



# CABINET

5 June 2019

A meeting of the CABINET will be held on Thursday, 13th June, 2019, 6.00 pm in Committee Room 1 - Marmion House

## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Minutes of Previous Meeting (Pages 5 - 8)**

**3 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

**4 Question Time:**

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

**5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**

**6 Capital Outturn Report 2018/19 (Pages 9 - 26)**

*(Report of the Portfolio Holder for Assets and Finance).*

**7 Design Supplementary Planning Document (Pages 27 - 152)**

*(Report of the Portfolio Holder for Regulatory and Community Safety)*

**8 Exclusion of the Press and Public**

To consider excluding the Press and Public from the meeting by passing the following resolution:-

*“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”*

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

- 9 Market Tender** (Pages 153 - 162)  
*(Report of the Portfolio Holder for Assets and Finance)*
- 10 Gungate** (Pages 163 - 170)  
*(Report of the Portfolio Holder for Heritage and Growth)*

Yours faithfully



**Chief Executive**

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### **Access arrangements**

*If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail [democratic-services@tamworth.gov.uk](mailto:democratic-services@tamworth.gov.uk). We can then endeavour to ensure that any particular requirements you may have are catered for.*

### **Filming of Meetings**

*The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.*

*The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.*

*If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.*

### **FAQs**

*For further information about the Council's Committee arrangements please see the FAQ page [here](#)*

To Councillors: D Cook, R Pritchard, J Chesworth, M Cook, S Doyle and J Oates.

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**MINUTES OF A MEETING OF THE  
CABINET  
HELD ON 11th APRIL 2019**

PRESENT: Councillors R Pritchard (Vice-Chair), J Chesworth and S Doyle

The following officers were present: Andrew Barratt (Chief Executive), Rob Barnes (Executive Director Communities) and Joanne Sands (Assistant Director Partnerships)

Apologies received from: Councillor(s) D Cook and M Cook

**20 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 21st March 2019 were approved and signed as a correct record.

*(Moved by Councillor J Chesworth and seconded by Councillor S Doyle)*

**21 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**22 QUESTION TIME:**

None

**23 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

The Chairs of Corporate Scrutiny and Infrastructure Safety & Growth Committees updated Cabinet on recommendations made following consideration of matters by the Scrutiny Committees

Housing Team update

A letter be issued in the name of Tamworth Borough Council to the Department of Work and Pensions setting out the following issues which had been identified:

- Access to the Department of Work and Pension, via telephone, appeared at times to be rationed, and that steps be taken to ensure that, in the light of the Trusted Partner status which Tamworth Borough Council had, there be no rationing of access to the Department of Work and Pensions;
- That GDPR was potentially creating barriers to the processing of claims for Universal Credit and that steps be taken to ensure that GDPR was not restricting access nor slowing down the process of a claim for Universal Credit

#### Support for Members Working group – IT sub-group

- A pool of five IT devices, which are fit for purpose, to be available for Councillors;
- Initial IT training be made available to Councillors as soon as reasonably practicable after election, and by no later than the first full Council meeting of the new Municipal Year

#### Webcasting Council Meetings Working Group

- Tamworth Borough Council invest in suitable equipment to produce a publically available visual and audio recording of all the Council and Committee meetings, excluding those which are confidential by nature, for example hearings. It was felt that live streaming was not necessary;
- All recordings made by Tamworth Borough Council to be publically available with relevant regard to the Local Government Act 1972, as amended, relating to confidential matters;
- Recordings made by Tamworth Borough Council

to be uploaded onto an online platform utilised by Tamworth Borough Council at the earliest opportunity;

- All Members to be offered training in the following areas: (1) use of in-house equipment in meeting rooms; (2) appropriate Equality and Diversity training; and (3) procedural training, in each case prior to the introduction of recording and as ongoing training;
- Tamworth Borough Council to revisit its Protocol for recording of its meetings at regular intervals to ensure compliance and to protect the public and the Authority from unanticipated reputational damage.

#### Crime Figures for Tamworth and Community Safety

A representative of Staffordshire Police be invited to be introduced to all Councillors and to provide a local crime figures and community safety update to all Councillors early in the new municipal year

**RESOLVED** All recommendations be taken back and discussed further in Cabinet.

*(Moved by Councillor R Pritchard and seconded by Councillor J Chesworth)*

#### 24 MOTOR NEURONE DISEASE CHARTER

The Portfolio Holder for Communities and Partnerships requested Members to consider the adoption of the Motor Neurone Disease (MND) Charter to assist in the achievement of quality of life, dignity and respect for people with MND and their carer's in Tamworth

**RESOLVED** That Members;

Supported the adoption of the MND Charter in recognition of the specific nature, speed of progression and impact of Motor Neurone Disease which means it is particularly important to ensure appropriate support is provided as soon as possible.

*(Moved by Councillor S Doyle and seconded by Councillor J chesworth)*

#### 25 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 1, 2, 3 and 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public

*(Moved by Councillor R Pritchard and seconded by Councillor J Chesworth)*

**26 TO RECEIVE A CONFIDENTIAL UPDATE FROM THE CHAIR OF THE INFRASTRUCTURE SAFETY & GROWTH SCRUTINY COMMITTEE**

The Chair of Infrastructure Safety & Growth gave the following update;

**RESOLVED** That an update will be taken back to the Chair of Infrastructure Safety and Growth

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Leader



## CABINET

13<sup>th</sup> June 2019

### Report of the Portfolio Holder for Assets and Finance

#### CAPITAL OUTTURN REPORT 2018/19

##### PURPOSE

To advise Members on the final outturn of the Authority's Capital Programme for 2018/19 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2019/20.

This report is a key decision due to expenditure in excess of £100k requiring approval.

##### RECOMMENDATIONS

That Cabinet:

1. receive the final outturn position of the 2018/19 capital programme as summarised in Appendix A;
2. approve for each of the projects detailed in Appendix B the re-profiling of the budget into the Authority's Capital Programme 2019/20 (total £40.283m)

##### EXECUTIVE SUMMARY

Progress on the capital programme is reported quarterly to Cabinet and monitored on a monthly basis by the Corporate Management Team with project managers providing project progress information and a predicted outturn. The outturn for the 2018/19 capital programme identifies an underspend of **£40.494m** against the approved budget of **£60.274m** (actual spend £19.78m - no change since Provisional Outturn).

However, it has been requested that **£40.283m** (as detailed in Appendix B) of scheme spend be re-profiled into 2019/20. This will result in an overall underspend of **£0.211m** for the 2018/19 capital programme.

## General Fund

The outturn on General Fund capital schemes (including contingency) spend is **£10.515m** compared to a full year budget of **£28.552m** resulting in an underspend of **£18.038m**. It has been requested that **£17.929m** be re-profiled into 2019/20 meaning that the actual under spend is **£0.109m**.

## Housing Revenue Account

The outturn on Housing Revenue Account (HRA) capital schemes (including contingency) spend is **£9.266m** compared to a full year budget of **£31.722m**, resulting in an underspend of **£22.456m**. It has been requested that **£22.354m** be re-profiled into 2019/20 meaning that the actual underspend is **£0.102m**.

The table below shows the actual amounts to be re-profiled into 2019/20 compared to what was forecast at period 11 and, for information, shows the amounts that were re-profiled into 2018/19.

	<b>Budget 18/19</b>	<b>Outturn 18/19</b>	<b>Variance</b>	<b>Re- profile to 19/20</b>	<b>Underspend</b>	<b>P11 predicted re-profile</b>	<b>Re-profiled 18/19</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
General Fund	28,552	10,515	(18,038)	17,929	109	17,488	9,105
Housing Revenue Account	31,722	9,266	(22,456)	22,354	102	21,586	18,198
<b>Total</b>	<b>60,274</b>	<b>19,780</b>	<b>(40,494)</b>	<b>40,283</b>	<b>211</b>	<b>39,074</b>	<b>27,303</b>

## RESOURCE AND VALUE FOR MONEY IMPLICATIONS

There are no additional financial implications from this report as all scheme budgets detailed for re-profiling into 2019/20 have already been committed against available capital resources.

There is a medium risk associated with this report due to the level of requests for re-profiling of budgets into next financial year. For the majority of the projects requesting re-profiling approval, measures have been put in place to address ongoing issues, commitments have been placed with suppliers to provide the service/ goods, or the works have been completed since 31<sup>st</sup> March 2019.

As capital funding is very limited for 2019/20 the capital programme will also need to be closely monitored.

It should be noted that the following items to the value of £48.15k have been included in the balance sheet as capital items but have been financed from the revenue account:-

<b>Revenue Purchase</b>	
Aethelflaed Statue	£23.00k
ICT Software Revenue Purchases	£25.15k

## **REPORT AUTHOR**

Barbara Cox

Management Accountant

## Appendix A

GENERAL FUND	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000
Chief Executive	-	4,000	3,270	(730)	730	4,000
AD Growth & Regeneration	771	899	175	(724)	721	896
AD People	208	348	168	(180)	174	342
AD Operations & Leisure	1,276	5,363	2,300	(3,063)	3,032	5,332
AD Finance	6,000	16,000	3,869	(12,131)	12,131	16,000
AD Assets	155	1,167	722	(444)	376	1,098
AD Neighbourhoods	44	89	10	(79)	79	89
AD Partnerships	92	92	-	(92)	92	92
<b>GF Contingency</b>	559	595	-	(595)	595	595
<b>TOTAL GENERAL FUND</b>	<b>9,105</b>	<b>28,552</b>	<b>10,515</b>	<b>(18,038)</b>	<b>17,929</b>	<b>28,443</b>
HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000
AD Assets	18,098	31,622	9,266	(22,356)	22,254	31,520
<b>HRA Contingency</b>	100	100	-	(100)	100	100
<b>TOTAL HOUSING REVENUE ACCOUNT</b>	<b>18,198</b>	<b>31,722</b>	<b>9,266</b>	<b>(22,456)</b>	<b>22,354</b>	<b>31,620</b>
<b>TOTAL</b>	<b>27,303</b>	<b>60,274</b>	<b>19,780</b>	<b>(40,494)</b>	<b>40,283</b>	<b>60,063</b>

## Appendix B

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
<b>Chief Executive</b>							
Gungate Development	-	4,000	3,270	(730)	730	4,000	Site purchased in June work on going to develop plans for redevelopment. -Some spend from the project likely to need to be reprofiled into 2019/20.
<b>Directorate Total</b>	<b>-</b>	<b>4,000</b>	<b>3,270</b>	<b>(730)</b>	<b>730</b>	<b>4,000</b>	
<b>AD Growth &amp; Regeneration</b>							
Castle Mercian Trail	748	748	173	(576)	576	748	Work on site with procurement of main contract underway - will need to reprofile significant funds into 2019/20 to complete the project.
Gateways	15	140	1	(139)	139	140	Aethelflaed statue installed and phase 2 complete. Phase 3 (Corporation St) in design stage. Will need to reprofile funds into 2019/20 to complete project.
Cultural Quarter - Carnegie Centre	7	7	2	(6)	6	7	No update to report, currently being used as site office for overall project.

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Cultural Quarter - Public Realm	-	4	-	(4)	-	-	Works being led by SCC - although any spend from TBC to support project will be reclaimed through SLGF Returns.
<b>Directorate Total</b>	<b>771</b>	<b>899</b>	<b>175</b>	<b>(724)</b>	<b>721</b>	<b>896</b>	
<b>AD People</b>					-		
Replacement It Technology	7	112	43	(69)	69	112	Replacement servers planned to be delivered before year end, remaining budget to be re-profiled
EDRMS (Electronic Document Records Management System)	63	63	13	(50)	50	63	Further expenditure unlikely this year as will be dependent on completion of customer portal project and review of other systems/requirements
Income Management & Receipting System	-	20	10	(10)	10	20	Remaining budget to be re-profiled as project will not be completed by year end
Gazetteer Development	9	9	4	(5)	-	4	There are no further plans to spend this budget
New Time Recording System 17/18	15	15	-	(15)	15	15	Project will not commence this year due to other priorities, and budget required to be re-profiled to progress this in 2019/20

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Self Service Customer Portal	115	115	85	(30)	30	115	Further costs re software & consultancy will not be payable until 2019/20, so remaining budget is requested to be re-profiled
GDPR Systems Compliance	-	14	14	(0)	-	14	Software installed and project expected to be complete by year end
<b>Directorate Total</b>	<b>208</b>	<b>348</b>	<b>168</b>	<b>(180)</b>	<b>174</b>	<b>342</b>	
<b>AD Operations &amp; Leisure</b>							
Streetscene Service Delivery Enhancements	30	30	-	(30)	-	-	Funding to be returned to Capital funds however, may need to be earmarked for integrations with new Customer Portal and Asure system going forward. This should form part of the Capital Appraisal for the customer portal scheme.
Designate New Cemetery Land	-	-	(1)	(1)	-	(1)	Retention Monies - defect works to be completed by the company. Invoice will be paid on completion of works.

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Wigginton Park Section Section 106	20	22	13	(10)	10	22	Plans ongoing to deliver items from the Wigginton Park Management Plan - may need to reprofile some funds to 2019/20 depending on weather conditions.
Broadmeadow Nature Reserve	23	23	6	(17)	17	23	Ongoing works to complete management plan and HLS agreement. Bridge works now completed however ongoing contractual dispute over rates and works undertaken.
Public Open Space Section 106	24	24	14	(10)	10	24	Project group established - list of works currently being updated and work plan being devised.
Street Lighting	4	7	-	(7)	7	7	Works to be delivered in line with 30 year project plan
Local Nature Reserves	36	40	17	(23)	23	40	Work ongoing to deliver items from management plan for various LNR's - may need to reprofile some funds to 2019/20 depending on weather conditions.



General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Community Woodland Cycleway	-	200	-	(200)	200	200	Land to be transferred back from Redrow before works can start - project likely to need to be reprofiled into 2019/20 due to delays
Amington Community Woodland	-	315	13	(302)	302	315	
3G Sports Facility	-	310	-	(310)	310	310	New scheme approved in 2019 to be match funded by Sports England Grant. Project group established to review options
Assembly Rooms Development	1,140	4,292	2,239	(2,053)	2,053	4,292	Further update report to Cabinet in March 2019. Work started on site December 17 - Building works to be finished in Summer 2019 so will need to reprofile spend into 2019/20.



General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
<b>AD Assets</b>							
Disabled Facilities Grant	31	788	716	(72)	72	788	Current referrals nearly account for the total budget available for the full year and new cases are still being opened all the time. This position confirms the current budget allocation is significantly insufficient to meet demand. Monies allocated but not actually paid to 3rd parties - outside TBC control.
Agile Working Phase 2	124	124	-	(124)	124	124	Expenditure of this budget is reliant upon us entering into a formal lease agreement with a 3rd party to occupy space in Marmion House.
Energy EFF Upgrade Commercial and Industrial Properties	-	75	6	(69)	-	6	The energy efficiency works will largely be allocated to bringing vacant properties up to the minimum required standard for letting. As such the budget will be spent on an ad-hoc basis throughout the financial year. Small number of void units has resulted in low demand for this budget

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Castle Grounds Toilet Refurbishment	-	180	-	(180)	180	180	Tenders for this work invited through the summer months with a view to commencing works in the Autumn/Winter period in readiness for the toilets to re-open in the Spring. Anticipate project will complete April 2019 and may therefore need to reprofile some funds to 2019/20.
<b>Directorate Total</b>	<b>155</b>	<b>1,167</b>	<b>722</b>	<b>(444)</b>	<b>376</b>	<b>1,098</b>	
<b>AD Neighbourhoods</b>							
Homelessness Reduction Act	-	30	-	(30)	30	30	At this stage budget is expected to be spent in line with requirements set out in capital appraisal however, may need to reprofile some funds into 2019/20.
Cctv Camera Renewals	44	59	10	(49)	49	59	CCTV Service now included in Corporate Priority reviews so limited spending expected in 2018/19. Any underspends to be carried forward to 2019/20 to support outcome of review.
<b>Directorate Total</b>	<b>44</b>	<b>89</b>	<b>10</b>	<b>(79)</b>	<b>79</b>	<b>89</b>	

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
<b>AD Partnerships</b>							
Private Sector Coalfields Fund	92	92	-	(92)	92	92	Programme of new initiatives to be developed to target help for vulnerable residents based on results of recent stock condition survey - likely to need to reprofile some funds into 2019/20
<b>Directorate Total</b>	<b>92</b>	<b>92</b>	<b>-</b>	<b>(92)</b>	<b>92</b>	<b>92</b>	
<b>GF Contingency</b>							
Gf Contingency	50	35	-	(35)	35	35	£15k released Cabinet 2nd August re Capita AIM Upgrade.
Cont-Return On Investment	160	160	-	(160)	160	160	Will require approval from Cabinet to release funds
GF Contingency Plant and Equipment	100	100	-	(100)	100	100	Will require approval from Cabinet to release funds
Civil Contingencies Technology 17/18 (Contingency)	19	19	-	(19)	19	19	Will require approval from Cabinet to release funds. Likely to underspend
Refurbishment of Marmion House Reception (Contingency)	100	100	-	(100)	100	100	Will require approval from Cabinet to release funds
GDPR Compliance (Contingency)	-	31	-	(31)	31	31	£5k released Cabinet 2nd August; £14.2k released Cabinet 29th November

General Fund	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Mobile Phone Contract (Contingency)	-	20	-	(20)	20	20	Review underway, but will require approval from Cabinet to release funds
Private Sector Improvement Grants (Coalfields Funding)	130	130	-	(130)	130	130	Will require approval from Cabinet to release funds
<b>Directorate Total</b>	<b>559</b>	<b>595</b>	<b>-</b>	<b>(595)</b>	<b>595</b>	<b>595</b>	
<b>GENERAL FUND TOTAL</b>	<b>9,105</b>	<b>28,552</b>	<b>10,515</b>	<b>(18,038)</b>	<b>17,929</b>	<b>28,443</b>	

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
<b>AD Assets</b>							
Structural Works	-	100	40	(60)	-	40	This is an ad-hoc budget that is driven by reported repairs.
Bathroom Renewals	-	1,017	987	(30)	30	1,017	Anticipate overspend that will have to be met from virements from other budgets/ Large number of Level Access Showers installed through bathroom project
Gas Central Heating Upgrades and Renewals	-	420	217	(203)	203	420	Adjustment made for possible underclaims
Kitchen Renewals	8	978	942	(36)	36	978	Sufficient works issued to take up full spend by year-end.
Major Roofing Overhaul and Renewals	-	416	406	(10)	-	406	Sufficient works issued to take up full spend by year-end.
Window and Door Renewals	12	262	251	(12)	-	251	Sufficient works issued to take up full spend by year-end.

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Disabled Facilities Adaptations	108	432	409	(24)	24	432	Sufficient works issued to take up full spend by year-end. Likelihood of being more demand than we can fund.
Strode House Car Park and Garages	-	530	359	(171)	171	530	Awaiting final project costs, anticipate full spend by year-end.
Renew High Rise Lifts	-	280	-	(280)	280	280	Extension of current project which is not likely to complete until Sep 2019 - this programme will be reassessed as part of the 2019/20 Budget Process.
Renew Walkways Magnolia	-	60	37	(23)	-	37	Scheme costs less than anticipated. Underspends will need to be used to fund overspends elsewhere.
High Rise Lift Renewals 2012	278	278	120	(158)	158	278	Contractor currently on site but being completed 1 lift at a time to minimise disruption, so not likely to complete till Sept 2019 so will need to reprofile some funds into 2019/20.
Fire Upgrades To Flats 2012	2,057	2,057	72	(1,985)	1,985	2,057	Tenders received, awaiting contract award. Programme of works to be agreed but likely to extend into 2019/20
Roofing High-Rise	43	43	39	(4)	-	39	Due to be completed summer 2018.



HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
High Rise Balconies	577	577	534	(43)	43	577	Contractor currently on site, however not likely to complete till May 2019 so will need to reprofile some funds into 2019/20.
Works to High Rise Flats	573	1,098	235	(863)	863	1,098	Contractor currently on site, however not likely to complete till May 2019 so will need to reprofile some funds into 2019/20.
Retention of Garage Sites	15	385	357	(28)	-	357	Remaining garage programme subject to Member review
Capital Salaries	-	177	208	31	-	208	-
CDM Fees	-	5	-	(5)	-	-	No longer required
Creation of Erigden Office	-	10	21	11	-	21	Subject to planning consent works to be completed during the summer of 2018.
Tinkers Green	8,554	13,070	2,318	(10,753)	10,753	13,070	Contractor currently on site, will extend into 2019/20
Kerria Estate Project	2,178	6,840	78	(6,762)	6,762	6,840	Contractor currently on site, will extend into 2019/20
Regeneration General	2,234	-	(3)	(3)	-	(3)	Budget vired to Regeneration schemes as per April Cabinet report.

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2017/18 £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2019/20 £000	Outturn £000	Comments
Other Acquisitions	1,461	2,586	1,640	(946)	946	2,586	Scheme to be agreed.
<b>Directorate Total</b>	<b>18,098</b>	<b>31,622</b>	<b>9,266</b>	<b>(22,356)</b>	<b>22,254</b>	<b>31,520</b>	
<b>HRA Contingency</b>							
HRA Contingency	100	100	-	(100)	100	100	Will require approval from Cabinet to release funds
<b>Directorate Total</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>(100)</b>	<b>100</b>	<b>100</b>	
<b>HRA Total</b>	<b>18,198</b>	<b>31,722</b>	<b>9,266</b>	<b>(22,456)</b>	<b>22,354</b>	<b>31,620</b>	
<b>Total GF and HRA</b>	<b>27,303</b>	<b>60,274</b>	<b>19,780</b>	<b>(40,494)</b>	<b>40,283</b>	<b>60,063</b>	

THURSDAY, 13 JUNE 2019

**REPORT OF THE PORTFOLIO HOLDER REGULATORY AND COMMUNITY SAFETY****DESIGN SUPPLEMENTARY PLANNING DOCUMENT****EXEMPT INFORMATION**

None

**PURPOSE**

To seek approval to adopt the attached Draft Design Supplementary Planning Document included within Appendix 1.

**RECOMMENDATIONS**

It is recommended that:

1. Cabinet approves the adoption of the Design Supplementary Planning Document
2. Cabinet notes the comments received during the consultation period and the Council's response to them
3. Cabinet authorises the Assistant Director Growth and Regeneration to make minor changes to the Design Supplementary Planning Document and publish a final version of the document.

**EXECUTIVE SUMMARY**

Supplementary Planning Documents provide further detail and information to illustrate a Local Plan policy. In this case, Policy EN5: Design of New Development sets out an aspiration to secure high quality buildings and places to include the enhancement of the town centre, conservation areas, Sustainable Urban Extensions and Regeneration Priority Areas. Refusal is recommended where poor design or design that fails to take the opportunity to improve the character and quality of an area and the way it functions.

Chapter 12 of the National Planning Policy Framework (February 2019) – Achieving well-designed places, sets out government expectations of local authorities to produce clear design visions. Paragraph 126 requires authorities to provide maximum clarity about design expectations at an early stage and that plans and supplementary planning documents should use visual tools such as design guides and codes.

Cabinet approved the draft Supplementary Planning Document to go forward to a 4 week consultation period at its meeting of 20<sup>th</sup> December 2018. The document was consulted on between January 15<sup>th</sup> 2019 and 11<sup>th</sup> February 2019 and a summary of the comments received are included in Appendix 2 alongside the Council's response to these. Some comments have been directly addressed through changes in the new document and others have been noted in that they either did not require a response or the comments were not supported. On the whole, consultees were supportive of the Design SPD and welcomed the guidance provided.

The Design SPD will be finalised and adopted as the Council's approved design policy for all forms of development. The SPD will promote good design; provide information on planning requirements; provide basis for determining applications on design matters; improve understanding of what constitutes good design; promote sustainable development; consideration of Tamworth's diverse heritage; design guidance for the town centre; design guidance for residential and commercial development; guidance on public space, green space and public realm; materials; sustainable development and climate change; planning and design process; implementation and use of the SPD.

### **OPTIONS CONSIDERED**

The Council has not produced detailed design guidance but general aspirations are contained within policies EN5 Design of New Development and EN6 Protecting the Historic Environment. This approach could continue but in doing so the Council will not be following the guidance within the National Planning Policy Framework that strongly advocates the promotion of sustainable development through detailed design policies. The stated intention within Policy EN5 is that further detailed design guidance will be set out within the Design Supplementary Planning Document.

### **RESOURCE IMPLICATIONS**

All expenditure to date has been met through current department budgets and the process going forward to the adoption and publishing of the Design SPD will be met through existing budgets.

### **LEGAL/RISK IMPLICATIONS BACKGROUND**

The Council provides guidance to developers and agents based on policies within the adopted local plan. In some areas the guidance is provided in a general policy with detailed guidance being delegated to a further document. In the absence of detailed guidance, these policies are open to interpretation and as a result extensive dialogue may take place with a view to amend elements of an application where officers come to a different view to the applicant. There are also implications for decision making on planning applications where reasons for approving or refusing applications must be clearly set out, Where there is an absence of clear guidance to reach a decision, it opens the Council up to challenge and potential costs. The Design SPD will allow for greater transparency in decision making but also potentially lead to reduced design discussions saving staff time. Potentially, the pre-application discussions will be more focussed and allow for applications to be better informed and potentially submitted earlier.

### **EQUALITIES IMPLICATIONS**

An Equality Impact Assessment has been completed and is attached in Appendix 4.

### **SUSTAINABILITY IMPLICATIONS**

The basis of the NPPF is to promote sustainable development that is to be achieved through detailed guidance at a local level through Supplementary Planning Documents. Through adopting the Design SPD, the Council will be setting out its requirements for sustainable development and use this as a basis for refusing schemes that do not meet guidance within the SPD. A Strategic Environmental Impact Screening Statement is included in Appendix 3 as required by the Environmental Assessment of Plans and Programmes Regulations 2004.

### **BACKGROUND INFORMATION**

The draft SPD was consulted on between January 2019 and February 2019. Consultation closed on 11<sup>th</sup> February 2019 after 4 weeks. Invitations to participate in the consultation were sent to 175 organisations and individuals on the Local Plan consultation database and further publicity through the Council's website and Tamworth Herald was also organised.

In total 27 responses were received to varying levels of detail and these are summarised below:

- Lack of connection to mining history
- Staffordshire County Council need to be involved as highway authority
- Publicise heritage responsibility with property owners
- No dedicated Conservation Officer at Tamworth
- Climate Change considerations complimented
- Signage and advertisement guidance noted and changed in areas to reflect comments from a Sign and Graphics organisation
- Staffordshire County Council offer further clarification on street design and parking which are noted and no changes required.
- Staffordshire County Council – Flood Risk – text amended to accord with DEFRA technical guidance and links to SCC SUDS risk management handbook
- Conservation Officer – technical references and clarifications added
- Adoption of MHCLG Technical Design Standards drew objections from several parties. Text has been changed to say they are advisory standards that should be aspired to rather than a requirement. Similarly, external space standards will not be a minimum requirement.
- Request to define ‘tall buildings’ from different parties. Request noted but will not be actioned as any definition will vary and will be dependant on context.
- Opposition to use Design review for major schemes. This is under consideration and the option to use design review should be retained but defined to particular schemes.
- Natural England advice on green infrastructure and a strategic approach to maintaining and enhancing networks – under consideration
- Contribution of public transport to sustainable living should be highlighted as well as an aspiration for a bus station. Comments noted
- Wish to see removal of street clutter, unnecessary lighting, poor shop fronts, aerials and satellite dishes – SPD is not an enforcement tool, inappropriate development or installation will be dealt with through usual processes
- Opposition to tall buildings and high density design as a principle – such schemes can be successfully integrated with careful planning so objection not accepted
- Clarification that modern building materials may not be appropriate in all cases – accepted and text changed
- Document is long overdue. Raised issues at proposed developments and suggesting they are poorly designed
- SPD should require public toilets in town centre – out of scope
- Discourage front garden paving to avoid flooding impact – not applicable
- Comments from the County Council relating to ecology and tree protection, biodiversity, archaeology, historic environment mainly in support of the SPD and providing further detail and references.
- Relationship between canal and development is important and should be highlighted. Measures to integrate canal infrastructure and connections should be prioritised which generally are supported.
- Light pollution comments made as well as more accurate reference to Tamworth population.

## **REPORT AUTHOR**

Sushil Birdi x279

## **LIST OF BACKGROUND PAPERS**

Tamworth Borough Council Local Plan 2006-2031

## **APPENDICES**

- 1 – Design Supplementary Planning Document
- 2 – Summary of responses and actions from consultation
- 3 – SEA/HRA Impact Assessment
- 4 – Equality Impact Assessment

# Tamworth

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# Design Guidance

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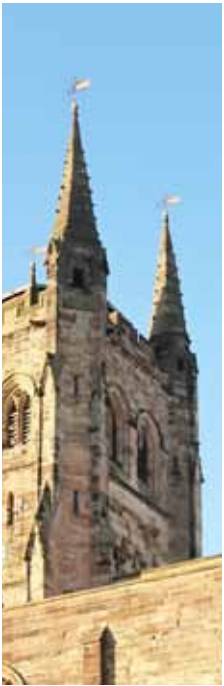
Supplementary Planning Document

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June 2019



Good Design and Planning  
Urban Design in Tamworth  
Best Practice Principles  
Massing and Materials  
Parking Sustainable Design  
Diversity Crime Health



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# 1.0

# Introduction

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# 1.0 Introduction

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## Purpose and Planning Context

**1.1** The National Planning Policy Framework (NPPF) (MHCLG, 2019) recognises the value of well-designed buildings and places and encourages local authorities to adopt policies which enhance the quality of place. Successful design can help to strengthen local distinctiveness, improve the health and wellbeing of users, and should also aim to yield socio-economic benefits for both developers and the wider community. Good quality design must have sustainability at its core, creating commercial and environmentally benign developments for the long term.

**1.2** Paragraph 126 of the NPPF encourages local authorities to produce Supplementary Planning Documents (SPD's) and design guides which contain visual material to help communicate their quality aspirations to applicants.

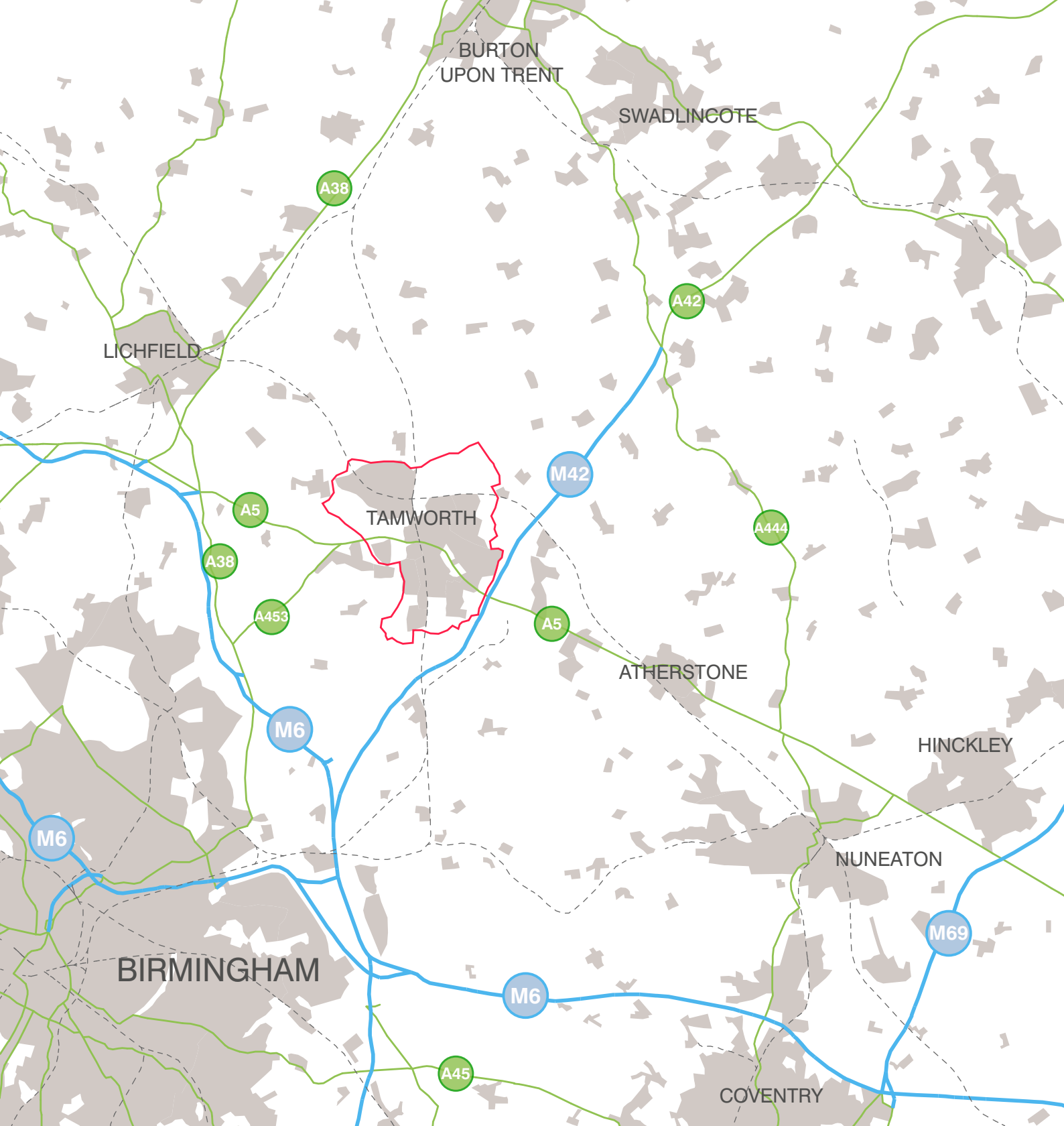
**1.3** This Design SPD has been produced by Tamworth Borough Council in order to provide design guidance to those who are considering activity which will result in physical change within the built environment of Tamworth. The design guidance provided within it has been informed by national design best practice, a character survey of Tamworth, and by consultation with officers, members and the wider community.

**1.4** Tamworth is a historic settlement which has managed to retain some of its distinctive character particularly within its town centre. There are a number of other historic locations within the Borough which have also retained their townscape and landscape character however, despite these survivals, much of the post war residential expansion of Tamworth has lacked the design quality of the past.

**1.5** The Tamworth Design SPD encourages those seeking to bring forward development and physical change within the Borough to respect its established character but, where appropriate, the aspiration is to ensure that new buildings and spaces can result in positive enhancement to the built environment.

**1.6** The Design SPD encourages the sustainable use of land and existing buildings and supports the enhancement of biodiversity and green infrastructure within the Borough.

**1.7** The document has been formally adopted as a Supplementary Planning Document and is intended to build upon and provide more detailed advice and guidance on the design policies set out in the adopted Local Plan. Whilst not a Development Plan Document, the SPD forms an important part of the wider plan for the development of Tamworth and is, where relevant, a material consideration in the determination of planning applications



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**Tamworth in Context**

- Tamworth Borough Boundary
- Motorway
- Primary Routes
- - - Railway Network
- Urban Area

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## 1.0 Introduction

### Document Structure

1.8 This document has been prepared to ensure the necessary and proportionate design guidance can be easily found for different types of development within Tamworth. General design principals and guidance are contained with the body of the document with additional design guidance provided within the appendices. The remainder of the document is structured as follows:

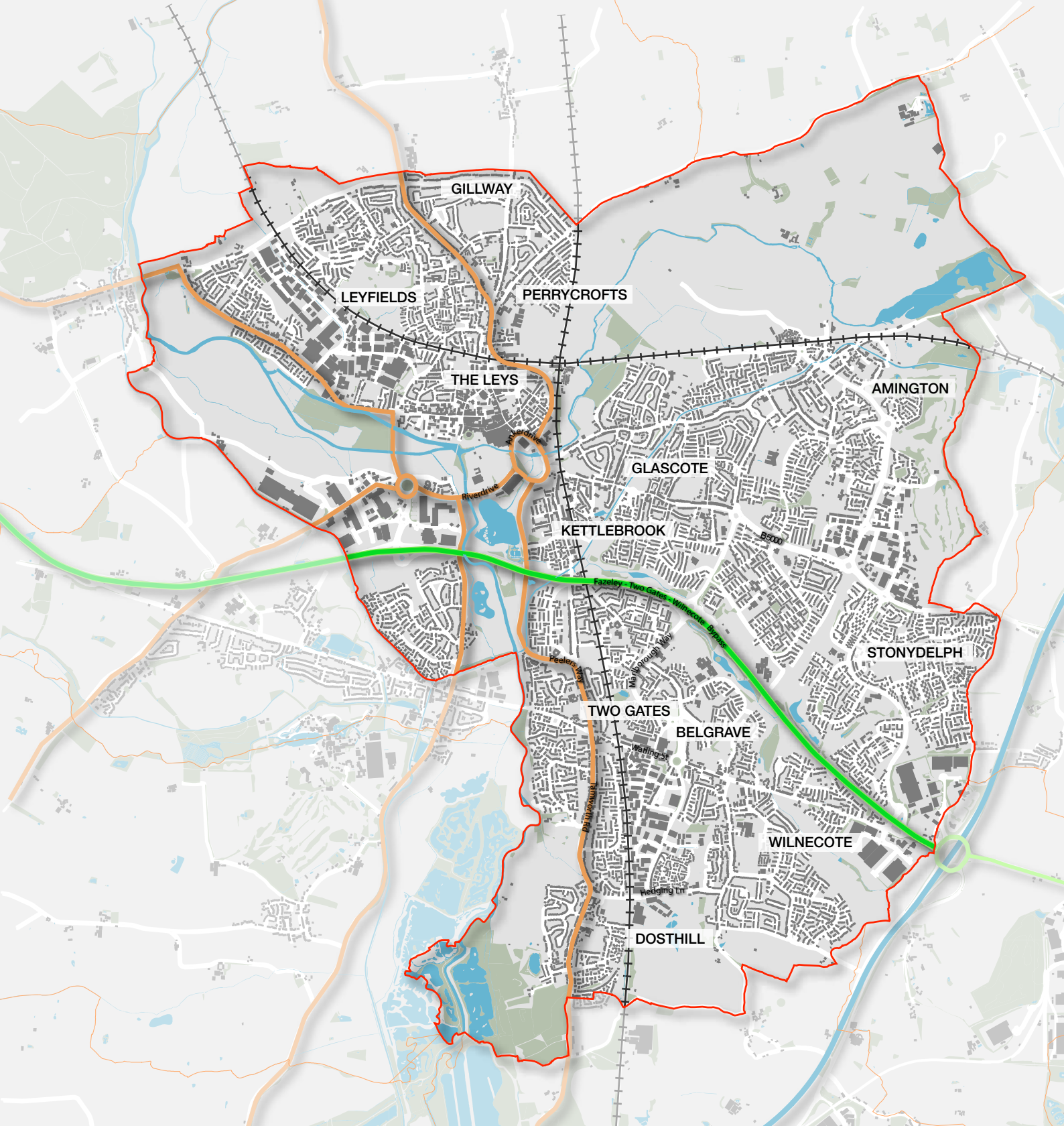
Part 2: Tamworth, an introduction to the Borough its history and the opportunity it presents for new development.

Part 3: Good Urban Design highlights overall principles of good urban design and illustrates best practice guidance.

Part 4: Development Guidance sets out the specific requirements and guidance to be considered for different types of development.

The appendices provide supplementary guidance concerning Heritage and Climate Change.

It should be noted that, whilst the guidance contained within the document has been separated into a number of different development types for ease of reference, there are elements of the design guidance that relate to more than one type of development. This is particularly relevant to new residential developments where much of the householder development guidance will also apply. It is therefore important to take account of all of the guidance contained below, where it is relevant to the development under consideration.



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**Tamworth Neighbourhoods**

- Tamworth Borough Boundary
- Primary Routes (A Road)
- Other A Roads
- +—+— Railway Network
- Water Courses/Features
- Tree Cover/Green Spaces
- Tamworth Neighbourhoods



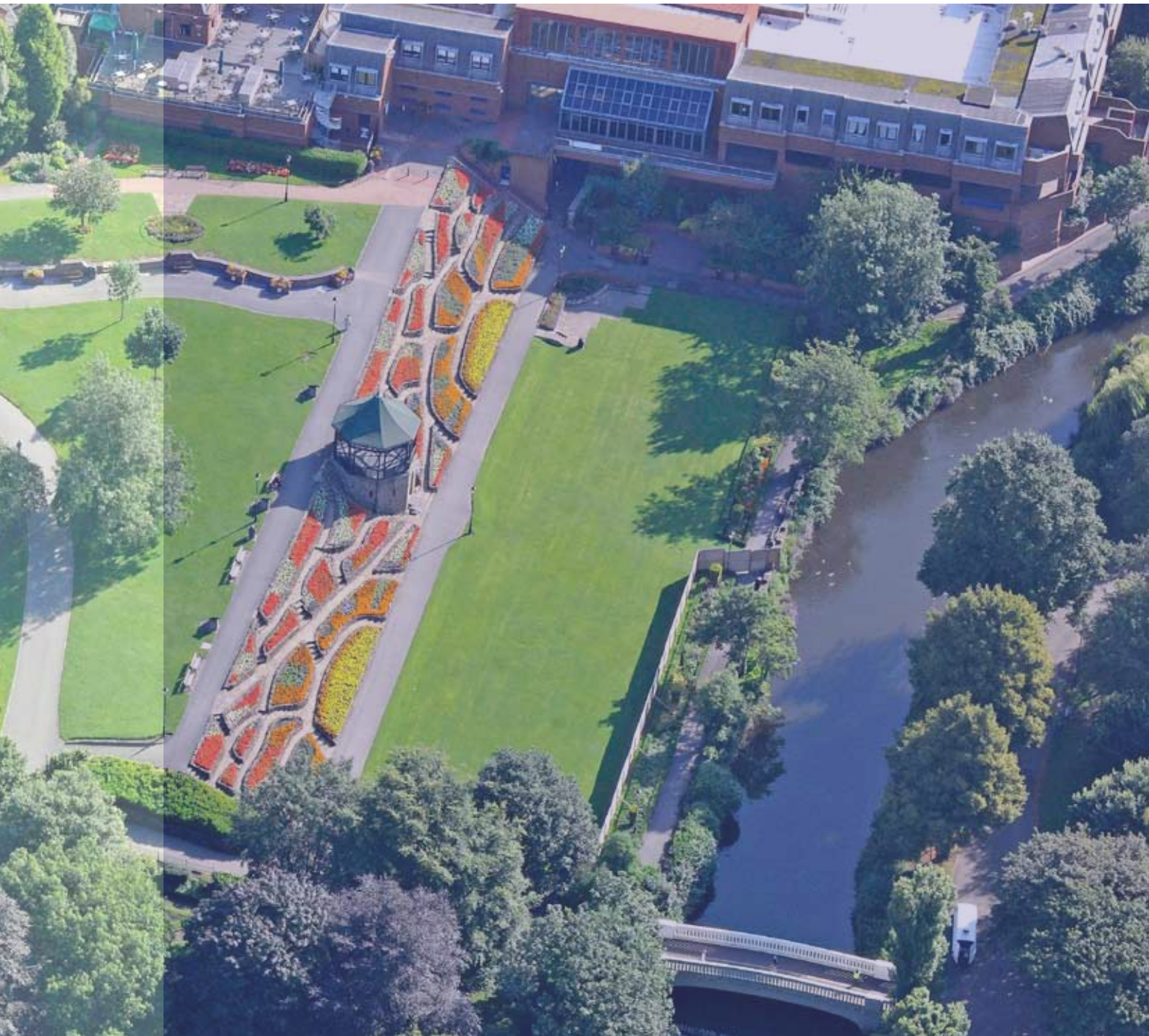


# 2.0

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# Context

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## 2.0 Context

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### Historic Development

**2.1** Tamworth can trace its origins back at least as far as the Romans with fragments of building materials having been excavated from this period within the town centre. It was however during the Anglo-Saxon period that Tamworth became important nationally as the capital of Mercia. Despite attacks from marauding Danes and its repeated destruction the town remained capital of Mercia until C10th.

**2.2** Tamworth Castle, which remains one of the town's dominant landmarks, was constructed shortly after the Norman Conquest probably on the site of an earlier Saxon fortification. During the Middle Ages Tamworth was a small market town and was granted a market charter in the early C12th. The town was destroyed by fire in 1345 but was rebuilt and subsequently continued to grow.

**2.3** During the C16th and C17th Tamworth fell victim to the plague on various occasions and during the English Civil War the Castle was besieged but, remarkably, survived the usual destruction.

**2.4** By the early C19th the population of Tamworth was still only around 3,000 but during this period of rapid industrialisation the fabric of the town, its infrastructure and institution, as well as its population were all transformed. The Midland Railway arrived in Tamworth in 1847 and this was closely followed by the London and North Western Railway.

**2.5** During the late C19th and early C20th Tamworth saw gradual urban expansion and population growth. The geographic extent of the town remained remarkably compact throughout the C19th and early C20th with little development to the south of the River Tame or the north or east of the two railways. Isolated detached settlements such as Kettlebrook and Glascote begin to grow during this period but remained distinct and separate from the historic town.

**2.6** During the post war period a significant volume of residential development took place. In the 1950's residential areas such as The Leys,

to the west of the town centre, Perrycrofts to the north and Bolehall to the south-east begin to emerge. By the mid 1960's these residential suburbs had consolidated and had been joined by additional new communities such as Leyfields to the northwest. In 1965 Tamworth was designated an 'Expanding Town' and its growth during this period aimed to accommodate overspill population from Birmingham.

**2.7** During the 1970's and throughout the rest of the C20th residential development around the perimeter of the town continued with earlier suburbs merging and open spaces, which once separated historic settlements, being constrained or lost.

**2.8** The urban area of Tamworth has today extended to the Borough boundary in most locations where there is not a physical constraint. The population of the town has grown and is estimated to be over 75,000.

### Tamworth Today

**2.9** Tamworth is situated approximately 21km to the north east of Birmingham city centre, 37km west of Leicester and 36km south west of Derby. Most of the major population centres of the East and West Midlands are under an hour's drive from the town centre.

**2.10** Tamworth is well connected by road (M6 Toll 7km to the west and M42 just to the east of the Borough boundary) and by rail (Tamworth High Level and Wilnecote stations connect to Birmingham and Derby and Tamworth Low Level station connects to Manchester and London).

**2.11** Although the town centre retains its historic street pattern and many listed buildings its retail vibrancy, which is essential to its long-term sustainability, has been challenged by the development of extensive edge of town and out of town retail development. Large multiple retailers clustered around free parking provide a convenient format which the historic core has struggled to match.



Tamworth Town Centre (OS 1903)

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## 2.0 Context

**2.12** Late C20th and early C21st residential development surrounds the historic town centre. These suburbs are often poorly integrated with railways, major highways, the River Tame and the canal weakening links between adjacent residential areas and creating a perception of fragmentation.

**2.13** Much of the late C20th and early C21st residential development within Tamworth resulted from rapid expansion to accommodate overspill population from Birmingham and is not considered to be high quality. There is little evidence of exemplary or innovative housing. This may be partially a response to land values and the perceived market however the absence of appropriate quality benchmarks and guidance may have contributed to this situation.

### Character Areas

**2.14** The Tamworth Historic Character Assessment (Staffordshire County Council, April 2011) provides an extensive and detailed assessment of the character of the town, its suburbs and its remaining rural fringe. All character areas of the town have their special character, historic development and heritage significance described by the assessment.

**2.15** Tamworth contains seven designated Conservation Areas and each has its own Character Appraisal and Management Plan. These describe the special character of the area concerned and provide broad guidance explaining how new development might respond to this character.

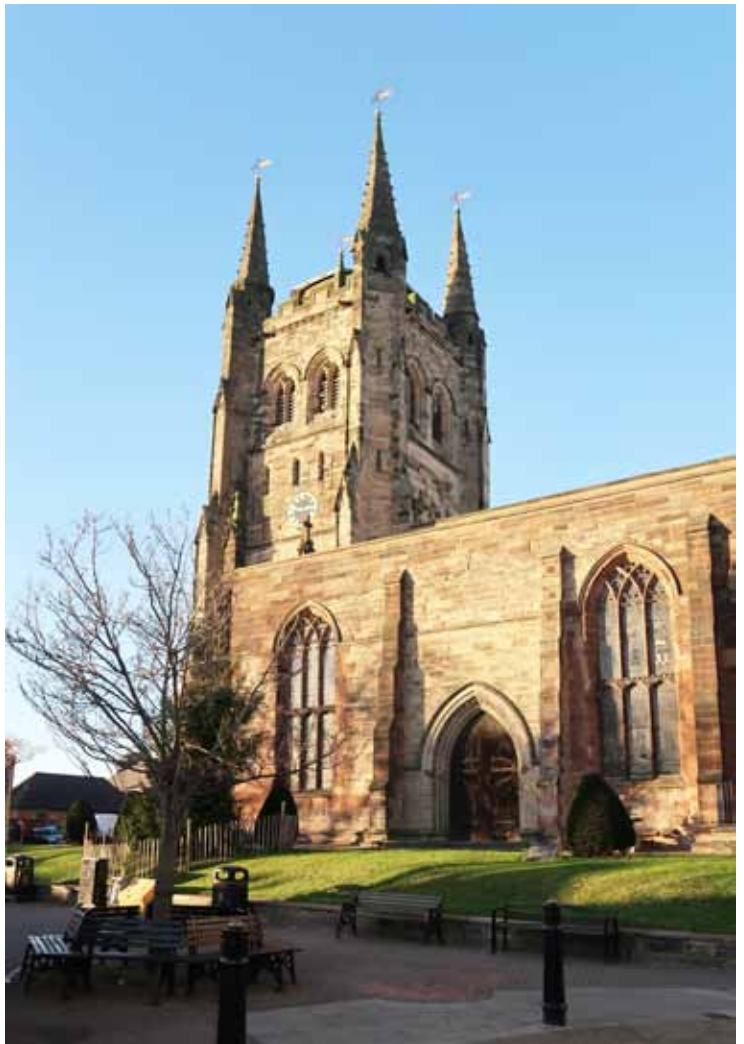
**2.16** It is important that those seeking to design or develop within the Borough refer to the Tamworth Historic Character Assessment along with any relevant Conservation Area Character Appraisals and allow any understanding gained to inform their proposals.

### Constraints and Opportunities

**2.17** Opportunities for expansion of the town are limited by tight administrative boundaries, whilst much of the remaining undeveloped land within the Borough is restricted by environmental and policy constraints, such as flood plain and Green Belt, or by the presence of designated heritage assets.

**2.18** There are also a number of constraints relating to ecology, biodiversity and geology/geomorphology including Local Geological/Geomorphological Sites (LoGS), Sites of Special Scientific Interest (SSSI) and Sites of County Biological Importance (SBI). Many of the constraints are shown on the Local Plan Policies Map; however there may be additional site specific constraints, such as buried archaeological remains, which may impact on the design of any development.

**2.19** However, many of these potential constraints also provide opportunities for innovative and attractive design. For example, although the flood risk associated with the River Tame and Anker is a potential constraint, a well-designed relationship to water and views of the rivers or canal network can add value to a development. Similarly, there are opportunities within the Borough for the sensitive reuse of existing heritage assets.





## 3.0

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# Principles of Good Urban Design

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## 3.0 Principles of Good Urban Design

### Good Design and Planning

**3.1** This guidance recognises the role that well-designed places and buildings have in improving the health and quality of life of individuals and communities but also notes the relationship between the environment and sustainability and socio-economic performance.

**3.2** In addition to the National Planning Practice Guidance a wide range of best practice design guidance is easily available. This includes the material published by Design Council/CABE and Historic England (see Appendix D).

### Urban Design in Tamworth

**3.3** Tamworth is environmentally diverse and is composed of a range of distinct places each of which has a unique identity. This means that a design response which might be appropriate for a site located within the historic town centre is unlikely to be the same as that for a greenfield site on the periphery of the settlement.

**3.4** Throughout this document the need for designers to understand and respond to context is repeatedly emphasised. This is critical for new development in areas of visual sensitivity, such as conservation areas or area of recognised landscape value but it is also important for all other sites.

**3.5** Where context allows designers to be innovative this opportunity should be taken. New approaches to construction, delivery and layout will be encouraged where appropriate.

### Best Practice Principles and Sustainable Design

**3.6** Good urban and building design results in liveable environments that encourage active and healthy lifestyles. Developments within the Borough should take account of existing published guidance, such as 'Building for Life 12', 'Secured by Design' and 'Manual for Streets' as well as the guidance and principles set out within this document.

**3.7** Sustainable urban design creates buildings and developments that are environmentally friendly,

socially cohesive, promote a healthy lifestyle and are economically viable. All of these aspects will need to be addressed for a development to be truly sustainable.

**3.8** Much of the existing building stock of Tamworth was largely constructed during the mid to late C20th during a period where climate change and environmental concerns had not been reflected in building specification or development layout. Improving the energy efficiency of the Boroughs buildings and places will help in reducing carbon emissions and the principles of sustainable development, where appropriate, apply to changes to existing buildings as well as to the construction of new buildings.

**3.9** Developments in the Borough should seek to achieve higher levels of sustainability by, where appropriate:

- Encouraging the use of public transport, creating walkable neighbourhoods and encouraging cycling;
- Having regard to site context and orientation in order to minimise energy consumption, but also minimise overheating in the summer;
- Making use of brownfield sites or using existing buildings to make use of the embedded energy;
- Making use of existing or planned infrastructure, including District Energy Networks;
- Using sustainably and locally sourced or recycled materials where possible with sustainable building methods in order to minimize their carbon footprint;
- Encouraging adaptive reuse of buildings in order to minimise resource waste;
- Using modern building materials and methods, such as triple glazing and green roofs, to maximise sustainability and minimise impact to the environment;
- Encouraging high density design in order to use land efficiently;
- Encouraging developments that are energy, water and natural resource efficient (see Appendix B);
- Encouraging the use of sustainable urban drainage systems (SUDS) in accordance with the latest available technical guidance from DEFRA;



- Being designed and built to conserve and enhance natural habitats and biodiversity, and to reduce pollution levels;
- Using appropriate biodiverse planting schemes that help alleviate the impact of human development on local wildlife.

## Diversity and Urban Design

**3.10** When considering urban design, it is important to establish who the end user of a building or space will be. Our towns and cities are made up of a diverse range of people with different needs and abilities as well as different patterns of behaviours. Sometimes some groups or individuals are in effect marginalised by the design process. When commencing the design of a new development it is important to consider all potential users. Important user groups with particular needs that should be considered may include the following:

**Children and Young People** – Development should consider how a place may be used by young people. This may need to include elements that assist children at play and assist in navigating a space when children are not fully literate.

**The Elderly** – Development should pay careful attention to how the elderly use a place. For instance, excessive level changes and illegible routes may prove difficult for elderly pedestrians to negotiate and a lack of convenient rest spots could make a simple walk challenging. Urban environments that feature the following characteristics are friendlier to people suffering from dementia:

- familiarity;
- legibility;
- distinctiveness;
- accessibility;
- comfortability; and
- safety.

**Disabled people** – Disabled people face many challenges when navigating spaces. Any development should comply with accessibility requirements for disabled people and consider any additional changes that could make places more welcoming.

As a minimum, designers of public buildings and spaces should ensure compliance with the requirements of the Equality Act 2010 and the Equality (Disability) Regulations 2010. To ensure that buildings and spaces are accessible to the visually impaired reflective and shiny surfaces should be avoided and contrasting colours should be used to help identify safety features.

### Parents and carers with babies and toddlers

– Parents with infants in pushchairs face similar accessibility issues to disabled people. Designers should carefully consider the accessibility requirements of this group when considering the layout of new publicly accessible buildings and spaces.

## Crime and Urban Design

**3.11** Urban Design can be an important tool in creating safer places. Good urban design can minimise the opportunity for criminal activity. For instance, places that are designed with windows overlooking the public realm can provide passive surveillance. Likewise, removing blackspots by improving lighting or removing obstructions (i.e. dead ends) can eliminate settings for anti-social behaviour.

**3.12** When preparing a design for development, applicants and developers should consider the following in order to eliminate or minimise the opportunity for criminal or anti-social behaviour:

- road pattern;
- layout and orientation of buildings;
- interface between public and private realm lighting; and
- security and surveillance measures.

**3.13** Locally, advice can be sought from the Staffordshire Police Crime Prevention Design Advisor (CPDA).

Further information on designing out crime, along with contact details for the local CPDA, is available from the Police Secured by Design Initiative at <http://www.securedbydesign.com/>.

## 3.0 Principles of Good Urban Design

### Health and Urban Design

**3.14** Urban design can play an important role in promoting opportunities to encourage sport and physical activity through the design and layout of the built environment.

**3.15** The principles of active design should be considered when preparing a plan for development:

- Activity that is accessible for all
- Walkability
- Walking and cycling routes that are connected and integrated
- Co-location of community and social facilities
- Network of multifunctional open spaces
- High quality streets, spaces and places
- Appropriate sports and recreational infrastructure
- Active buildings
- Management, maintenance, monitoring and evaluation
- Activity promotion

Further information on active design is available from Sport England.

### Massing and Materials

**3.16** Buildings, structures and surfaces within the urban realm should work harmoniously together and complement each other. All new elements within the urban realm should consider the scale and materiality within their immediate context, as well as the overall character of their setting.

**3.17** Poor quality synthetic materials will not be acceptable for use on development within conservation areas, within the settings of listed buildings or in other visually sensitive locations. Materials employed within sensitive locations should relate to established character.

**3.18** Tamworth has an established and distinct character when it comes to building heights, both in the centre of town, as well as the rest of the Borough. With the exception of the Balfour towers (located immediately to the west of the town centre) few domestic and commercial buildings within the Borough exceed three storeys in height.

**3.19** Developments in Tamworth are encouraged to take into consideration the scale and massing of their context and should avoid disrupting this without clear justification. Development proposals should consider the following where applicable when design proposals are being developed:

- impacts on views and settings;
- environmental impacts such as turbulence and overshadowing/air quality/noise;
- impacts on landscape and townscape character;
- impacts on highways, access and transport
- impacts on the natural environment including trees/flood risk;
- impacts on amenity and established use.

**3.20** In addition to the above, developments should also consider how the space which surrounds them might be occupied/developed in the future. In some locations, taller buildings may be appropriate in order to signify a gateway or change of urban environment however consideration must always be given to possible impacts upon townscape character and the amenity of neighbours.

**3.21** Tall buildings should be designed in accordance with the principles stated in this document and the relevant policies of the Tamworth Local Plan and with consideration of the existing urban character. There is no absolute definition of what constitutes a “tall building”. What might be considered a tall building will vary according to the nature of the local area, which in Tamworth is generally low rise. For further detail, tall buildings design guidance published by Historic England and archived guidance by CABE should be referred to.

**3.22** Tamworth is largely a brick-built town with the majority of surviving buildings from the post-medieval period up to the early C20th being constructed from red brick. From the mid C20th onwards the material palette used within the town begins to diversify with the introduction of other forms of construction including concrete frames and panel systems. Most post-war low rise housing throughout the town has been constructed from brick although the brick type and colour varies considerably from scheme to scheme.



Well considered hard and soft landscaping employed to enhance the setting of new high-density residential development (Nine Elms, London)



An imaginative design used natural materials to successfully transform a sensitive historic environment (The Piece Hall, Halifax)



Examples of good quality natural materials

## 3.0 Principles of Good Urban Design

### Public Realm

**3.23** The public realm is the space in and amongst the built form that is open to the public. This includes streets, parks, squares, pedestrian walkways etc.

**3.24** A good public realm should be human in its scale and respond to users' needs, while stimulating the senses. It should encourage a variety of activities and uses, whilst providing through routes and clear connections for pedestrians and cyclists alike.

**3.25** A successful public space can encourage people, both from Tamworth and from outside the town, to visit the space and should be designed and built to last. Temporary interventions such as pop up shops, temporary exhibits or changing activities can be used to activate the public realm.

**3.26** Developments directly adjacent to the public realm (whether the street, formal or informal public space, including parks) must provide a positive interface to the public realm. A positive relationship to the public realm can include active frontages, a mix of uses or other innovative interventions that are visually and/or functionally interesting and serve to strengthen the role of the adjacent public realm. In doing so, the positive relationship between a development and its adjacent public realm will better integrate the development into the urban fabric, will promote activity, interest and a sense of safety to its setting.



*On-street parking provision (Eddington, Cambridge)*

### Street Design

**3.27** Streets take up a large amount of the public realm and play a critical role in facilitating movement through urban areas. Therefore, the layout and design of streets is integral for the success of the urban environment. Effective street layout and design should:

- Improve the legibility of a place;
- Reduce crime;
- Promote sustainable travel through improved connectivity to existing networks, including canal towpaths where appropriate;
- Encourage walking and cycling and recognise that pedestrians should be prioritised;
- Improve sustainability through the use of appropriate materials;
- Improve sustainability through encouraging lower speeds and, consequently, reducing vehicle emissions;
- Improve safety through encouraging reduced speeds along residential streets;
- Be flexible in use;
- Be inclusive in its design.
- Be permeable, that is, provide alternative ways to get from point A to point B.

**3.28** Streets should function as a place, as well as provide access, ease of movement, parking and utilities. A well-designed street should help in forming a cohesive public realm with a good relationship between buildings and the wider public space. The surface materials, trees, street furniture and layout can help create a sense of place. The indiscriminate use of street furniture and signage should be avoided, as this can harm the quality of the street and public realm.

**3.29** An important function of streets is to accommodate movement. This should be done in an inclusive way and should not focus predominantly on motorised vehicles. Streets should provide a space for vehicles, cyclists and pedestrians to all move comfortably and should consider those with mobility difficulties.

**3.30** Streets should be designed with all users in mind, including vulnerable pedestrians. Care should be taken when making improvements to streets and the public realm that elements such as ‘shared space’ will not have a negative impact on vulnerable users. ‘Shared surface’, where kerbs are removed from the street completely, can prove problematic for visually impaired individuals navigating the street.

**3.31** Streets should provide safe and legible access to buildings for pedestrians. Active frontages along building fronts are encouraged, as these can help provide the safety, legibility and interest which contribute to a successful street.

**3.32** The design and location of drainage, lighting and other utilities should be co-ordinated and positioned to minimise future impacts on users.

**3.33** Trees and grass verges will be encouraged as an aspect of street design in order to help provide character and identity. Trees have many other functions, including contributing to wellbeing (aesthetic), health (particulate and other pollutant absorption) and climate change (cooling effect and carbon storage).

**3.34** Street guard railing in the town centre and neighbourhood centres should be kept to a minimum, unless there is a clear and justified need



*Street lighting (Warrior Square Gardens, Southend)*

for it. Equipment owned by utilities companies and third parties should also be minimised within the public realm.

**3.35** As with most aspects of design in the built environment, streets should be designed with a collaborative and cohesive approach. The surrounding area and site characteristics should be considered carefully and, most importantly, the end result should serve the local community in a positive way.

**3.36** In order to encourage activities within the public realm and in order to provide clear connections, street furniture, public art, signage and lighting should be co-ordinated.

## Street Furniture

**3.37** Street furniture should respond to the established character of the town but can also be innovative. It should be placed carefully according to the users’ needs.

**3.38** Less and carefully co-ordinated and positioned street furniture will reduce visual clutter and improve the perceived coherence and quality of the space in which it is to be located.



*Street furniture (Television Centre, London)*

### 3.0 Principles of Good Urban Design

## Street Signage

3.39 Street signage should be used to help with the legibility of a place and with way-finding. Innovative signage solutions can be used to avoid cluttering and to simultaneously provide public art – for example legibility maps within bus shelters, the use of paving and floorscape art as signage etc.

3.40 Much of the signage within the streetscape is for the benefit of motorised users. An effort should be made to move this type of signage away from the footway and safely into the roadway. Alternatively, some signage can be consolidated onto a smaller number of signage poles to free up more space for pedestrian movement.

## Lighting

3.41 Lighting is an important element of the public realm and should be integrated within the design of a place. It can be used creatively in order to enhance and transform spaces as well as helping to reduce night time crime and vandalism, reduce accidents and help make users feel secure.

3.42 Lighting does not have to be limited to conventional columns and bollards and can include schemes which can sensitively reveal the architectural quality of landmark and historic buildings. The positioning of any lighting fixtures should consider users' needs, in particular, users with disabilities or people with pushchairs. Additionally, when looking at lighting options, the canopy of trees and projected tree growth should be taken into account.

3.43 Site context is also an important aspect of lighting design – for example, over lighting in residential areas should be avoided, as it can lead to light pollution and high energy consumption. Consideration should be given to the potential impact of any lighting scheme, including the positioning of fixtures and the quality of light, on the amenity of any neighbouring uses, as well as the sensitivity of the historic and natural environment including any potential impact on bats.

## Public Art

3.44 Public Art can make a substantial contribution to the appearance of urban areas and the public realm. It can contribute to the creation of a sense of place and transform a previously anonymous space into a unique and memorable one. It has a major part to play in making public areas more attractive, legible and interesting and can take many forms. Public Art can be integrated into a new development or into existing built fabric.

3.45 Public art can be incorporated into lighting, street furniture, signage, public realm surfaces, new media as well as being provided as conventional free-standing sculptures.



Wayfinding signage (Bath, UK)



Public Art (Piccadilly Place, Manchester)







# 4.0

# Development Guidance



## 4.0 Development Guidance

4.1 The guidance provided within this section of the SPD relates to all built development within Tamworth. The guidance is focused on householder and new build residential development but also considers the design of non-residential development.

### Householder Development

4.2 Homeowners may wish to extend or alter their property in order to meet their changing day-to-day needs. However, small alterations to the exterior of a building can result in a significant impact on neighbours' amenity and on the character of the adjacent street and the wider context (where visible).

4.3 Important design considerations for extensions and new build alike include: scale, materials and potential impacts (including on privacy and daylight) on neighbouring dwellings, the wider community and the public realm generally. Works to a dwelling should be done in accordance with the adopted Local Plan, as well as the guidance below. It is strongly recommended that design advice is sought from an appropriately qualified professional before undertaking any building work.

4.4 For information on specific considerations for development in a conservation area or affecting the settings of a listed buildings, please refer to the Heritage Appendix of this document.

4.5 It is also important to consider the potential impact of any development on birds or bats, as this may require the retention of features or provision of bird/bat bricks or boxes.

4.6 It is important to note when considering any extension to a residential property that existing nearby extensions do not set a precedent. Proposals for extensions will be considered on their own design merits and their compliance with policy.

4.7 The guidance below considers the impacts of extension on unaltered aspects of neighbouring properties. This approach has been taken to avoid unfair advantage being gained by those extending first. Impacts on neighbours and their development

rights will be considered as part of the evaluation of planning applications.

4.8 Where permitted development rights are in place, some alterations or additions to a residential dwelling do not require an application for planning permission. However, such developments should always be well designed and should consider the possible impacts on the environment and on neighbours' amenity.

4.9 If you believe that your proposal does not require an application for planning permission, you should still contact the planning team at the Council for advice before proceeding with any work.

4.10 For information on permitted development including the maximum dimensions permissible for domestic extensions, please refer to the Planning Portal Website ([www.planningportal.co.uk](http://www.planningportal.co.uk)).

### Extensions

4.11 The principles of good design should be applied to all domestic extensions, whether planning permission is required or not. It is important to consider the impact that the development may have on the amenity of neighbours and the wider area.

4.12 A well-designed extension will be informed by the original dwelling's character and style, dimensions, materials and finishes and the character of the neighbourhood. A well-designed extension should seek to enhance the appearance of the property as a whole.

4.13 Generally extensions should be subordinate in size, scale and mass from the original property. They should usually adhere to the following principles:

- a lower ridge level than the original dwelling (to reduce the terracing effect)
- massing should not exceed 75% of original footprint.
- set back on side extensions.

## Front extensions and porches

4.14 A porch or front extension should generally be avoided if this projects beyond an established building line within a street. If a front extension can be justified this must respond carefully to character of the street and must avoid harming the amenity of adjacent properties.

4.15 Front extensions and porches, where justifiable, must be subservient to the rest of the house and should not extend across the whole width of the property. They should project no more than 1.5m from the original front wall of the dwelling.

## Side Extensions

4.16 As with a front extension, an extension on the side of a property will often be visually prominent. Therefore, it is important that it should carefully consider its impact upon the original building and neighbouring properties. The filling up of the gaps between houses can result in a crude terrace effect that can negatively impact upon the original character of the street.

4.17 Setting side elevations back from the building line can also lessen the visual impact of an extension on the character of the street and limit the perception of terracing. Set backs must be no less than 1m at first floor level.

4.18 When a side extension includes a blank side gable, this can have an overbearing impact on adjacent properties. Accordingly, a minimum distance of 10.5 metres should usually be provided between any single-storey extension and any windows serving habitable rooms on adjacent properties. For two-storey extensions, this should be extended to 12.5 metres and for three-storey extensions, 14.5 metres.

4.19 Where there is a levels difference between the property being extended and any adjacent properties, a greater distance may be required.



*Side extension set back from established building line and using contrasting materials (Fraher Architects, London)*



*Image of set back side extension*

## 4.0 Development Guidance

4.20 Side extensions must always be subservient to the original building. Designs should incorporate the following features:

- The frontage to the extension should be set back from the building line of the original.
- The ridge line should always be below that of the original building.
- Width of extension should be no greater than 50% of that of the original building.

### Rear extensions

4.21 Well-designed rear and side extensions, which respect the character of the original building and respond creatively to the potential of the site, can result in an enhancement to residential properties.

4.22 Rear or side extensions to properties located on corner plots are particularly sensitive as a result of increased visibility and potential impact upon the street scene. Extensions to properties on corner plots must be informed by both the character of the original building and that of the wider streetscene.

4.23 Rear extensions should generally be confined to the width of the rear façade of the property.

4.24 Rear extensions can affect the amenity of neighbouring dwellings as a result of overshadowing, reducing sunlight/daylight or being visually overbearing. They can also have a similar impact upon habitable rooms within the original building and can in addition result in amenity being harmed through loss of garden space.

#### Habitable Rooms

A habitable room is defined as a room used, or intended to be used, for dwellinghouse purposes. This could include (but is not limited to) a bedroom, kitchen, dining room, or lounge. Utility spaces, halls/landings, and bathrooms are not considered to be habitable rooms.

Front, rear and side facing windows to habitable rooms will be protected from significant overlooking and overshadowing where such windows are the primary source

of light and are the original openings in the house. Where a room has (or originally had) two windows or more, the primary source of light will usually be the window(s) (if of reasonable size) that overlooks the garden this is usually to the rear.

4.25 Multi-storey rear and side extensions should be avoided unless the separation distances set out below can be protected.

### Avoiding Overshadowing and Dominance

4.26 Overshadowing or dominating neighbours' houses and gardens must be avoided by carefully considering the height, mass and location of extensions. Where impacts upon a neighbour's amenity are possible the Council may require sunlight and daylight analysis to be provided to support the design.

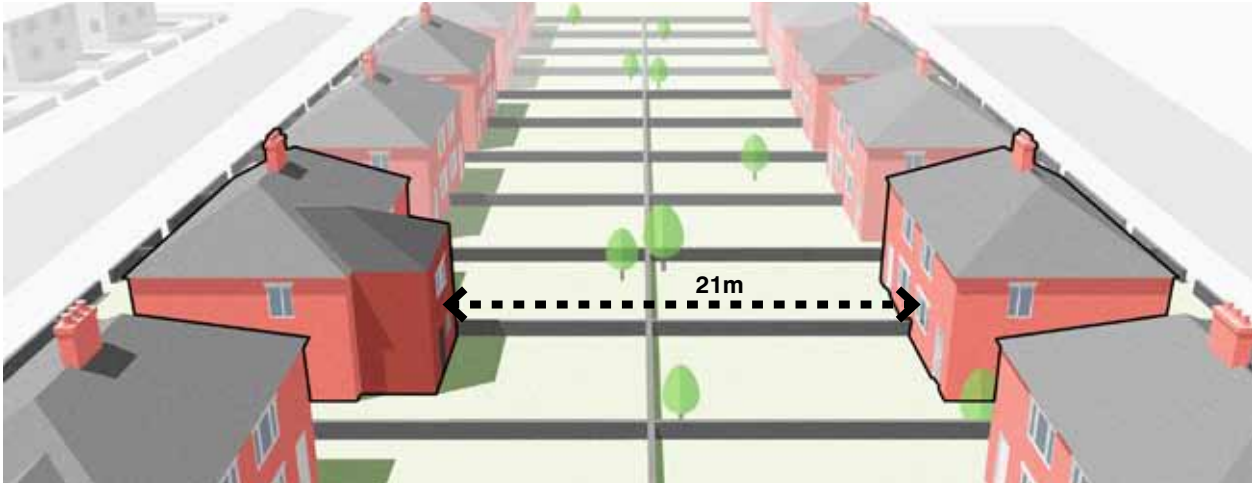
4.27 Careful design will be necessary in order to ensure that neighbouring properties are not overlooked and that appropriate levels of privacy are maintained.

4.28 Maintaining an acceptable distance between the rear of dwellings can minimise the impact on the amenity of habitable rooms.

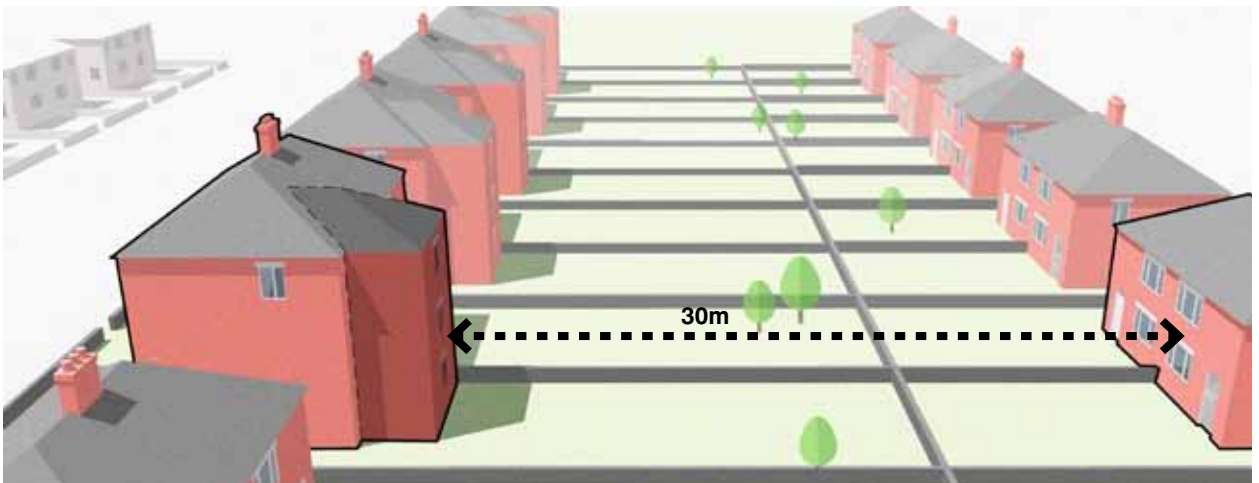
4.29 One or two storey rear extensions will need to maintain a minimum distance of 21 metres between the rear windows of habitable rooms within opposing dwellings in order to avoid any potential overlooking and privacy issues.

4.30 For dwellings of three (or more) storeys, a minimum distance of 30 metres between the rear windows of habitable rooms within opposing dwellings and the rear extremities of any extension will need to be maintained.

4.31 The good practice dimensions provided above ensure privacy and adequate amenity for family homes. Where it can be demonstrated that privacy and amenity can be ensured by the application of technical and design alternatives, these will be evaluated by the planning team.



*Image showing minimum distance 21m between rear extensions of up to two storeys*



*Image showing minimum distance 30m between rear extensions of three or more storeys*

4.32 Where evidence can be provided that technical (such as topography) or character issues (such as established morphology within a conservation area) justify reduced separation distances this will be evaluated by the planning team.

### **Maintaining Garden Depth / Area**

4.33 It is important to consider how a rear extension will impact your rear garden configuration post development, in particular how it will affect the size of the remaining garden space.

4.34 A rear extension should not consume the entirety of a dwelling's private amenity space. No more than 50% of the original rear garden area of a dwelling should be developed by any form of extension or outbuilding.

4.35 A garden should usually be retained with a minimum depth of 10.5m, measured from the extension's rear external wall to the property's rear boundary, in order to ensure adequate private outdoor space. In some circumstances, in particular for extensions over two storeys or larger dwellings, more garden depth may be required.

## 4.0 Development Guidance

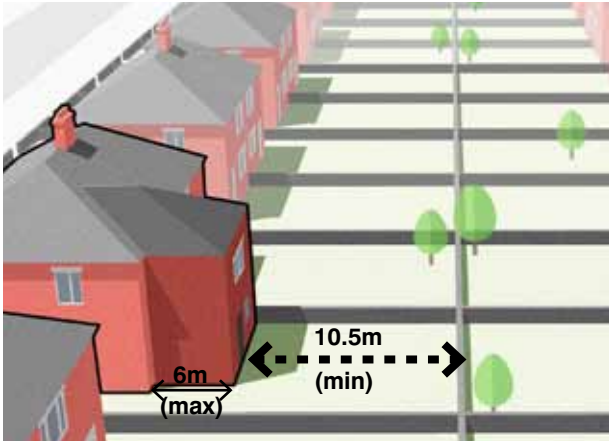


Diagram showing minimum garden depth of 10.5m to ensure adequate private outdoor space

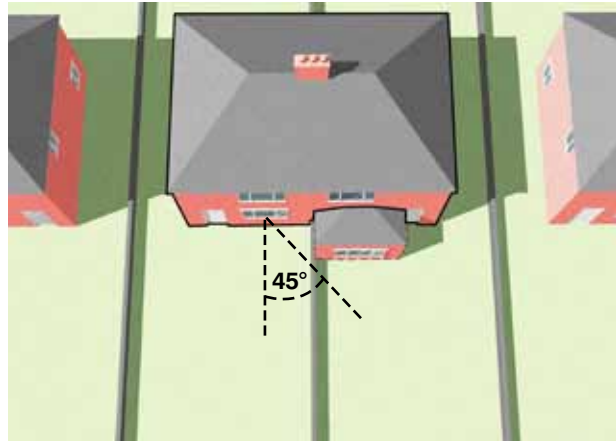


Diagram showing single-storey extension avoiding encroachment.

## Light Angles

4.36 Side and rear extensions for dwellings, when they include more than one storey can cause overshadowing and overlooking into a neighbour's property. Often, a 45 degree guide test can be applied so as to avoid overshadowing on a neighbouring property. However, sometimes, contextual matters, such as orientation or site levels may be of relevance.

4.37 The 45 degree guide test can be applied to detached, semi-detached and terraced houses. A single storey extension should not encroach into an area measured by drawing a 45 degree angle from the mid-point of a neighbour's window or door aperture which provides light to a habitable room.

4.38 Two storey (or higher) extensions should not encroach into an area measured by drawing a 60 degree angle from the mid-point of a neighbour's window or door opening.

4.39 When calculating the above only the principal glazed (and original) openings to a habitable room should be considered and not smaller or secondary openings and not windows that have been moved.

4.40 Where proposed extensions fail to meet with the requirements of the above they would be unlikely to be granted planning permission.

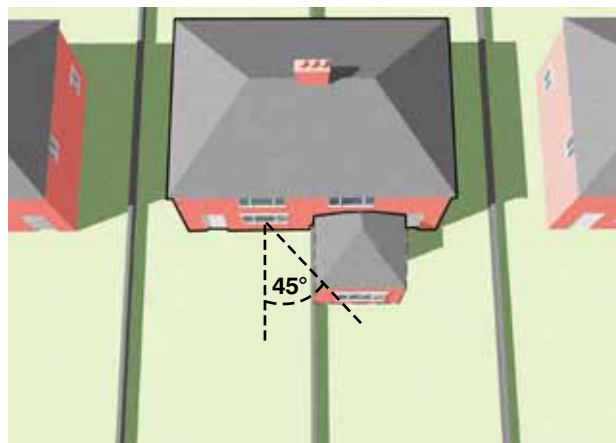
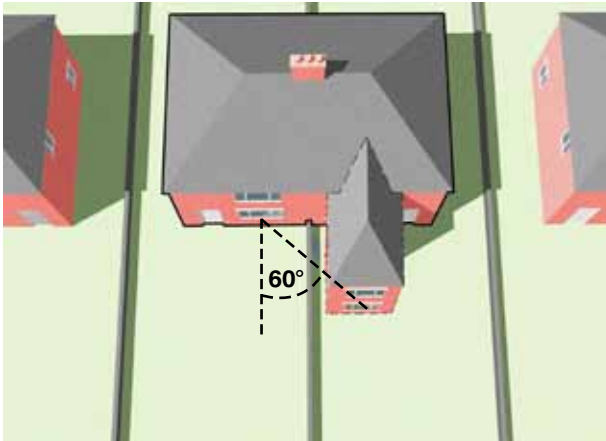


Diagram showing unacceptable single storey extension which encroaches into the 45 degree zone

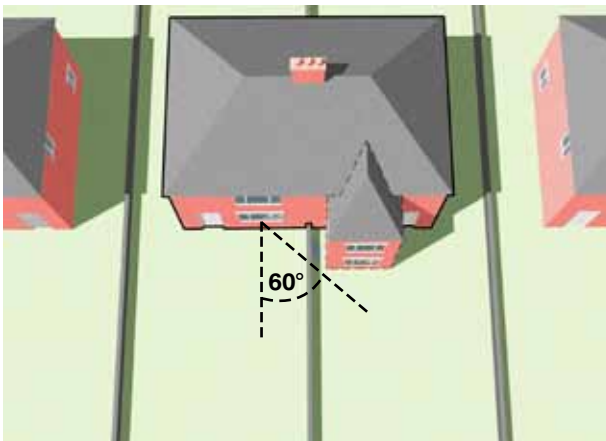
4.41 Shaving off the corner of an extension or stepping-in so as to follow the required angle (either 60 or 45 degrees) is not normally acceptable because such measures do not usually significantly reduce the impact of the extension on adjoining habitable rooms or gardens.

## Roofs

4.42 The roof form above an extension will contribute to the appearance of the extension and the dwelling as a whole. A roof design that sits in harmony with the existing roof will usually be more acceptable. Roof extensions should not dominate by being too large and flat roofs are generally discouraged unless they can be demonstrated to complement the existing dwelling.



*Diagram showing unacceptable two-storey extension which encroaches into the 60 degree zone*



*Diagram showing two-storey or higher extension avoiding encroachment into an area measured by drawing a 60 angle from the centre of neighbour's window*

4.43 Vertical extensions which result in additional floors or ridge lines being raised to facilitate additional accommodation (ie lifting overall building height) will not usually be supported as these can be harmful to the character of residential areas.

4.44 Roof pitches should be consistent and extensions should follow the guidance provided by the original building.

## Dormer Windows and Roof Lights

4.45 Dormer windows will only be permitted where they can be inserted without damaging the character and appearance of the dwelling and the wider area. Dormers are best located to the rear of the property and are not normally acceptable to the front unless part of the established character of the area.

4.46 A dormer window should be kept below the ridge line, smaller than the overall width of the roof and at least 50 cm away from the ridge, verge and eaves. It is recommended that a dormer window be centred on the window lines below and that the dormer takes up no more than half the overall width of the dwelling.

4.47 Materials and detailing of dormers should be carefully designed to consider the established and traditional pattern of materials and scales of the original dwelling and surrounding buildings. Dormers with flat roofs can fit in well if they are appropriately finished with high quality materials, such as lead, and are carefully designed and detailed.

4.48 Where rooflights are introduced to an existing building these should preferably be limited in number and positioned to the rear of the building.

4.49 Rooflights on historic buildings or in areas of visual sensitivity should be 'conservation' quality design and be flush to the roof finish.



*Diagram showing sensitively sized and aligned dormer*



*Diagram showing poorly designed oversized and unsympathetic dormer*

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## 4.0 Development Guidance

### External remodelling

**4.50** The external remodelling of residential properties, including instances where there is no increase in internal floor space may require planning permission. This will be the case in an area such as a conservation area where permitted development rights may have been withdrawn. It is recommended that the planning team is consulted prior to undertaking any design work for remodelling.

**4.51** The external remodelling to an existing property should always consider, and respond positively to, the character of the original building and the established character of the surrounding area.

### Materials, Finishes and Detailing

**4.52** Development should incorporate materials, detailing, fenestration patterns and colours that match the existing dwelling or, where appropriate, contrast with it. If planning permission is granted for a development, the conditions laid out in the permission often detail any necessary steps required regarding materials and finishes.

**4.53** Some extensions, may propose the use of contrasting materials and colours. These will be considered in terms of the context of the development and the appropriateness and quality of the design. However, this may require a set back from the front elevation to help its assimilation to the original property.

**4.54** The materials and finishes allowed for extensions or alterations to listed buildings or buildings found in conservation areas tend to be limited so as to not diminish the historic integrity of the structure.

**4.55** Brick detailing and fenestration patterns contribute to the appearance of a dwelling. Any development should reflect the patterns established within the original building unless there is clear justification for a contrasting design approach. Stripped down and blank elevations not matching the original property will not usually be supported.

### Boundary fences and walls

**4.56** The nature or type of boundary treatments, especially at the front, can significantly contribute to the character and identity of a property and the street as a whole:

- The use of boundary demarcations are fundamental to good Urban Design where public and private spaces are clearly delineated from one another. It is imperative that the boundary treatment is appropriate to its context and should where possible be informed by evidence of any original treatment
- Sometimes it may be suitable to mark the change between public and private property through the use of vegetation and hedges or a change in surface materials. In other circumstances it may be suitable to use fences, walls and gates.

**4.57** Boundary treatments should be designed to respect the surroundings and the amenity of neighbouring area and properties. Whilst higher boundary treatments are generally appropriate for side and rear boundaries, low walls and fences (up to 1 metre in height) are more appropriate for front boundaries. Higher fences and walls along a front boundary are not generally supported, however they may be acceptable where it can be demonstrated that they fit within the local context and will not be a detriment to the amenity of neighbours.

**4.58** Whilst some boundary treatments are permitted development, in some residential areas of Tamworth open plan front and side gardens are protected by the removal of permitted development rights. Where this is the case, planning permission may be necessary for any proposed boundary treatment. Care must be taken to ensure that any boundary treatment does not impinge on this openness. The use of walls are usually more appropriate than close boarded fencing on front and corner flanks. If there is uncertainty as to whether planning permission is required, always contact the Council's planning team to discuss the proposed boundary treatment.



## Garages and Vehicle access

**4.59** The conversion of a garage into a habitable room may result in the loss of onsite parking, which in turn could create pressure for on street parking around a dwelling.

**4.60** Where it is intend to convert a garage into a room, consideration should be given to how displaced cars will be accommodated on site.

**4.61** Garages will not be permitted where internal dimensions are less than 3m x 6m.

**4.62** New garages and parking bays should be provided with charging points for electric vehicles .

**4.63** Consideration should be given to the following advice:

- Permission from the Staffordshire County Council Highways Team may be required for a garage conversion (including the introduction of drop kerbs). You can contact them by email.
- Paved hardstanding may pose a flood risk during heavy rains. Paved surfaces tend to collect pollutants which will run off into the drains and eventually into our watercourses and simultaneously prevent rainwater from seeping back into the underground aquifers.
- The materials selected for a hardstanding should be robust enough to support a vehicle but also facilitate natural water drainage into the ground through SUDS.
- Permeable or porous materials will allow rainwater to seep back into the ground. Planning Permission will be required for new vehicle access to a house from a classified road or if it involves significant building work.
- Permission will not be granted if vehicle access is proposed over open space or will lead to a loss of trees.
- Permission will not be granted if the proposal would lead to the unacceptable loss of public on-street parking spaces.
- New vehicle access will not be permitted if insufficient space is available for a parked vehicle. The minimum dimensions set out in 'Manual for Streets' for car parking are: 2.4 metres in width, 4.8 metres in length.

- Parking spaces located between the front of a property and the street will generally be resisted due to negative visual impacts on the street scene.

## Permitted Development within Gardens

**4.64** Structures which do not generally require planning permission such as refuse stores, bicycle stores and other temporary garden structures should not be located within front gardens and should avoid harming the amenity of residential neighbours.

## Landscaping

**4.65** The landscaping of a site can have a significant impact on the level of sustainability of the development. There are a number of general design principles to be considered whilst taking account of the individual factors relevant for any scheme. These include:

- Evaluation of existing features, based on accurate site surveys (physical and ecological) and their retention, protection and enhancement as appropriate for trees, hedges, habitats, walls, fences, etc.
- Respecting local landscape character, taking account of any landscape character statements
- Designations: Respecting landscape designations (for example, public rights of way, Sites of Biological Importance, Conservation areas, Tree Preservation Orders).
- Siting: Appropriate siting of the development to integrate with its surroundings.
- Density: Balance of provision for open space and vegetation in relation to density of built development and infrastructure.
- Impact: Consideration of the landscape and visual impact of proposals.
- Mitigation: Providing landscape mitigation proposals where appropriate, (for example replacement habitats, ponds, new structure planting, screening, boundary planting, acoustic barriers.)

## 4.0 Development Guidance

- **Proposals:** Providing new landscape proposals appropriate to the scheme (for example pedestrian access routes, paving, boundary treatments, street furniture, lighting, replacement tree planting, structure planting, hedges, ornamental planting).
- **Quality:** Quality of proposals in relation to their appropriateness to design intent and setting.
- **Access:** Adequate provision for pedestrian and cycle access, including disabled access.
- **Security:** “Secured by Design” principles for crime prevention.
- **Feasibility:** Technical feasibility of a scheme design.
- **Materials:** Appropriate choice of hard (ie built elements such as paving, fencing) and soft materials (ie plant material and earthworks) throughout.
- **Management:** Adequate provision for maintenance and management of the scheme following completion.

**4.66** Front gardens should where possible retain soft landscaping and should avoid being paved or otherwise adapted to create car parking.

### Trees

**4.67** Some trees, especially mature specimens, may be protected by Tree Preservation Orders. Consent is required before carrying out work to these trees. It is advised to check with the Council’s planning team before carrying out work to any tree, if you are unsure whether it is protected or not. All works to trees located within conservation areas will require consent.

**4.68** Trees are a good source of shade from the sun and screening for privacy but too much shade can prevent access to natural light inside a dwelling. When preparing designs for new development careful consideration should be given to how trees and shrubbery will impact on a development and the amenity of neighbours:

- Where appropriate, access to natural sunlight in a development should be maximised, whilst not compromising privacy.
- Sufficient space should be left between a building and a tree to allow for its growth.
- Further advice can be sought from the council’s Arboriculturalist at; [streetscene@tamworth.gov.uk](mailto:streetscene@tamworth.gov.uk), tel: 01827 709361.

**4.69** Extensions and new development should take into account the root protection area of existing trees. Development which is likely to harm the root systems of protected trees which have landscape/townscape value or are located within a conservation area will be refused.

## Residential Development

**4.70** Many of the design principles which are applicable to householder developments will apply to new residential developments. When considering new residential developments, the principles set out within ‘Building for Life 12’ should be applied as well as the more detailed design requirements highlighted above. In addition the design of the following will need to be carefully considered as part of an integrated proposal:

- Front façade design
- Side flank design
- Rear façade design, overshadowing and garden depths
- Light angles
- Roofs and dormer windows
- Boundary treatments
- Garages and vehicular access
- Landscaping and trees

## Residential Space Standards

**4.71** The Council would encourage applicants to aspire to the space standards set out within ‘Technical Housing Standards – Nationally Described Space Standard, (DCLG 2015).

4.72 Similarly, the Council would encourage applicants to seek to achieve minimum external amenity space standards for new dwellings as follows:

- 2 person dwelling 45sq m
- 3 person dwelling 60 sq m
- 4 person dwelling 75 sq m
- 5-6 person dwelling 90 sq m

4.73 Where the external space to be provided is lower than that set out above, it is important that the space provided is designed to meet basic privacy, amenity and usability requirements appropriate to the anticipated level of occupancy.

4.74 External space standards are, of particular importance to affordable housing, since affordable housing tends to be fully occupied.

4.75 For apartments and flats, a useable private space should also be provided for residents. While balconies provide a possible solution, they may not be appropriate in all contexts and a semi-private outdoor, communal space may be preferable.

4.76 It is recommended that a minimum of 5sqm of private outdoor space, where the smallest dimension is not less than 1.5m, is provided for 1 or 2 person flats, plus an extra 1sqm for each additional occupant.

### Shape and position of provision

4.77 The shape and position of all private and semi-private outdoor space, whether individual or communal areas must not be such that it could give rise to problems of lack of privacy or other forms of annoyance to residents of adjoining property or where it is a communal area, to residents of the development itself.

4.78 The shape and position of all private outdoor space, whether individual or communal areas, should have regard to daylight, sunlight and the overall usability due to overshadowing from trees. Problems of fumes and noise from roads or other adjacent development should also be considered.

4.79 The shape and position of all private outdoor space, whether individual or communal areas, should not have its access or use seriously prejudiced by parking areas, access roads, waste bins and fuel stores or any other facility.

### Multi-dwelling Residential Development (flats)

4.80 Flatted developments should be designed in accordance with the recommendations made in this document and with the relevant policies of the Tamworth Borough Local Plan, particularly, in relation to urban design. When proposing a residential development, it should be designed with both the environmental and the community context in mind. Multi-dwelling residential developments should promote the integration of new residents into any existing community. Elements of the design, such as entrances, public and private spaces and routes through should be clear and easy to navigate.

4.81 Flatted developments, in particular those with multiple buildings, should endeavour to provide visual interest through a variation in the elevational treatment.

4.82 Parking provisions should meet the recommendations of the Tamworth Local Plan. The entrance to a flatted development should not be solely accessed through a car park.

4.83 Management plans should be provided for any flatted development proposals, both for the building itself and for any amenity space and public space provided within the development. This will ensure the long-term sustainability of the development.

## Open Space

4.84 Where a development will accommodate 42 or more people, high quality open space should usually be provided on site to a standard of 2.43 hectares per 1,000 persons. The expected population should be calculated using the following assumptions based on the number of bedrooms in each dwelling:

Size of dwelling	Estimated occupancy
1 bedroom dwelling	1.5 people
2 bedroom dwelling	3 people
3 bedroom dwelling	4 people
4+ bedroom dwelling	5 people

4.85 To ensure that open space is useable and can be easily and economically maintained, it would not normally be expected to be provided on-site unless it is at least 0.1 hectares. This equates to 42 or more residents.

## Non-Residential Development

4.86 The layout of non-residential developments is particularly important to their success and will ultimately be influenced by their intended use. They should where possible address the street and the public realm in a considerate manner but it is recognised that in certain cases privacy and security will be the prime design drivers. Active frontages are particularly important to the vitality of the streetscape and should be incorporated within the design from the start when the use type allows.

4.87 The design of commercial and retail development should consider and respond to the context of the site.

4.88 When the development is in a plot larger than 0.5 hectares, consideration should be made for providing some form of useable public open space for general use and to encourage the public to engage with the development in future. The public space could take the form of a small park, a small square or even some well-designed green space with landscaping and planting.

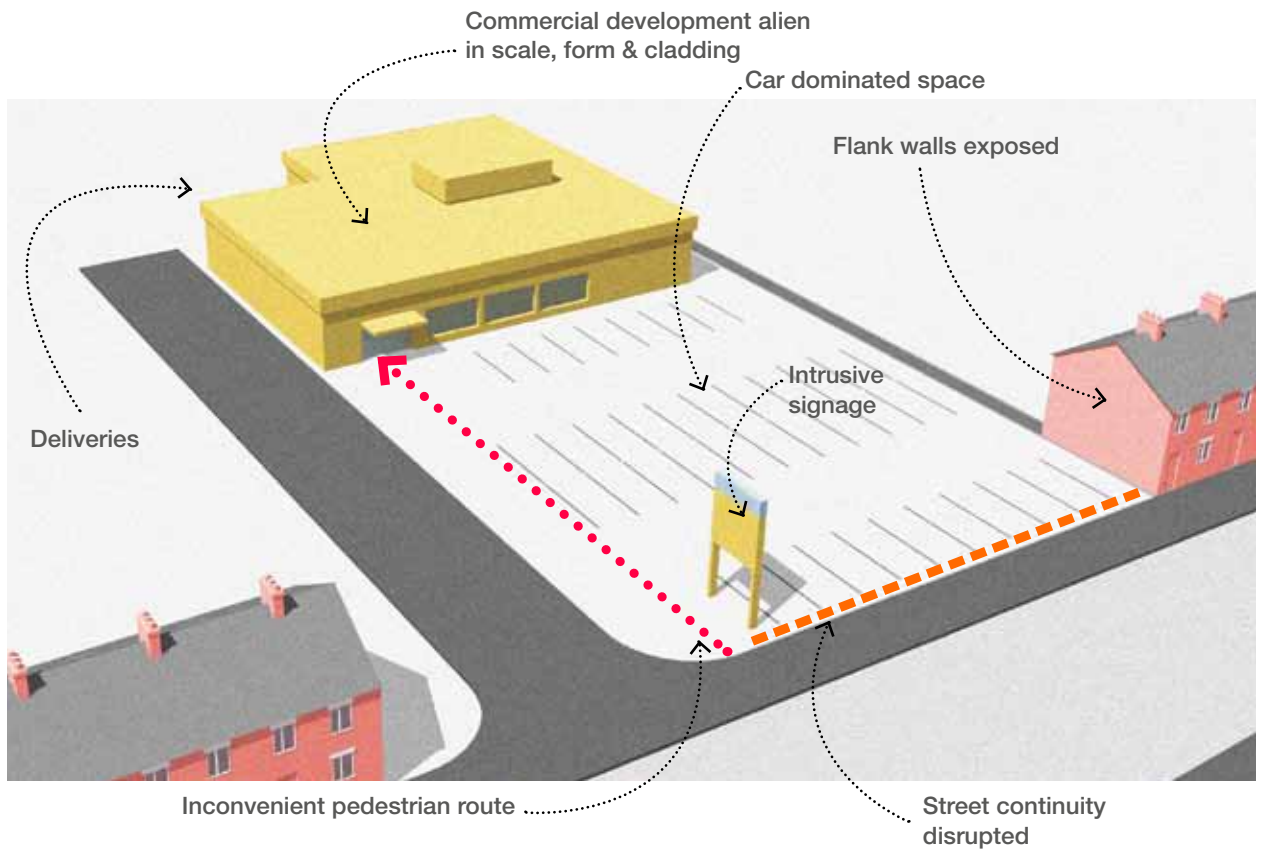
## Industrial/Commercial development

4.89 Large commercial and industrial developments are often designed in a pragmatic and functional manner however these often visually impactful buildings can be enhanced by consideration of massing, materials, colour and landscape treatment.

4.90 Commercial and industrial buildings often require secure sites and the treatment of perimeter protection can have a detrimental impact upon the street scene. Landscape should be integrated into the boundary treatment in order to mitigate visual impacts.

4.91 Yard space and parking areas should where possible be located to the rear of commercial and industrial sites screened by buildings.

4.92 Where industrial sites may result in environmental impacts such as noise, light, vibration or dust these must be fully assessed and impacts on any adjacent occupiers or residents appropriately mitigated through the design process.



Images showing good & bad commercial development & relationship with the street

## 4.0 Development Guidance



Good commercial development (Old Market, Hereford)

### Retail Development and Shopfronts

4.93 Retail development should be inclusive and should be designed to best accommodate its customers' needs. Retail development in the town centre and neighbourhood centres will have to create easily accessible entrances for pedestrians and the mobility impaired.

4.94 Good shopfront design contributes significantly to the streetscape and positive streetscapes encourage people to linger longer, improve footfall and trade.



Image showing good shopfront design



Image showing bad shopfront design



Image of well-designed shop fascia

## Fascias

**4.95** Fascias should be designed in order to enhance the streetscape and building, rather than to just advertise premises. The proportions of fasciae should be based on the character of the surrounding area and streetscape and the proportions of the building they sit within.

**4.96** Often, the most suitable height for fascia boards is a fifth of the overall height of the shopfront from the cornice to the pavement.

**4.97** Fascia boards should not be too deep and they should not project beyond the first floor.

**4.98** Account should be taken of the depth of fascias on adjoining and nearby properties.

## Stallrisers

**4.99** The part of a shopfront below the display window is known as a stallriser. Stallrisers can be important both visually and as a means of protection for the shop window. While stallrisers are important components of older and more historical shopfronts, they are less common in newer shopfronts where the window often reaches down to pavement level. This can sometimes pose problems for maintenance and can result in corrosion at the junction of the pavement and the frame.

**4.100** Stallrisers should be included as part of shopfront design within all conservation areas and should be at least 300mm high. However, height may vary depending on the style of the shopfront and the character and appearance of adjoining or nearby shopfronts. Contemporary shopfront designs, including shopfronts without stallrisers may be allowed where context is appropriate.

## Sunblinds & Canopies

**4.101** In certain circumstances, canopies and sunblinds are necessary to protect a shop from damage and glare. As with all elements of the shopfront, thought must be given as to how the blind box can be integrated within the overall design. The edge of the canopy when extended, should not be so low as to be a hazard to pedestrians and must not extend to the trafficked highway.

**4.102** A minimum height of 2.4m should be retained for canopies and sunblinds. Canopies and blinds should normally be retractable rather than fixed and only used when necessary to avoid clutter in the shopping area.

**4.103** A separate licence from the Highways Authority will be necessary if the canopy extends over the public highway.

**4.104** In the town centre, canopies are traditionally built in within the retail unit and this is a feature that is characteristic of some commercial properties within Tamworth town centre. Any property within the town centre where a built-in canopy already exists should be retained.

## 4.0 Development Guidance

### Security Shutters

4.105 Security shutters which obscure the shopfront behind them have a deadening effect on the shopping area and are generally harmful to the character and attractiveness of the retail environment.

4.106 If security shutters are essential then they should be internally located, open 'brick bond' or lattice pattern. Externally mounted shutters will be resisted, as will solid and/or perforated grills regardless of location. Small panelled windows are less prone to wilful damage than large sheets of plate glass.



Image of bad grill shutter installations



Image of good grill shutter installations

### Development Guidance: Special Guidance for Shop Fronts in Historic Areas

4.107 The following guidance applies to shopfronts in Conservation Areas and in particular the Tamworth Town Centre Conservation Area:

- The provision of a shop front will be a requirement for all new development which fronts onto retail streets with the Town Centre.
- Active frontages, including doors and windows, should be provided where possible in developments within the Conservation Area(s). This is a necessary requirement because it ensures the protection of the historic townscape and retains the potential for future retailing in the area.
- New or altered shop fronts should be designed so that they integrate with the surrounding buildings and historic character of the area generally. The Council encourages the use of traditional materials and designs in shopfronts and where possible, historic features should be retained or restored.
- Non – traditional extruded materials will not be permitted for shop fronts within conservation areas without appropriate justification.
- A shop front must reflect the geometry and character of the original frontage.
- Shopfronts and fascia boards should not dominate the shopfront facade or conceal historic building features.
- Facia signage to historic shopfronts should be complementary and should reflect the age and character of the original building.
- The design of shop fronts for buildings in historic areas should avoid large plate glass and shallow stall risers.
- Replacement shopfronts within historic buildings should be appropriate to the age of the original building.
- It is important that shopfront and fascia design in general and in conservation areas in particular can justify how they will result in the enhancement of the conservation area.



- Hanging, bracket mounted signs with a historic character will be acceptable subject to position and design quality. Only one sign will be permitted per shopfront, it must be placed above fascia level and should not obscure architectural or historic features or neighbouring fascia's.

Internally illuminated signs will not normally be acceptable on historic shopfronts.

## Advertisements and Signs

**4.108** Signs and advertisements are a long established feature of the urban environment. All advertisements are intended to catch the eye of passers-by, if only fleetingly. Outdoor advertising should make a positive contribution to the visual environment and, through good quality design, help create a lively atmosphere of colour, variety and interest which is essential to the prosperity of an area.

**4.109** Poorly-designed and badly located adverts and signs have a negative impact on the built environment. Therefore, it is important that advertisements and signs are a conscious consideration and are integrated into the overall design of a development to ensure they do not negatively impact the visual amenity of the surrounding area or pose any danger to highway safety.

**4.110** The material, lighting, colour and scale of the advertisements should relate to the building and development they are attached to. Applicants are advised to think about advertisements and signs at an early stage of the design process in order to ensure integration. The following guidance should be applied:

- Main advertisements and signs should normally be located on the most visible frontage of the premises (subject to an assessment of impacts).
- Multiple adverts on the same building should be avoided where this would lead to visual clutter that would negatively impact on the appearance of the building or its surroundings.

- Signs should be of an appropriate size for the building on which they are displayed and should not seek to dominate or visually detract from those buildings.
- The visual clutter of a mixture of sizes and styles of signs and advertisement boards must be avoided.

## High Level Signs

**4.111** Non-illuminated high-level signs will generally be acceptable in the industrial or commercial areas of the town, providing that they are designed to complement the building on which they are displayed and do not dominate the building or surroundings. Such signs should be restricted to the name or logo of the company occupying the building.

**4.112** Signs which would face directly onto residential areas will be resisted where they detract significantly from the character of, or outlook from, those areas. Within shopping areas, signs will not normally be approved above ground floor level, particularly if illuminated.

## Hoardings

**4.113** Advertisement hoardings will not normally be acceptable in residential areas or where they would be readily visible from nearby residential properties. Elsewhere, advertisement hoardings will only be acceptable where they would not adversely affect the appearance of the area and will not be acceptable within conservation areas or within the settings of other designated heritage assets:

- Hoardings around vacant or derelict sites without the benefit of detailed planning permission for development will require advertisement consent.
- Hoardings should not be sited where they will interfere with the interpretation of traffic lights or road signs, or otherwise be distracting to road users.

## 4.0 Development Guidance

### Flag Signs

4.114 An application for flag signs will be considered with respect to the amount of other advertising on (or proposed for) the primary building and its forecourt:

- Flag signs will be kept to a minimum and flagpoles positioned in such a way to complement a building development, rather than dominate and create visual clutter.
- The maintenance of flags is especially important as they tend to be displayed on a permanent basis in all weathers and can become torn and unsightly.

### Projecting Signs

4.115 Only one projecting sign for each retail unit in shopping areas will normally be permitted, in order to avoid visual advertisement clutter:

- Such signs should not project more than 0.8m from the face of the building and should be at least 2.4m above ground level to prevent danger to pedestrians.
- These will normally be permitted at the same level as the main fascia.
- Projecting signs should reflect the established rhythm of the street.
- In commercial or industrial areas, projecting signs should complement the existing signage on the building and not dominate the façade or the street scene.

### Freestanding Signs

4.116 “A” Boards and other displays on pavements outside shops are not only illegal under the Highways Act 1980 (as they are obstructing a public highway) but are a dangerous and unwanted obstruction to disabled people, pushchair and pram users and the elderly. These types of sign are unacceptable.

### Illuminated Signs

4.117 Proposals for illuminated signs will not be acceptable where the illumination is harmful to the amenity of the area, or intrusive to any adjoining residential areas or properties:

- Intermittent (flashing) signs will not be acceptable.
- Illuminated signs will normally be restricted to fascia’s and projecting signs and should not conflict with the operation of the highway.
- Within industrial areas, illuminated signs may be allowed, providing that they do not have any adverse impact on adjoining residential areas or are likely to interfere with the interpretation of any traffic signal or sign.
- In predominantly retail areas (outside conservation areas), such as Ventura Park, illuminated signs can add colour and interest at night if carefully sited and designed. Illumination is also important in terms of security and safety and can make an area less intimidating after dark.
- In some retail areas, illumination can be intrusive to nearby residential properties, particularly outside normal working hours. In these circumstances, the Council will consider whether consent should be refused or whether a restriction on the hours of illumination would be appropriate.
- Laser adverts will not be acceptable.
- In conservation areas fascia lighting should be located within concealed recesses and should reflect the age and character of the original building.

### External lighting

4.118 External lighting schemes should be avoided where these result in the following:

- Sky glow – the orange glow seen around urban areas caused by a scattering of artificial lighting by dust particles and water droplets in the sky;
- Glare – the uncomfortable brightness of a light source when viewed against a darker background; and

- Light Nuisance – light spilling beyond the boundary of the property on which a light is located.

**4.119** Planning permission will be required where external lighting schemes, including floodlighting, require an engineered design and installation and where the scheme impacts upon the character of a conservation area and/or the setting of a listed building.

**4.120** External lighting schemes should avoid light pollution and avoid impacting upon the amenity of residential neighbours.

**4.123** Before displaying any advertisement, consent should be obtained from the property owner.

## Maintenance

**4.121** All outdoor advertisements are required to comply with the standard conditions imposed by the Control of Advertisements Regulations:

- Any advertisement must be maintained in a clean and tidy condition.
- For advertisements on shops, it will be in the retailers' interests to keep the premises clean and tidy.
- However, some advertisements are displayed on isolated sites which can attract litter or rubbish, or the advertisement itself may become covered by graffiti.
- It is important that owners of such sites regularly maintain both the sites and the advertisements.

## Advertisement Consent

**4.122** When applying for advertisement consent:

- Elevational drawings of the proposed advertisement(s) will be required and drawn to scale, showing a site location plan as well as its size and position on the land and/or building in question.
- Signs on buildings should be shown in the context of the complete building elevation and its relationship with adjoining properties, photographs and photomontages will assist.
- Full details of materials and colours to be used will also be required, together with means of illumination, where relevant.



# Appendix A

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## Heritage Guidance

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# A Heritage Guidance

## Conservation Areas

Conservation areas are areas of special architectural or historic interest. They do not just focus on the buildings, but also on the overall setting and character of the area, including trees, street furniture, street layout etc. They are a national designation, meaning that they are of national importance and not of just local importance.

### Development in Conservation Areas

When proposing development in a conservation area the following steps can be taken to assist the preparation of a positive application and minimise the likelihood it will be refused and/or face objections:

1. Read the relevant conservation area Statement and incorporate the recommendations it provides.
2. Read any relevant management plans and consider how to incorporate management strategies in your proposal.
3. Review the guidance from Historic England.
4. Consult the Tamworth Historic Character Assessment and seek pre-application advice from Staffordshire County Council's historic environment team before preparing and application.
5. Prepare a plan and contact the Council's planning team for a pre-application meeting.

Generally, development (including demolition) within a conservation area requires full planning permission. The planning team may in exceptional cases consider an outline application. Where development is likely to affect the special character of the conservation area, the Planning Team may require a Townscape (or Landscape) and Visual Impact Assessment which explains the nature and severity of any visual change.

### Tamworth's Conservation Areas

There are currently seven conservation areas in Tamworth of these four are covered by Article 4 Directions which restrict Permitted Development Rights.

The seven conservation areas are as follows:

- Dosthill
- Hospital Street
- Town Centre
- Victoria Road & Albert Road (Article 4 Direction)
- Wilnecote (Article 4 Direction)
- Amington Green (Article 4 Direction)
- Amington Hall Estate (Article 4 Direction)

Conservation area appraisals and management plans for all Tamworth's conservation areas can be found at:

<https://www.tamworth.gov.uk/conservation-areas>

## Listed Buildings & Structures

Listed Buildings are nationally designated buildings that are recognised for their architectural or historic importance. Listed Buildings have to be approved by Historic England and recommended to the Secretary of State to make a decision on designating them. There are three categories on the statutory list.

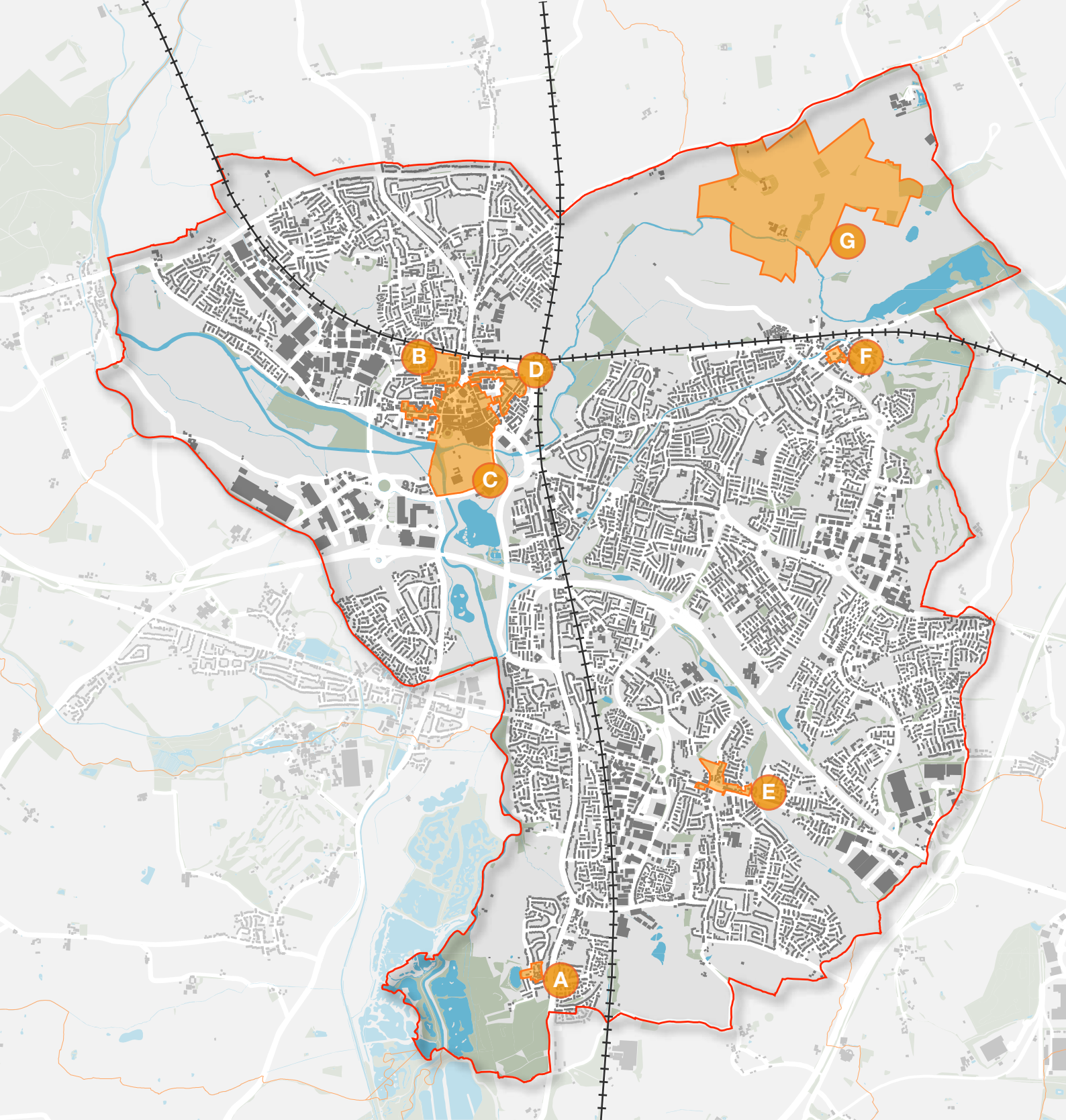
These are as follows:

- Grade I - Buildings of exceptional interest,
- Grade II\* - Particularly important buildings of more than special interest
- Grade II - Buildings that are of special interest and the most likely grade of listing for a home owner.

## Consent and validation requirements

### Listed Building Consent

The listing of a historic building or structure confers on it a recognition of its national heritage value. Any works that might lead to harm or loss to the heritage significance of a listed building should be avoided (and in the case of Grade I and II\* wholly exceptional). Where change is necessary in order to provide the heritage asset with sustainable future care must be taken to minimise any harm and any intervention must be fully justified. Where loss or harm cannot be justified (such as in the case of facadism, unsympathetic extensions etc) it is unlikely that planning permission will be granted.



**Tamworth Conservation Areas**



- Tamworth Borough Boundary
- A Dosthill Conservation Area
- B Hospital Street Conservation Area
- C Town Centre Conservation Area
- D Victoria Rd & Albert Rd Conservation Area
- E Wilnecote Conservation Area
- F Amington Green Conservation Area
- G Amington Hall Conservation Area

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## A Heritage Guidance

Any works to a Listed Building or any structure that constitutes part of the curtilage of a Listed Building (including later extensions, outbuildings and walls) will require Listed Building Consent and may in addition require Full Planning Permission.

Demolition is considered development in the context of Listed Buildings and will require the appropriate permission before approved works can be undertaken.

It is recommended that when considering development proposals that might impact upon the fabric and/or setting of a listed building that design support is sought from an appropriately qualified and experienced architect.

### Heritage Impact Assessments

Heritage Impacts Assessments will usually be required to explain the nature of any proposed change to the fabric and/or setting of a listed building which might result from development.

The Heritage Impact Assessment must establish where heritage significance is located and how this is derived in a Statement of Significance. Understanding significance will allow the applicant to respond appropriately and to mitigate any possible harm through the design process. The Heritage Impact Assessment must seek to justify any residual harm to heritage significance.

It is recommended that a Heritage Impact Assessment is undertaken by someone suitably qualified and experienced for the task.

### Scheduled Ancient Monuments and Archaeology

There are a number of Scheduled Ancient Monuments located within the Borough.

You can find out more about these online at the Historic England website.

Works that affect a Scheduled Ancient Monument will require Scheduled Ancient Monument Consent prior to any works being carried out. The Scheduled Ancient Monument Consent process is administered by Historic England and

further information explaining how to apply can be found on their website. Any works may also require Listed Building Consent and/or planning permission dependent upon the nature of the proposal.

Tamworth Borough Council does not have an archaeologist on its staff. Any enquiries regarding archaeology are handled by Staffordshire County Council who can be contacted at: [her@staffordshire.gov.uk](mailto:her@staffordshire.gov.uk)

It is recommended that Historic Environment Record search is commissioned from Staffordshire County Council and used as part of the evidence base to support any Heritage Impact Assessment.

### Locally Listed Buildings

The Council maintains a list of locally important heritage assets, which in its current form has been adopted and therefore form part of the Local Development Framework for the Borough. When a building or site is added to the Local List, it becomes a 'non-designated heritage asset,' however it does not give any additional planning controls (unless an Article 4 Direction has been added) or need for further applications, such as with nationally Listed Buildings which require Listed Building Consent. However the designation of a building on the Local List requires consideration to be given within the planning determination process as to the need to consider its conservation, and look to preserve and enhance its significance.

Details of Tamworth's Locally Listed Buildings can be found on the council's website.





*Sympathetic contemporary extensions to the Tamworth Assembly Rooms (Grade II) (BHB Architects)*



# Appendix B

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## Climate Change Considerations

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## B Climate Change Considerations

### Climate Change considerations

Developments must be sustainable and strive to reduce environmental impact to counteract the negative effects of climate change.

New development should be well connected and provide a permeable layout with a mix of uses within easy walking distance that will reduce the need to travel by car, that will in turn reduce fuel consumption, improve air quality and enhance the health and well-being of residents.

Whole life cycle costs should be considered in the design and construction processes. This should include implications during the extraction, manufacturing, transportation and installation of materials as well as demolition processes. These impacts should be balanced by the carbon savings experienced from the performance of the materials used in the construction and operation of the new home.

#### Considerations:

- Re-using and refurbishing existing buildings rather than demolition and new build
- Use of locally sourced materials to reduce transportation as well as support local businesses
- Alternatives to cement based products as well as concrete products in the manufacture of construction materials
- Prioritise use of recycled and re-used locally sourced materials and waste products from on-site demolition
- Modern Methods of Construction where elements of the building fabric are manufactured elsewhere within a controlled factory environment.

Benefits of these systems include enhanced building performance and efficiency through higher levels of quality control, reductions in waste and time savings achieved through automated and concurrent processes leading to a quicker turnaround of completed properties.

Sustainable design and construction methods present opportunities to reduce energy use. The spacing of buildings and the orientation of streets

and public spaces must be carefully considered in the context of wind generation. Buildings that are spaced far apart or buildings that are taller than the surrounding buildings will increase gusts, funnelling and potentially create eddies and vortexes. This will create uncomfortable public spaces and will exacerbate heat loss from buildings. Where there is potential to create such impacts, it will be important to create shelter through planting and provision of other screening structures.

Apartments and terraced properties retain a higher thermal mass than detached buildings. Lesser amounts of external wall areas and floor areas help to moderate temperatures and minimise heat loss. Homes should allow natural cross ventilation and cooling in summer.

The arrangement of rooms and windows should consider sun path and prevailing winds and thereby reduce the need for artificial lighting, heating and cooling by locating living rooms and large windows on the warmer aspects and minimising windows on the cooler aspects. Windows should be double or triple glazed and include shutter or louvres to provide additional insulation and reduce solar gain. Mains water use should be reduced through measures that control flows or encourage recycling through apparatus such as water butts for collecting and using rainwater as well as grey water recycling.

Sustainable urban drainage systems that are integrated into the design of a place and provide diversity in the public realm, such as rain gardens, are encouraged. These public spaces should enhance the natural environment through tree planting, habitat creation and permeable paving that reduces surface water run-off.

Buildings should be capable of evolving to meet the changing needs of occupiers. Such measures could allow repositioning of features such as walls or doorways to allow disabled access or the installation of through floor lifts or stairlifts. The additional flexibility would help to provide lifetime homes standards with added consideration of entrances and entrance level facilities, parking facilities, provision for hoists, circulation space and fitting of handles, electrical points and controls etc.

Decentralised energy systems through District Heating Systems or Combined Heat and Power systems in suitable locations would assist in improving the efficiency of energy distribution. The opportunity to generate heat in a central location and distribute it to different buildings in the locality providing efficient space and water heating should be exploited where opportunities exist. Where the heat generator is a renewable source this would deliver enhanced benefits. There are potential opportunities within Tamworth to make use of the rivers and canal network for heating/cooling which could be explored where appropriate.

Combined heat and power systems extract waste heat from the process of burning fuel to create electricity to transfer the energy to heat homes and water. CHP systems are most efficient at a district or community scale and in dense mixed use developments. Micro-CHP systems are also evolving to a domestic scale that could provide an alternative to traditional heating systems but also provide electricity.

Orientation of dwellings to stay within 15 to 20 degrees of due south presents a potential to maximise light and solar gain in addition to allowing for efficient installation of solar photovoltaic and solar water heating systems. It is particularly important that roof space is not shaded by parapet walls, flues and chimneys or street trees and lighting columns that will affect the efficiency of a system or considerably reduce the amount of useable space. The installation of photovoltaic panels is strongly encouraged and in-roof mounted panels are preferred in sensitive locations as they are less intrusive. On roof photovoltaic panel systems are strongly encouraged and preference should be given to black panels with black frames and the use of black mounting systems. The authority would discourage the installation of small systems (less than 2kilowatt hours peak) that deliver little real benefit to the occupier. Due to these systems being of a bespoke design and specification installers should aim to maximise the size of a photovoltaic array as a retrofit expansion would require an almost complete system replacement.

Developers should offer the option of a bespoke system to potential buyers and include the option of water and space heating from residual output

from the array as well as hybrid systems that allow on-site storage of surplus electricity for re-use in the property. Intelligent heating controls should be incorporated that allow occupiers to control space and water heating remotely. Intelligent monitoring of on-site generation to prioritise the distribution of electricity to appliances to eliminate export to the grid would be encouraged. The selection of appliances that integrate and work alongside these monitoring systems that cycle programmes according to electricity production and availability (where available) should be prioritised or at least offered as an option to potential buyers.

Ground source and air source heat pumps extract heat from below ground or from latent air to interact with a refrigerant liquid to heat air or water for central heating or hot water supply. Ground source heat pumps are in overall terms more efficient and provide outputs suitable for underfloor heating systems. Air source heat pumps efficiencies are influenced by outside air temperature but are however cheaper and easier to install and efficiencies are improving.

The various processes within ground source and air source heat pumps produce a higher amount of heat than the initial input which can then be transferred into space and water heating for use in the home. Heat pumps work on a continuous cycle and although require electricity their output is two to three times the initial input. Heat pumps should be installed in well insulated homes that are also air tight to ensure that efficiency is maintained and heat loss is avoided given that the temperatures achieved for heating are lower in comparison to traditional systems. On cold winter days, supplementary heat may be required from another source. The savings achieved from these systems, particularly if installed alongside a photovoltaic array will be attractive to potential buyers. These systems also have less moving parts that should make them more reliable and also they do not require an external vent and therefore do not pollute. There will need to be consideration given to the location of heat pumps as they generate noise in operation. Ideally, they should be located away from bedrooms and other areas sensitive to noise and maintain separation from neighbouring properties.



# Appendix C

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## Glossary

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## C Glossary

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**Accessibility**

The ease with which a building, place or facility can be reached by people and/or goods and services.

**Adaptability**

The capacity of a building or space to respond to changing social, technological, economic and market conditions.

**Biodiversity**

The variety of life in all its forms.

**Block**

The area bounded by a set of streets and undivided by any other significant streets.

**Brief**

Site-specific briefs are also called a variety of other names, including design briefs, planning briefs and development frame-works.

**Brownfield Sites**

Previously developed land as set out in Annex 2 of the National Planning Policy Framework.

**Building Line**

The line formed by the frontages of buildings along a street.

**Built Environment**

The entire ensemble of buildings, neighbourhoods and cities with their infrastructure.

**Built Form**

Buildings and structures.

**Bulk**

The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.

**Conservation Area**

One designated by a local authority under the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 as possessing special architectural or historical interest. The Council will seek to preserve or enhance the character and appearance of such areas.

**Context**

The setting of a site or area.

**Defensible Space**

Public and semi-public space that is 'defensible' in the sense that it is surveyed, demarcated or maintained by somebody.

**Density**

The mass or floorspace of a building or buildings in relation to an area of land.

**Design Champion**

A person responsible for ensuring that a particular organisation - a local authority, regional development agency, health authority or government department, for example - promotes high standards of design throughout its work.

**Design Guidance**

Documents providing guidance on how development can be carried out in accordance with the planning and design policies of a local authority or other organisation.

**Design Guide**

Design guidance on a specific topic such as shopfronts or house extensions, or relating to all kinds of development in a specific area.

**Design Policy**

Relates to the form and appearance of development, rather than the land use.

**Design Principle**

An expression of one of the basic design ideas at the heart of an urban design framework, design guide, development brief or design code. Each such planning tool should have its own set of design principles.

**Design Statement**

An applicant for planning permission can submit a planning application design statement with the application (or prior to making the application), setting out the design principles adopted in relation to the site and its wider context. Government advice encourages an applicant for planning permission to submit such a written statement to the local authority.



**Design-led Development**

(Also known as regeneration) Development whose form is largely shaped by strong design ideas.

**Desire Line**

An imaginary line linking facilities or places, which people would find it convenient to travel between easily.

**Development Brief**

A document providing guidance on how a specific site of significant size or sensitivity should be developed in line with the relevant planning and design policies. It will usually contain some indicative, but flexible, vision of future development form.

**Development Control**

The process through which a local authority determines whether (and with what conditions) a proposal for development should be granted planning permission.

**Development Plan**

The development plan sets out the policies and proposals against which planning applications will be assessed. Its context is set by national and regional planning policy guidance.

**Development**

Statutorily defined under the Town and Country Planning Act 1990 as 'the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land'. Most forms of development require planning permission.

**Elevation**

An external face of a building.

**Embedded Energy**

Energy that was used in the work of making a product.

**Enclosure**

The use of buildings to create a sense of defined space.

**Energy Efficiency**

The result of minimising the use of energy through the way in which buildings are constructed and arranged.

**Facade**

The principal face of a building.

**Fenestration**

The arrangement of windows on a facade.

**Fine Grain**

The quality of an area's layout of building blocks and plots having small and frequent subdivisions.

**Form**

The layout (structure and urban grain), density, scale (height and massing), appearance (materials and details) and landscape of development.

**Grain**

See urban grain.

**Greenfield Site**

Previously undeveloped land.

**Green Infrastructure**

The network of open spaces, waterways, woodlands, green corridors, street trees, open countryside and coastal areas within and between our urban areas.

**In-curtilage Parking**

Parking within a building's site boundary, rather than on a public street or space.

**Indicative Sketch**

A drawing of building forms and spaces which is intended to guide whomever will later prepare the actual design.

**Landmark**

A building or structure that stands out from the back-ground buildings.

**Landscape**

The appearance of land, including its shape, form, colours and elements, the way these (including those of streets) components combine in a way that is distinctive to particular localities, the way they are perceived, and an area's cultural and historical associations.

**Layout**

The way buildings, routes and open spaces are placed in relation to each other.

**Legibility**

The degree to which a place can be easily understood by its users and the clarity of the image it presents to the wider world.

**Local Distinctiveness**

The positive features of a place and its communities, contributing to its special character and sense of place.

**Massing**

The combined effect of the arrangement, volume and shape of a building or group of buildings. This is also called bulk.

**Microclimate**

The variations of climate within a given area, usually influenced by hills, hollows, structures or proximity to bodies of water. Can differ significantly from the general climate of a region.

**Mixed Uses**

A mix of complementary uses within a building, on a site or within a particular area.

**Movement**

People and vehicles going to and passing through buildings, places and spaces.

**Natural Surveillance**

(Also known as super-vision) The discouragement to wrong-doing by the presence of passers-by or the ability of people to see out of windows. Also known as passive surveillance (or supervision).

**Node**

A place where activity and routes are concentrated.

**Permeability**

The degree to which a place has a variety of pleasant, convenient and safe routes through it.

**Perspective**

A drawing showing the view from a particular point, as the human eye would see it.

**Public Realm**

The parts of a village, town or city (whether publicly or privately owned) that are available, without charge, for everyone to use or see, including streets, squares and parks. Also called public domain.

**Scale**

The size of a building in relation to its surroundings, or the size of parts of a building or its details, particularly in relation to the size of a person.

**Section**

A drawing showing a slice through a building or site.

**Settlement Pattern**

The distinctive way that the roads, paths and buildings are laid out in a particular place.

**Sight Line**

The direct line from a viewer to an object.

**Strategic View**

The line of sight from a particular point to an important landmark or skyline.

**Street Furniture**

Structures in and adjacent to the highway which contribute to the street scene, such as bus shelters, litter bins, seating, lighting and signs.

**Sustainable Urban Drainage System (SUDS)**

SUDS are an approach to managing surface water (rainfall runoff) which mimic the natural processes of attenuation, infiltration and evapotranspiration. SUDS comprise a sequence of management practices, control structures and strategies which are designed to drain surface water efficiently and sustainably, whilst also minimising pollution and managing the impact on the water quality of local water bodies.

**Topography**

A description or representation of artificial or natural features on or of the ground.

**Urban Design**

The art of making places. Urban design involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, and the establishment of frame-works and processes that facilitate successful development.

**Urban Grain**

The pattern of the arrangement and size of buildings and their plots in a settlement; and the degree to which an area's pattern of street-blocks and street junctions is respectively small and frequent, or large and infrequent.

**Vernacular**

The way in which ordinary buildings were built in a particular place before local styles, techniques and materials were superseded by imports.



# Appendix D

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## Additional Useful Guidance

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## D Addition Useful Guidance

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### Tamworth Borough Council

Tamworth Local Plan

<http://www.tamworth.gov.uk/local-plan>

Tamworth Conservation Areas

<https://www.tamworth.gov.uk/conservation-areas>

National Planning Guidance

National Planning Policy Framework

<https://www.gov.uk/government/collections/revised-national-planning-policy-framework>  
Ministry of Housing, Communities and Local Government, July 2019

Planning Practice Guidance

<https://www.gov.uk/government/collections/planning-practice-guidance>

Planning Portal

<https://www.planningportal.co.uk/>

### Housing Design

Technical housing standards – nationally described space standards

<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>

Department for Communities and Local Government, March 2015.

Building for Life 12

<https://www.designcouncil.org.uk>

Building for Life 12, Design Council, January 2015

Built for Life

<http://www.builtforlifelifehomes.org/>

Lifetime Homes

<http://www.lifetimehomes.org.uk>

Design for Homes

<http://www.designforhomes.org/>

Collective Custom Build

<http://www.collectivecustombuild.org/>

Designing Buildings Wiki

<https://www.designingbuildings.co.uk>

Building Regulations

[https://www.planningportal.co.uk/info/200135/approved\\_documents](https://www.planningportal.co.uk/info/200135/approved_documents)

Home Quality Mark

<https://www.homequalitymark.com/>

### Historic Environment

Historic England

<https://historicengland.org.uk/images-books/publications/>

Historic England interactive map:

<https://historicengland.org.uk/listing/the-list/>

Good Practice Advice in Planning 3- The Setting of Heritage Assets

<https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/>

Building in Context

<http://www.building-in-context.org/>

Staffordshire County Council

<https://www.staffordshire.gov.uk/environment/eLand/planners-developers/HistoricEnvironment/Projects/Historic-Environment-Assessments.aspx>

Tamworth Historic Character Assessment, April 2011.

### Security and Crime Prevention

Secured by Design

<http://www.securedbydesign.com/>

### Highways

Manual for Streets

<https://www.gov.uk/government/publications/manual-for-streets>

Department for Transport, 2007

Historic England

Streets for All

<https://historicengland.org.uk/advice/caring-for-heritage/streets-for-all/>

Streets for All West Midlands

<https://historicengland.org.uk/images-books/publications/streets-for-all-west-midlands/>

## Sustainable Design

BREEAM

<https://www.breeam.com/discover/technicalstandards/homes/>

Sunlight, Daylight and Layout

Building Research Establishment

<https://bregroup.com/services/testing/indoorenvironment-testing/natural-light/>

## Flood Risk and Pollution

Environment Agency

<https://www.gov.uk/government/organisations/environment-agency>

Interactive map flood map:

<https://flood-map-for-planning.service.gov.uk/>

Flood risk assessment standing advice

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

Staffordshire County Council SUDS handbook

<https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/SuDS-Handbook.pdf>

## Natural Environment

Natural England

<https://www.gov.uk/government/organisations/natural-england>

Interactive map natural environment map:

<https://magic.defra.gov.uk/>

## Landscape

Staffordshire County Council

<https://www.staffordshire.gov.uk/environment/eLand/planners-developers/landscape/NaturalEnvironmentLandscapeCharacterTypes.aspx>

Planning for Landscape Change, Supplementary Planning Guidance, 2000

## Active Design

Sport England Active Design guidance

<https://www.sportengland.org/facilities-planning/active-design/>

Sport England Active Design checklist

<https://www.sportengland.org/media/11631/active-design-checklist-oct-2015.pdf>

## Ecology

Bat Conservation Trust

<https://www.bats.org.uk/>

## Waterways

Canal & River Trust

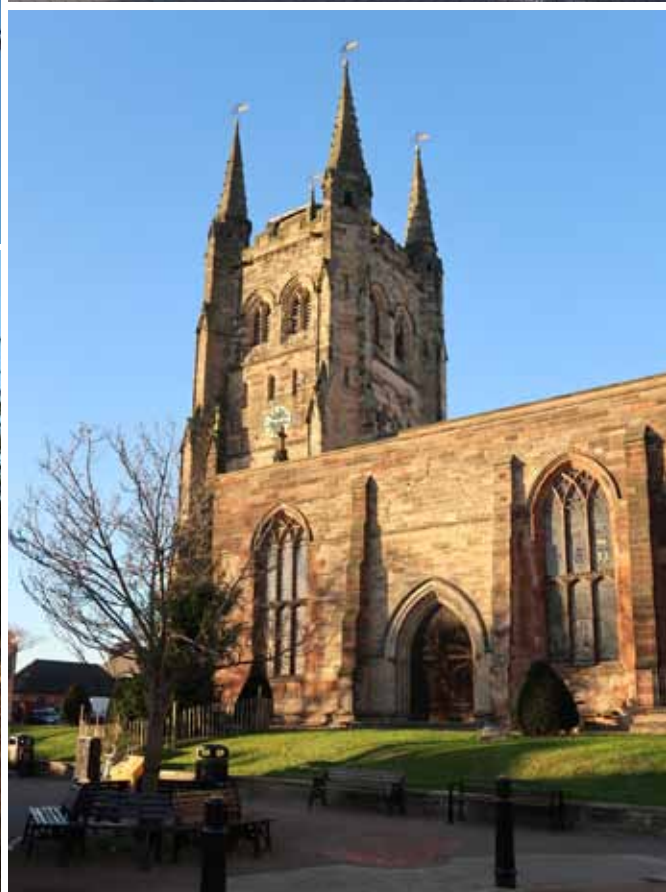
<https://canalrivertrust.org.uk/specialist-teams/planning-and-design>

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# Appendix

## SPD comments and Council response

Reference	Respondent	Summary of Comments Provided	Council's Response
	Highways England	<p>Highways England is responsible for the operation and maintenance of the Strategic Road Network (SRN) in England. The network includes all major motorways and trunk roads. The SRN in the vicinity of the jurisdiction of the local plan comprises the A5 trunk road and M42 motorway.</p> <p>The SPD outlines an objective to create connected and permeable developments that promote sustainable alternatives to private motoring and the principle of this approach is welcomed by Highways England. We have reviewed the remainder of the SPD and no further comments to make at this time.</p>	Noted. No action required.

		It is concluded that the implications of the objectives contained within the Tamworth Design Guidance (draft) SPD are anticipated to have minimal or no direct impact on the operation of the SRN.	
	Network Rail	<p>Network Rail would advise that where proposals include development adjacent to the railway line:</p> <ol style="list-style-type: none"> <li>1. All structures and buildings have a gap of 3m from the railway boundary</li> <li>2. 1.8m high trespass steel palisade fence is included in the outside party scheme and set back 1m from the railway boundary, to prevent unauthorised access on to railway land.</li> <li>3. Vehicle parking spaces and access roads adjacent to the railway boundary would need to include high kerbs and/or Armco safety barriers to prevent accidental vehicle incursion.</li> <li>4. Surface and foul waters to discharge away from the direction of the railway.</li> <li>5. No soakaways within 30 of the railway boundary.</li> <li>6. Rainwater goods must discharge in a direction away from the railway boundary</li> <li>7. All balconies to have a 3m gap from the railway boundary</li> <li>8. No over-sailing or encroachment onto or over</li> </ol>	The comments are noted; however the issues raised are outside of the scope of the document. Network Rail is a consultee on planning applications that are adjacent to a railway and so these points can be raised on individual proposals where appropriate.

		the railway.	
	Warwickshire County Council	We have no observations to make on the Design Supplementary Guidance.	Noted. No action required.
	Staffordshire County Council - Highways	<p>I haven't really many comments from a transport planning perspective on this design document but would reiterate the following:</p> <p>Street Design and Parking</p> <ul style="list-style-type: none"> <li>• Well-connected and integrated walking and cycling routes should be prioritised in order to encourage sustainable travel.</li> <li>• Urban design should be mindful to avoid domination by motorised users and include consideration of vulnerable pedestrians.</li> <li>• Sustainable transport measures should encourage healthy lifestyles, walkability.</li> </ul>	Noted, these elements are included in section 3.22. No further action required.
	Staffordshire County Council – Flood Risk	<p>In paragraph 3.48 'New Developments should', It would be informative to add to the sentence, 'Encourage the use of sustainable urban drainage systems' the additional words:</p> <p>'In accordance with The Non-Statutory Technical Standards for Sustainable Drainage Systems as published by DEFRA in March 2015'.</p>	The text has been amended to include "in accordance with the latest technical guidance from DEFRA". The text has been moved from its original position to be included in the Best Practice Principles and Sustainable Design section.
		In section D 'Useful Guidance/Flood Risk and Pollution', we feel it would be useful to the developer to have a link to Staffordshire County	A link to SCC's SUDS risk management handbook has been added to section D under 'Flood Risk and Pollution'.

		<p>Council's Flood Risk Management Sustainable Drainage Handbook. This can be found at the following link:  <a href="https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/SuDS-Handbook.pdf">https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/SuDS-Handbook.pdf</a></p>	
	<p>Staffordshire County Council –          Archaeology, Ecology and Tree Protection</p>	<p>4.71-4.73 – these references to trees are welcomed.</p> <p>1.6- The aspiration to ensure that new buildings and spaces result in positive enhancement though innovation and sensitivity is welcomed.</p> <p>2.14- Welcome the reference to the Tamworth Historic Character Assessment here.</p> <p>2.16- Great that applicants are being encouraged to consult the Historic Character Assessment and Conservation Area Character Appraisals in order to inform their proposals.</p> <p>3.2- Highlighting Historic England's best practice guidance is welcomed.</p> <p>3.10- Good to see that the consideration of context, setting and character is advised here.</p> <p>4.109 This comprehensive guidance on shop frontages in conservation areas is welcomed.</p>	<p>These comments are noted. No changes are required to the document.</p>

		3.29 – refers to positioning of drainage in street design. Surface features such as rain gardens should be used as examples of good street drainage and can have valuable functions as, for example, a means of storm attenuation.	A reference to rain gardens as a potential drainage solution has been added to appendix B Climate Change Considerations.
		3.30 – refers to trees and verges in street design. It should be noted that trees have many functions, including important contributors to wellbeing (aesthetic), health (particulate and other pollutant absorption) and climate change (cooling effect and carbon storage). Tree planting should be encouraged as a requirement in street design.	The wording has been amended to reflect the comments. The paragraph now reads:  <i>'Trees and grass verges will be encouraged as an aspect of street design in order to help provide character and identity. Trees have many other functions, including important contributors to wellbeing (aesthetic), health (particulate and other pollutant absorption) and climate change (cooling effect and carbon storage).'</i>
		3.42 – the reference to the natural environment is welcomed. Careful lighting near trees and other vegetation and near to features such as watercourses is important to prevent disturbance to wildlife. Reference could be made to Bat Conservation Trust / Institution of Lighting Professionals Guidance Note 08/18 Bats and artificial lighting in the UK	A reference to the Bat Conservation Trust has been added to appendix D Additional Useful Guidance.
		3.48 – refers to use of brownfield land. It should be noted that brownfield sites can be important for biodiversity, including the UK priority habitat 'open mosaic on previously developed land'.	It is acknowledged that the items listed in paragraph 3.48 may not apply in all instances. The text has been moved from its original position to be included in the Best Practice Principles and Sustainable Design section and has been revised

			to read ' <i>Developments in the Borough should seek to achieve higher levels of sustainability by, where appropriate:</i> ' There are also existing references within the paragraph to conserving and enhancing habitats.
		3.48 also refers to use of native species planting, which is welcomed. In formal settings plants that provide nectar, berries and seeds can be selected from non-native species too and still provide benefit.	Noted. The word <i>native</i> has been replaced with <i>appropriate</i> in reference to planting schemes.
		Section 4 - It would be helpful to have some reference to the importance of taking onto account features that may be being used by birds or bats when considering householder development. Good design would retain these features or provide replacements in the form of bird / bat bricks etc. Species that utilise buildings are generally in decline and often cannot use other spaces such as trees. Swifts are a good example.	An additional paragraph has been added to Householder Development part of section 4 stating: ' <i>It is important to consider the potential impact of any development on birds or bats. This may require the retention of features or provision of bird/bat bricks or boxes.</i> '
		New residential and other development near open space should provide bird and bat bricks or boxes installed on buildings. A range of designs are available and can blend in well with any design.	An additional paragraph has been added to the Non-Residential Development part of section 4 stating: ' <i>It is important to consider the potential impact of any development on birds or bats. This may require the retention of features or provision of bird/bat bricks or boxes.</i> '
		2.1- Yes technically correct, however human activity in the area is attested to during the late	The comments are noted; however no changes have been made to the document.

		Bronze Age/early Iron Age by environmental samples taken from the Tame Valley which suggested pastoral farming by this period.	
		2.19- Welcome that the setting of heritage assets and buried archaeology are highlighted as a potential constraint against comprehensive future development. Early consultation with Staffordshire County Council's Historic Environment Team and the Tamworth Historic Character Assessment should be encouraged here also.	The comments are noted; however no changes have been made as it is not considered to be the appropriate part of the document to include a reference to consultation. This is included in appendix A.
		3.17- It is recommended that the Historic England documents Streets for All <a href="https://historicengland.org.uk/advice/caring-for-heritage/streets-for-all/">https://historicengland.org.uk/advice/caring-for-heritage/streets-for-all/</a> and Streets for All West Midlands <a href="https://historicengland.org.uk/images-books/publications/streets-for-all-west-midlands/">https://historicengland.org.uk/images-books/publications/streets-for-all-west-midlands/</a> are referred to here and in the useful documents section.	A reference to the guidance documents mentioned has been added to the highways section of appendix D Additional Useful Guidance.
		3.48- Brownfield sites, by their very nature, can often retain above and/or below ground evidence of historic industry or activities associated with historic industry.	The comments are noted; however it is considered that no changes are required to the document.
		3.48- Adaptive reuse of existing buildings is to be supported- Historic England provide excellent advice and best practice examples for adaptive reuse and schemes that protect and enhance the significance of buildings and historic places (see	References to Historic England guidance are already included in appendix D Additional Useful Guidance.

		for example Constructive Conservation ( <a href="https://historicengland.org.uk/advice/constructive-conservation/">https://historicengland.org.uk/advice/constructive-conservation/</a> ).	
		Page 50- In the first blue box it is suggested that applicants consult the Tamworth Historic Character Assessment and seek pre-application advice from Staffordshire County Council's Historic Environment Team before preparing an application.	Point 4 in the blue box has been amended to say ' <i>Consult the Tamworth Historic Character Assessment and seek pre-application advice from Staffordshire County Council's Historic Environment Team before preparing an application.</i> '
		Page 51- The labelling on this map/key is very unclear.	Noted. The map has been updated to improve clarity.
		Page 52- Recommend that a Heritage Impact Assessment is undertaken by someone suitably qualified and experienced for the task. It is also recommended that the Historic England Good Practice Advice in Planning 3- The Setting of Heritage Assets is included here too.	The text has been updated to include a recommendation that a Heritage Impact Assessment is undertaken by someone suitably qualified and experienced for the task.  A specific reference to the advice document suggested has been included in the Historic Environment section of appendix D Additional Useful Guidance.
		Page 52- Link for location map of Scheduled Monuments does not work- suggest <a href="https://historicengland.org.uk/listing/the-list/">https://historicengland.org.uk/listing/the-list/</a> as an alternative	The broken link has been removed and replaced with a generic reference to the Historic England website to avoid the link becoming broken again if information is moved on the website.
		Page 52- Scheduled Monument Consent required from the Secretary of State for Culture, Media and Sport via Historic England.	The paragraph has been updated to reflect that the consent process is administered by Historic England. No reference has been included to the Secretary of State for Culture, Media and Sport to



			avoid the document becoming outdated in the event that the name of the Government department is changed.
		Page 52- Staffordshire County Council's Historic Environment Team will not advise on Scheduled Monuments- applicants are advised to contact Historic England directly in relation to these.	The reference to requesting advice on Scheduled Ancient Monuments from Staffordshire County Council has been removed.
		Page 52- This should be a Historic Environment Record 'Search' and not a 'Report'. It is also recommended that applicants consider the archaeological implications of their proposed development as early as possible in the process. Staffordshire County Council's Historic Environment Team can provide expert pre-application advice which can provide surety and mitigate against costly delays further down the line.	The word ' <i>report</i> ' has been replaced with ' <i>search</i> ' in the relevant paragraph.
		Page 57. The potential archaeological constraints/sensitivity of the area should be considered when applicants are proposing the installation of ground source heat pumps.	The comments are noted; however it is not considered that any changes to the document are required.
		Glossary- additional terms such as Scheduled Monument, Listed Building, Archaeology could be included here- see <a href="https://historicengland.org.uk/advice/hpg/hpr-definitions/">https://historicengland.org.uk/advice/hpg/hpr-definitions/</a> for these and other useful heritage-related definitions.	The comments are noted; however no additional heritage related definitions have been added at this time.
	Tetlow King	Paragraph 4.79 of the draft design guidance	Paragraph 4.79 has been amended to state that

	<p>Planning on behalf of West Midlands HARP Planning Consortium</p>	<p>expects all new residential development as a minimum to comply with the technical space standards-Nationally Described Space Standards, as set out in the PPG and referenced in footnote 46 of the NPPF. The adopted Tamworth Local Plan 2006-2031 contains no internal space standards for housing.</p> <p>From reviewing the council’s evidence base there appears to be no justification for or viability testing of the impact introducing the Nationally Described space standards would have on residential development, as required by the NPPG.</p> <p>The standards should only be included in a review of the Tamworth Local Plan and after rigorous viability testing to ensure that the practical implementation of the policy will help to deliver better housing, including affordable housing and more of it. Presently without the necessary justification and viability testing the policy could cause significant issues to the potential supply of affordable housing due to the additional practical and financial burdens that these standards impose on developers.</p>	<p>the Council “<i>would encourage applicants to aspire to</i>” the space standards to reflect that this is currently an aspiration for development and not a requirement.</p> <p>Other references in the ‘Residential Space Standards’ section have been amended to reflect this.</p>
		<p>The Design SPD also sets out external space standards for affordable housing developments</p>	<p>As above, references to external space standards have been amended to reflect that the minimum</p>

		<p>which sets out that a minimum of 5.5sqm of private outdoor space where the smallest dimension is not less than 1500mm is provided for one to two person flats.</p> <p>The standards should only be included in a review of the Tamworth Local Plan and after rigorous viability testing to ensure that the practical implementation of the policy will help to deliver better housing, including affordable housing and more of it. Presently without the necessary justification and viability testing the policy could cause significant issues to the potential supply of affordable housing due to the additional practical and financial burdens that these standards impose on developers.</p>	<p>amounts set out are currently aspirational targets to which the Council would encourage applicants to adhere.</p>
	Sport England	<p>Sport England supports the reference to Active Design and its 10 principles to promote opportunities to encourage sport and physical activity through the design and layouts of the built environment. It should be noted that the principles crosses over into parts of the preceding urban design considerations such as street design, street furniture and public realm.</p> <p>It would be beneficial if a link to the guidance was inserted into the document  <a href="https://www.sportengland.org/facilities-planning/active-design/">https://www.sportengland.org/facilities-planning/active-design/</a> and to help establish if</p>	<p>Noted. No further action required.</p> <p>Appendix D - Additional useful guidance has been updated to include:  <b>Active Design</b></p>

		<p>the principles of Active Design have been considered when preparing a plan for the development the applicant could complete the Active Design checklist</p> <p><a href="https://www.sportengland.org/media/11631/active-design-checklist-oct-2015.pdf">https://www.sportengland.org/media/11631/active-design-checklist-oct-2015.pdf</a> where relevant.</p>	<p>Sport England Active Design guidance <a href="https://www.sportengland.org/facilities-planning/active-design/">https://www.sportengland.org/facilities-planning/active-design/</a></p> <p>Sport England Active Design checklist <a href="https://www.sportengland.org/media/11631/active-design-checklist-oct-2015.pdf">https://www.sportengland.org/media/11631/active-design-checklist-oct-2015.pdf</a></p>
	<p>Avison Young on behalf of B&amp;S Aucott</p>	<p>The draft SPD states that the Council expects that new residential developments “must as a minimum comply” with the ‘Technical Housing Standards - Nationally Described Space Standards’ (2015) (‘Nationally Described Standards’). These Standards exceed the minimum requirements set by Building Regulations. However, in a Written Ministerial Statement, dated 25th March 2015, the Government established that the new Nationally Described Standards were “optional” and: “should only be required through any new Local Plan policies if they address a clearly evidenced need, and where their impact on viability has been considered, in accordance with the National Planning Policy Framework and Planning Guidance.”</p> <p>The proposed internal space standards should, in Aucott’s view, be removed from the SPD. Notwithstanding the above, should the Council be minded to retain a reference to the Nationally</p>	<p>Refer to the response to comments from Tetlow King Planning on behalf of West Midlands HARP Planning Consortium above.</p>

		<p>Described Standards in the SPD the text ought to be amended to provide greater flexibility, as follows:</p> <p>“The Council <del>expects that new residential development must as a minimum</del> will encourage applicants to comply with the space standards set out within the ‘Technical Housing Standards – Nationally Described Space Standard, (DCLG, 2015).”</p>	
		<p>The draft SPD identifies proposed minimum external amenity space standards based on the number of persons per proposed dwelling/ flat. It accepts that there may be exceptions to these standards but only where mitigated through “excellence” in design.</p> <p>Evidence is required to demonstrate whether the proposed external space standards are justified and appropriate. It is also not clear how the proposed standards would be applied in practice.</p> <p>For the reasons set out above, such standards should not, in our view, be introduced through a guidance document. Therefore, the references to proposed minimum external space standards ought, in our view, to be removed from the SPD.</p>	<p>Refer to the response to comments from Tetlow King Planning on behalf of West Midlands HARP Planning Consortium above.</p>
		<p>Paragraph 1.4 of the document suggests that the</p>	<p>The introduction to the document has been</p>

		SPD will, once adopted, form part of the 'Development Plan' for Tamworth. However, the definition at Annex 2 of the NPPF is clear that SPDs "are capable of being a material consideration in planning decisions but are not part of the development plan". Therefore, this reference ought to be removed from the SPD.	amended and now explicitly states that the SPD is not a Development Plan Document but is an important part of the wider plan for the development of Tamworth and is, where relevant, a material consideration.
	Indigo on Behalf of AA Homes	Paragraph 3.7 - We object to the suggestion that any major scheme (which we assume means any major development eg more than ten dwellings) should be taken to a design review panel. This seems excessive and should be the applicant's choice whether or not to use design review; an applicant should not consequently be punished should they choose not to use the design review.	Paragraph 3.7 has been deleted.
		Paragraph 3.12 - Although we appreciate that developments need to respond to their context, there may be opportunities for buildings taller than three storeys in certain locations, which should be supported as a means of boosting housing supply, so long as other considerations are all addressed satisfactorily, including other design matters.	The paragraph contains a statement of fact; it does not preclude the development of buildings of more than three storeys. The document acknowledges that different forms of development may be appropriate in different areas of the Borough and this could include developments of greater than three storeys where the context and design are appropriate.  It is considered that the existing text is sufficient to convey this message and so no changes have been made.
		Paragraph 3.15 - The SPD should include a	There is no absolute definition of what constitutes

		definition of what constitutes “tall buildings” within Tamworth.	a “tall building”. What might be considered a tall building will vary according to the nature of the local area. The text within the paragraph has been updated to reflect this point.
		Paragraph 4.87 - This paragraph should be toned down and recognise that not all sites will be suitable to include open space on site, for example due to size, shape or other constraint, in which case, we assume off-site provision should be supported instead.	The text states that open space should <i>usually</i> be provided on site. Without explicitly stating it, this already recognises that there may be instances in which it is not appropriate to provide on-site open space, and each application will be judged on its own merits. It is considered that no changes to the text are required at this time.
		Climate Change Considerations - The SPD should recognise that the design factors mentioned will all depend on site context, and that not every suggestion will necessarily be suitable. Otherwise, there is a risk that including all considerations will render a scheme or a site unviable.	The design factors are included as considerations and the document does not state that they should be used in all circumstances. It is therefore not considered that any changes are required.
	Canal and Rivers Trust	The canal network is an important part of the historic development of the area though it is not reference within the relevant section of the draft SPD. The draft document recognises the importance of Green Infrastructure and it is positive that at Para 3.44 the contribution of the canal corridor to the green character of the Borough is acknowledged. However, it is considered that references to the canal network could be strengthened throughout the document.	The comments are noted; however it is considered that there is sufficient recognition of the canal and rivers network within the document.
		Para 2.12 states that existing suburbs are often	The comments are noted; however the canal, like

		poorly integrated with the canal weakening links between adjacent residential areas. However, the canal network is unlike other infrastructure, such as railways and major highways in that the towpath provides a vehicular free pedestrian/ cycle route, connecting people and places along the length of the canal corridor.	the other infrastructure mentioned, does have an impact on permeability. No changes have been made to the document as a result.
		Street Design and Parking - Para 3.22 states that the layout and design of streets is integral for the success of the urban environment. It should however also be ensured that developments have regard to the existing infrastructure in the surrounding area. Developments should be required to include well designed connections to existing networks, such as the towpath, to promote connectivity and sustainable travel.	The list of elements that contribute towards effective street layout and design has been amended to include <i>“Promote sustainable travel through improved connectivity to existing networks, including canal towpaths where appropriate;”</i>
		Developments need to consider the visual impacts of parking areas and parking on access roads on the canals outward perspective. Proposals must aim to avoid creating direct views of the developments 'back of house' from the canals outward perspective which heavily degrades the canals credentials as a green corridor, tranquil retreat and its use as a treasured public amenity. Back of house elements might include car parks, service areas, such as bin stores. delivery areas, sub stations etc.	The comments are noted, however this is covered in sufficient detail by the public realm section (para 3.23) and the landscaping elements (para 4.65) of the guidance.



		Street Signage - Developments should be required to include signage to integrate with the surrounding areas and in the case of development adjacent or connected to the canal corridor this should include appropriate Wayfinding to/on or from the towpath.	The comments are noted. A section on street signage is already included within the document. No changes have been made as a result.
		Lighting - it is positive to see at Para 3.44 that consideration is given to the impacts of lighting on the natural environment. The Trust advise that waterside lighting affects how the waterway corridor is perceived, particularly when viewed from the water, the towpath and neighbouring land, for example waterside lighting can lead to unnecessary glare and light pollution if it is not carefully designed. Any external lighting should be angled downwards, and light directed into the development site and it should not provide flood lighting to the canal corridor to show consideration for bats.	The section on lighting has been amended to include a reference to ensuring that the design of any lighting scheme takes account of the potential impact on the amenity of neighbouring uses as well as the historic and natural environment, including bats. No specific reference to canals has been inserted as this would be included under neighbouring uses.
		Sustainable Design - Whilst it is positive that the contribution of the canal network to the green character of the Borough is acknowledged at Para 3.44 the canal is an important element of the Green Infrastructure network that runs through Tamworth. This should be clearly identified, and canals referenced within the Glossary definition of Green Infrastructure.	The glossary definition already includes a reference to waterways which incorporates canals. No changes have been made to the documents as a result.
		The Trust also wish to highlight the potential of	A reference has been added to the climate change

		<p>the canal for heating &amp; cooling for district heating network or individual schemes and reference to this potential for the canal to contribute to low carbon technologies should be included.</p> <p>In addition, the potential for the canal to accept surface water discharges from sites should be referenced. It should however be noted that the drainage methods of new developments can have significant impacts on the structural integrity, water quality and the biodiversity of waterways and the Trust is not a land drainage authority and therefore any proposed discharges are not granted as-of right and where they are granted they will usually be subject to completion of a commercial agreement.</p>	<p>considerations section to exploring the potential for using the rivers and canal network for heating/cooling where appropriate.</p>
		<p>Health &amp; Urban Design -The canal network offers opportunities for leisure, recreation and sporting activities as part of the '<i>natural health service</i>' acting as 'blue gyms' and supporting outdoor activity and physical and mental health and wellbeing. The Trust therefore recommends adding '<i>Active Waterways</i>' to the list of principles at Para 3.57.</p>	<p>The principles of Active Design listed in paragraph 3.57 are taken from the Sport England guidance. It is therefore considered that it would not be appropriate to add active waterways directly to this list.</p>
		<p>Boundary Treatments – Boundary treatments are a key design aspect in any canal side development and engagement with the canal should be encouraged. Whilst robust barriers are required to prevent vehicles accessing the waterway the</p>	<p>The section relating to boundary fences and walls already contains a reference to designing boundary treatments to respect the surroundings and amenity of neighbouring areas and properties. It is not considered that a specific</p>

		<p>provision of fences, walls and railings to the canal boundary can have a negative visual impact on the canal corridor. Developments should therefore be required to carefully consider the choice of boundary treatment along both sides of the canal corridor.</p>	<p>reference to the canal is required.</p>
		<p>Landscaping -As identified previously there are particular considerations that development proposed adjacent to the canal network should take into account and landscaping is a key consideration. It needs to be ensured that any planting proposed includes native species and is appropriate for the waterside setting. Any planting needs to be set back sufficiently from the canal corridor to allow for future growth and ensure it does not adversely impact on the stability of the canal infrastructure or affect safe navigation of the waterway.</p> <p>The long-term maintenance/management regimes for landscaped areas can also impact on their overall design success and development should be required to consider this and include details with any Applications.</p>	<p>The section on landscaping has been updated and provides guidance on the design of appropriate landscaping schemes including their management and maintenance.</p>
		<p>Self-build and Custom Build - Self-build and custom build housing is high risk development strategy for the setting of the canal corridor. There is high potential impact upon the canal as it</p>	<p>The section on custom and self-build development has been deleted as it was considered to be outside of the scope of the document. The design principles contained within</p>

		<p>creates an inconsistent visual character between plots, mixed quality design, construction and differing boundary treatments.</p> <p>Design codes can address this to some extent though further assessment of the impact of self-build and custom housebuilding on 'sensitive locations' such as adjacent to the waterway corridor should be undertaken. Any Design codes would need to include an assessment of the visual impact from the canal corridor and clear set out details of design principles to be applied across the whole of any sites being put forward (not just any self-build/custom build areas) boundary treatments, materials etc would also need to be detailed to ensure a consistent approach and limit any adverse visual impact.</p>	<p>the document apply to all developments, including custom and self-build schemes, where appropriate.</p>
		<p>Appendix A: Heritage Guidance - there are a number of listed structures along the Coventry Canal, such as canal bridges and milestones. It should however be acknowledged within this section that the canal network and associated infrastructure are non-designated heritage assets in their own right and this needs to be considered as part of any development proposals.</p>	<p>Non-designated heritage assets are identified by the local planning authority and, in the case of Tamworth, are included on the list of locally listed buildings. The canal itself is not included on the list; however there are a number of structures along the canal included. No changes have been made to the document as a result.</p>
		<p>Appendix B: Climate Change consideration - as identified above reference to the potential of the canal for heating &amp; cooling for district heating network or individual schemes, contribute to low</p>	<p>This comment is addressed above.</p>

		carbon technologies and accept surface water discharges should be included.	
		Appendix C: Glossary-the canal should be specifically included within 'Green Infrastructure'	This comment is addressed above.
		Appendix D: Additional Useful Guidance - within this section reference should be made to the Canal & River Trust E-planning Toolkit	A reference to the Canal & River Trust planning webpage has been added to the additional guidance section.
Environment Agency		In line with your adopted Policy SU4, the actions of the Humber River Basin Management Plan should be supported within good design, in order to achieve wider Water Framework Directive objectives. A Blue Corridor approach should be encouraged and integrated solutions for Sustainable Urban Drainage Schemes (SUDS) should be sought along with rain water harvesting, flood risk water management and habitat (wetland creation) with WFD and water sensitive design.	The comments refer to the policies of the Local Plan and are therefore outside of the remit of the SPD. References have been included in the document to the use of Sustainable Urban Drainage Systems. No additional changes have been made to the document as a result.
		<p>The River Humber Flood Risk Management Plan advocates a 'whole catchment' approach to managing flood risk to ensure that all new development contributes to flood risk reduction. Key measures that should be reflected within the SPD comprise:</p> <p>Preventing risk:</p> <ul style="list-style-type: none"> <li>• Improving management of surface water</li> <li>• Avoiding inappropriate development in</li> </ul>	The comments are noted, however many of the points are beyond the scope of the document. There are existing references within the document to integrating SUDS into the design of developments and links within the additional information section to both EA and Staffs County Council guidance. No specific changes have been made to the text as a result.

		<p>floodplains</p> <ul style="list-style-type: none"> <li>• Deculverting of watercourses</li> <li>• Reinstating natural river channels and restoring functional floodplains</li> </ul> <p>Preparing for risk</p> <ul style="list-style-type: none"> <li>• Sustainable management of urban rivers and floodplains</li> <li>• Development and implementation of Local Flood Risk management Strategies (LFRMS)</li> </ul> <p>Protecting from risk</p> <ul style="list-style-type: none"> <li>• Managing and reducing surface water flood risk</li> <li>• Investigating potential solutions for flood risk mitigation</li> </ul>	
		<p>Surface Drainage</p> <p>Developments should consider how Sustainable Drainage (SuDS) systems can be integrated into developments at the earliest stage of site design. This will enable the biggest environmental gains in terms of water quality improvements and pollutant removal, prior to discharging from the site. Habitat provision and flood risk reduction should similarly be provided as standard through a well-designed system based upon source-control methods.</p>	<p>There are existing references within the document to integrating SUDS into the design of developments and links within the additional information section to both EA and Staffs County Council guidance. No specific changes have been made to the text as a result.</p>

		<p>Water pollution should be reduced through the careful management of surface and foul waters on site through the following measures:</p> <ul style="list-style-type: none"><li>• Surface and foul water drainage systems are separated, and any surface water channels, constructed as part of the SUDS scheme are not culverted.</li><li>• Prior to being discharged into any watercourse, surface water sewer or soakaway system, all surface water drainage from parking areas and hard standings susceptible to oil contamination is passed through an oil separator designed and constructed to have a capacity and details compatible with the site being drained. Roof water should not pass through the interceptor.</li><li>• Surface water from roads and impermeable vehicle parking areas are discharged via trapped gullies.</li><li>• Vehicle loading or unloading bays and storage areas involving chemicals, refuse or other polluting matter should not be connected to the surface water drainage system.</li><li>• Any facilities, above ground, for the storage of oils, fuels or chemicals should be</li></ul>	<p>The comments are noted; however the technical guidance is available elsewhere and is considered to be outside of the scope of the document. The additional guidance section contains links to information from the EA and the Staffordshire County Council SUDS handbook.</p>
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		<p>sited on impervious bases and surrounded by impervious bund walls.</p> <ul style="list-style-type: none"> <li>• Only surface water from roofs and paved areas not accessible to vehicles, should be discharged to any soakaway, watercourse or surface water sewer.</li> </ul>	
		<p>All precaution must be taken to avoid discharges and spills to ground both during and after construction. For advice on pollution prevention measures, the applicant should refer to guidance available on our website (<a href="http://www.gov.uk/environment-agency">www.gov.uk/environment-agency</a>).</p>	<p>The comments are noted; however they are considered to be outside the scope of the document.</p>
		<p>Developing alongside rivers Where developing alongside watercourses, development should always look for opportunities to improve the habitat value of the water environment through development. Development should always face onto a watercourse in order to foster a sense of ownership, and the watercourse should form a key feature of public open space. The opportunity for safe access for all persons to the riverside should be of paramount importance to all developments and improvements. Development should not restrict access to the riverside. By creating attractive and active frontages to rivers, and adequate easements it can also decrease activities such as fly tipping which can result in</p>	<p>The comments are noted, however this is covered in sufficient detail by the public realm section (para 3.23) and the landscaping elements (para 4.65) of the guidance. Information is also included in Additional Information section at the end of the document</p>



		<p>blockages and increase flood risk.</p>	
		<p>A natural character should be maintained, or where appropriate a straightened, culverted channel should be opened up and its banks softened to produce opportunities for habitat along the banks. Development should enable the restoration of a natural, sinuous river channel with development set back from its banks to allow a functional floodplain to form. Culverting of an open channel should only ever be allowed to enable essential bridges and road access.</p>	<p>The comments relate mostly to technical considerations for a particular type of development which would need to be considered on a case by case basis. No changes have been made to the document as a result.</p>
		<p>New development should not be built over the line of culverts and an appropriate buffer zone should be maintained along the river corridor in order to protect the integrity of the structure from piling and foundations. Consent is required from the Environment Agency for any development within 8m from the top of the bank or tow of a flood defence, and any encroachment into this should be fully justified as part of the wider site design. Furthermore, where the Environment Agency has identified a failing asset within the development the applicant must repair or make a financial contribution to ensure that its function is not compromised.</p>	<p>The comments relate mostly to technical considerations for a particular type of development which would need to be considered on a case by case basis. No changes have been made to the document as a result.</p>
		<p>We recommend that the SPD highlights landowners' responsibilities towards managing watercourses. Landowners who own land</p>	<p>The comments are noted; however they are outside of the scope of the document and no changes have been made to the text as a result.</p>

		<p>bounding upon a river or other body of water are, under common law, riparian owners. Riparian owner's responsibilities include the maintenance of the bank and bed of that section of watercourse, in order to avoid any obstruction of flow in the watercourse.</p>	
		<p>The use of low-lying ground in waterside areas for recreation, amenity and environmental purposes can provide an effective means of flood risk management as well as providing connected green spaces with consequent social and environmental benefits.</p>	<p>The comments are noted.</p>
		<p><b>Residential Extensions</b>  The Environment Agency has developed flood risk standing advice for minor household extensions that would be applicable for people extending their homes, even when the proposed works are classified permitted development. Often homeowners are unaware that new extensions and alterations to their garden and fencing may require an environmental permit from the Environment Agency.  If not considered such amendments could potentially increase the risk of their property flooding, or increase the risk of flooding to their neighboring properties. Household extensions should also consider how flood risk could pose a risk to safety and mitigation measures should be</p>	<p>A link to the flood risk standing advice has been added to the additional useful information section.</p>

		<p>encouraged such as raising electrical points, and prevent the conversion of basement areas to bedroom in areas of risk.</p> <p>Whilst larger extensions are likely to require planning permission and they can be assessed through the planning system, it would be helpful to signpost householders to the following information:</p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</a></p>	
	Persimmon Homes	<p>Residential Space Standards</p> <p>If the SPD is to be pursued further, Persimmon suggests that this section is either deleted or completely revised.</p> <p>In relation to paragraph 4.79 the Council cannot expect minimum compliance with the space standards set out within 'Technical Housing Standards – Nationally Described Space Standard, (DCLG 2015)' as it is something which must be introduced through the planning system by including a policy in the Local Plan. The adopted Tamworth Local Plan contains no such policies, and as such they would have to be justified through a Local Plan review and tested at EiP. It would not be appropriate to apply the space standard through supplementary planning documentation (guidance), since that is not</p>	Refer to the response to comments from Tetlow King Planning on behalf of West Midlands HARP Planning Consortium above.

		<p>subject to a sufficient level of scrutiny. Tamworth Borough Council did not present any evidence at the CS EiP nor has the draft SPD presented any new evidence to justify this.</p> <p>The reference to optional national space standards in the draft SPD should therefore unquestionably be removed.</p>	
		<p>The comments above also apply to the external space standards stated in paragraphs 4.80 and 4.81.</p>	<p>Refer to the response to comments from Tetlow King Planning on behalf of West Midlands HARP Planning Consortium above.</p>
	Tamworth Civic Society	<p>Much of it is high-level, generalised, and aspirational, with little therefore to cause any objection. We feel that it would therefore benefit from more specific and practical examples - and preferably local ones - on how to do things, that the reader can relate to the aspirational guidance, and so not possibly misinterpret or misunderstand the guidance.</p>	<p>Much of the guidance is necessarily generalised as it applies to a number of different development scenarios. Specific examples are given where appropriate to provide further clarification, but to provide specific examples in all eventualities would risk the document becoming overly prescriptive and difficult to use.</p>
		<p>We do wonder if a little more coverage could be given to road infrastructure and public transport. And the need for public toilets in the town centre should not be omitted.</p>	<p>These things are often beyond the scope of individual developments for which the guidance is intended. Although the comments are noted, this SPD is not considered to be the appropriate place to include these.</p>
		<p>More emphasis should be given to conservation areas and avoiding planning difficulties through residents and businesses easily identifying that they are in conservation areas, and having</p>	<p>It is considered that there are sufficient references to conservation areas within the document and a link is included in the additional useful guidance section to the conservation areas</p>

		<p>awareness of the responsibilities they have in that regard. Page 52 should also point out that a Heritage Impact Assessment is needed where building near to a listed building.</p>	<p>information on the Council's website. A reference is already included to the need for a Heritage Impact Assessment where development could affect the setting of a listed building. No changes have been made to the document as a result.</p>
		<p>We have concerns regarding Paragraph 3.15 "Tall buildings should be designed..." which seems to assume that tall buildings will be acceptable without defining "tall" to avoid misinterpretation, and without any recognition that the effects on historic streetscape and skyline can be catastrophic.</p>	<p>The reference to tall buildings has been amended to reflect what is meant by 'tall buildings' in response to other comments on the document. The paragraph forms part of the wider 'Massing and Materials' section that sets out how the surrounding context should be taken into account when considering building height.</p>
		<p>The reference to "High Density Design" also causes concern. We do not wish to be encouraging social problems and future slums through over-development.</p>	<p>National planning policy requires that planning policies and decisions make efficient and effective use of land by making optimal use of the potential of each site. The reference to high density development in the document states that this will be encouraged '<i>where appropriate</i>'. The appropriateness of any individual development is a matter for the decision maker, taking account of both national and local planning policies and guidance (including the content of the SPD once adopted), and any other material considerations. It is therefore considered that the reference to encouraging high density development where appropriate should be retained.</p>
		<p>Paragraph 3.48 says that new developments should use modern building materials. That is far</p>	<p>It is acknowledged that the items listed may not apply in all instances. The list has been moved</p>

		too simplistic as there is a place to use traditional, 'old-fashioned', or reclaimed materials where appropriate - especially within conservation areas and with listed buildings.	within the document to be included in the section titled 'Best Practice Principles and Sustainable Design' and has been amended reflect that the list applies ' <i>where appropriate:</i> '
	Natural England	While we welcome this opportunity to give our views, the topic this Supplementary Planning Document covers is unlikely to have major effects on the natural environment, but may nonetheless have some effects. We therefore do not wish to provide specific comments, but advise you to consider the following issues:	No response required.
		<p>Green Infrastructure This SPD could consider making provision for Green Infrastructure (GI) within development. This should be in line with any GI strategy covering your area.</p> <p>There may be significant opportunities to retrofit green infrastructure in urban environments. These can be realised through:</p> <ul style="list-style-type: none"> <li>• green roof systems and roof gardens;</li> <li>• green walls to provide insulation or shading and cooling;</li> <li>• new tree planting or altering the management of land (e.g. management of verges to enhance biodiversity).</li> </ul> <p>You could also consider issues relating to the</p>	<p>Noted.</p> <p>Principles of Good Urban Design chapter provides general guidance by referencing environment, sustainability and socio-economic performance. Within the same area, best practice principles and sustainable design section expand on this further as well as Appendix B climate change considerations.</p>

		<p>protection of natural resources, including air quality, ground and surface water and soils within urban design plans.</p> <p>Further information on GI is included within The Town and Country Planning Association's "Design Guide for Sustainable Communities" and their more recent "Good Practice Guidance for Green Infrastructure and Biodiversity".</p>	
		<p><b>Biodiversity enhancement</b>  This SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraph 118 of the National Planning Policy Framework. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment. An example of good practice includes the Exeter Residential Design Guide SPD, which advises (amongst other matters) a ratio of one nest/roost box per residential unit.</p>	<p>An additional paragraph has been added to Householder Development part of section 4 stating: <i>'It is important to consider the potential impact of any development on birds or bats. This may require the retention of features or provision of bird/bat bricks or boxes.'</i></p>
		<p><b>Landscape enhancement</b>  The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example</p>	<p>The section on landscape has been expanded to provide further guidance on appropriate landscaping schemes.</p>

		<p>through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might makes a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.</p> <p>For example, it may be appropriate to seek that, where viable, trees should be of a species capable of growth to exceed building height and managed so to do, and where mature trees are retained on site, provision is made for succession planting so that new trees will be well established by the time mature trees die.</p>	
		<p>Other design considerations The NPPF includes a number of design principles which could be considered, including the impacts of lighting on landscape and biodiversity (para 180).</p>	<p>The comments are noted. A section on lighting is already included within the document.</p>
	<p>British Sign and Graphics Association</p>	<p>In the box following paragraph 4.113, the second bullet point partly contradicts the fourth and other advice in the SPD. “multiple” only means more than one. What we think you mean is that no shopfront should be so cluttered with advertisements as to spoil its appearance and its</p>	<p>The comments are noted. The text has been amended to <i>“Multiple adverts on the same building should be avoided where this would lead to visual clutter that would negatively on the appearance of the building or its surroundings.”</i></p>



		<p>surroundings. The text of the SPD clearly states that more than one advertisement is acceptable on the same shopfront (e.g. a fascia and a projecting sign). We therefore suggest that the second bullet point should be amended to: <i>“a building’s façade should not be so covered with advertisements as to spoil its appearance and that of its surroundings.”</i></p>	
		<p>In Paragraph 4.115, there is no justification for the suggestion that signs above ground floor level (particularly if illuminated) will not normally be approved. Why not? Many premises in shopping areas have signs (including illuminated signs) above the ground floor level; and Tamworth is no different in this respect. There are many Projecting/hanging signs above ground level in the centre of town: And there is no evidence that these signs cause any harm of amenity; in fact, they add to the charm and interest of the street scenes. We suggest that the second sentence of paragraph 4.115 be deleted.</p>	<p>Advertisements above ground floor level are prominent and detract from the visual amenities of an area or buildings. Usually such signs are within the Town Centre (which is covered by a Conservation Area). A proposal should enhance or preserve this character and therefore in most circumstances such advertisements are not acceptable. Appropriate sympathetic signage should be directed at ground floor level. No changes required.</p>
		<p>In Paragraph 4.118, we understand the intention. But we think that “retail unit” should be amended to “premises” retail Frontage. This would allow for premises with more than one frontage, e.g. corner shops or pubs.</p>	<p>The comments are noted, however the text states that only one sign will <i>normally</i> be permitted. It is considered that this provides sufficient flexibility for instances in which more than one may be acceptable, such as in the example stated. No changes have been made to the document as a result.</p>

		In the box following paragraph 4.120, in the second bullet point, there is no justification for requiring illumination to be restricted to fascia and projecting signs. Again Why? Whatever the nature of the sign, its impacts on amenity and public safety are the decisive considerations and not just whether it is called a “fascia” or a “projecting” sign. We think that this bullet point should be deleted.	The comments are noted; however the point states that illuminated signs will <i>normally</i> be restricted to fascias and projecting signs, not always. This means that, where appropriate, other forms of illuminated sign may be acceptable. No changes have been made to the text accordingly.
		In the same box, in the third bullet point, We think that “face onto any adjoining residential areas”, is not the proper consideration. A sign may well face towards an adjoining residential area, but this does not make it automatically unacceptable. What matters is its impact. So we consider that the words “face onto any” should be deleted and replaced with “have any adverse impact on”	The comments are noted and the text has been changed in line with the suggestion.
		Finally paragraph 4.126 is incorrect in law. There is no requirement for any sign to have “written” consent from the property owner. The regulations require only consent. The word “written should be deleted.	The text has been amended to state <i>‘Before displaying any advertisement, consent should be obtained from the property owner.’</i>
	Comments received from members of the public	Spelling errors Under Heritage Guidance – Wilnecote is misspelt.  Under Scheduled Ancient Monuments etc the	The errors are noted and have been changed where applicable.

	Spelling errors	<p>sentence begins 'There a' instead of 'There are'.</p> <p>Spelling Much OF the post war... not MUCH TO.</p> <p>2.9 an hour's drive not "an hours drive".</p> <p>Pages 50 &amp; 51 list conservation areas. Recommend correct spelling error to Wilnecote Conservation Area.</p>	
	<p>Comments received from members of the public</p> <p>Positives</p>	<p>This document is welcome, and long overdue. It must be ensured that the guidelines will have "teeth" and will be adhered to in future, as it seems quite clear that many of its principles are currently being ignored, disregarded, and flouted.</p> <p>Context – A fair historic and topical summary. However character areas can only be maintained with application of items as defined under 'purpose'.</p> <p>Purpose – 1.5/7 and 1.12 Happy with these statements but how are they implemented? Are all councillors/officers to become familiar with these?</p> <p>Public Realm – 3.21 good statement but is this implemented in line with S.C.C.</p>	The comments are noted. No further action is required.

		<p>I support the principles of design in respect of shop fascia/front designs, specifically 4.96 and would hope it could be vigorously progressed, particularly with respect to the church street area.</p> <p>Retail Development and Shopfronts – 4.95/6 Very simply shown and put why has this not been implemented in the past.</p> <p>I Generally Support the Document which will help to improve design standards for Tamworth. Paragraph 2.8.</p> <p>Climate Change Considerations – I like this section.</p>	
	<p>Comments received from members of the public</p> <p>Clarifications</p>	<p>What is ‘white land’? There is nothing in the definitions at the end to qualify white, brown or green land.</p> <p>Incorrectly states the population has grown and is estimated to be just 80,000 this is incorrect, the latest figures from the ONS for mid –year population estimates is 76,527.</p> <p>3.15 seems at odds with earlier paragraphs. It says "Tall buildings should be designed"... which seems to assume that tall buildings will be</p>	<p>The opportunities section has been revised and there is no longer a reference to ‘white land’ included in the document.</p> <p>Definitions have been added to the glossary for Brownfield Sites and Greenfield Sites.</p> <p>The reference to the potential future population has been amended from ‘just under 80,000’ to ‘over 75,000’ to better reflect the projected population.</p> <p>See response to comments received from Indigo on Behalf of AA Homes.</p>

		acceptable. But "tall" is not actually defined. So this needs to be made clearer as it is open to misinterpretation.	
		Para 1.5 Tamworth has retained SOME not MUCH of its historic character.	The word 'much' has been changes to 'some'.
		2.13 What evidence is there to say the housing is well-liked? People like having somewhere to live, but we are well aware the standard of the housing is not even average, it is very substandard and poorly built and badly planned.	The comments are noted. The reference to existing residential development being 'well-liked' has been removed.
		Section 3.40 to 3.42 on lighting really should take the opportunity to lay down guidance to stop shops and businesses using bright illuminated signage which is on all night, eg the banks in Market Street. This should be covered more thoroughly at 4.121 - 4.123.	There is guidance relating to illuminated signage already contained within the advertisements and signs section.
		3.48 says new developments should use modern building materials. This is dangerous overly prescriptive. There might be a place to use traditional or old-fashioned materials where appropriate.	See response to comments received from Tamworth Civic Society.
		It is also potentially harmful to stipulate that we must have High Density Design.	See response to comments received from Tamworth Civic Society.
		The guidance should actively discourage people from paving over their front gardens, due to the environmental and flooding impact.	The section on garages and vehicle access contains guidance on this matter.
		Lighting Paragraph 3.40-3.42 Where street lightening is close to properties	The section on lighting already states that the design of lighting schemes should consider the

		which could impact on ground and particularly upper floors, downward facing reflections/light shields should be added to street lamps to minimise residential light pollution where appropriate. The shields and reflections with lower wattage lamps which should be used due to higher proportion of light being reflected downwards, cost benefits as a bonus.	impacts of the positioning of fixtures and the quality of light on the amenity of any neighbouring uses. No additional changes have been made to the text as a result.
	Comments received from members of the public  Queries	Householder Development – is there a proforma/handout for ‘house owners/tenants that makes them aware of the restraints historic buildings/conservation area.	Information on listed buildings and conservation areas are available on the Council’s website.
		What steps will be taken to ensure that its good intentions are implemented, eg in relation to the removal of ugly "safety railings" which particularly mar Upper Gungate (para 3.31)?	The document, once adopted will be a material consideration in determining planning applications within the borough.
	Comments received from members of the public  Other comments	3.36 Public Art had been included in the past i.e. In the Kerria Development including walls but this seems to be disregarded when re-build is planned. As it is paid for by the public and represents the work of recognised artists this should not happen.  Heritage Guidance – Conservation areas etc. The implementation of this does require the services and expertise of a designated person, the	These comments are noted, however they raise concerns that are outside of the remit of the SPD document and therefore no changes have been made to the document as a result.

		<p>borough appears to have lost its conservation officer and also the town conservation group which bearing in mind the historic context of the town is not advisable to avoid conflict in the future.</p> <p>Have found much to support in section 3 but would raise one small “crazy” point around trees/public realm etc. This is in respect of one tree at the corner of Corporation St and Church Street and is just within the low walled boundary of building adjacent to the bus stop. In summer its beautiful green branches stretch right out and give space brings people together (without street furniture) and provides an attractive green space. I just hoped that there may be an opportunity for planners to work with neighbours there on encouraging positive landscape/public realm idea.</p> <p>Disappointed to see little reference made within the document to supporting or strengthening public transport. The only reference I could find was on page 26 3.48 “encourage the use of public transport, create walkable neighbourhoods....”and was disappointed that there is no mention of public transport in Appendix B Climate Change Considerations. It would have been good to see the aspiration of a</p>	
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		<p>Bus Station for Tamworth planned in.</p> <p>3.51 and 3.56 should mention the need for incorporating public toilets.</p> <p>None of the conservation areas represent the boroughs connection with mining of both coal and Gibbs and Canning although there is evidence reflected in house development in Glascote and Amington.</p>	
		<p>Section 4 is useful but ought to incorporate more guidance for people to be able to check and know if they are in a conservation area. This is also relevant at p50 onwards.</p>	<p>A link is already contained within the section on conservation areas and in the additional useful guidance section to the part of the Council's website that contains information on the conservation areas. No changes have been made to the document as a result.</p>
		<p>Guidance should also state that the planners will consult and take advice from the Conservation Area Advisory Committee, which has considerable relevant expertise and experience.</p>	<p>The comment is noted but is outside of the scope of the document. No changes have been made to the document as a result.</p>
		<p>The Coventry Canal goes through the Borough and should be added into contact information, as an important historic and attractive asset which need inclusion assessment considerations.</p>	<p>A link to the Canal &amp; River Trust planning guidance is contained within the additional useful information section of the document.</p>
		<p>Page 52 should also point out that a Heritage Impact Assessment will be needed where they are building near a listed building.</p>	<p>A reference is already included to the need for a Heritage Impact Assessment where development could affect the setting of a listed building. No changes have been made to the document as a</p>



			result.
		Page 42 onwards: Great care should be applied to the standards required for town centre shops.	Noted.

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**Design Supplementary Planning Document  
Strategic Environment Assessment Screening Statement  
January 2019**

## Design SPD SEA/HRA Screening Report

### 1. Introduction

This screening assessment is to determine whether the Design Supplementary Planning Document (Design SPD) requires:

- A Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) and/or
- A Habitats Regulation Assessment (HRA) under European Directive 92/43/EC on the Conservation of Natural Habitats and Wild Flora (the Habitats Directive) and associated Conservation of Habitats and Species Regulations 2010 (Habitats Regulation).

### 2. Summary of the document

The purpose of the Design SPD is to build upon and provide more detailed guidance on the Tamworth Borough Council Local Plan (2006-2031), in particular policy EN5 (Design of New Development). The SPD provides greater clarity and local design guidance for developers and decision makers on all future pre-application discussions and planning applications for new development in Tamworth Borough.

### 3. SEA screening procedure

Part 2 of the Environmental Assessment of Plans and Programmes Regulations 2004 requires a responsible authority (in this case Tamworth Borough Council) to carry out an environmental assessment before adoption of a plan or programme that meets the requirements set out in the regulations, which includes plans prepared for town and country planning or land use. A SEA is only required where the responsible authority determines that the plan or programme would have significant environmental effects.

The National Planning Practice Guidance (NPPG) states that supplementary planning documents *'may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan'*. The NPPG goes on to state that, before deciding whether significant environment effects are likely, *'the local planning authority should take into account the criteria specified in schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 and consult the consultation bodies.'*

The table below sets out the relevant criteria and assessed the supplementary planning document against them.

Criteria for determining the likely significance of effects on the environment	Assessment against the criteria
<b>1. Characteristics of the document, having particular regard to:</b>	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating	The SPD will not set a framework for other projects or activities- it is providing additional guidance on existing policies within the Local Plan that have been subject

conditions or by allocating resources;	to a Sustainability Appraisal.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD will have less material weight than the existing Local Plan policies, which have been subject to a Sustainability Appraisal. It sits below 'higher tier' documents and does not set new policies.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD provides guidance on the interpretation of existing local policy along with national guidance, all of which promote sustainable development. The SPD does not introduce new policy.
(d) environmental problems relevant to the plan or programme; and	There are no negative environmental issues associated this SPD, moreover the SPD seeks where possible to achieve environmental improvements via good quality, sustainable design.
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The SPD will not impact on the implementation of Community legislation on the environment.
<b>2. Characteristics of the effects and of the area likely to be affected, having particular regard to:</b>	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD provides guidance aimed at ameliorating the negative impact of new developments. It is anticipated to have positive and beneficial effects. It offers guidance on the implementation of existing Local Plan policies, which have been subject to a Sustainability Appraisal, to provide further positive effects.
(b) the cumulative nature of the effects;	The effects of this SPD will be largely beneficial- therefore any cumulative effects will also be beneficial e.g. the use of better quality design materials in accordance with the SPD will over time create a better quality built environment.
(c) the transboundary nature of the effects;	The SPD is unlikely to result in any transboundary effects; it is mostly limited to

	<p>areas in the vicinity of new developments within the Borough. Where developments may be transboundary, the SPD would only serve to ameliorate some of the possible effects of such developments.</p>
<p>(d) the risks to human health or the environment (for example, due to accidents);</p>	<p>The SPD does not present any risk to human health or the environment; conversely it aims to encourage improvements in these areas.</p>
<p>(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected);</p>	<p>The SPD will be applied to all relevant planning applications in the Borough, although the effects of the SPD will be more likely felt at a more local scale (i.e. the site or neighbourhood).</p>
<p>(f) the value and vulnerability of the area likely to be affected due to— (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use; and</p>	<p>The SPD covers areas protected for their special natural characteristics and cultural heritage including the Alvecote Pool Site of Special Scientific Interest (SSSI) and 7 Conservation Areas. However, It is only offering guidance on the implementation of existing Local Plan policies, to provide further positive effects. It does not propose any new development over and above that assessed within the Local Plan policies.</p>
<p>(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.</p>	<p>The SPD coverage is Borough wide which includes 7 Local Nature Reserves, 1 SSSI and a number of non-statutory Sites of Biological Importance. The SPD, however, is only offering guidance on existing Local Plan policies which have been subject to a Sustainability Appraisal to aid implementation and provide further positive effects. It does not propose any new development over and above that assessed within the Local Plan policies.</p>

#### 4. HRA Screening procedure

In respect of HRA (which relates to internationally important nature conservation sites), the aim of this screening is to establish whether the SPD is likely to give rise to significant effects which have not been formally assessed in the context of the HRA of the Local Plan. The requirement under the “Habitats Directive” is to consider potential impacts on sites of European importance for Nature Conservation. This is done through a process referred to as a Habitat Regulations Assessment which starts with a screening stage and may need to be followed with more detailed examination through an “Appropriate Assessment”.

It is a requirement under the Habitats Directive that the potential effects of “plans or projects” on designated European sites (Special Areas of Conservation (SAC)/Special Protection Areas, also referred to as “Natura 2000 sites”) are considered, and where necessary are appropriately assessed. Regulation 61(1) of The Conservation of Habitats and Species Regulations 2010 states:

*“A competent authority, before deciding to undertake, or give any consent, permission or other authorisation for, a plan or project which—*

*(a) is likely to have a significant effect on a European site or a European offshore marine site (either alone or in combination with other plans or projects), and (b) is not directly connected with or necessary to the management of that site, must make an appropriate assessment of the implications for that site in view of that site’s conservation objectives.”*

The authority may agree to the plan or project only after having ascertained that it will not adversely affect the integrity of the European site (Regulation 61(5)).

Therefore, where a plan or project is “*not directly connected with or necessary to the management of a [Natura 2000] site*”, the first stage in the HRA process is to establish whether a “*significant effect*” is likely. This is referred to as the “screening stage”. If it is found that a significant effect is not likely then no further action is required but if potential effects are identified and deemed to be significant then further “*Appropriate Assessment*” is required and used as a tool to help modify the plan / project to ensure that impacts are removed or if this is not possible mitigated to prevent an adverse effect upon the integrity of the European site.

As the competent authority under The Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations) Tamworth Borough Council was required to assess its Local Plan through the HRA process as policies and site allocations in the plan could potentially affect the following Natura 2000 sites near the Borough; namely Cannock Chase SAC and River Mease SAC.

The Design SPD is not a plan or project which will be implemented in its own right – it expands upon policies within the Local Plan. The relevant policies within the Local Plan listed in the SPD have already been subject to a HRA and it concluded that it is unlikely that development in Tamworth would lead to significant effects on the integrity of the SACs. The SPD does not introduce new proposals of a type and/or scale outside the parameters of the

Local Plan or amend any of the proposed mitigation measures agreed. It is therefore considered that the Design SPD is not likely to have a significant effect on a European site which means that an “Appropriate Assessment” is not required.

#### **5. Consultation**

The Council consulted the three statutory environmental bodies; Environment Agency, Historic England and Natural England on the draft SEA/HRA screening report. The responses agreed that a HRA or SEA assessment was not required.

#### **6. Determination**

The Design SPD has not been subject to HRA or SEA assessment because the SPD does not introduce new policies. It simply provides guidance on existing policies within the adopted Local Plan. These policies have been sufficiently appraised via SAs and HRAs. The Council considers that the Design SPD will not result in any additional significant effects to those already identified in the higher level SAs. It will provide more detailed guidance to developers and decision makers to ensure that the positive effects identified in the Local Plan SA are realised and that the neutral and/or negative effects are mitigated further.



Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Tamworth Design Supplementary Planning Document	
Date Conducted	May 2019	
Name of Lead Officer and Service Area	Sushil Birdi Planning Policy and Delivery	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Matt Bowers Growth and Regeneration	
Who are the main stakeholders	Anyone that lives and/or works in the Borough as well as partner organisations, individuals, businesses and organisations that have an interest or promote development and investment in Tamworth.	
Describe what consultation has been undertaken. Who was involved and what was the outcome	A 4 week statutory consultation was carried out from Jan 15 <sup>th</sup> to Feb 11 <sup>th</sup> 2019 in line with the Statement of Community Involvement that was updated in 2018. The consultation was promoted on the Council website and social media. Copies of documents were placed in public venues and notification/link sent to all individuals and organisations registered to receive consultation information (including internal service areas) relating to the Tamworth Local Plan. Comments have been received and these are being considered and responded to in the revised document.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)	Policy EN5 of the Local Plan on Design states that more detailed guidance would be provided through a Design SPD to improve the standard and quality of development in the Borough. Development Management experience and feedback from developers, agents and site promoters is that design advice in Tamworth is very limited and further guidance would be helpful. The National Planning Policy Framework advises authorities to promote sustainable development and good design in the development process.	
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input checked="" type="checkbox"/>
	Existing	<input type="checkbox"/>

	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

## Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

The Design SPD provides further details relating to sustainable development and good design. Achieving sustainable development is a key principle in the NPPF and the Tamworth Local Plan and can be described as ‘development meeting the needs of the present without compromising the ability of future generations to meet their own need.’ Development should respect heritage and respond to local circumstances and needs, create a sense of place, are inclusive and well connected and are well served by shops, schools and public transport. They should also consider the social, economic and environmental impact at the outset in order to identify and measure key impacts and provide measures and mitigation to resolve harmful or negative impact. These are base principles that promote equality of opportunity and contribute to enhanced reputation and economic growth.

These areas are explored further in the SPD and landowners and developers are advised of the purpose of the SPD as well as its intention to improve design quality and achieve the principles of sustainable development outlined above.

Who will be affected and how?

Principally, the Design SPD will be a planning document but it will be influential in all development decisions taken throughout the authority that impact on the physical and natural environment. Outside of the Council, it is expected that architects, developers, landowners and agents as well as individual householders will use the SPD and the guidance provided within it. It is anticipated that the design process should be easier with guidance available and also provide efficiencies in the planning process.

Are there any other functions, policies or services linked to this impact assessment?

Yes  No

If you answered ‘Yes’, please indicate what they are?

Tamworth Borough Council Local Plan 2006-2031  
 Tamworth Housing Strategy  
 Statement of Community Involvement

### Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation )
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> <li>Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.</li> </ul>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> <li>Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of aids and adaptations enabling wheelchair access throughout.</li> </ul>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but affordable housing and good quality design, energy efficiency and generation as well as public realm improvements benefit everyone so negative impacts are not anticipated.
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but mixed development and affordable housing, good quality design, energy efficiency and generation as well as public realm improvements benefit everyone so negative impacts are not anticipated.
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable poor construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but affordable mixed development and affordable housing, good quality design, energy efficiency and generation as well as public realm improvements benefit everyone that should provide benefits to different groups.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but affordable mixed development and affordable housing, good quality design, energy efficiency and generation as well as public realm improvements benefit everyone that should provide benefits to different groups.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but good quality design, energy efficiency savings and generation as well as public realm improvements benefit everyone so negative impacts are not anticipated.

Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> </ul>
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but affordable housing, good quality design, energy efficiency savings and generation as well as public realm improvements benefits everyone so negative impacts are not anticipated.
Those with Caring/Dependent responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul> Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No direct impact but affordable housing, good quality design, energy efficiency savings and generation as well as public realm improvements benefits everyone so negative impacts are not anticipated.
Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul> Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.
Vulnerable Adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul> Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.
Families	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>Affordable housing, housing mix and density that meets local needs</li> <li>Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul> Lifetime Homes requiring flexible layouts to accommodate changing

			needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.
Those who are homeless	✓	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: Affordable housing, housing mix and density that meets local needs
Those on low income	✓	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>• Affordable housing, housing mix and density that meets local needs</li> <li>• Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>• Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul> Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.
Those with Drug or Alcohol problems	<input type="checkbox"/>	✓	No direct impact but affordable housing, good quality design, energy efficiency savings and generation as well as public realm improvements benefits everyone so there should be no negative impacts on certain groups.
Those with Mental Health issues	<input type="checkbox"/>	✓	No direct impact but affordable housing, good quality design, energy efficiency savings and generation as well as public realm improvements benefits everyone so negative impacts are not anticipated.
Those with Physical Health issues	✓	<input type="checkbox"/>	Guidance in the following areas to support the Local Plan and securing sustainable development: <ul style="list-style-type: none"> <li>• Affordable housing, housing mix and density that meets local needs</li> <li>• Climate change – renewable energy, energy saving technology and sustainable construction to reduce fuel poverty and poor health associated with poor housing conditions</li> <li>• Access to open space and high quality public realm to encourage walking and cycling reducing impact of motor vehicles thus improving health and wellbeing.</li> </ul> Lifetime Homes requiring flexible layouts to accommodate changing needs of occupiers allowing repositioning of wall and doors, installation of stair lifts, lifts, hoists enabling wheelchair access throughout.
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

#### Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living &amp; subsequent health issues</i>	<i>Signposting to other services. Look to external funding opportunities.</i>
Gypsy and Travellers	No provision in the SPD to cater for the needs of this community	There is a specific policy within the Local Plan to meet the needs of the community and this is undergoing

		a review through a new gypsy and traveller and travelling showpeople accommodation assessment with a view to a revised policy in the updated Local Plan
Gender Reassignment	Impacts on these groups are not known and there are no requirements to assess specific impact on these groups. The Design SPD is not delivering a direct service but the Local Plan and Housing Strategy will provide further details through policies or monitoring activities of impact of SPD.	The SPD, Local Plan and Housing Strategy will be monitored and should any negative impacts be identified (or required through government regulation) they will be addressed through a policy or plan update.
Marriage and Civil Partnerships		
Race		
Religion and Belief		
Sexual Orientation		
Those with an offending past		
Those with drug and alcohol problems		
Those with mental health issues		

**Part 5 - Action Plan and Review**

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

**If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why**

<b>Impact (positive or negative) identified</b>	<b>Action</b>	<b>Person(s) responsible</b>	<b>Target date</b>	<b>Required outcome</b>
Improved type and range of housing to meet local needs including affordable and lifetime homes	<b>Outcomes and Actions entered onto Pentana</b>	Planning policy team	As part of annual monitoring	
Public realm/environmental improvements to residential areas that contribute towards enhanced health and well-being	<b>Outcomes and Actions entered onto Pentana</b>	Planning policy team	As part of annual monitoring	
Number of new homes provided with energy saving, efficiency, generation installations	<b>Outcomes and Actions entered onto Pentana</b>	Planning policy team	As part of annual monitoring	

Date of Review (If applicable) .....

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