

**SWINFEN AND PACKINGTON PARISH COUNCIL**

**Ms Jayne Minor  
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Burntwood  
WS7 9AR**

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Our Ref: JM

07 September 2016

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 14 September 2015 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)  
Parish Clerk**

<b>AGENDA</b>
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**PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST AND DISPENSATION**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

**3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 13 July 2016 (Minute Nos. 19-27) (**ENCLOSURE**).

**4. CHAIRMAN'S ANNOUNCEMENTS**

**5. HOPWAS QUARRY**

Members are requested to debate the up to date position relating to Hopwas Quarry.

**6. THE HIGH SPEED RAIL PLANS**

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

**7. AUDIT COMMISSION  
COMPLETION OF ANNUAL AUDIT FOR THE FINANCIAL YEAR ENDING  
31 MARCH 2016**

The signed off Annual Return for the year ended 31 March 2016 is attached (**ENCLOSURE**) for Members consideration.

**8. PROPOSED HOUSING REGENERATION PROJECT – LEVETT ROAD, PACKINGTON**

Members are requested to receive information regarding the proposed housing regeneration project at Levett Road, Packington (**ENCLOSURE**).

**9. PLANNING APPLICATION 16/00976/FUL – MR J V REMY  
6 THE DRIVE  
TWO STOREY EXTENSION TO SIDE TO FORM BEDROOM AND EN-SUITE, SINGLE STOREY  
EXTENSION TO REAR TO FORM DINING ROOM AND UTILITY AND EXTEND EXISTING  
GARAGE**

Members' comments are requested (**ENCLOSURE**).

**10. EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**11. PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's August and September 2016 salary (**PINK ENCLOSURE**).

**12. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING**

The next Parish Council meeting will be held on Wednesday 09 November 2016.

**PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS**

**Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:**

1. *The Public Forum session will usually be the first item on the Agenda.*
2. *The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
3. *Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

*If a written answer is to be given this will be sent to you at your stated address.*

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD  
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 13 JULY 2016 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor R Barnes in the Chair  
Councillor J Barnes, Dyott and Mrs Harrison

**In attendance:**

Ms J Minor, Parish Clerk

**19. APOLOGIES FOR ABSENCE**

Councillor Armstrong and Elliott.

**20. DECLARATIONS OF INTEREST**

None declared.

**21. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 04 May 2016 (Minute Nos. 1-18) as circulated, be approved as a correct record and signed by the Chairman.

**22. CHAIRMAN'S ANNOUNCEMENTS**

**22.1 Packington Hall**

The Chairman informed Members present that he had grave concerns regarding the condition of Packington Hall which was Grade II listed. Planning permission had been granted last December for 25 houses which included the restoration of the Hall. Mr Green, the owner of the site, had removed all the floors and vandals had trashed the historic building smashing pretty much all of the glass and totally trashing the cottage at the rear of the site.

**RESOLVED** That a letter emailed to the Parish Clerk from Councillor R Barnes be forwarded to District Councillor Brian Yeates.

**23. HOPWAS QUARRY**

Councillor R Barnes informed Members that the quarry had been less active recently however, the quad bikes were still present.

**RESOLVED** That an item on Hopwas Quarry continue to be included on the next agenda.

**24. THE HIGH SPEED RAIL PLANS**

Councillor J Barnes gave an update on the HS2.

**RESOLVED** That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

**25. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**26. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's June 2016 (cheque number 100375) and July 2016 (cheque number 100376) salary, HMRC - August 2016 (cheque number 100377), Staffordshire Pension Fund - August 2016 (cheque number 100378), HMRC - September 2016 (cheque number 100379) and Staffordshire Pension Fund - September 2016 (cheque number 100380).

**27. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That Wednesday 14 September 2016 and Wednesday 09 November 2016 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meetings.

(The Meeting closed at 7.20 p.m.)

Signed .....

Dated .....



✓  
09/05/16

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

*Swinfen and Packington Parish Council*

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

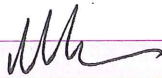
This annual governance statement is approved by this smaller authority and recorded as minute reference:

8

dated 04/05/16

Signed by:

Chair



dated

04/05/16

Signed by:

Clerk



dated

04/05/16

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

Swinfen and Packington Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	5 474	6 752	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4 088	4 366	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	514	436	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1955	2 545	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	N/A	N/A	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1369	1259	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	6 752	7 750	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	6 752	7 750	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	N/A	N/A	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	N/A	N/A	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. <b>N.B. The figures in the accounting statements above do not include any Trust transactions.</b>
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 04/05/16

I confirm that these accounting statements were approved by this smaller authority on this date:

04/05/16

and recorded as minute reference:

9

Signed by Chair of the meeting approving these accounting statements.

Date 04/05/16



## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

SWINFEN & PACKINGTON PARISH COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

~~(Except for the matters reported below)~~\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

NONE

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

20 July 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

Swinfen & Packington Parish Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit **MARY DANBY**

Signature of person who carried out the internal audit **MDanby** Date **13/04/16**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

Ms Jayne Minor  
Parish Clerk  
Swinfen and Packington Parish Council  
6 Highfield Close  
Burntwood  
Staffordshire  
WS7 9AR

Paul Newman  
12 Levett Road  
Botany Bay  
Packington  
Lichfield  
Staffordshire  
WS14 9PZ  
(e-mail  
stal459@hotmail.co.uk)

24 August 2016

Dear Ms Minor

**REF: PROPOSED HOUSING REGENERATION PROJECT – LEVETT ROAD, PACKINGTON**

I am writing to you on behalf of the residents of the Botany Bay area of Packington. We hope that you will add the following issue to the agenda of the next meeting of the Parish Council, which we believe is to be held in mid-September.

On 16<sup>th</sup> August 2016 Bromford Housing Group hosted a 'drop-in' event in Whittington, at which they revealed their plans to redevelop a substantial part of the Levett Road area of Botany Bay. The gist of their plans are to demolish ten existing 'Airey' houses and replace them with twenty-four new properties. To cram such a high number of new houses into the area, they intend to build over not only the land currently occupied by the ten 'Airey' houses, but also six existing garages, an off-road parking area and a green space currently used by the local children as a play area. Naturally, the residents of Botany Bay are concerned by Bromford's plans for a number of reasons, and are keen to see a reduction in the scale of the proposed redevelopment.

I have already written to Mr John Barnes about this matter, and indeed both he and Mr Richard Barnes attended the aforementioned drop-in event on 16<sup>th</sup> August. As such, they are already aware of Bromford's plans, and Mr John Barnes is well aware of the community's objections to the proposals in their current, unrevised form.

In response to Bromford's revelations, an open letter – counter-signed by forty Botany Bay residents – has already been sent to Bromford Housing, in which a number of objections have been summarised. Copies of the open letter and list of signatories have been included with this letter to

yourself, as well as a copy of the covering letter sent to Bromford with the above-mentioned documentation.

As clerk to the parish council, would you be so kind as to distribute copies of the attached documentation to each of the parish councillors at your next meeting? We sincerely hope that the matter of the Levett Road redevelopment scheme and our objections to it *in its current form* will be discussed.

We wish it to be known that we do not object to a redevelopment of the Airey houses *per se*, merely to the *scale* of the proposed development. Put simply, we feel that cramming an additional twenty-four houses into what is a quiet rural area is gross over-development, and we object to this for the reasons stated in the enclosed open letter.

We sincerely hope that, given the overwhelming support which our open letter has received from local residents, the parish council will actively support us in our endeavours to persuade Bromford to amend their redevelopment proposals for the area.

Yours sincerely,

A handwritten signature in cursive script that reads "Paul F. Newman". The signature is written in black ink and is underlined with a single horizontal stroke.

Paul F. Newman,

For and on behalf of the residents of Botany Bay.

Claire Thomas  
Bromford Housing Group Limited  
1 Exchange Court  
Brabourne Avenue  
Wolverhampton  
WV10 6AU

Paul Newman  
12 Levett Road  
Botany Bay  
Packington  
Lichfield  
Staffordshire  
WS14 9PZ  
(e-mail  
stal459@hotmail.co.uk)

23 August 2016

Dear Claire

**REF: PROPOSED HOUSING REGENERATION PROJECT – LEVETT ROAD, PACKINGTON**

With regards to the plans and proposals for the redevelopment of the 'Airey' houses in Levett Road, Packington, please find attached an open letter written to Bromford and countersigned by residents of the Botany Bay area.

After the drop-in event on August 16<sup>th</sup> a number of local residents decided that an open letter should be drafted, in which our reasons for opposing Bromford's proposals *in their current form* could be outlined. It was felt that not only would this enable us to convey our collective concerns more effectively, but it would also demonstrate the depth of feeling shared by our community as a whole.

You will see from the attached pages that forty signatures have been collected. In fact, of the fourteen properties in Levett Road which will remain after the Airey houses have been demolished, residents of every single household have signed in support of the points raised in the open letter. Additionally, residents of five of the six properties on Jerry's Lane have also signed. Therefore, ninety-five percent of households in the Botany Bay area object to the current form of Bromford's planned development, and the only household not to sign has expressed a desire to write their own letter to yourselves.

We hope that the attached papers adequately convey to Bromford the strength of feeling amongst local residents, and also how united we are as a community in opposing Bromford's current plans for the area. However, we want to make it perfectly clear that we are not opposed to any form of

regeneration in general. We merely oppose the *scale* of the proposed redevelopment as it currently stands.

We would like to reassure you that we wish to work constructively with both Bromford and the local council, in order to reach a mutually agreeable compromise on the redevelopment issue as a whole, which will be acceptable to all parties involved.

We sincerely hope that Bromford will take the time to seriously consider our concerns, demonstrating flexibility as regards the proposals and a willingness to engage with our community, who will have to live with the effects of any final decisions that are made. We trust that an organisation of Bromford's standing in the wider Midlands area will not adopt an unsympathetic and compassionless position, and seek to move forward with a formal planning application without amending the proposals, at least to some degree.

We look forward to receiving your response in due course, and having the opportunity to work in harmony with Bromford to reach an acceptable compromise.

Yours sincerely,

Paul F. Newman

For and on behalf of the Botany Bay community.

# OPEN LETTER TO BROMFORD HOUSING GROUP LIMITED

## FROM RESIDENTS OF THE BOTANY BAY AREA

### RE: Proposed Levett Road Housing Redevelopment

In response to the recent disclosure of plans for the proposed redevelopment, by Bromford, of part of the Levett Road area of Botany Bay, we, the undersigned, **object to the proposals in their current form.** Our objections and concerns are based on the **scale** of the proposed development, and are listed below:

1. **Over-development of the area** – Replacing the 10 existing 'Airey' houses in Levett Road with 24 new homes will turn what is currently a quiet rural community into a housing estate.
2. **Loss of the green area** – The destruction of the green area, close to the existing garages on Levett Road, will leave the local children with no safe public area on which to play.
3. **Massive increase in traffic volume** – With 24 additional properties and only one access route in and out, the volume of traffic along Levett Road will rise dramatically, turning a relatively quiet cul-de-sac into a busy thoroughfare.
4. **Danger to local children** – The addition of 24 new homes will bring more children into the area. The destruction of the green will leave both new and existing children with nowhere to play, other than in the street itself. We believe that more traffic and more children - with no public space other than the street itself in which to play – is a bad accident waiting to happen.
5. **Parking problems** – The loss of the existing off-road parking area at the end of Levett Road will increase parking problems. The provision of double parking spaces for each new household will not offset this, as parking space for visitors has not been taken into account. We believe parking will be particularly problematic at peak times such as weekends and public holidays (e.g. Christmas). Furthermore, as younger children grow older and obtain vehicles of their own, parking problems within the general area will be compounded.
6. **Access and congestion problems due to parked vehicles** – Many residents in Levett Road park their vehicles on the road itself, either because they have insufficient space on their driveway or – in the case of some households – no driveway at all. With the expected increase in traffic volume and on-road parking,



- this could well cause access problems for emergency vehicles, the weekly refuse collections and the oil tankers which deliver fuel oil to some properties in the street.
7. **Water services** – Low water pressure is already a problem for local residents. A neighbour using a hosepipe or washing machine usually results in a first-floor shower not working effectively. Also, on at least one occasion, there were problems with a blocked sewer pipe due to waste from one of the existing properties further up Levett Road. As such we are concerned that the addition of 24 new houses will simply compound already existing problems.
  8. **Flooding to Jerry's Lane** – The junction of Jerry's Lane and Levett Road floods during periods of heavy rain. Increased run-off to an already flooded and poorly drained area will occur, due to the increased tarmac/concrete area that comes with the extra housing and the extended access road thereto.
  9. **Loss of privacy** – Residents on the southern side of Levett Road, who currently enjoy rear-facing lounge areas, will find themselves over-looked by several of the new houses, resulting in a loss of privacy.
  10. **Access to field for local dog walkers** – Although not a public right of way, the local land owner has for years allowed access for local residents with pet dogs to the large field to the south of Levett Road. The construction of a row of houses along this boundary will mean no access to the field for local dog owners.
  11. **Drop in property values for private residents** – Residents who privately own their own houses amount to 50% of the remaining households in Levett Road. We are concerned that transforming a quiet rural area in to a housing estate will have an adverse effect on property prices.
  12. **Knock on effect on local services** – An influx of families with children into the area may cause Whittington Primary School to become over-subscribed. Additionally, 24 new families will put further strain on the local doctor's surgery.

In addition to the above, we also believe that whilst demolition and construction work takes place (which could last for about 11 months, according to a Bromford representative) quality of life for the remaining residents will be adversely affected as follows:

1. **General disruption due to Bromford demolition and building works** – This includes access and parking problems caused by construction traffic, noise levels, dust and air pollution caused by the demolition of the existing houses, and interruption to utility services (electricity and water supply, sewerage etc.). A couple of local residents also work from home and rely heavily on the Internet. As such,

there are concerns that a slower Internet connection will be a problem both during construction and after the development has finished.

2. **Combined effect with HS2 building works** – The local community is already going to be negatively affected by HS2 construction work, which at its closest will occur within a few hundred yards of the Botany Bay area. Proposing another major development at the same time will be an added burden to the remaining local residents.
3. **Further damage to road surfaces** – The surface of Levett Road is already uneven in places. The added weight and volume of heavy construction traffic will only make this worse.

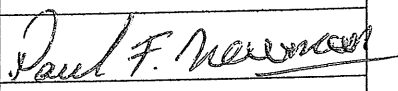
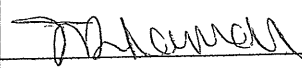
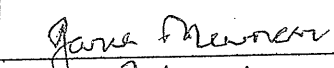
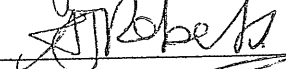
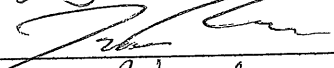


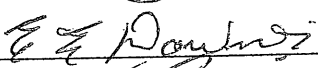
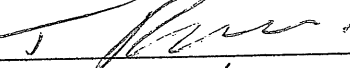

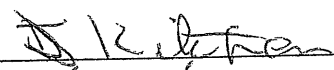


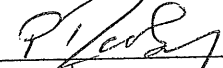






We want to reiterate that our objections are based upon the **scale** of the proposed redevelopment; we do not object to a redevelopment of the area *per se*. We simply believe that 24 new houses is far too many, and that a more realistic and desirable proposal would see the 10 existing 'Airey' houses replaced with, say, 10 new homes. By doing this, the character of the area would not be irreparably altered and existing facilities such as the green area and off-road parking area could be retained.

Whilst we understand that Bromford need to achieve some degree of financial return on their investment, we cannot see that the current proposals benefit the remaining residents of the Botany Bay area in any way, and that our quality of life will be negatively affected if the current proposals were to become a reality.

Finally, we wish to assure Bromford Housing Group Limited that we wish to work constructively with them, in order to achieve a mutually agreeable solution to the issue of redeveloping part of the area.

**Signatories to the Open Letter to Bromford Housing Group Limited  
From Residents of the Botany Bay Area  
Regarding the Proposed Levett Road Housing Redevelopment**

- With regards to Bromford's proposed redevelopment of the existing 'Airey' houses in Levett Road, we, the undersigned, **object in the strongest possible terms to the proposals in their current form** for the reasons stated in the accompanying open letter.
- Furthermore, we urge Bromford Housing Group Limited to reconsider their proposals, with a view to reducing the number of properties to be built.

Name	Address	Signature
PAUL F. NEWMAN	12 LEVETT ROAD, BOTANY BAY, LICHFIELD, WS14 9PZ	
Jayne L. Newman	12 Levett Road, Botany Bay Lichfield, WS14 9PZ	
JANE NEWMAN	12 LEVETT ROAD	
ALISON ROBERTS	14 LEVETT RD	
JAMES ROBERTS	14 LEVETT ROAD	
JESSICA ROBERTS	14 LEVETT ROAD	
TERESA DOWLES	10 LEVETT ROAD	
ELSA DOWLES	" " "	
TRACY PRINCE	11 LEVETT RD.	
DAVID W. TRENKLE	12 BERRYS LANE	
J KITCHEN	12 BERRYS LANE	
Manu Harrison	9 Levett rd	
Joanna Harrison	9 Levett Road	
PAUL DARBY	16 LEVETT ROAD	
Jayne Darby	16 Levett Road	
ANDY HALL	11 Levett Road	
Rachel Butler	7 Levett Road	
Mark Butler	7 LEVETT ROAD	
Charlee Butler	7 Levett Road	
DAVID PALIERA	2 JERRYS LANE	

District Council House, Frog Lane  
Lichfield WS13 6YZ

Your ref  
Our ref  
Ask for Miss Melissa Pagan  
email

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Fax +44 (0) 1543 308200  
Direct Line +44 (0) 1543 07753  
221 929  
Minicom only +44 (0) 1543 308078

2 September 2016

Miss Jayne Minor  
Swinfen And Packington Parish Council  
6 Highfield Close  
Burntwood  
Staffs  
WS7 9AR

Dear Sir/Madam,

**Application No:** 16/00976/FUL - (Full Application)

**Applicant:** Mr J V Remy

**Location:** 6 The Drive, Lichfield, Staffordshire, WS14 9QT

**Proposal:** Two storey extension to side to form bedroom and ensuite; single storey extension to rear to form dining room and utility, and extend existing garage

I refer to the above planning application which has recently been submitted to this Authority. I would be grateful for any comments you may have on the proposals within 21 days of the date of this letter.

I would request that any comments be submitted online to the following e-mail address:  
[consultation.responses@lichfielddc.gov.uk](mailto:consultation.responses@lichfielddc.gov.uk). Please quote the application reference in any correspondence.

These will be publically available and taken into account in the determination of the application. Copies of all relevant documents are available to view on the District Council's website:  
<http://www.lichfielddc.gov.uk/planningapplications> When made, the decision will be published on the Councils website.

The officer dealing with the application is **Miss Melissa Pagan**

Yours faithfully



Planning Development Manager



**JOHN  
REYNOLDS &  
ASSOCIATES  
LTD**

**ARCHITECTURAL  
CONSULTANT**

3 Meadway Close Hednesford  
Cannock Staffs WS12 2PD

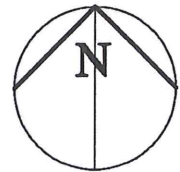
Tel: 07710 359905  
E mail  
johnreynoldsandassociates  
@gmail.com

**CLIENT  
MR.J.V.REMY**

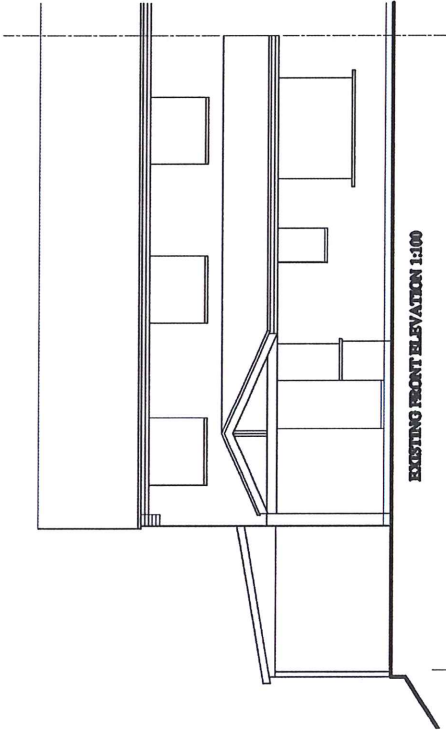
6 The Drive  
Lichfield  
WS14 9QT

AUG 2016

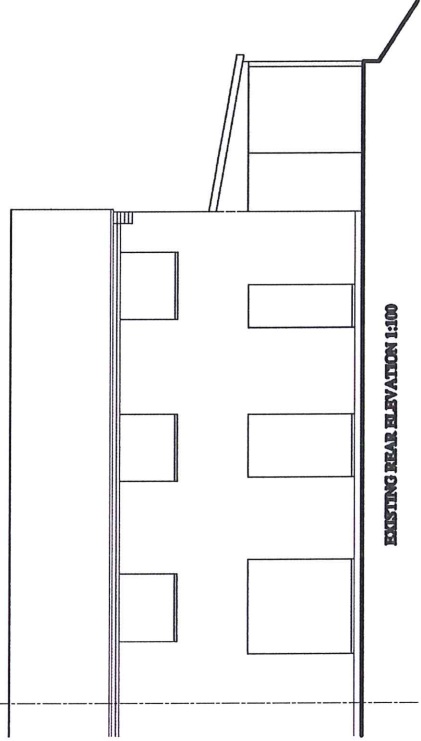
**location plan  
1:1250**



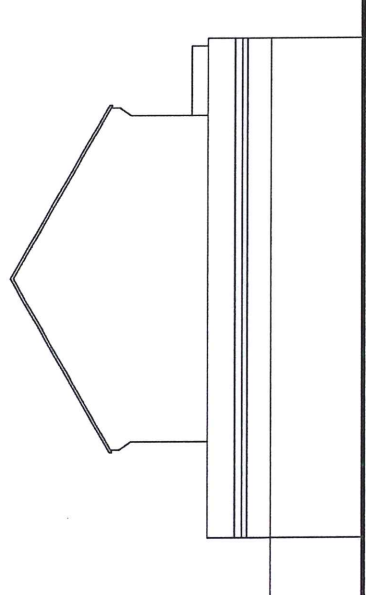
**site plan 1:500**



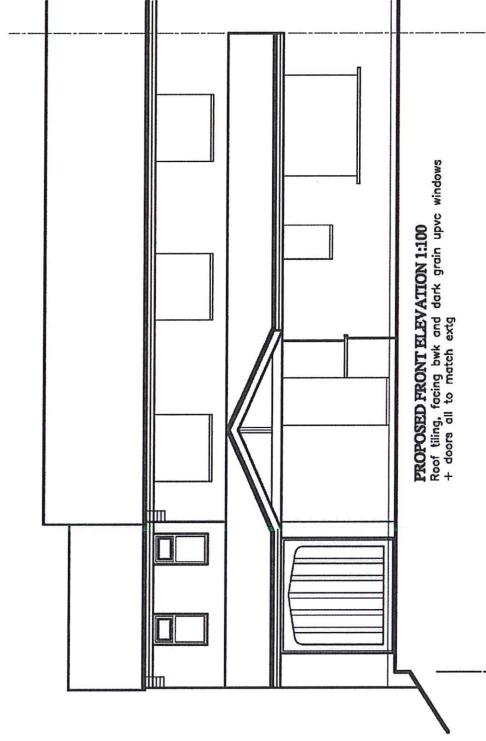
**EXISTING FRONT ELEVATION 1:100**



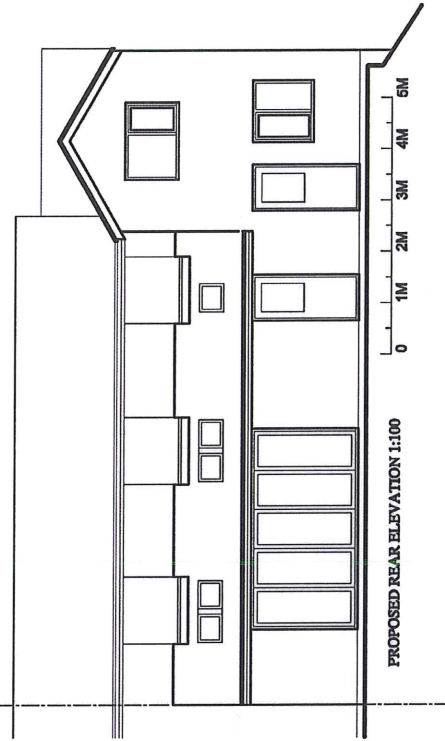
**EXISTING REAR ELEVATION 1:100**



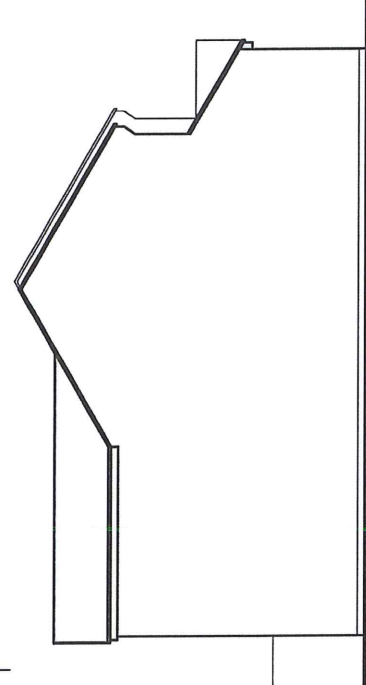
**EXISTING SIDE ELEVATION 1:100**



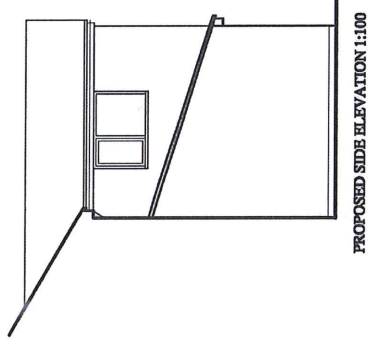
**PROPOSED FRONT ELEVATION 1:100**  
 Roof tiling, facing back and dark green upvc windows  
 + doors all to match extg



**PROPOSED REAR ELEVATION 1:100**



**PROPOSED SIDE ELEVATION 1:100**



**PROPOSED SIDE ELEVATION 1:100**

**JOHN  
 REYNOLDS &  
 ASSOCIATES  
 LTD**

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 CONSULTANT**

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 Email john@johnreynoldsassociates  
 johnreynoldsassociates@gmail.com

**CLIENT**

**MR J.V. REMY**  
 6 The Drive  
 Lichfield  
 WS14 9GT

**CONTRACT**

**TWO STOREY SIDE &  
 SINGLE STOREY REAR  
 EXTENSIONS  
 AUG 2016**

**Dr no**

**2016-61:02**

**floor plans 1:100**

**JOHN  
REYNOLDS &  
ASSOCIATES  
LTD**

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**MR J V REMY**

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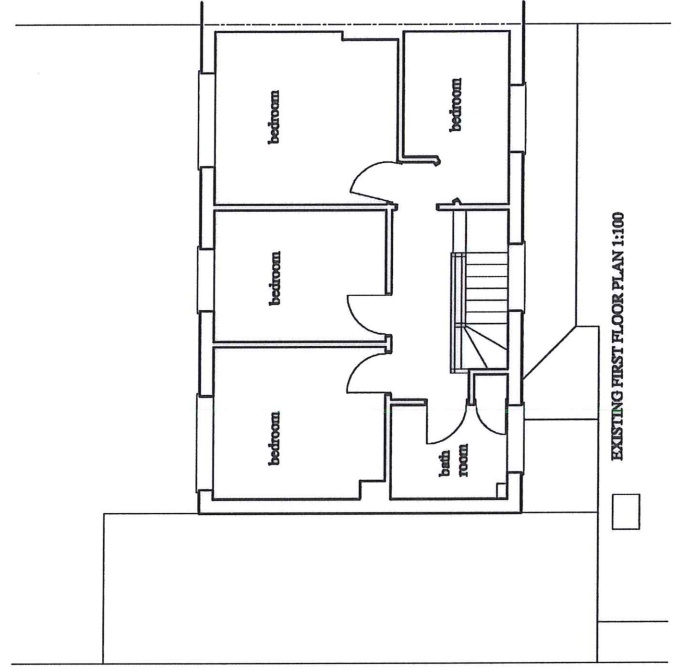
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**TWO STOREY SIDE &  
SINGLE STOREY REAR  
EXTENSIONS**

AUG 2016  
Dr no  
2016/61/01

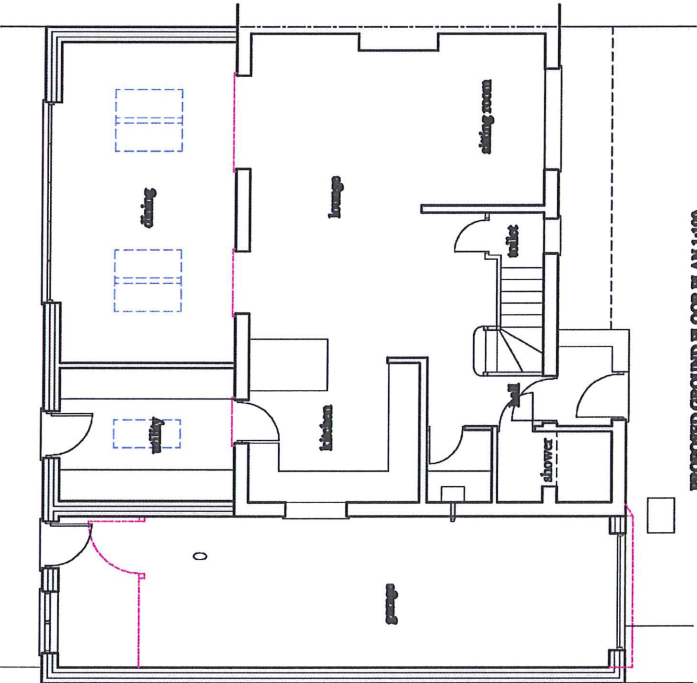
**floor plans 1:100**



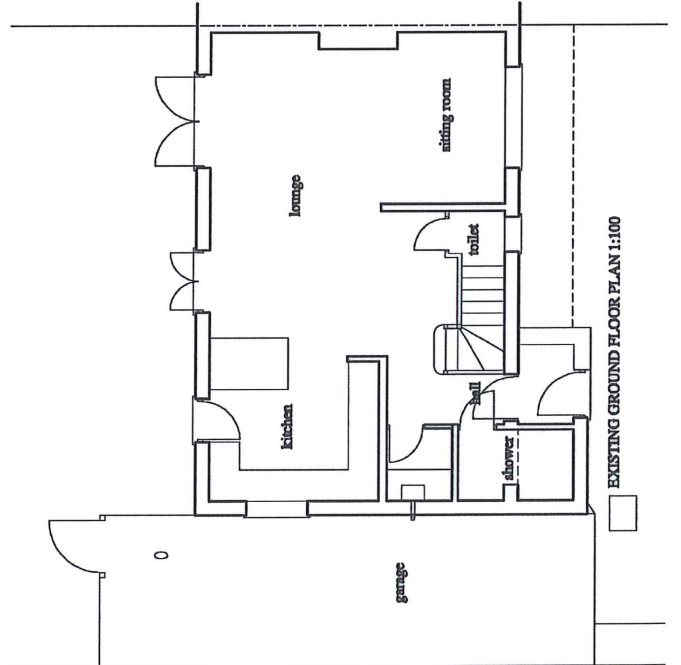
PROPOSED FIRST FLOOR PLAN 1:100



EXISTING FIRST FLOOR PLAN 1:100



PROPOSED GROUND FLOOR PLAN 1:100



EXISTING GROUND FLOOR PLAN 1:100