



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 5TH APRIL 2017 AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),
B. T. Cooper, M. A. Sherrey, C. B. Taylor and P. J. Whittaker

AGENDA

1. To receive apologies for absence
2. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meetings of the Cabinet held on 28th February 2017, 1st March 2017 and 22nd March 2017 (Pages 1 - 10)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 13th February 2017 (attached) and a recommendation from the meeting of the Overview and Scrutiny Board held on 27th March 2017 (to follow) (Pages 11 - 26)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the Meeting of the Worcestershire Regulatory Services Board held on 16th February 2017 (Pages 27 - 36)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes

6. Appointments to Outside Bodies

Further to recent changes in Cabinet membership, to endorse the following appointments to outside bodies:

Worcestershire Health and Wellbeing Board – Councillor May replaced by Councillor Sherrey;

Worcestershire Health Improvement Group (a sub Group of the Health and Wellbeing Board) – Councillor Sherrey.

7. Review of Economic Priorities and Future Direction of Travel (Pages 37 - 68)
8. Beoley Conservation Area Appraisal and Management Plan (Pages 69 - 112)
9. Review of New Homes Bonus Community Grants Scheme (Pages 113 - 144)
10. Worcestershire Strategic Housing Partnership Plan (Pages 145 - 176)
11. ICT Infrastructure Proposals (Pages 177 - 192)
12. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting
13. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-

"RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

<u>Item No.</u>	<u>Paragraph(s)</u>	
13	3	"
14	3	

14. ICT Infrastructure Proposals - Exempt Appendix (Pages 193 - 194)
15. Shared Services Business Case for Customer Access and Financial Support Services (Pages 195 - 258)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

28th March 2017

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

28TH FEBRUARY 2017 AT 4.30 P.M.

PRESENT: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),
C. B. Taylor and P. J. Whittaker

Observers: Councillors S. R. Colella, C. A. Hotham and H.J. Jones

Officers: Mr K. Dicks, Ms J. Pickering, Mrs C. Felton and Ms R. Cole

88/16 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R. D. Smith.

89/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

90/16 **PAY POLICY STATEMENT 2017/18**

Members considered the report on the Pay Policy Statement 2017/18.

Members were reminded that the Localism Act required each Local Authority to approve a Pay Policy Statement each year for adoption by 31st March. All financial implications had been included in the budget setting process.

The Localism Act was prescriptive in setting out the following policies which must be included:

- (a) the remuneration of its Chief Officers;
- (b) the remuneration of its lowest paid employees; and
- (c) the relationship between
 - (i) the remuneration of its Chief Officers and
 - (ii) the remuneration of its employees who are not Chief Officers

It was noted that as set out in paragraph 13 of the Pay Policy Statement, the costs of senior management posts were split between Bromsgrove District Council and Redditch Borough Council (and in the case of Head of WRS split between 6 Councils).

Whilst this was illustrated in the table in paragraph 13, with the figure in the final column being the cost to other Councils as in previous years, it was requested that in future for clarity this be shown as the cost to Bromsgrove District Council. Officers undertook to make this alteration for future years.

The Executive Director Finance and Resources also drew Members' attention to the pay ratios set out in paragraph 26 of the report.

Following discussion it was

RECOMMENDED that the Pay Policy Statement as detailed in Appendix 1 to the report be approved.

91/16

TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2017/18 TO 2018/19

The Cabinet considered a report on the Treasury Management Strategy Statement and Investment Strategy 2017/18 to 2018/19.

The Executive Director Finance and Resources reminded Members that the report related to a statutory document which was required to be approved by Council by 31st March. The report related to the way in which Council investments are managed, including banking, money market and capital market transactions, together with how the risks are effectively controlled.

The Executive Director Finance and Resources confirmed that with interest rates at around 0.25% work was on going to look at different options for investment which still had a low risk profile. Investments were reviewed regularly in order to gain the best return and there was access to external advice on this.

Whilst the Council was currently debt free, the MTFP estimated that there would be a borrowing requirement over the next three financial years this was shown in table 1 in section 2.1 of the Strategy.

The Executive Director Finance and Resources also drew attention to the Prudential Indicators including the authorised borrowing limit of £15million.

Following discussion it was

RECOMMENDED:

- (a) that the Strategy and Prudential Indicators shown at Appendix 1 be approved;
- (b) that the Authorised Limit for Borrowing be approved at £15million, should borrowing be required;

Agenda Item 3

Cabinet
28th February 2017

- (c) that the maximum level of investment to be held within each organisation (i.e. Bank or Building Society) be as detailed at £2.5million, subject to market conditions; and
- (d) that the updated Treasury Management Policy shown at Appendix 2 be approved.

92/16

COUNCIL TAX RESOLUTIONS 2017/18

The Cabinet considered the Council Tax Resolutions for 2017/18.

It was

RECOMMENDED that the Council Tax Resolutions for 2017/18 as detailed in Appendix 1 to the report be approved.

The meeting closed at 5.00 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

1ST MARCH 2017 AT 6.00 P.M.

PRESENT: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),
C. B. Taylor and P. J. Whittaker

Officers: Ms J. Pickering, Mr M. Dunphy, Mrs S. Sellers and Ms R. Cole

93/16 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

The Leader announced that Councillor R. D. Smith had resigned from the Cabinet.

94/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

95/16 **MINUTES**

The minutes of the meeting of the Cabinet held on 1st February 2017 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 1st February 2017 be approved as a correct record.

96/16 **COUNCIL RESPONSE TO LOCAL TRANSPORT PLAN NO 4 CONSULTATION**

The Cabinet considered a report on the proposed response of the Council to the Worcestershire County Council's Local Transport Plan No 4 (LTP4). It was noted that the consultation closed formally on 17th March 2017.

Members discussed the report and the proposed response. During the discussion a number of points were highlighted:

- the consultation process itself was felt to have been unsatisfactory as it appeared that there was a lack of public

awareness of LTP4 and therefore response levels would be likely to reflect this;

- there was concern regarding the pre-consultation exercise which had taken place between County officers and District Councillors and officers as part of the development of the LTP4. The initial session had been reasonably well attended but had not been particularly successful. Members had lost some confidence in the process and felt that their concerns were not being properly addressed;
- the North East Strategic Transport Schemes (NEST) did not appear to be sufficiently supported by detailed evidence and little heed had been taken of particular areas of the District, such as Hagley. In respect of other areas, such as Rubery, schemes seemed to be ill thought out;
- Bromsgrove Station Car Park was a cause for concern as the level of parking fees were resulting in cars being parked in surrounding roads;
- Members felt that whilst the Bromsgrove District Plan had only recently been formally approved, WCC had been aware for many years of the locations for growth in the District and little account had been taken of these in the LTP4 proposals;
- Overall, Members agreed that the main issue with the LTP4 was the lack of long term vision and strategy. There was concern that there was insufficient “joined up” thinking and that the Plan would not address the needs of Bromsgrove District. There was no evidence based investment strategy to provide for the infrastructure needs over the next 20-30 years.

It was confirmed that whilst the closing date for comments was given as 17th March 2017, this was not a formal timescale. It would be possible for further comments or amendments to be made to the response if this was resolved by Council.

RECOMMENDED:

- (a) that the contents of the report be noted; and
- (b) that subject to the proviso in the preamble above, the draft officer response to LTP4 (as attached at Appendix 1 to the report) be approved and submitted to Worcestershire County Council as the formal consultation response.

97/16

COUNCIL RESPONSE TO SOLIHULL LOCAL PLAN REVIEW

The Cabinet considered the report on the proposed response to Solihull MBC on the Solihull Draft Local Plan Review consultation.

Members noted the reasons for the early review of the SLP, in particular the need to meet some of the Birmingham housing needs shortfall elsewhere within the Housing Market Area or other nearby areas such as Solihull.

This Council's response focussed on two aspects: consideration of the housing and employment development targets and site selection in terms of potential impacts on the Bromsgrove District

The need for robust evidence regarding the 2000 dwellings contribution towards the unmet needs arising in the Greater Birmingham Housing Market Area within the SLP was recognised. There would be a need for this evidence to be provided in an open and transparent manner as this would be intensively scrutinised.

In relation to the site selection it was noted that three sites were proposed for allocation which were in relatively close proximity to Bromsgrove.

- Land west of Dickens Heath - 700 dwellings;
- Christmas Tree Farm, South of Shirley – 600 dwellings; and
- Dog Kennel Lane, East of Dickens Heath – 850 dwellings

There was concern regarding the likelihood of coalescence of settlements and how this complied with Green Belt Policy. In addition there was a lack of evidence regarding the impact of the three allocations on the infrastructure of Bromsgrove in terms of the transport network, education, GP surgeries etc.

It was confirmed that whilst the closing date for comments had been 17th February 2017 and therefore the response had been submitted, this was not a formal timescale and it would be possible for further comments or amendments to be made to the response if this was resolved by Council.

RECOMMENDED:

- (a) that the contents of the report be noted;
- (b) that subject to the proviso in the preamble above, the draft officer response to the Solihull Draft Local Plan Review consultation (as attached at Appendix 1 to the report) be approved as the formal consultation response.

98/16

**COUNCIL RESPONSE TO WORCESTERSHIRE COUNTY COUNCIL
MINERALS PLAN**

The Cabinet considered a report on the proposed response of the Council to the Worcestershire County Council's Minerals Local Plan. It was noted that the consultation closed formally on 8th March 2017.

Members discussed the report and the proposed response. Members noted that there were three "strategic corridors" proposed within

Bromsgrove District. These did not take account of the built environment but had been determined by the use of geological data and Landscape Character Types.

It was also noted that the Minerals Local Plan did not at present contain information on how the County Council will work with this Council when assessing proposed development sites within Mineral Resource Consulting Areas.

There was concern that the proposals could “blight” some areas for future development and this needed to be resolved before the Plan could be supported.

It was confirmed that whilst the closing date for comments was given as 8th March 2017, this was not a formal timescale. It would be possible for further comments or amendments to be made to the response if this was resolved by Council.

RECOMMENDED:

- (a) that the contents of the report be noted;
- (b) that subject to the proviso in the preamble above, the draft officer response to the Mineral Local Plan (as attached at Appendix 1 to the report) be approved and submitted to Worcestershire County Council as the consultation response.

99/16

FINANCIAL MONITORING REPORT 2016/17 QUARTER 3

The Cabinet considered the report on the Council’s financial position for Revenue and Capital for the period April – December 2016 (Quarter 3 – 2016/17).

The details contained in the report were noted. The potential changes to Planning Fees and possible Business Rates rebates were discussed.

The Executive Director Finance and Resources reported that it was intended to report the information in a revised way for the following financial year which was to report by exception. This would provide Members with the information in a more useful way and assist in focussing on areas which merited greater discussion.

RESOLVED that the current financial position on Revenue and Capital as detailed in the report be noted.

The meeting closed at 6.45 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

22ND MARCH 2017 AT 1.00 P.M.

PRESENT: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),
B. T. Cooper, M. A. Sherrey, C. B. Taylor and P. J. Whittaker

Observers: Councillors R. L. Dent and H. J. Jones

Officers: Ms J. Pickering, Mrs S. Sellers and Ms R. Cole

100/16 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

101/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

102/16 **APPLICATION FOR INCLUSION ON REGISTER OF ASSETS OF
COMMUNITY VALUE - CATSHILL SOCIAL CLUB**

Cabinet considered a report in respect of an application to list Catshill Working Men's Club, Meadow Road, Catshill as an Asset of Community Value.

Officers outlined the application received from CAMRA in respect of the premises. Attention was drawn to the information contained within the application form. Councillor H. J. Jones also spoke briefly on the application.

Members considered the application on its merits and were mindful that the test of whether a building was of community value was contained in Section 88(1) of the Localism Act 2011 and was set out in appendix 3.9 of the report.

Following discussion Members felt that on the information before them contained in section B4 of the application form, the application did satisfy the test and it was

RESOLVED that the application for listing of Catshill Working Men's Club, Meadow Road, Catshill, Bromsgrove as an Asset of Community Value be supported.

Agenda Item 3

Cabinet
22nd March 2017

The meeting closed at 1.25 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

13TH FEBRUARY 2017 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman) (from Minute No. 88/16 to 92/16), S. A. Webb (Vice-Chairman), C. Allen-Jones (from Minute No. 91/16), S. R. Colella, B. T. Cooper, M. Glass, C. J. Spencer, P.L. Thomas (from Minute No. 91/16) and M. Thompson

Observers: Councillors G. N. Denaro, K. J. May and P. J. Whittaker

Officers: Ms. J. Pickering, Mr. J. Godwin, Mr D. Piper, Ms. A. Scarce and Ms. J. Bayley

88/16

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor S. J. Baxter.

The Chairman announced that he would need to leave during the meeting due to another appointment. Following his departure it was noted that the Board's Vice Chairman would chair the meeting.

89/16

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest or of any whipping arrangements.

90/16

MINUTES

The minutes of the meeting of the Overview and Scrutiny Board held on 16th January 2017 were submitted.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Board held on 16th January 2017 be approved as a correct record.

91/16

DOLPHIN CENTRE - UPDATE IN RESPECT OF DISPLACED GROUPS

The Head of Leisure and Cultural Services attended the meeting to provide an update on the position in respect of groups that would be displaced following the move to a new leisure centre in Bromsgrove. During the delivery of this update a number of areas were highlighted for Members' consideration:

- The new leisure centre was progressing well; on time and on budget.

Agenda Item 4

Overview and Scrutiny Board
13th February 2017

- Construction of the new centre would be completed by October 2017 and the Council was aiming for the facility to be opened in November.
- The contractor was due to take ownership of the current Dolphin Centre site on 14th October 2017. At this stage the sports hall would cease to be available for the use of community groups.
- Officers had already held meetings with a small number of groups; the next stage of the process would involve reviewing the specific needs of particular groups.
- The heads of terms had been agreed with BAM for the majority of areas and it was anticipated that these would be finalised alongside contractual arrangements in due course.

Following the verbal update Members discussed a series of points in detail:

- The time that had been taken for the Council to negotiate an agreement with BAM and the need to follow a proper legal process.
- The potential scope of the agreement with BAM; Members were advised that this would cover 48 weeks in the year.
- The arrangements for transferring community groups to utilise BAM facilities if they met after 6.00pm or at weekends.
- The potential for an agreement with BAM not to be reached. Officers suggested that whilst this remained a possibility it was not anticipated that the Council would be unable to reach an agreement with BAM.
- The list of groups given protective status by the Sports Development team. This comprised a number of groups that had long-standing booking arrangements to utilise the sports hall at the Dolphin Centre and had been built into the service specification.

The reasons why officers had not yet arranged to discuss with representatives of some displaced groups the alternative locations in which they could hold their activities was also discussed. Members were advised that some groups were not necessarily sustainable in the long-term. It had also been considered more appropriate for discussions to take place in the new financial year and was more appropriate to liaise with groups closer to the date of the current Dolphin Centre's closure.

In this context Members noted that there were frustrations amongst local community groups potentially affected by the pending closure of the old Dolphin Centre. To address this a number of actions were considered, including holding a meeting with affected groups to discuss available options as soon as possible and holding a public meeting to enable Officers and the Portfolio Holder for Leisure and Culture Services to brief the public. However, there were some concerns that these actions could be too premature as the negotiations with BAM had not yet concluded. For this reason Members agreed that officers arrange, as a first step, to

meet with groups which held their activities in the sports centre in the day time.

RESOLVED that officers should arrange to meet with groups, which currently meet in the sports hall at the Dolphin Centre during the day to discuss future meeting arrangements.

92/16

REVIEW OF ECONOMIC PRIORITIES

The Portfolio Holder for Health and Wellbeing, Economic Development and Regeneration and the Head of Economic Development and Regeneration for North Worcestershire delivered a presentation on the subject of the changing economy in Bromsgrove district (attached at Appendix 1). During the delivery of this presentation a range of points were highlighted for Members' consideration:

- The Portfolio Holder for Health and Wellbeing, Economic Development and Regeneration had requested a review of the economic priorities for the district.
- The local economy had implications both for the sustainability of the Council and for the economic health of the community.
- The review had been commissioned from an external consultant and had already informed constructive discussions during a workshop session held for Cabinet Members and members of the Bromsgrove Economic Development Theme Group.
- The Council had 5 economic priorities for Bromsgrove district which had been adopted in June 2015.
- Since the priorities were adopted progress had been made in delivering on these and performance was generally good. However, there remained a number of challenges for the district.
- Whilst there were highly skilled residents living in the district many of them commuted to work in other parts of the country.
- Jobs within the local economy tended to be lower skilled/paid.
- The demographics of the population impacted on the local economy.
- House prices in the district were relatively high creating affordability problems for people working in the local area; there was reduced number of people in their 20s and 30s living in Bromsgrove as they struggled to get on the property ladder.
- Whilst the Council had not joined the West Midlands Combined Authority (WMCA) their ambitious economic plans would impact in the district; including new retail, commercial and residential opportunities in Longbridge.
- There were various options available to the Council to help address some of the challenges impacting on the local economy.
- The report in respect of economic priorities, originally scheduled for the consideration of Cabinet in March, had been postponed until April to provide more time for officers to meet with key partners to discuss how to address these challenges further.

Agenda Item 4

Overview and Scrutiny Board
13th February 2017

- A further report would be presented for the consideration of the Board in due course detailing the outcomes of these discussions.

Following the presentation Members discussed matters in detail:

- The need for more houses, including affordable housing, to be built in the district and the impact that this might have on house prices.
- The potential to enhance the local economy and to increase Council revenue generated from any growth in local business rates.
- The benefits of a mixed demographic in the local population and a balanced economy.
- The likelihood that young people in their 20s and 30s would take into account their ability to afford to start a family when selecting a location in which to live.
- The potential impact of local infrastructure on whether people were likely to select Bromsgrove district as a place to live.
- The role of the Local Enterprise Partnerships (LEPs) in shaping the local economy and the extent to which the Worcestershire LEP took into account the economic needs of the north of the county.
- The value of Small and Medium Enterprises (SMEs), both as local employers and in terms of contributing to business rates.
- The economic benefits of the district's location close to national motorway networks and to the Birmingham conurbation.
- The availability of land that could be prioritised for development for commercial rather than residential use and the size of this land.
- The extent to which commercial developments were taken into account in the Local Plan No. 4 alongside housing developments and the need to continue to review planning policy documents on an ongoing basis.
- The beneficial impact of local transport links on the local economies in Barnt Green and Hagley respectively.

RESOLVED that the report be noted.

93/16

QUARTERLY RECOMMENDATION TRACKER

The Board was advised that there were a number of items listed on the Quarterly Recommendation Tracker. Many of these had been proposed by the Finance and Budget Working Group and would be implemented over the following months.

The recommendations arising from the Evening and Weekend Car Parking Task Group were being implemented on an ongoing basis and were linked to the earlier report the Board had received from the in respect of the review of the Council's economic priorities..

There remained one item on the tracker arising from the Youth Provision Task Group which concluded its investigation in 2013. This proposed further investigation of services for young people who were not in

education, employment or training (NEETs). The Board could chose to reconsider this subject if it felt that this was appropriate.

Officers advised that a decision remained to be made about the Board's proposal for the Task Group guidelines to be added to the Council's constitution as a meeting of the Constitution Review Working Party had not as yet been arranged.

94/16

FINANCE AND BUDGET WORKING GROUP REPORT

In the absence of the Chairman of the Finance and Budget Working Group, Councillor L. C. R. Mallett, Officers presented a report outlining the proposals that had been made by the group on the subject of the Council's budget. The Board was advised that the group had held 3 meetings since November 2016, when its recommendations had previously been reported for Members' consideration. The items discussed during these meetings had informed the group's recommendations, as detailed in the report.

The Finance and Budget Working Group would continue to meet after the Council's budget had been set on 28th February 2017. The group would have a crucial role in terms of monitoring financial developments, including in respect of the Council's Efficiency Statement.

RECOMMENDED that

- (1) Unavoidable pressures under £5k be funded from existing budgets;
- (2) Consideration be give as to how Section 106 monies is accounted for within revenue costs;
- (3) Heads of Service be asked to look at all areas where we provide an additional service and produce a cost recovery statement for further consideration;
- (4) Virements over £40k should be agreed by Cabinet and anything under that amount would be with the relevant Portfolio Holder's agreement; and
- (5) Revised Financial Regulations to include all carry forwards of the Capital Programme to be agreed by Council.

95/16

MEASURES DASHBOARD WORKING GROUP - UPDATE

Councillor S. A. Webb, Chairman of the Measures Dashboard Working Group, reported that a meeting of the group was scheduled to take place on 27th February. Member of the group was asked to bring their iPad to the meeting.

96/16

CCTV SHORT SHARP REVIEW MEMBERSHIP REPORT

Following the previous meeting of the Board all Members who did not serve on the Cabinet had been informed about the launch of the CCTV Short Sharp Review and had been invited to notify Officers if they were interested in participating in the exercise. By the date of the Board's

meeting 3 Councillors had been suggested to sit on the group; Councillors S. R. Colella (Chairman), B. T. Cooper and M. Thompson.

Members noted that generally a minimum of 5 Councillors were appointed to Task Group reviews. However, as this was a Short Sharp Review, and due to the enthusiasm of the 3 Members, the Board agreed that review should go ahead.

RESOLVED that

- (1) Councillors S. R. Colella, B. T. Cooper and M. Thompson serve on the CCTV Short Sharp Review; and
- (2) The Short Sharp Review commence its investigation as soon as possible.

97/16

TASK GROUP UPDATES

The following updates were provided in respect of Task Group activities currently taking place:

- a) Staff Survey Joint Scrutiny Task Group – Councillor S. R. Colella, Chairman

The Board was informed that during a meeting of the group in February Members had interviewed representatives of the Staff Survey Programme Board. Members had been interested to learn about the work of the Programme Board, though had been mindful that the actions arising were based on feedback from 28 per cent of staff. The Task Group was still keen to find out why other members of staff had not responded to the survey and would be exploring this further.

- b) Social Media Task Group – Councillor R. J. Laight, Chairman

In the absence of the Chairman of the Task Group Officers advised that during the latest meeting of the group Members had considered and agreed the content of a questionnaire. This would be circulated amongst elected Members and was designed to find out how Councillors used social media and what training, if any, they required. The Task Group was scheduled to interview a representative of the local press at a future meeting and would also be sending a questionnaire to the Communications Teams at neighbouring authorities to find out how they used social media.

Officers confirmed that the group's focus remained on the benefits of using social media, the legal and data protection implications and how Members could use social media in their wards.

98/16

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor B. T. Cooper, explained that he had been unable to attend the latest meeting of the Committee. There had been 3 items on the agenda for this meeting:

- The future of acute hospital services and an update on the Worcestershire Clinical Commissioning Groups' (CCGs) consultation process.
- A review of urgent winter plans.
- An update on sexual health services.

Following publication of the agenda an emergency item had been added in respect of the Care Quality Commission's (CQC) Section 29a Notice for Worcestershire Acute Hospitals NHS Trust. The notice highlighted the need for significant improvements to be made to hospital services in a relatively short period of time. The new Chair of the Trust's Board had attended the meeting to outline what she intended to do to resolve the problems identified by the CQC.

During consideration of this item the Board was also advised that Councillor K. May had liaised with Members in respect of the Council's response to the Worcestershire CCGs' consultation regarding the future of acute hospital services in the county. A response would be developed based on feedback received from Members.

99/16

CABINET WORK PROGRAMME

The Board considered the contents of the Cabinet Leader's Work Programme for the period 1st March to 30th June 2017. During consideration of this document Members were advised that the item in respect of the future development of the Burcot Lane site had been postponed. In this context there was sufficient time for pre-scrutiny of the report and Members agreed that the subject should be considered further at the meeting of the Board scheduled to take place on 27th March 2017.

100/16

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Officers advised that the Overview and Scrutiny Board's Work Programme would be updated to incorporate the additional items that had been added during the course of the meeting.

Members were advised that following the meeting of the Board in January 2017 Redditch Borough Council and Wyre Forest District Council had been approached about the potential to participate in joint scrutiny of the North Worcestershire Community Safety Partnership. The Chairman of Wyre Forest District Council's Overview and Scrutiny Committee, Councillor H. Dyke, had confirmed that she was intending to

Agenda Item 4

Overview and Scrutiny Board
13th February 2017

attend the meeting in Bromsgrove on 27th March when Members were due to undertake crime and disorder scrutiny. The Redditch Overview and Scrutiny Committee was scheduled to consider the proposal to participate in joint scrutiny at a meeting on 14th February 2017.

The meeting closed at 7.40 p.m.

Chairman

Bromsgrove: Managing a Changing Economy: Clarifying Issues and Opportunities

**Overview & Scrutiny Board -
13th February 2017**

Context to the discussion

- Review Bromsgrove's current economic plan and aspirations taking account of:
 - Current national economic challenges and uncertainty
 - Managing Brexit
 - Managing a Public Sector Deficit
 - The Direction of travel for public policy is clear- economic growth is the absolute priority, and localities are expected to contribute to this by growing local economies, increasing competitiveness from the bottom up and through increasing their tax base.
 - Proposals for devolution and investment plans for WMCA area

Structure

- Bromsgrove –A successful Labour Force but Some Signs of Decline
- Local Drivers of Change
- The Re- Positioning of the West Midlands Economy: What Might it mean for Bromsgrove?
- Policy Tools and Levers: How can we respond?

Bromsgrove: a successful labour force....but some signs of local economic decline

- No sense of crisis in Local Economic data- employment levels are above regional average
- Skills levels also higher than regional average
- Average gross weekly earnings for residents: The highest in the West Midlands in 2015
- Strong Growth in Micro Enterprises- growth of 475 since 2009
- GVA growth 4th highest of 66 city region LAs 1997- 2014
- However....Dependent on growing adjacent economies for current prosperity.....and signs that North Worcestershire economy has yet to recover from 2009 recession
- Demographic change is now having an impact on some key indicators of economic well being

Bromsgrove: Local Economy

- A mixed performance:
- local wages 28.4% below average residents wages in 2015 widening from 21.6% (2013)
- Local Wages 6th lowest in the West Midlands (out of 30 Las)- but significant increase in 2016 (see next slide)
- Economic activity declining from 86.8% in 2013 to 75.9% in 2016
- 3,700 workers have left the labour market...not surprisingly therefore...
- The employment rate has fallen from 83.4% to 75.9%- those that have left the labour force were therefore predominantly working rather than discouraged

Resident/Work Place Income and House Prices- Latest Data

	Earnings by residence 2016 £	Earnings by work place 2016 £	Lower quartile house prices to lower quartile income 2015	Median house prices to median income 2015
Bromsgrove	592.10	494.80	10.78	10.81
Redditch	436.40	468.80	7.62	6.82
Wyre Forest	497.10	434.90	7.18	6.93
Worcester	545.90	505.90	7.44	6.99
Wychavon	529.70	514.80	8.77	9.06
Solihull	616.70	586.80	8.45	8.07
Birmingham	497.40	544.30	5.49	5.16
West Midlands	n/a	510.20	n/a	n/a
Great Britain	541.00	540.20	n/a	n/a

Recovering from Recession? Jobs Located in North Worcestershire

change 2009/2014:

Total

North Worcestershire 0

Bromsgrove 0

This consistent with a 3.5% shift in employment from Public to Private Sector

Bromsgrove- the wider employment area: Change 2009- 2014

- Worcestershire 3.4%
- Warwickshire 11%
- Solihull 15%
- Birmingham 2.4% from onset of recession in 2004

The Airport and M40 Corridor is now an established Growth corridor Linking the West Midlands with the South East

Birmingham is showing signs of recovery- strong recent employment growth

Labour Supply: The Impact of demography

- Bromsgrove has the 10th lowest proportion of residents in the 16-64 age group
- Five of the those in the bottom ten are adjacent authorities in Worcestershire and a sixth is in Stratford upon Avon
- The largest changes in Population in Bromsgrove over the period 2001-2011 were in the family formation cohorts- 30-39 age groups
- Projections to 2024 show a fall of 2,000 people aged 20-54 and a growth of 8,000 55-90+

Local Drivers of Change

- Managing the new system of local authority finance in a “No or low growth” scenario
- Demography
- Household and housing Growth
- Economic Growth

The Repositioning of the West Midlands Economy – What Might it mean for Bromsgrove?

- In terms of GVA, Employment and wages the Regional Economy is already southward facing with growth nodes at:

- Birmingham City Centre
- Airport
- M40 Corridor
- A38

Changes expected over the next decade are likely to reinforce these areas of growth substantially

WMCA Strategic Economic Plan (SEP) Targets to 2030

- 500,000 additional jobs
- 1.9 million homes
- Travel to London 38 minutes
- GVA 5% above the national average
- Eliminate the £3.9bn Public Spending Gap

WMCA Investment Projects which will have direct and indirect impacts on Bromsgrove

- HS2/Curzon Street development- £1.4bn development
- Smithfield development
- Snow Hill- the biggest speculative office development outside London
- The Airport Hub at Solihull- 1300 HA with £900m investment already secured
- Birmingham Life Sciences Park (A38)
- MIRA Technology Park Warwick
- Redditch Eastern Gateway and Bromsgrove Enterprise Park
- Longbridge – just under 500 acres

What Happens if local Policy doesn't adjust?

- Market forces will dictate change
- The Birmingham City Centre growth will increase demand and boost the value of the Bromsgrove Housing Market
- Likely to be established professionals, and also likely to displace younger Bromsgrove residents
- The Growth of employment in the area from Longbridge to the Solihull Hub is likely to have an impact on the value of land as it becomes established-growth attracts population, services, hotels and logistics.
- If Bromsgrove does not review its land allocations to compliment and integrate with the changing economy displacement may occur as land values rise and existing businesses are forced out

Policy Options, Levers, Trade-offs

- Land release- integration with the growing sub regional economy
- Community Infrastructure Levy
- Prudential Borrowing
- Managing the residential market
- Maximising Public investment
- Business friendly planning
- Review Skills needs for the new economy
- Rethinking the cultural, retail and leisure offer for a new environment

Next steps

- Fundamental review of economic priorities and aspirations
- Develop 'economic narrative' outlining the scale of the challenge
- Workshop with key officers (including Worcestershire Local Enterprise Partnership and Worcestershire County Council) to develop a high level action plan to address economic challenges and opportunities including identification of transformational projects and actions that this Council can take to drive sustainable economic growth
- Report to April Cabinet

WORCESTERSHIRE DISTRICT COUNCILS

MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD

THURSDAY, 16TH FEBRUARY 2017 AT 4.30 P.M.

PRESENT: Councillors P. Whittaker, B. Behan (Chairman), D. Chambers (during Minute No's part of 31/16 to 36/16), Y. Smith (Substituting for J. Fisher), B. Clayton, L. Denham, J. Squires (Substituting for J. Riaz), E. Stokes (Vice-Chairman), M. King, J. Smith and J. Hart

Partner Officers: Mr. D. Sutton, Worcester City Council, Mr. V. Allison, Wychavon District Council and Mr. M. Parker, Wyre Forest District Council

Officers: Mr. S. Wilkes, Ms. C. Flanagan, Ms. S. Morgan, Mr. D. Mellors, Mr. M. Cox, Ms. S. Garratt, Ms. K. Lahel and Mrs. P. Ross

27/16

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

Apologies for absence were received from Councillors R. Laight, Bromsgrove District Council, J. Fisher, Redditch Borough Council and J. Riaz, Worcester City Council.

It was noted that Councillor Y. Smith, Redditch Borough Council was in attendance as substitute Member for J. Fisher and Councillor J. Squires was in attendance as substitute Member for J. Riaz.

Apologies for absence were also received from Ms. J. Pickering, Bromsgrove District Council and Redditch Borough Council and Mr. P. Merrick, Malvern Hills District Council.

28/16

DECLARATIONS OF INTEREST

No declarations of interest were received.

29/16

MINUTES

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 24th November 2016 were submitted.

RESOLVED that the minutes of the Worcestershire Regulatory Services Board held on 24th November 2016 be approved as a correct record.

30/16

CHAIRMAN'S ANNOUNCEMENTS

The Chairman took the opportunity to inform the Board that she was extremely pleased to hear that Worcestershire Regulatory Services (WRS) had successfully secured contracts to deliver dog warden services for the following local authorities, Cheltenham, Gloucester City and Tewkesbury for a period of three years with the option for a one year extension.

The Chairman also expressed her sincere thanks to officers and especially officers involved in the procurement process. She also congratulated Mark Cox, Technical Services Manager, WRS and his team.

31/16

WORCESTERSHIRE REGULATORY SERVICES BUSINESS PLAN 2017-2020

The Board was asked to consider and approve the Worcestershire Regulatory Services (WRS) Business Plan 2017/2020.

The Head of Regulatory Services, WRS introduced the report and in doing so informed Members that the business plan was a high level document that informed the development of the service for the foreseeable future. The business plan was updated in 2016.

The business plan detailed how WRS would offer a viable service within the projected partner envelopes; and to understand what a base line service would look like for partners who needed to reduce their financial contributions further into the current economic climate. WRS would support other partners to maintain service levels above this, where required. The business plan also provided details on the plans to 'Grow the Business' and increase income in order to maintain resilience in the face of continued austerity.

Income generation would remain the key factor in the business strategy. It was possible that authorities could be encouraged to engage more with WRS and look more widely at contracting services to those who could offer expertise and resilience in service delivery. This would make the challenging income targets more deliverable.

Members were further informed that the demise of the Shropshire's outsourced regulatory team meant that there were fewer serious competitors, the 2020 partnership around West Oxfordshire, Cotswold and Forest of Dean District Council's remained the main challenger. However, authorities were now recognising income generation as a strategy so we could see others entering the market place, albeit they would be unlikely to be able to match WRS's scale. Support from partner authorities at all levels, but more particularly Director, Chief Executive and Leader level would be necessary in selling WRS in what remained a significantly more competitive environment.

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

The Head of Regulatory Services, WRS continued and further informed the Board that understanding their costs and with good support from the Host Authorities Finance Team, they had been able to forecast the income needs going forward even beyond the period of the plan. The table as detailed on page 22 in the report highlighted the five key tables most likely for expansion. The income from the Worcestershire Local Enterprise Partnership (LEP) would need to be retained and WRS would look to build on this relationship going forward.

On the assumption of a cash standstill budget, the service would need to generate in excess of £350,000 in income by 2020 to continue to be able to offer the current service levels to partners and clients. This would be challenging but the management team believed that this was achievable.

WRS would need to continue to build on income streams such as Primary Authority and carry out work for other local authorities. The levels of grant income currently achieved would need to be maintained and possible new income streams such as pre-application advice, if the forecast requirements were to be met. This could only be achieved if the service retained its current flexibility to re-invest income in resources where necessary. The service would need to retain the current flexible and well qualified staff cohort and build on it where possible.

The Head of Regulatory Services, WRS highlighted that the previous business plan was predicted on only taking on business from other authorities through contract. The experience of bidding for the work of Stratford on Avon district has suggested that this would not always be a winning strategy, especially where there was a partnership option available.

Although the proposed partnership between Stratford on Avon and the 2020 Group of authorities did not come to fruition, it was still important that we gave consideration to how we might look at opening up the partnership to new members in the right circumstances. As previously discussed with Members this would need to be to the benefit of all and the Head of Service would continue to work on the idea with senior officers from each partner authority. The service needed to be prepared for this eventuality and be in a position to move quickly if it was to our advantage.

The Head of Regulatory, WRS responded to several questions from Members and in doing so explained that although the changes from Central Government, in respect of New Homes Bonus payments, would not directly impact on WRS, it would have a direct impact on the financial pressures for each partner authority and that could introduce some risks for WRS further down the line.

With regard to Service Level Agreements (SLA's), SLA's would be the preferred option, but in relation to a whole service delivery, a partnership offer could be made whereby a full service delivery was being sought. He would reassure Members that, whilst taking into account future SLA's

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

/ Partnership offers, the main priority would be to ensure the continued protection for existing partner authorities and the investment made by those existing partner authorities.

The Head of Regulatory, WRS was mindful of the comments made during the course of the meeting with regard to a cash standstill budget being presented; and that some Members felt uncomfortable approving a three year budget where there was no increase in the level of costs or expenditure. The Head of Regulatory, WRS agreed to take the concerns raised and discuss them with Partner Officers to see if there were any changes that could be made to the cash standstill budget and report back to the next meeting of the Board.

As suggested by Members the Head of Regulatory, WRS agreed to provide a more detailed income table, which would be presented to future meetings of the Board on a quarterly basis, in order to give a clear indication of how WRS would balance their budget.

The Head of Regulatory, WRS responded to further questions on information in the Business Plan as follows:-

- Page 19 in the report, that WRS had reached a point where they were turning work away in the five areas, as detailed on page 19. Members were informed that the volume of work needed to be looked at, more specifically areas where technical expertise was required. This was something he needed to look into, plus the possibility of an additional post in the service. Further information regarding volume of work to be presented to the next meeting of the Board.
- Budget alignment, the way the budget figures were detailed on page 30 in the report did not align with the information as detailed on page 68 in the WRS Revenue Monitoring report. This had caused some confusion. The Head of Regulatory, WRS and the Financial Services Manager agreed to align future budgets and clarify the information shown under 'Supplies and Service' (as detailed on page 30) and 'Contractors' (as detailed on page 68 in the WRS Revenue Monitoring Report).

RESOLVED that subject to the actions as detailed in the preamble above the Worcestershire Regulatory Services Business Plan 2017/2020 be approved.

32/16

WORCESTERSHIRE REGULATORY SERVICES SERVICE PLAN 2017-2018

The Board was asked to consider and approve the Worcestershire Regulatory Services (WRS) Service Plan 2017/2018.

The Technical Services Manager, WRS presented the report and in doing so informed Members that the service plan followed the pattern of

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

previous years with an Executive Summary, as detailed on page 42 in the report.

The service would continue to shape its work around the strategic priorities for local authority regulatory services, which were provided more than five years ago by the Department for Business, Energy and Industrial Strategy (BEIS) Regulatory Delivery Team.

A range of high level activities were identified within the plan so that Members would be aware of the general focus of activity. Below this would sit a number of team plans that would be used to drive the actual business activities.

The plan was devised in the face of on-going financial uncertainty in local government generally. Working with businesses and other partners was a key thread for both generating income to mitigate financial risk but also to ensure that outcomes were delivered that matched the priorities of partners and stakeholders.

The Technical Services Manager, WRS drew Members' attention to the typographical numerical error of page 42 in the report, the figure should read £3.2m and not £3025m.

RESOLVED that subject to the typographical numerical error, as detailed in the preamble above being noted and corrected, the Worcestershire Regulatory Services Service Plan 2017/2018 be approved.

33/16

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL - DECEMBER 2016

The Board considered a report which detailed the financial position for the period 1st April 2016 to 31st December 2016.

The Chairman acknowledged the apologies received from the Executive Director, Finance and Corporate Resources, Bromsgrove District Council and Redditch Borough Council, and thanked the Financial Services Manager, Bromsgrove District Council and Redditch Borough Council for attending the meeting to present the report.

The Financial Services Manager, Bromsgrove District Council and Redditch Borough Council introduced the report and in doing so informed the Board that the report presented the final financial position for Worcestershire Regulatory Services (WRS) for the period 1st April 2016 to 31st December 2016.

The Financial Services Manager drew Members' attention to the information as detailed on page 68 in the report and as discussed earlier during the course of the meeting, agreed to clarify the information detailed under 'Contractors' and to align future budget information presented to the Board.

Councillor Y. Smith, Redditch Borough Council informed the Board that Pest Control charges were due to be considered by Council on 20th February 2017, as part of Redditch Borough Council's Medium Term Financial Plan.

The Head of Regulatory, WRS responded to a question with regard to grant funding, as detailed on page 69 in the report and informed Members that the funding received from the Primary Care Trust was used for Health and Well-being initiatives. The services were delivered within budget so not all of the funding was utilised. However, he would reassure Members that the remaining funding could not be clawed back. Similar services were delivered with the funding received from the Worcestershire Local Enterprise Partnership (LEP). The Worcestershire LEP was happy for the grant funding to be rolled into the following year.

RESOLVED:

- a) that the final financial position for the period 1st April 2016 to 31st December 2016, be noted; and
- b) that partner councils are informed of their liabilities for 2016/2017 with regard to Pest Control and Bereavements, by Section 151 officers.

34/16

ACTIVITY AND PERFORMANCE DATA QUARTER 3

The Board considered a report that detailed Worcestershire Regulatory Services Activity and Performance Data for Quarters 1, 2 and 3, 2016/2017.

The Environmental Health & Trading Standards Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed Members that the number of service requests in respect of food safety and hygiene for the third quarter had showed a spike which exceeded the peak of 2014/2015. As a result of the continuation of relatively high levels of nuisance work into October and November, the high number of complex legal cases under investigation (which included two food premises closures), food inspections were down on the same quarter last year. In order to make up the volume of inspection work in the second half of the year, WRS would need to bring in additional capacity in the form of agency staff in order to achieve this. This would be affordable due to the on-going income generation activity and would not require additional funding from partner authorities.

Primary Authority agreements continued to grow and more businesses had signed up to the Healthy Eating award, as detailed on page 81 in the report.

As previously highlighted due to the good autumn weather nuisance complaints remained higher than usual levels throughout October and November.

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

Planning consultations fell off during quarter 3 following the spike over the summer. This had provided the Technical Services team with some capacity to tackle other aspects of work such as Air Quality Strategy documents. The team continued to service high levels of demand from clients outside Worcestershire and for the second year had commenced their annual inspection programme for Gloucester City Council on Permitted Processes.

The falling trend in dog control issues across Worcestershire had been achieved by taking action to re-home persistent stray dogs and working with owners to achieve better control; alongside communities and individuals setting up their own ways of identifying strays and getting them back to their owners. This had enabled WRS to offer dog warden services more widely and to continue to bid for work outside of the county.

Although there was a small spike in licensing applications in November, overall numbers remained in line with previous years.

Customer satisfaction was recorded at 80%, which was slightly below last year's outrun and slightly above the quarter 3 figure in 2015/2016. Business satisfaction was slightly down on the outrun at 96.7% but remained good. The proportion of people who felt better equipped to deal with problems for themselves in future was in line with previous performance at 75.6%.

Staff sickness was higher than in previous years, at 4.74 days per full time equivalent (FTE) for the first two quarters. A large contributory factor was due to a number of severe viral infections that had hit everyone during November and December. One staff member remained on long term sick.

The number of complaints against the service remained low but did increase in quarter three, taking the total to 17. However they were significantly exceeded by the number of compliments received.

The Environmental Health & Trading Standards Manager, Worcestershire Regulatory Services (WRS) informed the Board that income generation had become a key part of what WRS delivered. He would therefore draw Members' attention to pages 107 to 110 in the report, which detailed the work delivered for client authorities outside of the partnership.

In response to Councillor Y. Smith, Redditch Borough Council, the Environmental Health & Trading Standards Manager, WRS agreed to provide her with more detailed information on the mouse infestation discovered at a Redditch store, as highlighted on page 74 in the report.

In response to questions from Members, the Head of Regulatory Services (WRS) noted the comments made by Board Members with regard to an indicator of annual targets being included in future reports.

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

He explained to Members that when WRS initially went through the reporting system there was a drive away from targets. However, he would review the current report format and look at areas where it might be relevant to include annual targets in future reports to the Board.

The Head of Regulatory Services, WRS further responded and informed Members that WRS were intelligence led. As detailed in the report, food inspections were down compared with the same quarter last year, but he wanted to reassure Members that food inspections would remain a priority.

RESOLVED that the Activity and Performance Data report for Quarters 1, 2 and 3, 2016/2017 be noted.

35/16

COUNTYWIDE LICENSING WORK PLAN

The Board considered a report that gave an overview of the type of work carried out by the Licensing Team, Worcestershire Regulatory Services (WRS) on behalf of the six partner authorities during the last twelve months and a brief synopsis of work planned for 2017/2018.

The Licensing and Support Manager, WRS presented the report and in doing so informed the Board that under the partnership agreement licensing was a reserved matter, which meant that whilst WRS officers could act under delegated authority to deal with licensing (e.g. issuing licences, taking enforcement action) all matters of policy must be determined by each partner authority.

Each partner authority had an appointed Licensing Committee which met on average 4/5 times per municipal year.

One of the main objectives for the Licensing Team had been to work with each of the Licensing Committee Chairs to introduce a structured approach to Licensing Committee agendas for each partner authority.

This had involved the introduction of individual districts Licensing Committee Work Plans, which included all proposed future committee meeting dates, with pre-planned policy review information allocated alongside the routine fixed agenda items. This accomplished two things, it gave Members an informed view of upcoming agenda items and it enabled the policy workflow for each district to be planned and managed by officers on a countywide basis.

Members were further informed that the main focus for the forthcoming financial year would be to expand this piece of work into a long term strategic program. Because of the longer term nature of issues such as disabled access vehicles and changes to aspects of policy around vehicle type and description, this could mean developing a 5 to 10 year countrywide rolling program of policy reviews for a number of the partners. It was considered best practice that each district council had a robust policy review program in place to ensure that their individual

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

policies were still relevant to the subject matter and that they met any needs and objectives set down by legislation.

Part of the review process would involve consideration of the revised Local Government Association (LGA) "Councillor Handbook on Taxi Licensing" published in December 2016; and the much anticipated LGA "Taxi and Private Hire Vehicle Licensing Statutory and Best Practice Guidance," due out in early spring.

Both of these documents would influence future policy development across the partner authorities and licensing officers would be focused on ensuring local policies met best practice guidance wherever possible.

One such example was that each licensing authority currently had a policy on the application of the "Supplemental guidance relating to the relevance of convictions and cautions" which aided officers and Members in the decision making process to determine if an applicant / taxi driver was a fit and proper person to hold a licence.

The Licensing Team was currently developing a much wider policy document which, if adopted by Members, would incorporate the wider scope of driving history / experience, medical fitness, criminal and driving convictions, warnings, reprimands and any valid complaints into the process for considering whether an applicant / driver was a fit and proper person to hold such a licence.

This would obviously seek to drive up standards within our current driver cohort and ensure that only the right people were endorsed as drivers by partner authorities. Hopefully such steps would protect the reputation of the relevant licensing authorities, build on historic protections for the travelling public and help raise the level of kudos associated with being a licensed driver.

Appendix 1 to the report detailed the Work Programme for Licensing Committees 2016/2017.

The Chairman thanked the Licensing and Support Manager, WRS for the report, which she was pleased with. The Chairman commented that she was mindful that the Work Programme for Licensing Committees 2016/2017, as detailed at Appendix 1 to the report highlighted that, Redditch Borough Council and Malvern Hills District Council, Overview and Scrutiny Committee's had both conducted a scrutiny exercise with regard to Disability Access to Vehicles (Taxis).

The Chairman suggested that officers look at carrying out any future Joint Overview and Scrutiny working, where relevant, if the service area came under Worcestershire Regulatory Services.

RESOLVED:

- a) that the Democratic Services Officer to liaise with Redditch Borough Council and Bromsgrove District Council, Overview and Scrutiny

Agenda Item 5

Worcestershire Regulatory Services Board (previously Worcs Shared Services Joint Committee)
16th February 2017

officers, with regard to raising the suggestion, as made by the Chairman, in the preamble above; that the Worcestershire Joint Scrutiny Network look to engage with partner authorities in respect of any future Joint Overview and Scrutiny working, if the service area came under Worcestershire Regulatory Services; and
b) that the Countywide Licensing Work Plan be noted.

36/16

WORCESTERSHIRE REGULATORY SERVICES BOARD - 2017/2018 **PROPOSED MEETING DATES:-**

The Board considered the proposed meeting dates scheduled for 2017/2018.

RESOLVED that the Worcestershire Shared Services Board meeting dates and meeting start time of 4:30 p.m. for 2017/2018 be approved as follows:-

- Thursday 22nd June 2017
- Thursday 5th October 2017
- Thursday 16th November 2017 – Budget Meeting
- Thursday 15th February 2018

The meeting closed at 5.45 p.m.

Chairman

REVIEW OF BROMSGROVE ECONOMIC PRIORITIES AND FUTURE DIRECTION OF TRAVEL

Relevant Portfolio Holder	Cllr Karen May – Deputy Leader for the Council and Portfolio Holder for Economic Development, Town Centre and Strategic Partnerships
Portfolio Holder Consulted	√
Relevant Head of Service	Kevin Dicks – Chief Executive
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Key decision

1. SUMMARY OF PROPOSALS

- 1.1 The Council’s current economic priorities were agreed by Cabinet in July 2015. The priorities have helped to provide a focus for the Council’s economic development and regeneration activities and good progress has been made by the Council in supporting the local economy to develop and grow and to drive forward the regeneration of the district’s key centres.
- 1.2 This report sets out a revised set of economic priorities for the district which are underpinned by an analysis of the various economic challenges and opportunities faced by the district.

2. RECOMMENDATION(S)

The Cabinet is requested to **RESOLVE** that:

- 1) The economic narrative set out at Appendix 2 and the challenges and opportunities faced by the district set out at 3.14 is noted and endorsed.
- 2) The nine strategic priorities for economic growth set out at 3.22 are endorsed.
- 3) The Early Action Programme set out at Appendix 3 is endorsed.

3. KEY ISSUES

Financial Implications

- 3.3 There are no financial implications arising directly from this report. Any proposals that require additional Council resources or funding will be subject to the usual Council decision and budget processes.

Legal Implications

- 3.4 There are no direct legal implications arising from this report.

Service / Operational Implications**Background**

- 3.5 In July 2015, Cabinet approved a new set of economic priorities to provide a focus for the Council's economic development and regeneration activities and also to guide the activities of the North Worcestershire Economic Development and Regeneration (NWEDR) service, which the Council supports financially. The economic priorities were underpinned by a high level Action Plan which included a range of activities designed to improve the economic performance of the district and to specifically help and support local businesses and new business start-ups (see Appendix 1 for progress against delivery of the Action Plan).
- 3.6 The development of the economic priorities was based upon an assessment of local economic conditions at that time and strategic opportunities to develop the economy and also took into account views expressed by local business leaders and stakeholders. At the time Cabinet agreed to focus on supporting the growth of small and medium sized businesses (SMEs) and developing a sustainable economy that was not reliant on a small number of sectors.
- 3.7 The actions that Cabinet endorsed back in July 2015 were in effect practical measures to help and support local businesses and the local workforce. That said, positive progress has been made since 2015 and the Council has worked with its partners to deliver a number of activities to support the economic development and growth of the district, including:
- Adoption of its Local Plan including housing and employment policies up to 2030;
 - Delivery of major regeneration projects in Bromsgrove Town Centre including the first phase of the former Market Hall re-development, with a new 'Little Waitrose' store due to open in May 2017; furthermore planning consent has been granted for a redevelopment of the Birmingham Road retail park and an Aldi superstore on Stourbridge Road;
 - Supporting 15 start up and growing Bromsgrove businesses through direct grant funding offered by NWEDR and supporting a further 7 existing businesses by providing access to business support programmes offered through NWEDR and partners;
 - Successfully introducing a 'centres management' approach to developing key centres in the district, with a Centres Manager appointed in May 2016, to improve the vibrancy and competitiveness of the centres;
 - Through the NWEDR team; organised and delivered a number of highly successful business events and participated in the recently launched 'North Worcestershire Business Ambassadors' initiative.

Context for change

- 3.8 Since the economic priorities were adopted; a whole raft of events have occurred which have altered the economic outlook for the UK and for the regional and local economy. The full effect of the UK leaving the EU is yet to be felt and there is no doubt that there will be economic uncertainty for the next two years, as the UK Government undertakes the process of formally leaving the EU. The resultant economic climate is therefore likely to be one of uncertainty with fluctuations in currency value with businesses and consumers reviewing and adjusting their investment and spending plans in the light of new opportunities and challenges. The Council has also had to deal with the impact of the latest local government finance settlement and the planned elimination of the Revenue Support Grant, with a negative grant to be paid back by the Council to Government in 2019-20. The reforms to local government finance include the proposal that a new framework for retention of Business Rates will be implemented that will enable Councils to retain a greater proportion of Business Rate income, subject to prescribed 'tariffs'. This will mean that the Council will be incentivised to encourage growth in the district as a way of continuing to deliver high quality services. To help with the future financial sustainability of the Council, there is also a need to pursue a more commercial approach to the way that the Council delivers its services to residents, looking at income generation opportunities and examining alternative delivery models.
- 3.9 The Bromsgrove economy is currently faring relatively well compared to neighbouring districts, with recent data showing that the district's unemployment rate is amongst the lowest in the West Midlands region. Furthermore, skills levels for local residents are higher than the regional and national averages and the district has a strong record in generating growth in small-medium sized businesses, particularly 'micro' businesses i.e. those businesses that employ between 1 and 9 people. Bromsgrove is home to a highly successful labour market with skilled resident workers serving the wider West Midlands region on a daily basis.
- 3.10 Despite the solid performance of the Bromsgrove labour market, the Council is aware of a number of underlying weaknesses in the local economy and the potential impact of the external events that are affecting the UK, which illustrate the need to avoid complacency and have prompted the need to review the Council's economic vision and aspirations.
- 3.11 In particular, the Council has listened carefully to the views of the Economic Development Theme Group (which forms part of the Bromsgrove Partnership) which consists of business leaders and partner organisations such as the Department for Work & Pensions and Heart of Worcestershire College. Over the last 12 months, the Group has challenged the Council's economic ambition and vision for the future. In particular, the Group has expressed a view that the district has the potential to position itself more forcibly as a key economic hub for the West Midlands and Worcestershire rather than its current perceived status as

a 'dormitory district'. This is due to its close proximity to the Midlands Motorway network, high skills base, entrepreneurial culture and good quality of life;

- 3.12 In response to this challenge, in October 2016, NWEDR (on behalf of the Council), commissioned Brendan Nevin (an academic and public policy consultant) to help develop a clearer picture of what is happening in Bromsgrove from an economic perspective, but to also put this in the context of the economic geography that the district sits within. In his work, he has also considered the impact of emerging Government plans, policies and spending priorities on Bromsgrove, specifically examining how changes to public policy and local government finance will act as an incentive to pursue a growth led economic strategy.

Key challenges and opportunities

- 3.13 In November, NWEDR held a special economic development and regeneration workshop with Cabinet, officers and the Chairman / Vice-chairman of the Bromsgrove Economic Development Theme Group to consider the initial findings of the review of the local economy and its wider geography. Furthermore, a presentation was subsequently given to a meeting of the Economic Development Theme Group in January 2017 and to the Council's Overview & Scrutiny Board at its meeting in February 2017.
- 3.14 This work was then followed up with a paper from Brendan Nevin which set out a strategic 'economic narrative' that provided an independent assessment of the challenges and opportunities faced by the district and a proposed routemap to enable the Council to drive forward a new economic future for Bromsgrove. A full version of the economic narrative is attached at Appendix 2.

In brief, the key challenges and opportunities can be summarised as follows:

Challenges	Opportunities
<p>Employment growth Over the period 2009-2014 the Bromsgrove economy stagnated registering zero net employment growth; this contrasts with areas surrounding the district such as Warwickshire and Solihull growing by 11% and 15% respectively.</p> <p>Labour supply & skills The district is heavily dependent on a mobile labour force for its prosperity with significant flows of labour on a daily basis into adjacent local authority areas.</p>	<p>Economic geography Bromsgrove is within a defined growth node to the south of Birmingham; significant levels of investment are planned in and around this area over the next decade which will reinforce the importance of the southern part of the West Midlands as an economic driver for the region. Bromsgrove has the opportunity to play its part in this growth.</p> <p>Local Government Finance Due to the reforms in local government finance; areas that actively seek growth</p>

<p>Local wages There is a disparity between average local wages and resident wages; those who live in Bromsgrove have high weekly earnings; however when those who travel outside of the district for work are discounted, the average wage decreases. In 2015, local wages were 72% of the average resident's wages and the sixth lowest in the West Midlands region.</p> <p>Economic activity and employment; The economic activity rate in Bromsgrove has decreased from 86.8% to 78.9% in 2016; this being caused by 3,300 workers leaving the labour market. Furthermore, the employment rate has fallen from 83.4% to 75.4% which implies that those who have left the labour market were working prior to exit – this downward shift could be explained by the data that relates to demographic change.</p> <p>Housing market There is an imbalanced housing market and rising affordability issues particularly for low earner and median income householders; the property to annual income ratio in Bromsgrove is approximately 10.8:1 – generally a ratio of 4:1 is considered to be affordable.</p> <p>Demographics Bromsgrove has an ageing population which has implications for the local labour market and the type of services and support required by residents going forward; of the 30 local authority areas in the region; Bromsgrove has the tenth lowest proportion of residents in the 16-64 age group (the working age population).</p> <p>Furthermore, the largest negative changes in population between 2001 and 2011 were in the 30 – 39 age</p>	<p>are to be incentivised through the retention of business rates from 2020. This provides the Council with an opportunity to pursue a growth led agenda as a way of sustaining public services going forward.</p> <p>Furthermore, there is an opportunity for the Council to use its own borrowing powers to drive forward economic growth capitalising upon favourable interest rates.</p> <p>Economic growth could help to retain and attract a younger labour force if it is supported by a housing strategy that aims to rebalance the housing market.</p> <p>Entrepreneurial culture There is a strong culture of setting up businesses in Bromsgrove; 2015 data shows that 580 businesses were set up in Bromsgrove. There is an opportunity to further exploit this strength and establish the district as a place where new businesses can set up and grow.</p> <p>Government policy The Government has recently published its Industrial Strategy Green Paper which sets out the Government will work to increase productivity and economic growth across the country. The Government is also currently consulting on its Housing White Paper which sets out a range of measures to stimulate the building of more affordable homes and new funds to drive delivery of new housing from smaller developers, including support for off-site construction. There is an opportunity for the Council to consider how it could benefit from the proposed measures in each of the papers.</p> <p>Town centre renaissance The new Centres management approach has significantly improved</p>
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<p>groups. Population projects from the Office of National Statistics (ONS) for 2015 to 2024 show a further fall of 2,000 people aged 20 to 54 and a growth of 8,000 people of the 54 – 90 age group.</p> <p>Land and property availability; Bromsgrove is a Green Belt district, with approximately 90% of the area designated as Green Belt; therefore major employment sites are located in and around Bromsgrove Town and Longbridge. However, there is currently a lack of immediately available quality office and industrial stock that can meet the needs of expanding local businesses and potential inward investors. Lack of supply could act as a deterrent to investment and also drive up land and property values limiting opportunities for existing local companies to expand locally.</p> <p>Infrastructure Bromsgrove benefits from a central location and close proximity to the Midlands motorway network. However its internal transport infrastructure is in need of significant investment to ensure that it can meet current and future demands. In particular, the road network continues to suffer from increasing delays and congestion especially at peak times on key links and junctions. This results in increased costs to residents and businesses and can act as a deterrent to inward investment. Bromsgrove has recently benefitted from investment in a new Railway Station, however there is a need to maximise the impact of this investment by improving car parking usage at the site, cycling facilities and onward bus services.</p>	<p>the Council’s relationships with stakeholders in the key centres and provides the opportunity to develop new initiatives that increase the vibrancy and vitality of the centres.</p> <p>Re-development projects in Bromsgrove town centre are attracting new investment, generating new jobs and an uplift in business rates and improving confidence in the district as a place to live, work and invest.</p> <p>The development of a stronger economic base for the district should in turn act as a catalyst for further investment in the district’s cultural and leisure offer.</p> <p>Partnership working The district is a member of two Local Enterprise Partnerships (Worcestershire and Greater Birmingham & Solihull); the Industrial Strategy advocates a stronger role for LEPs going forward in delivering economic growth; this means that the Council should be in a position to benefit from any new LEP wide initiatives or funding streams</p> <p>High skills base The district can offer a highly skilled and flexible workforce which is a key asset and should be used to drive more investment into the district. The opportunity exists to reverse the current ‘brain drain’ by creating higher skilled and higher paid employment opportunities within the district.</p>
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<p>Centres Bromsgrove town centre is experiencing leakage of expenditure to neighbouring centres and other centres such as Rubery are facing similar difficulties.</p> <p>Local Government Finance The reduction in local government spending power and elimination of the Revenue Support Grant is placing pressure on the Council to be able to sustain service delivery at its current level.</p>	
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- 3.15 The recent Government policy consultations on the Industrial Strategy Green Paper and Housing White Paper also act as a potential driver for change to the local economy and housing market. In the Industrial Strategy Green Paper, the Government identifies ‘ten pillars’ that it believes is important to drive forward economic growth, these include; investing in science, research and innovation, developing skills, upgrading infrastructure, supporting businesses to start and grow, encouraging inward investment and cultivating world leading sectors. Within the paper, the Government sets out its intention to invest in these areas and strengthen the role of existing bodies such as the LEPs. The headline proposals will potentially present opportunities for Bromsgrove and a re-alignment of the district’s economic strategy will ensure that the Council is well placed to positively capitalise upon them.
- 3.16 Furthermore, the recent Housing White Paper sets out a range of proposed measures to increase the supply of new homes, accelerate housing delivery and diversify the housing market. Whilst some of the proposed measures are aimed at improving the plan making process and the way that local planning authorities plan for new homes, the Government sets out a range of measures to assist Councils to bring forward new sites quicker including a new Accelerated Construction Programme and initiatives such as the £1.2bn Starter Home Land Fund to increase the supply of Starter Homes as part of a mixed package of affordable homes. Again there will be opportunities that will flow out of the White Paper that should help to address the imbalance in the local housing market

Managing social and economic change in Bromsgrove – proposed direction of travel

- 3.17 The economic narrative identifies the premise that over the next 15 to 20 years, Bromsgrove is likely to significantly change due to a variety of factors including changes in demographics, planned investment in the economic growth corridor that the district sits within, imbalances in the housing market and radical changes to local government finance and public policy.

- 3.18 In essence, the future sustainability of Bromsgrove as a place with a balanced age profile and residential and business community is at risk unless positive and pro-active policies are developed that address head on some of the underlying issues that are affecting the district's economy and housing market.

- 3.19 Cabinet is being asked to not only note and endorse the economic narrative at Appendix 2 but to agree a new direction of travel for the Council's economic strategy and indeed its overall approach to driving forward economic growth both in a direct capacity but also by creating the conditions for economic growth and investment to flourish.

- 3.20 The prevailing economic climate, forecasted demographic change and the very real threats faced by the Council in terms of its financial sustainability mean that the Council has no option but to chart a new course and pursue an agenda which puts economic growth at the heart of its strategy.

- 3.21 Based on the data that has been examined by officers and presented to Cabinet and the direct feedback from our business leaders, the strategy that Bromsgrove is simply a 'dormitory district' does not provide a sustainable future for residents and businesses. Bromsgrove is indeed a good place to live and provides a high quality of life to its residents but the district has an ageing population and more needs to be done to develop the district as an economic centre and to encourage our younger families to stay in the district and to attract more highly skilled people to live and work in Bromsgrove.

- 3.22 Going forward, Cabinet proposes that the Council's economic strategy will be focused on the following 9 strategic priorities. Cabinet also proposes to bring forward a range of 'early actions' to drive forward the delivery of these priorities, which are attached at Appendix 3.

1. Driving economic growth

The Council will work to position the district as an 'economic hub' that is part of a highly successful growth node located around the M5/M42/M40 corridor, building on and strengthening its existing assets;

2. Improving connectivity

Leading the drive to improve the district's internal infrastructure and working with Worcestershire County Council, LEPs and other bodies to consider and bring forward radical solutions to address the congestion on our highway network, to increase usage of public transport and connectivity to opportunities such as HS2 and release opportunities for growth; this will require significant and long term investment in our network;

3. Supporting businesses to start and grow

Ensuring that more space is provided for businesses to start up a business and existing businesses to grow and inward investment to flow into the district and those businesses can get access to the support that they need through our NWEDR service and Growth Hubs.

4. Re-balancing our housing market

Re-balancing the housing market to ensure that the supply of quality affordable new homes is increased for younger people and families thus retaining skilled young people in the district and capitalising upon the new funding streams and policies being championed by the Government in its Housing White Paper.

5. Developing key sectors

Considering new opportunities to develop high value sectors and industries in the district and examining opportunities to work in collaboration with Universities and Research Institutions to encourage innovative new ventures to locate and grow in Bromsgrove;

6. Driving up and retaining skills locally;

The focus should be improving the skills levels of the workforce to meet the needs of growing local companies, particularly those in key sectors and to also ensure that highly skilled residents can access appropriate job and career opportunities within the district, rather than having to travel out of the district to find suitable work in adjacent economies;

7. Improving our centres

Capitalising upon the renewed confidence in Bromsgrove Town Centre as a place to invest and further developing its retail, cultural, commercial and residential offer; working to develop our other key centres, ensuring that they continue to be vibrant and competitive;

8. Partnership working

Maximising all of the opportunities offered by partnership working including the district's membership of the two Local Enterprise Partnerships that it sits within and lever external funding where required;

9. Leading by example

The Council will do all it can in its role as a community leader to drive forward the growth agenda using its own resources to invest in projects that create jobs, housing and investment, where there is a strong business case in place; the Council will also review its own plans and policies to ensure that they are fully aligned to the new growth agenda and work towards ensuring that there is a corporate wide approach to securing growth.

3.23 As a result of these economic priorities; the Council will work towards achieving the following measures:

- Increase in local wages and working towards narrowing the gap between average resident earnings and average workplace earnings;

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5th APRIL 2017

- Increase in the affordability of homes particularly for younger people and aspiring families – reduction in the ratio of median house prices to median income;
- Increase in the economic activity rate for the working age population;
- Increase in net private sector employment; ensuring that the Bromsgrove economy registers positive job growth during the next 5 years;
- Reversing current commuting patterns with a reduction in net outward commuting ensuring that local skilled labour can access suitable employment locally;
- Increase in consumer expenditure in Bromsgrove Town Centre and reduction in leakage of spend to adjacent to centres.

3.24 These measures will be added onto the Council's dashboard with baseline data entered and will be regularly monitored by the Corporate Management Team and Cabinet.

Customer / Equalities and Diversity Implications

3.25 It is anticipated that delivery of the new Economic plan will have positive benefits to disadvantaged local residents by assisting them to access employment and training opportunities.

4. RISK MANAGEMENT

4.1 There is a risk to the future sustainability of the Bromsgrove economy if the Council decides against pursuing a growth led strategy. By agreeing to the direction of travel set out in this report, the Council will be taking the first steps towards addressing some of the underlying issues within the local economy. It is proposed to set up a risk register to ensure that the key issues in this report are monitored and managed going forward; this will include the assessment of key economic and demographic indicators.

5. APPENDICES

Appendix 1 – Current Bromsgrove Economic Priorities / Action Plan – progress against delivery

Appendix 2 - Economic Narrative

Appendix 3 – new Bromsgrove Economic Priorities – Early Action Programme

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Appendix 1 – Economic Priorities – Progress against delivery of the Action Plan

Priority	Approach	Progress as at April 2017
<p>P1: Harness the local entrepreneurial spirit and support business start-ups and existing business growth</p>	<ul style="list-style-type: none"> ▪ Business support initiatives ▪ Mentoring ▪ Access to finance ▪ Networking ▪ Workspace/ incubation 	<ul style="list-style-type: none"> ▪ Bromsgrove benefits from a number of new initiatives focused on supporting business start-ups and existing businesses to grow; the schemes are being funded by European Structural and Investment Funds (ESIF) and cover the Worcestershire and Greater Birmingham & Solihull LEP areas. ▪ The NWEDR service has supported 59 entrepreneurs with support and advice and awarded 14 grants to start up companies between July 2015 and March 2017. ▪ 580 new businesses established in Bromsgrove in 2015 (Source; Office for National Statistics – Business Demography). ▪ NWEDR supported 26 existing businesses to grow either through grant assistance and/or advice between July 2015 and March 2017. ▪ NWEDR continues to work to identify potential sites and funding opportunities for additional small business units / incubation space.

<p>P2 Encourage new inward investment / SME growth through development of the key employment sites</p>	<ul style="list-style-type: none"> ▪ Promote key employment sites ▪ Incentivisation packages ▪ Promotion of Bromsgrove district 	<ul style="list-style-type: none"> ▪ The Council and the NWEDR service works in partnership with Worcestershire Local Enterprise Partnership and Worcestershire County Council Inward Investment service to promote Bromsgrove as a location for prospective inward investors. Bromsgrove continues to be an attractive and popular location for companies to invest. ▪ NWEDR is working with the owner of Bromsgrove Enterprise Park to encourage and facilitate the development of the site. Since July 2015, further development of the Enterprise Park has taken place with a local company relocating its manufacturing and distribution operation to the site. ▪ NWEDR is part of the partnership group working alongside the proposed developer, agencies and local authorities to bring forward the Redditch Gateway (located within Bromsgrove District) employment site for future development.
<p>P3 Create a more vibrant Bromsgrove Town Centre by enhancing the current retail and leisure offer</p>	<ul style="list-style-type: none"> ▪ Town centre regeneration programme ▪ Town centre management ▪ Incentive packages ▪ Events 	<ul style="list-style-type: none"> ▪ The Council has successfully introduced a Centres Management approach to improving the vibrancy of its key centres, with a dedicated Centres Manager in post since May 2016. ▪ The Bromsgrove outdoor market is now operated by an external company CJ Events and an events sub-group has been set up by the Centres manager to co-ordinate a year round package of events. CJ Events are planning to run a new Food

		<p>Festival in summer 2017.</p> <ul style="list-style-type: none"> ▪ There has been good progress made with a number of town centre development sites, as follows: ▪ Former Market Hall Site. Phase 1: Little Waitrose, new store to open in May 2017. Planning application submitted for Phase 2. ▪ Former Clarks Site. Aldi have received planning consent for a new store on the Birmingham Road. It is anticipated that demolition of the existing buildings on the site will begin imminently with the work on the store to start later this year. ▪ Bromsgrove Retail Park. Planning permission for a refurbishment of the Bromsgrove Retail Park was granted to IM Properties in 2016 who are planning to invest £4m in the site. ▪ In addition, work continues apace at the Recreation Road development site with the development of a new care village.
<p>P4 Improve connectivity within Bromsgrove (Digital and Transport)</p>	<ul style="list-style-type: none"> ▪ Improved broadband ▪ A38 – programme of investment and development 	<ul style="list-style-type: none"> ▪ Bromsgrove District and town centre have benefitted and continue to benefit from the roll out of Worcestershire’s Superfast Broadband Programme. ▪ The Council is working with Worcestershire County Council to develop a strategic business case for a major upgrade of the A38 to reduce journey times

		<p>and release the growth of new housing and employment opportunities. £7.5m of funding has been provisionally secured from Worcestershire LEP from its Local Growth Fund allocation to support an initial programme of works.</p>
<p>P5 Invest in our local workforce by supporting training and apprenticeships</p>	<ul style="list-style-type: none"> ▪ Investment in and promotion of Apprenticeships ▪ Understand local businesses skills needs ▪ Work experience opportunities 	<ul style="list-style-type: none"> ▪ Unemployment in Bromsgrove stands at 1.1% (source: Office for National Statistics Clamant Count – February 2017) this is well below the West Midlands rate of 2.4%. ▪ The development of a district Employment and Skills Plan has been taken forward by NWEDR in conjunction with the Economic Development Theme Group. ▪ The Council and the NWEDR service continue to promote the benefit of Apprenticeships to local businesses. ▪ 780 new Apprenticeship opportunities were created in Bromsgrove during 2015/16; 260 of these were ‘Advanced’ or ‘Higher’ level Apprenticeships. ▪ The Council and the NWEDR service are working with Heart of Worcestershire College to review its curriculum offer and seek to align it with the priorities of key local sectors.

**Achieving Long Term Sustainable
Growth in Bromsgrove: The
Challenges and Opportunities in a
Time of Rapid Change**

Brendan Nevin

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Achieving Sustainable Long Term Growth in Bromsgrove: The Challenges and Opportunities in a Time of Rapid Change

1. Introduction and Context

1.1 The local economy and labour market which underpins the relative affluence of Bromsgrove is supported by a number of advantages which have developed over the last four decades:

- The district is located in a now long established growth corridor which originates in Birmingham City Centre and encompasses the university, airport and a thriving high value employment market which is located adjacent to the M40/42.
- Increasingly this corridor provides a link to the vibrant South East of England.
- The economic advantages bestowed to Bromsgrove by location are reflected hither to predominantly in healthy local labour market indicators such as high employment rates and incomes.
- This paper will however demonstrate that the locality is entering a period of change as the structure of the local and regional economy is transformed by market forces and public policy. This change is already underway and will continue to impact upon Bromsgrove and its existing community even if the local authority does not introduce new policies and interventions which can embrace and foster an enhanced level of economic growth.

1.2 The Council will need to take into account the new dynamics which are emerging as it considers forging policies not just for the remainder of this decade, but also for the period post 2020. At a national level the country is in a period of transition as it plans to leave the European Union, but it is also continuing to manage a public sector deficit until at least 2020/21 and a current account deficit which at 6% is currently the highest in the developed world. *Because of this backdrop the direction of travel for public policy is clear- nationally economic growth is the absolute priority and localities are expected to contribute to this by growing local economies, increasing competitiveness from the bottom up and through increasing their tax base.* This shift in government thinking is reflected in the philosophy of “localism” which has seen a withdrawal of centrally funded subsidy for services with a greater reliance on local growth and taxes to support the local community.

1.3 Public Policy has therefore:

- Incentivised localism and growth through the reform of local authority finance- leading to a projected negative subsidy entitlement for Bromsgrove in future;
- Promoted devolution to allow for the design of local solutions to address local issues and capture opportunities;

- Supported devolution of powers and funding streams to the West Midlands with the creation of a West Midlands Combined Authority. This new organisation has developed a potentially powerful economic development strategy supported by Central Government which is based upon strengthening growth nodes which are predominantly located in a corridor south of Birmingham City Centre which encompasses Bromsgrove District.

1.4 Securing local economic growth is central to the ability of a locality to provide high quality services and to support the needs of a growing population. But this begs a series of critical operational and political questions such as: What type of Growth? Who will benefit? What are the social and economic costs associated with an enhanced level of economic activity? And critically- What happens if we do nothing above our current policy interventions and frameworks?

1.5 This last question is central to this paper as the evidence suggests that significant change will occur in Bromsgrove even given a “do nothing “ policy scenario . The shape of the West Midlands economy is undergoing a significant geographical shift and the demography of the district is ageing with a knock effect on local economic indicators, which although relatively healthy, have started to deteriorate. The following narrative sets out the evidence in relation to recent trends in economic performance and demography. This is followed by a description of the economic and demographic forces which will shape the area looking forward and a brief analysis of the potential benefits, opportunities and trade-offs which face the Council and its partners in the short to medium term. The paper concludes by looking at the Tool Kit and early actions which can harness sustainable economic growth, and this section is based upon the proposition that the district will seek to shape the forces of change which are likely to present and ensure that the outcomes/benefits are both sustainable and equitable for the local population. Given the changes to local authority finance which have occurred over the last six years a further key objective would be to ensure that growth generates sufficient finance to ensure that the District Council can continue to provide excellent services to its residents.

2 Recent Trends in Economy and Demography: Implications for Bromsgrove as a Place to Live, Work and Invest

2.1 The high level data shows that Bromsgrove is home to a highly successful labour force where employment levels are amongst the highest in the West Midlands region. Skills levels are also higher than the regional and national averages and in 2015 average gross weekly earnings for residents were the highest of the 30 local authorities in the West Midlands. The local economy has also generated a growth of 475 micro enterprises since 2010, and registered the 4th highest growth in productivity of the 66 city region local authorities over the period 1997-2014 (ONS 2016b). The high level data does however disguise some emerging underlying weaknesses in the local economy which illustrate the need to avoid complacency, for example consider the following indicators:

- *Growth in Employment Following the Recession*- Over the period of economic recovery 2009-2014 both the North Worcestershire and Bromsgrove economies stagnated registering zero aggregate job growth. This performance of the jobs market as a whole masks a better performance by the private sector which registered a growth of around 3.5% to offset reductions in the public sector. The areas which surrounded North Worcestershire performed more strongly with Warwickshire and Solihull growing its employment base by 11% and 15% respectively, while Worcestershire as whole experienced a 3.4% increase which was focused in the south of the County
- *Local Growth and Birmingham*- Bromsgrove is dependent on a mobile labour force for its prosperity with significant flows of labour on a daily basis occurring into adjacent local authorities. The largest flows are into Birmingham and the economic performance of the city has and will have a disproportionate impact on the local economy of Bromsgrove. The City has performed poorly in recent years with a recession in employment which dates back to 2005 when the exchange rate was relatively high and the UK experienced a contraction in manufacturing activity which was masked by a growth in services. These structural changes have meant that employment has only grown by 1.4% since 2005 despite a large increase in the working age population, this is a poor performance compared to other “Core Cities” such as Leeds and Manchester which deindustrialised earlier than Birmingham. Because of the resilience of the local labour force Bromsgrove was not directly impacted by the poor performance of its huge neighbour in respect of high employment and income levels, however indirectly Birmingham’s relative economic decline meant that the locality was not subject to the same scale of development growth that areas adjacent to more successful major cities were in this period. The Bromsgrove area was of course also directly impacted by the closure of Longbridge which will also have reduced aggregate *local* employment. The development trajectory of

Birmingham is an issue considered when assessing the future potential of the Bromsgrove economy in the next section of this paper.

- *Local Wages*- It is evident when looking at the wages of those who work *within* Bromsgrove that there is a distinction to be made between the performance of the local labour force and the local economy. Those who live in Bromsgrove have a relatively high weekly earnings, however when those who travel outside the district for work are discounted a different picture emerges. Local wages were 72% of the average resident's wages in 2015 having fallen to 80% in 2013. Local wages were the sixth lowest in the region in 2015 although a significant recovery has been registered in 2016;
- *Comparative Earnings and House Prices*- The weekly average earnings for residence and workplace are highlighted in Figure One overleaf. These figures for 2016 reflect a recent recovery in local wages but they are still lower than all but two of the surrounding areas, and go some way to explaining the levels of lower quartile house prices to lower quartile earnings which are the highest in the West Midlands
- *Economic Activity and Employment*- The economic activity rate has fallen from 86.8% in 2013 to 78.9% in 2016 this being caused by 3,300 workers leaving the labour Market. This reduction in the labour force has been accompanied (not surprisingly) by a fall in the employment rate from 83.4% to 75.4%. This implies that those who left the labour market were working prior to exit rather than being discouraged by unemployment. The reasons for this downward shift in employment may be contained within data relating to demographic change.

2.2 Bromsgrove has an ageing population, and this has implications both for the local economy/labour market and the type and quantum of local services and support required by residents going forward. The current baseline contains some stark statistics:

- Of the 30 Local Authorities in the West Midlands Region Bromsgrove has the tenth lowest proportion of residents in the 16-64 age group;
- Four of the local authorities in the bottom ten on this indicator are located in Worcestershire while two others, Herefordshire and Stratford upon Avon sit adjacent to the County;
- The largest negative changes in population 2001-2011 were in the family formation cohorts- 30-39 age groups;
- Office of National Statistics projections from 2015 to 2024 show a fall of 2,000 people aged 20-54 and a growth of 8,000 in the 54- 90 year old groups. In this context it should be expected that the labour force will shrink unless the trends to early retirement by higher skilled groups are reversed (ONS 2016c)

2.3 There is a clear link here between economic and housing policy. Worcestershire has generally under performed in terms of economic development given its geographical location in a growth corridor, and unless younger groups can be encouraged to live locally then the labour market of the future may not be fit for purpose for the needs of existing business and inward investors. Figure One shows how difficult it is for low and median income households to secure a foothold in the Bromsgrove property market with property to annual income ratios of approximately 10.8:1. Generally a ratio of 4 to 1 is considered to be affordable, and this is reflected in the lending policies of most financial institutions.

Summary and Implications

2.4 A historic overview of the development of the local economy of Bromsgrove is dominated by the strong performance of the labour market, high resident wage levels and sustained levels of employment. There are however signs of change in locality driven by demography which is weakening that labour market. Additionally a deeper dive into the local economy exposes weaknesses which will become more evident as the need to generate resources locally to fund public services intensifies. Bromsgrove is characterised by uneven local economic development which extends beyond the emerging demographic imbalances and its impact on the labour market. Local employment is only sufficient to employ 69% of the working age population- this being 9% adrift of the regional average, and the work which is located in the district pays relatively low wages. This in turn has exacerbated the crisis of affordability in the local housing market for first time buyers and lower wage groups. These factors when considered together pose a significant challenge to maintaining a sustainable community which generates the resources to fund an excellent level of public service provision going forward.

Figure 1. Earnings and House Prices

	Earnings by residence 2016 £	Earnings by work place 2016 £	Lower quartile house prices to lower quartile income 2015	Median house prices to median income 2015
Bromsgrove	592.10	494.80	10.78	10.81
Redditch	436.40	468.80	7.62	6.82
Wyre Forest	497.10	434.90	7.18	6.93
Worcester	545.90	505.90	7.44	6.99
Wychavon	529.70	514.80	8.77	9.06
Solihull	616.70	586.80	8.45	8.07
Birmingham	497.40	544.30	5.49	5.16
West Midlands	n/a	510.20	n/a	n/a
Great Britain	541.00	540.20	n/a	n/a

Source: ONS (2016c and DCLG 2016 Live Table 576)

3 Looking Forward: The New Economy of the West Midlands

3.1 Economic geography changes constantly as employment sectors transform, society evolves, and new consumer preferences emerge. Additionally the competitiveness of localities are impacted by national and international trends and national and local public policy initiatives. A stable state for local economies has never existed in the modern era and the major question policy makers need to ask is “what changes are likely to happen in the short to medium and how extensive will they be?” It is rare for horizon scanning to be totally accurate however it is possible to identify the major factors which are likely to drive change over a reasonable timescale (say ten years). Applying this question to Bromsgrove, it is apparent when looking at the national and international issues now faced by the UK and the reshaping of the West Midlands economy planned by local and central government in partnership with the private sector, that the speed and extent of change of economic and spatial development is likely to accelerate considerably in the short and medium term compared to that experienced over the first fifteen years of this Century.

3.2 As highlighted earlier the West Midlands economy has already evolved into a southward facing region in respect of economic prosperity, with high levels of employment being located in growth nodes in and around Birmingham city centre, the A38 corridor, the airport and M40 corridor. Investment plans expected to mature over the next decade will have the impact of substantially reinforcing these recent historic trends in development. The two driving forces behind this consolidation and enhancement of growth are the recovery of the Birmingham economy and the planned public/private sector partnerships being developed by the West Midlands Combined Authority (WMCA). Each of these driving forces are set out below.

A Strong Recovery in the Birmingham Economy

3.3 During the first decade of the Century the Birmingham economy under performed in comparison to most major UK cities. This underperformance was related to its relatively large manufacturing base which was still intact as the new millennium emerged. The city was therefore experiencing a different economic cycle to some of the comparator cities which had already shifted to economies which were almost entirely service dominated. Subsequently the city has engaged with extensive redevelopment and regeneration which can be seen within and adjacent to the Bromsgrove boundaries at Longbridge, in East Side and within the city centre itself. The last few years have seen an increase in foreign direct investment, confidence is improving and since the end of the recession in 2009 employment has increased by nearly 12% from its lowest level.

3.4 The city is therefore recovering from its second phase of deindustrialisation, but in doing so it is decoupling further from its historic economic linkages with the Black Country and reinforcing its labour market and connections with transport infra structure to the south, including Bromsgrove.

The Strategic Economic Plan for the City Region

3.5 The WMCA has set a number of highly ambitious targets for the City Region over the period to 2030 which include creating 500,000 additional jobs, reducing the travel time between Birmingham to London to 38 minutes and eliminating the £3.9bn annual spending gap between tax receipts and public expenditure. A close examination of the Strategic Economic Plan (SEP) and Investment Prospectus (WMCA 2016a and b) illustrates that growth in the south of the region will have a disproportionate impact in achieving these objectives. An analysis of the major proposed investment project shows:

- 13 of the proposed investment schemes are residential led- however ten of these are located on sites to the north of Birmingham city centre, this reliance on housing investment reflecting the relative weakness of the economy in these areas;
- Of the 29 employment led schemes, 20 are in Birmingham City centre, the Corridor from the City to the airport, Worcestershire and Warwickshire.

3.6 The scale of some of these proposals are significant at a national level and the schemes which will have either a direct or indirect impact on Bromsgrove include:

- The HS2/Curzon Street development will generate significant employment but also provide an enhanced link to London which will be under half an hour from Bromsgrove station;
- The Smithfield development and extension to the City Centre;
- The Snow Hill development – the largest speculative development outside London;
- The Birmingham Life Science Park on the A38 Corridor;
- The airport hub at Solihull has in the long term, 1,300 HA available for development, and £900 million of investment has been secured for the first phase of the project
- The MIRA Science Park in Warwick
- Redditch Eastern Gateway and Bromsgrove Enterprise Park
- Although not a WMCA investment project the £1bn regeneration of the Longbridge the 500 acre site is also of a scale which makes it nationally significant

Summary

3.7 The economic corridor within which Bromsgrove is located is set to capture billions of pounds of public and private sector investment in economic development and infra structure over the next fifteen years. This scale of economic development will reinforce the shift in the importance of the south of the West Midlands and confirm a two tier regional economy in spatial terms with the city centre forming the northern boundary of the fast track locations. The era of growth in the south of the West Midlands will pose a number of questions in relation to the future role which Bromsgrove will play within it. It is clear however that the markets for land, labour and housing will be impacted by the scale of investment envisaged and that a do nothing option by policy makers will not prevent major change occurring. This is an issue which is elaborated below.

4 **Managing Social and Economic change in Bromsgrove: Opportunities, Threats and Trade- offs**

4.1 There are a number of significant opportunities which will present themselves to businesses, residents and the local authority. For the Council there is the potential to encourage the growth of indigenous economic activity which supports the growth of the tax base. This local growth may also help retain and attract a younger labour force if it is supported by an inclusive housing strategy. The development of a stronger local economic base with a larger local workforce will also assist with the place making tasks as the locality seeks to upgrade its leisure and retail offer and retain a greater proportion of consumer expenditure within the local authority boundaries. These opportunities have to be seen in the light of local challenges. Additional development would need to be seen to benefit the existing community as well as inward movers- inclusivity is key to consent to growth. Land use policy is a sensitive issue and any reviews need to be environmentally sustainable and not materially damage the quality of life for residents. There will need to be debate with trade- offs clearly identified when policy changes are considered.

4.2 There is of course the option for the local authority to do nothing above the existing locally derived policies for planning ,economy and housing over the next five or ten years. This however is unlikely to prevent significant change in Bromsgrove it will just mean that the locality will have a sub optimal role in shaping the outcomes from adjacent economic growth. This however is unlikely to happen as Members have already highlighted a willingness through discussions on the Local Plan to review land for development post 2030, this being prior to consideration of how the economy is likely to be transformed in the next decade. A point of consideration is therefore - does the review needs to consider land allocations prior to that date given that the WMCA strategy will have been substantially delivered by 2030?

4.3 The need for an earlier review date is based on the following premise:

Agenda Item 7

- Given the scale of proposed development and investment in the wider area market forces will facilitate changes in land values , end use , and population flows irrespective of existing public policy frameworks;
- A prime example of this process would be the spill over effects of the growth in higher paid employment in Birmingham city centre which will increase demand and boost the value of the Bromsgrove housing market further;
- Flows into Bromsgrove from the growth of Birmingham city centre are more likely to be established professionals, who are also likely to displace younger Bromsgrove residents to some degree;
- The growth of employment in the area from Longbridge around to the Solihull Hub is likely to have an impact on the value of land as they mature as business locations and provide a foci for growth in services, hotels, logistics and population
- If Bromsgrove did not review its land allocations to compliment and integrate with the changing sub regional economy displacement may occur as land values rise and as result existing businesses may be forced out.

4.4 The basic premise here is that if the sub region develops as planned Bromsgrove will change , either in a way which is shaped by the Council using new policies for a new environment, or it will change as new market forces over ride existing policies, potentially producing some adverse and unintended consequences for the existing community.

4.5 This vista raises questions about how public policy can respond in a proportionate way which reflects the opportunities and constraints in the locality to develop a sustainable approach to economy and place in Bromsgrove, whilst also having a realistic view of timescales, resources and the policy tools which are available to harness change.

5 Securing Sustainable Growth and a High Quality Place: The Tool Kit and Early Action/Change Programme

- 5.1 Assuming that the Council decides to shift its policy frameworks to develop its locational advantages within a framework which supports, sustainable communities, economic development and a high quality place, its immediate challenge will be to manage a transition from a framework which primarily uses the statutory planning system to *regulate and facilitate* economic change to one which directly and proactively *promotes and develops growth* in the right circumstances. This new corporate approach will have some upfront resource requirements but more importantly an early action programme would also need to be developed which engenders confidence in delivery and community benefit. This requires a vision for Place as well as economy, and a strategy which ties together economic, planning and housing policy and associated interventions with an eye to maximising local benefits.
- 5.2 As localism has developed since 2010 so has the policy and financial tool kit which supports local growth. The deployment of this tool kit is essential if the Council is to be successful in leveraging additional resources to develop Bromsgrove, improve its infrastructure and support its affordable housing offer. In the medium to longer term the cost of providing adequate infrastructure to support growth is high and success will be dependent upon regional and national agencies “buying into” the local growth agenda and providing investment to complement resources raised locally. Securing this buy in is a prerequisite (and an expected building block) for a successful growth strategy and the successful delivery of an Early Action programme is significant to achieving the confidence of external investors.
- 5.3 A selection of significant interventions and policy/financial tools which can assist with the delivery of the growth strategy are set out below.
- 5.4 *Prudential Borrowing*- The ability for local authorities to borrow at exceptionally low interest rates to fund economic development and develop the revenue base is now being used extensively by local government. The deployment of these resources is frequently being designed to ensure that the council derives an increased revenue stream from the investment within a well-defined payback period. Examples of such investment include projects as diverse as the development of business parks, hotels, licensed premises, infrastructure which generates tax paying development and land assembly. The deployment of this power to act requires an acceptance of risk and the new entrepreneurialism which central government now expects from local authorities. In some areas, Councils are taking this further and establishing Local Authority Trading Companies and/or public-private partnerships to drive forward regeneration schemes and return revenue back to the authority; there are numerous examples of where Councils have innovatively used their borrowing powers to lever in private investment and create sustainable income streams, whilst ensuring that the risk is managed appropriately.

- 5.5 The Council may wish to consider creating an 'capital investment fund' which provides it with the facility to borrow up to an agreed limit and invest these funds in commercial, housing and retail schemes that deliver economic growth but generate a return to the Council.
- 5.6 *Community Infrastructure Levy-* Resources which can be raised from developers through the planning system can be reinvested to provide community facilities and benefit
- 5.7 *Review of Land Use Planning-* Following the adoption of the local plan it may be prudent to review its land use assumptions in the light of the new economic context. There are already examples where the planning system has creatively reviewed allocations of brown field and land which is under-utilised in the Green Belt to secure high quality business development. The Council is committed to undertaking a full scale Green Belt to identify future development sites but it should be willing to undertake a more fundamental review of its land use policies including employment land allocations for the period post 2020.
- 5.8 One example of appropriate and good quality Green Belt development is the Topaz Business Park which was developed on the site of former farm buildings to produce 45,000 sq ft of office space in ten units for high value added companies. A review of land use should test if this type of creative reuse/designation of land could support the growth agenda,
- 5.9 *Maximising Resources from partnership working-* As a principle this is applicable to investment approaches for all programmes, projects and sites. However, at the strategic level the opportunity to secure significant resources would be most effectively delivered through a partnership with the WMCA, and through that avenue with central government
- 5.10 *Business Friendly service delivery-* The council should provide a one stop shop for business underpinned by a commitment to deliver a high quality service which seeks to deliver growth- this service should be reviewed with the objective of testing the system to see if service adjustment is needed.
- 5.11 *Review of the skills needs of the Local Economy-* The council should work with partners to ensure the right skills are available to capture growth, and boost the incomes of those who live and work locally;
- 5.12 *Rethinking the cultural, retail and leisure offer for a new environment-* The local economy of Bromsgrove does not capture the full benefits of housing a successful high income labour force. This is because there is a considerable leakage of consumer expenditure to adjacent economies because the retail and leisure offer is comparatively poor compared to the purchasing power of its residents. If the council seeks to build a vibrant more self-contained and sustainable place it will need to rethink this offer and assess how it can use its enabling powers to move it on;

- 5.13 *Managing the Residential Market*- The Government have assembled a £7bn fund to develop affordable housing in this Parliament. This fund will primarily support affordable homeownership products through: Shared Ownership; Rent to Buy; and Starter Homes which offer a 20% discount on new build up to a value of £250k for first time buyers aged under 40. Deployment of products like these may assist in retaining and attracting younger workers while addressing the increasingly unbalanced local demographic profile.
- 5.14 Re engineering a corporate approach to achieving sustainable growth needs to be based on a road map which encompasses the major tasks which deliver short, medium and long term objectives. There is some urgency to developing the approach as over the next couple of years much of the resource made available for economic development and housing will have been committed for this Parliament, although a new Comprehensive Spending Review in 2018 may provide an unallocated funding envelope beyond 2020.
- 5.15 Consideration of resources needed to achieve delivery of the early action programme and ensure the Council has the required 'delivery capacity' to build success and engender confidence with investors, partners and the local community. The success of an early action programme supporting an ambitious strategy for inclusive growth will tend to attract additional public sector resources to fund local growth as the district makes a bigger contribution to supporting the sub regional agenda.

6. Information Sources

6.1 All information relating to economic indicators are derived from the NOMIS Data Base which is supported by the Office of National Statistics (ONS 2016a) this data was accessed on 11/1/2016. Other Sources used were:

- ONS (2016b) *Top and Bottom Ten Local Authorities in the Core City Regions for GVA. Compound growth 1997-2014*. Experimental Statistics-quoted in "Inclusive Growth Opportunities" by Ruth Lupton et al. University Of Manchester.
- ONS (2016c) Subnational Population Projections for Local Authorities in England Table 2.
- WMCA (2016a) Strategic Economic Plan.
- WMCA (2016b) Investment Prospectus June 2016

Appendix 3

Proposed Early Action / Change Programme

Priority	Early Action
1. Driving economic growth	<ul style="list-style-type: none"> ▪ Review and clearly identify the assets which the District can build on and develop.
2. Improving connectivity	<ul style="list-style-type: none"> ▪ Bring forward proposals to improve the linkages between Bromsgrove Railway station and Bromsgrove Town, aim to increase the density of development around the station, and cost the infrastructure requirement to achieve the full utilisation of this asset. Proposals need to be sequenced with the opening of HS2. ▪ Work with Worcestershire County Council to develop business case for external investment to fund A38 corridor improvements to release capacity for growth.
3. Supporting businesses to start and grow	<ul style="list-style-type: none"> ▪ Review existing employment land sites allocated in the adopted Local Plan; NWEDR team to work with site owners and developers to identify whether development can be ‘fast-tracked’ to meet latent demand for office and industrial space.
4. Re-balancing our housing market	<ul style="list-style-type: none"> • A fast tracking of development sites supported by a review of existing infrastructure capacity. ▪ Development measures to rebalance the local housing market utilising new Government funding streams and products for intermediate homeownership. The initial focus would be on Bromsgrove town.
5. Developing key sectors	<ul style="list-style-type: none"> ▪ Identify clusters of business where agglomeration can be encouraged and supported. ▪ Early discussions with adjacent HE and Research Institutions regarding joint working opportunities.
6. Driving up skills	<ul style="list-style-type: none"> ▪ Leading an urgent review of the skills needs of our key industries, sectors and

	businesses and working pro-actively with our schools and Heart of Worcestershire College to re-align their provision to meet their needs, rather than being driven by funding priorities.
7. Improving our centres	<ul style="list-style-type: none"> ▪ Develop a Centres Management strategy including a vision for Bromsgrove Town and other key centres that can also inform future bids for funding and resources. ▪ Investigate the feasibility of setting up a Business Improvement District (BID) for Bromsgrove Town Centre.
8. Partnership working	<ul style="list-style-type: none"> ▪ Work with our key partners such as Worcestershire LEP and Worcestershire County Council to further develop our economic vision and address the economic challenges outlined in the strategic narrative.
9. Leading by example	<ul style="list-style-type: none"> ▪ Ensuring that all of the Council's services are fully focused on the new growth agenda and re-engineer service delivery towards this goal where required to secure a corporate wide approach to achieving sustainable economic growth. ▪ Assemble a corporate team to drive growth agenda and review required resources and skills. ▪ Adopt a more entrepreneurial approach to potentially fund new investment projects that create new jobs, housing and retail opportunities, where there is a gap in the market and where a sustainable revenue stream can be generated.

Conservation Area Appraisal and Management Plan for Beoley Conservation Area

Cabinet 5th April

2017

Conservation Area Appraisal and Management Plan for Beoley Conservation Area

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	Alvechurch
Ward Councillor(s) Consulted	No
Non-Key Decision	Non Key

1. SUMMARY OF PROPOSALS

- 1.1 The Council has a statutory duty under s69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas. The Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas.

- 1.2 A draft Conservation Area Appraisal has been prepared for the Conservation Area in Beoley. The character appraisal identifies the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. The Management Plan provides a strategy for the management of the conservation area in a way that will protect and enhance its character and appearance.

- 1.3 The conservation area appraisal identified the need for small boundary changes.

- 1.4 Having obtained the Cabinet members' support for the draft appraisal, management plan and boundary extension, full consultation with local residents and other interested parties was carried out between Monday 25th July 2016 and Friday 9th September 2016.

- 1.5 There was broad support for the conservation area appraisal, management plan and boundary changes.

2. RECOMMENDATIONS

- 2.1 That the Cabinet approves the Beoley Conservation Area Appraisal and Management plan and endorses its contents as a material consideration for planning purposes.

- 2.2 That Cabinet approves the designation of the areas to be added to the Beoley Conservation Area as outlined in this report.

Conservation Area Appraisal and Management Plan for Beoley Conservation Area

Cabinet 5th April

2017

3. KEY ISSUES

Financial Implications

- 3.1 The cost of producing and consulting on the Conservation Area Appraisals and Management Plans will be met by the existing Strategic Planning Team budget.

Legal Implications

- 3.2 The Council has a statutory duty under s69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas. The Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas.

Guidance in relation to the designation, preservation and enhancement of conservation areas are contained in the National Planning Policy Framework (NPPF) and National Planning Policy Guidance (PPG) as outlined in the Character Appraisal and Management Plan.

The NPPF states that

127. When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.

The PPG states that

Local planning authorities need to ensure that the area has sufficient special architectural or historic interest to justify its designation as a conservation area.

The architectural and historic significance of the area, including the additions and proposals for managing them, are set out in the Appraisal and Management plan, as stated above.

Designation of conservation areas have planning consequences, some of which are outlined in the Appraisal and Management Plan, which include controls over trees in the area, more restrictions on permitted development rights and advertisements rights, and the duty to pay attention to the historic and archaeological significance of the area when considering the grant planning permission and the duty to formulate proposals to enhance and preserve the conservation areas

Conservation Area Appraisal and Management Plan for Beoley Conservation Area

Cabinet 5th April

2017

- 3.3 There is no statutory procedure for the designation, appraisal and management of conservation areas. If the extensions are approved, formal notifications would be sent to each owner/occupier affected by boundary changes and the designation advertised in the Bromsgrove Advertiser and London Gazette. Notifications would also be sent to Historic England, the Secretary of State for Culture Media and Sport and the relevant land Registries. There is no statutory right of appeal against Conservation Area designation.

The proposed appraisal and management plan and the designation do not engage the Human Rights Act 1998 in a way which is contrary to the law. Although the proposed boundary changes include some residential properties, the process is considered necessary and proportionate to protect the historic environment, in the public interest.

Service / Operational Implications

- 3.4 Each character appraisal identifies the factors and features which make each conservation area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. The management plans then provide a strategy for the management of each of the conservation areas in a way that will protect and enhance its character and appearance.

3.5 **Beoley**

Two consultation sessions were held at the Village Hall in Beoley attended by 19 members of the public, and 4 written responses were received. In addition to the draft appraisal and management plan additions to the boundary were also proposed as follows;

1. The area between Beoley Lane and Holt Hill/Bleachfield Lane including the Elms. The current boundary to Beoley Conservation Area designated in 1980, flows around the historic buildings, omitting some green spaces in between. Modern conservation philosophy advocates the retention of key spaces between buildings as a key element of an areas special interest, hence the inclusion of this area.
2. The Village Hall and School. Located to the west of the Conservation Area boundary beyond Holt End Farmhouse on Beoley Lane. These buildings do have some historic interest and it is recommended therefore that the Conservation Area be extended to include these two sites. The School and adjacent Teachers House was built in 1876 to designs by John Cotton, a prominent Midlands architect. The Village Hall was originally built as a reading room in 1905 and has been subsequently extended and altered

Conservation Area Appraisal and Management Plan for Beoley Conservation Area

Cabinet 5th April

2017

throughout the 20th century. Its Beoley Lane elevation makes a valuable contribution to the street scene.

3. In light of comments received during the consultation process in respect of the previous draft appraisal, it is felt that in addition to the inclusion of the area to the south of Beoley Lane, for the same reasons the area to the north of Beoley Lane between Old Holt Cottage and Perrymill Farmhouse should also be included. This would seem to make sense as it would include Hillside, an Arts and Crafts styled property which dates from the 1920s, the only building on the main road, within the core of the settlement, excluded from the Conservation Area. Hillside has been the subject of some unsympathetic alterations, but has a neutral impact on the conservation as a whole.
4. On the east side of Chapel Lane are two modest detached houses which date from the 1960s. They are currently excluded from the Conservation Area, as the existing boundary weaves around them, which is again not good practice. They do, however, form a significant feature in the streetscene. Although their original timber windows have been replaced with upvc they still have their original entrance porches. Although very much of their time, they are not unattractive, and contribute to the multi period development of the settlement. Being located in the core of the settlement it would appear to make more sense to include them than exclude them.

Comments were received supporting the Conservation Area Appraisal and Management Plan and the proposed boundary changes. All comments are detailed in the Table of Comments in Appendix 2.

Customer / Equalities and Diversity Implications

- 3.7 The Strategic Planning team has carried out a public consultation exercise to gather views on the draft appraisal, management plan and boundary changes in respect of the Beoley Conservation Area. Consultation letters were sent to every resident who currently lives in each of the conservation areas and where applicable the proposed extension, informing them of the dates for the public consultation events, how to access the documents on line and how to obtain further information. Hard copies were made available at the consultation events and at the Council house. The deadline for comments was Friday 9th September 2016. The public consultation has been carried out in line with current legislation and adopted standards contained in the Bromsgrove District Council Statement of Community Involvement (SCI). The result of this consultation can be seen in Appendix 2.

**Conservation Area Appraisal and Management Plan for Beoley
Conservation Area**

Cabinet 5th April

2017

4. RISK MANAGEMENT

4.1 There are no associated risks with this report

5. APPENDICES

Appendix 1 - Beoley Conservation Area Appraisal and Management Plan
Appendix 2 – Beoley CAAMP Consultation Comments

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BEOLEY

CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PLAN

APRIL 2017



BROMSGROVE
DISTRICT COUNCIL

CONTENTS

Part 1 Character Appraisal

- 1.0 Introduction

- 2.0 Planning Policy Context

- 3.0 Summary of Special Interest

- 4.0 Assessment of Special Interest
 - 4.1 Location and Setting
 - 4.2 Historic Development and Archaeology
 - 4.3 Architectural Quality and Built Form
 - 4.3.1 Key Views
 - 4.3.2 Prevailing and Former Uses
 - 4.3.3 Architectural Character and Key Buildings and Structures
 - 4.3.4 Building Materials and Construction
 - 4.3.5 Public Realm
 - 4.4 Land marks, focal points and special features
 - 4.5 Summary of issues

5.0 Conservation Area Boundary

6.0 Management Proposals

7.0 Public Consultation

Part 2 Management Plan

- 1.0 Introduction
 - 1.1 Purpose
 - 1.2 Public Consultation
 - 1.3 Status of the Management Plan

2.0 Planning Policy Context

3.0 Summary of Special Interest, Issues and opportunities

- 3.1 Special Interest
- 3.2 Summary of Issues

4.0 Management Proposals

- 4.1 Introduction
- 4.2 Loss of historic detailing
- 4.3 Locally listed buildings
- 4.4 The quality of new development within the conservation area, both infill and extensions

5.0 Monitoring

6.0 Review

7.0 Conclusions



CONTENTS CONTINUED

Appendices

Appendix 1 List of Properties within Beoley Conservation Area

Appendix 2 Relevant Local Plan Policies

Appendix 3 Glossary of Architectural and Planning Terms

Appendix 4 Candidates for the Local Heritage List

List of Maps

Map 1 Map of Beoley Conservation Area

Any queries in respect of this appraisal should be sent to the Strategic Planning Team, Bromsgrove District Council, Parkside, Market Street, Bromsgrove, Worcestershire B61 8DA or email conservation@bromsgrove.gov.uk



PART 1

CHARACTER APPRAISAL

1.0 INTRODUCTION

The Beoley Conservation Area was designated in August 1980 by Bromsgrove District Council. A draft character appraisal was prepared in 2008, and formed the basis for a draft appraisal which was consulted upon in 2014. Comments received as part of that process have fed into this latest draft.

- 1.1 The purpose of a Conservation Area character appraisal is to identify the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. This is the first step in developing a management plan for the continued preservation and enhancement of a Conservation Area. An appraisal evaluates the positive, neutral and negative features of the area and suggests opportunities for improvement. It is not unusual for the boundary of a Conservation Area to fluctuate over time as the area evolves, and an assessment of the current and potential boundaries is normally part of the appraisal process.
- 1.2 The appraisal of the Beoley Conservation Area has been carried out in accordance with the most recent guidance from Historic England, 'Conservation Area Designation, Appraisal and Management', Advice Note 1 (2016). Although produced by the Council, local societies and residents will be encouraged to contribute to and comment on the draft document. This will result in a well rounded assessment of the area incorporating local knowledge, perceptions and suggestions.
- 1.3 The previous draft appraisal was consulted upon for 6 weeks in the summer of 2014. Two consultation events were held, attended by 17 people and 15 written comments were received. The previous appraisal suggested a number of revisions to the boundary. A number of comments were received suggesting the inclusion of some other areas. It was considered that as there may be some merit in including these areas that a further review of the boundary should be carried out. This appraisal takes account of those views, and has arrived a further revision to the boundary.
- 1.4 Public consultation with local residents was carried out between Monday 25th July 2016 and Friday 9th September 2016, this included two consultation sessions held at the Village Hall in Beoley.



2.0 PLANNING POLICY CONTEXT

- 2.1 The 1967 Civic Amenities Act was the first act to define a Conservation Area as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. It is not the purpose of a Conservation Area to prevent development, but to manage change in a positive and proactive way that benefits current and future generations.
- 2.2 The Town and Country Planning (General Permitted Development) (England) Order 2015 classes a conservation area as being ‘Article 2(3) land’. Outside of conservation areas planning permission is not required for many types of work, which is referred to as permitted development. The GDPO gives local authorities controls over some works undertaken in conservation areas, including the enlargement of a dwelling house, the rendering of such properties, and the installation of antennae and satellite dishes. In addition conservation area status means that Planning Permission is required for the total or substantial demolition of any building over 115m³ in size, the demolition of a boundary wall over 1m in height next to the highway or 2m elsewhere and the removal of any agricultural building constructed before 1914. There is a general presumption against the loss of buildings which make a positive contribution to the character or appearance of the Conservation Area.
- 2.3 Additional controls are also placed over trees within the Conservation Area boundary, meaning that an owner must submit a formal notification of works to the Council six weeks before starting work. This gives the Council the opportunity to place a Tree Preservation Order (TPO) on the site protecting any notable trees from unsuitable works. Currently there is only one TPO within the Conservation Area boundary - protecting an ash and an oak tree adjacent to Lingmoor on Chapel Lane.
- 2.4 The current primary legislation governing Listed Buildings and Conservation Areas is the Planning (Listed Buildings and Conservation Areas) Act 1990.



Agenda Item 8



This legislation includes certain statutory duties which the Council, as Local Planning Authority, must uphold. s69(1) of the Act requires Local Planning Authorities to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas, and under s69(2) to review such designations from time to time. The Council has a further duty under s71 (1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas from time to time.



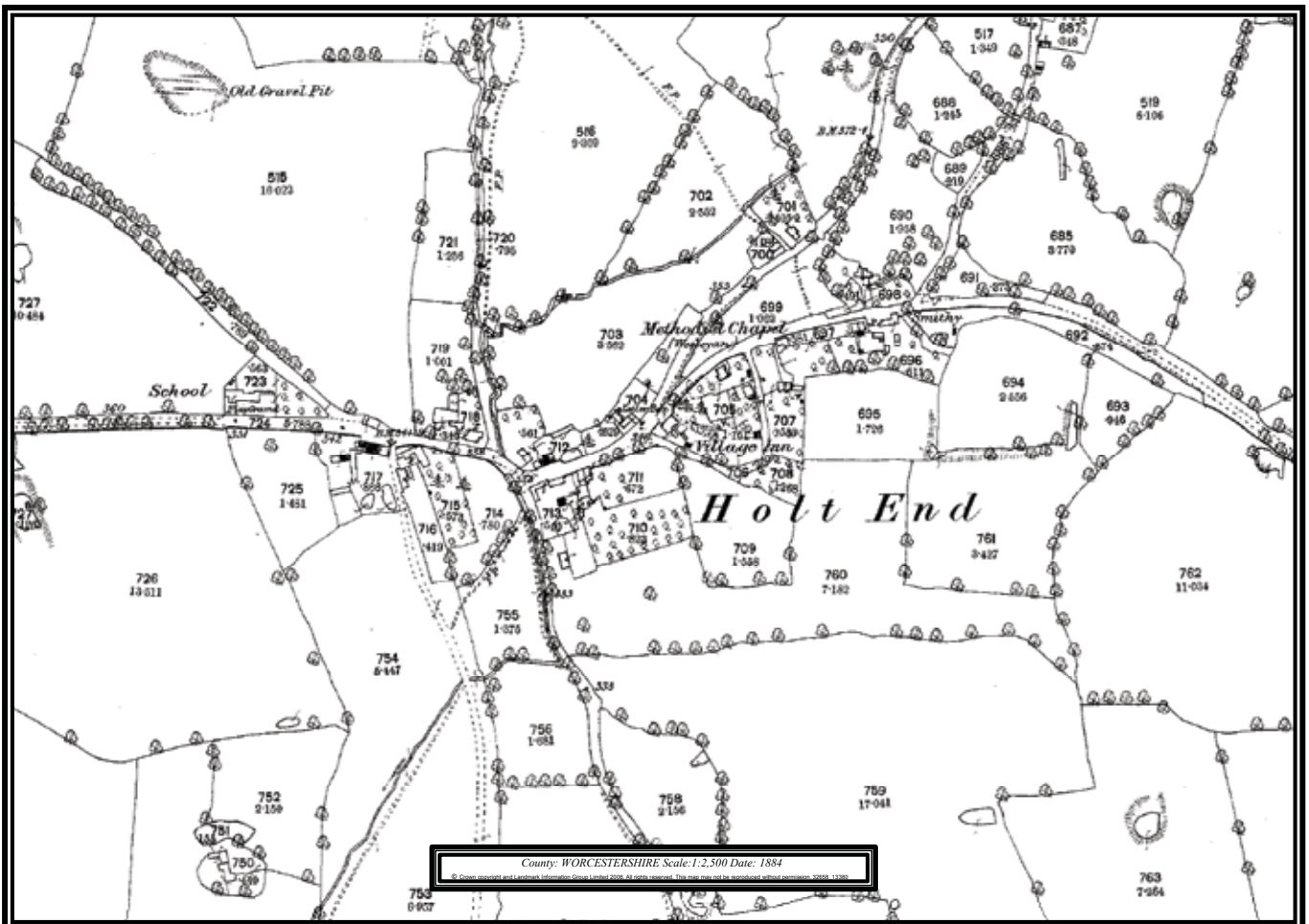
- 2.5 When assessing applications for development within designated conservation areas, the Local Planning Authority must pay special regard to the desirability of preserving or enhancing the character or appearance of the Conservation Area, under s72(1) of the Act. This does not mean that development will necessarily be opposed, only that it should not be detrimental to the special interest of the wider Conservation Area. The National Planning Policy Framework (NPPF) introduced in 2012, has replaced previous Government guidance, and is supported by further guidance in the National Planning Policy Guidance document (NPPG). The NPPF does, however maintain the importance placed on conserving and enhancing the Historic Environment as well as providing advice for conservation areas. Specific advice on the historic environment is found in Section 12, although references to the historic environment appear throughout the document.



- 2.6 The Bromsgrove District Plan (adopted in January 2017) contains a series of specific policies relating to the historic environment (see Appendix 2). These policies help guide the Local Planning Authority when assessing planning applications, to ensure that new developments and alterations preserve or enhance the character or appearance of Conservation Areas.

3.0 SUMMARY OF SPECIAL INTEREST

- 3.1 The special interest of a Conservation Area is defined by more than its appearance and includes the atmosphere, texture, sense of place and setting as well as more obvious qualities such as groups of historic buildings. Notable buildings and the spaces between buildings set an overall context for an area, but a designated Conservation Area should be more than just a collection of attractive buildings.
- 3.2 The Beoley Conservation Area covers the historic village core of Holt End, encompassing a group of historic buildings of architectural interest and character set in a rural landscape. It includes many fine examples of red brick and timber framed cottages, interspersed with significant trees, all set within an attractive hilly landscape.



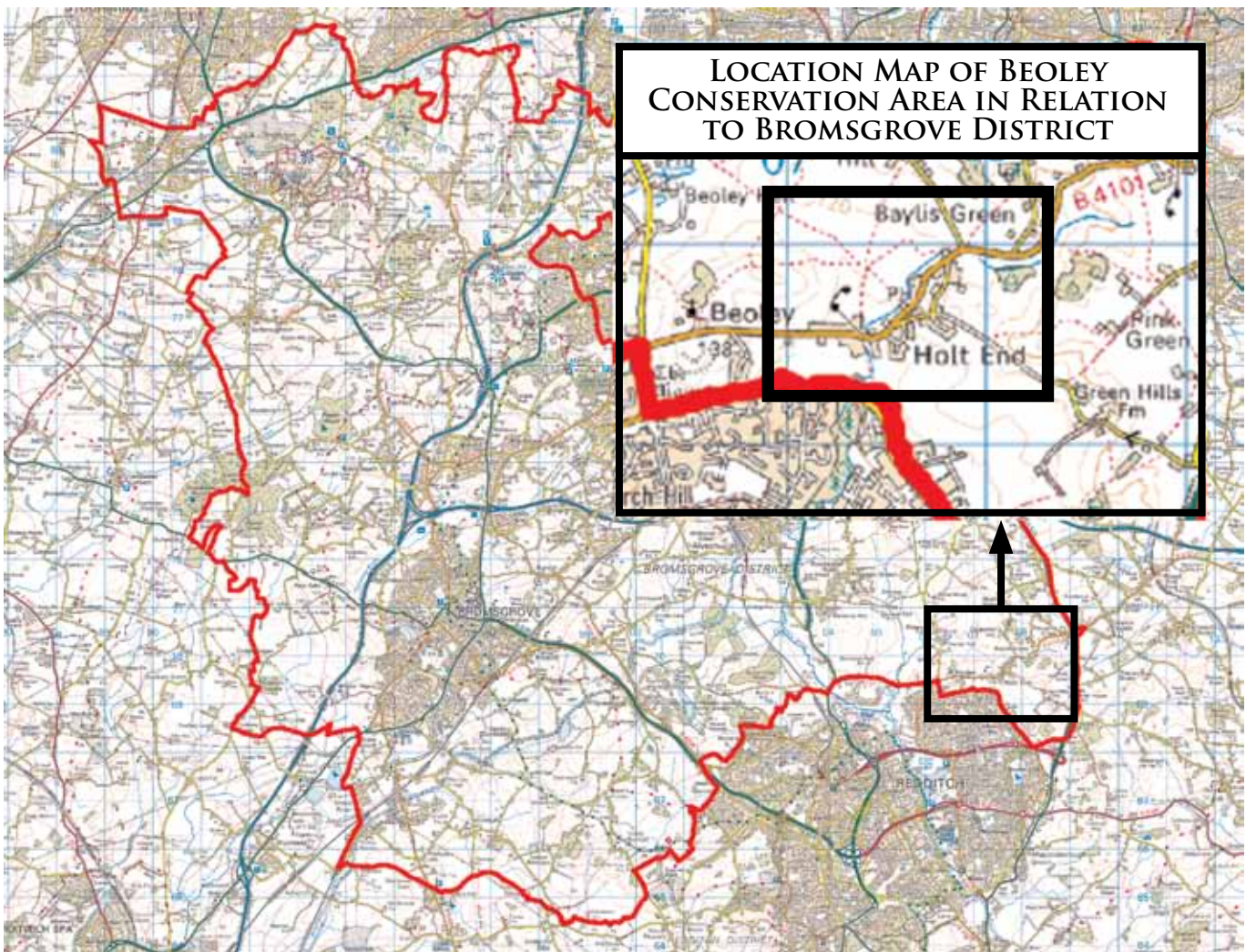
1884 map of Beoley

4.0 ASSESSMENT OF SPECIAL INTEREST

4.1 Location and Setting

The Beoley Conservation Area is centred around Holt End, in the parish of Beoley, on the eastern part of the Bromsgrove District, about 2½ miles northeast of Redditch and 8 miles east of Bromsgrove. The parish of Beoley lies quite high about 400 ft. above the ordnance datum. The soil is chiefly marl, and the subsoil marl, clay and sandstone.

The village of Holt End lies within a predominantly rural and hilly setting, and is surrounded by trees, shrubs and pastureland. Panoramic viewpoints can be found throughout the Conservation Area. Towards the western boundary of the parish there is a stream that meets the river Arrow to the south. To the west of Holt End outside the Conservation Area boundary is the Church of St. Leonard's, which is a Grade II* listed building and originates from the 12th century.



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Holt End is a small and relatively linear settlement, where properties in spacious plots tend to concentrate mainly along the lanes - Beoley Lane and Holt Hill. The core of the Conservation Area and the village core is concentrated around Holt Hill and Chapel Lane at the junction where they meet Beoley Lane. Here the building density is higher and properties form a cluster on the edges of Beoley Lane. Within the central part of the Conservation Area at the top of Holt Hill, properties are more interspaced creating a transitional zone between the village core and the rather scattered rural properties outside of it. On approaching the village from the west, Beoley Lane curves as it crosses the stream, generating gradual views of the historic buildings towards the east. Within the village, the land rises along Holt Hill with properties set into the hill slope and then rises further again along Bleachfield Lane. This topography provides glimpses of the surrounding hills in the distance before dropping again towards the northeast of the Conservation Area. Properties in this part of the Conservation Area are rather scattered and have a more rural character.

The conservation area sits within a number of larger areas designated by various agencies including:

- Natural England Landscape Area - Arden
- Natural England Natural Area - Midlands plateau
- Landscape Character Assessment - Principle timbered farmlands/principal wooded Hills
- Regional Character Area - Arden

This part of the District was also identified in our recent Historic Environment Assessment as having high potential for archaeological remains (Ref: HECZ133)

4.2 Historic Development and Archaeology

Evidence suggests that the first Beoley settlers are likely to have been Celts. To the west of the village are remains of what is thought to be an Iron Age hill fort (The Mount), dating from around 100 BC, and now a Scheduled Monument. The old Roman road, Icknield Street, runs across the parish from north to south. Around 900 AD, a Saxon settlement started to develop in Beoley, bringing together formerly scattered people who would have lived in the wet wooded area of the Arrow valley. In 972 the manor of Beoley was granted by King Edgar to Pershore Abbey, together with Yardley. This was recorded in the Anglo Saxon Charter of 972, where its name appeared as Beoleahe (beo: Saxon for bee; lea, leahe or ley: clearing).

The - ley ending indicates a clearing in the woods. Woodlands then played an important role, as trees provided wood for a variety of purposes, such as agricultural tools, building timbers, vessels, and fuel. The marshy Arrow valley provided iron deposits, which developed in bogs or swamps, and made good malleable iron.



Agenda Item 8



Beoley Post Office at Holt End Farmhouse, c1930
(courtesy Kings Norton Library)



The Village Inn in 1926 (courtesy The Village Inn)



The presence of small forges and peasant smiths was common in the vicinity of most medieval forest areas; and, by the thirteenth century, most villages would have had their own blacksmith.

Three historic routeways cross the Conservation Area. One of these is a Saltway, the route of which is followed by Beoley Lane and Holt Hill, the other two are holloways. These roads frequently date to earlier periods such as the Iron Age or the Roman period and may be an indication of the survival of sub-surface archaeological remains dating to these periods. Extant earthworks of a moated site lie outside the Conservation Area at Moss Lane Close and whilst not a Scheduled Monument, is a site of archaeological significance. The boundary of the medieval deer park at Beoley Manor is recognisable as a holloway which runs north west/south east to the north of the school. A further holloway runs north south through the middle of Holt End, following the line of the existing footpath to the west of Holt End Farm. These heritage assets attest to the medieval landscape at Holt End and beyond.

In the 13th century the Beauchamps of Warwick acquired the manor of Beoley, but the manor remained under the over-lordship of Pershore Abbey until 1439. The Beauchamps erected the first Hall, which was never inhabited permanently, but kept as a hunting lodge. An area of land running parallel to Icknield Street was enclosed to create a deer park, which would later follow the descent of the manor. The Earls of Warwick retained the ownership of the manor until it was acquired by the Sheldons in 1470. The Sheldons appear to have been early industrialists from Staffordshire, who dealt with coal. William Sheldon II and his son Ralph are said to have introduced tapestry weaving in England; they hired craftsmen from Flanders to work at their Barcheston estate, where they started by weaving maps of England, and soon started to produce other items such as cushion covers. Around 1580, Ralph constructed the Catholic Sheldon chapel to St Leonard's, which he dedicated to the memory of his ancestors. The Sheldons left Beoley around the 17th century and, in 1788, the manor was sold to Thomas Holmes. The first seat of the Sheldons is said to have been destroyed during the Civil War; the current Hall dates from the 18th century, having been remodelled in 1791 by John Sanders for Thomas Holmes.

Around the 16th century the settlement of Holt End (Holt: Saxon for grove or wood) started to develop in its current shape and location. There were mills in Beoley at least since the 14th century, and, by 1650, there were two paper mills and three water corn-mills including Beoley Mill. The mills were not located within the boundary of the Conservation Area, but nearer to what is now Redditch to the south west. By the late 19th century manufacturing, such as the production of needles, needle paper and fish hooks, was present in addition to agriculture. At that time, the population of the parish was of around 600. The village of Holt End continued to develop gradually throughout the centuries; with its vernacular and picturesque, semi-rural character remaining almost unspoilt.

The majority of the building stock dates from the eighteenth and nineteenth centuries; with most extensions dating from the nineteenth and twentieth centuries. There are several timber framed buildings dating from the late sixteenth or early seventeenth century, which are of particular interest and character.

The most significant changes to the setting of the village took place in the 1950's, when land adjacent to the Conservation Area was developed by the District Council for small housing estates at Moss Lane Close and The Glebe. Other individual properties were added in the 20th century such as Brookside, Argdour and Foxgloves as well as other infill developments around the edges of the Conservation Area boundary. The 20th century also saw both Beoley Hall (now flats) and Beoley Park divided into separate ownerships, although neither are located in the Conservation Area.

4.3 Architectural Quality and Built Form

4.3.1 Key Views

The approach to the Conservation Area from the southwest changes gradually from open rural landscape into the heart of the village, from the Village Hall and School onwards. The approach from the northeast end of Beoley Lane also has a rural character with a more scattered pattern of development. Views through the entire Conservation Area are not possible because of the elongated boundary and changes in levels, but a series of important partial views can be identified. Including the view from the top of Holt Hill downwards towards Brailes Cottage, and from the front of the Village Inn upwards to the top of Holt Hill. Additionally, glimpses of Holt End Farm can be seen from various points along Beoley Lane, approaching from the west, and from along the stream towards the edge of the Conservation Area. Views out of the Conservation Area extend across the countryside towards the hills in the distance, giving the timber framed buildings a very pictorial setting. The most dramatic views towards the landscape beyond can be obtained from the top of Holt Hill and along Bleachfield Lane, where the centre of Redditch including the spire of St Stephen's can also be seen to the west.

4.3.2 Prevailing and Former Uses

The predominant land use within the Conservation Area is residential with some agricultural uses on the fringes of the village. These uses have been connected with the village for several centuries, with nearby mills providing some additional employment historically. The only commercial activity currently within the village itself is the Village Inn (built in 1850) which was originally the village shop and tearooms.





The other public buildings in the village, currently just outside the Conservation Area, are the village hall, which was erected in 1905 to designs by the Birmingham architect, WFEwards, and the school constructed in 1876 to designs by John Cotton. The church of St Leonard's is outside the Conservation Area, approximately 1 mile to the west.

4.3.3 Architectural Character and Key Buildings and Structures



The predominant building type within the Conservation Area is the detached two-storey vernacular cottage, some of which include attic spaces, with a horizontal visual emphasis. The predominant plan form tends to be either rectangular or 'L' shaped, often with later additions, as most cottages developed organically over time. These sometimes have adjoining rural structures or outbuildings such as at Holt End Farm Barns. The building line is inconsistent. Some houses have been constructed back of pavement, others at right angles to the road, but the majority are set back slightly behind a modest front garden space.



There are a few timber framed buildings dating from the late 16th or early 17th century in the village, which significantly add to the character of the Conservation Area. These have either red brick or rendered infill panels between the framing, topped by red clay tile roofs. In the main, there is a standardised roofline throughout the area, generated by pitched roofs, which combined with the openness generated by spacious gardens and glimpses towards the countryside, contributes to the character and appearance of the Beoley Conservation Area.



There are currently four statutorily listed buildings in the village: Holt End Grange and Holt End Farmhouse, Quinton and Brailes Cottages, Old Holt Cottage and Perrymill Farmhouse, which are all Grade II listed. Holt End Farm on Beoley Lane was also once a listed building, but was de-listed in 1986. The existing listed buildings are scattered along Beoley Lane and all contain sections of 17th century timber framing.

Beoley Conservation Area also contains a number of unlisted historic buildings which make a positive contribution to the character and appearance of the area. Many of these have group value and complement the listed buildings alongside, for example around Holt End Grange/ Bridge Farm/Holt End Farm.

There are a small number of newer buildings within the Conservation Area, notably Brook side, Argdour and Foxgloves. Although of their time in terms of architectural style, their use of materials has resulted in properties which do not stand out excessively.

Just outside the Conservation Area there are a number of newer properties, including some detached properties which detract from the setting of the Conservation Area due to the use of different materials; lighter bricks and concrete tiles and lack of architectural distinctiveness, contrasting with most of the buildings in the Conservation Area. The modern developments Moss Lane Close and The Glebe, again very much of their time, but due to the considered choice of materials, dark red brick and clay tiles, and simple cottage architectural style in the case of The Glebe and Arts and Crafts in Moss Lane Close, almost complement the historic buildings in the Conservation Area. It is perhaps the slightly regimented feel, particularly with Moss Lane Close that jars slightly with the more organic developmental feel of the conservation area. Moss Lane Close is however very self-contained and barely visible from within the Conservation Area.

Beoley Lane

Holt End Barns on Beoley Lane to the west end of the Conservation Area have now been converted to residential use, but were once outbuildings to Holt End Farmhouse. As part of the conversion, the exposed brickwork walls have been partially clad with weatherboarding with full height glazed openings formed in the former barn doors.

The adjacent Holt End Grange and Holt End Farmhouse both listed Grade II are adjoining cottages, which together generate an 'L' shape plan. Holt End Grange dates from the late 16th/ early 17th century, with later extensions and alterations. It has two storeys plus attic, timber framed structure with exposed brickwork infill. The timber frame is exposed mainly in the north gable end, where there is a tie-beam, a collar truss with v-struts above the collar and a yoke at the apex. This clay tile roof with gabled ends, gabled dormer windows and a brick rear lateral stack is a strong feature. Its windows have been replaced with modern casements with leaded lights. The brick porch with gabled tiled canopy was added in the 20th century.

The attached Holt End Farmhouse dates from around the late 17th century with 20th century alterations. The farmhouse is two storeys constructed in red brickwork, in English garden wall bond, with a dogtooth brick eaves cornice and platband. The clay tile roof with gabled ends, with a brick chimney stack and a gabled dormer window is prominent in views into the Conservation Area from the west. Its windows consist of 20th timber casements with leaded lights, some of which have segmental headed openings. The pentice roof across the ground floor of the north elevation was added in the 19th century and replacement PVC wood effect windows in the late 20th century. In the early 20th century the east end of Holt End Farmhouse accommodated the local post office, which later moved to Foxgloves on the opposite side of Beoley Lane.





Bridge Farm is a red brick cottage dating from around the early 19th with a 20th addition to the rear. It has a pitched red clay tile roof, with a brick chimney stack to each gable, and timber casement windows with brick arch heads on the ground floor. The cottage has decorative dogtooth brickwork at eaves level and an attractive entrance porch and although unlisted, contributes positively to the character of the Conservation Area. A redundant barn to the east of Bridge Farm was converted in 1982 to form Barn Cottage & Sheldon Cottage. The original building dates from the late 18th/early 19th century. It has a timber framed structure with exposed brickwork panels, beneath a pitched red clay tile roof pierced by rooflights with a chimney at one end. The windows are modern timber casements and a dormer window has been added to the west end of the building having a more domestic character rather than an agricultural one.

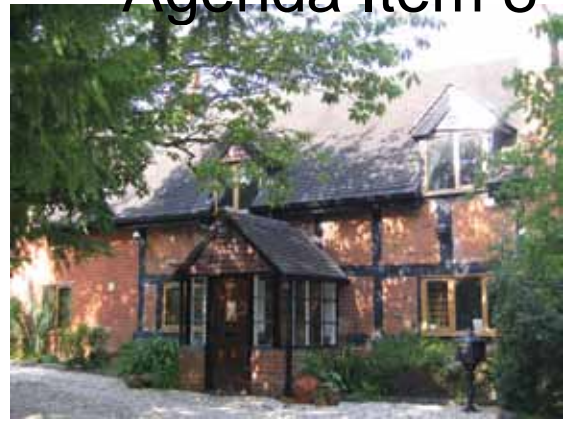


Lying towards the centre of the village is a group of historic outbuildings which date from around the late 18th century. Pe-de-Bell was originally a barn and was converted to residential use in 1982, along with the attached Toby Cottage and New Farm Cottage. The roadside elevation of the barn is blind with no openings apart from some modern rooflights, with timber framing and exposed brick infill panels adding significant visual interest. The east end of the building was extended slightly in the late 19th/early 20th, and an arch headed window opening inserted on the new eastern gable wall. A further 20th century single storey extension is now in the process of being replaced with a two storey extension which will continue the original form of the building. Holt End Farm adjacent dates from the early 17th century with later additions. This building was listed Grade II but delisted in 1986. Although no longer of listable quality the building does have a strong streetscene presence and contributes to the group of timber framed buildings scattered along Beoley Lane.



Further along Beoley Lane at the base of Holt Hill is the Grade II listed Brailes Cottage and Quinton Cottage - once a large two storey house, now two separate dwellings. The building dates from the 17th century with some 20th century alterations. Recent repair work to the frame of Brailes Cottage revealed that most of the panels were brick covered with pebble dash and cement render. Some of the bricks were 16th century, but others were much later. Panels of wattle and daub were uncovered at the western end of the front elevation. The 16th century bricks have been reused to reconstruct some panels, while the wattle and daub panels have been repaired. Other panels have been replaced with heraklith, an ecological construction of wood and sheep's wool insulation. All the panels were then re-rendered with lime render and finished in limewash. The timber frame structure is surmounted by a red clay tile roof with gable end brick chimney stacks and three gabled dormers. The entrance to Brailes Cottage is to the rear via the later Victorian wing.

Old Holt Cottage located towards the northeast of the village, also Grade II listed, dates from the 17th century with early 19th and some late 20th century alterations. It has a timber framed structure with exposed brick infill and machine tile roof, with brick chimney stacks. There are two framed bays aligned north-west/south-east, with a further brick bay to north-west end. The southwest front is one storey high with an attic lit by three gabled dormers. The entrance, slightly to right of centre, has a 19th century gabled and tiled porch. A 20th century flat roof brick extension has been added to the front.



At the far northern end of Beoley Lane at the edge of the Conservation Area boundary is Perrymill Farmhouse, a Grade II listed timber framed building with painted brickwork infill panels and a red machine-tiled roof, and dates from the 17th century. It has a T shaped floorplan, and is two storeys high with a gable lit attic - the entrance is on the return wall to the cross-wing. The adjacent outbuilding appears to incorporate part of a historic ancillary building connected to the farm but is much altered.



Holt Hill

The Village Inn at the base of Holt Hill is at the core of the Conservation Area, at the junction of Holt Hill and Chapel Lane, and dates from the 19th century with 20th century additions. The building has developed gradually, and has three ranges of various heights joined together, with the two storey middle section being the oldest. The brick walls which were originally exposed are now rendered topped with pitched slate roofs and brick chimney stacks. Its fenestration consists of bay windows to the front of the middle range on ground floor, timber casements to ground floor on other elevations, timber sash windows to the front of the middle range on first floor, and timber casements to first floor on other elevations. There is a 20th century front porch and flat roofed extension to the rear.



Fair View further up Holt Hill on the right is a Victorian Gothic house. It has Flemish-bonded red brickwork, red clay tile high-pitched roofs and Victorian Gothic Revival details. The decorative stringcourse and motifs, roof finials and bargeboards are notable features however some windows have been replaced with UPVC units. Although different in architectural style from many of the other buildings in the conservation area, its distinctive architecture and use of similar materials, red bricks and clay tiles, allows it to blend with its surroundings sympathetically, and add to the character of the area. It particularly stands out due to its setting, at the crest of Holt Hill.





Hawthorn Cottage next to Fair View facing Chapel Lane is a timber framed structure with rendered brickwork infill, and dates from the 17th century, with a 20th century front porch extension in rendered brickwork. Chapel House opposite on the corner of Chapel Lane and Holt Hill, was formerly Beoley Methodist Church. Dating from the 19th century, it was significantly extended towards the rear and westwards in the 20th century. The original building possesses great character, with strong red brickwork (now partially concealed by ivy) and narrow arch-headed metal casement windows, with a quarry pattern. The 20th century extension, mainly visible from Chapel Lane lacks any historic character.



The group of properties at the top of Holt Hill have been altered and extended and mostly make a neutral contribution to the Conservation Area. Notable exceptions are The Cottage & Uplow Cottage. Formerly called Mellow Cottage, these two adjoining dwellings originally date from the 17th century, with subsequent 18th, 19th and 20th century additions. The original structure was timber framed with brickwork infill panels, but the current finishes are mainly rendered brickwork. There is a mock timbered framed extension to the west, and a rendered brick 19th or 20th century extension to the east.

In contrast to the numerous timber framed properties, Otters Holt and Holt Hill, are a pair of red brick mid 19th century cottages, both extended, with polychromatic detailing and slate roofs. The Forge adjacent to the Victorian cottages was originally the village smithy until the early 20th century. Now 'U' shaped in plan it was originally 'L' shaped. The range to the east dating from the 18th and 19th centuries has a rendered finish, while the later range is rendered brick work. The building benefits from a pitched slate roof rather than clay tile, and the windows have been replaced with upvc units. To the rear of the Forge is Ivydene a small 19th century cottage with later 20th extensions to the rear.



Bleachfield Lane

From the top of Holt Hill, Bleachfield Road extends north east to Beoley Lane. This is a sparsely developed road with only three properties in the Conservation Area, another two lie just outside. Overdale is a two storey brick and slate late Victorian cottage positioned at a right angle to the road. Bottle End Cottage lies at the end of Bleachfield Road at the junction with Beoley Lane. It comprises a two storey 19th century rendered brick cottage, which has been much extended. Across the road is Longfield, a 17th century timbered framed building with painted brick infill panels and a painted brick, 20th century extension.

4.3.4 Building Materials and Construction

Walls

The predominant building material within the Conservation Area is red brick in a mix of stretcher, Flemish and English garden wall bonds. Of the surviving timber framed buildings, most have brick infill panels, some painted. Recent work at Brailes Cottage has revealed that what was thought to be wattle and daub panels, are with the exception of three wattle and daub panels, rendered brick.

Survival of architectural features

Some of the brick buildings have ornamental brickwork patterns to the top courses at eaves or at the verge, such as dentil eaves cornices or 'dogtooth' patterns. Other variations of bas-relief patterns can also be found around the village, in some cases, such as Fair View and Otters Holt, these patterns are polychromatic (with contrasting colours).

Roofs

The predominant roofing material is red clay tiles. Some of these tiles have weathered and blackened over time. Only a handful of buildings have slate roofs, and these are mainly 19th century. Almost all of the roofs are pitched, with gabled end walls, brick chimneys and often with dormer windows. Occasionally with some rooflights added where historic outbuildings have been converted.

Windows

The windows in the listed buildings and some others are timber of varying styles depending on the style of the building. Many of the unlisted historic buildings have replacement UPVC windows which detract from the appearance of the individual building and the wider Conservation Area.

Rainwater goods

These would appear to be all in pvc throughout the settlement.

Doors

Doors are predominately timber.



4.3.5 Public Realm



Ground surfaces

The roads within the Conservation Area comprise narrow lanes, all tarmaced some with grass verges others with kerbs, occasionally with a pavement and grass verge.

Boundary Treatments

There are a variety of boundary treatments within the conservation area. Some properties are positioned back of pavement and hence have no boundary treatment. Those set back from the road generally have hedges or low fences and occasionally low walls.

Signage and Street furniture

There is little to no street furniture in the village apart from standard road signs and bollards. There is a small post box outside Foxgloves (the former Post Office) on Beoley Lane. Some telephone posts and overhead cables can be found, but these are not visually intrusive.

Trees and Green Spaces

The natural environment plays a crucial part in Beoley Conservation Area, as there are trees and hedges throughout. These are very important as they provide a setting and context for the surviving historic buildings. Particularly important trees can be found along Holt Hill, Bleachfield Lane, Beoley Lane near Yew Tree Cottage, and also along the stream that runs perpendicular to Beoley Lane. An ash tree and an oak tree on Chapel Lane are protected by Tree Preservation Orders (TPO). There are also seven oak trees with TPO's along Moss Lane Close, adjacent to the Conservation Area.



A stream runs north to south, perpendicular to Beoley Lane to the west of the village. It passes under Beoley Lane. It is bounded by trees and hedges to the north and south; a footpath runs parallel to it towards the south, out of the Conservation Area. In general natural landscape surrounds the Conservation Area boundary, providing a visual framework and a setting for the village, as well as pictorial views out of it.

Adjacent to the stream is the ancient hollow way which runs north south through the settlement, and is now a public footpath. It appears to run from Carpenters Hill in the north joining a possible Roman Road in the south at Lower House Farm, outside the Holt End Settlement.

4.4 Land marks, focal points and special features

Landmarks are buildings, structures or other features which notably due to their size, design and prominence are particularly visible. Within Beoley the groups of timber framed buildings at Holt End Farmhouse, Holt End Grange and Holt End Farm, being prominently located on Beoley Road, could be considered landmarks.

Focal points are buildings or structures which are important because of their position in view lines or because they are the focus of public activity and hence particularly noticeable to the public. The Village Inn, the School and Village Hall would be prime examples in the Conservation Area.

Special features are listed buildings or other structures of special interest. There are four listed buildings within the conservation Area, as well as a number of other buildings of historical and archaeological interest, which can be described as heritage assets, or positive contributors. They are indicated on the attached Map. Some of these assets have also been identified as candidates for the local list, having been considered against the criteria in the Bromsgrove District Council Local Heritage List document. The potential candidates are detailed in Appendix 4.

4.5 Summary of issues

The condition of the historic buildings within the Conservation Area is fair to good, with only a few buildings in need of some maintenance. There are currently no listed buildings at risk within the Conservation Area boundary.

Unlike other Conservation Areas in the District, street clutter has been kept to a minimum in Beoley and the historic buildings remain the most dominant features in the streetscene.

The appraisal has however highlighted the following issues:

Loss of historic detailing

A significant challenge to the character of the Conservation Area has been the widespread erosion of historic details such as traditional timber windows and doors. A number of the historic buildings now have UPVC double glazed windows which are inferior in terms of appearance and quality to traditional timber units. Other fittings that are often replaced are doors and rainwater goods. The loss of such details although individually insignificant, cumulatively can have a negative impact on the character of the conservation area.

Locally listed buildings

Beoley has a number of historic buildings, but only four are statutorily listed or designated heritage assets. There are as noted in the appraisal a number of other heritage assets which are of local importance rather than national importance. The additional of these assets to the Local Heritage List would reinforce their importance.



Modern Infil

There has been a limited amount of infil and there are few opportunities for development within the Conservation Area boundary which is defined as green belt land. However some new buildings which have been constructed including some extensions, have not always been sympathetic to the character of the conservation area.



5.0 Conservation Area Boundary

The current Conservation Area boundary designated in 1980, flows around the historic buildings, omitting some green spaces in between. Modern conservation philosophy advocates the retention of key spaces between buildings as a key element of an areas special interest. It is therefore proposed that the area between Beoley Lane and Holt Hill/ Bleachfield Lane including The Elms be added to the Conservation Area.

In light of comments received during the consultation process in respect of the previous draft appraisal, it is felt that in addition to the inclusion of the area to the south of Beoley Lane, for the same reasons the area to the north of Beoley Lane between Old Holt Cottage and Perrymill Farmhouse should also be included. This would seem to make sense as it would include Hillside, an Arts and Crafts styled property which dates from the 1920s, which was the only building on the main road, within the core of the settlement excluded from the Conservation Area. Hillside has been the subject of some unsympathetic alterations, but has a neutral impact on the conservation as a whole. Unfortunately there are a range of poor half built outbuildings to the south of the main house which clearly detract from the conservation area. However they could be removed thus enhancing the conservation area and the setting of the adjacent Old Holt Cottage.



To the west of the Conservation Area boundary beyond Holt End Farmhouse is the Village Hall and School on either side of Beoley Lane. These buildings do have some historic interest and it is recommended therefore that the Conservation Area be extended to include these two sites. The School and adjacent Teachers House was built in 1876 and designed by John Cotton, a prominent Midlands architect. The Village Hall was originally built as a reading room in 1905 and has been subsequently extended and altered throughout the 20th century. Its Beoley Lane elevation makes a valuable contribution to the street scene.



On the east side of Chapel Lane are two modest detached houses which date from the 1960s. They are currently excluded from the Conservation Area, as the existing boundary weaves around them, which is again not good practice. They do, however, form a significant feature in the streetscene. Although their original timber windows have been replaced with upvc they still have their original entrance porches. Although very much of their time, they are not unattractive, and contribute to the multi period development of the settlement. Being located in the core of the settlement it would appear to make more sense to include them than exclude them.

The inclusion of St. Leonards Church was considered during the original designation process in 1980 and again as part of this review. The church has significant architectural and historic merit and is statutorily listed in recognition of this, but is too distant from the heart of the Conservation Area to be considered a reasonable extension - lacking a visual connection with the rest of the Conservation Area, although historically and socially connected with the settlement.

Moss Lane Close was also considered for inclusion, especially as it potentially contains the remains of a moated site, the 1950s houses having been constructed on a large rectangular platform raised high above the surrounding area. As noted above the houses are very much of their time but the Arts and Crafts style and considered choice of materials has resulted in development which complements the Conservation Area, It is, however self-contained and separate from the Conservation Area, and the historic core of the settlement.

6.0 Management Proposals

A draft management plan for the Beoley Conservation Area is attached to this document. It outlines the main issues which need to be addressed in conserving the Conservation Area. It should be made clear that the Council cannot give a definite commitment to undertake these tasks, which will ultimately depend on future financial and staff resources.

The main management issues which need to be addressed are:

- Loss of historic detailing
- Locally listed buildings
- Modern infil and extensions

7.0 Public Consultation

This document was subject to a six week public consultation between Monday 25th July 2016 and Friday 9th September 2016.



PART 2 MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 Purpose

1.1.1 The purpose of this Management Plan is to provide a clear strategy for the management of Beoley Conservation Area in a way that will protect and enhance its character and appearance. It should be read in conjunction with the Beoley Conservation Area Appraisal (June 2016) in which the character and special interest of the Conservation Area was identified, along with the features and other issues that currently compromise or detract from its character and appearance.

1.1.2 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Planning Authorities to draw up and publish proposals for the preservation and enhancement of its conservation areas. The Management Plan is intended to provide guidance to those involved in dealing with development and change not only within the Conservation Area but also in respect of its setting. The Plan sets out policies to maintain and reinforce the character of the Conservation Area but also to guide and manage change and in particular to respond to the threats to the character which have been defined in the appraisal. It also outlines the resources required for implementation and provides for monitoring and review. The Management Plan has been prepared in accordance with national policy contained in the NPPF, The NPPG, and the most recent guidance from Historic England, 'Conservation Area Designation, Appraisal and Management', Advice Note 1 (2016).

1.2 Public Consultation

Public consultation was carried out between Monday 25th July 2016 and Friday 9th September 2016.



1.3 Status of the Management plan

The Management Plan will be used as a technical document to provide guidance for owners in the Conservation Area. It will inform and guide the development control process and policy formation it is intended that following a period of public consultation it will be formally adopted by Bromsgrove District Council.

2.0 PLANNING POLICY CONTEXT

- 2.1 The Management Plan lies within a framework of local and national planning policy for the historic environment. General planning policies and proposals for the control of development and use of land within conservation areas can be found in the Bromsgrove District Plan 2011 - 2030 (Adopted in January 2017). The historic environment policies are detailed in Appendix 2.
- 2.2 This policy framework, along with national policy guidance contained in the National Planning Policy Framework (NPPF) 2012 and National Planning Policy Guidance (NPPG) will be used to further the preservation and enhancement of the character of the Conservation Area.



3.0 SUMMARY OF SPECIAL INTEREST, ISSUES AND OPPORTUNITIES



3.1 Special Interest

The Beoley Conservation Area covers the historic village of Holt End, a settlement strung out along Beoley Lane and Holt Hill. Several groups of farm buildings are prominent particularly the timber framed buildings - four of which are listed. Besides these buildings there are a number of others which add to the character and appearance of the village. The buildings are interspersed with significant trees, all set within an attractive hilly landscape.



3.2 Summary of Issues

3.2.1 The appraisal has highlighted the following problems and pressures in the Beoley Conservation Area

- Loss of historic detailing
- Locally listed buildings
- Modern infil and extensions



4.0 MANAGEMENT PROPOSALS

4.1 Introduction

The following strategies have been identified as ways in which to protect and enhance the character and significance of the Conservation Area, by addressing the negative features identified above.

The policies are in accordance with national policy guidance and local policies, and follow on from the Conservation Area Appraisal.



4.2 Loss of historic detailing

4.2.1

- A significant challenge to the character of the Conservation Area has been the widespread erosion of historic details such as traditional timber windows and doors. A number of the historic buildings now have UPVC double glazed windows which are inferior in terms of appearance and quality to traditional timber units. Other fittings that are often replaced are doors and rainwater goods. The loss of such details although individually insignificant, cumulatively can have a negative impact on the character of the conservation area.



4.2.2 Proposed Action

- Undertake a photographic survey of all the properties in the conservation Area. This will provide a record of the condition and appearance of each property, which would be useful in any future enforcement situations.
- Investigate the possibility of introducing an Article 4 direction to control alterations to windows and doors, on historic buildings only
- The reinstatement of historic detailing will be encouraged where opportunities arise through development proposals

4.3 Locally listed buildings

4.3.1

- Beoley has a number of historic buildings, but only four are statutorily listed, or designated heritage assets. There are as noted in the appraisal a number of other heritage assets which are of local importance rather than national importance. The additional of these assets to the Local Heritage List would reinforce their importance and significance.

4.3.2 Proposed Action

- When the Local Heritage List criteria are drawn up and the Local Heritage List Strategy adopted, work with the local residents and other interested parties to identify candidates for addition to the Local Heritage List. A list of candidates have been identified in the character appraisal.



4.4 The quality of new development within the conservation area, both infill and extensions

4.4.1

- There has been a limited amount of infill and there are few opportunities for development within the Conservation Area boundary which is defined as green belt land. However some new buildings which have been constructed including some extensions have not always been sympathetic to the character of the conservation area.

4.4.2 Proposed Action

- New proposals should be assessed in accordance with the guidance in the NPPF, guidance produced by Historic England and local plan policies, to ensure that new schemes and extensions are well integrated into the historic environment, and enhance the character and appearance of the Conservation Area.
- New building, including alterations should be carried out in sympathy with existing styles, therefore continuing the tradition of adapting to change.
- Where opportunities arise, as a result of development proposals, improvements to existing buildings should be sought.
- Materials should respect those generally used in the conservation area.
- Densities should be appropriate for the conservation area.
- Every effort should be made to preserve important views into, out of and within the Conservation Area.



5.0 MONITORING

The monitoring of the condition of the Conservation Area over the lifetime of the Management Plan and beyond will be essential to establishing the success of the plan.

The following are proposed;

- Bromsgrove District Council will work actively with building owners and occupiers in pre planning application discussions to achieve the best design solutions.
- Bromsgrove District Council will carry out a photographic Survey of all the buildings in the Conservation Area to aid monitoring, and in particular to aid enforcement action.
- Bromsgrove District Council will ensure that appropriate enforcement action is taken, to preserve the character of the Conservation Area. Defined timescales will be pursued.

6.0 REVIEW

Subject to available resources, the Conservation Area will be reviewed on a four yearly basis and the Conservation Area Appraisal and Management Plan will be updated where necessary.

7.0 CONCLUSIONS

The successful management of the Conservation Area will depend not only on the commitment of the local planning authority, but also other stakeholders especially those who work and live in the area. General advice on all matters related to the historic environment, including Conservation areas and listed buildings can be obtained from the Conservation Officer



List of properties within Beoley Conservation Area

Perrymill Farm, Beoley Lane (Grade II listed)
 Westside Cottage, Beoley Lane
 Clifford Cottage, Beoley Lane
 Old Holt Cottage, Beoley Lane (Grade II listed)
 Yew Tree Cottage, Beoley Lane
 Quinton Cottage, Beoley Lane (Grade II listed)
 Brailes Cottage, Beoley Lane (Grade II listed)
 Sheldon Cottage, Beoley Lane
 Barn Cottage, Beoley Lane
 Bridge Farm, Beoley Lane
 Foxgloves, Beoley Lane
 Mariners, Beoley Lane
 1 and 2 Holt End Barns, Beoley Lane
 Holt End Farmhouse, Beoley Lane (Grade II listed)
 Holt End Grange, Beoley Lane (Grade II listed)
 1-4 Brookside, Beoley Lane
 Nirvana, Beoley Lane
 New Farm Cottage, Beoley Lane
 Toby Cottage, Beoley Lane
 Pe-De-Bell, Beoley Lane
 Dean Cottage, Beoley Lane
 The Elms, Beoley Lane
 Holt End Farm, Beoley Lane (was delisted in 1986)

Overdale, Bleachfield Lane
 Bottle End, Bleachfield Lane
 Longfield, Bleachfield Lane

Hawthorne Cottage, Chapel Lane
 Glebe Cottage, The Glebe

Village Inn, Holt Hill
 Fair View, Holt Hill
 Chapel House, Holt Hill
 Otters Holt, Holt Hill
 Holt Hill Cottage, Holt Hill
 Ivydene, Holt Hill
 The Forge, Holt Hill
 The Gables, Holt Hill
 Ardgour, Holt Hill
 The Cottage, Holt Hill
 Uplow Cottage, Holt Hill

Properties within the proposed extended conservation area

The Elms, Bleachfield Road
 Hillside, Beoley Lane
 Hillcroft, Chapel Lane
 Lingmoor, Chapel Lane
 Primary School, Beoley Lane
 Village Hall, Beoley Lane

APPENDIX 2

Bromsgrove District Plan 2011 - 2030 Historic Environment Policies

BDP20.1 The District Council advocates a holistic approach to the proactive management of the historic environment which encompasses all heritage assets recognised as being of significance for their historic, archaeological, architectural or artistic interest.

BDP20.2 The District Council will support development proposals which sustain and enhance the significance of heritage assets including their setting. This includes:

- a. Designated heritage assets, including listed buildings, conservation areas, scheduled ancient monuments, registered parks and gardens.
- b. Non-designated heritage assets including (but not limited to) those identified on the local list and assets recorded in the Historic Environment Record.
- c. The historic landscape of the District, including locally distinctive settlement patterns, field systems, woodlands and historic farmsteads.
- d. Designed landscapes, including parks and gardens, cemeteries, churchyards, public parks and urban open spaces.
- e. Archaeological remains of all periods from the earliest human habitation to modern times.
- f. Historic transportation networks and infrastructure including roads, trackways, canals and railways.

BDP20.3 Development affecting heritage assets, including alterations or additions as well as development within the setting of heritage assets, should not have a detrimental impact on the character, appearance or significance of the heritage asset or heritage assets.

BDP20.4 Applications to alter, extend, or change the use of heritage assets will be required to provide sufficient information to demonstrate how the proposals would contribute to the asset's conservation whilst preserving or enhancing its significance and setting.

BDP20.5 In considering applications regard will be paid to the desirability of securing the retention, restoration, maintenance and continued use of heritage assets, for example, the District Council will support the sensitive reuse of redundant historic buildings, and will encourage proposals which provide for a sustainable future for heritage assets, particularly those at risk.

BDP20.6 Any proposal which will result in substantial harm or loss of a designated heritage asset will be resisted unless a clear and convincing justification or a substantial public benefit can be identified in accordance with current legislation and national policy.

Appendix 2 continued

BDP20.7 Consideration will be given to the designation of new conservation areas. In order to define and protect the special character of conservation areas, the District Council will produce and regularly review character appraisals and management plans for designated conservation areas, and where necessary introduce Article 4 Directions based on an assessment of local identity and uniqueness.

BDP20.8 Where a detailed Conservation Area Appraisal Management Plan has been adopted, it will be a material consideration in determining applications for development within that conservation area. Bromsgrove District continued

BDP20.9 Development within or adjacent to a conservation area should preserve or enhance the character or appearance of the area.

BDP20.10 The demolition of buildings or the removal of trees and other landscape features which make a positive contribution to an area's character or appearance will be resisted.

BDP20.11 Outline planning permission will not be granted for development within Conservation Areas unless supported by detailed proposals showing siting, design, external appearance and the relationship with adjacent properties.

BDP20.12 The District Council will update the current draft local heritage list and formally adopt it. It would include all heritage assets recognised as being of local importance, including those which are locally distinctive such as nailers cottages, assets associated with the scythe industry and assets associated with the use of the Worcester and Birmingham canal which runs the length of the District, to name but a few.

BDP20.13 The District Council will support development that:

- i. Retains Heritage assets on the local list.
- ii. Involves sympathetic alterations and extensions to heritage assets on the local list.
- iii. Does not have a detrimental impact on the setting or context of heritage assets on the local list.

BDP20.14 In considering applications that directly or indirectly affect locally listed buildings, a balanced judgement will be applied having regard to the scale of any harm or loss as a result of proposed development and the significance of the locally listed building.

BDP20.15 The District Council will encourage opportunities to develop Green Infrastructure networks that can enhance the amenity value of the historic environment (refer to BDP24 Green infrastructure).

Appendix 2 continued

BDP20.16 The District Council will promote a positive interaction between historic sites and places and high quality modern developments which allows for evolution and positive change whilst preserving and respecting the significance and setting of existing heritage assets.

BDP20.17 Applications likely to affect the significance of known or potential heritage assets or their setting should demonstrate an understanding of their significance in sufficient detail to assess the potential impacts. This should be informed by available evidence and, where appropriate, further information to establish significance of known or potential heritage assets.

BDP20.18 Where material change to a heritage asset has been agreed, recording and interpretation should be undertaken to document and understand the asset's archaeological, architectural, artistic or historic significance. The scope of the recording should be proportionate to the asset's significance and the impact of the development on the asset. The information and understanding gained should be made publicly available, as a minimum through the relevant Historic Environment Record.

BDP20.19 The District Council will continue to undertake studies to inform local decision making and support the future growth of the Worcestershire Historic Environment Record. They will also encourage Neighbourhoods to address issues of character, heritage and design in their Neighbourhood Plans.

BDP20.20 The District Council will embrace opportunities to mitigate the effects of climate change by seeking the reuse of historic buildings and where appropriate their modification to reduce carbon emissions and secure sustainable development without harming the significance of the heritage asset or its setting.

Worcestershire County Structure Plan

CTC.5 Trees and Woodlands

CTC.6 Green Open Spaces and Corridors

CTC.8 Flood Risk and Surface Water Drainage

CTC.17 Archaeological Sites of Regional or Local Importance

CTC.18 Enhancement and Management of Archaeological Sites

CTC.19 Areas and Features of Historic and Architectural Significance

CTC.20 Conservation Areas

APPENDIX 3

Glossary of Architectural and Planning Terms

Article 4 direction	Removal of permitted development rights so that planning permission is required for external alterations to a building
Bargeboards	An angled decorative timber board at eaves
Bas Relief	A sculptural decoration with the figures projecting only halfway from the background
Casement	A window with hinged or pivoted openings
Conservation Area	An area of special architectural or historic interest, the character or appearance of which, it is desirable to preserve or enhance. Local authorities are responsible for designating new Conservation Areas.
Cornice	Projecting moulding often found at eaves level, or as part of a pediment
Dogtooth	Gothic detail where bricks are laid diagonally so as to angle in an out of the stringcourse
English garden bond	Brickwork with one row of alternating stretchers (horizontal) and headers (end on) to every three rows of stretchers
Finial	A feature ornament usually wrought iron or timber, often found on a gable
Flemish bond	Brickwork with alternate stretchers and headers, each header is centred to the stretchers above and below it
Listed Building	A building of special architectural or historic interest included on a national register. English Heritage is responsible for adding new entries to the statutory list.
Pentice Roof	A shallow projecting section of roof
Platband	A flat, square faced banding that projects shallower than its height
Polychromatic	A feature of Victorian Gothic Revival architecture, using a variety of alternating colours of brickwork
Scheduled Monument	A nationally important archaeological site or building
Stringcourse	A shallow moulding continued across a whole elevation
UPVC	Unplasticised polyvinyl chloride. Viewed as an inappropriate and unsustainable material that does not replicate the detailing or quality of timber
Wattle and daub	Sticks and twigs interwoven to form a panel packed with plaster and then limewashed. Commonly found in timber framed or thatched buildings.

APPENDIX 3

Potential candidates for the Local Heritage list

The CAAMP has identified the following properties as possibly meeting the criteria for the Local Heritage List. Their final inclusion on the list will be determined by a separate process.

Holt End Barns.

Bridge Farm (WSM55357)

Sheldon Cottage (Part of the Bridge Farm complex now separately occupied WSM55357)

Barn to the rear of Bridge Farm (WSM55357)

Pe De Bell (WSM55216)

Holt End Farm (WSM02508)

Fairview, Holt Hill

Glebe Cottage, Chapel Lane

Hawthorn Cottage, Chapel Lane (WSM 020590)

The Chapel, Holt Hill (WSM 00066)

Ivydene, Holt Hill

The Cottage/ Uplow Cottage

Overdale, Bleachfield Road

Longfield, Bleachfield Road

Original Village School buildings and Teachers House, Beoley Lane (WSM 67869)

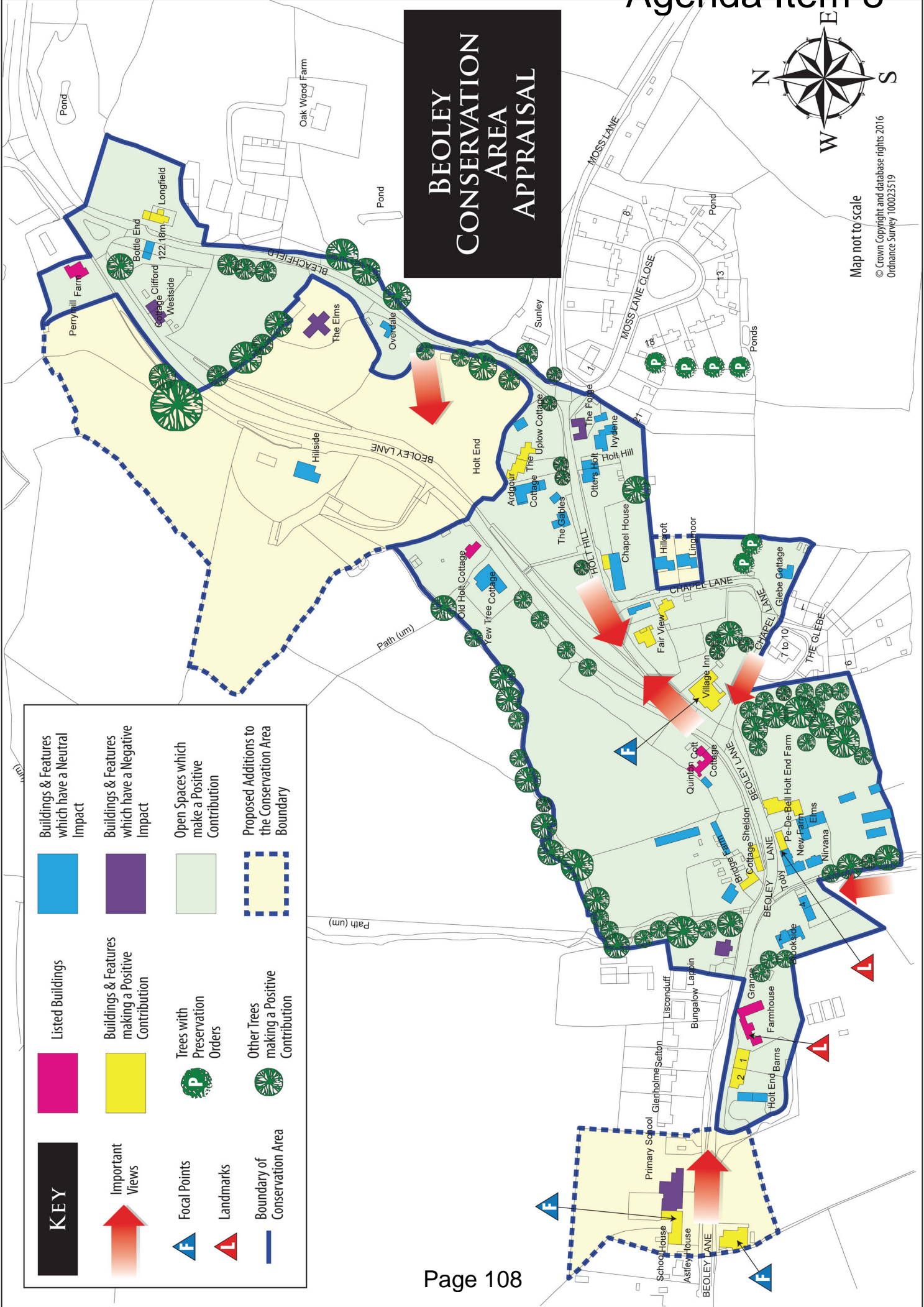
Village Hall, Beoley Lane (WSM 36570)

The Village Inn, Holt Hill (WSM 41969)



Map not to scale
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 Ordnance Survey 100023519

BEOLEY CONSERVATION AREA APPRAISAL



KEY	
	Important Views
	Focal Points
	Landmarks
	Boundary of Conservation Area
	Listed Buildings
	Buildings & Features making a Positive Contribution
	Trees with Preservation Orders
	Other Trees making a Positive Contribution
	Buildings & Features which have a Neutral Impact
	Buildings & Features which have a Negative Impact
	Open Spaces which make a Positive Contribution
	Proposed Additions to the Conservation Area Boundary



**If you need this information in
another language or format, please contact us to
discuss how we can best meet your needs**

Telephone: 01527 548284

**Email:
equalities@bromsgroveandredditch.gov.uk**



**BROMSGROVE DISTRICT
COUNCIL**

HEAD OF
PLANNING AND REGENERATION
THE COUNCIL HOUSE,
PARKSIDE, MARKET STREET,
BROMSGROVE B61 8DA

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**APPENDIX 2
Beoley CAAMP Consultation Comments**

Refer ence No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
1	Reg and Denise Bleakman	Y					Support the Conservation Area Appraisal and Management Plan, and the Local Heritage List presented.	Comments noted and welcomed	
2	Beoley Parish Council	Y					Support the proposed boundary changes	Comments noted and welcomed	
Page 111	Kelly Dawe						<p>Owners of Brailes cottage - We note that on pages 9,11, 13 and 19 of the proposed document, the photographs are out of date, as the property has had extensive renovation work.</p> <p>The description on page 13 of Brailes Cottage should be amended, to state that the pebble dash and cement render on the panels have been removed and replaced and repaired as appropriate with heraklith, an ecological construction of wood and sheep wool insulation, wattle and daub and finished with lime render and lime wash.</p>	Comments noted, the final version of the document will be amended accordingly, and the photographs updated.	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
4	David and Julie Barry	Y					Fully support the proposals. Fully agree with the improvements proposed, most notably the inclusion of both Hillside and The Elms field on Beoley Lane. This makes real sense and adds immensely to the character of the Village Conservation Area. The inclusion of the local primary school and Village Hall also adds a sensible dimension to the plan.	Comments noted and welcomed	

CABINET

5th April 2017

NEW HOMES BONUS COMMUNITY GRANTS SCHEME

Relevant Portfolio Holder	Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering (Exec Director)
Wards Affected	All
Ward Councillor Consulted	None specific

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to consider a revised New Homes Bonus (NHB) Community Grants Scheme which allows community groups to apply for funding from the New Homes Bonus grant received by the Council.

2. RECOMMENDATIONS

- 2.1.1 The approval of the revised New Homes Bonus Community Grants Scheme as attached at Appendix 1;**
- 2.1.2 The approval of 25% of the additional New Homes Bonus grant received in 2016/17 to be used to calculate the amount of £144k to be allocated to the scheme; and**
- 2.1.3 An additional amount of £27,157 to be added to the total allocation in respect of funds carried forward from the previous year's scheme.**
- 2.1.4 A deduction of £2,000 to be made from the Scheme to cover the cost of administering the Scheme.**

3. KEY ISSUES

Financial Implications

- 3.1 The allocation of £144k was agreed at Council in February 2017 and the 2017/18 budget was approved to include this level of funding. There was no requirement to draw down from balances to support the balanced budget for 2017/18.
- 3.2 The New Homes Bonus Scheme was introduced by Government April 2011. The bonus was designed to ensure that the economic benefits of housing growth are returned to the councils where that growth takes place. The NHB is a grant paid by central government to local councils for increasing the number of homes in their area and their use. In two tier areas, like Worcestershire, the bonus is shared between the district council and county council (80% District: 20% County). At present NHB

is not ring-fenced and councils can decide how they use the New Homes Bonus, however, there is an expectation that Councils will consult communities about how we will spend the money. The scheme is intended to be permanent however as with all financial funding this can change in the future.

- 3.3 As part of the Financial Settlement Announcement in December 2017 the Government proposed a number of changes to the NHB Scheme which would reduce the allocation granted to Councils. The Government announced in the settlement figures a reduction in the number of years for which NHB payments are made from six to four. They also unexpectedly announced that NHB would not be paid for what they term as baseline growth, or housing growth that would happen naturally. This equates to a 0.4% levy that discounts 165 from the NHB calculation. This may change in future years.
- 3.5 It was agreed that the underspend of £27,157 would be carried forward to increase the available funding for 2017/18. Using the NHB for 2017/18 of £144k this would result in a total available funding of £171,157 for bids to be considered by the NHB Panel.
- 3.6 The Scheme has been running for two years and Members of the NHB Community Grants Panel agreed that a full review of the Scheme would take place, as the format had been changed and a number of concerns were raised by both Members of the Panel and Ward Members. The aim of the review was to ensure that the Scheme was open and transparent and met the needs of both the local communities and the Council.
- 3.7 As part of the review of the scheme officers and Panel Members have revisited the original scheme implemented in 2015/16 and have come to the conclusion that the allocation of funds being based on where the impact of housing growth could be evidence was a more appropriate method and allowed those areas which may have been affected by growth in previous years to apply for a grant.
- 3.9 Appendix 1 reflects the revised Scheme highlighting the criteria for awarding a grant and who can apply. Particular emphasis has been placed on the role of the Ward Councillor in the application process and a number of short workshops will be held in order for Ward Councillors to familiarise themselves with the scheme and assist groups within their wards with the completion of the application forms.
- 3.10 The application forms have also been reviewed to take account of a number of issues which were raised and to provide a more robust process and the involvement of Ward Councillors.

CABINET

5th April 2017

- 3.11 There will again be two categories of application up to £2,880 and £2,881 to £28,800. This is 2 and 20 percent respectively of the total allocation of funds for the 2017/18 scheme.
- 3.12 The revised Scheme also includes more detail around the monitoring process once the grants have been agreed. This is to ensure that the funds are used for the purpose for which they were granted.
- 3.13 It is also proposed that, applicants will be given the opportunity to have their submissions verified, giving them an opportunity to resubmit prior to the closing date of applications. This will be done by Officers supported by a Member of Panel and feedback via the Ward Councillor.
- 3.14 The Panel have also proposed that £2,000 be deducted from the Scheme to cover officer time spent administering the scheme and supporting both Members and the community in ensuring that the process runs smoothly and is fit for purpose.
- 3.15 Should the new allocation policy be approved the bidding process will commence on 8th May 2017.

Service / Operational Implications

- 3.16 The allocation of funding will support the provision of projects within local communities and do not impact on the operational services provided by the Council.

Customer / Equalities and Diversity Implications

- 3.17 The scheme will support all communities that are affected by growth.

4. RISK MANAGEMENT

- 4.1 An annual scheme based on the additional funding received from NHB for each financial year will mitigate the impact on the Medium Term Financial Plan and ensure that should NHB be revised in the future there is no future commitment from the Council.

5. APPENDICES

Appendix 1 – Revised Draft NHB Community Grants Scheme
Appendix 2 – Application Form for Grants up to £2,880
Appendix 3 – Application form for Grants between £2,881 and £28,800.
Appendix 4 – Timeline for Grants Process 2017/18

AUTHOR OF REPORT

CABINET

5th April 2017

Name: Jayne Pickering – Exec Director Finance and Resources
E Mail: j.pickering@bromsgroveandredditch.gov.uk
Tel: 01527-881400

BROMSGROVE DISTRICT COUNCIL

New Homes Bonus Community Grants Scheme 2017/18 Explanatory Notes



Bromsgrove
District Council
www.bromsgrove.gov.uk

CONTENTS

1. Introduction – where does the NHB fund come from?
2. Who can apply for a grant?
3. What are the criteria for awarding a grant?
4. The Council's Strategic Purposes.
5. Who determines grant applications?
6. How grants are paid and any conditions attached to them.
7. Monitoring Projects
8. What happens if a bid isn't successful?
9. The Grant Application Process Timetable.
10. Contacts and where to find more information.
11. Supporting Documentation

1. Introduction - Where does the New Home Bonus come from?

The New Homes Bonus is paid annually by the government as an incentive to communities and councils to welcome new housing. At present, for a period of six years following the year the house was built, the council receives a grant that is payable on those new homes plus any homes that were empty and have been brought into use. As part of the announcement on the Financial Settlement 2017/18-2020/21, the Government has confirmed that there will be changes to the New Homes Bonus Scheme which will reduce the available funding for future years.

At present, the New Homes Bonus is announced alongside our annual financial settlement. In two tier areas, like Worcestershire, the bonus is shared between the District Council and the county council (80% / 20%). The District Council therefore receives 80% of the total New Homes Bonus. This may also change as part of the final scheme following consultation.

At present, the grant is not ring fenced and therefore the Council is free to decide how to use the grant. There has been encouragement from Central Government for the funding to be utilised within communities however this does not form any legislative requirement.

For the financial year 2017/18 the Council has once again decided to make part of the New Homes Bonus available for a New Homes Bonus Community Grants Scheme.

Bromsgrove District Council has agreed that the allocation available for the scheme is to be £144,000 (25% to be based on the District Council grant which will be received in 2017/18 which is attributed solely to the increase in funding from that received in 2016/17). No allocation will be made from the New Homes Bonus that is being paid for previous years. However, £27,157 remained unallocated from the 2016/17 scheme and will be added to the available allocation, giving a total of £171,157.

Following a full and comprehensive review of the Scheme as a whole a number of changes have been made this year, including a return to the original format in respect of the allocation of the funds. A project needs to be able to provide clear evidence how the community has been affected by growth and that this growth will be met by the project. Full details of who can apply are provided in section 2. A deduction will also be made from the total allocation of funds to the scheme in respect of the associated administration cost.

This Scheme will run for 12 months and be reviewed as part of the budget process for the financial year 2018/19.

2. Who Can Apply for a Grant?

The New Homes Bonus Community Grants Scheme is intended for not-for-profit groups, such as voluntary organisations, residents' groups, community groups and

associations including Parish Councils within those areas affected. Organisations outside the District may also apply where they are delivering projects/activities that benefit the District.

Grants will not be paid to individuals.

You will need to provide full details of your organisation when completing the application form. The relevant Ward Councillor will also need to sign the application form and provide a statement as to why they support your project (including highlighting how it meets the Council's strategic priorities).

3. What are the Criteria for Awarding a Grant?

Projects should be substantial and sustainable and provide a legacy for the areas in which they are located whilst also being in line with the Council's strategic purposes (detailed at section 4 of these explanatory notes). The key element of these criteria is ensuring that funded projects complement the Council's long term strategic priorities.

Each organisation may bid for either up to 2% of the overall funding, £2,880 or for higher bids up to 20% of the available fund (£28,800). Applications in excess of £2,881 will need to provide a more detailed application and supporting documentation including a business plan.

The Panel will not usually consider more than one application from the same organisation within the 12 month period unless they are clearly for separate projects.

Priority will be given to applications according to the following criteria:

- Meet at least one of the Council's strategic purposes (see section 4 for full details.)
- The impact of growth on the relevant area
- Proposals demonstrate the basis of need or demand as well as the benefits
- Projects must be sustainable.
- All applicants agree to acknowledge the Council as a funder of the project.
- All funded projects keep full records of their activities and how the grant has been spent
- Proposals should outline how they will address the impact (actual and anticipated) of growth.
- The names of other organisations that have been approached for funding.
- The total cost and timescales of the project.
- The communities that will be served by the project.
- Support (including a comprehensive written statement) from the Ward Councillor.

4. Bromsgrove District Council's Strategic Purposes

Our Strategic Purposes for Bromsgrove

- Help me to live my life independently
- Help me to be financially independent
- Keep my place safe & looking good
- Help me find somewhere to live in my locality
- Provide good things for me to see, do & visit
- Help me run a successful business

Support services enable us to deliver our purposes

Bromsgrove District Council
www.bromsgrove.gov.uk

For more information view the Council Plan at:
<http://www.bromsgrove.gov.uk/cms/council-and-democracy/council-plan.aspx>

5. Who Determines Grant Applications?

Officers of the Council will assess applications to ensure they satisfy the criteria for eligibility, whether any further information is required and whether costs are realistic relative to the proposals and the funds available.

Applications which are clearly ineligible or inappropriate may be rejected with the agreement of the Chairman of the New Homes Bonus Community Grants Panel. Otherwise officers will prepare a report for the Panel, summarising each bid and making a recommendation.

The New Homes Bonus Community Grants Panel, comprising of Councillors (the Portfolio Holder for Finance and Resources together with a representative from each political group) will meet in July. They are supported by officers and the meeting will be held in public.

Applicants will be invited (and encouraged) to attend the meeting in order to respond to questions or points of clarification from the Panel.

The New Homes Bonus Community Grants Panel will then make a recommendation to the Council's Cabinet. Any interested party can make representations in writing, which will be reported to Cabinet. The Cabinet meetings are also open to the general public.

A full timetable is detailed at section 9 of these explanatory notes and sets out the exact dates of when the invitation for applicants will be opened and the closing date for applications, together with details of when the New Homes Bonus Community Grants Panel recommendations will be considered by Cabinet. Following approval of those recommendations the successful applicants will be contacted and provided with details of when the monies from successful bids will be paid.

6. How Grants are Paid and any Conditions attached to them.

A funding agreement will be signed and will include standard conditions, for example:

- Timescales for the project and a schedule of funding payments
- That the contribution made by the NHB Grants Scheme must be clearly identified to the local community.

Other conditions of funding may be included, depending on the nature of each project. All projects must be completed by the end of the financial year 2016/17 unless otherwise agreed by the New Homes Bonus Community Grants Panel. If part-funding is agreed proof must be given as to where the other money is coming from.

A payment schedule will be agreed as part of the Funding Agreement for each successful application. Dependent upon the amount of the grant this could be

phased to meet the forecast spend of the project or a one off payment for a small project.

Monitoring requirements will be dependent on the size and scale of the project and will be agreed for each individual project as part of the conditions of the funding. Any phased payments would be released subject to satisfactory monitoring/progress.

It is important to inform the Council of any delays or changes in plans as this may impact on future phased payments or a request for the return of the grant. It cannot be transferred to another project.

7. Monitoring Projects

If a single payment has been agreed evidence would be required to show that the project has been completed as agreed.

If payment is through a phased programme we will need evidence to show that each phase has been completed within the timescale given.

You will receive a reminder asking for a progress report 12 months after the decision has been made to give you a grant and every 6 months thereafter until the project has been completed. We would expect the progress report to include photographic evidence of the work being undertaken.

8. What Happens if a Bid is not successful?

If a bid is not successful you will be advised and given the reasons. In exceptional circumstances the Panel may request some more information and offer to reconsider the bid at a future meeting.

There is no appeals process, however if you are refused a grant you can still apply for future/alternative projects providing they meet the Council's criteria.

9. The Grant Application Process Timetable

Timetable

Date Applications Open	Date Applications Close
9.00 a.m. Monday 8 th May 2017	5.00 p.m. Friday 16 th June 2017

For the first time, this year there will be an opportunity for applicants to have their submissions verified, giving them an opportunity to be resubmitted prior to the closing date. This will apply to applications received no later than 9 am on 30th May 2017. Any incomplete application received after that date will be automatically rejected.

Date of New Homes Bonus Grants Panel Meeting	Date of Cabinet Meeting
4.00 pm Thursday 20 th July 2017 (and if necessary 4.00 pm on Tuesday 25 th July 2017).	6.00 p.m. Wednesday 6th September 2017.

10. Contacts and Where to find more information

New Homes Bonus Community Grants Panel Members

The Panel is made up of a Councillor Representative from each political group together with the Portfolio Holder for Finance and Enabling.

Supporting Officers

Jayne Pickering – Executive Director, Finance and Resources
Amanda Scarce – Democratic Services Officer

11. Documentation

Application Form - Lower grants up to £2,880
Application Form - Higher grants between £2,881 and £28,800
FAQs
Timeline

PROCESS – Administration Time

1. Arrange meeting dates and Room bookings, following Grants Planner being agreed.
2 hours
2. Review of scheme (and supporting documentation) and report for Cabinet each year.
20 hours
3. Member briefings x 2 to go through what they need to do and give them a better understanding of the process.
(These to include assisting with completing application forms, making a full submission when supporting an application, having a clear knowledge of the scheme and what it covers.)
2 x 1.5 hour sessions plus preparation time say total of 8 hours
4. Application forms made available on the website, together with Scheme and FQAs.
1 hour
5. Queries dealt with whilst application window is open.
5 hours
6. Arrange for a Member of the Panel to come into the office once a week to go through the applications and any potential rejections can then be revised – this to be done through the Ward Member in order to ensure their involvement.
5 hours
7. Any not signed by Ward Member will automatically be rejected.
1 hour
8. Acknowledge applications
2 hours
9. Collate applications and prepare summary documents.
5 hours
10. Timetable for applications at meeting
1 hour
11. Prepare and publish agenda for Panel meeting
1 hour
12. Send out emails/letters with agendas to applicants so they can see when they are scheduled in.
(Applications to be encouraged to attend and highlight it is NOT to present application but to respond to any questions or points of clarification from the Panel.)
2 hours
13. Prep for meetings – scoring matrix prepared.
(Scoring Matrix to be given to Members prior to the meeting in order that they can complete some sections by looking at the detailed applications.)
2 hours
14. Actual Panel meeting – signage, attending etc
3 hours
15. Notes from meeting to type up and publish.
3 hours
16. Inform applicants of outcome and confirm recommendation will be confirmed at Cabinet.
2 hours
17. Prepare Cabinet Report
2 hours
18. Cabinet Meeting
1 hour
19. Email applicants with outcome of Cabinet – including letter of acceptance for signature.
2 hours
20. Payment schedule – information Finance Team
2 hours
21. Monitor acceptance letters and process for payment.
6 hours

22. Queries of various kinds throughout the process
5 hours

TOTAL NO OF HOURS OVER PERIOD = 81 hours

This equates to approximately £2,000

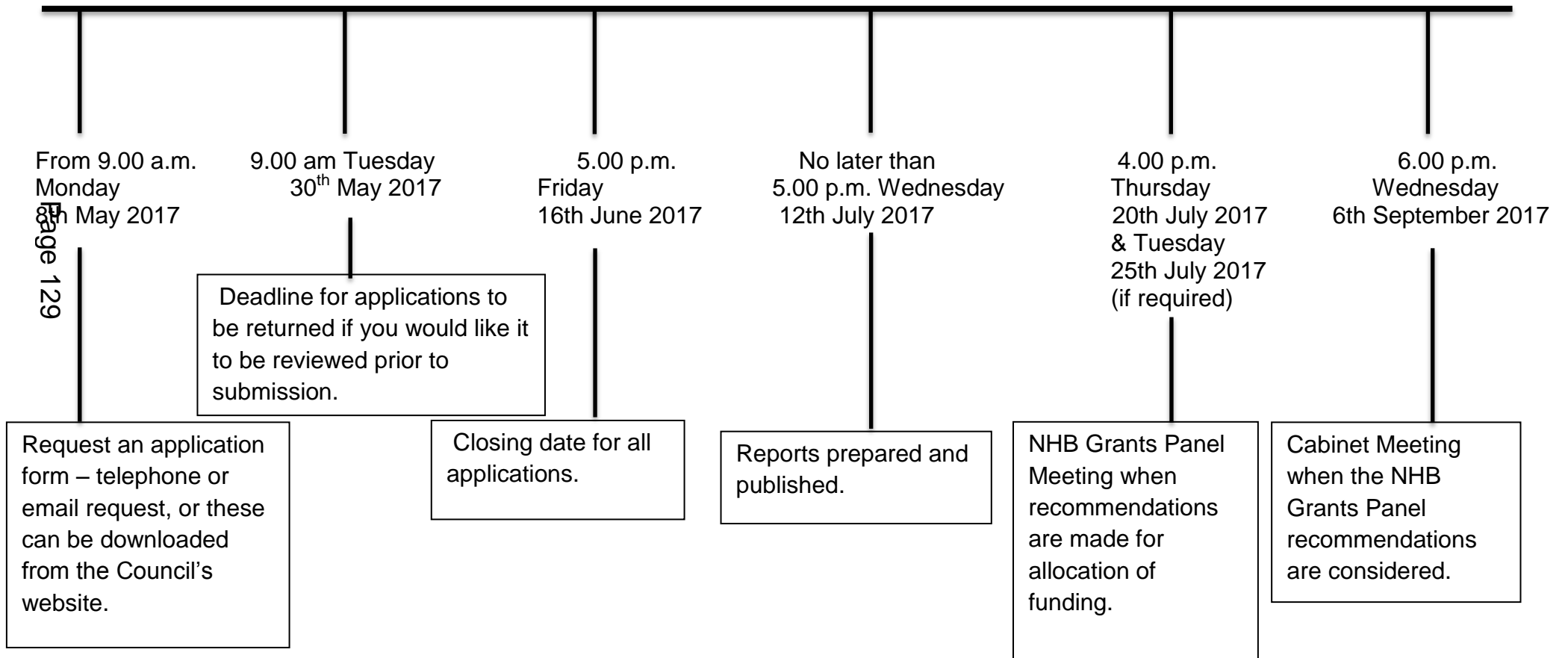
DOCUMENTS

- a) Scheme
- b) FQAs
- c) 2 x application forms
- d) Acknowledgement email/letter
- e) Summary of application
- f) Agenda
- g) Email/letter sending out agenda
- h) Scoring Matrix
- i) Summary of grants agreed
- j) Cabinet Report
- k) Acceptance Letter and covering email to applicants
- l) Payment schedule
- m) Proforma Invoice

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NEW HOMES BONUS GRANT TIMELINE 2017

This gives an outline of what we do with your grant application. Read through the guidance notes on our website and you will see what information you need to get together in order to apply. The timeline below shows how long the different processes take.



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Bromsgrove District Council – New Homes Bonus Application for Grant 2017/18
£2,880 and under



APPLICATION FORM

Please complete ALL sections of the form; it is not sufficient to refer to attached information. Please refer to the Application Pack for guidance. The closing date for receipt of all applications is 5.00 pm on Friday 16th June 2017. No late applications will be accepted under any circumstances. For the first time, this year there will be an opportunity for applicants to have their submissions verified, giving them an opportunity to be resubmitted prior to the closing date. This will apply to applications received no later than 9 am on 30th May 2017. Any incomplete application received after that date will be automatically rejected.

PLEASE ANSWER ALL QUESTIONS IN FULL – failure to do so may result in your application being rejected.

1. CONTACT DETAILS Prime Contact for all correspondence.

GROUP/ORGANISATION:

PERSON SUBMITTING THE APPLICATION:

POSITION IN ORGANISATION:

Address:

Post Code: **Email address:**

Telephone number: Day: **Evening:**

How did you find out about the grant scheme:

Project title:

Aims and Objectives of the Project:

.....

.....

.....

2. ELIGIBILITY- including Support from Ward Councillor

Project title:

When will your project: Start: Finish:

Total Cost of Project:

Amount of grant applied for:

How do you intend to provide the balance of funds required for the project?

.....

- a) Please ask your Ward Councillor to provide a short statement as to why they support your project (including highlighting how it meets the Council's strategic priorities) and ask them to sign the form where indicated.

- b) Please evidence how your community has been affected by growth and is therefore eligible for a NHB Grant (including the details of all relevant housing developments):

c) Please describe in 350 words (maximum) the details of your project

d) Please demonstrate how the impact of growth on your community will be met by this project.

3. PROJECT COSTS

Have you got all necessary permissions (e.g. planning; Environment Agency) and insurances for this project to go ahead?

YES NO

Provide a full breakdown of the project, item costs and sources of funding. Describe each item and its funding source. If the NHB Grant Scheme is to fund the item enter BDC as the source.

Agenda Item 9

Item	Cost
Total	

Will part or all of your project still go ahead if the Council is unable to give you all the funding that you have applied for?

Please tell us what you could achieve if only part of the Council's funding was awarded.

.....
.....

4. GROUP/ORGANISATION DETAILS

If your group or organisation is a branch of, or is affiliated to, any other organisation, please provide details:

Organisation name:

Headquarters' address:

.....

Does your organisation have its own bank account? YES NO

Is your organisation a registered charity? YES NO

If YES, please provide your registration number:

Is your organisation VAT registered? YES NO

If YES, please provide your VAT registration number:

How many years has your organisation been in existence?

Briefly list your organisation's main aims and objectives:

.....
.....
.....

5. STRATEGIC PURPOSES FOR 2017

Please state which of the Council Strategic Purposes you believe your project relates to:

Purpose	Yes /No
Help me to live my life independently	
Help me to be financially independent	
Keep my place safe and looking good	
Help me run a successful business	
Provide good things for me to see, do and visit	
Help me find somewhere to live in my locality	

Please give a brief description of how your project meets the strategic objectives that you have ticked above.

6. SUPPORTING INFORMATION

Please provide a copy of your Organisation's latest audited accounts. If not available please state why, together with a copy of your organisation's Rules and Regulations and/or Constitution.

If you have any evidence of local need for this project (e.g. letters, petition, etc) please submit copies with your application.

Please enclose any other information that will support your application (for example: background to the project, details of local support/need for the project, how you intend to involve the community, benefits to Bromsgrove District residents, partnerships, etc).

Ensure the following information is enclosed with this form and tick off all items provided. If you are not enclosing everything requested you MUST explain why as this may invalidate your application.

Agenda Item 9

- Application Form for Grants
- Audited Accounts
- Copy of your organisation's Rules and Regulations and/or Constitution
- Evidence of local need for the project.
- All signatures completed.

Please feel free to include any other relevant information in support of your application, for example photographs. *The Council reserves the right to request further information if required.*

Signed by applicant: Date:

Second Signature: Date:

Second signature of person in authority within the organisation e.g. Chairman or Treasurer

Ward Councillor Signature: Date:

THE CLOSING DATE FOR ALL APPLICATIONS IS 5.00 p.m. on Friday 16th June 2017. Application forms will not be accepted after this date under any circumstances.

7. PAYMENT DETAILS

If your organisation is granted a New Homes Bonus award, the Council will transfer the money direct to your bank account using the Bankers Automated Credit System (BACS). The BACS system is quicker and more secure, you will receive by post a remittance advice slip advising you when the payment will be made. To ensure swift payment of your grant, please provide us with the following information:

Bank Details	
Account Name	
Account Number	
Bank Sort Code	
Bank or Building Society Name	
Building Society Roll Number (if applicable)	

Bromsgrove District Council – New Homes Bonus Application for Grant 2017/18

£2,881 up to £28,800



APPLICATION FORM

Please complete ALL sections of the form; it is not sufficient to refer to attached information. Please refer to the Application Pack for guidance. The closing date for receipt of all applications is 5.00 pm on Friday 16th June 2017. No late applications will be accepted under any circumstances. For the first time, this year there will be an opportunity for applicants to have their submissions verified, giving them an opportunity to be resubmitted prior to the closing date. This will apply to applications received no later than 9 am on 30th May 2017. Any incomplete application received after that date will be automatically rejected.

PLEASE ANSWER ALL QUESTIONS IN FULL – failure to do so may result in your application being rejected.

1. CONTACT DETAILS Prime Contact for all correspondence.

GROUP/ORGANISATION:

PERSON SUBMITTING THE APPLICATION:

POSITION IN ORGANISATION:

Address:

Post Code: **Email Address:**

Telephone number: Day: **Evening:**

How did you find out about the grant scheme:

Project title:

Aims and Objectives of the Project:

.....
.....
.....

2. ELIGIBILITY- including Support from Ward Councillor

When will your project: Start: Finish:

Total Cost of Project:

Amount of grant applied for:

How do you intend to provide the balance of funds required for the project?

.....

- a) Please ask your Ward Councillor to provide a detailed statement as to why they support your project (including highlighting how it meets the Council's strategic priorities) and ask them to sign the form where indicated.

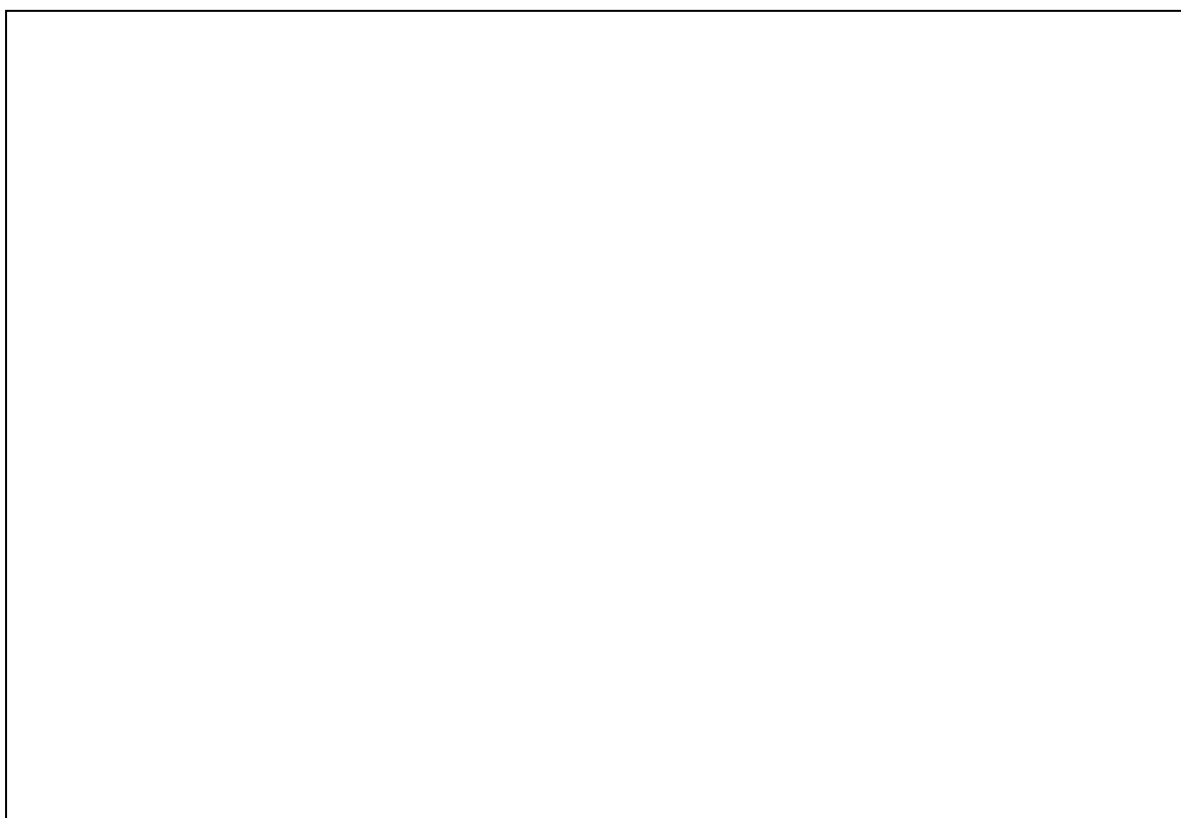
(up to 1,000 words)

Agenda Item 9

b) Please evidence how your community has been affected by growth and is therefore eligible for a NHB Grant (including the details of all relevant housing developments):



c) Please describe in 500 to 1,000 words (maximum) the details of your project



d) Please demonstrate how the impact of growth on your community will be met by this project.

3. PROJECT COSTS

Have you got all necessary permissions (e.g. planning; Environment Agency) and insurances for this project to go ahead? YES NO

What are the tenure arrangements for land or property affected by your project?

.....

How long has the lease left to run?

Provide a full breakdown of the project, item costs and sources of funding. Describe each item and its funding source. If the NHB Grant Scheme is to fund the item enter BDC as the source.

Item	Cost
Total	

Agenda Item 9

If the grant applied for is only part funding your project please fill in the following details:

Funder	Amount	Status (granted, pending)
TOTAL		

Will part or all of your project still go ahead if the Council is unable to give you all the funding that you have applied to the Council for?

Please tell us what you could achieve if only part of the Council's funding was awarded.

.....

.....

Please give details of any other financial assistance your organisation has previously received from the District/Parish Council.

Source	Amount requested	Application status

4. GROUP/ORGANISATION DETAILS

If your group or organisation is a branch of, or is affiliated to, any other organisation, please provide details:

Organisation name:

Headquarters' address:

.....

Agenda Item 9

Does your organisation have its own bank account? YES NO

Is your organisation a registered charity? YES NO

If YES, please provide your registration number:

Is your organisation VAT registered? YES NO

If YES, please provide your VAT registration number:

How many years has your organisation been in existence?

Briefly list your organisation's main aims and objectives:

.....

.....

.....

Please provide the following information about your users (individuals):

Age	Resident In Ward – Female	Resident In Ward - Male	Resident In District – Female	Resident In District -Male	Resident In Surrounding – Female	Resident in Surrounding - Male
Aged under 18						
Aged 18-65						
Aged over 65						
TOTAL						

5. STRATEGIC PURPOSES FOR 2017

Please state which of the Council Strategic Purposes you believe your project relates to:

Purpose	Yes /No
Help me to Live my life independently	
Help me to be financially independent	
Keep my place safe and looking good	
Help me run a successful business	
Provide Good things for me to see, do and visit	
Help me to find somewhere to live in my locality	

Agenda Item 9

Please give a brief description of how your project meets the strategic objectives that you have ticked above.

6. SUPPORTING INFORMATION

Please provide the following:

- A copy of your Organisation's latest audited accounts. If not available please state why.
- A copy of your organisation's Rules and Regulations and/or Constitution.
- Evidence of local need for this project (e.g. letters, petition, etc) please submit copies with your application.

Please enclose any other information that will support your application (for example: background to the project, details of local support/need for the project, how you intend to involve the community, benefits to Bromsgrove District residents, partnerships, etc).

Ensure the following information is enclosed with this form and tick off all items provided. If you are not enclosing everything requested you MUST explain why as this may invalidate your application.

- Application Form for Grant
- Audited Accounts
- Copy of your organisation's Rules and Regulations and/or Constitution
- Evidence of local need for the project.
- All signatures completed.
- Copies of estimates relating to work for which a grant is sought.
- Where appropriate, plans of proposed work.

Agenda Item 9

Please feel free to include any other relevant information in support of your application, for example photographs. *The Council reserves the right to request further information if required.*

Signed by applicant: Date:

Second Signature: Date:

Second signature of person in authority within the organisation e.g. Chairman or Treasurer

Ward Councillor (signature): Date:

THE CLOSING DATE FOR ALL APPLICATIONS IS 5.00 p.m. on Friday 16th June 2017. Application forms will not be accepted after this date under any circumstances.

7. PAYMENT DETAILS

If your organisation is granted a New Homes Bonus award, the Council will transfer the money direct to your bank account using the Bankers Automated Credit System (BACS). The BACS system is quicker and more secure; you will receive by post a remittance advice slip advising you when the payment will be made. To ensure swift payment of your grant, please provide us with the following information:

Bank Details	
Account Name	
Account Number	
Bank Sort Code	
Bank or Building Society Name	
Building Society Roll Number (if applicable)	

Worcestershire Housing Partnership Plan

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non-Key

1. SUMMARY OF PROPOSALS

- 1.1 This report outlines the Memorandum of Understanding and the Worcestershire Housing Partnership Plan, both of which have been developed, together with partners, by the Worcestershire Strategic Housing Partnership and subject to a 10 week consultation ending on 31st December 2016.
- 1.2 The Worcestershire Strategic Housing Partnership was established in 2014 and is chaired by Kevin Dicks, CEO of Bromsgrove District and Redditch Borough Councils. The group comprises of a range of strategic partners including adult services & health, childrens services, quality leads from the Clinical Commissioning Groups, probation, the DWP, Homes & Communities Agency, local authority strategic housing officers and third sector representatives. The group aims to develop, lead and drive the Worcestershire strategies and strategic plans which relate to housing, housing related support needs and the growth and economic success agenda to ensure a joined up approach across the county.

2. RECOMMENDATIONS

Cabinet is asked to **RESOLVE** that

- 2.1 the Worcestershire Housing Partnership Plan be endorsed;
- 2.2 the Worcestershire Memorandum of Understanding be agreed.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications arising from supporting the plan or memorandum of understanding, as this work will be done within existing budgets. A more joined up approach should enable agencies to use their resources more efficiently in the future.

Legal Implications

- 3.2 Since the Worcestershire Housing Strategy was published in 2011 the government have made major changes around health and housing, and the introduction of legislation ranging from the

Care Act 2014 to the Housing and Planning Act 2016 have profoundly changed both the housing and health environments in which Local Authorities are now operating. The new Housing Partnership Plan seeks to capture this legislation in one place and identify the challenges that local authorities will face going forward as a result of the changes. It also lays the foundations for action-planning across agencies to respond to housing pressures at a local level.

Service / Operational Implications

In recent years there has been a concerted push by central government to join up health and care provision and to promote individuals wellbeing – examples include the Care Act 2014, the NHS 5 Year Forward Plan, and the Better Care Fund. Nationally the role housing can play in improving health and wellbeing is seen as important and housing services / providers are recognised as a partner in achieving improved health outcomes. The local MofU and Housing Partnership Plan seek to capture this role and translate it at a local level into a set of jointly agreed actions.

- 3.3 The vision for the Partnership Plan is **“the right home environment is essential to health, wealth and wellbeing throughout life”**. This vision is supported by three key priorities. We will;
- Create a partnership approach to enable people to live as independently as possible.
 - Drive the growth of the right type of homes
 - Improve homes and transform places
- 3.4 From these three priorities a number of high level actions have been outlined in the Housing Partnership Plan and project plans and/or proposals will subsequently be developed to deliver on these actions, where these are not already included in existing strategies and plans of local authorities or their partners.
- 3.5 The Partnership Plan outlines the following outcomes achieved through a good supply of the right housing;
- Helps people to live as independently as possible,
 - Helps people to live close to family and community support
 - Enables choice
 - Reduces unnecessary demands on services
 - Prevents homelessness
 - Improves peoples health and wellbeing, especially those with the poorest health outcomes
 - Supports educational attainment, access to employment and the development of a healthy workforce
- 3.6 The Partnership Plan gives some context to issues by outlining current trends in housing including around stock numbers and affordability. The plan highlights the overall housing shortage in Worcestershire that leads to many issues including homelessness and the poor condition of much of the housing stock that leads to ill health. The future challenges that the public sector face includes on going austerity measures including cuts to Local Authority budgets, welfare reform and a move away from grant funded social rented housing to low cost home ownership.

Customer / Equalities and Diversity Implications

- 3.7 The draft Partnership Plan has been developed in consultation with a number of statutory and non-statutory bodies, following an event held in June 2016 and focuses on supporting the needs of some of the most vulnerable individuals and groups across the county.

CABINET

Date 5th April 2017

- 3.8 This Partnership Plan is was subject to a ten week consultation period ending on 31st December 2016 and has been circulated to various organisations within each Local Authority area and available to members of the public through the Council's website. The consultation document can be found on www.surveymonkey.co.uk/r/JSKJWL6

4. RISK MANAGEMENT

- 4.1 Supporting the plan and memorandum of understanding presents no risks to the Council. The plan supports several of the council's strategic purposes, including finding somewhere to live, and living independently.

5. APPENDICES

Appendix One: Worcestershire Memorandum of Understanding and Worcestershire Housing Partnership Plan 2016

6. BACKGROUND PAPERS

None

7. KEY

N/A

AUTHOR OF REPORT

Name: Derek Allen
email: derek.allen@bromsgrove.gov.uk
Tel.: 01527 64252 ext 1278

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Worcestershire Housing Partnership Plan 2017

About the Plan

The Housing Partnership Plan is the overarching document setting the strategic direction for housing across Worcestershire. It recognises that to maximise the health, wealth and wellbeing of the residents of Worcestershire and make the most effective use of existing resources, we need to work very closely with partner organisations across a range of sectors.

Creating the right home environment is not only essential for residents, but is vital to enable many other organisations to achieve their ambitions, policy objectives and duties, such as improved health and wellbeing, educational achievement of children and young people, employment, crime reduction and sustainable, resilient communities.

Under a range of legislation there is a requirement for closer cooperation of services that support the health and wellbeing of those who may be in need of care and support. As part of a drive for more integration, a pioneering national Health and Housing Memorandum of Understanding (MoU) between government departments was signed. This supported joint action on improving health through the home.

The Worcestershire Strategic Housing Partnership (Partnership) developed their own local Memorandum of Understanding (local MoU) which expanded the range of partners (see below for list of partners) who have a shared commitment to joint action. The **local MoU** sets out how the Partnership will work together to address housing need and achieve the wider benefits to partner organisations. The aims in the local MoU underpin this Partnership Plan.

Members of the Worcestershire Strategic Housing Partnership



The Vision

To create the *right* home environment for Worcestershire residents that is essential to their health, wealth and wellbeing, throughout life

DEFINITION: the 'right home environment' is not the same for all. However, generally it should be:

- Affordable
- In good repair
- Well insulated and energy efficient
- Accessible, well planned and designed
- Not overcrowded
- In a safe neighbourhood with good infrastructure and access to amenities

The right home environment will:

- Meet local housing need and prevent homelessness
- Improve health and wellbeing and prevent ill-health
- Enable people to manage their health and care needs
- Enable people to remain in their own home for as long as they choose
- Delay and reduce the need for health care and social care interventions
- Enable timely discharge and reduce hospital re-admissions
- Create family stability
- Create the foundations required for all people to access education training and employment
- Create thriving communities with attractive localities which draws in investment to the local economy
- Reduce the dependency on the welfare state

Current and Future Issues

The following are the headline issues affecting Worcestershire. Please see **Section 2 National and Local Picture** for more detailed information.

Welfare reform and changing legislation

(For more detailed information Welfare Reforms please see Section 3)

We are in the midst of large-scale changes to the welfare system and the implementation of new legislation nationally. Many of these will have a significant impact on local people on low incomes, many of whom will be in work. We are yet to feel the full affect in Worcestershire of some these welfare reforms and legislation. The key areas are highlighted below.

- **People aged 35 and under** will only able to claim housing benefit at the single room rate in both social and private rented housing, making self contained accommodation

unaffordable. Worcestershire has 1395 people under 35 on the housing waiting list and 331 of which are homeless as of May 2016, making up 33% of the homeless households on the waiting list.

- Due to the **1% reduction in rent levels**, the implementation of **Universal Credit**, the **future funding of supported housing** and the de-regulation of their activities, Registered Social Landlords (RSL's) need to focus on the financial viability of their business plans, whether they will keep developing and whose housing needs they will be meeting.
- The **Homelessness Reduction Bill** will significantly reform England's homelessness legislation. It places a duty on local authorities to help all eligible people at risk of homelessness to secure accommodation, and at a much earlier stage (56 days before they are threatened with homelessness).

Inadequate supply of housing including affordable housing

- Worcestershire housing associations are committed to current delivery and investment plans. Stock transfer housing associations delivered 1343 new homes over the past two years, and have plans to develop a further 638 in 2016/17, and a further 695 in 2017/18. They face a changing environment with a number of delivery challenges. These challenges to increasing housing stock will further be compounded by the Voluntary Right to Buy for housing association tenants which will be implemented in 2017.
- We need to ensure that there are a sufficient number of good quality homes for the population to address the housing shortage and support economic growth ambitions. **Worcestershire needs to develop between 2228 and 2408 homes a year** according to the South Worcestershire Development Plan, North Worcestershire Housing Needs Assessment and the Wyre Forest Objectively Assessed Housing Needs document.
- The Economic Strategy for Worcestershire 2010 – 2020 acknowledges that “failure to meet future housing need/demand, including affordable housing will have an impact on the county's economy” and will impact on the housing growth targets for the County.

Supporting vulnerable groups and preventing homelessness

- There is **rising homelessness across Worcestershire**, with a 10% increase in people seeking homeless assistance from their local authority since 2010 and a 25% increase in homelessness acceptances.
- Local Authorities aim to prevent homelessness where possible and the numbers prevented from becoming homeless have been increasing over recent years. However, the results of the Worcestershire Homelessness Review 2016 show that **the overall increase in homelessness is between 15% and 55%** with the highest increases in Wyre Forest and Wychavon and the smallest increases in Bromsgrove and Malvern.

- However, the profile has changed and it has been reported that there is a **higher number of households with more complex needs** including mental health, physical health and other support needs. These households are typically harder to sustainably rehouse. This is compounded by the identified current gaps in services for some vulnerable groups both generally and in terms of geographical inconsistencies. It should also be highlighted that some services may be at risk due to uncertainty around future funding.
- Of huge significance is the **Government's new housing costs funding model for supported housing**. The Government is currently consulting on the design of the new model of funding for supported housing which will be critical in continuing to meet the housing and support needs of vulnerable people locally and nationally.

Poor condition and affordability in the private rented sector

We have increasingly relied on the growing private rental sector to meet housing need, but it is a more insecure tenure, properties can be in poor condition and affordability is an issue. The following issues highlighted below make it a sector that needs to have the focus of our attention.

- The ending of private rented tenancies is consistently one of the top three reasons for homelessness in the County, which is comparative to the national picture.
- At 29%, national figures show that the private rented sector had the highest proportion that do not meet the standard for a decent home (ie, is in a reasonable state of repair, has reasonably modern facilities and a reasonable degree of thermal comfort) while the social rented sector had the lowest (14%)¹
- Some 9% of private rented dwellings had some type of damp problem, compared with 5% of social rented dwellings and, 3% of owner occupied dwellings.
- It is the least affordable tenure (housing costs) with 35% of the Worcestershire population unable to afford the rent for one bedroom accommodation.

Housing and Health

- It should be highlighted that one in five homes presents a risk to health, the majority of these are in the private sector with 15% homes nationally in poor condition with a cost to the NHS of £1.4bn pa. The cost to society is estimated to be £18.6bn including costs to education and employment².
- Fuel poverty (where a low income household is struggling to pay heating costs - this may be due to an inefficient heating system and/or poor insulation) is significantly worse in Worcestershire than the England average affecting around 11.2% of households compared with 10.4% of households in England as a whole.

¹ English Housing Survey Headline Report 2014-15

² BRE, Briefing Note: The cost of poor housing to the NHS

- Excess winter deaths (all ages) 2010-2013 are again higher in the County. There are 17.4 deaths for England compared to 18.6 for Worcestershire.³

Priorities

These jointly identified priorities will be delivered to provide a cost effective solution which will focus on system change to meet customer need in the best way.

- Drive the growth of the *right type of homes (to promote opportunity)*
- Improve homes and, "transform places"
- Create a partnership approach to enable people to live as independently as possible (prevention/early intervention)

Actions – what we are going to do

The following high level actions set out how we will deliver on the priorities identified above. Project plans and/or proposals will be developed by the Partnership to deliver on the actions below, adding value and targeting gaps, whilst recognising that customer needs will continue to be addressed within a range of other plans and strategies.

- **Maximise the delivery of good quality housing** *of the right type and tenure* by co-ordinating the activities of housing developers, providers and support agencies to meet existing and future housing need in a sustainable way.
 - Build new homes.
 - Investigate alternative models of affordable housing delivery to meet the housing and support needs of specific groups and sectors of the housing market.
 - Attract funding opportunities to support delivery of identified housing development priorities.
- **Improve existing homes** to tackle the personal, social, economic, mental and physical health, and community impacts of poor quality and inaccessible housing (and cold homes) across the private sector.
- **Improve collaboration, coordination and integration of healthcare and housing** in the planning, commissioning and delivery of homes and also services that focus on early intervention.

³ Public Health Outcomes Framework

- **Develop an integrated approach to enable people with multiple and complex needs** to receive the services they need (not limited by existing practice or legislation) to change and support them to achieve resilience, health and well being and independence within their communities in Worcestershire.
- **Create a simpler and more accessible pathway for *all* matters relating to disability and vulnerability**, empowering people to make the right choices to enable them to live independently.
- **Promote the strategic and operational impact of the housing sector** and ensure it influences key business planning processes in Worcestershire.

Please see **Section 5** for information on what are we doing now and **Section 7** on current resources.

From Strategy to Action

The Plan is a high level document setting out how we will work together to meet the housing and housing related support needs of households in Worcestershire. This new approach is conditional to the way we work together and the development of a truly integrated approach. Housing has to be recognised as a fundamental component of creating a whole systems approach. The high level strategic actions contained in this plan will be owned and led by the Partnership and identified organisations to create detailed action plans setting out how we will achieve the high level actions and the desired outcomes. The appropriate links will be inserted into this document taking you to each of the project plans relating to the high level actions. The Plan and delivery of the associated actions will be monitored through the Worcestershire Strategic Housing Partnership and through other relevant strategic groups as required.

SECTION 1 – LOCAL MEMORANDUM OF UNDERSTANDING

WORCESTERSHIRE STRATEGIC HOUSING PARTNERSHIP MEMORANDUM OF UNDERSTANDING

BACKGROUND

The right home environment is essential for delivering outcomes which support other strategic objectives, such as improved health and wellbeing, educational attainment, economic prosperity due to increased employment, crime reduction and sustainable communities.

The aims of the Worcestershire Strategic Housing Partnership (WSHP) is to ensure that a wide range of high quality housing and related services are available across all sectors of the house market, which is secure, affordable, of a high standard and meets varying and changing needs and aspirations.

Poor and unsuitable housing circumstances affect our physical health and mental health. Providing the right home environment protects health and wellbeing, reduces hospital admissions, aids rapid recovery from periods of ill health and enables people to live at home longer. Under the Care Act 2012 there is a requirement for closer cooperation of services that support the health and wellbeing of those who may be in need of care and support.

Housing also plays a fundamental role in contributing to the attractiveness of localities which draw in investment by business and supports the local economy. The accessibility of housing, including affordable housing, enables effective labour markets increasing and supports mobility to access employment.

Housing has an important role to play across a wide range of services and this Memorandum of Understanding sets out our shared commitment to joint action and the principles of joint working for better outcomes in a cost effective way.

OUR AIMS

Working together we will seek to address housing need and achieve the wider benefits to partner organisations.

- Effective partnership working to deliver housing outcomes which will in turn support other strategic objectives, such as improved health and wellbeing, educational achievement of children, employment, crime reduction and sustainable communities
- Improved collaboration, coordination and integration of healthcare and housing in the planning, commissioning and delivery of homes and services
- Promotion of the housing sector contribution towards addressing the wider determinants of health, social exclusion and re-offending.
- Maximising the delivery of housing by co-ordinating the activities of housing developers, providers and support agencies which will support economic growth

- Addressing the housing needs of specific groups and sectors of the housing market
- The provision of good quality housing to improve health and wellbeing.
- Integrated health, care and support and housing solutions to make best use of budgets across the NHS, local authorities and partners to achieve outcomes for less; for example, drawing on the Better Care Fund to support service transformation.
- A co-ordinated response to long term changes in the population
- Better use of existing housing stock
- Co-ordinated support for vulnerable people
- Increasing availability of affordable homes

PARTNERSHIP APPROACH

- To have the skills, knowledge, expertise and statutory tools necessary to make successful and complimentary interventions in the housing market.
- A shared vision and culture of cooperation and coordination working closely with public, voluntary and private sector providers to improve services
- A whole systems and outcomes-based approach to meeting the needs
- To make decisions based on a robust understanding of the needs of individuals, their carers and families now and in the future
- Solutions to meet local needs based on evidence of 'what works'.
- To have an innovative approach
- Sharing information and good practice.

WHAT WE WILL DO TO ACHIEVE THESE AIMS

- To have a shared plan setting out the priorities for housing and how they will be delivered.
- Initiate joint training opportunities.
- Exploring opportunities for pooled funding that can bring added value to partners involved.
- Develop, lead and drive the Worcestershire strategies and strategic plans which relate to housing, housing related support needs and the growth and economic success agenda to ensure a joined up approach across the county
- To work together for the mutual benefit of Worcestershire by considering and addressing strategic issues relevant to the provision of housing and related support services.

- To act as a key consultative group for the Chief Executives Panel, the Local Authority Leadership/Management Teams, the Health & Well-being Board, or any successor bodies and the Local Enterprise Partnership. .
- To enable feedback to be given from other relevant county-wide groups.
- To ensure adequate needs information is made available in relation to all client groups
- To ensure that the benefits of good quality housing are recognised by all other bodies / and that all related initiatives are co-ordinated by the group
- To develop ideas for joint working and to engage across the partnership to achieve joint objectives in a cost effective and efficient way.
- To explore new housing and related support initiatives.
- To raise awareness of the housing and support needs within Worcestershire to help support partnership working.
- To establish joint protocols where relevant.
- Develop the workforce across sectors so that they are confident and skilled in understanding the relationship between where people live and are able to identify suitable solutions to improve outcomes
- Ensure that all stakeholders understand the needs of their customers and communities; their knowledge and insight can enable housing partners to identify and target those who are most in need.

ORGANISATIONS THAT ENABLE THE RIGHT HOME ENVIRONMENT

At a local level the right home environment is enabled by a range of stakeholders (not exhaustive):

- Local housing and planning authorities' private sector, prevent homelessness, Home Improvement Agency.
- Housing providers' knowledge of their tenants and communities, and expertise in engagement, informs their plans to develop new homes and manage their existing homes to best meet needs.
- Voluntary and community sector offers a wide range of services, from rent deposit schemes for homeless people to information and advice to housing support services.
- Local Health and Wellbeing Boards have a duty to understand the health and wellbeing of their communities, the wider factors that impact on this and local assets that can help to improve outcomes and reduce inequalities. The inclusion of housing and housing circumstances, e.g. homelessness in Joint Strategic Needs Assessments, should inform the Health and Wellbeing Strategy and local commissioning;

- Housing, care and support providers provide specialist housing and a wide range of services to enable people to re-establish their lives after a crisis, e.g. homelessness, or time in hospital, and to remain in their own home as their health and care needs change. Home improvement agencies and handy person services deliver adaptations and a wide range of other home improvements to enable people to remain safe and warm in their own home;

OVERSIGHT AND DELIVERY OF THIS AGREEMENT

Membership

This comprises of a range of strategic partners to include; Adult Services & Health, Children's Services, Quality Leads from the Clinical Commissioning Groups, CRC, Homes & Communities Agency, 2 reps from Registered Social Landlords, Local Authorities Strategic Housing Officers, Community Safety Partnership Lead, Chair of the Worcestershire Delivery Group, Third Sector representative, Department of Works and Pensions,

- WSHP will engage with service users via relevant Service User Groups as required.
- WSHP will engage with Provider representatives via the Provider Forum as required
- Contract / Commissioning Leads and other guests to be invited for relevant Agenda items as required.

Frequency and Venue of Meetings:

Meetings shall be held bi-monthly, usually in Bromsgrove offices.

Confidentiality

WSHP members will respect the need for confidentiality, when discussing matters that affect the group. Agreement about the release of information that may be sensitive, for broader audiences will be determined by the group.

Chairmanship, Agenda setting and Minute Taking

- The positions of Chairman, Vice Chairman and Secretary will be determined on an annual basis, effective from April each year.
- The Secretary shall be responsible for producing and circulating:
 - the minutes of the WSHP meeting within 7 days of taking place
 - An update of the Forward Plan to be circulated along with the minutes
 - An agenda 7 days before the date of the next WSHP meeting

Voting

There will be no formal voting arrangements for the WSHP. The intention of the Group is to work on a consensual basis and to recognise the autonomy of the individual member organisations.

Reporting arrangements

The Secretary will ensure that agendas and associated paperwork are forwarded to the Housing Lead of the Worcestershire Chief Executives Panel

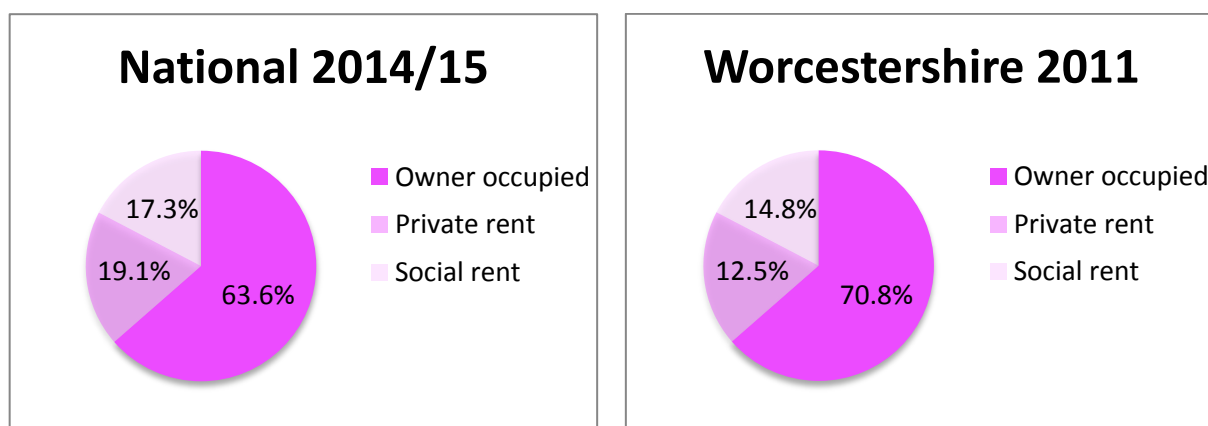
SECTION 2 - NATIONAL AND LOCAL PICTURE

THE POPULATION

There is a population of 575,400 in Worcestershire and this figure is expected to increase by a further 21,579 over the next 10 years with the biggest increase in the older population. The County has a higher proportion of older people than nationally which presents some on-going challenges.

HOUSING STOCK AND AFFORDABILITY

The charts below illustrate the breakdown of property by tenure nationally and the comparison in Worcestershire. Worcestershire has a significant proportion of households within the private sector, which has the highest number of unhealthy homes.



As can be seen below, the quality and affordability of housing varies between the different tenures.

Social/Affordable Rent	Private Rent	Owner Occupation
<ul style="list-style-type: none"> • 14.8% homes in Worcestershire • Shrinking tenure & will continue • Healthiest homes • Highest % accessible homes • Most overcrowded & least under-occupied • Second most affordable tenure (housing costs) • Higher proportion of older households 	<ul style="list-style-type: none"> • 12.5% of homes in Worcestershire • Growing tenure & expected to continue • Highest prevalence of unhealthy homes • Second most accessible homes • Second most overcrowded & least under-occupied • Least affordable tenure (housing costs) • Higher proportion of working age and family households 	<ul style="list-style-type: none"> • 70.8% homes in Worcestershire • Shrinking tenure: future unknown? • Highest number of unhealthy homes • Least accessible homes • Least overcrowded & most under-occupied • Most affordable tenure – if you are able to put down a deposit or are if you are already a home owner • Highest number of older households

Owner Occupation

The Government's drive is towards affordable home ownership, using the rented sector as a short term solution. However, home ownership is not an option for all. In Q4 2014, the mean house price in the county had increased by 7.6% on the previous quarter to £226,259.⁴ The average household income in Worcestershire is £37,000 (2013) which makes average house prices more than six times the average income.

Although house prices had increased across Worcestershire there were some district variations. For example;

- The greatest increase in house prices was in Wychavon, which saw a rise of 12.0%.
- There was a decrease in house prices in Malvern Hills of -1.6%.

There were also variations across the districts in terms of property sales. The number of property sales in Q4 2014 was 3.4% higher than in Q4 2013. However Malvern Hills and Wyre Forest saw a decrease in sales of -5.6% and -7.0% respectively whilst Worcester saw the greatest increase in sales of 13.8%⁵.

Private Rental Sector

We have increasingly relied on the growing private rental sector as the social sector continues to decline, but affordability is an issue and properties can be in poor condition. The ending of private rented tenancies is consistently one of the top three reasons for homelessness in the County, which is comparative to the national picture. These issues make it a sector that needs to have the focus of our attention.

The average rents per month nationally are shown below.

Private Rents monthly	Room	Studio	1 bed	2 bed	3 bed	4 bed
Worcestershire	£355	£346	£452	£578	£699	£1,064
Annual Income needed ⁶	£17,040	£16,608	£21,696	£27,744	£33,352	£51,072
England	£362	£555	£606	£677	£771	£1,348

Source – Private Rental Market Statistics 2013/14

The annual income for Worcestershire shown below highlights how at least 12% of the population would not be able to afford to rent a room at average rent in the private rental sector and, 35% of the population could not afford to rent one bedroom accommodation.

⁴ Source: Land Registry, 2014.

⁵ Source: LandRegistry,2015

⁶ The annual income required to be able to afford to access this sector has been calculated so that the rent makes up no more than 25% of the annual income including benefits.

Annual Income - Worcestershire	Proportion of Population
Less than £10,000	12%
Between £10,000 and £20,000	23%
Between £20,000 and £30,000	17%
Between £30,000 and £50,000	24%
Over £50,000	24%

Source – Worcestershire Atlas (2013)

Social Sector

Social housing is affordable housing provided by either housing associations e.g. Fortis Living and Wyre Forest Community Housing or local authorities who have retained their own housing stock – within Worcestershire this is only Redditch Borough Council. A key function of social housing is to provide accommodation that is affordable to people on low incomes.

Social Rents (housing association) monthly	1 bed	2 bed	3 bed	4 bed
Worcestershire	£299	£331	£356	£393
Annual Income Needed ¹	£14,352	£15,888	£17,088	£18,864
England	£328	£375	£419	£504

Source – RSR Guide to Local Rents 2011 for Worcestershire and Core Data 2014/15 for England

As well as open market housing being unaffordable to many, we are finding it increasingly difficult to ensure that social housing for rent remains affordable to those on low incomes. Government wants to increase the rate of new house building and housing associations have an important role in contributing to this. Funding the delivery of more affordable homes for rent and homeownership, whilst maintaining affordable rent levels, is a continuing challenge. As can be seen in the table below, affordable rents are becoming increasingly unaffordable to those working and non working households on lower incomes.

Affordable Rents monthly	1 bed	2 bed	3 bed	4 bed
Worcestershire	£364	£455	£540	£733
Annual Income Needed ¹	£17,472	£21,840	£25,920	£35,184
England	£508	£519	£567	£709

Source – RSR Guide to Local Rents 2011 for Worcestershire and Core Data 2014/15 for England

Housing Shortage

In order to address the housing shortage within Worcestershire and ensure there are a sufficient number of good quality homes for the population, Worcestershire needs to develop between 2228 and 2408 homes a year according to the South Worcestershire Development Plan, North Worcestershire Housing Needs Assessment and the Wyre Forest Objectively Assessed Housing Needs document.

This mismatch in supply and demand contributes to:-

- Affordability and suitability issues nationally and locally.
- Migration from more expensive areas.
- Increasing number of working households across Worcestershire needing Housing Benefit. The number of claimants has risen from 30,837 in April 2009 to 34,139 in April 2016.
- Rising homelessness across Worcestershire, experienced by all households with a 10% increase in people seeking homeless assistance from their local authority since 2010 and a 25% increase in homelessness acceptances.
- Lack of specialist independent living e.g. people with learning and other disabilities that are placed out of county or remain living with families.

HOMELESSNESS IN WORCESTERSHIRE

- Results from the Worcestershire Homelessness Review 2016 confirmed that levels of homelessness applications have increased over the last 5 years. However, the top three reasons for homelessness remain unchanged:-
 - Family and friends being unable to accommodate
 - End of assured short hold tenancies
 - Breakdown of relationships, both violent and non violent
- The proportion of people becoming homeless due to private rented tenancies ending has increased over the past 5 years and if trends continue it will become the biggest cause for homelessness. Previously it has been breakdown of relationships with family and friends.
- Local Authorities aim to prevent homelessness where possible and the numbers prevented from becoming homeless have been increasing over recent years. However, the profile has changed and it has been reported that there is a higher number of households with more complex needs including mental health, physical health and other support needs. These households are typically harder to sustainably rehouse.

- The Review also highlighted how choice is being limited as the private rental sector is becoming more risk averse towards clients on low income or on housing benefit. This is compounded by the data which shows that housing associations are letting a smaller proportion of their properties to households in receipt of Housing Benefit (this warrants further research), a drop of 5% of the proportion of lettings to households in receipt of Housing Benefit since 2010 throughout Worcestershire. This may force households to move or live in poor, unsuitable, unstable homes.

HOUSING AND HEALTH

In addition to the complexities above, it should be highlighted that one in five homes presents a risk to health, the majority of these are in the private sector with 15% homes nationally in poor condition with a cost to the NHS of £1.4bn pa. The cost to society is estimated to be £18.6bn including costs to education and employment⁷.

A household is in fuel poverty and lack thermal comfort if they are on a low income and struggle to pay heating costs e.g. this may be due to an inefficient heating system and/or poor insulation. This consequently contributes to health and social inequalities. It has a direct effect on heart attack, stroke, respiratory disease, flu, falls and injuries and hypothermia⁸

- Fuel poverty is significantly worse in Worcestershire than the England average affecting around 11.2% of households compared with 10.4% of households in England as a whole.
- Excess winter deaths (all ages) 2010-2013 are again higher in the County. There are 17.4 deaths for England compared to 18.6 for Worcestershire.⁹

There is strong evidence for the positive social impact of better housing (Friedman 2010); for example, the Marmot Review (2010) cites housing as one of the key social determinants of health inequalities alongside education, employment and standard of living.

The highest risks to health in housing are attached to cold, damp and mouldy conditions; cold conditions are statistically associated with early winter deaths, being four times more likely in the coldest homes (Marmot, 2011).

Tackling fuel poverty and cold and damp homes is important for improving health outcomes and reducing health inequalities. Local housing authorities and Health and Well-being Boards should provide partnerships which can work together to tackle these issues effectively, in line with the recommendations of the Worcestershire Fuel Poverty Joint Strategic Needs Assessment 2016.

⁷ BRE, Briefing Note: The cost of poor housing to the NHS

⁸ JSNA: Fuel Poverty 2016

⁹ Public Health Outcomes Framework

DISABILITY ACCESS

Government statistics show that there are currently more than 11 million disabled people in Great Britain. Our ageing society means that there will be an increase in the number of older disabled people as time goes on, rising from 2.3 million in 2002 to 4.6 million in 2041.

The vast majority of existing housing has poor access standards: government research shows that 91.5% of homes are not even fully 'visitable' by disabled people (including wheelchair users) as they don't have four very basic features that would allow adequate access. These four basic features are level access, flush threshold, toilet at entrance level and sufficiently wide doors and circulation space.

The legacy of building properties with poor accessibility means that many people are faced with the need to adapt their home if they are disabled or become disabled. The demand for Disabled Facilities Grants (DFG's) is increasing with more than 1 in 10 adults saying that they are either unable, or find it difficult, to move, walk or stand independently and a further 1.25 million people in England are living with significant sight loss. As the population ages the number of people with disabilities is rising. However, only 5% of the housing stock is fully accessible and few accessible homes are being built. This means that potentially demand is more than ten times greater than the funding available.

Analysis shows that on average DFG's help about 40,000 people a year with adaptations to their homes on a national basis. Within Worcestershire 408 DFG's were completed during the financial year 2015/16. This equates to a total spend on completed adaptations of just over £2 million. The value of cases diverted to another solution or decided not to proceed was £2,291,312. The majority of grants were paid to 60+ households and, with Worcestershire's growing number of ageing people this figure is predicted to increase.

Age	Number of grants
60+	257
20-60	116
Children and young people	35
Total	408

EXTRA CARE HOUSING

The Extra Care Commissioning Strategy 2012-26 has identified a need for 4703 units of extra care accommodation of which 3450 are for sale and 1253 for rent. To date 709 units for sale and 688 units for rent are either in use or under development. There remains a gap of 2676 units. Extra Care provides a cost effective way of maintaining an individual's independence for longer and reducing isolation.

Supported living for people with learning and other disabilities is a key priority, enabling people to live independently close to families and social circle. Housing needs to be varied

Agenda Item 10

and include cluster flats, shared houses and specialist ground floor accommodation for people with complex physical needs.

The Transforming Care Agenda expects local authorities to work to move people currently locked in step down accommodation into supported living.

SECTION 3 - WELFARE REFORMS

We are in the midst of large-scale changes to the welfare system nationally, and significant reductions in welfare related spending, which is having an impact on local people on low incomes – many of whom will be in work. For example:

- **Local Housing Allowance** rates - on which housing benefit is calculated - are based on the lowest 30% of rent levels across Worcestershire and will be frozen for 4 years.
- The **spare room subsidy** was introduced in April 2013. Working age social housing tenants in receipt of Housing Benefit with one spare room had their housing benefit cut by 14% and those with two or more spare bedrooms have seen a reduction by 25%.
- An **overall benefit cap** was also introduced in July 2013, and from November 2016 this will be reduced to £20,000 outside of London in benefit nationally (£13,400 for single adults with no children). This puts particular pressure on larger families who have much higher housing and living costs. The two child limit on benefit payments will also have a huge impact on larger families.
- **People aged 35 and under** will only be able to claim housing benefit at the single room rate in both social and private rented housing.
- The introduction of **universal credit**, which is currently being rolled out across the country, will see all working age benefits, (excluding Disability Living Allowance and Carer's Allowance) made in one single monthly payment, paid directly to the tenant. Tenants will be responsible for paying their rent to their landlord themselves, with exceptions made for some vulnerable tenants on a case by case basis.

HOUSING & PLANNING ACT 2016

Further reforms within the Housing & Planning Act 2016 such as the **-1% rent reduction** per year to social housing rents over the next four years, that housing associations are required to make, will have a positive short term affect on low income tenants. However, due to the implementation of Universal Credit and the de-regulation of their activities, housing associations need to focus on the financial viability of their business plans, whether they will keep developing and whose housing needs they will be meeting.


There has been a clear message from housing associations that single person's accommodation will continue to be delivered. However, due to Welfare Reform changes, the level of benefits for people under 35 will make self contained accommodation unaffordable for people under 35 without employment or on a low income. Housing associations will continue to support needs of the community but they will need to look at the impact of these changes as there will be risks and challenges to providing accommodation to under 35s. Worcestershire has 1395 under 35 on the housing waiting list and 331 of which are homeless as of May 2016, making up 33% of the homeless households on the waiting list.


Agenda Item 10


All of the above issues will create a significant gap in provision for affordable housing in general. It is therefore essential that a new and alternative model of delivery to meet housing and support needs is created.


SECTION 4 - NATIONAL POLICY DIRECTION


The national direction is being driven by a range of Government strategy, legislation and new requirements. The most significant to this Plan are identified below.


	<p>The Care Act 2014 introduced a general duty on local authorities to promote an individual's well being. Under the Act, there is an expectation that well being should be supported in a more 'joined up' way, through greater integration of health and care provision.</p>
<p>Care Act 2014</p>	<p>The suitability of living accommodation is clearly listed as part of the definition of well being.</p>

	<p>The Act introduced major changes to the social welfare system. It has a huge impact on tenants who claim benefits, their landlords, local housing markets and a range of agencies including strategic housing authorities and those providing money and benefits advice.</p>
<p>Welfare Reform Act 2012</p>	<p>Please see the Worcestershire Homelessness Review 2016 for detailed information on the impacts of these changes for Worcestershire.</p>

	<p>The Housing and Planning Act 2016 has now received Royal Assent. It provides the necessary legislation for Government to implement the sale of higher value local authority homes, starter homes, pay to stay and a number of other measures, mainly intended to promote homeownership and boost levels of housebuilding in England.</p>
<p>Housing and Planning Act 2016</p>	


	<p>On 28th October 2016 the Homelessness Reduction Bill was voted through to the next stage in Parliament, winning unanimous support from MP's across political parties. The private members bill is now one step closer to becoming law, likely by Spring 2017 with enactment from September 2017. It places a duty on Councils to prevent homelessness at a much earlier stage and expands the categories of people eligible for support.</p>
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	<p>The way we work together and the lack of suitable housing can influence, and impact on health. The NHS 5 Year Forward View published in October 2014 noted that a key condition for transformation across local health economies is about providing care in people's own homes, with a focus on prevention, promoting independence and support to stay well.</p>
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The **Sustainability and Transformation Plans (STP)** are a key element on the NHS Shared Planning Guidance and the local implementation of the **Five Year Forward View**. It outlines a new approach to help ensure that health and care services are built around the needs of local populations

The STP will cover better integration with local authority services, including, but not limited to, prevention and social care, reflecting local agreed health and wellbeing strategies.




Supporting people with a learning disability and/or autism who display behaviour that challenges, including those with a mental health condition
October 2015

The Transforming Care National Service Model (2015) provides guidance to Councils and partners on supporting people with a learning disability and/or autism who display behaviour that challenges, including people with a mental health condition.

LOCAL DIRECTION


Delivering on the national agenda, the key Worcestershire wide local documents are set out below:-



A Memorandum of Understanding (MoU) to support joint action on improving health through the home

As part of a drive for more integration, a pioneering **Health and Housing Memorandum of Understanding (MoU)** has been signed up to between government departments. It includes agencies such NHS England, Public Health England and the Homes and Communities Agency.

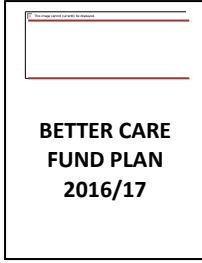
A Worcestershire MoU also sets out this shared commitment, but to an extended range of agencies.

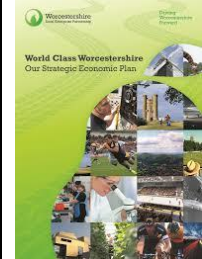



Charter for homeless health

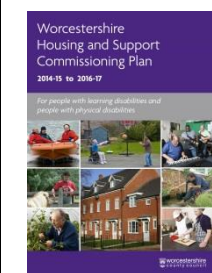
Worcestershire Health and Wellbeing Board have signed up to the Charter for Homeless Health which works towards tackling health inequality among people who are homeless. In summary, the Charter will:

- Provide leadership to address homelessness health
- Work with homelessness services and people to ensure the needs of homeless are included in the Joint Strategic Needs Assessment.
- Provide local health services meet the needs of people who are homeless

 <p>BETTER CARE FUND PLAN 2016/17</p>	<p>Since 2014, all local areas are required to pool elements of health and social care funding into a Better Care Fund Plan which includes funding for disabled facilities grants. This is to enable local areas to work more closely based on a plan agreed between the NHS and local authorities'. Its aim is to move "away from a 'sickness service', and towards one that enables people to live independent and healthy lives in the community for as long as possible by joining up services around the person and their individual needs".</p>
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 <p>World Class Worcestershire Our Strategic Economic Plan</p>	<p>Worcestershire Strategic Economic Plan sets out the strategic ambitions to consolidate business growth and create jobs in Worcestershire over the next 20 years.</p> <p>"To enable business growth will require good quality, reasonably priced housing to enable a thriving sustainable economy."</p>
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 <p>Worcestershire Extra Care Housing Strategy 2012-2026</p>	<p>Worcestershire's Extra Care Strategy sets out the strategic direction for the development of a range of extra care housing across Worcestershire</p>
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 <p>Worcestershire Housing and Support Commissioning Plan 2014-15 to 2016-17 For people with learning disabilities and people with physical disabilities</p>	<p>Worcestershire County Council's Housing and Support Commissioning Plan sets out the range of housing required in Worcestershire for people with learning and other disabilities.</p>
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The HCA/CIH Accelerating Prosperity through Housing in the West Midland (due mid Jan 2017)

Warmer Worcestershire – Fuel Poverty Plan for Worcestershire (available soon)

SECTION 5 - WHAT ARE WE DOING NOW

Below are some highlighted areas of current work being undertaken and challenges/plans for the future.

- **JOINT WORKING AND WORCESTERSHIRE STRATEGIC HOUSING PARTNERSHIP:** Our joint working relationships are being continually developed and improved to deliver services more effectively and efficiently. There are some excellent examples of effective partnership working in the County. For example, the Worcestershire Strategic Housing Partnership (WSHP) brings together a wide range of organisations at a strategic level and will oversee the work on this Plan.

Challenge: To continue to work in an integrated way across health, social care, housing and other agencies.

- **JOINT WORKING AROUND YOUNG PEOPLE AND HOMELESSNESS:**

1. **Worcestershire Young Persons Pathway Workers.** District councils and Children's Services jointly commission a housing support model, known as the Positive Pathway, to prevent young people from becoming homeless.

Young Persons Pathway Workers, based in homeless teams across the County, provide an integrated advice, mediation, referral and assessment service in conjunction with Children's Services. The model also includes supported accommodation for 16 to 17 year olds, young families' and 18-23 year olds and a floating support service.

2. **Nightstop schemes** across the county work closely with the Young Person's Pathway Workers, Children's Services and the local housing authorities in crisis intervention: it provides homeless 16-25 year olds with emergency accommodation until more suitable accommodation can be found and also in prevention: It provides a mediation service for young people and their parent/carer to improve their relationship thus preventing homelessness.

3. **Worcestershire Joint Protocol for Young Homeless People (16 and 17 year olds and Care Leavers):** District councils and Children's Services have an extensive history of working together on a young persons protocol to prevent homelessness and secure positive outcomes for young people. The Protocol enables all partners to understand their roles and responsibilities and to engage more effectively in joint working to safeguard young people.

It ensures that young homeless people do not fall through the net of statutory agencies and do not become vulnerable to street homelessness or exploitation.

Challenge: To continue to align existing statutory services to provide better outcomes for young people

- **CARE AND REPAIR AGENCY:** Worcestershire has a jointly commissioned Care & Repair service to provide a range of assistance to enable independence for older and vulnerable people including benefit and energy advice, a handy man service, minor adaptations and disabled facilities grants. This type of service is essential to meeting the needs of the changing population and provides a range of assistance for older and vulnerable people across the different health, housing and social sectors focused on helping them to remain living independently in their own home.

Challenge: We are working to deliver this service in a more timely way and via a much simpler process to access the different services available.

- **HOMELESS SERVICES:** The Homeless Services across the county have been providing early intervention, identifying the root causes and working to prevent as many households as possible from becoming homeless for a number of years. This has also been enhanced with a new service preventing single people from spending more than a single night out on the street and ensuring that they do not become the entrenched rough sleepers of the future. Homelessness is not a situation anyone would wish to find themselves in, but for the majority of families the system is straightforward and either prevents them from becoming homeless or seamlessly takes them through the homeless system.

Challenge: The countywide Homelessness Review 2016 highlighted that the homeless service does not adequately meet the needs of families and single people with complex needs. The number of single people approaching as homeless with an identified vulnerability has now exceeded the number of families. A different and more integrated approach needs to be developed to address the needs of these households. We need to work together better to end homelessness and the on-going impact this has on people's lives. There is also concern around the ability to re-house single people who have housing related debt, particularly as a result of the benefit cap and shared accommodation rate.

- **MODELS OF HOUSING WITH SUPPORT:** The Worcestershire local authorities have always worked with partners who commission housing support services or, they have directly commissioned the services themselves.

Challenge: With no revenue funding following the demise of Supporting People, reduced levels of supported accommodation and, higher access thresholds for social care support provision this creates the "perfect storm" along with the changes imposed by Welfare Reform. This will be further impacted by the changes to the benefit system. From 2019/20 core rents and eligible service charges for supported housing will continue to be funded in the same way, but both new and existing tenants will be subject to the Local Housing Allowance cap. Supported housing will be exempt from the shared accommodation rate for single people under 35. However local authorities will be given

control of a 'top up' fund to cover the additional costs associated with providing supported housing, over and above Local Housing Allowance,

There is currently limited ability to deliver new models of housing with support or even sustain existing support for a need that will continue to exist. Therefore a cohesive and co-ordinated approach is required to maximise funding opportunities and continue to develop a range of housing with support across the County.

- **AFFORDABLE HOUSING:** We work with our partners including housing developers to deliver new affordable housing for rent and homeownership.

Challenge: It is becoming more difficult to deliver affordable rented housing in the traditional way e.g. local authority enabling. At the end of 2015/16, 454 new affordable homes had been delivered across Worcestershire. The future supply of affordable homes for rent will be impacted by the Government emphasis for affordable homeownership which is the tenure prioritised to receive Homes & Communities Agency funding. New housing for homeownership and rent needs to be more affordable, maximising Worcestershire's share of national affordable housing funding.

- **PRIVATE RENTED HOUSING:** All the Worcestershire local housing authorities are using the private rented sector to house homeless households and many have set up their own in-house local lettings agencies to provide private rented accommodation. They also support deposit bond schemes by working with the voluntary sector and work with private landlords and letting agencies.

Challenge: Direct to landlord payments were used as an incentives to the landlords providing their properties to the local authority. The ability to use these as an incentive will no longer be possible due to Universal Credit being paid direct to tenants and therefore the ability to meet housing need using private rented sector accommodation is going to be far more difficult.

- **CONNECTING FAMILIES:** Connecting Families is a county wide approach to build relationships to influence systems to change from the service users' point of view. Within the Connecting Families approach is the Connecting Families Family Support Team, who provides targeted family support following the same of approach of listening to the customer's needs and providing a bespoke package of support. Directly linked to the family support team are experts from outside services, called change champions, who support the family with their areas of expertise, and help the Connecting Families Support Team understand and break down blockages within their own services which are preventing the families from meeting their needs.

Challenge: It will require significant transformation to the way in which public services are delivered.

SECTION 6 - EVIDENCE GATHERING/CONSULTATION

This Plan document, the priorities, and actions have been developed through consultation with partner organisations, service providers and through other forms of consultation with residents e.g. Homelessness Customer Survey and the Worcestershire View Point Survey.

Our Evidence

The following background documents contain a detailed analysis of the issues affecting housing and health and were the key documents used to support this Plan.

- JSNA: Briefing on Homelessness 2015
- JSNA: Briefing on Fuel Poverty 2016
- JSNA: Domestic Abuse and Violence Needs Assessment 2016
- Worcestershire Homelessness Review 2016
- Worcestershire Health and Well-being Board Draft Joint Health and Well-being Strategy 2016-2019
- Housing Authority Stock Condition Surveys and Tenancy Strategy Frameworks
- South Worcestershire Development Plan 2016
- North Worcestershire Housing Need Assessment 2014
- Worcestershire Viewpoint Survey May 2015
- Stakeholder Engagement Consultation
- Housing Britain's Future - Some Home Truths: National Housing Federation – 2013 report on the consequences of not providing enough housing to meet the needs of our young people. <http://www.housing.org.uk/publications/browse/housing-britains-future-somehome-truth>
- Census Data 2011
- <https://www.nomisweb.co.uk>
- An Economic Strategy for Worcestershire 2010 – 2020
- Private Rental Market Statistics 2013/14
- CORE Data 2014/2015
- BRE, Briefing Note: The cost of poor housing to the NHS (2015)
- RSR Guide to Local Rents 2011
- Worcestershire District Profiles
- Housing Benefit Case Load Statistics
- Wyre Forest Objectively Assesses Housing Needs
- Homelessness P1Es and Rough Sleeper Data 2010 onwards
- English Housing Survey Headline Report 2014-15

SECTION 7 - RESOURCES

Detailed below are current and future funding sources identified for the provision of housing and housing related support both nationally and locally. This funding is in addition to the core housing/homelessness function provided through the six district housing authorities.

National Funding

- The last comprehensive spending review has promised a continued Disabled Facilities Grant funding stream through the Better Care Fund for the next 5 years, from £395m in 2015/16 right through to £500m in 19/20, providing a vote of confidence and trust in that what we are doing is preventing pressure on acute services and supporting independent living. With this investment there is a duty amongst stakeholders to administer the fund in an efficient and customer friendly way.
- Since 2010 the number of people regarded as homeless has increased by 33%, 69,000 people are living in temporary accommodation, with more than a million on local authority waiting lists. To help overcome this Government has increased central funding to tackle homelessness over the next 4 years (2016 onwards) to £139 million and protected homelessness prevention funding for local authorities at £315 million by 2019 to 2020.
- Shared Ownership and Affordable Homes Programme 2016-2021 £4.7bn; Starter Homes: Unlocking the land fund 2016-2020 - £1.2bn.
- In October 2016, The Department of Health has announced an investment of £25m over the next two financial years (£10m in 2016/17 and £15m in 2017/18) in technology and housing for people with learning disabilities.

Worcestershire Funding

- Single homeless and childless couples support service funding of £300,000 per annum over three years (subject to future resources).
- Fusion - a housing led Voluntary and Community Sector Consortium, was successfully awarded a £965,200 contract aimed at producing better outcomes for residents in need of help moving into secured paid employment (many of which live in social housing). This programme will commence on the ground in October 2016.
- Worcestershire Young Persons Pathways Workers are jointly funded, until 31 March 2018, by the local housing authorities and Worcestershire County Council who provide a match funding contribution of £70,000.
- With funding via the DCLG, a hospital and prison leavers' project currently operates across the county. In total the project received £242,968 in funding and is due to continue through to April 2017.

Agenda Item 10

- £5M capital funding available from Worcestershire County Council to develop Supported Housing, of which £2.3M currently remains unallocated.

CABINET

5th April 2017

ICT Infrastructure Resource

Relevant Portfolio Holder	Cllr G Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole, Head of Transformation & OD
Wards Affected	N/A
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSAL

- 1.1 At full council on 23rd November 2016 members agreed that a procurement exercise to find a potential supplier to undertake the main ICT infrastructure function would be undertaken. It was further agreed that the results of this exercise would be presented to Cabinet.
- 1.2 The results of the procurement exercise were reported to Council on 28th February and it was agreed a further report clarifying the process be presented to Council in April.
- 1.3 Members particularly asked to be provided with the original specification document so as to enable them to properly and effectively assess the results of the tender exercise in line with the Councils overall requirements in this area. Members are advised that the original specification document is at appendix 2 to this report
- 1.4 Members are advised that since the last meeting it has been necessary to undertake a further procurement exercise as the previous quotations had expired and that on this occasion only one tender has been received.
- 1.5 Certain information contained in this report is confidential and for that reason the main body of the report and Appendix 2 will be made public but Appendix 1 which includes exempt information will remain confidential.

2. RECOMMENDATIONS

Cabinet is requested to **RECOMMEND**:

- 2.1 That authority be delegated to the Head of Transformation and Organisational Development to proceed with the procurement of a contract to deliver the ICT infrastructure functions with the preferred supplier as set out in Appendix 1 option 2.

CABINET

5th April 2017

3. KEY ISSUES

Financial Implications

- 3.1 The current cost to Bromsgrove District Council (BDC) for providing the service is £34,093 per year. This includes the salary and on-costs for the two posts effected.
- 3.2 Details of the second procurement exercise and the associated costs are outlined in Appendix 1
- 3.3 Whilst we included in the specification that Bromsgrove District Council would charge £225 per month, per person, to any supplier delivering the outsource contract and wishing to retain members of staff on our premises to cover the costs of providing office space, desks, electricity, phones etc., this is not required and therefore does not need to be considered in the financial implications.

Legal Implications

- 3.4 Subject to Member approval to proceed, the next stage would be to enter into a legal contract with the preferred the supplier to deliver the ICT Infrastructure functions based on an initial 12 month contract with the option to extend for a further 12 months.
- 3.5 Key to ensuring the Authority could not be left with a contract it finds does not deliver to the standards required; the procurement advert stated we will require the ability to terminate the contract with 90 days' notice (following the initial 90 days of the contract commencement date) for any reason.
- 3.6 As previously reported, if the outsourcing to an external provider proceeds this will constitute a relevant transfer for the purposes of the TUPE (Transfer of Undertakings, Protection of Employment) Regulations. The rules provide that where in house services are transferred to external providers existing members of staff TUPE across to the new contractor. This will affect one member of staff. Any issues in this regard will be managed as part of the process in accordance with usual HR procedures.
- 3.7 The information set out in the main body of this report and in Appendix 2 is non-exempt and is available publically. The information set out in Appendix 1 includes details that are commercially sensitive. Accordingly the information is exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

CABINET

5th April 2017

- 3.8 Section 4.2.3 of the constitution states 'If only one quotation is received you must to seek some more quotations or obtain an exemption from the Rules in accordance with section 9 (Form of Waiver)'. Whilst a previous procurement exercise for this service had returned two quotations, on this occasion only 1 was received and therefore a Form of Waiver will need to be signed.

Service / Operational Implications

- 3.9 This proposal presents a solution to correct a particular ongoing issue in the service due to the problem of recruiting staff with the types of skills required within the ICT Infrastructure service. The overall organisational approach remains that of sharing internal resource where ever possible.
- 3.10 The ICT Infrastructure Officer and ICT Infrastructure & Network Officer posts play a key role in maintaining day to day delivery of the ICT service to the Authority. Their main function is to ensure that the servers and storage which enable the business applications to work, are operating successfully. This includes the servers for Emails, Finance, Payroll, Revs & Bens, Elections etc.
- 3.11 In addition the team have been involved in several 'power off' situations at both Parkside and Redditch Town Hall and are key to closing down services correctly and returning them to a working state. Further power off situations may occur at both sites and currently only 1 person is available with the correct skillset to cover this task.
- 3.12 Senior managers are aware that the current lack of resource is having a detrimental effect on the remaining personnel and that this issue needs to be resolved as soon as possible to maintain staff morale and avoid absence.
- 3.13 As mentioned above, resource is currently being purchased on an ad-hoc basis whilst we try to maintain a service with only 1 of the 2 posts filled. The resource comes from several different companies and trying to maintain continuity of service is becoming increasingly difficult.

Customer / Equalities and Diversity Implications

- 3.14 There are no customer / equalities and diversity implications.

4. RISK MANAGEMENT

- 4.1 There is a risk that the external provider will not deliver the service to the level provided by the current internal team. This risk will be

CABINET

5th April 2017

addressed by ensuring, as far as possible, that there are appropriate contractual obligations imposed on the external provider.

- 4.2 The impact of outsourcing could inadvertently increase pressure in the short term, on existing members of ICT whilst the new service is procured and then implemented. The result of increased pressure could lead to additional sick leave but this has been mitigated by securing additional temporary resource from external companies.
- 4.3 To be balanced against the risks outlined above, is the risk that if no action to pursue outsourcing is taken then the Council is likely to continue to encounter recruitment problems which over a period of time may undermine the ability for the service to be provided.

5. APPENDICES

Appendix 1 – Not included: Exempt item

Appendix 2 – Advertised Specification

1. Introduction

2. Bromsgrove District Council (The Authority) would like to invite suppliers to bid to supply a Technical ICT Infrastructure service equivalent to two full-time experienced technical employees. The service provided will need to at least equal the current in-house provision equivalent to the two posts (74hrs per week in total). In addition, out of hours work will be required on an occasional basis to ensure that the Council services are available during the core hours of Monday to Friday 8:30am to 5:00pm. The opportunity contained within this advert is to supply the service resource only, no hardware or software is included as these assets will remain within the ownership of the Authority and also Redditch Borough Council with whom Bromsgrove District Council provide a shared service agreement to deliver the whole ICT service. For clarification, this bid opportunity does not include any other part of the ICT service – only the ICT Infrastructure roles detailed in the following information.

3. Suppliers are requested to respond to all points from 1 to 97 in their bid response by writing below each corresponding section, with one of the following :-

U= Understand. The point is just for information and there is no additional information provided that needs to be scored by the Authority.

NC=None Compliant. The specification has requested something that cannot be delivered by the supplier. Further details can be provided if necessary.

CABINET

5th April 2017

PC= Partially Compliant. The specification has requested something that can be delivered in part by the supplier. Further details must be provided as to what can and cannot be delivered.

FC= Fully Compliant. The specification has requested something that can be delivered completely by the supplier. Further details should be provided where possible, in how this will be delivered.

4. Background Information.

5. Bromsgrove District Council is the host authority for the ICT Service delivered to both Bromsgrove District Council and Redditch Borough Council. The shared service agreement has been running successfully for a number of years and is currently delivered by 28 posts covering many different aspects of ICT including Application Development, GIS, Web Development & Support, ICT Helpdesk, Network Support, Project Delivery, Business Application Support, Information Management and ICT Infrastructure Support. Whilst retention of staff and recruitment into any available posts are generally at normal levels, it has proven more difficult over the past few years to maintain the ICT Infrastructure resource level at the two posts contained within the ICT staff structure. Currently one of these posts is vacant and one which is filled by a member of in-house staff that would form part of a TUPE agreement should this exercise prove to be a cost efficient way and stable way to deliver the ICT Infrastructure service.

6. Current Infrastructure

7. There are two main sites where the equipment covered by this contract will reside (please see Appendix A for addresses). The first is at Bromsgrove and is known as 'Parkside', and the other larger site, is at Redditch Town Hall. Both sites provide the disaster recovery site for the other, using VEEAM. There is a 1Gb Wide Area Network link connecting the two sites which is excluded from this contract.
8. 16 Physical Servers excluding ESX Hosts
9. Number of virtual servers
 - Bromsgrove (Parkside)
 - 5 ESX Hosts
 - 52 Virtual Machines
 - Redditch (Town Hall)
 - 7 ESX Hosts
 - 139 Virtual Machines
10. VMware version numbers
 - VMware Vcenter Server 5.5.0, 1891313

Host Info:

CABINET

5th April 2017

Bromsgrove (Parkside)

- Production_G5
 - a. ○ PKESX03 ESXI 5.1.0, 3872664
 - b. ○ PKESX04 ESXI 5.1.0, 1483097
 - c. ○ PKESX05 ESXI 5.1.0, 3872664
- Production_G9
 - a. ○ PKESX01 ESXI 5.5.0, 2403361
 - b. ○ PKESX02 ESXI 5.5.0, 2403361

Redditch (Town Hall)

- Production_EVC
 - a. ○ RBCESX01 ESXI 5.5.0, 2718055
 - b. ○ RBCESX02 ESXI 5.5.0, 2718055
 - c. ○ RBCESX05 ESXI 5.5.0, 2718055
 - d. ○ RBCESX06 ESXI 5.5.0, 2718055
 - e. ○ RBCESX3 ESXI 5.5.0, 2718055
 - f. ○ RBCESX4 ESXI 5.5.0, 2718055
- DMZ
 - a. ○ RBCESX-DMZ ESXI 5.5.0, 2718055

11. Please note – A project is currently scheduled to upgrade VMWare on all servers to version 6.0 and this will be complete during the time of the advert.

12. Storage Area Network and software versions

- VNX5200 Unified
 - File Version 8.1
 - Block Version 05.33
 - 169TB Usable Storage
- VNX5300 Unified
 - File Version 7.1
 - Block Version 05.32
 - 155TB Usable Storage

13. Veeam versions

- Server SVVEEAMMGMT VEEAM Backup and Replication 9.0.0.902
- Server SVVEEAMONE Veeam One 9.0.0.2062

14. Full details of Microsoft Exchange environment

- Exchange 2010 SP3, all virtual machines
 - 2 Sites (Bromsgrove Parkside and Redditch Town Hall), each site has
 - 2 Mailbox servers
 - 2 Hub transport & Client Access servers

CABINET

5th April 2017

- Mailbox servers replicate data using DAG functionality

15. The LAN, WAN and Wireless networks are not included within this bid opportunity as they are provided by a separate part of the ICT Team.

16. General Service Requirements

17. The requirements of the service are to maintain and support the Infrastructure as described above and in the detail below. As part of your bid response, please detail how you will deliver the service and include all costs for doing so. Costs must be a total for delivering the service and include any overtime, 3rd party costs, expenses, travel etc.

18. If your delivery mechanism requires staff to be located onsite on a day to day basis, then a set fee of £225 per person per month will be charged by the authority to the winning bid supplier, to cover facilities such as office space, a desk, power and provision of a telephone with any call costs being added as they become known. Suppliers will need to agree that any staff located on site can only be used to deliver this service only to the Authority.

19. Term of contract

20. The Authority is seeking to award the contract for an initial period of 12 months with a provision to extend for a further 12 months. Should the service be required beyond that point, it is envisaged an EU tender may be required (subject to Brexit) due to the overall value of the contract.

21. The Authority will require the ability to terminate the contract with 90 days' notice (following the initial 90 days of the contract commencement date) for any reason. Any request for termination will be provided in writing (via email). The supplier will have the ability to terminate the contract with the same 90 day notice period following the initial 90 days of the contract.

22. Please note – the Authority may choose not to enter into an agreement with any potential supplier for this opportunity.

23. The Authority require the ability to terminate the contract on 90 days' notice (following the initial 90 days of the contract commencement date) without discussion or disclosure of reason. Any request for termination will be provided in writing (via email).

24. The Authority respects the right of the supplier to have the ability to terminate the contract on 180 days' notice (following the initial 90 days of the contract commencement date) without discussion or disclosure of reason. Any request for termination will be provided in writing (via email).

CABINET

5th April 2017

25. Marking Criteria

26. Responses to this advert will be marked on the following basis :-

- 40% price
- 60% quality

27. Detailed Requirements

28. It is a requirement of the contract to have named individuals who will deliver the services of this contract at a technical level. Accepting that these may change, due to normal levels of staff employment rotation, please list the relevant qualifications of the technical staff who will be involved for directly delivering this contract.

29. Suppliers must have experienced engineers in the following technologies,

30. EMC
31. Veeam
32. Linux
33. HP-UX
34. VMWare
35. Microsoft

36. It would be desirable for the technical team responsible for servicing this contract to have specific accreditations that cover

- Project Management - Prince2 Practitioner
- EMC – Implementation engineer and technical architect
- VMWare – Data Centre Certified Professional

37. It would be desirable for all supporting, technical (direct or indirect) staff to have been cleared to Baseline Personal Security Standard (BPSS) standard and provide supporting evidence.

38. It would be desirable for the supplier to have achieved Cyber Essentials and provide supporting evidence

39. The supplier should confirm that they will be utilising fully employed in-house resources to service this contract (as opposed to a third party for an element).

40. Service Definitions

- Severity 1 – Critical System unavailable to multiple users causing impact to authority functions during normal working hours
- Severity 2 – Critical System performance or reliability impacting user experience for multiple users
- Severity 3 – Non-Critical System unavailable to multiple users causing impact to authority functions during normal working hours
- Severity 4 – Non-Critical System performance or reliability impacting user experience for multiple users
- Severity 5 - Project Work or low priority requests

CABINET

5th April 2017

41. SLAs

- Severity 1 – aim to restore service within 90 minutes
- Severity 2 - aim to restore service within 180 minutes
- Severity 3 - aim to restore service within 1 normal working day
- Severity 4 - aim to restore service within 2 normal working days
- Severity 5 - aim to complete requested tasks within timescale agreed with Authority

42. The supplier must have the ability to provide onsite resource within 1 hour for severity 1 and 2 incidents, Monday to Friday 8:30am to 5:00pm.

43. The supplier must have the ability to provide onsite resource within 2 hours for severity 3 and 4 incidents, Monday to Friday 8:30am to 5:00pm.

44. The supplier must have the ability to provide onsite resource within 1 hour for severity 1 incidents that occasionally occur outside normal office hours (Mon – Fri 8:30am-5:00pm). Whilst it is difficult to quantify ‘occasional’ – for the purposes of this contract please cost 1 day per month to allow for any work of this nature.

45. The supplier must have the ability to provide onsite resource for occasional planned out of office hours (Mon–Fri 8:30am-5:00pm) work. This is classes as Severity 5 in the table above and would cover work items planned in advance to cover items such as server room power downs and restarts, software upgrades, hardware upgrades and configuration changes that would impact normal service delivery. Whilst it is difficult to quantify ‘occasional’ – for the purposes of this contract please cost 1 day per month to allow for any work of this nature although it may not be used for several months and then planned work lasting two to three days could be required.

46. Scope of the Service to be provided

47. The ICT Infrastructure service requires the following :-

48. Management of Active Directory & Groups Policies

- Monitoring using existing toolsets
- Fault Identification & Remediation
- Minor & Major Upgrades
- 2nd & 3rd Line Adds, Moves & Changes as required via standard change control procedure

49. Management of Windows Server Estate

- Monitoring using existing toolsets
- Fault Identification & Remediation
- Minor & Major Upgrades
- Adds, Moves & Changes as required via standard change control procedure
- Currently 25% of the estate is patched on a weekly basis on a 4 week rotating schedule.

CABINET

5th April 2017

50. Management of Client Estate
 - Ensure all physical PC's and laptops are patched on a weekly basis with the latest vendor provided patches using tools provided by the Authority. This will include Microsoft Patches, Virus Definition Updates and other security patches.
51. Management of Virtual Server Environment based on VMware Hypervisor
 - Monitoring using existing toolsets
 - Fault Identification & Remediation
 - Minor & Major Upgrades
 - Adds, Moves & Changes as required via standard change control procedure
52. Management of Email Infrastructure
 - Exchange Server Infrastructure located at BDC & RBC Sites
 - Monitoring using existing toolsets
 - Fault Identification & Remediation
 - Minor & Major Upgrades
 - Adds, Moves & Changes as required via standard change control procedure
53. Management of Network Email Filtering Devices
 - Monitoring using existing toolsets
 - Liaise with 3rd Parties to enable Fault Identification & Remediation
 - Minor & Major Upgrades
54. Management of Storage Area Networks
 - Monitoring using existing toolsets
 - Fault Identification & Remediation
 - Minor & Major Upgrades
 - Adds, Moves & Changes as required via standard change control procedure
55. Management of EMC & HP Storage Arrays
 - Monitoring using existing toolsets
 - Fault Identification & Remediation
 - Minor & Major Upgrades
 - Adds, Moves & Changes as required via standard change control procedure
56. Management of Server Room Environment
 - Monitoring using existing toolsets
 - Adds, Moves & Changes as required via standard change control procedure
57. Management of DMZ Infrastructure
 - Includes server software, server hardware and storage specifically relating to the provision of services in the DMZ Infrastructure
 - Monitoring using existing toolsets
 - Fault Identification & Remediation
 - Minor & Major Upgrades
 - Adds, Moves & Changes as required via standard change control procedure
58. SQL Database Support, Maintenance & Report Writing
59. 3rd Party Call Management & Handling – for any items that require your company to discuss support with another company we have a contract with.
60. RBC & BDC Server Room Daily Checks

CABINET

5th April 2017

- The Supplier will perform remote daily checks of specified systems according to the authorities requirements
61. Included in the 12 month contract, at no extra costs to the authority, up to 2 extraordinary incidents to cover specific planned out of hours works such as:
 - Temporary SLA uplifts for business critical operations e.g. elections
 62. Project Management of IT Work Packages.
 - Work with members of the BDC RBC team to deliver projects using recognised project management methodologies to agreed standards.
 63. Liaising with internal front line resource
 64. Service Review Meetings
 - To be performed fortnightly on-site at the authority and will last 1 hour
 65. Working within existing change control procedures
 66. Comply with authority Internal processes and standards
 67. Where appropriate, appraise and determine the impact of new or proposed legislation and guidelines
 68. Work with the authorities ICT Helpdesk Desk to revise and update internal process documentation
 69. Assist in the diagnosis and resolution of problems relating to the ICT Infrastructure
 70. Ensure releases, upgrades, fixes & patches available from software suppliers are installed in line with agreed implementation plans
 71. Ensure that documentation relating to corporate systems and software is kept current and available for use by other authority members
 72. Work with all parties, internal and external, to ensure effective communication
 73. The service cover is 8:30am to 17:00 Monday to Friday. Provision of out of hours support will be provided as requested within this document.
 74. On site resource as required (no permanent on-site presence required, ad-hoc as necessary but must be within 1 hour travelling time for Severity 1 fault resolution.)
 75. The scope definition is intended to specify the roles and responsibilities relevant to the current infrastructure. This service contract must encompass the current infrastructure and include additions and changes to services and applications and their supported infrastructure made through normal organic growth at no extra cost, but exclude additions that arise from growth through further partnership agreements that may form with other local Authorities.

CABINET

5th April 2017

76. Out of Scope

- 77. Server Backup Environment Management
- 78. Networking
 - Provision, monitoring, configuration and management of
 - LAN
 - WAN
 - Wireless
- 79. Business Application Support. For applications not specifically defined as in-scope for this contract, any application installation, monitoring, configuration and management is out of scope.
- 80. Provision and Management of
 - Tablets
 - Laptops
 - Mobiles Phones
 - Web Services
 - Web Site Management
 - Web Content
- 81. Provision of service desk function to provide 1st line support to the authorities customer base
- 82. Information Management
- 83. IP Telephony Support
- 84. VDI Environment Support
- 85. Active Directory - User Add/Moves/Changes
- 86. Client builds
- 87. CCTV Management
- 88. The supplier shall not be responsible for providing any hardware, software or licenses. These are to be provided by the authority. This is a service only contract.
- 89. Disaster Recovery Testing

90. Appendix A

91. Site Addresses

Bromsgrove District Council

Bromsgrove District Council
Parkside
Market Street
Bromsgrove
Worcestershire
B61 8DA

CABINET

5th April 2017

Redditch Borough Council

Redditch Borough Council
 Town Hall
 Walter Stranz Square
 Redditch
 Worcestershire
 B98 8AH

92. Appendix B

93. Costing Profile

94. Please note that due to the decision process for permission to proceed, a report detailing these costs will be presented to Councillors during April 2017. Costs should therefore be fixed until the end of April 2017 to enable that process to be completed.

95. The Authority will require the ability to terminate the contract with 90 days' notice (following the initial 90 days of the contract commencement date) for any reason. Any request for termination will be provided in writing (via email). The supplier will have the ability to terminate the contract with the same 90 day notice period following the initial 90 days of the contract.

96. Year 1 and 2 Total Costs

Year 1 – Please enter below the total cost for delivering the service as per your response to this advert	Year 2 – Please enter below the total cost for delivering the service as per your response to this advert	Please enter below any comments required regarding the costs.
£	£	

97. The council requires invoices to be requested for payment quarterly – please state if this is acceptable and in addition, if an alternative payment profile could offer a reduction in cost, then please detail this.

CABINET

5th April 2017

6. **BACKGROUND PAPERS**
None

AUTHORS OF REPORT

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CABINET

5th April 2017

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