



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

27 September 2023

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 3 OCTOBER 2023 at 7:05pm**, or on the rising of the Council meeting, if later.

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

Les Trigg
Town Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence, and to consider the approval of any reasons given for absence under Section 85(1) of the Local Government Act 1972.

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 5 September 2023, Minute No's GP24/075 – GP24/093 (attached).

8. Minutes of Sub-Committees

No minutes of Sub-Committee

9. Engagement with Young People

To consider the report of the Engagement with Young People Working Group (attached).

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 needed to assess planning applications.

An email from Stafford Borough Council and a copy of the Local Validation Requirements are attached.

The Local Validation Requirements can also be accessed here: [Local Validation Criteria Consultation | Stafford Borough Council \(staffordbc.gov.uk\)](#)

11. Heritage Centre

To consider an update on the Heritage Centre.

12. Town Council Payments

To receive a list of payments made by the Council during the period 1 to 31 August 2023 (attached).

13. Update from Working Groups:

- a) Stone Heritage Centre Steering Group
- b) Engagement with Young People Working Group
- c) 50th Anniversary of Stone Town Council

14. To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council

Stone Area Parish Liaison Group – J. Davies

Stone ATC – Town Mayor & one vacancy – J. Davies

Age Concern Stone & District – Cllrs J. Davies and C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: A. Burgess, J. Hood, T. Kelt, C. Thornicroft and R. Townsend

Stone Community Hub Liaison Group – Cllrs: J. Battrick, J. Hood and J. Powell

SPCA Executive Committee – M. Green

Stone Traders' Group Directors Meeting – Cllrs: A. Burgess, I. Fordham, J. Hood and T. Kelt (Councillors attend on a rotating basis)

15. Exclusion of the Press and Public

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

16. Confidential Minutes

To approve the Confidential Minutes of the General Purposes Committee held on 5 September 2023, Minute Numbers GP24/075, GP24/092 and GP24/093 (attached).

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.

Please access the Council Chamber from the rear of the building.

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 September 2023

PRESENT: Councillor J. Davies in the Chair, and
Councillors: J. Battrick, A. Best, L. Davies, K. Dawson, J. Hood, J. Metters, J. Powell
and R. Townsend

Officers: L. Trigg and T. Williams

ABSENT: Councillors: A. Burgess, I. Fordham, T. Kelt, B. Kenney, R. Kenney, P. Leason,
A. Mottershead, N. Powell and C. Thornicroft

At the start of the meeting the Town Mayor, Councillor J. Davies, was elected to take the chair (for the meeting) as neither the Committee Chairman nor Vice-Chairman were able to be present.

The meeting was opened, immediately adjourned and then reconvened after the Planning Consultative Committee meeting had taken place (to allow additional time for the Committee Chairman to arrive (after his commitment at a Borough Council meeting)).

GP24/075 Apologies

Apologies were received from Councillors: A. Burgess, I. Fordham, T. Kelt, B. Kenney, R. Kenney, P. Leason, A. Mottershead, N. Powell and C. Thornicroft

Where a reason for absence is given, this reason was approved for the purposes of Section 85(1) of the Local Government Act 1972.

GP24/076 Declarations of Interests

None

GP24/077 Requests for Dispensations

None

GP24/078 To receive the report of the County Councillors

County Councillor Jill Hood

The Chairman invited Councillor Hood to address the Committee.

Boundary Commission for England County Division Consultation

Councillor Hood emphasised the importance of this consultation and asked Councillors if they would contribute their opinions.

Councillor Hood advised the Committee that Sir Gavin Williamson, currently MP for South Staffordshire, had been adopted as the Conservative Party candidate for

* 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 new constituency of Stone, Penkridge and Great Wyrley for the next general election. Great Wyrley was already part of his South Staffordshire Constituency.

Highways

Councillor Hood advised the Committee that she had met with the Highways team to talk about the town including installation of yellow lines and the repair of potholes. She said that a further meeting with Highways officers had been arranged and the outcome of a discussion about the High Street would be reported to the next meeting of the Committee. Road closures on Sundays is one item that will be put forward.

Councillor Hood advised the Committee that traders had been invited to take part in a consultation on the times the High Street should close in the morning and open in the evening; the results of which would also be reported back to the Committee.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP24/079 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee.

Councillor Powell reported on an Economic Development and Planning Scrutiny Committee meeting where the Borough Council's plan to address a backlog in the processing of planning applications was discussed.

GP24/080 Representations from Members of the Public

None

GP24/081 Minutes

RESOLVED:

That the minutes of the General Purposes Committee meeting held on 1 August 2023 (Minute Numbers GP24/057 – GP24/074) be approved as a correct record.

GP24/082 Minutes of Sub-Committees

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee held on 15 August 2023 (Minute Numbers TTP24/009 – TTP24/016), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number TTP24/016 be adopted.
- b) Environment Sub-Committee held on 15 August 2023 (Minutes Numbers ENV24/012 – ENV24/020), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number ENV24/020 be adopted.
- c) Estates Sub-Committee held on 15 August 2023 (Minutes Numbers

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EST24/008 – EST24/014), that the draft minutes be noted.

GP24/083 Engagement with Young People

The Committee considered the report* of the Engagement with Young People Working Group which had been attached to the agenda for the meeting.

The following documentation (first circulated in November 2021) was enclosed with the agenda for the meeting for the information of new Town Councillors: Councillor Dawson's Youth Council Research Summary, Councillor J. Davies' Youth Involvement Notes, Protocol for the Appointment of Student Advisors in Association with Ringwood School, and NALC publication 'whatever, yeah?'.

The Chairman invited Councillor Dawson to address the Committee.

Councillor Dawson advised the Committee that her proposal to encourage engagement with young people had come about from her speaking to young people and identifying through research that they would like to contribute their views on local issues.

The Committee expressed its support for structured arrangements for young people to be involved in the work of Local Government and discussion on issues affecting the town. The programme would provide access to the views of this hard-to-reach demographic, promote involvement in voluntary projects, support self-development and channel proactive and good civic behaviour.

The Committee considered how the Town Council could develop the initiative, looking at whether engagement with the young should be integrated into the Town Councils existing structure, a parallel structure or other relationship sought.

The Chairman and Town Councillors congratulated Councillor Dawson on her report, appreciating the work she had done behind the scenes and her qualities to take the project forward.

RESOLVED: That the Engagement with Young people concept is supported in principle and that the Working Group is asked to develop a detailed scheme, incorporating consultation with local schools, before bringing back to the Committee a further report.

GP24/084 Review of Staffordshire County Council Divisions

The Committee considered a Local Government Boundary Commission for England consultation on the draft recommendations for new divisions, division boundaries and division names for Staffordshire.

A draft recommendation report, draft recommendations map and summary of the draft recommendations had been enclosed with the agenda for the meeting. A link to the review documentation on the Boundary Commission's website had also been provided.

The Town Clerk reminded the Committee that the first stage of the review (the original consultation) had been considered on 7 March 2023 (Minute Number GP23/183) when the Committee resolved that the whole of Stone town should fall in one County division.

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The Town Clerk said the Commission had responded to the point (also made by other consultees) confirming that Stone Urban had too many electors for one councillor (and too few for two) if it was to have an acceptable level of electoral equality. The inclusion of the whole of Stone Town in one County Electoral division would create an imbalance that would lead to Stone's underrepresentation at County level.

The Committee agreed that moving Walton North back in to Stone Urban was a good thing but expressed disappointment that Aston Lodge (on the other side of the railway line) had been moved out as a result.

RESOLVED: That the Town Council responds to the Boundary Commission Review of Staffordshire County Divisions as follows:

The Town Council is grateful that Walton North has been brought back into Stone Urban, which is a positive and welcome step, but is disappointed that the area of Stone located beyond the railway line (including Aston Lodge) has been moved into Stafford, Trent Valley. Town Councillors understand the reasons for this move but ask that the matter is considered again at the next County Division review.

GP24/085 Nominations for SPCA Executive and AGM arrangements

The Committee considered an invitation to nominate a representative to stand for election to Staffordshire Parish Councils Association's Executive. It was noted that the election will take place at the Association's AGM on the evening of Monday 30 October 2023 (with a closing date of Friday 29 September 2023 for nominations).

RESOLVED: To nominate Councillor Tom Kelt to stand for election as a representative to the SPCA Executive Committee, subject to his agreement (as he was not present at the meeting).

GP24/086 Heritage Centre

The Committee considered an update from the Town Clerk on the Heritage Centre project.

The Town Clerk advised the Committee that the building work was complete apart from one or two minor points including noise in the ventilation system.

The Town Clerk advised the Committee that a Heritage Centre Manager had been appointed and the postholder had been given a provisional start date of Monday 9 October 2023.

GP24/087 Members' Motion under Standing Order 4

Councillor Jill Hood

I ask the Council to consider the enclosed report and:*

a. Ticket Office Issues

I propose that the Council send a letter to Network Rail decrying the ticket office closures and reduction in service and ask the company to look at all current uses and users of ticket offices and explain how they will deal with

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each instance when the office and staff are no longer available.

b. Reduction in Service

I ask the Council to consider the reduction in service identified in the attached note and propose that the Council engage the support of the member of parliament in sending a letter to the train operating company (TOC) asking for the previous route to Birmingham without the diversion be reinstated and retained.

If that is not possible the TOC must ensure that there is a seamless transfer to connecting services at Stafford, i.e., no delays and no platform changes.

The Committee agreed that ticket offices were an invaluable resource, particularly to people unfamiliar with digital applications, and that train services should be accessible to all and not just those who are computer literate. Network Rail say staff will be on hand on the platforms, but objectors believe they will not be equipped to provide the same quality of assistance as ticket office staff.

The view was emphasised that many people moved to Stone because of its public transport links which needed to be enhanced and not depleted to the detriment of the local economy. Direct services to Wolverhampton and Birmingham New Street should not be withdrawn as a means of managing issues caused by their popularity, and the service provider should be asked to have a rethink and if necessary, consider extending the platform at Stone.

The Committee expressed concern that the Town Council was not consulted on these important issues and removing direct services due to overcrowding was seen as a very poor reason for stopping a service.

The Committee suggested writing to Transport Members of Parliament to ask that pressure be put on the railway company to keep ticket offices open and to take action to extend and improve well used services, not remove them.

RESOLVED: That the Town Clerk is asked to write to The Rt Hon Mark Harper MP, Secretary of State for Transport, and Huw Merriman MP, Minister of State at the Department for Transport, to ask:

- that the ticket offices remain open.
- that direct train services to the commuter town of Stone, situated in the middle of the country, are reinstated.

GP24/088 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 to 31 July 2023.

GP24/089 Update from Working Groups:

Stone Heritage Centre Steering Group

The Town Clerk advised the Committee that he had given a report earlier in the meeting (under Minute Number GP24/086) and that the subgroup of the Steering Group responsible for the town's heritage collection had a meeting coming up in about a fortnight.

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Engagement with Young People

Councillor Dawson confirmed that the work of the Engagement with Young People Working Group had been covered earlier in the meeting (under Minute Number GP24/083).

50th Anniversary of Stone Town Council

The Chairman advised the Committee that he had written to members of the 50th Anniversary of Stone Town Council Working Group with suggestions of ideas that could be considered including working in alignment with the Heritage Centre Working Group and Tourism & Town Promotion Sub-Committee. He said that a lot of the work of the group could be done online.

GP24/090 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone Area Parish Liaison Group

Councillor Davies advised the Committee that a meeting of the Liaison Group would be held on Wednesday 1 November (face to face) at which Highways representatives would be in attendance to talk about highway repairs and maintenance. He said that Town Councillors were welcome to attend.

Stone ATC

Councillor Davies advised the Committee that a meeting of Stone ATC had been scheduled to take place on Tuesday 11 September and he would report back in October.

Age Concern Stone & District

Councillor Davies confirmed that he had attended a meeting of Age Concern Stone & District last week and was continually impressed with the good work undertaken which was appreciated by people living inside and outside of the town.

Stafford & Stone Access Group

Councillor Kelt was unavailable to give a report.

Stone Common Plot Trustees

Councillor Hood advised the Committee that the Trustees had not met.

Stone Community Hub Liaison Group

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

SPCA Executive Committee

Mr M. Green was not available to give a report.

Stone Traders Group Directors' Meeting

The Town Clerk advised the Committee that no meeting had taken place.

GP24/091 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.

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

GP24/092 Confidential Minutes and recommendations of the undermentioned Sub-Committees:

- a) Tourism & Town Promotion Sub-Committee Meeting held on 15 August 2023, Minute Numbers: TTP24/009 and TTP24/016.

RESOLVED: To note the minutes and approve the recommendations contained in Minute Number TTP24/016.

- b) Environment Sub-Committee Meeting held on 15 August 2023, Minute Numbers: ENV24/012 and ENV24/020.

RESOLVED: To note the minutes and approve the recommendations contained in Minute Number ENV24/020.

- c) Estates Sub-Committee Meeting held on 15 August 2023, Minute Numbers: EST24/008, EST24/013 and EST24/014.

RESOLVED: To note the minutes.

GP24/093 To consider the provision of High Street Christmas trees

The Committee considered the option to purchase artificial Christmas trees, to replace the annually purchased real Christmas trees, following the recommendation of the Tourism & Town Promotion Sub-Committee (Minute Number TTP24/016 c).

The Town Clerk's confidential report, circulated to the Tourism and Town Promotion Sub-Committee on 15 August 2023, was enclosed with the confidential part of the agenda for the meeting.

The Committee agreed that the status quo be maintained in 2023 with the purchase of real Christmas trees that were installed by Stone in Bloom and Town Council volunteers.

The Committee agreed that the provision of Christmas trees be reviewed again in 2024.

CHAIRMAN

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Engagement with Young People Working Group Report

**General Purposes Committee
3rd October 2023**

Introduction

1. The Engagement with Young People Working Group was formed to scrutinise the possibility of young people joining the Council in a consultative capacity. The group has met to discuss potential solutions and reported to the General Purposes Committee on 5th September 2023.
2. The proposals put to the Committee were accepted in principle, with the Working Group asked to come back with a further, more detailed report for the Committee's consideration.
3. This is that report. It sets out the proposals from the original report, together with the additional information necessary to allow the Sub-Committee to make a decision on the progress of this initiative. The operational aspects of the proposal have been discussed with the Town Clerk.

Background

4. Young people in Stone account for 19.4% of the overall population¹ (3,348 of a total 17,278) and yet their voice is not represented in Local Government. With the youngest Councillor in their 30s, and with all the will in the world, the Town Council is in danger of becoming 'out-of-touch' with the young people it represents.
5. Making provision for young people to be included in democratic decision making is key to ensuring the longevity of Stone itself. Young people would be more invested in making the Town successful, they would gain valuable experience of the inner workings of Local Government and Councillors would have access to a demographic that they currently find more difficult to engage with.
6. A role of "Youth Ambassador" should therefore be incorporated into Council procedures, ensuring that it will continue into the future. Two of these Youth Ambassadors would be appointed to each of the Environment Committee and the Tourism and Town Promotion Committee, sitting in the body of the Chamber with Councillors, with invitations to attend on working groups where appropriate. All four Youth Ambassadors would be invited to observe Full Council and General Purposes Committee meetings from the public gallery.
7. Terms of office would run from January to December to avoid the election window and ensure students could make the necessary arrangements to use their time in the role for the volunteering section of the Duke of Edinburgh Awards Scheme. Individuals would only be permitted one 12 month term of office to ensure that this opportunity can be offered to the widest range of candidates.

Status of Youth Ambassadors

8. The status of Youth Ambassadors would be similar to co-opted Sub-Committee members in some respects, similar to officers in others, and similar to members of the public in a few other areas. In particular they would be able to speak in meetings of the Sub-Committees to which they are appointed in the same way as a Councillor, but could not propose/second resolutions or vote, and would not have access to confidential papers or discussions. In addition, they would not be able to put "Members' Motions" onto the agenda, but that would not stop any other sub-committee member putting forward a motion on their behalf.
9. Youth Ambassadors would be subject to the Code of Conduct, the Press and Media Protocol, Standing Orders, etc. in the same way as any Councillor. Any breaches of these codes would, however, need to be considered by the Council, rather than the Monitoring Officer, and could result in a term of office being terminated.

Eligibility

10. Eligibility for undertaking the role of Youth Ambassador would be the same as for standing as a Councillor, with two exceptions. These are:
 - a. Age: Candidates should be aged between 14 and 17 on the 1st September prior to their year of office.
 - b. Residential: Candidates should be resident within the boundaries of the Stone Town Council administrative area or attending a school within that area.
11. Candidates who are related to Councillors or Council Officers would be eligible to apply, but those Councillors/Officers would then be unable to play any part in the recruitment process to avoid any perceived conflict of interest.

Application Process

12. The application process would be run along similar lines to the Council's employee recruitment process, with tailored questions specific to the role in an online form. A draft application form is attached.
13. Applications will be scrutinised by a panel consisting of the Chairmen of the General Purposes Committee, Environment Sub-Committee and Tourism and Town Promotion Sub-Committee (or the Vice-Chairmen if they are unable to attend) together with up to two Councillors from the Engagement of Young People Working Group, supported by the Town Clerk. A shortlist will be drawn up and panel members will then meet with the shortlisted candidates to decide on appointments.
14. In order to avoid delays to the process, or the need to call a special meeting, formal appointment to the roles would be made by the Town Clerk, in consultation with the other members of the appointments panel. In no event would an appointment be made to a Sub-Committee without the specific agreement of that Sub-Committee's Chairman.

Induction

15. An induction process will be prepared by the Working Group, alongside the Town Clerk, ensuring Youth Ambassadors are equipped to perform their roles.
16. Youth Ambassadors would be allocated two 'mentors' by the General Purposes Committee, who would act as a point of contact for any queries. It is anticipated that these mentors would be existing Councillors and the Youth Ambassador would be required to copy in both Councillors on any and all correspondence related to their role.
17. A monthly briefing would be arranged between these mentors and the Youth Ambassadors, to discuss agenda items prior to Sub-Committee meetings and answer any other questions. Both mentors would be expected to attend all meetings, and meetings would need to be re-arranged if only one mentor could be present.

Communication with Youth Ambassadors

18. In order to enable Youth Ambassadors to have access to meeting papers and other relevant correspondence, they will need to be able to access electronic communications.
19. In the case of Councillors, this is achieved by the provision of iPads for the length of their term of office. In this case, however, this would be an uneconomic proposal as terms of office would be only one year, rather than four. There are therefore two options:
 - a. Purchase four iPads, which would be loaned to the Youth Ambassadors for the duration of their term of office and returned for use by the following year's Ambassadors, or,
 - b. Purchase four low-cost Android tablets on the same basis, but be prepared to replace them annually if necessary.
20. It is recommended that low-cost tablets are provided initially, with this decision revisited in the future if necessary.
21. Any communications by the Youth Ambassadors in relation to Council business will be subject to the Freedom of Information and Data Protection Acts. It will therefore be necessary for them to be provided with official email addresses to use on Council business. It is suggested that a new domain such as "stoneyouthambassadors.org.uk", is obtained for this purpose, rather than using the Council's official "stonetowncouncil.gov.uk" address.
22. As all Council papers are issued in pdf format, it is not considered necessary to provide any Microsoft 365 licences.

DBS, Safeguarding, etc.

23. Councillors would not be required to complete a Disclosure and Barring Service (DBS) check in respect of this activity as currently envisaged, though this may change depending on how the scheme evolves.
24. There would be a requirement for Councillors to undertake appropriate Safeguarding and PREVENT training, which will need to be organised by the Council, unless they can demonstrate that suitable training has already been undertaken. Councillors and staff members should ensure that they are not left on a one-to-one basis with a Youth Ambassador at any time.
25. It would be a parental responsibility to ensure that Youth Ambassadors are safely transported to and from meetings. This would not, however, absolve the Council of all responsibility in this respect.
26. It will be necessary for the Council to ensure a safe handover to/from parents before and after the meeting, or to have written confirmation from parents that they are happy for their child to travel to and from the meeting unsupervised.

Promoting the scheme

27. If the scheme is approved by the General Purposes Committee:
 - a. Alleyne's Academy and St Dominic's Priory School will be contacted, and visits arranged for members of the Working Group to discuss the scheme with students. Discussions would take place with the Duke of Edinburgh Awards Scheme Co-ordinators to ensure that time spent volunteering as a Youth Ambassador would count towards the volunteering section of the award.
 - b. A press release will be prepared by the Town Clerk and circulated to local media outlets. A brief article will also be prepared by the Working Group, in association with the Town Clerk, for schools to include in their newsletters.
 - c. Young people will be invited to an open day at the Council Chamber, potentially on the same day as the November farmers market, where they can meet Councillors and ask any questions they may have. This would also allow for a potential tie-in with UK Parliament Week, which runs from 6th to 12th November 2023.

Resource Implications

28. The cost of this proposal is expected to include:
 - a. Safeguarding and other related training for Councillors
 - b. Purchase of tablets and a new domain address for communications.

29. These would be expected to cost around £2,000 - £2,500 initially in the current financial year, with an ongoing cost of up to £600 per annum for tablet replacement. There may also be a charge from the Council's IT support contractors for setting up and maintaining additional email addresses, but this is likely to be small and most likely covered within the figures above.
30. The main resource implication, however, would be Councillor and staff time, which has no specific additional cost but will reduce time available for other activities.
31. Councillor time requirements on an annual basis would include, for example:
- a. Attending the open day at the Council Chamber
 - b. Shortlisting and recruiting suitable candidates
 - c. Preparing and delivering induction training
 - d. Acting as mentors
32. Staff time requirements would similarly include:
- a. Preparing application forms, receiving applications and presenting those applications to the appointment panel
 - b. Undertaking the administration relating to interviews and appointments
 - c. Supporting the shortlisting and recruiting suitable candidates
 - d. Preparing and delivering induction training
 - e. Setting up and maintaining tablets, email addresses, etc.
 - f. Reviewing and updating Council policies to ensure that they have taken due regard of the appointment of Youth Ambassadors
 - g. Sending out additional meeting agendas and other related communications to the extent that these would be different from those already despatched to Councillors.

Recommendations

33. The Committee is recommended to:
- a. Adopt a Youth Ambassador scheme on the basis set out in this report.
 - b. Approve a supplementary estimate of £2,500 to cover the initial setup costs of the scheme.
 - c. Include an additional provision of £600 per annum in future budgets to cover the ongoing costs of the scheme.

Youth Ambassador

Application 2024

* Required

Personal Details

1. Full Name *

2. Address *

3. Telephone Number *

4. Email Address *

5. Which school do you attend (if any)? *

6. Age - Please confirm that you were born between 2nd September 2005 and 1st September 2009 *

☐ Yes

☐ No

7. Please confirm that you have the approval of your parent or guardian to make this application (NOTE: Written approval will be needed should you progress to the next stage) *

☐ Yes

☐ No

Your Interest in the Role

8. About You - Please tell us a about your background and why you are interested in the role of Youth Ambassador. (Not more than 500 words) *

9. The Town - Please tell us what you like about Stone. (not more than 500 words) *

10. How do you think that Stone could be improved to the benefit of the young people in the town? (Not more than 500 words) *

11. How would you expect to benefit personally from undertaking the role of Youth Ambassador? (Not more than 500 words) *

12. Youth Ambassadors would have the opportunity to join one of the following Council Sub-Committees. Which one would you be most interested in? *

- ☐ Environment
- ☐ Tourism and Town Promotion

13. What is the reason for your choice of Sub-Committee? *

Other Information

14. The Council's website contains details of the criteria you need to meet to be able to undertake this role. These include your age (between 14 and 17 on 1st September 2023), residence (live or attend a school within the Stone Town Council boundary), and other factors such as command of English, computer literacy and the availability to attend meetings. Please confirm that you meet all of these criteria. *

☐ Yes

☐ No

15. Your contributions to the Council need to be open and honest, and undertaken in a non-partisan way. Please list below any groups or clubs that you are a member of, with details of any office held, and any political affiliations that you may have. Please note that some of this information may need to become publicly available if you are appointed to one of the roles. *

16. Do you consider yourself to be disabled and, if so, would you require any specific arrangements when attending an interview? Please give details. *

17. Is there any other information that you would like to pass on to the selection panel (e.g., dates when you may be unavailable for interview)?

18. Please list two people that we can approach for references who are not related to you, one of which should be your school or college, if you are still in full time education, or if you are working your current or most recent employer. Their name, address, phone number, email, and details of their relationship to you should be provided. Please note that the Council will not contact referees unless you are selected for interview. *

19. Where did you see this role advertised? *

Submission

By submitting this form, you are confirming that:

- You wish to apply for the named role with Stone Town Council.
- You have compiled and completed this application personally, and without the use of AI aids such as ChatGPT.
- To the best of your knowledge, the information on this form is complete and correct.
- You consent to your named referees being contacted if you are selected for interview.
- You understand that this data is being collected for role applicant selection purposes, and consent to the storage of this data by the Council in accordance with its privacy policy, which can be viewed at www.stonetowncouncil.gov.uk.
- You understand that any attempt to knowingly mislead the Council within the application process may result in disqualification of your application or dismissal if you are appointed.

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Microsoft Forms

From:
Subject: Stafford Borough Council Planning Application Validation Criteria - Consultation
Date: 07 September 2023 12:18:54
Attachments: [image596962.png](#)

Good Afternoon,

We are updating our Planning Application Validation Criteria document and it is now out for consultation for 8 weeks ending 2nd November 2023. The document sets out the information that we need to assess planning applications.

The document can be found at this link [Local Validation Criteria Consultation | Stafford Borough Council \(staffordbc.gov.uk\)](#) . Please submit any comments via the questionnaire link by 2nd November 2023.

Thanks,

Development Business Manager
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ 01785 |
@staffordbc.gov.uk | www.staffordbc.gov.uk

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Planning application validation guidance and local validation criteria

July 2023 (Draft)

Development Management

To be used for all planning applications

Annex 1: Checklist for householder planning applications

Annex 2: Guidance for applications for listed building
consent

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1 Introduction

- 1.1 Before we can consider your planning application, you need to provide us with forms, plans and other supporting information. The information that you need to provide depends on the type of application that you're making.
- 1.2 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). Additional information is only requested 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 consideration of the application may begin.
- 1.3 The Plan for Stafford Borough 2011 - 2031 sets out the policy context for the local validation criteria.

2 Returning applications

- 2.1 If the information required for your application type is not submitted, we will not be able to validate and consider your application. If we receive your application and some information is missing, we will contact you.
- 2.2 Where any outstanding information is not submitted within the timescales requested your application will be returned.

3 Legislation

- 3.1 The following legislation is relevant to the validation of planning applications:
 - 3.1.1 The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
 - 3.1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)
- 3.2 The Regulation that we work to, when asking for further information is:
 - 3.2.1 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 consent are slightly different - for more information see section 9.
- 3.3 This includes providing any reasonable evidence to answer any queries.

- 3.4 If you are not happy with the information that we are asking for, you can challenge the request (details of how to appeal non-validation of an application are set out in the DMPO).

4 Policy

- 4.1 Each piece of information that we ask for is justified by national or local policy which explains why we are asking for that particular detail.
- 4.2 **These policies are for the validation of an application. Please note that further national and local policies may be relevant when considering a planning application.**

5 Pre-application discussions

- 5.1 The National Planning Policy Framework (NPPF) states that the Local Planning Authority have a key role to play in encouraging applicants (and their agents) to take advantage of the pre-application stage of the planning process.
- 5.2 If we can identify any potential issues with your application before it is submitted this can help to avoid delay in making a decision.
- 5.3 If you are thinking about submitting a planning application and would like some advice before you apply, please contact Development Support on 01785 619 327 or via email at planning@staffordbc.gov.uk.
- 5.4 More information on the Council's pre-application service can be found online at www.staffordbc.gov.uk/pre-application-advice.

6 How to use the validation criteria

- 6.1 If you are making a householder application for development within the curtilage of a dwellinghouse (things like an extension, conservatory, or outbuilding to a dwellinghouse) our quick guide for householders can be found in annex 1.
- 6.2 For other applications, you will need to make sure that you provide all of the information in the national requirements (see section 11). You then need to identify the additional information needed within the local requirements. The local requirements are listed alphabetically, but the column headed 'Types of application that require this information' will tell you whether your application type is included.

7 Photographs

- 7.1 Whilst photographs are not required for validation, providing photographs and a plan showing where the photographs were taken from and their direction can help us to spot anything on site that you might need to supply more information on.

8 Making an application valid

- 8.1 Where an application is registered as valid, this will be acknowledged in writing.
- 8.2 If we consider that the application is invalid, we will let you know what additional information we need.
- 8.3 All plans/drawings must contain a specific drawing number, revision where relevant, and title.
- 8.4 In order to save time in validation applications it would be helpful should all drawings submitted electronically or via the Planning Portal include the drawing number, revision, and title within the file name. For example, a file containing revision A of drawing '001' and showing proposed floor plans would have a file name which includes the text '001-A-proposedfloorplans'.
- 8.5 Please note that if the details shown on submitted plans are not consistent and we cannot reasonably assess the proposal, the application will not be registered as valid.
- 8.6 Please note that documents should not be submitted in draft format and all 'draft' annotations and watermarks should be removed before submission.
- 8.7 All major applications shall be supported by a document schedule which clearly lists all documents as well as their references (and revisions) which are submitted for consideration.

9 Guidance for outline applications

- 9.1 Applications for outline planning permission generally don't need to include details of any proposed 'reserved matters' unless the matters include access, appearance, landscaping, layout, or scale.
- 9.2 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.

- 9.3 Information must include:
- 9.3.1 Use - the use or uses proposed for the development and any distinct development zones within the site identified.
 - 9.3.2 The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
 - 9.3.3 Indicative access points.
- 9.4 In addition, major applications for outline permission should also include a design and access statement.
- 9.5 Any application for outline consent which includes any other matters must include details which accord with the definition of such matters as set out within Part 1 Section 2 'Interpretation' of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) or any subsequent legislation.
- 9.6 Please note that an application for outline consent can only be submitted for the erection of a building(s). An application for outline consent can not be made for householder development.**

10 Guidance for applications for prior approval

- 10.1 Validation of applications for prior approval is determined in accordance with the requirements of the relevant Class within the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

National requirements

11 Application forms

- 11.1 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 website (which links to the Planning Portal, the Government website for Planning) www.staffordbc.gov.uk/planning-application-forms.
- 11.2 Applications can be submitted electronically through the Planning Portal, via email to planningtechnicians@staffordbc.gov.uk, or as hard copy.

Ownership certificates

- 11.3 All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. The certificates are included in the standard application forms.
- 11.4 An ownership certificate provides certain details about the ownership of the application site and confirms that any appropriate notice has been served on any other owners (and agricultural tenants).
- 11.5 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.
- 11.6 Please note that it is an offence to complete a false or misleading certificate, either knowingly or recklessly.
- 11.7 Certificate A (sole ownership and no agricultural tenants) should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- 11.8 Certificate B (shared ownership - all other owners and/or agricultural tenants known) should only be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- 11.9 Certificate C (shared ownership - some other owners and/or agricultural tenants known) should only be only completed if the applicant does not own all of the land to which the application relates and does not know the name(s) and address(es) of all of the owners and/or agricultural tenants.
- 11.10 Certificate D (shared ownership - none of the other owners and/or agricultural tenants known) should only be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the other owners and/or agricultural tenants.

Notice

- 11.11 Where an application is for land that is not wholly owned by the applicant, it will be necessary to serve notice on any other owners of the application site and subsequently complete Certificate B (or on occasion Certificate C or D). Copies of notices can be found online at www.staffordbc.gov.uk/information-needed-for-a-planning-application

Agricultural holdings certificate

- 11.1 An agricultural holdings certificate is required whether or not the site includes an agricultural holding. It is included in the standard application forms.
- 11.2 All agricultural tenants must be notified prior to the submission of the application.
- 11.3 An agricultural holdings certificate is not required for applications for listed building consent.

12 Design and access statement

- 12.1 A design and access statement must accompany the following applications:
- 12.1.1 Applications for major development as defined in article 2 of the Town and Country Planning (Development management Procedure) (England) Order 2015 (as amended). For example, 10 houses or more, floorspace of 1,000sqm or more, or a site area of 1 hectare or more, where the application is for outline consent or full planning permission.
- 12.1.2 Applications for development in a conservation area, where the proposed development comprises:
- One or more dwellings; or
 - A building or buildings with a floor space of 100sqm or more.
- 12.1.3 Applications for listed building consent.
- 12.2 A design and access statement is a concise report supporting a planning application that should explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and access statements can enable the Local Planning Authority and third parties to better understand the analysis that has underpinned the design of a development proposal.
- 12.3 The level of detail in a design and access statement should be proportionate to the complexity of the application but should not be long.
-

- 12.4 For listed buildings, the statement should address the following elements.
 - 12.4.1 The special architectural and historic interest of the building
 - 12.4.2 The particular physical features of the building that justify its designation as a listed building.
 - 12.4.3 The setting of the building(s).
- 12.5 The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
- 12.6 It may help to review Design Council/CABE guidance document Design and Access Statements: How to write, read and use them.

13 Fee

- 13.1 An application cannot be made valid without the correct fee.
- 13.2 Fees are set nationally and vary depending on the type and size of the application. The full list of charges can be found online at www.ecab.planningportal.co.uk/uploads/english_application_fees.pdf
- 13.3 Fees can be paid in the following different ways:
 - 13.3.1 Over the phone – 01785 619337
 - 13.3.2 By cheque payable to ‘Stafford Borough Council’
 - 13.3.3 BACS payment to Stafford Borough Council. BACS details are available on request and a relevant reference should be given.
- 13.4 Please note, if your application is approved subject to conditions which require the submission of additional details a further application to discharge these conditions, which will incur a fee, will need to be submitted.

14 Plans

- 14.1 Drawing numbers, revision numbers, and an appropriate name must be provided for each plan.
 - 14.2 Plans sent electronically must be submitted as a PDF document to enable electronic measurement of plans.
 - 14.3 We cannot accept “do not scale” on any plans and if this is present you will be asked for it to be removed before the application can be validated.
 - 14.4 All plans must include a scale bar.
-

- 14.5 Plans need to show the right amount of detail and should therefore be drawn to a suitable scale. Recommended scales are 1:1, 1:2, 1:5, 1:10, 1:20, 1:50, 1:100, 1:200, 1:500, 1:1000, 1:1250, and 1:2500; suggested scales are noted below for each type of plan.

15 Location plan

- 15.1 All applications must include a location plan based on an up to date map. The proposed development should not be included on a location plan.
- 15.2 The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A3 or A4 size paper. Very occasionally we might need a different scale plan but we will let you know if this is the case.
- 15.3 A location plan must identify sufficient roads and/or building on land adjoining the application site to ensure that the exact location is clear. Generally a location plan should show at least two named roads and surrounding buildings should be named or numbered.
- 15.4 In most cases the application site should be edged clearly with a single solid red line. The red line must 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.
- 15.5 A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 15.6 If the location plan that you provide uses an Ordnance Survey map base, the plan must include your Ordnance Survey copyright licence. Please note we are unable to accept HM Land Registry Plans due to copyright.

16 Site plan

- 16.1 A site plan should be drawn to a suitable scale, typically 1:100, 1:200 or 1:500 are appropriate.
- 16.2 Site plans must include the following elements where relevant.
- 16.2.1 The direction of north.
- 16.2.2 The proposed development in relation to all of the site boundaries as well as all other existing buildings on the site (including where a building is to be demolished), with written dimensions including those to the boundaries.

16.2.3 The position of all buildings, roads, and footpaths on land adjoining the site, including access arrangements.

16.2.4 All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic).

16.2.5 The position of all trees and hedgerows on the site, and those on adjacent land that could influence or be affected by the development.

16.2.6 The extent and type of any hard surfacing.

16.2.7 Details (type and height) of all boundary treatments (walls, fences, railings, hedges, landscaping) and where this is existing or proposed.

16.2.8 All car parking provision should be shown if there are any changes proposed or required in support of the proposed development. Details of local parking standards can be found within The Plan for Stafford Borough at appendix B.

For further information on applying to divert a footpath please use this link www.staffordshire.gov.uk/environment/RightsofWay/Legal/Advice-for-Applicants-wanting-to-submit-a-Public-Path-Diversion-Order.aspx

17 Existing and proposed elevations

17.1 Elevation drawings should be drawn to a suitable scale, typically 1:50 or 1:100.

17.2 All sides of the proposed development must be shown. Blank (featureless) elevations must also be shown.

17.3 They must clearly show the proposed works in relation to what is already there. Elevation drawings must include the full elevation of any existing building to be altered or extended.

17.4 The property boundary must be shown clearly where the property or the proposed development attaches to another house or building not within the boundary.

17.5 Elevations must include reference to the proposed building materials.

17.6 For applications within a conservation area the style, materials and finish of all windows and doors must be shown.

17.7 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.

- 17.8 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.

18 Existing and proposed floor plans

- 18.1 Floor plans should be drawn to a suitable scale, typically 1:50 or 1:100.
- 18.2 Floor plans must demonstrate the proposed development in detail and include the following elements.
- 18.3 Full internal layouts where car parking provision may be affected.
- 18.4 The position of all doors, windows, and roof lights.
- 18.5 The outline of any development on lower floors must be outlined on upper floor plans.
- 18.6 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.

19 Existing and proposed site sections; site levels; and finished floor levels

- 19.1 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.
- 19.2 Any application which involves the erection of a new building must be supported by full information to demonstrate how the proposed building(s) relates to existing site levels and adjacent development. The plans must 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.
- 19.3 For all major development, site level plans must be based on topographic survey.
- 19.4 Site sections should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 19.5 Site sections should show a cross section(s) through the proposed development.

- 19.6 Site levels and finished floor plans should be drawn at a suitable scale, typically 1:100, 1:200, or 1:500.
- 19.7 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.

20 Roof plan

- 20.1 A roof plan is required when not all of a roof is visible on the elevation drawings and must show the shape of the proposed roof.
- 20.2 Roof plans should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 20.3 A roof plan must include the following elements where relevant.
- 20.3.1 Roofing materials
 - 20.3.2 Roof lights / vents and their location
 - 20.3.3 Any overhang should be shown so measurements are consistent across plans

21 Local requirements

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 paragraph 63, 64, 65, 66</p> <p>Circular 6/1998 Planning and Affordable Housing</p> <p>Plan for Stafford Borough: Policy C2</p>	When 10 or more dwellings are proposed	<p>New residential development of 10 or more dwellings at Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, and Yarnfield to provide 40% affordable dwellings</p> <p>New residential development of 10 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton, and Weston to provide 30% affordable dwellings</p> <p>New residential development of 10 or more dwellings elsewhere to provide 30% affordable housing</p> <p>The statement must include the following:</p> <ul style="list-style-type: none"> • Demonstration that the proposed development addresses the relevant policy requirements with regard to tenure type, house type, and location • Details of any Registered Provider associated with the application • An independent economic viability assessment where a lower figure is being proposed as part of a new development <p>Further advice</p> <p>Stafford Borough Council Health and Housing Group: 01785 619 000</p> <p>Stafford Borough Strategic Planning and Placemaking Team: 01785 619 514</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
2.	Agricultural need statement	National Planning Policy Framework paragraph 85, 174 Plan for Stafford Borough: Policy E2	New and/or replacement 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 • Number of animals kept (where relevant) • Number of employees and their hours worked <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>
3.	Air quality assessment	National Planning Policy Framework paragraph 186 Plan for Stafford Borough: Policy N5	All applications for new housing development, industrial, commercial and leisure development in (or adjacent to) an Air Quality Management Area	<p>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area. This may relate to agricultural applications such as livestock buildings due to Habitat Regulations Assessment (HRA) requirements</p> <p>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<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>Development within 50m of the edge of M6 carriageway</p>	<p>Further advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>
4.	Biodiversity net gain	Environment Act 2021	All relevant applications that meet the requirements which will be set out in the secondary legislation	<p>Once Biodiversity Net Gain becomes mandatory (date to be confirmed) all relevant applications will need to show how mandatory Biodiversity Net Gain will be met</p> <p>Details of what will be required at the planning application stage will be confirmed by the secondary legislation</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>The most up to date DEFRA Biodiversity metric will be required in the assessment of the baseline value of the site (before development) and the post- development value</p> <p>Further advice</p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>Government Guidance: www.gov.uk/government/collections/biodiversity-net-gain</p> <p>Biodiversity Metric: www.publications.naturalengland.org.uk/publication/6049804846366720</p>
5.	Business case	Plan for Stafford Borough: Policy E6	Opportunities for 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:</p> <ul style="list-style-type: none"> • Costings of the initial set up including property acquisition where relevant • Projected net profits after deducting overheads
6.	Cannock Chase Special Area of Conservation (SAC)	National Planning Policy Framework paragraph 43,	Applications for 1 or more (net) new dwellings within 15km of Cannock	A 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)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
	statement of willingness	179, 180, 181, 182 Plan for Stafford Borough Council Policy N6 ODPM Circular 06/2005	Chase Special Area of Conservation	<p>To provide for the SAMMM, a proportional financial contribution (up to date figure available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac) shall be collected from all applications which result in a net increase in dwellings where the development lies within 15km of Cannock Chase SAC (whole or in-part)</p> <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 template of the Statement of Willingness is available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further advice</p> <p>Cannock Chase SAC Team; SAC Project Officer: 07971 031493 www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p>
7.	Coal mining risk assessment (CMRA)	National Planning Policy Framework paragraph 183, 184, 211	All non-householder applications for operational development within the Coal Mining Development Referral Areas as defined by The Coal Authority and held	<p>A Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <ul style="list-style-type: none"> • 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)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			by Stafford Borough Council, unless it falls on the Coal Authority published exemptions list (www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments)	<ul style="list-style-type: none"> Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development 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>Any development involving 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>If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), it is suggested that the CMRA is included within the Environmental Statement</p> <p>Further advice</p> <p>The Coal Authority Planning and Local Authority Liaison Department: 01623 637 119 / planningconsultation@coal.gov.uk www.coal.gov.uk/services/planning</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
8.	Construction transport management plan	Plan for Stafford Borough Policy T1	All major applications	A management plan to minimise and mitigate impacts on the public highway network during development. The plan should include details relating to construction access; hours of construction; routing of HGVs; delivery times; the location of the contractors' compounds, cabins, material storage areas, and contractors' parking; and a scheme for the management and suppression of dust and mud from construction activities
9.	Economic statement	National Planning Policy Framework paragraph 8, 9, 81, 83, 84, 85 Plan for Stafford Borough Policy E1, E2, E3, E6, E7	All major applications that include a commercial element	A supporting statement of any regeneration and economic benefits and costs from the proposed development The statement must include: <ul style="list-style-type: none"> • Details of new jobs provided or supported • Relative floorspace for each proposed use (where known) • Any community benefits • Reference to any regeneration strategies that might lie behind or be supported by the proposal Further advice Economic Growth and Strategic Projects Manager: economy@staffordbc.gov.uk

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
10.	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 Where the local planning authority has given a screening opinion which confirms the requirement submission of an Environmental statement.	Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information required in an environmental statement It may be helpful for a developer to request a screening opinion from the Local Planning Authority before submitting a planning application to determine whether an EIA is required 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
11.	Flood risk assessment (FRA)	National Planning Policy Framework paragraph 43, 161 Technical Guidance to the National Planning Policy	In flood zone 1 any development site of 1 hectare or above All developments where flood zones 2 or 3 encroach into the application site	The flood risk assessment must: <ul style="list-style-type: none"> • Be specific to the site and development proposal • 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 • Include the estimated flood level for your development, taking into account the impacts of climate change over its lifetime

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		<p>Framework (CLG 3/12)</p> <p>Plan for Stafford Borough: Policy N1, N2</p>	Any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency (Rising Brook)	<ul style="list-style-type: none"> • Include details of the finished floor levels where relevant • Include details of any flood resistance and resilience measures • Include any supporting plans and drawings • Include any other information as required by the relevant standing advice • Identify opportunities to reduce the probability and consequences of flooding • Include the design of surface water management systems including Sustainable Drainage Systems (SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding • Be prepared by the developer in consultation with the Local Planning Authority with reference to their published 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>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>For householder development a simplified procedure is available in the Environment Agency Standing Advice: www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further advice</p> <p>www.gov.uk/guidance/flood-risk-assessment-standing-advice</p> <p>Further information on SUDs is available at www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>
12.	Garden areas plan	Stafford Borough Council Design Supplementary Planning Document 2018	All major applications for residential development where details of dwellings are given	A plan to show all private garden areas with individual areas to be annotated in square metres.
13.	Habitat regulations assessment statement	Conservation of Habitats and Species Regulations 2017 (as amended)	All applications for planning permission (except householders) for development within 15km of the Cannock Chase Special Area of Conservation or	<p>A statement to assess whether there would be a likely significant effect on any European site as a result of the proposed development</p> <p>The statement must include:</p> <ul style="list-style-type: none"> • Identification of relevant European sites and their reason(s) for designation • An acknowledgement of any likely significant effects

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			within 5km of any other European site	<ul style="list-style-type: none"> • An assessment of any alternative locations or designs of development • An assessment of any avoidance or mitigation measures to be taken with regard to any likely significant effects <p>Further advice</p> <p>www.magic.defra.gov.uk/MagicMap.aspx</p> <p>www.gov.uk/government/organisations/natural-england</p> <p>www.publications.naturalengland.org.uk/category/5134123047845888</p> <p>www.jncc.gov.uk/</p>
14.	Heritage statement	<p>National Planning Policy Framework paragraph 194, 197, 205</p> <p>Plan for Stafford Borough Policy N8, N9</p> <p>Conservation Area Character</p>	<p>Any application which may affect a heritage asset or its setting</p> <p>Heritage Assets include:</p> <ul style="list-style-type: none"> • Listed Buildings • Conservation Areas 	<p>The statement must include a description of the significance of the heritage assets affected, and the contribution of their setting to that significance</p> <p>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</p> <p>The heritage assets themselves should be assessed using appropriate expertise, where necessary, given the application's impact</p> <p>Where an application site includes, or is considered to have the potential to include, heritage assets with an archaeological interest, a</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		<p>Appraisals and Documents</p> <p>Stafford Borough Council Design Supplementary Planning Document</p> <p>The Hedgerow Regulations 1997</p>	<ul style="list-style-type: none"> Scheduled Monuments Archaeological sites Registered parks and gardens Registered Battlefields <p>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> <p>Major applications or significant infrastructure works where archaeological</p>	<p>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 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>Further advice</p> <p>Stafford Borough Council Conservation Officer: conservation@staffordbc.gov.uk</p> <p>Staffordshire County Council: 0300 111 8000</p> <p>Staffordshire County Archaeologist: her@staffordshire.gov.uk</p> <p>www.historicengland.org.uk/listing/the-list/</p> <p>www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>remains may survive</p> <p>Hedgerow removal within a significant historic landscape or an area of archaeological potential</p>	<p>www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-environment-record.aspx</p> <p>It may be helpful engage in pre-application consultation with Historic England for scheduled monuments and in such instances archaeological assessments/heritage statements would generally be required historicengland.org.uk/listing/what-is-designation/scheduled-monuments/</p> <p>For information as to whether a Heritage Statement may be required in or around the principal historic settlements please search the Staffordshire County Council website for 'Historic Environment Assessments' and 'Extensive Urban Survey</p> <p>To discuss the potential for development to impact upon archaeological deposits please contact the Staffordshire County Council Historic Environment Team: her@staffordshire.gov.uk</p> <p>Please note that the Staffordshire County Council Historic Environment Team charge a fee for pre-application advice</p>
15.	Joinery details	Plan for Stafford Borough Policy N9	All applications affecting a listed building or within a conservation area where new or replacement doors, windows, or roof lights are proposed	Details to of all new and replacement doors, windows, and roof lights to include elevation drawings at 1:10 and sections at 1:1 or 1:2, materials, colour finish, and details of any recesses, cills and headers, transoms, mullions, glazing, and glazing bars.

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16.	Land contamination assessment	National Planning Policy Framework paragraph 174, 183 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. All applications to convert agricultural buildings for other uses.	<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 (e.g. residential use) the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed</p> <p>Further advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p> <p>Environment Agency www.environment-agency.gov.uk</p>
17.	Landscape visual impact assessment (LVIA)	National Planning Policy Framework paragraph 155 Plan for Stafford Borough Policy N8	Polytunnels; wind turbines, solar farms All largescale major applications: <ul style="list-style-type: none"> • 200 or more dwellings (or a site area of 4ha or more 	<p>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</p> <p>Further advice</p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>where no number is given).</p> <ul style="list-style-type: none"> 10,000sqm floor space or a site area of 2ha or more 	<p>Cannock Chase AONB Views and Setting Guide:</p> <p>www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</p> <p>www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf</p>
18.	Landscaping details	<p>National Planning Policy Framework paragraph 130</p> <p>Plan for Stafford Borough Policy N1</p>	All major applications (except for outline consent where landscaping is a matter to be reserved)	<p>A landscaping scheme must:</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>Further advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
19.	Lighting assessment	Plan for Stafford Borough Policy N1	All commercial, industrial, and leisure applications where external	<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

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			illumination is proposed	<ul style="list-style-type: none"> • The hours of use (when the lighting will be switched on) • Details of future maintenance <p>Further advice</p> <p>Lighting in the countryside: Towards good practice (1997)</p> <p>Cannock Chase AONB Design Guide: www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</p>
20.	Mineral safeguarding statement	Staffordshire Minerals Local Plan Policy 3	<p>Applications within Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan</p> <p>Applications for mineral infrastructure sites permitted by Staffordshire County Council or Stafford Borough Council</p>	<p>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</p> <p>www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>

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21.	Noise and vibration assessment	<p>Noise Policy Statement for England (March 2010)</p> <p>National Planning Policy Framework paragraph 174, 185</p> <p>Plan for Stafford Borough Policy N1</p> <p>Environmental Protection Act 1990</p> <p>Clean Neighbourhoods Act 2005</p> <p>Licencing Act 2003</p> <p>Noise Act 1996</p>	<p>All applications likely to have an impact on existing noise or vibration sensitive developments</p> <p>All applications which may introduce or expose noise or vibrations into an area where it would have an adverse impact, e.g. changes of use within town centres</p> <p>All applications for uses which may be sensitive to existing nearby sources of noise or vibration.</p>	<p>The assessment must consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 Guide to Evaluation of Human Exposure to Vibration in Buildings Part 1 and Part 2 and BS7385-2: 1993 Evaluation and Measurement for Vibration in Buildings Part 1</p> <p>Further advice</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a noise and vibration assessment is needed.</p> <p>Stafford Borough Council Environmental and Health Service: 01785 619 402</p> <p>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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22.	Open space assessment	National Planning Policy Framework paragraph 93 National Planning Policy Guidance Plan for Stafford Borough Policy C7	When 10 or more dwellings are proposed	<p>Developments within open spaces</p> <p>Applications must include plans showing any areas of existing or proposed open space within or adjoining the application site</p> <p>If the proposed development will result in the open space being reduced or built upon applications must include an assessment which:</p> <ul style="list-style-type: none"> Clearly shows the open space, buildings or land to be surplus to requirements; or The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or The development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use <p>Developments proposing on-site or off-site provision</p> <p>Where open space and/or associated facilities and/or sport facilities are proposed to be provided on-site or off-site the application must define them and provide a statement which 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>Developments proposing financial contributions</p>

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				<ul style="list-style-type: none"> Where open space and/or associated facilities and/or sport facilities cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further advice</p> <p>Stafford Borough Council Strategic Planning and Placemaking: 01785 619 514</p> <p>The Plan for Stafford Borough Appendix G</p>
23.	Parking and access arrangements	<p>National Planning Policy Framework paragraph 104, 109, 110, 112</p> <p>Plan for Stafford Borough Policy T2</p> <p>Appendix B: Car Parking Standards</p>	All applications (including householders) which involve new, or alterations to existing, access and parking arrangements	<p>The site layout plan must include:</p> <ul style="list-style-type: none"> Details of existing parking provision and access Details of proposed parking provision and access Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> Information about how that supports the design Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> Details of existing and proposed visibility splays

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				<ul style="list-style-type: none"> Details of speed surveys where proposed visibility splays do not meet the recommendations set out within Manual for Streets 2. <p>Details of proposed visibility splays must be provided where any application involves intensification or changes to the access.</p> <p>Further advice</p> <p>Manual for Streets 2 (March 2007)</p> <p>Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 / highways@staffordshire.gov.uk</p>
24.	Planning obligations / Unilateral undertakings (Section 106 agreements) / Draft heads of terms	<p>Circular 05/2005: Planning Obligations</p> <p>National Planning Policy Framework paragraph 55, 58</p> <p>Plan for Stafford Borough Policy 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 a Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms</p>	<p>The application must include either:</p> <ul style="list-style-type: none"> A draft planning obligation (Section 106) 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>Further advice</p> <p>Stafford Borough Council Legal Services: 01785 619 220</p> <p>Trigger Points:</p> <p>Affordable housing: When 10 or more dwellings are proposed</p> <p>Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the</p>

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				<p>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 education (primary and secondary school levels) triggers please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>
25.	Preliminary ecological assessment	<p>National Planning Policy Framework paragraph 43, 174, 180</p> <p>Plan for Stafford Borough: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</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>All major applications</p> <p>Applications for listed building consent where</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them</p> <p>Where further surveys are required these must be provided in support of the application</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,</p>

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		Protection of Badgers Act 1992 Environment Act 2021	works may impact protected species.	<p>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> <p>Stafford Borough is now participating in the Great Crested Newt District Licensing Scheme delivered through the NatureSpace Partnership - please see https://naturespaceuk.com/ for further information on the scheme</p> <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</p> <p>Further advice</p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>British Standard 42020 Biodiversity</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p>
26.	Retention of local community facility or service statement	National Planning Policy Framework paragraph 84 Plan for Stafford Borough Policy SP7, E8, SB2	Applications for redevelopment or change of use of any premises outside of the settlements of Stafford or Stone which are currently, or last, used for	<p>The statement must demonstrate:</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, that the use cannot be provided by some other means, or that it is genuinely redundant

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			social or community uses (defined in paragraph 2.29 of The Plan for Stafford Borough: Part 2)	<ul style="list-style-type: none"> • That the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • That the facility 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 as part of a viability test • That the facility is 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 619 337</p>
27.	Statement of community involvement	National Planning Policy Framework paragraph 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>

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28.	Structural survey	National Planning Policy Framework paragraph 80, 84, 174 The Plan for Stafford Borough Policy E2, C5	All proposals for the conversion of rural buildings, except where the building has already been fully converted Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area Applications for a replacement dwelling, outside of a settlement boundary, which involves the demolition of the existing dwelling	Structural surveys must be carried out by qualified structural surveyors, and detail: <ul style="list-style-type: none"> • The existing structural condition of the building • Any recommended remedial works to improve its condition, if possible For residential conversions, the survey must also detail: <ul style="list-style-type: none"> • That 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 Further advice Stafford Borough Council Development Management/Conservation Officer: 01785 619 337

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29.	Telecomms development supplementary information	Code of Practice on Mobile Network Development in England (2016) National Planning Policy Framework paragraph 117 Plan for Stafford Borough Policy E1	All 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 • 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>
30.	Town centre use / Retail impact assessment	National Planning Policy Framework paragraph 87, 88, 89, 90 Plan for Stafford Borough Policy E8	All applications for main town centre uses that are not in an existing defined centre and are not in accordance with the Plan for Stafford Borough must be supported by a	<p>Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000sqm gross floorspace at Stafford, greater than 500sqm gross floorspace at Stone and greater than 300sqm 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 <p>The assessment must detail:</p>

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			<p>Sequential Assessment</p> <p>Applications for retail, office and leisure developments, which are not in accordance with the Plan for Stafford Borough, at:</p> <ul style="list-style-type: none"> • Stafford (over 1,000sqm gross floorspace) • Stone (over 500sqm gross floorspace) • Local centres (over 300sqm) <p>Applications in an existing centre, not in accordance with the Plan for Stafford</p>	<ul style="list-style-type: none"> • 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 centres <p>Further advice</p> <ul style="list-style-type: none"> • Stafford Borough Council Strategic Planning and Placemaking: 01785 619 514

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			Borough, which would substantially increase the attraction of the centre to an extent that the development could impact on other centres	
31.	Transport statement / Transport assessment	Circular 02/2007: Planning and the Strategic Road Network National Planning Policy Framework paragraph 113 Plan for Stafford Borough Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>Where an assessment is considered to be necessary, these should be submitted to, and considered by Staffordshire County Council Highways Authority, prior to the submission of the planning application</p> <p>The application must include a 'Transport Assessment Validation Form', signed by the applicant and a representative of Staffordshire County, which states that either:</p> <ul style="list-style-type: none"> (a) A Transport Assessment (TA) or Transport Statement (TS) is required, and that the assessment accompanying the planning application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority (b) A TA or TS is required, and that the assessment accompanying the Planning Application, including its

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>conclusions, have been discussed but the applicant and Staffordshire County Council Highways Authority are in dispute, or</p> <p>(c) An assessment is not required</p> <p>Further advice</p> <p>Department for Transport: www.gov.uk/government/organisations/department-for-transport</p> <p>Manual for Streets 2 (March 2007)</p> <p>Circular 02/2007: Planning and the Strategic Road Network Council</p>
32.	Travel plan	<p>National Planning Policy Framework paragraph 113</p> <p>Plan for Stafford Borough Policy T1</p>	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>A draft travel plan must:</p> <ul style="list-style-type: none"> • Be agreed in principle with Staffordshire County Council Highways before the application is submitted • 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

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> • Include activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site. <p>Please note that a travel plan may require a monitoring agreement secured through a legal obligation</p> <p>Further advice</p> <p>Staffordshire County Council Highways: 0300 111 8000 / highways@staffordshire.gov.uk</p> <p>Department for Transport: 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).</p> <p>Department for Transport: Making Residential Travel Plans Work (2007)</p>
33.	Tree survey / assessment	National Planning Policy Framework paragraph 174	Any application where there are trees or hedgerows on the application site or on land adjacent to it (including street trees) which could be affected by or	<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 which 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</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			influence the development.	The information should be prepared by a suitably qualified and experienced arboriculturalist Further advice Stafford Borough Council Tree Officer: 01785 619 539
34.	Ventilation and extraction statement	Noise Policy Statement for England March 2010 National Planning Policy Framework paragraph 174, 185 Plan for Stafford Borough Policy N1	All applications for the use of premises for the following purposes: <ul style="list-style-type: none"> • Restaurants and cafes – use for the sale of food and drink for consumption on the premises (use class E). • Drinking establishments – use for the sale of alcoholic drink for consumption 	The statement for the method of ventilation / extraction must include: <ul style="list-style-type: none"> • Elevations to show the position, location, and height of any external equipment • 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 Further advice Stafford Borough Council Environmental and Health Services: 01785 619 402 Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>on the premises (sui generis).</p> <ul style="list-style-type: none"> Hot food takeaways - use for the sale of hot food for consumption off the premises (Sui generis). General industrial (use class B2). 	05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs
35.	Viability assessment	National Planning Policy Framework paragraph 58	Where developers state that standard planning obligations as set out in The Plan for Stafford Borough will not be met	<p>The assessment should be based on an 'open book' approach and include the following:</p> <ul style="list-style-type: none"> Purchase cost of the application site and when it was purchased Detailed cost of construction, including any abnormal costs and off-site infrastructure Predicted sale value / income from the finished site

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> • Cost of section 106 including affordable housing costs • Percentage profit on cost both with and without the full section 106 obligations <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>
36.	Water quality statement	<p>National Planning Policy Framework paragraph 174</p> <p>Plan for Stafford Borough Policy N1, N2</p> <p>Habitat Directive 92/43/EEC</p> <p>Conservation of Natural Habitats of Wild Fauna and Flora</p>	All planning applications which are likely to, or might, 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 Special Areas of Conservation (SACs), 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 www.staffordbc.gov.uk/water-management-and-flooding</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		EU Water Framework Directive Habitat Regulations 2012		

Annex 1 - Householders Quick Guide

Checklist for householder planning applications

Before you send us your application, make sure the following checklist is complete.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	<ul style="list-style-type: none"> • Complete all sections • Accurately describe what you are applying for • Complete the Declaration 	
Certificates	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Pay £206 to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information) 	
Location Plan	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
	new or changes to what's there now <ul style="list-style-type: none"> Show any trees within the site boundary or next to it 	
Floor Plans	<ul style="list-style-type: none"> Use a scale of 1:100 or 1:50 Include existing plans and what is proposed. Full existing and proposed plans are needed for applications outside of the settlement boundaries. If existing car parking is affected, full floor plans of the whole property need to be shown 	
Elevations	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
	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.

Annex 2 - Listed Building Consent Quick Guide

Guidance for applications for listed building consent

Type of information	When is it required?	What you need to do
Application form	All applications	Complete all sections. Accurately describe the proposed works. Complete the declaration. Complete the relevant ownership certificate.
Location plan	All applications	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 or block plan	All applications	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 any trees within the site boundary or on adjacent land.
Existing and proposed floor plans	All applications where extensions or alterations which would affect architectural elements are proposed.	Use a scale of 1:50. Show any walls to be demolished. Show the uses of existing and proposed rooms. Show the position of all existing and proposed windows, doors, roof lights, and other openings.

Type of information	When is it required?	What you need to do
		Show the position of floor and ceiling joists and structural beams where they may be affected by the proposed works.
Existing and proposed elevations	All applications where extensions of external alterations are proposed	<p>Use a scale of 1:50.</p> <p>Include full elevation drawings of every side of the building.</p> <p>Include what the elevations look like now and what is proposed.</p> <p>Include details of proposed building materials.</p> <p>Show the style and materials of all windows, doors, roof lights, and other openings.</p>
Existing and proposed sections	<p>All applications which include:</p> <ul style="list-style-type: none"> • Alterations to the roof, ceiling, or floor. • Internal wall, roof, or floor insulation. • A new staircase. • Alterations to the foundations of a building. 	<p>Use a scale of 1:20 or 1:50.</p> <p>Show the alterations proposed.</p>
Existing and proposed roof plans	<p>All applications which include alterations to any roof which is not adequately demonstrated on the elevation drawings.</p> <p>All applications for roof mounted solar panels</p>	<p>Use a scale of 1:50</p> <p>Include the shape of the roof and show any roof lights, roof dormers, sun tubes, flues, parapets, terraces, etc.</p> <p>Show the position of all roof mounted solar panels</p>

Type of information	When is it required?	What you need to do
Site sections / levels	<p>All applications where a change in levels is proposed (e.g. on a sloping site)</p> <p>All applications where a change in levels is proposed (e.g. on a sloping site)</p>	<p>Use a scale of 1:50 or 1:100</p> <p>Show the existing and proposed site levels and finished floor levels.</p> <p>Levels must relate to a defined datum point.</p>
Detailed drawings of doors windows, mouldings, etc.	All applications where new (or replacement doors, windows, or other features are proposed	<p>Use a minimum scale of 1:20 to provide a general view.</p> <p>Include large scale drawings of individual architectural details.</p> <p>Include detailed scale drawings to show elevations, sections, mouldings, profiles, and materials.</p> <p>Include window and door details (elevations at 1:10 and sections at 1:1 or 1:2) to include colour finish, recesses, cill and header details, transoms, mullions, glazing, and glazing bars</p>

Type of information	When is it required?	What information is required?
Design and access statement (including heritage statement)	All applications	<p>The design principles and concepts applied to the works and how these take account of the following:</p> <ul style="list-style-type: none"> • The special architectural or historic importance of the building • The particular physical features of the building which justify its designation as a listed building • The setting of the building • Include an assessment of the impact of the proposed works on the significance of the listed building and those areas affected by the works, including an steps to be taken to avoid or minimise any adverse impacts
Structural survey	<p>All applications where structural changes are proposed, to include demolition, removal of a staircase, removal of a chimney, alterations to the roof, structural reinforcement of existing elements, insertion of new floors or ceilings, cutting of beams, replacement of any exiting structural element, new openings in historic fabric</p> <p>Any application where structural defects are identified and which require rectification as part of any proposed works</p> <p>Any application involving enabling works</p>	<p>The survey must be carried out be a qualified structural engineer.</p> <p>Include the existing structural condition of the building.</p> <p>Include any recommendations for remedial works to improve its condition.</p> <p>Address how the proposed works would affect the structural integrity of the building.</p>

Type of information	When is it required?	What information is required?
Ecological assessment and surveys	<p>Applications which include substantial alterations to the roof or re-roofing</p> <p>Conversion schemes</p> <p>Applications where the building is derelict, dilapidated, or there are clear points of access for birds or bats</p> <p>Where proposals have the potential to impact on protected species</p>	<p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>A phase 1 ecological assessment.</p> <p>Further surveys, if required by the phase 1 assessment.</p>

If you have any questions or need any help with your application for listed building consent, please email conservation@staffordbc.gov.uk

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Stone Town Council - Payments

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The table below lists payments made by the Council in the period identified, for the Committee's information.

The table includes payments by cheque, direct debit, PayPal, payment card, 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. All amounts exclude VAT.

Payment Date From : 01/08/2023

Payment Date To : 31/08/2023

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
01/08/2023	Florence BB	Florence Brass	Florence Band at Stonefield Park Event 13/8/23	200.00
01/08/2023	wp-INV02771556	Water Plus	Water Usage STN Jun/Jul 23	97.90
03/08/2023	SBC	Stafford Borough Council	SBC Rates Mkt Sq Aug 2023	21.00
03/08/2023	SBC	Stafford Borough Council	SBC Rates STN Aug 2023	180.00
03/08/2023	SBC	Stafford Borough Council	SBC Rates FJC Aug 2023	279.00
03/08/2023	201615202338045	Pozitive Energy	Est Gas Bill July 23 - Heritage Centre	840.05
04/08/2023	6694	B&M Retail Ltd	Tea, Coffee and Sugar for the Stonefield Park Event	15.25
04/08/2023	INV-GB-116915514	Amazon	Stonefield Park Event 13/8/23 cups for refreshments	12.48
04/08/2023	120812	B Hygienic Ltd	Toilet Rolls for FJC	62.00
04/08/2023	713382023375873	Pozitive Energy	Gas Usage FJC 22/06/23 to 30/06/23	29.46
04/08/2023	INV-1525	IG Stage Hire	30% Deposit - Stage / Face Light - Christmas Lights 2023	225.00
04/08/2023	SINV00608640	J G Fenn Ltd	Aluminium Step Ladder	121.37
04/08/2023	713402023375873	Pozitive Energy	Gas Usage FJC June 2023	45.28
04/08/2023	444008-019	Virgin Media Business	Telephone Rental / Calls Jun/Jul 2023	87.40
04/08/2023	025480	R Mountfords	Keys Cut for the Hub	30.11
07/08/2023	V02132401587	EE	Mobile Phone Charges	13.73
07/08/2023	5207518	British Gas	Elec Supply Amphitheatre Jun/Jul 23	12.00
07/08/2023	V02132401587	EE	Mobile Phone Charges	13.72

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
09/08/2023	5231716	British Gas	Elec Supply Feeder 1 30 High St Jun/Jul 2023	22.71
09/08/2023	5231819	British Gas	Elec Supply 61 High St Jun/Jul 2023	39.87
14/08/2023	182999	Prism Solutions	Leased Line Rental July 2023	53.90
14/08/2023	14579	All Print Equipment Ltd	Est Photocopier Usage - July 2023	11.37
14/08/2023	INV214795153	Zoom Video Comm Inc	ZOOM Subscription Aug/Sep 2023	25.98
14/08/2023	182999	Prism Solutions	Leased Line Rental July 2023	52.90
16/08/2023	5573	Byatt Oliver Associates	Management and site supervision of refurb contract	1,379.82
16/08/2023	CD-223798287	Culligan	Water Cooler Rental August 2023	19.05
16/08/2023	15392	Staffordshire Tool Hire	Hire of floor and edge sander plus consumables for	98.00
16/08/2023	SI-200824	Mailing room	Franking Machine Annual Maint 26/09/23 to 25/09/24	203.74
16/08/2023	SI-200950	Mailing room	Franking Machine Qtr Rental 31/7/23 to 30/10/23	60.00
17/08/2023	201615202338045	Pozitive Energy	Est Gas Bill July 23 - Heritage Centre	840.05
18/08/2023	CD-223740937	Culligan	Water Cooler Rental July 2023	19.05
18/08/2023	0000191218	Canal & River Trust	Annual rental for waterpipe in towpath, Newcastle Road	250.00
18/08/2023	201615202338045	Pozitive Energy	Est Gas Bill July 23 - Heritage Centre	840.05
23/08/2023	713382023389406	Pozitive Energy	Elec Usage FJC July 2023	173.25
24/08/2023	2228454	Mazars LLP	Mazars Limited Assurance Review Fee YE31/03/23	1,050.00
24/08/2023	743014903/001/08	Virgin Media Business	Broadband Usage Aug / Sep 2023	50.00
24/08/2023	wp-INV03012572	Water Plus	Water Usage FJC Jul / Aug 2023	81.10
25/08/2023	SIA326866	Reach Publishing	Recruitment Advertising - HC Manager	800.00
25/08/2023	144545	B&M Retail Ltd	Water for HC Manager interviews	1.78
25/08/2023	7070293046	Stafford Borough Council	Stone by the Sea 2023 Rod Closure	127.00
25/08/2023	182180	Prism Solutions	Prism IT Managed Service 2023	954.61
25/08/2023	240823	Stone Shoe Repairs Ltd	Engraving for Allotment Shields 2023	25.00
25/08/2023	DDINV616	DD Carpentry & Joinery Ltd	Balance to pay - restore and paint 5 windows at rear of	2,347.50

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
29/08/2023	SOT1117107	Veolia ES (UK) Ltd	Waste Collection - FJC July 2023	82.67
29/08/2023	SOT1117108	Veolia ES (UK) Ltd	Waste Collection STN July 2023	68.87
29/08/2023	5366986	British Gas	Elec Usage Heritage Centre Jul / Aug 2023	170.90
30/08/2023	040848	MEB Total Ltd	Emergency light testing - every 6 months	112.41
31/08/2023	713402023393396	Pozitive Energy	Gas Usage FJC 01/07/23 to 08/07/23	9.02
31/08/2023	713402023393396	Pozitive Energy	Gas Usage FJC 09/07/23 to 31/07/23	25.93
				<u>12,282.28</u>