

**STONE TOWN COUNCIL**

**Town Clerk**

Les Trigg

Tel: 01785 619740

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15 Station Road  
STONE  
ST15 8JP

28 June 2018

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 3 JULY 2018 at 7:05pm**, or on the rising of the Council Meeting, if later.

I trust you will be able to attend.

Les Trigg  
Town Clerk

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
  - County Councillor Mrs J. Hood
  - County Councillor I. Parry
5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.
6. **To consider the minutes and recommendations of the undermentioned Committees:**
  - a) Tourism & Town Promotion Sub-Committee held on 19 June 2018, Minute Numbers TTP19/001 – TTP19/006 (attached)
    - i. To consider the minutes
    - ii. To consider the Recommendations contained in Minute Number TTP19/004 and TTP19/005
  - b) Mayor's Charities Sub-Committee held on 19 June 2018, Minute Numbers MC19/001 – MC19/004 (attached)
    - i. To consider the minutes

- ii. To note the resolutions contained in Minute Number MC19/003 and MC19/004

7. **Bollards at the Top of the High Street**

To consider the future operation of the bollards at the top of the High Street following the withdrawal of funding by Staffordshire County Council. See email attached.

8. **National Pay Award 2018-19 and 2019-20**

To consider the report of the Town Clerk (Attached)

9. **Sale of Land at Tilling Drive by Stafford Borough Council**

To consider the attached consultation document from Stafford Borough Council in respect of the Sale of Land at Tilling Drive.

10. **Stafford Borough Council New Local Plan**

To consider the following Stafford Borough Council consultations:

- 1. Draft Statement of Community Involvement
- 2. Strategic Housing and Economic Land Availability assessment – Draft Methodology

A copy of a letter from Stafford Borough Council is attached and copies of the 'Statement of Community Involvement 2018 Update' and 'Strategic Housing & Employment Land Availability Assessment 2018 Draft Methodology' have been included in the electronic version of this agenda. Full details of the consultation can be found at:

<https://www.staffordbc.gov.uk/forward-planning-consultations>

11. **Street Food Events**

To consider the attached proposal from the Stone Food and Drink Festival Committee to hold Street Food events in the High Street on 8<sup>th</sup> August 2018 and 3<sup>rd</sup> October 2018.

12. **Non-Cheque Payments**

To receive list of non-cheque payments made by the Council during the period to 30 April 2018

13. **To consider the following request for a grant:**

- **Royal Air Forces Association - £500**

14. **Members Motion under Standing Order 4**

**Councillor Mrs Hood**

*'The D&G bus service to Walton, Cherryfields, Stonefield and Aston Lodge is to be withdrawn from 22nd July. I have been contacted by a large number of residents who are worried about being stranded in their homes. Those who rely on the bus service tell me they go in to Stone on the bus to shop, get their hair done and for health care visits etc, but most importantly of all to meet up with friends and enjoy a social occasion. A lack of a bus service taking people to and from the town can cause social isolation; loneliness can have a massive impact on mental and physical well-being which in turn will add to the heavy economic burden on an already struggling NHS. It's not just the elderly who will be affected by bus service cuts, but also those with physical and learning disabilities and those on benefits.*

*We have been working in conjunction with some of the traders in the High Street with a view to supporting finding ways to boost the economy of the High Street. No bus to the surrounding estates means less people coming into the town. I urge Stone Town Council to try to find a solution to the planned cuts; we have a duty of care to our residents. I therefore propose that:*

- 1. The Council appoints representatives to meet with D&G Bus Company as soon as possible, and,*
- 2. Potential solutions to the planned cuts are explored'.*

**15. Members Motion under Standing Order 4**

**Councillor I. Fordham**

*'An increasing number of residents are concerned at the way in which vehicles are being parked on Oulton Road in the vicinity of Alleyne's Academy both during the school day and at school drop off times.*

*The situation is causing danger for vehicles negotiating the road, schoolchildren crossing the road to reach or leave the school - and for residents entering and leaving their driveways. I propose that the Council approaches SCC, SBC and the Police and asks them to review the situation and find an acceptable solution."*

**16. Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Project Headstone (Protocol for Marking the Death of the Sovereign or other members of the Royal Family)
- c) Stone Area Parish Liaison Group

**17. To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC – Mayor and J. Davies

Age Concern Stone & District – Cllrs: Mrs K. Green and Mrs C. Collier

Stone Town Band – Mayor

Walton Community Centre – Cllr M. Green

Stafford & Stone Access Group – Cllr Mrs C. Collier

Stone Common Plot Trustees – Cllrs: Mrs C. Collier, G. Collier, Mrs J. Hood, R. Kenney and M. Shaw

Stone Community Hub Liaison Group – Cllrs: M. Green, Mrs J. Farnham, R. Kenney, Mrs J. Hood and A. Osgathorpe

SPCA Executive Committee – Cllr M. Williamson

# Stone Town Council – Tourism & Town Promotion Sub-Committee

## Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre on Tuesday 19 June 2018

**PRESENT:** Councillor Mrs J. Hood in the Chair and  
Councillors: Mrs K. Green, M. Williamson, J. Davies and Mrs J. Piggott

By Chairman's invitation: Councillors: M. Green

**ABSENT:** Councillors: P. Leason, I. Fordham and Mrs C. Collier

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**TTP19/001**     **Apologies**

Councillors: P. Leason, I. Fordham and Mrs C. Collier

**TTP19/002**     **Declarations of Interest and Requests for Dispensation**

None received

**TTP19/003**     **Representations from Members of the Public**

None

**TTP19/004**     **Working Groups**

RESOLVED: To confirm membership of the following Working Groups:

**Town Centre Appearance and Environment Working Group**

R. Kenney, I. Fordham, P. Leason

Co-opted Member: Thomas Kelt

**Town Centre Events and Attractions Working Group**

R. Kenney, I. Fordham, Mrs J. Hood, J. Davies

Co-opted Member: Tony Hollinshead

**TTP19/005**     **Stone Town Centre Development Strategy**

The Sub-Committee received a progress report from the Chairman and working groups:

**Town Centre Appearance and Environment Working Group**

Hanging Baskets - Councillor Mrs Hood advised that the hanging baskets had been scheduled for delivery last week but they hadn't arrived. Some cauldrons have been put on display.

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

It was suggested that the Town Council write to Stafford Borough Council asking for the hanging baskets to be installed before Civic Sunday on 1 July 2018 and Stone in Bloom judging on 9 July 2018.

It was also suggested that Stafford Borough Council be asked to sweep away the organic matter that had fallen from trees and accumulated under the benches in the High Street.

#### **Fingerposts and Notice Boards**

It was reported that the new business directory, maps and calendar of events will be installed in notice boards tomorrow.

RECOMMENDED: To note progress on the work of the group.

#### **Town Centre Events and Attractions Working Group**

Late Night Shopping - Councillor Kenney reported that 24 marquees had been ordered for the Late Night Shopping event in the town on Thursday (21 June) and 23 of them had been taken. He advised that the event will run from 4pm to 8pm and he hopes that many of the traders will be staying open late. Set up will be from 2:00pm and traders will begin to trade when they are ready.

Music Festival – Councillor Mrs Hood advised that Mr Holinshead had booked all the acts for the Music Festival on 14 July 2018. The event will be a good family orientated day out and will increase footfall to benefit traders in the town.

Stone by the Sea – Councillor Mrs Hood reported that this event (scheduled for 15 – 17 August) had been difficult to organise but arrangements are in progress. It will feature fairground rides, donkeys and a large container of clean sand which will be brought into Market Square for children to enjoy.

Christmas Lights Switch On – The lighting display is currently being finalised. When ready, the provider will deliver a presentation for Town Councillors.

RECOMMENDED: To note the progress report on the work of the group.

#### **Town Centre Partnership**

Town Council representatives have met with traders. Tourist information boards will be installed tomorrow for the display of a business directory, maps and a calendar of events.

RECOMMENDED: That the update on the Town Centre Partnership is noted.

**TTP19/006**

#### **Update from Working Group**

#### **Commemoration to Mark 100 years since the end of World War 1 in 2018**

Seats – No report was available on this item.

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Silent Soldier Campaign – The Town Clerk advised the Sub-Committee of issues relating to the purchase of Silent Soldier Silhouettes that he was seeking to resolve.

Councillor Mrs Hood provided an update on the work of the Group which is planning a number of commemorative events such as the lighting of a beacon at St Michael's Church, a special program of bell ringing, a very special Remembrance Commemoration service as well as other events.

Councillor Davies provided information on the Armed Forces Community Programme.

**Town Mayor**

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

## Stone Town Council – Mayor’s Charity Sub-Committee

### Minutes of the meeting held in St Michael’s Suite at the Frank Jordan Centre on Tuesday 19 June 2018

**PRESENT:** Councillor Mrs K. Green in the Chair and  
Councillors J. Davies, Mrs J. Farnham, Mrs J. Piggott and M. Williamson

**ABSENT:** Councillors P. Leason and I. Fordham

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**MC19/001** **Apologies**

Apologies were received from Councillor P. Leason and I. Fordham

**MC19/002** **Declarations of Interest**

None

**MC19/003** **Mayor 2017-18 – Report of final amounts donated to the Mayor’s Charities**

RESOLVED: That a written report be issued to members stating the total value raised for the Mayor’s Charities, and its proposed distribution between the charities:

Scout & Guide Band  
Stone Army Cadets  
2352 (Stone) Squadron ATC  
St John Ambulance

**MC19/004** **Mayor 2018-19 – To confirm the charities for the year**

Councillor Mrs Green stated that the Mayor’s chosen charities for the year 2018-2019 would be:

Age Concern Stone & District  
1<sup>st</sup> Stone Scouts  
STING

RESOLVED: To support the Mayor’s proposed charities.

**Town Mayor**

**From:** Phil Gammon <pgammon@staffordbc.gov.uk>  
**Sent:** 08 June 2018 16:08  
**To:** Christine Parton <christine.parton@stonetowncouncil.gov.uk>  
**Subject:** RE: Bollards top of High Street Stone

Hi Chris,

Thank you for the electronic version of the letter.

As you are aware, it is Staffordshire County Council that has removed the funding for the operation of the bollards and there is a real cost implication for Stafford Borough Council in continuing the service. However, given the short timescales that we are now dealing with, Stafford Borough Council will continue to operate the bollards until the 28 July 2018. This should give sufficient time to enable discussions to be held between Stone Town Council, Staffordshire County Council and Stafford Borough Council, in the hope of achieving a satisfactory solution to this matter.

With regard to the replacement of the bollard, Stafford Borough Council will also contact Staffordshire County Council to request that they replace the bollard as soon as possible.

Please could you advise if Stone Town Council has contacted the Staffordshire County Councillor responsible for Stone regarding the removal of the funding and replacement of the bollard?

Regards

Phil



Phil Gammon | Neighbourhood Services Group Manager  
Stafford Borough Council | Riverway Nursery | Riverway | STAFFORD | ST16 3TH  
01785 619108 | [pgammon@staffordbc.gov.uk](mailto:pgammon@staffordbc.gov.uk) | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

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## **Stone Town Council - General Purposes Committee**

**3<sup>rd</sup> July 2018**

### **National Pay Award 2018-19 and 2019-20**

#### **Report of Town Clerk**

#### **Purpose of Report**

1. To inform the Committee of the outcome of the 2018-19 national pay award negotiations for local government staff and its impact on the Council.

#### **Background**

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales.
3. The 2018-19 pay negotiations resulted in agreement to a 2% per annum pay increase for most staff in both 2018-19 and 2019-20, but with pay for staff at lower levels increasing by up to 16% over the two years.
4. The National Association of Local Councils (NALC) have recommended the adoption of the outcome of these negotiations to local councils. The NALC circular setting out the new pay scales for 2018-19 is attached as an appendix to this report.

#### **Employee Pay Scales**

5. Some of the Council's current staff are paid hourly rates that do not relate to the national pay scales. It is suggested that the Council increase their pay rates by 2% per annum, in line with most other Council staff, subject to the minimum levels required by law.

#### **Implications for the Council**

6. The additional cost of this award to the Council will be around £2,800 in 2018-19. This level of pay award was anticipated when the Council's budget was prepared and so is fully covered within the existing budget.

#### **Recommendations**

7. The Committee is recommended to adopt the new salary levels for staff for 2018-19 and 2019-20, as set out in this report.

18 APRIL 2018

## **EMPLOYMENT BRIEFING E01-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2018-2019 to be implemented from 1 April 2018.
- New pay scales for 2019-2020 to be implemented from 1 April 2019  
(Further information on these will be issued by NALC later this year).

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by SLCC and ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2018

© NALC 2018

## ANNEX

NJC has reached agreement on the pay scales for 2018-19. Consequently, NALC recommends that the below salary scales for full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) are applied from 1 April 2018.

### Pay scales from 1 April 2018

Scale Points below Substantive range		Substantive Benchmark range		Points above Substantive range	
LC1					
	(15-17)		(18-22)		(23-25)
15	£17,972	18	£18,870	23	£21,693
16	£18,319	19	£19,446	24	£22,401
17	£18,672	20	£19,819	25	£23,111
		21	£20,541		
		22	£21,074		
LC2					
	(26-29)		(30-34)		(35-38)
26	£23,866	30	£27,358	35	£31,401
27	£24,657	31	£28,221	36	£32,233
28	£25,463	32	£29,055	37	£33,136
29	£26,470	33	£29,909	38	£34,106
		34	£30,756		
LC3					
	(39-42)		(43-47)		(48-51)
39	£35,229	43	£39,002	48	£43,757
40	£36,153	44	£39,961	49	£44,697
41	£37,107	45	£40,858	50	£45,816
42	£38,052	46	£41,846	51	£46,957
		47	£42,806		
LC4					
	(52-55)		(56-60)		(61-68)
52	£48,138	56	£53,131	61	£61,732
53	£49,331	57	£54,455	62	£63,541
54	£50,421	58	£56,272	63	£65,372

55	£51,832	59	£58,082	64	£67,167
		60	£59,901	65	£68,869
				66	£70,607
				67	£72,387
				68	£74,217

### **PART-TIME CLERKS - HOURLY RATES April 2018**

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full- time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

**For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2018 are:**

#### **Scale LC1 and part LC2 (SCP - Spinal Column Point)**

SCP	15	£9.341
SCP	16	£9.521
SCP	17	£9.705
SCP	18	£9.808
SCP	19	£10.107
SCP	20	£10.301
SCP	21	£10.676
SCP	22	£10.953
SCP	23	£11.275
SCP	24	£11.643
SCP	25	£12.012
SCP	26	£12.404
SCP	27	£12.815

**SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)**

SCP	Annual £	Hourly £p	SCP	Annual £	Hourly £p
6	£16,394	£8.521	11		£8.839
7	£16,495	£8.573	12	£17,173	£8.926
8	£16,626	£8.641	13	£17,391	£9.039
9	£16,755	£8.708	14	£17,681	£9.190
10	£16,863	£8.765			

## **Notice of Intention to Dispose of Open Space – Land at Tilling Drive, Stone**

Notice is hereby given in accordance with Section 123(2A) of the Local Government Act 1972 that Stafford Borough Council ("the Council") intends to dispose of an area of open space at Tilling Drive, Stone.

Copies of a plan showing the approximate position of the affected land may be inspected free of charge during normal office hours Monday to Friday, at the Civic Centre, Riverside, Stafford and also on the Council's website at [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk). A copying charge may be payable if copies are required.

By virtue of Section 123(2A) of the Local Government Act 1972 the Council is required to give formal notice of its intention to dispose of open space and consider any objections to the proposed disposal.

Any objections or representations regarding the proposed disposal of the land at Tilling Drive should be made in writing to the Head of Development at the address below to be received no later than 12 noon on **Friday 6<sup>th</sup> July** 2018. The grounds for any objection should be stated.

Richard Lawrence, Head of Development  
Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ

18 JUN 2018



Mr L Trigg  
Town Clerk  
Stone Town Council  
15 Station Road  
Stone  
ST15 8JR

CONTACT	Forward Planning
DIRECT DIAL	01785 619000
FAX	01785 619473
OUR REF	AB/TA
YOUR REF	
DATE	13 June 2018

Dear Sir / Madam

**Stafford Borough Council New Local Plan  
Draft Statement of Community Involvement  
Strategic Housing and Economic Land Availability Assessment - Draft Methodology**

The purpose of this letter is to make you aware of the following consultations being launched by Stafford Borough Council as detailed below:

- 1 Draft Statement of Community Involvement
- 2 Strategic Housing and Economic Land Availability Assessment - Draft Methodology

The consultations end at **12 noon on Tuesday 31 July 2018**

**Draft Statement of Community Involvement**

The draft Statement of Community Involvement (SCI) has been published for public consultation to provide you an opportunity to be involved in the planning services within the Borough. The Council welcomes suggestions on community engagement techniques that are considered to encourage effective participation, and will consider the comments received prior to finalising the SCI.

**Strategic Housing and Economic Land Availability Assessment Draft Methodology**

Local Planning Authorities are required to include land that is available for housing and employment development in the published Strategic Housing and Economic Land Availability Assessment (SHELAA). The draft methodology reflects the approach set out in national planning policy and guidance in order to assess sites submitted for new the Local Plan process.

Continued/...

### **Where can I view the documents?**

The documents can be found by visiting the Stafford Borough Council's website at <https://www.staffordbc.gov.uk/forward-planning-consultations>

Alternatively copies of the draft documents can be inspected at the Ground Floor Reception, Stafford Borough Council, Civic Centre, Riverside, Stafford, during normal office hours Monday - Thursday 08.30 - 17.00 and Friday 08.30 - 16.30. Reference copies have been supplied to Public Libraries within Stafford Borough.

### **How do I comment?**

If you would like to comment on these documents please send your views using the following email address: [forwardplanningconsultations@staffordbc.gov.uk](mailto:forwardplanningconsultations@staffordbc.gov.uk)

With the aim of reducing the use of paper and achieving efficiency savings, the Council's preferred communication method is to receive representations email. However the Council will accept representations submitted by post to:

Forward Planning, Civic Centre, Riverside, Stafford, ST16 3AQ

### **Protecting Your Privacy**

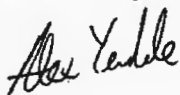
A schedule of representations and officer responses will be made publicly available when the final SCI and SHELAA Methodology are finalised. Comments cannot be treated as confidential. Your personal information, such as your postal and email address will not be published and signatures will be redacted, but your name and organisation (if relevant) will. We will only use your personal information to send you information on the Local Plan and associated planning policy matters.

We believe you should always know what data we collect from you and how we use it, and that you should have meaningful control over both. As part of our ongoing commitment to transparency, and in relation to the new General Data Protection Regulation (May 2018), we have updated our Privacy Policy.

Stafford Borough Council are the data controller and you can find information about how we handle your personal data by visiting [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices) and if you have any queries or would like to unsubscribe from receiving information then please contact [forwardplanningconsultations@staffordbc.gov.uk](mailto:forwardplanningconsultations@staffordbc.gov.uk)

We look forward to hearing from you.

Yours faithfully



Alex Yendole  
Forward Planning





# **Statement of Community Involvement 2018 Update**

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## Glossary of Terms

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# **1 Foreword**

- 1. 1 This Statement of Community Involvement demonstrates Stafford Borough Council's commitment to engaging with local people and other stakeholders in planning issues.
- 1. 2 It will provide a structured approach to engaging with local people and organisations across Stafford Borough in the preparation of Planning Policy Documents and consideration of Planning Applications.
- 1. 3 A key objective of the planning system is to strengthen local community participation and stakeholder involvement in shaping future development and reaching planning decisions. Stafford Borough Council aims to build on this foundation and provide a transparent, user friendly and accessible platform to encourage and maximise public participation.
- 1.4 Planning Policy Documents are not prepared in isolation and are progressed with the input of local people, businesses and other stakeholders. Therefore, it is important for those who live, work and enjoy being in Stafford Borough to have every opportunity to influence growth and development through the Council's planning system. This will help us make the best possible planning decisions in the future.

**Councillor Mrs Frances Beatty**  
**Cabinet Member for Economic Development and Planning**

## **2. Introduction**

### **What is a Statement of Community Involvement?**

- 2.1 A Statement of Community Involvement explains how the Local Planning Authority will engage with stakeholders, such as their local community and businesses, to prepare Planning Policy Documents and determine Planning Applications by describing who is consulted, how, and when.
- 2.2 This Statement of Community Involvement sets out Stafford Borough Council's approach to strengthening community involvement, and engaging with stakeholders to help shape the use of land and development.
- 2.3 When consulting local communities and stakeholders in preparing Planning Policy Documents and determining Planning Applications, consultation and engagement will need to meet the requirements of this Statement of Community Involvement.
- 2.4 Under Section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004, Local Planning Authorities are required to prepare a Statement of Community Involvement to describe how they will engage with local people on planning decisions.
- 2.5 The Borough Council's first Statement of Community Involvement was adopted in 2006. In 2016 the Statement of Community Involvement was updated due to changes in the planning system (the Localism Act 2011, the introduction of the National Planning Policy Framework in 2012, adoption of the Plan for Stafford Borough in June 2014 and the replacement of 'Local Development Frameworks' with 'Local Plans').
- 2.6 This updated Statement of Community Involvement now sets out advice or assistance to be provided by the Borough Council to neighbourhood planning groups, as well as detailing how interested parties can be involved in the preliminary stages of plan-making: surveys, engagement in the preparation of the Brownfield Land Register and Permission in Principle development sites as well as and proposed Local Plan timetabling through the Local Development Scheme. These changes have arisen from Regulations under the Neighbourhood Planning Act 2017.

### **3. Vision and Our Commitment to You**

#### **Our Vision**

- 3.1 The Borough Council believes that local community participation and involvement is central to the delivery of sustainable development and helps to provide effective planning for the future.
- 3.2 Our vision is “to provide a platform for people to express their views on planning matters and share their local knowledge in an interactive and inclusive manner, to help inform planning decisions and create effective strategies.”

#### **Our Commitment to You**

- 3.3 To achieve our vision,
- We will inform stakeholders about development proposals and planning applications as early as possible using a variety of methods and techniques
  - We will create and prepare planning policy documents in a user friendly manner
  - We will ensure our methods and approach are transparent and accessible to help people understand the planning process better
  - We will record and consider views to help inform Planning Policy Documents and determine Planning Applications
  - We will seek to work with groups and individuals who do not normally engage with planning
  - We will encourage developers to consult on their proposals as soon as practicable.

#### **A Consistent Approach**

- 3.4 This Statement of Community Involvement has been aligned with the Borough Council's emerging Communication Strategy. This Strategy, which sets out the Council's approach towards engaging with local communities and stakeholders, aims to provide a transparent process that will help increase public engagement and ensure the Borough Council is capturing a wide range of views to help make effective decisions. The commitments stated above will help achieve the aims stated in the Communication Strategy and provide a consistent approach when consulting with the local community.

#### **Council Constitution**

- 3.5 Stafford Borough Council has a Constitution that sets out how the Council conducts its business, how decisions are made and ensure the procedures followed are consistent and transparent, so that the Council remains accountable to local people. To view the Council's Constitution, please visit <http://www.staffordbc.gov.uk/constitution>

- 3.6 The requirements for carrying out effective consultation set out in this draft Statement of Community Involvement will help deliver the Council's Corporate Business Plan 2018-2021 key objective:

*"To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and well-being"*

### **Stafford Borough Community Compact**

- 3.7 Stafford Borough Council is a signatory of The Staffordshire Compact. The Staffordshire Compact is a commitment between the third sector (made up of voluntary and community organisations) and public organisations (made up of local authorities, police, fire and rescue and the health authority) in Staffordshire. This compact aims to provide a framework for the third sector and public organisations to work together to provide more effective and co-ordinated services to local communities.
- 3.8 The Stafford Borough Compact was developed to help achieve shared aims and principles outlined in the Staffordshire Compact and to also demonstrate how it would support the voluntary and community sector in the Borough. This includes building stronger partnerships with the voluntary and community sector.
- 3.9 Stafford Borough Council has a responsibility to provide excellent services to the public and value for money to the taxpayer. The channels through which public services are delivered and by which the public has contact with the authority, (be that via telephone, online, in person or other means) are a critical part of public service provision and there is an ongoing impetus for them to be managed effectively and efficiently for everyone. This is why the Council have developed a Customer Access Strategy and ensured that the draft Statement of Community Involvement is aligned to it. By increasing the range of channels available for accessing a full range of services, customers are better able to engage at a time and in a way that suits their lifestyle. This makes it easier and more convenient for our customers to access services, when, where and how they choose to do so in the most cost effective way. Support Staffordshire is the new infrastructure organisation for the voluntary sector
- 3.10 In terms of consultation with the Voluntary and Community Sector, the Council will endeavour to provide adequate consultation timescales that are contained within the guidance outlined in the Compact Agreement.

## **4 The Planning System**

### **The Planning System**

- 4.1 The Planning System plays a key role in shaping the use of land and development to provide attractive, vibrant and well-designed places to live and work. Whilst it seeks to conserve and protect the environment, it also aims to provide new development that meets the needs for new housing, employment, and other facilities. This inevitably involves making some challenging decisions. The role of the Local Planning Authority is to make balanced decisions after considering consultation responses and other material planning matters.
- 4.2 The Planning System is made up of two parts:
- Plan Making - Planning Policy Documents
  - Development Management - Planning Applications

### **Plan Making**

- 4.3 Plan Making is referred to as planning policy or spatial planning. Plan Making requires Local Planning Authorities to produce a Local Plan for the area which sets out how the area will develop over a period of time. The Local Plan policies will be used to guide future development.
- 4.4 The process of creating a Local Plan requires Local Planning Authorities to identify and engage, at an early stage, with all those that may be interested in the development or content of the Local Plan, and with groups who may be affected by proposals. With the help of the local community and the collation of an evidence base, the Local Planning Authority will identify options for addressing local development needs, to inform a preferred approach for future development. This requires carrying out a robust community consultation with local communities, businesses and other interested parties.
- 4.5 The Local Plan includes a list of strategies and policies, allocations of land and resources that will deliver the overall vision for future development in Stafford Borough.

### **Development Management**

- 4.6 Development Management is the process of determining Planning Applications. Planning Applications are submitted to the Council by those seeking permission from the Local Planning Authority to make changes to the use of land, existing buildings, or development of new buildings.
- 4.7 When determining Planning Applications, the Local Planning Authority has to consider the contents of the Local Plan, the National Planning Policy Framework, consultation responses, and any other relevant planning issues.

## **A Customer Service Approach**

- 4.8 At Stafford Borough Council the Development Management team is strongly customer focused and aims to provide an excellent service. At the heart of processing Planning Applications is a customer care promise, which is effectively working towards specific standards of service. These standards can be found in the Planning Customer Service Charter, which includes a list of objectives, one of which embraces involving people in taking decisions that affect them.
- 4.9 To see the Planning Customer Service Charter, please visit <http://www.staffordbc.gov.uk/planning>



## **5 Planning Policy Documents**

- 5.1 This section focuses on what Planning Policy Documents are and a general description of their contents. It explains who, when and how people are consulted during the preparation of Planning Policy Documents.
- 5.2 Planning Policy Documents provide the strategic framework to guide future growth and development proposals. They are used to help determine Planning Applications. There are two types of Planning Policy Documents: Development Plan Documents and Supplementary Planning Documents.

### **Local Development Scheme**

- 5.3 The Local Development Scheme sets out the timetable and commitment for producing various Planning Policy Documents by detailing the defined Plan area and a profile of what each document will be delivering.

### **Development Plan Documents**

- 5.4 Collectively, Development Plan Documents form the Local Plan for the area. They are the statutory documents that contain planning policies for the Borough. In Stafford Borough, the adopted Local Plan is made up of the Plan for Stafford Borough 2011 – 2031 and Part 2. Work has now started on a New Local Plan including evidence based studies, establishing a Brownfield Land Register and initial consultation exercises. Future work on all of these aspects will need to meet the requirements set out in the latest Statement of Community Involvement.

### **Sustainability Appraisal & Strategic Environmental Assessment**

- 5.5 Development Plan Documents are subject to the Sustainability Appraisal process, which incorporates the requirements of Strategic Environmental Assessment. The Sustainability Appraisal assess the preparation of the Local Plan's policies and proposals as these are development against social, environmental and economic objectives to ensure the best approach is delivered. A key element of the Sustainability Appraisal process is the baseline information established through survey data. A series of Sustainability Appraisal reports produced through the preparation of the Local Plan are consulted upon alongside the policies & proposals.

### **Supplementary Planning Documents**

- 5.6 Supplementary Planning Documents are complementary documents that provide further details and guidance to policies contained in the Local Plan, and are used as material considerations in reaching planning decisions. Supplementary Planning Documents take many forms, ranging from a master plan or development brief, to design guides and general additional guidance produced by the Council.

## **Neighbourhood Planning**

- 5.7 Neighbourhood Plans (sometimes called Neighbourhood Development Plans) were introduced by the Localism Act in November 2011 to enable local communities to further shape the development and growth of their local area.
- 5.8 Neighbourhood Planning allows communities to choose where new homes, shops, offices and other development should be built, identify and protect local green spaces and influence what new buildings should look like.
- 5.9 Neighbourhood Planning can be taken forward by two types of bodies - Town and Parish Councils or 'Neighbourhood Forums'. Neighbourhood Forums are community groups, including local residents, that are designated to take forward Neighbourhood Planning in areas without Parishes. It is the role of the Local Planning Authority to firstly agree the formation of the Neighbourhood Forum and secondly to designate the Neighbourhood Area.
- 5.10 Preparing a Neighbourhood Plan enables communities to develop a shared vision, with key aims and objectives to help deliver new sustainable development for their area. Neighbourhood Plans set out planning policies that are used to help determine Planning Applications. They should help, not hinder development and must conform to the Local Plan.
- 5.11 The Borough Council will provide assistance and guidance to Neighbourhood Planning Groups in order to progress Neighbourhood Plans and ensure effective documents are delivered. When a Neighbourhood Plan has been adopted, it will then become part of the Local Plan and used to help determine future Planning Applications.
- 5.12 For more information and guidance on Neighbourhood Planning please visit <http://www.staffordbc.gov.uk/neighbourhood-planning>

## **Community Infrastructure Levy**

- 5.13 The Community Infrastructure Levy allows Local Planning Authorities to set charges which developers must pay when bringing forward new development, to contribute towards the cost of new local infrastructure. This can include new roads, schools, health centres, and sport, recreation and green spaces.
- 5.14 A Community Infrastructure Levy is prepared by Local Planning Authorities before it is adopted. The key stages in preparing a Community Infrastructure Levy are set out on page 16.

## **6 When We Will Consult – Planning Policy Documents**

- 6.1 Consultation on Planning Policy Documents takes place during a series of key stages as the document develops. Different types of Planning Policy Documents will have different mechanisms used for community involvement at various stages, including at the preliminary plan survey stage. Details of the timetable for these consultations are set out in the Local Development Scheme, which is also subject to a community engagement process.
- 6.2 Planning Policy Documents are prepared in accordance with the Regulations alongside the Planning and Compulsory Purchase Act 2004, the National Planning Policy Framework and the National Planning Practice Guidance.
- 6.3 The Stafford Borough Community Compact stipulates that there should be a minimum consultation period of 12 weeks for new policies and services that are being introduced. However, in line with the Town and Country Planning Regulations (2012), the Borough Council is required to consult for a minimum period of 6 weeks. To ensure that consideration is given to the Compact, the Borough Council will extend the period of consultation where necessary i.e. during holiday periods to ensure that those who are required to respond have sufficient time to do so.
- 6.4 The key stages in preparing different Planning Policy Documents and when you can get involved at each stage is set out below.

### **Key stages in preparing Development Plan Documents**

- 6.5 The key stages required to prepare a Development Plan Document (DPDs) are shown below. Each stage is described, including when the Borough Council will carry out consultations.

### **Survey, Evidence Gathering and Early Engagement on Policy Options**

- 6.6 The Borough Council will collate and consult on a range of socio-economic and environmental evidence, through the Sustainability Appraisal process. Furthermore survey information will be sought on key elements of the Development Plan Document, including a Call for Sites exercise alongside key housing and employment statistics. Furthermore each year the Brownfield Land Register will be reviewed to identify new development sites, which will include potential sites through the Permission In Principle approach. In order to prepare the policies and proposals for the Development Plan, the Borough Council will consult with the community and statutory organisations listed in Appendix 1 & 2, and establish the main issues for the document to address as part of developing policy options and key matters. This may include consultation on issues and reasonable policy alternatives.
- 6.7 The local community and stakeholders are encouraged to provide their details via a consultation database so that they can be kept informed throughout the following stages.

## **Development of Policy Options**

- 6.8 The community and stakeholders, including statutory organisations, will be encouraged to participate in the on-going policy development process and a range of consultation / engagement methods will be used to help achieve this. Following on from the early engagement on policy options and key matters, the Council will consult on preferred options for the Development Plan Document for a 6 week period of consultation.

## **Publication and Submission**

- 6.9 Following preparation of the Development Plan Document the Borough Council will publish a final version and invite comments on the document from the community, statutory organisations and other interested parties as part of a statutory 6 week consultation stage.
- 6.10 This is effectively the final stage to submit formal representations to the Borough Council on the Development Plan Document. The Borough Council will then submit the Development Plan Document, the Sustainability Appraisal and the entire evidence base, including the representations made, to the Secretary of State for an Examination in Public.

## **Examination in Public**

- 6.11 An independent Inspector is appointed to undertake an Examination in Public, to test the legal compliance and soundness of the Development Plan Document whilst considering all representations made at the Publication stage.
- 6.12 Prior to the Examination in Public, the Borough Council must publish an advert notifying the public, including any interested parties, about details of the Examination.
- 6.13 Anybody who submitted representations at the Publication stage will have the opportunity to present their case to the Inspector.
- 6.14 During the Examination in Public stage the Council may propose Main Modifications to the document, if these are needed to make it “sound”. If this is the case further consultation on the proposed changes will be carried out. The Inspector will then produce a report setting out any changes the Borough Council must make to the document before it can be adopted.

## **Adoption of Development Plan Document**

- 6.15 The Borough Council will receive the Inspector’s Report, publicise an adoption statement and adopt the Development Plan Document.

### **Key stages in preparing Supplementary Planning Documents**

- 6.16 Supplementary Planning Documents (SPDs) are supporting documents and do not have the same status as Development Plan Documents.
- 6.17 When preparing a Supplementary Planning Document community engagement will take place, although unlike when producing a Development Plan Document there is no Examination in Public. In addition the level and scope of community involvement will depend on the nature of the document being produced. For example, consultation on a Design Statement is likely to be focused on the particular area to which it will directly apply.
- 6.18 The Council will expect developers to follow similar consultation requirements for masterplans in the same manner as required for SPD's.
- 6.19 The diagram below shows the key stages for preparing a Supplementary Planning Document. Each stage is described including when the Borough Council will carry out consultations.

### **Evidence Gathering and Early Engagement**

- 6.20 The Borough Council will engage with relevant stakeholders to collate appropriate evidence to produce the draft Supplementary Planning Document.

### **Publication of Draft Document**

- 6.21 Following the evidence gathering stage, the Borough Council will prepare and publish a draft Supplementary Planning Document for consultation.
- 6.22 The Borough Council will invite comments from the local community, relevant stakeholders, statutory organisations and interested parties on the draft Supplementary Planning Documents for a 4 week period of consultation.

### **Adoption**

- 6.23 The Borough Council will consider all the representations received from the consultation and make any necessary amendments to the final document before it is adopted.
- 6.24 The Borough Council will produce a statement summarising what consultation has been undertaken, the main issues raised and how these have been considered in the preparation of the Supplementary Planning Document.

## **Key stages in preparing Neighbourhood Plans**

- 6.25 The key stages for preparing a Neighbourhood Plan are shown below. Each stage is described including when the Borough Council will provide advice, assistance and carry out relevant consultations.

### **Designation of Neighbourhood Plan Area**

- 6.26 A Parish Council or Neighbourhood Forum can submit an application to the Borough Council requesting for a Neighbourhood Plan Area to be designated.
- 6.27 The Borough Council will publicise the Neighbourhood Plan Area Application and carry out a statutory consultation for a period of 4 weeks before it is considered for designation as a Neighbourhood Plan Area. The Borough Council will then publish details of its decision, including a map of the designated area.

### **Preparation of Neighbourhood Plan**

- 6.28 The Parish Council or Neighbourhood Forum will prepare their Neighbourhood Plan in accordance with the Neighbourhood Planning (General) Regulations 2012, and the Neighbourhood Planning Act 2017. This involves collecting evidence, engagement and consultation with the local community on issues and options, and developing draft planning policies for inclusion in the Neighbourhood Plan.
- 6.29 The Borough Council will provide assistance and advice to the Parish Council or Neighbourhood Forum throughout the preparation of the Neighbourhood Plan in a timely manner when requested. Prior to the draft Neighbourhood Plan being subject to consultation, the Borough Council will prepare a Screening Report to assess the environmental implications. The Screening Report will be subject to a six week consultation exercise with the statutory environmental agencies.

### **Submission and Publication**

- 6.30 The Parish Council or Neighbourhood Forum are required to submit the Neighbourhood Plan to the Borough Council who will then publish the proposed Neighbourhood Plan for a 6 week period of consultation. The Borough Council will notify all relevant stakeholders and invite comments during the consultation stage.

### **Examination**

- 6.31 The Borough Council will arrange for an independent Inspector to examine the Neighbourhood Plan. Prior to the Examination, the Borough Council must publish an advert notifying the public, including any interested parties, about details of the Examination.

- 6.32 Following the Examination, the Inspector will produce a report to show whether the Neighbourhood Plan meets the basic and legal requirements set out in the Regulations.

### **Adoption of Neighbourhood Plan**

- 6.33 Following receipt of the Inspector's Report, this recommends any changes required and whether the Neighbourhood Plan can proceed to a referendum (vote).
- 6.34 The Council will publish the Inspector's Report and arrange a referendum. If the Neighbourhood Plan is successful at referendum (achieved more than a 50% yes vote) the Borough Council will then adopt the Neighbourhood Plan and it will be used in the determination of Planning Applications in the Neighbourhood Plan Area.

**Note:** *The Parish Council or Neighbourhood Forum preparing a Neighbourhood Plan is responsible for undertaking community engagement and consultation before the proposed Plan is submitted. Consulting with the wider community in the early plan making process could increase the likelihood of the Neighbourhood Plan being successful at the referendum stage.*

### **Key stages in preparing a Community Infrastructure Levy**

- 6.35 The Community Infrastructure Levy Regulations 2010 set out the procedure for Local Planning Authorities to meet in order to adopt a Charging Schedule.
- 6.36 The diagram below shows the key stages in preparing a Community Infrastructure Levy. Each stage is described including when the Borough Council will carry out consultations.

### **Preliminary Draft Charging Schedule**

- 6.37 Following the production of an evidence base including viability reports and an Infrastructure Delivery Plan, the Borough Council prepares a preliminary draft charging schedule, which sets out the proposed levy rates. The Borough Council will then carry out a period of consultation seeking views from stakeholders on the proposed rates.

### **Draft Charging Schedule**

- 6.38 Following consideration of the responses made to the preliminary draft charging schedule the Borough Council will publish a draft charging schedule for a 6 week consultation, seeking comments from all relevant stakeholders. The Borough Council will then submit a final draft charging schedule to the Secretary of State for an independent Examination. At this stage, anybody

who has made a representation to the draft charging schedule has the opportunity to be involved as part of the Examination in Public.

### **Examination in Public**

- 6.39 An independent Inspector is appointed to examine a draft charging schedule, and will consider all of the representations together with the evidence base.
- 6.40 Prior to the Examination in Public, the Borough Council must publish an advert notifying the public, including any interested parties, about details of the Examination.
- 6.41 During the Examination in Public, those who have made representations to the draft charging schedule can present further information to the Inspector. Following the Examination in Public the Inspector produces a report and recommendations regarding the draft charging schedule.

### **Adoption of Community Infrastructure Levy**

- 6.42 The Borough Council will publish the Inspector's Report and make any amendments prior to the Community Infrastructure Levy being adopted.



## **7 Who We Will Consult – Planning Policy Documents**

- 7.1 In the preparation of Planning Policy Documents, a wide range of individuals, groups, representatives and organisations will be consulted.
- 7.2 In line with statutory obligations, the Borough Council is required to provide a ‘*specific consultation*’ list of statutory organisations who must be consulted (please see Appendix 1) and a ‘*general consultation*’ list of those who may wish to be consulted (please see Appendix 2) on Planning Policy Documents. These lists of bodies are not definitive and the Borough Council may need to consult with other organisations at the appropriate time.
- 7.3 Stafford Borough Council wants to ensure that all stakeholders have every opportunity to be involved with the preparation of Planning Policy Documents and no groups / organisations and individuals, including hard to reach groups, are excluded.
- 7.4 Stafford Borough Council maintains a database of over 3,000 consultees, which largely consists of those who have expressed an interest in being involved in the preparation of Planning Policy Documents. These are identified as key stakeholders and are shown in the diagram below.

### **Key Stakeholders**

<b>Local Interest Groups</b>	<b>Residents</b>	<b>Businesses</b>	<b>Individuals</b>
<b>Neighbouring Local Authorities</b>	<b>Statutory Organisations</b>	<b>Land Owners</b>	<b>Councillors &amp; MPs</b>
<b>Voluntary &amp; Community Groups</b>	<b>Parish Councils</b>	<b>Developers</b>	<b>Hard to Reach Groups</b>

- 7.5 Any resident, business or interested party can be included in this database by contacting the Borough Council’s Forward Planning team on 01785 619000, The Borough Council will comply with the General Data Protection Act to ensure personal information is kept confidential and secure.

### **Duty to Co-operate / Statements of Common Ground**

- 7.6 The Council is required, under Section 110 of the Localism Act 2011, to engage with neighbouring authorities and other statutory organisations to satisfy the ‘Duty to Co-operate’ legal requirement, including through Statements of Common Ground. This is to ensure that neighbouring authorities and relevant organisations work together to meet development requirements and address any strategic cross boundary issues.
- 7.7 Stafford Borough Council has worked closely with all relevant Duty to Co-operate organisations throughout the production of the adopted Plan for Stafford Borough. The Borough Council remains committed to fulfilling this Duty in the preparation of future Planning Policy Documents.

## 8 How We Will Consult - Planning Policy Documents

8.1 Stafford Borough Council will use a range of methods to involve local people and strengthen community involvement. The table below describes the various methods used for consulting on Planning Policy Documents.

Letters & Emails	Letters and emails sent out to notify relevant stakeholders about a consultation on Planning Policy Documents
Parish Forum Meetings	Attendance at Parish Forum meetings to provide Parish Councils with information on Planning Policy Documents
Display boards	Display boards are set up in the reception of Council Offices to raise awareness of consultation on Planning Policy Documents and how people can get involved
Public Exhibitions & Workshops	Exhibitions are set up in various locations across the Borough to provide information on Planning Policy Documents. Workshops are organised to gather information and feedback from members of the public and other stakeholders to help inform Planning Policy Documents
Press Release	Press releases / adverts are issued to the local newspapers and local radio stations to raise awareness about consultation on Planning Policy Documents
Libraries	Hard copies of Planning Policy Documents, with response forms, are distributed to local Libraries for people to view and make comments
Council website <a href="http://www.staffordbc.gov.uk">www.staffordbc.gov.uk</a>	Details of Planning Policy Documents are published on the website for the public to view, including details of the consultation and how to respond

## The Methods used for different types of Planning Policy Documents at various key stages

8.2 The table below shows what methods will be used for consulting on each of the Planning Policy Documents at different stages, as listed below.

	Development Plan Documents						Supplementary Planning Documents		Neighbourhood Plans				Community Infrastructure Levy			
Methods	Evidence Gathering & Early Engagement – where relevant	Brownfield Land Register – Call for Sites	Development of Policy Options	Publication & Submission	Examination in Public	Adoption	Publication of Draft SPD	Adoption	Designate Neighbourhood Plan	Submission & Publication	Examination	Adoption	Preliminary Draft Charging Schedule	Draft Charging Schedule	Examination in Public	Adoption
Letters & Emails	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parish Forum Meeting			✓													
Display boards			✓													
Public exhibition & workshop(s)			✓													
Press Release / Notice		✓	✓	✓		✓	✓	✓		✓		✓	✓	✓		✓
Libraries		✓	✓	✓		✓	✓	✓		✓		✓	✓	✓		✓
Council web-site <a href="http://www.staffordbc.gov.uk">www.staffordbc.gov.uk</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

### **What happens to the comments received on Planning Policy Documents?**

- 8.3 All representations will receive an automatic acknowledgement of the representation if received by e-mail. The Borough Council will also accept comments by letter but will not acknowledge their receipt.
- 8.4 All representations will be electronically recorded and then published on the Borough Council's website, or through the Neighbourhood Planning Bodies website as relevant, for the public to view. They will be considered and used to help inform the production of Planning Policy Documents

## 9 **Planning Applications**

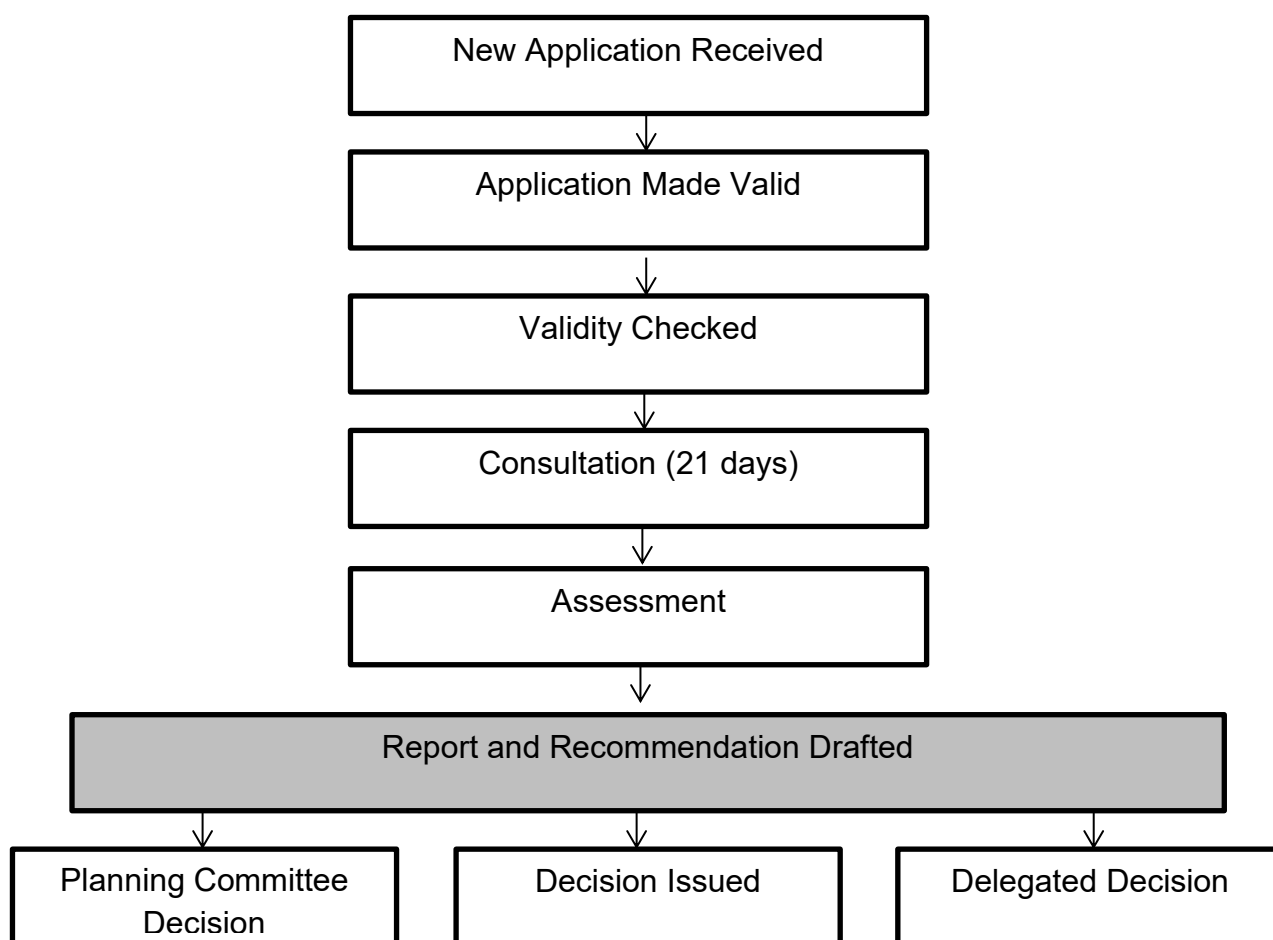
- 9.1 This section focuses on the types of Planning Applications the Borough Council deals with and explains who, when and how people are consulted on development proposals.
- 9.2 Most types of new development or the change of use of land and buildings require planning permission. There are other types of applications that request consent for works to Listed Buildings, demolitions and advertisements (signage). Furthermore Permission in Principle sites will be subject to consultation prior to receiving consent for development, including those sites identified on the Brownfield Land Register.
- 9.3 Planning Applications are decided by Local Planning Authorities in line with their Local Plan, unless there are good reasons not to do so.
- 9.4 Stafford Borough Council deals with approximately 1,000 Planning Applications each year. They are considered and determined through the Development Management process and can range from house extensions and minor applications to large scale mixed use proposals, which include major new housing, retail, leisure and industrial developments.
- 9.5 For more information on what development requires planning permission and how to submit a Planning Application please visit <http://www.staffordbc.gov.uk/planning>

## 10 When We Will Consult – Planning Applications

10.1 Consultation on Planning Applications is different to consultation on Planning Policy Documents. The scale, type and nature of Planning Applications will determine how the Borough Council will involve and consult with the community in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). Permission In Principle development sites will be consulted on in accordance with the Town and Country Planning (Permission in Principle) Order 2017 and the Town and Country Planning (Brownfield Land Register) Regulations 2017.

10.2 The flowchart below shows the key stages in processing Planning Applications at Stafford Borough Council. Each stage is described further below.

### Planning Application Process



## **Key Stages for Processing Planning Applications**

### **Registering and Validating Applications**

- 10.3 When the Borough Council receives a Planning Application it must first be registered and checked for completeness (validated). The validation process ensures that the applicant has met the local and national requirements for a valid Planning Application. For advice on making a planning application please visit: <https://www.staffordbc.gov.uk/planning-applicants-how-can-we-help-you>
- 10.4 The Case Officer assessing the application will consult with relevant officers such as County Highways, Tree Officer or Conservation Officer on the proposal as soon as possible. This highlights any potential issues or lack of evidence at an early stage.

### **Consultation on Planning Applications**

- 10.5 The Borough Council will consult with relevant parties, which can include sending a letter to the occupiers of the neighbouring properties notifying them of the Planning Application. The Case Officer has to use his/her discretion as to who is defined as a near neighbour.
- 10.6 For information on which neighbouring properties are usually notified on Planning Applications, please visit <https://www.staffordbc.gov.uk/letting-you-know-about-planning-applications>
- 10.7 Neighbouring properties will be invited to make any comments within a time frame of 21 days, and encouraged to view the application on the Council's website. The Council will consult with various organisations and bodies listed in Appendix 3 and 4, depending on the type of Planning Application.
- 10.8 The Borough Council will display a site notice for some developments on or near the site, and depending on the type of development may advertise the Planning Application in a local newspaper. The site notice and newspaper article will describe the nature of the Planning Application and how people can make comments.
- 10.9 People are encouraged to make comments electronically via <https://www.staffordbc.gov.uk/planning-public-access>
- 10.10 During the consultation period, the Case Officer will carry out a site visit, and collect information on the proposal including taking photos and sometimes measurements.

## **Making a Planning Decision**

- 10.11 After the consultation period has ended, the Borough Council will consider the proposed application against the Local Plan, the National Planning Policy Framework, Neighbourhood Plans, any comments received and any material considerations (such as supplementary planning documents or other guidance), before the Case Officer makes his/her recommendation.
- 10.12 Planning Applications are approved, approved with conditions or refused.
- 10.13 Planning decisions are either made by Planning Committee or delegated to the Head of Development.
- 10.14 Large Scale Major Planning Applications are decided by the Planning Committee, and other planning applications can be called in by Borough Councillors, for a valid planning reason.

## **Pre-Application Assistance**

- 10.15 The Borough Council welcomes and encourages pre-application advice with applicants and agents before submitting a Planning Application.
- 10.16 Pre-application advice is a discussion between a Case Officer and the applicant based on a proposed scheme. A discussion can take place over the phone, face to face, via email or a letter.
- 10.17 The Case Officer will help the applicant to identify the validation criteria and any potential concerns that need to be considered. The discussions respect commercial confidence and the detail of discussions is not publicly available before an application is made.
- 10.18 To access pre-application advice the Borough Council ask for a pre-application form to be completed with the details of the proposed development. To download a pre-application form please visit <https://www.staffordbc.gov.uk/pre-application-advice>

## **Pre Application Consultation**

- 10.19 Applicants are encouraged, but not required by the National Planning Policy Guidance, to consult with local communities before submitting a Planning Application.
- 10.20 The Borough Council's Local Validation Criteria requires applicants on larger applications to consult with local communities and businesses prior to submitting Large Scale Planning Applications. This is to give local people an opportunity to be involved in the planning process at an early stage, and help the application to be determined more quickly, by identifying and resolving issues as soon as possible.



## **Appeals**

- 10.21 If a Planning Application is refused, not validated or not determined within the statutory timescale, or contains conditions that are considered unacceptable, the applicant who has submitted the Planning Application has a right to appeal to the Secretary of State. The Borough Council will notify anyone who has commented on the Planning Application about the appeal. The appeal is then dealt with by an independent Planning Inspector.
- 10.22 For more information about the appeals process please visit <https://www.staffordbc.gov.uk/What-happens-after-a-decision-is-made>

## **11 Who We Will Consult – Planning Applications**

- 11.1 The Borough Council will encourage any individual, group, representative and organisation interested in a Planning Application to have their say, and ensure their views on planning matters are considered before the application is determined.
- 11.2 In line with statutory Regulations, the Borough Council will consult with those directly affected by the proposed development (living nearby, or adjoining property owners) and also invite representations from other consultees / organisations where relevant to the particular application (shown in Appendix 3). This list is not definitive and the Borough Council may need to consult with other organisations at the appropriate time according to the type, nature and location of the development. For example, the Canal and River Trust, Natural England and the Environment Agency will be consulted on Planning Applications involving development along canals or rivers.

## 12 How We Will Consult – Planning Applications

12.1 The Borough Council will use various methods to consult with the community on Planning Applications in order to determine planning decisions. The methods used are described below.

Methods	How this works
Letters and Emails	Letters and emails are sent out to those who the Case Officer considers are directly affected by the proposal, to notify and seek comments regarding the planning application.
Site Notice	Site notices are sometimes displayed, notifying the public on Planning Applications, inviting comments during a consultation period.  Site notices are displayed on or near the site in question of the Planning Application.
Press Notice	Press notices are sometimes published in the Staffordshire Newsletter to notify the wider public and seek comments about certain Planning Applications.
Publicise Weekly Lists	Weekly lists of Planning Applications that have been validated are circulated to interested parties and published on the Council's website for notification purposes only. To access this, please visit <a href="https://www.staffordbc.gov.uk/planning-weekly-list">https://www.staffordbc.gov.uk/planning-weekly-list</a>
Online Public Access Link	People can view and make comments via the Council's website. Planning Applications can be searched by entering an application reference number, street or keyword. People can also view other comments made and any associated documents including maps, plans and photos. To access this please visit <a href="https://www.staffordbc.gov.uk/planning-public-access">https://www.staffordbc.gov.uk/planning-public-access</a>

## **The Methods used for different types of Planning Applications**

- 12.2 The methods used for consulting on Planning Applications will depend on the nature, type and scale of Planning Application that is being considered. The table below shows the methods that will be used to consult on most common type of Planning Applications received at Stafford Borough Council.
- 12.3 When we receive a Planning Application with all the necessary plans and supporting information Government Regulations require that we notify those people potentially affected by it. This might be through a notice displayed on or near the application site, a public notice in the Staffordshire Newsletter, or by direct mailing to neighbours. Depending on the size and type of application, it could be a combination of all three.
- 12.4 On the smaller applications, the Regulations don't specify which method of publicity we should use, so we have to decide which method is more appropriate. In most cases, we will write to neighbouring properties, wherever it's possible to do so, but the Case Officers have to use their judgement as to the extent of the notification.

## **What happens to the comments received on Planning Applications?**

- 12.5 The Borough Council will electronically record all responses received on Planning Applications. All representations will be published on the Borough Council's website available for the public to view via Public Access.
- 12.6 All representations received before a decision has been made will be considered.

### **13 Monitoring and Review**

- 13.1 Stafford Borough Council is committed to strengthening local community participation and stakeholder involvement in the planning process.
- 13.2 Each year the Council monitors and reviews the progress and effectiveness of the Local Plan in an annual Authority Monitoring Report. In addition and where appropriate, the Council will carry out a periodic review of the Local Plan.
- 13.3 In accordance with the Authority Monitoring Report, the Council will also review consultation activities that have been carried out in accordance with the Statement of Community Involvement. This is to ensure the methods and techniques used to engage with all stakeholders of the community are effective and robust.
- 13.4 The Council will use the following indicators to measure outcomes.
  - Number of people participating in consultation
  - Number of people using the Council's online website to make representations
- 13.5 If significant changes are required to meet new circumstances or legislation changes, a review of the Statement of Community Involvement will be undertaken.

## **Glossary of Terms**

**Adoption** – When a Planning Policy Document has been through all the stages of production and is accepted by the Council (and Inspector where relevant) it will then be adopted by full Council.

**Appeals** – This is a process designed for anyone who has applied to the Council for planning permission and is unhappy with the resulting refusal, conditions, or the lack of decision.

**Community Infrastructure Levy** - This is a levy allowing local authorities to raise funds from owners and developers of land undertaking new building projects in their area. Stafford Borough Council does not currently have an adopted CIL.

**Duty to Co-operate** – This is introduced by the Localism Act 2011 and places a legal duty on Councils to engage constructively and actively with certain specified bodies to maximise the effectiveness of Local Plan preparation.

**Examination in Public** – Development Plan Documents and the Community Infrastructure Levy are subject to an Examination. This is where an independent Planning Inspector assesses the soundness of the document. Representatives can provide their views to the Inspector.

**General Consultation Bodies** – These are organisations defined by the Town and Country Planning (Local Planning) Regulations (2012) that are required to be consulted at key stages of plan production. These include groups which represent different interests within a Local Planning Authority area.

**Inspector's Report** – A report issued by a Planning Inspector regarding the planning matters discussed at the Examination in Public.

**Local Plan** – The Plan for the future development of the local area prepared by the Local Authority in consultation with the local community which is used to determine Planning Applications.

**Local Planning Authority** – The public authority whose duty it is to carry out specific planning functions for a particular area.

**Material Planning Considerations** – Factors that are considered when determining a planning application, i.e. loss of light, parking or noise.

**National Planning Policy Framework** - This sets out the Government's national planning requirements, policies and objectives which are used to inform production of Planning Policy Documents and help determine Planning Applications.

**Neighbourhood Plans** - A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (introduced by the Localism Act 2011). It can include planning policies and land allocations for new development.

**Planning Committee** – This is a committee of local councillors that determine Planning Applications referred to them under the Borough Council's Constitution.

**Policies Maps** – These illustrate the local plan policies on an Ordnance Survey Base Map.

**Stakeholders** – Any individual, group, organisation, developer or other party that is affected by or has an interest in planning matters.

**Statement of Community Involvement** – A statement explaining how and when the Council will consult with local and statutory stakeholders in the process of planning for the local authority area. This sets out the standards that the Council intends to achieve in relation to involving the community and stakeholders.

**Specific Consultation Bodies** – These are organisations defined by the Town and Country Planning (Local Planning) Regulations (2012) that are required to be consulted at key stages of plan production. They include neighbouring and Parish Councils, key service providers, Government agencies and Non-Government Organisations.

**Sustainability Appraisal** – This is a form of assessment which considers the environmental, social and economic effects of a Planning Policy Document. It appraises the contents of the document and suggests alterations to help achieve sustainable development.

**Supplementary Planning Document** - Documents prepared and produced by the Council that provide further guidance on specific policies to support the Local Plan or provide detailed guidance on the development of specific sites in the form of a master plan or development brief.

**Site Allocations Document** – Development Plan Document which forms part of the local plan that includes sites for specific or mixed uses or development to be contained in the Local Plan.

## **Appendix 1 - Specific Organisation Bodies for Plan Making**

### **Specific Consultation Bodies for Plan Making**

Adjoining Local Planning Authorities  
Civil Aviation Authority  
Highways England (West Midlands)  
Historic England  
Homes England  
Local gas and electricity providers  
Local sewerage and water providers  
Marine Management Organisation  
Ministry of Defence  
Natural England  
Network Rail  
NHS Property Services  
Office of Rail Regulation  
Public Health Commissioning Leads and Strategic Delivery Managers at  
Staffordshire County Council  
South Staffordshire and Shropshire Healthcare NHS Trust  
Stafford and Surrounds Clinical Commissioning Group (CCG)  
Staffordshire and Stoke on Trent Partnership NHS Trust  
Staffordshire County Council (including Highways Authority)  
Staffordshire Police  
Strategic Rail Authority  
The Coal Authority  
The Environment Agency  
Town and Parish Councils within Stafford Borough as well as those adjoining the  
Borough  
University Hospitals of North Midlands Trust



## **Appendix 2 - General Consultation Bodies for Plan Making**

### **General Consultation Bodies for Plan Making**

Airport Operators' Association  
Amenity groups  
Black Country Local Enterprise Partnership  
Canal and River Trust  
Chamber of Commerce & Industry  
Charities  
Civic Societies  
Community groups and residents' associations  
Countryside / conservation groups  
Culture, Recreation and Faith groups  
Defence Infrastructure Organisation  
Disability groups  
Ethnic minority groups  
General Members of the Public  
Greater Birmingham and Solihull Local Enterprise Partnership  
Health groups  
Home Builders Federation  
Housing interest groups and housing associations  
Landowners and Developers  
Lesbian, gay, bisexual and transgender groups  
Local business groups  
Local Councillors and MPs  
Local Canal Societies  
Local interest groups  
Local media  
Local Public Transport Providers  
Local telecommunication providers  
National Association of Gypsy and Traveller Officers, The National Federation of Gypsy Liaison Groups, and the Gypsy Council  
Older groups  
Railway Infrastructure Managers including HS2  
Sport England  
Stafford District Voluntary Service (SDVS)  
Staffordshire and Stoke-on-Trent Local Enterprise Partnership  
Staffordshire Wildlife Trust  
Transport for London  
Transport for West Midlands  
Voluntary and Community Infrastructure Organisation (VAST)  
Woodland Trust  
Young Persons group

## **Appendix 3 - Consultation Bodies for Development Management**

### **Consultation Bodies for Development Management**

Canal and River Trust (formerly British Waterways)  
Cannock Chase AONB Unit  
Civil Aviation Authority  
Coal Authority  
COMAH Competent Authority  
County Archaeological Officers  
County Education Authority – SCC Schools Organisation  
County Waste Disposal Authorities  
Crown Estate Commissioners  
DEFRA (The Secretary of State for the Environment, Food, and Rural Affairs)  
Department of Energy & Climate Change  
Design Council / CABI  
District (Neighbouring) Planning Authorities  
Emergency Service and Multi-Agency Emergency Planning  
Environment Agency  
Forestry Commission  
Garden History Society  
Health Authorities and Agencies  
Health and Safety Executive  
Highways England (Secretary of State for Transport)  
Highways Authority (Staffordshire County Council or Stoke on Trent City Council)  
Historic England  
Homes England  
Internal Drainage Board (Sow and Penk IDB)  
Ministry of Defence  
National Air Control Transport Services  
Natural England  
Neighbourhood Planning Bodies (Parish Councils / Neighbourhood Forums)  
Rail Network Operators  
Parish Council (s)  
Police Architectural Liaison Officer  
Police Crime Commissioner  
Railway Infrastructure Managers  
Ramblers Association  
Sport England  
Staffordshire County Council  
Theatres Trust  
Water, Waste and Sewerage Undertakers

### **Internal to Stafford Borough Council**

Biodiversity Officer  
Tree Officer  
Legal Services  
Conservation Officer  
Sport & Outdoor Leisure Policy Officer  
Environmental Health Officers

Pollution Control  
Housing Strategy  
Design Advisor  
Forward Planning (planning policy)



**Strategic Housing &  
Employment Land  
Availability Assessment  
2018  
Draft Methodology**

## **Contents**

1. Executive Summary
  2. Introduction
  3. Planning Policy
  4. Methodology
  5. Geographic Area
  6. Assessment
  7. Windfall Assessment
  8. Findings and Review
  9. Final Evidence Base & Conclusions
- Appendix 1 Proforma

# **1. Executive Summary**

- 1.1 The Strategic Housing Land Availability Assessment (SHLAA) for Stafford Borough has been produced each year as part of the Local Plan evidence base, as a requirement of the National Planning Policy Framework (NPPF).
- 1.2 Following the initiation of the New Local Plan process in July 2017 the Borough Council carried out a 'Call for Sites' exercise between October 2017 & January 2018. As part of the New Local Plan evidence base a new Strategic Housing & Employment Land Availability Assessment will now be produced, based on the sites submitted through the Call for Sites exercise.
- 1.3 The purpose of this consultation exercise is to establish the methodology to be used in order to assess sites for housing and employment for the New Local Plan. Subsequently the SHELAA will be published in order to provide information on sites put forward by developers and landowners across the Borough which might be suitable for development. However the SHELAA does not make policy decisions on future housing allocations.
- 1.4 **The consultation deadline for response to the 'Strategic Housing & Employment Land Availability Assessment – Draft Methodology' is 12 noon on Tuesday 31 July 2018.**

## **2. Introduction**

- 2.1 The Strategic Housing & Employment Land Availability Assessment (SHELAA) is a technical document which will identify a list of sites that might have potential for housing and employment development at some stage in the future. The SHELAA forms part of the evidence base to support the delivery of land for housing & employment in the Borough through the New Local Plan.
- 2.2 As explained in the national Planning Practice Guidance, the SHELAA is an important evidence source to inform plan making, but does not in itself determine whether a site should be allocated for development. This is because not all sites considered in the assessment will be suitable for development (e.g. because of policy constraints or if they are unviable). It is the role of the SHELAA to provide information on the range of sites which are available to meet housing needs, but it is for the development plan itself to determine which of those sites are the most suitable to meet those needs.
- 2.3 The inclusion of sites in the SHELAA does not preclude them from being developed for other suitable purposes. In addition, the fact that a site is not included in the SHELAA does not preclude the possibility of permission for residential development being granted on that site.
- 2.4 The purpose of this report is to set out the draft methodology to be used in producing the SHELAA and subsequently presenting the findings of the assessment. The assessment makes realistic assumptions about the availability, suitability and achievability (i.e. likely economic viability) of land in order to meet the future development needs in the future.
- 2.5 Once the methodology has been finalised and applied to the latest Strategic Housing & Employment Land Availability Assessment (SHELAA) 2018 this will supersede all previous SHLAAs prepared by Stafford Borough Council.

## **3. Planning Policy**

### **National Policy**

- 3.1 The National Planning Policy Framework (NPPF) establishes a requirement for Local Planning Authorities to prepare a Strategic Housing & Employment Land Availability Assessment (SHELAA) to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing & employment over the plan period.
- 3.2 The national Planning Practice Guidance provides further detail on how such a document should be produced. It states that the assessment should be thorough but proportionate, building where possible on existing information. It contains a flow diagram which identifies key stages Local Planning Authorities should carry out (as shown overleaf).

### **Local Planning Policy**

- 3.3 The Plan for Stafford Borough was adopted in June 2014. The Plan identifies the objectively assessed housing need for the Borough, as set out in Spatial Principle 2. The need is for 500 net new dwellings per year. The Development Strategy of the Plan directs this housing growth through a sustainable settlement hierarchy (set out in Spatial Principle 4). The majority of development is to be provided at Stafford and Stone, with a small proportion of development to come forward at 11 Key Service Villages<sup>1</sup>. The delivery mechanism relies on four Strategic Development Locations (SDLs), three at Stafford and one at Stone. These allocations will deliver the majority of new housing over the Plan period.
- 3.4 In addition, the adopted Plan focuses new employment land allocations at the Stafford and Stone Strategic Development Locations, Ladfordfields Industrial Estate and Raleigh Hall Industrial Estate whilst supporting future employment uses at Major Developed Sites in the Green Belt at Hadleigh Park, the former Meaford Power Station and Moorfields Industrial Estate. Furthermore employment growth is also encouraged within settlement boundaries, with limited opportunities for rural employment and diversification outside of these areas.

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<sup>1</sup> Eccleshall, Gnosall, Hixon, Great Haywood, Little Haywood / Colwich, Haughton, Weston, Woodseaves, Barlaston, Tittensor and Yarnfield

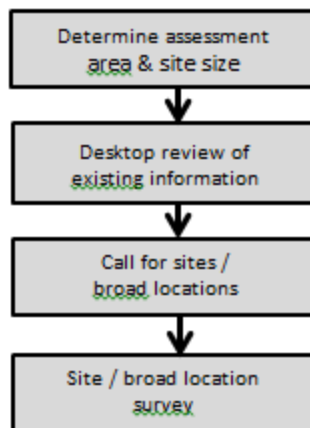


- 3.5 Part 2 of the Plan for Stafford Borough sets out boundaries for the settlements of Stafford, Stone and the Key Service Villages, together with boundaries for the Recognised Industrial Estates (RIE). It also includes a policy on protecting social and community facilities, and the employment areas in Stafford and Stone. Part 2 was adopted in January 2017.
- 3.6 The New Local Plan for Stafford Borough was initiated in July 2017 to cover the Plan period 2020 – 2040 and is currently in the early stages of plan-making preparation. The Strategic Housing & Employment Land Availability Assessment will be a key element of the evidence base to support the New Local Plan.
- 3.7 Through the New Local Plan process the development strategy set out in the adopted Plan for Stafford Borough 2011-2031 will be replaced with a new approach in order to accommodate the Council's future objectively assessed needs for housing and employment. New criteria for judging suitability for housing site suggestions are set out in further detail later in this paper.

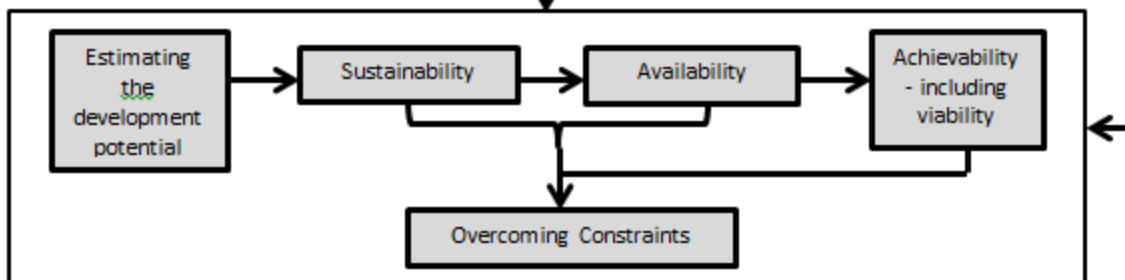
## **4. Geographical Area**

- 4.1 The SHELAA will covers the whole of Stafford Borough. The Planning Practice Guidance suggests that SHELAA's should be produced to cover housing market area and functional economic market area. Stafford Borough is part of a wider housing and economic market area with influences from Stoke on Trent and Newcastle-under-Lyme districts to the north, and Cannock Chase and South Staffordshire districts to the south.
- 4.2 Due to the dispersed nature of the housing and economic market area, which covers several local authorities, and the difference in timescales of planning policy documents between these authorities, it is impractical to carry out and maintain a housing and economic market area wide SHELAA. Stafford Borough Council is committed to working with its neighbouring authorities through the Duty to Co-operate process to ensure that the SHELAA's for each District are compatible and coordinated. The Planning Practice Guidance will also ensure that the methodology and general approach used by each Council to prepare their SHELAA is consistent

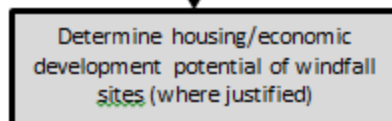
### Stage 1 – Site/ Broad Location Identification



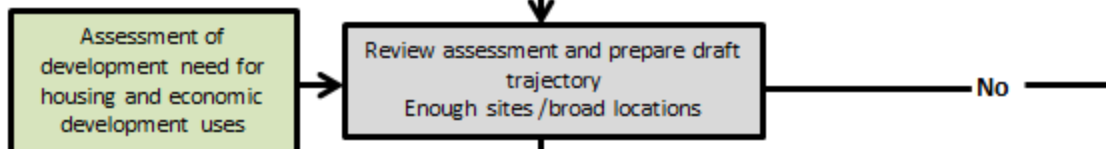
### Stage 2 – Site/broad location assessment



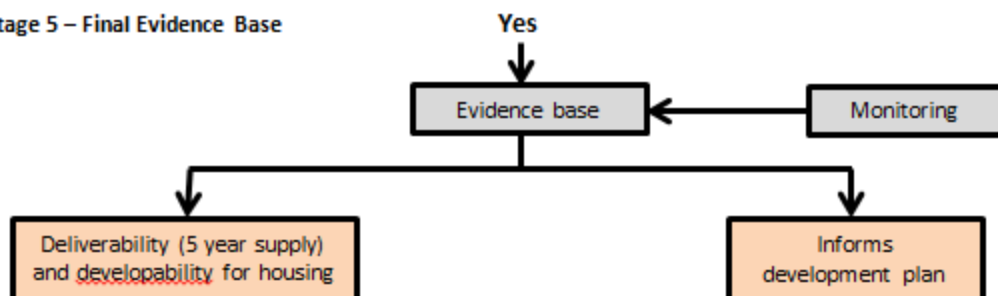
### Stage 3 – Windfall Assessment



### Stage 4 – Assessment Review



### Stage 5 – Final Evidence Base



## 5. Draft Methodology

- 5.1 The Stafford Borough SHELAA will be produced in accordance with the methodology set out in the national Planning Practice Guidance.
- 5.2 The Planning Practice Guidance sets out 5 stages of assessment which correlate to the sections of this document:

<b>Stage 1:</b>	Identification of Sites
<b>Stage 2:</b>	Site / Broad Location Assessment
<b>Stage 3:</b>	Windfall Assessment
<b>Stage 4:</b>	Assessment Review
<b>Stage 5:</b>	Final Evidence Base

## 6. Stage 1: Identification of sites

- 6.1 In line with the thresholds indicated in the Planning Practice Guidance (PPG) and the Brownfield Register Regulations 2017, the assessment will consider the following:
- For housing - all sites that have an area of at least 0.25 hectares, or are capable of supporting at least 5 dwellings.
  - For economic development uses / sites - location of 0.25 ha or above, or capable of accommodating 500m<sup>2</sup> or more floorspace.
- 6.2 The PPG identifies various sources of sites that may have housing and employment potential, both within and outside the planning process. This has been used as a basis for determining how sites are categorised in the SHELAA. Opportunities for large scale redevelopment and redesign of existing residential or economic areas, potential urban extensions and new free standing settlements will need to be assessed in detail through the New Local Plan to meet future development needs.
- 6.3 Although the adopted Plan for Stafford Borough 2011 – 2031 identifies site allocations within the context of the Borough's settlement hierarchy within or, immediately adjacent to Stafford, Stone and the Key Service Villages (KSVs), in preparing the New Local Plan some sites which are currently disassociated from the adopted Plan's sustainable settlement hierarchy or adjacent to or within other villages and hamlets will now be subjected to more detailed investigation. This will result in the assessment of their capability to provide deliverable/developable housing and employment sites through the New Local Plan.
- 6.4 From October 2017 to January 2018 the Council carried out a "Call for Sites" evidence gathering exercise, which sought the submission of sites that may be

suitable for development by the respective landowners for consideration in the 2018 SHELAA. The Council will continue to accept new sites being submitted. A pro-forma for sites has been made available on the Council's website for the submission of new sites (see Appendix 1). Therefore as additional sites are put forward these will be assessed and included in future SHELAA's, updated on a regular basis as the New Local Plan progresses.

### **Sources of Sites with Potential for Housing and Employment:**

Type of site
<ul style="list-style-type: none"> <li>• Existing housing / employment allocations and site development briefs not yet with planning permission.</li> <li>• Planning permissions for housing / employment that are unimplemented or under construction.</li> <li>• Planning applications that have been refused or withdrawn.</li> <li>• Land in the authority's ownership.</li> <li>• Surplus and likely to become surplus public sector land (e.g. Staffordshire County Council and Stafford Borough Council owned land).</li> <li>• Vacant and derelict land and buildings (including empty homes, redundant and disused agricultural buildings, potential permitted development changes, e.g. offices to residential).</li> <li>• Additional opportunities in established uses (e.g. making productive use of under-utilised facilities such as garage blocks).</li> <li>• Land for new employment / business requirements and aspirations.</li> <li>• Sites in rural locations.</li> <li>• Large scale redevelopment and redesign of existing residential / employment areas.</li> <li>• Sites in and adjoining villages or rural settlements and rural exception sites.</li> <li>• Potential urban extensions and new free standing settlements.</li> <li>• Sites from previous employment land studies which have been suggested for housing.</li> </ul>

- 6.5 It should be noted that the SHELAA will not contain sites which have planning permission. Sites with planning permission will be listed in the Council's annual 5 Year Land Supply Statements and Land for New Homes, which set out the Council's land supply position in full. These documents need to be read collectively to provide an overall assessment of the housing & employment land availability across Stafford Borough.

## 7. Stage 2: Site / Broad Location Assessment

### Assessment

- 7.1 Following on from the 'Call for Sites' exercise all sites submitted to the Council will be assessed against the SHELAA methodology, with the submitted site information used to establish the development potential of each SHELAA site.
- 7.2 The purpose of Stage 2 is to establish whether the SHELAA sites are either deliverable, developable or not currently developable. Footnotes 11 and 12 to paragraph 47 of the NPPF explain the definitions of deliverable and developable sites:

*"Deliverable sites: to be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.*

*Developable sites: to be considered developable, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged."*

- 7.3 The various assessments and assumptions used in deciding whether a site is deliverable are explained in more detail below.

### Yield

- 7.4 Yield in this context is the amount of housing or employment which could be delivered from a SHELAA site. The gross area for all sites is shown in the assessment but when a site is developed some of the land will have to be used as access roads, gardens, public open space and other ancillary uses. The amount of land needed for these supplementary uses will differ depending on the size and nature / characteristics of the site in question. Larger sites usually have to reserve more land to deliver these ancillary areas.
- 7.5 It should be noted that the potential yield for a site shown in the SHELAA is not an adopted maximum or minimum figure; it is a desk based assumption of the

potential of that land. Where possible, known constraints have been taken into account in terms of yield. However, it is important to recognise that yields may also be affected by issues not currently evident, such as ground conditions in certain parts of sites. Incorporating existing features of the landscape such as trees and hedges may also affect layouts and yields. The yields derived for this assessment therefore have the potential to change for individual sites that progress through to the later stages of the planning process.

- 7.6 In terms of both housing and employment land, the following new developable hectares assumptions have been made:

*Table 1a - Net developable land ratio*

<b>Gross Site Size</b>	<b>Development Ratio/ Net Developable Area</b>
Less than 0.4 ha	100%
0.4 – 4 ha	70%
Greater than 4 ha	60%

- 7.7 Where there are specific site characteristics that may affect the net developable area, such as areas of flood zone or tree preservation orders, these reductions will also be taken into account.

#### *Economic Development*

- 7.8 For economic development, the site capacities will be calculated using the site area in hectares. This is because the proposed uses of some site submissions will be undefined or take in several different types of employment or retail use, which will all have different average floorspace figures (e.g. an office building, which would typically be multi-storey, would be expected to have a much larger assumed floorspace than a single-storey warehouse). Furthermore, using the site area is a consistent and reasonable approach for the purpose of the SHELAA. The SHELAA will note the proposed floorspace in circumstances where it has been specified in the site submission, although this will be for information purposes only.

#### **Density**

##### *Housing*

- 7.9 In determining the housing potential of sites, a number of factors need to be taken into account. The NPPF says that a local authority should set out its own approach to housing density to reflect local circumstances. Factors which impact on density may include presence of trees, topography, or the need for buffer zones and the existing built development. Dependent on the size of the site an

allowance needs to be made for open space, access roads, infrastructure and other uses to serve the community. However, whilst some Local Planning Authorities have adopted local density policies in their local plan, the Plan for Stafford Borough does not have any such policies.

- 7.10 For the purposes of the SHELAA, assumptions will be made about the capacity of sites based upon the Developable Land Ratios in Table 1a. Where no better information is available, these will be used alongside the below density assumptions to establish the potential site yield. These assumptions have been informed by the viability evidence as part of the work on the Community Infrastructure Levy.

*Table 2 - Density Assumptions (dwellings per net developable hectare)*

Village edge/isolated greenfield sites	30 dph
Sites within existing village envelope/brownfield sites	33 dph
Sites on the edge of an adjacent urban area (Stafford, Stone, Rough Close, Blythe Bridge, Meir Heath)	35 dph
Stafford Urban Infill	41 dph

- 7.11 It is recognised that the above assumptions can only be considered starting points for estimating site capacity. In reality a number of site specific factors may affect yield (e.g. Conservation Areas). Where the Council judges that better site specific information is available, such as a planning permission or an appropriate site brief, this will be used to estimate likely capacity in terms of deliverability. Using this approach gives a broad indication of likely yield which is appropriate for inclusion in the SHELAA.

### **Availability**

- 7.12 This is an assessment of whether a site is available for development. The NPPF requires all local planning authorities to identify sufficient, specific “deliverable” sites to meet the housing requirement for the first 5 years of the plan (plus buffer), and sufficient “developable” sites for the subsequent 6-10 years, and where possible for years 11-15. If a site has constraints which mean it is not known how or when it might become available, then such sites need to be identified as “not currently developable”.
- 7.13 The availability of sites will need to take into account legal or ownership constraints, the existence of a willing landowner or developer, the delivery record



of the landowner or developer and the viability of the site. These questions were all asked on the "Call for Sites" pro-forma (attached at Appendix 1) along with questions regarding market interest in the land. Most land submitted to the SHELAA is owned by a developer or a landowner who has expressed an interest to sell or develop the land in question. The assessment of availability considers whether, on the most reliable information available, there is confidence that there are no legal or ownership problems, such as unresolved multiple ownerships, ransom strips, tenancies or operational requirements of landowners. Unless information to the contrary has been submitted to the Council, it will be assumed that land submitted in the SHELAA is available for development.

- 7.14 In some cases, larger land parcels potentially suitable for new settlements or sustainable urban extensions may involve multiple land owners. In such cases, site promoters will need to demonstrate that there is an 'in principle' agreement to deliver the relevant scale of site from all relevant land owners in order for the area to be assessed as a single option.

### **Assessing Deliverable and Developable Sites**

- 7.15 To be considered deliverable, a site should be available now, be in a suitable location for development, and be achievable with a realistic prospect that housing will be delivered in the site within five years. A deliverable site is not limited to sites with permission. A site can be deliverable even if it does not have current planning consent, but there is still a realistic prospect that housing can be delivered on the site within five years.
- 7.16 Making an assessment of whether a site is suitable, available and achievable will provide a basis for plan makers to consider whether the site falls within the categories of deliverable, developable or not currently developable.

### **Suitability**

- 7.17 This is an assessment of whether a site is suitable for development. The PPG offers the following guidance on assessing suitability:

*"Assessing the suitability of sites or broad locations for development should be guided by:*

- *The development plan, emerging plan policy and national policy;*
- *Market and industry requirements in that housing market or functional economic market area.*

*When assessing the sites against the adopted development plan, plan makers will need to take account of how up to date the plan policies are and consider the appropriateness of identified constraints on sites/broad location and whether such constraints may be overcome.*

*In addition to the above considerations, the following factors should be considered to assess a site's suitability for development now or in the future:*

- *Physical limitations or problems such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination*
- *Potential impacts including the effect upon landscapes including landscape features, nature and heritage conservation.*
- *Appropriateness and likely market attractiveness for the type of development proposed.*
- *Contribution to the regeneration of priority areas.*  
*Environmental/amenity impacts experienced by would be occupiers and neighbouring areas"*

Sites which will be considered suitable in accordance with the Development Plan

7.18 Relevant policies are contained in the adopted Plan for Stafford Borough and the National Planning Policy Framework. Currently the main policy constraint is location, whether the site is located within a settlement identified in the "Sustainable Settlement Hierarchy<sup>2</sup>" as set out in Spatial Principle 3 of the Plan for Stafford Borough. However the context for this policy constraint will change when the New Local Plan is adopted.

7.19 The assessment will also consider other policy constraints such as:

- Green Belt
- Environmentally protected sites e.g. Local Nature Reserves, National Nature Reserves, Sites of Special Scientific Interest, Biodiversity Alert Sites, Sites of Biological Importance, RAMSAR, Special Area of Conservation and Wildlife Sites
- Regionally Important Geological Sites
- Cannock Chase Area of Outstanding Natural Beauty
- Conservation Areas
- Article 4 Direction Areas
- Tree Preservation Orders / Areas
- Listed Buildings
- Scheduled Ancient Monuments
- Registered Parks & Gardens
- Public Rights of Way

7.20 Sites which would be considered suitable include land with planning permission until the permission expires, at which point their suitability will be reassessed. In addition sites within the settlement boundary of Stafford, Stone or a Key Service

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<sup>2</sup> Stafford, Stone and the Key Service Villages

Village not currently covered by another policy constraint (e.g. current employment sites and open space designations) will be considered suitable.

### The New Local Plan

- 7.21 The Borough Council initiated the new Local Plan in July 2017 to cover the Plan period 2020-2040 and is currently in the early stages of the preparation. In order to inform the Council's understanding of how much supply could potentially be delivered during the new Plan period, sites which may be considered 'unsuitable' under the existing planning policy regime will be now be assessed where they are adjacent to an existing settlement.
- 7.22 It is important to note that sites identified as 'potentially suitable' at this stage may later be shown to be unsuitable as the new Local Plan evidence base develops. For example, it may be the case that the infrastructure strategy reveals that a settlement does not have sufficient services and facilities to sustain further growth; or that upon examination of the landscape impacts of sites within the open countryside, that a site identified as potentially suitable in the SHELAA is not acceptable.

### Physical Constraints

- 7.23 Some sites might be considered suitable for development subject to no other overriding physical or policy constraints being identified. For example sites containing a physical constraint which may prevent development on the site in its current form, such as lack of highway access, steep topography, telephone lines, ground conditions etc...
- 7.24 A range of physical limitations are also considered
- Flood Zones
  - Ancient Woodlands
  - Land contamination
  - Landfill
  - Minerals deposits
- 7.25 The presence of a suitability constraint on a SHELAA site does not necessarily render it automatically unsuitable. The assessment of suitability requires planning judgement to decide if the constraint is significant enough to make the site unsuitable. Some constraints, such as the presence of a Tree Preservation Order on site can be factored into the design and would not prevent the site being developed. On the other hand if the majority of the site is regarded as Flood Zone 3a or 3b it is unlikely that this could be appropriately mitigated for by design.

## Achievability

- 7.26 The NPPG requires a site's potential viability to be considered as part of its achievability. This is an assessment of whether development of a site is achievable. It is essentially a judgement about the economic viability of the land.
- 7.27 The achievability of a site is affected by many factors including the viability of existing uses on site, the site preparation costs to overcome constraints and market interest in the site. The Council commissioned viability evidence as part of work on the forthcoming Community Infrastructure Levy (CIL). This evidence groups similar sites into a typology (e.g. STA1 - Large green field site Stafford town or RUR5 - smaller village infill) and then assessed the viability of each type of site in the Stafford Borough area. This is done using evidence based judgement informed by the relevant available facts such as the costs and the value of development in the local area, and an understanding of the operation of the market. A collaborative approach involving the business community, developers, landowners and other interested parties has been adopted to ensure robustness in the assessment.
- 7.28 It is impractical to undertake a detailed viability assessment on all SHELAA sites, and it is considered appropriate to analyse the SHELAA sites against modelled sites in the typology and associated viability assessments from the emerging CIL viability evidence. Each SHELAA site will be assigned a typology from the CIL viability evidence. The descriptions of the different modelled sites are contained in the table below. The CIL viability evidence modelled 19 different types of sites, only 10 of these were types of sites present in the SHELAA (those listed in the table below). The model takes into account the assumed costs of meeting all the Council's relevant adopted Plan for Stafford Borough policies relating to housing provision (such as affordable housing, open space requirements etc..).
- 7.29 In some instances the SHELAA sites do not fit neatly into one of the typologies listed below. In most cases this is because the SHELAA site submitted is of a much greater size than those assessed in the CIL viability work. The Council has engaged with the consultants commissioned to produce the viability work and is confident that the assumptions made in assigning a typology accurately reflect the viability of each site, even if the specifics of the typology description do not match perfectly the SHELAA site in question.

**Table 2 CIL Modelled Sites Typology**

<b>Typology Code</b>	<b>Description</b>	<b>Details of CIL Modelled Sites</b>		<b>CIL Viability Conclusions</b>
STA1	Stafford: Large green field site	Units	100	Development is considered viable
		Area (gross ha)	4.76	
		Density/ha	35	
STA2	Stafford: Medium green field site	Units	40	Development is considered viable
		Area (gross ha)	1.63	
		Density/ha	35	
STA6	Stafford: Urban infill Units	Units	7	Development is considered viable
		Area (gross ha)	0.17	
		Density/ha	41	
STO1	Stone: Large green field site	Units	100	Development is considered viable
		Area (gross ha)	4.76	
		Density/ha	35	
STO2	Stone: Medium green field site	Units	40	Development is considered viable
		Area (gross ha)	1.63	
		Density/ha	35	
STO3	Stone: Small green field site	Units	10	Development is considered viable
		Area (gross ha)	0.4	
		Density/ha	30	
RUR1	Village: Large edge site	Units	30	Development is considered viable
		Area (gross ha)	1.42	
		Density/ha	30	
RUR2	Village: Medium edge site	Units	12	Development is considered viable
		Area (gross ha)	0.57	
		Density/ha	30	
RUR3	Village: Small edge site	Units	7	Development is considered viable
		Area (gross ha)	0.25	
		Density/ha	28	
RUR5	Village: Smaller infill site	Units	5	Development is considered viable
		Area (gross ha)	0.15	
		Density/ha	33	

## **Constraint resolution**

- 7.30 Having assessed the availability, suitability and achievability of each SHELAA site a conclusion can be made as to the deliverability of each site. Where a site is considered available, suitable and achievable it is a deliverable site. If a site fails one of these tests, it will be deemed either developable or not currently developable. The Council has indicated, if possible, how the constraint could be overcome, for example when policies are reviewed or by extraordinary mitigation measures.

## 8. Windfall Assessment

- 8.1 Paragraph 48 of the National Planning Policy Framework states that local planning authorities may make an allowance for windfall sites<sup>3</sup> in the five-year supply if there is compelling evidence that such housing sites have consistently become available in the local area, and will continue to provide a reliable source of supply.
- 8.2 Stafford Borough Council produces a separate 5 Year Housing Land Supply Statement with a base date of the 31st March each year. Previously this statement has not included an allowance from windfall sites in the 5 year supply. However, the Council has consistently permitted windfall sites and, in previous years, windfall sites have made up the majority of the Council's completions, as shown below:

**Table 4 – Housing completions and windfall completions by Monitoring Year**

<b>Year</b>	<b>Number of Completions</b>	<b>Percentage of Completions on Windfall Sites</b>
2005 - 2006	442	87%
2006 - 2007	449	92%
2007 - 2008	581	100%
2008 - 2009	518	100%
2009 - 2010	193	100%
2010 - 2011	220	100%
2011 - 2012	425	100%
2012 - 2013	306	100%
2013 - 2014	411	100%
2014 - 2015	428	90%
2015-2016	688	78%

---

<sup>3</sup> Sites which have not been specifically identified as available through the Local Plan process.

- 8.3 The Council regards this track record of delivery as compelling evidence that windfall sites have consistently become available in the local area. A recent appeal decision in the Borough the Inspector commented that "*it seems irrational not to include a windfall element [in the 5 year and supply] given the Council's track record in that respect*"<sup>4</sup>
- 8.4 Paragraph 48 of the National Planning Policy Framework also requires Local Authorities to have regard to the SHLAA and expected future trends in estimating the contribution windfall sites may make to the 5 year supply.
- 8.5 It is the experience of the Council that not all windfalls delivered in the Borough are on sites that were previously identified in the SHLAA. In fact the majority of windfalls delivered in the Borough are on sites that were not identified in the SHLAA prior to delivery.

**Table 5 – Past completions on SHLAA sites by Monitoring Year**

<b>Year</b>	<b>Number of Windfall Completions</b>	<b>Number of Completions on Windfall sites identified in the SHLAA</b>	<b>Average percentage of completions on windfall sites identified in the SHLAA</b>
2010-2011	220	3	1.4%
2011-2012	425	102	24.0%
2012-2013	306	71	23.2%
2013-2014	411	115	28.0%
2014-2015	384	96	25%
2015-2016	539	268	49.2%
<b>Total</b>	<b>2285</b>	<b>655</b>	<b>28.7%</b>

- 8.6 Based on the past evidence of how many units are identified in the SHLAA as a total of how many windfalls were delivered each year, the Council considers that the deliverable land shown in the SHLAA (252 units) will result in further windfall site completions over the next five year period. However, some of the previously delivered windfalls on sites that were not in the SHLAA were barn conversions and it is acknowledged that there are a finite number of barns to be converted. In addition Part 2 of the Plan for Stafford Borough sets the settlement boundaries for Stafford, Stone and the Key Service Villages, and this will restrict the number of potential windfall sites coming forward outside of these boundaries.

<sup>4</sup> Planning Inspectorate reference: APP/Y3425/A/14/2217578



- 8.7 Nevertheless, there has consistently been delivery of windfall units across the Borough, many in suitable locations. This trend is expected to continue, not least due to the recent changes to permitted development rights. In view of the historic windfall completion rates, anticipated deliverable land in the SHLAA, and the allowance for brownfield land development will continue to come forward within the sustainable settlement hierarchy.
- 8.8 Therefore it is proposed that the SHELAA will not make an allowance for windfall sites at this stage, as there is sufficient land available to deliver the Borough's housing and employment requirements, as detailed in the Stafford Borough Council Statement of Five Year Housing Land Supply.

## 9. Assessment Review

- 9.1 When the SHELAA is produced it will identify the total number of overall sites and housing units including a description of the relationship with the settlement boundaries within the adopted Plan for Stafford Borough and Part 2 of the Plan for Stafford Borough. The SHELAA will also categorise sites into 'deliverable', 'developable' and 'not currently developable', with an individual profile for each site prepared
- 9.2 The final stage of the SHELAA will consider the findings against the identified need for housing and employment, as set out in the adopted Plan for Stafford Borough. Subsequent updates will consider the future development needs arising through the New Local Plan for the period 2020 – 2040.
- 9.3 The Council's annual 5 Year Land Supply Statement, Land for New Homes and the Authority Monitoring Report sets out, in full, the Council's deliverable supply. Currently these reports demonstrate that, combined with the Strategic Development Locations in the adopted Plan, there are sufficient sites with planning permission to meet the Borough's needs for the next five year period. If this continues to be the case going forward the Council will not consider it necessary to re-assess sites submitted to the SHELAA in order to boost supply, although updated through the New Local Plan.

## 10. Final Evidence Base

- 10.1** It is intended that the SHELAA will be kept under review, and updates will be carried out to ensure it remains an effective and up to date evidence base. The proposed reviews will not alter the methodology followed, unless the national Planning Practice Guidance on SHELAA preparation is significantly amended.
- 10.2** It is proposed that the Council will continue to accept suggested sites for inclusion in future SHELAA reviews. Submitted sites will be kept on file and added to the SHELAA at the next review. Therefore the facility to submit a site for inclusion will remain open by downloading the pro-forma from the Council's website <http://www.staffordbc.gov.uk/strategic-housing-land-availability-assessment-shlaa1> and providing a map showing a red line boundary of the land in question. Alternatively the form is available at Appendix 1.

## **Appendix 1      Call for Sites Pro-forma**



# CALL FOR SITES INCLUDING BROWNFIELD LAND REGISTER

Ref:

Date:

(For official  
use only)

Please email return completed forms to: [forwardplanningconsultations@staffordbc.gov.uk](mailto:forwardplanningconsultations@staffordbc.gov.uk) or alternatively send to

- Forward Planning, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ

## Guidelines for Submitting a Site

Landowners, developers and other interested parties are invited to submit any of the following types of development for consideration: housing, employment, retail, leisure, health, and mixed use schemes.

**This form has three parts:**

### Part A: Personal Details

The information that you provide will only be used to assist in the Councils review of its development policies in accordance with the Planning and Compulsory Purchase Act 2004. Your personal details may be shared with other departments to ensure our records are kept accurate and to keep you informed of future consultation documents. Please note that representations will be made available for public inspection, this means that with the exception of telephone numbers, private addresses, personal email addresses and signatures, your comments and other details that you provide will be publicly available for inspection and will also be published on the internet.

### Part B: Your representations.

- Please complete Part B of this form for each representation you wish to make. You do not need to complete Part A more than once, but please ensure you state your name or organisation as applicable at the top of each Part B form you submit.
- Where submitting a site for housing development, please ensure it could accommodate 5 or more dwellings before completing this form.
- Where submitting a site for economic development, please ensure that sites are a minimum size of 0.25ha (or 500sqm net additional floorspace) or above.
- Please attach an up-to-date Ordnance Survey based map at 1:1250 or 1:2500. This must outline the precise boundaries of the site in its entirety and the part that may be suitable for development (if this is less than the whole). **Without this mapped information we are unable to register the site.**

## Stafford Borough Council Call for Sites & Brownfield Land Register 2017

### Part C: Brownfield Sites – Call for Sites

In April 2017 the Government introduced a requirement on Local Planning Authorities (LPAs) to publish a Brownfield Land Register (BLR). A BLR is a list of previously developed sites that are potentially suitable for residential development. Any sites put forward concerning Brownfield Land as part of this Call for Sites exercise will be assessed for inclusion in the updated Brownfield Sites Register in 2018.

The BLR is to be kept in 2 parts:

- Part 1 will be for sites categorised as ‘previously developed land’ which are suitable, available and achievable for residential development.
- Part 2 allows LPAs to select sites from Part 1 and grant permission in principle (PiP) for housing led development.

The BLR will be maintained and reviewed at least once a year to ensure it is kept up to date. Landowners and other stakeholders are invited to submit sites which meet the National Planning Policy Framework (NPPF) definition of previously developed land that they consider have the potential to be used for housing led development.

However, a site’s inclusion on Part 1 of the Register does not confirm that it will be progressed to Part 2 and receive Permission in Principle.

To be included, sites should meet the definition of previously developed land as set out in the glossary at Annex 2 of the NPPF, which is:

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

Please complete section A, B (with the exception of B5), and C as fully as possible for each site.

## Part A

### 1. Personal Details\*

### 2. Agent's Details

(if applicable)

\*If an agent is appointed please complete only the Title, Name and Organisation boxes below but complete the full contact details of the agent in 2.

#### 1. Personal Details

#### 2. Agent Details (if applicable)

Title

Title

First Name

First Name

Last Name

Last Name

Job Title

Job Title

(where relevant)

(where relevant)

Organisation

Organisation

(where relevant)

(where relevant)

Address Line 1

Address Line 1

Line 2

Line 2

Line 3

Line 3

Line 4

Line 4

Post Code

Post Code

## Stafford Borough Council Call for Sites & Brownfield Land Register 2017

Telephone Number

---

Telephone Number

---

Email address

Email address

## Part B – Please Use a Separate Sheet for each representation

<b>B1. Name/Organisation</b>	
------------------------------	--

B2. I am...	
Owner of the site <input type="checkbox"/>	Planning Consultant <input type="checkbox"/>
Parish Council <input type="checkbox"/>	Land Agent <input type="checkbox"/>
Local Resident <input type="checkbox"/>	Developer <input type="checkbox"/>
Amenity / Community Group <input type="checkbox"/>	Registered Social Landlord <input type="checkbox"/>
Other (please specify):    	

B3. Site Information	
<b>Site location</b> (including address and post code)	
<b>Grid reference</b> (if known)	
<b>Site area</b> (hectares)	
<b>Current Land Use</b>  If the site is vacant please advise its historic use	



# Stafford Borough Council Call for Sites & Brownfield Land Register 2017

Type of site	Greenfield	Brownfield	Mixed please provide the approximate area that is Brownfield land (HA)	If brownfield please provide number and type of buildings currently on site		
Existing trees and other landscape features on the site						
Availability of access to the site						
Ecological features and areas of biological importance						
Relevant Planning History (please include planning application numbers)						
<b>B4. Proposed Use of Site - Residential</b>						
Where a residential use is being suggested for the site, so long as it could accommodate 5 or more dwellings please provide details below (if known)						
Housing, consisting of (please tick all that apply)	Proposed housing Type	(x)	Estimated number of dwellings proposed on site	Proposed housing Type	(x)	Estimated number of dwellings proposed on site
	Market housing			Affordable housing		
	Self-build			Starter homes		

# Stafford Borough Council Call for Sites & Brownfield Land Register 2017

	Sheltered housing			Residential institutions with care (C2 use)		
	Gypsy and traveller pitches			Live / work units		
	Other, please specify:					
<b>Overall total</b> estimated no. of dwellings proposed						

## B5 Proposed Use of Site - All Other Uses (This section is not applicable for sites to be considered on the Brownfield Land Register)

What use are you suggesting for the site? Please put a cross (x) next to all that apply

YES (x)	Use	Detailed Use Type	(x)	Detailed Use Type	(x)
	<b>Employment</b> consisting of (please tick all corresponding detailed uses that apply)	Offices		Light industry	
		Storage / distribution		General industry	
		Other, please specify			
	<b>Retail, leisure or community uses</b> consisting of (please tick all corresponding detailed uses that apply)	Shops		Food / drink establishments	
		Leisure		Community facilities	
		Other, please specify			
	<b>Any other use not listed above</b> , please provide details				
<b>Estimated floorspace for each use (m<sup>2</sup>) and total overall floorspace (m<sup>2</sup>) (excluding any proposed residential</b>		Employment			m <sup>2</sup>

## Stafford Borough Council Call for Sites & Brownfield Land Register 2017

uses)	Retail / Leisure / Community		m <sup>2</sup>
	Any other proposed use		m <sup>2</sup>
	Not known at this stage. Please cross (x) if applicable		
	<b>Total non-residential uses</b> (if known)		m <sup>2</sup>

B6. Site Ownership		
I (or my client)....		
Is the sole owner of the site	<input type="checkbox"/>	
Is a part owner of the site	<input type="checkbox"/>	
Does not own (or hold any legal interest in) the site whatsoever	<input type="checkbox"/>	
If Owner / Part-owner have you attached a copy of the title plan and deeds with this form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not the owner, or own only part of the site, do you know who owns the site or its other parts? (please provide details):		
Does the owner (or other owners) support future development on the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B7. Market Interest		
Please choose the most appropriate category below and indicate what level of market interest there is / has recently been in the site.		
	Yes	Comments
Site is owned by a developer	<input type="checkbox"/>	

## Stafford Borough Council Call for Sites & Brownfield Land Register 2017

Site is under option to a developer	<input type="checkbox"/>	
Enquiries received	<input type="checkbox"/>	
Site is being marketed	<input type="checkbox"/>	
None	<input type="checkbox"/>	
Not Known	<input type="checkbox"/>	

## Stafford Borough Council Call for Sites & Brownfield Land Register 2017

<b>B8. Utilities</b>			
Please tell us which of the following utilities are available to the site			
	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Mains water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mains sewerage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landline telephone / broadband internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):			

<b>B9. Suitability Issues</b>			
Please tell us if there are any of the following constraints			
	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Land in other ownership must be acquired to develop the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrictive covenants exist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current use needs to be relocated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical constraints (topography, trees, other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Rights of Way cross or adjoin the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contamination / Land Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Area / Listed Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature Conservation / Ecology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities (high pressure gas pipeline / electricity pylons / water infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Stafford Borough Council Call for Sites & Brownfield Land Register 2017

Green Belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood plain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any relevant information of likely measures to address any of the above that you have answered "YES" to:			

## B10. Timescale for Availability

Please indicate the approximate timescale for availability:

		<b>Comments</b> – particularly if you have indicated that the site is not immediately available, please explain why:
Immediately	<input type="checkbox"/>	
Up to 5 years	<input type="checkbox"/>	
5 - 10 years	<input type="checkbox"/>	
10 – 15 years	<input type="checkbox"/>	
Beyond 15 years	<input type="checkbox"/>	

**B11. Other Relevant Information** – Please use the space below for additional information or further explanations on any of the topics covered in this form (any additional information should be limited to 3 sides of A4):

Signature:.....

Date:.....

## Part C - Brownfield Land Register

### C1. Meeting The Definition of Previously Developed Land

To ensure the land meets the definition of previously developed land as provided in the Glossary to the NPPF, please confirm the following by ticking all the boxes where you believe the statements are fulfilled.

The land is or was occupied by a permanent structure.

☐

The land is within the curtilage of a permanent structure and does not include any land that is not curtilage land.

☐

The land is not or has not been occupied by agricultural or forestry buildings.

☐

The land is not a formal minerals or waste disposal site with restoration conditions.

☐

The land is not a residential garden, park, recreation ground or allotment in a built up area.

☐

The land may have been previously developed but the remains of the permanent structure have not blended into the landscape in process of time.

☐

**C2. Adjacent Land Uses**

Please tell us the adjacent land uses



## Trudy Williams

---

**From:** Richard Stevens <richard.stevens187@gmail.com>  
**Sent:** 20 June 2018 18:02  
**To:** Town Clerk  
**Subject:** Street Food Events

Dear Mr. Trigg

Thank you very much indeed for meeting me this afternoon. I write to outline the proposals we discussed and to seek the support of Stone Town Council for these events.

Stone Food and Drink Festival, in association with Staffordshire Sauce magazine, are proposing, initially, to stage two Street Food events (yet to be named and branded) on Wednesday 8 August and Wednesday 3 October between 5.00 pm and 10.00 pm in the High Street and Market Square. We are planning to have up to 20 street food vendors offering a variety of street food dishes. Similar events elsewhere are extremely popular and play an important role in attracting visitors to their towns.

We envisage stalls being sited in the top of the High Street and near the Market Square. However if there was sufficient demand, we may wish to place stalls down the lower end of the street as well.

We are considering the provision of some low key, background live music act, possibly in the Square. We also believe that we should provide an area where members of the public could sit at tables to enjoy the music and food, again possibly in or near the Square.

The purpose of the events is to promote the town and we would hope that local retailers might be encouraged to open for late night shopping and that local restaurants might wish to have a stall to showcase their venue and their signature dishes.

Obviously, we would ensure that the necessary Street Closure Orders are obtained, that every trader complies with the appropriate Food Hygiene regulations; that the sale of alcohol is covered by appropriate Temporary Event Notices, that we contract appropriate security and first aid cover and that Stone Food and Drink Festival's Public Liability cover extends to these events.

The costs involved obviously include fees for Street Closure Orders; first aid cover; security guard cover; the cost of metered electricity from the town boxes and advertising and promotion. The only source of income to cover these expenses will be from pitch fees. I hope, in these circumstances, the council might waive any fees that may be applicable.

If you need any further information, please do not hesitate to contact me.

Best wishes

Richard Stevens | Chairman  
Stone Food and Drink Festival CIC

Mob | 07894 005229

Tel | 01795 472500

E [info@stonefooddrink.org.uk](mailto:info@stonefooddrink.org.uk)

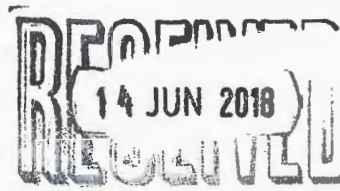
Address | PO BOX 3494, Stone, ST15 9DP

## Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts. These items can be seen by any Member on request.

Date	Reference	Supplier	Description	Amount	Month
03/04/2018	D/Dbt18/001	Stafford Borough Council	Rates Crown Wharf Car Park	£265.90	Apr-18
03/04/2018	D/Dbt18/001	Stafford Borough Council	Rates - Northesk St Car Park	£118.27	Apr-18
03/04/2018	D/Dbt 18/003	Prism Solutions	Analogue line rental	£46.69	Apr-18
03/04/2018	D/Dbt18/001	Stafford Borough Council	Rates - STN	£216.00	Apr-18
03/04/2018	D/Dbt18/001	Stafford Borough Council	Rates - Mkt	£169.52	Apr-18
03/04/2018	D/Dbt18/001	Stafford Borough Council	Rates - FJC	£414.00	Apr-18
06/04/2018	D/Dbt 18/002	EE	Caretaker's mobile - FJC	£24.12	Apr-18
06/04/2018	D/Dbt 18/002	EE	Caretaker's mobile - STN	£24.13	Apr-18
16/04/2018	Elec18/002	E On	Electricity - Crown Meadow	£1.15	Apr-18
16/04/2018	Elec18/002	Miscellaneous	Advert - Annual Pub Mtg	£59.99	Apr-18
16/04/2018	D/Dbt 18/002	British Gas	Electricity supply - Frank Jordan	£405.78	Apr-18
17/04/2018	Elec18/002	The Flag Shop	Flags for St Georges Celebrations	£72.08	Apr-18
19/04/2018	Elec18/002	CAM-TEC LTD	Call out to CCTV FJC	£80.00	Apr-18
20/04/2018	D/Dbt 18/002	British Gas	Gas supply - STN	£455.07	Apr-18
25/04/2018	D/Dbt 18/002	Prism Solutions	ICT support	£414.24	Apr-18
30/04/2018	D/Dbt 18/002	NatWest	Bank charges - April	£44.37	Apr-18



14/6/18

## Application for Grant Aid



Name of organisation: Royal Air Forces Association, Stone & District Branch	
Purpose of organisation:  Comradeship and welfare for present and past members of the Royal Air Force and the air forces of the commonwealth in Stone and the surrounding area.	
Amount of grant requested:  £500.00	Total cost of project (if appropriate):  £750.00 (estimated)
Reason for grant request:  The year 2018 is the centenary year of the foundation of the Royal Air Force, the world's first independent air force. The Royal Air Forces Association is one of lead organisations nationally in the associated celebrations and the Stone & District Branch is the official representative in the Town.  On 2 Sep 18 the branch will receive from the Leek Branch the RAF 100 Token which is passing from branch to branch. The arrival of the Token will form part of a service of celebration and commemoration which will be held in St Michael's & St Wulfad's Church. After the service the branch will be inviting guests to a reception to be held in St Michael's Hall. The reception will be on lines similar to that for Stone Civic Sunday.  The branch does not have adequate funds to meet the full cost of the service and the reception.	

Benefits to Stone residents:

Over its 100 years' history many men and women from Stone and the surrounding area have served in the Royal Air Force and the war memorial in Granville Square lists the names of 18 local men who have died in the Royal Air Force.

This event is a suitably formal and very appropriate way to start a week of celebration and commemoration in the town before the Token is handed on to the Stafford Branch.

The people of Stone are justly proud of the contribution the town has made to the Royal Air Force throughout its history and would want this historic anniversary to be marked in a dignified and appropriate manner.

Other sources of funding secured or being explored (with amounts where known):

The Branch has its own limited funds some of which could be made available up to about £250 without risking the branch's ongoing viability

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Not applicable.

Grants awarded by the Council in the last two years, and the uses made of the funding:

None

Statement of support from Council appointed representative (if applicable):

Not applicable.

**ROYAL AIR FORCES ASSOCIATION**  
**STONE & DISTRICT BRANCH (1016)**

**RECEIVED**  
**14 JUN 2018**

**BALANCE & ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> DECEMBER**  
**2017**

**GENERAL ACCOUNT**

**EXPENDITURE**

**INCOME**

February Meeting Social	23.95	Annual Fees Rebate	139.70
Annual Dinner	320.00	Annual Dinner	297.00
Poppy Appeal	74.00	Stone Mayor's Charity	547.14
Wings Appeal	2026.66	Wings Appeal	2026.66
Stationary (Treasurer)	46.28		
Tennis Club Room Hire	20.00		
High St. Pitch Fee	41.40		
Conference Pooled Fares	82.29		
Xmas Buffet	32.00		
	2666.58		3010.50
		Income over expenditure	343.92

**BALANCE SHEET**

Accumulated Fund 31.12.2016	1563.53	Cash in Bank	1087.03
Income over Expenditure	343.92	Building Society	820.42
	<u>1907.45</u>		<u>1907.45</u>

Hon. Treasurer                      P. Cothey.....

Wings Appeal Organiser              C. Richardson.....