

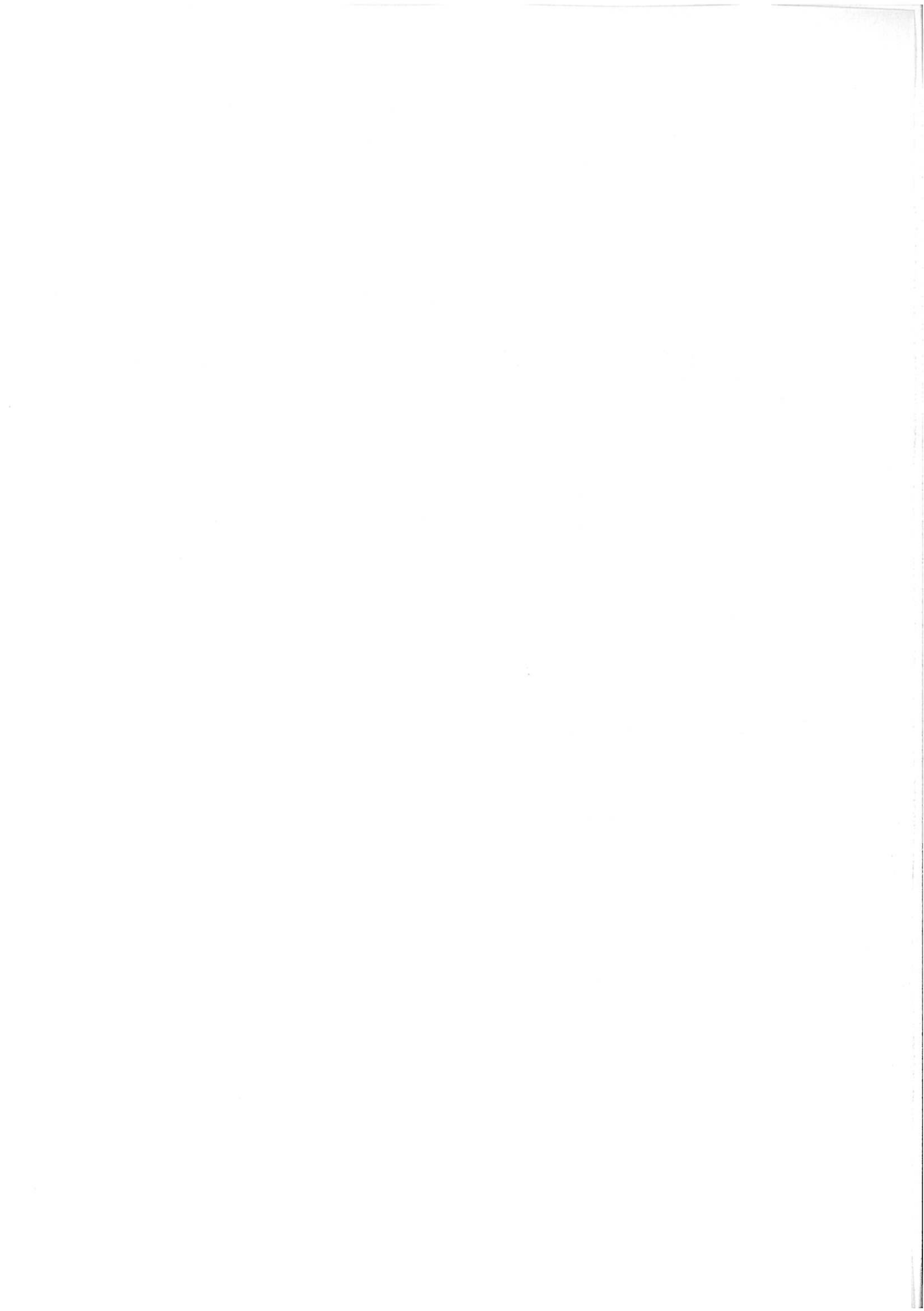
THE PLAN FOR STAFFORD BOROUGH

LAND EAST OF STAFFORD

STRATEGIC DEVELOPMENT LOCATION

MEETING NOTES 2012 – 2013

Meetings Held: 26 April 2012
 24 May 2012
 19 June 2012
 7 August 2012
 24 September 2012
 6 November 2012
 17 December 2012
 26 February 2013



STAFFORD BOROUGH LOCAL DEVELOPMENT FRAMEWORK

LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: 26 APRIL 2012

In Attendance:

Ted Manders (TM)	- Stafford Borough Council
Sarah Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Rob Gill (RG)	- Commercial Estates Group
Stuart Wilkins (StW)	- Bryan G Hall
Nick Dawson (ND)	- Staffordshire County Council
John Holmes (JH)	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

- SW explained the purpose of the meeting to focus on land east of Stafford including a timetable update in the context of the extension to Beaconside and welcomed the progress made at the previous meeting in October 2011 concerning future development and infrastructure delivery. It was explained by GF that the landowners Mr Booth, Mr Evans and Mr C & Mrs E Stott (represented by First City Limited) and Commercial Estates Group (represented by Indigo Planning) are now working together under the terms of a collaboration agreement to ensure the delivery of the strategic location at east Stafford for 600 houses with linked infrastructure as confirmed by the Council in the Plan for Stafford. The landowners are fully committed to the development. Delivery of the Beaconside extension is a key element of this. RG stated the desire to progress the site ahead of adopting the new Core Strategy and start negotiations with Staffordshire County Council on the requirements associated with delivery of the highway requirements. RG explained that whilst a significant level of background work has been undertaken, it is vital to establish the alignment of the major roads before a detailed layout can be prepared.
- TM welcomed the developer consortium's approach and emphasised the need for the Council to be able to demonstrate delivery of Stafford East in support of its Core Strategy. In this regard, TM highlighted the importance of the consortium working alongside the Council and its timetable to achieve development at Stafford East, not least due to political sensitivities of this area. RG stated that the timing of an application would need to be based on the National Planning Policy Framework (NPPF) and local planning context but raised concerns about smaller sites of 100-150 dwellings being given planning permission 'below the radar' and therefore undermining the delivery of Stafford East.
- AY provided an update on the Plan for Stafford Borough informing the meeting that a Strategic Policy Choices document is being considered by Cabinet on 10 May 2012 ahead of public consultation. The Strategic Policy Choices document will set out the Council's position, taking into account the implications of the recently published National Planning Policy Framework and proposed revocation of the West Midlands Regional Spatial Strategy this Summer.

- In parallel, AY stated that an Infrastructure Delivery Plan (IDP) is nearing completion, which will be useful for on-going discussions concerning infrastructure delivery within Stafford East. The IDP will be a 'living' document and will be subject to updating with regards costs and assumptions.
- Other evidence based work is taking place on the Strategic Housing Land Availability Assessment (SHLAA) and year end monitoring. An update to the Strategic Housing Market Assessment is due to take place during Summer 2012. AY stated that the 2010 population projections had recently been published, but the 2010 household projections are still awaited.
- GF sought clarity that the emerging Core Strategy would not contain any phasing policy concerning the phasing of development and release of land within each of the strategic locations, which was confirmed by AY.
- AY confirmed that following the Strategic Policy Choices consultation (June & July 2012) the Plan would reach Publication stage in Autumn 2012 followed by Submission and Examination in Spring / Summer 2013 and adoption by the end of 2013. TM stated that the Council remains committed to a growth agenda, including growth point and delivery of 500 new houses per year remains the target Borough-wide, although he noted that completions had been below this figure recently due to a weak market (with only 200 in the last year). This level of housing is based on evidence suggesting one third local need and two-thirds in-migration, an approach not reflected by other neighbouring authorities in Staffordshire.
- Given this level of growth, the Council is anticipating that the phasing and delivery of each of the growth locations will occur through market conditions rather than being dictated by the Core Strategy.
- GF welcomed the Council's approach and would raise a concern if the requirement reduced on the Duty to Co-operate and impact on other areas.
- GF emphasised that housing delivery in Stafford East is linked to employment in the draft Local Plan and noted that planning permission had recently been granted for land at Beacon Business Park subject to s106 / s278 agreements. Having established employment in the area, housing now needed to be delivered. GF identified that traffic movements at Beacon Business Park will need to be factored into proposals for Stafford East. GF stated that the consortium wished to avoid the position of having proposals for Stafford East rejected from the Plan at Examination stage due to representations from opposing developer consortiums. Concern was also raised about achieving the Plan's housing delivery but TM stated that the Council was confident that it continues to have 6 year's housing land supply, based on 500 per year. TM confirmed the political commitment to development through the Local Plan and Growth Point initiative. GF agreed with the importance of the Member involvement and buy in to the scheme at Cabinet level or through the Growth Point Governance arrangements.

- TM stated that the promoters of land west and north of Stafford are preparing Spatial Frameworks, linking housing to employment, but preparation of a such a framework was not deemed necessary for Stafford East. The Council's Plan continues to focus 70% of new development at Stafford through these Strategic Development Locations.. Conversely, land to the north is progressing with proposals for up to 3,100 homes through a spatial framework or master plan approach with input from key community stakeholders.
- RG confirmed that discussions will continue to take place with Staffordshire County Council who will be asked to confirm, in writing, the position concerning adoption of the road leading to the Fire Station and that this is on land owned by Staffordshire County Council which will not be used as a ransom strip. GF agreed to write to the County Council seeking clarification on this issue and ND agreed to investigate.
- In terms of other infrastructure requirements, TM confirmed that there is an issue with primary education provision in the locality in so far as the need for a new primary school associated with proposals in Stafford North but he did not envisage the need for a new school to be provided within Stafford East as well, albeit new school places would need to be provided for by way of a financial contribution.
- TM updated the meeting on the Ministry of Defence BORONA project. He confirmed that 1,100 MOD personnel together with dependants are due to return from Germany to Stafford in Summer 2015. Despite the Defence Review commitment for this initiative has been maintained by Government. Minor amendments have been made to the planning permission for the MOD headquarters site at Stafford. Staffordshire County Council is due to sign the Armed Forces Covenant shortly. However, there is a need for 390 new family homes for MOD personnel at Stafford as well as 160 rented accommodation units in the first 5 year period. MOD Site 1 is currently being assessed for asbestos which may mean an alternative site is needed. The MOD procurement division has confirmed new build or purchase rather than rental will be the solution. TM could not confirm how this might affect proposals for Stafford East.
- TM stated that the Council would not wish to receive a planning application for proposals at Stafford East in advance of the Publication stage of the Core Strategy (Autumn 2012) as this might appear to circumvent the LDF process including revocation of the RSS. In this regard, he commented that further evidence based work will need to be completed in developing proposals for the site, as well as the implications of the requirement for and resulting alignment design of the Beaconside extension , in advance of any planning application. TM emphasised that some Members opposed development east of Stafford due to pressure on the highway infrastructure and impact on the south of the town. However such movements were not shown by traffic flow modelling and, due to lack of employment south of the town there would not appear to be any technical reason for these concerns.
- A discussion ensued regarding the need for community consultation and Member involvement in working up proposals for Stafford East. SW agreed that Members

should be engaged early in the process to explain the scheme & its implications. GF stated that a package of technical information and local consultations are currently programmed to take place which would allow a planning application as early as July 2012 but TM re-emphasised the negative reaction likely to result from this approach.

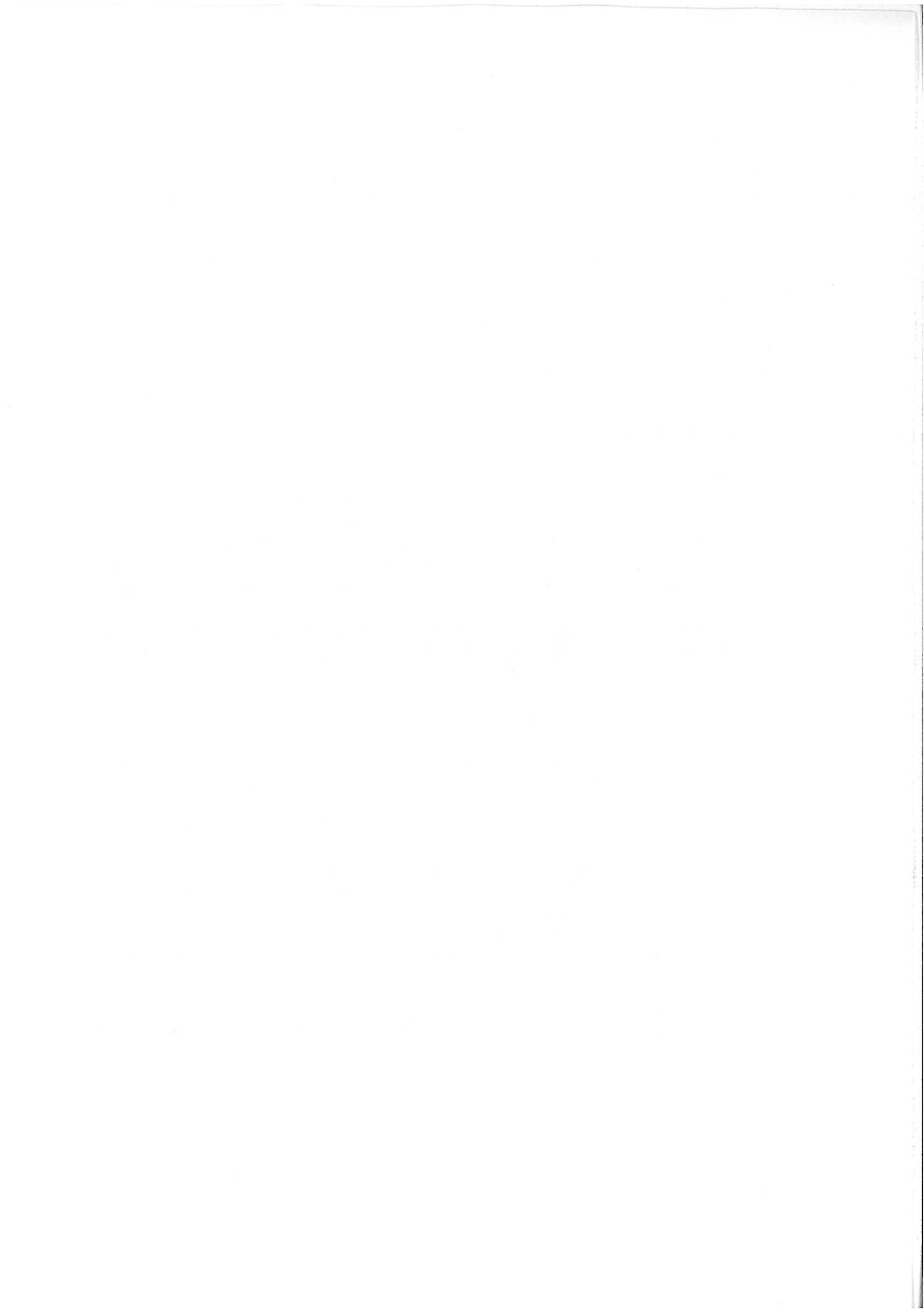
- RG emphasised that in delaying submission of an application, smaller sites of 100-150 new houses might receive planning permission on the back of the NPPF, undermining proposals land east of Stafford on the back of the Council's housing land supply position. TM stated that there was only one potential site at Stafford currently being promoted which might fall into this category but that the Council had advised that landowner that any early application would be resisted. He did confirm, however, that in addition to the three proposed SDL's, there would be some scope for additional sites in Stafford to come forward in delivering Stafford's growth as part of the Core Strategy in the longer term. ND supported the Council's approach in terms of receiving a planning application in step with the emerging Core Strategy timetable.
- StW raised the issue of transport infrastructure. ND confirmed that traffic count information was available but no work had been carried out by Staffordshire County Council on strategic modelling. However a bid to the Local Sustainable Transport Fund for a scheme east of Stafford has been submitted, with a decision anticipated in June 2012, which will affect the package of transport measures for this part of the town.
- TM stated that the Council were seeking a Development Brief approach for land east of Stafford rather than the very detailed Spatial Framework being required for land west and north of Stafford. A Development Brief, prepared by the consortium team, would provide Member re-assurance about high quality design and infrastructure in this part of the town as well as form part of the evidence base to support a planning application. This Brief would be worked up in association with the Council leading to a shared outcome and resolve most issues before permission was sought. GF stated that a considerable sum was being spent on assembling the evidence base to support an application, however, the majority of the work is focused on the transport aspects of the Development Brief
- RG stated that it is crucial to know the agreed route of the Beaconside extension and the surrounding new road hierarchy to address current residents' issues about an appropriate form of development. ND stated that Members had a long-term vision for the EDR. StW stated that Manual for Streets should be used to provide guidance to deliver the Beaconside extension, which would function as a link road but may appear as a boulevard to address severance and landscape implications. ND stated that the County Council would establish a timetable for delivering modelling evidence to support the road proposals, which would be less resource intensive for the developer team than engaging their own evidence based work. This work would be based on the proposed Core Strategy allocation of 600 new houses east of Stafford linked to the Local Sustainable Transport Fund scheme. ND emphasised that the modelling work would be used to show acceptability of the new road rather than traffic / congestion implications, in order

to be Department for Transport compliant. It is important to work on Beaconside extension delivery through to Tixall Road and on to St Thomas' Lane by the developer team, with the County Council funding improvements to the bridges linking with Baswich Lane. A separate meeting to discuss transport issues was agreed by all parties in the near future.

- SW suggested a Members workshop to discuss the scheme and road implications. JH stated that Members currently have concerns about Highways advice being received, which may result in challenges from both Ward Members and the Council's Planning Committee. SW stated that the consortium would prepare a consultation strategy approach, linked into the Core Strategy timetable to address these issues. TM provided support from the Council of engaging with working groups to address key issues early in the process and it was confirmed that GF is the key contact and lead consultant from the consortium team, with SW and RG to be copied into correspondence.
- GF requested confirmation that the 1 acre crematorium extension was the only Council requirement as part of the development. This to be considered as part of the overall open space requirement for the development. AY reaffirmed that Phil Gammon is the Council's key contact. TM highlighted the need by SCC for developer contributions to enhance education provision, particularly at the primary level, which must be addressed through new places and taking account of any existing spare capacity. GF queried whether an Environmental Impact Assessment will be required to support an application, which JH agreed would be determined when a scheme is prepared and following submission of a formal screening request.
- Key Actions arising from the meeting:
 - GF to prepare a summary of the scope of work undertaken to date by the consortium, including details of further work required and the timeframe for this;
 - GF to prepare and submit a proposed Public Engagement & Consultation strategy;
 - GF to prepare a proposed timeframe for working up a development brief alongside the Council, including factoring in meetings with the Council, County Council and a programme of public consultation;
 - GF/StW to arrange an initial meeting with SCC (ND/AY) to discuss the EDR and specific Highway issues in the context of modelling and flows; and,
 -
 - GF to write to SCC regarding the existing road, adoption & ownership.
- Date of Next Meeting – 10.00 a.m. on 23 May 2012 (TBC) at Stafford Borough Council's offices.

Note prepared by Alex Yendole

Date last revised: 14/08/2013 Forward Planning Section, Stafford Borough Council



STAFFORD BOROUGH LOCAL DEVELOPMENT FRAMEWORK

LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: 24 MAY 2012

In Attendance:

Ted Manders (TM)	- Stafford Borough Council
Sarah Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Brian Egerton (BE)	- Hawksmoor Property Services
Nick Dawson (ND)	- Staffordshire County Council
John Holmes (JH)	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

- TM gave a brief welcome and introduction to the meeting. The minutes of the previous meeting were agreed, subject to minor changes expressing the Eastern Distributor Road as an extension to Beaconside, with AY to circulate a final version following the meeting.
- There were no matters arising. GF stated that the Key Actions listed covering the scope of work being undertaken by the consortium and timeframe for this, public engagement and key stakeholder meetings, including with the County Council to discuss scoping for the Beaconside extension as part of the Eastern Distributor Road and finally the road adoption would be covered under the items listed for discussion on the agenda.
- AY provided an update on the Plan for Stafford Borough informing the meeting that the Strategic Policy Choices document has been approved for public consultation, which is being launched tomorrow (Friday 25 May 2012) with responses by 12 noon on Wednesday 11 July 2012. Following the public consultation, responses will be considered and the Publication version prepared for Full Council approval in November 2012 leading to Submission in Spring 2013 and an Examination in Summer 2013.
- SW enquired about Parish Council interest in Neighbourhood Plans for land east of Stafford and TM confirmed no interest had been shown for this area, although other Parishes were embarking on Neighbourhood Plans. TM explained that work is being progressed on a Strategic Housing Market Assessment update and assessing all Local Plan policies in the context of National Planning Policy Framework compliance.
- SW enquired about the Infrastructure Delivery Plan and AY stated consultants were preparing the final report, to be published in the next few weeks. GF welcomed the launch of the Strategic Policy Choices document but noted that in Lichfield planning permission was being sought for land south of the City on land designated as an Area of Development Restraint (i.e. safeguarded land removed from the Green Belt under the Local Plan) alongside significant highway improvements through the provision of a large stretch of the Lichfield southern

bypass in advance of the Publication. The scheme is for residential development up to a maximum of 450 dwellings, a primary school, green infrastructure and a mixed used community hub / local centre. ND confirmed that transport evidence was still to be prepared for this scheme.

- GF introduced the consortium's spreadsheet showing the scope and content of the technical work that is being progressed that will form the evidence base for the delivery of the Stafford East development. He highlighted the timescale for the completion of reports by early in July and noted that the transport and master plan were on a longer timeframe that will extend in to the Autumn to allow for stakeholder and public consultation. He then moved on to the proposed public engagement and consultation schedule, noting that the document was very much a working draft prepared by the consortium's marketing and communications consultant, Beattie Communications. Officer comment on both of these documents was welcomed.
- GF confirmed that a scoping report has been prepared and forwarded by SW to ND for comment. A meeting on specific transport issues is scheduled for 12 June 2012 with Highway officers of Staffordshire County Council. It has been indicated that Staffordshire County Council's bid for Sustainable Transport Infrastructure with walking and cycling links east of Stafford has been successful, with an announcement due today. ND explained that sustainable transport is part of the overall package of measures but not integral for delivering the planned development. At this stage a detailed Transport Assessment is not needed for stakeholder engagement and initial consultations east Stafford, however one will be required in support of a planning application in due course. ND advised that an application should wait until the land east of Stafford allocation had been confirmed through the Publication version of the new Local Plan.
- SW stated that a Transport Assessment will be prepared in due course as this is integral to the future functioning of the Beaconside extension. Consultants will look at various options for delivering the transport infrastructure to maximise outputs. ND stated it is important to consider the road design and delivery early, including the scope of the Transport Assessment. GF stated that the green travel plan elements of the scheme are important, linked with the Sustainable Transport Fund project.
- TM emphasised this would help with political support for the scheme including the evidence that delivering the scheme would not make traffic on Baswich Lane worse in the future. ND confirmed that stakeholder and public consultation has taken place, through the Stafford Integrated Transport Strategy, on the Beaconside extension part of the Eastern Distributor Road, focused on the business community as well as through joint Councils consultations during September & October 2011. ND stated that no specific workshop with Councillors had taken place on transport aspects for East Stafford.
- GF confirmed that master planning work was on-going for the consortium on land east of Stafford including the details of the Beaconside extension. 5 Plus the master planners for the scheme had prepared the initial chapters bringing together the survey information that was emerging from the technical

investigations that are underway. Officer comments on this initial 'work in progress' are most welcome. Full appraisal and the development of options would only occur after stakeholder and public consultations had been carried out.

- SW explained that the process of community consultation would ideally begin during Summer 2012 to achieve the goals and timescale for delivery of the project. GF emphasised the need to work in partnership and align shared objectives. TM reaffirmed the advice provided at the previous meeting on 26 April that the development of East Stafford did not require a detailed Strategic Framework but a development brief approach with community engagement focused on transport, housing and the open space elements. The development brief would give Councillors confidence in the scheme as there was some opposition, particularly for the triangular land element because of visual landscape implications.
- TM informed the meeting that implications of the Localism Act on pre-application engagement with Members have been discussed at a recent Councillors seminar, with practical delivery now being considered. Merits of the scheme in terms of scale and delivery could be introduced to Councillors in advance of public consultations, in order to agree the engagement material. JH stated that pre-application involvement of Councillors could take place, but would need changes to the Council's constitution. It is important that development options are considered by Councillors but not those acting on the Planning Committee. SW suggested a 1-2-1 approach with Councillors but JH stated that Council officers should be involved and special meetings involving Ward Councillors and the Parish Councils would be more appropriate. SW stated that it is important to keep Councillors fully informed including previews before public consultation. TM supported initial meetings with Councillors. Following a discussion on options it was agreed that a joint approach for preparing the development brief should occur with the developers preparing the documentation in close collaboration with Councils Officers to ensure the design concepts were integrated and key issues raised by public engagement and consultation incorporated. TM reaffirmed his advice from the previous meeting that ATLAS would not be involved in the project for the land at Stafford East.
- TM stated a 'lighter touch' was recommended in terms of consultation with Councillors who would primarily be interested in site constraints and design concepts rather than the details of the development. GF confirmed that from the surveys carried out there were limited site constraints, except for existing hedgerows and a small number of mature trees on or outside the site boundaries. Following a discussion of options it was agreed that there would be three briefing meetings with Councillors as follows:
 - 1) Meeting with County Council Cabinet Members only focusing on the Beaconside extension and transport/travel plan measures. ND to arrange date / venue and advise which Members to attend.
 - 2) Meeting with Baswich and Weeping Cross Borough Council Ward Members TM / AY to confirm Members who will attend and venue / date – Borough Councillor Mrs Beatty to attend.

- 3) Meeting with Milford and Littleworth Borough Council Ward Members. TM / AY to confirm Members who will attend and the venue / date

Borough Councillor meetings will focus on the development concept and design issues and the scope and content of public consultation

- SW stated a liaison meeting with key Parish Council and community representatives should occur with the objective of development brief endorsement by September / October 2012. TM stated that from the Council's perspective delivery needed to be demonstrated for the Local Plan Examination with a strong representation to the Inspector. Meetings with Borough Councillors should go ahead following the meeting with Staffordshire County Council on transport. ND stated that a formal highway design would be useful for the Beaconside extension. GF confirmed that written confirmation had been received from Staffordshire County Council regarding the land ownership and highway adoption (Hydrant Way) up to the boundary of the land north of Tixall Road to allow the Beaconside extension. ND confirmed that County Councillors supported the Beaconside extension, alongside Borough Councillors, with Officers at the County Council tasked with preparing a highway alignment and junction design that could be delivered by the development at East Stafford. This scheme is depicted on Drawing No CDT6459/R00/01 – Preliminary Layout and Budget Cost Schedule. Any alternative alignment or deviation from this scheme would need to be fully justified.
- JH noted that this highway scheme was depicted on a drawing within the 5 Plus working draft. He noted that the Tixall Road roundabout shown appeared to take the roundabout approach road on the western side very close to the existing houses on Kensington Drive. GF commented that this was the design provided by ND and the junction design on Tixall Road has not yet been agreed and would be the subject of further discussion at the meeting on 12 June with AY reminding the meeting that the East Stafford strategic development location included the land owned by Staffordshire University to the west of Hydrant Way. TM stated that Staffordshire University was more focused on student activities at Stoke campus. GF provided a brief history of the promotion of this area of land for development and agreed to have an update meeting with the University. BE commented that he had previously attempted to secure agreement with an agent acting for Staffordshire University concerning promotion of the land however this had been unsuccessful.
- Date of Next Meeting – 14.00 on 18 June 2012 (TBC) at Stafford Borough Council's offices.

Note prepared by Alex Yendole

Date last revised: 14/08/2013

Forward Planning Section, Stafford Borough Council

STAFFORD BOROUGH LOCAL DEVELOPMENT FRAMEWORK
LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: 19 JUNE 2012

In Attendance:

Rob Gill (RG)	- Commercial Estates Group
Sarah Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Stuart Wilkins (StW)	- Bryan G Hall
Siobhan McGrogan	- Beattie
Nick Dawson (ND)	- Staffordshire County Council
John Holmes (JH) - part	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

- Following a brief introduction and welcome the notes of the previous meeting were agreed. AY to circulate final version. AY provided an update on the latest Strategic Policy Choices consultation, the evidence based work on infrastructure and responses received. It was agreed that Bryan Egerton would be asked to provide an update on Staffordshire University's land off Hydrant Way. It was also noted that further work is required from the developers in terms of education, open space, viability and transportation requirements for land east of Stafford.
- A discussion took place in terms of progressing the new Local Plan and it was agreed that a full Development Brief / Strategic Framework would be prepared in the next few months to support the pre-submission consultation (Publication) version of the Local Plan, scheduled for December 2012. The Development Brief should include key issues, a delivery statement supported by evidence and infrastructure required to bring forward the proposed area. GF confirmed that a first draft would be prepared, based on the transport scheme being agreed between the developers and Staffordshire County Council. GF also stated that a positive response would be submitted for the Strategic Policy Choices document in terms of housing delivery and the spatial approach for the Borough. SW agreed to prepare an 'essay plan' for bring forward new development in the area.
- A comprehensive and co-ordinated approach is required for initial consultations with key stakeholders in order to avoid mixed messages circulating over the Summer 2012 period. GF agreed that further details would be worked up regarding a timetable and proposals, with Member meetings to take place in July / August 2012 following discussions with Staffordshire County Council Members on highway matters and the Eastern Distributor Road route as an extension to Beaconside. It was agreed that the developers (i.e. First City / Commercial Estates Group) would initiate meetings. JH stated that there should be an assessment of pre-application issues and ideas concerning land east of Stafford. Members would be expected to be provided with information on the proposed development rather than give a view on its merits.

- Feedback was given regarding a meeting held between the developers and Staffordshire County Council on the alignment of the Eastern Distributor Road as an extension to Beaconside. Two alternative schemes were tabled, based on following the main gas line route south of Tixall Road and linking into Blackheath Lane rather than linking to St Thomas Lane. Issues of impact on the historic environment, ecology, level changes (topography) and existing / future residents were raised. Stand-off distances were discussed with properties on Kensington Drive. ND agreed to present the alternative schemes to Staffordshire County Council relevant Members at a meeting on 13 July 2012 and give feedback. It was emphasised that Members did wish to see progress on delivering the Eastern Distributor Road as an extension to Beaconside as well as being well planned and appropriate local connectivity. RG stated that there were qualitative and quantitative issues to be considered. ND confirmed that further modelling may be required following the meeting with SCC Members. The scope of this work could be prepared by the County Council or by Atkins consultants who have access to the relevant models. SW stated that land could be reserved for the Eastern Distributor Road south of Tixall Road in the future. It was agreed that updated maps showing height profiles would be useful, to be provided by StW. ND stated that Manual for Streets principles would be applied. There was general support for further work on transport matters in the context of Member meetings. GF confirmed that further work on a Transport Assessment and Travel Plan would support the planning application in due course. ND pointed out that the successful bid for Sustainable Local Transport Fund showed the sustainable credentials of the area.
- RG enquired about how Members would respond to a direct line or alternative route for the Eastern Distributor Road, with a query about highway deliverability of the direct route due to levels, impact on St Thomas' priory historic asset and ecological interests. GF noted that developers for land north of Stafford (Maximus) were questioning the deliverability of land east of Stafford. It was acknowledged that all the Strategic Development Locations need to be brought forward to support the current strategy in the new Local Plan. GF asked about the route being safeguarded by the County Council and as part of the Local Plan.
- Date of Next Meeting – 14.00 on 17 July 2012 (TBC) at Stafford Borough Council's offices.

Note prepared by Alex Yendole

Date last revised: 14/08/2013

Forward Planning Section, Stafford Borough Council

STAFFORD BOROUGH LOCAL DEVELOPMENT FRAMEWORK
LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: 7 AUGUST 2012

In Attendance:

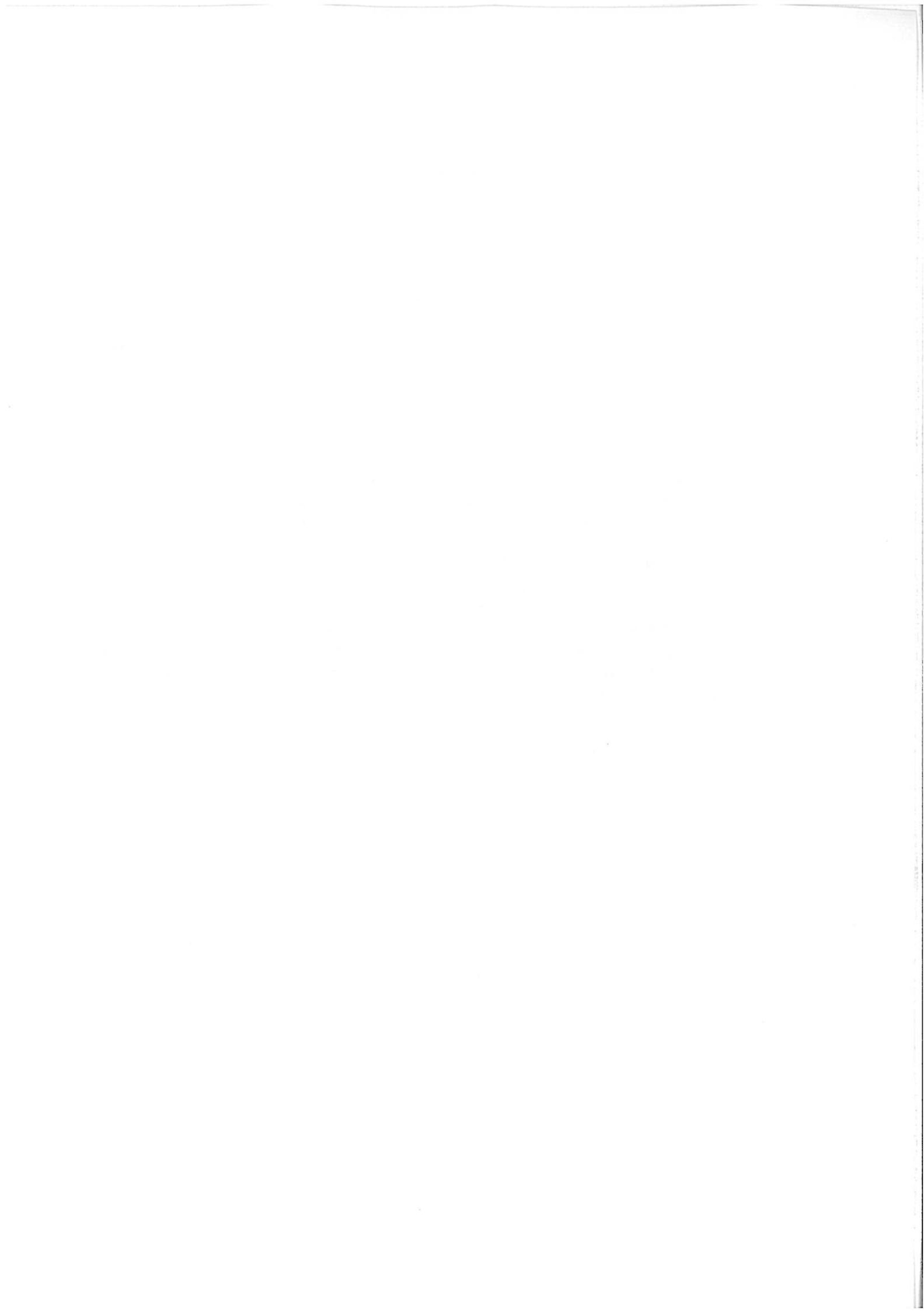
Ted Manders (TM)	- Stafford Borough Council
Sarah Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Brian Egerton (BE)	- Hawksmoor Property Services
Andrew Cooper (AC)	- Bryan G Hall
Nick Dawson (ND)	- Staffordshire County Council
Mark Alford (MA)	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

- TM gave a brief welcome and introduction to the meeting. The minutes of the previous meeting were agreed with no changes. AY to circulate a final version following the meeting. GF raised the education update under matters arising.
- AY provided an update on the Plan for Stafford Borough informing the meeting that the Strategic Policy Choices document had been subject to public consultation, which closed on Wednesday 11 July 2012. Responses were currently being considered in order to progress the Publication version through the political process to Full Council on 27 November 2012 leading to Submission in Spring 2013 and an Examination in Summer 2013. TM noted that a significant number of representations had been received to the document.
- SW enquired about the new Local Plan being compliant with the West Midlands Regional Spatial Strategy. AY explained that the adopted RSS from 2004 had significantly lower housing numbers than those proposed through the RSS review process. Stafford Borough Council were taking account of the approach set out in the National Planning Policy Framework and 2008 household projections. Conformity with the RSS would be established within this new context of a growth agenda to meet local need and in-migration. GF asked whether further evidence studies had been commissioned concerning housing numbers. AY confirmed that an update to the Strategic Housing Market Assessment was currently being done together with an update of the Employment Land Review.
- GF highlighted the response from Tixall Parish Council raising concerns about highway infrastructure and the need for stakeholder consultation to explain the approach to new development. SW highlighted that the responses did not show a significant level of developer verses developer comments regarding sites at Stafford. AY confirmed that the key messages from the consultation focused on housing numbers, the distribution approach and balance between Stone, Key Service Villages and the rural area.

- AY circulated a section of the recently published Infrastructure Delivery Plan (IDP) regarding land east of Stafford and introduced the viability work. GF asked about the education infrastructure requirements being included. AY confirmed that the affordable housing viability assessment had been used as the basis of this work, with a notional Strategic Development Location of 500 new houses being considered. BG to consider the viability work in detail for the consortium regarding costs and numbers. ND confirmed that Staffordshire County Council (SCC) had been involved in preparing the Infrastructure Delivery Plan but that it was a living document as some transport related matters had now been amended. ND agreed that Wendy Woodward from Staffordshire County Council could be used to co-ordinate future liaison across Departments to provide a 'One Council' response to land east of Stafford and other major sites. It was confirmed that infrastructure would be delivered on-site via Section 106 and Section 278 agreements rather than a key focus being the Community Infrastructure Levy.
- GF stated that an initial view had been received from Staffordshire County Council's Education Department dated 9 July 2012 (Tracey Brotherton) requiring an upgrade to St John's primary school and Weston Road secondary school amounting to £2.3 million rather than the construction of a new school. SW noted that this provided different information than currently included within the IDP. Differences arise through parental choice and changes in existing pupil ratios. GF agreed to send AY the correspondence from SCC Education. GF confirmed that all technical reports and evidence, except for transport and master planning, had been completed to support an 'essay plan' currently being prepared. SW stated that consultation programmes would be progressed in mid September 2012 together with a draft planning application, based on the evidence. AY raised mitigation measures to be considered around the Cannock Chase Special Area of Conservation and the need to work with Natural England. This would link with green infrastructure requirements and future provision for the crematorium. GF raised concern about the need for a consistent approach to be achieved.
- ND provided feedback from a meeting held with Staffordshire County Council Members on the new Eastern Distributor Road / extension from Beaconside. It was confirmed that a 7.3 metre road is required, with re-alignment of St Thomas Lane, having considered the benefits and dis-benefits based on the developers alternative scheme. Cllr Francis could not attend the meeting but had provided a similar view to Cllrs Bloomer and Maryon. The impact on Kensington Drive was acknowledged. GF thanked ND for recent transport data received and noted the re-alignment requirements. GF stated that Stuart Wilkins would need to consider the impact of the junction at Tixall Road together with the scheme at the bottom of Blackheath Lane and at the crematorium. ND stated that a roundabout was being considered at Blackheath Lane, depend on the impact of moving statutory utilities, which would amount to £700,000 rather than signals, to be delivered through a Section 278 agreement. Traffic flow information would be shared with updated flows to take account of the changed scheme to a roundabout. ND confirmed that no further design work was currently being carried out. Furthermore it was estimated that it would take 2.5 years to deliver the walking / cycling link across the Sow Valley, funded through the Sustainable Transport Fund. ND agreed to share further details on this scheme. GF confirmed that further advice would be sought from Bryan G Hall on the advice received.

- GF confirmed that community stakeholder events would progress during September 2012, as set out in detail through previous minutes. TM asked for briefing material to be circulated to Stafford Borough Council Members in advance regarding the process and the scheme. Furthermore after the public consultation event feedback should be provided to Members and key community representatives. SW provided a brief preview of the scheme and agreed to provide an essay plan / scheme display for the next meeting. Beattie's consultants will co-ordinate the formal consultation. TM stated that Council officers must be included in meetings with Members. GF asked about the approach used for the other Strategic Development Locations and TM confirmed that a different approach was being progressed due to the different scale of development proposed. The developer consortium was advised to use Stafford Fire Station for the public exhibitions rather than venues in Baswich.
- BG confirmed that there had been recent discussions with Staffordshire University and BG would be writing to the University asked for their position. Further liaison is planned for the next couple of weeks with Madeleine James. TM advised the consortium to have pre-application discussions with Mark Alford on specific Development Management issues. SW suggested that a planning application would be submitted to co-incide with the Publication process. ND confirmed that Dale Arthur is the SCC Development Management contact.
- Date of Next Meeting – 11.00 on Friday 7 September 2012 (TBC) at Stafford Borough Council's offices. The agenda to include details of the stakeholder programme, briefing material circulated, the development statement and consultation material.

Note prepared by Alex Yendole
 Date last revised: 14/08/2013
 Forward Planning Section, Stafford Borough Council



STAFFORD BOROUGH LOCAL PLAN

LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: Monday 24th September 2012

In Attendance:

Ted Manders (TM)	- Stafford Borough Council
Sarah Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Brian Egerton (BE)	- Hawksmoor Property Services
Rob Gill (RG)	- Commercial Estates Group
Nick Dawson (ND)	- Staffordshire County Council
Mark Alford (MA)	- Stafford Borough Council
Naomi Perry (NP)	- Stafford Borough Council

- TM gave a brief welcome and introduction to the meeting. The minutes of the previous meeting had not been circulated and NP will send these out after the meeting. Actions from the minutes were read out by TM:
 - Comment relating to Tixall and Ingestre Parish Council. A question regarding road infrastructure has now been raised by the Parish Council and will be discussed at the Parish Forum on the 27th September, with a further Parish Planning Forum on the 23rd October. Brief minutes of both meetings will be taken and can be provided to the steering group.
 - Action on traffic flows – no further design work/traffic flow data to be done for the Beacon Park extension. LSTF money to go towards the cycle and walking link with public consultation due to take place before the end of 2012. This work is expected to take 2.5 years to complete.
- TM asked why public consultation had been taken off the agenda. GF responded that it is still an intention to carry out consultation but have focused on other work relating to viability of the site in light of the NPPF, the affordable housing viability study, the infrastructure delivery plan and the concept plan and accompanying policy wording.
- It was agreed that whilst the concept plan is for illustrative purposes it needs to reflect the proposed masterplan and to show deliverability in the Local Plan examination. There is opportunity for dialogue and modifications on the content of the policy wording and the concept plan before the document goes out for consultation on soundness in December.
- GF led discussion on some of the key areas of concern regarding the policy wording.
 - Education – more recent discussion with SCC regarding education and the IDP do not demonstrate a need for a primary school and the policy should be amended to reflect the provision of school places rather than new school provision. First City are aiming to produce a delivery statement, which will provide more up to date information and can be supplementary to the evidence base.

- Green space provision – question the scale and location of this on the concept plan. Understand there is the possibility to extend the crematorium but question the size of this and the lack of green space provision on the land south of Tixall Lane. **Action: To confirm with Streetscene the aims of the crematorium in terms of location of the expansion. Action: To measure the amount of green space on the concept diagram and amend if above that set out in policy wording/open space standards**
 - SW questioned why the concept plan needs to be so detailed at this stage. TM replied that there is not the level of detail/information in place to negate the need for concept plans in relation of the examination and the Council have also sought advice in the context of other plans going through the examination process.
 - Transport – SCC have advised for the need for improved bus services in this area and there will be opportunity for ongoing dialogue with SCC on this.
 - University ownership – GF illustrated on the map the extent of land in university ownership and the possibility of getting this included on the site boundary. TM responded that the exclusion of the site from the boundary wouldn't negate the site from coming forward through the planning application process. **Action: BE to forward correspondence from university regarding future development to the group.**
- SW enquired why the numbers for the site to the north of Stafford have increased to 3,100 in the publication document. TM responded that the figure reflects the planning application for HP13.

Viability and Infrastructure Delivery Plan

- GF quoted the NPPF, particularly paragraph 1.73 in relation to the scale of obligations. First City will produce a statement to assist with this. The concern is that the affordable housing viability assessment shows a site of 500 dwellings in a similar postcode area with 20% affordable housing is not viable. GF has asked Alex Yendole for a response from Levvell on this. **Action: AY to chase up response from Levvell.**
- TM explained that the plan needs to have a long-term view and all applications will need viability testing. There is an opportunity to negotiate expectations and obligations on sites in line with government guidance.
- The plan is based on most up to date evidence at the time and it is important that the plan progresses to adoption in order to set the framework for deciding planning applications.
- RG explained that there will be lots of factors to include in a viability scheme and it would be reasonable to set a base level of cost and pay this or take this cost off the road infrastructure.
- RG questioned the phasing of the site and delivery of access. TM explained that politically there is pressure for infrastructure to be delivered first, however acknowledge that this conflicts with cash flow for the developer.
- ND confirmed that an improved road link is required as part of the scheme.

- Access points to the site and location of the EDR protected route discussed. **Action: ND to provide map of the protected route which, has been reconfirmed by SCC**
- RG explained that costing exercises show the route from the fire station to St Thomas' Priory in the region of £3.6 million with the first section costing £1.8 million.
- RG asked what level of development would be acceptable before the road associated with the housing development would be required. **Action: SCC to investigate 'trigger point' and provide feedback for the next meeting**
- ND explained that the roundabout at Beacon Business Park would be starting just after Christmas. A revised application will be received to also show a smaller roundabout within the site.

Date of Next meeting – Monday 5th November pm



PLAN FOR STAFFORD BOROUGH

LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: TUESDAY 6 NOVEMBER 2012

In Attendance:

Sarah Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Brian Egerton (BE)	- Hawksmoor Property Services
Rob Gill (RG)	- Commercial Estates Group
Nick Dawson (ND)	- Staffordshire County Council
Sally Brown (SB)	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

- AY gave a brief welcome and introduction to the meeting. The minutes of the previous meeting were agreed. GF introduced a series of matters arising.
- GF stated that a 1 acre cemetery / crematorium expansion area had been agreed with Mark Street SBC Environment & Health which should be more accurately reflected on the Concept Diagram. AY agreed to amend the Concept Diagram to reduce the size of the green infrastructure element. It was also agreed to include the proposed Beaconside extension road within green infrastructure. A debate took place about reflecting open space next to St Thomas' priory due to the setting of the historic environment. SW and RG resisted this area being shown on the Concept Diagram, with English Heritage to be engaged through the planning application process on this matter.
- BE circulated a letter from Staffordshire University concerning land behind the existing student accommodation being made available for development. At the previous meeting it had been agreed not to include this area at this stage. AY asked for clarification about bringing forward the land in the University's ownership opposite the Stafford Fire Station. BE to circulate an e-mail / letter confirming the position. The University have stated support for the master planning of this whole area east of Stafford.
- GF raised concern about the affordable housing economic viability work and specifically the report produced by Level consultants for the Strategic Development Locations and the Council using this work at the Examination to support the 30% target. The example strategic scale site of 500 units shown in the spreadsheet (ST16 £5,000/unit servicing cost No uplift in value) (which is a possible scenario) does not confirm that 20% affordable housing will result in a reasonable residual land value. The spreadsheet, under the example site listed, shows a net value per hectare of £30,909. This is the equivalent of agricultural land value. GF stated that no landowner would sell their site for the equivalent of existing use value. Accordingly applying the LPA 30% affordable housing percentage will result in a negative land value. GF stated that the danger in using this information as part of the Council's evidence base is that an Inspector can only draw the conclusion that

under the consultant's methodology none of the strategic locations are deliverable and the Plan is therefore unsound

- AY suggested that the promoters produce independent economic viability work for land east of Stafford, in line with the Plan for Stafford Borough policy to deliver 30%. GF raised the point that if different SDL promoters produced varying reports this would undermine the Plan and achieving delivery. AY agreed to re-consider this issue, contact Levvel for an update and seek to avoid a weakness at Examination. GF agreed to send a summary of the key concerns to AY via e-mail.
- SW stated that flexibility is required concerning the Delivery Statement and a phasing approach to implement the infrastructure and development requirements.
- ND circulated maps of the Eastern Distributor Road (EDR). AY agreed to amend the Concept Diagram to reflect the safeguarded route of the EDR. Concern was raised about the route running along St Thomas' Lane due to junction improvements close to St Thomas' priory and an alternative route across the site. Following a detailed discussion it was agreed to remove a section of the route along St Thomas' Lane, to be addressed through the planning application stage subject to further transport assessment and dialogue with English Heritage.
- It was noted that the new roundabout to be constructed during 2013 on the A518 Weston Road for the employment area will ease traffic issues in the area and benefit the housing land east of Stafford. StW raised the issue of trigger points of when the Eastern Distributor Road phase 1 should be built related to housing. ND stated that Members wish to have the infrastructure in place before development but pragmatically commercial advice, to be produced by the promoters, would guide trigger points for delivery. There are also implications for the junction of Weston Road and Tixall Road closer to Stafford town centre. SW stated that the key cost items for the new development is the new road and affordable housing.
- StW stated that 2012 vehicle counts had been produced which were more up-to-date than the County Council counts from 2006-2007. ND stated that all the SDLs had been assessed on the same data which would be preferable for delivery. StW agreed to share work with ND on network capacity results. GF stated that the new roundabout will change the transport dynamic in the area. ND asked for the new road and trigger points to demonstrate deliverability to 2031 of new development in this area, which is shown to be viable in this location.
- AY agreed to circulate notes of the recent Parish Council Forums facilitated by Stafford Borough Council during September and October 2012.
- GF stated that a planning application is currently being prepared. In terms of next steps GF stated that there was no desire to carry out consultation until after the Pre-submission stage had been completed due to Parish Council and resident concerns. Therefore a consultation event would take place in February / March 2013 leading to a planning application in Spring 2013 at the same time as the Plan for Stafford Borough is submitted for Examination. AY confirmed that it would be unlikely for the Council to object to a planning application at that stage, as it would be demonstrating deliverability as part of the Examination process. AY encouraged the promoters to engage with Ward Members and Parish Council's,

as previously discussed, prior to the consultation event. GF agreed an approach and stated that additional supporting evidence would be completed after Christmas 2012. SB and ND confirmed that there were no charges for pre-application meetings. SW queried policy officers being involved in pre-application discussions due to pre-determination. ND raised the issue of purda due to County Council elections in May 2013. AY agreed to circulate precise dates for the pre-submission stage and formal representations sought after Full Council on 27 November 2012.

- Date of Next Meeting – Monday 10th December at 14.00 (TBC)



PLAN FOR STAFFORD BOROUGH

LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: MONDAY 17 DECEMBER 2012

In Attendance:

Sarah Williams (SW)	- Indigo Planning
Bill Davidson (BD)	- Indigo Planning
Graham Fergus (GF)	- First City
Brian Egerton (BE)	- Hawksmoor Property Services
Rob Gill (RG)	- Commercial Estates Group
Ted Manders (TM)	- Stafford Borough Council
Sally Brown (SB)	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

Apologies

Nick Dawson (ND) - Staffordshire County Council

- TM gave a brief welcome and introduction to the meeting. The minutes of the previous meeting were agreed. GF introduced a series of matters arising.
- AY stated that contact had been re-established with Level consultants regarding affordable housing, and Stafford Borough Council had commissioned a short update to the paper concerning delivering affordable housing on strategic sites. The updated paper will include an assessment of viability based on ST18 postcode. The paper is due for completion by Wednesday 19 December 2012. AY promised to circulate the paper when received from Level. In March 2013 it is intended that a viability & affordable housing summit will be held between the developer representatives for the Strategic Development Locations, Level, Stafford Borough Council and Registered Providers.
- SW confirmed that a plan of the Eastern Distributor Road had been provided. GF pointed out that the alignment of the Eastern Distributor Road and the route shown in the concept diagram were slightly different south of Tixall Road. This was not considered to be an issue, as the concept diagram was indicative only.
- BE confirmed that he had provided AY with University correspondence regarding the land east of Stafford on 12 November 2012. The University have stated support for the master planning of this whole area east of Stafford.
- SW stated that there needed to be detailed discussions with ND concerning trigger points. ND had previously proposed 100-150 houses built prior to the Eastern Distributor Road constructed but evidence prepared by the developers proposed up to 500 units could be built and accessed prior to construction. RG stated evidence is based on updated traffic flows, with the cost of road construction put at £5-6 million leading to viability issues for other infrastructure components. Further dialogue needed with ND. TM stated that a new Section

106 agreement would be in place to deliver the new roundabout at Blackheath Lane in early 2013. TM also stated that planning applications and Section 106 agreements must all be completed within 13 weeks. AY also asked for GP to co-ordinate completing a timeline to establish what level of housing would be delivered from the land east of Stafford during the Plan period.

- AY had sought to circulate minutes of the Parish Planning meetings in September and October 2012 but no minutes had been taken of these meetings. GF raised concern about Tixall Parish Council's traffic issues. TM suggested future meetings with relevant Councillors and Parish Councils to engage in preparing master plans. BD stated the need to consider impacts on rural areas and traffic.
- AY confirmed that Stafford Borough Council had agreed the Plan for Stafford Borough – Publication (pre-submission) on 27 November 2012. The statutory period of seeking representations on soundness and legal compliance will take place during January and February 2013 with an end date of 12 noon on Thursday 28 February 2013. SW asked about the future process and AY confirmed that representation summary would be reported to Cabinet rather than Council. The Examination date would either be during June / July 2013 or September 2013 depending on Planning Inspector's availability. AY confirmed that the evidence base was complete with the SHLAA, SHMA and Annual Monitoring Report prepared. The updated Gypsy & Traveller Accommodation Assessment would be published early in the New Year.
- GF highlighted the good progress made on producing the Memorandum of Understanding, with further evidence being completed leading up to the planning application submission in Spring 2013 and master planning prepared. GF confirmed that discussions had been held with major house builders, with a view to appointing a preferred developer for land north of Tixall Road. Further work on viability to be completed in the New Year. First City would continue to work closely with Indigo Planning for land east of Stafford with any master plan produced to supersede the concept diagram in the new Local Plan. TM stated that the Council would consider endorsing the master plan and would support progress of pre-application discussions, making officers available.
- GF proposed a timetable for community consultation at end of February / early March 2013 for 5 weeks until April 2013 as part of pre-application process. TM stated the importance of engaging Ward Members and Parish Councils at an early stage through a dedicated briefing. RG asked TM to consider officers briefing members informally in advance of briefings. TM stated that there had been a limited response from Members at a recent meeting for land north of Stafford, although transport infrastructure was raised. It is important to develop any master plan through community engagement via a constraints map approach to demonstrate robustness.
- RG stated an indicative master plan would be produced through public consultation and issues resolved. Clearly the land east of Stafford was a preferred location for future development to deliver the Plan for Stafford Borough, as agreed by Council on 27 November. TM highlighted the Staffordshire County Council elections in May 2013 and the purdah period. GF committed to progress

pre-application discussions with SB and a range of statutory agencies early in the New Year to address Cannock Chase Special Area of Conservation issues, education, transport, affordable housing, phasing, landscaping and illustrative layouts. TM stated that planning policy officers would be supporting SB in pre-application discussions. GF emphasised the importance of progress to the agreed timetable.

- SW asked about progress for development north and west of Stafford and AY confirmed that such development would be delivered in the Plan period.
- TM raised the issue of education provision at primary and secondary level including the requirement for a new secondary school and 3 new primary schools based on 7 full form entries. SW asked how it was envisaged that the secondary school need would be met and that this issue had not previously been flagged by Staffordshire County Council (SCC) education. TM emphasised the importance of early discussions with SCC education as recent information had been provided. GF stated that a new primary school site east of Stafford would have serious implications for delivery. This would link to the Section 106 agreement process as part of the planning application.
- GF stated that a new secondary school had not been highlighted in the Plan for Stafford Borough and therefore would have implications for all the Strategic Development Locations as a soundness issue. SW asked about SCC education confirming the scale of growth and school development required by 2031. An early meeting will be essential. It was suggested that if the planning application made an education contribution, lack of resources could not be used as a refusal of planning permission. GF asked whether SCC education would be responding to the Plan for Stafford Borough pre-submission stage to highlight the new secondary school provision. TM stated that education funding was changing and services out-sourced. GF suggested that SCC as landowner should consider making a site available.
- TM stated that there were a range of statutory agencies to engage with early in the New Year. For example Natural England regarding the Cannock Chase Special Area of Conservation, the Environment Agency on drainage and ecological issues, English Heritage regarding St Thomas' priory and landscaping setting. SW committed to preparing a list of issues and holding relevant meetings. Furthermore active engagement with SCC highways will be undertaken.
- Under Any Other Business RG asked about achievability of this project based on the ambitious timetable proposed. A detailed timeline of tasks is required to March 2013. TM committed support to the process in order to deliver housing growth east of Stafford, although a planning application later in the year would be preferable. BD stated the Growth & Infrastructure Bill's implications should be considered when it is produced in the New Year as well as the Regional Spatial Strategy revocation process.
- TM wished all those attending Season's Greetings and a prosperous New Year.
- Date of Next Meeting – week commencing Monday 4th February 2013 (TBC)



PLAN FOR STAFFORD BOROUGH

LAND EAST OF STAFFORD – PROJECT STEERING GROUP MEETING

DATE OF MEETING: TUESDAY 26 FEBRUARY 2013

In Attendance:

Sarah Wozencroft nee. Williams (SW)	- Indigo Planning
Graham Fergus (GF)	- First City
Brian Egerton (BE)	- Hawksmoor Property Services
Rob Gill (RG)	- Commercial Estates Group
Andrew Baker (AB)	- Baker Consultants
Kelly Clark(KC)	Baker Consultants
John Holmes (JH) - part	- Stafford Borough Council
Mark Alford (MA)	- Stafford Borough Council
Naomi Perry (NP) – part	- Stafford Borough Council
Alex Yendole (AY)	- Stafford Borough Council

Apologies

Nick Dawson (ND) - Staffordshire County Council

- AY gave a brief welcome and introduction to the meeting. GF asked for the 3rd bullet point on page 2, second sentence to make specific reference to land north of Tixall Road. The minutes of the previous meeting were subsequently agreed. GF introduced a series of matters arising.
- AY stated that Level consultants had updated the ST18 viability work which was available for consideration as part of the Plan for Stafford Borough – Publication. AY promised to circulate the paper. In April 2013 it is intended that a viability & affordable housing summit will be held between the developer representatives for the Strategic Development Locations, Level, Stafford Borough Council and Registered Providers. GF confirmed interest in attending this Summit.
- GF stated that two separate planning applications will be submitted regarding the land north of Tixall Road for 375 new houses and the land south of Tixall Road for 260 new houses together with Heads of Terms for the Draft Section 106 agreement, being fully policy compliant with the Plan for Stafford Borough – Publication. Following a query from JH it was explained that two applications were needed because neither developers were house builders and therefore wanted to market the two areas of land separately. Nevertheless it was emphasised that there were overlaps between the two applications and these would be submitted in tandem for the planning process. The public consultation was a joint event for both land north and south of Tixall Road. The deadline for comments is 27 February 2013 with Beatties Communications preparing an update report on responses to accompany the planning applications. A further meeting with Members is now being sought to report the responses and explain

the latest position in terms of transport solutions. At this stage the University land is not included in the planning applications.

- Education. GF stated that the developers were committed to providing education contributions but not to deliver a new school as part of the development sites north and south of Tixall Road. A report has been prepared providing an update on capacity in existing schools and predicted projections at primary and secondary level, to establish the scale of surplus capacity or not. The total sum of the contributions would be met by the developers but phased on housing occupancy and the number of pupils. JH asked about the split between schools, particularly at the primary level and the physical capacity at St John's was queried. The consultant report has identified that there is pupil capacity at the local schools, although the physical capacity to expand existing schools was to be determined. It was noted that the EFL consultant's report had not been provided to Staffordshire County Council Education but GF also stated that there had been no request for a school site. SCC Education would be asked for a formal response in order to agree viability. GF asked about the Ministry of Defence housing site and the response from SCC Education for contributions. JH explained that this site was being considered alongside the implications of new housing development north and east of Stafford.
- Transport. RG stated that a meeting on 22 February 2013 had been held between Stuart Wilkins (Bryan G Hall), Nick Dawson & Paul Hurdus (SCC Transport) regarding the delivery of phase 1 of the Eastern Distributor Road and the phasing of new development. General agreement had been reached to bring forward transport infrastructure, including the implications of a new roundabout or not at the junction of Blackheath Lane with Weston Road. It was reported that there was now some doubt about when the new roundabout would be delivered which has implications for traffic flows affecting land east of Stafford. GF circulated a map including the phasing of new development linked to three key stages of transport infrastructure delivery. There was general agreement with the approach but the wording of the maps and index needs to be updated to provide clarity. GF agreed to arrange for the map to be updated to clarify that 100 houses north of Tixall Road and 100 houses south of Tixall Road would be built at the same time as Phase 1 of the transport infrastructure was being delivered (the green elements) to be completed before first occupation of these houses. In addition financial contributions for public transport would ensure a new bus service would be delivered in addition to the hourly service currently running, resulting in two buses per hour servicing the site along Tixall Road. RG to clarify route destination and confirm with bus operators the new service delivery. During the construction of a further 50 houses north of Tixall Road and 50 houses south of Tixall Road Phase 2 of the transport infrastructure will be built including the spur south of Hydrant Way. This will potentially mean that vehicles could use the site as a through route from Blackheath Lane to Tixall Road and Weston Road, but will be constrained by design. Finally Phase 3 of the transport infrastructure will be delivered after 150 houses have been constructed and occupied on both land north and south of Tixall Road. At this stage the link from Hydrant Way to Blackheath Lane / St Thomas' road bridges will be opened and the first phase of the Eastern Distributor Road completed. JH queries the height of the road accessing from Hydrant Way and impact on the existing housing, being 2 metres

above ground level. GF confirmed that cross section of height details will be provided by Stuart Wilkins as well as establish that Hydrant Way is an adopted highway by Staffordshire County Council (SCC). RG stated that SCC Transport had agreed a traffic light controlled junction at Tixall Road with Phase 1 of the Eastern Distributor Road. Section 38 and Section 278 agreements will be deployed to deliver the transport infrastructure, which will become adopted highway in due course. GF confirmed that the Transport Assessment alongside the planning applications will be amended to take account of the changed circumstances regarding the new roundabout at Blackheath Lane / Weston Road junction associated with the new employment land development. SCC Transport have emphasised that the new road link should be delivered as quickly as possible.

- GF stated that Beatties Communications were seeking to arrange a Members meeting prior to the planning applications being submitted on 15 March 2013. It was confirmed that this would include Members of the County and Borough Councils together with Officers. JH confirmed that the developers will not be able to provide a briefing to members of the Planning Committee. An Environmental Impact Assessment screening has been provided to Stafford Borough Council with a response provided by MA. An outstanding issue is noise attenuation with advice from Environmental Health sought by MA for next week. SW also stated that feedback from SBC Leisure is required. MA stated that there was a lack of detail concerning waste disposal. GF stated that the planning application would be outline to demonstrate housing delivery rather than specific details provided as part of a Reserved Matters application. An appraisal layout will be prepared to support the indicative proposal to demonstrate that the actual developable area is viable.
- Cannock Chase Special Area of Conservation. Naomi Perry (SBC Forward Planning) joined the meeting with particular specialism in this matter. AB circulated a table setting out the Appropriate Assessment process and introduced the work produced by Footprint Ecology regarding the Cannock Chase SAC and the impact on population increases rather than new dwellings constructed. NP explained that the project had reached the implementation stage to address mitigation of new developments. AB stated that the approach will be to present the planning application as having no significant effect on Cannock Chase SAC, taking into account on site and off site mitigation proposals. This will be addressed in an accompanying report to the planning application. NP confirmed this approach would be acceptable and NE will provide comments on the report alongside the planning application itself. JH expressed concern that the mitigation proposals as presented are unlikely to offer suitable mitigation to confirm that there will be no significant effect on the Cannock Chase SAC as a result of the new development. AB stated that of the key factors impacting on the Cannock Chase SAC the new road would not increase air quality issues, water abstraction and supply were being addressed by Sustainable Drainage System design with run-off being minimised with on-site recreation and open space providing sufficient recreational space to not impact on the Cannock Chase SAC. NP stated that highlighting links to existing open space would not be sufficient – there would need to be improved links and consideration of improvements to the open spaces themselves. JH highlighted the implications for the Castleworks Appeal

decision west of Stafford to deliver 2 hectares for 80 new houses whilst the Ministry of Defence new housing site was providing access to significant open space off site on adjoining MoD landholdings. GF stated that Natural England had been involved in pre-application meeting on 9 January 2013 but no further correspondence had taken place.

- A discussion took place concerning the validation of the planning applications with JH emphasising that all of the relevant information must be provided at the beginning of the process, including evidence concerning the Cannock Chase SAC because Stafford Borough Council will be the competent authority under the Habitat Regulations Assessment. Therefore Natural England should be engaged as soon as possible together with Staffordshire County Council Education. GF stated that the Heads of Terms and evidence of title to the land would be provided at the same time as the planning application whilst the Draft Section 106 agreement prepared during the planning process. GF stated that the housing trajectory had been completed and would be circulated to AY demonstrating the delivery of 50 new houses per year on land north of Tixall Road and 50 new houses per year on land south of Tixall Road.
- GF confirmed that First City would be objecting to Policy N6 of the Plan for Stafford Borough – Publication concerning the Cannock Chase SAC as the policy wording differed from that in the new Local Plans for Lichfield and Cannock Chase. SW stated that the mitigation packages and implementation frameworks were developing at this stage, with links to Community Infrastructure Levy regimes. AB stated that impacts on the Cannock Chase SAC were from population increases rather than new housing and Stafford Borough had a stable population base taking into account 2031 population projections up to 15 miles away. In addition the 400 metre zone defined in Policy N6 originated from the ground nesting birds requirements from the Dorset & Thames Basin Special Protection Area rather than the Cannock Chase SAC. NP stated that the approach SBC are taking is based on the most up to date evidence.
- To ensure that the planning applications were determined within the 13 weeks BE encouraged sufficient progress to be made on agreeing the Section 106 agreements based on existing terms and limiting complications. In particular the highway aspects could be delivered through Section 38 and Section 278 agreements whilst education has standard Section 106 clauses. MA to check whether these applications are to be advertised as departures. GF stated it was in everyone's interest to secure future housing land supply.
- AY confirmed that the Plan for Stafford Borough – Publication close of representations would take place at 12 noon on Thursday 28 February 2013. The new Local Plan is scheduled to be submitted for Examination in May 2013 with the independent Examination expected in September / October 2013. GF asked how the Sustainability Appraisal report would address sites promoted at the Publication stage, in particular Clarke's Farm east of Stafford not previously considered at the issues & options stage. AY stated that this issue would be addressed through the Revised Sustainability Appraisal Report for Submission.

- Date of Next Meeting – pre submission of planning application meeting week commencing Monday 11^h March 2013 (TBC)

