

Matt Aitken & Emily Garces
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Mon 23rd Sep 2024

Dear Sir/Madam,

Having commenced works to improve access on Thu 15th Aug, after a few days, on Mon 19th Aug, we discovered that we should have engaged with Staffs Moorland Borough Council ahead of starting. The project was immediately paused, and we now find ourselves outside of any established planning process that we can find, with time moving on.

We now understand that a Prior Notification should have been submitted before starting the project.

The Staffs Moorland enforcement team are fully aware of the situation and have visited the site. We have had verbal confirmation that our understanding seems correct in regard to the works appearing to fall under permitted development (see references in the supporting document containing a description of works).

Although we have been informally advised to submit an application for retrospective planning permission, it's not clear what we would need to apply for permission to do, as there seems to be agreement that the works fall under permitted development for very reasonable needs in conducting forestry work. Since we cannot comprehend how the retrospective planning process can be made to apply to our situation, we believe it to be most straightforward to submit this Prior Notification of our intention to undertake the following works to complete our proposed work:

1. Install a double gate in place of the single gate onto Church Lane (recorded as an unclassified road¹) in order to dramatically improve the safety of entering and exiting the site for forestry activities.
2. Top the stone sub-base with permeable membrane, sand, gravel stabilisation matting, and topping stone from the local quarry at Cauldon Lowe.

The attached document, "2024-08 Collywood Track Alteration - Description of Works.docx", tagged as "Other relevant information", contains the full details. This covering letter explains that our prior notification is to conduct the unfinished work in order to complete the project.

Apologies from Emily & I for our oversight in jumping the gun – we hope we can get back on track with this application.

Yours sincerely,

Matt Aitken & Emily Garces