



BROMSGROVE DISTRICT COUNCIL

LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY

THURSDAY, 3RD AUGUST 2006 AT 2.00PM

COMMITTEE ROOM, THE COUNCIL HOUSE, BROMSGROVE

(Please note time of Meeting)

AGENDA

Council Agendas and Minutes are available on our web site at
www.bromsgrove.gov.uk/meetings

MEMBERS: Councillors G. N. Denaro, Mrs. J. Dyer M.B.E., Mrs. K. M. Gall, R. Hollingworth, G. H. R. Hulett, Mrs. J. D. Luck, D. C. Norton, N. Psirides J.P., J. A. Ruck, Mrs. M. A. Sherrey, C. J. Tidmarsh, P. J. Whittaker and C. J. K. Wilson.

1. Election of Chairman for the Ensuing Municipal Year
2. Election of Vice-Chairman for the Ensuing Municipal Year
3. To receive apologies for absence and notification of substitutes
4. To confirm the Minutes of the Meeting held on 12th December 2005
5. Statement of Community Involvement (attached)
6. Conservation Area Appraisals – Station Road, Hagley (attached)
7. Open Space Contributions for Affordable Housing Schemes (attached)
8. Town Centre Area Action Plan (attached)
9. To consider any other business, details of which have been notified to the Head of Legal and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS
Acting Chief Executive

The Council House,
Burcot Lane,
BROMSGROVE
Worcs.
B60 1AA

26th July 2006

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY

Monday, 12th December 2005 at 3.00 p.m.

PRESENT: Councillors Mrs. J. Dyer M.B.E. (Vice-Chairman), G. N. Denaro, Mrs. J. M. L. A. Griffiths (substituting for R. Hollingworth), G. H. R. Hulett, Mrs. J. D. Luck, D. McGrath, D. C. Norton, N. Psirides J.P., C.R. Scurrrell (substituting for Mrs. K. M. Gall), Mrs. M. A. Sherrey J.P., C. J. Tidmarsh, P. J. Whittaker and C. J. K. Wilson.

16/05 **APPOINTMENT OF CHAIRMAN**

RESOLVED: that Councillor P. J. Whittaker be appointed Chairman of the Working Party for the remainder of the municipal year.

17/05 **APOLOGIES**

Apologies for absence were received from Councillors Mrs. K. M. Gall, R. Hollingworth and J. A. Ruck.

18/05 **MINUTES**

The Minutes of the Meeting of the Working Party held on 25th October 2005, were submitted.

RESOLVED: that the Minutes of the Meeting be approved and confirmed as a correct record.

19/05 **ANNUAL MONITORING REPORT**

Further to Minute No. 14/05 of the Working Party in this regard, consideration was given to a draft Annual Monitoring Report under the Planning and Compulsory Purchase Act 2004. Members were advised that the Report was a Local Development document which formed part of the Local Development Framework and that the Report would assess (i) the implementation of the Local Development Scheme, and (ii) the extent to which policies in the Local Development documents were being achieved.

RESOLVED:

- (a) that the draft Annual Monitoring Report for 2004/05 be approved and, accordingly, forwarded to the Government Office for the West Midlands; and
- (b) that, in the event that any further changes to the Report might be necessary, the Head of Planning and Environmental Services be granted delegated powers therefor.

20/05 **CORE STRATEGY – PREFERED OPTIONS DRAFT**

Consideration was given to a "proposed options" draft of a Core Strategy, which was a key document in the overall scheme of producing a Local Development Framework, setting out the broad objectives of the Council and providing a strategic base for future plan development documents.

A further version would be compiled and submitted for public consultation in January/February 2006, and members were requested to submit comments for inclusion in such document before the end of December. Whereupon it was

RESOLVED:

- (1) that the following matters be considered for inclusion in the document:-
 - (a) that the words "and enlargement" be included in paragraph 3.12 where mention is made to the improvement of Bromsgrove Station (Councillor Mrs. J. Dyer M.B.E.);
 - (b) that enquiries be made of the Head of Strategic Housing as to the size/adequacy of the Houndsfield Lane Caravan Site for use by the travelling community (Councillor Mrs. J. D. Luck).
- (2) that the comments/issues set out below be considered in future plan documents:-
 - (a) restrictions on the number of takeaway outlets situated in rural parts of the District (Councillor G. N. Denaro);
 - (b) that consideration be given to the possible inclusion of a specified "humanist" area within the Council's Cemeteries (Councillor G. H. R. Hulett).
- (3) that the word "derisible" in paragraph 3.1 (Profile of the District) be amended to read "desirable"; and
- (4) that, in all other respects, the draft report be noted and approved for consultation.

21/05

DRAFT HOUSING SUPPLEMENTARY PLANNING DOCUMENTS

A report outlining a new approach to the provision of affordable housing and the management of housing supply was submitted.

RESOLVED: that, subject to a clearer description being set out in paragraph 6 on page 6/33 of the Report (Where Development Sites are identified at key public transport interchanges), the documents be noted and approved, and that these initial drafts be forwarded to Hyder Consulting for them to undertake a sustainability appraisal prior to the consideration of a final draft in February 2006.

The Meeting closed at 4.55 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

LDF WORKING GROUP

3RD AUGUST 2006

STATEMENT OF COMMUNITY INVOLVEMENT

Responsible Portfolio Holder	Councillor Peter Whittaker
Responsible Head of Service	Dave Hammond, Head of Planning & Environment Services

1. SUMMARY

1.1 A key part of the new Local Development Framework (LDF) planning system is the requirement on the Council to produce a Statement of Community Involvement (SCI). The SCI is intended to show how the Council aims to involve the community throughout the planning process and how we propose to resource and manage these proposals.

1.2 The SCI presents to the community how the Council intends to deal with the following:

- i) how we propose to consult the community;
- ii) who we hope to involve in the process; and
- iii) what we will consult on.

1.3 On 13th April 2006 the Council received the Inspectors Binding Report regarding the Statement of Community Involvement. The report set out precise recommendations for how the SCI must be changed in order for it to be adopted. The changes necessary were small amendments; the Council corrected these errors and returned the amended version of the SCI to the Inspector for final testing. On 17th May 2006 the Council received the final Inspectors Binding Report with the recommendation that the SCI should be adopted.

2. RECOMMENDATIONS

2.1 That the Members note the contents of the attached SCI.

2.2 That Members resolve that the Statement of Community Involvement (SCI) be submitted to the Executive Cabinet of the 6th September 2006 for adoption, and that the SCI shall take effect from the 7th September 2006.

2.3 Members give Officers delegated powers to amend the SCI to reflect the latest Local Development Scheme.

3. STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

3.1 Guidance on PPS12 states that the Council must adopt the SCI as soon as practicable after the binding report has been received. At the time of adoption of

the SCI the Council must ensure that the following information is made available to the public:

- An adoption statement;
- The adopted document.

3.2 According to Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004, the Council must:-

- Make the SCI and adoption statement available for inspection during normal office hours at the Council House, Customer Service Centre, and Public Libraries within the District;
- Publish the adoption statement on the Council website;
- Give notice by local advertisement of:
 - i.) the adoption statement;
 - ii.) the fact that the SCI is available for inspection and the places and times at which the document can be inspected;
- Send the adoption statement to any person who has asked to be notified of the adoption of the SCI; and
- Send the SCI and the adoption statement to the Secretary of State.

4. CONCLUSIONS

4.1 The Statement of Community Involvement has been amended following Inspectors recommendations. Upon receiving the final Inspectors Binding Report, the SCI should now be adopted.

5. FINANCIAL IMPLICATIONS

5.1 None

6. LEGAL IMPLICATIONS

6.1 None

7. ATTACHED DOCUMENTS

7.1 Copy of Statement of Community Involvement (SCI)

7.2 Statement of Community Involvement Adoption Statement

Contact Officer:

Name: Helen Guest
Email: h.guest@bromsgrove.gov.uk
Tel: 01527 881323

Statement of Community Involvement

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1. Introduction

What is planning?

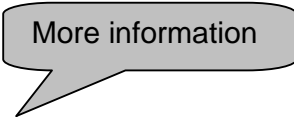
Planning is the process through which we make land use decisions about the area we live in. The planning system is in place to make sure that a balance is maintained between protecting our environment and developing our area. Both elements are important in creating a place where people want to live and work. It is essential that the community get involved in planning as the decisions taken affect everyone's lives.

Planning can be divided up into two main areas; development control and planning policy. Development control is concerned with planning applications and making decisions on specific developments. Planning policy is about creating a long-term vision for the area. How the community can get involved in both aspects of planning is covered by this document, the *Statement of Community Involvement (SCI)*.

What is changing?

The old system of planning policy required Local Planning Authorities to produce a 'Local Plan.' The *Local Plan* covered every aspect of planning for a whole area. This took many years to produce and the production process was at times very slow. Now instead a 'Local Development Framework' (*LDF*) will be produced. This is a collection of different documents that can be worked on individually; making the system more manageable and flexible, with different documents being produced as needs change.

The Government has made improvements to the planning system to make it faster, more responsive to change and to encourage greater community involvement. This document, the *SCI*, outlines what we, the Council aim to do to get the community involved in planning matters. In the past, the planning system has been prone to conflict between different parties. It is hoped that with effective, continuous community involvement, this will no longer be the case. All members of the community can be involved and contribute to the preparation of plans but we must be realistic: many different views will be expressed and some may be in opposition to one another. All views will be listened to but we won't always be able to do everything that people ask. This document outlines how you can get involved in discussing the issues that affect our District and have your say on planning for Bromsgrove.

 More information

This document should be read alongside the *Local Development Scheme (LDS)*. The *LDS* sets out the timetable for production of the *Local Development Framework* and a plan of how the process will be managed. It can be found on the Council's website or obtained from the Council Offices on request. A glossary of the different planning terms and acronyms is included in Appendix 1. (Any terms that are in *italics* within the main text of the document are explained in the glossary.)

2. The aims of the Statement of Community Involvement (SCI)

We have produced this document to set out the ways in which the community can be effectively involved in the planning system. By involving the community, the Council will gain a greater understanding of the needs of the community and we can develop a *Local Development Framework (LDF)* that is better suited to the needs of the people of Bromsgrove. At the same time, we are keen to make every effort possible to improve decision-making, minimise delays and use resources effectively.

The SCI will;

- Explain why involving the community is important,
- Describe what we intend to involve you in,
- Let you know how and when you can be involved,
- Give an overview of the community of Bromsgrove,
- Outline the various methods for involving people and;
- Explain how you will be informed of any outcomes.

3. Why involve the community?

Involving the community in the planning process from the beginning will provide many benefits for both the Council and the community. Involving the community is a key part of having a planning system that is open and transparent.

The Council will benefit from effective community involvement because:

- We can gain important local knowledge from the community
- We can get community support for the plans we create; and
- We can reduce the levels of conflict in the system.

The benefits for the community include:

- A better understanding of the planning process
- Reduced levels of conflict in the system; and
- Having a say in the development of their area.

4. How did we develop the SCI?

Production of the SCI began in August 2004. The Local Plans team began to compile a database of all potential consultees for the LDF process. We started by combining all contact details from those who had been involved in planning matters before. We then contacted other Council Departments to seek their views on organisations that may be interested in being involved. Additional research was carried out to identify further local groups, this included Internet searches and liaising with the Parish Councils and County Council. You can be added to our database by sending your contact details to planningpolicy@bromsgrove.gov.uk or to the Council House address detailed in section 8 of this document.

A letter, leaflet and questionnaire were sent out to over 250 local groups, local organisations and individuals. The leaflet summarised the new planning system, the purpose of the SCI and the benefits of community involvement. It asked the recipient for their views about the best ways to involve the community in planning. In total we received a very positive response of 55 completed questionnaires. The questionnaires showed support for the methods we were already using to keep people involved in planning. Ideas included having documents in the waiting rooms of GPs and dentists in the District. This has since been implemented.

An LDF Working Group was set up to oversee the whole LDF process. The Working Group consists of 14 Councillors who geographically represent the entire District. The group was established to ensure the highest standards would be maintained regarding all aspects of the new system including community involvement. As well as having regular meetings with the LDF Working Group, the Local Plans team also attended meetings with other local groups including the *Local Strategic Partnership* and the Parish Councils to engage them in the process. Throughout these activities the Local Plans team used the information gained to produce a Draft SCI. Once the Draft was completed it was taken to the LDF Working Group to approve it for consultation.

Once the document was approved it was made available for consultation for a *statutory* 6-week period. The consultation period was launched with a Planning

Workshop Event. Over 200 local groups and individuals were invited to this event and articles were published in the local press publicising the opportunity to get involved. The event comprised of two sessions, an afternoon and an evening session. Each session included interactive displays, an exhibition, workshop activities and presentations about the SCI and community involvement. Over 75 people attended and, along with individual responses received during the consultation process, the feedback received from this event was used to inform the development of this document.

5. What we will consult on

The Council will produce a series of Documents that will make up a *Local Development Framework* (LDF). The LDF will be made up of three types of documents: *Development Plan Documents* (DPDs) and *Supplementary Plan Documents* (SPDs) and other required documents. The timetable of document production has been carefully managed to ensure that consultation periods on different documents coincide so cutting down on costs and ensuring the public are not over consulted.

Over the next 3 years, the Council intends to produce the following documents;

➤ **The Core Strategy**

This is a DPD and is the central part of the *Local Development Framework*. This document sets out the long-term vision for Bromsgrove (until 2021) and the key policies that will help to deliver that vision. The Core Strategy will contain the primary policies for delivering the vision and will set out broad locations for future development.

➤ **Proposals Map**

The Proposals Map will present all of the policies and proposals contained in the different documents in map form. The map will be a separate *Development Plan Document* (DPD) and it will be revised as any new plans are produced.

➤ **Generic Development Control Policies**

This will also be a *Development Plan Document*. It will contain all of the policies that will be used to guide decisions on planning applications for development and the use of land and buildings.

➤ **Longbridge Area Action Plan**

This Document will be a development plan document, it will contain policies guiding the redevelopment of the former MG Rover car plant at Longbridge.

➤ **Managing Housing Supply**

This will be a Supplementary Planning Document (SPD). It will contain specific guidance on delivering and managing the District's housing supply.

➤ **Affordable Housing**

This document will also be a Supplementary Planning Document (SPD). It will review the need for a supply of affordable housing in the District. It will also assess how much of new housing developments should be affordable homes.

➤ **Sustainability Appraisal Report**

The undertaking of a *Sustainability Appraisal* (SA) is vital to the integration of sustainability and environmental considerations into the preparation and adoption of plans. SA will not be a separate activity but an integral part of the plan making process in Bromsgrove. As such reports documenting the SA process will be published at the same time as the preferred options and submission stages of Development Plan (DPD) document production and at the draft stage of Supplementary Planning Document (SPD) production.

European Directive 2001/42/EC requires that planning authorities undertake an 'environmental assessment' (SEA) of plans that are likely to have a significant effect upon the environment. Any future documentation produced by Bromsgrove District Council in respect of *sustainability appraisal* will incorporate the requirements of this legislation.

To ensure a robust and comprehensive *sustainability appraisal* is undertaken *stakeholders* will have the chance to contribute their knowledge and influence the

process. To meet requirements, consultation bodies together with other *stakeholders* and the public will be consulted at appropriate stages throughout the production of the LDF documents and SA Report.

The links between LDF document production stages and the SA process

LDF Stage	SA Process Stage
<ul style="list-style-type: none"> • Evidence Gathering 	<ul style="list-style-type: none"> • Develop Baseline and Scoping Report
<ul style="list-style-type: none"> • Preparation of Issues and Options • Consult on Issues and Options • Prepare Preferred Options • Consultation on Preferred Options • Consultation on Submission Document 	<ul style="list-style-type: none"> • Consult on Scoping Report • Developing and refining options • Assess effects of preferred options • Consultation on Draft SA Report • Consultation on Final SA Report
<ul style="list-style-type: none"> • Adoption • Monitor 	<ul style="list-style-type: none"> • Monitoring implementation of Document

6. Links with other community initiatives

The *Local Development Framework* will not be developed in isolation from the Council's other strategies, but rather there will be links with other initiatives, such as Parish Plans and the Community Plan. The Community Plan aims to provide a coordinated approach to improving the quality of life for everyone in Bromsgrove. Many of the aims will be delivered through the LDF. The *Local Strategic Partnership* (LSP) is responsible for the Community Plan. The LDF will be developed with as much input as possible from the LSP.

A key part of the process will be information sharing and combining consultation events with a variety of partners. Where relevant, there will also be links to other strategies and initiatives such as The Local Transport Plan and the Housing Strategy and those plans and strategies originating from other departments. We will also aim to share information and best practice with the County Council and adjoining authorities

Fig 1. Stages of Document Production

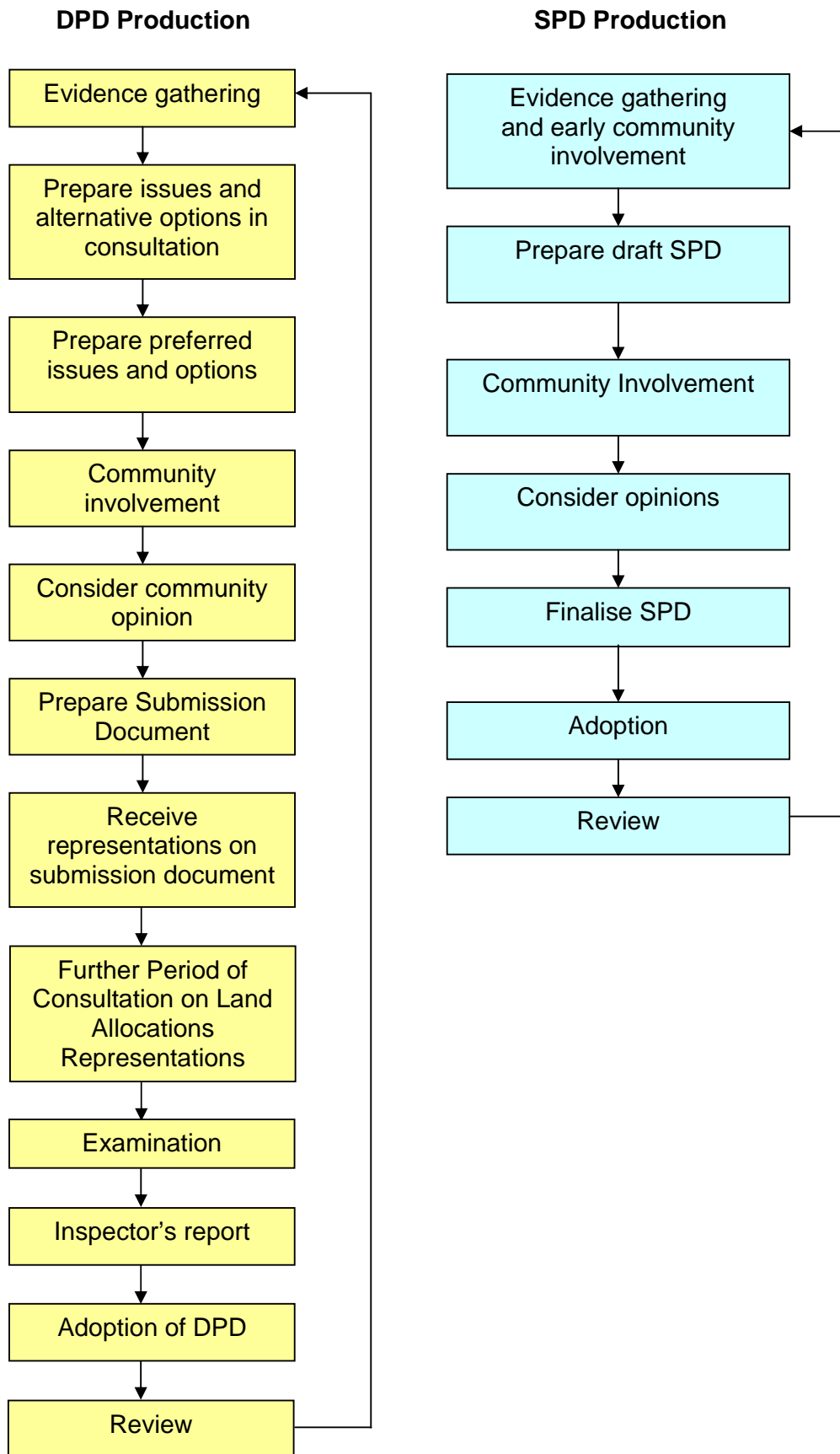


Fig 2. Stages in Development Plan Production

Stage 1: Evidence Gathering and Frontloading

The first stage of creating a document is to gather evidence about what the document should contain. The Council has already carried out major evidence gathering studies on issues such as housing and employment that will inform the production of the documents. Key stakeholders will be contacted at this stage, depending on the type and scale of the document they will be:

- Regional Bodies
- Adjoining Authorities
- Environmental and conservation groups (Local and National)
- Healthcare Providers
- Utilities Providers
- Transport Authorities
- Local Community Groups
- Parish Councils
- Landowners/Developers
- Members of the Public who have expressed an interest
- Any bodies or groups representing the interests of the following
Different racial or ethnic communities, people with disabilities, the voluntary sector, the business community, the arts and sports, and consumer groups.

Frontloading refers to seeking community needs and views before documents and policies are written. In terms of the SCI this took the form of a scoping questionnaire.

Stage 2: Preferred Options

The next stage is the production of a Preferred Options document (also known as a Draft), which will set out the available options along with the Council's preferred option. People will be invited to make comments on this document for a *statutory* six-week period. The Council will publicise the document through the methods outlined in the *SCI* so that as many people as possible have the opportunity to feed their views into the process.

Stage 3: Submission Document

After the six-week period of consultation a 'submission document' will be produced. This will consider all the views that were received during the consultation. This document will be submitted to the Secretary of State via the Planning Inspectorate (PINS) for independent examination. Consultees will be notified of this further stage and then there will be another statutory six-week consultation period to make formal comments on the document.

Stage 4: Site Specific Consultation

For documents which contain land allocations a further six week consultation period will be held. This is so responses can be made in respect of land allocation representations received at the submission document stage.

Stage 5: Examination

A Planning Inspector, who is independent of the Council, will then hold an examination of the document in public. They will consider and evaluate all of the comments received and decide if any changes are necessary. The Inspector's findings will be contained in a Report that they produce. A key change in the new system is that the Inspector's Report will be binding on the Council.

Stage 6: Adoption

The council will then adopt the document

Fig 3. How the documents fit together

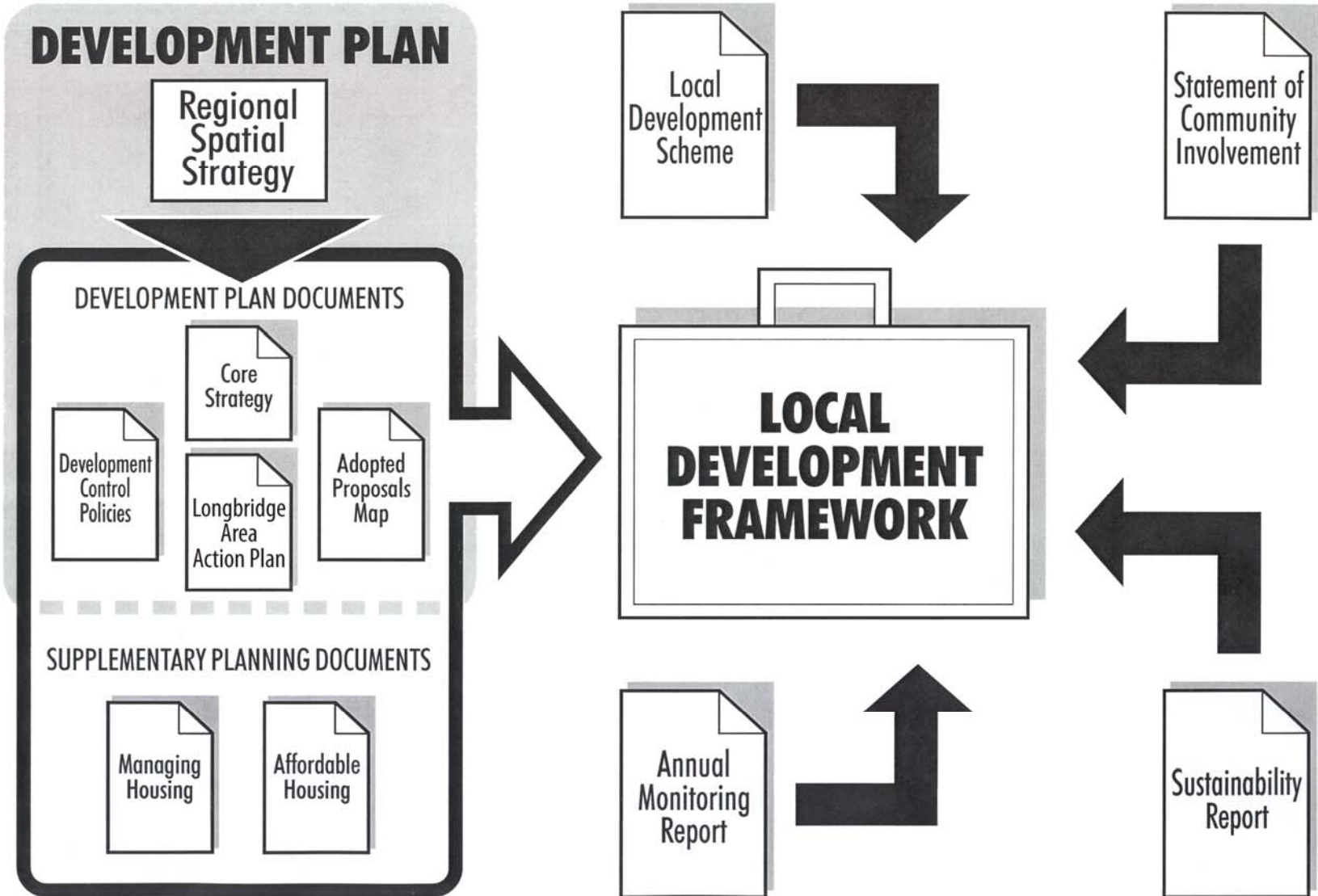


Fig 4. When will we consult?

This table below provides a summary of the production timetable for the LDF. It sets out each of the documents that make up the LDF, the stages the documents will go through and when we intend to complete each stage. For more information on the timetable please refer to our LDS, which can be found on the Council's website: www.bromsgrove.gov.uk (look for local plans section.)

Document Name	Start preparing Issues and Options	Consultation on Preferred Options	Consultation on Submission version	Estimated Examination Date	Estimated date for Binding Report	Estimated Adoption Date
Local Development Scheme	October 04	N/A	N/A	N/A	N/A	January 05
Statement of Community Involvement	October 04	February 05 / March 05	July 05	October 05	January 06	March 06
Core Strategy	November 04	September / October 05	June 06	December 06	June 07	September 07
Proposals Map	N/A	N/A	June 06	N/A	N/A	September 07
Longbridge AAP	October 05	August / September 05	March / April 07	September 07	After September 07	After September 07
Generic Development Control Policies	September 05	September / October 06	July / August 07	After September 07	After September 07	After September 07
Affordable housing SPD	January 05	N/A	November / December 05	N/A	N/A	June 06
Managing Housing SPD	December 04	N/A	September / October 05	N/A	N/A	February 06

7. How will we involve people?

A basic minimum for involvement would be informing the required (*statutory*) consultees about documents and when they were being produced. We intend to do much more and it is our intention to involve as many parties as possible and use a variety of techniques to involve the public.

Our Vision for Community Involvement

To involve local people in local planning through appropriate and relevant methods, providing them with an opportunity to understand, provide their views, and contribute to document production if they wish to.



Principles for involvement








We intend to adopt an approach, which is;




- **Accessible**, have documents and hold events in the most suitable places for people to make use of
- **Genuine**, to only involve people when they can have a real influence on the outcome of a plan
- **Transparent**, to keep the lines of communication open
- **Appropriate**, to use the best method possible for involving people

Fig 5. Methods for involvement

Throughout the process of creating the SCI we consulted the community on how they would like to be involved. From the views expressed, we have identified a variety of methods for involving the community. The methods we will use to keep people informed and involved in the LDF process are:

Method	Our Approach
<p>Letter</p> 	<p>Letters will be sent out to all required consultees, all those who have expressed a specific interest and local bodies who may have valuable input, to inform them of any consultation they may want to take part in or about a document that has been released for consultation.</p>
<p>Email</p> 	<p>Emails will be used when appropriate. All documents will be available in an electronic format via email as this is an important way of saving paper.</p>

<p><u>Exhibitions</u></p> 	<p>An exhibition including explanatory posters and leaflets will be held to inform people about any documents that have been produced. These exhibitions will be held at the Council House, the Customer Service Centre and other locations as appropriate.</p>
<p><u>Workshops</u></p> 	<p>Workshop events will consist of a presentation followed by group work in order to discuss the issue at hand. These organised discussion group events can be very worthwhile but can be very resource intensive. Workshop event or focus group will be held for documents. Which technique we will use depends on the nature of the document.</p>
<p><u>Focus Groups</u></p> 	<p>Focus groups bring together a small number of <i>stakeholders</i> to discuss a specific issue in depth. They will be used to explore specific subjects in detail.</p>
<p><u>Website</u></p> 	<p>The Council's website has proven to be a very useful tool when engaging the public. All documents will be available online free of charge. There will also be a summary of each document and details of any planning events where the community can get involved.</p>
<p><u>Newsletter</u></p> 	<p>The Council has a bi-annual newsletter, which is sent out to every home in the district. The Planning Department will make use of this to inform the community about the LDF process and how they can be involved.</p>
<p><u>Public Meetings</u></p> 	<p>The Council holds public meetings called Spotlight Evenings at various locations throughout the district. If the timing of a Spotlight Evening coincides with the production of a document, a Planning Officer will attend the Event to inform the community about the document and receive the public's feedback on the issue.</p>
<p><u>Questionnaire</u></p> 	<p>Questionnaires will be used at an early stage of document production to gauge public opinion on a specific topic. Questionnaires will generally be sent out to members of the public who have previously displayed an interest in the subject to find out their opinions on certain matters. This is technique is useful when we need quantitative data.</p>

<p><u>Physical Planning</u></p> 	<p>Physical Planning refers to using interactive displays and 3-D plans to illustrate the issue we are dealing with. These techniques tend to be very popular with the public and can help those who have not taken part before to have their say. Physical Planning will be used in conjunction with other methods to help maximise involvement.</p>
<p><u>Interviews</u></p> 	<p>It may be useful to do one to one interviews with specific individuals who have links to a specific subject to get their in-depth knowledge of the subject. This technique will be employed when appropriate.</p>
<p><u>Media</u></p> 	<p>There are <i>statutory</i> requirements for the Council to publish details of consultation periods in a newspaper which covers the whole of the District. We will attempt to get extra media coverage of any events to improve publicity.</p>

A wide variety of methods have been identified in order to involve as many people as possible in the most suitable way for them. Different people will want to be involved in the process to different degrees. Some people may wish to be informed of when documents are being produced and others may wish to devote their time to taking part in focus groups, for example. We are also aware of the suitability of different methods at different stages of document production. At early stages we may seek to gather quantitative data (views, reasoning and suggestions) and this may involve a workshop or focus group; later stages will necessitate as much publicity of proposals as possible to ensure people are aware of proposals.

Piggybacking

Piggybacking refers to the Council's Planning Department getting involved in and attending the meetings of other groups. This relates to our intention to link our activities with other community initiatives. By 'piggybacking' events we will be able to reach a broader and, potentially, a greater number of people than we would otherwise be able to do. We will make every attempt to attend meetings of other organisation, such as the parish councils, on request.

The following table shows the various pros and cons of the methods that have already been highlighted;

Method	Pros	Cons
Newsletter	Regularly updated; Reaches large numbers	Can be costly; Can be time consuming; May not be read
Exhibitions	Gives opportunity for comments; Can be effective publicity	Few may attend, those who do may not be representative; Who is reached is very time dependent.
Questionnaires	Low in cost and time; Reaches many people; Detailed replies; Easy to analyse data	Not good for complex questions; Can get few responses; Viewed as dull; Hard to reach may not reply
Focus Groups	Can involve hard to reach; Can be complex and in depth; Allows for interaction	Costly; Time consuming; Difficult to analyse results;
Public Meetings	Inexpensive; Flexible; Involves large numbers	Turnout can be poor Attendees may not represent community Can be difficult to organise
Workshops	Can go into detail; Large numbers can take part; Everyone actively participates	Requires skilled managers; Can be difficult to organise; Can be expensive; Time consuming
Physical Planning	Easy to set up; Entertaining; Can deal with complex issues; Can involve hard to reach	Costly; Needs suitable venue; Cannot ensure representative
Letter/ Email	Can be detailed Only informs the reader	Will only reach people already involved
Interviews	Detailed: Involving	Time consuming: Only possible on a very small scale
Website	Easy to access Easy to update	Lack of access to internet

Inform, Consult, Involve?

Community involvement refers to a wide range of activities each with a varying level of involvement. Some of the methods can **inform**, some can **consult** and some can, more actively **involve**. At a very basic level we can inform people that a document has been produced and is available for consultation. This may include sending out letters and putting up posters to **inform** people about the document. Some of the methods mentioned will go further and **consult** people asking for their opinion on particular issues. This will include methods such as questionnaires and perhaps focus groups. One step further is to more actively **involve** people in the development of the documents. For example, workshop events can be used to involve people in identifying priorities and shaping plans.

We aim to have an increased emphasis on using more interactive methods such as focus groups and on getting people involved early at a stage, where they can have a real say on the future of a plan. However, for every document we produce, we will use a variety of methods to insure that we **inform**, **consult** and **involve** the community, providing an opportunity for everyone to be involved at a level that suits them. The following table reviews each method in terms of how it can be used to involve the community:

	Does it inform?	Does it consult?	Does it involve?
Letter/Email	✓	X	X
Exhibition	✓	X	X
Piggybacking	✓	✓	X
Workshop Event	✓	✓	✓
Focus Group	X	✓	✓
Website	✓	X	X
Newsletter	✓	X	X
Questionnaire	X	✓	X
Public Meeting	✓	✓	X
Physical Planning	X	✓	✓
Interviews	X	✓	✓
Media Coverage	✓	X	X

Fig 6. Choosing the appropriate approach

The following table explains how we intend to use each of the methods in developing the different documents. The table indicates methods that will definitely be used (indicated by a ✓) and methods that may be used if we have the necessary resources and it would prove useful to do so (indicated by a ?).

- Stage 1 - early community involvement including evidence gathering and issues and options
- Stage 2 - consultation on Council’s preferred options (or draft SPD)
- Stage 3 - consultation on submission document (N.B. This stage does not occur for SPDs.)

Refer back to Figure 2 for more information about stages.

Consultation Method	Core Policies			Development Plan Document (DPD)			Supplementary Plan Document (SPD)	
	1	2	3	1	2	3	1	2
Document available to view	-	✓	✓	-	✓	✓	-	✓
Leaflet/ Summary available	✓	?	?	✓	?	?	✓	?
Advert in paper	-	✓	✓	-	✓	✓	-	✓
Press Release	?	✓	?	?	✓	?	-	✓
Exhibition	✓	?	-	?	?	-	?	?
Informal Questionnaire	✓	-	-	?	-	-	✓	-
Focus Group	✓	?	-	✓	?	-	?	?
Workshop	✓	-	-	?	-	-	?	-
Physical Planning	✓	-	-	?	-	-	-	-
Informing via email and letter	-	✓	✓	-	✓	✓	-	✓
Public Meeting	?	?	-	?	?	-	-	?
Interviews	✓	?	-	✓	?	-	✓	?

8. Access to Information

The Council recognises the importance of effective communication. All Local Development Documents will be available for review at the locations below:

- The Council House
- All District Libraries
- The Council Website www.bromsgrove.gov.uk/localplans
- Customer Service Centre

We will also advertise in the local press when a draft version of any document is available for consultation and prior to submission to the *Secretary of State*. The advert will state where and when the documents can be viewed. The LDD's will be available in a variety of different formats including: -

- Paper copies – leaflets, posters and paper copies of documents, which will be placed in key community locations;
- Electronic Versions –that can be e-mailed to interested individuals/organisations;
- Website – proposals documents, proposals matters, availability of proposals documents for inspection (with times, locations, places) will be published on the Council's website – www.bromsgrove.gov.uk

We will also make documents available in other languages and formats (large print, Braille) as needs are identified. Any comments that people wish to make on any of the LDDs can be sent to the Council by post or by emailing the following addresses

Planning Policy
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove
Worcestershire. B60 1AA
Tel: 01527 881325 / 881323
Fax: 01527 881313
email: planningpolicy@bromsgrove.gov.uk

9. Feeding back and taking views into account

The views that are expressed by the community during any involvement activity will be fed into the process of document production. Feedback from consultation will be made available in summary form and will be used to influence the drafting of policy. Those who participate in the process will be told what the outcomes of consultation processes were and how the results will be used to move the process forward. Ensuring people are kept informed of the outcome of events is seen as a vital part of the new planning system to reinforce the message that public involvement is helpful and worthwhile.

We are committed to incorporating the consensus views raised through involvement into the preparation of the documents. At both the Preferred Options stage, and also at the Submission stage of the DPDs, we will;

- Acknowledge written comments by letter or e-mail;
- Record comments from public meetings and forums and feed these into the process;
- Produce a summary of written comments received during meetings and make these publicly available on the Council's Website,
- Produce a report to Members listing all written comments received, our responses and recommendations as to what changes, if any, should be made. This report will also be available on the Council's website.

The Council will also keep contributors informed, where possible, through using;

- The Local Media, e.g. Press Releases;
- Newsletters such as Council Chat, distributed to all households in Bromsgrove District;
- Officer presentations to *stakeholder* groups who have been involved in participation events and those who contact us to request a presentation.

10. Ongoing Involvement

We will develop and maintain the contact management database of those people and organisations that wish to be involved in the LDF process, to enable a two-way flow of information at the key stages of developing planning policy.

Fig 7. What do we mean by 'Community'?

<p>Required consultees Have to be involved in the Planning Process</p>	<p>Hard to Reach Groups Those groups who tend not to get involved</p>	<p>Communities of Place Those who have an interest in a specific geographical area</p>
<p>For full details see Appendix 2, examples include; English Nature, Highways Agency, Environment Agency</p>	<p>Single Parents, Disabled people, Carers, Elderly, Young people, Black and minority ethnic groups</p>	<p>Landowners Parish Councils Community Groups Resident's Associations Ward Councillors Members of Parliament</p>
<p>Communities of Work Those who have the primary interest of employment</p>	<p>Service Providers The providers of the services available in the District</p>	<p>Communities of Interest Communities that can be defined by the common interest they share</p>
<p>Chamber of Commerce BROMARK Self-Employed Unemployed Micro Enterprise Small to Medium Enterprise Large Enterprise Agricultural Businesses Agricultural Employees</p>	<p>Telecommunications Providers Utility Providers Tourism Providers Emergency Services Health Services Public Transport Providers Community Transport Providers Educational Establishments Rural Service Providers</p>	<p>Housing Groups Transport User Groups Agencies (Regional, County, Local, National) Local Strategic Partnership Countryside and Nature Preservation Arts and Culture Community Safety Sports, leisure and recreation Faith Groups Development Industry</p>

11. Who we will consult

As a minimum the Council must consult a list of required consultees about every document we produce or planning application. This list is available in Appendix 2. Clearly it is vital we involve more of the community than just the required consultees.

Many groups may be harder to reach than others. The Council will aim to remove any barriers that may hinder people from taking part in the planning process. Groups that may find it difficult to get involved include;

- People with disabilities,
- Carers
- Elderly people,
- Young people,
- Those affected by rural exclusion,
- Black and Minority Ethnic Communities and
- Those who work long hours

In an attempt to remove the barriers to involvement for these groups the Council will;

- Use a variety of involvement techniques to reach as many people as possible,
- Reach rural communities through Parish Councils,
- Hold events outside of normal working hours,
- Contact specific representative groups for advice on encouraging involvement, and
- Produce documents in different languages and formats

To reach the 'communities of work' we aim to involve as many people as we can through their field of employment. The contact database has the details of many local businesses and places of work as well as those of representative bodies. These people will be kept informed of involvement opportunities throughout the plan making process.

In an attempt to involve as much of the community as possible in the planning process we will target many local groups with specific interests such as Transport user groups or Housing Issues groups. These groups will be informed of all

community involvement opportunities and will be asked specifically to take part in the development of documents that involve their interests.

'Communities of place' are those who have a specific interest in the District of Bromsgrove. This will include organisations such as the Parish Councils and specifically the local organisation, 'Our Bromsgrove.'

The service providers of the District will also be targeted. They will play an important role in development of plans, as they will have important and specific areas of knowledge that will be of considerable value to the development of our plans

12. Community Involvement in the Development Control Process

The Development Control process involves the consideration of individual planning applications, such as a house extension or new shopping centre, against the different planning policies, and also the enforcement of planning conditions that have been imposed on developments.

Currently most people only get involved in the planning system through development control and planning applications. This could be through applying for planning permission for an extension, getting a letter about an application close to you or seeing a site notice.

It is important that the public are involved in the determination of planning application process as well as planning policy. The SCI also aims to set out a framework of community involvement for the different types of planning application. The Development Control department of the Council gets over 1,500 applications each year. These range from advertising consent and house extensions to major applications from developers for building houses.

The main way for people to have their say in the planning application process will be through sending a representation to the Council about the application. This may be in support of the application or an objection to it. The representation will be taken account of when a decision is being made on the application.

In order to deal with the different types of planning application, the government has proposed that a tiered system of involvement be used. More minor applications may have the *statutory* minimum amount of community involvement whereas other types of application may require more.

The government's definition of a major application is;

- A residential development comprising 10 or more dwellings or,
- A site area of 0.5 hectares or more where the number of dwelling is not given or,
- For other uses where the floor space to be built is 1000m² or more or
- When a site area is 1 hectare or more

Greater community involvement will be necessary in these cases. However, it is often not these cases that prove to be the most controversial. In light of this there will also be a category of applications that will be termed 'significant'. It can be difficult to identify what will be a significant application but it will include applications which;

- Are likely to attract significant public interest,
- Will have a significant physical impact on the area and;
- Form a departure from the Local Plan or subsequent *Development Plan Documents*

There may be other circumstances where an application may be deemed to be 'significant'. A planning officer can judge an application to be significant if past experiences have shown that similar applications have proven to be controversial.

If you have any queries about the development control process or about a planning application please email planning@bromsgrove.gov.uk or call **01527 881346**.

Fig 8. The Planning Application Process

The following flow diagram shows the planning application process for a minor application. An explanation of how the process will be different for both 'major' and 'significant' application follows.

Pre-application

Applicant can contact an Officer for advice on the **Planning Help line**, Monday-Friday, 10am-4pm on **01527 881346**. The applicant can also look up the Council's Website, www.bromgrove.gov.uk for advice and links to other useful websites

Application received

A notification letter is sent out to all those who own land neighbouring the development and also to required consultees

If a landowner can't be identified or a public right of way, conservation area, listed building is affected or an environmental statement attached, a site notice will be put up or a newspaper advertisement will be placed

A weekly list of all applications is available at the Council House, in Local Libraries, at Parish Council Offices and on the Council's Website

Anyone can make a representation within 21 days of the application being registered
(For English Nature 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area. Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000)

Decision on application

The officer considers the merits of the application and the representations that have been sent in. They write a report and make a recommendation.

Usually the Director of Planning Services makes a decision about the application but the decision can be referred to Planning Committee at the Officer or Councillors request.

Notification

Decision notices can be viewed on the Council Website

Letters will be sent out to all those who made a representation. If more than 12 people make representations a notice will be placed in the newspaper instead

Appeal

Applicants can appeal if the application is refused planning permission, or specific conditions have been imposed or if the application was not processed in 8 weeks

If an inquiry does occur, a site notice or newspaper advertisement will publicise this and letters will be sent out to all statutory consultees.

Major Applications

If an application falls into the major category there will be a number of differences. A site notice will be put up or an advertisement will be placed in the relevant newspaper¹. All major applications will go to the Planning Committee² for a decision. They also take 13 weeks as opposed to 8 weeks to process the application.

The Council recommends that any developer proposing a major development in the District contact the Council for a pre-application discussion. We will encourage any developer doing so to consider involving the community prior to submitting their application. We would expect the developer to maintain the highest standards when conducting community involvement work.

Significant Applications

Applications that are deemed to be significant are those, which are likely to have significant public interest. These types of applications could be where the proposal forms a departure from the development plan, or the location is sensitive for reasons such as affecting the setting of a listed building, the character/appearance of a conservation area, the effect on protected trees or other natural habitats, or could cause adverse traffic problems and impact on the amenity of local residents. This is an indication of what could be a significant application and does not include all possibilities.

With this in mind, it is likely developers proposing 'significant' applications will need to involve the community to a greater degree. The community involvement should include:

- Attending or arranging a public meeting,
- Holding an exhibition, and
- Releasing a development brief.

¹ Notices will be placed in the relevant newspaper covering the District. It will be either, the Bromsgrove Advertiser, the Bromsgrove Standard, the Redditch Indicator, the Stourbridge News or the Birmingham Post

² Members of the public can attend Planning Committee but cannot currently speak at committee. This situation is under review and it is expected that a trial period of public speaking at Planning Committee will commence sometime this year.

The Council will encourage any developer to have a pre-application meeting with the Council about the proposed development and the community involvement that should be undertaken. The Council will play a guiding role regarding the development to ensure high standards are maintained but without compromising their impartiality. The consultation methods adopted should be relevant and appropriate for the exact nature of the planning application and those to be involved.

13. Resources and Management

Involving the community in an effective way, particularly through more interactive methods, can be very time consuming and costly. This is why it is important that the process is appropriately resourced and managed. We have carefully considered how the community will be involved and have developed an approach that is fit for purpose but also achievable within the constraints of the Council's resources. The Head of Local Plans will manage the whole process. Other resources, which we will need take account of, are as follows:

➤ Budgets

The Local Plans team has two budget sources: The Council's Planning Budget and The Planning Delivery Grant (PDG.) The Council's Planning Budget for this financial year takes account of the community involvement initiatives set out in the SCI and their costs. The Planning Delivery Grant (PDG) is awarded to the Council by Central Government. The amount of PDG the Council receives is based on our performance and how well we meet targets. It is important that we keep to the timetable set out in this document in order to receive as much PDG as possible. The PDG was considered when deciding on the timetable of document production.

➤ Staff

The Local Plans team will carry out much of the community involvement work. Other sections of the Council will provide assistance as necessary. We are aware that the Council has suffered staffing problems, with many posts being vacant long term. This may affect the LDF process and may limit our resources. As such we must be prepared to review our approach to community involvement in response to this. A review will be undertaken as part of the monitoring process.

➤ **Consultants**

Part of our Planning Budget is set aside for employing consultants. A detailed review of the potential benefits and costs will be undertaken to help us decide if it will be appropriate to hire consultants to undertake community involvement work.

➤ **Equipment and Materials**

The Council already has access to equipment and materials such as IT facilities and projectors needed for successful community involvement. Part of our Planning Budget is set aside for equipment and materials. By working with the other Council departments and in collaboration with other local organizations, additional equipment and materials will be available to us.

➤ **Venue hire and other direct costs**

Most community involvement activities will be undertaken free of charge at the Council House. It has proven to be an accessible and suitable venue in past consultation experiences. We will also aim to minimise the costs of undertaking events by attending the events and/or combining with the events of other organisations. The timetable of production for the LDF has been arranged so consultation periods for different documents will coincide. This will enable us to reduce the overall number of events and minimise costs. It will also mean that the community will not suffer from over-consultation (consultation fatigue) and will be more likely to get involved.

➤ **Members**

The Councillors, through their role as representatives of the community will have an important part to play throughout the LDF process. Not only will members be involved in the LDF Working Group but also they will be involved through the consultation events.

14. Planning Aid

West Midlands Planning Aid is an independent service that will provide free advice on planning matters to those groups and individuals who cannot afford professional fees. The service can help communities to prepare themselves for getting involved with the

LDF and the Development Control process. The Council has and will continue to look to the Planning Aid service for advice throughout the LDF process, as they may be able to facilitate and encourage more effective involvement. The Council will aim to make the public more aware of the service and what it has to offer.

15. Monitoring

The SCI is not intended to be a static document. Community involvement is a process of continuous learning. The SCI will change over time as we learn through experience. The Council will be producing an *Annual Monitoring Report (AMR)* to ensure work is being completed efficiently and effectively. As a part of the AMR the SCI will be reviewed. If there is a deficiency in the SCI, changes will be made. As part of the review process the community will be asked when they take part in any event, their opinion of the event and how it could be improved.

The monitoring process is in place to help ascertain if;

- The SCI is effectively engaging communities and if not, why not?
- The techniques being used are working and if not, why not?
- There is any room for improvement

The first AMR will be produced by December 2005 and will be available on the Council's Website, www.bromsgrove.gov.uk.

16. Legal Duties

The Race Relations Act (2000) sets out the duty of The Council regarding race relations. We have a duty to remove any unlawful discrimination and to promote equality. Community involvement must reflect this. The Council must also comply with the duty outlined in the Disability Discrimination Act (1995) to provide a public service that doesn't discriminate against disabled people by providing them with a lower standard of service.

Therefore we will make sure that there are no barriers for people from Black and Ethnic Minority communities or those with disabilities in getting involved in the planning process. We will remain in contact with representative organisations throughout the LDF process to ensure that we are making every reasonable effort to involve these groups in the planning process.

17. Conclusion

The purpose of the SCI is to set out how people can be involved in the planning process. The development of the document has involved a broad range of community representatives through a survey, workshop and *statutory* consultation period. We recognise that it is essential to ask the community how they wish to be involved – resulting in a document that has been developed in line with its own principles. All of the comments were considered and have been incorporated into this version of the document. It is the Council's view that this document meets all of the necessary criteria of an SCI.

It explains:

- The minimum requirements for community involvement,
- The links with other community initiatives,
- The local groups and bodies to be involved generally,
- How involvement will occur in a timely and accessible way,
- That we have the resources to carry out the work proposed,
- That suitable methods will be employed,
- How results of involvement will be fed into document production,
- How people can be involved in planning applications, and
- How the SCI will be reviewed.

Appendix 1: Glossary

Local Development Framework (LDF)

This is the portfolio of DPDs (Development Plan Documents) and SPDs (Supplementary Plan Documents.) This will be the framework for delivering the planning strategy and policies for Bromsgrove District.

Development Plan Documents (DPD)

These will be the key documents of the LDF they will contain development plan policies and be subject to independent examination.

Supplementary Planning Documents (SPD)

Each SPD will cover a specific issue, which will provide additional guidance for policies in the *DPDs*.

Local Development Scheme (LDS)

This document is a 3-year project plan for the production of documents in the LDF.

Annual Monitoring Report (AMR)

This document will show the progress of plan production set out in the LDS and how effective the development plan policies have been.

Sustainability Appraisal (SA) Report

An appraisal of the environmental, social and economic impacts of specific policies and proposals. Will be undertaken at the same time as the SEA.

Strategic Environmental Assessment (SEA)

The environmental assessment of plans and policies. As required by an EU Directive.

Local Strategic Partnership (LSP)

A partnership of members from many different bodies responsible for the Community Plan

Statutory

Based on a legal requirement. Certain consultees are statutory and we are required to consult them. They are referred to as required consultees in this document.

Stakeholders

Person with a share and/or an interest

PINS

Planning Inspectorate, the governing body of planning

Secretary of State

Office of the Deputy Prime Minister

Appendix 2: Required Consultees

Consultee	Required Consultee for Development Plan Document	Required Consultee for Planning Applications
Regional Government body – Government Office of West Midlands (GOWM)	✓	
Regional Planning body - GOWM	✓	
Regional Development Agency – Advantage West Midlands	✓	
DEFRA (Department for the Environment Food and Rural Affairs)	✓	
County Council – Worcestershire County Council	✓	✓
Adjoining County Councils - Staffordshire County Council Warwickshire County Council	✓	✓
Adjoining Local Planning Authorities – Birmingham City Council Solihull Metropolitan Borough Council Stratford-on-Avon District Council Redditch Borough Council Wychavon District Council Wyre Forest District Council South Staffordshire Council Dudley Metropolitan Borough Council	✓	✓
Town and Parish Councils -	✓	✓
Adjoining Parish Councils	✓	✓
Environment Agency	✓	✓
Countryside Agency	✓	✓
English Nature	✓	✓
English Heritage	✓	✓
Network Rail	✓	✓
Relevant Telecommunications company	✓	
Strategic Health Authority - West Midlands South Strategic Health Authority	✓	
Relevant electricity and gas companies	✓	✓
Relevant sewerage and water undertakers	✓	
Equal Opportunities Commission	✓	
Local Airport Operators	✓	
Health and Safety Executive		✓
Secretary of State for Transport		✓
Rail Operators		✓
Local Highways Authority	✓	✓
The Coal Authority		✓
The Theatres Trust		✓
Department for Environment, Food and Rural Affairs (DEFRA)		✓
Waste Regulation Authority		✓
British Waterways		✓
The Commission for Architecture and the Built		✓

Environment		
Council for British Archaeology		✓
Council for the Protection of Rural England		✓
Forestry Commission		✓
Highways Agency	✓	✓
Sport England		✓
Voluntary bodies some or all of whose activities benefit Bromsgrove		
Bodies which represent the interests of different racial, ethnic or national groups in Bromsgrove		
Bodies which represent the interests of different religious groups in Bromsgrove		
Bodies which represent the interests of disabled persons in Bromsgrove		
Bodies which represent the interests of persons carrying on business in Bromsgrove		

Appendix 3: Other Consultees

This is not an exhaustive list and will be updated as necessary

Active Permissions	Bromsgrove Lions Club
Advantage West Midlands	Bromsgrove Mental Health Resource Centre
Age Concern	Bromsgrove Methodist Centre
Age-Concern Bromsgrove & District	Bromsgrove Round Table
Alcohol Advisory Team	Bromsgrove Rovers Supporters' Group
All Saints Church	Bromsgrove Salvation Army
Alvechurch Historic Society	Bromsgrove School
Alvechurch Parish Council	Bromsgrove Society
Army Cadet Force	Bromsgrove Society Local History Group
Aston Fields Workmen's Club	Bromsgrove Swimming Club
Avoncroft Arts Society	Bromsgrove Tangent Club
Avoncroft Museum of Historic Buildings	Bromsgrove Tennis Club
BARN	Bromsgrove United Charities
Barnt Green Parish Council	Bromsgrove United Charities
Belbroughton Heritage Village Society	Bromsgrove United Reform Church
Belbroughton Parish Council	Bromsgrove Youth Centre
Bentley Pauncefoot Parish Council	Brookhaven
Beoley Parish Council	Broome Parish Council
Bewell Head Workmen's Club	Burma Star Association
Birmingham City Council	BYHF - Baseline Service
Black Environment Network	C.P.R.E (Bromsgrove District)
Bourneheath Parish Council	c/o Bromsgrove Rovers Club
British Wind Energy	Catshill & North Marlbrook Parish Council
BROMARK	Catshill 20/20
Bromford Housing Group	Catshill Workmen's Club
Bromsgrove & Redditch Advocacy Group	Centro
Bromsgrove 41 Club	Centro (WMPTE)
Bromsgrove Access Group	Chaddesley Corbett Parish Council
Bromsgrove Action Group for Older People	Chamber of Commerce Herefordshire & Worcestershire
Bromsgrove Age Concern	Charford Multi Agency Resource Centre (CACTUS)
Bromsgrove and District Flower Arranging Society	Christopher Ashton
Bromsgrove and District Guides and Brownies	Church Centre
Bromsgrove and District Twinning Association	Church of God of Prophecy
Bromsgrove and Redditch Mind	Churches Together
Bromsgrove Baptist Church	Churchill and Blakedown Parish Council
Bromsgrove Boaters	Clent History Society
Bromsgrove CAB	Clent Parish Council
Bromsgrove Christian Church	Cofton Hackett and Barnt Green Parish Centre
Bromsgrove Court Leet	Cofton Hackett Parish Council
Bromsgrove Cricket Club	Community First
Bromsgrove Cricket, Hockey, Tennis, Croquet Club	Community First
Bromsgrove District Primary Care Group	Connexions
Bromsgrove District Scouts	Country Landowners Association
Bromsgrove Homelessness Forum	Countryside Agency (West Midlands)
Bromsgrove Junior Chamber	Court Leet
Bromsgrove Labour Club	CPRE
Bromsgrove Ladies Club	

CPRE Worcestershire Branch (CPRE)
Cyclists's Touring Club (CTC)
David Lloyd Leisure
Diocese of Worcester/Worcester DBF
Dodderhill Parish Council
Dodford with Grafton Parish Council
Dudley Metropolitan Borough Council
Employment Service
English Heritage
English Nature
Environment Agency
Environment Agency, Upper Severn Area
Feckenham Parish Council
Federation of Master Builders
Federation of Small Businesses
Finstall Parish Council
Frankley Parish Council
Friends of the Earth (FoE)
Friends of the Earth (West Midlands)
Gingerbread
Girls Brigade
Government Office for the West Midlands
GPU Power UK
Hagley Church Centre
Hagley Hall
Hagley Parish Council
Hanbury Parish Council
Hanover Housing Association
HCD Architecture
Health Development Team
Heart of England Tourist Board
Hereford and Worcester Gardens Trust
Herefordshire & Worcestershire Transport 2000
Herefordshire & Worc's Earth Heritage Trust
Herefordshire and Worcestershire RIGS Group
Highways Agency
House Builders Federation
Housing Corporation
Housman Society
Hunnington Parish Council
Hutchinson 3G
Icknield Street Action Group
Judd Medical Ltd.
Kinver Parish Council
Lickey and Blackwell Parish Council
Lickey and Blackwell Parish Council
Lickey End Parish Council
Lickey Hills Society
Local Sports Council
Malcolm Judd & Partners
Mappleborough Green Parish Council

MARC
Millennium Volunteers
Millfields and District Social Club
MIND
Multi-Agency Resource Centre
N.E.W Hope
National Children's Home Aftercare
National Farmers' Union
National Grid c/o Malcolm Judd & Partners
National Grid Transco
National House Building Council
National Housing Federation (West Midlands)
National Playing Fields Association
National Rural Enterprise Centre
National Trust - Severn Regional Offices
Network Rail
NEW College
New College
Nexus Housing Association
North East Worcestershire College
NSPCC
O.G.C
O2
Oldberrow Parish Council
Open Spaces Society
Orange
Our Bromsgrove
Our Lady of Perpetual Succour
Pegasus Planning Group
R A F Association, Bromsgrove & Redditch Branch
Racial Equality Council
Railtrack PLC
Ramblers Association
Ramblers' Association
Redditch & Bromsgrove PCT
Redditch & Bromsgrove Primary Care Trust
Redditch and Bromsgrove PCT
Redditch and Bromsgrove Primary Care Trust
Redditch Borough Council
Romsley Parish Council
Rotary Club - Bromsgrove
Rotary Club of North Worcestershire
Royal British Legion
Royal British Legion Social Club
Royal Naval Association (Bromsgrove Branch)
Rubery Village Business Association
Rubery Youth Marching Band
Rural Housing Trust
S.B.M.H.T
Sandwell MBC
Schools Outreach

Severn Trent Water
Shelter
Simon N Hartshorne
Solihull Metropolitan Borough Council
South Staffordshire Council
Sport England (West Midlands)
St John Ambulance, Quadrilateral Division
Stoke Heath Neighbourhood Watch
Stoke Parish Council
Stoke Prior Youth Group
Stratford on Avon District Council
Sustrans
Tamworth in Arden Parish Council
Tanworth-in-Arden Parish Council
The Abbeyfield Rubery & District Society Ltd.
The Abbeyfield, Rubery & District Society
The Bird Trust
The Bromsgrove Festival
The Bromsgrove Society
The Caravan Club
The Chairman of the West Midlands Parks Forum
The Countryside Agency
The Inland Waterways Association
The Lickey Community Group
The Prince's Trust
The Royal British Legion (Aston Fields Branch)
The Stoke Prior Business Association
The Woodland Trust
The Worcestershire Partnership
The Worcestershire Partnership
T-Mobile
Touchstone Housing Association
TRANSCO
Transco Plc.
Travel West Midlands
Travel West Midlands
Tutnall & Cobley Parish Council
Upton Warren Parish Council
Victorian Society
Vodafone
W.R.V.S
Weaver PLC Construction
West Mercia Constabulary
West Mercia Constabulary
West Mercia Housing Group
West Mercia Police
West Mercia Police Authority
West Midland Arts
West Midlands Planning Aid Service
West Midlands Regional Assembly
West Midlands RSL Planning Consortium

William Morris Supermarkets
Worcester and Birmingham Canal Society
Worcester Archaeology Society
Worcester BTCV
Worcestershire Association for the Blind
Worcestershire Biodiversity Partnership
Worcestershire Business Partnership
Worcestershire Carers Unit
Worcestershire Community & Mental Health NHS Trust
Worcestershire County & Mental Health Trust
Worcestershire County Council
Worcestershire County Council
Worcestershire County Council
Worcestershire Federation of WI's
Worcestershire NHS Trust
Worcestershire Racial Equality Council
Worcestershire Rural Housing Enabler
Worcestershire Special Olympics
Worcestershire Tourist Board
Worcestershire Wildlife Trust
WRVS Rural Rides Bromsgrove
Wychavon District Council
Wyre Forest District Council
Wythall Community Association
Wythall Parish Council
Wythall Ratepayers & Residents Association
Youth Enquiry Service
Youth Enquiry Service
Youth Officer-Participation & Information
Youth Worcs
Youth Zone

Bromsgrove District Council

Planning and Compulsory Purchase Act 2004 The Town & Country Planning (Local Development) (England) Regulations 2004

BROMSGROVE DISTRICT LOCAL DEVELOPMENT FRAMEWORK STATEMENT OF COMMUNITY INVOLVEMENT ADOPTION STATEMENT

In accordance with Regulation 24(4) and Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004, notice is given that Bromsgrove District Council will formally adopt its Statement of Community Involvement (SCI) on 7th September 2006.

The SCI is a formal statement of the District Council's policy for involving interested parties in preparing the Local Development Documents to be included in the Bromsgrove District Local Development Framework (LDF) and for consulting on planning applications. The preparation of documents in the LDF and consultation on planning applications will have to comply with the adopted SCI.

Copies of the adopted SCI, Adoption Statement, and Inspector's Report are available for public inspection at the following locations:

- Bromsgrove District Council's Planning Reception, The Council House, Burcot Lane, Bromsgrove, Worcestershire, B60 1AA (9:00am – 4:30pm).
- Customer Service Centre, located at Dolphin Centre, School Drive, Bromsgrove (9:00am – 4:30pm).
- Alvechurch Public Library, Tanyard Lane, Alvechurch (Library opening hours).
- Catshill Public Library, Barley Mow Lane, Catshill (Library opening hours).
- Hagley Public Library, Worcester Road, Hagley (Library opening hours).
- Wythall Public Library, May Lane, Wythall (Library opening hours).
- Bromsgrove Public Library, Stratford Road, Bromsgrove (Library opening hours).
- Cofton Hackett Public Library, Barnt Green Road, Cofton Hackett (Library opening hours).
- Rubery Public Library, Library Way, Rubery (Library opening hours).

The adopted SCI, Adoption Statement, and Inspector's Report are also available to view and download online at www.bromsgrove.gov.uk.

A person aggrieved by the Statement of Community Involvement may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004. Any challenge pursuant to Section 113 must be made on the grounds that the document is not within the appropriate power or a procedural requirement has not been complied with. The application must be made not later than the end of the period of six weeks starting on 7th September 2006.

A person aggrieved by the Statement of Community Involvement may also make an application to the High Court for permission to apply for a judicial review of the decision to adopt the Statement of Community Involvement. Any such application must be made promptly and in any event not later than three months after 7th September 2006.

For further information about the SCI, please contact the Planning Policy team on (01527) 873232 or email planningpolicy@bromsgrove.gov.uk.

Dave Hammond – Head of Planning & Environment Services
Bromsgrove District Council
The Council House
Burcot Lane
Worcestershire
B60 1AA.

BROMSGROVE DISTRICT COUNCIL

LDF WORKING GROUP

3RD AUGUST 2006

CONSERVATION AREA APPRAISALS - STATION ROAD HAGLEY

Responsible Portfolio Holder	Councillor Peter Whittaker
Responsible Head of Service	Dave Hammond , Head Of Planning and Environment Services

1. SUMMARY

- 1.1 A draft appraisal has been prepared for the conservation area for Station Road, Hagley. Involving the community in this process is paramount and public participation is an integral part of the process. It is therefore necessary for the Council to endorse this appraisal as a public consultative document prior to adopting the appraisal as a planning policy which will ultimately support a supplementary planning document on conservation of the built environment.

2. RECOMMENDATIONS

- 2.1 Members approve this draft appraisal as the basis for consulting the community.
- 2.2 All relevant comments are reported to members and taken into account before the appraisal is adopted by the Council.

3. BACKGROUND

- 3.1 The Planning (Listed Buildings and Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Designation is only the first stage and a clear and a concise appraisal of the character of the conservation area is necessary to provide a sound basis for their designation and management and will supplement local development documents.
- 3.2 The government advises that appraisals should be carried out on all new conservation areas and that retrospective appraisals for established conservation areas should be a priority. They should be regularly reviewed afterwards. (the recommendation is every 5 years) Accordingly a programme for the production of appraisals is a Best Value Performance Indicator (219b).
- 3.3 The appraisal should be regarded as the first step in a dynamic process, the purpose of which is to preserve and enhance the character and appearance of the conservation area. Importantly it provides the basis for the next stage which is a statutory requirement involving the preparation of management policies and proposals.

- 3.4.1 Local consultation is vitally important at all stages since it helps to bring valuable public understanding and “ownership” to conservation area proposals. The consultation procedure will be undertaken generally in line with the local authority’s statement of community involvement (SCI).
- 3.5 A rolling programme of conservation area appraisals is proposed which in time will cover all the conservation areas. Targets have been set with up 80% completion by the end of 2009. Progress on meeting this will depend on securing staff resources to achieve this.
- 3.6 The appraisal has been produced in accordance with the guidance issued by English Heritage. Emphasis has been made on visual impact with the summary appraisal plan indicating the contribution that all parts of the conservation area make to its architectural and historic character.

4. CONCLUSIONS

- 4.1 This is the first conservation area appraisal and members should consider whether they wish to continue to see other draft appraisals or are content to await seeing them until a public consultation procedure has been completed.

5. FINANCIAL IMPLICATIONS

- 5.1 None

6. LEGAL IMPLICATIONS

- 6.1 None

7. ATTACHED DOCUMENT

- 7.1 Draft conservation area appraisal for Station Road Hagley.

Contact Officer

John Stagg
Conservation Officer
Email: j.stagg@bromsgrove.gov.uk
Tel: 01527 881326

HAGLEY CONSERVATION AREA APPRAISAL

MARCH 2006



BROMSGROVE
DISTRICT COUNCIL

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1. INTRODUCTION

Hagley conservation area was designated in October 1987 by Bromsgrove District Council. The Council considered it was an area of special architectural or historic interest, the character or appearance of which, was desirable to preserve or enhance.

The designation committee report sited the historic importance of the station and bridge as being a focal point for the area, together with a pleasing group of little altered Victorian and Edwardian buildings and a group of trees that contributed to the amenity of the area.

A public meeting had been held, with residents and the Hagley Parish Council supporting designation.

2. JUSTIFICATION FOR A CONSERVATION AREA APPRAISAL

The Council is currently carrying out detailed appraisals of all its conservation areas. It recognises that the provision of a clear definition of the elements contributing to the special architectural or historic character of an area is desirable for the following reasons:

- *Enables the development of a robust framework against which applications for development proposals can be assessed.*
- *Information will be of assistance to those considering investing in the area and in making applications for planning permission, conservation area consent, advertisement consent or considering carrying out work to trees.*
- *Helps ensure that the character of the conservation area and its setting is preserved or enhanced and that no schemes are permitted which will have a harmful effect on its architectural and historic character.*
- *An appraisal is a necessary precursor to the statutory requirement of every authority to formulate and publish proposals for the preservation and enhancement of all the conservation areas within their districts.(section 71 Planning (listed Buildings and Conservation Areas) Act 1990.)*
- *Assists the highway authorities and other statutory undertakers in carrying out works within the area, particularly having regard to the Government backed 2005 Streets for All initiative.*





- *Indicates whether there is justification for changing the designated boundary of the conservation area.*
- *Increases public awareness of the special importance of the area, helping to engender pride of place.*
- *It will be more likely to secure the necessary Government backing if the Council wishes to take action in respect of urgent work on unlisted buildings.*
- *An appraisal is necessary if funding is being sought for grant aid partnerships such as the Townscape Heritage Initiative Scheme through the Heritage Lottery Fund.*
- *A detailed appraisal of an area, updated every 5 years enables an assessment to be made and whether additional measures should be taken to protect the area from normal permitted development work.*
- *The Government's advice (Planning Policy Guidance no 15, Planning and the Historic Environment) is that councils should carry out assessments of the character of their conservation areas in order to improve the planning control system and secure sounder polices for the preservation and enhancement of the areas. Progress on this work is now viewed as a conservation priority and is an Office of The Deputy Prime Minister (ODPM) Best Value Performance Indicator.*

No appraisal can ever be completely comprehensive and omission of any particular building, feature or space should not be taken to imply that it is necessarily of no interest. If you consider there have been omissions you should detail these in writing to the Conservation Officer at Bromsgrove District Council.

3. CONSULTATION

It is acknowledged that local consultation can help bring fuller public understanding and "ownership" of the conservation area. It is intended that there should be as wide a possible opportunity for public debate with residents, users of the area and other local interests such as the Parish Council and amenity groups.

All material comments will be taken into account in drawing up the final conservation area appraisal.

4. GENERAL STATEMENT OF SPECIAL CHARACTER OR APPEARANCE OF THE HAGLEY CONSERVATION AREA

Hagley Conservation Area is centred on Station Road, a short predominantly residential street still in family occupation. It retains much of its original character with a variety of high quality middle class late Victorian and early Edwardian quality houses. The area developed as a result of the opening of the Oxford, Worcester and Wolverhampton railway line in 1884. The new station gave easy access to the expanding towns of the Black Country and Birmingham.



The Conservation area is a compact area of approximately 150 residents in an area of 3 hectares.

At the west end of Station Road is Station Drive and this leads to Hagley Railway Station with its prominent listed footbridge, made famous as the model adopted by Hornby. At the east end, the conservation area extends past the junction with Worcester Road to include the modest stone built Gothic style church of St Saviours. Completed in 1908 it served the rapidly expanding community of West Hagley. Neither of these features are visible from the central part of Station Road, since they are both offset from the alignment of the road.

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As the name suggests, Station Road is busy at particular times of the day with commuters making their way to the railway station. The conservation area is also a thoroughfare for children (and parents) as nearby are Haybridge High School, Hagley Roman Catholic High School and Hagley Primary School in Park Road. Out of the busy term and journey to work times the area has a quieter residential atmosphere, largely due to the fact that it is located just off the main road. However, at its junction with Worcester Road and Park Road, this is always busy and traffic noise can be quite intrusive.



The area is characterised by its variety of lavishly detailed and well crafted Victorian and Edwardian villas. There are detached, semi detached and terraced dwellings. Some have gables fronting onto the road, while in other examples the eaves line of the main roof runs parallel to it. Station Road exhibits a mixture of styles varying from Tudor mock black and white timber framing to Queen Anne styles with an exuberant use of buff terracotta for the classical ornamentation.



Houses are mostly two storeys, although there are a few which were originally built with attic accommodation.

The dwellings are generally set in spacious gardens and mostly built to a similar building line. The front gardens are typically modest with a depth of about 8 metres, but the rear gardens are spacious running to 60–70 metres depth on the south side and 30–90 metres on the north side.



Within the road there are some later 20th century buildings which do not contribute to the area's predominant Victorian/Edwardian character in the sense of scale, form, style or craftsmanship.

There is a wealth of trees including some fine specimens within the area and its setting which significantly adds to its mature and tranquil character. The importance of these trees was recognised in 1976 by the designation of four tree preservation orders. The terminal views eastwards and westwards are ones dominated by trees rising above the houses, giving a false impression of a countryside location. Real links with the countryside are evident, particularly as you look eastwards from the railway bridge. In the far distance above the canopy of trees is the historic estate of Hagley Hall and the Clent Hills.



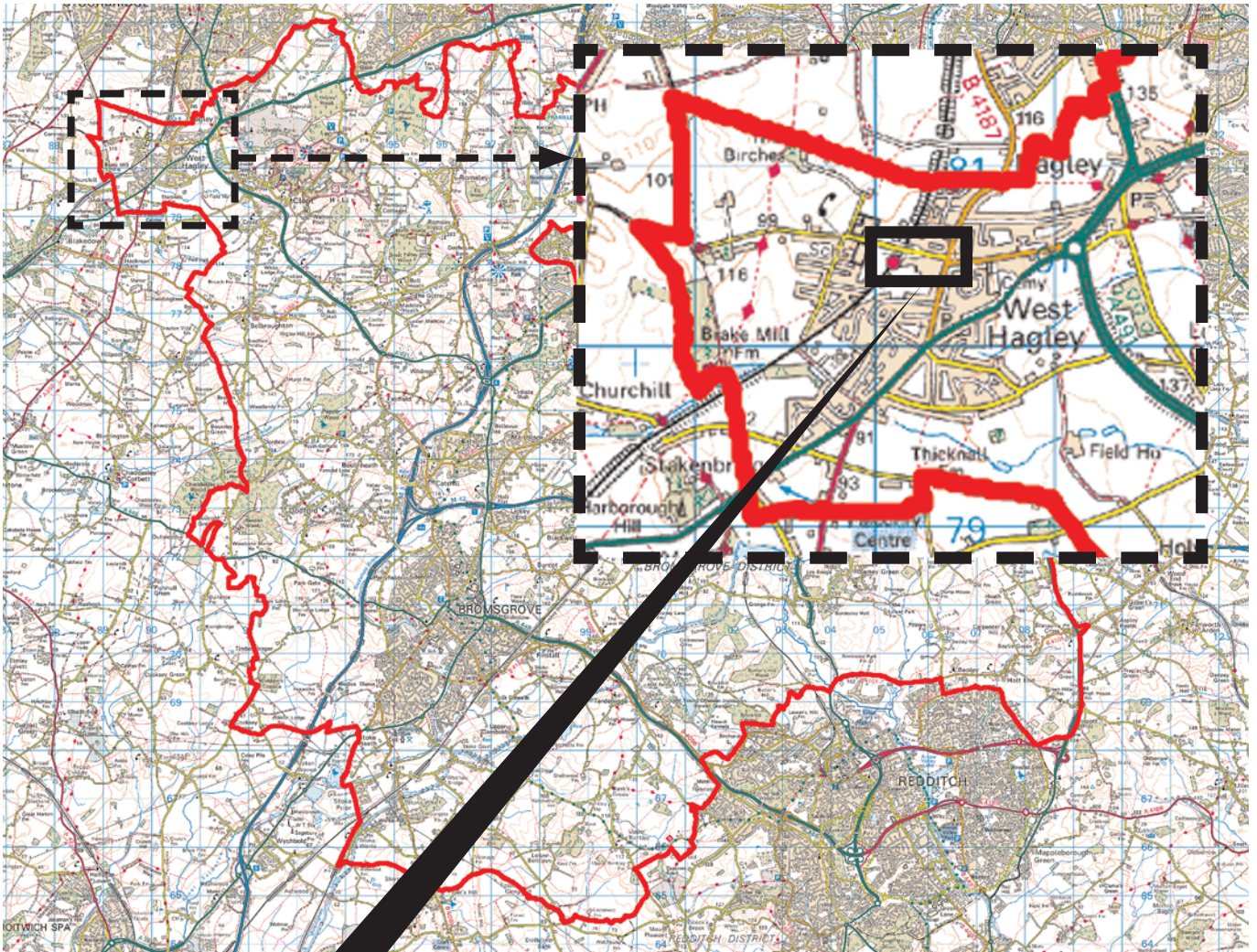
It is this Victorian/Edwardian residential character, set within a landscaped setting with the historically interesting station at the west end and the Edwardian church on the eastern boundary that is essence of its special character, which Bromsgrove District Council considers desirable to preserve and enhance.



5. ASSESSMENT OF SPECIAL INTEREST

LOCATION

Station road is located within West Hagley on the northern most edge of Worcestershire which extends up to the south west edge of the West Midlands Conurbation. It lies just off the Worcester Road which is the main shopping Street of West Hagley and the main route northwards to Stourbridge and Brierley Hill. To the east is the original village of Hagley and the 18th century historically important listed estate of Hagley Hall.



LOCATION MAP OF HAGLEY CONSERVATION AREA IN RELATION TO BROMSGROVE DISTRICT

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SETTING

The conservation area is set within an extensive area of late 19th and 20th century suburban development.

On its northern boundary the area is flanked by mid to late 20th century dwellings. Cedar Grove is a recent cul-de-sac development, built within the grounds of St Mary's Nurseries and a former Victorian villa. The site contains some fine specimen cedar trees, protected by tree preservation orders. These make a significant contribution to the amenity of the area and setting of the north side of the conservation area.



Adjacent to the northwest boundary is an undistinguished modern terrace. Set back from the building line of Station Road with its own highway access, it makes no positive contribution to the setting of the conservation area.



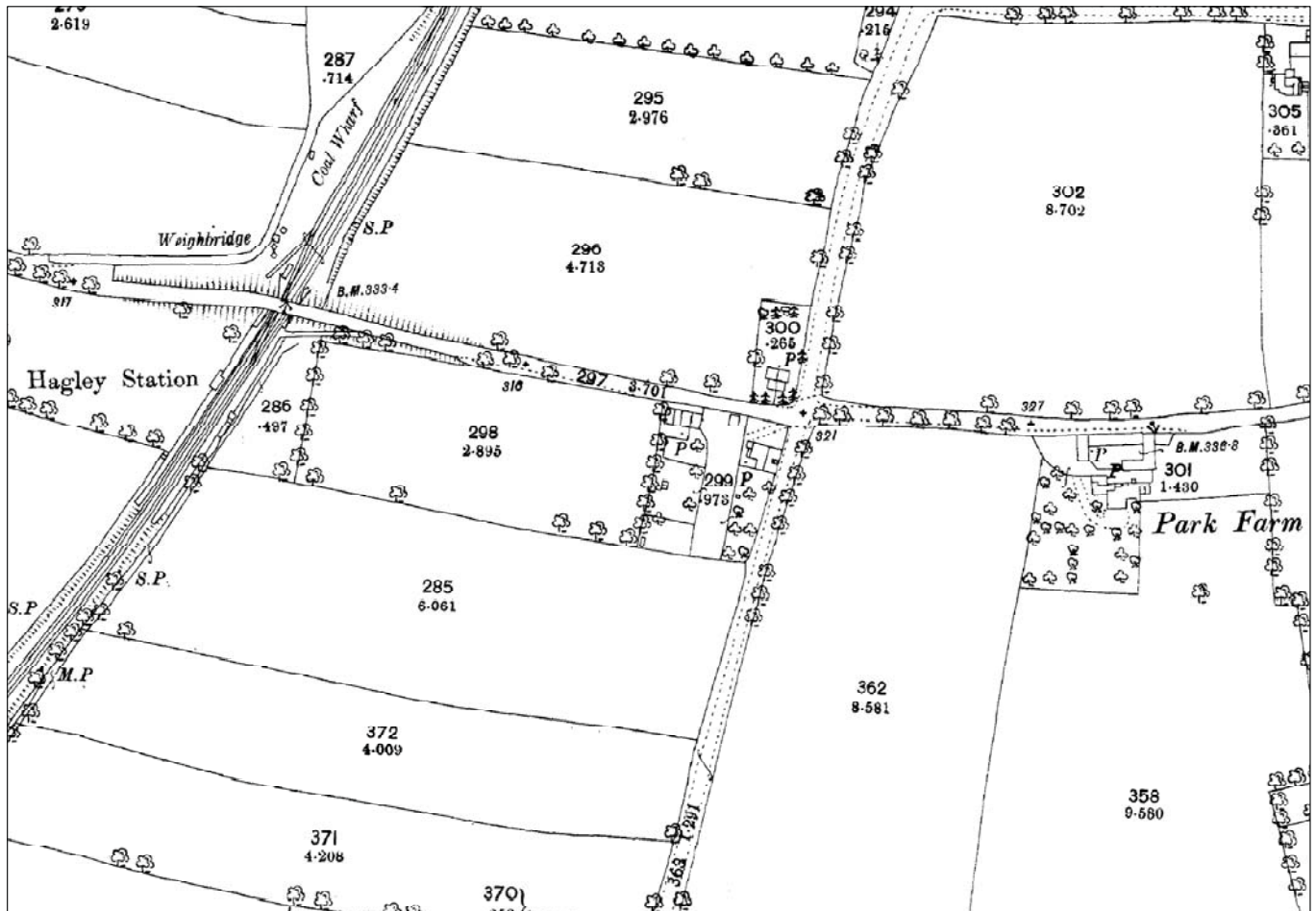
In contrast to the developed northern edge, the south facing boundary opens onto playing fields. Its boundary with the conservation area is marked by a substantial brick wall with Victorian outbuildings built into it. A well used tree lined footpath follows the boundary past the modern undistinguished community centre which awkwardly intrudes into this valuable amenity and recreation area. Visually this open space emphasizes the importance of Station Road. The rear elevations of the buildings and row of trees provide a dominant building backdrop to the open area, the effect of which increases the further back you move into the playing fields. Protection of the character of this area is vitally important to the setting of the conservation area.



The topography is relatively level except for the rise up to Brake Lane where the highway crosses over the railway line at the western end of the conservation area. The land at the eastern end rises up 3-4 metres to the elevated position of St Saviours Church which is a key focal building and community feature in the street scene.

HISTORICAL DEVELOPMENT AND ARCHAEOLOGY

Hagley evolved during the late 19th to early 20th century from a crossroads between Stourbridge and Bromsgrove with the road from Halesowen. This was known as Clap Gate and there was a toll gatehouse here which has subsequently been demolished. The map below shows the area prior to 1884 before the main residential development took place.



Numbers 5 and 7 are a pair of early Victorian cottages on the south side of the road set forward to the back edge of pavement. They are the only evidence of an earlier settlement within the conservation area. There are no known remains of archaeological importance in the area.

Easier access to the City was facilitated by the improved railway network. Whilst the aristocracy retained their country estates and the working classes remained in the overcrowded inner city or rural areas, the nouveau riche middle classes relocated to the suburbs to fulfil their dreams of owning their own house with a private garden.

This part of West Hagley was part of this revolution, transforming its appearance to house the mobile middle classes. Not only did this secure their social aspirations, but it provided a healthier environment than inner city life.



CHARACTER ANALYSIS

There are features that make a positive, neutral, or negative contribution to the character of the conservation area. These are summarised in the appraisal plan at the end of this document. Features that make a positive contribution to the historic and architectural character of the street are considered first.

Positive Characteristics

Features that make a positive contribution relate to its Victorian and Edwardian character coupled with the historically interesting Hagley Station, Church of St Saviours and mature landscape features.

The historic character is of a linear road deflecting at one end into Hagley Station with its listed footbridge and at the other end to St Saviours Church and grounds.

Station Road has a formal layout coupled with informality in the style and form of the individual buildings and groups, indicating the construction by different builders at different times, albeit within a relatively short time scale in the late 19th century and early 20th century.

Houses which are mainly two storeys have generally similar eaves alignment, although some have gable frontages with attic accommodation. Some have steeply pitched machine clay tile roofs whilst others, such as those along Station Drive are set down slightly lower with shallower roofs finished in Welsh slate.

There are continuous unbroken private frontages along both sides of the road with a majority of dwellings set back a similar distance from the road. Only the earlier cottages of 5 and 7 Station Road, break this rule.

There are key views in and out of Station Road although they do not terminate on key focal features, other than towards a backdrop of mature trees and distant views of surrounding hills. Neither of the two key terminal buildings (the station or church) are visible in views up and down Station Road, since they only become apparent when close. A key view is of the south rear elevation of Station Road from the park and playing field.



The character of the area is greatly influenced by a predominant family residential occupation.

The church, railway station, nearby school and district shopping centre also have an impact on the area, principally in the way the streets are used by non residents, passing through.

Small front gardens are under much pressure from residents requiring off street car parking. The large gardens at the rear are key characteristics of the form and layout of the conservation area, making a significant contribution to its setting.

In only one area has this feature been lost occurring where a recent residential development took place on the Worcester Road frontage. (Nos 1-4 West Hagley Mews)

There are just a handful of non residential uses within the conservation area. These include a shop, two offices and low intensity industrial use of a Victorian outbuilding located along the rear south facing wall. At their current level of intensity they are considered not to detract from the principal residential character of the street.

At the time of designation there were no buildings listed within the conservation area. Since then, Hagley Station Footbridge has been added in 2000 to the list of buildings of special architectural or historic importance, as a grade II listed building. Although there are no other listed buildings, the Victorian and Edwardian villas collectively contribute to the character of the area with St Saviours Church being a building of definite local interest.

Most of the late 19th/early 20th century residential buildings exhibit high levels of craftsmanship and materials, making positive contributions to the character and appearance of the conservation area.





The buildings are well proportioned with either steeply pitched clay tile roofs, or shallower pitched with slate with high quality rich red/orange brick facades and chimneys with well defined over sailing courses. Gabled frontages are a dominant character of many of the villas, with both ornamental and plain detailing.



Detached, semi detached and terrace villas are all evident in the conservation area, giving a sense of informality. While some of the buildings such as nos. 9, 25 and 27 have a flamboyant appearance, others such as the latter houses in Station Drive are more modest in their fenestration details. However, whether details are simple or complex they are built to high levels of craftsmanship.



Generally a high quality brick was used on the front elevations with tight lime mortar joints with Flemish and English Garden wall bonding. On those buildings with mock timber framing, panels were smooth or pebble dash rendered. Patterned ornamental brick details are liberally used for string dentils and eaves detail. Sills, lintels and coping stones tend to be in natural stone (now mostly painted) or in buff or red terracotta.



Surviving front garden brick walls, similarly have terracotta copings or ornamental blue Staffordshire bricks and stone copings to the piers. Some side gardens still retain all or part of the original iron railings, although virtually all are missing from the front enclosures. Staffordshire blue rounded kerb stones survive along the Station Drive pavement.



Window styles comprise, both recessed timber sliding sash windows and casements. Sliding sash windows are found in varying forms including single pane, 4 panes and 6 pane lights. Projecting bays are common features, some with pitched clay tile roofs, or flat leaded roofs set behind brick or terracotta parapets. Here the windows are mostly casements often with a cruciform division and fixed upper lights.

Many of the original external front doors survive and have various forms, ranging from six panels to some with intricately glazed upper panels. Most of the doors have bolection mouldings.

Collectively there is an exuberance of pattern book classical moulding details in brick and terracotta, including ornamental projecting dentils, egg and a dart string brick course, an abundance of ornamental ridge tiles and finials, scrolled kneelers and the use of art nouveau motifs, for example around door cases.



Particular value was put on the contribution that trees made to the character of the conservation area, when it was originally designated. Although there are four tree preservation orders including two group designations there are other mature trees that significantly contribute to the character of the area. These comprise mainly Limes, Oak and Cedar. The group of trees which align either side of the railway bridge at the west boundary of the conservation area arch over the road making an imposing feature, framing the approach into Station Road.

At Worcester Road junction, trees frame the view of the church, emphasising its established landscaped setting.

Although there are individual trees of some significance within gardens, other notable trees are around the southern boundary of the conservation area facing onto the playing field and between 8 and 10 Station Road. Here a mature row of Lime trees survive, possibly marking an entrance to the former St Mary's Nurseries.





Neutral Features

These are features which do not form part of the distinctive historic characteristics of the conservation area or its setting. They are however, considered to not specifically detract from the special interest of the area. These include:

Buildings of a later era, while being typical of their age do not exhibit the same levels of design and craftsmanship and have a different scale, form or layout (e.g. cul de sac) to the earlier buildings. These include Cedar Grove, 10-14 Station Road, 11 and 21 Station Road.

West Hagley Mews is included since while its design is not intrusive it does involve development of land resulting in the loss of rear gardens to houses fronting onto Station Road.

Negative Features

These are features which significantly detract from the principle characteristics of the conservation area.

- *Opening up of front gardens for residents car parking, including the loss of the original garden wall enclosures.*
- *Progressive erosion of house details such as replacement of original timber windows with UPVC double glazed windows, front door replacement and loss of detailing, such as the partial removal of chimneys.*
- *Poorly detailed garage extensions with flat roofs and metal up and over doors.*
- *Inappropriately designed dormers.*
- *Car parking in Station Drive.*
- *Extensive areas of tarmac.*
- *The generally poor condition of Hagley Station building and bridge, including concrete bollards, poor signage and steps from the bridge to the station.*
- *Concrete lamp posts and highway signage clutter.*
- *Overhead telephone wires*
- *Numbers 36-50 Station Road which have an adverse impact on the setting of the conservation area since the dwellings pay no regard to the form, scale and elevation detailing of Station Road.*
- *The community centre and car park which detracts from the southern boundary of the conservation area by its intrusion into the open space and erosion of the strong boundary demarcation of the rear of Station Road.*

6. BOUNDARY OF CONSERVATION AREA

The designated boundary of the conservation area generally follows existing property boundaries. The only exception is that the northern boundary appears to cut across the rear gardens of nos. 20, 22, 24, 26, and 28 Station Road. It is preferable that the boundary follows defined physical features such as property boundaries in order to avoid confusion of the exact demarcation of the conservation area.

7. NEXT STAGE TOWARDS THE PREPARATION OF MANAGEMENT PROPOSALS

The character appraisal provides the basis for developing the management proposals.

Progress on this cannot be contemplated until there has been full community consideration of the appraisal and any suggestions for changes being fully considered with appropriate alterations made if justified.

A public meeting will be held to discuss management proposals.

At this stage it is desirable to outline potential components of this management plan and these are as follows:

- *Provision of planning policy guidance dealing with alterations, extensions, demolition and possible replacement of buildings.*
- *Proposals for curtailing the erosion of the character of the area through the loss of historically important detailing.*
- *Proposed enhancement scheme and improvement strategies for public spaces.*
- *A strategy for the management of trees, greenery and green spaces.*
- *An enforcement strategy, if necessary to address unauthorised development.*
- *A mechanism for monitoring change.*
- *Revision to the conservation area boundary.*



8. APPENDIX

Planning controls and responsibilities

The main statutory and government advisory guidance which are material considerations when dealing with planning matters and relate to other planning duties within conservation areas are contained in the following:

*Planning (Listed Buildings and Conservation Areas) Act 1990
The Town and Country Planning (General Development)
Order 1995
The Town and Country Planning Act Use Classes Order 2006
Planning Policy Guidance PPG15 Planning and the Historic
Environment
Planning Policy Statement 1: Delivering Sustainable Development
Guide to the principles of the Conservation of Historic Buildings
BS1703*

Current planning policies

These adopted local, county and regional Development Plans provide detailed guidance on planning policies relating to development and land use change which include conservation areas:

*The Bromsgrove District Local Plan – adopted January 2004
Worcestershire Structure Plan 1996-2011
The West Midlands Regional Spatial Strategy 2001-2021
The emerging Bromsgrove District Local Development Framework*

Bromsgrove Council has produced a variety of design guides.

Those which are relevant to this conservation area appraisal are:

*Residential Design Guide Note 1
Shopfronts and Advertisements Design Guidance note 2*

How the conservation area appraisal relates to future planning policy.

The old style local plans are now being replaced by a new system which lays greater emphasis on flexibility, sustainability, strengthening community involvement and making decisions early in plan preparation.

This new system is called the Local Development Framework (LDF). It contains a portfolio of Local Development Documents (LDDs). Some of these will be the Development Plan Documents (DPDs) containing the main planning policies, including principal strategic conservation policies and will be subject to independent examination. Other documents known as Supplementary Planning Documents (SPDs) will contain more detailed planning guidance including those relating to the historic environment.

They will not have the same level of public examination but will still be subject to full consultation.

Under this new system, adopted and published conservation area appraisals and management strategies for each conservation area that follow, will support the development plan and supplementary planning documents. As such they will not require the same level of examination nor the same test of sustainability individually, as this will be done when assessing the finished local development documents.



Advice and further information can be obtained from:

*The Conservation Officer
Planning and Environment
Services Department,
Bromsgrove District Council,
The Council House
Burcot Lane,
Bromsgrove B60 1AA*

Tel: 01527 881326.

*Bromsgrove District Council
Head of Planning and
Environment Services*

JMS March 2006

BROMSGROVE DISTRICT COUNCIL

LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP

3RD- AUGUST 2006

OPEN SPACE CONTRIBUTIONS ON AFFORDABLE HOUSING SCHEMES

Responsible Portfolio Holder	Councillor Mr P Whitaker
Responsible Head of Service	Dave Hammond Head of Planning and Environment Services.

1. Summary

- 1.1 Current SPG11 guidance on open space requirements/ financial contributions do not take into account the economic constraints of providing affordable housing. The site areas of many affordable sites do not allow for onsite provision, and the amount of commuted sums being asked for are proving to be prohibitive to the registered social landlords trying to provide this type of accommodation.

2. Recommendation

- 2.1 That members give officers delegated powers to negotiate reduced amounts of onsite provision or financial sums for 100% affordable housing schemes, on a site by site basis.

3. Background

- 3.1 In July 2004 the council adopted SPG 11 Outdoor Playspace in the District of Bromsgrove. This document was introduced to give clear guidance to developers on what open space provision should be included on new housing sites, or if no open space is provided on site what financial sum they should be required to make. Due to SPG10 this policy has been largely unimplemented as the numbers of housing sites coming forward are now vastly reduced.
- 3.2 A big disadvantage of the policy is that it makes no differentiation between general market housing and Affordable Housing. Although it is recommended that affordable housing schemes are built to the same standards as general market housing, the reduced finances available to Affordable housing developers often means that they simply cannot afford to pay the full financial contribution SPG11 dictates should be paid. This inability to pay along with lack of delegated powers to negotiate is slowing up the application process for affordable housing applications.
- 3.3 Another issue is the type of sizes and the density of these sites, again due to the moratorium no new large sites are now coming forward. Not only does this reduce the possibilities for cross subsidy of affordable housing on these sites, but also means that the small sites that do come forward are increasingly been built at higher densities. This increased number of units on small sites further increases the amount of provision these sites should provide either as on site play space or by means of a commuted sum. In many cases the area of play space these developments should be providing is larger than the actual sites themselves.

- 3.4 The following example shows a worked example of a recent scheme and highlights the amounts of open space or contribution which should be provided.

The proposed mix of dwellings generates a need for 975 m² of play space broken down as follows.

1 Bed flat	=49m ² x 5	= 245	
2 Bed flat	=73m ²		x 10 = 730

Total requirement 975 m²

The number of dwellings require a LAP (Local Area of Play) to be provided but as the total amount of play space required for the whole site is less than 0.1ha (1000m²) the provision does not need to be on site but a commuted sum paid to provide the relevant amount of play space off site.

The commuted sum should be £218,400 worked out as follows

Off site cost for the provision of a LAP is £224 per m²

975 x 224 = £218,400

As this shows the financial contribution for this site is substantial and at the moment simply makes the scheme unviable, as the developers who are non profit making organisations cannot afford this amount of money.

- 3.5 Members have already in some cases allowed reduced contributions for affordable housing such as the rural exception site at the glebe in Belbroughton. If the council is to achieve its targets for affordable housing completions then we need to offer as much assistance as possible to the registered social landlords who are trying to operate in our district.

4. Financial Implications

- 4.1 The amount of monies received by the culture and community service for open space provision would be reduced on a site by site basis although potentially an increase in the long term as more sites come forward for affordable housing development.

5. Legal Implications

- 5.1 None

Contact officer

Name: Mike Dunphy
Planning Officer
E Mail: m.dunphy@bromsgrove.gov.uk
Tel: 01527 88 1325

Name: Jayne Pickering
Head of Financial Services
E Mail: j.pickering@bromsgrove.gov.uk
Tel: 01527 88 1204

BROMSGROVE DISTRICT COUNCIL

LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP

3RD- AUGUST 2006

TOWN CENTRE AREA ACTION PLAN

Responsible Portfolio Holder	Councillor Mr P Whitaker
Responsible Head of Service	Dave Hammond Head of Planning and Environment Services.

1. Summary

1.1 During the summer of 2003 a Town Centre study was undertaken, to ascertain the views of the public and key stakeholders on the potential regeneration of Bromsgrove Town Centre. Since this event the government has introduced a new planning system, as part of this system Area Action Plans (AAP) have been identified as an approach to bring about change in areas of decline. In order to investigate all the opportunities Bromsgrove Town Centre possesses it is proposed the existing work done as part of the original study is expanded upon and formalised in the development plan for the district by preparing an AAP for the Town Centre

2. Recommendation

- 2.1 That members approve the use of consultants to assist in the preparation of the AAP and that formal tendering arrangements to secure the services of a consultant are entered into as soon as possible.
- 2.2 That Members approve the amendment of the Local Development Scheme (LDS) to reflect the Town Centre AAP

3. Background

- 3.1 The town centre study undertaken in 2003 by CB Richard Ellis (CBRE) and Urban Practitioners highlighted a number of key opportunities for redevelopment of the Town Centre. A number of sites were looked at in terms of their development potential, and through the public consultation exercise three were identified as the priority for development. The sites were the High Street the Bus Station and the Market Hall.
- 3.2 Following on from the town centre study work began on preparing development briefs for the Bus Station and the Market Hall sites, as the high street is in the control of the county council it was felt these two sites were more deliverable. Work halted on these briefs as it was felt they were being prepared outside of the development plan system. It is now of the opinion of officers that an area action plan which covers the whole of the town centre will provide the best strategy for the regeneration of the town centre.
- 3.3 Area action plans were introduced as part of the new planning system in September 2004 the intention of AAPs is to provide the planning framework for areas where significant change or conservation is needed. A key feature of area action plans will be the focus on implementation. They should:
- i. deliver planned growth areas;
 - ii. stimulate regeneration;

- iii. protect areas particularly sensitive to change;
- iv. resolve conflicting objectives in areas subject to development pressures; or
- v. focus the delivery of area based regeneration initiatives.

- 3.4 Under the new planning system an AAP is a development plan document, this means it forms part of the adopted development plan for the district and as it will have to go through full consultation and an examination in public. Full weight can be given to these set of policies when determining applications in the town centre.
- 3.5 The intention to produce an AAP does not have to impede any early development taking place, once the issues and options for the town centre have been established it will still be acceptable to begin to look at sites within the town centre for regeneration provided that the proposal accords with the issues and options identified. The development briefs which have already been prepared could be amended to reflect these issues and options and then be published before the final AAP in order to give the councils an early win on key sites.

4. Next Steps

- 4.1 The councils desire to redevelop the town centre demands that work begins on this project as soon as possible, due to current resource issues the ability to carry out this project solely in house in the timescales required is not possible. It is therefore suggested that consultants are used to help in the preparation of the AAP, with officers assisting wherever possible.
- 4.2 CBRE have already done considerable work on the town centre study and it was hoped that they could be employed again to continue on the significant amounts of work already completed. Unfortunately due to council requirements, this work will have to go through the formal tendering process.
- 4.3 A detailed tender document is currently being prepared, which will identify exactly which elements of the work it expects the consultants to carry out. A timeline will also be included detailing when the various stages of plan production should be completed.
- 4.4 A requirement of the new planning system is that the authority produce a Local Development Scheme (LDS) which is a project plan outlining the elements of plan production over a continuous three year rolling program. The Town Centre AAP would have to be included in the revised version of the LDS which would then have to be submitted to the inspectorate for approval.

5. Financial Implications

- 5.1 It is envisaged that the cost to the council of employing consultants to do this work will be in the region of £50,000. This funding has already been included in approved budgets.

7. Legal Implications

- 7.1 None

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Planning Officer
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Tel: 01527 88 1204