Dear Members

Planning Committee

A meeting of the Planning Committee will be held in the Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford on Wednesday, 20 February 2019 at 6.30pm to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown in each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

A. R. Well

Head of Law and Administration
PLANNING COMMITTEE - 20 FEBRUARY 2019

Chairman Councillor R M Sutherland
Vice-Chairman Councillor A S Harp

AGENDA

1 Minutes
2 Apologies
3 Declaration of Member’s Interests/Lobbying
4 Delegated Applications

Details of Delegated applications will be set out in Section 6 of Digest No. 253 published on 8 March 2019

5 Planning Applications
6 Planning Appeals
7 Enforcement Matters
8 Draft Planning Application Validation Criteria

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MEMBERSHIP

Chairman Councillor R M Sutherland

C A Baron W J Kemp
G R Collier D B Price
B M Cross J K Price
I E Davies G O Rowlands
M G Dodson R M Sutherland
A S Harp C V Trowbridge
E G R Jones

(Substitutes - F Beatty, R J Draper, A P Edgeller, J Hood, S Learoyd)
Ward Interest - Nil

Planning Applications

Report of Head of Development

Purpose of Report

To consider the following planning applications, the reports for which are set out in the attached APPENDICES:-

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Previous Consideration

Nil
Background Papers

Planning application files are available for Members to inspect, by prior arrangement, in the Development Management Section. The applications including the background papers, information and correspondence received during the consideration of the application, consultation replies, neighbour representations are scanned and are available to view on the Council website.
**Application** | 18/29161/REM | **Case Officer** | Sian Wright
---|---|---|---
**Date Registered** | 03 September 2018 | **Target Decision Date** | 03 December 2018
**Extended To** | 21 February 2019 | **Address** | Land Between Beaconside And B5066 Sandon Road Hopton Stafford
**Ward** | Milwich | **Parish** | Hopton And Coton
**Proposal** | Redevelopment of site to form up to 120 dwellings including details of the appearance, landscaping, layout, and scale.
**Applicant** | St Philips
**Recommendation** | Approve, subject to conditions

**REASON FOR REFERRAL TO COMMITTEE**

This planning application has been called in by Councillor F Beatty (Ward Member Milwich) for the following reasons:-

“Poor house design - non conformity with SBC design SPD
Non conformity with plan for Stafford Borough PSB N1”

**Context**

This is a reserved matters application for 120 dwelling following the approval of outline permission under 14/20816/OUT. The outline application for up to 120 dwellings included access only and was subject to conditions and a Section 106 Agreement which covered:-

- Open space
- Sports Provision
- Affordable housing
- Education contribution
- Off site highway works
- Travel Plan monitoring fee
- SAC contribution

The application site is a roughly triangular shaped parcel of agricultural land of approximately 4.4 hectares in area which is currently used as a field. It is located due north of the junction of Beaconside and Sandon Road on the northern edge of Stafford. The land is largely enclosed by hedges and there are a small number of trees on the site.
The dwellings proposed across the site comprise a mixture of detached, semi-detached, terraced properties and flats. The dwellings are predominantly 2 storey in height, with some 2.5 storey properties dotted through the site to create visual interest. The accommodation comprises:

- 19 x 4 bedroom dwellings
- 49 x 3 bedroom dwellings
- 42 x 2 bedroom dwellings
- 10 x 1 bedroom units

There are a total of 36 affordable houses proposed, 25 social rented properties and 11 shared ownership. These dwellings are located throughout the site with 16 dwellings located to the north-west side of the site and the remaining to the south western boundary adjacent to Sandon Road.

The materials layout schedule shows that the dwellings would be constructed in Ibstock Weston red multi with Russell Roof tiles in slate grey. A number of properties would also feature cream render. The plans also include details of the following:-
- Corbel and verge detail
- Solider brick course
- Brick sill brick banding

External surfacing materials comprise:-
- Black tarmacadam to roads and parking areas
- Autumn gold block paving
- Brindle block paving
- Charcoal block paving
- Paving slabs to front and rear entrances

The proposed boundary treatments comprises 1.8m high fencing to the rear gardens. It is also proposed to build 1.8m high screen walls to exposed boundaries.

**Officer Assessment – Key Considerations**

1. **Principle of development**

Outline planning permission, reference 14/20816/OUT was granted in November 2017 for up to 120 dwellings on the site subject to a Section 106 Agreement. This outline permission included access only. The principle of development on this site has therefore been established under the outline permission, leaving details of layout, design, appearance and landscaping to be considered under this reserved matters application.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs: Section 5 – Delivering a sufficient supply of Housing

The Plan for Stafford Borough
Policies: Spatial Principle 1 (SP1) - Presumption in Favour of Sustainable Development,
Spatial Principle 2 (SP2) - Stafford Borough Housing & Employment Requirements,
Spatial Principle 3 (SP3) - Stafford Borough Sustainable Settlement Hierarchy, Spatial Principle 7 (SP7) - Supporting the location of New Development

The Plan for Stafford Borough: Part 2
Policies: SB1 Settlement Boundaries

2. Character and Appearance

Initially a number of concerns were raised about the layout and design aspects of the proposal. Consequently a number of amendments have been made which include the following;

- The alignment and arrangement of the properties facing Sandon Road have been adjusted several times to achieve a form of development that would be less visually jarring and be more positively responsive to what will be a new roundabout junction on the A34 and the existing adjacent houses.

- Numerous other finer grained adjustments to the position and location of some units have been undertaken to improve the underlying legibility and character of the layout. For example, one particular unit that was compromising the legibility and urban structure of the layout was removed to achieve a more uniform building line and frontage to Beaconside.

In addition, concern was raised about the uniformity of the proposal which showed too little diversity and architectural interest in respect to the house-types and street scenes. Amendments were consequently sought to improve the overall character of the scheme as follows:

- A greater range of materials has been introduced to the architectural expression. Coloured render and alternative bricks have been introduced at important locations within the layout and also within the key street scenes to improve the legibility and visual diversity of the scheme.

- Alternative paving materials have been introduced to add more visual interest to the street scenes and frontages.

The amendments made have improved the overall quality of the scheme and it is now considered on balance to be acceptable in terms of layout and design having regard to the Design SPD. Whilst the Design Advisor states that the proposal does not represent high quality design, he also states that the proposal does not warrant a recommendation of refusal.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs: 124, 127, 128 & 130

The Plan for Stafford Borough
Policies: N1 Design; N8 Landscape Character
Supplementary Planning Document (SPD) – Design
3. Residential amenity

The site is adjacent to numbers 1 to 4 Bricklyn Cottages. Concern is raised that the proposed dwellings would impact upon light to these properties. The Design SPD requires a distance of 21m to be the minimum separation between the rear elevations of dwellings. This distance is adequately achieved with all 4 dwellings. Concern is also raised that house type B, which is sited to the rear of 2 Bricklyn Cottages, has a second floor within the roof space and would therefore have a greater impact on amenity. There are two rooflights proposed to the rear elevation (which serve a bedroom) and the overall height of this house type is 9.4m. House type S sits either side of house type B to the rear of Bricklyn Cottages which in comparison, has an overall height of 8.6m. The overall height difference is therefore only 0.8m. Having regard to the adequate distance between the rear elevations, it is not considered that house type B will have any significant adverse impacts to residential amenity.

There are some minor internal breaches of guidance within the Design Supplementary Planning Document where a distance of 21m is not achieved:--
Distance of 20 between the rear elevations to plots 56 and 49.
Distance of 19.5m between rear elevations to plots 60 and 69 and 70.

The distances achieved are however not significantly below the guidance and it is not considered that they would result in any adverse impacts to residential amenity.

The Design Supplementary Planning Document states that houses with 3 bedrooms or more should provide a private amenity area of at least 65sqm and 2 bedroom houses should provide 50sqm. A garden area plan has been submitted which illustrates the sizes of each garden. This demonstrates that the garden sizes throughout the development are adequate.

The Plan for Stafford Borough
Policies: N1 Design
Supplementary Planning Document - Design

4. Landscaping/Trees & Open Space

Landscaping plans have been submitted which show planting throughout the site including the front areas of individual gardens. Planting includes ornamental shrub planting, hedge planting and tree planting in addition to turfed areas. The Tree Officer has not raised any objections and has requested conditions relating to tree protection. He has also requested that the following changes be made to the proposed tree planting:

- All Extra Heavy Standard trees shown on the plans should be exchanged for Heavy Standards
- All Heavy Standard trees shown on the plans should be exchanged for Selected Standards
- All trees being planted in communal areas of the development i.e. all those not within individual house plots, should be changed from Bare Root and/or Rootballed stock to Container Grown / Containerised stock.
These changes have now been reflected on amended plans.

A play area is proposed within the site. No objections are raised by the Sport and Outdoor Leisure Policy Officer subject to a condition to clarify details of play equipment.

National Planning Policy Framework
Paragraphs: 96, 117, 170,

The Plan for Stafford Borough
Policies: N1 Design; N8 Landscape Character;
Supplementary Planning Document – Design

5. Access and parking

The outline permission approved access. Access to the site is proposed from Sandon Road. Sandon Road is a single carriageway road which is rural in character. Under the outline application the construction a new roundabout at the junction of Sandon Road with Beaconside was agreed. The consideration of this proposed roundabout took into account the future needs of the wider area in terms of the neighbouring Stafford North Strategic Development Location for Housing.

The overall parking provision provided on site is considered to be acceptable and meets the standards set out in the Plan for Stafford Borough.

On the basis that the access to the proposed development has already been approved the Highway Authority do not raise any objections to the proposal subject to conditions.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs: 105 & 106

The Plan for Stafford Borough
Policies: T1 Transport; T2 Parking and Manoeuvring Facilities; Appendix B – Car Parking Standards

6. Other

Ecological issues and matters relating to flood risk were covered under the outline application.

The Lead Local Flood Authority state that the plans need to be compliant with the outline and condition 10 of that permission. The Environment Agency do not raise any comments.

The site falls within 8km of Cannock Chase Special Area of Conservation (SAC). Natural England have been consulted and state that the proposed development will not have significant adverse impacts on designated sites and has no objection.
7. Conclusion

The principle of residential development on this site has been established in the granting of the outline permission, which included the access arrangement. All significant issues relating to design and spacing between dwellings are considered to have been adequately addressed.

The proposed landscaping and areas of open space are considered to be acceptable. No objections are raised by the Highway Authority.

Consultations

Highway Authority:
No objections subject to the following conditions:

Before the proposed development commences details shall be submitted and approved in writing by Staffordshire County Council indicating all road construction, street lighting, drainage including longitudinal sections and a satisfactory means of draining the roads to an acceptable outfall which shall thereafter be constructed in accordance with the approved drawings.

The development hereby permitted shall not be brought into use until the access, parking, servicing and turning areas have been provided in accordance with the approved plans.

The development hereby permitted shall not be brought into use until the visibility splays on the internal roads shown on the approved plan have been provided. The visibility splays shall thereafter be kept free of all obstructions to visibility over a height of 600 mm above the adjacent carriageway level.

No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

i) a site compound with associated temporary buildings;
ii) the routing of construction vehicles to and from the site;
iii) the removal of demolition materials from site;
iv) the parking of vehicles of site operatives and visitors;
v) the loading and unloading of plant and materials;
vi) storage of plant and materials used in constructing the development;
vii) measures to prevent the deposition of deleterious material on the highway including wheelwash facilities

(NB - the construction method statement condition is already attached to the outline permission and does not therefore need to be repeated)

Design Advisor:
Although when originally submitted there were aspects of the layout that were considered too divergent from the layout associated with the Outline Permission to warrant support
there has been an open and largely positive design refinement process brought to bear during the application and this has resulted in the layout of the scheme now being considered in sufficient accordance with the approved scheme. Examples of the modifications to the layout of the scheme that have been introduced include the following;

- The alignment and arrangement of the properties facing Sandon Road have been adjusted several times to achieve a form of development that would be a less visually jarring and a more positively responsive to what will be a new roundabout junction on the A34 and the existing adjacent houses.

- Numerous other finer grained adjustments to the position and location of some units have been undertaken to improve the underlying legibility and character of the layout, for example, one particular unit that was compromising the legibility and urban structure of the layout was removed to achieve a more uniform building line and frontage to Beaconside.

As well as concerns over the layout of the scheme, the architectural and landscape design of the scheme raised several issues in relation to the character and quality of design (which was considered relatively poor). The overall impression of the scheme was that it demonstrated far too much uniformity and too little diversity and architectural interest in respect to the house-types and street scenes. Thus, (and notwithstanding that a very consistent approach to architectural style and materiality can result in distinctive schemes that have a strong identity and which contribute positively to the character and quality of the wider area), the overall character of the scheme was considered too banal and visually unengaging and so a number of modifications were requested, and though not all have been carried through to the current proposals, those that have been adopted by the applicants have brought substantive improvement to the overall character of the scheme. Examples of these modifications to the architecture and landscape include;

- A greater range of materials has been introduced to the architectural expression. Coloured render and alternative bricks have been introduced at important locations within the layout and also within the key street scenes to improve the legibility and visual diversity of the scheme.

- Alternative paving materials have been introduced to add more visual interest to the street scenes and frontages.

Overall, while this scheme is definitely not considered to be representative of a high quality of design, it is not considered to be so discordant with the approved scheme to warrant a recommendation of refusal.

**Sport and Outdoor Leisure Policy Officer:**
Initially raised an objection on the basis that the proposal did not show any area designated for open space for toddlers and juniors. Revised comments now state: “The applicants have provided possible play area schemes, however they have not provided sufficient detail on the equipment to enable a decision to be made. It is therefore proposed that the application, if approved, be conditioned so that further information be submitted on the play area scheme along with costings”

**Lead Local Flood Authority:**
As LLFA we would want to ensure that the proposed layout is consistent with condition 10 (surface water drainage) of the outline permission (Ref: 14/20816/OUT). To confirm this we would need to see additional details, including point and rates of discharge,
attenuation volume, the supporting calculations (eg microdrainage) corresponding to the Preliminary Drainage Strategy Plan (Drawing Ref: 17014/DS/01), outfall details and necessary agreements, water quality treatment, and maintenance arrangements. Based on the available information I would make the following comments: The FRA identified a potential overland flow route from the north of the site and recommended that this should be routed away from proposed dwellings and safely towards the proposed attenuation areas. It appears that there is open space and Pond/Basin 2 in this location but I would suggest the flow route should be incorporated into site levels landscaping plans and shown on the drainage strategy. The Preliminary Drainage Strategy Plan (Drawing Ref: 17014/DS/01) shows two Basins, but the volumes are not given. Note 5 suggests that additional land may be required to enlarge Basin/Pond 1. The Basins currently appear to be offline, which would mean the most frequent smaller rainfall events, carrying the greatest pollutant concentrations would bypass the basins and receive no water quality treatment from them. I would recommend these basins should be made into online features to improve the water quality treatment. Adequate treatment can be demonstrated using the Simple Index Approach (CIRIA SuDS Manual).

Environment Agency: No objections

Tree Officer: No objections subject to conditions:

Tree Protection Plan: A Tree Protection Plan including all trees, shrubs and hedges which are to be retained in accordance with the approved plans; and which is compliant with BS5837:2012 ‘Trees in relation to design, demolition and construction - Recommendations’; shall be submitted and agreed in writing with the Local Planning Authority prior to the commencement of any demolition, ground works and construction activity, including the delivery to site of any materials or equipment.

Tree Protection: All measures within the approved Tree Protection Plans and Arboricultural Method Statement shall be implemented and maintained throughout development until completion of all construction related activity, unless agreed in writing with the Local Planning Authority.

Having reviewed the landscaping plans I have the following comments:
- All Extra Heavy Standard trees shown on the plans should be exchanged for Heavy Standards
- All Heavy Standard trees shown on the plans should be exchanged for Selected Standards
- All trees being planted in communal areas of the development i.e. all those not within individual house plots, should be changed from Bare Root and/or Rootballed stock to Container Grown / Containerised stock.

If the above changes are made I will have no objections to the submitted landscaping specification.
Schools Organisation:
The REM application details a development which is scheduled to provide 120 dwellings. We note there have been changes to the dwelling mix, however, the required Education Contribution is as sealed within the Section 106 Agreement when the Outline Application was granted.
For ease of reference Schedule 7 of the S106 Agreement details the Education contribution required for this development.
“Primary Education Contribution” means the sum of £253,713.00 (two hundred and fifty three thousand seven hundred and thirteen pounds) Index Linked
“Secondary Education Contribution” means the sum of £432,933.00 (four hundred and thirty two thousand nine hundred and thirty three pounds) Index Linked. To pay the Primary Education Contribution and the Secondary Education Contribution to the County on or before the Commencement of Development

Housing:
The obligations in the previous section 106 (14/20816/OUT) would still stand.
These are detailed as:
Social rent housing -
6 x one bed two person flat
4 x one bed two person maisonette
12 x two bed four person house
3 x three bed five person house
Intermediate housing –
8 x two bed four person house
3 x three bed five person house

Natural England:
No objections

Environmental Health Officer:
No comment response.

Police Crime Prevention Design Advisor:
In order to prevent crime and reduce the fear of crime I recommend that this development attains Police Secured by Design (SBD) accreditation which is something that this proposal could easily attain. Advice given in relation to:
Enterance to the development, Landscaping, Lighting & Alarms, LEAP, Dwelling Boundaries
Car Parking, Building Illumination, Doors & Windows, Garages & Party Wall Construction

Parish Council:
Hopton and Coton Parish Council has resolved to object outright to the above-mentioned application. We realise that these comments are coming to you after the deadline date and also the objections do not just concern Reserved Matters. However, when Borough Councillor Frances Beatty attended our last full council meeting on 3.10.18, she recommended that we forward our objections, nevertheless. We hope that those facts do not devalue our objections and in any case, we would like these objections to be noted, particularly if evidence is required for the building of a roundabout on Beaconside as opposed to the access as it is currently planned on the Sandon Road. Hopton and Coton Parish Council objects to the above planning application for the following reasons:
Social Housing:
As the application stands the social housing will be exposed to the highest level of both general pollution and noise pollution. This is in contrast with the privately-owned houses which will enjoy a more favourable position. A noise survey carried out by a local resident shows that the noise level which will be experienced by the occupants of the social housing unit will be at an illegally high level.

Impact on the surrounding area:
There are a few houses which are due to be built over the drainage line for the septic tanks used by Bricklyn Cottages. No home should be built over a water-course.

Impact on the loss of trees / hedgerows:
Concerning the impact on the trees in the area, the development, if it goes ahead, will affect six mature trees. Their roots would have to be removed because of road widening and an increase in the local drainage. We thought that the NPPF recommended a safeguarding of the environment while meeting the needs for sustainable growth.

Access - the effect on traffic, road access and road safety:
The affect on traffic along the stretch of road where the development is planned, there are traffic queues from 7.00 a.m. until 9.30 a.m. on a working day. Post-development, this situation would be worse.

Road access:
The current access is onto a busy road on a bad bend. The access should not be on the Sandon Road but it should be from The Beaconside Industrial Estate.

Road safety:
There have been four more accidents since this application, with its access, was approved eighteen months ago. If an accident happens, it blocks the whole of the road (there are no plans to widen the road until 2021.)

The initial lack of infrastructure:
Apparently, developers are allowed to build up to 70% of a development before the appropriate infrastructure is added. What would happen if this particular developer went out of business?

The effect on sunlight and daylight to neighbouring houses:
In the afternoons, the sun will never get to the gardens of Bricklyn Cottages. There are plans to build two-storey houses next to these cottages.

The Local plan for Stafford:
Planning applications should be decided in line with the Local Development Plan according to the 1990 Town and Country Planning Act – this development does not feature on the current Development Plan. Also, a material consideration is that there should be compliance with current national and local planning including the Adopted Local Plan. Section 38 (6) of the “Planning and Compulsory Purchase Act” 2004, requires local planning authorities to determine planning applications in accordance with the Development Plan, unless material considerations indicate otherwise.
Neighbours
(20 consulted): 8 letters of representation received objecting on the following grounds (summarised):

- Highway safety concerns
- Traffic on Sandon Road
- Development should not be completed until traffic lights or roundabout implemented
- Too many houses
- Access should be opposite industrial estate
- Security issues as the site is adjacent to MOD.
- Noise
- Loss of trees, wildlife and hedgerow
- Impact upon existing sewerage pipes
- Impact upon the environment
- Impact upon light to neighbouring dwellings
- Proposal conflicts with Plan for Stafford Borough
- Land should be public amenity land
- 3 storey properties will block light and cause overlooking

Site notice expiry date: 28.09.2018
Newsletter advert expiry date: 03.10.18

Relevant Planning History

14/20816/OUT - Redevelopment of site to form up to 120 dwellings including formation of new vehicular access onto Sandon Road. All other matters reserved – approved 2017.

Recommendation

Approve, subject to the following conditions:

1. This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise by a condition attached to this consent or the conditions attached to outline consent 14/20816/OUT, in which case the condition shall take precedence:-
   House Type Brochure dated 0.01.19
   A810_03D Planning Layout
   A810_16E Materials Plan
   A810_17D Massing Plan
   A810_18D Occupancy Plan
   A810_19D Enclosures Plan
   A810_20D Affordable Housing Plan
   A810_21B Street Scenes
   A810_29C POS Area Plan
   A810_30C Parking Plan
   A810_31C Refuse Plan
   A810_39 Site Location Plan
   A810_42B Garden Area Plan
2. A Tree Protection Plan including all trees, shrubs and hedges which are to be retained in accordance with the approved plans; and which is compliant with BS5837:2012 'Trees in relation to design, demolition and construction - Recommendations'; shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of any demolition, ground works and construction activity, including the delivery to site of any materials or equipment.

3. All measures within the approved Tree Protection Plan shall be implemented and maintained throughout development until completion of all construction related activity, unless otherwise first approved in writing with the Local Planning Authority.

4. The development shall be carried out in accordance with the approved landscaping schedules. Any plants or trees that are removed or die or become seriously damaged or diseased within a period of 5 years from the date of planting shall be replaced with others of similar size and species in the next planting season, unless the local planning authority gives written consent to any variation.

5. Notwithstanding the information shown on drawing 046 Rev A (Leap Design 1 & 2), and prior to any above ground construction works, details of the equipment proposed for the play area, together with costings, shall be submitted to and approved in writing by the Local Planning Authority.

6. The development shall be implemented in accordance with the materials shown on Drawing no: A180-16 rev E unless alternative materials are otherwise first approved in writing by the Local Planning Authority:

7. Before the development commences details shall be submitted to and approved in writing by the Local Planning Authority indicating all road construction, street lighting, drainage including longitudinal sections and a satisfactory means of draining the roads to an acceptable outfall which shall thereafter be constructed in accordance with the approved drawings.

8. The access, parking, servicing and turning areas shown on drawing A810_30C shall be provided before the associated dwelling is first occupied and shall thereafter be retained.

9. The development shall not be brought into use until the visibility splays on the internal roads shown on the approved plan have been provided. The visibility
splays shall thereafter be kept free of all obstructions to visibility over a height of 600 mm above the adjacent carriageway level.

The reasons for the Council’s decision to approve the development subject to the above conditions are:

1. To define the permission.

2. To safeguard the amenities of the local area and to protect the natural features that contribute towards this and that are important in the appearance of the development. (Policy N4 of the Plan for Stafford Borough).

3. To safeguard the amenities of the local area and to protect the natural features that contribute towards this and that are important in the appearance of the development. (Policy N4 of the Plan for Stafford Borough).

4. To safeguard the amenities of the local area and to protect the natural features that contribute towards this and that are important in the appearance of the development. (Policy N4 of the Plan for Stafford Borough).

5. To ensure the provision of properly designed play facilities for the benefit of residents of the proposed dwellings. (Policy C7 of The Plan for Stafford Borough).

6. To safeguard the character and appearance of the area (Policy N1h of The Plan for Stafford Borough).

7. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

8. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

9. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

Informative(s)

1. The Local Planning Authority consider the proposal to be a sustainable form of development and therefore complies with the provisions of the National Planning Policy Framework.

2. The applicants attention is drawn to the comments of the Lead Local Flood Authority as submitted in response to consultations on this application. All comments can be viewed online through the planning public access pages of the Council's website at (www.staffordbc.gov.uk)
Application 18/29660/FUL  Case Officer Sian Wright
Date Registered 23 November 2018  Target Decision Date Extended To 18 January 2019
Address Land Adjacent Wheelwrights Cottage Puddle Hill Hixon
Ward Haywood And Hixon
Parish Hixon
Proposal Demolition of two-storey side extension at Wheelwrights Cottage and the erection of a detached bungalow with reinstatement of existing drive and parking for two cars at Cottage
Applicant Mr S Hunt & Ms K Taylor
Recommendation Approve, subject to conditions

REASON FOR REFERRAL TO COMMITTEE

This application has been called in by Councillor A Perkins (Ward Member for Haywood and Hixon) for the following reason:

"Plot is located forward of the street scene, would cause an adverse impact on neighbours aspect. Position is inconsiderate to neighbour (Very close)"

Context

The application proposes a single storey, two bedroom bungalow within the curtilage of Wheelwrights Cottage. The application involves the demolition of an existing detached garage and a two storey extension to Wheelwrights Cottage.

The site lies within the settlement boundary for Hixon as defined in the Plan for Stafford Borough and the Hixon Neighbourhood Plan.

Officer Assessment - Key Considerations

1. Principle of development

The site falls within the settlement boundary for Hixon and therefore in policy terms the principle of a new dwelling in this location is considered to be acceptable, subject to other material planning considerations being satisfied.

Polices and Guidance:-

National Planning Policy Framework
Paragraphs: 117, 122

The Plan for Stafford Borough
Policies: SP1 In Favour of Sustainable Development, SP3 Sustainable Settlement Hierarchy, SP7 Supporting Location of New Development

The Plan for Stafford Borough: Part 2
Policies: SB1 Settlement Boundaries

Hixon Neighbourhood Plan
Policies: No.1: Residential Development’ and No.3: Housing, Design, Access and Landscaping

2. Character and Appearance

The application site is situated on Puddle Hill which is located on the north eastern edge of Hixon. The road is characterised by a variety of dwellings, however the area immediately surrounding Wheelwrights cottage features numerous bungalows.

The land level rises noticeably along Puddle Hill from the north-west to the south-east. The land also rises from the road into the site. There are no footpaths along Puddle Hill giving the road a more rural appearance than other parts of the village. Wheelwrights Cottage is a fully rendered dwelling situated close to the roadside. Other properties along this part of Puddle Hill are set further back from the road.

The neighbouring property “Suvo” is a brick built dwelling which has two storeys with the first floor entirely within the roofspace. This property steps up significantly from the road and features a lower level garage with a front balcony area above.

The proposal seeks to site a 2 bedroom bungalow between Wheelwrights Cottage and “Suvo”. The proposed bungalow would be sited 0.8m forward of the garage to the neighbouring property “Suvo” and 3.0m forward of the main front elevation. The proposed dwelling would be sited in a staggered position between Wheelwrights Cottage and “Suvo” which, is considered to be acceptable in terms of the general street scene.

The existing two storey extension to Wheelwrights Cottage would be demolished and the end elevation to the property made good.

Material to the proposed bungalow comprise:
Facing brickwork for the proposed dwelling: Ibstock Calderstone Claret.
Roofing tiles: Marley Double Roman-Antique Brown MA10320S.
White UPVC Sash Windows and white UPVC patio doors.

These materials are considered to be acceptable having regard for the character and mix of materials used in the immediate vicinity.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs: 124, 127, 128 & 130
3. Residential amenity

There is a distance of 21m from the rear of the proposed bungalow to the dwelling at the rear on Ashlands. This meets the guidance set out in the Council’s Design SPD. The proposal also provides adequate private amenity space in accordance with the Design SPD.

The proposed bungalow would have two bedrooms and would be situated between 1.5m – 2.0m from the north-west boundary with the neighbouring property “Suvo”. There are no side facing windows to “Suvo” apart from 3 small rooflights.

The proposed bungalow would be sited 0.8m forward of the garage to “Suvo” and 3.0m forward of the main front elevation. The projecting front part of “Suvo” features a balcony. Whilst the Design SPD looks specifically at the 45 degree rule in relation to extensions, it can be applied to this proposal to give an indication as to whether the proposed bungalow would cause an unreasonable loss of daylight or overshadowing.

Whilst the proposed bungalow does project forward of the neighbouring dwelling it is not considered that it would result in any adverse impacts to residential amenity since it would not impinge upon a 45 degree sightline taken from the front windows of “Suvo”.

A utility room door and two small windows to the bathroom are proposed to the side elevation (north-west) facing “Suvo”. There are no side windows to “Suvo” facing the proposal.

No windows are proposed to the other side facing elevation (south-east) of the proposed bungalow except a rooflight to serve a bedroom. The 2 storey extension to Wheelwrights Cottage would be demolished leaving one side facing principal window serving the kitchen. This kitchen window would look out onto the blank elevation of the proposed dwelling at a distance of approximately 4.0m. Whilst outlook from this window would be poor, there is also a large rear facing window which serves the kitchen. On this basis, it is not considered that the proposal would result in an unacceptable level of residential amenity.

A levels plan has been submitted showing that the finished floor level of the proposed dwelling will be the same as the neighbouring dwelling “Suvo”. The height of the proposed dwelling is 6.2m to the ridge and 2.6m to the eaves. The height of the neighbouring dwelling is 2.6m to the eaves and 6.13m to the ridge. In terms of the street scene the proposed dwelling will therefore sit at the same level as the neighbouring dwelling.

It is noted that the neighbouring dwelling has raised a number of objections relating to residential amenity and suggestions have been made for alternative layouts. It is not considered however that the current proposal would result in significant adverse impacts to residential amenity and is therefore considered be acceptable having regard to Policy N1 of the Local Plan and guidance in the Design SPD.
The Environmental Health Officer does not raise any objections subject to conditions relating to timing of site works and deliveries, no burning on site during development, facilities to be provided for damping down to prevent excessive dust, road sweeping to prevent excessive dust and noise. However, it is not possible to condition road sweeping as it would be outside the site red edge.

The Plan for Stafford Borough  
Policies: N1 Design  
Supplementary Planning Document (SPD) - Design

4. Access and parking

The application proposes to provide 2 on site car parking spaces for the proposed bungalow and a further 2 spaces for the existing dwelling. The existing cottage currently has 4 bedrooms but would be reduced to 3 bedrooms due to the proposed demolition of the 2 storey extension. The level of parking provided for the proposed bungalow and the existing dwelling meets the parking standards in the Local Plan.

The Highway Authority do not raise any objections subject to conditions relating to access and parking, and the provision of visibility splays.

Policies and Guidance:-

National Planning Policy Framework  
Paragraphs: 105 & 106

The Plan for Stafford Borough  
Policies: T1 Transport; T2 Parking and Manoeuvring Facilities; Appendix B – Car Parking Standards

5. Other

The site falls within 8km of Cannock Chase Special Area of Conservation (SAC). Natural England have been consulted and state that the proposed development will not have significant adverse impacts on designated sites and has no objection.

Policies and Guidance:-

National Planning Policy Framework  
Paragraphs: Section 15 – Conserving and enhancing the natural environment.

The Plan for Stafford Borough  
Policies: N6 Cannock Chase Special Area of Conservation

6. Conclusion

The proposed dwelling is considered to be acceptable having regard to Local Plan policy. The siting and design is considered to be acceptable. No issues arise in relation to residential amenity or highways.
Consultations

Highway Authority:
No objections subject to conditions.

Environmental Health Officer:
No objection is made to this application subject to the following conditions made in order to safeguard nearby residential occupiers from undue disturbance during development:
1. All works, including demolition, site works and construction shall only take place between the hours of 8.00 am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays.
2. Deliveries to the site shall only take place between the hours of 8.00am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays.
3. Delivery vehicles shall not park on the access highways to the site.
4. Facilities shall be provided at the site and used when necessary for damping down to prevent excessive dust.
5. Road sweeping shall be carried out at regular intervals, both on the site and on the access highway to prevent excessive dust.
6. Any equipment which must be left running outside the allowed working hours shall be inaudible at the boundary of occupied residential dwellings.

Natural England:
No objection

Hixon Parish Council:
Objects to the application for the following reasons:
The position/location of the proposed development on the plot;
The proposed site of the bungalow is inconsiderate to the adjacent neighbour;
The proposed site is forward of the street scene;
The proposed bungalow would have an adverse impact on the adjacent neighbour's aspect.

Neighbours
(12 consulted): 2 letters of representation received raising the following objections (summarised)
Increased noise
Reduced light
Forward projection of proposed dwelling
Loss of light
Concerns about construction damage
Water runoff
Loss of privacy to SUVO
Concerns about access to SUVO for repairs and maintenance
Proposed dwelling should be moved back further into the site
Boundary treatment is needed between the proposed property and SUVO
The timing of construction works need to be restricted
Site notice expiry date: 04.01.19
Newsletter advert expiry date: N/A

Relevant Planning History

92/28108/FUL - Entrance Hall & Study – permitted 1992

Recommendation

Approve, subject to the following conditions:

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.

2. The development authorised by this permission shall be carried out in complete accordance with the originally submitted details and specification and the drawings listed below, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:

   Drawing AL01
   Drawing AL02 rev A (dated 14/01/2018)
   Drawing no: WWC PH 24 (Level Survey)

3. The development hereby permitted shall not be brought into use until the access, parking, servicing and turning areas have been provided in accordance with the approved plans.

4. The development hereby permitted shall not be brought into use until visibility splays of 2.4m x 43m have been provided. The visibility splays shall thereafter be kept free of all obstructions to visibility over a height of 600 mm above the adjacent carriageway level.

5. The development hereby approved shall be constructed in accordance with the submitted materials schedule, unless alternative materials are otherwise first approved in writing by the Local Planning Authority.

6. Notwithstanding any description/details in the application and before the proposed development is occupied, details of the height, type and position of all site and plot boundary walls, retaining walls, fences and other means of enclosure to be erected on the site shall be submitted to and approved in writing by the Local Planning Authority.

7. All works, including demolition, site works, deliveries and construction shall only take place between the hours of 8.00 am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays. Any equipment which must be left running outside the allowed working hours shall be inaudible at the boundary of occupied residential dwellings.
8. There shall be no burning on site during development. In addition, facilities shall be provided at the site and used for damping down to prevent excessive dust.

The reasons for the Council’s decision to approve the development subject to the above conditions are:

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. To define the permission.

3. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

4. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

5. To ensure the satisfactory appearance of the development (Policies N1 g and h of The Plan for Stafford Borough).

6. To safeguard the character and appearance of the area (Policy N1h of The Plan for Stafford Borough).

7. To safeguard the amenities of the area (Policy N1e of The Plan for Stafford Borough).

8. To safeguard the amenities of the area (Policy N1e of The Plan for Stafford Borough).

Informative(s)

1. The Local Planning Authority consider the proposal to be a sustainable form of development and therefore complies with the provisions of the National Planning Policy Framework.
18/29660/FUL
Land Adjacent Wheelwrights Cottage
Puddle Hill
Hixon
Stafford
REASON FOR REFERRAL TO COMMITTEE

This application has been called in by Councillor J Price (Ward Member for Holmcroft) for the following reasons:-

'I wish to call this application in on the following material planning considerations. Highways issues, traffic generation, vehicular access and highway safety.'

Context

1 Bramall Close is a single storey bungalow located within Stafford.

The proposal is for an extension to an existing granny annexe outbuilding located in the north-eastern corner of the property in the garden/patio area. The annexe was formerly a detached double garage which was converted under permitted development rights some time in 2005 (the council has a record under planning reference 05/05002/FUL and building control reference 05/01627/DOMDIS). The proposed extension would form an open plan kitchen and lounge area and would allow for the internal reconfiguration of the existing annexe to accommodate an additional bedroom and a utility room.

Officer Assessment - Key Considerations

1. Principle of Development

The original double garage was converted to a granny annexe under permitted development rights and as such the principle of a granny annexe in this location has long been established.

The applicants’ reason for the proposed annexe extension relates care needs for which confidential medical records have been submitted. The applicants’ intention is to live in the granny annexe whilst a relative lives in the main dwelling who will assist with the needs of

<table>
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<td>Date Registered</td>
<td>19 December 2018</td>
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<tr>
<td>Target Decision Date Extended To</td>
<td>13 February 2019</td>
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<tr>
<td>Address</td>
<td>1 Bramall Close</td>
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<tr>
<td>Ward</td>
<td>Holmcroft</td>
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<td>Parish</td>
<td>Stafford MB</td>
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<td>Proposal</td>
<td>Extension to existing annex to create kitchen/lounge.</td>
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<td>Applicant</td>
<td>Mr and Mrs Cochlin</td>
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the applicants. On this basis it is considered that a functional relationship with the main dwellinghouse would remain and this would be secured by a condition following any grant of permission.

Furthermore, to avoid any potential physical subdivision of the property permitted development rights would be removed for the erection of gates, walls, fences and other means of enclosure on any permission granted. The above conditions are also considered reasonable and necessary as an adequate level of amenity would not be provided for two independent dwellings due to the inadequate separation distance between the existing lounge window to the main dwelling and the proposed lounge window to the annexe as this would only be 8m. Guideline 6 in the Design Supplementary Planning Document requires 21m in such instances.

Policies and Guidance:-
National Planning Policy Framework
Paragraphs 9, 14 and 17

The Plan for Stafford Borough
Policies SP3 Sustainable Settlement Hierarchy, SP7 Supporting the Location of New Development

2. Character & Appearance

The proposed annexe extension would be single storey and would form a south-west facing gable end. The height would be subservient to the existing annexe by 0.3m giving it a total height of 3.9m above ground level. The extension would project 5.2m beyond the south-west facing elevation of the existing annexe outbuilding thereby providing a distance of 6.3m between the main dwelling and the annexe at the shortest point. The extension would be set back from the south-east facing elevation of the existing annexe outbuilding by 1m. In addition the extension would comprise matching materials.

It is considered that the proposed extension would form a subservient addition to the existing annexe outbuilding and would be in-keeping with its character and appearance.

Concerns have been raised about the cumulative affect of the proposed extension together with the existing shed/playhouse resulting in infill development. Whilst these concerns are noted it has to be acknowledged that the property benefits from permitted development rights which allow for the erection of outbuildings and therefore it would be for the applicants’ to decide if they wish to move or remove the shed/playhouse.

Policies and Guidance:-

National Planning Policy Framework
Section 12. Achieving well-designed places

The Plan for Stafford Borough
Policies N1 Design, N8 Landscape Character
Supplementary Planning Document – Design
3. Amenity

Neighbour comments have been received raising concerns about loss of light as a result of the proposed annexe extension. A minimum distance of 10.4m would be achieved between the principal bedroom window of 58 Holmcroft Road and the blank north-east facing elevation of the proposed annexe extension. A minimum distance of 11.6m (on the 45 degree sightline) would also be achieved between the principal bedroom window of 60 Holmcroft Road and the blank north-east facing elevation of the annexe extension. On this basis no breaches of Guideline 6 of the Design SPD would result. Additionally, there is a 1.8m high close board timber fence between the garden boundaries of 58 and 60 Holmcroft Road and the proposal which would provide additional screening.

Concerns have also been raised about potential noise and disturbance to the nearby residential properties as a result of the construction phase. However, given the small scale and nature of the proposal it is considered that conditions to control construction activities would be unreasonable and particularly in view of Environmental and Health Services raising no concerns.

Overall, it is considered that the proposal would not adversely harm neighbour amenities.

Policies and Guidance:-
National Planning Policy Framework
Paragraphs 127 and 180

The Plan for Stafford Borough
Policy N1 Design
Supplementary Planning Document - Design

4. Parking

Several concerns have been raised about the traffic, parking and highway safety implications of the proposal.

The proposal would result in an increase in the number of bedrooms at the property from 3 to 4 for which local plan car parking standards require a minimum of 3 on-site car parking spaces.

The proposal includes the provision of a new hardstanding driveway, parking and turning area to the south-west of the main dwellinghouse and the provision of a new dropped kerb to access this new parking area. The new driveway would provide 2 additional on-site car parking spaces and a turning area to enable occupants of the main dwelling to leave the driveway in a forward gear. The property already has 1 on-site car parking space to the south-east of the existing annexe outbuilding which would be retained. The proposal would subsequently increase the number of on-site car parking spaces at the property from 1 to 3 which satisfies Local Plan car parking standards.

The Highway Authority also raise no objections to the proposal in respect of car parking provision and highway safety.
Policies and Guidance:-

National Planning Policy Framework
Section 9. Promoting sustainable transport

The Plan for Stafford Borough
Policies T1 Transport, T2 Parking and Manoeuvring Facilities, Appendix B – Car Parking Standards

5. Conclusion

The principal of a granny annex has already been established through the conversion of the detached double garage. The proposed single storey annexe extension is considered to be acceptable in terms of its design, scale and massing and is not considered to harm the character and appearance of the host dwelling or the surrounding area. No breaches of neighbour amenity guidance result and adequate on-site parking would be provided.

Consultations

Highway Authority:
No objection.
Proposed dropped kerb considered to be in a safe location, and parking and turning areas provided sufficient for the amount of bedrooms (4 x bedrooms – 3 on site spaces required and provided).

Neighbours (9 consulted):
6 x representations received (2 x representations received from one address point): Material planning considerations summarised below:

- Loss of Light
- Implications of infill development
- Visually intrusive development
- Noise implications of development
- Parking and highway safety implications of development

Relevant Planning History

- 05/05002/FUL - Conversion of existing detached garage to disabled persons shower room, home gym and ramp access to form annexe to existing dwelling – Permitted Development

Recommendation

Approve subject to the following conditions:

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.
2. This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:-

Drawing No. MC-001 Rev A (Location Plan)
Drawing No. MC-003 (Proposed Plans and Elevations)
Drawing No. MC-004 Rev A (Proposed Site Plan)

3. The development shall be occupied in a manner wholly ancillary to the residential use of 1 Bramall Close for the lifetime of the development and shall not be used, sold, or let as a separate dwelling unit.

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any other subsequent equivalent Orders, no development within Schedule 2, Part 2, Class A (gates, fences, walls etc) shall be carried out without the prior written consent of the Local Planning Authority.

The reasons for the Council’s decision to approve the development subject to the above conditions are:

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. To define the permission.

3. To safeguard the amenities of the area (Policy N1e of The Plan for Stafford Borough).

4. To safeguard the amenities of the area (Policy N1e of The Plan for Stafford Borough).

Informative(s)

1 The Local Planning Authority consider the proposal to be a sustainable form of development and therefore complies with the provisions of the National Planning Policy Framework.
18/29766/ANX
1 Bramall Close
Tillington
Stafford
Application 18/29813/FUL  
Case Officer: John Dolman

Date Registered 21 December 2018  
Target Decision Date 22 March 2019

Address Victoria Park  
Tenterbanks  
Stafford  
Ward Forebridge

Proposal Variation of conditions 2 (plans) and 6 (flood mitigation) on permission 16/25009/FUL for Renovation of Victoria Park

Applicant Stafford Borough Council

Recommendation Approve, subject to conditions

REASONS FOR REFERRAL TO COMMITTEE

The Council is the applicant and consequently the application is excluded from the Scheme of Delegation and must be determined by Committee

Context

Planning permission was granted in May 2017 (application 16/25009/FUL) for the substantial renovation of the main southern section of Victoria Park in the centre of Stafford, bounded by Tenterbanks to the north-east, Mill Walk to the south-east, Station Road to the south-west and Victoria Road to the north-west. The site area covered by the application extended to 2.90 hectares.

Funding had been secured from the Heritage Lottery Fund (HLF) under their Parks for People grant scheme for the restoration of the Park.

The following works were included and approved as part of application 16/25009/FUL:

At the Mill Bank Entrance, moving the “back of house” functions to behind the Venables Pavilion, demolishing the existing office building and working greenhouse. A new gate arrangement was also proposed to provide a more grand entrance with the design of the gates inspired by the original piers to the Park with metalwork to match the existing gates on Station Road and Victoria Road.

Setting the current entrance back further into the park at the Mottram (Station Road) entrance, reusing the existing ornate gated archway entrance with new railings and two new stone piers, reconfiguring the railings to this corner of the park and redefining and resurfacing the main path through the park to provide a consistent 3m wide spine route up to Coronation Bridge to the northern section of the Park.

Constructing a new maintenance depot to the north of the existing bowls pavilion with vehicular access directly from the adjacent car park, with the depot area also providing maintenance facilities to service and maintain the Park including tool and vehicle
stores within 2 new proprietary storage containers, a skip, petrol store and grit store, with the remaining area being hard landscaped to provide a secure maintenance area.

The construction of an Education Centre, comprising a new training/classroom space and working greenhouse to be located along the Tenterbanks boundary with classroom space for up to 20 students, a tool store, external covered training area, cold frames for up to 20 students, a working greenhouse, a covered link between the working and display greenhouses, a staff maintenance room and student toilet facilities.

The replacement and relocation of the existing aviary towards the new training building.

The refurbishment of the existing display glasshouse.

Minor refurbishment of the Venables (Bowls) Pavilion, with some internal rearrangement, together with internal and external redecoration.

Refurbishment and upgrading of the Toilet Block and Park Office to include new wc facilities and a staff office.

Returning the current hard landscaped area that comprises the existing Sensory Garden back to amenity grassland with new tree planting while relocating the opportunity for new sensory planting with seating alongside the River Sow. This involved enlarging the existing seating area next to the river by cutting into the sloping landform and creating a stepped terraced garden area for ornamental sensory planting, with a further smaller seating area in the same style being located further south along the riverside path.

Addressing a number of defects to the existing Thatched Shelter including decoration, with the most significant being the replacement of the thatch.

The provision of a new catering facility to provide an indoor space for 40 covers and 40 outdoor covers, space for kitchen and counter, a wc and a store within the building, with views of the park from the café, access along the riverside and potential to operate outside of park opening hours. A new bridge was also proposed to connect the Park and the new café with the existing pedestrian route along Mill Walk, enabling direct access to the café when the park was closed.

The creation of a south facing amphitheatre linked to the café to provide a space to be used for a range of activities from informal seating to use for formal arts performances.

The renovation of the Grade II listed Alderman Mottram Shelter

The formation of an Events Space at the southern side of the Park to provide a space in which events such as outdoor cinema can take place. The proposed arrangement also utilises the bandstand at the head of the space for use as a stage for performance, which is also to be renovated.
Redefining and resurfacing the main path through the park to provide a consistent 3m wide spine route, past the Mottram Shelter, through the proposed events space and across Coronation Bridge to the northern section of the Park exiting at the Mill Gate entrance.

The closure of the access to the Park from the car park on Tenterbanks to create a safe loading and unloading area for park refuse. Existing vehicular accesses being maintained, with the addition of access to the new depot area from within the existing car park on Tenterbanks. Other vehicular access provided from the maintenance gates on the north-western boundary close to the War Memorial.

The following amendments have now been proposed:

The Cafe footprint is to be reduced and simplified in form, with a 50:50 split between indoor space and covered terrace;

The proposed bridge linking the café and Mill Walk has been omitted;

The Training Building is no longer to be a completely new building, but will instead involve conversion of an existing building;

Proposed greenhouse is detached rather than lean to;

The Refuge area is to be moved from the previously approved location at the western edge of the Tenterbanks car park to the area between the building to be retained and converted to the Training Building and the road;

The Sensory Garden will now comprise of purely planting rather than being formed by scalloping out the bank alongside the river. This is due to difficulties in being able to establish the exact location of the pressurised main.

The current application has, therefore, been submitted as an amendment to the previously approved scheme in application 16/25009/FUL. It seeks to amend condition 2 of that approval, which referred to the approved plans, substituting the revised plans for those elements of the approved scheme that are being amended and to revise condition 6. This condition, which was imposed at the request of the Environment Agency, requires that the development be carried out in accordance with the Flood Risk Assessment (FRA) submitted as part of application 16/25009/FUL and the mitigation measures recommended in the FRA. A number of the proposed design changes, particularly adjustments to the design of the café and training building, have resulted in revisions to flood storage calculations, requiring the submission of an updated FRA.

**Officer Assessment - Key Considerations**

1. **Design**

No issues are raised by the proposed revised Training Building as this involves retention of an existing building on the site. Although the existing building is a brick clad, flat-roofed structure, of somewhat functional appearance it is in good condition. This element of the proposals also includes the constriction of a glasshouse immediately to the south of the
converted building and a timber pergola linking the Training Building and the new glasshouse with the existing large glasshouse to the west.

The revisions to the catering facility essentially involve a simplification to the design of the facility approved in application 16/25009/FUL. It was previously proposed to provide 40 seats (covers) in both the internal and external sections (80 in total). In the revised scheme, while the same capacity will be retained the split will be 60/40 for both seating areas.

The proposed café was previously described as having the appearance of an elevated drum. While this description can equally be applied to the revised design, the façade is simplified with the removal of the series of angled timber “sticks” previously proposed to be attached to the full height faceted glazing to the internal café. The glazed balustrade previously proposed to the external seating area will now consist of steel posts and timber. All steel columns supporting the roof will also now be vertical and not angled as previously proposed.

A sedum green roof is proposed as in the scheme previously approved to a height of 3.25m. Roofing detail was the subject of some debate when application 16/25009/FUL was under consideration. At that time, in response to points raised by both Historic England and the Conservation Advisor, some refinements were made to the roof structure in order to reduce the visual impact of the fascia. This involved tapering the ends of the structure to create a slimmer edge profile and changing the profile detail to visually appear slimmer in 3D. Amended plans were submitted involving changes to the locations of the internal columns, which facilitated the reduction in the overall depth of the fascia of the roof structure by 100 mm, to the edge profile to the horizontal fins to the roof structure to reduce the overall visual impact through breaking up the height and changing the colour of the cladding to a lighter grey.

While this amendment was considered to be acceptable, the Conservation Advisor retained some misgivings over the revised detailing. He has taken a similar view regarding the amended proposals, stating that he considers that the depth of the fascia to the café roof still seems too deep. The application agent in response has stated that significant changes to the design have already been made to ensure a slimmer profile to the roof, which is much slimmer than approved in application 16/25009/FUL. In such circumstances, it is not considered that an objection to the revised details could be justified.

Policies and Guidance:-

National Planning Policy Framework:
Paragraph 130

The Plan for Stafford Borough:
Policies Stafford 1 - Stafford Town, N1 Design

2. Impact on Streetscene/Conservation Area

Victoria Park lies within the Stafford Town Conservation Area. There is one listed structure within the Park, The Mottram Shelter. While the listed County War Memorial on Victoria
Road is not included within the application site, it is bounded on all but its road side boundary by the application site. No revisions are proposed, however, to the Mottram Shelter or to any other elements of the previously approved scheme in the vicinity of either the Mottram Shelter or the County War Memorial.

The main impact of the revisions now proposed on both the streetscene and the Conservation Area will be along the north-eastern (Tenterbanks) boundary of the Park, between the existing maintenance building, the main glasshouse and the Tenterbanks car park. There are residential properties on the opposite side of Tenterbanks facing this boundary.

At present, there is an existing open area at the rear of the maintenance building, which is screened by timber screen fencing of a somewhat dilapidated appearance, with a grassed area to the west, between the existing glasshouse and Tenterbanks. A landscaped area comprising a hedgerow and shrub planting to the east of this also extends up to the existing narrow Tenterbanks entrance to the Park and the Tenterbanks car park. There is also a metal railing fence at back of pavement along most all of this boundary.

In the scheme previously approved, the new Training Building would have replaced the existing maintenance building extending up to the existing railings alongside Tenterbanks. The existing grassed area between the main glasshouse would have been hardsurfaced with a row of 20 cold frames constructed alongside Tenterbanks. To the west of this area, existing planting would have been removed and a maintenance area formed in which two metal storage containers were to be placed. The compound was to be screened with 2.4 green weld mesh fencing, which would have been continued alongside the boundary with Tenterbanks up to the new Training Building, replacing the existing park railings. A hedgerow, however, was to be planted on the inner side of the new fence.

With the retention of the existing maintenance building and its conversion to a Training Building, the open area at the rear of this building will remain. It is now proposed to use this area as a skip and bin storage area, which will be enclosed by 1.8 m high close-boarded fencing. A gate will be provided into this area onto Tenterbanks. The existing railings, apart from a 1.7 gap to the access gate, will now be retained.

The area between the main glasshouse is now not to be hardsurfaced and will be retained as a grassed area with the railings also retained at back of pavement.

The area between the main glasshouse and the Tenterbanks car park will still form a compound area as previously proposed. The proposed layout, however, has been altered. One larger storage container rather than 2 smaller units is to be located within this area, which is now to be enclosed by 2.4m high close-boarded fencing. This fencing will be set back 2m from back of pavement adjacent to the car park, reducing to 1.3m at its eastern end. A hedgerow will also be planted between the screen fence and the back of pavement. Existing railings, which extend along approximately one-third of Tenterbanks boundary with the compound, will be retained.

The Conservation Advisor, while accepting the need for a maintenance compound is concerned over the siting of a steel storage container within this area at the Mill Bank boundary of the site and its potential visibility from external vantage points, which he considers would create very poor townscape in the Conservation Area. He has queried
whether it might be possible to use a purpose designed store building or to clad the container in timber boarding to mitigate its appearance. He has also expressed concern that enclosing the container within a 2.4m tall weldmesh fence would also be very unsightly and out of place within the Conservation Area, and has queried if a security fence is needed that its height could be reduced to less than 2m and a more attractive style of barrier be adopted.

In response to these concerns, the height of the proposed container has now been reduced to 2.6m and the weldmesh fence proposed has been replaced by close-boarded fencing. Site levels are such that the container would be set 300mm below pavement level and consequently will not be visible above the proposed screen fence if provided as proposed at a 2.4m height. It is considered that fencing should be stained in a green colour, exact details of which could be required by an appropriate condition attached to any approval. With these amendments, it is considered that the proposed layout and treatment of this area constitute an improvement to the details previously approved in application 16/25009/FUL.

Clearly the retention of the existing grassed area between the main glasshouse and Tenterbanks is preferable to the previously approved details for the treatment of this area.

With regard to the area between the proposed converted Training Building and Tenterbanks, what would have been a blank timber cladded elevation to a new Training Building as approved in 16/25009/FUL, will now comprise an open storage area as at present screened by a 1.8m high close-boarded screen fence, with the existing timber railings retained at back of pavement. While it is acknowledged that while the bin storage area now proposed in the existing open area will be in more regular use than at present, it will have a more formal layout with improved screening. As with the compound fencing, an appropriate colour treatment can be secured by condition attached to any approval. The only neighbour representation received regarding the current proposal, while welcoming the scheme, seeks improvements to the appearance of this specific area. While the proposed usage will now formalise storage use of this area, its overall appearance should be improved with the implementation of improved effective screening as proposed and subsequent satisfactory maintenance.

Policies and Guidance:-

National Planning Policy Framework:
Paragraphs 130, 189, 197, 200

The Plan for Stafford Borough:
Policies Stafford 1 - Stafford Town, NI Design, N9 Historic Environment

3. Flooding

The site is located within Flood Zone 3 on the Environment Agency Flood Map for Planning (Rivers and Sea).

Following the submission of a Flood Risk Assessment (FRA) with the original application 16/25009/FUL and subsequent revision, the Environment Agency raised no objections to the proposal subject to the imposition of a condition (number 6) requiring that the
development be carried out in accordance the Flood Risk Assessment, accompanying plans and the implementation of the mitigation measures detailed within the FRA.

These measures included the provision of compensatory floodplain storage within the site, minimum finished floor levels for the café and new training building and a minimum soffit level for the new bridge.

This condition was required to prevent flooding elsewhere by ensuring that compensatory storage of flood water is provided; to reduce the impact of flooding on the proposed development and future occupants; and to reduce the risk of flooding to the proposed development and future occupants.

As previously stated, due to a number of design changes, most notably adjustments to the design and size of the café and the retention and conversion of an existing building rather than the construction of a new training building, the flood storage calculations have required an update. These updates have been documented in an updated FRA, which were submitted for approval to the Environment Agency prior to the submission of this application.

The key revisions are that the Training Building remains at existing level (74.78 AOD) and the net gain in compensation storage volume has been reduced from 174.9080 cu m to 124.012 cu m

Although the proposed bridge which would have linked the café to Mill Bank and which was subject to a minimum soffit level set out in the required mitigation measures has also been removed from the scheme, it has been “retained” for assessment within the revised FRA as it may come forward at a later date should additional funding become available. Further separate planning consent would be required should a bridge link subsequently be proposed.

The Environment Agency have now advised that they have reviewed the information that has been submitted and have no concerns. They have recommended that condition 6 be reworded to take into account the new information submitted.

The revised condition will require that the development be carried out in accordance with the revised FRA dated November 2018 and with the mitigation measures detailed within the FRA.

These differ from the measures previously required only with regard to the reduced on-site compensatory floodplain storage and the lower finished floor levels of the retained converted Training Building.

The Lead Local Flood Authority (Staffordshire County Council) has no objection to the proposed variation of conditions.

The Sow and Penk Internal Drainage Board has forwarded standard comments, similar to those it forwarded when consulted on application 16/25009/FUL.
Policies and Guidance:-

National Planning Policy Framework:
Paragraphs 150, 155, 157, 158, 159, 163

The Plan for Stafford Borough:
Policies: Stafford 1 - Stafford Town, N2 Climate Change

4. Conclusions

The overall proposals for the renovation of the Park included in application 16/25009/FUL will result in a significant improvement to the internal environment and facilities of the Park and are fully in accordance with relevant local plan policies.

Updated information has been submitted to demonstrate that there will be no loss of floodplain storage.

It is not considered that the revisions now proposed will have any adverse impact on the setting of listed buildings or have any additional impact on the character and appearance of the Stafford Town Conservation Area or on the streetscene.

The proposal, therefore, is considered to be consistent with the provisions of local plan policies Stafford 1 - Stafford Town, N1 Design, N2 Climate Change and N9 Historic Environment.

Consultations

Highway Authority:
No objections.

Environment Agency:
The Agency has no objections to the proposed development but wishes to make the following comments:

Flood Risk
As we only recommended condition 6 our comments relate to the variation of this condition.

We have reviewed the information that has been submitted and have no concerns. We recommend that condition 6 is reworded as follows to take into account the new information submitted.

Condition:
The development permitted by this planning permission shall be carried out in accordance with the approved Flood Risk Assessment (FRA) carried out by Thomason Partnership Limited, dated 21 November 2018 and the following mitigation measures detailed within the FRA:
Provision of a minimum of 124.012m³ of compensatory floodplain storage on the site as detailed in section 5.2 of the FRA and drawing number D6780.119.003A: Flood Volume Comparison;

Finished Floor Levels of the catering facility to be set at 75.75m AOD, 600mm above the 1:100 plus climate change flood level extent, as detailed in section 5.3 of the FRA;

Finished Floor Levels of the new training building to be set at 74.78m AOD with flood resilient construction provided up to the 75.75m AOD, to provide 600mm above the 1:100 plus climate change flood level extent of 75.15m AOD, as detailed in section 5.3 of the FRA;

The soffit level of the new bridge structure is to be set at a minimum of 75.45m AOD (300mm above the 1:100 plus climate change flood level extent) as detailed in section 5.4 of the FRA.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing/phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed in writing, by the local planning authority.

Reason:

To prevent flooding elsewhere by ensuring that compensatory storage of flood water is provided and to reduce the risk and impact of flooding to the proposed development and future occupants.

Sow and Penk Internal Drainage Board:
Our current guidelines for any increase in surface water discharge are as follows:-

If the surface water were to be disposed of via a soakaway system, the IDB would have no objection in principle but would advise that the ground conditions in this area may not be suitable for soakaway drainage. It is therefore essential that percolation tests are undertaken to establish if the ground conditions are suitable for soakaway drainage throughout the year.

If surface water is to be directed to a mains sewer system the IDB would again have no objection in principle, providing that the Water Authority are satisfied that the existing system will accept this additional flow.

If the surface water is to be discharged to any ordinary watercourse within the Drainage District, Consent from the IDB would be required in addition to Planning Permission, and would be restricted to 1.4 litres per second per hectare or greenfield runoff.

No obstructions within 9 metres of the edge of a watercourse are permitted without Consent from the IDB.

If surface water or works are planned adjacent to a Main River within the Drainage District, then the Environment Agency should be contacted for any relevant Permits.

Advice/recommendations:
Should consent be required from the IDB as described above then we would advise that this should be made a condition of any planning decision.

Any surface water discharge into any watercourses in, on, under or near the site requires consent from the drainage board.

**Severn Trent Water:**
Consultation period expired 23.01.2019 - no response received.

**Lead Local Flood Authority:**
Condition 6 was recommended by the Environment Agency and they have responded to this consultation. We have no objection to the variation of these conditions.

**County Rights of Way:**
The application does not recognise the existence of Public Footpath No. 42 Stafford Parish which runs across the park where the proposed development will take place. The development does not appear to affect the public right of way, however, the attention of the applicant should still be drawn to the existence of the footpath and to the requirement that any planning permission given does not construe the right to divert, extinguish or obstruct any part of the public path. The applicant should be reminded that the granting of planning permission does not constitute authority for interference with the right of way or its closure or diversion. For further information the applicant should be advised to read section 7 of DEFRA’s Rights of Way Circular (1/09).

It is important that users of the path are still able to exercise their public rights safely and that the path is reinstated if any damage to the surface occurs as a result of the proposed development. The surface of the footpath must be kept in a state of repair such that the public right to use it can be exercised safely and at all times.

The County Council has not received any application under Section 53 of the Wildlife and Countryside Act 1981 to add or modify the Definitive Map of Public Rights of Way, which affects the land in question. It should be noted, however, that this does not preclude the possibility of the existence of a right of way at common law, or by virtue of a presumed dedication under Section 31 of the Highways Act 1980. It may, therefore, be necessary to make further local enquiries and seek legal advice in respect of any physically evident route affecting the land, or the apparent exercise of a right of way by members of the public.

**Ramblers Association:**
Consultation period expired 23.01.2019 - no response received

**Conservation Advisor:**
The depth of the fascia to the café roof still seems too deep. Could it be reduced by a) eliminating the downstands to the zinc facings shown on dwg 7000 C; and b) setting the box section ring beam further back from the front edge? The first change will make a modest but worthwhile suggestion of a slimmer face; the latter would move the step in depth further away from the front edge and help give the impression of an overall slimmer roof lie when viewed head-on.
While accepting the need for a maintenance compound siting a shipping container within this area at the Mill Bank boundary of the site is likely to be visible from external vantage points and will create very poor townscape in the conservation area. (The container will not be an enhancement even within the confines of the park and its siting runs rather against the aims of upgrading the park). If it is not possible to use a purpose designed store building could the container be clad in timber boarding to mitigate its unsightly appearance?

Enclosing the container within a 2.4m tall weldmesh and Screenogrill fence will also be very unsightly and out of place within the conservation area. These works are not acceptable in a conservation area. If a security fence is needed can its height be reduced to less than 2m and a more attractive style of barrier be adopted?

**Design Advisor:**
Overall, these value engineered revisions to the scheme do diminish some design aspects of the scheme, but apart from the loss of the footbridge connection I would suggest that they do not constitute a sufficiently negative impact to the overall quality of design to warrant objection on design grounds.

**Historic England:**
On the basis of the information available to date, we do not wish to offer any comments. We suggest that you seek the views of your specialist conservation and archaeological advisors, as relevant.

**Staffordshire Gardens and Park Trust:**
Consultation period expired 23.01.2019 - no response received

**Stafford Historical and Civic Society:**
Consultation period expired 23.01.2019 - no response received

**Tree Officer:**
Comments will be reported verbally to committee.

**Borough Biodiversity Officer:**
There are no significant changes in respect of ecology or landscape therefore I have no further comment.

**Environmental Health Officer:**
There are no objections to the application for the variation of conditions.

**Neighbours**
(76 consulted): One response received. Material planning considerations summarised below:
While in agreement with proposed park improvement, unhappy with view from neighbouring properties on Tenterbanks.

**Site Notice:**
Expiry date: 30.01.2019
Newsletter Advert:
Expiry date: 30.01.2019

Relevant Planning History

8397 - Footbridge - Approved - 18.07.1979
18283 - Demolish existing and erect new Conservatory on existing base - Approved - 14.05.1986
19020 - Proposed replacement Conservatory - Approved - 17.09.1986
20031 - Demolition of a non-listed building within a Conservation Area - Approved - 29.04.1987
20318 - Replacement Greenhouse - Approved - 22.07.1987
39380 - Bronze Statue 2.4 m high on concrete base of Izaak Walton - Approved - 14.08.2000
35942 - Concrete bases for sculptures and various sculptures - Approved - 22.04.1998
09/12406/ADV- 'Green Flag Award' flag and 7 m high flag pole - Approved - 25.09.2009
16/25048/LBC - Repairs to the Grade II Listed Mottram Shelter - Approved - 06.12.2016
16/25009/FUL - Renovation of Victoria Park - Demolition of catering kiosk, aviary, site offices & small greenhouse. Erection of new catering facility with bridge link to Mill Walk, training buildings, lean-to greenhouse & two aviaries. Renovation of Thatched shelter, bowls pavilion, Mottram shelter, bandstand and toilet block. Creation of amphitheatre, new stage area (existing bandstand), events space, widening of main footpath, seating areas along the River, re-surfacing & landscaping - Approved - 09.05.2017

Recommendation

Approve, subject to the following conditions:

1. The development to which this permission relates must be begun not later than 09 May 2020, this being three years from the date on which permission 16/25009/FUL was granted.

2. This permission relates to the following plans: D5457.P100.001; D5457.P100.004; D5457.P100.005; D5457.P100.007A; D5457.P100.008; D5457.P100.009; D5457.P100.010; D5457.P100.013; D5457.P100.014; D5457.P100.015; D6780.100.002C; D6780.101.001A; D6780.102.002A; D6780.104.002A; D6780.114.001A; D6780.117.001E; D6780.117.002B; D6780.117.003B; D6780.117.004C; D6780.117.005; D6780.119.003A; D6780.119.004; LV267; LV267-CIV-501A; 8141 (04) 1000A; 8141 (05) 1000B; 8141 (04) 1001A; 8141 (04) 2000A; 8141 (05) 2000A; 8141 (04) 3000A; 8141 (05) 3000A; 8141 (04) 4000A; 8141 (05) 4000A; 8141 (06) 4000A; 8141 (04) 5000A; 8141 (05) 5000A; 8141 (04) 5000B; 8141 (04) 6000A; 8141 (05) 6000A; 8141 (04) 7000B; 8141 (05) 7000C; 8141 (06) 7000C; 8141 (04) 8000A; 8141 (05) 8000A; 8141 (04) 9000C; 8141 (04) 9002B; except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence.

3. No development shall take place until a landscape planting specification detailing locations, species, size, densities and implementation has been submitted to and approved in writing by the local planning authority. Any plants or trees that are removed or die or become seriously damaged or diseased within a period of 5
years from the date of first planting shall be replaced with others of similar size and species in the next available planting season, unless the local planning authority gives written consent to any variation.

4. All trees, shrubs, hedges and bushes which are to be retained in accordance with the approved plans and particulars shall be protected in accordance with BS 5837:2012 "Trees in relation to design, demolition and construction, Recommendations". This shall include establishing a Root Protection Area (RPA) around each tree, shrub, hedgerow or bush in accordance with the recommendations. All RPAs must be enclosed by suitable fencing, as specified by BS 5837:2012 or as agreed in writing with the local authority or, where specifically approved, protected using ground protection measures to the satisfaction of the local planning authority. No works or alterations to existing ground levels or surfaces shall be undertaken within the RPAs without the prior written approval of the local planning authority. No materials, equipment or vehicles are to enter or be stored within the RPAs. No materials that are likely to have an adverse effect on tree health such as oil, bitumen or cement shall be stored or discharged within the RPAs. No fires shall be lit within 20 metres of the trunk of any tree that is to be retained. All tree protection measures shall be agreed in writing with the local planning authority and their installation undertaken before any equipment, machinery or materials are brought on to the site for the purposes of the development, and shall be maintained until all equipment, machinery and surplus materials have been removed from the site.

5. No trees, large shrubs or hedgerows shall be uprooted, felled, lopped, topped, or pruned in any way unless such works have prior approval in writing from the local planning authority. The works shall then take place in accordance with the agreed scheme unless the local planning authority gives written consent to any variation.

6. The development permitted by this planning permission shall be carried out in accordance with the approved Flood Risk Assessment (FRA) carried out by Thomason Partnership Limited, dated 21 November 2018 and the following mitigation measures detailed within the FRA:

- Provision of a minimum of 124.012 m³ of compensatory floodplain storage on the site as detailed in section 5.2 of the FRA and drawing number D6780.119.003A: Flood Volume Comparison.

- Finished Floor Levels of the catering facility to be set at 75.75 m AOD, 600mm above the 1:100 plus climate change flood level extent, as detailed in section 5.3 of the FRA.

- Finished Floor Levels of the new training building to be set at 74.78 m AOD with flood resilient construction provided up to the 75.75 m AOD, to provide 600 mm above the 1:100 plus climate change flood level extent of 75.15 m AOD, as detailed in section 5.3 of the FRA.

- The soffit level of the new bridge structure is to be set at a minimum of 75.45 m AOD (300 mm above the 1:100 plus climate change flood level extent) as detailed in section 5.4 of the FRA.
The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing/phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed in writing, by the local planning authority.

7. The development hereby permitted shall not be commenced until such time as a scheme to demonstrate that the open structure foundation of the Café/Amphitheatre will remain open and allow the through flow of flood water, has been submitted to, and approved in writing by, the local planning authority. The scheme shall include detailed drawings and plans of the proposed foundation structure as well as a detailed maintenance plan to ensure adequate floodplain compensation is provided at all times, for the lifetime of the development.

8. Notwithstanding the details shown in drawing number LV267-501A, the development hereby permitted shall not commence until drainage plans for the disposal of foul and surface water flows have been submitted to and approved in writing by the local planning authority and the scheme shall subsequently be implemented in accordance with the approved details.

9. Prior to the commencement of the development hereby permitted, a written scheme of archaeological investigation (“the Scheme”) shall be submitted for the written approval of the local planning authority. The Scheme shall provide details of the programme of archaeological works to be carried out within the site, including post-excavation reporting and appropriate publication and interpretation. The Scheme shall thereafter be implemented in full in accordance with the approved details.

10. Prior to the commencement of development full details of all external materials to be used in the construction of all new buildings approved in this application shall be submitted to and approved in writing by the local planning authority.

11. Prior to the commencement of the construction of the café building full details of any plant, extraction equipment and associated ducting to be installed on the building including dimensions, positioning and colour finish shall be submitted to and approved in writing by the local planning authority.

12. The development hereby permitted shall not be brought into use until the access, parking, servicing and turning areas have been provided in accordance with the approved plans.

13. The mitigation measures set out in the Recommendations (Section 5.0) of the Ecological Assessment submitted as part of the application, undertaken by The Environment Partnership (TEP) dated October 2016, shall be undertaken in full. These measures shall include: any external lighting to follow the four key design principles set out in Section 5.6; the installation of three Schwegler 2F bat boxes in appropriate locations; the installation of five Schwegler 1B bird boxes in appropriate locations; planting areas to include a mix of plants beneficial to bees and butterflies; the use of deadwood to create habitat piles in selected locations around the Park; and the installation of a bug hotel in an appropriate location.
14. Works to hedgerows shall not be undertaken in the bird nesting season (March to August) unless it can be demonstrated that breeding birds will not be affected, through the submission, approval in writing by the local planning authority and subsequent implementation in accordance with the approved details of a method statement for the protection/avoidance of nesting birds. This may include timing of work, pre-work checks, avoiding nesting areas.

15. The screen fencing to the Maintenance Yard and to the Skip and Bin Store compounds shall be treated in an appropriate colour within one month of erection in accordance with details that shall have first been submitted to and approved in writing by the local planning authority.

16. All site works and construction works together with deliveries to the site shall only take place between the hours of 08.00 and 18.00 on Mondays to Fridays inclusive and between 08.00 and 14.00 on Saturdays and not at all on Sundays, Bank Holidays and on other Public Holidays. In addition: all demolition materials shall be removed from site; any equipment that must be left running outside the permitted hours of work shall be inaudible at the boundary of occupied residential properties; and there shall be no burning on site during development.

The reasons for the Council’s decision to approve the development subject to the above conditions are:

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. To define the permission.

3. In the interests of amenity and to ensure a satisfactory form of development. (Policies N1 (g) and (h) of The Plan for Stafford Borough).

4. To safeguard the amenities of the local area and to protect the natural features that contribute towards this and that are important in the appearance of the development. (Policies N1 (g) and (h) of The Plan for Stafford Borough).

5. To enable the local planning authority to consider the scheme of arboricultural works in relation to the facilitation of development. (Policies N1( g) and ( h) of The Plan for Stafford Borough).

6. To prevent flooding elsewhere by ensuring that compensatory storage of flood water is provided and to reduce the risk and impact of flooding to the proposed development and future occupants. (Policy N2 of The Plan for Stafford Borough).

7. To ensure flood plain lost to the development is adequately compensated for upon completion of the development. (Policy N2 of The Plan for Stafford Borough).

8. To ensure that the development is provided with a satisfactory means of drainage as well as to prevent or to avoid exacerbating any flooding issues and to minimise the risk of pollution. (Policy N2 of The Plan for Stafford Borough).

10. To ensure the satisfactory appearance of the development and to safeguard this part of the Stafford Town Conservation Area. (Policies N1 (g) and (h) and N9 of The Plan for Stafford Borough).

11. To ensure the satisfactory appearance of the development and to safeguard this part of the Stafford Town Conservation Area. (Policies N1 (g) and (h) and N9 of The Plan for Stafford Borough).

12. In the interests of the safety and convenience of users of the highway. (Policy T1(c) of The Plan for Stafford Borough).

13. In order to conserve and enhance the natural environment and to ensure that the development does not result in damage or harm to legally protected species or their habitats. (Policy N4 (f) of The Plan for Stafford Borough).

14. In order to conserve and enhance the natural environment and to ensure that the development does not result in damage or harm to legally protected species or their habitats. (Policy N4 (f) of The Plan for Stafford Borough).

15. To ensure the satisfactory appearance of the development and to safeguard this part of the Stafford Town Conservation Area. (Policies N1 (g) and (h) and N9 of The Plan for Stafford Borough).

16. To safeguard the occupiers of nearby residential properties from undue noise and general disturbance. (Policy N1(e) of The Plan for Stafford Borough).

Informative(s)

1 The local planning authority considers the proposal to be a sustainable form of development and therefore complies with the provisions of the National Planning Policy Framework.

2 The applicant's attention is drawn to the comments of the Environment Agency, the Lead Local Flood Authority, County Rural (Rights of Way and Archaeology), the Sow and Penk Independent Drainage Board and the Police Crime Prevention Design Advisor as submitted in response to consultations on this application and on application 16/25009/FUL. All comments received can be viewed online through the planning public access pages of the Council's website (www.staffordbc.gov.uk).

3 The applicant's attention is drawn to the comments of the Sow and Penk Independent Drainage Board as submitted in response to consultations on this application advising that any surface water discharge into any watercourses in, on, under or near the site requires consent from the Drainage Board. Their comments can be viewed in full online through the planning public access pages of the Council's website (www.staffordbc.gov.uk).
Ward Interest - Nil

Planning Appeals

Report of Head of Development

Purpose of Report

Notification of new appeals and consideration of appeal decisions. Copies of any decision letters are attached as an APPENDIX.

Decided Appeals

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<tr>
<th>Application reference</th>
<th>Location</th>
<th>Proposal</th>
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<td>18/28352/FUL Appeal Dismissed</td>
<td>Land Adjacent Nesbitt Close Morton Road Stafford</td>
<td>Proposed erection of four maisonettes and one bungalow</td>
</tr>
<tr>
<td>17/26885/HOU Appeal Dismissed</td>
<td>92 St Georges Parkway Stafford ST16 3WF</td>
<td>Retrospective permission for a metal storage container, timber fence to the south west frontage and proposed gate and fence along rear north west boundary.</td>
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Previous Consideration

Nil

Background Papers

File available in the Development Management Section

Officer Contact

Mr John Holmes, Development Manager Tel 01785 619302
Appeal Decision
Site visit made on 7 January 2019
by M Russell BA (Hons) DipTP MRPI
an Inspector appointed by the Secretary of State
Decision date: 5 February 2019

Appeal Ref: APP/Y3425/W/18/3211915
Land off Nesbitt Close, Morton Road, Stafford ST17 9NS

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Four Petals Properties Ltd against the decision of Stafford Borough Council.
- The application Ref 18/28352/FUL, dated 10 April 2018, was refused by notice dated 10 July 2018.
- The development proposed is erection of four maisonettes and one bungalow.

Decision
1. The appeal is dismissed.

Main Issues
2. The main issues are:
   - the effect of the proposal on the character and appearance of the area;
   - whether the proposal would provide acceptable living conditions for future occupiers of the proposed development with particular regard to outlook, privacy and provision of outdoor amenity space; and
   - the effect of the proposed development on the living conditions of the occupants of No 3 Nesbitt Close with particular regard to the replacement of soft landscaping to the front of this property with a parking space.

Reasons
3. The appeal site is a currently vacant piece of land which sits between existing dwellings on Morton Road. The area is characterised by residential development and an area of public open space is situated opposite the site. Neighbouring land to the south east has been developed for a mixture of house types including two-storey dwellings, bungalows and a two-storey block of residential units at Nos 8 to 11 Morton Road. The more established properties on Morton Road, including those adjoining the site to the north west, consist of blocks of two-storey terraced properties with fairly substantial rear gardens.

Character and appearance
4. The proposed maisonettes would sit between the semi-detached dwellings at Nos 1 and 2 Nesbitt Close and the row of terraced dwellings at Nos 57 to 63.
Morton Road. These neighbouring dwellings all have features designed to front the road. The proposed maisonettes are laid out to back on to Morton Road. The rear of the building would have no doors and minimal detailing presenting a stark elevation to Morton Road only punctuated by windows. As a result the proposed maisonettes would not reflect the properties to either side which have appropriate active frontages.

5. My attention has been drawn to the existing units in the block of properties at Nos 8 to 11 Nesbitt Close which are also inward facing with rear elevations facing the boundary with Morton Road and Churchill Way. It is acknowledged this building has some comparable characteristics to the proposed maisonettes in terms of fenestration consisting of windows only to the elevation facing Morton Road. However, in that case the building is shaped and positioned to respond to its corner position. The simple detailing is not something that should be repeated on the appeal site given its different relationship with the streetscene.

6. The proposed layout results in very minimal space and soft landscaping around the proposed buildings. The proposed maisonettes would be positioned close to the boundary with Morton Road and the front elevation would face in to the site towards a proposed parking area, bin storage and racks for cycles / motorcycles. Whilst acknowledging the lack of gardens serving the existing units at Nos 8 to 11 Nesbitt Close, there is some soft landscaping provided to the rear of these existing properties. A lack of soft landscaping is not a characteristic of that scheme which should be repeated here.

7. The plot for the proposed bungalow would be similarly constrained, abutting the proposed footpath and access arrangements serving the development. Furthermore the small area of soft landscaping to the front of No 3 Nesbitt Close would be lost to accommodate the reconfigured parking. This only further contributes to the layout of the proposal having very little relief from buildings and hard surfacing.

8. Taking the above factors into consideration, I conclude that the design and layout of the proposal would have a detrimental effect on the character and appearance of the area. The proposals would therefore be contrary to Policy N1 of The Plan for Stafford Borough 2011-2031 (the Development Plan) (adopted in 2014) which seeks amongst other things to secure developments of a high standard of design taking in to account the local character, context, density and landscape. The proposal would conflict with the guidance in the Stafford Borough Council Design Supplementary Planning Document (SPD) (adopted 2018) which requires proposals to demonstrate a clear understanding of the site and its context and for the functionality of buildings to be expressed in their layout, form and external appearance. The proposal would also fail to provide a development which is visually attractive as a result of good architecture, layout and appropriate and effective landscaping as required by Paragraph 127 of the National Planning Policy Framework (The Framework) (2018)

Living conditions – future occupiers

9. Occupants of maisonettes 1 and 2 would have ground floor bedroom windows positioned in close proximity to the boundary with the adjacent footpath. This would be likely to result in an unsatisfactory relationship between these rooms
and passers-by resulting in an impact on the privacy of future occupiers. The neighbouring properties at Nos 1 and 2 Nesbitt Close have ground floor windows close to the front boundary; however these are not bedroom windows.

10. The outlook from the kitchen/dining room/lounge areas serving the proposed maisonettes would be on to the hard surfaced parking spaces and vehicular access. Similarly the proposed bungalow would have main habitable windows facing directly on to the communal road to the front elevation and in close proximity to a boundary treatment to the rear elevation. As a result of these factors I find the outlook for these units would be severely compromised and would not provide acceptable living conditions for the prospective occupiers.

11. The garden proposed to the side of the proposed bungalow would be extremely limited when compared with the gardens serving the adjacent bungalows at Nos 3 and 4 Nesbitt Close. The Council’s Design SPD includes guidelines for private amenity space and states that 50 square metres is appropriate for a two-bedroomed dwelling. Whilst I would acknowledge it would be reasonable to expect a two-bedroomed bungalow such as that proposed to have a smaller garden than the two-storey properties in the area, the garden proposed is significantly below the guideline in the SPD and the lack of space around the proposed bungalow goes to emphasise the tight positioning of the plot and compromised living conditions that would be experienced as a result.

12. For the reasons set out, I find that the proposal would not provide acceptable living conditions for future occupiers. This would be contrary to Policy N1 of the Development Plan which requires the design and layout of development to address issues relating to amenity and the Council’s Design SPD which requires the location and siting of new development to provide its end-users with a high quality living environment. The proposal would also be contrary to Paragraph 127 of the Framework which requires a high standard of amenity to be provided for future users.

Living conditions – existing occupiers

13. With regards to the effect of the proposal on the living conditions for the existing occupants of No 3 Nesbitt Close, the proposal would remove a small area of soft landscaping to the front of this neighbouring bungalow and its replacement with a hard surfaced parking space. This would not be dissimilar to the arrangement at the neighbouring semi-detached bungalow at No 4 Nesbitt Close. I consider this would have a modest impact on the overall level of outlook for occupants at No 3 and I am also mindful that in terms of outdoor amenity space this neighbouring property benefits from ample space to the rear.

14. I therefore conclude that the proposal would not result in material harm to the living conditions of the occupants at No 3 in compliance with Policy N1 of the Development Plan which seeks to protect the amenity of adjoining occupiers. However, this does not override my overall concerns in terms of living conditions for future occupiers of the development described above.

Conclusion

15. I have concluded that the proposed development would provide acceptable living conditions for the neighbouring occupier at No 3 Nesbitt Close. However, the proposal would have a harmful effect on the character and appearance of
the area and the living conditions of future occupiers which represent significant and overriding issues which would be decisive in this case.

16. The proposal would conflict with the development plan as a whole and would not amount to sustainable development. There are no other considerations, including the policies in the National Planning Policy Framework that would outweigh this conflict. Therefore, for the reasons given above and taking into account all other matters raised, I conclude that the appeal should be dismissed.

M Russell

Inspector
Appeal Decision
Site visit made on 7 January 2019

by M Russell BA (Hons) DipTP MRTP
an Inspector appointed by the Secretary of State

Decision date: 29 January 2019

Appeal Ref: APP/Y3425/D/18/3213409
92 St Georges Parkway, Stafford ST16 3WF

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mrs Holly Gibson against the decision of Stafford Borough Council.
- The application Ref 17/26885/HOU, dated 2 August 2017, was refused by notice dated 18 September 2018.
- The development proposed is installation of container with surrounding area to have a gate and fence installed, the fence will continue from the existing gate and will be installed within the property boundaries. Fence will be 6' in height.

Decision
1. The appeal is dismissed.

Procedural Matters

2. From my site visit, I noted the metal storage container and fence to the south west frontage are already in situ. A plastic shed has also been erected adjacent to the container but this does not form part of the appeal proposal and does not therefore form part of my assessment.

Main Issue

3. The main issue is the effect of the proposal on the character and appearance of the area.

Reasons

4. 92 St Georges Parkway is a two-storey end terrace dwelling. The property is located within an estate characterised by a mixture of dwellings and apartments. The host dwelling is situated on a corner plot and is set down from an attached three storey row of terraced dwellings. Boundary treatments to property frontages on the estate largely comprise of low height fencing and hedges with more substantial wall and fence boundary treatments to rear gardens. A roughly triangular shaped piece of land forms part of the curtilage of No 92 and this sits between the side gable of the dwelling and a shared access drive. This piece of land is currently open other than a dwarf wall and a close boarded fence, the latter of which forms part of the appeal proposals. This current boundary treatment is set back from the highway on St Georges Parkway continuing from and aligned with the front elevation of the dwelling.
5. The appeal proposal seeks the retention of the metal storage container and proposes screening with timber fencing to the boundary with the shared access drive to supplement the already installed fencing to the front boundary. Given its height, bulk and materials the container is not domestic in appearance. The appellant suggests the container could be cladded in timber. Whilst this would assist in softening its appearance, the container sits immediately adjacent to the brick side gable of the dwelling. The proposed fencing would screen a significant proportion of the container. However, the container would still protrude above the fence level by approximately 0.8m. Due to the height, bulk and materials proposed, the remaining visible element of the container would appear incongruous and this impact would be exacerbated by the prominent position of the structure visible both when facing the front elevation of the property and when entering the estate from Crooked Bridge Road.

6. Whilst no specific examples have been provided, the appellant makes a comparison to sheds, seating areas and extensions at other properties. However, in assessing the proposal before me on its own merits, I find the specific size and design of the proposed storage container, materials utilised and position within the streetscene would not compliment the host dwelling or its wider setting.

7. I therefore find the proposal would have a harmful impact on the character and appearance of the area. This would conflict with the aims of Policy N1 (g) and (h) of the Plan for Stafford Borough 2011-2031 (adopted in 2014) which require development proposals to include high design standards which take into account the local character and context seeking to preserve and enhance the character of the area including the use of locally distinctive materials.

Conclusion

8. For the reasons given above and taking into account all other matters raised, I conclude that the appeal should be dismissed.

M Russell
Inspector
PLANNING COMMITTEE - 20 FEBRUARY 2019

Ward Interest - Nil

Enforcement Matters

Report of Head of Development

Purpose of Report

To consider the following report.

Page Nos

(a) ADV/00252/EN18 - 19 High Street, Stone Staffordshire ST15 8AJ 58 - 60

Previous Consideration

Nil

Background Papers

File available in the Development Management Section

Officer Contact

John Holmes, Development Manager Tel 01785 619302
Ward – St Michaels and Stonefield

ADV/00252/EN18 – 19 High Street, Stone, Staffordshire, ST15 8AJ

Report of Head Development and Head of Law and Administration

Purpose of Report

To consider the addition of a large illuminated sign on a shop front within a conservation area.

1 Detail

1.1 A report was received in Planning Enforcement on 9 November 2018 regarding the addition of an illuminated sign, an illuminated barbers pole and two vinyls on the front of a commercial premises; 19, High Street, Stone, Staffordshire, ST15 8AJ, which is located in Stone Conservation Area on the pedestrianised main shopping area.

1.2 At an initial site visit on 14 November 2018, the main sign was clearly visible from the street as it is approximately 0.96m high and 2.8m in length, bright red and illuminated. This property is situated within a conservation area where illuminated adverts do not benefit from deemed consent. At over 1.55 square metres in size the advert would still require express advertisement consent if the illumination was removed. The illuminated barber’s pole would also require advertisement consent. The vinyls have been measured and these are less than 1.55m each therefore they would have deemed advertisement consent.

1.3 A letter was sent on 19 November 2018 advising that they have 28 days to remove the sign or apply for retrospective advert consent. The location was revisited on 17 December 2018 and the sign was still in situ and was now accompanied by a barber’s shop pole. No application for advert consent has been received to date.

1.4 A further visit to the site on 8 January 2019 confirmed that no changes had been made.

2 Policies

2.1 The Plan for Stafford Borough - Policy N1 - Design, N8 Landscape Character and N9 Historic Environment of the Plan for Stafford Borough.

2.2 National Planning Policy Framework;
Section 4; Decision Making - Paragraph 58 (enforcement),
Section 12; Achieving well-designed places - Paragraphs 124, 127, 128, 132
Section 16; Conserving and Enhancing the historic environment – Paragraphs 184, 189, 190, 191, 192, 195, 196, 201

3 Conclusion

3.1 The illuminated sign has been introduced to the front of a commercial premises. Due to this being within a conservation area advert consent is required and unlikely to receive consent.

3.2 The advert is a large red illuminated sign 2.8m by 0.96m, which is contrary to that which would be acceptable on a building situated within a conservation area. This is deemed to harm the character and appearance of this area.

3.3 It is therefore considered that the sign is out of keeping with the area and contrary to N1 Design, N8 Landscape Character and N9 Historic Environment of the Plan for Stafford Borough and should be removed.

4 Recommendations

4.1 That appropriate action be authorised to include all steps including the instigation of court proceedings and any work required to secure the removal of the illuminated sign, and barber’s pole on the front elevation of the building.

Background Papers and History

ADV/00252/EN18 – Unauthorised Adverts in a Conservation Area – Pending Consideration

Contact Officer

Mrs Eiryl McCook- Development Lead - Direct No 01785 619732
Draft Planning Application Validation Criteria

Report of Head of Development

Purpose of Report

To seek approval to go out to consultation on the draft Planning Application Validation Criteria as set out in the BOOKLET circulated with this agenda.

1  Detail

1.1 Every Local Planning Authority must publish a local Validation Criteria that sets out the information requirements for planning applications.

1.2 The existing criteria was published in 2017 and there is a requirement to review and consult on any amendments. The National Planning Policy Framework (NPPF) was amended therefore references to that need to be updated alongside other aspects of the criteria.

1.3 The draft Criteria should be out to consultation for a period of 8 weeks.

1.4 There is a need to consult with service users and stakeholders on the draft. Direct contact will be made with planning agents, together with all parish councils. Individuals and bodies referenced in the draft will also be consulted. The draft will also be available on the website.

1.5 Once the consultation period has closed, responses will be considered and an updated document will be presented to Planning Committee to seek a resolution to adopt the document.

Previous Consideration

Nil

Background Papers

File available in Development

Contact Officer

Vicki Barraclough - Planning Support Lead - Direct Dial 01785 619327
Stafford Borough Council
Development Management

Planning Application Validation Guidance and Local Validation Criteria
November 2018

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

A quick guide for Householders is included in the Annex
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**Annex Items**

Householder Checklist | 39-41
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 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.
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.
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.
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.
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](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.

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?

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?

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
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 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

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<td>National Planning Policy Framework paragraphs 61, 62, 63, 64 Circular 6/1998 Planning and Affordable Housing Plan for Stafford Borough: Policy C2</td>
<td>When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton &amp; Weston. When 10 or more dwellings are proposed across all other areas of the Borough</td>
<td>New residential development of 12 or more dwellings at Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield to provide 40% affordable dwellings. New residential development of 12 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton &amp; Weston to provide 30% affordable dwellings. New residential development of 10 or more dwellings across all other areas of the Borough to provide 30% affordable housing. An independent economic viability assessment must be provided if a lower figure is being proposed as part of a new development. Further Advice Stafford Borough Council Health and Housing Group: 01785 619 000 Stafford Borough Forward Plans Team: 01785 619000</td>
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<td>Agricultural Need Statement</td>
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<td>The statement must include: - 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</td>
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<td>2</td>
<td>Agricultural Need Statement (Continued)</td>
<td></td>
<td>• Number of animals kept (where relevant)</td>
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<td></td>
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<td></td>
<td>• Number of employees and their hours worked</td>
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<td><strong>Further Advice</strong></td>
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<td></td>
<td>Stafford Borough Council Development Management: 01785 619 337</td>
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<tr>
<td>3</td>
<td>Air Quality Assessment</td>
<td>National Planning Policy Framework paragraph 181</td>
<td>In, or adjacent to an Air Quality Management Area, all applications for new housing development, industrial, commercial and leisure development</td>
<td>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan for Stafford Borough: Policy N5</td>
<td>Where the development could itself result in the designation of an Air Quality Management Area</td>
<td>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application.</td>
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<td></td>
<td>Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority’s Air Quality Action Plan</td>
<td><strong>Further Advice</strong></td>
</tr>
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<td></td>
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<td>Within 50m of the edge of M6 carriageway</td>
<td>Stafford Borough Council Pollution Control Officer: 01785 619 402</td>
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<td>4</td>
<td>Biodiversity Survey and Report</td>
<td>National Planning Policy Framework paragraphs 43, 176</td>
<td>Where a proposed development may have possible impacts on wildlife and biodiversity</td>
<td>Information must be provided on existing biodiversity interests and possible impacts on them. Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed. 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 Regulations 2012. 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. Certain proposals which include work such as the demolition of older 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan for Stafford Borough: Policy N1, N4, N5 Wildlife and Countryside Act 1981</td>
<td>Renewals of existing consents should include an update on any information provided with the original application</td>
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<td>Conservation of Habitats and Species Regulations 2012</td>
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<td>Protection of Badgers Act 1992</td>
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<tr>
<td>4</td>
<td>Biodiversity Survey and Report (continued)</td>
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<td>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.</td>
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<td></td>
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<td></td>
<td><strong>Further Advice</strong></td>
<td>Stafford Borough Council Biodiversity Officer 01785 619 676</td>
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<td><strong>Natural England Standing Advice</strong></td>
<td><a href="http://www.naturalengland.org.uk/">www.naturalengland.org.uk</a></td>
</tr>
<tr>
<td>5</td>
<td>Business Case</td>
<td>Policy E6</td>
<td>Opportunities for tourism and new visitor accommodation</td>
<td>Demonstration that the financial viability of the use can be sustained in the long term</td>
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<td>The business case should identify a local need for the facility and include:-</td>
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<td>Costings of the initial set up including property acquisition where relevant;</td>
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<td>Projected net profits after deducting overheads</td>
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<td>6</td>
<td>Cannock Chase Special Area of Conservation (SAC)</td>
<td>National Planning Policy Framework 2018 paragraph 172, 176 Plan for Stafford Borough Council: Policy N6; ODPM Circular 06/2005</td>
<td>Applications for 10 or more (net) new dwellings within 0-8km of Cannock Chase Special Area of Conservation (see map)</td>
<td>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.</td>
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<td>The Council has sufficient evidence to demonstrate that an increase of 1 net dwelling or more within a 15km zone of influence</td>
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<td></td>
<td>and Monitoring Measures (SAMMMM) for Cannock Chase Special Area of Conservation (SAC)</td>
<td></td>
<td></td>
<td>around Cannock Chase SAC will have a negative impact on the site.</td>
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<td></td>
<td>Cannock Chase Special Area of Conservation (SAC) Continued</td>
<td></td>
<td></td>
<td>The Strategic Access Management and Monitoring Measures (SAMMMM) 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.</td>
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<td>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).</td>
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<td>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.</td>
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<td>Further Advice</td>
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<td>Cannock Chase SAC Team; SAC Project Officer: 07580 848 950</td>
</tr>
<tr>
<td>7</td>
<td>Coal Mining Risk Assessment (CMRA)</td>
<td>National Planning Policy Framework paragraph 170, 205</td>
<td>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</td>
<td>The Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</td>
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<td>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)</td>
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<td>Identify what risks these coal mining issues, including cumulative</td>
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<tr>
<td></td>
<td>Coal Mining Risk Assessment (CMRA) Continued</td>
<td>National Planning Policy Framework paragraphs 8, 9, 80, 82, 83, 84</td>
<td>All major applications that include a commercial element</td>
<td>Effects, pose to the proposed development</td>
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<td>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</td>
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<td>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.</td>
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<td>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.</td>
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<td><strong>Further Advice</strong></td>
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<td>The Coal Authority website: <a href="http://www.coal.gov.uk/services/planning">www.coal.gov.uk/services/planning</a></td>
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<td>The Coal Authority Planning and Local Authority Liaison</td>
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<td>Department : 01623 637 119 or <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a></td>
</tr>
<tr>
<td>8</td>
<td>Economic Statement</td>
<td>National Planning Policy Framework paragraphs 8, 9, 80, 82, 83, 84</td>
<td>A supporting statement of any regeneration and economic benefits and costs from the proposed development.</td>
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<td>The statement must include:</td>
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<td>Details of new jobs provided or supported</td>
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### Stafford Borough Council Planning Application Local Validation Criteria

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<td></td>
<td>Plan for Stafford Borough: Policy E1, E2, E3, E6, E7</td>
<td></td>
<td>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  <strong>Further Advice</strong> Stafford Borough Council Economic Development Manager: 01785 619 748</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Environmental Statement (Environmental Impact Assessment – EIA)</td>
<td>National Planning Policy Framework paragraph 43 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</td>
<td>Where an Environmental Impact Assessment is needed Schedule 4 sets out the information required in an Environmental Statement</td>
<td>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. In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided. 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.  <strong>Further Advice</strong> Stafford Borough Council Development Management: 01785 619 337</td>
</tr>
<tr>
<td>10</td>
<td>Flood Risk Assessment (FRA)</td>
<td>National Planning Policy Framework paragraphs 43, 157</td>
<td>In Floodzone 1 any development site of 1 hectare or above</td>
<td>The Flood Risk Assessment must:  - identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account</td>
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*Further Advice*
- Stafford Borough Council Economic Development Manager: 01785 619 748
- Stafford Borough Council Development Management: 01785 619 337
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</table>
|                      |          | Technical Guidance to the National Planning Policy Framework (CLG 3/12) | All developments in flood zones 2 and 3. | • 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 |
|                      |          | Plan for Stafford Borough: Policy N1, N2 | 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). | |

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.


**Further Advice**

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| 11                   | Foul Sewerage Assessment | Water Industries Act 1999  
National Planning Policy Framework paragraphs 170, 178  
Plan for Stafford Borough: Policy N2 | Where an application proposes a new building to connect to the existing drainage system  
Developments involving the disposal of trade waste or foul sewage effluent | Further information on SUDs is available at  

A foul drainage assessment must include:
- a full assessment of the site  
- site location  
- suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then the foul / non-mains drainage assessment must demonstrate:
- why the development cannot connect to the public mains sewer system and  
- show the alternative means of disposal are satisfactory.

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.

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.

This will include:
- a location plan  
- cross sections / elevations  
- system specification
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<td></td>
<td>Foul Sewerage Assessment Continued</td>
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<td>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. 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.</td>
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<tr>
<td>12</td>
<td>Heritage Asset Statement</td>
<td>National Planning Policy Framework paragraphs 189, 192, 199 Plan for Stafford Borough: Policy N8, N9</td>
<td>Any application affecting a heritage asset or its setting Heritage Assets include: • Listed Buildings • Conservation Areas • Scheduled Monuments • Archaeological sites • Registered parks and gardens Applications involving the disturbance of ground within a known area of archaeological significance Major applications or</td>
<td>The statement must include: • 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 assessment and, where desk-based research is insufficient</td>
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|                      | Heritage Asset Statement Continued | | significant infrastructure works where archaeological remains may survive | to properly assess the interest, a field evaluation  
• 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 |
|                      |                      |   | Hedgerow removal may need a Heritage Statement where it forms part of a significant historic landscape or an area of archaeological potential | 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. |
|                      |                      |   |  | Further Advice  
Stafford Borough Council Conservation Officer: 01785 619 337  
Staffordshire County Council: 0300 111 8000  
(Staffordshire County Archivist , Staffordshire County Archaeologist) |
| 13                   | Land Contamination Assessment | National Planning Policy Framework paragraphs 170, 178, Plan for Stafford Borough: Policy N2 | All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination | The assessment must include:  
• 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  
Where contamination is known or suspected, or the proposed use
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| 15                   | Landscaping Details | National Planning Policy Framework paragraphs 127 Plan for Stafford Borough: Policy N1 | All major applications | A landscaping scheme should:  
  - 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  
For sites that are considered to be particularly sensitive, in landscape or visual terms, a Landscape and Visual Impact Assessment (LVIA) should be undertaken. |

#### Further Advice

Stafford Borough Council Pollution Control Officer: 01785 619 402 Environment Agency [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
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<td>16</td>
<td>Lighting Assessment</td>
<td>Plan for Stafford Borough: Policy N1</td>
<td>All commercial and leisure applications proposing external illuminations</td>
<td>The assessment must include:</td>
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<td>• A layout plan with beam orientation and light spillage</td>
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<td>• A schedule of the equipment used in the design</td>
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<td>• The hours of use (when the lighting will be switched on)</td>
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<td>• Details of future maintenance</td>
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<td><strong>Further Advice</strong></td>
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<td>Stafford Borough Council Development Management:</td>
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<td>01785 619 337</td>
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<td>17</td>
<td>Masterplan</td>
<td>Plan for Stafford Borough: Policy Stafford 2, Stafford 3, Stafford 4, Stone 2</td>
<td>Residential development within Strategic Development Locations</td>
<td>A comprehensive land use masterplan in accordance with Policy Stafford 2, Stafford 3, Stafford 4 and Stone 2</td>
</tr>
<tr>
<td>18</td>
<td>Noise and Vibration Assessments</td>
<td>Noise Policy Statement for England March 2010 National Planning Policy Framework paragraph 178, 180 Plan for Stafford Borough: Policy N1</td>
<td>All applications likely to have an impact on existing noise or vibration sensitive developments All applications that introduce or expose noise or vibrations into an area where it would have an adverse impact</td>
<td>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:</td>
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| 19                   | Open Space Assessment | National Planning Policy Framework paragraphs 92  | 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) | Developments Within Open Spaces  
Applications must include:  
- Plans showing any areas of existing or proposed open space within or adjoining the application site  
- On-site or off-site Provision  
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:  
  - Maintenance specification for the works  
  - How the facility will be initially installed and maintained to that specification for at least 10 years  
Financial Contributions  
- Where open space cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) |
| 20                   | Parking and Access Arrangements | National Planning Policy Framework paragraphs 102, 107, 108, 110 | All applications, including householders, that involve new, or changes to existing, parking and access | The site layout plan must include;  
- Details of existing parking provision and access  
- Details of proposed parking provision and access |
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<td>Plan for Stafford Borough: Policy T2 and Appendix B: Car Parking Standards</td>
<td>• Details of the level of provision (including cycles)</td>
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<td>Details about any access works should include:</td>
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<td>• Information about how that supports the design</td>
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<td></td>
<td>• 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</td>
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<td>For access only, simple priority junctions or dropped crossings, details must include:</td>
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<td>• Details of existing and proposed visibility splays</td>
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<td>• Details of speed surveys where relaxation to normal visibility requirements are being sought</td>
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<td></td>
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<td></td>
<td>All major applications unless trigger points are not hit. See ‘What information is required’</td>
<td>The application must include either:</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>A draft Planning Obligation (Section 106) obligation based on Stafford Borough Council’s standard template or</td>
</tr>
</tbody>
</table>

### Further Advice
Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 highways@staffordshire.gov.uk

Manual for Streets 2
<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
<th>Policy Driver</th>
<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Section 106 Agreements) / Draft Heads of Terms</td>
<td>National Planning Policy Framework paragraph 57, 54</td>
<td>column for trigger points</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plan for Stafford Borough: Policies C2, C7, I1</td>
<td>Other developments where the Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Retention of Local Community Facility or</td>
<td>National Planning Policy Framework paragraph</td>
<td>Applications for redevelopment or change of use of any premises outside</td>
<td>A statement must be provided that addresses the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• a viability test that the use concerned is no longer</td>
</tr>
</tbody>
</table>

Further Advice
Stafford Borough Council Legal Services: 01785 619 220

Trigger Points:
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.

Affordable Housing = When 3 or more dwellings are proposed across all other areas of the Borough

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)

For the Education trigger points at primary and secondary school levels please contact Staffordshire County Council Education and Learning: 0300 111 8000
<table>
<thead>
<tr>
<th>Validation Reference</th>
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<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Statement</td>
<td>83</td>
<td>Plan for Stafford Borough: Spatial Principle 7, Policy E8 and SB2</td>
<td>Stafford or Stone currently used, or last used to provide essential facilities or services which support the local community</td>
<td>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</td>
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<tr>
<td></td>
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<td></td>
<td>• the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility</td>
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<td></td>
<td></td>
<td>• 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</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>• the facility was not required to be provided and / or retained as part of a planning permission, or as a new development</td>
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<td></td>
<td>Further Advice</td>
</tr>
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<td></td>
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<td></td>
<td>Stafford Borough Council Development Management: 01785 619 000</td>
</tr>
<tr>
<td>23</td>
<td>Statement of Community Involvement</td>
<td>National Planning Policy Framework paragraphs 39, 40</td>
<td>All major applications</td>
<td>The statement must:</td>
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<tr>
<td></td>
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<td></td>
<td>• Set out how the applicant has undertaken pre-application consultation with the community</td>
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<td>• Demonstrate that the views of the local community have been</td>
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<tr>
<td>Validation</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
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<tr>
<td>Reference</td>
<td></td>
<td>Stafford Borough Statement of Community Involvement</td>
<td>All barn conversion proposals, except where the barn has already been fully converted</td>
<td><strong>Further Advice</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Applications involving the demolition of a building or structure, Listed Building or Listed structure or unlisted building in a Conservation Area</td>
<td>Stafford Borough Council Development Management: 01785 619 337</td>
</tr>
<tr>
<td>24</td>
<td>Structural Survey</td>
<td>National Planning Policy Framework paragraphs 79, 83, 170</td>
<td></td>
<td>Structural surveys must be carried out by qualified structural surveyors, and detail:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Plan for Stafford Borough: Policy E2</td>
<td></td>
<td>• The existing structural condition of the building</td>
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<td>• Any recommended remedial works to improve its condition, if possible</td>
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<td>• For barn conversions, the survey must also include:</td>
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<td>• Whether the existing building is capable of conversion without significant rebuilding</td>
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<td></td>
<td></td>
<td>• The nature, type and amount of work required to allow the proposed use to take place</td>
</tr>
<tr>
<td>25</td>
<td>Telecomms Development - Supplementary Information</td>
<td>Code of Practice on Mobile Network Development (2013)</td>
<td>Telecommunications applications</td>
<td><strong>Further Advice</strong></td>
</tr>
<tr>
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<td>Applications must include the following:</td>
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<td></td>
<td>• The area of the search</td>
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<td>• Details of any consultation carried out</td>
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<td>• Details of the proposed structure</td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
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</tbody>
</table>
|                      | Framework paragraphs 115  
Plan for Stafford Borough: Policy E1 |  | • 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) | |
| 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 1,000m² gross floorspace, developments at Stone over 500m² 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 m² gross floorspace at Stafford, greater than 500 m² gross floorspace at Stone and greater than 300m² gross floorspace at local centres must assess:  
• 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 |
<p>| 27 | Town Centre Use / Retail Impact Assessments (continued) |  | at local centres over 300 m² and not in accordance with the Plan for Stafford Borough. | |</p>
<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
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<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Transport Assessment / Transport Statement</td>
<td>Circular 02/2007: Planning and the Strategic Road Network National Planning Policy Framework paragraph 102 Plan for Stafford Borough: Policy T1</td>
<td>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. All applications likely to generate significant traffic movements</td>
<td>For a definition of significant transport implications see <a href="https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentsandTravelPlansJan.pdf">https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentsandTravelPlansJan.pdf</a> 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. 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 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</td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
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<td>Highways Authority</td>
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<td>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</td>
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<td>d) An assessment is not required</td>
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<td></td>
<td>Further Advice</td>
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<td>Department for Transport: <a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a></td>
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<td>Manual for Streets 2 (March 2007)</td>
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<td>Circular 02/2007: Planning and the Strategic Road Network</td>
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<td>Council Highway Authority indicating that:</td>
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<td>A draft Travel Plan must:</td>
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<td>• Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts</td>
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<td>• Detail how the traffic implications of the development will be managed, including details of the Travel Plan coordinator, the management arrangements for the plan and the development timetable</td>
</tr>
<tr>
<td>29</td>
<td>Travel Plan</td>
<td>National Planning Policy Framework paragraph 111</td>
<td>A Travel Plan will be required if the development is likely to generate significant amounts</td>
<td>Include</td>
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<td>• activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site</td>
</tr>
</tbody>
</table>

35
<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
<th>Policy Driver</th>
<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
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<tbody>
<tr>
<td></td>
<td>Plan for Stafford Borough: Policy T1</td>
<td>of traffic movement.</td>
<td>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. Where an application requires a Travel Plan, the principle of this must be agreed with Staffordshire County Council Highways before the application is made.</td>
<td></td>
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<tr>
<td></td>
<td>National Planning Policy Framework paragraph 170</td>
<td>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 influence the development</td>
<td>Information must be provided that details which trees are to be retained and how they will be protected during construction works. 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</td>
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<tr>
<td>30</td>
<td>Tree Survey / Assessment</td>
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</table>
## Stafford Borough Council Planning Application Local Validation Criteria
### February 2019

<table>
<thead>
<tr>
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<td>integrated with trees and that potential conflicts are avoided. The information should be prepared by a suitably qualified and experienced arboriculturalist.</td>
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<td><strong>Further Advice</strong>\nStafford Borough Council Tree Officer: 01785 619 539</td>
</tr>
</tbody>
</table>
| 31                   | Ventilation / Extraction Statement | Noise Policy Statement for England March 2010\nNational Planning Policy Framework paragraphs 170, 180\nPlan for Stafford Borough: Policy N1 | All applications for the use of premises for the purposes within use classes: A3 (restaurants and cafes – use for the sale of food and drink for consumption on the premises)\nA4 (drinking establishments: public house, wine-bar or other drinking establishment)\nA5 (hot food takeaways – use for the sale of hot food for consumption off the premises)\nB2 (general industrial) | The statement for the method of ventilation / extraction must include:  
- 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 |
| 32                   | Ventilation / Extraction Statement (continued) |          |                                               | **Further Advice**\nStafford Borough Council Environmental and Health Services: 01785 619 402\nGuidance on the Control of Odour and noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 |
### Stafford Borough Council Planning Application Local Validation Criteria
#### February 2019

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 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 | The assessment should be based on an 'open book' approach and include the following:  
  - 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  

**Further Advice**  
Stafford Borough Council Development Management: 01785 619 337 |

| 34                   | Water Quality Statement   | National Planning Policy Framework paragraph 170                               | All planning applications likely to have a detrimental impact on water quality                               | 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.  
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 |

| 35                   | Water Quality Statement   | Habitat Directive 92/43/EEC – Conservation of Natural Habitats of Wild Fauna | Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites. | Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites.  
**Further Advice**  
Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014 |
<table>
<thead>
<tr>
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<td></td>
<td></td>
<td>and Flora</td>
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<td>EU Water Framework Directive</td>
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<td>Habitat Regulations 2012</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>What you need to do</th>
<th>Have you done this? (Yes, No or Not Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form</td>
<td>Complete all sections</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accurately describe what you are applying for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Declaration</td>
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<tr>
<td>Certificates</td>
<td>Complete Certificate A if you are the owner of the land</td>
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<tr>
<td></td>
<td>Complete Certificate B and Notice 1 if someone else owns all or part of the land</td>
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</tr>
<tr>
<td></td>
<td>Complete the Agricultural Holdings certificate</td>
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</tr>
<tr>
<td>Fee</td>
<td>Pay £206 to Stafford Borough Council (unless an exemption applies – see our Fees guide for more information)</td>
<td></td>
</tr>
<tr>
<td>Location Plan</td>
<td>Use a scale of 1:1250 or 1:2500</td>
<td></td>
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<tr>
<td></td>
<td>Make sure it’s up to date, if it’s Ordnance Survey based it must display a copyright license</td>
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<tr>
<td></td>
<td>Draw a red line around the edge of all the land affected by the development (including access)</td>
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<tr>
<td></td>
<td>Draw a blue edge around all other land that you own</td>
<td></td>
</tr>
<tr>
<td>Site/Block Plan</td>
<td>Use a scale of 1:100, 1:200 or 1:500</td>
<td></td>
</tr>
<tr>
<td>Type of Information</td>
<td>What you need to do</td>
<td>Have you done this? (Yes, No or Not Applicable)</td>
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<tr>
<td>Staffod Borough Council Planning Application Local Validation Criteria February 2019</td>
<td>Make sure the direction of North is shown</td>
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<td></td>
<td>Show the development in relation to property boundaries</td>
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<td></td>
<td>Show the car parking layout, if this is new or changes to what’s there now</td>
<td></td>
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<td></td>
<td>Show any trees within the site boundary or next to it</td>
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<tr>
<td>Floor Plans</td>
<td>Use a scale of 1:100 or 1:50</td>
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<td></td>
<td>Include existing plans and what it proposed.</td>
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<td></td>
<td>Full existing and proposed plans are needed for applications outside of the settlement boundaries.</td>
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<td></td>
<td>If existing car parking is affected, full floor plans of the whole property need to be shown</td>
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<tr>
<td>Elevations</td>
<td>Use a scale of 1:100 or 1:50</td>
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<tr>
<td></td>
<td>Include all the elevations (sides) of what you want to do</td>
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</tr>
<tr>
<td></td>
<td>Include what the elevations look like now and what is proposed</td>
<td></td>
</tr>
<tr>
<td>Flood Risk Assessment</td>
<td>Include an assessment if the property is within Flood Zone 2 or 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Environment Agency template: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></td>
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</tr>
<tr>
<td>Ecological Report</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include a report on Great Crested Newts if ponds are involved</td>
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</tr>
</tbody>
</table>
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