

Public Document Pack



MEETING:	Cabinet
DATE:	Wednesday, 20 February 2019
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

AGENDA

1. Declaration of pecuniary and non-pecuniary interests
2. Leader - Call-in of Cabinet decisions

Minutes

3. Minutes of the previous meeting held on 6th February, 2019 (Cab.20.2.2019/3)
(Pages 5 - 12)

Items for Noting

4. Decisions of Cabinet Spokespersons (Cab.20.2.2019/4) (Pages 13 - 14)

Petitions

5. Petitions received under Standing Order 44 (Cab.20.2.2019/5)

Items for Decision/Recommendation to Council

Core Services Spokesperson

6. Discretionary Housing Payments (DHP) Scheme (Cab.20.2.2019/6)
(Pages 15 - 40)

Place Spokesperson

7. BMBC's Empty Property Delivery Plan and Profiling 2018-2021 (Cab.20.2.2019/7)
(Pages 41 - 50)
8. Acquisition of New Cremators (Cab.20.2.2019/8) (Pages 51 - 58)
9. Supplementary Planning Guidance and Planning Advice Notices Update
(Cab.20.2.2019/9) (Pages 59 - 360)
10. Draft Fleet Vehicle Replacement Strategy (Cab.20.2.2019/10) (Pages 361 - 384)

People (Safeguarding) Spokesperson

11. Barnsley Adult Social Care Local Account 2017/18 (Cab.20.2.2019/11)
(Pages 385 - 410)
12. Proposed Use Of The Adult Social Care Winter Pressures Funding 2018-19
(Cab.20.2.2019/12) (Pages 411 - 414)

People (Achieving Potential) Spokesperson

13. Co-ordinated Scheme of Admission to Local Authority Maintained Primary and Secondary Schools 2020/21 (Cab.20.2.2019/13) (Pages 415 - 418)
14. Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools for the 2020-2021 School Year (Cab.20.2.2019/14) (Pages 419 - 422)
15. School Term Times and Holiday Dates for Community and Voluntary Controlled Schools 2020-2021 (Cab.20.2.2019/15) (Pages 423 - 434)
16. Exclusion of Public and Press
It is likely that the public and press will be excluded from this meeting during consideration of the items so marked because of the likely disclosure of exempt information as defined by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, subject to the public interest test.
17. Community Asset Transfer - Penistone Paramount Lease Renewal (Cab.20.2.2019/17) (Pages 435 - 444)
Reason restricted:
Paragraph (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Cabinet Support Members:

Councillors Franklin, Frost, Daniel Griffin, Pourali, Saunders and Tattersall

Chair of Overview and Scrutiny Committee
Chair of Audit Committee

Diana Terris, Chief Executive
Rachel Dickinson, Executive Director People
Matt Gladstone, Executive Director Place
Wendy Lowder, Executive Director Communities
Julia Burrows, Director Public Health
Andrew Frosdick, Executive Director Core Services
Alison Brown, Service Director Human Resources and Business Support
Michael Potter, Service Director Business Improvement and Communications
Neil Copley, Service Director Finance (Section 151 Officer)
Katie Rogers, Head of Communications and Marketing
Anna Marshall, Scrutiny Officer
Ian Turner, Service Director, Council Governance

Corporate Communications and Marketing

Please contact Ian Turner on email governance@barnsley.gov.uk

Tuesday, 12 February 2019

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MEETING:	Cabinet
DATE:	Wednesday, 6 February 2019
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

MINUTES

Present Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Gardiner, Howard, Miller, Platts and Tattersall (for Cheetham)

Members in Attendance: Councillors Franklin, Frost, Pourali, Saunders and Sheard

180. Declaration of pecuniary and non-pecuniary interests

There were no declarations of pecuniary or non-pecuniary interests.

181. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 23rd January, 2019 had been called in.

182. Minutes of the previous meeting held on 23rd January, 2019 (Cab.6.2.2019/3)

The minutes of the meeting held on 23rd January, 2019 were taken as read and signed by the Chair as a correct record.

183. Decisions of Cabinet Spokespersons (Cab.6.2.2019/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the week ending 25th January, 2019 were noted.

184. Petitions received under Standing Order 44 (Cab.6.2.2019/5)

It was reported that no petitions had been received under Standing Order 44.

Core Services Spokesperson

185. The Council's Medium Term Financial Strategy - 2019/20 Budget Recommendations (Cab.6.2.2019/6)

RECOMMENDED TO COUNCIL ON 28TH FEBRUARY, 2019:-

- (i) that the Future Council 2020 Strategy at Section 1 of the report now submitted be noted and implemented accordingly;

- (ii) that the report of the Service Director Finance under Section 25 of the Local Government Act 2003 at Section 2 be noted, that the 2019/20 budget proposals be agreed on the basis that the Chief Executive and Senior Management Team (SMT), in consultation with Cabinet Spokespersons, submit, for early consideration detailed plans that ensure the Council's ongoing financial sustainability for 2020/21 and beyond;
- (iii) that the revised Medium Term Financial Strategy and Forecast for 2019/20 to 2021/22 contained at Section 3 and Section 3a (supported by the Capital Investment Strategy at Section 3b and the Financial Resilience position at Section 3d) be noted and monitored as part of the arrangements for the delivery of the Future Council 2020 Strategy;
- (iv) that the Treasury Management Strategy and Policy Statement at Section 3c be noted and the proposed Treasury Management Strategy for 2019/20 be approved including:-
- the Borrowing Strategy and Prudential and Treasury Indicators;
 - the revised Minimum Revenue Position Statement; and
 - the Annual Investment Strategy.
- (v) that the Council's current reserves position at Section 4 be noted and monitored as part of the arrangements for the delivery of the Future Council 2020 Strategy;
- (vi) that the budgets for all services and the 2019/20 budget proposals presented at Sections 6A – 6C and Sections 10A – 10E of the report be approved subject to Cabinet receiving detailed implementation reports where appropriate;
- (vii) that the changes to the schools funding formula, including the transfer of funding from the schools block to the high needs block, be approved together with the proposed 2019/20 schools block budget as set out at Section 6D;
- (viii) that the new General Fund capital investment of £23.9m (as outlined at Section 7 Appendix A) and £8.4m (Section 7 Table 5) of specifically funded schemes be included within the capital programme and released subject to further detailed reports on the proposals for their use;
- (vix) that the availability of £1.9m of Housing related reserves to be considered against future housing priorities in 2019/20 as set out at Section 7 Table 3 be noted;
- (x) that approval be given to earmark the remaining unallocated resources of £16.1m at Section 7 Table 3 in view of the ongoing Brexit uncertainty particularly recognising the major economic regeneration initiatives the Council is taking forward;
- (xi) that the detailed proposals for increases to existing fees and charges and new fees and charges be approved and implemented as set out at Section 9;

- (xii) that the efficiency proposals for 2019/20 in Sections 10A to 10E be agreed, subject to consideration of any further Equality Impact Assessments;
- (xiii) that approval be given to the creation of a spot salary for the role of Service Director with effect from 1 June 2019 (see Section 11);
- (xiv) that that the existing Elected Members Scheme of Allowances (Section 12) continue and that following consideration of a report from the Council's Independent Remuneration Panel that the indexation formula for the increase in allowances (linked to related increases for officer remuneration) be retained;
- (xv) that the Aggregated Equality Impact Assessment (Section 14) of the proposals be noted and the proposed mitigation actions in the report be approved;
- (xvi) that the cash limited budgets for each service with overall net expenditure for 2019/20 of £169.064m be approved;
- (xvii) that the Chief Executive and SMT, in consultation with the Cabinet Spokespersons, be required to submit reports into Cabinet, as a matter of urgency, in relation to the detailed General Fund Revenue Budget for 2019/20 on any further action required to achieve an appropriately balanced budget in addition to those proposals set out above;
- (xviii) that the Chief Executive and SMT be responsible for managing their respective budgets including ensuring the implementation of savings proposals;
- (xix) that the Authority's SMT be charged with ensuring that the budget remains in balance and report regularly into Cabinet on budget/savings monitoring including any action required;
- (xx) that Cabinet and the Section 151 Officer be authorised to make any necessary technical adjustments to form the 2019/20 budget;
- (xxi) that appropriate consultation on the agreed budget proposals takes place with the Trade Unions and representatives of Non-Domestic Ratepayers and that the views of consultees be considered by Cabinet and the Council; and
- (xxii) that the budget papers be submitted for the consideration of the Full Council.

(B) Council Tax 2019/20

RECOMMENDED TO COUNCIL ON 23RD FEBRUARY, 2017:-

- (i) that the contents of Section 8 of the report (2019/20 Council Tax options) now submitted, be noted;
- (ii) that the Council Tax Collection Fund net surplus as at 31st March 2019 relating to BMBC of £2.615m be used to reduce the 2019/20 Council Tax requirement, in line with statute;

- (iii) that the 2019/20 Band D Council Tax increase for Barnsley MBC's services be set at 4.49% (2.99% for Barnsley MBC services and an additional 1.5% for the Chancellor's Adult Social Care levy);
- (iv) that the Band D Council Tax for Barnsley MBC's areas be determined following confirmation of the South Yorkshire Police Authority and South Yorkshire Fire Authority precepts for 2019/20; and
- (v) that the Band D Council Tax for areas of the Borough with Parish/Town Councils be determined following confirmation of individual parish precepts for 2019/20.

186. 2019/20 Service and Financial Planning - Redundancy Compensation and Procedures (Cab.6.2.2019/7)

RECOMMENDED TO FULL COUNCIL ON 28TH FEBRUARY, 2019:-

- (i) that for the purpose of the 2019/20 budget procedures, payments in accordance with the Discretionary Compensation Regulations 2006 be up to a maximum of 30 weeks actual pay based on the Statutory Redundancy Scheme; and
- (ii) that any employee (excluding Teachers) declared redundant be afforded the maximum of 12 weeks' notice of termination of employment.

187. Social Value Policy and Council Wide Adoption (Cab.6.2.2019/8)

RESOLVED:-

- (i) that the Social Value Policy be approved for Council-wide adoption, as detailed in the report now submitted, and
- (ii) that approval be given for the Executive Director Core Services to act as a 'social value champion' and provide senior leadership support in respect of the implementation and ongoing development of the Social Value Policy and associated processes, documentation and reporting.

People (Achieving Potential) Spokesperson

188. Proposed Conversion of Kendray Resource Centre into a Satellite Facility for Pupils with SEN(D) (Cab.6.2.2019/9)

RESOLVED:-

- (i) that approval be given to the arrangements for the conversion of the Kendray Resource Centre into a satellite facility for pupils with special educational needs, as summarised in Section 4 of the report now submitted, with effect from the 2019/20 school year;
- (ii) that the financial implications arising from this report be included in the Capital Programme and released in accordance with the Financial Regulations Code of Practice C5.2(a);

- (iii) that, as part of the report's proposals, approval be given to the granting of two new leases to the Wellspring Multi Academy Trust for up to 25 years at Kendray Resource Centre and up to 7 years at the Athersley IKIC Centre at nominal rents, in both instances;
- (iv) that the Corporate Assets Manager be authorised to finalise Heads of Terms for the new leases to the Wellspring Multi Academy Trust; and
- (v) that the Executive Director Core Services be authorised to complete the new leases to the Wellspring Multi Academy Trust.

People (Safeguarding) Spokesperson

189. Ofsted Inspection of Local Authority Children's Services in Barnsley (2018) (Cab.6.2.2019/10)

RESOLVED that the findings and recommendations of the Ofsted Inspection of Local Authority Children's Services in Barnsley (2018) and the commitment to drive continuous improvement in the effectiveness of children's services in the Borough, as detailed in the report submitted, be noted.

Joint People (Safeguarding) and Communities Spokespersons

190. Extending the Scope of Extra Care Provision (Cab.6.2.2019/11)

RESOLVED:-

- (i) that approval be given to the introduction of the proposed model of extra care provision, as indicated in Section 4 of the report, and to proceed with the commissioning and procurement of a care and support provider for this purpose; and
- (ii) that a follow-up report on the implementation and benefits of the new scheme be submitted for Cabinet's consideration during 2020/21.

Place Spokesperson

191. Darton Academy and Outwood Academy Carlton - Work to Accommodate Additional Pupils (Cab.6.2.2019/12)

RESOLVED:-

- (i) that the position with regard to the demand for school places in the Central Planning area in September 2019 and September 2020 be noted;
- (ii) that approval be given to fund the estimated £642,477 capital cost for the remodelling work required at Darton Academy utilising the Basic Need Grant awarded by the Department of Education to address the shortfall in pupil places in the Central Planning area in September 2019 and September 2020; and

- (iii) that approval be given to fund the estimated £150,000 capital cost of providing a mobile classroom/portakabin at Outwood Academy Carlton utilising the Basic Need Grant awarded by the Department for Education to address the shortfall in pupil places in the Central area in September 2019.

192. Barnsley Active Travel Strategy 2019-2033 (Cab.6.2.2019/13)

RESOLVED that the Barnsley Active Travel Strategy 2019-2033, as set out in Appendix 1 of the report now submitted, be adopted.

193. European Social Fund - Pathways to Success (Cab.6.2.2019/14)

RESOLVED:-

- (i) that agreement be given to accept the European Social Fund (ESF) grants for the Pathways to Success and Pathways to Progression projects and contribute the required match funding;
- (ii) that agreement be given to a sub-contract with lead partner Sheffield City Council and undertake the responsibilities of delivering the Barnsley activity detailed within the report; and
- (ii) that approval be given to the minor restructure in order to ensure successful delivery of both projects.

194. Exclusion of Public and Press

RESOLVED that the public and press be excluded from the meeting during consideration of the following items, because of the likely disclosure of exempt information as described by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, as follows:-

<u>Item Number</u>	<u>Type of Information Likely to be Disclosed</u>
195	Paragraph 3

Place Spokesperson

195. The Glass Works Development - Appointment of Phase 2 Works Contractor (Cab.6.2.2019/16)

RESOLVED:-

- (i) that subject to securing the necessary planning approvals, approval be given to the appointment of Henry Boot Construction as contractor for Phase 2 of the Glass Works Scheme;
- (ii) that the Executive Director Core Services be authorised to complete any necessary contract documentation relating to the appointment of Henry Boot Construction;

- (iii) that the Executive Director Core Services be authorised to issue a letter of intent to Henry Boot Construction to enable preparatory work to be completed prior to completion of the final contract documentation;
- (iv) that the Executive Director Core Services be authorised to apply for any necessary consents, licence arrangements, footpath diversions, traffic regulation orders, closure orders, side road orders and CPO procedures that may be required to deliver the Scheme;
- (v) that approval be given to release Phase 2 of the development into the Council's capital programme in line with the agreed cost as highlighted in paragraph 7.4 of the report; and
- (vi) that progress be noted with the Glass Works funding bid to Sheffield City Region and that the Executive Director Core Services and Executive Director Place in consultation with Cabinet Spokespersons be authorised to negotiate and finalise any funding offer from Sheffield City Region for the Glass Works Scheme.

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Chair

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BARNSELY METROPOLITAN BOROUGH COUNCIL

CABINET SPOKESPERSONS' DECISIONS

Schedule of Decisions taken for week ending 8th February, 2019

<u>Cabinet Spokesperson</u>	<u>Item</u>	<u>Decisions</u>
*1. Place	Proposed Disposal – Land at Saunderson Road, Penistone	<p>(i) that approval be given to dispose of the Council's land off Saunderson Road, Penistone to the owners of the land off Bent Street, Penistone in line with the previously exchanged option agreement;</p> <p>(ii) that the Corporate Asset Manager be authorised to instruct the Executive Director Core Services to dispose of the land in line with the exchanged option agreement; and</p> <p>(iii) that the Executive Director Core Services be authorised to complete the necessary legal documentation so that the scale can complete in accordance with the option agreement as exchanged between the parties.</p>

* Not for publication – contains exempt information, Local Government Act 1972, Part I, Schedule 12A Paragraph 3 apply.

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BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

Report of the Executive Director Core Services

Discretionary Housing Payments (DHP) – Proposed Amendments to the Scheme

1. Purpose of Report

- 1.1 The purpose of this report is to seek authority to amend the current Discretionary Housing Payment (DHP) scheme to support the work carried out by the Housing Options Team in their new duties under the Homelessness Act 2017, specifically to support more people in crisis in a timely manner. In addition, the amended policy seeks to strengthen the commitment of the Council in their duty as a corporate parent to looked after children.
- 1.2 Universal Credit (UC) Full Service went live in Barnsley in July 2017. We are closely monitoring the impact of UC on the increase in demand for DHP's. Applications from UC claimants are steadily increasing. The amendments to the scheme should protect the funds available by ensuring that people do more to help themselves if they are to continue to receive payment of DHP's.

2. Recommendations

- 2.1 It is recommended that the new policy be agreed.

3. Introduction

- 3.1 There have been a number of factors that have made it timely to revisit the scheme. The introduction of the new Homelessness Act 2017, UC Full Service roll out and the role of the Council as a corporate parent to looked after children.
- 3.2 The DHP scheme is a discretionary scheme which aims to provide people with financial assistance towards their housing costs. This could be to meet a shortfall in their rent or a cost relating to moving to a new home. The scheme is entirely discretionary which the Council is free to determine how to operate.
- 3.3 The fundamentals of the scheme remain the same. The claimant has to pass a financial gateway before they are considered and furthermore must be in receipt of Housing Benefit (HB) or UC to initially apply. Awards are made for 6 months to allow the claimant time to take action to improve their circumstances. Past practice has been to allow the claimant a further award as long as they still meet the requirements of the financial gateway.

- 3.4 The amended scheme differ in that there is now a proposal to have a fast-track route for people in crisis (paragraph 3.7 refers). In addition, where people are seeking help to address a shortfall in income there will be conditions attached for any further awards beyond the initial 6 months. Any further awards will rely on the claimant taking up professional help / support to improve their circumstances. In the majority of circumstances we would expect that the claimant would need to seek the help of the Housing Options team who would put in place a housing support plan. This plan will ensure that the claimant will get the help that they need to remain in the property or find more affordable accommodation going forward.
- 3.5 Claimants who do not need the support of the Housing Options team will also be required to evidence that they have sought further additional help / advice to improve their circumstances before any further award of DHP will be made.
- 3.6 The new cross working arrangements between the benefits and taxation team and the housing options team will ensure that the customer benefits from a joined up service, not having to repeat and provide information twice and ensuring that any payments are made promptly in order to avoid evictions. It will also ensure that Council resources are used in a more efficient way.
- 3.7 As mentioned above, the scheme has also been amended to include a fast-track route for the more vulnerable people in our community. We will automatically provide financial assistance for a period of 6 months for the following people:
- Rough sleepers securing accommodation;
 - People fleeing violence;
 - Children leaving care.

Once the initial 6 months has passed then the financial gateway criteria must be met before any further awards will be considered. The amendment has been included to help those in difficult circumstances get financial help quickly and to give them space to deal with more urgent issues.

4. Proposal and Justification

- 4.1 It is the intention that in approving this proposal it will result in less people becoming homeless and help people in finding accommodation that better suits their needs and budget.
- 4.2 We currently monitor the overall spend forecast out to the year end. This will continue to ensure that the amendments to the scheme do not adversely impact the funds available.

5. Consideration of Alternative Approaches

- 5.1 An alternative approach is to continue to implement the scheme as is. However, the new duties under the Homelessness Act and the potential increase in applications under UC mean that the current policy will not adequately protect those in most need.

6. Impact on Local People

- 6.1 The amendments to the policy are to ensure that the people who are in most need get the time they need to get the right support in place to find affordable accommodation or improve their financial circumstances to remain in their current property.

7. Financial Implications

- 7.1 The Discretionary Relief Scheme is cash limited and set each year by the Secretary of State.
- 7.2 The cost of the scheme is carefully monitored to ensure that the funds last to the end of the financial year and that no customer in need is turned away purely down to the funds being exhausted. However, the payments are linked each year to one off grant funding by the Government which may be withdrawn at any time.

8. Employee Implications

- 8.1 There are no issues arising as a result of this report.

9. Communications Implications

- 9.1 There have been 2 consultations on the proposed scheme. The first consultation was an online survey to both past and current recipients of a DHP. The second consultation was a stakeholder event.
- 9.2 Both landlords and external organisations were invited to a consultation event held at the Digital Media centre. A full report can be found at appendix B. The event also feeds in to the equality impact assessment as discussed below.
- 9.3 The response from both events was positive in terms of the fast-track scheme with 75% agreeing in the first group and 100% in the second group.
- 9.4 The second change in respect of applying conditions to further awards of a DHP was mainly positive. In the first group 48% agreed and 21% neither agreed nor disagreed. In the second group 100% agreed. The first group raised concerns that professional help and advice would not help them meet their accommodation expenses as they simply did not have enough money to meet all of their outgoings.

10. The Corporate Plan and the Council's Performance Management Framework

- 10.1 Approving this proposal will support the Corporate Plan by meeting the Council's priority of a strong and resilient community.

11. Promoting Equality and Diversity and Social Inclusion

- 11.1 The full EIA can be found at appendix C where all equality implications concerning the DHP scheme have been addressed and full consultation analysis presented.
- 11.2 We consulted colleagues in respect of the Council's responsibility as a corporate parent and the policy has taken into account these duties in respect of the fast-track route for looked after children leaving care.
- 11.3 The aim of the consultation event was to include various stakeholders including those who supported potentially effected groups identified in the EIA.

12. Tackling the Impact of Poverty

- 12.1 The scheme helps those most in need. The amendments to the policy aim to help people get out of poverty by ensuring they have the support in place to find affordable accommodation.

13. Tackling Health Inequalities

- 13.1 There are no issues arising from this report.

14. Reduction of Crime and Disorder

- 14.1 There are no issues arising from this report.

15. Risk Management Issues

- 15.1 There are no issues arising from this report.

16. Health, Safety and Emergency Resilience Issues

- 16.1 There are no direct health and safety implications arising from this report

17. Compatibility with European Convention on Human Rights

- 17.1 This report recognises the promotion and importance of equality, diversity and human rights for all members of the local community and the wider Borough.

18. Conservation of Biodiversity

- 18.1 There are no direct issues arising as a result of this report.

19. Glossary

19.1 Not Applicable

20. List of Appendices

20.1 Appendix A – Discretionary Housing Payments Policy.

20.2 Appendix B – Engagement and Consultation Plan.

20.3 Appendix C – Equality Impact Assessment.

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BARNSELEY

Metropolitan Borough Council

Barnsley Metropolitan Borough Council **Discretionary Housing Payments from 01/04/19**

The discretionary housing payment (DHP) scheme is a discretionary scheme to provide people with further financial assistance towards their housing costs. This can be either to make up a shortfall in the weekly rent or to meet a housing cost related to moving in to a new home. You must be in receipt of housing benefit or receive the housing cost element of universal credit to be considered.

The legislation governing the DHP scheme can be found in the Discretionary Financial Assistance Regulations 2001 (SI 2001/1167) and subsequent amendment regulations.

The main features are:

- The scheme is entirely discretionary;
- The amount that a local authority can pay out in any financial year is cash limited by the secretary of state;
- The local authority is free to determine how to operate the scheme;
- DHP's are not payments of HB or Universal Credit (UC), however one of these must be awarded in the week in which a DHP is awarded (minimum award of 50p);
- The LA must be satisfied that some further financial assistance is needed to enable the claimant to meet their housing costs.

The DHP fund is designed to help those people on low incomes to secure affordable accommodation. It aims to provide support for exceptional and or unforeseen circumstances to help the claimant meet their housing costs.

The aim of a discretionary housing payment scheme is to give the customer time to look for more suitable accommodation or make an improvement in their financial circumstances to enable them to stay in their current home. It may also be used to help a claimant secure more suitable accommodation and prevent them from becoming homeless. In some circumstances it may be used as a long term measure to help vulnerable people remain housed.

The Policy

The purpose of this policy is to specify how Barnsley Council will operate the scheme and gives examples of some of the factors that will be taken into account when considering if a DHP can be awarded. **Please note each case will be taken on its own merits.**

The Council aims to be fair, consistent and reasonable in the decision making process.

The Council will also have regard to the cash limited nature of the scheme and the requirement that it cannot exceed the amount set by the secretary of state.

The objectives of this policy are stated below;

- To prevent homelessness;
- To prevent serious debt and enable the claimant to get back to a financial position to enable them to stay in their home;

- To alleviate poverty by reducing the immediate pressure on the household in terms of rental liability;
- Keep families together;
- Support people who are vulnerable;
- Help people in exceptional circumstances and crisis;
- To help families secure employment either by remaining in their current home or moving closer to their employment;
- Help people to remain in adapted homes;
- To alleviate temporary hardship which may arise during the transition from long term benefits into work.

The DHP scheme has been designed primarily as a short term solution to help families stay in their current accommodation or to find more suitable accommodation. The Council will aim to support people to find the additional help they need to improve their circumstances by referring them to other departments/organisations that can provide the necessary help. However, there will always be circumstances where longer awards may be needed and again these cases will be again considered on their own merits.

DHP's **can be awarded** for the following:

- Rent, which may also include rent in advance;
- Removal and relocation costs to move to more affordable accommodation or fleeing violence;
- One off payments to maintain or secure affordable accommodation;
- Reductions in housing benefit or universal credit where the benefit cap has been applied;
- Reductions in housing benefit or universal credit for under occupation or LHA restrictions;
- Rent arrears.

DHP's **cannot be awarded** for the following:

- Ineligible service charges;
- Charges for water, sewerage and environmental services;
- Any reduction in benefit as a result of a sanction;
- To recover deductions/recovery in housing benefit for housing benefit overpayments;
- To meet any shortfall in council tax arrears.

Making a claim

An application for a DHP must be made by completing an on- line application form which is available on the councils website www.barnsley.gov.uk/dhp-form

The council may request any evidence reasonably required in support of an application. The Council will normally allow one month in which to supply the information. The claimant may request longer if necessary.

The Council may verify the information/evidence supplied where necessary.

Help in completing the form

Customers can request help in completing the form by contacting the Council on 01226 787787. Deaf customers can also request help in completing the form by texting 'help to complete a form' to 61009 and start your text with the word CTAX .

Period of the award

The council will determine the length of the award based on the merits of each case. After the initial period the customer will be required to complete a further form and evidence what actions have been taken to improve the current situation. A further award may be awarded. The council may attach conditions to any award of DHP.

Qualifying Criteria

Income and Capital

An assessment of income and expenditure will be undertaken to determine if expenditure is higher than income. In order to assess eligibility applicants will be required to provide full details before a decision can be made. Only cases where expenditure has been assessed as being higher than income will be considered further.

Essential expenditure will be items such as food and utilities and items associated with disability. If items of expenditure are considered to be unreasonably high then the Council will limit the levels used in the assessment, in accordance with the DWP guidance.

The Council will expect the customer to firstly reduce expenditure on non- essential items. If there are non-dependants living in the property the council will expect them to contribute financially.

If there is a shortfall then further consideration will be taken of the following factors in support of the claim:

- Is there a risk of eviction and an award of DHP will prevent the eviction in both the short-term and the longer term.
- Does the household have multiple debts which will be alleviated by the DHP and which will facilitate the customer getting out of debt;
- Has the customer sort advice/help from other agencies to prevent homelessness or improve financial situation;
- Has the customer tried to renegotiate a lower rent;
- Has the customer sought debt advice to lower repayments of debt;
- Has the customer looked for cheaper accommodation? We will need evidence to support this;
- Is there cheaper alternative accommodation available to the customer e.g. in the case spare room subsidy (bedroom tax) is there alternative accommodation available in the area;
- Are there reasons that the customer cannot move from the area i.e. work, school, support network;
- Does any of the household have a medical condition that would prevent them from moving or has the property been adapted to help with their medical needs;
- Is the household expenditure reasonable and is there any expenditure that may be considered as excessive/non-essential;

- Are any other services in place from within the Council or supporting organisations.

Fast-track Route

For the following people there will be no requirement to complete a financial assessment initially. This is to ensure that they get financial assistance quickly and to give them/the Council time to get the right services in place to get them out of the immediate crisis.

- Rough sleeper securing accommodation;
- People fleeing violence;
- Children leaving care.

The award will be made for 6 months after which time they will have to complete a financial assessment and pass the financial gateway as outlined above.

In all cases the Council must not award any discretionary relief where it would exceed the maximum yearly amount prescribed by the secretary of state.

Barnsley Council will take awards of disability living allowance and personal independent payments into account when looking at the income coming into the household. However, it will also take into account any additional related expenditure that the claimant has because of their disablement needs.

Barnsley Council will seek to signpost customers where it believes that the claimant may be entitled to additional benefits.

Making an award

Decisions in relation to making an award will be made at the following level:

Award of DHP	Benefits, taxation and income officer
Review of a decision	Benefits, taxation and income senior officer
Further review	Benefits, taxation and income manager
Complaint regarding a DHP	Head of service

A benefits, taxation and income officer will make a decision as to an award based on the criteria set above. The period of the award will be determined by the decision making officer.

After the initial award a further application must be made and will be reliant on the customer complying with criteria set at the beginning of the award.

DHP awards are designed to meet a short- term requirement and provide time for the customer to make the necessary changes to their circumstances. The fund is not appropriate mechanism to support circumstances that are not time limited. An exception to this is where a home has been adapted to accommodate a disablement need or where an extra room is required for a care worker that does not reside in the accommodation. Proof will be required before DHP is awarded.

The customer is required to inform the Council, as soon as reasonably practical, should they have a material change in their circumstances. The list below gives examples and is not exhaustive. If any doubt they should contact the council for advice.

- An award of an additional benefit;
- An increase in wages;
- An increase or decrease in universal credit;
- A change in the number of people living in the household;
- Changes the amounts of capital/savings held;

Making a Payment

The council will decide the most appropriate person to make the payment to. This could be;

- The claimant;
- An appointee;
- The landlord;
- Any third party to whom it may be appropriate to pay to.

The payment will be paid by either a bacs transfer or by reducing the rent account in the case of Berneslai Homes tenants.

Notification and Appeal

The council will normally inform the claimant, in writing or electronically (if agreed), of the outcome of their application within 28 days of receipt of all information required. Where an application is successful the council will notify you of the following:

- The weekly amount of DHP awarded;
- How, when and to whom the payment will be made;
- The requirement to notify of the change of circumstances.
- The period of the DHP and any conditions attached to any further awards.

A DHP is not an award of benefit and is therefore not open to the statutory appeals process. Where an application is unsuccessful, the council will set out the reasons why the decision has been made and explain the right to dispute the decision and ask for reconsideration. The council will look again at its decision by someone other than the person who made the original decision as outlined above.

You may ask us to look again at our decision if you disagree with the following:

- A refusal to award a DHP;
- The decision to award a reduced amount of DHP;
- The date a DHP was awarded;
- A decision that there has been an overpayment of DHP.
-

A claimant who disagrees with any of the above (or their appointee) should complete a dispute form on-line by going to www.barnsley.gov.uk/dispute-form. This should be done within one calendar month of receiving the written letter informing you of our decision.

The decision will be relooked at by some different to the person making the original decision as outlined above. The claimant will receive a letter informing them of our further decision. As DHP's are not classed as housing benefit or universal credit claimants are not entitled to appeal to the Social Security Tribunal. However they can go to the ombudsman where if they believe there has been maladministration. The route of judicial review is still open.

Recovery of DHP

The council will seek to recover any DHP that has been deemed to have been overpaid because either:

- A misrepresentation or failure to declare a material fact either fraudulently or otherwise;
- An error was made by the claimant when the application form was submitted.

Claimants will be sent an invoice for the amount of overpayment which they should pay straight away. If they cannot pay immediately we may accept a payment arrangement and they will be given instructions on how to do this on the invoice.

In cases where an overpayment has occurred due to an increase in housing benefit payments we will reduce the under payment of housing benefit by the overpayment in DHP.

Fraud

Where the Council believes that an attempt to secure a DHP has been done so in a fraudulent manner then the Council will notify the proper authorities and legal action will be taken against those alleged to have made the fraudulent claim.

Additional Information

The Council will work with the local voluntary sector, social landlords and other interested parties to maximise entitlement to all available benefits.

Author – Lisa Smith – Head of Service Benefits, Taxation and Income 31st March 2019

Discretionary Housing Payment Scheme

Engagement and Consultation Plan

1. Why we're engaging/consulting

The Discretionary Housing Payment scheme is a scheme to provide people with financial assistance towards their housing costs. People must be in receipt of Housing Benefit or the housing element of Universal Credit to qualify for assistance in the first place. Furthermore they must pass a financial gateway to qualify. The scheme aims to help people to stay in their current home while they take action to improve their financial circumstances. This could be to move to cheaper accommodation or improve their financial situation.

We are proposing to amend the scheme and are consulting on the following changes.

The proposed changes are:

- 1) Fast track scheme for the following groups; rough sleepers, children leaving care, people fleeing violence. These people would complete a simplified form; no financial details needed and to be processed within 5 working days of receipt;**
- 2) Conditions to be attached to subsequent awards. The customer will be required to demonstrate that they have taken steps to improve their circumstances.**

We are consulting on the above amendments to the scheme as we have identified as part of the Equality Impact Assessment that some protected groups may be affected.

The policy intention is that we help more people but for a shorter period of time. The council will signpost people to support agencies for them to get the necessary help to improve their situation.

This scheme is grant funded by the DWP. The grant is cash limited year on year.

There have been a number of changes that have affected the residents of Barnsley over the past few years, austerity, benefit cap, bedroom tax, universal credit, all of which have a direct impact on the scheme and increase the potential to exhaust the funds within the discretionary housing payment scheme.

Additionally, the homeless reduction act puts a statutory obligation on the Council to help anyone who presents as being potentially homeless. To ensure that the DHP fund is allocated fairly and consistently we have worked closely with the Housing Actions team to develop a way in which we can cross refer customers ensuring we use the same information once and that there is a common understanding of how we can help people through the DHP funds.

We want the funds to be available to more people but for a shorter period of time. The aim of working with the Housing Action team and ultimately putting in place a 'support plan' is that we work better with our partners to help people get out of crisis and become independent.

We aim to consult for 2 month and part of the consultation will be to have an open day event in December for external agencies that support people in our communities.

2. The team and resources involved

We have 4 members of the team involved:

- Lisa Smith – Head of Service for Benefits and Taxation;
- Wendy Betts – Benefits Manager;
- Julie Whitely – Manager for DHP's.
- Brandon Turner – Support (future leaders apprenticeship)
- Lucy Machin – Support (future leaders apprenticeship)
- Kay Dodd – Survey design, admin and feedback.

There will be a small budget for the consultation event.

The proposed scheme has been to SMT for approval to pass the cabinet. Recommendation from SMT is that meaningful consultation takes place.

Sign off by Neil Copley – Service Director for Finance.

3. Who we want to involve

How we'll work with each stakeholder group

Stakeholder group	How we'll engage	When we'll engage	Where we'll engage	How we'll feedback after engagement
Community influencers	<ul style="list-style-type: none"> • Group meetings? • Emails? • Letters? • Focus groups? 	<ul style="list-style-type: none"> • Meeting date • Workshop date • Date email to be sent 	<ul style="list-style-type: none"> • Library building? • Community space? • Online? 	<ul style="list-style-type: none"> •
Dial	E mails, Consultation event	11 th December 2018	Digital Media Centre, Barnsley.	E mail
CAB	as above	as above	as above	as above
Refugee Council	as above	as above	as above	as above
Age Concern	as above	as above	as above	as above
Clover Leaf	as above	as above	as above	as above
Deaf Forum	as above	as above	as above	as above
Conversation Classes	as above	as above	as above	as above
Polish Library	as above	as above	as above	as above
BMBC – housing options	as above	as above	as above	as above
Yorkshire Housing Association	as above	as above	as above	as above
Centre Point	as above	as above	as above	as above
Human Kind	as above	as above	as above	as above
IDAS	as above	as above	as above	as above
Together Housing Ass	as above	as above	as above	as above
Riverside HA	as above	as above	as above	as above
Berneslai Homes tenancy support officers	as above	as above	as above	as above
Current recipients	On line/paper	Nov/Dec	On line/postal	On line
Past recipients	On line/paper	Nov/Dec	On line/postal	On line

4. What we want to say

The current scheme has to change to ensure that we have enough money to help all those in need. The scheme is cash limited and there is no guarantee that this money will be given to local authorities in future years.

The fundamentals of the scheme will remain the same.

We have introduced a fast track scheme for those in crisis.

We propose to work in partnership with the homelessness team to help prevent homelessness. The DHP policy aims to support the Homeless Prevention and Rough Sleeping Strategy.

The council has committed to support looked after children transition into adulthood and independent living. The proposals seek to reinforce this commitment by fast tracking DHP payments for this group, helping young people secure suitable accommodation from the offset.

We believe that people on disability benefits, lone parents and people on low incomes may be the main recipients of discretionary housing payments. We will consult with current recipients to get their views.

People in protected groups including disabled people, women and people whose first language isn't English could be affected more. We will consult with these support agencies to ask for their views and to ensure that the policy intention is sound.

As part of this consultation we will also look at where the scheme is published and how people find out about it. The form will also be redesigned and we will ask as part of this consultation how easy the form is to use. This will be especially useful from groups who have an accessibility need and we will consider more accessible formats.

5. What we want to ask

- 1) What was your reason for claiming DHP?
- 2) Have you ever been refused DHP?
- 2a) were the reasons explained to you?
- 3) How did you find out about DHP?
- 4) Did you find the information easy to understand
- 5) How could we make this better?
- 6) Did you find the form easy to complete?
- 7) How could we make the application form better
- 8) Did you receive any help to complete the application form?
- 9) Who helped you?
- 10) Please give details of how the DHP helped you/your family?
- 11) Do you agree with change 1) fast track for people in crisis
- 12) How might this change affect you or your family in the future?
- 13) Do you agree with change 2) conditions attached to further awards?
- 14) How might change 2 affect you and your family in the future?
- 15) Do you have any further comments on the proposed scheme?

6. How we'll make sure people know they can get involved

Date	Activity	Audience	Lead
Dec	Consultation event with stakeholders	Protected Groups Private landlords and registered social landlord.	Lisa Smith
Dec	On line survey (paper copies available on request) to current and past recipients.	Service users	Kay Dodd

8. How we'll evaluate the feedback

The results will be evaluated by Lisa Smith and the Equalities and Inclusion team.

9. How we'll report the results

The results will be published on the web and we will contact all partners invited to the consultation event.

10. After the consultation – How well it went

We ran two consultations, one to customers and one to stakeholders. The one to customers was an online survey (paper versions were available on request) and the results are discussed below. We selected past and present customers who were both successful and unsuccessful in their applications.

We also ran a stakeholder event on the 11th December at the Digital Media Centre in Barnsley. Stakeholders were selected on advice of the equality and inclusion team and were aimed at organisations that supported protected groups we believed may be affected. We also invited private landlords and registered social landlords.

The event was a drop in session where the attendees were given details of the proposed scheme and asked to make comments. Berneslai Homes co-attended the event as they also help tenants to make applications for DHP's via their tenancy support team. The tenancy support team also play a vital role in helping their tenants facing financial and personal difficulties.

Results from the on line survey.

We invited 1273 to complete the survey and we had a response rate of 3%

The questions were asked as outlined above. In response to the question do you agree with change to include a fast track route for those in crisis 75% of respondents agreed 13% neither agreed or disagreed 4% disagreed and 8% didn't know.

This is a positive response towards the change.

We also asked for comments on this change, these were also positive with some of the respondents having been in one of the fast track situations in the past. One concern was that there was not enough money to go around and the fast track groups would take up most of the money with none left for other people.

In response to the question 'do you agree with the change that conditions would be attached to any future awards' the results were 48% strongly agreed or agreed, 21% neither agreed or disagreed, 20% disagreed or disagreed strongly 11% didn't know.

This was again a positive result.

There were however more concerns over this change in that people may not get a further award on which they relied. Other concerns were that no matter how much they budgeted they could not make ends meet as their outgoings were more than their income. Bedroom tax and the local council tax support scheme were a cause of people finding themselves in financial difficulty.

Results from the stakeholder event.

We held a drop session at the Digital Media Centre on the 11th December 2018. Stakeholders and landlords were given some information prior to event on the proposed changes and we invited them to the event to come and chat with members of the team regarding the proposed changes. Colleagues from the Equalities and Inclusion team were also at the event to talk about specific issues that the stakeholder's client group may experience.

The feedback was positive and 100% of the respondents agreed with the changes. We had 12 people from the above groups attend.

Comments were positive in respect of the fast tracked group and in generally agreeing the changes. The general consensus was that the changes helped to prevent homelessness.



Equality Impact Assessment SUMMARY

This information tells you about changes to:

The Discretionary Housing Payment (DHP) scheme. The purpose of the scheme is provide people with financial assistance towards their housing costs. To qualify the person must be in receipt of housing benefit or be receiving the housing element of universal credit. The aim of the scheme is to give people support to make improvements to their financial circumstances or find cheaper alternative accommodation.

These payments are administered by the Housing Benefits team within the Finance business unit.

The changes we are making are:

The fundamentals of the scheme remain the same.

However, we have introduced a **fast track** group for the following :

People fleeing violence

Rough sleepers seeking accommodation

Children leaving care.

In addition to the above we are proposing to introduce **conditions attached to any further awards** after the initial award.

Initial awards are currently made for either 6 months or 12 months. After that the claimant can apply for a further award. If the financial gateway is passed then a further award will be made.

Under the proposed scheme the claimant must have taken action to improve their circumstances to either reduce their outgoings or seek cheaper accommodation.

Support will be given in terms of sign posting to other agencies or a personal support plan if their circumstances dictate (see below).

The new Homeless Reduction Act came into force in April 2018. Any customer who states they can no longer afford their rent will now be entitled to an assessment from the Housing Support Team which will culminate in a personal support plan. We will work in partnership with the Housing Support Team ensuring that customers get the right support from the Council.

Any customer that presents as potentially homeless via the Housing Support Team will be have to submit financial information as part of the assessment. Previously they would have had to make an additional claim for a DHP. We are proposing to use the Housing Support Team as trusted friends, using the same information once.

A new simplified on line form will accompany the new scheme, ensuring that we get a fuller understanding of the claimants circumstances.

Successful award letters will also be changed, identifying support agencies and how to contact them.

The personal support plan (for those who present as potentially homeless) will go even further. The claimant will have a one to one with an officer and a clear plan of the help they can get to improve their circumstances.

We are making these changes because:

We are making the changes because of the introduction of universal credit and the uncertainty of how many people may want to make an application to DHP. The aim is to ensure that there are sufficient funds to go around still supporting those people in crisis and in threat of losing their homes.

Additionally the introduction of the Homeless Reduction Act has meant that the council has had to put more resources into helping people remain in their homes. It was identified that there was the potential to cross refer people ensuring that more customers get the support they need and reducing the administration need for both the customer and the Council.

We asked these questions to help us better understand the impact of the changes:

- 1) What was your reason for claiming DHP?
- 2) Have you ever been refused DHP?
 - 2a) were the reasons explained to you?
- 3) How did you find out about DHP?
- 4) Did you find the information easy to understand
- 5) How could we make this better?
- 6) Did you find the form easy to complete?
- 7) How could we make the application form better
- 8) Did you receive any help to complete the application form?
- 9) Who helped you?
- 10) Please give details of how the DHP helped you/your family?
- 11) Do you agree with change 1) fast track for people in crisis
- 12) Do you agree with change 2) conditions attached to further awards
- 13) How might change 2 effect you and your family in the future?
- 14) Do you have any further comments on the proposed scheme?

To answer these questions we did the following things:

1. Identify past and current recipients of the scheme and invited them to complete an online survey (paper versions were available on request)
2. Held a consultation event at the DMC on the 11th December 2018. We invited partner organisations who help support people from protected groups. We also invited both private and social housing landlords to get their opinion on the proposed changes.
3. Consulted with Bernelslai Homes as they support tenants via the tenancy support team. BH also came to the consultation event to meet with partner organisations to highlight the support they could give to tenants.
4. Consulted with the Housing Action team so we could gain a better understanding of the reasons why people presented as potentially homeless and what joint support we could offer to help people remain in their homes.

From this we learnt the following things:

1. The fast track scheme was welcomed by both customers and stakeholders.
2. There were some concerns from customers around the conditions applied to further awards. Their main concern was that they simply did not have enough money.
3. Advertising of the scheme could be improved.
4. Landlords would like the option for the tenants to have the money paid direct to the landlord.
5. We will introduce a leaflet and include on the web an easy read version of 'what is DHP and how to apply'

The people most affected will be:

How they will be affected:

Disabled People.	Generally on disabled benefits and are more likely to have less capacity to increase income
Lone Parents.	More likely to work part time and have less capacity to increase working hours because of childcare.
People whose first language isn't English.	Access need in terms of knowing about scheme and applying.

To help the changes to be as fair and equal as possible we will:

- 1) Redesign of the form simplifying and reducing the questions asked. Ensuring help boxes are sufficient.
- 2) Better promotion of the scheme and full revision of the webpages.
- 3) Google translate is now available on all e-forms including the DHP one.
- 4) Review after 6 months to look at advice/support available and does this help those who have less capacity to increase their earnings.

5) Monitoring the number of people refused and understanding the reasons they have not taken up the additional support.

<u>You said (public responses)</u>	<u>We did</u>
Clearer forms. Better definition of items of expenditure.	We have amended the form to make the questions clearer and added help boxes. We have also deleted some of the questions that did not add benefit to the decision making process.
Clarity around the length of time the DHP payment will last.	All documentation has been reviewed.
Concerns about the money running out and their will be none left for those in need.	The budget is monitored month on month and a forecasts made of the expected spend. Policy would be amended if we could not meet demand.
Make people more aware of the scheme.	More will be done on promoting the scheme and a refresh of the website will also be undertaken. Look to make an easy read version of DHP's their purpose and how to apply.
Make the form easier to read for people with dyslexia and disabilities.	We will commission an easy read leaflet regarding the scheme to made available on the web.
Make an application over the phone as elderly and vulnerable people do have the internet. More help for those who cannot get on line.	We already do outbound calls to customers who cannot access via the internet. We also offer face to face appts in extreme cases. Will amend the website and documentation to ensure that all access channels are made clear.
Some customers not aware the scheme existed.	Better promotion of scheme.
Make it clearer where the payments will go to i.e landlord or tenant.	Form amended for tenant to select payment method.
More options for single mothers and children that don't live in the samehousehold.	We can pay DHP in these case and do. However, the payments are intended as a short term solution and there are no guarantees for these families. The housing benefit legislation dictates how we assess the no.of rooms a family needs and we

Appendix C

	have no discretion over this factor.
Add an option for emergency situations	This will be done if the new fast-track scheme is approved.
Have the option of a paper form.	Barnsley council has moved to digital platforms. For those who cannot go on line we will help people by offering an outbound call at an agreed time or a face to face appointment.
Concerns that even with support then they will not be able to manage their money as the simply do not have enough.	The right support will enable the claimant to renegotiate debts and bills thus freeing up money. Additionally looking for cheaper accommodation is also an option for some. A review after 6 months will tell us more why people are not taking up help and if the signpostong is useful.
You said (stakeholder)	We did
What about a disabled fast – track group	This category is too large in terms of types of disability and needs relating to that disability to be considered as a fast track. There are a multitude of reasons why a disabled person may have additionally expenditure but equally they tend to qualify for disability related income. Any reasonable disability expenditure will be considered in the financial statement and balanced against their income.
Make the application form easier Time reduced to make a decision	Covered above. We generally process a DHP application wih in 14 to 28 days. This is monitored and we plan to reduce this time within the next financial year.
Could we consider ‘threatened with homelessness’ as part of the fast track route.	This could encourage people to get into rent arrears especially if the route to a DHP was guaranteed through a fast track scheme. These

	<p>people will still be eligible for a DHP. We will refer them on the homeless team who will put in place a support plan. This should prevent them from becoming homeless. The scheme will be reviewed with the homeless support team.</p>
<p>Refugee Council - Limited information and unsure how often this is identified for our clients.</p> <p>How can we make knowledge of the scheme well known to our clients?</p> <p>What about clients who are not engaged with any source?</p>	<p>The website will be refreshed and the DHP form is available in different languages. We will contact the Refugee Council to see how we can work better with their clients as we know that decent housing is already an issue for this client group.</p> <p>This is a concern. We will work with the RC, homelessness team and the asylum team to see how the Council can work in a more coordinated way to engage with this group.</p>
<p>Centrepont – Young people coming into their properties have historical debt that is already deducted from their rent allowance.</p>	<p>This is supported accommodation for which we pay an element for the landlords to help these young people to manage their money and negotiate debts.</p>
<p>Faster smarter on line form</p>	<p>Already covered.</p>

Tell us what you think . . .

Do you understand the changes we are making?

If no, what don't you understand?

Do you understand why we are making these changes?

If no, what don't you understand?

Have we asked the right questions about the changes?

If no, what questions do you think we should be asking?

Do we fully understand the affect the changes will have on people?

If no, what affect do you think the changes will have on people?

What could the council do to reduce the affect these changes have on people?

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council’s definition and has not been included in the relevant Forward Plan

REPORT OF THE EXECUTIVE DIRECTOR PLACE

BMBC’s Empty Property Delivery Plan and Profiling 2018-2021

1. PURPOSE OF REPORT

- 1.1 To outline the empty properties delivery plan and spend profile for the period 2018-2021.

2. RECOMMENDATIONS

- 2.1 To approve the outline of the empty property delivery plan 2018-2021.
- 2.2 To approve the approval process identified in paragraph 4.16 for any adjustments between the individual delivery streams within the overall budget envelope available.

3. INTRODUCTION

- 3.1 The Council’s Senior Management Team has indicated that an increased focus should be brought to bear on tackling the number of long-term empty homes within the Borough. The latest statistics are shown below:

Time Empty	Total
6 Months to 2 Years	935
2 Years to 5 Years	311
5 Years to 10 Years	167
10 Years Plus	72
Grand Total	1,485

Source: Council tax data extract Sep 2018.

- 3.2 The number of long term empty (LTE) properties, which are defined as being empty for more than 6 months, has steadily reduced over the last two years. In April 2016, there were 1,727 LTEs with the vast majority of these found in the private sector.
- 3.3 The introduction of a number of new initiatives by the Council has meant that the performance in respect of the Borough’s empty homes is bucking the national trend with a reduction of 14% (since Quarter 4 of 2016/17), against the national average of a rise of 5% across the same timeframe.

4. PROPOSAL AND JUSTIFICATION

- 4.1 A sum totalling £1.5 million has been approved in principle by SMT / Members to fund this proposal and to assist the delivery of an enhanced empty homes programme for the period 2018-2021.
- 4.2 The Council already provides a range of support services to the owners of empty homes to return such properties to use; this includes the provision of grants and the offer of property purchase as well as advice.

The new prospectus will build on proven interventions and work with new partners to deliver best value, assist with the third sector provision and to fund a new post of Empty Homes Officer for a three year period.

- 4.3 The table below shows an indicative delivery plan for 2018-2021 which is split between the individual delivery projects within the overall empty homes programme. Each project is detailed in the paragraphs below.
- 4.4 A number of these projects have already been approved by Cabinet which are highlighted in both the table below and within the footnote to that table.

	BMBC Contribution £	Revenue or Capital	Paragraph
Contribution to Human Kind *	275,000	C	4.6
Third Sector Support	300,000	C	4.7
Financial Assistance to Owners	700,000	C	4.8
Enforcement Powers **	100,000	C	4.9
Empty Homes Officer Costs ***	105,000	R	4.10
Other Delivery Costs	20,000	R	4.11
Total	1,500,000		

- * Human Kind – Dealing with Empty Homes: DISC Housing Programme in Barnsley 2018/21 – Decisions of Cabinet Spokespersons (Cab.2.7.2018/4)
- ** Greater use of enforcement powers to Tackle Problematic Long-Term Empty Properties (Cab.16.5.2018/10)
- *** Creation of Empty Homes Officer post within the Housing and Energy Service – Delegated report.

- 4.5 Over and above these programmes, the Council has previously approved an amount set aside from its own resources, to supplement the empty homes programme, relating to the current Homes England contract for the purchase and repair of long term empty properties. This programme is being delivered by Berneslai Homes on behalf of the Council with such properties being retained within the housing stock and social rents duly being applied to tenants.

The amount set aside totalled £3.591M (Cab.13.12.2017/7 refers) and was funded from a combination of HRA Reserves, S106 monies and HCA Grant.

It is estimated that 39 additional empty properties will be brought into use over the period 2018-2021, with the phasing of these properties over the period shown in the table at paragraph 4.13.

4.6 Contribution to Human Kind

The Council is working with a housing charity called Human Kind with the aim of bringing privately owned empty homes back into use. The Council's £0.275M contribution will assist Human Kind in providing support towards achievement of bringing empty homes in to use by either purchasing or leasing (over 10 years) and repairing of such properties from the private landlords. The purchased properties reside with Human Kind and the leased properties return to the owner at the end of the lease.

The Council provides funding either at the point of purchase / completion of lease or when the works have completed to the Council's satisfaction. BMBC's contribution for either scheme is capped at £9,100 per property with Homes England and Human Kind providing further financial support. The Council's Homelessness Prevention Strategy will be supported by this contribution with additional support to the learning and training agendas.

It is estimated that 30 additional empty properties will be brought into use over the period 2018-2021, with the phasing of these properties over the period shown in the table at paragraph 4.13.

4.7 Third Sector Support

The Council is looking to provide financial support to the third sector (Thurnscoe Tenants Associations, Big Locals and Barnsley Community Build) through the provision of grant funding to support the sector to purchase and renovate such properties, with the retained ownership remaining with the third sector body. This strand is based on the previous empty homes (clusters) programme which operated in Goldthorpe.

It is estimated that 15 additional empty properties will be brought into use over the period 2018-2021, with the phasing of these properties over the period shown in the table at paragraph 4.13.

4.8 Financial Assistance to Owners

The Council is proposing to provide financial assistance to private owners of the Borough's empty homes in the form of grant payments, with the overall objective of bringing those properties back into use whilst meeting the Council's own Barnsley Homes Decency Standard. These properties will remain with the private landlord. As above, this strand is based on the previous empty homes (clusters) programme which operated in Goldthorpe.

It is estimated that 45 additional empty properties will be brought into use over the period 2018-2021, with the phasing of these properties over the period shown in the table at paragraph 4.13.

4.9 Enforcement Powers

Where both financial and non-financial support is given to private landlords, as outlined throughout this report, which is not successful in terms of private landlords complying with the Council's requests, then the Council will utilise its statutory

powers to enforce the sale of properties to the Council with the intention of either bringing the property back into use and holding as part of its housing stock for rental purposes, or selling on to a different landlord.

It is estimated that 33 additional empty properties will be brought into use over the period 2018-2021, with the phasing of these properties over the period shown in the table at paragraph 4.13.

4.10 Empty Homes Officer Costs

To assist the Council in achieving its goal of reducing long term empty homes, a temporary Empty Homes Officer post has been created within the Housing and Energy Service on a three year fixed term contract. This post was previously approved via an officer delegated decision and the post has been filled from May 2018.

4.11 Other Delivery Costs

Additional costs towards the delivery of the programme include event costs, marketing costs etc.

4.12 Non-Financial Support & Guidance

In addition to the financial support, the Council also offers non-financial support to private owners of empty homes to assist and encourage them to bring the properties back into use. This includes providing information and guidance across a wider range of issues such as probate, selling, repairs and becoming a landlord.

It is estimated that 138 additional empty properties will be brought into use over the period 2018-2021, with the phasing of these properties over the period shown in the table at paragraph 4.13.

4.13 The table below summarises the estimated impact of the Empty Homes Programme for the period 2018-2021 in terms of empty homes being brought into use across the Borough:

	Paragraph	2018/19	2019/20	2020/21	Total
BMBC Empty Homes Programme	4.5	13	13	13	39
Human Kind	4.6	7	11	12	30
Third Sector Support	4.7	5	5	5	15
Financial Assistance to Owners	4.8	15	15	15	45
Enforcement Powers	4.9	10	11	12	33
Non-Financial Support & Guidance to Owners	4.12	40	45	53	138
Total		90	100	110	300

4.14 The table below shows the actual performance against the target for 2018/19, to the third quarter (to December 2018)

	2018/19 Target	Completed / Committed	Variance
BMBC Empty Homes Programme	13	13	-
Human Kind	7	6	-1
Third Sector Support	5	3	-2
Financial Assistance to Owners	15	15	-
Enforcement Powers	10	11	+1
Non-Financial Support & Guidance to Owners	40	97	+57
Total	90	145	+55

4.15 An outturn report based on year 1 of the 2018-2021 programme (2018/19) will be completed and will review the effectiveness of the scope and operation of the existing programme.

4.16 Financial monitoring will focus on the overall programme spend rather than the spend profile of individual delivery projects / strands which provides flexibility within the overall empty homes programme. Adjustments between such strands will be made on an ad-hoc basis and subject to the approval of the Head of Housing & Energy.

5. CONSIDERATION OF ALTERNATIVE APPROACHES

5.1 The principal manner in which the Council will engage with the owners of long-term empty properties will continue to be through the provision of advice and support, including financial assistance that will be available through this proposal for capital funding as outlined above. However, in cases where long-term empty properties are causing significant disamenity and the property owners have refused to respond to the support and advice that has been offered, the Council will use its enforcement powers where it is reasonable and proportionate to do so.

6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS

6.1 Greater focus of empty property work will enable the Council to better deal with long term empty properties that blight local neighbourhoods. Bringing such properties back into use will alleviate the disamenity that is frequently associated with long term empty properties and in the process help to improve the localities within which such properties are found.

7. FINANCIAL IMPLICATIONS

7.1 Consultations on the financial implications have taken place with representatives of the Service Director – Finance (S151 Officer).

7.2 The total estimated cost to the Council of the Empty Property Delivery Plan are estimated to be £1.500M, split between capital (£1.375M) and revenue (£0.125M) costs respectively, phased over the 3 years through to 2020/21.

- 7.3 One of the elements within this programme relates to the Council's contribution to our partner Developing Initiatives for Support in the Community (DISC) for work, in conjunction with the charity Human Kind for the delivery of a DISC Housing / Homes England contract that will return an estimated 30 long-term empty homes to use within 2018/21 across Barnsley. The total cost of that package of works (within DISC) totals £1.000M, of which the Council is to contribute £0.275M. The remaining £0.725M is to be funded by a Homes England grant totaling £0.418M and DISC's own funding totaling £0.307M.
- 7.4 The funding for this proposal has been set aside in principle by SMT / Members and has been formally approved as part of the 2019/20 Council Budget Planning process that was submitted to Cabinet in February 2019 (Cab.6.2.2019/7 refers). This scheme is specifically funded from the Berneslai Homes surplus.
- 7.5 Where the support and actions by the Council results in the property owner taking steps to ensure that the empty property becomes occupied, there will be no direct financial implication on the Council.
- 7.6 If the property owner refuses to take advantage of the support offered and the property remains vacant, the Council may have no further choice but to pursue enforcement action to take ownership of the property via the Enforced Sales process or the issuing of CPOs or EDMOs. The costs associated with this course of action including all the purchase costs, is included in the programme as outlined throughout this report.
- 7.7 Any properties acquired will then either be held by the Council in its HRA housing stock and let to tenants accordingly (subject to any remedial works being carried out on the property which will be funded by the HRA capital programme) or alternatively the properties will be marketed for onwards sale via the use of estate agents or auction. The costs associated with the onward sale (including the original purchase cost) are expected to be funded via income generated by the sale. However, it should be noted that there is a risk that the sale costs may not cover the full costs associated with this process, although this will be mitigated wherever possible.
- 7.8 Furthermore, there may also be some financial benefits to the Council via additional new homes bonus as a result of decreasing the number of long-term empty homes. The monetary value, however, cannot be quantified at this stage.
- 7.10 The financial implications are shown in Appendix A.

8. EMPLOYEE IMPLICATIONS

- 8.1 The Council's Housing and Energy Service has recruited a dedicated Empty Homes Officer on a 3-year fixed-term contract as part of a broader stepping up of empty homes activity. This additional resource will work closely with colleagues in the Stronger and Safer Communities service to enable the Council to take a more proactive approach in the use of enforcement powers to tackle problematic empty properties where it is appropriate and proportionate to do so.

9. LEGAL IMPLICATIONS

9.1 No issues arising from this report

10. CUSTOMER AND DIGITAL IMPLICATIONS

10.1 No issues arising from this report.

11. COMMUNICATIONS IMPLICATIONS

11.1 The Housing and Energy Service will continue to promote, in general terms, the advice and support that is available to owners of empty homes. Communications regarding the use of enforcement will be *targeted* at those owners whose empty properties are causing significant levels of disamenity.

12. CONSULTATIONS

12.1 Consultation has taken place with:

1. BMBC Stronger and Safer Communities
2. BMBC Legal Services
3. BMBC Finance
4. BMBC Planning – Development Management

Note: The following headings **may** be included in sequence, if there is considerable relevant detail to include (ie a list of headings with the comment "none" is not generally required). Otherwise, any information relevant to these issues may be incorporated in the above sections, with appropriate references:-

13. THE CORPORATE PLAN AND THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK

13.1 Tacking action to return empty properties to use as housing helps to deliver the following Corporate Plan outcomes:

- Creating more and better housing
- Increase skills to get more people working

13.2 The number of long-term empty homes returned to use is a corporate performance indicator.

14. PROMOTING EQUALITY, DIVERSITY AND SOCIAL INCLUSION

14.1 No issues arising from this report.

15. TACKLING THE IMPACT OF POVERTY

15.1 No issues arising directly from this report.

16. TACKLING HEALTH INEQUALITIES

- 16.1 Homes that are brought back into use will meet Decent Homes standard ensuring that they are free of hazards can be heated to acceptable comfort levels affordably.

17. REDUCTION OF CRIME AND DISORDER

- 17.1 Empty property is a magnet for anti-social behaviour. Reducing the number of empty properties will reduce the opportunity for crime and disorder.

18. RISK MANAGEMENT ISSUES

- 18.1 That enforcement is used in inappropriate circumstances. With oversight from Service Director, Culture and Housing and Legal throughout process.

19. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES

- 19.1 Specific Health and Safety plan has been developed for empty property officers.

20. COMPATIBILITY WITH THE EUROPEAN CONVENTION ON HUMAN RIGHTS

- 20.1 Article 1 of the Convention provides for the right to the peaceful enjoyment of one's possessions. The checks and balances in within the procedure that officers will follow when seeking to invoke the enforcement powers set out in this report will ensure that that action taken is compatible with the European Convention on Human Rights.

21. CONSERVATION OF BIODIVERSITY

- 21.1 None

22. GLOSSARY

- EDMO – Empty Dwelling Management Order
- CPO – Compulsory Purchase Order

23. LIST OF APPENDICES

Appendix A: Financial Implications

24. BACKGROUND PAPERS

If you would like to inspect background papers for this report, please email governance@barnsley.gov.uk so that appropriate arrangements can be made

Report author: David Malsom

Report of the Executive Director of Place

FINANCIAL IMPLICATIONS

BMBC Empty Property Delivery Plan and Profiling 2018-21

i) Capital Expenditure	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	TOTAL
	£	£	£	£
Human Kind (previously approved Cab 2.7.2018/4 refers)	50,000	90,000	135,000	275,000
Third Sector Support	88,000	100,000	112,000	300,000
Financial Assistance to Owners	240,000	230,000	230,000	700,000
Greater Use of Enforcement Powers (previously approved Cab 16.5.2018/10 refers)	10,000	35,000	55,000	100,000
	388,000	455,000	532,000	1,375,000

To be financed from:


BH Surplus - Set Aside In Principle By SMT / Members (To Be Formally Approved by Members in February 2019)	388,000	455,000	532,000	1,375,000
	388,000	455,000	532,000	1,375,000

ii) Revenue Effects	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	TOTAL
	£	£	£	£
Empty Homes Officer Costs	30,000	35,000	40,000	105,000
Other Delivery Costs	6,500	6,500	7,000	20,000
	36,500	41,500	47,000	125,000

To be financed from:

BH Surplus - Set Aside In Principle By SMT / Members (To Be Formally Approved by Members in January 2019)	36,500	41,500	47,000	125,000
	36,500	41,500	47,000	125,000

Impact on Medium Term Financial Strategy	2017/18	2018/19	2019/20
	£	£	£
MTFS	0.000	0.000	0.000
Effect of this report	0.000	0.000	0.000
Revised Medium Term Financial Strategy	0.000	0.000	0.000

Agreed by:  On behalf of the Service Director-Finance (S151 Officer)

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council’s definition and has been included in the relevant Forward Plan

**Report of the Executive
Director Place**

Acquisition of New Cremators

1. Purpose of report

1.1 This report is to seek approval to replace the four cremators at Barnsley crematorium.

2. Recommendations

2.1 That officers be authorised to procure 4 x new cremators to be installed at Ardsley Crematorium at a total estimated cost of £853,000, phased over a two year period (Two in 2019/20 FY, two in 2020/21), to be funded from specifically earmarked reserves, set aside for the Council’s 2020 capital priorities through the Council’s Reserves Strategy;

2.2 That the scheme be included in the Capital Programme and funding released in accordance with Financial Regulations.

3. Introduction

3.1 This project is to replace 4 x cremators at Barnsley Crematorium which are now almost 25 years old and are approaching the end of their economic life. The current cremators require significant investment to keep them operational. The project was approved at Capital Oversight Board on the 23rd October 2018 on the basis of savings to be achieved through replacement rather repair.

3.2 The incumbent provider Facultatieve Technologies have assessed the potential remaining lifespan of the existing cremators which should now be balanced out against the cost of maintaining the cremators as they get older.

3.3 New cremator refractory has a useful life of around 10 years and therefore it is reasonable to look at expected costs over the next ten year period for the existing cremators. General servicing costs are the same for both the old and new cremators and are not included here. **However the following costs would be incurred over ten years should the existing cremators be retained;**

Future Expected Costs	£M
PLC Replacement	0.140
Gas Control Valves	0.020
Refractory Replacement	0.450
Gas Costs	0.200
Total	0.810

The composition of the above costs are detailed at item 4 below.

- 3.4 The cremators are already operating at the upper limit of their life expectancy and therefore it is anticipated that they will be well beyond any operating design model for a cremator within that 10 year period. After 10 years, replacement cremators would still be required in addition to the £810,000 of upgrades detailed above. Obviously prices of new cremators will have increased in that time and it is estimated that new cremators may be in excess of £1,000,000 at that point.
- 3.5 The installation of new cremators is expected to be around £853,000 in total.
- 3.6 New cremators would future proof our operational capacity for the next 25 years and mitigate the risk of repeated requirements for downtime of the cremators to undertake repair works, which could create delays in cremations, requirements for extended operational hours and staffing at additional cost and reputational damage to the Council.
- 3.7 Crucially, the newer machines have a larger capacity so are able to accommodate larger coffins, which will mitigate the current issue of having to refuse certain requests due to the size of the person being cremated, which currently means certain families are having to travel outside to neighbouring areas.
- 3.8 Current discussions with risk management have highlighted the age and condition of the cremators as a RED risk in the councils risk register. It is also a requirement of the Cremation Act 1902 to keep the crematorium in good working order.

4. Proposal and Justification

- 4.1 The proposal is to procure 4 replacement cremators, in two phases of two for installation in the summer of 2019 and the summer of 2020. It is proposed to procure directly from Facultatieve Technologies. The Executive Director, Core Services, has approved a waiver to allow an exception to the competition requirements of Contract Procedure Rules in this case, in view of the specialist nature of the procurement (Contract Procedure Rule 6.6(b)) and the need to progress the works as a matter of urgency.
- 4.2 The Evans Universal 300/2 Cremator was, in its day a very robustly built cremator with only a very few examples still in daily operation.
- 4.3 Assessing our current cremators, Facultatieve Technologies have considered their potential remaining lifespan which should now be balanced out against the cost of maintaining the cremators as they get older. The cremators could potentially last another 3 to 5 years, but as each year passes, there is more risk that yet more equipment fitted to the cremator is no longer supported by the original equipment manufacturers, meaning there will come a time in the future where a component fails and there is no replacement available and a work round need to be found.
- 4.4 This method of operation has its risks and will become ever more costly if in fact replacement parts can be found. Servicing / equipment upkeep costs attributed to “emergency call outs” and failure of parts can only increase as the reliability of the cremator continues to deteriorate, parts that require replacing are starting to become obsolete, or simply (in the modern world) the replacement parts are

being altered, and now instead of buying the light bulb in the switch gear, you now have to buy all the switch gear – at greater cost.

- 4.5 There are a number of cremator components that are now approaching in excess of twenty years old, this brings into question the availability of new replacement components, and if some of the existing components are still supported by their manufacturer. These are:

Cremator Control System

The cremator control system is PLC based, and utilises a Mitsubishi A1S controller which is now in excess of twenty two years old, this controller is no longer manufactured, or for that matter supported by the manufacturer. Failure of this controller WILL render the cremators inoperable, and should be noted. In the short term consideration should be given to replacing all four off existing cremator control panels with new wall mounted control panels, this would cost in the order of £90,000 for the four control panels.

Cremator Control Field Wiring

The above cost for new control panels does not include for replacement of field wiring from the four cremators to the above control panels, which again is 22 years old and has been affected by heat in its lifecycle. To re wire all the interconnecting field wiring associated with all four cremators may cost in the order of £50,000.

Cremator Burners and Gas Control Valves

The natural gas burners and their gas valve trains as fitted to the cremators are also no longer in manufacture – the burner head itself should not present a problem, but should the safety gas train control valves fail , then they would need to be replaced. Unfortunately due to the existing gas valves no longer being manufactured, a simple repair will not be possible.

Typical cost of this replacement work would be £20,000 in total for all four cremators.

- 4.6 All the above costs should be taken into consideration for the next five years as potential expenditure, which are likely to be required to “keep” the equipment going. Over and above these high repair costs will be significant outage time to effect repairs as the majority of such work will not simply be swapping or replacing like for like parts but modifying the equipment to enable the new replacement spare to fit.
- 4.7 The above costs are quoted over and above the costs of the normal day to day servicing costs and should be considered as extraordinary costs in addition to the usual expenditure.
- 4.8 Relines of refractory (internal brick work) cost an average of £40,000 to £45,000 per year (for 4 cremators) along with other associated smaller age related breakdowns. This will mean that over the next 10 years we will be spending between £400,000 and £450,000. Modern cremator brickwork lasts much longer due to the new kind of block work. Not only is it more thermally efficient, it requires less replacement or repair.

- 4.9 It should also be noted that the new FTIII cremators in burning less fossil fuel will also emit less CO₂, this figure too will be reduced by some 40%, which would be equivalent to reducing the Council's CO₂ (greenhouse gas) annual emission in excess of 100 tonnes (100,000kg) whilst still performing the same number of cremations. This obviously may be very significant to the Authority in reducing its future energy expenditure (£200,000 over 10 years) and reducing its overall greenhouse gas generation, all assisting the Authority to meet environmental requirements identified within the Energy Strategy and linking to corporate indicator CO₂₉ – reduction in the Council's carbon emissions.
- 4.10 The average life of a cremator is 20 to 25 years so we are approaching the top range of the existing cremators working lives.
- 4.11 Crucially, the newer machines are able to deal with larger coffins due to their size which means that residents can be cremated within the borough and not have to travel outside to neighbouring areas.
- 4.12 It is proposed to replace the cremators on a two phased approach to minimise disruption to the public and significant loss of income. However, a lead in time of 6 months is expected due to the timing of the installation to minimise disruption to the public in the busiest periods of cremation and to accommodate the planning and capacity of the manufacturer to order and install.
- 4.13 It is worth noting that Barnsley's population is ageing and the number of residents aged 65+ is projected to reach 58,100 by 2028, a change of 27% from 2016. It is essential that the crematorium is kept up to date to deal with this rising demand.

5. Consideration of alternative approaches

- 5.1 The alternative would be to not replace the cremators which would result in additional maintenance costs over the next 10 years totalling a minimum of £810,000 in addition to any further replacement costs.
- 5.2 The additional risks of this approach would be reputational damage to the Council through delays or refusal of cremations, loss of income through residents being forced to use facilities outside the borough, and potential additional costs of extended operational hours required to compensate for the downtime of one or more cremator.

6. Implications for local people / service users

- 6.1 There will be no disruption to the service offered to the public as the works will be phased so the facility can remain open.

7. Financial implications

- 7.1 Consultations have taken place with representatives of the Service Director – Finance (S151 Officer).
- 7.2 The estimated cost of the replacement cremators totals £0.853M to be split over the 2019/20 and 2020/21 financial years being £0.386M and £0.467M respectively reflecting the phasing of the installation.

- 7.3 Given the expected significant financial implications of continuing with the existing cremators, as outlined within this proposal at paragraphs 3.3 and section 4 respectively, together with the potential loss of income due to downtime, there is no other viable option but to replace the existing cremators.
- 7.4 The new cremators are expected to generate savings in respect of premises, energy and operational costs as a result of them being more efficient as well as maintaining a vital income stream to the Council.
- 7.5 It is proposed to fund this scheme using specifically earmarked reserves for the Council's 2020 capital priorities, as outlined and identified through the Council's Reserves Strategy.
- 7.6 The financial implications to this report are shown in the attached Appendix A.

8. Employee implications

- 8.1 None

9. Legal Implications

- 9.1 None

11. Customer & Digital implications

- 11.1 Works will be phased so the facility will remain open during the installation which will minimise disruption to the public.

12. Communications implications

- 12.1 Communication on the council website and through local funeral directors will take place in advance of the works. As the work is not in public areas it will not affect the visual amenity at the crematorium.

13. Equality and Inclusion Implications

- 13.1 None

14. Consultations

- 14.1 Finance
Risk Management
Procurement

15. Risk management issues

- 15.1 Current discussions with risk management have highlighted the age and condition of the cremators as a RED risk in the councils risk register. It is also a requirement of the Cremation Act 1902 to keep the crematorium in good working order.

16. Glossary

16.1 None

17. List of Appendices

Appendix A – Financial Implications

18. Background papers

If you would like to inspect background papers for this report, please email governance@barnsley.gov.uk so that appropriate arrangements can be made

Officer Contact: Anthony Devonport

Date: 14/12/18

APPENDIX A
Report of the Executive Director of Place

FINANCIAL IMPLICATIONS

Acquisition of New Cremators

i) <u>Capital Expenditure</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Total</u>
	£	£	£	
	382,500	467,500	0	850,000
	0	0	0	0
	382,500	467,500	0	850,000
To be financed from:				
	0	0	0	0
	0	0	0	0
	0	467,500	0	850,000


ii) <u>Revenue Effects</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Later Years</u>
	£	£	£	£
<u>Expenditure</u>				
Finance Lease Rentals	46,200	102,300	102,300	772,200
				0
	46,200	102,300	102,300	772,200
<u>Income</u>				
				0
	0	0	0	0
	46,200	102,300	102,300	772,200
To be Financed from:				
Existing Budgets Within Place	0	0	0	0
	0	0	0	0

Impact on Medium Term Financial Strategy

This report has no impact on the Authority's Medium Term Financial Strategy.

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>
	£m	£m	£m	£m
Current forecast budget gap	0.000	0.000	0.000	-0.317
Requested approval	0.000	0.000	0.000	0.000
Revised forecast budget gap	0.000	0.000	0.000	-0.317

Agreed by: ...



.....On behalf of the Service Director and Section 151 Officer - Finance

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

REPORT OF THE EXECUTIVE DIRECTOR PLACE TO CABINET ON 20th February, 2019

SUPPLEMENTARY PLANNING DOCUMENTS

1. PURPOSE OF REPORT

- 1.1 This report seeks authority to consult on several Supplementary Planning Documents (SPD's) and Planning Advice Notes.

2. RECOMMENDATIONS

- 2.1 **That approval is given to consult on the Supplementary Planning Documents and Planning Advice Notes covered in this report.**
- 2.2 **It is recommended that the Council no longer continues to progress the Community Infrastructure Levy.**

3. INTRODUCTION

- 3.1 The Local Plan, adopted on 3rd January 2019, contains policies to be considered when determining planning applications. Supplementary Planning Documents contain further advice and explain how these policies will be applied. Where a document is referred to as a Planning Advice Note (PAN) it is providing guidance on an issue that doesn't have a direct link to a Local Plan policy.
- 3.2 A number of updated and new Supplementary Planning Documents and Planning Advice Notes have been prepared following adoption of the Local Plan. Some documents are existing SPD's that have had minor changes to reflect the updated policy position. Others are new documents. Appendix 1 summarises key points to note and changes made to existing documents. The documents are contained in full in appendix 2.
- 3.3 A number of the Supplementary Planning Documents seek developer contributions through section 106 agreements. It is proposed that the Council continues to use section 106 contributions rather than pursuing the Community Infrastructure Levy.

4. PROPOSAL AND JUSTIFICATION

- 4.1 Following adoption of the Local Plan, a suite of updated and new SPD's/ PAN's has been prepared. This report seeks approval to carry out public consultation. Public consultation will take place for a period of four weeks.

4.2 **Existing SPD's/PAN's that have been updated**

Financial Contributions for Schools
Barn Conversions
Trees and Hedgerows
Shop Front Design
Advertisements
House Extensions and other Domestic Alterations
Residential Amenity and the Siting of Buildings
Design of Housing Development
Open Space Provision on New Housing Developments
Removal of Agricultural Occupancy Conditions
Mortar Mixes for pointing historic buildings
Hot Food Takeaways SPD
Walls and Fences
Lawful Development Certificates

4.3 **New SPD's/PAN's**

Planning Obligations
Affordable Housing
Sustainable Travel
Heritage Impact Statements
Biodiversity and Geodiversity
Hot Food Takeaways Planning Advice Note

4.4 Public consultation will take place for a period of four weeks in accordance with the Town and Country Planning (Local Planning) regulations, 2012. Comments will be considered and a further report will be taken to Cabinet detailing any changes made as a result of consultation, and seeking authority to adopt the final versions.

4.5 Appendix 1 provides a summary of the purpose of each document and highlights any key points to note, including changes made to existing documents. The documents are contained in full in appendix 2.

4.6 There are three existing SPD's that it is no longer intended to carry forward. These are:

- Cawthorne Village Design Guide
- Silkstone Parish Design Statement
- Penistone Markets Area Planning Brief.

4.7 The two village design documents are out of date as the policies they supplement are superseded by policies in the Local Plan. Cawthorne and Silkstone are preparing Neighbourhood plans, and could incorporate the design guides into their plans. If they are not incorporated within the Neighbourhood Plans, and are still considered necessary by the Parish Councils, they will be asked to update them and submit them to the Council to carry out consultation and take them through the adoption process. The Penistone Markets Area Planning Brief is significantly out of date and is superseded by development of the Tesco and the market area.

4.8 A number of the Supplementary Planning Documents seek developer contributions through section 106 agreements.

These are:

- Financial Contributions for Schools
- Sustainable Travel
- Affordable Housing
- Open Space Provision on New Housing Developments

Community Infrastructure Levy Review and Consultation

- 4.9 In Barnsley consultations on the CIL took place in 2015 and 2016. In between these consultations the Government commissioned an independent review of CIL to assess the extent to which it was able to provide an effective mechanism for infrastructure funding. The review also considered whether any changes were required. In Barnsley progress halted with progressing CIL to adoption whilst Government considered and responded to the review. The Review was published in February 2017 and found that the system of developer contributions was not as fast, simple, certain or transparent as originally intended. The Government therefore announced a package of reforms at Autumn Budget 2017 in response to the CIL Review and in March 2018 they issued a “Supporting housing delivery through developer contributions - Reforming developer contributions to affordable housing and infrastructure” (see hyperlink in Appendix 3).
- 4.10 The consultation recognised that one of the main issues with the current system was that there has been a partial take-up of CIL resulting in a complex patchwork of authorities charging and not charging CIL. Where CIL is charged, it was recognised that it is complex for local authorities to establish and revise rates and that these were often set at a lowest common denominator level (very low or zero rate) in order for development to remain viable in their area when taking into account other requirements such as affordable housing.

Proposed Lifting of the Section 106 Pooling Restriction

- 4.11 Regulation 123 of the CIL regulations prevents local authorities from using more than five section 106 planning obligations to fund a single infrastructure project. The pooling restriction was introduced to incentivise local authorities to introduce CIL in order to collect a fixed contribution towards infrastructure from a large number of developments. In contrast, planning obligations were intended to be individually negotiated to allow for site specific issues to be mitigated.
- 4.12 The CIL Review found that pooling restrictions were a key concern for both local authorities and developers, In the consultation the Government therefore recognised that there may be authorities where it is not feasible to charge CIL, as the amount forecast to be raised would not justify operating the costs of the system, or because an authority considers the viability impact of even a low CIL alongside section 106 planning obligations outweighs the desirability of funding the required infrastructure from CIL. They defined these areas as being those where the average new build house price was within the bottom 10% nationwide. The Government also recognised that there may be rare circumstances where a CIL has not been adopted, and development of significant scale is proposed on large sites. In some of these areas, lifting of the pooling restriction could significantly aid the funding of the infrastructure needed to support development.

- 4.13 Barnsley fits within both of these categories in that average new build prices are within the bottom 10% nationwide and with the newly adopted Local Plan we have a number of large scale sites where it is considered that S106 agreements are a better way of funding required infrastructure.

Government Response to the Consultation

- 4.14 The Government response was published in October 2018 and although it proposes to retain CIL, it indicates that the Section 106 pooling restriction will be lifted for all authorities giving them the flexibility to choose the system for infrastructure that they consider best suited to their area.

Reasons for not pursuing CIL.

- 4.15 The CIL Review and the Government consultation and the recent response provide a clear rationale for not pursuing CIL within Barnsley. The suite of Supplementary Planning Documents that we are proposing to adopt will focus infrastructure contributions on provision of additional school places, funding for sustainable transport and active travel (in order to influence travel behaviour and in turn to reduce the environmental impact of transport and improve the health and wellbeing of residents), provision of new and enhanced play equipment, formal recreation facilities and informal open space and securing affordable housing to meet identified need.
- 4.16 When preparing the Supplementary Planning Documents we have sought to ensure the contributions we seek are sufficient to provide the required infrastructure whilst also ensuring that development will remain viable (taking into account the viability testing that took place to support the local plan). When reviewing the supplementary planning documents it has been concluded that the cost of providing an additional school place within the borough has increased to £16k whilst contributions sought towards open space have also increased. In order to ensure that development is capable of being sustainable it is considered necessary to secure contributions towards sustainable travel. Taken together, the cumulative cost of meeting these requirements, providing necessary affordable housing and funding any other site specific infrastructure, are such that CIL would have to be set at a zero rate throughout the majority of the borough save for the area to the west of the M1 where significant levels of growth were not possible due to sustainability issues and other constraints.
- 4.17 The level of additional income that could have been secured by adopting CIL for the area to the west of the M1 would therefore be very modest and insufficient to justify the costs of introducing, administering and reviewing CIL.

5. CONSIDERATION OF ALTERNATIVE APPROACHES

- 5.1 One alternative approach would be not to update or prepare new supplementary planning documents. This would mean that there would be a vacuum of planning policy advice to support the Local Plan to help explain how policies will be applied and interpreted.

- 5.2 An alternative approach would be to continue the process of CIL adoption. This is not a recommended approach for the reasons set out in paragraphs 4.15 to 4.17 above.

6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS

- 6.1 The implications for local people and service users are that the updated Supplementary Planning Documents and Advice notes will be used to provide up to date information and guidance on how planning policies will be applied and interpreted.
- 6.2 If CIL was implemented a proportion of the monies would be required to be retained locally.

7. FINANCIAL IMPLICATIONS

- 7.1 Consultations have taken place with representatives of the Service Director – Finance (S151 Officer).
- 7.2 The cost of the public consultation including printing and publicity costs are estimated to be approximately £2,000.
- 7.3 This additional expenditure will be financed from the reserves previously earmarked for the Local Plan.
- 7.4 The financial implications to this report are summarised in the attached Appendix A.
- 7.5 Not taking forward the Community Infrastructure Levy will be offset by the additional income generated through S106 contributions. In order to ensure that development can come forward and deliver the other sources of income such as Council Tax Revenue, New Homes Bonus and Business Rates, from time to time it will be necessary for site viability to be independently appraised. This could lead to reductions in the level of developer contributions in areas where values are low or where there are abnormal costs (e.g. significant ground stability works). However, this would have remained the case had CIL been adopted.

8. EMPLOYEE IMPLICATIONS

- 8.1 There are no employee implications arising from this report.

9. COMMUNICATIONS IMPLICATIONS

- 9.1 Communications support will be required in publicising the consultation through press releases and social media.

10. CONSULTATIONS

- 10.1 Consultation has taken place internally with the various officers who act on behalf of the teams responsible for providing input into planning applications (e.g. Highways, Housing, Public Health).

11. THE CORPORATE PLAN AND THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK

- 11.1 The Local Plan is a key Council strategy document that will support achievement of each of the three main priorities set out in the corporate plan and more specifically outcomes 1-6, 9 and 11. The suite of SPD's provide further detail on how Local Plan policies will be applied.

12. PROMOTING EQUALITY, DIVERSITY AND SOCIAL INCLUSION

- 12.1 The Local Plan was subject to an Equality Impact Assessment to assess the impact of its policies and proposals. This concluded that all policies and proposals apply to all sectors of the community equally. The policies make provision for a range of housing types to meet differing needs for example affordable housing and the accommodation needs of gypsies and travellers. The Design policy D1 also seeks to ensure development is designed to be accessible to all. The Supplementary Planning Documents will support these policies ensuring that equality, diversity and social inclusion are promoted as far as possible when planning applications are considered.

13. TACKLING THE IMPACT OF POVERTY

- 13.1 If the objectives of the Local Plan are achieved it is anticipated that levels of poverty, deprivation and inequality will have reduced by the end of the plan period. A number of the supplementary planning documents will play important roles in securing planning contributions for sustainable travel (public transport, walking and cycling), investment in public open space, provision of additional school places and affordable housing. These contributions will benefit communities affected by development proposals, helping to mitigate impacts but also maximize opportunities. In turn, benefits should also be realised for those in poverty.

14. TACKLING HEALTH INEQUALITIES

- 14.1 A Health Impact Assessment was produced to consider the Local Plan proposals on health. This considered the impact of the various policies within the plan on the health of the various communities as well as whether they contribute to the ambitions of the Corporate Plan and reduce health inequalities. It concluded that as a whole the plan would potentially improve the health of residents and help address health inequalities.
- 14.2 The Hot Food Takeaway Planning Advice Note seeks to tackle obesity and promote the health agenda through influencing the location of hot food takeaways. Enhanced open space and active travel routes arising from the implementation of the Open Space on New Housing Development SPD and the Sustainable Travel SPD will also contribute towards improving health.

15. REDUCTION OF CRIME AND DISORDER

- 15.1 The Police Architectural Liaison Officer has been consulted on those documents which relate to layout and design of development to ensure that principles of Secured By Design are embedded.

16. RISK MANAGEMENT ISSUES

- 16.1 CIL is non-negotiable whereas section 106 can be negotiated. This is a risk but we consider it is outweighed by the benefits of focusing on section 106 contributions.

17. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES

- 17.1 Over and above the matters referred to under the heading “Tackling Health Inequalities”, there are no direct implications for health, safety and emergency resilience arising from this report.

18. COMPATIBILITY WITH THE EUROPEAN CONVENTION ON HUMAN RIGHTS

- 18.1 There are no implications arising from this report.

19. CONSERVATION OF BIODIVERSITY

- 19.1 The Local Plan as modified seeks to achieve a net biodiversity gain by the end of the plan period. One of the new supplementary planning documents sets out further detail on how the Local Plan biodiversity policy will be applied. Some other SPD's such as the Open Space SPD will indirectly assist in the conservation of biodiversity.

20. GLOSSARY

SPD Supplementary Planning Document
PAN Planning Advice Note

21. LIST OF APPENDICES

Appendix A: Financial Implications

Appendix 1: List of SPD's/ PAN's and summary of their content, key points and changes

Appendix 2: Draft SPD/PAN documents

Appendix 3: Supporting housing delivery through developer contributions:

<https://www.gov.uk/government/consultations/supporting-housing-delivery-through-developer-contributions>

Appendix 4: Government response to supporting housing delivery through developer contributions - A summary of consultation responses and the Government's view on the way forward:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752183/Developer_Contributions_Government_Response.pdf

22. BACKGROUND PAPERS

Local Plan <https://www.barnsley.gov.uk/media/9924/local-plan-adopted.pdf>

A new approach to developer contributions: a report by the CIL review team
October 2016

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/589637/CIL_REPORT_2016.pdf

The value, impact and delivery of the Community Infrastructure Levy: report of
study February 2017

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/589635/CIL_Research_report.pdf

If you would like to inspect background papers for this report, please email
governance@barnsley.gov.uk so that appropriate arrangements can be made

Report author: Paula Tweed

APPENDIX A
Report of the Executive Director of Place

FINANCIAL IMPLICATIONS

Supplementary Planning Documents

i) <u>Capital Expenditure</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>Total</u>
	£	£	£	
Not applicable in this instance	0	0	0	0
	0	0	0	0
	0	0	0	0
To be financed from:				
	0	0	0	0
	0	0	0	0
	0	0	0	0


ii) <u>Revenue Effects</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>Later</u> <u>Years</u>
	£	£	£	£
<u>Expenditure</u>				
Consultation Expenses - Printing/Publicity	2,000	0	0	0
	2,000	0	0	0
<u>Income</u>				
	0	0	0	0
	0	0	0	0
	2,000	0	0	0
To be Financed from:				
Previously Earmarked Reserves - Local Plan	2,000	0	0	0
	2,000	0	0	0

There is no impact on the medium term financial strategy. Costs will be contained within the reserves previously earmarked for the local plan

Impact on Medium Term Financial Strategy

This report has no impact on the Authority's Medium Term Financial Strategy.

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
	£m	£m	£m	£m
Current forecast budget gap	0.000	0.000	0.000	-0.317
Requested approval	0.000	0.000	0.000	0.000
Revised forecast budget gap	0.000	0.000	0.000	-0.317

Agreed by: .. On behalf of the Service Director and Section 151 Officer - Finance

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SPD/PAN	SUMMARY
Sustainable Travel	<p>This is a new SPD that is linked to Local Plan policies I1 Infrastructure and Planning Obligations and T3 Sustainable Travel. The SPD seeks section 106 contributions to ensure that developments contribute to sustainable travel and seeks contributions. For schemes of 10 dwellings or more a contribution of £500 per bedroom is sought for developments within the Accessibility Improvement Zone (AIZ, to the east of the M1). For schemes of 5 dwellings or more a contribution of £1,500 per bedroom is sought for schemes that are not within the AIZ.</p>
Financial Contributions for schools	<p>This is an update of Planning Advice Note 33 prepared in 2005. It gives advice on when contributions will be sought for school places and how this will be calculated. It also seeks contributions to ensure that those schools that have places available are in an appropriate condition.</p> <p>The contribution for school places has been updated to £16k per place for both primary and secondary schools.</p> <p>Key changes from previous version: The main changes made are to increase the figures for primary and secondary school places from £7,024 and £10,200 to £16,000 for both primary and secondary places. Seeking contributions to improve the condition of schools to ensure they are fit for purpose is a new requirement that has been added.</p>
Affordable Housing	<p>This is a new SPD which gives advice on when contributions will be sought for affordable housing and how they will be calculated. It provides the revised definition of affordable housing as set out in NPPF July 2018. It links to Local Plan policy H7 which sets out that developments of 15 or more dwellings should provide affordable housing. 30% affordable housing will be expected in Penistone and Dodworth and Rural West, 20% in Darton and Barugh; 10% in Bolton, Goldthorpe, Thurnscoe, Hoyland, Wombwell, Darfield, North Barnsley and Royston, South Barnsley and Worsbrough and Rural East.</p> <p>The SPD provides guidance on other issues such as: the type and tenure of affordable housing that will be sought; off site provision; commuted sums; custom build housing and transfer values.</p>
Open space provision on new housing developments	<p>This is an update of the 2012 SPD and gives advice on how much and what type of open space a development should provide. It seeks developer contributions for open space and its ongoing maintenance.</p> <p>Key changes from previous version: The contribution figures for new green space have been updated. The methodology for calculating the compensation for loss of green space has been clarified. New information has been added in respect of future maintenance of on- site green space.</p>
Hot Food Takeaways SPD	<p>This is an update of the SPD adopted in March 2012 which explains the main issues that are likely to apply to a planning application for a hot food take-away. This update focuses on planning issues relating to impact of Hot Food Takeaways on the street scene and the amenity of nearby residents.</p> <p>To avoid clustering it seeks to ensure no more than 1 A5 use is present in any one length of frontage. It does not permit Hot Food Takeaways that would share a party wall with a residential property.</p>

SPD/PAN	SUMMARY
	<p>An additional Planning Advice Note has been prepared to deal with the health implications and public health aspirations for dealing with Hot food takeaways.</p> <p>Key changes from previous version: The issue of exclusion zones around schools was previously included in the SPD. This has now been moved into the Hot Food Takeaway Planning Advice Note.</p>
Hot Food Takeaway PAN	<p>This is a new Planning Advice Note that has been prepared to deal with the health implications and public health aspirations for dealing with Hot food takeaways and their link to obesity. It is to be read in conjunction with the Hot Food Takeaways SPD above. Hot Food Takeaway proposals within 400m of a secondary school or Advanced Learning Centre will have regard to public health guidance. Seeks to control Hot Food Takeaways within wards where there are high levels of obesity amongst 10-11 year olds. It provides a health impact assessment template to be completed by Hot Food Takeaway Proposals.</p>
Barn Conversions	<p>This is an update of the 2012 SPD. It offers design guidance to anyone seeking to convert a farm building to residential or other use.</p> <p>Key changes from previous version: The policy context has been updated. Some updates have been made in respect of biodiversity and heritage.</p>
Trees and Hedgerows	<p>This is an update of the 2012 SPD. It offers guidance on how to deal with existing trees and hedgerows on development sites.</p> <p>Key changes from previous version: The policy context has been updated. Some minor updates have been made in respect of making requirements clearer, updates arising from changes in regulations, biodiversity and heritage.</p>
Shop Front Design	<p>This is an update of the 2012 SPD and gives advice on appropriate shop front design. Key changes from previous version: The policy context has been updated.</p>
Advertisements	<p>This is an update of the 2012 SPD and gives advice on appropriate advertisements and when consent is required. Key changes from previous version: The policy context has been updated and some amendments have been made in respect of heritage.</p>
Residential Amenity and the siting of buildings	<p>This is an update of the 2012 SPD and gives advice on how to ensure new developments are appropriately designed and sited in relation to existing residential development.</p> <p>Key changes from previous version: The policy context has been updated.</p>
Design of housing development	<p>This is an update of the 2012 SPD and gives advice on appropriate design of residential developments. Key changes from previous version: The policy context has been updated. It has also been amended to make clear it applies to conversions of buildings. Design requirements have been updated to reflect best practice and learning. Information on Houses in Multiple Occupation (HMO's) has been added and</p>

SPD/PAN	SUMMARY
	includes criteria to ensure there is no over proliferation of HMO's within the area and seeks to avoid houses being inappropriately sandwiched by HMO's and bedsits.
House Extensions and other Domestic Alterations	This is an update of the 2012 SPD on house extensions. It sets out the design considerations relevant to people extending or making alterations to their home. Key changes from previous version: The policy context has been updated.
Removal of agricultural occupancy conditions	This is an update of the 2012 SPD. It gives advice on information that should be submitted to support an application to remove agricultural occupancy conditions. Key changes from previous version: The policy context has been updated.
Walls and fences	This is an update of the 2012 SPD and gives advice on when planning permission is required for walls and fences and provides advice on other issues such as design, demolition, retaining walls etc. Key changes from previous version: The policy context has been updated and issues clarified in respect of where development affects a listed building and/or conservation area.
Lawful Development Certificate	This is an update of the SPG from 2003. It advises that a Lawful Development Certificate confirms that a use, operation or activity is lawful for planning control purposes, and can provide protection against enforcement action. No key changes from previous version
Heritage Impact Statements	This is a new SPD that is linked to Local Plan policy HE2 Heritage Statements and General Application Procedures. It sets out the requirements for the information that needs to be submitted in heritage statements.
Mortar mixes for pointing historic buildings	This is an update of the 2012 SPD and gives advice on pointing historic buildings. The text has been updated to provide current best practice. Key changes from previous version: The policy context has been updated. The technical information on appropriate mortar mix for historic buildings has been updated to reflect current best practice.
Planning Obligations	This is a new SPD which introduces the topic specific SPD's which seek section 106 contributions (Sustainable Transport, Affordable Housing, Financial Contributions for Schools and Open Space Provision on New Housing Developments). This SPD sets out priorities for contributions. It makes it clear that where multiple developer contributions are required those for schools and sustainable travel will take precedence and will be non-negotiable.
Biodiversity and Geodiversity	This is a new SPD that sets out how Local Plan policy BIO 1 and GI1 on Green Infrastructure will be applied. It also provides further specific detail about the Dearne Valley Nature Improvement Area.

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Supplementary Planning Document

Advertisements

Consultation Draft 2019



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10	Signs which project over the adopted highway	5

Supplementary Planning Document: Advertisements

1 About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2 Introduction

- 2.1** This advice note offers guidance to anyone seeking to display an outdoor advertisement, including signs, notices, hoardings and flags.

3 Policy

- 3.1** This guidance supplements Local Plan Policy D1 High Quality Design and Place Making which states as follows

Policy D1 High Quality Design and Place Making

3.2 Design Principles:

- 3.3** Development is expected to be of high quality design and will be expected to respect, take advantage of and reinforce the distinctive, local character and features of Barnsley, including:

- Landscape character, topography, green infrastructure assets, important habitats, woodlands and other natural features;
- Views and vistas to key buildings, landmarks, skylines and gateways; and
- Heritage and townscape character including the scale, layout, building styles and materials of the built form in the locality.

- 3.4** Through its layout and design development should:

Supplementary Planning Document: Advertisements

- **Contribute to place making and be of high quality, that contributes to a healthy, safe and sustainable environment;**
- **Complement and enhance the character and setting of distinctive places, including Barnsley Town Centre, Penistone, rural villages and Conservation Areas;**
- **Help to transform the character of physical environments that have become run down and are lacking in distinctiveness;**
- **Provide an accessible and inclusive environment for the users of individual buildings and surrounding spaces;**
- **Provide clear and obvious connections to the surrounding street and pedestrian network;**
- **Ensure ease of movement and legibility for all users, ensure overlooking of streets, spaces and pedestrian routes through the arrangement and orientation of buildings and the location of entrances;**
- **Promote safe, secure environments and access routes with priority for pedestrians and cyclists;**
- **Create clear distinctions between public and private spaces;**
- **Display architectural quality and express proposed uses through its composition, scale, form, proportions and arrangement of materials, colours and details;**
- **Make the best use of high quality materials;**
- **Include a comprehensive and high quality scheme for hard and soft landscaping; and**
- **Provide high quality public realm**

3.5 In terms of place-making development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

4 The purpose of advertisement control

4.1 The aim of the system is to regulate advertisements in the interests of 'amenity' and 'public safety'. The main issues in determining an application will, therefore, usually be:

- the impact of the advertisement on the appearance of the site or building upon which it is displayed and upon the visual character of the area
- the impact of the proposal upon the safety of pedestrians and vehicles

Supplementary Planning Document: Advertisements

The system is not intended to control the content of an advertisement.

5 Does my advertisement require consent?

- 5.1** Some advertisements can be displayed without the consent of the Council. However the regulations relating to the display of advertisements are complex and you are therefore advised to contact Development Management on 01226 772595 to discuss whether the advertisement you wish to display requires consent.
- 5.2** Generally, consent will be required to display an illuminated sign, poster hoarding or advance warning or directional sign. Many other signs will also need consent.
- 5.3** It is illegal to display an advertisement without consent or without the permission of the site owner.

6 Is the Council likely to grant consent?

- 6.1** Signs on shops, businesses and commercial premises should be limited to that which is necessary to identify the premises. Advertisements should, therefore, have regard for the design, scale and proportions of the building or site on which they are displayed. The over provision or poor design of signs can give rise to a cluttered and aggressively commercial appearance which will can have a damaging impact upon the visual character of an area.
- 6.2** The Council is, therefore, unlikely to grant consent for:
- Advance warning or directional signs.
 - Advertising hoardings, including poster panels and banner signs.
 - Signs on shops above fascia level.
 - Signs on business premises above 1st floor level.
 - Signs which appear out of scale or character with the building locality or surrounding signage.

7 Signs on shop fronts

- 7.1** Well designed signs can project an image of quality, confidence and permanence; whereas too many or oversized signs can give a cluttered and unattractive appearance which does not relate to either the building or the surrounding area.
- 7.2** The Council is likely to approve signs which are:
- in character with the scale of the building;
 - located at fascia level;
 - respectful of the architectural features of the building, including first floor windows and shop front details;
 - fascia box signs which do not protrude more than 100mm;
 - designed using a style of lettering appropriate to the character of the building;

Supplementary Planning Document: Advertisements

- 7.3** The best option for signs is often to use individual letters restricted to the shop name. Clear well spaced letters are as easy to read as larger oversized letters. If additional signage is required then this is best applied to the window. For the safety of pedestrians and vehicles the bottom of any protruding sign should be at least 2.3m above the pavement and should not overhang the carriageway. A separate SPD on Shopfront Design has been produced and provides additional information.

8 Illumination

- 8.1** Excessive illumination causes light pollution and is therefore wasteful of energy. Well directed lighting can, however, aid personal safety within an area and enhance its attractiveness. The form which this illumination takes should also be considered at an early stage. For example, a suitably designed fascia box in a solid material which allows internal illumination to show through cut out lettering can be a very effective solution, whilst internally illuminated box mounted signs in an opaque material is an unsightly option and will be discouraged.
- 8.2** External lights can also be an acceptable solution, either by means of trough lighting or carefully designed and located spot lighting.
- 8.3** Where the Council considers that the principle of illumination is acceptable, the light source should be designed so that it is not directly visible to drivers on adjacent roads or likely to cause nuisance to nearby residential properties. The level of illumination should be kept to a minimum.

9 Conservation areas and listed buildings

- 9.1** Special consideration should be given to the location and design of signage or advertisements when they affect heritage assets or their setting. These assets include listed or historically important buildings, conservation areas, registered parks and gardens and scheduled ancient monuments. Signage design that is proportionate in size, of a sympathetic design, respectful of architectural detail, and located in a way that respects what is significant about the heritage asset are likely to be approved. Lighting of signage on historic buildings or in historic areas will require particular care and may not always be appropriate.

10 Signs which project over the adopted highway

- 10.1** The consent of the highway authority is required for any signs that project over the adopted highway. This consent is separate from any need for advertisement consent. Failure to gain consent of the highway authority or to comply with any terms or conditions is an offence.

If you need help understanding this document please contact us on 01226 772606

Nëse j'u nevojitet ndihmë për të kuptuar këtë dokument, j'u lutemi n'a kontaktoni.

若您需要幫助來理解本檔，請與我們聯繫。

यदि आप को इस दस्तावेज़ को समझने के लिए सहायता की आवश्यकता है तो कृपया हम से संपर्क करें

Jeżeli potrzebujesz pomocy w zrozumieniu tego dokumentu skontaktuj się z nami

ਜੇਕਰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

Обратитесь к нам, если для того, чтобы понять этот документ, вам нужна помощь

اگر آپ کو اس دستاویز کو سمجھنے کیلئے مدد کی ضرورت ہے تو براہ کرم ہم سے رابطہ کریں

Supplementary Planning Document

Affordable Housing

Consultation Draft 2019



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Supplementary Planning Document: Affordable Housing

1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This Supplementary Planning Document offers guidance on planning contributions for affordable housing.

Local Needs

- 2.2** Some people cannot afford to buy or rent houses that are generally available on the open market. The Council aims to provide homes for everyone in the borough, no matter what their income and the cost of buying or renting a house.
- 2.3** The main source of information on local housing needs is taken from the 2014 Strategic Housing Market Assessment (SHMA) and 2017 SHMA Addendum.
- 2.4** The 2017 SHMA Addendum identified an annual net shortfall of 292 affordable dwellings assuming the backlog is cleared over a ten year period.
- 2.5** The Local Plan seeks to achieve at least 21,546 net additional homes during the plan period 2014-2033. This equates to 1,134 net additional homes per annum. The Local Plan housing growth target seeks to meet the need for market and affordable housing in full, including the backlog from previous years.
- 2.6** The Council's housing waiting list for the whole borough, as of November 2018, is 7,066.
(1)

1 This may include an element of double counting as customers can choose to be on the waiting list for more than one housing management area.

Supplementary Planning Document: Affordable Housing

The National Planning Policy Framework (NPPF)

- 2.7** In accordance with the NPPF (paragraph 62), where a need for affordable housing is identified, planning policies should specify the type of affordable housing required and expect it to be met on-site unless:
- Off-site provision or an appropriate financial contribution in lieu can be robustly justified; and
 - The agreed approach contributes to the objective of creating mixed and balanced communities.
- 2.8** Where major development⁽²⁾ involving the provision of housing is proposed, planning policies and decisions should expect at least 10% of the homes to be available for affordable home ownership, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups.

Defining Affordable Housing

- 2.9** The National Planning Policy Framework (NPPF) defines affordable housing as:

'Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers)'

- 2.10** Affordable Housing must comply with one or more of the following definitions:

Affordable housing for rent – meets all of the following conditions:

- The rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges);
- The landlord is a registered provider, except where it is included as part of a Build to Rent scheme;
- It includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision.

For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision otherwise known as 'Affordable Private Rent'.

Starter homes – are expected to be well designed and suitable to purchase for young first time buyers. It aims to help young first time buyers (below the age of 40) purchase a home with a minimum 20% discount off the market price.

A starter home is not expected to be priced significantly more than the average price paid by a first time buyer. This would mean the discount price should be no more than £250,000 in Barnsley.

² For housing where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more

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Discounted market sales housing – are dwellings sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

Other affordable routes to home ownership – is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes:

- Shared ownership
- Relevant equity loans
- Other low cost homes for sale (at a price that is 20% below local market value)
- Rent to buy (which includes a period of intermediate rent)

Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

3. Policy

3.1 This guidance supplements Local Plan policy H8 Affordable Housing which states as follows

Policy H7 Affordable Housing

Housing developments of 15 or more dwellings will be expected to provide affordable housing.

30% affordable housing will be expected in Penistone and Dodworth and Rural West, 20% in Darton and Barugh; 10% in Bolton, Goldthorpe, Thurnscoe, Hoyland, Wombwell, Darfield, North Barnsley and Royston, South Barnsley and Worsbrough and Rural East

These percentages will be sought unless it can be demonstrated through a viability assessment that the required figure would render the scheme unviable.

The developer must show that arrangements have been put in place to keep the new homes affordable.

Limited affordable housing to meet community needs may be allowed on the edge of villages.

Supplementary Planning Document: Affordable Housing

3.2 Supporting text paragraph 9.30 states:

"We recognise the importance of providing affordable homes in rural settlements that are constrained by or washed over by Green Belt. Policy H7 makes provision for rural exception sites to be considered. These may in some instances be on the edge of the settlement. Sites on the edge of settlements will need to provide acceptable mitigation of their impact on the countryside or they will not be considered to be acceptable locations for residential development. We will require a planning obligation to make sure the homes remain affordable".

If provision of some market housing is necessary to make the affordable housing viable, this would be considered and would be subject to an open book viability appraisal. "

When negotiating the level of affordable housing provision on site, the Council will take account of the most recent evidence, such as the SHMA and any subsequent updates or other relevant and recent information.

Where a site is to be split and delivered in phases, the affordable housing contribution will be calculated for the whole site.

4. Self-Build and Custom-Build Housing

4.1 In line with the NPPF, we encourage the delivery of self-build and custom-build developments in Barnsley. In general most of these projects are suited to smaller development sites. For self-build and custom-build developments of 15 or more properties anywhere in the Borough 10% of the houses must be available for affordable home ownership and this will be secured via Section 106 planning obligations.

4.2 In order to avoid the full affordable housing contributions set out in Policy H7, the Council will need to be satisfied that the self-build and/or custom-build development model is genuinely and demonstrably 'not for profit' and this will require developers to fully engage in transparent open book accounting with the Council during the planning application process.

5. Affordable Housing Statements

5.1 For applications which meet or exceed the 15 unit threshold, the Council will expect applicants to submit an Affordable Housing Statement setting out how they propose to deal with affordable housing before an application is validated. Developers will need to submit an Affordable Housing Statement for a:

- Full planning application.
- Outline planning application.
- Material alteration that changes the number and/or type of housing.

5.2 Affordable Housing Statements will be expected to contain:

- The total number of residential units proposed.
- Number, type, tenure and location of affordable homes.

Supplementary Planning Document: Affordable Housing

- Site plan identifying affordable plots.
- Schedule of floor areas for affordable homes.
- Details of any Registered Provider acting as a partner in the development.
- The timing for the construction of the affordable housing and its phasing in relation to the occupancy of the market housing.
- Evidence of existing local market rent and/or sales values.
- The arrangements to ensure that such provision is affordable for both first and future occupiers of the affordable housing or, if not possible, for the subsidy to be recycled for alternative affordable housing provision.
- Proposed transfer value (if applicable).

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5.3 The National Planning Policy Framework states at paragraph 57 that:

"Where up-to-date policies have set out the contributions expected from development, planning applications that comply with them should be assumed to be viable. It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage. The weight to be given to a viability assessment is a matter for the decision maker, having regard to all the circumstances in the case, including whether the plan and the viability evidence underpinning it is up to date, and any change in site circumstances since the plan was brought into force...." Viability was tested at Local Plan examination and therefore should not be tested again. Should a developer seek to justify affordable housing provision below the Council's requirements, the onus will be on the developer to justify what circumstances have changed and submit sufficient evidence. Any viability appraisal should be carried out in accordance with the approach set out in the latest National Planning Practice Guidance.⁽³⁾ The Council will recover costs associated with a viability review, and this will be agreed in writing prior to commissioning a viability review.

Within the viability appraisal calculations the Council considers a suitable developer profit to be a maximum of 20% of gross development value.

6. Engagement with Registered Providers

- 6.1** Affordable housing will usually be provided on-site and transferred to a Registered Provider. If practicable, negotiations with a Registered Provider should begin well in advance of when a planning application is submitted. This will enable the Council to complete the S106 agreement promptly and determine the application within the necessary timescales. Developers should also continue to involve the Council's Housing Growth and Energy Team at an early stage and should refer to any Neighbourhood Plan that may have been prepared for the area.
- 6.2** The Council has a list of Registered Providers that usually work in the Borough and have signed up to our Registered Provider Framework and Nominations Agreement (available upon request). It should be noted that Berneslai Homes is the Council's Arm's Length Management Organisation (ALMO) and will work with developers to deliver new affordable housing. Berneslai Homes, as a Registered Provider, should be approached alongside other Registered Providers prior to submitting a planning application.

7. Design Requirements

- 7.1** It is important to consider affordable housing from the inception of a design concept. The requirement for affordable housing could significantly alter the design of a scheme depending on the percentage of affordable housing and the size, type and tenure required.
- 7.2** The Council expects affordable housing to be built to a high standard of design and be in-keeping with housing on the rest of the site. In the interests of delivering sustainable, inclusive and mixed communities, the affordable homes should be indistinguishable from

3 Paragraphs 010 to 019 NPPG July 2018

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the open market housing in terms of style, quality of specification, finish and materials. They should also be indistinguishable in their external layout, including the balance of soft and hard landscaping where front of dwelling parking is proposed. This will help ensure transfer of housing to a Registered Provider.

- 7.3** Whilst buyers of market housing may upsize when they outgrow a property, affordable housing generally has to accommodate larger households for longer periods of time. As such new affordable housing will be expected to meet the minimum internal and external floorspace requirements set out in Design of Housing SPD.
- 7.4** Government Guidance states that, in the interest of creating mixed and balanced communities, affordable housing should be provided on-site and integrated with market housing wherever possible.
- 7.5** The Council will not support the grouping of affordable units together in large numbers as this can reinforce the feelings of social exclusion and can have a negative impact on the establishment of sustainable communities. Smaller clusters of affordable housing should be dispersed throughout a housing development to aid integration rather than congregated in specific areas such as at the end of cul-de-sacs.

8. Type and Tenure of Affordable Housing

- 8.1** The various types of affordable housing that can be provided in accordance with the implementation of Policy H8 are identified in the NPPF definition of affordable housing. The Council will seek to negotiate the type of housing preferred which will vary from site to site according to local circumstances. This will be determined, in discussion with the applicant at pre-application and planning application stage, by consideration of a combination of information including:
- Local housing needs studies
 - Waiting list/Choice Based Lettings data
 - Availability and type of existing stock
 - Local housing market data
- 8.2** The Council's preference remains for two and three bedroom homes, and two bedroom bungalows. The Council intends to publish an updated Strategic Housing Market Assessment (SHMA) which will provide an update on housing needs.
- 8.3** Based on our current housing needs evidence base and the NPPF's requirement to deliver 10% affordable homes for ownership (where it would not undermine the ability to address local affordable housing needs), the Council will require the following tenure split.

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Table 1: Affordable Homes - Tenure Split

Area	Local Plan Policy Requirement	Affordable Housing Tenure Split
Penistone, Dodworth and Rural West	30%	20% affordable homes for rent
		10% affordable home ownership
Darton and Barugh	20%	10% affordable homes for rent
		10% affordable home ownership
Bolton, Goldthorpe, Thurnscoe, Hoyland, Wombwell, Darfield, North Barnsley and Royston, South Barnsley and Worsbrough and Rural East	10%	8% affordable homes for rent
		2% affordable home ownership

8.4 We aim to achieve the affordable housing delivery target through on-site provision across the whole of the Borough, however the mix of affordable tenures on each individual site will be agreed with the developer depending on local circumstances. Notwithstanding this position, in order to facilitate development, and to ensure that a mix of different housing types and tenures is available both in specific localities and across the borough, the Council will consider proposals for different types of properties, as well as homes for sale and affordable rented units and any emerging hybrid models where this is supported by evidence of local need or development viability.

8.5 The Council will also take account of future evidence and up-to-date information, therefore Table 1 may be subject to amendment.

9. Calculating Affordable Housing

9.1 Where the percentage of affordable housing sought does not give rise to an exact number of dwellings e.g. 2.5 units, the number will be rounded up to 3 units whereas 2.4 would be rounded down to 2 units.

Supplementary Planning Document: Affordable Housing

10. Indirect Delivery of Affordable Homes

- 10.1** In the interest of creating mixed and balanced communities, and in line with paragraph 62 of the NPPF, the Council will expect affordable housing to be delivered on-site. Discussions regarding alternative delivery will take place in exceptional circumstances. These circumstances exist where:
- An independent viability assessment confirms delivery on-site is not viable;
 - No registered provider of off-site provision or a commuted sum is willing to purchase the affordable unit(s); or
 - Delivery of off-site or a commuted sum would deliver more sustainable development and/or more affordable units.
- 10.2** The Council will consider the following alternatives:
- Transfer of free serviced land.
 - Off-site provision.
 - Commuted sum.
- 10.3** The Council will not consider granting planning permission for a proposal with less than the required proportion of affordable housing without reviewing the financial viability of the proposal.

11. Transfer of Free Serviced Land

- 11.1** An alternative option is to transfer free serviced land, equivalent to the level of contribution secured, to a Registered Provider or the Council to enable them to deliver affordable housing within the site.
- 11.2** Free serviced land is defined as cleared, remediated land with all services (e.g. gas, electricity, water, sewerage, telephone, broadband, lighting etc) and infrastructure (e.g. roads to an adoptable standard, footpaths, boundary walls etc) necessary for development right up to the edge of the land. There must be no legal, physical or financial barriers to the servicing of the land by the developer constructing the affordable housing.
- 11.3** For full or reserved matters applications, developers will be expected to provide details of the specific location of the serviced plots within the site in the form of a block plan. The Council will usually expect the plots to be clustered. The appropriateness of proposed locations for affordable housing will be determined in consultation with the Council as part of the planning process taking into consideration the Council's strategic priorities.

12. Off-site provision

- 12.1** Where a developer can robustly justify that on-site provision or the transfer of land to a Registered Provider is not appropriate, or where on-site provision would not meet the Council's strategic priorities, off-site provision will be considered by the Council.

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12.2 Examples of robust justification, although not exclusive, include provision that will contribute to other policy objectives, for example enabling empty homes to be brought back into use or where the development location is unsuitable for affordable housing. Applicants will be required to provide evidence-based reasons to demonstrate that:

- The original housing site is in an area where there is little or no local need for affordable housing; and
- There is an identified local need for affordable housing in the area where the alternative affordable units are proposed; or
- There is other reasoning and justification for off-site provision.

12.3 Off-site provision can include improvements to, or refurbishments of, existing stock, or new provision on alternative parcels of land. Improvements to, or refurbishments of, existing or acquired stock must be to a level which meets the Barnsley Homes Standard and must provide the same number of units or units to the value of those which would have been provided on the original site.

13. Commuted Sum

13.1 Where the applicant can robustly justify that on-site provision is not appropriate or where this would not meet the Council's strategic priorities, the affordable housing contribution can take the form of a commuted sum. This will be equivalent to the cost of on-site provision taking into account the fact that there will be a corresponding increase in the market housing on the application site.

13.2 For example, consider in simple terms a site accommodating 90 units, which would be 72 market houses and 18 affordable houses on-site. If the Council permits the entire site to be developed for all market housing and still only require a contribution of 18 affordable units (or the financial equivalent thereof), it would only achieve 16.7% affordable housing (i.e. 108 total housing units divided by 18 affordable housing units).

13.3 A mix of the above (part on-site provision, part off-site provision and part commuted sum), will be considered by the Council where this can be robustly justified by the developer and is in line with the Council's strategic priorities. For example on larger sites or where the development of specialist homes are proposed to be included in the affordable housing requirement for the site and/or where there is a need to use commuted sums to bring back long-term empty properties into use for affordable housing in the borough. However, this must still meet the overall affordable housing contribution level required by this policy.

13.4 Commuted sums will be secured via a Section 106 agreement.

13.5 A formula will be applied to agree a commuted sum based on the Open Market Value ("OMV") of dwellings less the Transfer Values. Transfer Values are:

- 50% of OMV for Affordable Home Ownership Properties
- 50% of OMV for Affordable Homes for Rent

Supplementary Planning Document: Affordable Housing

Open Market Value – payment by Registered Provider = Commutated Sum

Commutated sums will be used to deliver affordable housing activity within the wider borough and improve or make more effective of the existing housing stock for affordable housing purposes.

13.6 Any sums received from receipts from the sale of affordable homes or the repayment of equity loans will be used for the alternative future provision of affordable housing in the Borough.

14. Transfer Values

14.1 Data collected from Land Registry transactions from 2017 and 2018 indicate that affordable properties were transferred at 51% of Open Market Value (OMV).

14.2 The indicative transfer values below are a starting point for negotiations and are included to provide clarity to developers on the amount they may expect to receive from a Registered Provider:

14.3 **Table 2: Transfer Values⁽⁴⁾**

Tenure	Percentage of Open Market Value
Affordable homes for rent	50%
Affordable home ownership	50%

14.4 Changes in rent setting and other national affordable housing policies may impact on the ability of some Registered Providers to achieve transfer values similar to these percentages and on their overall capacity to acquire S106 properties.

14.5 The indicative transfer values will be used to calculate the commuted sum should it not be possible to reach an agreement with a Registered Provider.

14.6 These values will be updated periodically through the Local Plan Annual Monitoring Report to ensure they remain relevant and responsive to the current policy climate and market conditions.

15. Section 106 Agreements

15.1 Where affordable housing will be delivered off-site or as a commuted sum, the Council prefers to use S106 agreements to secure this provision. The Council aims to expedite negotiations on S106 agreements in a timely manner to avoid unnecessary delay in the planning process.

⁴ To be agreed with developer based on the most recent quarter's verifiable publicly available data e.g. Land Registry price paid data for postcode sector.

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S106 agreements and unilateral undertakings should cover the following:

- How completed dwellings or land are to be transferred to an approved development partner, including costs and phasing of handover;
- How the occupancy of the affordable housing is to be preserved for people in housing need;
- The number, size and tenure of affordable housing or the area of land to be made available; or the level of financial contribution if it is to be provided off-site (commuted sum);
- A restriction requiring that no more than a specific proportion of the site will be sold or occupied before the affordable housing has been contractually secured;
- Where applicable, the means of restricting 'staircasing' to full ownership on grant-funded low-cost home ownership properties;
- How dwellings, completed as affordable units, are retained as such to benefit future occupants;
- The level and timing of payment of any commuted sum.

16. Vacant Building Credit

- 16.1** The Council supports the re-use of brownfield land, and where vacant buildings are being re-used or redeveloped, the Council will allow a proportionate reduction in the affordable housing contribution in line with Paragraph 63 of the NPPF.⁽⁵⁾

17. Appendix 1 Affordable Housing Statement Examples

- 17.1** Below are some worked examples of the on-site affordable housing ask for each policy area (30%, 20% and 10%)

Example 1	
Site Location	Penistone
Planning Application	32 dwellings
Local Plan Policy Requirement	30%
Number of affordable units on site	10
Affordable rent (20%)	7
Affordable home ownership (10%)	3
Example 2	
Site Location	Darton
Planning Application	100 dwellings
Local Plan Policy Requirement	20%

⁵ Proportionate amount equivalent to the existing gross floorspace of the existing buildings.

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Number of affordable units on site	20
Affordable rent (10%)	10
Affordable home ownership (10%)	10
Example 3	
Site Location	Royston
Planning Application	58 dwellings
Local Plan Policy Requirement	10%
Number of affordable units on site	6
Affordable rent (8%)	5
Affordable home ownership (2%)	1

If you need help understanding this document please contact us on 01226 772606

Nëse j'u nevojitet ndihmë për të kuptuar këtë dokument, j'u lutemi n'a kontaktoni.

若您需要幫助來理解本檔，請與我們聯繫。

यदि आप को इस दस्तावेज़ को समझने के लिए सहायता की आवश्यकता है तो कृपया हम से संपर्क करें

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Обратитесь к нам, если для того, чтобы понять этот документ, вам нужна помощь

اگر آپ کو اس دستاویز کو سمجھنے کیلئے مدد کی ضرورت ہے تو براہ کرم ہم سے رابطہ کریں

Supplementary Planning Document

Barn Conversions

Consultation Draft 2019



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Supplementary Planning Document: Barn Conversions

1. Introduction

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.
- 1.3** This note offers design guidance to anyone seeking to convert a farm building to residential or other use. By their nature they are normally located in rural areas and within the Green Belt.

2. Policy

1. This document supplements the following Local Plan policies :

Policy GB3 Changes of use in the Green Belt

We will allow the change of use or conversion of buildings in the Green Belt provided that:

- **The existing building is of a form, scale and design that is in keeping with its surroundings;**
- **The existing building is of a permanent and substantial construction and a structural survey demonstrates that the building does not need major or complete reconstruction for the proposed new use;**
- **The proposed new use is in keeping with the local character and the appearance of the building; and**
- **The loss of any building from agricultural use will not give rise to the need for a replacement agricultural building, except in cases where the existing building is no longer capable of agricultural use.**

All such development will be expected to:

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- Be of a high standard of design and respect the character of the existing building and its surroundings, in its footprint, scale and massing, elevation design and materials;
- Have no adverse effect on the amenity of local residents, the visual amenity of the area, or highway safety; and
- Preserve the openness of the Green Belt

In addition to the above, when a residential use is proposed, we will allow the change of use provided that:

- There are not strong economic reasons why such development would be inappropriate; and
- Residential use would be a more appropriate way of maintaining and improving the character and appearance of the building than any other use.

We will not generally allow the change of use of Green Belt land to extend residential curtilages for use as gardens.

Policy D1 High Quality Design and Place Making

Design Principles:

Development is expected to be of high quality design and will be expected to respect, take advantage of and reinforce the distinctive, local character and features of Barnsley, including:

- Landscape character, topography, green infrastructure assets, important habitats, woodlands and other natural features;
- Views and vistas to key buildings, landmarks, skylines and gateways; and
- Heritage and townscape character including the scale, layout, building styles and materials of the built form in the locality.

Through its layout and design development should:

- Contribute to place making and be of high quality, that contributes to a healthy, safe and sustainable environment;
- Complement and enhance the character and setting of distinctive places, including Barnsley Town Centre, Penistone, rural villages and Conservation Areas;

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- **Help to transform the character of physical environments that have become run down and are lacking in distinctiveness;**
- **Provide an accessible and inclusive environment for the users of individual buildings and surrounding spaces;**
- **Provide clear and obvious connections to the surrounding street and pedestrian network;**
- **Ensure ease of movement and legibility for all users, ensure overlooking of streets, spaces and pedestrian routes through the arrangement and orientation of buildings and the location of entrances;**
- **Promote safe, secure environments and access routes with priority for pedestrians and cyclists;**
- **Create clear distinctions between public and private spaces;**
- **Display architectural quality and express proposed uses through its composition, scale, form, proportions and arrangement of materials, colours and details;**
- **Make the best use of high quality materials;**
- **Include a comprehensive and high quality scheme for hard and soft landscaping; and**
- **Provide high quality public realm**

In terms of place making development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

Policy HE3 Developments affecting Historic Buildings

Proposals involving additions or alterations to listed building or buildings of evident historic significance such as locally listed buildings (or their setting) should seek to conserve and where appropriate enhance that building's significance. In such circumstances proposals will be expected to:

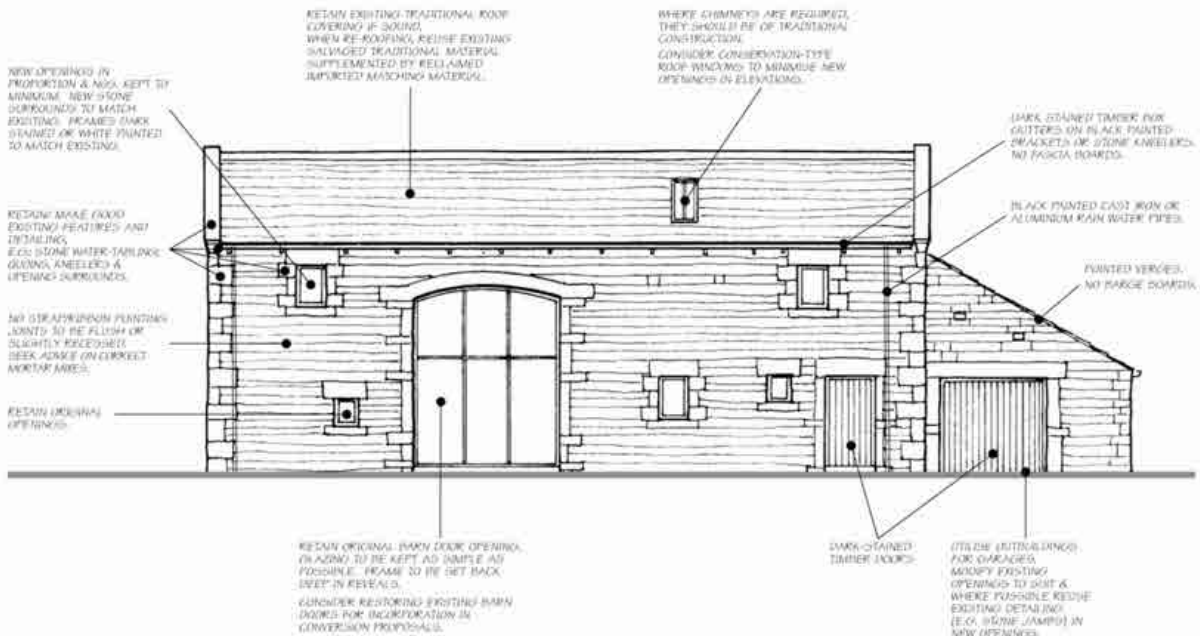
- **Respect historic precedents of scale, form, massing, architectural detail and the use of appropriate materials that contribute to the special interest of a building. Capitalise on opportunities to better reveal the significance of a building where elements exist that detract from its special interest.**

2.1 Proposals to convert farm buildings will be considered against the requirements of these policies. It is advisable to contact Development Management at an early stage to discuss whether your building is likely to be suitable for conversion to the use you propose.

Supplementary Planning Document: Barn Conversions

3. Design guidance

Figure 3.1



3.1 Although individual buildings vary, traditional or historic farm buildings within the Borough tend to be characterised by external stone walls with relatively few window and door openings. Roofs tend to be simple in form, unhipped and covered with natural stone slates or sometimes natural grey slate. It is important that conversions are designed so that the character of the building is preserved and to ensure that the impact upon the Green Belt, historic significance, and the visual amenities of the area is kept to a minimum. The illustration at figure 3.1 provides detailed design guidance.

- A structural survey will be required as part of the planning application. A thorough understanding of how the building is constructed and its present condition is essential to inform the extent and nature of repairs and its limits for alteration.
- The existing appearance of the building(s) should be retained. With any adaptation or conversion a balance must be struck between practical requirements of a new use and protection of the special character, significance, and appearance of the barn and its setting.
- Existing openings should be used and minimum of new openings would be expected. In particular, glazing and frames should be deeply recessed, or bedded directly into or behind masonry to reduce reflections and visual impact. Wherever possible, existing joinery should be repaired and retained. New doors and window frames should be timber, and doors should be vertically boarded, ledged and braced.

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- The introduction of dormer windows is generally inappropriate unless evidence clearly exists of their use.
- Rooflights may be appropriate, but these should be traditional in design, of low profile, vertically emphasised, and with a single vertical divider.
- Wall and roofing materials should match the existing materials (generally coursed sandstone or stone flags/slates to the roof), and pointing should be lime mortar and recessed in the joint.
- The building should be capable of alteration with the minimum of extensions.
- Extensions (when required) should normally be located on the short or gabled elevation of the barn, typically incorporating a single pitch or 'lean to roof' avoiding deviations from a single rectangular plan.
- Where proposals include any extension on the longer elevation, clear and convincing justification for this departure must be provided. This should include robust design rationale and evidence of locally occurring historic precedents (such as side aisled barns) that show the proposal reflects and enhances the locality and the building.
- A survey of existing trees and hedgerows and proposals for their retention should be submitted where appropriate.

3.2 The curtilage of the building (i.e. for a house - the parking and garden areas) should be kept to the minimum and should be defined by a boundary treatment appropriate to the character of the area. In a rural area, dry stone walling or a hawthorn hedge will usually be appropriate. If garage provision is required, wherever possible existing outbuildings should be used.

4. Permitted development rights

4.1 Where planning permission is granted for conversion to residential or other use, it is likely that permitted development rights for extensions, alterations and outbuildings would be removed.

5. Barn owls and bats

5.1 Farm buildings provide a valuable habitat for some species of bats and barn owls, both of which are protected under the Wildlife and Countryside Act 1981 (as amended). All UK bat species are also covered by the higher level of protection afforded to 'European Protected Species' under the Conservation of Species and Habitats Regulations 2010 (as amended), which not only directly protects individual bats but also any roost (whether in use or not), plus their flight lines and foraging areas in so far as it could affect their ability to reproduce. It is therefore important that you establish at an early stage whether these species are present so that you can take measures to secure their wellbeing. If the presence

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of these species is only established at a late stage, then costly delays can result. Bat surveys supporting planning applications or listed buildings applications may not be conditioned.

- 5.2** Over the years, the conversion of farm buildings has resulted in a loss of habitat for barn owls, and applicants should, therefore, make provision for them in conversions (unless the site is within an urban area or more than 300 metres above sea level).
- 5.3** Provision will be required in all cases where there is evidence of current or previous use of the site by barn owls or bats. Advice for developers on site surveys should come from licensed experts.
- 5.4** For further advice on this matter contact BMBC Biodiversity Officer, Planning Policy on 01226 772606. Advice on site surveys can be obtained by viewing Natural England's standing advice which can be found using this link:
<https://www.gov.uk/topic/environmental-management/wildlife-habitat-conservation>

6. Archaeology

- 6.1** Older farm buildings are often of archaeological interest. In some cases buildings will have been erected over or incorporating earlier buildings. Some farm buildings may be of sufficient age to warrant archaeological interest in their own right. When this is the case and where significant alteration is proposed, a building recording exercise may be required by a qualified specialist. This is particularly likely if the building is also listed. For further guidance please contact South Yorkshire Archaeology Service on 0114 273654.

7. Drainage

- 7.1** Where possible, connection should be made to a public foul sewer. If a public foul sewer is not available, groups of houses should be drained to a small Sewage Treatment Plant and single houses to a septic tank designed to BS 62 97 : 1983 (available from HMSO). In addition, Local Plan Policy CC4 indicates that all development will be expected to use sustainable drainage systems to control surface water run-off.

8. Impact upon neighbours and highway safety

- 8.1** Your proposal should be designed so that any impact upon the amenities of neighbours is kept to a minimum and so that there is no adverse impact upon highway safety. A separate guide on Infill Residential Development is being revised which provides advice on these matters. For further advice on highway safety please contact Highways Development Control on 01226 772177.

9. Further information

- 9.1** For further information please contact Development Management on 01226 772595 in the first instance.

If you need help understanding this document please contact us on 01226 772606

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Supplementary Planning Document
Biodiversity and Geological
Conservation

Consultation Draft 2019



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1. About This Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This Supplementary Planning Document offers guidance to anyone seeking to develop land which may have, or is in proximity to a site that has, value for biodiversity and/or geological conservation. Paragraph 4.3 in the guidance section gives advice on how this is established.
- 2.2** Biodiversity is the variety of life on earth, from complex ecosystems, through individual species of plants, animals, fungi etc to the genetic differences within a species. Biodiversity is important for its own sake, and human survival depends upon it. The ground-breaking UK National Ecosystem Assessment (NEA) published in June 2011 provides a comprehensive account of how the natural world, including its biodiversity, provides us with services that are critical to our wellbeing and economic prosperity. However, the NEA also showed that nature is consistently undervalued in decision-making and that many of the services we get from nature are in decline. Over 40% of priority habitats and 30% of priority species were declining in the most recent analysis.
- 2.3** Geodiversity is the term used to describe the variety of ancient rock, fossils, minerals, earth structures, sediments, soils and more recent landforms (depositional and erosional features) that create the foundations of physical landscapes and habitats. The recognition, management, and conservation of significant sites is important as it contributes to maintaining the natural environment, to scientific research and to teaching an understanding of the earth, as well as to leisure activities and the enhancement of green spaces.
- 2.4** The richness of the biodiversity of Barnsley owes its existence to the borough's varied landscapes – from the open moors in the west, to the lowlands of the Dearne in the east – each landscape, be it moorland, woodland, grassland, parks and gardens or neglected former industrial land, supports its own habitats and species which contribute to local distinctiveness and character. Some of these habitats are recognised as being of national and even

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international importance, while other areas are recognised as important at a local level. They support a countless number of wild species, many of which are noted as being rare or threatened in the UK.

- 2.5** Barnsley borough has, at the time of writing, 2 Internationally-designated statutory nature conservation sites ('Natura 2000' sites) which are to the west, in the Peak District National Park Local Planning Authority (LPA) area. The Barnsley LPA area contains the following nationally-important statutory sites: all or part of 7 Sites of Special Scientific Interest (SSSIs), 5 Local Nature Reserves (LNRs) and one Nature Improvement Area (NIA). The SSSIs list includes sites designated for their biodiversity or (separately) geodiversity value. Non-statutory Local Wildlife Sites (LWSs) and Local Geology Sites/ Regionally Important Geological and Geomorphological Sites (LGSs/ RIGS) have been designated in the borough for their local ecological or geological value respectively. Up to date lists of statutory and non-statutory sites can be found at: <https://magic.defra.gov.uk/MagicMap.aspx>; www.barnsleybiodiversity.org.uk and <http://www.sagt.org.uk/>
- 2.6** The rocks underlying Barnsley borough are Upper Carboniferous in age, and are mainly mudstones, siltstones and sandstones with some coal seams. In the west of the borough, by Dunford Bridge, are the "Millstone Grit" sandstone outcrops of the Pennines. These rocks support expanses of peat and acid heathland. The more resistant sandstones form hills and edges, which run roughly northeast – southwest and influence the shape of river catchments as well as the geochemistry of the river ecosystems.
- 2.7** Many of Barnsley's older settlements are located on the slightly higher ground of the "Coal Measures" sandstones, above the less-well drained areas underlain by mudstone. Extractive industries still provide some employment in quarrying stone and pot clay, and many of the older buildings in Barnsley include local sandstones. Some of these sites have become a significant source of raw materials, including stone for appropriate building conservation within the region, enabling a distinctive sense of place and authenticity to be maintained.

3. Policy

- 3.1** The NPPF lists in its sections 170, 171, and Nos. 174-177 issues of particular relevance to biodiversity and geological conservation. These are detailed in Appendix D.
- 3.2** This document supplements the following Local Plan policies

Policy BIO1 Biodiversity and Geodiversity

- 3.3** Development will be expected to conserve and enhance the biodiversity and geological features of the borough by:
- Protecting and improving habitats, species, sites of ecological value and sites of geological value with particular regard to designated wildlife and geological sites of international, national and local significance, ancient woodland and species and habitats of principal

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importance identified via Section 41 of the Natural Environment & Rural Communities Act 2006 (for list of the species and habitats of principal importance) and in the Barnsley *Biodiversity Action Plan*;

- *Maximising biodiversity and geodiversity opportunities in and around new developments;*
- *Conserving and enhancing the form, local character and distinctiveness of the boroughs natural assets such as the river corridors of the Don, the Dearne and Dove as natural floodplains and important strategic wildlife corridors;*
- *Development which may harm a biodiversity or geological feature or habitat, including ancient woodland and aged or veteran trees found outside ancient woodland, will not be permitted unless effective mitigation and/or compensatory measures can be ensured;*
- *Development which adversely affects a European Site will not be permitted unless there is no alternative option and imperative reasons of overriding public interest (IROPI). Proposals will be expected to have followed the national mitigation hierarchy (avoid, mitigate, compensate) which is used to evaluate the impacts of a development on biodiversity interest;*
- *Protecting ancient and veteran trees where identified;*
- *Encouraging provision of biodiversity enhancements.*

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Policy GI1 Green Infrastructure

- 3.4** We will protect, maintain, enhance and create an integrated network of connected and multi-functional Green Infrastructure assets that:
- Provides attractive environments where people want to live, work, learn, play, visit and invest;
 - Meets the environmental, social and economic needs of communities across the borough and the wider City Regions;
 - Enhances the quality of life for present and future residents and visitors;
 - Helps to meet the challenge of climate change;
 - Enhances biodiversity and landscape character;
 - Improves opportunities for recreation and tourism;
 - Respects local distinctiveness and historical and cultural;
 - Maximises potential economic and social benefits;
 - Secures and improves linkages between green and blue spaces.
- 3.5** At a strategic level Barnsley's Green Infrastructure network includes the following corridors which are shown on the Green Infrastructure Diagram (see below):
- River Dearne Valley Corridor;
 - River Dove Valley Corridor;
 - River Don Valley Corridor;
 - Dearne Valley Green Heart Corridor;
 - Historic Landscape Corridor .
- 3.6** The network of Green Infrastructure will be secured by protecting open space, creating new open spaces as part of new development, and by using developer contributions to create and improve Green Infrastructure
- 3.7** We have produced a Green Infrastructure Strategy for Barnsley which is informed by the Leeds City Region and South Yorkshire Green Infrastructure Strategies.

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Policy GS1 Green Space

- 3.8** We will work with partners to improve existing green space to meet the standards in our Green Space Strategy
- 3.9** Green Spaces are green open areas which are valuable for amenity, recreation, wildlife or biodiversity and include types such as village greens, local open spaces, country parks, formal gardens, cemeteries, allotments, woodlands, recreation grounds, sports pitches and parks
- 3.10** Proposals that result in the loss of green space, or land that was last used as green space, will not normally be allowed unless:
- Assessment shows that there is too much of that particular type of green space in the area which it serves and its loss would not affect the existing and potential green space needs of the borough; or
 - The proposal is for small scale facilities needed to support or improve the proper function of the green space.

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- 3.11** We will assess the need for green space against the standards in our Green Space Strategy. In instances where the loss of green space is deemed acceptable following assessment, compensatory provision will be required which is of equivalent or improved quality, quantity and accessibility
- 3.12** In addition we will expect new developments to provide and maintain appropriate green space. This requirement is set out in the Infrastructure and Planning Obligations Policy.
- 3.13** Where appropriate new green space should secure access to adjacent areas of countryside
- 3.14** Further detail on provision, layout and design of green space is set out in Supplementary Planning Document 'Open Space Provision on New Housing Developments'.

Nature Improvement Area

- 3.15** The Local Plan also refers to the Dearne Valley Green Heart 'Nature Improvement Area' (NIA), which includes parts of Barnsley, Doncaster and Rotherham boroughs. NIAs are large, discrete areas that will deliver a step change in nature conservation, where a local partnership has a shared vision for their natural environment. NIAs were established to help address ecological restoration as part of series of actions at a landscape-scale to improve biodiversity, ecosystems and our connections with the natural environment identified by the Natural Environment White Paper (2011) and taking forward recommendations identified in the Lawton Review *Making Space for Nature* (2010). The Dearne Valley Green Heart has been designated as an NIA and its extent within Barnsley's boundary can be seen in the map in figure 17.1 from the Local Plan (reproduced above, with a more detailed map in Appendix A).
- 3.16** The Dearne Valley supports a rich diversity of wildlife, including nationally-important numbers of wintering water birds and breeding farmland birds. The Dearne Valley has the ambition to become a new type of urban area for living, working and relaxing, in which environmental quality, biodiversity and contact with nature underpin the choices people make to move to and invest in the area and create a sustainable future there. The River Dearne provides a fantastic asset to the valley and the surrounding communities, with its wetlands, washlands and marshlands providing a haven for wildlife. The valley has many publicly-accessible woodlands with networks of footpaths, cycle and bridle trails. Over recent years reclaimed colliery sites have been restored to create community green spaces and the valley is a model for large-scale environmental regeneration. Economic regeneration and prosperity are key to addressing social deprivation arising from the area's industrial past.
- 3.17** The vision of the NIA partnership is to restore and enhance the ecological network in the valley. At its core will be areas of reedbeds, fen, wet grassland, wet woodland and woodland buffered by areas of farmland, amenity grasslands, parklands and reclaimed industrial areas whose biodiversity value will be enhanced. 'Stepping stone' sites exist along the river corridor where habitat should be enhanced and specific measures put in place for species such as eels, otters and water voles. The NIA area will support an even richer diversity of wildlife, including nationally-important numbers of wintering waterbirds and breeding farmland birds.

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Barnsley Biodiversity Action Plan

3.18 The Barnsley *Biodiversity Action Plan* (BAP) is produced by Barnsley Biodiversity Trust and is reviewed periodically. The BAP lists the key species and habitats targeted for specific conservation action in the borough. The list draws from nationally-approved BAP targets but also includes certain species and habitats which the Trusts' partners feel to be locally important too. The BAP indicates conservation actions which should be taken to help protect the species and habitats and/ or allow them to recover. Barnsley Council has adopted the BAP as part of the evidence-base supporting Local Plan decisions.

4. Guidance

4.1 Any development proposal which may do harm to a biodiversity or geodiversity interest should follow the mitigation hierarchy thus: *avoid, mitigate, compensate*. If it is not possible to avoid damage to the interest and planning permission is still requested for then the developer/ applicant should seek to mitigate impacts by good design which not only retains as much of the value *in situ* as possible, but also reduces impacts during the construction phase and leaves behind value which is protected and maintained. On occasion, the LPA may allow compensatory works on other sites outside of the development where avoidance or mitigation are not possible/sufficient, but this should be seen as a last resort. The LPA will not support applications that would damage the ecological network and cause a net-loss in biodiversity in line with the NPPF.

4.2 At present there is no nationally-agreed system for measuring biodiversity losses proposed on a site through a development and creating a comparable biodiversity element off-site (biodiversity compensation). It is likely that one will be made available in the near future. The LPA may choose to adopt such a 'metric' and apply it in cases where compensation works are the only possible solution – in which case a new policy will be produced and publicised. Until such time the LPA will continue to use its best judgement, based on precedents, as to what the appropriate compensation amount, as a monetary value, should be.

4.3 Biodiversity and/or geodiversity mitigation plans should be designed-in from the outset, with suitably qualified and experienced professionals being part of the design team to prevent conflicts of interest. Any landscape design plans/documents should clearly identify between ornamental plantings and 'green' features which are part of biodiversity retention/mitigation/enhancement. A maintenance plan for a minimum of 5 years should be provided – for example, if a valuable hedgerow is to be incorporated within a development, the application should state how it will be protected and managed.

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- 4.4** Ecology or geology reports submitted in support of planning applications should not only evaluate the site's importance, but also detail the mitigation, etc proposals. Relevant externally-held data sources should be contacted to provide their data as appropriate given the likely value of the features in the locality and proportionate to the development proposal. Report recommendations such as 'the applicant *could* install.....' are insufficient: report authors should work with applicants to offer clear measures which could be conditioned at planning decision stage. 2 key reference documents, the British Standard, BS 42020: 2013: *Biodiversity: Code of Practice Planning and Development*, and the *CIEEM (2016) Guidelines for Ecological Impact Assessment in the UK and Ireland: Terrestrial, Freshwater and Coastal, 2nd edition*, should be used by the applicant's ecologists when writing ecology reports to guide their evaluation and recommendations.
- 4.5** Local Plan allocations have been assessed for their biodiversity value. Some site specific policies contain biodiversity requirements. Where sites were assessed through the Local Plan process as having medium or high biodiversity value, and that value has been eroded through the actions of a landowner, the site will still be expected to deliver net gains in biodiversity assessed against the Local Plan ecological assessment.
- 4.6** Barnsley's history of quarrying, mining and the building of regional transport infrastructure created a variety of old and valuable geological surface exposures but many of these are now becoming lost to infilling, neglect and development in both urban and rural situations. This dwindling of exposures takes on added significance since the ending of coal mining has prevented underground study of faults and strata in three dimensions, thereby leaving surface exposures as the only source of evidence.
- 4.7** Some compensation for loss of the sub-surface data can be achieved by applying new technologies and techniques to surviving surface exposures, resulting in a wealth of valuable information on the geology/geomorphological feature and its local and regional structure. For these reasons, geoconservation is important. Some developments can create new geological/geomorphological sites and opportunities, either temporary, or possibly permanent. Where an application proposes that geological/geomorphological assets will be lost or diminished, the applicant and their geologists should consult the LPA and its geological advisors, Sheffield Area Geology Trust (SAGT) in drawing up proposals to mitigate the effects.
- 4.8** Geological sites should be recorded by suitably qualified and experienced geologists/geomorphologists using the best means available, including photography and sampling, before the loss of/ damage to the feature occurs. Information obtained in this way, by the cooperation of the developer, will be shared freely with the local museum service and other publicly-owned stakeholders, for the benefit of the wider community with geological geomorphological interests.

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- 4.9** The geoconservation needs at any one site are considered on a case by case basis but geoconservation aims to achieve the following goals:
- to preserve the geological/geomorphological integrity of the site;
 - to preserve its visibility and availability for scientific and educational use
 - to ensure workable, ongoing access arrangements after completion, and;
 - to work to protect the value from any subsequent risks from the new landowners, tenants, or residents.

Nature Improvement Area

- 4.10** Within the NIA (Nature Improvement Area) we require specific biodiversity enhancements with developments over and above the minimum mitigation/ compensation measures. Great nature-spaces provide the ideal background for investment in housing and industry.
- 4.11** The NIA Partnership has 2 main aims for development in the area:
1. The network of sites and places for nature across the NIA is restored and enhanced. This makes our important natural assets more useful for wildlife and more resilient in the future. In reality this means that the partnership will actively seek opportunities to infill and augment the nature network with new and restored wildlife sites.
 2. Where development of housing and Industry is appropriate, the LPA will support developers in the creation of sustainable sites that include good examples of sustainable drainage, incorporated high quality habitats and wildlife corridors and encourage the use of sustainable transport.
- 4.12** This SPD does not describe detailed design guidance on how to realise the aims of the NIA Partnership. Instead, it identifies the key issues that should be reconciled, through good practice points, whilst also drawing attention to relevant policies, documents and contact names. A combination of all these components will, through appropriate negotiations, achieve a development proposal that will accord with the aims of the NIA.
- 4.13** The quality of design of new development is a critical factor in ensuring the overall success of the NIA. The design of development should reflect the specific objective(s) for each site (e.g. biodiversity, public access, wood products etc). It is important that good design is used to provide and promote accessibility to the NIA for everybody in the borough. In turn, this will help to promote the economic vitality and viability of the area.
- 4.14** Minor developments will not be required to contribute to ecological improvements in the NIA. Small housing developments, up to ten units, and conversions of traditional buildings have not been covered in the specific guidance relating to the NIA but would be subject to the existing validation process and planning policy requirements of the relevant planning authority.

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Therefore, only development proposals of a scale that can contribute a significant, quantifiable benefit, or conversely undermine the ability, i.e. a loss of wetland areas, of the NIA to meet its aims and objectives should be subject to this SPD.

4.15 Such quantifiable, significant benefits could include:

- New woodland;
- New wetland;
- Enhancing areas of poor environmental quality;
- Improving public access, or
- Improving the management of existing habitats;
- Bird and bat boxes

4.16 Development proposals considered by the LPA to be of a scale that would significantly impact on the delivery of the aims and objectives of the NIA, shall seek to enhance and improve the ecological network of the valley by incorporation of features and design principles that follow the conservation principles supported in the Natural Environment White Paper.

4.17 Within the NIA we would expect to see developments come forward where the natural environment has been taken into consideration early in the design process and connection through and around the development site with the wider habitat networks is delivered. Small commercial and retail development sites (less than 1,000 m³) and sites with limited ecological interest are expected to provide modest enhancements. Major developments⁽¹⁾, including business parks, particularly those in close proximity to river corridors or NIA key sites, will be supported to incorporate positive full-site biodiversity measures including comprehensive sustainable drainage systems and landscape schemes. Such sites will be encouraged to provide connectivity throughout the site and link to sites and features outside the site. It is recommended that such schemes are included in master-planning and are agreed at an outline stage to prevent inconsistent and piece-meal delivery.

4.18 Where a development agreement involves a commuted sum arrangement in relation to the delivery of biodiversity (or drainage) elements the NIA partnership should be involved in discussions to agree those elements. Where possible, such arrangements should aim to support the delivery of NIA aims.

4.19 We would welcome applications that seek to provide improvement for the priority species listed in Appendix B.

¹ As defined in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and subsequent updates

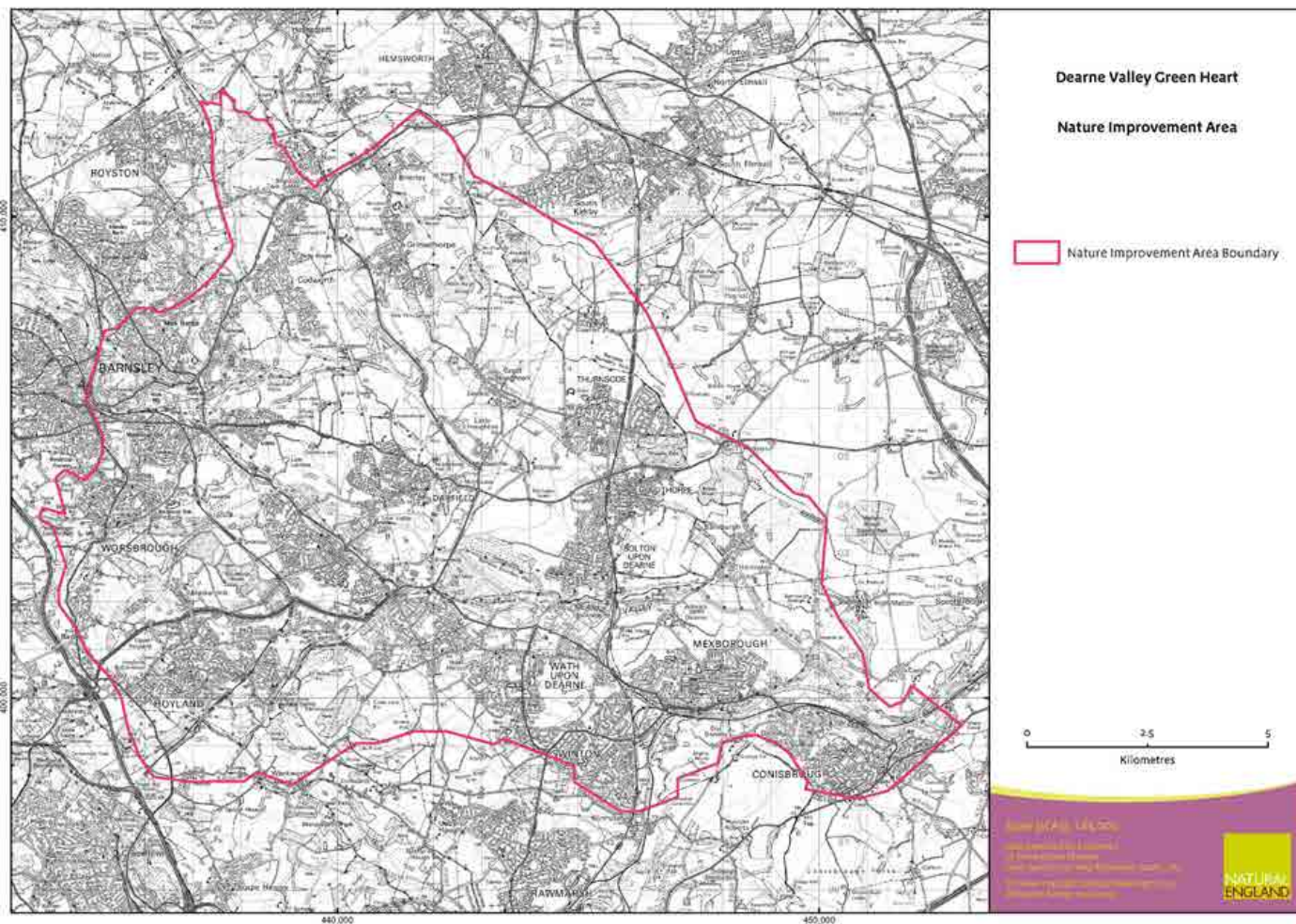
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- 4.20** Opportunities for biodiversity enhancements in developments by size of development are suggested in Appendix C.
- 4.21** Case studies relating to innovative biodiversity enhancements on new developments can be viewed in Appendix C.

5. Further information

- UK National Ecosystem Assessment, <http://uknea.unep-wcmc.org> (2011)
- National Planning Policy Framework (NPPF) – review 2018: <https://www.gov.uk/government/publications/national-planning-policy-framework--2> includes sections copied in the text above to the following footnotes:
 - *56 Circular 06/2005 provides further guidance in respect of statutory obligations for biodiversity and geological conservation and their impact within the planning system.*
 - *57 Where areas that are part of the Nature Recovery Network are identified in plans, it may be appropriate to specify the types of development that may be suitable within them.*
 - *58 For example, infrastructure projects (including nationally significant infrastructure projects, orders under the Transport and Works Act and hybrid bills), where the public benefit would clearly outweigh the loss or deterioration of habitat.*
- Natural Environment White Paper (2011): <https://www.gov.uk/government/publications/the-natural-choice-securing-the-value-of-nature>
- Barnsley Biodiversity Trust: <http://www.barnsleybiodiversity.org.uk/>
- The current Barnsley *Biodiversity Action Plan* is viewable either directly from the Trust's homepage or here: <http://www.barnsleybiodiversity.org.uk/Barnsley%20BAP%202009.pdf>
- British Standard **BS 42020: 2013: Biodiversity: Code of Practice Planning and Development**: <https://shop.bsigroup.com/ProductDetail/?pid=000000000030258704>
- *CIEEM (2016) Guidelines for Ecological Impact Assessment in the UK and Ireland: Terrestrial, Freshwater and Coastal, 2nd edition.* (CIEEM)
- Links to updated lists of current Local Sites in Barnsley (non-statutory sites):
Local Wildlife Sites (LWS): <http://www.barnsleybiodiversity.org.uk/localsites.html>
Local Geology Sites/ Regionally Important Geological and Geomorphological Sites: <http://www.sagt.org.uk/>
- Multi-Agency geographic information website: <https://magic.defra.gov.uk/MagicMap.aspx> - click on 'designations' and make 'live' tab for 'land-based designations' and 'statutory'; uncheck 'less-favoured areas' and 'nitrate vulnerable zones'.

Appendix A: Detailed map of Dearne Valley Green Heart 'Nature Improvement Area'



Appendix B: Priority Species for Dearne Valley Green Heart 'Nature Improvement Area'

We would welcome applications that seek to provide improvement for the focal species of the NIA as set out below:

- Lapwing
- Redshank
- Snipe
- Wintering teal
- Wintering wigeon
- Wintering bittern
- Barn owl
- Willow tit
- Water vole
- Brown hare
- Noctule bat
- Grass snake
- Dingy skipper
- Wild flowers

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Appendix C: Opportunities for biodiversity enhancement in new development

<p>Smaller scale commercial and industrial buildings e.g. retail, factories, offices and warehouses (less than 10000m²)</p> <p>Applicants are expected to provide biodiversity features from the below lists proportionate to the size of the development, the proposed impacts of the site and in relation to nearby habitats.</p>			
Native species hedgerow planting.	Provide shelter and screening for development. Nesting sites, food and shelter for birds, insects and small mammals. Provide corridors for wildlife linking areas of habitat.	http://apps.rhs.org.uk/advicesearch/profile.aspx?pic=377	Hedges can be predominantly hawthorn, with a mixture of blackthorn, hazel, dog rose, holly, willow and elder included.
Insect boxes/ Bee hotel.	Shelter and nesting sites for invertebrates including bees.	www.wildaboutgardens.org.uk	
Bird boxes.	Encourages and supports nesting birds, can be incorporated into roof space.	www.rspb.org.uk	Aim to install minimum 2 artificial nest sites per new unit. Unless there are trees or buildings which shade the box during the day, face the box between north and east, thus avoiding strong sunlight and the westerly winds.
Tree planting.	Improves setting of development, provides shelter. Attracts birds, mammals and insects providing food, shelter and nesting sites.	www.woodlandtrust.org.uk	Choose species appropriate for site, locally native preferred. Small berry-bearing native trees are suitable for small gardens and landscaped areas. Plant during winter months when trees are dormant.

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Woodpiles/log shelter.	Good for a wide range of invertebrates. Good use of fallen/cut timber.	www.wildaboutgardens.org	Frogs, toads, hedgehogs, beetles and other insects shelter underneath or among the gaps of rotting logs. Create a log pile by loosely arranging together old branches or pieces of log. Leave bark on and use a variety of species if possible.
Ponds and soak-a-ways.	Improve setting of development. Habitat for amphibians, birds and wetland plants.	www.pondconservation.org.uk/	
Living Roofs.	Provide habitat for insects and birds. Reduce water runoff and increase insulation.	www.livingroofs.org www.grassroofcompany.co.uk	
Swift bricks/internal nest boxes.	Provide access to nesting sites for swifts and other birds which use buildings.	www.concernforswifts.com/ www.swift-conservation.org/	Incorporate swift nest bricks around the top of commercial buildings, they do not have to be on a visible façade.
SuDS.	Habitat for wetland plants and invertebrates. Valuable for amphibians especially where standing water provided. Add to the setting of a development as part of the green space requirement.	http://www.defra.gov.uk/environment/quality/water/sewage/sustainable-drainage/ http://www.ciria.com/suds/	Developers should be careful to check with bodies adopting/maintaining any new SuDS scheme for any restrictions in relation to planting and maintenance.
Use of native tree and shrub species in landscaping.	Provide shelter and screening. Provide nesting sites and food for birds and insects.	http://www.tdag.org.uk/trees-in-the-townscape.html	Species to consider depend on site conditions and location and

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		http://www.tcpa.org.uk/pages/biodiversity-by-design.html	include oak (pedunculate and sessile), rowan, willow sp, wych elm, ash, birch (downy and silver), bird cherry, hazel, elder, alder, aspen, guelder rose, crab apple, hawthorn, blackthorn, broom, gorse, dog rose, juniper, holly.
Green walls/habitat walls, Willow fedge (fence/hedge).	Can provide excellent visual features. Shelter, food and nesting sites for birds and insects. Willow in particular is inexpensive and easy to establish from cuttings.	www.livingroofs.org www.grassroofcompany.co.uk	Hedges require annual maintenance
Introduce wildflowers into verges.	Food plants for butterflies and other insects.	http://www.plantlife.org.uk/roadvergecampaign/why_are_road_verges_so_important	Many grasses are tolerant of fairly high levels of salt but the following are particularly salt tolerant and may be suitable for roadside verges; red fescue, creeping bent, Yorkshire fog, creeping soft grass.
Major development including residential, commercial, minerals or waste *			
Applicants are expected to provide biodiversity features from the below lists proportionate to the size of the development, the proposed impacts of the site and in relation to nearby habitats.			
As above plus SuDS.	Creation of ponds or wetland habitats will support a variety of wetland plants and attract birds and insects. Even	See links for SuDS and ponds and soak-a-ways above.	Consider reed beds or willow filtration systems as alternatives for water treatment.

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	small areas of permanent water or wetland vegetation in detention basins can be beneficial.		Living roofs may be most appropriate to deal with surface water where space is limited.
Incorporate habitats/features within green space to create green corridors.	Retain existing wildlife habitat within the development. Links with other natural areas and the surrounding countryside are important to allow movement of wildlife along corridors. This contributes to a developments green space requirements.	www.woodlandtrust.org.uk	Link existing wildlife habitat and/or newly created green spaces with strategically placed trees, shrubs, hedges, dry stone wall or grass verge.
Habitat creation and restoration of existing habitats.	Contribute to meeting Local Biodiversity Action Plan targets for priority habitats. Creating/restoring high quality green space to enhance development. Consider wildflower grassland, native species woodland and wetland habitats. This contributes to a developments green space requirements.	http://jncc.defra.gov.uk/page-515 http://ukbars.defra.gov.uk/archives/plans/map_county.asp?X=%7BE9E341BC-FE96-4CB8-8694-C558AF7FB17B%7D&CTRY=%7B7C884413-1AC7-48B6-ADCD-23CBA1482CD6%7D&WES=	Consider opportunities to re-meander canalised streams and rivers, carryout thinning of trees along watercourses, restore wetland habitat.
Use of nectar rich species and food plants for caterpillars in landscaping.	Benefits for butterflies, moths and other insects.	www.butterflyconservation.org	

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<p>Buffer strips along watercourses and ditches.</p>	<p>Improvements to quality of water, habitat for wildlife, linear habitat and corridor for the movement of wildlife. This contributes to a developments green space requirements.</p>	<p>Natural England Technical Information Note TIN099 2011 Protecting water from agricultural run-off: water retention measures www.naturalengland.org.uk http://www.buglife.org.uk/Resourses/Buglife/Documents/Riverflies%20Inners%201r5.pdf</p>	
<p>Use show home garden or demonstration area on industrial site to demonstrate wildlife gardening.</p>	<p>Food and shelter for birds, insects and amphibians.</p>	<p>www.gardenforlife.org.uk/</p>	<p>Include use of bat boxes/bird boxes/bee hotels, log piles, planting to encourage butterflies, bumble bees and birds. Wet areas/pond for common frog, newts and damselflies.</p>
<p>Develop a site/Company Biodiversity Action Plan (BAP).</p>	<p>Contribute to Local and English Biodiversity Action Plan targets and create a work/development site providing a network of habitats.</p>	<p>http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1084076653&type=RESOURCES</p>	<p>All/any of the options listed above could be incorporated into a Site/Company BAP.</p>

* Major development as defined in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015

Supplementary Planning Document: Biodiversity and Geological Conservation

Case Studies: Urban Green Infrastructure for Biodiversity**Introduction**

The intention is to provide examples of a range of urban green infrastructure interventions, including green roofs, living walls, sustainable drainage schemes and species-rich grasslands. These examples are multi-functional and demonstrate how biodiversity can be enhanced whilst various ecosystem services are provided, including flood management and cooling. Costs are provided where available and are only indicative. It should be noted that for relatively small, novel schemes, establishment costs may be relatively high. Installation or establishment costs will fall as the industry adapts to new techniques. Maintenance costs of small schemes also tend to be relatively high when compared with larger schemes on a pro-rata basis.

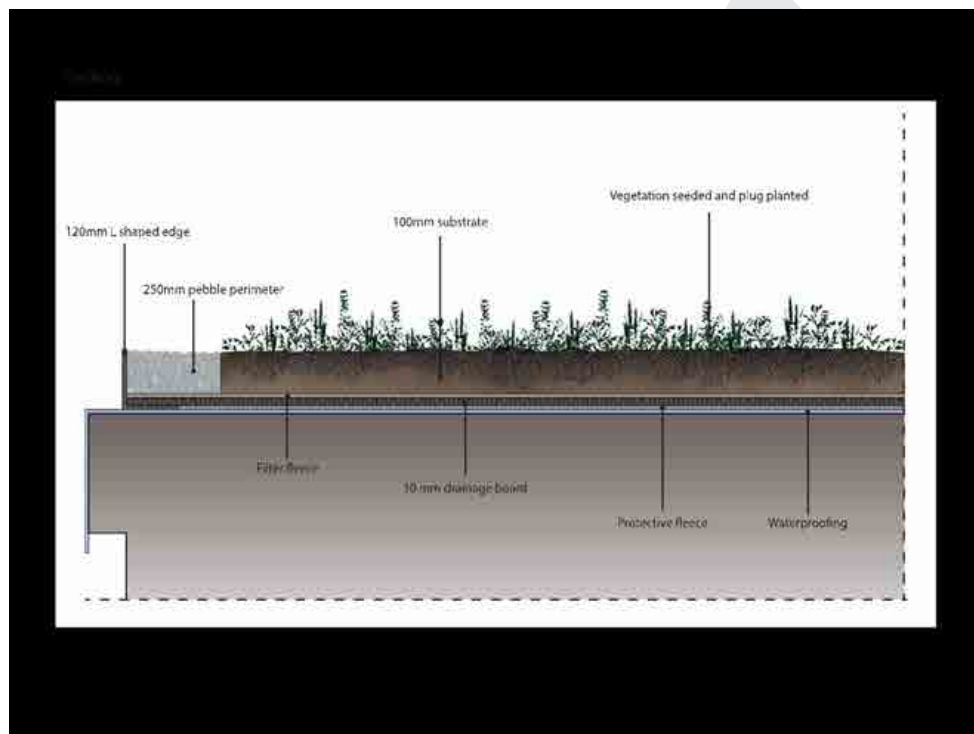
Biodiverse Extensive Green Roofs

Biodiverse extensive green roofs are typified by free draining and water absorbent substrates of varying depth. They often include dead wood habitat, stones or pockets of bare sand. They are vegetated with predominantly native drought tolerant wildflowers. Sedum is usually included, however the industry norm of Stonecrop (*Sedum* sp.) dominated vegetated blankets should be avoided because they do not support a sufficiently diverse assemblage of flora and fauna and may not provide sufficient water attenuation. There should be a presumption for any proposals for biodiverse extensive green roofs to include a minimum of 80 mm substrate depth, a standard set in the UK by the Green Roof Code from The Green Roof Organisation (2011 to be updated 2014).

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Biodiverse extensive green roofs are relatively lightweight and low maintenance. Specifications with proven ecological value for foraging birds and invertebrates were pioneered by the Green Roof Consultancy <http://greenroofconsultancy.com>. For further information on how to attract invertebrates to green roofs see also the report by Buglife – The Invertebrate Conservation Charity. http://www.buglife.org.uk/sites/default/files/Creating%20Green%20Roofs%20for%20Invertebrates_Best%20practice%20guidance.pdf

Typical Extensive Green Roof Section



Green Roof Example 1: Ruislip Central Line Depot Roof London Underground Limited

This is a retrofit demonstration project. The primary purpose is to absorb and slow down rainfall runoff and to reduce the risk of surface water flooding, however the brief also required an approach that enhanced biodiversity. It was important that saturated weight did not exceed 100kg/m^2 , a requirement of this roof and many other London Underground train sheds with relatively lightweight structures.

Two adjacent biodiverse extensive green roofs types covering a total area of 122m^2 have been installed on a flat roof section at the depot. One section has a typical extensive green roof build up with protection sheet over the original waterproofing, drainage board, filter fleece with Optigreen extensive green roof substrate and the other section has been constructed using an experimental approach. Both plots are vegetated with sedum cuttings and seeded/planted with native annual and perennial wildflowers.

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Monitoring devices have been installed in two downpipes of one of the biodiverse green roofs and two down pipes of a conventional control roof to measure the water attenuation.

Construction Costs: £80/m² (Total £10,000)

Running Costs: £200 (annual check of drainage outlets)

Design and Installation by Green Roof Consultancy Ltd

Monitoring by University of East London

Funding by Greater London Council through Drain London

Image: Green Roof Consultancy



Green Roof Example 2: Factory, Sins, Switzerland Gemperle AG

Swiss Federal law requires green roofs on all large commercial buildings. The conservation of biodiversity is usually the primary objective with roof greening in Switzerland. In this case the owners also wanted to keep the building cooler in summer to improve the comfort of workers. This is an example of an extensive green roof on a new-build factory/storage building.

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There are two sections, one flat and the other barrel vaulted. The build up includes 100mm depth of commercially available recycled crushed-brick based substrate placed above a filter sheet and polystyrene drainage board. Areas of pebbles, stone and logs are also included to provide habitat diversity. There is also an area of shallow ephemeral pond. The roof is vegetated by wildflower seed and sedum cuttings of local provenance.

Maintenance of the roof is minimal, with an annual check of downpipes. Although this roof is not designed for ground nesting birds and may be too small for that purpose, many of the larger green roofs on industrial buildings in the Zurich area provide nesting habitat for Lapwing.

Area: Total of 1250m²: the flat roof section measuring approximately 450m² and the other barrel vaulted section, measuring approximately 800m².

Construction Cost: £50 per m² (70 CHF)

Running Costs: £100 (estimated) - annual check of drainage outlets

Roof shortly after installation with annuals prominent (Image: Green Roof Consultancy)



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Overview after establishment (Image: Gemperle AG)



General view of factory (Image: Gemperle AG)



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**Green Roof Example 3:
Kemp House, Soho, London
City West Homes**

Two biodiverse extensive green roofs covering an area of 330m² retrofitted on a social housing block with the primary aim of meeting the City of Westminster and London's Biodiversity Action Plan targets, creating habitat for the rare Black Redstart and invertebrate species. Further targeted benefits were also to cool the rooms below and to reduce surface run off by storing rainwater. The build up comprises Optigreen substrate at a depth that meets the GRO Code (80mm) with plug-planted sedum mat, with some areas that have been mounded with additional material and seeded. There are over 30 species of native wildflowers. In addition spring bulbs and log piles provide a range of habitats for both rare invertebrates. Immediately after installation three Black Redstarts were observed on the roofs and this species is now breeding for the first time in Soho. Residents within this social housing complex are able to view both green roofs from their windows and from the roof top garden adjacent to one area of biodiverse green roof.

Construction Cost: (£75 per m² (Total £ 25,000)

Maintenance Costs: £200 per annum (check of drain outlets, weeding)

Design by Green Roof Consultancy, materials supplied by Optigreen, seed from Emorsgate, plug plants from Boningales and installation by Landmark Living Roofs

Image: Landmark Living Roofs/Optigreen



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Green Walls

Green Wall Example 1: Vertical Rain Garden

Tooley Street, London

Team London Bridge

This is a 25m² modular living wall combined with rainwater storage tanks. Downpipes from the pitched roof above are diverted into the tanks which are at the rear of the planters, between the planters and the supporting wall. Water slowly seeps through the modules, which makes the living wall self-watering thereby avoiding the need for pumped irrigation or use of potable water. The purpose is to reduce localised surface water flooding during intense summer storms where Tooley Street meets Tower Bridge Road. The planters are filled with intensive green roof substrate and native and non-native planting is combined to provide value for biodiversity and visual amenity.

Species include ivy *Hedera helix*, elephant's ears *Bergenia cordifolia*, hart's-tongue fern *Asplenium scolopendrium*, scaly male fern *Dryopteris affinis* and periwinkle *Vinca major*. Maintenance is four visits per annum for weeding and replacement of lost/damaged plants

Construction Cost: £ 10,000

Maintenance Costs: £400/annum (two annual inspections for weeding/replanting)

Designed by Green Roof Consultancy and supplied and installed by Treebox Ltd. Funding provided by the Greater London Authority through Drain London.



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**Green Wall Example 2: Wire Trellis
Stucki Shopping Centre, Basel, Switzerland**

A vegetated façade created by tensioning stainless steel wires between anchors in the ground and on the roof of a commercial building. Climbing and trailing plants have been trained onto the wires from the beds below and the roof above to provide screening and habitat. The beds below receive run-off from the adjacent path so that the intervention constitutes a SuDS feature and the plants and do not require irrigation (except during establishment).

Such planting can attract invertebrates and birds seeking shelter, food and nesting opportunities in otherwise unused space. A range of attractive wildlife friendly native species can be selected to provide interest that is evergreen or deciduous, flowering and fruiting and can be utilised even in shaded conditions. Species used include Honeysuckle *Lonicera* species, Clematis *Clematis armandii*, vines *Vitis cignetiae*, ivy *Hedera helix*, Boston ivy *Parthenocissus quinquefolia* and star jasmine *Trachelospermum jasminoides*. Ivy a native evergreen climber with glossy foliage and nectar rich flowers which will provide bee species with much needed food sources over autumn and winter. Annual maintenance is required to cut back unwanted shoots and replace any losses.

Shading and reduction of airborne pollutants are amongst the other benefits to this type of planting.

Area: 50 linear metres with height of 20m (1000m²)

Cost: £7500 (based on estimate of £150 per linear metre) Cost per unit area is highly variable depending on height.

Information provided by Dr. Nathalie Baumann, University of Zurich

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Image: Gary Grant



Sustainable Drainage Features

The principles of the design concept of Sustainable Drainage Systems (SuDS) are to mimic natural drainage by intercepting rain via vegetation, storing runoff in the soil or waterbodies and releasing it slowly (attenuation) and by promoting evapo-transpiration. Where ground conditions permit water may also soak into the ground (infiltration). Water may also be slowly transported on the surface through swales. In this way the risk of flood is reduced, pollution is reduced, biodiversity increased and amenity improved. SuDS can involve a wide range of components including green roofs, permeable paving, specially designed tree pits, rain gardens, swales and ponds. This section concentrates on schemes which include ponds. Reviews by DEFRA and CIRIA have shown that when SuDS are considered early in a project, considerable savings can be made in the capital cost of drainage projects, because the use of most expensive underground pipework can be avoided and replaced by soft, surface features.

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SuDS Example 1:**The Manor Pond Estate, Sheffield, South Yorkshire****Manor and Castle Development Trust, Bellway Homes, Local Authority**

This project includes a series of ponds and basins within a regenerated housing estate comprising 300 houses and service roads. The SuDS scheme is located on adjacent council owned public open space. Water enters the site and is then managed through a series of basins, dropping down through the contours of the site. The opportunity of using the adjacent park, with its watercourse, to store and treat water seemed appropriate and an opportunity to demonstrate better practice. The top basin acts as the main facility for silt collection and pollution interception. Lower down are sand filters installed behind mortar-free stone walling on vertical faces in the lower courses to allow water movement. These filters manage flow at a rate determined by the resistance of the filter and the exit pipe size. This low flow passes down to the next basin below through a shallow low flow channel. If either of the upper two basins is unable to contain and release water through their filters, overflow occurs through a grassed by-pass swale, which leads down to the next basin. The third basin has a volume release control out to an existing dry valley, which leads to the watercourse. If the third basin is unable to handle flow this overflows onto a grass arena as shallow flow and exits through a further control device down to the dry valley. Turf was used to vegetate and stabilise vulnerable areas of the system such as overflow channels and the wet benches of the basins so that the system could be operational at an early date. The permanent ponds are vegetated with reed mace and other marginal aquatic vegetation.

Construction Cost: (Pond elements only) £200/m².

Maintenance Costs: (for whole Manor Pond Estate SuDS system): £10,000 per annum (commuted sum of £250,000 provided for 25 years)

Both capital and revenue costs of the scheme are claimed to be less than a conventional system. As the conventional system which was originally included in the budget was extremely expensive this gave the project team a strong position to argue for a suitable commuted sum for maintenance.

Information from [Susdrain case studies Website](#)

Image: SusDrain



SuDS Example 2:

Upton, Northampton

English Partnerships, Pell Frischman Engineers, The Prince's Foundation, Northampton Borough Council and County Council, Anglian Water, The University of Northampton's School of Science and Technology

This example demonstrates the use of retention ponds and wetland habitat within a 43ha housing development on green field land. The development – 6000 residential homes, schools, works and retail and community units - was intended to provide an exemplar sustainable community that forms the first part of a major urban extension to Northampton.

The SuDS scheme comprised surface drainage designed to capture roof and road rainwater runoff from the estate (with an additional conventional underground piped system). This runoff travels via permeable paving and open, linked swales (many of which hold water behind stop logs) leading to a series of retention ponds located in a new area of parkland beyond the site into the local green infrastructure; the River Nene Country Park.

The SUDS components were designed to address hydraulic balance, reduce flood risk to Northampton, trap sediment and improve water quality whilst enhancing biodiversity.

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Public engagement and monitoring of the SuDS within this housing development site has been carried out since 2003. This project has been used to inform how SuDS can be managed to benefit wildlife, residents and will enable planners and developers to use best practice in providing additional SUDS habitats for local biodiversity and people.

Monitoring by ecologists at the University of Northamptonshire has shown that the ponds attract 14 species of dragonfly as well as other wildlife.

Construction Cost: £150-200/m² (pond elements only varies according to overall size and control structures)

Maintenance: £2/m² per year (estimated)

Information from English Partnerships - now the [Homes and Communities Agency](#) (HCA) and [University of Northamptonshire](#)



Invertebrate 'Hotel' Lend Lease HQ Staff Roof Garden The Green Roof Consultancy

Two large invertebrate hotels were installed as part of the Lend Lease's HQ staff roof garden. One panel was fixed to a wall and another formed a screen. Each panel was constructed of a number of modules. Each model consisted of untreated reclaimed timber and hardwood logs with a large number of drilled holes. In order to attract a range of species (primarily but not limited to those from the *Osmia*

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genus of solitary bees) holes varied in diameter from 2mm to 10mm and were 90mm deep. The panels were oriented to face south to maximise use by a range of invertebrate species, including solitary bees, wasps and spiders. The invertebrates can gain shelter and breed during the year, and the panels are also an overwintering habitat for some species. Such a resource can aid local populations, which in turn conduct essential ecological roles including pollination and pest control and provide a food source for other species such as birds and bats. The panels provide nesting conditions mimicking brood chambers for egg laying and larva development. Suitable locations would include sunny facades sheltered from wind or rain, with planting of wildlife value located nearby to provide nectar, fruits, seeds and pollen. The panels are fixed to walls or frames but could be free standing if required. Roof top or ground level installations are possible.

Area: 9m² (one panel)

Supply/Installation Costs: £500/m²

Running Costs: Nil

Lend Lease Roof Garden Invertebrate Hotel (Image: Green Roof Consultancy)



Biodiverse Grassland

Preamble:

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The costs of establishing biodiverse or species-rich grassland are similar to the costs of establishing conventional amenity grassland. The cost of maintaining biodiverse grassland is lower, because frequent mowing regimes are usually replaced by one or two annual cuts, however adjusting to new maintenance regimes does require slightly different equipment and techniques.

The establishment of biodiverse grassland and conventional amenity grassland are similar processes, involving seeding or turfing, however with biodiverse swards, low nutrient levels are desirable to ensure that aggressive grasses do not dominate. Therefore the use of nutrient-rich topsoil should be avoided wherever possible when establishing species-rich grasslands. Sub-soil or sandy or stony material is ideal. Direct seeding of existing amenity or improved grassland with wildflowers or a simple relaxation of cutting regime rarely has the desired effect of creating a species-rich sward. Some enhancement may be possible by plug-planting wildflowers, although this is relatively expensive. It is advisable to strip and re-seed or re-turf improved or amenity grassland wherever possible.

Existing or proposed areas of amenity grassland or any plot of unutilised land may be enhanced through re-seeding or planting and amended management practices. Such techniques will increase the plant and insect diversity, which will in turn attract bird and mammal species.

When selecting a wildflower mix it is important to choose species ecologically suited to the site. Cornfield annuals and short-lived biennials establish easily to give immediate effect and act as a nurse crop. This will support long-lived perennial species that are nationally common and typical of the area. Where possible, less common plant material should be sourced locally under licence. Projects should also reflect cultural links and local character and the overall effect should be visually attractive and varied throughout the growing season.

A wide range of commercially available plants/seeds of value to wildlife can be utilised, including wildflower seed mixes, bulbs and plug plants of perennial flowers. A carefully selected locally appropriate palette of native plants used in natural associations can provide ornamental value for the majority of the year as well as providing valuable habitat including seed, pollen, nectar sources for invertebrates and birds from early summer through to winter.

A wildflower seed mix can be sown into a prepared bed or combined with a suitable grass seed mix such. Several seed houses provide mixes for specific soils and situations (e.g. the [Emorsgate EL1F](#) wild flowers for lawns). Timing of cutting to allow self-seeding to occur, and the removal of arisings will control nutrient levels whilst enabling flowering plants to persist along with relaxed mowing around trees and margins will provide undisturbed over-wintering habitat for invertebrates and important foraging resources for birds.

Grassland Example 1: London House Sparrow Parks Project, RSPB, London Parks and SITA

A three year research project in nineteen London parks using 25 trial areas sown with grass and wild flower mixes. The aim of the project was to study the use of the plots for insect and seed based food sources by the House Sparrow with a view to selecting the best mix to support local populations.

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Parks included Waterlow Park in Camden; Hampstead Heath in City of London; Laycock Green, Paradise Park and Whittington Park in Islington; Leyton Marshes, Tottenham Marshes and Water Works Nature Reserve in Lee Valley Regional Park; The Green park, Hyde park, Kensington Gardens and Primrose Hill in the Royal Parks; Burgess Park and Peckham Rye Park in Southwark; Beddington Park, Cheam Park, Perrets Field, Rose Hill park East and St. Helier Open Space in Sutton: and Tooting Bec Common in Wandsworth.

The plot types were as follows:

- Long grass - comprising the existing park grassland, but instead of regular mowing this was left uncut to go to seed, which would then be utilised by seed eating bird species- including house sparrow, and to provide overwintering habitat for invertebrates.
- A native wildflower meadow mix - where a mix of native grass and flower species were seeded in order to produce nectar and seeds and sheltering habitat for invertebrates. Maintenance involved annual cut with cuttings removed.
- 'Wildlife Seed' plots - using a bespoke mix of flowers and field margin species that will produce seeds for birds and also be beneficial to invertebrate species. Re-seeding is necessary each year.

Seed mixes were sourced from [Kings Seed](#) and [Emorsgate](#)

All of the trial plots showed biodiversity benefits achieved by improvements to local habitat quality and increased abundance of local invertebrate populations than the traditionally managed amenity grassland. House sparrows need a high protein diet for chicks during weaning in spring and summer and are typically fed insects by their parents; adult birds need more carbohydrate rich foods and so tend to utilise seeds.

Areas: <0.1 ha for wildlife seed plots, average of 0.5ha for the other two treatments.

Establishment Costs:

'Long grass': £680 per hectare (7p/m²)

Wildflower Meadow: £3,452 per hectare (34p/m²)

'Wildlife Seed': £12,120 per hectare (£1.21/m²)

Maintenance Costs: Typically £1200 per hectare or 12p/m² (for larger wildflower meadows)

Management costs and effort were lowest for the longer grass plot type (although this is the least effective). Costs and management efforts were highest in the first year of wildflower establishment. Costs and management effort for the wildlife seed plots were higher in each year as these plots were established annually and dormant weeds had to be controlled.

Information from John Day, RSPB

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Green Park wildflower meadow



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Waterlow Park Wildflower Meadow



Grassland Example 2:

Popley Fields Residential Development, Basingstoke, North Hampshire

Wildflower Turf Limited, David Wilson Homes, Hickman Bros Landscape Contractors, Natural England, The Landmark Practice

The site incorporated an area designated for wildlife importance - a Site of Importance for Nature Conservation (SINC) due to the presence of a breeding population of great crested newts. As part of the Protected Species Management Plan high quality habitat was required that connected to the wider site and beyond.

Using products from Wildflower Turf species-rich wildflower meadows were created to provide a dispersal corridor for newts between ponds and meadows. The meadows have been established quickly, are attractive to residents and require little maintenance. Interpretation boards have been situated to help residents learn about the importance of the habitat enhancements.

A variety of products are available from Wildflower Turf including shade tolerant flower mixes for use around mature trees. The turf has a wide selection of native flower and grass species - up to 41 different species, with a minimum of 75% wildflowers. Non-native perennial species can also be used to extend the flowering season. The turf produces nectar, pollen and seeds which support birds, mammals, bees, butterflies and other invertebrate species. The wildflower turf can be used on sites with all soil types; will perform well under shade and in drought conditions, as well as in open meadow conditions.

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A species rich lawn turf is available which can be treated as a conventional lawn i.e. regularly mowed short, and used heavily. Unlike standard monoculture amenity lawns the turf will support 26 species of native grasses and wildflowers.

Maintenance such as watering is required for the first two weeks after installation, with occasional soaks required during prolonged dry periods. Cutting regime – one to two cuts per year, once in autumn including clearance of cuttings, leaves and other vegetation under trees in particular, to avoid mulching and the addition of nutrients.

The four years of post-development monitoring indicate that the development has not impacted negatively upon the newt population which in fact appears to be increasing.

Area: 32.2ha estate, 6000m² meadow

Establishment Cost: £60m² to include design and planning (including a species list and management plan), site preparation. For purchase of turf alone the cost is £10m².

Maintenance Cost: Information not supplied, however typical cost of annual cut with arisings removed is 12p/m²

Information provided by [Wildflower Turf](#)

Grassland Example 3: North-west Target Wellbeing Programme, Knowlsey, Liverpool Landlife and Groundwork Northwest

This is a programme of over 90 projects run by Landlife (National Wildflower Centre) for the benefit of targeted disadvantaged communities across the Northwest. Locations include Kirkby (Towerhill, Northwood, Central), North Huyton (Woolfall Heath, Stockbridge Village – see photo below), Halewood (Torrington, Wood Road, New Hutte), South Huyton, North Liverpool (Everton) Projects have an emphasis on public engagement to provide wildflower improvements to greenspaces in Knowlsey. Linked to Natural England's national 'Walking for Health' campaign, this initiative aimed to provide biodiversity gains whilst promoting physical and mental health and wellbeing. Techniques vary depending on the location, but a favoured technique is to strip the existing turf and re-seed with a wildflower seed mix.

One example from this scheme is an area of Public Open Space, in Quarry Green Heights, Northwood, Kirkby. This involved scratch cultivation for cornfield annuals on an area of amenity grassland which had previously been heavily mown. The project was delivered by Landlife and the Community Environmental Task Team in 2004. A variety of successful treatments took place: herbiciding and sowing into short dead turf in autumn, and scratch cultivating and sowing in spring. Additional sowing in subsequent years has helped to build up a substantial seedbank.

After flowering the site was flailed, leaving seed to overwinter providing winter food for birds. Re-cultivating in spring mimics the traditional farming practices that would have sustained cornfield annuals on light soils in the past,

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Costs: Entire area of all projects of 5.5 ha; since 2008 over 1.5ha of wildflower meadows have been sown into parks and green spaces. Funded by £8.9m from the National Lottery through the Big Lottery Fund (equivalent to £161/m²)

Costs for specific projects are typically lower than this.

Wildflower seed mixes cost around to £90/kg (which provides sufficient seed for 200m² - equivalent to 45p/m²). Preparation and establishment costs vary depending on local conditions however £10/m² is a typical figure for turf stripping and disposal and reseeded.

Information from [Landlife](#) and [Groundwork](#)

North Huyton. Image: GroundWork



Appendix D: National Planning Policy Framework (2018). Sections of relevance to biodiversity and geodiversity

170. Planning policies and decisions should contribute to and enhance the natural and local environment by

- a. protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils (in a manner commensurate with their statutory status or identified quality in the development plan);
- b. minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;

171. Plans should: distinguish between the hierarchy of international, national and locally designated sites; allocate land with the least environmental or amenity value, where consistent with other policies in this Framework; take a strategic approach to maintaining and enhancing networks of habitats and green infrastructure; and plan for the enhancement of natural capital at a catchment or landscape scale across local authority boundaries.

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174. To protect and enhance biodiversity and geodiversity, plans should:

- a. Identify, map and safeguard components of local wildlife-rich habitats and wider ecological networks, including the hierarchy of international, national and locally designated sites of importance for biodiversity; wildlife corridors and stepping stones that connect them; and areas identified by national and local partnerships for habitat management, enhancement, restoration or creation; and
- b. promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species; and identify and pursue opportunities for securing measurable net gains for biodiversity.

175. When determining planning applications, local planning authorities should apply the following principles:

- a. if significant harm to biodiversity resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused;
- b. development on land within or outside a Site of Special Scientific Interest, and which is likely to have an adverse effect on it (either individually or in combination with other developments), should not normally be permitted. The only exception is where the benefits of the development in the location proposed clearly outweigh both its likely impact on the features of the site that make it of special scientific interest, and any broader impacts on the national network of Sites of Special Scientific Interest;
- c. development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused, unless there are wholly exceptional reasons and a suitable compensation strategy exists; and
- d. development whose primary objective is to conserve or enhance biodiversity should be supported; while opportunities to incorporate biodiversity improvements in and around developments should be encouraged, especially where this can secure measurable net gains for biodiversity.

176. The following should be given the same protection as habitats sites:

- a. potential Special Protection Areas and possible Special Areas of Conservation; and
- b. sites identified, or required, as compensatory measures for adverse effects on habitats sites, potential Special Protection Areas, possible Special Areas of Conservation, and listed or proposed Ramsar sites.

177. The presumption in favour of sustainable development does not apply where development requiring appropriate assessment because of its potential impact on a habitats site is being planned or determined.

Supplementary Planning Document
Design of Housing Development

Consultation Draft 2019



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Supplementary Planning Document: Design of Housing Development

1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.
- 1.3** This document covers new housing development, conversion of non residential buildings to residential use and adapting residential properties to different house types, for example dwellings to flats and Houses in Multiple Occupation.

2. Introduction

Policy D1 High Quality Design and Place Making

- 2.1** Design Principles:
- 2.2** Development is expected to be of high quality design and will be expected to respect, take advantage of and reinforce the distinctive, local character and features of Barnsley, including:
 - Landscape character, topography, green Infrastructure assets, important habitats, woodlands and other natural features;
 - Views and vistas to key buildings, landmarks, skylines and gateways; and
 - Heritage and townscape character including the scale, layout, building styles and materials of the built form in the locality.

Supplementary Planning Document: Design of Housing Development

2.3 Through its layout and design development should:

- **Contribute to place making and be of high quality, that contributes to a healthy, safe and sustainable environment;**
- **Complement and enhance the character and setting of distinctive places, including Barnsley Town Centre, Penistone, rural villages and Conservation Areas;**
- **Help to transform the character of physical environments that have become run down and are lacking in distinctiveness;**
- **Provide an accessible and inclusive environment for the users of individual buildings and surrounding spaces;**
- **Provide clear and obvious connections to the surrounding street and pedestrian network;**
- **Ensure ease of movement and legibility for all users, ensure overlooking of streets, spaces and pedestrian routes through the arrangement and orientation of buildings and the location of entrances;**
- **Promote safe, secure environments and access routes with priority for pedestrians and cyclists;**
- **Create clear distinctions between public and private spaces;**
- **Display architectural quality and express proposed uses through its composition, scale, form, proportions and arrangement of materials, colours and details;**
- **Make the best use of high quality materials;**
- **Include a comprehensive and high quality scheme for hard and soft landscaping; and**
- **Provide high quality public realm**

2.4 In terms of place making development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

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Policy GD1 General Development

2.5 Proposals for development will be approved if:

- There will be no significant adverse effect on the living conditions and residential amenity of existing and future residents;
- They are compatible with neighbouring land and will not significantly prejudice the current or future use of the neighbouring land;
- They will not adversely affect the potential development of a wider area of land which could otherwise be available for development and safeguards access to adjacent land;
- They include landscaping to provide a high quality setting for buildings, incorporating existing landscape features and ensuring that plant species and the way they are planted, hard surfaces, boundary treatments and other features appropriately reflect, protect and improve the character of the local landscape
- Any adverse impact on the environment, natural resources, waste and pollution is minimised and mitigated;
- Adequate access and internal road layouts are provided to allow the complete development of the entire site for residential purposes, and to provide appropriate vehicular and pedestrian links throughout the site and into adjacent areas;
- Any drains and, culverts and other surface water bodies that may cross the site are considered;
- Appropriate landscaped boundaries are provided where sites are adjacent to open countryside;
- Any pylons are considered in the layout; and
- Existing trees that are to remain on site are considered in the layout in order to avoid overshadowing.

2.6 This Document primarily supplements Local Plan policy D1 High Quality Design and Place Making, and sets out the principles that will apply to the consideration of planning applications for new housing development, including conversions, infill and backland development.

2.7 Paragraph 130 of the National Planning Policy Framework states:

"Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents. Conversely, where the design of a development accords with clear expectations in plan policies, design should not be used by the decision-maker as a valid reason to object to development. Local planning authorities should also seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used)."

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- 2.8** Further detailed guidance on residential development is provided in the South Yorkshire Residential Design Guide, which is available on the Council's website. The Guide includes information requirements, design guidelines and technical requirements. The Guide looks at the design of residential development at three scales: the wider neighbourhood scale, the streets scale and the finer scale of plots, blocks and buildings.
- 2.9** The Council uses Building for Life 12 to structure discussions with housebuilders, to help steer and assess the design and layout of developments of ten or more dwellings. It sets out twelve questions about new housing developments plus recommendations of things to achieve and avoid. It should be used by housebuilders from an early stage of their design. Any design and access statement should include a Building for Life assessment, answering the twelve questions.
- 2.10** You are advised to discuss your proposal with the Council at an early stage. Formal pre-application discussions can help avoid problems and delays once an application is submitted. Further information, including the Pre-application Advice Protocol and charges for this is available on the Council's web site.

General Criteria

- 2.11** The Council will assess your proposal against the guidelines set out below. However, if your scheme matches these guidelines it does not necessarily mean that your application will be approved or that you have fulfilled your responsibility to achieve quality development. The guidelines should ensure that development which would have an unacceptable impact will be avoided. However, in some instances higher standards may be required and in other cases standards may be relaxed if there are mitigating circumstances and the development would result in overall benefits to the community and the environment.

3. Relationship with existing dwellings and space between proposed dwellings

- 3.1** The layout and design of new housing development must ensure that high standards of privacy, light and outlook are provided for existing and proposed residents.
- 3.2** Developers in the first instance should consider design led solutions to ensure layouts deliver high standards by avoiding:-
1. close overlooking of the windows in any existing dwelling or its garden from the proposed development.
 2. the introduction or intensification of vehicular and pedestrian movements close to an existing dwelling, its garden or its boundary.
 3. the overbearing or overshadowing effect of new buildings on an existing dwelling or its garden.
- 3.3** In order to ensure adequate levels of privacy are provided/ maintained, to ensure residential development does not result in unacceptable levels of overshadowing or loss of outlook and in order to provide adequate amenity space, development will usually be expected to comply with the external spacing standards set out below.

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4. External spacing standards

1. Where front elevations face a road the dwellings should be an appropriate distance apart. The Council will accept a minimum of 12m where the dwellings are of the same storey and it will achieve a streetscape that reflects local character.
2. The minimum back-to-back dimension between facing habitable rooms, (ie any room used or intended to be used for sleeping, cooking, living or eating purposes), should be 21metres. Where housing abuts the edge of existing settlements, the back-to-back dimension towards existing housing should be greater than 21 metres. Advice will be given on a case by case basis, based on the privacy and outlook of the existing dwelling.
3. Where the proposed dwelling/s is/are more than two storeys in height (excluding rooms in the roofspace), the back-to-back separation distance/s should increase by 3 metres for every additional storey.
4. Proposed habitable room windows at first floor level and above should be a minimum of 10m from the boundary of any private garden which they would face and habitable room windows in existing dwellings at first floor level and above should be a minimum of 10m from any proposed private garden which they would face. A reduced distance may be accepted for bungalows provided they meet garden size standards and ensure adequate levels of amenity for occupants in terms of outlook, privacy and daylight.
5. Proposed walls without habitable room windows (usually side elevations) should be at least 12 metres from original habitable room windows. Where the proposed dwelling is more than two storeys in height (excluding rooms in the roofspace), the separation distance should increase by 2m for every additional storey.
6. Rear gardens of proposed dwellings should be at least 50m² in the case of two bedroom houses/bungalows and 60m² for houses/bungalows with three or more bedrooms. Smaller gardens may be acceptable in corner plots if privacy and daylighting can be maintained.
7. Distances between new buildings and existing dwellings may be relaxed depending on a number of factors including site level relationships, (i.e. if at a lower level), existing screening or landscaping between the existing and proposed buildings and location. Each case will be judged on its merits but detailed information must be submitted to demonstrate that adequate levels of amenity would be retained for existing residents and provided for residents of proposed dwellings (e.g. cross sections, sun path diagrams).
8. Shared private space for flats must be a minimum of 50m² plus an additional 10 m² per unit as balcony space or added to shared private space. Where private space cannot be provided balconies must be provided. Balconies must be a minimum of 3 m². The amount of shared private space to be provided will also depend on the quality, quantity and accessibility of local public open space.
9. Full compliance with standards is expected in predominantly residential areas whereas they may be slightly relaxed in town centre situations/higher density areas.

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5. Internal spacing standards

- 5.1** All developments should achieve the internal spacing standards set out in the South Yorkshire Residential Design Guide –Technical Requirements section 4A.2, (p130-131).

6. Character

- 6.1** Development must respect local context, history, built heritage, character and communities, ensuring that proposed developments preserve or enhance local physical, environmental, social, cultural, historical and economic characteristics.
- 6.2** The design of new developments must be based on an appraisal of existing landscape and settlement character. The primary design source for maintaining character should be the character area in which the site is located if this is a positive source. Where there is no specific positive source to draw on, the development should be designed to create character. Using the lack of local character as a justification for poor and characterless design will not be accepted.
- 6.3** The design of all new development must be based on an appraisal that identifies any existing positive features within the site and assesses the advantages and disadvantages of retaining them.
- 6.4** The design of all new development must be based on an appraisal of the townscape of the site and surrounding area and their relation to topography. All new development should be designed as a considered response to topography and townscape.
- 6.5** Views into and out of the site should be considered at an early stage of the design process. Where the site is visible from a distance, especially where the local topography varies, a visual impact assessment should be undertaken to help influence the layout and design of the development.
- 6.6** The use of standard layouts, plot sizes and building designs which relate poorly to their surroundings and could be anywhere in the country should be avoided. Where standard house types are used they should be adapted to complement local character, beyond just changing external materials.
- 6.7** The design of new developments should be specific to their location and should seek to co-ordinate the landscape framework, street pattern, route hierarchy and townscape to create a coherent public realm and open space network.
- 6.8** Innovative design solutions that depart from the local context may be allowed if they are considered to have a positive impact on the character of the area.
- 6.9** Within larger schemes the pattern of house types and designs should be varied to create visual interest and support character areas within the development.

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- 6.10** In all proposals elevations and fenestration should be designed in such a way that they provide relief, depth texture and modelling. This helps to provide visual interest, break down the massing of dwellings and contribute to the character of a development.
- 6.11** Window and door openings should have sufficient recess in the reveal to give visual articulation. Typical cross sections of windows and doors at 1:5 or 1:20 scale should show a minimum 50mm set back within the reveal. Exceptions can be made where flush detail is part of a deliberate and coherent architectural composition.
- 6.12** A Design and Access Statement should include the above analysis.
- 6.13** Further guidance on character is given in the South Yorkshire Residential Design Guide, for example on pages 62-66.

7. Protection of Existing Larger Dwellings

- 7.1** Local Plan policy H9 Protection of Larger Existing Dwellings resists development within the curtilage of existing larger dwellings where it will have an adverse impact on the setting of the original dwelling, and the size of the remaining garden area.
- 7.2** For the purposes of this policy we consider 'larger dwellings' to be those that have four or five bedrooms, or are capable of accommodating four or five bedrooms without significant adaptation.

8. Health and Wellbeing

- 8.1** If considered at an early stage of design there are opportunities for developers to improve the health and wellbeing of the residents of new development.
- 8.2** For example on larger schemes the layout could include walking and cycling routes linking through the development, or the creation of green corridors to improve air quality. For the design of open spaces an inclusive approach may look not only at the needs of children and young people but also at the needs of an increasingly elderly population.
- 8.3** Supporting information on the promotion of health and wellbeing could be included in the design and access statement which accompanies a planning application.

9. Designing Out Crime

- 9.1** Measures to design out crime should be considered at an early stage of the design process. These should include maximising opportunities for natural surveillance and ensuring a clear definition of public and private spaces. Development should take account of the guidance within the Secured by Design website. Please see the link below.

<http://www.securedbydesign.com/industry-advice-and-guides/>

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10. Streets

- 10.1** The design and layout of new residential streets should reflect the principles of Manual for Streets, which are expanded upon in pages 75-82 of the South Yorkshire Residential Design Guide.
- 10.2** Developments should therefore comply with the following:
- The design of all new development must be based on an appraisal of the surrounding street pattern, which identifies the hierarchy of routes and the pattern of movement through the area.
 - The design of the street pattern should form a connected network of streets. There should be enough connections with surrounding streets and neighbourhoods and within new development to create a layout that is walkable, offers direct connections, choice and flexibility.
 - As far as possible, new streets should be connected at both ends to form a through street. Cul-de-sacs should only be used sparingly, where they are the only appropriate design solution and should be short and straight. Proposals should allow for the future expansion of the movement network to enable future phases of development to be fully integrated.
 - All new streets should be defined by the fronts of plots with buildings orientated to face the public highway, space or private street space to create an active frontage. Blank side elevations facing onto streets should be avoided.
 - Where the development site abuts an existing public highway, the new development should where possible front the existing street.
 - Management and maintenance of the public highway, as well as private street spaces, must be considered from the outset and general principles agreed with the adopting authority at the concept stage.
 - By default, development should form perimeter blocks by creating connected streets and maintaining well defined frontages. The design of blocks should not be uniform but should reflect the character of the different surrounding streets that make up the block.
 - The character of new streets should not be uniform but should vary as part of a hierarchy, depending on their location in order to integrate development into the locality, to retain local distinctiveness and create vibrant, legible and memorable places. Longer streets with continuity of elements tend to have a stronger sense of integration whereas short blocks, arbitrary curves and the lack of a continuous building line create a greater sense of fragmentation and can be disorientating.
 - Street spaces should have an appropriate sense of spatial enclosure suitable to their location and role. Height to width ratios of between 1:2 and 1:4 provide good spatial enclosure. Ratios of less than 1:4 will usually need street trees to create an adequate sense of enclosure. Higher ratios (e.g. 1:1) may be appropriate in central urban areas with higher buildings and proportionately wider streets.

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- Streets should have a clear definition between the public and private realms. External private space between the frontage line and building, such as front gardens or shared private gardens, is best if defined by a physical boundary or 'means of enclosure'.
- All streets should be designed to achieve the appropriate vehicular speeds:
 - No more than 20mph where principally serving residential areas
 - No more than 15mph for shared space streets where segregation between motor vehicles and other road users is reduced
 - Higher design speeds of up to 30mph may be appropriate on existing routes within built up areas, on bus routes and on larger developments where the extent of 20mph streets would exceed around 1km but proposals for design speeds exceeding 20-mph will be determined on a case by case basis.

10.3 Speed restraints can significantly affect the layout of a housing development. Vertical deflection, (for example speed humps), are not permitted by the highway authority in Barnsley. Instead the emphasis is on using horizontal deflection, (for example corners), to restrain speed. Long, straight roads should therefore be avoided in housing layouts where speed restraint is required. Early consultation with Highway Development Control on the layout of residential schemes is therefore advised.

10.4 Developments will be expected to meet the technical requirements relating to street and parking geometry contained in the South Yorkshire Residential Design Guide, in Annex 4B (p133-154).

11. Design of residential car parking and garages

11.1 Developments will be expected to meet the standards for parking design set out in the South Yorkshire Residential Design Guide considering parking as an integral part of the design of residential development. Particular attention should be given to sections S2.5 On-street parking (p102) and B1.6 Off-street parking (p116-117). Developments will also be expected to meet the technical requirements set out in annex 4B Street and parking geometry (p133-154).

11.2 Parking areas to the front of dwellings should be designed to reduce their dominance. Building for Life considers that an over reliance on in front of plot parking that tends to create over wide streets dominated by parked cars and driveways, unless there is sufficient space to use strong and extensive landscaping to compensate the lack of built form enclosure, is avoided.

11.3 Continuous strips of front of dwelling parking are not acceptable. The starting point should be the guidance from Building for Life of a 50:50 hard/ soft landscaping balance at the front of dwellings.

11.4 The maximum number of front of dwelling parking spaces acceptable in a row is four. These should be used sparingly in a development and be separated from other parking spaces by a considerable width of soft landscaping, i.e more than the width of a parking space.

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- 11.5** Side of dwelling parking spaces should not occur on the corners of junctions, as they weaken the streetscene.
- 11.6** The design and location of garages should be subservient to dwellings. Integral garages should be set back from the frontage of the dwelling. In semi-detached dwellings any integral garages should be located at the outer edges of the dwellings and not in the centre, to reduced their visual dominance. Detached garages should ideally be located behind the frontage of their dwelling, they should not be a dominant feature of the streetscene. Garages, integral or detached, should not form the end view of any vistas or be prominent in important views.

12. Front gardens and boundary treatments

- 12.1** The area between dwellings and the highway provides one of the best opportunities for enhancing the appearance of a housing development. Careful attention to matters such as paved surfaces rather than tarmac, tree and shrub planting, and the erection of walls and railings can have a major impact. The use of a physical boundary or 'means of enclosure' helps to define the extent of private space which has been shown to help with crime prevention and helps to reduce the visual impact of any off-street, front of dwelling, parking. Where front garden physical boundaries exist in neighbouring areas these should continue to be used in new development. In order to reduce opportunities for crime it is appropriate for front gardens to be overlooked by other dwellings.

13. Landscape design

- 13.1** Careful attention must be given at any early stage to the design of a comprehensive landscape scheme. The scheme should be designed to help the development fit into its surroundings and soften its visual impact. The planting of trees, hedges and shrubs in prominent locations will improve the appearance and saleability of a site and may in time prove ecologically valuable.
- 13.2** A landscaping scheme should be submitted with your planning application. The benefits of employing a qualified Landscape Architect cannot be overstated. Generally the Council will not require a landscaping scheme for a single dwelling.
- 13.3** **Trees:** The development should achieve an overall tree planting based on an average of one tree per plot. While smaller 'garden' trees such as Rowan and Cherry can be attractive, larger trees should also be provided (e.g. Oak, Beech and Chestnut). Planting will usually be most advantageous on prominent site frontages, to the front of individual houses and on the edge of open space and open countryside.
- 13.4** **Shrubs:** Tree planting will be most successful when underplanted with shrubs and/or ground cover. This helps protect the tree from vandalism and accidental damage until it is established. Careful shrub planting can also form an attractive feature in itself.
- 13.5** **Hedges:** Hedges are an attractive alternative to walls, fences and open plan frontages. Prickly hedges such as hawthorn can also provide a deterrent to burglars.

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13.6 Where trees are proposed in the street, they should reflect the technical guidance on pages 170-182 of the South Yorkshire Residential Design Guide.

14. Walls and fences

14.1 The type of fencing or walls around back gardens will generally be the choice of future residents. However, higher quality boundary treatments will usually be required where they are visible from public vantage points. This is particularly so for front and side boundaries, which will be clearly visible from the street. Where residential development is proposed adjacent to Listed Buildings, in or adjacent to Conservation Areas or in other areas where the local vernacular is dominated by natural materials, it will usually be necessary to use natural materials on prominent boundaries.

14.2 A freestanding retaining wall retaining over 1.5 metres of ground would need approval under the South Yorkshire Act 1980. Retaining walls forming part of a building will normally require approval under the Building Regulations. For further information you should contact the Building Control Section on (01126) 772678.

15. Existing trees and hedgerows and other features of ecological value

15.1 If there are mature trees, hedgerows or other features of ecological value (including watercourses and ponds) the Council will expect them to be incorporated into the design and layout of the development, and retained, wherever possible, for their visual and ecological value.

15.2 The retention of these features can greatly improve the appearance of a new housing development, giving it an instant maturity and making a significant contribution to its character and distinctiveness. Their careful integration into the landscape framework of the development can help further enhance habitats for wildlife.

15.3 A tree survey of the site should inform the layout of any development and should accompany a planning application.

15.4 For further advice refer to the SPD's 'Trees and Hedgerows' and 'Biodiversity and Geodiversity'.

16. Public rights of way

16.1 It is important that you check whether any public rights of way cross the site. Most public paths are shown on the Definitive Map. However, if a path or track is not shown on the Definitive Map, but exists on the ground and has been used for many years, it may also be a public path and should be treated as such.

16.2 Existing rights of way should be incorporated into the site design. Paths should, where possible, be on convenient and attractive routes through landscaped, or open space areas and away from vehicular traffic. Shady alleys between high fences, particularly at the rear of private gardens should be avoided.

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17. Drainage and flood risk

17.1 New residential development will be expected to comply with Local Plan policies CC 3 and CC 4, which relate to flood risk and Sustainable Drainage Systems. Drainage and flood risk issues should therefore be considered at the outset as they will have an impact on the design and layout of residential schemes. In many cases it will be possible to include sustainable urban drainage systems as part of wider Green Infrastructure provision but early discussions will be essential to ensure that the design meets the requirements of the various parties involved in drainage matters (e.g. The Council's Highways & Engineering Service, Yorkshire Water & the Environment Agency). Detailed technical drainage guidance can also be found on pages 155-161 of the South Yorkshire Residential Design Guide.

18. Recycling/waste provision

18.1 The Council encourages waste minimisation, re-use and recycling. All new development must be designed to accommodate the waste and recycling regimes in force, for example providing sufficient space for the full range of waste and recycling bins.

18.2 In design terms bins should not be visible from within the public realm and shared private space when stored. Communal bin storage areas should be in robust materials that will withstand vandalism.

18.3 In most instances access must be provided to the rear garden for the storage of wheelie bins, via a clear pathway unimpeded by cars parked within the boundary of the dwelling. For terraced properties the use of ginnels to provide direct rear garden access should be considered as they are more likely to be used than fenced pathways along the rear of adjoining gardens.

19. Obscure glazing

19.1 A simple rule that needs to be applied is that if a site can only be developed by introducing unusual design features then it probably should not be developed in the first place.

19.2 It is often argued that overlooking can be overcome by using obscure glazing, borrowed light or high level windows. If such solutions are proposed this can only apply to non habitable rooms such as landings or to secondary windows in a habitable room. For the amenity of future occupiers it is not reasonable to create habitable rooms that have no outlook. Furthermore, in the summer occupiers will want to open windows and this is more sustainable than mechanical ventilation.

20. Signage and street furniture

20.1 As far as possible use the overall design of the street to make it obvious how the space should be used in order to avoid unnecessary signage. Use signage only to fulfil legal requirements and provide essential information not obvious from other sources. As far as possible attach signs to walls and buildings.

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- 20.2** Specify simple, high quality street furniture and signage that is appropriate to the character of the area. Street furniture as well as buildings should share characteristics with the locality in order to maintain character. Traditional materials are more likely to be more suited to rural locations and contemporary styles more suited to central areas.
- 20.3** Further guidance on signage and street furniture is provided in the South Yorkshire Residential Design Guide on pages 187 & 188.

21. Technical requirements

- 21.1** The South Yorkshire Residential Design Guide provides further guidance on technical requirements including those on: highway structures (p162-163), street lighting (165-166), public utilities (p167-170), (surface) materials (p184-186), adoption of highways (p189-193), construction waste (p194) and management (p95). Highways Development Control will refer to this section in checking through detailed proposals, which will normally be the subject of planning conditions.

22. Removal of permitted development rights

- 22.1** Residential developments are often designed to maximise density and make the most efficient use of land. In such circumstances the separation distances between buildings are close to the minimum recommended such that future extensions, insertion of windows, additional outbuildings etc could be highly detrimental to nearby occupiers. Where this would be the case, normal permitted development rights may be taken away so that the impact of such matters can be assessed.

23. Infill development

- 23.1** As well as the general criteria, including the external spacing standards, infill development should aim to comply with the following:
- Dwellings should be orientated to have a frontage to the existing public highway. Sides and backs and garages should be sensitively located so the frontage of the new development integrates with the existing street scene.
 - The space between the proposed dwelling and adjacent dwellings should reflect the prevailing character of the street.
 - The siting of the dwelling should reflect the building line of the dwellings on the same side of the street.
 - The eaves and ridge heights of dwellings should usually be comparable with the heights of adjacent dwellings.
 - Parking provision should be accommodated in a similar manner to how it is accommodated elsewhere on the street (e.g. if existing dwellings are set forward on their plots with parking at the side, the proposed dwelling should not be set back with parking at the front).
 - Architectural features, fenestration and materials should reflect the positive elements elsewhere on the street.

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- Infill development should not be piecemeal so as to prejudice potential comprehensive development of a larger area of land.
- Landscaped features such as trees, particularly those prominent in the street scene, should be retained and provided with sufficient space for future growth.

24. Backland development

24.1 As well as the general criteria, including the external spacing standards, backland development should aim to comply with the following:

- Tandem development, with one dwelling directly in front or behind another sharing the same access, will almost always be resisted.
- Piecemeal development, which could prejudice the potential comprehensive development of a larger area of land, should be avoided.
- Backland development is most effective where it includes a number of dwellings served by an adopted highway, which is capable of being used by refuse and other servicing vehicles. Long, narrow private drives (typically in excess of 30m), which would result in excessive 'man carry distances' should be avoided.
- Backland development may be more acceptable in circumstances where there is an existing use at the rear of dwellings and where residential development would benefit the amenity of existing residents and the character and appearance of the locality.

25. Corner sites

25.1 Corner sites can be particularly difficult to design sensitively and, as well as the general criteria, they should usually comply with the criteria relating to infill and backland development. In addition, the following matters should be considered:

- Two dwellings set at right angles can be wasteful in terms of site coverage and also create rear gardens that are overlooked and should be avoided.
- If a pair of semis is set at 45 degrees to the road frontages this can result in triangular rear gardens providing inadequate private amenity space and awkward parking areas on the frontage. This should be avoided.
- If a single aspect dwelling is proposed one frontage invariably ends up with a blank side wall and a long fence or wall facing the highway. This can be softened by introducing some side aspect windows and setting the wall or fence back behind a planted verge. A dwelling that is specifically designed to occupy a corner plot with two active frontages is therefore likely to be the best solution.

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26. Conversions of buildings to residential accommodation

- 26.1** Conversion of buildings to dwellings, flats or houses in multiple occupation (HMOs) will be allowed where the following criteria are satisfied:
- On the street in question, HMOs and bedsits account for less than 10% of the residential properties.
 - HMOs and bedsits account for less than 10% of the residential properties within a 50m radius of the site.
 - That the proposal would not result in 3 or more HMOs being located immediately adjacent to each other or the sandwiching of a dwellinghouse between two HMOs.
 - The building and curtilage are of sufficient size to provide suitable facilities for residents
 - In the case of HMOs, each one should have a shared lounge and shared dining room,
 - For dwellings and HMOs, garden sizes and external separation distances should reflect the requirements set out in the general criteria.
 - In all cases, internal spacing standards should meet the requirements set out in the general criteria.
 - There will be no unacceptable noise nuisance for either existing neighbouring residents or occupants of the proposed residential unit(s).
 - Satisfactory provision is made for off-street car parking in accordance with the Council's standards or, exceptionally the development is considered unlikely to give rise to unacceptable conditions of congestion or safety on the adjoining public highway(s) by reason of inadequate off street car parking.
 - The appearance of the building or its curtilage would not be altered to the detriment of the visual amenities of the area.

Approach to determining a planning application

- 26.2** Based on the information provided and on the council's own records, the council will calculate the number of HMOs and bedsits in the relevant area for each individual planning application. The applicant should undertake their own estimate of the number of HMOs and bedsits to accompany the planning application and provide all their supporting data.

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How to apply the threshold

26.3 The percentage concentration of HMOs and bedsits surrounding the application site will be calculated through three main stages:

Stage 1 – identify residential properties

26.4 The residential properties identified are those located within the defined area of impact surrounding the application site i.e. the street in question or a 50m radius measured from the centre of the site curtilage. To be clear which residential properties are identified, all sub-divided properties including flatted blocks within the same curtilage are counted as one whole property at the first stage

Stage 2 – Count HMOs

26.5 The residential properties identified at stage 1 will be investigated to check whether they are an existing HMO or bedsits as well as whether or not there are live planning permissions for HMOs and bedsits.

Stage 3 – Calculate concentration

26.6 The concentration of HMOs and bedsits surrounding the application site as well as those with live planning permission is calculated against the 'total number of residential properties'.

The approach to sandwiching

26.7 This document seeks to avoid dwellings being sandwiched between HMOs and bedsits. However, this would not apply where the properties are separated by an intersecting road or where properties have a back to back relationship in different streets.

Supplementary Planning Document
Financial Contributions To Schools

Consultation Draft 2019



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Supplementary Planning Document: Financial Contributions To Schools

1. About This Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This document supplements Local Planning Policy I1 Infrastructure and Planning Obligations which states:

Policy I1 Infrastructure and Planning Obligations

Development must be supported by appropriate physical, social, economic and communications infrastructure, including provision for broadband.

Development must contribute as necessary to meet all on and off site infrastructure requirements to enable development to take place satisfactorily.

Where the necessary provision is not made directly by the developer, contributions will be secured through planning obligations.

Where appropriate, pooled contributions will be used to facilitate delivery of the necessary infrastructure.

- 2.2** New houses give rise to the need for additional school places. However, schools are sometimes full and do not always have spare places for new pupils.
- 2.3** When considering planning applications for new homes, the availability of pupil places in local schools is a material consideration. The National Planning Policy Framework requires planning authorities to assess the capacity of schools when deciding planning applications. This Supplementary Planning Document explains how the Council will implement the NPPF when considering the availability of pupil places in local schools, and how we will assess if contributions are required to ensure those places are in buildings of a suitable condition.

Supplementary Planning Document: Financial Contributions To Schools

Planning applications for new homes will be refused unless schools already have sufficient capacity to accommodate new pupils from the development or enough extra places can be created to accommodate them.

- 2.4** Developers can make a financial contribution to the Council to provide physical space needed to accommodate new pupil places at the local school that would serve the new housing development. This space could be either classroom or other accommodation such as a new hall or canteen, depending on what is needed to permit the intake of new pupils. This allows development to go ahead and means that pupils can attend a school local to where they live.
- 2.5** Alternatively, a developer may wish to directly build an extension to a local school to provide the new space needed. In this case special arrangements will need to be agreed with the Council and set out in a planning obligation legal agreement.
- 2.6** However, it may sometimes be the case that schools are full and there is no possibility of providing extra capacity. For example, there may not be enough space on the site to locate a new classroom. In such circumstances planning permission for new homes will be refused.
- 2.7** Local Plan policy I1 states that development must be supported by 'appropriate' infrastructure. Where there are places available but there are issues with the condition of the school/ schools, contributions will be sought to carry out necessary works to ensure school places can be provided that are of a standard that can be considered 'appropriate'.

3. When A Financial Contribution Will Be Needed

- 3.1** A financial contribution will be needed for planning applications for housing developments where:-
- The scheme provides 5 or more homes; and
 - There is insufficient capacity in schools or is likely to be so prior to the end of the plan period taking into account future growth identified on the housing trajectory; and / or
 - There is a need for contributions to ensure schools are in an appropriate condition.
- 3.2** When assessing the need for a contribution the Council will consider:-
1. How many pupils a development will generate; and
 2. The available spaces at schools in the school planning area within which the development is located; and
 3. The condition of schools in the school planning area within which the development is located, in particular whether any work is required to ensure the school is fit for purpose and can be considered to be "*appropriate*" infrastructure in line with Local Plan policy I1.

Supplementary Planning Document: Financial Contributions To Schools

4. Number Of Pupils Generated

4.1 The number of pupils a development will bring is calculated as follows:-

- Primary school pupils - 21 pupils per 100 homes.
- Secondary school pupils - 15 pupils per 100 homes.

These figures have been arrived at using information from the school census 2015.

4.2 This calculation will be based on the number of homes included in the detailed planning application. Any increase or reduction in this number through revised applications will result in the required contribution being revised accordingly. However, as described below, the principle of a contribution being needed will be established at any outline planning stage.

4.3 When there are concurrent applications in the same area we need to consider the full impact on schools from all those applications together (rather than considering applications individually).

5. When A Financial Contribution Will Not Be Needed

5.1 The methodology for calculating the number of pupils a development will bring accounts for a standard housing mix, therefore the numbers therefore the numbers arrived at using this methodology will be applied. Evidence will be required from developers if they are seeking to make a case that the particular mix will yield less need for school places.

5.2 The following types of housing development will not be required to make a financial contribution to schools in any circumstances:-

- Single bedroom homes;
- Homes specifically designed for elderly people;
- Sheltered accommodation; and
- Student accommodation.

5.3 These types of homes are usually occupied by people who are unlikely to have dependant children of school age living with them. The need for additional school places is therefore also unlikely and so a financial contribution would not be necessary.

5.4 Where a development scheme includes both 'family' housing and any of the house types listed above, a financial contribution will only be required in relation to the 'family' housing element. Homes that fall into any of the above categories will be excluded from the financial contribution calculations.

6. How The Amount Of Financial Contribution Will Be Calculated

6.1 For the cost of school places the Government recommends using figures from the latest Local Authority Scorecard as a basis of the cost per pupil place. The latest scorecard figure per place for primary schools in Barnsley is £16,202 (as at 2017).

Supplementary Planning Document: Financial Contributions To Schools

- 6.2** For secondary school places we have looked at costs incurred on a recent secondary school development. The average cost per place is £16,056.
- 6.3** Both these figures are rounded to the nearest thousand, therefore where:-
- Only primary school places are needed, a contribution of £16,000 must be made for each place;
 - Only secondary school places are needed, a contribution of £16,000 must be made for each place;
 - Both primary and secondary school places are needed, contributions of £16,000 must be made for each primary place and of £16,000 for each secondary place.
- 6.4** This is the calculation that will apply in the majority of cases. However, there may be cases where a different approach is needed, depending on what factors are affecting the capacity of the school. For example, if a whole new school is needed and the developer does not want to build this directly, then the contributions required may be different from the figure arrived at using this calculation.
- 6.5** The starting point for assessing if contributions are required to address issues with the condition of schools will be School Condition Reports carried out by the Education and Skills Funding Agency. For schools where these are not in place, we will rely on Academies and Trusts providing us with comparable information. The amount will be determined based on cost estimates of works that may be required to a particular school or schools in the locality.
- ### 7. How And When The Financial Contribution Will Be Secured
- 7.1** The financial contribution will be secured through a planning obligation. This is allowed by section 106 of the Town and Country Planning Act 1990, as amended by the Community Infrastructure Levy Regulations 2010.
- 7.2** Planning applications may be resolved to be granted, either by officers through delegated powers or by the Planning Regulatory Board, subject to the completion of a planning obligation providing for a financial contribution to school places. The obligation must be signed before planning permission will be granted and the Decision Notice released.
- 7.3** The Planning obligation must specify the amount of the contribution and when it will be paid. The Council will use this guidance note to calculate the amount of contribution required in each case. For outline planning applications the amount of the contribution will not be known. However, an obligation will be required at the outline stage that links the amount of contribution to be made to the calculation formula in this advice note.
- 7.4** The Council will require contributions to be made quickly once building has started on site so that the extra school places can be provided in time for the arrival of new pupils. The precise timing will be set out in the obligation.

Supplementary Planning Document: Financial Contributions To Schools

8. How And When The Financial Contribution Will Be Spent

- 8.1** The planning obligation will specify what the contribution will be spent on. This must relate to creating the additional school places needed to accommodate the new development or ensuring a school is in an appropriate condition to accept pupils. This means that it will only be used in respect of schools local to the new homes built, either to increase capacity or to carry out improvement works required to ensure the condition of the school is appropriate. It will be spent on creating new classroom space or providing other new accommodation where this limits the capacity of the school, or on works required to improve its condition.
- 8.2** Once collected, the money will be held in an Education Service account specifically set aside for financial contributions to schools. It will then be spent on the works identified in the planning obligation as soon as possible. The obligation will include a date by which the contribution must have been spent. This will normally be 10 years from the date the contribution was received by the Council. If it has not been spent by the specified time, then the remaining amount will be returned, including the Council's standard rate of interest.

9. How we will determine if a school is local to the development

- 9.1** The starting point for deciding whether contributions to schools are required arising from a development will be to use the broad school planning areas. There are five school planning areas for primary schools and four for secondary schools. These are set out below. Appendix 1 provides more detail on which secondary schools the primary schools generally transfer to within these school planning areas.

Settlement	School Planning Area	
	Primary Schools	Secondary Schools
Urban Barnsley	Central	Central
Urban Barnsley - Darton and Dodworth	North	Central
Cudworth - including Grimethorpe and Shafton	North East	North East
Royston	North East	North East
Dearne - including Goldthorpe, Thurnscoe and Bolton on Dearne	South East	South East
Wombwell - including Darfield	South East	South East

Supplementary Planning Document: Financial Contributions To Schools

Hoyland - including Birdwell, Blacker Hill, Elsecar, Hemingfield and Jump	South West	South West
Penistone - including Cubley and Springvale	South West	South West

10. Appendix 1

10.1 The following table lists those primary schools which generally constitute 5% or more of the total intake of a particular secondary school This is provided to give further detail on the school planning areas..

Secondary School

Barnsley Academy

Darton College

Holy Trinity 3-16 Secondary Phase

Horizon Community College

Transferring Primary Schools

Hunningley

Oakhill

Worsbrough Bank End

The Forest

The Mill

Darton

Wellgate

Wilthorpe

Kexborough

Mapplewell

Barugh Green

Holy Trinity Primary Phase Transfers

Royston St John's

Holyrood

Carlton

Joseph Locke

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Ward Green

Summer Lane

Shawlands

Wilthorpe

St Mary's CE

Keresforth

Burton Road

Worsbrough Common

Gawber

Doncaster Road

Kirk Balk Community college

Hoyland Common

Greenfield

Birdwell

West Meadows

Jump

Tankersley

St Helen's Catholic

The Ellis

Netherwood ALC

High View

Kings Oak

Wombwell PArk Street

Upperwood

The Darfield Academy

All Saints

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Outwood Academy Carlton

Sandhill

Athersley South

Athersley North

Carlton

Parkside

St Helen's Primary Academy

Laithes Primary

Summer Fields

Meadstead

Outwood Academy Shafton

Littleworth Grange PLC

Cudworth Churchfield

Cherry Dale

Milefield

Birkwood

Shafton

Ladywood

Brierley CE

Penistone Grammar ALC

Penistone St John's

Springvale

Silkstone

Thurgoland CE

Silkstone Common

Oxspring

Cawthorne CE

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The Dearne ALC

The Hill

Carrfield

Highgate

Lacewood

Gooseacre

Heather Garth

Dearne Goldthorpe

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Supplementary Planning Document
Heritage Impact Assessment

Consultation Draft 2019



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Supplementary Planning Document: Heritage Impact Assessment

1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This document offers guidance to landowners, architects, agents and builders on how to produce a heritage impact assessment or **HIA**. HIA's are commonly required in support of any application affecting a heritage asset such as a listed building, conservation area, scheduled monument or significant archaeology.

3. Policy

- 3.1** This document supplements Local Plan policy HE2 which states as follows:
- 3.2** Proposals that are likely to affect known heritage assets or sites where it comes to light there is potential for the discovery of unrecorded heritage assets will be expected to include a description of the heritage significance of the site and its setting.
- This description will need to include an appropriate but proportionate level of detail that allows an understanding of the significance of the asset but no more than is necessary to understand the impact of the proposal.
 - For sites with significant archaeological potential, a desk based assessment may be required in line with the provisions of Policy HE6.
 - Applications made in outline form will not be accepted for proposals which will affect a conservation area, a listed building or any other designated heritage asset. In such cases, sufficiently detailed plans and drawings to enable an assessment to be made of the likely impact of the development upon the significance of any heritage assets affected will be required.

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National Policy (The National Planning Policy Framework) July 2018

- 3.3** In order to comply with the advice set out in Paragraph 189 of the National Planning Policy Framework (NPPF), applicants are required to provide a description of the significance of the heritage asset and/or its setting. This can be presented in the form of a Heritage Impact Assessment (HIA). This assessment should provide the Planning Authority with enough information to understand the impact of the proposals on the significance of any heritage assets affected. The submission of inadequate information may lead to your application for Planning Permission or Listed Building Consent being made invalid.

4. Statutory Legislation

The Planning (Listed Buildings and Conservation Areas) Act 1990

- 4.1** The Planning (Listed Buildings and Conservation Areas) Act 1990 provides specific protection for buildings and areas of special architectural or historic interest. These (designated) buildings or areas (also known as assets) receive enhanced and legal protection under this act.
- 4.2** It is a criminal offence not to seek consent or permission, and to undertake works, without the required consent to a listed building or for the demolition of a building in a conservation area.

The Ancient Monuments and Archaeological Areas Act 1979

- 4.3** Under the Ancient Monuments and Archaeological Areas Act 1979, scheduled ancient monument consent is required for most works which will affect a scheduled monument.

5. Why is a heritage impact assessment needed?

- 5.1** Understanding the significance of a historic building, a collection of buildings, an area, or archaeology (the 'asset') and the possible impact of the proposed scheme on this significance is the key to good conservation practice. Good information, available from the outset, can speed up the processing of applications, reduce costs and lead to better overall design.
- 5.2** If the significance of a site has been clearly understood from the outset (based on how the site has changed through time and what survives today), then both the applicant and the Planning Authority can better understand the impact of the proposal and seek to minimise this. As such it is important to understand the significance of a heritage asset when considering proposals to alter, demolish or extend the asset or develop within its setting. An early understanding of the significance will inform the direction of an application and help provide a clear and convincing justification of the proposal as required by the NPPF.

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6. When is a heritage impact assessment needed?

- 6.1** A HIA is needed for any application that directly affects a heritage asset or its setting and will always be required for the following types of application:
- Applications for Listed Building Consent;
 - Applications for Planning Permission for development attached to a listed building;
 - Applications for Planning Permission for development clearly within the setting of a listed building;
 - Applications for Planning permission for development inside or clearly within the setting of a Conservation Area;
 - Applications for Planning Permission for development likely to affect a Scheduled Ancient Monument;
 - Applications for Planning Permission for development inside or clearly within the setting of Registered Parks and Gardens;
 - Applications for Planning Permission for demolition in a Conservation Area.
- 6.2** There may also be a requirement for an HIA when a proposal has the potential to impact a **non-designated** heritage asset or its setting. Non-designated heritage assets may include archaeological sites that have never been assessed or not statutorily designated but have a heritage value.
- Carrying out a pre-application meeting with the Planning Department service will ensure that heritage assets are identified at the earliest stage.

Is there a requirement to include this information as well as a Design and Access Statement?

- 6.3** Yes, where works are directly proposed to a heritage asset or its setting. The HIA may form part of the Design and Access Statement but the Design and Access Statement is not a substitute for it.

7. What information is required?

- 7.1** In accordance with the NPPF, the level of information provided should be **appropriate** and **proportionate** to the significance of the heritage asset and the potential impact of the proposal upon that significance. For example, for an application that includes substantial demolition of a heritage asset, it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset and a thorough explanation of the impact of the

Supplementary Planning Document: Heritage Impact Assessment

demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole.

Stage 1: Gather known information about the building or site

a) Documents relating to the heritage asset

- 7.2** Heritage assets, especially when designated, will have some documentary information about them. For example, all listed buildings have a List Description, all Scheduled Ancient Monuments have written schedules and Registered Parks and Gardens have full detailed descriptions that include their historic development.
- 7.3** The Historic Environment Record (HER) held by the South Yorkshire Archaeology Service should be consulted as part of the information gathering stage. The Conservation Officer at Barnsley MBC will also have information on individual assets and on the historic environment as a whole. Documentary evidence may also be obtained from other external archival sources and Barnsley Archives would be a good starting point for this.

Useful Sources of Information:

- Conservation Officer; 01226 772576,
buildingconservation@barnsley.gov.uk Design & Conservation
Westgate Plaza One
PO Box 603
Barnsley
S70 9FE
<https://www.barnsley.gov.uk/services/conservation/>
- South Yorkshire Archaeology Service (Historic Environment Record); 0114 2736354,
syorks.archservice@sheffield.gov.uk

South Yorkshire Archaeology Service
Development Services
Howden House
1 Union Street
Sheffield
S1 2SH
www.sheffield.gov.uk/syas
- Barnsley Archives and Local Studies; 01226 773950, archives@barnsley.gov.uk

Town Hall
Church Street
Barnsley
South Yorkshire
S70 2TA

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- The National Heritage List for England (English Heritage): <https://historicengland.org.uk/advice/hpg/heritage-assets/nhle/>
- Heritage Gateway: www.heritagegateway.org.uk.
- Pastscape: <https://www.pastscape.org.uk/>
- British Listed Buildings: <https://britishlistedbuildings.co.uk/>

7.4 Please note that there are numerous other information sources. Please contact the Conservation Officer for details.

b) Photographs, including historic photographs

7.5 A good set of colour photographs showing the proposal site should be included. There may also be historic photographs of the site, which can often reveal information about how the building has changed and can provide justification for proposed alterations or inform the design of an alteration or extension.

Sources for Historic Photographs:

- YOCOCO (Yorkshire Coal Communities) – Barnsley Archives image database; <https://www.applications.barnsley.gov.uk/librarydigitisation/>
- Tasker Trust - <http://www.taskertrust.co.uk>
- Viewfinder (English Heritage): <http://viewfinder.english-heritage.org.uk>
- Images of England (Listed Buildings): <http://www.imagesofengland.org.uk/>
- Francis Frith: <http://www.francisfrith.com/>
- Parish Councils
- Local History Groups
- Local historic photograph publications

c) Historic maps

7.6 Maps can help in the understanding of the historic layouts of sites and buildings, the relationship with other buildings/structures and surrounding landscapes or gardens. An examination of historic maps may reveal how the site has changed and developed, providing evidence for identifying different building phases. There are many sources of historic and

Supplementary Planning Document: Heritage Impact Assessment

modern maps, such as enclosure and tithe maps, to the more detailed Ordnance Survey maps which were first drawn in the mid- 19th century. The types of maps that you should consult will very much depend on the age of the heritage asset and your proposals. The amount of research should be **proportionate** to proposals.

Sources of Information:

- Barnsley Archives and Local Studies; 01226 773950, archives@barnsley.gov.uk; <http://www.experience-barnsley.com/archives-and-discovery-centre>
- South Yorkshire Historic Environment Characterisation Study; http://archaeologydataservice.ac.uk/archives/view/syorks_hlc_2012/
- South Yorkshire Archaeology Service (Historic Environment Record); 0114 2736354, syorks.archservice@sheffield.gov.uk; <https://www.sheffield.gov.uk/content/sheffield/home/planning-development/south-yorkshire-archaeology-service.html>
- National Library of Scotland (includes Great Britain): <https://maps.nls.uk/>
- Ordnance Survey (via NLS) maps 1842 – 1952: <https://maps.nls.uk/os/6inch-england-and-wales/>
- Old Maps; <http://www.old-maps.co.uk/index.html>
- Old Maps Online; <http://www.oldmapsonline.org>
- A Vision of Britain: <http://www.visionofbritain.org.uk/maps>
- Magic: <http://www.magic.gov.uk>

7.7 Please note that there are numerous other information sources. Please contact the Conservation Officer for details.

d) Other sources

7.8 Many buildings and areas in the borough are referred to in other sources of information, often published by local historians or history groups. In addition, the council may hold reports on buildings or sites. Where an asset lies within a conservation area, there may be a conservation area appraisal written. Historical directories can be useful sources, especially where the site or building was built for a community purpose, often providing dates of construction, architects and benefactors.

Sources of Information:

- Barnsley Archives and Local Studies; 01226 773950, archives@barnsley.gov.uk
- National Archives: <http://www.nationalarchives.gov.uk/>

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- National Monuments Record: <https://historicengland.org.uk/images-books/archive/>
- The British Library: <http://www.bl.uk>
- Historical Directories: <http://www.historicaldirectories.org>
- Pevsner's Architectural Guides (book);

7.9 Please note that there are numerous other information sources. Please contact the Conservation Officer for details.

Stage 2: Written Description

7.10 A written description should also be provided, although the amount and type of information will depend on the nature of the heritage asset and the scale/type of proposal. If appropriate, you could include copies of any relevant documents discovered as part of Stage 1. The following, to a greater or lesser extent should be included:

- A. A description of the building/structure/site and its setting (this may include important views towards and away from the heritage asset)
The description should include information on architectural style, date(s) of construction, materials and notable characteristics generally and specifically in the location of the proposals. Where proposals affect the setting of a heritage asset you may wish to make reference, if appropriate, to other buildings in the grounds/garden, details of landscaping and views towards and away from the application site.
- B. A summary of the building/structure/site's architectural, archaeological or historical significance. Significance is what people value about the heritage asset. This will often be the architectural interest, but can also be social, community, economic or environmental value. Unusual or rare features will usually have a higher level of significance. Significance will often be derived from the age of the fabric of a building. For example, late 20th century extensions to an 18th-century farmhouse will not usually be considered to be as significant as the earlier original fabric. Where a heritage asset has numerous phases of development, or differing levels of significance, plans can be used to show this effectively.
Where a heritage asset forms part of a group, consider the group value or cumulative significance i.e. the significance it has by virtue of being in the presence of other assets.

Stage 3: Proposals and Justification

7.11 The Planning Authority must clearly understand your proposals and the reasoning for them. Through a good understanding of the heritage asset, your proposals should be designed to avoid or minimise any harm to the significance of the heritage asset. A written explanation should be provided outlining your proposals and justifying them. Your explanation should answer the following questions:

- Why is the proposed work required?

Supplementary Planning Document: Heritage Impact Assessment

- Could your requirements be met in a different way?
- What would the benefits be of the proposed work?
- Could the proposed work harm the heritage asset or put it at risk in any way?
- Do you understand the heritage asset well enough to make an informed decision?
- Will the benefits outweigh any harm?
- Could you avoid (mitigate) any minor impacts on the heritage asset?
- Is the scale, design, materials proposed for any proposed works appropriate?
- Is any proposed work in the least damaging place?

7.12 Where an application site includes, or is considered to have the potential to include, archaeological interest, an appropriate desk based assessment or a field evaluation may be required. It is advisable to discuss the archaeological implications with the South Yorkshire Archaeology Service:

0114 2736354
syorks.archservice@sheffield.gov.uk
South Yorkshire Archaeology Service
Development Services
Howden House
Union Street
Sheffield
S1 2SH
www.sheffield.gov.uk/syas

How Much Detail and who can help?

7.13 The level of detail in the assessment will depend on the heritage asset and the extent of the proposal. The HIA should be written by anyone competent to do so. In some cases, this may be the owner (i.e. householder), but for a complex heritage asset with high levels of significance, it is advisable to employ a heritage professional (i.e. conservation planner, architectural historian or building archaeologist). If using an architect/agent to submit any application on your behalf, they may also be capable of producing an assessment.

Supplementary Planning Document: Heritage Impact Assessment

Glossary

Heritage Asset

A building, monument, site, place, area or landscape identified as having a degree of historic significance

Heritage Impact Assessment (HIA)

The process of establishing the impact of a proposal on the significance of a place and identifying ways of mitigating any adverse impacts.

Historic Environment Record (HER)

Historic Environment Records are information services that provide access to a range of resources relating to the historic environment of a defined geographic area for public benefit and use. Typically, they comprise databases and / or files linked to a geographic information system (GIS) and associated reference material, together with a dedicated staffing resource.

Mitigation

Action taken to reduce potential damage to significance. This may include avoiding damage, design solutions, options appraisal or seeking further information, as well as, where damage is unavoidable, recording elements that will be destroyed.

Setting

The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance

The value of a heritage asset to this and future generations because of its heritage interest which may be historic, architectural, archaeological, or artistic.

Supplementary Planning Document: Heritage Impact Assessment

Contact Us

- Conservation Officer; 01226 772576, buildingconservation@barnsley.gov.uk
Design & Conservation
Westgate Plaza One
PO Box 603
Barnsley
S70 9FE

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Planning Advise Note

Hot Food Takeaways

Consultation Draft 2019



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Planning Advice Note: Hot Food Takeaway

1. About this Guidance

- 1.1** This Planning Advice Note sets out the Council's approach to dealing with hot food takeaways in respect of meeting the Council's health and wellbeing agenda. It should be read in conjunction with the SPD on hot food takeaways.

2. Introduction

- 2.1** Hot food takeaways are controlled by a range of different regulations and a number of statutory requirements must be satisfied before trading can begin. This note has been prepared to deal principally with the land use issues. However policies which promote good public health are to be encouraged and the planning system is an important tool for improving health and well-being.
- 2.2** This Planning Advice Note sets out the Council's priorities and objective in relation to the planning control of hot food takeaways. It elaborates upon existing and emerging policy in relation to health and wellbeing.

Use Classes Order

- 2.3** Establishments whose primary business is for the sale of hot food for consumption off the premises fall within the Use Class A5 (as defined by the Town and Country Planning (Use Class) Order 1987 (as amended)). The proposed layouts of such premises provide a clear guide as to whether the use of the premises will fall into the A3 (restaurant) or the A5 (hot food takeaway) Use Class. In determining the dominant use of the premises consideration will be given to:
- The proportion of space designated for hot food preparation and other servicing in relation to designated customer circulation space; and/or
 - The number of tables and chairs to be provided for customer use;
 - The percentage of the use to the overall turnover of the business.

3. Policy

The National Planning Policy Framework section 8 "Promoting Healthy and Safe Communities" states that "*Planning policies and decisions should aim to achieve healthy, inclusive and safe places which: enable and support healthy lifestyles, especially where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling*".

Planning Advice Note: Hot Food Takeaway

The following extract from Local Plan policy D1 High Quality Design and Placemaking is relevant where it states that development should:

- ***Contribute to place making and be of a high quality that contributes to a healthy, safe and sustainable environment.***
- ***In terms of place making, development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.***

4. Further Advice

Planning

- 4.1** The Hot Food Takeaway Supplementary Planning Document advises that pre-application discussion about the suitability of a particular property may avoid the submission of an application where the proposal would create an unacceptable impact on the environment. If you have any questions or queries, initial contact should be made with Development Management. Telephone number 01226 772595.

Regulatory Services

- 4.2** As set out in the Hot Food Takeaway Supplementary Planning Document, for advice on the control of noise and odour, food hygiene, or health and safety, contact Regulatory Services on 01226 773555.

Licensing

- 4.3** For advice on the licensing of late night refreshments, contact Legal Services, Licensing on 01226 773843.

5. Health

- 5.1** Levels of obesity and excessive weight are a health concern in Barnsley. 73.1% of Barnsley adults are either overweight or obese which is 12% higher than the national average. Over a third of Barnsley's 10-11 year olds are overweight or obese and 18% of 4 to 5 year olds carry excess weight (Public Health England 2018). BMBC has revised its Public Health Strategy (2018-2021) with food as one of the priorities. A food plan has been introduced to improve and diversify the local food environment, increase access to healthy, good quality food, reduce obesity levels and improve obesity related health outcomes, such as diabetes and cardiovascular disease.

Planning Advice Note: Hot Food Takeaway

- 5.2** People who are overweight or obese have a higher risk of getting type 2 diabetes, heart disease and certain cancers. Excess weight can also affect self-esteem and mental health. The Government is spending £5 billion a year to tackle obesity. The wider cost to the economy is estimated to be £20 billion a year once factors such as lost productivity and sick days are taken into account.⁽¹⁾

Hot Food Takeaways and Obesity

- 5.3** In 2018 Public Health England (PHE) emphasised that local physical surroundings have a large impact on the population as residents are now living in an environment which encourages unhealthy behaviours, such as eating more high calorie food and exercising less. One of the biggest factors influencing our choices is the density of hot food takeaways.
- 5.4** PHE also advise that many of our streets are saturated with fast food outlets, selling food such as chips, burgers, kebabs, fried chicken and pizza. The sheer density of these outlets make it easier for us to consume too much, too often – and the fact that most outlets have no or limited nutrition information in store can make informed choices difficult. While not all fast food is unhealthy, it is typically high in saturated fat, salt and calories. Excess calorie consumption is the root cause of the obesity crisis, with overweight or obese children consuming up to 500 extra calories per day, depending on their age and sex.

Hot Food Takeaways and Schools

- 5.5** PHE (2018) also advises that children with excess weight are more likely to be overweight or obese as adults, increasing their risk of preventable diseases such as type 2 diabetes, heart disease and some cancers. With a third of Barnsley's children leaving primary school overweight or obese, shaping our food environment is an important part of supporting healthier lifestyles.
- 5.6** Both the built and natural environments can have an influence on our health and wellbeing. Children may find it more difficult to make healthier choices when exposed to so many fast food options, whether on their way to and from school or out with friends.
- 5.7** Continuing to permit school children access to food sold in hot food takeaways, often high in fat, salt and sugar, will perpetuate poor food choice. Restricting the development of hot food takeaways within a ten minute walking distance of the school (i.e. a 400m radius) will limit children's exposure.

¹ Source: Public Health England, 2018 (adult data based on Active Lives survey, Sport England 2016-17 and children's data taken from the National Childhood Measurement Programme 2017-18)

Planning Advice Note: Hot Food Takeaway

5.8 The table below displays population figures by electoral ward, compared to the number of hot food takeaways and local childhood obesity data.

Barnsley Ward Data

Table 1

Ward Name	Ward Population	Number of Outlets 2018: BMBC Local Data Source	Excess Weight in 4-5 year olds	Excess Weight in 10-11 year olds
Central	11,115	40	19.4%	34.9%
Cudworth	10,977	16	17.7%	26.4%
Darfield	10,685	11	20.5%	37.2%
Darton East	10,676	9	18.3%	35.1%
Darton West	10,669	12	28.2%	37.2%
Dearne North	10,498	19	18.1%	37.9%
Dearne South	11,889	13	24%	33.5%
Dodworth	9,777	5	19%	27.9%
Hoyland Milton	11,852	19	19.7%	27.5%
Kingstone	10,680	11	20.5%	30.8%
Monk Bretton	10,785	12	20.3%	37.9%
North East	13,189	11	17.5%	30.9%
Old Town	10,811	3	20.5%	31.4%
Penistone East	11,587	0	18.1%	33.4%
Penistone West	11,322	8	24.3%	35.6%
Rockingham	11,062	6	18.4%	26.2%
Royston	10,728	8	18.5%	28.4%
ST Helens	10,250	7	15.1%	29.8%
Stairfoot	11,510	10	21%	36.9%
Wombwell	11,477	17	25.6%	36.7%
Worsbrough	9682	10	20.4%	30.5%

Ward Population Data Source: 2011 Census.

Number of Hot Food Takeaway units and applications in Barnsley (received and in business between 2015 and 2018), in line with electoral wards and population figures. Source: BMBC 2018.

Child Excess Weight data source: PHE 2018, three year aggregated data

Planning Advice Note: Hot Food Takeaway

6. Part 2 – Guidance

Is planning permission required?

- 6.1** As set out in the Hot Food Takeaway Supplementary Planning Document, planning permission is required to build new premises for an A5 use. The Town and Country Planning (Use Classes) Order 1987 (as amended) subdivides different development types into separate classes of use. The Order also provides details on when planning permission is required to change from one particular use to another.
- 6.2** Where a property currently has permission for use as a hot food takeaway, planning permission is not usually required to use the property for any other type of hot food takeaway. However, the conditions attached to the previous planning permission, such as restrictions on opening hours, will still apply. External building works or alterations that materially change the appearance of an existing hot food takeaway, such as the building of an extension or the installation of a new shop front to the property will usually require planning permission.
- 6.3** Separate advertisement consent is sometimes required to display shop advertisements. For example, consent would be required for signs above fascia level, including projecting signs or banners, and illuminated signs of any kind

Planning Application Considerations

In addition to those considerations set out in the Hot Food Takeaway Supplementary Planning Document, the additional considerations arising from this Planning Advice Note are:

1. Over Proliferation

In assessing applications for an A5 use, consideration will be given to the number of hot food takeaways already present in each ward as per Table 1. The NPPF states that “planning decisions should aim to achieve healthy, inclusive and safe places which: enable and support healthy lifestyles”. The greater the number of hot food takeaways within a ward the more likely it therefore is that proposals for further A5 uses would be in conflict with this part of the NPPF.

2. Proximity to Schools

Outside District or Local Centres, proposals for Hot Food Takeaways within 400m of a secondary school or Advanced Learning Centre (ALC), will have regard to guidance from Public Health England on the link between childhood obesity and proximity to Hot Food Takeaways. District and Local Centres are areas of shopping and services as outlined in the Local Plan and will be measured as a circular buffer taken from the centre of the school or ALC.

3. Location where there are high levels of obesity

Planning Advice Note: Hot Food Takeaway

In assessing applications for an A5 use, consideration will be given to levels of excess weight of 10-11 year old pupils. The NPPF states that “planning decisions should aim to achieve healthy, inclusive and safe places which: enable and support healthy lifestyles” Proposals for hot food takeaways within a ward where more than 32% of 10-11 year old pupils are classed as having excess weight are therefore more likely to be in conflict with this part of the NPPF.

4. Health Impact Assessment

Applications for A5 uses will be required to include a Health Impact Assessment. (HIA). The HIA will be taken into consideration during assessment of the application.

7. Annex – Health Impact Assessment

Barnsley Hot Food Takeaways

Health Impact Assessment checklist - guidance for planners

This HIA checklist is a practical approach used to judge the effects of the planning application on the health and wellbeing of different groups of people. The findings of the HIA checklist will inform recommendations as to how any positive health impacts of the planning application may be maximised and any negative impacts reduced.

How to use this checklist

Description of Impact – Think about what impact the proposal may have with regard to each of the themes listed. Give details of how the proposal will impact on each specific group or population.

Recommendations - Write recommendations in these columns detailing how positive impacts could be maximised and negative impacts minimised.

A5 uses will be required to use this health impact assessment checklist.

1. Will any population groups be adversely affected by this application? e.g. minority ethnic groups (including traveller communities, refugees & asylum seekers), people living with a disability, older people, children and young people, people living on low incomes.

Yes/No – please state which groups and potential impact

.....

.....

Planning Advice Note: Hot Food Takeaway

2. What are the positive and negative impacts of the application, and how would they be mitigated or maximised?

Table 2

Issue	Describe any impacts	Recommendation - How will negative impacts be mitigated?	Recommendation - How will positive impacts be maximised?
Noise			
Odour			
Contaminated land e.g. disposal of oil			
Air quality			
Litter			
Anti-social behaviour			
Healthy eating			
Working conditions			
Accidental injury & public safety			



Planning Advice Note: Hot Food Takeaway

Other issues			
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This template has been amended from the Gateshead Hot food Takeaway SPD 2015

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Supplementary Planning Document

Hot Food Takeaways

Consultation Draft 2019



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Supplementary Planning Document: Hot Food Takeaways

1. About this Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** Hot food takeaways are controlled by a range of different regulations and a number of statutory requirements must be satisfied before trading can begin. This note has been prepared to deal principally with the land use issues. However policies which promote good public health are to be encouraged and the planning system is an important tool for improving health and well-being.
- 2.2** As levels of obesity and excessive weight are growing health concerns in Barnsley, a Planning Advice Note has also been prepared on the subject of Hot Food Takeaways. This Supplementary Planning Document should be read in conjunction with this Planning Advice Note.

Use Classes Order

- 2.3** Establishments whose primary business is for the sale of hot food for consumption off the premises fall within the Use Class A5 (as defined by the Town and Country Planning (Use Class) Order 1987 (as amended)). The proposed layouts of such premises provide a clear guide as to whether the use of the premises will fall into the A3 (restaurant) or the A5 (hot food takeaway) Use Class. In determining the dominant use of the premises consideration will be given to:
- The proportion of space designated for hot food preparation and other servicing in relation to designated customer circulation space; and/or
 - The number of tables and chairs to be provided for customer use;
 - The percentage of the use to the overall turnover of the business.

Supplementary Planning Document: Hot Food Takeaways

3. Policy

- 3.1** This document supplements the Local Plan Policy POLL1 – Pollution Control and Protection – which states:
- **Development will be expected to demonstrate that it is not likely to result, directly or indirectly, in an increase in air, surface water and groundwater, noise, smell, dust, vibration, light or other pollution which would unacceptably affect or cause a nuisance to the natural and built environment or to people;**
 - **We will not allow development of new housing or other environmentally sensitive development where existing air pollution, noise, smell, dust, vibration, light or other pollution levels are unacceptable and there is no reasonable prospect that these can be mitigated against; and**
 - **Developers will be expected to minimise the effects of any possible pollution and provide mitigation measures where appropriate.**
- 3.2** The following extract from **Local Plan policy D1 High Quality Design and Placemaking** is relevant where it states that development should:
- Contribute to place making and be of a high quality that contributes to a healthy, safe and sustainable environment;
 - In terms of place making, development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

4. Planning Permission

- 4.1** The following list of factors explains in greater detail the main considerations that are likely to apply to the determination of a planning application. The weight to be given to each will depend upon the particular circumstances of the case and the outcome will be based upon an assessment of the overall effect of these factors.

Noise and Disturbance

- 4.2** The protection of the living conditions of nearby residents will be a significant issue when considering applications for hot food takeaways. NPPF states the planning system should contribute to and enhance the natural and local environment by: preventing both new and existing development from contributing to or being put at an unacceptable risk from, or being adversely affected by unacceptable levels of soil, air water or noise pollution or land stability.
- 4.3** It is recognised that hot food takeaways pose particular difficulties because activities are often at their peak in the evening and late at night when background noise levels tend to be low. The disturbance that can be caused by traffic and associated car parking should not be underestimated.

Supplementary Planning Document: Hot Food Takeaways

- 4.4** Planning permission for hot food takeaways is, therefore unlikely to be granted where premises are located outside of defined shopping centres or concentrations of shops, or where the living conditions of the occupants of nearby residential accommodation would be significantly affected. In particular, planning permission is likely to be refused where premises share a party wall with an adjoining house.
- 4.5** When determining planning applications, the Council will have regard to the general character of the area, including levels of commercial and vehicular activity.
- 4.6** The presence of residential accommodation over the property or neighbouring shops, however, would not necessarily preclude a hot food takeaway use, where this is primarily a commercial area.

Concentration Issues

- 4.7** To protect the street scene, achieve a diverse mix of shops and maintain good standards of design, planning permission will not be granted for A5 uses where it would result in a clustering of A5 uses to the detriment of the character, function or vitality of a centre/parade of shops, or if it would have an adverse impact on the standard of amenity for existing and future occupants of land and buildings. Therefore in order to avoid clustering, there should be no more than one A5 use in any one length of frontage.

Residential Amenity

- 4.8** A5 uses will not be permitted where they share a party wall with a residential property. The discharge stack/extraction system must be located and designed so as to prevent noise and odour nuisance to neighbouring premises.

Opening Hours

- 4.9** If planning permission is granted it may be necessary to restrict opening hours to avoid causing noise and disturbance at anti-social hours. For instance, within shopping centres or parades of shops it may be necessary for premises to close at 11pm/11.30pm. The proposed hours and days of opening should be specified when submitting a planning application.

Smells/Discharge of Fumes

- 4.10** The extent of the impact of cooking smells is largely dependent on the location of the premises, the adverse effects being less acceptable in predominately residential areas or in local shopping areas containing flats. Details of the design and siting of a fume extraction system will be required to be submitted before any work is commenced on site. Consideration will also be given to the visual impact of flues and care should be taken to locate them where they will not appear prominent.

Supplementary Planning Document: Hot Food Takeaways

Storage of Waste Products

- 4.11** Suitably sized, sited and screened refuse stores should be provided and be accessible at all times. Full details of any waste storage systems should form part of a planning application.

Customer Traffic Generation/Deliveries

- 4.12** Hot food takeaways tend to generate significant volumes of traffic, short term on street parking and associated vehicle turning movements. Where on-street parking would lead to highway safety problems, planning permission may be refused.

Extension and Alterations

- 4.13** Any proposal for the extension of a property will be viewed on its merits, taking into account any increased trading that will result from the extension and therefore the effect on such factors as the amount of servicing left available to the property, the increase in traffic and the effects on any neighbouring residential properties.
- 4.14** Alterations that materially change the appearance of the building such as the installation of a new shop front require planning permission.
- 4.15** Some signs require advertisement consent and operators should contact Planning Services for guidance⁽¹⁾.

5. Further Advice

Planning

- 5.1** Pre-application discussion about the suitability of a particular property may avoid the submission of an application where the proposal would create an unacceptable impact on the environment. If you have any questions or queries, initial contact should be made with Development Management. Telephone number 01226 772595.

Regulatory Services

- 5.2** For advice on the control of noise and odour, food hygiene, or health and safety, contact Regulatory Services on 01226 773555.

Licensing

- 5.3** For advice on the licensing of late night refreshments, contact Legal Services, Licencing on 01226 773843.

¹ See 'Supplementary Planning Document: Advertisements' for further information

Supplementary Planning Document
**House Extensions and Other
Domestic Alterations**

Consultation Draft 2019



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Supplementary Planning Document: House Extensions and Other Domestic Alterations

1. About this guidance

- 1.0.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.0.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

Policy D1 High Quality Design and Place Making

Design Principles:

- 2.0.1** Development is expected to be of high quality design and will be expected to respect, take advantage of and reinforce the distinctive, local character and features of Barnsley, including:
- **Landscape character, topography, green Infrastructure assets, important habitats, woodlands and other natural features;**
 - **Views and vistas to key buildings, landmarks, skylines and gateways; and**
 - **Heritage and townscape character including the scale, layout, building styles and materials of the built form in the locality.**
- 2.0.2** Through its layout and design development should:
- **Contribute to place making and be of high quality, that contributes to a healthy, safe and sustainable environment;**
 - **Complement and enhance the character and setting of distinctive places, including Barnsley Town Centre, Penistone, rural villages and Conservation Areas;**
 - **Help to transform the character of physical environments that have become run down and are lacking in distinctiveness;**

Supplementary Planning Document: House Extensions and Other Domestic Alterations

- **Provide an accessible and inclusive environment for the users of individual buildings and surrounding spaces;**
- **Provide clear and obvious connections to the surrounding street and pedestrian network;**
- **Ensure ease of movement and legibility for all users, ensure overlooking of streets, spaces and pedestrian routes through the arrangement and orientation of buildings and the location of entrances;**
- **Promote safe, secure environments and access routes with priority for pedestrians and cyclists;**
- **Create clear distinctions between public and private spaces;**
- **Display architectural quality and express proposed uses through its composition, scale, form, proportions and arrangement of materials, colours and details;**
- **Make the best use of high quality materials;**
- **Include a comprehensive and high quality scheme for hard and soft landscaping; and**
- **Provide high quality public realm**

2.0.3 In terms of place making development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

2.0.4 This SPD sets out the design principles that will apply to the consideration of planning applications for house extensions, roof alterations, outbuildings & other domestic alterations in particular. The following should be noted:

- The definition of "house" in the document includes bungalows, but excludes apartments or maisonettes.
- This SPD also applies to houses that are located in Conservation Areas and the Green Belt as well as any houses that are listed buildings, however, due to the special characteristics of these areas, more stringent controls may need to be applied (see below).

Supplementary Planning Document: House Extensions and Other Domestic Alterations

3. General principles

3.0.1 Proposals for house extensions, roof alterations, outbuildings and other domestic alterations should:

1. be of a scale and design which harmonises with the existing building
2. not adversely affect the amenity of neighbouring properties
3. maintain the character of the street scene and
4. not interfere with highway safety.

4. Extension and alterations in the Green Belt

4.0.1 Within the Green Belt, extensions, roof alterations, outbuildings and other domestic alterations will be considered against the general principles above and the following criteria:

1. The total size of the proposed and previous extension should not exceed the size of the original dwelling
2. The original dwelling must form the dominant visual feature of the dwelling as extended

4.0.2 Domestic outbuildings within the curtilage of the dwelling will be treated as part of the dwelling or an extension to it, except for the purposes of calculating the original size of the dwelling.

4.0.3 Where an extension is approved it may be necessary to remove permitted development rights for houses in the Green Belt to ensure that the total size of proposed and previous extensions would not exceed the size of the original dwelling.

5. Permitted development

5.0.1 Planning permission is not always required to extend/alter a dwelling house. This will depend on a number of factors for example the size and location of the proposal, whether any extensions have been undertaken previously and what materials are to be used. Advice in respect of permitted development is not given out over the phone but you can request a Householder Development Enquiry Form or download a copy from the website.

<http://www.barnsley.gov.uk/planning-development-management>

5.0.2 A written response will be sent and you are advised to keep this for future reference.

Supplementary Planning Document: House Extensions and Other Domestic Alterations

6. Design principles

- 6.0.1** It is important that any extension is designed to be in keeping with your property and the character of your neighbourhood, therefore, before designing the extension, examine the character and details of your house.

Figure 6.1 Respectful and unsympathetic ways to extend



- 6.0.2** Unsympathetic additions, as shown on the right in Figure 6.1, destroy the character of the house. In this case, the garage door is forward of the house and becomes unnecessarily dominant, the flat roof is a weak building form and many original features have been lost. Extending walls and roofs without any break lines can spoil the balance and proportions of the original, as well as emphasising the problems of physically joining old and new.
- 6.0.3** The left-hand semi in Figure 6.1 has been extended more respectfully. The addition is clearly expressed, by means of a vertical break, or set-back, and the original identity of the house is retained.

An extension will tend to be more successful if you follow the following guidelines:

6.1 Building form

- 6.1.1** The extension should not normally be as large as the existing house. For example, as in Figure 6.2, a three storey extension to a two storey house, is likely to spoil the balance and character of the original and be detrimental to the street scene

Supplementary Planning Document: House Extensions and Other Domestic Alterations

Figure 6.2 Imbalance



Figure 6.3 Better balance



- 6.1.2** Wherever possible, extensions should be set back from the front wall of the main house, allowing a corresponding lowering of the roof line and lessening the awkwardness of the junction with the existing. See Figure 6.3
- 6.1.3** Extensions which radically alter the shape of a house are not acceptable. For example:-

Extensions - Unsightly Building Form

Figure 6.4

Figure 6.5

Figure 6.6



- 6.1.4** The flat roof in Figure 6.4 is an ugly and inferior form of construction, and is visually and physically at odds with the pitched roof. The unequal roof pitch created by the extension in Figure 6.5 unbalances the whole elevation, whilst the proportions and roof pitch of the extension shown in Figure 6.6 are incompatible with the original.

Supplementary Planning Document: House Extensions and Other Domestic Alterations

6.1.5 Figure 6.7 illustrates a more logical and sympathetic way of extending a house whose gable faces the street. The extension is set back to allow the original house form to be expressed.

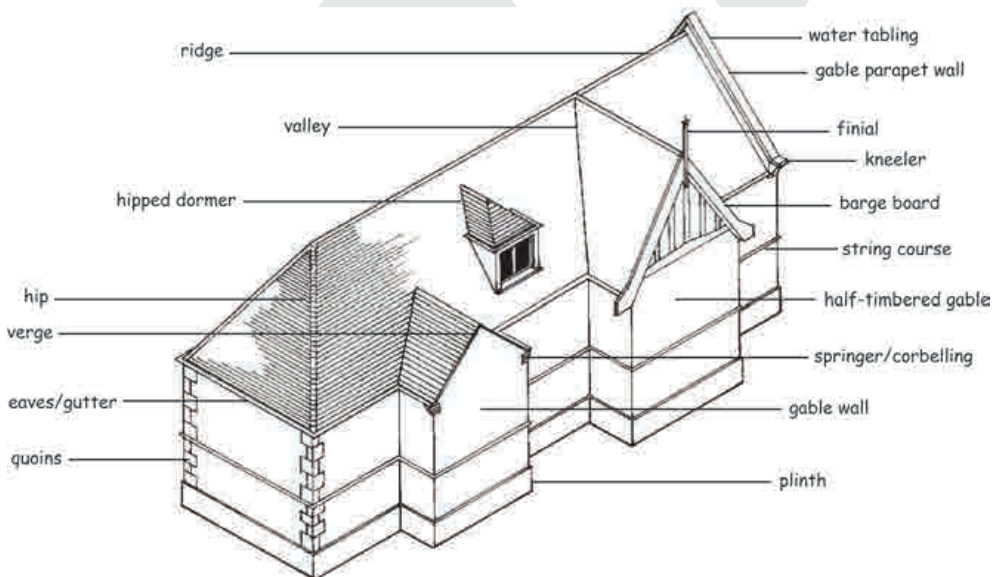
Figure 6.7 A more satisfactory form



6.2 Building elements/character

6.2.1 Figure 6.8 is a building composite which shows the principal external components of a domestic building. Many of the features and details, though traditional, will still be found on your building, even in modern guise. They determine the style and character of your house and should not be ignored in the successful design of your extension.

Figure 6.8 Building elements



Supplementary Planning Document: House Extensions and Other Domestic Alterations

6.3 Roof

- 6.3.1** The roof, style pitch and detailing should match those of the existing dwelling, particularly where the extension will be prominent within the street scene or extend on parallel lines at a smaller scale.
- 6.3.2** The single storey extension roof forms shown in Figures 6.9 and 6.10 are precise replicas of the main house. The set-back helps to scale them down proportionally. The lean-to extension in Figure 6.11, again set back, is a good option to Figure 6.9, where overshadowing a neighbour's property might be an issue.

Figure 6.9

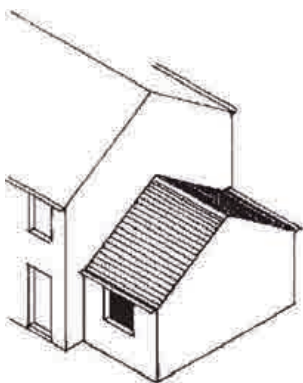


Figure 6.10

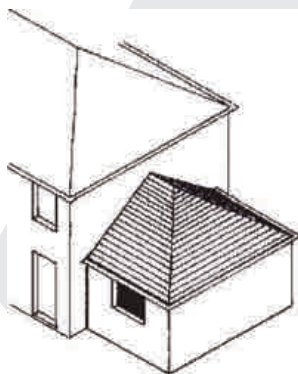


Figure 6.11

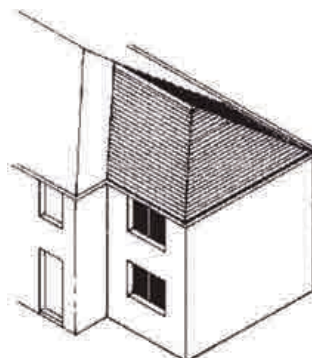


- 6.3.3** Two storey extensions, as shown in Figures 6.12 and 6.13, should follow the same principles as recommended for single storey extensions.

Figure 6.12



Figure 6.13



Supplementary Planning Document: House Extensions and Other Domestic Alterations

6.4 Materials

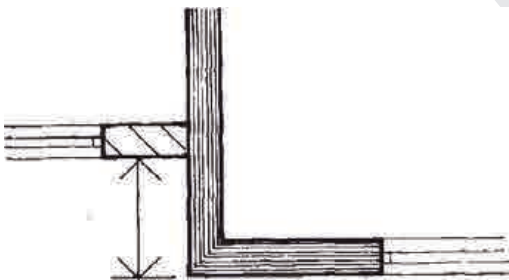
6.4.1 Materials should normally be of the same size, colour and texture as to the existing house or as close a match as possible. Often these materials and finishes cannot be exactly matched. This is when the set-back becomes a very important feature, not just as a means of articulating the extension but also to help reduce the unsightliness of bonding the old and new facing materials.

6.5 The set back

6.5.1 An extension should appear as an extension and particularly in the case of two storey side extensions a small 'set back' of the extension from the main wall will be required. This will ensure that the extension appears subordinate and will help reduce the terracing effect that may arise where several dwellings have been extended. The inclusion of a set back also avoids the unsightly bonding of old and new materials.

6.5.2 The set-back itself should be a minimum of 500mm, and preferably allow the extension to line with a vertical brick joint. Figure 6.14 shows the 500mm set-back. This figure might increase slightly where the building is constructed in artificial or regular squared and coursed stone.

Figure 6.14 Set back



6.5.3 There will be other considerations which may vary the depth of the set-back. For example where the main house has barge boards, the extension will need to be set back sufficiently to allow its fascia to miss the barge board return, as in Figure 6.15.

6.5.4 Similar consideration will need to be given when matching up with corbelled eaves, etc. Also, if the main building has quoins, whether in brick or stone, the set-back should be deep enough for the largest quoin to be expressed, as in Figure 6.16.

Supplementary Planning Document: House Extensions and Other Domestic Alterations

Figure 6.15

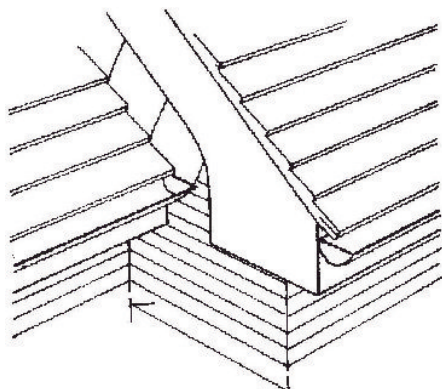
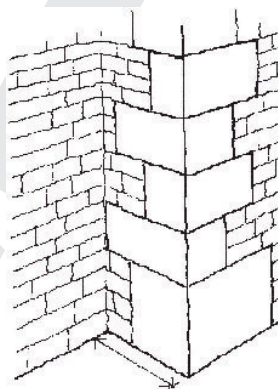


Figure 6.16



6.5.5 Before embarking on your extension, it will pay to examine the details of your house to help anticipate these design and detail considerations.

6.6 Windows & doors

6.6.1 Windows and doors should generally repeat the proportion and style of the existing dwelling, lining through with existing openings and using matching design details. This should also include the heads, sills and other opening surrounds.

6.6.2 Traditionally, older houses have window openings with a vertical emphasis and it is important to retain these proportions in the new openings as well as in the divisions within the window frames themselves.

6.6.3 Generally, any habitable room to the upper floor of a two storey house, or where an inner room at ground floor, is required to have an openable window suitable for emergency escape purposes. The window should have an unobstructed openable area of 0.33m^2 and be at least 450mm high and 450mm wide. The bottom of the window opening should not be more than 1100mm above the floor.

6.7 Levels

6.7.1 Where the height of development proposed differs significantly from that in the area, developers may be asked to provide elevation drawings showing the relationship between the proposed and existing development in terms of streetscape.

7. Layout principles

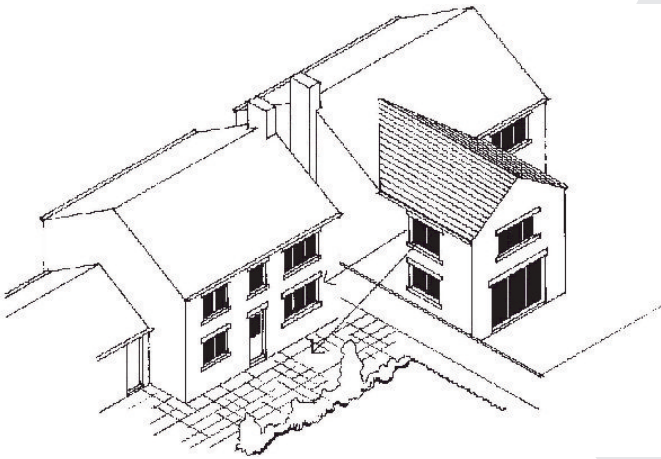
7.0.1 As well as seeking an extension designed in keeping with your existing house, you must also ensure your proposals do not harm the character of the area in general or the levels of amenity that your neighbours might reasonably expect to be maintained. An extension will tend to be more acceptable if you follow these guidelines.

Supplementary Planning Document: House Extensions and Other Domestic Alterations

7.1 Privacy

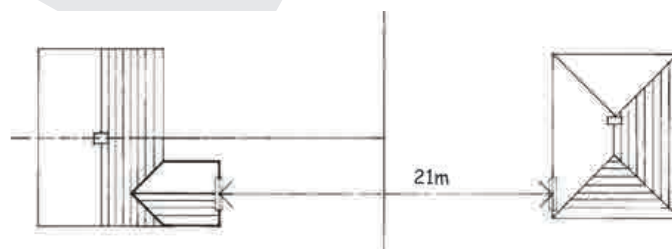
- 7.1.1** Extensions should be designed so that they do not result in significant overlooking of habitable room windows to nearby houses or private gardens. Privacy problems might be overcome by using a combination of obscure glazing, high level windows, screen fencing or rooflights, but are better avoided altogether.
- 7.1.2** Figure 7.1 illustrates a situation which is unacceptable, and Planning Permission and Building Regulations approval are unlikely to be given for an extension such as this, where the window opening to a habitable room in the side elevation directly overlooks the neighbour's rear window and garden.

Figure 7.1 Overlooking



- 7.1.3** A boundary fence may act as an effective screen to a single storey extension and could reduce overlooking from a side window.
- 7.1.4** As a general guide, windows to habitable rooms on an extended property should not be less than 21 metres from any other properties with habitable room windows, to ensure reasonable privacy to you and your neighbours. Figure 7.2 demonstrates.

7.1.5 **Figure 7.2**



Habitable rooms should be taken to include: lounge/living room, dining room, kitchen, bedroom and study. A distance of 12 metres should be maintained to a blank gable wall and a distance of 10m should normally be provided between rear-facing windows in the first floor (and above) and the rear boundary.

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7.2 Overshadowing

- 7.2.1** The position of an extension in relation to a neighbouring property and to the path of the sun can influence the level of daylight and sunlight received by that property. Extensions should not overshadow neighbouring properties or their gardens to an unreasonable degree. Extensions directly to the south and to the south east and south west of a neighbouring dwelling will generally have a greater impact than those located to the north, east or west.
- 7.2.2** The Council will seek to protect principal habitable room windows on the front and rear elevations of the adjacent property, but not secondary windows, i.e. halls, stairs, utility rooms, toilets and bathrooms including en-suites, particularly those on side elevations of adjacent dwellings.

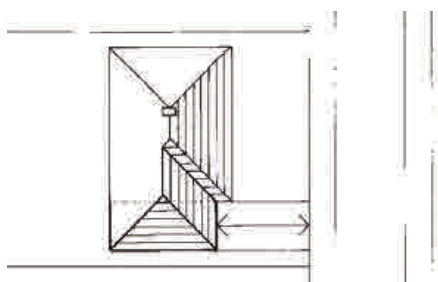
7.3 Garden Space

- 7.3.1** Extensions and outbuildings should not take up a disproportionate amount of private rear garden space and as a general principle should allow the retention of at least half the garden area. Account should be taken of existing trees and their future requirements for growth.

7.4 Parking Space

- 7.4.1** An extension or outbuilding which incorporates a garage door should have a minimum distance of 6m between the garage door and the highway (see Figure 7.3).

Figure 7.3



- 7.4.2** Extensions or outbuildings which prevent the parking of at least 1 private car within the curtilage of a dwelling will not normally be acceptable if highway safety problems would result. The use of front gardens for parking can be visually intrusive unless very careful attention is given to boundary treatment and surfacing.

7.5 Highway Safety

- 7.5.1** Extensions or garages should not be constructed in positions where they interfere with highway sight lines and should ensure that they maintain/provide an access with adequate visibility for drivers entering the highway.

Supplementary Planning Document: House Extensions and Other Domestic Alterations

8. Detailed guidance on types of extensions and alterations

8.1 Rear Extensions

- 8.1.1** Usually, the problem of overshadowing and loss of outlook arises as a result of rear extensions. The single storey rear extension shown in Figure 8.1 is not acceptable because it has an adverse, overshadowing effect on the adjoining property whilst the two storey extension in Figure 8.2 has an even greater impact and would not be permitted.



Single Storey

- 8.1.2** To combat the problems of loss of light, as well as loss of privacy and outlook, the size and projection of rear extensions need to be strictly controlled.
- 8.1.3** Single storey extensions to the rear of terraced houses should not exceed 3.5 metres in projection and where they exceed 3m in length the eaves height should not exceed 2.5m. On semi-detached dwellings an extension should not project more than 4m and again, the eaves height should not exceed 2.5m where the extension would project beyond 3m.

Two Storey

- 8.1.4** Two-storey rear extensions will be considered on the basis of the extent of overshadowing, loss of privacy and outlook. Two-storey extensions to terraces and semi-detached properties which abut a party boundary and adversely affect main windows will not normally be allowed. Two-storey rear extensions to semi-detached houses should, therefore, generally be designed with a rear projection of less than 3.5 metres and for terraced houses 2.5 metres. Larger extensions may be acceptable in certain circumstances -for instance: where the neighbouring house has been extended; or where there is a strong boundary treatment, such as a high wall or an outbuilding or garage built close to the boundary. Similarly, there may be circumstances where only smaller extensions are acceptable for instance: on sloping sites or where neighbouring houses are already overshadowed.

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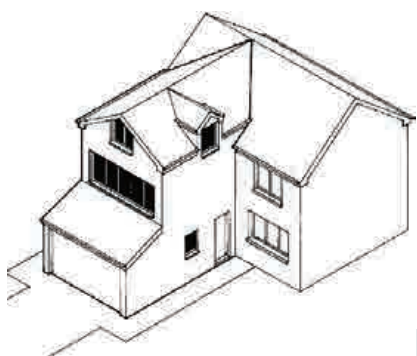
8.1.5 Extensions to the rear of detached houses will be considered on their design merits where no adjacent properties are affected.

8.2 Front Extensions

8.2.1 The front elevation of a building is the most important for its contribution to the street scene. Generally, therefore, such extensions need to be of a high standard of design and will not be considered acceptable where they detract from the quality of the existing dwelling or character of the street scene or cause overshadowing to neighbouring dwellings. Large extensions and conservatories are likely to appear particularly intrusive and will not normally be acceptable.

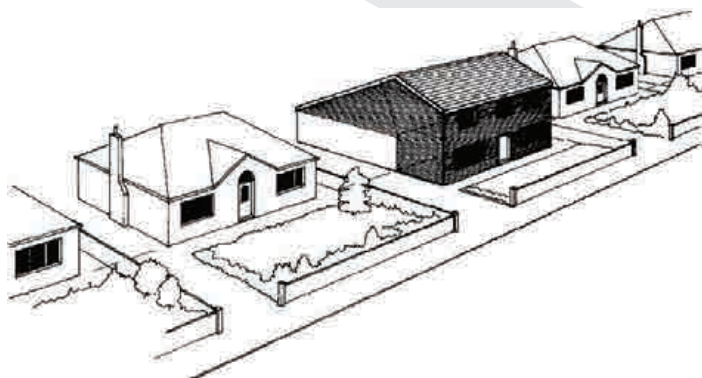
8.2.2 The front extension in Figure 8.3 would not be acceptable. It alters the character of the original by overwhelming it in an unsympathetic manner. For example, the front door has been removed from the main elevation, and the garage door given excessive prominence.

Figure 8.3



8.2.3 In Figure 8.4, the forward extension, which changes a hipped-roof bungalow into a gable-roofed two storey dwelling, has broken the common roof ridge line and clumsily interrupted the harmonious pattern and continuity of the street scene, to its detriment. Again this is unacceptable.

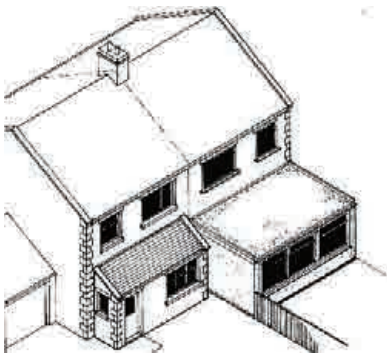
Figure 8.4



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- 8.2.4** Extensions at the front of individually-designed, detached houses, which are set back from the highway or set on staggered building lines, may, in certain circumstances, be acceptable. However, the extension must complement the original house and not adversely affect any adjacent property or the street scene.
- 8.2.5** Modest single storey front extensions, which are in keeping with the style of the existing house, may be allowed. For example, the left-hand semi shown in Figure 8.5 with a small extension to form a porch and provide some extra space in the front living room, would be acceptable because it is sufficiently discreet and adopts the form and features of the original. But the right-hand semi in Figure 8.5, with a larger extension, made more prominent by the alien form of the flat roof and conservatory-like front, is unacceptable.

Figure 8.5



Porches and Canopies

- 8.2.6** Porches which fulfil their traditional function of providing shelter for the front door are normally acceptable as long as they respect the design and external finishes of the original dwelling. Figures 8.6 & 8.7 show examples of simple porches and canopies which fit in with the existing house style.

Figure 8.6



Figure 8.7



- 8.2.7** Whilst the joint porch shown in Figure 8.6 maintains the symmetry and balance of the pair of semis, it is preferable, but not always essential, to have the front door on the front of a porch. Sometimes to give it more shelter, or perhaps a better relationship

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with the approach path the front door needs to be set on the side of the porch. When this is the case, careful attention needs to be given to the porch windows on the front to ensure the style and rhythm of the existing fenestration is maintained.

- 8.2.8** Porches which have flat or low-pitched roofs, or resemble small conservatories in appearance, as in Figure 8.8, will not normally be permitted.

Figure 8.8



8.3 Conservatories

- 8.3.1** Conservatories are likely to appear particularly intrusive on front elevations and will not normally be acceptable. The conservatory shown in Figure 8.9 attached to this converted barn, a building not originally designed as a dwelling, is particularly inappropriate and must be avoided.

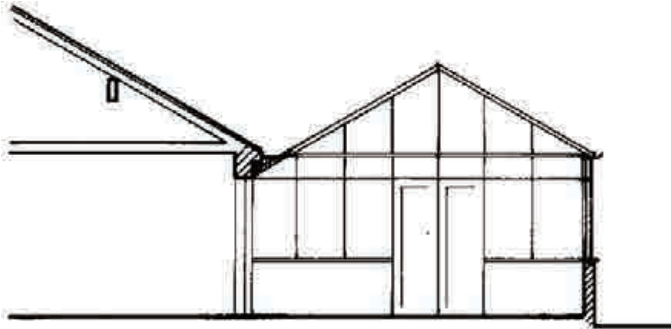
Figure 8.9



- 8.3.2** Where a conservatory abuts a bungalow, because of the level of the eaves it is often very difficult to construct a satisfactory roof slope, without resorting to a roof form such as is shown in section in Figure 8.10. This creates an awkward relationship between bungalow and conservatory, as well as a roof junction requiring a valley gutter, which is difficult to access and may give rise to maintenance problems in the long term. It also causes the conservatory to appear unnecessarily high and dominant.

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Figure 8.10



8.3.3 Where located at the rear, conservatories will also be assessed against the guidance set out in relation to single storey rear extensions (particularly in terms of projection).

8.4 Side Extensions

Single Storey Side Extensions

8.4.1 The design of a single storey side extension should reflect the design of the existing dwelling in terms of roof style, pitch materials and detailing and should not have an excessive sideways projection (i.e. more than two thirds the width of the original dwelling). In Figure 8.11 both the gabled roof shown on the left hand side and the hipped roof on the right reflect the form and pitch of the main roof. A lean-to roof (not shown) is a more traditional form and could be used as an option against a gable wall to reduce the impact on a neighbouring property.

Figure 8.11



8.4.2 Habitable rooms in the roof space of single storey side extensions will not normally be permitted, particularly where the eaves height would be increased (leaving a number of courses of brick work between the top of the fenestration and the bottom of the eaves) and/or dormer windows would be introduced.

8.4.3 On corner plots the sideways projection of a single storey side extension should not exceed more than half the width of the existing gap between the original dwelling and the side boundary.

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Two Storey Side and First Floor Side Extensions

- 8.4.4** Terraced housing is a perfectly acceptable form of building design. However, linking or closing the gap between semis or detached houses as in Figure 8.12 to give the effect of a terrace, is a detrimental change to the character of the street scene and must be avoided.

Figure 8.12



- 8.4.5** All two-storey side extensions should therefore have a pitched roof following the form of the existing roof. To prevent a terracing effect and to avoid detrimental changes to the character of the street scene, it will be desirable to provide a setback of at least 500mm from the main front wall of the dwelling. A setback from the front elevation allows for a vertical break in the roof plane and a lowering of the ridge line.

- 8.4.6** In addition to the set-back from the front, where practicable, a side extension should also be set in by one metre from the side boundary with an adjacent property, to further avoid the terracing effect (Figure 8.13). This also gives the benefit of external access to the rear of the property.

Figure 8.13



- 8.4.7** The sideways projection of a two storey side extension should not exceed more than two thirds the width of the original dwelling. Where located on a corner plot the sideways projection should not exceed more than half the width of the gap between the side elevation of the original dwellings and the side boundary (unless the gap exceeded more than two thirds the width of the original dwelling).

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- 8.4.8** In addition, on a corner plot where the rear elevation of the dwelling is clearly visible, a set back of 500mm will also be required at the rear to ensure the extension remains subordinate and to avoid the unsightly bonding of old and new materials.

8.5 Outbuildings and Annexes

- 8.5.1** Detached garages should relate sympathetically to the main dwelling in style, proportions and external finishes. In most cases, it will not be appropriate for a garage to be sited between the house and the road.
- 8.5.2** Detached garages should be single storey structures and the eaves height should not normally exceed 2.5m from ground level. It is not considered appropriate for detached garages to include dormer windows as a way of accommodating rooms in the roof space but in some circumstances (e.g. where the garage is set within a large curtilage) it may be possible to utilise the roof space for ancillary accommodation/storage but not as an annex/granny annex. Where the privacy of neighbouring residents would not be compromised it may therefore be possible to install roof lights.
- 8.5.3** An annex building, often referred to as a 'Granny Annex' may be permitted in a rear garden where it would not occupy a disproportionate amount of the garden and would not have its own separate access or garden area. An annex should normally have a close physical relationship with the host dwelling, be single storey and in all circumstances it should only have 1 bedroom and no more than 3 rooms in total.

8.6 Decking/Raised Platforms

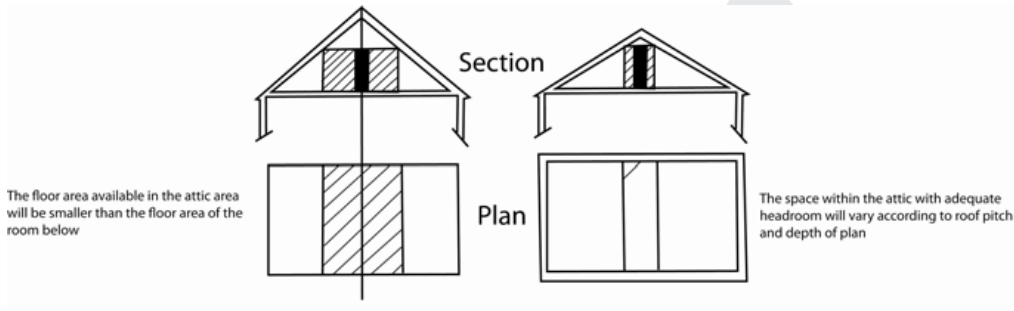
- 8.6.1** Decking and raised platforms are commonly used where the rear garden is below the floor area of the dwelling in order to allow improved access to the rear garden and to provide a convenient outdoor amenity area on the same level as the dwelling. Decking and raised platforms are also used in other circumstances but can often give rise to increased overlooking of neighbouring dwellings and particularly their gardens.
- 8.6.2** In view of this, decking and raised platforms will only be allowed where the privacy of neighbouring residents is not detrimentally affected by significantly increased overlooking (e.g. where the decking is located away from the boundary and where there is sufficient permanent screening, such as a high boundary wall or an outbuilding in an adjacent garden). In addition, decking and raised platforms should not have a significantly detrimental impact on visual amenity and for this reason decking will not be allowed where it is prominently located and can be easily viewed from public vantage points.
- 8.6.3** In some circumstances, to reduce overlooking, it may be possible to include screening such as fencing with an application for decking or a raised platform but any screening should not result in significant overshadowing or loss of outlook from neighbouring dwellings or have a detrimental impact on visual amenity or the character of the dwelling.

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8.7 Dormer Windows

8.7.1 When considering whether to install a dormer window you should assess whether there is adequate space within the attic to accommodate a room(s) with adequate headroom without requiring a dormer extension that will dominate the roof (Figure 8.14). In general, providing that the roof pitch allows adequate height, a space approximately half the area of the floor below can be created.

Figure 8.14



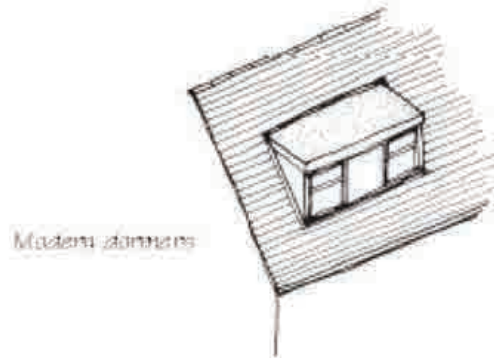
Style

8.7.2 The design of the dormer window should reflect the character of the area, the surrounding buildings and the age and appearance of the existing building.

8.7.3 Vertically proportioned dormer windows with pitched roofs are traditionally found in the Barnsley area (Figure 8.15).

Figure 8.15

Figure 8.16



8.7.4 Flat roof dormers which tend to be larger and have horizontal emphasis can be seen in more recent housing developments. These have proved to be more expensive to maintain and prone to failure (Figure 8.16). Flat roof dormers are considered aesthetically inferior and are not normally acceptable.

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8.7.5 Consequently, pitched roof dormers are generally considered more appropriate for both aesthetic and practical reasons.

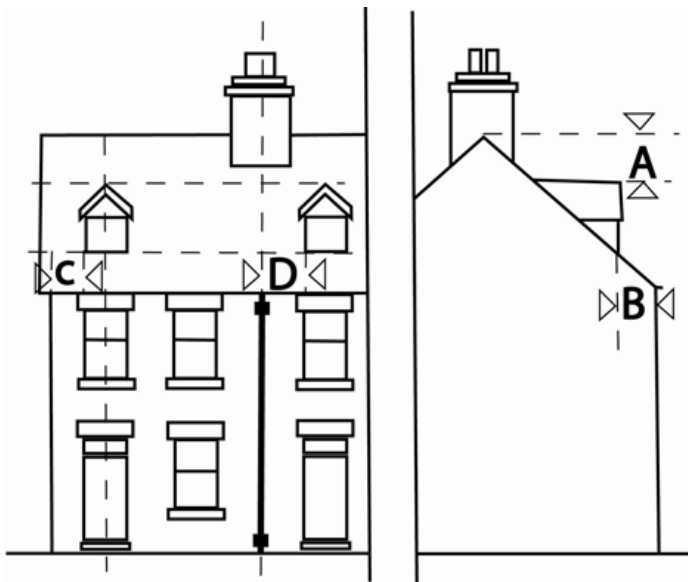
Location

8.7.6 To assess whether a dormer on the front or principle elevation will be appropriate, the roofs of the surrounding buildings should be examined. Unless the street is characterised by dormers on the frontage, or these are a feature of the area/street/terrace, dormer windows should be located on the rear or secondary elevations.

Positioning and relationship to other windows

8.7.7 The positioning of the dormer on the roof will have an impact on both the house and its neighbours.

Figure 8.17



8.7.8 So as not to dominate existing roof lines and retain its original form, dormers should be set within the roof plane (see Figure 8.17) and not be built off an external wall. The guidelines below should therefore be followed:-

- The dormer should sit within the roof plane and the top of the dormer should usually be below the ridge (A)
- Dormers and roof lights should be set back from the eaves (B) and gable by at least 0.5m (C)
- They should be at least 0.5m away from the party walls with adjacent properties. (D)

8.7.9 Where there are existing dormers in the same roof plane, for instance in a terrace, new dormers should line up horizontally.

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8.7.10 It is also important that dormers and roof lights reflect the pattern of existing window openings. They should be positioned to line through vertically with the window openings below.

Materials

- Roofing materials for pitched roof dormers should match the main roofing material
- Unless glazed, the sides (or cheeks) of the dormer should be the same or similar in appearance, particularly in colour to the main roofing material
- Cladding to the front of the dormer should be minimised
- Glazing on windows on the side elevation must be obscure

8.8 Extensions for the Benefit of Disabled Persons

8.8.1 There is an exemption from planning fees for applications that shall be used solely for the benefit of the disabled person. This is interpreted as necessary adaptations, such as a downstairs bedroom or toilet/shower room.

8.8.2 The majority of these applications are as a result of the person being assessed by the Council's Aids and Adaptations Unit, and that assessment, with a recommendation of needs, is passed to the Council's Grants Agency, who then evaluate that persons suitability for a Disabled Facilities Grant (DFG) if the person is a homeowner. Council Tenants would be passed on to Berneslai Homes for suitability checks.

8.8.3 If you are intending to submit an application on behalf of a disabled person, it may be worthwhile taking the following, used when assessing the suitability for DFG works by the Grants Agency, as a guide for the nature and type of the extension.

- Single Bedroom 8.4 square metres
- Double Bedroom 10.2 square metres
- Bathrooms (Level Access Shower, Toilet and Wash Basin) 5 square metres

8.8.4 All the above are internal floor area measurements. This is a minimum figure and may vary, for example, if a wheelchair turning area or hoist is required.

9. Other issues/consents

9.1 Building regulations

9.1.1 Even when planning permission is not required, it is almost always necessary to obtain approval under Building Regulations. Building Control is concerned with ensuring any alterations/ extension of your dwelling is undertaken in a safe and satisfactory manner. Please be aware that, under some circumstances, compliance with Building Regulations may well impact upon the overall design of an extension or alteration to a property, which may conflict with the planning design guidance given within this document. For further information please Tel: 01226 772678.

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9.1.2 Good neighbourliness and fairness are among the yardsticks against which your proposals will be measured. You are strongly advised to discuss your plans with your neighbours before submitting your application. Your nearest neighbours, usually at least the properties either side of you will be notified of your proposals by the council and invited to make comments. Their views will be taken into account by the council in reaching a decision. If you are thinking of extending your house, think about what this may mean to your neighbour as well.

9.2 Listed buildings/Conservation areas

9.2.1 If your property is a Listed Building or is located within a Conservation Area, special policies and restrictions will apply. In such a case, it is advisable to discuss your proposal at the earliest opportunity with the Conservation Officer on 01226 772576.

9.3 Security considerations

9.3.1 The most vulnerable areas for domestic properties are the sides and the rear. This is where extensions are often built and if not constructed to the appropriate standards they can become a security risk. The design of single storey extensions in particular should be carefully considered from a security point of view. Flat roofs can compromise the security of a property by allowing access to first floor windows.

9.3.2 Further information on security considerations can be sought from the local Police Crime Reduction/Designing out Crime Officer on 01226 736017, or at:

South Yorkshire Police
The HUB,
Safer Neighbourhood Services
Barnsley Police Station
S70 2DL

Email: barry.regan@southyorks.pnn.police.uk

9.4 Boundaries/private civil matters

9.4.1 When an extension or even a separate garage is built up to the property boundary, this may involve foundations or guttering encroachment over the boundary. This may not be acceptable to your neighbour and means that you cannot build the extension without your neighbour's consent even if planning permission is granted. Alternatively, set the extension away from the boundary to avoid encroachment. If an extension is built on or close to the boundary, access from your neighbours' property may be needed to build your extension and maintain it in the future. This would be a private legal matter between you and your neighbour and emphasises the need to discuss your proposals with your neighbour before submitting an application.

9.4.2 Even when planning permission is granted, this does not affect your neighbour's rights under civil law to prevent the work from being carried out if it involves development on their land.

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9.4.3 Information regarding 'The Party Wall etc. Act 1996' published by the Ministry of Housing, Communities and Local Government (MHCLG), provides full information on your rights and duties under the Act and can be accessed using the following link:

<https://www.gov.uk/guidance/party-wall-etc-act-1996-guidance>

9.4.4 If your extension or outbuilding is designed to be built up to a boundary with the highway (a footpath, road or verge) then encroachment of foundations or guttering over the boundary will not be acceptable and must be redesigned so that there is no encroachment.

Planning Advice Note

Lawful Development Certificates

Consultation Draft 2019



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Planning Advice Note: Lawful Development Certificates

1. About This Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.
- 1.3** This advice note offers guidance to anyone considering applying for a Lawful Development Certificate (LDC) but does not attempt to provide a definitive interpretation of the law. It should be read in conjunction with the guidance note which can be found on the Planning Portal https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-lawful_development_certificates.pdf

2. What Is A Lawful Development Certificate?

- 2.1** A LDC (Lawful Development Certificate) is a statutory document which confirms that the use, operation or activity named in it is lawful for planning control purposes.
- 2.2** There are two types of LDC which can be applied for, saying whether:-
- i. an existing use of land, operational development or activity in breach of a planning condition is lawful; or
 - ii. a proposed use of buildings, land, or operations intended to be carried out would be lawful.

3. What Are The Benefits Of A Lawful Development Certificate?

- 3.1** A LDC can provide protection against enforcement action and therefore is valuable in its own right at any time. However, a certificate may be specifically required, for example, to obtain a Waste Disposal Licence or may be advantageous if the property is to be sold.

Planning Advice Note: Lawful Development Certificates

4. Do Any Time Limits Apply To A Lawful Development Certificate?

- 4.1** **Yes.** If you are applying for an LDC in respect of an existing use of land, operational development or activity in breach of a condition, the evidence you provide will need to show the following time limits have been passed:-
- i. in the case of operational developments, that the operations were substantially completed at least 4 years ago;
 - ii. in the case of a change of use of a building to a single dwelling house, that the change took place at least 4 years ago;
 - iii. in any other case, such as a change of use or breach of a condition of a planning permission, that the change or breach occurred at least 10 years ago.
- 4.2** Once these time limits have passed, the breach of planning control will be immune from enforcement action.

5. How Much Does It Cost To Apply?

- 5.1** A fee is payable when an application is made. Generally the fees are:-
- i. for an existing use of land or operational development, the same as the equivalent planning application fee;
 - ii. for a proposed use etc. to be carried out, half of the fee for an equivalent planning application.

6. How Do I Make An Application?

- 6.1** An application can be made on forms available from Development Management. Separate forms are available for an existing and proposed LDC.

7. What Type Of Information Is Required?

- 7.1** **For existing development you should provide:-**
- A. a full description of the operation, use or activity providing a complete definition, (for example, a description might include the number and size of lorries based at a haulage yard and the activities carried on as part of that use; the range of activities carried on at a particular builder's yard; the number and category of vehicles displayed for sale on a site; and other details such as the hours of work, the machinery or equipment used, the height above ground level to which goods or materials have been stored, or other methods of operation of a use);
 - B. a plan on an Ordnance Survey base showing the site outlined in red;
 - C. a scaled plan defining areas having different functions within the same site (e.g. storage, offices, manufacturing etc.);
 - D. details of working practices of relevance (e.g. working hours, the processes carried out on site);
 - E. details of any relevant planning decisions known to you.

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To substantiate your claim you should provide any additional information you consider necessary, such as:-

- a. any information concerning business rates, or from the council tax or electoral records;
- b. any relevant invoices/bills or receipts for services such as water, electricity, gas or telecom;
- c. personal testimonies or sworn affidavits of applicants, operations or witnesses;
- d. photographs which can be dated;
- e. any other relevant factual information.

7.2 Please ensure any information you submit is relevant to the LDC and if extensive, is properly organised and indexed.

7.3 For proposed development you should provide:-

- a. a full and precise description of the current use and operations;
- b. a full and precise description of the proposed use and operations.

8. How Is A Decision Made?

8.1 An assessment of the submitted evidence will be made by a Planning Officer and any further details by way of clarification requested. The application will then be referred to the Borough Secretary, who will make a final judgement upon the application.

8.2 The planning merits of the use, operation or activity in the application are not relevant. The issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant planning law or judicial authority. However, the onus of proof in an LDC application is squarely on the applicant to show to the Council on the balance of probabilities, that a Certificate ought reasonably to be issued. Put simply, the applicant must show that it is more likely than not that the facts asserted by him or her are correct. Indeed, Government advice to local Council's is that "they need not go to great lengths to show that the use, operations or failure to comply with a condition specified in the application is not lawful". There is no requirement on the part of the Council to make an independent search for evidence. The Planning Service will always co-operate with an applicant seeking information by making records available but unless sufficient evidence is provided by the applicant, "such an application would be refused as not proven on present evidence" (Circular 17/92).

Planning Advice Note: Lawful Development Certificates

9. What Happens If I Provide False Information?

- 9.1** It is a serious offence to make a false or misleading statement, use a false or misleading document or withhold information material to the application, to obtain a certificate. The maximum penalty on summary conviction is £5000. On conviction in the Crown Court, the maximum penalty is two years imprisonment and/or an unlimited fine.
- 9.2** If a false statement is made or a document used, or any material information withheld, the Council can revoke a certificate.

10. Do I Have A Right Of Appeal?

- 10.1** If an application is wholly or partly refused or granted in a different form to the application submitted, or it is not determined within 8 weeks, an appeal can be made to the Secretary of State. Appeal forms are available from :-

The Planning Inspectorate, 3/08a Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN (Tel: 0117 3728612).

11. Further Advice

A Department of the Environment Circular 'Planning and Compensation Act 1991 - Implementation of the remaining Enforcement Provisions' No 17/192 is available from H.M.S.O.

- 11.1** If you have any queries about this note or have any questions about specific sites, you should contact members of the Development Management Section of Planning Services on (01226) 772595.

Supplementary Planning Document

**Mortar Mixes For Historic
Buildings**

Consultation Draft 2019



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Supplementary Planning Document: Mortar Mixes For Historic Buildings

1. About This Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** Historic buildings are best pointed with a mixture of sand aggregate that is well graded (that is to say sand that has a good mixture of fine, medium, and coarse aggregate), and natural hydraulic lime (NHL). Cement binders are in general terms neither desirable nor necessary as long as good working practices are adhered to. In traditional walls and buildings lime mortars were the norm for centuries. However, following the First World War Portland Cement was generally adopted as a binder due to its strength, its faster curing properties and its consistency. However, when used to re-point, build or re-build historic or traditional walls it can be damaging. This is largely due to its strength which often exceeds that of the stone and a severe lack of breathability. By way of contrast, a correctly mixed and applied lime mortar retains some plasticity even when cured (it can reform without cracking), and is breathable so allows moisture to escape. In particular, strap (or ribbon) or weather-struck pointing in context with historic buildings that has horizontal ledges and includes cement is technically incorrect, physically damaging, and visually harmful.

3. Policy

This document supplements Local Plan policy HE3 which states as follows:

Proposals involving additions or alterations to listed buildings or buildings of evident significance will be expected to:

- Respect historic precedents of scale, form, massing, architectural detail and the use of appropriate materials that contribute to the special interest of a building.

Supplementary Planning Document: Mortar Mixes For Historic Buildings

4. Suggested Mixtures

Suggested Mix and Important Considerations

- 4.1** Modern dry-hydrated hydraulic lime is generally marketed as 'natural hydraulic lime' or NHL. These are available in three grades of compressive strength (cured) of NHL 2, NHL 3.5 and NHL 5. When gauging natural hydraulic limes with sand / aggregate it must be remembered that a dry hydrate will have a different relative bulk density to sand (as do all powder binders). To account for this, most lime suppliers specify volumes of sand (usually to the nearest 10 litres) per full bag of NHL.
- 4.2** A typical general purpose lime mix ratio would be:
- 1 part NHL 3.5
 - to
 - 3 parts well graded aggregate or washed river sand.
- 4.3** The use of NHL 3.5 may be replaced with NHL 2 or NHL 5 where the environment dictates a mortar that has a lesser or greater compressive strength (respectively).
- 4.4** Close attention should be paid to the colour and appearance of the final cured mix to ensure decent sympathy of appearance with existing mortar. Colouring of the mix may be achieved using a specific aggregate or colourants. As such test panels for mortar samples are advisable and often a requirement of a listed building consent.

5. Application

- 5.1** A detailed description of every technique for the use of lime mortar is beyond the scope of this guidance*. However in general terms, the existing joint should be excavated by hand to a depth of at least twice that of the width. Dust and debris must be removed and then the prepared joint must be sufficiently dampened to avoid suction and cracking of the new mortar. The joint must then be firmly packed from the back to remove voids with an appropriate pointing iron or tool in layers not exceeding 25mm. Any mortar smeared on the adjacent masonry should be removed with a damp sponge. Once the mix has cured sufficiently, the surface of the joint should be finished with a stiff churn brush to a slightly concave and gently stippled finish. This last stage is important because it further compacts the joint, removes laitance, exposes the courser aggregate, and aids curing. Following the application of the mortar, the works should be protected from frost, rain, or sun with hessian for as long as possible and at least a week.
- 5.2** * Technical guidance on the full range of scenarios where lime might be used can be found within Historic England's publication - *Repointing Brick and Stone Walls* found here:

<https://historicengland.org.uk/images-books/publications/repainting-brick-and-stone-walls/>

Supplementary Planning Document: Mortar Mixes For Historic Buildings

6. Further Information

- 6.1** For further information please contact the Conservation Officer on (01226) 772576.

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Supplementary Planning Document

**Open Space Provision on New
Housing Developments**

Consultation Draft 2019



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Supplementary Planning Document: Open Space Provision on New Housing Developments

1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This SPD offers guidance to developers considering submitting a planning application for residential development and what will be expected in terms of open space provision.
- 2.2** This advice note supplements Policy GS1 of the Local Plan, which states that: 'In order to improve the quantity, quality and value of green space provision we will require qualifying new residential developments to provide or contribute towards green space in line with the standards set out in the green space strategy and in accordance with the requirements of Policy I1 Infrastructure and Planning Obligations'.
- 2.3** The National Planning Policy Framework (NPPF) paragraphs 96-98 and associated Planning Practice Guidance (PPG) 'Open space, sports and recreation facilities, public rights of way and local green space' recognises the importance of providing open spaces for leisure, sport and recreation and the contribution they make to people's quality of life. It requires that plan policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities (including deficits or surpluses in quantity or quality) and opportunities for new provision.
- 2.4** The Council attaches great importance to the provision of good quality green space in connection with new housing developments. Green space can provide a valuable formal and informal recreation facility for children and adults. It can also add character and interest to a housing development thus considerably enhancing its quality.
- 2.5** This advice note replaces the Supplementary Planning Document: Open Space Provision on New Housing Development dated March 2012.

Supplementary Planning Document: Open Space Provision on New Housing Developments

3. How we will assess planning applications that propose redevelopment of green space for alternative uses

- 3.1** Green spaces are 'green' open areas which are valuable for amenity, recreation, wildlife or biodiversity and include types such as village greens, local open spaces, country parks, formal gardens, cemeteries, allotments woodlands wildlife areas, recreation grounds, sports pitches, play areas and parks. We will seek to protect green space from development, particularly where an assessment indicates that there are current deficiencies within an area.
- 3.2** When we receive a planning application to redevelop green space for an alternative use we will undertake a green space assessment to determine the level of provision within the area. In some instances, material considerations may indicate approval for development on green space, in which case we will seek compensation in order to secure community benefit to outweigh the loss of the green space. As set out in Policy GS1, compensation could include on-site retention and enhancement, off-site replacement or financial contribution. In instances where the Council deem it appropriate to seek a financial contribution towards improvements of an existing facility nearby, the contribution will be calculated at £125,640 per hectare of green space that will be lost to development.
- 3.3** The contribution has been calculated using the Council's current land valuation for amenity land which equates to £29,640 per hectare, and the cost of providing 1 hectare of informal open space including 15 years maintenance which equates £96,000. These figures will be reviewed periodically if the land value and/or costs change.

4. General open space requirements

- 4.1** A minimum of 15% of the gross site area of new housing development must be open space of a type appropriate to the character of the site, its location and the layout and nature of the new housing and adjoining land uses.
- 4.2** Where it is impossible to make such provision on land either within or immediately adjacent to the site in a satisfactory and acceptable manner, or where the Council deem it appropriate, suitable off-site open space facilities, remote from the development land, may be acceptable either as new facilities or improvements to those existing.
- 4.3** A greenspace assessment will be carried out to determine what the most appropriate greenspace requirement is in line with identified local need.

Supplementary Planning Document: Open Space Provision on New Housing Developments

5. When will we require open space?

- 5.1** The policy will be applied in the following circumstances:
- All new housing developments of 20 or more dwellings including flats.
 - All conversions of existing buildings providing 20 or more dwellings.
 - Individual proposals of less than 20 dwellings where the application site forms part of a larger site which when fully developed would exceed 20 dwellings or 0.8 hectares in size.
 - Where sites are developed incrementally or by separate developers the policy requirement will be applied to the total site area to be developed or that which is available for housing development.
 - Where significant amendments are made to developments with planning permission, the open space requirements for the site will be reviewed.

6. How will 15% of the site area be calculated?

- 6.1** A minimum of 15% of the gross site area is required to be laid out as open space. However, on occasions substantial landscaped strips may be required to protect the living conditions of residents or soften the boundary with countryside. The land used for landscaped strips is not available for development and will not usually make any significant contribution to recreational open space requirements. In these cases the 15% requirement will be calculated on the basis of the developable site area rather than the gross site area.

7. Types of green space

- 7.1** The type and quantity of green space which will normally be required as a result of new housing developments is set out below. However, it is important to stress that nothing contained in the guidance is a fixed standard which will be rigidly applied in each case. Each proposal will be considered on its own merits taking into account all material considerations.

(A) Equipped children’s play areas

20-100 houses: Financial contribution required to enhance an existing equipped play area where one is accessible from the site or to provide a new play area off site where one is not accessible.

Over 100 houses: Provision generally required on site. In some circumstances a financial contribution for off site facilities may be acceptable if a suitable site is located nearby.

(B) Informal play space and informal landscaped areas (including natural and semi-natural areas, allotments and green ways)

20-40 houses: Financial contribution required to enhance existing informal open space and where accessible from the site or to provide new informal open space where none exists nearby.

Supplementary Planning Document: Open Space Provision on New Housing Developments

Over 40 houses: Provision should be made on site. In some circumstances a financial contribution to enhance informal space off site may be acceptable if any is located nearby.

(C) Formal recreation (sports pitches, courts, greens etc.)

20-200 houses: Financial contribution required to enhance existing facilities or to provide additional provision if there is a shortfall in quantity or quality in the locality.

More than 200 houses: Provision will be required on site. Where this is not possible, a financial contribution to provide or enhance facilities off site will be required.

- 7.2** An off-site financial contribution, based on the figures at Appendix 2, will be required in lieu of any of the above open space types that is not provided on site.
- 7.3** The types of open space required will be related to the type of development. For instance, a development of elderly persons housing would not be expected to make a contribution to children's play facilities. Similarly, a development of one bedroom dwellings will not be required to contribute to children's play facilities.
- 7.4** In some cases, it may be desirable for sites of 20-40 houses to have all or some of the 15% open space requirement on site. For example, where there are no local opportunities to use off site financial contributions for children's play facilities or informal play space, then all of the 15% open space requirement should be provided on site.
- 7.5** An equipped children's play area may occasionally be required on sites of less than 100 dwellings, where there are no opportunities to use off site contributions in locations which are accessible from the site.
- 7.6** Only land which makes a positive open space contribution will count towards the required 15%. Highway verges; visibility splays; landscaped strips adjacent to roads; awkwardly shaped left over areas of land and private gardens will not be counted as contributing.
- 7.7** The definition of accessibility is set out in Appendix 1
- 7.8** The level of financial contributions for off site facilities is set out in Appendix 2
- 7.9** The necessary legal procedures are set out in Appendix 5

8. Safeguarding natural features

- 8.1** Opportunities should be taken regardless of the size of the site to retain and enhance features of ecological and visual importance. This might include, for example, providing landscaped paths next to watercourses and retaining groups of trees and natural vegetation with or without public access as appropriate. Where retained natural features would form a substantial proportion of the 15%, the normal requirement for recreational open space may be proportionately relaxed.

Supplementary Planning Document: Open Space Provision on New Housing Developments

- 8.2** Greenspace serves an important role in providing habitat for wildlife as well as providing opportunity for people: open space should incorporate habitat for wildlife wherever possible and any landscaping should further enhance existing habitats with the use of appropriate native species.
- 8.3** There is potential for SuDS techniques to be incorporated into greenspace and form part of landscape features. Such features could be for example swales, filter strips, detention basins and retention ponds. Developments incorporating water features will need to be carefully designed.

9. Awkwardly shaped sites

- 9.1** Where a site is awkwardly shaped it may not always be desirable to provide open space on site. For instance, on a long narrow site it might be difficult to design open space that would be centrally located and overlooked by the fronts of houses. In such cases a contribution to off site facilities will be necessary.

10. Is it possible to have a combination of on and off site provision?

- 10.1** Yes. For example, on sites of over 40 houses, depending on individual circumstances, a combination of on and off site provision is a likely outcome, with informal open space being provided on site, and a financial contribution to enhance existing formal recreation facilities and equipped children's play facilities off site.
- 10.2** Contributions will be used for the following:
- Equipped children's play facilities: to provide or replace play equipment, safety surfacing and associated landscaping including fencing, planting and seating.
 - Informal open space: to provide new space or to improve existing planting, surfacing, access, car parking, seating, signage, public art and other infrastructure within existing open spaces, including cemeteries.
 - Formal recreation space: to upgrade existing facilities including: better drainage for sports pitches; improvements to seating; changing facilities; car parking; paths; fencing and landscaping; or to provide new facilities.
- 10.3** Contributions for maintenance will be held in a separate protected account to ensure the open space is maintained to an agreed standard for the relevant period (normally 15 years).

Supplementary Planning Document: Open Space Provision on New Housing Developments

11. At what stage of the development should open space be provided?

- 11.1** It is important that open space is provided before a significant proportion of the site is completed and occupied.

On site provision

- 11.2** Full details of the layout, landscaping (including any play equipment etc.) and phasing of all on-site open space provision will be secured by conditions attached to the planning permission.
- 11.3** If the land is to be dedicated to the Council this should take place within 1 year of the open space being laid out, landscaped and equipped. It is preferable for the plots adjoining open space to have been completed by this stage.

Off site provision

- 11.4** Contributions for off site facilities should be paid on or before the commencement of the development.

12. Maintenance

- 12.1** It is important that provision is made for the future maintenance of new open space otherwise its value will deteriorate. The future maintenance of open space, which is principally of benefit to the development, is the responsibility of the developer. Developers will need to demonstrate they have secured an acceptable means of ensuring future maintenance, preferably by way of a management company. The Council will require full details of any such arrangements before a planning application is determined.
- 12.2** The Council expects the maintenance arrangements to be sufficient to ensure that areas of open space remain high quality whilst ensuring that the costs imposed on residents are reasonable, and remain so for the lifetime of the development. To ensure this, the Council's preference will be for a Community Interest Company (CIC) to be formed with its members being the residents of the new development (and their successors in title).
- 12.3** Where it is not possible to create a Community Interest Company or secure other management and maintenance arrangements in accordance with the requirements set out above, open space may be adopted and maintained by the Council. Where this is the case, a similar arrangement will be expected whereby residents contribute an agreed, index linked annual fee to cover the Council's maintenance and management costs in perpetuity. These arrangements would begin 1 year following completion of the development with the developer being responsible for all management and maintenance costs prior to that.

Supplementary Planning Document: Open Space Provision on New Housing Developments

13. Design principles

13.1 Where green space is to be provided on site it should be designed in accordance with the principles outlined in the South Yorkshire Residential Design Guide 2011 and particularly the principles listed below.

Open Space

13.2 Open space should:

- be an integral part of the development and should usually form a central feature;
- incorporate significant existing landscape features wherever possible, including mature trees and watercourses even if these are not located centrally;
- be designed and located to reduce opportunities for crime, for instance, wherever possible houses should not back onto open space;
- be designed to avoid risk of noise, disturbance and nuisance. In particular, equipped play areas should be sited at least 20 metres from the curtilage of the nearest residential property, although some child and youth facilities will require greater buffer zones;
- not be located in peripheral areas of the site or where access would be by narrow alleyways;
- be separate from areas of major vehicle movements and designed and located to allow easy pedestrian access;
- avoid awkwardly shaped and leftover areas of land which should not form part of the open space provision for the site and in any case would not be adopted by the Council. Such areas of land are usually best planted and incorporated into gardens; and
- be linked by green corridors to allow people and wildlife to move between areas.

13.3 It should be noted that the minimum viable size for informal open space is about 0.2 hectares. The Council is unlikely to adopt open space of less than this size.

Equipped Children's Play Facilities

13.4 Equipped children's play facilities should:

- be overlooked by the fronts of houses and from well used pedestrian routes;
- be specifically designed for younger children of early school age to meet the NPFA standard for Local Equipped Areas for Play (LEAP);
- have a minimum play zone of 400 sq. m;
- be provided with at least 5 items of play equipment, one of which should include a multi-play item with a number of different play opportunities. Swings should be separate units and not attached to the multi-play item; and
- in some instances be required to be enclosed by robust dog proof fencing and provided with safety surfacing and approved signage.

13.5 You may wish to contact the Parks Supervisor on 01226 774356 for further information.

Supplementary Planning Document: Open Space Provision on New Housing Developments

Facilities for older children and youth's

- 13.6** Neighbourhood Equipped Areas for Play (NEAP) serve a substantial residential area and have a minimum play zone of 1000 sq m. They should have no less than 8 items of play equipment with the relevant safety surfacing and should include either a space for free use games, multi use games area, BMX or Skate Park facility. NEAPs generally serve children aged 8-14 years of age and younger children if supervised.
- 13.7** Youth facilities may have some form of shelter and lighting. This will be negotiated dependent on the location and individual site requirements.

Informal play space and landscaped areas

- 13.8** Opportunities should be taken to design Local Areas of Play (LAP in the NPFA hierarchy) so that they provide informal opportunities for play for younger children (4-6 years of age). These areas which can be used for low-key games can include landscaped mounds and informal playspace, informal paved areas, low walls and tree trunks. These areas should be flat and level, normally with grass surfacing. Guardrails should be provided where there is any risk of road-related accidents. One or two simple items of static equipment may be included with appropriate safer surfacing.
- 13.9** It is important to bear in mind that any structures, including paving and low walls, will require future maintenance.

Further Guidance on children's play

- 13.10** Guidance on the types and design of facilities is available from the Parks Supervisor in Neighbourhood Services on 01226 774356.
- 13.11** Useful information is also provided in '*Guidance for Outdoor Sport and Play: Beyond the Six Acre Standard England*', Fields in Trust (formerly National Playing Fields Association).
- 13.12** All fixed children's play equipment should be regularly inspected in accordance with BS EN1176 recommendations.

Supplementary Planning Document: Open Space Provision on New Housing Developments

Appendix 1. Explanation of accessibility

The Fields In Trust guidelines advise that children should not have to walk more than 5 minutes to an equipped children's play area and 1 minute to an informal play space, without crossing a main road. This equates to a pedestrian route of 400 metres for equipped play areas. Additionally the Greenspace Strategy sets local accessibility standards based on the typology of greenspace so for instance how far you can expect to travel to access a local neighbourhood greenspace or natural area; this can be found in Appendix 1 of the document. However, in considering where new facilities should be located it may not always be possible to achieve these standards given land availability and other factors.

Where open space provision is to be provided off site the Council will seek to ensure it is in a location which is reasonably accessible from the development site, wherever possible avoiding the need to cross busy roads.

Supplementary Planning Document: Open Space Provision on New Housing Developments

Appendix 2. Contributions per dwelling for off site provision of green space

The figures set out below reflect the cost of providing new and or enhanced green space. The figures reflect the need for larger dwellings to make a proportionally greater contribution than smaller dwellings, as on average they are lived in by more people. The figures also include provision for 15 years maintenance.

The contribution figures will be reviewed periodically if the costs of providing green space change.

Type of open space	Dwellings			
	1 bedroom	2 bedroom	3 bedroom	4+ bedroom
Child and Youth facilities	None	£503.51	£604.48	£705.47
Informal open space	£132.79	£196.40	£235.14	£275.26
Formal recreation	£560.22	£824.41	£989.01	£1155.00
Total for all open space	£693.01	£1524.32	£1828.63	£2135.73

In most cases no land acquisition will be necessary as contributions will be used on existing recreation land. However, there may be occasions where land acquisition will be required to establish new green space. In these cases an additional contribution to that set out in the table above will be required.

Supplementary Planning Document: Open Space Provision on New Housing Developments

Appendix 3. Examples of calculation of financial contributions

(a) Development of 60 three bed houses and 40 two bed houses, where informal open space and children's play facilities are to be provided on site and formal recreation facilities off site:

Off site formal recreation requirement:

$£989.01 \times 60$ three bed houses = £59,340.60

$£824.41 \times 40$ two bed houses = £32,976.40

Total financial contribution $£59,340.60 + £32,976.40 = £92,317.00$

(b) Development of 50 three bedroom house where informal open space is to be provided on site and formal recreation space and children's play facilities off site:

Off site formal recreation requirement:

$£989.01 \times 50$ three bed houses = £49,450.50

Off site children's play facilities requirement:

$£604.48 \times 50$ three bed houses = £30,224.00

Total financial contribution $£49,450.50 + £30,224.00 = £79,674.50$

Supplementary Planning Document: Open Space Provision on New Housing Developments

Appendix 4. Contributions for maintenance of on site open space

Where the agreement reached entails the taking of a commuted contribution for the maintenance of on-site open space that contribution will be calculated for a period of 15 years and will generally fall within a range of £5.86 to £9.78 per square metre depending on the type of open space. The figures are set out below:

<u>Type of open space</u>	<u>Rate: (£ per Sq. m.)</u>
Low maintenance	£6.22
Normal maintenance	£8.29
Intensive maintenance	£10.38

Notes:

Low maintenance= mostly gang mowing and native trees and shrubs

Normal maintenance= grass and shrub planting

Intensive maintenance= grass and ornamental planting and/or play equipment

*The figures will be reviewed periodically if the costs of maintenance change.

Supplementary Planning Document: Open Space Provision on New Housing Developments

Appendix 5. Legal procedures

On site provision

The Council will require a planning obligation, the precise terms of which will depend on the particular development proposal, but may include financial contributions, restrictions on use, requirements as to works, phasing and, long term maintenance arrangements (including land transfer). Development won't be allowed to commence until the planning obligation has been entered into. The planning obligation will seek to limit the occupation of the development until the terms of the planning obligation have been complied with.

Where land is transferred to a management company the planning obligation should include provision for the future management, inspection and maintenance of the Open Space to be met by an arrangement through rent charge or other covenant under which each householder is obliged to make a reasonable and proportionate contribution to the cost of management and maintenance of the Open Space in perpetuity. Where land is dedicated to the Council the planning obligation should include provision for the cost of the future management and maintenance of the Open Space to be met either by the rent charge/covenant arrangement or by provision for a commuted sum to cover future maintenance and a bond in case of default of works.

The Council will require full details of any such arrangements before a planning application is determined.

Off site provision

Where open space provision is to be made off site a planning obligation will be required to secure a financial contribution.

Outline applications

Provision for open space provision must be secured at the outline planning application stage. However, the precise nature of the proposed development will not be known at this time and provision of open space will normally be secured by use of planning conditions.

A model planning obligation and examples of standard conditions are available on request.

Supplementary Planning Document

Planning Obligations

Consultation Draft 2019



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Supplementary Planning Document: Planning Obligations

1. About This Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** Planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet the tests that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. These tests are set out as statutory tests in the [Community Infrastructure Levy Regulations 2010](#) and as policy tests in the National Planning Policy Framework.
- 2.2** A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is:
- a. necessary to make the development acceptable in planning terms;
 - b. directly related to the development; and
 - c. fairly and reasonably related in scale and kind to the development.

Supplementary Planning Document: Planning Obligations

3. Policy

3.1 This document supplements Local Plan policy I1 Infrastructure and Planning Obligations

Policy I1 Infrastructure and Planning Obligations

Development must be supported by appropriate physical, social, economic, and communications infrastructure, including provision for broadband.

Development must contribute as necessary to meet all on and off site infrastructure requirements to enable development to take place satisfactorily.

Where the necessary provision is not made directly by the developer, contributions will be secured through planning obligations.

Where appropriate, pooled contributions will be used to facilitate delivery of the necessary infrastructure.

4. When contributions will be sought

4.1 There are a number of Supplementary Planning Documents that set out where we will seek planning contributions. These are:

- Financial Contributions for School Places
- Sustainable Travel
- Affordable Housing
- Open Space Provision on New Housing Developments

4.2 Where contributions are required for school places or sustainable travel, these will take precedence and are non negotiable.

4.3 Other contributions may be required to enable development to take place. The supporting text to policy I1 in the Local Plan at paragraph 25.3 sets out some examples of these:

4.4 *25.3 There are many examples of infrastructure. These include a need for new or improved provision of roads and other services, public transport, Green Infrastructure, recreation and open space facilities and infrastructure that will make Barnsley a better place such as public realm improvements, educational accommodation, affordable housing and also adequate community facilities. Investment may also be required to ensure the local economic infrastructure can accommodate the new development including shopping facilities and the availability of suitably skilled labour to support economic regeneration. New forms of infrastructure are also relevant including communications technology, it is particularly important to ensure provision for Superfast Broadband.*

Supplementary Planning Document: Planning Obligations

4.5 Contributions will also be required to fund highway works, for example through section 278 and section 38 agreements. Section 278 is the part of the Highways Act 1980 that enables a highway authority to enter into an agreement with a third party to deliver improvements on the existing public highway. A S278 is usually necessary where planning permission has been granted for a development that requires improvements, or changes, to the existing roads and pavements that form part of the publicly-maintained highway. Section 38 of the Highways Act 1990 provides that when permission has been granted for a new development, developers may ask the highway authority to 'adopt' new roads that have been constructed as part of the development, along with associated infrastructure such as drains, lighting and supporting structures.

4.6 Paragraph 25.4 of the supporting text to policy I1 states that:

It may be necessary to consider the cumulative effect of a number of developments such that developers may be required to contribute jointly towards necessary infrastructure. All new development should therefore make appropriate provision to contribute towards offsetting the additional pressures it has created whether this is through on or off site provision of facilities or financial contributions. Developers will need to demonstrate that adequate capacity either exists, or that provision will be made to meet the necessary infrastructure requirements within an appropriate timescale.

Supplementary Planning Document

**Removal of Agricultural
Occupancy Conditions**

Consultation Draft 2019



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Supplementary Planning Document: Removal of Agricultural Occupancy Conditions

1. About this Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Policy

- 2.1** This document supplements policy GB4 in the Local Plan which states that:-
- 2.2** **Policy GB4 Permanent Agricultural and Forestry Workers Dwellings**
- 2.3** **Proposals for agricultural and forestry workers dwellings will be allowed provided that:**
- **They support existing agricultural or forestry activities on well established agricultural or forestry units;**
 - **There is clearly an established existing functional need which relates to a full time worker;**
 - **The unit and the agricultural activity concerned have been established for at least 3 years and profitable for at least one of them, are currently financially sound and have a clear prospect of remaining so; and**
 - **The functional need could not be fulfilled by another existing dwelling on the unit or in the area which is suitable and available for occupation by the workers concerned.**

Supplementary Planning Document: Removal of Agricultural Occupancy Conditions

2.4 Development will be expected to:

- Be of a size commensurate with the established functional need;
- Be sited directly adjacent to existing buildings wherever possible;
- Be of a high standard of design and respect the character of its surroundings, in its footprint, scale and massing, elevation design and materials; and
- Have no adverse effect on the amenity of local residents, the visual amenity of the area, or highway safety.

2.5 Where permission is granted we may remove permitted development rights, and impose occupancy conditions as appropriate.

2.6 Supporting text to this policy in the Local Plan states "*Where occupancy conditions are imposed they will not normally be removed unless it can be shown that the long term needs, both on that unit and in the locality, no longer warrant the dwelling's reservation for that purpose*"

2.7 Agricultural occupancy conditions are imposed only where a dwelling which is intended to serve the needs of agriculture is proposed for a site where a house would not normally be permitted.

2.8 In this context, it is clear that in order to safeguard the countryside from future encroachments there is a need to retain existing agricultural workers dwellings to serve the needs of that sector of the population, even if there is no longer agricultural justification for the dwelling upon the farm for which it was built. It is therefore clear that agricultural occupancy conditions should only be removed where the long term needs for such a dwelling can be explicitly proven to no longer exist.

3. Information Required to Support Planning Applications

3.1 All planning applications for the removal of agricultural occupancy conditions should be accompanied by relevant information from which the Council can make a rational assessment of the long term needs for the agricultural workers dwelling, both on the particular farm and in the locality. The onus for the provision of this information lies with the applicant and it should comprise:-

Supplementary Planning Document: Removal of Agricultural Occupancy Conditions

- i. A statement from an agricultural consultant assessing the existing viability of the farm and its continuing need for an agricultural workers dwelling; and
- ii. A statement of the methods employed to dispose of the dwelling to which the conditions relate. In order to collate this information, the Local Planning Authority suggests the following guidelines be followed:
 - a. The property should be advertised for sale as an agricultural workers dwelling, at frequent intervals, for a period of at least 12 months in both the Farmers Guardian or Farmers Weekly and the local press. The sales literature and advertisements should clearly refer to the agricultural occupancy condition.
 - b. The sales price of the property should reflect the restrictive nature of the agricultural occupancy condition.
Copies of all advertisements and details of all enquires from prospective purchasers (including occupancy and place of work) should be retained and submitted as part of the statement.
 - c. Prospective purchasers who consider they meet the requirements of the occupancy condition should be advised to contact the Council to establish their eligibility.

3.2 Applications for the removal of occupancy conditions should be considered on the basis of realistic assessments of the continuing need for them, bearing in mind that it is the need for a dwelling for someone solely, mainly of last working in agriculture in an area as a whole and not just on the particular holding that is relevant.

3.3 In terms of need on the particular farm a report from an agricultural consultant is considered essential to facilitate this part of the assessment.

In respect of need within the locality the Council can provide details such as the number of applications for agricultural workers dwellings and the number of agricultural workers on the Housing Department's waiting list. However, this information alone is inconclusive and as such, if arguing lack of demand, the applicant should illustrate that unsuccessful attempts have been made to sell the property and that the marketing has been correctly targeted, financially realistic and sustained. It should be noted that a large number of appeals are dismissed due to failure by the appellant to undertake an appropriate selling campaign or due to failure to set a realistic asking price, as the value for an encumbered property is somewhere between 15-50% less than that of an unencumbered dwelling.

Supplementary Planning Document: Removal of Agricultural Occupancy Conditions

4. Further Information

- 4.1** For further information please contact Development Management on (01226) 772595 the first instance.
- 4.2** The contact details below are provided to enable you to select a consultant of your choice:-
- 1 ADAS Northern
Planning@adas.co.uk
Tel: (0113) 232 1630
 - 2 Royal Institute of Chartered Surveyors
www.ricsfirms.com
Tel: (0113) 394 5980
 - 3 British Institute of Agricultural Consultants
info@biac.co.uk
Tel: (01275) 375559

Supplementary Planning Document
Residential Amenity and the Siting
of Buildings

Consultation Draft 2019



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Supplementary Planning Document: Residential Amenity and the Siting of Buildings

1. About this Guidance

- 1.0.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.0.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.0.1** This Document primarily supplements Local Plan Policy D1 High Quality Design and Place Making which states as follows:

Policy D1 High Quality Design and Place Making

Design Principles:

- 2.0.2** Development is expected to be of high quality design and will be expected to respect, take advantage of and reinforce the distinctive, local character and features of Barnsley, including:
- **Landscape character, topography, green Infrastructure assets, important habitats, woodlands and other natural features;**
 - **Views and vistas to key buildings, landmarks, skylines and gateways; and**
 - **Heritage and townscape character including the scale, layout, building styles and materials of the built form in the locality.**

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

2.0.3 Through its layout and design development should:

- **Contribute to place making and be of high quality, that contributes to a healthy, safe and sustainable environment;**
- **Complement and enhance the character and setting of distinctive places, including Barnsley Town Centre, Penistone, rural villages and Conservation Areas;**
- **Help to transform the character of physical environments that have become run down and are lacking in distinctiveness;**
- **Provide an accessible and inclusive environment for the users of individual buildings and surrounding spaces;**
- **Provide clear and obvious connections to the surrounding street and pedestrian network;**
- **Ensure ease of movement and legibility for all users, ensure overlooking of streets, spaces and pedestrian routes through the arrangement and orientation of buildings and the location of entrances;**
- **Promote safe, secure environments and access routes with priority for pedestrians and cyclists;**
- **Create clear distinctions between public and private spaces;**
- **Display architectural quality and express proposed uses through its composition, scale, form, proportions and arrangement of materials, colours and details;**
- **Make the best use of high quality materials;**
- **Include a comprehensive and high quality scheme for hard and soft landscaping; and**
- **Provide high quality public realm**

2.0.4 In terms of place making development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

2.0.5 This SPD sets out the design principles that will apply to the consideration of planning applications for non residential buildings in proximity to existing residential properties. The Council is committed to maintaining a high standard of residential amenity in areas where new development is proposed.

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

- 2.0.6** For a development to make a positive impact it needs to be successfully integrated into the wider built environment in which it is located. To do this effectively new developments must fit in with their surroundings in terms of height, spacing, massing, landscaping and design (e.g. choice of materials, details such as position of windows, architectural features, walls/fences) and not cause undue loss of amenity to existing residents. In this respect outlook, amenity, privacy and daylight/sunlight are considered. Good design, layout and landscaping should be the aim of everyone involved in the development process. It is, therefore, the responsibility of the developer, their advisors and the Council to raise standards. This guidance is a first step in terms of raising standards and maintaining residential amenity.
- 2.0.7** You are advised to discuss your proposal with the Council at an early stage. Formal pre-application discussions can help avoid problems and delays once an application is submitted. Further information, including the Pre-application Advice Protocol and charges for this are available on our web site.

3. Guidelines for Development

- 3.0.1** The Council will assess your proposal for non residential development against the guidelines set out below. However, if your scheme matches these guidelines it does not necessarily mean that your application will be approved or that you have fulfilled your responsibility to achieve quality development. The guidelines should ensure that development which would have an unacceptable impact will be avoided. However, in some instances higher standards may be required and in other cases standards may be relaxed if there are mitigating circumstances and the development would result in overall benefits to the community and the environment.

3.1 Relationship with existing dwellings

- 3.1.1** The layout and design of new housing development must ensure that a high standard of privacy, light and outlook is obtained for existing residents where they live in close proximity.
- 3.1.2** Developers in the first instance should consider design led solutions to ensure layouts deliver high standards by avoiding:
1. close overlooking of the windows in any existing dwelling or its garden from the proposed development or inappropriate siting of security cameras.
 2. the introduction or intensification of vehicular and pedestrian movements close to an existing dwelling, its garden or boundary.
 3. the overbearing or overshadowing effect of new buildings on an existing dwelling or its garden.
 4. the proximity of plant or machinery to existing dwellings
 5. the proximity of security or other lighting to existing dwellings.
 6. the proximity of outside compounds or storage areas to existing dwellings.

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

Daylight & Sunlight

- 3.1.3** Daylight is an important factor in residential amenity. Daylight will be impaired by the siting of a structure which obstructs it directly in relation to its size and distance away. The Building Research Establishment, (BRE), made a number of recommendations in its report, "Site Layout Planning for Daylight and Sunlight 1991". Although these recommendations are not mandatory, they are clear indicators of achieving design quality in development schemes. One of the recommendations is that suitable daylight to a dwelling is achieved where an unobstructed vertical angle of 25 degrees can be drawn from the centre point of the lowest window, the 25 degree rule. See Appendix 1.
- 3.1.4** New developments should achieve this standard and demonstrate how day lighting of existing dwellings is safeguarded.
- 3.1.5** In terms of sunlight, the orientation and height of any new building to existing dwellings will be important, with buildings on the south east, south or south west side of dwellings potentially having the greatest effect on sunlight.

Separation Distances

- 3.1.6** The following guidelines for non residential buildings will be applied unless it can be demonstrated that a design led solution can allow a relaxation of standards whilst maintaining high levels of privacy, amenity and outlook:
1. Any building at single or two storey height should be a minimum 25m from the windows of any habitable rooms in any nearby dwelling or the distance required by the 25 and 45 degree rules for access to daylight, whichever is the greater. See Appendix 1.
 2. Any building at 3 storey height should be a minimum 30m from the windows of any habitable room in any nearby dwelling or the distance required by the 25 and 45 degree rules for access to daylight, whichever is the greater and the depth/bulk of the building taken into account. The larger the building footprint the greater the distance should be from existing dwellings. For example, a building more than 20m long or wide behind or in front of the main windows to the habitable rooms of a dwelling should be a minimum 35m away.
 3. Any building higher than 3 storeys will need careful assessment as to its suitability for the location, distance and orientation to any existing dwelling and a significantly greater separation distance may be required.
 4. Distances between new buildings and existing dwellings may be relaxed depending on a number of factors including site level relationships, (i.e. if at a lower level), existing screening or landscaping between the existing and proposed buildings and location. Each case will be judged on its merits in relation to these varying factors and particularly where a difference in site levels effectively reduces the effect of the height of proposed buildings in relation to existing dwellings.
 5. Full compliance with standards are expected in predominantly residential areas whereas they may be relaxed in town centre situations/higher density areas.

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

6. Compliance with the suggested spacing criteria will usually provide most of the layout requirements for achieving satisfactory outlook, amenity and privacy and daylight/sunlight for conventional development. However, developments designed to control aspect or which employ screening may allow closer spacing, but sufficient, detailed information must be submitted to justify any relaxation.

3.1.7 Special Note; Under certain circumstances, the Building Regulations control the number and size of windows and door openings (unprotected areas) fronting a boundary in order to minimise the risk of fire spread over the relevant boundary, this may be in conflict with any planning requirements. For further information please telephone 01226 772678.

Outlook

3.1.8 Care should be taken over the siting of buildings, especially those close to existing dwellings and common boundaries as their proximity may result in an unacceptable overbearing impact even though all other amenity requirements have been achieved. Outlook is the visual amenity afforded by a dwelling's immediate surroundings, which can be adversely affected by the close siting of another structure. However, this does not extend to the protection of a person's particular view from a property as this is not a material planning consideration.

3.1.9 Making the best use of site characteristics, changes in level and the retention of mature trees and shrubs will greatly assist the potential for achieving satisfactory outlook. When a structure is placed too close to a window so that it completely dominates the outlook it will have an overbearing impact. This is also dependent on the footprint of the building and generally, the larger the footprint the greater the impact. Compliance with the separation distances set out above will usually ensure that reasonable levels of outlook are retained for neighbouring residents.

Privacy

3.1.10 New developments should be designed to protect the privacy of the occupiers of existing dwellings. This primarily covers accommodation forming habitable rooms, (bedrooms and living areas), although consideration should also be given to effects on private areas of amenity closely related to the dwelling, e.g. patio areas.

3.1.11 When developments are proposed near existing dwellings, special care needs to be placed on preventing windows in new buildings looking into the rear private areas of existing dwellings. Spacing standards, screening and design can help to mitigate this. e.g. high level, oriel or obscure windows. As privacy is eroded through the overlooking of existing dwellings, any significant change of ground levels can alter the effect of the separation distance. In these circumstances it will be important to provide a cross section to demonstrate the relative height between opposing accommodation.

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

3.1.12 The incorporation of permanent screening between respective elevations can help reduce overlooking between buildings. Where adequate permanent, appropriate screening can be provided, it may be possible to reduce recommended separation distances, providing daylight/ sunlight and amenity provision is met. All proposals, which incorporate screening to reduce separation distances will be assessed on their own merits, but accurate cross sections will need to be provided with the application to demonstrate how privacy is achieved within the layout. The retention of existing, established, evergreen shrubs adjacent to a common boundary can constitute effective screening or other suitable size and species of trees, though care is needed to prevent undue overshadowing. The introduction of new planting can have a similar effect, but at sufficient size to provide a screening effect until mature, using species appropriate to the area's character. New planting will require a minimum two year maintenance period to establish.

3.2 Existing trees and hedgerows

3.2.1 If there are mature trees or hedgerows on your site the Council will expect them to be incorporated into the design and layout of the development and retained, wherever possible, for their visual, ecological and amenity protection value. Applications should be accompanied by an accurate site survey plan showing the position, spread, and species of all trees and hedgerows, and which are proposed to be retained. The spaces allowed for trees to be retained should be sufficient not just to safeguard the trees survival in the short term, but be sufficient to allow their long term development without interfering with the adjacent occupiers' enjoyment of their property in the future.

3.3 New planting

3.3.1 Consideration should be given at an early stage as to whether landscaping can assist in maintaining residential amenity. Any scheme should be designed to help the development fit into its surroundings and soften its visual impact. The planting of trees, hedges and shrubs can improve the appearance and help to protect the amenity of any existing adjacent residents. If appropriate, a landscaping scheme should be submitted with your planning application.

3.4 Walls and fences

3.4.1 The type and height of screen fencing or walls on boundaries with existing residential development can help protect residential amenity and are likely to be required as part of the scheme unless other boundary treatment exists or is proposed.

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

Appendix 1

25 degree rule (back to back orientations)

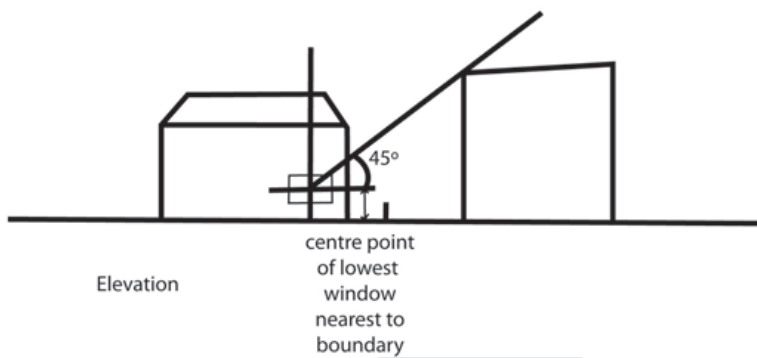
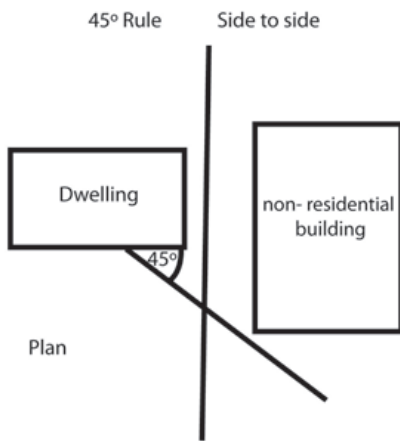
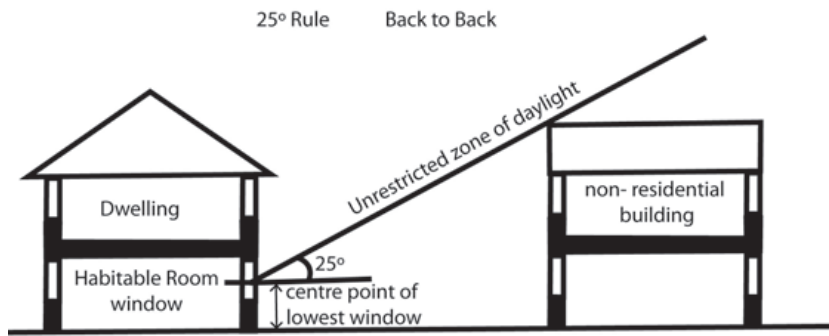
Taking a horizontal line extending back from the centre point of the lowest window, draw a line upwards at 25 degrees. All built development facing a back window should be below the 25 degree line.

45 degree rule (back to side orientations)

Taking a horizontal line parallel to the back face of the building at the centre point of the lowest window closest to the boundary, draw a line 45 degrees upwards and another 45 degrees outwards towards the side boundary. All built development to the side of a back window should be below and behind these lines.

Supplementary Planning Document: Residential Amenity and the Siting of Buildings

Figure I.1



Supplementary Planning Document

Shopfront Design

Consultation Draft 2019



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Supplementary Planning Document: Shopfront Design

1. About this guidance

- 1.0.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.0.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.0.1** The aim of the guidance is to raise standards throughout the Borough; and is of importance to anyone seeking to either alter their existing shopfront or install a new shopfront. The guidance supplements Local Plan Policy D1 which promotes good design.

3. Policies

Policy D1 High Quality Design and Place Making

Design Principles:

- 3.0.1** Development is expected to be of high quality design and will be expected to respect, take advantage of and reinforce the distinctive, local character and features of Barnsley, including:
- **Landscape character, topography, green Infrastructure assets, important habitats, woodlands and other natural features;**
 - **Views and vistas to key buildings, landmarks, skylines and gateways; and**
 - **Heritage and townscape character including the scale, layout, building styles and materials of the built form in the locality.**

Supplementary Planning Document: Shopfront Design

3.0.2 Through its layout and design development should:

- **Contribute to place making and be of high quality, that contributes to a healthy, safe and sustainable environment;**
- **Complement and enhance the character and setting of distinctive places, including Barnsley Town Centre, Penistone, rural villages and Conservation Areas;**
- **Help to transform the character of physical environments that have become run down and are lacking in distinctiveness;**
- **Provide an accessible and inclusive environment for the users of individual buildings and surrounding spaces;**
- **Provide clear and obvious connections to the surrounding street and pedestrian network;**
- **Ensure ease of movement and legibility for all users, ensure overlooking of streets, spaces and pedestrian routes through the arrangement and orientation of buildings and the location of entrances;**
- **Promote safe, secure environments and access routes with priority for pedestrians and cyclists;**
- **Create clear distinctions between public and private spaces;**
- **Display architectural quality and express proposed uses through its composition, scale, form, proportions and arrangement of materials, colours and details;**
- **Make the best use of high quality materials;**
- **Include a comprehensive and high quality scheme for hard and soft landscaping; and**
- **Provide high quality public realm**

3.0.3 In terms of place making development should make a positive contribution to achieving qualities of a successful place such as character, legibility, permeability and vitality.

Supplementary Planning Document: Shopfront Design

4. Good shopfront design - the reasons

- 4.0.1** Good design gives an impression of quality and permanence and makes the shopping environment more attractive for everyone. This in turn will increase business confidence. In contrast, poorly designed or maintained shopfronts can have a significant adverse impact, not just on the environment of the area but upon the local economy and the well being of residents and visitors to the Borough. Poor quality shopfronts and security measures can create an environment where crime and vandalism thrives and this guidance seeks to help prevent these problems.
- 4.0.2** Shopping areas comprise a mix of uses operating at different times of day including the evening. It is therefore important that a high standard of appearance is maintained at all times and not only when shops are open.
- 4.0.3** Shopfronts are the main visible element of the street and are crucial in setting the character of a shopping area. Design should therefore take into account the character and form of the surrounding area as well as the proportions and style of the building itself and the adjacent properties.
- 4.0.4** It is not the aim of this SPD to provide a set of inflexible rules for new shopfronts or for alterations to existing ones, nor should this SPD restrain creative design. However, without a proactive and positive approach to shopfront design, new shopfronts or alterations to existing ones may be unsympathetic to the character of individual buildings and to the street scene in general. Shopfront design considerations can be of particular importance in sensitive settings where the character of heritage assets such as listed buildings or conservation areas are concerned. In such settings sympathetic shopfront design and the use of appropriate and traditional materials will be expected to maintain and protect the character of the area.
- 4.0.5** Solid external roller shutters can have an adverse environmental impact, they can give an area a 'dead' appearance and contribute towards creating a hostile fortress-like environment.
- 4.0.6** The Council therefore expects that new or replacement shopfronts to be designed in accordance with this guidance, and to achieve the Sustainability, Design and Conservation Team are able to offer design and installation advice (contact Tony Wiles on tonywiles@barnsley.gov.uk or 01226 772576)

Supplementary Planning Document: Shopfront Design

5. Good shopfront design - the principles

5.0.1 Improvements to shopfronts should be considered in accordance with the following criteria:

- the style of the shopfront should be derived from, reflect and harmonise with the character, age and materials of the building as a whole, as well as being seen in the wider context of the area within which it is located.
- modern shop fronts in a modern development can still accord with the principles of classic shop front design. A modern appearance with modern materials can still be acceptable whilst retaining the principles of traditional shop front design, scale and proportions. A blend of innovation and traditional principles can achieve an acceptable contemporary design form.
- Innovative and contemporary approaches to shop front design can be appropriate in the correct context and the council does not wish to be prescriptive and stifle innovation in shop front design.
- the upper floors and the shopfront should be seen together rather than as separate elements of the building. The scale of the shop front should be in proportion with the rest of the building. Essential features which are inherent in the upper floors of the building should be continued at shopfront level; i.e. window style.
- shopfronts should fit within the original structural framework of the building. Where there is an existing shopfront of good quality then it should normally be refurbished or repaired as a first course of action. Full replacement should only be considered when the applicant has proved that it is expedient to do so.
- where the shopfront involves what was historically two buildings, then the vertical division between the two, including any significant features, should be maintained.
- security of the premises must be incorporated within the overall design, and should be as unobtrusive as possible.
- signage should be appropriate to the age, scale and proportions of the building.
- illumination of shop signs should be external rather than in the form of internally illuminated box signs in translucent materials (see later note).
- where the applicant seeks to incorporate a canopy then this should be within the overall design of the shopfront.
- entranceways should be designed to allow access for everyone; including people with disabilities, older people and people with pushchairs and prams.

Supplementary Planning Document: Shopfront Design

5.1 Good shop front design

Figure 5.1



The facade and shop front of the original building are an integral part of the whole design, from the pavement to the roof. The shop front as a whole creates a rhythmic pattern through its size, proportions, scale, fascia, lettering, etc.

New shop fronts should still be capable of respecting the existing buildings despite the use of different materials, and will contribute positively to the street scene and continue to advertise the business effectively.

5.2 Poor shop front design

Figure 5.2



This illustration shows shop frontages which have been converted in an unsympathetic way. The buildings and the street both suffer due to:

- The intrusive nature of oversized shop fronts which dominate the buildings and the street.
- The excessive use of large areas of glazing.
- The loss of architectural features.
- The loss of a balanced architectural relationship between the shop fronts and the upper portion of the facade.
- Large, unsuitable fascias and 'house styles' which disregard local conditions.
- The use of unsuitable materials

Supplementary Planning Document: Shopfront Design

6. Detailed considerations

6.1 Choice of materials

- 6.1.1 Materials should respect the age and style of the building and the street scene.
- 6.1.2 Timber is robust and versatile and is recommended for most shopfronts. Where the use of aluminium shopfronts are appropriate, then these should be colour powder coated as an integral part of the overall colour scheme.
- 6.1.3 Stallrisers should be in materials which are in character with the building. Large expanses of glass can appear out of scale as well as being costly to replace. A more intimate scale can be achieved by subdividing the windows by means of glazing bars.

6.2 The well-balanced shop front (Figure 6.1)

- 6.2.1 The details contained in existing shop fronts are very important.
- 6.2.2 The original fascia, mouldings, glazing, doors, signs, lettering styles, recesses and projections all form part of the overall design.
- 6.2.3 What on the surface may appear to be a minor alteration to any one of these, may spoil the appearance of the shop front with no apparent gain.

Figure 6.1



Where possible, interesting features should be retained and repaired, and this should be allowed for in the builder's estimates.

Supplementary Planning Document: Shopfront Design

6.3 Inappropriate alterations (Figure 6.2)

Figure 6.2



The illustration shows the shop front whose details have been spoiled by several changes:

- The new fascia obliterates the cornice and masks part of the window above.
- The fascia is too big and dominates the frontage.
- The roller shutter box is an afterthought - it has not been incorporated into the design. It protrudes clumsily, obscuring the clerestory light, and reduces the amount of natural light entering the shop.
- The new materials are unsympathetic and there is too much glass.
- The old shop front has been gradually destroyed through losing its character. The street is the worse for this, and the trader has lost a distinctive business image.

Supplementary Planning Document: Shopfront Design

7. Shopfront security

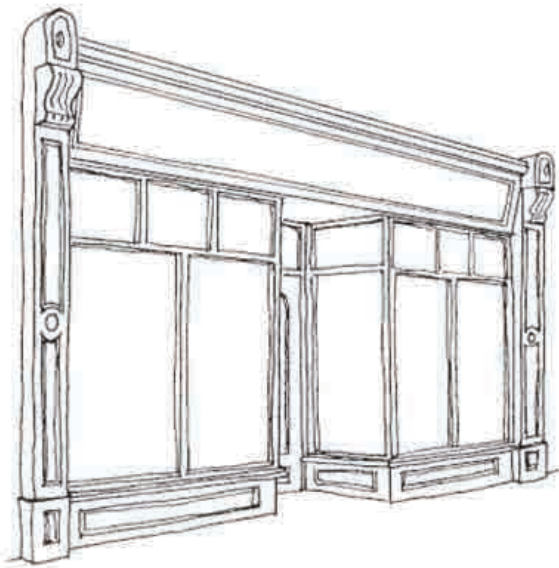
7.0.1 The security of shops is a serious issue which must be a consideration at the design stage. In this way the overall design of the shop front is enhanced by the unobtrusive inclusion of security elements. By contrast, a well designed shopfront can be let down by ill-conceived or 'add-on' security measures which neither respect the building or the area.

7.1 Traditional shop fronts (Figure 7.1)

7.1.1 The preferred methods of providing security without destroying the character of the original shop front are:

- Alarm systems
- Toughened or laminated glass
- Perforated or grille-type internal roller shutters
- Strengthening the glazing bars and stallrisers

Figure 7.1 Traditional Shop Front

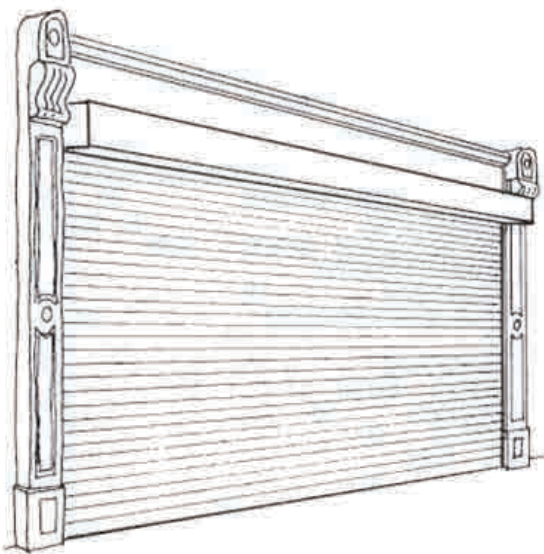


Supplementary Planning Document: Shopfront Design

7.2 Inappropriate design (Figure 7.2)

- 7.2.1** The second illustration shows how the character and appearance of the original shop front are adversely affected by the introduction of external roller shutters.
- 7.2.2** The clumsy, protruding steel shutter box is at odds with the style of the fascia.
- 7.2.3** The solid, steel roller shutters are a hostile form in the street scene, and are prone to graffiti.

Figure 7.2 Inappropriate Design



- 7.2.4** Shopfront security can be achieved in a number of ways:
 - **toughened laminated glass**
this is an extremely unobtrusive solution which can offer a good level of security without affecting the appearance of the property.
 - **internal shutters**
internal shutters are a visible form of security which does not compromise the external appearance of the shop. The shutters should be perforated and colour powder or plastic coated.
 - **concrete or reinforced stallrisers concealed by suitable external materials**
this can help contribute to reducing the risk of ram raiding by strengthening the shop front frame.
 - **steel framed shop fronts**
as above this can be an unobtrusive means of strengthening the shop front and reducing the risk of ram raiding.

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- **external roller shutters**

Solid external shutters are more prone to graffiti and give out signals about the area's vulnerability to crime - thus deterring positive use. As a result these will only be considered where the alternative measures outlined above have been fully explored and can be shown by the developer to be unsatisfactory. Where this can be shown, their design should follow strict guidelines; with the shutter box located behind the existing fascia and not protruding out onto the street, and the shutter itself perforated and powder or plastic coated in a colour to match the other elements of the shopfront. Planning Permission will be refused for poorly designed shutters even if similar examples exist in the locality. Solid galvanised projecting shutters will not normally be permitted. Roller shutters can only be used outside shop opening hours as they can adversely affect the means of escape from the building in the event of fire. Appendix 1 gives further technical advice.

- **works to the forecourt**

Some businesses may feel that additional security measures are required to the forecourt area to the front of their premises because of concerns about ram raiding. Where this is the case, the measures to strengthen the shop front outlined above can be undertaken. Where supplementary works are required these should be of an appropriate style and design, as well as located so that they do not impede the pedestrian flow.

7.2.5 The Police Architectural Liaison Officer who can be contacted on 01226 736017 or at chris.squires@southyorks.pnn.police.uk, can provide free advice on techniques to design out crime at an early stage. SPG11 entitled Design to Avoid Crime gives guidance on security issues.

8. Signs

8.0.1 Well designed signs can project an image of quality, confidence and permanence; whereas too many or oversized signs can give a cluttered and unattractive appearance which does not relate to either the building or the surrounding area.

8.0.2 The Council is likely to approve signs which are:

- in character with the scale of the building;
- located at fascia level;
- respectful of the architectural features of the building, including first floor windows and shop front details;
- fascia box signs which do not protrude more than 100mm;
- designed using a style of lettering appropriate to the character of the building.

8.0.3 The best option for signs is often to use individual letters restricted to the shop name. Clear well spaced letters are as easy to read as larger oversized letters. If additional signage is required then this is best applied to the window. For the safety of pedestrians

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and vehicles the bottom of any protruding sign should be at least 2.3m above the pavement and should not overhang the carriageway. A separate SPD on Advertisements has been produced and provides additional information.

9. Illumination

- 9.0.1** Excessive illumination causes light pollution and is therefore wasteful of energy. Well directed lighting can, however, aid personal safety within an area and enhance its attractiveness. The form which this illumination takes should also be considered at an early stage. For example, a well designed fascia box in a solid material which allows internal illumination to show through cut out lettering can be a very effective solution, whilst internally illuminated box mounted signs in an opaque material is an unsightly option and will be discouraged.
- 9.0.2** External lights can also be an acceptable solution, either by means of trough lighting or carefully designed and located spot lighting.

10. Canopies and blinds

- 10.0.1** Canopies and blinds should usually be canvas or other non reflective material. The incorporation of a blind should be examined with regard to the shopfront as a whole, and where possible the canopy should not unduly detract either from the fascia or the traditional window height.

11. Access

- 11.0.1** Alterations to a shop access which worsen access to premises contravene the Building Regulations.
- 11.0.2** Plate glass doors should have adhesive stickers fixed to them so as to warn partially sighted people.
- 11.0.3** Single doors should have a clear opening of 850mm and double doors 1620mm.

12. Corporate image

- 12.0.1** A large number of businesses, comprising national regional and local chains have a corporate image which they wish to communicate to the public. This is an understandable aim, which the Council supports. It is equally valid that the promotion of this image can be achieved in a number of ways, and that house styles can be adapted so as to respect the age, style, proportions and character of the building.

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13. Questions

What needs Permission?

- 13.0.1** The installation of a new shopfront always requires permission as does any significant alteration to an existing shopfront. For further information phone Development Management on 01226 772595.
- 13.0.2** The regulations regarding the display of advertisements (including signage) are complex and you should always contact Development Management to discuss whether consent is needed at an early stage. Generally, any illuminated sign and any sign on an elevation which does not have a display window will need advertisement consent. However, many other signs also need consent.
- 13.0.3** All proposals which involve structural alterations or a revised door layout require Building Regulations Consent. For further information phone 01226 772678
- 13.0.4** Any works in the Highway will require the consent of the Assistant Director, Environmental Services, who you should contact at an early stage on 01226 772063

Are there any other consents required?

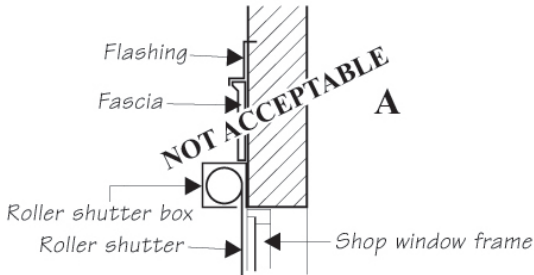
- 13.0.5** If your premises is a Listed Building or is located within a Conservation Area special policies and restrictions apply. To find out whether your premises are affected, please contact the Conservation Officer on 01226 772576.

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Appendix 1. Roller shutter design

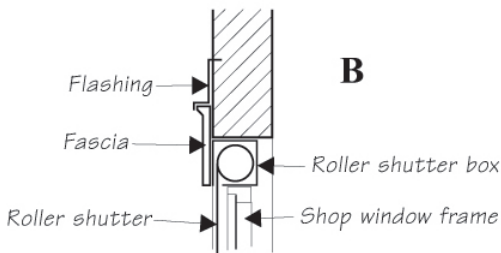
The Shutter Box

Figure A



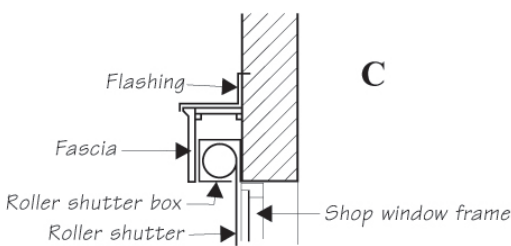
A standard square-sectioned box fixed onto the fascia is **unacceptable. (A)**

Figure B



The shutter box should be hidden from view, and ideally, built behind the fascia. **(B)**

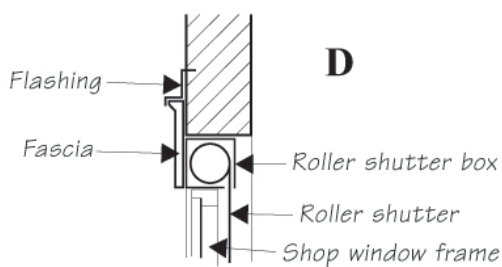
Figure C



In exceptional circumstances, where it is not possible to achieve the above, the fascia may be rebuilt to conceal the projecting shutter box. **(C)**

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Figure D



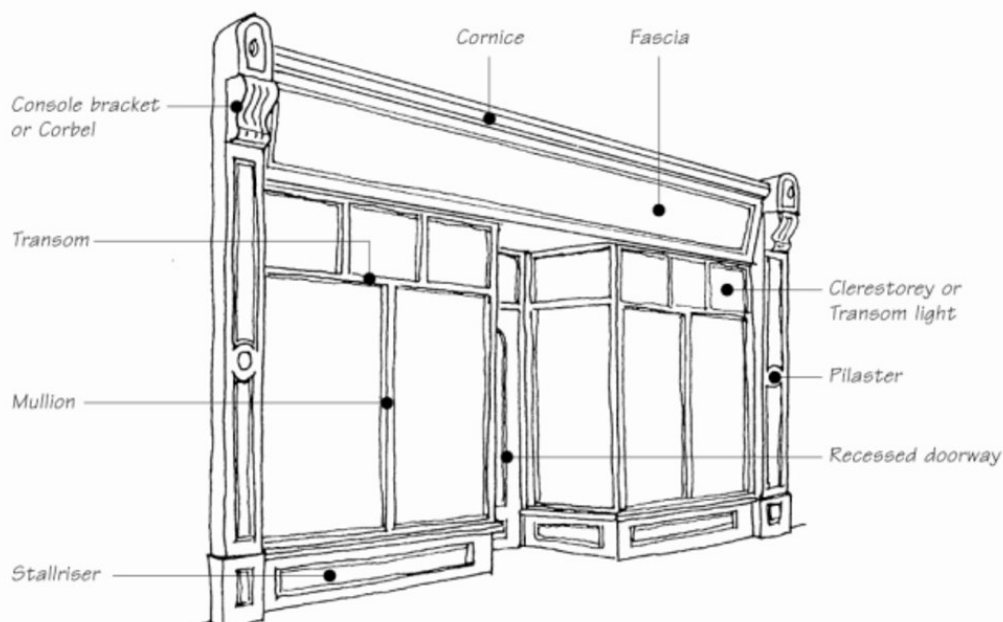
In areas of higher quality design and streetscape, including conservation areas and for listed buildings, a more design-sensitive approach will be required. In these cases, internal security grille-type shutters will be the most appropriate solution. **(D)**

The Shutter

The shutter is visible when the premises are closed and so should be as attractive as possible. They should be coloured and for best results the pierced or latticed type, allowing a view to the window display when illuminated.

Appendix 2. Elements of the shop front

Figure E



Supplementary Planning Document

Sustainable Travel

Consultation Draft 2019



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Supplementary Planning Document: Sustainable Travel

1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** The spatial strategy in the Local Plan seeks to locate development in the most sustainable locations. The settlement pattern within the Borough, the location of rail and road networks, public transport and environmental constraints all limit the number of reasonable alternative strategies, therefore the spatial strategy in the Local Plan is considered to be the most appropriate. Better connectivity, affordable and inclusive travel including walking and cycling, a cleaner environment and a healthier population are the key outcomes sought through the Barnsley Transport Strategy. The plan's spatial strategy focuses development in locations with good access to public transport or where networks can be easily extended. The Accessibility Improvement Zone in the east of the Borough is a focus for transport investment to improve connectivity and support economic growth. However it is recognised that development in the areas where development is to be focused will put pressure on existing transport infrastructure and create the need for new infrastructure that secures behavioural change so that public transport and active travel can increase.
- 2.2** Where levels of accessibility through public transport, cycling and walking are unacceptable, we will expect developers to take action or make financial contributions in accordance with policy I1. Section 4 of this document sets out the starting point for establishing when contributions are required.

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3. Policy

- 3.1** This Supplementary Planning Document (SPD) primarily supplements Local Plan Policies T1 Accessibility Priorities, T3 New Development and Sustainable Travel and I1 Infrastructure and Planning Obligations:

Policy T1 Accessibility Priorities

Working with city region partners and other stakeholders transport investment will be set out in Transport Strategy programmes focused on development-transport corridors as shown in the Accessibility Priorities diagram below to:

- A. Improve sustainable transport and circulation in the Accessibility Improvement Zone (AIZ) area particularly between Principal Towns.**
- B. Implement transport network improvements as supported by evidence from modelling, feasibility studies, consultation, surveys, community engagement etc.**
- C. Facilitate sustainable transport links to and from existing and proposed employment, interchange, community and leisure and tourism facilities in the borough, including provision for car parking and enhancing the non car role of the transport corridor shown on the Accessibility Priorities diagram as 'potential enhanced road based public transport corridor'.**
- D. Promote high quality public transport linking the AIZ to significant places of business, employment and national / international interchange in the Leeds - Sheffield City Region corridor including neighbouring Wakefield, Kirklees, Doncaster, Sheffield and Rotherham.**
- E. Improve direct public transport and freight links to London, Manchester, other Core Cities, national / international interchanges and the Humber ports.**

Policy T3 New Development and Sustainable Travel

New development will be expected to:

- Be located and designed to reduce the need to travel, be accessible to public transport and meet the needs of pedestrians and cyclists;
- Provide at least the minimum levels of parking for cycles, motorbikes, scooters, mopeds and disabled people set out in the relevant Supplementary Planning Document;
- Provide a transport statement or assessment in line with guidance set out in the National Planning Policy Framework including where appropriate having regard for cross boundary local authority liaison; and
- Provide a travel plan statement or a travel plan in accordance with guidance set out in the National Planning Policy Framework including where appropriate having regard for cross boundary local authority liaison. Travel plans will be secured through a planning obligation or a planning condition.

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Where levels of accessibility through public transport, cycling and walking are unacceptable, we will expect developers to take action or make financial contributions in accordance with policy I1.

If it is not possible or appropriate for the minimum amount of parking for cycles, motorbikes, scooters and mopeds to be met on site, the developer must provide, or contribute towards, off-site parking, or improve or provide other forms of travel.

Policy I1 Infrastructure and Planning Obligations

Development must be supported by appropriate physical, social, economic and communications infrastructure, including provision for broadband.

Development must contribute as necessary to meet all on and off site infrastructure requirements to enable development to take place satisfactorily.

Where the necessary provision is not made directly by the developer, contributions will be secured through planning obligations.

Where appropriate, pooled contributions will be used to facilitate delivery of the necessary infrastructure.

- 3.2** The objective of this SPD is to ensure that the accessibility of new development via public transport, walking and cycling is acceptable in order to promote sustainable transport and active travel and where possible enhance the safety, efficiency and sustainability of the transport network to meet Barnsley MBC's economic, health and air quality aspirations. Reference should be given to the parking guidance in *BMBC Parking SPD*, the *BMBC Planning Obligations SPD*, the *Sheffield City Region (SCR)* and *Barnsley Transport Strategies*, as well as *the Barnsley Active Travel, Public Health Strategies* and *Air Quality Action Plan*.
- 3.3** This SPD sets out guidance for applicants in assessing the transport impacts of their proposed developments and any required mitigation, which would be considered through the preparation of Transport Assessments, Transport Statements and Travel Plans. Each may influence the other and will need to be regularly reviewed. They are based on evidence of the anticipated transport impacts of development and set measures to encourage sustainable travel. They should not, however, be used to penalise drivers or cut provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets or road network.

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4. Financial Contributions towards Public Transport and Active Travel

Why are developer contributions to public transport necessary?

- 4.1** It would clearly be inappropriate for the Local Planning Authority to grant planning permission for a development which without appropriate mitigation would either cause an unacceptable impact on the public transport system or exacerbate a situation which is already unsatisfactory. The developer would be required to provide the necessary mitigation. without making the necessary provision to mitigate the transport impact of the scheme.
- 4.2** Contributions towards the cost of public transport improvements or enhancements are necessary in order to:
- help address the travel impact of a proposed development (i.e. the trips to and from the site that it will generate)
 - ensure compliance with Local Plan policies T1 and T3, and the emerging Transport Strategy to promote more sustainable transport choices, to promote accessibility by public transport and to reduce the need to travel, especially by car.
 - reflect the fact that (unlike vehicular access arrangements) provision of public transport services or enhancements are normally outside the scope and control of individual applicants and developers
 - assist the Local Planning Authority and the Local Transport Authorities to finance and provide for the cumulative impact of individual new developments on the infrastructure, capacity and operation of public transport services in Barnsley.

What are the benefits for applicants and developers of paying contributions to public transport improvements?

- 4.3** The additional cost to the developer (or applicants) of paying a public transport contribution may potentially be offset against the following benefits:
- In the most sustainable/ sustainable locations (ie town centre) a potential reduced requirement for car parking spaces and associated reduction in the cost of providing and maintaining car parking (normally £1,000-5,000 p.a. per space).
 - Release of car parking spaces for development.
 - Providing the opportunity for higher densities.
 - Opportunity to market/ promote a development offering sustainable transport choices. Planning consent would not be granted unless the appropriate contribution (either financial or in kind) is made towards providing adequate public transport access.

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How will we assess whether levels of accessibility through public transport, cycling and walking are unacceptable?

- 4.4** In order to meet policy T3 by promoting reduced car usage and dependency, developers will be expected to provide a capital contribution towards public transport and or active travel infrastructure. This includes on site provision as part of the development proposal and a contribution towards provision or enhancement of facilities off site.
- 4.5** The housing and employment land site selection methodology assessed potential allocations in relation to the availability of rail and bus based on their relationship with the core public transport network. Sites located within the core public transport network were rated as green (scored 5 points) with sites partly within the core public transport network rated as amber (3 points) and sites outside of the core public transport rated as red (1 point).
- 4.6** Sites were then rated in relation to their potential to be accessed by public transport with a point awarded if:
- Site is within 2km of existing railway station.
 - Site is 1km from existing bus route.
 - Site is within 800m of railway line.
- 4.7** These assessments were purely quantitative in nature and so do not take account of qualitative factors such as whether or not a suitable footpath/cycleway exists between the site and the public transport infrastructure (bus stop, train station etc) or whether or not the facilities within the Core Public Transport Network are fit for purpose. They nevertheless represent a starting point for establishing whether or not a contribution will be required to ensure that accessibility through public transport, walking and cycling is acceptable. This same criteria can also be applied to potential windfall sites that haven't yet been considered against the site selection criteria.
- 4.8** The information above will be used as a starting point until the Transport Strategy is finalised and provides further information.
- 4.9** The contributions will be used to enlarge and or enhance the core public transport network including improving pedestrian / cycle access to it and extend the active travel network.
- 4.10** By developer contributions and other investment funding the core public transport network will increasingly be able to be readily accessed by all existing and future development and be increasingly attractive to users.
- 4.11** Similarly the active travel network will become an increasingly attractive alternative to vehicular travel.

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4.12 Contributions as set out in paragraph 4.24 below will be required where:

- The site is wholly or partly outside the core public transport and or active travel network
- The whole site is within the core public transport network and or active travel network but improvements have been identified to ensure the attractiveness of the core public transport network (including pedestrian / cycle access to it) and active travel network is retained and or increased.

4.13 In order to promote sustainable travel through modal shift, developers will be expected to provide a capital contribution towards enhanced public transport or active travel infrastructure. This includes on site provision as part of the development proposal (where practicable) and a contribution towards provision or enhancement of facilities off site.

Infrastructure Requirements

4.14 The infrastructure delivery plan presented at the Local Plan examination identified that the main transport issues for Barnsley relate to the lack of external connectivity, affordability and accessibility together with the low quality passenger experience, journey time, performance of aged rail rolling stock and line-speed restrictions. Accordingly, it was identified that the public transport provision (both bus and rail) needs further significant improvements if it is to be an attractive alternative to the private car. Within the Infrastructure Delivery Plan it is identified that the Accessibility Improvement Zone predominantly to the east of the M1 is intended to enable significant improvement to be made to Barnsley's sustainable integrated transport system focusing on the need to improve passenger and freight connectivity whilst encouraging development in the most sustainable locations. This will include investment in walking, cycling and public transport services. This investment could cover physical infrastructure or initiatives to encourage people to make smarter choices about how they travel. Interventions will build on existing programmes and might include quality bus corridors, improved capacity on existing rail lines, interchanges, smart ticketing, personalised journey planning and a number of other similar initiatives.

4.15 Specifically in relation to Rail, the Council has just adopted an update of its Rail Vision which, amongst other things, sets out the asks of delivery partners and also includes endorsements from partners. Amongst these, Network Rail have stated that they "welcome the approach set out in the Barnsley Rail Vision to work with Network Rail to identify opportunities to develop enhancements on the back of renewals planned for Control Period 6 utilising third party funding sources which may be available". In anticipation of this and in accordance with the Sheffield City Region Transport Strategy objectives to promote economic growth through improved connectivity and transport provision in the region, South Yorkshire Passenger Transport Executive commissioned option selection reports for each of the stations within the sub-region. These were also undertaken on the basis that passenger perception of rail travel begins as passengers approach railway stations, so whilst in the past there has been focus on service frequency and rolling stock quality, the rail industry is growing more aware that stations deserve and need investment as part of the drive towards increasing demand for rail travel and modal shift. Each report therefore

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identifies and provides evaluation options for improvements that need to be made at stations in South Yorkshire to change these perceptions and provide a consistency of facilities across all stations. Options have been costed and a high level Value for Money and prioritisation assessment has been carried out.

- 4.16** Each station report identifies overall costs for enhancements at each station, including up to approximately £18m of investment into Barnsley Station, £4.7m at Penistone. In terms of bus, the infrastructure delivery plan identified poor levels of accessibility in parts of the Dearne Valley and to the west of the borough.
- 4.17** In terms of bus, the infrastructure delivery plan identified poor levels of accessibility in parts of the Dearne Valley and to the west of the borough. To address this in January 2017 a Barnsley Bus Partnership (BBP), also known as a Voluntary Bus Agreement (VBA), was established. It is a negotiated agreement between Barnsley Metropolitan Borough Council (BMBC), South Yorkshire Passenger Transport Executive (SYTPE) and bus operators. It sets out minimum standards which will apply to all services covered by the scheme and any additional negotiated standards with individual operators on a voluntary basis depending on their particular service patterns and circumstances, with BMBC committed to providing improved highway measures. The objectives of the BBP are to provide a network which is high quality, reliable, affordable and punctual and which increases bus patronage.
- 4.18** The cumulative costs of these improvements would far outweigh what could reasonably be secured through developer contributions. However, given the potential opportunities for match funding, it is clear that there is a necessity to maximise developer contributions to ensure that levels of accessibility through public transport, cycling and walking are acceptable.

Road Safety Audits

- 4.19** Where the Highway Authority or Police have potential concerns regarding the road safety implications of a proposal, for example due to potential for speeding as a result of the proposed alignment of a new section of highway or because of the introduction of a new access on a section of highway where speeding is prevalent, appropriate independent road safety audits will be required in order to inform the planning decision, including whether or not it is necessary to secure mitigation.

How are contributions calculated?

- 4.20** Within the Transport section of the Local Plan the challenges and policy solutions are clearly articulated with accessibility priorities set out in policy T1. Spatially, the Local Plan identifies an Accessibility Improvement Zone (AIZ) comprising of Urban Barnsley and the remainder of the borough to the east of the M1. This zone is directly associated with the main focus of development and renewal as set out in the Local Plan and therefore represents the most sustainable location for growth and will therefore continue to be the focus for transport investment.

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- 4.21** The area to the west of the borough including Penistone Principal Town and a number of villages and hamlets is rural in nature and populated to a low density compared to the settlements in the AIZ and characterised by higher residential values. Recent past trends and the Local Plan evidence and examination nevertheless confirm some growth is appropriate in Penistone Principal Town and surrounding larger villages. The Penistone and associated rural area has a higher car ownership / usage and only a modest public transport offer compared to the AIZ. Promoting a more sustainable and cohesive community will require an improvement in public transport requiring a proportionately higher level of investment than in the AIZ. The higher residential values in Penistone and surrounding villages support seeking a proportionately higher level of contributions compared to the AIZ in order to secure viable and meaningful improvements in public transport to support delivery of sustainable development.
- 4.22** The charges set out below relate specifically to residential developments and have been set with the objectives being to:
- Recognise that the number of journeys a dwelling is likely to generate will vary based on the amount of people occupying that property (hence calculations being based on the number of bedrooms).
 - Distinguish between the more sustainable and less sustainable areas/sites
 - Maximise the level of contributions that can viably be secured in recognition of the extent of infrastructure costs.
 - Ensure that charges can be easily calculated in order to provide clarity and certainty for all stakeholders.
 - Avoid imposing contributions on smaller developments where the legal cost of preparing and completing a Section 106 agreement would be disproportionate to the level of the contribution sought.
- 4.23** In light of the above objectives, a lower charge is proposed inside the Accessibility Improvement Zone in recognition of the fact that whilst availability of public transport is far better, residential values are lower rendering higher charges potentially unviable. Overall though, despite the lower charge per dwelling, the total amount of funding generated within the Accessibility Improvement Zone will far outweigh that generated from the area to the west of the borough where less than 10% of the total growth in dwellings is anticipated during the plan period.

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- 4.24** Contributions required for residential/part residential developments (including changes of use where there would be a net increase in journeys) are therefore as follows:
- Within the Accessibility Improvement Zone (AIZ) a minimum contribution of £500 per bedroom will be required towards provision of public transport or active travel infrastructure for schemes of 10 or more dwellings.
 - Where new development is not located within the Accessibility Improvement Zone (AIZ) and is therefore less sustainable in respect of access to public transport, contribution of £1,500 per bedroom will be required for schemes of 5 or more dwellings.
- 4.25** In addition to the above, there may be circumstances where new or enhanced infrastructure is specifically identified as necessary to achieve the modal shift over and above that that which could be delivered by the contributions referred to above. In these circumstances:
- If the infrastructure would not be required to facilitate development on other allocations in the vicinity of the site, the expectation will be that the developer covers the whole cost of the scheme.
 - If the infrastructure would also facilitate development on other allocations in the vicinity, the contribution would be calculated equitably between the developments, for example by applying a roof tax based on the number of residential units or the floorspace of a development.
- 4.26** For non residential schemes contributions will be sought if identified as being necessary to deliver the modal shift targets identified in the travel plan.
- 4.27** The nature and extent of these contributions will be identified through the Transport Assessment process and pre-application discussion.
- 4.28** Although planning obligations must be directly related to the proposed development, a degree of flexibility will sometimes be necessary as to how transport contributions are spent. This is particularly the case where infrastructure or services are required to support multiple developments, from which contributions will be pooled. It may not be possible to predict the sequence in which those developments will come forward, and that sequence may determine which transport measures should properly be funded by each of the developments.

What will the contributions be used for?

- 4.29** The contributions will be used to help finance and deliver the programme of public transport improvements and enhancements identified in the Infrastructure Delivery Plan, the updated Barnsley Rail Vision, and other relevant documents.
- 4.30** These improvements and enhancements would be to provide the transport enhancements and additional capacity necessary to ensure that accessibility to sites through public transport, walking and cycling is considered acceptable in order to maximise use of the more sustainable modes of transport.

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- 4.31** In the case of those new developments located in the town centre (as defined on the Local Plan policies map inset map 1) contributions will be used to help deliver the necessary public transport enhancements throughout the town, with the proviso that, in each case, it can be demonstrated that there is a direct relationship between the development and the infrastructure provided. This direct relationship will normally be demonstrated on the basis that new development in the town centre will generate it's travel demand (i.e. trip origins) from all parts of the town's public transport network.
- 4.32** In the case of new developments located outside the defined town centre contributions will be used to help finance the necessary public transport enhancements scheduled for that settlement or corridor of the town in which the development is located.
- 4.33** The contributions will not however be used to contribute to basic on-site public transport infrastructure such as pedestrian links, bus stops, shelters, and real time displays which should be provided as standard for all developments.
- 4.34** In terms of the individual types of infrastructure, where possible specific measures will be detailed in the Section 106 agreement but, from time to time, agreements will have to be worded with an element of flexibility in recognition of the fact that there is often a significant time lag between an agreement being completed and the payment of the contribution being sought and received, during which it could be possible that priorities have changed. Nonetheless, agreements will typically cover the following:

Reducing Emissions

- In addition to provision of electric vehicle charging infrastructure the ECO Stars Fleet Recognition Scheme will work with HGV, Bus, Coach, vans and Taxi operators to improve efficiency, reduce fuel consumption and emissions and make cost savings. Typical savings of £2,600 per vehicle pa can be made in in fuel costs alone.

Rail Park and Ride

- Expansion of existing rail parking and ride sites, where feasible.

Rail

- Measures outlined in the Barnsley Rail Vision and SYPTE Station Options Review;
- Measures which encourage occupiers to travel by train, such as better waiting or information systems;

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Bus

- To enhance or bring a service within walking distance of the development, or increase the frequency of an existing service.
- To provide shelters, seats, or electronic information displays, raised kerbs to assist access by wheelchair and pushchairs, and/or crossing facilities, all of which have the capacity to make bus travel more attractive.
- To provide bus priority measures which benefit the development.

Walking and Cycling

- Improving facilities for pedestrians and cyclists in the vicinity of the site, including the creation of links to reduce walking and cycling distances to public transport and other local facilities
- Directional signage, lighting, crossing facilities and public cycle parking.

5. Electric Vehicle Charging Points

- 5.1** As a minimum development will be required to provide electric vehicle charging points as follows:

Residential	1 charging point per unit (dwelling with dedicated parking), or 1 charging point per 10 spaces (unallocated parking)
Commercial / Retail	10% of parking spaces which may be phased with 5% initial provision with the remainder at an agreed level
Industrial	10% of parking spaces which may be phased with 5% initial provision with the remainder at an agreed level

- 5.2** These figures are consistent with the Barnsley MBC Air Quality and Emissions Good Practice Planning Guidance (<https://www.barnsley.gov.uk/media/8747/air-quality-and-emissions-good-practice-planning-guidance.pdf>), which requires developers to propose mitigation of the air quality impact of development. The level of mitigation required is related to the classification of the proposed development within this guidance (minor, medium, major) according to air quality impact.
- 5.3** These figures may be revised periodically subject to evidence and any subsequent review of the Air Quality and Emissions Good Practice Guidance.

6. Planning Permission

- 6.1** The NPPF states that transport issues should be considered from the earliest stages of plan-making and development proposals to promote sustainable transport and mitigate environmental impacts. Significant development should be focused on locations which are or can be made sustainable through limiting the need to travel and offering a genuine choice of transport modes. Paragraph 110a states applications for development should give priority first to pedestrian and cycle movements, both within the scheme and with

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neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use.

When is a Transport Statement/Assessment and Travel Plan Required

6.2 The NPPF states that all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

Local Plan Policy Requirements and Interpretation of Significant Transport Impacts

6.3 The thresholds at which Transport Assessments, Transport Statements and Travel Plans will be required are set out in Appendix A. These thresholds identify the scale of development which will have a significant impact on the local highway and public transport network. Early pre-application discussions with the BMBC's Highway Development Management section and Highway's England (where development is likely to be generated on its network) are strongly recommended to determine the level of assessment that may be required.

6.4 Other circumstances where a Transport Assessment, Statement and a Travel Plan may be required include:

Where extensions and new development fall below indicative thresholds – Proposals for extensions will also potentially be subjected to requirements to submit a Travel Plan when the following circumstances apply:

1. The scale of the extension exceeds the threshold set out in Appendix A; or
2. In the case of a premises or uses which do not have an agreed Travel Plan, the aggregate size of the existing premises and extensions combined exceed the thresholds identified; or
3. Where a Travel Plan would help to address a particular local traffic problem associated with a planning application; or
4. Where a development forms part of a wider allocation for future development or master plan and the size of allocation exceeds the thresholds identified.

Multi-occupation of one site – Several small developments on one site may individually fall below the thresholds set out in Appendix A however the cumulative impacts of these developments could be enough to justify a 'Framework Travel Plan' for the whole site. Additional 'subsidiary' Travel Plans, may also be required in respect of sub-uses, depending on the scale and circumstances of a development e.g. single subsidiary Travel Plan for all the small retail uses.

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Travel Plan and Transport Assessment Process

- 6.5** The first step in the production of a Travel Plan is to carry out a Transport Assessment of the proposed development. This includes an estimation of its likely overall impact on travel (i.e. the anticipated number of person and vehicle trips to and from the site that will be generated by the development).
- 6.6** Following completion of the Transport Assessment, a package of measures can then be drawn up, aimed at delivering the modal split targets. These will influence the design layout and detailed site proposals for the development. This series of measures/ initiatives, designed to encourage and deliver the preferred measures will form the basis for the draft Travel Plan to be submitted alongside the planning application and Transport Assessment for the scheme. In certain circumstances more sophisticated modelling such as VISSIM will be required to assess the impact on the highway network.
- 6.7** The measures and modal split targets agreed during the planning application process will be incorporated into planning conditions and/or heads of terms for a legal agreement between the applicant and the Council. The agreement will provide for the delivery and monitoring of the travel plan, including steps that will need to be taken if targets are not achieved.

7. What the Council can do to help?

- 7.1** The production of a Travel Plan will ideally represent a partnership approach between the applicant, the developer, the Council and any third parties, such as Highways England, car club providers, public transport operators and active travel providers.
- 7.2** In order to assist in the process as much as possible the Council can offer:
- Policy advice, guidance and technical information, including Travel Plan information packs (based on the information and references given in this document);
 - Pre-application meetings where clarification is sought on the written information available;
 - Appropriate contacts and support for discussions with key third parties (such as car club operators and public transport operators);
 - Advice on appropriate modal split targets for specific areas; and
 - Advice on green sustainable transport and accessibility for all.

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The Role of the Applicant

- 7.3** Applicants/developers can help the Travel Plan process to be as efficient as possible by:
- Accepting the importance of Travel Plans as an integral part of the transport assessment/planning application process;
 - Ensuring that the results of the Transport Assessment and draft Travel Plan are taken into account and integrated into their scheme and layout;
 - Ensuring that the scope of Transport Assessments and Travel Plans are considered during pre-application discussions and, if possible provide drafts of the documents;
 - Ensuring planning applications are accompanied by a Transport Assessment and draft Travel Plan;
 - Identifying the contact Person(s) with relevant background to act as Travel Plan co-ordinator(s) for the preparation, implementation, marketing, monitoring and review of the Travel Plan;
 - Taking advantage of joint initiatives involving public transport travel discount schemes, car sharing databases, car clubs, shared Travel Plan co-ordinators and joint monitoring; and
 - Working in partnership with the Council to achieve shared benefits.

Contents of a Travel Plan

- 7.4** Table 3 in Appendix B sets out the appropriate headings a Travel Plan should have alongside an indication of what each section should include and an expanded version of this table is set out in Table 4. Individual developments will however have their own characteristics which may merit a variation on Travel Plan content, therefore this checklist should be used as a starting point in the preparation of all Travel Plans.

Workplace Travel Plans

- 7.5** The recommended basic process for creating a workplace Travel Plan is set out in Appendix B Table 5. It sets out the various stages in the production of a basic Travel Plan where the occupier is known.

Residential Travel Plans

- 7.6** The principles for producing Travel Plans set out above equally apply to Residential Travel Plans, however, there are a number of particular issues and requirements specific to Residential Travel Plans which are set out in Table 6.

Speculative Developments and Outline Applications

- 7.7** Barnsley MBC acknowledges that when a planning application is submitted for a speculative development such as an outline proposal the identity of future occupants may not be known. In these cases it will not be possible to draw up a full Travel Plan to suit travel needs/patterns of a still unidentified occupier/end-user.

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- 7.8** Where an applicant is seeking consent for a range and scale of planning uses at a location it will be possible:
- To carry out a site assessment and accessibility audit and gain an understanding of site constraints and opportunities; and
 - To undertake an assessment of the travel impact and likely number of trips that the proposed use will generate.
- 7.9** An assessment on this basis will allow the setting of targets and the drawing up of a site layout and design that anticipates the overall travel needs/constraints of the site. It will therefore be possible, as a minimum, for the applicant/developer to prepare an 'interim Travel Plan for submission alongside the planning application, which will help to establish the basis and timetable for drawing up a final detailed Travel Plan when the end user(s)/occupier(s) are known.
- 7.10** In the case of outline or speculative developments (where the end user is initially not known) an 'interim' Travel Plan, setting out the key objectives, measures and targets for the site should be submitted with the planning application.
- 7.11** An indicative example of how this process can be agreed and included in a S106 Agreement is set out in Table 7.

Interim Travel Plans

- 7.12** An interim Travel Plan has to include the following:
1. The site assessment and audit;
 2. The impact assessment of the proposed uses;
 3. The objectives and overall strategy;
 4. The overall site specific (design and layout) measures;
 5. The overall site targets; and
 6. Timetable for production and implementation of the final Travel Plan(s).
- 7.13** The final Travel Plan is prepared once the end users/occupiers are known should be produced in line with tables 5 and 6 and include the following:
1. Appropriate measures to encourage/deliver outcomes/targets agreed in the Interim Travel Plan;
 2. Measures tailored to suit the specific occupiers needs;

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3. Arrangements for carrying out reviews and monitoring; and
4. Steps to be taken to promote /disseminate agreed measures to staff/occupiers/visitors.

7.14 As well as being responsible and agreeing the interim Travel Plan, the applicant/developer will also be responsible for passing the requirements for a final Travel Plan onto the occupier. This will be irrespective of whether that occupier rents, leases or buys all or part of the development. The occupier(s) would be responsible for negotiating and agreeing with the Local Planning Authority with details of the final Travel Plan(s) prior to the occupation of the building(s)/premises. The targets and measures agreed in the Interim Travel Plan will be regulated by appropriate clauses in the S106 Agreement (signed by the applicant, the land owner and the local planning authority). The Travel Plan obligation contained in the agreement will need to be implemented by any future occupants of the development.

Mixed Use Developments

7.15 A variation of this approach can be adopted for larger mixed-use developments which incorporate different occupiers and phases. Again an Interim Travel Plan will need to be drawn up. Specific final Travel Plans will then need to be drawn up for different uses/areas within the site and fit in with the agreed overall Interim Travel Plan.

8. Travel Plan Measures

- 8.1** All Travel Plans will need to include a set of measures to boost the sustainability of developments and to increase sustainable travel. The type of measures promoted will vary depending on the particular circumstances of the development or the proposed use, the requirements and travel patterns of the site users, and the constraints and opportunities offered by the site itself.
- 8.2** Measures included in this section are not a definitive list and it is important to choose measures appropriate to the unique circumstances/requirements of the proposed schemes, as some may be more effective than others. Evidence will be required that all possible measures have been considered.

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8.3 For the Travel Plan to be effective:

- Measures should be chosen so as to work together as a single strategy aimed at delivering the Travel Plan objectives; and
- The site layout and facilities must be designed to encourage and facilitate the provision and use of the Travel Plan measures chosen.

8.4 An example of possible measures which could be considered includes:

Measures to Reduce the Need to Travel

1. Alternative working practices (e.g. flexitime, teleworking, homeworking, video conferencing, compressed working week/9 day fortnight);
2. Local recruitment of staff;
3. Local sourcing of raw materials/produce;
4. Provision of on-site facilities (e.g. shopping, eating);
5. Provision of home delivery of products;
6. Co-ordination of deliveries and route prioritisation;
7. Promotion of Car Sharing.

Measures to Promote Walking

1. Provision of direct convenient pedestrian routes to local facilities (ideally more convenient to use than travel by car);
2. Site layout to be designed to maximise and encourage walking options;
3. Advice on personal safety.
4. Production of Mapping showing 1.2km and 2km walking isochrone from site.

Measures to Promote Cycling

1. Site layout designed to maximise and encourage opportunities to cycle;
2. Where possible provision of convenient, segregated cycle paths to link to local cycle network (e.g. safer routes to school and work);

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3. Provision of secure, sheltered and adequate cycle parking facilities for employees and visitors. (N.B. cycle parking should be shown on development site plans);
4. Provision of changing/shower facilities, drying rooms and cycle lockers at work places;
5. Introduction of financial incentives (e.g. mile allowance for work use and signing up the 'Cycle to Work Scheme')
6. Provide information on health benefits of cycling (e.g. maps, leaflets and online references);
7. Promotion of wider cycling infrastructure in Barnsley.
8. Production of mapping showing 5km and 8km cycling isochrone from site.

Measures to Promote Public Transport

1. Provision in site layouts for public transport stops (shelters and raised kerbs);
2. Pedestrian links to public transport stops to be at least as convenient and attractive as links to car parks;
3. Provision of site specific bus and rail travel information including bus and rail (e.g. maps, leaflets);
4. Provision of discounted ticketing;
5. Provision of Season Ticket Loans;
6. Promotion of Barnsley Bus Partnership.

Measures to Promote and Market the Travel Plan

1. Travel Plan measures included in an organisation's own marketing material to promote walking, cycling and public transport, (e.g. welcome packs at residential sites, employment packs at the workplace, newsletters at schools, sales details and staff inductions, notices boards, leaflet drops);
2. Introductions of workplace, residents or school newsletters or website (as applicable) to promote/market travel plan measures;
3. Joint incentives with other local organisations/community groups to promote wider community, economic and health benefits of Travel Plan measures.

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9. Approval, Securing, Monitoring and Review of Travel Plans

Monitoring of the Travel Plan

- 9.1** It is essential that all Travel Plans are monitored in order to assess its effectiveness and to identify any failure to deliver agreed measures and targets. Targets will normally be trip and mode related (i.e. number/proportion of journeys by car, public transport, cycle or on foot) and the applicant/occupier will normally be responsible for recording the number of trips to and from the site. This can be done by a variety of methods:
- A 'snapshot' modal split survey of employees, occupiers, residents and/or visitors;
 - A full staff/occupier/residential survey questionnaire. Surveys should always be conducted at the same time each year for consistency;
 - Regular traffic counts of vehicles coming to and from the site, including cycles and pedestrians as well as motorised vehicles;
 - Uptake of public transport or other alternative modes;
 - Use of parking spaces and any problems of overspill parking;
 - A combination of two or more of the above methods (as appropriate).
- 9.2** The monitoring of the Travel Plan should normally take place annually and the outcomes of any surveys will be reported in writing to the Council at a mutually agreed date after the monitoring has been completed (normally within 3 months). The length of time over which monitoring will occur and the frequency, will depend on the nature and scale of the development and should be agreed as part of the Travel Plan with the developer.
- 9.3** A Travel Plan Co-ordinator shall be appointed and they will be responsible for the effective implementation of the Travel Plan and the measures it contains. The role of the Travel Plan Co-ordinator and their responsibilities, which are specific to each individual Travel Plan will be set out within the Travel Plan and usually include:
- Implementing Travel Plan measures;
 - Liaising with users of the development and promoting sustainable travel;
 - Liaising with stakeholders, including the Local Planning and Transport Authorities;
 - Monitoring the effectiveness of the Travel Plan, and
 - Reviewing the Travel Plan and preparing Action Plans.

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- 9.4** A charge will be applied where it is agreed the Council will carry out the monitoring of the development. The rate will be fixed annually by the Council.
- 9.5** In certain circumstances, it may be appropriate to use a mutually agreed independent monitoring agency. The costs of any agency shall be met by the applicant/developer. This approach will be appropriate when financial payments (as specified in the S106 agreement) are dependent on the outcomes.

Review of the Travel Plan

- 9.6** The Travel Plan should incorporate agreed dates for the Council to carry out a review/assessment of the Travel Plan to assess to what extent it has achieved its agreed objectives and targets. Reviews will normally be carried out 3 and 5 years after the occupation date of the scheme.
- 9.7** If, as a result of the review, it is found that targets are not being met, the applicant will be required to either:
- Carry out the appropriate remedial measures as defined in the S106 Agreement; or
 - If circumstances have changed significantly, prepare a revised time scale and targets for the Travel Plan which should be agreed with the Council.

Securing the Travel Plan

- 9.8** The mechanism for securing a Travel Plan will be agreed on a case-by case basis. For smaller scale schemes, where there is a known end user and the proposed Travel Plan measures and requirements are straight-forward, the Travel Plan and its implementation can be secured by means of a condition as part of the planning permission.
- 9.9** A S106 Agreement will usually be required for more complex schemes. These involve the delivery of outcomes and targets. If specific financial contributions, where there are significant ongoing financial commitments or commitments involving third parties, such as transport providers, this will be agreed between the applicant/developer and the Council.
- 9.10** These agreements are normally an essential means of implementing an agreed Travel Plan. In addition to specifying the agreed measures and targets, an agreement may include remedies in the event of any failure to deliver agreed measures. S106 agreements may provide for the following:
- Payments to the Council (or use of a Bond deposited with the Council) to guarantee the implementation of previously agreed measures;
 - A system of financial payments to achieve targets;
 - A requirement to undertake specified works that are expected to remedy problems created by the development;
 - Specified payment to the Council (or use of a Bond deposited with the Council) to meet the cost of taking action to achieve the agreed outcome (e.g. the implementation

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of a controlled parking zone around the development, and/or additional infrastructure/finance to support public transport);

- Specified change in the way the site/development is used in order to achieve previously agreed outcomes (e.g. the prevention of occupation of part of the development until a specified element of the Travel Plan has been implemented as agreed);

Design Guidance

- 9.11** DMRB will apply to all classified roads and MfS will apply to all other lower category of residential roads.
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Appendix A

Table 1 - Thresholds for Requiring a Travel Plan

Land Use	Use/Description of Development	Threshold – by gross floor area (SQM) unless otherwise stated	
		Transport Statement	Transport Assessment/Travel Plan
Food Retail (A1)	Retail sale of food goods to the public – Food Superstores, Supermarkets, Convenience Food Stores.	250 - 800	Over 800
Non-Food Retail (A1)	Retail sale of non-food goods to the public: but includes Sandwich Bars – Sandwiches or other cold food purchased and consumed off the premises, Internet Cafes.	800 - 1500	Over 1500
Financial & Professional Services (A2)	Financial services – Banks, Building Societies and Bureau de Change, Professional Services (Other than Health or Medical Services) – Estate Agents & Employment Agencies, other services – Betting Shops, principally where services are provided to visiting members of the public.	1000 - 2500	Over 2500
Restaurants and Cafes (A3)	Restaurants and Cafes – Use for the sale of food consumption on the premises. Excludes Internet Cafes (Now A1).	300 - 2500	Over 2500
Drinking Establishments (A4)	Use as a Public House, Wine-Bar or other Drinking establishments.	300 - 600	Over 600
Hot Food Takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	250 – 500	Over 500
Business (B1)	A - Offices other than use within Class A2 (Financial & Professional services), B– Research and Development – Laboratories, Studios, C – Light Industry.	1500 - 2500	Over 2500
General Industrial (B2)	General Industrial.	2500 - 4000	Over 4000
Storage or Distribution (B8)	Storage or Distribution Centres – Wholesalers Warehouses, Distribution Centres and Repositories.	3000 - 5000	Over 5000

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Hotels (C1)	Hotels, Boarding Houses & Guest Houses. Development falls within this use class if 'no significant element of care is provided'.	75 – 100 (Bedrooms)	Over 100 (Bedrooms)
Residential Institutions – Hospitals, Nursing Homes (C2)	Used for the provision of residential accommodation and care to people in need of care.	30 – 50 (Beds)	Over 50 (Beds)
Residential Institutions – Residential Educational Facilities (C2)	Boarding Schools and Training Centres.	50 – 150 (Students)	Over 150 (Students)
Dwellings Houses (C3)	Dwellings for individuals, families or not more than six people; living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	50 – 80 (Units)	Over 80 (Units)
Non-Residential Institutions (D1)	Medical & Health Services – Clinics & Health Centres, Crèche, Day Nursery, Day Centres & Consulting rooms (not attached to the consultants or Doctor's House), museums, public libraries, art galleries, exhibition halls, Non-residential education and training centres, places of worship, religious instruction and church halls.	500 - 1000	Over 1000
Assembly & Leisure (D2)	Cinema's, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	500 - 1500	Over 1500
Others	For example: Stadium, Retail Warehouse clubs, amusement arcades; launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses & the selling and displaying of motor vehicles,	On their merits – to be discussed with Highways DC Officers.	On their merits – to be discussed with Transportation Officers.

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	nightclubs, theatres, hostels, builders yards, garden centres, Post Offices, Travel and Ticket Agencies, Hairdressers, Funeral Directors, Hire Shops, Dry Cleaners.		
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Table 2 - Thresholds based on other Considerations

	Other Considerations	TS	TA	T/TP
1	Any development generating 30 or more two-way vehicles movements in any hour.		X	
2	Any development generating 100 or more two-way vehicle movements per day.		X	
3	Any development proposing 100 or more parking spaces.		X	
4	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and the elderly.			X
5	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		X	
6	Any development proposed in a location where the local transport infrastructure is inadequate, for example, substandard roads, poor pedestrian/cycle facilities and inadequate public transport provisions.		X	
7	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		X	

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Appendix B**Components of a Travel Plan****Table 3**

Heading	Issue to Cover
Background/Context/Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, existing site constraints and opportunities.
Transport Impact	The travel requirements of the organisation/development, the number of trips it will generate and the transport/travel issues which will ensure.
Objective/Overall Strategy	What the plan is trying to achieve (e.g. encourage access to the site by sustainable means of travel/to accommodate travel demand within site constraints).
Measures/Actions	What specific measures and actions will be introduced to help deliver the stated objectives (refer to the toolkit of travel plan measures).
Targets and Time Frames	Appropriate targets, such as vehicle trips at peak hours (including the percentage of trips by different modes), against which the effectiveness of the measures/actions to be taken will be reviewed/monitored.
Responsibility/Ownership	Who is responsible (the owner) for delivering each stage of the Travel Plan and for implementing the proposed measures, actions and targets.
Implementation	Agreed Travel Plan (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/end users to be in place prior to occupation.

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Monitoring and Review	What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met.
Communication Strategy	How information on the plan, its progress, impacts, benefits and successes will be disseminated to staff/residents/pupils and visitors (e.g. by newsletter, internet, notice boards, external publicity).

Table 4 – Travel Plan Tool-Kit

Heading	Issues to Cover	Steps to be Taken	Y/N	Date
A: Background/Context/Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, existing site constraints and opportunities.	1. Survey site characteristics		
		2. Carry out 'accessibility audit'		
		3. Plot existing Highway network – mapping.		
		4. Record existing Public Transport provision.		
		5. Estimate proposed floor space		
		6. Estimate number of employees, residents and visitors.		
		7. Identify transport opportunities (new pedestrian, cycle or public transport links).		
B: Transport Impact	The travel requirements of the organisation/ development, the number of trips it will generate and what transport/travel issues these will give rise to.	8. Identify proposed land uses.		
C: Objectives/Overall Strategy	What the plan is trying to achieve (e.g. to encourage access to the site by all means	9. Set out the objectives of the Travel Plan, for example:		

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	of travel/to accommodate travel demand within site constraints) and what strategy will be adopted to achieve them.	<ul style="list-style-type: none"> - reduce car usage to & from the site; - encourage car sharing; - Encourage the use of sustainable modes (public transport, walking and cycling); - Rationalise/reduce delivery movements; - Reduce need for car parking; - Maximise site potential; - Achieve sustainable development. 		
D: Measures/Actions	What specific measures and actions will be introduced to help deliver the stated objectives (refer to the toolkit of measures in the SPD for possible measures to be considered).	10. Draw up site design brief to accommodate Barnsley Transport Strategy.		
		11. Consider what measures can be adopted to reduce the need to travel.		
		12. Consider what measures can be introduced to encourage public transport.		
		13. Consider what measures can be introduced to encourage other sustainable modes.		
E: Targets and Timeframes	Appropriate targets and time frames against which the	14. Set targets for proportion of occupiers, visitors		

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	effectiveness of the measures/actions to be taken will be reviewed/monitored.	coming by car, public transport and active travel. 15. Specify the date which the targets will be achieved. 16. Specify a timetable for the implementation of each of the measures proposed.		
F: Responsibility and Ownership	Who is responsible for delivering each stage of the Travel Plan and for implementing the proposed measures, actions and targets (e.g. by appointment of a travel plan co-ordinator), and how this will be passed on/managed.	17. Appoint Travel Plan Co-ordinator with overall responsibility for the delivery of measures, targets and timetables. 18. Identify who or which organisation/body will have delegated responsibilities for the implementation and financing to each of the Travel Plan measures proposed.		
G: Implementation	Agreed Travel Plan (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/end users to be in place prior to occupation.	19. Indicative when site layout and design measures implemented. 20. Indicative when measures relating to end users/occupiers implemented.		
H: Monitoring and Review	What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met?	21. State what will be measured (e.g. number of trips to and from the site by car, public transport, cycle and walking, level of use of parking spaces).		

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		22. Detail when this monitoring will take place (normally annually).		
		23. Identify who will carry out the survey/monitoring.		
		24. Identify how the survey/monitoring will be funded.		
		25. Agree with the Council how the outcomes will be reviewed.		
		26. Identify what measures will be introduced if targets are not met.		
I: Communications Strategy	How information on the plan, its progress, impacts, benefits and successes will be disseminated to staff/residents and pupils.	27. State how each of the Travel Plan measures will be disseminated to staff, residents, and visitors (e.g. by newsletter, intranet, notice boards, external publicity, welcomes packs).		
		28. Identify what incentives will be offered (staff, residents and visitors) to promote, encourage and deliver each of the Travel Plan measures.		

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Workplace Travel Plans**Table 5**

Stage	Activity	Responsibility
1.(Pre-application) Site Assessment	To consider existing transport provision to the site (i.e. pedestrian, cyclist, public transport and vehicular access).	Applicant/Developer (in consultation with BMBC Highways DC and Transportation).
2.(Pre-Application) Transport Assessment	To establish the transport impact (i.e. predict the likely number of total person trips to and from the site/organisation including visitor sites.	Applicant/Developer
3.(Pre-Application) Draft Travel Plan	Consideration of appropriate objectives and measures capable of dealing with the identified travel impact, taking full account of existing constraints and opportunities. Applicant/Developer Draw up a package of measures to address travel impact and needs of organisation, including setting of relevant targets.	Applicant/Developer
4.Submission of Draft Travel Plan	The draft Travel Plan and Transport Assessment should be submitted to the Local Planning Authority alongside the planning application. The proposed development (design and layout) must incorporate the Travel Plan measures identified.	Applicant/Developer

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5.Approval	Secure approval for scheme Travel Plan. Agree planning condition or heads of terms for S106 legal agreement to cover to cover Travel Plan requirements as appropriate.	BMBC Development Management/Transport Policy teams/ Highways England and the applicant/developer.
6.Implementation	Notify the Council's Travel Plan Officer of commencement. Appoint Travel Plan Co-ordinator. Travel Plan measures put in place, including promotion and publicity measures (job packs, company brochures and newsletters etc.	Occupier
7. Monitoring, Review and Reporting (to BMBC).	Outcomes of Travel Plan (modal shift) to be monitored and evaluated against objectives and targets. Review will need to amend/revise plan to address changing circumstances/failure to achieve agreed targets.	Applicant/Occupier (together with BMBC Travel Plan contact) and (where appropriate) agreed independent Monitoring Body.

Residential Travel Plans**Table 6**

Stage	Activity	Responsibility
1(a) (Pre-application) Transport Assessment/Statement	Transport Assessment prediction of total person trip generation Sites which are likely to impact on road network will need to estimate the level of vehicle trips created on their network.	Applicant/Developer

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1(b) (Pre-application) Site Audit	Carry out Accessibility Audit and audit of site constraints and opportunities.	Applicant/Developer
1(c) (Pre-Application) Draft Travel Plan	Draft Travel Plan measures drawn up to accommodate multi-modal measures identified in Travel Plan.	Applicant/Developer/BMBC Travel Plan Contact Officer
1(d) (Pre-Application) Site Design and Layout	Site layout and design drawn up to accommodate multi-modal measures identified in the Travel Plan.	Applicant/Developer/Highways Development Control/ Development Management/BMBC Travel Plan Contact Officer
2 Application/Negotiation	Submit Transport Assessment and draft Travel Plan alongside planning application; Negotiate an acceptable scheme and Travel Plan.	Applicant/Developer
3 Approval	Secure approval for scheme Travel Plan. Agree planning condition or heads of terms for S106 legal agreement to cover Travel Plan requirements as appropriate.	Applicant/Developer
4 Construction	Appointment of a Travel Plan Co-ordinator and establish liaison/steering group of relevant agencies (Applicant/Developer/House Builder/Public Transport Operator/as appropriate); implementation of agreed Travel Plan measures.	Applicant/Developer/House Builder
5 Initial Completion/Marketing	Travel Plan Co-ordinator in place (include site presence). Travel Plan information/requirements included in	Applicant/Developer/House Builder

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	marketing/welcome pack for residents; Individual Travel Plan measures completed and promoted.	
6 Final Completion	Set up management structure to take over responsibility for Travel Plan (e.g. ideally made up of a management company) or Community Trust Travel Plan Co-ordinator initially retained to advise/support management structure.	Applicant/Developer/House Builder
7. Monitoring and Review	Monitor travel patterns achieved against agreed targets. Review plan in light of findings and changed circumstances. Carry out mitigating measures if agreed targets not being achieved.	Applicant/Developer/House Builder/ BMBC Travel Plan Contact Officer

Travel Plan Process for Speculative Developments and Outline Applications**Table 7**

Stage	Activity	Responsibility
1.'Interim' Travel Plan	Applicant /developer submits an Interim Travel Plan alongside the planning application and transport assessment. This 'Interim' Travel Plan has to identify the transport measures /modal split required at a specific site and be agreed before planning consent is granted. Further detailed Travel Plans covering specific uses/area (as appropriate) should then be submitted (at the latest) before development commences.	Applicant/Developer

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2. Construction	Development begins (incorporating measures agreed in the Travel Plan)	Applicant/Developer
3. End user/Occupier Identified	<p>Applicant/developer reaches agreement with end-user/occupier. Individual end user(s)/occupier (s) prepare final Travel Plan for specific use/occupier or area in accordance with agreed 'Interim Travel Plan'.</p> <p>Final Travel Plan has to be agreed with the Council before development /premises can be occupied by the end user.</p>	End User/Occupier

Supplementary Planning Document

Trees and Hedgerows

Consultation Draft 2019



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DRAFT

Supplementary Planning Document: Trees and Hedgerows

1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This document offers guidance to landowners, architects, and builders on how to deal with existing trees and hedgerows on development sites. Information can be obtained from the Council's online interactive maps as to whether a particular tree or woodland is the subject of a Tree Preservation Order or in a Conservation Area via the following link <https://www.barnsley.gov.uk/barnsley-maps/planning-explorer/>

3. Policy

- 3.1** This document supplements Local Plan policy BIO1 which states as follows:

Development will be expected to conserve and enhance the biodiversity and geological features of the borough by:

- **Protecting and improving habitats, species, sites of ecological value and sites of geological value with particular regard to designated wildlife and geological sites of international, national and local significance, ancient woodland and species and habitats of principal importance identified via Section 41 of the Natural Environment and Rural Communities Act 2006 (for list of the species and habitats of principal importance) and in the Barnsley Biodiversity Action Plan ⁽¹⁾;**
- **Maximising biodiversity and geodiversity opportunities in and around new developments;**

¹ The Barnsley Biodiversity Action Plan' can be viewed here: <http://www.barnsleybiodiversity.org.uk/>

Supplementary Planning Document: Trees and Hedgerows

- **conserving and enhancing the form, local character and distinctiveness of the boroughs natural assets such as the river corridors of the Don the Dearne and Dove as natural floodplains and important strategic wildlife corridors;**
- **Proposals will be expected to have followed the national mitigation hierarchy (avoid, mitigate, compensate) which is used to evaluate the impacts of a development on biodiversity interest;**
- **Protecting ancient and veteran trees where identified; and**
- **Encouraging provision of biodiversity enhancements**

Development which may harm a biodiversity or geological feature or habitat, including ancient woodland and aged or veteran trees found outside ancient woodland, will not be permitted unless effective mitigation and/ or compensatory measures can be ensured.

Development which adversely affects a European Site will not be permitted unless there is no alternative option and there are imperative reasons of overriding public interest (IRPOI).

Supplementary Planning Document: Trees and Hedgerows

4. Statutory legislation

Tree Preservation Orders

- 4.1** A Tree Preservation Order (TPO) is a written order which makes it an offence to cut down, top, lop, uproot, wilfully damage, or destroy a tree protected by the order without our permission. TPOs are used to protect trees that have a significant visual impact on the environment, including individual trees, groups of trees, and those in defined areas or woodlands. If a protected tree is deliberately damaged or destroyed then the perpetrator could be liable to fines of up to £20,000 via the Magistrates Court, or unlimited fines via the Crown Court. Fines can also be imposed on people who cause or permit such work.
- 4.2** It is generally expected that trees protected by a TPO are retained and remain unaffected by any proposed development.

Hedgerow Regulations 1997.

- 4.3** This legislation aims to protect important hedgerows in the countryside by controlling their removal by a system of prior notification. In particular it relates to hedges over 20 metres long for example on agricultural land, commons and village greens. It does not affect garden hedges. The Local Planning Authority must be given prior notification of the proposals, setting out the reasons for removal. It is a criminal offence to remove a hedgerow without prior notification and the Local Authority can require a replacement hedge. A guide to the Hedgerow Regulations can be obtained from HMSO. The regulations require assessment of any hedgerow's importance against a set of criteria including its woody species, and its ground flora. An assessment of the heritage significance (or lack of) must also be demonstrated where a hedge:
- Incorporates, demarcates or is associated with an archaeological feature that is a Scheduled Ancient Monument;
 - Incorporates, demarcates or is associated with an archaeological feature recorded within the Sites and Monuments Record (SMR) held by the South Yorkshire Archaeological Service. aspects (such as whether it forms part of an ancient boundary line, etc);
 - Marks a historic boundary, parish or township in existence before 1850;
 - Marks the boundary of a pre-1600AD estate or manor or is associated with a building related to that estate or manor;
 - Is recorded as an integral or visibly related feature of a pre-inclosure Act field system; or
 - Forms part of a key landscape characteristic

Supplementary Planning Document: Trees and Hedgerows

Conservation areas

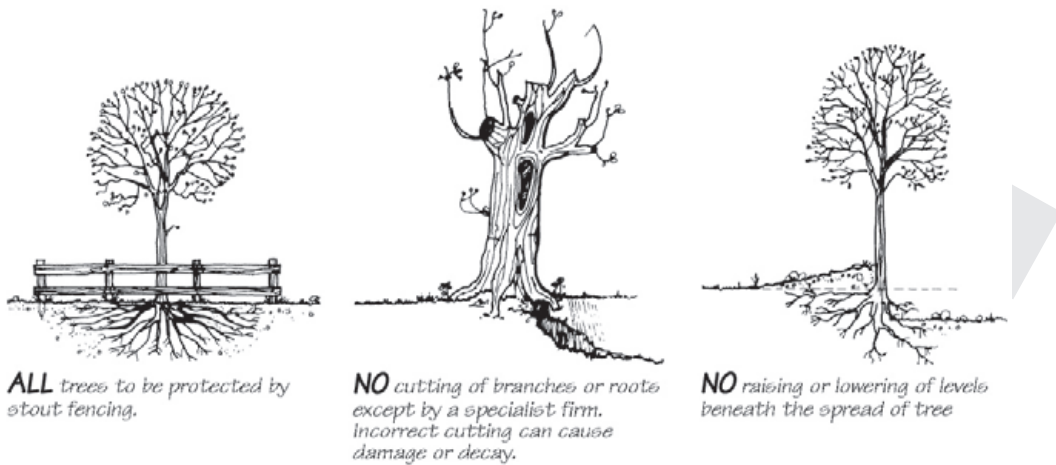
- 4.4** Trees in a Conservation Area can be protected by a Tree Preservation Order (TPO). However, even those trees in these areas which are not the subject of a TPO are still protected by Section 211 of the Town and Country Planning Act. An owner must give the Local Planning Authority six weeks written prior notice of any works to trees, to give them an opportunity to determine whether or not a Tree Preservation Order should be served. Exemptions include trees under 75mm in diameter or those for which the Forestry Commission has granted a felling licence.

5. Content of planning applications

- 5.1** The Council considers that trees and hedgerows enhance the quality of the environment, including that of new developments, and should be retained and protected wherever possible.
- 5.2** Section 15 of the planning application form must be completed to state whether the proposal affects any trees either on or immediately adjacent to the site.
- 5.3** Where trees and hedgerows are situated in close proximity to a proposed development a full Tree Survey to British Standard BS5837: 2012 Trees in relation to design, demolition and construction – Recommendations will be required. The Tree Survey should include as a minimum the species, height, crown spread, stem diameter, crown height and general condition of the trees and hedgerows. The trees and hedgerows must also be given a retention category in accordance with the guidance laid out in BS5837: 2012. The Tree Survey also needs to specify any works or pruning that is needed so that they can be satisfactorily and safely accommodated in the development.
- 5.4** The tree constraints plan submitted with the survey must show the position and crown spread of all trees and hedgerows on and adjoining the site and the Root Protection Area (RPA) of each tree. The site plan submitted with the application must also clearly indicate which trees it is proposed to retain and which to remove. The site plan must also show the proposed layout of the site with the existing contour of the ground and any proposed alterations in ground level.
- 5.5** Where there are impacts on trees you may be requested to provide an Arboricultural Impact Assessment (AIA) in addition to the above information detailing all the potential impacts on the trees and how they can be dealt with in a manner which means that the tree can be safely retained.

Supplementary Planning Document: Trees and Hedgerows

Picture 5.1



- 5.6** Section 12 of the planning application form must be completed to state whether the proposal affects any a) priority and protected species on the site or near to it, or b) designated sites, important habitats, or other biodiversity features. Trees and hedgerows are often valuable biodiversity assets in their own right and for the habitats they offer to other species/ groups such as bats.
- 5.7** Implications for trees, hedgerows, woody habitats and the species they encompass arising from the development proposal must be evaluated fully in ecology reports supporting any planning application. The reports should be produced by appropriately qualified and experienced ecologists. Trees and/ or hedgerows proposed for removal via a planning application should also appear in tables which link to plans identifying individual trees or groups of small trees with ecology criteria including: species, trunk diameter, bat roost potential, etc. Hedgerows should also have a full evaluation against all the Hedgerow Regulations 1997 criteria.
- 5.8** Proposals to fell trees or hedgerows within a designated nature conservation site, including ancient and semi-natural woodlands, will not normally be approved unless they comply with a management plan drawn up with regards to the reasons for designation. Ancient or veteran trees should also be retained in all but exceptional circumstances which should be justified by a suitably-qualified ecologist.
- 5.9** Where on-site trees or hedgerows contribute to either valuable bat commuting/ foraging habitat, and/or bat roost potential, the resource should be fully surveyed for its importance to bats following the current Bat Conservation Trust Survey Guidelines before any ecology report is submitted. This may not be conditioned as all UK bat species are so-called European Protected Species with a high level of protection.
- 5.10** Pockets of woodland may be relict ancient woodland even if no ecological designation is in place. In this case other ecological groups such as birds, invertebrates, fungi, woodland wildflowers and micro-organisms indicative of antiquity may be present. If such habitat

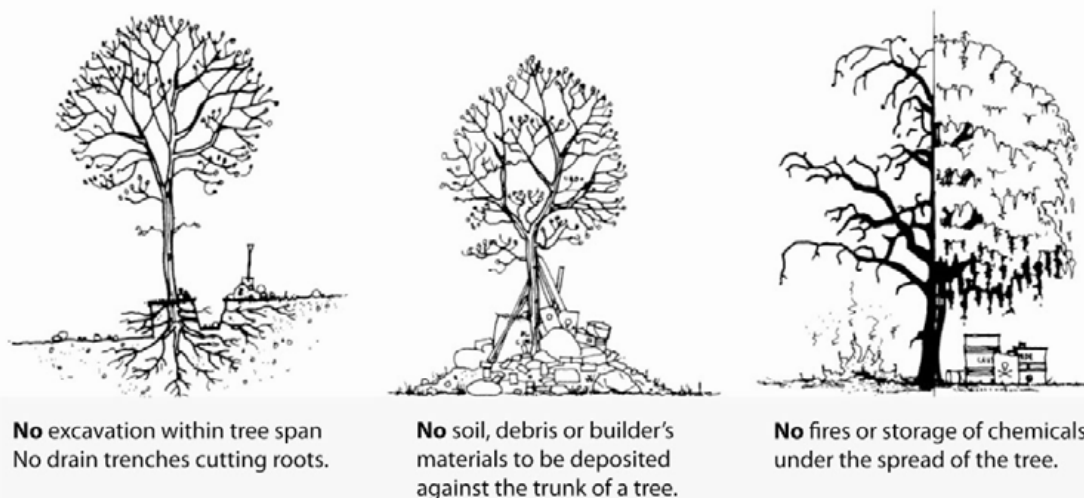
Supplementary Planning Document: Trees and Hedgerows

appears as if it may exist on the application site then the importance of the habitat as a whole should be evaluated within ecology reports and planning permission may not be given for its removal.

6. Layout of development

- 6.1** The Tree Survey information should inform the layout and design of the development and should ensure that, in particular, the higher retention category trees and hedgerows are retained, both in the short and long term. Plans which show the retention of high value trees or hedgerows which are too close to buildings, roads, or drainage systems or will be affected by alterations in ground level will not be approved. Sometimes it can take several years for damage to a tree caused by development to be apparent, and in other cases future residents may wish to remove trees that are too close to their dwelling, for instance due to the overshadowing of windows or leaves dropping in gutters or on car parking areas. In considering planning applications, the Council will seek to avoid such long term problems arising as well as ensuring that the development does not lead to the unnecessary direct removal of trees and hedgerows.
- 6.2** Generally, no buildings or works will be allowed within the RPA of any tree which it is proposed to retain because works within the key rooting area of the tree could lead to lasting damage being caused. The laying of impervious surfaces to areas previously covered with grass or gravel within or in close proximity to the RPA can lead to lack of water for trees. This means care must be taken with the provision of roads and parking areas.
- 6.3** Intervening distances must be adequate to ensure that future residents will not feel unduly threatened in high winds and to ensure that falling branches are not likely to cause damage to property or danger to residents. This may require that in some cases buildings, garages and parking areas are located substantially beyond the canopy spreads of large trees.

Picture 6.1



Supplementary Planning Document: Trees and Hedgerows

- 6.4** Where trees/ hedgerows are retained within development proposals or offered by way of mitigation/ enhancement planting they should be clearly differentiated from ornamental/ amenity features on layout/ landscaping plans with an appropriate key.

7. Protection during development

- 7.1** Not only must care be taken with the layout and design of development, but also with construction work once plans have been approved. Adequate protective fencing to the standards set out in BS5837:2012 for trees and hedgerows which are to be retained on or adjoining the site must be erected. Damage on building sites can easily occur directly or indirectly through soil compaction by vehicles or materials, fires, spillage of oil, the addition or removal of soil above the roots or interference with the movement of water in the soil. Temporary, protective barriers, erected outside the RPA of all trees and hedgerows to be retained before work on site starts will be necessary.
- 7.2** When part of a tree's RPA cannot be fully fenced off and as such are affected by the development through hard surfacing or the construction of foundations etc. you will be asked to provide an Arboricultural Method Statement (AMS). The AMS will specify the works within the RPA which are to be undertaken to ensure the trees remain unaffected by the construction works.

Figure 7.1



NO tree to be used as an anchor for winching purposes.



NO traffic over root system; compacting of soil over roots can lead to root suffocation.

- 7.3** For further information regarding trees in relation to development please contact the Tree Officer on (01226) 772557 or via email at developmentmanagement@barnsley.gov.uk.

Supplementary Planning Document

Walls and Fences

Consultation Draft 2019



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Supplementary Planning Document: Walls and Fences

1. About This Guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.
- 1.3** The Council will not usually have any control over walls and fences which do not require planning permission. The only exceptions would be when the Council has a legal interest in the land or the wall or fence is considered dangerous.

2. When Is Planning Permission Required?

- 2.1** Planning permission is normally required to erect a wall or fence or other means of enclosure:-
1. Over 1 metre in height above ground level, adjacent to a highway used by vehicular traffic.
 2. Over 2 metres in height above ground level elsewhere.
 3. Your house is either listed or within the curtilage of a listed building.*
 4. In a conservation area planning permission may be required to take down a fence, wall or gate
- 2.2** *If a proposed wall or fence replaces a pre-existing structure and is physically attached to or is within the historic curtilage of a listed building, this may also require listed building consent.
- 2.3** In addition where the erection of a fence or wall would cause danger by obstructing the view of persons using a highway then planning permission will usually be required and is likely to be refused.
- 2.4** You are advised to check with Development Management before you start erecting a wall or fence to see if permission is required. Please contact Planning Services on (01226) 772595.

Supplementary Planning Document: Walls and Fences

3. Ground Level

- 3.1** This is generally taken to be the natural ground surface next to the wall or fence. If ground level is different on either side of the wall or fence the measurement is generally taken from the highest point. However, where the natural ground level has been raised, for instance to form a patio area the measurement may be made from the original ground level.

4. Open Plan Estates

- 4.1** If you live on an open plan estate you should contact Development Management to check whether the erection of a wall or fence to the front of your property needs permission. It would also be advisable to check your deeds for similar restrictions.

5. Considerations In Determining Applications

- 5.1** Where the erection of a wall or fence does require permission the main issues are likely to be:-
- Design, appearance and materials.
 - Highway safety.
 - The impact on your neighbours.

6. Design And Appearance

- 6.1** The design, the materials used and the height of the wall or fence should relate to the character of the area in which you live or work.
- 6.2** Particular care should be taken on site frontages, in other visually prominent locations, or in sensitive settings (close to listed buildings for example).
- 6.3** In urban and suburban areas the use of stone, artificial stone and brick walls, good quality timber fencing, iron railings or hedges will usually be appropriate depending on the type and colour of the materials used and the character of the area and the individual property.
- 6.4** The use of less appropriate materials such as blockwork, concrete panels, perforated blocks and industrial security fencing will often damage the appearance of a property and the area in which it is located.
- 6.5** In rural areas, dry stone or traditional stone coursed walls or hedges (for instance, hawthorn) will usually be most appropriate.

7. Your Neighbours

- 7.1** The erection of a new boundary fence or wall or replacement of an existing wall or fence can unfortunately sometimes give rise to concern from an adjoining neighbour and become a source of bad feeling. If you let neighbours know what you are intending to do at an early stage, such difficulties may sensibly be avoided, even if planning permission is not required.

Supplementary Planning Document: Walls and Fences

7.2 Where planning permission is required, your neighbours will be notified of your proposals by the Council and invited to make comments. Their views will be taken into account by the Council in reaching a decision.

8. Private Legal Matters

8.1 The Council would not normally have any control over the obstruction of a private access unless the Council has a legal interest in the land. Similarly the Council cannot get involved in land ownership disputes between private individuals.

8.2 The extent of your land ownership may be shown in your property deeds (often retained by the Building Society). Information regarding land ownership may also be held by the Land Registry. For further information, contact: The Nottingham (East) District Land Registry, Robins Wood Road, Nottingham, NG8 3RQ (Tel. 0115 9065353).

9. Council Houses

9.1 If you live in a Council or former Council house you will usually need the permission of the Head of Housing Services to erect a wall or fence regardless of size. It is advisable therefore to check your deeds for any such restrictions. For further information contact the Council's contact centre on (01226) 773555 who will put you into contact with the team who deal with Right To Buy /property queries on behalf of the Council.

10. Unsafe Walls

10.1 The Council can take action under the Building Act 1984 to ensure dangerous walls or structures are made safe. For further information contact the Building Control Section on (01226) 772678.

11. Retaining Walls

11.1 A freestanding retaining wall retaining over 1.5 metres of ground would need approval under the South Yorkshire Act 1980. Retaining walls forming part of a building will normally require approval under the Building Regulations. For further information you should contact the Building Control Section on (01126) 772678.

12. Demolition

12.1 Permission is not usually required to take down a wall or fence unless:-

- i. the retention or erection of the wall or fence has been specifically required by previous planning approval;
- ii. it lies within the curtilage of a listed building; or
- iii. it is located within a Conservation Area.

13. Further Information

13.1 Please contact Development Management on (01226) 772595.in the first instance.

BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

REPORT OF THE EXECUTIVE DIRECTOR PLACE TO CABINET ON 20 FEBRUARY 2019

DRAFT FLEET VEHICLE REPLACEMENT STRATEGY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to request support for the vehicle replacement strategy for the replacement of vehicles up to 2025. As a result of the cabinet report submitted on 13th June 2018 (Cab.13.6.2018/14) this strategy has been drafted.

2. RECOMMENDATIONS

- 2.1 To support the draft Vehicle Replacement Strategy; and
- 2.2 To accept that a future capital plan for future vehicle replacement programme will be submitted in accordance with the proposed strategy.

3. INTRODUCTION

- 3.1 The council's fleet is made up of 430 vehicles and pieces of equipment; it has a total capital value of approximately £14.3M.
- 3.2 The fleet is utilised by front line services to deliver both statutory and income generating services and the fleet is an essential tool to carry out these tasks safely, legally and effectively.
- 3.3 Every vehicle has a lifespan depending on the type of vehicle and its use. Once a vehicle reaches the end of its lifespan there is an increase in maintenance costs and downtime. This increases the council expenditure on vehicle maintenance and hire vehicles as well as adding pressure to services.
- 3.4 Therefore, it is imperative that vehicles are replaced at the end of their usable life. Previously the council has replaced vehicles when they have reached this point; however over recent years due to various influencing factors the process has become convoluted with the lack of a suitable supporting strategy.
- 3.5 An interim request for capital funding was supported on 13th June 2018 (Cab.13.6.2018/15) to replace 77 vehicles with a value of £2.953M while a strategy was created to resolve the issue going forwards. This strategy will be adopted in the procurement of these assets.

- 3.6 The strategy sets out five strategic priorities (SPs):
1. To enable services by making sure they have the correct vehicles and/or equipment they require to deliver their service safely.
 2. To ensure that all vehicles and equipment are maintained and kept in a safe and legal condition prior to use.
 3. To reduce the emissions of the councils fleet.
 4. To put the needs of our customers at the forefront of our work.
 5. To demonstrate best value in every activity we undertake.
- 3.7 With the aging fleet, services are experiencing additional vehicle downtime and having to utilise hire vehicles that are not always equipped with the specialist equipment they require. SP1 will ensure that services will have their vehicle requirements met and ensure that all safety requirements are met.
- 3.8 SP1 will also ensure that the council are fully benefiting from new vehicle safety and technology to make people more efficient technology.
- 3.9 By maintaining vehicles correctly we will optimise their lifespan and reduce unnecessary expenditure on maintenance. As well as prolonging vehicle life SP2 will also ensure that vehicles are kept in prime condition and safety isn't compromised.
- 3.10 Keeping vehicles for their optimum lifespan will also mean we do not have old vehicles which will reduce the amount of unexpected or expected age related maintenance.
- 3.11 SP2 will help to keep our employees and the people who encounter our vehicles safe. It is easier to keep newer vehicles well maintained as the frequency of major repairs and major maintenance issues is generally less. .
- 3.12 SP3 will promote the use of newer vehicles that meet lower emissions standards and alternative fuel vehicles, lowering the carbon footprint of our fleet.
- 3.13 To achieve SP3 we will work in line with the Government's Clean Air Strategy 2019.
- 3.14 The Vehicle Replacement Strategy will ensure that vehicles are replaced before they reach the point they begin to incur additional expenditure and cause problems for the service. To achieve SP5 we will look at the full lifecycle costs of vehicles, selecting the best option at all times.
- 3.15 The strategy will reduce maintenance costs, reduce the emissions of the council's fleet, reduce vehicle downtime, increase vehicle safety and increase the council's usage of alternative fuelled vehicles.
- 3.16 The strategy will streamline the council's fleet, ensuring that services have the correct vehicles to efficiently provide their service and that vehicles are fully utilised.
- 3.17 The Strategy will ensure that the fleet remains operationally effective until 2025, when it will be reviewed again.
- 3.18 If supported the Vehicle Replacement Strategy will be followed by a request for capital for the vehicles requiring replacement for the 2019/20 financial year.

4. PROPOSAL AND JUSTIFICATION

- 4.1 To replace vehicles in line with the Vehicle Replacement Strategy up to 2025.
- 4.2 The strategy will ensure that vehicles are only replaced where necessary. Each vehicle will be scrutinised and replacements justified.

5. CONSIDERATION OF ALTERNATIVE APPROACHES

- 5.1 **Option 1** – To retain the existing vehicle fleet and extend it beyond its useful life. This option is not recommended as it would lead to further increases in maintenance costs, downtime and hire vehicles due to more complex repairs becoming necessary. This would adversely affect user's ability to provide front-line services and also prevent us from utilizing newer technology and lower/zero emission vehicles.

6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS

- 6.1 The proposals are not considered to have any direct impact on local residents; however improved fuel economy and lower emissions will reduce emission levels from council vehicles operating in the borough.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications directly from the strategy. If supported it will be followed by a report requesting capital to replace the vehicles that are at the end of their life in the 2019/20 financial year.

8. EMPLOYEE IMPLICATIONS

- 8.1 Input of drivers into correct type and specification of vehicles. Demonstration vehicles are provided where possible.

9. LEGAL IMPLICATIONS

- 9.1 There are no legal implications directly from this strategy. Strategic procurement will be involved in the procurement of all vehicles and equipment to ensure that it is done within legislation.
- 9.2 The Transport Managers named on the councils goods vehicle operator's licence will be involved in the specification of vehicles to ensure that they are legally compliant.

10. CUSTOMER AND DIGITAL IMPLICATIONS

- 10.1 An upgraded fleet management system will embrace the digital first and increase usage digital applications, reducing paper usage and paper files.
- 10.2 It is not foreseen that customers will be impacted by this strategy.

11. COMMUNICATIONS IMPLICATIONS

- 11.1 A newer, safer more environmentally friendly fleet will provide positive publicity for the council.

12. CONSULTATIONS

- 12.1 --

13. REDUCTION OF CRIME AND DISORDER

- 13.1 Various security measures would be specified in new vehicles where appropriate. These include alarms/immobilisers, special locks, grilles, and sealed bulkheads. All new vehicles will have telematics trackers fitted which will assist in tracking any stolen vehicles.

14. RISK MANAGEMENT ISSUES

- 14.1 The types of vehicle/operation have been jointly assessed with service users to determine the optimum life of the vehicles to reduce the risk of excessive downtime that would affect their ability to deliver the service.

15. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES

- 15.1 A variety of safety features will be built into vehicle specifications where appropriate, for example: - Reversing Aids - sensors, rear view cameras, wide-angle mirrors. Manual handling aids - cranes, grabs, swing-lifts bin-lifts, tail-lifts. Load Safety/Security - cages, bulkheads, on-board weighing, vehicle tracking. Disabled Access - ramps, tail-lifts, low floors and steps, wheelchair restraint systems. We will also benefit from latest safety technology.

16. CONSERVATION OF BIODIVERSITY

- 16.1 The strategy will result in cleaner/zero emissions from new vehicles.

17. LIST OF APPENDICES

Appendix 1: Draft Vehicle Replacement Strategy

Report author: Jacob Finney



BARNSLEY METROPOLITAN BOROUGH COUNCIL
Draft Fleet Vehicle Replacement Strategy
2019 to 2025



BARNESLEY METROPOLITAN BOROUGH COUNCIL
DRAFT FLEET VEHICLE REPLACEMENT STRATEGY
2019 to 2025

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Version Control		
Version	Author	Date
1	Jacob Finney	31/01/19

BARNSELY METROPOLITAN BOROUGH COUNCIL
DRAFT FLEET VEHICLE REPLACEMENT STRATEGY
2019 to 2025

1. Introduction

- 1.1 This strategy provides the framework for the procurement and management of all vehicles, plant and mechanical equipment (such as power tools, ride on mowers, standard mowers, hedge trimmers, trailers, etc.) operated and required by the council to deliver its services.
- 1.2 The current fleet of comprises of 430 vehicles and pieces of equipment with a current capital value of approximately £14.3M.
- 1.3 These assets are critical for delivering statutory and income generating services which include collection of waste and recycling, maintenance of the roads and public footpaths, the winter maintenance programme, maintenance of public buildings and spaces and maintenance of the council's housing stock, commercial waste collection, pest control services, bulky waste collection and bin delivery. Some of the activities are delivered through partnership with external organisations.
- 1.4 All vehicles and equipment must be fit for purpose and need to be managed effectively to enable us to provide the best possible service and protect the health and safety of staff, our customers and the wider community. They must also offer excellent value for money.
- 1.5 The council is committed to reducing carbon emissions from its fleet and is constantly looking at new developments in technology and assessing its suitability. When procuring new vehicles, all options will be explored and assessed and the best option, based on the whole life costing and operational as well as environmental suitability will be chosen.
- 1.6 The responsibility for management of vehicles, plant and mechanical equipment sits with BU6 Environment and Transport.
- 1.7 The nominated officer responsible for management of the equipment and fleet will be the Head of Service CSS reporting directly to the Service Director.
- 1.8 How we manage the assets will be key in delivering the councils three core priorities:
 - Thriving and vibrant economy
 - People achieving their potential
 - Strong and resilient communities

2. Background

2.1 In 2018, it was calculated that we needed to replace over £7M of the councils fleet, however it was decided in the absence of a vehicle replacement strategy, that we would only seek capital to replace the vehicles and equipment that were beyond their usable life. This amounted to £2.953M.

2.2 The report stated that a strategy would be created before the remaining amount and capital for any further replacements would be requested.

3. Vision

3.1 Our vision is to provide efficient and effective fleet management and vehicle maintenance, enabling our customers to safely provide an exceptional service in a cost effective manner. We will continually look to improve and grow the service we offer both internally and externally, going further to make Barnsley a place to be proud of.

3.2 To achieve our vision we will make best use of the resources available to us and align with corporate strategies to deliver a service fit for the business.



4. Strategic Priorities

4.1 Based on the needs of our customers, our strategic priorities and how we plan to deliver these are set out in table 1 below.

<u>Strategic Priority 1 Enable services</u>			<u>Strategic Priority 2 Maintaining Safety and Compliance</u>			<u>Strategic Priority 3 Reduce Fleet Emissions</u>			<u>Strategic Priority 4 Customer Focus</u>			<u>Strategic Priority 5 Value</u>							
To enable services by making sure they have the correct vehicles and/or equipment they require deliver their service safely.			To ensure that all vehicles and equipment are maintained and kept in a safe and legal condition prior to use.			To reduce the carbon emissions of the councils fleet			To put the needs of our customers at the forefront of our work.			To demonstrate best value in every activity we undertake.							
Strategic Outcomes– what we want to achieve			Strategic Outcomes– what we want to achieve			Strategic Outcomes– what we want to achieve			Strategic Outcomes– what we want to achieve			Strategic Outcomes– what we want to achieve							
. Services have the appropriate vehicles and/or equipment to carry out their responsibilities and duties. Services have the appropriate vehicles and/or equipment to ensure that they employees remain safe while carrying out their duties. Services have the appropriate vehicles and/or equipment to ensure that they remain compliant with all related regulation and laws while carrying out their duties. We will understand the needs of the service.			All vehicles will be compliant with Transport Laws when in use. Vehicles lifespan will be maximised through effective maintenance. Employee's safety will not be compromised by poorly maintained vehicles or equipment.			All new vehicles will meet the latest emissions standards as a minimum. Alternative fuel vehicles will be implemented into the fleet. The carbon footprint of the fleet will be reduced			We will work with a solution based approach to ensure that our customer's needs are met. Customer's expectations will be in line with what we deliver. Customers will receive an excellent customer experience.			Procurement and funding of new vehicles and equipment will give us the best possible prices. Vehicles will be maintained to prolong their lives and maximise their utilisation. Technology will be used to reduce costs and maximise the life of vehicles.							
Strategic Outputs/Projects – How will we achieve it?			Strategic Outputs/Projects – How will we achieve it?			Strategic Outputs/Projects– How will we achieve it?			Strategic Outputs/Projects – How will we achieve it?			Strategic Outputs– How will we achieve it?							
Start		End	Start		End	Start		End	Start		End	Start		End					
Implement a new, specialist software system to allow more effective management of the fleet assets that will give a comprehensive asset register and up to date auto generated information for all vehicles, plant and equipment.		Apr 2019	Dec 2019	Implement a new, specialist software system that will intelligently manage the maintenance schedule to minimise downtime and ensure vehicle availability is not compromised and can automatically communicate with customers to inform them of the status of their vehicle.		Apr 2019	Dec 2019	Utilise a telematics system that highlights automatically when a vehicles usage is optimum for an alternative fuelled vehicle.		Apr 2019	Dec 2019	Create a clear SLA document which sets out the services to be provided and costs for each customer for the period up to 2025.		Apr 2019	Apr 2020	Implement a telematics system that will report on vehicle usage so we can see what vehicles are underutilised and redeploy them if it will avoid procuring an additional vehicle.		Apr 2019	Dec 2019
			Give appropriate training to technicians so that they are able to maintain all the vehicles we procure effectively with minimal external support as productively as possible.		Apr 2019	Mar 2025	Reduce the current emissions of the fleet and set a target at the start of each year based on the current emission levels, current standards and vehicles due to be replaced in that year.		Apr 2019	Dec 2025	Implement a new, specialist software system to keep services informed of the status of their vehicle at all times. Reporting on vehicle availability and reasons vehicles are unavailable.		Apr 2019	Dec 2019	Implement a new, specialist software system that will monitor the whole life costs of a vehicle and flag when it is costing more than projected.		Apr 2019	Dec 2019	
			Implement a next generation telematics system that will automatically send updates on maintenance requirements. Allowing us to carry out smarter more educated maintenance.		Apr 2019	Dec 2019	Implement a telematics system that can manage driver behaviour by self-policing the driver, informing them in the vehicle when they are driving uneconomically also reporting repeat offenders to management.		Apr 2019	Dec 2019					Give appropriate training to technicians so that they are able to maintain all the vehicles we procure effectively with minimal external support as productively as possible.		Apr 2019	Mar 2025	
							Complete a strategic analysis of the fleet and create a % target of the fleet to be powered by alternative fuels by 2025. We will target at least 30 vehicles to be electric powered by 2025.		Apr 2019	May 2019					Assign a value to the emissions from vehicles in line with Government guidance on Air Quality: Economic analysis.		Apr 2019	Mar 2025	

Table 1: Vehicle Replacement Strategy Strategic Priorities

5. Vehicle Replacement Programme Process

- 5.1 The council invests in appropriate assets to facilitate the delivery of its functions. For additional new vehicles, user departments must provide an approved business case with clear indication that funding is in place. For existing vehicles, the user service department is required to identify a continuing need for the assets and any subsequent replacements at the end of their useful life; this should be subject to the confirmation that there is a continuing need for the assets.
- 5.2 The Council always has conflicting demands with investment needs exceeding available financial resources. Therefore a robust replacement plan will be in place to prioritise the requirements based on necessity and essential needs as well as being aligned to corporate priorities.
- 5.3 Fleet Services will be responsible for managing and maintaining the master asset spreadsheet and will identify vehicles coming to the end of their useful life and/or when a vehicle is coming to the end of its funding arrangement.
- 5.4 Fleet Services and user departments will then discuss and agree suitable replacement vehicles taking into account corporate priorities and changing business needs.
- 5.5 When replacing an existing vehicle the following will be included in the consideration:
- Condition of vehicle
 - Mileage of vehicle
 - Requirement of the user department
 - Age of vehicle
 - Whole life costs incurred to date
 - Projected maintenance occurrences and costs
 - Existing fleet utilisation
 - Type of fuel of existing vehicle
 - Alternative fuels available and viable
- 5.6 When acquiring a new vehicle the following will be included in the consideration:
- How long vehicle is required for
 - Annual mileage expected
 - Requirement of the user department
 - Projected maintenance occurrences and costs
 - Existing fleet utilisation
 - Type of fuel
 - Alternative fuels available and viable
- 5.7 For budget setting (around December each year for the following financial year), Fleet services will produce a list of vehicles that require replacement in the following financial year, the agreed (with user departments) replacement vehicles and the capital and revenue impacts of the change.
- 5.8 When Fleet Services have produced the list of vehicles identified in 5.7 above, it will be subject to approval through the formal Cabinet process to secure funding and alignment to corporate priorities.

- 5.9 Once this has been finalised, this should be passed to Financial Services, along with the chosen financing period, and annual mileage.
- 5.10 Financial services will then supply a leasing rate based on this projected information which is used to complete the report and check the impact of the acquisitions on the revenue budget over the relevant years. This is to ensure the revenue budget is sufficient to meet the total cost of financing all current vehicles and the replacements. (Appendix A)
- 5.11 At this point the costs are only approximate as detailed information on the exact vehicles to be ordered and the cost of these will not be known and there can be a substantial time gap between the approval to buy and the actual order/delivery of the final vehicles.
- 5.12 It's important to note that the final decision on the method of financing assets isn't made at this point – this happens after acquisition, the decision will be made by Financial Services.
- 5.13 Purchase of vehicle is the responsibility of Procurement and follows the normal procurement process (see section 7).
- 5.14 The full decision process is outlined in Appendix E.
- 5.15 Demonstrator vehicles will be sourced for user departments if available to allow them to assess suitability of new vehicles and technologies.

6. Roles and Responsibilities

Fleet	Is responsible for delivery of strategic and operational management of the council's vehicle, plant and grounds maintenance assets and also responsible for fulfilling all requirements of the Councils goods vehicle operator's licence.
Service Management	Are responsible for identifying requirements and needs to deliver their service. Managing staff to ensure they comply with all elements of transport and road traffic laws and suitably managing drivers to ensure that they are adhering to regulations and that there is no damage to the assets in their control and that the safety of themselves and others is not compromised in any way.
Service Users	Are responsible for providing feedback to their management on the suitability of vehicles currently in service and any demonstrator vehicles they are asked to trial. Complying with all elements of transport and road traffic laws at all times. Using the assets in their control safely, not putting themselves or others at risk of injury or death and returning the asset with no damage.
Strategic Procurement	Are responsible for managing the procurement process and complying with public procurement regulations. Strategic Procurement work in partnership with the Service Management to achieve best value for money in line with the Council's Commercial Strategy.
Financial Services	Will support the decision making process towards the procurement of new vehicles to ensure that the replacement programme does not exceed its ongoing revenue and capital budgets.

7. Procurement

- 7.1 Procurement of replacement vehicles will be subject to BMBC's Contract Procedure Rules and EU Public Procurement Regulations.
- 7.2 There are a number of Framework Agreements available to us that can provide the Service with a wide range of potential suppliers, reduced procurement timescales, collaborative procurement opportunities including combined buying power and robust contract terms.
- 7.3 Alternatively we could conduct our own bespoke procurement exercise should we have specific requirements that are unable to be met effectively using an externally awarded framework.
- 7.4 The options for procurement will be reviewed on a regular basis in conjunction with the S151 Officer to ensure the most appropriate and cost effective means are used to finance future acquisitions.
- 7.5 It may be possible to benefit from external funding for purchases of vehicles. These options will be explored when available.

8. Governance Arrangements

- 8.1 The approach to vehicle provision and management set out within this strategy will be monitored to ensure that it remains cost effective and continue to meet the operational requirements of the business and service users.
- 8.2 A range of measures will be used to morning throughout the year by the manager of the service, detailed below:
- Maintain the master asset s/s
 - Monitor financial spend against the cabinet report
 - Engage and consult with user department
 - Performance indicators
 - Quarterly meeting with appropriate representatives and actions taken where required.

9. Economic Life

9.1 The table below shows the planned life of different types of vehicles in the fleet, this life may be extended if the vehicle meets certain pre-defined financial and operational criteria, set out in section 5.

9.2 The lives are reviewed on a regular basis to ensure minimum downtime for servicing and maintenance and minimum cost.

Type of Vehicle	Expected Economic Life
Car	5 years (BMBC)
Cesspool Emptier	7 years (BMBC)
Civic Car	5 years (BMBC)
Comp. Sweep. (Light)	3 years (BMBC)
Crane Lorry	7 years (BMBC)
Gritter	7 years/seasons (BMBC)
Gritter Body (procured with Tipper (Heavy))	7 years/seasons (BMBC)
Gully Emptier	7 years (BMBC)
4x4 pick up	5 years (BMBC)
Loading Shovel	8 years (BMBC)
Luton Van	5 years (BMBC), 4 years (NPS & NORSE)
MEWP	7 years (BMBC)
Minibus (16 Seater)	6 years (BMBC)
Minibus (6 Seater)	5 years (BMBC)
Minibus (7 Seater)	5 years (BMBC)
Panel Van (Large)	5 years (BMBC), 4 years (NPS, NORSE)
Panel Van (Medium)	5 years (BMBC), 4 years (NPS, NORSE)
Panel Van (Small)	5 years (BMBC), 4 years (NPS, NORSE)
Pickup (Light/C.Cab)	5 years (BMBC), 4 years (NPS, NORSE)
Pickup (Light/S.Cab)	5 years (BMBC), 4 years (NPS, NORSE)
Plant Exc./Loader	8 years (BMBC)
RCV (2Ax/Single Com)	8 years (BMBC)
RCV (3Ax/Dual Com)	8 years (BMBC)
RCV (3Ax/Single Com)	8 years (BMBC)
Ride-on	5 years/seasons (BMBC)
Ride-on Rotary	5 years/seasons (BMBC)
Ride-on Triple	5 years/seasons (BMBC)
Road Sweeper	7 years (BMBC)
Tipper (Heavy)	7 years (BMBC)
Tipper (Light)	5 years (BMBC), 4 years (NPS, NORSE)
Tractor	6 years (BMBC)
Trailer	6 years (BMBC)

10. Types of Fuel

- 10.1 The council's fleet consists of diesel and petrol fuelled vehicles, with one electric car currently in service. Most manufacturers are developing alternative fuels to power vehicles. This technology is still largely in development for most types of vehicle we operate in comparison to diesel or petrol fuelled vehicles. However, it may be suitable for certain vehicles and the roles we require them to carry out.
- 10.2 With the government pledging in its 2019 Clean Air Strategy to ban sales of petrol and diesel engines by 2040, it is quite clear that these alternatives are going to be the preferred choices in years to come.
- 10.3 If there is a suitable vehicle available powered by alternative fuels we will look to procure over petrol or diesel fuelled vehicles after considering financial implications, infrastructure and vehicle usage.
- 10.4 This will be done in liaison with the service that will be using the vehicle, if there is an opportunity to rotate vehicles between services in order to procure an alternative fuelled vehicle this option will also be explored.
- 10.5 The type of vehicle will be considered in the procurement stages and alternative fuels as long as they are cost effective and suitable for the role they will be carrying out will be considered.
- 10.6 We will continue to keep abreast of current developments in this field as part of the Council's commitment to reducing its carbon footprint.

11. Goods Vehicle Operators Licence

- 11.1 Anyone who operates goods vehicles over 3.5t MAM for commercial purposes needs a Good Vehicle Operators Licence. There are several different types but Barnsley Council hold a Standard National licence.
- 11.2 The licence covers several areas of the business including Waste, Neighbourhood Services and Highways. It is difficult to gain a licence and very easy to lose should the conditions not be met.
- 11.3 An operator must have a certified competent person or persons as nominated transport managers, a transport manager is there to ensure all the conditions relating to the goods vehicle operator's licence are met and must have full and total control over the decision making process. Barnsley Council currently has two nominated transport managers.
- 11.4 It is important for the operator to maintain their 'good repute' by complying with all requirements and also for transport manager to demonstrate their 'fitness' (by not being subject to any relevant criminal convictions) to hold such a position and maintain that fitness throughout.
- 11.5 An operator must also have sufficient premises or 'operating centres' to park all the fleet vehicles, Barnsley Council has several operating centres with the main one being at Smithies Lane, Barnsley with smaller operating centres around the borough. Each operating centre has a maximum number of vehicles authorised to park there, the difference between the number of vehicles parked at a centre and the number of vehicles specified is the 'margin'. All vehicles have to be individually itemised.

- 11.6 Smithies Lane Depot contains the vehicle maintenance function. Regular vehicle maintenance is an essential requirement for obtaining and holding the goods vehicle operator's licence; maintenance functions can be in-house or can be externally provided.
- 11.7 The frequency of servicing can vary depending on the type of vehicle; this is governed by the terms of the council's operator's licence or manufacturers guidelines. Our strategy is to comply with these requirements and guidelines.
- 11.7.1 Cars, LCV's up to 3.5t MAM and vehicles with up to 8 passenger seats are serviced every 6 months, with a more in depth service at 12 months, first MOT is at 3 years old and annually thereafter
 - 11.7.2 Goods vehicle over 3.5t MAM are inspected every 6 weeks with a more in depth service at 12 months, first MOT is at 12 months and then annually thereafter
 - 11.7.3 Vehicles with more than 8 passenger seats are inspected every 8 weeks with a more in depth service at 12 months, first MOT is at 12 months (depending on use, some are 3 years) and then annually thereafter
 - 11.7.4 Specialist mowers, plant and machinery are inspected and serviced in line with manufacturers schedules (usually in hours) and legislative requirements e.g. LOLER
- 11.8 Some vehicles e.g. RCVs will also require additional maintenance on the specialist equipment fitted to them.
- 11.9 It is worth noting that all of the vehicles do not feature on the goods vehicle operator's licence but enforcement authorities will take into account the operation of these vehicles when taking any decisions on the licence.
- 11.10 An operator must demonstrate that sufficient funds are available with specific limit based on the size of the fleet, this set currently at £7950 for the first vehicle and £4400 for each additional vehicle.

12. End of Vehicle Life

12.1 Owned vehicles will be disposed of via part exchange, sale or auction whichever offers the best return when taking into account the trade pricing guides and business intelligence.

12.1.1 Sales can be through e-bay and through identified and suitable contacts.

12.1.2 Local authority auction (SVA) takes place every first Tuesday of the month

12.2 The funds will be dealt with in line with the corporate Debt Strategy and received back as a capital receipt and recorded on SAP as sale of goods.

12.3 Leased vehicles will be handed back to the lease company, any end of lease charges will be negotiated to minimise the cost to the council.

13. Livery and Brand

13.1 All new vehicles will be Traffic Red or the closest red available from that manufacturer.

13.2 Services that require a different colour vehicle will need to get a special dispensation from a senior manager.

13.3 The Barnsley Council logo will be displayed on the side of every vehicle unless a special dispensation is given.

14. Alternatives to Vehicles

14.1 To reduce the council's carbon emissions alternatives to vehicles, such as electric bicycles will be researched and considered.

14.2 Alternatives will not only be to replace vehicles in the fleet, but also to reduce the amount of grey fleet mileage.

15. Performance Management

15.1 The performance management of this service will be measured by introducing a number of key indicators. These will include:

- Number of scheduled work items completed within time.
- Number of assets replaced in time.
- Turnaround time of breakdowns/unscheduled maintenance.
- Actual and budgeted costs and downtime for service level agreement works.
- Report on number and % of alternative fuelled vehicles
- Carbon emissions of the fleet
- Regular customer feedback for work done
- Number of recalls following a service.
- Make use of telematics information to improve driver behaviour
- Greater use of tenders and procurement frameworks
- Measuring technician performance and job costs for servicing and other standard tasks
- Reduce stock value and storage space through greater use of real time purchasing.
- Greater use of telematics for predictive maintenance.

16. Constant Review

16.1 The vehicle market is constantly changing and is very unpredictable with many different projections on the direction that vehicle usage and ownership will go in. We will keep up to date with the market and make adjustments to our strategy as is needed.

APPENDIX A - Maintenance

The maintenance profile for each type of vehicle, item of plant/equipment is determined by a number of factors –

Proposed life on fleet – in theory, the shorter the life on fleet, the less maintenance will be required. If a vehicle stays on fleet beyond its anticipated life then the profile must reflect this.

Mileage/usage profile – if a vehicle is operating under arduous conditions (e.g. short low speed runs or high mileage long journeys) then this will need to be reflected in the maintenance profile

Special manufacturer recommendations – E.g. Dennis Eagle RCV's require a 12 weekly engine oil and filter change, these types of special requirements must also need to be factored in.

If any of these factors change during the life of the vehicle then the profile will need to be adjusted.

For anything >3500kg MAM or over 8 passenger seats, the requirements for maintenance are part of legislation and subject to regulatory control. Lighter vehicles are usually based on what the customer requires and/or is willing to pay e.g. NPS 4 year "no frills" option, BH fixed 5 year, annual "S" Service, Biannual "F" Service.

APPENDIX B - Types of Fuel

Diesel	<p>Reliable and available as standard across the majority of the vehicle types we operate. Very versatile and new vehicles all meet latest EU emissions standards. Fuel is widely available.</p> <p>Currently has a bad image due to Nitrogen Oxide content in emissions, may cause fuel prices to rise or additional tax. Low mileage and type of use can cause issues and additional costs due to DPF becoming blocked.</p>
Petrol	<p>Reliable and widely available in lighter vehicles, not available in LGVs or HGVs. Usually less economical than diesel powered engines however petrol is slightly cheaper and still readily available. Has a bad image as a fossil fuel but does not receive as much bad press as diesel. Higher CO2 emissions mean that the VED on petrol is higher than diesel.</p>
Electric	<p>Slowly becoming more available in small and large vehicles and reliability does not appear to be an issue with the latest models. The range is not as good as other fuels and while electricity is easily accessible, charging can take a long time and fast charge points are few and far between. Payload is also compromised due to heavy batteries, although on LGVs this is accounted for with a MAM. Due to this being a new technology our in house maintenance team currently lack the expertise required to maintain electric motors.</p>
Hybrid	<p>Combining a diesel or petrol engine with an electric motor to reduce the emissions the vehicle produces. Available for light vehicles with most manufacturers having hybrid models and technology being further developed. Few LGV or HGV hybrids however they are becoming more and more available. Fuelling is not a problem as they run on petrol or diesel and the engine charges the batteries. VED is usually very low due to minimal CO2 emissions.</p>
LNG	<p>Not readily available, requires quite a lot of infrastructure or travelling to fuel up as stations are limited. Large capacity spark ignition engine required which has limitations in terms of power/torque. More complex engine and systems, reduced payload, extra maintenance on fuel tanks etc.. Reduced particulate emissions, NOX, lower noise emissions, reduced oil change frequency, quite common on the continent. Big manufacturers embracing this tech e.g Iveco, Mercedes.</p>
CNG	<p>Not readily available, requires quite a lot of infrastructure or travelling to fuel up as stations are limited. Large capacity spark ignition engine required which has limitations in terms of power/torque. More complex engine and systems, reduced payload, extra maintenance on fuel tanks etc.. Reduced particulate emissions, NOX, lower noise emissions, reduced oil change frequency, quite common on the continent. Big manufacturers embracing this tech e.g. Iveco, Mercedes.</p>
Hydrogen	<p>Not perceived to be a viable option until 2032, ultimate clean fuel. Currently complex and expensive to extract the hydrogen from water as no tech exists to remove it from the atmosphere. Currently small scale solar powered plants are the only real option. Most abundant element on earth and once the technology becomes widely available this will be the preferred option for most manufacturers and fleets.</p>

APPENDIX C - Procurement

The procurement strategy will operate within the wider fleet replacement strategy. It will include a review of the following options and requirements:

1. Evaluation of the different available frameworks – YPO, CCS, ESPO, NEPO or standalone tender.
2. Ad hoc or aggregated competitions – either individual procurements to take advantage of spot pricing, or a longer term framework based on aggregated forecast requirements.
3. Use of CCS e-auction and it's associated greater buying power producing cost benefits.
4. Use of frameworks with web based vehicle procurement software for real time manufacturers pricing.
5. Options to contract for warranty with in-house servicing, or warranty plus external servicing.
6. Potential for manufacturer and model standardisation, balancing the opportunity to reduce spares stockholding, strengthen contract management and improve in house maintenance ability, versus limiting supplier competition, potentially increasing acquisition cost and decreased technical capability.
7. Effective contract management requirements.
8. Opportunity for adding social value such as carbon reduction (electric vehicles or pollution reduction), local economy benefits, etc..

Factors to be part of any procurement exercise include:

- Capital cost including lease vs buy appraisal.
- Technical and functional ability, including options for innovation, more efficient vehicles/equipment, electric or fuel cell options.
- Whole life costs - service and maintenance options, costs of parts and consumables, warranty terms, fuel efficiency and sustainability.
- Support and maintenance - location and responsiveness of support, guaranteed uptime, lead times for parts and consumables, loan vehicles.
- Commercial relationship and contract management- service level agreements and KPI's, contract terms, remedies for reliability issues or service disruption.

APPENDIX D - Financial options appraisal

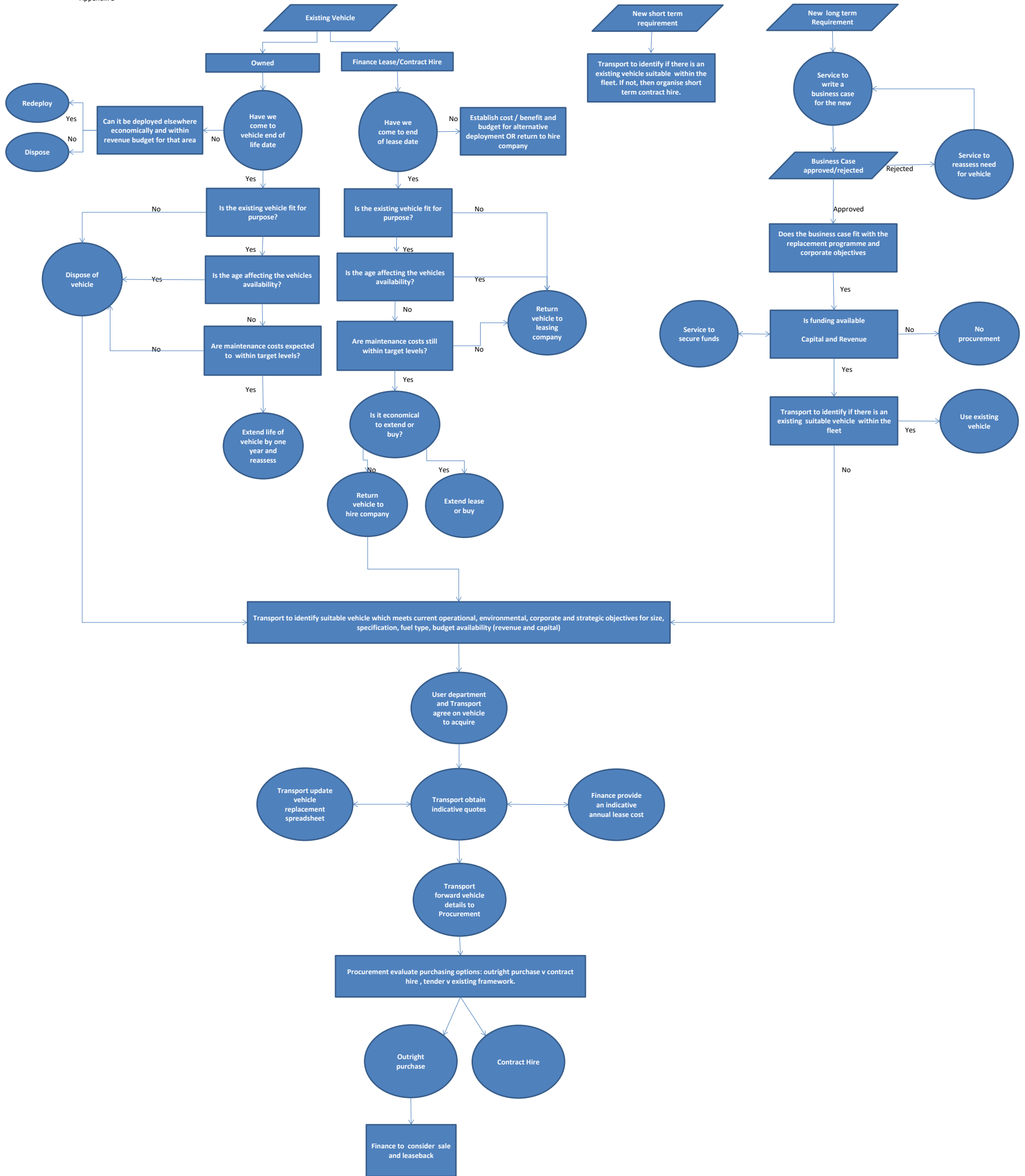
Financial Services (FS) need copies of purchase orders (so that accurate details of the vehicles involved have been passed on) and likely delivery dates.

As all assets have to be financed in the year that they are acquired, FS needs to plan the best time to complete a tender exercise.

FS also need copies of the actual invoices when the vehicles have been delivered. Based on this information, FS completes tender for leasing rates – these are then compared to the cost of borrowing to ascertain the cheapest form of financing.

Fleet are then consulted to see if the cheapest form of financing necessarily is the most operationally effective method – each group of vehicles are chosen on their merit.

Whichever method is chosen, details of the annual cost of each vehicle and the end date of any leasing agreements are passed to Fleet from FS, for their future replacement process.



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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

Report of the Executive Director
(People) to Cabinet
(23rd January 2019)

Barnsley Adult Social Care Local Account 2017/18

1.0 Purpose of the Report

1.1 The purpose of this report is to present to Cabinet the seventh Barnsley Adult Social Care Local Account which looks back on the 2017/18 year performance and achievements and sets out some of our 2018/19 aspirations and challenges. The publication of an annual Local Account is an integral part of the national sector led improvement approach for Adult Social Care.

2.0 Recommendations

2.1 It is recommended that:

- **The Barnsley Adult Social Care Local Account for 2017/18 is approved (Please see Appendix 1).**
- **Cabinet members promote awareness of the Local Account with elected member colleagues and constituents**

3.0 Introduction

3.1 This is the seventh year that Barnsley Council has published its annual Local Account, which forms part of the agreed adult social care sector led improvement approach.

3.2 The Local Account is a public facing document that is designed to enable transparency, scrutiny and accountability to adult social care service users and the public in Barnsley, as recipients and funders of public sector services.

3.3 The review of Local Accounts undertaken in 2014/15 by the Towards Excellence in Adult Social Care (TEASC) Board concluded that there are three challenges that Local Accounts should try to address, these are:

- To build genuine, widespread and continuous dialogue with local people
- Using feedback from people to drive improvement and reflecting this in the Local Account;
- To use the Local Account to explicitly identify weaknesses as well as strengths, and to set out the improvement priorities in a way that allows progress to be assessed.
- To view Local Accounts as a public-facing summary - and not as a substitute for a more comprehensive system of performance management and public reporting.

3.4 The format of the Barnsley Local Account has been maintained with minor adjustments for the past few years.. The feedback from the focus groups has consistently stated the need for the report to be a short summary, in plain English, with illustrative case studies and the design should be easy to read and engaging.

- 3.5 The chapter headings of the Local Account are felt to be meaningful and accessible to the target audience, which are service users and carers and members of the public with an interest in Adult Social Care services and performance. We have included links to other related published council reports and strategies.
- 3.6 The ongoing challenges for the production of the Local account are:
- To balance the need to adhere to Sector Led Improvement guidance regarding content, against the feedback from service user and carer representatives about accessibility.
 - For the Local Account to reach a wider and bigger audience in order to justify the officer and service user and carer representative's time needed for its production.
 - The Adult Social Care Outcomes Framework comparator data for 2017/18 is not published until October/ November and Adult Safeguarding comparator data is not published until December which leads to a delay in publishing our Local Account.
- 3.7 The Local Account will be published on the council's website. This year and we will also produce a flyer/poster to advertise the Local Account and how to access it, which will be sent to a range of key partners including libraries, voluntary sector organisations and health services, with a request for it to be displayed in public access spaces. The digital team will be asked to monitor the number of hits the document receives; this information will be used to inform the future marketing strategy for the report.
- 3.8 Adult social care welcomes feedback from service users, carers and the public and would genuinely wish to see the Local Account becoming an important vehicle for dialogue and improvement. Elected members can support awareness raising with the public through the contact they have with people in their constituencies.
- 3.9 Headlines from the Adult Social Care Outcomes Framework:

Key Strengths

- Barnsley's performance remains well above the national average for the **proportion of service users and carers who receive Direct Payments.**
- **Delayed transfers of care from hospital, per 100,000 population (total)** Barnsley is the fifth best performing nationally and best regionally for this indicator. Where delays are attributable to adult social care, Barnsley is the eighth best performing council nationally, the best in our region and the third best amongst statistical neighbours.
- **The proportion of people who use services who say those services have made them feel safe and secure** continues to be well above the national average with Barnsley ranking third best nationally and best amongst statistical neighbours
- **The proportion of people accessing short term support who did not require any further ongoing support** is well above the national average.
- **The proportion of adults with a learning disability who live in their own home or with their family** is well above the national average and our statistical neighbours.
- **The proportion of adults in contact with secondary mental health services living independently with or without support** is also well above the national average and our statistical neighbours.

Key Areas for Improvement

- Barnsley had the fifth highest rate nationally of **permanent admissions of over 65 year olds to residential and nursing care.** This is partly due to a

realignment of our performance reporting in this area, which includes self-funders from 2017/18 onwards.

- Barnsley's performance in relation to **permanent admissions of younger adults** is also significantly above the national average
- Barnsley's performance remains well below the national average and statistical comparators for the **proportion of adults with Learning Disability in paid employment**. This measure shows the proportion of adults of working age with a primary support reason of learning disability who are "known to the council" (i.e. who receive long term support from social care during the reporting year), who are recorded as being in paid employment.
- Barnsley also remains below national average and statistical comparators for the **proportion of adults in contact with secondary mental health services in paid employment**
- **The proportion of older people who received reablement/rehabilitation services after discharge from hospital** performance remains well below the national average and most statistical neighbours. This measure currently includes social care only placements; a mechanism for reporting on all relevant placements will hopefully be in place shortly.

3.10 Key developments in 2017/18 included:

- The delivery of an improvements to our carers offer including additional resources to strengthen coordination of carers support services
- The 'Live Well Barnsley' website was launched, providing a trusted source of information about community and adult social care services in Barnsley.
- Further embedding of 'Making Safeguarding Personal' principles across all partner agencies
- The review and development of the Independent Living at Home (reablement) service model to increase access for more people to benefit from the service
- The review of Extra Care services to create a more viable alternative to residential care
- Focussed work to improve our performance in supporting adults with learning disability and mental health conditions into paid employment
- Continued focus on the management of adult social care demand and budgets
- Review of the partnership agreement with SWYPFT .

3.11 Priorities and plans for 2018/19 include:

- Managing our budget and further improving our performance
- Service improvements in the key areas identified for improvement within section 3.9 above.
- Making much needed improvements to the functioning of our adult social care information system
- Continuing to improve our service and processes - to support this we will develop a new Quality Assurance and Governance function across the operational service
- Supporting social care staff to get maximum benefit from our new mobile working capabilities
- Strengthening of our contracting function to allow the roll out of further systematic contract and quality monitoring
- Delivering improvements to our extra care offer (in conjunction with Communities)

- Working with our directorate colleagues to make further improvements to our transitions arrangements
- Continuing to work in partnership with Barnsley CCG to support the delivery of the Barnsley Plan and further contribute to avoiding unnecessary hospital admissions and support timely discharge arrangements

4.0 Proposal and justification

- 4.1 It is proposed that the Barnsley Adult Social Care Local Account for 2017/18 be published on the council website, following Cabinet approval in February 2019. This would be in line with other Yorkshire and Humber local authorities.
- 4.2 A flyer/poster to advertise the Local Account and how it can be accessed will also be produced and this will be sent to a range of key partners including libraries, voluntary sector organisations and health services, with a request for it to be displayed in public access spaces.
- 4.3 Elected members can support awareness raising of the purpose of the Local Account with the public through the contact they have with people in their constituencies.

5.0 Consideration of alternative approaches

- 5.1 The Barnsley Local Account could be published closer to the year-end that it relates to if it did not include published and benchmarked performance data which is not available until late autumn. Earlier publication of the Local Account may make it easier to produce as it would not require looking back as far; however this is not recommended because the feedback both locally and across the region is that the Local Account is enhanced by its inclusion. Whilst the comparator data is not available to adult social care until this time, the ASCOF returns submitted by Barnsley do form part of the regular performance data set that is used locally to inform our priorities, business planning and improvement plans.
- 5.2 Some Local Authorities have made a decision not to prepare an annual Local Account and this could be a consideration for Barnsley given the challenges referred to in section 3.6 of this report. This approach is not recommended because adult social care wishes to be transparent and open regarding performance and our challenges and to be scrutinised and held to account by our service users and the public, in line with the council values of honesty, striving for excellence and pride in deserved achievements and in delivering good services to vulnerable people in Barnsley.

6.0 Implications for local people / service users

- 6.1 Adult social care welcomes feedback from service users, carers and the public and would genuinely wish to see the Local Account becoming an important vehicle for dialogue and improvement.

7.0 Financial implications

- 7.1 There are no direct financial implications arising from the 2017/18 Local Account.

8.0 Employee implications

- 8.1 There are no employee implications directly arising through consideration of this report.

9.0 Communications implications

- 9.1 The Local Account 2017/18 will be published on the Council's website to meet the Council's obligation to Sector Led Improvement.
- 9.2 The number of hits the document receives will be monitored in 2017/18 and the data will be used to inform the future marketing strategy for the report.

10.0 Consultations

- 10.1 Council officers and front line staff involved in service delivery in adult social care and in Communities Directorate have supported the production of the Local Account.

12.0 Promoting Equality, Diversity And Social Inclusion

- 12.1 The core purpose of Adult Social Care is to provide care and support to older, disabled and vulnerable people and their carers. The service seeks to promote equality, diversity and social inclusion both in carrying out assessments and in care planning.
- 12.2 The Local Account highlights a need to further improve community based support options to reduce reliance on residential care, support more adults with a learning disability and adults known to secondary mental health secure employment and increase the proportion of older people who received reablement/rehabilitation services after discharge from hospital. All these areas are being prioritised by the service.

13.0 List of appendices

- 13.1 Appendix 1: Barnsley Local Account for Adult Social Care (2017/18)

14.0 Background papers

- 14.1 The Adult Social Care Outcomes Framework 2017/18 Handbook of Definitions (DH July 2017) available via this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664582/20171129_ASCOF_Handbook_of_Definitions_17-18.pdf

Officer Contact Lennie Sahota, Service Director – Adult Social Care & Health
Date: 20th December 2018

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Services and people working together

Foreword

Performance

Information and advice for all

Listening to, and acting on your views

Care and Support in Barnsley

Barnsley Council our Local Account 2016-17

Early help and support

Keeping adults safe

Need Web design company to amend date to 2017/18 and also background colours etc

The right services for you at the right time

Helping family & friends care for others



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1. Foreword

Welcome to our seventh Local Account, which tells you about how well our adult social care services performed last year. It also sets out how we plan to further improve our services in the future.

In each section, we have given some information about what we think is important for you to know and understand about our priorities, plans and performance.

The Adult Social Care Outcomes Framework (ASCOF) is a national set of performance indicators that all councils must report on. Some of the indicators are things that we record in our information

system and some are from questions we ask service users and carers through surveys. We have started this Local Account with a summary of how we have performed against the ASCOF indicators.

We really want this report to reach more people who are interested in adult social care in Barnsley. We are working with our partners to help as many people as possible to access this report.

We hope you find this Local Account interesting and that it answers any questions you may have about adult social care in Barnsley. If you have any comments or suggestions you would like to feedback, please send them to us via our website, at:

www.barnsley.gov.uk/about-us/how-we-are-performing/adults-and-communities-performance-and-plans



Rachel Dickinson, Executive Director, People – Barnsley Metropolitan Borough Council



Councillor Margaret Bruff, Cabinet Spokesperson for People (Safeguarding)

2. How did we perform in 2017/18?

Key - The tables below show our performance for 2017/18, alongside the England average and our Statistical Neighbour (SN) average. Unless stated otherwise, all figures are percentages.

Green shading highlights where our performance is 5% (or more) better than the England average

Red shading highlights where our performance is 5% (or more) worse than the England average

Information and advice for all

The proportion of people who use services who find it easy to find information about support	Barnsley	73%
	England	73%
	SN	75%

Early help and support

The proportion of people who use services who reported that they had as much social contact as they would like	Barnsley	44%
	England	46%
	SN	48%

The proportion of people who use services who have control over their daily life	Barnsley	77%
	England	78%
	SN	78%

The proportion of adults with a learning disability who live in their own home or with their family	Barnsley	86%
	England	77%
	SN	84%

The proportion of adults in contact with secondary mental health services living independently, with or without support	Barnsley	70%
	England	57%
	SN	58%

The proportion of adults with a learning disability in paid employment	Barnsley	2%
	England	6%
	SN	6%

The proportion of adults in contact with secondary mental health services in paid employment	Barnsley	5%
	England	7%
	SN	6%

The right services for you at the right time

Overall satisfaction of people who use services with their care and support	Barnsley	66%
	England	65%
	SN	66%

The proportion of people who use services who receive self-directed support	Barnsley	93%
	England	90%
	SN	91%

The proportion of people who use services who receive direct payments	Barnsley	50%
	England	28%
	SN	28%

The proportion of carers who receive direct payments	Barnsley	84%
	England	74%
	SN	94%

Social care-related quality of life score	Barnsley	19%
	England	19%
	SN	19%

Long-term support needs of younger adults (aged 18-64) met by admission to residential and nursing care homes, per 100,000 population*	Barnsley	18
	England	14
	SN	13

Long-term support needs of older adults (aged 65 and over) met by admission to residential and nursing care homes, per 100,000 population*	Barnsley	933
	England	586
	SN	641

The proportion of older people (aged 65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	Barnsley	81%
	England	83%
	SN	82%

The proportion of older people (aged 65 and over) who received reablement/rehabilitation services after discharge from hospital	Barnsley	2%
	England	3%
	SN	3%

The outcome of short-term services: sequel to service (eg what proportion of people accessing short term support required no further support)	Barnsley	88%
	England	78%
	SN	75%

* A low figure is better performance

2. How did we perform in 2017/18?

Keeping adults safe

The proportion of people who use services who feel safe	Barnsley	73%
	England	70%
	SN	72%

The proportion of people who use services who say that those services have made them feel safe and secure	Barnsley	95%
	England	86%
	SN	88%

Services and people working together

Delayed transfers of care from hospital that are attributable to adult social care, per 100,000 population*	Barnsley	0
	England	4
	SN	3

Delayed transfers of care from hospital, per 100,000 population*	Barnsley	3
	England	12
	SN	10

* A low figure is better performance

More information on our performance is available via an online dashboard, which is available via this link: <https://bit.ly/2L017wC>

Local Account 2017/18 - Data
Barnsley Metropolitan Borough Council

This report allows you to view supporting data for our 2017/18 Local Account. The buttons below use the same headings from the Local Account. Clicking a button will take you to data linked to the headings. Each page includes a button to return to this page.

Data in this report is based on the Government's Adult Social Care Outcomes Framework, known as ASCOF. The data is based on the period from April 2017 to March 2018. The report allows you to compare how well Barnsley is performing against the whole of England, the Yorkshire & Humber region, and those areas that are most similar to Barnsley (known as Statistical Neighbours).

Information and Advice for all
➔

Early help and support
➔

The right services for you at the right time
➔

Keep adults safe
➔

Services and people working together
➔

3. Information and advice for all



Like every council in the country, we want to provide information and advice in a way that is easy for people to understand. Information and advice is fundamental to enable people, carers and families to take control of, and make well informed choices about their care and support and how they obtain it. Not only does information and advice help promote people's wellbeing by increasing their ability to exercise choice and control, it is also a vital component of preventing or delaying people's need for care and support.

We want to make it easy for people to get information about care and support services, as well as wider information that can help prevent care and support needs. This includes information about finance, health, housing and employment, as well as

what to do if you are worried about the safety of a vulnerable person.

We aim to make sure that the information and advice we provide is accessible to all. We are continuing to improve the information available on our website: www.barnsley.gov.uk/services/adult-health-and-social-care/. In 2017/18, our website was rated as 'excellent' by our regional sector led improvement team.

We follow the Government's Accessible Information Standard. This makes sure we give people with a disability, impairment or sensory loss information they can easily understand, as well as any support they might need to communicate with our services.

We also offer other ways for people to access information and advice, such as: telephoning our social care customer access team (01226 773300), or picking up an older people's guide to social care in a library. We encourage people to use the Live Well Barnsley website: www.livewellbarnsley.co.uk which includes a wealth of information about activities that can help people look after themselves, stay independent and get involved in their communities.

Our Adult Social Care customer access team provides a single point of access for people who want information or need support. There is a team of advisors who can quickly work out what information the caller needs, or find out who they need to speak to. In 2017/18, the team answered over 47,000 telephone calls. We monitor call waiting times to make sure people are able to talk to us when they need to without delay. We want to keep providing a good standard of service as the number of people contacting us continues to increase.

We can also help people who need care and support and find it difficult to understand or remember information, by providing them with an independent advocate. This helps to make sure they are fully involved in discussions about their care, whilst also helping to keep them safe. In Barnsley, Rethink Advocacy Service provides support for people with mental health needs, physical or sensory impairment, and older people.

See our website for more details: <https://www.barnsley.gov.uk/news/new-council-contract-for-advocacy-in-barnsley/>

Our changing needs

People are living longer and the population is growing as a result. The council and NHS are having to support more people and the money available for this is not keeping pace. We have to find ways to make the best use of the money we have, as well as making sure we understand the future needs of the Barnsley population. This diagram demonstrates the population growth we are currently forecasting: www.barnsley.gov.uk/media/4267/demographics-infographic-barnsley-population-projections-2020.png. Here is the link to our current Borough Profile:

<https://www.barnsley.gov.uk/services/our-council/research-data-and-statistics/our-borough-profile/>

We work with the NHS and voluntary and community sector to look at the current health and social care needs of Barnsley people, and identify what we can do to help address those needs. We want everyone in Barnsley to be able to be as healthy as possible, and to live in a place that encourages good neighbourliness and offers lots of opportunities for everyone to be part of the community. This will help to delay the need for social care, health care and support services.

More information on how we plan to achieve this is included in our Health and Wellbeing strategy and the Barnsley Plan:

www.barnsley.gov.uk/media/4161/barnsleys-health-wellbeing-strategy-pdf-final.pdf.
www.barnsleyccg.nhs.uk/CCG%20Downloads/strategies%20policies%20and%20plans/Barnsley_Plan_2016.pdf

The budget for adult social care

In 2017/18 we spent £43.9 million on adult social care which was less than our budget by £0.5 million. This underspend reflects the impact of the measures and actions taken by the council to manage down cost pressures faced by adult social care, due to the increasing demands and rising cost of meeting the needs of those that require support.

Our budget for 2017/18 was increased to take account of additional costs, funded mainly through the social care council tax precept and additional Better Care Fund monies.

However, we need to save a further £1.2 million in 2018/19, due to the ongoing impact of the Government's austerity measures. The service will also need to effectively manage rising cost of care provision in order to remain within budget in 2018/19

The charts below show how we spent our money for adult social care and support in 2017/18.

How much we spent in 2017-18 split by category of support

	NET (£'000)
Physical Support	13,067
Sensory Support	123
Support for Memory and Cognition	3,736
Learning Disability Support	15,595
Mental Health Support	3,693
Social Support: Support to Carer	898
Assistive Equipment and Technology	350
Social Care Activities	4,651
Information and Early Intervention	233
Commissioning and Service Delivery	1,570
	43,917

How much we spent split by type of services

	NET (£'000)
Assessment and Care	4,651
Residential and Nursing	8,622
Community-based Care	27,593
Information and Early Intervention	1,481
Commissioning and Service Delivery	1,570
	43,917

Case Study Live Well Barnsley

Mr and Mrs C have moved to Barnsley to be nearer their family so they can help with Mr C as he has dementia and Mrs C is struggling to care for him. Mrs C was aware of the national organisations like the Alzhiemers Society and Dementia UK and had found a group through them but with help of Live Well Barnsley, she has been able to access a local dementia café near to where they live and also an independent Charity that has sessions for carers and a holiday group where carers and the loved ones they care for go together as a group to have a holiday and can support each other. Mr and Mrs C are now able to access more support and activities closer to home, alleviating the pressure on their family to help and are settling into a more independent life in Barnsley than they had expected.

4. Early help and support



Wherever possible, we want to prevent people from needing long term care and support services. This can be through access to information and advice, and to early help and preventative services.

Early help is about giving people the help they need as early as possible and supporting individuals, families and communities to do more for themselves. People may need early help at any point in their life. It can involve interventions early on in life, as well as interventions early in the development of a problem.

Giving people access to information and advice may help them think about their future and plan ahead. We all need to think about our needs in the coming years and how we can help ourselves to stay healthy, fit and well. We know that people live longer and have healthier lives if they have

a good network of family and friends. That isn't the case for everyone unfortunately. When people don't have contact with family, friends, or neighbours, they often lead less healthy lives and can suffer from mental health problems.

Having a job is a great way to becoming independent and contributing to your community. We know that not enough of the adults with learning disabilities that we support, or adults in contact with our mental health services, are in employment. In 2017/18 we have continued to strengthen the Employment and Volunteering Service for people with a learning disability and this has resulted in a significant increase in referrals and more people with a learning disability getting into employment.

It is estimated that 8% of people over the age of 65 are lonely, which is roughly 3,500 people in Barnsley. To help address loneliness and social isolation, our Area Councils, working with local councillors and community members, have made this a priority in many areas. The Central Area Council has a contract with the Royal Voluntary Service to deliver a service that reduces loneliness and isolation in older people. The service identifies older people who would benefit from support from volunteers. In 2017/18 486 older people

from across the central council area were engaged with this service.

In the Dearne, the Area Council funds a social inclusion project delivered by B-Friend, in partnership with Age UK. This project uses a volunteer led community car scheme to help lonely and isolated people to get out and about. which is about pairing local people in order to reduce social isolation.

Ward Alliances also support activities that can make a big difference. With the support of small funding grants, local volunteers are making a big difference to the lives of many people by creating opportunities such as the Darton afternoon club, a place for older people to meet and socialise, or the Snap Tin Café in Goldthorpe, which provides training, work placements and social events for young people with learning difficulties and disabilities as well as luncheon and social groups for older people.

For more information on the work of Area Councils and Ward Alliances, visit:

<https://www.barnsley.gov.uk/services/community-and-volunteering/your-local-area-and-ward/>

Case study – Assisted Living Service

Mrs T has received the careline service for over 7 years since her partner passed away. After she fell and bumped / cut her head open the careline service arranged an ambulance urgently, Mrs T then required an overnight stay in hospital.

Mrs T **“Feels safer because immediate help is at hand, the calls are always answered quickly & efficiently”**



5. The right services for you at the right time



Adult Social Care

People can contact adult social care for support through our customer access team on 01226 773300. The team will find out a bit more about what is needed and then will either give information and advice or put the person through to the right social work team. A social worker may then arrange to do an assessment of the person's needs and to discuss the kind of support that can be offered.

We aim to complete assessments in 28 days or less from the original contact. In 2017/18, we achieved that for 77% of our assessments. We want to complete 80% or more within 28 days this year. We also review the support plans we put in place on an annual basis as a minimum. In 2017/18, 72.2% of people who had a support plan in

place for a year or more had a review . For 2018/19 we have set a target of 80% and are on track to achieve this.

For more information about the types of services and help that can be offered please see:

<https://www.barnsley.gov.uk/services/adult-health-and-social-care/>

For people who do need to access social care services, we need to make sure they understand how social care is charged for (means tested) and that they know what it might cost them to access services. www.barnsley.gov.uk/services/adult-health-and-social-care/how-to-get-help/having-a-financial-assessment/

In 2017/18 we created a new Older People's Care Home Team that is responsible for reviewing residents who live in permanent Residential and Nursing care. When people enter permanent care it is because they are unable to care for themselves at home even with support. In doing so they may have to give up the home they have lived in most of their life. In 2017/18 the team successfully supported 4 residents to leave twenty- four hour residential care and return to live in the community with minimum support.

Case Study

Mrs X was admitted to Highstone Mews on 13/04/2016 following a fall that resulted in her shoulder being displaced. Prior to this Mrs X was admitted to hospital and then to rehabilitation. Whilst in rehabilitation the therapist felt that she had reached her potential for recovery and was unable to manage in her own home. Therefore a meeting was arranged and it was deemed to be in the Best Interest of Mrs X to be placed in a residential care home.

Mrs X's long term partner lived down south and purchased a small caravan and parked it at a small village in Barnsley which enabled him to spend every day with Mrs X. Over the last two years Mrs X's health has vastly improved. Mrs X and her partner have been going on three week holidays at least four times a year. They have also visited his home and family in the south. Mrs X wishes to return to living in the community in Barnsley with her partner.

A Local Authority two bedroom bungalow was obtained and following some minor alterations which had to be made they both moved in together. Mrs X requires paid support when she wakes in the morning and the same prior to her retiring. Due to her mobility problems and her troublesome shoulder, and she is unable to attend to all her cares independently. Throughout the day her partner manages all her needs, preparing and cooking the meals, ordering and administering of medication etc.

Mrs X and her partner have settled into their new home and both are very happy

The Joint Commissioning Team

The Joint (Adult Social Care and Health) Commissioning Team is made up of Commissioners who are responsible for gathering information about the needs of the people of Barnsley and making sure services are available to meet those needs and Contracts Officers who monitor the quality of services being provided.

We regularly review services to make sure they are of high quality and delivering the right outcomes for people. We have a team that works jointly with the local Clinical Commissioning Group to do this. This team looks at the needs of the Barnsley adult population and buys in the services that help to meet those needs, as well as making sure there is a diverse and sustainable market of care and support providers in Barnsley. We are required by the Government to make sure people have a wide range of care and support options to choose from in Barnsley. We can only do this if we fully understand what care is needed and being provided. Where we think that the needs of some people are not being met, we work with our partners to see how things could be done differently.

The team also keep a check on the performance of services we fund to make sure they are delivering what we expect. One example is care homes. There are

approx.. 53 care homes in Barnsley who have a contract with the Council. Since January 2018 we have done a full quality check on 48 homes and carried out 128 responsive visits, these are visits we do when we receive information about a home that we think we need to check.

When we do a full check in a home we look at things like their policies and procedures, we talk to the people that live and work there and we spend time in the home seeing how things get done. Where we think things can be done differently or better we work with the home to make changes.

In some cases we do joint visits with people from the health service or social workers.

In 2018, the CQC rated 58% of care homes in Barnsley either 'Good' or 'outstanding'.

Overall, surveys tell us that most people who access our services are satisfied with their quality of life, as well as the care and support they receive.

In June 2018 the team worked with a range of people including service users and carers, the NHS, social workers and care providers to make sure vulnerable adults have access to an advocate where they need one. An advocate is someone who can make sure vulnerable people have a voice in things like the care and support they get.

We have also developed a Recognised Provider List (RPL). this is a list of providers who offer health or social care services to people in Barnsley who want to buy their own support either as a self funder (someone who wants to buy support with their own money) or using a direct payment (someone who gets a personal budget from the council or health for their care).

Recognised Providers are quality checked by officers in the Council to get the RPL kite mark which should help people feel safe when buying their care from those providers.

In 2019/20 we will be reviewing a number of services including our day services for older people. We want to make sure that we have the right type of services in the right place and that the services help people to maintain their independence by providing meaningful activities. We will be talking to the people who provide the services as well as people who use them to find out what works well and what we could do differently.

6. Helping family & friends care for others



Nationally, one in every eight people cares for someone. This is care that is provided by family members or friends. In Barnsley, the Census tells us that there are at least 27,000 people who provide this kind of care for others.

Carers can struggle to stay in full time work due to their caring responsibilities. Their physical and mental health can suffer as well. We know that carers in Barnsley are more likely to say they don't have enough social contact, which could also affect their health.

It is therefore very important that we assess the needs of carers, as well as the needs of the people they care for. This helps to make sure that carers get the help and support they need to carry out their caring role. We want to make sure that we reach more carers in Barnsley to find out what

their needs are. Our carers strategy called Barnsley Cares, is available via this link: <https://barnsley.gov.uk/media/6292/carers-strategy-2017-2020.pdf>

It focuses on the following three aims for carers:

Informed and empowered

- This means carers having the information they need, as well as knowing where to go for help and advice.

Individually resilient

- Making sure the needs of carers are met, and that they can stay well and enjoy a healthy life, whilst being able to care for the person they care for.

Providing high-quality care

- Having the right skills and support to be an effective carer, and being recognised as the main contributor of care and support for the person you care for.

To support this we are looking to procure a contract to provide an integrated carer service which will coordinate support for all adult carers across the Barnsley Borough. (procurement of this service actually went ahead from 1st August 2018)

The Service will promote, support and improve the mental, physical, emotional and economic well-being of carers, so they can continue in

their caring role whilst looking after their own health and wellbeing and have a life of their own in terms of opportunities for work, training, education, leisure and social interaction.

This will ensure that carers can be fully supported in the vital role that they provide.

See our website for more details of the support available for carers:

<https://www.barnsley.gov.uk/services/adult-health-and-social-care/support-for-carers/>

7. Keeping adults safe

We believe everyone has a right to feel safe and live without fear of abuse, neglect or exploitation. Our priority is to protect vulnerable adults who live in Barnsley, promote their wellbeing, and reduce the risk of harm for those with care and support needs.

We work with our partners on the Safeguarding Adults Board to make Barnsley a safe place to live, and protect adults who may be at risk. We have recently improved our website for adult safeguarding, which is available via this link: www.barnsley.gov.uk/services/children-families-and-education/safeguarding-families-in-barnsley/safeguarding-adults-in-barnsley/barnsley-safeguarding-adults-board

The Board produces an annual report. This sets out what the Board has done to prevent abuse and harm and to protect adults who have been hurt or abused. The latest report is available via this link: www.barnsley.gov.uk/media/6409/safeguarding-adults-annual-report-2016-17.pdf

<https://www.barnsley.gov.uk/media/9131/bsab-report-17-18.pdf>

The annual report includes performance information, some of which we also provide to the Board more regularly. It also includes findings from our annual survey with social care users. This highlights that more people who use services feel safe in Barnsley,

when compared to other areas. It also highlights that more people who use services feel those services have helped them to feel safe and secure, when compared to other areas.

One of the Board's main priorities is "Making Safeguarding Personal". This means putting vulnerable adults at the centre of all our work to help keep them safe. We are improving our systems in 2018/19 to help us demonstrate more clearly that we are achieving this.

In 2017/18, we received 1158 safeguarding concerns. All of these concerns were considered by an Adult Social Care Safeguarding Manager. In each case, a decision was made about what action was needed, including:

- No further action because the adult was not harmed, did not want further action or was not a 'vulnerable' adult (vulnerable adult has a specific definition under the Care Act 2014)
- Providing or reviewing a care package or referring on to another service (for example domestic violence support service)
- Starting a formal safeguarding enquiry (Section 42 enquiry)

Of the 1158 adult safeguarding concerns we received, 317 resulted in Section 42 enquiries. This is where we decide that we need to make enquiries if we believe an adult is experiencing, or at risk of, abuse or neglect. We concluded 317 Section 42 enquiries during the year and we either removed or reduced the risk in 95.6% of cases. More information on this is available in the annual report.

We use the Mental Capacity Act to support people who cannot make decisions because of their conditions. More information is available via this link:

www.barnsley.gov.uk/services/adult-health-and-social-care/looking-after-your-health/mental-health-services/the-mental-capacity-act/

The Mental Capacity Act includes the Deprivation of Liberty Safeguards (DoLS). We need to consider decisions to restrict someone's liberty. An example would be preventing a resident with dementia from wandering outside and getting lost. Any decisions we make need to be the least restrictive, and in the best interest of the person. The number of DoLS applications we received and completed in 2017/18 was in line with other areas similar to Barnsley.

The council's Safer Neighbourhoods Service works alongside the Police and partners in communities to tackle local issues. This helps us to provide better support to vulnerable people and families

Our Safer Neighbourhoods Teams also help us to safeguard vulnerable adults in Barnsley. These teams work with local communities to identify adults and families who may be at risk of harm. They aim to support people as early as possible, to prevent further problems. More information is available via this link:

www.barnsley.gov.uk/services/community-safety-and-crime/safer-neighbourhood-teams/

Our Assistive Living Service provides community alarms to make it quick and easy for people to get help, if they have an accident or emergency situation in their home. Knowing that help is on hand at the press of a button gives people peace of mind, and helps them feel safer. This enables people to remain independent. In 2017/18 1045 new personal alarms were installed and the service carried out 4300 response visits. More information is available via this link.

<https://www.barnsley.gov.uk/services/adult-health-and-social-care/help-to-live-at-home/telecare-alarms/>

8. Listening to, and acting on your views

It's important to us that we understand what people who use our services think about them. There are lots of ways that people can let us know their views. This includes making a complaint, passing on feedback or a compliment, or taking part in a survey.

In 2017/18, we received 490 compliments for the whole council. 41 of those related to adult social care services. We received a total of 317 complaints last year, 31 of which related to adult social care services. The majority of these 31 complaints were regarding procedural/practice issues. We usually support over 3,000 people at any given time, therefore this is a very small number. We think we should be receiving more feedback, both positive and negative. This would help us to continually improve how we work. There are lots of ways that people can give us feedback, most of which are included on the following page of our website:

www.barnsley.gov.uk/have-your-say/complaints-compliments-and-suggestions/

One of our customers told us: 'I just felt it important to formally convey how impressed I have been by the way the team have responded to the increased ask of them this week....a real can do spirit that is matched by speedy and effective action'

Another customer told us that 'she has been in hospital and when she was discharged she had been under the care of three Social Services carers. She wished to compliment them on the level of care and support they have given her since she left hospital. She was very complimentary and wants to make sure the staff and their managers are aware of how grateful she is'

We contact some of the people we support to ask them to complete annual surveys about their experiences of accessing care and support. This includes people accessing services, as well as the people that care for them. The information we get back from these surveys helps us to identify where we need to improve our services.

We meet with care providers (care homes and home care) at a regular forum to share information and good practice, provide training and highlight and any issues we need to improve.

Another way to find out what people think about our services is by using Mystery Shoppers. These are volunteers who access our services and feed back to us on their experiences.

We took part in a regional Mystery Shopping exercise in December 2017. This

told us that overall people found access to social care advice, information and services was good. Our website was rated as excellent. However it was identified that we needed to make further improvements to our reception facilities to accommodate customers who wish to discuss things in private. We have taken this on board and are looking at ways we can improve this.

9. Services and people working together

One of the ways we can improve our services is by working closely with our partners, like the NHS and the Police. If we all work towards the same goals and use our resources jointly, we have a better chance of making a difference. Our Health and Wellbeing strategy provides more information about how we work together with our partners to address local priorities. The strategy is available via this link:

www.barnsley.gov.uk/media/4161/barnsleys-health-wellbeing-strategy-pdf-final.pdf

On a daily basis, we work closely with Barnsley Hospital to make sure people who are discharged from hospital receive the most appropriate support. If we get this right, it makes it less likely that people will end up back in hospital or stay longer than they need to. This improves patient experience, by preventing unnecessary admissions and reducing the number of people waiting to be discharged.

Very few patients have their discharge from hospital delayed in Barnsley. In most cases, our services are available when people need them. Barnsley is one of the best performing areas in the country for minimising hospital discharge delays. This includes delays caused by the hospital, as

well as those caused by adult social care services.

Our reablement service helps people discharged from hospital to regain their independence as quickly as possible. Workers from the service visit people every day, for up to six weeks, to support them to get back on their feet. People using this service are less likely to need ongoing support from us, once they've fully recovered.

This service supported 893 people in 2017/18. Of those, 50.4% did not need any more support from us once they had completed their reablement and many others required less ongoing support than they would have otherwise needed. 80.7% of people accessing reablement between October and December 2017 were still at home 91 days later.

Case Study – Reablement

Mrs X is a highly independent 81 year old lady who sustained a fall resulting in a leg fracture requiring surgery.

After being discharged from hospital to Re-ablement, she was fully supported, reassured and motivated regaining the confidence to achieve previous levels of independence within 4 weeks.

Mrs X is now able to mobilise indoors (for example up and down the stairs) and outdoors independently with no need for supervision. This has really enhanced her quality of life.

Mrs X also has a Careline giving her reassurance knowing that help is at hand when needed.

Our Reablement Service has implemented a new technological initiative called 'Just Checking'. This is a lifestyle monitoring system with sensors which record movement and the use of pieces of equipment and is used in addition to visits by support staff.

Observing how a person is using the space in their home throughout a 24 hour period can provide a useful insight and understanding of day and night patterns.

This enables care to be targeted to support the person to achieve their outcomes and independence in the best possible way. It also helps us to see how well the support is working.

10. Glossary

The Adult Social Care Outcomes Framework (ASCOF)

This is a national set of performance indicators that all councils must report on. For further information on the indicator definitions please see 'The Adult Social Care Outcomes Framework 2017/18 Handbook of Definitions', which is available at the following link https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/629812/ASCOF_handbook_definitions.pdf

Area Council

There are six area councils in Barnsley. Each is made up of locally elected councillors. They use a range of information to help them set the priorities for the area. These priorities make up the area plan, which outlines what needs to happen, how it can be done, who'll do it, and what it might cost.

Census

This is a national survey of the United Kingdom population, which takes place every 10 years.

Direct Payments

This is money that goes to an individual to allow them to arrange their own care and support.

Outcome

The changes, benefits or other results that happen as a result of getting support from social care.

Preventative Services

These are services that aim to address issues at an early stage, before they get to the point where more intensive and more costly services are needed.

Primary / Secondary Mental health services

Primary mental healthcare providers deal with people suffering from mild to moderate mental health problems. Treatment may consist of counselling from a psychologist or psychotherapist, or some form of online mental health support.

People with more serious or complex psychiatric disorders, are referred to secondary mental health care.

Proportion of adults with learning disabilities in paid employment

The measure shows the proportion of adults of working age with a primary support reason of learning disability support who are 'known to the council' (i.e who receive long term support from social care during the year), who are recorded as being in paid employment.

Proportion of older people who received reablement / rehabilitation services after discharge from hospital

The measure includes social care only placements.

Reablement

Short-term, intensive therapy and care in a person's home to help them regain daily living skills such as getting up, getting dressed and preparing meals and having the confidence to manage independent, daily living.

Residential or Nursing care

Care provided in a care home.

Safeguarding

Safeguarding is the term used to explain how partners work together to protect vulnerable adults from abuse, ill-treatment and exploitation.

Abuse can take many forms such as physical, sexual, emotional, neglect or financial, and can take place in many different settings.

Sector led improvement

This is an approach to checking on and improving performance where all the local authorities in the region agree together what is important and put in processes to

check and support improvements in each area.

Self-directed support

Support that a person chooses, organises and controls to meet their needs in a way that suits them, using an individual or personal budget.

Social Care Council Tax Precept

The Government has allowed councils that provide adult social care to increase their Council Tax charges to provide additional funding. This is called the adult social care precept and can only be used to fund adult social care.

Social Care related quality of life

This measure gives an overarching view of the quality of life of users of social care and is an average quality of life score based on responses to the Adult Social Care Survey.

Statistical neighbours

These are other councils that have similar types of characteristics to Barnsley eg: demographic make up and level of deprivation.

Voluntary sector

A term used to describe those organisations that focus on wider public benefit as opposed to statutory service

delivery or profit. They are also known as Third Sector or not-for-profit organisations.

Ward Alliance

These are groups of people who have put themselves forward to help improve the communities they live in. They work with local councillors to determine what the priorities are for the area.

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BARNSLEY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

Report of the
Executive Director (People) to
Cabinet on
20th February 2019

Proposed Use Of The Adult Social Care Winter Pressures Funding (2018–19)

1.0 Purpose of Report

1.1 To seek Cabinet's approval for the proposed use of the additional adult social care funding provided by the Government, as part of the Autumn Statement to help address anticipated pressures over the winter period.

2.0 Recommendations

2.1 **That Cabinet notes the winter pressures funding for the Borough, during 2018/19 and agrees to its proposed use as indicated in Paragraph 4.4 of this report.**

3.0 Introduction / Background

3.1 Funding Objectives and Conditions

3.2 On 2nd October 2018 as part of the Autumn Statement, the Government announced additional funding for councils of £240m to help alleviate winter pressures on the NHS, getting patients home quicker and freeing up hospital beds across the country. The additional funding, which has been made available in 2018/19, is intended to reduce the number of patients that are medically ready to leave hospital but are delayed because they are waiting for adult social care services. It is expected that the funding to be used by councils would focus on:

- Helping to reduce extended lengths of stay in hospital and delayed transfer of care.
- Improving weekend discharge arrangements so that patients are assessed and discharged earlier;
- Speeding up the process of assessing and agreeing what type of social care is needed for patients in hospital.

3.3 Allocations to individual councils have been based on the Relative Needs Formula (RNF), with Barnsley allocated **£1.238M** for 2018-19. The funding is in addition to the Council's planned spending on adult social care, and is expected to be directed towards reducing the identified challenges the NHS faces during winter.

- 3.4 In recognition of the need to provide continuity and sustainability of funding, the Government has confirmed (in the 2018 autumn budget) a further £240m for the same purposes in 2019-20. Barnsley's allocation for 2019-20, as confirmed, is £1.2m.
- 3.3 The funding will be paid as a specific grant directly to councils, and may be used for the purposes of supporting the local health and social care system to manage pressures on the NHS between November 2018 and March 2019. It is expected that the funding would be used to fund adult social care interventions and support, which help people to be discharged from hospital, who would otherwise be delayed.
- 3.4 Specifically, the following conditions apply:
- Use the funding in addition to planned spend on adult social care services in 2018-19;
 - Develop a plan for spending the funding to achieve the purposes of the grant; and
 - Comply with such reporting as required, including indication of how the funding will be spent and confirmation that plans have been discussed with local NHS partners, including local acute hospital trusts.

4.0. Proposed Use of the Funding

- 4.1 The adopted approach is that the funding is one-off / non-recurrent (although a similar amount has been confirmed for 2019/20). The funding is intended to support councils to focus / invest in adult social care services to help manage demand pressures on the NHS over the winter, particularly in relation to discharging people out of hospital through the provision of social care packages. As a result of this, any use of the funding in terms of specific investments would have to be on a one-off and non-recurrent basis (and time limited in nature).
- 4.2 Each council is expected to decide on the most effective way to spend the funding to achieve the grant conditions, taking into consideration local health and social care needs, including local market conditions.
- 4.3 In compliance with the grant conditions, discussions on the proposed use of the funding have taken place with the Barnsley Clinical Commissioning Group and other health partners in Barnsley, including Barnsley Hospital NHS Foundation Trust and South West Yorkshire Partnership NHS Foundation Trust (SWYPFT). The proposed plan has also been reported to the Accident and Emergency Delivery Board.
- 4.4 The following details the proposed use (and impact) of the £1.238 million for winter pressures upon which Cabinet's approval is sought:

1. Increasing social work assessment capacity (£374k)

To ensure that hospital discharge cases continue to be prioritised and to speed hospital discharge during the winter period, it is proposed to increase the social work capacity in the hospital social work team, including extending opening hours; locality teams and in the Care Home Review team.

2. Additional hospital weekend management cover (£33k)

This proposal is to ensure there is adequate / proper management cover for the hospital social work team over the weekend and extended hours. This would ensure there is one senior manager on call.

3. Increased Occupational Therapy capacity (£52k)

It is proposed to increase capacity within the Occupational Therapy Team and within the SWYPFT equipment and adaptation team to ensure hospital discharge cases are prioritised.

4. Additional Reablement capacity (£110k)

It is proposed to fund increased Reablement support (including at weekends) to speed hospital discharge and prevent re-admission. Funding is also intended to increase capacity of the Service to act as provider of last resort in cases where independent sector home care providers are unable to pick up care packages. The allocated funding equates to an additional 80 hours per week support.

5. Additional social care packages (£637k)

It is proposed to secure and make provision for extra home care and residential care packages in anticipation of increased demand during the winter period. This would include establishing, through a procurement process, additional homecare providers to pick up care packages that the Support To Live At Home (STLAH) providers cannot accommodate. In addition, the option to secure additional homecare capacity through the temporary payment of enhanced rates (non-recurrent / outside the framework contracts) and/or other staff incentives would be explored.

6. Brokerage capacity (£32k)

It is proposed to fund additional capacity within the Adult Joint Commissioning Unit to broker and manage the placement of homecare packages with new providers (outside the existing STLAH framework).

4.5 The funding requirements for the above proposals have been quantified based on a full year basis; however the impact/additionality would be reported to the Government for the winter period only i.e. November 2018 to March 2019. Whilst the funding is required to be utilised in 2018-19, it is assumed that any balance of funding at the end of March 2019 can be carried forward into the following financial year.

5.0. Financial Implications

- 5.1 The Council has been allocated grant funding of **£1.238m** for adult social care to help alleviate pressures on the NHS over the winter months. The funding is required to be used to fund interventions which support people to leave hospital quicker, with the appropriate social care support in place and to promote people's independence.
- 5.2 The grant conditions placed on the council are as follows:
- the funding to be used to provide support over the winter months to March 2019;
 - the council to develop a plan for spending the grant and for this to be discussed with local NHS partners;
 - comply with any reporting requirements as specified
- 5.3 The spending plan for the use of the funding is outlined in paragraph 4.4. These have been quantified and put forward on a non-recurrent basis, although additional funding has been confirmed for 2019/20. Spend proposals to increase staffing capacity or cover would be implemented through the use of temporary contracts. Likewise incentives agreed with local homecare providers to boost capacity in the care market would be implemented outside the standard framework contract and would only apply to the winter period.
- 5.4 There is the risk of funding slippage and cost pressures not materialising as anticipated. Whilst there is no specific claw back condition, it is currently assumed that unspent funding would be carried forward into the following year.

6.0 Key Risks

- 6.1 Financial risks are identified and outlined in Paragraphs 5.3 and 5.4.

7.0 List of Appendices

- 7.1 There are no appendices to this report.

8.0 Details of Background Papers

- 8.1 If you would like to inspect background papers for this report, please e-mail governance@barnsley.gov.uk so that appropriate arrangements can be made.

Report Author: : Lennie Sahota: Interim Service Director (Adult Social Care and Health)

BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a key decision within the Council's definition and has not been included in the relevant Forward Plan.

**Report of the Executive Director for
People to Cabinet
(20th February 2019)**

**CO-ORDINATED SCHEME FOR ADMISSION TO PRIMARY AND SECONDARY
SCHOOLS FOR THE 2020-2021 SCHOOL YEAR**

1 Purpose of Report

- 1.1 Following consultation, this report seeks approval for the co-ordinated scheme for admission to primary and secondary schools for the 2020-2021 school year.

2 Recommendations

It is recommended that the proposed scheme for co-ordinating the admission arrangements for primary and secondary schools be approved for the 2020-2021 school year.

3 Introduction

- 3.1 The Council is the admissions authority for all maintained community and voluntary controlled schools within the Borough.
- 3.2 The admission authorities for voluntary aided schools and academies are the individual governing bodies of these schools.
- 3.3 The admission authorities for maintained community and voluntary controlled schools outside Barnsley in neighbouring areas are the relevant local authorities for those areas.
- 3.4 Admission authorities determine the admission arrangements for the school(s) for which they have responsibility.
- 3.5 Co-ordination of admission schemes between different admission authorities is a statutory requirement on the local authority and is a mechanism for ensuring the single offer of a school place on the same day where a parent has completed a common application form.
- 3.5 A report is submitted to Cabinet on an annual basis to approve the coordination of admission arrangements for the admission year.

4 Consideration of Alternative Approaches

- 4.1 The consideration of alternative approaches is not applicable to this report because of the statutory duty to have a co-ordinated scheme and the proposed schemes comply with the requirements of the Regulations.

5 Proposals and Justification

- 5.2 The schemes fully comply with the requirements of the School Admissions Code and Regulations of 2014. The Code refers to statutory requirements that are placed on local authorities and which must be complied with. In addition, the Code includes guidelines that admission authorities should follow unless they can demonstrate, if challenged, that they are justified in not doing so.

- 5.3 The proposed schemes for the coordination of admission arrangements for 2020-2021 were consulted upon from 2nd November 2018 to 14th December 2018 in accordance with statutory timescales.

Consultation is a statutory requirement and the regulations prescribe who is to be consulted, including those other admission authorities within Barnsley who have to adopt the Authority's schemes, these being:

- a) Community and voluntary controlled schools within the Barnsley borough
- b) Voluntary aided schools and academies within Barnsley
- c) Those Local Authorities that share a border with Barnsley
- d) The Dioceses of Sheffield, Hallam and West Yorkshire and the Dales
- e) Other interested parties via a notice on the Council website.

- 5.4 No objections or comments were received during the consultation and all admission authorities within Barnsley have confirmed their adoption of the proposed schemes

- 5.5 As the proposed schemes for the coordination of admission arrangements for 2020-2021 are fully compliant with legislation and the Admission Code of Practice and no objections or proposed amendments have been received, it is recommended that these schemes are approved as the Authority's schemes for co-ordinating admission arrangements for the 2020-2021 school year.

6 Impact on Local People (Local area implications)

The co-ordination of admission arrangements ensures consistency of approach across the schools in all areas of Barnsley and with neighbouring authorities. There are no specific area implications arising from this report.

7 Compatibility with European Convention on Human Rights

The co-ordinated schemes are compatible with the European Convention on Human Rights and help fulfil the right to education within the Convention.

8 Promoting Equalities, Diversity and Social Inclusion

The proposed schemes for the coordination of admissions to schools, which comply with the School Admissions Code, will help ensure fair access for all children.

9 Risk Management Issues

The Authority has already implemented co-ordination of admission arrangements for both primary and secondary schools. By virtue of there being no objections to the proposed co-ordinated schemes no risk management considerations have been identified as arising from this report. Failure to determine schemes for the coordination of admission arrangements would be a breach of a statutory duty.

10 Financial Implications

There are no financial implications arising from this report.

11 Employee Implications

There are no implications arising from this report.

12 Glossary

None.

13 List of Appendices

None

14 Background Papers

Co-ordinated Scheme for Admission to Primary and Secondary Schools 2019-2020

Education Act 2002, Section 48

The school Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

School Admissions Code 2014.

If you would like to inspect background papers for this report, please e-mail governance@barnsley.gov.uk so that appropriate arrangements can be made.

Report Author: Margaret Libreri (Service Director: Education, Early Start and Prevention)

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BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is not a key decision within the Council's definition and has not been included in the relevant Forward Plan.

Report of the Executive Director for
People to Cabinet
(20th February 2019)

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY AND SECONDARY SCHOOLS FOR THE 2020-2021 SCHOOL YEAR

1 Purpose of Report

This report seeks approval for the Authority's admission arrangements for community and voluntary controlled primary and secondary schools for the school year 2019/2020. The arrangements are fully compliant with all legislation and Codes of Practice and there are no recommended changes from the arrangements of the previous year.

2 Recommendations

It is recommended that the proposed admission arrangements for community and voluntary controlled primary and secondary schools be approved for the 2020-2021

3 Introduction

- 3.1 The Council is the admissions authority for all maintained community and voluntary controlled schools within the Borough.
- 3.2 The admissions authorities for voluntary aided schools and academies are the individual governing bodies of these schools.
- 3.3 Admission authorities determine the admission arrangements for the school(s) for which they have responsibility. A report is submitted to Cabinet on an annual basis to approve the admission arrangements for maintained community and voluntary controlled schools within the Borough for the admission year. Local Authorities must determine the admission arrangements each year even if no consultation has been required.
- 3.4 This fulfils the requirement in Section 89 of the School Standards & Framework Act 1998.
- 3.5 The determination of the admission arrangements must be determined no later than 28 February in the determination year. For the school year 2019/2020, the determination year is 2018-2019. The admission arrangements for community and voluntary controlled schools in Barnsley therefore need to be determined by 28th February 2019.

4 Consideration of Alternative Approaches

Not applicable to the statutory duty to admission arrangements for admission to school.

5 Proposals and Justification

5.1 For admissions to schools in the 2020-2021 school year, the admissions process takes place in the 2019-2020 school year. Information will be provided to parents and carers by the second week of September 2019; applications for school need to be made by 31 October 2019 (secondary) or 15 January 2020 (primary) and all admissions are notified to parents and carers on 1 March 2020 (secondary) and 16 April 2020 (primary).

5.2 The arrangements are fully compliant with the 2014 Admission Code and Regulations.

5.3 The admission arrangements include oversubscription criteria for admission to community and voluntary controlled schools.

Children with a Statement of Special Educational Need which names the school are required to be admitted to that school.

The criteria for determining eligibility for a school place for schools which are oversubscribed are:

- first, Looked After Children and Children previously Looked After.
- second, children with brothers and/or sisters attending the school on the proposed date of admission.
- third, children living nearest to the school, the distance to be measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.

5.4 The arrangements fully comply with the requirements of Fair Access, as set out in the School Admissions Code 2014.

The Code refers to statutory requirements which are placed on local authorities which must be complied with. In addition, the Code includes guidelines which admission authorities should follow unless they can demonstrate, if challenged, that they are justified in not doing so.

5.5 In accordance with legislation, there has been no requirement to consult upon the proposed admission arrangements for 2019-2020 as there are no amendments to the arrangements of the previous year.

However, all the usual consultees have been notified of this, as detailed below:

- (a) Community and voluntary controlled schools within the Barnsley borough;

- (b) the Governing Bodies of voluntary aided schools and academies in Barnsley as they are the admission authorities for their respective schools;
- (c) those local education authorities which share a border with Barnsley;
- (d) the Dioceses of Sheffield, Hallam and Leeds
- (e) other interested parties via a notice placed on the Council website

5.7 No objections or comments were received as a result of the above notifications.

5.8 It is therefore recommended that these admission arrangements are approved as the Authority's admission arrangements for community and voluntary controlled primary and secondary schools in the 2020-2021 school year.

6 Impact on Local People (Local area implications)

There are no specific area implications arising from this report. The admissions arrangements provide a consistency of approach for community and voluntary controlled schools across Barnsley.

7 Compatibility with European Convention on Human Rights

The admission arrangements are compatible with the European Convention on Human Rights and help fulfil the right to education within the Convention.

8 Promoting Equalities, Diversity and Social Inclusion

The proposed arrangements which comply with the School Admissions Code ensure fair access for all children.

9 Risk Management Issues

9.1 The proposed admission to school policy and administrative arrangements comply with the School Admissions Code.

9.2 Failure by the Authority to comply with the mandatory requirements of the new School Admissions Code would be a breach of the Authority's statutory duty. Failure to comply may result in an objection being made to the Schools Adjudicator or a complaint to the Secretary of State. Failure to follow the guidelines in the new Code, where it cannot be justified, could result in an objection being upheld by the Schools Adjudicator.

10 Financial Implications

There are no implications arising from this report.

11 Employee Implications

There are no direct implications arising from this report.

12 Glossary

None.

13 List of Appendices

None

14 Background Papers

Admission Arrangements for Primary and Secondary Schools 2019-2020

Section 89 of the School Standards and Framework Act 1998 as amended
Schedule 4 to the Education Act 2002

School Admissions Code 2014

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

Admission to School - Advice to Parents Booklets 2019-2020

If you would like to inspect background papers for this report, please e-mail governance@barnsley.gov.uk so that appropriate arrangements can be made.

Report Author: Margaret Libreri (Service Director: Education, Early Start and Prevention)

BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a key decision within the Council's definition and has not been included in the relevant Forward Plan.

**Report of the Executive Director for
People Directorate to Cabinet
(20th February 2019)**

**SCHOOL TERM TIMES AND HOLIDAY DATES FOR COMMUNITY AND
VOLUNTARY CONTROLLED SCHOOLS 2020-2021**

1 Purpose of Report

- 1.1 To seek approval for the term times and holiday dates pattern for the 2020-2021 school year to maintain the three year rolling programme of dates.

2 Recommendations

It is recommended that:

- 2.1 Option 1 of the proposed term times and holiday dates for 2020-2021 be approved for adoption.**

3 Introduction

- 3.1 The setting of the three year rolling programme of term times was introduced to enable schools to plan strategically over a longer period.
- 3.2 It was agreed that in each successive year the pattern will be extended by a further year to maintain the rolling three year programme
- 3.3 Term dates are determined by a set of agreed principles adopted by 26 Local Authorities in the North East of England (please see Appendix 3).
- 3.4 For 2018-19, consideration was given to a proposed change from the traditional model and Barnsley Council undertook discretionary consultation with a wider group of stakeholders than was required statutorily.
- 3.5 Following analysis of the responses, Cabinet determined that the 'traditional' pattern of a long summer break would remain and that full consultation would not be required for the following years unless there was a significant demand for change, to acknowledge that the overall response previously was to remain with the traditional pattern.

4.0 Proposals and Justification

- 4.1 It is proposed that the continuation of the current 'traditional' pattern of school term and holiday dates be adopted for the academic year 2020-2021

5.0 Consultation

- 5.1 Discussions have also taken place between the four South Yorkshire Local Authorities, as they do on an annual basis, in order to co-ordinate holiday dates as far as possible.
- 5.2 The relevant Trade Unions have been consulted and responses have been received from NUT, NAHT and NASUWT. Feedback was received regarding the original Option 1 circulated. As a result, Option 2 was drafted and further comments requested. Following consideration of both options, all three union representatives preferred Option 1 on balance. (See Appendix 4)

6.0 Risk Management

- 6.1 The statutory duty for determining term times and holiday dates for community and voluntary controlled schools remains that of the Local Authority although informal consultation in order to maintain an open and transparent process has been undertaken as above.
- 6.2 There are often minor variances at voluntary aided schools and academies since it is the responsibility of their respective governing bodies to determine their individual dates.

7.0 Financial and Employee Implications

- 7.1 There are no implications arising from this report.

8.0 List of Appendices

- 8.1 Annex: Guiding Principles
Appendix 1: Term and Holiday Dates – Option 1
Appendix 2: Term and Holiday Dates – Option 2
Appendix 3: Guiding Principles For Community And Voluntary Controlled Schools Compliance Summary
Appendix 4: Option Comparisons and Feedback from Unions Summary

9.0 Background Papers

- 9.1 If you would like to inspect background papers for this report, please e-mail governance@barnsley.gov.uk so that appropriate arrangements can be made.

Report Author: Margaret Libreri (Service Director: Education, Early Start and Prevention)

GUIDING PRINCIPLES

- 1 The school year will consist of 195 school days. Pupils must attend on 190 of those days.
- 2 The starting point for consideration of each year's holiday pattern will be the pattern recommended by the LGA for that school year modified as per these principles.
- 3 Wherever possible, in any academic year, terms should be of equal length and split weeks avoided or kept to a minimum. Where there are an odd number of weeks the second half term should be shorter of the two.
- 4 **Start of the School Year**
The school year will normally start on the first day of September*
- 5 **Autumn Half Term**
The autumn half term break will be five days which are the last period Monday to Friday in October. According to the year, October half term can start as early as Monday, 21 October and as late as Monday, 27 October.
- 6 **Christmas Break**
The Christmas break will include at least 10 school days, and will normally start at the end of the school day on the Friday which is on, or otherwise immediately prior to, 22 December. It will include the New Year's Day holiday which is outside that period, and the day after New Year's Day, where this is a weekday.
- 7 **February Half Term**
The February half term holiday will be five days Monday to Friday, which divides the term as far as possible into two equal parts. Where there are an odd number of weeks the second half will be the shorter of the two.
- 8 **Easter Break**
The Spring Term will normally end at the close of the afternoon session on the Friday before Good Friday. The holiday will be 10 schools days.

Where the LGA recommended patterns would result in a break between the Easter bank holidays and the school Easter holidays, consideration will be given to modifying Easter to incorporate the bank holidays in the school holiday. The Easter bank holidays could be at the start (with the Spring Term ending at the close of the afternoon session on the Thursday before Good Friday), middle, or end of the school Easter break, but never outside the break itself.
- 9 **Spring Bank Half Term**
The Spring Bank half term will be five days Monday to Friday from the statutory holiday which falls as the last Monday in May.
- 10 **End of School Year**
Taking into account the above pattern, term will end on the date which achieves 195 school days of which five days shall be declared training days. The term will normally end on the third Friday in July

The summer break will not be less than five weeks and preferably not less than six weeks.



OPTION 1
BARNSELY METROPOLITAN BOROUGH
COUNCIL
SCHOOL CALENDAR FOR THE 2020/21
ACADEMIC YEAR
 For community and voluntary controlled schools

September (22 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October (17 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November (21 Days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30

December (14 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January (20 days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February (15 days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March (20 Days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April (15 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May (19 Days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June (18 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July (14 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Denotes Bank Holidays

Denotes School Holidays

195 days – including 5 days to be taken as professional development days for teaching staff

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OPTION 2
BARNSELY METROPOLITAN BOROUGH
COUNCIL
SCHOOL CALENDAR FOR THE 2020/21
ACADEMIC YEAR
For community and voluntary controlled schools

September (18 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October (17 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November (21 Days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December (14 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January (20 days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February (15 days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March (20 Days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April (15 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May (19 Days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June (18 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July (18 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 Denotes Bank Holidays

 Denotes School Holidays

195 days – including 5 days to be taken as professional development days for teaching staff

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SCHOOL CALENDAR FOR THE 2020-2021 ACADEMIC YEAR
For community and voluntary controlled schools

GUIDING PRINCIPLES

	Option 1	Option 2
Wherever possible, in any academic year, terms should be of equal length and split weeks avoided or kept to a minimum. Where there is an odd number of weeks the second half term should be shorter of the two.	One split week	One split week
The school year will normally start on the first day of September. During the consultation it was proposed that for Barnsley schools the first day of term should be a Monday in order that staff and children do not start a new school year in a split week.	Tuesday start)	Monday start
The Autumn half term break will be five days which are the last period Monday to Friday in October. According to the year, October half term can start as early as Monday, 21 October and as late as Monday, 27 October.	√	√
Christmas break will include at least 10 school days, and will normally start at the end of the school day on the Friday which is on, or otherwise immediately prior to, 22 December. It will include the New Year's Day holiday which is outside that period, and the day after New Year's Day, where this is a weekday.	√	√
February half term holiday will be five days Monday to Friday, which divides the term as far as possible into two equal parts. Where there is an odd number of weeks the second half will be the shorter of the two.	√ 6 and 5 week half terms	√ 6 and 5 week half terms
Easter Break - The Spring Term will normally end at the close of the afternoon session on the Friday before Good Friday. The holiday will be 10 schools days. Where the LGA recommended patterns would result in a break between the Easter bank holidays and the school Easter holidays, consideration will be given to modifying Easter to incorporate the bank holidays in the school holiday. The Easter bank holidays could be at the start (with the Spring Term ending at the close of the afternoon session on the Thursday before Good Friday), middle, or end of the school Easter break, but never outside the break itself.	√	√
The Spring Bank half term will be five days Monday to Friday from the statutory holiday which falls as the last Monday in May.	√	√
End of School Year - Taking into account the above pattern, term will end on the date which achieves 195 school days of which five days shall be declared training days. The term will normally end on the third Friday in July The summer break will not be less than five weeks and preferably not less than six weeks.	√	√ Very late finish
	Both options give a 7 week summer break at either the beginning or the end	

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OPTION COMPARISONS FOR TERM DATES FOR 2020-2021

	Option 1	Option 2	Comments from Unions
7 week summer break will be encountered for either option	7 week break would fall during Summer 2021	7 week break would fall during summer 2020	
Autumn half terms	8 and 7 weeks	7 and 7	All union representatives feel Option 1 gives a long first half-term session for both staff and pupils which can be tiring and increase sickness absence.
Start date in September	Tuesday 1st	Monday 7 th	Neighbouring Authorities looking at a start date of 1 st September. Unions feel September 7 th is a very late start.
End of school Year	21 st July	27 th July	Option 1 gives the last week of attendance of 2 days. Option 2 gives just one day and a late finish. Both partial weeks – may cause attendance issues.
After consideration of both options and submission of comments, all three Unions (NUT, NEU and NASUWT) felt Option 1 was the preferred option.			

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