



**BROMSGROVE DISTRICT COUNCIL**

**PARISH COUNCILS' FORUM**

**WEDNESDAY 28TH SEPTEMBER 2011**  
**AT 6.30 P.M.**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

Copies of the Parish Councils' Forum Agendas, Reports and Minutes are available on the Council's web-site at [www.bromsgrove.gov.uk/pcf](http://www.bromsgrove.gov.uk/pcf)

**AGENDA**

1. Apologies for absence
2. Minutes of the last meeting of the Parish Councils' Forum held on 21st June 2011 and matters arising (Pages 1 - 8)
3. Community Consultation Conference and Bromsgrove "No Barriers" - Disabled Access Awards 2011 (Pages 9 - 10)  
Presentation by Fiona Scott, Policy Officer (Equalities).
4. Electoral Services Information Update (Pages 11 - 14)  
Presentation by Sue Mould, Electoral Services Manager.
5. National Planning Policy Framework (NPPF)  
Presentation by Mike Dunphy, Strategic Planning Manager.
6. Problems with the 'Public Access' Planning System - update  
(Added to the agenda at the request of the Area Committee of the County Association of Local Councils).

7. Travellers - update

(Added to the agenda at the request of the Area Committee of the County Association of Local Councils).

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

22nd September 2011

# Agenda Item 2

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE PARISH COUNCILS' FORUM

TUESDAY, 21ST JUNE 2011

AT 7.00 P.M.

PRESENT: Councillor C. B. Taylor (Chairman)

<b>Representative(s)</b>	<b>Parish</b>
Mr. J. R. Cypher (Chairman)	Alvechurch
Mr. A. J. Davies (Chairman)	Barnt Green
Mr. R. A. Westbury (Executive Officer)	
Mrs. S. M. Westhand	
Mrs. K. Green (Chairman)	Belbroughton
Mr. C. R. Scurrall	
Mrs. K. May (Chairman)	Bournheath
Mr. K. L. Drew	
Mr. S. Hall	
Mr. G. F. Witcomb (Chairman)	Catshill and North Marlbrook
Mr. F. R. Cook	
Mr. N. M. J. Sugden (Chairman)	Clent
Mrs. R. Mullett (Clerk)	
Mr. K. Duncan	Cofton Hackett
Mr. R. A. Westbury	
Mr. A. Rea (Chairman)	Dodford with Grafton
Mr. J. A. Brown	Hagley
Mr. G. V. Cole	
Mrs. R. Mullett (Clerk)	Hunnington
Mr. T. Flynn	Lickey and Blackwell
Mrs. J. E. King	
Mr. I. A. Hodgetts (Chairman)	Romsley
Mrs. R. Mullett (Clerk)	
Mrs. D. M. Brown	Stoke
Mrs. M. E. Walker	
Mrs. H. S. Davies (Clerk)	Tutnall and Cobley
Mrs. H. Cleaver (Chairman)	Wythall
Miss P. Harrison (Executive Officer)	
Mrs. S. J. Baxter	
Mrs. S. J. Baxter	County Association of Local Councils

Officers: Mrs. R. Bamford, Mrs. S. Sellers, Mrs. S. Mould and Mr. A. C. Stephens

1/11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from:-

- Mrs. C. Limm (Clerk) - Belbroughton Parish Council
- Mrs. G. Lungley (Clerk) - Bournheath Parish Council, and Catshill and North Marlbrook Parish Council
- Mr. J. Ellis (Chairman) and Mr. P. D. Callaway (Stoke Parish Council)
- Mrs. J. Maturi - County Association of Local Councils

2/11 **MINUTES OF THE MEETING OF THE PARISH COUNCILS' FORUM HELD ON 21ST MARCH 2011**

The minutes of the meeting of the Parish Councils' Forum held on 21st March 2011 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

3/11 **ELECTORAL SERVICES: ELECTION RESULTS AND CASUAL VACANCIES / CO-OPTIONS**

Mrs. S. Mould, Electoral Services Manager, referred to the report items enclosed with the Agenda for the meeting which gave details relating to:

- (a) the parish council elections held in May 2011, the results and turnout;
- (b) casual vacancies and the correct procedures for co-option of parish councillors; and
- (c) improvements made to the District Council's website and the provision of specific parish council information.

She stated that, in terms of the administration and procedures which had to be followed, the district and parish council elections, and the 'Alternative Vote' referendum, had been very successful. She added that the overall turnout at the election was 5% higher than at the previous elections held in 2007.

Mrs. Mould went on to request that the Parish Clerks / Executive Officers in those parishes where elections were uncontested inform her at the earliest possible opportunity of any co-opted Parish Councillors who may be appointed in the future, together with any resignations / retirements from office. She stated that this would enable the District Council to keep up-to-date with the composition of the Parish Councils.

She also stated that work would soon begin on administering the recharges to the parishes, as soon as all of the invoices had been received from the other parties involved; for example, hire of polling station rooms, printing costs and paperwork, etc.

Mrs. Mould then answered a number of questions on the likely costs involved, stating that it would be difficult to estimate an individual parish councils likely recharge cost for a contested parish election.

4/11 **COMMUNITY CONSULTATION CONFERENCE AND BROMSGROVE "NO BARRIERS" - DISABLED ACCESS AWARDS 2011: UPDATE**

In the absence of Ms. F. Scott, Policy and Performance Officer (Equalities), a paper was circulated to Members of the Forum giving details on the Community Consultation Conference and the Bromsgrove "No Barriers" Disabled Access Awards 2011 events taking place on Saturday, 25th June 2011.

5/11 **PROBLEMS WITH PUBLIC ACCESS TO THE PLANNING SYSTEM**

Mr. J. Cypher spoke on behalf of Parish Clerks / Executive Officers and raised a number of concerns over problems which had been encountered with their use of the Public Access Planning Application Administration System. Mr. Cypher stated that there were four main areas of concern with the system, namely:

- (a) Increased time-load; that is, obtaining / downloading relevant information from the Public Access system, and collating the paperwork in a format which can be presented to meetings of the Parish Council or the Parish Council's Planning Committee. Mr. Cypher stated that the Parish Clerks / Executive Officers work on a part-time basis but the length of time taken in obtaining information relating to planning applications means that, because of Public Access, they are increasingly having to work longer hours.
- (b) Non-notification of planning applications - where notification of a planning application received by the District Council fails to reach the relevant Parish Clerk / Executive Officer. Mr. Cypher quoted one example whereby an application for a development of 18 new dwellings had not been considered by the relevant Parish Council Planning Committee because the notification had not reached the Parish Clerk / Executive Officer.

A query was also raised in connection with the "Weekly List" which was supposedly meant to notify Parish Clerks / Executive Officers of all planning applications validated during a particular week, even if the Public Access system was unavailable. It was felt that there were failings in the production of the "Weekly List" as well, with the combined result that these notification issues were compounding each other.

- (c) Non-appearance of Parish Council comments - where parish council's do consider applications and make comments via the Public Access system, these comments do not seem to appear on the website. As a result, this prompts questions from adjacent occupiers, interested parties, villagers, objectors and supporters as to whether the parish council had discussed the application, had the comments been communicated back to the District Council, and does the District Council know what was said? Overall, the comments facility does not seem to be operating satisfactorily.

- (d) Mechanism of submitting comments on the Public Access system - the District Council has encouraged Parish Clerks / Executive Officers to use the Public Access system to record their respective parish council's deliberations and comments on planning applications which they have considered. However, it has been noticed that, having entered the parish council's comments into the relevant field on the Public Access system, and upon hitting the 'Submit' button, two successive error messages appear on screen before the system responds with a "Thank you for your comments" message. Obviously, the two error messages raise the question "Have the comments actually got through; should I email the comments through separately?"

In summary, Mr. Cypher stated that the Parish Clerks / Executive Officers are finding the system unnecessarily time consuming and, whilst Public Access is not deliberately working against the Parish Clerks / Executive Officers, it is not being co-operative in the way in which it interfaces with the job the Parish Clerks / Executive Officers have to do, often with insufficient or limited hours available to them to complete the task. In short, he commented that the Public Access system is a system requiring investigation.

Mr. C. R. Scurrall echoed the points raised by Mr. Cypher and added that, in some cases, the reproduction of images on plans and drawings could be difficult to discern because it was so faint that the detail was lost and became illegible.

In response, Mrs. R. Bamford - the Head of Planning and Regeneration Services - thanked the Forum for the clear comments as to the issues relating to the Public Access system and, with the exception of one or two of the detailed problems, she conceded that she was aware of the inherent problems with the software. However, she stated that, unfortunately, there was no "quick fix" to remedy all of the 'bugs' in the Public Access system, but that she, and the officers within the Development Control Section, would investigate ways of working around the problems to make things easier for the Parish Clerks / Executive Officers.

As a general approach, Mrs. Bamford suggested that a meeting be arranged with herself, an officer from the ICT Department and Mr. Cypher (as spokesperson for the Parish Clerks / Executive Officers) to look into what can be done and investigate ways of working together. She added that, whilst she had every sympathy with the problems being experienced by the Parish Clerks, Executive Officers and Parish Councillors, due to the current financial situation, it was going to be difficult to sort out all of the issues raised very quickly; however, she was aware of the current limitations of the Public Access system.

Mrs. Bamford stated that, in relation to the points raised by the Parish Councils, she had obtained a written response in advance of the meeting from an officer within the Planning Registration Team - Mr. Paul Murphy (01527 881201; p.murphy@bromsgrove.gov.uk) - who would be willing to help work around the problems encountered in the use of the Public Access System. Mrs. Bamford responded to the points raised by the parish councils, details of

which are attached at Appendix A. In addition, where plans / drawings relating to planning applications were of poor quality via the Public Access system, or where downloading a plan / drawing was taking an inordinate amount of time, she stated that the information could be emailed to Parish Clerks / Executive Officers upon request to the relevant planning case officer.

It was reported that each Parish Council should receive a formal notification of every planning application submitted within their respective parish area, but it appeared that this was not necessarily the case for all applications. Mrs. Bamford stated that she would look into this but, in the meantime, the Weekly List could be used by way of a back up facility.

In respect of the non-appearance of comments on Planning Applications, it was acknowledged that there were a number of known faults which were being investigated but, from the discussion, some Members of the Forum stated that the 'Comments' field within the Public Access system, used by Parish Clerks / Executive Officers when forwarding the opinions of their respective parish councils of the various planning applications they consider, was rather limited in terms of the amount of space to state objections or support for an application, together with the reasons for taking that particular view. In addition, there was no indication that some comments were being truncated which, combined with the fact that the comments were not visible online, meant that Members felt the Public Access system was currently not fit for purpose.

Mrs. Bamford stated that the current issues and problems with the Public Access system would be looked into in the short-term on a piecemeal basis but added that this would all be part of a wider ranging review of the system, set to start towards the end of the year as part of the business transformation proposals, which would also heavily involve the District Council's ICT Department. She also welcomed the suggestion of a representative from the parish councils becoming involved in the work to remedy the problems with the Public Access system.

Incidentally, the Chairman referred to an Overview and Scrutiny Task Group due to be set up in the near future to look into the planning process and the Task Group will, no doubt, be inviting Parish Clerks / Executive Officers to participate in the scrutiny exercise as witnesses to the investigations.

6/11

### **WHAT NEXT WITH THE CORE STRATEGY?**

The Chairman informed the Forum that Mr. M. Dunphy, Strategic Planning Manager, was to give a presentation to the District Council on the Core Strategy, essentially aimed at the new District Councillors following the election in May. He asked if this would be of interest to the Parish Councils and whether they would wish for a similar event to be arranged and the ensuing consensus around the table was very favourable. It was agreed that arrangements be made in order for Mr. Dunphy to give a presentation to the Forum on the Core Strategy, ideally to the next meeting.

In response to the statement on the Agenda for the meeting in respect of discussions between the District Council and the individual parish councils on any comments made on the draft Core Strategy document, Councillor Taylor asked the Forum if the Parish Council's would be able to form a small Steering Group to consider representations made. He considered that consulting with each Parish Council separately would lead to a fragmented approach which may ultimately lead to the views of the smaller parish councils being stifled by the larger ones, especially in terms of where parish councils shared common ground / similar interests.

Mrs. S. Baxter, in attendance at the meeting both as a member of Wythall Parish Council and as the Chairman of the Area Committee for the County Association of Local Councils [CALC], stated that the Core Strategy was already due to be discussed at the next CALC meeting, inasmuch as seeking areas where the Parish Councils have a consensus, and where they can work together given the different sizes, coverage and issues involved. She considered that it may be possible for a small Steering Group be established to work on the common areas. It was noted, however, that the Core Strategy does not impact upon all parishes to the same degree and some of the larger Parish Councils may have their own views in respect of larger development sites within their respective areas, which may require a certain element of neighbourhood planning to take the Core Strategy forward.

The Chairman, however, reminded Members that the most important consideration was to ensure that a Core Strategy is put in place in order to act as a defence against developers / uncoordinated development. Furthermore, he added that the Localism Bill will not act as a defence against development, but will determine how development is to be handled within an area; the premise is development, not protection or against development.

Mrs. R. Bamford then addressed the Forum to inform Members of the current position of the Core Strategy process. She reported that, since the end of the consultation in April 2011, the 3,000+ responses received were currently being processed with a view to presenting a report to Cabinet, and then Council, in early 2012. Following this, a new version of the Core Strategy would be produced, based on the decisions of Cabinet and Council as to which policies should be amended (in accordance with any officer recommendation or not) and which ones left as they are. Mrs. Bamford stated that the 'new' version of the Core Strategy would then be subject to public consultation and a similar procedure would be followed, and she added that the whole process would, as expected, take a considerable amount of time.

Finally, Mrs. Bamford commented that if any Parish Council wished to discuss the views of the Council on their submissions then, as long as any requests could be incorporated into the timescales involved, any further comments may be accommodated upon request.

Mrs. Bamford then responded to several additional comments and questions from Members of the Forum.



7/11 **TRAVELLERS**

Mrs. S. Sellers - Senior Solicitor - addressed the Forum in connection with this item on the Agenda, submitted on behalf of all Parish Councils within the District by CALC. She stated that issues concerning travellers could broadly be divided into two categories:-

1. Travellers who arrive on private land for a temporary period of time before moving on again; and
2. Travellers who move onto a private area of land at the start of, for example, a Bank Holiday weekend, and then start construction of the infrastructure for a 'permanent' site, outside of normal office hours.

Mrs. Sellers stated that in the case of 1. above she would ask her colleagues in the Legal Services Team to collate some information and basic guidelines, including a list of local solicitors who specialise in dealing with 'short-stay' travellers on private land, in order that the Parish Councils know what to do in case areas of their land are occupied in this way. She added that, unfortunately, the District Councils Legal Services Team was not large enough to offer a service involving the making of Court Applications, etc., so each Parish Council would have to take it's own independent advice.

In the case of 2. above, Mrs. Sellers stated that, should such activity commence during office hours, the Customer Service Centre should be informed as soon as possible in order that action can be taken as soon as possible.

However, Mrs. Bamford added that, where such activity commences outside office hours, the Council's 'After Hours Emergency Service' should be telephoned (available via a recorded message from the Customer Service Centre - 01527 871565) in order to inform the 'on-duty' member of the Corporate Management Team who would then respond accordingly, if it was found to be appropriate Council activity to be followed up.

In response to a question raised by the Forum, it was pointed out that both Bromsgrove and Redditch needed more travellers' sites to which temporary / transient travellers could be moved, but no land for potential sites had been identified. Furthermore, a question was raised in respect of the approach West Mercia Constabulary may take now that a new Chief Constable had been appointed. The Chairman responded by stating that the Local Strategic Partnership could be asked to raise the issue, as well as making an approach to the Chairman of the West Mercia Police Authority. This was noted.

8/11 **DATE OF NEXT MEETING**

It was reported that the date of the next meeting of the Forum, originally scheduled at the January 2011 meeting to take place on Wednesday, 21st September 2011, clashed with a meeting of the District Council's Standards Committee. Therefore, it was suggested that the Forum meeting be put back a week.

**RESOLVED** that the next meeting of the Forum be re-arranged for Wednesday, 28th September 2011, commencing at 6.30 p.m.

The meeting closed at 8.35 p.m.

Chairman



**Bromsgrove**  
District Council  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

## **Bromsgrove District Council - Equalities**

### **Report to Parish Councils Forum - 28th September 2011**

#### **1. Bromsgrove Community Consultation Conference - 25th June 2011**

The fourth and final Conference took place on the 25th of June and was attended by 50 community members, council officers, District and Parish councillors. The report has been distributed to all Parish councils.

The action points from the discussions have been included as a separate section in the report (pages 43 to 48) and will be discussed at the meeting of the Equality and Diversity Forum on 22nd September with a view to agreeing the top 10 priorities.

The report and the views of the Forum will then be put in a report to the Corporate Management Team with a view to those recommendations being adopted and actioned.

The general feedback on the day and afterwards was very positive from those who attended with several people commenting that it was the best conference of the four that have been held in Bromsgrove since September 2006.

It has been decided that in view of the economic circumstances and the other work that Bromsgrove District Council is doing to comply with the General and Specific Duties of the Equality Act 2010, there will not be a further conference in 18 months time.

A text version of the report is available to download from the Council's website at the following link:-

<http://www.bromsgrove.gov.uk/cms/about-your-bromsgrove/equality-and-diversity/community-consultation.aspx>

Further printed copies can be ordered from Fiona Scott, Policy and Performance Officer (Equalities) for Bromsgrove District and Redditch Borough Councils.

Telephone 01527 881719, email [f.scott@bromsgroveandredditch.gov.uk](mailto:f.scott@bromsgroveandredditch.gov.uk)

## **2. Bromsgrove No Barriers - Disabled Access Awards 2011**

23 nominations were received by the closing date for 14 different individuals, organisations and services. A meeting of the Bromsgrove Disabled Access Group considered all the nominations and, based on the information provided decided which ones would go straight forward for the award and which ones needed further information or a mystery customer visit by disabled volunteers.

The Group then reconvened to discuss the further evidence gathered and agreed the following final list for the award:-

- Asda
- Mick Booth - Driver of BURT
- Brambles Dog Walking Club (social enterprise)
- Bromsgrove Library
- Card Party
- Core Assets (Foster Care Associates)
- F V Darbon
- Hampton's the Opticians
- Poundland Bromsgrove
- The Garden Factor (social enterprise)
- The Ryland Centre
- The Strand Cafe
- Willowbrook Garden Centre

The awards were presented by the Civic Head, Councillor Mrs. Caroline Spencer, in the Council Chamber on Saturday 25th June at the end of the Community Consultation Conference. Write ups about each award winner are now on the Council's website at the following link:-

<http://www.bromsgrove.gov.uk/cms/about-your-bromsgrove/equality-and-diversity/disability-equality/disabled-access-awards.aspx>

## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH FORUM - 28TH SEPTEMBER 2011**

#### **Electoral Shared Services Summary Report**

##### **Co-Options and Casual Vacancies**

There is now a new table which details the number of seats per Parish / Parish Ward, Councillors names, vacant seats and reason for vacancy available on council's websites, in the Parish Councils area - this is updated as any casual vacancy occurs and when elections / co-options takes place.

Please ensure that details of any new Councillor co-option to uncontested seats following the elections in May 2011 and the date of their co-option are sent to the Electoral Shared Service office.

Also, any future casual vacancy should be immediately notified to the Returning Officer via the Electoral Shared Services office for a casual vacancy notice to be provided - guidance for these procedures has been previously issued.

Please contact the office if you require further information - 01527 881421.

##### **Elections 2011 Accounts**

We have been compiling the accounts for the Referendum and Local Elections held in May and will shortly be sending invoices to Parish Councils for the uncontested and contested Parish Elections.

##### **Annual Canvass for the Register of Electors 2011 / 2012**

As you may be aware we are now conducting the annual canvass for the register to be published on 1st December 2011 - 74,500 registration forms have been delivered to all households in both Councils. The form has details of current information held for residents to check, confirm the details as correct or amend where necessary. A team of 57 canvassers are employed to make follow-up visits to those non-responders so that we can obtain as accurate register as possible for elections in 2012.

A name can only be carried forward for one year, so persistent non-responders will find that their names will be deleted from the register.

##### **Polling Station Annual Review 2011**

Local authorities need to conduct a four yearly larger scale consultation for their polling station review. This type of review was first carried out in 2007 and has a

formal timetable with wide-scale consultation and published recommendations, etc. There was wider formal review was conducted in 2010 in both Councils as preparation for combined Parliamentary and Local elections in 2011. The more usual annual review is taking place now and consultation has commenced - please let the Electoral Shared Services office know if you are aware of more suitable premises for use as a polling station in your electoral area.

## **New Parliamentary Constituency Boundaries Review**

Initial proposals for new parliamentary constituency boundaries were published on 13th September for a **twelve week consultation period to 5th December 2012** (a summary copy and full details of the initial proposals is available on the Council's website).

A brief background note:

- To reduce the number of constituencies from 650 to 600 (502 in England);
- To be conducted on a European Region level - the West Midlands region has 59 constituencies to be reduced to 54;
- The new constituency size is to be between 72,810 and 80,473 using 1st December 2010 published electorate figures;
- To use district / borough council wards (as at 6th May 2010) as building blocks;
- Initial proposal invite written submissions of support or objection with a viable alternative proposal to:

**The Boundary Commission for England  
35 Great Smith Street  
London  
SW1P 3BQ**

**Email: [westmidlands@bcommengland.x.gsi.gov.uk](mailto:westmidlands@bcommengland.x.gsi.gov.uk)**

**Or via the online form on the Boundary Commission for England website**  
(see link below)

- Four 2-day hearings to be held in the West Midlands area in November (list available on website).

Details have been placed on deposit at council offices and other leading premises (list available on Council's website) plus **the Boundary Commission for England website:**

**[www.consultation.boundarycommissionforengland.independent.gov.uk](http://www.consultation.boundarycommissionforengland.independent.gov.uk)**

Subsequent consultation will be undertaken where representations are received for revised proposals. The Boundary Commission has to complete and report to Parliament by 1st October 2013.

Please consider this review at your parish meeting.

## **Elections 2012**

There will be local elections in Redditch in all wards except Abbey, Astwood Bank and Feckenham, and Crabbs Cross Wards).

The elections for Police and Crime Commissioners may be combined with local elections on 3rd May 2012, or held as a separate election on 15th November 2012 - legislation still to be made.

### **Report Contact Officer:**

**Susan Mould, Electoral Services Manager**

Tel: 01527 881 462

email: [elections@bromsgroveandredditch.gov.uk](mailto:elections@bromsgroveandredditch.gov.uk)

Websites: [www.bromsgrove.gov.uk/elections](http://www.bromsgrove.gov.uk/elections) or [www.redditchbc.gov.uk/elections](http://www.redditchbc.gov.uk/elections)

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