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The meeting of the **PLANNING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **TUESDAY 30<sup>th</sup> SEPTEMBER 2025** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

Chris Pugh  
Corporate Services Manager

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**Membership:** Councillors, Bernadette Connor (Chair), Doug Hine (Vice Chair), Darren Chambers, Steve Hollands, Mary McDonnell, Shazu Miah, Mary Rayner.

## **AGENDA**

### **1. Apologies for Absence**

To receive any apologies.

### **2. Declarations of Interest**

2.1. To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

2.2. Members are reminded that should you declare a pecuniary interest at a meeting; it is your responsibility to inform the Monitoring officer.

### **3. Public Questions**

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

### **4. Minutes (Appendix 1a & 1b)**

To approve the amended minutes of the Planning Committee held on Tuesday 22nd July 2025.

To approve the minutes of the Planning Committee held on Tuesday 26th August 2025

### **5. Section 215 of the Town and Country Planning Acts (Appendix 2a & 2b)**

To consider what actions the Town Council might take to help address land or buildings that harm local amenities utilising section 215 of the town and country planning act, Helen Hawkes and Richard Jennings from WFDC will be in attendance to discuss further

## **6. Worcester Street, Kidderminster – Proposed Disabled Badge Holders Only Parking Bay (Appendix 3)**

this proposal involves converting an existing limited waiting parking space on Worcester Street, Kidderminster, to a Disabled Badge Holders Only space. This change is intended to benefit Blue Badge holders seeking to park in the town centre

## **7. Planning Application 25/0266/FUL (Appendix 4)**

To reconsider application based upon subsequent actions taken

## **8. Planning Applications**

To consider the following schedule of Planning applications and resolve to make comments to the Planning authority.

|      |                                                                                                                                                                                                                                                                                                     |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.1  | <b>25/0509/HOU Single storey side extension to existing garage Chanters Hollow 26 Whitehill Road Kidderminster Worcestershire DY11 6JJ</b>                                                                                                                                                          |
| 8.2  | <b>25/0515/FUL Partial demolition, extension and remodelling works to the existing dwellinghouse and associated works 51 The Foxholes Kidderminster Worcestershire DY10 2QR</b>                                                                                                                     |
| 8.3  | <b>25/0559/RG3 Rebuild of the Sons of Rest Building (following demolition granted under 25/0490/DEM) and change of use to classes F2 (Local Shops, Local Halls and Outdoor Sports etc) and E (Commercial, Business and Services) Brinton Park Sutton Road Kidderminster Worcestershire DY11 6QT</b> |
| 8.4  | <b>25/0571/ADV Installation of internally illuminated and non illuminated B&amp;Q branded signage Diy Superstore Green Street Kidderminster Worcestershire DY10 1AX</b>                                                                                                                             |
| 8.5  | <b>25/0601/FUL Retrospective planning for newly built canopy Unity Academy Hurcott Road Kidderminster Worcestershire DY10 2QJ</b>                                                                                                                                                                   |
| 8.6  | <b>25/0611/HOU Three storey side extension, single storey rear extension and raised patio area 34 Cobham Road Kidderminster Worcestershire DY10 1LF</b>                                                                                                                                             |
| 8.7  | <b>25/0616/TPO Tree Works: Cedar Tree (Referred to on plan as 270) - Reduce limb by approx. 3-4 metres to appropriate union to reduce the risk of future failure. St Ambrose Primary School Leswell Street Kidderminster Worcestershire DY10 1RP</b>                                                |
| 8.8  | <b>25/0621/HOU Proposed single storey front extension 141 Marlpool Lane Kidderminster Worcestershire DY11 5HS</b>                                                                                                                                                                                   |
| 8.9  | <b>25/0628/FUL Erection of five detached dwellings 154 St Johns Avenue Kidderminster Worcestershire DY11 6AT</b>                                                                                                                                                                                    |
| 8.10 | <b>25/0629/TPO Lime tree - pollard to same height as others on road 3 Sutton Park Gardens Kidderminster Worcestershire DY11 6LJ</b>                                                                                                                                                                 |
| 8.11 | <b>25/0635/TPO Tree Works: Fagus Sylvation - Reduce crown by 2-3m and remove all deadwood. Land At Os 384156 274472 Yellowhammer Court Kidderminster Worcestershire</b>                                                                                                                             |
| 8.12 | <b>25/0645/TPO 3 Lime Trees - Pollard to previous points 38 Lea Wood Grove Kidderminster Worcestershire DY11 6JT</b>                                                                                                                                                                                |
| 8.13 | <b>25/0650/HOU Formation of a dropped kerb 23 Habberley Lane Kidderminster Worcestershire DY11 5JT</b>                                                                                                                                                                                              |

|      |                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.14 | <b>25/0658/FUL Installation of 1No. BT Street Hub Unit to support the display of 2No. digital 75-inch LCD screens Land At 383217 276712 High Street Kidderminster Worcestershire</b>                                                                                                                                                                                                                          |
| 8.15 | <b>25/0663/HOU Proposed Two Storey Side Extension 2 Lyndhurst Drive Kidderminster Worcestershire DY10 2PT</b>                                                                                                                                                                                                                                                                                                 |
| 8.16 | <b>25/0668/TPO Norway Maple - Fell Oak - Crown lift to a height of approximately 4.0 metres over footpath Oak - Crown lift to a height of approximately 4.0 metres over parking area Apple - Crown lift by reducing branch over desire line path by approximately 1.5 metres Lime - Crown lift to a height of approximately 3.0 metres over seating area Land At Foley Drive Kidderminster Worcestershire</b> |
| 8.17 | <b>25/0672/HOU Single storey rear extension, first floor rear extension, garage conversion, replacement cladding to front elevation and new dropped kerb with vehicular access 44 Shakespeare Drive Kidderminster Worcestershire DY10 3QW</b>                                                                                                                                                                 |
| 8.18 | <b>25/0682/HOU Single storey rear extension 6 Hill Close Kidderminster Worcestershire DY11 6GB</b>                                                                                                                                                                                                                                                                                                            |
| 8.19 | <b>25/0687/HOU Loft extension to form two new bedrooms 6 Heathfield Crescent Kidderminster Worcestershire DY11 6PF</b>                                                                                                                                                                                                                                                                                        |
| 8.20 | <b>25/0700/ADV Installation of 1no. modern digital format D-Poster. Fairview Service Station Worcester Road Kidderminster Worcestershire DY10 1JS</b>                                                                                                                                                                                                                                                         |

**KIDDERMINSTER TOWN COUNCIL  
PLANNING COMMITTEE**  
**Minutes of the meeting held on Tuesday 22<sup>nd</sup> July at 6pm  
in the Kidderminster Room, Wyre Forest House**

**Present:**

Councillor L. Carroll (Substitute for Councillor B. Connor)  
Councillor D. Hine (Vice-Chair)  
Councillor M. McDonnell  
Councillor S. Hollands  
Councillor S. Miah  
Councillor M. Rayner

Interim Civic, Community and Events Manager

**1. Apologies For Absence**

Councillor B. Connor (Chair)  
Councillor D. Chambers

**2. Declarations of Interest**

Councillor Liam Carroll declared his interest as a member of District Council Planning Committee, and it was noted that he has a dispensation in this regard.

**3. Public Questions**

Nil

**4. Minutes (Appendix 1)**

Minutes of the meeting from Thursday 24th June to be amended as appropriate and presented at the next meeting of 26<sup>th</sup> August 2025.

**5. ICL for the proposed DPS TRO for 54 Radford Avenue, Kidderminster (Appendix 2)**  
NO OBJECTION

## 6. PLANNING APPLICATIONS

Members considered the following planning applications and **RESOLVED** to respond as follows:

| NO. | APPLICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COMMENTS                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 6.1 | <b>25/0070/S73</b>  Condition 22 (No hot workings shall take place on the site whatsoever without the formal written consent of the Local Planning Authority) of Planning Permission 23/0875/FUL Silverwoods Trade Park Silverwoods Way Kidderminster Worcestershire DY11 7GB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>NO COMMENT</b>                                    |
| 6.2 | <b>25/0465/FUL</b>  Change of use of premises from dwelling (Use Class C3) to children's home for up to 3No. children aged between 7 - 18 with a manager, and 2No. carers working on a rota basis and sleeping overnight (Use Class C2) 2 Holmwood Avenue Kidderminster Worcestershire DY11 6DA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>SUPPORT</b>                                       |
| 6.3 | <b>25/0469/S73</b>  Variation of Conditions 22 and 23 to amend indicative layout of parking and manoeuvring areas relating to Outline Consent 24/0683/OUT Spennells Cottage Spennells Valley Road Kidderminster Worcestershire DY10 3HP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>NO OBJECTION</b>                                  |
| 6.4 | <b>25/0470/DEM</b>  Prior notification for the demolition of a number of buildings with Roxel Rocket Motors site Part Site Roxel Rocket Motors Worcester Road Kidderminster Worcestershire DY11 7RE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>NO OBJECTION</b>                                  |
| 6.5 | <b>25/0472/HOU</b>  New detached oak framed garage with guest bedroom over. 28 Whitehill Road Kidderminster Worcestershire DY11 6JJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>NO OBJECTION</b>                                  |
| 6.6 | <b>25/0473/TPO</b>  No.2 Silver Birch Tree - Fell and replant with 1.5metre silver birch, within 1metre to the right This fell and replant, would vary the age of the trees, currently there are four trees, including those in neighbours property, which are of a similar age. This proposal would balance the age of the trees, ensuring that when the silver birch reach the end of their natural life, there would be a younger tree, ensuring that the area isn't left without any trees. Replant of birch will be within 1 metre of existing tree, which will balance the current distances. Currently there is a distance of 2.1m to neighbours birch and 3.6 metres no no.1 birch. This will also ensure the successful replant and future growth, by providing a distance from the root network of no.2 birch. 11 The Croft Kidderminster Worcestershire DY11 6LX | <b>DEFER TO WDFC TREE &amp; BIODIVERSITY OFFICER</b> |
| 6.7 | <b>25/0474/FUL</b>  Change of use from Casino (Sui Generis) to Use Class E 1 High Street Kidderminster Worcestershire DY10 2DJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SUPPORT</b>                                       |

|      |                                                                                                                                                                                                                                                                                        |                                                      |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 6.8  | <b>To note (No comment)</b><br><b>25/0485/S19</b>  Non-Material Amendment to previously approved scheme 22/0542/LBC (Removal and relocation of existing fire doors) Kidderminster Town Hall Vicar Street Kidderminster Worcestershire DY10 1DA                                         | -                                                    |
| 6.9  | <b>25/0486/FUL</b>  The demolition of 36 existing buildings and the construction of 19 replacement buildings, together with associated external works, including removal of earth mounds. Roxel (UK Rocket Motors) Ltd Summerfield Lane Summerfield Hartlebury Worcestershire DY11 7RZ | <b>NO OBJECTION</b>                                  |
| 6.10 | <b>25/0487/HOU</b>  Single Storey Rear Extension 60 Yellowhammer Court Kidderminster Worcestershire DY10 4RR                                                                                                                                                                           | <b>NO OBJECTION</b>                                  |
| 6.11 | <b>25/0488/TPO</b>  Tree works: T1 - Fraxinus excelsior pendula tree - Fell to ground level 1 Pintail Grove Kidderminster Worcestershire DY10 4RT                                                                                                                                      | <b>DEFER TO WDFC TREE &amp; BIODIVERSITY OFFICER</b> |
| 6.12 | <b>25/0507/FUL</b>  INSTALLATION OF TWO ELECTRIC VEHICLE CHARGING POINTS, ALTERATIONS TO EXISTING BOUNDARY TREATMENT AND NEW VEHICLE CROSSOVER. 116 Tennyson Way Kidderminster Worcestershire DY10 3YT                                                                                 | <b>NO OBJECTION</b>                                  |
| 6.13 | <b>25/0512/S73</b>  Variation of Conditions 2 (External Materials), 10 (Cycle Parking) and 16 (Approved Plans) attached to planning approval ref: 24/0310/FUL Piano Building Weavers Wharf Kidderminster Worcestershire DY10 1AA                                                       | <b>NO OBJECTION</b>                                  |
| 6.14 | <b>25/0513/S19</b>  Variation of Condition 8 (Approved Plans) attached to planning approval ref: 24/0311/LBC Piano Building Weavers Wharf Kidderminster Worcestershire DY10 1AA                                                                                                        | <b>NO OBJECTION</b>                                  |
| 6.15 | <b>25/0514/S73</b>  Variation of Condition 13 (approved plans) attached to planning approval ref: 24/0416/FUL (alterations to roof design) Plot 4 Arthur Drive Hoo Farm Industrial Estate Kidderminster Worcestershire DY11 7RA                                                        | <b>NO OBJECTION</b>                                  |
| 6.16 | <b>25/0516/FUL</b>  First floor rear extension and external alterations 27 Comberton Hill Kidderminster Worcestershire DY10 1QN                                                                                                                                                        | <b>NO OBJECTION</b>                                  |

## **7. Vote of Thanks**

The Committee thanked the Interim Civic, Community and Events Officer for supporting the Planning Committee as Lead Officer.

Meeting concluded: 7PM

**CHAIR OF THE PLANNING COMMITTEE**

**SIGNED.....**

**DATE.....**



**KIDDERMINSTER TOWN COUNCIL  
PLANNING COMMITTEE**

**Minutes of the meeting held on Tuesday 26<sup>th</sup> August at 6pm  
in the Kidderminster Room, Wyre Forest House**

**Present:**

Councillor D Hine  
Councillor M. Rayner  
Councillor D. Chambers  
Councillor S. Hollands  
Councillor S. Miah  
Councillor L Carroll- (Sub for Councillor Connor)

Chris Pugh- Corporate services manager

**Absent:**

**X**

**1. Apologies For Absence**

Councillor B. Connor (Chair)  
Councillor M. McDonnell

**2. Declarations of Interest**

Councillor Liam Carroll declared his interest as a member of District Council Planning Committee, and it was noted that he has a dispensation in this regard.

**3. Public Questions**

Nil

**4. Minutes (Appendix 1a & 1b)**

**RESOLVED:** To approve the minutes of the planning committee held on Tuesday 24th June 2025.

**To Be Amended:** To approve the minutes of the planning committee held on Tuesday 22nd July 2025.

## 5. Review of Worcestershire County Council's Rights of Way Improvement Plan (Appendix 2a & 2b) Pages 14-24

Committee has provided a unified response

## 6. Shrewsbury Rd/ Canterbury Rd, Kidderminster - Proposed Prohibition of Waiting at Any Time Order – TRO (Appendix 3)- P25 Support

## 7. PLANNING APPLICATIONS

Members considered the following planning applications and **RESOLVED** to respond as follows:

| NO. | APPLICATION                                                                                                                                                                                                                                                                   | COMMENTS                                                          |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 7.1 | <b>25/0070/S73</b>  Condition 22 (No hot workings shall take place on the site whatsoever without the formal written consent of the Local Planning Authority) of Planning Permission 23/0875/FUL Silverwoods Trade Park Silverwoods Way Kidderminster Worcestershire DY11 7GB | <b>Refer to previous comments</b>                                 |
| 7.2 | <b>25/0266/FUL</b>  Proposed residential development of 70 dwellings with associated highway and landscaping  Coniston House, Windermere House, Derwent House And Land Of Former Playing Fields At Sladen School Hurcott Road Kidderminster Worcestershire                    | <b>Refer to previous comments</b>                                 |
| 7.3 | <b>25/0442/HOU</b>  Proposed Double Storey Extension over existing Garage with First Floor Glazed Connection Link (revised) Podmore Mill Stourbridge Road Kidderminster Worcestershire DY10 2XW                                                                               | <b>No objection- subject to conservation officer</b>              |
| 7.4 | <b>25/0477/FUL</b>  Change of use of land and construction works to form extended domestic curtilage 10 Admiral Walk Kidderminster Worcestershire DY10 2HU                                                                                                                    | <b>Already approved</b>                                           |
| 7.5 | <b>25/0526/FUL</b>  Proposed Industrial Unit To Form Warehouse/Storage with Office Block Unit 4 To 6 Parker Place Firs Industrial Estate Kidderminster Worcestershire DY11 7QN                                                                                                | <b>No objection-subject to ecological concerns being resolved</b> |
| 7.6 | <b>25/0537/FUL</b>  Construction of office and replacement of existing roof 21 - 22 Blackwell Street Kidderminster Worcestershire DY10 2DU                                                                                                                                    | <b>No Objection</b>                                               |

|      |                                                                                                                                                                                                                                                                                                                     |                                                                                                                                            |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 7.7  | <b>25/0543/FUL</b> Replacement of all windows, installation of safety rail to tower block roof, and replacement of cladding to roof top plant enclosure. Worcs Health & Care NHS Trust Formerly Kidderminster Health Centre Bromsgrove Street Kidderminster Worcestershire DY10 1PG                                 | <b>Support</b>                                                                                                                             |
| 7.8  | <b>25/0545/ADV</b> 1x non illuminated collar 27 - 28 Vicar Street Kidderminster Worcestershire DY10 1DA                                                                                                                                                                                                             | <b>No objection</b>                                                                                                                        |
| 7.9  | <b>25/0550/S73</b> Variation to Condition 16 (Approved Plans) of planning permission 23/0574/OUT Land At Os 384340 277540 Hurcott Road Kidderminster Worcestershire                                                                                                                                                 | <b>No objection</b>                                                                                                                        |
| 7.10 | <b>25/0559/RG3</b> Rebuild of the Sons of Rest Building (following demolition granted under 25/0490/DEM) and change of use to classes F2 (Local Shops, Local Halls and Outdoor Sports etc) and E (Commercial, Business and Services) Brinton Park Sutton Road Kidderminster Worcestershire DY11 6QT                 | <b>Support</b>                                                                                                                             |
| 7.11 | <b>25/0563/ADV</b> 1no. digital screen facing north into main carpark at Weavers Wharf Shopping Centre Land At Weavers Wharf Kidderminster Worcestershire DY10 1AA                                                                                                                                                  | <b>Objection- Inappropriate sizing, illumination effect to premier inn? Advertisement should be family friendly and locally orientated</b> |
| 7.12 | <b>25/0567/HOU</b> Two Storey Side extension and single storey rear extension 44 Stretton Road Kidderminster Worcestershire DY11 6NG                                                                                                                                                                                | <b>No objection- once revised plans are submitted that conform with permitted development</b>                                              |
| 7.13 | <b>25/0570/HOU</b> Demolition of existing side extension and rear conservatory, and erection of new two storey side extension, single storey rear extension, loft conversion including new rear dormer and extension of easting carport to form garage 12 Heathfield Crescent Kidderminster Worcestershire DY11 6PF | <b>No objection</b>                                                                                                                        |
| 7.14 | <b>25/0574/TPO</b> Fell & remove Sycamores in rear garden Hartlebury House 12 Carters Gardens Kidderminster Worcestershire DY11 6LR                                                                                                                                                                                 | <b>Refer to tree officer</b>                                                                                                               |
| 7.15 | <b>25/0580/TPO</b> Fell Beech Tree Chaddesley House 9 Carters Gardens Kidderminster Worcestershire DY11 6LR                                                                                                                                                                                                         | <b>Refer to tree officer</b>                                                                                                               |
| 7.16 | <b>25/0581/TPO</b> Reduce Cherry Tree by 2 metres to remove overhang 161 Dunlin Drive Kidderminster Worcestershire DY10 4TL                                                                                                                                                                                         | <b>Refer to tree officer</b>                                                                                                               |
| 7.17 | <b>25/0589/HOU</b> Proposed first floor rear extension 143 Franche Road Kidderminster Worcestershire DY11 5AP                                                                                                                                                                                                       | <b>No objection</b>                                                                                                                        |
| 7.18 | <b>25/0593/CLE</b> Certificate of Lawfulness (Existing): Use of building as C2 (residential institution) in excess of 10 years Coombe House 54 Broomfield Road Kidderminster Worcestershire DY11 5PH                                                                                                                | <b>No objection</b>                                                                                                                        |
| 7.19 | <b>25/0596/HOU</b> Two storey side extension 12 Oulton Close Kidderminster Worcestershire DY11 5DY                                                                                                                                                                                                                  | <b>No objection</b>                                                                                                                        |

Meeting concluded: 20:03 PM

**CHAIR OF THE PLANNING COMMITTEE**

**SIGNED.....**

**DATE.....**

# Kidderminster Town Council

## **Report Title:** Section 215 of the Town and Country Planning Acts

- **Meeting:** Planning Committee
  - **Date of Meeting:** 30<sup>th</sup> September 2025
  - **Author(s):** Chris Pugh (Corporate Services Manager)/ Hugh Peacocke, CEO
  - **Date of report:** 23rd September 2025
1. **Summary:** Section 215 of the Town and Country Planning Acts enables Planning Authorities to take action to deal with land or buildings which detract from the amenity of the area. This power allows Planning Authorities to take effective action against derelict and eyesore sites which impact on their community and surrounds. Government guidance on the use of the powers and some examples of how it has been effective are attached for the information of members.
  2. **Background:** There are a number of buildings and lands within the parish of Kidderminster which are injurious to their surrounds and have a harmful impact on the communities in which they are located. Furthermore, if these issues are not tackled, they can lead to adjoining buildings or sites becoming derelict and rundown. In the Town Centre effective action in these cases improve can improve footfall and business for all.
  3. **Current Situation:** The Town Council is not a Planning Authority but nevertheless it can assist in dealing with these matters by bringing relevant lands and buildings to the attention of the Planning Authority and asking them to take appropriate action
  4. **Options:** a neighbouring Town Council is identifying problem sites within its parish and bringing these to the attention of the Planning Authority. Some successes have been reported. As the Town Council is more local than the Planning Authority, it is more aware of these lands and buildings and can bring them to the attention of the Planning Authority for appropriate action.
  5. **Expected Outcomes:** The Planning Authority, if it agrees with the Town Council's view in relation to these properties, may serve notices under Section 215, which could result in the properties being improved for the benefit of the community and the locality in which the site is located.

- 6. Vision 2025-2029:** One of the aims of the Council's Vision- Strategy 2025 is *to help to make Kidderminster a more attractive welcoming safe and well cared for Town*. Effective actions under Section 215 This will help to achieve this objective.

The Vision also says that the Town Council will be *the voice of Kidderminster and will lobby and work in partnership with the District Council the County Council, the BID and others, on matters relating to Kidderminster*. We also aim to *raise concerns with the relevant local and national organisations on behalf of the people of Kidderminster*.

- 7. Consultation:** Our Town Councillors and our partners in the BID will be consulted if the Town Council resolves to refer these matters to the Planning Authority.

**8. Risk Assessment:**

**8.1- Legal** - The Town Council does not have powers under section 215 of the Town and Country Planning Acts. It is proposed that the Town Council will refer such matters to the Planning Authority requesting that they take appropriate actions..

**8.2- Financial and Resources-** Apart from limited staff costs, there will be no other costs to the Town Council in this matter.

**8.3- Environmental/ Climate-** New and improved buildings would deliver environmental and amenity improvements

**8.4- Equality & Diversity-** N/A

**8.5- Crime and Disorder-** Under S. 17 of the Crime and Disorder Act 1998, there is a duty to exercise our various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that we reasonably can to prevent:

- (a) crime and disorder in the area (including anti-social and other behaviour adversely affecting the local environment); and
- (b) the misuse of drugs, alcohol and other substances in the area
- (c) re-offending in the area, and
- (d) serious violence in the area.

It is a reasonable expectation that improving the amenity of the area could reduce crime and disorder, as well as anti-social behaviour.

**8.6- Health & Safety-** N/A

- 9. Action Plan:** It is suggested that councillors and our partners in the BID are invited to make the Town Council aware of any lands or buildings which they consider detract from the amenities of the area and their surrounds. These sites would then be brought to the attention of the Planning Committee on a quarterly basis. The Committee would decide if the Town Council should approach the property owners and/or refer the matter to the Planning Authority for appropriate action.
- 10. Follow-up:** The buildings and lands considered by the Committee would be reviewed on a quarterly basis. This would enable the Committee to measure progress made and consider if any further actions would assist.
- 11. Conclusion and Recommendation(s)-**  
The Committee is recommended to resolve that it would consider on a quarterly basis what actions the Town Council can take to assist in dealing with lands or buildings which detract from, or are injurious to the amenities of the area in which they are located.
- 12. Appendices:** Government guidance on section 215 of the Town and Country Planning Acts





# Town and Country Planning Act 1990 Section 215

## Best Practice Guidance



# Town and Country Planning Act 1990 Section 215 Best Practice Guidance

January 2005

Office of the Deputy Prime Minister: London

Following the reorganisation of the government in May 2002, the responsibilities of the former Department of the Environment, Transport and the Regions (DETR) and latterly Department for Transport, Local Government and the Regions (DTLR) in this area were transferred to the Office of the Deputy Prime Minister.

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January 2005

# CONTENTS

|                                                   |    |
|---------------------------------------------------|----|
| <b>INTRODUCTION</b>                               | 5  |
| Research findings                                 | 6  |
| Regeneration                                      | 6  |
| Scope of power                                    | 7  |
| Definition of ‘amenity’                           | 8  |
| Pre-notice discussion and ensuing timescales      | 8  |
| Publicity and the ‘ripple’ effect                 | 9  |
| Issuing a s215 notice                             | 9  |
| Appeals                                           | 10 |
| Human Rights Act                                  | 10 |
| Prosecution versus direct action works in default | 11 |
| Cost recovery                                     | 11 |
| Further information                               | 12 |
| Acknowledgements                                  | 12 |
| <br><b>CASE STUDIES</b>                           | 13 |
| <br><b>ANNEX A</b>                                | 21 |
| <br><b>ANNEX B</b>                                | 22 |
| <br><b>ANNEX C</b>                                | 25 |
| <br><b>ANNEX D</b>                                | 28 |
| <br><b>ANNEX E</b>                                | 30 |
| <br><b>ANNEX F</b>                                | 32 |

# Introduction

Section 215 (s215) of the Town & Country Planning Act 1990 (the Act) provides a local planning authority (LPA) with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. If it appears that the amenity of part of their area is being adversely affected by the condition of neighbouring land and buildings, they may serve a notice on the owner requiring that the situation be remedied. These notices set out the steps that need to be taken, and the time within which they must be carried out. LPAs also have powers under s219 to undertake the clean up works themselves and to recover the costs from the landowner.

The use of s215 by LPAs is discretionary and it is therefore up to the LPA to decide whether a notice under these provisions would be appropriate in a particular case, taking into account all the local circumstances. LPAs will need to consider, for example, the condition of the site, the impact on the surrounding area and the scope of their powers. In some circumstances s215 notices may be used in conjunction with other powers, for example, repair notices in respect of listed buildings or dangerous structure notices.

The most important message that LPAs should be aware of is that s215 action can be taken against land *and* buildings – in s336 of the Act the definition of ‘land’ includes a building.

The planning research report *Derelict Land and Section 215 Powers*, commissioned by the Department of the Environment, Transport and the Regions (DETR), published in September 2000, concluded that there are no fundamental problems with existing legislation. Section 215 and associated powers provide an effective mechanism for tackling unsightly land, both as a ‘threat’ and through the formal serving of a notice and through work in default. However the report concluded that practical examples in the imaginative and effective use of s215 needed to be disseminated to LPAs to encourage greater use of the power. Difficulties in the use of the power seem to arise from infrequent use and lack of experience rather than complexity or lack of scope of the legislation.

Successful s215 action has been both complaint-driven and proactive. It is one of a number of provisions available to LPAs for maintaining and improving the quality of the environment, assisting in tackling dereliction and retaining land in productive use. As such, it can be carried out as a stand-alone process or in partnership with other agencies. Wherever possible, however, action using s215 needs to be combined with proactive measures such as empty homes strategies, development briefs and public/private funding programmes, as well as other reactive enforcement and development control tools (including conditions and legal agreements on planning permission). Through the planning application process and the use of conditions, local authorities can encourage ‘the creation and maintenance of attractive, successful places in which people are happy to live, work and take their leisure.’<sup>1</sup>

<sup>1</sup> DETR, *Places, Streets and Movement: A companion guide to Design Bulletin 32 Residential Roads and Footpaths* (1998)

Section 215 is a relatively straightforward power that can deliver important, tangible and lasting improvements to amenity. For example, in one LPA 157 former eyesores were improved as a result of the direct use or threat of s215 action between April 2000 and April 2004. Section 215 has the potential to contribute to wider regeneration and urban quality objectives and is an important part of the Government's sustainable development strategy. The Urban Task Force (1999) found that 'there is little incentive for private property owners to invest in the quality of their property if they are situated within an urban environment which is of such low quality that it simply sucks value out of their property'.

ODPM recognises that there are many LPAs who are successfully using s215 as a regenerative tool (Doncaster Metropolitan Borough Council and Hastings Borough Council are leading examples) and believe that problems in the use of s215, particularly definitions, would be best addressed through the 'informal' dissemination of information. By issuing Best Practice Guidance, ODPM hopes to encourage closer working and the sharing of experience between LPAs.

## **RESEARCH FINDINGS**

The research commissioned by DETR in 1999 into the use of s215 drew a number of key conclusions and observations:

- Section 215 powers are effective as a threat or informal mechanism for cleaning up sites, around 20% of notices approved in 1998/99 were not served, implying that action was taken by the landowners in the face of the 'threat' of a s215 notice being served.
- Section 215 notices are effective in terms of securing compliance, for example 80% of notices served in 1998/99 resulted in compliance and only 6% were appealed. Only 6-8% of notices resulted in works in default by the authority.
- Experience has shown that authorities that interpret the scope of s215 widely also tend to be more proactive and successful at using the powers to achieve wider regeneration objectives.
- Successful use of s215 for regeneration purposes also coincides with close working arrangements with partner organisations, for example New Deal and urban regeneration bodies, and regular monitoring of the quality of the environment.

## **REGENERATION**

Section 215 powers have a role to play in LPAs' response to the Government's sustainable regeneration agenda. Indeed, several LPAs have successfully demonstrated how s215 action can be used as an integral part of regeneration and built environment improvement programmes. LPAs should not sit back and wait for complaints however. Rather they should be proactive in identifying and taking action against buildings and land, the condition of which are regarded as unsatisfactory. It is also important that LPAs share information and work in co-operation with regeneration, economic development, housing departments and other regeneration agencies as part of a wider strategy of local environment improvement and regeneration.

Section 215 powers are just one of the tools available to LPAs within a package of other measures to be used in conjunction with regeneration initiatives.

## **SCOPE OF POWER**

Section 215 has been effectively used on large vacant industrial sites, town centre street frontages, rural sites, derelict buildings, and semi-complete development as well as the more typical rundown residential properties and overgrown gardens. In certain circumstances, early consideration of the use of s215 could prevent a need for use of s54 of the Planning (Listed Buildings & Conservation Areas) Act 1990 (Urgent Works Notice). LPAs should use s215 powers proactively; they should not just be complaint-led.

LPAs should certainly not be afraid of using s215 powers. LPAs have reported that it is a relatively straightforward power to use and that it can deliver extremely good results. For example in one LPA, of 130 s215 notices served between April 2000 and April 2004 the vast majority resulted in a very high standard of remedial works with prosecution and/or direct action for non-compliance only being required in less than 10% of cases.

Subdivision of fields and woods into small plots for sale, usually over the internet, can lead to unsightly consequences. The buyers may be misled into confidence that, one day, they will be able to carry out works on their 'investment' plots, or change the land-use. Neglect or unlawful works may occur. If this is damaging the landscape or other countryside amenity, action under s215 could be considered.

Another context in which s215 notices may be used successfully is in relation to listed buildings and their setting, and in the enhancement of conservation areas. In one LPA, for instance, s215 action has resulted in improvements being carried out to 41 listed buildings and 104 premises in conservation areas.

The scope of works that can be required in s215 notices is wide and includes planting, clearance, tidying, enclosure, demolition, re-building, external repairs and repainting. In preparing notices it is critical that LPAs ensure that the works specified by a notice do not themselves result in a breach of planning control eg unlawful works to a listed building, or material alterations to premises for which planning permission should be sought.

Potential sites can sometimes go beyond the remit of a s215 notice so there may be other more appropriate powers that an LPA can rely upon in order to effect a remedy, for example:

- ss76-79 of the Building Act for defective premises, dangerous buildings, ruinous and dilapidated buildings and neglected sites;
- s29 of the Local Government (Miscellaneous Provisions) Act 1982 for works on unoccupied buildings;
- ss79-82 of the Environmental Protection Act for abatement or prohibition of a nuisance;

- Listed building legislation such as Repairs and Urgent Works Notices;
- Completion Notices; and
- Compulsory Purchase Orders.

There are many issues associated with buildings and land in disrepair. LPAs are encouraged to work with parties across their council, for example empty homes, environmental health and grant providers, such as town centre management or New Deal bodies.

## DEFINITION OF 'AMENITY'

'Amenity' is a broad concept and not formally defined in the legislation or procedural guidance, ie it is a matter of fact and degree and, certainly common sense. Each case will be different and what would not be considered amenity in one part of an LPA's area might well be considered so in another. LPAs will therefore need to consider the condition of the site, the impact on the surrounding area and the scope of their powers in tackling the problem before they decide to issue a notice. LPAs should not be excessively concerned with producing an overly technical definition of 'amenity' though. Experience has shown that where a notice is appealed or a prosecution is pursued, a clear and well-presented case will usually be sufficient to ensure that the appeal is refused.

## PRE-NOTICE DISCUSSION AND ENSUING TIMESCALES

Pre-notice discussion can be an invaluable tool in terms of yielding positive results and is to be encouraged. That said any discussions should not be allowed to result in undue delay in terms of yielding results. The timescale between complaint and compliance can appear protracted (see flowchart at Annex A) but generally most time is taken up in pre-notice discussion with landowners. The mutual benefit of communication between LPA and landowner cannot be overstated. In many instances, issue of a s215 notice has been avoided, and an eyesore remedied, due merely to talking with a landowner. Experience has shown that landowners are usually quick to take action once the warning of a s215 notice has been sent, and more so once a s215 notice has been issued. Example 'first warning' letters upon which LPAs may wish to base their own letters are shown at Annex B. **However it must be stressed that LPAs should take their own legal advice as to the exact wording of each letter they use, as each case will be unique.**

A s330 notice requires the recipient to provide information about the ownership of the property and of any other person who may have an interest in it. Experience has shown that the inclusion of a s330 notice with the first warning letter encourages co-operation (an example s330 notice and accompanying guidance is attached at Annex C). Failure to respond to one of these notices is a criminal offence punishable in the Magistrates' Court with a fine of up to £1,000. A false statement given in response to the notice is punishable, upon conviction in the Magistrates' Court, with a fine of up to £5,000 or in the Crown Court, with a fine, imprisonment, or both.



LPAs may also wish to consider the matter of lawful use and whether or not a Planning Contravention Notice should be served in order to obtain information relating to the lawful use of the land being investigated.

There are several other options to help in tracing the owner or occupier of a potential s215 site, for example by:

- Land Registry search;
- Companies House search;
- internet search;
- private investigators; and
- information gathering notices.

All have been widely and successfully used by LPAs.

Whilst negotiation is undeniably a valuable tool, it must be stressed that in order to produce prompt, tangible and good quality results, a hardline approach intolerant of delay should be adopted. Furthermore, the best results depend on utilising the powers available to the maximum potential and courting publicity wherever possible.

## **PUBLICITY AND THE 'RIPPLE' EFFECT**

One benefit of the successful use of s215 notices is the 'ripple' effect it generates, especially in residential areas. LPAs have reported that often once a notice has been issued and work begun, work on neighbouring properties has also commenced, resulting in improved standards and conditions over a wide area. LPA experience has shown that often the mere 'threat' of a s215 notice elicits a similar response. Publicity, whether via local media or merely word of mouth, of an LPA's willingness to use initiatives such as s215 notices and actively pursue landowners in an effort to improve and regenerate their areas is also an incredibly strong tool.

Public perception of this kind of enforcement action has proven extremely popular. The issue of eyesores is clearly one that is close to people's hearts and confronting the problem head on using s215 powers could potentially show the LPA in a positive light. Run-down and derelict buildings convey all sorts of negative impressions. If an LPA combats them with comprehensive remedial action, people will feel better about the area, whether they are residents, businesses or tourists. There is an important economic issue in favour of comprehensive s215 action: if a town is presentable, people will want to visit or live there, and businesses will want to locate there.

## **ISSUING A S215 NOTICE**

LPAs would be well advised to ensure that the notices they issue are clear, precise and unambiguous. The letters should aim to achieve a good quality, lasting solution. Where necessary, specialist input should be sought at an early stage, for example

from the LPA's Conservation or Building Control Officers, or independent engineers with expertise. It would be prudent for all letters to be subject to scrutiny by the LPA's legal advisers.

Provided the notice is skillfully composed, the requirements are absolutely clear, and the LPA has a precise timescale then, if anything goes awry, the LPA has certain formal remedies provided within law to which it can resort.

Section 215 action should not be taken against land the poor condition of which is attributable in some way to the carrying out of operations or a use of land in accordance with Part III of the Town & Country Planning Act 1990.

## **APPEALS**

Unlike s172 enforcement notices, appeal against the s215 notice is to the Magistrates Court. The grounds of appeal against the s215 notice are set out in ss217-218 of the Act (see Annex D). In reality, they are relatively limited and a carefully thought out, reasonable and skillfully composed notice should tend to reduce the chances of an appeal being successful.

Very few s215 notices are actually appealed and of those that are only a small proportion are upheld. A clear and well-presented case that stresses the adverse impact of the site on the local streetscene has proven more effective than an overly technical presentation regarding the definition of 'loss of amenity'. The use of site visits and photographic evidence can carry a lot of weight in presenting the LPA's case to magistrates.

Where LPAs have made a well-presented case, appeals have rarely been successful. LPAs would be well-advised to operate with a prosecution in mind and train officers to carry out investigations to the standards contained within the Police and Criminal Evidence Act 1994, preparing prosecution/appeal files according to the Criminal Procedure and Investigation Act 1996.

Section 215 allows an LPA to take positive action and unlike, for example, stop notices or Article 4 directions, would not place any prohibition or restriction upon the land. Loss or injury attributable to the imposition of the notice would be at best minimal and it would be unlikely therefore that an LPA would be liable for compensation should the s215 notice not be upheld.

An example of a letter, including information on making an appeal, which could be issued to the recipient of a s215 notice is at Annex D.

## **HUMAN RIGHTS ACT**

Article 8 and Article 1 of the first protocol to the Convention on Human Rights state that a person is entitled to the right to respect for private and family life, and the peaceful enjoyment of his/her property. However, these rights are qualified in that they must be set against the general interest and the protection of the rights and freedom of others. In this case, the wider impact of the appearance of the land overrules the owner's right to the peaceful enjoyment of his property.

## **PROSECUTION VERSUS DIRECT ACTION WORKS IN DEFAULT**

Some LPAs prefer to deal with the majority of their s215 non-compliance cases by direct action, ie by carrying out the works themselves, whilst some prefer to prosecute for non-compliance, for example where they do not have a direct labour organisation. Experience has shown that each route is equally as successful as the other in terms of outcome. It is for the LPA to decide which is the most appropriate action to take, taking into consideration the details of each individual case. Indeed, in some cases LPAs may take the view that both courses should be pursued together. The majority of s215 cases are resolved before these stages need to be considered. That said, cases should always be conducted from the outset with these eventualities in mind.

Whilst the level of fine for a successful conviction is relatively limited to one not exceeding level three (at the time of publication up to £1,000) this should not dissuade LPAs from considering prosecution. The prospect of conviction and having a criminal record has a salutary effect and can produce the desired outcome. Many apparently intractable cases have been solved at the last minute under threat of prosecution.

Where direct action is to be taken, prior warning should be given by letter that the Council and its appointed contractors intend to carry out the steps required by the notice. It is recommended that this be backed up by the display of a suitable notice of intent on the site carrying the same information. Prior warning of intended prosecution should also be given by letter. Examples of both letters are at Annex E.

When taking the direct action approach it may be advisable to exercise some caution. Understandably, some owners or occupiers do not welcome Council employees or contractors with open arms! It is good practice to notify the Police of any direct action taking place, as it has been known for owners or occupiers to react in such a way that their actions result in them being arrested for a breach of the peace.

## **COST RECOVERY**

An LPA budget is not normally needed for direct action works to be carried out in default, as costs are normally met from revenue, not capital. Authorities that have undertaken works themselves have not experienced great difficulties in recovering costs. Where costs cannot be immediately recovered LPAs have the option of registering a charge on the property with the Land Registry, thus assuring full cost recovery plus base-rate interest. There is also provision within the Land Charges Act for the interim procedure of placing an estimate of the charge that will become due on the property. This effectively ensures the land or property cannot be sold without a charge being shown on the land.

County or High Court bailiffs have also been successfully used to recover monies owed.

## **FURTHER INFORMATION**

Copies of the research report *Derelict Land and Section 215 Powers* can be obtained by calling ODPM's Publication Sales Centre on 0870 1226 236 or from the internet at: [www.odpm.gov.uk/stellent/groups/odpm\\_control/documents/contentservertemplate/odpm\\_index.hcst?n=2497&l=3](http://www.odpm.gov.uk/stellent/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=2497&l=3)

Additional guidance/information can also be found in the following documents:

Town and Country Planning Act 1990 (Section 215) (1990)

Derelict Land Prevention and the Planning System (1995)

DETR Circular 2/98 Prevention of Dereliction through the Planning System (1998)

Urban White Paper (2000)

Listed Buildings, Conservation Areas & Monuments (Third Edition) – Charles Mynors (Section 6.13.1-8, pages 138-143)

## **ACKNOWLEDGEMENTS**

ODPM wishes to acknowledge the help given by the officers at Oadby & Wigston Borough Council, Doncaster Metropolitan Borough Council, Hastings Borough Council, Walsall Borough Council and King's Lynn & West Norfolk Borough Council who have shared their positive and practical experiences of the use of s215, and for the use of images supplied by them.

# Case Studies



## CASE STUDY

### Residential

**Date of complaint:** August 2003

**Date of 1st warning:** 5 September 2003 (with s330 notice)

**Date of 2nd warning:** 18 November 2003

**Date of notice:** 18 November 2003

**Date of appeal:** None

**Date of compliance:** 18 December 2003

**Outcome:** Site cleared by direct action 11 February 2004

Recovery of costs by way of registering a Land Charge



## CASE STUDY

### Derelict Hotel

**Date of complaint:** Series of complaints from approx 1990 to Building Control and Environmental Health

**Date of 1st warning:** March 1999

**Date of 2nd warning:** none

**Date of notice:** none served

**Date of appeal:** none

**Date of compliance/outcome:** With co-operation of Local Planning Authority property sold to developer.

Converted to 20 luxury apartments 2000



## **CASE STUDY**

### **Residential flat in conservation area**

**Date of complaint:** end of 1999

**Date of 1st warning:** 26 January 2000 (with s330 notice)

**Date of 2nd warning:** 17 February 2002

**Date of notice:** 11 December 2000

**Date of appeal:** None

**Date of compliance:** 18 August 2001

**Outcome:** full compliance with s215 notice





## CASE STUDY

### **Derelict residential**

**Date of complaint:** series of complaints from around 1990

**Date of 1st warning:** October 1997

**Date of 2nd warning:** none

**Date of notice:** January 1998

**Date of appeal:** none

**Date of compliance:** February 1998

**Outcome:** site cleared by owners





## CASE STUDY

**Property in A1 use, town centre location on corner of main road**

**Date of complaint:** pro-actively targeted by lpa officers

**Date of 1st warning:** 9 August 2001 (with s330 notice)

**Date of 2nd warning:** 20 September 2001

**Date of notice:** 1 October 2001

**Date of appeal:** none

**Date of compliance:** August 2002

**Outcome:** Summons issued by work commenced and completed to very high standard so prosecution dropped



### CASE STUDY

**Former shop with residential over, just outside town centre on key arterial route**

**Date of complaint:** pro-actively targeted by lpa officers

**Date of 1st warning:** 27 February 2002

**Date of 2nd warning:** 6 March 2002

**Date of notice:** 2 May 2002

**Date of appeal:** none

**Date of compliance:** works completed early 2003

**Outcome:** full compliance with s215 notice



## CASE STUDY

**Grade II listed building, predominantly residential conservation area**

**Date of complaint:** pro-actively targeted by lpa officers

**Date of 1st warning:** 25 February 2003

**Date of 2nd warning:** none

**Date of notice:** 25 November 2003

**Date of appeal:** none

**Date of compliance:** August 2004

**Outcome:** full compliance with s215 notice



## CASE STUDY

### **Old garage site with demolition material left in situ**

**Date of complaint:** early 2003

**Date of 1st warning:** difficulty encountered in tracing owners whose agent was convicted of failing to comply with s330 notice and fined £2500 plus costs.

**Date of 2nd warning:** none

**Date of notice:** 4 December 2003

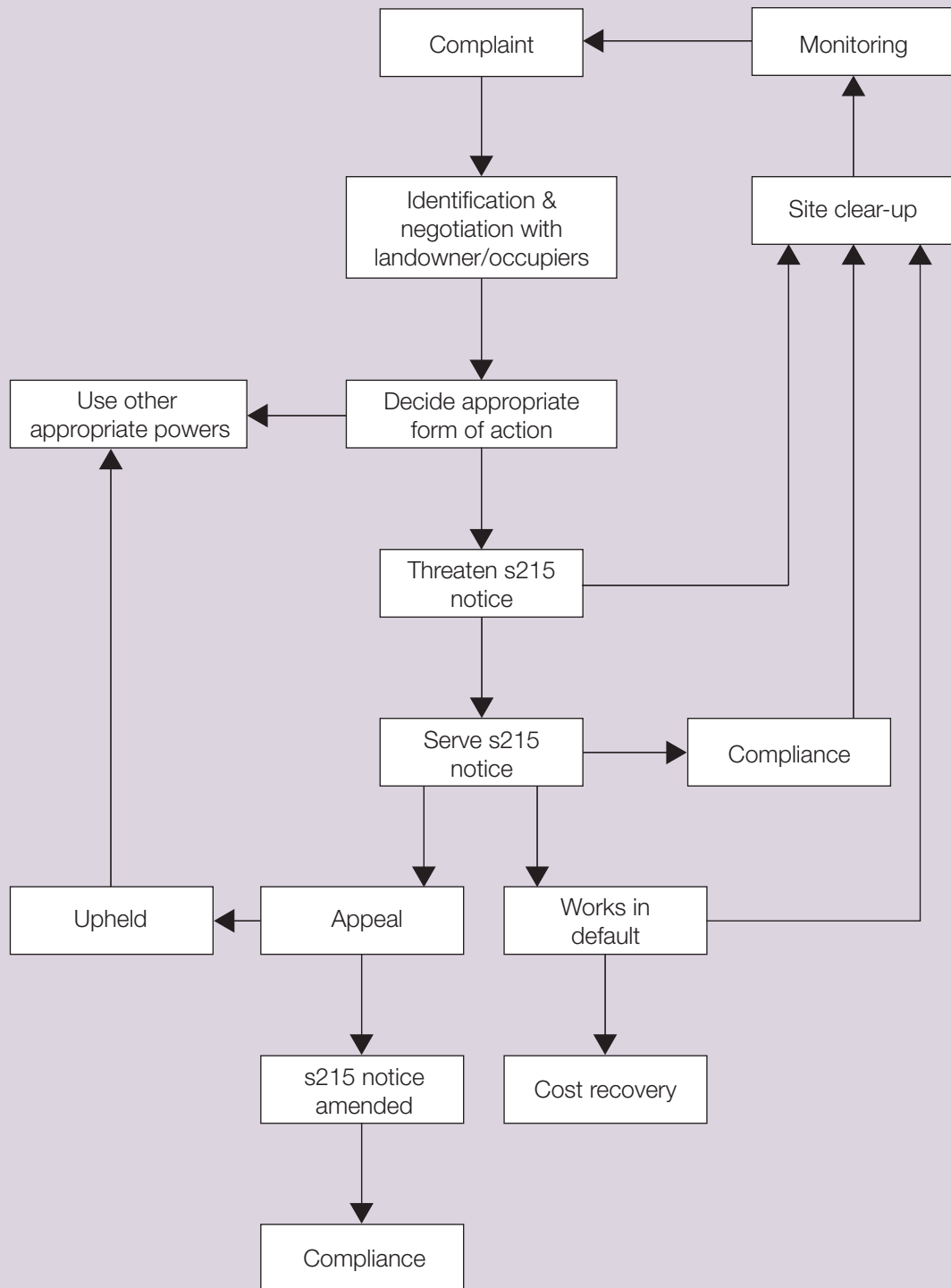
**Date of appeal:** none

**Date of compliance:** mid-March 2004

**Outcome:** full compliance achieved with the removal of several thousand tonnes of material and the securing of the site to deter unauthorised access

# Annex A

## SECTION 215 PROCEDURE



## Annex B

### **EXAMPLE: FIRST WARNING LETTER – BUILDING IN DISREPAIR**

Dear Sir/Madam

#### **PROPERTY ADVERSELY AFFECTING AMENITY OF NEIGHBOURHOOD [AREA/AREA]**

As you may know, [Council name] is committed to ensuring that improvements are carried out to buildings in [eg general/specific area] whose external condition has deteriorated. Improving such buildings has been identified by local people as a key priority for the Council and as a result of this a number of buildings across the [Council area] have been brought to a satisfactory condition.

The external appearance of the above mentioned premises is a source of concern primarily because of [the condition of render, external metalwork, paintwork, windows, grilles, doors]. The Council is writing to you today as the proprietor of the above mentioned premises as identified by the Land Registry. Its purpose is to respectfully request that works be carried out to remedy the poor external condition of the building in the near future, and to ascertain whether you have any plans in this regard. I would emphasise that your property is not being treated in isolation. The owners of other premises in the vicinity are being similarly contacted.

I advise that if prompt progress is not made in terms of remedying the poor external condition of the premises and a guarantee given to the Council by you that such works will be undertaken, the Council has the option to take enforcement action under Section 215 of the Town and Country Planning Act 1990. This is a course that the Council would wish to avoid if at all possible. It is hoped, therefore, that your co-operation can be relied upon in terms of improving the building in the near future and giving a guarantee to that effect.

## **EXAMPLE: FIRST WARNING LETTER – BUILDING & LAND IN DISREPAIR**

Dear Sir/Madam

### **PROPERTY ADVERSELY AFFECTING AMENITY OF NEIGHBOURHOOD [AREA/AREA]**

I have received a complaint in respect of the condition of your property at the above address. A recent visit by a Council officer has confirmed that its condition is unsatisfactory and is causing concern.

In these circumstances I must ask you to undertake the following works within 21 days from the date of this letter, to abate the nuisance and bring the property back to an acceptable standard:

[1. ...]

I advise that failure to comply with this request will leave the Council with no option but to consider action pursuant to Sections 215-219 of the Town & Country Planning Act 1990 (as amended). This could include formal action by way of service of a Notice, which will legally require you to undertake the work set out above. This is a course of action the Council would rather avoid and I seek your co-operation by carrying out these works. Such works will contribute towards achieving an [urban renaissance in [area]].

I enclose with this letter a Notice pursuant to Section 330 of the Town and Country Planning Act 1990 (as amended), which requires you to provide information about the ownership of the property and of any other person who may have an interest in it.

**WARNING** – Failure to respond to the enclosed Notice is a criminal offence punishable in the Magistrates Court with a fine of up to £1,000. It is also a criminal offence to make a false statement in response to this Notice. On conviction in the Magistrates Court this offence is punishable with a fine of up to £5,000 or in the Crown Court with a fine, imprisonment, or both. The Local Authority may prosecute this matter in the Courts should there be a breach of this or any subsequent Notice.

Please complete in full the Notice reply form and return to me [using the enclosed stamped addressed envelope] **within 21 days of the date of this letter.**

Should you wish to discuss any of the above in detail, you can contact the officer named above on the number given, who will be pleased to assist you. It is my hope that this matter can be resolved in a spirit of mutual co-operation.

**EXAMPLE: SECOND WARNING LETTER – BUILDING IN DISREPAIR**

Dear Sir/Madam

**PROPERTY ADVERSELY AFFECTING AMENITY OF NEIGHBOURHOOD  
[AREA/AREA]**

The Council last wrote to you about this matter on ... A copy of that letter is attached for your information. The Council has not received a response from you.

I advise you that, unless the Council hears from you within five working days of the date of this letter, outlining the steps you are going to undertake to remedy the external condition of the premises, then it will take enforcement action under Section 215 of the Town and Country Planning Act 1990. This enforcement action will require the improvements to be carried out. As you can appreciate this is a course that the Council would wish to avoid. The matter however now rests with you.



# Annex C

## EXAMPLE: S330 NOTICE

### IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY

[lpa name]  
TOWN AND COUNTRY PLANNING ACT 1990  
NOTICE UNDER SECTION 330(1)

To:

[name & address]

TAKE NOTICE that the [lpa name] in exercise of its powers under Section 330(1) of the Town and Country Planning Act 1990 does hereby require you to provide to it in writing, the following particulars affecting land situated and known as [address] in the [lpa area] as shown edged red on the attached plan (hereinafter referred to as “the Premises”) within **twenty-one days** after the date on which the Notice is served:

A. As to interest in the premises:

- i. The nature of your own interest in the premises.
- ii. The name and address of any other persons known to you as having an interest in the premises whether as freeholder, mortgagee, lessee or otherwise.

B. As to the use of the premises:

- i. The purpose for which the premises are used.
- ii. The time when that use began.
- iii. The name and address of any person known to you as having carried on that use.
- iv. The time when any activities being carried out on the premises began.

Section 330(4) of the Town and Country Planning Act 1990, states that any person who without reasonable excuse fails to comply with a Notice served on him under Section 330(1) shall be guilty of an offence and liable to summary conviction to a fine not exceeding £1,000.

Section 330(5) of the Town and Country Planning Act 1990, states that any person who having been required by a Notice served on him under Section 330(1) to give any information knowingly makes any mis-statement in respect thereof shall be guilty of an offence and liable on summary conviction to a fine not exceeding £5,000 or on conviction on indictment to imprisonment for a term not exceeding two years or to a fine, or both.

### EXAMPLE: GUIDANCE ON COMPLETING SECTION 330 FORM

This form is supplied to assist you in providing the information required by my Notice dated the xxth day of xxxx, 200x served under the provisions of Section 330(1) of the Town and Country Planning Act 1990.

Please answer the following questions and complete the declaration at the end of the questions. If a question is not applicable, please state that this is the case.

**A. As to interests in the premises:**

i. What is the nature of your interest in the premises?

.....

.....

ii. What is the FULL NAME AND ADDRESS of:-

a. The occupier of the premises?

.....

.....

b. The freeholder of the premises?

.....

.....

c. The lessee of the premises?

.....

.....

d. The mortgagee of the premises?

.....

.....

e. Any other person with an interest in the premises?

.....

.....

Nature of interest?

.....

.....

B. As to the use of the premises:-

i. For what purposes are the premises being used?  
.....

ii. When did that use begin?  
.....

iii. What are the full names and addresses of persons known to you as having used the premises for that purpose?  
.....

iv. When did any activities being carried out on the premises begin?  
.....

I [name] . . . . . hereby declare that the answers to the above questions comprise a true and correct statement of all the information required by the said Notice, so far as the same is within my knowledge.

Date: .....

Signed: .....

Address: .....  
.....  
.....  
.....

## Annex D

### **EXAMPLE: LETTER TO ACCOMPANY S215 NOTICE AND GUIDANCE TO MAKING AN APPEAL AGAINST S215 NOTICE**

Dear Sir/Madam

#### **PROPERTY ADVERSELY AFFECTING AMENITY OF NEIGHBOURHOOD [AREA/AREA]**

I wrote to you on [date] concerning the above and seeking your co-operation in improving the condition of your property. You were invited to discuss this matter with my Officer if you wished.

A further inspection has been conducted and revealed that there has been no significant improvement in the condition of the property since I last wrote to you. [I note that you have failed to return the Section 330 Notice as required within the period stated. I remind you that failure to complete the Notice is a criminal offence and can give rise to prosecution.]

Consequently, you will now find enclosed with this letter a formal Notice pursuant to Section 215 of the Town and Country Planning Act 1990 (as amended), together with information concerning your right of appeal to the Magistrates Court. The Notice details the list of requirements that I consider are the minimum works required to bring the property back to a reasonable standard and which will rectify the adverse effects your property is having on the amenity of the neighbourhood.

I would still urge you, even at this late stage, to take the required action to resolve this matter as detailed in the Notice, within the next **28 days** from the date of this letter.

Your failure to comply with this Notice will leave me with several courses of action. Either or all of these actions may be pursued as follows:

1. A prosecution in the Magistrates Court for non-compliance with the s215 Notice – which could result in a substantial fine if found guilty of an offence.
2. The Council carrying out the works required by the Notice followed by action in the County Court to recover, from you, all expenses and costs reasonably incurred by such action.
3. Registration with HM Land Registry of a charge on your property, recoverable should your property be sold.

You may consider that these actions are radical steps that should be avoided. But I must make clear that, unless the requirements of the Notice are complied with in full, and within the specified period, I will proceed with a course of action described above.

**RIGHT OF APPEAL AGAINST SECTION 215 NOTICE**  
**SECTIONS 217-218 OF THE TOWN AND COUNTRY PLANNING ACT 1990**

217—(1) A person on whom a notice under Section 215 is served, or any other person having an interest in the land to which the notice relates, may, at any time within the period specified in the notice as the period at the end of which it is to take effect, appeal against the notice on any of the following grounds:

- (a) that the condition of the land to which the notice relates does not adversely affect the amenity of any part of the area of the local planning authority who served the notice, or of any adjoining area;
  - (b) that the condition of the land to which the notice relates is attributable to, and such as results in the ordinary course of events from the carrying on of operations or a use of land which is not in contravention of Part III;
  - (c) that the requirements of the notice exceed what is necessary for preventing the condition of the land from adversely affecting the amenity of any part of the area of the local planning authority, who served the notice, or of any adjoining area;
  - (d) that the period specified in the notice as the period in within which any steps required by the notice are to be taken falls short of what should reasonably be allowed.
- (2) Any appeal under this section shall be made to the Magistrates Court acting for the petty sessions in which the land in question is situated.
- (3) Where such an appeal is brought, the notice to which it relates shall be of no effect pending the final determination or withdrawal of the appeal.
- (4) On such an appeal the Magistrates Court may correct any informality, defect or error in the notice if satisfied that the informality, defect or error is not material.
- (5) On the determination of such an appeal the Magistrates Court shall give directions for giving effect to their determination, including, where appropriate, directions for quashing the notice or for varying the terms of the notice in favour of the appellant.
- (6) Where any person has appealed to a Magistrates Court under this section against a notice, neither that person nor any other shall be entitled, in any other proceedings instituted after the making of the appeal, to claim that the notice was not duly served on the person who appealed.

218 —Where an appeal has been brought under section 217, an appeal against the decision of the Magistrates Court on that appeal may be brought to the Crown Court by the appellant or by the local planning authority who served the notice in question under section 215.

## Annex E

### **EXAMPLE: WARNING OF DIRECT ACTION BY LPA AFTER S215 NOTICE HAS BEEN ISSUED**

#### **IMPORTANT: THIS COMMUNICATION AFFECTS YOUR PROPERTY**

Dear Sir

**RE: TOWN AND COUNTRY PLANNING ACT 1990: SECTION 215:  
ENFORCEMENT NOTICE SERVED REGARDING THE POOR CONDITION OF  
LAND AT ...**

***You are advised to read this letter very carefully*** and contact the Council ***immediately*** at the address or phone numbers given above if you have any queries.

On [specify date] you were served with a formal notice under Section 215 of the Town and Country Planning Act 1990 requiring you to take steps to remedy the condition of land at the above mentioned site. That Notice should have been complied with by [specify date]. It has not been.

The purpose of this letter is to inform you that ***the Council now intends to carry out the steps required*** in accordance with Section 219 of the Town and Country Planning Act 1990. ***Contractors appointed by the Council will start those works on [specify date]***. Upon completion of those works, the Council will actively recoup its costs from you by placing a charge on your property.

Failure to comply with a Section 215 Notice is an offence under Section 216 of the Town and Country Planning Act 1990. Accordingly, I must advise you that the Council now intends to pursue a prosecution with immediate effect. Because an offence has been committed I must advise you that you should contact the Council about this matter and you are hereby cautioned that anything you do say can be given in evidence. It may also harm your defence if you do not mention something which you later rely on in court.

**EXAMPLE: WARNING OF PROSECUTION BY LPA AFTER S215 NOTICE  
HAS BEEN ISSUED**

**IMPORTANT THIS COMMUNICATION AFFECTS YOUR PROPERTY**

Dear Sir

**RE: TOWN AND COUNTRY PLANNING ACT 1990: SECTION 216: OFFENCE  
OF FAILURE TO COMPLY WITH NOTICE SERVED UNDER SECTION 215:  
EXTERNAL CONDITION OF ...**

The Council has received no correspondence or undertakings from you in respect of the above mentioned premises despite its letter and the enforcement notices served upon you dated [specify dates] under Section 215 of the Town and Country Planning Act 1990 (copies attached for information). The time period for compliance with the notices expired on [specify date]. Failure to comply with it is an offence. In the absence of the required works having been carried out, I have to advise you that the Council is left with no alternative but to commence legal proceedings with immediate effect. Clearly, the Council would wish to avoid such a course and if the required works now start and are brought to a swift and satisfactory conclusion then the situation will be reviewed. In the meantime, because an offence has been committed I must advise you that you should contact the Council about this matter and you are hereby cautioned that anything you do say can be given in evidence. It may also harm your defence if you do not mention something which you later rely on in court.

# Annex F

## **EXAMPLE: SECTION 215 NOTICE**

**(served in respect of a former shop with residential above)**

### **IMPORTANT THIS COMMUNICATION AFFECTS YOUR PROPERTY**

#### **TOWN AND COUNTRY PLANNING ACT 1990**

**(as amended by the Planning and Compensation Act 1991)**

#### **SECTION 215 NOTICE**

**SERVED BY:** [council name]

To: ....

#### **1. THE NOTICE**

This Notice is served by the Council under Section 215 of the above Act because it appears to them that the amenity of a part of their area is adversely affected by the condition of the land described below.

#### **2. THE LAND TO WHICH THE NOTICE RELATES**

The land known as ... shown edged red on the attached plan.

#### **3. WHAT YOU ARE REQUIRED TO DO**

The Council requires the following steps to be taken for remedying the condition of the land:

- (i) Hack off any perished, unkeyed and cracked render/stucco. Replace render/stucco so removed using suitable materials to match the existing render/stucco mix and finish.
- (ii) Prior to repainting, clean and prepare all render/stucco, removing in the process any flaking paint, so as to ensure all external render/stucco is in an appropriate condition for repainting.
- (iii) Prior to repainting, clean and prepare all external timbers, removing in the process any flaking paint and replacing any rotten or perished timbers with replacement woodwork which is an accurate replica of the original design in terms of pattern, detail and profile, so as to ensure that all external timbers are in an appropriate condition for repainting.
- (iv) On completion of steps (i) and (ii) above, repaint in cream or white all render/stucco with a minimum of two coats of exterior paint.
- (v) On completion of step (iii) above, repaint all external timbers in cream or white with primer, undercoat and gloss.
- (vi) Permanently remove all boarding from the shopfront, replacing any broken glazing with new glass to the appropriate specifications.



**4. TIME FOR COMPLIANCE**

Steps (i) to (iv) above to be complied with in full within three months of the date on which this Notice takes effect.

**5. WHEN THIS NOTICE TAKES EFFECT**

This Notice takes effect on [specify date]

Dated:

Signed:

**EXAMPLE: SECTION 215 NOTICE**

**(served in respect of a Doric style Grade II Listed Building)**

**IMPORTANT THIS COMMUNICATION AFFECTS YOUR PROPERTY**

**TOWN AND COUNTRY PLANNING ACT 1990**

**(as amended by the Planning and Compensation Act 1991)**

**SECTION 215 NOTICE**

**SERVED BY:** [council name]

To: ....

**1. THE NOTICE**

This Notice is served by the Council under Section 215 of the above Act because it appears to them that the amenity of a part of their area is adversely affected by the condition of the land described below.

**2. THE LAND TO WHICH THE NOTICE RELATES**

The land known as ... shown edged red on the attached plan.

**3. WHAT YOU ARE REQUIRED TO DO**

The Council requires the following steps to be taken for remedying the condition of the land:

- (i) Hack off any perished, unkeyed and cracked render/stucco. Replace render/stucco so removed using suitable materials to match the existing.
- (ii) Prior to repainting, clean and prepare all render/stucco, removing in the process any flaking paint, so as to ensure all external render/stucco is in an appropriate condition for repainting.
- (iii) Prior to repainting, clean and prepare all external joinery, removing in the process any flaking paint, replacing any rotten or perished timbers with replacement woodwork to match the existing and renewing putty/joinery surrounds so as to ensure all external joinery is in an appropriate condition for repainting.
- (iv) Prior to repainting, clean and prepare all external metalwork, removing in the process any rust and flaking paint, so as to ensure all external metalwork is in an appropriate condition for repainting.
- (v) On completion of steps (i) to (ii) above, repaint all external render/stucco with a minimum of two coats of exterior masonry paint, the finished colour to be cream.
- (vi) On completion of step (iii) above, repaint all external joinery with exterior wood primer, exterior undercoat and exterior wood gloss, the finished colour to be white or cream.
- (vii) On completion of step (iv) above, repaint all exterior metalwork with exterior metal primer, exterior undercoat and exterior metal gloss, the finished colour to be white, cream or black.

#### **4. TIME FOR COMPLIANCE**

Steps (i) to (vii) above to be complied with in full within four months of the date on which this Notice takes effect.

#### **5. WHEN THIS NOTICE TAKES EFFECT**

This Notice takes effect on [specify date]

Dated:

Signed:

**EXAMPLE: SECTION 215 NOTICE**

**(served to clear demolition material from a large former garage site)**

**IMPORTANT THIS COMMUNICATION AFFECTS YOUR PROPERTY**

**TOWN AND COUNTRY PLANNING ACT 1990**

**(as amended by the Planning and Compensation Act 1991)**

**SECTION 215 NOTICE**

**SERVED BY:** [council name]

To: ....

**1. THE NOTICE**

This Notice is served by the Council under Section 215 of the above Act because it appears to them that the amenity of a part of their area is adversely affected by the condition of the land described below.

**2. THE LAND TO WHICH THE NOTICE RELATES**

Land at ... shown edged red on the attached plan.

**3. WHAT YOU ARE REQUIRED TO DO**

The Council requires the following steps to be taken for remedying the condition of the land:

- (i) Remove from the site, to an authorised place of disposal, all hardcore, waste and demolition materials. Materials to be removed will include bricks, concrete, reinforced concrete, metal, timber, plastic, tyres and fabrics.

**Informative**

Upon completion of step (i) above, the owner and any occupier of the site are strongly advised to secure the site perimeter by means of an earth bund or site fencing the height of which should not exceed one metre unless specific planning permission has been granted beforehand for a higher bund or fence.

**4. TIME FOR COMPLIANCE**

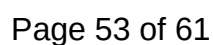
Step (i) above to be complied with in full within one month of the date on which this Notice takes effect.

**5. WHEN THIS NOTICE TAKES EFFECT**

This Notice takes effect on [specify date]

Dated:

Signed:



Wyre Forest District Council  
Wyre Forest House  
Finepoint Way  
Kidderminster  
DY11 7WF

Date: 22nd August 2025  
Your ref: 25/0266/FUL  
Ask for: Fiona Allen

Dear Helen

**TOWN AND COUNTRY PLANNING ACT 1990  
(DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015  
ARTICLE 18 CONSULTATION WITH HIGHWAY AUTHORITY**

**PROPOSAL:** Proposed residential development of 70 dwellings with associated highway and landscaping

**LOCATION:** Coniston House, Windermere House, Derwent House And Land Of Former Playing Fields At Sladen School Hurcott Road Kidderminster

**APPLICANT:** Preston

Worcestershire County Council acting in its role as the Highway Authority has undertaken a full assessment this planning application. Based on the appraisal of the development proposals the Transport Planning and Development Management Team Leader on behalf of the County Council, under Article 18 of the Town and Country Planning (Development Management Procedure)(England) Order, 2015 has **no objection subject to condition and financial obligations**. The justification for this decision is provided below and the Highway Authority is satisfied that the comments raised in the Highways deferral have been adequately addressed.

**Observations**

As before, the proposed site comprising 70 dwellings, will be accessed from Champions Way via Stourbridge Road (A451) to the northwest and from Medal Close via Hurcott Road (C2199) to the south.

**Medal Close**

Revised plans have been submitted, to include drawing no. YBD02336-C-007B REV B 1019104, which shows the layout of the internal road network on Medal Close which will be in accordance with the Streetscape Design Guide (SDG), with an agreed forward visibility of 17m which is suitable for 15mph design speed plus a centre line radius of 15m. Details of the carriageway width of 5.5m and footway width of 2.0m are shown on plan plus the dimensions of the turning head, as requested.

A section of 2.0m footway fronting Plots 23-26 on Medal Close as requested by Highways, is also shown on the revised plans and the Applicant has confirmed that the Medal Close extension will be dedicated as public highway via a Section 38 process.

A S247 Stopping Up Order via the Town and Country Planning Act 1990 will be required to 'stop up' or relinquish the highway land which forms the existing turning head at end of Medal Close which will be outside the amended carriageway, as shown on drawing no. YBD02336-C-006 REV A 1019107. This plan also shows the indicative locations of the highway works across the combined site.

### **Swept path analysis**

Refuse vehicle tracking has previously been provided, and the Highway Authority acknowledges that access manoeuvres for these vehicles at the junctions on Hurcott Road and Stourbridge Road respectively, are already being achieved and refuse vehicle movements are relatively infrequent, i.e. once a week.

Also, the Highway Authority understands that a refuse vehicle with an overall length of 10.3m accurately represents the largest refuse vehicle in operation in Wyre Forest District.

Vehicular tracking for a fire engine has also been shown on the Indicative Fire Strategy plan, drawing no. D07B.

### **Champions Way**

The carriageway on Champions Way will be extended to the south-west and will serve 6 houses and 16 flats, as shown on drawing no. YBD02336-C-007A REV A 1019106;

As previously stated, a Section 278 Agreement with the Highway Authority will be required for the reconstruction of Champions Way frontage footway due to the redevelopment in addition to the extension to Medal Close and Road Safety Audits (RSA) will be required as part of the agreement.

Drawing no. YBD02336-C-007A REV B 1019105 includes details of the retaining walls between some of the buildings on Champions Way, however there are no structural implications for Highways.

### **Refuse Strategy**

Drawing no. D08A provides details of the Refuse Strategy showing the location of the bins for each dwelling and the apartments plus the refuse collection points marked in purple and the 'drag distance' for residents of Plot 9 will be approximately 30m which is considered to be generally comparable with Manual for Streets guidance.

### **Car and cycle parking**

The Highway Authority has previously accepted the submitted justification for the shortfall in parking provision against standards, and as stated, the proposed level of parking of 96 spaces exceeds the average car ownership levels obtained from the 2021 Census data for the area. Together with Journey to Work data and given the

sustainability of the site, with a genuine choice of transport modes available, the parking provision is accepted.

Parking dimensions to comply with the 2.4m x 4.8m standard have been confirmed on plan for all spaces on both Medal Close and Champions Way and as before, visitor car parking can take place on-street in accordance with the guidance in the SDG and it is noted that all houses will be provided with electric vehicle charging and each car park area for the flats will have access to electric vehicle charging, (in accordance with Building Regulations).

Whilst cycle parking is indicated for both the dwellings and the apartments, further details will be required by condition to ensure conformity with standards in the SDG.

### **Residential Travel Plan**

The WCC Travel Planning Team is in receipt of a Travel Plan prepared by YES Engineering Group Ltd, dated February 2025 which requires further amendments as communicated to the Applicant separately, in order for the Travel Plan to be approved. Accordingly, the travel plan condition has been applied below.

### **Streetlighting**

A lighting design in line with the Street Lighting Design Guide is required by condition and any lighting must take the ecological implications into account.

### **Drainage**

The Applicant has submitted a Proposed Drainage Scheme, drawing no. YBD02336-C-010 C, which is acceptable in principle however it will need to achieve full technical approval to ensure compliance with WCC Adoptable drainage requirements. If deemed unacceptable the connection would not be possible to the existing highway sewer and the highway could not be adopted. A drainage condition is applied below.

### **Construction Traffic Management Plan (CTMP)**

A CTMP setting out the proposed hours of operation, access proposals and site details will form a condition on any successful planning consent.

Contractors are expected to register with the Considerate Constructors scheme and comply with the code of conduct, particularly respecting the community and the CTMP should clearly identify how engagement with the local community will be carried out.

### **Conclusion**

The Highway Authority has undertaken a robust assessment of the planning application and based on the analysis of the information submitted, recommends **no objections subject to planning conditions and obligations**.

### **Conditions**

**1.** No dwelling hereby approved shall be first occupied unless and until the site access road, turning heads, side roads and all other areas that serve a necessary highway



purpose, as generally shown on the Proposed Site Layout Phase 1 & 2, drawing no. D1008, subject to any non-material modifications identified through the S278 detailed design process and Stage 2 Road Safety Audit, have been constructed in such a manner as to ensure that the dwelling is served by fully functional highway, the hard surfaces of which are constructed to at least basecourse.

REASON: In the interests of safe and suitable access for all users and highway safety.

2. No Dwelling hereby permitted shall be occupied until the cycle parking provision for that dwelling or apartment, as shown on drawing nos. YBD02336-C-007A REV A 1019106 and YBD02336-C-007B REV B 1019104 has been provided in accordance with details to be submitted to and approved in writing by the Local Planning Authority. Thereafter the provision shall be retained for the purposes of cycle parking only at all times.

REASON: To comply with the Council's parking standards

3. The development hereby permitted shall not be first occupied until a full Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall include but not be limited to:

- the identification of targets for vehicle trip reduction and modal shift from single occupancy car use to walking, cycling and public transport;
- the measures to be implemented to meet these targets including an accessibility strategy to specifically address the needs of residents with limited mobility requirements;
- the timetable/ phasing of the implementation of the Travel Plan and its operation thereafter for a minimum period of five years, including the responsible body for each action;
- the provision of a residential travel welcome pack prior to the first occupation of each dwelling;
- the mechanisms for monitoring and review;
- the mechanisms for reporting;
- the remedial measures to be applied in the event that targets are not met;
- mechanisms to secure variations to the Travel Plan following monitoring and reviews; and
- appointment and contact details of a travel plan coordinator.

Thereafter the Travel Plan shall be implemented, monitored and reviewed in line with the approved details for a minimum period of five years following occupation.

REASON: To reduce single occupancy car travel and provide a genuine alternative for residents to travel by active and sustainable modes of transport.

4. No works in connection with the site access road or internal street network shall commence until a streetlighting assessment has been submitted to and approved in

writing by the Local Planning Authority. The development shall not be occupied until the streetlighting scheme has been implemented in full accordance with the approved details.

REASON: In the interests of highway safety and providing sufficient mitigation for any present light adverse species.

5. No works in connection with the site access road, internal street network or site drainage shall commence until details of the provision for the sustainable disposal of surface water within the site so as to prevent its discharge onto the highway have been submitted to and approved in writing by the Local Planning Authority. The development shall not be occupied until the drainage scheme has been implemented in full accordance with the approved details.

REASON: In the interests of ensuring adequate surface water drainage and in the interests of highway safety.

6. The Development hereby approved shall not commence until a Construction Traffic Management Plan has been submitted to and approved in writing by the Local Planning Authority. This shall include but not be limited to the following:-

- Duration of works;
- Size, type and frequency of deliveries to include routing;
- The hours that delivery vehicles will be permitted to arrive and depart, and arrangements for unloading and manoeuvring;
- Details of site operative parking, material storage areas and the location of site operatives facilities as required;
- Details of temporary accesses requiring S184 dropped kerb licence, e.g. for access to the site compound;
- Traffic management measures for construction vehicles to include temporary signage, cones in the highway and the use of a banksman to oversee all vehicular manoeuvres;
- Details of permitting for signage, hoarding, skips and scaffolding, footway and road closures, road space booking as required;
- Measures to ensure that mud or other detritus is not deposited on the public highway;
- Measures to demonstrate that those immediately affected by the construction works will be kept informed and due consideration and courtesy will be shown to the local community.

The measures set out in the approved Plan shall be carried out and complied with in full during the construction of the development hereby approved.

REASON: To ensure the provision of adequate on-site facilities and in the interests of highway safety

## **Planning Obligations**

The Applicant should provide the following planning obligations through a suitable legal mechanism (S106).

### **Community transport**

|                          |                                                                                  |
|--------------------------|----------------------------------------------------------------------------------|
| <u>Specific Purpose:</u> | A community transport service for all elderly and disabled residents of the site |
| <u>Contribution:</u>     | £1,763.50                                                                        |
| <u>Trigger:</u>          | Prior to occupation                                                              |
| <u>Retention Period:</u> | 10 years                                                                         |

### **School Transport**

|                          |                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <u>Specific Purpose:</u> | Wolverley CE Secondary School is 1.7 miles from the site with no safe walking route, therefore transport to school will be required. |
| <u>Contribution:</u>     | £59,330.82                                                                                                                           |
| <u>Trigger:</u>          | Prior to occupation                                                                                                                  |
| <u>Retention Period:</u> | 10 years                                                                                                                             |

## **Informatives**

### **Section 278 Agreement Informative**

The granting of this planning permission does not remove any obligations on the applicant to undertake a technical design check of the proposed highway improvement works with the Highway Authority (Worcestershire County Council, WCC), nor does it confirm detailed design approval by the Highway Authority until the design check process has been concluded. Upon the satisfactory completion of the technical check the design would be suitable to allow relevant conditions imposed under this permission to be discharged but works to the public highway cannot take place until a legal agreement under Section 278 of the Highways Act 1980 has been entered into to allow the works and the applicant has complied with the requirements of the New Roads and Streetworks Act 1991 (NRSWA) and Traffic Management Act 2004. The person or organisation shall follow the necessary procedure by applying to WCC Streetworks Team for road space for a period to be agreed.

WCC normally use Section 278 to allow the developer to employ a contractor and for that contractor to work on the existing public highway in the same way as if WCC were conducting the works.

When any work is undertaken by a party acting on behalf of a developer on the existing adopted highway it will also be necessary to electronically provide notices to WCC (start date, location, workspace area) to allow these works to take place in accordance with NRSWA. Also, details regarding temporary traffic management controls for works in the public highway are to be submitted to WCC for approval using the online application process.

The applicant is urged to engage with WCC as early as possible to ensure that the approval process is started in a timely manner to achieve delivery of the highway works in accordance with the above-mentioned conditions.

The term “highway improvement works” includes, but is not limited to, a proposed junction or access arrangement, highway drainage, street lighting, structures in or adjacent to highway, and any necessary traffic regulation orders or statutory notice.

### **Section 247 Application**

The granting of this planning permission does not provide authorisation for the stopping up or diversion of any public highway that will be subject to a separate application and approval by the Secretary of State under Section 247 of the Town and Country Planning Act 1990.

The Applicant is urged progress the Order application as early as possible to ensure that the approval process is started in a timely manner to achieve delivery of the highway works in accordance with the above-mentioned conditions.

### **Section 38 Agreement**

If it is the Applicant's intention to request the County Council, as Highway Authority, to adopt the proposed roadworks as maintainable at the public expense, then details of the layout and alignment, widths and levels of the proposed roadworks, which shall comply with any plans approved under this planning consent unless otherwise agreed in writing, together with all necessary drainage arrangements and run off calculations shall be submitted to the County Council's Network Control Manager, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP. No works on the site of the development shall be commenced until these details have been approved by the County Council as Highway Authority and an Agreement under Section 38 of the Highways Act, 1980, entered into.

### **No Drainage to Discharge to Highway**

Drainage arrangements shall be provided to ensure that surface water from the driveway and/or vehicular turning area does not discharge onto the public highway. No drainage or effluent from the proposed development shall be allowed to discharge into any highway drain or over any part of the public highway.

### **Works Adjoining Highway**

Any work involving the removal or disturbance of ground or structures supporting or abutting the publicly maintained highway should be carried out in accordance with details to be submitted to and approved in writing by the Highway Authority.

### **Extraordinary Maintenance**

The attention of the applicant is drawn to Section 59 of the Highways Act 1980 which allows the Highway Authority to recover additional costs of road maintenance due to damage by extraordinary traffic.

Before any work is commenced upon the development hereby approved, representatives of Worcestershire County Council, as the Highway Authority and the

Applicant, shall carry out a joint road survey / inspection on the roads leading to this site. A further joint survey / inspection shall be undertaken following completion of development hereby approved and any necessary remedial works shall be completed to the specification and satisfaction of the Highway Authority within 1 month or other agreed timescale.

Yours sincerely

**Fiona Allen**

Development Control Engineer

On behalf of Emily Barker, Head of Planning and Transport Planning