

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

T: 01924 893794
E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

W: normantontowncouncil.co.uk

To all members of Normanton Town
Council

Our ref: DJ/hs
Date: 6th June 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 11th June 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
 Tuesday 11th June 2024 at 6.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
028.	<p>Prayers The Mayors Chaplain will lead the Council in prayers.</p>	
029.	<p>Mayor's Announcements To receive any announcements the Mayor may wish to make.</p>	
030.	<p>Apologies for Absence To receive apologies for absence.</p>	
031.	<p>Declarations of Interest To receive members declarations of interest.</p>	
032.	<p>Public Session To receive questions and comments from members of the public.</p> <p>Please refer to the rules for public session.</p>	
033.	<p>Minutes of Meetings</p> <p>i) Council To receive and sign the minutes of the annual meeting of Normanton Town Council held on Tuesday 14th May 2024 (Minute Numbers 1-27; Pages 1-10).</p> <p>ii) Events Committee To receive the minutes of a meeting of the Events Committee held on Monday 13th May 2024 (Minute Numbers 063-67; Pages 40-42).</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">B</p>
034.	<p>Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.</p>	
035.	<p>Town Clerk's Report To receive a verbal report from the Town Clerk on any ongoing matters, for information only.</p>	

036.	External Organisations To receive updates from members who attend external organisations.	
037.	Outside Bodies To receive updates from Council representatives on Outside Bodies.	
038.	Vacancy in the Altofts Ward To receive confirmation that the vacancy in the Altofts Ward following the resignation of David Appleyard can now be filled by co-option. The co-option may now be advertised with a suggested closing date of Monday 1 st July 2024.	
039.	Financial Matters	
i)	To consider the list of invoices due for payment in June 2024.	To Follow
ii)	To receive the list of payments made in accordance with Financial Regulation 5.5 in May 2024.	To Follow
iii)	To receive the Bank Reconciliation for April 2024.	To Follow
040.	Annual Governance and Accountability Return 2023/24	
i)	To receive the Internal Audit Report.	C
ii)	To consider the Annual Governance Statement.	D
iii)	To approve the Accounting Statements.	E
iv)	To approve the period for the exercise of public rights.	F
041.	Review of Direct Debits and Standing Orders To carry out the annual review of Direct Debits and Standing Orders.	G
042.	Financial Regulations To review and adopt the new Model Financial Regulations issued by NALC (2024 edition).	H
043.	Payments Approved in Advance To consider a list of regular payments to be approved for the year ahead.	I

044.	Asset Register and Disposal Policy To consider and adopt a new Asset Register and Disposal Policy.	J
045.	Planning	
i)	<p>Planning Lists To consider the planning applications on the previously circulated validated lists, plus any other lists that are received before the meeting.</p> <p>032 - Validated Applications - 20.05.2024.pdf 034 - Validated Applications - 30.05.2024.pdf 036 - Validated Applications - 3rd June 2024.pdf</p>	
ii)	To consider any response to the Biodiversity Net Gain Supplementary Planning Document Consultation.	K
iii)	To consider any response to the base station upgrade at Newland Lane, Normanton.	L
iv)	To receive the notes of an online meeting with Avant Homes and Spawforths.	M

NORMANTON TOWN COUNCIL



MINUTES OF THE ANNUAL MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 14th May 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor A Bones – Mayor of Normanton
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor M Rowley
Councillor P Sampson
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP
D Johnston – Town Clerk & RFO

Reverend Alan Murray – Mayors Chaplain
District Councillor D Wilton – Normanton Ward

Absent: Councillor F Marchant
Councillor P Marchant
Councillor J Pritchard
Councillor R Seal

001. Election of Mayor

RESOLVED that Councillor Alison Bones be elected as Mayor for the 2024/25 municipal year.

Upon confirmation of the appointment, the Mayor signed the declaration of acceptance of office.

002. Election of Deputy Mayor

RESOLVED that Councillor Tracy Morgan be elected as Deputy Mayor for the 2024/25 municipal year.

Upon confirmation of the appointment, the Deputy Mayor signed the declaration of acceptance of office.

003. Prayers

The Mayors Chaplain led the Council in prayers.

004. Mayor's Announcements

The Mayor paid tribute to the excellent work carried out by former Mayor, Councillor Carol Appleyard, over the last twelve months.

Members congratulated Councillor C Appleyard on the fantastic fundraising appeal which had raised £4,477 for local good causes.

005. Apologies for Absence

RESOLVED that apologies be recorded on behalf of Councillor F Marchant, Councillor P Marchant, Councillor J Pritchard and Councillor R Seal.

006. Declarations of Interest

There were no declarations of interest recorded.

007. Public Session

There were no members of the public present who wished to ask questions.

008. Minutes of Meetings**Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th April 2024 (Minute Numbers 168 – 180; Pages 75 – 78) be received as a true record and signed by the Mayor.

Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 8th April 2024 (Minute Numbers 056 – 062; Pages 35 – 39) be received.

Property Committee

RESOLVED that the minutes of a meeting of the Property Committee held on Monday 29th April 2024 (Minute Numbers 030 – 045; Pages 10 – 12) be received.

Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 30th April 2024 (Minute Numbers 055 – 066; Pages 19 – 24) be received.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 1st May 2024 (Minute Numbers 061 – 073; Pages 35 – 40) be received.

Staffing Committee

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 7th May 2024 (Minute Numbers 47 – 56; Pages 15 – 17) be received.

009. Review of Committees and Working Groups

RESOLVED that a report on the Town Council's Committees and Working Groups be received and that the Town Council's Committees and Liaison Groups be appointed as follows:

Allotments Committee
 Events Committee
 Finance Committee
 Property Committee
 Staffing Committee

Allotments Liaison Group
 Talking Newspaper Liaison Group.

010. Nominations to Committees and Liaison Groups

RESOLVED that the nominations to Committees and Liaison Groups as set out below be approved.

Allotments Committee

1	Carol Appleyard
2	Mark Jennings
3	Paul Marchant
4	Brian Mayne
5	Pam Mayne (Chairman)
6	Tracy Morgan
7	Cliff Parsons
8	Megan Rowley
9	Ash Samuels (Vice-Chairman)
10	Roy Seal

Events Committee

1	Carol Appleyard
2	Elaine Blezard (Chairman)
3	Alison Bones
4	Steven Hudson
5	Mark Jennings
6	Hazel Jones (Vice-Chairman)
7	Fiona Marchant
8	Pam Mayne
9	Tracy Morgan
10	Cliff Parsons
11	Josie Pritchard
12	Megan Rowley
13	Paul Sampson
14	Keith Wilson

Finance Committee

1	Elaine Blezard
2	Alison Bones
3	Mark Jennings
4	Hazel Jones
5	Brian Mayne (Chairman)
6	Pam Mayne
7	Josie Pritchard
8	Paul Sampson
9	Roy Seal (Vice-Chairman)
10	Keith Wilson

Property Management Committee

1	Elaine Blezard
2	Alison Bones (Vice-Chairman)
3	Hazel Jones
4	Brian Mayne (Chairman)
5	Pam Mayne
6	Cliff Parsons
7	Paul Sampson
8	Ash Samuels
9	Keith Wilson

Staffing Committee

1	Elaine Blezard (Vice-Chairman)
2	Alison Bones
3	Steven Hudson
4	Hazel Jones
5	Brian Mayne
6	Pam Mayne (Chairman)

Allotments Liaison Group

1	Carol Appleyard
2	Mark Jennings
3	Paul Marchant
4	Brian Mayne
5	Pam Mayne (Chairman)
6	Tracy Morgan
7	Cliff Parsons
8	Megan Rowley
9	Ash Samuels (Vice-Chairman)
10	Roy Seal

Talking Newspaper Liaison Group

1	Alison Bones
2	Hazel Jones (Chairman)
3	Fiona Marchant (vice-Chairman)
4	Julie Medford
5	Cliff Parsons
6	Ash Samuels

011. Scheme of Delegation and Terms of Reference

RESOLVED that the Scheme of Delegation and Terms of Reference be approved.

012. Nominations to Outside Bodies

RESOLVED that the nominations to Outside Bodies as set out below be approved.

Alice Bacon Memorial Trust:

1	Carol Appleyard
2	Elaine Blezard
3	Hazel Jones
4	Pam Mayne
5	Lynn Masterman

Freeston Foundation:

1	Brian Mayne
2	Keith Wilson
3	Heather Hudson (non-Councillor)

Freeston & Sagars Almshouses Charity:

1	Elaine Blezard
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Town & Parish Councils Liaison Group:

1	Cliff Parsons
2	Megan Rowley

Welbeck Liaison Group:

1	Elaine Blezard
2	Mark Jennings
3	Brian Mayne
4	Pam Mayne
5	Daniel South

Yorkshire Local Councils' Association:

1	Mayor – Alison Bones
2	Deputy Mayor – Tracy Morgan
Sub 1	Fiona Marchant
Sub 2	Cliff Parsons

Stanley Ferry Sand & Gravel Quarry Community Liaison Group

1	Mark Jennings
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Normanton and Altofts Senior Citizens Association

1	Hazel Jones
2	Fiona Marchant
3	Cliff Parsons
4	Josie Pritchard

013. Review of Standing Orders

RESOLVED that the Council's Standing Orders be reviewed and no changes made.

014. Councillors with Special Responsibilities

RESOLVED that the following Councillors be appointed special responsibilities as set out below.

Bank Account Signatories (2 to sign cheques, 1 to approve online payments)

- Councillor E Blezard
- Councillor B Mayne
- Councillor T Morgan
- Councillor S Hudson
- Councillor M Jennings

Verification of Bank Reconciliation (1 to sign)**Cannot be a cheque signatory**

- Councillor P Mayne
- Councillor R Seal

Signing Schedule of Accounts (2 to sign)

- Mayor of Normanton
- Any other Councillor

Signing of Payroll Records (2 to sign)

- Councillor E Blezard
- Councillor B Mayne
- Councillor P Mayne

015. Review of Policies and Procedures

RESOLVED that the following policies/procedures be reviewed and accepted.

- Complaints Procedure
- Freedom of Information Procedure
- Information and Data Protection Procedure
- Press & Media Policy
- Recording at Meetings Policy
- Website & Social Media Policy
- Rules for Public Session

016. Council Meeting Dates 2024/25

RESOLVED that the list of proposed Council meeting dates for 2024/25 be approved.

- 11th June 2024
- 9th July 2024
- August – no meeting
- 10th September 2024
- 8th October 2024

- 12th November 2024
- 10th December 2024
- January – no meeting
- 4th February 2025
- 11th March 2025
- 8th April 2025
- 13th May 2025

017. Arrangements with Local Authorities and other bodies

RESOLVED that the Town Council confirms it does not have any arrangements or agreements with any other local authority, not for profit body or business.

018. Confirmation of Insurance Cover

RESOLVED that the Town Council notes the insurance cover is in place.

Insurance Policy: AJG Community Schemes

Insurer: Hiscox

Policy Number: 8308622

Effective Date: 1st April 2024

Expiry Date: 31st March 2025

019. Review of Memberships & Subscriptions

RESOLVED that the Town Councils memberships and subscriptions to other bodies be reviewed and accepted.

020. Review of Expenditure under S137

RESOLVED that the Council notes that no expenditure was incurred under Section 137 of the Local Government Act 1972.

021. Reports from District Councillors

Councillor D Wilton representing the Normanton Ward reported on the following issues:

- Haw Hill Park – New fence near cycle track.
- Haw Hill Park – Fence in basketball court repaired.
- Haw Hill Park – Funding for two new benches.
- Haw Hill Park – Work ongoing to improve the condition of the pond.
- Flytipping in the area has been reported and quickly removed.
- Discussions ongoing regarding the management of the Sovereign and conduct of residents.

022. Town Clerk's Report

The Town Clerk reported on a number of ongoing issues including:

Haw Hill Park – Cycle Track

A wooden fence has been installed along the rear of the cycle track on Ashgap Lane.

Wakefield Road – Road Safety

Work on the proposals was progressing with Wakefield and it was noted that another accident occurred yesterday although the circumstances were not clear.

Town Hall Damp Issues

A response is awaited.

Hanging Basket Locations

The testing should be completed by the end of the month. Streetlighting are chasing them for the results as soon as they become available.

Annual Town Meeting

The Annual Town Meeting was held on Wednesday 8th May from 4pm to 7pm. The meeting would be held on the date of the April Council meeting at 6.00pm in future.

Police Contact Point

A Police contact point would be held at the Town Hall on 4th June at 10.00am and the Town Council would provide tea and coffee to those in attendance.

RESOLVED that the Town Clerk's report be received.

023. External Organisations

It was reported that the Community First Responders had recruited a new member and were looking for more volunteers.

RESOLVED that notes of the PACT Meeting held on 18th April 2024 be received.

024. Outside Bodies

There were no reports from outside bodies.

025. Vacancy in the Altofts Ward

Following the resignation of David Appleyard, a casual vacancy has been advertised in the Altofts Ward. The closing date is 3rd June 2024.

The outcome and next steps would be reported at the next meeting.

RESOLVED that the report be received.

026. Financial Matters

RESOLVED that the list of invoices due for payment in May 2024 totalling £21,599.11 (£18,833.95 + £2,756.16 VAT) be approved.

A copy of the list of accounts for payment can be found at Appendix 1.

RESOLVED that the list of payments made under the Clerks Authority in April 2024 totalling £16,098.86 (£14,614.15 + £1.82 VAT) be approved.

A copy of the list of payments made under Clerks Authority can be found at Appendix 2.

RESOLVED that the Bank Reconciliation for March 2024 showing a cash balance of £223,343.42 be received.

RESOLVED that a correction report on invoices paid in January, February and March 2024 be received and noted.

027. Planning

RESOLVED that the planning applications on the previously circulated validated lists be received.

[024 - Validated Applications - 15.04.2024.pdf](#)

[026 - Validated Applications - 22.04.2024.pdf](#)

[028 - Validated Applications - 29.04.2024.pdf](#)

[030 - Validated Applications - 07.05.2024.pdf](#)

In the absence of any further business the Mayor thanked everyone for their attendance and closed the meeting.

INVOICES FOR PAYMENT

MAY 2024

Voucher No	Net	VAT	Total	Description	Supplier
37	£3,535.00	£707.00	£4,242.00	Hanging Baskets - Spring	First Impressions
38	£370.00	£74.00	£444.00	Gala Entertainment 2025	Fusion Extreme
39	£1,200.00	£240.00	£1,440.00	Greenhouse Demolition	Coles Demolition
40	£583.56	£116.71	£700.27	Cleaning Materials	Class Office Equipment Ltd
41	£375.00	£0.00	£375.00	Internal Audit Fee	Internal Audit Yorkshire
42	£206.02	£41.20	£247.22	Stationery	Class Office Equipment Ltd
43	£48.00	£0.00	£48.00	Park Licence Fee	Wakefield Council
44	£48.00	£0.00	£48.00	Park Licence Fee	Wakefield Council
45	£25.00	£0.00	£25.00	Allotment Rent Refund	HB Allotment Tenant
46	£226.50	£45.30	£271.80	Payroll Services	Lofthouse & Co
47	£196.64	£39.32	£235.96	Photocopier Charges	RISO (UK) Ltd
48	£17.55	£3.51	£21.06	Cleaning Materials	Class Office Equipment Ltd
49	£800.00	£160.00	£960.00	Tree Work	KB Tree Services and Landscaping
50	£35.10	£0.00	£35.10	NAS Expenses	National Allotment Society
70	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers
71	£6,210.58	£1,242.12	£7,452.70	Hanging Baskets Summer	First Impressions
72	£1,850.00	£0.00	£1,850.00	Mayors Appeal Donation	Prince of Wales Hospice
73	£1,850.00	£0.00	£1,850.00	Mayors Appeal Donation	Alice Bacon Memorial Trust
74	£150.00	£0.00	£150.00	Mayors Appeal Donation	1st Altofts Scouts
75	£150.00	£0.00	£150.00	Mayors Appeal Donation	1st Normanton Scouts
76	£250.00	£0.00	£250.00	Mayors Appeal Donation	Royal British Legion
77	£227.00	£0.00	£227.00	Mayors Appeal Donation	The Well Project
	£18,833.95	£2,765.16	£21,599.11		

PAYMENTS MADE UNDER CLERKS AUTHORITY

APRIL 2024

Unity Trust Current Account

No	Date	Net	VAT	Total	Description	Supplier
67	30.04.2024	£1,486.53	£0.00		PAYE / NIC	HMRC
66	29.04.2024	£2,036.46	£0.00	£2,036.46	Pension	West Yorkshire Pension Fund
65	25.04.2024	£8,215.40	£0.00	£8,215.40	Salaries & Wages	Employees
14	02.04.2024	£4,329.24	£0.00	£4,329.24	Insurance	Gallagher Insurance
		£16,067.63	£0.00	£14,581.10		

Petty Cash Account

No	Date	Net	VAT	Total	Description	Supplier
4	05.04.2024	£3.40	£0.00	£3.40	Newspapers	Asda
19	05.04.2024	£4.17	£0.83	£5.00	DIY Goods	B&M
27	09.04.2024	£1.45	£0.00	£1.45	Milk for Meetings	Asda
31	11.04.2024	£3.40	£0.00	£3.40	Newspapers	Asda
33	29.04.2024	£6.34	£0.00	£6.34	Fruit for school visit	TESCO
52	25.04.2024	£3.40	£0.00	£3.40	Newspapers	Asda
53	22.04.2024	£4.97	£0.99	£5.96	Dehumidifiers	B&M
54	25.04.2024	£4.10	£0.00	£4.10	Newspapers	Asda
		£31.23	£1.82	£33.05		

£16,098.86	£1.82	£14,614.15
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NORMANTON TOWN COUNCIL**MINUTES OF THE EVENTS COMMITTEE**

Held on Monday 13th May 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard – Chairman
Councillor S Hudson
Councillor H Jones – Vice Chairman
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
Councillor A Bones – Observer

Absent: Councillor C Appleyard
Councillor M Jennings
Councillor F Marchant
Councillor P Mayne
Councillor J Medford
Councillor P Sampson
Councillor D South
Councillor K Wilson, JP

063. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors C Appleyard, M Jennings, F Marchant, P Mayne, J Medford and P Sampson.

064. Declarations of Interest

There were no declarations of interest recorded.

065. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 8th April 2024 (Minute Numbers 056-062; Pages 35-39) be received as a true record and signed by the Chairman.

066. Events in 2024Mayor Making

- The purchase of boxes to transport crockery and glassware to the event was approved.

Nisbets	Glass Carry Boxes x 10	£155.98 + VAT
Caterbox	Plate Carry Boxes x 6	£209.14 + VAT
Total Cost		£365.12 + VAT
- The purchase of flowers for the event was approved.
5 Boxes at £35.00 each from Calli-Fleur.
- The purchase of a long service award from Keep It Personal at a cost of £38.98 was approved.
- The purchase of a small gift for the incoming Consort at a cost of £24.58 from Costco was approved.
- The Risk Assessment for the event was reviewed and approved.

D Day 80

- The Risk Assessment for the event was reviewed and approved.
- The Town Clerk was delegated authority to purchase gas for the beacon.
- The Town Clerk was delegated authority to have the orders of service printed at the Normanton Advertiser.

Civic Sunday

- The Risk Assessment for the event was reviewed and approved.
- The Town Clerk was delegated authority to have the orders of service printed at the Normanton Advertiser and to purchase refreshments for the event.

Party @ Haw Hill Park

- The Town Clerk was delegated authority to purchase refreshments and sundry items required for the smooth running of the event.
- Yorkshire Fence Hire to be booked at a cost of £380.00 + VAT for the hire of barriers.
- Following a competitive testing of the market, a three-year agreement with Yorkshire Fence Hire for barriers was approved.

Gala

- Channy to be booked for the Pre-Fireworks entertainment at a cost of £150.00.
- An update on the fairground was provided by the Town Clerk. It was reported that Evan Moran & Sons Fairground were no longer able to provide the Free Funfair due to the increase in

health and safety requirements and rising insurance costs. The update was received by members and noted.

- Police support at the Parade for 2024 was agreed at a cost of £872.52.

Flower & Vegetable Show

- You Can Hire to be booked at a cost of £348.80 + VAT for the hire of tables.

Remembrance Sunday

- Poppleton's Coaches to be booked at a cost of £850.00 for the hire of transport.

Christmas Lights Switch On

- An update on the fairground was received and noted.
- Stage entertainment to be booked through Channy Music at a cost of £250.00 for 3 – 4 performers.

067. Events Committee Budget

Members reviewed the Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,920.00 and committed expenditure of £50,527.99.

RESOLVED that the Events Committee budget be received.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

Annual Internal Audit Report 2023/24

NORMANTON TOWN COUNCIL

www.normantontowncouncil.co.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

09/11/2023

18/04/2024

Name of person who carried out the internal audit

SAFIA KAUSER (INTERNAL AUDIT YORKSHIRE)

Signature of person who carried out the internal audit

S. KAUSER

Date

18/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

NORMANTON TOWN COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.normantontowncouncil.co.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

NORMANTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	547,701	219,709	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	310,440	331,832	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	18,521	26,651	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	137,286	149,145	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	519,667	202,832	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	219709	226,215	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	201,403	223,691	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	336,094	18348	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

04/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **NORMANTON TOWN COUNCIL**

County Area (local councils and parish meetings only): **YORKSHIRE**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **MONDAY 17th JUNE 2024**

and ending on **FRIDAY 26th JULY 2024**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)



Signed:

Role: Town Clerk & RFO

REVIEW OF DIRECT DEBITS AND STANDING ORDERS

11th June 2024

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PAYEE	PURPOSE	AMOUNT	FIXED / VARIABLE	FREQUENCY	DATE EXPECTED	MONTHS
Cathedral Leasing	Hygiene Services (Town Hall)	£522.61	Fixed	Quarterly	10th	Jan, Apr, Jul, Oct
Cathedral Leasing	Hygiene Services (Community Centre)	£246.31	Fixed	Quarterly	13th	Dec, Mar, Jun, Sep
Citation Ltd	Human Resources and Health & Safety Support	£342.92	Fixed	Monthly	21st	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Everflow Ltd	Water Supply (Allotments and Community Centre)	£288.04	Variable	Monthly	16th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
GoCardless Ltd	National Vegetable Society Membership	£22.00	Variable	Annually	25th	Jan
GoCardless Ltd	National Dahlia Society Membership	£20.00	Variable	Annually	26th	Jan
HMRC	PAYE/NI contributions	£1,486.53	Variable	Monthly	23rd	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Information Commissioner	ICO Registration	£35.00	Variable	Annually	8th	Sep
Lloyds Bank	Lloyds Multipay - Cash Book Transfer	£542.93	Variable	Monthly	16th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Multi Web Marketing	Website Hosting and Support	£152.94	Fixed	Monthly	2nd	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
NGC Network Services	Telephone / Broadband	£108.78	Variable	Monthly	30th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Octopus Energy Limited	Gas and Electric (Community Centre)	£198.12	Variable	Monthly	15th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Pitney Bowes Finance	Franking Machine Lease	£107.53	Fixed	Quarterly	12th	Dec, Mar, Jun, Sep
Pitney Bowes Ltd	Franking Machine Consumables	£170.94	Variable	Ad Hoc	16th	Dependant on consumable requirements
Pitney Bowes Ltd	Franking Machine Credit	£514.25	Variable	Ad Hoc	15th	Dependant on postage top up requirements
Pro Logic	IT Support and O365	£434.32	Variable	Monthly	29th	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Siemens Financial	Photocopier Lease Annual Fee	£72.00	Fixed	Annually	30th	Nov
Siemens Financial	Photocopier Lease	£501.60	Fixed	Quarterly	28th	Nov, Feb, May, Aug
Squareup Europe	Card Machine Fees	£0.44	Variable	Ad Hoc	Ad Hoc	Dependant on transaction history
Stripe DRD	Telephone System and Calls Package (Town Hall)	£58.54	Variable	Monthly	22nd	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
WDH	Lease of Car Park (Community Centre)	£1.00	Variable	Annually	1st	Nov

[NORMANTON TOWN COUNCIL] FINANCIAL REGULATIONS**Contents**

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These Financial Regulations were adopted by the council at its meeting held on [11th June 2024].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The **Clerk/RFO**;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of ~~£5,000~~;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/~~RFO~~ ~~[with the RFO]~~ shall prepare, for approval by ~~[the council]~~, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/~~RFO~~ ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the Clerk/RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. ~~At least [once in each quarter], and at each financial year end,~~ **Each month**, a member other than the Chair ~~{for a cheque signatory}~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}~~.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the **Clerk/RFO** in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Clerk/RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The **Clerk/RFO** shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the **Clerk/RFO** shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the **Clerk/RFO**, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by {the council} and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The **Clerk**/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The **Clerk**/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its ~~council tax (England)/budget (Wales)~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~the council~~ the **Staffing Committee** at least annually in ~~October~~ **November** for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the ~~Chair of the Council or relevant committee~~ **Chair of the Staffing Committee**. {The **Clerk**/RFO will inform committees of any salary implications before they consider their draft their budgets.}

4.3. No later than ~~month~~ **November** each year, the **Clerk**/RFO shall prepare a draft budget with detailed estimates of all ~~receipts and payments/~~income and expenditure} for the following financial year {along with a forecast for the following ~~three financial years~~}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

- 4.5. Each committee ~~(if any)~~ shall review its draft budget and submit any proposed amendments to the ~~council~~ {finance committee} not later than the end of ~~November~~ **January** each year.
- 4.6. The draft budget {with any committee proposals and {three-year}} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and {three-year} forecast, the council shall determine its {council tax ~~(England)/budget ~~(Wales)~~~~} requirement by setting a budget. The council shall set a precept for this amount no later than {the end of **the first week in February** ~~January~~} for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The **Clerk**/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {for relevant committee}.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The **Clerk**/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed {£60,000} including VAT, the **Clerk/RFO** shall {seek formal tenders from at least {three} suppliers agreed by {the council}} ~~OR~~

~~{advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}~~. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than ~~{£3,000}~~ excluding VAT the Clerk/~~RFO~~ ~~{or RFO}~~ shall seek at least ~~{3}~~ fixed-price quotes;
- 5.9. where the value is between ~~{£500}~~ and ~~{£3,000}~~ excluding VAT, the Clerk/~~RFO~~ ~~{or RFO}~~ shall try to obtain 3 estimates ~~{which might include evidence of online prices, or recent prices from regular suppliers.}~~
- 5.10. For smaller purchases, **of below £500** ~~{the clerk/RFO}~~ shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~{or relevant committee}~~. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- ~~{the Clerk/RFO}~~, under delegated authority, for any items below ~~{£500}~~ excluding VAT.
 - the Clerk/~~RFO~~, in consultation with the Chair of the Council ~~{or Chair of the appropriate committee}~~, for any items below ~~{£2,000}~~ excluding VAT.
 - ~~{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under {£5,000} excluding VAT}~~.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- ~~{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~
- the council for all items over ~~{£5,000}~~;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order. ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~{£2,000}~~ excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/**RFO** shall report such action to the Chair as soon as possible and to ~~{the council}~~ or relevant **committee** as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~{the council}~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services ~~{above £250 excluding VAT}~~ unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, **in the accounts system**, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by ~~{the Clerk/RFO}~~.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the **Clerk/RFO** and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~{name bank}~~ **Unity Trust Bank**. The arrangements shall be reviewed ~~{annually}~~ for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- ~~6.3.~~ All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised

by the council before being certified by [the Clerk/RFO]. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.~~

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by ~~{online banking/cheque}~~, in accordance with a resolution of the council, ~~{or duly delegated committee}~~, or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 6.6. ~~{For each financial year [the Clerk/RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~
- 6.7. ~~{A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments}.~~
- 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~
- 6.9. The Clerk/~~RFO and RFO~~ shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
 - i. ~~{any payments of up to [£500] excluding VAT, within an agreed budget}.~~
 - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{or to comply with contractual terms}~~, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk ~~and RFO~~] certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.
 - iv. Fund transfers within the councils banking arrangements up to the sum of ~~[£10,000]~~ £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.
- 6.10. The Clerk/~~RFO~~ shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council ~~{or finance committee}~~. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, ~~{the Clerk/RFO}~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~{a number of}~~ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online ~~approval~~ **payment** process. ~~{The Clerk may be an authorised signatory, but not~~
No signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~{by email}~~ to ~~{two}~~ **one of the** authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator ~~{an authorised signatory}~~ the **Administrative Officer** shall set up any payments due before the return of the Service Administrator.
- 7.6. ~~Two {councillors who are}~~ a councillor **who is an** authorised signatory~~ies~~ shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.
- 7.8. A full list of all payments made in a month shall be provided to the next ~~{council}~~ meeting ~~{and appended to the minutes}~~.
- 7.9. With the approval of ~~{the council}~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~{signed/approved online}~~ by ~~{two authorised members}~~. The approval of the use of each variable direct debit shall be reviewed by ~~{the council}~~ ~~at least every two years~~ **annually**.
- 7.10. ~~Payment may be made by BACS or CHAPS by resolution of {the council} provided that each payment is approved online by {two authorised bank signatories}, evidence is retained and any payments are reported to {the council} at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed ~~{or approved online}~~ by ~~{two one members}~~, evidence of this is retained and any payments are

reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~[the council]~~ **at least every two years annually.**

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk/**RFO** and ~~[the RFO]~~ ~~[a member]~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every ~~[two years]~~.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities ~~{other than secure password stores requiring separate identity verification}~~ should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by ~~[two members]~~ ~~{and countersigned by the Clerk}~~.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. ~~{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}~~. Any signatures obtained away from council meetings shall be reported to the council ~~{or Finance Committee}~~ at the next convenient meeting.

9. Payment cards

~~9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.~~

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/**RFO** ~~{and RFO}~~ ~~{specify other officers}~~ and **Administrative Officer** and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.}~~ ~~OR~~ ~~{except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}~~

10. Petty Cash

- 10.1. ~~{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.}~~ **OR** ~~{The Clerk/RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

The Clerk/RFO shall maintain an additional change float of £300 for operational purposes.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~{or relevant committee}~~.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. **Overtime claims for events outside normal office hours shall be submitted to the Town Clerk and checked against timesheets before being included in the monthly payroll. All overtime shall be separately identified on the wage slips.**
- 11.7. **Hours for casual events staff shall be checked against timesheets before being included in the monthly payroll.**
- 11.8. **Overtime claims for the Town Clerk in respect of events outside of normal office hours shall be checked against timesheets and approved by the Chairman of the Staffing Committee before being included in the monthly payroll.**
- 11.9. **The Clerk and RFO shall retain overall responsibility for the outsourced payroll service, providing monthly salary, overtime and wages information.**

- 11.10. The outsourced payroll service shall calculate all deductions including NI, PAYE and pension and provide payroll reports setting out net pay and payments due to HMRC and the West Yorkshire Pension Fund.
- 11.11. The outsourced payroll service shall submit the RTI to HMRC along with the monthly report to the West Yorkshire Pension Fund.
- 11.12. The Town Clerk and RFO shall make payments to all employees, councillors, HMRC and the pension provider in accordance with these financial regulations.
- 11.13. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by ~~the finance committee~~ **the Chairman and Vice Chairman of the staffing Committee** to ensure that the correct payments have been made.
- 11.14. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.15. Before employing interim staff, the council must consider a full business case.
- 11.16. Payment of members allowances shall be processed annually in November through the payroll system. All elected members will be asked if they wish to claim the allowance of £110.00 and will need to ensure that a HMRC New Starter form has been completed for PAYE purposes. The allowance may not be claimed by Co-opted members.
- 11.17. The outsourced payroll company shall process the payment of allowances including all deductions of PAYE where appropriate and provide payroll reports setting out net pay and payments due to HMRC.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the ~~[Secretary of State/Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk/RFO. ~~{The Clerk/RFO}~~ shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by ~~{the Clerk/RFO}~~ and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. ~~{The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software. software and that any VAT Return required is submitted form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly. where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. ~~{Where significant sums of cash are regularly received by the council, the Clerk/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

~~{Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

13.8. Receipt of income may be via cash, card payment or internet banking.

13.9. Income received by card is processed through the Square terminal or Square online platform. The income is transferred by Square into the Town Council's account within 2-3 business days, less the transaction fee of 1.75% for most card types (fees vary dependant on the type of card used).

13.10. The origin of each receipt including cash and internet banking receipts, shall be entered on the daily income log on the Square online platform and saved as a

spreadsheet on the NTC network. The Income log is verified against the bank statement before being entered into the accounts.

13.11. Refunds for overpayments or cancellations will be authorised by the Clerk/RFO and actioned by a member of the admin team. All refunds of this nature will be recorded on the daily income log and form part of the accounts.

13.12. Refunds of key deposits will be actioned by a member of the admin team upon receipt of the returned key.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to, or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council

in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk/RFO shall give prompt notification to the insurers [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers. [in consultation with the Clerk].~~

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

~~18. [Charities]~~

~~18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]~~

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk/RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

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19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk/**RFO** shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk/**RFO** in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/**RFO** in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order **19** ~~[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

PAYMENTS APPROVED IN ADVANCE

I

PAYEE	PURPOSE	AMOUNT	VAT	NET	FREQUENCY	NOTES
Permenant Employees	Salary	£7,624.66	N/A	N/A	Monthly	Based on 2023/24 Salary Scale
HMRC	PAYE/NIC	£2,152.31	N/A	N/A	Monthly	Based on salaried employees only
West Yorkshire Pension Fund	Pension Contributions	£2,084.08	N/A	N/A	Monthly	Based on salaried employees only
Town Councillors	Annual Allowances	£2,420.00	N/A	N/A	Annually	£110.00 per eligible Councillor if claimed - Payable in November of each year less PAYE
Casual Employees	Wages	Variable	N/A	N/A	Monthly	Based on hours worked from 16th to 15th of each month at agreed hourly rate.
Permenant Employees	Overtime	Variable	N/A	N/A	Monthly	Based on overtime worked from 16th to 15th at the rate set out in the contract of employment

Normanton Town Council

Asset Register and Disposal Policy

1. Background

- 1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high, and which have a useful life of more than one-year, used by the council to deliver its services (Governance and Accountability for Local Councils: A Practitioner's Guide (England)). Fixed assets acquired in any year should be added to the asset register for management purposes. The Council's Financial Regulations refers to the custody of Assets, Properties and Estates.

2. Scope of Asset Register

- 2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:
- land and buildings held freehold or on long term lease in the name of the Council.
 - community assets.
 - assets considered to be portable, attractive or of community significance.
 - other assets estimated or known to have a minimum purchase or resale value of £50.00.
 - assets held on trust.
- 2.2 The values indicated in the asset register will inform the Box 9 'total fixed assets' section of the Annual Return with the exception of assets held on trust.
- 2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
- land and buildings held on short term lease or rented.
 - land and buildings maintained or serviced, but not owned by the Council.
 - assets rented by or loaned to the Council.
 - stock items intended for resale.
 - stationery and other consumable items.
 - Natural boundaries of land owned (e.g. trees and hedges).

- plants and trees.
- assets with a purchase or resale value of less than £50 (other than items listed as for inclusion in the asset register).
- repairs.
- cash, short term investments and other current assets.
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities).

2.4 A separate section of the asset register will contain a schedule of disposals. All asset disposals must comply with the Asset Disposal Procedure referenced within this policy.

3. Valuation of Assets

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England)).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear).

3.3 In some cases, the purchase cost may not be known at acquisition or first recording and so a proxy cost may be substituted. A proxy cost is a value for the asset which is an estimate of its value by the authority which is based on external professional advice. The Town Council may apply the insurance valuation or estimated cost based on professional advice.

In cases where the Town Council receives the asset as a gift, for example by transfer from a principal authority, the asset should be included in the asset register with a nominal £1 value as a proxy for zero cost.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on

the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

4. Procedure for Updating the Asset Register

- 4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. Work should be carried out to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council.
- 4.2 The financial ledger should also be reviewed for all asset sales made during the year. Work should be carried out to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.3 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.
- 4.3 It is the Council's responsibility to ensure that a 'stock take' of asset register items takes place to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.
- 4.4 The asset register, schedule of disposals and this policy shall be reviewed annually and approved by the Council.

5. The Asset Register and Insurance

- 5.1 For insurance purposes, the asset register shall include a column to record the replacement value of each asset.
- 5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the Asset Register. The Council should ensure land and building are valued accurately for

insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

6. Asset Disposal Procedure

- 6.1 Where any asset still has value in the asset register in excess of £250.00 then the decision in regard to its disposal must be referred to full Council following a recommendation from the Finance Committee.

Disposal of assets valued below £250.00 will be referred to the appropriate committee and reported to the Finance Committee.

- 6.2 All proceeds from such disposal are the property of the Town Council and must be accounted for and reported to the Full Town Council. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, but it also highlights successes and problems for future reference.

7. Value for Money

- 7.1 The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item.

- 7.2 The price established should be based on:

- current market value.
- condition of the item.
- age of the item.
- an assessment of the usefulness of the item.
- Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain.

8. Reasons for disposal

- 8.1 Items can be available for disposal because they are:
- required to be disposed of under a particular policy e.g. motor vehicles.
 - no longer required due to changed procedures, functions or usage patterns.

- occupying storage space and not being needed in the foreseeable future.
- no longer complying with health and safety standards.
- beyond repair but able to be sold for scrap.

8.2 There should be a written reason of disposal. Items suggested for disposal by the Town Clerk should be approved by the respective committees prior to being presented to the Finance committee and recommended to the full town council where required.

8.3 Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

9. Options for the Disposal of Assets

9.1 Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender.
- Donated to a community service or organisation.
- Scrap.

Selection of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, assets disposed of should be reported on an 'Asset Disposal' form to ensure they are removed from the Council's asset register and recorded in the disposals register.

10. Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. In both cases, at least two officials should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.

11. Sale to Staff/Councillors

Items cannot be purchased by staff or Councillors in the interest of managing conflict of interests and fair offering.

12. Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities and volunteer organisations. Donations must be recommended by the Finance committee and approved by the Full Town Council where appropriate.

13. Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

14. Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The asset disposal form should be used to record the authorisation of the disposal by the appropriate staff/committee within the Council and the value or values achieved by it.

The Town Clerk/RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal Request.

All asset disposals will be recorded in the Asset Disposals Register for audit purposes.

Version History:

001

03.06.2024

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NORMANTON TOWN COUNCIL
Asset Disposal Form

List of Assets to be Disposed					
Asset reference / Serial number	Location	Description	Purchase Date	Original Cost	Disposal Value
REASONS FOR DISPOSAL					
METHOD OF DISPOSAL					
Scrapped		Sold		Donated	
ADDITIONAL INFORMATION					
Date of Disposal		Minute Reference			
Authorising Officer and Position: (Sign & Print)					

Wakefield District

Local Plan 2036

Planning Growth and Protecting Places

Brighter Inclusive Building Safe Resilient Active
Securing Future
Delivering Planning Quality
Connected
Development
Vibrant Attractive
Sustainable
Prosperous Growth
Protecting Healthy
Places
Communities

Wakefield District Biodiversity Net Gain Draft Supplementary Planning Document

May 2024



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1 Introduction

Purpose and Status of Supplementary Planning Documents

- 1.1 Supplementary planning documents (SPDs) should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan they cannot introduce new planning policies into the development plan. They are however a material consideration for planning applications. They should not add unnecessarily to the financial burdens on development. Wakefield's Local Plan was adopted on 24 January 2024, following an examination in public by an independent Government Planning Inspector.
- 1.2 [Regulations 11 to 16 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) set out the requirements for producing Supplementary Planning Documents.
- 1.3 The purpose of this SPD is to provide guidance on how at least 10% Biodiversity Net Gain (BNG) should be achieved through development in Wakefield district, to comply with national and local policies and the legal requirements of the Environment Act 2021. The guidance includes the information required to be submitted with planning applications, the local approach to BNG delivery, information on when projects will be considered strategically significant and the requirements for monitoring of BNG delivery. The SPD has been informed by collaborative working by the five West Yorkshire local authorities.

Biodiversity and Development

- 1.4 The natural environment provides vital benefits for our health, society and economy, known as 'ecosystem services'. The strength of these beneficial services is determined by the quality of the natural world and the biodiversity of the ecosystems within it. Biodiversity is defined as the variety of plants and animals living within an area or habitat, with different habitats contributing different functions or services for our environment. However, the UK has suffered a considerable decline in biodiversity over recent years, predominantly due to intensification of agriculture and urban expansion.
- 1.5 In 2018 Government published its *25 Year Plan to Improve the Environment*, which included the goal of achieving *thriving plants and wildlife*, and policies for protecting and recovering nature, and connecting people with the environment to improve health and wellbeing. The Government's *Environmental Improvement Plan 2023* is the First Revision of the 25 Year Environment Plan. This includes key policies to *Promote Biodiversity Net Gain, and make sure developments leave habitats in a better state for wildlife than before*, and to *create, restore and extend areas for wildlife* to deliver the goal of *thriving plants and wildlife*.
- 1.6 One of the measures introduced to deliver the goals of the 25 Year Environment Plan is the Environment Act 2021 and changes to the Town and Country Planning Act (1990). These require all planning permissions granted in England (with a few exemptions) to deliver at least 10% biodiversity net gain (BNG) through the planning process. This will ensure important ecosystem services are maintained and improved in a measurable way.

Previous Consultation

- 1.7 The Council has been working with the other West Yorkshire Councils on an SPD framework since 2022. The Council has also had a number of versions of Biodiversity Net Gain planning practice guidance on its website since December 2020, to guide the informal approach to BNG prior to it becoming mandatory. Informal comments have since been invited from the

Environment Agency, Natural England, West Yorkshire Ecology and the Yorkshire Wildlife Trust on the latest version of the informal planning practice guidance to inform its development into a formal SPD.

Strategic Environmental Assessment Screening Determination

- 1.8** In exceptional circumstances a [Strategic Environmental Assessment](#) (SEA) may be required when producing a Supplementary Planning Document. In view of this, the statutory consultation bodies (Natural England, Historic England and Environment Agency) were consulted on a SEA Screening Determination from 8 March to 5 April 2024, initially. This was extended to 30 April for Natural England to enable additional time to respond. The Screening Determination is available for information alongside this consultation. This details the comments received and how comments have been incorporated into this SPD consultation draft. The Screening Determination concludes that a full SEA is not required for the SPD.

Consultation Information and How to Get Involved

- 1.9** The Wakefield District Biodiversity Net Gain Draft Supplementary Planning Document is available for Public Consultation for 4 weeks from Thursday 30 May 2024 to 5pm on Wednesday 26 June 2024.
- 1.10** Information about the consultation and how to view the document and make comments is available to view and download from the Council's webpage at <https://wakefield.gov.uk/planningpolicyconsult>. Copies of the document and consultation form are also available at the main libraries across the district and at Wakefield One Customer Access Point.
- 1.11** The preferred way to comment is online through the Council's consultation portal <https://consult.wakefield.gov.uk>. Comments can also be provided by completing the comment form on the website and returning these to the following email address wdlp@wakefield.gov.uk or postal address below:

Planning Policy and Environment, Planning Services, Wakefield Council, Wakefield One, PO Box 700, Wakefield WF1 2EB.

Your comments must reach us by 5pm on Wednesday 26 June

- 1.12** A guidance note on submitting comments - 'How to Get Involved' - is available on the Council's website. Printed copies are also available at the main libraries and Wakefield One Customer Access Point.
- 1.13** If you require any assistance in accessing this document, or would like to talk to a planning officer working on the SPD, please contact Planning Policy and Environment on (01924) 306417 or the Council's Contact Centre (24 Hours) 03458 506 506.
- 1.14** If you wish to be kept informed and notified about ongoing and future planning policy consultations either register online at the consultation portal or email your details (including postal address) to wdlp@wakefield.gov.uk.

2 Legislation and Policy

The Environment Act 2021

- 2.1** The Environment Act 2021¹ amends the Town and Country Planning Act 1990². It sets out that the majority of developments will be legally required to demonstrate a minimum biodiversity net gain of 10% and secure those gains for a minimum of 30 years. The requirement to demonstrate net gains applies to all habitats within the red line planning application boundary, regardless of whether they are impacted or not.
- 2.2** Biodiversity net gain is measured using the Statutory Biodiversity Metric or Small Sites Metric and habitats have to be secured for at least 30 years. This sits alongside:
- a strengthened legal duty for public bodies to conserve and enhance biodiversity;
 - new biodiversity reporting requirements for local authorities; and
 - mandatory spatial strategies for nature - Local Nature Recovery Strategies or 'LNRS'.

Such net gains could be achieved on-site, off-site, or through a combination of on-site and off-site measures.

When is 10% Biodiversity Net Gain not Required?

- 2.3** The Environment Act 2021 already makes exemptions for permitted development and urgent crown development. The Statutory Metric allows for temporary impacts that can be restored within 2 years to be excluded from calculations. It also gives existing sealed surfaces (such as tarmac or existing buildings) a baseline score of zero, meaning these surfaces are effectively exempted from the percentage gain requirement.
- 2.4** The Biodiversity Gain Requirements (Exemptions) Regulations 2024³ exempt certain developments from meeting the biodiversity gain requirement that would otherwise be imposed as a general condition of planning permission. The exemptions in the Regulations relate to:
- development with no impact on priority habitat and where impacts fall below the specified 'de minimis' threshold (less than 25 square metres (e.g. 5m by 5m) of habitat, or 5 metres of linear habitats such as hedgerows);
 - householder development within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015⁴;
 - development granted planning permission by a development order under section 59 (this includes permitted development rights);
 - development related to the high-speed railway network;
 - development of a biodiversity gain site; and
 - certain self-build and custom build developments (which consists of no more than 9 dwellings, and is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding as defined in [section 1\(A1\) of the Self-build and Custom Housebuilding Act 2015](#)⁵).

1 <https://www.legislation.gov.uk/ukpga/2021/30/contents/enacted>

2 <https://www.legislation.gov.uk/ukpga/1990/8/contents/enacted>

3 <https://www.legislation.gov.uk/uksi/2024/47/made>

4 <https://www.legislation.gov.uk/uksi/2015/595/contents/made>

- 2.5** Whilst not specifically exempt through the Act, Regulations or the Statutory Metric, change of use applications that fall below the 'de minimus' threshold, or that include only sealed surfaces will be exempt. Developments which would be permitted development but are not, on account of their location in Conservation Areas for example, will also be exempt.
- 2.6** Exempt development outside the scope of mandatory net gain, such as householder applications and permitted development, still provides opportunity for biodiversity enhancements and nature recovery, through landscaping and planting, sustainable urban drainage schemes, and bat and bird boxes / bricks. Such biodiversity enhancement through development would align with wider planning policy on the natural environment and nature recovery. Separately, the Council has published *Biodiversity Guidance for Householders*.
- 2.7** In addition, for major applications originally submitted before 12 February 2024 or a minor application originally submitted before 2 April 2024, subsequent applications made under section 73 of the Town and Country Planning Act 1990 to vary a planning condition will not be subject to mandatory net gain. However, any informal net gain agreed through the original application, through the Council's previous interim approach, will still need to be taken into account as part of any assessment, as per the adopted Local Plan Policies set out below and previous Interim Guidance.

National Planning Policy and Guidance

- 2.8** Paragraph 8 of [National Planning Policy Framework 2023](#) (NPPF)⁶ describes how opportunities should be taken to secure net gains across the three overarching social, economic and environmental objectives of the planning system, to achieve sustainable development. Under the environmental objective this includes improving biodiversity.
- 2.9** Paragraph 180 of NPPF states that planning policies and decisions should contribute to and enhance the natural and local environment by: ... (d) minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.
- 2.10** Paragraph 185 of NPPF states that to protect and enhance biodiversity and geodiversity, plans should: ... (b) promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species; and identify and pursue opportunities for securing measurable net gains for biodiversity.
- 2.11** Paragraph 186 of NPPF states that When determining planning applications, local planning authorities should apply the following principles: ... (d) development whose primary objective is to conserve or enhance biodiversity should be supported; while opportunities to improve biodiversity in and around developments should be integrated as part of their design, especially where this can secure measurable net gains for biodiversity or enhance public access to nature where this is appropriate.
- 2.12** Further government guidance is available on the Department for Environment, Food and Rural Affairs Biodiversity Net Gain collections webpage and the Biodiversity Net Gain Planning Practice Guidance webpage.

⁵ <https://www.legislation.gov.uk/ukpga/2015/17/contents/enacted>

⁶ <https://www.gov.uk/guidance/national-planning-policy-framework>

Local Planning Policy and Guidance

Wakefield District Local Plan 2036

2.13 The **Wakefield District Local Plan 2036**, adopted on 24 January 2024, includes a requirement for a minimum of 10% net gain for biodiversity through development. Volume 1 of the Local Plan includes strategic and local policies, and district wide allocations and designations. Volume 2 includes settlement-based allocations.

2.14 The Local Plan 2036 **Vision** includes the following:

The district's rich historic, cultural and natural heritage, diverse wildlife, habitats and landscape, Green Belt and open spaces will be protected and enhanced. Improved standards of design and management will improve the quality of the built and natural environment, and secure biodiversity net gain.

2.15 One of the aims of the **Local Plan Development Principles** is to deliver:

Development that enhances the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, using Building for a Healthy Life, zero-carbon and energy-positive technology to ensure climate resilience.

2.16 The following Strategic and Local Policies require a 10% net gain for biodiversity in specific circumstances, however it should be noted that other Local Plan policies may be relevant to wider aspects of the natural environment and blue and green infrastructure including, but not limited to LP52 Ecological Protection of Watercourses and Water Bodies:

Policy SP23

Design, Safety and the Local Environment

The design of buildings and spaces will be improved and opportunities for crime reduced. The district's historic, built environment, landscape features and **wildlife habitats will be protected and enhanced**. They contribute to the local distinctiveness and character of the district. In all parts of the district, new development will:

1. Incorporate sustainable buildings, spaces and landscaping of high quality design which;
 - a. Are appropriate to their location in terms of scale and density;
 - b. Protects and enhances local character and distinctiveness taking local building traditions into account;
 - c. Takes the different landscape character across the district, including the Calder Valley, the Northern Coalfield areas, the Went River Basin, the Limestone Escarpment and the south-east and south-west coalfield areas into account.
2. Be designed to accord with Active Design principles and Streets for People principles as set out in Chapter 5 of the Plan;
3. Create safe and secure environments that reduce the opportunities for crime in all parts of the district;
4. Conserve and enhance the district's historic assets and their contribution to the local distinctiveness and character of the district, in a manner which will also help in their management, understanding and enjoyment. Development proposals must seek to avoid or minimise any conflict with a heritage asset's conservation. This will be in accordance with their significance, particularly of Scheduled Monuments, archaeological sites and

landscapes, Conservation Areas, Listed Buildings, Registered Parks and Gardens, Historic Landscapes and Battle Sites and those assets which are at risk;

5. **Protect and enhance the district's biological and geological diversity and green infrastructure including the need to increase tree cover across the district, safeguard designated sites of international, national, regional and local importance, ancient woodland and other ecological assets, including priority habitats and species;**
6. Minimise the risk from all forms of pollution and contamination for existing and future occupants, the wider community and the environment, particularly within the defined Air Quality Management Areas;
7. Bring about improvements to the local environment including the reclamation of derelict or degraded land, and providing new green infrastructure where appropriate;
8. Help reduce fossil fuel dependency, by promoting designs which incorporate energy efficiency and renewable energy generation technology.

Policy LP51

Ecological and Geological Conservation

The Policies Map identifies sites designated for biological or geological conservation of international, national, and regional importance within the following hierarchy of importance:

- International and European Designation: Special Areas of Conservation;
- National Designation: Sites of Special Scientific Interest;
- Regional Designations: Local Geological Sites, Local Nature Reserves, Ancient Woodland and Local Wildlife Sites.

Where the Council considers that any designated site or any species of principal importance for conservation may be affected by a development proposal, an appropriate ecological assessment will be required to be submitted with the planning application. An Appropriate Assessment will also be required to be submitted for development in proximity to Denby Grange Colliery Ponds Special Area of Conservation.

1. Development that is likely to have either a direct or indirect adverse effect on a Site of Special Scientific Interest will only be permitted if it can clearly be demonstrated that exceptional reasons of public interest for development clearly outweigh any impact on the features of the site that make it of special scientific interest and any broader impacts on the national network of designated sites.
2. Development resulting in either the loss or deterioration of Ancient Woodland, veteran trees and other irreplaceable habitats or that is likely to have either a direct or indirect adverse effect on a regionally designated site will not be permitted unless a suitable compensation strategy exists and it can clearly be demonstrated that:
 - a. Development cannot reasonably be located on an alternative site; and
 - b. There are exceptional reasons where the public benefit clearly outweighs the loss or deterioration of habitat; and
 - c. There will be an overall net gain for biodiversity of at least 10%, including a positive contribution to the protection, creation and enhancement of habitat and species; and

- d. Biodiversity enhancement measures are incorporated which reflect the priority habitats and species identified in the Wakefield Biodiversity Action Plan; and
 - e. There are no significant adverse impacts on the integrity of, and connectivity to, the Wakefield Wildlife Habitat Network.
3. Where development is permitted the Council will require developers to:
- a. Minimise disturbance;
 - b. Protect and enhance the site's ecological value;
 - c. Ensure appropriate management;
 - d. Ensure appropriate mitigation measures are designed into the proposal and work on the site does not commence until these measures are in place;
 - e. Work to approved methods; and
 - f. Create new or replacement habitats with a minimum net gain of 10% of the current ecological value of the site using the Defra Metric.

Policy LP53

Wildlife Habitat Network

Development that would adversely affect the integrity and value of the Wildlife Habitat Network across the district or the movement of flora and/or fauna species will only be permitted if it can be demonstrated that reasons of public interest for the development clearly outweigh any significant harm and a suitable compensation strategy exists. Proposals for development shall make provision for the retention of the network and protection of its wildlife links and ecological conservation value. Where development is permitted the Council will require developers to:

- a. Minimise disturbance;
- b. Protect and enhance the site's ecological conservation value;
- c. Contribute towards the objectives of the Wakefield District Biodiversity Action Plan;
- d. Ensure appropriate management; and
- e. Create new or replacement habitats and maintain links for the Wildlife Habitat Network with a minimum net gain of 10% of the current ecological value of the site calculated using the Defra Metric.

Policy LP54

Protection of Trees and Woodland

The district's woodland, hedgerows and trees are important ecological assets identified in the Wakefield District Local Biodiversity Report. Where the Council considers that trees or woodland may be affected by a development proposal, it will require an appropriate tree survey to be submitted with the planning application.

1. Development that would detrimentally affect or result in the loss of Ancient Woodland and veteran trees will be refused unless there are wholly exceptional reasons and a suitable compensation strategy, in accordance with national planning policy.
2. Development that would damage or result in the loss of trees, areas of woodland or hedgerows, will only be permitted if it can clearly be demonstrated that:

- a. Development cannot reasonably be redesigned to retain trees and hedgerows or be located on an alternative site; and
- b. The need for development clearly outweighs any harm to the ecological value and landscape quality of the area; and
- c. There will be an overall net gain for biodiversity of at least 10%, including a positive contribution to the protection, creation and enhancement of habitat and species.
- d. They do not contribute to the character of a Conservation Area or setting of a heritage asset.

Policy LP56

Design of New Development

Design will be a key consideration when assessing proposals of all scales and types. Innovation, distinctiveness and creativity will be encouraged to ensure the delivery of high quality and sustainable development. The diverse range of settlements in the district and their distinctive local characteristics shall be recognised when preparing proposals.

For residential development across the district (including Wakefield city centre) applicants shall refer to and utilise the guidance in the Residential Design Guide Supplementary Planning Document and any future updates to it.

For development proposals within Wakefield city centre applicants shall refer to and utilise the guidance in the Urban Design Framework Supplementary Planning Document and any future updates to it.

In order to maintain and enhance local diversity all new development shall make a positive contribution to the environment and amenity of its locality by virtue of high quality design, layout and landscaping. The Council will support the enhancement of public spaces, including provision of works of art in public places, and in appropriate cases this may be required as part of major development proposals. In particular proposals shall:

- a. Be designed to accord with Active Design principles and Streets for People principles as set out in Chapter 5 of the Plan;
- b. Use internal and external building design and orientation and signage in order to encourage physical activity within and to and from development;
- c. Respect, and where appropriate enhance the character, function and overall quality of the locality in terms of design, scale, massing, height, density, layout, materials and colour over the lifetime of the development;
- d. Provide a quality setting within the development incorporating, where appropriate, effective landscaping with a consideration for future management, maintenance and personal safety;
- e. **Retain, and enhance important ecological and landscape features, including those provided to meet biodiversity net gain requirements;**
- f. **Provide a minimum net gain of 10% of the current ecological value of the site, except on householder proposals;**
- g. Respect, and where appropriate enhance existing natural and built features, skyline, landmarks or key views that contribute to the character and local distinctiveness of the area;
- h. Incorporate high quality landscaping and boundary treatment while relating positively to surrounding streets, services and amenities;
- i. Prioritise access arrangements and facilities for pedestrians and cyclists over vehicles, and facilitate direct walking and cycling connections to surrounding streets, services and amenities outside the site;

- j. Incorporate arrangements for servicing, waste handling, recycling and storage. All schemes that will generate additional waste should incorporate convenient and discrete accommodation for waste storage;
- k. Incorporate sensitive treatment of ancillary development such as parking and service areas and provide satisfactory screening where appropriate;
- l. Incorporate sensitive treatment of wiring, cabling and pipelines either by laying underground or providing adequate screening or landscaping;
- m. Allow for flexibility to adapt non-residential development to alternative uses to meet changing needs and circumstances over the lifetime of the development;
- n. Have no significant detrimental impact on the amenity of neighbouring users or residents and existing or prospective users;
- o. Allow easy access for all members of the community such as disabled people, elderly people and people with pushchairs or young children;
- p. Allow the opportunity for access to adjoining undeveloped land so it may subsequently be developed;
- q. Ensure open space and recreational facilities provided in new residential developments are well designed, using high quality materials. These areas shall be accessible to the whole development, with suitable pedestrian linkages to the rest of the scheme and the surrounding area and have adequate overlooking by adjacent homes; and
- r. New streets are to be tree-lined unless, in specific cases, there are clear, justifiable and compelling reasons why this would be inappropriate.

Where specified in Volume 2, a masterplan will be required to include evidence that the criteria set out in this policy have been considered. For proposals which come forward where a masterplan has not been specified in Volume 2 or for non-allocated sites, a requirement for the site to be masterplanned will be assessed on a case by case basis. Masterplans will demonstrate how the proposal adheres to the principles set out in the National Design Guide, National Model Design Code and any local design guides or codes.

Adopted Residential Design Guide Supplementary Planning Document (2018)

2.17 Wakefield District Residential Design Guide Part 1: Guidance for Housebuilders, Supplementary Planning Document sets out that:

“1.09.01: Proposals should demonstrate how the design of the site addresses any biodiversity or ecological assets that are present.”

“1.09.02: Development should protect and enhance the district’s biological diversity and safeguard natural habitats. Such habitats include woodland (including ancient woodland and veteran trees), hedgerows, wetlands, semi-natural/ natural grassland or river corridors.”

“2.21.02: Developments are encouraged to provide net gains for biodiversity, which could include but is not limited to habitat creation schemes (such as wildflower meadows or wetlands), favourable conservation management for on-site habitats or structural enhancements for protected species (bat or bird boxes, swift bricks and fences with pre-cut holes for hedgehogs).”

3 Biodiversity Net Gain Approach

Mitigation Hierarchy

- 3.1 The use of the Biodiversity Metric does not remove the requirement to follow the mitigation hierarchy, as shown in figure 1 below.

Figure 1 Mitigation Hierarchy



- 3.2 Paragraph 186 of NPPF (December 2023) states that:

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

a) if significant harm to biodiversity resulting from a development cannot be **avoided** (through locating on an alternative site with less harmful impacts), **adequately mitigated**, or, **as a last resort, compensated for**, then planning permission should be refused;

Habitat Distinctiveness and Irreplaceable Habitats

- 3.3 A key principle for Biodiversity Net Gain is for as much of this to be delivered on-site as possible within the red line boundary of the planning application site. This is particularly important for retaining areas of very high / high ecological distinctiveness and ensuring they do not become ecologically isolated or compromised by unavoidable damage.

- 3.4 The **Biodiversity Gain Hierarchy** emphasises that onsite biodiversity gains should be considered first, followed by registered local offsite biodiversity gains and – as a last resort – biodiversity credits. This Biodiversity Gain Hierarchy is distinct from the mitigation hierarchy set out in the National Planning Policy Framework. The biodiversity gain hierarchy means the following actions in the following order of priority:

- avoiding adverse effects of the development on onsite habitat **with a habitat distinctiveness score, applied in the biodiversity metric, equal to or higher than four**;
- so far as those adverse effects cannot be avoided, mitigating those effects;
- so far as those adverse effects cannot be mitigated, habitat enhancement of onsite habitat;
- so far as there cannot be that enhancement, creation of onsite habitat;
- so far as there cannot be that creation, the availability of registered offsite biodiversity gain;

- so far as that offsite habitat enhancement cannot be secured, purchasing biodiversity credits.
- Developers are encouraged to follow the Biodiversity Gain Hierarchy from the earliest stage possible when selecting a site and considering development proposals.

3.5 Local planning authorities must take into account the Biodiversity Gain Hierarchy when considering whether the biodiversity objective has been met and when deciding whether to approve the Biodiversity Gain Plan.

3.6 The Statutory Metric ‘trading rules’ mean that habitats need to be compensated for on a like for like or like for better basis, and any high and very high distinctiveness habitats (VHDH) need to be compensated for with the same habitat type. However, VHDH are highly threatened, internationally scarce habitats which require conservation action. Impacts to these habitats should be avoided in line with planning policy. VHDH are so valuable that losses cannot always be adequately compensated for.

3.7 Habitat distinctiveness is a measure based on the habitat type and its distinguishing features. Professional survey is required to determine habitat type. The Statutory Metric automatically assigns the following distinctiveness category to the selected habitats:

Table 1 Statutory Metric Distinctiveness category and scores

Distinctiveness category	Distinctiveness score applied in the statutory biodiversity metric
Very High	8
High	6
Medium	4
Low	2
Very low (hedgerow module)	1
Very low (area module)	0

3.8 The Statutory Metric scores are just a proxy and professional judgement is required to ensure the appropriate Distinctiveness and Condition category is selected.

3.9 Watercourse habitat types and distinctiveness are currently defined in Table 10 of the Statutory Biodiversity Metric User Guide⁷ which are as follows:

Table 2 Watercourse habitat distinctiveness

Watercourse type	Biodiversity metric watercourse definition	Distinctiveness
Priority habitat	Highly naturally functioning stretches which either: <ul style="list-style-type: none"> • are on the Priority River Habitat Map • meet the criteria for inclusion 	Very high
Other rivers and streams	Rivers and streams that are not classified as Priority River Habitat. You should check: <ul style="list-style-type: none"> • Statutory Main River Map 	High

⁷ <https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>

	<ul style="list-style-type: none"> Local Data on ordinary watercourses Internal Drainage boards MAGIC 	
Canals	<p>An artificial body of water originally created for the purposes of navigation, whether it is currently navigable or not. Canalised rivers meeting this definition should be recorded as canals. You should check:</p> <ul style="list-style-type: none"> Canal and River Network MAGIC historic local data 	Medium
Ditch	<p>Artificially created linear water-conveyancing features which are:</p> <ul style="list-style-type: none"> less than 5 metres wide; and are likely to retain water for more than 4 months of the year <p>Do not record as a ditch if the watercourse meets the definition of:</p> <ul style="list-style-type: none"> a higher distinctiveness habitat; or a canal 	Medium
Culvert	<p>A covered channel or pipe designed to prevent the obstruction of a watercourse or drainage path by an artificial construction. As defined by the Flood and Water Management Act 2010. Record culverted sections of any watercourse type as 'culvert'. A site visit may be required to identify extent of culverting.</p>	Low

3.10 The Council wants to see good design of biodiversity features on-site and this means an evidence-based approach, whereby any habitat that is Medium Distinctiveness (or higher) has been properly considered for retention. This will require input of an ecological consultant into the master-planning and design process. Where a Design and Access Statement is submitted it should include a section on BNG showing the different layout scenarios, with such habitats retained in full and/or partially retained, together with a rationale why this has not been considered feasible if they are shown to be removed in the proposed layout.

3.11 Irreplaceable habitats (as provided for in secondary legislation for BNG) do not have a BNG requirement as they are too valuable to be compensated for. The list of irreplaceable habitats is set out in the *Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024*⁸. The following four irreplaceable habitats listed in the Regulations (in Table 1 of the Schedule) have the same meaning as in the list published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006⁹.

- Blanket bog

⁸ <https://www.legislation.gov.uk/ukSI/2024/48/contents/made>

⁹ <https://www.legislation.gov.uk/ukpga/2006/16/contents>

- Lowland fens
- Limestone pavements
- Coastal sand dunes

3.12 For the other four irreplaceable habitats listed, there is more detail of their description set out in Table 2 of the Schedule in the Regulations.

- Ancient woodland
- Ancient and veteran trees
- Spartina saltmarsh swards
- Mediterranean saltmarsh scrub

3.13 Any losses to irreplaceable habitats cannot be calculated by the Statutory Biodiversity Metric, therefore, they are removed from the baseline and the metric calculation. Only in exceptional circumstances, where the loss or deterioration of irreplaceable habitats can be justified, in accordance with the mitigation hierarchy, bespoke compensation must be agreed with the Council to address specific losses and deterioration of irreplaceable habitats. Where there are no losses or deterioration of irreplaceable habitat, their enhancement may contribute towards the calculation of post-development biodiversity units. However, any bespoke compensation action for these losses must not be recorded within the enhancement or creation sheets of the biodiversity metric.

Accounting for Degraded Sites

3.14 In some cases, policies or permissions might require that a specific baseline is applied where habitat has been altered on a site prior to submission. Applicants should check that the metric assessment complies with any such requirements.

3.15 If a habitat has been cleared, destroyed or degraded previously, and an earlier baseline should be used, assessors must use the following approach in the metric:

- use the pre-degradation habitat type as the sites baseline;
- note how this habitat type and condition has been determined; and
- account for the time between the habitat loss and compensation through the temporal risk function.

3.16 Within Schedule 14 of the Environment Act measures are included that allow planning authorities to recognise any habitat degradation since 30 January 2020 and to take the earlier habitat state as the baseline for the purposes of Biodiversity Net Gain. The 30 January 2020 is the relevant date, as it was the day the Bill entered Parliament.

3.17 In order to ascertain the habitats present on a site and their condition on 30 January 2020, data records, imagery, and historic field surveys from that time may be used to determine pre-degradation habitat types. A precautionary approach should be used when assigning condition scores. For example, a higher condition score should be assigned in the absence of contrary evidence. If there is evidence a woodland has been felled, then the classification of 'Woodland and Forest: Felled' should be used when woodland is deemed to be the appropriate baseline.

3.18 In addition, for any registered offsite biodiversity gain site allocated to the development, if any activities take place on the offsite habitat on or after 25 August 2023 outside a planning permission (or other permission specified by the Secretary of State by regulations), and the

activities mean that the biodiversity value of the habitat is less than it would otherwise have been on the baseline date, then the pre-enhancement biodiversity value of the offsite habitat is to be taken to be its biodiversity value immediately before the carrying on of the activities.

The Biodiversity Metric

- 3.19** In order to measure whether a Net Gain for Biodiversity is being achieved by development, developers should use the Statutory Biodiversity Metric to assess the baseline ecological condition of a site and post-development impacts of the proposal. The Metric is a means of calculating losses and gains resulting from a proposed development, or other land use changes.
- 3.20** The Metric is a habitat-based approach to assess an areas value to wildlife. It calculates these values as 'Biodiversity Units (BU)' using the size of the habitat, its quality and location. The Metric is a spreadsheet-based tool and must be used in conjunction with a qualitative ecological assessment. Use of the Metric must adhere to all 4 Rules and 9 Principles of the Metric. The first principle is that the Metric assessment should be completed by a competent person with the appropriate knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations. This is obtained through training, qualifications, experience, or a combination of them. Ideally this should be an Ecologist who is a member of CIEEM or IEMA. A river condition assessment can only be undertaken by a qualified assessor.
- 3.21** The outcome of these value calculations is expressed as 'biodiversity units' which, by measuring the number of baseline units on the site pre-development, can be used to determine the net loss, or net gain in biodiversity units post-development. The change in biodiversity value is determined by subtracting the value before development from the value after development. A biodiversity net gain will be achieved where a positive change occurs. If a positive change cannot be achieved within the application area, the net gain approach requires developers to secure off-site compensation. Habitat creation and enhancement also considers the difficulty, time and 'spatial risk' (for example the geographical risk associated with off-site compensation).
- 3.22** The Metric requires a minimum of 10% Biodiversity Net Gain to be delivered separately for all three of the following types of habitat that may be present:
- Area Habitat Biodiversity Units (such as woodland and grassland);
 - Hedgerow (including lines of trees) Biodiversity Units;
 - and River Biodiversity Units (including rivers, streams, canals, ditch networks and culverts).
- 3.23** Table 11 of the Statutory Biodiversity Metric User Guide (February 2024) sets out riparian zone widths for different habitat types, which therefore require the use of the River Biodiversity Metric to ensure a 10% BNG for River Biodiversity Units can be achieved, as set out below.
- 3.24** The riparian zone for a river, stream or canal is defined as any adjacent land located within 10m of either side of the watercourse (noting that this measurement is taken from bank top). For ditches, the riparian zone is any adjacent land on either side, within 5m of bank top.

Table 3 Riparian zone widths

Habitat Types	Riparian Zone Width
Priority rivers	10 metres from the top of each bank
Other rivers and streams	10 metres from the top of each bank

Canals	10 metres from the top of each bank
Ditches	5 metres from the top of each bank
Culverts	Not applicable

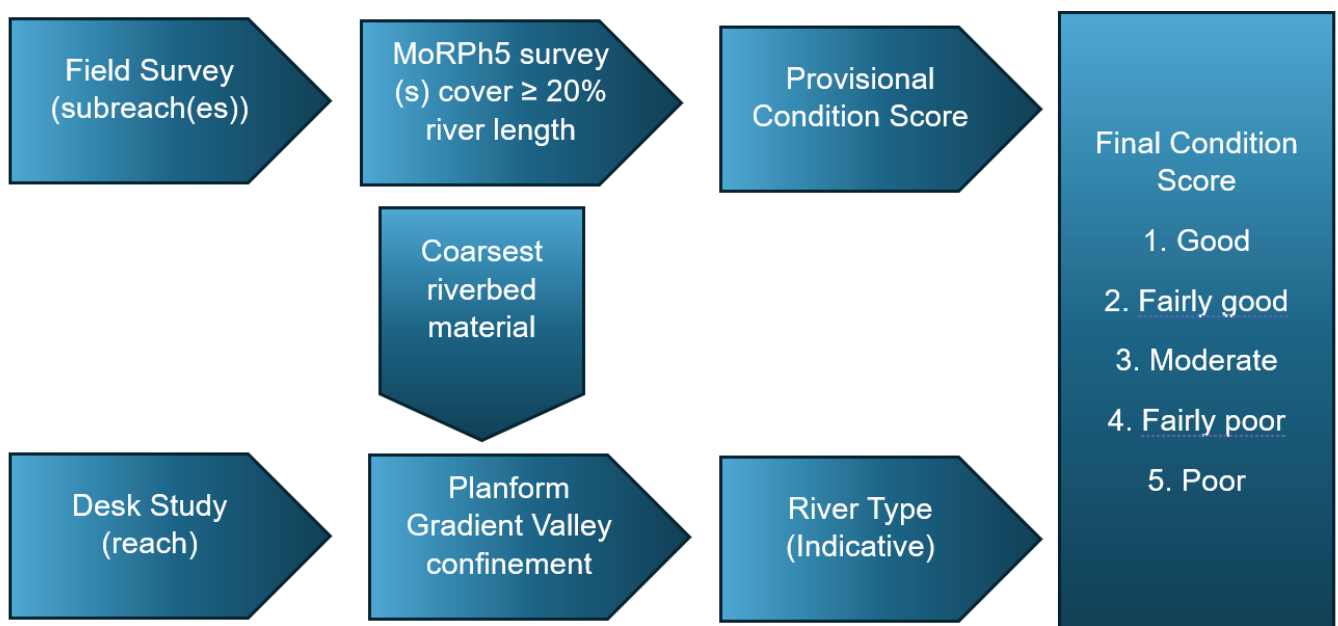
3.25 The riparian zone influences how a river functions. The riparian zone is therefore included in the River Condition Assessment that is used to inform the Watercourse Unit Module calculations. The habitat within the riparian zone is captured in the Area Habitat metric calculations. This approach ensures that there is no double-counting and that all habitats are assessed equally.

3.26 A River Condition Assessment will be required as part of the Biodiversity Net Gain Statutory Metric. The River Condition Assessment (RCA) combines field and desk-based information to determine a condition score for each impacted watercourse which informs the Rivers and Streams component of the metric. The RCA provides the following two components for input into metric:

- River Type; and
- Condition score.

3.27 Field surveys should be undertaken following the Modular River Physical (MoRPh) survey techniques, with survey data used to determine a Provisional Condition Score. Survey data should be combined with a desk study to establish the River Type. The River Type and Provisional Condition Score are used to determine a Final Condition Score for input into the metric, as shown in Figure 2.

Figure 2 Flow chart showing how the Final Condition Score and River Type are established (from Gurnell et al., 2020)



3.28 Ditches are defined in the metric User Guide as “Artificially created linear water-conveyancing features which are less than 5m wide and are likely to retain water for more than 4 months of the year.” Watercourse habitat should only be recorded as a ditch where it does not meet the definition of a higher distinctiveness watercourse.

- 3.29** A ditch should be scoped into Net Gain calculations where the red line boundary includes the ditch or where the red line boundary intersects the riparian zone of the ditch (i.e. 5m from bank top). If onsite assessment indicates that there are no natural processes occurring and the watercourse meets the definition of a ditch, then evidence for this should be recorded in the baseline survey, along with photos, and used to inform the Net Gain calculations.
- 3.30** Care should be taken when surveying headwaters where streams can be ephemeral. There should also be care when using Main River mapping as drainage ditches can often also be a Main River. A River Condition Assessment is not required for ditches.
- 3.31** In addition to area or length, the Metric uses a function of **distinctiveness, condition, strategic significance** and **connectivity** to calculate value. The Metric is accompanied by a user guide that describes in detail how each of these attributes is determined.
- 3.32** In addition to the numerical calculation of net gain measured in Biodiversity Units, developments will need to demonstrate clearly how good design and protection of the natural environment have been at the heart of any scheme and that a professional ecologist has been instrumental in ensuring meaningful BNG will be delivered in a way that leaves a legacy for the natural world.
- 3.33** The Statutory Metric includes a **spatial risk multiplier**. Where a project cannot achieve a net gain in biodiversity units on-site, then off-site units can be used to meet the BNG requirement. The spatial risk multiplier reflects the relationship between the location of on-site biodiversity loss and the location of off-site habitat compensation. It affects the number of biodiversity units provided to a project by penalising proposals where off-site habitat is located at distance from the impact site.
- 3.34** Biodiversity Net Gain should be considered at the very earliest stages of site selection and development design and applicants are encouraged to engage with local planning authorities before submitting their application.
- 3.35** The Council will prioritise on-site delivery of BNG, unless robust evidence is submitted to demonstrate that this is not feasible. In such cases, developers will be expected to explore options for some on-site delivery of BNG, with off-site delivery of the required number of residual Biodiversity Units. Evidence must be submitted with the planning application to demonstrate how different options for onsite delivery have been explored, and why onsite delivery of the full 10% biodiversity net gain cannot be achieved. It may be relevant to consider different layout options to maximise the ability to deliver on-site biodiversity net gain.
- 3.36** In cases where delivery of off-site Biodiversity Units is considered acceptable by the Council it is expected that these will be delivered by the following scenarios:
- through a habitat bank
 - on other land owned by the developer/applicant
 - on other land which the developer has a legal interest in
 - If none of the options above are available then National Statutory Biodiversity Credits will need to be purchased from Natural England.
- 3.37** Under the above scenarios it is preferable that the land subject to offsite delivery is in the district (or waterbody catchment for river units). National Biodiversity Credits will only be accepted as a last resort where it has been robustly demonstrated that none of the above options are available.

3.38 This Biodiversity Net Gain approach does not replace existing protection for habitats and species that exists within planning policy and legislation. This includes the statutory / legal protections afforded to species and sites, which may be separate from the planning process, and the policy requirements that relate to impacts on non-statutory West Yorkshire Local Wildlife Sites and Local Geological Sites, and identified Habitat Networks, Priority Habitats and Species, irreplaceable habitats and protected sites, whether these be through direct or indirect impacts. If present within or near to a development, impacts on these features will continue to be considered in accordance with the policy requirements, and relevant legislation in line with the legal responsibilities of the Council.

The Small Sites Metric

3.39 A Small Sites Metric (SSM) has been developed by Natural England, which is a simplified version of the Statutory Biodiversity Metric. It has been specifically designed for use on small development sites. Such sites are defined, for the purposes of the Metric, as small sites where following criteria are met:

3.40 Development sites where:

- For residential developments the number of dwellings to be provided is between one and nine inclusive, on a site having an area of less than one hectare.
- Where the number of dwellings to be provided is not known the site area is less than 0.5 hectares.
- For all other development types where the site area is less than 0.5 hectares, or less than 5,000sqm.

3.41 However, **the Small Sites Metric cannot be used on small sites under the following circumstances:**

- **Where habitats not available in the small sites metric are present.**
- **Where priority habitats are within the development site (excluding hedgerows and arable field margins).**
- **Where protected species are present on the development site.**
- **Where any offsite interventions are required.**

3.42 The habitat survey and assessment on sites using the Small Sites Metric must be carried out by a *competent person*, as set out in the Small Sites Metric User Guide February 2024.

3.43 The **SSM is not suitable for use with high or very high distinctiveness habitats**. Rivers and streams are categorised as either high or very high distinctiveness and so the SSM cannot be used where rivers and streams are present.

3.44 The SSM can be used for canals, culverts, and ditches, as these habitats have a medium or low habitat distinctiveness.

3.45 Canals, culverts, and ditches can be retained, and then enhanced to any medium distinctiveness river type (i.e. canals or ditches) within the SSM. The SSM does not account for any gain in river units from enhancing a culvert to a high or very high distinctiveness habitat (i.e. rivers and streams and Priority Habitat rivers). In this scenario a gain in rivers units must be assessed using the Statutory Biodiversity Metric.

4 Information required for validation and determination.

Background

- 4.1** The statutory framework for Biodiversity Net Gain involves the discharge of the general biodiversity gain condition following the grant of planning permission, to ensure the objective of at least 10% net gain will be met for a development. The determination of the Biodiversity Gain Plan under this condition is the mechanism to confirm whether the development meets the biodiversity gain objective. Development cannot commence until the Biodiversity Gain Plan is approved by the Council. The discharge of the general biodiversity gain condition will be charged at the normal rate for the discharge of conditions.
- 4.2** Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case. The planning application form includes space for this statement.

National Validation Requirements

- 4.3** Where development would be subject to the general biodiversity gain condition, the application must be accompanied by the following minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:
- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
 - the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date), including the completed Statutory Metric calculations, the publication date and the version of the biodiversity metric used to calculate that value;
 - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
 - a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date), because of the carrying on of activities ('degradation'), in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
 - a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
 - a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.

Validation Information required by Wakefield Council for Major Developments

- 4.4** Planning Practice Guidance sets out that in addition to these minimum information requirements, further information may need to be provided in order to assist the consideration of biodiversity net gain as part of the planning application, in particular where there are particular considerations around significant onsite biodiversity enhancements or use of offsite biodiversity gains. Specific further requirements may be set out in the local planning authority's local list of information requirements. Therefore, as part of the validation requirements for Wakefield district applicants will be required to submit the following:

- An **Initial Biodiversity Statement** setting out the type and condition of existing onsite habitat, the expected balance of on-site gains and off-site gains, how any off-site net gains will be secured (other land owned by the developer, private habitat bank etc. and any initial legal agreements that have been put in place) and whether any statutory biodiversity credits are intended to be used for the development, taking account of the Biodiversity Gain Hierarchy. This will help to demonstrate that the general biodiversity condition requiring a final Biodiversity Metric, Biodiversity Net Gain Plan and Habitat and Management and Monitoring Plan is capable of being discharged post approval.
- **The Statutory Biodiversity Metric** with completed pre- and post-development sections. This should include the raw data biodiversity calculations for all habitat types, free from errors and meeting the trading rules.
- **A plan, drawn to an identified scale** indicating the direction of North, showing existing onsite habitat and condition on the date of application (or an earlier date), including any irreplaceable habitat. The post development habitat should also be shown, presented with Biodiversity Units for each habitat parcel.
- **GIS Shapefiles** for pre- and post-development habitats, for on-site and off-site (where necessary), should be provided with applications. This is required to allow the size of area and linear habitats presented in the metric and mapping to be confirmed. GIS mapping for developments is also required for the Council and Natural England to monitor the contribution of BNG to the Local Nature Recovery Strategy.
- Applications will also need to be accompanied by a **Preliminary Ecological Appraisal (PEA)** that meets CIEEM best practice guidance. This an initial survey designed to identify all the ecological features on the site and then clearly state whether further, more detailed surveys are required for habitats or protected species. In cases where no further survey work is deemed necessary a PEA may be sufficient.
- **An Ecological Impact Assessment (EclA)** that meets CIEEM best practice guidance will then be required where there is potential for a more substantial impact on habitats. This is a process of identifying, quantifying and evaluating the potential effects of development-related or other proposed actions on habitats, species and ecosystems.
- **A draft Biodiversity Gain Plan and Condition Assessment** will be required at validation where significant onsite net gain is proposed, including a **draft 30 Year Habitat Management and Monitoring Plan**. A Habitat Management and Monitoring Plan template is available on the Government's website, which applicants are encouraged to use.

4.5 Prior to determination, applicants will need to provide the Council with **draft Section 106 heads of terms** for significant onsite net gain and offsite net gain to be secured by Section 106 agreement clearly setting out the obligations that they are likely to be bound by in a Section 106 agreement, should permission be granted.

4.6 Where offsite units are to be secured through a Conservation Covenant or statutory credits, evidence of this should also be provided prior to determination.

Validation Information required by Wakefield Council for Minor Applications

4.7 The Council will require a proportionate amount of information for validation and assessment of minor applications. This may include all of the same requirements for major applications, depending on the individual circumstances of the application site.

4.8 But as a minimum the following will be required (as detailed above):

- An **Initial Biodiversity Statement** setting out how a policy compliant the 10% net gain for biodiversity will be achieved by the development.
- A **Statutory Biodiversity Metric / Small Sites Metric** with completed pre- and post-development sections.
- A **plan, drawn to an identified scale** indicating the direction of North, showing existing onsite habitat and condition on the date of application (or an earlier date), including any irreplaceable habitat. The post development habitat should also be shown, presented with Biodiversity Units for each habitat parcel.

4.9 Further information may be required at the Council's discretion, and early pre-application discussions are encouraged.

4.10 Applications for self-build BNG exemption will be expected to provide evidence to demonstrate how the initial owner of the home has had primary input into its final design and layout and confirmation that the applicant will be resident in the property for a period of 10 years or more following completion. A baseline small sites metric assessment and a plan of the onsite habitat an condition will be required at validation stage and the application will be subject to a legal agreement requiring net gain to be to secured through appropriate onsite or off-site provision prior to secondary occupation, if the property is sold or leased to any third party within a 10 year period following completion.

Discharge of the General Biodiversity Condition

4.11 The final **Biodiversity Gain Plan** and **Condition Assessment** must be submitted and approved by the Council to discharge the general biodiversity gain condition prior to the commencement of development, including a finalised **30 Year Habitat Management and Monitoring Plan**, or for an alternative period previously agreed upon with the Council. A **Habitat Management and Monitoring Plan template**¹⁰ is available on the Natural England's website, which applicants are encouraged to use.

4.12 A **Biodiversity Gain Plan template**¹¹ is available on the Government's website, and the Gain Plan must include the following information:

- information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the on-site habitat and any other habitat.
- the pre-development biodiversity value of the on-site habitat.
- the post-development biodiversity value of the on-site habitat.
- any registered off-site biodiversity gain allocated to the development and the biodiversity value of that gain in relation to the development; and
- any biodiversity credits purchased for the development.

4.13 In addition, where development is not to proceed in phases the following information will be required:

- name and address of the person completing the Plan, and (if different) the person submitting the Plan.

¹⁰ <https://publications.naturalengland.org.uk/publication/5813530037846016>

¹¹ <https://www.gov.uk/government/publications/biodiversity-gain-plan>

- the reference number of the planning permission to which the Plan relates.
- a description of the development to which the Plan relates.
- the completed statutory biodiversity metric calculation tool, showing the calculation of the pre-development and post-development biodiversity value.
- A Habitat Management and Monitoring Plan describing the arrangements for maintenance and monitoring of habitat enhancement for at least 30 years after the development is completed including who owns the land and will be responsible for funding the: initial creation and/or enhancement; long-term management works; and habitat monitoring; and the projected cost for implementation of the BNG Management and Monitoring Plan for the first 5 years after the initial creation and establishment phase – for on-site only. The Council will require Habitat Monitoring and Condition Assessment Reports to be submitted at regular intervals as set out in chapters 5 and 6 of this SPD.
- (in cases where there is no irreplaceable habitat on the development site) how the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that.
- the relevant date for the purposes of calculating the pre-development biodiversity value of onsite habitats.
- pre-development and post-development plans and GIS files —
 - showing the location of onsite habitat; and
 - drawn to an identified scale and showing the direction of North.
- in relation to any part of the development for which planning permission is granted where the onsite habitat of that part is irreplaceable habitat arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat.

Approach for Phased Development and Outline Applications

Phased Developments

4.14 For phased developments instead of the standard approach for the Biodiversity Gain Plan:

- an **Overall Biodiversity Gain Plan** must be submitted to and approved by the planning authority before any development can commence; and
- a **Phase Biodiversity Gain Plan** for each phase must be submitted to and approved by the planning authority before the development of that phase can commence.

4.15 In recognition that phased development can often be implemented over a long period of time, the purpose of the Overall Biodiversity Gain Plan is to set a clear upfront framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. Each Phase Biodiversity Gain Plan will subsequently set out a phase's contribution to biodiversity net gain and track progress towards the overall biodiversity gain objective for the development once clear proposals for each phase have been developed. It is envisaged by Government that, for an outline planning permission for phased development, the Phase Biodiversity Gain Plan would be prepared alongside the application for reserve matter approvals for a phase.

4.16 A **template is available for an Overall Biodiversity Gain Plan** on the Government's website. The content of an Overall Biodiversity Gain Plan is different in several ways from a standard Biodiversity Gain Plan reflecting that there is unlikely to be detailed proposals agreed for significant onsite habitat enhancements, especially for later phases, and offsite gains and credits allocated or purchased for the development immediately.

4.17 The content of a Phase Biodiversity Gain Plan is intended to be more limited than an Overall Biodiversity Gain Plan focusing on a phase's contribution to biodiversity net gain and tracking progress towards the overall biodiversity gain objective for the entire development.

Outline applications

4.18 For outline applications, where layout and landscaping are reserved matters, the Biodiversity Net Gain Report must include a suitable level of detail describing the approach to delivery of net gain. Whilst all detail relating to delivery of Net Gain may not be available at this time, enough information should be provided to allow the Council to confidently determine that the development will be able to deliver 10% net gain. As with a full application, the Initial Biodiversity Statement, will be required to set out the expected balance of on-site gains and off-site gains and how any off-site net gains will be secured. The associated Section 106 agreement for the site will also need to set out the minimum number of units expected to be secured on-site.

Application process

4.19 The key ecological stages for major developments in the planning application process for biodiversity net gain are set out in the list below:

Biodiversity Net Gain Key Stages in the Planning Process

Pre-application Baseline

1. Assess the selected site for the level of potential ecological harm (desk-based feasibility surveys may be used to establish this).
2. Undertake ecological surveys starting with a Preliminary Ecological Appraisal (PEA) using UKHab to classify habitats, followed by any required extended surveys for habitats and protected species.
3. Establish the site's baseline biodiversity value utilising the Statutory Biodiversity Metric.

Development Design

4. Use the information collected during baseline surveys to design the site layout, applying the mitigation hierarchy.
5. Use the Statutory Biodiversity Metric to explore a variety of options considering how these impact upon biodiversity on the site.
6. Design the development, including a landscaping plan, based on the opportunities for habitat retention, enhancement and creation.

Masterplan and Ecological Impact Assessment

7. Produce a masterplan and calculate final results of the Statutory Biodiversity Metric.
8. Undertake Ecological Impact Assessment (EclA) based on results of previous surveys and include an accurate summary of the Biodiversity Net Gain calculation to demonstrate how the policy requirements are met.
9. If sufficient biodiversity enhancement cannot be achieved on-site, provide evidence and determine best option to achieve Biodiversity Net Gain off-site.

Submit for Validation

10. Submit application, along with all ecological survey data, ecological impact assessment and standalone Statutory Biodiversity Metric calculation spreadsheet to LPA.
11. Planning application will be determined with conditions (and a Section 106 Agreement where necessary) based on submitted evidence of Net Gain.

Post Approval

12. Formulate Construction Environmental Management Plan (CEMP) and Landscape & Ecology Management Plan (LEMP) in accordance with conditions.
13. Monitor on-site and off-site Biodiversity Net Gain features to ensure habitats are managed effectively and achieve target condition within 30 years from the date they are created or development works completed.

5 On Site Delivery of BNG

Background

- 5.1** The delivery of onsite Biodiversity Net Gain is important for nature conservation and can also provide wider benefits for health and wellbeing for local communities where there is an element of public access. Therefore, units for onsite biodiversity net gain should be physically joined up on the ground, in an area that is publicly accessible to enable effective monitoring and be covered by a comprehensive BNG management plan.
- 5.2** The provision of onsite Biodiversity Net Gain should be of primary importance for any development. Design should be informed by the findings of ecological survey work, with due consideration of the mitigation hierarchy. When designing onsite habitat enhancement and creation, consideration should be given to the likely success of such habitats, whether they are appropriate for the onsite conditions and if they can be managed and maintain over a minimum of 30 years. Input from a competent person should be sought for this.

Areas of land not acceptable to contribute to onsite BNG

- 5.3** The following areas of land will not be considered acceptable to contribute to onsite BNG:
- Any land in private ownership that forms part of a dwelling space, such as front and rear gardens, hedges between gardens or green / living roof spaces on privately owned residential houses, as the LPA will not be able to monitor or enforce non-compliance in such areas.
 - Amenity grassland that is used for formal recreation such as sports pitches or for dog-walking.
 - Formal play areas.
 - Areas of land less than 0.20 hectares isolated from other parcels delivering Biodiversity Units.
 - Sustainable Drainage System (SuDS) features where there is no confirmation from the responsible management body that any proposed biodiversity features can be created and will be managed accordingly.
 - Any area that will not form part of the BNG Management Plan
- 5.4** The Metric calculations will need to be allocated a zero score for the above areas of land, and a different category used which scores zero such as “Urban: Developed Land; sealed surface” and a comment made to explain this.

Areas of Land Acceptable to Contribute to BNG

- 5.5** The following area of land may be considered acceptable to contribute to onsite BNG, subject to being in accordance with / compatible other development requirements / considerations:
- On-site greenspace where biodiversity is the main reason for management.
 - Land where there is no public access, provided it is managed primarily for biodiversity, i.e. communally-owned private land with access for residents or employees only.
 - Green walls or green/living roof spaces on communally owned buildings or industrial units.
 - Natural play areas where features specifically providing biodiversity and being managed by a company with experience of such features.

- SuDS features where water quality and biodiversity features are both delivered.
- Any area that will form part of the BNG Management Plan.

Onsite Strategic Significance

- 5.6** The on-site location score for Strategic Significance in the Biodiversity Metric is based on the geographical importance of the site's biodiversity value. A West Yorkshire Local Nature Recovery Strategy is currently being produced, which will need to be reflected in the Strategic Significance aspects of the Metric calculations once it has been completed.
- 5.7** In Wakefield, prior to the publication of the Local Nature Recovery Strategy, the designated nature conservation sites and habitats of principle importance (priority habitats) in the Wakefield Local Biodiversity Action Plan are the most important locations for biodiversity, followed by the Wildlife Habitat Network.
- 5.8** In relation to the on-site Baseline Metric calculations, the following locations should be used to apply the scoring of Strategic Significance:
- High = Within the Wildlife Habitat Network, Habitats of Principle Importance (Wakefield and UK Priority Habitats) and the following sites designated for nature conservation:
 - Local Wildlife Sites
 - Local Geological Sites
 - Local Nature Reserves
 - Sites of Special Scientific Interest
 - Special Area of Conservation
 - Ancient Woodlands
 - Medium = Provides ecological linkages to the above locations. Professional judgement should be used here and explained within the supporting text.
 - Low = Everywhere else in the District.
- 5.9** The Yorkshire and Humber River Basin Management Plan and Catchment Plans can be used to inform Strategic Significance for onsite Watercourse Biodiversity Units.

Significant onsite biodiversity net gain

- 5.10** Significant onsite enhancements are areas of habitat enhancement which contribute significantly to the proposed development's biodiversity net gain relative to the biodiversity value before development.
- 5.11** What counts as a significant enhancement will vary depending on the scale of development and existing habitat, but national planning practice guidance advises that these would normally be:
- habitats of medium or higher distinctiveness in the biodiversity metric;
 - habitats of low distinctiveness which create a large number of biodiversity units relative to the biodiversity value of the site before development;
 - habitat creation or enhancement where distinctiveness is increased relative to the distinctiveness of the habitat before development;
 - areas of habitat creation or enhancement which are significant in area relative to the size of the development;
 - enhancements to habitat condition, for example from poor or moderate to good.

5.12 In Wakefield the following principles will be applied as a guide to determine whether a development is considered to be providing significant onsite net gain. However, the Council will retain discretion over the final determination of whether the onsite net gain is considered to be significant.

Major Applications

- Any habitats that will be created or enhanced equating to a minimum of 0.2 ha or which are contributing to a minimum of 1BU which are publicly accessible (when all habitat types are combined). All habitats in private ownership must be entered as vegetated garden these will not count towards the area or BU limit for significant on-site gain.
- Any habitats of medium distinctiveness or above.
- Any habitats provided as mitigation for protected or Wakefield / UK Priority Species.
- Any habitats within the Wakefield Wildlife Habitat Network or a Local Wildlife Site.

Minor Applications

- Any Wakefield / UK Priority Habitats.
- Habitats of high distinctiveness or above.
- New woodland creation or tree planting.
- Habitats provided as mitigation for Protected or Wakefield / UK Priority Species.

Watercourse Biodiversity Net Gain

5.13 River condition can be improved by:

- Enhancing the condition of the same type of river (e.g. river or stream improved from poor to moderate condition).
- Enhancing the river to a higher distinctiveness river type (e.g. an 'other rivers and streams' to a 'Priority Habitat' river).

5.14 The River Condition Assessment process can be used to analyse possible enhancement schemes and forecast post-intervention condition scores. Alternatively, the values of the 32 positive and negative 'Condition Indicator' scores can be used to help understand which features can be changed to achieve BNG. The scores can then be adjusted to take account of the impacts of the proposed interventions. Expectations for enhancement must be realistic. A change in condition level should be supported by forecast scores from using the River Condition Assessment process.

5.15 Enhancements to the riparian zone also contribute to area biodiversity units. The riparian zone can be enhanced through reducing the extent of encroachment. Beneficial measures such as providing appropriate planting that improves riparian habitat can also be incorporated into the riparian zone. Enhancement (BNG) must be of adequate scale to offset the ecological impacts of any losses.

5.16 River enhancement will require a specialist contractor or involvement of a nature conservation organisation for delivery and information should be provided, detailing:

- How the habitat enhancement will be carried out.
- Feasible assessments, including assessment of flood risk and impact on flood risk assets where required.

- How constraints have been considered.
- Risks to achieving habitat of a certain quality.
- How condition elements are being aimed at in the enhancement.
- Changes to indicators, demonstrating condition improvements.

Monitoring and Reporting of Significant Onsite Units

- 5.17** Under the Environment Act 2021 the Council has a Biodiversity Reporting Duty. This includes reporting on the details of biodiversity net gains resulting, or expected to result, from biodiversity gain plans approved by the Council. Therefore, the Council is taking an active role in monitoring the delivery of significant onsite and offsite net gain. This will be done by checking the progress of BNG delivery through the assessment of periodic monitoring reports and condition assessments submitted to the Council by developers, landowners, and private habitat banks etc., alongside site visits.
- 5.18** The Council will use conditions and Section 106 agreements to secure the monitoring and maintenance of significant onsite enhancements for 30 years.
- 5.19** A Section 106 agreement will be used to apply a charge to cover the biodiversity net gain monitoring and reporting role of the Council. A separate schedule of relevant charges will be published on the Council's website alongside the adopted SPD. The charges will be index linked and subject to periodic review.
- 5.20** For significant on-site habitat creation and / or enhancements developers will need to submit a **Habitat Management and Monitoring Plan (HMMP)**. Where habitats are retained these should also be covered by a positive management plan, with the aim of achieving predicted BNG outputs. This will give a detailed schedule of how habitats within the development site will be created and enhanced for biodiversity net gain and managed and monitored for at least 30 years.
- 5.21** Ownership details for the land will be required and arrangements will need to be in place to make it clear who is responsible for the 30-year management and monitoring. The 30 year monitoring period will commence upon completion of the onsite habitat enhancement. The submission of evidence confirming the initial habitat has been created will be a condition of the approval.
- 5.22** Monitoring schedules will be set according to the highest distinctiveness habitat to be created or enhanced on the site, as set out in table 4 below. The monitoring schedule must be included in the Habitat Management and Monitoring Plan, with clear methods capable of monitoring progress towards target habitat condition and/ or distinctiveness.

Table 4 Habitat Monitoring Schedules

Habitat distinctiveness	Yearly intervals required for monitoring reports to the LPA
Low	1, 3, 5, 10, 20, 30
Medium	1, 2, 3, 4, 5, 10, 20, 30
High/V high	1, 2, 3, 4, 5, 10, 15, 20, 25, 30 (+ every 5 years for longer agreements)

- 5.23** If the submitted monitoring report(s) shows the BNG Management Plan is not being effective, appropriate remedial or adaptive measures may be required. These should be included in an updated Habitat Management and Monitoring Plan, where necessary, and a variation to the condition or Section 106 agreement may be required.

- 5.24** Where the Council considers adequate measures are not being taken to deliver the agreed onsite net gain, appropriate enforcement action will be taken.
- 5.25** After the statutory 30 years (or an early date to be agreed with the Council where the target condition is reached sooner) onsite habitats units created will be retained in positive management for the lifetime of the development, as per a condition of the approval, to be managed as part of the wider landscape and ecological management plan for the site, with an appropriate funding mechanism linked to that management plan.

6 Off-site Delivery of BNG

Background

- 6.1** Where it is predicted that a planning proposal will not deliver sufficient on-site BNG within the red line boundary, the applicant will be required to make provision for off-site BNG. There may be instances when it is appropriate to deliver a proportion of the requirement on-site and the remainder off-site.
- 6.2** Off-site compensation should not be created at the expense of other high value habitats or at the expense of priority species. Offsetting should deliver genuine benefits and should be additional to any enhancement work that is already ongoing or planned to be undertaken.

Location

- 6.3** When off-site Biodiversity Units are to be delivered this should take place in locations that will have the best biodiversity outcome (designated nature conservation sites, Wakefield and UK Priority Habitats, and the Wildlife Habitat Network). Including new sites that provide the opportunity to create new connections and linkages, thereby expanding the Wildlife Habitat Network, is also important. Wider society benefits of access to nature should also be achieved where possible.
- 6.4** The location of off-site provision will require agreement from the Council and must take into consideration:
- The suitability of the land for provision of the broad habitat types required for the BNG scheme.
 - Proximity to the application site.
 - The ecological significance of the additional site, in particular, whether or not it falls within, or makes a positive contribution to, the Wildlife Habitat Network.
 - Within land mapped in the West Yorkshire Local Nature Recovery Strategy.
 - Local Wildlife Sites and Local Nature Reserves.
 - Benefit to notable species considered to be of national or West Yorkshire importance, within their natural range.
 - Within Wakefield district boundary.
 - Land subject to a biodiversity net gain land banking agreement.
 - Any other sites considered by the Council to be of biodiversity value or potential.
 - Potential to deliver Accessible Natural Green Space, other Blue and Green Infrastructure benefits or Natural Flood Management (NFM) benefits will be taken into consideration when determining the appropriateness of off-site provision.
 - Off-site locations will normally need to have a minimum size of 0.20 ha.
- 6.5** Developers will be required to demonstrate that the land can be secured for BNG for a minimum of 30 years.

Off Site Strategic Significance

- 6.6** In relation to the off-site locations for BNG delivery, the following locations should be used to apply the scoring of Strategic Significance in the Statutory Metric. The aspiration to provide new habitat connections and wider societal benefits is recognised in the off-site Strategic Significance categories below:

- High = Within Habitats of Principle Importance and the following sites designated for nature conservation:
 - Local Wildlife Sites
 - Local Geological Sites
 - Local Nature Reserves
 - Sites of Special Scientific Interest
 - Special Area of Conservation
 - Ancient Woodlands
- Medium = Within the Wildlife Habitat Network and or provides ecological linkages to the Wildlife Habitat network or locations listed above as having high strategic significance. Professional judgement should be used here and explained within the supporting text.
- Low = Anywhere else in the District.

6.7 All of the above Strategic Significance categories apply equally to Hedgerow Biodiversity Units as well as Habitat Biodiversity Units.

6.8 Watercourse Biodiversity Units being delivered within the district and in the same River Basin Management Plan or Catchment Plan can be scored as High Strategic Significance. Watercourse Biodiversity Units may, as a last resort, be delivered outside of the district where they are demonstrated to be contributing to the same River Basin Management Plan or Catchment Plan and be scored as Medium Strategic Significance. Any other location should be scored as Low Strategic Significance.

6.9 When off-site biodiversity units are used by a development, they will be subject to a spatial risk multiplier and the correct spatial risk multiplier must be used. The biodiversity metric tool will calculate the value of off-site actions relative to the project. Spatial Risk Multiplier reflects the relationship between the location of on-site biodiversity loss and the location of off-site habitat compensation. It affects the number of biodiversity units provided to a project by penalising proposals where off-site habitat is located at distance from the impact site. The greater the distance between the development site and the offsetting site, the greater the cost will be to the developer.

Options for Securing Offsite Net Gain

6.10 The Council wants to encourage high quality biodiversity enhancements on-site. Therefore, this should be considered early on in the design phase of the development with the input of a competent and experienced ecological consultant. However, where the Council is satisfied that enough consideration has been made to retain any habitats of Medium (or higher) Distinctiveness, or it is simply not feasible to achieve the minimum 10% Biodiversity Net Gain On-site, then an Off-site solution may be considered as per the following options:

- through a habitat bank
- on other land owned by the developer/applicant
- on other land which the developer has a legal interest in
- If none of the options above are available then National Statutory Biodiversity Credits will need to be purchased from Natural England.

Securing Offsite BNG

- 6.11** The Gain Plan requires a Biodiversity Gain Site Register Reference Number for any Off-site land proposed to be delivering Biodiversity Units.
- 6.12** If Statutory Biodiversity Credits have been agreed as an acceptable Off-site solution by the LPA there will need to be proof of purchase provided.
- 6.13** For all offsite options the Council will use conditions and Section 106 agreements to secure delivery and monitoring of offsite net gain for 30 years. This will include a charge to cover the Biodiversity Net Gain monitoring and reporting role of the Council. A separate schedule of monitoring charges will be published on the Council's website alongside the adopted SPD. The charges will be index linked and subject to periodic review.
- 6.14** Where units are proposed to be delivered outside the district, consideration will need to be given as to whether a section 106 Agreement can be put in place to secure and monitor these in an appropriate way and take any necessary enforcement action.
- 6.15** A Habitat Management and Monitoring Plan (HMMP) will be required to include a detailed schedule of how offsite habitats will be created and enhanced for biodiversity net gain and managed and monitored for at least 30 years. Ownership details for the land will be required and arrangements will need to be in place to make it clear who is responsible for the 30-year management and monitoring.
- 6.16** Monitoring schedules will be set according to the highest distinctiveness habitat to be created or enhanced on the net gain site, as set out in table 5 below. The monitoring schedule must be included in the Habitat Management and Monitoring Plan, with clear methods capable of monitoring progress towards target habitat condition and/ or distinctiveness.

Table 5 Habitat Monitoring Schedules

Habitat distinctiveness	Yearly intervals required for monitoring reports to the LPA
Low	1, 3, 5, 10, 20, 30
Medium	1, 2, 3, 4, 5, 10, 20, 30
High/V high	1, 2, 3, 4, 5, 10, 15, 20, 25, 30 (+ every 5 years for longer agreements)

- 6.17** If the submitted monitoring report(s) shows the BNG Management Plan is not being effective, appropriate remedial or adaptive measures may be required. These should be included in an updated Habitat Management and Monitoring Plan, where necessary, and a variation to the condition or Section 106 agreement may be required.
- 6.18** Where the Council considers adequate measures are not being taken to deliver the agreed offsite net gain, appropriate enforcement action will be taken.

Wakefield District

Local Plan 2036

Planning Growth and Protecting Places

Wakefield District Biodiversity Net Gain Draft Supplementary Planning Document

Initial Consultation Statement
May 2024



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1. Introduction

- 1.1 Wakefield Council's Biodiversity Net Gain Supplementary Planning Document (SPD) provides further detailed guidance on how biodiversity net gain (BNG) should be achieved through development in Wakefield District, in the context of relevant policies within the Wakefield District Local Plan (adopted 24 January 2024). The purpose of this SPD is to provide guidance on how to comply with national and local policies and the legal requirements of the Environment Act 2021 to secure at least 10% Biodiversity Net Gain through development in Wakefield district. The SPD explains how particular Local Plan policies should be interpreted and applied in a Wakefield context. The guidance includes the information required to be submitted with planning applications, the local approach to BNG delivery, information on when projects will be considered strategically significant and the requirements for monitoring of BNG delivery.
- 1.2 This Consultation Statement has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the council's Statement of Community Involvement (SCI) to support the adoption of the Biodiversity Net Gain SPD. The SCI outlines how the council will work with its community and how people and organisations can get involved in the preparation of local planning documents, including SPDs. The Regulations require a Consultation Statement to be prepared before a local planning authority adopt the SPD setting out:
- Who was consulted during the preparation of the supplementary planning document;
 - a summary of the main issues raised during the consultation; and
 - how those issues have been addressed in the SPD.
- 1.3 Regulation 12(b) requires that the SPD and consultation statement are published for not less than 4 weeks, and that they specify the date by which representations must be made and the address to which they must be sent. Regulation 35 requires the documents must be made available to the public at the principal office of the Council and other places the Council considers appropriate as well as publishing on the Council's website. The Council set out in their Statement of Community Involvement that libraries are other appropriate places for the documents to be available.
- 1.4 The SPD will replace Wakefield Council's Interim Guidance for Developers Prior to 2 April 2024: For Achieving Net Gain for Biodiversity in Development (approved at Planning and Highways Cabinet Member Briefing on 20 December 2023 and Environment and Climate Change Cabinet Member Briefing on 15 January 2024).

2. Background

- 2.1 The SPD's purpose is to provide guidance on how Biodiversity Net Gain should be achieved through development in Wakefield district. The SPD will explain how particular Wakefield District Local Plan policies should be interpreted and applied in a Wakefield context.
- 2.2 The Wakefield District Local Plan has a number of policies requiring a minimum of 10% biodiversity net gain in specific circumstances. (Up until adoption these relevant policies were known as WSP22, WLP49, WLP51, WLP52, WLP54. Upon adoption, these

policies are known as policies SP23, LP51, LP53, LP54, LP56, respectively). These policies are:

- SP23 (WSP23) Design, Safety and the Local Environment
- LP51 (WLP49) Ecological and Geological Conservation
- LP53 (WLP51) Wildlife Habitat Network
- LP54 (WLP52) Protection of Trees and Woodland
- LP56 (WLP54) Design of New Development

2.3 These policies were subject to consultation undertaken on the Wakefield District Local Plan. Document [SD1.12A Regulation 22 Submission Statement of Consultation](#) (April 2021) sets out the issues covered at the Initial draft and Publication draft consultation stages respectively. Before the consultation on the Publication Draft in autumn 2020, amendments were made to policies WLP49, WLP51, WLP52, WLP54, as well as to the Local Plan's vision to reflect the biodiversity net gain requirement in the National Planning Policy Framework and to take account of the Environment Bill anticipated to proceed through the House of Commons including its intention to introduce a minimum legal requirement of 10% biodiversity net gain. Modifications were made to the Local Plan, as requested by the Planning Inspector, to ensure the planning policy requirements reflected the Environment Act's requirements for all planning permissions granted in England (with a few exemptions) to deliver at least 10% biodiversity net gain (BNG) through the planning process.

2.4 The Council has issued interim Planning Practice Guidance for the period prior to full implementation of the biodiversity net gain condition on planning permission through the Environment Act 2021. The latest of these is Wakefield Council's Interim Guidance for Developers Prior to 2 April 2024: For Achieving Net Gain for Biodiversity in Development (approved Planning and Highways Cabinet Member Briefing on 20 December 2023 and Environment and Climate Change Cabinet Member Briefing on 15 January 2024). This SPD will replace the interim guidance and is different in the following ways:

- It removes the reference to an informal approach for accepting offsite contributions for BNG on Council land through the use of a Section 106 Agreement;
- It confirms how significant onsite net gain will be considered through the planning application process;
- It provides more detail on the Council's approach to monitoring and enforcement;
- It provides more detail on the use of the Statutory Metric and Small Sites Metric;
- It provides more ecological context; and
- It provides more detail around the delivery of BNG relating to water course units.

2.5 The biodiversity net gain requirement sits alongside:

- a strengthened legal duty for public bodies to conserve and enhance biodiversity;
- new biodiversity reporting requirements for local authorities; and
- mandatory spatial strategies for nature - Local Nature Recovery Strategies or 'LNRS'.

2.6 The SPD therefore links in with other Council documents and initiatives, including the Wakefield Local Biodiversity Action Plan, the Climate Change Action Plan, the White

Rose Forest and Northern Forest initiatives, and flood risk reduction programme. At the sub-regional level there are links with The West Yorkshire Plan 2040, the emerging Local Nature Recovery Strategy, The West Yorkshire Climate and Environment Plan, The Leeds City Region Green and Blue Infrastructure Strategy, and The Humber River Basin Management Plan.

3. Timetable of SPD production

- 3.1 The Biodiversity Net Gain SPD builds on the previous Wakefield Council Planning Practice Guidance on this subject. These were prepared by a project team led by the Council's Planning Policy and Environment team, involving other internal specialisms including Ecology, Flood Risk and Drainage, Legal, Finance, Climate Change, Development Management and Property.
- 3.2 The production of the Biodiversity Net Gain SPD has followed a number of stages, as set out in Council's Statement of Community Involvement. The timetable for the production of the SPD is set out in table 1. This also includes evidence gathering and early engagement which occurred as part of the production of the planning practice guidance.

Table 1: Biodiversity Net Gain SPD Timetable

Dates	Stage or Consultation Topics/Events
November 2020 to March 2024	<p>Stage 1: Evidence gathering and early engagement</p> <p>This was influenced by the Environment Bill going through its legislative stages, the subsequent release of guidance and training seminars delivered by Government including Defra, Natural England, Department of Levelling Up Housing and Communities (DHLUC) and the Planning Advisory Service.</p> <p>Informal Early Engagement with internal services also took place through the Internal Wakefield Biodiversity and Nature Recovery Steering Group and separately with the Cabinet Members for Planning and Highways, and Environment and Climate Change.</p>
June 2022 to March 2024	<p>Informal Early Engagement with relevant external parties through the West Yorkshire Biodiversity Net Gain Supplementary Planning Document Working Group, which included planning and ecological representatives from Bradford, Calderdale Kirklees, Leeds and Wakefield Councils. Natural England, The Environment Agency, West Yorkshire Ecology and the Yorkshire Wildlife Trust.</p>
March 2024	Strategic Environment Assessment screening and consultation
30 May – 26 June 2024	Stage 2: Formal Public Consultation on the draft SPD

4. Early Engagement on the preparation of the SPD

- 4.1. The scope of the SPD has largely been driven by the guidance in relation to the Environment Act and matters which need to be stipulated locally.

- 4.2. In line with the Statement of Community Involvement, the Local Plan consultation comments were reviewed. The only detail relevant to the SPD was ensuring that the appropriate biodiversity documents were taken into account in relation to biodiversity matters.
- 4.3. Informal early engagement was undertaken with internal and external stakeholders to understand the local context, in terms of available evidence and other relevant plans and programmes.
- 4.4. Officers across West Yorkshire have been involved in an informal BNG SPD working group since June 2022. This was formed as sub-group to the West Yorkshire BNG Steering Group. The purpose of this collaborative working group has been to support with the interpretation of the Environment Act 2021, and emerging national Regulations and guidance in the context of sub-regional and local plans and policies. The group has also been working to develop a consistent approach to local BNG guidance / SPDs, whilst incorporating more localised requirements where it was considered necessary.
- 4.5. Internal officer engagement has spanned the previous informal Wakefield Biodiversity Net Gain Planning Practice Guidance (PPG) documents and the development of the SPD from November 2020 to March 2024. Contents of the draft PPGs and SPD have also been discussed at Cabinet Member briefings for Planning and Highways, and Environment and Climate Change during this period, and such cabinet members approved the publication of the Interim PPGs.
- 4.6. The following council specialisms were consulted as part of the preparation and drafting of the Council's planning practice guidance, through the internal BNG/LNRS Steering Group and fed into the update of the planning practice guidance to SPD:
- Ecology
 - Flood Risk and Drainage
 - Legal
 - Finance
 - Planning Development Management
- 4.7. The views of the following other relevant 'specific' organisations involved in the West Yorkshire BNG Steering Group were also sought by email in March 2024 on the Interim Guidance (February 2024) to feed into the preparation of the SPD:
- Natural England
 - Environment Agency
 - Yorkshire Wildlife Trust
 - West Yorkshire Ecology
 - Calder and Colne Rivers Trust
- 4.8. Comments were received from Natural England and the Environment Agency on the February 2024 Interim Guidance. These are set out in table 2 below, along with the Council's response.

Table 2: Consultation comments on February 2024 Interim BNG Guidance and Council's response

Consultee	Issue Raised	How it is dealt with in the SPD
Environment Agency	Indicate other local plan policies may be relevant to wider aspects of the natural environment.	Text updated in paragraph 2.16 of draft SPD to reflect this.
Environment Agency	Consider amendments to better reflects the function of blue infrastructure.	Text updated in paragraph 2.16 and additional information included about water course assessments and watercourse BNG units in Paragraphs 3.8, 3.21-3.28, 5.9, 5.13-5.16 of Draft SPD issued for formal public consultation.
Natural England	Would welcome the inclusion of guidance in the SPD related to Biodiversity Net Gain (BNG) and Sites of Special Scientific Interest (SSSI), and BNG and functionally linked land (FLL).	Reference to the relevance of SSSIs, the Wildlife Habitat Network and ecological linkages have been included in the Draft SPD (see paragraphs 5.8, 6.3 and 6.6).
Natural England	The Metric should be referred to using the wording 'The Statutory Biodiversity Metric' and 'The Small Sites Metric (Statutory Biodiversity Metric)'.	This has been addressed throughout the draft SPD following the formal publication of the Statutory and Small Sites Metrics since the Interim Guidance was published in February 2024.

- 4.9. The progression of the 3 earlier versions of the Wakefield Council Planning Practice Guidance to develop the draft Supplementary Planning Document has been an iterative process that has been informed by the evolving national Regulations and Guidance, the adoption of the Wakefield District Local Plan and engagement with internal and external parties as set out above. This has led to a number of key changes from the earliest interim guidance in December 2020 to the draft Supplementary Planning Document, as summarised in table 3 below.

Table 3: Summary of key changes from the Initial PPG December 2020 to the SPD

Chapter	Key updates
Chapter 1	<ul style="list-style-type: none"> Updated to reflect the enactment of the Environment Act 2021 Reference to relevance of 25 Year Environment Plan 2018 and Environment Improvement Plan 2023 included. Reference to SEA Screening included.
Chapter 2	<ul style="list-style-type: none"> Updated to reflect the of the requirements of the Environment Act 2021 Relevant exemptions from BNG referred to. Updated to reflect NPPF 2023 Updated to reflect adoption of Wakefield District Local Plan

Chapter 3	<ul style="list-style-type: none"> • Updated to reflect publication of Statutory Biodiversity Metric and Small Sites Metric and guidance for their use. • Reference to habitat distinctiveness (including watercourses), trading rules and irreplaceable habitats included. • Reference to biodiversity hierarchy included. • Updated with guidance on river biodiversity units and river condition assessments.
Chapter 4	<ul style="list-style-type: none"> • Updated information required for validation and determination for major and minor applications. • Clarified information for discharge of general biodiversity condition. • Clarified approach for phased developments and outline applications.
Chapter 5	<ul style="list-style-type: none"> • Reinforced importance of considering onsite biodiversity net gain in appropriate circumstances. • Clarified areas of land best suited to deliver onsite net gain. • Reference to Local Nature Recovery Strategy and its relevance to BNG included. • Clarified strategic significance in the local context for onsite BNG. • Included guidance on significant onsite enhancement, including watercourse units and associated monitoring and reporting requirements.
Chapter 6	<ul style="list-style-type: none"> • Reference to offsite enhancements on Council land and through the White Rose Forest project removed (as no appropriate legal mechanism currently in place to use Council land under mandatory BNG and offsetting needs to meet metric trading rules). • Reference to locational considerations for offsetting sites included and ability to demonstrate BNG can be secured for a minimum of 30 years. • Offsite strategic significance clarified including for watercourse units. • Reference to spatial risk multiplier included. • Reference to available approaches and legal mechanisms for securing offsite net gain updated, including Statutory Credits. • Relevance of National Biodiversity Sites Register included. • Requirements for monitoring and reporting offsite BNG updated.
Other changes	<ul style="list-style-type: none"> • Reference to monitoring fees and habitat unit delivery fees removed to enable more detailed consideration of associated costs to the Council and to enable any future fees that may be set to be updated in line with inflation.

5. Consultation on Strategic Environmental Assessment Screening

- 5.1 As part of the process of preparing the Biodiversity Net Gain, an assessment of the requirement for a Strategic Environmental Assessment (SEA) was undertaken. Consultation on the SEA Screening Statement took place initially from 8 March to 2 April 2024 with an extension to the 30 April 2024.
- 5.2 The Council notified the following specified bodies of the draft SEA Screening Statement by email inviting comments in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004:

- Environment Agency
 - Historic England
 - Natural England
- 5.3 Responses were received from the Environment Agency, Historic England and Natural England. Full details of the responses received for the SEA consultation can be seen in the SEA Screening Determination, which is published alongside the draft Supplementary Planning Document on the Council's website.
- 5.4 The responses received confirmed the Council's position that a full Strategic Environment Assessment is NOT required as the SPD will not change or introduce new planning policy over and above the Local Plan. The principles within the SPD have already been covered in the Local Plan SA/SEA or within higher tier documents. Therefore, it is considered that the SPD does not need to be subject to further SEA, as it is not likely to have any new significant effects.

6. Formal Public Consultation on the SPD

- 6.1. Formal consultation on the Biodiversity Net Gain SPD will take place from 30 May to 26 June 2024.
- 6.2. The SPD will be consulted on in accordance with the Council's Statement of Community Involvement (SCI). This can be found on the following webpage:
<https://www.wakefield.gov.uk/planning/planning-policy/statement-of-community-involvement/>
- 6.3. Appendix 2 of the Council's Statement of Community Involvement sets out the relevant consultees for Supplementary Planning Documents. This includes specific organisations identified in the Planning Regulations, general organisations and community groups, Government departments, and other interested parties.
- 6.4. The following consultation methods will be used to ensure that formal consultation on the SPD accords with the council's SCI and the 2012 Regulations:

Table 4: Summary of key consultation activities

Type	Methods
<i>Formal notification of where the documents may be inspected and how representations may be made</i>	<ul style="list-style-type: none"> • Consultees in the Planning Policy consultation database notified of the consultation by email or post and invited to comment on the SPD. • Public notice in the Wakefield Newspaper Group.

Type	Methods
<i>Informal notification of where the documents may be inspected and how representations may be made</i>	<ul style="list-style-type: none"> • Information posters displayed within the Wakefield One main Council office Customer Access Point. • Posters provided with the consultation documents and information to deposit stations. • Information displayed on carousel screens within the main Council office, at Wakefield One Customer Access Point used. • Advertised under <i>Your District News</i> on the Council's facing webpage • Advertised on the Council's <i>Latest Planning Policy News</i> webpage, <i>Supplementary Planning Document</i> webpage, and <i>Biodiversity Net Gain</i> webpage (found from the <i>Planning Applications and Advice</i> webpage). • Targeted emails sent to: <ul style="list-style-type: none"> ➤ Internal colleagues ➤ Neighbouring Local Planning Authorities ➤ West Yorkshire Combined Authority ➤ West Yorkshire Biodiversity Net Gain Steering Group ➤ Duty to Cooperate Bodies ➤ Elected Members; and ➤ Town and Parish Councils
<i>Where documents will be available for inspection</i>	<ul style="list-style-type: none"> • Online on the Council's Planning Policy Consultation webpage, also accessible from the Council's Consultation webpage. • Online on the Council's Planning Policy Consultation Portal. • Printed copies in the Wakefield One - Customer Access Point (CAP) and Local Studies library, and other Council, Community and mobile libraries.
<i>Social media</i>	<ul style="list-style-type: none"> • Wakefield Council Linked In account • Wakefield First
<i>Electronic Communications</i>	<ul style="list-style-type: none"> • Your District weekly newsletter • Wakefield First

- 6.5. The main issues raised from the formal public consultation (to be held from 30 May to 26 June 2024), along with the Council's response and any changes to the SPD resulting from these comments will be appended to this consultation statement at the next stage of the process. The updated consultation statement will accompany and inform the Report to Cabinet to adopt the final Biodiversity Net Gain Supplementary Planning Document.

Wakefield District

Local Plan 2036

Planning Growth and Protecting Places

Strategic Environmental Assessment (SEA) Screening Determination of Wakefield District Biodiversity Net Gain Draft Supplementary Planning Document

May 2024



Wakefield Council

Strategic Environmental Assessment (SEA)

Screening Determination of the

Biodiversity Net Gain Draft Supplementary Planning Document

May 2024

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1. Introduction

- 1.1 Wakefield Council is in the process of preparing a Supplementary Planning Document (SPD) to provide further detailed guidance on how Biodiversity Net Gain (BNG) should be achieved through development in Wakefield District, in the context of relevant policies within the Wakefield District Local Plan (adopted 24 January 2024).
- 1.2 Wakefield Council has prepared a draft Screening Statement for the Biodiversity Net Gain SPD to assess the need to undertake a Strategic Environmental Assessment (SEA) of the SPD. The draft SEA Screening Statement has been consulted on with the relevant Statutory Environmental Bodies defined in Regulation 4 of the Environmental Assessment of Plans and Programmes Regulations 2004 (Historic England, Natural England and the Environment Agency). The Regulations require the results of the SEA Screening process to be set out in a Screening Determination (this document), which must be publicly available.
- 1.3 This SEA Screening Statement has been prepared in accordance with the requirements of Directive 2001/42/EC of the European Parliament and of the Council on the Assessment of the Effects of Certain Plans and Programmes on the Environment and the Environmental Assessment of Plans and Programmes Regulations 2004. The Levelling Up and Regeneration Act provides powers to implement a new system of environmental assessment known as Environmental Outcomes Reports, which will replace the environment assessment derived from the EU Directives mentioned above. However, at this point in time, secondary legislation is still required to implement the new system of environmental assessment.
- 1.4 The following guidance has also been considered:
 - National Planning Practice Guidance (NPPG): Strategic environmental assessment and sustainability appraisal (DLUHC / MHCLG, 2020).
 - A Practical Guide to the Strategic Environmental Assessment Directive (ODPM, 2005).
- 1.5 The specified Statutory Environmental Bodies (Natural England, Historic England and the Environment Agency) were invited to comment on the appropriateness of the screening process and its conclusion for the proposed SPD, as set out in the draft SEA Screening Statement. More detail on the consultation can be found at Chapter 5 and their responses are included in Appendix 2. Their responses received raise no objections with the Council's assessment and conclusions that the draft SPD is unlikely to result in any significant environmental effects.
- 1.6 An iterative screening process has taken place, taking into account the initial screening determination responses from the Statutory Environmental Bodies, and further assessment of the SPD as it progressed. The results of the Council's final screening process are set out in Tables 2a and 2b within this SEA Screening Determination. The Statement of Reasons are set out in Chapter 7 of this Screening Determination.

2. Scope of the Biodiversity Net Gain SPD

- 2.1 The draft SPD has been prepared to provide greater detail on Local Plan policies relevant to Biodiversity Net Gain. The SPD's purpose is to provide guidance on how Biodiversity Net Gain should be achieved through development in Wakefield district. The draft SPD explains how particular Local Plan policies should be interpreted and applied in a Wakefield context.
- 2.2 The purpose of the SPD is to provide guidance on how to comply with national and local policies and the legal requirements of the Environment Act 2021 to secure at least 10% Biodiversity Net Gain through development in Wakefield district. The guidance includes the information required to be submitted with planning applications, the local approach to BNG delivery, information on when projects will be considered strategically significant and the requirements for monitoring of BNG delivery.

3. Structure of the Biodiversity Net Gain SPD

- 3.1 As outlined in Section 2, the purpose of the SPD is to provide guidance on how Biodiversity Net Gain should be achieved through development in Wakefield district. It does not create any new policy or amend it; however, it supplements the existing Local Plan policies relevant to Biodiversity Net Gain. In particular, the SPD will explain how specific policies should be interpreted in order to ensure achievement of Biodiversity Net Gain in the district.
- 3.2 Table 1 sets out the proposed structure of the Biodiversity Net Gain SPD. The draft of the Biodiversity Net Gain SPD is subject to formal public consultation, at the same time as the publishing of the SEA Screening Determination.

Table 1: Biodiversity Net Gain SPD Structure

Chapters	Content
Introduction	<ul style="list-style-type: none"> • Purpose of Supplementary Planning Document (SPD) • What is biodiversity and Biodiversity Net Gain • Consultation
Legislation and Policy Context	<ul style="list-style-type: none"> • Environment Act 2021 • National Planning Policy and Guidance • Local Planning Policy and Guidance • Wakefield District Local Plan 2036 • Adopted Residential Design Guide Supplementary Planning Document (2018)
Biodiversity Net Gain Approach	<ul style="list-style-type: none"> • Mitigation Hierarchy • Habitat Distinctiveness and Irreplaceable Habitats • River condition assessment • Accounting for degraded sites • The Biodiversity Metric

	<ul style="list-style-type: none"> • The Small Sites Metric
Information required for validation and determination	<ul style="list-style-type: none"> • Background • When is 10% biodiversity net gain not required • National validation requirements • Validation information required by Wakefield Council for major developments • Validation information required by Wakefield Council for minor applications • Discharge of the general biodiversity condition • Approach for phased development and outline applications • Application process
On-site Delivery of BNG	<ul style="list-style-type: none"> • Introduction to on-site delivery • Assessing the suitability of land • Strategic significance • Significant on-site Biodiversity Net Gain • Monitoring, reporting and enforcement
Off-site Delivery of BNG	<ul style="list-style-type: none"> • Introduction to off-site delivery • Strategic significance • Options for off-site delivery • Securing delivery of off-site biodiversity net gain • Monitoring, reporting and enforcement

4. SA/SEA of the Local Plan

- 4.1. The Wakefield District Local Plan has itself been the subject of Sustainability Appraisal (SA) (including SEA) and this has included an assessment against the 17 SA Objectives of policies requiring a minimum of 10% biodiversity net gain in specific circumstances. (Up until adoption these relevant policies were known as WSP22, WLP49, WLP51, WLP52, WLP54. Upon adoption, these policies are known as policies SP23, LP51, LP53, LP54, LP56, respectively). However it should be noted that other Local Plan policies may be relevant to wider aspects of the natural environment and blue and green infrastructure, *including, but not limited to LP52 Ecological Protection of Watercourses and Water Bodies*. This SA/SEA process was undertaken throughout the Local Plan preparation process.
- 4.2. The relevant Sustainability Appraisal documents and the Local Plan can be found on the Council's website at: www.wakefield.gov.uk/localplan
- (The relevant assessments are for policies WSP22, WLP49, WLP51, WLP52, WLP54 in Appendix E of the Sustainability Appraisal)
- 4.3. An extract of the detailed assessments of the relevant policies WSP22, WLP49, WLP51, WLP52, WLP54 is included in Appendix 1 of this screening report. The assessments conclude for these policies, that they will have a sustainable impact (and sometime very sustainable impact) in the first 0-10 years of the plan, 10-20 years of the

plan and after the life of the plan. The effect is highly likely, would be permanent and would affect the District wide scale (not larger).

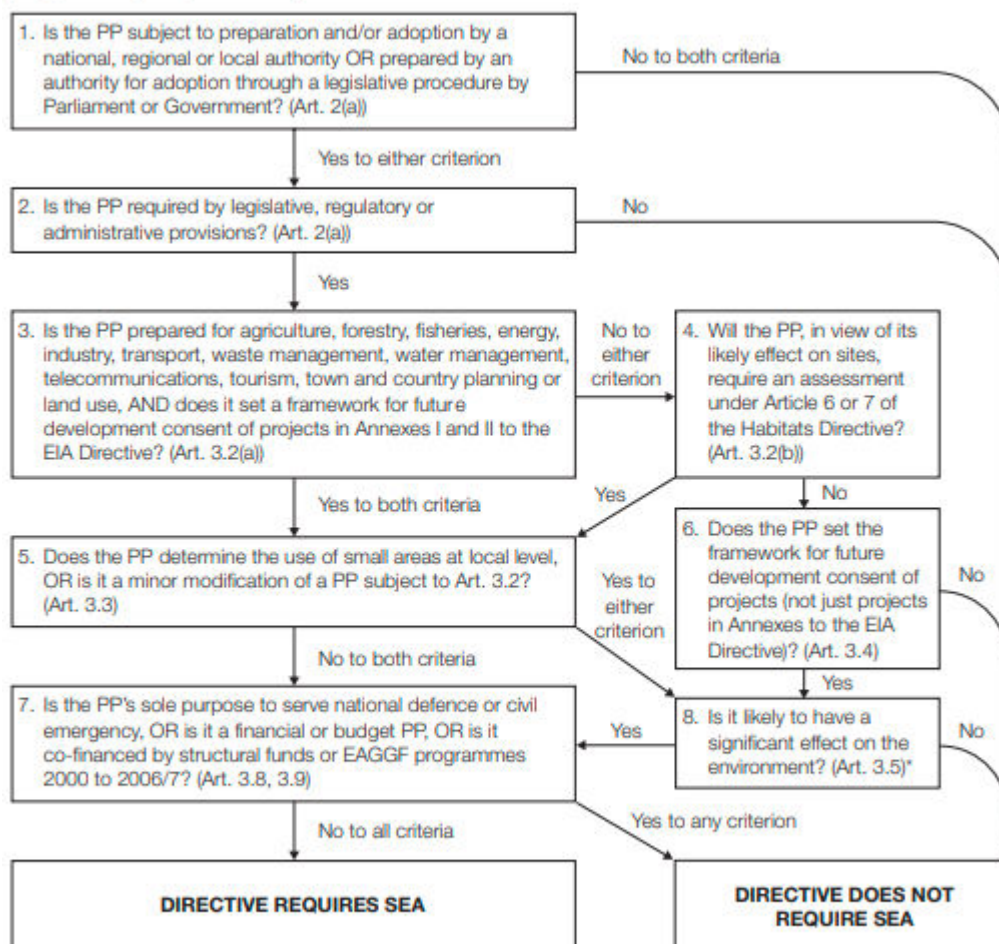
- 4.4. National Planning Policy Guidance (NPPG) states that supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan.
- 4.5. A strategic environmental assessment is unlikely to be required where a supplementary planning document deals only with a small area at a local level (see regulation 5(6) of the Environmental Assessment of Plans and Programmes Regulations 2004), unless it is considered that there are likely to be significant environmental effects.
- 4.6. Before deciding whether significant environment effects are likely, the local planning authority should take into account the criteria specified in Schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 and consult the consultation bodies.

5. Screening Assessment

- 5.1 The document “A Practical Guide to the Strategic Environmental Assessment Directive” (ODPM, 2005), sets out eight criteria that should be taken into account when screening a plan or programme to determine whether it will require SEA. The flowchart below sets these out as a series of questions and the action to be taken from each answer. The diagram is intended as a guide to the criteria for application of the Directive to plans and programmes. It has no legal status. These questions reference to the articles in the Directive and actions are repeated in the Assessment of the Draft SPD which is below the diagram.

Diagram 1. Application of SEA Directive to Plans and Programmes.

This diagram is intended as a guide to the criteria for application of the Directive to plans and programmes (PPs). It has no legal status.



*The Directive requires Member States to determine whether plans or programmes in this category are likely to have significant environmental effects. These determinations may be made on a case by case basis and/or by specifying types of plan or programme.

- 5.2 Below is the screening assessment using these criteria and the recommended methodology within the guide.

[Application of the SEA Directive Questions to the Proposed SPD](#)

1. Is the SPD subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority through legislative procedure by Parliament or Government? (Article 2(a))

Answer: Yes, the SPD will be prepared and adopted by Wakefield Council in its role as Local Planning Authority.

Required Action: If yes to either criterion, go to question 2; If yes to to both criteria – Directive does not require SEA.

2. Is the SPD required by legislative, regulatory or administrative provisions? (Article 2(a))

Answer: Yes, the SPD process is set out in legislation. The SPD will be a material consideration but will not be part of the adopted statutory development plan.

Required Action: If yes, go to question 3; If no, the Directive does not requires SEA.

3. Is the SPD prepared for agricultural, forestry, fisheries, energy, industry, transport or waste management, telecommunications, tourism, town and country planning or land-use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Article 3.2(a))

Answer: For the first part, yes, The SPD is intended to provide further guidance to the Wakefield District Local Plan which is the planning policy framework for the Wakefield Council administrative area, including policy for land-use. The Local Plan has been subject to full Sustainability Appraisal (including SEA), which was considered during the Local Plan Examination. In the Final Report on the Examination of the Local Plan (6 November 2023) the Inspector concluded that the Council's SA work is fit for purpose and provides a robust high-level assessment, proportionate to Local Plan preparation. For the second part, no, the SPD does not set a framework for future development consent of projects in Annexes I and II to the EIA Directive (Article 3.2 (a)).

Required Action: If yes to both criteria, go to question 5; If no to either criteria, go to question 4.

4. Will the SPD, in view of its likely effects on sites, require an assessment under Article 6 or 7 of the Habitats Directive? (Article 3.2(b))

Answer: No, the Habitats Regulations Assessment Screening Report (2020) on the Publication Draft Local Plan and the subsequent Inspector's Report rules out any adverse impacts on European Sites. As the SPD will not change or add to policy, proposals or designations within the Local Plan, it is not considered that further

screening for such assessment is necessary as there would be no likely effects on European Sites.

Required Action: If yes, go to question 5; If no, go to question 6

5. Does the SPD determine the use of small areas at local level, OR is it a minor modification of a plan subject to Article 3.2? (Article 3.3)

Answer: N/A due to answer to Question 4

6. Does the SPD set the framework for future development consent of projects (not just projects in Annexes to the EIA Directive)? (Article 3.4)

Answer: No, this framework is already set within the Local Plan. The SPD does not allocate new sites and is consistent with the Local Plan. The SPD will provide additional guidance on the existing policies, proposals or allocations within the Local Plan. The guidance also includes the information required to be submitted with planning applications, the local approach to BNG delivery, information on when projects will be considered strategically significant and the requirements for monitoring of BNG delivery.

Required Action: If yes, go to question 8; If no, Directive does not require SEA.

7. Is the SPD's sole purpose to serve the national defence or civil emergency OR is it a financial or budget, or is it co-financed by structural funds or EAGGF programmes 2000 to 2006/7? (Article 3.8, 3.9)

Answer: N/A due to answer to question 6

8. Is it likely to have a significant effect on the environment? (Article 3.5)

Answer: No, the purpose of the SPD is to provide guidance to assist in the interpretation of adopted policies in the Local Plan. The SPD relates to Local Plan policies SP23, LP51, LP53, LP54, LP56 which include a requirement for a minimum of 10% biodiversity net gain for specific circumstances. These policies were themselves subject to an SEA (incorporated within the SA) through the Local Plan preparation process.

The assessment of these Local Plan policies concluded that there were predominantly positive impacts and no overall negative impacts when assessed against the Local Plan SA Objectives (see Appendix 1). The additional guidance in the Biodiversity Net Gain SPD will provide further detail tailored to inform the assessment and implementation of Local Plan policies and is not considered to amend policy provisions in the Local Plan. Therefore, it is considered that there is not likely to be any new significant environmental effects as a result of this SPD.

Required Action: If yes, go to question 7; If no, directive does not require SEA

- 5.3 The final question in the guide asks: *is it likely to have a significant effect on the environment? (Art. 3.5)* The SPD is not considered to have a significant effect on the environment, other than that previously identified in the SA/SEA of the Wakefield District Local Plan. However, for completeness, Table 2a and 2b assesses where the SPD is

likely to have any significant environmental effects using the criteria set out in Parts 1 and 2 of Annex II of SEA Directive 2001/42/EC and Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004.

Table 2a: Determining the likely significance of effects from Part 1 of SEA Directive Annex II: The characteristics of plans and programmes.

Criteria for determining likely significance of effects referred to in Article 3(5)	Comment
1a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources	The Biodiversity Net Gain SPD will provide further guidance to the policies, proposals and the allocations that are contained within the Local Plan which already sets the framework for the development projects and activities that could occur within the Wakefield district. The Local Plan as a whole, including policies requiring a minimum of 10% biodiversity net gain, have been fully assessed for the purposes of SA/SEA. There will be no new policies or site allocations contained in the SPD. The SPD provides further information and guidance on implementation and interpretation of the existing policies.
1b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy	The Biodiversity Net Gain SPD, in providing further guidance to the framework set within the Local Plan, will not directly affect other specific public sector plans or programmes but rather is influenced by the Local Plan and other higher tier planning policy, including the NPPF, and also national Government's 25 Year Plan to Improve the Environment (Defra, 2018). The SPD's guidance on Strategic Significance will also reflect the Wakefield District Local Biodiversity Action Plan, the West Yorkshire Local Nature Recovery Strategy (once produced) and the Yorkshire and Humber River Basin Management Plan and Catchment Plans.
1c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development	The Environment Act requires all planning permissions granted in England (with a few exemptions) to deliver at least 10% Biodiversity Net Gain through the planning system. The Local Plan and other higher-level policies set the context for achieving sustainable development. The Biodiversity Net Gain SPD provides further guidance on how Biodiversity Net Gain should be achieved through development in Wakefield district. The SPD will not revisit or change the higher-level policy requirements which have been subject to SA/SEA. The SA Report and appendices (January 2024) shows all Local Plan policies SP23, LP51, LP53, LP54 and LP56 requiring the minimum 10% biodiversity net gain will have a positive overall impact, with the majority of these also have a specific significant positive overall impact on the relevant SA objective:

	Protect and enhance bio-diversity, geodiversity and an attractive natural environment.
1d) Environmental problems relevant to the plan or programme	The Local Plan SA did not identify any negative effects against the SA 8 environmental objectives for the policies requiring a minimum of 10% biodiversity net gain.
1e) The relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste management or water protection).	It is unlikely that there would be any significant impact resulting from the further guidance for achieving Biodiversity Net Gain through development.

Table 2b: Determining the likely significance of effects from Part 1 of SEA Directive Annex II: Characteristics of the effects and of the area likely to be affected.

Criteria for determining likely significance of effects referred to in Article 3(5)	Comment
2a) The probability, duration, frequency	The SPD will cover the same period of time and reversibility of the effects as the Local Plan. A Sustainability Appraisal (SA) was undertaken for the Local Plan which included an assessment of the policies requiring a minimum of 10% biodiversity net gain that will be supplemented by the SPD. The evidence to support the SA for the Local Plan continues to be updated and the assessment looked at the probability, duration, frequency and reversibility of effects. Whilst the SPD will provide further guidance and supplement the existing policies in the Local Plan (and have largely positive effect), the probability, duration, frequency and reversibility of the effects from the implementation of the SPD will remain the same.
2b) The cumulative nature of the effects	There are no likely cumulative effects that would result from the production of the Biodiversity Net Gain SPD.
2c) The trans-boundary nature of the effects	There will be no national trans boundary effects resulting from the Biodiversity Net Gain SPD as the mandatory Biodiversity Net Gain requirement only applies to the UK. Consideration could be given in the Biodiversity Net Gain SPD as to whether it is appropriate to allow Biodiversity Units outside the district but within the UK, where the environmental asset is not subject to local administrative boundaries, for example river basin catchments. Transboundary plans, for example, River Basin Management Plans, are required to be reflected in statutory local development plans. The effect on other local

Criteria for determining likely significance of effects referred to in Article 3(5)	Comment
	administrative areas is likely to be the same as for Wakefield district, as they will be influenced also by the same higher tier policy referred to in answer to criteria 1b.
2d) The risks to human health or the environment (e.g. due to accidents)	The proposals in the Biodiversity Net Gain SPD are expected to provide a positive effect for human health and a significant positive effect for the environment, as identified in the Local Plan SA, as some of the biodiversity net gain achieved is expected to improve the health of local people and would create or enhance leisure, recreation and open space facilities
2e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	The proposals in the SPD will cover the whole of the Wakefield district and likely provide increased positive effects, as identified in the Local Plan SA. Whilst the SPD proposals geographically affect the whole of the district the extent of these effects are likely to be localised to on-site biodiversity net gain in new developments areas and to locations which will have the best biodiversity outcomes.
2f) The value and vulnerability of the area likely to be affected due to: I. special natural characteristics or cultural heritage, II. exceeded environmental quality standards or limit values III. intensive land use	The SPD will set down where it is appropriate to deliver biodiversity net gain off-site, including sites with ecological value already identified in the Local Plan for protection, creation or enhancement. The effects are therefore in alignment with those already assessed in the Local Plan.
2g) The effects on areas or landscapes which have a recognised national, Community or international protection status	The SPD will set down where it is appropriate to deliver Biodiversity Net Gain off-site. Areas with national, Community or international protection areas could be part of these areas, because of their Strategic ecological significance. The SPD would lead to a positive impact upon them, if Biodiversity Net Gain is delivered at them. Impacts on them will be considered through other Local Plan policies which have been subject to SA/SEA

6. Consultation

- 6.1. In accordance with the Regulations, Natural England, Historic England and the Environment Agency have been consulted on this draft report to ensure that the reasons for determination is robust and credible. The consultation was initially from from 8 March to 2 April 2024, with an extension to the 30 April 2024.

- 6.2. The statutory consultees responding to the consultation had no objections to the conclusions of the draft Strategic Environmental Assessment Screening. The Environment Agency made some comments on the Interim Guidance and the Consultation Statement outlines how these comments were taken on board in the draft SPD. Paragraph 2.2 of the Screening Determination has also been updated. The consultation responses can be found in Appendix 2.

7. Conclusion

- 7.1. In considering the scope of the Biodiversity Net Gain SPD against the eight criteria from the guidance document “A Practical Guide to the Strategic Environmental Assessment Directive” (ODPM, 2005), it is concluded that the Draft SPD will not change or introduce new planning policy over and above the Local Plan. A Habitats Regulation Assessment of the Local Plan was undertaken, which concluded that the Plan’s contents would not have any adverse impacts on the integrity of any designated European site or SEA objective.
- 7.2. The principles within the SPD have already been covered in the Local Plan SA/SEA or within higher tier documents. Therefore, it is considered that the SPD does not need to be subject to further SEA, as it is not likely to have any new significant environmental effects.

Appendices

Appendix 1: Sustainability Appraisal of Local Plan Policies

As set out in the methodology in the Sustainability Appraisal, each policy is assessed against 17 sustainability appraisal (SA) objectives. The SA objectives are grouped into first Economic ones, secondly social ones and lastly environmental ones. Effects are assessed against 3 different timescale of effect (short-term, medium-term, long-term), likelihood, geographic scale and permanence of effect. The key below explains the abbreviations used.

Key to effects

Overall Compatibility and Magnitude of Effect	Likelihood of effect	Geographical Scale of Effect	Permanence of Effect	Definition of Timescales
YY: Very Sustainable Y: Sustainable -: Neutral ?: Uncertain x: Unsustainable xx: Very unsustainable Y/?: Uncertain positive X/?: Uncertain negative	H: High M: Medium L: Low	G: Global N: National R: Regional SR: Sub Regional D or L: District Wide	T: Temporary P: Permanent	Short Term: 0-10 years Medium Term: 10-20 years Long Term: After the life of the plan

Above each assessment is the Policy reference of the Publication Draft Local Plan policy (with the adopted Local Plan policy in brackets) and the policy name. Then a description of how the policy has been amended through the Local Plan process and whether there were any main modifications in the Inspector's report to take account of in the Sustainability Appraisal Post Adoption Statement and appendices.

Policy SP23 (WSP22) Design, Safety and the Local Environment

WSP22: Design, Safety and the Local Environment (2020) (amended to explicitly recognises all historic environment assets in Wakefield District; and to recognise the planning system's role to promote healthy and active communities) (Accepted at Publication Draft)

No change to assessment as a result of main modifications appended to the Inspector's Final Report.

Sustainability Appraisal Objective	Commentary /Explanation (to include secondary, cumulative and synergistic effects)						
	Short Term Effects	Medium Term Effects	Long Term Effects	Likelihood Effects	Scale Effects	Permanence Effects	
Economic							
SA1 Good quality employment opportunities available to all in accessible locations	Y	Y	Y	H	L	P	High quality design and environment could increase business investment into the area; creating employment opportunities.
SA2 Conditions which enable business success, inclusive economic growth and investment	Y	Y	Y	H	L	P	A safer and enhanced environment will make the area more attractive for inward investment and maintain local skills including volunteer options
Social							
SA3 Education and training opportunities to build skills and capacities	?	?	?				Potential to encourage conservation volunteering (e.g. through tree planting schemes) and increased skills can lead to increased business investment.
SA4 Improve the health of local people and ensure they can access health and social care facilities	Y	Y	Y	H	L	P	A safer environment should reduce stress and enhance feelings of wellbeing. Continued access to nature areas should offer physical and mental health benefits. The policy has been amended to confirm that development should be designed to create active and healthy places.
SA5 Improve community safety and security	Y Y	Y Y	YY	H	L	P	This policy specifically addresses community safety and aims to create safe and secure environments.
SA6 Vibrant communities to participate in decision making	Y	Y	Y	M	L	P	The policy requires community safety to be considered. A feeling of safety and a high quality environment may encourage community involvement in activities and increase confidence.

SA7 Protect, create and enhance the provision and accessibility to culture, leisure, recreation and open space facilities	Y Y	Y Y	YY	H	L/ R/ N	P	Requires new developments to protect and enhance sites of historic and natural value that are of local, regional and national importance. Also requires new development to incorporate high quality spaces and landscaping.
SA8 Retain and enhance access to local facilities and services.	Y	Y	Y	H	L	P	The policy promotes design safety and security. A safer environment may encourage participation in activities and therefore lead to vibrant city, town and village centres.
SA9 A range of quality housing available to everyone	Y	Y	Y	M	L	P	Policy aims to reduce crime and promote safe living environments.
Environmental							
SA10 An effective and safe transport network that encourages people to make the best use of sustainable and active modes of transport.	-	-	-	-	-	-	Neutral effect against this objective
SA11 A high quality, healthy, built, environment that promotes activity, conserves and, where appropriate enhances the historic environment and heritage assets and their settings.	Y Y	Y Y	YY	H	L	P	Policy should ensure a quality built environment that is also safe and secure, which protects and enhances local character and enhances the surrounding environment. The policy has been amended to explicitly recognise the all historic environment assets in Wakefield.
SA 12 Protect and enhance biodiversity, geodiversity and an attractive natural environment	Y Y	Y Y	YY	H	L	P	One aim of the policy is to protect and enhance the natural environment and biodiversity and geodiversity including woodland and trees. Requires new development to take account of the landscape character across the district and local distinctiveness.
SA13 Reduce air water and soil pollution levels	Y Y	Y Y	YY	H	L	P	Policy requires that pollution caused by developments and contaminated land issues are minimised. Promotes a reduction in fossil fuel dependency.
SA14 Minimal greenhouse gas emissions and a managed response to the effects of climate change	Y	Y	Y	H	L	P	Promotes a reduction in fossil fuel dependency and design which incorporates energy efficiency and renewable energy.
SA15 Prevent inappropriate new development in areas of flood risk and ensure development does not contribute to increased flood risk for existing people and property.	-	-	-	-	-	-	Neutral effect against this objective

SA16 Prudent and efficient use of energy, water and natural resources, and minimal production of waste	Y	Y	Y	H	L	P	Promotes renewable energy generation technology and energy efficiency in new developments.
SA17 Secure the efficient and prudent use of land making good use of previously developed and derelict sites.	Y	Y	Y	H	L	P	Encourages the reclamation of derelict and degraded land

LP51 (WLP49) Ecological and Geological Conservation

WLP49: Ecological and Geological Conservation (Amended 2019 to make specific reference to SSSIs, Ancient Woodlands, veteran trees and other irreplaceable habitats, biodiversity net gain and the importance of the Wildlife Habitat Network) (Accepted Publication Draft)

No change to assessment as a result of main modifications appended to the Inspector's Final Report.

Sustainability Appraisal Objective	Short Term Effects	Medium Term Effects	Long Term Effects	Likelihood Effects	Scale Effects	Permanence Effects	Commentary /Explanation (to include secondary, cumulative and synergistic effects)
Economic							
SA1 Good quality employment opportunities available to all in accessible locations	-	-	-				No predicted effect.
SA2 Conditions which enable business success, inclusive economic growth and investment	-	-	-				No predicted effect.
Social							
SA3 Education and training opportunities to build skills and capacities	-	-	-				No predicted effect.
SA4 Improve the health of local people and ensure they can access health and social care facilities	Y	Y	Y	P	H	L	Continued access to nature areas will offer health benefits.

SA5 Improve community safety and security	-	-	-				No predicted effect.
SA6 Vibrant communities to participate in decision making	-	-	-				No predicted effect.
SA7 Protect, create and enhance the provision and accessibility to culture, leisure, recreation and open space facilities	Y	Y	Y	P	H	L	Protects areas of biological or geological interest that may be used for leisure and recreation purposes.
SA8 Retain and enhance access to local facilities and services.	-	-	-				No predicted effect.
SA 9 A range of quality housing available to everyone	-	-	-				No predicted effect.
Environmental							
SA10 An effective and safe transport network that encourages people to make the best use of sustainable and active modes of transport.	-	-	-				No predicted effect.
SA11 A high quality, healthy, built, environment that promotes activity, conserves and, where appropriate enhances the historic environment and heritage assets and their settings.	Y	Y	Y	P	H	L	The policy protects sites of biological or geological conservation from development unless in exceptional circumstances.
SA 12 Protect and enhance bio-diversity, geodiversity and an attractive natural environment	YY	YY	YY	P	H	L	Protects biodiversity by preventing development that may affect sites of ecological importance. Ensures that sites protected for their geological (or geomorphological) importance are not adversely affected. Amended to make specific reference to SSSIs, Ancient Woodlands, veteran trees and other irreplaceable habitats, biodiversity net gain and the importance of the Wildlife Habitat Network
SA13 Reduce air water and soil pollution levels.	-	-	-				No predicted effect.
SA14 Minimal greenhouse gas emissions and a managed response to the effects of climate change	Y	Y	Y	P	M	L	Biodiversity is under significant threat from climate change. The policy protects biodiversity by preventing development that may affect sites of ecological importance. Ensures that sites protected for their geological (or geomorphological) importance are not adversely affected.

SA15 Prevent inappropriate new development in areas of flood risk and ensure development does not contribute to increased flood risk for existing people and property.	-	-	-				No predicted effect.
SA16 Prudent and efficient use of energy and natural resources, with minimal production of waste	-	-	-				No predicted effect.
SA17 Secure the efficient and prudent use of land making good use of previously developed and derelict sites.	Y	Y	Y	P	M	L	Will promote the efficient use of land by protecting sites with biodiversity and geomorphological value from inappropriate / harmful development.

LP53 (WLP51) Wildlife Habitat Network

WLP51 (2019): Wildlife Habitat Network (amended 2019 to make reference to biodiversity net gain and compensation) (Accepted)

Sustainability Appraisal Objective	Short Term Effects	Medium Term Effects	Long Term Effects	Likelihood Effects	Scale Effects	Permanence Effects	Commentary /Explanation (to include secondary, cumulative and synergistic effects)
Economic							
SA1 Good quality employment opportunities available to all in accessible locations	-	-	-				No predicted effect.
SA2 Conditions which enable business success, inclusive economic growth and investment	-	-	-				No predicted effect.
Social							
SA3 Education and training opportunities to build skills and capacities	-	-	-				No predicted effect.

SA4 Improve the health of local people and ensure they can access health and social care facilities	Y	Y	Y	P	H	L	Continued access to nature areas will offer health benefits.
SA5 Improve community safety and security	-	-	-				No predicted effect.
SA6 Vibrant communities to participate in decision making	-	-	-				No predicted effect.
SA7 Protect, create and enhance the provision and accessibility to culture, leisure, recreation and open space facilities	Y	Y	Y	P	H	L	Protects the Wildlife Habitat Network that may be used for leisure and recreation purposes.
SA8 Retain and enhance access to local facilities and services.	-	-	-				No predicted effect.
SA 9 A range of quality housing available to everyone	-	-	-				No predicted effect.
Environmental							
SA10 An effective and safe transport network that encourages people to make the best use of sustainable and active modes of transport.	-	-	-				No predicted effect.
SA11 A high quality, healthy, built, environment that promotes activity, conserves and, where appropriate enhances the historic environment and heritage assets and their settings.	-	-	-				No predicted effect.
SA 12 Protect and enhance bio-diversity, geodiversity and an attractive natural environment	Y	Y	Y	P	H	L	Protects biodiversity by restricting development that would affect the Wildlife Habitat Network. It should also help to enable species migration. Amended to make reference to biodiversity net gain and compensation
SA13 Reduce air water and soil pollution levels.	-	-	-				No predicted effect.
SA14 Minimal greenhouse gas emissions and a managed response to the effects of climate change	Y	Y	Y	P	M	D	Biodiversity is under significant threat from climate change. The policy protects the integrity and value for the wildlife habitat network across the district, supporting species migration which will become increasingly important for species survival in adapting to climate change. Amended to make reference to biodiversity net gain and compensation

SA15 Prevent inappropriate new development in areas of flood risk and ensure development does not contribute to increased flood risk for existing people and property.	-	-	-				No predicted effect.
SA16 Prudent and efficient use of energy and natural resources, with minimal production of waste	-	-	-				No predicted effect.
SA17 Secure the efficient and prudent use of land making good use of previously developed and derelict sites.	Y	Y	Y	P	M	D	Will promote the efficient use of land by protecting areas sites with biodiversity value from inappropriate / harmful development.

LP54 (WLP52) Protection of Trees and Woodland

WLP52: Protection of Trees and Woodland (amended 2019 to strengthen the protection of ancient woodland and veteran trees and to refer to the need for net biodiversity gain).
(Accepted Publication Draft)

No change to assessment as a result of main modifications appended to the Inspector's Final Report.

Sustainability Appraisal Objective	Short Term Effects	Medium Term Effects	Long Term Effects	Likelihood Effects	Scale Effects	Permanence Effects	Commentary /Explanation (to include secondary, cumulative and synergistic effects)
Economic							
SA1 Good quality employment opportunities available to all in accessible locations	-	-	-				No predicted effect.
SA2 Conditions which enable business success, inclusive economic growth and investment	-	-	-				No predicted effect.
Social							
SA3 Education and training opportunities to build skills and capacities	-	-	-				No predicted effect.

SA4 Improve the health of local people and ensure they can access health and social care facilities	Y	Y	Y	P	H	L	Trees, especially in urban areas can have positive mental and physical health benefits through their amenity value, and through urban cooling and improved local air quality.
SA5 Improve community safety and security	-	-	-				No predicted effect.
SA6 Vibrant communities to participate in decision making	Y	Y	Y	P	H	L	Protects areas of woodland which may be used by the community.
SA7 Protect, create and enhance the provision and accessibility to culture, leisure, recreation and open space facilities	Y	Y	Y	P	H	L	Protects areas of woodland which may be used for leisure and recreation purposes
SA8 Retain and enhance access to local facilities and services.	-	-	-				No predicted effect.
SA 9 A range of quality housing available to everyone	-	-	-				No predicted effect.
Environmental							
SA10 An effective and safe transport network that encourages people to make the best use of sustainable and active modes of transport.	-	-	-				No predicted effect.
SA11 A high quality, healthy, built, environment that promotes activity, conserves and, where appropriate enhances the historic environment and heritage assets and their settings.	Y	Y	Y	P	H	L	Protection of trees and woodland will make a positive contribution to the health and quality of the built and historic environment.
SA 12 Protect and enhance bio-diversity, geodiversity and an attractive natural environment	YY	YY	YY	P	H	L	Protects trees and hedgerows with positive benefits for biodiversity. Amended to strengthen the protection of ancient woodland and veteran trees and to refer to the need for net biodiversity gain
SA13 Reduce air water and soil pollution levels.	Y	Y	Y	P	M	L	Trees can have a positive impact on air and water quality.
SA14 Minimal greenhouse gas emissions and a managed response to the effects of climate change	Y	Y	Y	P	M	L	Trees take up a variety of air pollutants, including both ozone and nitrogen oxides, which are greenhouse gases. Trees also provide a carbon sink and urban cooling, which help with climate change mitigation.

SA15 Prevent inappropriate new development in areas of flood risk and ensure development does not contribute to increased flood risk for existing people and property.	Y	Y	Y	P	M	L	Trees provide water management and help reduce run off, with positive impacts for sustainable drainage and flood risk.
SA16 Prudent and efficient use of energy and natural resources, with minimal production of waste	-	-	-				No predicted effect.
SA17 Secure the efficient and prudent use of land making good use of previously developed and derelict sites.	Y	Y	Y	P	M	L	Will promote the efficient use of land by protecting areas of trees and woodland from inappropriate / harmful development.

[LP56 \(WLP54\) Design of New Development](#)

WLP54: Design of New Development (amended 2020 to reflect the Environment Bill in relation to biodiversity net gain requirements for development; to reflect the importance of urban design quality in the district; to align more closely to the National Planning Policy Framework 2019 with regard to creating active and healthy communities) (Accepted Publication Draft)

No change to assessment as a result of main modifications appended to the Inspector's Final Report.

Sustainability Appraisal Objective	Short Term Effects	Medium Term Effects	Long Term Effects	Likelihood Effects	Scale Effects	Permanence Effects	Commentary /Explanation (to include secondary, cumulative and synergistic effects)
Economic							
SA1 Good quality employment opportunities available to all in accessible locations	-	-	-				No predicted effect.

SA2 Conditions which enable business success, inclusive economic growth and investment	-	-	-				No predicted effect.
Social							
SA3 Education and training opportunities to build skills and capacities	-	-	-				No predicted effect.
SA4 Improve the health of local people and ensure they can access health and social care facilities	Y	Y	Y	P	H	L	Requires accessible open space and recreation facilities to be provided in new development, which will have associated health benefits for residents. The policy has been amended to align more closely to the National Planning Policy Framework 2019 with regard to creating active and healthy communities
SA5 Improve community safety and security	Y	Y	Y	P	H	L	Requires open space in new development to include natural surveillance.
SA6 Vibrant communities to participate in decision making	Y	Y	Y	P	H	L	Potential to improve community capital through good design.
SA7 Protect, create and enhance the provision and accessibility to culture, leisure, recreation and open space facilities	Y	Y	Y	P	H	L	Potential to enhance existing facilities through good design. Minimises the potential for cabling and pipelines to impact upon Cultural Heritage.
SA8 Retain and enhance access to local facilities and services.	Y	Y	Y	P	H	L	Potential to enhance vibrancy in centres through good design. Promotes accessibility for all members of the community.
SA 9 A range of quality housing available to everyone	YY	YY	YY	P	H	L	Good design will help improve the quality of the housing stock and has the potential to provide disabled access. Refers to the importance of the Residential Design Guide SPD. Requires developments to be adaptable to changing needs over the lifetime of a development. Promotes accessibility for all members of the community.
Environmental							
SA10 An effective and safe transport network that encourages people to make the best use of sustainable and active modes of transport.	Y	Y	Y	P	H	L	Requires appropriate provision to be made for pedestrians and cyclists. The policy has been amended to promote active travel.
SA11 A high quality, healthy, built, environment that promotes activity, conserves and, where appropriate enhances the historic environment and heritage assets and their settings.	YY	YY	YY	P	H	L	Provides a greater emphasis on promoting high quality urban design. Refers to the importance of the Residential Design Guide and the Urban Design Framework SPDs Promotes the importance of the design of landscaping and boundary treatments in new developments. Promotes accessibility for all members of the community. Policy should help to preserve landscape character by managing the impacts of cabling and pipelines. The policy has been amended to reflect the importance of urban design quality in the district and promote active travel.

SA 12 Protect and enhance bio-diversity, geodiversity and an attractive natural environment	YY	YY	YY	P	H	L	Policy should protect and enhance important ecological and landscape features. The policy has been amended to reflect the requirement for biodiversity net gain and landscape enhancement.
SA13 Reduce air water and soil pollution levels.	-	-	-				No predicted effect.
SA14 Minimal greenhouse gas emissions and a managed response to the effects of climate change	-	-	-				No predicted effect.
SA15 Prevent inappropriate new development in areas of flood risk and ensure development does not contribute to increased flood risk for existing people and property.	-	-	-				No predicted effect.
SA16 Prudent and efficient use of energy and natural resources, with minimal production of waste	Y	Y	Y	P	M	L	Requires new development to make appropriate provision for waste handling and recycling.
SA17 Secure the efficient and prudent use of land making good use of previously developed and derelict sites.	Y	Y	Y	P	M	L	Requires new development to allow access to adjoining land following redevelopment.

Appendix 2: Consultation responses



City of Wakefield Metropolitan District
Council
Planning Services
Newton Bar
Wakefield
West Yorkshire
WF1 2TX

Date: 2 April 2024

Dear Planning Services,

**INTERIM GUIDANCE - DRAFT BIODIVERSITY NET GAIN
SUPPLEMENTARY PLANNING DOCUMENT – March 2024**

Thank you for giving us the opportunity to comment on the above documents. Please find below our comments for your consideration.

We welcome the preparation of the Biodiversity Net Gain Supplementary Planning Document and support its goals in providing guidance to achieve biodiversity net gain through development. This Supplementary Planning Document (SPD) should clearly set out Wakefield's approach to net gain. We highlight that the Planning Advisory Service (PAS) have produced a presentation on [Biodiversity net gain essentials for local authorities slide pack and recording | Local Government Association](#) which might be useful when preparing the SPD. In particular, slides 13 and 20 gives some steer on Biodiversity Net Gain (BNG) considerations for local plans and might be relevant for this BNG SPD.

Strategic Environmental Assessment

We have no objections to the conclusions of the screening assessment.

Interim Guidance - Draft Biodiversity Net Gain SPD

We have no objections to the Interim Guidance for Developers/ Householders - Draft Biodiversity Net Gain SPD. Please see our comments and some suggestions below.

The SPD should highlight the statutory framework for biodiversity net gain. Although SPDs should avoid duplication with the detailed provisions of this statutory framework, we recognise that you may be seeking to helpfully signpost developers to relevant policy and guidance. We would underline that there is also an element of risk, where a developer may only review this

identified focus of the development plan. Perhaps you may wish to consider adding text, for example at paragraph 2.9, to indicate other local plan policies may be relevant to wider aspects of the natural environment.

Local Plans and/ or SPDs should not include policies or guidance which are inconsistent with this statutory framework, for instance by applying BNG to exempt categories of development or encouraging the use of a different biodiversity metric or biodiversity gain hierarchy.

We welcome the overall structure of the Interim Guidance (for Developers) that provides focus, context and a clear direction for developers that underlines the specific requirements for different development scales. Equally, we recognise and support the aims of the separate direction that is provided in the Interim Guidance (for Householders)

The Environment Agency is particularly supportive in highlighting the pivotal role that biodiversity watercourse units will play within the district. Moreover, we acknowledge through the Interim Guidance how the SPD may seek to enhance the natural environment by linking to key Local Plan principles, such as green infrastructure. Where possible, we would recommend that some consideration is given inserting minor amendments to the SPD that better reflects the function of blue infrastructure. Indeed, we would welcome an opportunity to promote, enhance and reinforce the shared aims of blue-green infrastructure when seeking to improve key aspects of the natural environment.

If you would like any clarification or wish to discuss any of the above comments, please contact me on the details below.

Yours sincerely

Imogen Quirk
Planning Officer

Direct e-mail [REDACTED]
Team e-mail sp-yorkshire@environment-agency.gov.uk



Steven Wright
Service Manager
Planning Policy and Environment
Wakefield Council
Wakefield One
P O Box 700
Wakefield
WF1 2EB

Our ref: PL00795462

Your ref:

Telephone: [REDACTED]

26 March 2024

Dear Sir/Madam,

WAKEFIELD BIODIVERSITY NET GAIN SUPPLEMENTARY PLANNING DOCUMENT (SPD) DRAFT STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA) SCREENING STATEMENT

Historic England is the Government's statutory adviser on all matters relating to the historic environment in England. We are a non-departmental public body established under the National Heritage Act 1983 and sponsored by the Department for Culture, Media and Sport (DCMS). We champion and protect England's historic places, providing expert advice to local planning authorities, developers, owners and communities to help ensure our historic environment is properly understood, enjoyed and cared for.

Thank you for consulting Historic England on the above SEA Screening Statement.

In terms of our area of interest, given the nature of the SPD, we would concur with your assessment that the document is unlikely to result in any significant environmental effects and will simply provide additional guidance on existing Policies contained within a Adopted Development Plan Document which has already been subject to a Sustainability Appraisal/SEA. As a result, we would endorse the Authority's conclusions that it is not necessary to undertake a Strategic Environmental Assessment of this particular SPD.

If you have any queries or would like to discuss anything further, please do not hesitate to contact me.

Yours faithfully

James Langler



Historic England, 37 Tanner Row, York YO1 6WP
Telephone 01904 60 1948 HistoricEngland.org.uk

Please note that Historic England operates an access to information policy.
Correspondence or information which you send us may therefore become publicly available.





James Langler
Historic Environment Planning Adviser
(North East and Yorkshire Region)
e-mail: [REDACTED]



Historic England, 37 Tanner Row, York YO1 6WP
Telephone 01904 60 1948 HistoricEngland.org.uk
Please note that Historic England operates an access to information policy.
Correspondence or information which you send us may therefore become publicly available.



Date: 25 April 2024
Our ref: 472587



Wakefield Metropolitan District Council
PO Box 700
Burton Street
Wakefield
WF1 2EB

Hornbeam House
Crewe Business Park
Electra Way
Crewe
Cheshire
CW1 6GJ

BY EMAIL ONLY

T 0300 060 3900

Dear Sir/Madam,

Wakefield Council Draft SEA Screening Statement for Biodiversity Net Gain Supplementary Planning Document

Thank you for your consultation on the above dated 10 April 2024.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.

Natural England welcomes the production of the *Draft SEA Screening Statement* which assesses the requirement for Strategic Environmental Assessment (SEA) on the *Biodiversity Net Gain Supplementary Planning Document*. Natural England notes and concurs with the screening outcome i.e. that no SEA is required.

Other advice

Natural England welcomes Section 3 of the *Draft SEA Screening Statement (March 2024)*, which sets out the proposed structure of the *Biodiversity Net Gain SPD*. We would welcome the inclusion of guidance in the SPD related to Biodiversity Net Gain (BNG) and Sites of Special Scientific Interest (SSSI), and BNG and functionally linked land (FLL).

Natural England also wishes to highlight that the Metric should be referred to using the wording 'The Statutory Biodiversity Metric' and 'The Small Sites Metric (Statutory Biodiversity Metric)'.

Natural England reserves the right to provide further advice on the environmental assessment of the SPD. This includes any third-party appeal against any screening decision you may make. If a SEA is required, Natural England must be consulted at the scoping and environmental report stages.

Please send any new consultations, or further information on this consultation to consultations@naturalengland.org.uk.

Yours faithfully

Elen Squires
Yorkshire and Northern Lincolnshire Area Team
Natural England

Donna Johnston
Normanton Town Council
High Street
Normanton
WF6 2WB

07th May 2024

Dear Ms Johnston,

PROPOSED BASE STATION INSTALLATION UPGRADE AT CS11513024 - CHIMNEY ADJ. TO NEWLANDS LANE, NORMANTON, WEST YORKSHIRE, WF6 2JD (NGR: 437748, 422279).

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing site upgrades in the Normanton area for radio base station upgrades that will improve service provision for VMO2 (trading as O2). We aim to work with you to progress a proposal that is both acceptable to your authority and meets our customer's technical network requirements. This approach accords with Cornerstone's Best Practice Commitments to ensure consultation with Local Planning Authorities and other appropriate key stakeholders.

As part of VMO2's continued network improvement program, there is a specific requirement for a radio base station upgrade at the above location to provide enhanced connectivity to the area. An existing telecommunications site has been identified, however the current equipment cannot accommodate the operator's latest requirements. As such, some of the equipment needs to be replaced in order to implement this upgrade to VMO2's service.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of VMO2's technical requirement and the proposed site which has been found suitable for upgrade:

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06



Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA
www.cornerstone.network

Our technical network requirement is as follows:

- **CS11513024 - CHIMNEY ADJ. TO NEWLANDS LANE**

There is a requirement to provide upgraded equipment in this location to accommodate increased network demands, provide modern technologies and to allow for continued consistent coverage to be provided to this area by VMO2.

The following site has been identified as requiring an upgrade to enable it to provide the required level of connectivity to the area:

- **CHIMNEY ADJ. TO NEWLANDS LANE, NORMANTON, WEST YORKSHIRE, WF6 2JD (NGR: 437748, 422279)**

The upgrade comprises removal and replacement of the existing 6 no. antennas and ancillary equipment, relocation of the existing 1 no. 0.3m dish and development works thereto.

This is an existing telecommunications site located on the northern side of Newland Lane, right across the railway tracks. The area is rural, with agricultural fields to the north and wooded area to the south. The upgrading of this site presents an opportunity to address a need for improved coverage without having to site a new base station installation in the area.

The proposed works seek to upgrade the site to provide improved coverage and increased network capacity, required to enable VMO2 to meet increasing demand for services in the surrounding areas and to support the government's ambitions for high quality telecommunications networks across the UK.

This is an established telecommunications site, and the chimney will not appear significantly different from the structure as it already exists – due to a simple antenna and equipment swap that will not result in any change to the height of the installation or any additional impact on the area. The upgraded installation will host an increased amount of ancillary equipment mounted on the existing poles close to the antennas. The existing microwave dish will be slightly relocated west on existing pole. RRU's are relatively small and allow the antennas to be more efficient, which also allows the amount of ground-based equipment to be kept to a minimum. Transmission dishes are essential to ensure a link back into the wider network, they must have a clear line of sight for effective communication. The equipment is proportionate in size to the existing and proportionate to the scale of the chimney.

At the ground level, the existing equipment cabin will be upgraded internally. The proposed upgrade would not result in any significant impact beyond that which has already been accepted locally and deemed appropriate under previous applications.

The upgrading of this site presents an opportunity to address a need for improved coverage without having to site a new additional base station installation in the area. The site maintains adequate separation distance from the nearest residential settlements

In the first instance, all correspondence should be directed to the agent.

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Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA
www.cornerstone.network

Sinclair Dalby Limited, 3 Princes Street, Bath, BA1 1HL

Registered Office, Sinclair Dalby Limited, 11 Windell Street, Bath, Somerset, BA2 5BG. Registered in England 7610197..

ensuring it would not result in any significant impact beyond that which has already been accepted under previous applications.

The installation will not appear significantly different from the structure already in place. The upgrade would result in little harm beyond that which has already been accepted under previous applications.

Upgrading existing sites is in accordance with both the Code of practice for wireless network development in England (2022) and Chapter 10 of the NPPF (2023), which aim to ensure that the number of installations is kept to a minimum.

In designing the proposed upgrade, the applicant has sought to achieve a balance between technical requirements and minimising environmental impact, as far as is practicable. The amount of telecommunications equipment on the site has been kept to a technical minimum and the smallest practical components have been utilised. It has been designed to be read in the same context as the existing equipment, so as to limit visual impact whilst still working within the technical design constraints of delivering the latest technologies.

The Local Planning Authority mast register, where available, and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS11513024).

Yours faithfully,



Matthew Silverwood BSc(Hons) MRICS
Associate Director

Sinclair Dalby Limited

Email: matt.silverwood@sinclairdalby.co.uk

Mobile: +44 (0)7867 977748

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

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Sinclair Dalby Limited, 3 Princes Street, Bath, BA1 1HL

Registered Office, Sinclair Dalby Limited, 11 Windell Street, Bath, Somerset, BA2 5BG. Registered in England 7610197..



GRASS FIELD

EXISTING VMO2 300# TRANSMISSION DISH FIXED TO DISH POLE OFF CHIMNEY

EXISTING 1No. SPARE DISH POLE FIXED TO CHIMNEY

EXISTING VMO2 2No. ANTENNAS, 1No. MHA AND 1No. RRU MOUNTED ON YOKE BRACKET ON SUPPORT POLE

EXISTING 3No. SPARE DISH POLES FIXED TO CHIMNEY

EXISTING VMO2 2No. ANTENNAS, 1No. MHA AND 1No. RRU MOUNTED ON YOKE BRACKET ON SUPPORT POLE

GROUND LEVEL +0.0m

ELEVATION

EXISTING VMO2 2No. ANTENNAS, 1No. MHA AND 1No. RRU MOUNTED ON YOKE BRACKET ON SUPPORT POLE

EXISTING VMO2 EQUIPMENT CABIN ON CONCRETE BASE WITH ADDITIONAL STEEL RAIL SECURITY GATE ON ACCESS

EXISTING VMO2 2.3m HIGH PALISADE COMPOUND FENCE WITH ACCESS GATE

EXISTING VMO2 ELECTRICAL METER CABINET WITHIN FENCELINE ON CONCRETE BASE

EXISTING 300 WIDE HIGH LEVEL CABLE GANTRY AND SUPPORT POLE

EXISTING 300 WIDE BOXED COVERED CABLE TRAY FIXED TO CHIMNEY TO ANTENNA LEVEL

EXISTING APPROX. 32.7m HIGH BRICK CHIMNEY STACK

EXISTING RUTTED PEDESTRIAN ACCESS PATH

APPROX 10.0m HIGH TREES ON STEEPLY SLOPING RAILWAY EMBANKMENT JUSTY

EXISTING SITE PLAN
(1:100)

5000 0 5000 10000

ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 437748 N: 422279

CONCESSION REQUIRED NO

NOTES:

REV	MODIFICATION	BY	CH	DATE
A	Construction Issue	SSC	NSG	09.05.22



Cell Name CHIMNEY ADJ. TO NEWLANDS LANE

Cell ID No VMO2 VF

CTL	VMO2	VF
115130 24	037363	N/A

Site Address / Contact Details
CHIMNEY ADJACENT TO NEWLANDS LANE
NORMANTON
WEST YORKSHIRE
WF6 2JD

Drawing Title: EXISTING SITE PLAN

Purpose of issue: CONSTRUCTION

Drawing Number: 200

Surveyed by: NSG Original Sheet Size: A3

Drawn: SSC Date: 09.05.22 Checked: NSG Date: 09.05.22

Dwg Rev: A
Pack Issue: B



GRASS FIELD

- PROPOSED HARDSTANDING REQUIRED AT BASE OF CHIMNEY
- PROPOSED VMO2 3No. RRU's TO BE INSTALLED ON NEW RRU RAIL MOUNT FIXED TO EXISTING SPARE DISH POLE
- EXISTING VMO2 300# TRANSMISSION DISH TO BE RELOCATED
- PROPOSED VMO2 2No. ANTENNAS TO BE INSTALLED ON EXISTING YOKE BRACKET FIXED TO SUPPORT POLE
- PROPOSED VMO2 1No. RRU AND 1No. 7-WAY BOB TO BE INSTALLED ON NEW RRU RAIL MOUNT FIXED TO EXISTING SUPPORT POLE
- PROPOSED VMO2 3No. RRU's TO BE INSTALLED ON NEW RRU RAIL MOUNT FIXED TO EXISTING SPARE DISH POLE
- PROPOSED VMO2 3No. RRU's TO BE INSTALLED ON NEW RRU RAIL MOUNT FIXED TO EXISTING SPARE DISH POLE
- PROPOSED VMO2 1No. GPS MODULE TO BE INSTALLED ON SUPPORT POLE
- PROPOSED VMO2 2No. ANTENNAS TO BE INSTALLED ON EXISTING YOKE BRACKET FIXED TO SUPPORT POLE
- PROPOSED VMO2 1No. RRU AND 1No. 7-WAY BOB TO BE INSTALLED ON NEW RRU RAIL MOUNT FIXED TO EXISTING SUPPORT POLE

NOTE: EXISTING BRICKWORK TO BE INSPECTED AT BUILD AND ANY DAMAGE REPORTED BACK TO ENGINEER, BRICKWORK TO BE REPOINTED AS REQUIRED

- PROPOSED VMO2 1No. RRU AND 1No. 7-WAY BOB TO BE INSTALLED ON NEW RRU RAIL MOUNT FIXED TO EXISTING SUPPORT POLE
- PROPOSED VMO2 2No. ANTENNAS TO BE INSTALLED ON EXISTING YOKE BRACKET FIXED TO SUPPORT POLE
- EXISTING VMO2 EQUIPMENT CABIN ON CONCRETE BASE WITH ADDITIONAL STEEL RAIL SECURITY GATE ON ACCESS TO BE REFRESHED INTERNALLY

EXISTING VMO2 2.3m HIGH PAUSADE COMPOUND FENCE WITH ACCESS GATE

APPROX 10.0m HIGH TREES ON STEEPLY SLOPING RAILWAY EMBANKMENT

EXISTING VMO2 ELECTRICAL METER CABINET WITH FENCULINE ON CONCRETE BASE. DNO ISOLATOR TO BE INSTALLED WITHIN

PROPOSED CABLES TO UTILISE EXISTING 300 WIDE HIGH LEVEL CABLE CANTRY AND SUPPORT POLE

PROPOSED CABLES TO UTILISE EXISTING 300 WIDE BOXED COVERED CABLE TRAY FIXED TO CHIMNEY TO ANTENNA LEVEL

EXISTING APPROX. 32.7m HIGH BRICK CHIMNEY STACK

EXISTING RUTTED PEDESTRIAN ACCESS PATH

GROUND LEVEL +0.0m

ELEVATION

PROPOSED SITE PLAN
(1:100)

5000 0 5000 10000

ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

The drawings comply with VMO2 & Vodafone Standard ICNIRP guidelines.
Designed in accordance with CORNERSTONE documents: SDN0007 & SDN0008. v5.1

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

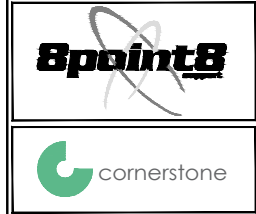
N.G.R E: 437748 N: 422279

CONCESSION REQUIRED NO

NOTES:

- SUFFICIENT HARDSTANDING REQUIRED AT BASE OF CHIMNEY REQUIRED TO WITHSTAND 50kN/m² TO ALLOW SCAFFOLD ERECTION AND DEPLOYMENT. DESIGN TO BE CARRIED OUT BY OTHERS
- EXISTING 300 DIAMETER DISH BEARING 5° TO BE TEMPORARILY RELOCATED TO SCAFFOLD DURING SITE UPGRADE WORKS, DESIGN BY OTHERS

B	NBS7 VMO2 ADDED	SSC	NBS	11/12/23
A	Construction Issue	SSC	NBS	09/06/22
REV	MODIFICATION	BY	CH	DATE



Cell Name CHIMNEY ADJ. TO NEWLANDS LANE

Cell ID No VMO2 VF

CTL	VMO2	VF
115130 24	037363	N/A

Site Address / Contact Details
CHIMNEY ADJACENT TO NEWLANDS LANE
NORMANTON
WEST YORKSHIRE
WF6 2JD

Drawing Title:	PROPOSED SITE PLAN		
Purpose of issue:	CONSTRUCTION		
Drawing Number:	201	Original Sheet Size:	A3
Drawn by:	SSC	Checked by:	NBS
Date:	09.05.22	Date:	09.05.22
Scale:		Scale:	
Issue:		Issue:	

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R: E: 437748 N: 422279

CONCESSION REQUIRED NO

NOTES:

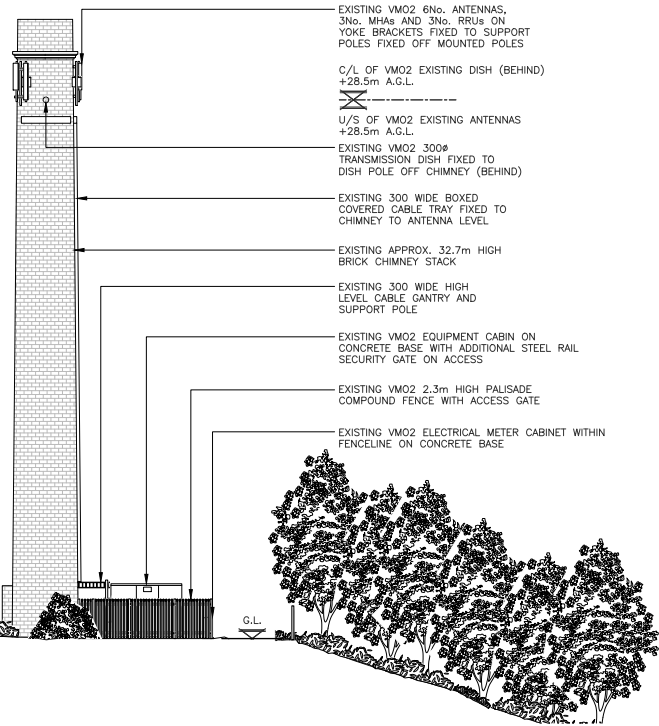
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+32.7m A.G.L.



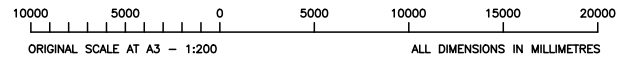
TOP OF VMO2 EXISTING ANTENNAS
+30.4m A.G.L.



U/S OF VMO2 EXISTING ANTENNAS
+29.0m A.G.L.



EXISTING SOUTH ELEVATION 'A'
(1:200)



REV	A	Construction Issue	SSC	NSG	09.05.22
		MODIFICATION	BY	CH	DATE



Cell Name CHIMNEY ADJ. TO NEWLANDS LANE

Cell ID No

CTL	VMO2	VF
115130 24	037363	N/A

Site Address / Contact Details
CHIMNEY ADJACENT TO NEWLANDS LANE
NORMANTON
WEST YORKSHIRE
WF6 2JD

Drawing Title: EXISTING SITE ELEVATION

Purpose of issue: CONSTRUCTION

Drawing Number: 300

Surveyed by: NSG Original Sheet Size: A3

Drawn: SSC Issue: 09.05.22 Checked: NSG Date: 09.05.22

Opt

-

Dwg Rev:

A

Pack Issue:

B

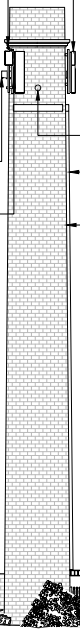
NOTE: EXISTING BRICKWORK TO BE INSPECTED AT BUILD AND ANY DAMAGE REPORTED BACK TO ENGINEER, BRICKWORK TO BE REPOINTED AS REQUIRED

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 437748 | N: 422279
 CONCESSION REQUIRED | NO

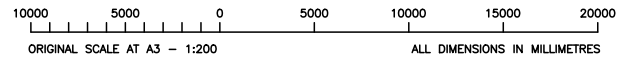
NOTES:
 - SUFFICIENT HARDSTANDING REQUIRED AT BASE OF CHIMNEY REQUIRED TO WITHSTAND 50kN/m² TO ALLOW SCAFFOLD ERECTION AND DEPLOYMENT. DESIGN TO BE CARRIED OUT BY OTHERS
 - EXISTING 300 DIAMETER DISH BEARING 5° TO BE TEMPORARILY RELOCATED TO SCAFFOLD DURING SITE UPGRADE WORKS, DESIGN BY OTHERS

PROPOSED VMO2 1No. GPS MODULE TO BE INSTALLED ON SUPPORT POLE
 TOP OF EXISTING CHIMNEY +32.7m A.G.L.
 TOP OF VMO2 PROPOSED ANTENNAS +30.4m A.G.L.
 U/S OF VMO2 PROPOSED ANTENNAS +28.3m A.G.L.
 PROPOSED VMO2 9No. RRUs TO BE INSTALLED ON NEW RRU RAIL MOUNTS FIXED TO EXISTING SUPPORT POLES
 PROPOSED VMO2 3No. RRUs AND 3No. 7-WAY BOBS TO BE INSTALLED ON NEW RRU RAIL MOUNTS FIXED TO EXISTING SUPPORT POLES



PROPOSED VMO2 2No. ANTENNAS PER SECTOR (6No. ANTENNAS IN TOTAL)
 U/S OF VMO2 PROPOSED ANTENNAS +29.67m A.G.L.
 C/L OF VMO2 EXISTING DISH (BEHIND) +28.5m A.G.L.
 EXISTING VMO2 300# TRANSMISSION DISH TO BE RELOCATED (BEHIND)
 PROPOSED CABLES TO UTILISE EXISTING 300 WIDE BOXED COVERED CABLE TRAY FIXED TO CHIMNEY TO ANTENNA LEVEL
 EXISTING APPROX. 32.7m HIGH BRICK CHIMNEY STACK
 PROPOSED CABLES TO UTILISE EXISTING 300 WIDE HIGH LEVEL CABLE GANTRY AND SUPPORT POLE
 EXISTING VMO2 EQUIPMENT CABIN ON CONCRETE BASE WITH ADDITIONAL STEEL RAIL SECURITY GATE ON ACCESS TO BE REFRESHED INTERNALLY
 EXISTING VMO2 2.3m HIGH PALISADE COMPOUND FENCE WITH ACCESS GATE
 EXISTING VMO2 ELECTRICAL METER CABINET WITHIN FENCELINE ON CONCRETE BASE. DNO ISOLATOR TO BE INSTALLED WITHIN

PROPOSED SOUTH ELEVATION 'A'
 (1:200)



The drawings comply with VMO2 & Vodafone Standard ICNIRP guidelines.
 Designed in accordance with CORNERSTONE documents: SDN0007 & SDN0008. v.1

B	NS37 VMO2 ADDED	SS2	NS5	11.12.23
A	Construction Issue	SS1	NS5	09.06.22
REV	MODIFICATION	BY	CH	DATE



Cell Name		Opt
CHIMNEY ADJ. TO NEWLANDS LANE		-
Cell ID No		
CTL	VMO2	VF
115130 24	037363	N/A

Site Address / Contact Details
 CHIMNEY ADJACENT TO NEWLANDS LANE
 NORMANTON
 WEST YORKSHIRE
 WF6 2JD

Drawing Title:		PROPOSED SITE ELEVATION	
Purpose of issue:		CONSTRUCTION	
Drawing Number:		301	
Surveyed By:	Original Sheet Size:	Pack Issue:	
NS5	A3	A	
Drawn:	Date:	Checked:	Date:
SSC	09.05.22	NS5	09.05.22
		B	

NOTES OF AN ONLINE MEETING WITH AVANT HOMES AND SPAWFORTHS**Tuesday 14th May 2024**

Present

Councillor E Blezard

Councillor M Jennings

Councillor B Mayne

Councillor P Mayne

Councillor C Parsons

D Johnston – Town Clerk

Charlotte and John from Avant Homes

Steven and Patrick from Spawforths

The presentation from Spawforthths/Avant made the following points:

An outline planning application is due to be submitted for the land at Pope Street.

Avant Homes were engaging with the public and had leafleted around 1500 homes within a 1km radius of the development site.

Posters had been put up in local shops etc.

Avant had met with Ward Councillors and contacted Normanton Town Council.

The site wasn't currently allocated within the local development plan but was outside of the greenbelt and sustainable. It was close to amenities although slightly outside the settlement boundary.

There were to be two access points into the development at Church Road and Pope Street. Trees and hedgerows were to be retained where possible.

The development would comprise of 164 dwellings (1-4 bedrooms) with 16 being affordable.

Off street parking would be available for each property along with visitor parking and an open space and acoustic fencing to mitigate noise.

There would be a buffer of land between the development and the railway.

A traffic management plan would be put together.

It was indicated that there would be a one-way system within the development for construction traffic.

Delivery times are likely to be 7.30am – 6pm but there will be conditions set out by the Planning Authority. They will seek to limit deliveries at peak times.

It is intended to start the build in March 2026 if planning is approved.

A public consultation event was to be held on Monday 20th May at St Mary Magdalene Parochial Hall from 4.00pm – 7.30pm. The Town Clerk offered to share this on social media to raise awareness.

Normanton Town Council observations:

Members raised concerns about the weight restriction at Pope Street and proposed weight restriction at Stanley Ferry which would mean that all construction traffic will be routed through Normanton.

Members also raised concerns about the cumulative impact of multiple developments including Wharfedale Drive which is intended to start in September 2024 and complete in Mid-2026.

Members said that traffic issues would be the main concern of the Council and residents as the roads were already at capacity and the development construction and additional residents could have a negative impact on the road network.

Members raised issues relating to mud on roads, wheel wash, street sweeping, contact details for the site managers to address issues at an early stage.