



Stone

Town Council

Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

22 February 2021

Dear Councillor,

A **VIRTUAL** meeting of the **GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 2 MARCH 2021** at **7:05pm** or upon the rising of the Town Council meeting, if later.

The agenda is set out below, and I trust you will be able to attend.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHye7pCvT-mVBouN3IUTWQ>

Les Trigg
Town Clerk

AGENDA

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

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

7. Minutes of Previous Meetings

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 2 February 2021, Minute No's GP20/328 – GP20/346 (attached).

8. Minutes of Sub-Committees

There are no minutes for consideration.

9. Heritage Centre

To appoint a working group to consider the internal layout, fittings and use of the Heritage Centre.

10. Planning Application Validation Criteria Consultation

To consider a Stafford Borough Council consultation seeking views on its Planning Application Validation Criteria which sets out the information it needs to assess planning applications.

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

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

11. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during the period 1 to 31 January 2021 (attached).

12. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Traffic Management in Stone Working Group
- d) Promotion of Stone working Group

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

Stone ATC – Mayor & J. Davies

Age Concern Stone & District – Cllr C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney

Stone Community Hub Liaison Group – Cllrs: M. Hatton, Mrs J. Hood & J. Powell

SPCA Executive Committee – Cllr M. Green

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

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

15. **Confidential Minutes**

To approve the confidential minutes of the General Purposes Committee held on 2 February 2021, Minute Numbers GP20/328 and GP20/346.

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

NOTE: Due to the pending by-election for the Stonefield and Christchurch Ward, the Town Council's Public Participation Scheme is currently suspended.

Stone Town Council – General Purposes Committee

Minutes of the meeting held virtually, on Tuesday 2 February 2021

NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies, Mrs K. Dawson,
M. Green, M. Hatton, Mrs J. Hood, J. Hickling, T. Kelt, P. Leason, J. Powell,
C. Thornicroft and R. Townsend

ABSENT: Councillors: K. Argyle and I. Fordham

GP20/328 **Apologies**

Apologies were received from Councillors: K. Argyle and I. Fordham

GP20/329 **Declarations of Interests**

Councillor R. Townsend declared a personal interest in item 10 (Minute Number GP20/337) – Grant aid to local organisations: Aston Lodge Residents Association

GP20/330 **Requests for Dispensations**

None

GP20/331 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

Streetscene

Councillor Mrs Hood advised the Committee that the funeral of one of Streetscene's operatives who has sadly died from Covid-19, had taken place today (2 February 2021). She asked that everyone puts him in their thoughts as Streetscene are a tremendous team who do a lot for our town.

Vandalism in Town

Councillor Mrs Hood informed the Committee that over the previous year and to the present day, Stone had endured obscene graffiti, damage to business premises with stock stolen, staff being threatened, people high on drugs wondering around the town and drug dealing taking place in private residences.

She said that residents had seen evidence of people trying to break into their cars and properties, and last weekend crime had escalated to a very serious level when a fire had been started in a house in Granville terrace, with a further two fires in the old fire station owned by Joules Brewery. Many thousands of pounds worth of damage had resulted.

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

Councillor Mrs Hood advised the Committee that Stone Police officers work long gruelling shifts to take these criminals off the streets and had achieved excellent results, working closely with the community and using intelligence passed to them.

Councillor Mrs Hood said that due to concerns that Stone was being viewed as an unsafe town, she undertook some research before writing to the Staffordshire Commissioner, Matthew Ellis, and was appalled to discover that his staffing bill in 2018-19 was £1,415,000 for 22 backroom staff.

Councillor Mrs Hood informed the Committee that she had written an open letter to Mr Ellis enquiring how the value would equate to police constable wages. Sir Bill Cash (who had been copied in) responded by writing to Matthew Ellis telling him how profoundly concerned he was, but didn't mention how Government funding for police forces throughout the UK had been squeezed.

Councillor Mrs Hood stated that Stone needed funds from the Staffordshire Commissioner's budget for more CCTV and police officers in Stone. She said that getting the town back to the friendly and safe town it has always been required the employment of more police officers.

Councillor Mrs Hood informed the Committee that she was saddened by what had been going on in the town but wants to get the message across that most of the criminals responsible had been caught, charged and imprisoned. She said the police are doing a good job and should receive all our thanks. She suggested others may wish to write to their Member of Parliament and the Staffordshire Commissioner themselves.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP20/332 To receive the report of Borough Councillors

The Chairman invited Councillor Leason to address the Council.

Councillor Leason advised the Committee that he had received a number of complaints from members of the public about the rise in crime, graffiti and anti social behaviour in Stone.

Councillor Leason said Chief Inspector Parsons and his team are doing a good job but resources are stretched. He said he would like to see a review of policing in Stone and resources increased to include a full time sergeant based in the town rather than in Stafford. More police officers are needed not only to reduce the current crime levels but to give residents peace of mind and the knowledge that the money they pay for policing is well spent and good value.

The Chairman, Councillor Kenney, reported that he had attended a Task and Review of Stafford Borough Council's constitution as part of the Borough Council's Scrutiny Committee. Town/Borough Councillor Ian Fordham had put forward a request for the constitution to be changed to allow parish council representatives to speak at the Borough Council's planning committee as a right for three minutes.

Councillor Kenney advised the General Purposes Committee that there had been no support for the proposal, Members considering the rule to be unfair as some parts of the borough are unparished.

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Councillor Kenney reported that another item on the Borough Scrutiny Committee agenda had been a proposal to change the procedural rules relating to Members Motions and their cost implications. Where the cost implications of a Members Motion would likely increase the Borough Council's capital or revenue expenditure or reduce income to the Council, the Councillor's proposal should first be referred to the Chief Executive for referral to Cabinet.

Councillor Kenney informed the Committee that the effect of this procedural change would be to remove democracy as the Cabinet would be vetting almost all Members Motions. He said the item had currently been deferred for additional information.

The Chairman advised the Committee that he supported the comments made by Councillor Mrs Hood and Councillor Leason about crime in Stone and reassured residents that he and other Town Councillors were having regular meetings with the Chief Inspector.

GP20/333 Representations from Members of the Public

There were no representations from members of the public.

The Town Clerk confirmed that the Town Council's Public Participation Scheme was now suspended until after the by-election for the Stonefield and Christchurch Ward. The election cannot be held before 6 May 2021.

GP20/334 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 19 January 2021 (Minute No's GP20/312 – GP20/327), be approved as a correct record.

GP20/335 Minutes of Sub-Committees

There were no minutes for consideration.

GP20/336 Meeting Schedule for 2021-22

The Committee considered a proposed programme of meetings and events for the period May 2021 to April 2022.

RESOLVED: To approve the schedule of meetings and events dates.

GP20/337 Grant Aid to Local Organisations

The Committee considered the following requests for a grant:

AEDDONATE

The Committee considered the grant application received from AEDdonate requesting £500 to replace batteries and consumable pads in Stone defibrillators and supplement the loss of income incurred from the closure of shops during the Covid-19 pandemic and lockdowns.

RESOLVED: To award £500 to AEDdonate for use in Stone.

STONE CHORAL SOCIETY

The Committee considered the grant application received from Stone Choral Society requesting £500 to educate the public in the arts and sciences – particularly music, by the presentation of concerts and other activities.

RESOLVED: To award £500 to Stone Choral Society.

ASTON LODGE RESIDENTS ASSOCIATION

The Committee considered the grant application received from Aston Lodge Residents Association requesting £250 to install advisory traffic calming signs in various locations around the estate to encourage motorists to slow down.

RESOLVED: To award £250 to Aston Lodge Residents Association.

OULTON FIRST SCHOOL

The Committee considered the grant application received from Oulton First School requesting £500 to assist in the purchase of tablet style devices. Due to the Covid-19 restrictions children, parents and school needs to adapt to different types of learning, becoming increasing reliant on information technology resources.

RESOLVED: To award £500 to Oulton First School.

GP20/338 Stone Draft Neighbourhood Plan

The Committee considered the protection of green infrastructure offered by Neighbourhood Plan policy CAF5 and Plan for Stafford Borough policy N4. A description of the policies had been enclosed with the agenda for the meeting.

The Chairman informed the Committee that the Neighbourhood Plan had been brought back to the meeting because of the sale of land in Heath Gardens (under private ownership) and its designation as local green infrastructure in the Draft Stone Neighbourhood Plan.

He said the Town Council and residents had worked hard over several years creating the plan (at a cost of almost £30,000) for the main purpose of recognising the value of green spaces in Stone and protecting them from future development.

In the original version of the draft Stone Neighbourhood Plan, as submitted to the independent examiner, the land in Heath Gardens had been designated as local green space (reference LGS29) but the examiner had not supported the proposal and asked that the land be designated local green infrastructure. The land is designated local green infrastructure in the latest version of the Plan.

Councillor Kenney advised the Committee that as local green infrastructure, the land was covered by Neighbourhood Plan policy CAF5 and Plan for Stafford Borough Council policy N4.

The Draft Stone Neighbourhood plan which is due to go to referendum in May 2021 after having been delayed by one year due to the Covid-19 pandemic, already carries great weight, and the Borough Council's policy on local green infrastructure should protect the land from future development.

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

The Committee expressed its confidence in the Neighbourhood Plan, that it would protect listed local green space and green infrastructure and that it would be adopted by residents in May 2021. Assurances were given that the Town Council would challenge all proposals submitted by developers in respect of any of the sites in the future.

The Chairman reminded the Committee that the impact of planning policies, whether Stafford Borough or Neighbourhood Plan policies, only come into effect when an application has been made for planning permission and do not prevent the sale and purchase land.

The Committee noted the protections afforded by Neighbourhood Plan policy CAF5 and Plan for Stafford Borough policy N4.

GP20/339 Road Safety Improvements – A34 Fillybooks and Yarnfield Lane

The Committee considered a Staffordshire County Council consultation outlining proposals for road safety improvements at the A34 Fillybrooks and Yarnfield Lane, Stone.

An email, a letter and a drawing (reference: D4274L-R01-01-P2) with details of the scheme, had been enclosed with the agenda for the meeting.

The Committee agreed that safety improvements were needed at The Fillybrooks and Yarnfield lane and that the proposals involved low key works which did not raise obvious concerns, and appeared to have few negative impacts.

The Committee observed that quite a lot of cutting back of verges was proposed to improve visibility and prevent signage from getting obscured. It was pointed out that vegetation does have a beneficial presence in absorbing pollutants from the main road and the environmental impact of its removal had not been addressed.

RESOLVED: That the Town Council forwards the following comments to the County Council in response to the road safety consultation: ‘where vegetation is cut back to prevent obscuring the road signage, an environmental impact is considered to maintain low level vegetation and encourage biodiversity on those junctions’.

GP20/340 Staffordshire Pension Fund – Draft Exit Credit Policy

The Committee considered the Staffordshire Pension Fund Draft Exit Credit Policy which is open for consultation with its employers to 13 February 2021.

A copy of the policy had been issued with the agenda for the meeting.

The Town Clerk explained that the policy had little or no direct impact on the Town Council but had impact on the overall fund because of an agreement where organisations leaving the fund can take any profit they hold with them. This reduces the value of the fund for other members although the impact on parish councils is considered negligible.

The Committee noted the Draft Exit Credit Policy.

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GP20/341 **Staffordshire Police Survey - Your police. Your voice.**

The Chairman reminded Committee Members to complete the Staffordshire Police 'Your police. Your voice' survey by the deadline of 8th February 2021 to help the Police to get a better understanding of the issues that matter most to our communities, and ensure that services and resources are being delivered in the best way to address any concerns. The Police have also asked that the survey link is distributed as widely as possible.

A copy of the email from Staffordshire Police had been attached to the agenda for the meeting and the link to the survey provided.

GP20/342 **Non-Cheque Payments**

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 to 31 December 2020.

GP20/343 **Update from Working Groups:**

Neighbourhood Plan Steering Group

Councillor Mrs Hood confirmed that there was no update.

Stone Area Parish Liaison Group

The Chairman of the Liaison Group, Councillor Davies, advised the Committee that a meeting had taken place on 20 January 2021 which had been very well attended by contiguous councils. The Group has a lot of common interests and is proving to be valuable for comparing notes and for parish councils in the northern part of the borough to join together with Stone. The feeling is sometimes that the area is overlooked by the Borough Council.

Councillor Davies advised the Committee that Chief Inspector Parsons had attended the meeting and it had been beneficial for him to be able to share information with a number of parish councils at the same time.

Councillor Davies reminded the Committee that the request for the Borough Council to amend its constitution to allow a parish council representative to speak at Planning Committee as a right had originated with the liaison group.

The Chairman advised the Committee that the next meeting would be held in April and Members would be very welcome to Zoom in to the virtual meeting.

Traffic Management in Stone Working Group

Councillor Kenney advised the Committee that no meeting had taken place.

Promotion of Stone Working Group

Councillor Kenney advised the Committee that the Promotion of Stone Working Group was due to have a meeting soon and would be providing a report at the next meeting.

GP20/344 **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC

Councillor Davies advised the Committee that no meeting had taken place.

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Age Concern Stone & District

Councillor Thornicroft advised the Committee that no meeting had taken place.

Stafford & Stone Access Group

Councillor T. Kelt advised the Committee that no meeting had taken place. He also advised that the publicity for the website had been taken on by Mr Peter Jones.

Stone Common Plot Trustees

Councillor Mrs Hood confirmed that no meeting had taken place.

Stone Community Hub Liaison Group

Councillor Mrs Hood confirmed that she had attended the Hub's Annual General Meeting which was interesting. The finances are extremely healthy and the Hub is supporting a huge number of residents with the food bank.

SPCA Executive Committee

Councillor Green advised the Committee that no meeting had taken place.

The meeting was suspended at this point to enable the Planning Committee meeting and confidential section of the Town Council meeting to take place.

The General Purposes Committee meetings was then reconvened for the confidential item on the agenda.

GP20/345 Exclusion of the Press and Public

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

RESOLVED: To exclude the Press and Public from the next item of business.

GP20/346 Stone Heritage Centre

The Committee considered the Town Clerk's report* on Stone Heritage Centre which had been attached to the agenda for the meeting.

The report considers the Council's position with regards to the proposed Stone Heritage Centre and asked the Committee to confirm that it wished to enter into an agreement with Joules Brewery for the operation of the Centre.

Resolved:

That the Committee:

- a. Asks the Town Clerk to confirm to Joules Brewery that the Town Council intends to continue with the Heritage Centre project and enter into a lease along the lines of the Heads of Terms previously considered by the Committee.
- b. Suspends standing order 19.7 relating to the tendering of contracts in respect of this project.

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CHAIRMAN

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

From: Victoria Barraclough <VBarraclough@staffordbc.gov.uk>
Sent: 17 February 2021 12:16
To: Victoria Barraclough
Subject: Stafford Borough Council Planning Application Validation Criteria - Consultation

Good Afternoon,

We have refreshed our Planning Application Validation Criteria document and it is now out for consultation for 8 weeks ending 14th April 2021. The document sets out the information that we need to assess planning applications.

The document can be found at this link <https://www.staffordbc.gov.uk/local-validation-criteria-consultation> . Please submit any comments via the questionnaire link by 14th April 2021.

Thanks,

Vicki



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Stafford Borough Council Development Management

Planning Application Validation Guidance and Local Validation Criteria

February 2021

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

A quick guide for Householders is included in the Annex

Stafford Borough Council Planning Application Validation Criteria August 2019

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Stafford Borough Council Planning Application Validation Criteria August 2019

Introduction

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

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

Legislation

The following pieces of legislation are used to validate applications:

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

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

- Regulation 4 of the Town and Country Planning (Applications) Regulations 1988. This enables a Local Planning Authority to direct applicants 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 and February 2019 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.

Stafford Borough Council Planning Application Validation Criteria August 2019

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.

Stafford Borough Council Planning Application Validation Criteria August 2019

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.

Stafford Borough Council Planning Application Validation Criteria August 2019

Fee

An application cannot be made valid without the correct fee.

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

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

Location Plan

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

What scale should the plan be drawn to?

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

What should the plan show?

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

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

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

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

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

Stafford Borough Council Planning Application Validation Criteria August 2019

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

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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, 1:100 or 1:200

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

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- 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.

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

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

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
4	Biodiversity Survey and Report	<p>National Planning Policy Framework paragraphs 43, 170 and 175</p> <p>Plan for Stafford Borough: Policy N1, N4, N5 Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Protection of Badgers Act 1992</p>	<p>Where a proposed development may have possible impacts on wildlife and biodiversity</p> <p>Renewals of existing consents should include an update on any information provided with the original application</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them.</p> <p>Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017.</p> <p>Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.</p> <p>Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Biodiversity Survey and Report (continued)			<p>Advice should include a requirement for a Staffordshire Ecological Records search of the application site and a minimum 500 metre buffer, and presentation of this information. This will help planning officers to assess whether a sufficient biodiversity survey and assessment has been carried out.</p> <p>Further Advice Stafford Borough Council Biodiversity Officer 01785 619 676</p> <p>British Standard 42020 Biodiversity</p> <p>Chartered Institute of Ecology and Environmental Management (CIEEM) on ecological survey https://cieem.net/i-am/resources-hub/?filter_resource_type=9&filter_topic=95 and assessment https://cieem.net/i-am/resources-hub/?filter_resource_type=9&filter_topic=65</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p>
5	Business Case	Policy E6	Opportunities for tourism and new visitor accommodation	<p>Demonstration that the financial viability of the use can be sustained in the long term</p> <p>The business case should identify a local need for the facility and include:- Costings of the initial set up including property acquisition where relevant; Projected net profits after deducting overheads</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
6	Cannock Chase Special Area of Conservation (SAC) Statement of willingness to provide a proportional financial contribution towards the Strategic Access Management and Monitoring Measures (SAMMM) for Cannock Chase Special Area of Conservation (SAC)	National Planning Policy Framework 2018 paragraph 172, 176 Plan for Stafford Borough Council: Policy N6; ODPM Circular 06/2005	Applications for 10 or more (net) new dwellings within 0-8km of Cannock Chase Special Area of Conservation (see map)	<p>Regulation 63 of the Conservation of Habitats and Species Regulations 2017 requires the Council undertake and complete a Habitat Regulations Assessment (HRA), including Appropriate Assessment (AA), where it is considered that approving an application will or may possibly result in a negative impact upon a Special Area of Conservation (SAC); directly or indirectly, alone or in combination. Where a negative impact is found to be caused to a SAC proportional mitigation must be provided by the applicant and secured by the Council or else the applicant will need to be refused.</p> <p>The Council has sufficient evidence to demonstrate that an increase of 1 net dwelling or more within a 15km zone of influence around Cannock Chase SAC will have a negative impact on the site.</p> <p>The Strategic Access Management and Monitoring Measures (SAMMM) is a 15 year program of mitigation works agreed by the Cannock Chase SAC Partnership in combination with Natural England. The SAMMM is sufficient to mitigate for all planned new dwelling developments within 15km of the SAC over the Local Plan period. To provide for the SAMMM, a proportional financial contribution (of £159 per dwelling) shall be collected from all applications for 10 or more net-dwellings where the development lies within 0-8km of Cannock Chase SAC (whole of in-part).</p> <p>Developments of 9 or less net-dwellings with 0-8km or developments of 10 or more net-dwellings over 8km away do not need to provide any financial contribution towards the SAMMM.</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Cannock Chase Special Area of Conservation (SAC) Continued			<p>For those applications where a financial contribution is to be provided towards the Cannock Chase SAMMM the 'Statement of Willingness Document' should be completed and submitted as part of the planning application. A downloadable version of the Statement of Willingness is available on</p> <p>https://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further Advice Cannock Chase SAC Team; SAC Project Officer: 07580 848 950</p>
7	Coal Mining Risk Assessment (CMRA)	National Planning Policy Framework paragraph 170, 205	All non-householder applications for operational development that fall within the Coal Mining Development Referral Areas as defined by the Coal Authority and held by Stafford Borough Council	<p>The Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <p>Include site specific coal mining information (including past / present / future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area)</p> <p>Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development</p> <p>Identify how coal mining issues have influenced the proposed development, and whether any other mitigation measures are required to manage those issues and / or whether any changes have been incorporated into the development</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Coal Mining Risk Assessment (CMRA) Continued			<p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>Please note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended, it is suggested that the CMRA is included within the Environmental Statement.</p> <p>Further Advice The Coal Authority website: www.coal.gov.uk/services/planning The Coal Authority Planning and Local Authority Liaison Department : 01623 637 119 or planningconsultation@coal.gov.uk</p>
8	Economic Statement	National Planning Policy Framework paragraphs 8, 9, 80, 82, 83, 84 Plan for Stafford Borough: Policy E1, E2, E3, E6, E7	All major applications that include a commercial element	<p>A supporting statement of any regeneration and economic benefits and costs from the proposed development.</p> <p>The statement must include: Details of new jobs provided or supported</p> <p>Relative floor space totals for each proposed use (where known) Any community benefits Reference to any regeneration strategies that might lie behind or be supported by the proposal</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Economic Statement Continued			Further Advice SBC Economic Development Manager: 01785 619 748
9	Environmental Statement (Environmental Impact Assessment – EIA)	National Planning Policy Framework paragraph 43 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Where an Environmental Impact Assessment is needed Schedule 4 sets out the information required in an Environmental Statement	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. Further Advice Stafford Borough Council Development Management: 01785 619 337
10	Flood Risk Assessment (FRA)	National Planning Policy Framework paragraphs 43, 157 Technical Guidance to the National Planning Policy Framework (CLG 3/12)	In Floodzone 1 any development site of 1 hectare or above All developments in flood zones 2 and 3. Any development other than minor development in a	The Flood Risk Assessment must: <ul style="list-style-type: none"> • identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account • identify opportunities to reduce the probability and consequences of flooding • include the design of surface water management systems including Sustainable Drainage Systems

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Flood Risk Assessment (FRA) Continued	Plan for Stafford Borough: Policy N1, N2	designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency (Rising Brook).	<p>(SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding</p> <ul style="list-style-type: none"> • be prepared by the developer in consultation with the Local Planning Authority with reference to their published new Local Plan documents and any Strategic Flood Risk Assessment • form part of an Environmental Statement when one is required by the Town and Country Planning • (Environmental Impact Assessment) Regulations 2017 as amended <p>In preparing a Flood Risk Assessment the developer will be required to demonstrate that a sequential approach to site selection has been undertaken, and that there are no other more suitable sites available.</p> <p>For Householder development a simplified procedure is available in the Environment Agency Standing Advice http://www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further Advice</p> <p>Environment Agency http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx</p> <p>Further information on SUDs is available at https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>

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11	Heritage Statement	<p>National Planning Policy Framework paragraphs 189, 192, 199</p> <p>Plan for Stafford Borough: Policy N8, N9</p> <p>Conservation Area Character Appraisals and Documents</p> <p>Stafford Borough Council Design SPD</p> <p>The Hedgerow Regulations 1997</p>	<p>Any application affecting a heritage asset or its setting</p> <p>Heritage Assets include:</p> <ul style="list-style-type: none"> • Listed Buildings • Conservation Areas • Scheduled Monuments • Archaeological sites • Registered parks and gardens • applications which will impact or have the potential to impact upon sites (below and above ground) as recorded on the Staffordshire Historic Environment Record (HER) <p>Major applications or significant infrastructure works where archaeological remains may survive Hedgerow removal may need a Heritage Statement where it forms part of a significant historic landscape or an area of archaeological potential</p>	<p>The statement must include:</p> <ul style="list-style-type: none"> • A description of the significance of the heritage assets affected, and the contribution of their setting to that significance • The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset • The Staffordshire Historic Environment Record (HER) 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 an archaeological interest, a full Historic Environment Desk-based Assessment (DBA) should be submitted (where a Heritage Statement is deemed to be insufficient to adequately address historic environment concerns). The requirement for a full DBA should be discussed at an early stage and where considered an appropriate response, the DBA should consider all aspects of the historic environment (archaeology, built environment and historic landscape character). The DBA should be undertaken by an appropriately experienced organisation and should follow the guidance laid out in the relevant Chartered Institute for Archaeologists (CIfA) standard and guidance. Where a DBA is deemed insufficient to properly assess the archaeological potential/interest, a field evaluation may be required. An assessment of the impact of the proposal should be set out in the application (within the design and access statement when this is
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	Heritage Statement Continued			<p>required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted</p> <p>Stafford Borough Council will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.</p> <p>Further Advice Stafford Borough Council Conservation Officer: 01785 619 337 Staffordshire County Council: 0300 111 8000 Staffordshire County Archaeologist her@staffordshire.gov.uk</p> <p>List descriptions and scheduled monuments can be found on the National Heritage List for England website at: https://historicengland.org.uk/listing/the-list/ https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>For information as to whether a Heritage Statement may be required in or around the principal historic settlements please see Staffordshire County Council's website: For Historic Environment Assessments http://www.staffordshire.gov.uk/environment/eLand/planners-developers/HistoricEnvironment/Projects/Historic-Environment-Assessments.aspx</p> <p>To discuss the potential for development to impact upon archaeological deposits or to consult the Staffordshire Historic Environment Record (HER) please contact the Historic Environment Team at Staffordshire County Council her@staffordshire.gov.uk or link to www.staffordshire.gov.uk/Historic-Environment-Record for further information.</p>
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	Heritage Statement Continued			Please note that the Staffordshire County Council Historic Environment Team charge a small fee for pre-application advice, see https://www.staffordshire.gov.uk/environment/eLand/planners-developers/HistoricEnvironment/Historic-Environment-Advice-and-Guidance/Historic-Environment-Advice-and-Guidance.aspx for more
12	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	<p>The assessment must include:</p> <ul style="list-style-type: none"> • An extended assessment of contamination in line with National Planning Policy Framework: Section 11 • Enough information to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level <p>Where contamination is known or suspected, or the proposed use would be particularly vulnerable for example residential use, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. Further Advice Stafford Borough Council Pollution Control Officer: 01785 619 402</p> <p>Environment Agency www.environment-agency.gov.uk</p>
13	Landscape Visual Impact Assessment	Plan for Stafford Borough: Policy N8	Polytunnels; wind turbines	An assessment in accordance with current best practice and guidance, in particular GLVIA3 published by the Landscape Institute and the Institute of Environmental Management and Assessment.

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14	Landscaping Details	National Planning Policy Framework paragraphs 127 Plan for Stafford Borough: Policy N1	All major applications	<p>A landscaping scheme should:</p> <ul style="list-style-type: none"> • Be drawn to scale (usually 1:100 or 1:200) • Show full details of proposed landscaping • Include details of proposed species, height at planting, spacing and densities • Include measures for the ongoing protection and maintenance of landscaping <p>For sites that are considered to be particularly sensitive, in landscape or visual terms, a Landscape and Visual Impact Assessment (LVIA) should be undertaken.</p> <p>Further Advice</p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment. Stafford Borough Council Development Management: 01785 619 337</p>
15	Lighting Assessment	Plan for Stafford Borough: Policy N1	All commercial and leisure applications proposing external illuminations	<p>The assessment must include:</p> <ul style="list-style-type: none"> • A layout plan with beam orientation and light spillage • A schedule of the equipment used in the design • The hours of use (when the lighting will be switched on) • Details of future maintenance <p>Further Advice</p> <p>Publication: Lighting in the countryside: Towards good practice (1997)</p>

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16	Masterplan	Plan for Stafford Borough: Policy Stafford 2, Stafford 3, Stafford 4, Stone 2	Residential development within Strategic Development Locations	A comprehensive land use masterplan in accordance with Policy Stafford 2, Stafford 3, Stafford 4 and Stone 2
17	Mineral Safeguarding Areas (MSAs)	Staffordshire Minerals Local Plan (Policy 3) National Planning Policy Framework paragraph 144	<ul style="list-style-type: none"> Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan Mineral infrastructure sites permitted by the County Council or Borough/District Council 	<p>Required to submit a Mineral Safeguarding Statement to demonstrate that the implications of the proposals on existing permitted mineral reserves and mineral infrastructure, and on mineral resources identified for future working and areas safeguarded in the Minerals Local Plan have been addressed.</p> <p>Further advice https://www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>
18	Noise and Vibration Assessments	<p>Noise Policy Statement for England March 2010</p> <p>National Planning Policy Framework paragraph 178, 180 Plan for Stafford Borough: Policy N1</p> <p>Environmental Protection Act 1990 Clean Neighbourhoods Act 2005 Licencing Act 2003 Noise Act 1996</p>	<p>All applications likely to have an impact on existing noise or vibration sensitive developments</p> <p>All applications that introduce or expose noise or vibrations into an area where it would have an adverse impact</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a Noise and</p> <p>Vibration Assessment is needed. Where an assessment is needed it must:</p> <ul style="list-style-type: none"> Consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 <i>Guide to Evaluation of Human Exposure to Vibration in Buildings</i> Part 1 and Part 2 and BS7385-2: 1993 <i>Evaluation and Measurement for Vibration in Buildings</i> Part 1 <p>Further Advice Stafford Borough Council Environmental and Health Service: 01785 619 402 World Health Organisation Guidelines for Community Noise World Health Organisation Night Noise Guidelines for Europe British Standards: BS4142, BS8233, BS7445</p>

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19	Open Space Assessment	<p>National Planning Policy Framework paragraphs 92</p> <p>National Planning Policy Guidance</p> <p>Plan for Stafford Borough: Policy C7</p>	Residential applications of 11 dwellings or more to provide an on-site or off-site contribution to open space, sport and recreation facilities in accordance with the Local Standards (Appendix G of The Plan for Stafford Borough)	<p><u>Developments Within Open Spaces</u> Applications must include:</p> <ul style="list-style-type: none"> Plans showing any areas of existing or proposed open space within or adjoining the application site <p><u>On-site or off-site Provision</u> Where open space and/or associated facilities are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:</p> <ul style="list-style-type: none"> Maintenance specification for the works How the facility will be initially installed and maintained to that specification for at least 10 years <p><u>Financial Contributions</u></p> <ul style="list-style-type: none"> Where open space cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further Advice Stafford Borough Council Sport and Outdoor Leisure Policy Officer : 01785 619 514</p>
20	Parking and Access Arrangements	<p>National Planning Policy Framework paragraphs 102, 107, 108, 110</p> <p>Plan for Stafford Borough: Policy T2 and Appendix B: Car Parking Standards</p>	All applications, including householders, that involve new, or changes to existing, parking and access arrangements	<p>The site layout plan must include;</p> <ul style="list-style-type: none"> Details of existing parking provision and access Details of proposed parking provision and access Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> Information about how that supports the design Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility

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				<p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> • Details of existing and proposed visibility splays • Details of speed surveys where relaxation to normal visibility requirements are being sought <p>Further Advice Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 highways@staffordshire.gov.uk</p> <p>Manual for Streets 2</p>
21	<p>Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms</p>	<p>Circular 05/2005: Planning Obligations</p> <p>National Planning Policy Framework paragraph 57, 54</p> <p>Plan for Stafford Borough: Policies C2, C7, I1</p>	<p>All major applications unless trigger points are not hit. See 'What information is required' column for trigger points</p> <p>Other developments where the Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms</p>	<p>The application must include either:</p> <p>A draft Planning Obligation (Section 106) obligation based on Stafford Borough Council's standard template or A statement of the proposed Heads of Terms, a location plan and Land Registry details, solicitor details and confirmation that Stafford Borough Council's legal fees will be met</p> <p>Further Advice Stafford Borough Council Legal Services: 01785 619 220</p> <p><u>Trigger Points:</u></p> <p>Affordable Housing = When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.</p> <p>Affordable Housing = When 10 or more dwellings are proposed across all other areas of the Borough</p>

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	Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms Continued			<p>Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the Infrastructure Delivery Plan, including for open space, sport and recreation in line with the Local Space Standards (Appendix G of The Plan for Stafford Borough)</p> <p>For the Education trigger points at primary and secondary school levels please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>
22	Retention of Local Community Facility or Service Statement	<p>National Planning Policy Framework paragraph 83</p> <p>Plan for Stafford Borough: Spatial Principle 7, Policy E8 and SB2</p>	<p>Applications for redevelopment or change of use of any premises outside Stafford or Stone currently used, or last used to provide essential facilities or services which support the local community</p>	<p>A statement must be provided that addresses the following:</p> <ul style="list-style-type: none"> • a viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, the use cannot be provided by some other means or is genuinely redundant • the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • the facility / service which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the settlement concerned, unless it has been accepted as redundant under (a) above • the facility was not required to be provided and / or retained as part of a planning permission, or as a new development <p>Further Advice Stafford Borough Council Development Management: 01785 619 000</p>

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23	Statement of Community Involvement	National Planning Policy Framework paragraphs 39, 40 Stafford Borough Statement of Community Involvement	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> • Set out how the applicant has undertaken pre-application consultation with the community • Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
24	Structural Survey	National Planning Policy Framework paragraphs 79, 83, 170 The Plan for Stafford Borough: Policy E2 and Policy C5	<p>All barn conversion proposals, except where the barn has already been fully converted</p> <p>Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area or where an application is made for a replacement dwelling which involves the demolition of the existing dwelling.</p>	<p>Structural surveys must be carried out by qualified structural surveyors, and detail:</p> <ul style="list-style-type: none"> • The existing structural condition of the building • Any recommended remedial works to improve its condition, if possible • For barn conversions, the survey must also include: • Whether the existing building is capable of conversion without significant rebuilding • The nature, type and amount of work required to allow the proposed use to take place <p>Further Advice Stafford Borough Council Development Management/Conservation Officer: 01785 619 337</p>
25	Telecomms Development - Supplementary Information	Code of Practice on Mobile Network Development (2013)	Telecommunications applications	<p>Applications must include the following:</p> <ul style="list-style-type: none"> • The area of the search • Details of any consultation carried out • Details of the proposed structure • The technical justification and information about the proposed development

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	Telecomms Development - Supplementary Information Continued	National Planning Policy Framework paragraphs 115 Plan for Stafford Borough: Policy E1		<ul style="list-style-type: none"> 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) <p>Further Advice Code of Practice on Mobile Network Development (2002)</p>
26	Town Centre Use / Retail Impact Assessments	National Planning Policy Framework paragraphs 86, 87, 89 Plan for Stafford Borough: Policy E8	<p>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</p> <p>Applications for retail, office and leisure developments at Stafford over 1,000m² gross floorspace, developments at Stone over 500m² gross floorspace and developments at local centres over 300 m² and not in accordance with the Plan for Stafford Borough.</p> <p>Applications in an existing town centre not in accordance with the Plan for Stafford Borough which would substantially increase</p>	<p>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:</p> <ul style="list-style-type: none"> The impact on existing investment within centres The impact on the vitality and viability of town centres The impact of the proposal on in-centre trade / turnover and trade in the wider area The current and future consumer expenditure capacity in the catchment area Whether the proposal is of an appropriate scale and what impact it may have on locally important impacts <p>Further Advice Stafford Borough Council Forward Planning: 01785 619 000</p>

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	Town Centre Use / Retail Impact Assessments (continued)		the attraction of the centre to an extent that the development could impact on other centres.	
27	Transport Assessment / Transport Statement	<p>Circular 02/2007: Planning and the Strategic Road Network</p> <p>National Planning Policy Framework paragraph 102</p> <p>Plan for Stafford Borough: Policy T1</p>	All applications likely to generate significant traffic movements	<p>For a definition of significant transport implications see https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentandTravelPlansJan.pdf</p> <p>Where an assessment is considered to be necessary, these should be submitted and considered by Staffordshire County Council Highways Authority prior to the registration of the Planning Application.</p> <p>When Planning Applications require an assessment, the application will be required to submit a 'Transport Assessment Validation Form' signed by the applicant and a representative of Staffordshire County</p> <ul style="list-style-type: none"> a) A Transport Assessment (TA) or Transport Statement b) (TS) is required, and that the assessment accompanying the Planning Application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority c) A TA or TS is required, and that the assessment accompanying the Planning Application, including its conclusions, have been discussed but the Applicant and Staffordshire County Council Highways Authority are in dispute d) An assessment is not required

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	Transport Assessment / Transport Statement Continued			<p>Further Advice Department for Transport: https://www.gov.uk/government/organisations/department-for-transport</p> <p>Manual for Streets 2 (March 2007) Circular 02/2007: Planning and the Strategic Road Network Council Highway Authority indicating that: A draft Travel Plan must:</p> <ul style="list-style-type: none"> • Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts • Detail how the traffic implications of the development will be managed, including details of the Travel Plan co-ordinator, the management arrangements for the plan and the development timetable
28	Travel Plan	<p>National Planning Policy Framework paragraph 111</p> <p>Plan for Stafford Borough: Policy T1</p>	<p>A Travel Plan will be required if the development is likely to generate significant amounts of traffic movement.</p>	<p>Include</p> <ul style="list-style-type: none"> • activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site <p>Where an application requires a Travel Plan, applicants need to have agreed this before the application is made. If a complete Travel Plan is not submitted, the application will not be validated.</p> <p>Where an application requires a Travel Plan, the principle of this must be agreed with Staffordshire County Council Highways before the application is made and may require a monitoring agreement through a legal obligation.</p>

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	Travel Plan Continued			<p>Further Advice</p> <p>Staffordshire County Council Highways: 0300 111 8000 highways@staffordshire.gov.uk</p> <p>Department for Transport: https://www.gov.uk/government/organisations/department-for-transport</p> <p>Department for Transport Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (April 2009). Department for Transport: Making Residential Travel Plans Work (2007)</p>
29	Tree Survey / Assessment	National Planning Policy Framework paragraph 170	Any application where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or influence the development	<p>Information must be provided that details which trees are to be retained and how they will be protected during construction works.</p> <p>Full guidance on the survey information, tree protection plan, method statement and other information that should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the British Standard will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. The information should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>Further Advice Stafford Borough Council Tree Officer: 01785 619 539</p>

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30	Ventilation / Extraction Statement	Noise Policy Statement for England March 2010 National Planning Policy Framework paragraphs 170, 180 Plan 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) A4 (drinking establishments: public house, wine-bar or other drinking establishment) A5 (hot food takeaways – use for the sale of hot food for consumption off the premises) B2 (general industrial)	The statement for the method of ventilation / extraction must include: <ul style="list-style-type: none"> • Elevations to show position, location and height (if external) • Proposed external finishes and fixings • Manufacturers specifications, including maintenance requirements • Silencing arrangements • Means of vibration isolation • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra • Predicted odour and / or particulate concentration <p>Further Advice Stafford Borough Council Environmental and Health Services: 01785 619 402</p> <p>Guidance on the Control of Odour and noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended 05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs.</p>
31	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: <ul style="list-style-type: none"> • Purchase cost of the application site and when it was purchased • Detailed cost of construction, including any abnormalities and off site infrastructure • Predicted sale value / income from the finished site • Cost of Section 106 including affordable housing costs

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	Viability Assessment Continued			<ul style="list-style-type: none"> • % profit on cost both with and without the full Section 106 obligations <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
32	Water Quality Statement	<p>National Planning Policy Framework paragraph 170 Plan for Stafford Borough: Policy N1, N2</p> <p>Habitat Directive 92/43/EEC – Conservation of Natural Habitats of Wild Fauna and Flora</p> <p>EU Water Framework Directive Habitat Regulations 2012</p>	All planning applications likely to have a detrimental impact on water quality	<p>The statement must explain how the development will not have a detrimental impact on water quality, either directly through pollution of surface water or indirectly through overloading of Wastewater Treatment Works.</p> <p>Further site specific analysis of any development proposals located in proximity or upstream of environmental significant sites, including Sites of Special Scientific Interest (SSSIs) and European Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites.</p> <p>Further Advice Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014</p>

Annex

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 2 copies of each document.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	Complete all sections	
	Accurately describe what you are applying for	
	Complete the Declaration	
Certificates	Complete Certificate A if you are the owner of the land	
	Complete Certificate B and Notice 1 if someone else owns all or part of the land	
	Complete the Agricultural Holdings certificate	
Fee	Pay £206 to Stafford Borough Council (unless an exemption applies – see our Fees guide for more information)	
Location Plan	Use a scale of 1:1250 or 1:2500	
	Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license	
	Draw a red line around the edge of all the land affected by the development (including access)	
	Draw a blue edge around all other land that you own	
Site/Block Plan	Use a scale of 1:100, 1:200 or 1:500	
	Make sure the direction of North is shown	
	Show the development in relation to property boundaries	
	Show the car parking layout if this is new or changes to what's there now	
	Show any trees within the site boundary or next to it	
Floor Plans	Use a scale of 1:100 or 1:50	
	Include existing plans and what it proposed.	

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	Full existing and proposed plans are needed for applications outside of the settlement boundaries.	
	If existing car parking is affected, full floor plans of the whole property need to be shown	
Elevations	Use a scale of 1:100 or 1:50	
	Include all the elevations (sides) of what you want to do	
	Include what the elevations look like now and what is proposed	
Flood Risk Assessment	Include an assessment if the property is within Flood Zone 2 or 3	
	Complete the Environment Agency template: www.environment-agency.gov.uk	
Ecological Report	Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed	
	Include a report on Great Crested Newts if ponds are involved	
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 Validation Officers on 01785 619 337 or email planningtechnicians@staffordbc.gov.uk

Stone Town Council - Non-Cheque Payments

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

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

Date	Reference	Supplier	Description	Amount	Month
04/01/2021	D/Dbt 21/21	Stafford Borough Council	Station Rates Jan 2021	£225.00	Jan-21
04/01/2021	D/Dbt 21/21	Stafford Borough Council	FJC Rates Jan 2021	£434.00	Jan-21
04/01/2021	D/Dbt 21/21	Stafford Borough Council	Market Square Rates Jan 2021	£52.00	Jan-21
04/01/2021	65245	Prism Solutions	FJC Lease lines - Nov 2020	£46.69	Jan-21
04/01/2021	65245	Prism Solutions	Station Lease lines - Nov 2020	£44.45	Jan-21
06/01/2021	V01829359808	EE	EE mobile phone charges	£21.28	Jan-21
06/01/2021	V01829359808	EE	EE mobile phone charges	£22.00	Jan-21
06/01/2021	V01829359808	EE	EE mobile phone charges	£21.28	Jan-21
07/01/2021	ELEC 44/20	MEB Total Ltd	FJC 6 month Emerg Lights Test Nov 20	£124.50	Jan-21
07/01/2021	ELEC 44/20	Call Handling Services Ltd	Inbound call handling Nov 20	£10.56	Jan-21
12/01/2021	ELEC 44/20	Amazon	Metal eyelets and punch for marquees	£9.99	Jan-21
14/01/2021	ELEC 44/20	Sage UK Ltd	Annual Sage 50 Payroll Subscription	£255.44	Jan-21
15/01/2021	ELEC 44/20	Mazars LLP	Limited Assurance Review for ye 31/3/20	£800.00	Jan-21
15/01/2021	ELEC 44/20	Water Plus	Station water usage Sep tp Nov 2020	£220.01	Jan-21
15/01/2021	ELEC 44/20	Water Plus	FJC water usage Sep to Dec 2020	£137.39	Jan-21
15/01/2021	ELEC 44/20	Water Plus	Mount Rd Allots water usage Sep to Dec 2020	£171.14	Jan-21
15/01/2021	EU-01718604	Opayo by Elavon	Opayo payment gateway Dec 2020	£15.00	Jan-21
19/01/2021	ELEC46/21	Mr L Trigg	ALCC Annual Membership Subs re-imbursed	£40.00	Jan-21
19/01/2021	713392021771119	Pozitive Energy	Station Elec Usage Dec 2020	£216.61	Jan-21
19/01/2021	INV62999690	Zoom Video Comm Inc	ZOOM	£47.96	Jan-21
20/01/2021	713412021773474	Pozitive Energy	Station Gas Usage Dec 2020	£223.25	Jan-21
20/01/2021	713402021773476	Pozitive Energy	FJC Gas Dec 2020	£446.79	Jan-21
20/01/2021	713382021773472	Pozitive Energy	FJC Elec Usage Dec 2020	£124.97	Jan-21
21/01/2021	ELEC46/21	Veolia ES (UK) Ltd	Station waste collection Dec 2020	£58.21	Jan-21
21/01/2021	CHQ 013387	Miscellaneous	Parade Stick made by Mr M Hassal	£25.00	Jan-21
21/01/2021	ELEC46/21	Veolia ES (UK) Ltd	FJC Waste Collection Dec 2020	£70.21	Jan-21
22/01/2021	ELEC46/21	Stafford Borough Council	Election Charges 2019 Walton North Ward	£4,212.78	Jan-21
22/01/2021	ELEC46/21	Stafford Borough Council	Election Charges 2019 Stonefield & Christchurch Ward	£8,497.13	Jan-21
22/01/2021	ELEC46/21	Stafford Borough Council	Election Charges 2019 Walton South Ward	£6,642.58	Jan-21
22/01/2021	ELEC46/21	B Hygienic Ltd	Toilet Rolls for FJC	£55.78	Jan-21

Date	Reference	Supplier	Description	Amount	Month
22/01/2021	ELEC46/21	Stafford Borough Council	Election Charges 2019 St Michaels Ward	£7,283.30	Jan-21
25/01/2021	ELEC46/21	Water Plus	Allotments water supply fixed charge	£0.19	Jan-21
25/01/2021	ELEC46/21	Stafford Borough Council	Quarterly Rental Staion Road Offices	£150.00	Jan-21
26/01/2021	ELEC47/21	Virgin Media Business	Office line rental / calls - Dec 2020	£51.61	Jan-21
26/01/2021	ELEC46/21	Virgin Media Business	Office Land lines / calls Jan 2021	£42.08	Jan-21
26/01/2021	ELEC46/21	Call Handling Services Ltd	Call Handling / recording - Dec 2020	£11.42	Jan-21
27/01/2021	ELEC46/21	R Mountfords	Yard Brush for FJC	£7.29	Jan-21

Stone Area Parish Liaison Group

Notes of the meeting held Virtually on Wednesday 20 January 2021

NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom.

PRESENT: Councillors: J. Davies (Stone Town Council & Hilderstone Parish Council) in the Chair and B. Fletcher (Stone Rural Parish Council), B. Eyre (Yarnfield & Cold Meece Parish Council), P. Jones (Eccleshall Parish Council), Mrs K. Ong (Swynnerton Parish Council), S. Amison (Swynnerton Parish Council) and Mrs G. Wyatt (Sandon & Burston Parish Council)

Also:

Chief Inspector Giles Parsons (to end of agenda item 4 (Minute Number: L20/042))

Sergeant Nick Maingay (to end of agenda item 4 (Minute Number: L20/042))

Mr J. Fraser (Parish Clerk to Yarnfield & Cold Meece Parish Council)

Mrs L. Harrington Jones (Parish Clerk to Chebsey Parish Council and Swynnerton Parish Council)

Ms K. St Leger (Parish Clerk to Barlaston Parish Council)

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

Trudy Williams (Assistant Clerk to Stone Town Council)

The Chairman welcomed Chief Inspector Giles Parsons, Sergeant Nick Maingay and parish council representatives to the meeting.

Everyone present introduced themselves.

L20/039 Apologies

Apologies were received from Mr D. Croxford (Clerk to Salt & Enson Parish Council), Councillor Mrs S. Parkin (Yarnfield & Cold Meece Parish Council) and Mr B. Alderson (Clerk to Marston Parish Meeting).

L20/040 Declarations of Interest

None received.

L20/041 Notes of the previous meeting

The notes of the meeting held on 14 October 2020 were agreed as a correct record.

L20/042 Update on Policing in Staffordshire – Chief Inspector Giles Parsons

Chief Inspector Parsons apologised for not attending the previous meeting of the Liaison Group which had been due to illness.

He advised the Group that he had been pleased to attend the meeting and welcomed the opportunity to communicate with parish councils on common issues and concerns. He said he would share crime and anti-social behaviour statistics although the figures would not completely align with parish boundaries. He would also provide information specific to Stone and surrounding areas with input from Sergeant Maingay who oversees policing in the town.

Chief Inspector Parsons informed the Group that he is the Neighbourhood Policing Team Commander for the whole of the Stafford borough covering a large geographical area from Trentham in the north to Wolseley Bridge in the south east, Brocton bordering South Staffordshire and West Mercia in Shropshire. He has been in post for nearly a year (since last February) and his team hasn't significantly changed in that time, all areas have an aligned Police Officer and a PCSO.

Chief Inspector Parsons confirmed that COVID-19 had had a big impact on the force over the previous 12 months and on crime and anti social behaviour. Some of the changes were positive and some negative. The pandemic had affected engagement opportunities but virtual meetings were helpful. The team had been trying to get up to speed with technological opportunities in order to maintain engagement and he had asked PCSO's to keep in touch with their parishes.

Chief Inspector Parsons expressed the importance of Staffordshire Police and parish/town councils working effectively together, supporting each other and maintaining good working relationships. He said he recognises that parishes represent their communities on common issues and concerns and have the means to effectively get key messages out to their residents.

The Data

Chief Inspector Parsons advised the Group that crime and antisocial behaviour had fallen in the Stafford Borough (as a total) with crime down by 17% and anti social behaviour down by 10%. He said that COVID-19 had changed peoples patterns of living and with severe restrictions on the night time economy, the usual types of public order offences were not occurring.

In Stone town, crime was down by 8% and anti-social behaviour up by 1%. He said a Public Space Protection Order (PSPO) had been implemented in conjunction with Stafford Borough Council and covered a number of places across the borough including Stone town centre and Westbridge Park. PSPO's give additional powers to prohibit certain types of behaviour/activity such as drinking in public places, erecting tents in public places, riding bikes in a reckless manner and some types of motoring activity.

Statistics in the surrounding areas are:

- South West Stone – crime is down by 14% and anti social behaviour is down by 5%.
- Fulford, Barlaston and Oulton – crime is down by 19% and anti social behaviour is down by 8%.
- Milwich, Chartley, Hayward and Hixon – crime is down by 19% and anti social behaviour is down by 15%.

- Eccleshall & Swynnerton – crime is down by 24% and anti social behaviour is down by 17%.

Some reductions were due to lifestyle changes during the pandemic but COVID-19 had also led to new issues which were impacting anti-social behaviour statistics. Legislation breaches associated with the new COVID-19 police enforcement powers were included in the anti-social behaviour data.

Area Information - Stone

Chief Inspector Parsons advised the Group that a Zoom meeting facilitated by Town Councilors and residents on 7 January 2021 had provided an opportunity for concerns about the rising incidences of crime and anti-social behaviour in Stone to be raised.

He said the force had taken a huge amount of positive action in response to the issue. Dozens of individuals had been arrested for crime offences and some repeatedly. Individuals had been charged, some held in custody and some bailed with conditions.

Chief Inspector Parsons advised the Liaison Group that during the last weekend (14 January) there had been issues in York Street (where a knife had been found in the back garden). Someone was arrested but unfortunately they were given bail with conditions. He said there seemed to be a reluctance by the courts to remand people in custody (which is not a reluctance the Police share).

He said there had been situations where officers had repeatedly arrested, charged and asked that offenders be remanded in custody. On some occasions it had involved five or six attempts but the determination of officers was unrepented and they continue to persevere.

Chief Inspector Parsons advised that during the last weekend there had been a number of issues related to acquisitive crime in Stone High Street. A phone solutions shop had been targeted twice. Three individuals had been arrested, two on bail with police conditions and one released under investigation. He said the police were determined to prevent continued offending.

Local people are concerned and have demonstrated their frustration on Facebook. However, the Police are required to supply evidence that is beyond reasonable doubt and are therefore in the hands of the courts who deal with the sentencing element of the process.

Chief Inspector Parsons said there had been a number anti social behaviour concerns at properties in Stone. A closure order had been obtained at a address in Kent Grove which had forced the tenants to leave the Stafford and Rural Homes property. The closure order process is lengthy requiring documented warnings, service of Community Protection Notices, evidence that the offenders have been repeatedly warned/informed and a comprehensive evidence file produced for Court. The Police are very pleased with the result in this case.

There is another similar issue in Princess Street where concerns have been raised and the Police are working with Stafford and Rural homes. They are

planning to persuade the tenant to surrender the property and if unsuccessful will pursue a closure order once more.

There has been a problem in Adies Alley and the person has been remanded in custody with the property returned to the housing provider. The Police are also monitoring a property in Old Road linked to anti-social behaviour issues.

There is a core of individuals who repeatedly cause problems but their sentences tend to be short and they quickly return to repeat the same actions.

A request has been made for the range/area of a well known offender's Criminal Behaviour Order to be extended. The Police are trying to stay ahead of the game with these individuals, preventing them from causing further problems in the community.

Chief Inspector Parsons said that another anti-social behaviour case had involved a 13 year old boy who had aligned himself with a group that was causing lots of issues. He rode a bike around B & M store and threatened the staff in M & S. The boy was arrested, charged with numerous offences and bailed with conditions. Since being put in touch with the Youth Offending Service he hasn't been back to Stone and there have been no further problems.

He said the most effective way of dealing with these individuals is in the collection of evidence followed by charges and hopefully securing convictions.

Chief Inspector Parsons advised the Liaison Group that he appreciated people's patience and acknowledged that Stone had had a hard time recently. He said the Police need the support of the general public who can assist with sharing information, evidence and intelligence. He encouraged the community to come forward, to promote the good work of the police and to give their support.

Chief Inspector Parsons said the Police are proactively trying to target drugs and have recovered a quantity in the area of the High Street.

He said there had not been a big increase in anti-social behaviour caused by children out of school. The majority of offenders in Stone are adults in their 20's and 30's who are habitual lower level criminals.

In Stafford, crime and anti social behaviour had reduced in the town but there had been more occurrences in homes and more issues on Cannock Chase.

Areas Surrounding Stone

There were no major issues in the areas surrounding Stone but in Fulford, Barlaston, Meir Heath and Blythe Bridge there has been an increase in shed burglaries and in the targeting of quad bikes during November and December. The Police are focusing on crime prevention and putting patrols in those locations.

There has been an issue in Gnosall at the Royal oak public house and concerns in Eccleshall relating to land use and environmental damage.

There have been speeding concerns around Barlaston, in Whitmore Road near Trentham and the surrounding area. The police are liaising with Staffordshire County Council and are keen to focus on road safety.

The Liaison Group representatives recognised that public spaces had been subject to a lot more footfall during the lockdowns. Many more people have been visiting the Downs and the Canal in Barlaston with motorists parking in the town, sometimes obstructing people's driveways.

In Stone Rural there have been concerns about the numbers of visitors to the Downs Banks and the associated visitor parking which is causing a lot of congestion at weekends. Questions were raised about whether anything could be done to deter people from driving miles to visit these areas. It was suggested that if people are coming from north Stoke this is a little further than local.

The Police have been increasing patrols in these areas and encouraging people to follow government guidelines. It is however an issue that legislation keeps changing and there are also challenges around the differences between guidance and legislation. The Police are trying to do their best, educating people and issuing Fixed Penalty Notices where appropriate.

Chief Inspector Parsons informed the Group that social media is used to encourage people to follow guidelines as well as increasing Police patrols. They don't however know where people are from. They give advice and guidance but if people are legally entitled to be there, there is nothing the Police can do. Some legislation has been both complicated and regularly changing. The Police can only enforce the law and enforceability of the measures introduced have not necessarily been thought through. Some forces have been subject to criticism as a result.

It was reported that Yarnfield and Cold Meece have a good relationship with their PCSO who provides monthly statistics for the parish. The Parish Council would like to invite him to a future meeting.

Chief Inspector Parsons said that the police were continuing to undertake preventative policing work and crime prevention was one of the key roles of the PCSO. Officers are trained in this area and focus on offering advice and guidance to the community. There have been a number of focused campaigns targeting specific issues such as burglary and freight crime. Where trends are identified patrols are put in place.

Targeted home visits are still undertaken to address crime but the force are not doing work that encourages people to gather.

Chief Inspector Parsons suggested people join up to receive information through Smart Alerts.

In Hilderstone the local information system disseminates Smart Alert messages around the village.

It was suggested that Barlaston Neighbourhood Watch scheme consultations would reach far more residents if they were arranged virtually.

The Chief Inspector informed the Group that the force was trying to get to a position where PCSO's could become involved with Zoom and Teams as virtual engagement opportunities are available with greater convenience and less travelling. He is keen to do as much as possible and parish councils can facilitate these as they have the communication networks in place already. He has asked PCSO's to do their best to use engagement opportunities – communication and intelligence being key.

Chief Inspector Parsons confirmed that the team had been affected by COVID-19 with staff absences. Officers are unable to maintain social distancing when they are called to incidents although they do wear face masks and have some basic equipment to minimise the risk.

Chief Inspector Parsons confirmed there wasn't any significant crime in Sandon and gave details of the local PCSO.

Before Chief Inspector Parsons and Sergeant Maingay left the meeting the Chairman thanked them for their attendance. Councillor Davies said the Group would focus its attention on communication – keeping it going and improving it. The Officers said they would be happy to attend Liaison Group meetings again in the future.

L20/043 Impact of Covid-19

The Chairman invited the Group to give feedback on the impacts of Covid-19 although information had been shared and discussed previously.

The Chairman said that commencement of the vaccination program had been positive news and County Councillor Mrs Hood had reported (at the last meeting of the Town Council) that she had visited the County Showground and had been very impressed with the efficiency of the service and the helpful and pleasant nature of the people working there.

L20/044 Joint Calendar of Events

The Chairman advised the Liaison Group that there was no information to share on upcoming events except that the date for Stone Carnival was 12 June 2021.

Councillor Jones advised that Eccleshall Parish Council hoped the Eccleshall Festival would take place on the last weekend in June.

L20/045 Planning Applications Processing

The Chairman informed the Liaison Group that Stone Borough Councillors were going to ask the Task and Review group which is part of the Borough Council's Scrutiny Committee, to recommend that the constitution is changed (in line with the Liaison Group's request), to give town and parish councils the automatic right to speak at Planning Committee. At present there is no right to speak at meetings despite most town and parish councils nationwide already having this opportunity.

Mr Fraser, Clerk to Yarnfield and Cold Meece Parish Council, advised that Yarnfield Borough Councillors were planning to make the same request.

The outcome of the Annual Review of the Borough Council's Constitution will be awaited with interest.

L20/046 **Ongoing Items of Interest**

a. Update on Neighbourhood Plans

The Chairman invited the Liaison Group to give updates on the progress with their neighbourhood plans:

Barlaston Neighbourhood Plan

The Parish Council is still finding that the Borough Council is not acknowledging or making reference to the Barlaston Neighbourhood Plan when processing local planning applications. The Parish Council is however challenging this and Urban Vision had prepared a representation.

The parish council is frustrated that planning applications are coming through on the border line of green belt and Stafford Borough Council is not telling applicants/developers that a Neighbourhood Plan exists in the area allowing them to prepare their applications without this knowledge. The Borough Mayor (who is a Barlaston Parish Councillor) will be taking up this point.

Urban Vision has advised the parish council that the Barlaston Neighbourhood Plan should carry the same weight in law as the Borough Council's Local Plan but Stafford Borough Council has confirmed it is not going to change its process. Barlaston Parish Council wants applicants/developers to be routinely informed at the pre application stage that there is a neighbourhood plan in the area and that they must conform with its policies.

The Borough Council had commissioned Lichfield District Council to produce a development plan known as the 'Lichfield Plan' which it then decided not to adopt. Barlaston Parish Council wanted to adopt it (as it is sympathetic to the village in a number of ways) and included it as part of their Neighbourhood Plan. Urban Vision pointed out to the Borough Council that the content of the Lichfield Plan had been adopted as part of the Neighbourhood Plan having gone through Regulation 14 and 16. The Lichfield Plan should now carry the same weight as a stand alone policy and does not require formal adoption by the Borough Council to be recognised. Parish Councils might not be aware of this point.

Stone Neighbourhood Plan

The draft Stone Neighbourhood Plan is on hold until the springtime, awaiting the arrangement for a referendum.

The Blackies Lane development has been approved despite the site being included in the draft Neighbourhood Plan as Open Green Space. There is now concern that this decision might set a precedent for the future.

Swynnerton Neighbourhood Plan

The Swynnerton Neighbourhood Plan was submitted to Stafford Borough Council in September 2018. Complications have arisen from the introduction of the new Local Plan and the fact that Yarnfield has separated from Swynnerton. Two separate plans are now under development.

Yarnfield and Cold Meece Neighbourhood Plan

Parish Councillors have met with Urban Vision and a plan setting out a way forward has been agreed. The information will be forwarded to Swynnerton for consideration by both councils.

b. HS2

The Chairman invited updates on HS2:

It was reported that Chris Packham had instigated a petition for the HS2 project to be abandoned which is on the Government website and people have an opportunity to sign it.

It was confirmed that the House of Lords report in response to the Stone, Yarnfield and Chebsey petition had been a complete whitewash. Royal Assent is expected within the next few days. The Stone Railhead Crisis Group is still pursuing other avenues but the project seems to be a done deal.

After Royal Assent, important discussions will be taking place with Staffordshire County Council and Stafford Borough Council on the contract of works, highways issues, the routes, noise, pollution, light, hours of operation etc.

The Group expressed the view that the most important point for all surrounding villages and towns is mitigation against issues relating to the construction. However the sheer volume of the operation may make this difficult.

Stone Railhead Crisis Group were commended for their good work which will be utilised in later discussions. The evidence has been taken to borough council officers and Cabinet at the County Council.

It was reported that a HS2 grant scheme for funding community projects was going to be made available in the future.

c. Traffic and Parking

The Chairman invited updates on traffic and parking:

It was reported at the last meeting that Stone Town Council had paid the Borough Council £5,000 to pick up the cost of car parking charges on Saturdays at Borough Council car parks in the town to allow users to park for free.

However it was discovered that the Borough Council were not turning the meters off and had continued to accept money from users of the car park. A number of Town Councillors decided to attend the car parks on Saturdays and stand by the machines to advise people that they didn't have to pay. This proved to be a good community engagement exercise and traders were very happy to be supported.

Councillor Mrs Hood was due to meet with Highways officers to discuss the splitter island on Christchurch Way but the meeting was postponed to next week when she will be finding out what the County Highways are proposing to do about the traffic issues it is causing.

There have been concerns expressed at a Sandon and Burston Parish Council meeting about speeding on the A51 and permission (from the County Council) has been obtained for the installation of gateways. It was suggested that the most effective gateways are angled so there is an optical illusion that the road is narrowing.

It was also suggested that the construction of HS2 will have an impact on the speed of traffic on the A51 as larger vehicles and heavier traffic will have a slowing effect which should be taken into consideration.

In Barlaston the statistics (over a 12 month period) from three speed devices have been retrieved showing recordings of some very high speeds through the village. People are starting to recognise there are no films in speed cameras (unless they are digital). A meeting has been held with County Councillor Ian Parry to discuss the issue. A speed camera has been brought to the village but it was positioned on the cross roads where people slow down anyway. Speed cameras are often positioned away from the problem areas. The Police want to compile their own statistics rather than rely on the data collected and the parish council is now looking at engineering solutions such as chicanes.

d. Leisure and Recreation

The Chairman invited updates on matters relating to leisure and recreation:

Footpaths – Footpath 36 in Burston is an ancient footpath that has recently been repaired free of charge.

Repairs to the boardwalk on the pathway running to Aston (crossing an SSSI) is going to be financed by the landowner and carried out by the tenant farmer in February or March 2021.

Walking to Health Group in Barlaston – the parish council had funded a kissing gate which was ripped out by a farmer who put in an electric fence. The County went back and put a stile in and retrieved the kissing gate. Someone complained it was too high and then it was vandalised. Landowners should undertake repairs to rights of way but they don't want walkers on their land.

It was suggested that the Ramblers Association be contacted for the best advice.

e. Commercial and Retail Activity

The Chairman invited updates on commercial and retail activity:

It was acknowledged that the Covid-19 pandemic and lockdowns had been bad news for traders in the town but there is little that can be done at present.

f. Future Governance

The Chairman advised the group that he had changed the title of this agenda item because recent discussion had been more about local government arrangements in the country and rumours of changes to governance. Councillor Davies said that as the Liaison Group represented a large area of North Staffordshire there was a need to be aware of what was coming in this regard and to co-ordinate views in response to future consultations.

Both Covid-19 and a boundary review may have an impact on governance which will be followed and monitored.

L20/047 Schedule of Future Meeting Dates and times

The Group agreed that a schedule of meeting dates is deferred to a future meeting due to continuing uncertainty with Covid-19.

L20/048 Date of Next Meeting

The date of the next meeting is Wednesday 14 April 2021 at 3pm, in St Michael's Suite at the Frank Jordan Centre, Stone (if the meeting does not take place virtually).

The Chairman thanked everyone for their attendance before closing the meeting.