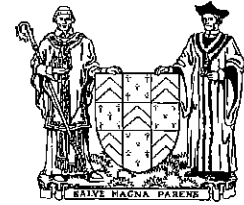


Lichfield City Council

City Council Offices, Donegal House, Bore Street, Lichfield, WS13 6LU

Town Clerk: Anthony D Briggs



To: Members of Planning Committee

TB/CF

3 January 2019

Dear Councillor

You are requested to attend a meeting of the **PLANNING COMMITTEE** to be held in The Moulton Room, Guildhall, Lichfield, on **Thursday, 10 January 2019 at 6.30pm** for the transaction of the following business.

Yours sincerely

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

Tony Briggs
Town Clerk

Apologies for absence

AGENDA

1 DECLARATIONS OF INTEREST

2 MINUTES

To confirm as a correct record the Minutes of the Meeting held on 12 December 2018 (**copy attached**).

3 APPEAL NOTICES (if any)

4 APPEAL DECISIONS (if any).

5 LICENSING APPLICATIONS

To note the schedule of Premises Licence applications registered with Lichfield District Council from the Premises Register dated 3 – 28 December 2018 as listed in **Appendix C attached**.

6 TEMPORARY ROAD TRAFFIC REGULATION ORDER

To note a Temporary Road Traffic Regulation Order for Shortbutts Lane on 10 February 2019. The alternative route for traffic is via A51 Upper St John Street, A51 Birmingham Road, A5127 Birmingham Road and vice versa.

7 LICHFIELD ADPD

The Local Plan Allocations Document (ADPD) is being examined by an independent Planning Inspector (Mr Mike Fox) whose role is to assess whether the plan complies with the legal requirements and is sound. The examination hearing sessions concluded in September 2018.

Following the ADPD hearing sessions the District Council have now received notification from the Planning Inspector that a number of changes to plan, known as 'Main Modifications' are considered necessary to address the issues of soundness. These modifications are put forward without prejudice to the Inspector's final conclusions on the ADPD and following the close of this consultation, the representations will be passed to the Inspector before the publication of his final report. **[Appendix D attached]**

The consultation is seeking views on the proposed main modifications. It is not an opportunity to raise matters that either were, or could have been, part of the earlier representations or hearings on the submitted plan. Comments should focus on whether the proposed modifications comply with the legal requirements and is considered sound. The consultation will take place from 19 December 2018 until 5pm on 6 February 2019.

8 STATEMENT OF COMMUNITY INVOLVEMENT

The second consultation is on an updated version of the Statement of Community Involvement, which sets out when, why and with who the council will consult on local plans and planning applications. This will run from 2 January to 1 February 2019. **[Appendix E attached]**

9 SUSTAINABLE DESIGN SUPPLEMENTARY PLANNING DOCUMENT

The third consultation is on changes to the Sustainable Design Supplementary Planning Document, which gives guidance on how sustainable development can be achieved through new development. The changes relate to Appendix A, which sets out the space and amenity standards for development within the district. This consultation will also run from 2 January to 1 February 2019. **[Appendix F attached]**

10 PLANNING APPLICATIONS

- a) To note decisions of Lichfield District Council on Planning Applications as listed in **Appendix B**.
- b) To note correspondence (if any) from Lichfield District Council outlining its reasons for determining applications differently from the recommendations of the City Council.
- c) To submit comments to Lichfield District Council on Planning Applications as listed in **Appendix A** herewith.

11 ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIRMAN

* * * * *

PUBLIC PARTICIPATION AT PLANNING COMMITTEE MEETINGS

- 1 *The following persons shall be able, on request, to address the Planning Committee concerning any planning application or other item on the Planning Committee agenda:*
 - o *One applicant (or their nominated agent or representative), and one supporter*
 - o *One objector, but where there are significant variations in the reasons for objection a second objector may be permitted to speak at the discretion of the Committee Chairman*

- 2 *Where there are several objectors they will be required to nominate the representatives to speak on their behalf.*
- 3 *Where there are several supporters they will be required to nominate the representatives to speak on behalf of all of them.*
- 4 *Persons addressing the Committee shall be allowed no more than **five minutes** to make their address and having done so shall not be permitted to speak again on that item.*
- 5 *Persons wishing to address the Planning Committee must give advance notice of their intention to speak, and state the planning application, or the agenda item (s) concerned. Notice should be submitted not later than NOON on the day of the meeting in person at the Council Offices at Donegal House, Bore Street, so that the question/statement can be duly receipted.*
- 6 *The address will be made when the Committee reaches that item on the agenda. The meeting will adjourn to allow the address to be made, and will then recommence for consideration of that item and the content of any address that has been made.*
- 7 *The Committee may agree to vary the order of the agenda to facilitate the smooth running of the meeting.*

LICHFIELD CITY COUNCIL

Minutes of a Meeting of the Planning Committee held in the Moulton Room, Guildhall, Lichfield,
at 6.30pm on Wednesday, 12 December 2018

PRESENT: Councillor R Yardley (Chairman), and Councillors Mrs D Baker, C Ball, Mrs G Boyle, B Cocksey, D Dundas, Mrs J Greaves, P Hitchman, Mrs S James, G Johnson, Mrs A Lax, D Leytham, Miss J Marks, T Matthews, B McMullan, A Thompson, and M Warfield

APOLOGIES: Councillors R Awty, J Brooks, I Eadie, Mrs J Eagland, C Greatorex, A Smith, C Spruce and Mrs L Warfield

62 DECLARATIONS OF INTEREST

Those City councillors present who were also members of the District Council's Planning Committee and/or Licensing Committee confirmed that their comments at this meeting were a preliminary view and that they might change their view when they heard all of the evidence at the District Council's Planning Committee and/or Licensing Committee.

Councillor Mrs J Greaves declared an interest in application 18/01218/REM and left the room during the discussion and voting thereon.

63 MINUTES

RESOLVED: *That the Minutes of the Meeting held on 22 November 2018 be approved as a correct record and signed by the Chairman.*

64 PLANNING APPEAL

The Town Clerk reported receipt of an appeal for a two storey side extension to form living room, study, utility and bedroom with en suite at Cornerstones, Jackson Road. The City Council's comment on 26 July 2018 was 'No Objections'.

RESOLVED: *That the Appeal be noted.*

65 PLANNING APPLICATIONS

RESOLVED:

- 1** *That the decisions of Lichfield District Council on planning applications as listed on Agenda Appendix 'B' be received and noted.*
- 2** *That recommendations be submitted to Lichfield District Council in respect of planning applications as listed in Appendix 'A'.*

66 STOWE ROAD ROUNDABOUT

Cllr D Dundas questioned whether the 3 ton weight limit signs at the Stowe Road roundabout were in force.

RESOLVED: *That Councillor Mrs A Lax will contact the County Councillor for advice on this matter.*

67 GAIA LANE

Cllr D Dundas requested a 7½ ton weight limit with appropriate signage for Gaia Lane.

RESOLVED: *That the Town Clerk writes to the County Council, with a copy to the County Councillor, requesting the installation of a 7½ ton weight limit with appropriate signage for Gaia Lane.*

68 HGV'S

Councillor Mrs G Boyle requested additional signage on the A38 for HGV's which are using Cherry Orchard and Rotten Row. Recently an HGV drove down Cherry Orchard at the same time children were being dropped off at St Michael's School, St Joseph's School and Five Spires Academy. This was clearly dangerous and should be avoided.

RESOLVED: That the Town Clerk writes to the County Council, with a copy to the County Councillor, requesting current signage be updated to divert HGVs from entering the city centre.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.30 PM

CHAIRMAN

**LICHFIELD CITY COUNCIL
PLANNING APPLICATIONS COMMITTEE**

12 December 2018

LCC comments for submission to Lichfield District Council

App No.	Details	Site	LCC Recommendation
18/01711/FUL	Single storey rear extension with roof lanterns to form kitchen and dining room	42 Heritage Court	No Objections
L.18/07	Demolition of modular classroom and construction of single storey extension to provide new sports hall, storage and classroom and three-storey extension to provide design-technology room, science lab, 3 classrooms (2 classrooms on first floor and 1 laboratory on second floor), reception and admin facilities, vehicular access control barrier at main entrance, alteration to fencing, landscaping and construction of a temporary access off Curborough Road	Nether Stowe High School, St Chad's Road	No Objections - but feel traffic management measures are required for construction traffic accessing from Curborough Road
18/01697/FUL	Single storey extension to front to form porch; conversion of garage to form store room and study including installation of bay window to front; single storey extensions to rear to extend kitchen and dining room	2 Salisbury Close	No Objections
18/01742/FUL	Erection of 1 no outbuilding for storage (class B8) for a period of 5 years	Ft Pipeline Systems Ltd, Unit 6B,m Eastern Park, Eastern Avenue	No Objections
18/01744/FUL	Erection of 1 no outbuilding for storage (class B8) for a period of 5 years, and use of yard area for open storage on concrete pad (maximum height of 3m)	Ft Pipeline Systems Ltd, Unit 6B,m Eastern Park, Eastern Avenue	No Objections
18/01442/FUL	Replacement of flat roof with pitched roof to rear, installation of bi-fold doors, 2 no rooflights to existing rear extension and 1.9m fence to front side and rear	35 Leomansley View	No Objections, but clarification with regards as to whether the boundary fence is outside the boundary of the property
18/01740/ADV	Installation of 1 no freestanding illuminated single sided six sheet display sign	Waitrose Ltd, Stonneyland Drive	No Objections
18/01763/FUL	Two storey extension to rear to form study, dressing room and en suite	2 Cross In Hand Lane	No Objections
18/01044/FUL 18/01045/LBC	Retention of flue on side elevation at rear	Loafers, 36 Bore Street	No Objections
18/01428/LBC	Works to listed building to allow repairs to external timber frame and infill panelling; renewal of rear door frame and replacement of lead valley gutter lining	Dr Zhu Acupuncture, Room 1, 16A Market Street	No Objections
18/01535/FUL 18/01536/LBC	Retention of 3 no newly fitted showers and 1 no newly fitted sink	3 Quonians Lane	No Objections
18/01558/FUL	Erection of 1 no three bedroom dwellinghouse	Stelwood, Lunns Croft	Recommend Refusal; backland development and neither property will have space about dwellings

**LICHFIELD CITY COUNCIL
PLANNING APPLICATIONS COMMITTEE**

12 December 2018

LCC comments for submission to Lichfield District Council

App No.	Details	Site	LCC Recommendation
18/01598/FUL M	Demolition of existing building (part) and erection of two side extensions and creation of second floor to form 12 no residential units with alterations to façade and all associated works	Bridge House, Station Road	<i>Recommend Refusal; inadequate parking, dangerous access near a roundabout and overdevelopment of the site</i>
18/01637/FUL	Installation of cast iron bollards to replacement existing timber bollards and hinged barrier	Chapters Restaurant & Coffee Shop, 19-19A The Close	<i>No Objections</i>
18/01712/ADV	Installation of illuminated and non illuminated signs to exterior of building	Unit D, Imperial Retail Park, Eastern Avenue	<i>No Objections</i>
18/01087/FUL	Retention of replacement flue on roof	Fish Face, Willow Court, Tamworth Road	<i>Recommend Refusal; neighbouring properties are experiencing odours and noise; detrimental to visual amenity</i>
18/01484/OUT M	Erection of 28 no dwellings with ancillary parking and private amenity space; provision of public open space area; site infrastructure and landscaping (outline application relating to access)	land south of Tamworth Road	<i>Recommend Refusal; the proximity of several houses to the A38 would create environmental detriment to the occupiers of those houses including pollution and noise. Access to the development is off a busy main road, increasing the risk of accidents.</i>
18/01751/FUL	Single storey extension to rear to form living room	168 Birmingham Road	<i>No Objections</i>
18/01774/FUL	Two storey and single storey extension to rear to form sitting area and kitchen and extend bedroom and bathroom; alterations to front porch	13 Tamworth Road	<i>No Objections</i>

**LICHFIELD CITY COUNCIL
PLANNING APPLICATIONS COMMITTEE**

12 December 2018

LCC comments for submission to Lichfield District Council

App No.	Details	Site	LCC Recommendation
18/01218/REM M	Application for approval of reserved matters (appearance, landscaping, layout and scale) for spine road and green infrastructure (Phases A, A1 and B) pursuant to outline permission APP/K3415/A/14/2224352 for the removal of buildings and other structures and construction of up to 750 dwellings, primary school, care village, neighbourhood facilities to include retail development (use classes A1, A2, A3, A4, A5), community building (use class D1), parking comprehensive green infrastructure comprising formal and informal open space, footpaths, cycleways, water areas (also including sustainable drainage systems) and landscaping, new access points to Watery Lane and Netherstowe Lane and improvements to Netherstowe Lane (all matters reserved except points of access) in accordance with application ref: 14/00057/OUTMEI	land North East of Watery Lane, Curborough	<i>No Objections, but concerns about the narrow railway bridge on a bend on Watery Lane</i>
18/01707/FUL M	Re-alignment of 6.0m wide distributor road (approved under 14/00057/OUTMEI) with lighting, footpath, cycleway and landscaping; creation of 7.3m wide road to replace Netherstowe Lane including verge, creation of cycle route using existing Netherstowe Lane, creation of temporary 7.3m haul route and all other necessary ancillary and associated works	land at Netherstowe Lane, Curborough	<i>No Objections - the changes to the road layout do not seem to have taken HS2 into account</i>
18/01786/FUL	Installation of storm porch to front of property	14 Bloomsbury Way	<i>No Objections</i>
18/01769/FUL	Two storey extension to side and rear to extend kitchen, form 1 no bedroom and extend existing bedroom and bathroom	8 Epsom Close	<i>No Objections</i>
18/01790/FUL	Conversion of garage and first floor extension to create additional bedroom and bathroom	78 Wolsey Road	<i>No Objections</i>
18/01659/OUT	Out line application for the erection of 4 no one bedroom dwellings (matters of access, scale, layout and appearance)	land adjacent to 11 George Lane	<i>Recommend Refusal; 4 accesses onto a busy road near a junction is dangerous, and there are no gardens</i>

LICHFIELD DISTRICT COUNCIL**Democratic & Legal Services****Club Premises Certificates/Premises Licences****LICENSING ACT APPLICATIONS REGISTERED DURING THE WEEK ENDING 28/12/18**

Name & Address of Applicant.	Premises Address	Summary of Activities.	Date app received	Reps to be rec by
Ultimate Vegan Cafe Ltd	Ultimate Vegan Cafe Units 9 - 11 City Arcade Bore Street Lichfield WS13 6LZ	Premises Licence - Every day 09:30 22:30	11/12/18	8/1/19

Lichfield ADPD

Draft Main Modifications

MM1: Local Plan Review – new policy

Suggested new policy as follows:

Lichfield District Council shall carry out an early review of the Local Plan for Lichfield that will be submitted to the Secretary of State for Examination in accordance with the latest Local Development Scheme or no later than the end of December 2021. This review shall replace the adopted Local Plan Strategy (LPS) 2008-2029 in all aspects and therefore be a comprehensive review. This Plan will extend the existing plan period to at least 5 years beyond the end of the current LPS and it shall review as a minimum the following matters:

- The housing requirement for Lichfield and the potential for housing land supply to meet this need.
- Any unmet housing need arising from the Greater Birmingham and Black Country Housing Market Area (GBBCHMA), inclusive of any unmet housing need arising from Tamworth Borough and the appropriate level of contribution within the District of Lichfield in line with ongoing technical work and the requirements of policy TP48 of the adopted Birmingham Development Plan (BDP).
- Employment land requirements for Lichfield as identified through a comprehensive evidence basis.
- Lichfield's potential role in meeting any wider unmet employment needs through the Duty to Co-operate (DTC).
- The appropriateness of the existing settlement hierarchy and the strategic distribution of growth in light of new housing, employment and other service/infrastructure needs.
- Gypsy, Traveller and Travelling Showpeople (GTTS) provision.
- A comprehensive Green Belt Review either in partnership with relevant neighbouring authorities or in close consultation with these authorities through the DTC, to inform any further Green Belt release to accommodate new development within the District.

MM2 Local Plan Review - supporting text

Suggested supporting text, which needs to include reference to and a statement regarding the extent of, the unmet housing needs of Greater Birmingham and the Black Country, with the recognition that the needs of Tamworth form part of this consideration. The text should also include a commitment to continued joint working with the GBHMA authorities, with the aim of working positively towards a Memorandum of Understanding or Statement of Common Ground, for housing and employment land provision, GTTS provision and Green Belt Review.

MM3 Key development principles for the Housing Land Allocation to the North of Tamworth – amendment to policy NT1

Suggested policy amendment as follows:

Within the Arkall Farm Housing Land Allocation, as identified in the inset map attached to policy NT1, the approved Masterplan identifies a range of land uses, open spaces and transport routes and their relationship both to each other and to the existing development in the vicinity of the site. Proposals should accord with the approved Masterplan, including the following key development considerations:

MM4 Key development principles for the Housing Land Allocation to the East of Rugeley – amendment to policy R1.

Suggested policy amendment as follows:

Within the East of Rugeley Housing Land Allocation, as identified in the inset map attached to policy R1, the approved Masterplan identifies a range of land uses, open spaces and transport routes and their relationship both to each other and to the existing development in the vicinity of the site. Proposals should accord with the approved Masterplan, including the following key development considerations:

MM5 Key development principles for the Housing Land Allocation at Watery Lane – amendment to policy OR7.

Suggested policy amendment as follows:

Within the Watery Lane Housing Land Allocation, as identified in the inset map attached to policy OR7, the approved Masterplan identifies a range of land uses, open spaces and transport routes and their relationship both to each other and to the existing development in the vicinity of the site. Proposals should accord with the approved Masterplan, including the following key development considerations:

MM6 Protection of Employment Land – amendment to policy EMP1

Suggested policy amendment as follows: Add the following text to the end of the existing policy (paragraph 5 onwards):

(Para 5) Development proposals outside the traditional employment use classes (B1, B2 and B8) will be supported on existing and allocated employment sites, where the development proposals clearly demonstrate the potential job creation on these sites, and provided that they do not undermine or constrain the main purpose of the employment allocation. Proposals for retail or leisure uses on existing or allocated employment sites will be permitted providing they are

related in scale and use to the primary employment focus of the site and would have no adverse impact on the vitality and viability of the employment area.

(Para 6) Development proposals outside the traditional employment uses classes (B1, B2 and B8) for non-employment generating uses will be supported on existing and allocated employment sites, if it is demonstrated that the continued use of a site, or its development for employment for employment uses, is not viable, through the provision of: (i) details of comprehensive marketing of the site for at least 12 months and appropriate to the prevailing market conditions; and (ii) a financial appraisal that demonstrates that the development of any employment generating use is unviable,

(Para 7) Development proposals outside the traditional employment uses classes (B1, B2 and B8) for non-employment generating uses will be supported on existing and allocated employment sites, if it is demonstrated that the continued use of a site, or its development for employment for employment uses causes/or would lead to site-specific, environmental problems, such as noise, pollution of traffic generation, recognising the environmental benefits to be gained by redeveloping these sites for non-employment generating uses.

MM7 Protection of Employment Land – supporting text

Suggesting supporting text which needs to include reference to both the need to safeguard employment in the interests of securing a sustainable balanced between the provision of homes and jobs and the need to provide flexibility in bringing forward sites in existing/allocated employment use that have no reasonable prospect of being used for such a use and to be consistent with national policy. It is therefore clear that the Plan needs to set out the parameters of an independent assessment so that existing and allocated employment sites can be considered for alternative uses, such as housing.

Statement of Community Involvement 2018

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1 Introduction

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

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

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

What is the Statement of Community Involvement?

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

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

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

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

Why is community involvement in planning important?

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

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

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

2 About our community

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

Key Challenge: Accessibility

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

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

To help overcome this challenge we will:

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

Key challenge: Digitalisation

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

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

To help overcome this challenge we will:

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

Key challenge: Engaging the whole community

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

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

To help overcome this challenge we will:

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

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

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

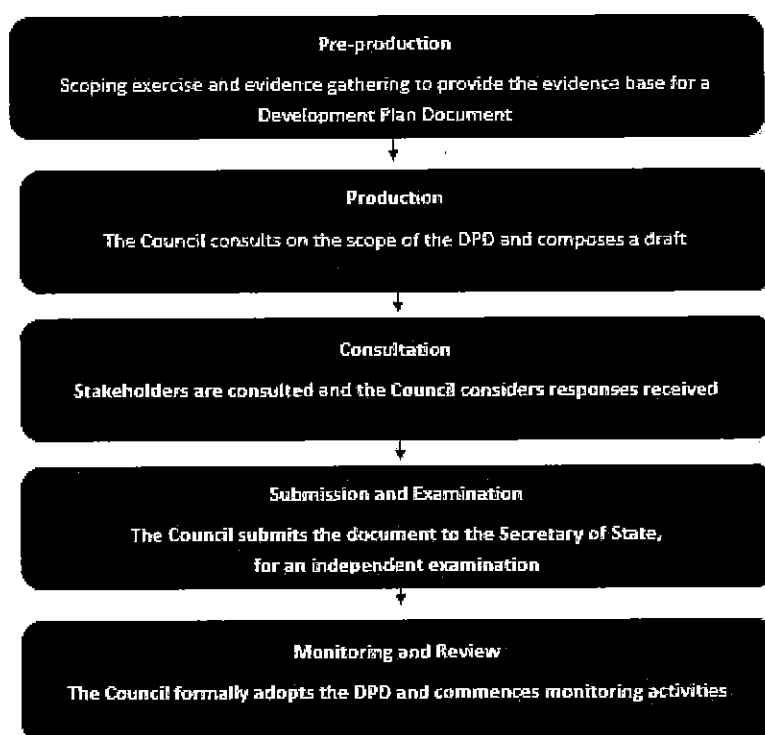
3 Community Involvement in Plan Making

Development Planning

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

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

Figure 3.1 Indicative stages in the preparation of a DPD



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

Sustainability Appraisal

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

Supplementary Planning Documents

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

Community Infrastructure Levy

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

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

Other Documents

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

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

Who will we consult?

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

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

Join our consultation database

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

When will we engage?

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

How will we engage?

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

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

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

Development Plan Documents (DPD)		
Stage	Statutory Requirements	Additional actions
Plan preparation	No specific requirements.	- Informal engagement with relevant consultation bodies to identify the key issues and scope of the document. - Issue a press release. - Additional consultation techniques such as present to Parish Forums where appropriate and resource will allow.
Publication of Draft (Regulation 19)	- Seek views on whether the Local Plan and its accompanying suite of documents are legally compliant and sound. - Make the documents available for at least 6 weeks via the Council's website and at the District Council House. - Make the documents available in alternative formats on request.	- Issue a press release. - Send out notifications to consultee bodies and those who have asked to be notified of consultations. - Publish documents online and make them available in our libraries and principal office. - Promote use of website and online response forms. - Additional consultation techniques such as public exhibition where appropriate and resource will allow.
Submission (Regulation 22)	- Provide a copy of the Local Plan, Sustainability Appraisal / Strategic Environment Assessment Report, Policies Map, Statement of representations, copy of the representations, supporting documents a statement of fact of where the above documents are available for inspection at and when, on the Council's website and at the District Council House. - Send out notifications to each of the general consultation bodies and specific consultation bodies to notify them of the documents availability. - Notify those who have requested to be notified that the Plan has been submitted.	Issue a press release.
Examination with oral hearings (if necessary) (Regulation 24)	- Notify any person who has made a representation and not withdrawn it of the date, time and place at which the hearing is to be held and the name of the person appointed to carry out the independent examination 6 weeks prior to the opening of a hearing. - Publish the notification on the Council's website and advertise it at the District Council House. - Undertake any other notification that the Inspector and Programme Officer Request.	- Undertake further notifications/consultation should it be considered appropriate. - Publish documents relevant to the examination on the Council's website. - Issue a press release.
Modifications (if necessary)	Undertake further consultation as required by the Inspector and make the documents available on the Council's website and at the District Council House.	Issue a press release.

Development Plan Documents (DPD)

Stage	Statutory Requirements	Additional actions
Publication of the Inspectors Report	● Publish the Inspector's report for at least 6 weeks on the Council's website and at the District Council House. ● Make the report available in alternative formats on request.	● Issue a press release.
Adoption and Publication (Regulation 26)	● Publish the Local Plan, adoption statement and environmental report for 6 weeks and the Local Plan available therefore until it is withdrawn via the Council's website and at the District Council House. ● Make the report available in alternative formats on request. ● Notify any person or body that made a representation or asked to be notified of the adoption. ● Notify the Secretary of State.	● Issue a press release.

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

Supplementary Planning Documents (SPD)		
Stage	Statutory Requirements	Additional options
Preparation	No specific requirements.	- Informal engagement with relevant consultation bodies to identify the key issues and scope of the document. - Issue a press release. - Additional consultation techniques such as present to Parish Forums where appropriate and resource will allow.
Publication of Draft (Regulation 12)	- Make the document available for at least 4 weeks but no more than 6 weeks via the Council's website and at the District Council House. - Make the document available in alternative formats on request.	- Consultation with consultation bodies and community involvement where appropriate and resources will allow. - Issue a press release. - Consultation with neighbours if the SPD is site specific. - Promote use of website and online response forms.
Adoption and Publication (Regulation 14)	- Consider the representations received through the consultation and make amendments/modifications necessary before adopting. - Once adopted, produce an adoption statement, a consultation statement and make the document available for 3 months and thereafter (until the document is withdrawn) via the Council's website and at the District Council House. - Make the document available in alternative formats on request. - Notify any person or body that made a representation or who asked to be notified of the adoption.	Issue a press release.

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

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

Community Infrastructure Levy		
Stage	Statutory Requirements	Additional options
Preparation	No specific requirements.	Informal engagement with relevant consultation bodies and stakeholders to identify the key issues and scope of the document.
Preliminary Draft Charging Schedule (Regulation 15)	Send out notifications to each of the consultation bodies inviting them to make representations.	- Issue a press release. - Make documents available on the Council's website and at the District Council House.
Publication of Draft Charging Schedule (Regulation 16)	- Publish the draft charging schedule, relevant evidence and statement of representation for 6 weeks on the Council's website and at the District Council House. - Send a copy of the draft charging schedule and statement of representations procedure to each of the consultation bodies. - Place a local advertisement notice.	Promote use of website and online response forms.
Submission (Regulation 19)	- Provide a copy of the draft charging schedule, evidence and statement of representation of where the above documents are available inspection at and when, on the Council's website and at the District Council House. - Send out notifications to each of the general consultation bodies and specific consultation bodies to notify them of the documents availability. - Notify those who have requested to be notified on the submission of the draft charging schedule.	Issue a press release.
Examination (Regulation 21)	- Publish details of examination and the Inspector on the Council's website. - Notify those who have made representations.	Issue a press release.
Approval and publication (Regulation 25)	Once adopted, produce an adoption statement, a consultation statement and make the document available for 3 months and thereafter (until the document is withdrawn) via the Council's	Issue a press release.

Community Infrastructure Levy		
Stage	Statutory Requirements	Additional options
	website and at the District Council House. • Make the document available in alternative formats on request. • Notify any person or body that made a representation or who asked to be notified of the adoption.	

How can you respond to the consultations?

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

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

What will we do with the comments?

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

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

Neighbourhood Planning

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

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

Interested in helping shape your local area

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

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

What will we do to help with neighbourhood plan process?

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

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

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

4 Community Involvement in Planning Applications

Development Management

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

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

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

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

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

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

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

Table 4.1 Approach to planning application publicity

	Type of development	What we are required to do	Additional actions
Major	For dwellings: where 10 or more are to be constructed (or if no number given, the area is more than 0.5 hectare). For all other uses: where the floorspace will be 1000sq.m or more (or site is 1 hectare or more).	• Write to all adjoining owners or occupiers or post a site notice. • Press Notice. • Details published on the Council's website • Full details available at the Council's principal office-District Council House, Frog Lane, Lichfield. • Notify the appropriate Town or Parish Council of the application. • Consult with statutory consultees online.	• Advise applicants to consider public meetings exhibitions as appropriate. • Advise applicants of and encourage engagement with the pre-application advice service available including the Development Team approach. See Council's website • Consult adjoining local authorities where appropriate. • For larger housing schemes applicants will be encouraged to prepare and consult the community on a master plan for the development. • Consult with non-statutory consultees.
Minor	Minor development is development which does not meet the criteria for Major Development or the definitions of change of use or householder developments.	• Write to all adjoining owners or occupiers or post a site notice. • If affecting the setting of a conservation area also do a press notice. • Details published on the Council's website • Full details available at the Council's principal office-District Council House, Frog Lane, Lichfield. • Notify the appropriate Town or Parish Council of the application. • Consult with statutory consultees online.	• Advise applicants of and encourage engagement with the pre-application advice service available including the Development Team approach. See Council's website • Consult with non-statutory consultees.
Other	This includes the following categories: Change of Use: Applications that do not concern major development or where no building or engineering work is involved. Householder Development: Defined as works within the curtilage of residential property which require an application for planning permission and are not a change of use.	• Write to all adjoining owners or occupiers or post a site notice. • Applications within a conservation area that affect its character or affect the setting of a Listed Building are subject to a site notice and press notice. • Details published on the Council's website • Full details available at the Council's principal office-District Council House, Frog Lane, Lichfield. • Notify the appropriate Town or Parish Council of the application. • Consult with statutory consultees online.	• Advise applicants of the pre-application advice which is available and encouraged with written advice provided. See Council's website • Consult with non-statutory consultees.

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

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

Other Consultations

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

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

Other applications where consultation is not required

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

Openness and transparency

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

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

Pre-application Discussions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How else do we involve our customers?

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

5 Monitoring and Review

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

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

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

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

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

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

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

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

6 Appendix A - Consultees

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

Specific consultation bodies

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

General consultation bodies

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

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

Appendix 5 Space about Dwellings and Amenity Standards for all Development

Introduction

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

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

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

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

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

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

Daylight and Sunlight

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

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

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

45° guideline

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

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

Figure 5.1

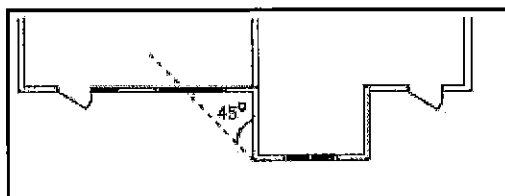


Figure A.1: Stage 1 Plan - 45° guideline assessment. Centre of affected window is within 45° angle on the plan so stage 2 needs to be utilised.

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

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

Figure 5.2

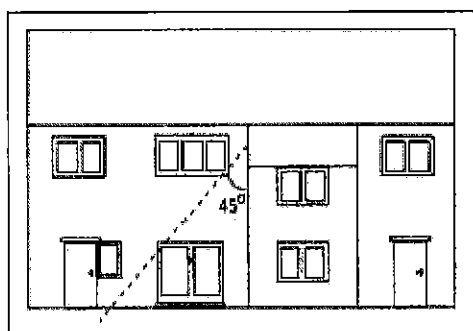


Figure A.2: Stage 2 Elevation - 45° guideline assessment. In this example the impacted patio door is within the 45° angle on both plan (Figure A.1) and elevation, so a significant reduction of light is likely.

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

Figure 5.3

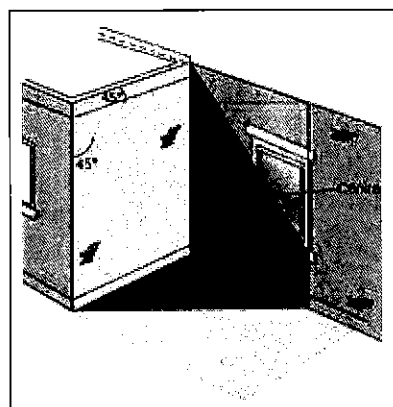


Figure A.3 - Application of both stages of the 45° approach to a domestic extension. A significant amount of light is likely to be blocked if the centre of the window lies within the 45° angle on both plan and elevation. In this example the centre of the window lies outside the 45° angle on elevation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

13 These guidelines should be applied flexibly, and any existing intervening structures should be taken into consideration (e.g. existing extensions, boundary treatments), as the existing structures are likely to already block light from that direction. The context of the proposal will also be considered e.g. extensions / new buildings which lie to the north of a

neighbouring window, no overshadowing will be caused, however there may still be an overbearing impact (see outlook below) or whether the affected window is a secondary window i.e. this window is not the primary source of daylight to the room.

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

25° guideline

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

Figure 5.4

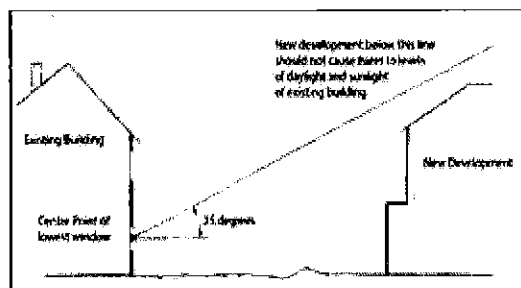


Figure A.4: Section in plane perpendicular to the affected window wall from existing to proposed development showing acceptable application.

Privacy and Outlook

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

17 Adequate Separation

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

Figure 5.5

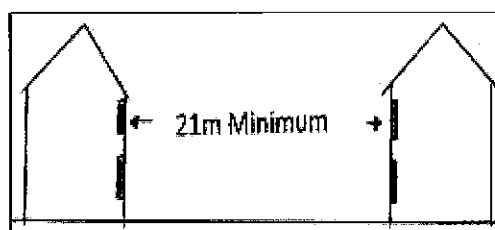


Figure A.5: An appropriate separation distance for facing principal habitable room windows.

18 Overlooking

- Windows in side elevations at first floor level to serve principal habitable rooms will not generally be supported, where neighbouring properties exist. However, if secondary windows are deemed necessary, that don't meet the separation standards, they should be

obscure glazed (to level 3 or above) and either fixed shut or top hung. (Figure A.6)

Figure 5.6

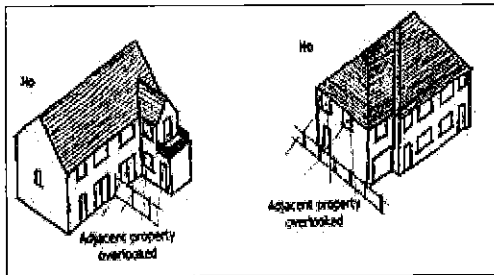


Figure A.6: examples of inappropriate overlooking from side facing windows / balconies.

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

Outlook

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

Figure 5.7

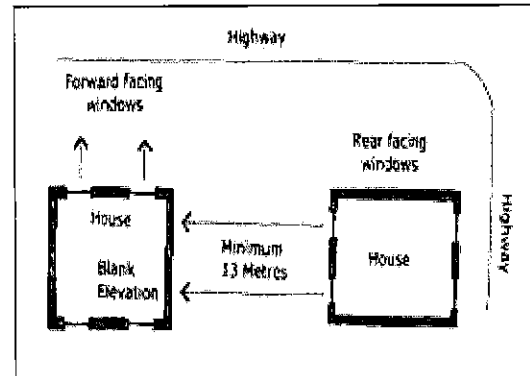


Figure A.7: Protection of outlook

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

19 NOTE:

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

Figure 5.8

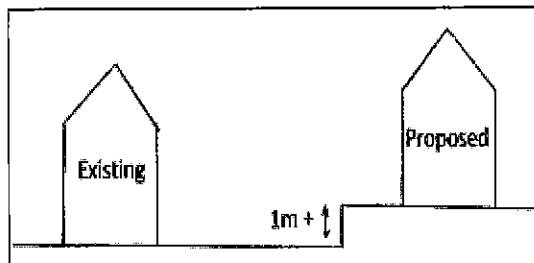


Figure A.8: In this example due to the proposal being on higher ground additional separation is required if the proposal is either face to face with existing development, or if existing development faces the side of the proposed development, due to an increased impact.

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

Private Amenity/Garden Space

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

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

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

22 NOTE:

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

Other Considerations: Right to Light Legislation

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

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

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

Appendix 6 Lichfield District Council Sustainability Checklist

Appendix 6 Lichfield District Council Sustainability Checklist

1 Policies within the 'Sustainable Communities' section of the Local Plan require new development to contribute to sustainable development and enhance the quality of life for residents, now and in the future.

2 Core Policy 3: 'Delivering Sustainable Development' underpins the Local Plan and sets out principles against which all development proposals will be assessed to ensure the creation and maintenance of sustainable communities.

3 Development management Policy SC1: 'Sustainability Standards for Development' seeks to ensure the sustainable design and construction of buildings, particularly through reducing carbon emissions, and thereby contribute to sustainable communities.

4 Core Policy 13: Our Natural Resources is the over arching policy which safeguards our natural resources including biodiversity and development management policy NR3: Biodiversity, Protected Species and their Habitats protects, enhances, restores our biodiversity and geodiversity and seeks to deliver a net gain for biodiversity where impacts arise from development proposals. Development Management policy NR2: Development in the Green Belt seeks to enhance the beneficial use of the Green Belt whilst retaining its character and openness in accordance with national policy and NR5: Natural and Historic Landscapes provides the development management policy safeguard through decisions which protect, conserve and enhance sites of international, national , regional and local importance.

5 Core Policy 14: Our Built and Historic Environment is an over arching policy which serves to protect and improve the built environment this further supported through development management policy BE1: High

Quality Development: All developments proposals should ensure that a high quality sustainable built environment can be achieved.

6 To assist applicants in achieving the aims of these policies the District Council has developed the a sustainability checklist which will form Appendix B of this document and become part of the Planning Validation requirements once approval from the relevant Committees has been gained.

LICHFIELD CITY COUNCIL - PLANNING APPLICATIONS COMMITTEE

10 January 2019

LDC Decisions on Planning Applications

App No.	LCC PAC Date	Details	Site	LCC Approve /Refuse	LDC Approve /Refuse
17/00977/OUT MEI	11/01/18	Outline application with all matters reserved except access for a flexible commercial development of up to 2000 sqm area (classes A1, A2, A3, B1, D1 & D2), new access on to Birmingham Road, infrastructure and other operations including the safeguarding of land for the Lichfield southern bypass and safeguarded route for the Lichfield canal	land on the East side off Birmingham Road	APPROVE	APPROVE
17/01109/FUL M	08/03/18	Residential development of 28 dwellings (Re-submission of planning application 16/00026/FULM)	land at Walsall Road	APPROVE	WITHDRAWN
18/00379/FUL	03/05/18	Retention of retaining wall following reduction in height	Starcroft, Gaia Lane	APPROVE	APPROVE
18/00643/FUL M	27/09/18	Demolition of the existing buildings and the erection of 29 affordable apartments for the over 55s including associated communal facilities as well as new vehicular access, landscaping and other associated works	land on the corner of Rotten Row and Aiden Court Road/Deans Croft	REFUSE	APPROVE
18/00674/COU	26/07/18	Change of Use of premises from B1 (business) to a mixed use of B1 (a) office and D2 (assembly and leisure)	Cleansafe Services UK Ltd, Unit 49, Britannia Enterprise Park, Britannia Way	REFUSE	WITHDRAWN
18/00734/FUL	30/08/18	Erection of detached outbuilding to form double garage	2 Nether Beacon	APPROVE	APPROVE
18/00739/FUL	31/05/18	Installation of new shop front, replacement of doors and windows, new rendering to front and rear, refurbishment of outbuilding and all associated works	45 Tamworth Street	APPROVE	APPROVE
18/00809/FUL	25/10/18	Installation of external lights, bin store and additional car parking	Stowe House, Netherstowe	APPROVE	APPROVE
18/00825/FUL	28/06/18	Single storey extension to rear to form dining area and new front canopy	9 Ellsmore Meadow	APPROVE	APPROVE
18/00886/FUL	26/07/18	Demolition of existing dwelling and erection of a four bedroom detached dwelling and double garage with associated works	Crossways, Upper St John Street	APPROVE	APPROVE

LICHFIELD CITY COUNCIL - PLANNING APPLICATIONS COMMITTEE

10 January 2019

LDC Decisions on Planning Applications

App No.	LCC PAC Date	Details	Site	LCC Approve /Refuse	LDC Approve /Refuse
18/00956/FUL	26/07/18	Single storey extension to front to form hall and extend lounge	32 Lime Grove	APPROVE	APPROVE
18/01113/FUL	26/07/18	Single storey front extension to form garage and porch, replacement of door and windows, and new rendering to dwelling	4 Fosseyway	APPROVE	APPROVE
18/01127/ADV1 8?01125/LBC	30/08/18	Installation of illuminated signage to Church building	St Marys Church, Market Street	APPROVE	APPROVE
18/01149/FUL	30/08/18	Single storey extension to side and rear to form family room and utility room	36 Chatterton Avenue	APPROVE	APPROVE
18/01235/FUL	30/08/18	Two storey extension to side to form utility and 2 no bedrooms	36 Truro Close	APPROVE	APPROVE
18/01417/FUL	25/10/18	Two storey and single storey rear extensions to form family room and 1 no bedroom; creation of first floor above existing garage to form bedroom accommodation	24 Grosvenor Close	REFUSE	APPROVE
18/01457/FUL	25/10/18	Erection of single storey detached outbuilding to form double garage and workshop/store	31 Lynfield Road	REFUSE	APPROVE
18/01475/FUL	25/10/18	Single and two storey extensions to rear, to form sitting room and extend dining room and existing bedroom	31 Burton Old Road West	APPROVE	APPROVE
18/01587/FUL	22/11/18	Single storey extension to rear to extend kitchen	244 Beacon Street	APPROVE	APPROVE
18/01611/FUL	22/11/18	Variation of conditions 8 & 9 of permission 12/01375/COU relating to types of goods sold	No 1 The Works, Eastern Avenue	APPROVE	APPROVE

LICHFIELD CITY COUNCIL - PLANNING APPLICATIONS COMMITTEE

10 January 2019

Applications for submission of comments to Lichfield District Council

App No.	Amend No.	Ward	Details	Site	LCC Recommendation
18/01800/FUL		Boley Park/ Pentire Road	Single storey extension to rear and conversion of garage to form kitchen and dining space	98 Burton Old Road East	
18/01477/FUL		Leomansley	Single storey extension to rear to extend kitchen	33 Christchurch Lane	
18/01792/FUL		Leomansley	Single storey extension to front of garden centre to form staff welfare area, staff office, new cash desks and retail space	The Plant Plot, Stafford Road	
18/01814/FUL		Leomansley	Installation of porch to front, single storey extension to side to form store and utility, two storey and single storey extensions to rear to extend kitchen and sitting room and form 1 no bedroom	10 Christchurch Lane	
18/01839/FUL		Leomansley	Single storey extension to side and rear to form boot room and extend kitchen	170 Walsall Road	
18/01797/OUT M		Stowe/Burton Old Road	Demolition of existing building and erection of up to 14 no dwellings and associated works	Lichfield Health & Fitness Ltd, Lorne House, Rotten Row	
18/01824/FUL 18/01595/LBC		Stowe/Burton Old Road	Installation of air conditioning unit, including outdoor condenser unit and chiller unit fixed to internal wall	Arco, 6 The Corn Exchange, Conduit Street	
18/01827/LBC		Stowe/Burton Old Road	Works to listed building to allow conversion from shop to 1 no ground floor flat, with associated refurbishment	9 The Close	
18/01809/FUL		St John's	Two storey extension to side to form utility, 1 no bedroom, bathroom, ensuite and dressing room, and single storey extension to rear to extend kitchen and dining room	23 London Road	
18/01878/FUL		St John's	First floor extension above existing garage	212 Upper St John Street	