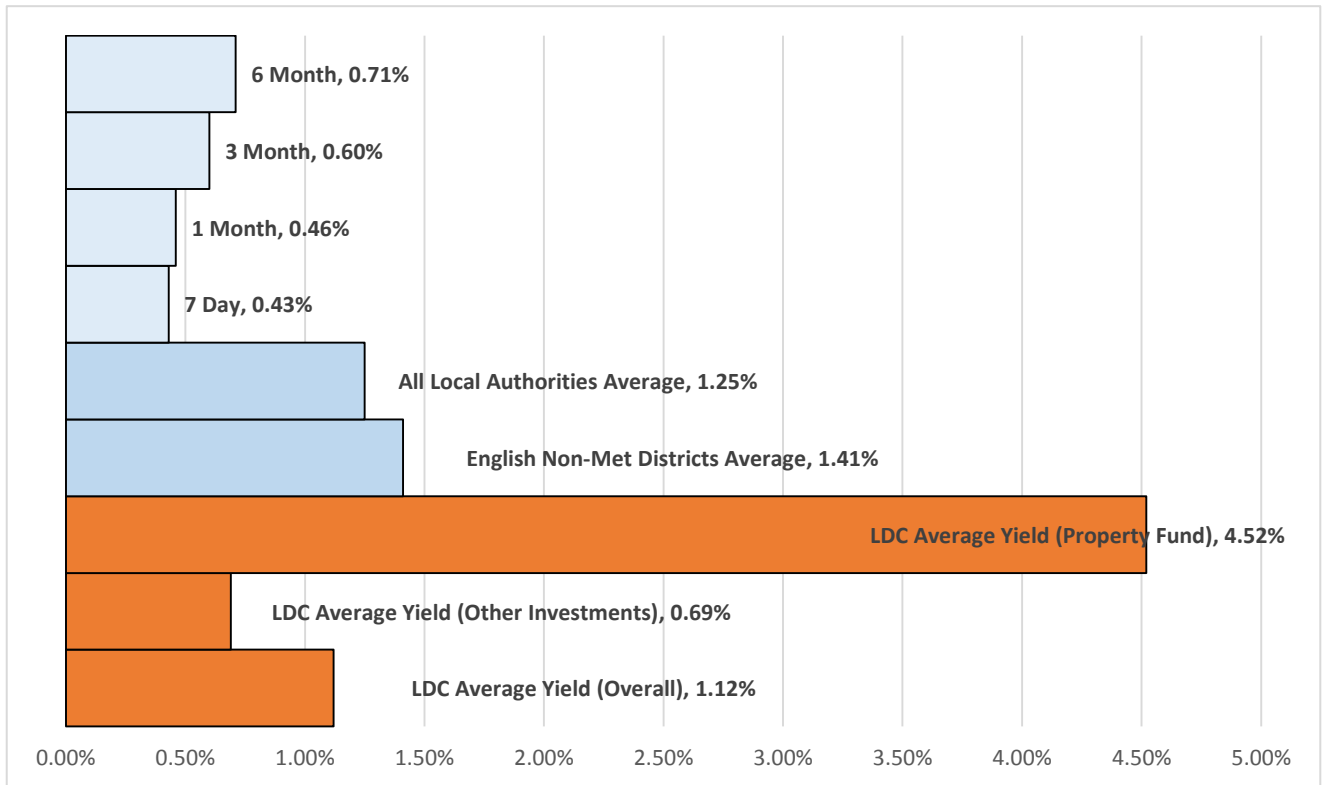
The Liquidity of our Investments

3.51 The Council has not had to temporarily borrow during 2018/19 and retains a proportion of its investments in instant access Money Market Funds to ensure there is sufficient cash available to pay for goods and services. The proportion of investments (with the Property Fund shown with its original investment value of £2m) of this type is shown in the graph below:



The Return or Yield of our Investments

3.52 The graph below shows the yields the Council achieved (internal investments, external investments i.e. the Property Fund and the overall yield) compared to a number of industry standard benchmarks shown in pale blue below (including our preferred benchmark of the 7 day LIBID rate) and the overall yield for Arlingclose clients.



3.53 The investment activity during the financial year is projected to generate **(£270,000)** of gross investment income compared to a budget of **(£183,000)**.

Alternative Options

There are no alternative options.

Consultation

Consultation is undertaken as part of the Strategic Plan 2016-20 and with Leadership Team.

Financial Implications

At this six months stage in the year, for the period up to September 2018, we forecast a contribution from general reserves of **(£1,990)** will be made, against a budgeted contribution of **£26,990** to general reserves.

Further detailed analysis on the Financial Performance up to September 2018 is shown in the attached Appendices.

Contribution to the Delivery of the Strategic Plan

The MTFs underpins the delivery of the Strategic Plan 2016-20.

Equality, Diversity and Human Rights Implications

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

Crime & Safety Issues

There are no Crime and Safety Issues arising.

GDPR/Privacy Impact Assessment	None identified in this report.
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Management of the Council's Revenue and Capital budget is critical to the successful delivery of key Council's priorities, and control measures need to be in place to manage the re-scheduling or re-profiling of projects and to respond to the changing financial climate including the impact of the EU Referendum result	Close monitoring of expenditure. Maximising the potential of efficiency gains. Early identification of any unexpected impact on costs, for example, central Government policy, movement in the markets, and changes in the economic climate. Prioritisation of capital expenditure. Project management of projects.	Red – Severe
B	Counterparty default	This current Strategy utilises more counterparties and financial instruments to diversify the portfolio and reduce this risk.	Yellow – Material
C	Actual cash flows are different to those that are planned	The Council maintains a comprehensive cash flow model that is updated on a daily basis to reflect actual and planned cash flows. An element of the Council's investment portfolio will be invested in instant access accounts.	Yellow – Material
D	Planned capital receipts are not received	Capital Receipts are only included in the MTFS projections either following a Governance Approval or where the money is legally committed to be received.	Green – Tolerable
E	New Government policies including the level of cuts to Communities and Local Government	To ensure any new policies such as those related to Business Rates and New Homes Bonus are evaluated and the impact is incorporated into the MTFS.	Red – Severe
F	The Check, Challenge and Appeal information provided by the Valuation Office Agency related to the 2017 List is insufficient to undertake robust appeals forecasts	We are currently using historic levels of appeals from the 2005 and 2010 lists together with the allowance of 4.7% contained in the 2018/19 Business Rates Multiplier to assess the level of appeals provision.	Red – Severe

Background Documents	<ul style="list-style-type: none"> • CIPFA Code of Practice for Treasury Management in the Public Services • The Prudential Code for Capital Finance in Local Authorities • Money Matters: Council Tax and National Non Domestic Rates – Cabinet 6 December 2017 • Money Matters: Medium Term Financial Strategy (Revenue and Capital) 2017-22 Cabinet – Cabinet 13 February 2018 • Contract for Place Based Software Systems for Regulatory Services, Housing and Health and Development Services – Cabinet 13 February 2018 • Procurement Service Improvement – Cabinet 4 September 2018 • Delivering the Property Investment Strategy – Cabinet 4 September 2018 • Money Matters: Medium Term Financial Strategy (Revenue and Capital) 2018-23 – Cabinet 9 October 2018
Relevant web link	<u>Cabinet – Lichfield District Council</u>

Audit Trail – The Approved Revenue Budget

	Original Budget	Qtr1 Approved Budget	Council Reports ¹	Virements below £50,000	Approved Budget	Virements above £50,000	Recommended Budget
Strategic Priority							
Healthy and safe communities	1,808,850	1,832,900	42,080	(18,160)	1,856,820		1,856,820
Clean, green and welcoming places to live	3,427,580	3,350,400	(39,540)	(20,090)	3,290,770		3,290,770
A vibrant and prosperous economy	(652,350)	(878,250)	37,140	5,730	(835,380)		(835,380)
A council that is fit for the future	6,281,510	6,232,760	56,190	(38,510)	6,250,440		6,250,440
Efficiency Plan	(71,180)	(45,810)	0	33,010	(12,800)		(12,800)
Net Cost of Services	10,794,410	10,492,000	95,870	(38,020)	10,549,850	0	10,549,850
Service Area							
Chief Executive	796,010	776,460	(82,080)		694,380		694,380
Finance and Procurement	1,628,490	1,607,090	31,630	(33,400)	1,605,320		1,605,320
Legal, Property and Democratic Services	424,800	468,280	95,870	(12,250)	551,900		551,900
Revenues, Benefits and Customer Services	725,470	714,460	(13,540)		700,920		700,920
Corporate Services	2,560,830	2,549,990	80,640		2,630,630		2,630,630
Leisure & Operational Services	2,422,310	2,415,700		(20,600)	2,395,100		2,395,100
Regulatory, Housing & Wellbeing	1,264,250	1,264,250	42,080		1,306,330		1,306,330
Development Services	61,310	53,640	(72,270)		(18,630)		(18,630)
Economic Growth	82,920	(211,260)	13,540	26,970	(170,750)		(170,750)
Waste Services	899,200	899,200		(31,750)	867,450		867,450
Efficiency Plan	(71,180)	(45,810)		33,010	(12,800)		(12,800)
Net Cost of Services	10,794,410	10,492,000	95,870	(38,020)	10,549,850	0	10,549,850
Net Treasury Position	104,860	104,860			104,860		104,860
Revenue Contributions to the Capital Programme	154,000	154,000			154,000		154,000
Net Operating Cost	11,053,270	10,750,860	95,870	(38,020)	10,808,710	0	10,808,710
Less : Transfer (from) / to General Reserve	26,990	6,180	(95,870)	38,020	(51,670)		(51,670)
Less : Transfer (from) / to Earmarked Reserves	(774,360)	(199,040)			(199,040)		(199,040)
Amount to be met from Government Grants and Local Taxpayers:	£10,305,900	£10,558,000	£0	£0	£10,558,000	£0	£10,558,000
Business Rates	(2,479,900)	(2,732,000)			(2,732,000)		(2,732,000)
Business Rates Cap	(42,000)	(42,000)			(42,000)		(42,000)
New Homes Bonus	(800,000)	(800,000)			(800,000)		(800,000)
Council Tax Collection Fund	(42,000)	(42,000)			(42,000)		(42,000)
Business Rates Collection Fund	(591,000)	(591,000)			(591,000)		(591,000)
Council Tax	(6,351,000)	(6,351,000)			(6,351,000)		(6,351,000)

¹ Cabinet Reports relate to Contract for Place Based Software Systems for Regulatory Services, Housing and Health and Development Services 13 February 2018, Procurement Service Improvement 4 September 2018, Delivering the Property Investment Strategy 4 September 2018, The Medium Term Financial Strategy (Revenue and Capital) 2018-23 9 October 2018.

Revenue Financial Performance – Variance to Budget 2018/19

Area	2018/19						
	Original Budget £	Approved Budget £	Projected Outturn £	Projected Variance £	● = adverse ☑ = favourable	Variance to Original Budget £	2018/19 Target Variance (+/-) £
Healthy and safe communities	1,808,850	1,856,820	1,908,530	51,710	●	99,680	
Clean, green and welcoming places to live	3,427,580	3,290,770	3,237,000	(53,770)	☑	(190,580)	
A vibrant and prosperous economy	(652,350)	(835,380)	(846,280)	(10,900)	☑	(193,930)	
A council that is fit for the future	6,281,510	6,250,440	6,241,070	(9,370)	☑	(40,440)	
Efficiency Plan	(71,180)	(12,800)	-	12,800	☑	71,180	
Net Cost of Services	10,794,410	10,549,850	10,540,320	(9,530)		(254,090)	0
Chief Executive	796,010	694,380	689,380	(5,000)	☑	(106,630)	6,000
Finance and Procurement	1,628,490	1,605,320	1,605,320	-		(23,170)	13,000
Legal, Property and Democratic Services	424,800	551,900	551,650	(250)	☑	126,850	13,000
Revenues, Benefits and Customer Services	725,470	700,920	672,510	(28,410)	☑	(52,960)	19,000
Corporate Services	2,560,830	2,630,630	2,630,630	-		69,800	22,000
Leisure & Operational Services	2,422,310	2,395,100	2,445,770	50,670	●	23,460	28,000
Regulatory Services, Housing & Wellbeing	1,264,250	1,306,330	1,306,330	-		42,080	15,000
Development Services	61,310	(18,630)	(45,170)	(26,540)	☑	(106,480)	30,000
Economic Growth	82,920	(170,750)	(183,550)	(12,800)	☑	(266,470)	34,000
Waste Services	899,200	867,450	867,450	-		(31,750)	70,000
Efficiency Plan	(71,180)	(12,800)	-	12,800	☑	71,180	-
Net Cost of Services	10,794,410	10,549,850	10,540,320	(9,530)		(254,090)	250,000
Net Treasury Position	104,860	104,860	64,710	(40,150)			
Revenue Contributions to the Capital Programme	154,000	154,000	154,000	-			
Net Operating Cost	11,053,270	10,808,710	10,759,030	(49,680)			
Transfer (from) / to General Reserve	26,990	(51,670)	(1,990)	49,680			
Transfer (from) / to Earmarked Reserves	(774,360)	(199,040)	(199,040)	-			
Net Revenue Expenditure	10,305,900	10,558,000	10,558,000	0			
Financed by:							
Retained Business Rates	(2,479,900)	(2,732,000)	(2,732,000)	-			
Business Rates Cap	(42,000)	(42,000)	(42,000)	-			
New Homes Bonus	(800,000)	(800,000)	(800,000)	-			
Business Rates Collection Fund (Surplus)/Deficit	(591,000)	(591,000)	(591,000)	-			
Council Tax Collection Fund (Surplus)/Deficit	(42,000)	(42,000)	(42,000)	-			
Council Tax	(6,351,000)	(6,351,000)	(6,351,000)	-			

The projected variance compares projected actual (outturn) to recommended budget.

☑ = projected favourable variance and ● = projected adverse variance

Reasons for the 6 Months Budget Performance

Projected Variance £		Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(5,000)	Chief Executive	-	(5,000)	-	-
-	Finance and Procurement	-	-	-	-
(250)	Legal, Property and Democratic Services	-	(250)	-	-
(28,410)	Revenues, Benefits and Customer Services	(106,080)	-	77,670	-
-	Corporate Services	-	-	-	-
50,670	Leisure & Operational Services	-	-	50,670	-
-	Regulatory Services, Housing & Wellbeing	-	-	-	-
(26,540)	Development Services	(31,470)	-	4,930	-
(12,800)	Economic Growth	-	4,550	-	(17,350)
-	Waste Services	-	-	-	-
(40,150)	Net Treasury Position	(20,500)	-	(19,650)	-
12,800	Efficiency Plan	-	12,800	-	-
(£49,680)	Net Operating Cost	(£158,050)	£12,100	£113,620	(£17,350)

Chief Executive

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(5,000)	Surplus budget	-	(5,000)	-	-
(£5,000)	Total	-	(£5,000)	-	-

Legal, Property and Democratic Services

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(250)	Reduction in Chairman's car cost	-	(250)	-	-
(£250)	Total	-	(£250)	-	-

Revenues, Benefits and Customer Services

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(6,920)	Fairer Charging SLA ceasing due to transfer to Staffs County Council	(84,590)	-	77,670	-
(17,990)	Employee Savings	(17,990)	-	-	-
(3,500)	Temporary reduction in IT licenses	(3,500)	-	-	-
(£28,410)	Total	(£106,080)	-	£77,670	-

Leisure and Operational Services

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
50,670	Underachievement of income target by self-funding post within Leisure and Operational Services	-	-	50,670	-
£50,670	Total	-	-	£50,670	-

Development Services

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(26,540)	Employee Saving and subsequent loss of income	(31,470)	-	4,930	-
(£26,540)	Total	(£31,470)	-	£4,930	-

Economic Growth

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(12,800)	Efficiency Plan	-	4,550	-	(17,350)
(£12,800)	Total	-	£4,550	-	(£17,350)

Net Treasury Position

Projected Variance £	Service Area	Expenditure		Income	
		One Off £	Recurring £	One Off £	Recurring £
(40,150)	Increased net interest receipts	(20,500)	-	(19,650)	-
(£40,150)	Total	(£20,500)	-	(£19,650)	-

Capital Programme Performance in 2018/19

Project	Original Budget	Approved Budget	Actual To Date	Projected Actual	Projected Variance
Burntwood Leisure Centre Enhancement Projects	£42,000	£232,000		£140,000	(£92,000)
Play Area at Hawksyard	£1,000	£0		£0	
Squash Court and Sports Hall Floors (FGLC)		£50,000		£50,000	
Leisure Review: Capital Investment	£750,000	£1,032,000	£425,673	£1,032,000	
Renovation and Replacement of Play Equipment at Hill Ridware Village Hall		£71,000		£0	(£71,000)
New Build Parish Office/Community Hub		£92,000		£0	(£92,000)
Fradley Village Heating & CCTV		£15,000		£15,000	
Fradley Youth & Community Centre Cladding & Porch		£15,000		£15,000	
Replacement of children's play equipment at Upper Lodge Play Area		£21,000	£15,000	£21,000	
Armitage with Handsacre Village Hall heating upgrade		£20,000	£15,000	£20,000	
Armitage with Handsacre Village Hall storage container		£16,000	£10,000	£16,000	
Re-siting/improvement of Armitage War Memorial and surrounding area		£120,000		£120,000	
Replacement of canopy and installation of artificial grass at Armitage		£13,000		£13,000	
Accessible Homes (Disabled Facilities Grants)	£772,000	£928,000	£394,218	£928,000	
Home Repair Assistance Grants	£15,000	£35,000		£35,000	
Decent Homes Standard	£437,000	£0		£0	
Energy Insulation Programme	£20,000	£41,000	£3,887	£41,000	
DCLG Monies	£212,000	£0		£0	
Unallocated S106 Affordable Housing Monies	£400,000	£400,000		£400,000	
Housing Redevelopment Scheme - Packington		£40,000		£40,000	
Healthy and Safe Communities	£2,649,000	£3,141,000	£863,778	£2,886,000	(£255,000)
Darnford Park	£13,000	£13,000		£0	(£13,000)
Canal Towpath Improvements (Brereton & Ravenhill)		£105,000		£25,000	(£80,000)
Vehicle Replacement Programme	£168,000	£168,000	£14,750	£138,000	(£30,000)
Shortbutts Park, Lichfield	£23,000	£23,000		£0	(£23,000)
Env. Improvements - Upper St John St & Birmingham Road	£7,000	£7,000		£7,000	
Stowe Pool Improvements	£100,000	£100,000		£0	(£100,000)
The Leomansley Area Improvement Project	£3,000	£3,000		£3,000	
Canal Culvert at Huddlesford	£90,000	£0		£0	
Cannock Chase SAC	£43,000	£43,000	£28,907	£43,000	
Clean, Green and Welcoming Places to Live	£447,000	£462,000	£43,657	£216,000	(£246,000)
Data Management System	£6,000	£11,000		£11,000	
Birmingham Road Site Support	£313,000	£330,000	£122,171	£330,000	
Birmingham Road Site - Castle Dyke/Frog Lane Enhancement	£100,000	£81,000		£81,000	
Birmingham Road Site - Railway Station Forecourt Enhancements	£5,000	£0		£0	
Birmingham Road Site - Coach Park	£450,000	£243,000	£5,000	£243,000	
Birmingham Road Site - Police Station Acquisition		£1,805,000	£1,785,027	£1,805,000	
Sankey's Corner Environmental Improvements		£3,000	£3,000	£3,000	
City Centre Strategy and Interpretation		£1,500		£1,500	
Car Parks Variable Message Signing	£32,000	£32,000		£0	(£32,000)
Old Mining College - Refurbish access and signs		£14,000		£14,000	
Lichfield Festival Parade and Website (Lichfield City Art Fund)		£14,000	£13,752	£14,000	
St Mary's Cultural Hub (Lichfield City Art Fund)		£45,000	£31,729	£45,000	
Erasmus Darwin Lunar Legacy (Lichfield City Art Fund)		£25,000	£6,256	£25,000	
A Vibrant and Prosperous Economy	£906,000	£2,604,500	£1,966,935	£2,572,500	(£32,000)

APPENDIX C

Project	Original Budget	Approved Budget	Actual To Date	Projected Actual	Projected Variance
Property Investment Strategy	£6,000,000	£6,000,000		£3,000,000	(£3,000,000)
Depot Sinking Fund		£11,000		£0	(£11,000)
IT and Channel Shift Programme	£152,000	£162,000	£70,074	£162,000	
Asset Management - Works resulting from Condition Survey	£88,000	£188,000	£50,898	£188,000	
A Council that is Fit for the Future	£6,240,000	£6,361,000	£120,972	£3,350,000	(£3,011,000)
Capital Programme Total	£10,242,000	£12,568,500	£2,995,343	£9,024,500	(£3,544,000)

- Variance projected to be more than £100,000 / Variance projected to be less than £100,000

Funding Source	Original Budget	Approved Budget
Capital Receipts	£670,000	£2,682,000
Revenue Contributions	£154,000	£154,000
Council Funding	£824,000	£2,836,000
Borrowing Need	£6,780,000	£7,062,000
Capital Grants and Contributions	£2,452,000	£2,110,500
Reserves and Sinking Funds	£186,000	£560,000
Capital Programme Total	£10,242,000	£12,568,500

Projected Actual	Projected Variance
£2,650,000	(£32,000)
£154,000	
£2,804,000	(£32,000)
£4,032,000	(£3,030,000)
£1,720,500	(£390,000)
£468,000	(£92,000)
£9,024,500	(£3,544,000)

Council Tax Performance

	Council Tax							
	All years				In year only 2018/19			
	30-Sep-17	30-Sep-18	Change		30-Sep-17	30-Sep-18	Change	
Amount Collected as a %	57.44%	57.29%	(0.15%)	●	64.50%	64.40%	(0.10%)	●
In year arrears outstanding	£840,819	£876,733	£35,915	●	£840,819	£876,733	4.27%	●
Previous years arrears	£1,130,906	£1,232,514	£101,607	●				
Total arrears outstanding	£1,971,725	£2,109,247	6.97%	●				
Write offs	£52,523	£6,640	(87.35%)	☑				

Sundry Debtor Performance

Details	30-Sep-17	30-Sep-18	All Debts Change (%)	Variance
	All Debts £	All Debts £		
Value of sundry income raised in quarter	1,304,775	1,075,038	-18%	●
Value of debts written off	15,365	933	-94%	☑
Value of all invoices outstanding	1,629,234	1,269,400	-22%	☑
Aged Debt Analysis				
Less than 6 months	987,275	674,536	-32%	●
More than 6 months	641,959	594,864	-7%	☑

CIL/Section 106 Performance

Details	30-Sep-17	30-Sep-18	All Debts Change (%)	Variance
	All Debts £	All Debts £		
Value of demands raised in quarter	319,751	400,825	25%	☑
Value of debts written off	0	0	N/A	☑
Value of all demands outstanding	73,912	242,875	229%	●
Aged Debt Analysis				
Less than 6 months	70,914	242,875	242%	☑
More than 6 months	2,998	0	-100%	☑

Business Rates

The Council's Retained Business Rates Income

	Current Budget £	30-Sep-18 £	Projected Outturn £	Projected Variance £
NNDR 1 Based Retained Business Rates				
Retained Business Rates	(£14,541,000)	(£14,541,000)	(£14,541,000)	£0
<u>Section 31 Grants (Lichfield's 40% Share)</u>				
Small Business Rates Relief	(£924,000)	(£953,000)	(£954,000)	(£30,000)
Small Business Rates Relief 2nd Property Occupied	(£9,000)	(£7,000)	(£7,000)	£2,000
Long Term Empty Properties	£0	£0	£0	£0
Pub Relief	(£19,000)	(£14,000)	(£19,000)	£0
Supporting Small Business Rate Relief	(£12,000)	(£12,000)	(£12,000)	£0
Discretionary Scheme	(£51,000)	(£46,000)	(£51,000)	£0
Rural Rate Relief	(£1,000)	£1,000	(£1,000)	£0
Less : Tariff Payable	£11,189,000	£11,189,000	£11,189,000	£0
Pre Levy or Safety Net Income	(£4,368,000)	(£4,383,000)	(£4,396,000)	(£28,000)
NNDR 3 Based Levy Payments				
Less : Levy Payable @ 50%	£1,170,000	£1,484,000	£1,299,000	£129,000
Volatility Allowance	£846,000	£649,000	£787,000	(£59,000)
Levy from the Business Rates Pool (32.5%)	(£380,000)	(£482,000)	(£422,000)	(£42,000)
Post Levy or Safety Net Income	(£2,732,000)	(£2,732,000)	(£2,732,000)	£0

Collection Performance

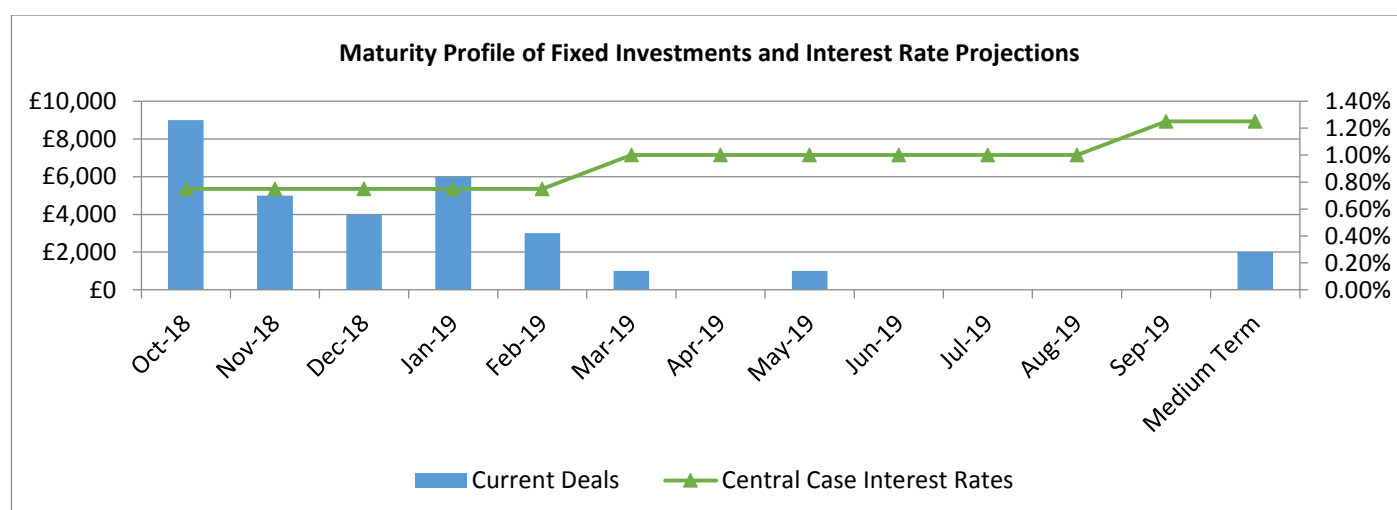
	Non Domestic Rates							
	All years				In year only 2018/19			
	30-Sep-17	30-Sep-18	Change		30-Sep-17	30-Sep-18	Change	
Amount Collected as a %	57.08%	54.52%	(2.56%)	●	62.50%	60.30%	(2.20%)	●
In year arrears outstanding	£205,397	£255,407	£50,010	●	£205,397	£255,407	24.34%	●
Previous years arrears	£269,986	£331,593	£61,607	●				
Total arrears outstanding	£475,383	£587,000	23.47%	●				
Write offs	£61,327	£28,483	(53.55%)	☑				

Investments in the 2018/19 Financial Year

The table below shows a breakdown of our investments at the end of September 2018:

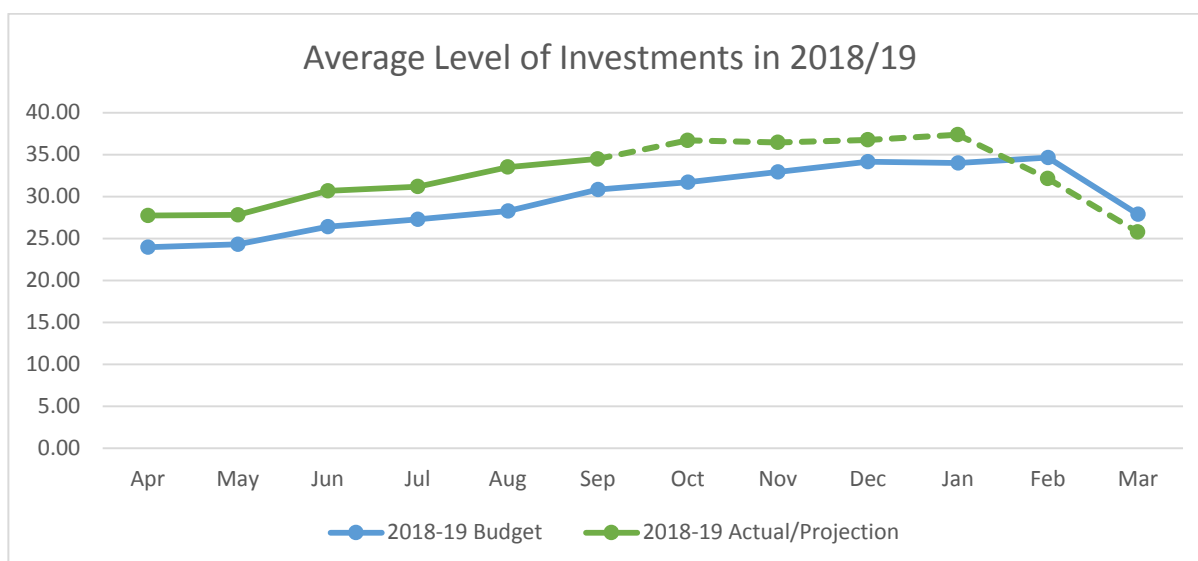
Counterparty	Principal	Matures	Days to Maturity	Rate	Credit Rating	Foreign Parent
Money Market Funds						
Legal & General	£1,000,000	01-Oct-18	Instant Access	0.67%	0	N/A
BNP Paribas MMF	£1,000,000	01-Oct-18	Instant Access	0.63%	0	N/A
Amundi	£1,000,000	01-Oct-18	Instant Access	0.65%	0	N/A
Property Fund						
CCLA Property Fund	£2,000,000	N/A	N/A	3.97%	N/A	No
Fixed Term Investments						
Coventry Building Society	£1,000,000	05-Oct-18	5	0.63%	A	No
Commonwealth Bank of Australia	£1,000,000	05-Nov-18	36	0.66%	AA-	Yes
Nationwide	£1,000,000	15-Nov-18	46	0.56%	A	No
Lloyds	£1,000,000	15-Nov-18	46	0.75%	A+	No
United Overseas Bank	£1,000,000	17-May-19	229	0.84%	AA-	Yes
Surrey Heath Borough Council	£2,000,000	13-Dec-18	74	0.60%	LOCAL	No
DBS Bank	£1,000,000	03-Dec-18	64	0.71%	AA-	Yes
Australia and New Zealand Banking Group	£1,000,000	12-Dec-18	73	0.70%	AA-	Yes
Merthyr Tydfil Council	£2,000,000	29-Oct-18	29	0.52%	LOCAL	No
Slough Borough Council	£2,000,000	07-Jan-19	99	0.60%	LOCAL	No
Landesbank Hessen-Thüringen	£1,000,000	09-Oct-18	9	0.53%	A	Yes
Close Bros	£1,000,000	21-Jan-19	113	0.80%	A	No
North Ayrshire Council	£2,000,000	23-Jan-19	115	0.80%	LOCAL	No
Woking Borough Council	£2,000,000	26-Feb-19	149	0.85%	LOCAL	No
Barclays Bank	£1,000,000	30-Nov-18	61	0.67%	A	No
Call Accounts with Notice Period						
Santander	£1,000,000	29-Mar-19	180	0.95%	A	Yes
Goldman Sachs International Bank	£1,000,000	03-Jan-19	95	0.65%	A	Yes
Svenska Handelsbanken AB	£1,000,000	04-Nov-18	35	0.65%	AA-	Yes
Treasury Bills						
	£2,000,000	22-Oct-18	22	0.67%	UK Gov.	No
Certificates of Deposit						
Nordea Bank AB	£1,000,000	08-Feb-19	131	0.84%	AA-	No
Total Investments	£31,000,000					

The maturity profile of these investments at 30 September 2018 compared to our Treasury Management advisor Arlingclose interest rate forecasts is shown in the graph below:



Cash Flow for 2018/19

The graph below compares the budget for average investment levels in 2018/19 with the actual levels.



Performance of the Treasury Management Function

The performance of the Treasury Management function should be measured against the investment objectives of Security (the safe return of our monies), Liquidity (making sure we have sufficient money to pay for our services) and Yield (the return on our investments).

	Budget	Actual
<u>Security</u>		
Risk Status (Length of Investment)	A-	AA-
Risk Status (Value of the Investment)		AA-
<u>Liquidity</u>		
Length of Investments (days)	N/A	82 days
Temporary Borrowing	£0	£0
<u>Yield</u>		
Average amount we had available to invest (£m)	£29.57m	£30.90m
Average Interest Rate (%)	0.64%	0.81%
7-day London Inter-bank Bid (LIBID) rate	0.36%	
1 month London Inter-bank Bid (LIBID) rate	0.38%	
3 month London Inter-bank Bid (LIBID) rate	0.55%	
6 month London Inter-bank Bid (LIBID) rate	0.67%	
Gross Investment Income (£)	(£183,000)	(£270,000)
Net Treasury Position including borrowing (£)	£104,860	£64,710

Brownfield Land Register

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



Date:	4 December 2018
Agenda Item:	5
Contact Officer:	Patrick Jervis/ Ashley Baldwin
Tel Number:	01543 308202/ 308147
Email:	patrick.jervis@lichfielddc.gov.uk/ ashley.baldwin@lichfielddc.gov.uk
Key Decision?	Yes
Local Ward Members	All ward members.

Cabinet

1. Executive Summary

- 1.1 The Town and Country Planning (Brownfield Land Register) Regulations 2017 came into force in 2017 and required all Local Planning Authorities to produce and publish a 'Part 1' Brownfield Land Register (BLR) by the end of 2017. The BLR is split into two parts. 'Part 1' being a register of all brownfield sites considered to be 'suitable' for residential development. 'Part 2' identifying any such sites which are to be granted Permission in Principle (PiP). Presently authorities are not obliged to produce a 'Part 2' BLR.
- 1.2 Lichfield District Council published its BLR Part 1 in December 2017. BLR's are required to be updated annually in line with the date on which they were previously published. As such the district council is required to update its BLR before the end of 2018.
- 1.3 An update of the BLR Part 1 for Lichfield District has now been prepared for consideration prior to its publication on the District Councils website. As part of this update officers have considered whether it would be appropriate to prepare a BLR Part 2 register. At this time no BLR Part 2 is proposed to be produced, officers will continue to maintain the BLR and review whether a Part 2 BLR should be produced in future years.

2. Recommendations

- 2.1 That the Cabinet approves the Lichfield District Council Brownfield Land Register (Part 1) 2018 (**APPENDIX A and B**) for publication.

3. Background

- 3.1 Chapter 11 of the National Planning Policy Framework (NPPF) states that planning policies and decisions should promote an effective use of land and that policies should make as much use as previously developed or brownfield land as possible. This is further supported through the governments National Planning Practice Guidance (PPG) and the adopted Local Plan Strategy also acknowledges the importance of brownfield sites in delivering the housing requirement for Lichfield District. Core Policy 6 seeks the delivery of 70% homes on Brownfield sites to 2018 and 50% thereafter. In order to assist with this the government require all local planning authorities to produce and maintain a Brownfield Land Register (BLR).
- 3.2 The NPPF defines brownfield sites or PDL as:

"Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be

developed) and any associated fixed surface infrastructure. This excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development control procedures; land in built up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape”

- 3.3 The requirement for all Local Planning Authorities to produce a ‘Brownfield Land Register’ came into force through legislation produced in April 2017. This required Local Planning Authorities to maintain and publish a register of brownfield land that is ‘suitable’ for residential development. The Brownfield Land Register (BLR) is to be split into two parts with ‘Part 1’ being a register of all brownfield sites which are considered to be suitable for housing and ‘Part 2’ identifying any such sites which are then to be granted Permission in Principle (PiP). Further detail on PiP and the Part 2 BLR is set out at paragraphs 3.8 to 3.10 of this report.
- 3.4 Guidance for both BLR and PiP has been published as part of the governments PPG which has helped to formulate the district councils BLR. Alongside the guidance a ‘Brownfield Land Register Data Standard: Preparing and publishing a register’ document was published by the government. The data standard document provides clear and exact guidance on the format and content of information which must be included on an authorities BLR to ensure that information is comparable across all authorities.
- 3.5 For a site to be entered onto the Part 1 BLR it is required to meet certain criteria contained within the regulations and guidance. Those sites must meet the definition of previously developed land as described at paragraph 3.2 of this report and be of at least 0.25 hectares in size or capable of delivering 5 or more dwellings. Further to this criteria the site must be considered to be ‘suitable’ for residential development and be both ‘available’ and ‘achievable’. With regards to suitability an assessment is made as to whether the site offers a suitable location for development having regard to adopted national and local planning policy. Of those sites considered to be suitable an assessment is then made as to the availability of the site and the achievability of residential development being delivered. This process of assessment has benefitted from the significant information collected through the evidence base for the Local Plan. It is not the case that all brownfield sites should be included on the BLR, only those sites which meet the above criteria and which the authority considers to be ‘suitable’ are included.
- 3.6 The Part 1 BLR for Lichfield District has been produced following the methodology devised and set out within the document (**Appendix A**). This methodology has been devised to comply with the regulations, national guidance and to meet the data standard. **Appendix B** represents the data table produced to accord to the data standard ensuring that the data captured meets the government’s requirements and can be published as part of the open data agenda. The data set out at **Appendix B** will be published to the governments open data website.
- 3.7 The Part 1 BLR (**Appendix A** and **Appendix B**) identifies those previously developed sites which have been assessed and considered as suitable, available and achievable for residential development. In total 41 sites have been identified and included on the Part 1 BLR, this includes a range of sites in terms of size, location and their current planning status. Six sites have been removed from the register since last year, in all cases this is because the site has been redeveloped. A majority of the sites included on the Part 1 BLR already benefit from extant planning permission or have planning applications currently in the process of being determined by development management.
- 3.8 As is set out at paragraph 3.3 of this report the BLR is split into two parts, with only the first part being a statutory requirements. Authorities can choose to produce a Part 2 BLR which would identify any of the sites from Part 1 which are to be granted PiP. PiP is an alternative way of obtaining planning

permission which separates the consideration of matters of principle for the proposed development from the technical detail. PiP establishes whether a site is suitable in-principle for residential development without consideration of the more detailed technical matters which are subsequently addressed through 'technical details consent' once PiP has been granted.

3.9 Officers have considered whether a Part 2 BLR should be progressed. It is considered that there is little value in producing a Part 2 BLR at this stage for the following primary reasons;

- Only eight of the sites identified within the Part 1 BLR currently do not either benefit from planning permission or are currently subject to a planning application in the process of determination by the authority. Of those eight sites only one site is not proposed for allocation within the Local Plan Allocations document which, subject to the outcome of the examination in public, will allocate those sites for residential development.
- For a site to be entered onto Part 2 of the register, and as such be granted PiP, a significant level of detail would need to be provided for each individual site to establish the principal matters of the development. The gathering of such information would represent a significant cost in terms of commissioning evidence and officer time. In effect the granting of PiP moves some of the financial burden of evidence gathering from the development industry to the local authority.

3.10 It is considered that there is very limited benefit in considering the granting of PiP for those sites which are already well advanced in the planning process. As such only a small proportion of the sites identified on the Part 1 BLR could benefit from PiP. However, given that a majority of those sites are proposed for allocation within the Local Plan Allocations document and the significant resources which would be required to grant those sites PiP it is considered that at this stage the progression of a Part 2 BLR would not be beneficial to the authority.

3.11 Following this consideration the Part 1 BLR recommends that at this time a Part 2 register is not produced. However, it is suggested that through the ongoing maintenance and annual updating of the Part 1 BLR officers will continue to reassess the appropriateness of producing a Part 2 register in future years. The production of a Part 2 BLR in future years may present the Council with the opportunity to further promote specific brownfield sites within the District.

Alternative Options	<ol style="list-style-type: none"> 1. Cabinet declines to publish the BLR Part 1 document. However, legislation requires all Local Planning Authorities to publish an annual update to their BLR. For Lichfield District this will need to be published before the end of 2018. 2. Cabinet decide that a Part 2 Register should be produced.
Consultation	<ol style="list-style-type: none"> 1. Consultation is not required on the Part 1 BLR document. 2. In future years if a Part 2 BLR is progressed this will be subject to consultation as is set out within the Town and Country Planning (Brownfield Land Register) Regulations 2017.
Financial Implications	<ol style="list-style-type: none"> 1. Funding has been made available via national government to Local Authorities to meet the burdens associated with introducing BLRs. 2. The costs of production and maintenance of the BLR will be met within approved budgets. 3. The costs of producing a Part 2 BLR have not been established but would be significant.

Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Supports the priority of a vibrant and prosperous economy because it assists in the delivery of the new housing and reuse of previously developed sites. 2. Supports the priority of Healthy and Safe communities by ensuring the provision of housing. 3. Supports the priority of clean, green and welcoming places to live by assisting in the delivery of residential developments of previously developed sites.
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Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. An Equality Impact Assessment was produced to accompany the adopted Local Plan Strategy and the Local Plan Allocations document. For a site to be included on the BLR it should be considered to be in conformity with the adopted Local Plan Strategy and therefore any such implications for Equality, Diversity and Human Rights have previously been considered.
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Crime & Safety Issues	<ol style="list-style-type: none"> 1. None.
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GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> 1. No privacy impact assessment has been undertaken.
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	It is not agreed to publish the BLR as is required by legislation. This would mean an update to the register is not published by the end of 2018.	Proceed to agree approach to taking forward the Brownfield Land Register before the end of 2018.	Yellow
B	Alternative sites are recommended to be included on the BLR.	An evidence based assessment of alternative sites to ascertain whether sites should be included on the register.	Yellow
C	Sites are recommended to be removed from the BLR.	An evidence based assessment of alternative sites to ascertain whether sites should be removed from the register.	Yellow

<p>Background documents:</p> <p>Local Plan Strategy 2015</p> <p>The Town and Country Planning (Brownfield Land Register) Regulations 2017</p> <p>National Planning Practice Guidance – Brownfield Land Registers</p>
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<p>Relevant web links:</p> <p>Local Pan Strategy 2015</p> <p>The Town & Country Planning (Brownfield Land Register) Regulations 2017</p> <p>National Planning Policy Framework</p> <p>National Planning Practice Guidance – Brownfield Land Registers</p> <p>National Planning Practice Guidance – Permission in Principle</p> <p>Brownfield Land Registers Data Standard: Preparing and publishing a register (DCLG)</p>

Lichfield District Council
Brownfield Land Register (Part 1)

October 2018



Prepared by Lichfield District Council

1.0 Contents

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2.0 Introduction

- 2.1 Brownfield land has an important role to play in meeting the country's need for new homes. The revised National Planning Policy Framework (NPPF) published in 2018 (and its associated practice guidance) make clear that planning policies and decisions should encourage the effective use of land by reusing brownfield sites. The Government has made a commitment to maximising the number of homes delivered on suitable brownfield land and sees the production of statutory brownfield registers as being a key component to deliver this.
- 2.2 The adopted Lichfield District Local Plan Strategy also places importance on the use of brownfield land in delivering the Districts development requirements. As such the production of a brownfield register will also assist the District Council in delivering the aims of the Local Plan.
- 2.3 The requirement for all Local Planning Authorities to produce a 'Brownfield Land Register' came into force in April 2017 through the Town and Country Planning (Brownfield Land Register) Regulations 2017. This requires Local Planning Authorities to maintain and publish a register of brownfield land that is 'suitable' for residential development. The Brownfield Land Register (BLR) is to be split into two parts with 'Part 1' being a register of all brownfield sites which are considered to be suitable for housing and 'Part 2' identifying any such sites which are then to be granted Permission in Principle (PiP). Sites entered into Part 2 of the brownfield register will be granted permission in principle.
- 2.4 This document represents the Brownfield Land Register (Part 1) for Lichfield District Council. This document provides the first annual update to the register which was first published in December 2017.
- 2.5 The National Planning Practice Guidance (PPG) was updated in July 2017 to introduce guidance for both BLR and PiP. Alongside the guidance the Department for Communities and Local Government (DCLG) published the 'Brownfield Land Register Data Standard: Preparing and publishing a register'. The data standard document provides clear and exact guidance on the format and content of information which must be included on an authorities BLR to ensure that information is comparable across all authorities. The guidance within the PPG provides further detail on the role and purpose of the BLR along with information on how to update and maintain the register. The Lichfield District BLR has been produced taking account of this guidance and is consistent with the Governments data standard.

3.0 Identification of sites for the register

- 3.1 The PPG makes clear that for the purposes of the BLR the NPPF definition of previously developed land is used:

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

- 3.2 The regulations and guidance require that all sites considered 'suitable for residential development' are included on BLR Part 1. Regulation 5 provides clarity and states that all land which falls within the description in paragraph 1(a) of regulation 3 and meets the criteria in paragraph 1 of regulation 4. In effect this means sites within the local planning authority area which are at least 0.25 hectares in size or capable of delivering 5 or more dwellings are suitable and available for residential development and that development is considered achievable. The regulations then further define what is meant by the terms 'suitable', 'available' and 'achievable'. In order to identify sites for inclusion on the BLR the following methodology has been drafted.
- 3.3 The identification of sites will be undertaken in the following stages:
- Stage 1: Identification of potential brownfield sites;
 - Stage 2: Assessing suitability of sites;
 - Stage 3: Assessing availability & achievability of sites; and
 - Stage 4: Schedule of sites for BLR.

Explanation for each stage is outlines below.

Stage 1: Identification of potential brownfield sites

- 3.4 Potential sites will be drawn from a number of existing sources of data which are held and published by Lichfield District Council. All potential sites must first meet the definition of previously developed land as set out within Annex 2 of the NPPF and be located within the Lichfield District administrative area. Potential sites will be identified from the following sources:
- Sites with extant planning permission for residential development (including sites with a resolution to grant planning permission for residential development) as published within the councils suite of monitoring documents;
 - Allocations and broad locations for residential development as set out within the adopted Local Plan and 'made' neighbourhood development plans;
 - Emerging allocations for residential development within the District Councils emerging development plan documents and emerging neighbourhood plans;
 - Sites contained within the latest published Strategic Housing Land Availability Assessment (SHLAA); and
 - Sites submitted through the Councils 'Call for Sites' and representations made through the local plan process to the base date set out within the latest published SHLAA (2018). For the purposes of this initial BLR sites submitted through the Call for Sites process up to the date of publication have been considered through the four stage process outlined above.
- 3.5 After the initial identification of sites from the above sources an initial filtering process was undertaken which removed sites which were smaller than 0.25 hectares and/or not capable of delivering five or more dwellings¹. Also removed at this stage were sites from all sources which were greenfield (or predominantly greenfield) and sites proposed for mixed use developments, where residential is not the primary land use. Such sites are therefore beyond the scope of the BLR.

¹ The Lichfield District Strategic Housing Land Availability Assessment (SHLAA) includes a number of assumptions used to determine the potential capacity of a site. These same assumptions will be used for the identification with a 10% variance both above and below the SHLAA figure to provide an approximate minimum and maximum yield.

- 3.6 Sites identified through previous versions of the Brownfield Register were reviewed.

Stage 2: Assessing the suitability of sites

- 3.7 Those sites identified through stage 1 are then reviewed to determine whether sites are considered to be suitable for residential development. The regulations and guidance define land which is suitable for residential development as the following:
- Allocated sites;
 - Sites with planning permission;
 - Sites with grant of permission in principle; and
 - Sites the LPA considers appropriate for residential development.

Allocated sites

- 3.8 Sites which are allocated within the adopted Local Plan and 'made' neighbourhood plans for residential development are considered to be suitable where they have passed through stage 1 of the BLR process. For the purposes of the Lichfield District BLR sites which are identified for allocation within the emerging local plan allocations document are considered suitable as they have been assessed through the plan making process.

Sites with planning permission

- 3.9 Where a site benefits from planning permission for residential development it will be considered to be suitable. These sites are by definition suitable for residential development, as they have been subject to detailed testing through the decision making process.

Sites with permission in principle

- 3.9 Any site which has grant of permission in principle for residential development would be considered to be suitable. It should be noted that no such sites are identified.

Sites the LPA considers appropriate for residential development

- 3.10 The regulations allow authorities to consider additional sites which are appropriate for residential development having regard to; any adverse impact on the natural environment; the local built environment including in particular on heritage assets; any adverse impact upon the local amenity; and relevant representations received.
- 3.11 Sites from the SHLAA which have been identified through stage 1 were then assessed to ascertain if they were considered appropriate for residential development taking into account information within the SHLAA and the adopted Local Plan. The SHLAA classifies sites as 'deliverable', 'developable' and 'not developable'. It must be noted that the Lichfield District Council SHLAA applies a 'policy off' approach to site assessment as such sites are not discounted based upon planning policies.
- 3.12 Those assessed as 'Not developable' are rejected as the SHLAA has assessed them as unsuitable for residential development. Sites which are assessed as

'deliverable' or 'developable' were then considered in the context of adopted local and national planning policy. The Local Plan Allocations (LPA) document is at an advanced stage and as such some weight can be applied to its policies. Therefore sites were also considered in the context of the emerging planning policy. Where sites are not considered to comply with current and emerging planning policy then they are rejected at this stage (**Appendix A** details all such sites). For example sites are not discounted within the SHLAA if they are in the Green Belt, where such a site is assessed through stage 2 of the BLR process it is considered to be unsuitable for housing development.

- 3.13 Following stage 3 sites that are assessed as being 'suitable' are progressed to Stage 3 of the assessment.

Stage 3: Assessing availability & achievability of sites

- 3.14 Those sites which have passed through stage 2 are then assessed in terms of availability and achievability. The detailed SHLAA methodology includes the process for assessing a sites availability and achievability. Where a site has been assessed as being available and achievable within the most recent iteration of the SHLAA then it is assumed that this remains the case for the BLR. Additional information has been collected by the District Council through the Urban Capacity Assessment (UCA). This provided a detailed assessment of potential sites within the Districts built-up areas, particularly with regards to the availability of sites for residential development.
- 3.15 Where sites have the benefit of planning permission (or are under construction) or are allocated for residential development it is assumed the sites are available and achievable, unless information has been provided to the contrary.
- 3.16 Sites which are discounted at this stage are detailed at **Appendix B**.

Stage 4: Schedule of sites for BLR

- 3.17 Sites which have passed through the stages (as outlined above) and are considered to be suitable (in line with current planning policy), available and achievable are included on the Lichfield District Part 1 BLR is detailed at Table 2 (below). The full BLR can be downloaded and viewed via the attached excel document. There are 41 sites on the Part 1 BLR.
- 3.18 Where sites previously included on the register have now been redeveloped for residential use these have been removed from the register. This has meant six sites have been removed from the register this year. Theses completed sites are listed below and were recorded as complete during the 2017-18 monitoring year:

Table 1: Sites removed from BLR

BLR site reference	Site name	Planning Status
LDC-BLR-10	Former Park Road Printers, Park Road, Alrewas	Development complete
LDC-BLR-20	Former Greyhound Public House, Boney Hay Road, Burntwood	Development complete
LDC-BLR-22	Rugeley Canal Side, Rugeley Road, Burntwood	Development complete
LDC-BLR-24	1-3 Hill Street, Chasetown, Burntwood	Development complete

LDC-BLR-38	99-101 High Street, Chasetown, Burntwood	Development complete
LDC-BLR-41	Lombard Court, Lombard Street, Lichfield	Development complete

- 3.19 The information for each site is as set out within the Brownfield Land Register Regulations 2017, with maps of each site contained at **Appendix C**.
- 3.20 Of those sites entered onto the Part 1 BLR only eight sites do not currently either benefit from planning permission or are subject to a planning application which is awaiting determination. Of the eight sites this applies to seven are proposed for allocation in the emerging Local Plan Allocations document. Given that a majority of sites are well advanced within the planning process it is not considered beneficial at this stage to produce a Part 2 BLR. It is recommended that this position be reviewed on an annual basis and/or following any legislative or policy changes.
- 3.21 There is not Part 2 Brownfield Register for Lichfield District.

Table 2: BLR sites summary (for full BLR please see attached excel document)

BLR site reference ²	SHLAA reference	Site name	Site size	Planning Status	Potential yield of dwellings	Map reference (Appendix C)
LDC-BLR-1	1	Lichfield Highway Depot, Trent Valley Road, Lichfield	1.37	Not permitted	52-57	BLR-01
LDC-BLR-2	4	Land rear Chase Terrace Primary School, Rugeley Road, Burntwood	1.56	Permitted (Full planning permission)	12	BLR-02
LDC-BLR-3	7	Maple Close/Sycamore Road, Burntwood	1.33	Not permitted	29-35	BLR-03
LDC-BLR-4	8	Whittington Youth Centre, Main Street, Whittington	0.32	Not permitted	7-9	BLR-04
LDC-BLR-5	9	Minster Hall Youth Centre, Lichfield	0.15	Not permitted	13-17	BLR-05
LDC-BLR-6	30	Shenstone Business Park and Birchbrook Industrial Estate, Lynn Lane, Shenstone	2.09	Not permitted	45-55	BLR-06
LDC-BLR-7	31	Former Lichfield Tennis Club, Birmingham Road, Lichfield	0.45	Not permitted	16-20	BLR-07
LDC-BLR-8	39	Former Integra/Hepworth, Eastern Avenue, Lichfield	2.8	Permitted (Full planning permission)	99	BLR-08
LDC-BLR-9	44	St Chads House, Cross Keys, Lichfield	0.15	Permitted (Full planning permission)	12	BLR-09
LDC-BLR-11	51	Packington Hall, Tamworth Road	2.31	Permitted (Full planning permission)	24	BLR-11
LDC-BLR-12	52	Auction centre and land at Quonians Lane, Lichfield	0.81	Not permitted	42-52	BLR-12
LDC-BLR-13	54	Former Regal Cinema, Tamworth Street, Lichfield	0.16	Permitted (Full planning permission)	38	BLR-13
LDC-BLR-14	60	Angel Croft Hotel, Beacon Street, Lichfield	0.27	Permitted (Full planning permission)	8	BLR-14
LDC-BLR-15	61	The Windmill, Grange Lane, Lichfield	0.31	Not permitted	11-13	BLR-15

² Sites LDC-BLR-10, 20, 22, 24, 38 and 41 have been removed from the BLR as development of the sites has completed.

Lichfield District Council Brownfield Land Register (Part 1) – October 2018

BLR site reference ²	SHLAA reference	Site name	Site size	Planning Status	Potential yield of dwellings	Map reference (Appendix C)
LDC-BLR-16	63	Land rear The Greyhound, Upper St John Street, Lichfield	0.15	Permissioned (Full planning permission)	8	BLR-16
LDC-BLR-17	64	Former Nursery, 41 Cherry Orchard, Lichfield	0.25	Permissioned (Full planning permission)	7	BLR-17
LDC-BLR-18	119 (part)	Mount Road Industrial Estate (part), Mount Road, Burntwood	2.77	Permissioned (Outline planning permission subject to signing of s106)	96	BLR-18
LDC-BLR-19	146	114 High Street, Chasetown, Burntwood	0.33	Permissioned (Full planning permission)	8	BLR-19
LDC-BLR-21	156	Former Acorn Garage, Queen Street, Chasetown, Burntwood	0.24	Permissioned (Full planning permission)	14	BLR-21
LDC-BLR-23	164	Land adjacent 84 Cherry Orchard, Lichfield	0.1	Not permissioned	8-10	BLR-23
LDC-BLR-25	255	Former Royal Oak, Uttoxeter Road, Hill Ridware	0.23	Permissioned (Full planning permission)	9	BLR-25
LDC-BLR-26	415	Trent Valley Buffer Depot, Trent Valley Road, Lichfield	1.9	Not permissioned	45-75	BLR-26
LDC-BLR-27	418	Beaconsfield House, Sandford Street, Lichfield	0.05	Not permissioned	24-30	BLR-27
LDC-BLR-28	425	Hawthorn House, Burton Old Road, Lichfield	0.6	Permissioned (Full planning permission)	26	BLR-28
LDC-BLR-29	426	Fradley Strategic Development Allocation (SDA), land off Gorse Lane, Fradley Park	12.0	Not permissioned	250-300	BLR-29
LDC-BLR-30	428	Former Children's Home, Scotch Orchard, Lichfield	0.97	Permissioned (Full planning permission)	27	BLR-30
LDC-BLR-31	429	Cottage of Content, Queen Street, Chasetown, Burntwood	0.24	Not permissioned	9-11	BLR-31
LDC-BLR-32	478	Former Bridge Cross Garage, Bridge Cross Road, Burntwood	0.34	Permissioned (Full planning permission)	8	BLR-32
LDC-BLR-33	497	East of Burntwood Bypass Strategic Development Allocation (SDA), Milestone Way, Burntwood	10.5	Permissioned (Full planning permission)	351	BLR-33

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BLR site reference ²	SHLAA reference	Site name	Site size	Planning Status	Potential yield of dwellings	Map reference (Appendix C)
LDC-BLR-34	836	Former 'What' Store, Cross Keys, Lichfield	0.3	Permissioned (Full planning permission)	35	BLR-34
LDC-BLR-35	840 & 1056	Fradley Strategic Development Allocation (SDA), Halifax Avenue, Fradley	34.0	Permissioned (Part outline & part full planning permission)	750	BLR-35
LDC-BLR-36	926	Boney Hay Concrete, Chorley Road, Burntwood	0.34	Permissioned (Full planning permission)	7	BLR-36
LDC-BLR-37	974	The New Lodge, Kings Bromley Road, Alrewas	0.15	Permissioned (Full planning permission)	6	BLR-37
LDC-BLR-39	1022	Station Works, Colton Road, Rugeley	0.4	Permissioned (Outline planning permission)	14	BLR-39
LDC-BLR-40	1031	Rugeley Power Station	83.8	Not permissioned	820-880	BLR-40
LDC-BLR-42	1070	Beatrice Court, St John Street, Lichfield	0.36	Permissioned (Full planning permission)	39	BLR-42
LDC-BLR-43	1102	Land at Greenhough Road, Lichfield	0.5	Permissioned (Full planning permission)	39	BLR-43
LDC-BLR-44	1109	Levett Road, Lichfield	0.7	Permissioned (Full planning permission)	22	BLR-44
LDC-BLR-45	1122	Land off Milestone Way, Burntwood	4.4	Permissioned (Outline planning permission subject to signing of s106)	150	BLR-45
LDC-BLR-46	1130	Davidson Road, The Old Brewery Maltings, Lichfield	0.1	Permissioned (Outline planning permission)	6	BLR-46
LDC-BLR-47	1164	Davidson Road, St John Street Garage, Lichfield	0.1	Permissioned (Full planning permission)	6	BLR-47

4.0 Appendix A: Schedule of rejected sites (stage 2)

Table A.1

SHLAA reference	Site Name	Reason rejected
6	Nearfield House, Eastern Avenue, Lichfield	The site is outside of the settlement within the Green Belt. Planning permission granted for alternative use (redevelopment of site for 70 bed care home). Planning permission has been implemented with development under construction.
241	Shenstone Garden Centre, Birmingham Road, Shenstone	The site is located within the Green Belt and is not within a defined village settlement boundary (including village settlement boundaries proposed through the emerging LPA).
500	Shenstone Employment Area	The site is within allocated employment area. Employment area is proposed to be retained through the emerging Local Plan Allocations document. Therefore current and emerging planning policy would restrict land use to employment development.
765	Colton Mill Industrial Estate, Colton Road	The site is located within the open countryside and is not within a defined village settlement boundary (including village settlement boundaries proposed through the emerging LPA).
838	Fradley West, Gorse Lane, Fradley	The site is located within the open countryside and is not within a defined village settlement boundary (including village settlement boundaries proposed through the emerging LPA). SHLAA notes that the site is part brownfield part greenfield.

5.0 Appendix B: Schedule of rejected sites (stage 3)

Table B.1

SHLAA reference	Site Name	Reason rejected
12	The Abattoir, Eastgate Street, Chase Terrace, Burntwood	Urban Capacity Assessment assesses the site as not being 'available'.
59	29 Sandford Street, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'.
62	Queen Street Depot, Queen Street, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently used as part of operational mechanics and garage.
96	Fazeley Saw Mill, Lichfield Street, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'.
98	51-55 High Street, Chasetown, Burntwood	Urban Capacity Assessment assesses the site as not being 'available'.
112	Lichfield Social Club, Purcell Avenue, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently operational community facility (Working Men's Club).
113	Duke of York Public House, Church Street, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently operational community facility (Public House).
116	Petrol Station, Lichfield Street, Fazeley	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently operational business.
119 (Part)	Mount Road Industrial Estate, Mount Road, Burntwood	Urban Capacity Assessment assesses part of the site as not being 'available'. Majority of site is currently operational industrial estate. <i>(NB-part of site has resolution to grant planning permission for 96 dwellings and is proposed to be allocated within the LPA document and is include on Part 1 of the BLR).</i>
120	Land at Armitage Shanks, Old Road, Armitage	Urban Capacity Assessment assess site as 'uncertain' due to concerns over sites availability. The UCA notes that the site could potentially deliver within the plan period. Site is considered to be suitable but concerns over availability lead to sites rejection at this stage. Opportunities to explore availability of site should be explored.
129	Land rear 19 Rugeley Road, Chasetown, Burntwood	Urban Capacity Assessment assesses the site as not being 'available'.

SHLAA reference	Site Name	Reason rejected
147	Swan Island Garage, Swan Island, Burntwood	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently operational garage.
149	Redcourt House, Greenhill, Lichfield District Council	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently used for retail units.
150	Redcourt Car Park, Green Hill, Lichfield	Urban Capacity Assessment assesses the site as not being 'uncertain' in terms of availability and deliverability. Site is currently a council owned/run multi-storey car park within the town centre. Current evidence suggests site is not available for development.
151	Spinney Lane Squash Club, Spinney Lane, Burntwood	Urban Capacity Assessment assesses the site as not being 'available'.
403	Former HSBC Hire, Burton Road Streethay	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently used for operational business.
406	Borrow Pit, Rugeley Power Station	Site is allocated as part of Strategic Development Allocation within adopted LPS. Emerging LPA document and Rugeley Power Station SPD seek to retain site as open space.
413	Central Garage, Queen Street, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently used as operational mechanics and garage.
423	Royal Oak Public House, Main Street, Stonnall	Urban Capacity Assessment assesses the site as not being 'available'.
424	Guardian House, Birmingham Road, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site is currently in use office building.
462 (part)	Land at Tesco Store, Church Street, Lichfield	Urban Capacity Assessment assess site as 'uncertain' due to concerns over sites availability. The UCA notes that the site could potentially deliver within the plan period. Site is considered to be suitable but concerns over availability lead to sites rejection at this stage. Opportunities to explore availability of site should be explored.
507	Mount Road Industrial Estate (North), Prospect Road	Urban Capacity Assessment assesses part of the site as not being 'available'. Site is currently operational industrial estate.


SHLAA reference	Site Name	Reason rejected
739	King Edward VI School, Upper St John Street, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site required for continued use for education provision.
755	Bloomfield Crescent Garage Court, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'.
756	Bloomfield Crescent Garage Court (2), Lichfield	Urban Capacity Assessment assesses the site as not being 'available'.
764	Tolsons Industrial Estate, Mill Lane, Fazeley	Urban Capacity Assessment assesses part of the site as not being 'available'. Site is currently operational industrial estate.
766	Swan Road Car Park, Swan Road, Lichfield District Council	Urban Capacity Assessment assesses part of the site as not being 'available' and not deliverable for residential development due to adjacent uses.
767	Sandford Street Car Park, Sandford Street, Lichfield	Urban Capacity Assessment assesses the site as being 'uncertain' in terms of availability and deliverability. Site is currently a council owned/run car park within the town centre. Current evidence suggests site is not available for residential development at this time.
776	Former Rocklands School, Wissage Road, Lichfield	Urban Capacity Assessment assesses the site as not being 'available'. Site required for continued use for education provision.
821	Land rear 161-167 High Street, Chasetown, Burntwood	Urban Capacity Assessment assesses the site as not being 'available'.
835	Former GKN Sinter, Trent Valley Road, Lichfield	Site is within existing employment area, however emerging LPA proposes the removal of the site from the employment area. Urban Capacity Assessment assess site as 'uncertain' due to concerns over sites availability. The UCA notes that the site could potentially deliver a mixture of development within the plan period. Site is considered to be suitable but concerns over availability lead to sites rejection at this stage. Opportunities to explore availability of site should be explored.
841	Former Olaf Johnson site, Cannock Road, Burntwood	Site is within town centre boundary. Planning permission granted for retail development. Not considered to be available for residential development.

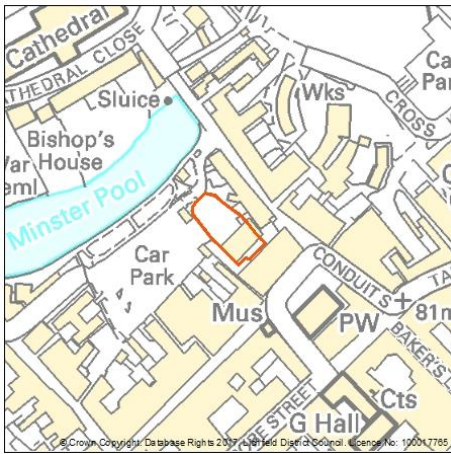
6.0 Appendix C: BLR site maps

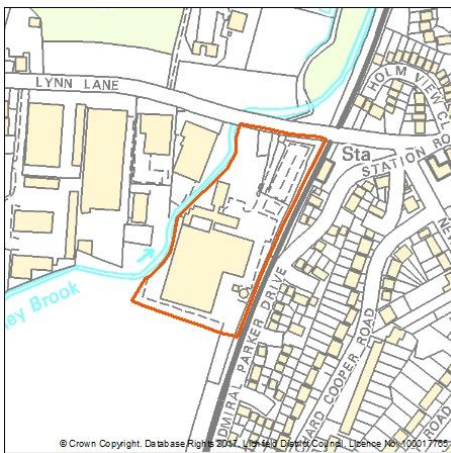
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<p>Map reference: BLR-01</p>	
<p>Site Name: Lichfield Highways Depot, Trent Valley Road, Lichfield</p>	
<p>SHLAA ID: 1</p>	

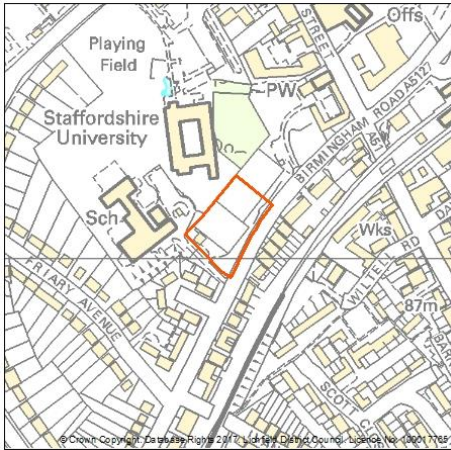
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<p>Map reference: BLR-02</p>	
<p>Site Name: Land rear Chase Terrace Primary School, Rugeley Road, Burntwood</p>	
<p>SHLAA ID: 4</p>	

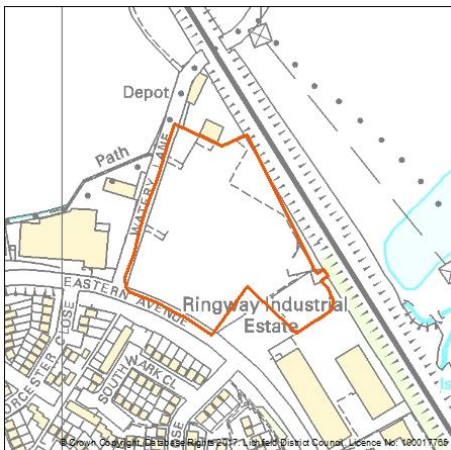
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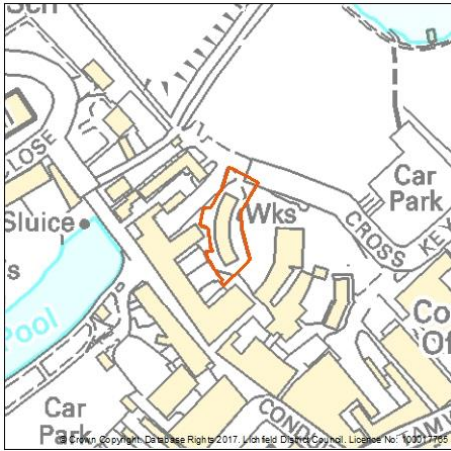
<p>Site Reference: LDC-BLR-4</p>	 <p>A detailed street map of Whittington, Lichfield. The site is highlighted with an orange outline. It is located on Main Street, between Chapel Lane and Leechwood Lane. Other features include a 'Tel:Ex' building, a 'PO' (Post Office), and a '67m' distance marker. The map includes a copyright notice: '© Crown Copyright. Database Rights 2017. Lichfield District Council. Licence No: 100017785'.</p>
<p>Map reference: BLR-04</p>	
<p>Site Name: Whittington Youth Centre, Main Road, Whittington</p>	
<p>SHLAA ID: 8</p>	

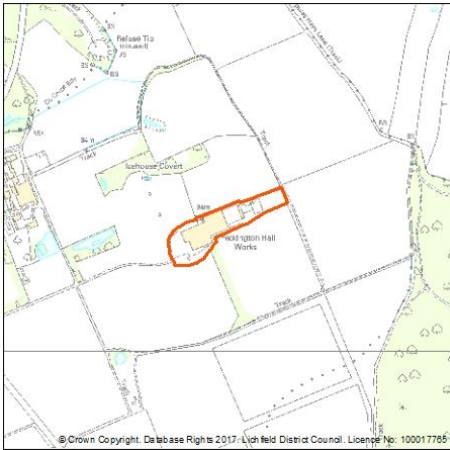
<p>Site Reference: LDC-BLR-5</p>	 <p>A detailed street map of Lichfield, showing the Minster Pool area. The site is highlighted with an orange outline. It is located on Conduit Street, near the Minster Pool and Bishop's House. Other features include 'Cathedral Close', 'Sluice', 'Mus', 'PW', and 'G Hall'. The map includes a copyright notice: '© Crown Copyright. Database Rights 2017. Lichfield District Council. Licence No: 100017785'.</p>
<p>Map reference: BLR-05</p>	
<p>Site Name: Minster Hall Youth Centre, Lichfield</p>	
<p>SHLAA ID: 9</p>	


<p>Site Reference: LDC-BLR-6</p>	 <p>A detailed street map of Shenstone, Lichfield. The site is highlighted with an orange outline. It is located on Lynn Lane, near the Shenstone Brook and Station Road. Other features include 'Admiral Parker Drive', 'Cooper Road', and 'Station Road'. The map includes a copyright notice: '© Crown Copyright. Database Rights 2017. Lichfield District Council. Licence No: 100017785'.</p>
<p>Map reference: BLR-06</p>	
<p>Site Name: Shenstone Business Park and Birchbrook Industrial Estate, Lynn Lane, Shenstone</p>	
<p>SHLAA ID: 30</p>	

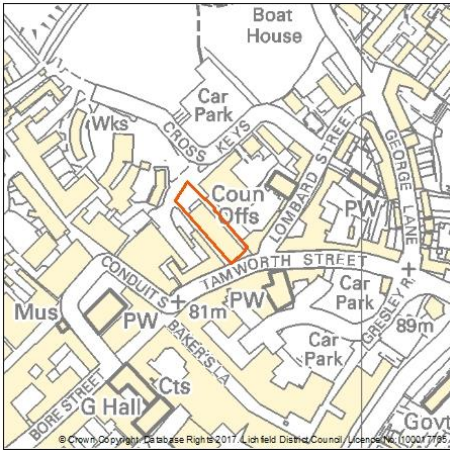
<p>Site Reference: LDC-BLR-7</p>	
<p>Map reference: BLR-07</p>	
<p>Site Name: Former Lichfield Tennis Club, Birmingham Road, Lichfield</p>	
<p>SHLAA ID: 31</p>	

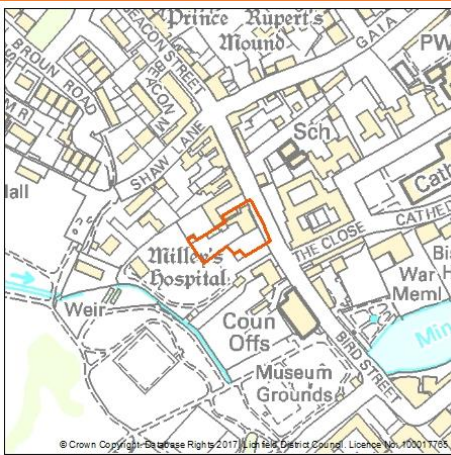
<p>Site Reference: LDC-BLR-8</p>	
<p>Map reference: BLR-08</p>	
<p>Site Name: Former Integra/Hepworth, Eastern Avenue, Lichfield</p>	
<p>SHLAA ID: 39</p>	

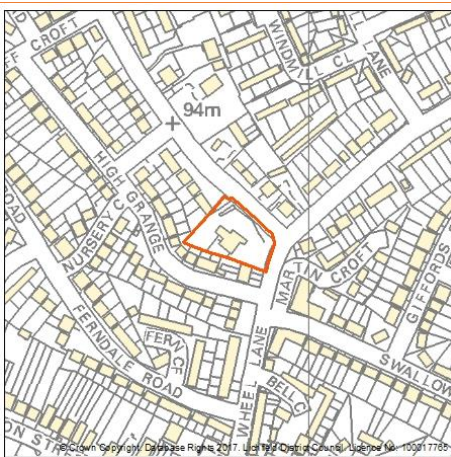
<p>Site Reference: LDC-BLR-9</p>	
<p>Map reference: BLR-09</p>	
<p>Site Name: St Chads House, Cross Keys, Lichfield</p>	
<p>SHLAA ID: 44</p>	


Site Reference: LDC-BLR-11	
Map reference: BLR-11	
Site Name: Packington Hall, Tamworth Road	
SHLAA ID: 51	

Site Reference: LDC-BLR-12	
Map reference: BLR-12	
Site Name: Auction centre and land at Quonians Lane, Lichfield	
SHLAA ID: 52	

Site Reference: LDC-BLR-13	
Map reference: BLR-13	
Site Name: Former Regal Cinema, Tamworth Street, Lichfield	
SHLAA ID: 54	

Site Reference: LDC-BLR-14	
Map reference: BLR-14 Site Name: Angel Croft Hotel, Beacon Street, Lichfield	
SHLAA ID: 60	

Site Reference: LDC-BLR-15	
Map reference: BLR-15 Site Name: The Windmill, Grange Lane, Lichfield	
SHLAA ID: 61	

Site Reference: LDC-BLR-16	
Map reference: BLR-16 Site Name: Land rear The Greyhound, Upper St John Street, Lichfield	
SHLAA ID: 63	

<p>Site Reference: LDC-BLR-17</p>	
<p>Map reference: BLR-17</p>	
<p>Site Name: Former Nursery, 41 Cherry Orchard, Lichfield</p>	
<p>SHLAA ID: 64</p>	

<p>Site Reference: LDC-BLR-18</p>	
<p>Map reference: BLR-18</p>	
<p>Site Name: Mount Road Industrial Estate (part), Mount Road, Burntwood</p>	
<p>SHLAA ID: 119 (part)</p>	

<p>Site Reference: LDC-BLR-19</p>	
<p>Map reference: BLR-19</p>	
<p>Site Name: 114 High Street, Chasetown, Burntwood</p>	
<p>SHLAA ID: 146</p>	

<p>Site Reference: LDC-BLR-21</p>	
<p>Map reference: BLR-21</p>	
<p>Site Name: Former Acorn Garage, Queen Street, Chasetown, Burntwood</p>	
<p>SHLAA ID: 156</p>	

<p>Site Reference: LDC-BLR-23</p>	
<p>Map reference: BLR-22</p>	
<p>Site Name: Rugeley Canal Side, Rugeley Road, Rugeley</p>	
<p>SHLAA ID: 157</p>	

<p>Site Reference: LDC-BLR-23</p>	
<p>Map reference: BLR-23</p>	
<p>Site Name: Land adjacent 84 Cherry Orchard, Lichfield</p>	
<p>SHLAA ID: 164</p>	

<p>Site Reference: LDC-BLR-25</p>	
<p>Map reference: BLR-25</p>	
<p>Site Name: Former Royal Oak, Uttoxeter Road, Hill Ridware</p>	
<p>SHLAA ID: 255</p>	

<p>Site Reference: LDC-BLR-26</p>	
<p>Map reference: BLR-26</p>	
<p>Site Name: Trent Valley Buffer Depot, Trent Valley Road, Lichfield</p>	
<p>SHLAA ID: 415</p>	

<p>Site Reference: LDC-BLR-27</p>	
<p>Map reference: BLR-27</p>	
<p>Site Name: Beaconsfield House, Sandford Street, Lichfield</p>	
<p>SHLAA ID: 418</p>	

<p>Site Reference: LDC-BLR-28</p>	
<p>Map reference: BLR-28</p>	
<p>Site Name: Hawthorn House, Burton Old Road, Lichfield</p>	
<p>SHLAA ID: 425</p>	

<p>Site Reference: LDC-BLR-29</p>	
<p>Map reference: BLR-29</p>	
<p>Site Name: Fradley Strategic Development Allocation (SDA), land off Gorse Lane, Fradley Park</p>	
<p>SHLAA ID: 426</p>	

<p>Site Reference: LDC-BLR-30</p>	
<p>Map reference: BLR-30</p>	
<p>Site Name: Land rear The Greyhound, Former Children's Home, Scotch Orchard, Lichfield</p>	
<p>SHLAA ID: 428</p>	

<p>Site Reference: LDC-BLR-31</p> <p>Map reference: BLR-31</p> <p>Site Name: Cottage of Content, Queen Street, Chasetown, Burntwood</p> <p>SHLAA ID: 429</p>	
<p>Site Reference: LDC-BLR-32</p> <p>Map reference: BLR-32</p> <p>Site Name: Former Bridge Cross Garage, Bridge Cross Road, Burntwood</p> <p>SHLAA ID: 478</p>	
<p>Site Reference: LDC-BLR-33</p> <p>Map reference: BLR-33</p> <p>Site Name: East of Burntwood Bypass Strategic Development Allocation (SDA), Milestone Way, Burntwood</p> <p>SHLAA ID: 497</p>	

<p>Site Reference: LDC-BLR-34</p>	
<p>Map reference: BLR-34</p>	
<p>Site Name: Former 'What' Store, Cross Keys, Lichfield</p>	
<p>SHLAA ID: 836</p>	

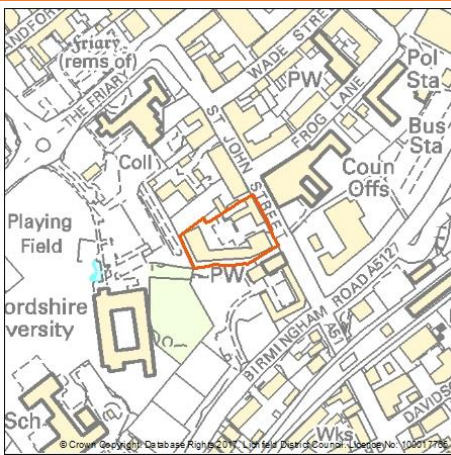
<p>Site Reference: LDC-BLR-35</p>	
<p>Map reference: BLR-35</p>	
<p>Site Name: Fradley Strategic Development Allocation (SDA), Halifax Avenue, Fradley</p>	
<p>SHLAA ID: 840 & 1056</p>	

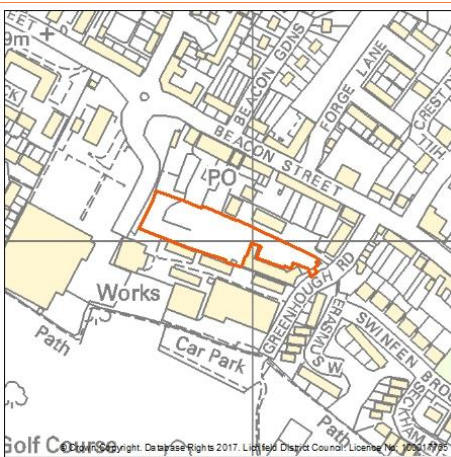
<p>Site Reference: LDC-BLR-36</p>	
<p>Map reference: BLR-36</p>	
<p>Site Name: Boney Hay Concrete, Chorley Road, Burntwood</p>	
<p>SHLAA ID: 926</p>	

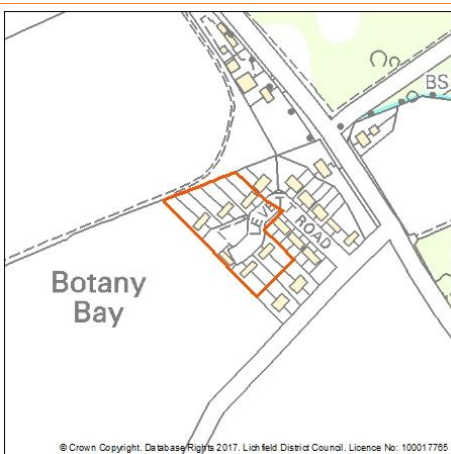
<p>Site Reference: LDC-BLR-37</p>	<p>A map showing the site location in Alrewas. The site is highlighted in orange and is situated between Manor Farm to the north and a Weir to the south. A Bagnall Lock is located to the west of the site. A Cricket Ground is visible to the south-east. The map also shows several paths and a road labeled 'MANOR FIELDS'.</p>
<p>Map reference: BLR-37</p>	
<p>Site Name: The New Lodge, Kings Bromley Road, Alrewas</p>	
<p>SHLAA ID: 974</p>	

<p>Site Reference: LDC-BLR-39</p>	<p>A map showing the site location in Rugeley. The site is highlighted in orange and is situated between Rydal House to the north and Mast Station to the south. A PH (Public House) is located to the south-east. The map also shows a Drain and a road labeled 'COLTON ROAD'.</p>
<p>Map reference: BLR-39</p>	
<p>Site Name: Station Works, Colton Road, Rugeley</p>	
<p>SHLAA ID: 1022</p>	

<p>Site Reference: LDC-BLR-40</p>	<p>A map showing the site location in Rugeley. The site is highlighted in orange and is situated near the Rugeley Power Station. The map also shows a large area of water and several roads.</p>
<p>Map reference: BLR-40</p>	
<p>Site Name: Rugeley Power Station</p>	
<p>SHLAA ID: 1031</p>	

<p>Site Reference: LDC-BLR-42</p>	
<p>Map reference: BLR-42</p>	
<p>Site Name: Beatrice Court, St John Street, Lichfield</p>	
<p>SHLAA ID: 1070</p>	

<p>Site Reference: LDC-BLR-43</p>	
<p>Map reference: BLR-43</p>	
<p>Site Name: Land at Greenhough Road, Lichfield</p>	
<p>SHLAA ID: 1102</p>	

<p>Site Reference: LDC-BLR-44</p>	
<p>Map reference: BLR-44</p>	
<p>Site Name: Levett Road, Lichfield</p>	
<p>SHLAA ID: 1109</p>	

<p>Site Reference: LDC-BLR-45</p>	
<p>Map reference: BLR-45</p>	
<p>Site Name: Land off Milestone Way, Burntwood</p>	
<p>SHLAA ID: 1122</p>	

<p>Site Reference: LDC-BLR-46</p>	
<p>Map reference: BLR-46</p>	
<p>Site Name: Davidson Road, The Old Brewery Maltings, Lichfield</p>	
<p>SHLAA ID: 1130</p>	

<p>Site Reference: LDC-BLR-47</p>	
<p>Map reference: BLR-47</p>	
<p>Site Name: Davidson Road, St John Street Garage, Lichfield</p>	
<p>SHLAA ID: 1164</p>	

OrganisationURI	OrganisationLabel	SiteReference	PreviouslyPartOf	SiteNameAddress	SiteplanURL	CoordinateReferenceSystem
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-1		Lichfield Highway Depot, Trent Valley Road, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-2		Land rear of Chase Terrace Primary School, Rugeley	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-3		Land at Maple Close, Burntwood	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-4		Whittington Youth Centre, Main Street, Whittington	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-5		Minster Hall Youth Centre, Bird Street, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-6		Shenstone Business Park and Birchbrook Industrial E	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-7		Former Lichfield Tennis Club, St Johns Hospice, Birmi	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-8		Former Integra Works, Eastern Avenue, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-9		St Chads House, Cross Keys, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-11		Packington Hall, Tamworth Road	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-12		Land at Quonians Lane, Cross Keys, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-13		Former Regal Cinema (former Kwick Save), Tamwort	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-14		Angel Croft Hotel, Beacon Street, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-15		Former Windmill Public House, Grange Lane, Lichfiel	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-16		The Greyhound Public House, Upper St John Street, I	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-17		41 Cherry Orchard, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-18		Land at Mount Road, Burntwood	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-19		114 High Street, Chasetown, Burntwood	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-21		82 Queen Street, Chasetown, Burntwood	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-23		Land adjacent to 84 Cherry Orchard, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-25		Former Royal Oak Public House, Uttoxeter Road, Hill	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-26		Buffer Depot, Trent Valley Road, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-27		Beaconsfield House, Sandford Street, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-28		Hawthorn House, Burton Old Road, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-29		Land off Gorse Lane, Fradley Park	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-30		Former Home, Scotch Orchard, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-31		Cottage of Content Public House, Queen Street, Cha:	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-32		Former Bridge Cross Garage, Bridge Cross Road, Buri	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-33		Land East of Burntwood Bypass, Milestone Way, Bur	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-34		Former 'What' store, Cross Keys, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-35		Land at Halifax Avenue, Fradley	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-36		Boney Hay Concrete, Chorley Road, Burntwood	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-37		The New Lodge, Kings Bromley Road, Alrewas	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-39		Colton Road, Rugeley	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-40		Rugeley Power Station, Rugeley	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-42		Former Beatrice Court, St John Street, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-43		Land off Greenhough Road, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-44		Land at Levett Road, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-45		Land off Milestone Way, Burntwood	http://lichfielddc.maps.arcgis.com/home/webmap/view/	OSGB36
				Davidson Road, Old Brewery Maltings, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-46				OSGB36
				Davidson Road, St John Street Garage, Lichfield	http://lichfielddc.maps.arcgis.com/home/webmap/view/	
http://opendatacommunities.org/id/di	Lichfield District Council	LDC-BLR-47				OSGB36

GeoX	GeoY	Hectares	OwnershipStatus	Deliverable	PlanningStatus	PermissionType	PermissionDate	PlanningHistory	Proposed ForPIP	MinNetDwellings
413223	309288	1.37	owned by a public authority	yes	not permitted			https://planning.lichfielddc.g		52
404724	309499	1.56	owned by a public authority	yes	permitted	full planning perm	2017-06-27	https://planning.lichfielddc.g		12
405031	309072	1.33	owned by a public authority	yes	not permitted					29
416069	308312	0.32	owned by a public authority	yes	permitted	full planning perm	2018-02-26			7
411695	309615	0.15	owned by a public authority	yes	not permitted					13
410545	304567	2.09	not owned by a public authority	yes	not permitted					45
411646	309035	0.45	not owned by a public authority	yes	not permitted					16
412163	311522	2.8	not owned by a public authority	yes	permitted	full planning perm	2016-12-16	https://planning.lichfielddc.g		99
411738	309715	0.15	not owned by a public authority	yes	pending decision			https://planning.lichfielddc.g		12
416338	306325	2.31	not owned by a public authority	yes	permitted	full planning perm	2016-06-10	https://planning.lichfielddc.g		24
411790	309678	0.81	not owned by a public authority	yes	not permitted					42
411861	309631	0.16	not owned by a public authority	yes	permitted	full planning perm	2017-02-08			38
411359	309703	0.27	not owned by a public authority	yes	permitted	full planning perm	2014-04-28			8
410928	310407	0.31	not owned by a public authority	yes	permitted	full planning perm	2018-02-19			12
411960	308869	0.15	not owned by a public authority	yes	permitted	full planning perm	2017-05-18			8
412355	309218	0.25	not owned by a public authority	yes	permitted	full planning perm	2013-10-17			7
405750	308604	2.77	not owned by a public authority	yes	permitted	outline planning p	2018-04-26			96
404630	308455	0.33	not owned by a public authority	yes	permitted	full planning perm	2016-08-19			8
404939	308330	0.24	not owned by a public authority	yes	permitted	full planning perm	2016-12-20			14
511914	308985	0.1	not owned by a public authority	yes	not permitted					8
408143	317794	0.23	not owned by a public authority	yes	permitted	full planning perm	2017-05-24			9
413486	310168	1.9	owned by a public authority	yes	not permitted					45
411518	309431	0.05	not owned by a public authority	yes	pending decision					24
412647	309542	0.6	owned by a public authority	yes	permitted	full planning perm	2016-11-30			25
414615	313489	12	not owned by a public authority	yes	pending decision					250
412896	310173	0.97	owned by a public authority	yes	permitted	full planning perm	2017-04-24			27
404901	308299	0.24	not owned by a public authority	yes	not permitted					9
404425	309340	0.34	not owned by a public authority	yes	permitted	outline planning p	2018-02-02			14
404044	308547	10.5	mixed ownership	yes	permitted	full planning perm	2014-07-21			351
411877	309555	0.3	not owned by a public authority	yes	permitted	full planning perm	2017-11-06			43
414997	313113	34	not owned by a public authority	yes	permitted	full planning perm	2016-06-30			750
404968	310571	0.34	not owned by a public authority	yes	not permitted					7
416557	314973	0.15	not owned by a public authority	yes	permitted	full planning perm	2015-06-18			6
404785	319236	0.4	not owned by a public authority	yes	permitted	outline planning p	2016-05-25			14
406465	317150	83.76	not owned by a public authority	yes	not permitted					820
411701	309210	0.36	not owned by a public authority	yes	permitted	full planning perm	2016-12-14			39
410963	310006	0.5	not owned by a public authority	yes	permitted	full planning perm	2017-01-13			39
415327	306370	0.7	not owned by a public authority	yes	permitted	full planning perm	2017-02-14			22
404150	308834	4.4	not owned by a public authority	yes	permitted	full planning perm	2017-09-17			150
411877	309113	0.06	not owned by a public authority	yes	permitted	outline planning permission	2017-06-27			6
411863	309079	0.1	not owned by a public authority	yes	permitted	full planning permission	2017-07-05			6

DevelopmentDescription	NonHousingDevelopment	Part2	NetDwellings RangeFrom	NetDwellings RangeTo	Hazardous Substances	SiteInformation	Notes	FirstAddedDate	LastUpdatedDate
Highways depot and waste/recycling centre and associated car parking.			52	57			Not proposed for allocation in LPA as nc	2017-07-17	2018-09-01
Derelict land to rear of school, formerly car park.			12	12			Proposed for allocation in LPA, site is ur	2017-07-17	2018-09-01
Former primary school building, currently used as offices. Large grassed area to			29	35			Proposed for allocation in LPA	2017-07-17	2018-09-01
Derelict buildings of former youth centre and tarmacked play ground			7	7			Proposed for allocation in LPA	2017-07-17	2018-09-01
Youth centre buildings			13	17			Not proposed for allocation in LPA as cc	2017-07-17	2018-09-01
Several small to medium sized building Made' Neighbourhood Plan requires 10			45	55			Allocated through 'made' Shenstone nei	2017-07-17	2018-09-01
Derelict club house and concrete tennis courts			16	20			Proposed for allocation in LPA. Adjacent	2017-07-17	2018-09-01
Derelict land, former site of large industrial unit. Redevelopment currently unc			99	99			Site currently under construction. Propc	2017-07-17	2018-09-01
Three storey office building			12	12			Proposed for allocation in LPA	2017-07-17	2018-09-01
Listed Building to front of site with large modular warehousing to rear			24	24			Proposed for allocation in LPA	2017-07-17	2018-09-01
Site consists of a number of buildings and small warehouse type units and assc			42	52			Proposed for allocation in LPA	2017-07-17	2018-09-01
Former cinema building most recently Permitted development for apartment:			38	38			Site currently under construction. Propc	2017-07-17	2018-09-01
Listed former hotel building with outbuildings and associated car parking to sic			8	8			Site currently under construction. Propc	2017-07-17	2018-09-01
Former public house and associated car parking			12	12			Proposed for allocation in LPA	2017-07-17	2018-09-01
Derelict land to rear of public house			8	8			Proposed for allocation in LPA	2017-07-17	2018-09-01
Site of former nursery which has now been demolished. Redevelopment curre			7	7			Site currently under construction. Propc	2017-07-17	2018-09-01
Derelict industrial buildings.			96	96			Proposed for allocation in LPA	2017-07-17	2018-09-01
Derelict land.			8	8			UCA considered site was unavailable. Hr	2017-07-17	2018-09-01
Former care sales garage which has been demolished.			14	14			Proposed for allocation in LPA	2017-07-17	2018-09-01
Site currently used for self storage containers			8	10			Proposed for allocation in LPA- Landow	2017-07-17	2018-09-01
Former public house building and associated car parking - site is currently unde			9	9			Proposed for allocation in LPA	2017-07-17	2018-09-01
Former rail depot, consists of several large Site also to include car parking for adja			45	75			Proposed for allocation in LPA	2017-07-17	2018-09-01
Three storey office building identified as Liekly to be apartment development w			31	31			Proposed for allocation in LPA	2017-07-17	2018-09-01
County council offices and associated accommodation.			25	25			Proposed for allocation in LPA	2017-07-17	2018-09-01
Part of former airfield - allocated for development in Local Plan			250	300			Part of SDA within adopted LPS. Outline	2017-07-17	2018-09-01
Former Children's care home building and associated car parking			27	27			Proposed for allocation in LPA	2017-07-17	2018-09-01
Operational public house and associated car parking			9	11			Proposed for allocation in LPA	2017-07-17	2018-09-01
Site of former car show room and garage Liekly to be apartment development w			14	14			Proposed for allocation in LPA	2017-07-17	2018-09-01
Former industrial site - site currently under construction			351	351			Site is allocated through adopted LPS.	2017-07-17	2018-09-01
Former retail unit has been demolished. Site currently in use as car park			43	43			Site currently under construction. Propc	2017-07-17	2018-09-01
Part of former airfield - allocated for development in Local Plan			750	750			Site is currently under construction. Site	2017-07-17	2018-09-01
Former concrete manufacturer works			7	7			Proposed for allocation in LPA	2017-07-17	2018-09-01
Currently in use as restaurant			6	6			Proposed for allocation in LPA	2017-07-17	2018-09-01
Warehouse and office building associated with adjacent railway			14	14			Proposed for allocation in LPA	2017-07-17	2018-09-01
Uses associated with former Rugeley Power Station, parts of site are green fiel			820	880			Proposed for allocation in LPA	2017-07-17	2018-09-01
Former nursing home - redevelopment currently under construction			39	39			Site currently under construction. Propc	2017-07-17	2018-09-01
Vacant land - redevelopment currently under construction			39	39			Proposed for allocation in LPA	2017-07-17	2018-09-01
Existing RSL estate - 12 'Airey' houses			22	22			Proposed for allocation in LPA	2017-07-17	2018-09-01
Vacant industrial land, former industrial buildings demolished			150	150			Proposed for allocation in LPA	2017-07-17	2017-12-22
Former brewery and industrial building used as part of commercial garage.			6	6				2018-09-01	2018-09-01
Commercial garage site and associated buildings			5	5			Proposed for allocation in LPA	2018-09-01	2018-09-01

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Draft Statement of Community Involvement 2018

Report of Cabinet Member for Economic Growth, Environment and Development Services:

Councillor I. Pritchard



Date: 4th December, 2018
 Agenda Item: 6
 Contact Officers: Ashley Baldwin
 Tel Number: 01543 308147
 Email: Ashley.baldwin@lichfielddc.gov.uk
 Key Decision? YES
 Local Ward ALL
 Members

Cabinet

1. Executive Summary

- 1.1 Due to legislative changes there is a need to review the Council's existing Statement of Community Involvement (SCI). The document has been reviewed and found to be largely up to date however a number of changes are proposed to accord with the latest Regulations. A Draft SCI has been prepared at **Appendix A** and it is necessary to undertake consultation on the draft. There is a requirement to consult on the draft for a minimum of four weeks.

2. Recommendations

- 2.1 The Draft Statement of Community Involvement attached at **APPENDIX A** is agreed and consulted upon from 2nd January to 1st February 2019.

3. Background

- 3.1 The SCI sets out the standards that can be expected by the public, statutory consultees, developers, agents, land owners etc. when engaging with the planning process. Legislative changes have provided the necessity and opportunity to review the existing SCI which was adopted in 2016. The Economic Growth, Environment and and Development (Overview and Scrutiny) Committee in September 2018 noted the proposal to update the document.
- 3.2 The SCI has been reviewed and found to need only minor updates. **APPENDIX A** represents the draft SCI which has been prepared in line with the latest Regulations. The document remains largely unchanged. The changes relate to:
- how we prepare the Local Development Scheme, evidence and supporting documents;
 - changes to the procedures when preparing Neighbourhood Plans;
 - changes in the timescales allowed for consultations on planning applications to include extra days where a bank holiday occurs;
 - how permission in principle and technical details consents will be processed;
 - how personal data will be safeguarded in accordance with the General Data Protection Regulation (GDPR)
 - how the SCI is monitored and when it will be reviewed.
- 3.3 As part of the process of preparing an SCI it is necessary to undertake consultation in accordance with the existing adopted SCI (2016) and current Regulations. These require publication of the draft

document on the Council’s website, making the document available at the District Council House reception, consultation for 4 weeks and the issuing of a press release.

- 3.4 Following the consultation period any representations which have been received will be summarised and considered to assess if any modifications to the draft SCI should be made prior to the document being formally adopted. The representations and SCI (with any recommendations to modify the document) will be reported back to Cabinet.

Alternative Options	<ol style="list-style-type: none"> 1. The document is not updated – this would not provide our customers with the knowledge on how we will engage with them when preparing planning documents and decisions and would not comply with current regulations potentially leaving the authority open to legal challenge.
Consultation	<ol style="list-style-type: none"> 1. The Economic Growth, Environment and Development (Overview and Scrutiny) Committee was made aware of the need to update the document and the need for wider consultation. 2. A press release will be issued in accordance with the existing adopted SCI. 3. Consultation will be required on the Draft Statement on Community Involvement
Financial Implications	<ol style="list-style-type: none"> 1. Costs in the preparation and consultation of the draft document can be met from existing budgets. 2. Financial risks if the document is not reviewed due to potential legal challenge and non-compliance with Government requirements.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Supports the priority of a vibrant and prosperous economy as it assists in the delivery of the planning function of the Council.
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. An Equality Impact Assessment accompanies the SCI.
Crime & Safety Issues	<ol style="list-style-type: none"> 1. None
GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> 1. No privacy impact assessment undertaken.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Financial risk if the SCI is not up to date with current Regulations	Update the SCI	Yellow
B	Reputational Risk if the SCI is not up to date with current Regulations	Update the SCI	Yellow
C	Interested parties are not content with the proposed level of engagement	Consultation of the SCI will highlight this matter. Where appropriate changes to the final version of the SCI	Yellow

		will be proposed.	
D	Further legislative requirements result in the need to further update the SCI	Officers continue to monitor legislative changes. Where necessary changes will be proposed to the SCI to ensure the document is legally compliant	Yellow

Background documents:
[Statement of Community Involvement 2016](#)

Relevant web links: [Statement of Community Involvement 2016](#)

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Statement of Community Involvement 2018

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1 Introduction

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

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

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

What is the Statement of Community Involvement?

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

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

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

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

Why is community involvement in planning important?

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

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

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

2 About our community

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

Key Challenge: Accessibility

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

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

To help overcome this challenge we will:

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

Key challenge: Digitalisation

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

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

To help overcome this challenge we will:

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

Key challenge: Engaging the whole community

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

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

To help overcome this challenge we will:

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

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

2.9 The following sections show how we will engage with our community in the plan making process and planning application process.

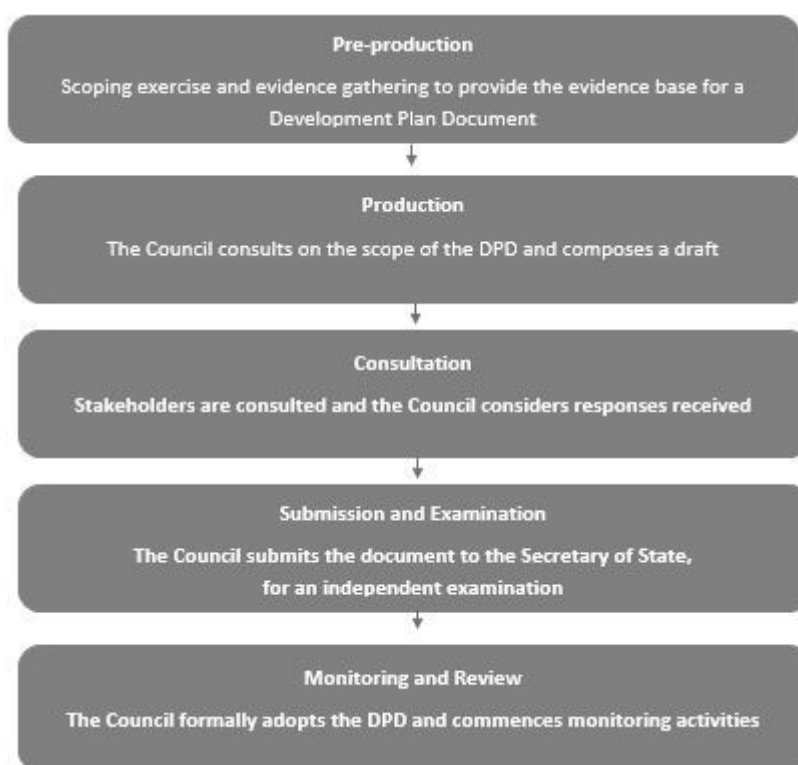
3 Community Involvement in Plan Making

Development Planning

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

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

Figure 3.1 Indicative stages in the preparation of a DPD



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

Sustainability Appraisal

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

Supplementary Planning Documents

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

Community Infrastructure Levy

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

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

Other Documents

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

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

Who will we consult?

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

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

Join our consultation database

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

When will we engage?

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

How will we engage?

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

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

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

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

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

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

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

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

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

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

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

How can you respond to the consultations?

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

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

What will we do with the comments?

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

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

Neighbourhood Planning

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

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

Interested in helping shape your local area

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

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

What will we do to help with neighbourhood plan process?

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

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

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

4 Community Involvement in Planning Applications

Development Management

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

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

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

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

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

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

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

Table 4.1 Approach to planning application publicity

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

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

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

Other Consultations

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

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

Other applications where consultation is not required

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

Openness and transparency

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

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

Pre-application Discussions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How else do we involve our customers?

- We will visit individual's homes, upon request, if residents are disabled or housebound to explain development proposals;
- We provide planning advice and guidance on the Council [website](#);
- We display all planning application details on the Council [website](#);
- We accept comments on planning applications via the Council's [website](#), email or through letter;
- We have a Duty Planning Officer who can provide verbal advice between 08.45 and 12.15 Monday to Fridays;
- We have a dedicated name planning case officer for every application; and
- We have public speaking at Planning Committee (subject to certain criteria) - more advice is available on the Council's website regarding this.

5 Monitoring and Review

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

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

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

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

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

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

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

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

6 Appendix A - Consultees

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

Specific consultation bodies

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

General consultation bodies

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

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

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Sustainable Design SPD Appendix A Update

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



Date:	4 December 2018
Contact Officer:	Jon Allinson
Tel Number:	01543 308195
Email:	Jon.Allinson@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	ALL

CABINET

1. Executive Summary

- 1.1 This report proposes an update to Appendix A of the Sustainable Design Supplementary Planning Document (SPD) entitled 'Space about Dwellings and Amenity Standards for all Development'. The SPD and the standards included within have been utilised in determining planning applications since its adoption in December 2015. As part of service level improvements following complaints and appeal decisions, it is necessary to review its contents to add clarity and ensure a consistent and transparent approach.
- 1.2 It is necessary to consult on the update because the proposed change to the Appendix results in a material amendment to the SPD. This Cabinet report requests approval to consult for a minimum of 4 weeks.

2. Recommendations

- 2.1 That Cabinet approves the updated Sustainable Design SPD (**APPENDIX A**) – 'Space about Dwellings and Amenity Standards for all Development' for the purposes of undertaking public consultation.
- 2.2 That Cabinet approve the consultation period and methods proposed at paragraphs 3.7 - 3.9 of this report.
- 2.3 That delegated authority be given to the Cabinet Member for Economic Growth, Environment & Development Services in consultation with the Head of Economic Growth to make any minor changes to the appearance, format and text of APPENDIX A prior to consultation in the interests of clarity and accuracy.

3. Background

- 3.1 The Sustainable Design Supplementary Planning Document (SPD) is part of a suite of SPD's which support the adopted Local Plan Strategy and was originally prepared by a Task Group of Members and officers and was adopted by the Council in December 2015. It has been used to supplement the design and sustainability policies of the Local Plan Strategy in the determination of planning applications and to assist in advising pre-application enquiries.
- 3.2 The SPD as a whole gives guidance on how sustainable development can be achieved through connectivity and integration, in terms of how places are sustainably connected by transport linkages and through patterns of development. It then considers how layout and density can assist in creating

sustainable development, through green infrastructure, standards for parking and space around dwellings, utilising sustainable drainage systems, creating 'walkable' communities and energy efficient layouts. A final section considers how technology and construction of buildings can lead to more sustainable development and a local 'Sustainability Checklist' for planning applications is also included in the appendices.

- 3.3 This document has now been utilised for such purposes for the past 3 years, however it is now considered that the guidelines contained within Appendix A, which relate to 'Space About Dwellings and Amenity Standards for all Development' for both new buildings and domestic extensions, requires amendment and additional clarification, to assist in a consistent interpretation of the guidelines that it provides. This would accordingly provide customers with clarity on the standards that are to be applied to development proposals, so that appropriate forms of development come forward that do not harm amenity. The necessary clarification added to this Appendix includes the addition of diagrams and expanded clarification text.
- 3.4 The existing Appendix A also makes reference to the British Research Establishment (BRE) Digest 2009. However it is not considered reasonable to refer to a paid-for third party document as part of local authority guidance. Therefore, it is proposed to remove all reference to BRE as part of this. However, the 45° and 25° daylight amenity guidance found within this document is considered a simple and effective method for assessing daylight amenity impact and is proposed to be retained as part of the revised guidance. By removing reference to the BRE digest, the impact of 'right to light' will longer be a material planning consideration in the determination of a planning application, but assessment of impact in terms of loss of light to existing neighbouring property will remain and be included and considered, with added explanation of how this is assessed within the proposed revised Appendix.
- 3.5 A copy of the draft proposed revised SPD Appendix A is attached to this report (APPENDIX A). Once adopted it will replace the existing Appendix A of the SPD. The revised Appendix will aid implementation of the Local Plan and contribute to bringing forward development proposals which are of a high standard and policy compliant.
- 3.6 In order to enable a revised Appendix A to be given due weight in the consideration of planning applications and support the Local Plan, formal stages of consultation are necessary. The draft amended SPD Appendix A is now at a stage where wider consultation can be undertaken following the agreement by the Cabinet to proceed.

Consultation proposals

- 3.7 It is proposed that the following methods of consultation are undertaken:
- Documents to be placed on reception and website;
 - Email/letter to everyone on Local Plans Objective database; and
 - Promote the consultation in line with other consultation activities being undertaken on planning policy documents.
- 3.8 These methods are in line with the Council's Statement of Community Involvement.
- 3.9 It is proposed that consultation runs for a period of four weeks and aligns with consultation being carried out as part of the Statement of Community Involvement. Consultation is proposed to commence on the 2nd January 2019 and close on the 1st February 2019.

Alternative Options	1. None
Consultation	1. Consultation is required on the proposed revised Supplementary Planning Document Appendix A prior to adoption for a period of 4 weeks.
Financial Implications	1. Officer time/resource needed to run the consultation and review responses. 2. The costs of consultation will be met within existing approved budgets.
Contribution to the Delivery of the Strategic Plan	1. Supports the bringing forward of development proposals which are of a high standard and policy compliant.
Equality, Diversity and Human Rights Implications	1. An Equality Impact Assessment will accompany the revised SPD Appendix.
Crime & Safety Issues	1. None
GDPR/Privacy Impact Assessment	1. A GDPR/Privacy Impact Assessment will accompany the revised SPD Appendix.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Clarity is not provided and the guidelines continue to be open to wide interpretation.	Officers would continue to interpret guidelines which may differ from the interpretation of customers, developers and others.	Yellow
B	A significant number of representations are received which delays the progression of the update.	Officers will need to consider representations made. If there is likely to be a delay in adoption this will be reported to Members.	Yellow

Background documents
Adopted Sustainable Design SPD (December 2015)

Relevant web link:
<https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Supplementary-planning-documents/Downloads/Sustainable-design-SPD/Sustainable-Design-SPD-without-appendix.pdf>

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Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

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

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

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

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

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

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

Daylight and Sunlight

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

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

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

45° guideline

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

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

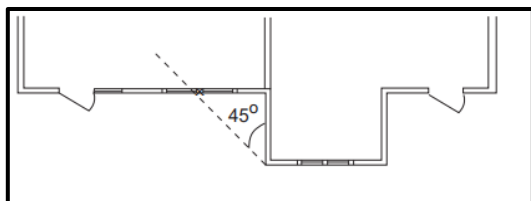


Figure 1 – Stage 1 Plan - 45° guideline assessment. Centre of affected window is within 45° angle on the plan so stage 2 needs to be utilised.

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

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

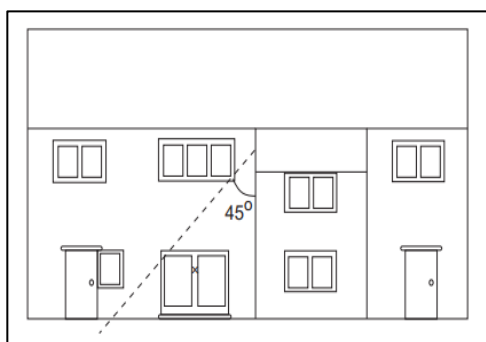


Figure 2 –Stage 2 Elevation - 45° guideline assessment. In this example the impacted patio door is within the 45° angle on both plan (fig 1) and elevation, so a significant reduction of light is likely.

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

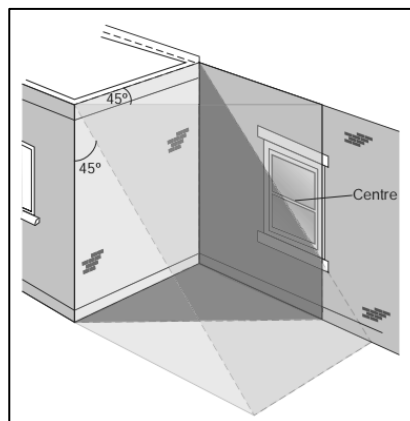


Figure 3

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

13 These guidelines should be applied flexibly, and any existing intervening structures should be taken into consideration (e.g. existing extensions, boundary treatments), as the existing structures are likely to already block light from that direction. The context of the proposal will also be considered e.g. extensions / new buildings which lie to the north of a neighbouring window, no overshadowing will be caused, however there may still be an overbearing impact (see outlook below) or whether the affected window is a secondary window i.e. this window is not the primary source of daylight to the room.

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

25° guideline

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

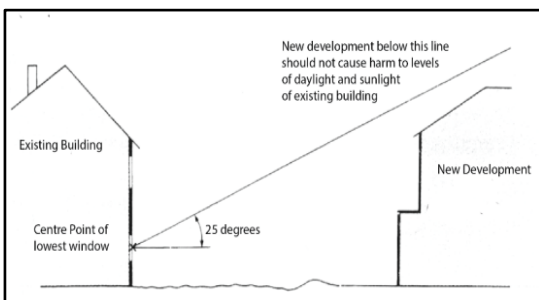


Figure 4 - Section in plane perpendicular to the affected window wall from existing to proposed development showing acceptable application

Privacy & Outlook

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

Adequate Separation

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

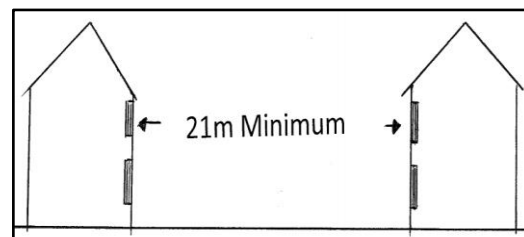


Figure 5 – An appropriate separation distance for facing principal habitable room windows.

Overlooking

- Windows in side elevations at first floor level to serve principal habitable rooms will not generally be supported, where neighbouring properties exist. However, if secondary windows are deemed necessary, that don't meet the separation standards, they should be obscure glazed (to level 3 or above) and either fixed shut or top hung. (Figure 6)

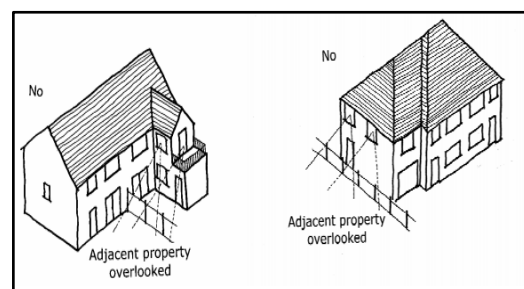


Figure 6 - examples of inappropriate overlooking from side facing windows / balconies

Appendix A Space about Dwellings and Amenity Standards for all Development

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

Outlook

- To avoid any undue overbearing impact on neighbouring properties in terms of outlook as a result of new development, both from and to, where one dwelling faces the two storey side of a neighbouring property, and which is a blank elevation (i.e. no facing windows), the minimum distance separation between the 2 storey parts of each dwelling should be 13 metres or 10 metres in the case of single storey development. (Figure 7)

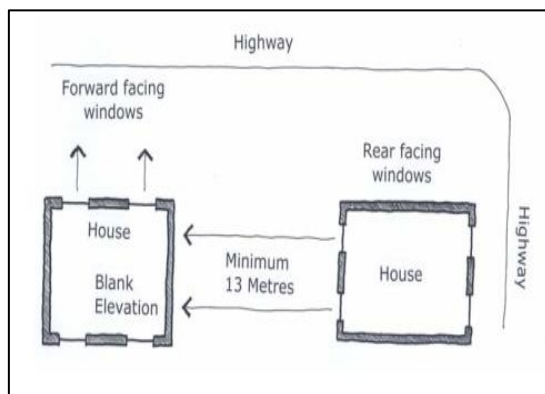


Figure 7 Protection of outlook

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

17 NOTE:

- Increased separation distances will be required where there are significant variations in ground level between new development and existing development. As a general guide, the distance separation between proposed development and existing development should be increased by 2 metres for every 1 metre rise in ground level, where the proposed development would be on a higher ground level. (Figure 8).

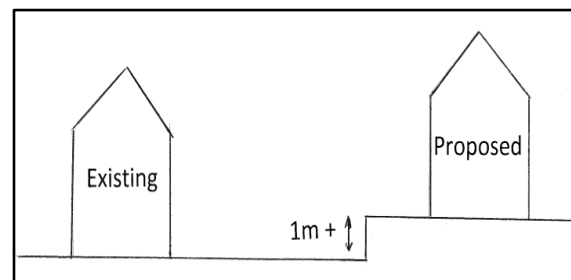


Figure 8 – In this example due to the proposal being on higher ground additional separation is required if the proposal is either face to face with existing development, or if existing development faces the side of the proposed development, due to an increased impact.

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

Private Amenity/Garden Space

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

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

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

20 NOTE:

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

Other Considerations: Right to Light Legislation

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

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

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

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CONSERVATION AREA APPRAISAL AND MANAGEMENT PLANS FOR WALL AND WIGGINTON



Report of Councillor I. Pritchard, Cabinet Member for Economic Growth, Development and Environment

Date:	4 th December 2018
Agenda Item:	8
Contact Officer:	Claire Hines
Tel Number:	308188
Email:	Claire.hines@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	<p>Hammerwich with Wall Ward:- Cllr K. Humphreys and Cllr D. Pullen</p> <p>Whittington and Streethay Ward:- Cllr D. Leytham, Cllr R. Strachan, Cllr A. White.</p>

CABINET

1. Executive Summary

- 1.1 To inform Cabinet of the results of the consultation on the draft Conservation area Appraisals and Management Plans for Wall and Wigginton Conservation Areas; to request Cabinet's approval of the final appraisals and management plans; and to request Cabinet's approval for the proposed additions to the Register of Buildings of Special Local Interest for submission to Full Council for formal ratification.

2. Recommendations

- 2.1 That Cabinet notes the results of the consultation as per Appendix A of this report, supports the final appraisal and management plans and recommends them to be submitted to Council for approval.
- 2.2 That Cabinet supports the proposed boundary changes to the Conservation Areas as shown on the maps in Appendix B and recommends them to be submitted to Council for approval.
- 2.3 That Cabinet supports the proposal to add the properties listed in Appendix C of this report to the Register of Buildings of Special Local Interest and recommends these additions to the Register, to be submitted to Council for approval.

3. Background

- 3.1 Conservation Area Appraisals and Management Plans are undertaken regularly on a rolling programme. They are an essential part of the process which aims to preserve and enhance the character and appearance of the conservation area and provide a foundation for future decision making.
- 3.2 A Conservation Area Management Plan can provide the basis for developing management proposals which aim to preserve or enhance the conservation area. Under Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Council has a duty 'from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are

conservation areas'. The management proposals take the form of mid- to long-term strategy, setting objectives for addressing the issues and recommendations for action arising from the appraisal and identifying any further or more detailed work needed for their implementation.

- 3.3 A programme of appraisal and management plan work was approved by this committee in June 2006 and members will recall that in March 2013, they were provided with an update on the Council's proposed programme for the implementation of conservation area appraisals and management plans across the District.
- 3.4 The understanding of an area gained through undertaking an appraisal can help to inform policy and decision making through the Development Management process. Conservation Area Appraisals and Management Plans can also help to form a framework for Development Management guidelines. They can provide a sound defence on appeal in relation to various policies and Development Management decisions.
- 3.5 As part of this ongoing work, officers have established a protocol for the adoption of conservation area appraisals and management plans, of which this report forms an integral part. It is accepted best practise that involving the local community in evaluating what makes an area special, and where the boundaries of a conservation area should be drawn, is integral to the appraisal process. To this end a robust method of public consultation has been followed. In line with national and regional advice, the Council has chosen to adopt the appraisal, and subsequent management plan, documents as Council policy, as opposed to supplementary planning documents (SPDs). This affords the documents 'material planning consideration' status in the decision-making process, but excludes them from the Local Plan timetable. The Wall and Wigginton Appraisals and Management Plans will form part of the evidence base for future reviews of the Local Plan.
- 3.6 The required consultation has been carried out and the Conservation Area Appraisals and Management Plans were presented at a meeting of Wall Parish Council Wednesday 16th May and Hopwas and Wigginton Parish Council on Thursday 7th June.
- 3.7 The representation responses have been duly considered and all relevant amendments incorporated into the final documents. The representations and responses are contained within Appendix A of this report, the proposed boundary changes are outlined in the map in appendix B and the buildings to be added to the Register of Buildings of Special Local Interest within Appendix C of this report.

Alternative Options	<ol style="list-style-type: none"> 1. The alternative option is not to undertake conservation area appraisals. This would weaken the local planning authority's ability to seek to preserve or enhance the special character and appearance of the area when considering planning applications. 2. An alternative would be not to carry out such robust public consultation. This is not considered to be best practise and the final documents would not carry the same amount of weight in the planning process.
Consultation	<ol style="list-style-type: none"> 1. The proposals have been considered by the Economic Growth, Environment and Development (Overview & Scrutiny) Committee on the 12th November and they resolved; <ul style="list-style-type: none"> • That the Committee notes the results of the consultation as per Appendix A of this report, supports the final appraisal and management plans and recommends them to be submitted to the Cabinet and Full Council for approval.

	<ul style="list-style-type: none"> • That the Committee supports the proposed boundary changes to the Conservation Areas as shown on the maps in Appendix B and recommends them to be submitted to the Cabinet and Full Council for approval. • That the Committee supports the proposal to add the properties listed in Appendix C of this report to the Register of Buildings of Special Local Interest and recommends these additions to the Register, to be submitted to the Cabinet and Full Council for approval. <p>2. It is accepted best practise that involving the local community in evaluating what makes an area special, and where the boundaries of a conservation area should be drawn, is integral to the appraisal process. To this end a robust method of public consultation was followed which comprised the following</p> <ul style="list-style-type: none"> • seeking permission from the Cabinet to consult on the proposed new conservation area and a draft Appraisal and Management Plan; • a 6 week consultation period, including letters to all residents residing within, and adjacent to, the relevant conservation area, the Parish Council, Ward Members, local civic groups and agents, with documents being made available over the internet and paper copies provided on request; • presentation of the proposals and document at a public meeting, generally a meeting of the relevant Parish or Town Council; • full consideration of representations received and amendment of the proposals, as necessary; • a report to Overview and Scrutiny (Economic Growth, Environment and Development), taking on board comments received, and recommending whether or not to designate the conservation area and if the recommendation is positive, seeking approval of the revised document; • if agreed, the report and document are returned to Cabinet and subsequently Full Council for formal ratification.
<p>Financial Implications</p>	<ol style="list-style-type: none"> 1. The cost of production of the documents and consultation exercises will be met from existing budgets. 2. The implementation of recommendations in the management plan will either utilise existing resources and existing budgets or be funded from external bodies.
<p>Contribution to the Delivery of the Strategic Plan</p>	<ol style="list-style-type: none"> 1. These proposals support the aims of the District Council's Strategic Plan 2016 -20 to be a clean, green and welcoming place to live and specifically to maintain and enhance our heritage.

Equality, Diversity and Human Rights Implications	1. In creating documents which contribute to the understanding and management of this conservation area, the Council is seeking to preserve and enhance this area for all future generations.
Crime & Safety Issues	1. The recommendations will have no discernible impact on our duty to prevent crime and disorder within the District (Section 17 of the Crime and Disorder Act, 1988).

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Draft appraisal and management plans may not stand up to testing at appeal	By means of thorough consultation, based on best practice with robust processes, we can minimise the risk of challenge.	Yellow
B			
C			
D			
E			

Background documents <ul style="list-style-type: none"> • Final draft conservation area appraisal and management plan for Wall • Final draft conservation area appraisal and management plan for Wigginton

Appendix A

Consultation representations and responses

Wall Conservation Area

Comment Ref	Consultee	Paragraph	Comments	Response
WACAA1	Mr P. Young (Parish Clerk, Wall Parish Council)	1	Consultation response from Wall Parish Council Wall Parish Council welcomes the recognition and protection given to the Wall Conservation Area as an area of “special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance”.	These comments are noted and welcomed. No amendments are proposed.

	2	<p>Section 1 - Appraisal</p> <p>The Wall Scheduled Monument site is of national importance and its historic significance forms a major element in the justification of the Conservation Area status. The Appraisal should therefore include:</p> <ul style="list-style-type: none"> • greater detail on the Scheduled Monument • how the Scheduled Monument relates to the Conservation Area • how Conservation Area policies will assist in enhancing and preserving the Scheduled Monument • how Scheduled Monument policies complement Conservation Area policies. In particular, the Plan showing the boundary of the Conservation Area should have superimposed upon it the boundary of the Scheduled Monument site, in order to show the inter-relationship between the two. 	<p>The settlement of Wall is considered to be of sufficient special architectural and historic interest to merit designation as a conservation area. The Roman history of the site gives it additional interest but is only one of a number of factors leading to its designation. Greater detail will be included on the Scheduled Monument in Appendix C. This will include the full scheduling description as well as information provided by Historic England regarding Scheduled Monuments. It should be clarified that there is no legal or planning policy related relationship between scheduled monument and conservation area designations. They are covered by different legislation (Ancient Monuments and Archaeological Areas Act 1979 and Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) respectively). Proposals to designate new scheduled monuments or conservation areas, to amend the boundaries of existing scheduled monuments and conservation areas and applications for works affecting scheduled monuments and conservation areas are processed by two separate bodies (Historic England and the Local Planning Authority respectively). Therefore conservation area policies will not help in enhancing and preserving the scheduled monument. They can only help to preserve or enhance the conservation area itself. A map showing the scheduled monument boundary with the proposed conservation area boundary will be included in the document at section 11 to show the physical inter-relationship of the two.</p>
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	3	Section 1 should also include reference to the Green Belt and the level of planning protection this affords.	A reference to Green Belt will also be included in section 1.2. The text will read; <i>'It should be noted that the whole of the settlement of Wall falls within the West Midlands Green Belt. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence (NPPF 2018 para 133).'</i> It should be noted that Green Belt legislation and policy is also separate from conservation area legislation and policy although applications for works within both designations are processed by the Local Planning Authority.
	4	Para 1.6 The recognition of the importance of the re-used Roman stonework in the wall at Castle Croft fronting onto Watling Street is welcomed. This wall makes a positive contribution to the character of the Conservation Area and the protection against demolition provided by Conservation Area status is needed because, somewhat incongruously, this small section of the north side of Watling Street is not within the Scheduled Monument site.	These comments have been noted. It is proposed to include this section of wall on the local list. The schedule of properties in Appendix B will be updated to reflect this.
	5	The Plan as a whole would benefit from proof-reading to correct spellings, typos and punctuation errors etc. e.g. page 48 <i>"historic assets that are cleverly worthy of protection"</i> ; page 25 <i>"The major issue is to carefully manage any future development where it would be potentially crowd and physically impact on the value of the Roman remains and the character of the listed buildings"</i> ; and the two paragraphs on page 28 which are an exact repetition of text on page 18.	These comments are noted. The various errors will be corrected and the duplicate paragraphs removed.

	6	<p>Section 2 – Management Plan</p> <p>Action 1 The boundary of the current Conservation Area should remain unchanged.</p> <p>1. There is no reason to include the additional areas proposed:</p> <p>a. The houses at The Butts were built in the 1920's and 1950's and have little (if any) historic merit. They are not part of the Scheduled Monument site and have little impact on views or the main streetscene. Inclusion of these properties within the Conservation Area would impose unjustifiable and unnecessary planning restrictions on them by removal of certain permitted development rights, and with the additional burdens of requiring formal consent for any pruning or felling of trees etc.</p> <p>b. The land to the north of Castle Croft is an open field and it is inconsistent to propose adding this to the Conservation Area when elsewhere fields are proposed to be removed from the Conservation Area.</p> <p>c. The land to West of Wall Lane is mainly an undistinguished row of early 20th century terraced housing so there is little reason to add this to the Conservation Area. The existing Conservation Area boundary along Wall Lane provides a far more logical and clearly-defined boundary.</p>	<p>The comments in relation to the houses in The Butts have been noted and these properties are no longer proposed for inclusion in the Conservation Area.</p> <p>The land to the north of Castle Croft is proposed for inclusion as the physical boundary, presumably a hedge, which was present when the conservation area was designated in 1974 has now unfortunately been lost. Therefore in order to have a logical and legally defensible boundary to the conservation area it is necessary to move the boundary to the next physical boundary which is what has been proposed. It is intended to retain this amendment as proposed.</p> <p>Land west of Wall Lane. These comments have been noted and it is no longer proposed to include the land to the east of Wall Lane in the conservation area due to a number of consultees objecting to this part of the proposals. Conservation area designation would have provided some control over the erection of large agricultural building which appears to be favoured by the parish council in paragraph 8.</p>
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	7	<p>2. There is no reason to remove any areas from the current Conservation Area. The Conservation Area provides a much needed and additional layer of protection against development, over and above that afforded by Scheduled Monument designation or Green Belt. The boundary of a Scheduled Monument can potentially be changed by English Heritage and so is not within local planning control. As regards Green Belt, the experience within Lichfield District is that it only protects land from small-scale development such as single dwellings or home extensions. When major development is proposed (such as 1,500 new houses on land bordering Wall to the south of Lichfield), then land is simply removed from Green Belt. Nor does existing Green Belt provide protection against large-scale commercial development. For example, on land north of Wall Island a major business park and its forthcoming extension have been granted consent, even though in full Green Belt and despite any policy for development of this site appearing in the Local Plan. Previously the Wyevale Garden Centre (including its many non-garden retail units) was granted consent just south of Wall Island, even though in confirmed Green Belt.</p>	<p>Of the three areas proposed for removal from the conservation area the area to the west of the Butts and to the south of Watling Street do not form part of the settlement and appear only to have originally included because they are within the scheduled area. However, as previously explained conservation area designation is entirely separate from scheduled monument designation so there is no justification to retain these two areas within the conservation area. In terms of the land to the north of The Butts, the boundary that existing when the conservation area was originally designated, presumably a hedge, has now been lost therefore in order to maintain a logical and legally defensible boundary the boundary has been moved to the closest physically definable boundary. Therefore it is still proposed to remove these areas from the conservation area.</p> <p>It should be noted that conservation area designation provides no additional layer of protection against development over and above that afforded by scheduled monument or green belt designation. Scheduled monument designation offers the highest level of protection that can be afforded to a heritage asset. It is at the discretion of Historic England (not English Heritage) to amend the boundary of the scheduled monument. The following advice has been provided by Historic England regarding amendments to scheduled monument boundaries.</p> <p><i>'In broad terms, any new review or amendment to the designation would need to be based on clear evidence; however this would not necessarily be brand new information. The monument at Wall is a Minor Enhanced Old County Number. This basically means it's an early scheduling (Wall was first scheduled in 1955 and amended in 1999) and the</i></p>
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information on which it was based is probably not as detailed or comprehensive as some of our modern and more complex schedulings (<https://historicengland.org.uk/listing/the-list/list-entry/1006108>). It is therefore possible that there is additional information out there (new and historic archaeological evaluations, surveys, APs, antiquarian reports, field-walking results, amateur investigations etc.) which might not have been considered when it was originally scheduled (or later amended), and might be able to shed new light or provide clarification on its nature, extent and significance. Whilst that could result in an increase in the size of the scheduled area, it could just as easily result in a decrease – for example if investigations have proven that there is no archaeology or significance to a particular area.

I'll caveat all of that by saying any change to the scheduled area would need clear and convincing justification and our Listing team would need an application (which can be done online) with all the relevant supporting information attached. Should an application for an amendment or new designation be proposed, our Listing Team would consult with the affected landowners, as well as us in the West Midlands Office and (I think) the County Archaeologist / HER. I'm not sure if they consult with the Parish Council or LPA - if you want to know for certain it would probably be worth dropping them a line (General Enquiry number is: 0370 333 0607 or by email: listing.enquiries@HistoricEngland.org.uk)'

In terms of the comments on Green Belt the following advice has been received from our Spatial Policy and Delivery Team Manager. "Green Belts are given great importance at a national and local level. This importance does not mean development cannot occur within the Green Belt. However there significant policy hurdles to pass when allocating

				<p><i>land, or applying for planning permission within the Green Belt. At the national level the National Planning Policy Framework (NPPF) contains a detailed section at paragraphs 133 – 147 relating to the importance of Green Belt. At the local level the council also have policy NR2 within the adopted Local Plan Strategy which seeks to support the national policy position.”</i></p>
		8	<p>It should also be noted that under the National Planning Policy Framework, new agricultural buildings, which may be both large and unsightly, are not classed as “inappropriate development” within the Green Belt. The Conservation Area designation is therefore a key factor in the control of such developments in the proximity of Wall village which might otherwise have a detrimental effect on the historic character of the village or the views from it.</p>	<p>This appears to contradict the request in paragraph 6 not to include the area to the east of Wall Lane where conservation area designation would provide the LPA with some degree of control over the erection of future agricultural buildings. It is no longer proposed to include the land to the east of Wall Lane in the conservation area due to a number of consultees objecting to this part of the proposals.</p>
		9	<p>Action 2 and Action 3 It is noted that an Article 4 direction (removing certain permitted development rights) can only apply to residential properties, and that these are listed in Appendix A. The list in Appendix A should not therefore include Wall Village Hall as it is not a residential property. Consideration should also be given as to whether The Trooper Inn would qualify as a ‘residential’ property, as it is also listed in Appendix A.</p>	<p>The Village Hall is proposed for Local Listing only as is The Trooper. Given that neither building is a residential dwelling and therefore not eligible for an Article 4. The schedule of properties in Appendix A will be corrected.</p>

	10	Action 4 The Council welcomes the list of buildings for 'local listing' given in Appendix B but the terminology of "local listing" is confusing with formal designation of Listed Buildings.	The term Local List is used nationally including by Historic England and by the Ministry of Housing, Communities and Local Government in its National Planning Policy Guidance. Appendix B explains the difference between the two designations. No amendments to the text are proposed.
	11	Action 5 Action 5b which is to "review and if necessary modify the management proposals" is too vague, particularly since the current Conservation Area has not been reviewed for over 40 years. This action point should therefore set out the frequency and timescale for future reviews.	The frequency and timescales of any future reviews of Wall Conservation Area is dependent on a number of factors, therefore it is not possible to set timetables for these. Lichfield District Council currently has 21 conservation areas a has a rolling programme of Conservation Area Appraisals and Management Plans which started in 2008 and is due for completion in 2019/20 at which point it will start reviewing each conservation area again. No amendments to the text are proposed.
	12	Action 6 states that, "The Council will ensure that all proposed advertisements accord with policy set out in the emerging Local Plan". The Local Plan was adopted by Lichfield District Council in February 2015, so the word "emerging" should be deleted.	The text will be amended to reflect the current position on the Local Plan.
	13	Action 7 As for Action 6, the reference should be to the Local Plan which has already been adopted, and not the "emerging Local Plan".	The text will be amended to reflect the current position on the Local Plan.
	14	Action 8 Para 2.3.1 on page 40 refers to "works to historic buildings within Drayton Bassett Conservation Area" and appears to have been 'cut and pasted' from some other Conservation Area Plan. It would be helpful if the Wall Conservation Area Plan referred only to Wall and not to any other villages in the District.	This is an oversight and the text will be corrected.

		15	In order not to unduly raise expectations of the grant funding which owners of properties within the Conservation Area can apply for, it would be useful to set out in Action 8 the level of such funding which is available annually within the District	Section 2.3.1 reads: <i>'The Council currently administers a small grants scheme available for works to historic buildings which are considered to be at risk.'</i> The text will be amended to read: <i>'The Council currently administers a small grants scheme (giving grants of 25% of the total cost of eligible works, up to a maximum of £5,000) available for works to listed buildings which are considered to be at risk.'</i>
WACAA2	Friends of Letocetum)	1	<p>Comments from Friends of Letocetum who manage Wall Roman Site & Museum on behalf of National Trust and English Heritage</p> <p>The Friends of Letocetum is a voluntary group that mans the Museum at Wall and publicises and promotes awareness of the Roman baths and mansio and other archaeological remains in Wall. We welcome the recognition given by the document to the archaeological importance of Wall.</p>	These comments are noted and are welcomed. No amendments are proposed to the document.
		2	<p>1.4 Location and Setting</p> <p>We welcome the statement about the importance of views across the mansio and bath house to the church.</p>	These comments are noted and are welcomed. No amendments are proposed to the document.

		3	<p>1.6 Architectural Quality and Built Form</p> <p>We welcome the statement about the tourism and educational importance of the archaeological remains. We welcome the statement about the importance of the reused Roman stonework forming part of the boundary between Castle Croft and Watling Street (pp21-22). We strongly urge that this wall should be retained because of the positive contribution it makes to the character of the Conservation Area.</p>	<p>These comments are noted and are welcomed. It is proposed to add this section of wall to the local list. The Schedule of properties in Appendix B will be amended.</p>
		4	<p>1.7 Public Realm, Open Spaces and Trees</p> <p>para 2: We strongly recommend that this be reworded to read: “There are areas...” because its currently wording suggests that it relates to the features mentioned In the previous paragraph, which positively contribute to the character of the Conservation Area and do not require change or improvement. If there are considered to be areas which provide opportunities for change or improvement then they should be identified in the document.</p>	<p>The text will be re-worded to read: ‘<i>There are also areas...</i>’.</p>
		5	<p>11 Maps</p> <p>Both of these maps should show the extent of the scheduled monument because scheduling is mentioned in 1.3 as part of the significance of the Conservation Area, and because the extent of the scheduled area is slightly different from that of the Conservation Area.</p>	<p>Maps in section 11 will be amended to include the scheduled area</p>

	6	<p>2.1.1 Boundary changes</p> <p>We acknowledge that the proposed boundary changes will result in a more logical boundary to the Conservation Area. We welcome the proposed extensions. We strongly recommend that it should be made clear that the proposed boundary changes to the Conservation Area do not affect the extent of the scheduled monument and that those areas of the scheduled monument which it is proposed to remove from the Conservation Area (north and east of The Butts, west of The Butts and south of Watling Street to the north of the A5 Wall Bypass) will remain subject to scheduled monument controls in addition to planning requirements. We note that while bullet point 3 under Action 1 says scheduled area, bullet points 1 and 6 do not acknowledge that they also refer to land is within the scheduled area. We therefore recommend that the words “scheduled area” be added to the descriptions in these bullet points. Because of the extent of the scheduled monument at Wall we strongly recommend that the document should contain information about scheduling (not just a website reference). Historic England should be asked for advice on appropriate wording.</p>	<p>Additional text will be added to clarify that the proposed changes will have no impact on the extent of the scheduled area or the protection it provides. The text will read; <i>‘It should be noted that the amendments to the conservation area boundary have no impact on the extent of the scheduled area or the protection it provides for the archaeological remains.’</i></p> <p>The text in Action 1 will be amended to read; <i>The District Council will amend the boundary of the Conservation Area in the following areas, as shown on maps in section 11;</i></p> <ul style="list-style-type: none"> • <i>Exclusion of the field to the west of The Butts, exclusion of the area to the North and East of The Butts and exclusion of land to the south of Watling Street to the North of the A5 Wall Bypass, all of which are included in the scheduled area.</i> • <i>Inclusion of land to North of Castle Croft, to follow the boundary from close to Littlefield House Cottage to Wall Lane</i> <p>An additional appendix (Appendix C) will be added which will include the full scheduling description and information about schedule provided by Historic England.</p>
	7	<p>We also recommend that the document should state that there are other archaeological remains outside the area of the scheduled monument and that archaeological works are likely to be required as a condition of planning permission.</p>	<p>Additional text will be included in section 1.2 to read; <i>‘While not directly related to planning policy much of the settlement of Wall is a Scheduled Monument. Furthermore there are likely to be archaeological remains outside of the scheduled area and archaeological works are likely to be required as a condition of any planning permission.’</i></p>

		8	<p>Schedule of properties for local listing</p> <p>We suggest that the Museum building, Watling Street, should be added to this list because of its long-standing association with the Roman remains. The boundary wall at Castle Croft as shown on page 22 should also be added to the local list as an example of the re-use of Roman masonry in the post- Roman period, which adds to the character and special interest of the area.</p>	<p>The Museum building and the section of wall at Castle Croft will both be proposed for the local list. The schedule of properties in Appendix B will be amended.</p>
WACAA3	<p>S A Shelley</p> <p>(local resident)</p> <p>17/5/18</p> <p>by e-mail</p>		<p>I attended the meeting at the village hall last night. I wish to state my objection to the proposed conservation changes I do not see the need to change what is in place If the main reason is establishing the boundary then they should be moved to the hedge and not moved to be near buildings Please take note of my objections your sincerely</p>	<p>These comments are noted. The Historic England document ‘Conservation Area Designation, Appraisal and Management’ states in paragraph 66 that; ‘... <i>in almost all situations the conservation area boundary runs around rather than through a space or plot. It will generally be defined by physical features and avoid for example running along the middle of a street...</i>’ Where the physical boundary that once informed the location of the boundary of the conservation area has been lost and therefore the boundary cuts through the centre of a field, the boundary is proposed to be moved to follow the nearest physical boundary that is visible on the ground. The intention is to form a logical and legally defensible boundary.</p>
WACAA4	<p>Mrs A Perry</p> <p>(local resident)</p> <p>6/6/18</p> <p>By letter</p>		<p>I don’t have access to a computer but I do wish to comment on the above.</p> <p>After attending the public meeting and hearing the proposals, I see no good reason for altering what is already in place. In particular the argument for changing the boundaries of the present conservation area seems an unnecessary exercise as the present boundary is easily defined.</p> <p>As for including the houses in The Butts, Manor</p>	<p>These comments are noted. The concern is that in some areas the present boundary is no longer easily defined. Where the physical boundary that once informed the location of the boundary of the conservation area has been lost and therefore the boundary cuts through the centre of a field, the boundary is proposed to be moved to follow the nearest physical boundary that is visible on the ground. The intention is to form a logical and legally defensible boundary.</p>

			<p>Cottages and a potato store, I think this may be acceptable depending on how the individual property owners feel.</p> <p>Please add my comments to the consultation.</p>	<p>The comments on the inclusion of areas are welcomed. Although it is no longer proposed to include the properties in The Butts or the properties and land to the east of Wall Lane within the conservation area.</p>
WACAA5	<p>W.J. & A.J.W. Ryman</p> <p>(local residents)</p> <p>4/6/18 By letter</p>		<p>I wish to object to any changes in the existing boundaries and in particular the proposal to make the land and cottages to the East of Clay Pit lane a conservation area, this is a farm working area with a 1950's potato store, general farm use and farm cottages. This is certainly not an 'area of special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance.'</p> <p>The existing Eastern edge of the area quite satisfactorily follows Clay Pit Lane in a straight Northerly Line and no change is justified.</p>	<p>The road referred to here is Wall Lane and only becomes Claypit Lane further north.</p> <p>It is no longer proposed to include the land to the east of Wall Lane in the conservation area due to a number of consultees objecting to this part of the proposals.</p>
WACAA6	<p>J.C & V.J. Hollins</p> <p>(local residents)</p> <p>18/5/18 by letter</p>		<p>With reference to the above mentioned draft plan, my wife and I attended the Annual Parish of Wall meeting held on 16th May 2018 and listened with interest to the address by Claire Hines and her colleague from the conservation department of the district council.</p> <p>Our views are as follows:</p> <ol style="list-style-type: none"> a. With reference to the proposal to move the boundary to within yards of the existing roman site is totally wrong. It does not preserve or enhance the site in any way and in fact removes a layer of protection to the field to the north of the site below which I am led to believe are the remains of the old roman village. We understand that concern has been raised by the fact that the existing conservation boundary 	<p>The amendments to the conservation area boundary will not affect the scheduled monument designation and will not remove any protection from the archaeological remains of the Roman settlement. Conservation area designation is intended to protect the character and appearance of an area and not to protect archaeological remains which in this instance have the highest level of protection as a scheduled monuments. In the case of the area to the north of The Butts we cannot move the boundary outwards as the next field boundary is far too far north so we have proposed instead to follow the edge of the built development which is common in conservation area designations.</p> <p>Comments regarding areas to the west, south and</p>

			<p>now runs across open fields with no obvious boundary. Apparently in the past the boundary followed hedge rows but these have been removed to make larger fields. We therefore suggest that instead of reducing the area, it be extended outwards to the next hedgerow, which not only protects the area, it also gives a clear indication of the boundary.</p> <p>b. The area to the west along the A5 could, we feel be reduced without detrimental effect. We have no observations about the boundaries to the south and east.</p> <p>c. The other observation we wish to make is to leave the existing boundaries as they are as they appear to have worked well for quite a number of years. If a thing is not broken, why mend it, and that appeared to the opinion of the majority of persons and the previously named meeting.</p>	<p>east are noted.</p> <p>In terms of leaving the boundary where it is. LPA's are required under the legislation to review their conservation areas from time to time and when we do we have to review the boundaries. Conservation areas are not stagnant and do change over time so the proposed boundary changes reflect this.</p>
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Wigginton Conservation Area

Comment Ref	Consultee	Comments	Response
WICAA1	Mrs M. Jones (Clerk to Wigginton and Hopwas Parish Council)	Wigginton and Hopwas Parish Council are supportive of the Plan and grateful that it has been re-evaluated and updated since the previous version has been in place for many years. It is appreciated that this has provided an opportunity to engage local people with the character and appearance of their community.	<p>The comments in the first to fifth paragraphs are noted.</p> <p>In line with comments in the 6th paragraph the text on page 9 will be amended as follows; 'The village does not have a clear centre but landmarks and focal points include Wigginton Manor, St Leonards Church and Post Office Farmhouse on the corner of Main Road and</p>

**20/6/18
by e-mail**

The Parish Council notes the pressure from development on the parish and feels the plan will offer some protection against coalescence with Tamworth by continuing Wigginton's designation as a heritage asset.

It welcomes the emphasis on preserving the rural nature of Wigginton's setting and the key views into and out of the village.

The conservation area will remain very similar to the existing area, with minor changes to the boundary, and there is no objection to these changes.

The information on the special character and appearance is of great interest to anyone connected to Wigginton. It points out matters that local people may just take for granted, including its hilltop location linear form, and views; it also gives information about the historic hollow way and shifted medieval settlement that may not be well known to some. It is important to protect this historic area from development as there may be a future opportunity for archaeological investigation.

It could perhaps be noted that the small triangular grassed area on which the war memorial is sited is a similar feature to that found in other local villages, such as Comberford and Hopwas.

We would point out that the reference to Wigginton Fields Farmhouse on page 12 should be amended to Wigginton Manor, as Wigginton Fields is beyond the village on the road to Harlaston.

Other minor points to note - the sentence about the brick wall at the top of page 20 isn't complete and on page 28 of the management plan, there is no conclusion to the final

Syerscote Lane. They also include the small open space with the War Memorial at the junction of Main Road and Comberford Lane which is a feature in common with other nearby settlements including Comberford.'

The amendment proposed in the seventh paragraph will be included.

In respect of the eighth paragraph, the sentence on page 20 will be amended as follows; 'The substantial brick wall that runs along the east side of Main Road north of Manor Cottages is an important feature of the conservation area and positively contributes to the streetscene.'

The sentence on page 28 (p29 in the final version) will be amended as follows; '- to the north of the conservation area the boundary will be amended to include the whole of the site associated with Wigginton Manor Farm.'

The comments in the ninth to eleventh paragraphs are noted.

		<p>sentence in Action 1. Small amendments would serve to clarify these points.</p> <p>The Parish Council supports the action points in the Management Plan, and particularly Action 6. This reflects policy WHC3 in the Wigginton, Hopwas and Comberford Neighbourhood Plan which stresses the importance of protecting the heritage assets of the parish.</p> <p>Wigginton and Hopwas Parish Council has no objection to the inclusion on Lichfield's Local List of the buildings referred to in Appendix B, as this will protect against unauthorised changes that may affect the conservation area. Residents occupying such properties will have the opportunity during the process of appraisal to submit their own views on such an inclusion.</p> <p>The Parish Council supports the draft document and looks forward to its final adoption. Should there be significant amendments made following public feedback we would be grateful to see these and have a further opportunity to comment.</p>	
WICAA2	<p>Mr P. Boland (Historic Places Advisor, Historic England) 28/6/18 by e-mail</p>	<p>Thank you for consulting Historic England on the above draft appraisal. Whilst recognizing that the local planning authority is responsible for conservation area designation you may wish to note the following observations.</p> <p>The Appraisal follows a logical format that is fully in line with national guidance. There is a clear articulation of the conservation areas special interest, its buildings, the contribution made by open spaces, trees and other vegetation and of views to the adjacent rural landscape setting. There is a succinct and insightful analysis as to how all of this this currently contributes to the areas character and appearance.</p>	<p>The comments are noted and the proposed spelling correction will be carried out.</p>

		<p>Both positive and negative aspects of the conservation area are carefully itemized and clear prescriptions for management are suggested. The conservation area boundary changes suggested have equally clearly been arrived at after thoughtful analysis.</p> <p>As a very minor observation please note the incorrect use of the word “compliment” rather “complement” throughout the document.</p> <p>I hope you find these comments helpful.</p>	
WICAA3	<p>Julia Banbury (Principal Landscape Officer, Staffordshire County Council) 25/6/18 by e-mail</p>	<p>Please find below Staffordshire County Council’s Environmental Advice Team response to the Draft Wigginton Conservation Area Appraisal and Management Plans</p> <p>Historic Environment I am happy that the Historic Development section of the Appraisal has provided an appropriate overview which highlights the archaeological interest of the Conservation Area and its setting. For clarity page 7 bullet point 2 may wish to specify that the earthworks in question relate to both fossilized agricultural evidence and former settlement.</p> <p>Page 6: to assist users of the document to find the Staffordshire Historic Environment Record it is advise that the web-link be changed to www.staffordshire.gov.uk/historic-environment-record</p> <p>Ecology No comments</p> <p>Landscape</p>	<p>The bullet point on page 7 will be amended as follows; ‘There is a strong relationship between the village and the surrounding field pattern and surviving earthworks which provide fossilised evidence of agriculture and former settlement.’</p> <p>The web-link on page 6 will be amended accordingly.</p> <p>All the other comments are noted.</p>

No comments

Rights of Way

We welcome the information within the plan and would encourage that recognition is given to improve accessibility on the walking and cycling networks throughout the Parish. However, there needs to be some recognition that this coincides with reduced funding for rights of way work and there will be an increased need for parishes to become more heavily involved in the maintenance of their local path network.

The desire to increase the levels of physical activity is also welcomed and the public rights of way network should be integral to any schemes that are developed to promote this. The Rights of Way team would be happy to provide advice and work together on any schemes which benefit through improvements to the path network.

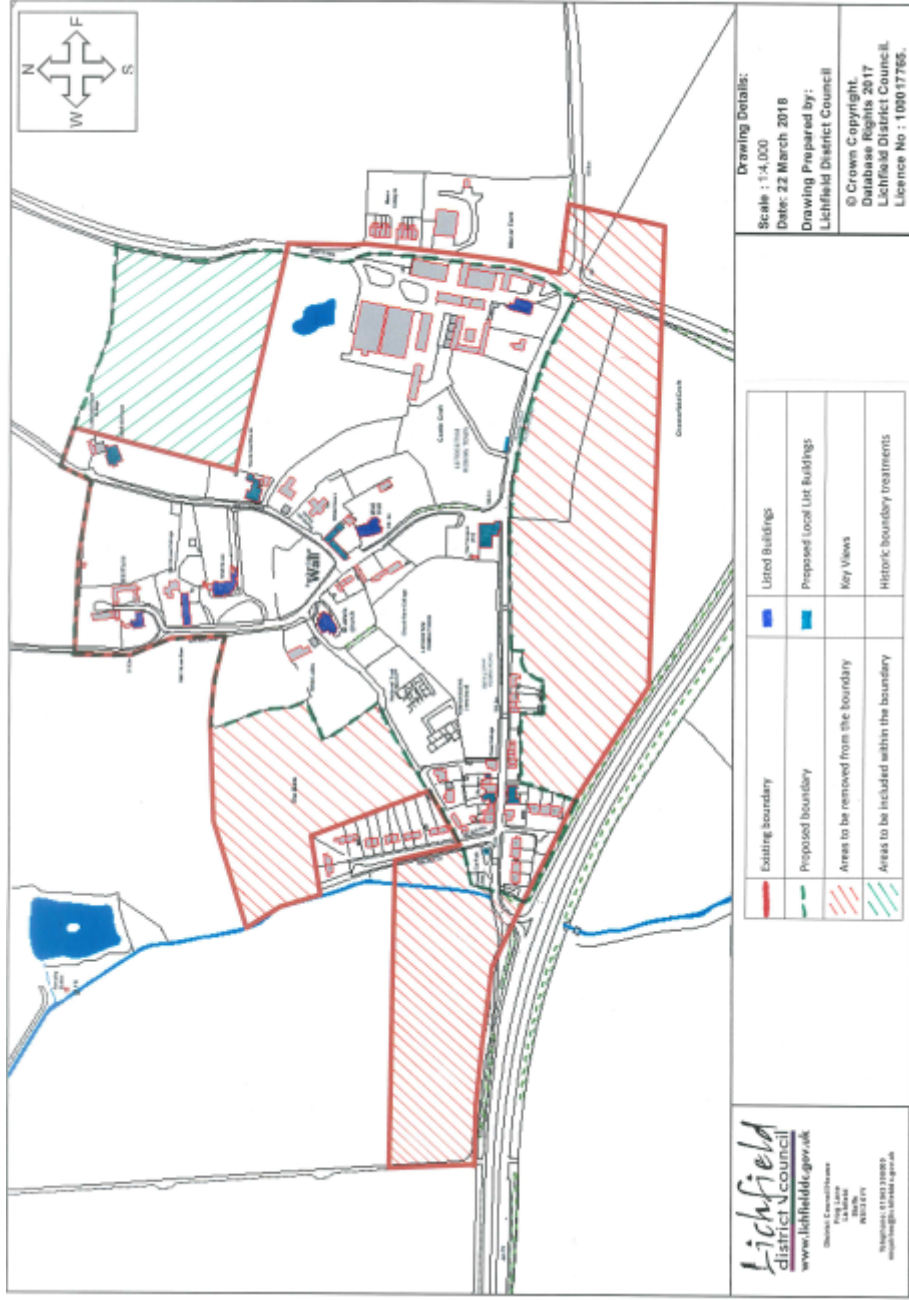
The Parish Council should also encourage developers to enhance the existing path network where possible in line with Staffordshire County Council's Rights of Way Improvement Plan. This could include the creation of public bridleways or the upgrading of public footpaths to bridleways to improve provision for horse riders and cyclists. The creation and promotion of short circular walks to promote the health benefits of walking the replacement of stiles with gaps (where there are no stock) or gates (where there are) in line with Staffordshire County Council's Least Restrictive Principle for path furniture. The County Council is able to provide further advice and guidance as and when required.

Appendix B

Maps and schedule of boundary changes

Wall Conservation Area

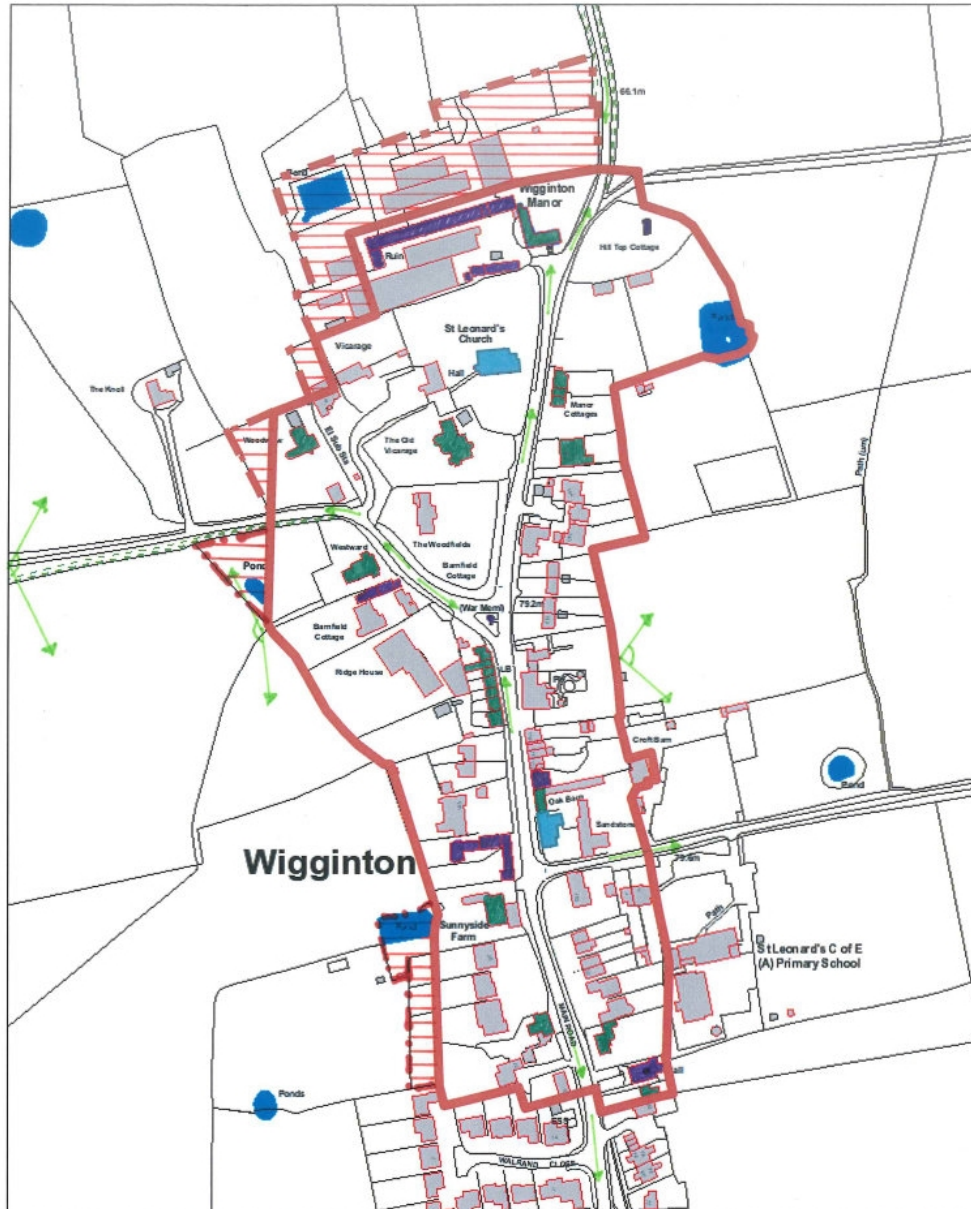
The proposed boundary changes are shown on the map below and described in the schedule. The rest of the boundary is unchanged.



- Removal of the field to the west of The Butts
- Exclusion of the scheduled area to the North and East of The Butts
- Inclusion of land to North of Castle Croft, to follow the boundary from close to Littlefield House Cottage to Wall Lane
- Exclusion of land to the south of Watling Street to the North of the A5 Wall Bypass.

Wigginton Conservation Area

The proposed boundary changes are shown on the map below and described in the schedule. The rest of the boundary is unchanged.



Lichfield
district council
www.lichfielddc.gov.uk

District Council House
Frog Lane
Lichfield
Staffs
WS13 6YV
Telephone: 01543 308000
enquiries@lichfielddc.gov.uk

Wigginton Conservation Area

Key

	Existing boundary		Existing Article 4 properties
	Proposed boundary changes		Proposed Local List
	Listed building		Key Views

Drawing Details:

Scale : 1:2,500
Date: 15 March 2018
Drawing Prepared by:
Lichfield District Council

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Schedule of Boundary changes

- to the west of the conservation area the boundary will be amended to include all of the rear gardens of numbers 93, 95 and 97 Main Road and Sunnyside Farm.
- on Comberford Lane the boundary will be amended to include the whole field adjacent to Westward and the whole of the garden of Woodview and the whole of the rear garden of Churchlands.
- to the north of the conservation area the boundary will be amended to include the whole of the site associated with Wigginton Manor Farm.

Appendix C

Schedule of properties proposed for addition to the Local List

Wall Conservation Area

Road	Property or structure
The Butts	K6 Telephone Kiosk
Green Lane	Pear Tree Cottage
Market Lane	School House Littlefield House
Watling Street	The Trooper Inn The Seven Stars, 12 Watling Street Wall Village Hall Stone wall to north side of Watling Street English Heritage Museum

Wigginton Conservation Area

Road	Properties
Main Road	Wigginton Village Hall 84 86 (Wigginton Cottage) 91 99 (Sunnyside Farm), 101 (The Secret House)

	103 Oak Barn 108 (The Old Police House) Numbers 111, 113, 115, 117, 119, 121 & 123 (Poplar Cottage) War Memorial The Old Vicarage 146 Numbers 150 & 152 Wigginton Manor Range of barns to the north-west of Wigginton Manor Range of barns to the south-west of Wigginton Manor Hill Top Cottage
Syerscote Lane	Oak Barn
Comberford Lane	Barnfield Cottage Westward Woodview

DESIGNATION OF NEW CONSERVATION AREA IN DRAYTON BASSETT



Report of Councillor I. Pritchard, Cabinet Member for Economic Growth, Development and Environment

Date: 4th December 2018
 Agenda Item: 9
 Contact Officer: Claire Hines
 Tel Number: 308188
 Email: Claire.hines@lichfielddc.gov.uk
 Key Decision? **NO**
 Local Ward Members Bourne Vale ward - Cllr Brian Yeates;

CABINET

1. Executive Summary

- 1.1 To inform Cabinet of the results of the consultation on the proposed new conservation area at Drayton Bassett and to request Cabinet’s approval of the designation of this new conservation area; to request Cabinet’s approval of the final appraisal and management plan; and to request Cabinet’s approval for the proposed additions to the Register of Buildings of Special Local Interest for submission to Full Council for formal ratification.

2. Recommendations

- 2.1 That Cabinet notes the results of the consultation as per Appendix A of this report and supports the designation of a new Conservation Area in Drayton Bassett as shown in Appendix B and recommends submission Council for approval.
- 2.2 That Cabinet notes the results of the consultation as per Appendix A of this report and supports the final appraisal and management plans and recommends submission to Council for approval.
- 2.3 That Cabinet notes the properties proposed for addition to the Register of Buildings of Special Local Interest as listed in Appendix C of this report and supports these additions to the Register, and recommends submission to Council for approval.

3. Background

- 3.1 Under Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 the local planning authority;
 ‘(a) shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and
 (b) shall designate those areas as conservation areas.’

Following discussions with both the Drayton Bassett Parish Council and Tamworth and District Civic Society, the Conservation and Urban Design Team carried out an assessment of the village and considered that there was an area of sufficient historic and architectural interest that warranted designation as a conservation area.

The restrictions following designation as a conservation area are as follows;

- Local Authorities are required by S72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to pay special attention to the desirability of preserving or enhancing the character or appearance of conservation areas when drawing up plans or considering development proposals both within the designated area and outside it if they would affect the setting or views into or out of it.
- The conservation area is considered to be a designated heritage asset under the NPPF therefore there is a national presumption in favour of their conservation.
- There are some restrictions on permitted development rights where development might be visible from the public domain.
- Planning permission is required for the demolition of a building in a conservation area. It remains a criminal offence to fail to obtain planning permission prior to demolition.
- Under S211 of the 1990 Planning Act anyone proposing to cut down, top or lop a tree within a conservation area (with the exception of trees under a certain size, or those that are dead, dying or dangerous) is required to give 6 weeks notice to the local planning authority. The purpose of this requirement is to give the authority the opportunity to make a tree preservation order which then brings any works permanently under control.

An appraisal of the area was carried out and a draft conservation area appraisal and management plan was written. Following public consultation the draft was amended accordingly and a final draft has been produced.

The proposals have been considered by the Economic Growth, Environment and Development (Overview & Scrutiny) Committee on the 12th November and they resolved;

That the Committee notes the results of the consultation as per Appendix A of this report and supports the designation of a new Conservation Area in Drayton Bassett as shown in Appendix B and recommends submission to the Cabinet and Full Council for approval.

That the Committee notes the results of the consultation as per Appendix A of this report and supports the final appraisal and management plans and recommends submission to the Cabinet and Full Council for approval.

That the Committee notes the properties proposed for addition to the Register of Buildings of Special Local Interest as listed in Appendix C of this report and supports these additions to the Register, and recommends submission to the Cabinet and Full Council for approval.

Alternative Options	1. The alternative option is not to designate the conservation area. This would not allow the local planning authority to seek to preserve or enhance the special character and appearance of the area when considering planning applications.
Consultation	1. The proposals have been considered by the Economic Growth, Environment and Development (Overview & Scrutiny) Committee on the 12 th November and they resolved; That the Committee notes the results of the consultation as per Appendix A of this report and supports the designation of a new

Conservation Area in Drayton Bassett as shown in Appendix B and recommends submission to the Cabinet and Full Council for approval.

That the Committee notes the results of the consultation as per Appendix A of this report and supports the final appraisal and management plans and recommends submission to the Cabinet and Full Council for approval.

That the Committee notes the properties proposed for addition to the Register of Buildings of Special Local Interest as listed in Appendix C of this report and supports these additions to the Register, and recommends submission to the Cabinet and Full Council for approval.

2. It is accepted best practise that involving the local community in evaluating what makes an area special, and where the boundaries of a conservation area should be drawn, is integral to the appraisal process. To this end a robust method of public consultation was followed which comprised the following
 - seeking permission from the Cabinet to consult on the proposed new conservation area and a draft Appraisal and Management Plan;
 - a 6 week consultation period, including letters to all residents residing within, and adjacent to, the relevant conservation area, the Parish Council, Ward Members, local civic groups and agents, with documents being made available over the internet and paper copies provided on request;
 - presentation of the proposals and document at a public meeting, generally a meeting of the relevant Parish or Town Council;
 - full consideration of representations received and amendment of the proposals, as necessary;
 - a report to Overview and Scrutiny (Economic Growth, Environment and Development), taking on board comments received, and recommending whether or not to designate the conservation area and if the recommendation is positive, seeking approval of the revised document;
 - if agreed, the report and document are returned to Cabinet and subsequently Full Council for formal ratification.

Financial Implications

1. The cost of production of the documents and consultation exercises was be met from existing budgets.
2. The implementation of recommendations in the management plan will either utilise existing resources and existing budgets or be funded from external bodies.
3. The designation of a new conservation area will result in a small increase in the number of planning applications received and the number of tree applications received. Both these increases will be very minor and can be accommodated with the existing resources.

Contribution to the Delivery of the Strategic Plan	1. These proposals support the aims of the District Council's Strategic Plan 2016 -20 to be a clean, green and welcoming place to live and specifically to maintain and enhance our heritage.
Equality, Diversity and Human Rights Implications	1. In designating a new conservation area and creating documents which contribute to the understanding and management of this conservation area, the Council is seeking to preserve and enhance this area for all future generations.
Crime & Safety Issues	1. The recommendations will have no discernible impact on our duty to prevent crime and disorder within the District (Section 17 of the Crime and Disorder Act, 1988).

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Failure to designate the new conservation area	The historical and architectural character of the area will not be recognised and not be protected.	Yellow
B	Designation of conservation area but failure to adopt appraisal and management plan.	Without adoption of the appraisal and management plan there is no demonstrable basis on which the decision to designate the area has been made on.	Yellow
C			
D			
E			

Background documents
<ul style="list-style-type: none"> • Map of proposed Drayton Bassett Conservation Area • Final draft conservation area appraisal and management plan

Appendix A

Consultation representations and responses

Drayton Bassett Conservation Area

Comment Ref	Consultee	Comments	Response
DBCAA1	<p>W. Spencer</p> <p>(Connectivity Strategy Officer, Staffordshire County Council)</p> <p>(E-mailed 15/03/18)</p>	<p>We have considered the Drayton Bassett Conservation Area Appraisal and Management Plan and liaised with colleagues in our Community Liaison team. The report only really refers to public realm improvements from a transport planning point of view and that these are implemented to an appropriate standard which we would support.</p> <p>We have no further comments from a transport planning perspective at this stage but do wish to be kept informed if a Neighbourhood Plan is produced covering this area.</p>	These comments are noted. No amendments are proposed.
DBCAA2	<p>D. Taylor</p> <p>(Historic Environment Advisor, Staffordshire County Council)</p> <p>(E-mailed 21/03/18)</p>	<p>Thank you for consulting this office on the proposed designation of Drayton Bassett Conservation Area. Please find below the comments of the Environmental Advice Team.</p> <p>Historic Environment</p> <p>The proposed designation of Drayton Bassett Conservation Area is to be supported. With reference to Paragraph 1.5.1: Drayton Manor of the Conservation Area Appraisal, I would just note that whilst the moated site (HER record MST3720) is not marked on the first edition Ordnance Survey map substantial archaeological remains attesting to occupation of the site from the 11th to 14th-15th</p>	These comments are noted. It is proposed to amend the 4 th sentence to read. 'While the manor house does not appear on the first edition Ordnance Survey Map, substantial archaeological remains attesting to occupation of the site from the 11 th to 14 th -15 th centuries were recovered during excavations carried out in the late 1980s. A new manor house was built in the 16 th century on a new site to the north.'

centuries was recovered during excavations carried out in the late 1980s.

Landscape

The proposed Conservation Area Appraisal and Management Plan is supported.

According to *Planning For Landscape Change* the proposed Drayton Bassett Conservation Area lies on the transition between the character types Lowland village Farmlands and Riparian Alluvial Lowlands in Trent Valley Washlands. *Planning For Landscape Change* derived a landscape policy objective of Landscape Restoration for the landscape to the south and east and west; Landscape Enhancement to the north. This indicates that many features characteristic of the Types have been lost, and to halt further deterioration there is a need to encourage new planting and management.

Proposals in Action 7 are supported to maintain and contribute to the setting of the Conservation Area, at the same time projects that encourage positive management and enhancement of the landscape setting of the village would be welcomed.

Rights of Way

I have no comment to make regarding this Proposed Conservation Area as no public rights of way appear to be affected.

Should you have any queries regarding the content of this letter, please do not hesitate to contact me and I look forward to receiving the amended documents in

		due course.	
DBCAA3	Anne Derby (Area Planner (West Midlands) Canal and River Trust) (E-mail 4/4/18)	Thank you for your consultation on the proposed designation of Drayton Bassett Conservation Area. I can confirm that the Trust have no comments to make in this instance.	These comments are noted. No amendments are proposed.
DBCAA4	K. Acton (resident) (E-mail 4/4/18)	I note that the proposed Drayton Bassett conservation area does not include the historic site at the rear of St Peters Church in Old Manor Close? The redevelopment of this grassed area was declined when archaeologists found evidence of the ruins of the old Drayton Manor. It was deemed an historic site and planning permission for redevelopment was declined? It is therefore my recommendation that the grassed area known as the historical site located at the rear of St Peters Church in Old Manor Close also be included within the proposed conservation area?	These comments have been noted. Following the request to include these areas, the proposed boundary was revised and all residents were re-consulted. The revised boundary now includes the area of land mentioned.
DBCAA5	Mr D. Biggs (Chairman, The Tamworth and District Civic Society) (e-mail 23/4/18)	Dear Claire, It was very good to meet you and Ed Higgins at the Drayton Bassett Parish Council meeting re the proposed Conservation Area for the village on 20th March. As mentioned then, The Tamworth and District Civic Society hasn't actually received any correspondence or consultation from you on this matter since I e-mailed you below on 20th October 2017. We only knew about the council meeting and the current plan via the Parish Council. We still haven't received anything since we spoke to you on the 20th March.	These comments are noted. Following the request to include the school, the proposed boundary was revised and all residents were re-consulted. The revised boundary now includes the school and the neighbouring properties to ensure the boundary makes sense on the ground and is logical and defensible. TDCS were written to as part of the re-consultation, we received an e-mail response on 27/4/18 see DBCAA7. The incorrect date of demolition has been corrected.

Can you please check your consultation list and e-mail addresses so that TDCS is included?

As you know the suggestion of a Conservation Area originated from TDCS, with the support of parish councillors, so we are keen to be included in this worthy proposal to recognise, protect and enhance the historic core of Drayton Bassett village with a conservation area.

As mentioned on the 20th we are happy with the plan for proposed Area except for the exclusion of the Manor School. Our TDCS Committee site visit on the 20th, in advance of the parish council meeting, strongly confirmed our opinion (expressed below on 9th October last) that the exclusion of the historic school buildings fronting the main road makes no sense geographically, historically, or visually, and furthermore that their exclusion would actually detract considerably and noticeably from the integrity and value of, the proposed Conservation Area now and in the future.

Please note the formal submission and recommendation by TDCS that the school site - and certainly in so far as it includes the original school buildings - be included and incorporated within the proposed Conservation Area.

I also take the opportunity to reiterate an error spotted in your supporting documentation. Drayton Manor, with the exception of the Clock Tower and Estate Office (which survive to this day) was demolished in 1926, not after WW2.

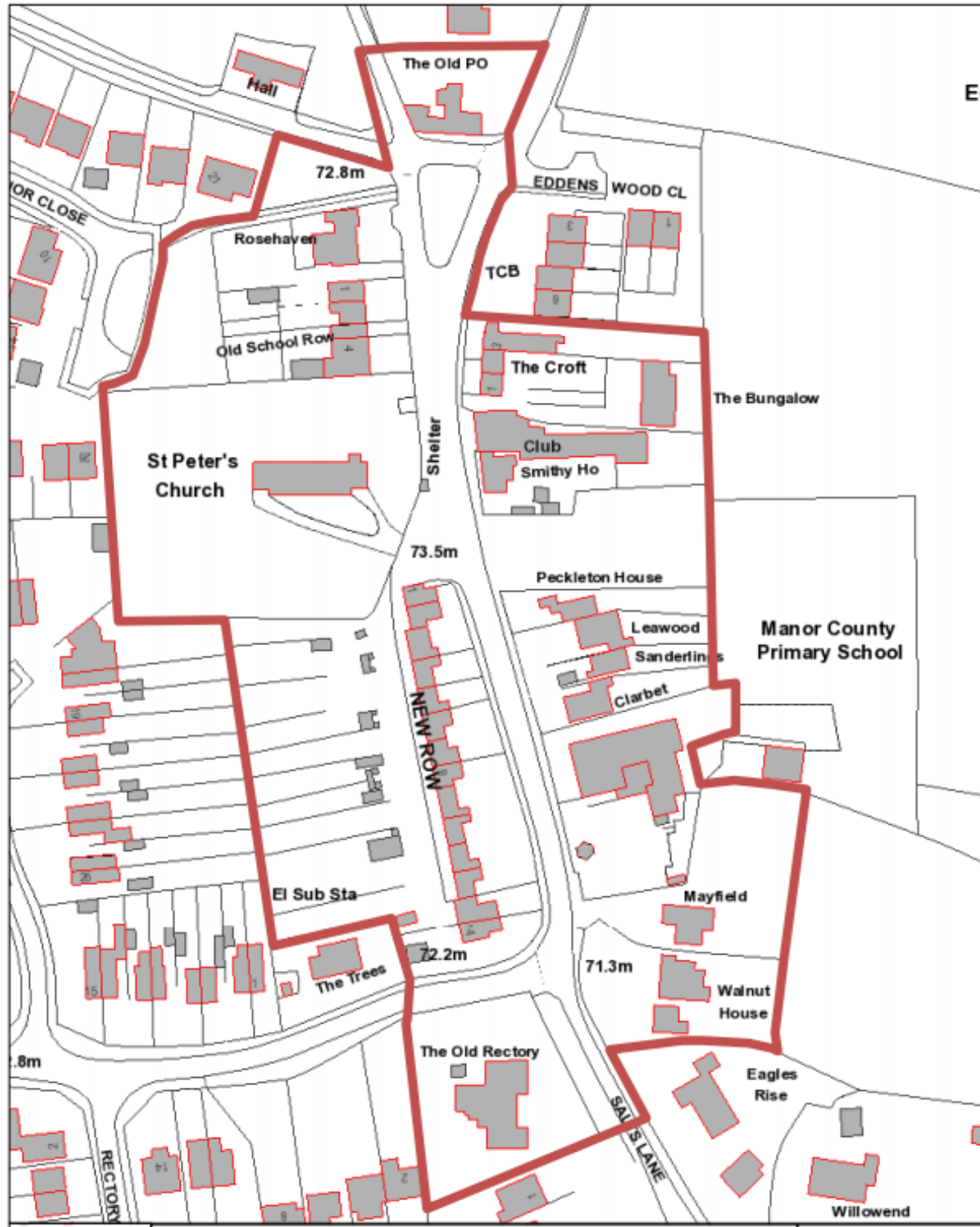
We look forward to hearing from you please. Thank

		you.	
DBCAA6	Mr & Mrs Heath (residents) (e-mail 12/4/18)	<p>We wish to respond in relation to the proposed conservation area in the core of Drayton Bassett village.</p> <p>We believe this is an important and positive step forward which will preserve the character and integrity of the village centre and fully support the proposals.</p>	These comments are noted and welcomed. No amendments are proposed.
DBCAA7	Mr D. Biggs (Chairman, The Tamworth and District Civic Society) (e-mail 27/4/18)	Thank you for taking on board our TDCS comments about the school. We shall send a formal response to the revised consultation period in due course.	These comments were received following the re-consultation on the revised boundary which included the school. These comments are noted. We did not receive any further response from TDCS.

Appendix B

Map of proposed boundary for Drayton Bassett Conservation Area

Please note this map has been re-sized and is not to scale.



Appendix C

Schedule of properties proposed for addition to the Local List

Drayton Bassett Conservation Area

Road	Property or structure
Drayton Lane	1 – 14 New Row Walnut House 3 Old School Row War Memorial

Fradley Neighbourhood Plan – Referral to Referendum



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

Date:	4 December 2018
Agenda Item:	10
Contact Officer:	Patrick Jervis/Ashley Baldwin
Tel Number:	01543 308196
Email:	Patrick.jervis@lichfielddc.gov.uk Ashley.baldwin@lichfielddc.gov.uk
Key Decision?	No
Local Ward Members	All Fradley ward members

CABINET

1. Executive Summary

- 1.1 This report relates to the preparation of a Neighbourhood Plan covering Fradley which has recently been the subject of formal examination by an Independent examiner.
- 1.2 The examiner of the Fradley 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 Fradley 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 Fradley 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 Fradley 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 Fradley 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 Fradley neighbourhood plan.
- 3.6 In line with the conclusions and recommendations of the examiner a proposed Decision Statement in respect of Fradley 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 Fradley 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"> 1. Lichfield District Council declines to send the Fradley Neighbourhood Plans to referendum. This would mean the Neighbourhood Plan would retreat to an earlier stage of development. 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.
Consultation	<ol style="list-style-type: none"> 1. In line with the Regulations the draft Fradley 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 (Fradley 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.
Financial Implications	<ol style="list-style-type: none"> 1. The Government has made grant aid available to District Councils in recognition of the level of resourcing required in the administration of Neighbourhood Plans. 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

	<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"> 2. Upon successful referendum the District Council becomes eligible and can apply for a grant of £20,000. 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.
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Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. The Neighbourhood Plan demonstrates that it is in broad conformity with the Local Plan Strategy which conforms with the Strategic Plan.
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Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 ensure that consultation is undertaken with the wider community.
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Crime & Safety Issues	<ol style="list-style-type: none"> 1. Crime and Community safety issues may be considered as part of an emerging Neighbourhood Plan.
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GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> 1. No privacy impact assessment has been undertaken.
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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>Background documents</p> <ol style="list-style-type: none"> 1. Neighbourhood Planning (General) Regulations 2012 2. Local Plan Strategy (Adopted February 17 2015) 3. Fradley Neighbourhood Plan Independent Examination Final Report 4. Fradley Neighbourhood Plan (Submission version)
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<p>Relevant web links</p> <p>Local Plan</p> <p>Neighbourhood Plans</p> <p>My Community Funding & Support</p> <p>Fradley Neighbourhood Plan</p>

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Decision Statement Regarding Fradley Neighbourhood Plan Proceeding to Referendum

1. Summary

- 1.1 Following an Independent Examination, Lichfield District Council has recommended that the Fradley 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 **04 December 2018** where it was confirmed that the Fradley 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 21 May 2014 Fradley and Streethay Parish Council requested that the Fradley 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 Fradley Neighbourhood Area on 9 December 2014.
- 2.2 In November 2017 Fradley Parish Council published the draft Fradley Neighbourhood Plan for a six week consultation, in line with regulation 14 of the Neighbourhood Planning (General) Regulations 2012.
- 2.3 The Fradley 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 22 May and 3 July 2018 (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.
- 2.4 He has concluded that, subject to modifications, the Fradley 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. Fradley Neighbourhood Plan Examiner's recommended modifications¹ 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/Fradleynp.

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**). Explanatory text will be shown with *italic text*.

TABLE 1

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
Para 1.3	<p><i>Modify the text of paragraph 1.3 as follows:</i></p> <p>Some of the Neighbourhood Plan policies are general and apply throughout the Plan area, whilst others are site or area-specific and apply only to the appropriate areas illustrated on the relevant map. Nevertheless, in considering proposals for development, the Parish and District Council will apply all relevant policies of the Plan. It is therefore assumed that the Plan will be read as a whole, although some cross-referencing between Plan policies has been provided Once made, the policies of the Plan form part of the development plan. Development should be carried out in accordance with</p>	The Local Planning Authority is responsible for determining planning applications in accordance with the development plan and it is a requirement that the plan is taken as a whole. Modification is therefore recommended to avoid confusion.	Yes – for clarity and avoid confusion.

¹ The neighbourhood plan was examined under the NPPF 2012 due to the transitional arrangements set out at paragraph 2014 of the NPPF 2018. Therefore references relating to the NPPF in this decision statement relate to the 2012 NPPF which was used for the purposes of the neighbourhood plan examination.

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>the development plan, the policies of which should be taken as a whole.</p>		
Para 1.13	<p><i>Delete the text of paragraph 1.13 and replace with the following text:</i></p> <p>It is noted that the Lichfield Local Plan Allocations Document is emerging through the planning system. Plan-makers have considered this document and the information supporting it, during the drafting of the Plan.</p>	<p>Reference to an emerging document can quickly become out of date. The document referred to was not submitted at the time the Neighbourhood Plan was drafted and has not yet emerged through examination.</p>	<p>Yes – for clarity.</p>
Policy FRANP1, Paras 4.1-4.4 and Fig 4.1	<p><i>Delete paragraphs 4.1 to 4.4 inclusive and replace with the following:</i></p> <p>Fradley is designated in the Lichfield District Local Plan as a Key Rural Settlement. As such, development within Fradley will be supported, not least as this will help the settlement to continue to provide for the services and facilities required by a growing community.</p> <p><i>Delete policy FRANP1 and replace with new policy FRANP1 as follows:</i></p> <p>Development within the settlement boundaries, as shown on Figure 4.1 below, will be supported.</p>	<p>Examiners reasoning is provided at paragraphs 63 to 77 inclusive of the examiner's report.</p> <p>Rather than allocate land the policy seeks to establish a spatial strategy for the area. It aims to do this by supporting development within the established settlement boundaries and at the same time seeks to largely prevent development elsewhere in the neighbourhood area.</p> <p>Policy states development outside of the settlement boundaries 'will not be permitted' unless several specific criteria are met. Such an approach runs the risk of pre-determining the planning application process by failing to allow for the consideration of all relevant issues. Rather it</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>Delete Figure 4.1 which has been overtaken by events and does not related to Policy FRANP1.</i></p> <p><i>Provide a new figure, showing the settlement boundaries (as per the Local Plan). New figure is included at Appendix A of this decision statement and will be titled as Figure 4.1: Village settlement boundary.</i></p>	<p>seeks to limit development to such an extent it conflicts with national and local policy.</p> <p>The policy would not permit development other than adjacent to settlement boundaries. This would prevent for example the extension or the conversion of a building outside of the settlement boundary, contrary to paragraph 28 of the NPPF.</p> <p>Policy would require all forms of development outside of the settlement boundary to prove demonstrable need. This is not defined and is therefore vague and does not have regard to national guidance.</p> <p>Policy also serves to place a burden upon any applicant regardless of the relevance, need or materiality of the information required contrary to paragraph 193 of the NPPF.</p> <p>Criteria iii, v, vi of the policy are reliant on another document not within the control of the neighbourhood plan and the development plan needs to be taken as a whole.</p> <p>Policy requires all development outside of the settlement boundary to deliver additional community facilities. There is no evidence to demonstrate that this requirement would be viable</p>	

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
		<p>or deliverable having regard to paragraph 173 of the NPPF.</p> <p>Criteria vii of the policy is not justified by evidence which demonstrates that the essential infrastructure delivery should be burdened by a requirement to demonstrate no other possible reasonable alternative location is available. Policy fails to have regard to paragraph 193 of the NPPF.</p> <p>The final part of the policy is vague and ambiguous.</p> <p>No plan has been provided to show where the settlement boundaries referred to actually are which makes interpretation of the policy difficult.</p> <p>The supporting text to the policy is confusing.</p>	
Policy FRANP2, Para 5.3	<p><i>Modify the text of Policy FRANP2 as follows:</i></p> <p>Proposals that would result in the loss of existing community facilities will not be supported unless appropriate re-provision is made will only be supported where they are replaced by equivalent or better provision in terms of quantity and quality in a suitable location. Such re-provision will be required to demonstrate that the replacement facility:</p> <ul style="list-style-type: none"> • is at least of an equivalent scale to the existing facility; and 	<p>Examiners reasoning is provided at paragraphs 78 to 88 inclusive of the examiner's report.</p> <p>Policy seeks to prevent the loss of existing community facilities and in this respect it has regard to national policy.</p> <p>However the policy sets out an overly-detailed and confused approach that would be likely to place a significant barrier in the way of provision of new, fit-for-purpose community facilities. As a</p>	Yes – for clarity and to meet the basic conditions and ensure conformity with national policy.

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> • is in a generally accessible location to the community of Fradley within the Neighbourhood Plan area; and • has a reasonable and demonstrable prospect of being delivered as soon as possible after the closure of the existing facility; and • can be secured by way of a unilateral undertaking or a Section 106 agreement; and • is of a quality fit for modern use. <p><i>Modify text of paragraph 5.3 as follows:</i></p> <p>Given the limited number and capacity of existing community facilities, the loss of any existing community facility to an alternative use will be strongly resisted by the Parish Council. The Parish Council would support the re-provision of community facilities so long as such re-provision would result in at least an equivalent, but preferably, a better new facility. It may be possible for the community facility in question to be re-provided as part of a proposed development. However, this would have to provide the facility to at least the size that it previously was and be of a quality fit for modern use. It must also be provided such that there is not a lengthy period between the demolition of the existing facility and its re-provision. The issue of the phasing arrangements between the availability of a new facility and the closure of the existing facility and the associated redevelopment of the site will ideally be</p>	<p>consequence, as worded, the policy does not contribute to the achievement of sustainable development and does not provide the decision maker with a clear indication of how to react to a development proposal having regard to paragraph 154 of the NPPF.</p> <p>The policy requires any replacement community facility to be of an equivalent 'scale' as that lost. It is not entirely clear why the 'scale' of the community facility is a key factor. Scale is undefined and could be interpreted in a number of ways. This part of the policy is vague and does not provide a decision maker with clarity having regard to paragraph 154 of the NPPF.</p> <p>It is not clear what the difference between a 'generally accessible' location and an 'accessible' location might be. The word 'generally' adds to the ambiguity of the policy.</p> <p>It is not clear why any replacement community facility needs to demonstrate that it 'can be secured' by a unilateral undertaking or section 106 agreement. Facilities can come forward in many ways. The need to demonstrate such a requirement may prevent simple replacement of a community facility and there is no substantive evidence to the contrary.</p>	

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	expected to be addressed either in a unilateral undertaking or a Section 106 agreement.	<p>No information is provided as to who be the arbiter of whether a community facility is 'of a quality fit for modern use' or how this what be determined and on what basis. This fails to provide a decision maker with a clear indication of how to react to a development proposal having regard to paragraph 254 of the NPPF.</p> <p>Part of the supporting text reads as though it comprises a policy, which it does not.</p>	
Policy FRANP3, Paras 5.12, 5.13	<p><i>Modify text of policy FRANP3 as follows:</i></p> <p>A. Proposals for new and/or improved community facilities will be supported subject to the following criteria:</p> <p>a. the proposal would not have significant harmful impacts on the amenities of surrounding residents and other activities; and</p> <p>b. the proposal would not have significant harmful impacts on the surrounding local environment; and</p> <p>c. the proposal would not have unacceptable impacts on the local road network; and</p> <p>d. the proposal would provide appropriate car parking facilities; and</p> <p>e. the proposal is located within or immediately adjacent to the village settlement boundaries as defined in Policy FRANP1.</p>	<p>Examiners reasoning is provided at paragraphs 89 to 95 inclusive of the examiner's report.</p> <p>Policy seeks to provide for new and expanded sports facilities. In this regard it has regard to national policy.</p> <p>As set out the policy lists criteria that are ambiguous and which fail to provide for a balanced consideration of the benefits and possible harm arising from development proposals.</p> <p>Policy would prevent any new sports facilities that would have 'unacceptable' or 'harmful' impacts in respect of the amenities of residents, the amenities of 'other uses', the local environment and the local road network. This leaves the policy open to wide and subjective interpretation. It is not clear in the absence of any information what 'appropriate' car parking facilities might comprise.</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>A. Proposals for new and/or improved community facilities within, or adjacent to village settlement boundaries, that would respect local character and residential amenity, and which do not result in harm to highway safety, will be supported.</p> <p>B. The provision of the following sports facilities in a location that is generally accessible to the community of Fradley will be strongly supported:</p> <p>a. Two adult football pitches, with the provision of one pitch as an artificial surface (3G or equivalent), with floodlighting.</p> <p>b. A mini football pitch, preferably located alongside the adult pitches to allow sharing of associated facilities.</p> <p>c. A sports and social facility of at least 600m² floorspace incorporating:</p> <p>i. a main hall;</p> <p>ii. kitchen and WCs;</p> <p>iii. changing room facilities commensurate with the need to serve three football pitches;</p> <p>iv. provision of on-site parking totalling approximately 750m².</p> <p>C. The provision of a cricket pitch and associated social/changing facilities will be strongly supported. The preferred location for such provision is as part of a shared offer with any</p>	<p>The second part of the policy sets out detailed aspirations but does not provide any information to demonstrate that it is viable and deliverable. A list of local aspirations does not form a land use planning policy but rather appears as a wish list.</p>	

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>football pitches and social/changing facilities unless separate social/changing facilities can be provided.</p> <p><i>Modify text of paragraphs 5.12 and 5.13 as follows:</i></p> <p>5.12 Along with the additional pitch provision there should be a, the parish Council would like to see a new 600m2 sports and social facility which incorporates changing facilities to serve the additional pitches. In addition there should be approximately 750m2 of car parking provision; and an additional circa 750m2 of car parking.</p> <p>5.13 The provision of a cricket pitch is supported, which should be provided along with a pavilion and appropriate changing facilities. It would be efficient to provide this along with the football pitches and other facilities. This would enable the social/changing facilities to be sharedThe Parish Council would also like to see the provision of a new cricket pitch, pavilion and appropriate changing facilities.</p>		
Policy FRANP4	<p><i>Modify text of policy FRANP4 as follows:</i></p> <p>A. — Proposals for a new community hub will be supported, the provision of which should seek to include:</p> <p>a. — a public house; and</p>	<p>Examiners reasoning is provided at paragraphs 96 to 97 inclusive of the examiner's report.</p> <p>Policy provides a detailed description of something that the community would like to see, but does not demonstrate deliverability or viability. The Policy</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
	<p>b. community meeting space capable of internal adaptation to meet a range of needs; and c. kitchen and WCs; and d. a community library; and e. managed workspace (Class B1c); and f. meeting rooms; and g. car and bicycle parking.</p> <p>A. Such provision should be located within or immediately adjacent to the village settlement boundaries as defined in Policy FRANP1 and be generally accessible to the community of Fradley.</p> <p>Proposals for a new community hub within, or adjacent to village settlement boundaries, will be supported.</p>	<p>appears as a wish-list rather than a land use planning policy.</p>	
Policy FRANP5	<p><i>Modify text of policy FRANP5 as follows:</i></p> <p>A. Proposals for new and/or improved play and youth facilities will be supported subject to the following criteria:</p> <p>a. the proposal would not have significant harmful impacts on the amenities of surrounding residents and other activities; and</p> <p>b. the proposal would not have significant harmful impacts on the surrounding local environment; and</p>	<p>Examiners reasoning is provided at paragraphs 98 to 100 inclusive of the examiner's report.</p> <p>The policy includes vague references to "significant" and "unacceptable". Part B of the policy comprises a local aspiration not supported by evidence relating to deliverability and viability and Part C contradicts part A by introducing an ambiguous approach to prioritisation.</p> <p>As worded the policy is imprecise and does not provide a decision maker with a clear indication of</p>	<p>Yes – to meet the basic conditions and be consistent with national policy and to provide clarity.</p>

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>e. — the proposal would not have unacceptable impacts on the local road network; and</p> <p>d. — the proposal is located within or immediately adjacent to the village settlement boundaries as defined in Policy FRANP1.</p> <p>B. — The provision of play and youth facilities in locations that are able to support the existing community will be strongly supported. The provision of a Neighbourhood Equipped Area for Play (NEAP), a Multi-Use Games Area (MUGA) and Local Equipped Areas for Play (LEAPs) that is accessible (based on a 10-minute/480m walk time/distance) to Fradley Village and, in particular, Fradley South, will be strongly supported.</p> <p>B. — If it is clearly demonstrated that such provision is not deliverable in these locations, then equivalent provision as part of other development in Fradley will be strongly supported, provided it is in a location that is generally accessible to the community of Fradley.</p> <p>Proposals for a new and/or improved play and youth facilities within, or adjacent to village settlement boundaries, that respect local character and residential amenity, and which do not result in harm to highway safety, will be supported.</p>	<p>how to react to a development proposal, having regard to paragraph 154 of the NPPF.</p>	

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
Policy FRANP6, paras 6.5, 6.6, 6.7, 6.9, 6.10	<p><i>Modify the text of paragraph 6.5 as follows:</i></p> <p>The particular issues that must be considered in demonstrating that a development scheme is acceptable are as follows The Parish Council would like to see the following things taken into account by new development:</p> <ul style="list-style-type: none"> Plot width - plots must should be of sufficient width to allow a building(s) to be sited with adequate separation between dwellings. The width of the remaining and the new plot should be similar to that prevailing in the immediate area. Building line - where the established building line of existing dwellings is a feature of the area, new development should respect that building line. Visual separation - new dwellings must should have similar spacing between buildings to that commonly found on the street frontage. Building height - new buildings should reflect the height of existing buildings. Where existing buildings are of a uniform height, new buildings should respect that height and vice versa. Daylight and sunlight - new buildings should not adversely affect neighbouring properties by seriously reducing the amount of daylight available through windows. Blocking direct sunlight from reaching neighbouring properties can cause overshadowing and is not acceptable. 	<p>Examiners reasoning is provided at paragraphs 101 to 109 inclusive of the examiner's report.</p> <p>Section B of the policy fails to provide for a balanced consideration of development proposals, such that benefits can be weighed against harm arising. As such it places an obstacle in the way of the achievement of sustainable development. It is not clear, in the absence of any detailed justification, why all developments must reflect the appearance of neighbouring properties; and there is nothing to demonstrate how all development might protect all aspects of residential amenity or why it must do so.</p> <p>Part B does not make grammatical sense and in the absence of any justification it is not clear how and why every development proposal must demonstrate a positive contribution to its character area, whether this would be deliverable and viable in all instances, and why a development proposal would necessarily fail to be sustainable if it failed to achieve this. This part of the policy does not have regard to paragraphs 173 and 193 of the NPPF in respect of deliverability, viability, necessity, materiality and relevance.</p> <p>Section C of the policy sets out a long list of requirements which appear subjective and ambiguous, and which are not supported by any</p>	

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<ul style="list-style-type: none"> • Bin storage – ensure adequate provision, either through access round the outside of the house, or if this is not possible, then specific bin stores to be designed at the front of properties to avoid bins just being left to dominate the frontage of properties. • Parking and access arrangements - satisfactory arrangements will be required for parking and access. Generally parking areas to the front of the property using the front garden will not be acceptable unless this is the should not be to the front of the property using the front garden unless this is the prevailing pattern of parking in the locality. Frontage for parking may not be appropriate in areas where enclosed. • Boundary treatment - boundary treatment along the frontage should reflect that prevailing in the area. Proposals for open frontages or the use of the frontage for parking will not be acceptable in areas where enclosed front boundaries prevail. Existing hedgerows should be retained unless their location is required to serve the development, for example, access roads. <p><i>Delete paragraph 6.6.</i></p> <p><i>Modify the text of paragraph 6.7 as follows:</i></p>	<p>evidence to demonstrate they have regard to paragraph 193 of the NPPF. Words and phrases within the section result in a vague policy that is open to wide interpretation and subjectivity and which does not provide a decision maker with a clear indication of how to react to a development proposal, having regard to paragraph 154 of the NPPF.</p> <p>Part of the supporting text reads as though it is a policy requirement which it is not.</p>	

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>It is important that the guidance in the Fradley Character Areas Assessment, or any successor document, is followed in respect of the two character areas in Fradley. These character areas that have been identified cover Fradley Village and Fradley South. The character areas in the Fradley Character Area Assessment cover Fradley Village and Fradley South.</p> <p>The extent of the Character Areas are shown in Figure 6.1 below, with the two character areas of Fradley Village and Fradley South shown, along with the period when they were developed.</p> <p><i>Modify the text of paragraph 6.9 as follows:</i></p> <p>For each, their landscape character, townscape, built form, vegetation and hard landscape and boundary treatment are described. It provides guidance in respect of each character area and identifies specific features which are encouraged to be replicated or avoided. It is particularly important that this guidance is followed by development proposals.</p> <p><i>Modify the text of paragraph 6.10 as follows:</i></p> <p>It is also important that development respects Development should respect the rich heritage of Fradley, as outlined in Section 2. Development within the conservation areas is encouraged by national planning policy to preserve and, where possible, enhance its setting. Equally, development should avoid</p>		

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>or minimise the impact on designated heritage assets, depending on their significance.</p> <p><i>Modify the text of Policy FRANP6 as follows:</i></p> <p>A. Proposals for new development or the redevelopment of existing buildings should contribute towards the local distinctiveness of Fradley. They should demonstrate high quality, sustainable and inclusive design and architecture as well as good urban design. Development should respect the residential amenity of neighbouring occupiers and have regard to the Fradley Character Area Assessment.</p> <p>B. All development shall protect the amenity of neighbours, and reflect the scale, mass, height and form of neighbouring properties. Development should also demonstrate, through good urban design, that it will have a positive effect on Development proposals must demonstrate how they contribute positively to the features of the respective character areas, as described in the Fradley Character Area Assessment.</p> <p>C. In particular, development proposals shall:</p>		

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>i. — ensure that they are not designed at densities which could harm amenity through insufficient provision of public and private amenity space; and</p> <p>ii. — avoid the appearance of cramming; and</p> <p>iii. — be in keeping with the form of development of properties in the immediate surrounding area, unless otherwise indicated in the Fradley Character Area Assessment; and</p> <p>iv. — ensure that new buildings do not adversely affect neighbouring properties by seriously reducing the amount of daylight available through windows or by obstructing the path of direct sunlight or window; and</p> <p>v. — demonstrate that they have appropriately addressed any impact either on the setting of designated heritage assets or on the assets themselves; and</p> <p>vi. — use high quality materials; and</p> <p>vii. — ensure that it does not unacceptably reduce the level of existing private amenity space provision for existing residential properties; and</p> <p>viii. — provide adequate bin storage; and</p> <p>ix. — provide appropriate parking and access arrangements, both for the new development and existing properties where they would be affected; and</p> <p>x. — reflect the prevailing boundary treatments including, where possible, the retention of hedgerows; and</p>		

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>xi. demonstrate effective permeability for vehicles, pedestrians and cyclists both through a site and in connecting the site to its surrounding areas.</p>		
<p>Policy FRANP7, Paras 6.21, 6.22, 6.23</p>	<p>Delete paragraphs 6.21, 6.22 and 6.23 and the two photographs above these paragraphs.</p> <p>Modify the text of Policy FRANP7 as follows:</p> <p>A. The following areas shown on the Proposals Map are designated as a Local Green Spaces:</p> <ol style="list-style-type: none"> 1. Watersmeet public open space 2. Fradley skate park and MUGA 3. Worthington Road play area 4. Statfold Lane large public open space 5. Statfold Lane small public open space 6. Public open space at the junction of Williams Avenue and Rumbold Avenue 7. Fradley Wood, Gorse Lane <p>B. Proposals for built development on these Local Green Spaces will not be permitted unless:</p> <ul style="list-style-type: none"> • the proposal is of a limited nature and it can be clearly demonstrated that it is required to enhance the role and function of an identified Local Green Space; or • the proposal would result in the development of local community infrastructure as required by Policy FRANP3. 	<p>Examiners reasoning is provided at paragraphs 110 to 119 inclusive of the examiner's report.</p> <p>The NPPF sets out the requirements for the designating of local green spaces. Plan-makers should demonstrate that these requirements are met in full. These are that the green space is in reasonably close proximity to the community it serves; it is demonstrably special to a local community and holds a particular local significance; and it is local in character and not an extensive tract of land.</p> <p>The first six listed local green spaces are also in close proximity to the communities they serve, local in character and do not form extensive tracts of land.</p> <p>However, the proposed local green space at Fradley Wood appears as an extensive tract of land relative to the size of the neighbourhood area and its settlements. The proposed space is many times the size of other areas of local green space. Further, the space is some considerable distance from the settlements and as such it is not clear to</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
	<p>B. Areas of Local Green Space will be protected in a manner consistent with the protection of land within Green Belts.</p> <p><i>Provide a new figure in the Proposals Maps section which clearly shows the precise Local Green Spaces and which removes the 'Fradley Wood' local green space. These maps are included at Appendix B of this decision statement.</i></p>	<p>the examiner that it is located in reasonably close proximity to the community it serves.</p> <p>National policy is explicit that managing development within a local green space is consistent with policy for green belt. The policy wording does not have regard to this but seeks to impose its own policy for managing development.</p> <p>Policies map shows the areas at a very small scale.</p>	
Policy FRANP8	<p><i>Modify the text of Policy FRANP8 as follows:</i></p> <p>A. <i>Developments proposals are expected to have regard to the existing natural and heritage features on a site and to retain these wherever possible. Development should provide net gains in biodiversity wherever possible. In particular, development should retain and enhance river habitats where relevant.</i> Development must respect important natural and heritage features and provide net gains in biodiversity where possible. The retention and enhancement of river banks will be supported.</p> <p>B. <i>Where natural features have to be removed, development proposals are expected to incorporate new green infrastructure, including the planting of new linear features, such as hedgerows, in order to ensure that the character of the settlement and the ecological and natural</i></p>	<p>Examiners reasoning is provided at paragraphs 120 to 123 inclusive of the examiner's report.</p> <p>The policy does not distinguish between 'natural features' which could apply to any number of things. Further, it is not clear, in the absence of any information, when it would and would not be 'relevant' to retain and enhance river habitats.</p>	Yes- for clarity and meet the basic conditions.

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>resources in the area are protected Development should not result in the net loss of biodiversity or green infrastructure, including hedgerows.</p>		
<p>Policy FRANP9 and Para 7.1</p>	<p>Modify the text of paragraph 7.1 as follows:</p> <p>7.1 Within the Fradley Neighbourhood Plan area, Fradley Park provides a significant number of jobs principally in the warehousing and distribution sector. As a strategic employment location, its role is of significant importance, not least for the jobs that it provides. This is expected to be reinforced by the allocation of further land south of Fradley Park for employment use in the Lichfield Local Plan Allocations Focused Changes DPD and development there is supported by the Neighbourhood Plan, subject to compliance with other policies within the Plan.</p> <p>Modify the text of Policy FRANP9 as follows:</p> <p>A. — Development proposals to provide small-scale office and/or light industrial (B1-class) employment opportunities will be supported. In particular, proposals to provide a new facility as part of a multi-functional community facility (in line with the requirements of Policy FRANP4) will be particularly strongly supported.</p>	<p>Examiners reasoning is provided at paragraphs 124 to 128 inclusive of the examiner's report.</p> <p>It is not clear why "in particular...particularly strongly supported" is any different to "supported". This part of the policy along with the part which refers to the Local Plan is not concise.</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>A. — This policy applies within the village settlement boundaries and within the Fradley Park employment area, as identified in the Lichfield District Local Plan.</p> <p>Within the settlement boundaries and the Fradley Park employment area, the development of small-scale office and/or light industrial (B1 class) employment opportunities, including a new facility as part of a multi-functional community facility will be supported.</p>		
Policy FRANP11 and Para 8.4	<p><i>Modify the text of paragraph 8.4 as follows:</i></p> <p>Where improvements are needed, the Parish Council will seek to encourage contributions will be sought through Section 106 agreements and will be used to part-fund these and lever in match funding from other sources.</p> <p><i>Modify the text of Policy FRANP11 as follows:</i></p> <p>A. Development proposals to improve cycling and walking will be supported. In particular, provision of cycle and pedestrian routes that are physically separated from vehicular traffic and from one another will be strongly supported. Such routes should also ensure that access by disabled users and users of mobility scooters is secured Development proposals to improve cycling, walking and disability access, including those that separate cycle and</p>	<p>Examiners reasoning is provided at paragraphs 132 to 137 inclusive of the examiner's report.</p> <p>The policy is not concise. There is no evidence to demonstrate that it would be viable or deliverable for all development to ensure safe pedestrian access to link up with existing footways that directly serve movement routes and this part of the policy does not have regard to paragraph 173 of the NPPF in respect of viability and deliverability.</p> <p>NPPF paragraph 32 is explicit in establishing that development should only be prevented on transport grounds where the residual cumulative impacts of development are serve and part D of the policy does not have regard to this.</p> <p>Part E of the policy is unclear. There is no evidence to demonstrate that access provision might only be</p>	Yes – to meet the basic conditions to ensure compliance with national policy.

Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>pedestrian routes from vehicular traffic will be supported.</p> <p>B. To ensure that residents can access public transport facilities, schools, leisure and other important facilities serving Fradley, all new developments should ensure safe pedestrian access to link up with existing footways that, in turn, directly serve the Movement Routes shown on the Policies Map.</p> <p>C.B. Proposals to enhance the identified Movement Routes will be strongly supported. Proposals to enhance the identified Movement Routes will be supported.</p> <p>D. Development will be expected to not have an unacceptable impact on Movement Routes and to provide a strategy to mitigate the impact of additional traffic movements on the safety and flow of pedestrian and cycle access.</p> <p>E. Where pedestrian, cycle and disabled access provision is not addressed by dedicated provision of crossings, improvements to existing crossing points will be supported. This includes provision of dropped kerbs for disability and pushchair access.</p>	<p>provided through the provision of crossings or dropped kerbs and access might not be addressed by dedicated provision of crossings in all manner of circumstances where dropped kerbs may be irrelevant, unnecessary or inappropriate.</p>	
Policy FRANP12 and para 8.10	<p><i>Modify the text of paragraph 8.10 as follows:</i></p> <p>In order to consider the cumulative impacts, any Transport Assessment or Transport Statement will need to provide a common methodology that relates to previous assessments or statements The Parish Council</p>	<p>Examiners reasoning is provided at paragraphs 138 to 139 inclusive of the examiner's report.</p> <p>Policy FRANP12 is predicated upon the provision of information to satisfy the Highway Authority. This</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
	<p>will seek to work with applicants, the highway authority and other parties to encourage the provision of Transport Assessments or Statements that address the cumulative transport impact on road junctions, particularly Hilliard's Cross and Fradley Village on the A38 and the Gorse Lane Bridge.</p> <p><i>Delete Policy FRANP 12.</i></p> <p><i>Delete the 'Highway capacity at key road junctions' from the policies maps. These maps are included at Appendix C of this decision statement.</i></p>	is not something the neighbourhood plan can control.	
Policy FRANP13 and paras 8.11, 8.12, 8.13, 8.14, 8.15	<i>Delete policy FRANP13 and paragraphs 8.11 to 8.15 inclusive and the photograph on page 49 of the plan.</i>	<p>Examiners reasoning is provided at paragraphs 140 to 143 inclusive of the examiner's report.</p> <p>First part of the policy repeats existing policies but in a less detailed manner.</p> <p>Second part of the policy states that garages/car ports must be permanently available for car parking use. No information is provided as to how such an onerous requirement might be monitored and/or controlled. In the absence of such information this part of the policy is unjustified as it is not apparently deliverable having regard to paragraph 173 of the NPPF.</p>	Yes – for clarity and the meet the basic conditions to be in conformity with national policy.
Policy FRANP14 and para 9.3	<i>Modify the text of paragraph 9.3 as follows:</i>	Examiners reasoning is provided at paragraphs 144 to 148 inclusive of the examiner's report.	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>For older people, changing needs will not only concern type of housing. For many people, their needs will relate to the type of social care they receive, as some may be unable to continue living in their own homes as they age. There is interest in delivering care facilities for the elderly in Fradley and such provision is supported by the Neighbourhood Plan. In particular, such provision should seek to be The Parish Council will seek to ensure that such provision is well integrated with existing or newly planned development so that residents of any care facilities who are mobile are not isolated from the wider community.</p> <p><i>Modify the text of Policy FRANP14 as follows:</i></p> <p>A. In order to ensure that existing residents of Fradley can continue to live in their community as they age and their housing needs change, the provision of dwellings that demonstrably meet the needs of older people or are capable of adaptation to meet such needs is encouraged will be supported. This is particularly the case for 2- and 3-bed units which are the most appropriate dwelling sizes to address these needs.</p> <p>B. If reasonable provision of such units as a proportion of the total number of dwellings is not made, then it should be demonstrated why this would make the development unviable or why it is technically unfeasible.</p>	<p>Generally the first part of the policy supports the provision of housing to meet the needs of older people and as such has regard to national policy. It is not clear how this part of the policy might be encouraged.</p> <p>Part B of the policy is ambiguous as no indication is provided as to what would comprise "reasonable provision". This part of the policy does not provide a decision maker with a clear indication of how to react to a development proposal having regard to paragraph 154 of the NPPF.</p> <p>The final part of the policy supports the delivery of facilities to support the care needs of older people and has regard to paragraph 70 of the NPPF.</p>	

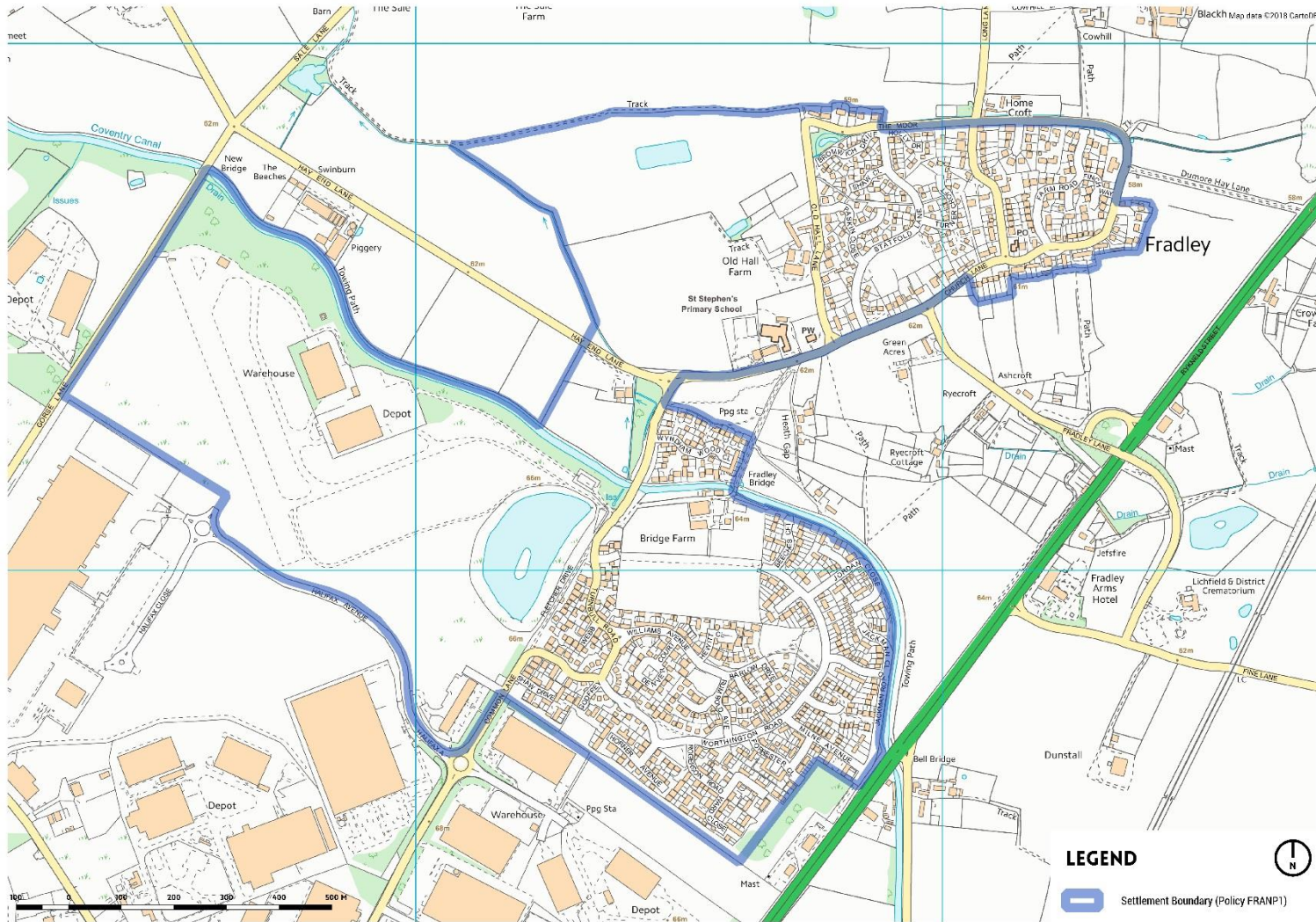
Section in Examined Document	Examiner's Recommendation	Examiner's Reason	Local Authority's decision and reason
	<p>C.B. Provision of facilities in Fradley to support the care needs of elderly people (Class C2) will be supported.</p>		
Page 51, para 10.2, Table 10.1	<p><i>Modify the text of paragraph 10.2 as follows:</i></p> <p>The areas in which issues to work on have arisen in the course of consultations are noted in Table 10.1. Ownership of the issues has been suggested and when agreed active action planning should follow. Inclusion in this list is not meant to signify approval or prioritisation of these issues.</p> <p><i>Delete the final column of table 10.1 'lead agencies and partner'.</i></p>	<p>Examiners reasoning is provided at paragraphs 149 to 150 inclusive of the examiner's report.</p> <p>The neighbourhood plan cannot impose requirements on other bodies or organisations.</p>	Yes – for clarity.
Whole document	<p><i>Update the contents page, policy numbering, paragraph numbering, policies maps, figures and page numbering to take account the recommendations contained within the examiners report.</i></p>	<p>Examiners reasoning is provided at paragraphs 151 to 152 inclusive of the examiner's report.</p> <p>Recommendations from the examiner's report will have subsequent impact on contents, policy numbering, paragraph numbering, policies maps, figures and page numbering.</p>	Yes – for consistency with other recommendation modifications.

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. “Referendum Version” . 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 document	Delete ‘Submission Stage (Regulation 16) draft’ from the header on each page.	Yes – to show the progression of the plan.

Appendix A

Figure 4.1: Village settlement boundary



Appendix B

Local Green Space Maps

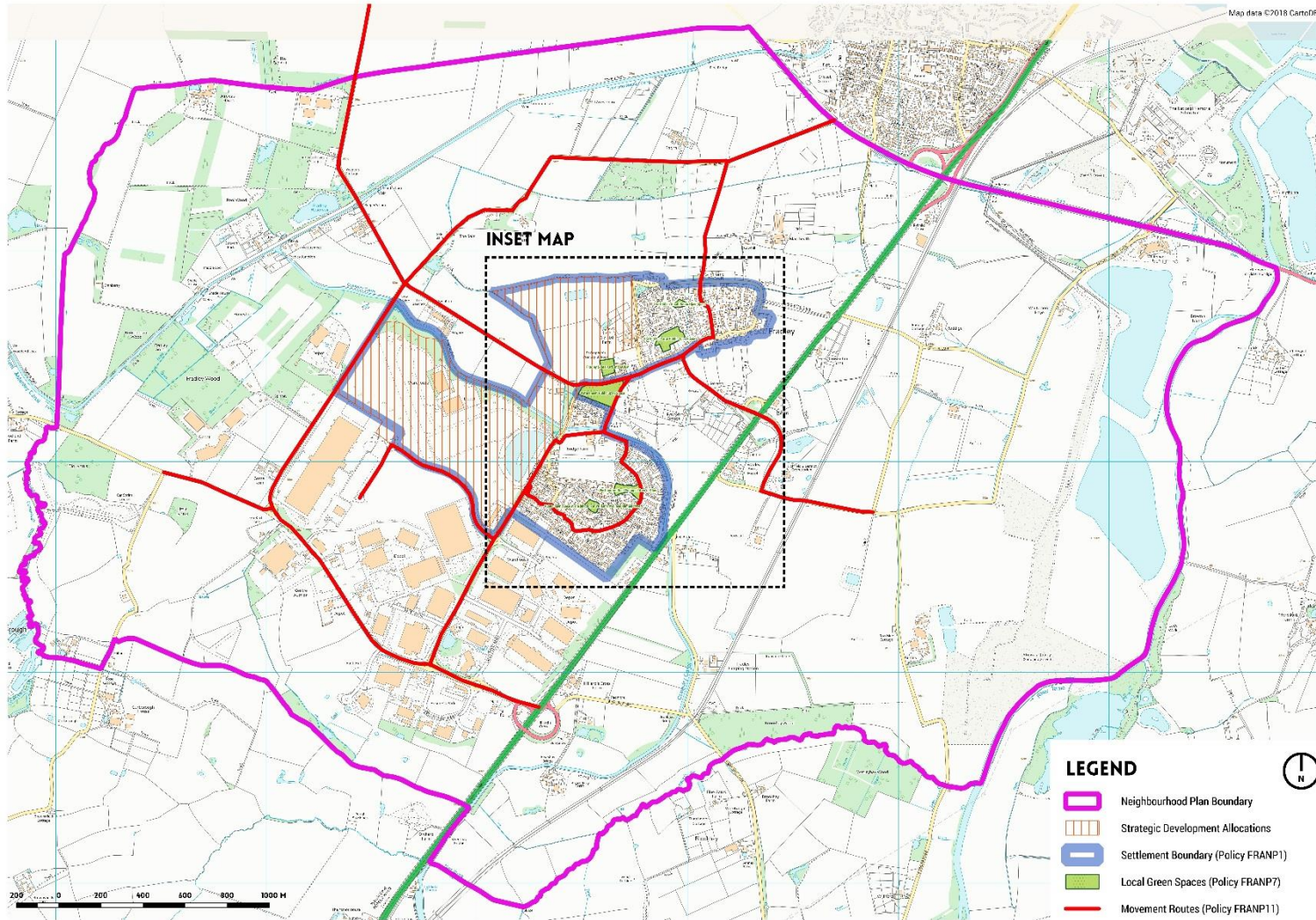


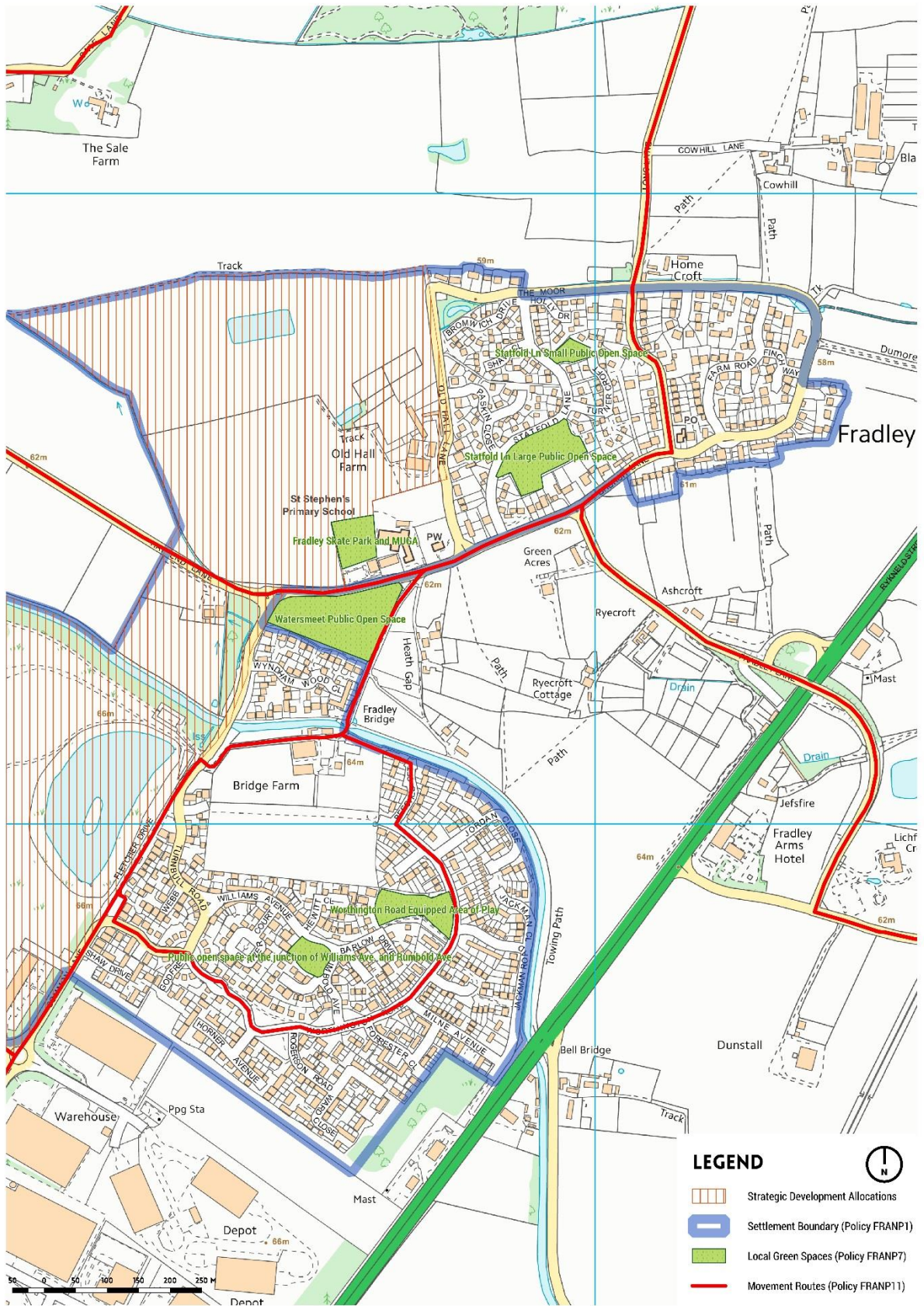




Appendix C

Proposals Maps





LICHFIELD DISTRICT PARISH FORUM

22 OCTOBER 2018

PRESENT:

Councillors Mrs Barnett (Chairman), Bamborough (Vice-Chair)

Councillor Mrs J Altham (Alrewas Parish Council), Councillor R Cox (Lichfield District Council also representing Armitage with Handsacre Parish Council), Councillor S Clarke (Hints with Canwell Parish Council), Councillor D Cross (Fradley and Streethay Parish Council), Councillor Mrs M Greenway (Hammerwich Parish Council), Councillor E A Harrison (Mavesyn Ridware Parish Council), Councillor B Hout (Fazeley Town Parish Council), Councillor Mrs P Kynaston (Hints and Canwell Parish Council), Councillor G Kynaston (Hints and Canwell Parish Council), Councillor J Lacey (Edingale Parish Council), Councillor J Meikle (Edingale Parish Council), Councillor Mrs G Stockdale (Mavesyn Ridware Parish Council), Councillor K Vernon (Mavesyn Ridware Parish Council), Councillor H Warburton (Fradley and Streethay Parish Council), Councillor K V Wasdell (Hammerwich Parish Council), Councillor P Young (Hints with Canwell and Wall Parish Councils Clerk)

11 INTRODUCTION AND WELCOME

Councillor Mrs Barnett (Chairman) welcomed everyone to the meeting.

12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Banevicius and Councillor C Creatorex, Councillor Mrs V Neale (Shenstone Parish Council) and Councillor Mrs J Smith (Curborough Elmhurst Farewell and Chorley Parish Council) and Mrs B Brettell (Burntwood Town Council).

13 TO RECEIVE THE MINUTES OF THE MEETING 7 MARCH 2018

The Minutes of the meeting held on the 7 March 2018 as circulated were received and signed as a correct record.

14 UPDATE ON LICHFIELD POLICING (INCLUDING Q & A SESSION)

Marisha Place, Lichfield & District Partnership Manager and Mark Smith, Neighbourhood Commander for Lichfield & District area for Staffordshire Police attended the meeting and updated the Parish Forum on Policing in Staffordshire.

Chief Inspector Mark Smith reported to the Forum that he had been in post since May 2018 and had brought in a new operating model as the previous one was not sustainable from the loss of budget and Officers. He then reported that there was now 17 Police Officers and 20 PCSOs and approximately 30 to 40 Special Constables. It was noted that there were less officers than neighbouring areas due to perceived lower demand.

Issues and priorities for the local Policing area were then reported to the Forum and it was noted that crime including vehicle theft and burglaries committed from travelling offenders from outside the district was on the increase however traffic officers situated on the main road networks around the area were being utilised. It was reported that Officers time was being taken up dealing with the greater responsibility on care including mental health matters. 'County Lines' matters were an increasing concern for the Police and the fact these groups targeted areas where resources were reduced. The Chief Inspector reported that it was a priority for him and was doing early enforcement to prevent vulnerable people being targeted by these gangs.

It is however reported that ASB had reduced by 5% across the District, a reduction overall in dwelling burglaries and a reduction in drug crime. It was noted that this remained a priority as it can reduce other crimes. Domestic abuse was mentioned and that all enquiries were followed up and this had resulted in a reduction in reports of domestic violence.

The Forum had concerns that there were still no resources available in rural areas of the district, including PCSOs and it was reported that the Chief Inspector would look into this further. Members felt overnight patrols were needed as this is when most rural crime took place. Members also felt that not enough investigation of crimes was taking place. It was noted that telephone interviews were more common now but this was a nationally agreed process not a local one.

When asked, it was noted that there was no indication of the situation and the resource levels changing in the next 5 years and there will be a greater reliance on digital resources.

It was asked if there was capability to go into schools to educate, especially regarding drugs. It was reported that they were working with Partners to go into schools to do this.

Policing reoffending criminals was discussed and it was reported that there was an Integrated Repeat Offender Officer but there was no power to eject someone from an area, however, partners may if they live in social housing.

Marisha Place and Mark Smith were thanked for their attendance.

RESOLVED: That the information received be noted.

15 PRESENTATION "PEOPLE HELPING PEOPLE"

Councillor Mrs Janet Eagland, Cabinet Support Member for Community and Wayne Mortiboys, Strategic Delivery Manager for Staffordshire County Council (SCC) gave a Presentation on their initiative "People Helping People".

Key principles were reported and the speakers said that Staffordshire County Council were focused on aiding community organisations to provide support to residents that need interaction, social activity which in turn increases their healthy wellbeing in turn taking pressure off social care provided by the County Council. It was noted that 75% of Staffordshire County Council's budget was spent on residents that had the greatest needs for social care and in ill health. It was reported that there was a large funding gap in the Staffordshire County Council's budget and initiatives like this would help close it.

Examples as to how this scheme had helped already were given and Councillor Mrs Janet Eagland explained her role and requested that if any Parish Council or Councillor had any ideas where their community could help residents through events or providing services, to contact her and she would do all she can to support them.

Councillor Mrs Janet Eagland and Wayne Mortiboys were thanked for their attendance.

RESOLVED: That the information received be noted.

16 ANY OTHER BUSINESS

There was no other business discussed.

(The Meeting closed at 8.15 pm)

CHAIRMAN

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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