

CHECKLEY

PARISH COUNCIL

**Minutes of the meeting of
Checkley Parish Council
Tuesday 22 September 2026 – 7:15pm
Hollington Village Hall**

Clerk to the Council – Dawn Plant 07919 911938
clerk@checkleyparishcouncil.gov.uk

Agenda Item	Description
	Present:- Chairman Akerman, Cllr S Buckley, Cllr G Buckley, Cllr Stubbs, Cllr Hulme, Cllr Flunder
1	Apologies – To receive apologies for absence Cllr Wilkinson, Cllr Pearce, County Cllr G Buckley
2	Declarations of Interest and Dispensations (from agenda) – Councillors must declare any personal or prejudicial interests in items on the agenda and their nature, and leave the room for the relevant items. 6 The island planning application – Cllr S Buckley declared an interest as it was a neighboring property to him.
3	Minutes: to consider for accuracy and to approve the minutes of the last meeting: July 2026 Proposal Chairman Akerman Seconder Cllr S Buckley
4	Public Participation Kay Croft the Parish Council litter picker, spoke with the Cllrs and informed them of the hot spots for litter picking. The Clerk would liaise with her to get a list of the hot spots
5	County and District Councillor reports to include reports from representatives attending outside meetings. to update Council with any relevant information. Cllr Hulme – Issues with planning applications and the delay at getting them to the committee. It appears that applications are being held up until the October date of no member call ins. There were certain criteria that would allow planning applications to be called in. Cllr Flunder – gave an update on SMDC business. The closure of Cheadle Leisure center was discussed. Concerns were expressed about the closure and no certain

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	dates for the closure. Proposal from Cllr G Buckley for the Clerk to contact SMDC to ask if there was extra funding for the clubs who would be displaced. Seconded Cllr Flunder. Unanimously agreed. Cllr Flunder spoke about LGR and he had asked if a letter could be sent from SMDC to Angela Rayner to complain about the delay and confusion.
6	Planning Applications and related planning issues from the planning coordinators – See appendix
7	Locality Action Plans and LGR Cllr Flunder stated that SMDC will not close on 2028. District Council elections will take place. Locality Action Plan The Clerk had asked SMDC for the Parishes who were classed as A50 growth corridor. Cllr G Buckley said we need a future commitment from a Unitary Authority that the Neighbourhood Plan still stands.
8	Accounts/Finance: to consider/approve a) August / September accounts for approval Approved and authorized by Cllr G Buckley b) Bank Reconciliation (previously circulated by email and available on the website) Noted c) To note the annual local government pay award and back payment to April Noted d) To note the external audit and any comments Not received back from Mazars, they have until 30th September to send this back.
9	Highways and Environment issues Cllr G Buckley – Overgrown hedges and potholes appear to be being dealt with by SCC.
10	Village Halls Chairman Akerman – GWH has been nominated for a pride of staffs top three room hire. There was many different hirers including art works displays and

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	sound baths. The bar has been put out to tender.
11	Youth Club Cllr G Buckley – YC starts 25/09/2026
12	Events committee updates Next meeting 22/10/2026 to discuss the Christmas arrangements. 6pm GWH
13	Asset Acquisition updates Deferred due to Cllr Wilkinson absence An asset register held by SMDC for their assets which are located in the Parishes does not appear to exist.
14	Parishes together Cllr S Buckley asked the Clerk to arrange a Parishes Together meeting. Clerk will do a poll for the date of the Parishes involved.
15	Items for the next agenda Asset Acquisitions Parishes Together Locality Action Plan

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Planning applications

Application number: SMD/2026/0355

Application type: Full - Householder

Site address: 6 The Island, Riverside Road, Upper Tean, Staffordshire, ST10 4JE

Proposal: New carport

Applicant: Fiona Millington

Case officer: Lisa Jackson

Received / valid: 29/07/2026 / 17/08/2026

Consultation: 20/08/2026 to 23/09/2026

Determination required: 12/10/2026

Recommendation: Object (conservation area character and scale; inadequate heritage information; missing or mislabelled existing elevations and incorrect floor area on the form; amenity and Public Footpath Checkley 3; surface water)

COMMENTS:

Checkley Parish Council has reviewed the submitted documents for this householder application for a new carport at 6 The Island, Riverside Road, Upper Tean (application form; location plan 1709-02-01-01; site layout plan 1709-02-02-01; existing plans 1709-02-03-01; proposed plans 1709-02-03-02; the drawing uploaded as existing elevations; proposed elevations 1709-02-04-02; Design and Access Statement; Heritage Impact Statement; and the Staffordshire County Council Highways consultation response dated 08/09/2026).

Proposal

The proposal is a lean-to carport attached to the side of the dwelling. The proposed plans and elevations show a structure in the order of 8.7 m long by 3.9 m wide and about 3.61 m high (eaves about 2.53 m plus a glazed roof), occupying the side garden strip. The application form confirms that the site can be seen from a public road, public footpath or other public land.

Conservation area character and scale

The site is a late 19th-century dwelling (the Design and Access Statement dates it to around 1888) within the Upper Tean Conservation Area. The Upper Tean Conservation Area Appraisal identifies The Island as an unusual, discrete cluster of red brick and plain tile weavers' cottages lining a small winding lane, with an intimate and enclosed character, small mature gardens, and heavy stone boundary walls.

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The Design and Access Statement and Heritage Impact Statement describe the carport as modest, subservient, open-sided, lightweight, and not prominent in public views. The Council does not accept that description for a structure of this length and height, attached along the side of the house and filling a large part of the side garden.

The relevant public views include The Island lane, looking over the stone wall into the side garden where the carport would stand, and glimpses from Riverside Road. Public Footpath No. 3 Checkley Parish runs along the southern approach to the plot. Filling that side garden with a rendered lean-to and continuous glazed roof of this size would be a prominent modern addition in The Island lane and would harm the enclosed grain of the cluster.

Checkley NDP Policy DES1 requires development to complement surrounding townscape in scale, height, massing and spacing, and, read with Policy DES2, to avoid the appearance of over-development, loss of garden space, or inadequate gaps between buildings. Local Plan Policy DC2, NPPF paragraph 207, Checkley NDP Policy DES4, and section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 are engaged. The Appraisal already records that painting and rendering of Island cottages have harmed the historic appearance of the group. A further rendered, glazed lean-to of this size would add to that erosion. A generic assertion of no harm does not meet those tests.

Heritage information

The Heritage Impact Statement does not adequately engage the Conservation Area Appraisal, The Island's mill workers' cottage character, views from the lane, the stone boundary wall, or the Historic Environment Record. It describes the carport as remaining open on the sides. The proposed elevations show substantial gable ends with large openings, timber posts, and a continuous glazed roof over the full rear elevation. That is a building of real bulk, not an open-sided canopy. The Council objects to determination on this heritage material as submitted.

Drawings and the application form

There is no true existing elevations drawing on the published portal pack. The attachment labelled "Elevations - Existing" (portal document 390219) is, on the face of the drawing, Proposed Elevations, drawing number 1709-02-04-02. A separate portal attachment is also titled Proposed Elevations. SMDC cannot properly compare existing and proposed appearance without a correctly labelled existing elevations sheet.

The application form describes the works as "Area - 627 m²". The carport footprint on the proposed plans is in the order of 34 square metres (approximately 8.72 m by 3.90 m). That form figure is wrong and should be corrected before determination.

Access, Public Footpath Checkley 3, and neighbour amenity
Staffordshire County Council Highways recorded on 08/09/2026 (after a site visit on

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06/09/2026) that The Island is a private single-track unmade road; that vehicular access to the existing parking area is gained via an unnamed private driveway connecting to Riverside Road (the nearest adopted highway); and that Public right of way Checkley 3 runs along that unnamed private driveway. Highways raise no objection on the basis that the carport would not alter the existing vehicular access or adversely affect existing parking provision in terms of impact on the adopted highway.

Checkley Parish Council notes that Highways' "no objection" is directed at the adopted highway. It does not remove the Council's concern about intensifying vehicle use of a narrow private track that also carries Public Footpath Checkley 3, beside neighbouring windows and within a constrained historic cluster. The Design and Access Statement states that the proposal will not affect neighbouring properties in terms of light, privacy or outlook. That is asserted, not demonstrated. In addition to the bulk of the lean-to, the Council asks SMDC to weigh amenity and public-path conflicts along that shared approach, and not to treat the Highways note as settling those issues.

Surface water

Checkley NDP Policy DES1 requires that development have no adverse impact from drainage of surface water and that hard surfaces be permeable. No drainage details are provided for the new roof and any associated hardstanding. Roof water and runoff should be disposed of within the site, without discharge onto The Island lane, Public Footpath Checkley 3, or neighbouring land.

Recommendation

Checkley Parish Council objects to application SMD/2026/0355. The grounds are:

- the lean-to, at approximately 8.7 m by 3.9 m and 3.61 m high, occupying the side garden of a tight historic cluster, would harm the character and appearance of the Upper Tean Conservation Area, contrary to Local Plan Policy DC2, Checkley NDP Policies DES1 and DES4, NPPF paragraph 207, and section 72 of the 1990 Act;
- the heritage material is generic and does not provide a site-specific assessment of significance, setting, and harm;
- there is no true existing elevations drawing on the portal pack (the file labelled existing elevations is a proposed elevations sheet), and the application form states an area of 627 m² for a carport of about 34 square metres;
- intensification of vehicle use along the private driveway / Public Footpath Checkley 3 approach, and the bulk of the structure, raise neighbour amenity and public-path concerns that are not addressed by a Highways "no objection" limited to the adopted highway; and
- surface water from the new roof is not properly addressed.

As submitted, the application should be refused or withdrawn. Consultation ends 23/09/2026. Determination is required by 12/10/2026. The Council asks that these comments

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are given due weight.

Application number: SMD/2026/0134

Application type: Listed Building Consent - Alteration

Site address: 35 Old Co-Op Building, High Street, Upper Tean, Staffordshire, ST10 4DY

Proposal: Listed Building Consent for pipe only into front of building for a new gas supply by Cadent - Meter will be fitted inside building

Applicant: Mr John Harris, Colman AD Limited

Agent: Mr John Harris, Colman AD Limited

Case officer: Lisa Jackson

Received / valid: 18/03/2026 / 19/08/2026

Consultation ends: 07/10/2026

Determination required: 14/10/2026

Recommendation: No objection subject to conservation officer conditions if any

COMMENTS:

Checkley Parish Council has reviewed the submitted documents for this listed building consent at 35 Old Co-Op Building, High Street, Upper Tean (application form PP-14754575; location plan; site plan; existing and proposed elevations; existing and proposed floor plans; Heritage Statement; Historic England response dated 08/09/2026; and SMDC Conservation Team advice dated 10/09/2026).

Proposal

The works are for a Cadent gas service pipe into the front of the Grade II listed building, with the meter fitted inside. The Heritage Statement describes connection to an existing 63 mm PE low pressure main, a new commercial gas service of about 2 m x 63 mm PE LP with valve, terminating internally at a 2 inch emergency control valve, with the meter internal and no external meter box. Certificate A is completed on the application form (declaration date 18/03/2026).

Consultee responses already on the portal

Historic England advised on 08/09/2026 that, on the information available, SMDC did not need to notify Historic England under the relevant statutory provisions for this application.

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SMDC Conservation Team advice dated 10/09/2026 (Megan Atkinson) identifies the building as Grade II (listing ref 1374675), an early-19th century townhouse with a 20th century shopfront. The conservation advice concludes that the external pipe on the principal elevation would be very minor in scale and would not dominate or distract from the building's appearance; that the interior has 20th century alteration so an internal meter would not detract; and that overall the works would have a negligible impact / no effect on special interest. There are no objections from a conservation perspective, subject to the statutory duties in section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990, national policy on the historic environment, and Local Plan Policy DC2.

Parish comments

Checkley Parish Council notes that the works are limited to a utility connection needed for occupation of a listed High Street building, with the visually sensitive meter kept internal. On the drawings and conservation advice as published, the Council raises no objection, subject to:

- the pipe run, fixings, colour and making-good matching the details shown to the satisfaction of the conservation officer;
- no external meter box being installed on the principal elevation; and
- any making good of brickwork or finishes being carried out in matching materials.

The Council does not identify a separate amenity or highway issue on the information submitted.

Recommendation

No objection subject to any detailed conditions the conservation officer considers necessary to control pipe appearance, fixings and making good. Consultation ends 07/10/2026. Determination is required by 14/10/2026. The Council asks that these comments are given due weight.

Subject: SMD/2026/0313 - CPC consultation response for SMDC submission (consultation closes 07/10/2026)

Please lodge the following Checkley Parish Council comments with SMDC for application SMD/2026/0313 (Hall Yard Buildings, High Street, Upper Tean - change of use Class E to C3 one-bedroom flat).

Recommendation: Comment

Checkley Parish Council has reviewed the submitted documents for this full minor application at Hall Yard Buildings, High Street, Upper Tean (application form PP-15038026; floor plans as existing and proposed 01

CHECKLEY

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2026 001; site location and block plan 01 2026 002; front elevation as existing and proposed 01 2026 003; and Heritage Impact Assessment).

Proposal as drawn

The application seeks change of use of a vacant ground floor commercial unit (formerly a kitchen showroom; Use Class E) to a self-contained one-bedroom flat (Use Class C3). The form records existing residential flats on the upper floors (one 2-bedroom and one 3-bedroom). The adjoining ground floor unit is described as remaining in use as a barber shop. Drawing 01 2026 001 shows a 45 sq m ground floor layout with kitchen / living / dining, bedroom and ensuite, and annotates: "Windows to be replaced with openable Flush casement heritage style windows".

The Heritage Impact Assessment describes the same direction of change: replacement of existing fixed, non-opening windows with matching openable casements for ventilation. No extension outside the existing building envelope is shown.

Clarity of the proposed window works

It is not clear from the application as published what window works are actually proposed. The portal proposal text and the description on the application form refer to restoration of pre-existing openable windows to ground floor fixed closed windows to match other existing windows.

The annotated proposed plan and the Heritage Impact Assessment describe the opposite direction of change: replacement of existing fixed, non-opening windows with matching openable casements. Checkley Parish Council asks SMDC to review the application before determination and to ensure it is clear which window treatment is proposed, with a corrected description and consistent drawings and heritage material if needed.

Heritage

The Heritage Impact Assessment treats Hall Yard Buildings as a listed building within the Upper Tean Conservation Area and assesses the change of use and window works as minimal intervention with no material harm to significance. The assessment does not quote a list entry number. The Council asks SMDC's conservation officer to confirm the correct designation and to be satisfied that any replacement windows match existing materials, proportions, detailing and appearance, and that any listed building consent required in addition to this full application is in place before works to historic fabric proceed. From the public realm the Council's concern is limited to securing like-for-like appearance whatever window treatment is finally confirmed.

Town centre commercial floorspace

The form records loss of 45 sq m of Use Class E(a) floorspace. The unit is stated to be vacant. The Heritage Impact Assessment says the flat is intended for the owner of the adjoining barber shop as a live-work arrangement. Checkley Parish Council notes the loss of a High Street commercial unit and asks SMDC to weigh that against Local Plan and Checkley NDP policies on town centre vitality, while recognising the unit is currently vacant and that residential use already exists on the upper floors of the same building.

Access, parking and residential amenity

The form does not propose new or altered vehicular or pedestrian access to the public highway. Vehicle parking answers on the scanned form are not clear from the published PDF text extraction. The Council asks

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SMDC to confirm whether any off-street parking is available or required for the additional dwelling, and that refuse / recycling storage is adequately shown. Access to the existing first floor flats and to the barber shop should remain unobstructed as stated in the Heritage Impact Assessment.

Biodiversity net gain form entry

The form claims the general biodiversity gain condition does not apply by reason of the de minimis exemption, describing the site as under 25 square metres, while elsewhere recording a site area of 93.00 square metres and 45 sq m floorspace. SMDC is asked to satisfy itself on the correct BNG position. The Council does not treat this as a reason to object to the change of use itself.

Certificate

Certificate A is completed on the application form (declaration date 25/06/2026).

Timing

The portal shows public consultation ending 07/10/2026 but determination required by 05/10/2026. The Council asks that consultee comments lodged up to the published consultation end date are still given due weight.

Recommendation

Comment. Checkley Parish Council does not object in principle to reuse of this vacant ground floor unit as a single one-bedroom flat within the existing envelope, provided SMDC:

- reviews the application so it is clear which window works are proposed, and requires a corrected description and consistent drawings / heritage material if needed;
- obtains conservation officer confirmation on designation, window details and any listed building consent needs;
- is satisfied on parking, refuse storage and High Street commercial policy; and
- corrects or confirms the biodiversity net gain exemption claimed on the form.

Consultation ends 07/10/2026. Determination is required by 05/10/2026.

The Council asks that these comments are given due weight.

DOC/2026/0088 - CPC consultation response for SMDC submission (consultation closes 28/09/2026)

Recommendation: No objection subject to conservation officer confirmation

Checkley Parish Council has reviewed the submitted discharge package for conditions 3, 4, 5 and 6 of planning permission SMD/2026/0039 (proposed repairs, refurbishment and alterations to the Grade II listed North Lodge and erection of a rear orangery; approved 31/07/2026). The twin listed building consent is SMD/2026/0040 (approved 31/07/2026). The documents reviewed include the application form (PP-15183397); STHH.02 Planning and Listed Building Condition Tracker; North Lodge drawing register; mortar analysis and product data sheets; masonry cleaning schedule and ThermoTech information; door schedules and joinery detail; chimney pot / birdguard and vent examples; Penrhyn slate data; stone sample and site

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plans; and related supporting material. Large British Geological Survey reports listed on the portal were not opened for this draft.

Relationship to the parent permission

SMD/2026/0039 is the full planning permission. The agent condition tracker maps the planning conditions to the listed building conditions on SMD/2026/0040. On that tracker the conditions now submitted for discharge under the planning permission correspond to mortar / re-pointing, masonry cleaning, external feature details, and stone for rear opening infill. The parallel discharge application DOC/2026/0086 deals with the listed building consent conditions.

Condition coverage as submitted

From the condition tracker and drawings, the Council understands the submission to cover:

- mortar specification and sample locations for re-pointing, with hand tools only for raking out, and a request for conservation officer inspection of on-site sample panels;
- masonry cleaning method (ThermaTech system) and schedule of works, again subject to sample panel agreement;
- external doors (door schedules), heads / cills detail for reopening of window WG4.3, roof slate matching (Penrhyn / Welsh slate following analysis), and external cowl, flues and vents;
- use of salvaged estate stone for rear elevation infill, with geological comparison material referenced.

The tracker states that orangery design details do not form part of this discharge and will be covered by a separate future application. CCTV camera specification is said to contain confidential information and is not published on the portal; the agent says it can be made available to the local planning authority on request on a confidential basis.

Parish comments

Checkley Parish Council raises no objection in principle to discharge of the submitted details for conditions 3, 4, 5 and 6 of SMD/2026/0039, subject to SMDC's conservation officer being satisfied that:

- on-site mortar and cleaning sample panels are inspected and agreed in writing before those works proceed, as the parent conditions require;
- door, joinery, slate, vent / cowl / flue, and salvaged stone details are adequate and will be implemented as approved for the lifetime of the development;
- orangery details remain outstanding and are not discharged by this application; and
- CCTV details are obtained and assessed by the local planning authority even if they are not published, so that condition coverage is complete.

The Council notes that ecology / bat licence material appears on the portal in connection with the wider North Lodge works. That material relates to a separate parent condition on the tracker (FUL 7) and is outside the four conditions identified on this discharge application.

The Council asks only that protected species controls remain in force as already secured on the parent permission.

Recommendation

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No objection subject to the conservation officer's confirmation that the submitted details properly discharge conditions 3, 4, 5 and 6 of SMD/2026/0039, with orangery and any unpublished CCTV particulars handled as set out above.

Consultation ends 28/09/2026. Determination is required by 22/10/2026.
The Council asks that these comments are given due weight.

DOC/2026/0086 - CPC consultation response for SMDC submission (consultation closes 07/10/2026)

Recommendation: No objection subject to conservation officer confirmation

Checkley Parish Council has reviewed the submitted discharge package for conditions 3, 4, 5 and 6 of listed building consent SMD/2026/0040 (listed building consent for proposed repairs, refurbishment and alterations to the Grade II listed North Lodge and erection of a rear orangery; approved 31/07/2026). The twin full planning permission is SMD/2026/0039 (approved 31/07/2026). The documents reviewed include the application form (PP-15183582); STHH.02 Planning and Listed Building Condition Tracker; drawing register; mortar analysis and product data sheets; masonry cleaning schedule and ThermaTech information; door schedules and joinery detail; chimney pot / birdguard and vent examples; Penrhyn slate data; stone sample and site plans; and related supporting material. Large British Geological Survey reports listed on the portal were not opened for this draft.

Listed building conditions as described in the tracker On the agent tracker the listed building conditions now submitted correspond to:

- LBC 3: mortar mix, colour, texture and pointing finish, with hand-held tools only for raking out, and on-site sample panel agreement before re-pointing;
- LBC 4: method of external masonry cleaning, with on-site sample panel agreement;
- LBC 5: design, fixing and finish details for external doors; heads and cills for new / reopened window openings; orangery; new roof tiles; external cowl, flues and vents; and CCTV cameras;
- LBC 6: stone details for infill of external openings to the rear elevation.

What is and is not included

The tracker and drawings supply mortar analysis (Ty Mawr), proposed mortar product sheets, cleaning method and schedule, door schedules, joinery detail for Type D, slate matching to Penrhyn quarry material, birdguards / vents / air bricks, and salvaged estate stone for infill.

The tracker expressly excludes orangery details from this discharge and states they will be covered under a separate future application. CCTV specification is withheld from public upload on confidentiality grounds, with an offer to supply it privately to the local planning authority.

Parish comments

Because these are listed building conditions on a Grade II lodge within the Heath House estate, the Council's principal concern is that SMDC's conservation officer is satisfied on fabric, finish and method before formal discharge. Checkley Parish Council raises no objection in principle, subject to:

CHECKLEY

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- written agreement of mortar and cleaning sample panels on site before those works start;
- acceptance of the door, joinery, slate, vent / cowl / flue, and salvaged stone details as sufficient to safeguard special interest;
- clear recording that orangery particulars under LBC 5 are not discharged by DOC/2026/0086; and
- the local planning authority obtaining and assessing the CCTV details even if they remain unpublished.

The twin planning discharge DOC/2026/0088 should be determined consistently with this listed building discharge so that the approved package does not diverge between the two consents.

Recommendation

No objection subject to the conservation officer's confirmation that the submitted details properly discharge conditions 3, 4, 5 and 6 of SMD/2026/0040, excluding orangery details and subject to private receipt of CCTV particulars as offered by the agent.

Consultation ends 07/10/2026. Determination is required by 20/10/2026.

The Council asks that these comments are given due weight.