



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**WEDNESDAY 6TH JUNE 2012**  
**AT 6.00 P.M.**

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

**MEMBERS:** Councillors R. Hollingworth (Leader), Mrs. M. A. Sherrey JP (Deputy Leader), Dr. D. W. P. Booth JP, M. A. Bullivant, C. B. Taylor and M. J. A. Webb

### **AGENDA**

1. To receive apologies for absence
2. Declarations of Interest
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 4th April 2012 (Pages 1 - 10)
4. Minutes of the meeting of the Shared Services Board held on 19th April 2012 (Pages 11 - 14)
  - (a) To receive and note the minutes
  - (b) To consider any recommendations contained within the minutes
5. Minutes of the meeting of the Overview and Scrutiny Board held on 23rd April 2012 (Pages 15 - 22)
  - (a) To receive and note the minutes
  - (b) To consider any recommendations contained within the minutes
6. To receive verbal updates from the Leader and/or other Cabinet Members on any recent meetings attended in an ex-officio capacity
7. Financial Reserves Statement - 2011/2012 (Pages 23 - 26)

8. Street Naming and Numbering Policy (Pages 27 - 30)
9. Local Development Scheme (Pages 31 - 34)
  - Appendices For Item 7 - Financial Reserves Statement - 2011/2012 (Pages 35 - 38)
  - Appendix For Item 8 - Street Naming and Numbering Policy (Pages 39 - 62)
  - Appendix For Item 9 - Local Development Scheme (Pages 63 - 76)
10. 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

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

24th May 2012



## **INFORMATION FOR THE PUBLIC**

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- Meeting Minutes
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# Declaration of Interests - Explained

## Definition of Interests

A Member has a **PERSONAL INTEREST** if the issue being discussed at a meeting affects the well-being or finances of the Member, the Member's family or a close associate more than most other people who live in the ward affected by the issue.

Personal interests are also things relating to an interest the Member must register, such as any outside bodies to which the Member has been appointed by the Council or membership of certain public bodies.

A personal interest is also a **PREJUDICIAL INTEREST** if it affects:

- The finances, or
- A regulatory function (such as licensing or planning)

Of the Member, the Member's family or a close associate **AND** which a reasonable member of the public with knowledge of the facts would believe likely to harm or impair the Member's ability to judge the public interest.

## Declaring Interests

If a Member has an interest they must normally declare it at the start of the meeting or as soon as they realise they have the interest.

### **EXCEPTION:**

If a Member has a **PERSONAL INTEREST** which arises because of membership of another public body the Member only needs to declare it if and when they speak on the matter.

If a Member has both a **PERSONAL AND PREJUDICIAL INTEREST** they must not debate or vote on the matter and must leave the room.

### **EXCEPTION:**

If a Member has a prejudicial interest in a matter being discussed at a meeting at which members of the public are allowed to make representations, give evidence or answer questions about the matter, the Member has the same rights as the public and can also attend the meeting to make representations, give evidence or answer questions **BUT THE MEMBER MUST LEAVE THE ROOM ONCE THEY HAVE FINISHED AND CANNOT DEBATE OR VOTE.**

However, the Member must not use these rights to seek to improperly influence a decision in which they have a prejudicial interest.

**For further information** please contact Committee Services, Legal, Equalities and Democratic Services, Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, B60 1AA

Tel: 01527 873232 Fax: 01527 881414

Web: [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk) email: [committee@bromsgrove.gov.uk](mailto:committee@bromsgrove.gov.uk)

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE CABINET

WEDNESDAY, 4TH APRIL 2012 AT 6.00 P.M.

PRESENT: Councillors R. Hollingworth (Leader), Mrs. M. A. Sherrey JP (Deputy Leader), Dr. D. W. P. Booth JP, M. A. Bullivant, C. B. Taylor and M. J. A. Webb

Invitees: Councillor S. R. Colella

Officers: Ms. S. Hanley, Ms. A. Heighway, Ms. C. Flanagan, Mr. M. Dunphy, Mr. D. Thomas and Ms. R. Cole.

125/11 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

126/11 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

127/11 **MINUTES**

The minutes of the meeting of Cabinet held on 7th March 2012 were submitted.

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

128/11 **LANGBRIDGE - STATEMENT OF PRINCIPLES REGARDING AFFORDABLE HOUSING PROVISION**

The Cabinet considered a report on the proposal to adopt a jointly agreed Statement of Principles regarding the provision of affordable housing on Longbridge development sites.

It was reported that the Statement of Principles was designed to guide the approach of this Council and Birmingham City Council throughout the regeneration of Longbridge sites in respect of the provision of affordable housing.

During consideration of this item the Cabinet also took into account the recommendation of the Overview and Scrutiny Board as contained in minute 106/11 of the meeting of the Board held on 26th March 2012.

The Board had recommended that the Cabinet defer the approval of the Statement of Principles pending the submission of a more detailed report to

the Overview and Scrutiny Board on a number of areas contained within the Statement of Principles to enable the Board to contribute to the decision making process.

The Cabinet felt it was appropriate for the Overview and Scrutiny Board to consider the contents of the Statement of Principles in more detail. The Cabinet were concerned however that this may result in this Authority losing the 50% nomination rights (as referred to in item 6 in the Statement of Principles) to dwellings in respect of the development on the Birmingham City Council site at Lickey Road/Lowhill Lane.

**RESOLVED:**

- (a) that further consideration of the Longbridge Statement of Principles Regarding Affordable Housing Provision be deferred to enable the Overview and Scrutiny Board to consider the issue in more detail; and
- (b) that in the meantime the Council accept their 50% nomination rights to dwellings on the Lickey Road/Lowhill Lane development.

129/11 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meetings of the Overview and Scrutiny Board held on 27th February 2012 and 26th March 2012 were submitted.

**Minutes of the meeting held on 27th February 2012**

**RESOLVED** that the minutes be noted.

**Minutes of the meeting held on 26th March 2012**

**RESOLVED:**

- (a) that the recommendation contained in minute 106/11 relating to the Longbridge Statement of Principles be approved; and
- (b) that the remainder of the minutes be noted.

130/11 **BROMSGROVE TOWN CENTRE TOWNSCAPE HERITAGE INITIATIVE - SECOND ROUND SUBMISSION**

Consideration was given to a report on the second round submission to the Heritage Lottery Fund (HLF) in respect of a Townscape Heritage Initiative (THI) in Bromsgrove Town Centre Conservation Area. Members were reminded that in April 2010 the Council was provisionally awarded £1.2m from the HLF for this purpose.

It was noted that the second round submission provided much clearer detail on the Conservation Area, the issues to be faced and the management of those issues. In addition, detail was required on how the funding would be used in order to add lasting improvements and historic value to the area.

Members' attention was drawn to both the bid document itself and the Conservation Area Appraisal and Management Plan which had both been the subject of a period of public consultation. Responses received had been taken into consideration when compiling the final content of the bid document.

The Cabinet acknowledged the extensive work undertaken by officers in drawing up what was felt to be an impressive bid.

**RESOLVED:**

- (a) that subject to any final recommendation from the HLF monitor (to be approved by the Executive Director Planning and Regeneration, Regulatory and Housing Services), the Bromsgrove Town Centre THI second round bid be approved for submission to HLF for consideration; and
- (b) that the Bromsgrove Town Centre Conservation Area Appraisal and Management Plan be adopted as a material consideration for planning purposes.

131/11 **SHARED SERVICES BOARD**

The minutes of the meetings of the Shared Services Board held on 26th January 2012 and 8th March 2012 were submitted.

**RESOLVED** that the minutes be noted in each case.

132/11 **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

The minutes of the meeting of the Worcestershire Shared Services Committee held on 23rd February 2012 were submitted.

**RESOLVED** that the minutes be noted.

133/11 **OVERVIEW AND SCRUTINY TASK GROUP PLANNING POLICY REPORT**

The Leader invited the Chairman of the Planning Policy Task Group Councillor S. R. Colella to introduce the report of the Task Group on the review of Planning Policy.

Councillor Colella explained that the Task Group had been set up to investigate the effectiveness of planning conditions and the enforcement of breaches of these conditions. The role of the Task Group had been to use existing case studies to look at the effectiveness of planning conditions and the Council's Enforcement Policy and to suggest where improvements could be made.

Councillor Colella thanked the Members of the Task Group for their work which he felt had resulted in a robust and detailed investigation. In addition thanks were expressed to officers for their assistance to the Task Group and

for their open approach and willingness to recognise where services could be improved. The Task Group had recognised that some improvements were already in place. Thanks were also expressed to the members of the public who had participated in the process.

The Cabinet then considered the recommendations of the Task Group in detail and sought clarification of some issues from Councillor Colella.

As the Cabinet's response to some of the Task Group's recommendations would require further consideration from the Overview and Scrutiny Board, it was felt appropriate to defer a final Cabinet response to the Task Group report until the Board had had the opportunity to consider these issues further.

The Leader thanked Councillor Colella and the other Members of the Task Group for their work to date which had resulted in some very good recommendations. The Leader also thanked Ms. A. Scarce, Democratic Services Officer for her work in supporting the Task Group.

**RESOLVED** that the response to each of the recommendations within the report of the Planning Policy Task Group be as set out below:

**Recommendation 1**

That a mechanism be put in place to ensure that :

- (a) where conditions cannot be monitored within existing resources, an estimate of the resources required to monitor those conditions be clearly identified ;
- (b) the applicant be made aware at the earliest possible stage of the need to ensure that these conditions are adhered to and properly monitored in line with the conditions applied; and
- (c) where the planning officer recommends refusal of a planning application and the Planning Committee go against the recommendation, sufficient time should be given within the Planning Committee Meeting to discuss conditions.

**Cabinet Response**

- (a) there was concern that it may often be difficult to decide what additional resources would be appropriate and therefore to estimate that cost. In addition, whilst an estimate may be made the Council may not then have the resources to meet that cost. It was therefore felt that that this part of the recommendation should be referred back to the Overview and Scrutiny Board for further consideration;
- (b) this was agreed;
- (c) this was agreed;



**Recommendation 2**

- (a) that a review of the Bromsgrove Standard Planning Conditions be carried out as soon as practicably possible, but within six months of this report being presented to the Cabinet; and
- (b) that Planning officer training be formalised to ensure appropriate conditions are identified for routine and non-routine applications.

**Cabinet Response**

- (a) this was agreed; and
- (b) this was agreed but in addition it was felt that a suitable level of Member training in this regard should also be undertaken to assist Members in understanding the appropriateness of conditions.

**Recommendation 3**

That monitoring groups are not used in the future. However it is recognised that on occasion there may need to be some form of community engagement for larger more complex planning applications.

**Cabinet Response**

It was felt that there may be a place for monitoring groups in some circumstances and that in the past confusion had been caused because of the lack of proper terms of reference and reporting lines. This recommendation was therefore referred back to the Overview and Scrutiny Board with a request that consideration be given as to how any future monitoring group could be set up to work more effectively.

**Recommendation 4**

That a detailed review of the Planning Enforcement Policy, which was adopted in April 2011 (as encouraged in Section 8 – Conclusion), be carried out giving particular attention to Sections 4 – Enforcement Procedures (Informal) and 7 – Council’s Commitment to Complainants.

**Cabinet Response**

This was agreed.

**Recommendation 5**

That a case officer be appointed and remain responsible as the point of contact for each enforcement case to ensure continuity and an electronic case file be set up and open to view by colleagues and management.

**Cabinet Response**

This was agreed.

**Recommendation 6**

That a mechanism be put in place in order for control systems to be developed to ensure enforcement cases are recorded and available upon request to Ward Members.

**Cabinet Response**

It was queried whether this information was already available and what advantage there would be in establishing a further mechanism. This recommendation was therefore referred back to the Overview and Scrutiny Board for further consideration.

**Recommendation 7**

That the Planning Committee receives a quarterly report in respect of all new and outstanding planning enforcement cases.

**Cabinet Response**

This was agreed.

**Recommendation 8**

That thorough the Transformation programme a review and mapping exercise be carried out in respect of the process post planning application approval stage and that the results of this be shared with the Overview and Scrutiny Board.

**Cabinet Response**

This was agreed.

**Recommendation 9**

That the Internal Audit Report recommendations be supported and included within the Overview and Scrutiny Board's Quarterly Recommendation Tracker report to ensure that progress on the implementation is monitored in an appropriate and timely manner.

**Cabinet Response**

This was agreed.

**Recommendation 10**

That a quarterly report be made available to the Overview and Scrutiny Board to enable Members and officers to be aware of repeat or common themed compliments and complaints (in order to address such complaints).

**Cabinet Response**

This was agreed

**Recommendation 11**

That all Heads of Service ensure mechanisms are in place to ensure that when a service request escalates to the extent that there is or could be a critical failure of any nature, they are immediately made aware of the situation and

- (a) that Heads of Service ensure all staff are made aware of and understand the definitions of a complaint; and
- (b) that the Head of Customer Service provides additional guidance in respect of recording service requests which may also be a valid complaint.

**Cabinet Response**

This was agreed.

**Recommendation 12**

That the Head of Customer Service and Human Resources work together to establish a mandatory management training programme to:

- (a) ensure that all managers of the Council are given support to enable them to respond, both verbally and in writing, to all customers in a timely and appropriate manner, with regular reviews of the success of such training carried out; and
- (b) ensure that the Overview and Scrutiny Board receive regular updates to ensure this has been implemented.

**Cabinet Response**

This was agreed.

134/11 **VERBAL UPDATES FROM THE LEADER AND/OR OTHER CABINET MEMBERS ON ANY RECENT MEETINGS ATTENDED IN AN EX-OFFICIO CAPACITY**

The Leader reported that he had attended an event at NewStart.

Councillor Mrs M. A. Sherrey reported that she had attended a meeting of the Health and Well Being Board.

135/11 **WORCESTERSHIRE EXTRA CARE HOUSING STRATEGY 2011**

Consideration was given to a report on the Worcestershire Extra Care Housing Strategy 2011-2026 which had been developed by the District Councils in Worcestershire together with the County Council. The Strategy was intended to provide a framework for the future development of Extra Care Housing in Worcestershire for the period 2011 to 2026.

It was reported that the Strategy identified Local Authorities as having a leading role in developing Extra Care Housing by encouraging providers from the social, charitable and private sectors to deliver the Extra Care Housing required in Worcestershire.

The Head of Community Services reported that it was intended that an Action Plan for delivery of the Strategy would be developed in respect of the Bromsgrove District by the Council's officers.

Members supported the Strategy but requested additional clarification on the definition of "Extra Care Housing".

**RESOLVED** that the Worcestershire Extra Care Housing Strategy 2011 – 2026 be approved in principle, subject to the Leader and Portfolio Holder for Strategic Housing being satisfied with the definition of the term "Extra Care Housing".

136/11 **PERFORMANCE MONITORING QUARTER 3 2011/12**

The Cabinet considered a report on the Council's corporate performance for the period ending 31st December 2011.

It was noted that of the 15 remaining indicators, performance had improved in respect of 8 indicators and had declined in respect of 7 indicators since the same period the previous year.

Members noted a number of areas of improvement including the reduction in new Benefits Claims processing time and the increase in usage of the Artrix. The main area of concern, the number of households living in temporary accommodation was also noted although Cabinet were aware that a strategy had been developed to address this as far as possible.

The Deputy Chief Executive referred briefly to the further changes which would evolve in respect of performance reporting as Departments developed "measures" and Transformation work proceeded.

**RESOLVED** that the updated information on key performance indicators for the period ended 31st December 2011 be noted.

137/11 **LOCAL GOVERNMENT ACT 1972**

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 item of business the subject of the following minute on the grounds that it involves the likely disclosure of "Exempt Information" as defined in Part 1 of Schedule 12A to the Act the relevant paragraphs of that part being as set out below and that it is in the public interest to do so.

<u>Minute No</u>	<u>Paragraph</u>
138/11	3

138/11 **MARKETING EXERCISE - INCLUSION OF COUNCIL OWNED ASSETS (HANOVER STREET CAR PARK, GEORGE HOUSE AND STOURBRIDGE ROAD CAR PARK)**

The Cabinet considered a report on the possible inclusion of Council owned assets at Hanover Street Car Park, George House and Stourbridge Road Car Park in marketing exercises.

Following discussion it was

**RESOLVED:**

- (a) that the incorporation of Council owned assets at the Hanover Street Car Park and George House site and the Stourbridge Road Car Park in marketing exercises be approved and that the marketing be carried out by Commercial Property Consultant John Dillon; and
- (b) that authority to sign the agreement in respect of the marketing exercises be delegated to the Regeneration Programme Manger.

The meeting closed at 8.00 p.m.

Chairman

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**REDDITCH BOROUGH COUNCIL AND  
BROMSGROVE DISTRICT COUNCIL**

**SHARED SERVICES BOARD**

**19th April 2012 at 5.30pm**

**COMMITTEE ROOM 3, TOWN HALL, REDDITCH**

**Present:** Councillors Carole Gandy (Chair), Michael Braley (Redditch Borough Council)

Mark Bullivant (substitute for Cllr Hollingworth), Steve Colella and Mike Webb (Bromsgrove District Council).

**Officers:** Ruth Bamford, Kevin Dicks, Rebecca Dunne, Sue Hanley, Helen Mole, Deb Poole, Jayne Pickering and Liz Tompkin

**Notes:** Denise Sunman

**1. APOLOGIES**

Apologies for absence were received on behalf of Cllrs Hollingworth, Sherrey (BDC) and Cllr Hartnett (RBC).

**2. MINUTES**

The minutes of the previous meeting of the Board held on 8th March 2012 were agreed as a correct record.

**3. MATTERS ARISING**

In response to a Member's query (Cllr Colella), Officers confirmed that the presentations had been circulated following the meeting.

**CONFIDENTIALITY**

These notes are an open public record of proceedings of the Board.

[Meetings of the Board are not subject to statutory Access to Information requirements; but information relating to individual post holders and/or employee relations matters would nonetheless not be revealed to the press or public.]

#### **4. PROGRESS REPORT**

4.1 Mr Dicks requested endorsement of the following:

- 1) That update reports on existing shared services be discontinued;
- 2) That benefit realisation summaries be reported once following the completion of the implementation of the business case; and
- 3) That, following the implementation of the Single Business Case, the Shared Service Board starts to focus primarily on transformation and become a Transformation Board, which would continue to monitor financial savings.

It was **AGREED to endorse the above requests.**

4.2 Mr Dicks gave an up-date on the locality work being carried out in the Winyates area of Redditch and, in particular, the formation of three groups that had been formed with multi-agency involvement:

- 1) Consumption of Alcohol and Drugs;
- 2) Mental Health Thresholds; and
- 3) Pro-active Prevention.

4.3 Ms Pickering reported that severance costs resulting from the current restructures had amounted to £315k rather than the £562k initially estimated.

4.4 The Chair reported that a request had been made by RBC Overview and Scrutiny Committee for a letter to be sent to Central Government regarding the proposed changes in the payment of Housing Benefit. Officers to provide data from the Housing Management intervention for inclusion in the letter.

It was **AGREED that progress to date be noted, as detailed in the Progress report, subject to Members' comments and any specific further actions, as recorded above.**

#### **5. PRESENTATIONS**

5.1 Repairs and Maintenance

Mrs Tompkin gave a detailed presentation on the work undertaken to date on transformation of the Repairs and Maintenance Service in Redditch. She said that the intervention had started in October 2011 and had identified that customers wanted the purpose of the service to be "fix and repair my home, right first time and at a time that suits me."

Analysis of work flow had identified that it took an average of 27 days for the completion of a repair. It had also identified that there was a lot of time wasted for both operatives and customers when more than one visit had to be made before a repair could be completed.



She outlined a repairs flow that was being used on a trial basis using four of the forty staff employed in the service. The improved system had led to an increase in compliments from customers. It was noted that 'void properties' were to be added to the trial.

## 5.2 ICT Helpdesk

Ms Poole reported that the scoping exercise had begun in late November 2011 to obtain a high level view of the system.

It had been found that of 650 outstanding ICT Helpdesk calls, using the Vanguard method, 90% had been identified as failure demand.

A New Helpdesk had been set up operated directly by BDC/RBC ICT staff. The initial pilot had been extended to include two thirds of staff at both Councils and was proving successful with a customer satisfaction rate of 97%.

The Old Helpdesk operated by Tamworth Council would be given notice to terminate.

## 5.3 Planning Services

Mrs Bamford gave a verbal up-date on transformation of Planning Services.

A group had been formed to look at what the customer wants from Planning Services together with the various ways that they wanted to access information about planning applications. This group had included a cross section of staff working in all areas of the department.

Members were informed that the group were working on the flow and system conditions relating to a planning application. She said that it had proved useful to have had time to think through the problem with lots of people being involved in discussions.

The Planning and Housing intervention teams had met and had identified that it would be useful for housing staff to be attend pre-application meetings when necessary.

## 5.4 Performance Monitoring

Ms Poole and Miss Dunne outlined suggested changes to the Performance Monitoring Framework to include a Dashboard of Measures that would be owned and monitored by both the Corporate and Senior Management Teams. This would feed information into a Monthly Performance Report, which would be monitored by Members. Members were shown examples of capability charts used in another authority.

**6. NEXT MEETING**

Members noted that the next meeting of the Board would be held on Thursday, 31st May 2012 at the Bromsgrove DC Conference Room commencing at 5.30 pm, as previously.

The meeting commenced at 5.30 pm  
and closed at 7.05pm

## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**MONDAY, 23RD APRIL 2012 AT 6.00 P.M.**

PRESENT: Councillors S. R. Colella (Chairman), P. Lammas (Vice-Chairman), C. J. Bloore, J. S. Brogan, Dr. B. T. Cooper, Mrs. R. L. Dent, K. A. Grant-Pearce, Mrs. J. M. L. A. Griffiths, Mrs. H. J. Jones (Substitute for R. J. Laight, present from Minute No. 113/11 to Minute No. 117/11), P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer (present from Minute No. 113/11 to Minute No. 119/11) and L. J. Turner

Observers: Councillor C. B. Taylor

Officers: Mrs. S. Hanley, Mrs. A. Heighway, Ms. S. Horrobin, Mr. C. Santoriello-Smith, Ms. A. Glennie, Ms. J. Bayley and Ms. A. Scarce

#### 113/11 **APOLOGIES**

An apology for absence was received from Councillor R. J. Laight.

#### 114/11 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor Mrs. C. J. Spencer declared a personal interest as a member of the board of Bromsgrove District Housing Trust (BDHT) and Councillor S. P. Shannon declared a personal interest as a member of the board of B.H.I. (A subsidiary of BDHT), in respect of item 5, pre-scrutiny of the Tenancy Strategy 2012-14.

#### 115/11 **MINUTES**

The minutes of the Overview and Scrutiny Board meeting held on 26th March 2012 were submitted.

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

#### 116/11 **PRESENTATION ON THE EFFECT OF THE GOVERNMENT HOUSING REFORMS AND IMPACT ASSESSMENT**

The Board received a presentation on the impact of Welfare and Housing Benefit Reform from the Strategic Housing and Enabling Officer, which the Board had requested following its meeting held on 27th February 2012. The presentation covered the following areas:

- Homelessness and the statutory duty of the Council.

- Welfare Reform and the work being carried out in conjunction with Bromsgrove District Housing Trust (BDHT) to evaluate who would be affected by changes to Local Housing Allowance rates (LHAs).
- The single room rate benefit changes – this would now only be available for those people over the age of 35 years.
- The under occupation housing benefit changes for social tenants (this would be a 14% reduction of benefits for 1 spare room and 25% for 2 spare rooms) and the work being carried out to assist people affected by the changes within the district .
- The anticipated demand in the Housing Options Service.
- Use of temporary accommodation and the budget for bed and breakfast accommodation.
- An overview of the benefit cap and associated risks prior to the introduction of Universal Credit.
- An overview of the introduction of Universal Credit in October 2013 and the risks associated with this, including direct monthly payments to applicants, budgeting and the loss of working relationships with the benefit teams.
- Areas which had been discussed by key partners at the Welfare Reform Conference in February 2012, including number of households affected, sourcing of alternative accommodation and budget advice, together with solutions to those issues raised.
- The establishment of a credit union within the area (research was currently underway to explore the options available) and work with other registered providers.
- The work of the Under Occupation Group set up between the Council and BDHT.
- The work of the Welfare Reform Steering Group in preventing homelessness and the use of bed and breakfast accommodation and the wider issues of the Welfare Reform.

The Strategic Housing and Enabling Officer informed Members that a report on the findings of the Welfare Reform Steering Group would be prepared for presentation to Cabinet in September 2012 and an update could be provided to a future Board meeting if required.

Members discussed the following areas in detail:

- Under what circumstances people would not be asked to downsize in respect of under occupation, for example where specific adaptations for a disability had been made to a property.
- The effect on children should they have to move to accommodation in a different area or bed and breakfast accommodation, for example moving schools.
- The cost of bed and breakfast accommodation if the Council did not take any action to address the forthcoming changes.
- The role of the Citizens Advice Bureau in providing money and debt advice and the funding of additional staff to assist with this support.
- Discretionary housing payment funding allocation, the available budget and any refund provided by Central Government.

- Preventative work and support to ensure that families were not evicted and made homeless due to rent arrears.
- The number of families affected by the benefit cap.
- The potential number of people with other Registered Providers that could be affected by the under occupation benefit changes.
- How the Council would operate and monitor the number of people living at a property in order to implement the Under Occupation benefit changes.
- The payment of removal costs for families who were required to “downsize” due to the Under Occupation benefit changes.

The Strategic Housing and Enabling Officer confirmed to the Board that the benefit cap and Under Occupation sanctions would come into effect from April 2013, however BDHT were already being pro-active in working towards mitigating the impact of the Under Occupation changes. After further discussion it was

**RESOLVED** that the Board receive a progress report on the impact of the Welfare Reforms at the meeting to be held on 10th September 2012.

#### 117/11 **TENANCY STRATEGY - PRE-SCRUTINY REPORT**

The Chairman invited the Strategic Housing and Enabling Officer to introduce this item. The Board was reminded that it had requested sight of the Tenancy Strategy at a very early stage and advised that there were several discrepancies within the report and draft Strategy which had since been amended. The document would go out for consultation shortly and the findings would be presented to Cabinet in July 2012. Under the Localism Act the Council was expected to produce a Tenancy Strategy by 15th January 2013, this was therefore a new document. The Tenancy Strategy related to the letting of all social and affordable rent housing within the district, including adapted properties and sheltered units, however it did not include temporary accommodation or specialist supportive units. The Strategic Housing and Enabling Officer provided the Board with details and answered questions from Members on the following areas:

- Guidance to Registered Providers in respect of tenancies that are granted.
- Flexible and fixed term tenancies and conditions under which the Council would want the Registered Providers to provide such tenancies.
- The circumstances under which a 2 year minimum period of tenancy would be provided.
- Circumstances under which Lifetime Tenancies would be provided and maintaining existing Lifetime Tenancies.
- The shortage of social housing in the District and how to make the best use of existing stock.
- Objectives of the Strategy – to ensure that affordable housing met local housing need.
- The Countywide Housing Strategy

- The conversion of tenancies to the Affordable Rent Model and ensuring that prospective tenants are fully aware of the cost of such units.
- The disposal of stock by Registered Providers.
- The allocation of stock under the Localism Act
- The development of a Homelessness Policy
- The risk of homelessness linked to the placing of more people into private rented sector housing and the Council's relationship with private landlords.
- The availability of properties within rural areas and the effect of this on young people's ability to remain in those areas.
- The flexibility within the allocation legislation for social housing and the interpretation of Localism.

Officers noted several suggested amendments by Members to the wording of the Draft Tenancy Strategy and confirmed that, where appropriate, these would be picked up within the consultation process. After further discussion it was

**RESOLVED:**

- (a) that the Report and Draft Tenancy Strategy as detailed in Appendix 1 be noted; and
- (b) Officers provide the Board with details of any disposal of stock which has taken place by BDHT and details of any claw back clause still in existence through BDHT.

118/11 **ENFORCEMENT AND FIXED PENALTY NOTICES UPDATE REPORT**

The Chairman invited the Environmental Services Manager to introduce the report. Members were reminded that an update had been requested following implementation of the new scheme, details of which had been presented to the Board at its meeting on 5th April 2011.

Members were reminded that the strategy included a staged approach where the Enforcement Officer would use their discretion in taking the appropriate enforcement action and that the work was accompanied by a publicity and campaign programme to raise awareness of the work of the team. The particular areas currently covered by this were dog fouling, fly-tipping and littering. The service commenced following the Council's adoption of the strategy and publicity programme in October 2011 and was delivered by the Community Safety Team.

The Board discussed the following areas in more detail:

- The summary of Environmental Enforcement Action Taken – in particular the “no further action” statistics.
- The evidence gathering process in order to take and carry through enforcement action.
- Fly tipping - the circumstances and stage at which Enforcement action would or could be taken.

- Graffiti – in particular if this was on private land and the level of investigation involved.
- Publicity campaign, in respect of dog fouling and the difficulty in issuing fixed penalty notices for this offence.
- Development of the service – including processes (training and investigation) in order to carry out enforcement.
- The ability to issue penalties in respect of un-adopted roads.

In response to Member comment, the Executive Director for Leisure, Environment and Community Services undertook to feedback to Members in respect of whether the Environmental Protection Act 1990 was the relevant legislation which could have been used in taking action in respect of the ongoing issues at the Marlbrook Tip site. After further discussion it was

**RESOLVED** that the Board receive a quarterly summary of Environmental Enforcement action taken in order to monitor progress of the new service.

119/11 **BURGLARY AND VEHICLE CRIME IN BROMSGROVE UPDATE REPORT**

The Chairman invited the Senior Community Safety Officer to introduce the report. The Board was informed that all the information and statistics provided within the report had been provided by West Mercia Police. Members' attention was drawn to the 25.5% decrease in the number of burglary offences in 2011/12 compared to 2010/11 together with the detection rate of these offences. Attention was also drawn to the legal implications within the report and the Board noted that if it wished to take this matter further the most appropriate route would be through the Board's West Mercia Police Authority representative, Councillor Brandon Clayton.

The Board discussed the following areas in detail:

- Distraction robbery and if these were included within the statistics provided.
- Clarity as to at what point in the process a crime/incident was included within the statistics.
- Vehicle crimes and theft from unlocked motor vehicles in particular. (The Senior Community Safety Project Officer undertook to provide Members with details of the number of thefts from unlocked vehicles within each Ward.)
- The work of the Community Safety Team in supporting West Mercia Police in respect of the preventative work carried out.
- The link between known offenders being in custody or in the community which could lead to a decrease/increase in offences.

**RESOLVED** that the report be noted.

120/11 **CABINET INTERIM RESPONSE TO THE PLANNING POLICY TASK GROUP REPORT - VERBAL UPDATE**

The Chairman had, as Chairman of the Planning Policy Task Group, presented the report to the Cabinet meeting held on 4th April 2012. After lengthy discussion Cabinet had requested clarification and further background information on Recommendations 1, 2, 3 and 6. All remaining recommendations had been endorsed. The Board agreed that the most suitable course of action was for the Task Group to hold a further meeting to discuss the points raised by Cabinet.

**RESOLVED** that the Planning Policy Task Group reconvene as soon as possible to discuss the points raised by Cabinet and report back to the Board meeting to be held on 18th June 2012.

121/11 **FORWARD PLAN OF KEY DECISIONS**

The Forward Plan of Key Decisions was considered by the Board. As this was the final meeting of the Board for the current municipal year no further items were considered for pre-scrutiny.

**RESOLVED** that the Forward Plan be noted.

122/11 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board were informed that outstanding items on the Work Programme would be carried over to the 2012/13 Work Programme which would be discussed in detail at the meeting to be held on 18th June 2012.

**RESOLVED** that the Work Programme be noted.

123/11 **WCC HEALTH OVERVIEW AND SCRUTINY COMMITTEE (FOR INFORMATION)**

Councillor Dr. B. T. Cooper, the Council's representative on the Worcestershire County Council Health Overview and Scrutiny Committee (HOSC) informed Members that he had attended its meeting on 17th April 2012. A Member asked for clarification in respect of a point made in the minutes of the HOSC meeting held on 13th March 2012 "although Clinical Commissioning Groups (CCGs) would have differences which reflected local need, they would still work collaboratively". Councillor Dr. Cooper explained that there would be flexibility in how the CCGs were set up and differences in working practices for each individual CCG. This was still therefore very much a case of "work in progress" which would become clearer as the CCGs developed.

Councillor Dr. Cooper suggested that a representative from the CCG for Bromsgrove and Redditch be invited to attend a future meeting of the Board. He advised that the CCGs were required to be in place, in at least "shadow"



format by June 2012. The Board agreed that this should be included within the Work Programme for the September meeting.

Councillor Dr. Cooper informed Members that the HOSC had received 3 presentations at its meeting held on 17th April 2012, namely Worcestershire Health and Care NHS Trust Foundation Application, Salaried Dental Services and Worcestershire's Emergency Ophthalmology Service. The Emergency Ophthalmology Service was most relevant to residents in the District. At the moment the service was spread throughout the County and as there were major clinical concerns about the quality of this service, it had been agreed that it would be reviewed prior to the Acute Service Review. All acute eye services would therefore, during working hours and for the interim period, be based at Kidderminster Hospital.

The meeting closed at 8.37 p.m.

Chairman

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## CABINET

**6<sup>th</sup> JUNE 2012**

### FINANCIAL RESERVES STATEMENT – 2011/12

Relevant Portfolio Holder	Roger Hollingsworth
Portfolio Holder Consulted	√
Relevant Head of Service	Teresa Kristunas
Wards Affected	All Wards
Ward Councillor Consulted	
Key Decision / Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

- 1.1 To advise members on the earmarked reserves and capital carry forward requests for the year ending 2011/12 and to seek members approval on the creation of new reserves where required to support future plans of the Authority.

#### **2. RECOMMENDATIONS**

- 2.1 That Cabinet recommend to Council:
- 2.2 approval of the establishment of the new reserves of £582k as detailed at Appendix 1.
- 2.3 approval of the release of reserves as included in Appendix 1 of £612k which reflects the approval required for January- March 2012.
- 2.3 approval of the addition to existing reserves of £497k as included in Appendix 1. This reflects the approval required for January- March 2012.
- 2.4 approval of capital budgets to be carried forward of £821K to be utilised during 2012/13. Details included in Appendix 2

#### **3. KEY ISSUES**

##### **Financial Implications**

- 3.1 The accounts for 2011/12 are in the process of being prepared and as part of the closedown process a review of reserves and provisions has been undertaken.
- 3.2 A number of reserves have been utilised during January – March 2012 together with additional funds made available to existing reserves. The net position on the current reserves is shown in Appendix 1.

- 3.3 In discussion with Heads of Service and in considering the future plans of the Authority, a number of new reserves have been proposed, together with the release of funds currently set aside.
- 3.4 The new reserves that are proposed are included at Appendix 1.
- 3.5 If approval is granted to the proposed reserves as identified above, the revised position will be £2.085m to fund future plans of the Authority. The full schedule including the new reserves is attached at Appendix 1.
- 3.6 A number of capital schemes which were due to be completed in 2011/12 are requested to be carried forward to allow the works to be completed during 2012/13, these are detailed in Appendix.

**Legal Implications**

- 3.7 Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.
- 3.8 Section 25 of the Local Government Act 2003 places a specific personal duty on the Chief Financial Officer to report on the adequacy of reserves and the robustness of the budget.

**Service/Operational Implications**

- 3.9 The Council currently sets aside specific amounts as reserves for future policy purposes or to cover contingencies. In addition the Council has specific provisions for liabilities or losses that result from past events.
- 3.10 In June 2009, Council approved a policy to ensure relevant approval was in place to create and release reserves to support and enhance the delivery of the priorities of the Council.

**Customer / Equalities and Diversity Implications**

- 3.11 The adequate provision of reserves will ensure the Council has appropriate funds in place to meet future demands of its customers.

**4. RISK MANAGEMENT**

**CABINET**

**6<sup>th</sup> JUNE 2012**

- 4.1 The closedown of the accounts and the relevant accounting treatment of provisions and reserves is contained within the Financial Services Risk Register and monitored on a quarterly basis

**5. APPENDICES**

Appendix 1 – Statement of new Reserves 2011/12  
Appendix 2 – Capital Carry Forward Requests

**6. BACKGROUND PAPERS**

Final Accounts working papers 2011/12

**AUTHOR OF REPORT**

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**STREET NAMING AND NUMBERING POLICY**

Relevant Portfolio Holder	Councillor Del Booth
Portfolio Holder Consulted	
Relevant Head of Service	Deb Poole, Head of Business Transformation
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	No
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 This report seeks approval of a revised policy on Street Naming and Numbering for Bromsgrove District Council (BDC).

**2. RECOMMENDATIONS**

**The Cabinet is asked to RESOLVE that**

- 2.1 **the revised policy on Street Naming and Numbering, as attached to the report at Appendix 1, be approved and adopted;**

**3. KEY ISSUES**

**Financial Implications**

- 3.1 None

**Legal Implications**

- 3.2 The Council provides this statutory function under Section 64 and Section 65 of the Town Improvement Clauses Act 1847 together with the Public Health Act 1925 (Section17).

**Service / Operational Implications**

- 3.3 In order to comply with Government strategies and national initiatives relating to the addressing process a turnaround time of not more than thirty days is recommended. This timescale not only supports developers but is also beneficial to individual homeowners and businesses.
- 3.4 Currently, BDC has delegated authority to Officers for most Street Naming and Numbering matters to provide quicker approval turnaround in exceptional cases.
- 3.5 Improved turnaround times for street naming and numbering helps to deliver the following benefits:-

## **BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**6th June 2012**

- a) Faster ratification by the Royal Mail that usage of the street name can be adopted;
- b) Improved start times for developers who now require Royal Mail postcodes to connect services to properties;
- c) Quicker notification to the Valuation Office of the existence of a property to enable Council Tax banding;
- d) Earlier issuing of Council Tax & Non Domestic Rate demands to generate the appropriate revenues;
- e) Notification of the existence of the property to the Emergency Services;
- f) Cascading of the adopted address to all interested Government and internal offices.

### **Customer / Equalities and Diversity Implications**

- 3.6 Member agreement to the revised policy will enable customers, service users and local businesses to obtain address information, approval and notification within ten working days of the address creation and conformation.
- 3.7 Further to Members' requests, Ward Members and Portfolio Holders will be alerted to any contentious matters that arise in this area, whether in relation to new, or existing, street naming / numbering arrangements.

### **4. RISK MANAGEMENT**

- 4.1 The Council is an active participant in the National Land and Property Gazetteer (NLPG) and is required to provide a statement regarding the adopted Street Naming & Numbering Policy. Councils are also required, as part of the Public Sector Mapping Agreement, to provide guidance to developers and purchasers about the street naming and numbering process.

### **5. APPENDICES**

Appendix 1 - Proposed Revised Street Naming & Numbering Policy

### **6. BACKGROUND PAPERS**

Previous Committee reports and Minutes (previously published)  
Current BDC Street Naming and Numbering Policy (2005)

### **AUTHOR OF REPORT**



**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**6th June 2012**

Name: John Knott, GIS Development Officer  
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#### LOCAL DEVELOPMENT SCHEME 2012

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	<b>All</b>
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non-Key Decision

#### **1. SUMMARY OF PROPOSALS**

- 1.1 The Local Development Scheme (LDS) is a revised and updated version of the Local Development Scheme adopted by Bromsgrove District Council in July 2010. This revised scheme is required to update the programme of preparing planning policy documents but it also reflects the requirements of the Localism Act 2011 and the National Planning Policy Framework, published March 2012. The purpose of the Local Development Scheme is to provide a programme for the adoption of Local Planning Policy Documents to adoption.

#### **2. RECOMMENDATIONS**

- 2.1 That the members note the contents of this report and the proposed amendments to the Local Development Scheme.
- 2.2 That appendix A is approved by members as Bromsgrove District Council's forthcoming programme for planning policy documents from 6 June 2012.

#### **3. KEY ISSUES**

##### **Financial Implications**

- 3.1 Whilst there are no immediate direct financial implications of submitting the revised Local Development Scheme, the costs to progress planning policy documents through an independent Examination and associated evidence gathering should be noted.

##### **Legal Implications**

- 3.3 The LDS is produced under the Localism Act 2011, Part 6, Chapter 1, Paragraph 111. The legislation states that Councils must prepare and maintain a local development scheme specifying:

*The documents which are to be development plan documents,  
The subject matter and geographical area of each document,  
Any matter or area in respect of which the authority have agreed; and,  
The timetable for preparing and revising the documents.*

- 3.4 The Localism Act 2011 removes the requirement to submit the LDS to the Secretary of State. It is important for Councils to publish up to date information on their progress of the local development scheme. Bromsgrove District Council thus have flexibility to decide how best to present this information to the public.

**Service / Operational Implications**

- 3.5 The Local Development Scheme sets out the key Development Planning Documents (DPDs) to be progressed by Bromsgrove District Council. The LDS outlines that Bromsgrove District Council are progressing a District Plan and Town Centre Area Action Plan which are based on supporting evidence.
- 3.6 Bromsgrove District Plan and Proposals Map DPD
- 3.7 Following the successful completion of the Draft Core Strategy 2 consultation period, on 15th April 2011, the Council seeks to produce a Publication version of the Core Strategy by September 2012. This document will set out the long-term spatial vision and the strategic policies and priorities to deliver that vision. It is intended to cover the 15 year period from 2011 - 2030.
- 3.8 The Bromsgrove District Plan will not repeat national guidance but will provide a spatial strategy specific to the needs of Bromsgrove. It will contain a set of primary policies for delivering the strategic priorities and will identify strategic allocations for development through the production of a proposals map. This map will illustrate all the policies designations and proposals contained in development plan documents.
- 3.9 Town Centre Area Action Plan DPD
- 3.10 The Town Centre Area Action Plan will set out a strategy to guide the regeneration of the whole of the Town Centre and adjoining areas. This document will be in conformity with the Bromsgrove District Plan.
- 3.11 It is considered the Town Centre AAP is clearly justified as it seeks to ensure the vitality of the town centre, promote a competitive town centre environment and set out policies for the management and growth of centres over the plan period. Such objectives are supported within the National Planning Policy Framework.
- 3.12 LDS Timetable
- 3.13 The LDS timetable (see appendix A) indicates the schedule for the production of the Development Plan Documents. The chart identifies the key dates in the process although the dates are only an indication at this stage, further information will be provided on the publication consultation as the process moves on. The examination date is subject to consultation with the Planning Inspectorate, the body responsible for holding examinations into local plans.

**Customer / Equalities and Diversity Implications**

- 3.7 The Local Development Scheme has no direct impact on the Councils Equalities and Diversity policies. Notwithstanding the publication of the LDS will allow residents and stakeholders of Bromsgrove District to identify how they can become involved in the various stages of progressing the development planning documents.

**4. RISK MANAGEMENT**

- 4.1 The most significant risk is without an up to date and sufficiently Local Development Scheme the Council would not be fulfilling its statutory obligations. In addition, a Local Development Scheme is essential to set the overall programme and identify how the documents will be managed and progressed.
- 4.2 Without an up to date Local Development Scheme the Development Plan Document could be found unsound as the authority would have failed to respond to a statutory duty within the Localism Act 2011.

**5. APPENDICES**

Appendix A - Local Development Scheme June 2012

**6. BACKGROUND PAPERS**

Local Development Scheme 2010-2013

**7. KEY**

AAP – Area Action Plan  
DPDs – Development Plan Documents  
LDS – Local Development Scheme  
NPPF – National Planning Policy Framework

**AUTHOR OF REPORT**

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Bromsgrove District Council							Appendix 1
Earmarked Reserves Final Accounts Schedule							
2011/12							
Description	Balance c/fwd 31 March 2011 £000	Balance at 31 Dec 2011 (Q3) £000	Transfers In (New Reserves) £000	Transfers In (Existing Reserves) £000	Drawdown from Reserves £000	Balance at 31 March 2012 (Q4) £000	Additional Information
Building Control Partnership Reserve	-27	-2	0	-5	0	-6	Partnership income is to be held on behalf of the shared service & reinvested
Liveability Reserve	-16	-16	0	0	0	-16	For draw down over 5 years - Barnsley Hall football pitches
Sports Development Reserves	-40	-40	-7	0	14	-33	Grant funded sports development projects
Litigation Reserve	-50	-50	0	-65	0	-115	Potential liability arising from ongoing legal cases
Area Committees	-21	0	0	0	0	0	Fully released 11/12
Local Plans Inquiry	-212	-42	0	0	0	-42	Funding required to fund the core strategy
Housing - Nighthop	-6	0	0	0	0	0	Fully released 11/12
Housing needs assessments and surveys	-2	0	0	0	0	0	Fully released 11/12
Town Centre Development	-43	-38	0	-52	0	-90	To support the Town Centre developments
Single Status/JE	-3	-3	0	0	3	0	Fully released 11/12
Shared Services & Transformational Support	-601	-591	0	-271	397	-464	To fund costs relating to shared services & transformation
Business Start up grants	-6	-6	0	0	0	-6	To support economic development across the District
Youth Provision Reserve	-10	0	0	0	0	0	Fully released 11/12
Town centre Market Stalls	-4	-4	0	0	0	-4	This will now help fund new market stalls following the Town Centre Public Realm work
Local Strategic Partnership	-2	-1	0	0	0	-1	
Equality	-6	0	0	-2	0	-2	Underspend resulting from funding not yet spent for approved bids from the Equality and Diversity Forum
Housing	-67	-74	0	-49	59	-63	To support housing initiatives
VRA Subscriptions	-20	-2	0	0	2	-0	Fully released 11/12
ICT refresh	-100	-200	0	0	97	-104	To fund hardware and software to support improvements within the Authority
Benefits System Changes	-37	-11	-7	0	0	-18	DWP funding for benefit system changes
Computer Equipment	-30	-12	0	0	0	-12	Equipment ordered within 11/12 but not delivered by 31st March
Land Charges	-100	-100	0	0	0	-100	to fund potential restitutionary claims & loss of fees foregone 10/11
Emergency Planning - Flood & W/Course mgmt	-10	-6	0	-4	0	-10	Additional refund on 11/12 SLA to cover shared service contingency in 12/13
Leisure Repairs & Maintenance Reserve	-9	-18	0	0	0	-18	Repairs and maintenance of various leisure sites
Drinks Machines	-3	-1	0	0	0	-1	To fund replacement of machines
Fire Risk Management System	-4	-4	0	0	0	-4	Review of fire risk management system to be done within the HR shared service
Elections	-21	-21	0	-31	38	-14	Funding for new Elections equipment
Reg Services - Partner % Underspends	-69	0	-5	0	0	-5	BDC share of Grant Funding from PCT
Health and Wellbeing (CM20)	-24	-12	0	0	0	-12	Grant from WCC for Health and Wellbeing
CCTV	-15	-15	0	0	0	-15	Repairs and maintenance work/Delaware.
Replacement Vehicles/Plant	-150	-262	0	0	0	-262	Recycling reserve/ replacement of Refuse Vehicles and Plant.
Lickey End - Abolished Parish Council	-6	0	0	0	0	0	Fully released 11/12
Trunk / Lounge support	-70	-80	0	-20	0	-100	Funding for support to community / youth work
Absent Voters	0	-7	0	0	0	-7	To be utilised in 12/13
Climate Change - Salix	0	0	-2	0	0	-2	Salix savings
National Health	0	0	-99	0	0	-99	Funding from clinical commissioning to provide financial support to specific projects in the District.
PCI Compliance	0	0	-10	0	0	-10	System implementation not complete
Q-Matic System	0	0	-10	0	0	-10	System implementation not complete
Firewall	0	0	-8	0	0	-8	Delayed installation as supplier could not come onto site until April

# Appendix





Scheme Title	Carry Forward Request (£000)	Reason
<b>Business Transformation</b>		
Member ICT Facilities	10	Continued requirement for Members ICT upgrades
<b>Leisure &amp; Cultural</b>		
Wythall Teenage Sports Facility Scheme	11	Works delayed due to lack of suitable scheme within the area following the BIG Lottery funded works in 2010. A suitable scheme has now been identified and will be worked upon in 2012/13.
Braces Lane	30	Work were delayed until the completion of the football season in order to honour existing bookings. This work will be completed in the 2012/13 closed season.
Victoria Ground	39	Works have commenced on site and will be completed by the end of May the works were delayed in order to be undertaken outside of the main football activities at the ground.
Stoke Heath	52	Work delayed whilst site appraisals undertaken within the local area, the preferred location is now selected and discussion commenced with the local Parish Council.
<b>Community Services</b>		
Mandatory Disabled facilities Grants	1	Authority to approve grants does not commence until beginning of financial year, therefore as expenditure occurs after grant work is completed, expenditure falls unevenly in latter part of financial year. Applications are approved in 2 monthly tranches to evenly distribute the budget across the whole year to maximise the ability to target most urgent cases, therefore carry forward is inevitable.
Grants to Principal Preferred Partners (BDHT/ W Mercia) for the development of affordable housing in the district.	200	£200k 2011/12 budget fully committed to BDHT 4 year development programme and Grant Agreement being completed before payment can be made. £140k c/f from 10/11 fully committed to final stage payments of previous years grant allocated to the Perryfields Scheme - final tranche payments being made as they come due. Carry forward of committed balance will be required.
<b>Environmental Services</b>		
North Cemetery Phase 2 Expansion	10	Initial works have started, majority of budget already carried forward during year, works completed by 31/3/12 less than originally estimated, remaining budget required to complete project.
Depot - various items of small plant 11/12	30	Plant all on order to be delivered in August
Cemetery Toilets	25	Late addition to 2011/12 budget work not yet started, carry forward required.
<b>BDC Client Regulatory</b>		
IT Regulatory - WETT shared service	425	Project is delayed due to extended tendering process. Implementation of IT project is required for Single Operating Platform of WRS
<b>Planning &amp; Regeneration</b>		
Town Centre Development	-12	Budget was carried forward to 2012/13 during the financial year, costs incurred during 2011/12 therefore 12k to be drawn back
	821	

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## **Appendix 1 - Street Naming and Numbering Policy**

### **Summary**

The naming and numbering of streets and buildings is a statutory function that Bromsgrove District Council provides in exercise of its powers and duties under the Town Improvement Clauses Act 1847 and the Public Health Act 1925. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing (to include email) to their appropriate Council following the procedures detailed in this policy.

As far as street naming proposals are concerned, we are happy for developers or owners to propose their own preferred names for consideration. However, it is recommended that more than one suggestion for a new name be put forward in case the initial one fails to meet the criteria. It is desirable that any suggested road name should have some connection with the area concerned.

If proposals comply with our Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the Council, the local Parish Council (when appropriate) or the Royal Mail Address Development Centre, the new address will be formally allocated and all relevant bodies will be notified. See Appendix A for a list of those parties to be informed by both Authorities.

Where street names or previous numbers have been established without reference to Bromsgrove District Council, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act.

To aid the emergency services, we will ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off of it will be officially addressed to include that street name.

### **The Council Commitments**

- To treat everyone in a fair and equal manner in line with the Equality and Diversity Policy.
- To deliver value and to place the customer first.
- To meet our statutory duties with regards to Street Naming and Numbering

# Street Naming & Numbering – Statutory Function

## General Information

Street naming and numbering is a statutory function of local authorities. The powers for this function are contained in the following Acts:

- Towns Improvement Clauses Act 1847, ss 64 and 65; and
- Public Health Act 1925, ss 17, 18 and 19

The departmental responsibility is different within each local authority. Some of the departments who may do the work are:

- Building Control;
- Planning
- Highways and Transportation; and
- Engineers

## Legislative requirements

The primary legislation (Towns Improvement Clauses Act 1847, s 64) ensures that local authorities shall cause houses, and buildings in all or any street to be marked with numbers as they think fit. The street name also has to be displayed. It also gives the local authority the power to prosecute anyone who destroys, pulls down, or defaces those signs, numbers and names or anyone who puts up a different name or number to that which was approved. The penalty in a successful prosecution is a fine as determined by Magistrates.

The Towns Improvement Clauses Act 1847s 65 tells occupiers of houses and other buildings to mark their buildings with numbers (as approved) and renew them as often as they become obliterated or defaced. The local authority has the power under this section to prosecute anyone who fails to do this, they may also carry out the work and recover the money from the occupier. The penalty in a successful prosecution is a fine at level 1 on the standard scale.

The Public Health Act 1925 built upon the primary legislation recognising the growth of urban populations and authorities and the need to work with various public bodies with vested interests in street naming and numbering as well as the need to consult and involve affected owners and occupiers.

The Public Health Act 1925, s 17 made it clear that the urban authority should be notified of proposed street names. The authority could then object within one month in writing. The reason for objections could be that those names already exist, but this power was very important because it allowed the authority more control over the process.

It also prohibits the setting up in any street the name, until after one month's notice to the local authority, or until any objection by the urban authority has been removed or overruled on appeal. The penalty for contravening this is a fine as determined by Magistrates.

The Public Health Act 1925, s 18 gave the power to urban authorities to alter

the street name or any part of a street, and assign a street name or part of a street where a name has not been given. The authority must give one month's notice before making an order and it must be posted at each end of the street or that part affected. The notice must set out details of where to appeal to if any person is aggrieved. Appeal is to a petty sessional court (Magistrates' Court) within 21 days.

The Public Health Act 1925, s 19 gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and also alter or renew it if it becomes illegible. This section makes it illegal to pull down a street name which has been lawfully set up or fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements is liable to a fine imposed by Magistrates.

The legislation give the boroughs the ability to make Regulations about erecting the names of public streets and ensuring that the names and numbers of buildings are displayed by owners in accordance with those regulations.

### **Byelaws**

Local authorities have powers to make regulations and do so in relation to street naming and numbering.

It is incumbent upon the local authority to consult with interested parties such as parish councils, fire authorities, police authorities and the Royal Mail / Post Office.

Adjacent groups of local authorities sometimes work together to ensure a consistent approach in order to assist developers and owners of buildings.

### **Postcodes**

Within this process the local authorities are **not** responsible for postcodes – these are only allocated by the Royal Mail after notification by the Authority. The postcode enquiry line is 08456 045060, or you may e-mail them at [addressdevelopment@royalmail.com](mailto:addressdevelopment@royalmail.com)

Definition of "Street" shall extend to and include any road, square, court, alley and thoroughfare within the limits of the Towns Improvements Clauses Act 1847 or relates to any thoroughfare which when named will be included in an official postal address. In all such instances we will consult with Royal Mail, and the Emergency Services of suitability.

### **S.3 Towns Improvement Clauses Act 1847**

Note: The above definition does not distinguish between adopted and un-adopted roads.

The law relating to the naming of streets and numbering of houses is found in

various statutes; the power of local authorities will depend upon whether or not particular provisions have been adopted.

### **Public Health Act 1925**

#### Section 17 (adoptive provision)

Notice of intended street name should be sent to the authority who within one month (21 days) may object in writing to the proposed name.

If objection notice served the person proposing the name may appeal within 21 days to a petty sessional court.

#### Section 19 (adoptive provision)

The authority shall cause the name of every street to be painted in a conspicuous position on any house, building or erection in or near the street.

Where the provisions of Sections 17 and 19 of the Public Health Act 1925 are not in force the relevant rules are found in the: Towns Improvement Clauses Act 1847 Section 64

This empowers the authority to give a name to a street which is not already named. It is also the duty of the authority to cause to be put up or painted the numbers to the houses as they think fit. It does not empower them to change or alter the name of a street.

### **Public Health Act 1925**

#### Section 18 (adoptive provision)

The authority by order may alter the name of any street or part of or may assign a new street name.

Not less than one month before a street is given a name the authority shall cause notice of the intended order to be posted at each end of the street.

Notice should contain statement that appeal may be lodged within 21 days to petty sessional court by any person aggrieved.

Where Section 18 of the Public Health Act 1925 is not in force the provisions of:

### **The Public Health Acts Amendment Act 1907 (S.21)**

#### Section 21

The local authority may alter the street name with the consent of two thirds in number of the ratepayers in the street.

Note: Section 21 is not of general application

### **Towns Improvement Clauses Act 1847**

Section 64:

The Council can initiate to be put up or painted the number(s) to the house(s), as it thinks fit.

Section 65:

The occupiers of houses and other buildings in streets must mark them with such numbers as the authority approves and they must renew them whenever necessary. If an occupier fails to do this within a week from notice from the authority he is liable on conviction to a penalty.

In the event of an appeal against the Council's decision(s) then details should be sent to:-

Local Government Ombudsman  
The Oaks No 2  
Westwood Way  
Westwood Business Park  
Coventry CV4 8JB  
Phone: 024 7682 0000  
Fax: 024 7682 0001

For further information go to [www.lgo.org.uk](http://www.lgo.org.uk)

Power to charge under Section 93 of the Local Government Act 2003

The Council is not permitted to charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of section 64 and 65 of the 1847 Act coupled with section 93 of the Local Government 2003 Act.

## Specific Policy Areas

### Naming Streets and Numbering - Houses

Section 64 of The Town Improvement Clauses Act 1847 requires Councils to ensure houses and buildings are “marked with numbers as they think fit”. We also have a responsibility to make sure that the street names are displayed. Should any person destroy, deface or put up another number or name other than the official one, then that person shall be liable to a fine of up to £200 under the provisions of the Criminal Justice Act 1982 for every such offence.

While Bromsgrove District Council is the authority for naming streets, in practice authority is delegated to Officers of the Street Naming and Numbering Team, in consultation with relevant Members, and with reference to the approved policy and approved list of ‘candidate’ street names.

Property developers may also suggest names for new streets. These too will be received by us and checked against our criteria (see following section).

In the case of Parish Councils, Bromsgrove District Council will give priority to and follow any suggestion of the Parish Council as long as it meets the approved naming criteria. In cases where the Parish Council suggestion does not meet the criteria a final decision will be made by the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation and the Portfolio Holder.

All costs for the erection of signs for new streets will be borne by the property developer. There is a recommended specification for the signs and their preferred locations. The Council must be contacted for advice before both ordering and erection of such signs.

Maintenance of street signs becomes the Council’s responsibility once a street has been adopted.

It is unlawful to erect a street nameplate or a property nameplate until the said name has been confirmed in writing by Bromsgrove District Council.

**Note:** Contravention of the above attracts a fine of up to £200 under the provisions of the Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). There is also a daily penalty not exceeding £1.



# Criteria for naming streets (residential and industrial)

## General Information

The Council will use these guidelines when agreeing a new number or address. Developers and individuals should follow these guidelines for any suggested street names:

New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area.

A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.

A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not acceptable as it can have a detrimental effect in an emergency situation.

This is in line with Government guidance found in **Department of Transport Circular No Roads 3/93**. [Appendix C]

In general the following guidelines should be adhered to:-

1. Street names should not be difficult to pronounce or awkward to spell, in general, words of more than three syllables should be avoided.
2. Avoid aesthetically unsuitable names such as Gasworks Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation like Hoare Road, Typple Avenue, etc.
3. Streets should not be named after individuals such as John Smith Road.
4. A new street or building name should not begin with 'The'.
5. Subsidiary names (i.e. a row of buildings within an already named road being called '.....Terrace') should not be used.
6. The Council(s) will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.

## **The Council's criteria for assigning a new Postal Address**

After receiving a request for an address for property / properties which currently have not been addressed, the Council will first check for approved planning permission. If this has been granted then they will start the process of creating a new address.

### **If the dwelling/industrial unit does not have Planning Permission**

The Council will start the addressing process, providing the properties have been successfully assessed for Council Tax or National Non-Domestic Rates and as long as these properties have a secure mail delivery point.

The Council will not give a **number** to properties without it having the relevant planning permissions. Only dwelling names will be accepted in these circumstances, providing they meet the criteria set out. If an applicant fails to provide an acceptable dwelling name to a non-permitted development then a descriptive name will be issued. Such names can be changed later by the applicant following the standard procedure. The reasoning behind this is to ensure the numbering sequence of any street is not disrupted by additional properties which have not gained proper planning permission and therefore are likely to be subject to enforcement action, which may result in removal by demolition.

*Issuing an address to properties without planning permission will have no bearing on planning matters or be capable of being used in support of any planning appeals.*

Under no circumstances will the Authority grant an official address without either planning permission or an assessment for council tax being in place. This includes agricultural and other lands. This conforms to Royal Mail policy and guidelines used for postcode allocation.

### **Providing Postcodes**

When an approved address is agreed by all parties, Royal Mail will confirm a Postcode. The maintenance and any future changes to this Postcode are The Royal Mail's responsibility and not subject to any involvement by the Council.

### **Address Locality**

Localities within the official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their postal address, the Council's Street Name and Numbering team will advise them to consult Royal Mail, who have a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

***The Council does however remind applicants that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that can be several miles away.***

### **General Guidelines for numbering buildings**

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Private garages and similar buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, with the number 13 not normally being omitted unless specifically requested. And once numbered we will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems.
  - Buildings (including those on corner sites) are numbered according to the street in which the **main entrance** is to be found.
  - If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- In residential buildings (e.g., blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names.
  - All new block names should ideally end with one of the following suffixes:
    - House
    - Court – residential and office block only.
    - Point – high block residential only.
    - Tower – high block offices or residential.
- The Council will use numbers followed by letters only where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior

to the numbering scheme commencing.

For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.

We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street. ***If the developers request this, once occupancy has started to take place, they (the developer) will be liable for compensating the occupiers for any charges levied on them (the occupier) with regards to changing their address.***

- For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must apply to have the property registered with the change.

Where a property has a number, it must be used and displayed.

Where a name has been given to a property which also has an official number, the number must always be included in any correspondence. The name cannot be regarded as an alternative.

*This is enforceable under section 65 of the Town Improvement Clauses Act 1847. The Council does not need to be informed of name changes to properties that have official numbering. However if a name is provided the authority will store the property name as data on our systems as an alias reference only.*

This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

- The Council will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed.

In addition to these guidelines developers and building owners should be aware that planning permission maybe required in the following instances when adding a physical address to a building:

- Listed buildings: if the proposed name/number display would affect the special character of the building.

Even relatively small-scale displays or alterations may require listed building consent.

It is also possible that a nameplate attached to a listed building could be regarded as an advertisement and the following condition maybe applied.

- Advertisement Control: it is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (control of Advertisements) Regulations 1992.

## **Allocation of Postal Addresses to New Developments (individual & multiple)**

The property developer should not give any postal addresses, whether implied or by using development names, including a postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been ratified and issued by Bromsgrove District Council, the Authority will not be liable for any costs or damages caused by failure to comply with this.

Applicants must contact Bromsgrove District Council prior to a formal application in order to get advice and guidance on our naming / numbering policy and the positioning of nameplates.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names can be made in case the Council, Royal Mail or members of the public make an objection.

Initial approval for street names will be sought from Royal Mail. If Royal Mail objects to a name an alternative will need to be suggested.

If within the Bromsgrove District, the proposed street names are then forwarded to the Parish Council for their approval. The Parish Council can at this stage object and suggest its own names that conform to the Council's and Royal Mail policies. However there will be a time limit of 30 days to object and suggest new names.

While we are the authority for naming streets, in practice we will follow any recommendation of the Parish Council, as long as it meets the naming criteria.

Where the Council cannot agree, final approval of street names will be given by the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation and the Portfolio Holder.

The developer will cover the initial costs of ordering and sighting of the street nameplates. The Council will cover maintenance costs once the street has been officially adopted.

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official dwelling names and no numbers, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings"

When numbering is complete the Council will contact all the bodies listing in Appendix A.

## Procedure for individual requests for Address Changes

If the property has a house number, it will **not** normally be possible to replace the number with a name. In cases of dispute the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation will decide. These will only be considered where it can be shown that the current numbering system causes delivery problems or emergency response issues, evidence of this will be obtained via the records of the body making the complaint. Also, if more than one property is affected then the agreement of all owners inconvenienced will have to be obtained if a global change is required.

To request a change to an address, the owner must give us either by email to **lpgqueries@bromsgroveandredditch.gov.uk** or **custodian@bromsgroveandredditch.gov.uk** or in writing (see Appendix B for address details) the following information:

- the existing property name, road name and postcode
- the proposed new property name
- a suitable plan showing the exact location of the property if the property is not easily identifiable from the existing address.
- a date from which the house name should be changed (if not immediate).

Requests can only be accepted from the owners of properties; tenants wishing to change a property name must seek the permission in writing of the owner and submit a copy of the authorisation letter to the Council.

We cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check will be made by the Council to ensure there is no other property in the location with the same or similar name. Royal Mail will then be asked for their opinion on the suitability of the chosen name in case it may cause delivery problems due to the similarity with other locally named properties. Royal Mail cannot guarantee mail delivery if their advice is ignored. In these situations, we will formally advise the applicant against the name and also contact those other affected properties. Owners / residents of affected properties may take legal action if they have delivery problems caused by such name changes that are contradictory to advice given.

Once all checks are satisfactorily complete the Council will change the name of the property and advise the relevant parties both internal and external and this will include Royal Mail, Ordnance Survey, and the emergency services, internally we will notify Council Tax, and as a minimum the Local Land and Property Gazetteer team. A full list of those to be informed is included in Appendix A.

Conformation in writing or email, to the owner of the property, will show the new official registered address, along with a map extract where applicable.

### **Procedure to name / re-name an existing street**

All such requests should originate from a Councillor for the Ward concerned or, the Parish Council,. The Parish Council / Councillors can only make such a request if they can demonstrate that the request is for a bona fide concern that is causing problems and also owners / residents of all the affected properties have been consulted and at least two thirds are in agreement. If an individual wishes to request a change they must obtain the consent of at least two thirds of the properties concerned to be in agreement and progress their action through either the Parish Council or Councillor for the Ward providing they give consent to act on their behalf.

Once raised by the Parish Council / Councillor and the request for change is accepted by the Council, we will confirm with Royal Mail that the new name is acceptable and seek final confirmation from the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation and the Portfolio Holder.

Where a Parish Council requests a change of name to an existing street name the Parish Council will be required to meet the costs of the procedure to make the change. The naming criteria outlined in this policy will still apply in these circumstances.

All costs associated with providing and erecting name plates, except in exceptional circumstances, will be met by the Council, and once sited, the Council will maintain all necessary name plates.



## **Who is responsible for delivery of Street Naming and Numbering?**

The Street Name and Numbering team, in consultation with Planning and Environmental Health Departments, the Council Tax & Non Domestic Rate Teams and Electoral Services.

## **Performance Monitoring**

The Street Name and Numbering team will pass all requests for **new street names** to the relevant Council officers as mentioned above, who will pass back their recommendations; the Council will normally complete the process within 30 days. If no recommendations or comments are received within the time period given then it will be deemed to be accepted and the next stage of notification will commence

All requests for property name changes will be dealt with in 10 working days. *Please note, it may take at least six months for name changes to take effect in the systems used by other companies and organisations.*

## **Policy Consultation**

This policy has been written by the Street Name and Numbering team in consultation with the Head of Business Transformation and has been discussed by the Corporate Management Team.

## **Policy Review**

This policy will be reviewed annually by the GIS team within Business Development.

*[This team has control of the gazetteers and the SN&N function]*

## Appendix A

### Organisations we inform of new/changed addresses

#### External:

Valuation Office Agency  
Land Registry  
BT Newsites  
British Gas Transco etc  
Ambulance Service  
Power Distribution Services  
Hereford & Worcestershire Fire & Rescue Service  
Geographers A-Z Map Company  
West Mercia Constabulary  
West Midlands Constabulary  
Worcestershire County Council (Various departments)  
Severn Trent Water  
Ordnance Survey  
Royal Mail Delivery Office Manager –

#### Internal:

Council Tax  
Planning  
Environmental Health  
Land Charges  
Electoral Registration

## **Appendix B**

### **Contact Details**

#### **GIS Development Officer**

Bromsgrove District Council  
Council House  
Burcot Lane  
Bromsgrove  
B60 1AA

Tel: 01527 881425

#### **GIS Support Officer**

Bromsgrove District Council  
Council House  
Burcot Lane  
Bromsgrove  
B60 1AA

Tel: 01527 881425

e-mail: [llpqueries@bromsgroveandredditch.gov.uk](mailto:llpqueries@bromsgroveandredditch.gov.uk)

## Appendix C

### Department of Transport Circular No Roads 3/93 [edited in part]

Dated December 15<sup>th</sup> 1993, and issued by the Department of Transport

1. This Circular supersedes Circular Roads 35/77 but does not place any new burdens on local authorities. It updates the advice given in that Circular on design and installation of street name plates and reminds authorities of the need to maintain regular contact with the Royal Mail on new or revised naming and numbering proposals.
2. Councils are asked to ensure that consultation takes place with the appropriate Royal Mail Postcode Centre at an early stage when considering new street naming and building numbering schemes. This is to allow the Postal Services adequate time to comment before agreement is given to a scheme and enables the Council to make changes to the proposals in the light of any representations received.
3. It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same locality. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed.
4. All authorities are reminded of the continuing need to maintain a good standard of street name plates and property numbering schemes and to improve existing standards where necessary. Both are essential for the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public. It should be remembered that street names should be legible by night as well as by day. Adherence to the standards set out can help to achieve the maximum advantage from the expenditure undertaken.
5. The illustration of particular designs [below] is not intended to preclude the use of others which might be more suitable for a particular locality, but authorities are strongly recommended to adopt approximately the same ratio of legend to background and to avoid unduly thin lettering in order to ensure legibility. Good colour contrast is also important and combinations which are likely to be a particular problem for those who are colour blind should be avoided. It is not suggested that existing plates of character and distinction should be replaced. The aim should be to promote a good standard of design.

This can be achieved by following the criteria set out.

6. Authorities are requested to keep the street name plates and building numbering schemes in their area under review and to ensure they are of a good standard. Street name plates at the junctions with main traffic routes should be given the first priority.
7. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Sections 17-19 of the Public Health Act 1925, and for London Boroughs Part II of the London Building Act(Amendments) Act 1939, as superseded by Section 43 of the London Government Act 1963 and paragraph 14 to Schedule 8 of the Local Government Act 1985.
8. Could you bring this circular to the attention of the Chief Surveyor or Engineer and the Chief Financial Officer to your authority.

### **Recommendations for the installation of street name plates**

9. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable this may be varied up to a maximum of 6 metres.
10. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above ground level at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obstruction is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
11. Name plates should normally be fixed at each street corner. At minor cross-roads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or it is thought that paragraph 8 would apply. At major cross-roads, name plates will be necessary on both sides of each arm.
12. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
13. Where the street name changes at a point other than a cross road both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which part of the street the names refer.
14. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.

15. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
16. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
17. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e. g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in par. 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
18. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees or other growth.
19. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
20. Duplication of street names or nearly similar street names should be avoided within one postal area.

### **Recommendations for the design of street name plates**

21. Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
22. Capital lettering should be used to avoid confusion with traffic signs, which generally employ lower case lettering
23. Figures (i)-(vi) illustrate suggested alphabets and designs. It should be noted that many serif alphabets do not perform well when used on reflectorised backgrounds. Authorities are recommended to employ "sans serif" lettering on reflectorised name plates. Figures (iii) and (iv) employ a "sans serif" Gill letter. Figures (v) and (vi) use the pre-1965 Revised Standard Transport Alphabet. Figure (vii) shows the Transport Heavy Alphabet which is in current use for black legends on traffic signs.

The relationship of the stroke thickness to the letter height is shown in brackets. (It should be not more than 1:7 and not less than 1:4 to ensure adequate legibility). Figure (v) illustrates a street name plate with a “No Through Road” sign (diagram 816.1 in the Traffic Signs and General Directions 1981 (same number in the 1994 TSRGD). This sign may be used with any street name plate to indicate a no through road to vehicular traffic.

24. A 100mm actual capital letter height of lettering is the recommended standard for both the standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design shown in Figure (vi) with either the Standard Transport or Transport Heavy Alphabets at 75mm letter height is preferable to using a 100mm alphabet with compressed letters and spacing. A 150mm letter height may be more appropriate on fast main roads.
25. Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7:1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium lighting. The white background should be reflectorised wherever plates are likely to be viewed in the light from vehicle headlamps.
26. Only well known abbreviations should be used  
e. g. Ave., Cres., St., etc.
27. When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
28. Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provided post care should be taken to ensure that the appearance of the post and back of the plate are as pleasing and as unobtrusive as possible. Aircraft Grey No. 693 to BS381c has been found an unobtrusive colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.
29. Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 1) is necessary if this is to be effective.
30. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle.

The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E etc. are those which need to be furthest apart.; the curves in B, C, D, G etc. permit a slight decrease in spacing; right angled letters, E, F, L etc. and sloping ones, A, K, V etc. can be closer still; some combinations such as LT, LY and VA can almost overlap.

31. The minimum spacing between words should be some 40-50 per cent of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50 per cent of the letter height, and spacing between the lines not less than 40 per cent of the letter height.
32. If district names are included on the name plate they should be shown in a smaller or reduced height of lettering. Figure (iv) gives an example. (see below)





FIG. I KINDERSLEY — 90



FIG. II KINDERSLEY — 90



FIG. III GILL ( $\frac{1}{2}$ ) — 90 & 50



FIG. IV GILL ( $\frac{1}{2}$ ) — 90 & 50



FIG. V PRE-1965 REVISED STANDARD ( $\frac{1}{8}$ ) - 100 & 50

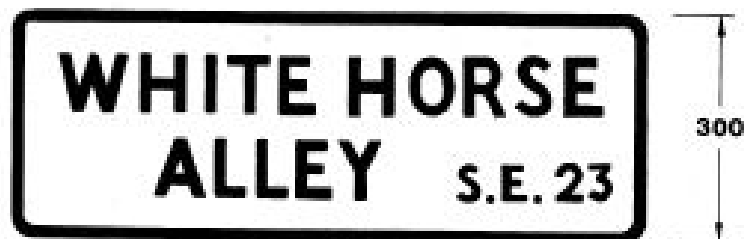


FIG. VI PRE-1965 REVISED STANDARD ( $\frac{1}{8}$ ) - 75 & 50



FIG. VII TRANSPORT HEAVY ( $\frac{1}{3.2}$ ) - 105 (related to 75 x-height)

all dimensions in millimetres

# Local Development Scheme

Planning in Bromsgrove 2012-2015



**JUNE 2012**



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)



# Contents

▶ Introduction	<b>2</b>
Existing Policy Base	<b>3</b>
Proposed Development Planning Documents	<b>5</b>
Timetable	<b>6</b>

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▶ <b>Appendices</b>	
Appendix 1 - Document Profiles	<b>8</b>
Appendix 2 - Jargon Guide	<b>10</b>

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▶ <b>Figures</b>	
Figure 1 - Chain of Conformity	<b>4</b>
Figure 2 - Timetable for production of Development Plan Documents	<b>7</b>



## Introduction

The Local Development Scheme (LDS) is a programme management plan, which sets out details of all planning policy documents which the local authority seeks to produce. The LDS outlines opportunities for public and stakeholder involvement.

The LDS has been updated to reflect:

- ▶ Localism Act 2011,
- ▶ National Planning Policy Framework 2012,
- ▶ Progress on development plan documents.

The LDS is produced under the Localism Act 2011. The legislation states that Councils must prepare and maintain a local development scheme specifying:

- ▶ the documents which are to be local development documents and development plan documents,
- ▶ the subject matter and geographical area of each document,
- ▶ any matter or area in respect of which the authority have agreed; and,
- ▶ the timetable for their preparation and revision of the documents.

The Localism Act removes the requirement to submit the LDS to the Secretary of State. It is important for Councils to publish up to date information on their progress of the LDS. Councils have flexibility to decide how best to present this information to the public.

The LDS will come into effect on 7 June 2012 by resolution of Cabinet Meeting on 6 June 2012. Figure 2 (see page 7) outlines an indicative timetable for the preparation of documents within the LDS.



## Existing Policy Base

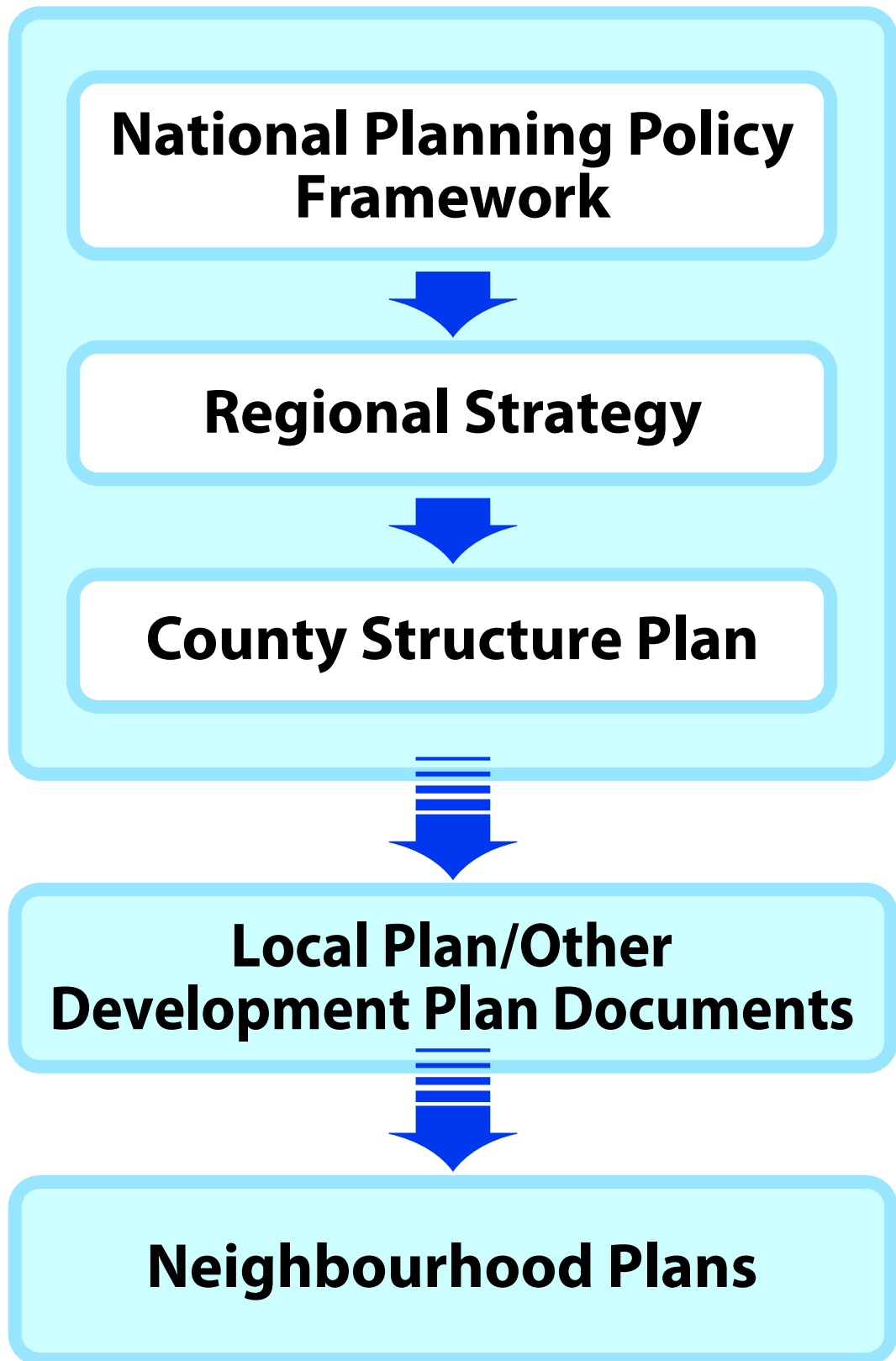
Major changes have been made to the planning system through the introduction of the National Planning Policy Framework (NPPF) on 27 March 2012. The NPPF is a framework which sets out how local planning authorities should produce planning documents that will guide the development and use of land within a local authority's boundary. The NPPF requires each Local Authority to produce a local plan for its area. Any additional development plan documents should only be used where clearly justified (NPPF, para 153).

The new chain of conformity is shown in figure 1 (see page 4) where all plans must be in conformity with the NPPF. The Localism Act (2011) set the framework for revoking existing regional strategy and structure plan policies as soon as possible, subject to the outcome of environmental assessments by the Department for Communities and Local Government (CLG). Until Orders to revoke these are approved they remain part of the statutory development plan.

Due weight should be given to relevant policies in the Bromsgrove District Local Plan 2004 according to their degree of consistency with this framework (NPPF para 215). The Secretary of State issued a direction of saved local plan policies in September 2007 which are 'relevant policies' until appropriately replaced; a list can be found on the Council's website ([www.bromsgrove.gov.uk/strategicplanning](http://www.bromsgrove.gov.uk/strategicplanning)). The Council's existing Supplementary Planning Documents, see website, are still relevant as they provide additional design guidance for Bromsgrove District. Although not formally adopted they should be applied when consistent with the policies in the NPPF.

Under the Localism Act 2011, Neighbourhood Plans can be produced by a parish council, or an organisation or body designated as a neighbourhood forum to provide detailed guidance on specific issues. These will be subject to independent examination and a local referendum. If approved at the referendum then the Council will bring the neighbourhood plan into force. As it is parish councils or neighbourhood forums that will decide to produce Neighbourhood Plans it is not appropriate for the LDS to specify when, or for where, they will be produced.

**Figure 1 - Chain of Conformity**





# Proposed Development Planning Documents

Bromsgrove District Council are progressing a District Plan and Town Centre Area Action Plan which are based on supporting evidence. The evidence base can be accessed on the council's website ([www.bromsgrove.gov.uk/strategicplanning](http://www.bromsgrove.gov.uk/strategicplanning)).

## **Bromsgrove District Plan 2011-2030 and Proposals Map DPD**

Following the successful completion of the Draft Core Strategy 2 consultation period, on 15th April 2011, the Council seeks to produce a publication version by September/October 2012. This document will set out the long-term spatial vision and the strategic policies and priorities to deliver that vision. It is intended to cover the 15 year period from 2011-2030.

The Bromsgrove District Plan will not repeat national guidance but will provide a spatial strategy specific to the needs of Bromsgrove. It will contain a set of primary policies for delivering the overall strategy and identify strategic allocations for development through the production of a proposals map. This map will illustrate broad locations for strategic development and land-use designations.

## **Town Centre Area Action Plan DPD**

The National Planning Policy Framework seeks to ensure the vitality of centres, promote competitive town centre environments and set out policies for the management and growth of centres over the plan period. The need for a specific document to provide a comprehensive regeneration strategy for the Town Centre area is thus clearly justified. The Town Centre AAP will set out a strategy to guide the regeneration of the whole of the Town Centre and adjoining areas. This document will be in conformity with the Bromsgrove District Plan 2011-2030.

Document profiles of the development plan documents are in appendix 1. A Community Infrastructure Levy needs to be considered as a possible future plan once the Bromsgrove District Plan 2011 is in place.



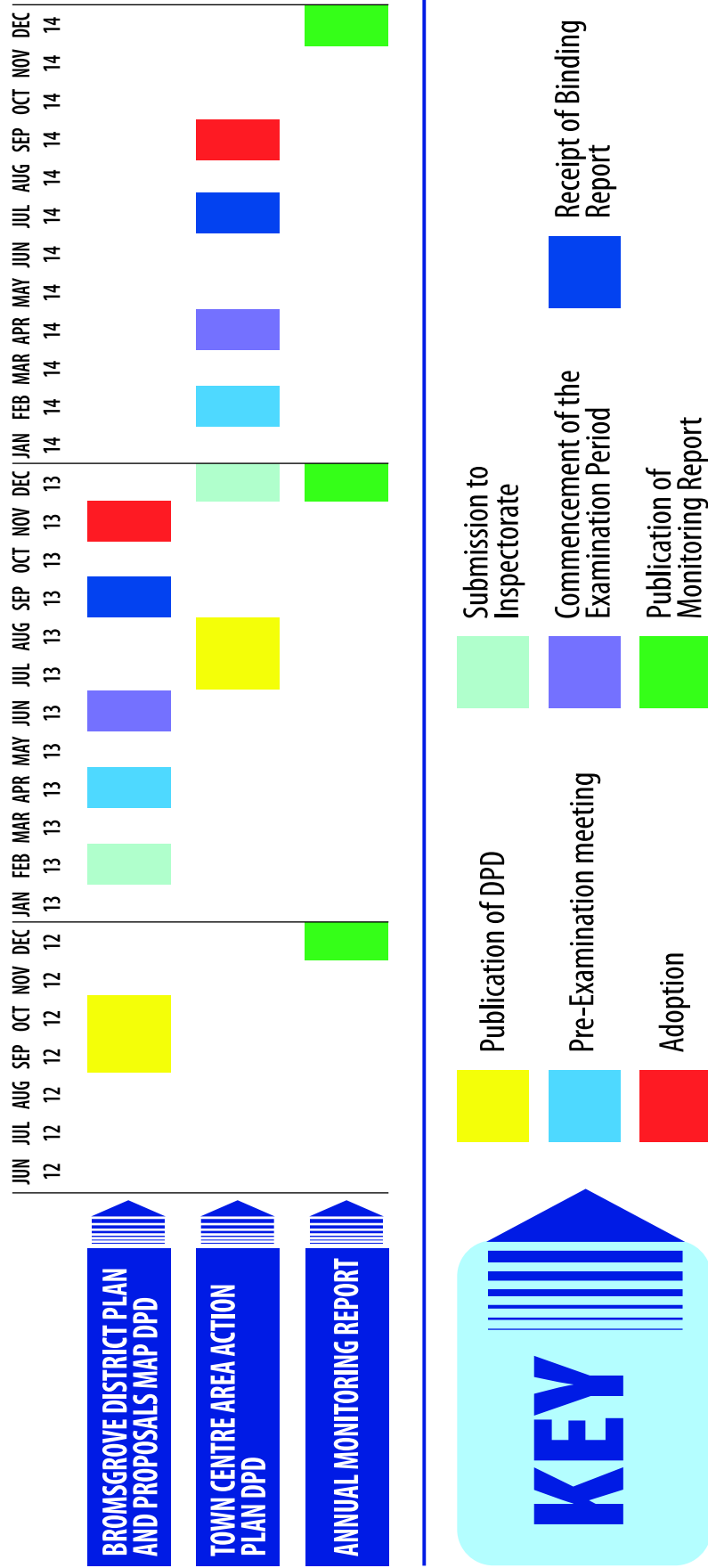


## Timetable

The chart (Figure 2, see page 7) indicates the timetable for the production of the Development Plan Documents. Further profiles on the documents are contained in Appendix 1.

The chart identifies the key dates in the process although the dates are only an indication at this stage, further information will be provided on the publication consultation as the process moves on. The Examination date is subject to consultation with the Planning Inspectorate, the body responsible for holding examinations into local plans.

**Figure 2 - Timetable for production of Development Plan Documents**





# Appendix 1

## Document Profiles

### Bromsgrove District Plan and Proposals Map DPD

<b>Document Details</b>	<p><b>Role and Content</b></p> <p><b>Status</b></p> <p><b>Position in chain of conformity</b></p> <p><b>Geographic coverage</b></p>	<p>Will set out the vision, spatial strategy and core policies for the spatial development of the District including strategic allocations.</p> <p>Development Plan Document.</p> <p>Conforms with National Planning Policy Framework.</p> <p>District Wide.</p>
<b>Indicative Timetable</b>	<p><b>Publication of Bromsgrove District Plan</b></p> <p><b>Submission of Bromsgrove District Plan to Secretary of State</b></p> <p><b>Pre Examination meeting</b></p> <p><b>Examination Hearings</b></p> <p><b>Receipt of Binding Report</b></p> <p><b>Adoption date</b></p>	<p>September 2012</p> <p>February 2013</p> <p>April 2013</p> <p>June 2013</p> <p>September 2013</p> <p>November 2013</p>

## Town Centre Area Action Plan AAP

<b>Development Details</b>	<b>Role and Content</b>  <b>Status</b>  <b>Position in chain of conformity</b>  <b>Geographic coverage</b>	<p>This document will provide a comprehensive land use strategy for Bromsgrove Town Centre.</p> <p><b>Development Plan Document.</b></p> <p><b>Conforms with Bromsgrove District Plan.</b></p> <p><b>Bromsgrove Town Centre</b></p>
<b>Indicative Timetable</b>	<b>Publication of AAP</b>  <b>Submission of AAP to Secretary of State</b>  <b>Pre Examination meeting</b>  <b>Examination Hearings</b>  <b>Receipt of Binding Report</b>  <b>Adoption date</b>	<p><b>July 2013 (TBC)</b></p> <p><b>December 2013 (TBC)</b></p> <p><b>February 2014 (TBC)</b></p> <p><b>April 2014 (TBC)</b></p> <p><b>July 2014 (TBC)</b></p> <p><b>September 2014 (TBC)</b></p>



## Appendix 2 Jargon Guide

**Adoption:** The point at which the final agreed version of a document comes into use.

**Area Action Plan:** A type of Development Plan Document (DPD) which covers a specific area in need of improvement and/or conservation.

**Core Strategy (or Local Plan):** The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

**County Structure Plan:** The Structure Plan remains part of the development plan until they are abolished by Order using powers taken in the Localism Act. It establishes a strategic policy framework for development and land use planning.

**Department for Communities and Local Government:** The Department sets policy on supporting local government; communities and neighbourhoods; regeneration; housing; planning, building and the environment; and fire.

**Development Plan Documents:** The complete suite of planning documents at the local level subject to independent examination.

**Examination:** Independent inquiry into the soundness of a draft Local Plan chaired by an Inspector appointed by the Secretary of State.

**Localism Act 2011:** An Act to make provision about the functions and procedures of local and certain other authorities.

**Local Development Scheme:** This document is a project plan for the production of local planning policy documents.

**National Planning Policy Framework:** Document setting out the Government's economic, environmental and social planning policies for England, published 27 March 2012.

**Neighbourhood plans:** A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

**Proposals Map:** A map that shows the spatial extent of adopted planning policies and proposals affecting Bromsgrove District.

**Publication:** Point at which a draft Local Plan is issued for consultation prior to its submission to the Secretary of State for examination.

**Regional Strategies:** Regional strategies remain part of the development plan until they are abolished by Order using powers taken in the Localism Act. It is the government's clear policy intention to revoke the regional strategies outside of London, subject to the outcome of the environmental assessments that are currently being undertaken.

**Saved policies:** Adopted policies which remain in force pending their replacement by the Local Plan.

**Submission:** Following the publication and ensuing consultation the point at which a draft Local Plan is submitted to the Secretary of State along with representations the received for examination.

**Supplementary Planning Documents:** A Local Development Document which adds detail to policies and proposals contained within Development Plan Documents. Documents must be clearly justified.

**Supplementary Planning Guidance:** Documents, which supplement policies within the Local Plan and have been produced and adopted through public consultation. SPGs will continue to have status until they are reviewed and replaced by new Supplementary Planning Documents. They are capable of being a material consideration in planning decisions.

**Strategic Environmental Assessment:** A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.



## Contact Details

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For further information you can also visit the Strategic Planning  
Section website at:

**[www.bromsgrove.gov.uk/strategicplanning](http://www.bromsgrove.gov.uk/strategicplanning)**



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