

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
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Burntwood
WS7 9AR

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Our Ref: JM

13 March 2019

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 20 March 2019 commencing 7:00 pm** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor (Ms)
Parish Clerk

AGENDA

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 16 January 2019 [Minute Nos. 46-55] [ENCLOSURE].

4. **CHAIRMAN'S ANNOUNCEMENTS**

5. THE HIGH SPEED RAIL PLANS

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

6. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members are requested to receive and note the attached report [ENCLOSURE].

7. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members are requested to receive and note the attached report [ENCLOSURE].

8. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members are requested to consider renewal of membership of the SPCA at a cost of £129 per annum.

The Association was founded in 1939 and:

- Saves you time and money by streamlining your Council's "business" using model documents.
- Provides legal/financial advice.
- Provides free quarterly newsletters to all Clerks/Councillors to keep Councils in touch with the latest developments.
- Suggests sources of funding for projects and provides guidance and advice on public sector borrowing approval
- Provides access to a database of suppliers who provide products and services for Councils, website design, Council notice boards, playground equipment, shelters, bins etc.

9. COUNCILLOR NORMAN ELLIOTT

Members are requested to note the resignation of Councillor Elliott.

10. PLANNING APPLICATION 19/00324/FULH

APPLICANT: MR M BARKER

LOCATION: WAYSIDE, PACKINGTON LANE

PROPOSAL: TWO STOREY REAR EXTENSION TO FORM KITCHEN, LOUNGE, BEDROOMS AND EN-SUITE

Members' comments are requested [ENCLOSURE].

11. 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.

12. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's February 2019 and March 2019 salary [PINK ENCLOSURE].

13. DATE AND TIME FOR NEXT PARISH COUNCIL MEETINGS

The next Parish Council Meeting on Wednesday 08 May 2019 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7:00 pm.

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 MEETING HELD AT THE
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 16 JANUARY 2019 COMMENCING AT 7.08 PM

PRESENT

Councillor R Barnes in the Chair
Councillors Armstrong and Dyott

In attendance:

Ms J Minor, Parish Clerk
Mrs G Pope

46. APOLOGIES FOR ABSENCE

Councillor J Barnes.

47. DECLARATIONS OF INTEREST

None declared.

48. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 07 November 2018 2018 [Minute No. 34-45] be approved as a correct record and signed by the Chairman.

49. CHAIRMAN'S ANNOUNCEMENTS

Bus Shelter

Members were informed that the replacement bus shelter on the A51 was now in situ and the Chairman stated that he had observed members of the public standing there. It was considered that should the Parish Council receive any more Community Infrastructure Levy monies in the future it may be appropriate to install a fixed seat within the bus shelter.

Packington Hall

The Chairman informed Members the demolition contractor had been on site since 08 January 2019 [factory unit and cottage at the back]. Members were informed that bat boxes had arrived, some trees had been tagged and fencing had been erected around the site. Members were advised that the developer had indicated to the Chairman that 80% of the development had been sold off plan. The Chairman explained that he owned the driveway but there was conditional access. The Chairman explained that Packington Hall redevelopment was work in progress.

50. THE HIGH SPEED RAIL PLANS

The Parish Clerk advised that Mr Loescher had asked if the following could be mentioned at the meeting:

- a. At a meeting with HS2 Limited in September 2018, it was advised that HS2 could possibly be raising the track by up to 3 metres as it passes through the Parish.
- b. It was promised a further meeting in February 2019 would take place to discuss the height of the track and the proposed mitigation bund.

Mr Loescher asked if the Parish Council would consider writing to Mr Mark Thurston, CEO of HS2 Limited [copy to Christopher Pincher MP] raising the following concerns:

- a. Expressing concern that HS2 might be considering raising the height of the line as it passes through the Parish. Asking why this might be and why the community has not been properly consulted.
- b. Expressing the Parish Council's support for a bund 5m above the height of line as it passes through Packington Moor.
- c. Writing to HS2 Limited to ask for further details of the proposed meeting in February 2019.

RESOLVED THAT

1. A letter [drafted by Mr Loescher] be sent to Mr Thurston [copied to Mr Pincher MP].
2. An item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

51. REVIEW OF FINANCIAL REGULATIONS

RESOLVED That in light of the fact that there had been no changes to the Financial Regulations since their adoption [22 September 2010] that the Financial Regulations be received and noted.

52. REVIEW OF STANDING ORDERS

RESOLVED That in light of the fact that there had been no changes to the Standing Orders since their adoption [14 July 2010] that the Standing Orders be received and noted.

53. 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.

54. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's December 2018 [cheque number 100478] and January 2019 [cheque number 100479] salary, HMRC - February 2019 [cheque number 100481], Staffordshire Pension Fund - February 2019 [cheque number 100480], HMRC - March 2019 [cheque number 100483] and Staffordshire Pension Fund - March 2019 [cheque number 100482].

55. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED (1) That Wednesday 20 March 2019 and Wednesday 08 May 2019 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7pm be confirmed as the next Parish Council meetings.

(2) That Mrs Pope and Mr Loescher be invited to the next meeting of the Parish Council as observers only.

(The Meeting closed at 7.36 p.m.)

Signed Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

1. OVERVIEW

- 1.1 The Local Audit and Accountability Act 2014 imposes a duty on local councils to “maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control”.
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council’s activities and operating procedures are effective.
- 1.3 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of effectiveness of internal audit. The council is required to sign the annual governance statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.

2. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

- 2.1 The following criteria must be satisfied for internal audit to be considered effective:
- That the Internal Auditor is independent of the other financial controls and procedures of the Council which are subject to review.
 - That they are competent to carry out the role in a way that will meet the business needs of the Council.
 - That consideration is made of how many times in a year the systems and records should be subject to internal audit.
 - That the scope of the internal audit is sufficient.
 - That any internal audit report is considered in full by a meeting of the Parish Council.
 - That appropriate action is taken on any recommendations contained in the internal audit report.
 - The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council’s internal controls and its management of risk.

- 2.2 Considering these requirements for internal audit for Swinfen and Packington Parish Council:

2.3.1 Independence

The Internal Auditor has no involvement in the Parish Council’s financial controls, procedures or decision making. They are not related to, nor associated with, any member of the Parish Council or the Parish Clerk. The Internal Auditor has direct access to the Parish Council should they think this necessary.

2.3.2 Competence

The Internal Auditor is familiar with the criteria on financial matters applied to local councils and the Audit Commission's current 'Light Touch' audit process and has access to "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England)". There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

2.3.3 Frequency of Internal Audit

One internal audit undertaken after the annual accounts have been prepared is considered to be adequate for the Parish Council's needs given the current level of activity.

2.3.4 Scope of Work

The scope of the internal audit work carried out by the Internal Auditor follows the suggested approach to internal audit provided by the "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England)".

2.3.5 Audit Report

The Internal Auditor will prepare a report in their own name and addressed to the Council following their completion of the internal audit. It will be presented to the Parish Council at the next meeting after it has been issued. Act actions to be taken on the recommendations made will be minuted.

3. RECOMMENDATION

- 3.1 That the Town Council considers for itself whether the system of internal audit is sufficiently effective, using this report as prepared by the Parish Clerk as a starting point for those considerations.

**SWINFEN AND PACKINGTON PARISH COUNCIL
INTERNAL AUDIT REVIEW CHECKLIST
PART 1 – MEETING STANDARDS**

(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England),
Part 2: The Annual Return and corporate governance.")

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
<p>1. Scope of Internal Audit</p>	<ul style="list-style-type: none"> ▪ Terms of reference for internal audit were approved by the Parish Council on 22 September 2010. ▪ Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements. ▪ Internal audit work covers the Council's anti-fraud and corruption arrangements. 	<p style="text-align: center;">Y Y Y</p>	
<p>2. Independence</p>	<ul style="list-style-type: none"> ▪ The Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management. ▪ The Internal Auditor does not have any other role within the Council. 	<p style="text-align: center;">Y Y Y</p>	
<p>3. Competence</p>	<ul style="list-style-type: none"> ▪ There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. 	<p style="text-align: center;">Y</p>	
<p>4. Relationships</p>	<ul style="list-style-type: none"> ▪ All responsible officers (Clerk/RFO and Finance Officer) are consulted on the internal audit plan. ▪ Respective responsibilities for officers and the Internal Auditor are defined in relation to internal control, risk management and fraud and 	<p style="text-align: center;">Y Y</p>	

	<p>corruption matters (job descriptions and engagement letter).</p> <ul style="list-style-type: none"> ▪ The responsibilities of Council members are understood; training of members is carried out as necessary. 	Y	
<p>5. Audit Planning and Reporting</p>	<ul style="list-style-type: none"> ▪ The annual internal audit plan properly takes account of all the risks facing the Council. 	Y	

Review conducted on behalf of the Council by:

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

Report considered and adopted by Members at a meeting of the Parish Council held on 20 March 2019:

Chairman of the Council

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

**SWINFEN AND PACKINGTON PARISH COUNCIL
INTERNAL AUDIT REVIEW CHECKLIST
PART 2 – CHARACTERISTICS OF EFFECTIVENESS**

(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England), Part 2: The Annual Return and corporate governance.)

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Internal audit work is planned	<ul style="list-style-type: none"> ▪ Planned internal audit work is based on risk assessment and designed to meet the Council's needs. 	Y	
2. Understanding the whole Council, its needs and objectives	<ul style="list-style-type: none"> ▪ The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement. 	Y	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> ▪ The Internal Auditor supports the Council's work in delivering improved services to the community. 	Y	
4. Add value and assist the Council in achieving its objectives	<ul style="list-style-type: none"> ▪ The Council makes positive responses to the Internal Auditor's recommendations and follows up with action where this is called for. 	Y	
5. Be forward looking	<ul style="list-style-type: none"> ▪ National agenda changes are considered in formulating the annual audit plan. ▪ The Internal Auditor maintains awareness of new developments in the services, risk management and corporate governance. 	Y	
6. Be challenging	<ul style="list-style-type: none"> ▪ The Internal Auditor focuses on the risks facing the Council. 	Y	

	<ul style="list-style-type: none"> ▪ The Internal Auditor encourages officers and Members to develop their own responses to risks, rather than relying solely on audit recommendations. 	Y	
<p>7. Ensure the right resources are available</p>	<ul style="list-style-type: none"> ▪ Adequate resource is made available for the Internal Auditor to complete his work. ▪ The Internal Auditor understands the Council and the legal and corporate framework in which it operates. 	Y	Y

Review conducted on behalf of the Council by:

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

Report considered and adopted by Members at a meeting of the Parish Council held on 20 March 2019:

Chairman of the Council

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

SWINFEN AND PACKINGTON PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

1. OVERVIEW

- 1.1 The Local Audit and Accountability Act 2014 imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control”.
- 1.2 Local councils are required to conduct, at least once a year, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Parish Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of internal Controls has been prepared and is appended to this report.

2. RECOMMENDATION

- 2.1 That the Parish Council consider the attached Statement of Internal Controls and consider whether the controls currently in place are effective.

SWINFEN AND PACKINGTON PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

<p>Cash Book/Bank Reconciliations</p>	<ul style="list-style-type: none"> ▪ The Cash Book is kept up-to-date from original documents (paying-in books, invoices, cheque stubs). ▪ The Cash Book is reconciled to the bank statement on a monthly basis.
<p>Financial Regulations</p>	<ul style="list-style-type: none"> ▪ A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC, is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Parish Council. ▪ The Financial Regulations are complemented by the approved "Duties of the Responsible Financial Officer".
<p>Order/Tender Controls</p>	<ul style="list-style-type: none"> ▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work. ▪ Official letters/Purchase Orders are sent to suppliers for services which are not regular in nature.
<p>Legal Powers</p>	<ul style="list-style-type: none"> ▪ A proper legal power is identified in advance of any expenditure.
<p>Payment Controls</p>	<ul style="list-style-type: none"> ▪ Depending on the nature of the supply, the RFO initials the purchase invoice to indicate that the supply has been received, that the supply has not been previously paid and that the invoice calculations are correct. ▪ Purchase Orders/letters ordering the work are matched to purchase invoices where applicable. ▪ A Schedule of Payments is presented to every ordinary meeting of the Parish Council for approval (such approval is recorded in the Minutes). ▪ All cheques and financial documents are signed by three Councillors. ▪ Original invoices are provided to the Councillors signing the cheques. ▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.

<p>The Free Resource, i.e. LGA 1972, s.137</p>	<ul style="list-style-type: none"> ▪ A separate s.137 account is maintained. ▪ The Finance Officer/RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.
<p>VAT Repayment Claims</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that all invoices are addressed to the Parish Council. ▪ The RFO ensures that proper VAT invoices are received where VAT is payable. ▪ The Finance Officer/RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
<p>Income Controls</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to the District Council. ▪ The RFO ensures that the Precept instalments are received when due. ▪ The Finance Officer/RFO ensures that all other receipts are received when due and correctly calculated. ▪ Income is banked promptly.
<p>Financial Reporting</p>	<ul style="list-style-type: none"> ▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each meeting of the Parish Council.
<p>Budgetary Controls</p>	<ul style="list-style-type: none"> ▪ The budget is prepared in consultation with the Parish Council. ▪ The Precept is set on the basis of the budget by the deadline set by the District Council.
<p>Payroll Controls</p>	<ul style="list-style-type: none"> ▪ All staff are paid under PAYE. ▪ All staff salaries are set by the Parish Council and a minute is prepared to show the agreed salaries. ▪ Salaries are currently paid by cheque; all cheques are signed by three Councillors. ▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Asset Control	<ul style="list-style-type: none"> ▪ The Finance Officer/RFO maintains a full Asset Register. ▪ The existence and condition of assets is checked on an annual basis. ▪ The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.
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Prepared by:

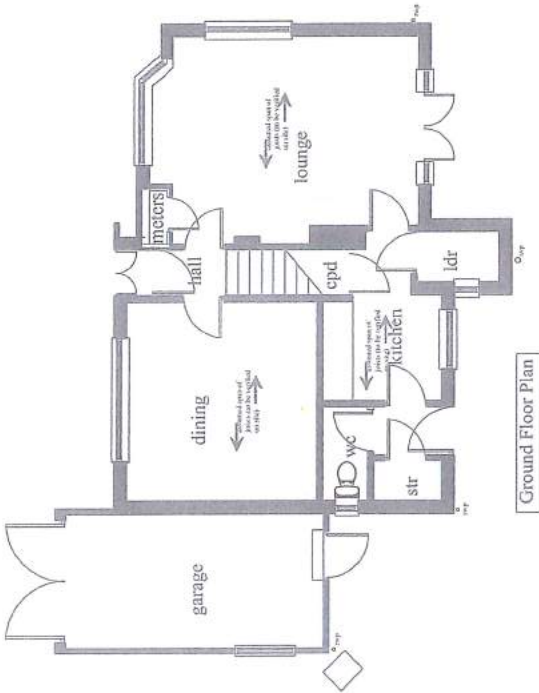
Ms J Minor, Town Clerk and RFO
20 March 2019

Report considered and adopted by Members at a meeting of the Parish Council held on 20 March 2019:

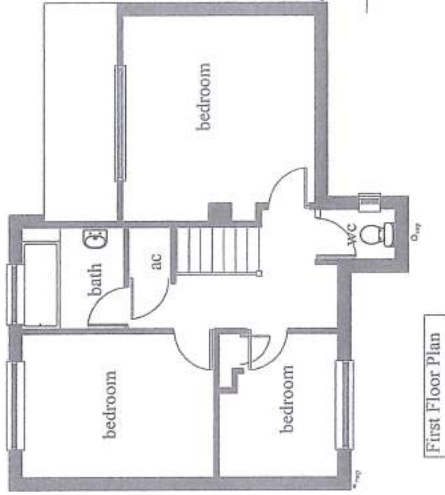
Chairman of the Council

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

It is the responsibility of the owner/client to ensure that all aspects of the Party Wall Act 1996 are complied with (if applicable) along with obtaining Severn Trent approval if building over or within 3.0m of a public sewer prior to works commencing on site



Ground Floor Plan

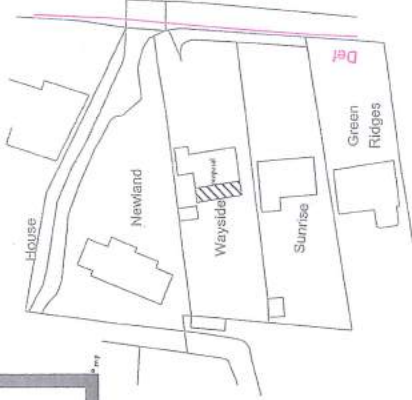


First Floor Plan



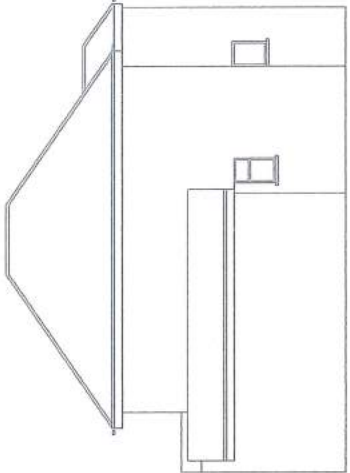
Location Plan

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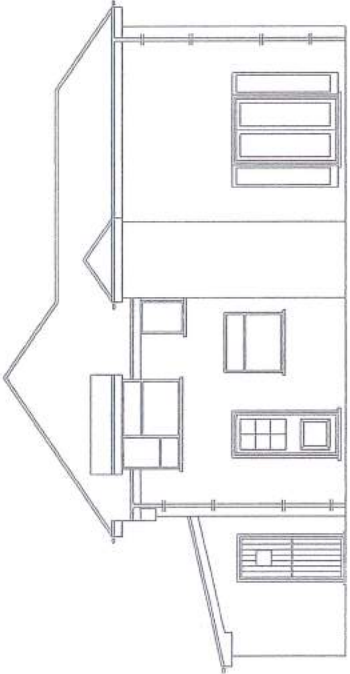


Block Plan

DISCLAIMER
 The architect has prepared this design on the basis of the information provided to him by the client. The architect does not warrant the accuracy or completeness of the information provided to him by the client. The architect is not responsible for any errors or omissions in the design or for any consequences arising therefrom. The client is responsible for ensuring that the design is in accordance with all applicable laws and regulations. The architect is not responsible for any delays or costs incurred by the client in connection with the design or for any consequences arising therefrom. The architect is not responsible for any damage to property or persons caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of profit or income caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of reputation caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of time caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of opportunity caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of chance caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of benefit caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of advantage caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of interest caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of enjoyment caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of satisfaction caused by the design or for any consequences arising therefrom. 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The architect is not responsible for any loss of limb caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of sight caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of hearing caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of smell caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of taste caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of touch caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of feeling caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of movement caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of rest caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of sleep caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of refreshment caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of recreation caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of amusement caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of entertainment caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of relaxation caused by the design or for any consequences arising therefrom. The architect is not responsible for any loss of leisure caused by the design or for any consequences arising therefrom. 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Side Elevations



Rear Elevation

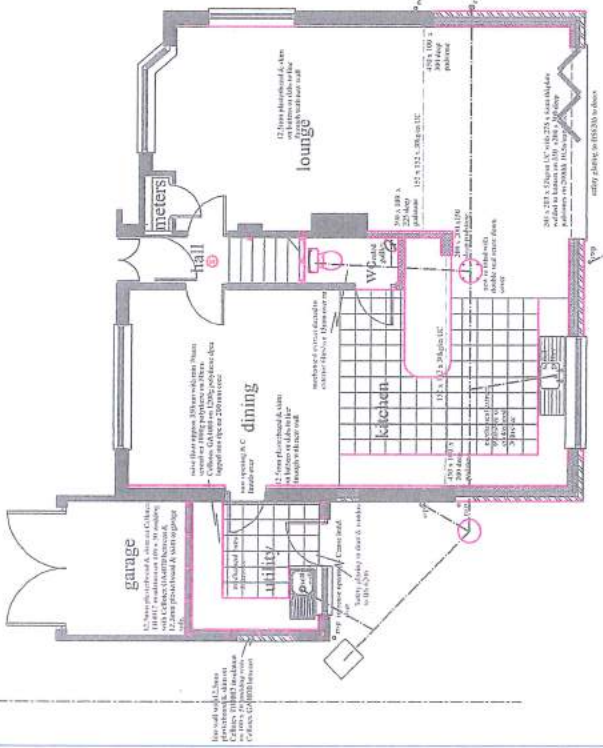
Proposal
 Kitchen, lounge & Bedroom
 Extension at
 Wayside Packington Lane
 Hopwas
 Tamworth

Prop No: 1540 (L500) 02/1906/1
 Date: 11/12/20
 Ref: 1540 (L500) 02/1906/1

JMA
 Building Design
 6 Calder Close
 Mills Oak
 Tamworth
 B78 3PT
 tel: 01827 237877
 mob: 07710 083290
 email: Design@jma.co.uk

Existing Plans & Elevations
 All dimensions must be checked on site before work begins
 Drawing for Planning & Building Regulation approval

It is the responsibility of the owner/contractor to ensure that all aspects of the Party Wall Act 1996 are complied with (if applicable) along with obtaining Severn Trent approval if building over or within 3.0m of a public sewer prior to works commencing.



Ground Floor Plan

FOUNDATIONS

Foundations to BS 5268:1991 laid on minimum thickness of 300mm of 1:3 concrete. All foundations to be a minimum of 100mm above ground level. This is to be filled with a wet mix concrete. Foundations to be 100mm above ground level. Foundations to be 100mm above ground level. Foundations to be 100mm above ground level.

WALLS & CEILING

Walls to be constructed in accordance with BS 5628:1990. Ceilings to be constructed in accordance with BS 5628:1990. Walls to be constructed in accordance with BS 5628:1990. Ceilings to be constructed in accordance with BS 5628:1990.

INTERNAL WALL CONSTRUCTIONS

Internal walls to be constructed in accordance with BS 5628:1990. Internal walls to be constructed in accordance with BS 5628:1990. Internal walls to be constructed in accordance with BS 5628:1990.

FITCHER ROOF CONSTRUCTIONS

Fitcher roof constructions to be constructed in accordance with BS 5628:1990. Fitcher roof constructions to be constructed in accordance with BS 5628:1990. Fitcher roof constructions to be constructed in accordance with BS 5628:1990.

VENTILATION

Ventilation to be provided in accordance with BS 5628:1990. Ventilation to be provided in accordance with BS 5628:1990. Ventilation to be provided in accordance with BS 5628:1990.

DRAINAGE

Drainage to be provided in accordance with BS 5628:1990. Drainage to be provided in accordance with BS 5628:1990. Drainage to be provided in accordance with BS 5628:1990.

First Floor Plan

First floor plan showing bedrooms, bath, and stairs. Rooms include bedroom, bath, and stairs.

Section

Section through the building showing structural details and construction.

PROTECTIVE MEASURES

Protective measures to be taken during construction to ensure safety and stability.

HEALTH & SAFETY

Health and safety considerations for the construction project.

LIGHTING EFFICIENCY

Lighting efficiency measures to be implemented to reduce energy consumption.

ELECTRICAL INSTALLATION

Electrical installation details and specifications for the building.

CONCRETE

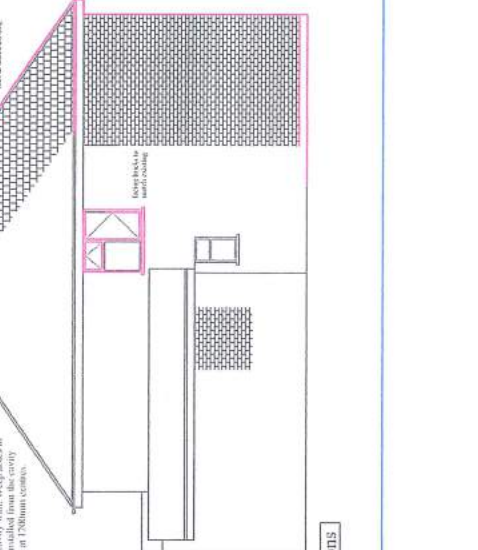
Concrete specifications and requirements for the foundation and walls.

PROPOSAL

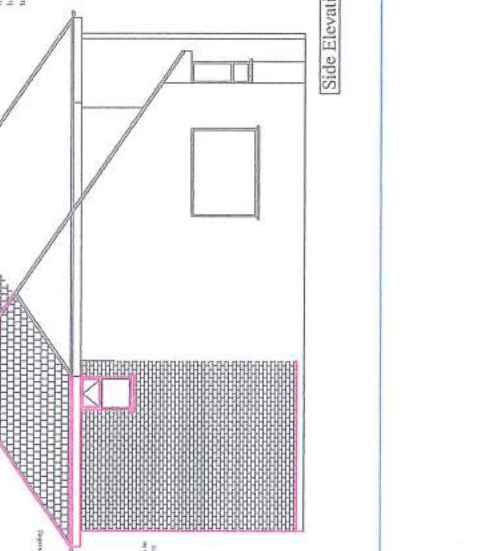
Proposal details for the extension and wayside packing lane.

JMA Building Design
 6 Chester Close
 Mills Oak
 Tamworth
 B78 3PT
 tel: 01827 287877
 mob: 07710 032300
 email: Design@jma.com

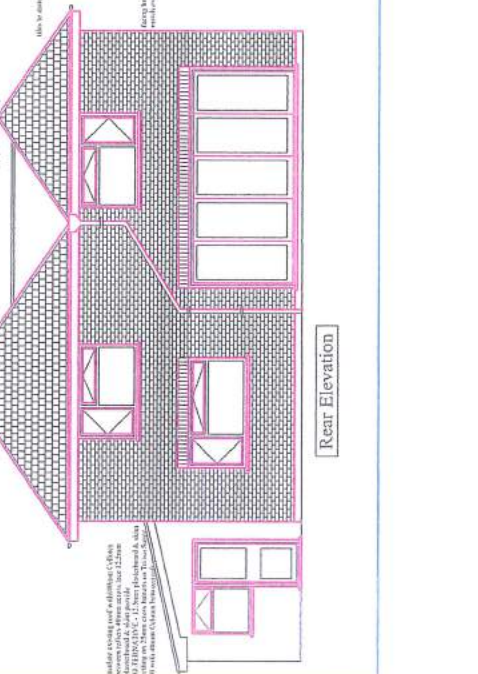
Proposed Plans & Elevations
 Drawing for Planning & Building Regulation approval



Side Elevations



Rear Elevation



Front Elevation

Building code and address details for the project.