



Please ask for: Matt Berry
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8 April 2026

Dear Councillor,

Cabinet

6:00pm on Thursday 16 April 2026

Meeting to be held in the Esperance Room, Civic Centre, Cannock

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,

T. Clegg
Chief Executive

To:

Councillors:

Thornley, S.	Leader of the Council
Samuels, G.	Deputy Leader of the Council and Regeneration and High Streets Portfolio Leader
Williams, D.	Community Wellbeing Portfolio Leader
Preece, J.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing and Corporate Assets Portfolio Leader
Johnson, T.	Parks, Culture and Heritage Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader

Agenda

Part 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Minutes

To approve the Minutes of the meetings held on 6 and 16 March 2026 (enclosed).

4. Updates from Portfolio Leaders

To receive oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

5. Forward Plan

Forward Plan of Decisions for April to June 2026 (Item 5.1 - 5.2).

6. Recommendations Referred from the Audit & Governance Committee

To consider the following recommendation from the Audit & Governance Committee made at its meeting held on 11 March 2026:

“That Cabinet, at its meeting to be held on 16 April 2026, be recommended to adopt the Anti-fraud and Bribery Framework, the revised Confidential Reporting Framework and the Anti-money Laundering Framework, as set out in report appendices 1 to 3.”

The accompanying report for the above recommendation can be viewed on the [11 March 2026 Audit & Governance Committee](#) meeting page on the Council’s website.

7. Review of the Revenues and Benefits Service Debt Collection Process

Report of the Deputy Chief Executive-Resources (Item 7.1 – 7.17).

8. Staffordshire Sustainability Board Vision and Pledges

Report of the Head of Regulatory Services (Item 8.1 - 8.8).

9. Refurbishment of Union Street Play Area and Open Space

Report of the Head of Operations (Item 9.1 – 9.14).

10. Consultation on the Local Design Guide Supplementary Planning Document to Support the Cannock Chase Local Plan 2018-2040

Report of the Head of Economic Development and Planning (Item 10.1 - 10.99).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 5 March 2026 at 6:00 p.m.

In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

Thornley, S.	Leader of the Council
Samuels, G.	Deputy Leader of the Council and Regeneration and High Streets Portfolio Leader
Williams, D.	Community Wellbeing Portfolio Leader (<i>arrived 6:11pm</i>)
Preece, J.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing and Corporate Assets Portfolio Leader
Johnson, T.	Parks, Culture and Heritage Portfolio Leader

94. Apologies

Apologies for absence were noted for Councillor J. Prestwood, Resources and Transformation Portfolio Leader.

It was noted that Councillor Williams would be delayed arriving.

95. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

None received.

96. Minutes

Resolved:

That the Minutes of the meeting held on 19 February 2026 be approved.

97. Updates from Portfolio Leaders

(i) Housing and Corporate Assets

The Portfolio Leader updated in respect of the following:

- **First Female Operative in Housing Maintenance**

“The Council was celebrating a significant milestone after appointing its first female operative through the apprenticeship programme.

The operative had secured a full-time role as a multi-skilled operative plumber within the Housing Maintenance team.”

(ii) **Parks, Culture and Heritage**

The Portfolio Leader updated in respect of the following:

- **Introduction to the Role**

“Being new to the job I have attended meetings with officers to get me up to speed. Thank you to the officers for their input and thanks also go to Councillor Samuels for his efficient handover.”

- **Investment in Parks and Play Areas**

“We have seen significant amounts of investment into our parks and play areas in recent years. It is important that our communities have high quality parks and public open spaces that can enable community and sporting events to take place as well as their general use for recreation by residents of all ages, hence the levels of investment you are about to hear about. Please note I claim no credit, this is just for information.

Phase one of the development of Cannock Park was done at the end of summer 2025 with a total of £674,000 invested. Funded by a combination of Section 106 money, community infrastructure levy (CIL) and funding from the Forest of Mercia.

The play areas and public open spaces at Flaxley Road, Laburnum Avenue and Barnard Way have also been refurbished using similar funding sources.

Heath Hayes Park phase 1 has an investment of £662,000 funded from CIL, S106 and Forest of Mercia, with work due in to start this summer and continue of the winter of this year, and it was understood phase 2 would follow.

Union Street play area work will be taking place this summer, funded by CIL money, UK Shared Prosperity Fund, S106 money and Forest of Mercia.

The next tranche of investment will be at Cotswold Road, The Birches play areas, Norton Canes cycleway and Cannock Park phase 2, funded by S106 monies.

The credit for this level of investment and commitment goes to the people who have held this portfolio in recent years and of course our officer team and the organisations that provided the funding, including the Forest of Mercia.”

(iii) **Regeneration and High Streets**

The Portfolio Leader updated in respect of the following:

- **Work in Previous Portfolio**

“In my previous Cabinet role I had a meeting with relevant officers on progress with the parks capital projects and I visited some of our Council-owned allotments, with a view to getting them fully let. For one site that’s been closed for some time at the back of St. Johns, I had been working on getting it opened, with provisional conversations and plans ongoing to do so.”

- **UK Shared Prosperity Fund**

“With funding due to cease, I have suggested that we showcase the legacy of the UK Shared Prosperity Fund and how it has benefitted the district.”

- **Investment**

“On the back of Next and M&S coming to town, along with McAthurGlen and over 2,000 homes at the Power Station, officers are continuing to encourage investment.”

- **Rugeley Town Centre Development Framework**

“Last month, there was a councillors engagement session, where there was an opportunity for us to see a vision and framework for Rugeley town centre. This was followed up with the opportunity for residents, businesses and visitors to provide feedback and ideas to the consultants on a recent market day.”

- **Cannock Town Centre Development Framework**

“Not only are there challenges and risks for the town centre development, but also opportunities. In advance of being presented to Cabinet and full Council I had the pleasure to see a draft version of the Development Framework, and I await the opportunity to see the completed version soon.”

98. Forward Plan

Resolved:

That the Forward Plan of Decisions for the period March to April 2026 (Item 5.1 - 5.2) be noted.

99. Housing Board Minutes

Resolved:

That the Minutes of the Housing Board meetings held on 5 November 2025 and 28 January 2026 (Item 6.1 – 6.15) be noted.

100. Quarter 3 Performance Report 2025/26

Consideration was given to the report of the Head of Business Support and Assurance (Item 7.1 – 7.27).

(The Community Wellbeing Portfolio Leader arrived at the meeting during the presentation of this item.)

Resolved:

That the progress at the end of the third quarter of 2025/26 related to the delivery of the Council’s priorities and the corrective action as detailed in report appendices 1a-1d and the performance information as set out in report appendix 2, be noted.

Reason for Decision:

The performance information allowed Cabinet to monitor progress in delivery of the Council’s corporate priorities and operational services.

101. Updated Strategic Risk Register

Consideration was given to the report of the Head of Business Support and Assurance (Item 8.1 – 8.24).

Resolved:

That:

- (A) The Strategic Risk Register, as set out in report appendix 2, be approved.
- (B) Progress made in the identification and management of the strategic risks be noted.

Reason for Decisions:

Cabinet was required to approve the Strategic Risk Register.

102. Governance Improvement Plan Update – Quarter 3 2025/26

Consideration was given to the report of the Head of Business Support and Assurance (Item 9.1 – 9.14).

Resolved:

That the progress made in the delivery of the Governance Improvement Plan, as set out in report appendix 1, be noted.

Reason for Decision:

The information allowed Cabinet to ensure that all appropriate steps were being taken to improve the Council's governance arrangements.

103. Housing Services – Quarter 3 Performance Report 2025/26

Consideration was given to the report of the Head of Housing and Corporate Assets (Item 10.1 – 10.26).

Resolved:

That the progress at the end of the third quarter for 2025/26 related to the delivery of the Housing Services Improvement Plan as detailed in report appendix 1 and the performance information as set out in report appendix 2, be noted.

Reason for Decision:

The performance information allowed Cabinet to monitor progress in delivery of the Housing Services' priorities and operational services.

104. Corporate Plan 2026-27 to 2027-28

Consideration was given to the report of the Head of Business Support and Assurance (Item 11.1 – 11.18).

Resolved:

That Council, at its meeting to be held on 22 April 2026, be recommended to approve:

- (i) The Corporate Plan 2026-27 to 2027-28 (as set out in report appendix 1); and
- (ii) The outline Priority Delivery Plans for 2026-27 to 2027-28 (as set out in report appendices 1a to 1d).

Reason for Decisions:

The adoption of a corporate plan provided clarity in what the Council was seeking to achieve and allowed for a framework to be put in place to deliver this and for performance to be reported against it.

105. Disposal of the Freehold Interest in 63 Hagley Road

Consideration was given to the report of the Head of Housing and Corporate Assets (Item 12.1 – 12.4).

Resolved:

That:

- (A) The disposal of the freehold interest in 63 Hagley Road, Rugeley, on terms to be agreed by the Head of Housing and Corporate Assets, be authorised.

- (B) Authority be delegated to the Head of Housing and Corporate Assets to:
- (i) Instruct agents to market 63 Hagley Road, Rugeley for sale and to take all other actions required to implement the decision.
 - (ii) Authorise the disposal of the freehold of any Council-owned property with structural defects, at the point there was a change in tenancy or that the defect became a hazard.
 - (iii) Instruct agents to market for sale any of the properties referred to in decision (B)(ii), above, and take all other actions required to implement the decision.

Reasons for Decisions:

A freehold disposal of the property would avoid the need for the Council to spend substantial money underpinning the property as it could be sold in its existing condition.

Based on a recent tender process, the cheapest quote to underpin the property was £59,966, exclusive of VAT.

106. Permission to Spend – Community Safety Funding 2026/27

Consideration was given to the report of the Head of Wellbeing (Item 13.1 – 13.3).

The Community Wellbeing asked that his thanks be placed on record to the Community Safety team, led by the Community Safety & Partnerships Manager and the for the work they did in increasingly difficult circumstances.

Resolved:

That:

- (A) The spend of £10,000 Community Safety Funding allocated to the Council by the Staffordshire Commissioner for Police, Fire & Rescue and Crime (hereafter referred to as the Staffordshire Commissioner) be accepted and approved.
- (B) Bids from the Council into the £100,000 pan-Staffordshire Community Safety Fund, which shall be launched by the Staffordshire Commissioner, be accepted and approved.
- (C) Delegated authority to enter into any necessary agreements to enable the Council to spend the funding be delegated to the Head of Wellbeing in consultation with the Chase Community Partnership.

Reasons for Decisions:

The £10,000 funding allocated to the Council from the Staffordshire Commissioner, and any successful bids, would be spent on implementing community safety initiatives across the District and would assist the Community Safety Partnership in its statutory duty to reduce crime and disorder, substance misuse and re-offending.

Some flexibility would be required over the period of the funding in order to be able to respond to different pressures and emerging themes and trends as they arose. For this reason, it was requested that Cabinet delegate authority for the detail of the spend to be approved by the head of service in consultation with the Chase Community Partnership.

107. Biodiversity Duty Report 2023-25

Consideration was given to the report of the Head of Operations (Item 14.1 – 14.27).

Resolved:

That:

- (A) The action taken by the Council across service areas to promote biodiversity in the District in the past three years be noted.
- (B) The Biodiversity Duty Report 2023-25, as included at appendix 1 of the main report, be approved, including future actions to be undertaken to enhance biodiversity in the District in the next five years.

Reasons for Decisions:

The Council was legally required to publish a report detailing the actions it had taken to conserve and enhance biodiversity. The Biodiversity Duty Report 2023-25 set out the wide range of measures delivered over the past three years and outlined the future actions planned for the next five years.

Approval of the Biodiversity Duty Report ensured compliance with this statutory duty and demonstrated how the Council was delivering its corporate priorities and contributing to wider strategies, including the Cannock Chase National Landscape Management Plan and the Staffordshire & Stoke-on-Trent Nature Recovery Strategy.

Endorsing the Biodiversity Duty Report also confirmed the Council's commitment to improving biodiversity across the District and its intention to continue engaging, education and supporting the community in achieving these goals.

108. Exclusion of the Public

The Leader moved that the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

109. Revenues and Benefits Collection Report – Quarter 3 2025/26

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 15.1 – 15.7).

Resolved:

That:

- (A) The information regarding collections be noted.
- (B) The arrears listed in the confidential appendix 1 to the report be written-off.

Reasons for Decisions:

Efficient collection of the Council's revenues was of major importance to the funding of Council services and those provided by its preceptors.

Whilst the collection rates were traditionally good, regrettably not all of the monies owed to the Council could be collected and the report recommended to write-off bad debts that could not be recovered.

Meeting closed at 6:40pm

Leader

Cannock Chase Council

Minutes of the Meeting of the

Cabinet

Held on Monday 16 March 2026 at 6:00 p.m.

In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

Thornley, S.	Leader of the Council
Samuels, G.	Deputy Leader of the Council and Regeneration and High Streets Portfolio Leader
Preece, J.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing and Corporate Assets Portfolio Leader
Johnson, T.	Parks, Culture and Heritage Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader

110. Apologies

Apologies for absence were noted for Councillor D. Williams, Community Wellbeing Portfolio Leader.

111. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

None received.

112. Adoption of the Cannock Chase Local Plan 2018-2040

Consideration was given to the report of the Head of Economic Development and Planning (Item 3.1 – 3.648).

The Regeneration and High Streets Portfolio Leader reported that recommendation 2.3 had been amended to read (additional wording showing in **bold text**):

“That delegated authority is provided to the Head of Economic Development and Planning **to make any minor changes to the Plan and the additional modifications schedule**, and to publish an Adoption Statement and Sustainability Report, (part of the Integrated Assessment) and any other requirements in accordance with Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012.”

The Portfolio Leader also reported that an addendum had been made to the Schedule of Additional Modifications (report appendix 4a) and the wording of paragraph 1.3 of the Local Plan (report appendix 5a) had been amended to reflect that the Rugeley Town Centre Area Action Plan had not been retained as part of the Development Plan and was superseded by the policies contained within the Local Plan.

Resolved:

That:

- (A) The contents of the Inspectors Report be noted, including the recommendation to adopt the Local Plan.
- (B) Council, at its meeting to be held on 23 March 2026, be recommended to agree to adopt the Cannock Chase Local Plan 2018-2040 under Section 23 of the Planning and Compulsory Purchase Act 2004, including:
 - (i) Appendix 1 to the Inspector's Report – Schedule of Proposed Main Modifications set out in Appendix 2b.
 - (ii) Schedule of Additional Modifications set out in Appendix 4a.
 - (iii) Schedule of Additional Modifications to the Policies Map as set out in Appendix 4b.
 - (iv) The Cannock Chase Local Plan 2018-2040 Policies Map (Appendix 5b).
- (C) Delegated authority be provided to the Head of Economic Development and Planning to make any minor changes to the Plan and the additional modifications schedule, and to publish an Adoption Statement and Sustainability Report (part of the Integrated Assessment), and any other requirements in accordance with Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- (D) Additional funding of £58,000 from the budget support reserve 2025-2026 be agreed to cover additional planning inspectorate costs.

Reasons for Decisions:

Local planning authorities must prepare a local plan that sets planning policies in a local authority area. The Local Plan set out a vision and a framework for the future development of Cannock Chase District, addressing needs and opportunities in relation to housing, the economy, community facilities, and essential infrastructure in addition to conserving and enhancing the natural and historic environment, mitigating, and adapting to climate change, and achieving well designed places.

The Cannock Chase District Local Plan had been in development since 2018 and was intended to replace the existing Local Plan which was adopted in 2014. Elements of the existing plan were out of date and could not be given full material weight when determining planning applications. The development needs set out in the 2014 plan were no longer relevant and it was necessary to adopt a new Local Plan containing site allocations to plan positively for growth in the District.

The Planning Inspectorate (PINS) had received the Inspector's Report and informed the Council that it was able to adopt the Plan. The Report made clear that the Plan was capable of adoption subject to inclusion of the Main Modifications, which were explained in the main report. This was a significant achievement for the Council.

If the Plan was adopted this would mean the Council had an up-to-date plan which could be given full weight when determining applications providing certainty for developers, local communities, and other stakeholders. It would also deliver new sites for housing, employment and other uses providing a positive development framework for the 15-year plan period.

It should be noted that in developing the Local Plan over the course of 7 years, this took considerable resource in commissioning and developing the evidence to justify the plan, determining appropriate development sites and it had been subject to five separate 6-week public consultations including the most recent consultation on the Main Modifications.

The plan had been subject to Examination for a year which involved written statements and 3 weeks of hearing sessions in May, June, and July 2025. It was therefore recommended that this significant investment from the Council and everyone that helped shape the document through their comments or participation at Examination was realised by adopting the new local plan.

In summary, adoption of the plan with modifications was recommended for the following reasons:

- Provided a local up-to-date framework for planning decisions.
- Shaped growth and development through a plan which had been created with community input.
- Provided a supply of sites to meet development needs.
- Supported provision of necessary infrastructure.
- Provided policies to protect the green infrastructure network, heritage and environmental designations, address climate change and promotes good design and health and well-being

The implications of not adopting the Local Plan would be significant and were set out under in the key issues and report detail sections of the report. In summary the Council would not have an up-to-date plan with sufficient sites to maintain the mandatory five-year supply. This meant that the District would be vulnerable to speculative development, and without a plan in place there would be no mechanism to coordinate significant infrastructure projects or up to date policies to help manage development and inform applications.

A new plan would need to be produced working to the Government's new housing target which was double the number of dwellings that had been planned for in this Local Plan. Whilst this was unavoidable, the adoption of this plan would provide a buffer for five years using the former lower housing target.

It was recommended that the Council took the positive step to replace the 2014 Local Plan with the new Local Plan which had been independently scrutinised and found to be sound and legally compliant.

Meeting closed at 6:22pm

Leader

Forward Plan of Decisions to be taken by the Cabinet: April to June 2026

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item via email to membersservices@cannockchasedc.gov.uk.

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
April 2026						
Review of the Revenues and Benefits Service Debt Collection Process	Deputy Chief Executive-Resources / Resources and Transformation Portfolio Leader	16/04/26	No	No	N/A	N/A
Staffordshire Sustainability Board Vision and Pledges	Head of Regulatory Services / Environment and Climate Change Portfolio Leader	16/04/26	No	No	N/A	N/A
Refurbishment of Union Street Play Area and Open Space	Head of Operations / Parks, Culture and Heritage Portfolio Leader / Community Wellbeing Portfolio Leader	16/04/26	No	No	N/A	N/A
Consultation on the Local Design Guide Supplementary Planning Document to support the Cannock Chase Local Plan 2018-2040	Head of Economic Development and Planning / Regeneration and High Streets Portfolio Leader	16/04/26	Yes	No	N/A	N/A

Item No. 5.2

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
June 2026						
Q4 / End of Year Performance Report 2025/26	Head of Business Support and Assurance / Resources and Transformation Portfolio Leader	11/06/26	No	No	N/A	N/A
Updated Strategic Risk Register	Head of Business Support and Assurance / Resources and Transformation Portfolio Leader	11/06/26	No	No	N/A	N/A
Governance Improvement Plan Update – Q4 2025/26	Head of Business Support and Assurance / Resources and Transformation Portfolio Leader	11/06/26	No	No	N/A	N/A
Housing Services – Q4 / End of Year Performance Report 2025/26	Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio Leader	11/06/26	No	No	N/A	N/A
Hemlock Farmhouse	Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio leader	11/06/26	No	No	N/A	N/A
Revised Housing Anti-Social Behaviour & Hate Crime Policy	Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio leader	11/06/26	Yes	No	N/A	N/A
Museum of Cannock Chase Update	Head of Wellbeing / Parks, Culture and Heritage Portfolio Leader	11/06/26	No	No	N/A	N/A

Review of the Revenues & Benefits Service Debt Collection Process

Committee:	Cabinet
Date of Meeting:	16 April 2026
Report of:	Deputy Chief Executive (Resources)
Portfolio:	Resources and Transformation

1 Purposes of Report

- 1.1 To receive the results of the work of Task and Finish Group which reviewed the policies and processes involved in the Collection and Recovery of Council Tax and Business Rates.
- 1.2 To approve the recommendations below.

2 Recommendations

- 2.1 That this report be noted and accepted.
- 2.2 That no significant change be made to the Billing, Collection and Recovery Policy at this time.
- 2.3 That any statutory changes to the Council Tax and Business Rate collection process be included in an updated policy, and reported Cabinet, as necessary.
- 2.4 That officers continue to identify those debts which are irrecoverable and when necessary, process them for write-off in accordance with the Council's Constitution.
- 2.5 That the project to review older debts be continued into the 2026-27 financial year and that the effectiveness of continued action be reviewed on a 6-monthly basis by the Section 151 Officer.

Reasons for Recommendations

- 2.6 The Task and Finish Group was convened with the following remit:
 - To ensure that debt collection arrangements are effective and proportionate in approach.
 - To ensure that the Council's policies to support residents who are unable to pay are adequate.
 - To review the results of the increased resource, dedicated to collection of prior year arrears.
- 2.7 The Council must balance the need to use its recovery powers, which are considerable and sometimes unpopular, and the need to keep the write offs as low as they can be, with an acceptance that some of our older debts cannot be recovered.
- 2.8 Having received extensive information about the process undertaken and the challenges facing the service, members of the group feel that that they now much better understand the issues and are satisfied that the Council is using its resource and its powers appropriately.

- 2.9 The creation of the group coincided with Cabinet approval of £175K of additional resource to the Revenues Team to be used specifically to review old debts with a view to identifying what is recoverable and what is not. Members received regular updates of the progress of this work and are satisfied with the progress that has been made.
- 2.10 The Council's share of the revenue recovered has exceeded the cost of the project and members feel that a continuation of the project is appropriate.

3 Key Issues

- 3.1 Traditionally the Council's performance on the collection of Council Tax and Business Rates is good with around 98% of what is due being collected within the year that it relates to. Action continues after the financial year has ended with much of the remaining 2% also being recovered.
- 3.2 The value of Council Tax and Business Rates collectable is very high (£70m and £40m per year respectively) and so even the small proportion of uncollected amounts becomes significant.
- 3.3 The Council has traditionally been reluctant to write off arrears balances and so the indebtedness of defaulters has increased incrementally over a period of many years. The balance between keeping write offs low and accepting that some balances are irrecoverable needed to be reviewed.

4 Relationship to Corporate Priorities

- 4.1 **Priority 4 – 'Responsible Council'** is served by our attempts to maximise our income and to ensure that those defaulting on their liabilities are not a burden on the majority of customers that pay on time.

5 Report Detail

- 5.1 The Task and Finish Group met 4 times between 25th September 2025, and 2nd March 2026 with meeting content as follows:
- **Meeting 1** considered the problems facing the Revenues Team and their frustrations relating to weaknesses in legislation and loopholes that are being exploited. The Council's response to a Government consultation paper was also discussed.
 - **Meeting 2** examined the Billing, Collection and Recovery Policy in detail (see 5.2 below and Appendix 1). It also discussed plans to increase the degree to which traditional 'paper' communications can be moved onto electronic platforms to achieve quicker responses to the customer and save money for the Council (paragraph 5.6 below).
 - **Meeting 3** looked at certain scenarios whereby debts should be recognised as irrecoverable and therefore be written off (paragraph 5.3).
 - **Meeting 4** agreed the content of the final report.

The Responsible Council Scrutiny Committee approved the findings and agreed the recommendations at its meeting on 10 March 2026.

5.2 Billing, Collection and Recovery Policy

- 5.2.1 The policy, which is attached at Appendix 1 was last updated in 2023. No process changes are needed at this time, though the group recognised that some changes to national legislation were alluded to in the Government consultation process. The consultation sought views on whether councils ought to issue more reminders, than is currently the case, before taking court action and whether a minimum time limit ought to be prescribed before court action can be taken.
- 5.2.2 Should any changes be enacted in legislation, officers will revise our practices immediately and bring a revised policy to Cabinet.

5.3 Write Off Process

- 5.3.1 The Council's Constitution requires that any irrecoverable debts of £10,000 or more are considered for write off by Cabinet. Authority is delegated to the Section 151 Officer to write off debts below this amount. No change is proposed to this policy, which enables members to review the most significant debts with more operational matters being dealt with by officers.
- 5.3.2 The circumstances in which debts are traditionally written off include
- The debtor has died and insufficient estate exists
 - The debt is subject to bankruptcy or winding up orders and cannot be recovered.
 - The debt is subject to the debt relief instruments such as Debt Relief Orders or Individuals' Voluntary Arrangements.
 - The debtor has absconded and cannot be traced.
- 5.3.3 The group discussed the Council's traditional reluctance to write off debts, in other circumstances and the consequences of that.
- 5.3.4 A significant piece of work is ongoing to try to recover outstanding arrears, and this has established some categories of cases whereby we do not expect to achieve payment and so write off will be expedited. The types of case are summarised below.
- Deceased Estates owing under £1,000
 - Petty balances under £10
 - Small balances – under £100 and over 2 years old
 - Statute barred debts, 6 years old not having progressed to court.
 - Debts over 10 years old for which all reasonable recovery action has been taken, without success.
 - Debts under £500 for which all reasonable recovery action has been taken, without success

5.4 Arrears Summary

- 5.4.1 During the period from 1 April 2025 to 28 February 2026.
- Council Tax arrears have been reduced by over £1.8m, of which £1.4m was payment, of which over £152K is retained by Cannock Chase Council
 - Business Rate balances have reduced by over £858K. £766k in payments have been collected against arrears balances. Our share of the payments received equates to around £222K.
- 5.4.2 The £175K invested in staffing resource, would therefore appear to be justified.

5.5 Continuing Project

5.5.1 The results summarised above are pleasing and justify the investment, but more work is needed. The £175k investment, which was matched by Stafford Borough Council paid for 6fte agency staff, to support the shared Revenues team.

- **4fte** had been identified as needed to support the processing of day-to-day billing and recovery work, which had developed a significant and increasing backlog. That work is now up to date and progressing as it should. The assessment of resource needed appears to be accurate.
- **2fte** was committed to reviewing prior year debts. This is going well but progressing slower than hoped in some areas. The work to review the arrears will not be completed by the end of the financial year and repayment of the debts which we put into recovery will happen over a period of several years.

5.5.2 Efficiencies across the Revenues and Benefit Service, resulting from improved processing, automation and system usage have enabled us to generate vacant posts via natural wastage and so the 4fte required to deal with day-to-day Revenues work, of the shared service, can be accommodated by the re-designation of these vacant posts. Recruitment to these posts will begin shortly and we would expect that the new recruits will be recruited and trained by October 2026.

5.5.3 Whilst recruitment and training is ongoing, it is proposed that the 6fte agency staff that are currently engaged, by the shared service, be extended until 30 September. Sufficient reserves remain to fund this and a decision can be made at that time as to whether continued agency support is needed to deal with the arrears project. It is proposed that the ongoing business case for continuation be reviewed by the Section 151 Officer on a 6-monthly basis.

5.6 Electronic Communications

5.6.1 During the consideration of the strengths and weaknesses of the Revenues Service, particular discussion took place about the relatively low numbers of Council Tax and Business Rates payers who have chosen to receive their bill by email. This facility has existed for several years with only 18% take up by Council Tax payers and 26% of Business Rate payers receiving e-bills at the time of Meeting 2 on 4 November.

5.6.2 E-billing take up as at end of February was

- 20% on Council Tax
- 47% on Business Rates

5.6.3 With postal charges increasing and Royal Mail's delivery times increasingly being the subject of complaints to our service, we will proactively seek to increase our electronic communications across the whole of our service. This process has begun with an active e-billing campaign beginning in January and recipients of paper bills being encouraged to go digital by an enclosure with the 2026 annual bills.

5.6.4 Technology exists to use SMS/text messaging to prompt contact from residents for whom we hold mobile telephone numbers. Officers are testing this technology with a view to implement it in the most appropriate way, in the coming year. We anticipate this reducing the number of formal reminders that need to be issued and again reducing our costs.

6 Implications

6.1 Financial

The review itself has no financial implications. If implemented, the recommendations will involve initial financial outlay in the region of £88,000 for each council to maintain current arrangements for 6 months. This is expected to be greatly exceeded by increased receipts. The continuing project will be subject to regular review of its cost effectiveness.

6.2 Legal

As a Billing Authority, for Council Tax and a Charging Authority, for Business Rates, the Council has a duty to collect as much of the local taxes due to it as it reasonably can. The legal powers to do so are contained in the Local Government Finance acts of 1992 and 1988 respectively.

6.3 Human Resources

The redesignation of vacant posts to increase the Revenues Team is included in the report.

6.4 Risk Management

None

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1 – Billing, Collection and Recovery Policy

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer: Rob Wolfe - Local Taxation and Benefits Manager

Telephone Number: 01543 464 397

Report Track: Cabinet: 16/04/26

Key Decision: No



CANNOCK CHASE COUNCIL

REVENUES AND BENEFITS SERVICES

Billing, Collection and Recovery Policy

March 2026

Council Tax and Business Rates Collection and Recovery Policy

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Billing Collection and Recovery

1. Introduction

Cannock Chase Council is fully committed to ensuring that all aspects of the collection and recovery processes are delivered in the most efficient and effective ways, to the highest standards of customer care and having regard to the individual needs of customers and the interests of the residents and businesses that we serve.

The Council is also committed to ensuring that its taxpayers' interests are properly protected by maximising the income that can be generated for receipts of Council Tax and Business Rates.

This document sets out the policy guidelines that the Council will follow, in the billing, collection and recovery of Council Tax and Business Rates.

2. Statement of Objectives

- We will issue a prompt, correct bill that is understandable and easy to pay
- We will collect monies outstanding quickly and efficiently
- We will treat all liable persons with courtesy, respect and sensitivity.
- We will ensure any person experiencing legitimate difficulty in paying has the opportunity to agree flexible payment arrangements.
- We will attempt to contact the tax payer as early as possible after payment default occurs to avoid formal recovery action where possible.
- At all stages of our recovery action are an attempt to contact the tax payer to arrange mutually acceptable payment arrangements.
- We will ensure those who attempt to avoid paying without legitimate reason will be pursued using all legal means.
- We will recover all costs incurred in recovery action from the relevant tax payer.
- We will provide clear advice at every stage of recovery including tax payers' rights and responsibilities and also sources of independent advice.
- We will promote regular Direct Debit payments and other regular payment schemes that ensure all amounts due are collected in the year due.
- We will promote the use of electronic communications wherever it is reasonably practicable.
- We will ensure that any exemptions, discounts and reductions are paid only to those who are genuinely entitled to them.

3. Background

The collection and recovery of Business Rates and Council Tax is prescribed by the Local Government Finance Acts of 1988 and 1992 respectively, and subsequent regulations.

The Council must undertake collection and recovery within this legal framework, but it does allow for some degree of discretion regarding the manner and emphasis of administering the procedures.

Procedures are designed to take account of several basic principles, which are crucial to ensure a successful process and make sure that there is a fair and equitable service to the taxpayers of the Council.

Maximising the Council's income through receipts of Council Tax and Business Rates is essential to facilitate the services provided by this Council, and by other preceptors. We will achieve this by:

- Ensuring that all chargeable property is brought into the rating list or valuation list promptly.
- Ensuring that only legitimate claims for reductions are accepted.
- Ensuring that "scams" designed to avoid liability for charges are countered.
- Ensuring that Bills are issued promptly and collected.
- Promoting efficient collection methods.
- Taking swift, but fair and proportionate action against defaulters.
- Ensuring that any discretionary reliefs granted, support the Council's priorities, comply with our policy and are supported by the appropriate business justification.

4. The Policy

Prevention is the first essential step in a sensitive and cost-effective recovery process. There are several measures that can be taken to minimise indebtedness at an early stage which reduce the necessity for costly enforcement action which not only reduces costs but works towards avoiding potential hardship for taxpayers. Our main priority is to make early contact with taxpayers to establish the correct amount that is payable and make a mutually acceptable arrangement to pay, which does not increase indebtedness.

We will endeavour to distinguish between those who have genuine difficulty in paying their debts and those who are deliberately withholding, delaying or giving false evidence in respect of payment of debt. All taxpayers will be given the opportunity to make arrangements to pay, and any sanctions will only be taken after attempts to make satisfactory arrangements have failed.

We will ensure that those who have the means to pay are required to do so on the due date specified on their bill and procedures will be in place to ensure that recovery action is taken uniformly against anyone who fails to pay for no good reason, thereby ensuring that all taxpayers are treated equitably.

We will ensure that all available allowances, discounts, rebates and reliefs are granted in appropriate cases at the earliest possible time in order to ensure the amount owed is correct. We will make all reasonable attempts at all stages of recovery to identify taxpayers who may be entitled to claim discounts or other reductions. Taxpayers will be encouraged and assisted to make appropriate applications.

We will identify payment default as early as possible and will then contact the taxpayer, to attempt to make arrangements to pay.

We will ensure that all of our documentation is clear and easy to understand, and that appropriate publicity is undertaken to encourage people to pay early or to contact us promptly in order to avoid their debt building up.

We will consider the taxpayer's financial and personal circumstances at every stage of contact, particularly as early as possible after the debt is established to allow reasonable timescales in which to settle the outstanding debt.

All statutory notices will be issued as early as possible within the legal framework to ensure maximum cash flow (having taken account of the various exceptions within this policy document).

Whilst in general payments will be required in accordance with the regulations, where taxpayers pay regularly, but not in accordance with the statutory instalment scheme, we will be as flexible as possible to their needs of when it is suitable for them to pay. Our policy aim is to ensure payment of the full bill for the year, within the year.

We will monitor outstanding debts and take appropriate recovery action. Where there is default on an arrangement, we will attempt to contact the taxpayer in order to either review the arrangement or to take further recovery action.

We will make all reasonable attempts to identify and bill partners and other individuals (where they exist) who may be jointly liable for a charge in order to recover against the person who has the greatest ability to pay.

This policy will be available on the Council's website and in appropriate circumstances, the Council will issue press releases on specific cases.

5. Dealing with Vulnerable People.

The Council recognises and takes very seriously its duty to support vulnerable people, to ensure that our services are provided fairly and equitably to all. This responsibility is of particular importance, when considering the actions that we take in terms of issuing bills and the actions needed to enforce unpaid debts.

Vulnerability takes several different forms and there can be no single solution that can be applied in all circumstances. All instances of vulnerability that are brought to the attention of the Revenues Team will be considered on their own merits and where specific actions are considered necessary and are reasonable, they will be taken. It is often the case that an individual's particular vulnerability will not remove their liability to pay or the necessity of recovery action, but help will be given when appropriate.

Ordinarily, the Council would expect specific actions and adjustments to be made in the case of vulnerability caused by disability, old age, illness or an inability to deal with financial matters, though this list is not exhaustive.

The actions that the Council would ordinarily expect to take include but are not exclusive to:

- Noting the vulnerability, to enable identification of it when dealing with ongoing issues, with a particular resident.
- Issuing bills and correspondence in alternative formats or languages other than English.
- Having bills and correspondence directed to an agreed third party such as family member, friend appointee or attorney.
- Contacting and/or discussing issues with those third parties as they arise.
- Ensuring, as far as is reasonably practicable, that the individual is receiving any discounts or reductions that they may be able to claim.
- Referring individuals to voluntary organisations or other third-party agencies when specialist help may seem to be needed.
- Individual consideration of specific circumstances prior to the commencement of Enforcement action.
- Notifying enforcement agents of known vulnerabilities when they are engaged to enforce debts against vulnerable people.
- Ensuring that Enforcement Agents have in place adequate measures to deal appropriately with vulnerabilities that they become aware of.

Dependent upon the point at which a potential vulnerability is brought to the attention of the Revenues Team, the actions previously taken or ongoing, it may be appropriate for the Council to seek proof of the vulnerability being claimed, before embarking on a specific or form of action.

6. Bill and Reminder Stages

6.1. Bills

- We will issue bills and revised bills, where necessary, as early as possible.
- We will encourage Council Tax and Business rate payers to receive their bill electronically in preference to paper bills.
- We will promote and encourage Direct Debit as the easiest, most effective method of payment but all other methods will be made freely available.
- Direct Debit payers will be offered a choice of alternative payment dates within the month.
- Monthly instalments are the preferred method of payment frequency but any reasonable method of payment within the instalment period will be considered.

6.2. Joint and Several Liability

- A bill may be addressed to one or more joint taxpayers in respect of an amount for which they are jointly and severally liable.
- The recovery procedures may be applied to one or more than one of the joint taxpayers.
- Different recovery proceedings cannot be applied simultaneously to more than one joint taxpayer for the same debt.

6.3. Missed Payments – Reminders

- Taxpayers are required to pay in accordance with the regulations. We will aim to issue reminders within one calendar month of an instalment being missed in accordance with the regulations.
- The reminder will inform the taxpayer of the amount in arrears and that if payment is not received within 7 days the facility to pay by instalments will be withdrawn and will result in further recovery action for the full years charge.
- If the instalments are brought up to date within the statutory period or we make an agreement with the taxpayer, we will not take any further action providing future payments are made correctly.

6.4. Final Notices

Final Notices, requiring payment of the full amount within seven days, will be issued when:

- The overdue amount represents the whole balance of the charge for a year, i.e. no future instalments will become due. Or
- The required number of Reminder Notices have already been served and complied with for a particular debt (one reminder is required for Business Rates, two are required for Council Tax).

6.5. Summons and Liability Orders

- If payments are not made as required or agreed, the Council will make complaint to the Magistrates' Court and in accordance with the regulations, a summons will be issued giving at least 16 days' notice before the hearing date.
- At the hearing, if the court is satisfied that the charge is legally payable and remains unpaid, the Magistrates are required to issue a Liability Order, together with an order for reasonable costs.
- Taxpayers who do not attend Court will usually be dealt with in their absence.
- Unless alternative arrangements for payment have been made, or a course of recovery action decided upon, in the case of Council Tax debts, a notice will be sent to the taxpayer when a Liability Order has been granted by the Magistrates. The notice may be issued either directly by the Council or by agents acting on our behalf.
- This notice will include the statutory requirement for information regarding the taxpayer's financial circumstances and employment, so that arrangements to recover the debt may be made from earnings or Income Support/Job Seekers Allowance as appropriate.
- In addition to the statutory requirement for financial information, this notice will emphasise the need to make an acceptable arrangement to pay based on the taxpayer's financial circumstances.
- Where a defaulter is known to be in receipt of Local Council Tax Reduction, more than one notice will be issued before Enforcement Agents visit the taxpayer.
- In the case of Business Rate default, debts may be issued to Enforcement Agents without a warning notice being issued.

7. Liability Orders and Enforcement Stages

7.1. Overriding Aims

- The Council's aim is always to collect any outstanding debt as efficiently and effectively as possible and will base any discretion as to methods of enforcement on this overriding aim.
- This aim will be balanced with ensuring that debtor's individual circumstances, where available, are considered.
- The previous conduct of a debtor will be taken into consideration when exercising discretion.
- The regulations only allow for one method of enforcement to be taken at any one time in relation to a single Liability Order. The Council will aim to use the most effective method at any point that debts remain outstanding.

7.2. Attachment of Earnings (Council Tax Debts only)

- If the details of the taxpayer's employment are known and an Attachment of Earnings Order is considered appropriate, we will make an Attachment of Earnings Order and serve it on the debtor's employer.
- The sums to be deducted are prescribed in the regulations and employers have a statutory obligation to comply with an Order.

- An employer may deduct £1.00 towards administrative costs on each occasion a deduction is made.
- Where the debtor has two or more unpaid liability orders the Council may request a maximum of two Attachment of Earnings Orders be initiated.
- Where alternative arrangements have been made but not adhered to, the recourse to enforce an Attachment of Earnings Order will be taken.
- If it is felt by a debtor that the deductions under the Attachment of Earnings Order will cause hardship, the debtor may apply to the Council for the deductions to be reviewed. This review will be undertaken on the basis of ensuring that any debts are collected as efficiently and effectively as possible.

7.3. Deductions from Benefits (Council Tax Debts Only)

- Where appropriate we will apply to the Department for Works and Pensions for deductions from Jobseeker Allowance or Income Support
- The Council can apply to the Job Centre Plus for deductions to be made from Universal Credit, Jobseeker Allowance, or Income Support but not from any other benefits.
- The Council Tax (Deductions from Income Support) Regulations 1993 specify the fixed weekly amount deductible which is 5% of the Universal Credit, Jobseeker Allowance or Income Support for a single person aged over 25.
- The fixed nature of the rate of deductions may render this method of recovery inappropriate, for example where the ongoing liability is greater than the deduction rate, or other means of recovering the debt are available.

7.4. Taking Control of Goods (formerly known as Levy of Distress)

- We will pass debts to Enforcement Agents (formerly known as bailiffs) to take control of debtors' goods, to enforce payment where it is felt that no alternative enforcement power is available or appropriate.
- Enforcement agents are required by law to undertake a compliance stage to encourage the debtor to engage, prior to visiting the debtor's home or place of business, or charging fees.
- Legislation permits the Enforcement Agent to charge statutory fees directly to the debtor. There is therefore usually no cost to the Council in this process.
- When a debt is referred to an Enforcement agent, we would expect the debtor to resolve payment of his arrears and associated fees with the agent. The Council will only intervene or withdraw a case from the Agent in exceptional circumstances, for example in the event of a Council error leading to the referral.
- The Council will from time to time, issue operating rules and a Code of Conduct to its Enforcement agents. The aim of these is to ensure that the agents operate fairly, proportionately and within the legal framework.
- We will always try to establish if a debtor is vulnerable, and act accordingly when this is the case. This will not ordinarily require the matter to be returned by the Agent. It is considered reasonable, at this stage for the Agent to require some form of proof or verification of the vulnerability and where this is provided, allow time for the debtor to seek the support needed to be able to deal with the Agent's visit.

7.5. Bankruptcy, Liquidation and Charging Orders

- Any amounts due can be deemed to be debts for the purposes of the Insolvency Act 1986 in relation to winding up limited companies or to petition for the bankruptcy of individual.
- We will engage the assistance of private sector specialists in this type of recovery action, when appropriate.
- We will generally, only consider personal bankruptcy after other recovery methods have failed. However, we will choose it sooner if information is received that suggests that by initiating bankruptcy proceedings, this be a more effective method of collection.
- Insolvency proceedings against companies may be preferable to attempting to take control of their goods, and this method will be deployed where it appears preferable, having regard to the size of the debt and the circumstances and conduct of the debtor.
- We will make reasonable efforts to ascertain if there are assets available prior to making a petition for bankruptcy or insolvency.
- Insolvency and bankruptcy proceedings will only be considered where the overall debt is over £5,000. The debt may be made up of debts other than Council Tax.
- Charging Orders will be applied for where £1,000 or more is owed and it is felt appropriate to do so, having regard for the amount of debt and circumstances of the debtor. These will generally be followed with applications for Orders for Sale. Again, private sector specialism may be procured in these cases.

The procedures to be followed in the case of Bankruptcy, Insolvency and Charging Orders are as below.

8. Insolvency (Bankruptcy and Winding Up proceedings)

8.1. Legal Requirements

The legal requirements are contained within the Insolvency Act 1986, as amended. Essentially, bankruptcy action can be taken against any debtor who owes in excess of £5,000 to creditors and who, for whatever reason, is unable to satisfy his creditors' claims in full.

In addition, a debtor may initiate action by petitioning for their own bankruptcy. Winding Up proceedings are used against Limited Companies.

Insolvency frees a debtor from overwhelming debts so they can make a fresh start, subject to some restrictions, and makes sure the assets belonging to the debtor are shared out fairly among all the creditors. However, the consequences can be severe and can involve the loss of the debtor's home or business and considerable legal and Trustee costs. The level of costs will reflect the complexity of the matters involved and the extent to which the debtor cooperates with the Trustee who is administering the estate.

Insolvency action takes place in the County Court or the High Court if the debtor resides in London.

8.2. Use of Specialists.

The Council will refer appropriate cases to a solicitor. Solicitors are fully authorised to deal with all matters connected with insolvency from the issue of the Statutory Demand to dealing with contested matters. Where appropriate a private sector specialist will be engaged to undertake the work on our behalf.

8.3. Circumstances where Insolvency Proceedings may be appropriate

- Where the debt exceeds £5,000 and the debtor has sufficient assets or equity to ensure the debt is recoverable by the Official Receiver or the Trustee.
- Where the debtor is not making regular and mutually agreed payments that are sufficient to clear accruing debt and the arrears within an acceptable timescale.
- Where insolvency action is considered most effective in recovering from a particular debtor.
- Where the debt has arisen as a result of fraud.
- Where specific assets cannot be identified but there are indicators that the debtor is one of high material worth for example, renting high value property/has a high salaried profession.
- Where bankruptcy action would encourage payment from specific groups of debtors where their credit rating is important to them, for example company directors, self-employed people and those people needing finance.
- Where debt is arising as a result of continuing default and facilitating occupation by another party would be beneficial to the Council's future Business Rate or Council Tax income.

8.4. Special Circumstances

If made aware of the following circumstances prior to a Bankruptcy Order being obtained, the Council will consider withdrawing proceedings in favour of alternative enforcement action.

- Where a debtor, as a result of age, severe mental illness, or serious learning difficulties, is vulnerable and cannot deal with their affairs.
- Where the debtor is currently in receipt of 100% Council Tax Reduction with no accruing debt and another method of recovery is considered to be more appropriate.

8.5. Consideration of Insolvency and Officers' Actions

A decision for the Council to begin bankruptcy proceedings will be made by the Principal Revenues Officer, Revenues Services Manager or Revenues and Benefits Manger.

As part of the consideration as to whether insolvency action is appropriate in an individual case, officers will consider the overall debt position, the financial position including income and equity, personal circumstances and the level of engagement including previous payment history.

The more information held about the debtor the more efficient the decision-making process will be in terms of selecting the most effective enforcement option. As part of the decision-making process the Council officer will seek to build a picture of the debtor and their circumstances and will achieve this in various ways, including some or all of the following activities. The list is not exhaustive.

- Demanding financial information in writing following a Liability Order being granted whilst stating bankruptcy is an option to be considered.
- Checking all Council Tax records and if possible, any other records to see if there is any reason bankruptcy would not be appropriate as a result of vulnerability issues.
- Checking with the Benefits Service to ensure that all Council Tax Benefit and Reduction due to the debtor has been posted to the Council Tax account and that their records do not indicate significant vulnerability issues.
- Checking H.M. Land Registry to confirm property assets.
- Checking with a Credit Reference Agency for information on outgoings, requests for finance, mortgages and other financial information.
- Checking known or potential employment details.
- Checking Benefit Overpayment records and Business Rates records (and including all debts in the bankruptcy action).
- Checking Companies House records for business information.

The Council may engage private sector practitioners or solicitors to undertake these checks and/or issue appropriate correspondence to the debtor.

9. Charging Orders

9.1 Legal Requirements

If the aggregated balance on Council Tax Liability Orders for a property is over £1,000 then an application may be made for a Charge to be placed on the same property only, to secure the debt owed to the Council. Charging Orders are not a method of enforcement in that the debt remains unpaid until the property is sold, and the Charge extinguished by the payment of the debt from the proceeds. The property may never be sold or not for a considerable time. If the debt is to be actively recovered then following a Charging Order being obtained, an application must be made to the Court for an Order of Possession and Order for sale.

Charging Orders may only be used for Business Rates debt with the agreement of the ratepayer and therefore such action will not be taken without the written consent of the ratepayer.

9.1. Use of solicitors.

The Council will refer appropriate cases to a solicitor. Solicitors are fully authorised to deal with applications for Charging Orders, Orders for Sale and Possession and contested matters. Where appropriate, private sector specialist assistance will be sought.

9.2. Circumstances where a Charging Order may be appropriate.

- Where the property is currently for sale voluntarily and a Charging Order is used as a way of securing the debt by agreement with the Council.
- Where the property is owned by a debtor who resides outside UK jurisdiction.
- Where a debtor, as a result of age, severe mental illness or serious learning difficulties cannot deal with their affairs.
- Where the debtor's whereabouts are unknown making service to allow bankruptcy action difficult.
- Where a payment arrangement has been agreed on the basis that the debt is secured via a Charging Order.

9.3. Decision Making

The number of cases is very small. The Revenues and Benefits Manager will consider each case on its own merits being mindful of all the facts and the level of arrears.

10. Committal Proceedings

Where Enforcement Agents have attempted to take control of an individual's goods and (for whatever reason) have been unsuccessful, the Council has the power to apply for committal to prison. This requires attendance at the Magistrates Court to enable a means enquiry to be conducted to see whether failure to pay is due to 'wilful refusal' or 'culpable neglect'.

The Council will only use this as a last resort. There will be many attempts to make arrangements and elicit payment, before reaching this stage, but in some cases, there is no alternative.

In the majority of cases where committal action is taken, there will have been persistent refusal or avoidance of payment, and the Magistrates will be asked to impose a suspended sentence and order the taxpayer to make monthly or weekly payments.

Legal precedents exist that state that Magistrates should not commit forthwith without either considering alternatives or having made suspended orders to coerce payment. Once a suspended order has been made, debtors are obliged to pay as required by the order. If the debtor fails to pay, the Magistrates are entitled to remove the suspension and order that the debtor serves the sentence. In these cases, the Council will give debtors an opportunity to attend hearings to show cause why they have not paid. The term of imprisonment will not exceed three months for each Liability Order.

If the Magistrates decide that failure to pay was not due to wilful refusal or culpable neglect, they have the power to remit all or part of the debt. However, they are entitled to remit the debt, on the basis of inability to pay.

If a term of imprisonment is served, the relevant Council Tax will be written off as irrecoverable. Any part payment will reduce the term of imprisonment proportionally.

11. Policy Review

This policy will be reviewed and updated, from time to time, in order to ensure it remains valid, effective, and relevant. Updates that do not materially alter the aims or operation of this policy, for example changes to the underlying legislation, will be approved by the Revenues and Benefits manager in consultation with the cabinet Member(s) responsible for Council Tax and Business Rates.

Material changes to the policy will require further approval in accordance with the Council's Constitution.

Staffordshire Sustainability Board Vision and Pledges

Committee:	Cabinet
Date of Meeting:	16 April 2026
Report of:	Head of Regulatory Services
Portfolio:	Environment and Climate Change

1 Purpose of Report

- 1.1 To update Members on the Vision of the Staffordshire Sustainability Board (SSB) (see **APPENDIX 1**).
- 1.2 To provide an update to Members on the SSB pledges (see **APPENDIX 2**) and to seek authority to adopt them.

2 Recommendations

- 2.1 That Members note the pledges adopted.

Reasons for Recommendations

- 2.2 Cannock Chase District Council is a member of the Staffordshire Sustainability Board (SSB), alongside 9 other Staffordshire authorities. The SSB facilitates the collaborative forum, to work together as democratically elected bodies in Staffordshire, to influence change and to encourage organisations and individuals to ensure Staffordshire is Net Carbon Zero by at least 2050 or before. The SSB Vision and Pledge asks each member and council of the SSB to agree to the same 7 commitments.

3 Key Issues

The Staffordshire Leaders Board and the Chief Executives Group have committed to work collaboratively to successfully achieve Net Carbon Zero in line with each authority's climate change declarations. This collaboration is to enable and facilitate change, where possible, throughout the geographic area of Staffordshire as a whole. As an organisation, our active role in the SSB and work to respond to the climate and nature crisis, helps us satisfy environmental legislation and show we are having due regard to biodiversity.

4 Relationship to Corporate Priorities

4.1 Priority 1 - Economic Prosperity

Being a member of the Staffordshire Sustainability Board (SSB), Cannock Chase District Council will be playing an active role in a collaborative forum to respond to the climate and nature crisis, which will reflect on the organisation's reputation positively as a prosperous place to live work and play.

Priority 2 - Health and Wellbeing

This collaboration is to enable and facilitate change, where possible, throughout the geographic area of Staffordshire bringing into discussion and actions, climate change adaptation, and sustainable environment concerns. Sustainability and habitat biodiversity will be reviewed throughout to ensure that our communities have access to clean green public spaces leading to healthy and active lifestyles whilst recognising the importance of mental health and wellbeing.

Priority 3 - The Community

By adopting the SSB Vision and Pledge, Cannock Chase District Council will act towards implementing the commitments articulated within the document. This will positively impact the environment by ensuring neighbourhoods are safe, clean, and tidy, maintaining our local parks and green spaces and encouraging residents to live a sustainable lifestyle

5 Report Detail

The commitments help the council work towards Net Zero targets and help halt and reduce the impacts of Climate Change. The SSB is an active group that has already created actions and work that make a difference. It is in the council's best interest to sign up to the Vision and Pledges, for the council to stay up to date and involved with the ongoing work of the SSB, demonstrating our willingness to respond to the climate and nature crisis, in a collaborative way with the rest of the county.

Approving and adopting the SSB Vision and Pledges sets the council's ambition to halt and combat the impacts of climate change, and work to become a more sustainable organisation. Remaining an active member of the SSB allows us to work collectively with other Staffordshire authorities sharing data, opportunities, and resources, whilst helping achieve our own targets for the organisation (Net Zero by 2040), all of which will positively enhance and protect the environment and help halt and reverse damage being caused.

Not approving the SSB Vision and Pledge, will require Cannock Chase District Council to define their own commitments, separate to those of the rest of the county, and respond to the climate and nature crisis independently. This may lead to lesser outcomes that aren't as significant and more difficult to achieve, than if the work is accomplished collaboratively.

6 Implications

6.1 Financial

There are no direct financial implications from adopting these overarching pledges.

The Council's budget for climate change principally relates to staffing resource and as such if funding is required for projects to deliver on these pledges, they will require additional reports

6.2 Legal

National government has a specific statutory duty to achieve net zero status by 2050. At present that does not apply to local authorities. However, existing planning and environmental legislation does require the Council to consider climate change, so it is arguable that the obligation is inherent.

The Environmental Targets (Public Authorities) Bill currently at the House of Lords report stage aims to make provision for a statutory objective requiring public bodies to contribute to delivery of targets set under the Environment Act 2021 and the Climate Change Act 2008; to place a duty on public bodies to meet this objective in the exercise of their functions. Therefore, it should be noted that it is possible in the coming years, parliament may expand the Council's legal duties.

6.3 Human Resources

No direct implications

6.4 Risk Management

There is a reputational risk if we were not to accept the pledges as we will be detached from the Staffordshire Sustainability Board (SSB) and disconnected from the other Staffordshire authorities who are working together to become more sustainable and respond to the climate crisis in a more joined up, collaborative approach.

By remaining a member of the Staffordshire Sustainability Board (SSB), Cannock Chase District Council will be playing an active role in a collaborative forum to respond to the climate and nature crisis, which will reflect on the organisation's reputation positively.

We could fail to achieve corporate objectives on climate change with the added risk we fail to react to the impact of climate change or fail to appropriately plan for anticipated issues.

6.5 Equalities and Diversity

People who are more deprived are especially vulnerable to climate change because they usually have fewer assets and less access to funding meaning fewer resources to adapt to climate change impacts. Climate change impacts tend to worsen inequalities because they disproportionately affect disadvantaged groups. This in turn further increases their vulnerability to climate change impacts and reduces their ability to cope and recover.

6.6 Health

Climate change is worsening existing inequalities, including health inequalities. As climate change progresses, the health impacts will not be distributed equally. The mental health impacts will be greater for some groups than for others including:

- children and young people
- people with existing health conditions

- occupational groups (such as farmers and emergency responders)
- people living in deprived areas
- ethnic minority groups
- inclusion health populations (such as migrants and individuals experiencing homelessness)

6.7 Climate Change

By adopting the SSB Vision and Pledge, Cannock Chase District Council will act towards implementing the commitments articulated within the document, which will positively impact the environment and respond to the climate and nature crisis

7 Appendices

Appendix 1: Vision

Appendix 2: Pledges

8 Previous Consideration

Cabinet - 16 June 2022 - Staffordshire Sustainability Board.

Cabinet- 27 April 2023 - Staffordshire Sustainability Board.

9 Background Papers

None.

Contact Officer: Martyne Manning

Telephone Number: 01543 462 621

Report Track: Cabinet: 16/04/26

Key Decision: No

Vision

The Staffordshire Sustainability Board (SSB) is a collaborative forum for the democratically elected bodies of Staffordshire and Stoke-on-Trent. Together, we aim to influence positive change and empower communities, organisations, and individuals to secure a sustainable future for our County.

The board supports and champions resource efficiency to deliver long term value for money and environmental benefit, where there is alignment with individual organisations Net Zero commitments this will further enhance and potentially increase pace on deployment of green technologies.

The board will deliver environmental improvements within our remits to ensure resilience is achieved in line with our key strategies.

The board will support waste services in delivering efficient, value driven operations with consideration of waste minimisation through reduction, reuse, and recycling, contributing to a cleaner, greener future.

This vision will be refreshed in 2028.

Context

The Staffordshire Leaders and Chief Executives Group has committed to work collaboratively to successfully achieve waste and sustainability targets in line with local opportunities and best practice within the region.

Collectively, the Councils have an influence on a significant proportion of activities and operations within the geographical area and agree that we should come together, collectively for the benefit of our communities and to realise cost saving mechanisms for the benefit of our residents.

This collaboration is to enable and facilitate change, where possible, throughout the geographic area of Staffordshire and Stoke on Trent as a whole. Work in the longer term will also bring into the discussion and actions, waste management, and environmental concerns.

Throughout all the activities and discussions that resonate from the SSB, we shall actively engage with external organisations that can bring specialist knowledge, understanding and facilitation to the board.

The SSB will comprise senior members of each authority and supported by a team of advisors drawn from across the authorities.

Council commitments

It is proposed that as a commitment, the combined councils will within their own boundary initiate the following but acknowledge that the larger scope of environmental change and resilience is within the wider community of Staffordshire and Stoke on Trent.

1. **Powering a Sustainable Future** - Councils will collaborate to shape a shared energy vision that supports sustainability, resilience, and economic growth, including transitioning to cleaner, low-emission energy sources such as renewables.

We will:

- Promote energy efficiency across homes, businesses, and public buildings.
- Support access to affordable and cleaner energy options.
- Engage with National Grid and energy operators to align future supply with local development needs.
- Identify local energy needs and explore funding opportunities for community-based energy projects.
- Share best practice and technical insights to strengthen local energy resilience.

Each authority will tailor its approach to reflect local priorities and capacity.

2. **Working together for a Sustainable Staffordshire** - Councils will collaborate with local partners to deliver practical, cost-effective approaches that benefit communities across Staffordshire and Stoke-on-Trent.

We will:

- Explore joint models for delivering multi-agency EV infrastructure, attracting investment, and supporting local jobs.
- Integrate adaptation measures into council services and planning, including flood resilience, heat preparedness, and emergency response.
- Coordinate clear, consistent messaging to help communities build resilience and take informed action.

Each authority will tailor delivery to local needs while contributing to shared goals through partnership and knowledge exchange.

3. **Local Nature Recovery** - Councils will work together and with communities to restore, enhance, and protect Staffordshire's natural environment, supporting biodiversity, climate resilience, and the well-being of current and future generations.

We will:

- Support community groups in creating roadmaps for action to address biodiversity loss, climate change, and human well-being by increasing natural spaces and the connections between them.
- Create, restore, enhance, and protect biodiverse habitats and ecological functions across all landscapes.

- Develop ecological corridors and networks to link habitats, enabling the free movement of species, nutrients, and natural processes.
- Ensure that education and engagement with future generations are integral to all nature recovery activities.

Each authority will tailor its approach to local priorities while contributing to shared regional goals through partnership and knowledge exchange.

4. **Sustainable Travel Planning** - Councils will work together to promote and enable sustainable travel across Staffordshire and Stoke-on-Trent, supporting healthier communities and cleaner environments.

We will:

- Support the delivery of Local Cycling and Walking Infrastructure Plans.
- Support the implementation of the new Local Transport Plan.
- Identify and pursue funding opportunities for sustainable travel projects, including active travel and low-emission transport.
- Share best practice and collaborate with partners to improve connectivity and reduce transport-related emissions.

Each authority will tailor its approach to local needs while contributing to shared regional goals.

5. **Communications** - Councils will contribute to coordinated, countywide communications that actively engage communities and support the Board's sustainability, environmental, and waste objectives.

We will:

- Commit to the shared 3-year communications plan, reviewed annually, with flexibility for authorities to adapt based on governance structures. The plan will be covering key themes such as transport, biodiversity, waste, and adaptation.
- Ensure messaging is clear, consistent, and accessible to help communities build resilience and take informed action.
- Work collaboratively to ensure communications activity delivers value for money and reflects local priorities.

Each authority will tailor its communications to local audiences while contributing to shared regional messaging.

6. **Baseline Reporting** - Councils will prepare and publish annual baseline analyses of their organisational carbon footprints to support transparency, accountability, and informed decision-making.

We will:

- Publish carbon emissions data from the previous financial year by October each year.
- Use consistent reporting methods to enable comparison and shared learning across authorities.
- Share tools, templates, and expertise to improve data quality and reporting capacity.

Councils will support tracking and achieving progress against their environmental goals, including the Councils adopted Net Zero ambitions. Each authority will retain flexibility to set and pursue its own targets, while contributing to a shared understanding of regional progress.

7. **Recycling and Residual Waste** - Councils will work together to deliver efficient, customer-focused recycling and waste services, in collaboration with the Staffordshire Waste Partnership.

We will:

- Promote waste reduction and support residents to reduce, reuse, and recycle.
- Apply the waste hierarchy consistently across services and communications.
- Develop a Joint Resource and Waste Strategy by summer 2026, setting shared principles for the next 20 years.
- Ensure services are financially efficient, legally compliant, and responsive to local community needs.
- Encourage circular economy practices through education, engagement, and partnership working.

Each authority will contribute to shared goals while tailoring delivery to local priorities.

Refurbishment of Union Street Play Area and Open Space

Committee:	Cabinet
Date of Meeting:	16 April 2026
Report of:	Head of Operations
Portfolios:	Parks, Culture and Heritage / Community Wellbeing

1 Purpose of Report

- 1.1 To seek Members approval to proceed with the redevelopment of Union Street Park, Bridgtown as set out in the attached draft proposals at Appendix 1.
- 1.2 To seek approval to add £114,905 budget to the 2026-27 Capital programme and obtain permission to spend. This is made up of £111,905 from Cannock Chase Councils Section 106 (S106) funds and £3,000 grant from the Forest of Mercia.

2 Recommendations

That Cabinet:

- 2.1 Grants approval to proceed with the proposed development of Union Street Park as set out in the Report and as detailed in Appendix 1.
- 2.2 Recommends to Council to include £114,905 to the 2026/7 capital programme (made up of £111,905 Cannock Chase Council S106 funds and £3,000 grant from the Forest of Mercia) Also, that permission to spend £114,905 as detailed in section 6.1 is granted to deliver the Union Street park project as set out in this report and any other third-party grants / funds obtained during the course of the project

Reasons for Recommendations

- 2.3 Councils have a major role in contributing to the provision of recreation and play facilities. The provision of high-quality recreation and play facilities that are sustainable and meet the needs of the community can assist in this role.
- 2.4 Union Street Park sits within the Cannock, Longford and Bridgtown ward, which has higher than average number of children from 0 - 5 and 6 - 16 years old compared to the rest of Cannock Chase (6.7% and 19.1% respectively compared to the Cannock average of 5.4% and 17.9%).

The Cannock, Longford and Bridgtown ward currently has three small play areas and one larger park (Wellington Drive play area, Union Street Park, Lakeside Boulevard play area and Laburnum Avenue Community woodland). Two of these parks have been fully redeveloped in the last five years (Wellington Drive and Laburnum Avenue). The development of this park would enable Cannock Chase Council to continue its work to deliver its ongoing capital parks improvement programme.

3 Key Issues

- 3.1 Union Street Park is a small urban park measuring 0.15 hectares, nestled between residential dwellings and light commercial factory units, in the heart of Bridgtown, Cannock. The Park is situated within the Cannock, Longford and Bridgtown Ward.
- 3.2 Cannock, Longford and Bridgtown Ward currently has three small play areas, including Union Street Park. The proposed play area improvements are being undertaken in line with the requirements and priorities within the Council's rolling four-year parks improvement plan, as agreed previously. Union Street play area has been ranked number nine on the list of play areas to be redeveloped, with the majority of the first ten play areas having been redeveloped already or placed on hold.
- 3.3 The play area at Union Street is outdated and not fully accessible. This will be rectified and a modern accessible play park that is inclusive and suitable for all members of the community created. A play area in this location is essential as currently there are limited quality outdoor play areas for children and families to easily access in their immediate vicinity. This project will enable the Council to create a high quality fully inclusive play area as well as public open spaces that encourage active play and participation, but are also sustainable, safe, and meet the needs of the local community.
- 3.4 The existing play area is some 731m² in size, is not inclusive and features a total of ten individual pieces of formal play equipment, the last of which was improved circa 2020, and subsequently maintained and repaired only as necessary. The site hosts several raised brick planters and two semi mature birch trees, which are now locations with reports of antisocial behaviour. The age and condition of the equipment is also creating the Council maintenance issues, with much of the equipment beyond economical repair. The formal play provision area fronts directly onto Park Street, Bridgtown, which also accommodates the main vehicle access and car parking. In addition, the park can be accessed at the rear from Union Street.
- 3.5 The raised brick planters and mature vegetation are allowing for anti-social behaviour issues to be carried out on site, due to the lack of natural surveillance. This scheme proposes to remove the raised planters and create a series of vistas that look through the site. Where tree planting is proposed, this will be within small, raised pits whilst the remaining ground conditions will be flat and level, allowing for a much greater increase in natural surveillance.
- 3.6 By removing the raised brick planters and opening the site, the potential for active recreational activities in and through the site by all members of the general public is increased. Facilitating early cycling, walking and play opportunities and planting trees will help to contribute to the Council's wellbeing, health, and climate change agendas. New accessible seating and signage will help those with mobility support needs to access the site and increase the potential for enhanced physical and mental wellbeing.
- 3.7 The site will create the feel of a more open, welcoming space and will be capable of holding larger community events. The use of different types of surfaces finishes, and street furniture will add to the historic references of the site and create a focal space that the community can be proud to call home.

Funding Strategy and Options

3.8 The UKSPF portion of this work (Stage1 - £46,460) contribution has already received cabinet approval and permission to spend and this work will be carried out before the end of March 2026. This report is therefore seeking permission to add into the capital programme and spend an additional £114,905. Comprised of £111,905 from S106 funds and £3,000 grant from the Forest of Mercia

- QOPN - £12,648.50
- Q246 - £ 31,075.50
- Q258 - £68,181.00

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

Priority 2 - Health & Wellbeing

- Works with partners to address health inequalities across the district.
- Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
- Creates opportunities for our residents to lead healthy lifestyles, be it walking in our parks, or cycling around the district.

Priority 3 - The Community

- Maintains our local parks and green spaces and ensures that local environments and biodiversity are protected, preserved, and enhanced for future generations.
- Works with partners and the local community to support appropriate tree planting schemes.
- Ensures our communities are well designed, accessible, and are inclusive environments.

4.2 Union Street Park is within the Forest of Mercia boundary and as such funding has been requested and granted from the Forest of Mercia to help with the planting of trees. These are to aid the aesthetics of the site whilst at the same time contributing to the reduction of greenhouse gas emissions from local areas and allowing the local community to get involved with tree planting, therefore, improving the quality of the environment.

5 Report Detail

5.1 Union Street Park was last fully refurbished in 1996 and although some of the equipment has since been replaced, the majority of the equipment is part of the original installation. The site is now outdated and has inadequate inclusive play provision. Union Street Park was number nine on the original list of parks refurbishments. Of these nine, three play areas have been refurbished and four have been put on hold awaiting results from the play area rationalisation consultation programme, making Union Street play area now number two on the list of priorities. With this in mind, the Council has been liaising with Bridgtown Parish Council with the view to redeveloping the site once funding can be secured.

5.2 The scheme will be delivered in two stages, with work on stage one to be completed by March 2026 as the UKSPF funding required for this stage has already obtained permission to spend:

Stage 1: Replacement of the junior and toddler play equipment with the funds supplied by the UK Shared Prosperity Fund (UKSPF) by March 2026.

Stage 2: Further development works of the site; removal of low-level brick planters, replacement of fencing, new surfacing and creating more amenity space for the Parish Council and users of the park for social activities, subject to allocation of budget and permission to spend as detailed in this report.

5.3 The splitting up of the scheme into two stages was necessary to enable the Council to deliver the UKSPF programme by the end of March 2026. The cost to fully deliver both stages is currently estimated at circa £162,000.

5.4 The Council is keen to progress the proposed development and for the stage two works to be completed within the 2026-27 financial year. To achieve this deadline, it is necessary to include the estimated cost of the stage two proposed scheme into the Council's Capital Programme for 2026-27 and to secure approval to spend the S106 and any Forest of Mercia funds available.

5.5 It should be noted that given the level of information at this stage of the project, the costs provided must be viewed as estimates only. They will need to be subject to further scrutiny at each element of the design stage and may be subject to value engineering to ensure the final expenditure is within the approved budget.

5.6 The proposed scheme entails:

- 1) The modernisation of the existing outdated junior / toddler play area situated in the eastern side of the site.
- 2) Installing a new public access route through the park and community participation area. This will create a hierarchy of pathways, increasing the original pathway widths, with the main pathway being resurfaced in tarmac, making commuting and walking across and around the site, easier throughout the year.
- 3) Access and boundary improvements to make the space more open, inclusive, appealing, safe, and secure. Access barriers will be accessible to all users of mobility scooters and other accessibility aids. The site improvements will enhance natural surveillance, whilst also adding to the protection of those that use it.
- 4) Installation of appropriate street furniture throughout the site, including display boards for historical references as well as day-to-day activities, and new benches and bins located at strategic points.

5.7 Whilst Union Street Park has no effective or established 'friends of' group, the Parish Council are very active in the area and frequently hold community events within the park. They are keen to promote the history of the park and its development. The Parish Council are also keen to see more people using the park on a daily basis, increasing events and activities for local residents, and to develop the park into a hub for the local community.

- 5.8 The nature and style of the existing raised beds, reduce the effect of natural surveillance. By removing these barriers, additional views are opened up into and through the site. This project will aim to formalise these spaces and include new signage, gates, and fencing for added security.
- 5.9 Budget cost estimates have been drafted using a two-stage development model (See Appendix 3). The following items of work have been included in each stage. As referenced in section 3.9, Cabinet approval, and permission to spend has already been received for stage one:

Stage 1 - Play equipment (to be completed by March 2026)

- | | | |
|----|--|---------|
| 1. | Removal and replacement of existing play equipment | £28,251 |
| 2. | Remove and relay new wet pour surface | £18,209 |

Stage 1 total (UKSPF) £ 46,460

Stage 2 - Public open space (to be completed in financial year 2026/7)

- | | | |
|-----|---------------------------------------|------------|
| 3. | Preliminaries and site security | £ 2,554 |
| 4. | Preparatory work | £ 13,631 |
| 5. | Fencing, gates, and barriers | £ 20,935 |
| 6. | Landscaping & community area | £ 31,260 |
| 7. | Car park improvements | £ 31,023 |
| 8. | Street furniture | £ 9,000 |
| 9. | Third party contribution (Veolia bid) | £ 6, 818 |
| 10. | Contingency figure | £ 13,762 |
| 11. | Framework discount | - £ 14,078 |

Stage 2 - total £ 114,905

- 5.10 The total cost for both stages of the project is therefore £161,365. Whilst a draft budget estimate and design have been proposed, this will require further details to be drawn up. The proposed scheme has been drawn up and consulted upon with local / adjacent residents, site users, and Bridgtown Parish Council. This final design proposal has community and Parish Council support.

Funding for Tree Planting

- 5.11 Union Street Park falls within the Forest of Mercia's administrative boundary, and as such funding has been requested and granted to assist the Council with tree planting. These are to aid the aesthetics of the site whilst at the same time contributing to the improvement of the environment and reduction of greenhouse gas emissions by the implementation of an appropriate tree planting scheme.

6 Implications

6.1 Financial

The UKSPF portion of this work (Stage1 - £46,460) contribution has already received cabinet approval and permission to spend. This report is therefore seeking permission to add into the capital programme and spend an additional £114,905. Comprised of £3,000 Forest of Mercia Grant and £111,905 from existing section 106 funds (QPN £12,648.50, Q246 £31,075.50 and Q258 £68,1818).

6.2 Legal

Any contracts for works/services relating to Stage 1 or Stage 2 works will be let in accordance with the Council's Procurement Regulations and the Procurement Act 2023. All contracts will need to be drafted to cover the obligations imposed on all parties involved in Stage 1 or Stage 2, including provisions for agreed specifications for works and/or services.

Timescales will need to consider the time needed for tender exercises and contract preparation work. Consideration will need to be given to the capacity within the Legal Services team for the drafting and provision of advice regarding contracts, and whether the work will need to be outsourced or can be carried out in-house.

Any terms and conditions governing grant funding awarded to the Council by third-party organisations will also need to be considered in each case and where appropriate, obligations will need to be included in any contracts so that they are passed on to suppliers.

The relevant S106 Agreements will need to be reviewed to ensure that the monies likely to be spent on this project from the particular S106 fund align with the spend purpose in that agreement.

6.3 Human Resources

Any implications will be met from the existing staff resources within the Council's Operations and other appropriate service areas.

6.4 Risk Management

There is a risk that the project costs may increase. The project may be exposed to market fluctuations and increases in construction costs. This can be mitigated to some degree by re-engineering the project to ensure that the final expenditure is kept within the approved budget.

6.5 Equalities and Diversity

An equality and diversity impact assessment will be undertaken. It is anticipated that the new development and facilities will have a positive impact on a range of equalities groups and that current negative impacts will be negated through the design process.

6.6 Health

The Council's outdoor spaces are essential in enabling the residents of Cannock Chase District to have access to healthy and active lifestyle choices. This can be accomplished through play, sports, socialising or even simply by walking through a site on the way to school, college, or work, or riding through and around a site for fun or social purposes. All the above are proven to have a positive impact on physical health and supporting mental wellbeing.

6.7 Climate Change

The landscaping (tree and hedgerow planting works) and surfacing improvements as recommended in this report will enhance the natural environment, biodiversity, and will contribute towards the Council's climate change agenda.

7 Appendices

Appendix 1: Union Street play area proposals

Appendix 2: Budget estimate breakdown.

Appendix 3: Draft Programme.

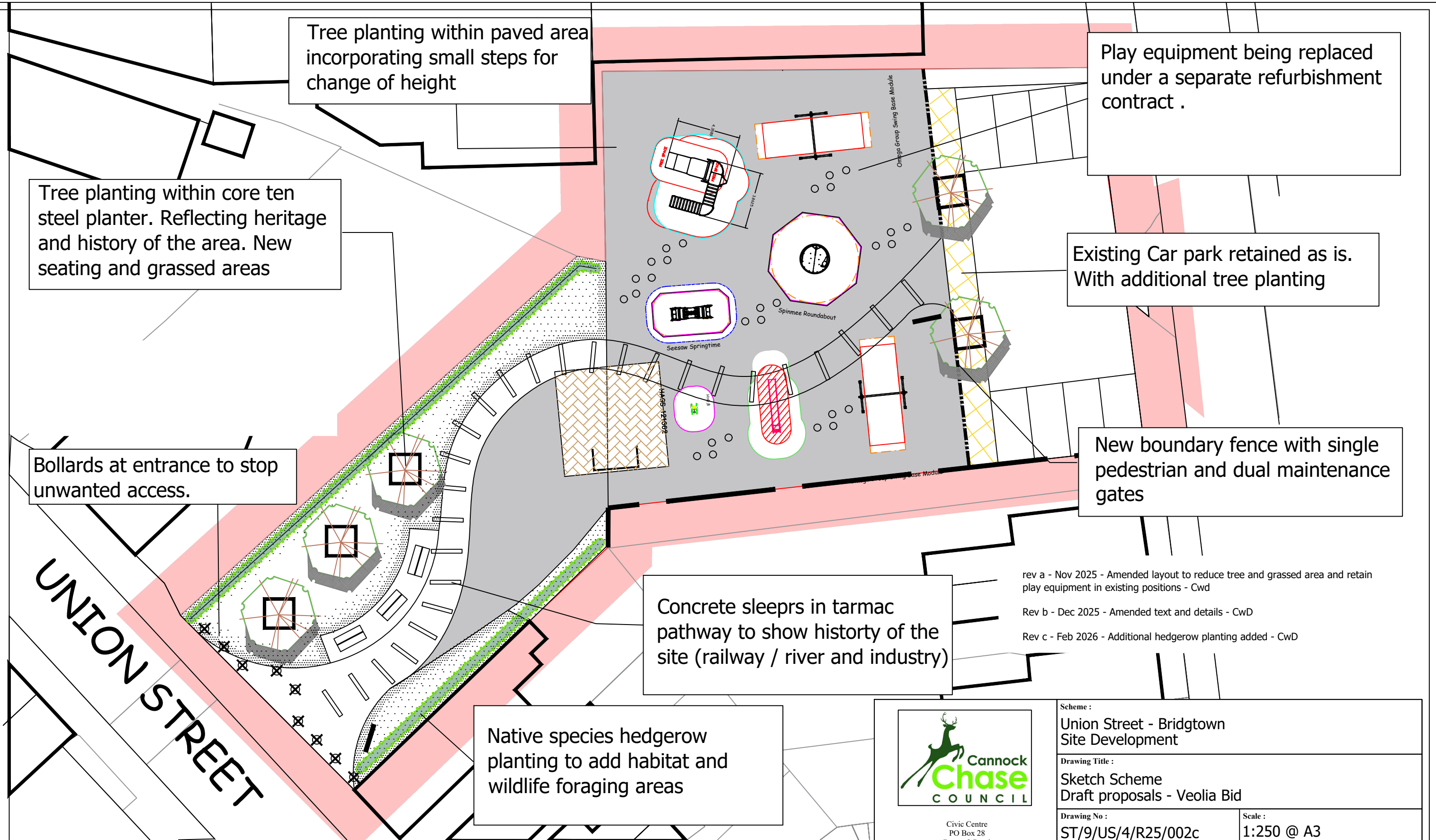
8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer:	Colin Donnelly
Telephone Number:	01543 464 520
Ward Interest:	Cannock, Longford and Bridgtown
Report Track:	Cabinet: 16/04/26
Key Decision:	No



rev a - Nov 2025 - Amended layout to reduce tree and grassed area and retain play equipment in existing positions - CwD
 Rev b - Dec 2025 - Amended text and details - CwD
 Rev c - Feb 2026 - Additional hedgerow planting added - CwD

UNION STREET

UNION STREET - BRIDGTOWN



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Scheme : Union Street - Bridgtown Site Development	
Drawing Title : Sketch Scheme Draft proposals - Veolia Bid	
Drawing No : ST/9/US/4/R25/002c	Scale : 1:250 @ A3
Drawn By : CWD	Date : 1st February 2026
Checked By :	Date :

CANNOCK CHASE DISTRICT COUNCIL

APPENDIX 2 - UNION STREET PLAY AREA - REFURBISHMENT

Schedule of Quantities - Refer to drawing ST/9/US/4/R25-002a

26 November 2025



Schedule of Quantities - Budget Cost Estimates

Bill Ref No	Description	Quantity	Unit	Rate	Amount
1.0	CONTRACT GENERALLY				
	PRELIMINARIES				
1.1	Allow for complying with all clauses of the conditions of contract, specification and other contract document not specifically mentioned herein.	1	Item	£500.00	£500.00
1.2	SITE SECURITY & ACCESS				
1.2.1	<i>Location shown on Proposed layout drawing</i> Allow for closing off footpaths whilst work is being carried out. Include for security access barriers at each end to securely close access. Warning signs to state pathways are closed. Warning tape to prevent unauthorised access and alternative route direction signs and markers to adequately direct pedestrians to alternate routes.	1	No (Each End)	£250.00	£250.00
	PROVISIONAL ITEM				
1.2.2	Supply and erect 'Heras' type security fencing, to include privacy covers, in locations shown on the drawings. Maintain in good condition and ensure secure fixings at the end of each working day and during the contractors absence from site. Remove on completion of the contract.	400	Lin M	£0.00	£0.00
	PROVISIONAL ITEM				
1.2.3	Supply and fix locking mechanism to secure last fence panel at end of security fencing runs to adjacent existing fencing. Maintain in good condition and ensure secure fixings at end of each working day and during contractor's absence from site. Remove on completion of contract	2	Lin M	£20.00	£40.00
1.2.4	Supply and erect ' Construction Works in Progress – Keep Out ' signs firmly fixed to security fencing. Maintain in good condition and ensure secure fixings at end of each working day and during contractor's absence from site. Remove on completion of contract	2	No	£50.00	£100.00
	PROVISIONAL ITEM				
1.2.5	Clear site debris general (Clearing of vegetation of existing pathway in order to send to licensed tip. (Exact measure to be agreed following site inspections) Currently 100% of pathways allowed for.	400	Sqm	£4.16	£1,664.00
					Sub-Total
					£2,054.00
2.0	PREPERATION WORKS -				
2.1	Allow for removal of existing fence and gates height 1.2m. To include for all support, fixings and foundations. All arisings to be carted ff site to suitably licensed tip.				
a	Park road Frontage	27.5	Linm	£6.81	£187.28
2.2	Allow for removal of existing concrete post and mesh fence height 1.8m. To include for all support, fixings and foundations. All arisings to be carted ff site to suitably licensed tip.	33.6	Linm	£7.62	£256.03

APPENDIX 2 - UNION STREET PLAY AREA - REFURBISHMENT

26 November 2025

Schedule of Quantities - Refer to drawing ST/9/US/4/R25-002a

Schedule of Quantities - Budget Cost Estimates

Bill Ref No	Description	Quantity	Unit	Rate	Amount	
BALANCE BROUGHT FORWARD						
2.3	Removal of all scrub and shrub vegetation. Cart all arisings off site to suitably licensed tip .	310	Sqm	£9.75	£3,022.50	
2.3a	Removal of existing trees to include digging up roots and disposal off site	9	No	£150.00	£1,350.00	
2.3b	Removal of existing top and sub soil from raised beds. Maximum 500mm depth. Cart all arisings off site to suitably licensed tip	155	Cubm	£33.00	£5,115.00	
2.4	Allow for removal of existing raised brick planters max height 350mm. To include for all support, fixings and foundations. All arisings to be carted ff site to suitably licensed tip.	250	Linm	£14.00	£3,500.00	
2.5	Removal of existing steel height barrier 50mm square box sections. 6m width x 2.5m height. Include for all fixings footings and foundations. Cut into 3 sections and leave on site for collection by CCDC.	1	Item	£200.00	£200.00	
					Sub-Total	£13,630.81
3.0	Play AREA REMOVAL					
3.1	Removal of existing wet pour surface. Cart all arisings off site to a suitably licensed tip	150	Sqm	£31.40	£4,710.00	
3.2	Take down and cut up into sections small enough to manual handle, existing steel play equipment. Include for removal of all fixings, footings and foundations to a depth not exceeding 300mm below ground level.					
3.2.1	2 bay junior swing (18.2 Sqm)	1	Item	£520.00	£520.00	
3.2.2	2 bay toddler swing (19.8 Sqm)	1	Item	£520.00	£520.00	
3.2.3	Roundabout - witches hat (30.6 sqm)	1	Item	£0.00	£0.00	
3.2.4	Slide (41.1 Sqm)	1	Item	£453.00	£453.00	
3.2.5	springer horse animal (16.7 Sqm)	1	Item	£0.00	£0.00	
3.2.6	see saw (24.8 sqm)	1	Item	£249.00	£249.00	
3.2.7	junior climbing frame (47.6 sqm)	1	Item	£2,734.00	£2,734.00	
3.2.8	Benches	11	No	£0.00	£0.00	
3.2.9	teen shelter	1	Item	£0.00	£0.00	
3.2.10	basketball hoop	1	Item	£0.00	£0.00	
3.2.11	goal mouth	1	Item	£0.00	£0.00	
					Sub-Total	£9,186.00

APPENDIX 2 - UNION STREET PLAY AREA - REFURBISHMENT
Schedule of Quantities - Refer to drawing ST/9/US/4/R25-002a

26 November 2025

Schedule of Quantities - Budget Cost Estimates

Bill Ref No	Description	Quantity	Unit	Rate	Amount
	BALANCE BROUGHT FORWARD				
4.0	PLAY AREA - INSTALLATION				
4.1	Supply and install of the following pieces of play equipment as per manufacturers instructions. Include for all fixings, footings and foundations.				
a	Toddler climbing frame supplied by Proludic	1	Item	£15,623.00	£15,623.00
b	DDA Roundabout supplied by Proludic	1	Item	£0.00	£0.00
c	Springy See saw supplied by proludic	1	Item	£2,495.00	£2,495.00
d	Springy Animal saw supplied by Proludic	1	Item	£0.00	£0.00
e	Two bay swing one flat seat, one baby seat and a basket swing saw supplied by Proludic	1	Item	£1,667.00	£1,667.00
f	Two bay swing one flat seat, one baby seat and a basket swing saw supplied by Proludic	1	Item	£1,969.00	£1,969.00
g	Slide	1	Item	£2,021.00	£2,021.00
4.2	Supply and lay 50 - 70mm depth black rubber surfacing on previously prepared sub base	150	Sqm	£58.54	£8,781.50
4.3	Groundworks	1	Item	£3,130.40	£3,130.40
4.4	delivery	1	Item	£2,377.50	£2,377.50
4.5	ROSPA Inspection	1	Item	£525.00	£525.00
4.6	Preliminaries	1	Item	£1,440.00	£1,440.00
					Sub-Total
					£40,029.40
5.0	COMMUNITY AREA AND ANCILLARY WORKS				
5.1	Supply and lay topsoil for grassed areas, mounding and tree pits.				
5.1.1	Grassed areas	60	cub	£30.00	£1,800.00
5.1.2	Tree pits @ 4 cubm per trees	20	cubm	£30.00	£600.00
5.2	Pathway construction using bricks/pavers reclaimed from on site work and re-laid.	350	Sqm	£27.00	£9,450.00
5.5	Excavate for supply and install concrete sleeper with historical references and dates.	27	No	£366.40	£9,892.80
5.6	Allow for excavation of existing surface to reduce level and remove hump in track to allow for new finished surface. Excavate to reduce levels not exceeding 1000mm.	104	Sqm	£7.10	£738.40
5.7	Level off excavation base an compacting	104	Sqm	£0.72	£74.88
5.8	Supply and lay pedestrian depth tarmacadam base course 60mm compacted depth 20mm nominal size dense graded macadam	104			
a	park area 318 sqm - 35mm	104	Sqm	£18.86	£1,961.44
b	Extra Over for each additional 5mm (x5)	104	Sqm	£6.40	£665.60
5.9	Supply and lay pedestrian depth tarmacadam wearing course 40mm compacted depth 10mm nominal size open graded bitumen macadam				
a	park - 300Sqm - 35mm depth	104	sqm	£19.31	£2,008.24
b	Extra Over for each additional 5mm (x1)	104	Sqm	£1.28	£133.12
c	Extra Over for mastic asphalt.	104	Sqm	£9.00	£936.00
					Sub-Total
					£28,260.48
6.0	FENCES, GATES AND BARRIERS				
6.1	Supply and install solid bollards (Steel or duracast) colour black and gold to match fencing	9	No	£400.00	£3,600.00
6.2	Excavate for supply and install 2m high steel vertical bar fencing to boundary of the site. Colour Black	33.6	Linm	£100.00	£3,360.00
6.3	Excavate for supply and install new 1.2m high bow top fencing to play area. Colour black.	127.5	Linm	£90.00	£11,475.00
6.3a	Allow for yellow pedestrian access gate supplied by easygate. Or similar	1	Item	£1,000.00	£1,000.00
6.3b	Allow for yellow vehicular maintenance access gate supplied by easygate. Or similar	1	Item	£1,500.00	£1,500.00
					Sub-Total
					£20,935.00

APPENDIX 2 - UNION STREET PLAY AREA - REFURBISHMENT

26 November 2025

Schedule of Quantities - Refer to drawing ST/9/US/4/R25-002a

Schedule of Quantities - Budget Cost Estimates

Bill Ref No	Description	Quantity	Unit	Rate	Amount
	BALANCE BROUGHT FORWARD				
7.0	CAR PARK WORK				
7.1	Allow for excavation of existing surface to reduce level and remove hump in track to allow for new finished surface. Excavate to reduce levels not exceeding 1000mm.	318	Sqm	£7.10	£2,257.80
7.2	Level off excavation base and compacting	318	Sqm	£0.72	£228.96
7.3	Supply and lay Terram 2000 geotextile membrane to top	318	Sqm	£4.87	£1,548.66
7.4	Depositing excavated material on site 25m	318	Sqm	£8.46	£2,690.28
7.5	for each additional 50m.	318	Sqm	£0.68	£216.24
7.6	Excavate for supply and lay 150mm depth MOT Type 1 sub base as per spec and details. To create car park area. compaction with 3.5 tonne roller.	318	Sqm	£18.87	£6,000.66
7.7	Surface of hardcore filling, levelling and compacting	318	Sqm	£0.78	£248.04
7.8	Supply and lay pedestrian depth tarmacadam base course 60mm compacted depth 20mm nominal size dense graded macadam				
a	Car park area 318 sqm - 35mm	318	Sqm	£18.86	£5,997.48
b	Extra Over for each additional 5mm (x5)	318	Sqm	£6.40	£2,035.20
7.9	Supply and lay pedestrian depth tarmacadam wearing course 40mm compacted depth 10mm nominal size open graded bitumen macadam				
a	Car park - 300Sqm - 35mm depth	318	sqm	£19.31	£6,140.58
b	Extra Over for each additional 5mm (x1)	318	Sqm	£1.28	£407.04
c	Extra Over for mastic asphalt.	318	Sqm	£9.00	£2,862.00
7.10	Allow for thermoplastic linemarks to cap parking bays @ 90 deg to entrance. Max 12 bays @ 5m length - Minimum day rate £390.00	1	Day	£390.00	£390.00
					Sub-Total
					£31,022.94
8.0	PLANTING - LANDSCAPING				
8.1	Allow for preparation, cultivation, seeding and watering of new created grassed areas within site.	300	Sqm	£5.00	£1,500.00
8.2	Allow for planting of specimen trees to include all stakes, ties and guys	5	No	£300.00	£1,500.00
					Sub-Total
					£3,000.00
9.0	STREET FURNITURE				
9.1	Allow for the supply and installation of new steel and recycled plastic benches.	6	No	£800.00	£4,800.00
9.2	Allow for the supply and installation of new black and gold street litter bins. Include for all fixings footings and foundations	2	No	£600.00	£1,200.00
9.3	Allow for the supply and installation of a new park notice boards to include for all fixings footings and foundations	2	No	£1,500.00	£3,000.00
					Sub-Total
					£9,000.00

APPENDIX 2 - UNION STREET PLAY AREA - REFURBISHMENT

26 November 2025

Schedule of Quantities - Refer to drawing ST/9/US/4/R25-002a

Schedule of Quantities - Budget Cost Estimates

Bill Ref No	Description	Quantity	Unit	Rate	Amount
SUMMARY SHEET					
1.1	PRELIMINARIES	1	Item	£500.00	£500.00
1.2	SITE SECURITY AND ACCESS	1	Item	£2,054.00	£2,054.00
2.0	SITE PREPERATION	1	Item	£13,630.81	£13,630.81
3.0	PLAY AREA REMOVAL	1	Item	£9,186.00	£9,186.00
4.0	PLAY AREA INSTALLATION	1	Item	£40,029.40	£40,029.40
5.0	COMMUNITY AREA AND ANCILLARY	1	Item	£28,260.48	£28,260.48
6.0	FANCES, GATES AND BARRIERS	1	Item	£20,935.00	£20,935.00
7.0	CAR PARK WORKS	1	Item	£31,022.94	£31,022.94
8.0	PLANTING AND LANDSCAPING	1	Item	£3,000.00	£3,000.00
9.0	STREET FURNITURE	1	Item	£9,000.00	£9,000.00
SUB TOTAL					£157,618.63
7.0	10% Contingency figure	1	Item	£15,761.86	£15,761.86
8.0	Framework Discount @ 20%	1	Item	-£18,833.03	-£18,833.03
9.0	Ancillary cost	1	Item	£6,818.00	£6,818.00
TOTAL					£161,365.46

Consultation on the Local Design Guide Supplementary Planning Document to support the Cannock Chase Local Plan 2018 – 2040

Committee:	Cabinet
Date of Meeting:	16 April 2026
Report of:	Head of Economic Development and Planning
Portfolio:	Regeneration and High Streets

1. Purpose of Report

- 1.1. To inform members of the content of the Local Design Guide Supplementary Planning Document (SPD) and to seek approval to take the SPD to consultation.

2. Recommendations

- 2.1. That Cabinet approve the Draft Local Design Guide Supplementary Planning Document (Appendix 1) for public consultation.
- 2.2. That Cabinet agree to the undertaking of a four-week consultation on the Local Design Guide SPD.
- 2.3. That Cabinet agrees to delegate finalisation of the dates for a four-week consultation period to the Head of Economic Development in consultation with the Portfolio Leader.
- 2.4. That Cabinet agrees to provide delegated authority for any non-substantive amendments including images and diagrams within the SPD to the Head of Economic Development and Planning in consultation with the Portfolio Leader.

Reasons for Recommendations

- 2.5. The National Planning Policy Framework (2024) places a strong emphasis on the creation of high quality, beautiful and sustainable buildings, and places. The NPPF states that Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applications have as much certainty as possible about what is likely to be acceptable and that to provide maximum clarity about design expectations at an early stage. all local planning authorities should prepare design guides or codes consistent with the principles set out in the National Design Guide and National Model Design Code, and which reflect local character and design preferences.
- 2.6. The Cannock Chase Local Plan 2018 – 2040 which includes Policy SO1.2: Enhancing the Quality of the Built Environment indicates the requirement for development proposals to demonstrate conformity to Local Plan Policies and the relevant Local Design Guide, there are additional policies that also make reference to the requirement to consider the Local Design Guide. The current Design Guide SPD was adopted in 2016, and the Parking Standards, Travel Plans and Developer Contributions for Sustainable Transport SPD was adopted in 2005. The proposed Local Design Guide SPD to support the Cannock Chase Local Plan

2018 – 2040 will supersede both of these documents whilst retaining the Character Area Descriptions adopted through the 2016 Design SPD.

- 2.7 Plan-Making Reforms introduced through the Levelling Up and Regeneration Act 2023, and the Planning Infrastructure Act transitional arrangements for SPDs states that they will remain in force until planning authorities adopt a new style local plan or minerals and waste plan. It also identifies that the final adoption date for new SPDs will be 30 June 2026, to ensure any advanced emerging SPD can be adopted. The adoption of the Local Design Guide SPD incorporating the Parking Standards is required to support the application of Policies within the Local Plan 2018 – 2040 and guide design within the District. In addition, the format of the document has been updated to improve ease of use and new and additional illustrations have been added.

3 Key Issues

- 3.1 The options available to the Council are to consult on the SPD or to retain the existing SPDs. There is no option to not have a Design Guide and Parking Standards SPD as this would undermine the requirements set out in the Local Plan 2018 – 2040 Policies. Without an updated Design SPD, the Council will be relying on the existing 2016 and 2005 documents neither of which reflect changes to local and national policy context.
- 3.2 The Government are in the process of reforming the plan making system. The SPD will be required to be adopted by 30 June 2026 under the transitional arrangements the SPD will then remain in force until the Council adopt a new style local plan. As such the four-week consultation is required to be undertaken to ensure that the SPD can be adopted prior to the Government deadline.
- 3.3 National Policy requires consideration to be given to the National Design Guide and National Model Design Guide, furthermore proposed reforms to the planning system and the current consultation on the NPPF identifies the incorporation of decision-taking policies within the next publication of national policy. The update of the Design SPD will enable local consideration to the approach to design to be taken into consideration alongside the Local Plan where applicable and ensure that new development and extensions are appropriate for their locale and minimise harm to the amenity of others.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- **Priority 1 - Economic Prosperity** - attract investment to develop the District's economy, rejuvenate our town centres
 - **Priority 2 - Health and Wellbeing** - provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
 - **Priority 3 - The Community** - ensure our communities are well designed, accessible, and inclusive environments.

5 Report Detail

- 5.1 All local planning authorities should prepare design guides or codes consistent with the principles set out in the National Design Guide and National Model Design Code, and which reflect local character and design preferences.
- 5.2 The Local Design Guide SPD provides a consistent basis for planning decision-taking. It assists management of change and provision of long-term, high quality design solutions which seek to address past and present development issues and help new development to fit well into its surroundings, avoid overdevelopment, acknowledge the contributions made by nature and meet sustainability requirements whilst strengthening local character. The Design SPD expands and details elements set out in Local Plan policies and sets out good practice considerations, aligning as appropriate with the National Design Guide, to assist developers, architects, and householders in producing a variety of development types in different contexts to a high standard. It is hoped that reference to this document will significantly help enhance the special local distinctiveness of the District in all its diversity into the future.
- 5.3 The SPD explains its purpose, planning context and the National Design Guide, before setting out the design principles aligning with the characteristics of well-designed places as set out in the National Design Guide.
- 5.4 The content of the SPD focuses on topic-based guidance relating to specific development areas and sets these out in principles under the relevant sections, with images/diagrams accompanying where appropriate – further diagrams and image will be added as the document is finalised for consultation.
- 5.5 These topics include considering the context and identity of the site and its surrounding area and provides a site appraisal tool to help individuals to assess their site and establish the context and identity, density and heights of new buildings, and the design and materials used. The SPD also considers the movement of pedestrians and cyclists, the use of Public Space and the provision of new homes and buildings including separation distances and garden spaces. Appendices to the document provides Parking Standards, sources of national and local guidance for the Nature topic and the Character Area Descriptions contained in the extant 2016 SPD.
- 5.6 These area descriptions relate to parts of the District which emerged from the Characterisation Study as having particular need of advice to reinforce character and appearance as a result of various other pressures threatening deterioration. It is considered important to maintain this element of the existing SPD as they include key development guidelines for each area.
- 5.7 In line with the Statement of Community Involvement (2022) regarding the consultation a statement will be published summarising who has been invited to respond to the consultation and the methods of responding to the consultation; this will include notifying all those who have requested to be informed of Local Plan and other planning policy document consultations, social media publication of the consultation, and an area containing all the relevant documents on the Council's Planning Policy News page.

Next steps

- 5.8 Should Cabinet resolve to consult on the Local Design Guide SPD, a consultation will be undertaken for a period of four weeks. A summary of the representations will be collated and where required any non-substantive and/or substantive amendments will be made prior to presenting the amendments and the final SPD to Cabinet for adoption.

6 Implications

6.1 Financial

Any costs associated with the consultation and adoption of an updated Design Guide SPD will need to be contained within the Local Plan Approved Budget of £107,000 for 2026/27.

There are no further direct Financial Implications as a result of this Report.

6.2 Legal

The SPD needs to be adopted having carried out the statutory consultation in accordance with Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012, an SPD cannot be lawfully adopted unless the Council consults for a minimum of four weeks and prepares a Consultation Statement setting out: who was consulted, issues raised, and how they were addressed.

If consultation not undertaken, it means the Council would be in breach of Regulation 12, making any subsequent attempt to adopt the SPD unlawful, and exposing the Council to a risk of judicial review if it attempted adoption without proper consultation.

Case law confirms the courts will quash SPDs where the process is flawed or where content is not lawfully prepared.

Once adopted the SPD can be challenged by way of a JR in the High Court by any interested party within 3 months of date of adoption. However, provided the SPD does not introduce new policy the risk of a successful JR after adoption is low.

6.3 Human Resources

None.

6.4 Risk Management

The risks associated with consulting on the Design Guide SPD are considered minimal. The consultation will offer parties the opportunity to comment on the Council's proposed design guidance, and the Council will review comments and make any necessary amendments to the SPD prior to its adoption.

The risk of the Council not consulting on and updating the Design Guide will potentially impact on the effectiveness of the new Local Plan 2018-2040 which requires an updated Local Design SPD to illustrate design policies. The design aspirations of the Local Plan are more likely to be achieved with an updated SPD in place.

6.5 Equalities and Health

The Design Guide SPD supports the provision of housing for all, access to public spaces and active travel and safeguarding community health and wellbeing drawing on the policies contained within the Local Plan.

The Local Plan was supported by an Equality Impact Assessment and Health Impact Assessment as part of a wider Integrated Impacted Assessment produced by consultants LUC and the design policies within the Local Plan were assessed as part of this.

6.6 Climate Change

Climate change is a cross-cutting theme of the Local Plan, with some policies specifically aiming to mitigate the impact of climate change through new development. The Design Guide SPD incorporates elements of sustainable design and biodiversity enhancements to support this theme within the Local Plan and provide guidance on how architects, developers and householders could support these through their proposals.

7 Appendices

Appendix 1: Cannock Chase District Supplementary Planning Document Local Design Guide 2026, including:

Appendix A - Car Parking Standards

Appendix B – National and Local Guidance (Nature)

Appendix C – Character Area Descriptions

8 Previous Consideration

None.

9 Background Papers

1. [Design Supplementary Planning Document 2016](#)
2. [Parking Standards, Travel Plans & Developer Contributions for Sustainable Travel SPD 2005](#)

Contact Officer: Grace Lockley
Telephone Number: 01543 464 308
Ward Interest: All
Report Track: Cabinet: 16/04/26
Key Decision: Yes

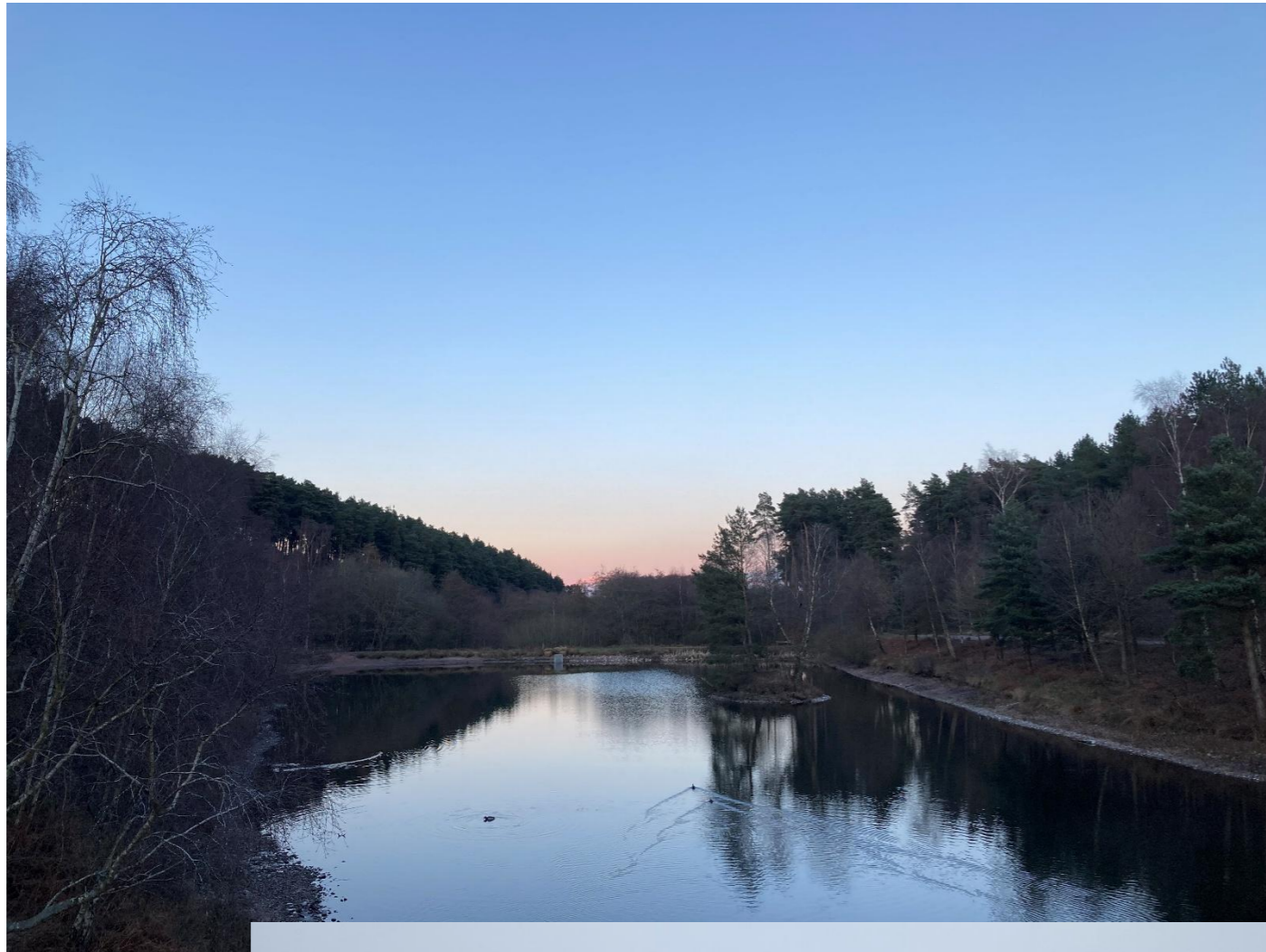
**DRAFT Cannock Chase District
Supplementary Planning Document
Local Design Guide
2026**



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CANNOCK CHASE • LOCAL DESIGN GUIDE



1.0 Introduction

Cannock Chase Design Guide

- 1.1. This Design Guide is a Supplementary Planning Document (SPD) that supports the Cannock Chase Local Plan 2018 - 2040 and is intended to build upon and provide more detailed advice and guidance on the design policies set out in the adopted Plan.
- 1.2. It should be read alongside the National Planning Policy Framework (NPPF), the National Design Guide, the National Model Design Code, any related design policies and guidance contained within Neighbourhood Plans and any approved Design Codes and Masterplans for the Area.
- 1.3. The Council places great emphasis on the need for new development to be of the highest quality, ensuring that the places created retain and enhance the distinct and separate character of the District's settlements.
- 1.4. The Local Plan and the policies within it, set out the criteria for which new development is tested against. It identifies Cannock Chase as a diverse area characterised by the nationally significant Cannock Chase National Landscape at the heart of the District, important heritage and wildlife assets, and a variety of settlements with their own distinctive characters. It therefore encourages new developments to be designed to respect this diversity and enhance the unique characteristics of the area. It seeks good design that creates, distinctive, functional and sustainable places for residents to live, work and enjoy.

Planning Context

- 1.5. The National Planning Policy Framework (NPPF) (MHCLG, 2024) recognises the importance of high-quality, beautiful and sustainable buildings and places and encourages local authorities to adopt policies which create better places in which to live and work and helps make development acceptable to communities.
- 1.6. Paragraph 133 of the NPPF identifies that all local planning authorities should prepare design guides or codes consistent with the principles set out in the National Design Guide and National Model Design Code. Design guides should provide a local framework for creating beautiful and distinctive places with a consistent and high quality standard of design.

The National Design Guide

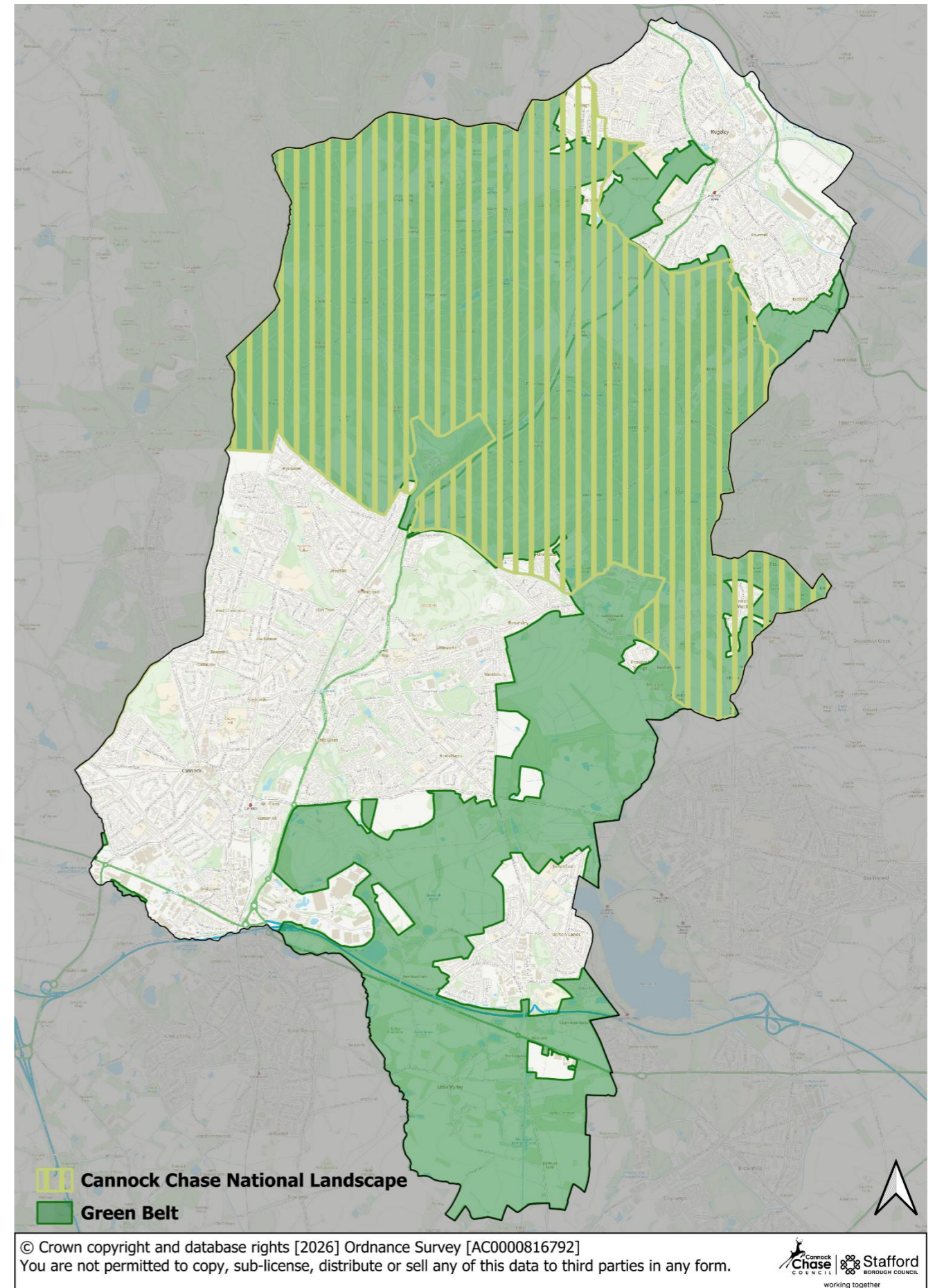
- 1.7. Good design in all developments is inclusive and accessible for everyone, has a positive impact on the environment, integrates into its immediate and wider surroundings, provides flexibility for future change, is easily maintained and delivers a return on investments.
- 1.8. The Government has placed a great deal of emphasis on the importance of creating well-designed places. Alongside the policies within the National Planning Policy Framework (NPPF), there is the [National Design Guide](#), the [National Model Design Code](#), and the police preferred minimum security guidance, [Secured by Design](#).
- 1.9. The National Design Guide notes that well-designed places have individual characteristics which work together to create its physical character. These ten characteristics help to nurture and sustain a sense of community. They work positively to address environmental issues affecting climate and contribute towards the cross-cutting themes for good design set out in the NPPF.



Figure 2.1: The ten Characteristics of well-designed places extracted from the National Design Guide

Document Structure

- 1.10. This document has been prepared to ensure the necessary and proportionate design guidance can be easily found and is structured around the 10 themes of the National Design Guide:
- > Context and Identity
 - > Built Form
 - > Movement, Public Spaces and Uses
 - > Homes and Buildings
 - > Nature
- 1.11. The appendices provide supplementary guidance concerning Character Area Assessments and Parking Standards.
- 1.12. It should be noted that, whilst the guidance contained within the document has been separated into a number of different themes to align with the National Design Guide, there are elements of the design guidance that relate to more than one theme. This is particularly relevant to new residential developments where much of the development guidance will also apply. It is therefore important to take account of all of the guidance contained below, where it is relevant to the development under consideration.



2.0 Context and Identity

2.1. Context and Identity are two of the ten characteristics of good design identified in the National Design Guide which calls for a well-designed development to understand and relate well to the site and its wider context and respond to local character and identity. It means they are well grounded in their locality and more likely to be acceptable to existing communities. Creating a positive sense of place helps to foster a sense of belonging and contributes to well-being, inclusion and community cohesion.

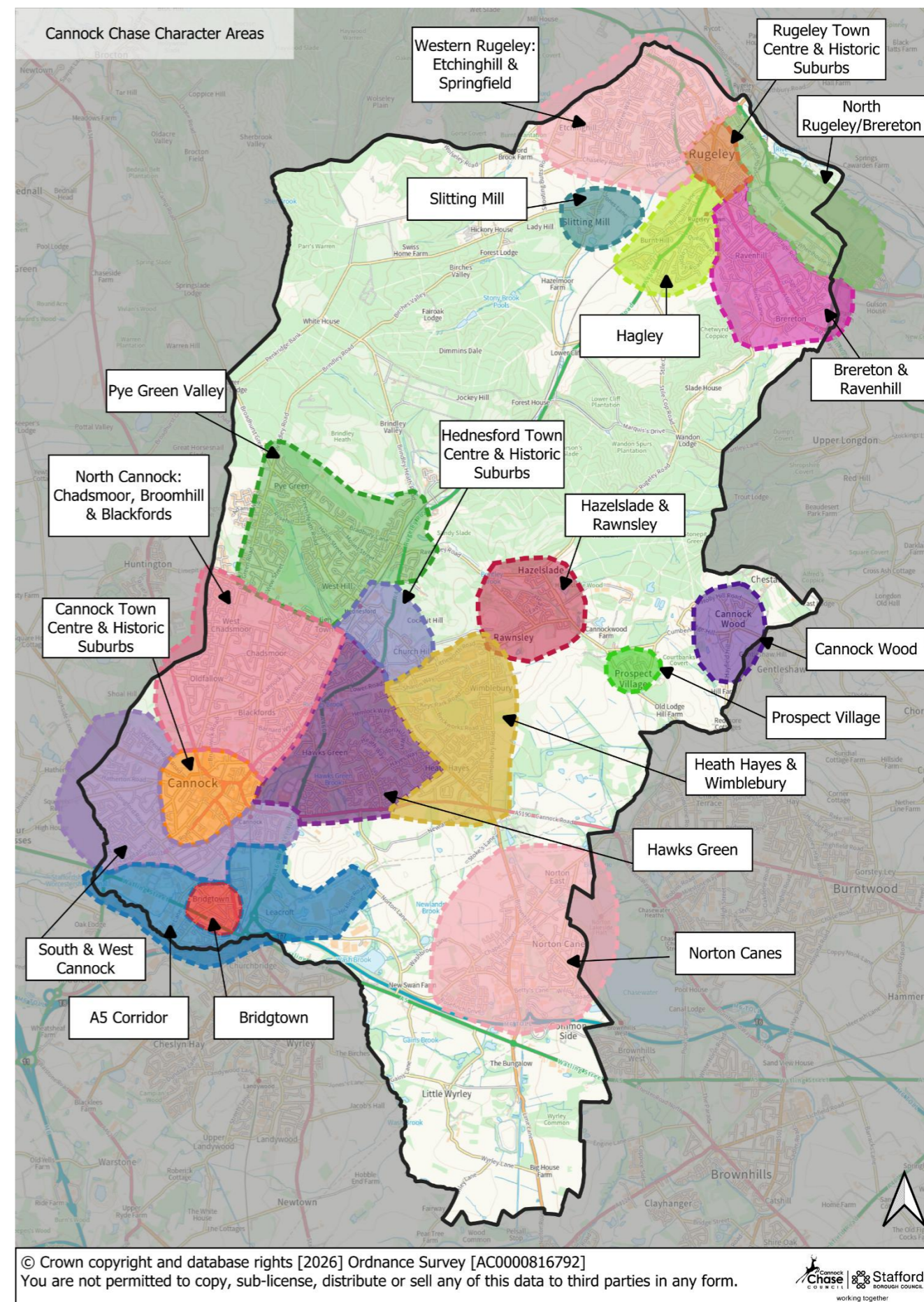
Cannock Chase District

2.2. Cannock Chase District lies within Southern Staffordshire on the northern edge of the Black Country Area. At the heart of the District lies the nationally significant Cannock Chase National Landscape (formerly Area of Outstanding Natural Beauty) and around 60% of the District is designated Green Belt.

2.3. The area is characterised by important heritage and wildlife assets, and a variety of towns, villages and rural settlements with their own individual characters. It is important that all new developments are designed to respect this diversity and respond to the historical, cultural and landscape context of the area.

Character Areas

2.4. Cannock Chase contains 19 Character Areas as identified in the adjacent map. This chapter should be read in conjunction with the Character Area Descriptions (Appendix C) which identifies the key features and key local design principles for the individual character areas taking into consideration the historic context of the area.



Response to Context

- 2.5. Well-designed new development responds positively to the features of the site itself and the surrounding context beyond the site boundary. It enhances positive qualities and improves surrounding context beyond the site boundary. It enhances positive qualities and improves negative ones. Some features are physical including:
- > The existing built development, including layout, form, scale, appearance, details and materials;
 - > Local heritage and local character;
 - > Landform, topography, geography and ground conditions;
 - > Landscape character, waterways, drainage and flood risk, biodiversity and ecology;
 - > Access, movement accessibility;
 - > Environment, including landscape and visual impact, orientation, noise, air and water quality;
 - > Views inwards and outwards; and
 - > The pattern of uses and activities, including community facilities and local services.
- 2.6. New developments should be integrated into its wider surroundings physically, socially and visually. It should be carefully sites and designed and is demonstrably based on an understanding of the existing situation.
- 2.7. Identification of the existing features of the site and the wider area highlights opportunities for the design of new developments to link well into their context and enhance these features for the benefit of new and existing residents.

Principle CI1: Site Context

- a. Development proposals should produce well-designed and managed spaces, which provide a visually attractive environment and ensure that a place is easily accessed, is safe and secure, and is inclusive for all members of the community.
- b. Development proposals should have regard to a site's Local Plan designations, which are shown on the Local Plan Policies Map. Applicants should also carry out their own desktop analysis to identify any further site constraints.
- c. Development proposals should ensure that heritage assets and their settings are conserved, enhanced and integrated into the design of new development. This includes buildings of local historic importance identified through neighbourhood plans. Consideration should also be given to the relevant Conservation Area Management Plans.
- d. Development proposals should have regard to climate change at all stages of the development process.

Creating Character and Identity

- 2.8. The identity or character of a place comes from the way that buildings, streets and spaces, landscape and infrastructure combine together and how people experience them.
- 2.9. It is not just about the buildings or how a place looks, but how it engages with all of the senses. Local character makes places distinctive. Well-designed, sustainable places with a strong identity give their users, occupiers and owners a sense of pride, helping to create and sustain communities and neighbourhoods.
- 2.10. Each locality has particular characteristics which can be reinforced or lost as a result of development. These are highlighted in the District Character Area Descriptions (Appendix C). Good design will give careful thought to how development requirements can be accommodated whilst maximising the opportunities offered by a particular site. Adapting to local circumstances helps new development have some individual character and contribute to sense of place.

Principle CI2: Character and Identity

- a. Development proposals should produce places that are visually attractive and aim to bring pleasure to users and passers-by. They should cater for all users and be well-designed.
- b. Development proposals should consider design in its context, complementing and enhancing the character and appearance of the local area and reinforcing local distinctiveness taking into consideration the Character Area Descriptions (Appendix C).
- c. Well-designed places should appeal to all of the senses; its enduring distinctiveness, attractiveness and beauty are all affected by its looks, feels, sounds and even smells.
- d. Development proposals comprising of large-scale residential developments should adopt a flexible approach and even standard house types should allow creation of a diverse and interesting environment with a sense of place.
 - i. Development should be adapted to topography and significant landscape features should form focal points. Particular care will be needed on the edges of open countryside to avoid an abrupt transition.
 - ii. Edge of settlement development should appear as part of its organic growth, and the impact on distant views should be treated with particular sensitivity.
- e. Buildings should:
 - i. Consider the typical building forms of the locality in which they are situated
 - ii. Draw upon the architectural precedents that are prevalent in the local area
 - iii. Use local building, landscape and topographical features, materials and plant types
 - iv. Introduce built form and appearance that adds new character and differences to places

CANNOCK CHASE • LOCAL DESIGN GUIDE

Appraising a Site and its Setting - Key Questions for establishing Context and Identity

2.11. All new developments should be designed to respect and respond to the historical, cultural and landscape context of Cannock Chase. The following tables provide a useful appraisal tool for ensuring context and identity is fully considered at the outset stage of the design process:

Natural Environment

Topography	Which way does the site slope?
Drainage	Is the site liable to flooding? Does it need a Flood Risk Assessment? Have sustainable drainage opportunities been considered?
Tress/Hedges	What trees and hedgerows are to be found on the site? Are there any subject to a Tree Preservation Order/Ancient Hedgerow?
Biodiversity	Are there any wildlife habitats within the site? What are the ecological corridors they use through the site? Are these green corridors that need to be retained? What species can be found on site?
Watercourses	Are there any watercourses crossing the site? Are they to be retained and incorporated? How will the form, function, aesthetic and biodiversity value of any watercourse be enhanced through development, including its wider setting?
Landscape Character	What is the character of the landscape?

Table 2.1: Natural Environment Appraisal

Built Environment

Easements	Are there any easements for services that cannot be built on?
Buildings	Are there any buildings/structures within the site? Should they be retained?
Listed Buildings	Are there any Listed Buildings within or in close proximity to the site?
Contamination	Is the site contaminated?
Archaeology	Does the site have any archaeological interest?
Adjoining Buildings	Are there any buildings adjoining the site? What is the form, scale and layout of these?
Conservation Areas	Does the site lie within or adjoin a Conservation Area?
Scheduled Monument	Does the site include a Scheduled Monument, or lie within its setting?

Table 2.2: Built Environment Appraisal

Legibility

Views	Are there any important views? From the site or of the site from off-site?
Landmarks	Are there any important landmark on or off site?
Neighbouring Properties	What is the relationship of neighbouring buildings to the site? Do neighbouring properties overlook the site?
Adjoining Uses	Will there be any impacts such as noise from neighbouring use?

Table 2.3: Legibility Appraisal

Land Use

Local Facilities	What local facilities are there within walking distance of the site? Are there any opportunities to improve links to adjoining/surrounding public rights of way? What condition are the public rights of way - do they need improvement?
Surrounding Land Use	What is the use of land adjoining the site, either existing or proposed?
Existing Land Use	What is the existing land use of the site?

Table 2.4: Land Use Appraisal

Movement

Rights of Way	Are there any existing rights of way across the site?
Movement Networks	How does the site relate to the existing movement network?
Public Transport	Where are the nearest bus routes and bus stops?
Access	What are the access points to the site?
Desire Lines	What are the desire lines to local facilities?
Walking and Cycling	What is the local walking and cycling network and how will the proposed development connect to it?

Table 2.5: Movement Appraisal

Building Form

Roof Form	What is the roof type - flat, ridge, hipped etc.? What is the degree of slope? Are there dormer windows? Will this impede solar photovoltaic or solar thermal arrays? Does this element make a positive contribution to the character of the areas?
Materials	What materials are used - brick, stone, tile, slate etc.? What is the typical colour? Does this element make a positive contribution to the character of the area?
Windows	What type are they - sash, bays etc.? How many are there and what are their size and shape? What proportion of the façade do they take up? - solid to void ratio What colour is the frame of the window? Does this element make a positive contribution to the character of the area?

Table 2.6: Building Form Appraisal

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Open Space/Landscape

Public Space	Is the street layout characterised by areas of public space - e.g. village greens, open/green spaces, public squares, Sustainable Drainage Basins, rain gardens and swales? Do these elements make a positive contribution to the character of the area?
Garden Sizes	What size and shape are the gardens? Does this element make a positive contribution to the character of the area?
Street trees/hedges	Are the streets characterised by tree planting and/or existing hedges? Does this element make a positive contribution to the character of the area? Will this support natural cooling?

Table 2.7: Open Space/Landscape Appraisal

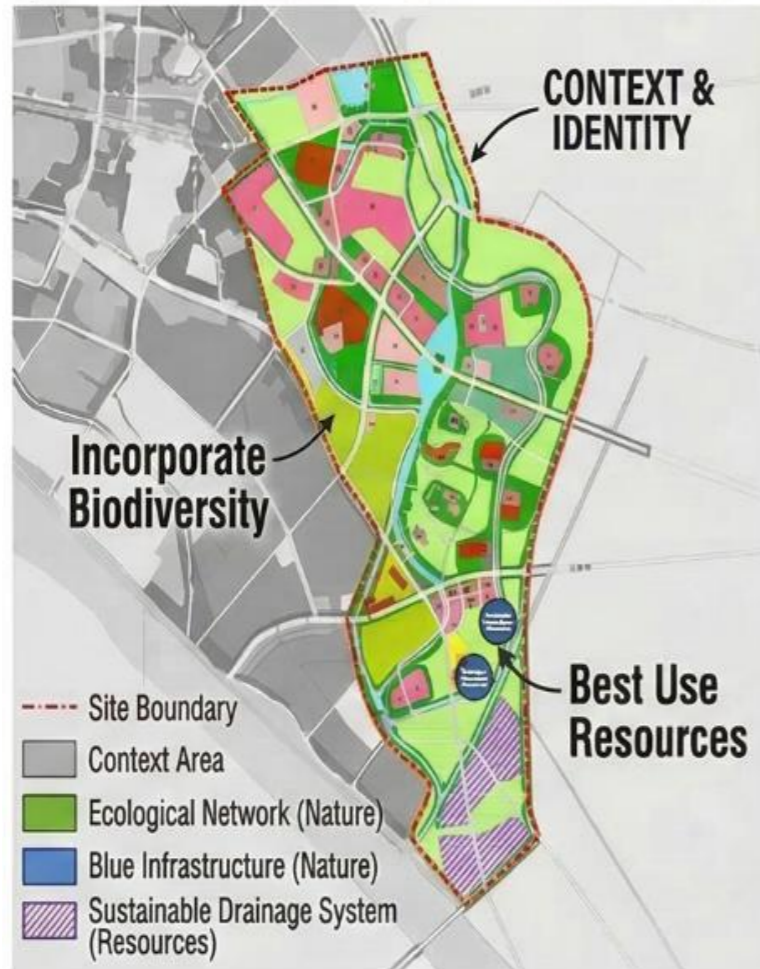
Character of the Surrounding Area

Layout - Block Structure/Size	What size and shape are the development blocks? Are the blocks rectilinear or irregular in shape? Does this make a positive contribution to the character of the area?
Street Types	Is there a recognisable street hierarchy - e.g. mews, residential streets, park edges etc.? Does this element make a positive contribution to the character of the area?
Orientation	Does building orientations provide the best opportunities for solar gain?
Street Layout	Is there a connected street network? Are street layouts straight or irregular? Does this element make a positive contribution to the character of the area?
Plot Sizes	What size and shape are the residential plots? Does this element make a positive contribution to the character of the area?
Relationship of building to street	Do buildings front the street? Are the buildings gable end on to the street? Does this element make a positive contribution to the character of the area?
Continuity of frontage	Do the streets have a continuous frontage or are there gaps in the built frontage? Does this element make a positive contribution to the character of the area?
Setbacks/building line	How far are the buildings set back from the highway? Does this element make a positive contribution to the character of the area?
Car Parking	Where is parking being provided? Does this element make a positive contribution to the character of the area?
Front Boundaries	What form of front boundary treatment is there - hedges, walls, soft landscaping etc.? Does this element make a positive contribution to the character of the area?

Table 2.8: Character Appraisal

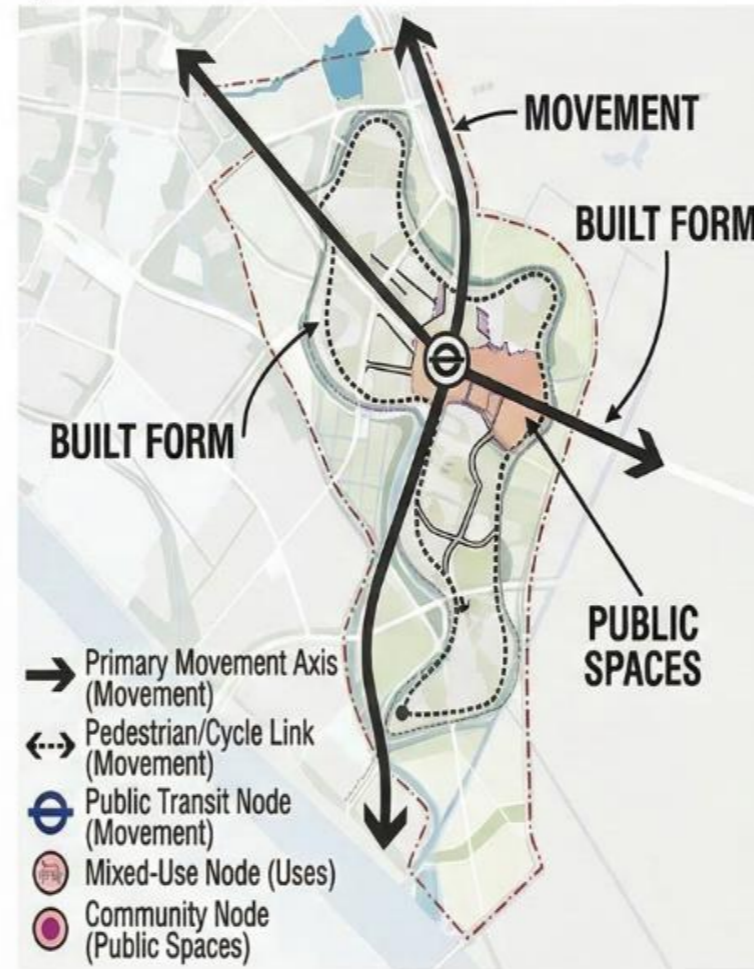
The **National Design Guide** (2021) outlines UK priorities for well-designed, functional, and beautiful places. It serves as a material planning consideration to help local authorities, applicants, and communities create successful developments. It is structured around **ten interconnected characteristics**.

a) SITE BASELINE & ENVIRONMENTAL APPRAISAL



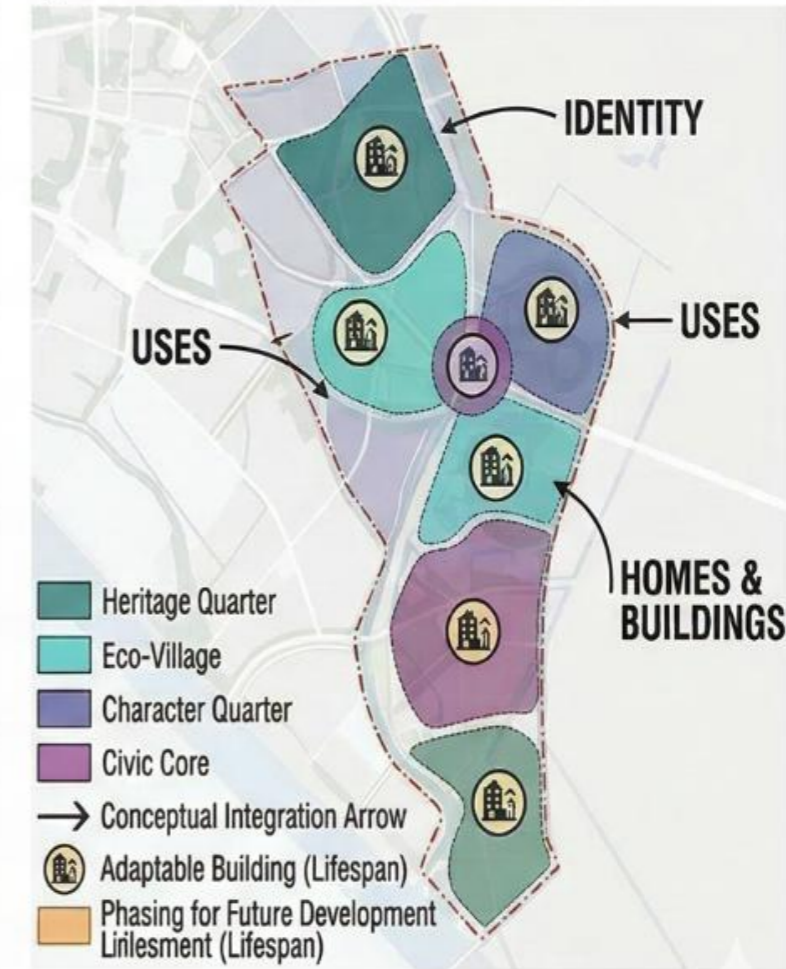
(a)

b) SPATIAL STRUCTURE & CONNECTIVITY



(b)

c) CHARACTER AREAS & ADAPTABILITY



(c)

Figure 1: High Level Site Appraisal Methodology Incorporating National Design Guide Characteristics

3.0 Built Form

- 3.1. Built Form relates to the pattern of development and the arrangement of development blocks, streets, open spaces, and individual buildings. The interrelationship between all these elements has the potential to create an attractive place to live, work and visit.
- 3.2. Buildings and spaces can take many forms, depending upon their size, shape, height, bulk, massing, building lines and relationship to a plot boundary, for example. Together they create a sense of place and contribute to its character. Sustainability and climate change should be considered as part of the initial design process to ensure this can be incorporated into the built form of the development.

Densities

- 3.3. The density of development is an important consideration in placemaking. Policy SO3.1 of the Local Plan requires development to achieve an average site density of 50dph in Cannock, Rugeley and Hednesford town centres and 35dph in the suburban areas. The Character Area descriptions (Appendix B) set out the individual density characterisation of these areas and should be taken into consideration to ensure that developments make the most efficient use of land available whilst reflecting the existing character of the area.
- 3.4. It is important to note that density is only one determinant of character along with a number of other factors such as building materials and form, building arrangement and hard and soft landscape treatments.
- 3.5. Density should be determined by the context within which development is to be built and should be sympathetic in terms of the surrounding context. Development should consider the built density of the settlement as a whole, as well as the immediate local context to determine what may be appropriate.
- 3.6. Higher densities are appropriate in town centres and accessible locations close to public transport routes, shops and facilities. This helps to make shops and community facilities more viable and helps to create walkable environments that are not only more sustainable but have a greater degree of vitality and are more likely to encourage community cohesion. Lower densities (15 - 20dph) are more likely to be appropriate in rural locations and small villages.

Principle B1: Densities

- a. **Development proposals should normally respect the established density of the neighbourhood with higher density development close to town centres/public transport interchanges, reducing to lower density at the edges of settlements.**
 - i. **Higher density developments close to inner urban areas will rely on a formal pattern of development where buildings contain and enclose spaces by use of continuous building frontages. There may be a varied building line and a harmonised range of materials and architectural detail.**
 - ii. **Lower density developments are more appropriate on edges of towns or in smaller settlements. This type of suburban environment is a challenge to design for and it will be important to establish a strong design concept to produce an environment of variety, quality and visual interest.**
 - iii. **Infill sites may give scope for individual designs and established landscaping should be carefully safeguarded to help the new development fit into its setting.**
- b. **On large scale developments it may be necessary to create different character zones within the development, e.g. higher density around a community focus - shops, school etc.**

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Building Form

- 3.7. Well-designed developments are informed by an analysis of existing context and character, and new character areas in larger developments should also relate to those found locally. New buildings should therefore be reflective of the existing building forms, scale, rhythm, materials, and patterns of development.
- 3.8. Historically most buildings in Staffordshire had steeply pitched roofs to accommodate clay plain tile, slate or thatch. They presented a small sharply defined roof area to the road. Larger properties had additional rooms beneath parallel roofs or gabled at right angles. Moder broad roof spans, standard house types with regular eaves and ridge heights make a repetitive roovescape, unrelieved by chimneys which help to break up the roof lines. In sensitive areas it is often to revert to more traditional proportions that relate to existing development.
- 3.9. Local warm orange red-brick is a characteristic feature of the older buildings in the District; Staffordshire was well endowed with clay suitable for brick and tile making and local brickyards operated in the 20th Century. Painting of external brickwork not only alters the appearance of areas but increases maintenance responsibilities to.
- 3.10. Staffordshire has its own vocabulary of detail and repertoire of local building materials. The skilful interpretation and use of such details as an integral part of house design will give individuality to new housing (see Character Area Descriptions Appendix C). Traditional detail such as decorative bargeboards and crested ridge tiles have been rediscovered in an effort to lend individuality to standard house designs, however these have also become standardised, being applied regardless of the style of local houses.



Building Design

- 3.11. The detailed design and appearance of the development is important as it can contribute to or undermine the character, identity, or sense of place. In part because the external appearance of a building creates an important and visual backdrop to the public realm.
- 3.12. There is no single design solution appropriate to every situation, nor is there any stated preference regarding architectural style for contemporary or traditional styles of new builds. Consideration should, however, be given to the Character Area Descriptions and the section of Context and Identity.
- 3.13. The following guidance sets out what should be considered throughout the design process and demonstrated clearly within planning application submissions along with taking consideration to the relevant sections of Local and National Planning Policy, the National Design Guide and any subsequent guidance.

EXTENSION GUIDELINES: ENSURING ARCHITECTURAL HARMONY



INTEGRATION STANDARDS: High-quality design results from extensions that respect and align with the prevailing character, materials, and established form of the host building, creating a seamless and positive whole.

Figure 2: Extension Guidelines

Principle B1: Building Design

- a. Development proposals should consider the surrounding context and local identity in determining the architectural style. Consideration should be given to the Character Area Descriptions (Appendix C).
- b. Development proposals should be well related to their surroundings in terms of siting, scale, form and massing, detailing and overall appearance.
- c. Development proposals should result in safe and secure environments through the creation of pleasant, convenient and safe routes through an area, and incorporating natural surveillance, lighting, boundary and landscape treatments and other measures to improve security taking into consideration Policy SO1.3 and Policy SO8.5.
- d. Proposals should minimise the impact of vehicles, parking and servicing areas.
- e. Architectural creativity and innovative design solutions should be explored where opportunities exist to bring modern and contemporary design to developments.
- f. If alternative 'heritage' style is explored, the design should demonstrate a full understanding of the heritage architecture to be adopted - its intentions, its guiding proportions and correct detailing.
 - i. Pastiche design derived from poorly understood principles does not contribute to the creation of sense of place for a development nor the quality of the built environment.

Building Heights

- g. Development proposals should relate to their neighbouring buildings, 'stepping up' or gradually increasing from one height to another and should not inappropriately dominate the street scene
- h. Development proposals should complement the existing buildings and surroundings/street scene in scale and character

Principle B2: Building Design – Housing Mix

- a. Developments should provide an appropriate mix of tenure in accordance with Local Plan Policy SO3.2 when considering the provision of mixed tenure housing within a proposed development:
 - i. proposals should be tenure blind to ensure that affordable housing cannot be differentiated from market housing in terms of design
 - ii. the quality and design of affordable housing should be an equally high standard as market housing, with similar detailing
 - iii. affordable housing should also be dispersed throughout the site to promote community cohesion

Roof Design

- 3.14. Roof design is one of the key characteristics of a well-designed development and the following elements need to be considered:
- > Roof pitch and shape in relation to the depth of building (e.g. gable, hip, flat, mono-pitch etc.)
 - > Whether a living roof is appropriate
 - > The use of flat roofs to accommodate amenity space, green/blue roofs
 - > Dormers and rooflights
 - > Roofing materials
 - > Construction form and detailing
 - > Renewable energy generation
- 3.15. Flat roofs are an opportunity to provide a biodiverse green or blue roof. Green roofs are low maintenance, with thin layers of substrate and a mix of appropriate wildflowers and Sedum. Sedum on its own delivers little biodiversity value and minimal water storage capacity. Blue roofs are designed to increase rainwater attenuation are only suitable where large expanses of roof terrace are required and designed with appropriate loadings. A blue-green roof combines the two technologies of a green and blue roof. The highest quality would be a bio-solar green-blue roof.

Principle B3: Roof Design

- a. A variety of roof styles can be used across a large development. Development proposals should not just include the traditional pitched roof, but should consider incorporating alternative styles such as mono-pitch, flat and curved as they can become a focal point on key frontages or help to create a distinctive character for a development or street.
- b. Development proposals within the existing street scene should respect the existing characteristics of local buildings and the roofscape in the surrounding area. Consideration should be given to the existing local character as set out in the Character Area Descriptions (Appendix C).
- c. Integration of renewable energy as part of roofs in new development will be encouraged. Roofs should be designed and orientated, where possible, to accommodate solar panels.
- d. Loft conversions should use rooflights where possible to maintain the pitch of the roof and avoid overlooking.

Roof Extensions

- e. Carefully placed and sympathetically designed dormer windows are acceptable. They should be subordinate to the existing roof and follow the vertical lines of existing doors and they should be unobtrusive, usually adopt a pitched roof style and must not

overhang the roof, wrap around the existing roof or rise above the existing ridge level. Design materials should follow those of the existing dwelling.

- f. Hipped or gable dormers may be appropriate. Alternatively, recessed dormers or roof lights may be the solution where it is particularly important not to disturb the existing roof form.
- g. Dormers should be designed to ensure they do not restrict the use of solar technologies and should be avoided on roof slopes with a good solar orientation.
- h. Box-like roof extensions to the front are not acceptable as they are inevitably unsympathetic to the design of existing dwellings. If the roof pitch is too shallow to enable a dormer to be kept below ridge height it will not be possible to extend in the roof space.

Living Roofs

- i. The use of living roofs should be considered for all new large commercial buildings.
 - i. The use of living roofs could mitigate the loss of green space from building and hard surfacing, similarly living walls could be considered.
 - ii. The use of living roofs (or living walls) could benefit appearance of commercial buildings when viewed from high ground within the District, as well as adjacent Districts.
 - iii. Such roofs could provide ideal sites for nesting birds if treated appropriately.
- j. Use of living roofs can be expanded into the street scene by utilising street furniture such as bus stops, cycle and bin stores, to expand on the greenery in the area.

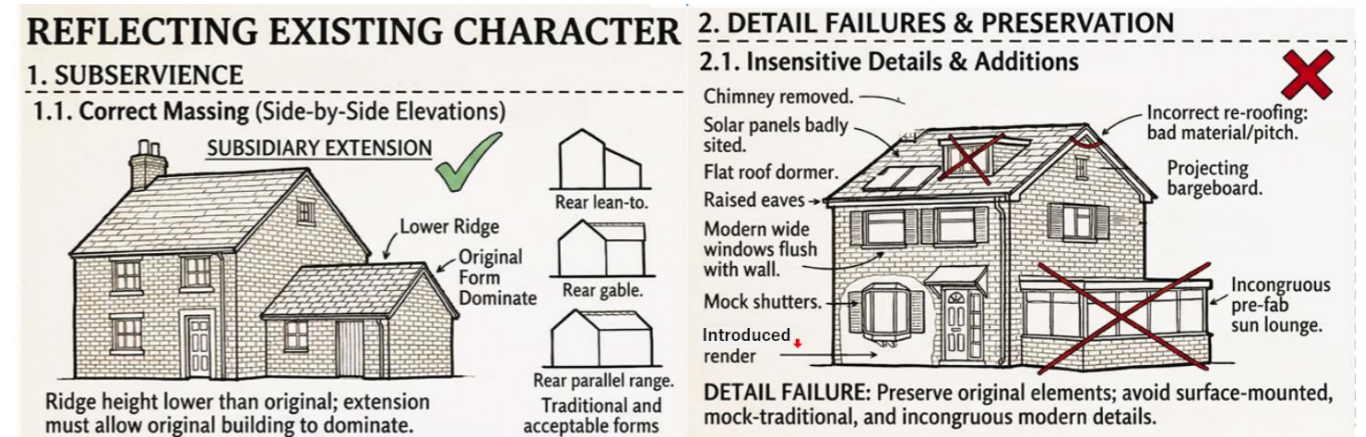


Figure 3: Assuring appropriately detailed buildings that retain positive characteristics is key to good building design

Materials

- 3.16. The choice and distribution of materials can help to add interest to a building façade and influence the character of streets and spaces as well as the overall development.
- 3.17. The following criteria should be considered when selecting materials:
- > Appropriateness to the function of the building
 - > Scale: the unit size of the material related to a person or those in adjacent buildings
 - > Colour and texture: assertive, complementary or recessive
 - > Durability: e.g. design life, robustness, ease of maintenance
 - > Sourcing: sourcing the materials locally/regionally
- 3.18. Cannock Chase Green Belt and National Landscape designations are testament to the openness and quality of the natural landscape within the District and the importance of ensuring the right balance is maintained in conserving and enhancing the area whilst maintaining it as a living, working environment. As such, the materials and design of development proposals should be appropriate and sympathetic to the location and surrounding area.
- 3.19. The historic environment is vulnerable to unsympathetic change from repairs and alterations using modern materials and techniques, and the right expertise and appropriate materials and craftsmanship are needed to ensure investment is worthwhile and the building or area can continue to thrive. Development sympathetic to the historic environment raises the design and environmental quality of the District.
- 3.20. Traditionally constructed buildings do not perform in the same way as modern ones and need to be treated differently. Modern materials and techniques are often incompatible and can lead to long term deterioration. Poor 'period style' features look incongruous and not authentic on a genuinely historic building.

Principle B4: Materials

- a. The choice of materials should normally reflect the character of the setting of the development taking into consideration the Character Area Descriptions, or the role of the building in its setting.
- b. In large schemes the contextual analysis should create a character area strategy which can be used to inform the materials within different parts of the wider scheme.
- c. The choice of materials for a development should relate to its urban, suburban, or rural location, whether it is large or small scale, or whether the building is a 'landmark' (small or large).
- d. Where there is a well-established pattern of local building materials within the setting of a proposed development, this should be recognised and complemented in the choice of proposed materials.
- e. Extensions should use the same materials - brick, render, boarding, tile or slate - as the existing dwelling and those compatible with the wider area. Older houses may require reclaimed materials, also the same detailing of eaves, verge etc.
- f. Where possible, development proposals should consider the use of recycled and locally sourced materials.
- g. Cladding colour and design of large footprint buildings should be chosen to best fit site context; mid-range to darker colours will be less obtrusive, broken up by brickwork detail to help reduce overall impact. In mixed use areas compatibility with setting will be particularly important.
- h. Development proposals within the Green Belt and National Landscape will be given greater consideration and should use external materials that are sympathetic to the local vernacular and aim to enhance the Green Belt and the outstanding natural beauty of the National Landscape.
- i. Leisure and tourism uses in the Green Belt should be designed to be unobtrusive in the landscape through careful use of materials.
- j. Consideration should be given to the Cannock Chase AONB Management Plan 2025 – 2030 (or subsequent versions) for proposals within the National Landscape
- k. Development proposals within Conservation Areas will be given greater consideration and should consider how building materials contribute to character and appearance. Consideration should be given to the Character Area Descriptions (Appendix C) and Conservation Area Management Plans.
- l. Development proposals affecting Listed Buildings should use good quality, appropriate materials and careful craftsmanship in executing work.

Siting

Principle B5: Siting

- a. Buildings should respond positively to the existing frontage of the street.
- b. Siting of buildings needs to respect set-back from roads, with separation distances between buildings typical of the area. Consideration should be given to the Character Area Descriptions (Appendix C).
- c. Buildings should be sited so that a clear distinction can be made between their public fronts and private backs. Consideration should be given to boundary treatments to separate private gardens from the public space where back gardens face out onto the public realm, ensuring this does not create unattractive, narrow alleyways.



Infills and Backland Development

Principle B6: Infills and Backland Development

- a. Infill and Backland Development should demonstrate that it accords with the surrounding character, pattern, and grain of development. Regard should be given to plot size, frontage length and dwelling size. Consideration should be given to the Character Area Descriptions (Appendix C).
- b. Key considerations of proposals limited by space could include access, transport connectivity, ownership, infrastructure, existing structures (above and below ground), services, trees, air, noise and odour pollution, listed structures, conservation areas and possible contamination to be resolved.
- c. Development proposals should not take place at the expense or loss of the positive aspects of the character of the street scene, the area, or the unacceptable loss of amenity of the original house on the plot, or its neighbours.
- d. Careful consideration should also be given to the impact on parking provision in the area.

4.0 Movement, Public Spaces and Uses

Design for Movement

- 4.1. The movement of people and all modes of transport should be considered as part of the design process from the outset, as poor design can have negative consequences and impact on residents, businesses, and the environment. Sustainability should be a key part of all movement considerations. Connections and streets should be designed around a hierarchy which prioritises sustainable modes of travel and incorporates well-designed walking and cycling networks.
- 4.2. Patterns of movement for people are integral to well-designed places. They include walking and cycling, access to facilities, employment and servicing, parking and the convenience of public transport. They contribute to making high quality places for people to enjoy. Their success is measured by how they contribute to the quality and character of the place, not only how well they function.
- 4.3. Successful development depends upon a movement network that makes connections to destinations, places and communities, both within the site and beyond its boundaries.

User Hierarchy

- 4.4. The street hierarchy is a key component in the layout and form of a new development to facilitate movement. The hierarchy of different routes must be considered from the outset of the design process, as it influences the spatial characteristics of the development.
- 4.5. The design of all developments should prioritise sustainable modes of travel and consider movement and connections in this order:
 - > Pedestrians, including people with mobility needs (walking and wheeling)
 - > Cyclists
 - > Equestrians (where appropriate)
 - > Users of public and shared transport services (including bus services, lift share schemes, ride hailing such as taxis, on-demand transport, car clubs and hire of bikes and e-bikes)
 - > Delivery and service vehicles
 - > Other motor traffic

Making Provision for Walking and Cycling

Principle M1: Making Provision for Walking and Cycling

- a. Development proposals should create places which are easy to get to and from, and easy to travel within. Movement on foot or by bicycle should be made as convenient as travelling by car.
- b. Development proposals on the edge of settlements should provide pedestrian and cycle links to connect with existing public rights of way, allowing residents of new development to easily walk and cycle from the development into the countryside for leisure purposes.
- c. Walking routes should be short, overlooked by surrounding buildings, well-lit and not situated between blank frontages.
- d. Where possible, walking routes should not be alongside busy roads, and should be convenient, direct and safe routes through the area.
- e. Where possible, cycling routes should run alongside vehicular roads and be physically segregated cycle routes, rather than marked on the road. They should also connect to the existing cycle network.
- f. New pedestrian and cycle routes should be waymarked and supported by distance markers to encourage leisure use of these routes.
- g. New pedestrian and cycle routes should be supported by seating in an appropriate location to encourage all potential users of the routes to use them.
- h. Routes must provide links through a development to services and facilities, whilst also connecting with wider infrastructure such as canals, public rights of way.

Managing the Highway

The Staffordshire County Council guidance on the size and features of the highway should be considered as part of any development proposal.

GRADIENTS IN ACTIVE TRAVEL ROUTES

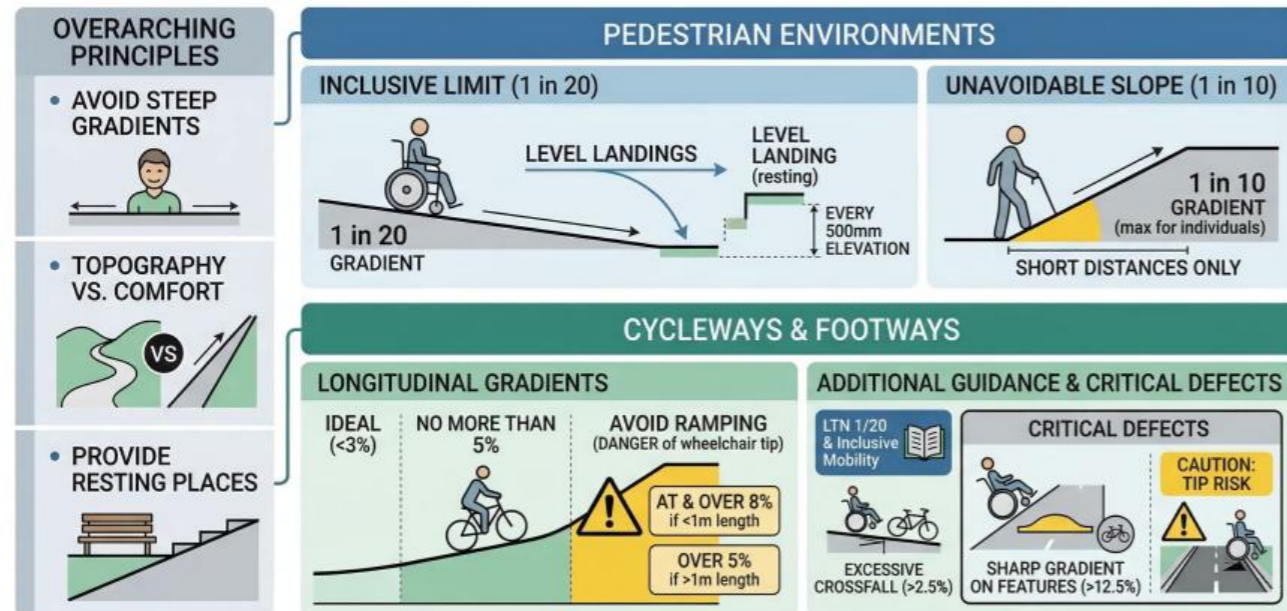


Figure 4: Gradients in Active Travel Routes



Figure 6: Natural Surveillance for Safe Active Travel

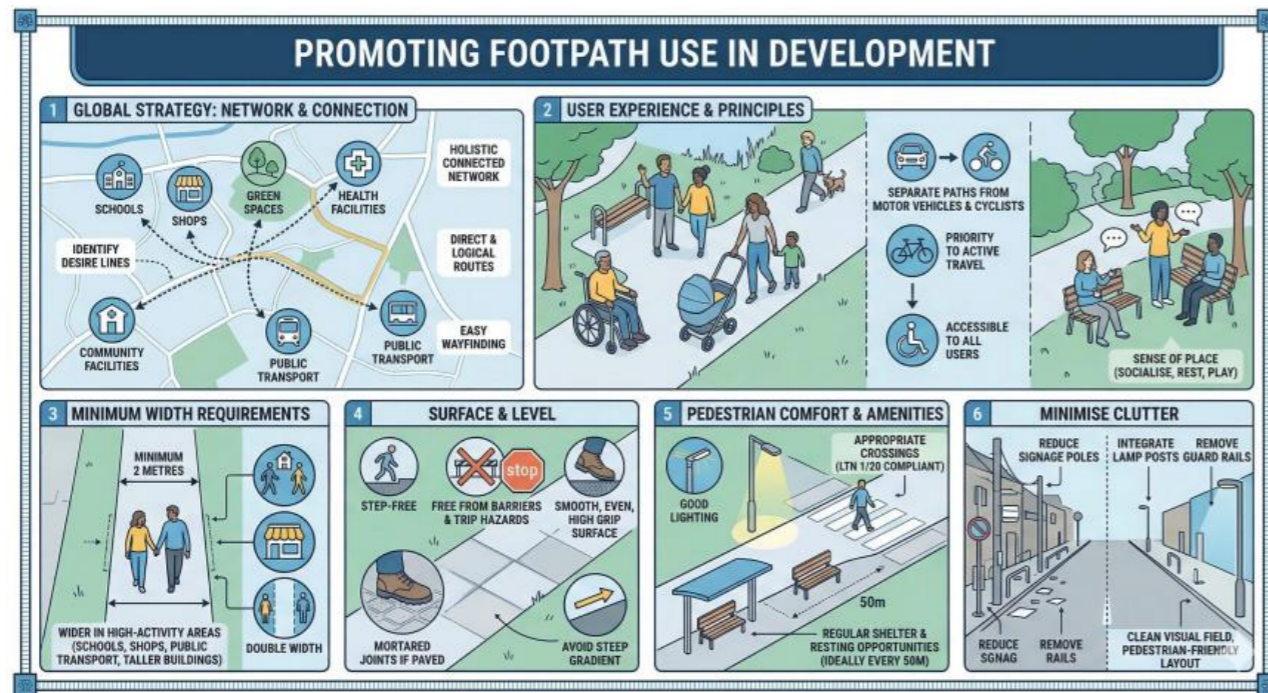


Figure 5: Promoting Footpath Use in Development

Public Spaces

- 4.6. The quality of the spaces between buildings is as important as the buildings themselves. Public spaces are streets, squares, and other spaces that are open to all. They are the setting for most movement. The design of a public space encompasses its siting and integration into the wider network of routes as well as its various elements. These include areas allocated for different users - cars, cyclists and pedestrians - for different purposes such as movement or parking, hard and soft surfaces, street furniture, lighting, signage and public art.
- 4.7. Public spaces can include the following typologies:
- > Streets – the space enclosed by the fronts of buildings comprising highway space, meeting space, commercial space, utility and recycling infrastructure, play space and green routes.
 - > Paths – neither streets nor footways; not often incorporated in new designs but can be vital in linking streets, squares and other places.
 - > Squares – visually static spaces suitable for sitting and socialising accommodating a range of activity and uses including community activity sessions or shared games.
 - > Pocket parks – small spaces within the urban block structure, including parklets.
 - > Recreation Grounds – usually a legacy of earlier open-space planning; provision made for sport.
 - > Open Space – for socialising, informal play, nature, landscaping, informal recreation, water management, cultural activities and entertainment.
 - > Parks – formal landscape but possibly with open spaces and sports facilities. Provision for a variety of functions depending on size.
 - > Waterfront – may host any of the above.
- 4.8. The public space network, and the movement and activities it enables, will connect with the surroundings to become part of a wider urban system. Collectively, this shapes the sustainability of the town and local area.

Attractiveness

Principle P1: Public Spaces - Attractiveness

- a. Development proposals should consider and integrate public spaces from the outset of the design process.
- b. New public spaces should be designed for use during all seasons and by all members of the community and should incorporate public conveniences and accessible seating to encourage visits by all groups within the community and to encourage people to spend time in these spaces.
- c. Where possible, new public spaces should be designed so they are multi-functional and encourage people to visit the spaces for a range of activities.
- d. Development proposals should ensure the long-term viability of street furniture in order to prevent products creating eyesores in the future.
- e. Public spaces should include extensive soft landscaping that is integrated into the external areas of a development site, providing shelter, screening intrusive elements of the public realm, and acting as green corridors.
- f. Landscaping of public spaces should be designed so that it is easy to maintain and manage, wildlife friendly, and tolerant to climate change.



Figure 7: Example street with ample usable public space

Safety

Principle P2: Public Spaces - Safety

- Public spaces should be well-lit in the interests of safety. Light pollution, including glare, skyglow, light trespass and clutter, should be avoided to minimise impacts on the environment.
- Where possible, street lighting should be decorative as well as functional and should enliven the whole of the area in a visually coherent and interesting manner.
- Development proposals should coordinate lighting with adjacent sites in order to prevent excessive clutter.
- Lighting within car parking area should be sufficient for car drivers to see pedestrians and also be appropriate for pedestrians to see and be seen going to and from parked cars.
- Development proposals should maximise the natural surveillance of public spaces
- Buildings should be designed so that windows and doors face out onto public spaces.
- Buildings should be designed so that the most frequently used rooms overlook public spaces.
- Buildings should be designed so that entrances are clearly visible and accessible from both the street and within the buildings. Recessed entrances should be avoided.
- Development proposals should not facilitate public access to private spaces.



Figure 8: Well-designed Play Facilities

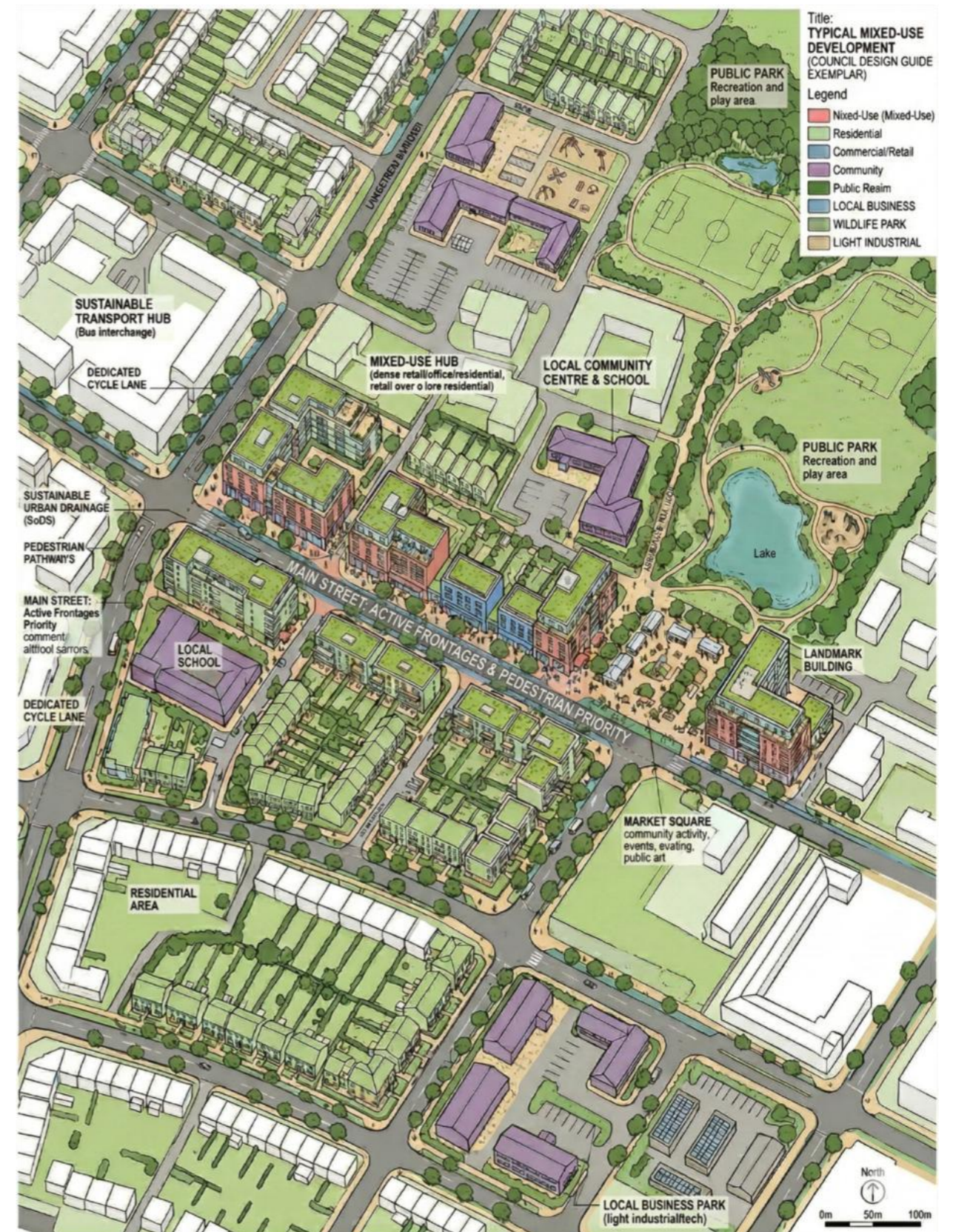
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Uses

- 4.9. Sustainable places include a mix of uses that support everyday activities, including to live, work and play.
- 4.10. Well-designed neighbourhoods need to include an integrated mix of tenures and housing types that reflect local housing need and market demand. They are designed to be inclusive and to meet the changing needs of people of different ages and abilities. New development reinforces existing places by enhancing local transport, facilities and community services, and maximising their potential use.
- 4.11. Where there is rapid social and economic change, such as sustainable growth or diversification in rural communities or town centres, well-designed buildings and places are able to accommodate a variety of uses over time.
- 4.12. Well-designed places have:
- > a mix of uses including local services and facilities to support daily life;
 - > an integrated mix of housing tenures and types to suit people at all stages of life; and
 - > well-integrated housing and other facilities that are designed to be tenure neutral and socially inclusive.

Principle U1: Uses

- a. Community uses should be co-located wherever possible in order to support linked trips by active travel modes.
- b. Where appropriate, uses should be integrated into the same building to encourage their use e.g. combining leisure uses with health services and community facilities.
- c. There is a presumption in favour of developments that contain a mix of uses within buildings and streets where:
 - i. The development is located either close to existing services and facilities; or
 - ii. The development is located on a public transport corridor.
- d. Where large stores are integrated into town centres, care needs to be taken to ensure that they do not offer inactive blank facades onto the key areas of public realm.
- e. Where large stores are proposed as backland development, the store entrance should be located on the main pedestrian route in the most accessible location.



5.0 Homes and Buildings

- 5.1. The design details of homes and buildings are important in supporting the health and wellbeing of occupiers and users. The most successful designs will mean the buildings are adaptable, accessible, prioritise natural daylight, consider practical applications such as storage and have sufficient indoor and outdoor space.
- 5.2. Well-designed homes and buildings also should be efficient and cost effective to run. Considering the form and function of the building from the outset and how best to utilise the plot to benefit from natural daylight, ventilation and energy efficiency are important steps in developing a proposal.
- 5.3. In homes of any type, it's particularly important to consider providing adequate outdoor space, which could take the form of gardens, communal courtyards, balconies and roof gardens.
- 5.4. The conversion of existing buildings into homes can be more challenging than designing purpose built new buildings. This guidance sets minimum standards and design details to assist applicants in creating well designed homes and buildings.

New Dwellings

- 5.5. The following guidance sets out the key design principles for residential sites.

Principle HB1: Design of New Dwellings

- a. All proposals must respond positively to the site in its local context. They should be based on an analysis of the site's existing characteristics such as topography, townscape and built form, views, landscape, use and activity, access and movement and any planning policy designations that apply.
- b. All development should respond positively to the distinctive characteristics of Cannock Districts Character Areas to maintain and enhance its character and beauty. Proposals should respond positively and sensitively to areas of historic interest and important views.
- c. The Council has set out expectations for achieving low carbon development. New dwellings should be designed to be adaptable to climate change, considering the natural conditions of the site and incorporating energy efficiency measures considering ventilation, heating, cooling, daylight and SUD's schemes (see 'Resources' for detailed guidance).
- d. The Council has adopted the Nationally Described Space Standards. New dwellings should also be designed with consideration of access, ceiling heights, storage and privacy to promote comfort, safety, health and efficiency for the occupier.

- e. Entrances to buildings should face the road to provide active frontages, with pedestrians and cyclists considered prior to motorists.
- f. Buildings at corners or road junctions should have windows facing both streets, providing interest to the street scene.
- g. Refuse bins should be accessible and well-integrated into the design of streets, spaces and buildings, to minimise visual impact, unsightliness and avoid clutter.
- h. Services including utilities and exterior details such as drainpipes, gutters and meter boxes should be considered early in the design process to be discreet, easy to maintain and integrated to enhance the visual impact.
- i. There should be a minimum distance of 21 metres between front and rear windows of habitable rooms (kitchens, living rooms, dining rooms and bedrooms) or no less than the existing distance where this is less than 21 metres. Facing windows at ground floor level can be more closely spaced if there is an intervening permanent screen e.g. wall or fence. This standard is particularly important for new dwellings which will face/back onto existing dwellings. Variations to this recommended minimum distance will be considered dependent upon the particular circumstances and type of development.
- j. For dwellings where there are substantial differences in levels a minimum distance of 30 metres between the front and rear windows of habitable rooms within opposing dwellings and the rear extremities of any extension will need to be maintained.
- k. A minimum garden depth of 10.5 metres should be provided.



Boundary Treatments

5.6. The following guidance sets out key design principles for property boundaries.

Principle HB2: Boundary Treatments

- a. The height, design and materials used for boundary treatments should relate to the character of the local area.
- b. Boundaries between front gardens should not exceed the height of the front facing boundary.
- c. Proposals to amend a boundary treatment within a conservation area will be permitted where they preserve or enhance the character of the area or reinstate historic boundary features that have been lost.
- d. Materials for boundary treatments such as unrendered blockwork, concrete panels, perforated blocks and industrial security fencing are inappropriate within a residential setting and will not be permitted
- e. Boundary treatments at the edge of settlements, in or adjacent to the Green Belt or in rural locations may require softer boundary treatments to enhance landscape character. Consideration of landscaping is important and is likely to include maintenance, enhancement and planting of native species such as trees and hedgerows to soften the edge at the site boundary.
- f. Development that would involve the removal of any tree, woodland or hedgerow, which contributes significantly to the character of the landscape and its surroundings will be resisted unless the need for development is sufficient to warrant the loss and the loss cannot be avoided by appropriate siting or design.

Principles N3 and N6 should also be taken into consideration.

Gardens and Private Amenity Space

5.7. The Council will support developments which provide occupiers with access to private and shared outdoor spaces.

Principle HB3: Gardens and Amenity Space

- a. New residential development should provide for private outdoor garden space of a usable size and shape, fit for purpose, in proportion to the size of the dwelling and its locality, particularly where garden size is important to distinctive local character as set out in the Character Area Guidance.
- b. New development should meet or exceed the minimum size requirements for outdoor space based on type:

1 -2 bed dwelling:	40-44m ²
3 bed dwelling:	65m ²
4+ bed dwelling:	80m ²
Flats with Communal Space:	30m ² per flat

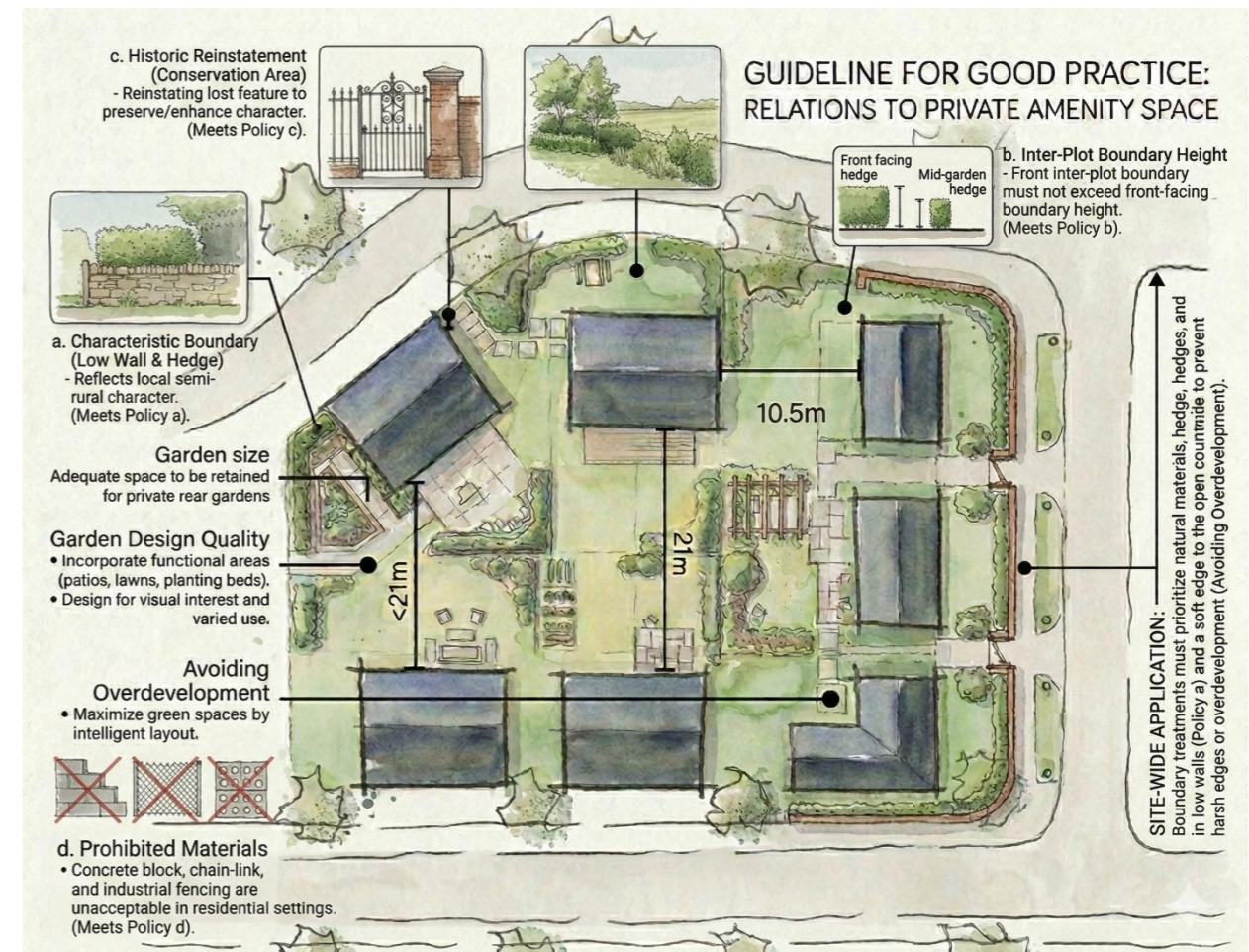


Figure 9: Separation distances discussed at Principle HB1 along with positive boundary characteristics

Waste, Servicing and Utilities

- 5.8. At the design stage, consideration should be given to waste, servicing and utilities so that they are unobtrusive and well-integrated into neighbourhoods.

Principle HB4: Bin Storage and Collection

- a. Appropriately designed bin storage should be considered for all types of developments. They should be designed to be fully accessible to disabled residents and well ventilated; preferably in a shaded position to minimise odours.
- b. Communal bin storage is particularly important for flats to ensure accessibility, safety, and odour/cleanliness. They should be located at ground/vehicle access level with adequate access and consideration should be given to lighting and vermin control.
- c. Development proposals should ensure that there is sufficient room in all communal bin stores and bin storage areas for the number of bins required and their safe removal and replacement by refuse collection crews.
- d. Bin storage points should be located outside of the public highway and outside of visibility splays.
- e. Drag distances should be designed in accordance with the Waste Management Building Regulations.
- f. Bin storage areas should avoid blocking views between occupied rooms and the street to maintain natural surveillance of the street.
- g. Opportunities should be taken to integrate the design of external bin storage with the building façade, or as an element of the semi-private outdoor space between the building and the street.
- h. The means of getting waste containers from the rear of the property to the front (without having to carry waste through the house) needs to be ensured. Where that is not possible, a suitable storage area at the front of the property will be required.
- i. Bin storage areas should not require vehicles parked in allocated parking spaces or on driveways to be moved so that bins can be moved past.

Principle HB5: Servicing and Utilities

- a. New building services and equipment should be integrated within buildings and should only be provided externally where they cannot be provided internally.
- b. Electrical substations and gas governors should be subtly located, considering visual and recreational amenity and self-policing, and housed in purpose-made buildings designed and located to blend in with the adjoining housing.
- c. The design and location of drainage, lighting and other utilities should be coordinated and positioned to minimise future impacts on users.
- d. New services and utilities and their siting should be planned as part of the overall scheme, if exact locations of proposed services are unknown at application stage, an indicative locations or zones must be estimated based on existing information such as outfall & connection points.
- e. The requirements of services and site landscaping (tree planting) must be fully coordinated at the design stage to avoid conflicts or future issues.

Reference Documents/Links

- The Building Regulation – Approved Document H – Section H6 (Solid Waste Storage)
- NHBC Foundation Report NF60 – Avoiding Rubbish Design
- Department of Transport – Manual for Streets (p.76-77)
- BS5906:2005 Waste Management in Buildings – Code of Practice
- Making Space for Waste: Designing Waste Management in New Developments; ADEPT (2010)

Householder Alterations and Extensions - Front, Side and Rear Extensions

- 5.9. Extensions can make a property adaptable to suit the occupiers need, but the design is important to complement the existing building and the street scene, and to ensure it does not have a detrimental impact on neighbouring amenity.

Principle HB6: Extensions

- a. Extensions should complement the existing dwelling and be designed in conformity with the scale, mass, architectural style and use of the materials of the original building, unless exceptional high quality contrasting designs can be justified through a Design and Access Statement
- b. The design should repeat the proportions, design and materials of existing windows and doors and their details and follow the main lines of the existing openings.
- c. Extensions must not dominate the existing dwelling or street scene.
 - i. Side extensions should be subordinate to the main dwelling and be set back by a minimum of 0.5m, extending to 1m where the proposed extension exceeds 75% of the width of the house
 - ii. Two storey extensions should be subservient to the main dwelling and limited in depth, width, and height to avoid an overbearing appearance, significant overshadowing and loss of privacy and should avoid an un-neighbourly impact.
- d. There will be a general presumption against front extensions other than porches or equivalent small additions such as canopies. This is unless it can be shown that the extension can be successfully assimilated into the street scene. Porches will be acceptable where they match the style of the existing dwelling and are set back by more than 2m from the edge of the highway.
- e. The cumulative area of extensions to properties must not exceed 50% of the original garden space of a property.
- f. Extensions should not significantly harm the privacy or outlook of neighbouring properties through over-looking or being over-dominant. Extensions should not cause significant loss of natural light to neighbouring properties and should adhere to the 45-degree rule and the 25-degree standard as shown in Figure 4.
- g. There should be a minimum distance of 21 metres between front and rear windows of habitable rooms (kitchens, living rooms, dining rooms and bedrooms) or no less than the existing distance where this is less than 21 metres. Facing windows at ground floor level can be more closely spaced if there is an intervening permanent screen e.g. wall or fence. Variations to this recommended minimum distance will be considered dependent upon the particular circumstances and type of development.

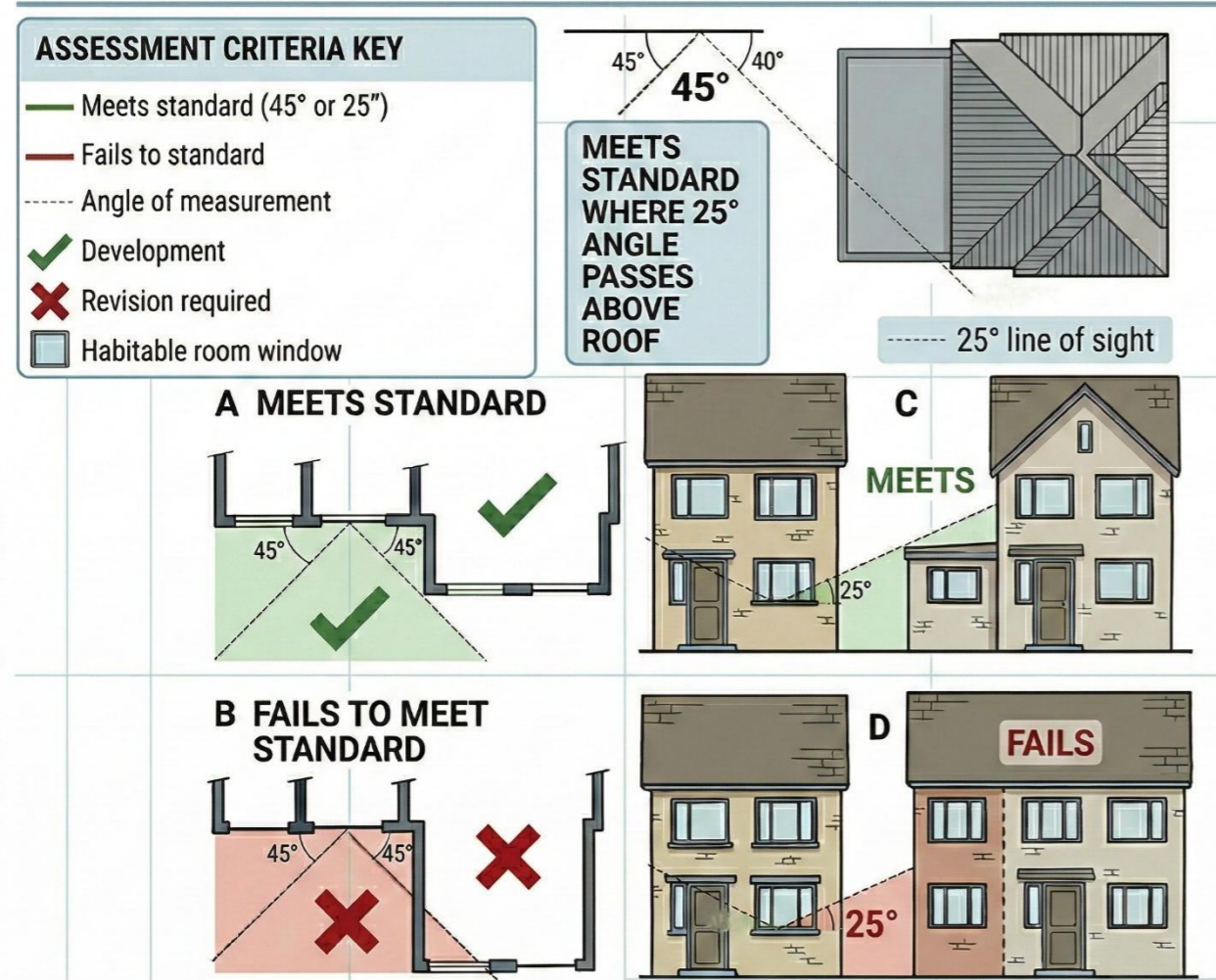
- h. For dwellings where there are substantial differences in levels a minimum distance of 30 metres between the front and rear windows of habitable rooms within opposing dwellings and the rear extremities of any extension will need to be maintained.
- i. A minimum garden depth of 10.5 metres should be retained, measured from the extension's rear external wall to the property's rear boundary, in order to ensure adequate private outdoor space. In some circumstances in particular for extensions over two storeys or larger, or where there are differing levels, more garden depth may be required.
- j. Obscure glazing or windows with cill height of 1.7 metres or above can potentially be used as alternative to the above separation distance. Side facing first floor habitable room windows should not overlook neighbouring private amenity space at a distance of less than 10 metres.
- k. Where a side extension includes a blank side gable, this can have an overbearing impact on adjacent properties. Accordingly, a minimum distance of 10.5metres should usually be provided between any single storey extension and any windows serving habitable rooms on adjacent properties. For two-storey extensions, this should be extended to 12.5metres and for three-storey extensions, 14.5metres. Where there is a substantial levels difference between the property being extended and any adjacent properties, a greater distance may be required.

Habitable Rooms

A habitable room is defined as a room used, or intended to be used, for dwellinghouse purposes. This could include (but is not limited to) a bedroom, kitchen, dining room, or lounge. Utility spaces, halls/landings, and bathrooms are not considered to be habitable rooms.

Front, rear and side facing windows to habitable rooms will be protected from significant overlooking and overshadowing where such windows are the primary source.

Council Design Guide: Assessing Natural Light



*This guide explains how to assess proposals using the 45-degree horizontal rule for window separation and the 25 degree vertical rule for overall building height. (A) and (C) show compliant layouts. (B) and (D) show non-compliant layouts requiring modification. ... (A) and (C) show compliant layouts based on single-house assessments. ...

Figure 10: Assessing Natural Light

REFLECTING EXISTING FORM

Section 1: The Context

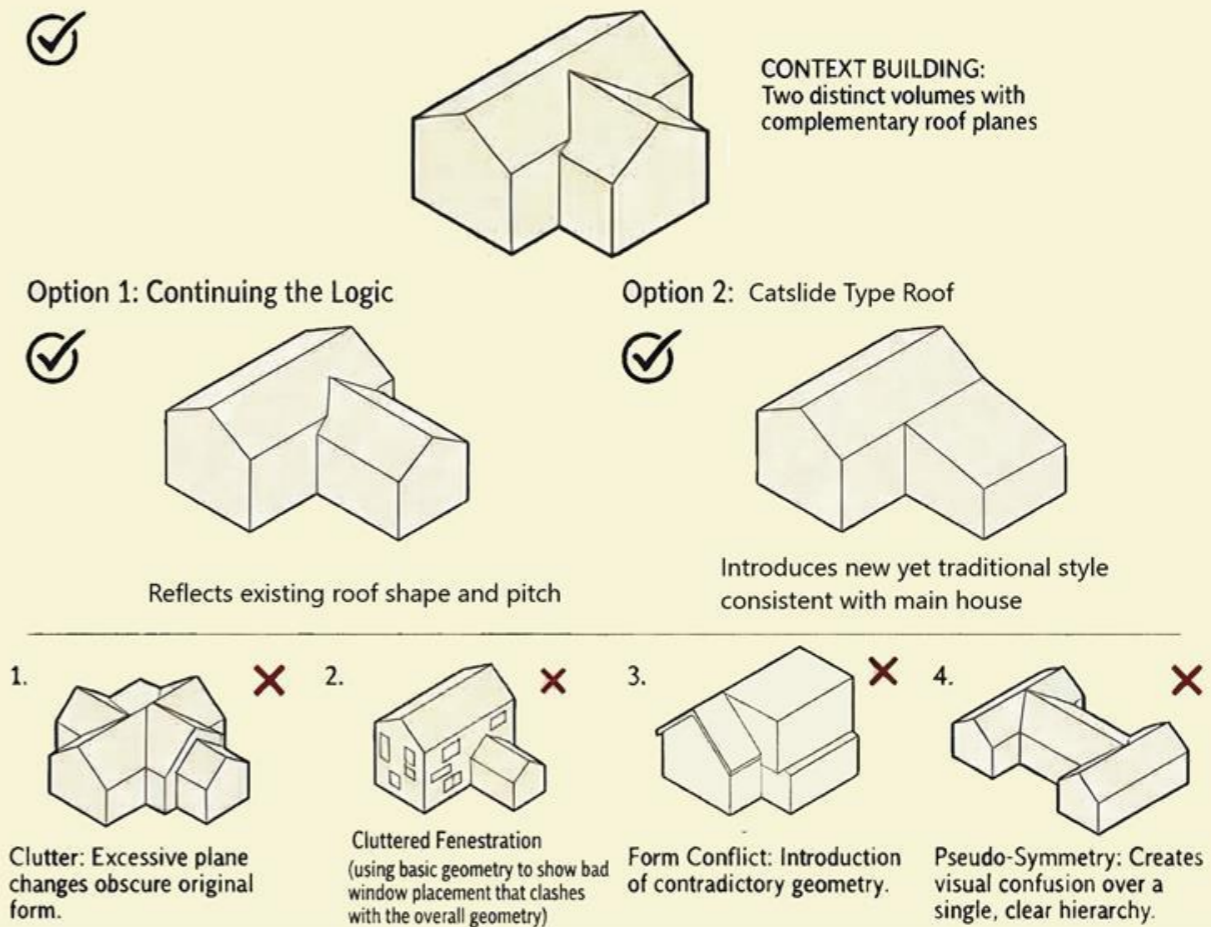


Figure 11: Reflecting Existing Form

CANNOCK CHASE • LOCAL DESIGN GUIDE



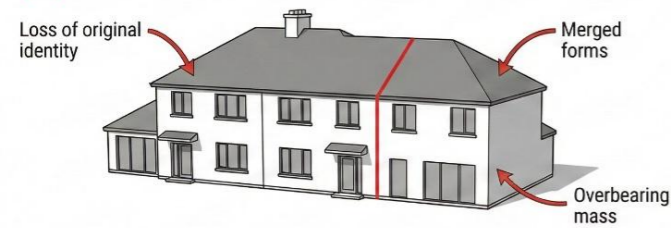
Figure 12: Extension reflects form of existing house



Figure 14: Extension reflects form of existing house

PRINCIPLE: AVOID THE TERRACING EFFECT

UNACCEPTABLE: BLENDED EXTENSIONS



PREFERRED: DISTINCT EXTENSIONS



Extensions should be designed to respect the original architectural integrity of the dwelling. Avoid seamlessly integrating or terracing or 'terracing' extensions. Create distinct, subordinate volumes with clear separation (e.g., using set-backs, different roof forms, or recessed links) to prevent overbearing mass and loss of original character.

Figure 13: Avoiding Terracing in Design



Figure 15: Subservient extensions remain architecturally subordinate to the host building



Figure 16: Generally Acceptable and Unacceptable Design Principles in the Streetscene



Figure 17: Assuring Reasonable Privacy

Self and Custom Build Homes

- 5.10. Defined in the Self-Build and Custom Housebuilding Act (2015); “self-build and custom housebuilding” means the building or completion by individuals, associations of individuals, or persons working with or for individuals or associations of individuals of houses to be occupied as homes by those individuals.
- 5.11. The Council holds a register of individuals who are seeking to acquire self-build plots of land and must grant enough planning permissions for custom and self-build housing to meet the demand on the register.

Principle HB8: Self and Custom Build Homes

- It is recommended that applicants seek pre application advice from the Local Authority to support the application process.
- Planning applications should state clearly that a proposal is for custom and self-build housing, including reference to custom and self-build housing in the description of development.
- Proposals should clarify the type of self and custom build that is proposed from the following options:
 - Self-Build - a plot of land for the initial occupant to design their own home.
 - Custom-Build - the initial occupant will choose their house design from customisable house designs offered by a developer.
 - Group Custom and Self Build - the initial occupant will join an intentional community to collectively design and deliver, or commission professionals to design and deliver, housing in which they will live. This could involve communal living.
 - Self-Finish/Shell Homes - the home is built as a watertight shell by a developer, the internal layout of which is then designed and finished by the initial occupant.
- Proposals should specify how the housing will be delivered, either the development of serviced plots for sale or through design and build by the applicant and clearly specify the number of units to be delivered.
- Plot passports should be submitted with the planning application for all custom and self-build developments of 5 or more homes. This statement is a concise visual document which will provide key design and development parameters for each plot to inform the design and construction of a custom and self-build home. This document should be made available to prospective purchasers when marketing individual plots.
- Ensure you are familiar with the CIL exemption process and procedure before commencing development. Failure to follow this correctly may mean the development is liable for CIL charges.

- g. A phasing plan will be required for all development proposals delivering multiple custom and self-build homes. For larger sites where custom and self build plots are delivered alongside market housing, separate phasing plans should be prepared to ensure that the commencement of housebuilder phases is not dependant on the completion of any custom and self-build housing phases.

Inclusive Design

- 5.12. Inclusive design is about making the built environment accessible to everyone to support a diverse and healthy society. Designing for the widest range of people creates better designs and benefits everyone. Integrating inclusive design principles as early as possible will result in the best outcomes but there should also be focus on management, maintenance and support around buildings and places once they are being used.

Principle HB7: Inclusive Design

New development should be accessible, taking consideration of design details such as step free access, wide corridors, signage, lighting, visual contrast and materials.



Figure 18: Tactile Paving

Houses in Multiple Occupation (HMOs)

Principle HB9: Houses in Multiple Occupation (HMOs)

- a. Proposals for HMO's will be supported where it would not lead to an overconcentration of HMOs in a single area.
- b. Proposals that would lead to an overconcentration of HMOs in an area will be resisted.
- c. Where a proposal would result in a block of three or more HMO's or where it would result in two HMOs on either side of a class C3 dwelling, this will be resisted in order to avoid an overconcentration of HMOs in a single street.
- d. Proposals for larger HMOs and homes for looked after children are likely to be supported where the building is detached with sufficient space around the curtilage for garden space, cycle and car parking and storage for bicycles, waste and recycling as well as clear fire escape routes, lighting and security measures.
- e. Proposals for larger HMOs and homes for looked after children in terraces and semi-detached properties are unlikely to be supported. Such proposals must demonstrate that there will no significant adverse effect on neighbouring amenity, or that the impact can be mitigated. Such properties would need specific upgrades, for example enhanced acoustic insulation to improve sound proofing.

Minimum standards

- f. HMOs other than bedsits should have access to internal communal living space.
- g. All HMOs should have access to outdoor amenity space or should have a private balcony. A guideline for gardens is 10m² outdoor space per occupant. This excludes areas intended for parking and storage.
- h. Car parking standards for HMOs are set out in Appendix A
- i. The minimum sanitary facilities for occupants without ensuite facilities are set out as follows:

Number of Occupants	Minimum Provision
1-3	1 bathroom containing a toilet, bath or shower and hand wash basin
4-6	1 bathroom with a bath or shower 1 separate toilet with hand wash basin
6-10	2 bathrooms containing a bath or shower 2 toilets with hand wash basin



Figure 19: Overconcentration of HMOs

Commercial Sites

Principle HB10: Commercial Sites

- a. Site design should find ways to reflect key characteristics of the local area (see Appendix C: Character Area Descriptions), in particular retaining/enhancing the appearance of the District's high quality business parks, historic town centres and A5 Corridor.
- b. Boundary treatment security and safety can be achieved without compromising appearance – high quality unobtrusive fencing set back behind a good planting scheme provides an attractive and prestigious first impression for a business.
- c. Large expanses of hard surfacing and parking should use a variety of materials, be ameliorated with soft landscaping, including new tree planting with appropriate root zones, to enhance appearance and use SuDS in the interests of sustainability.
- d. Connectivity of development with surroundings is important to make the site work; good design is not just about appearance. Planned paths in appropriate places assist circulation and avoid pedestrian 'short cuts'.

Equestrian Development

Principle HB11: Equestrian Development

- a. The conversion of existing buildings for stabling is given favourable consideration providing no conflict of use is likely to arise and provision is made for retention of protected species that would otherwise be displaced.
- b. Freestanding stables need to be sensitively located in order to minimise their effect on their surroundings and where possible should be sited so that they closely relate to existing natural screening. Isolated positions within open fields where they would be conspicuous would be unacceptable.
- c. Careful consideration should be given to the location and nature of buildings and other developments on the fringe of the National Landscape in order to conserve its setting.
- d. Stables should be of a size that is comfortable for their purpose but not large enough to enable easy conversion to other uses. In general, each loose box within a stable block will need to be approximately 10 – 15sqm in floor area. The height needs to need 2.3m to the eaves, but all stables should have a pitched roof in the interest of visual amenity.
- e. Erection of fencing to enclose a paddock and removal of an existing hedgerow can have detrimental effect on landscape quality, existing planning should be retained and supplemented wherever possible, and fencing should be painted or stained in a recessive colour. Additional screening will be required if outdoor storage of equestrian related materials is necessary.
- f. Extensive areas of hardstanding should be avoided and permeable surfaces used instead.
- g. Maneges (surfaced riding areas) should be sited near to stables and associated buildings to limit the dispersal of development in the landscape, and to existing field boundaries to take advantage of hedgerow screening.

Shopfronts and Signage

Principle HB12: Shopfronts and Signage

Shopfronts

- a. Retail development should be inclusive and should be designed to best accommodate its customers' needs.
- b. Retail development in the town and local centres should create easily accessible entrances for pedestrians and the mobility impaired.
- c. Where appropriate, new shopfronts should relate well to the whole elevation of the host building in terms of design, proportions and materials, and respect their neighbours.
- d. New shopfronts should not cover or involve the removal of original architectural features of value to the building or its setting, nor other features worthy of retention.
- e. Shopfronts and their surrounds of merit or historic interest may not be appropriate to replace or alter. Their design is usually appropriate to the whole building façade so their repair and sympathetic refurbishment in order to retain and enhance their value will be encouraged and there will be a general presumption against their removal.
- f. Stallrisers below shop windows give protection to the window and provide a visual anchor. They should be constructed of substantial and hardwearing materials.

Signage

- g. Fascias should be designed in order to enhance the streetscape and buildings, rather than to just advertise premises. The proportions of fasciae should be based on the surrounding area and streetscape and the proportions of the building they sit within.
- h. Fascias should sit below the first-floor window level and should be demarcated at the top by a cornice or capping feature and should be contained at each end.
- i. Not more than one projecting sign shall be permitted on any fascia and it shall be located at the same level as the fascia sign. The size should be in proportion with the fascia and the building as a whole.
- j. Traditional hanging signs may be located above fascia level provided that this does not detract from the character of the building.
- k. Any illumination shall be in scale with the fascia and the building as a whole and not create a 'cluttered' appearance. Spotlights or other individual lamps shall be contained in lamp holders in recessive colours.

- l. Internally illuminated box signs where the whole face is lit will not normally be permitted in Conservation Areas. Where they are acceptable the box projection should be kept to a minimum and the frame should be in an appropriate subdued colour, not in plain aluminium.
- m. Where businesses occupy upper floors the use of lettering applied to the window is often preferable to an external sign.

Shutters

- n. If security shutters are required the use of grilles is preferred to perforated shutters to allow displays to remain visible, allow light into the street and provide more inviting town centres and local areas.
- o. Security for shopfronts can be achieved in various ways, some less attractive than others. Alternatives are listed below from i.-v. in order of preference. All external shutters and grilles require planning permission:
 - i. Security glazing (laminated security glass)
 - ii. Internal window security grilles
 - iii. External window security grilles, removable or roller type
 - iv. Open lattice or large punched hole metal shutters with a high degree of transparency, minimum 55% (where more robust types of shutter required)
 - v. Solid metal roller shutters and perforated shutters are not normally acceptable and never on Listed Buildings or Conservation Areas. They create an environment perceived as unsafe when the shops are closed and can become a target for graffiti.

Sunblinds and Canopies

- p. Apron blinds or awnings are a traditional feature of shopping area, retracting into a recessed compartment. As with all elements of the shopfront, thought must be given as to how the blind box can be integrated within the overall design.
- q. The edge of the canopy when extended, should not be so low as to be a hazard to pedestrians and must not extend to the trafficked highway.
- r. Canopies and blinds should normally be retractable rather than fixed and only used when necessary to avoid clutter in the shopping area.
- s. A separate license from the Highways Authority will be necessary if the canopy extends over the public highway.

TRADITIONAL SHOP FRONT: ANATOMY & KEY COMPONENTS

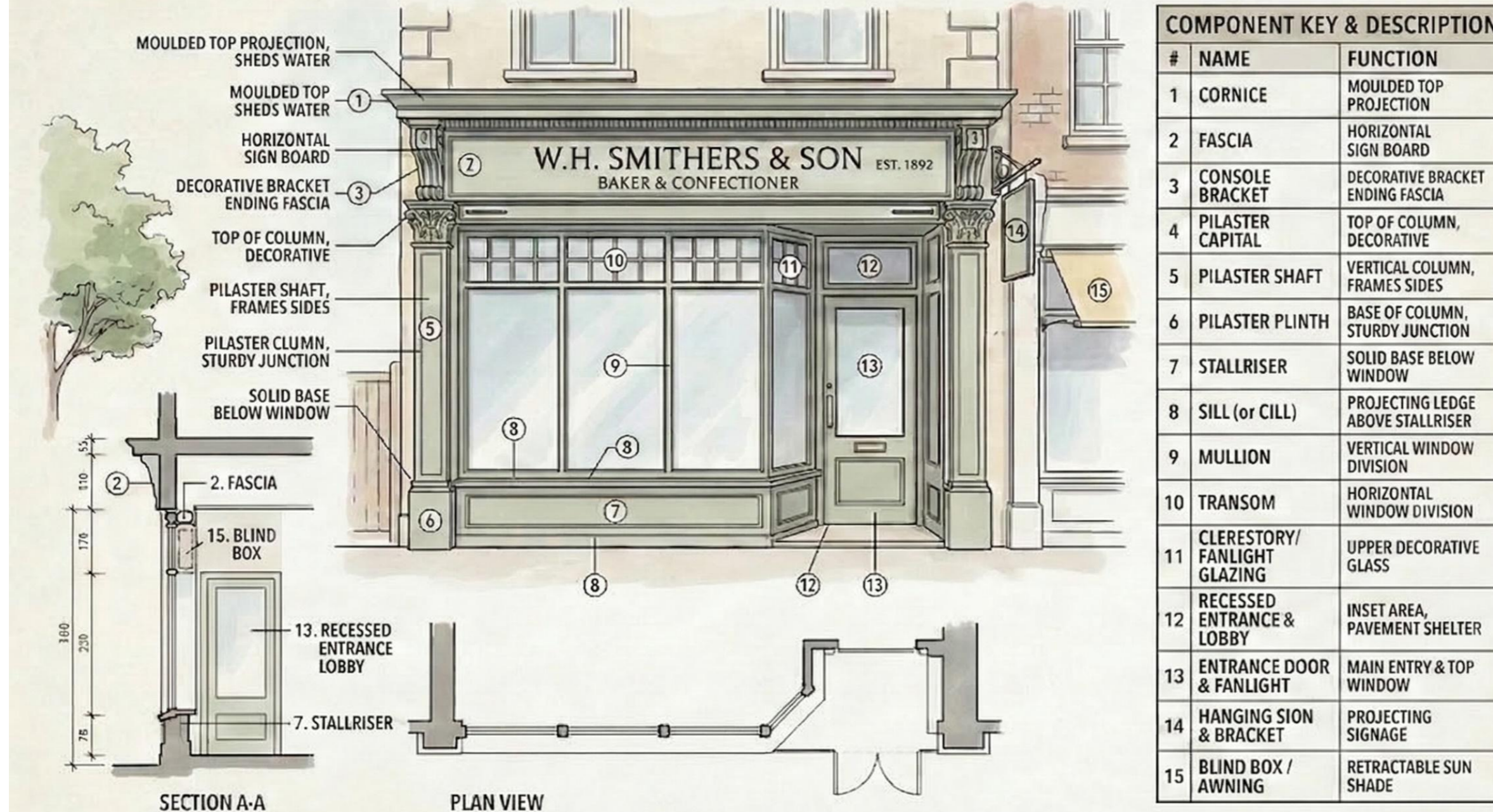


Figure 20: Key characteristics of traditional shop fronts

6.0 Nature

- 6.1. Nature must take a stronghold in the design process from the outset, with a push for sustainability and increases in biodiversity. Nature can play an important part towards people's physical activity and mental wellbeing; therefore, the importance of green and blue space should not be underestimated in terms of the benefits it can provide.
- 6.2. Cannock Chase contains a variety of habitats, contributing to its character, and the quality of life of its residents. Designing in biodiversity at the start of the process, building on opportunities and mitigating impacts will help to secure a net gain for biodiversity, as required by national and local planning policy.
- 6.3. Ecological impacts will vary depending on the scale of the development, from large areas of open grassland to individual bat roosts in a single dwelling. Through ecological site assessment, developers will be able to understand opportunities and constraints on the site. The significance of any biodiversity designations will inform the measures required to mitigate any impacts and enhance the site as per national and local planning policy.
- 6.4. Each locality has particular existing biodiversity characteristics which can be reinforced or lost as a result of development, by incorporating biodiversity considerations into all development proposals, as far as possible, the opportunity for habitats and species to be able to adapt to a changing climate is strengthened. The use of local specific within landscaping schemes will also contribute towards more resilient habitats and enhance the local character.
- 6.5. Natural England's Green Infrastructure Framework provides national principles and standards for creating multifunctional, nature-rich environments. The Framework should inform design decisions related to habitats networks, accessible greenspace, tree canopy cover, urban greening and climate resilience. Links to further national and local guidance are provided in Appendix B.

Biodiversity

Principle N1: Biodiversity

- a. Development proposals should minimise fragmentation of habitats and increase linkages through 'green corridors', linear habitat features, shady tree canopies and diverse microhabitats etc. where applicable, these should link the site to the wider ecological network, Strategic Green Space Network and nearby designated sites.
- b. Development proposals should ensure that where possible green spaces are not isolated within site layouts and that connectivity between green spaces is maintained to enable wildlife movement.
- c. The use of integrated bat and swift boxes/bricks are encouraged, and where renovations and modern construction results in the removal of nesting/roosting niches for birds and bats replacement features should be incorporated.
- d. Green Infrastructure components require appropriate long-term, bespoke care to remain functional, delivered by specialists with the expertise to provide the correct management for biodiversity, the long-term maintenance of these components should be considered from the beginning of the design process.
- e. Particular emphasis should be given to supporting and enhancing the strategic habitat corridor between Cannock Chase Special Area of Conservation (SAC) and Sutton Park. Proposals should maximise opportunities for heathland restoration, expansion and linkage within and adjacent to development sites.
- f. Development proposals on land released from the Green Belt should deliver high-quality compensatory environmental enhancements, including new or enhanced green infrastructure, habitat creation, natural capital improvements, woodland planting, walking/cycling links and landscape enhancements beyond basic enhancements.
 - i. These measures should be designed as a coherent package, securing long-term environmental quality, landscape character and recreational value of the remaining Green Belt, as required in the Local Plan.

Design Considerations

Principle N2: Design Considerations

- a. Design should begin with a clear understanding of existing habitats and species and follow the mitigation hierarchy: avoid > mitigate > compensate.
- b. Layouts should avoid harm to designated sites, priority habitats, irreplaceable habitats (such as ancient woodland, veteran trees and lowland fen), and features that contribute to ecological connectivity, this includes providing sufficient buffers to prevent indirect impacts, including those arising from recreational use.
- c. Design proposals should also show how alternative site layouts, footprints and building positions were considered to avoid impacts first, before proposing mitigation or compensation measures.
- d. Development should be designed in accordance with Natural England's Green Infrastructure Framework, which establishes national principles, standards (including the Accessible Greenspace Standard and Urban Tree Canopy Standards) and mapping tools for planning multifunctional network that supports ecological connectivity, climate resilience, flood management, cooling, recreation and local landscape character.
- e. Design should integrate natural capital enhancements, including soil restoration, water quality improvements and carbon sequestration through habitat creation, ensuring that green infrastructure delivers multi-functional benefits.
- f. Housing should face outwards towards green space to avoid long stretches of back gardens forming the edge of green space, and to prevent issues such as garden waste dumping or the creation of informal access points into these areas.



Features for Wildlife in the Built Environment

Principle N3: Features for Wildlife in the Built Environment

- a. All new buildings should integrate high-quality, species-appropriate next and roost features, informed by BS 42021:2022 (or the most recent standards).
- b. Bat roost features should follow best-practice guidance such as that provided by the Bat Conservation Trust. They should be sited close to vegetation and away from lighting.
- c. Extensive use of impermeable boundary treatments (such as close-board fencing and brick walls) should be minimised wherever possible. Alternatives such as post-and-wire fencing with hedgerow planning should be used instead, particularly on edge-of-settlement developments. Where impermeable boundary treatments are unavoidable, they should include 13cm x 13cm hedgehog holes at ground level to maintain habitat connectivity.
- d. Trees should be integrated into streets, courtyards and car parks to support cooling, shading, flood resilience and wildlife movement.
- e. Lighting should avoid illuminating wildlife corridors, watercourses, woodland edges or bat flight lines. Following Local Plan requirements and Institution of Lighting Professionals/Bat Conservation Trust '*Bats and Artificial Lighting at Night*' guidance Warm-spectrum (<3000K) downward-directed, low-spill lighting should be used, retaining dark corridors across and around the site.



Sustainable Drainage Systems and Water Features

Principle N4: Sustainable Drainage Systems and Water Features

- a. Development should use Sustainable Drainage Systems (SuDS) as integral green-infrastructure features that enhance biodiversity and contribute to habitat connectivity.
- b. SuDS should be designed from the outset to deliver measurable ecological benefits by including biodiversity-rich features, such as wetlands, swales, and ponds with varied backs and microhabitats. They should align with the Local Nature Recovery priorities wherever possible and contribute to Biodiversity Net Gain.
- c. Watercourses should be naturalised where possible, providing continuous habitat corridors and supporting climate resilience.
- d. Development should provide a minimum 10-15m undeveloped, naturalised buffer from the top of the bank to any watercourse. Wider buffers (15-20m) may be required for priority habitats, ecological corridors or sites with sensitive riparian features. Buffers below 6m would not be considered acceptable.
- e. Management plans should secure long-term ecological success of habitats, Sustainable Drainage Schemes, green infrastructure and biodiversity net gain measures with clear responsibilities, monitoring and adaptive management for at least 30 years, as required by the Environment Act and Local Plan policies.

Biodiversity Net Gain

Principle N5: Biodiversity Net Gain

- a. Biodiversity Net Gain (BNG) should function alongside, not instead of, wider biodiversity protections and policy considerations.
- b. BNG proposals should align with LNRS priorities and spatial opportunity areas, which identify where habitat creation will provide greatest strategic benefit. In accordance with the BNG hierarchy, on-site enhancements should be provided wherever possible and considered before resorting to off-site units.

Habitat Creation, Soil Condition and Appropriate Planting

Principle N6: Habitat Creation, Soil Condition and Appropriate Planting

- a. Proposals should demonstrate how the findings of soil surveys have informed habitat design and set out any nutrient-reduction or soil-remediation measures required to achieve target conditions. Habitat establishment timescales should recognise that some habitats may take several years to reach their intended quality.
- b. Long-term management should secure the actions needed for habitats to establish and persist, with ongoing monitoring to track condition and guide adaptive management so that desired outcomes are achieved.
- c. Planting schemes should use native British flora of local provenance, following national good practice such as Flora Locale's *Go Native! Planting for Biodiversity*, which promotes using the right plants in the right place to support local habitats and species.
- d. Guidance from the Forestry Commission and Woodland Trust Woodland Creation Guide should inform tree and shrub selection, focusing on resilience, biosecurity and long-term habitat value.
- e. Species choice should reflect the ecological character of the site, including local soils, and take into account Local Nature Recovery Strategy (LNRS) priorities and local landscape context.

Public Access and Ecological Sensitivity

Principle N7: Public Access and Ecological Sensitivity

- c. Walking and cycling routes should be provided in ways that avoid directing pressure into sensitive or fragile habitats.
- d. Interpretation boards and clear wayfinding should be incorporated to support responsible access and minimise disturbance.
- e. Paths should be aligned to prevent erosion and uses surfacing materials that reflect local soils and geology.
- f. Appropriate zoning, screening and green buffers should be used to prevent the creation of new desire lines and to avoid habitat disturbance.
- g. Development should also retain naturalistic areas where wildlife can thrive undisturbed.

Appendix A: Car Parking Standards

- A.1. This section sets out the parking standards that apply to new developments. It replaces the existing Parking Standards, Travel Plans & Developer Contributions for Sustainable Transport SPD (2005). It provides more detail to support the relevant policies in the Cannock Chase Local Plan (2018 - 2040), in particular the Transport Policies grouped under Strategic Objective 5 of the Plan.
- A.2. A series of Design Principles for vehicles, motorbikes, bicycles and lorry parking is provided within this section. A set of standards for main use classes (Table CP3a) and more flexible guidelines for other uses Table CP3b) can be found at the end of this section, as these can vary quite considerably, they need to be considered on a case-by-case basis.

Policy Review

- A.3. There has never been set national standards for parking, however, national guidance including Planning Practice Guidance, White Papers and Transport Circulars have often informed local parking standards, where introduced.
- A.4. This section sets out the context and justification for the policy approach which is adopted to inform the approach to local parking standards.
- A.5. The NPPF states that if setting local parking standards for residential and non-residential development, the following should be taken into account:
- The accessibility of the development;
 - The type, mix and use of development;
 - The availability and opportunities for public transport;
 - Local car ownership; and
 - The need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

Maximum v Minimum Standards

- A.6. In the past, planning guidance supported maximum parking standards with the aim of reducing reliance on car use and encouraging walking, cycling and use of public transport. Whilst in certain locations it may be appropriate to limit car parking to achieve significantly higher densities of development, usually in situations where there are also vehicular constraint policies, it is now also acceptable to establish baseline amounts for car parking provision and set these as minimum levels (CIHT¹).
- A.7. The NPPF (MHCLG, 2024) at Paragraph 113 of Chapter 9; Promoting sustainable transport states that maximum parking standards for residential and non-residential

development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

- A.8. In line with the Framework, the Council seek to adopt a minimum parking standard for the District.

Vehicle Sizes

- A.9. Car dimensions have generally increased over time as illustrated in the table below produced by the RAC (based on the top five models sold in the UK in those respective years²).

Year	Average width (m)	Average length (m)	Average total area (m ²)
1965	1.5	3.9	5.9
1985	1.6	4.0	6.4
1995	1.7	4.3	7.3
2005	1.7	3.8	6.7
2015	1.8	3.9	7.3
2020	1.8	4.3	7.6

Table A.1: Car Dimensions

- A.10. This has a resultant impact on parking bay and garage sizes as it is important that spaces are large enough to accommodate modern vehicles if they are to be counted towards meeting minimum standards.
- A.11. The Department for Transport (DfT) Manual for Streets (2007) suggested parking bay sizes according to the type of space with a parallel parking arrangement requiring 6m by 2m, the traditional off-street parking space of 2.4m x 4.8m, with some additional space if considering parking spaces for disabled people. Motorcycles require a 2m x 0.8m footprint.
- A.12. These standards have been widely adopted by Local Planning Authorities and were also reiterated in The British Parking Association guide 'Parking Know How, Bay Size' in July 2016 which highlighted the standard 2.4m wide by 4.8m long as the 'UK norm' with the space for manoeuvring (roadways) between bays as 6metres. However, it also states 'these dimensions are neither minimum nor written in tablets of stone, and may be revised to suit particular needs, but remember that good access and wider bays aids efficient use of the parking area'³. The guidance provides a greater minimum dimension for bays reserved for disabled badge

¹ The Chartered Institute of Highways & Transportation 'Guidance Note: Residential Parking res_parking_design:Layout 1 (accessed 10/03/25)

² Rac (2021) 'Standing Still' 69684 RACF – Standing Still AW.3.pdf (accessed 10/03/25)

³ BPA (July 2016) 'Parking Know How Bay Size'

https://www.britishparking.co.uk/write/Documents/Library%202016/Bay_Sizes_-_Jul_2016.pdf (accessed 10/03/25)

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holders of a minimum of 6.6m long by 2.7m wide, or 3m wide where placed in the centre of the carriageway.

- A.13. It offers more scope for motorcycles with ranges in length from 1800 to 2700mm and an average width of 1400mm per machine. For on-street parking places they cite guidance by the Motorcycle Action Group which suggest anchor points are set into the carriageway near to the kerb-edge or into the wall or floor of off-road parking places. These can be easy and cheap to install and allow riders to secure their bikes when parking. With a set height of about 60cm will accommodate a wide range of wheel sizes but hinder thieves using the floor or carriageway as leverage for bolt cutters and jacks. The guidance also supports bay sizes for coach parking of 15m by 5m.
- A.14. More recent guidance released in 2023 by the Institute of Structural Engineers recommends the length of a parking bay to increase from 4.8m (16ft) to 5.0m (16.4ft), and the width of a standard parking bay is likely to increase from 2.4m (8ft) to 2.6m (8.5ft) with particular applicability to commercial car parks⁴.
- A.15. The RAC report 'Standing Still' (2021) also highlights there has been a reduction in use of garages for parking noting contributory factors such as the increased size of vehicles, the conversion of garages for habitable living space, use of garages for storage and the conversion of front gardens into parking spaces. A study conducted by RAC Home Insurance in 2014 showed that 62% of households use their garage for purposes other than parking their car (RAC, 2014). Of the remaining 38% who use their garage for its intended purpose, one in five said that they found it hard to park their car inside because of the garage's small design (RAC, 2014).
- A.16. The Department for Transport (DfT) Manual for Streets (2007) recommended a minimum clear internal dimension of 3m by 6m for garages used for parking. However, it is problematic to count garage as equivalent parking spaces as there is no guarantee it will be used for that purpose due to the ability to convert them to habitable accommodation without permission, and the fact they are often used for storage.

Car Ownership

- A.17. Car ownership rates have been recorded by ONS in the 2021 census. 83% of households in the District had 1 or more cars or vans at the time of Census 2021.

Number of vehicles	Percentage of households in Cannock Chase %
No cars or vans in household	16.9
1 car or van in household	39.5
2 cars or vans in household	31.7
3 or more cars or vans in household	11.8

Table A.2: Car Ownership Percentages in Cannock Chase

- A.18. There are variations in rates of car ownership across the District with the highest levels of households with no cars concentrated in and around Rugley Town Centre and Cannock Town Centre and some of the highest levels of car and van ownership in Hawks Green, Wimblebury and Cannock Wood.

Travel to Work

- A.19. At the time of the 2021 Census, across Staffordshire Cannock Chase had the lowest proportion of employed residents who stated that they work mainly at or from home at 19.5%. This reflects the relatively high proportion of residents working in sectors and jobs that did not facilitate homeworking.
- A.20. Cannock Chase has the highest proportion of residents who travelled to work by driving a car or van of all English local authorities at 64% - above the England average of 44.5% and the Staffordshire average of 57.8% (Staffordshire Observatory Census 2021 Labour Force and Travel to Work Briefing Census 2021 - Staffordshire Observatory).
- A.21. 34.3% of Cannock Chase residents aged 16+ in employment travelled less than 10km to work in 2021, whilst 28.1% travelled 10km and over.

Electric Vehicle Charging

- A.22. Legislation and regulations have been introduced at a national level over the past few years to ensure the UK is ready for transition to electric vehicles. The Electric Vehicles (Smart Charge Points) Regulations 2021 requires new private (domestic and workplace) charge points sold in Great Britain to have smart functionality. Part S of the Building Regulations introduced in June 2022, mandates EV charging infrastructure in new and renovated buildings. The Public Charge Point Regulations 2023 seeks to improve the experience of consumers using public charge points.
- A.23. The Staffordshire County Council Public Electric Vehicle Charging Infrastructure Strategy was published in 2023. The strategy will support the authority to meet climate action targets and to facilitate and coordinate the increase of EV charging infrastructure across the County.

⁴ The Institute of Structural Engineers (2023) 'Car Park Design' <https://www.istructe.org/resources/guidance/car-park-design/> (accessed 13/03/25)

Car Parking Guidance

- A.24. Parking should not be an afterthought; it must be designed to fit sympathetically and appropriately within the development from the outset.
- A.25. As expressed in the National Design Guide; well-designed parking is attractive, effectively landscaped and sensitively integrated into the built form so that it does not dominate the development or the street scene. It incorporates green infrastructure, including trees, to soften the visual impact of cars, help improve air quality and contribute to biodiversity. Its arrangement and positioning relative to buildings limit its impacts, whilst ensuring it is secure and overlooked.

Principle CP1: Car Parking Guidance

- a. Car park spaces for dwellings should not visually dominate the frontage of properties. Allocated parking provided for new dwellings should be to the side or rear of the property, wherever possible.
- b. In-curtilage parking in front gardens is limited to 50% of the property's frontage, and only where there is room to retain 3m of frontage as garden. An exception can be made for blue badge parking.
- c. Visitor parking should be provided only in unallocated marked on-street bays or in communal car parking courts, wherever possible.
- d. New hard surfaces which are not part of the public highway should be designed to be permeable.
- e. Large expanses of tarmac will not be acceptable. Applicants should adopt a landscape-led approach to car parking. Landscaping is encouraged around vehicle parking areas to reduce the visual impact of cars and promote biodiversity and improved health and wellbeing. Sufficient space should be allowed for planting and allowing people to get in and out of vehicles.
- f. Electric vehicle spaces and charging points need to be considered, so they are suitably located, sited and designed to avoid street clutter.
- g. Developments should contain appropriate parking provision for disabled people.
- h. Whilst adequate parking is required to serve the development, proposals should consider measures to reduce reliance on the private car and should prioritise walking, cycling and public transport.



Figure A.1: Accessible Parking Bays

Parking Bay Sizes

- A.26. The review of policy demonstrates that the average size of cars has been increasing, although national guidance has remained unchanged. This section sets out the standard size but recommends larger space sizes to accommodate modern vehicles, as well as setting bay sizes for other uses.
- A.27. The DfT has set out a detailed Local Transport Note on Cycle Infrastructure Design published July 202 which sets out typical dimensions of cycles and general principles for cycle parking.
- A.28. Parking Standards for accessible bays is currently set out in The Buildings Regulations 2010 Approved Document M and further guidance is set out in BS 8300 Design of an accessible and inclusive built environment - Buildings Code of Practice.

Principle CP2: Parking Bay Sizes

- Standard parking bays are to be provided at a minimum size of 5m x 2.5m, to reflect the increased average size of cars.
- Designated parking bays for disabled people are to be provided at a minimum of 6m x 3.6m.
- Designated parking bays for disabled people will meet British Standard 8300:2009 which are at least 2400mm x 4800mm with a 1200mm wide safety or transition zone marked out with cross patterned stripes along at least one side of the bay (1200mm can be shared with an adjoining accessible bay).
- Parking bays for lorries are a minimum of 12.8m x 5m, with a minimum headroom of 2m.
- There should be a minimum of 6m reversing distance between parking bays.

Note

The dimensions for a parking bay do not include the space needed for manoeuvring, loading and unloading.

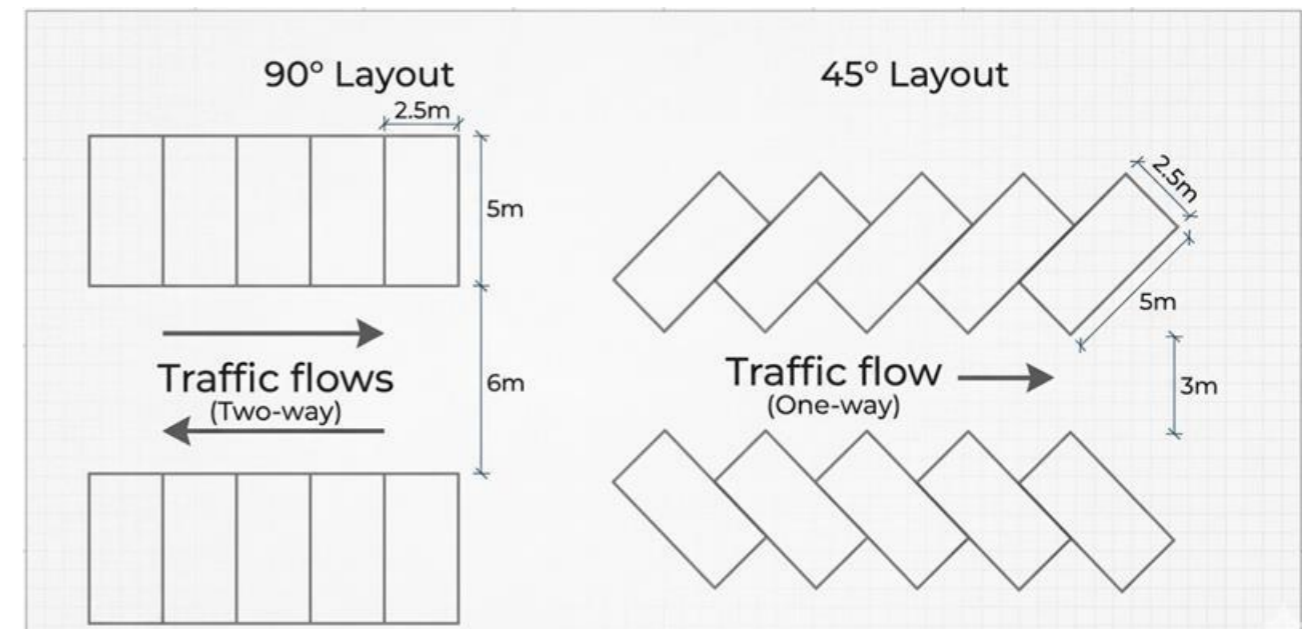


Figure A.2: Car Parking and Parking Bay Standards

Parking Standards

- A.29. All development requires a level of parking which is appropriate to the intended occupancy and use. Schemes with too few spaces can lead to inappropriate on street parking which can be obstructive and present a hazard to users of the highway.
- A.30. This section presents minimum standards for the provision of parking spaces for vehicles, bicycles and motorbikes for different types of development. It also provides exceptions to the standards if detailed evidence demonstrates that the level of parking is unnecessary, for example in very accessible locations.

Principle CP3: Parking Standards

- f. Applications for new development, extensions and change of use should accord with the minimum parking standards set in Table CP3a or have regard for the guidelines in Table CP3b.
- g. Parking provision in town and local centres will be considered on a case-by-case basis. The District wide standards may not be applicable in defined centres or other very accessible locations where it can be demonstrated that the development is served by safe walking and cycling routes, cycling facilities and frequent public transport provision, existing or planned, generally within an 800m/10-minute walking distance.
- h. In all other circumstances, evidence should be provided if an applicant seeks to demonstrate that the minimum standards may not be appropriate. Such evidence must consider the use of the development over its lifetime and not just the specific circumstances of the current user/occupier.
- i. As a principle, garages are not considered to count as part of the parking space provision, as there is no guarantee they will be used for vehicle parking. A parking space in a garage will only be considered as part of the policy provision if the internal space is at least 3m wide and 6m deep and it contains an electric vehicle charging point and will be subject to conditions at the planning stage for retention as a garage.
- j. Designated parking spaces for disabled people must be provided in accordance with prevailing Government standards.

Motorcycle Parking Standards

- A.31. Motorcycles are more similar to bicycles than cars in terms of convenience, flexibility and security, and therefore the behaviour and requirements often align with the cycle parking model. Good practice from the Institute of Engineering Motorcycle Guidelines sets out that parking should be near, clear, secure and safe to use. The Council's motorcycle parking standards are based on these principles.

Principle CP4: Motorcycle Parking Standards

- a. Developments should contain appropriate parking provision for motorcycles. Development requiring 200 or more car parking spaces should provide 5 stands measuring 1.4m x 2.3m marked 'Motorcycle Parking Only'.
- b. The location of motorcycle parking should be close to the entrance of sites and buildings.
- c. Motorcycle spaces should provide a flat level site made of material that does not become soft in hot weather, and preferably sited away from drains to improve safety for riders.
- d. Motorcycle parks should have dedicated security lighting or be located in well-lit areas which are naturally overlooked. Security measures to prevent vehicle theft such as CCTV coverage or anchor points should also be considered.
- e. Motorcycle bays should be sited away from tree cover wherever possible. Consideration should be given to the proximity of any trees which could make the surface more slippery. Covered bays are preferable although this must be balanced with the visual impact.

BEST PRACTICE EXAMPLE - Motorcycle Security



Figure A.3: Motorcycle Parking Standards

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Cycle Parking Standards

- A.32. Policy and initiatives at the national and regional level to continue to promote cycling as an important mode of transportation that will improve people's health and wellbeing and can reduce the number of polluting vehicles on the road.
- A.33. The NPPF states that planning policies should provide for high quality walking and cycling networks and supporting facilities such as cycle parking (drawing on Local Cycling and Walking Infrastructure Plans).
- A.34. This has been fully bolstered by the development of Active Travel England as an executive agency sponsored by the Department of Transport. They aim to increase the number of local journeys being walked, wheeled or cycled by 2030.
- A.35. Staffordshire County Council published the Local Cycling and Walking Infrastructure Plan 2021 - 2031 in April 2021. It sets out the networks which are prioritised for improvements across the county. The plan identifies cycle parking is integral to any cycle network and states that cycle parking, and routes to and from it, should be clearly marked, overlooked, well-maintained, well-lit and integrated into the built environment.
- A.36. Planning for cycle parking in a wide range of developments, including consideration of storage in private residences is therefore one important factor in encouraging the greater take up of cycling as an alternative to car use.

Principle CP5: Cycle Parking Standards

- Cycle bay sizes should be at least 2m in length for standard size bikes with some larger spaces for trailers, accessible and tandem bikes.
- Traditional cycle stands such as hoop stands require at least 0.6m clearance to walls, and a clear space of 1.0m in front to enable the bicycle to be wheeled into position. There should be a 1m clearance space between stands. Other types of cycle parking including cycle lockers, two tier stands or cycle hubs may be more appropriate in larger developments.
- The location of cycle stands shall be as close as possible to the entrance of sites and buildings. Cycling provision should be in secure positions or where surveillance by staff or passers-by are a deterrent to theft.
- It is recommended that parking for adapted cycles for disabled people is co-located with disabled car parking at a rate of 5% of total cycle parking provision.
- At any sites where ten or more spaces are provided, the stands should be located under cover, be lit and appropriately signed.
- The detailed design and lighting of such facilities should have regard to the locality and to the proposed development.
- Large employment generating development should provide cycle storage lockers and shower and changing facilities for cyclists.

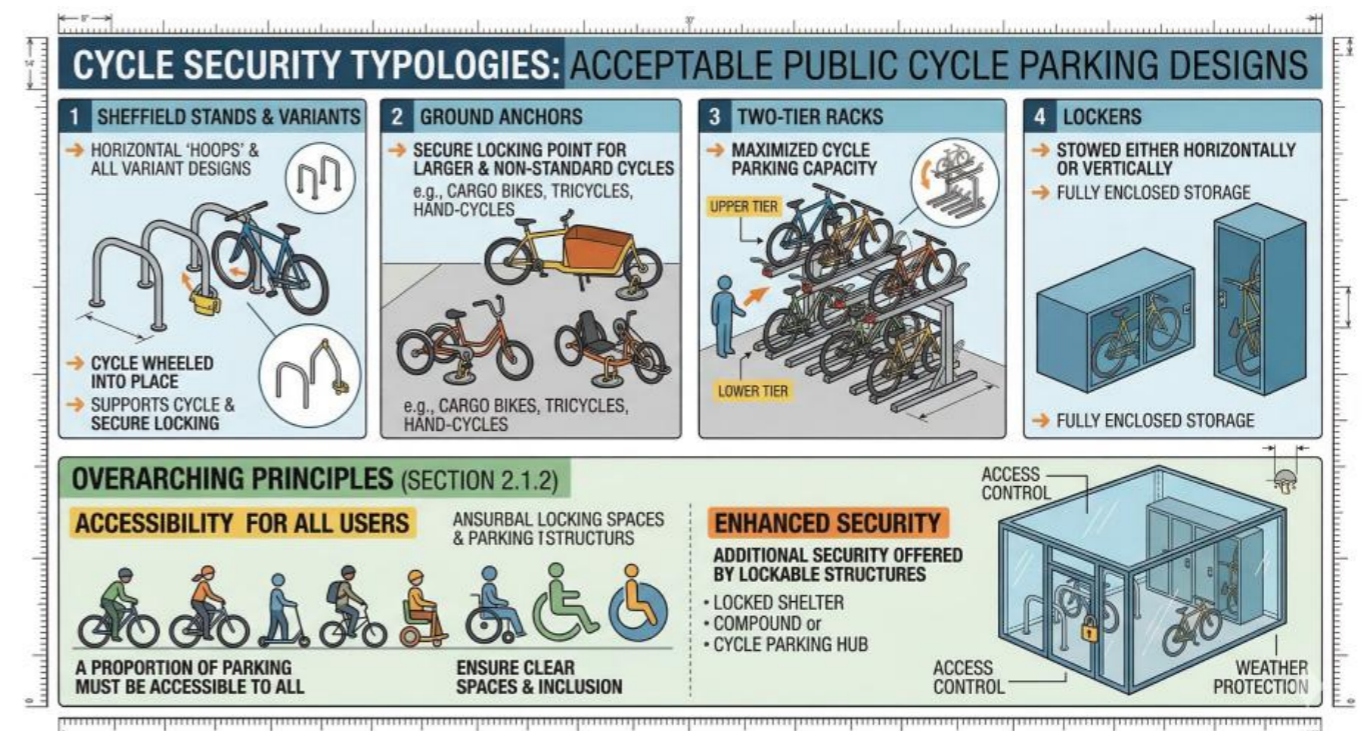


Figure A.4: Cycle Parking Standards

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Lorry Parking Standards

- A.37. Most lorry parks (or Truckstops) operate 24 hours a day. They are the safest place for lorries to park. Good secure parks can have entry and exit gates, covered by CCTV and may have other security features. The larger lorry parks may have a vehicle wash, fuelling facilities and provide food and wash facilities for drivers.
- A.38. The National National Highways' Lorry Parking Demand Assessment (2023) suggested that additional parking provision is needed in the vicinity of the Strategic Road Network in Staffordshire. The assessment used a scoring mechanism rating Local Authorities out of 20 with regard to off-site parking issues and on site lorry park utilisation issues. Although Cannock Chase was not identified as a priority area scoring above 12 in the analysis, it did score 11.8 and therefore is close to the threshold. The demand arises to the east of Cannock around the A5/M6 toll although there is lorry parking available at Norton Canes Services which was completed after the study was published, and may have addressed this demand and would affect the overall score.
- A.39. The following guidelines are provided to inform proposals for new lorry parks in the District.

Principle CP6: Lorry Parking Standards

- a. Parking bays require level ground and should be well marked.
- b. The parking area should be well-lit with either security or overhead lighting.
- c. The parking area should be secure, surrounded by perimeter fencing that is higher than 1.8m and CCTV which monitors the perimeter and entrance. Consideration should be given to the design of the entrance to prevent unauthorised access.
- d. Lorry parks should provide toilets and showers for all genders to provide basic amenities for lorry drivers. Proposals which include convenience food, cafes or alternative overnight accommodation are also supported to expand the services available.
- e. Locations should have good access to the internet or proposals should seek to improve local internet access on site as electronic payment systems and pre booking systems are encouraged in lorry parks, reducing the need for carrying cash which is a security risk.
- f. The design of the development should provide a welcoming environment to customers, clearly signposting the facility to ensure that it is visually recognisable from the roadside.
- g. Proposals for staffed facilities are supported to improve security and to support the services on offer to customers.

- h. It is recognised that lorry park locations may be outside of defined settlements in the development plan. Early engagement with the Local Planning Authority is encouraged through the pre-application service to discuss the proposal and gain advice.
- i. Whilst the overall national need for new, high quality lorry parks is accepted, it may be necessary to demonstrate through an application the need for a lorry park in a specific location in the District, particularly where this would be contrary to policies in the development plan. Consideration should be taken of the quantity and quality of existing facilities in the vicinity, and the extent to which they are operating at capacity to help to determine the need for further parking facilities.

Parking Standards - Table CP3a

Cannock Chase District Parking Standards

Use Class	Vehicle	Bicycle	Other
B2 General industrial	<p>1 space per 25m² up to 250m² Floorspace above 250m²: 1 space per 50m²</p> <p>Disabled parking: Individual spaces for each disabled employee plus 2 spaces, or 5% of the total, whichever is greater</p>	1 space per 500m ²	
B8 Storage or distribution	<p>Floorspace below 250m²: 1 per 25m² Floorspace above 250m²: 1 space per 50m² Floorspace above 1000m²: 1 space per 80m²</p> <p>Disabled parking: Individual spaces for each disabled employee plus 2 spaces, or 5% of the total, whichever is greater</p>	1 space per 1000m ² gross floor area	Sufficient lorry spaces will also be expected
C1 Hotels	<p>Employees: 1 space per 5 staff Guests: 1 space per bedroom</p> <p>Disabled parking: 3 spaces or 6% of the total, whichever is greater</p>	<p>Employees: 1 space per 5 staff Guests: 1 space per 10 guest rooms</p>	<p>Where accommodation for resident members of staff is to be provided, additional spaces may be sought in accordance with the standards relating to dwellings.</p> <p>Available space off-highway for servicing/delivery vehicles</p>
C2 Residential Institutions	<p>Resident Staff: 1 space per resident staff Non-Resident Staff: 1 space per 5 non-resident staff plus 1 space per 30 bed spaces Visitors/Care Workers: 1 space per 3 beds for visitors/care workers 1 space per 10 students (unless the educational facility is for over 16 years where there should be 1 space per 5 students) Disabled parking: 3 spaces or 6% of the total, whichever is greater.</p>	<p>1 space per 5 staff 1 space per 3 bed spaces 1 space per 10 students</p>	<p>Hospitals: Parking provision should be determined on a case-by-case basis, taking into account the range of functions contained. Parking levels and management arrangements should be defined in a transport assessment covering staff, patients and visitors.</p>
C2A Secure Residential Institution	<p>Resident Staff: 1 space per resident staff Non-Resident Staff: 1 space per 2 non-resident staff Visitors/care workers: guide: 1 space per 3 beds for visors, see note. Disabled Parking: 3 spaces per 6% of the total, whichever is greater (minimum 2 disabled spaces on site)</p>	<p>1 space per 5 staff 1 space per 5 staff plus 1 space per 30 bed spaces 1 space per 10 students</p>	<p>Class C2A includes a variety of uses which will demand a varying need for parking. Standards should be used as a guide but there must be flexibility, and applications should be looked at on a case-by-case basis. Visitor parking requirements will vary between institutions and should be dealt with on an individual application basis.</p>

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C3 Dwellinghouses	<p>4+ bedroom homes: 3 spaces 2 and 3 bedroom homes: 2 spaces 1 bedroom homes: 1 space</p> <p>For flats and major developments, provision of unallocated car parking will be required to accommodate additional cars and visitors: 1 unallocated space per 5 dwellings (0.2 per dwelling)</p>	<p>For individual dwellings, provision within storage room, garage or via access to rear garden to be demonstrated.</p> <p>Covered, lit, secure cycle storage must be provided for apartments: minimum 1 space per apartment.</p>	
C4 Houses in Multiple Occupation	<p>3 spaces (0.5 spaces per bedroom), except where the property does not have safe pedestrian access to services and facilities (800m distance to a convenience shop on footpaths) where 1 space per bedroom would be required.</p>	<p>Covered secure cycle storage must be provided: 0.5 spaces per bedroom.</p>	<p>The Standards per bedroom set out for C4 HMO's are also applicable to proposals which are classed as Sui Generis i.e HMO's above 6 bedrooms.</p>
E(a) Display or retail sale of goods, other than hot food	<p>Food stores: 1 space per 14m² Non-food stores: 1 space per 20m²</p>	<p>Small retail (<200m²): 1 per 100m² Medium (200-1,000m²): 1 per 200m² >1,000m²: 1 per 250m²</p>	<p>Available space off-highway for servicing / delivery vehicles.</p>
E(b) Sale of food and drink for consumption (mostly) on the premises	<p>Customers: 1 space per 10m² Employees: 1 space per 2 staff</p>	<p>1 space per 60m² (excluding associated residential accommodation)</p>	<p>Any residential accommodation will also require consideration of parking requirements. Available space off-highway for servicing / delivery vehicles.</p>
E(c) Provision of: <ul style="list-style-type: none"> • E(c)(i) Financial services, • E(c)(ii) Professional services (other than health or medical services), or • E(c)(iii) Other appropriate services in a commercial, business or service locality 	<p>1 space per 20m²</p>	<p>1 space per 200m²</p>	
E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)	<p>Considered on a case-by-case basis. In determining the minimum number of spaces, consideration will be given to the total number of staff and predicted customer usage of the facility at peak times. Provision for spectators and visiting sports teams including coach parking will also be taken into account, where applicable.</p>	<p>1 space per 5 staff plus 1 space per 100m²</p>	
E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	<p>1 space per medical practitioner on duty at the busiest time plus 1-2 spaces per consulting room in use at the busiest time.</p>	<p>1 space per 5 staff 1 space per 5 staff plus 1 space per 30 bed spaces 1 space per 10 students</p>	
(f) Creche, day nursery or day centre (not including a residential use)	<p>1 space per employee plus 1 space for every 6 children attending. Proposals should demonstrate there is appropriate provision made for drop off/collection of children, including</p>	<p>1 space per 5 staff plus 1 space per 200m² for visitors</p>	

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	consideration of staggered drop off/collection times.		
E(g) Uses which can be carried out in a residential area without detriment to its amenity	1 space per employee plus consideration of appropriate unallocated parking for customer/visitor	Considered on a case-by-case basis.	
F1 Learning and non-residential institutions	<p>Museums/art galleries/libraries: 1 space per every 3 members of staff present at peak times plus 1 parking space for every 5 sqm of public floor space.</p> <p>Education: 1 space per teaching staff plus 1 space for every 3 non-teaching staff. 1 space per 15 students (appropriate provision should be made for drop off/collection of children, including by bus/coach).</p>	<p>1 space per 15 staff plus 1 space per 60m²</p> <p>1 space per 5 staff plus 1 space per 3 students</p>	
F2 Local community	Considered on a case-by-case basis. In determining the minimum number of spaces, consideration will be given to the total number of staff and predicted customer usage of the facility at peak times based on two people per car. Some of the uses are considered under Table CP3b	Considered on a case-by-case basis.	
Sui Generis	Considered on a case-by-case basis. In determining the minimum number of spaces, consideration will be given to the total number of staff and predicted customer usage of the facility at peak times based on two people per car. Some of the uses are considered under Table CP3b	Considered on a case-by-case basis.	

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Parking Standards – Table CP3b

Cannock Chase District Parking Standards for other uses

Use Class	Vehicle	Bicycle	Other
Stadia	1 space per 15 seats (Transport Assessment and Travel Plan will be required)		For stadia sufficient coach parking should be provided to the satisfaction of the local authority and treated separately from car parking. Coach parking should be designed and managed so that it will not be used for car parking.
Theatre	1 space per 3 members of staff 1 space per 5 customer seats 1 space per 10m ² dressing room space	1 space per 5 staff plus 1 space per 100m ²	Available space off-highway for servicing / delivery vehicles.
Caravans: Residential sites/ mobile homes Or Transit or static holiday site	1 space per caravan Visitors 1 space per 5 pitches	1 space per 5 staff plus 1 space per 10 pitches	
Garden Centres	1 space per 50m ² for staff and customers	1 space per 200m ² for staff and customers	Available space off-highway for servicing / delivery vehicles.
Marinas	1 space per 2 mooring berths	1 space per 10 moorings	Available space off-highway for servicing / delivery vehicles.
Taxis or Vehicle Hire	1 space per permanent member of staff plus 1 space per 1 registered car		
General vehicle repair and servicing garages	3 car/lorry spaces as appropriate per service bay plus 1 space per 50m ² for staff		Available space off-highway for servicing / delivery vehicles.
Car washing facilities	5 queuing spaces		Available space off-highway for servicing / delivery vehicles.
Specialist vehicle repair centres i.e. tyres, exhausts etc.)	3 car/lorry spaces as appropriate per service bay plus 1 space per 40m ² of staff parking		Where retail food sales are also present at a facility the appropriate Class A1 standard - smaller retail units, will normally be required, i.e. 1 space per 10m ² . Spaces will also be required for articulated vehicles and deliveries
Golf courses	Minimum 100 spaces per 18-hole course.		Any licensed club facilities will need additional parking Mini-bus or coach parking to be considered on need.
Tennis, Bowling (Greens), Cricket, Football, Rugby	1 space per 3m ² of public floor area of buildings; 12 spaces and one space for a coach for each pitch		Available space off-highway for servicing / delivery vehicles.
Halls or meeting places, principally for local community	1 space per 10m ² 1 space per lane of any driving range		Mini-bus or coach parking to be considered on need.
Cinemas, bingo, casinos, concert halls and conference facilities	Over 1000m ² : 1 space per 5 seats		Available space off-highway for servicing / delivery vehicles.
HMO's above 6 bedrooms	3 spaces (0.5 spaces per bedroom), except where the property does not have safe pedestrian access to services and facilities (800m distance to a convenience shop on		

CANNOCK CHASE • LOCAL DESIGN GUIDE

	<p>footpaths) where 1 space per bedroom would be required.</p>		
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Appendix B: National and Local Guidance (Nature)

National Guidance

- The Green Infrastructure Framework produced by Natural England, provides national principles, standards, mapping tools and design guidance for creating high-quality, multifunctional GI that supports biodiversity, climate resilience, and access to nature. It includes the Accessible Greenspace Standard, Urban Tree Canopy Standard, Urban Greening Factor, and Urban Nature Recovery Standard. <https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx>
- Government Planning Practice Guidance for Biodiversity Net Gain <https://www.gov.uk/government/collections/biodiversity-net-gain#developer-guidance>
- Institution of Lighting Professionals/Bat Conservation Trust guidance on sensitive lighting to promote wildlife use alongside lighting requirements. <https://theilp.org.uk/resource/gn08-bats-and-artificial-lighting-pdf.html>
- National Standards for Sustainable Drainage Systems (2025) Core Standard 6 details design requirements for biodiversity [National standards for sustainable drainage systems \(SuDS\) - GOV.UK](https://www.gov.uk/government/collections/national-standards-for-sustainable-drainage-systems)
- British Standards relating to biodiversity and green infrastructure, including BS 42020 (Biodiversity in Planning), BS 8683 (Biodiversity Net Gain), BS 5837 and BS 8545 (Trees in Development and Establishment), BS 8576 (Veteran Trees), and BS 42021:2022 (Integral Nest Boxes – Selection and Installation for New Developments), or any subsequent updates. <https://knowledge.bsigroup.com/>
- National guidance on plant selection includes Flora Locale's *Go Native! Planting for Biodiversity* guidance, Forestry Commission's *Tree Planting and Woodland Creation Resources*, the Woodland Trust's *Woodland Creation Guide*, and nationally available native-plant selection tools such as Living England, Plantlife's Wildflower Finder and Kew's Know & Grow. These collectively support the use of ecologically appropriate, locally native and biosecure plant species in development.
- Hedgehog connectivity guidance is provided nationally by Hedgehog Street, <https://www.hedgehogstreet.org/>
- Swift Conservation Trust details how to integrate nesting opportunities for swift into development [Leaflet 4 - Swift Nest Bricks - installation & suppliers-small.pdf](https://www.swiftconservation.org.uk/leaflet-4-swift-nest-bricks-installation-suppliers-small.pdf)
- Bat Conservation Trust details how to integrate bat boxes into development <https://www.bats.org.uk/our-work/buildings-planning-and-development/bat-boxes>

Local Guidance

- Local Nature Recovery Strategy for Staffordshire & Stoke-on-Trent (due to be published in 2026) will identify priority locations for restoration and expansion. <https://staffsandstokelnrs.co.uk/>
- Urban Forestry Strategy 2019–2024 (Cannock Chase) supports retention and expansion of tree cover, climate resilience, landscape character and habitat connectivity.
- Cannock Chase Open Space Assessment (2023) is the evidence base underpinning GI and green space provision.
- Strategic Green Space Network (2022) identifies high-value multifunctional green space needing enhanced protection and connectivity.
- Midlands Heartlands Heathland – a mapped dataset showing areas within the Midlands Heartlands Heathland corridor, which, according to their soils and historic habitats, may be suitable for heathland creation. <https://www.data.gov.uk/dataset/72de0d9a-36fb-4b23-a3a4-2a27ddcd6d71/midlands-heartlands-heathland-heathland-nature-recovery-opportunities-map>
- Cannock Chase Council Biodiversity Net Gain Guidance Note. <https://www.cannockchasedc.gov.uk/residents/planning-and-building-control/development-control/7-biodiversity-net-gain>

Appendix C: Character Area Descriptions

20 Character Area Descriptions created during the District Characterisation Study 2011 covering the following areas:

- A5 Corridor
- Hednesford Town Centre and Historic Suburbs
- Hagley
- Hawks Green
- Brereton and Ravenhill
- Bridgtown
- Cannock Town Centre and Historic Suburbs
- Cannock Wood
- Noth Cannock – Chadsmoor, Broomhill and Blackfords
- Hazelslade and Rawsley
- Heath Hayes and Wimblebury
- North Rugeley and Brereton
- Norton Canes
- Outlying Buildings/Hamlets in Rural Areas
- Prospect Village
- Pye Green Valley
- Rugeley Town Centre and Historic Suburbs
- Slitting Mill
- South and West Cannock
- Western Rugeley – Etchinghill and Springfields

Character Area Profile Legends and Glossary

Key Features Map



Term	Explanation
<i>Key View</i>	Views of the skyline or landscape across the District, often created by the lie of the land or landmark features. They help provide key first/lasting impressions of the District and they make a major contribution to the character of an area
<i>Landmark</i>	Notable buildings that stand out – they help create key first/lasting impressions of areas and are identified with particular places
<i>Node</i>	key movement points of the District, but not as prominent as gateways
<i>Gateway</i>	Key entrance/exit points of the District and communities across it e.g. major road junctions and where the urban and rural areas meet. Help create key first/lasting impressions of areas
<i>Primary key route</i>	The most popular roads used to access the District and pass through on journeys to the wider area e.g. Shropshire and the Black Country or Birmingham.
<i>Secondary key route</i>	Used primarily for key local journeys to neighbouring areas or within the District.
<i>Minor key route</i>	Similar to secondary routes but used on a lesser scale.
<i>Accessible Greenspace</i>	Accessible public green space throughout the urban areas used for leisure purposes. Countryside areas that aren't open to the public are excluded. Major greenspaces are identified because of their District-wide importance. The network of greenspace contributes to the character of an area.

Character Types Map

-  Historic Town Centre
-  Town Centre Redevelopment
-  Edge of Historic Town Centre
-  Historic Local Centre
-  Industrial - Victorian (Pre 1914AD)- houses
-  Inter War (1914-1945AD)- houses
-  Post War (1945-1990/2000AD)- houses
-  Modern (1990-2000AD onwards)- houses
-  Large Scale Industrial and Commercial

Landscape Character Types Map

-  River Meadowlands
-  Wooded Estatelands
-  Settled Farmlands
-  Sandstone Hills & Heath
-  Planned Coalfield Farmland
-  Coalfield Farmland

Term	Explanation
<i>Historic Town Centre</i>	Old town centres of Cannock, Rugeley and Hednesford- have medieval or early/mid 19 th century origins and surviving old buildings
<i>Town Centre Redevelopment</i>	Parts of the old town centre knocked down and rebuilt in modern style- often as indoor malls or markets
<i>Edge of Historic Town Centre</i>	Buildings that are often larger e.g. supermarkets or cinemas so have located on the edge for more space for the development
<i>Historic Local Centre</i>	Old local centres of Heath Hayes, Chads Moor, Bridgtown and Brereton that have long history and have surviving old buildings, mainly from the 19 th /early 20 th century
<i>Industrial-Victorian</i>	Residential areas built in the 18 th -early 20 th century. Includes traditional terraced houses and some large, grand estate buildings
<i>Inter War</i>	Residential areas built in the early-mid 20 th century (1914-1945). Often semi-detached properties or bungalows
<i>Post War</i>	Residential areas built between 1945-1990s. Often semi-detached or detached properties and are large estates
<i>Modern</i>	Residential areas built from 1990s/2000 to the present day. Similar to post-war but can also include flats/apartments
<i>Large Scale Industrial and Commercial</i>	Areas for businesses e.g. business parks at Kingswood Lakeside in Cannock or the Towers in Rugeley

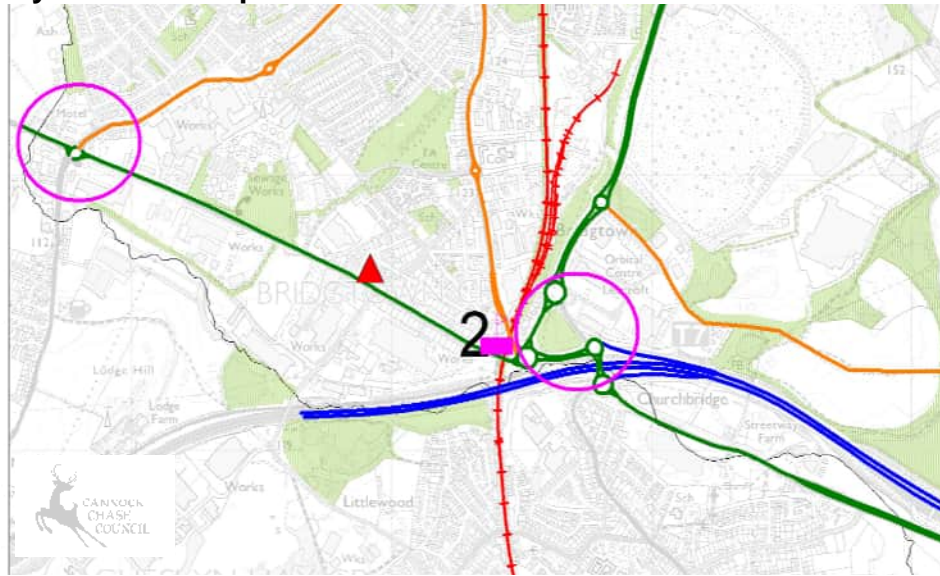
<i>River Meadowlands</i>	Flat area created by the flooding of the River Trent. Meadows and trees are a key feature of this countryside. Some farming and industrial activities occur in this area.
<i>Wooded Estatelands</i>	Large, dense woodland is key feature of this countryside. Some valleys created by streams and rivers. Farming occurs in the area.
<i>Settled Farmlands</i>	Flatter areas which are mainly laid out for farming or horse grazing e.g. 'grassed' fields. Trees and hedgerows are a key feature, but they are not large woodlands.
<i>Sandstone Hills and Heath</i>	Heath plants and woodland, valleys and hills are key features of this countryside. Horse grazing and farming occurs in the area.
<i>Planned Coalfield Farmland</i>	Flat areas previously used for coal mining and since filled in. Rather than recovering from coal mining 'naturally' the restoration has been more planned, with planting of trees and heath plants purposefully e.g. at Kingswood Lakeside. Farming and industrial activities occur in the area.
<i>Coalfield Farmland</i>	Flat areas previously used for coal mining and since filled in. Mainly grass and woodland areas with some open water features. Farming occurs in the area. The area has been allowed to recover from coal mining 'naturally'.

'Further Information' Glossary

Term	Explanation
Character Type Descriptions	Character types refer to the categories given to the time and period of development in a particular area e.g. is it residential or commercial, built after 1945 or before. There are several character types as set out in the relevant legend above
Rugeley/Cannock EUS (2009/10) and HUCAs	Rugeley/Cannock Extensive Urban Survey-provided detailed analysis of the history and present day built form of the two town centres. HUCA = Historic Urban Character Area
Historic Environment Character Assessment and CHECZ/RHECZ	Provides analysis of historic sensitivity of selected areas in the District. CHECZ= Cannock Historic Environment Character Zone. RHECZ= Rugeley Historic Environment Character Zone
Landscape Character Assessment	Provides analysis of landscape features and their sensitivity/quality across the District. Heathland, Wooded Estatelands etc all refer to a particular type of distinctive landscape and are explained fully in the assessment (or summarised above)
Cannock Chase Local List	A list of buildings or structures which are of local importance

A5 Corridor	
<p>Character Description: Prominent route to/through the District, A5 part of strategic road network with enhanced prominence following construction of M6 Toll road and junctions. Built-up western section mainly mid-late 20th century/modern large scale commercial/industrial character area with some smaller scale early 20th century buildings, including residential, and some larger scale leisure use. Eastern section has rural character with limited roadside development, within Green Belt (see Outlying Buildings character area).</p>	
<p>Key features are:</p> <ul style="list-style-type: none"> • A5 follows line of Watling Street, a Roman road, in a wide corridor. Western section retains its commercial character via modern developments. • Area comprises former 19th century industrial landscape of colliery, canals, locks, coal pits and brick works, now largely gone but may be potential for surviving archaeology. Area adjoins adjacent Coalfield Farmlands landscape character area. • Large commercial sites each side of western A5 comprise series of mostly modern buildings set back from road with ad hoc frontages/signage lacking significant tree planting on long stretches. East and north across Eastern Way and Kingswood Lakeside are distinct retail/business parks and innovative buildings in well-landscaped settings, with lakes and native woodland planting at Kingswood Lakeside. • Small scale residential property (interwar bungalows and terraced Victorian housing) along frontages near Bridgtown, mostly light coloured render with frontage fences/walls/ hedges. • Variety of design, scale and materials, dominated by large, 'bulky' developments in brick, cladding and glass. • Saredon Brook to south of area fuelled many older industrial uses and is key natural landscape feature of historic interest. • Area well served by transport routes including M6 Toll. 'Gateways' at Churchbridge and Longford Island, with landmark buildings e.g. Ramada Hotel and Longford House. • Views along corridor constrained by railway bridge/roadside development at Churchbridge, elsewhere open views across level terrain with business parks visible on rising ground at Kingswood Lakeside/Eastern Way. 	<p>Key Local Design Principles or 'New development should':</p> <ul style="list-style-type: none"> • Reinforce commercial uses along western section of A5 recognising its key economic potential for District. • Encourage use of high quality frontage treatment and signage to commercial development with soft landscaping providing a unifying feature, to create visual/road safety and environmental enhancement along this strategic corridor which is an 'Air Quality Management Zone'. • Retain and supplement areas of mature tree planting at western end of corridor. • Continue to promote high quality design and landscape principles of more recent development e.g Kingswood Lakeside. • Recognise scope for variety of good quality design and materials throughout area whilst respecting scale of existing development. • Recognise industrial heritage of area and seek to enhance surviving locally distinctive features and their settings, including proposed restoration of Hatherton Canal route through this area. • Respect and enhance the forms of historic farmsteads in their landscape context. <p>Further Information:</p> <ul style="list-style-type: none"> • Cannock EUS (2009) – HUCAs 15-17 • Landscape Character Assessment (2008)- Coalfield Farmlands • Cannock Chase Local List

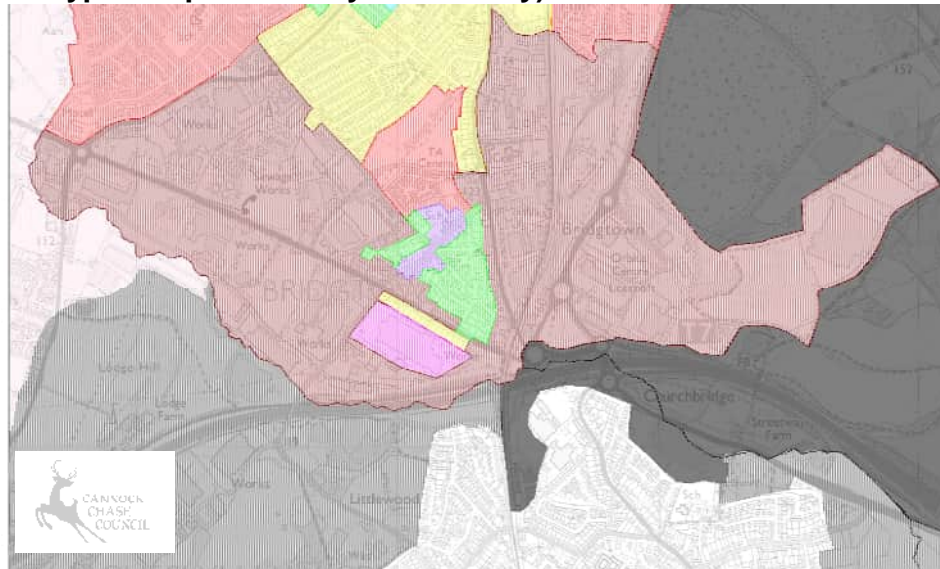
Key Features Map



Landmark 2- Ramada Hotel



Character and Landscape Types (period/time of development and type of open countryside nearby)



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Hednesford Town Centre and Historic Suburbs

Character Description: A small town with strong links to former mining and horse racing industries that contributed to the areas rapid development in the 19th century. At foot of Hednesford Hills on edge of Cannock Chase. Suburbs largely 20th century in character but with remnants of former Industrial/Victorian properties. Town centre undergoing regeneration which aims to enhance the retail offer.

Key features are:

- The listed Cross Keys Inn, a former coaching inn, dating from 1746, lies at edge of character area in old centre of Hednesford, approx ¾ mile south of present day town centre. Despite town's possible origins in 11th century developing into a small village in 16th century most of surviving historic buildings and features date from 19th century, reflecting rapid growth of area related to expansion of coal mining.
- Area influenced by surrounding Heathland landscape character and prominence of Hednesford Hills designated 'common land'. Topography of Hills creates a unique green backdrop to the town.
- Present day town centre has 19th century character with predominantly 2 storey buildings with shops lining the winding main street, and some modern/contemporary infill e.g. The Lightworks. Ongoing regeneration plans will modernise this character further with new development/redevelopment at each end of the main street and to the north. Red brick and grey tiling dominates, with some rendering and yellow brickwork. Unique detailing to property in Market Street reinforces tradition and distinctive character. Mainly 2 storey, terraced properties with some 3 storey. High-medium density.
- Surviving 19th century 2 storey residential property and grid street pattern to east at Church Hill and elsewhere around town centre. Mid-20th century development to south with plenty of bungalows. Post-war development lower density, 1960s-70s in character, varied materials/detailing.
- Area acts as key 'gateway' between the wider Cannock urban area and the rural Chase/Hednesford Hills (urban-rural fringe character) along a key route which links north-south. Key landmarks are the listed Angelsey Lodge (1831) standing well back from road at west end of town centre and Hednesford War Memorial (1930s) on edge of Hills. The nearby Our Lady of Lourdes Catholic church dates from 1927-1933, built in 13th century style with French overtones.
- Distinct features reflect local heritage and identity e.g. town clock and Miners Memorial in front of the Library. Hednesford Park provides important landscape setting to north of town centre with community recreation facilities.

Key Local Design Principles or 'New development should':

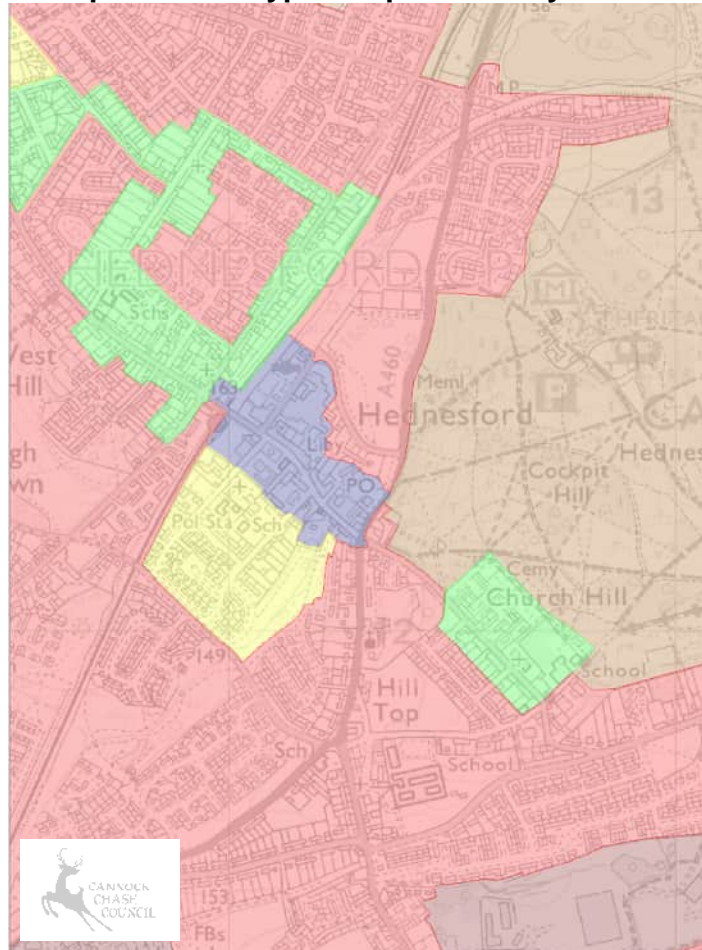
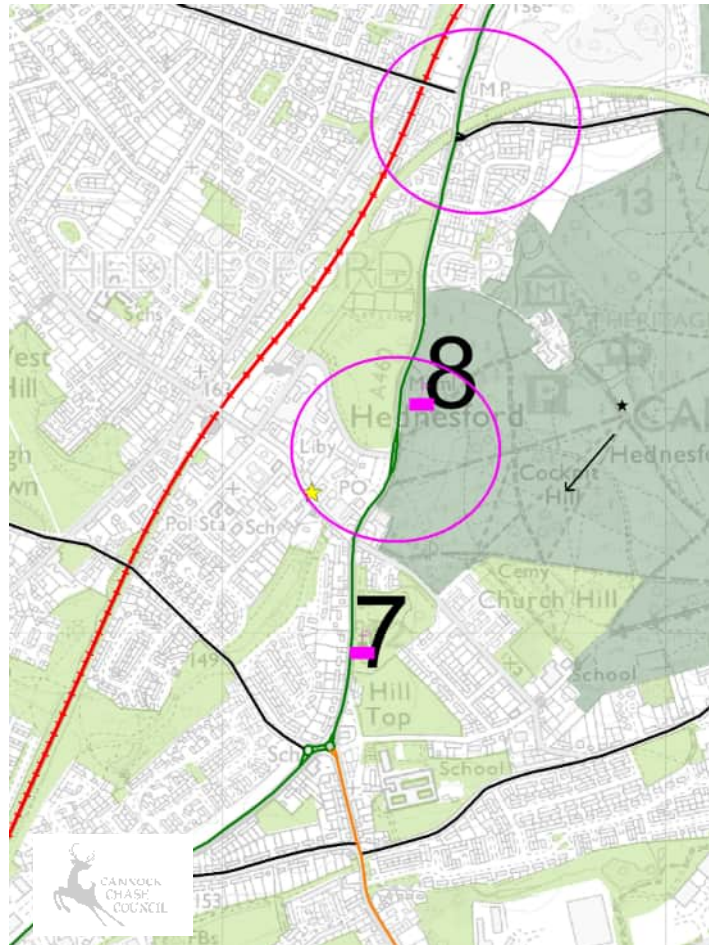
- Preserve/enhance locally distinctive key features of Hednesford town centre and historic suburbs, including the winding street layout, small scale of development and key features of historic and local interest and their settings.
- Preserve/enhance the rural-urban fringe character including key landscape assets of Hednesford Hills, Park and mature trees visible around town. Draw upon this landscape character as inspiration for further 'greening' public spaces in the urban environment and buffering the urban edge.
- Encourage high quality shopfront and signage design and materials appropriate to the particular building within the town centre and support a wide range of mixed uses and small independent shops to enhance variety and vitality.
- Support high quality public realm design and materials with reduction of clutter, and pursue opportunities for public art to further enhance local identity e.g. next phases of Miners Memorial.

Further information:

- See character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)- Heathland
- Historic Environment Character Assessment (2009)- CHECZ 5-7
- Cannock Chase Local List

Key Features Map

Character and Landscape Types (period/type of development and type of open countryside nearby)



Landmark 7 – Our Lady of Lourdes



Landmark 8 – War Memorial



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Hagley

Character Description: A residential suburban area to the south-west of Rugeley town centre of inter-war, post-war and modern character types of houses with associated community facilities e.g. schools, health centre, reaching out to the urban-rural fringe.

Key features are:

- Evidence of early settlement in Bronze Age burnt mounds. Archaeological potential in area though largely overlaid by 20th century development. Burnthill/Sandy Lanes are historic routes dating to 16th-17th century.
- Lies on sloping land falling from the Chase towards Trent valley to north - topography creates key view northwards overlooking large parts of AONB and urban Rugeley. Key view from Dinah's Knob overlooking Stile Cop.
- Surrounded by landscape character areas of Wooded Estatelands and Heathland. AONB and Green Belt to the south/west demonstrates sensitivity of the rural landscape and area acts as key gateway helping define rural-urban fringe.
- 2 storey inter-war properties to the north along Burnthill Lane are semi-detached and short terraces in pebble dash and render however area dominated by post-war residential development. To east, Pear Tree estate is distinct area of early post-war Coal Board housing, largely 2 storey semi/detached houses of render and pebbledash, very plain in style, with the few trees mainly on small areas of open space amongst the housing, but having extensive views over Rugeley town. Modern late 20th century development at Burnthill to the west comprises larger detached and semi-detached houses on smaller plots, often 3 storey including dormers, 'traditional' developers house types with elaborate detailing, in red and yellow brick, often with garages. Similar at Lower Birches with less ornamentation.
- Primary routes e.g. Sandy Lane/Hednesford Road lined with trees and landscaped frontages creating an attractive green entrance to Rugeley from Cannock and the Chase.
- Hagley High School and Rugeley Leisure Centre occupy valley historically associated with 18th century Hagley Hall and associated playing fields and Hagley Park create an important 'green wedge' between the built-up areas of Hagley and Western Springs. Leisure Centre locally considered a good example of attractive contemporary design.
- Neighbourhood centre at Queensway and community facilities along Sandy Lane e.g. Lea Hall Miners Club, Health Centre, and Rugeley Town railway station give sense of 'active' community and local focal points.

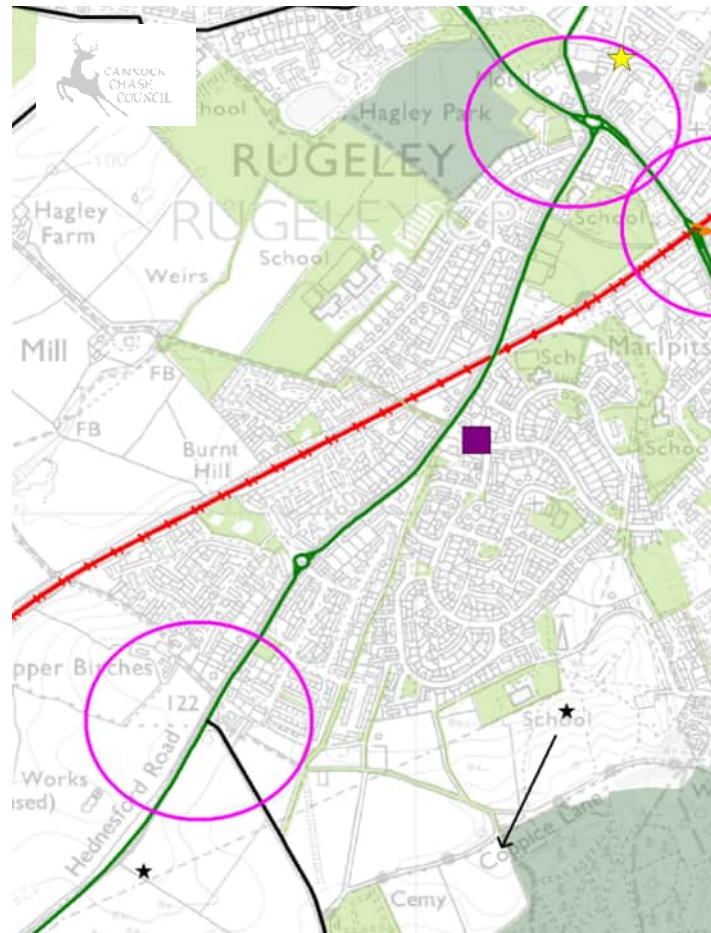
Key Local Design Principles or 'New development should':

- Reinforce gateway role of primary historic route to Rugeley using high quality design and soft landscaping appropriate to urban-rural fringe.
- Recognise scope for variety of good quality design and materials throughout area whilst respecting scale and density of existing development, however area characterised by housing estates of homogenous design types which are each more sensitive to introduction of innovation.
- Promote the permeability of cul-de-sac developments and links between key facilities via improved green links where appropriate.
- Consider visual impact of development on local views from nearby high ground.
- Buffer impact of the urban edges with planting relating to local landscape character.
- Respect and enhance the forms of historic farmsteads in their landscape context.

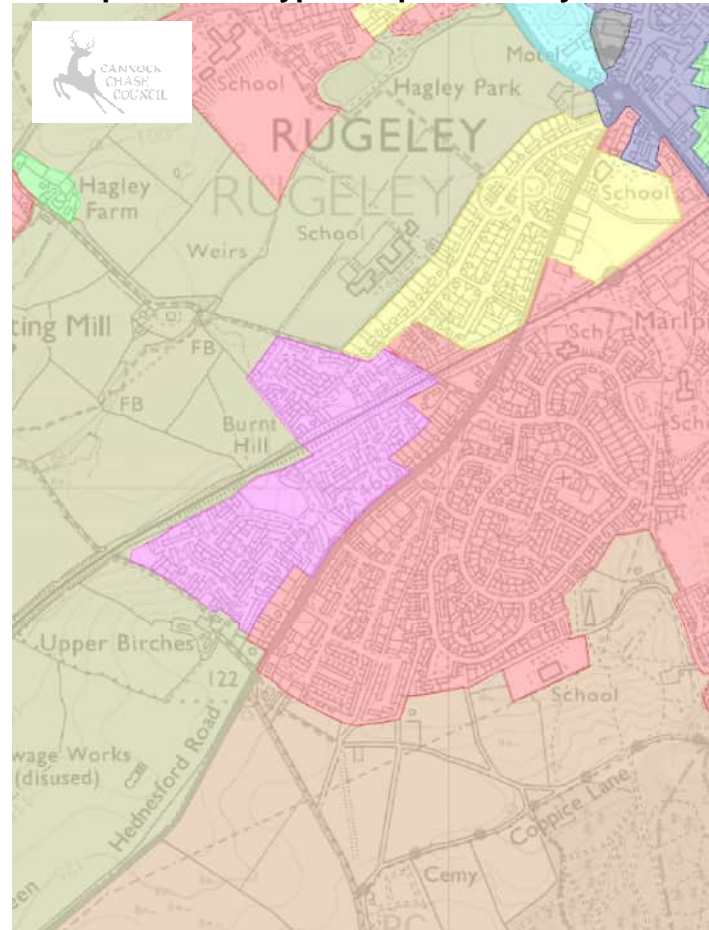
Further Information:

- See character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)- Wooded Estatelands and Heathland
- Rugeley EUS (2009/10) - HUCA 21
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



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Hawks Green

Character Description: The western third of this area, along Eastern Way, consists of large scale commercial/industrial character type with business parks accommodating a range of unit sizes. Remainder of the area is predominantly residential with older post-war buildings at the northern end and a large modern housing estate including a local centre to the south.

Key features are:

- Area in 19th century was farmland surrounded by collieries and crossed by railway lines and canal, with settlement at nearby Hill Top and Cross Keys (former centre of old Hednesford) with scattered farms. Historic buildings survive including the listed former 16th century farmhouse and 18th century inn at Cross Keys and former 3 storey 18th century Newhall Farmhouse on Lichfield Road. Historic routes remain e.g. Hill Street through old Hednesford at Cross Keys and the bridleway of Hawks Green Lane.
- Lies within valley floor and adjoins Green Belt land to the south which is of the Planned Coalfield Farmlands landscape character.
- Interwar period housing developed along some main road frontages and from 1970's modern industrial development began on land reclaimed from earlier industrial uses, followed by housing and further industrial development continuing up to present day.
- Industrial areas planned around culs-de-sacs comprise mainly modern 'shed' type developments of brick with metal cladding and medium scale height and mass. In south of area more recent business park and office buildings of glass and metal construction.
- 1980's housing laid out to retain broad swathes of countryside with path routes through estates, a distinctive positive feature with amenity and wildlife value. Mainly medium density at 2 storey height, with some higher density, higher rise development on western side in 1990s, maximum 3 storeys. Character of residential areas is less varied due to larger scale of the two main developments - design is 'traditional' developer's house types with red and buff brick and some dark timber cladding detailing on 1980s properties. Lack of landmark features within the estates.
- Two key primary road routes through the District connecting Cannock, Rugeley and Hednesford bound the area as well as linking the District to the wider sub-region.
- District Centre purpose-built to serve the large residential estate, includes a supermarket, pub and several small scale retailers.

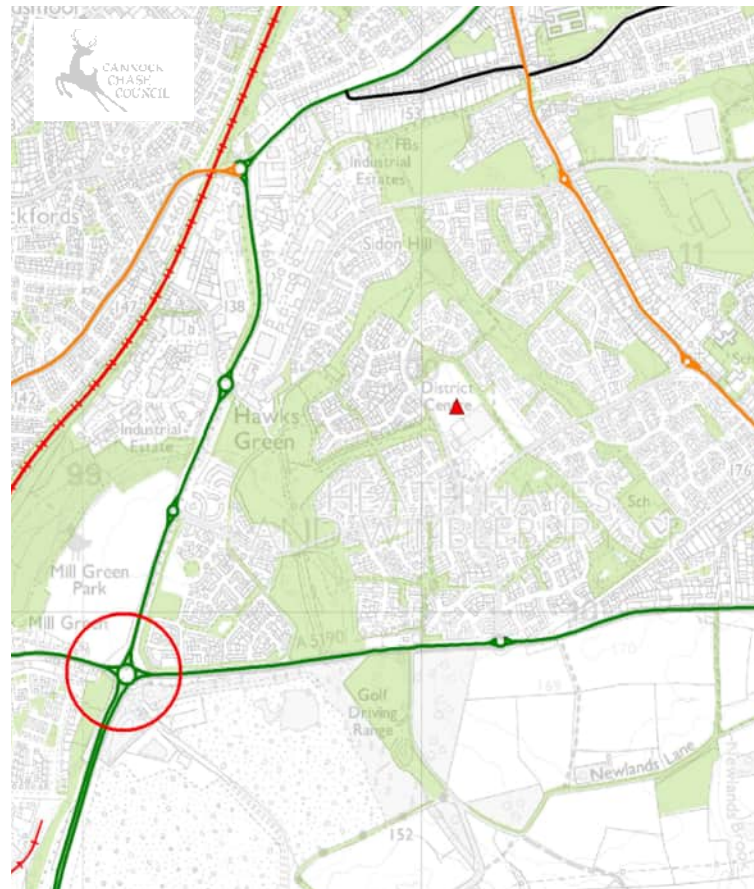
Key Local Design Principles or 'New developments should':

- Preserve and enhance green linkages within residential estates and encourage connectivity to wider area.
- Respect existing characteristic density, height and scale of the area.
- Preserve and enhance surviving elements of historic character including road frontages/building lines and locally distinctive features and their settings e.g. fingerpost at Hednesford Road/Lower Road junction.
- Promote enhancement and reinforcement of frontages along key primary routes with appropriate soft landscaping.
- Recognise the homogenous character of existing residential areas but with scope to add appropriate distinctiveness to the area guided by local features and/or history.
- Modern character of commercial areas allows for innovation in future design around this zone.
- Consider potential impact on local views from surrounding areas created by virtue of topography with consequent importance of choice of roof covering, particularly for large buildings e.g. Chadsmoor to the west overlooks large parts of this area as does Hednesford Hills.
- Respect the form of any historic farmsteads in their landscape context

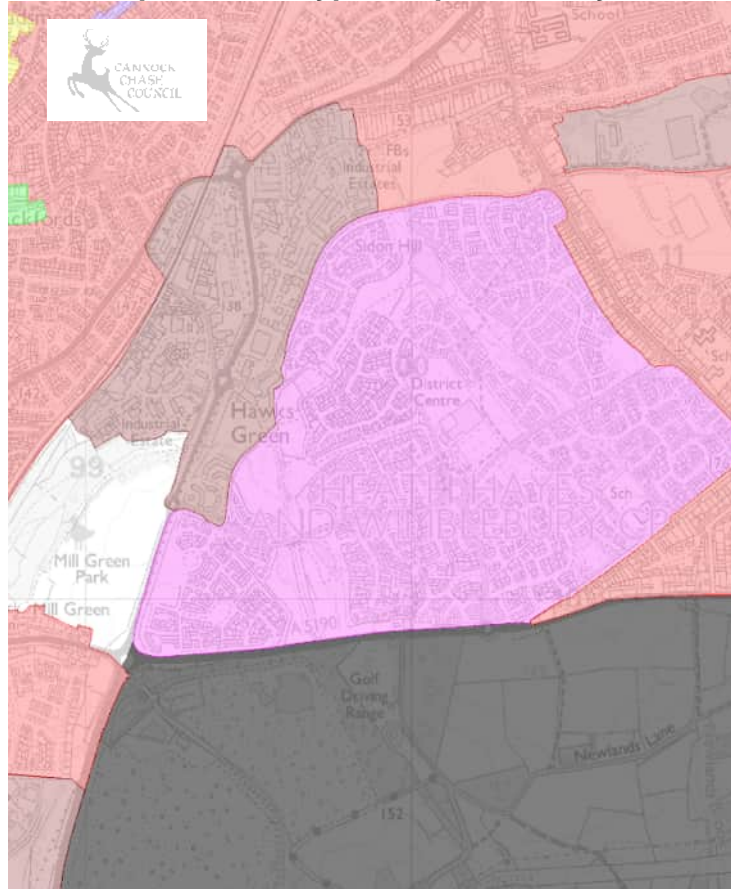
Further information:

- See character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)– Planned Coalfield Farmlands
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



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Character Description: Post-war development predominates, housing with associated churches, chapels and former schools. Historic local centre at core demonstrating legacy of the area. Industrial/Victorian housing at north end of area along Main Road/Brereton Road, mixture of interwar and modern housing with modern industrial estates on former colliery land to south-west.

Key features are:

- Historically collieries, gravel pits and brickworks on edge of Cannock Chase; farmland on lower ground surrounding village centre with its diverse range of buildings including grand houses and workers cottages. Industrial landscape included railways and tramway leading down to Trent and Mersey Canal wharf. Historic coaching inns e.g. Red Lion.
- Landscaped setting of Chase and rising ground to south and west form green backdrop of Heathland and Settled farmlands landscape character, with significant mature trees along road frontages of urban area, some protected by Tree Preservation Order.
- Historic village centre and Canal designated Conservation Areas. Range of significant listed buildings dating from 16th, 17th, 18th and 19th century including large detached 3 storey buildings on Main Road in Georgian and Regency styles. Parish Plan highlights buildings/features of local architectural/historic interest valued by community.
- 19th century housing on Main Rd/Brereton Rd includes cottage rows running back from frontage and on Armitage Road includes canal cottages. 1930's 'Coal Board' housing e.g. Springfield Terrace has distinctive 'dormer' design detail. Regular post-war housing layouts of semi-detached and short terraces, mostly 2 storey, some bungalows.
- Recent buildings include some innovative contemporary designs e.g. housing (Coulthwaite Way) and school (Redbrook Hayes Primary). Good examples of historic buildings converted to new uses e.g. former community centre converted to housing.
- Red brick predominates with some render; St Michael's Church and former barn rear of Brereton Hall in sandstone. Retention of front boundary walls help define streetscene.
- Petrol station, pubs, hotel and groups of shops on Main Road and Redbrook Lane. Ravenhill Park is key greenspace for local recreation.
- Topography creates key views e.g. to and from Stile Cop to the south-west, views of Brereton Hall and House from public footpath off Coalpit Lane, views in and out of area dominated by Power Station cooling towers. Wide ranging views from Stile Cop trig point being reduced by tree encroachment. Southern gateway to District on Main Road and to Chase on Colliery Road. Key landmarks are Cedar Tree Hotel (9); St Michaels Church (10); Brereton House (14); and Brereton Hall (15).

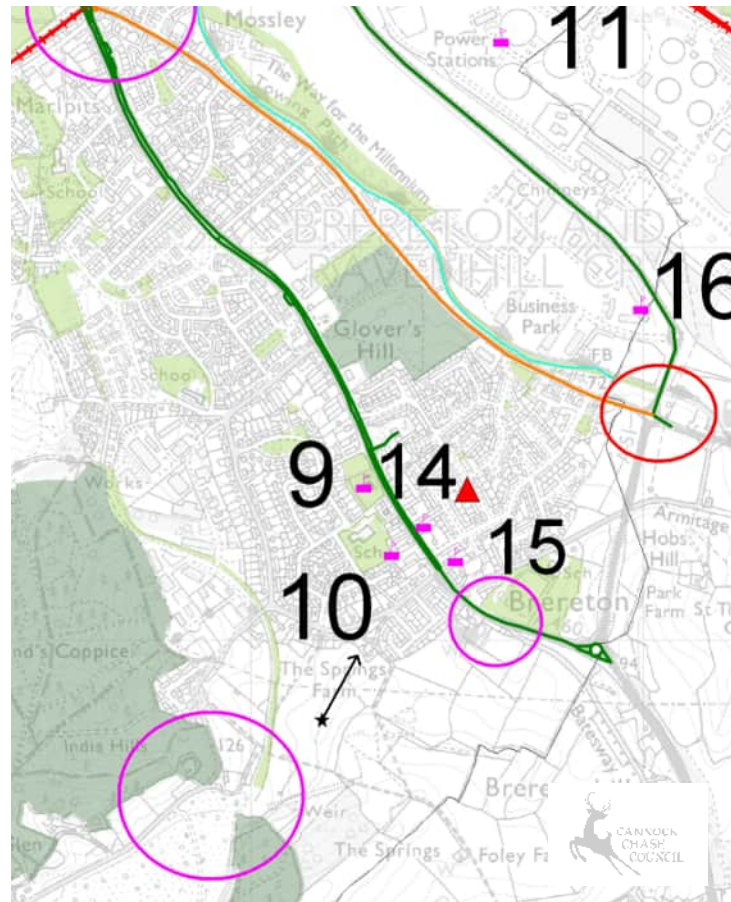
Key Local Design Principles or 'New development should'...:

- Preserve/enhance locally distinctive features and characteristic building lines, particularly in unique village of Brereton.
- Respect significance of 'green backdrop' with mature trees on road frontages and supplement where appropriate with new long-lived tree planting.
- In appropriate locations e.g. in/close to Brereton Conservation Area well designed 3 storey buildings may be acceptable, elsewhere generally 2 storey appropriate.
- Recognise scope for variety of good quality design and materials in modern areas with preference for red brick and red/blue tiles/slate in historic areas, using render sparingly/where appropriate.
- Support downgrading of Main Road A460 through Brereton village with environmental enhancements following completion of Rugeley By-pass.
- Respect and enhance the forms of historic farmsteads in their landscape context.
- Consider impact on key views and potential enhancement of 'gateways'.

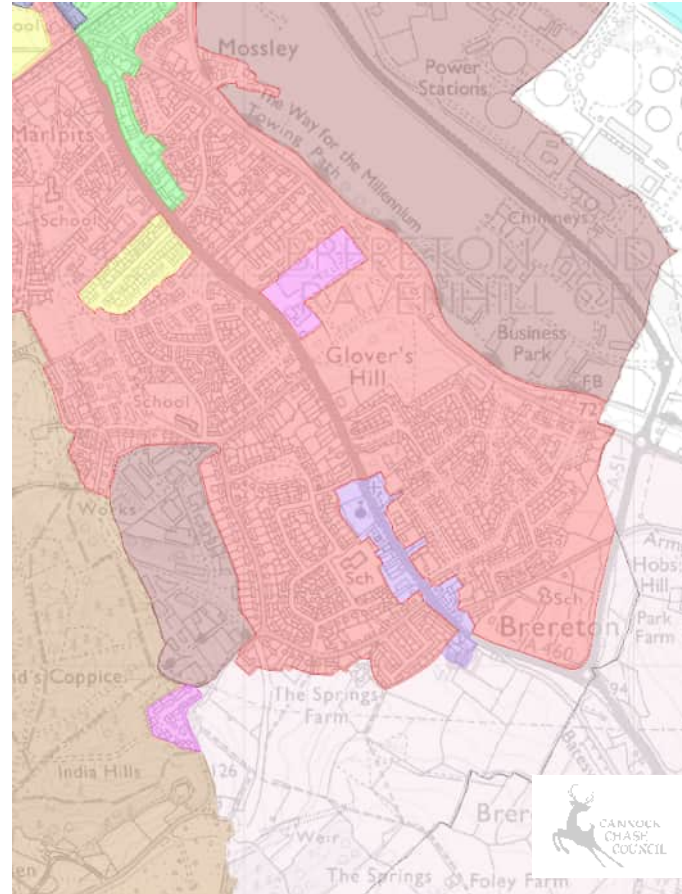
Further information:

- See character types descriptions for further information on the built character and detailing.
- Main Road, Brereton Conservation Area Appraisal and Management Plan
- Landscape Character Assessment (2008)- Heathland and Settled Farmlands
- Cannock Chase Local List
- Brereton and Ravenhill Parish Plan

Key Features Map



**Appendix 1
Character and Landscape Types (period/type of development and type of open countryside nearby)**



Landmark 9- Cedar Tree Hotel



Landmark 10- St Michael's



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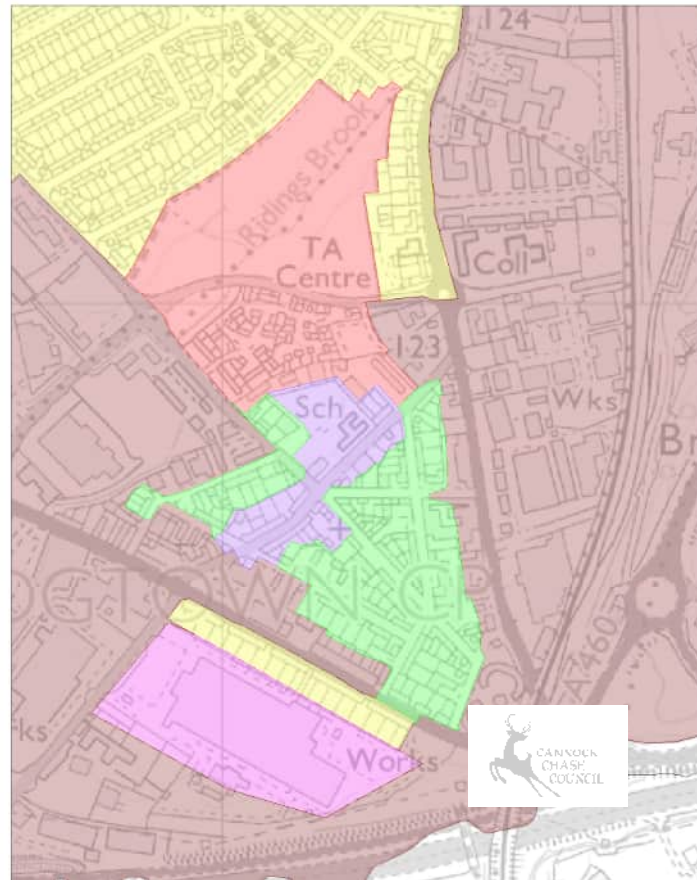
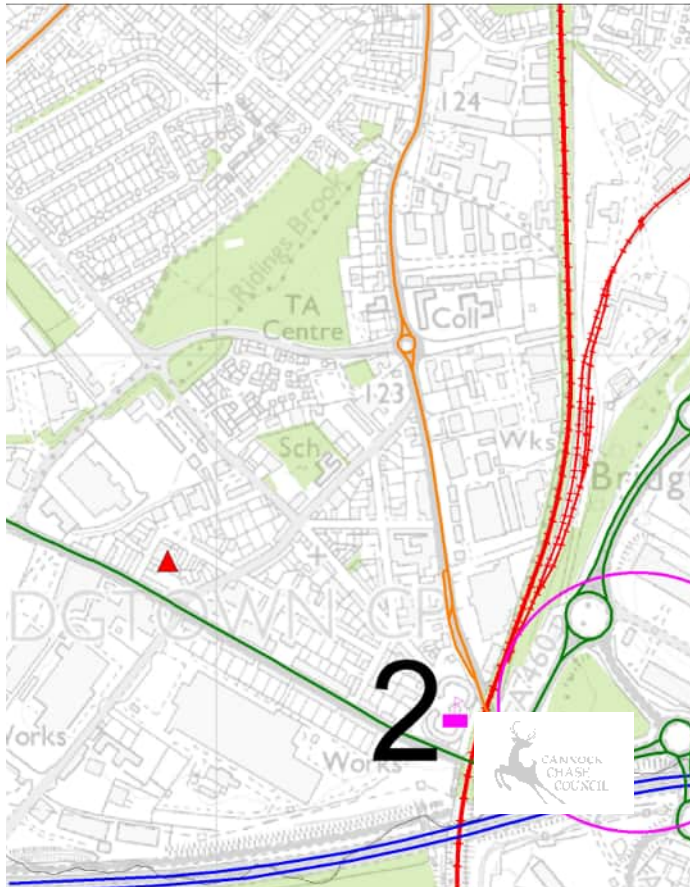
Landmark 14- Brereton House



Bridgtown	
Character Description: Much of the 19 th century settlement of Bridgtown survives with small scale historic local centre along North Street surrounded by development of the Industrial-Victorian era. Area of post-war housing and industrial development is located on the northern edge. Area is enveloped by modern larger scale commercial and industrial land uses.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Origins in 18th century factory development associated with edge-tool manufacture and later brick and tile works, plus development of Wyrley and Essington Canal. • Location immediately north of Watling Street (A5 a primary key route) close to Churchbridge where road crossed Wash Brook and later railway crossed road. Largely sheltered from impact of the A5 by being fairly 'inward' looking as a community with the local centre at the core of the area. • Existing streets were laid out on compact grid/linear pattern in late 1800s and housing erected together with associated non-conformist chapels and schools. Some of these buildings now converted to commercial use or redeveloped in 20th century. • Together with the historic street pattern, a significant collection of Victorian shop fronts and outbuildings survive and now provide local shops and accommodate variety of small businesses. North Street designated a Conservation Area and underwent an environmental enhancement scheme of traffic calming and façade improvements in the 1990's. • Remains of edge tool works/workshops and lower middle class housing survive on Walsall Road frontage. • Now forms part of wider suburban Cannock, however, surviving Victorian detailing of facades, materials used and smaller scale nature of the properties make the area distinct. Key materials are traditional red bricks (many overpainted brown) with brown/grey tiling and white timber window and door frames. Chimneys and brick walls to some frontages form key features, with some round headed doors, windows and carriage entrances. 2 storey terraced/semi-detached properties dominate, on narrow plots. Medium-high density in character. • Hard urban environment in centre with occasional trees and green spaces towards periphery. 	<p>Key Local Design Principles or 'New development should':</p> <ul style="list-style-type: none"> • Preserve and enhance locally distinctive character and appearance of the historic area and its setting, including views in and out, and reflect small scale/domestic character of built form with characteristic height and density. • Conserve the traditional tightly built street layout and characteristic building lines. • Retain and reflect traditional materials and detailing e.g brick/tile and key details such as chunky chimneys which enliven roofscape, and well detailed doors and windows. • Conserve existing features including Victorian shop fronts and rear outbuildings, which signpost distinctive historic uses such as butchers shops and slaughterhouses, and workshops with cast iron window frames. • Promote variety of mixed uses and small businesses in and around the local centre, with reuse of significant buildings adding value to the townscape. • Take opportunities for environmental enhancement of the urban area as appropriate. <p>Further Information:</p> <ul style="list-style-type: none"> • See character types descriptions for further information on the built character and detailing. • Cannock EUS (2009/10)- HUCA 13 • Bridgtown Conservation Area Appraisal and Management Plan (Management Plan forthcoming) • Cannock Chase Local List

Key Features Map

Character Types Map (period/type of development)



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Cannock Town Centre and Historic Suburbs

Character Description: Cannock town centre has origins dating back to the medieval period, with a market being established in the 13th century. Is the largest centre in the District, catering for a range of shopping and commercial needs. Contains a mixture of historic town centre core, town centre redevelopment and edge of town centre types, with industrial/Victorian housing areas beyond.

Key features are:

- Historic, medieval core street layout largely remains intact based on broad market place along with early surviving features such as the listed St Luke's Parish Church (dating from 14th and 15th century) and 14th century wayside cross, a Scheduled Ancient Monument. Listed historic buildings on Mill Street and High Green remain from 18th and 19th century and the town centre is designated a Conservation Area. Land levels fall to south of town centre.
- Churchyard and 18th century bowling green form prominent green focal points enhanced by mature tree planting.
- Town centre historic buildings mainly 2 and 3 storey, in red brick and light coloured render with tiled and slated roofs; St Luke's Church and Conduit Head in local red sandstone.
- Public art features and monuments signpost local history and character e.g. bandstands, memorials, water pumps. Pedestrian area is surfaced with modern red pavements.
- Retail, commercial and leisure uses predominate with residential areas beyond radiating out to the wider suburbs.
- Modern redevelopment on the town centre edge is mainly larger in scale and mass and of modern design e.g. Cannock Shopping Centre, Civic Centre and Hospital, up to maximum 5 storeys.
- Historic residential suburbs developed from the early 19th century such as along Old Penkridge Road. The Victorian scale, detailing and 'cottage' style together with some surviving former school buildings create a strong sense of place in these areas. Roof lines step down the gradient south of the town centre.
- North of the town centre is the extensive green space of Cannock Park, with the Leisure Centre and golf course, which form a valuable amenity space.
- 'Gateways' along primary road routes into the town. Key landmarks include St Luke's Church, the Technical College and the Civic Centre.

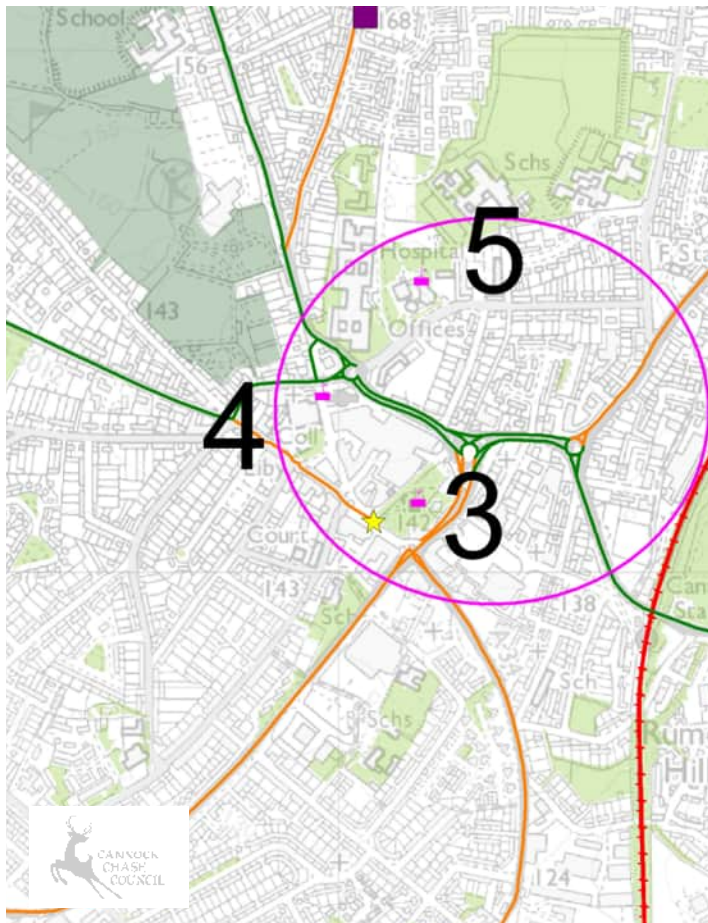
Key Local Design Principles or 'New development should':

- Safeguard historic street layout, e.g. around High Green and Market Place, and enhance links between key facilities wherever possible.
- Conserve locally distinctive key features and their settings e.g. bowling green, to reinforce strong local identity and attractiveness of town centre and low brick walls/hedges enclosing front gardens.
- Preserve and enhance character and appearance of historic areas and their settings, including views in and out. South end of town centre prominent to views from south.
- Protect significant trees and enhance green focal points which contribute to attractiveness of public spaces in town centre and garden trees and hedging in suburbs, supporting new planting wherever possible.
- Encourage high quality shopfront and signage design and materials appropriate to the particular building. Support wide range of mixed uses, small independent shops and markets to increase variety and vitality in town centre.
- Support high quality public realm design/materials and opportunities to reduce clutter in streetscene.
- Support local preference for non-intrusive traditional architecture with good quality contemporary schemes where appropriate.

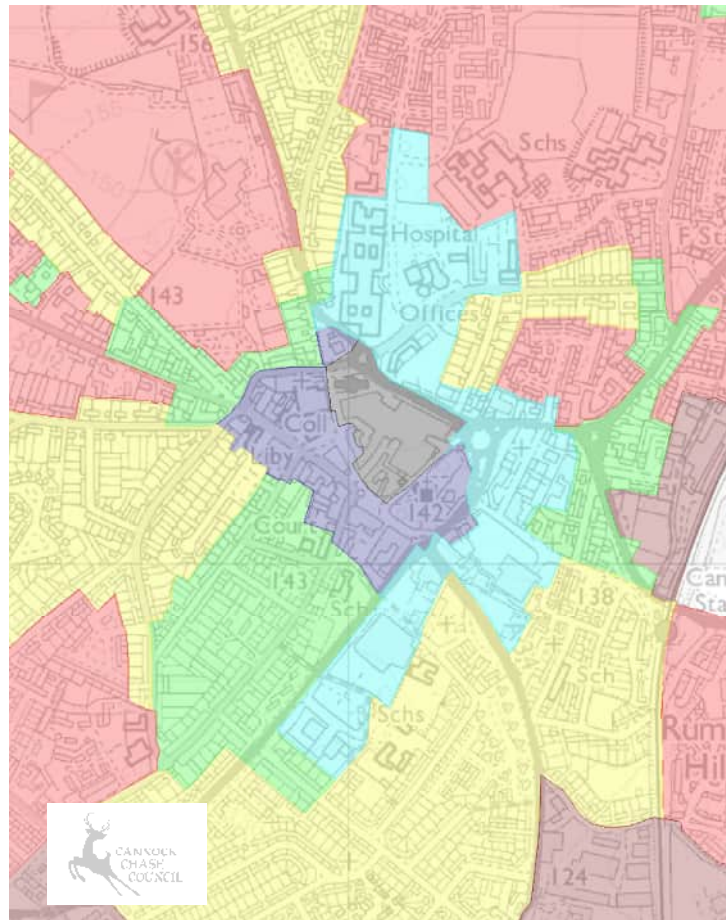
Further Information:

- See character types descriptions for further information on the built character and detailing.
- Cannock EUS (2009/10)- HUCAs 1-9, 11, 12
- Cannock Town Centre Conservation Area Appraisal and Management Plan (forthcoming)
- Cannock Chase Local List

Key Features Map



Character Types Map (period/type of development)



Landmark 3- St Augustine's Church



Landmark 4- Listed College Building



Landmark 5- Council Offices

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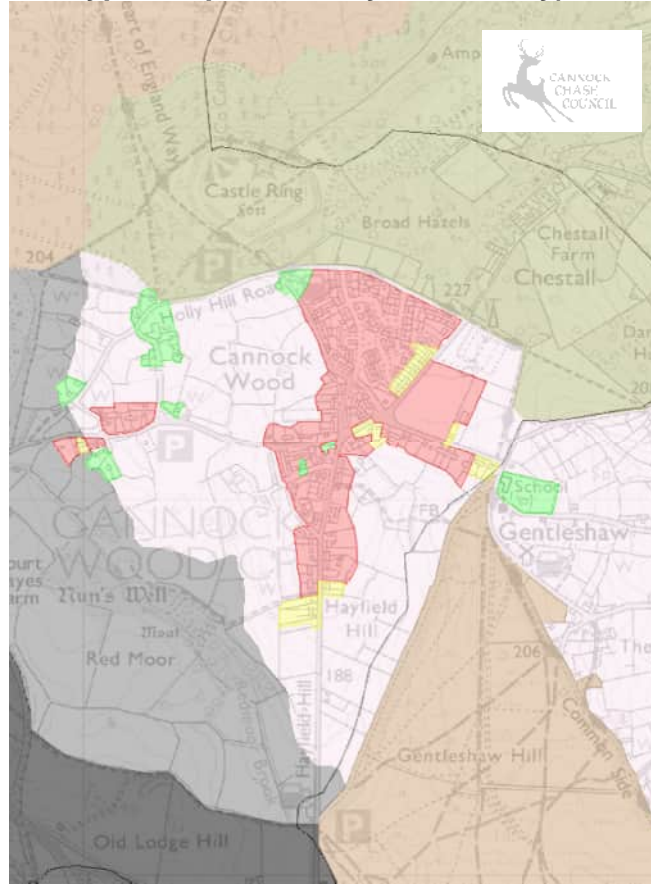


Cannock Wood	
Character Description: Rural village located within the AONB with outlying pockets of development and farms beyond main village. Mainly residential with community facilities, including a village hall, church, school, pub and local shop, scattered around village.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Probable 17th century origins with growth in the 19th century associated with agriculture and nearby coal mining. Developed in 'linear' pattern along main roads with later infill development. Church and school at eastern end of village within Lichfield District (Gentleshaw). • Village dominated by post-war residential development, with some surviving 19th century and mid-20th century property e.g. Wesleyan chapel built in 1836 in Chapel Lane. Main street layout likely to be original. Other key surviving features are historic farmsteads though adapted to modern farming practices. • Post-war development varied in character, predominantly low-medium density with detached 2 storey properties on medium/large plots, but including bungalows. Incremental development has created variety in the style/design and materials. Earlier properties mainly traditional 'cottage-style'. Red/brown brick and blue/brown tiles predominate, with some rendered and painted brick properties • Village lies within AONB surrounded by undulating Green Belt countryside. Settled Farmlands and Wooded Estatelands landscape character forms village setting and there are key views across area from vantage points including Castle Ring. • Adjacent Castle Ring Iron Age hillfort (a Scheduled Ancient Monument) provides key cultural link and views across the landscape. Also Beaudesert, the former parkland, lodge and Victorian walled garden of the former Hall which dated back to Elizabethan times; the remains of the Hall stand in Lichfield District. • Rural village feel reinforced by prevalence of roadside hedgerows and informal grass verges, particularly along traditional country lanes without pavements. Many protected mature trees and woodlands around village contribute to this character. 	<p>Key Local Design Principles or 'New developments should':</p> <ul style="list-style-type: none"> • Preserve and enhance locally distinctive and historic features including building lines along historic routes to retain traditional settlement form. • Recognise scope for variety of good quality design/materials through area whilst respecting scale and layout of existing development, particularly in terms of density/plot size, allow space for safeguarding existing trees and hedges, appropriate new planting to enhance character. • Respect variation between different residential styles in area, particularly promoting retention of locally distinctive historic features/detailing, typically 'cottage' style. • Promote retention and enhancement of existing hedgerows and grass verges along highways. • Support buffer planting around urban edge which complements wider AONB heathland/woodland landscape character as well as agricultural/farmland character. • Support opportunities for enhancement of pedestrian links to surrounding rural areas, including to key distinctive features such as Castle Ring/longer distance footpaths and the historic site at Courtbanks Covert. • Consider potential impact of new development on local views across rural landscape, particularly from around Castle Ring towards Gentleshaw Common. This landscape is very sensitive to change with any new development potentially having substantial impact. • Respect and enhance the forms of historic farmsteads in their landscape context. <p>Further information:</p> <ul style="list-style-type: none"> • See related character types descriptions for further information on the built character and detailing. • Landscape Character Assessment- Settled Farmlands and Wooded Estatelands • English Heritage Historic Farmsteads Survey (2010) • Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



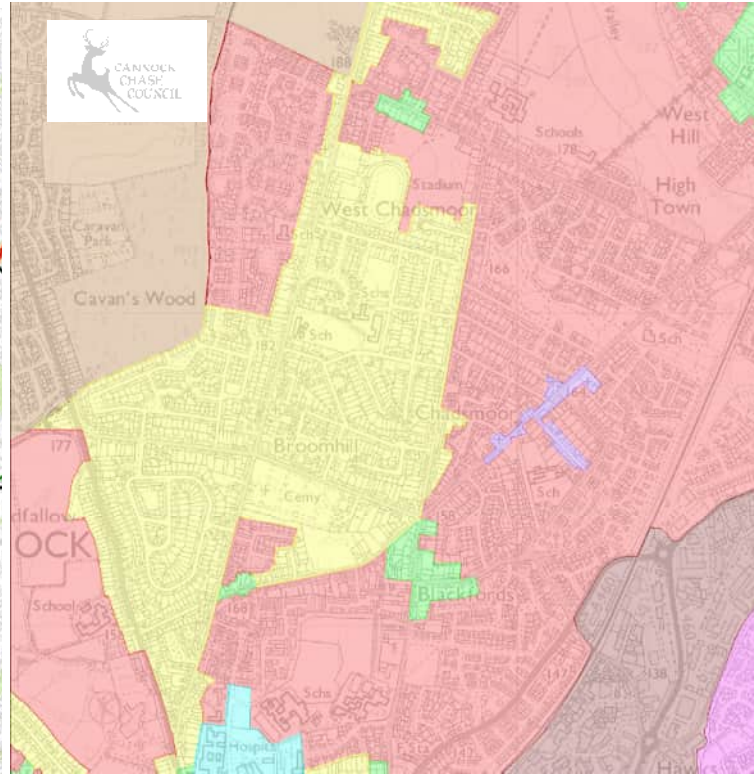
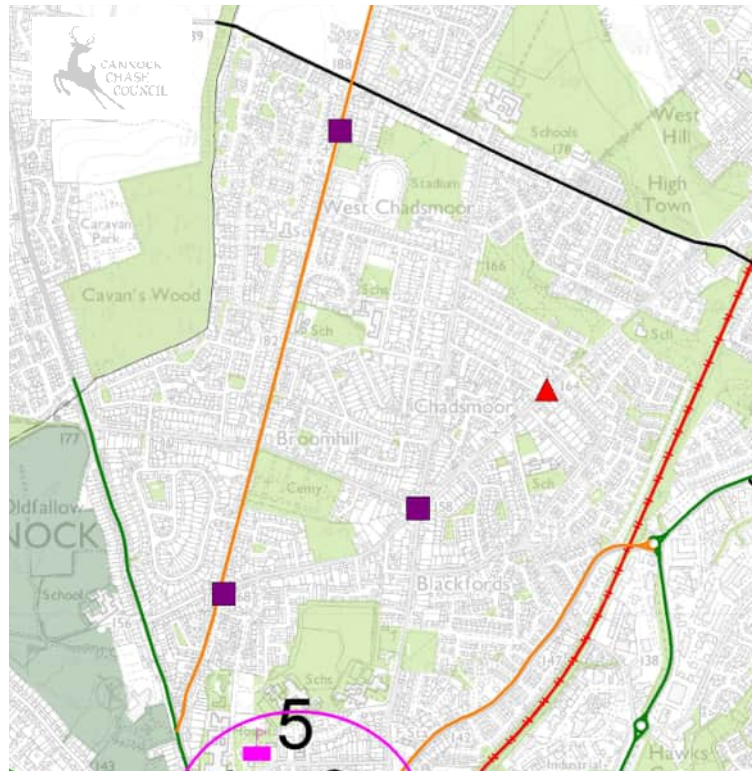
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North Cannock: Chadsmoor, Broomhill and Blackfords	
Character Description: Largely interwar and postwar character areas stretching northwards from the edge of Cannock town centre, comprise residential development with associated schools, pubs, churches, public open space and a cemetery. Shops and commercial uses in local centres at Chadsmoor and Blackfords, where there are some older 19 th century buildings, and at Festival Court.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Historically area of farmland with gravel pits and brickworks. Scattered settlement along main roads e.g. Chadsmoor and at road junctions e.g. Blackfords and High Town. In 20th century incremental development throughout area including new roads. • Topography and woodland landscape create natural green setting to area with views towards Hednesford Hills and the Huntington Belt between and over buildings. Large publicly accessible space of Cavan's Wood lies on western edge, with Cannock Park to south-west. • Higher density smaller scale traditional Victorian development around Blackfords and central Chadsmoor, with larger scale lower density interwar housing estates along main roads. Modern infill of gaps and post-war/modern large area infill to rear of these frontages at low-medium density. • Incremental nature of development has led to variety in style and materials however coloured render/pebbledash or red brick predominate throughout with red/brown/blue tiles. 2 storey dominant but with significant number of bungalows. Traditional detailing such as chimneys contribute to 'roof-scape' variety on older housing. • Significant mature trees along some road frontages in gardens and in highway. Many older properties retain traditional front boundary hedges and walls, though some removed for off-street parking/hard surfacing. Green 'avenues' with grass verges evident in many parts of area. • Chadsmoor, the historic local centre, retains 19th century character alongside 1950/60s modern infill. Linear pattern with small scale terraced Victorian properties/shops with traditional detailing. Modern infill reflects small scale nature of centre. Accommodates variety of largely convenience based stores and restaurant/fast food outlets. • Piecemeal public open space within the urban area may reflect incremental nature of development. Cannock Cemetery at junction of Pye Green/Cemetery Road, a traditional cemetery with brick built chapel and boundary walls, forms a distinctive local green space. 	<p>Key Local Design Principles or 'New development should':</p> <ul style="list-style-type: none"> • Preserve and enhance locally distinctive features and details e.g. the detail on the former 'Beehive Stores' corner shop at Chadsmoor local centre, and low brick walls/hedges enclosing front gardens. • Recognise scope for a variety of good quality design and materials throughout area whilst respecting scale and density of existing development. • Promote the small scale and mixed use character of Chadsmoor local centre, particularly encouraging convenience-based uses accessible to people's homes with public realm enhancement and removal of clutter. • Promote and enhance 'green' aspect of area with tree and hedge planting on development frontages and retaining views of surrounding landscape between and over buildings. • Enhance existing public open space, including green links through the urban area extending towards the Chase and adjacent countryside. • Ensure the urban-rural edge to the west is buffered and views maintained via woodland planting on the urban fringe. • Respect and enhance the form of any historic farmsteads in their landscape context. <p>Further information:</p> <ul style="list-style-type: none"> • See character types descriptions for further information on the built character and detailing. • Cannock Chase Local List

Key Features Map

Character and Landscape Types (period/type of development and type of open countryside nearby)

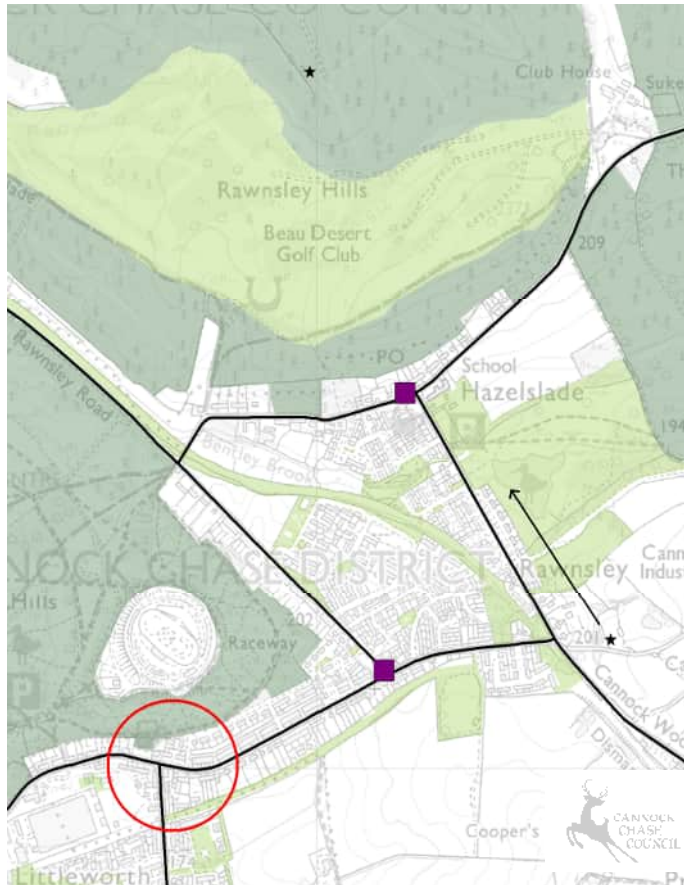


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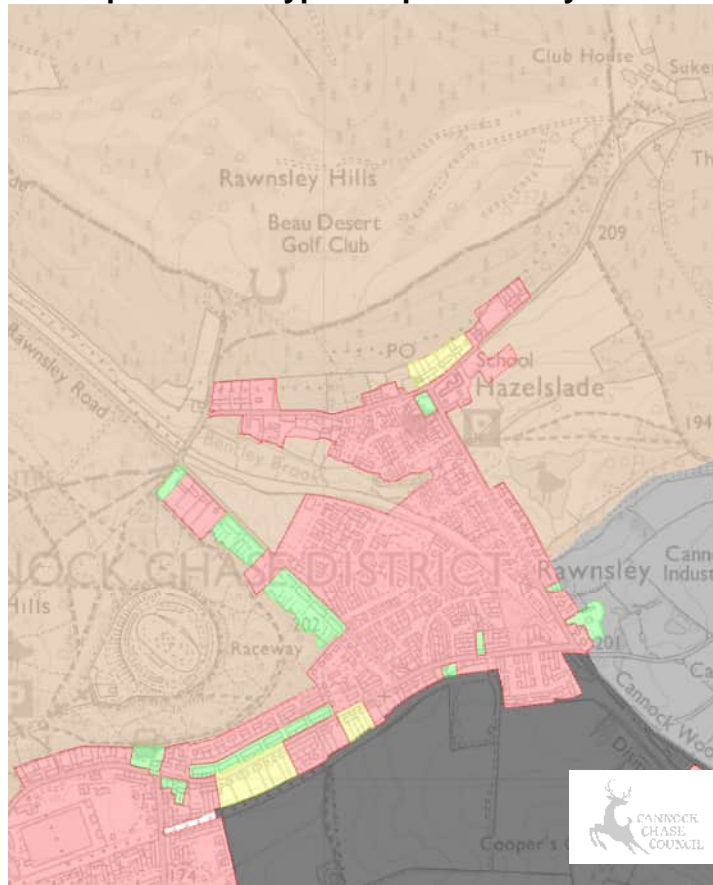


Hazelslade and Rawnsley	
Character Description: Outlying suburb, but with clear sense of 'village' identity by virtue of its fairly self-contained nature and location on the edge of the urban area bordering AONB and Green Belt countryside. Consists of mainly residential properties from post-war era but with some Industrial and Victorian houses and key features e.g. the Hazelslade Public House.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Built area has origins in late 19th/early 20th century with some surviving properties along Littleworth and Rawnsley Road. Existing Rawnsley Farm probably pre-dates this development • Old 19th century mineral railway line earthworks survive to the south of Littleworth Road demonstrating relationship of area to coal mining activities. Now serves as a 'green link' for walking and cycling, but is overgrown. • Influenced by surrounding agricultural landscape, which retains its historic field patterns and some historic farmsteads e.g. Cannock Wood Farm to the south. Adjacent to AONB and Hednesford Hills with forestry and open landscape dominating rural fringe character. Hazelslade Local Nature Reserve provides key link to the wider countryside with water features attracting local wildlife. • Surrounded by undulating topography of Heathland and Coalfield landscape characters creating a series of key views in and out of the area to the Chase, the surrounding landscape and over the settlement itself. • Largely low density, post-war properties dating from 1960-70s with some more modern infill. Industrial and Victorian properties display some distinctive detailing and add to overall local character. Some properties along Littleworth Road create 'rhythm' along streetscene with consistent building/roof lines and detailing e.g. chimneys. Variety of materials but largely red/buff brick and brown/grey tiles. Largely 2 storey with plenty of bungalows. • Hazelslade Public House marks 'gateway' between area and wider countryside. Rawnsley Cricket Club, local primary school, doctors surgery and small convenience shops along main roads provide community facilities. 	<p>Key Local Design Principles or 'New development should':</p> <ul style="list-style-type: none"> • Preserve and enhance locally distinctive and historic features including strong rural-urban fringe landscape character, 'village' identity and characteristic building lines and detailing. • Recognise scope for a variety of good quality design and materials throughout area whilst respecting scale and layout of existing development. • Consider potential impact on local views from surrounding areas created by virtue of topography, with consequent importance of choice of roof covering, and upon landscape context taking opportunities for landscape buffering to the urban edge. • Support opportunities for enhancement of existing open spaces, the redundant railway line as a green route through the area and other links to surrounding rural areas. • Respect and enhance the forms of historic farmsteads in their landscape setting. <p>Further information:</p> <ul style="list-style-type: none"> • See character types descriptions for further information on the built character and detailing. • Landscape Character Assessment (2008)- Heathland, Planned Coalfield Farmland and Coalfield Farmland • Historic Environment Character Assessment (2009)- CHECZ 8-11 • Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



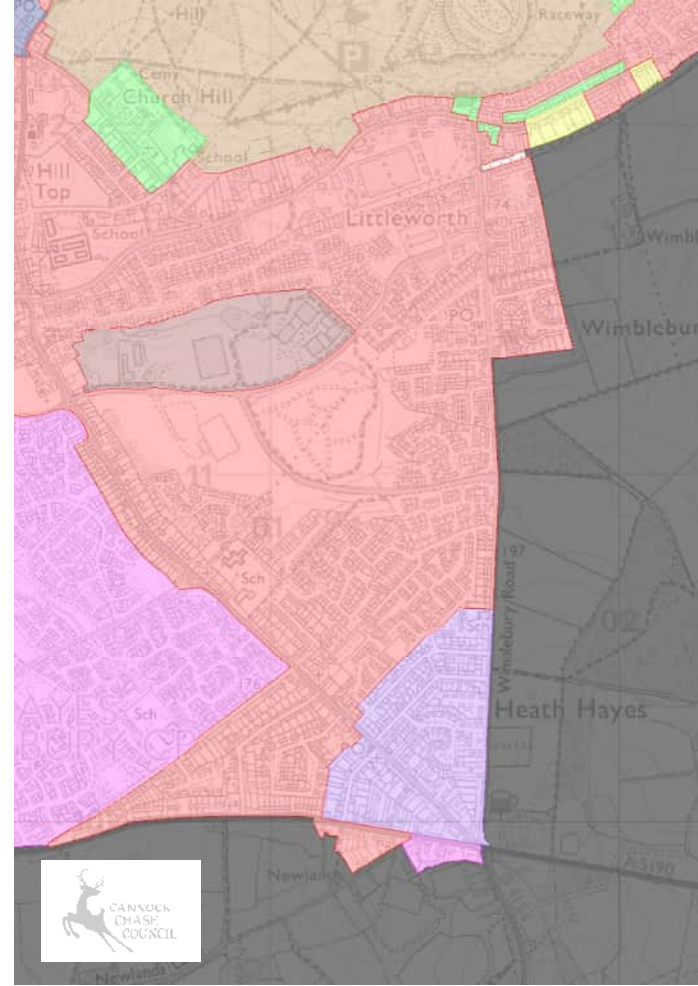
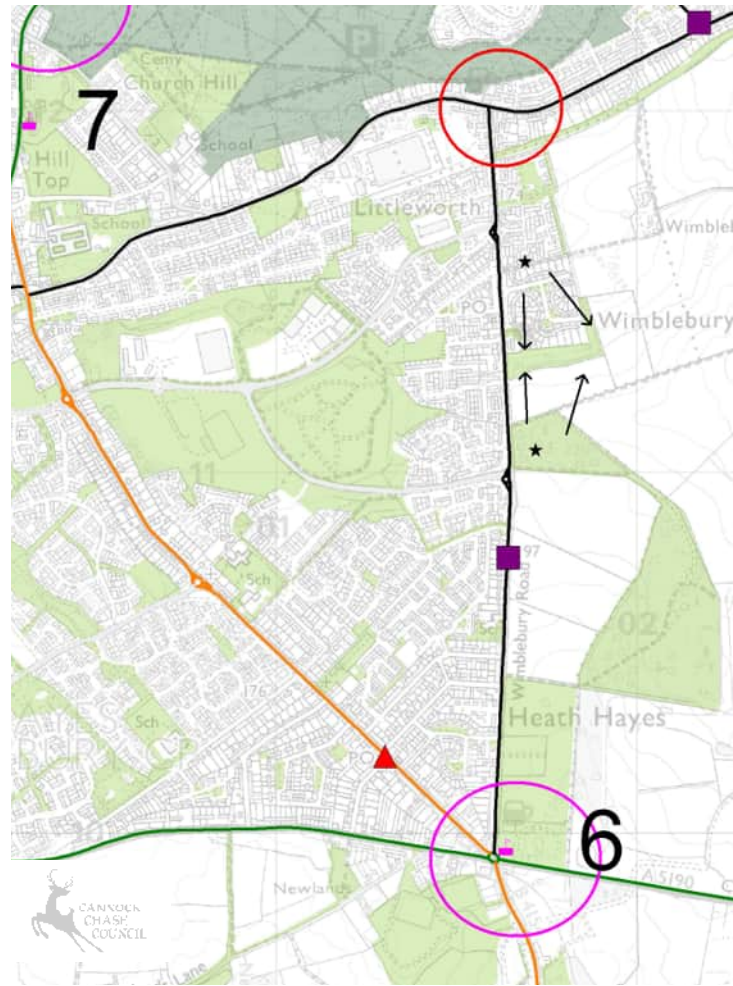
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Heath Hayes and Wimblebury	
Character Description: Residential suburban area, that partly lies on the rural-urban fringe. Dominated by post war housing development but with a surviving 19 th century local centre and residential properties at Heath Hayes.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Heath Hayes core local centre and surrounding residential properties date from 19th century. Historic high street provides unique character based on the old road and plot layouts which largely remain with traditional small independent shops and old timber shopfronts. Some 19th century properties display unique decorative detailing contributing to strong sense of place e.g. Tennants Bakery shop. • Undulating topography bounded by Green Belt countryside and Planned Coalfield Farmlands landscape character to the south/east and Heathland landscape character of Hednesford Hills on rising ground to north. Links into wider Cannock urban area to the west. Large public open space/nature reserve at Keys Park, formed from reclaimed Hednesford Brickworks site. • Wimblebury now largely consists of post-war housing estates, focussed on its limited 19th century development around the Trafalgar Inn (Littleworth Road) and the Lamb and Flag (Wimblebury Road) public houses. • Post-war housing is varied, however character dominated by influence of more recent large scale housing development at Keys Park/Wimblebury. Character here is less varied and is defined by larger semis/detached houses built on small plots – design is ‘traditional’ developer’s house types in red and buff brick/render with some decorative features reinforcing ‘traditional’ feel. Key green links throughout including water features (pond and brook). • Industrial/commercial area at Keys Park is of contemporary design, with metal and glass structures. Its moderate size and scale means it sits well in the surrounding undulating green landscape. • Fiveways Island and Heath Hayes Park form key gateway and unique landmarks marking access to/from the District and to the urban/semi-rural areas. Node at Littleworth Road/Wimblebury Road junction forms key local link between surrounding rural and urban areas. • Key views along Wimblebury Road up to Hednesford Hills and across farmland to east reinforce semi-rural/urban setting. Topography creates views across the built-up area from Hills. 	<p>Key Local Design Principles or ‘New developments should’:</p> <ul style="list-style-type: none"> • Preserve/enhance historic character of Heath Hayes local centre and Wimblebury including locally distinctive features and their settings e.g. finger post at Five Ways, flamboyant detailing on houses on Littleworth Road. • Preserve/enhance open space and green links through the housing estates with views of the wider landscaped setting between and over buildings. • Respect strong built frontages along historic routes of Cannock Rd/Hednesford Rd/Wimblebury Rd with low brick walls/hedges to garden frontages. • Retain/restore buffers of woodland and open space between the urban and rural areas of the fringe - enhance landscape character via woodland and heathland planting/restoration and enhance pedestrian links with open space. • Acknowledge scope for variety of high quality design/materials. Continue to promote contemporary/innovative design for commercial development and high quality planting. Minimise clutter of utility cabinets on road frontages. • Consider potential impact on local views from surrounding areas created by virtue of topography with consequent importance of choice of roof covering, particularly for large buildings. • Enhance key ‘gateway’ at Five Ways and respect form of historic farmsteads in landscape context. <p>Further information:</p> <ul style="list-style-type: none"> • See character types descriptions for further information on the built character and detailing. • Landscape Character Assessment- Heathland and Planned Coalfield Farmlands • Historic Environment Character Assessment CHECZ 8 • Cannock Chase Local List

Key Features Map

Character and Landscape Types (period/type of development and type of open countryside nearby)



Gateway and Landmark 6- Five Ways Island

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North Rugeley/Brereton

Character Description: Predominantly large scale mid-late 20th century commercial and industrial area, with some recent larger scale leisure uses. Character is purpose-built bulky industrial and office units on large plots with parking and service yards accessed off main roads.

Key features are:

- Historically area was farmland between the Trent and Mersey Canal and River Trent before being developed in 20th century for industrial purposes. Canal formed part of 'Grand Cross' linking the Midlands to the estuaries at the four corners of central England.
- Area bounded to south-west by the Canal and to north-east by green space of Trent valley. Adjoins River Meadowlands landscape character to the north and lies on rural-urban fringe.
- Three main elements: Rugeley Power Station site (local landmark), Power Station Road industrial area and the more recent Towers Business Park on site of former Leahall Colliery.
- All well served by road access from Rugeley By-pass which runs through area, a primary route, providing gateway and node features at each end.
- Range of unit sizes from small to very large and mix of commercial uses. Buildings along Power Station Road tend to be older, of smaller scale, in red brick and cladding, often with open car parks/railings to road frontages and grass verges. Towers Business Park medium to low density, larger scale, functional style and individual modern/contemporary designs with extensive planting schemes external to site fencing in accordance with original brief. Low lying and open to views from surrounding areas.
- Positive landmark identified as Towers Point (just within Lichfield District). Power Station cooling towers form local landmark visible through area.

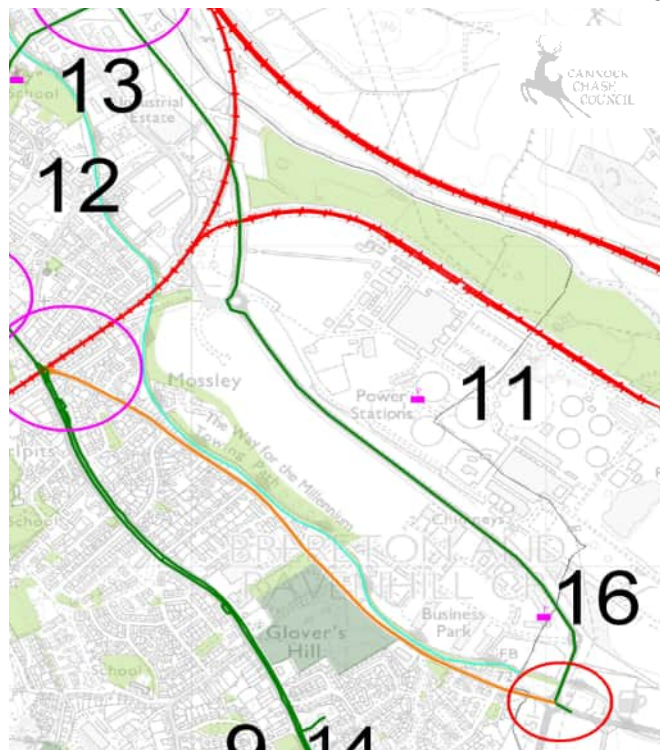
Key Local Design Principles or 'New development should':

- Retain commercial character of area with key economic potential for District.
- Continue to promote the high quality design and landscape principles of the Towers Business Park, especially along Bypass and Canal frontages, with predominance of good quality planting.
- Enhance frontages of older sites on Power Station Road and rear boundaries backing onto green/blue Canal corridor (and towpath) with planting/screening to create visual interest and enhance wildlife potential.
- Support retention of relatively tranquil character of adjoining rural landscape by continued buffering and management of the urban edge using appropriate species.
- Consider views of landmark cooling towers contributing to distinct identity.
- Enhance gateways using visual and environmental improvements to reinforce local identity.
- Contribute to public realm improvements along Canal towpath to enhance access for pedestrians, cyclists and wheelchair/pushchair users and to environmental enhancement of corridor, with lighting kept to a minimum to reduce urban impact on dark corridor.

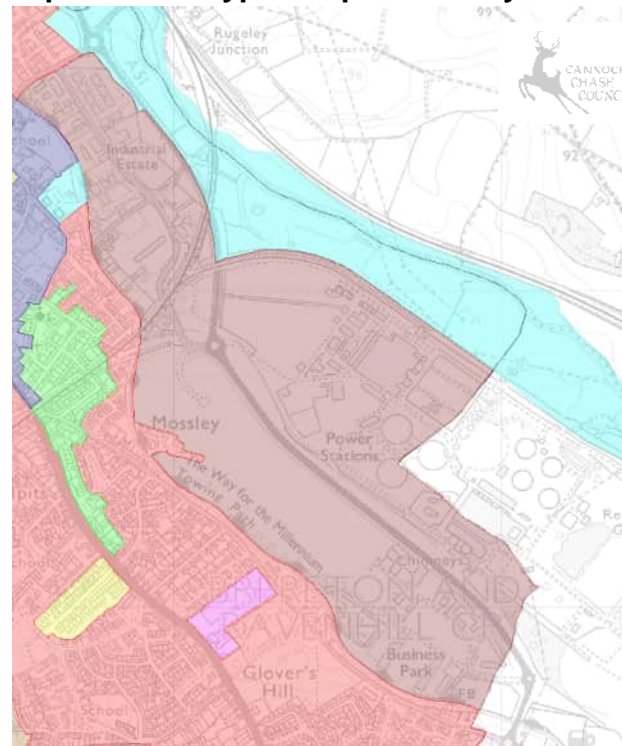
Further information:

- See character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)- River Meadowlands
- Rugeley EUS (2009/10)- HUCA 15
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



Landmark 11- Rugeley Power Station



Landmark 16- Towers Point

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Character Description: Norton Canes has possible medieval origins north of Watling Street (Roman Road) - two surviving moats may be associated with former manor houses. However this former agricultural and mining village largely developed to its current form from the post-war era. Dominated by post-war housing estates but with remnants of historic elements and a substantial 20th century/modern commercial business park area. Agricultural use remains a feature of the area, but on a smaller scale.

Key features are:

- Historically was farmland with collieries and scattered settlement along main roads, crossed by railways and canal, historic road layout of village and surrounding lanes largely retained. Legacy of coal mining has left range of related historical features such as lines of former mineral railways. The Listed St James Church stands at the old focus of settlement around Pinfold Lane, approx 1 mile from the current village centre.
- Semi-rural self-contained 'village' feel created by surrounding landscape of restored mining areas, agricultural fields and Chasewater Country Park, separating the settlement from surrounding urban areas. Surrounded by Planned Coalfield Farmlands and Coalfield Farmlands landscape character areas. Level terrain minimises views in and out of the village.
- Post-war, suburban residential estates wholly dominate village with a few 19th/early 20th century-style terraced properties, mainly detached and semi-detached. Inter-war semi-detached houses along roads remain in a mixture of plainer styles with more incremental ornately detailed properties influenced by Art Deco styles. Post-war housing often minimalist in style reflecting 1960-70s period whilst more modern estates replicate traditional details. Mixture of red/buff brick and render/wood/tile cladding, brown/grey tiles, mostly 2 storeys with some bungalows and some 3 storey modern development near centre. St James's Church is sandstone. Little significant mature planting within village consisting of occasional trees and garden hedges.
- Small scale, compact local centre reinforces village feel with key community focal points – Millennium Garden, Library, community centre and local shops.
- Few landmark buildings apart from St James Church (1) which is largely sheltered from view. Recent Library highlighted as positive landmark (17) and good example of contemporary design by local community.
- M6 Toll and A5 corridor create strong boundary to the south. Key 'gateway' to District and Norton Canes at Turf Island on A5.

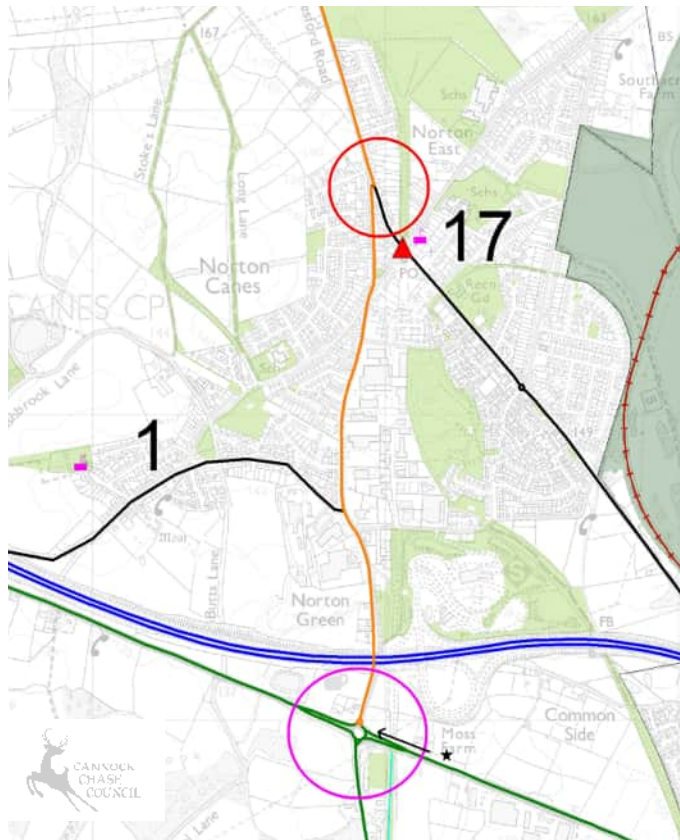
Key Local Design Principles or 'New development should':

- Contribute to enhancement of local centre design/facilities including public realm enhancement to create a focal point.
- Reinforce semi-rural 'village' scale with development reflecting existing built form with largely low-medium density and detached/semi-detached properties.
- Retain and enhance locally distinctive features e.g. the Batter, including traditional street layout and characteristics of surviving buildings and consider potential for small scale landmark or 'gateway' features to reinforce historic legacy and identity of area, particularly in and around local centre.
- Scope for variety of good quality design and materials through area whilst respecting scale of existing development.
- Contribute to enhancement of green links along former railway lines making best use of routes throughout the urban area, reinforcing connections to the surrounding accessible landscape, particularly Chasewater. Protection of existing trees and addition of new tree planting to enhance residential roads.
- Contribute to reduction in visual impact of Norton Canes Business Park on main route into village supporting enhancement of frontages and signage.
- Buffer the impact of the urban edges upon the surrounding landscape character via enhanced woodland planting.
- Respect and enhance the forms of historic farmsteads in their landscape context.

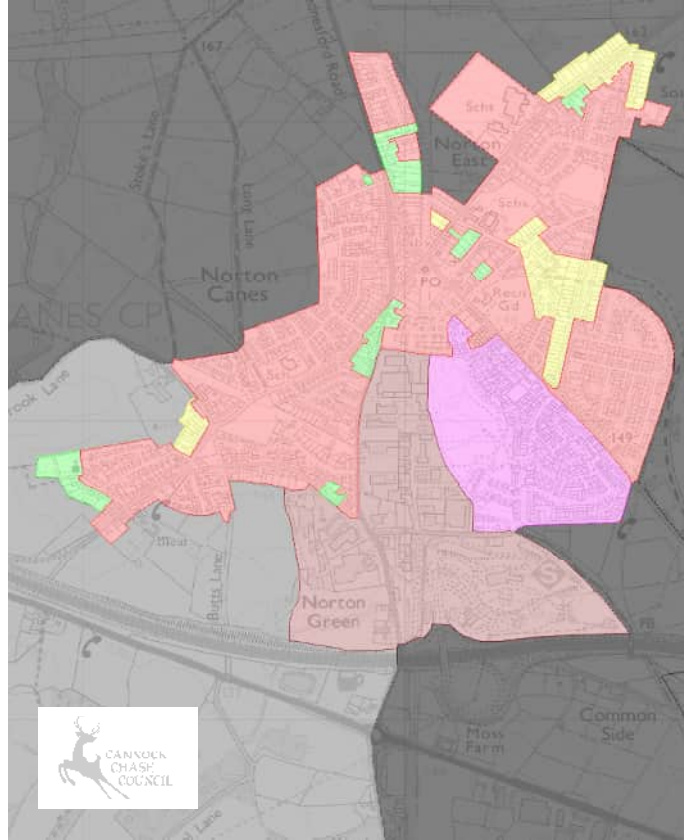
Further Information:

- See related character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)- Planned Coalfield Farmlands and Coalfield Farmlands
- Historic Environment Character Assessment (2009) CHECZ 13, 14, 16, 17, 18
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



Landmark 1 St James



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Outlying buildings/hamlets in rural areas

Character Description: An arc through the north, centre and south of the District composed of open countryside across Cannock Chase and the southern farmlands, throughout which buildings range from scattered farms/houses to built up frontages/hamlets and villages. Potential traces of earlier farmsteads within urban areas, associated with historic paths and boundaries.

Key features are:

- The rural landscape, undulating in north and flatter in centre and south, is designated Green Belt and bounded by well defined edges to adjacent urban areas which expanded from small chains of industrial hamlets over former farmland. Farmland, especially where it survives with historic farmsteads in a variety of uses, is therefore of rarity and importance, providing key link to historic development of District. Trent valley crosses area in far north.
- Large part of northern area dominated by Chase, a medieval royal hunting forest exploited historically for coal mining, mineral and metal working and associated with numerous small farmsteads, small holdings and cottages. Area designated AONB. Elsewhere courtyard farmsteads developed within fields of regular/irregular boundaries resulting from piecemeal or planned development. Medieval parks e.g. Beaudesert fringed Chase. In late 19th/20th century Chase used for military training, for conifer plantations and as amenity area for surrounding conurbations. Reminders of these uses remain e.g. WW1 trenches on Chase (a scheduled ancient monument). Canals and railways cross area e.g. Chase Line from Walsall to Rugeley Trent Valley.
- Heaths, woods and fringes around Chase in north have scattered buildings, mainly detached Victorian and interwar houses, with few modern replacements, with roadside cottages and farmstead groups north-west of Slitting Mill.
- Horse grazing/stables are common features on urban fringe, often relating to small plots characteristic of this area.
- Farmsteads within and around Beaudesert Old Park in east include large planned farmstead at Chestall, typical of estates around Cannock, and small scale linear farmsteads

Key Local Design Principles or 'New developments should':

- Accord with Green Belt policy placing a strict limit on new development and with AONB policy to preserve natural beauty, wildlife and peace of Cannock Chase.
- Where development allowed, the landscape setting of trees, hedges and natural vegetation should be preserved/enhanced as a priority with householder 'permitted development' rights controlled and landscaped buffering to boundaries as appropriate. Siting of buildings should take advantage of screening opportunities provided by existing planting and land forms, and new boundary treatment should enhance the rural location with hard surfacing generally kept to a minimum.
- Preserve and enhance locally distinctive buildings/features and their settings.
- Respect and enhance the form of historic farmsteads in their landscape context.
- Ensure lighting is kept to a minimum to reduce urban impacts in dark landscape of the rural areas.
- Safeguard essential rural character of eastern section of A5 route.

Further information:

- Landscape Character Assessment (2008)
- Cannock Chase Local List
- English Heritage Historic Farmstead Survey (2010)

(with houses attached to working buildings, of a type found in upland areas and where smallholdings developed) which developed within landscape of very small irregular fields around heath, probably linked to industrial by-employment.

- In centre around Kingswood and north of Norton Canes a new reclaimed landscape exists with large scale modern urban elements, (major roads, distribution warehouses and pylons) in a newly landscaped setting with trees and lakes.
- Farmland character predominant along eastern section of A5 strategic highway with mature trees, boundary hedging and grass verges and scattered historic farmsteads/public houses. Modern industrial area on isolated former colliery site at Watling Street Business Park.
- In Coalfield farmlands to the south are medium-sized hedged fields and hedgerow oaks with estates and cottages, e.g. Little Wyrley. This southern group, south of Norton Canes, is District's most intact survival of historic farmsteads, the majority of which developed in piecemeal fashion around courtyards within a medieval and later landscape of small irregular fields.

Prospect Village

Character Description: A residential village of interwar and modern housing with associated modern community centre within a Green Belt setting of open countryside.

Key features are:

- Historically area comprised farmland, settlement largely developed during 1930's by Coal Board to cater for workers in nearby collieries e.g. at Cannock Wood Some farms still remain within the vicinity of the village.
- Well-defined boundaries to village surrounded by Green Belt countryside which here has a Planned Coalfield Farmland landscape character arising from its largely restored nature from former mining activities. Although located on high ground, the village is set within a 'dip' in the landscape so is largely sheltered from view.
- Two separate estates of inter-war and post-war residential developments combine to create the village, with some more modern infill. Regular two storey semi-detached houses are a feature, and development is generally two storey with fairly limited variety of styles and materials; predominantly brick (red/yellow) for post-war developments and cream render with red-brown tile for inter-war developments- chimneys are a key roofscape feature of the earlier properties. Fences/walls/hedges to front boundaries. Medium-low density overall.
- Key views from edge of village along Ironstone Road and Severns Road, looking north towards the AONB and south towards Gentleshaw Common/Cuckoo Bank.
- Modern community centre within public open space and park facilities on north side of village.
- Access to nature site adjacent to park. Mature tree planting in some front gardens helps contribute to the character of the area within its rural setting. Disused mineral railway line bounds village to north-east providing green link for walking/cycling.

Key Local Design Principles or 'New developments should':

- Respect existing fairly homogenous density and plot sizes to retain character of village.
- In older streets reflect regularity of layout, form and materials of existing buildings.
- More scope for variety of design and materials in post war streets whilst respecting scale of existing development.
- Preserve and enhance 'green' aspect of village with protection of existing mature tree and hedge planting, inclusion of new planting where appropriate, enhancement of public open space and appropriate buffering of urban edge.
- Support opportunities for enhancement of pedestrian links to surrounding rural areas.
- Support opportunities for enhancement of small-scale community-related facilities within village.
- Respect and enhance the forms of historic farmsteads in their landscape context.

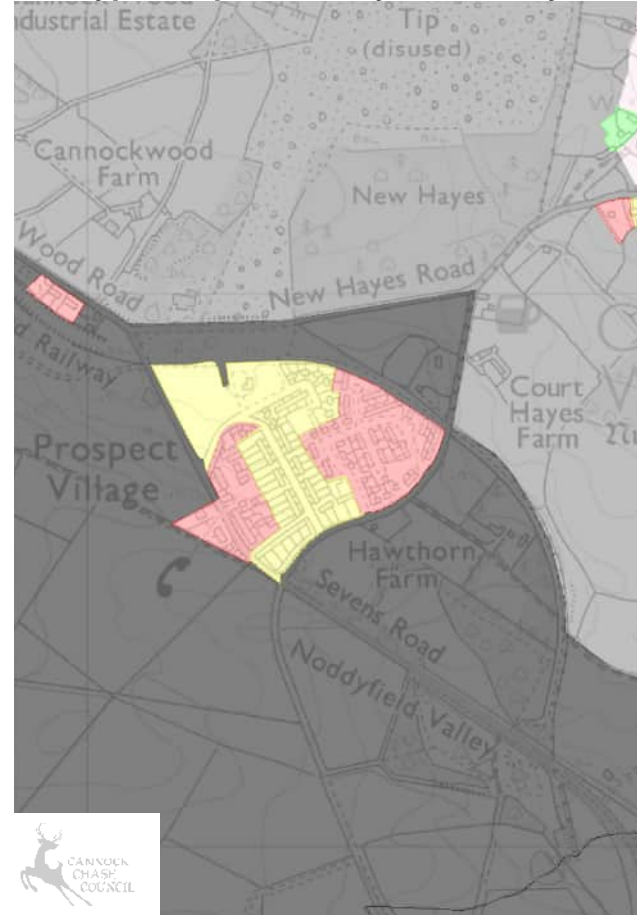
Further information:

- See character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)- Planned Coalfield Farmlands
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)

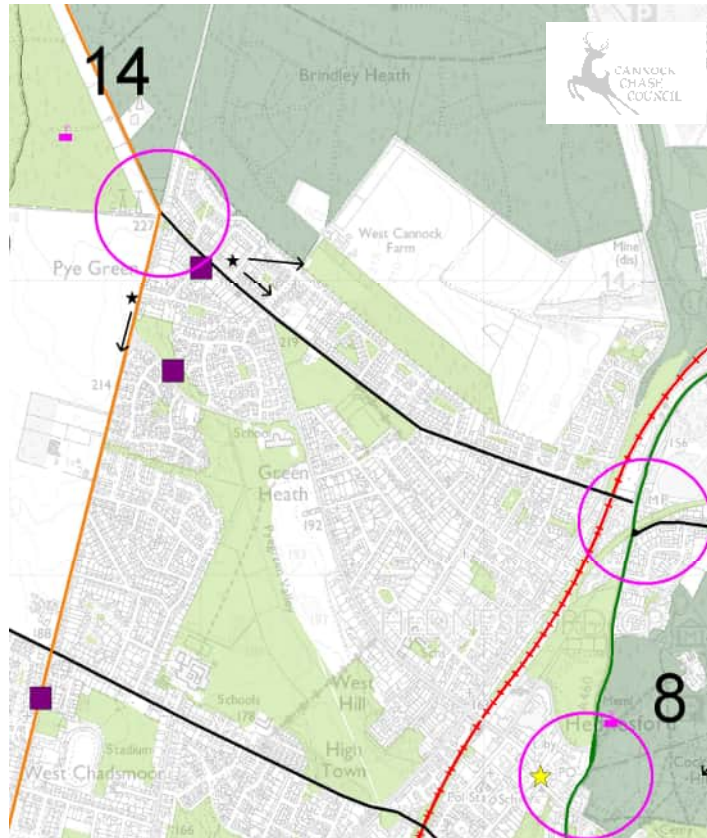


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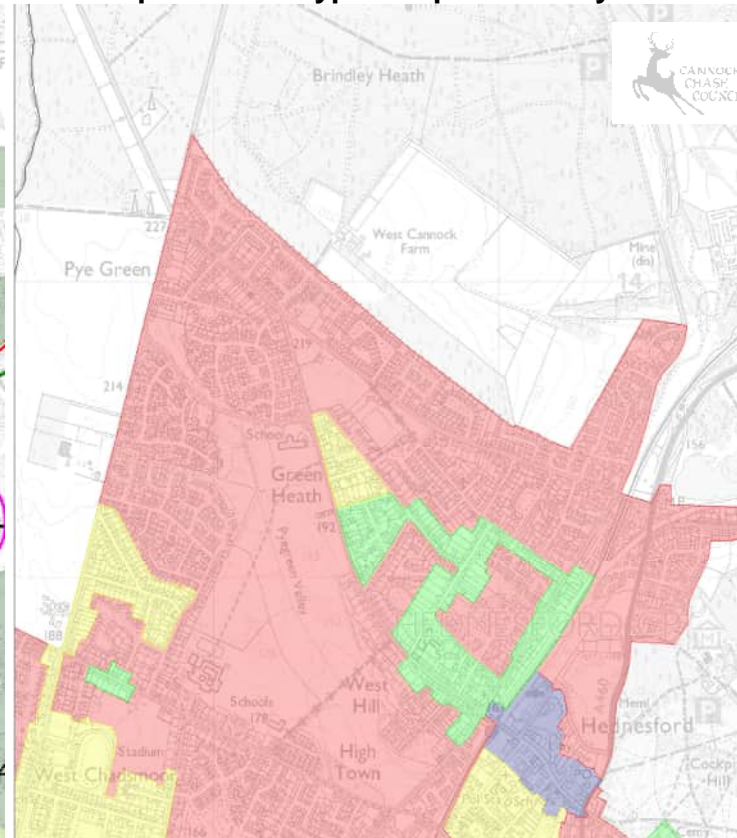


Pye Green Valley	
Character Description: Residential suburban area consisting of predominately post-war housing, with remnants of 19 th century properties. Lies adjacent to rural-urban fringe and contains large area of open green space - Pye Green Valley.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Former colliery in Pye Green Valley means the green landscape is a restored one still in the process of restoration via heathland rejuvenation with limited redevelopment. • Topography creates a number of key views towards the Chase, Hednesford Hills and over the urban area. The topography rises from east to west and south to north, reinforcing the contribution of the landscape to the character of the area. • Valley heavily influenced by surrounding heathland landscape character having a semi-rural feel (particularly at the edges) providing transition between Chase and urban centres of Cannock/Hednesford. • Largely post-war residential area on the urban-rural fringe with some historic 19th century properties to the east (near to Hednesford Town Centre and Historic Suburbs character area). Post-war properties are mainly low-medium density, semi-detached and detached houses in render and red brick. More contemporary design and materials used at Pye Green Valley Primary School at Rose Hill. • 19th century buildings include former coal miners red brick terraced housing, West Hill Primary School and St John's Chapel (Station Road) which add character to area providing links to the area's historic development. • BT phone mast in vicinity of the area (at Pye Green) acts as landmark in wider landscape, visible for long distance. • Key 'gateway' between urban and rural areas at junction of Pye Green Road/Broadhurst Green/Bradbury Lane marks an entrance from the built-up area to Cannock Chase, a locally important asset to quality of life. 	<p>Key Local Design Principles or 'New development should':</p> <ul style="list-style-type: none"> • Preserve and enhance the semi-rural and rural-urban fringe character of the area by ensuring key views of and public links to green spaces and the Chase are retained and enhanced where appropriate and existing characteristic density, height and scale of area is respected. • Preserve and enhance character of locally distinctive features including the impact upon their landscape setting. • Acknowledge scope for a variety of good quality design and materials throughout area. • Contribute to enhanced connectivity of green space linkages to wider urban area to the south including surrounding residential development. • Design of potential medium-large scale development on site west of Pye Green Road should be sympathetic to semi-rural/fringe character, supporting the local preference for 'greening' of urban areas, with the space around buildings as important as the buildings themselves and creating appropriately sized gardens to family-sized homes. • Respect the strong landscape character of adjoining land to the north by buffering the urban area and managing the visual impact of horiculture activities around the urban fringe. <p>Further information:</p> <ul style="list-style-type: none"> • See character types descriptions for further information on the built character and detailing. • Landscape Character Assessment- Heathland • Historic Environment Character Assessment CHECZ 3-4 • Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



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Rugeley Town Centre and Historic Suburbs

Character Description: Rugeley town centre has origins dating back to the medieval period, with a market being established in the 13th century. It serves as the main shopping centre for the north of the District. Area includes the historic town centre and its historic suburban residential areas including Industrial/ Victorian and Interwar houses, together with some edge of town centre larger scale buildings.

Key features are:

- Historic medieval core street layout remains largely intact with market place and tightly built-up winding main street. Early surviving features date back to 16th /17th centuries e.g. the Listed timber framed Red Lion pub and cottages in Market Street /Horsefair.
- Parish church (St Augustine's, which replaced the Old Chancel) at northern extremity of town, close to where grammar school and tithe barn once stood. Horse fairs and sheep fairs once took place on wide streets around town centre. 19th century town expansion in conjunction with development of mining industry – housing, schools, churches, chapels, public houses and park – and a wealth of 19th century properties remain. Town centre and historic suburbs designated as Conservation Areas and there are many features of local interest.
- Further expansion of town in 20th century included new road layout encircling town centre and larger scale buildings.
- Mainly mixed small scale retail/commercial uses in centre, residential areas beyond with community theatre lead to wider modern suburbs.
- Variety of domestic and town centre architecture providing diverse townscape unified by mass, height, scale and materials. Diversity of high quality detailing adds to local distinctiveness. Larger plots in Talbot St and Church St retain rear coach houses. Mainly 2 and 3 storey properties in town centre, mainly 2 storey terraced and semi-detached houses elsewhere. Typical local materials are orange-red brick and grey/red-brown tiles or blue slate, with some light coloured render. Modern developments typically concrete and 'bulky' e.g. market hall. High-medium density overall.
- Mature tree planting punctuates scene in town centre squares and Anson Street. Elmore Park trees visible between and over buildings. Mature trees soften streetscene in older residential suburbs with garden frontages of brick /stone walls, railings and hedges retained.
- Good examples of appropriate modern infill are Library and Penny Bank flats, and recent shopfronts enhance town centre.
- Church towers/spires form landmark features in wider area, clock tower is key town centre landmark. Gateways along primary routes into town. Trent and Mersey Canal forms waterway link to countryside.

Key Local Design Principles or 'New development should':

- Safeguard historic street layout including links between key facilities/Canal and conserve locally distinctive features.
- Respect small scale built form (height, layout, and plot sizes/urban grain) and support local preference for non-intrusive traditional architecture, with good quality contemporary schemes where appropriate, mixing old with new.
- Preserve and enhance character and appearance of historic areas and settings e.g. promote screening of car parks around town centre edge.
- Promote tree planting and seating to enhance amenity of town centre open spaces with their spacious, level squares for pedestrians; protect suburban garden trees and hedging with appropriate new planting.
- Support high quality public realm design and materials and pursue opportunities to reduce clutter.
- Encourage high quality shopfront and signage design and materials appropriate to the particular building and support wide range of mixed uses, small independent shops (with their good service) and markets to increase town centre variety.
- Promote Canal references throughout area and information provision for residents/visitors.

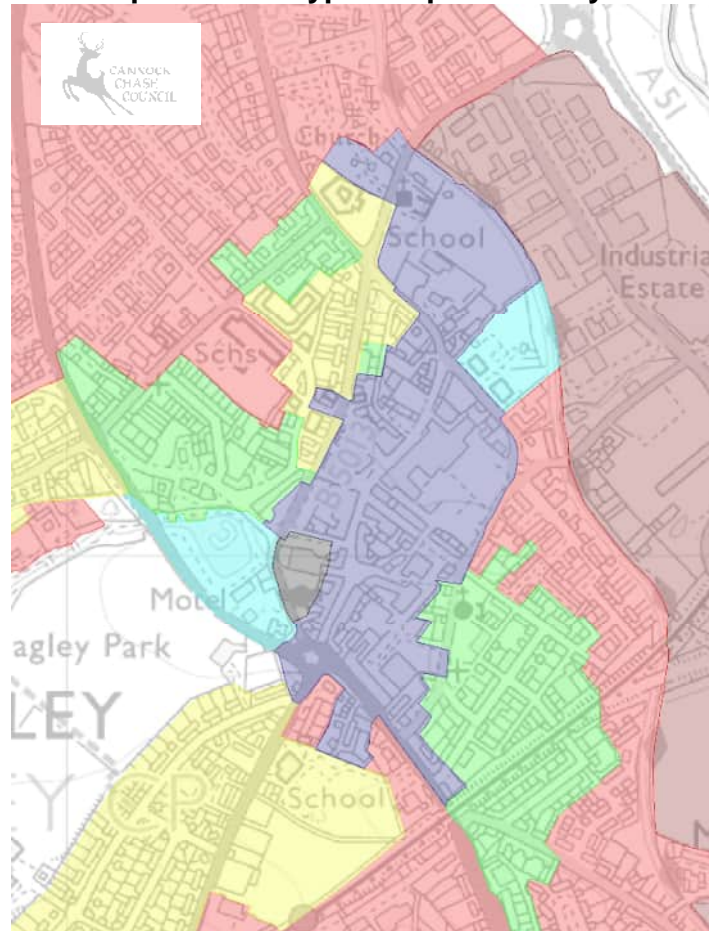
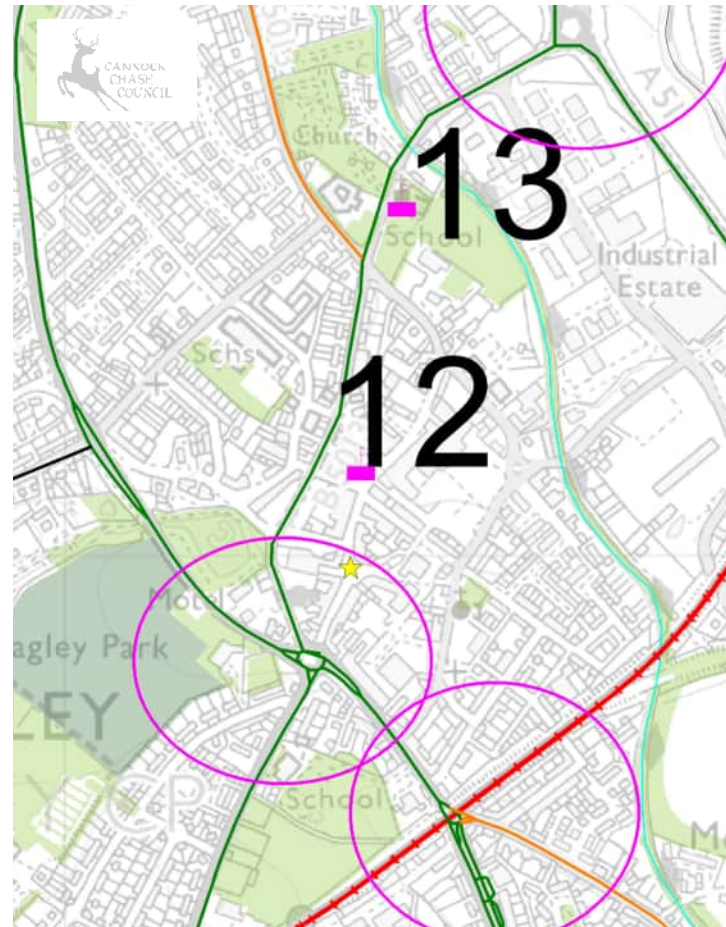
Further information:

- See character types descriptions for further information on the built character and detailing.
- Rugeley EUS (2009/10)- HUCAs 1-14
- Conservation Area Appraisals and Management Plans for Church Street, Talbot Street/Lichfield Street, Rugeley Town Centre (some forthcoming)
- Cannock Chase Local List

Appendix 1

Character and Landscape Types (period/type of development and type of open countryside nearby)

Key Features Map



Landmark 12- Tower Clock and former Market Hall



Landmark 13- St Augustine's

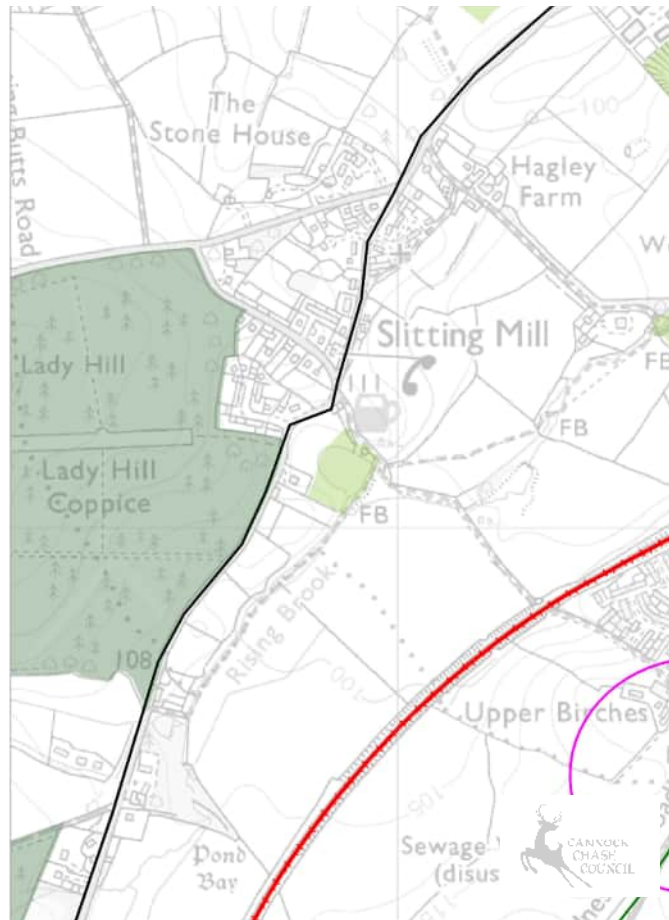


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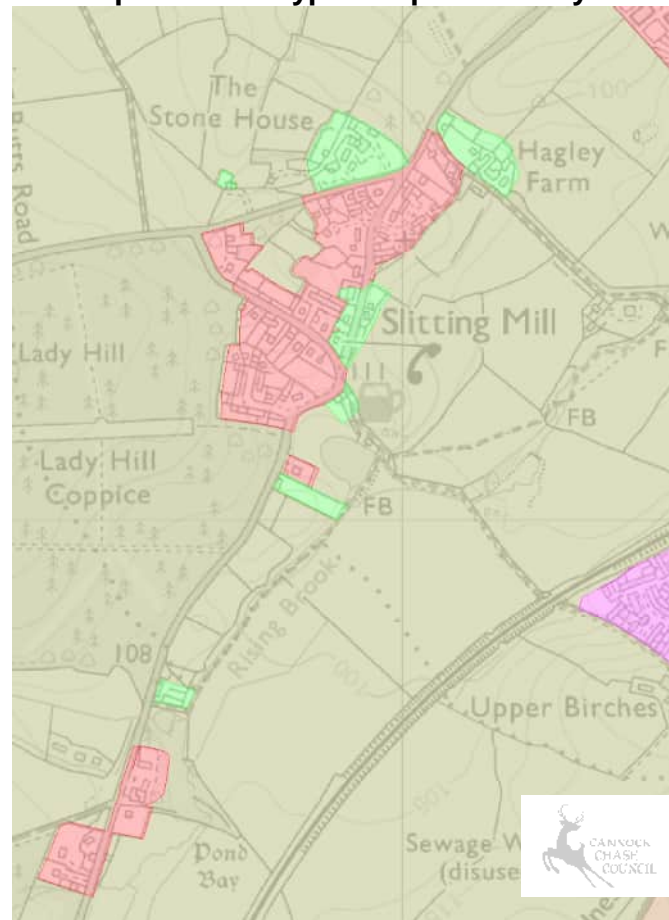


Slitting Mill	
Character Description: Whilst the village is now dominated by post war residential character types, its name has its origins in its long history as an early iron workings settlement along the Rising Brook. There are some relics of this past but only a few historic buildings from later periods remain.	
<p>Key features are:</p> <ul style="list-style-type: none"> • Origins in 16th/17th century as an early iron working settlement- see Stone House Grade 2 Listed Building (possible home of local iron masters) and surviving earthworks/archaeological remains. Chase Heritage Trail passes via area highlighting importance of area to the Districts' historical development • Character dominated by surrounding landscape of Wooded Estatelands. The village is also within the AONB and buffered by Green Belt all around, demonstrating the sensitivity of this landscape to change and development. Some agricultural use around the village contributes to the rural character. • The village is well screened by virtue of the woodlands and topography that falls away from high points of AONB towards the River Trent Valley in the north. Village feels fairly 'secluded' • Historic plots overlaid by 20th century development with scattered 18th/19th century remaining buildings. The main historic street pattern remains e.g. Slitting Mill Road and Post Office Lane • Residential developments are fairly low density ranging from short 19th century terraces and cottages along Slitting Mill Road to substantial modern detached houses on large plots and a mix of modern houses and bungalows on culs de sac. Main materials are brick, render and pebbledash, with the Stone House built of sandstone. • Many houses have frontage brick walls/hedges and mature trees in front gardens and along rural edges are predominant. • The 'minor route' is an historic road that connects the village to the surrounding areas. Apart from in centre of village there is often one or no footway but just grass verges, adding to rural character. • The Horns Inn stands in village centre, and nearby the Victory Hall and a red telephone box. • A number of 18th century boundary stones in fields east of the village mark the boundary with Rugeley. 	<p>Key Local Design Principles or 'New development should':</p> <ul style="list-style-type: none"> • Ensure links to the unique history and local distinctiveness of the village are retained via preservation of the historic street pattern and key buildings and structures, with surviving landmark features on the outskirts of the built-up area protected e.g. the remains of former mill works along the Rising Brook. • Preserve and enhance strong character and sensitivity of surrounding landscape with AONB, Green Belt and the Wooded Estatelands character all combining to create a unique rural setting. • Scope for a variety of good quality design and materials for new development within village envelope whilst respecting scale and layout of existing development. • Respect and enhance the forms of historic farmsteads in their landscape context. <p>Further information:</p> <ul style="list-style-type: none"> • See character types descriptions for further information on the built character and detailing. • Landscape Character Assessment (2008)- Wooded Estatelands • Historic Environment Assessment (2009)- RHECZ 3 • English Heritage Historic Farmstead Survey (2010) • Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



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South and West Cannock

Character Description: Area of predominantly residential development with some fringe town centre commercial uses along main roads. Limited industrial/Victorian housing with more extensive medium/low density 'leafy suburban' interwar and postwar housing, particularly in west of area and some modern retail development on edge of town centre.

Key features are:

- Historically area comprised farmland leading westwards to the heathland of Shoal Hill. Adjoins Green Belt land to the west, bordering South Staffordshire. Landscape character consists of Settled Farmlands and Heathland at Shoal Hill (to the north-west). Shoal Hill is key recreational and beauty spot defining character of western area.
- Large detached dwellings developed incrementally on landscaped plots along road frontages in west/south-west at first, then more extensively during 20th century. Detached houses and bungalows in well landscaped gardens still a feature of area today, set back from main road with relatively large front gardens. Extensive mature trees/tree groups, many protected by Tree Preservation Order, in western part around New and Old Penkridge Roads which, together with garden hedging, significantly contribute to 'leafy' character. Housing is varied in style consisting of 'bespoke' individual properties with own detailing and form. Scale and density of properties provides consistency and soft landscaping is a unifying feature.
- Denser development with semi-detached houses and terraces to the south of the town centre in late 19th/early 20th century, including former Cannock Workhouse (still standing along Wolverhampton Road), public houses (Listed 1930's Crystal Fountain), schools (Listed former National School on New Penkridge Road) etc. Beyond, more extensive suburban interwar and post-war estate development of semi-detached and smaller detached housing around circuitous road layouts, typical of its era. Homogenous character within estates, however there is variety between them. Bungalows a distinct feature in the southern area. Largely medium density and red/buff brick with render and brown/grey tiles.
- Larger scale modern retail and leisure development and car parks close to town centre including new avenue tree planting and landscaping.
- Several primary and secondary routes into the town centre cross this area and key 'gateway' to District at Longford Island on A5.

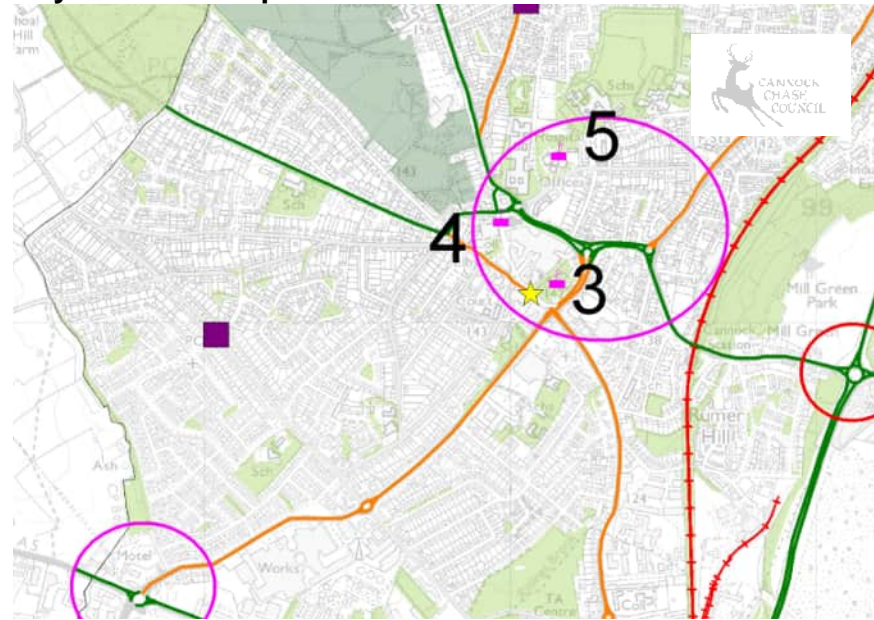
Key Local Design Principles or 'New developments should':

- Safeguard/enhance 'leafy character' of New Penkridge Road area with density of development, 'green' views over and between buildings and householder 'permitted development' rights controlled as appropriate. Promote retention and use of front garden boundary hedging to reinforce 'leafy' feel.
- Recognise scope for variety of good quality design and materials through area whilst respecting scale/density of existing development and preserving/enhancing locally distinctive features and detailing.
- Take opportunities for enhancement of main road corridors through area with new tree planting and environmental improvements and respect and reinforce building lines helping to define historic routes e.g. Old Penkridge Road.
- Buffer impact of the urban edges upon the surrounding landscape character with planting and promote pedestrian links towards Shoal Hill.
- Respect and enhance the forms of historic farmsteads in their landscape context.

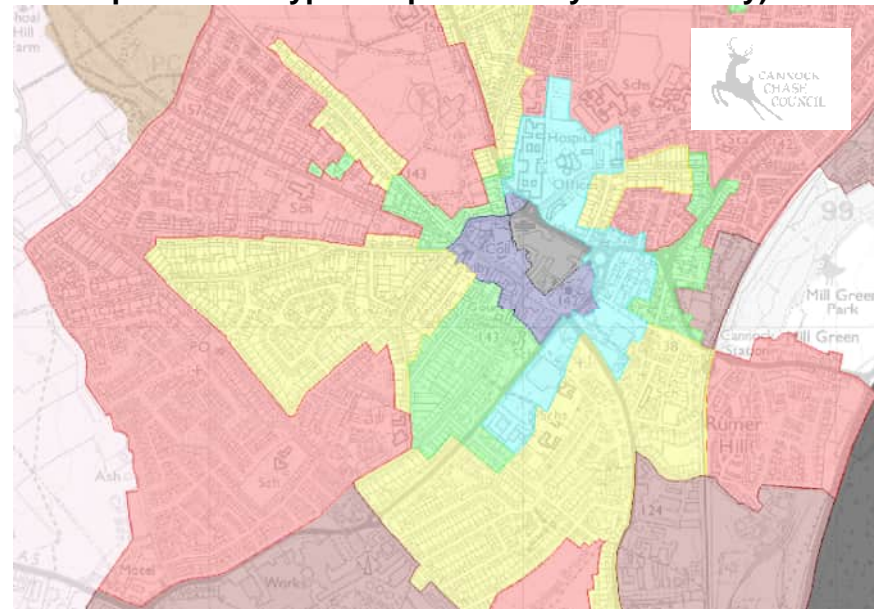
Further information:

- See character types descriptions for further information on the built character and detailing.
- Cannock EUS (2009/10) – HUCAs 7, 11, 12, 14, 18, 19
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



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Western Rugeley: Etching Hill and Springfields

Character Description: Post-war residential development of medium/low density with scattered older buildings along road frontages which contribute to local distinctiveness. Significant mature trees around Chaseley Road area contribute to 'leafy suburban' character.

Key features are:

- Former 17th century Hagley Hall stood in south of area, demolished apart from ancillary buildings and replaced with modern housing; garden landscape features survive. Remnant of historic development in 18th century listed 'Chaseley House'. Wolseley Road and Chaseley Road have at least medieval origins, serving as main links towards Stafford.
- Remnants of 19th /early 20th century development to north of character area around Wolseley Road and Station Road (including the setting of St Augustine's Church), to east where area adjoins Rugeley's historic suburbs and in west around Chaseley Road. These older/larger properties continue to be subject to redevelopment.
- Inter-war housing at Hagley Road/Park View Terrace/Green Lane includes 'Coal Board' housing with distinctive dormer design detail, 2 storey semi-detached and short terraces, in red brick.
- Post-war residential developments dominate the area. Mid and late 20th century suburban expansion followed development of Western Springs Road in 1950s. Mixture of 1960-70s style 'Radburn' influenced layouts at Springfields (where houses and dormer bungalows back onto roads/shared parking/garage areas, with path access to front doors), in red/buff brick with mature trees on open plan frontages. More 'traditional' forms of post-war housing to the south - 2 storey semi-detached and short terraces, plus 'link detached'. To west in Etching Hill, post-war properties are mainly larger detached and semi-detached in larger plots, with extensive mature trees/tree groups which, together with garden hedging and grass verges along lanes and 'green' views between and over buildings, create the 'leafy' character.
- Area runs into rural-urban fringe at edges, surrounded by Wooded Estatelands and River Meadowlands landscape character within Green Belt and AONB. Many trees in area protected by Tree Preservation Order contribute to sense of local character as do green links/routes running through residential estates. Etching Hill is key local landscape feature providing views of surrounding areas, but is possibly under-used by the wider population. Easy access between area and rural parts of District – Chase, fields and Canal.
- Key 'gateway' at Western Springs Road. Outward views of surrounding woods, fields and power station cooling towers.

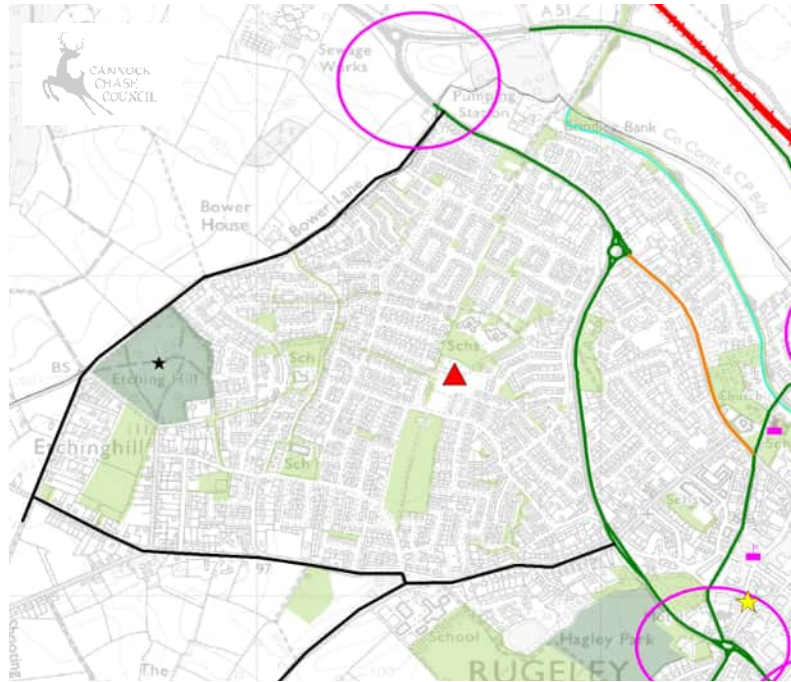
Key Local Design Principles or 'New development should':

- Safeguard/enhance 'leafy character' of Etchinghill area particularly with density of development, 'green' views between and over buildings and householder 'permitted development' rights controlled as appropriate. Promote use of hedging to front garden boundaries to reinforce 'leafy' feel.
- Preserve/enhance locally distinctive buildings /features/Canal and characteristic building lines.
- Recognise scope for a variety of good quality design and materials throughout area whilst respecting scale of existing development.
- Buffer impact of the urban edges by preserving and enhancing woodland coverage and relating landscaping works to the local landscape character e.g. to the River Meadowlands to the north.
- Support permeability of cul-de-sac layouts by improved green pedestrian linkages, enhance links to Etchinghill and pedestrian & cycle routes to surrounding rural areas.
- Respect and enhance the forms of historic farmsteads in their landscape context.

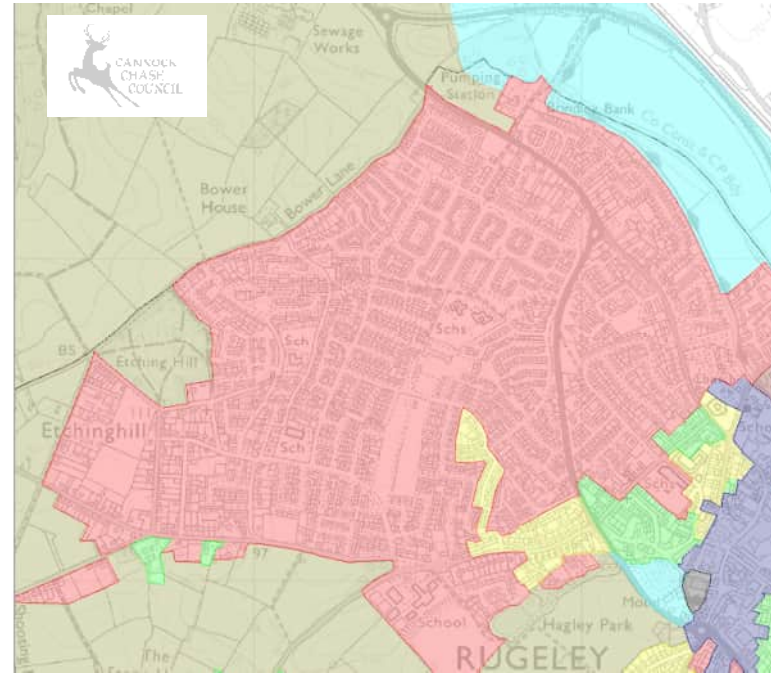
Further information:

- See character types descriptions for further information on the built character and detailing.
- Landscape Character Assessment (2008)- Wooded Estatelands and River Meadowlands
- Rugeley EUS (2009/10)- HUCAs 16-20
- Cannock Chase Local List

Key Features Map



Character and Landscape Types (period/type of development and type of open countryside nearby)



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