

STONE TOWN COUNCIL

Town Clerk

Les Trigg

Tel: 01785 619740

Fax: 01785 619741

15 Station Road
STONE
ST15 8JP

1 April 2019

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 9 APRIL 2019 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 March 2019, Minute Numbers TTP19/027 – TTP19/033 (attached)
 - i. To Consider the minutes
 - ii. To consider the Recommendations contained in Minute Numbers TTP19/030 and TTP19/031
 - b) Environment Sub-Committee held on 19 March 2019, Minute Numbers ENV19/015 – ENV19/019 (attached)
 - i. To consider the minutes

7. Appointment of Town Mayor and Deputy Town Mayor Elect

To consider the appointment of a Town Mayor and Deputy Town Mayor Elect and the arrangements for Mayor Making.

8. Annual Review of Risk Management

To consider the report of the Town Clerk (attached)

9. To consider the following requests for grants from local organisations:

- Age Concern Stone & District

10. Stafford Safer Neighbourhood Panel

To consider the appointment of a Stone representative to the Stafford Safer Neighbourhood Panel following the provision of additional information, for the Council to reconsider its appointment in the light of this new information.

A copy of an email from Gerald D’Arcy, Safer Neighbourhood Panel member, is attached.

11. Planning application Validation Criteria Consultation

To consider a Stafford Borough Council consultation seeking views on its Planning Application Validation Criteria which sets out the information it needs to assess planning applications. The updated document reflects recent changes in national and local policy.

An email from Stafford Borough Council is attached and a copy of the Local Validation Requirements has been attached to the electronic version of this agenda.

This document can also be found at <https://www.staffordbc.gov.uk/local-validation-criteria-consultation>

12. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during the period 1 February to 28 February 2019 (attached).

13. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group – notes of the meeting on 30 January 2019 are attached.
- c) Traffic Management in High Street Working Group

14. 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

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. Green

15. **Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

16. **Staffing Issues**

To consider the confidential report of the Town Clerk (attached).

Members of the Public are welcome to attend the General Purposes Meeting as observers

Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 19 March 2019

PRESENT: Councillor Mrs J. Hood in the Chair and
Councillors: J. Davies, I. Fordham, Mrs K. Green, P. Leason and M. Williamson

By Chairman's invitation: M. Green and Mrs E. Mowatt

ABSENT: Councillors: Mrs C. Collier, R. Kenney and Mrs J. Piggott

TTP19/027 Apologies

Councillors: Mrs. C. Collier, R. Kenney and Mrs J. Piggott

TTP19/028 Declarations of Interest and Requests for Dispensation

None received

TTP19/029 Representations from Members of the Public

None

TTP19/030 Letter from President and Mayor of Bagnacavallo

The Sub-Committee considered a letter from the President of the Twinning Association and Mayor of Bagnacavallo (which was circulated with the agenda for the meeting) informing the Town Council of the activities that Bagnacavallo are involved in during 2019. The letter also included an invitation for Stone to join them in celebrating the 15th anniversary of the two towns' friendship and to work with the twinning committees to strengthen their bonds in the future.

RECOMMENDED: That the invitation be held for consideration after the parish elections in May 2019 when the new Council can enter into fresh talks with the Mayor of Bagnacavallo and the twinning committees to establish whether it will be possible to go ahead with the town twinning.

TTP19/031 Cycle Event in Stone

The Sub-Committee considered a proposal from Leadout Consulting to host a Cycle event in Stone in September 2019. A draft proposal paper from Paul Rowlands, Director, Sportive, had been circulated with the agenda for the meeting.

* 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.

The Sub-Committee agreed that the staging of a cycle event in the town presented an excellent opportunity for the community.

RECOMMENDED: That the Town Council supports the cycle event in Stone on 29 September 2019 and that it agrees to pay the necessary road closure fees.

TTP19/032 Stone Town Centre Development Strategy

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

Town Centre Events and Attractions Working Group

Councillor Mrs J. Hood updated the Sub-Committee on the work of the Town Centre Events and Attractions Working Group.

She provided information about the community and market events that are planned in the town during 2019. Updates included the following:

- St George's Day Re-enactment on Saturday 20 April 2019
This free event will include lots of activities for children. The re-enactment will be executed by the same people as last year.
- Music Festival on Saturday 13 July 2019
Many fantastic acts have been arranged and there will be lots of activities for families. This will be another free event for the town.
- Classic Car event on 21 September 2019
This event will take the same format as last year but will have more classic car exhibits on display. The cost of the event will only involve the cost of the road closure.
- Stone by the Sea – date to be confirmed
This event will involve sand, children's rides and donkeys.
- Tourist Information Boards/Calendar of Events
Tourist information boards have been installed in the town with business directories on display. The events calendars have not been displayed yet as one event date is still to be finalised.
- Markets – three dates to be confirmed

Councillor Mrs Hood suggested the signs on the A34 (and other locations) advertising Stone craft market days, are replaced with new ones.

- Advertising Strategy
Councillor Mrs Hood suggested that the Town Council's budget for advertising is utilised to promote both the markets and the planned events in the town.

* 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.

Residents and visitors are the obvious target audience and Stone is well placed to attract people driving through the area heading for destinations such as Alton Towers. Consideration should be given to how advertising and promotion opportunities could be maximised.

Advertising on the sides of well used buses is also a consideration.

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

Town Centre Partnership

Councillor Fordham informed the Sub-Committee that representatives from the Council had had a productive meeting with Stone Traders Group last month. The need to display the calendar of events on the tourist information boards as soon as possible in order to maximise footfall in the town, was expressed.

He advised that the Traders' Group now have 90 members with 70 members being in the Whatsapp group. The Traders' Group's AGM will be held later in the week when a new executive committee will be elected. It is proposed that a group membership fee be introduced.

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

Town Centre Appearance and Environment Working Group

Councillor I. Fordham updated the Sub-Committee on the work of the Town Centre Appearance and Environment Working Group. He advised that new Tourist information boards were now fully installed and looking smart.

Councillor Mrs Hood advised that the Working Group had been approached by the Canal & River Trust who were proposing the installation of a wooden construction (to be sited near to the Tourist information board along the canal) to be manned by its members. They are planning to approach the Town Council about the matter. At present there is no opportunity for visitors arriving by canal to receive information about the town. Boaters have keys to tourist information boxes but they are empty.

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

TTP19/033 Update from Working Group

The Working Group reports were considered under item 5.

Town Mayor

* 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 – Environment Sub-Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 19 March 2019

PRESENT: Councillor P. Leason in the Chair and
Councillors: J. Davies, Mrs M. Goodall, Mrs K. Green, M. Green, Mrs E. Mowatt
and M. Shaw

By Chairman's invitation: I. Fordham and M. Williamson

ABSENT: Councillors: R. Kenney and Mrs J. Piggott

ENV19/015 Apologies

Apologies were received from Councillors: R. Kenney and Mrs J. Piggott

ENV19/016 Declarations of Interest and Requests for Dispensations

None received

ENV19/017 Representations from Members of the Public

None

ENV19/018 Updates

To consider updates on matters from previous Minutes:

a) Leaflet on the Meadow

Minute Number ENV19/005:

That the costs of producing an information leaflet be investigated by Councillor Leason, and the findings reported back to a future meeting of the Sub-Committee

The Chairman advised the Sub-Committee that the leaflet illustrating flora and fauna on Crown Meadow was making progress. Photographs of the plants growing on the Meadow would be taken when in bloom.

The leaflets would be distributed from boxes and one would be located on the Anglers car park

b) Community Planting Exercise

Minute Number ENV19/012:

That a community planting exercise is considered for the planting of new wild flowers on Crown Meadow.

The Chairman advised the Sub-Committee that one of the scrapes was in need of replanting and he was looking to organise a community planting exercise with Brownie, Cub and Beaver groups. Consideration would be given to extending the exercise to a whole community day.

It was suggested that Stafford Borough Council's Ecologist be consulted before the planting is undertaken to establish the most suitable plants for the location.

c) Tree & Hedge Planting – Charter for Trees Campaign

Minute Number ENV19/013:

That the location identified in Crown Meadow is recommended for tree planting and that this is undertaken through a community tree planting project

The Chairman reminded the Sub-Committee that an area suitable for tree planting had been identified. He suggested getting in touch with some of the organisations celebrating milestone birthdays this year such as the Rotary Club and Stone Lions, to ask whether they would like to be involved with the tree planting to mark their occasions.

It was agreed that arboricultural advice should be taken before going ahead with the project to maximise the likelihood of a long term good result. There is also a collapsed drain in the vicinity which requires remedial action.

The Sub-Committee considered the benefits of planting in locations that would stop vehicular parking on grassed areas. This is happening more frequently now that the free Crown Wharf car park is not available. The creation of a tree lined avenue would be an attractive addition to the perimeter of the site.

RESOLVED: To note the updates on matters from previous Minutes.

ENV19/019 **Reports of Working Groups**

- Plastic Free Community & Environmental Issues Working Group

The Chairman advised the Sub-Committee that a meeting of the Working Group would be held on Tuesday 9 April 2019.

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

Town Mayor

Stone Town Council - General Purposes Committee

9th April 2019

Annual Review of Risk Management

Report of Town Clerk

Purpose of Report

1. To undertake an annual review of the Council's Risk Management Policy, Strategy and Risk Register.

Background

2. Attached to this report is the Town Council's:
 - a. Risk Management Policy
 - b. Risk Management Strategy
 - c. Risk Register
3. Members are asked to consider the documents and make comments or updates as appropriate.

Recommendations

4. The Committee is recommended to consider and review the Council's Risk Management Policy, Strategy and Risk Register.

Stone Town Council

Risk Management Policy

Introduction

1. Stone Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

Aims

5. The Council’s aims with respect to risk management are as follows:
 - a. To integrate risk management into the culture of the Council.
 - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
 - c. To manage risk in accordance with best practice.
 - d. To minimise losses, injury and damage and reduce the cost of risk.
 - e. To ensure appropriate actions are taken to address identified risks.
 - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.
 - g. To ensure appropriate actions are taken to identify and pursue opportunities.

6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Relevant Legislation

8. Stone Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

Stone Town Council

Risk Management Strategy

Introduction

1. This strategy sets out the framework on which risk management processes at Stone Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

Objectives

2. The objectives of this strategy are:
 - a. To clearly identify roles and responsibilities for managing risk,
 - b. To follow a structured framework for the identification, assessment and evaluation of risks,
 - c. To ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
 - d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
 - e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
 - f. To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

Definitions

3. Key definitions within this strategy are:
 - a. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
 - b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
 - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
 - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
 - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective

- iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

Categories of Risk

4. The risks facing the organisation can be split into two main categories:
 - a. **Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
 - b. **Operational** - Risks which members and staff may encounter in the daily course of their work.
5. These categories can also be further analysed to identify the types of risk that would be included under each as follows:

STRATEGIC	OPERATIONAL
<p><u>Political:</u></p> <p>failure to deliver key objectives or policies of other levels of Government</p> <p><u>Economic:</u></p> <p>the Council's ability to meet its financial commitments</p> <p><u>Social:</u></p> <p>the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives</p> <p><u>Technological:</u></p> <p>the Council's capacity to deal with technological change or its ability to use technology to meet changing demands</p> <p><u>Legislative:</u></p> <p>current or potential changes in national or European law.</p>	<p><u>Professional:</u></p> <p>professional competences of staff</p> <p><u>Financial:</u></p> <p>financial planning and control and the adequacy of insurance cover</p> <p><u>Legal:</u></p> <p>possible breaches of legislation</p> <p><u>Physical:</u></p> <p>fire, security, accident prevention and health & safety</p> <p><u>Contractual:</u></p> <p>the failure of contractors to deliver services or goods to agreed costs and specifications</p>

STRATEGIC	OPERATIONAL
<p><u>Environmental:</u></p> <p>the environmental consequences of service delivery (in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc.)</p> <p><u>Competitive:</u></p> <p>the competitiveness of the service/ the ability to deliver best value.</p> <p><u>Customer:</u></p> <p>failure to recognise the changing needs and expectations of the community</p>	<p><u>Technological:</u></p> <p>reliance on operational equipment (IT systems or equipment and machinery)</p> <p><u>Environmental:</u></p> <p>pollution, noise or energy efficiency of on-going service operation.</p>

Processes

6. In line with best practice, the Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	Actions
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score.
3	Profiling risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.
5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.

7	Monitoring	The Town Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.
---	------------	--

Risk Management Matrix

- The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, yellow, and through to green, where it is likely that no action could be justified.
- Each risk is allocated a risk score by multiplying the likelihood of the identified situation occurring by the impact that its occurrence would have on the Council.
- This assessment is undertaken twice. Firstly to assess the gross risk, which is the raw risk if no controls were in place, then secondly to assess the net risk, which is the residual level of risk after taking the existing controls into account. Only the net risk is shown in the register.
- As identified in paragraph 3.b above, the Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

Stone Town Council – Risk Matrix

Impact	Major	4	8	12	16
	Significant	3	6	9	12
	Serious	2	4	6	8
	Minor	1	2	3	4
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

Stone Town Council

Strategic Risk Register – March 2019

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ¹
			Likelihood	Impact	Total	
Failure to comply with legislation, regulations or Codes of Practice	Possible legal action against Council or individuals.	Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure to maintain a robust and legal decision making process	Challenge to decisions, possible legal action.	Up to date standing orders, code of practice etc. reflecting current legal practices. Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure of financial processes and reporting	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources, reserves and/or reputation.	Annual financial statements prepared by responsible financial officer and, checked by internal and external auditors. Budget monitoring reports provided regularly to Members. Budget consideration annually with forward plan and information on reserves. Town Clerk is qualified and experienced accountant.	1	3	3	
Failure of internal controls	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources.	Insurance cover - subject to certain requirements being met, internal audit, systems and division of responsibilities. Some limitation due to small number of staff.	1	3	3	

¹ Initials in brackets indicate individual responsible for action as follows – TC: Town Clerk, ATC(BF): Assistant Town Clerk (Business and Finance), ATC(G): Assistant Town Clerk (Governance)

Stone Town Council

Operational Risk Register (Resource Management) – March 2019

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ²
			Likelihood	Impact	Total	
Planning applications and other consultations not responded to within timescale	Views of the Council not taken into consideration resulting in developments/projects etc. not being amended/refused as requested for the benefit of residents.	Planning Committee meets twice per month. Timetables negotiated with Borough Council if necessary. Delegated arrangements in place for emergency decisions.	1	2	2	
Breach of confidentiality	Confidential documents in the public domain. Possible third party claims/loss of public faith in the Council.	Staff and Members clear about need for confidentiality. Private items clearly indicated on agendas. Media protocol adopted.	1	2	2	
Legal proceedings against the Council	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	Access to legal advice through NALC, SLCC, Borough Council and independent solicitors. Insurance cover gives some financial protection. Council protocols and procedures designed to prevent actions outside the law.	2	3	6	
Insufficient available resources to meet the Council's needs and priorities	Aims and objectives unable to be met	Budget prepared over three forward years. Regular budget monitoring by members and officers. Reserves at adequate level.	1	3	3	
Major budget overspend	Interruption or termination of services, including services not subject of overspend.	Financial assessment of new developments as part of reporting to Members. Regular budget monitoring by members and officers. Reserves at adequate level. Internal controls re ordering and payments.	1	2	2	

² Initials in brackets indicate individual responsible for action as follows – TC: Town Clerk, ATC(BF): Assistant Town Clerk (Business and Finance), ATC(G): Assistant Town Clerk (Governance)

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ²
			Likelihood	Impact	Total	
Loss of trading income	Increase in net costs. Interruption or termination of services, including services not subject of income loss. Longer term threat to service where income has fallen.	Planned budget, prudent estimates for income, regular monitoring by officers and Members allows review of costs or opportunity to expand income to reduce impact where possible.	2	2	4	
Failure of IT systems	Unable to carry out day to day administrative and financial work. Unable to prepare minutes, reports or agendas. Unable to respond to queries from Members or the public.	Professional IT support under contract to provide support to the Council. Full review of security systems undertaken as part of appointment of IT company and all recommendations adopted. All key IT equipment replaced in 2017. Some key systems, e.g. community centre bookings, kept manually. Planned updating of IT hardware and software to maintain currency, compatibility and reliability. Following some initial teething issues, IT support contract now appears to be operating successfully.	1	3	3	IT support contract now setting down and appears to be operating successfully. Will still need a degree of monitoring to ensure achievement of planned objectives. (TC)
Serious breach of IT security	Confidential data compromised throughout system. Possible data corruption/destruction. Failure of IT systems.	Limited personal and confidential data held. Domain level network security control. Separate guest access to internet with no access to STC data. Security of network, data, etc. reviewed as part of IT support contract.	2	3	6	
Loss of key staff skills for significant period (e.g. illness or resignation)	Reduced performance or reliability in some or all aspects of the Council's work.	Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full crossover of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing staffing.	2	3	6	Insurance cover to be increased from the start of the new insurance contract in June 2019 to cover accidents to key staff outside work (accidents to staff in work already covered) (TC)

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ²
			Likelihood	Impact	Total	
Major failure related to health and safety legislation	Injury to or death of a member of staff, Councillor or member of the public. Possibility of legal action by Health and Safety Executive.	Appointed external consultants to support Council's health and safety work. Up to date health and safety policy and strategy. Risk assessments for Council premises and activities. Staff properly trained. NOTE: Some of these controls are not yet fully in place following the implementation of the support contract.	1	4	4	Undertake full set of risk assessments Continue programme of staff training
Major staffing issue resulting in industrial tribunal or legal action.	Resource implications, poor press, impact on workforce and council during tribunal	Existing HR experience. Access to Borough or County HR/Legal staff for support (at a cost).	1	3	3	
Fraud/Theft	Resource implications, poor press, loss of Council assets, impact on Council reputation.	Internal controls, internal audit, fidelity insurance cover. The effectiveness of internal control is, however, severely restricted in a small organisation with limited scope for separation of duties.	1	3	3	

Stone Town Council

Operational Risk Register (Service Delivery) – March 2019

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ³
			Likelihood	Impact	Total	
Failure to review and/or collect charges	Reduced income to the Council and non-competitive charges.	Charges reviewed annually as part of budget process. Income levels compared to budget by month as part of budget monitoring processes. Casual hirers pay in advance, regular bookings invoices. Market traders pay in cash on day of market. Booked traders who do not turn up are expected to pay on their next visit	1	1	1	Markets to move to payment in advance. Credit and Debit cards to be accepted for payment. Use of cheques to be restricted from April 2020 (LT)
Lack of adequate insurances	Claims against the Council would could result in expenditure in excess of the budget.	Regular review of insurances. Use of insurer's tool to determine level of insurance required. . Requirement for market traders to have their own indemnity insurance, which is checked before a stall is allocated.	1	3	3	
Vandalism	Loss of bookings, additional expenditure, poor image.	Users, caretaker or cleaner report any problems to ATC(BR), who takes action accordingly. Terms and conditions of hire for FJC updated to make responsibilities or hirer re damage to premises or equipment clear.	2	3	6	Terms and conditions of hire for Stone Station to be updated along the lines of FJC terms (LT)
Inadequate budget provision	Routine and essential maintenance not undertaken or equipment not replaced resulting in reduced bookings and health and safety issues. Deterioration in leased buildings which would need to be reinstated under lease. Open spaces may become unsafe.	Budgets reviewed yearly. Condition of buildings, equipment and open spaces regularly reviewed.	1	4	4	

³ Initials in brackets indicate individual responsible for action as follows – TC: Town Clerk, ATC(BF): Assistant Town Clerk (Business and Finance), ATC(G): Assistant Town Clerk (Governance)

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ³
			Likelihood	Impact	Total	
Inappropriate terms for leased buildings	Council unable to meet obligations under lease, or restrictions prevent Council from making optimum use of asset.	Legal advice sought for new leases, and financial and other implications reported to Members before signing.	2	3	6	
Buildings and equipment not maintained	Fabric of building deteriorates, resulting in less attractive building for hirers and failure to meet lease obligations.	Building maintenance budget in place for planned and reactive work. Periodic building inspections.	2	3	6	Regular buildings inspections (ATC(BR)) Planned preventative maintenance programme (TC)
Lack of Security	Theft and damage resulting in possible loss of assets, cancelled bookings, reduced income and higher insurance premiums.	Regular banking, insurance, buildings alarmed, on-site caretaker at Stone Station, key codes at civic office, and office space shared with police. CCTV installed at Frank Jordan Centre.	1	3	3	
Availability of sufficient marquees for market	Market traders turned away	Council has stock of marquees, which are regularly maintained. Access is available to additional marquees for hire. Refresh of Council marquees undertaken in March 2019.	1	2	2	
Allotment tenancy agreements not in place	Lack of control of tenancies and income. Tenants not clear on terms of their agreement	Signed tenancy agreements in place with all allotment holders.	1	2	2	
Japanese Knotweed at allotments	Allotment revenue lost, Damage to reputation if spreads.	Regular monitoring and prompt treatment of any Knotweed presence. NOTE: Current treatment of Knotweed in progress.	3	2	6	
Fly tipping at open spaces or car parks	Unsanitary and possibly hazardous resulting in increased expenditure to remove and possible claims against the Council.	Rubbish removed as and when required.	2	2	4	
Illegal encampment	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	Access partially restricted by gates and fences. Police to be informed as soon as illegal encampment is identified and dealt with by them.	1	3	3	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required ³
			Likelihood	Impact	Total	
Litter/dog mess in open spaces	Unightly, health and safety issue resulting in complaints and poor image.	Dog bins provided, areas litter-picked regularly.	2	2	4	



Application for Grant Aid

Stone
Town Council

Name of organisation: AGE CONCERN STONE + DISTRICT	
Purpose of organisation: We offer information, help + advice on matters relevant to older people in the Stone area	
Amount of grant requested: £339.60	Total cost of project (if appropriate): £339.60
Reason for grant request: We have two large windows in our office and the blinds are broken. They cannot be repaired as they are currently do not meet safety standards so that they will have to be replaced. Without the blinds we are open to people looking in, and we a) provide a confidential service and b) people looking in after closing time might see us as a burglary target.	

Benefits to Stone residents:

This will increase the confidentiality and security of our offices, and we can continue to provide our services to Stone residents.

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

We are a volunteer only organisation and we carry out fundraising through the year.

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

/

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

/

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

AGE CONCERN STONE AND DISTRICT

YEAR END ACCOUNTS 01/04/2017 TO 29/03/18

RECEIPTS		PAYMENTS	
GRANTS		TEL/INTERNET	453.05
DONATIONS	2055.65	LUNCH CLUB	1096.80
COFFEE MORNING	208.85	WEBSITE	61.80
LUNCH CLUB	632.95	INSURANCE	231.63
FUND RAISING	512.50	OFFICE EXPS	401.83
COMMISSION (AGE UK)	15.00	STATIONERY	17.78
COLLECTIONS	62.62	POSTAGE	19.56
DRIVING SCHEME	882.60	DRIVING SCHEME	417.60
GIFT AID	54.68	OFFICE RENT	1000.00
		MONDAY LUNCH CLUB	561.50
		TOTAL	4261.55
		SURPLUS	163.30
TOTAL	4424.85		4424.85
FINANCIAL STATEMENT			
CURRENT A/C 31/03/2017	10954.95	CURRENT A/C 29/03/18	11147.24
RESERVE A/C 31/03/2017	3811.59	RESERVE A/C 29/03/18	3812.64
PETTY CASH 31/03/2017	48.26	PETTY CASH 29/03/18	39.27
MONDAY FLOAT	20.00	MONDAY FLOAT	0.00
TOTAL ASSETS	14834.80	TOTAL ASSETS	14999.15

RECEIVED
11 MAR 2019

From: Gerald D'Arcy
Sent: 16 January 2019 12:07
To: Town Clerk <clerk@stonetowncouncil.gov.uk>
Subject: Stafford Borough Safer Neighbourhood Panel

Dear Sir/Madam,

I am writing to you as clerk to Stone Town Council because of the Council's central position in the community of Stone.

I am a member of the Stafford Borough Safer Neighbourhood Panel (SNP). This is a scrutiny body set up by the Staffordshire Commissioner responsible for policing. The idea is that members of the community have the opportunity to meet with and discuss with their local police commander all matters relating to policing in their area. That area in our case is Stafford Borough. Our local panel is well established and is working well but we have no representative of the community in Stone. As this is the second largest urban area in the Borough, we feel that this is a serious lack and I turn to The Council to ask whether its members might help us to change this through their contacts in the town.

Information from the Commissioner's office states that, ideally, panel members should be representative of a community or residents' group of some sort. This could be the Town Council itself or a church or similar group. I, or other members of our panel, would be willing to talk to a group in the town and to answer questions about the SNP if this would help to create interest in this idea.

Official applications to become a panel member are handled by the Commissioner's office but this is our panel's local initiative to promote interest in this idea in Stone town.

Below is a link to the Staffordshire Commissioner's website page for Neighbourhood Panels and I attach a recruitment flyer which might also be useful.

Please come back to me in the first instance if I can be of any further help.

Gerald D'Arcy

Safer Neighbourhood Panel member, Stafford Borough

Make a difference
Volunteer



Staffordshire Safer Neighbourhood Panels

- Are you passionate about your local community?
- Would you like to know more about local policing in your area?
- Can you spare a few hours a month?

If so..

Come and join our Safer Neighbourhood Panel and help the Staffordshire Commissioner make Staffordshire Police the most open and transparent force in the country.



www.staffordshire-pfcc.gov.uk/volunteer/neighbourhood-panel

We are looking for members in your area

Please contact **01785 232246** or email:
governance@staffordshire-pfcc.pnn.gov.uk

From: [Victoria Barraclough](#)
Subject: Stafford Borough Council Planning Application Validation Criteria - Consultation
Date: 27 February 2019 15:46:55
Attachments: [imagebee12a.PNG](#)

Good Afternoon,

We have refreshed our Planning Application Validation Criteria document and it is now out for consultation for 8 weeks ending 24th April 2019. The document sets out the information that we need to assess planning applications.

The document can be found at this link <https://www.staffordbc.gov.uk/local-validation-criteria-consultation> . Please submit any comments via the questionnaire (Survey Monkey) link by 24th April 2019.

Thanks,

Vicki



Victoria Barraclough | Planning Support Lead
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ
01785 619327 | VBarraclough@staffordbc.gov.uk | www.staffordbc.gov.uk

Information you supply to us via email will be dealt with in line with data protection legislation. We will use your information to enable us to fulfil our duties in relation to your enquiry. To that end, where the law allows, your information may be shared with relevant departments within the council, and with other authorities and organisations where required. Stafford Borough Council is the data controller for any personal information you provide. For more information on your data protection rights relating to the service to which your email relates, please visit www.staffordbc.gov.uk/PrivacyNotice.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. If you have received this transmission in error please notify the sender immediately. All GCSX traffic may be subject to recording and/or monitoring in accordance with relevant legislation



Stafford Borough Council Development Management

Planning Application Validation Guidance and Local Validation Criteria

March 2019

To be used for all applications except Discharge of Conditions and Lawful Development Certificates.

A quick guide for Householders is included in the
Annex

Stafford Borough Council Planning Application Validation Criteria
March 2019

Contents

Information	Page Number
Introduction	4
Pre application discussions	5
How to use the Validation Criteria	5
Photographs	5
Making an Application Valid	6
Guidance for Outline Applications	6
National Requirements	
Application Forms	7
Design and Access Statement	7
Fee	8
Location plan	8
Site Plan	9
Block Plan	9-10
Existing and Proposed Elevations	10
Existing and Proposed Floor Plans	10-11
Existing and Proposed Site Sections and Finished Floor and Site Levels	11-12
Roof Plan	12
Agricultural Holdings Certificate	12
Ownership Certificate	13
Notice	13
Local Requirements	
1) Affordable Housing Statement	14
2) Agricultural Need Statement	14-15
3) Air Quality Assessment	15
4) Biodiversity Survey and Report	16-17
5) Business Case	17
6) Cannock Chase Special Area of Conservation (SAC)	17-18
7) Coal Mining Risk Assessment	18-19
8) Economic Statement	19-20
9) Environmental Statement / EIA	20
10) Flood Risk Assessment (FRA)	20-22
11) Foul Sewerage Assessment	21-23
12) Heritage Asset Statement	23-24
13) Land Contamination Assessment	24-25

**Stafford Borough Council Planning Application Validation Criteria
March 2019**

14) Landscape Visual Impact Assessment	25
15) Landscaping Details	25-26
16) Lighting Assessment	26
17) Masterplan	26
18) Noise and Vibration Assessments	26-27
19) Open Space Assessment	27
20) Parking and Access Arrangements	28
21) Planning Obligations (Section 106 Agreements) / Unilateral Undertakings / Draft Heads of Terms	29
22) Retention of Local Community Facility or Service Statement	30
23) Statement of Community Involvement	31
24) Structural Survey	31
25) Telecommunications Development – Supplementary Information	32
26) Town Centre Use / Retail Impact Assessments	32-33
27) Transport Assessment / Transport Statement	33-34
28) Travel Plan	35
29) Tree Survey / Assessment	35-36
30) Ventilation / Extraction Statement	36-37
31) Viability Assessment	37
32) Water Quality Statement	37-38

Annex Items	
Householder Checklist	39-41

Stafford Borough Council Planning Application Validation Criteria

March 2019

Introduction

Before we can make an assessment on your planning application, you need to provide us with forms, plans and other information. The information that you need to provide depend on the type of application that you're making. These Validation Criteria explain the information that we need for all applications (known as the National Validation Requirements) and the information that we ask for at Stafford Borough Council (known as the Local Validation Requirements). Where we ask for additional information, we will only do so if we really need it. The amount of information that we normally need depends on the scale of the proposal. Once we have all of the information, your application can be registered as valid and we can start the assessment process.

The Plan for Stafford Borough sets out the policy context for the local validation criteria.

Legislation

The following pieces of legislation are used to validate applications:

- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
- The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)

The Regulation that we work to, when asking for further information is:

- Regulation 4 of the Town and Country Planning (Applications) Regulations 1988. This enables a Local Planning Authority to direct applicant's to supply any further information, plans and drawings that are necessary to make a decision. Applications for Outline permission are slightly different – for more information see page 6.

This includes providing any reasonable evidence to answer any queries.

If you are not happy with the information that we are asking for, you can challenge the request (details of how to do this are set out in the DMPO).

Policy

Each piece of information that we ask for is linked to a piece of national or local policy. This explains why we are asking for that particular detail.

Stafford Borough Council Planning Application Validation Criteria March 2019

Pre-application Discussions

The National Planning Policy Framework (NPPF) that was introduced in March 2012 and revised in July 2018 in says that we have a key role to play in encouraging applicants (or their agents) to take maximum advantage of the pre-application stage of the planning process.

If we can identify any potential issues with your application before it is made, this helps to avoid delays in making a decision.

If you are thinking about making a planning application and would like some advice before you apply, please contact Planning Support on 01785 619 327.

How to use the Validation Criteria

If you are making a Householder application, which is for things like an extension or conservatory, our quick guide for Householders can be found in **the ANNEX**.

For other applications, you will need to make sure that you provide all of the information in the National Requirements (see pages 7-12). You then need to look through the Local Requirements to identify the additional information needed. The requirements are listed alphabetically, but the column headed 'Types of application that require this information' will tell you whether your application type is included.

For all types of information (plans, forms and all other documents), unless you are making your application electronically, we need two copies of everything to be provided.

Photographs

Whilst we no longer require photographs and a plan showing where the photographs were taken from and their direction, providing photos helps us to spot anything on site that you might need to supply more information on.

Stafford Borough Council Planning Application Validation Criteria March 2019

Making an Application Valid

If the information listed for your application type is not provided then we won't be able to make your application valid and start work on our assessment. If we receive your application and some information is missing, we will contact you.

Where an application is submitted, its receipt will be acknowledged in writing. However, if we consider that the application is invalid, we will let the applicant know what extra information we need.

Please note that if plans are not consistent with each other, and we cannot reasonably assess the proposal that is being made, we won't be able to validate the application.

Guidance for Outline Applications

Applications for outline planning permission generally don't need to include details of any proposed 'reserved matters' unless the matters include layout, scale or access.

If we receive an application for outline planning permission, but decide that the application should not be considered separately from all or any of the reserved matters, we must notify the applicant within one month from the receipt of the application that further details are needed.

Information must include:

- Use – the use or uses proposed for the development and any distinct development zones within the site identified.
- The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
- Indicative access points

In addition, major applications for outline permission should also include a Design and Access Statement.

Stafford Borough Council Planning Application Validation Criteria

March 2019

Please note that applications for a change of use cannot be made under an outline application

National Requirements

Application Forms

All planning applications need to be made using a standard application form. Each application type has its own standard form, which can be found on our web-site (which links to the Planning Portal, the Government website for Planning).

How many copies are needed?

Applications can either be submitted electronically through the Planning Portal or in paper copies. Please bear in mind that if a paper application is completed, you will need to provide 2 copies before your application can be made valid.

Design and Access Statement

A Design and Access Statement must accompany Listed Building applications, applications for one or more dwellings or building(s) with a floor space of 100m² or more in a Conservation Area and major applications, for example 10 houses or more, floorspace 1,000m² or site area of 1 hectare or more, for both outline and full planning permission.

A Design and Access Statement is a concise report supporting a planning application that should explain and justify the proposal in a structured way. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development, and how issues related to access to the development have been dealt with.

For Listed Buildings, the statement should address:

- the special architectural and historic interest of the building
- the particular physical features of the building that justify its designation as a Listed Building; and
- the building's setting.

Stafford Borough Council Planning Application Validation Criteria March 2019

The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Fee

An application cannot be made valid without the correct fee.

Fees are set nationally and vary depending on the type and size of the application. The full list of charges can be found on our website.

Please note, if your application is approved and conditions are included that we need to discharge, there will be a further fee.

Location Plan

All applications must include a location plan based on an up to date map.

What scale should the plan be drawn to?

Either 1:1250 or 1:2500. Very occasionally we might need a different scale plan but we will let you know if this is the case.

What should the plan show?

Wherever possible at least two named roads and the surrounding buildings. The buildings should be numbered or named so that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. The red edge is required to be drawn to the nearest adopted highway as per the below guidance.

<https://www.gov.uk/guidance/making-an-application>

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Stafford Borough Council Planning Application Validation Criteria March 2019

If the location plan that you provide uses an Ordnance Survey map base, the plan must include your Ordnance Survey copyright licence.

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Site Plan

What scale should the plans be drawn to?

The site plan should be drawn at a scale of 1:500 or 1:200

What should the plan show?

- The direction of north
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- All buildings, roads and footpaths on land adjoining the site, including access arrangements
- All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic)
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- The extent and type of any hard surfacing
- Details of boundary treatments (walls, fences, railings, hedges, landscaping) and where this is proposed and existing

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Block Plan

A block plan is a larger scale version of the location plan, showing the same application boundary with a greater level of information.

What scale should the plans be drawn to?

Stafford Borough Council Planning Application Validation Criteria March 2019

The scale should be 1:100 or 1:200 and they should show the site boundaries.

What should the plan show?

- Site boundaries
- The type and height of boundary treatment (walls, fences, hedges)
- The position of any building or structure on the other side of the boundaries

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Existing and Proposed Elevations

What scale should the plans be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

- They should clearly show the proposed works in relation to what is already there.
- All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Existing and Proposed Floor Plans

What scale should the plans be drawn to?

**Stafford Borough Council Planning Application Validation Criteria
March 2019**

The scale should be 1:50 or 1:100

What should the plans show?

- They should explain the proposal in detail.
- Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers or names where applicable).

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Existing and Proposed Site Sections, and Finished Floor and Site Levels

What scale should the plans be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

- They should show a cross section(s) through the proposed building(s)
- In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels, to include details of foundations and eaves, and how encroachment onto adjoining land is to be avoided
- Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. The plans should show existing site levels and finished floor levels (with levels related to a fixed offsite datum point) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings
- Levels should also be taken into account in the formulation of design and access statements

Stafford Borough Council Planning Application Validation Criteria March 2019

For householder development, the levels may be clear from floor plans and elevations, but particularly in the case of sloping sites, you will need to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Roof Plan

A roof plan is used to show the shape of the proposed roof.

What scale should the plans be drawn to?

Usually roof plans are drawn at a scale smaller than the scale used for the floor plans.

What should the plans show?

- Roofing materials
- Rooflights/Vents and their location

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. It is included in the standard application form.

All agricultural tenants must be notified prior to the submission of the application.

This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or

Stafford Borough Council Planning Application Validation Criteria
March 2019

variation of conditions, works to trees covered by Tree Preservation Orders, or express consent to display an advertisement.

Ownership Certificates

All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. The certificates are included in the standard application forms.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

Notice

Where an application is for land that is not wholly owned by the applicant, it will be necessary to complete Certificate B (or on occasion Certificate C or D) and serve Notice 1 on owners of the application site.

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
1	Affordable Housing Statement	<p>National Planning Policy Framework paragraphs 61,62,63,64</p> <p>Circular 6/1998 Planning and Affordable Housing</p> <p>Plan for Stafford Borough: Policy C2</p>	<p>When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.</p> <p>When 10 or more dwellings are proposed across all other areas of the Borough</p>	<p>New residential development of 12 or more dwellings at Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield to provide 40% affordable dwellings.</p> <p>New residential development of 12 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston to provide 30% affordable dwellings.</p> <p>New residential development of 10 or more dwellings across all other areas of the Borough to provide 30% affordable housing. .</p> <p>An independent economic viability assessment must be provided if a lower figure is being proposed as part of a new development.</p> <p>Further Advice</p> <p>Stafford Borough Council Health and Housing Group: 01785 619 000</p> <p>Stafford Borough Forward Plans Team: 01785 619000</p>
2	Agricultural Need Statement	<p>National Planning Policy Framework paragraphs 83, 170</p> <p>Plan for Stafford Borough: Policy E2</p>	New agricultural buildings and agricultural workers dwellings	<p>The statement must include:</p> <ul style="list-style-type: none"> • The size of the agricultural holding • Details of any additional rented land and duration of the rental agreement • Details of any other buildings used on the land, including floorspace and current use • Details of what the building will be used for, including floorspace

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
2	Agricultural Need Statement (Continued)			<ul style="list-style-type: none"> • Number of animals kept (where relevant) • Number of employees and their hours worked <p>Further Advice</p> <p>Stafford Borough Council Development Management:</p> <p>01785 619 337</p>
3	Air Quality Assessment	<p>National Planning Policy Framework paragraph 181</p> <p>Plan for Stafford Borough: Policy N5</p>	<p>In, or adjacent to an Air Quality Management Area, all applications for new housing development, industrial, commercial and leisure development</p> <p>Where the development could itself result in the designation of an Air Quality Management Area</p> <p>Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's Air Quality Action Plan</p> <p>Within 50m of the edge of M6 carriageway</p>	<p>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area</p> <p>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application.</p> <p>Further Advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
4	Biodiversity Survey and Report	<p>National Planning Policy Framework paragraphs 43, 176</p> <p>Plan for Stafford Borough: Policy N1, N4, N5 Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2012</p> <p>Protection of Badgers Act 1992</p>	<p>Where a proposed development may have possible impacts on wildlife and biodiversity</p> <p>Renewals of existing consents should include an update on any information provided with the original application</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them.</p> <p>Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species</p> <p>Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.</p> <p>Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
4	Biodiversity Survey and Report (continued)			<p>Advice should include a requirement for a Staffordshire Ecological Records search of the application site and a 500 metre buffer, and presentation of this information. This will help planning officers to assess whether a sufficient biodiversity survey and assessment has been carried out.</p> <p>Further Advice Stafford Borough Council Biodiversity Officer 01785 619 676</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p>
5	Business Case	Policy E6	Opportunities for tourism and new visitor accommodation	<p>Demonstration that the financial viability of the use can be sustained in the long term</p> <p>The business case should identify a local need for the facility and include:- Costings of the initial set up including property acquisition where relevant; Projected net profits after deducting overheads</p>
6	Cannock Chase Special Area of Conservation (SAC) Statement of willingness to provide a proportional financial contribution towards the Strategic Access	<p>National Planning Policy Framework 2018 paragraph 172, 176</p> <p>Plan for Stafford Borough Council: Policy N6;</p> <p>ODPM Circular 06/2005</p>	Applications for 10 or more (net) new dwellings within 0-8km of Cannock Chase Special Area of Conservation (see map)	<p>Regulation 63 of the Conservation of Habitats and Species Regulations 2017 requires the Council undertake and complete a Habitat Regulations Assessment (HRA), including Appropriate Assessment (AA), where it is considered that approving an application will or may possibly result in a negative impact upon a Special Area of Conservation (SAC); directly or indirectly, alone or in combination. Where a negative impact is found to be caused to a SAC proportional mitigation must be provided by the applicant and secured by the Council or else the applicant will need to be refused.</p> <p>The Council has sufficient evidence to demonstrate that an</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	<p>Management and Monitoring Measures (SAMMM) for Cannock Chase Special Area of Conservation (SAC)</p> <p>Cannock Chase Special Area of Conservation (SAC) Continued</p>			<p>increase of 1 net dwelling or more within a 15km zone of influence around Cannock Chase SAC will have a negative impact on the site.</p> <p>The Strategic Access Management and Monitoring Measures (SAMMM) is a 15 year program of mitigation works agreed by the Cannock Chase SAC Partnership in combination with Natural England. The SAMMM is sufficient to mitigate for all planned new dwelling developments within 15km of the SAC over the Local Plan period.</p> <p>To provide for the SAMMM, a proportional financial contribution (of £159 per dwelling) shall be collected from all applications for 10 or more net-dwellings where the development lies within 0-8km of Cannock Chase SAC (whole of in-part).</p> <p>Developments of 9 or less net-dwellings with 0-8km or developments of 10 or more net-dwellings over 8km away do not need to provide any financial contribution towards the SAMMM.</p> <p>Further Advice Cannock Chase SAC Team; SAC Project Officer: 07580 848 950</p>
7	Coal Mining Risk Assessment (CMRA)	National Planning Policy Framework paragraph 170, 205	All non-householder applications for operational development that fall within the Coal Mining Development Referral Areas as defined by the Coal Authority and held by Stafford Borough Council	<p>The Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <p>Include site specific coal mining information (including past / present / future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area)</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Coal Mining Risk Assessment (CMRA) Continued			<p>Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development</p> <p>Identify how coal mining issues have influenced the proposed development, and whether any other mitigation measures are required to manage those issues and / or whether any changes have been incorporated into the development</p> <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>Please note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended, it is suggested that the CMRA is included within the Environmental Statement.</p> <p>Further Advice The Coal Authority website: www.coal.gov.uk/services/planning The Coal Authority Planning and Local Authority Liaison Department : 01623 637 119 or planningconsultation@coal.gov.uk</p>
8	Economic Statement	National Planning Policy Framework paragraphs 8, 9, 80, 82, 83, 84	All major applications that include a commercial element	<p>A supporting statement of any regeneration and economic benefits and costs from the proposed development.</p> <p>The statement must include:</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
		Plan for Stafford Borough: Policy E1, E2, E3, E6, E7		<p>Details of new jobs provided or supported Relative floor space totals for each proposed use (where known) Any community benefits Reference to any regeneration strategies that might lie behind or be supported by the proposal</p> <p>Further Advice Stafford Borough Council Economic Development Manager: 01785 619 748</p>
9	Environmental Statement (Environmental Impact Assessment – EIA)	<p>National Planning Policy Framework paragraph 43</p> <p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	Where an Environmental Impact Assessment is needed Schedule 4 sets out the information required in an Environmental Statement	<p>The information in the Environmental Statement has to be taken into consideration when the Local Planning Authority decides whether to grant planning consent. It may be helpful for a developer to request a “screening opinion” (to determine whether an EIA is required) from the Local Planning Authority before submitting a planning application.</p> <p>In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>An applicant may request a scoping opinion (to determine the issues that need to be addressed in an EIA) before submitting the application. In addition, pre-application discussions will assist in identifying the issues that need to be addressed in an EIA.</p> <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
10	Flood Risk Assessment (FRA)	National Planning Policy Framework paragraphs 43, 157	In Floodzone 1 any development site of 1 hectare or above	<p>The Flood Risk Assessment must:</p> <ul style="list-style-type: none"> identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood

Stafford Borough Council Planning Application Local Validation Criteria

February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Flood Risk Assessment (FRA) Continued	<p>Technical Guidance to the National Planning Policy Framework (CLG 3/12)</p> <p>Plan for Stafford Borough: Policy N1, N2</p>	<p>All developments in flood zones 2 and 3.</p> <p>Any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency (Rising Brook).</p>	<p>risks will be managed, taking climate change into account</p> <ul style="list-style-type: none"> • identify opportunities to reduce the probability and consequences of flooding • include the design of surface water management systems including Sustainable Drainage Systems (SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding • be prepared by the developer in consultation with the Local Planning Authority with reference to their published new Local Plan documents and any Strategic Flood Risk Assessment • form part of an Environmental Statement when one is required by the Town and Country Planning • (Environmental Impact Assessment) Regulations 2017 as amended <p>In preparing a Flood Risk Assessment the developer will be required to demonstrate that a sequential approach to site selection has been undertaken, and that there are no other more suitable sites available.</p> <p>For Householder development a simplified procedure is available in the Environment Agency Standing Advice http://www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further Advice</p> <p>Environment Agency http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Further information on SUDs is available at</p> <p>https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>
11	Foul Sewerage Assessment	<p>Water Industries Act 1999</p> <p>National Planning Policy Framework paragraphs 170, 178</p> <p>Plan for Stafford Borough: Policy N2</p>	<p>Where an application proposes a new building to connect to the existing drainage system</p> <p>Developments involving the disposal of trade waste or foul sewage effluent</p>	<p>A foul drainage assessment must include:</p> <ul style="list-style-type: none"> • a full assessment of the site • site location • suitability for storing, transporting and treating sewage. <p>Where connection to the mains sewer is not practical, then the foul / non-mains drainage assessment must demonstrate:</p> <ul style="list-style-type: none"> • why the development cannot connect to the public mains sewer system and • show the alternative means of disposal are satisfactory. <p>Guidance on what should be included in a non-mains drainage assessment is given in the NPPG and Building Regulations Approved Document Part H and in BS6297.</p> <p>If the proposed development results in any changes / replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements should also be provided.</p> <p>This will include:</p> <ul style="list-style-type: none"> • a location plan • cross sections / elevations • system specification

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Foul Sewerage Assessment Continued			<p>If connection to any of the above requires crossing land that is not in the applicant's ownership, other than within a public highway, then notice will need to be served on the owners of that land.</p> <p>Details may also be needed of surface water run-off limitation. It is possible that the right to connect storm waters to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.</p> <p>Further Advice Severn Trent: www.stwater.co.uk Environment Agency</p>
12	Heritage Asset Statement	<p>National Planning Policy Framework paragraphs 189, 192, 199</p> <p>Plan for Stafford Borough: Policy N8, N9</p>	<p>Any application affecting a heritage asset or its setting</p> <p>Heritage Assets include:</p> <ul style="list-style-type: none"> • Listed Buildings • Conservation Areas • Scheduled Monuments • Archaeological sites • Registered parks and gardens <p>Applications involving the disturbance of ground within a known area of archaeological significance</p>	<p>The statement must include:</p> <ul style="list-style-type: none"> • A description of the significance of the heritage assets affected, and the contribution of their setting to that significance • The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset • The relevant historic environment record should have been consulted • The heritage assets themselves should have been assessed using appropriate expertise, where necessary, given the application's impact • Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, Local Planning Authorities should require developers to submit an appropriate desk-based

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Heritage Asset Statement Continued		<p>Major applications or significant infrastructure works where archaeological remains may survive</p> <p>Hedgerow removal may need a Heritage Statement where it forms part of a significant historic landscape or an area of archaeological potential</p>	<p>assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation</p> <ul style="list-style-type: none"> An assessment of the impact of the proposal should be set out in the application (within the design and access statement when this is required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted <p>Stafford Borough Council will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.</p> <p>Further Advice Stafford Borough Council Conservation Officer: 01785 619 337 Staffordshire County Council: 0300 111 8000 (Staffordshire County Archivist , Staffordshire County Archaeologist)</p>
13	Land Contamination Assessment	<p>National Planning Policy Framework paragraphs 170, 178</p> <p>Plan for Stafford Borough: Policy N2</p>	All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination	<p>The assessment must include:</p> <ul style="list-style-type: none"> An extended assessment of contamination in line with National Planning Policy Framework: Section 11 Enough information to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Land Contamination Assessment Continued			<p>Where contamination is known or suspected, or the proposed use would be particularly vulnerable for example residential use, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p> <p>Further Advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402 Environment Agency www.environment-agency.gov.uk</p>
14	Landscape Visual Impact Assessment	Plan for Stafford Borough: Policy N8	Polytunnels; wind turbines	An assessment in accordance with current best practice and guidance, in particular GLVIA3 published by the Landscape Institute and the Institute of Environmental Management and Assessment.
15	Landscaping Details	<p>National Planning Policy Framework paragraphs 127</p> <p>Plan for Stafford Borough: Policy N1</p>	All major applications	<p>A landscaping scheme should:</p> <ul style="list-style-type: none"> • Be drawn to scale (usually 1:100 or 1:200) • Show full details of proposed landscaping • Include details of proposed species, height at planting, spacing and densities • Include measures for the ongoing protection and maintenance of landscaping <p>For sites that are considered to be particularly sensitive, in landscape or visual terms, a Landscape and Visual Impact</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Landscaping Details Continued			<p>Assessment (LVIA) should be undertaken.</p> <p>Further Advice</p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment.</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
16	Lighting Assessment	Plan for Stafford Borough: Policy N1	All commercial and leisure applications proposing external illuminations	<p>The assessment must include:</p> <ul style="list-style-type: none"> • A layout plan with beam orientation and light spillage • A schedule of the equipment used in the design • The hours of use (when the lighting will be switched on) • Details of future maintenance <p>Further Advice</p> <p>Publication: Lighting in the countryside: Towards good practice (1997)</p>
17	Masterplan	Plan for Stafford Borough: Policy Stafford 2, Stafford 3, Stafford 4, Stone 2	Residential development within Strategic Development Locations	A comprehensive land use masterplan in accordance with Policy Stafford 2, Stafford 3, Stafford 4 and Stone 2
18	Noise and Vibration Assessments	<p>Noise Policy Statement for England March 2010</p> <p>National Planning Policy Framework paragraph 178, 180</p> <p>Plan for Stafford</p>	<p>All applications likely to have an impact on existing noise or vibration sensitive developments</p> <p>All applications that introduce or expose noise or vibrations into an area where it would</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a Noise and Vibration Assessment is needed. Where an assessment is needed it must:</p> <ul style="list-style-type: none"> • Consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 <i>Guide to Evaluation of Human Exposure to Vibration in Buildings</i>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
		<p>Borough: Policy N1</p> <p>Environmental Protection Act 1990</p> <p>Clean Neighbourhoods Act 2005</p> <p>Licencing Act 2003</p> <p>Noise Act 1996</p>	have an adverse impact	<p>Part 1 and Part 2 and BS7385-2: 1993 <i>Evaluation and Measurement for Vibration in Buildings</i> Part 1</p> <p>Further Advice</p> <p>Stafford Borough Council Environmental and Health Service: 01785 619 402</p> <p>World Health Organisation Guidelines for Community Noise</p> <p>World Health Organisation Night Noise Guidelines for Europe</p> <p>British Standards: BS4142, BS8233, BS7445</p>
19	Open Space Assessment	<p>National Planning Policy Framework paragraphs 92</p> <p>National Planning Policy Guidance</p> <p>Plan for Stafford Borough: Policy C7</p>	Residential applications of 11 dwellings or more to provide an on-site or off-site contribution to open space, sport and recreation facilities in accordance with the Local Standards (Appendix G of The Plan for Stafford Borough)	<p><u>Developments Within Open Spaces</u></p> <p>Applications must include:</p> <ul style="list-style-type: none"> Plans showing any areas of existing or proposed open space within or adjoining the application site <p><u>On-site or off-site Provision</u></p> <p>Where open space and/or associated facilities are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:</p> <ul style="list-style-type: none"> Maintenance specification for the works How the facility will be initially installed and maintained to that specification for at least 10 years <p><u>Financial Contributions</u></p> <ul style="list-style-type: none"> Where open space cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further Advice</p> <p>Stafford Borough Council Sport and Outdoor Leisure Policy Officer : 01785 619 514</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
20	Parking and Access Arrangements	<p>National Planning Policy Framework paragraphs 102, 107, 108, 110</p> <p>Plan for Stafford Borough: Policy T2 and Appendix B: Car Parking Standards</p>	All applications, including householders, that involve new, or changes to existing, parking and access arrangements	<p>The site layout plan must include;</p> <ul style="list-style-type: none"> • Details of existing parking provision and access • Details of proposed parking provision and access • Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> • Information about how that supports the design • Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> • Details of existing and proposed visibility splays • Details of speed surveys where relaxation to normal visibility requirements are being sought <p>Further Advice Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 highways@staffordshire.gov.uk</p> <p>Manual for Streets 2</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
21	Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms	<p>Circular 05/2005: Planning Obligations</p> <p>National Planning Policy Framework paragraph 57, 54</p> <p>Plan for Stafford Borough: Policies C2, C7, I1</p>	<p>All major applications unless trigger points are not hit. See 'What information is required' column for trigger points</p> <p>Other developments where the Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms</p>	<p>The application must include either:</p> <p>A draft Planning Obligation (Section 106) obligation based on Stafford Borough Council's standard template or</p> <p>A statement of the proposed Heads of Terms, a location plan and Land Registry details, solicitor details and confirmation that Stafford Borough Council's legal fees will be met</p> <p>Further Advice Stafford Borough Council Legal Services: 01785 619 220</p> <p><u>Trigger Points:</u></p> <p>Affordable Housing = When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.</p> <p>Affordable Housing = When 10 or more dwellings are proposed across all other areas of the Borough</p> <p>Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the Infrastructure Delivery Plan, including for open space, sport and recreation in line with the Local Space Standards (Appendix G of The Plan for Stafford Borough)</p> <p>For the Education trigger points at primary and secondary school levels please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
22	Retention of Local Community Facility or Service Statement	National Planning Policy Framework paragraph 83 Plan for Stafford Borough: Spatial Principle 7, Policy E8 and SB2	Applications for redevelopment or change of use of any premises outside Stafford or Stone currently used, or last used to provide essential facilities or services which support the local community	<p>A statement must be provided that addresses the following:</p> <ul style="list-style-type: none"> • a viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, the use cannot be provided by some other means or is genuinely redundant • the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • the facility / service which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the settlement concerned, unless it has been accepted as redundant under (a) above • the facility was not required to be provided and / or retained as part of a planning permission, or as a new development <p>Further Advice Stafford Borough Council Development Management: 01785 619 000</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
23	Statement of Community Involvement	National Planning Policy Framework paragraphs 39, 40 Stafford Borough Statement of Community Involvement	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> Set out how the applicant has undertaken pre-application consultation with the community Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
24	Structural Survey	National Planning Policy Framework paragraphs 79, 83, 170 The Plan for Stafford Borough: Policy E2 and Policy C5	<p>All barn conversion proposals, except where the barn has already been fully converted</p> <p>Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area or where an application is made for a replacement dwelling which involves the demolition of the existing dwelling.</p>	<p>Structural surveys must be carried out by qualified structural surveyors, and detail:</p> <ul style="list-style-type: none"> The existing structural condition of the building Any recommended remedial works to improve its condition, if possible For barn conversions, the survey must also include: Whether the existing building is capable of conversion without significant rebuilding The nature, type and amount of work required to allow the proposed use to take place <p>Further Advice Stafford Borough Council Development Management/Conservation Officer: 01785 619 337</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
25	Telecomms Development - Supplementary Information	Code of Practice on Mobile Network Development (2013) National Planning Policy Framework paragraphs 115 Plan for Stafford Borough: Policy E1	Telecommunications applications	Applications must include the following: <ul style="list-style-type: none"> • The area of the search • Details of any consultation carried out • Details of the proposed structure • The technical justification and information about the proposed development • A signed declaration that the equipment and installation has been designed in full compliance of the radio frequency exposure guidelines of the International Commission of Non-Ionizing Radiation Protection (ICNIRP) Further Advice Code of Practice on Mobile Network Development (2002)
26	Town Centre Use / Retail Impact Assessments	National Planning Policy Framework paragraphs 86, 87, 89 Plan for Stafford Borough: Policy E8	Applications for main town centre uses that are not in an existing town centre and are not in accordance with the Plan for Stafford Borough must include a Sequential Assessment Applications for retail, office and leisure developments at Stafford over 1,000m ² gross floorspace, developments at Stone over 500m ² gross floorspace and developments	Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000 m ² gross floorspace at Stafford, greater than 500 m ² gross floorspace at Stone and greater than 300m ² gross floorspace at local centres must assess: <ul style="list-style-type: none"> • The impact on existing investment within centres • The impact on the vitality and viability of town centres • The impact of the proposal on in-centre trade / turnover and trade in the wider area • The current and future consumer expenditure capacity in the catchment area • Whether the proposal is of an appropriate scale and what impact it may have on locally important impacts Further Advice Stafford Borough Council Forward Planning: 01785 619 000

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
27	Town Centre Use / Retail Impact Assessments (continued)		<p>at local centres over 300 m² and not in accordance with the Plan for Stafford Borough.</p> <p>Applications in an existing town centre not in accordance with the Plan for Stafford Borough which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.</p>	
28	Transport Assessment / Transport Statement	<p>Circular 02/2007: Planning and the Strategic Road Network</p> <p>National Planning Policy Framework paragraph 102</p> <p>Plan for Stafford Borough: Policy T1</p>	All applications likely to generate significant traffic movements	<p>For a definition of significant transport implications see https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentsandTravelPlansJan.pdf</p> <p>Where an assessment is considered to be necessary, these should be submitted and considered by Staffordshire County Council Highways Authority prior to the registration of the Planning Application.</p> <p>When Planning Applications require an assessment, the application will be required to submit a 'Transport Assessment Validation Form' signed by the applicant and a representative of Staffordshire County</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Transport Assessment / Transport Statement Continued			<p>a) A Transport Assessment (TA) or Transport Statement b) (TS) is required, and that the assessment accompanying the Planning Application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority c) A TA or TS is required, and that the assessment accompanying the Planning Application, including its conclusions, have been discussed but the Applicant and Staffordshire County Council Highways Authority are in dispute d) An assessment is not required</p> <p>Further Advice</p> <p>Department for Transport: https://www.gov.uk/government/organisations/department-for-transport Manual for Streets 2 (March 2007) Circular 02/2007: Planning and the Strategic Road Network Council Highway Authority indicating that: A draft Travel Plan must:</p> <ul style="list-style-type: none"> • Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts • Detail how the traffic implications of the development will be managed, including details of the Travel Plan co-ordinator, the management arrangements for the plan and the development timetable

Stafford Borough Council Planning Application Local Validation Criteria

February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
29	Travel Plan	National Planning Policy Framework paragraph 111 Plan for Stafford Borough: Policy T1	A Travel Plan will be required if the development is likely to generate significant amounts of traffic movement.	<p>Include</p> <ul style="list-style-type: none"> activities for marketing and promotion of the plan to occupiers, users , visitors and residents of the site <p>Where an application requires a Travel Plan, applicants need to have agreed this before the application is made. If a complete Travel Plan is not submitted, the application will not be validated.</p> <p>Where an application requires a Travel Plan, the principle of this must be agreed with Staffordshire County Council Highways before the application is made and may require a monitoring agreement through a legal obligation.</p> <p>Further Advice</p> <p>Staffordshire County Council Highways: 0300 111 8000 highways@staffordshire.gov.uk Department for Transport: https://www.gov.uk/government/organisations/departments-for-transport Department for Transport Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (April 2009). Department for Transport: Making Residential Travel Plans Work (2007)</p>
30	Tree Survey / Assessment	National Planning Policy Framework paragraph 170	Any application where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or	Information must be provided that details which trees are to be retained and how they will be protected during construction works.

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
			influence the development	<p>Full guidance on the survey information, tree protection plan, method statement and other information that should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the British Standard will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. The information should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>Further Advice Stafford Borough Council Tree Officer: 01785 619 539</p>
31	Ventilation / Extraction Statement	<p>Noise Policy Statement for England March 2010</p> <p>National Planning Policy Framework paragraphs 170, 180</p> <p>Plan for Stafford Borough: Policy N1</p>	<p>All applications for the use of premises for the purposes within use classes:</p> <p>A3 (restaurants and cafes – use for the sale of food and drink for consumption on the premises)</p> <p>A4 (drinking establishments: public house, wine-bar or other drinking establishment)</p> <p>A5 (hot food takeaways – use for the sale of hot food for consumption off the premises)</p> <p>B2 (general industrial)</p>	<p>The statement for the method of ventilation / extraction must include:</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (if external) • Proposed external finishes and fixings • Manufacturers specifications, including maintenance requirements • Silencing arrangements • Means of vibration isolation • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra • Predicted odour and / or particulate concentration

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
32	Ventilation / Extraction Statement (continued)			<p>Further Advice</p> <p>Stafford Borough Council Environmental and Health Services: 01785 619 402</p> <p>Guidance on the Control of Odour and noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005</p>
33	Viability Assessment	National Planning Policy Framework paragraph 57	Where developers state that standard planning obligations as set out in The Plan for Stafford Borough will not be met	<p>The assessment should be based on an 'open book' approach and include the following:</p> <ul style="list-style-type: none"> • Purchase cost of the application site and when it was purchased • Detailed cost of construction, including any abnormals and off site infrastructure • Predicted sale value / income from the finished site • Cost of Section 106 including affordable housing costs • % profit on cost both with and without the full Section 106 obligations <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
34	Water Quality Statement	<p>National Planning Policy Framework paragraph 170</p> <p>Plan for Stafford Borough: Policy N1, N2</p>	All planning applications likely to have a detrimental impact on water quality	<p>The statement must explain how the development will not have a detrimental impact on water quality, either directly through pollution of surface water or indirectly through overloading of Wastewater Treatment Works.</p> <p>Further site specific analysis of any development proposals located in proximity or upstream of environmental significant sites, including Sites of Special Scientific Interest (SSSIs) and European</p>

Stafford Borough Council Planning Application Local Validation Criteria
February 2019

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
35	Water Quality Statement (continued)	<p>Habitat Directive 92/43/EEC – Conservation of Natural Habitats of Wild Fauna and Flora</p> <p>EU Water Framework Directive</p> <p>Habitat Regulations 2012</p>		<p>Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites.</p> <p>Further Advice Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014</p>



Householder Planning Applications

Information Checklist

Before you send us your application, make sure the following checklist is complete. Unless you are sending your application to us electronically, we will need 3 copies of each document.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	Complete all sections	
	Accurately describe what you are applying for	
	Complete the Declaration	
Certificates	Complete Certificate A if you are the owner of the land	
	Complete Certificate B and Notice 1 if someone else owns all or part of the land	
	Complete the Agricultural Holdings certificate	
Fee	Pay £206 to Stafford Borough Council (unless an exemption applies – see our Fees guide for more information)	
Location Plan	Use a scale of 1:1250 or 1:2500	
	Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license	
	Draw a red line around the edge of all the land affected by the development (including access)	
	Draw a blue edge around all other land that you own	

**Stafford Borough Council Planning Application Local Validation Criteria
February 2019**

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Site/Block Plan	Use a scale of 1:100, 1:200 or 1:500	
	Make sure the direction of North is shown	
	Show the development in relation to property boundaries	
	Show the car parking layout, if this is new or changes to what's there now	
	Show any trees within the site boundary or next to it	
Floor Plans	Use a scale of 1:100 or 1:50	
	Include existing plans and what it proposed. Full existing and proposed plans are needed for applications outside of the settlement boundaries.	
	If existing car parking is affected, full floor plans of the whole property need to be shown	
Elevations	Use a scale of 1:100 or 1:50	
	Include all the elevations (sides) of what you want to do	
	Include what the elevations look like now and what is proposed	
Flood Risk Assessment	Include an assessment if the property is within Flood Zone 2 or 3	
	Complete the Environment Agency template: www.environment-agency.gov.uk	
Ecological Report	Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed	

**Stafford Borough Council Planning Application Local Validation Criteria
February 2019**

	Include a report on Great Crested Newts if ponds are involved	
Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Trees	Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. The information should be prepared by a suitably qualified and experienced arboriculturalist (tree specialist)	

Further information will be required where the proposal is within the curtilage of a Listed Building or involves demolition within a Conservation Area.

If you have any questions or need any help with your application for Householder development, please call our Planning Technicians on 01785 619 337 or email planningtechnicians@staffordbc.gov.uk

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, which can be seen by any Member on request. All amounts exclude VAT.

Date	Reference	Supplier	Description	Amount	Month
01/02/2019	D/Dbt 18/023	Prism Solutions	Analogue line - FJC	£46.69	Feb-19
04/02/2019	Elec 18/024	Current Electrical & Property Services	Setting up of marquees January 2019	£100.00	Feb-19
06/02/2019	Elec 18/024	SUN LEISURE	2 x new marquees	£1,401.86	Feb-19
06/02/2019	D/Dbt 18/023	EE	Caretaker's mobile - FJC	£26.24	Feb-19
06/02/2019	D/Dbt 18/023	EE	Caretaker's mobile - STN	£26.24	Feb-19
08/02/2019	D/Dbt 18/023	Pitney Bowes	Postage	£200.00	Feb-19
21/02/2019	D/Dbt 18/023	British Gas	Gas - STN - Jan 19	£466.24	Feb-19
22/02/2019	D/Dbt 18/023	British Gas	Elec - STN - Jan19	£105.24	Feb-19
25/02/2019	D/Dbt 18/023	Prism Solutions	ICT Provision	£481.54	Feb-19
27/02/2019	Elec 18/024	SUN LEISURE	Marquee purchased from Cllr Davies Charity funds	£500.00	Feb-19
28/02/2019	Elec 18/024	NO 5 Collection	Advice re planning application	£1,000.00	Feb-19
28/02/2019	D/Dbt 18/023	NatWest	Bank Charges	£41.63	Feb-19

The Stone Area Parish Liaison Group

Notes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Wednesday 30 January 2019

PRESENT: Councillors: J. Davies (Stone Town Council) in the Chair, and
B. Fletcher (Stone Rural Parish Council), Mrs C. Collier (Whitgreave Parish
Council), Mrs K. Ong (Swynnerton Parish Council), Mrs R. Langford (Eccleshall
Parish Council) and R. Harris (Sandon & Burston Parish Council)

Also:

Mr L. Trigg (Town Clerk to Stone Town Council)

Trudy Williams (Assistant Clerk to Stone Town Council)

L19/019 Notes of the previous meeting

The notes of the meeting held on 31 October 2018 were agreed as a true record subject to the last sentence of L19/015 (Planning Application Processing) reading 'Town and Parish Council' comments.

L19/020 Apologies

There were no apologies.

L19/021 Declarations of Interest

None received

L19/022 Update on Neighbourhood Plans

Each parish/town council representative updated the Group on their Neighbourhood Plans.

The Eccleshall draft Neighbourhood Plan has been in place for four years and has around another two years before its expiry.

The Stone Draft Neighbourhood Plan has gone through Regulation 16 and the Town Council is waiting for Stafford Borough Council to arrange the inspection.

The Swynnerton draft Neighbourhood Plan was submitted to Stafford Borough Council at the beginning of September in the hope that it would be dealt with by officers at the beginning of October 2018. However, the Monitoring Officer has suggested the Plan is put on hold as Yarnfield is considering leaving Swynnerton Parish Council. It was suggested that Stafford Borough Council may be using these circumstances to delay progress of the Plan. The parish council must be its sponsor if the geographical boundary is continuous.

The next issue to be considered by Stone area town and parish councils is the further review of Stafford Borough Council's Local Plan. Any revisions to the Local Plan (as a result of change to housing allocation, integration of new sites for development etc) may affect the policies contained in adopted Neighbourhood Plans, which must conform to it. Neighbourhood Plans cannot do anything other than add to the Local Plan, they cannot subtract from it.

The timescale involved in completing the review may be lengthy and therefore not stop parishes doing anything that conforms with the old plan. The importance of trying to keep one step ahead of change was agreed.

The only development Whitgreave have going on is barn conversions. There are few facilities in this rural location – no gas or mains sewerage. Even the public phone box has been removed.

The issue of developers approaching parish councils to make presentations to promote their proposal for development was discussed. It was stated that County and Borough Councils don't always appear to be supportive when parishes attempt to fight such applications.

Stone Town Council has now taken a policy decision not to speak to developers. From experience it has found that within the planning applications that follow, developers would say they had consulted the Town Council, giving them credibility.

Neighbourhood Plans have been promoted by Central Government, but local planning authorities are often not as positive because Neighbourhood Plans get in the way of their strategy for development. One of the strong conflicting issues nationally is the quotas imposed on borough and district councils for housing development. The consensus was that there are lots of sustainable areas that could be used for housing construction.

Regulations say that housing should not be built where there is industry and that the two should be kept apart. This was questioned as there are a variety of commercial enterprises locally that would be compatible with domestic land uses.

L19/023 Rural Transport

The Chairman advised the Group that Stone Town Council was disappointed with the outcome of its replacement bus service trial to help residents isolated by the withdrawal of former D & G bus routes. The Council had sponsored a three-month trial (which ended yesterday) of four, once a week services between the town centre and Aston Lodge, Stonefield, Walton and Cherryfields areas. The service which was operated in conjunction with Community Link Stafford & District was not well enough used to make the £11,000 cost viable. Those who had joined Community Link for the purposes of accessing the bus services would be offered a refund.

The Liaison Group again expressed the view that bus services don't necessarily provide a solution that meets individual needs. They are not an easy to access or versatile method of travel for all passengers. Some members of the older community or those with mobility issues may find it

better to travel by taxi. Bus services are very expensive to run.

The popular 750 bus service (partly funded by the railway) transporting students from Eccleshall to the college is going on 1st April for which there has been a big outcry. Jeremy Pert has suggested match funding the costs with the parish council for a year to see whether they can keep the bus service running. They are currently doing a big marketing exercise in conjunction with the bus company and support from Staffordshire County Council.

Bus services have been put forward as a resolution of the Staffordshire WI this year. Had a huge vote but don't know what will happen. Can't force people to run something where there isn't the money to pay for it. It is a national problem.

Eccleshall has set up a car share service (including social journeys) which is being used well. Charges apply and publicity of the service has been necessary.

Facilitating taxi and car sharing services is a possible way forward in assisting people to get to hospital appointments etc.

Age concern in Stone also offer a car sharing service, providing support to people needing to attend medical appointments at Stoke and Stafford hospitals. The service is only available for those attending medical appointments.

A suggestion was made that the bus token system should be reconsidered. When previously in operation, taxi companies would also take the tokens which was most valuable in rural areas. Tokens are otherwise only of value to those living near a bus route. This system should be looked at again although there would be a need to eliminate any opportunity to abuse the system.

L19/024 Planning Applications Processing

The Chairman informed the Group that he had taken an opportunity to research Stafford Borough Council's planning protocols and in particular had studied the documents entitled 'Statement of Community Involvement 2018 Update' and 'Protocol on Making Representations Direct to Planning Committee' (April 2018).

Copies of both documents were circulated to representatives present at the meeting. The Statement of Community Involvement talks about consultation processes and indicates a commitment to engage with local people and other stakeholders (which include town and parish councils).

However, the consensus of the Liaison Group was that in practice, town and parish councils' experiences of the Borough Council's engagement with stakeholders was very different.

Concerns were shared about how town and parish council planning observations are dealt with by the Borough Council and how the planning process does not give value or weight to the opinions of town and parish councils (in the Stone area) despite being the closest tier of local government to the community with the most in-depth knowledge of their areas. The

Borough Council also offers parish councils no greater right than members of the public to speak at Planning Control Committee.

The Liaison Group considered a draft proposal made by the Chairman, Councillor Davies, to send a letter (a copy of which was issued at the meeting) to Stafford Borough Council regarding its planning process in pursuance of the aims set out in 'Statement of Community Involvement 2018 Update'. The letter could be sent by Stone Town Council as an expression of the Groups views. Stone Town Council would act as a facilitator for this process given that the Liaison Group currently has no direct power of its own.

A discussion took place about the functionality of the Liaison Group approach and the possibility of setting up a Joint Committee with formally appointed representatives in the future. The Joint Committee would then be formally recognised and have decision making powers. This item would be added to a future agenda.

It was agreed that each representative would seek the views of their parish councils on the planning consultation process and the proposal to write to Stafford Borough Council. Each parish council's view would then be fed back to the next meeting of the Liaison Group, to be held in the summer.

A copy of the letter and an invitation to comment upon it would be extended to other parish councils on the Liaison Group contact list.

The Chairman advised that he would be submitting the matter to the Town Council's General Purposes Committee for consideration.

L19/025 Elections

The Chairman invited representatives to raise issues relating to election planning and Purdah.

The Yarnfield and Swynnerton separation was discussed in relation to the possibility that there may be a requirement for each half to go through an election.

The view was that an election would be necessary to deal with the split and advice would need to be sought from the Borough Council and in particular the Monitoring Officer who would need to clarify boundary changes.

It was reported that the parish elections in Eccleshall and Stone were always contested demonstrating that democracy was alive and well in the towns.

Councillor Mrs Collier reported that an election was forced upon Whitgreave parish (two terms ago) and the financial repercussions were substantial as it had taken four years to pay off the debt with no funding being left over to spend on community projects.

Budgeting for elections is best done in advance, over the four-year period.

Mr Trigg advised that questions had been raised about the holding of an Annual Parish Meeting within the period of Purdah and that there were conflicting views on this point. There is a body of opinion that believes the

Annual Public Meeting should not be held during this time frame.

Advice suggests that normal council business can continue, including the holding of the Annual Parish Meeting. Obviously, the Chairman would need to be very strong and not permit any electioneering. Local publicity would also need to be carefully executed.

L19/026 Joint Calendar of Events

An updated calendar with upcoming events in Stone through 2019 was distributed at the meeting.

The Chairman advised that the Texas flag would be raised in Stone High Street on 2 March and the Texas state song would be sung.

Friendship agreements and twinning was briefly discussed.

Councillor Davies asked Liaison Group members to forward details of their events for adding to the joint calendar.

L19/027 Ongoing Items of Interest

a. Leisure and Recreation Strategy

The new Leisure Centre in Westbridge Park is progressing well and is scheduled to be ready for opening in March 2019.

The Croxton Well Dressing Festival (which started in 2012) takes place every two years and will be held on Saturday 6 July 2019. There are six wells and the theme for the event is North Staffordshire. The Stone area including Joules Brewery will feature in the well displays.

This event is alternated with the Eccleshall Street Market.

b. Development of Westbridge park

The proposed Muga and skatepark is believed to still be at the consultation stage.

c. Commercial and Retail Activity

Stone is doing well and there are very few empty units. The town is waiting for Specsavers to sign the lease on the old DIY shop in the High Street.

The Plans (of Joules Brewery) for the development of Crown Wharf have been approved by Stafford Borough Council. Stone Town Council is hoping to take on the old Fire Station Building and convert it to a Heritage Centre within the next 18 months.

The design is good although the Conservation Officer has had some reservations.

d. HS2

The Second Additional Provision (AP2) will be published very soon possibly during the middle of February and copies will be made available to all. Stone Rural Parish Council and Swynnerton Parish Council have both been invited to attend a meeting with HS2 representatives to discuss the Provision.

Consideration was being given to the two parish councils meeting jointly with HS2 representatives. A provisional date was given as 7 February 2019.

HS2 have not been in touch with Stone Town Council but have already had a meeting with representatives about Additional Provisions (before Christmas).

Stone Rural Parish Council is interested in provisions for the use of the highway and may decide to petition but it depends on what comes out. The Council reluctantly accepts that the railway line has to go through the area, but strongly believes that it has to be screened.

The railhead is the main area of contention.

The Town Clerk advised that Parish Councils should be invited to attend a Joint Liaison Meeting at least once a year (in addition to the Liaison Meetings held with the County).

e. Devolution – Sharing of Contractors/Equipment

The Town Clerk advised that a Task and Finish Group meeting was scheduled for 14 February.

In Eccleshall the costs of gully emptying services are being match funded by Jeremy Pert and Whitgreave are also involved in this arrangement.

On the A34 In Stone Rural Parish (towards Yarnfield) there is regular flooding across the road, even in summer time. This could be a water leak rather than a blocked gulley. The Parish Council are in liaison with Staffordshire County Council on the matter.

The Staffordshire County Council website, with resources for local councils to find out about their options for keeping areas looking good, can be accessed at: <http://www.highwaysyourway.info/>

L19/028 Date of Next Meeting

The date of the next meeting is Wednesday 19 June 2019 at 3pm, in St Michael's Suite at the Frank Jordan Centre, Stone.