

Public Document Pack

Your ref
Our ref
Ask for Mark Hooper
Email mark.hooper@lichfielddc.gov.uk



District Council House, Frog Lane
Lichfield, Staffordshire WS136YU

Customer Services 01543 308000
Direct Line 01543 308064

1 April 2019

Dear Sir/Madam

CABINET

A meeting of the Cabinet has been arranged to take place on **TUESDAY, 9TH APRIL, 2019** at **6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Turner'.

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



www.lichfielddc.gov.uk



[/lichfielddc](https://www.facebook.com/lichfielddc)



[lichfield_dc](https://twitter.com/lichfield_dc)



MyStaffs App

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Statement of Community Involvement (SCI) 3 - 50
4. Amendments to the List of Buildings of Local Architectural and Historic Interest: Consultation 51 - 86
5. Sustainable Design SPD Appendix A Update 87 - 112
6. Multi-Storey Car Park Refurbishment

To consider the outcome of the call-in considered by Economic Growth, Environment and Development (Overview & Scrutiny) Committee on 1 April 2019



Statement of Community Involvement

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



Date:	9 th April 2019
Agenda Item:	3
Contact Officer:	Sarah Matile / Ashley Baldwin
Tel Number:	01543 308152/ 308147
Email:	sarah.matile@lichfielddc.gov.uk / ashley.baldwin@lichfielddc.gov.uk
Key Decision?	Yes
Local Ward Members	ALL

Cabinet

1. Executive Summary

- 1.1 As set out in the Cabinet report of 4th December 2018 due to legislative changes there was a need to review and update the Council's Statement of Community Involvement (SCI).
- 1.2 The updated SCI was the subject of a four week public consultation between 2nd January and 1st February 2019. A summary of the representations received and the officer response to these representations are set out in the Consultation Statement attached at **Appendix A**. The SCI has been amended to take account of representations received by the Council.
- 1.3 This report seeks approval for adoption of the amended Statement of Community Involvement attached **Appendix B**.

2. Recommendations

- 2.1 That Cabinet note the responses to consultation and officer comments & approve the Consultation Statement (**Appendix A**) and Adoption Statement (**Appendix C**) for publication.
- 2.3 That Cabinet approve the Statement of Community Involvement 2019(**Appendix B**) for adoption.

3. Background

- 3.1 The purpose of this report is to seek authorisation for the adoption of the amended Statement of Community Involvement.
- 3.2 Members will recall as set out in the Cabinet report of 4th December 2018, the SCI sets out the standards that can be expected by the public, statutory consultees, developers, landowners and interested parties when engaging with the planning process. Legislative changes have provided the necessity and opportunity to review the existing SCI which was adopted in 2016.
- 3.3 The existing SCI has been reviewed and was found to need only minor updates. The changes related 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); and
- how the SCI is monitored and when it will be reviewed.

Consultation Process

3.4 Consultation on the draft SCI was undertaken for four weeks between 2nd January and 1st February 2019.

3.5 The following methods were used to promote the consultation:

- The document was published on Lichfield District Council's website;
- Copies of the document were made available at Lichfield District Council's principal office;
- Alternative formats were available if requested;
- A press release was issued by LDC;
- The consultation was advertised via the corporate Twitter;

Consultation Responses

3.9 In total 11 representations were received over the four week period. These representations are set out in Consultation Statement (**Appendix A**) along with an officer response to each point.

3.10 Comments were received requesting for consultation bodies to be listed, however in general responses related to development planning matters outside the scope of the Statement of Community Involvement. Therefore, the consultation has resulted in a small number of changes to the document, however these mainly relate to typographical corrections.

Alternative Options	1. Cabinet decide not to approve the SPD for adoption. This would not provide our customers with the knowledge on how we will engage with them when preparing planning documents and decisions. In addition this would not comply with current regulations potentially leaving the authority open to legal challenge.
Consultation	1. Consultation has informed this SCI. The results of the public consultation are reported in Appendix A .
Financial Implications	1. There are no financial implications from this report.
Contribution to the Delivery of the Strategic Plan	1. Supports the priority of a vibrant and prosperous economy because it assists in the delivery of the planning function of the Council.
Equality, Diversity and Human Rights Implications	1. An Equality Impact Assessment accompanies the SCI (Appendix D).
Crime & Safety Issues	1. There are no crime and safety issues.

	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	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:

- o Statement of Community Involvement 2016

Relevant web links:

- o [Statement of Community Involvement 2016](#)

Statement of Community Involvement - Consultation Statement

1. Introduction

This statement is the 'Consultation Statement' for the Statement of Community Involvement (SCI) as required by the Town and Country Planning (Local Planning) (England) Regulations 2012. This statement sets out how the public and other stakeholders have been consulted upon the SCI.

Appendix A summarises the comments during the consultation period and details how the issues raised have been dealt with to form the final SCI for adoption.

2. Consultation Regulations

The SCI is produced in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. The relevant regulations relating to the consultation process are explained below.

- Regulation 12(a) requires the Council to produce a consultation statement prior to adoption, this must set out who was consulted, a summary of the issues raised and how these issues were incorporated into the SCI.
- Regulation 12(b) requires the Council to publish the documents for a minimum 4 week consultation, specify the date when responses should be received and identify the address to which responses should be sent.
- Regulation 13: Regulation 13 stipulates that any person may make representations and that the representations must be made by the end of the consultation date referred to in Regulation 12.
- Regulation 35: Regulation 12 states that when seeking representations, documents must be made available in accordance with Regulation 35. This requires the Council to make documents available by taking the following steps:
 - Make the document available at the principal office and other places within the area that the Council considers appropriate;
 - Publish the document on the Council's website.

3. Statement of Community Involvement Information

Consultation on the SCI was carried out in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. The SCI was made available for inspection by the public for a four week period between 2nd January and 1st February 2019. Copies of the SCI were available to view in the reception of the District Council House, Frog Lane, Lichfield, Staffordshire, WS136YZ Monday to Friday between 8.45am – 5.15pm (except Bank holidays).

Copies of the Statement of Community Involvement were available to view on the Council's website at <https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Resource-centre/Local-Plan-documents/Statement-of-Community-Involvement->

[SCI.aspx](#) and through our consultation portal <http://lichfielddc-consult.limehouse.co.uk/portal>

With further information available by contacting the Spatial Policy team by email at developmentplans@lichfielddc.gov.uk or by telephoning 01543308152.

The following measures were undertaken to inform persons of the SCI consultation:

- Notification letters / emails sent to all individuals / organisations / bodies that the Council consider will be affected or interested in the SCI
- A press release was issued; and
- The SCI and details of the consultation were posted on the Council's website.

The Council received 11 responses to the consultation over the four week period. These representations are set out in Appendix A.

Comments were received requesting for consultation bodies to be listed, however in general responses related to development planning matters outside the scope of the Statement of Community Involvement. Therefore, the consultation has resulted in a small number of changes to the document, however these mainly relate to typographical corrections.

The Council will send a copy of the adoption statement to the author of any representation which specifically asks for notification of the adoption of the document.

Summary of Representation – Statement of Community Involvement

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

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

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

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

	<p>document at the stage when it is first published as a complete document. Whilst “relevant” consultation bodies are consulted during plan preparation it is not possible to give a full response until the proposals are properly formulated as a draft document. At that stage all consultees should be enabled to provide input on the principles and details of the proposals which are not restricted to the narrow grounds of tests of ‘soundness’. That should only come later at the Submission stage. Under Adoption and Publication the phrase “and the Local Plan available therefore until it is withdrawn” is confusing. The Local Plan is presumably not going to be withdrawn after 6 weeks and neither should its availability on the Council’s website be restricted to 6 weeks. The 6 weeks is presumably the legal challenge period which needs to be made clear with more meaningful wording.</p> <p>Speaking at Committee As a result of a complaint from IWA, those entitled to make verbal submissions to the Planning Committee have been recently extended to include “local interest groups” (Letter from Sean Coghlan SC/DSG110 20/11/2018)</p> <p>Other corrections Para 3.6 The regulations Community Infrastructure Levy (Amendment) Regulations... Para 3.16 Change ‘respond the consultations’ to ‘respond to consultations’ and ‘will be publicise’ to ‘will be publicised’ Para 6.2 ‘disabled’ not ‘disable’</p>	<p>undertaken then consultees on the database will be notified and have the opportunity to comment.</p> <p>The reference to ‘withdrawing’ the local plan is in relation to a local plan being formally withdrawn by the Council, for example when it is superseded by a new local plan. The local plan will be available to view on the Council’s website and at the District Council House in perpetuity until it is withdrawn.</p> <p>Comments noted.</p> <p>Comments noted</p>	<p>‘Local interest groups’ to be inserted into paragraph 4.22</p> <p>Amend para 3.6, 3.16 and 6.2 as suggested</p>
--	--	---	--

Jason Carwood	<p>No reference is made to Neighbourhood Plan Act or NPPF 2018.</p> <p>No information is included regarding how the authority can help to update made neighbourhood plans, or making Neighbourhood Development Orders and Community Right to Build Orders.</p> <p>Reference to updating the SCI every 5 years should be made.</p> <p>Consultees should be extended beyond parish / town councils to allow formation of other neighbourhood forums.</p>	<p>Comments noted, however the SCI sets out the Council's approach to helping with the neighbourhood plan process this includes its statutory duty to provide advice and guidance.</p> <p>It is not a legal requirement to update the SCI every 5 years.</p> <p>Lichfield District is parished and therefore parish councils are the qualifying body in terms of neighbourhood plans. In accordance with Regulation 61F of the Town and Country Planning Act 1990 the route for developing neighbourhood plans is through the Parish Council.</p>	<p>No change</p> <p>No change</p> <p>No change</p>
Lichfield City Council	<p>Para 1.4 seeks clarification on the following: How will LDC engage with stakeholders particularly in terms of Community Infrastructure Levy Will LDC publish a consultation report and identify how it has taken into account the "concerns and aspirations of the people affected"</p> <p>Para 3.7 CIL When will the six week CIL consultation take place? Please provide dates. What is the timeline (dates) of the 6 stages of the CIL consultation referred to in table 3.3. City Council suggest a review of the 0% charging band for apartments in the Local Plan</p>	<p>Table 3.3 sets out how the Council will engage with stakeholders regarding CIL. The responses of any consultation are reported to Members and taking into consideration as part of the next stage of the plan making / CIL process.</p> <p>The SCI does not deal with timescales for the production of documents or CIL charging schedule. The Local Development Scheme outlines timescales for local plan documents, however any updates to CIL will be in conformity with the methods set out in the SCI.</p>	<p>No change</p> <p>No change</p>

	<p>Para 3.11 – please supply a list of consultees on the LDC database</p> <p>Para 4.14 – 4.16 a more positive response be received if the word ‘encouraged’ was changed to ‘required’ in all instances it appears</p> <p>Para 6.1 seeks clarification on the consultees in particular the NHS as this generic term embodies</p>	<p>Due to the varied and wide nature of general consultation bodies they are not listed within the document however form part of the Council’s consultation database. Further information regarding general consultation bodies is available at paragraph 6.2</p> <p>Comments noted however pre-applications discussions are not a formal requirement and therefore can only be encouraged.</p> <p>The NHS is the umbrella term used in paragraph 6.1 however this reflects multiple</p>	<p>No change</p> <p>No change</p> <p>No change</p>
Staffordshire County Council – Ecology	No comments	N/A	No change
Staffordshire County Council - Archaeology and Historic Environment	No comments	N/A	No change
Staffordshire County Council – Rights of Way	<p>The plan doesn’t really contain any information about public rights of way other than in para 4.16</p> <p>The plan needs to recognise that any development needs to take appropriate mitigation to ensure the public path network is protected. If amendments to the path network are required to allow development to take place then these Orders need to be processed through the District Council before construction begins. The County Council should</p>	<p>Comments noted however this does not relate to the statement of community involvement. Staffordshire County Council are a statutory consultee and will be consulted as part of the plan making and decision taking process.</p>	No change

	<p>always be consulted in such cases. In relation to such development the planning authority need to be reminded that there are likely to be many non-definitive routes across proposed development sites which should be considered by any applicants. In many cases these routes could have become rights of way by virtue of established usage over many years and should be treated as public. There will also be sites where such usage or historic evidence has already resulted in applications being made to the County Council under Section 53 of the Wildlife and Countryside Act 1981 to add or modify the Definitive Map of Public Rights of Way, which affects the land in question.</p> <p>Any development likely to affect the path network, either directly or indirectly, then we would expect Lichfield District Council to use section 106 funding and/or appropriate planning conditions improve the path network, through liaison with ourselves, at that time. This could be situations where housing development is likely to lead to a rise in usage of the network in the vicinity of the development.</p> <p>Applications should be encouraged to enhance the existing path network where possible in line with Staffordshire County Council's Rights of Way Improvement Plan.</p> <p>County Council expects to be consulted on any submitted applications in due course and is able to provide further advice and guidance.</p>		
--	---	--	--

Susan Woodward	Agree with statement but would ask how the commitment to openness and inclusivity will be monitored.	<p>Comments noted. The District Council is committed to publishing as much as possible to ensure openness and transparency.</p> <p>The Statement of Community Involvement is supported by an Equality Impact Assessment which outlines who the main users of the document will be and how the document will impact on any particular groups. It is considered that the SCI will not have a negative impact on any groups.</p>	No change
----------------	--	---	-----------

This page is intentionally left blank

Statement of Community Involvement 2019

■	Introduction	
1	Introduction	3
■	About our community	
2	About our community	5
■	Community Involvement in Plan Making	
3	Community Involvement in Plan Making	7
■	Community Involvement in Planning Applications	
4	Community Involvement in Planning Applications	16
■	Monitoring and Review	
5	Monitoring and Review	23
■	Appendix A - Consultees	
6	Appendix A - Consultees	24

1 Introduction

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

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

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

What is the Statement of Community Involvement?

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

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

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

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

Why is community involvement in planning important?

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

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

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

2 About our community

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

Key Challenge: Accessibility

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

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

To help overcome this challenge we will:

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

Key challenge: Digitalisation

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

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

To help overcome this challenge we will:

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

Key challenge: Engaging the whole community

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

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

To help overcome this challenge we will:

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

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

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

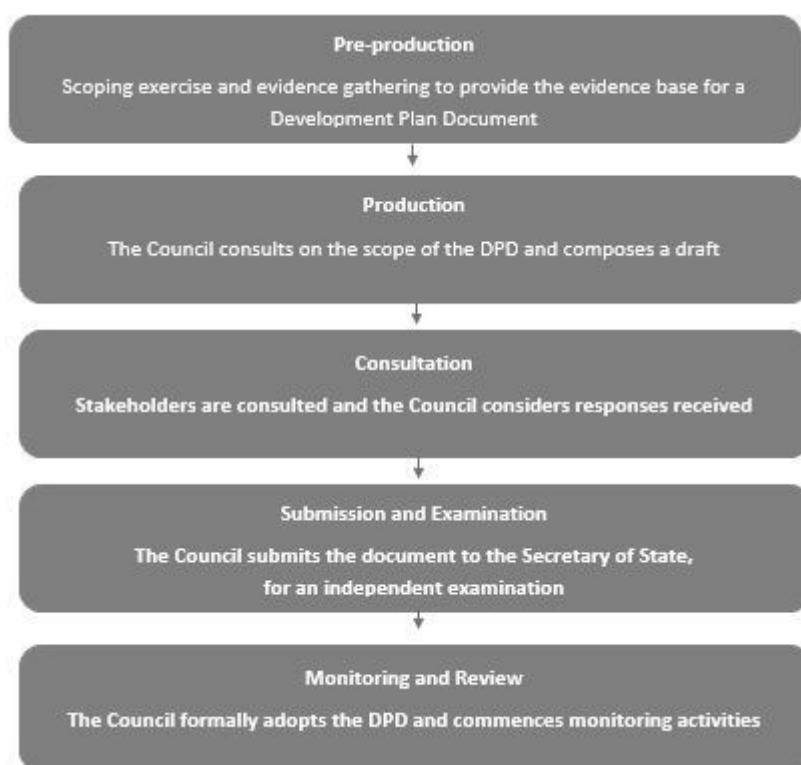
3 Community Involvement in Plan Making

Development Planning

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

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

Figure 3.1 Indicative stages in the preparation of a DPD



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

Sustainability Appraisal

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

Supplementary Planning Documents

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

Community Infrastructure Levy

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

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

Other Documents

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

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

Who will we consult?

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

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

Join our consultation database

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

When will we engage?

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

How will we engage?

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

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

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

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

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

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

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

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

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

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

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

How can you respond to the consultations?

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

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

What will we do with the comments?

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

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

Neighbourhood Planning

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

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

Interested in helping shape your local area

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

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

What will we do to help with neighbourhood plan process?

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

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

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

4 Community Involvement in Planning Applications

Development Management

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

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

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

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

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

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

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

Table 4.1 Approach to planning application publicity

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

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

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

Other Consultations

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

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

Other applications where consultation is not required

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

Openness and transparency

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

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

Pre-application Discussions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How else do we involve our customers?

- We will visit individual's homes, upon request, if residents are disabled or housebound to explain development proposals;
- We provide planning advice and guidance on the Council [website](#);
- We display all planning application details on the Council [website](#);
- We accept comments on planning applications via the 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 racial, ethnic or national groups; disabled persons; different religious groups and persons carrying on business in Lichfield District.

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

Statement of Community Involvement - Adoption Statement

This statement is published by Lichfield District Council to fulfil the requirements of Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The Statement of Community Involvement was adopted by Lichfield District Council on the 9th April 2019. The document sets out the standards which can be expected by our customers for community involvement in the planning process. Any person with sufficient interest in the decision to adopt the Statement of Community Involvement may apply to the High Court for permission to apply for judicial review of the decision.

Any such application for leave to review the decision must be made promptly and in any case no later than 3 months after the date on which the Statement of Community Involvement was adopted that is by the 9th July 2019.

Under Section 23 (1) of the Planning and Compulsory Purchase Act 2004, the Council has modified the Statement of Community Involvement to take into account representations made in relation to the document and any other relevant matters. Modifications are included in the Consultation Statement.

The adopted Statement of Community Involvement, Consultation Statement and Adoption Statement are available to view on the Council's website: www.lichfielddc.gov.uk

The documents are also available for inspection at the main Council Offices in Frog Lane, Lichfield, WS13 6YY between 8.45am – 5.15pm.

This page is intentionally left blank

equality impact assessment

stage 1 quick check

questionnaire



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

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

Section 1: About you and your service area

Your name:	Ashley Baldwin
Your service area:	Spatial Policy and Delivery
Your director/line manager:	Craig Jordan
Your cabinet member:	Cllr. I Pritchard

Section 2: About your plans

Name of service/policy you are assessing:	Draft Statement of Community Involvement 2018
--	---

Is it? (please delete as appropriate)

- A review of an existing policy/service
- A change to an existing policy/service

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

- Mixture of residents and visitors
- Visitors to the district
- Users of a specific service (e.g. leisure centre customers)
- Internal (employees)
- Disability specific groups
- Race specific groups
- Gender specific groups
- Religious groups
- Sexual orientation groups
- Marriage and civil partnerships
- Older people
- Young people
- Other (please specify)

Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):


Regulatory changes

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

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

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

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

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

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

3b: Further details

Please use this space to provide further details if necessary

The document remains largely unchanged from the version in 2016, however it is set out more clearly.

We will not publish racist statements and we will not publish personal data.

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

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

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

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

4b: Further details on changes

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

4c: Further details on justification

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

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

Section 5: Your action plan

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

Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on www.lichfielddc.gov.uk	Yes
Date completed:	January 2019

This page is intentionally left blank

AMENDMENTS TO THE LIST OF BUILDINGS OF LOCAL ARCHITECTURAL AND HISTORIC INTEREST: CONSULTATION



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

Date:	9 th April 2019
Agenda Item:	4
Contact Officer:	Claire Hines
Tel Number:	308188
Email:	Claire.hines@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	<p>Boney Hay and Central:- Cllr R. Bamborough, Cllr D. Evans, Cllr N. Pullen.</p> <p>Chase Terrace:- Cllr E. Drinkwater, Cllr S. Woodward.</p> <p>Chasetown:- Cllr S. Banevicius, Cllr B. Fisher.</p> <p>Hammerwich with Wall Ward:- Cllr K. Humphreys and Cllr D. Pullen.</p> <p>Highhfield:- Cllr D. Constable, Cllr H. Fisher.</p> <p>Summerfield and All Saints:- Cllr B. Constable, Cllr H. Tranter.</p>

CABINET

1. Executive Summary

- 1.1 To inform Cabinet of proposed consultation in connection with amendments to the Council's List of Buildings of Local Architectural and Historic Interest (commonly referred to as the "Local List") and to request approval of the draft amendments (see Appendix A) and agreement to the consultation process.

2. Recommendations

- 2.1 That the Cabinet approve the draft amendments, as outlined in Appendix A, to the Council's List of Buildings of Local Architectural and Historic Interest (Local List) for consultation.

3. Background

- 3.1 Aside from national designation, the National Planning Policy Framework (NPPF) in paragraph 185 advises local planning authorities to set out a positive strategy for the conservation and enjoyment of the historic environment in their Local Plan. Emphasis is placed on sustaining and enhancing the significance of heritage assets and recognising that heritage assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance.
- 3.2 The definition of heritage assets in the NPPF includes not only assets designated under statutory, national processes, but also those that may be recognised by the planning authority as having heritage significance and considered appropriate for "local listing". The NPPF confirms that such assets can merit consideration in the assessment of planning proposals, with the Council as the local planning authority able to take a balanced judgement having regard to the scale of any harm or loss and the significance of the heritage asset.

- 3.3 The Council has an existing List of Buildings of Local Architectural and Historic Interest (Local List). This currently consists of 484 buildings and structures, all within designated conservation areas, which have been identified as part of the programme of Conservation Area Appraisals. As Lichfield District contains a wealth of heritage assets and these are located throughout the district; the Conservation & Urban Design Team have begun a phased review of the areas outside of designated conservation areas, beginning with the parishes of Burntwood, Hammerwich and Wall. Full details of the draft amendments are included in Appendix A. The proposed consultation is only for the 55 properties listed in Appendix A. The existing properties on the Local List have been consulted on as part of the programme of Conservation Area Appraisals and Management Plans.
- 3.4 Maintaining a local list is an established way for local councils and communities to identify and celebrate historic buildings, archaeological sites and designed landscapes which enrich and enliven their area. Local lists sit within a continuum of measures for identifying and protecting buildings and areas of heritage or townscape interest, which includes national designations such as listed buildings, scheduled monuments and historic parks and gardens and conservation areas, as well as buildings and sites which have been identified locally as having some heritage interest meriting consideration in planning decisions. Inclusion on a local list delivers a sound, consistent and accountable way of identifying local heritage assets to the benefit of good strategic planning for the area and to the benefit of owners and developers wishing to fully understand local development opportunities and constraints. Local lists thus complement national designations in building a sense of place and history for localities and communities. Local listing is intended to highlight heritage assets which are of local heritage interest in order to ensure that they are given due consideration when change is being proposed.
- 3.5 Under the provisions of the NPPF a building or structure that is on a 'Local List' is considered to be a non-designated heritage asset. Non-designated heritage assets are defined as buildings, monuments, sites, places, areas or landscapes identified by local planning authorities as having a degree of significance meriting consideration in planning decisions but which are not formally designated.
- 3.6 Whilst local listing provides no additional planning controls, the fact that a building or site is on the Local List means that its conservation as a heritage asset is a material consideration when determining a planning application.
- 3.7 The level of protection afforded to a property on the local list is influenced by the manner in which the list is prepared. The sounder the basis for the addition of an asset to the list – particularly the use of selection criteria – the greater the weight that can be given to preserving the significance of the asset. The degree of consultation on the local list, and the inclusion of assets on it, also increases that weight. However, it should be noted that the absence of any particular heritage asset from the local list does not necessarily mean that it has no heritage value, simply that it does not currently meet the selection criteria or that it has yet to be identified.
- 3.8 The proposed amendments to the Local List have been informed by advice provided within the Historic England publication 'Local Heritage Listing: Historic England Advice Note 7'. This encourages local authorities and communities to introduce or make changes to an existing list, through the preparation of selection criteria, thereby encouraging a more consistent approach to the identification and management of local heritage assets across England.
- 3.9 Inclusion of a heritage asset on any future local list would not, however, preclude development or change. The Local List would be a mechanism to recognise non-designated heritage assets that are of

local significance, whether or not subject to development proposals requiring planning consent. The information would inform any planning decisions. Applications proposing demolition of a heritage asset included in a local list will be expected to demonstrate that all reasonable alternatives have been explored and justify why such alternatives are not viable. There will be a presumption in favour of retaining and re-using buildings included on a local list unless it can be demonstrated independently that a building is structurally unsound or that there is no appropriate and viable alternative use for it. Applications for alterations and/or extensions to heritage assets included on a future local list will be required to incorporate proposals which preserve or enhance the significance of the asset and its setting.

- 3.10 The proposed additions have been identified through a number of means including public nominations, reviews of former Grade III buildings, reviews of the Historic Environment Record (HER) and through reviews of historic mapping. These have then been assessed against our selection criteria by the Conservation and Design Officer.
- 3.11 The Council has adopted criteria for the identification of non-designated heritage assets. These criteria are consistent with Government policy and associated guidance from Historic England. The criteria, contained within the Council's adopted Historic Environment SPD, are as follows;
- Special local architectural or landscape interest, i.e. is it the work of a particular architect or designer of regional or local note? Is the building/designed landscape a particularly good example of its type/style?
 - Special local historic (social, economic, cultural) interest. (Most buildings and places will fall into this category).
 - Association with well-known local historic persons or events.
 - Contribution to the streetscape/townscape, i.e. a group of unrelated buildings that make up an aesthetically complementary group or a view that offers an attractive scene. Buildings may be illustrative of a range of historic periods which together epitomise the development of the locality. Views may be famously recognisable and regarded as an historic asset in their own right, for example, views of Lichfield Cathedral from various points around the City.
 - Group value of buildings designed as an architectural entity, especially as examples of town planning (e.g. model villages, squares, terraces)
- 3.12 It is accepted best practise that involving the local community in evaluating which buildings are of local interest is integral to the local listing process. To this end a robust method of public consultation is followed which comprises the following:
- seeking permission from the Cabinet to consult on draft amendments to the Local List;
 - a 6 week consultation period, including letters to all properties proposed for addition to the Local List, the Parish Council and local civic groups. Information will be provided to owners and occupiers of the properties affected to help them understand the proposals and their implications, to address potential concerns and include a Frequently Asked Questions section.
 - full consideration of representations received and amendment of the document, as necessary;
 - a report to Overview and Scrutiny (Economic Growth, Environment and Development), taking on board comments received, and seeking approval of the revised document;
 - if agreed, the report and document are returned to Cabinet and subsequently Full Council for formal ratification.

- 3.13 As well as the proposed additions to the local list within the 3 aforementioned parishes it is also necessary to remove 3 structures from the list. These are included in Appendix A. These are all war memorials that were added to the local list through the Conservation Area Appraisal process but have since been statutorily listed at Grade II and so no longer meet the criteria for the local list.
- 3.14 Once the amendments have been ratified the HER and the Council's Geographical Information System (GIS) will be updated accordingly.
- 3.15 There are a variety of reasons to carry out this piece of work including the economic benefits that can be attributed to the conservation and continued use of historic buildings and structures. Studies over the last decade have found that the historic environment positively contributes both to local economies and the wider national economy as a whole. The five major measurable aspects of the economic impacts of heritage conservation: jobs and household income; city centre revitalization; heritage tourism; property values; and small business incubation. In England, it has been found that a pre-1919 house is worth on average 20% more than an equivalent house from a more recent era, and the premium becomes even greater for an earlier historic home. On the commercial side, the Royal Institute of Chartered Surveyors has tracked the rates of return for heritage office buildings for the past 21 years and found listed buildings have consistently outperformed the comparable unlisted buildings. Similar analyses in Canada demonstrated that heritage buildings had performed much better than average in the market place over the last 30 years and that there is no evidence that designation reduces property values. (Global Urban Development Magazine from August 2008). Publications by and on behalf of Historic England from 2018 have highlighted that heritage is an important source of economic prosperity and growth. Heritage is a complex and multidimensional sector with multiple economic activities dependent and embedded within it. A DCMS Culture White Paper (DCMS 2016) stated that, "The development of our historic built environment can drive wider regeneration, job creation, business growth and prosperity." Further information can be found in the online publications which are referred to in the web-link sections below.
- 3.16 In Lichfield District Council (LDC) Strategic Plan for 2016-2020 it is noted that our heritage and our rural landscape are important to our residents. Therefore, as part of ensuring that our district has clean, green and welcoming places to live by 2020 LDC will ensure that our heritage and open spaces will be well maintained or enhanced. The identification of properties and structures that have historical and architectural interest will contribute towards this target
- 3.17 The expansion of the local list is in Development Services Service Plan. More specifically the adoption of a local list for Burntwood and Hammerwich is in the delivery plan (action CGW 02(c)) for the Conservation and Urban Design Team.

Alternative Options	<ol style="list-style-type: none"> 1. The alternative option is not to extend the 'Local List'. 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 'Local List' would not carry the same amount of weight in the planning process.
Consultation	<ol style="list-style-type: none"> 1. Ward Councillors have been e-mailed advising them of submission of this report and with a copy of the draft report. 2. The details of the proposed consultation process are contained in point 3.4
Financial Implications	<ol style="list-style-type: none"> 1. The cost of production of the documents and consultation exercises will be met from existing budgets.
Contribution to the	<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

Delivery of the Strategic Plan	maintain and enhance our heritage.
Equality, Diversity and Human Rights Implications	1. In maintaining and expanding the Council's List of Buildings of Local Architectural and Historic Interest 'Local List', the Council is seeking to preserve and enhance locally important heritage assets within the District 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).
GDPR/Privacy Impact Assessment	1. No formal assessment has been undertaken but there are no expected impacts on privacy or data security issues.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Planning decisions relating to properties or structures on the Council's List of Buildings of Local Architectural and Historic Interest 'Local List' 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			

Background documents <ul style="list-style-type: none"> Appendix A Draft amendments to the Council's List of Buildings of Local Architectural and Historic Interest 'Local List'
--

Relevant web links <p>'Local Heritage Listing: Historic England Advice Note 7' https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/heag018-local-heritage-listing/</p> <p>Heritage and The Economy 2018, Historic England https://historicengland.org.uk/content/heritage-counts/pub/2018/heritage-and-the-economy-2018/</p> <p>The heritage sector in England and its impact on the economy, A report for Historic England, https://historicengland.org.uk/content/docs/research/heritage-sector-england-impact-on-economy-2018/</p>
--

This page is intentionally left blank

Burntwood, Hammerwich & Wall

Local List Proposals

2019



CONTENTS

1. Introduction	3
1.1 Background to the Lichfield District Council Local List	3
1.2 Criteria for the Selection of Locally Important Buildings	4
2.0 Burntwood	5
2.1 Proposed Burntwood Local List	6
2.1.1 Highfield	6
2.1.2 Summerfield and All Saints	13
2.1.3 Chasetown	14
2.1.4 Chase Terrace	16
2.1.5 Boney Hay and Central	17
3.0 Hammerwich	19
4.0 Wall	23
Appendix A – Local List selection criteria	26
Appendix B – List of proposed additions to the Lichfield District Council Local List	29

1. Introduction

This report has been prepared by the Conservation and Urban Design Team at Lichfield District Council to gain approval for the addition of buildings and structures onto Lichfield's register of buildings of special local interest.

It is intended that this will be the first report of a rolling programme of reports to be presented to the Council until all areas of the district have been reviewed.

1.1 Background to the Lichfield District Council Local List

Currently Lichfield District Councils Local List only covers buildings within some of the 22 designated Conservation Areas. These buildings were assessed at the time that the conservation area appraisals were carried out. However, there are numerous buildings and structures across the district which are locally important, and are currently not identified. Whilst the local listing does not offer the same level of protection as statutorily listed buildings, they do become a material consideration within planning decisions, allowing the opportunity for their local distinctiveness to be taken into consideration through the planning process.



The district has been divided into six areas, that will be assessed on a rolling program moving forward to ensure that as many locally important buildings as possible are incorporated into the final list. The current register of buildings of special local interest (local list) contains 484 entries. These will also be reassessed as part of the process.

A Local List is a list of heritage assets within the district considered by the public, and council, as having special local architectural, archaeological or historic interest, but that are not statutory listed. The heritage assets included in the Local List are considered to be of significance to the local community and to contribute to the environmental and cultural heritage of the district.

The term 'Heritage Asset' is described in the [National Planning Policy Framework \(NPPF\)](#) as 'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decision, because of its heritage interest'. Heritage assets include designated heritage assets and assets identified by the local planning authority (including Local Listing).

The Local List:

- provides clear, comprehensive and current information about non-designated heritage assets that exist within Lichfield District
- helps to develop a better understanding of what local communities consider to be important in their local historic environments
- celebrates the rich variety of features that give Lichfield District its unique qualities

1.2 Criteria for the Selection of Locally Important Buildings

A wide range of building, structures or areas can be considered for local listing. As well as the traditional house, pub or shop structures such as bridges, telephone kiosks, walls, parks, landscapes, war memorials, statues can be included. [See Appendix A]

2.0 Burntwood

Despite the rich history of Burntwood, there are only 15 listed buildings within the parish. Section 11 of the Burntwood Neighbourhood Development Plan sets out a policy aimed at protecting locally important non-designated heritage assets.

Policy B8

Conserving and Enhancing Local, Non-Designated Heritage Assets

- Development proposals should identify and assess any potential impact on local, non-designated heritage assets.
- Development proposals will be supported when they conserve and enhance local, non-designated heritage assets.
- Development that would result in the loss of, or have a significant adverse impact on local, non-designated heritage assets will only be supported in the following circumstances;
 - a) where renovation or alteration of non-designated heritage assets require planning permission, such changes are designed sensitively, and with careful regard to the heritage asset's historical and architectural value and pay appropriate regard to the asset's setting; or
 - b) where a development proposal would result in the loss of, or substantial harm to a locally non-designated heritage asset, such development will only be supported when public benefit of the proposed development outweighs the loss or harm to the asset and its setting. Where development is permitted, this may be conditioned in such a way as to ensure the proposed development takes place after the loss, or harm, has occurred; and that appropriate recording of the heritage takes place prior to any loss or harm.

2.1 Proposed Burntwood Local List

The following list of buildings and structures has been compiled from information submitted by Burntwood Town Council, along with other properties subsequently identified from mapping. The list of suggested buildings was submitted in the summer of 2017 and the parish was surveyed during 2018.

The below list is broken down by ward boundary.

2.1.1 Highfield

Address	Former Sunday School, Coulter Lane
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene (?)
Description	Currently derelict. The original school was built by Miss Elizabeth Ball and dates to 1769. The school closed in 1898 and was conveyed for use as an Anglican Sunday School. The present building was built in 1904 (an appeal having been launched in 1888 to build a new larger room). The buildings remained in use as a Sunday School until c. 1965.
Recommendation	Include on the LDC local list

Address	1 – 4 Peggs Row, Coulter Lane, Burntwood
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene, and forming part of a group with other properties. Historical interest – association with the County Asylum (St. Matthews Hospital)
Description	Built in 1889 as row of nurses housing for St. Matthews Hospital (information provided by local resident). Sandstone construction. Rendered to front elevation. Exposed stonework in gable wall and rear elevation.
Recommendation	Include on the LDC local list

Address	Church View, Farewell Lane, Burntwood, WS7 9DP
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene, and forming part of a group with other properties.
Description	Large detached late Victorian red brick property. Formerly dwelling and shop. Retains old shop front facing towards Coulter Lane.

Recommendation	Include on the LDC local list
-----------------------	-------------------------------

Address	99 – 113 Farewell Lane (odds), Burntwood (Fairfield Cottages)
Reason(s) for inclusion in local list	<p>Group value – positive contribution to the street scene and the local area. Positive contribution to the setting of the Grade 2 listed Christ Church.</p> <p>Historical interest – association with the County Asylum (St. Matthews Hospital)</p>
Description	Four pairs of semi-detached Edwardian properties, dated 1903 (plaques on 99 and 113 Farewell Lane. Also built as staff accommodation for St. Matthews Hospital. Red brick construction. Steeply pitched central roof and lower projecting ranges to the sides which are finished with half hipped roofs. Relatively good preservation of original features, which adds to the quality of the properties.
Recommendation	Include on the LDC local list

Address	1 – 8 Upfields, Burntwood (Upfields Cottages)
Reason(s) for inclusion in local list	<p>Group value – positive contribution to street scene and association with open space and allotments.</p> <p>Historical interest – association with the County Asylum (St. Matthews Hospital)</p>
Description	Four pairs of semi-detached Edwardian properties, slightly different in design to and later than Fairfield Cottages. Also built as staff accommodation for St. Matthews Hospital. Red brick and tile construction. More altered than Fairfield Cottages, but still form an important group in the street scene.
Recommendation	Include on the LDC local list

Address	22 Coulter Lane, Burntwood, WS7 9DX
Reason(s) for inclusion in local list	<p>Group value – positive contribution to the street scene, and forming part of a group with other properties.</p> <p>Historical interest – association with the County Asylum (St. Matthews Hospital)</p>
Description	Large detached property associated with St. Matthews Hospital (County Asylum). Dated 1883. Built as the infectious diseases hospital, and as such is located a distance from the original hospital buildings. Immediately adjacent to the hospital cemetery, and site of the original chapel. Red brick construction. Retains numerous features externally, and may retain some earlier features internally.
Recommendation	Include on the LDC local list

Address	Nelson Inn, Padbury Lane, Cresswell Green, WS7 9HL
Reason(s) for inclusion in local list	<p>Group value – positive contribution to the street scene.</p> <p>Landmark interest – well-known local landmark. Has been a public house since at least 1824.</p>
Description	Large red brick property. Early 19 th Century. Central element of two storeys plus attic with dormers. Stacks to ends of main portion of building. Associated outbuildings and more modern extensions. There has been a pub called the Nelson on this site since at least 1824.
Recommendation	Include on the LDC local list

Address	Keepers Lodge, 163 Woodhouses Road, Burntwood, WS7 9EJ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Late Victorian property, built between 1882 and 1901 based upon map evidence, replacing a row of cottages. The property has been extended since 2002 in a matching style. All fenestration is modern.
Recommendation	Include on the LDC local list

Address	Busy Bees Nursery Ltd., Shaftsbury Drive, Burntwood, WS7 9QP
Reason(s) for inclusion in local list	<p>Group value – positive contribution to the street scene.</p> <p>Landmark interest – well-known local landmark.</p> <p>Historical interest – association with the County Asylum (St. Matthews Hospital)</p>
Description	Former chapel of St. Matthews Hospital (County Lunatic Asylum). Opened in 1900 replacing an earlier chapel within the asylum. Red brick with stone dressings. Early English style with plate tracery windows to the nave. Nave of six bays. No tower, large porch to the west end. Bell-cote over the junction of nave and chancel. Lower chancel with windows set higher up. Three tall equal height lancet windows to the east end of the chancel. Five light west window. Modern rooflights inserted into nave and chancel roofs. The building has been a children's nurse's home since 2003.
Recommendation	Include on the LDC local list

Address	White Swan Inn, 2 Cannock Road, Burntwood, WS7 9EE
Reason(s) for inclusion in local list	<p>Landmark interest – well-known local landmark.</p> <p>Group value – positive contribution to the street scene.</p>
Description	19 th Century public house. Prominent corner location and local landmark. Original entrance at the corner has been replaced with a door facing onto Rugeley Road. Some of the ground floor fenestration has been replaced with uPVC. Six over six light sliding sashes to the first floor. Brick construction with painted stucco in imitation of stonework.
Recommendation	Include on the LDC local list

Address	Burntwood Memorial Institute obelisk, Rugeley Road, Burntwood, WS7 9BE
Reason(s) for inclusion in local list	Historical interest – association with the conflicts of the 20 th Century, and the men of Burntwood who gave their lives during these conflicts.
Description	Modern short granite obelisk inscribed with a cross, post 2002 based upon map evidence. Base bearing inscriptions on three faces to the men of Burntwood who gave their lives in the Great War, World War II and since World War II. The memorial bears 38 names from the Great War 1914-19, 14 names from World War II and 4 names from conflicts post 1945. Set up by the Burntwood Memorial Community Association.
Recommendation	Include on the LDC local list

Address	15 Rake Hill, Burntwood, WS7 9DQ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Small thatched timber framed cottage. Recorded on the 1882 Ordnance Survey map as a Smithy. Original timber framing exposed to the front elevation. The building was heavily re-modelled during the 20 th Century. The timber framed front gable is entirely 20 th Century in date (probably dating to the 1920s or 1930s based upon map evidence). 20 th Century extensions to sides and rear of the property. Dormer windows to upper floor, all potentially of early to mid-20 th Century date.
Recommendation	Include on the LDC local list

Address	Prince's Park, Farewell Lane, Burntwood, WS7 9DP
Reason(s) for inclusion in local list	Landmark interest – well-known local landmark. Group value – positive contribution to the street scene.
Description	Prince's Park is featured in the Guinness Book of Records for being the smallest park in the United Kingdom. It was created to commemorate the marriage of Albert Edward, Prince of Wales, and Princess Alexandra of Denmark in 1863. There are three trees within its grounds named Faith, Hope and Charity.
Recommendation	Include on the LDC local list

Address	Nags Head Inn, Rugeley Road, Burntwood, WS7 9HA
Reason(s) for inclusion in local list	Landmark interest – well-known local landmark.
Description	Substantial country public house. Located on the rural fringe of Burntwood. The core of the building is pre-1882, and is recorded as the Nag's Head on the first edition Ordnance Survey mapping. Large mid-20 th Century extensions (pre-1963) and further large extensions in the 1970s or 1980s.
Recommendation	Include on the LDC local list

Address	40 Rugeley Road, Burntwood, WS7 9BE
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Large Victorian property dating to pre-1882 based upon map evidence. The detailing, age and location suggest that it was built as accommodation associated with the adjacent school. Sympathetically designed modern rear extensions. Wing projecting towards Rugeley Road with half hip and ornamental terracotta finial. Two over two light timber sliding sashes to ground and first floors. The property retains its original curved cast iron railings and gate to both Church Road and Rugeley Road elevations.
Recommendation	Include on the LDC local list

Address	Front range of Former County Asylum (St. Matthews Hospital), Nightingale Walk, WS7 9QR
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene. Historical interest – surviving element of the former County Asylum (St. Matthews Hospital). Work of noted Victorian architect.
Description	The surviving administration block of the former County Asylum (St. Matthews Hospital), now residential accommodation. The asylum was built in the 1860s to the designs of Scottish architect, William Lambie Moffat, and opened on 20 th December 1864. Polychromatic brickwork in the Rundbogenstil style. Ornatly detailed with central clock tower with clocks fitted post 1921. The hospital remained in use up until April 1995. Following the closure, the majority of the buildings on the site were demolished leaving the administration block, lodge cottage and chapel standing. All fenestration has been replaced with modern uPVC units in original openings.
Recommendation	Include on the LDC local list

Address	The Old School House, Scholars Gate, Burntwood, WS7 9EE
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Former School, now 10 residences. Red brick Victorian building dating to pre 1882-84. Additions of between 1884-1901. Flemish bond brickwork to original part of building. Later Victorian additions in English bond brickwork. Hexagonal crested ridge tiles. All fenestration modern within original openings.
Recommendation	Include on the LDC local list

Address	Guide post at junction of St. Matthews Road and Woodhouses Road (SK 0798 0942)
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Early 20 th Century guide post (fingerpost) located at the junction of St. Matthews Road and Woodhouses Road, Burntwood. Cast Iron pole and two directional arms (the third arm presumably removed), top surmounted by a ball finial. Black and white striped livery as set out in the 1933 traffic sign regulations. Dates to between 1924 and 1938 based upon map evidence. Probably of post 1933 date.
Recommendation	Include on the LDC local list

2.1.2 Summerfield and All Saints

Address	The Star, Lichfield Road, Burntwood, WS7 0HJ
Reason(s) for inclusion in local list	Landmark interest – well-known local landmark. Group value – positive contribution to the street scene.
Description	Public House. Original building recorded as the Star Inn on 1882-84 first edition map. Front range rebuilt 1902 – 1919. Double gable façade facing towards road junction. Red brick laid in Flemish bond. Ornate string course to base of first floor windows. Semi-circular pediment bearing star logo between the two gables. Timber framed gables and ornate barge-boards. Tiled roofs with decorative ridge tiles. Central brick built porch and [later] metal framed veranda. Original early 20 th Century fenestration.
Recommendation	Include on the LDC local list

Address	6 Highfields, Burntwood, WS7 9DB
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Formerly Highfield House (<i>is this the Highfield House associated with the Marquis of Anglesey, as there was formerly a property called Highfield House on Highfields Road, Chasetown, since demolished</i>).
Recommendation	Include on the LDC local list

Address	Apple Tree Cottage, 1 Highfields, WS7 9DB
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Built between 1884 and 1901 based upon map evidence.
Recommendation	Include on the LDC local list

Address	Guide post at junction of Hospital Road and Norton Lane (SK 0594 0849)
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Early 20 th Century guide post (fingerpost) located at the junction of Hospital Road and Norton Lane, Burntwood. Cast Iron pole and three directional arms, top surmounted by a ball finial. Black and white striped livery as set out in the 1933 traffic sign regulations. Dates to between 1924 and 1938 based upon map evidence. Probably of post 1933 date.
Recommendation	Include on the LDC local list

2.1.3 Chasetown

Address	The Junction Inn, 1 Queen Street, Chasetown, WS7 4QQ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene. Forms part of a group with the Memorial Park, War Memorial, Arthur Sopwith Memorial Lychgate and Old Mining College. Landmark interest – local landmark.
Description	Public House, and appears as such on the 1882-84 Ordnance Survey first edition. 19 th Century painted brick building at junction of High Street and Queen Street. Some original features retained in the frontages, especially window heads. All windows replaced with uPVC top opening casements prior to June 2009.
Recommendation	Include on the LDC local list

Address	The Old Mining College, Queen Street, Chasetown, WS7 4QH
Reason(s) for inclusion in local list	<p>Landmark interest – well-known local landmark.</p> <p>Historical Interest – Locally important building with strong links to mining industry key to the development of Burntwood and Chasetown.</p> <p>Group value – positive contribution to the street scene. Forms part of a group with the adjoining Memorial Park, War Memorial, Arthur Sopwith Memorial Lychgate and Junction Inn.</p>
Description	Former mining college, now council offices. Early 20 th Century, dated 1912 above main entrance. Substantial two storey red brick building. English bond brickwork. Imitation quoins in brick. Asymmetrical façade with stone bands and detailing to “central” principal entrance. Three sashes and gable above entrance. Ten large double four over four sliding sashes to front façade. Two tall red brick stacks. Later single storey offices to rear of building not visible within the street scene.
Recommendation	Include on the LDC local list

Address	Chasetown War Memorial, Chasetown Memorial Park
Reason(s) for inclusion in local list	<p>Historical Interest – Locally important War Memorial (both Great War 1914-18 and Second World War 1939-45).</p> <p>Group value – positive contribution to the street scene.</p>
Description	The memorial to the men of Chasetown is inscribed with 34 names from the Great War and 22 names from the Second World War. Tall white stone cross on plinth with inscription plates. Top section of memorial in the form of an Anglo-Saxon wheel headed cross (as at Hopwas).
Recommendation	Include on the LDC local list

Address	Uxbridge Arms, 2 Church Street, Chasetown, WS7 3QL
Reason(s) for inclusion in local list	<p>Group value – positive contribution to the street scene.</p> <p>Landmark interest – local landmark.</p>
Description	Public House (and recorded as such on 1882-84 first edition mapping). Painted rendered façade. Much altered fenestration. Shallow pitched 20 th Century concrete pan-tile roof.
Recommendation	Include on the LDC local list

Address	4 – 22 (evens) Church Street, Chasetown
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene and setting of Grade 2* listed church.
Description	Row of ten properties on the north side of Church Street. All pre-date 1882-84 (based upon map evidence). Red brick with tiled roofs. Despite loss of original fenestration and doors in many cases, still form a positive contribution to the street scene and setting of St. Anne's Church (Grade 2*).
Recommendation	Include on the LDC local list

Address	Arthur Sopwith Memorial Lych Gates, wall and railings Chasetown Memorial Park
Reason(s) for inclusion in local list	Historical Interest – Locally important memorial with links to both the Great War and the mining industry Landmark interest – well-known local landmark.
Description	Chasetown Memorial Park was opened in 1923 as a war memorial, and contains the Chasetown war memorial (also proposed for inclusion on the local list). The Lychgate was erected by miners in memory of the general manager of the Cannock Chase Colliery from 1873 to 1918, Arthur Sopwith. Timber framed Lychgate with cruciform slate covered roof. The low walls and original early 20 th Century railings facing towards High Street and Queen Street.
Recommendation	Include on the LDC local list

2.1.4 Chase Terrace

Address	Chase Terrace Methodist Church Hall, Princess Street, Burntwood, WS7 1JH
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Small Methodist Church dated 1870. Rundbogenstil style with polychromatic brick arches above the windows. Short chancel. Modern porch to Princess Street elevation and extension to north side of building.
Recommendation	Include on the LDC local list

Address	Victoria Inn, 158 Ironstone Road, Burntwood, WS7 1LY
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	First referred to as “Victoria (P.H.)” on 1901-3 map. The building appears to have been rebuilt at around the same time. Late 19 th Century public house. Surviving High Street road name plate on corner of building. Corner building with principal façade facing onto Ironstone Road. Rendered finish, with detailed eaves brickwork.
Recommendation	Include on the LDC local list

Address	21 Princess Street, Burntwood, WS7 1JW
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Princess Cottage 1893
Recommendation	Include on the LDC local list

2.1.5 Boney Hay and Central

Address	K6 Telephone Kiosk, Ogley Hay Road, Burntwood, WS7 2HU
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	No longer in use. K6 telephone kiosk dating to between 1936 and 1953, bearing the Tudor Crown which was in use during the reign of George VI. Designed by Sir Giles Gilbert Scott.
Recommendation	Include on the LDC local list

Address	CR Leisure Ltd., Spinney Squash Club, Spinney Lane, Burntwood, WS7 1NR
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Former Wesleyan Methodist Church, built in 1879. Red brick Gothic chapel with Early English details and stone dressings. Closed as a place of worship in 1970. The windows have subsequently been blocked up and the building is now in use as a squash club.
Recommendation	Include on the LDC local list

Address	Chase Terrace Primary School, Rugeley Road, Chase Terrace, Burntwood, WS7 1AH.
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Built between 1901 and 1917 based upon map evidence. Edwardian school. Symmetrical façade fronting onto Rugeley Road, with small central lead covered cupola. Originally two separate buildings. Numerous 20 th Century alterations and extensions merging the two buildings. All fenestration replaced with uPVC units in original openings.
Recommendation	Include on the LDC local list

Burntwood Wards	Number
Highfield	18
Chasetown	6
Summerfield and All Saints	4
Chase Terrace	3
Boney Hay and Central	3
Total	34

3.0 Hammerwich

Whilst there are only seven listed buildings and structures within Hammerwich Parish, there are numerous buildings which are of local importance. It is proposed to add thirteen buildings or structures onto the local list.

Address	Chase Lodge, 1 Highfields Road, Chasetown, Burntwood, WS7 4QR
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Substantial Victorian property. Pre-1882 based upon map evidence. All fenestration replaced, largely in original openings. Positive contribution to the street scene.
Recommendation	Include on the LDC local list

Address	The Old Rectory, Church Lane, Hammerwich, WS7 0JS
Reason(s) for inclusion in local list	Group value – positive contribution to setting of, and historical associations with the Grade 2 listed Parish Church of St. John the Baptist.
Description	Substantial pre 1882 property (based upon map evidence). Set in secluded location close to the Parish Church. The core of the building probably dates to the 18 th Century. There are substantial 19 th Century alterations and extensions to the building. Complex arrangement of gabled extensions.
Recommendation	Include on the LDC local list

Address	The Old Vicarage, Hall Lane, Hammerwich, WS7 0JT
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Built as the Rectory for St. John the Baptist's church between 1882 and 1901 based upon map evidence. Red brick with sash windows. Large 3 over 3 stone mullioned window to west elevation. Late Victorian into Edwardian style.
Recommendation	Include on the LDC local list

Address	Hammerwich Hall Farmhouse, Hall Lane, Hammerwich, WS7 0JU
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Early 19 th Century section of large former manor house. The earlier section of the property was demolished in c.1960 and rebuilt as a separate dwelling. Part of manorial site dating back to the 15 th Century when it was the home of the Stanley family.
Recommendation	Include on the LDC local list

Address	Barns and workshops associated with Hammerwich Hall Farmhouse
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Timber framed barns associated with the adjacent manorial complex. Recorded on the Staffordshire Historic Environment Record (HER) (MST 1660).
Recommendation	Include on the LDC local list

Address	Railway Footbridge adjacent to Old Station House, Hammerwich
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Mid-20 th Century railway pedestrian footbridge. Part of the former Hammerwich Station. The bridge is pre 1963 based upon map evidence. The footbridge crosses the now moth-balled railway, which forms part of the South Staffordshire Railway, which opened in 1849 and closed in 1965. The line was still used for freight up until 2001.
Recommendation	Include on the LDC local list

Address	The Boat Inn, Walsall Road, Muckley Corner, Lichfield, WS14 0BU
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene. Landmark interest – well-known local landmark.
Description	Former canal side public house now facing onto A461, Walsall Road. The core of the building appears to date to the early 19 th Century. Substantial later alterations and extensions. Adjacent to the line of the former Wyrley and Essington Canal, which was constructed between 1792 and 1797.
Recommendation	Include on the LDC local list

Address	Springhill Methodist Church, Walsall Road, Muckley Corner, Lichfield, WS14 0BX
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Small Primitive Methodist Chapel built in 1844. Red brick. Gabled south front originally had central doorway between two round arched metal framed windows. The main entrance has been re-sited to the west elevation.
Recommendation	Include on the LDC local list

Address	Pipe Hill Waterworks, Walsall Road, Pipe Hill, Lichfield
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene. Landmark interest – well-known local landmark.
Description	Early 20 th Century South Staffordshire Water Works pumping station. Date stone inscribed “SSWW 1907”. Large red brick Jacobean style building. Stone mullioned windows. Four centred Gothic doorway and steps to the centre of the South-East elevation.
Recommendation	Include on the LDC local list

Address	Gartmore Riding School, Hall Lane, Hammerwich, WS7 0JT
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Substantial brick built late Victorian dwelling, dating to between 1882 and 1901 based upon map evidence.
Recommendation	Include on the LDC local list

Address	107 Burntwood Road, Hammerwich, WS7 0JL
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	One of two gate lodges belonging to Hammerwich House (now Hammerwich Hall care home). The other lodge (103 Burntwood Road) still remains, but has been more significantly altered and extended. The core of the building is 18 th Century and is presumably contemporary with the rebuilding of Hammerwich House between 1781 and 1787 by Henry Webb. Small square plan single storey lodge building. Tall central stack. Slate roof and render. 20 th Century extensions to rear. All fenestration replaced with uPVC.
Recommendation	Include on the LDC local list

Address	Elias Ashmole Club and Institute, Meerash Lane, Hammerwich, WS7 0LF
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Built in 1911 in memory of a local farmer who was church warden for 34 years and died in 1899. Much of the cost was met by his son-in-law, Sir Richard Cooper, Bt. The site was provided by F. Villiers Forster and Sir Charles Forster. Extensions and alterations of 1972.
Recommendation	Include on the LDC local list

Address	Guidepost at junction of Hammerwich Lane, Station Road, Lions Den and Hall Lane (SK 0747 0706)
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Early 20 th Century guide post (fingerpost) located at the junction of Hammerwich Lane, Station Road, Lions Den and Hall Lane, Hammerwich. Cast Iron pole and two directional arms (the third “Muckley Corner” lost between 2012 and 2016), top surmounted by a ball finial. Black and white striped livery as set out in the 1933 traffic sign regulations. Dates to post 1924 based upon map evidence. Probably of post 1933 date.
Recommendation	Include on the LDC local list

4.0 Wall

Seven buildings or structures have already been added to the local list as part of the Wall Conservation Area Appraisal and Management Plan, and all are within the boundary of the conservation area. These are;

Road	
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

Public consultation on the inclusion of these properties took place as part of the Wall Conservation Area Appraisal and Management Plan consultation process. This consultation was carried out for a six week period between 30th April and 11th June 2018. It is now proposed to add eight further buildings or structures within the parish onto the local list. These are;

Address	Aldershawe Hall, Claypit Lane, Lichfield, WS14 0AQ
Reason(s) for inclusion in local list	<p>Age and Rarity – the building is a good example of a late Victorian Arts & Crafts style country house.</p> <p>Aesthetic Interest – the building is the work of a noted local architect.</p> <p>Group value – positive contribution to the street scene.</p>
Description	<p>The property is a substantial Arts & Crafts style Victorian building of c.1895 on an earlier site, described in 1899 (in ‘Mansions and Country Seats of Staffordshire’) as;</p> <p>“The building is constructed of local bricks of a light red colour, with terra cotta dressings. The gables are all half-timbered in solid oak, with the intervening spaces plastered and finished creamy white. The roofs are covered with local brown tiles. The general aspect of the house is of a light and graceful character, and the various apartments are suitably arranged with an eye to comfort and convenience. The house was designed by the late Mr. Samuel Loxton, and has since been carried out by his successors, Messrs. J. H. Hickton and H. E. Farmer, architects, of Walsall.”</p> <p>The house was built for Captain Harrison J.P., DL. For the County of Stafford and High Sherriff of the County.</p>
Recommendation	Include on the LDC local list

Address	Guidepost at junction of Ashcroft Lane and Raikes Lane, Chesterfield (SK 1010 0573).
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Early 20 th Century guide post (fingerpost) located at the junction of Ashcroft Lane and Raikes Lane, Chesterfield. Cast Iron pole and two directional arms, top surmounted by a ball finial. Black and white striped livery as set out in the 1933 traffic sign regulations. Dates to post 1924 based upon map evidence. Probably of post 1933 date.
Recommendation	Include on the LDC local list

Address	The Cottage, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Residential property of probable late 18 th Century date at the junction of Ashcroft Lane and Raikes Lane. Painted brickwork. Dentiled eaves details. All fenestration is modern. The property positively contributes to the street scene, and forms part of a group with Woodleigh, Carisbrooke and Grange Farm Barns at the focal point of the settlement.
Recommendation	Include on LDC local list

Address	Carisbrooke & Woodleigh, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Imposing mid-Victorian semi-detached properties c. 1860s in style. Striped brickwork of red and buff bands. Gothic details. The style is more typical of Victorian urban areas, and is an unusual addition to a rural area. All fenestration has been replaced, but within the original openings. The properties form a group with surrounding buildings at the focal point of the hamlet. The scale of the building means that it acts as a prominent local landmark, significantly adding to the character of the area.
Recommendation	Include both properties on LDC local list

Address	Cote House Farm, Ashcroft Lane, Chesterfield, WS14 0EQ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Red brick farmhouse with prominent chimneys. Diaper work within the brickwork. Probable mid-19 th Century date. All fenestration has been replaced in original openings. Prominent location at the entrance to the hamlet. The property provides a positive contribution to the street scene, and forms a group with the adjacent Chesterfield Farm and barns.
Recommendation	Include on LDC local list

Address	Barns at Chesterfield Farmhouse, Ashcroft Lane, Chesterfield, WS14 0EH
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene.
Description	Brick built barns of 19 th Century date associated with Chesterfield Farmhouse. Pre-1882 in date based upon map evidence. Still in use with the farm and not converted. Prominent within the street scene, and positively contribute to the character of the area.
Recommendation	Include on LDC local list

Address	Chesterfield Grange, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ
Reason(s) for inclusion in local list	Group value – positive contribution to the street scene. Age and Rarity – the building retains elements of the earlier farm complex as well as elements of early timber framing. The core of the building is of potentially 16 th Century date.
Description	Large detached house set back from the road. Rendered and painted exterior. Three asymmetrical gables to the front elevation and substantial stack. Whilst the building has been altered and modernised through the 20 th Century, the building still retains significant elements of timber framing. Some details would suggest a potential 16 th Century date for some of the structure. Evidence of original blocked doorway with a four-centred arch head still present in timber framing.
Recommendation	Include on LDC local list

Appendix A – Local List selection criteria

	Criteria	Description	Notes
1	Age and Rarity	<p>a) Does it contain any significant features dating from before 1700?</p> <p>b) If 1700-1840, does it substantially retain its original design and architecture?</p> <p>c) If 1840-1919, is its design and architecture locally characteristic of the period?</p> <p>d) If 1919-1939, is its design and architecture of exceptional local interest and quality?</p> <p>e) If after 1939, is its design and architecture of outstanding local interest and quality?</p>	<p>The older an asset is and the fewer surviving examples of its type, the more likely it is to have local interest. Some selectivity will be required to include only the best examples from the Victorian and Edwardian periods. Assets dating from post 1910 will require even greater selectivity. Only high quality examples from the inter-war and post-war period will be selected. Assets less than 30 years old will not be considered eligible for inclusion. A building's architectural and historic interest may have been devalued via cumulative intervention and inappropriate repairs. The more intact and 'complete' a building is the greater likelihood it is to be considered for local listing.</p>
2	Aesthetic Interest	<p>a) Is it of innovative and distinctive design, architecture, or materials?</p> <p>b) Is it an exceptional instance of local design, architecture, or materials?</p> <p>c) Is it of exceptional local aesthetic merit?</p> <p>d) Was it built or designed by a nationally important architect, artist, or designer?</p> <p>e) Was it built or designed by a locally important architect, artist, or designer?</p>	<p>Heritage assets which are locally important for the interest of their architectural design, decoration, materials or craftsmanship. These include locally important examples of particular asset types, which demonstrate good design qualities, including form, proportions, attention to detail, innovation and articulation. The building or structure should be a well-executed example of a particular architectural style and contributes to local character. The appearance of an asset is an important consideration in the selection process. This includes assets</p>

			which reflect local traditions of design, craftsmanship and materials. The asset may be highly decorative, or of plain form and detailing, but should have aesthetic appeal. Selection may consider the wider contribution of the building, structure or group to the local townscape.
3	Group Value	<p>a) Does it contribute significantly to the character, ambience, or setting of a nationally or locally listed heritage asset?</p> <p>b) Does it contribute significantly to the townscape, landscape, street scene, or perspective of a nationally or locally listed heritage asset?</p> <p>c) Does it contribute to the character of a conservation area?</p> <p>d) Does it contribute to the local street or town scape?</p> <p>e) Does it indicate a boundary of historic significance?</p>	Certain buildings or structures are part of a larger group of similarly designed buildings or structures, which together create a distinctive local environment. Examples include houses in a terrace, different buildings in an estate designed by the same architect which share common design features, a range of buildings in a similar architectural style, and buildings which use the same palette of locally distinctive materials.
4	Historical Interest	<p>a) Is it associated with a person of national historic reputation?</p> <p>b) Is it associated with a person of local historic reputation?</p> <p>c) Had it a significant and distinctive role in local history, such as cultural, political, civic, educational, social, religious, economic, industrial, agricultural, transport, or military history?</p> <p>d) Had it a significant role in national history?</p> <p>e) Is it recognised as a national or local war memorial?</p>	Heritage assets, which illustrate important aspects of Lichfield's social, economic, cultural, industrial, religious or military history. These include buildings and other structures, which have a close historical association with locally important people, families or events. These assets may be representative of a particular phase of Lichfield's history, including those with communal, spiritual, cultural or artistic importance.

		f) Does it commemorate an event of particular national or local historical significance?	
5	Designed Landscape Interest	<p>a) Does it retain some or all of its historic features, layouts, and planting?</p> <p>b) Does it possess special local significance for its recreational, cultural, historic, or aesthetic value?</p> <p>c) Does it provide views of the surrounding townscape which are visually significant or satisfying?</p>	
6	Landmark Interest	a) Is it a landmark asset in the area, due to its strong communal or historical associations or its striking aesthetic value?	Assets which, due to their scale or siting, stand out positively in their surroundings. They create visual interest and contribute to the local townscape due to their scale and location. Their position might be on a corner plot where they act as a focal point in the streetscene or on a site where they can be seen in longer views.
7	Social and Communal Value		Buildings or sites which have associations with local social or economic activities, events, traditions, practices or wider history. They are often perceived as a source of local identity, distinctiveness, social interaction or coherence. Such properties may be based on intangible aspects of heritage such as the 'collective memory' of a place. Examples include civic buildings, which are reflective of local pride and distinctiveness.

Appendix B – List of proposed additions to the Lichfield District Local List

Burntwood

- Former Sunday School, Coulter Lane
- 1 – 4 Peggs Row, Coulter Lane, Burntwood
- Church View, Farewell Lane, Burntwood, WS7 9DP
- 99 – 113 Farewell Lane (odds), Burntwood (Fairfield Cottages)
- 1 – 8 Upfields, Burntwood (Upfields Cottages)
- 22 Coulter Lane, Burntwood, WS7 9DX
- Nelson Inn, Padbury Lane, Cresswell Green, WS7 9HL
- Keepers Lodge, 163 Woodhouses Road, Burntwood, WS7 9EJ
- Busy Bees Nursery Ltd., Shaftsbury Drive, Burntwood, WS7 9QP
- White Swan Inn, 2 Cannock Road, Burntwood, WS7 9EE
- Burntwood Memorial Institute obelisk, Rugeley Road, Burntwood, WS7 9BE
- 15 Rake Hill, Burntwood, WS7 9DQ
- Prince's Park, Farewell Lane, Burntwood, WS7 9DP
- Nags Head Inn, Rugeley Road, Burntwood, WS7 9HA
- 40 Rugeley Road, Burntwood, WS7 9BE
- Front range of Former County Asylum (St. Matthews Hospital), Nightingale Walk, WS7 9QR
- The Old School House, Scholars Gate
- Guide post at junction of St. Matthews Road and Woodhouses Road (SK 0798 0942), Burntwood, WS7 9EE
- The Star, Lichfield Road, Burntwood, WS7 0HJ
- 6 Highfields, Burntwood, WS7 9DB
- Apple Tree Cottage, 1 Highfields, WS7 9DB
- Guide post at junction of Hospital Road and Norton Lane (SK 0594 0849)
- The Junction Inn, 1 Queen Street, Chasetown, WS7 4QQ
- The Old Mining College, Queen Street, Chasetown, WS7 4QH
- Chasetown War Memorial, Chasetown Memorial Park
- Uxbridge Arms, 2 Church Street, Chasetown, WS7 3QL
- 4 – 22 (evens) Church Street, Chasetown
- Arthur Sopwith Memorial Lych Gates, wall and railings Chasetown Memorial Park
- Chase Terrace Methodist Church Hall, Princess Street, Burntwood, WS7 1JH
- Victoria Inn, 158 Ironstone Road, Burntwood, WS7 1LY
- 21 Princess Street, Burntwood, WS7 1JW
- K6 Telephone Kiosk, Ogley Hay Road, Burntwood, WS7 2HU
- CR Leisure Ltd., Spinney Squash Club, Spinney Lane, Burntwood, WS7 1NR
- Chase Terrace Primary School, Rugeley Road, Chase Terrace, Burntwood, WS7 1AH

Hammerwich

- Chase Lodge, 1 Highfields Road, Chasetown, Burntwood, WS7 4QR
- The Old Rectory, Church Lane, Hammerwich, WS7 0JS
- The Old Vicarage, Hall Lane, Hammerwich, WS7 0JT
- Hammerwich Hall Farmhouse, Hall Lane, Hammerwich, WS7 0JU
- Barns and workshops associated with Hammerwich Hall Farmhouse
- Railway Footbridge adjacent to Old Station House, Hammerwich

- The Boat Inn, Walsall Road, Muckley Corner, Lichfield, WS14 0BU
- Springhill Methodist Church, Walsall Road, Muckley Corner, Lichfield, WS14 0BX
- Pipe Hill Waterworks, Walsall Road, Pipe Hill, Lichfield
- Gartmore Riding School, Hall Lane, Hammerwich, WS7 0JT
- 107 Burntwood Road, Hammerwich, WS7 0JL
- Elias Ashmole Club and Institute, Meerash Lane, Hammerwich, WS7 0LF
- Guidepost at junction of Hammerwich Lane, Station Road, Lions Den and Hall Lane (SK 0747 0706)

Wall

- Aldershawe Hall, Claypit Lane, Lichfield, Staffordshire, WS14 0AQ
- Guidepost at junction of Ashcroft Lane and Raikes Lane, Chesterfield (SK 1010 0573)
- The Cottage, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ
- Carisbrooke, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ
- Woodleigh, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ
- Cote House Farm, Ashcroft Lane, Chesterfield, WS14 0EQ
- Barns at Chesterfield Farmhouse, Ashcroft Lane, Chesterfield, WS14 0EH
- Chesterfield Grange, Ashcroft Lane, Chesterfield, Lichfield, WS14 0EQ

Sustainable Design SPD Appendix A Update

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



Date:	9 April 2019
Agenda Item:	5
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 At the meeting of the Cabinet on the 9th December 2018, it was recommended that the Council undertake consultation on a draft revision of Appendix A of the Sustainable Design Supplementary Planning Document (SPD) entitled 'Space about Dwellings and Amenity Standards for all Development'. In accordance with the Council's adopted Statement of Community Involvement, consultation took place between the 2nd January and 1st February 2019. Attached at **APPENDIX B** to this report is a summary of the representations received and any actions proposed in light of the comments made.
- 1.2 No material objections were received to the draft revision following the consultation. This Cabinet report requests that a recommendation is made to the Council to adopt this revised guidance.

2. Recommendations

- 2.1 That the Cabinet notes the contents of this report and recommends to Council that the revised Appendix A of the Sustainable Design SPD –'Space about Dwellings and Amenity Standards for all Development' (**APPENDIX A**) with additional wording identified following public consultation, be formally adopted.

3. Background

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

- incorporation of the previous BRE 45° and 25° daylight amenity guidance within the appendix;
- addition of explanatory diagrams within the privacy and outlook, and daylight and sunlight sections;
- further clarification and explanatory text within all sections; and
- the addition of a note on the relationship between planning legislation and Right to Light legislation.

Consultation Process

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

Consultation Responses

- 3.5 The consultation resulted in 6 representations being received. The main points raised can be summarised as follows:
- the changes and update to the appendix are welcome;
 - the reference to extending older properties is welcome;
 - it is considered that the privacy / outlook / private amenity / garden space guidelines are too prescriptive and would hinder efficient use of land and innovative design
 - there should be a guideline relating to space between gable walls; and
 - there should be greater flexibility added to the document to address different contexts.
 - Representations were also received which relate to topic areas that are not covered by the appendix which was consulted upon e.g. trees, ecology and Appendix B 'Sustainability Checklist'.
- 3.6 Members should note that, as raised in two of the consultation responses, Appendix B of the SPD was included in the consultation document on the Council's consultation portal. Only approval to consult on an updated Appendix A was sought from the Cabinet. It was not the intention nor approval secured, for consultation regarding this section of the SPD. As such, all comments received regarding this section cannot be considered at this time. Appendix B of the adopted SPD relates to the future adoption of a sustainability checklist for new development. This appendix will need to be reviewed following the adoption of any new Local Plan as part of the wider review of the supplementary planning documents. However the nature of the comments received are such that they can be considered as part of a future wider review.
- 3.7 Following review of the representations received, an additional note regarding front to front separation flexibility which reflects the local context has been added. A comment was also made about there being no specific reference to gable walls. However, such a reference was considered to be too prescriptive/ unreasonable given the wide scope of permitted development rights. In addition, the relationship of development to adjacent gables would be assessed via the Privacy / Outline guidelines if openings existed on these walls, as set out within this updated Appendix.
- 3.8 A comment was also received regarding size standards for doors and other openings, and disability standards. These issues are covered by other non-planning legislation e.g. Building Regulations or the Disability Discrimination Act and are not within the scope of this Appendix. Overall, it should be remembered that this is an amenity guideline appendix not a design appendix. Following the consultation an additional note has been added to the SPD for clarity identifying that the appendix is

guidance, and any planning applications to which this document applies are assessed on their own merits. Notwithstanding the above, no material amendments to the specific guidelines within the draft SPD Appendix A update, following the public consultation, are proposed.

- 3.9 It should be remembered that the updated appendix is only guidance and forms part of a wider guideline document. This is explained within the Executive Summary of the main SPD Document. It states at Para 1.1 that ‘Essentially SPDs are intended to provide helpful guidance for developers, applicants and other parties involved in the development process and to supplement the policies and proposals of the Development Plan.’ The Sustainable Design SPD as a whole forms guidance which sets out the principles of sustainable development. The updated Appendix A embraces this, but now includes references to how the ‘Space about Dwelling and Amenity Standards should be applied flexibly depending on the context of the development, and other material planning considerations, to allow for forward thinking by developers. As such, as identified throughout the wider document and updated Appendix, the document is guidance and standards contained therein should not be prescriptively applied.
- 3.10 The update was discussed by the Economic Growth, Development and Environment (Overview and Scrutiny) Committee on the 19th March 2019 who recommended to Cabinet that the update be formally adopted by the Council.
- 3.11 A copy of the post consultation draft updated SPD Appendix A is attached to this report (**APPENDIX A**). Once adopted it will replace the existing Appendix A of the SPD with associated repagination for the subsequent previously adopted parts of the SPD. The existing adopted version of the SPD Appendix is included at **APPENDIX C** for comparison.

Alternative Options	<ol style="list-style-type: none"> 1. Status Quo - If it is not decided to approve adoption of the update to Appendix A of the SPD, it could give rise to inconsistency in interpretation of guidelines to the detriment of residential amenity and could lead to inconsistent planning decisions. 2. Partial amendment - If it is decided to adopt a partially amended updated Appendix A of the SPD, it could give rise to inconsistency in interpretation of guidelines to the detriment of residential amenity and could lead to inconsistent planning decisions.
Consultation	<ol style="list-style-type: none"> 1. Consulted with the Overview & Scrutiny Committee prior to the formal Public Consultation 2. No further public consultation is required. 3. A summary of representations received from the public consultation are at Appendix B
Financial Implications	<ol style="list-style-type: none"> 1. There are no further financial implications involved in adopting this document.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Will assist in implementing the Local Plan Strategy which will ensure the controlled and balanced growth of the district.
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. An Equality Impact Assessment accompanies the Sustainable Design SPD updated Appendix A (Appendix D of this report)
Crime & Safety	<ol style="list-style-type: none"> 1. None

Issues	
--------	--

GDPR/Privacy Impact Assessment	1. No privacy impact assessment undertaken.
-----------------------------------	---

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Clarity is not provided and the guidelines continue to be open to wide interpretation, resulting in a lengthy amendment process following planning application submission, in order to made development acceptable to the LPA – an inefficient use of officer time.	Officers would continue to interpret guidelines which may differ from the interpretation of customers, developers and others.	Yellow

Background documents Adopted Sustainable Design SPD (December 2015)
--

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

APPENDIX A

Sustainable Design SPD Appendix A Update

Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

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

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

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

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

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

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

5 NOTE:

- This Appendix is intended to provide developers and homeowners with useful guidance when looking to carry out new developments, and does not apply to permitted development works. All planning applications are assessed on their own merits.

Daylight and Sunlight

6 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.

7 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.

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

45° guideline

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

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

Figure A.1

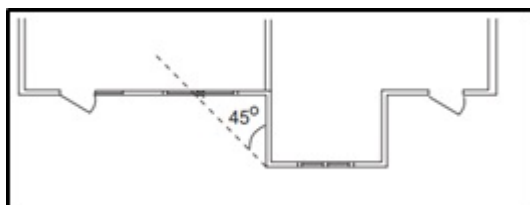


Figure A.1: Stage 1 Plan - 45° guideline assessment. Centre of affected window is within 45° angle on the plan so stage 2 needs to be utilised.

11 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.

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

Figure A.2

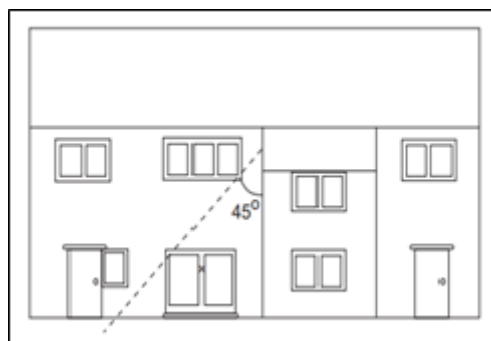


Figure A.2: Stage 2 Elevation - 45° guideline assessment. In this example the impacted patio door is within the 45° angle on both plan (Figure A.1) and elevation, so a significant reduction of light is likely.

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

Figure A.3

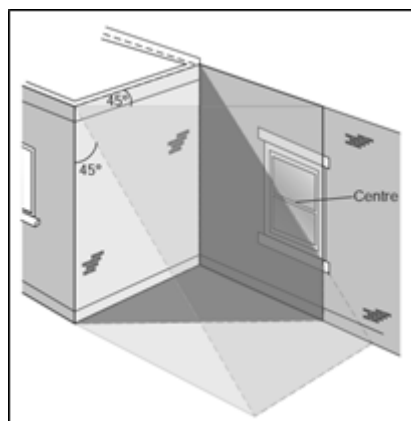


Figure A.3 - Application of both stages of the 45° approach to a domestic extension. A significant amount of light is likely to be blocked if the centre of the window lies within the 45° angle on both plan and elevation. In this example the centre of the window lies outside the 45° angle on elevation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

14 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.

15 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

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

building or structure be above this line then there is likely to be an impact on light received and therefore the impact is likely to be unacceptable.

Figure A.4

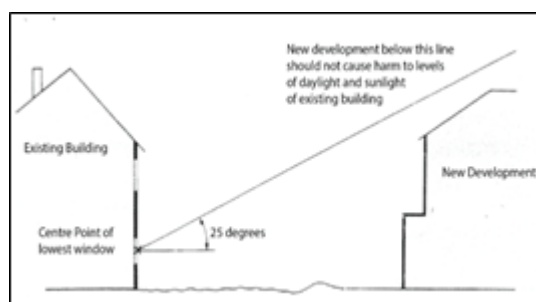


Figure A.4: Section in plane perpendicular to the affected window wall from existing to proposed development showing acceptable application.

Privacy and Outlook

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

Adequate Separation

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

Figure A.5

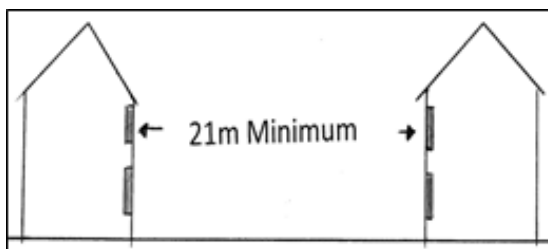


Figure A.5: An appropriate separation distance for facing principal habitable room windows.

Overlooking

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

Figure A.6

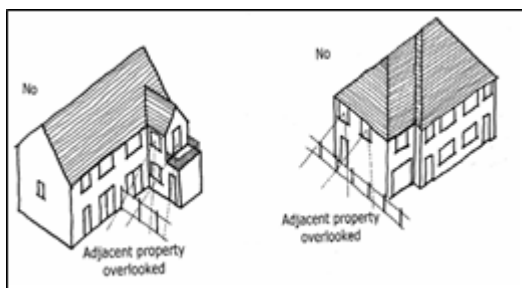


Figure A.6: examples of inappropriate overlooking from side facing windows / balconies.

- No windows serving principal habitable rooms shall be provided on side elevations at ground floor level, unless there is an intervening screen (i.e. wall

or fence) blocking interaction; or the window is obscure glazed top hung / fixed shut.

- In addition, there should be at least 6 metres between a primary principal habitable room window and private neighbouring residential amenity space (e.g. a private garden or private patio), except where there is no overlooking demonstrated.

Outlook

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

Figure A.7

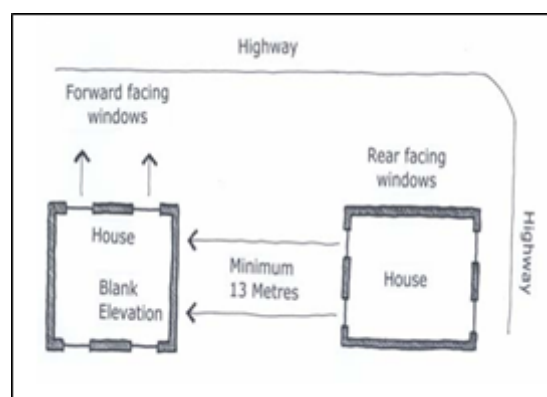


Figure A.7: Protection of outlook

- Balconies / roof terraces – These should be sited carefully and designed to prevent any overlooking of principal habitable rooms; or the gardens of neighbours at a distance of not less

than 10m. Such impacts could be mitigated through solid screens being erected to the sides of balconies / terraces to prevent any direct overlooking of adjacent habitable windows or immediate patio areas.

18 NOTE:

- A reduced separation distance between two front elevations which directly face each other may be appropriate, where the siting of the new development reflects the existing context.
- Increased separation distances will be required where there are significant variations in ground level between new development and existing development. As a general guide, the distance separation between proposed development and existing development should be increased by 2 metres for every 1 metre rise in ground level, where the proposed development would be on a higher ground level. (Figure A.8).

Figure A.8

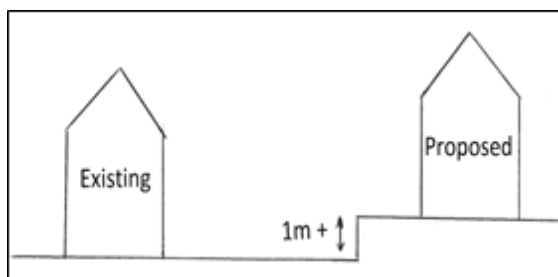


Figure A.8: In this example due to the proposal being on higher ground additional separation is required if the proposal is either face to face with existing development, or if existing development faces the side of the proposed development, due to an increased impact.

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

Private Amenity/Garden Space

19 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.

20 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.

21 NOTE:

- Flexibility may be applied in relation to the above garden length standard, depending upon the site orientation.
- Also, with regard to garden/private amenity areas for new dwellings or in relation to conversion schemes, flexibility will be applied depending upon the individual merits of the

development proposal, including the proximity to existing public open space.

- In terms of extending older properties the surrounding context should also be taken into consideration.

Other Considerations: Right to Light Legislation

22 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.

23 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.

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

APPENDIX B

Summary of Representations

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

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

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

APPENDIX C

Adopted version of Sustainable Design SPD Appendix A
(2015)

Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

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

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

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

- adequate daylight and sunlight to rooms and rear gardens;
- 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, p. 91 It also notes that development should have a positive impact on amenity.

Daylight and Sunlight

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

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

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

Privacy & Outlook

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

Appendix A Space about Dwellings and Amenity Standards for all Development

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

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

Private Amenity/Garden Space

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

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

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

12 NOTE:

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

APPENDIX D

Sustainable Design SPD Appendix A Update - Equality Impact Assessment

equality impact assessment

stage 1 quick check

questionnaire



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

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

Section 1: About you and your service area

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

Section 2: About your plans

Name of service/policy you are assessing:	2019 Update to Appendix A of the Sustainable Design Supplementary Planning Document
--	---

Is it? (please delete as appropriate)

- An update to an existing policy/service

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

- All residents
- Visitors to the district
- Mixture of residents and visitors
- Users of a specific service (e.g. leisure centre customers)
- Internal (employees)
- Disability specific groups
- Race specific groups
- Gender specific groups
- Religious groups
- Sexual orientation groups
- Marriage and civil partnerships
- Older people
- Young people
- Other (please specify)

Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):


To provide updated guidance to the adopted Local Plan policies

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

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

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

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

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

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

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

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

3b: Further details

Please use this space to provide further details if necessary

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

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

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

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

4b: Further details on changes

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

4c: Further details on justification

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

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

Section 5: Your action plan

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

Section 6: Record your actions (delete as appropriate)

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

This page is intentionally left blank