



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 3RD JULY 2013
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 5th June 2013 (Pages 1 - 6)
4. Bromsgrove Museum (Pages 7 - 10)
5. The Council Plan (Pages 11 - 18)
6. Revised Local Development Scheme and Community Infrastructure Levy (Pages 19 - 26)
7. Council Tax Discount Scheme

To consider a presentation from the Executive Director, Finance and Corporate Resources (verbal report).
8. Disposal of The Council House Site (Pages 27 - 32)
9. Financial Outturn Report 2012/2013 (Pages 33 - 40)

10. Nomination of an Asset of Community Value - The Dodford Inn (Pages 41 - 54)
11. 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

25th June 2013



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Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 5TH JUNE 2013 AT 6.00 P.M.

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

Officers: Ms S. Hanley, Ms J. Pickering, Mr G. Revans, Mrs S. Sellers,
Ms R. Dunne, Ms. T. Beech and Ms R. Cole

1/13 **APOLOGIES**

An apology for absence was received from Councillor Mrs M. A. Sherrey.

2/13 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3/13 **MINUTES**

The minutes of the meeting of the Cabinet held on 3rd April 2013 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 3rd April 2013 be approved as a correct record.

4/13 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meetings of the Overview and Scrutiny Board held on 26th March and 22nd April 2013 were submitted.

RESOLVED that the minutes of the meetings of the Overview and Scrutiny Board held on 26th March 2013 and 22nd April 2013 be noted.

5/13 **SHARED SERVICES BOARD**

The minutes of the meeting of the Shared Services Board held on 15th April 2013 were submitted.

RESOLVED that the minutes of the Shared Services Board held on 15th April 2013 be noted.

6/13 **CORPORATE DASHBOARD PILOT**

The Leader welcomed Becky Dunne and Tracy Beech from the Council's Policy Team to the meeting of the Cabinet.

Officers reminded Cabinet of the background to the proposed introduction of the Corporate Dashboard of measures which was still in the process of being developed but which would replace the previous quarterly reports on performance targets. The starting point was the Council's Strategic Purposes and behind these there were large numbers of measures which would help in the understanding of how the purposes could be achieved.

The Dashboard would enable Members and officers to view data which was far more current than previously and in some instances would be in "real time". This would enable trends to be picked up at an early stage and issues to be addressed where necessary. The intention was that the Cabinet or Overview and Scrutiny Board would be able to identify issues and call on relevant officers for clarification and discussion of options where appropriate.

It was noted that some of the measures included were not in the direct ownership of the District Council but were related to services provided by partners such as the Police, Worcestershire County Council and Bromsgrove District Housing Trust. Officers were working with these organisations to ensure that relevant and timely data was available. It was stressed that measures may well change fairly frequently if it became clear that they were not contributing to the real information required.

Members accepted that a vital role of a District Council in future was to act as a "hub" and work to bring together partners to better meet the needs of communities.

It was noted that training would be required for officers and Members to ensure that the data was analysed and utilised effectively to "drill down" and identify underlying issues. It was reported that work was also on going with the Joined up Working Group to learn from that project. It was anticipated that the Corporate Dashboard would be in use from Autumn 2013.

Members expressed support for the new approach and thanked officers for the work undertaken to date.

7/13 **THE GREEN DEAL**

The Cabinet considered a report on the preferred option for moving forward with the Authority's participation in the Green Deal and Energy Company Obligation as the main delivery mechanism for fulfilling the aims of the Home Energy Conservation Act.

Members were reminded that since late 2012 the Council had been exploring how to best interact with the Government's Green Deal Programme which had been formally launched in January 2013. It was noted that the likely benefits from economic development and the reduction of fuel poverty within the

District represented strong incentives to ensure that the Green Deal and the associated Energy Company Obligations were taken up as widely as possible and that any barriers to the take up across all tenures and communities were removed.

It was reported that across Worcestershire two options had been investigated. The first was a Community Interest Company which had been discounted as a suitable delivery partner could not be identified. The second and preferred option was the Birmingham Energy Savers/Carillion option.

Members considered the details of the Carillion option which would not involve any further cost to the Authority. A revenue budget had previously been agreed in respect of the set up costs for the Green Deal and the costs of drawing up specifications for the contract would be contained within that budget.

Key Performance Indicators would be established and included within the Contract for example creation of Apprenticeships. If these targets were not met by the Company there would be financial penalties. The inward investment value of the contract was estimated at £18,000,000 for Bromsgrove District over the eight year period.

Members felt that a contract with Carillion on a County wide basis would be preferable but if this was not achievable then a Bromsgrove and Redditch contract with the Company would be an appropriate alternative course of action.

RESOLVED:

- (a) that the proposal that this Council works with Carillion in partnership with Redditch Borough Council via the Birmingham Energy Savers procurement route be approved and that this arrangement be formalised by entering into a contract with Carillion;
- (b) that delegated authority be granted to the Head of Legal, Equalities and Democratic Services, in consultation with the Portfolio Holder, to negotiate the contract referred to in (a) above and to finalise the contract documents and any other associated legal documents;
- (c) that it be noted that discussions are on-going with Carillion and the other Authorities in Worcestershire and that in pursuing the negotiations for the contact officers will in the first instance be aiming to secure an agreement with Carillion which is County wide. In the event this does not prove to be possible, officers be authorised to enter into a contract with Carillion on the basis of a Bromsgrove and Redditch contract (subject to the consideration of this by Redditch Borough Council).

8/13 **FINANCIAL RESERVES STATEMENT 2013**

The Cabinet considered a report on the earmarked reserves and capital carry forward requests for the year ending 2012/13. The report also referred to the creation of new reserves which were required to support the future plans of

the Authority and which had been proposed following discussions with Heads of Service.

The Executive Director (Finance and Resources) drew attention to the inclusion in Appendix 1 of a proposed reserve of £150,000 in relation to "Potential Appeals" and reported that on reflection officers now felt this was not sufficiently specific to be an earmarked reserve and requested that this be deleted from the list so that the sum remained in working balances.

It was noted that a number of capital schemes which were due to be completed in 2012/13 were requested to be carried forward to enable the works to be completed in 2013/14. In addition three additional capital schemes were included for consideration.

RECOMMENDED:

- (a) that the establishment of the new reserves of £1,994 as detailed at Appendix 1 be approved subject to the deletion of the "Potential Appeals" item;
- (b) that the movements of £220,000 reserves as included in Appendix 1 which reflects the approval required for January-March 2013 be approved;
- (c) that the addition of new reserves of £158,000 as included in Appendix 1 which reflects the approval required for January-March 2013 be approved subject to the deletion of the "Potential Appeals" item
- (d) that the carrying forward of capital budgets of £1,607,000 as set out in Appendix 2 to be utilised in 2013/14 be approved ; and
- (e) that the additional capital expenditure of £87,000 as set out in Appendix 2 be approved.

9/13 **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 disclosure of "Exempt Information" as defined in Part 1 of Schedule 12A to the Act the relevant paragraph of that part being as set out below and that it is in the public interest to do so

| <u>Minute No.</u> | <u>Paragraphs</u> |
|-------------------|-------------------|
| 11/13 | 1 and 4 |

10/13 **RESTRUCTURE ENABLING HEADS OF SERVICE**

The Cabinet considered a report on the proposed restructure of a number of Heads of Service roles and responsibilities within the Finance and Resources Directorate.

Following discussion it was

RECOMMENDED that the business case in respect of the restructure of the Finance and Resources Directorate be approved.

The meeting closed at 7.25 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

CABINET

3 July 2013

BROMSGROVE MUSEUM

| | |
|---------------------------|--|
| Relevant Portfolio Holder | Roger Hollingworth |
| Relevant Head of Service | Jayne Pickering – Executive Director of Finances and Resources |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To update members in relation to the negotiations to dispose of the Bromsgrove Museum building.
- 1.2 Members are being asked to consider the sale of the Museum building to the Norton Collection Trust with appropriate claw-back conditions

2. RECOMMENDATIONS

- 2.1 **Cabinet is asked to note the recent information obtained from the valuation service officers and to consider and determine whether to accept the offer put forward by the Norton Collection Museum Trust (formally known as the Friends of the Norton Collection Charitable Trust) to purchase 26 Birmingham Road for the sum of £200,000 (on final terms to be agreed, to include completion of the sale within a 6 month period).**
- 2.2 **Authority be delegated to the Director of Resources and the Head of Legal Equalities and Democratic Services in consultation with the Leader to determine the terms for disposal of the museum building.**

3. Key Issues

- 3.1 In April 2011 the Cabinet approved to grant the Trust an option to purchase the museum building for the sum of £285,000 on terms to be agreed. This decision followed numerous discussions with the Trust whereby it had become apparent that to enable third parties to properly commit funds to this project that a more secure option to purchase would be required by the Trust.
- 3.2 Officers have continued to negotiate with the Solicitor acting for the former donor of the Norton Collection and the Norton Collection Museum Trust to reach an agreed position with regards to the status of the artefacts and the historic terms of the trust deed.

- 3.3 Members will recall that officers are working to resolve the issues surrounding the cataloguing and that these matters will need to be resolved by the completion of the sale although it is fair to say that the task is not as onerous as originally anticipated and an agreed position is in sight.
- 3.4 At all meetings Cabinet Members have acknowledged the value of the museum and their desire to maintain the provision thereof to the community of Bromsgrove.
- 3.5 Members are advised that there are still a number of smaller terms that need to be agreed in relation to the storage of the artefacts and access to the museum building prior to the formal transfer for the purposes of undertaking the cataloguing.
- 3.6 The Cabinet has previously agreed to the sale of the building and the sale of the building is in line with the Council's priority to develop and regenerate the Town Centre.
- 3.7 The Cabinet has determined through the business plan provided by the Friends of the Norton Collection (now the Norton Collection Museum Trust) that the proposed project would benefit the Town Centre and enable the Council to further the objects of the Museum Trust.
- 3.8 As previously reported it is essential that members consider the costs associated with continuing to store, maintain and catalogue these items and the risks, which have previously been reported to members, of disposing of the collection in relation to cost, time and reputation.
- 3.9 Since 2011 officers have been working with valuation colleagues to ensure that the expected value of the building is reasonable in the current market.
- 3.10 In light of the recent request by the Trust further advice has been sought and members are advised that with appropriate restrictive covenants and claw back provisions that the figure of £200,000 would not be unreasonable in the current property market.
- 3.11 The advice received is that it would be appropriate to include a restrictive covenant and claw back provision when disposing of the property to ensure that the building continues to be used as a museum or that, in the event that it is subsequently developed for other purposes, the Council benefit from such development by receiving 50% of any increase in value

of the building upon planning permission being granted for such development.

- 3.12 Members are advised that it would be a matter for negotiation with the Norton Collection Museum Trust in respect of the detailed terms and this report is suggesting a delegation to the Director of Resources and the Head of Legal, Equalities and Democratic Services in consultation with the Leader to determine the terms of the disposal in the event that members are minded to agree that this is the appropriate course of action
- 3.13 Members must also consider that the building itself does not support the Councils development plans for the Town Centre in that;
- A recent survey by GJS Dillon did not identify any market interest in the site
 - The museum does not feature in the Draft Area Action Plan
 - The development of Sainsburys will not greatly effect its market value or potential interest
 - There is limited parking
 - There is an annual cost associated with the maintenance and security of the empty building.
- 3.14 Taking these points into consideration together with the likely positive impact that a museum would have on the regeneration of the Town Centre, a matter which is at the fore of Council priority, members may wish to consider that, being released from the current burdens of general upkeep, a disposal at this value might be advantageous.

Financial Implications

- 3.15 As previously reported to members there are a number of financial costs associated with the present site including security, business rates and general upkeep / maintenance. In addition the costs relating to the cataloguing and potential disposal of the artefacts.
- 3.16 The combination of non-business rates (amounting to approximately £13,000 per annum), work on preparing the items for sale, the reputational damage and the other associated costs leads to the proposed sale being a preferred way of achieving a simultaneous disposal of the property and the transfer of the Collection.
- 3.17 If a sale is made to any party other than the Trust vacant possession is likely to be required which would incur substantial, additional, costs in terms of stripping the building and removing its contents to storage. It is also likely that any other potential purchaser will require the Council to

arrange for existing covenants and planning restrictions to be removed – a process which could be both lengthy and expensive.

- 3.18 If the sale is approved any budgets currently associated with the provision of the museum building will be included as savings within the medium term financial plan.

Legal Implications

- 3.19 It is a legal requirement that any transfer of the Collection is made to a charity or charitable trust with objects which are substantially similar to those of the Norton Collection.

Customer / Equalities and Diversity Implications

- 3.20 The museum is a facility that would become open to the public and would rely on customer support for its future.

4. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 4.1 Members are advised that although the restrictive covenant articulates the Council's intention that the building continue to be used as a museum that it may be challenged in a tribunal environment.

5. APPENDICES

None

6. BACKGROUND PAPERS

Cabinet report dated 6th April 2011

7. AUTHOR OF REPORT

Name: Jayne Pickering
Email: j.pickering@bromsgroveandredditch.gov.uk
Tel: 01527 881207

COUNCIL PLAN

| | |
|----------------------------|--|
| Relevant Portfolio Holder | Councillor Mark Bullivant, Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Deb Poole, Head of Business Transformation |
| Ward(s) Affected | All wards |
| Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To agree the content of the Council Plan, including the Council's strategic purposes and corporate principles.

2. RECOMMENDATIONS

- 2.1 **Cabinet are asked to RECOMMEND to the Council that the Council Plan attached at Appendix 1 be approved.**

3. KEY ISSUES

Financial Implications

- 3.1 The transformation programme that the Council has embarked upon has led to the development of the strategic purposes documented in the Council Plan. As the programme continues, finances will start to become aligned with these purposes, allowing the Council to be more responsive to our customers needs.

Legal Implications

- 3.2 There are no legal implications arising directly from this report.

Service / Operational Implications

- 3.3 The Council Plan and the strategic purposes contained within it will help to set the direction for the Council and how it works with its partners. Service areas will be working towards these purposes which will be supported by operational purposes and measures to ensure that everything we do relates to the demands and needs of our customers.

Customer / Equalities and Diversity Implications

- 3.4 The strategic purposes set out in the Council Plan are all designed to be from our customers perspective, in order for their needs to be the driver for all that we do. The corporate principles also highlight the importance of understanding and listening to our customers, whilst providing excellent customer care at all times. When approved, the Council Plan will be published on the Council's website and the ORB.
- 3.5 There are no equality and diversity implications arising directly from this report; however, the customer focus referred to above is designed to understand the individual needs of our customers and as such empower officers to meet those needs, which would include specific issues relating to equality and diversity.

4. RISK MANAGEMENT

- 4.1 By publishing a Council Plan the strategic direction of the Council will be clear to employees and Members and as such will support the management of risks identified around the delivery of the strategic purposes, robust decision making and the accuracy/effectiveness of performance data.

5. APPENDICES

Appendix 1 - Council Plan

AUTHOR OF REPORT

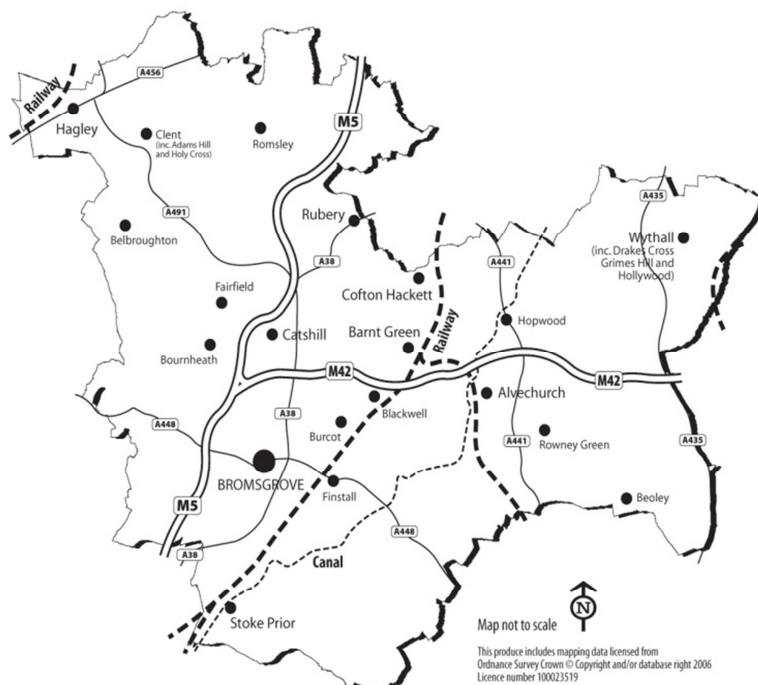
Name: Rebecca Dunne, Policy Manager
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Bromsgrove District Council Plan- *DRAFT* June 2013

The Council Plan

Foreword – Kevin TBC

Bromsgrove District



The town of Bromsgrove accounts for just over a third of the total population of the District, with other population clusters including Hagley, Rubery and Wythall. The District has no wards in the top 20% most deprived in England, however, whilst the average household income is high at District level, in a number of wards it is significantly lower. Issues such as an ageing population, affordable housing and developing the local economy all impact on the District.

What matters?

Bromsgrove District Council is committed to providing residents with effective and efficient services that not only meet their needs but understand them too. We have listened to demand from our customers in order to understand what goes on in our communities and considered how we work with partners to support the issues within those communities. Through considering what really matters to our residents we have produced a set of six strategic purposes to guide us; they are based on customer demands and data and evidence about the needs of and issues affecting the people of Bromsgrove District. Working to these purposes will help us to understand the needs of the District and how, together with our partners, we can improve the lives of our residents and the prospects for Bromsgrove District as a whole.



Keep my place safe & looking good

We know how important the place people live is to their happiness and wellbeing. It also has an impact on how people live their lives; the places they visit, when they go out and how they get there.

We want to make sure that these concerns are at the heart of our work in Bromsgrove District and that we understand where the issues are and how we can work with our partners address them. We will also work to combat illegal activity such as fly tipping which can blight the environment.

Data is key to our understanding of the issues; from grass that needs cutting to levels of anti-social behaviour. This information will help the Council, from Members to frontline officers, to make the right decisions about where to prioritise resources so that we can make Bromsgrove District a great place to live, work and visit.

Help me run a successful business

We want Bromsgrove District to be a place where businesses thrive. The District has excellent links to Birmingham, Worcester and the motorway network which makes it a perfect place to start or develop a business. Supporting businesses to flourish will help the local economy and bring more employment possibilities to our residents; more income will be brought into the District and standard of living and quality of life will improve.

We will make sure that we understand the numbers of businesses starting and ceasing so that we can, where appropriate, target support or work with partners in the region to give businesses the best start or guidance. We also need to consider the land and sites we have available for businesses and to balance their needs with those of local residents and the environment.

Help me to be financially independent

The financial crisis of the last few years has taken a toll on national and global economies. The effects are being felt by people all over the Country, including Bromsgrove District residents. Having enough money to pay your bills or buy enough food are essential to all people, which is why financial independence such an important issue. As a community leader, Bromsgrove District Council is committed to supporting our residents to manage their finances wherever possible. However, as a responsible public authority we will not tolerate people abusing the system through fraud and will work with residents to recover arrears.

To get a full picture, we will work with partners to understand unemployment levels, benefit take-up and if people are struggling with their rent, mortgage or Council Tax. By understanding the issues facing Bromsgrove District residents and how those issues may differ around the District we can alter how we deliver our services to maximise their impact. We can also work with partners in the public and voluntary sectors to ensure that the right support is available to our residents when they need it.

Help me to live my life independently

Being independent is essential to quality of life and we recognise that some people struggle to access services due to their health, disability or isolation. We want to understand the issues that prevent people from living independently or result in people going into residential care. This is an area where we will work closely with partners such as Worcestershire County Council and the NHS to ensure that services are targeted at the people who need it most. We will also work with voluntary sector partners to provide the most appropriate support to our communities.

By capturing information on the health issues affecting the District or how many people are caring for a relative or loved one we will start to develop a picture not only of the support residents may need now but what support they may need in the future. This will help the Council and its partners to plan effectively for the future needs of our residents, whether in terms of home adaptations or numbers of suitable and accessible properties.

Help me find somewhere to live in my locality

Having somewhere to live is fundamentally important and Bromsgrove District can be a very expensive place to live. We need to understand not only the demand on the housing market, be that emergency housing or finding a home that is suitable for a growing family, but whether enough new homes are being built to meet future need.

By looking at what housing is needed in conjunction with financial measures such as rent or mortgage arrears we can start to understand the pressures people face in not only getting but staying in a home. Based on data and consultation we will plan for the future to ensure that we have enough of the right housing for the people of Bromsgrove District.

Provide good things for me to see do & visit

It is important to remember that having something good to do in your area is also central to meeting the needs of our residents. It also brings visitors to the District which is positive for the local economy. Having something to do can also be essential in health and wellbeing; whether that is through joining a local accredited sports group or attending a guided walk through one of our open spaces.

To understand if there are good things to see, do and visit in the District we will look at who is, and who is not, attending the services we provide and whether there are any gaps in our provision. This will mean we will need to work with partners and private providers to gain a full picture of what is on offer in Bromsgrove District, from events to footfall in the town centre.

How the Council will support the plan

In order to meet our Strategic Purposes, we will need to change how the whole Council works. Every area of the Council will look at how it works and what demands are being placed on them, redesigning their services and procedures to meet the demand.

We will ensure that we:

- Provide excellent customer care at all times
- Listen to our residents and try to understand their needs
- Deliver our core services efficiently and effectively
- Make the best use of our resources, with residents at the heart of all we do
- Work with partners in the public, voluntary and private sectors to ensure residents of Bromsgrove District get the services and support they need

Bromsgrove District Council is committed to ensuring an excellent customer experience for all our customers and aims to have people, systems and processes in place which make it easy for customers to access our services. We believe that every customer should receive the same high level of customer care and our customer experience strategy Every Customer, Every Time set out our vision for the delivery of this

As issues within the area can change we are committed to understanding whether we are delivering the purposes we have set for the district; we will do this by using measures to capture data which Officers, Managers and Members will use to understand the services we provide. These will change as situations change and will be used to allocate resources and to help us gain a true picture of the District. We also need to recognise the changing national agendas and the impact they could have on our outcomes.

As we progress, the budget will be aligned with the strategic purposes; moving away from money being allocated to specific service areas but instead allowing flexibility to tackle issues as they arise making our services more responsive and effective. Our internal support services will also be aligned to enable the organisation to deliver the strategic purposes.

As the strategic purposes cover issues fundamental to our customers' lives, we will need to work differently with our partners. The Bromsgrove Partnership, the local strategic partnership for Bromsgrove District, will be a key stakeholder in developing and supporting these new ways of working. We are also starting to explore working in a more locality driven way, which aims to understand the differing needs of communities within our district and how public services can support them.

Corporate Principles

We need the organisation to be flexible enough to meet the changing demands of our residents. To ensure that we are working in a way that supports this flexibility and keeps the customer at the centre of all we do, we have developed a set of corporate principles. These principles will guide how we change the business, how decisions are made and how we work going forward.

- We will meet individual needs where possible and provide excellent customer care
- Policy and decision making are informed by our customers and their needs
- Senior management and Members will develop a view of the organisation as a whole and use this understanding to ensure we do what matters to the customer
- Performance management should be based on using real data to learn and improve
- Managers focus on using this data on a day to day basis within their service to make changes and to try to fix the underlying causes of problems
- Efficiencies will come from making the service focused on the customers true needs
- Good performance comes from services working better as a whole not from individuals
- Costs should be looked at across the whole organisation
- Expertise should be placed at the frontline as appropriate and staff empowered to make decisions based on their skills and knowledge not set procedures
- We will learn what matters to our customers by spending time listening to their real enquiries and issues
- All major redesign will look at localities not service areas
- We will only do value things that help us deliver our strategic purposes
- We will align our resources to ensure we are delivering against our strategic purposes

Local Development Scheme July 2013 and Community Infrastructure Levy

Cabinet Meeting

3rd July 2012

Local Development Scheme 2013 and Community Infrastructure Levy

| | |
|---------------------------------|-----------------------|
| Relevant Portfolio Holder | Councillor Kit Taylor |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Ruth Bamford |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | N/A |
| Key Decision / Non-Key Decision | 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 September 2012. 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. The purpose of the Local Development Scheme is to provide a programme for the production of Local Planning Policy Documents to adoption. The most significant change to this version is the deletion of a separate Area Action Plan for the Town Centre with these policies to now be included in the Bromsgrove District Plan, and the introduction of Community Infrastructure levy (CIL).

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 4th July 2013.
- 2.3 That members formally instruct officers to begin preparation of a Community Infrastructure Levy for Bromsgrove District.

3. KEY ISSUES

Financial Implications

- 3.1 Whilst there are no immediate direct financial implications of producing the revised Local Development Scheme, the costs to progress planning policy documents through an independent Examination and associated evidence gathering should be noted.
- 3.2 The deletion of the separate Town Centre AAP and incorporation of these policies in the Bromsgrove District Plan will remove the need for an additional

**Local Development Scheme July 2013 and Community Infrastructure
Levy**

Cabinet Meeting

3rd July 2012

Examination in Public (EIP) thus saving a considerable amount of money and officer time, an indicative cost for a public inquiry is approximately £100,000.

- 3.3 The preparation and subsequent operation of a CIL will allow the Council to levy a charge on all qualifying development which will then be used to fund infrastructure projects throughout the district.

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.
- 3.5 The primary legislation governing the making of and implementation of a CIL Charging schedule is the Planning Act 2008 (as amended) and the Community Infrastructure Levy Regulations 2010 (as amended).

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, this is the new name for the document previously known as the Core Strategy. The LDS now also contains an indicative timetable for the introduction of a CIL in Bromsgrove
- 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, and the more recent Redditch housing growth consultation, the Council were seeking to produce a Publication version of the District Plan by August 2013. The delay in publishing the housing growth consultation now means the publication of the plan now not able to happen until September 2013 at the earliest. It is envisaged that Cabinet meeting on the 2nd

Local Development Scheme July 2013 and Community Infrastructure Levy

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September and the Council meeting on the 25th September will now consider the publication draft of the District Plan.

3.8 Town Centre Area Action Plan DPD

It is proposed to delete the separate production of the Town Centre Area Action Plan, and incorporate the policies contained within this document into the district plan. This is more in line with the National planning policy Framework which identifies that districts should prepare a plan, rather than the previous planning system where local authorities were encouraged to prepare a local development framework which consisted of a folder of different plans.

LDS Timetable

3.9 The LDS timetable (see appendix A) indicates the schedule for the production of the Bromsgrove District Plan and the Bromsgrove District CIL. 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.

3.10 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) represents a new system of collecting monies from developer contributions to fund infrastructure, which will benefit the development of an area.

3.12 CIL came into force on 6th April 2010 through the CIL Regulations 2010 (as amended), the powers enabling Councils to introduce the planning charge having been introduced through the Planning Act 2008 (as amended). It will introduce a standard charge per square metre applied to all qualifying developments. The charge will be applied at the time planning permission is granted and normally be paid upon commencement of development.

3.13 CIL will provide a more transparent, fairer approach to securing funds from developer contributions for a broader range of developments than from the existing planning obligations system (Section 106 legal agreements). It will help to secure a funding stream for infrastructure, but should be regarded as complimentary to other sources of funding. The amount of CIL charged must be informed by and not adversely affect the viability of development in an area.

3.14 Section 106 and section 278 agreements will still be used for site-specific mitigation measures that are required to make a development acceptable, including affordable housing. From April 2014 (or the adoption of a CIL Charging

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Schedule, whichever is the sooner), no more than five Section 106 contributions can be 'pooled' towards one infrastructure project or type.

- 3.15 CIL monies can only be spent on the infrastructure identified by the Council as being needed to support the development of their area. This should focus on new infrastructure provision, but can be also be used to increase the capacity of existing infrastructure. It should not be used to remedy pre-existing infrastructure deficiencies unless they will be made more severe by new development.
- 3.16 Recent changes also require that a proportion of CIL collected is passed directly onto the immediate area where the development takes place. Where there is a Parish Council and Neighbourhood Plan 25% of all money collected must be passed onto the Parish Council. In un-parished areas where there is a Neighbourhood Plan 25% of the money collected must be spent in consultation with the local community. Where there is a Parish Council but no Neighbourhood Plan 15% must be passed on. Where there is no Parish Council the District Council is required to spend 15% the CIL receipts to "support the development" of the relevant area where the development is located.

Customer / Equalities and Diversity Implications

- 3.18 The Local Development Scheme and CIL 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. The CIL will allow for money generated from development to be spent in the communities where the development takes place.

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.
- 4.3 Without a CIL the opportunity to collect and pool funding for much needed wider infrastructure projects which are needed across the district will be lost.

5. APPENDICES

Appendix A - Local Development Scheme timetable July 2013

**Local Development Scheme July 2013 and Community Infrastructure
Levy**

Cabinet Meeting

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6. BACKGROUND PAPERS

Local Development Scheme timetable 2013-2014

7. KEY

AAP – Area Action Plan

CIL – Community Infrastructure Levy

DPDs – Development Plan Documents

LDS – Local Development Scheme

NPPF – National Planning Policy Framework

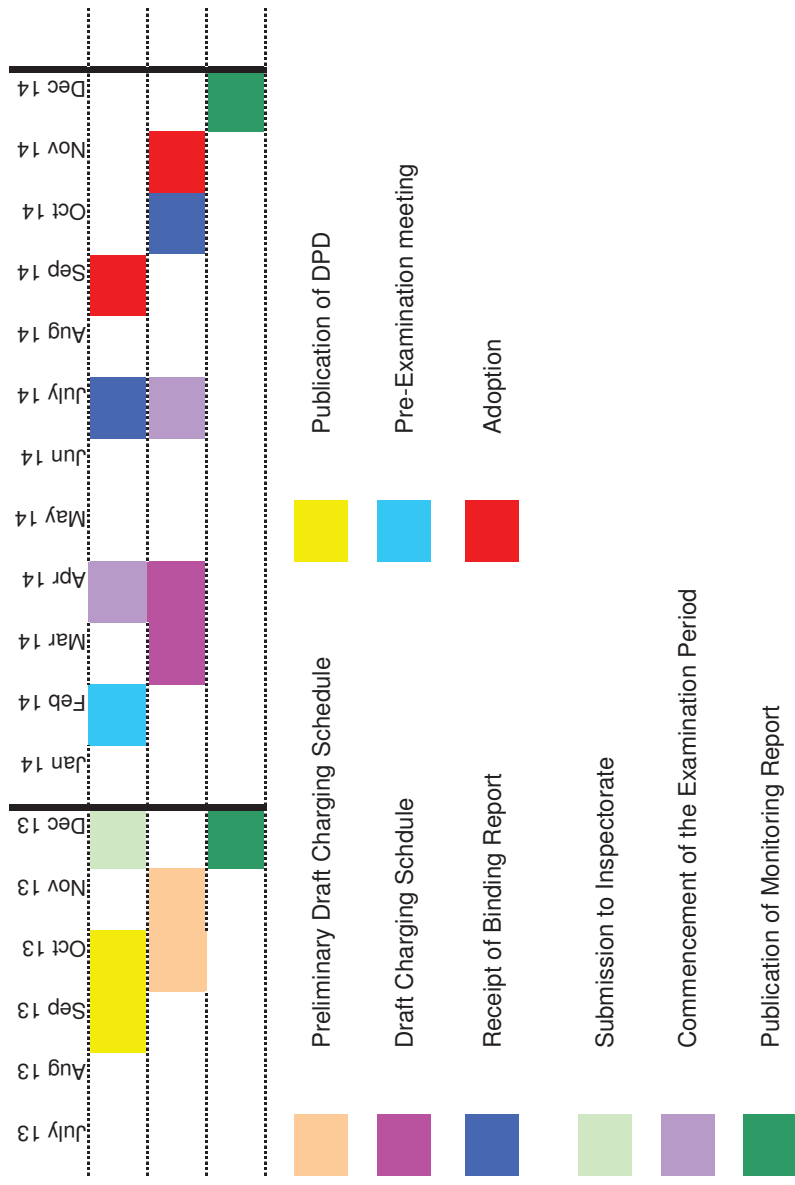
AUTHOR OF REPORT

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Tel: 01527 881325

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Bromsgrove District Plan and Proposals Map DPD
 Community Infrastructure Levy
 Annual Monitoring Report

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CABINET

3rd July 2013

DISPOSAL OF THE COUNCIL HOUSE

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor Hollingworth |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Teresa Kristunas, Head of Finance & Resources |
| Wards Affected | All |

1. SUMMARY OF PROPOSALS

- 1.1 Members are requested to approve the marketing and disposal of the Council House in readiness for the vacation and move to the former Parkside Middle School, Bromsgrove in 2014/15.

2. RECOMMENDATIONS

The Cabinet is asked to RECOMMEND to Council that the Council House is marketed for disposal in readiness for the vacation and move to the former Parkside Middle School, Bromsgrove in 2014/15, and

that £20,000 is taken from balances to enable appropriate funds to be available for pre-sale costs.

3. KEY ISSUES

- 3.1. A Worcestershire County Council led property review supported by Bromsgrove District Council examined various public properties/facilities in Bromsgrove and found that both organisations owned a number of sites within the town, many of which were either inadequate, inefficient, or no longer suited for modern service delivery requirements.
- 3.2. The Council House was identified as no longer being fit for purpose, not cost effective to run and under occupied. It no longer provides the facilities required to provide the best possible service to customers. It also occupies an attractive site for redevelopment, in keeping with the area and Bromsgrove District Council's overall aims in relation to the regeneration of the town.
- 3.3. Parkside was identified as a site that had limited options because it was listed, and subject to a legal encumbrance that prevents the County Council from selling or letting the property for any real financial gain unless it is for educational use. If Worcestershire County Council wanted to sell Parkside it would have to offer the asset to the Church Commissioners for its original purchase price of £2,700 and would be lost to the Bromsgrove Town Centre Regeneration programme.

A report on the Redevelopment of the Former Parkside Middle School was considered by Members on the 6th February 2013 when it was agreed:

- a) To sharing 50/50 the costs of the re-development programme for the Parkside building, to be led by the County Council, with a gross estimated capital cost of £6.9 million.
 - b) To enter into a Development Agreement with Worcestershire County Council for the procurement of this project, sharing risks and costs equally between Bromsgrove District Council and Worcestershire County Council, and
 - c) To the implementation of a joint management agreement to create a Management Board to regulate the future use of the proposed joint facility and to ensure running costs are apportioned proportional to floor space occupied.
- 3.4. Progress is already underway for the redevelopment of Parkside for the future use by both Bromsgrove District Council and Worcestershire County Council. It is anticipated that Parkside will be ready to be occupied during the latter part of 2014/15. This will leave the Council House no longer required as an operational building.
- 3.5. There are numerous risks and costs associated with managing voids properties. In order to minimise the risk to the Council of managing the Council House as a void property it is considered preferable to arrange for its disposal in advance of the planned vacation in 2014/15.
- 3.6. It is proposed that the property is marketed for sale with the objective of the prospective purchaser taking possession immediately following the Council's vacation. This should minimise the risks and cost of managing the Council House as a void property.
- 3.7. It is anticipated that the site will be sold for residential use.
- 3.8. There are two separate title deeds which cover the Council House along with the car park and hostel/former CCTV room site. In total there are two net developable areas of approximately 2.5 acres and 0.7 acres and the potential for a further 0.1 acres in Shenstone Close. It should be noted that the residents of the flats to the south east of the Council House have parking rights in the adjacent car park areas. Accommodation of these rights will restrict the development of these areas.

Financial Implications

- 3.9. In February 2012 the Council agreed a £3.5million capital project to jointly redevelop the former Parkside Middle School, with Worcestershire County Council, in order to provide a civic centre for Bromsgrove District

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Council, as well as office accommodation for both Bromsgrove District and Worcestershire County Councils. The scheme also incorporates the relocation of the Customer Service Centre, Bromsgrove Library and the Registrar's service, bringing together customer contact and service provision under one roof.

- 3.10. The relocation of staff from the Council House will create a development opportunity on the site and realise a capital receipt estimated to £2.1m.
- 3.11. Funding will be required to be made available to fund any costs associated with the pre-sale of the building. It is anticipated that these will be no more than £20k. Disposal of the property will generate a capital receipt which can be used to support the Council's cost of redeveloping the former Parkside Middle School

Legal Implications

- 3.12. Development of the Council House site for residential purposes will be subject to planning consent and the expectation would be that any contract for sale would be conditional on the developer obtaining a suitable planning consent.
- 3.13. While there is no inherent legal problem with the Council being both the local planning authority and the landowner, planning issues must be dealt with at arms length from commercial considerations and the planning process should be as open and transparent as possible.
- 3.14. The time that it will take a developer to obtain planning consent will need to be factored into the timetable for disposal and any delay in the planning process may result in the transfer being delayed and the Council having to manage an empty property.
- 3.15. The Council House site is subject to various covenants and third party rights. None of these present a particular obstacle to residential development and all risks associated with them will be managed through the conveyancing process.
- 3.16. At the time of the transfer of the Council House to the Council from Worcestershire County Council (1983) the Chapel building was consecrated. Officers will investigate whether the building is still consecrated and the process for de-consecration if appropriate.
- 3.17. The marketing process must be robust to ensure that best value is achieved for the land

Service / Operational Implications

- 3.18. Plans are already in place to relocate services from the Council House.

- 3.19. The LSVT transfer to BDHT in 2004 granted the Trust rights of way over the retained Council land together with rights to use the car parks. In addition Right to Buy leases of the flats include a right to access and park on a first come first served basis in the Council car parks.

Customer / Equalities and Diversity Implications

- 3.15. No direct implications.

4. RISK MANAGEMENT

There are a number of risks associated with managing empty properties. The main objective of arranging for the disposal of the Council House in advance of its vacation is to minimise risk.

5. APPENDICES

Appendix 1 – Plan of the Council House site (HW39523)
Appendix 2 – Plan of Burcot House (HW90156)

6. BACKGROUND PAPERS

Redevelopment of Former Parkside Middle School, Bromsgrove (Agenda item 7, Cabinet 6th February 2013)

AUTHORS OF REPORT

Name: Teresa Kristunas, Head of Finance & Resources
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Tel: (01527) 881748 (internal ext 3295)

**The Council House, Burcot Lane,
Bromsgrove**



Scale 1:1250

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CABINET

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FINANCIAL OUTTURN REPORT - 2012/13

| | |
|---------------------------|---|
| Relevant Portfolio Holder | Councillor Roger Hollingworth, Portfolio Holder for Finance, Partnerships and Economic Development |
| Relevant Head of Service | Jayne Pickering, Executive Director Finance and Corporate Resources |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

To present members with the financial information for the year ended 31st March 2013. This includes Financial Outturn Information 2012/13 for Revenue and Capital Spend.

2. RECOMMENDATIONS

- 2.1 **That Cabinet note the outturn financial position on Revenue and Capital as detailed in this report and the transfer to balances of £513k.**

3. KEY ISSUES

Financial Implications

Financial Position For The Year

- 3.1 The Finance Budget Monitoring Report has been presented to Members on a quarterly basis during 2012/13. This report presents a summary of the final financial position for the financial year. This ensures Members have a full financial position statement of the Council's activities before the formal Statement of Accounts document is approved.

Revenue Budget

- 3.2 The Revenue Account produced a year end surplus of £513k compared to a revised budgeted deficit of £103k, an improvement of £616k. This is due to a number of factors detailed in this report. In addition during 2012/13 officers were requested to ensure that any expenditure on general non-essential items was reviewed to ensure that the balances position for the Council was protected in light of the severity of the cuts anticipated. The significant underspend has enabled the Council to increase the amount transferred to balances to support future one off budget pressures and reductions in grant.

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3.3 The increase in balances has resulted in a current position of £3,093m of available for one off items of expenditure. The Section 151 Officer has increased the minimum level of balances from £850K to £1.5 million to fund future pressures on the authority.

3.4 The Council Revenue Summary is detailed below:-

| Service Head | Revised Budget 2012/13 £'000 | Actual spend April - Mar £'000 | Variance to date April - Mar £'000 |
|---|---|---|---|
| Environmental Services | 3,884 | 3,968 | 84 |
| Community Services | 2,818 | 2,582 | (236) |
| Regulatory Services | 637 | 530 | (107) |
| Leisure & Cultural Services | 1,979 | 1,812 | (167) |
| Planning & Regeneration | 1,093 | 1,225 | 132 |
| Customer Services | 34 | - | (34) |
| Finance & Resources | 1,003 | 920 | (83) |
| Legal & Democratic Services | 1,280 | 1,170 | (110) |
| Business Transformation | 112 | 9 | (103) |
| Corporate Services | 1,627 | 1,599 | (28) |
| SERVICE TOTAL | 14,467 | 13,815 | (652) |
| | | | |
| Capital Expenditure charged to Revenue | 209 | 211 | 2 |
| Reversal of Capital Charges | (3,070) | (3,065) | 5 |
| Interest on Investments | (66) | (106) | (40) |
| General Transfer to earmarked reserves | (128) | (87) | 41 |
| Funding | (11,309) | (11,281) | 28 |
| Use of Balances | 103 | (513) | (616) |

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Financial Commentary

3.5 The table shows an under spend of £506k against the revised budget of £14,390.

3.6 Contributory factors to the overall under spend include:

- a) Significant savings from vacancies across the Council. Posts were held to ensure that redeployment opportunities were available and that there was flexibility in place to support the transformation of the services.
- b) Additional income of £18k received at Cemetery
- c) Refund at Bromsgrove Depot on Business Rates £16k due to a revaluation of the building
- d) Cash Receipting System and Finance Systems delayed therefore funds moved to earmarked reserves £30k
- e) Benefit payments lower than anticipated. It is anticipated that this will increase due to the welfare reform changes.
- f) There was a reduction in the Business Rates at the Council House of £70k due to a revaluation of the building
- g) Planning income was lower than anticipated approx. £82k
- h) Reduction in income from local land charges service £50k

The shared electoral service has enabled greater efficiencies in printing and the procurement of ballot and other electoral papers 18K. the Legal Services Team has made salary savings due to extended maternity leave and a vacant post which has been identified as deleted in the new legal and democratic structure 37K Democratic Services carried a vacant post for a short time sure to a bereavement in the team 6K . There has also been a considerable saving this year in member's expenses. The budget for expenses has now been adjusted for future years

- i) Shared Audit Service costs were lower than expected £18k
- j) Savings on corporate training budget. £84k
- k) As previously reported there was a significant shortfall on car park income £144k due to a reduction in usage

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- l) There was a reduction in the maintenance costs and car parking charges at the Dolphin Centre £29k
- m) The CCTV/Lifeline Shared realised significant savings due to shared services and renegotiated contracts of £226k
- n) Regulatory Services made significant savings due to efficiencies that were refunded back to partner Authorities

Capital Budget

- 3.7 The Capital Budget relates to assets purchased or improvements to Council facilities.

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3.8 Capital Summary 2012/13

| Department | Approved Budget | Actual spend | Variance | Carry Forward Requested |
|--|------------------------|---------------------|-----------------|--------------------------------|
| | 2012/13 | 2012/13 | | 4th June |
| | £'000 | £'000 | £'000 | £'000 |
| Resources | 25 | 0 | (25) | 25 |
| Customer Services | 11 | 11 | 0 | 0 |
| Business Transformation | 173 | 154 | (19) | 24 |
| Environmental Services | 774 | 119 | (655) | 710 |
| Regulatory Services | 58 | 25 | (33) | 33 |
| Planning & Regeneration | 215 | 192 | (23) | 23 |
| Community Services | 1,789 | 1,431 | (358) | 263 |
| Leisure & Cultural Services | 668 | 173 | (495) | 530 |
| TOTAL | 3,698 | 2,105 | (1,608) | 1,608 |

3.9 The carried forwards were requested at Cabinet on 4th June 2013 and will be recommended to Council in July 2013.

Financial Commentary

3.10 The main variance areas on Capital Schemes are:-

- a) Within Environmental Services there was a delay in purchasing vehicle to ensure that they would deliver the requirements of the

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shared services. Two vehicles that were on order have now been delivered costing £155k.

- b) Leisure & Cultural services underspends £468k due to revising the procurement route and contract specification that the Council was following to ensure the best value for the funds whilst also allow the pitches to be used as from September 2013. The agreed works at Crown Close that were approved in February were delayed in order to assist the installation of the Armed Forces memorial and to ensure the resurfacing works were carried out in such a way to minimise disruption to St John's Church and Churchyard.
- c) Community Services underspends on Discretionary Home Repairs, and Disabled Facilities Grants of £223k the majority has been committed to schemes awaiting works to commence. £17k energy efficiency grants and £23k a tranche payment to a preferred RSL both have been committed and awaiting conditions have been met before final payments can be made.

Treasury Management

- 3.11 For the year to 31st March 2013 the Council received net investment income amounting to £106K against budgeted receipts of £75K. This income arises on interest earned on in-house managed funds (cash currently surplus to cash flow requirements that is placed on short-term deposit).
- 3.12 Due to advice received the Council is maintaining its stance of depositing in ultra low risk investments. In our recent Investment Updates we have been advised to use named UK incorporated institutions as investment counterparties whose long-term ratings are currently in the 'double-A' category.
- 3.13 All funds are now managed internally within the Finance department with support from our advisors Arlingclose.

Revenue Balances

- 3.14 The revenue balances brought forward at 1st April 2013 was £2,580m. The level of savings as detailed in this report has meant that an increased addition to balances of £506k has been made. The new level of balances is £3.086m, which can be utilised to fund one off items to deliver the priorities of the Council.

Legal Implications

- 3.15 None.

Service/Operational Implications

- 3.16 The effective management of financial arrangements ensures the Council objectives can be met.

Customer / Equalities and Diversity Implications

- 3.17 The effective use of our resources, as detailed in the statement ensures funds are appropriately utilised to meet customer demand.

4. RISK MANAGEMENT

The Financial Services risk register includes the preparation of the accounts and the controls in place to ensure the accounts are closed within the deadline and are accurate and transparent.

5. APPENDICES

None

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

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Tel: (01527) 64252 ext. 3790.

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CABINET

3RD July 2013

NOMINATION OF AN ASSET OF COMMUNITY VALUE

| | |
|----------------------------|--|
| Relevant Portfolio Holder | Cllr Roger Hollingworth |
| Portfolio Holder Consulted | √ |
| Relevant Head of Service | Ruth Bamford – Head of Planning & Regeneration |
| Wards Affected | Woodvale |
| Key Decision – N/A | |

1. SUMMARY OF PROPOSALS

To consider a request to list the Dodford Inn as an Asset of Community Value

2. RECOMMENDATIONS

That Cabinet consider the contents of the report and decides to either:-

- (a) Support the listing of the Dodford Inn as an Asset of Community Value; or**
- (b) Not support the listing of the Dodford as an Asset of Community Value**

3. KEY ISSUES

- 3.1 As Members are aware from previous reports the Localism Act included the 'Community Right to Bid' which gave communities a right to identify a building or other land that they believe to be of importance to their community's social well-being so that if it comes up for sale there is a six month period within which they can prepare their bid to buy the asset. The property in question can then be sold on the open market. Community groups have the same rights as any other bidders but there is no preference given to the local community bid.
- 3.2 Officers have received a nomination for the Dodford Inn of which the freehold is owned by GRS Pubs Ltd and currently tenanted. The nomination has been made by the Dodford with Grafton Parish Council. The Parish has requested that the asset be nominated to give the ability for it to remain as a community asset in the future. The nomination and plan of the land is attached at Appendix 1 and 2.

- 3.3 GRS Pubs Ltd and the Local ward Councillor have been consulted as part of the process. There have been a number of concerns raised by GRS Pubs Ltd in relation to the nomination and the impact of the registration of the asset as one of community value. The responses received are :
- Possible detrimental effect on Market Value should the Dodford Public House and adjoining land be put on the market for sale.
 - Unnecessary and costly delay in allowing the site to be sold, particularly if the site was to be included as part of a package.
 - Proposed nomination appears to include adjoining land to the public house. Possible detrimental effect on market value and unnecessary and costly delay if the adjoining land were to be sold separately from the public house.
- 3.4 The nomination from the Parish Council supports the inclusion of the asset due to the fact that the Dodford Inn is the sole public house in the village and provides a community meeting facility for various local organisations. In addition the adjoining land is used as a venue for local community events and functions.
- 3.5 Consideration of the nomination has been undertaken by Head of Planning and Regeneration who is of the view that approval of the nomination would support the provision of community activities within the District should the property be for sale at any time and a community group were able to purchase the property. The recommendation from the Head of Planning and Regeneration to Cabinet is therefore to support the proposal for the Dodford Inn to be listed. Members are reminded that under the new process for assets of community value introduced in November 2012 the final decision regarding whether to list an asset rests with the Head of Planning and Regeneration in consultation with the Portfolio Holder for Planning and Regeneration.

Financial Implications

- 3.6 Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. As previously reported to Council, Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government. The owners also have a right to appeal the decision made by the Council in agreeing that the building be included on the Assets of Community Value.

Legal Implications

- 3.7 There is a legal requirement within the Localism Act 2011 to implement the provisions as defined for Assets of Community Value regulations 2012.

Service/Operational Implications

- 3.8 There are no specific operational implications for the District. The list of nominated assets will be maintained by Land Charges officers and will be available on the Councils Website.

Customer / Equalities and Diversity Implications

- 3.8 The approval of the nomination of Dodford Inn will ensure that should the property be declared for sale any community group would be able to express an interest in purchasing the asset. This would result in up to 6 months of moratorium whereby any sale could only be to a community group. Following this the owner can sell to any purchaser.

4. RISK MANAGEMENT

- 4.1 The register will be maintained to ensure that all assets nominated are included to mitigate any risks associated with assets not being included on the register. Consideration by officers and members will be undertaken at each nomination to ensure a consistent approach is taken.

APPENDICES

Appendix 1 – Nomination Form
Appendix 2 – Plan of site / asset

AUTHOR OF REPORT

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Tel: (01527) 881202

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BROMSGROVE DISTRICT COUNCIL
**ASSETS OF COMMUNITY VALUE – THE COMMUNITY
RIGHT TO BID**
NOMINATION FORM

Section A: About your organisation

A1 Organisation's name and address

| | |
|----------------------------|---|
| Name of organisation* | DODFORD WITH GRAFTON PARISH COUNCIL. |
| Address including postcode | 40 57 STOUR BRIDGE ROAD FAIRFIELD BROMSGROVE B61 9LY |

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

| | |
|-----------------------------------|--|
| Name | MR KAY STONE |
| Position in organisation | CLERK TO COUNCIL |
| Address including postcode | 57 STOUR BRIDGE ROAD FAIRFIELD BROMSGROVE B61 9LY |
| Daytime telephone no. | 07776 180207 |
| Email address | KStone5757@aol.com |
| How and when can we contact you?* | email any time |

**by email or phone, and days of the week and/or times of day you would prefer*

A3 Type of organisation

| Description | Put a cross against all those that apply | Registration number of charity and/or company (if applicable) |
|----------------------------------|--|---|
| Neighbourhood forum | | |
| Parish Council | X | |
| Charity | | |
| Community interest company | | |
| Unincorporated body | | |
| Company limited by guarantee | | |
| Industrial and provident society | | |

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its members must be registered to vote in the Bromsgrove District . If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Bromsgrove , please confirm which area that is.

A5 Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bromsgrove District Council or a neighbouring local authority. In some cases this will be obvious, eg. a parish council in Bromsgrove, or an organisation whose activities are confined to the district. If your connection may not be obvious to us please explain what your organisation's local connection is.

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (ie. within the administrative area of Bromsgrove or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

A7 More about your organisation

What are the main aims and activities of your organisation?

To exercise the powers and fulfill the responsibilities incorporated in local government legislation as they apply to parish councils.

A8 Your organisation's rules

| Please send us a copy of the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is | X |
|--|----------|
| Memorandum and Articles of Association (for a company) | |
| Trust Deed (for a trust) | |
| Constitution and/or rules (for other organisations) | |

Part B: About the land or building(s) you are nominating

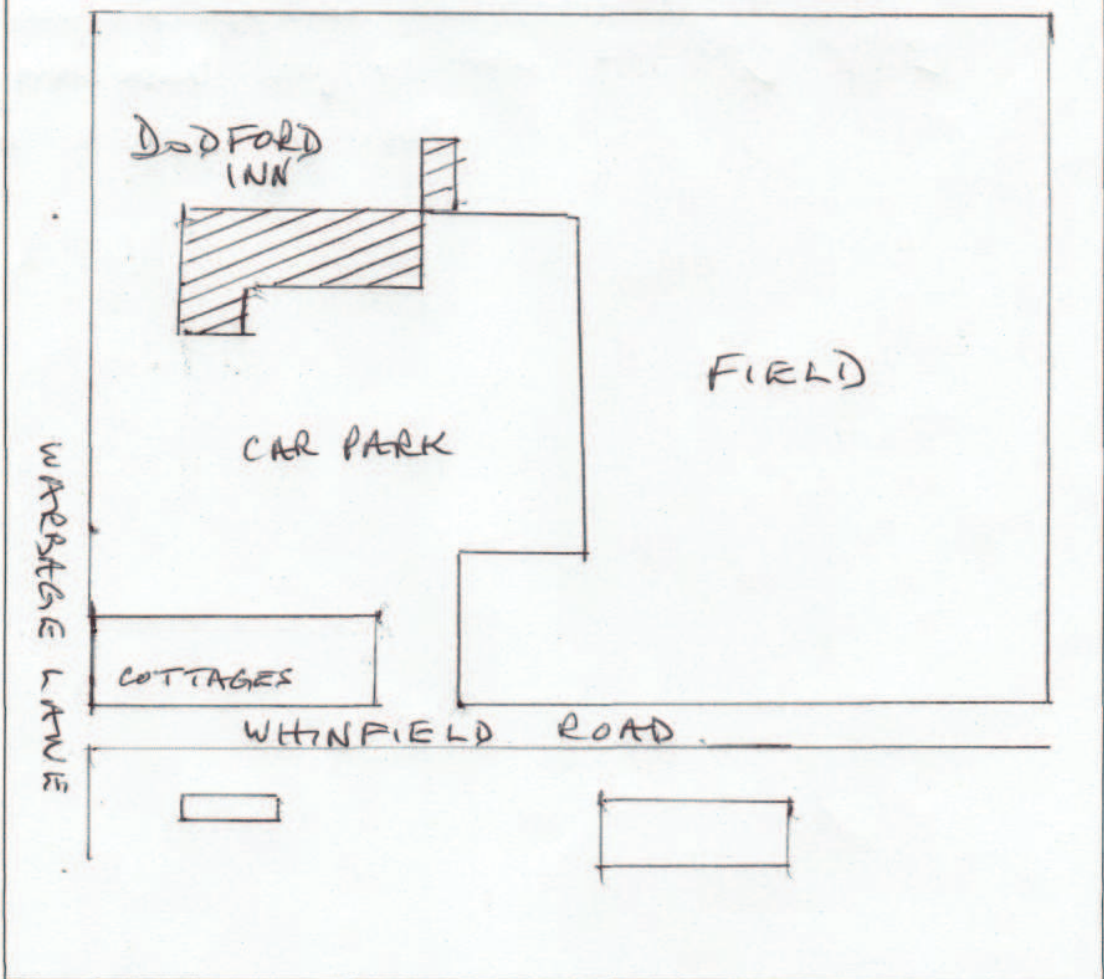
B1 Description and address

| |
|--|
| What it is (eg. pub, local shop) PUBLIC HOUSE |
| Name of premises (eg. Post office, Community Centre) THE DODFORD INN |
| Address including postcode (if known) WHINFIELD ROAD, DODFORD, BROMSGROVE, WORCS. B61 9BG. |

B2 Sketch plan

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating
- The approximate size and position of any building(s) on the land.
- Any roads bordering the site.



B3 Owners and others with an interest in the building or land

You should supply the following information, if possible. If any information is not known to you, please say so.

| | Name(s) | Address(es) |
|---|--|--|
| Names of all current occupants of the land | LANDLORD (TENANT) DODFORD INN | Same as B1. |
| Names and current or last known addresses of all those owning the freehold of the land (ie. owner, head landlord, head lessor) | GRS PUB INVESTMENTS LTD. | 31 HAVERSCHOTT INDUSTRIAL ESTATE, NEW ROAD, PETERBOROUGH NORFOLK, NR17 1YE. |
| Names and current or last known addresses of all those having a leasehold interest in the land (ie. tenant, intermediate landlord, intermediate lessor) | | |

B4 Why you think the building or land is of community value

Note that the following are not able to be assets of community value:-

- A building wholly used as a residence, together with land "connected with" that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.
- A caravan site.
- Operational land. This is generally land belonging to the former utilities and other statutory operators.

Does it currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

SOLE PUBLIC HOUSE IN DODFORD VILLAGE.
COMMUNITY MEETING FACILITY FOR VARIOUS
LOCAL ORGANISATIONS.
VENUE FOR LOCAL COMMUNITY EVENTS
AND FUNCTIONS.

Could it in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use.)

POTENTIAL FOR GREATER USE OF
ADJOINING FIELD FOR COMMUNITY EVENTS -
RECREATIONAL ACTIVITIES.

*These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.

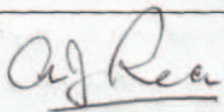
Section C: Submitting this nomination

C1 What to include

- The rules of your organisation (question A8).
- Your sketch plan (question B2).

C2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Signature  CHAIRMAN - DODFORD WITH
GRAFTON PARISH COUNCIL.

C3 Where to send this form

You can submit this nomination:-

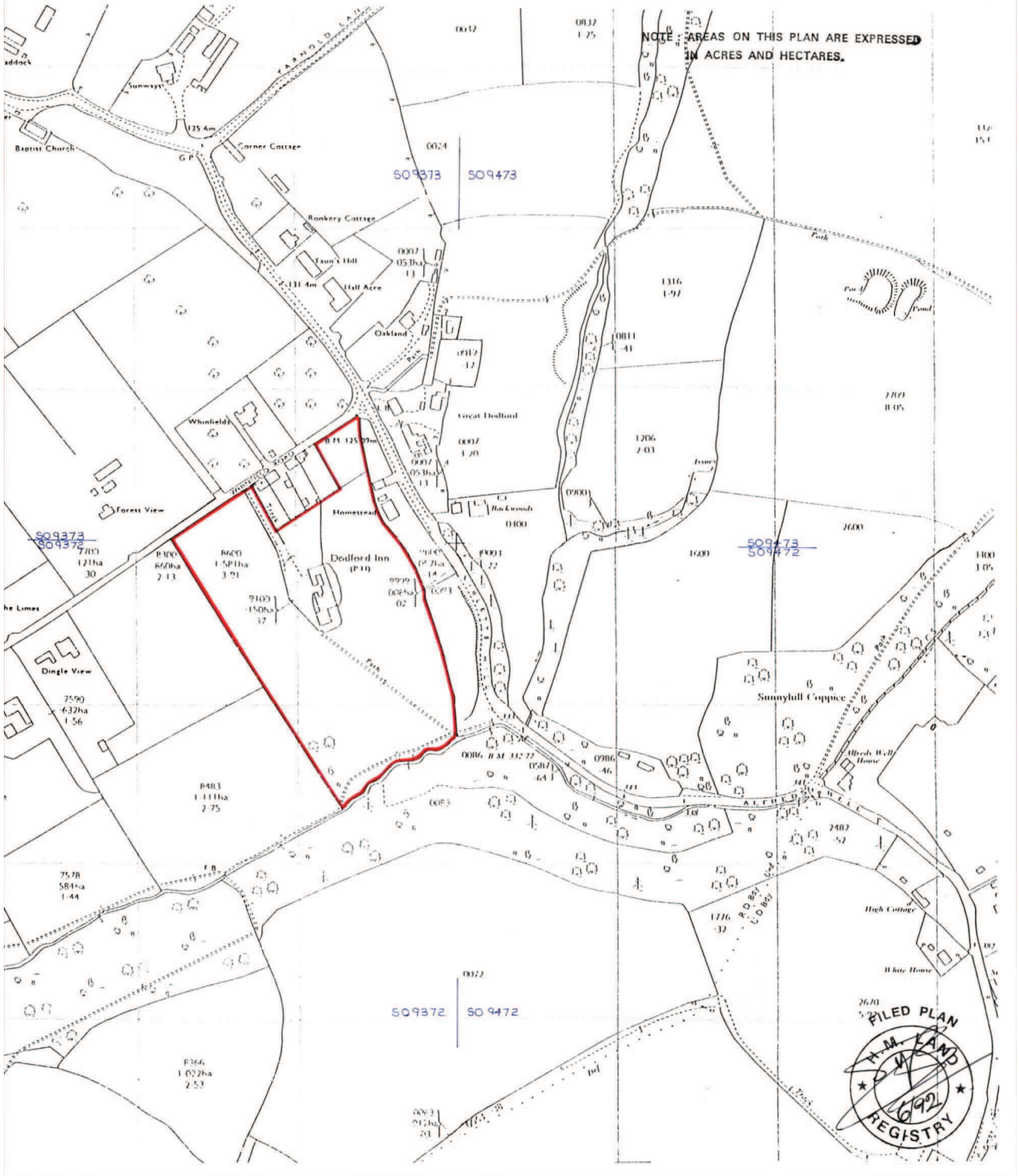
- **By post to:** Jayne Pickering , Executive Director Finance and Resources, Bromsgrove District Council , Council House , Bromsgrove B60 1AA
- **By email to:** j.pickering@bromsgroveandredditch.gov.uk

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| | | | |
|---|----------------------------|----------------------------------|--|
| H.M. LAND REGISTRY | | TITLE NUMBER HW 103951 | |
| ORDNANCE SURVEY PLAN REFERENCE | SO9373/9473 SO9372/9472 | Scale 1/2500 | |
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ADMINISTRATIVE AREA WORCESTERSHIRE



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