



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 5TH NOVEMBER 2014 AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors M. A. Sherrey (Leader), C. B. Taylor (Deputy Leader),
D. W. P. Booth, M. A. Bullivant, R. L. Dent and M. J. A. Webb

AGENDA

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

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 1st October 2014 (Pages 1 - 2)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 13th October 2014 (Pages 3 - 10)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 2nd October 2014 (Pages 11 - 20)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
6. Dodford, Hagley and Beoley Conservation Area Appraisals and Management Plans - Adoption (Pages 21 - 178)

7. Disposal of Council Owned land at Aintree Close/Lingfield Walk Catshill (Pages 179 - 194)
8. Gateway Services for Young People - Provision of Homelessness Support (Pages 195 - 198)
9. Council Tax Support Scheme - Draft Regulations Considered for Further Consultation (Pages 199 - 230)
10. Fees and Charges 2015/2016 (Pages 231 - 248)
11. Budget Position Statement (Pages 249 - 268)
12. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

28th October 2014

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 1ST OCTOBER 2014 AT 6.00 P.M.

PRESENT: Councillors M. A. Sherrey (Leader), C. B. Taylor (Deputy Leader),
M. A. Bullivant and M. J. A. Webb

Observers: Councillors L. C. R. Mallett and R. J. Shannon

Officers: Ms S. Hanley, Ms J. Pickering and Ms R. Cole

36/14 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D. W. P. Booth and R. L. Dent.

37/14 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

38/14 **MINUTES**

The minutes of the meeting of the Cabinet held on 3rd September 2014 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 3rd September 2014 be approved as a correct record.

39/14 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meetings of the Overview and Scrutiny Board held on 18th August 2014 and 15th September 2014 were submitted.

Councillor M. J. A. Webb stated that as Portfolio Holder for Finance he was willing to attend meetings of the Overview and Scrutiny Board when appropriate at the invitation of the Board.

RESOLVED that the minutes of the meetings of the Overview and Scrutiny Board held on 18th August 2014 and 15th September 2014 be noted.

40/14

BUDGET POSITION AND EXPENDITURE - PRESENTATION

The Executive Director, Finance and Resources gave a presentation on the proposed Budget Process 2015/16 - 2017/18, in particular the process and timetable which would enable effective scrutiny of the budget.

A number of issues were highlighted for Members to be aware of including:

- likely further reduction in the Grant Settlement from Government;
- changes to the welfare system i.e. Essential Living Fund, Universal Credit;
- further cuts likely in Worcestershire County Council funding;
- impact on the public sector of the national economy;
- New Homes Bonus - options being considered;
- Parish Councils funding;
- 1% pay award assumed
- Potential 2% Council Tax increase assumed for the present

The Executive Director, Finance and Resources reported that additional more detailed information on the Council's Strategic Purposes and the costs across departments that sat behind them would be coming forward for Members to consider. Where there were additional pressures on budgets more detailed information would be available for Members. Where services were being re-designed the impact needed to be clear.

The importance of improving financial monitoring and forecasting was recognised including identifying whether savings were recurring or "one-off".

The revised budget processes were welcomed by Members.

It was

RESOLVED that the presentation be noted.

The meeting closed at 6.30 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MON13, 13TH OCTOBER 2014 AT 6.00 P.M.

PRESENT: Councillors H. J. Jones (Vice-Chairman, in the Chair), C. J. Bloore (from Minute No. 57/14), J. S. Brogan, R. A. Clarke, S. R. Colella, B. T. Cooper, R. J. Laight, P. Lammas, R. J. Shannon and C. J. Tidmarsh

Invitees: Councillors D. W. P. Booth, R. L. Dent and M. A. Sherrey.

Officers: Mr. K. Dicks, Ms. S. Morgan, Ms. A. Scarce and Ms. J. Bayley

54/14 **APOLOGIES**

Apologies for absence were received on behalf of Councillors L. C. R. Mallett, S. P. Shannon and C. J. Spencer.

55/14 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

56/14 **MINUTES**

The minutes of the Overview and Scrutiny Board held on 15th September 2014 were submitted.

RESOLVED that the minutes of the meeting held on 15th September be approved as a correct record.

57/14 **TOWN CENTRE**

The Chairman welcomed the Leader of the Council, Councillor M. A. Sherrey, and the Portfolio Holder for the Town Centre and Regulatory Services, Councillor R. L. Dent, to the meeting together with Councillor D. W. P. Booth, as the former Portfolio Holder with responsibility for the town centre. Following the delivery of a detailed presentation by Officers on the subject of the town centre redevelopment process at the previous meeting of the Board the Chairman explained that Members were now invited to consider the contents of the relevant minute from the meeting of the Board on 25th September, which were tabled at the meeting, and to ask the Portfolio Holders a series of questions.

The following points were discussed during the course of a question and answer session:

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- After receiving formal notice from Opus that the company would no longer be able to proceed with the scheme Officers had been working through the alternative options for the redevelopment.
- The Council needed to review the options available in the context of the current market.
- Officers had been working with the town centre redevelopment team, the legal team and marketing experts to identify the options for the site. A meeting was due to take place in November to discuss the outcomes of this work.
- The withdrawal of Opus would not place the redevelopment back at the initial stage of the process as the investigative works, particularly in relation to the geography of the site, would be transferable to any scheme.
- Officers were aware that there also remained considerable interest in the site.
- The former Leader of the Council, the Deputy Leader and the previous Portfolio Holder responsible for the town centre had been involved in the original negotiations for the site and it was anticipated that this would happen again for the current negotiations.
- Officers would need to report back to Cabinet in due course as the original decision that had been made by Members on the subject related to the development of the scheme by Opus. A special meeting of Cabinet would be called, if necessary, to ensure there were no unnecessary delays.
- Until all of the options had been properly investigated Officers were unable to provide more details for the consideration of the Board as this could potentially undermine the Council's negotiating position.
- Briefings would be provided to the group leaders in the forthcoming weeks to ensure that Members were as fully briefed as possible on progress with this matter.
- Members discussed the potential to enter into confidential session in order to discuss a number of key issues in further detail but took the decision for the meeting to remain open to the public.
- The Chief Executive and the Leader of the Council had been notified on the same day of the decision by Opus to withdraw from the scheme.
- The strategic plans for the redevelopment remained on track. This phase of the redevelopment process would form one part of a 15 year plan to redevelop the town.
- There was continuing commitment to retaining a cinema in the redevelopment of the town centre if at all possible.
- The deadline for the Recreation Road development was also discussed. Members were advised that the planning application for this development was due to be submitted shortly.
- The development of the Sainsbury's site was also considered. Members were advised that the supermarket remained committed to the town in the medium-term.

RESOLVED that the content of the discussion be noted.

58/14

OVERVIEW OF BUDGET REPORT

The Financial Services Manager presented a report which provided an initial overview of the projected budget for the Council from 2015/16 – 2017/18. During the course of the presentation the following matters were highlighted for Members' consideration:

- The report was designed to form part of a new robust approach to budget scrutiny at the Council.
- Officers were estimating that there would be a shortfall of £613,000 in 2015/16 and a shortfall of £884,000 in 2016/17.
- The Council would continue to identify savings within a framework of three financial principles: reducing waste in the system, designing a new system to reduce waste and costs, and reducing the costs associated with enabling service provision.
- Budgets had been listed in the report in relation to the Council's strategic purposes. Some services had been listed in more than one appendix because the service had links to multiple strategic purposes rather than as a result of double counting.

Following the presentation of the report Members discussed a number of areas in further detail:

- Officers had accounted for both the predicted 1% pay increase as well as for pay increments. The bandings for pay increments were set in accordance with national pay levels.
- The Board had an important role to play in scrutinising the Council's budget for the year ahead.
- The anticipated amount that the Council would derive from the New Homes Bonus was discussed. Members commented that there was no guarantee that this bonus would continue to be provided in future years and it was therefore suggested that the Council needed to recognise the risks involved when calculating the potential contribution of the bonus to the overall budget.
- Officers confirmed that they had recognised the risks involved and had been cautious when calculating the likely figure for the New Homes Bonus.
- The level of Council reserves and how these funds should be used was considered.
- Members were advised that the 3% increase in fees and charges was applied generally to services in line with inflation levels and market forces.
- Some fees and charges were set at a statutory level. In addition it was considered prudent to vary the charges for other services by a different amount, depending on the demand for that service and the needs of the customer.
- The number of staff who were employed directly by Bromsgrove District Council rather than through a shared service was discussed and Officers agreed to provide Members with further detail on this outside of the meeting.

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- There was a deficit in the Council's pension fund for staff who had already retired and were drawing their pensions, which was comparable to the situation at other local authorities.
- The Council had agreed with the actuary to reduce the pension fund deficit over 21 years, a practice which was similarly being applied at a number of local authorities in the country.
- Officers were in the process of reviewing Section 106 agreements and the use of Section 106 monies. Members requested that the list of agreements be circulated for their consideration.

The Overview and Scrutiny Board had a role to play in reviewing the strategic direction of the budget and was responsible for holding the Cabinet to account for decisions made in respect of the budget. Officers suggested that the Board could also make a useful contribution to the Council's budget setting process by reviewing particular elements of it in more detail.

Members commented that for future budget updates it would be useful to receive further information clarifying which services were statutory and which were discretionary alongside the expenditure for each type of service. This would enable the Board to identify whether there were any opportunities to reduce expenditure.

Following recent debates Members concurred that it would also be useful for more information about the town centre redevelopment and off street parking costs to be provided for Members' consideration.

Finally, the Board agreed that they would appreciate further information about which services the Council delivered on behalf of Worcestershire County Council as part of the budget scrutiny process. Members requested that any updates on this subject should detail the extent to which Worcestershire County Council covered the costs of delivering those services.

RESOLVED that further information about the following matters be provided to support the budget scrutiny process:

- (a) the costs of the town centre redevelopment
- (b) off street parking costs
- (c) the costs of services delivered on behalf of Worcestershire County Council; and
- (d) a clear outline of which services were statutory and which were discretionary services and the Council's expenditure on both types of service.

59/14

QUARTERLY RECOMMENDATION TRACKER

Members considered the content of the quarterly recommendation tracker report which detailed the progress that had been made with the implementation of scrutiny recommendations.

Officers advised that the Chairman of the former Artrix Outreach Task Group, Councillor S. P. Shannon, and relevant Officers had met with the new Director

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of Artrix. This had been a constructive meeting as the Director had been receptive to and appeared to be willing to implement many of the group's proposals.

Members expressed concerns that the Board had not received enough information about the implementation of recommendations made by the Planning Policy Task Group in September 2012. For this reason Members commented that it would not be appropriate to remove the item from the report. Further information was therefore requested from Officers regarding the action that had been taken in response to the group's proposals.

The Board had not yet requested an update from Worcestershire Regulatory Services in respect of the progress that had been made in issuing regular reminders to taxi drivers at taxi ranks about leaving their car engines running whilst waiting for their next customer. Officers suggested that this could be considered for inclusion in the Board's Work Programme when the tracker was next presented for the consideration of Members.

RESOLVED that the report be noted.

60/14

ACTION LIST

The Board considered the latest version of the Overview and Scrutiny Action List.

In respect of the further information that had been requested by the Board on 15th September in respect of the transformation of Development Control, Members noted that a list of contact details for all Planning Case Officers had been circulated by email. However, further details about the removal of overtime payments and the car allowance scheme remained outstanding.

Information had also not yet been provided to clarify whether the Environmental Services team had access to appropriate equipment to clean the High Street, as requested at the previous meeting of the Board on 25th September.

Members discussed how long non-executive Councillors should reasonably expect to wait for information requested following an Overview and Scrutiny Board meeting. Officers confirmed that a response should ideally be provided within a week.

RESOLVED that the Action List be noted.

61/14

WCC HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor B. T. Cooper, Bromsgrove District Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided an update on the latest meeting of the Committee.

Members were advised that during the meeting, on 8th October, the Committee had received an update on the Community Service Development

programme. The Worcestershire Health and Care Trust had reviewed community health services and concluded that the centralisation of services was required in order to respond to the needs of local people. This conclusion had been mainly reached as a result of considering information about local demographics. However, services would continue to be made available to people in their own homes in cases where they were likely to struggle to access services at a central location.

The Committee had also considered further information about Personal Health Budgets, which were provided to patients with long-term health conditions and disabilities. Patients with Personal Health Budgets could choose which services they wanted to access in order to meet their needs. The scheme had originally been piloted but was due to be extended to all eligible patients.

There had been a discussion of Redditch and Bromsgrove Clinical Commissioning Group's response to the Acute Hospital Services Review, which was currently the subject of a consultation process. It had been reported during the meeting that there were some concerns that changes would be made to service provision locally during the course of the consultation. For this reason a working Committee had been established to assess action at the local level and to ensure that changes were not made to services during the consultation period.

Incontinence pads had been raised by Councillor Cooper as requested by the Board. There had been concerns during the summer that there were plans for patients to be charged for incontinence pads. However, no decision appeared to have been made as to whether to charge for incontinence pads and therefore it no further action appeared to be required.

Councillor Copper also clarified the role of HOSC. Members were advised that HOSC was one of Worcestershire County Council's scrutiny Committees. In the early 2000s the Government had required local authorities (the county Council in a two-tier authority area) to establish a HOSC in order to scrutinise changes to the local health environment and the potential impact of any proposed changes in the local community. The Worcestershire HOSC also was responsible for ensuring that any significant changes to services were subject to public consultation. In extreme circumstances where HOSC had major reservations about a particular issue they could refer the matter to the Secretary of State for Health. The HOSC had no direct working relationship with NHS England, though the role of HOSCs was due to change in response to the changing health environment.

62/14

CABINET WORK PROGRAMME

Members considered the content of the Cabinet Work Programme for the period 1st October 2014 to 28th February 2015.

Officers confirmed that the Board was scheduled to receive the Fees and Charges review at their following meeting. The Board would also be provided with a summary of the Finance Monitoring Report Quarter 2, though it was

unlikely that Members would be considering the same level of detail that would subsequently be reported to the Cabinet.

The appropriate timing of meetings of the Board was briefly debated. Members commented that in previous years there had been a discussion of the impact of the timing of the meetings on the potential for the Board to make a constructive contribution to policy development work through pre-decision scrutiny. Officers confirmed that the timing of the meeting of the Board was being considered and there was the possibility that meetings would take place the week prior to Cabinet in future in order to enable the Board to pre-scrutinise reports and policies more effectively.

63/14

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members considered the latest edition of the Overview and Scrutiny Work Programme.

Officers explained that an additional report would be presented for Members' consideration in November which had not been recorded on the Work Programme in time for publication. This report would outline the response of the Worcestershire Shared Services Joint Committee to the recommendations that had been made by the Joint Worcestershire Regulatory Services Scrutiny Task Group.

The Recreation Road South Car Park Task Group had been reconvened to undertake a Short, Sharp Review of car parking arrangements in the town as agreed at the previous meeting of the Board. Unfortunately only 2 original members of the group had responded to confirm that they would be interested in participating in the exercise. The Board agreed that other Members should be offered an opportunity to participate in the review if the original members of the Task Group were not available to do so.

Councillor C. J. Bloore apologised for not responding to Officers on this subject and explained that this had partly been due to problems accessing his email account using his Council Ipad. Officers urged Members to contact Democratic Services if they experienced any problems accessing their emails on their Ipads so that any such problems could be resolved as quickly as possible.

Councillor R. J. Shannon commented that he had received correspondence from a local constituent about the future of the farmers' markets in Bromsgrove town centre. Due to the potential relevance of this subject to the ongoing redevelopment of the town centre, which would be the subject of further budget scrutiny, he requested further information from Officers clarifying whether the farmers' market had permanently relocated to Webbs of Wychbold.

RESOLVED that membership of the reconvened Recreation Road South Car Park Task Group be extended to Members who were not involved in the previous review if the original membership is not all available.

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The meeting closed at 7.16 p.m.

Chairman

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL

WORCESTERSHIRE REGULATORY SERVICES

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY, 2ND OCTOBER 2014 AT 4.30 P.M.

PRESENT: Councillors M. A. Bullivant (Chairman), Mrs. B. Behan (Vice-Chairman), J. Fisher, B. Clayton (during Minute No's 13/14 to 18/14), D. Wilkinson, A. Roberts, Mrs. L. Hodgson, Mrs. E. Stokes (substituting for Councillor R. Davis), K. Jennings, M. Hart and P. Harrison

Invitees: Councillor R. Laight, Bromsgrove District Council, Councillor P. Tomlinson, Wychavon District Council and Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services Management Board

Officers: Ms. J. Pickering, Mr. S. Jordan, Ms. C. Flanagan and Mrs. P. Ross

13/14 **APOLOGIES**

Apologies for absence were received from Councillors R.L. Dent, Bromsgrove District Council, D. Hughes, Malvern Hills District Council, A. N. Blagg, Worcestershire County Council and R. Davis, Wychavon District Council.

14/14 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

15/14 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 26th June 2014 were submitted.

RESOLVED that the minutes be approved as a correct record.

16/14 **JOINT WORCESTERSHIRE REGULATORY SERVICES SCRUTINY TASK GROUP - FINAL REPORT**

The Chairman welcomed Councillors R. J. Laight, Bromsgrove District Council, Chairman and P. Tomlinson, Wychavon District Council, Vice-Chairman of the Joint Worcestershire Regulatory Services Scrutiny Task Group who would present the Committee with the task group's final report and recommendations.

Councillor Laight gave his thanks to all Members of the Task Group and was of the opinion that the work of the Task Group although hard, had been conducted without any political influence in the Task Group discussions, deliberations or conclusions. Councillor Laight gave his sincere thanks to Councillor J. Raine, Malvern Hills District Council for his valuable input into the Task Group's final report. Councillor Laight also conveyed his thanks to Worcestershire Shared Service Joint Committee Members and senior officers (from Bromsgrove District Council and Redditch Borough Council), who had been invited and attended Task Group meetings to provide evidence as witnesses throughout the Task Group process.

Councillor Tomlinson then delivered a presentation on the Joint Worcestershire Regulatory Services (WRS) Scrutiny Task Group. The presentation provided background information on the original proposal from Wychavon District Council in July 2012 and the four specific areas covered in the final report:-

- WRS Performance and Communications
- Financing of WRS
- Governance of WRS
- Lessons Learned

Councillor Tomlinson highlighted what had been achieved at the time of the Task Group's report. The Joint Committee had managed to reduce the overall budget from £7.2 million to £4.6 million in a short period of time making significant savings for all partner authorities. Staffing had been reduced from 154 to 99.5 Full Time Equivalent posts.

Councillor Tomlinson briefly explained the reasons for each of the Task Group's recommendations. The Task Group saw themselves as a critical friend and had suggested recommendations that could help with improvements to WRS. The intention was none other than to come up with recommendations that helped the Joint Committee and therefore benefitted county residents. As mirrored in the private sector, ethical principles that the Joint Committee should adopt in order to ensure that the customer was first.

Following on from the presentation Councillor Laight stated that as Chairman of the Task Group it was clearly established that WRS was a world class service that was recognised throughout the United Kingdom as a leader in partnership working.

There was detailed discussion on the recommendations contained within the final report. Joint Committee Members questioned the suggested governance arrangements and were of the opinion that any changes to governance arrangements should be considered following the outcome of the Strategic Partnering project, this would provide a more cohesive idea of the governance arrangements required. Members also questioned why Joint Committee meetings should be held at the base of WRS, as the host authority currently provided support for Joint Committee meetings. With regard to Members appointed to the Joint Committee for a period of two years; Joint Committee

Members felt this was not practical since political parties could change within that two year timescale. Members agreed that the current quorum for meetings ensured fair political representation from each partner authority and were of the opinion that this would not be the case if the quorum was reduced to five representatives in attendance as suggested in recommendation 7.

In response Councillor Tomlinson informed the Committee that the Task Group had not taken into account the Strategic Partnering Project when looking at WRS, the Task Group had looked at WRS as it stood. The revised of quorum of five had been recommended so that decisions to be made could be concentrated on and there was no pressure on Joint Committee Members to attend meetings.

The Joint Committee then considered the recommendations of the Task Group in detail.

Recommendation 1

Performance Management Information should continue to be made available for Members' consideration at every meeting of the Joint Committee and be sufficiently high on the agenda to be discussed in detail.

This was approved.

Recommendation 2

Twelve months after the new contact centre arrangements for WRS have been introduced, replacing the use of the Worcestershire Hub; the Joint Committee should review the effectiveness of these arrangements for communicating with the public.

This was approved.

Recommendation 3

The web-pages of each partner authority should be regularly monitored to ensure they are kept up to date, with the inclusion of a prominent and obvious link to the WRS website.

This was approved.

Recommendation 4

The purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service and with the content and format being agreed by the Joint Committee.

The purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service,

this part of the recommendation was approved; but Members decided that there was not a need for the content and format of the WRS Newsletter to be approved by the Joint Committee.

Recommendation 5

That WRS have a designated member of staff to act as a Member Liaison Officer and as a single point of contact to signpost Member enquiries.

This was approved.

Recommendation 6

In order to reduce the focus on financial considerations which currently play a major part in influencing partner participation, to the detriment of other equally important aspects of the service, the following should be addressed:

- (a) A new business model for WRS be developed through the Chief Executives' Panel, building on the proposals already being produced by the Panel.
- (b) Consideration be given to the option for partner authorities to purchase an "out of hours service".

This was noted.

Recommendation 7

A new strategic decision making board for WRS should replace the Joint Committee, comprising one elected member per partner authority and supported by senior officers. This should be called the WRS Board.

- (a) Meetings of this Board should take place at the base of WRS.
- (b) Responsibility for attendance at Board meetings should lie with each authority's representative, and the quorum for meetings proceeding should be set at 5 representatives in attendance.
- (c) Meetings of the Board should take place bi-monthly.
- (d) Elected members appointed to the Board should be provided with an induction programme and sufficient on-going training to enable them to fulfil their role effectively.
- (e) Members appointed to the Board be expected to serve a minimum of two years to ensure continuity.
- (f) The Chair of the WRS Board should be elected annually by the members of the Board.

Recommendation 8

The Management Board be disbanded, with the WRS Management Team taking the lead responsibility for operational decision making under the leadership of the Head of Regulatory Services.

Recommendation 9

- (a) The Head of WRS should be fully accountable to the WRS Board (as the strategic decision making body).
- (b) The Chief Executive of the host authority to act in a mentoring role as and when necessary.

Recommendation 10

- (a) All decisions made by the WRS Board be formally reported back to all elected members of the partner authorities in a timely manner.
- (b) Attention should be paid to communicating updates about any planned changes to WRS services to all elected members of partner authorities.
- (c) The agendas and minutes of all WRS Board meetings should also be uploaded on to the WRS website in a timely fashion.

Members agreed that officers be tasked to bring forward collective proposals with regard to recommendations 7, 8, 9 and 10, as detailed above, to a future meeting of the Joint Committee.

Recommendation 11

The lessons learned from the WRS shared service experience, particularly as detailed in this report, should be heeded by elected members and senior officers when considering any future proposals for shared service arrangements involving multiple partners.

Recommended that partner Council's approve this recommendation.

Recommendation 12

- (a) The Joint Scrutiny Protocol should be reviewed in order to take on board the lessons learned during this review.
- (b) Consideration should be given to the reinstatement of the Worcestershire Overview and Scrutiny Chairs Group as a means of feeding back the monitoring of recommendations from Joint Scrutiny exercises, as and when required.

This was noted.

In summary:-

RESOLVED:

- (a) that Recommendations 1, 2, 3 and 4, as detailed at Appendix 1 to the report be approved;
- (b) that Recommendation 5, as detailed in the preamble above, be approved,
- (c) that Recommendations 6 and 12, as detailed at Appendix 1 to the report, be noted; and
- (d) that following on from the outcome of the Strategic Partnering project, officers bring forward collective proposals with regard to

Recommendations 7, 8, 9 and 10, as detailed at Appendix 1 to the report, to a future meeting of the Joint Committee.

RECOMMENDED

That each partner authority approves Recommendation 11, as detailed in Appendix 1 to the report.

17/14

REGULATORY SERVICES INTERNAL AUDIT REPORT 2013/2014 - UPDATE REPORT

The Committee considered a report which detailed the Worcestershire Regulatory Services Internal Audit Update Report 2013/2014.

The Executive Director, Finance and Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that an opinion of moderate assurance had been given as there was a generally sound system of financial control in place. No issues had been brought forward from the previous audit.

In response to Members' questions the Executive Director, Finance and Resources, Bromsgrove District Council informed the Committee that although there had been issues with the timing of the budget preparation for 2014/2015 all partner authorities services had been developed with the agreed budget. In order to align both WRS and partner authority's budget setting processes, the WRS Management Board was developing an aligned process in time for the 2015/2016 financial year.

The Head of Worcestershire Regulatory Services (WRS) responded to Members' questions and highlighted that the information on the new Uniform system had been subject to extensive data cleansing of all permanent licensing records and that premises licences had now been cleansed and finalised. Annual licences would be cleansed and finalised by the end of December 2014. Performance monitoring, with regard to comparison data had been patchy, but as the data cleansing progressed Members would be able to see the improvements made with the information presented at future meetings.

RESOLVED that the Worcestershire Regulatory Services Internal Audit Update Report 2014/2015, be noted.

18/14

WORCESTERSHIRE REGULATORY SERVICES BUSINESS MODEL REVIEW

Following on from the meeting held on 26th June 2014, when the Committee had considered the Worcestershire Regulatory Services, Business Model Review with a recommendation to partner authorities to approve the changes to the Worcestershire Shared Services Partnership Agreement at the earliest opportunity.

Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services (WRS), Management Board provided the Committee with a brief verbal update on the business model review and informed the Committee that six of the partner authorities had approved the recommendation. Councillor Mrs. L. Hodgson further informed the Committee that discussions had been held and following on from that discussion the recommendation would go through Worcestershire County Council's decision making process.

19/14

STRATEGIC PARTNERING HIGHLIGHT REPORT

The Committee was asked to note the Strategic Partner Procurement Highlight Report.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that the project team now met every fortnight. Dialogue meetings had been held throughout August 2014. During these dialogue meetings one bidder had withdrawn and a second bidder had decided not to submit their outline submission. Therefore only one outline submission had been received. The decision was taken to evaluate and moderate this submission and progress to the next phase for further detailed discussions.

The Head of WRS highlighted to the Committee that the private sector industry had recognised that WRS had driven out savings through transformation. Legal advice had been sought with regard to progressing further with just the one remaining bidder.

The Host Authority's Principal Solicitor responded to Members' questions and informed the Committee that the issue of a single bidder had been looked at in the light of European Union (EU) Procurement principles, to ensure that no critical element had been missed with only one bidder left. Officers had complied with the EU Procurement process, but two bidders had chosen to withdraw. WRS had set out what the requirements were to all bidders at the outset and therefore could continue to progress with the one remaining bidder. There was a need to ensure that if challenged, WRS could justify their decision and show that the process had been robust; that value for money had been considered and that procurement law had been met. WRS had ensured that the remaining bidder was made aware of any concerns or gaps in their submitted bid and were fully aware that each partner authority would have to endorse their bid. This had been done and the remaining bidder had elected to continue with their participation in the process.

The Head of WRS further responded to questions from Members in respect of the pros and cons of only one bidder remaining. The Head of WRS informed the Committee that this had been discussed in detail with the WRS Management Board. Going forward to the next stage, he was of the opinion that the bidder had gone through enough stages to test their validity. If officers had any concerns following further discussions on the detail that sat behind the bidders outline submission, WRS would stop the process. In respect of the question raised regarding a 'Plan B', the Head of WRS

confirmed that officers would have an 'in house' proposal as part of their 3 year financial plan.

The Head of WRS confirmed that the project was currently five days over. However, with the reduction in the number of dialogue days now required, he was hoping to recover the five days.

The Chairman thanked the Head of WRS.

20/14

TRANSFORMATION WORK UPDATE

The Committee were asked to note the transformation work update.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that feedback received from the private sector companies participating in the Strategic Partnering procurement project; had all acknowledged the achievements made by WRS in driving out waste and improving efficiency through transformation work. All of the private sector companies had agreed that they would have struggled to achieve this given the savings already delivered by WRS.

Since its launch in 2010, WRS had undergone major and sustained transformational change whilst experiencing a year on year reduced budget from £7.15 million to £4.4 million. This had contributed significantly in exceeding the challenging savings indicated in the original business case (38% against 17.5%); whilst delivering high quality services and developing new and innovative ways of working which had achieved national recognition.

Transformation had been achieved by applying systems thinking principles in a pragmatic way to service delivery. The clear purposes for the service being:-

- Help me to resolve my problem (and stop it from happening to anyone else)
- I want to think everything is ok (for example, that the food I eat is safe)
- Help me to trade well (safely and fairly) and ensure my competitors do the same.

The Head of WRS responded to Members' questions with regard to first contact telephone calls now being handled 'in house' instead of calls going through the Worcestershire HUB. WRS duty officers had received more complex complaints during the summer period. Duty Officers were receiving on-going training to enable them to deal with complex first contact telephone calls. Senior Officers were extremely pleased with the way the service was progressing.

The Head of WRS further responded to Members' questions in respect of staff morale and any concerns expressed by staff with loosing local links and expertise. WRS had carried out an annual staff survey which had indicated that staff generally felt proud of WRS. Staff morale was affected by further impending budget cuts and possible redundancies. Staff briefings were

regularly held and managers had an 'open door' policy for staff. Some staff had struggled with moving away from their specific skill set, but training and technical training days were arranged for staff. WRS also had a good relationship with the unions.

RESOLVED that the transformation work update report be noted.

21/14

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING

The Committee considered a report which detailed the financial position for the period April 2014 to June 2014.

The Executive Director, Finance and Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that there was a final outturn underspend of £58,000 for the reasons as detailed on page 132 of the report. With regard to the ICT system projected costs, the Idox invoice had been paid and the capital budget would be spent on remote and mobile working devices once the mobile working platform has been finalised.

The Executive Director, Finance and Resources, Bromsgrove District Council responded to Councillor Mrs. E. Stokes with regard to more detailed information being provided in the Accounting Statements for 2013/2014 and reiterated that the Worcestershire Regulatory Services Joint Committee had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. A detailed revenue report, as requested by the Committee, had been presented to the Joint Committee meeting held on 26th June 2014.

Further discussion took place in respect of more detailed information being presented on fixed assets and comparative data.

RESOLVED:

- (a) that the financial position for the period April 2014 to June 2014, be noted;
- (b) that the external auditor certificate and opinion 2013/2014, be noted; and
- (c) that the Executive Director, Finance and Resources, Bromsgrove District Council be tasked to provide detailed information on fixed assets and comparative data to future meetings of the Joint Committee.

22/14

ACTIVITY DATA QUARTER 1 - 2014/2015

The Committee considered a report which detailed the Worcestershire Regulatory Services Activity Data for Quarter 1, 2014/2015.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that due to the difficulties with data transfer officers had been unable to show a full data extract for Quarter 1, 2013. Therefore there were no clear comparisons with last year, but going forward this would be possible. The Head of WRS drew Members' attention to the fact that businesses could be victims as well as consumers, albeit there

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was an assumption in law that businesses were better equipped to deal with any problems.

The report detailed that licensing and environmental/nuisances continued to be the largest areas of work. Only a limited amount of case work came to fruition during the period, with a number of educational and informational press releases sent out, as detailed on pages 144 and 145 in the report.

RESOLVED that the Activity Data Quarter 1, 2014/2015 be noted.

The meeting closed at 6.25 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

Conservation Area Appraisals and Management Plans for Beoley, Dodford and Hagley Conservation Areas

Cabinet

5th November 2014

Conservation Area Appraisals and Management Plans for Beoley, Dodford and Hagley Conservation Areas

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

1. SUMMARY OF PROPOSALS

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

- 1.2 Draft Conservation Area Appraisals have been prepared for the Conservation Areas in Beoley, Dodford and Hagley. The character appraisal identifies the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. The Management Plans provide a strategy for the management of the conservation areas in a way that will protect and enhance its character and appearance.

- 1.3 The conservation area appraisals for Beoley and Dodford identified the need for small boundary changes.

- 1.4 Having sought member support for the draft appraisals, management plans and in the case of Dodford and Beoley, boundary extensions, full consultation with local residents and other interested parties was carried out between Monday 30th June 2014 and Friday 8th August 2014.

- 1.5 There was broad support for all three conservation area appraisals and management plans. The revisions to the boundaries of both Dodford and Beoley has resulted in much comment to the extent that it is considered that a further review of the proposed boundaries should be carried, followed by a further public consultation to discuss the outcome.

2. RECOMMENDATIONS

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

Conservation Area Appraisals and Management Plans for Beoley, Dodford and Hagley Conservation Areas

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- 2.2 That the Cabinet supports a further review of the boundaries of the Beoley and Dodford conservation areas, including further public consultation should the review suggest further alterations to the boundaries of either Dodford or Beoley Conservation Areas be made.

3. KEY ISSUES

Financial Implications

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

Legal Implications

- 3.2 The Council has a statutory duty under s69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas. The Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas.
- 3.3 If the extensions are approved, formal notifications would be sent to each owner/occupier affected by boundary changes and the designation advertised in the Bromsgrove Advertiser and London Gazette. Notifications would also be sent to English Heritage and the Land Registry. There is no statutory right of appeal against Conservation Area designation.

Service / Operational Implications

- 3.4 Each character appraisal identifies the factors and features which make each conservation area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. The management plans then provide a strategy for the management of each of the conservation areas in a way that will protect and enhance its character and appearance.
- 3.5 **Hagley**
Two public consultation sessions were held at the offices of Hagley Parish Council, attended by four members of the public, and eight people/organisations commented. Comments were broadly supportive of the Conservation Area Appraisal and Management Plan. A table of responses is attached to this report in Appendix 6.
- 3.6 **Beoley**
Two consultation sessions were held at the Village Hall in Beoley attended by 17 members of the public, and 15 written responses were received. In addition to

Conservation Area Appraisals and Management Plans for Beoley, Dodford and Hagley Conservation Areas

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the draft appraisal and management plan changes to the boundary were also proposed as follows;

1. The area between Beoley Lane and Holt Hill/Bleachfield Lane including the Elms. The current boundary to Beoley Conservation Area designated in 1980, flows around the historic buildings, omitting some green spaces in between. Modern conservation philosophy advocates the retention of key spaces between buildings as a key element of an areas special interest, hence the inclusion of this area.
2. The Village Hall and School. Located to the west of the Conservation Area boundary beyond Holt End Farmhouse on Beoley Lane. These buildings do have some historic interest and it is recommended therefore that the Conservation Area be extended to include these two sites. The School and adjacent Teachers House was built in 1876 to designs by John Cotton, a prominent Midlands architect. The Village Hall was originally built as a reading room in 1905 and has been subsequently extended and altered throughout the 20th century. Its Beoley Lane elevation makes a valuable contribution to the street scene.

Comments were received supporting the Conservation Area Appraisal and Management Plan and the proposed boundary changes. In addition a number of comments were received suggesting the inclusion of some other areas. All comments are detailed in the Table of Comments in Appendix 2. It is considered that as there may be some merit in including these areas, a further review of the boundary should be carried out. If following a review it is considered that the boundary of the Conservation Area should be extended further, then another period of consultation with the local community and other interested parties will be required. The results of this consultation and any alterations to the Appraisal and Management Plan will be reported back to Cabinet at the Meeting on 1st April 2015.

3.7 Dodford

Two consultation sessions were held at the Village Hall in Dodford attended by 16 members of the public, and 11 written responses were received. In addition to the draft Appraisal and Management Plan a change to the boundary was also proposed.

The current Dodford Conservation Area, designated in 1979, is centred upon the 19th century Chartist settlement along with the group of ecclesiastical buildings to the South. There is a kink in this boundary to the west where the Conservation Area incorporates the Church and Old Vicarage (Tower House), but otherwise the southern boundary is the original boundary of the Chartist Settlement. The land at Dodford, totalling 273 acres and including Old Priory Farm (Dodford Priory), was bought in May 1848 but, some of the land was immediately re-sold. The remainder of the estate was laid in a grid formed by narrow tracks and four

Conservation Area Appraisals and Management Plans for Beoley, Dodford and Hagley Conservation Areas

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acre plots (larger than at other settlements as the land was considered poor) where the distinctive cottages were constructed. 41 plots were laid out (although evidence suggests that more were intended), and 39 cottages were constructed. The rest of the estate was largely disposed of in two auctions; the first, in April 1850, comprised plots in Whinfield Road, and the second, in September 1850, comprised lots at the end of Woodland Road as well as Priory Road. The Conservation Area designation covers this land holding with the exception of three lots from the second auction which currently lie outside the Conservation Area boundary to the south west. They are indicated on Map 2 in the appraisal. It was considered for the sake of completeness that the boundary should be re-drawn to include these areas.

Comments were received supporting the Conservation Area Appraisal and Management Plan and the proposed boundary change. In addition a number of comments were received suggesting the inclusion of another area. All comments are detailed in the Table of Comments in Appendix 4. It is considered that as there may be some merit in including this other area, a further review of the boundary should be carried out. If following a review it is considered that the boundary of the Conservation Area should be extended further, then another period of consultation with the local community and other interested parties will be required. The results of this consultation and any alterations to the appraisal and management plan will be reported back to Cabinet at the Meeting on 1st April 2015.

Customer / Equalities and Diversity Implications

- 3.7 The Strategic Planning team has carried out a public consultation exercise to gather views on the draft appraisals, management plans and boundary changes in respect of Beoley and Dodford. Consultation letters were sent to every resident who currently lives in each of the conservation areas and where applicable the proposed extension, informing them of the dates for the public consultation events, how to access the documents on line and how to obtain hard copies of the documents. Hard copies were made available at the consultation events and at the Council house. The deadline for comments was Friday 9th August 2014. The public consultation has been carried out in line with current legislation and adopted standards contained in the Bromsgrove District Council Statement of Community Involvement (SCI). The result of this consultation can be seen in Appendices 2, 4 and 6.

4. RISK MANAGEMENT

- 4.1 There are no associated risks with this report

**Conservation Area Appraisals and Management Plans for Beoley,
Dodford and Hagley Conservation Areas**

Cabinet

5th November 2014

5. APPENDICES

- Appendix 1 - Beoley Conservation Area Appraisal and Management Plan
- Appendix 2 – Beoley CAAMP Consultation Comments
- Appendix 3 - Dodford Conservation Area Appraisal and Management plan
- Appendix 4 – Dodford CAAMP Consultation Comments
- Appendix 5 - Hagley Conservation Area Appraisal and Management plan
- Appendix 6 – Hagley CAAMP Consultation Comments

AUTHOR OF REPORT

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BEOLEY

CONSERVATION AREA DRAFT CHARACTER APPRAISAL AND MANAGEMENT PLAN

JUNE 2014



BROMSGROVE
DISTRICT COUNCIL

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Appendix 1 List of Properties within Beoley Conservation Area

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Appendix 3 Glossary of Architectural and Planning Terms

List of Maps

Map 1 Map of Beoley Conservation Area

Please note this is a draft version of the Beoley Conservation Area Character Appraisal and Management Plan. Any comments or queries should be sent to the Strategic Planning Team, Bromsgrove District Council, Council House, Burcot Lane, Bromsgrove, B60 1AA or email conservation@bromsgrove.gov.uk or telephone 01527 881326



PART 1 DRAFT CHARACTER APPRAISAL



1.0 INTRODUCTION

The Beoley Conservation Area was designated in August 1980 by Bromsgrove District Council. A draft character appraisal was prepared in 2008, which has formed the basis of this document, but was reviewed in 2013/14.

- 1.1 The purpose of a Conservation Area character appraisal is to identify the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. This is the first step in developing a management plan for the continued preservation and enhancement of a Conservation Area. An appraisal evaluates the positive, neutral and negative features of the area and suggests opportunities for improvement. It is not unusual for the boundary of a Conservation Area to fluctuate over time as the area evolves, and an assessment of the current and potential boundaries is normally part of the appraisal process.
- 1.2 The appraisal of the Beoley Conservation Area has been carried out in accordance with the most recent guidance from English Heritage 'Understanding Place: Conservation Area, Designation, Appraisal and Management' (2011). Although produced by the Council, local societies and residents will be encouraged to contribute to and comment on the draft document. This will result in a well rounded assessment of the area incorporating local knowledge, perceptions and suggestions.
- 1.3 During a future public consultation phase, the draft Appraisal will be made available on the Council's website, at the Customer Service centre in the Dolphin Centre and the Council House to ensure that it reaches a wide audience. There will also be a small exhibition at a local venue to explain the purpose of the document and collect any comments from residents.



2.0 PLANNING POLICY CONTEXT

- 2.1 The 1967 Civic Amenities Act was the first act to define a Conservation Area as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. It is not the purpose of a Conservation Area to prevent development, but to manage change in a positive and proactive way that benefits current and future generations.
- 2.2 The General Permitted Development Order 1995 (GDPO) classes a conservation area as being ‘Article 1 (5) land’. Outside of conservation areas planning permission is not required for many types of work, which is referred to as permitted development . The GDPO gives local authorities controls over some works undertaken in conservation areas, including the enlargement of a dwelling house, the rendering of such properties, and the installation of antennae and satellite dishes. In addition Conservation Area status means that Planning Permission is required for the total or substantial demolition of any building over 115m³ in size, the demolition of a boundary wall over 1m in height next to the highway or 2m elsewhere and the removal of any agricultural building constructed before 1914. There is a general presumption against the loss of buildings which make a positive contribution to the character or appearance of the Conservation Area.
- 2.3 Additional controls are also placed over trees within the Conservation Area boundary, meaning that an owner must submit a formal notification of works to the Council six weeks before starting work. This gives the Council the opportunity to place a Tree Preservation Order (TPO) on the site protecting any notable trees from unsuitable works. Currently there is only one TPO within the Conservation Area boundary - protecting an ash and an oak tree adjacent to Lingmoor on Chapel Lane.
- 2.4 The current primary legislation governing Listed Buildings and Conservation Areas is the Planning (Listed Buildings and Conservation Areas) Act 1990.



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



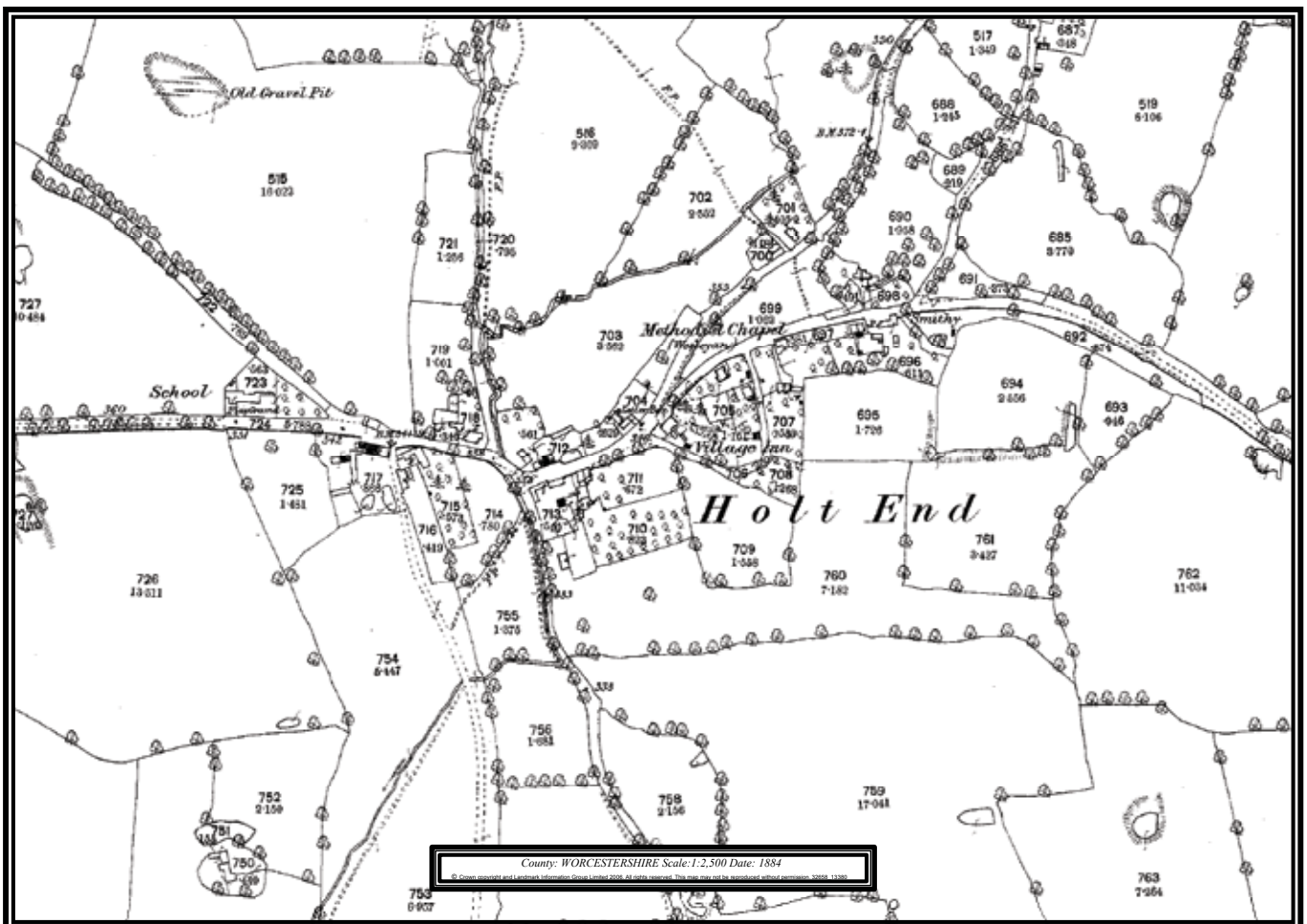
- 2.5 When assessing applications for development within designated conservation areas, the Local Planning Authority must pay special regard to the desirability of preserving or enhancing the character or appearance of the Conservation Area, under s72(1) of the Act. This does not mean that development will necessarily be opposed, only that it should not be detrimental to the special interest of the wider Conservation Area. The National Planning Policy Framework (NPPF) has replaced previous Government guidance which was detailed in Planning Policy Statement 5: Planning for the Historic Environment. The NPPF does, however maintain the importance placed on conserving and enhancing the Historic Environment as well as providing advice for conservation areas, notably in paragraphs 127, 137 and 138. The PPS5 Guidance Document, PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (March 2010) remains valid and a government endorsed document pending the Governments review of guidance supporting national planning policy.



- 2.6 The Bromsgrove District Local Plan (adopted in 2004) contains a series of specific policies relating to the historic environment (see Appendix 2). These policies help guide the Local Planning Authority when assessing planning applications, to ensure that new developments and alterations preserve or enhance the character or appearance of Conservation Areas. The Draft Bromsgrove Local Plan is about to be submitted for public examination, and will at some point replace the 2004 Local Plan. As with the current Plan the Draft Plan also contains policies to promote and protect the Historic Environment. These are detailed in Appendix 2

3.0 SUMMARY OF SPECIAL INTEREST

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



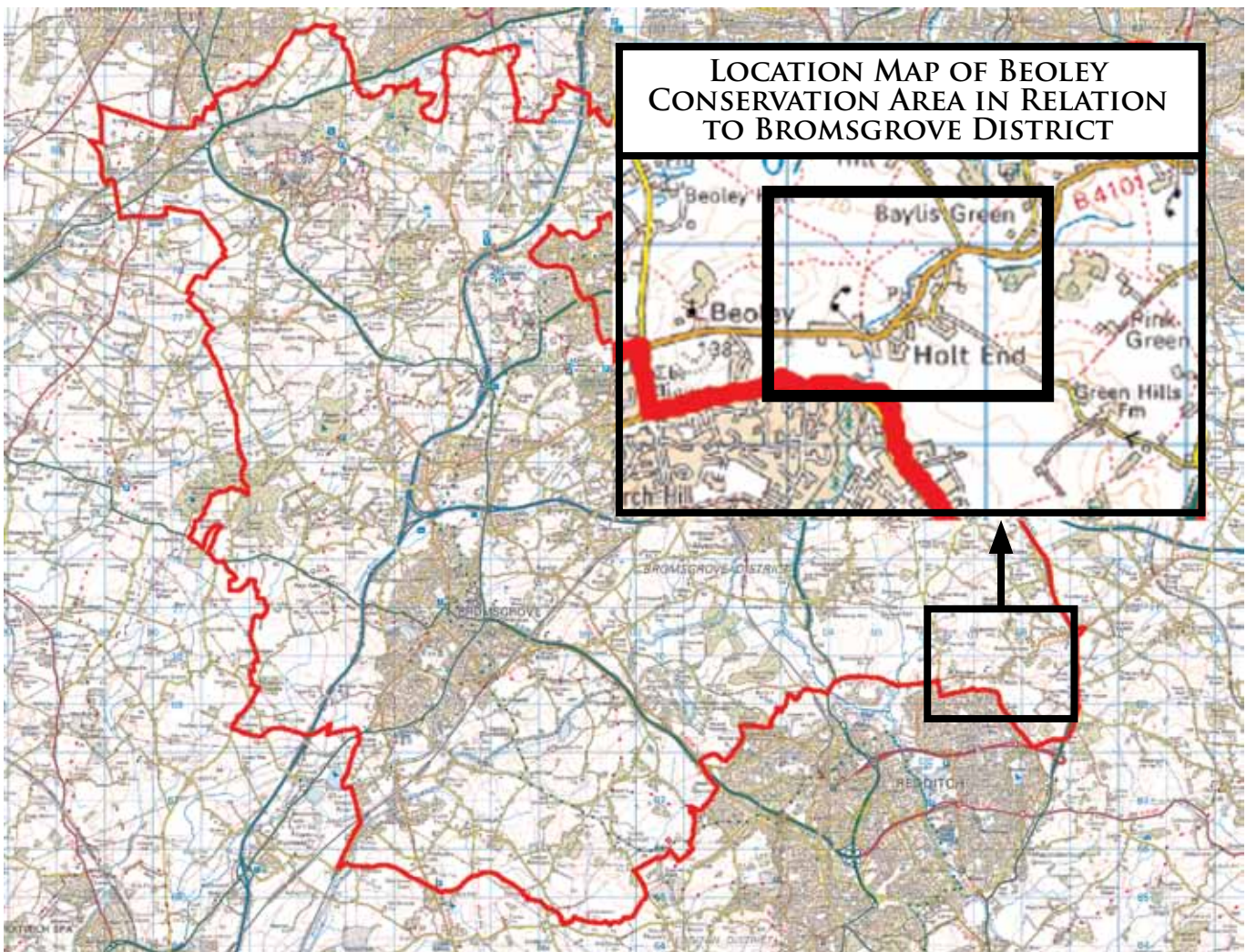
1884 map of Beoley

4.0 ASSESSMENT OF SPECIAL INTEREST

4.1 Location and Setting

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

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



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

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

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

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

4.2 Historic Development and Archaeology

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

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



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



The Village Inn in 1926 (courtesy The Village Inn)



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

Three historic routeways lie in the conservation area of Holt End. One of these is a Saltway, the route of which is followed by Beoley Lane and Holt Hill, the other two are holloways. These roads frequently date to earlier periods such as the Iron Age or the Roman period and may be an indication of the survival of sub-surface archaeological remains dating to these periods. Extant earthworks of a moated site lie outside the conservation area at Moss Lane Close and whilst not a Scheduled Monument, is a site of archaeological significance and should be recognised in the Local List and the conservation area as such. The boundary of the medieval deer park at Beoley Manor is recognisable as a Holloway which is situated to the south of Holt End Farmhouse. Both of these heritage assets attest to the medieval landscape at Holt End and beyond.

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

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

The majority of the building stock dates from the eighteenth and nineteenth centuries; with most extensions dating from the nineteenth and twentieth centuries. There are several timber framed buildings dating from the late sixteenth or early seventeenth century, which are of particular interest and character. The most significant changes to the setting of the village took place in the 1950's, when land adjacent to the Conservation Area was developed by the District Council for small housing estates at Moss Lane Close and The Glebe. Other individual properties were added in the 20th century such as Brookside, Argdour and Foxgloves as well as other infill developments around the edges of the Conservation Area boundary. The 20th century also saw both Beoley Hall (now flats) and Beoley Park divided into separate ownerships, although neither are located in the Conservation Area.



4.3 Architectural Quality and Built Form

4.3.1 Key Views

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



4.3.2 Prevailing and Former Uses

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





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

4.3.3 Architectural Character and Key Buildings and Structures



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



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



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

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

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

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



Beoley Lane

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



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



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



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

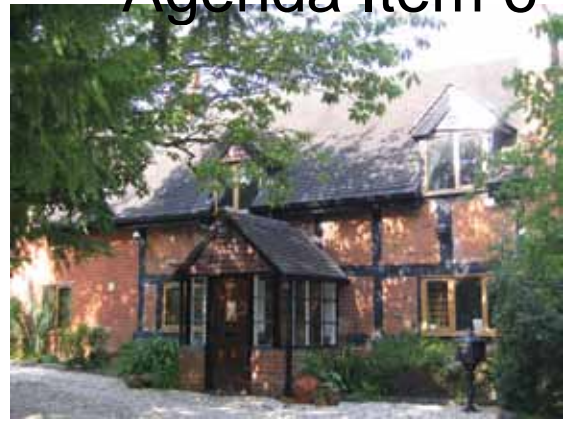


Lying towards the centre of the village is a group of historic outbuildings which date from around the late 18th century. Pe-de-Bell was originally a barn and was converted to residential use in 1982, along with the attached Toby Cottage and New Farm Cottage. The roadside elevation of the barn is blind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



Further along Beoley Lane at the base of Holt Hill is the Grade II listed Brailes Cottage and Quinton Cottage - once a large two storey house, now two separate dwellings. The building dates from the 17th century with some 20th century alterations. The timber framed structure has white rendered wattle and daub infill panels and a red clay tile roof with gable end brick chimney stacks and three gabled dormers. The entrance to Brailes Cottage to the left of centre has a 20th century gabled tiled canopy.

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



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



Holt Hill

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



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





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



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

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

Bleachfield Lane

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



4.3.4 Building Materials and Construction

Walls

The predominant building material within the Conservation Area is red brick in a mix of stretcher, Flemish and English garden wall bonds. Of the surviving timber framed buildings, some possess wattle and daub infill panels, others brickwork infill - in most of the latter this brickwork has been rendered or painted white.

Survival of architectural features

Some of the brick buildings have ornamental brickwork patterns to the top courses at eaves or at the verge, such as dentil eaves cornices or 'dogtooth' patterns.

Other variations of bas-relief patterns can also be found around the village, in some cases, such as Fair View and Otters Holt, these patterns are polychromatic (with contrasting colours).

Roofs

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

Windows

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

Rainwater goods

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

Doors

Doors are predominately timber.



4.3.5 Public Realm



Ground surfaces

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

Boundary Treatments

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

Signage and Street furniture

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

Trees and Green Spaces

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



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

4.4 Land marks, focal points and special features

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

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

Special features are listed buildings or other structures of special interest. There are four listed buildings within the conservation Area, as well as a number of other buildings of historical and archaeological interest, which can be described as heritage assets.

4.5 Summary of issues

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

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

The appraisal has however highlighted the following issues:

Loss of historic detailing

A significant challenge to the character of the Conservation Area has been the widespread erosion of historic details such as traditional timber windows and doors. A number of the historic buildings now have UPVC double glazed windows which are inferior in terms of appearance and quality to traditional timber units. Other fittings that are often replaced are doors and rainwater goods.

The loss of such details although individually insignificant, cumulatively can have a negative impact on the character of the conservation area.



Locally listed buildings

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

Modern Infil

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



5.0 Conservation Area Boundary

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

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

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

6.0 Management Proposals

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

The main management issues which need to be addressed are:

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

7.0 Public Consultation

This document will be subject to a four week public consultation period during 2014 to gather views on the assessment of the area and boundary reviews' proposals. The comments received shall be summarised and included in the final version of the document for public interest.



PART 2 DRAFT MANAGEMENT PLAN



1.0 INTRODUCTION

1.1 Purpose

1.1.1 The purpose of this Management Plan is to provide a clear strategy for the management of Beoley Conservation Area in a way that will protect and enhance its character and appearance. It should be read in conjunction with the Beoley Conservation Area Appraisal (June 2014) in which the character and special interest of the Conservation Area was identified, along with the features and other issues that currently compromise or detract from its character and appearance.



1.1.2 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Planning Authorities to draw up and publish proposals for the preservation and enhancement of its conservation areas. The Management Plan is intended to provide guidance to those involved in dealing with development and change not only within the Conservation Area but also in respect of its setting. The Plan sets out policies to maintain and reinforce the character of the Conservation Area but also to guide and manage change and in particular to respond to the threats to the character which have been defined in the appraisal. It also outlines the resources required for implementation and provides for monitoring and review. The Management Plan has been prepared in accordance with national policy contained in the NPPF, The PPS5 Guidance Document 'PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (March 2010) and Guidance from English Heritage 'Understanding Place: Conservation Area, Designation, Appraisal and Management' (2011).

1.2 Public Consultation

Public Consultation will take place in 2014

1.3 Status of the Management plan

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

2.0 PLANNING POLICY CONTEXT

2.1 The Management Plan lies within a framework of local and national planning policy for the historic environment. General planning policies and proposals for the control of development and use of land within conservation areas can be found in the Bromsgrove District Local Plan (Adopted in January 2004). These will at some stage be replaced by the Historic Environment Policies in the Draft Local Plan which has been submitted for public examination.

2.2 The key objectives in the Bromsgrove District Local Plan in respect of the preservation and enhancement of the character or appearance of the conservation area are;

- S35A, Development in Conservation Areas
- S36, Design of Development in Conservation Areas
- S37 Demolition in Conservation Areas
- S38, Protection of Buildings of Merit
- S43, Traffic Calming Schemes
- S45, Improvements to Conservation Areas.

Copies of the Local Plan are available on the Council's website at www.bromsgrove.gov.uk or from the Council House in Burcot Lane, Bromsgrove, B60 1AA.

2.5 This policy framework, along with national policy guidance contained in the National Planning Policy Framework (NPPF) 2012 and the English Heritage Guidance Document PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide will be used to further the preservation and enhancement of the character of the Conservation Area.



3.0 SUMMARY OF SPECIAL INTEREST, ISSUES AND OPPORTUNITIES



3.1 Special Interest

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



3.2 Summary of Issues

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

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



4.0 MANAGEMENT PROPOSALS

4.1 Introduction

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

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



4.2 Loss of historic detailing

4.2.1

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



4.2.2 Proposed Action

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

4.3 Locally listed buildings

4.3.1

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

4.3.2 Proposed Action

- When the Local Heritage List criteria are drawn up and the Local Heritage List strategy adopted, work with the local residents and other interested parties to identify candidates for addition to the Local Heritage List.



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

4.4.1

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

4.4.2 Proposed Action

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



5.0 MONITORING

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

The following are proposed;

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

6.0 REVIEW

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

7.0 CONCLUSIONS

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



List of properties within Beoley Conservation Area

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

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

Hawthorne Cottage, Chapel Lane
 Glebe Cottage, The Glebe

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

APPENDIX 2

Relevant Local Plan Policies

DS2 Green Belt Development Criteria
 S27B Design and Materials within Conservation Areas
 S35A Development in Conservation Areas
 S36 Design of development within Conservation Areas
 S37 Demolition in Conservation Areas
 S39 Alterations to Listed Buildings
 S39a Demolition of Listed Buildings
 S44 Reinstatement of Features in Conservation Areas
 S45 Improvements to Conservation Areas
 C1 Designation of Landscape Protection Areas
 C4 Criteria for Assessing Development Proposals
 C17 Retention of existing trees
 C19 Tree Preservation Orders
 C36 Preservation of Archaeological Resources
 C37 Excavation around Archaeological Remains
 C38 Development Criteria for Archaeological Sites
 C39 Site access for Archaeologists
 RAT4 Retention of Open Space
 ES11 Energy Efficiency in Buildings

Draft Local Plan Historic Environment Policies

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

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

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

Appendix 2 continued

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

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

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

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

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

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

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

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

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

Appendix 2 continued

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

BDP20.13 The District Council will support development that:

- i. Retains locally listed buildings.
- ii. Involves sympathetic alterations and extensions to locally listed buildings
- iii. Does not have a detrimental impact on the setting or context of locally listed buildings.

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

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

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

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

BDP20.18 Where material change to a heritage asset has been agreed, recording and interpretation should be undertaken to document and understand the asset's archaeological, architectural, artistic or historic significance. The scope of the recording should be proportionate to the asset's significance and the impact of the development on the asset.

The information and understanding gained should be made publicly available, as a minimum through the relevant Historic Environment Record.

Appendix 2 continued

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

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

Worcestershire County Structure Plan

CTC.5 Trees and Woodlands

CTC.6 Green Open Spaces and Corridors

CTC.8 Flood Risk and Surface Water Drainage

CTC.17 Archaeological Sites of Regional or Local Importance

CTC.18 Enhancement and Management of Archaeological Sites


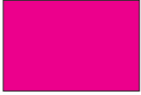

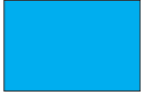







CTC.19 Areas and Features of Historic and Architectural Significance

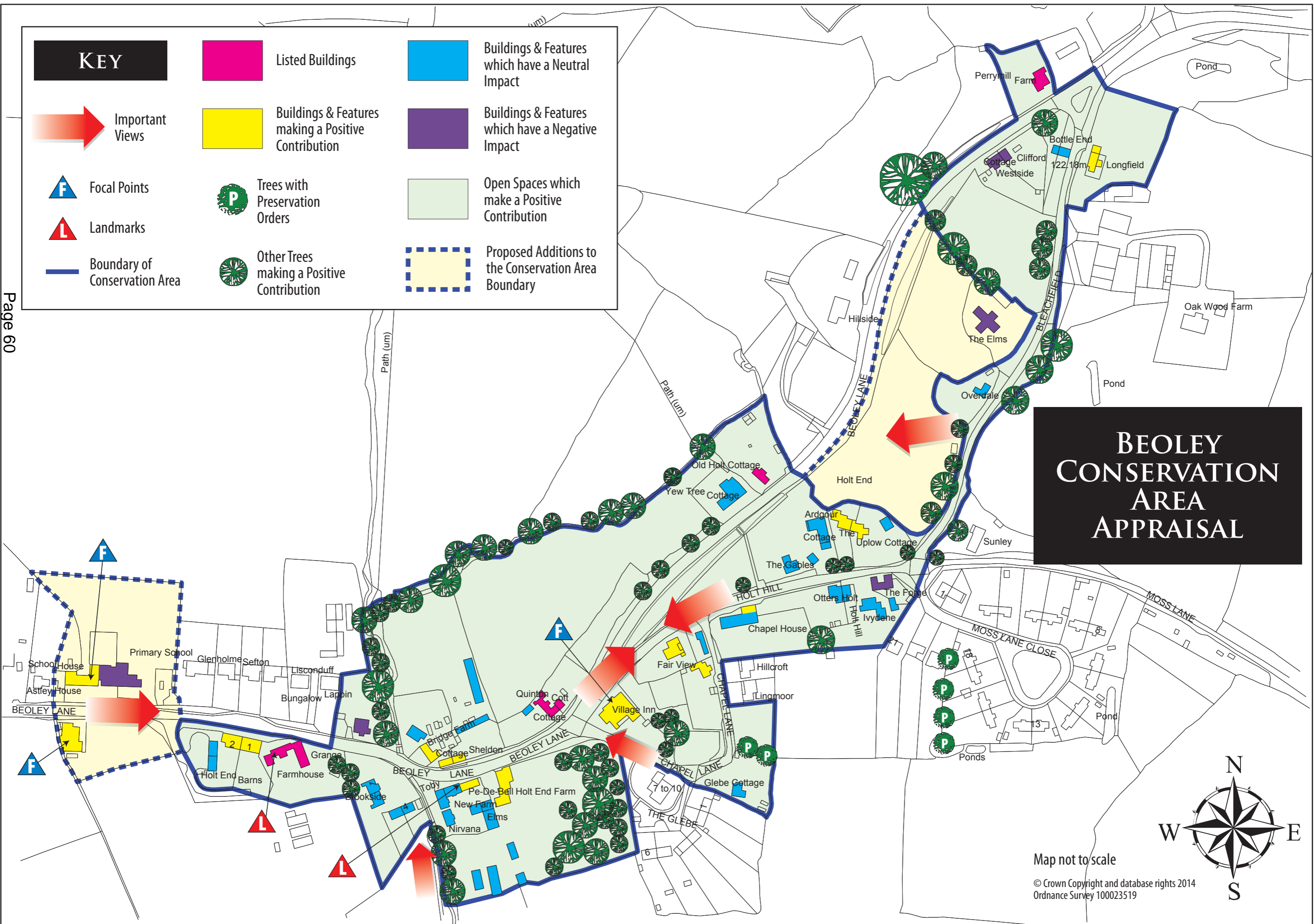
CTC.20 Conservation Areas

APPENDIX 3

Glossary of Architectural and Planning Terms

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

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



**BEOLEY
CONSERVATION
AREA
APPRAISAL**

Map not to scale

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**BROMSGROVE DISTRICT
COUNCIL**

HEAD OF
PLANNING AND REGENERATION

THE COUNCIL HOUSE,
BURTON LANE,
BROMSGROVE B60 1AA

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**APPENDIX 1
Beoley CAAMP Consultation Comments**

Refer ence No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
1	Aisling Nash Historic Environment Planning Officer Worcestershire Archive & Archaeology Service				1		Three historic routeways lie in the conservation area of Holt End. One of these is a Saltway, the route of which is followed by Beoley Lane and Holt Hill, the other two are holloways. These roads frequently date to earlier periods such as the Iron Age or the Roman period and may be an indication of the survival of sub-surface archaeological remains dating to these periods. Extant earthworks of a moated site lie outside the conservation area at Moss Lane Close and whilst not a Scheduled Monument, is a site of archaeological significance and should be recognised in the Local List and the conservation area as such. The boundary of the medieval deer park at Beoley Manor is recognisable as a Holloway which is situated to the south of Holt End Farmhouse. Both of these heritage assets attest to the medieval landscape at Holt End and beyond.	Noted. This is interesting background information which should be included in the historical section of the appraisal.	Appraisal updated accordingly
							Thank you for your detailed conservation report on my house in Beoley. I am the current owner of the listed property and I'm intrigued to find out that my grade 2 listed building has UPVC windows and an attic. I've lived in the property for over 10 years and am fairly certain that the property has hardwood windows throughout. According to my neighbours, the property also had wooden windows during the ownership of at least two previous owners. I've been looking for my attic but this really eludes me. It is a conventional house with an upstairs and downstairs.	It is acknowledge that the windows at this property are modern timber rather than uPVC. The cottage is two storey, however the upper floor is located partly in the roof space, evidenced by the mansarded windows. The English Heritage list description uses the term attic in reference to the upper floor.	The appraisal has been re-worded in respect of the windows.

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
3							I suspect the assessor who made this assumption (see Point 2 above) was also responsible for the choice of which buildings to classify as grade 2 Listed. Old Holt Cottage may have 16 th Century architectural detail but a number of unflattering 20 th Century additions to the property, before it was classified, make it a very odd house to be awarded this distinction. There are a plethora of houses in Beoley / Holt End with much more historical detail and “wholesome character” than my house...I really can't understand why there are only three listed houses!	In respect of the description of the windows, see Point 2 above. English Heritage is responsible for listing buildings, and rather than go into detail here about how buildings are selected for listing I would suggest the consultee looks at the English Heritage Website.	
							One of the views documented in the report as worth preserving, overlooks the property known as Hillside. If this is really a view worthy of preservation, perhaps the council should consider extending the north east area of the conservation area to include the land between Old Holt Cottage [Listed] and Perry Mill Farm [listed]. It seems an oversight that this area of land should be excluded from the conservation area. Including this area would in effect make the conservation footprint a more wholesome and robust area to conserve the historical legacy of the village. It may also help to preserve the house currently on the site, which although not one of the world's finest examples of architecture, has much more character than many other houses in the village.	The comments in respect of the inclusion of this site within the Conservation Area have been noted.	A further review of the boundary of the Beoley Conservation Area will take place, and a further consultation will take place, if it is considered that the boundary should be further extended.
5	Beoley parish Council						The Parish Council have reviewed your proposals and can confirm we are totally in favour of them.	Noted	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
6							The area immediately to the south of the Village Hall is known as the Parish Field. This is in the ownership of the Parish Council and was willed to us as a space to be reserved for the use of the people of Beoley. It is managed and maintained by the Parish Council for just that purpose. Whilst we are pleased to note that the Village Hall and School are to be included we feel that consideration must be given to also encompassing this area of local space as it is part of "the village" and must be maintained intact for the use of the village in perpetuity.	Noted – see response to comment 4	See response to comment 4
							With regard to the land surrounding "The Elms", there is a significant view from the land (indicated on attached plan - looking north from Uplo Cottages) and I feel this must be preserved. We totally agree to the suggestion is to encompass this parcel of land.	Noted and welcomed	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
8							<p>The parcel of land, to the north of Beoley Lane, is currently a derelict property known as "Hillside" and, bearing in mind the local community currently consider this site to be at risk in terms of potential speculative development, would it be feasible to take the Conservation boundary more along the new line shown in red on the attached plan? This would enhance the Conservation Area by making it more of a corridor through the village street scene, connecting the existing to the Listed Buildings around Perry Mill Farm, and thus protect the frontage of the "Hillside" land to Beoley Lane and the significant view across the valley from the land opposite. After all, a Conservation Area seeks to protect the street scene and this includes the hedges, trees and other natural boundaries within it and fronting onto it. As I have said, it is my belief (and the Parish Council) that such a modification would enhance the setting of the Conservation Area and illustrate a more logical approach as it would follow the very street scene and ribbon of significant buildings it seeks to protect.</p>	Noted – see response to comment 4	See response to comment 4

Page 66

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
9							Moss Lane Close (to the south east), although not necessarily a cluster of Listed Buildings, is a community in itself. It is a significant part of our village and I feel for this reason consideration may be given, at some time in the future, to its inclusion. I appreciate that the properties on the Close are a lot more recent, some indeed very new, but nevertheless they constitute a community within a community centred around a Village Green and I feel their inclusion could enhance the overall impact of the whole Conservation Area.	Noted – see response to comment 4	See response to comment 4
Page 67							Similarly, The Glebe. This is a cluster of original Council Houses, somewhat spoilt now by the addition of a block of totally out of keeping flats erected by BDC some years ago. Once upon a time these properties would have been in Local Authority ownership and would have been built to "style". Many of these clusters of properties get ruined when sold off, by their new owners trying to "personalise" them with unnecessary render, mock rock, plastic porches and the like. Luckily in The Glebe this has not been too bad and I feel now may be the time to protect it. These areas would then include the existing trees secured by Preservation Orders. Clearly, it is appreciated that this suggestion may not be to the approval of everyone living in these roads and, I therefore stress, we have not yet had the opportunity to solicit local opinion, which is something we would need to do.	Noted – see response to comment 4	See response to comment 4

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
11							In conclusion may I say that we have already seen the street scene ruined through the western end of the "Village Street" by a recent Planning Approval given for totally out of keeping, overdeveloped and over fenestrated extension, together with the removal of the original mature 2.4 Metre high Beech hedge surrounding it, which now has a dominant impact on what was a visually pleasant approach to the village (as identified in your Report) It is the wish of this Parish Council to attempt to protect our village against such tragic errors	Comments noted	
12	Paul Wright, Sarah Reynia The Gables Holt Hill Beoley						In general we very much support the proposals in the document including the extensions to the conservation area and feel that the character of the village should be maintained. In particular the current levels of signage and street furniture (including street lighting) and the trees and green spaces should be maintained.	Comments noted and welcomed	
13							We would be interested to understand how the character of the village can be maintained when there are gaps in the conservation area. For example the area east of the primary school is currently outside of the conservation area but could have a significant negative impact on the character of the village if unsympathetic development is allowed. The same could be relevant to other areas around the edges of the conservation area.	Areas surrounding a conservation area are within the setting of a conservation area. If a planning application is made in respect of land or buildings within the setting of a conservation area, the impact of the proposal on the character and appearance of the conservation are considered when assessing the proposal. It is possible that that an application could be refused if significant harm was caused to the setting of the conservation area. Each case is judged on its merits.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
14	Kevin Joynes Lappin Bungalow Beoley Lane Beoley						No comments, other than to say that I did not receive written notification of the proposed appraisal, management plan and the two public consultation dates held at Beoley Village Hall. My property (Lappin Bungalow) is situated on the boundary of the existing conservation area and, as such, I feel that I should have been notified.	Comments noted. Consideration will be given to consulting occupiers in properties neighbouring the Conservation area in future	
15	Dr Thomas Pinkney Overdale Bleachfield Lane Beoley						We agree with the ethos of your document, and wholeheartedly support the proposed extensions of the conservation area to include more areas of the village to enhance and protect the character and appearance of this special village.	Comments noted and welcomed	
Page 69							We are very keen that the fields belonging to 'The Elms' are incorporated into the conservation area as per your current proposals. This will protect this central and original part of the village, and benefit residents who overlook these areas from all sides	Comments noted and welcomed	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
17							<p>A more important point centres on the current non-inclusion of the areas around 'Hillside' in either the pre-existing conservation area, or the currently proposed extensions to it. There are several reasons why we feel that this area should be included in the conservation area:</p> <ol style="list-style-type: none"> 1. The important views across the lower field of 'The Elms' identified in your consultation document from our house (Overdale) and the adjacent parts of Bleachfield Lane extend out to this area, which makes up a large part of the more distant views. Having it not included would afford no protection to this view for the future. 2. The corresponding views across this same field from the houses on Holt End also extend out across to the same area and the same argument can be applied. 3. The land rises slightly on the north side of Beoley Lane. 4. Two of the four important listed buildings in the village sit at either end of this area, namely Old Holt Cottage and Perry Mill Farm. To have them isolated from each other and the rest of the conservation area with a zone of unprotected land seems illogical. 5. The conservation area would be far more symmetrical and predictable with inclusion of the area around 'Hillside'. 6. Similar to the views travelling from west into the village from beside the school and village hall (identified in the document as 'important views') there are also very pleasant and characterful views on entry to the main village area from the east, which again incorporate this area around 'Hillside'. 	Noted – see response to comment 4	See response to comment 4

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
18	Helen Barker Longfield, Bleachfield Lane, Beoley						I would like to point out that the name of my property is Longfield, not Lingfield, as it appears towards the bottom of page 15 of the Draft Plan.	Noted	The document will be amended accordingly
19							I am in agreement with the proposal to incorporate The Elms and its surrounding fields, bordered by Beoley Lane, Holt Hill and Bleachfield Lane, into the Conservation Area.	Noted and welcomed	
Page 71							It seems to be a significant omission that the land on the other side of Beoley Lane, between Old Holt Cottage and Perry Mill Farm, has not been included in the proposed new boundary. I would like to propose that this land and Hillside be incorporated into the Conservation Area for the following reasons: Firstly, it would then include the key green space between two Grade II listed buildings, providing a complete link on that side of the road. Secondly, it is directly opposite the land around The Elms, which has been highlighted as a key factor in the significant visual appearance and views of the Conservation Area. As the same viewpoints would also have views over Hillside and the land surrounding it, the same argument should apply. There would be little point in protecting the views of, and across, one piece of land unless the extension of such views is also protected. I strongly feel that such inclusion would preserve important views into, out of and within the Conservation Area and would enhance its character and appearance.	Noted – see response to comment 4	See response to comment 4

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
20							I would also like to suggest that the Parish Field behind the Village Hall and its car park also be included in the Conservation Area. It would also make sense to include the land behind Holt End Barns, adjacent to the Parish Field. The views into, out of and within these additions would then be protected.	Noted – see response to comment 4	See response to comment 4
21	Paul Leyser Westside Cottage, Beoley Lane, Holt End, Beoley						In respect of our property, Westside Cottage, we have established that the pebble dash treatment to the front and side walls was already in place before 1955 and is not a recent addition. The cottage was, we understand, owned by the Police in the early 1900's and the cellar was reputed to have been used as a cell. I would stress that this latter reference is currently unsubstantiated, but there may be some record of it at Worcester in the archives. The cottage was built in 1834 as a detached property. The adjoining Clifford Cottage was added on some 30 to 40 years later. It would appear that both of these properties merited inclusion in the Conservation Area when it was established in the 1980's. Whilst there has been a more recent extension to Clifford Cottage, our property (Westside Cottage) has not been changed since that inclusion. It therefore begs the question as to why it is now referred to as having a negative impact on the Conservation Area, when other nearby properties have had substantial extensions that are either out of character or also use modern materials – and they are referred to as having a positive impact. It would appear that there may be a little inconsistency here.	The relatively modern pebble dashed finish to this cottage and the block work finish to the neighbouring cottage, detract from the appearance of both cottages and hence the decision to describe them as having a negative impact. This does not mean that they should be excluded from the Conservation Area. All conservation areas are likely to have buildings that make a positive, neutral or negative contribution to the character or appearance of the conservation area.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
22							I believe that the Parish Field behind the Village Hall and its car park should also be included in the Conservation Area. It would also be sensible to include the land behind Holt End Barns, adjacent to the Parish Field. The views into, out of and within these additions would then be protected.	Noted – see response to comment 4	See response to comment 4
23							Whilst I believe that the proposal to incorporate The Elms and its surrounding fields, bordered by Beoley Lane, Holt Hill and Bleachfield Lane, into the Conservation Area is sensible and advantageous, it seems illogical that the land between Perry Mill Farm and Old Holt Cottage on the other side of Beoley Lane has not been included in the proposed new boundary. I suggest that if this land and Hillside be included in the Conservation Area, it would then include the key green space linking two Grade II listed buildings. Being directly opposite the land around The Elms, highlighted in the Draft report as a key factor in the significant visual appearance and views of the Conservation Area, the same viewpoints also have views over Hillside and the land surrounding it, so surely the same argument should apply? To protect the views of, and across, one piece of land would be pointless if the extension of such views is not so protected. Such inclusion would preserve important views into, out of and within the Conservation Area, enhancing its character and appearance	Noted – see response to comment 4	See response to comment 4
24	Tim Bridges The Victorian Society Conservation Adviser for Birmingham & the West Midlands,						We would simply wish to register our support for this excellent document. We are pleased to note that the conservation area is to be extended to include John Cotton's school of 1876, particularly as this is not listed.	Comments noted and welcomed	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
25	P T Mohan The Elms Bleachfield Lane Holt End Beoley						Have no objection to the proposal to bring my property, The elms, and my fields into the Conservation Area. One field is already in the Conservation area and putting all of the land in makes sense in order to preserve the visual appearance and views of the Conservation area.	Noted and welcomed	
26							Would query why the land surrounding Hillside on the other side of Beoley Lane and directly opposite my land has not been included in the proposed new boundary. Land lies between Old Holt Cottage and Perry Mill Farm, which are both listed. Appraisal highlights views across the fields adjacent to The Elms are significant, and land around Hillside is visible from similar viewpoints. Would therefore be appropriate to include this land as well.	Noted – see response to comment 4	See response to comment 4
27	J Murray Perry Mill Farm Beoley Lane Holt End Beoley						Considers that Hillside should also be included in the Conservation Area, especially as The Elms and adjacent fields have been included. .Appraisal highlights that the natural environment is a crucial part of the Conservation Area, providing a setting and a context. If views from the Elms are important, then as the same views include Hillside, this property should also be included in the Conservation area, in order to preserve and enhance its character.	Noted – see response to comment 4	See response to comment 4
28							Would seem sensible to also include the Parish Field behind the Village Hall and its car park, together with the land behind the Holt End Barn Conversion. These areas complement the setting of the buildings which are acknowledged focal points and historic buildings and would be a positive enhancement to the conservation area.	Noted – see response to comment 4	See response to comment 4

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
29	John Neale Yew Tree Cottage, Beoley Lane Beoley						Annoyed and insulted that Yew Tree Cottage, one of the most attractive in the village had been totally excluded and ignore apart from a mere mention in a list of houses in Appendix 1 For the plan to indicate that the cottage has a neutral impact add s insult to injury	The photographs in the Conservation Appraisal and Management Plan have been included generally to illustrate points. It does not contain a full photographic record of the property. This property, although of some age, has been much altered, and for this reason it was judged as having a neutral impact on the character and appearance of the conservation area.	
30							Propose that the NW boundary of Old Holt Cottage be extended to include the land attached to Hillside and link up with the existing boundary on the SW corner. This will increase the conservation Area and make a continuous boundary	Noted – see response to comment 4	See response to comment 4
31	David and Julie Barry Uplow Cottage Holt Hill Beoley						Pleased that The Elms and neighbouring field on Bleachfield Lane are to be included in the Conservation Area. Views across these fields are very important.	Comments noted and welcomed	
32							Consider that Hillside, Beoley Lane should also be included in the Conservation Area. It is across the road from The Elms and the views and natural beauty across the area from both road level and from the hills around are quite exceptional. Would give balance to both sides of Beoley Lane. Would complete the link between Yew Tree Cottage and Old Holt Cottage and the listed property above, Perry Mill Farm.	Noted – see response to comment 4	See response to comment 4

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
33							Support the inclusion of the school and village Hall	Comment noted and welcomed	
34							Consider that the following should also be included; The Parish Field next to the Village Hall The row of properties next to Beoley First School, opposite Holt End Barns The Glebe and Moss Lane Close	Noted – see response to comment 4	See response to comment 4
35	M. Squibb & V. Ferguson						Understood that the property and land known as Hillside has not been included within the conservation area. Believe this is an oversight, that should be addressed at this time. It is logical that this site should be included in the Conservation Area.	Noted – see response to comment 4	See response to comment 4
36							Welcome the inclusion of the field below The Elms into the Conservation Area.	Comment noted and welcomed	
37							Have read the draft appraisal with interest and commend the content which portrays an accurate and positive view of the Beoley Conservation Area as a whole. Mentions on several occasions the importance in conjunction with the dwellings of the vicinity, the panoramic views and scenery within the village. Would therefore appear to be logical and necessary for the two areas mentioned to be included if the actions of the 'Appraisal and Management plan are to be consistent with their objectives	Comments noted	

Page 6

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
38	Colin and Caron Turnbull Sunley Bleachfield Lane Beoley						Delighted with the plan. We have just read the draft Character Appraisal and Management Plan and Congratulations to the team who have developed the document.	Comments noted and welcomed	
39							Live at Sunley, Bleachfield Lane and overlook the field forming part of the proposed extension to the Conservation Area and agree wholeheartedly that this is a much needed development to protect the area. Bleachfield Lane is a quiet, tree lined, lane haven for wildlife. Extending the conservation area to include the field and The Elms ensures the continuation of this protected habitat.	Comments noted	
Page 77							As a former headmaster applaud the proposal to extend the conservation area to include the village school and the village hall.	Comment noted and welcomed	

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DODFORD

CONSERVATION AREA DRAFT CHARACTER APPRAISAL AND MANAGEMENT PLAN

JUNE 2014



BROMSGROVE
DISTRICT COUNCIL

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Map 3 Chartist cottages and other buildings of interest

Map 4 Buildings and features making a positive, neutral or negative impact on the Conservation Area

Map 5 Important views within the Conservation Area.

Please note this is a draft version of the Dodford Conservation Area Character Appraisal and Management Plan. Any comments or queries should be sent to the Strategic Planning Team, Bromsgrove District Council, Council House, Burcot Lane, Bromsgrove, B60 1AA or email conservation@bromsgrove.gov.uk or telephone 01527 881326



PART 1 DRAFT CHARACTER APPRAISAL



1.0 INTRODUCTION

1.1 The purpose of a Conservation Area character appraisal is to identify the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place.

This is the first step in developing a management plan for the continued preservation and enhancement of a Conservation Area. An appraisal evaluates the positive, neutral and negative features of the area and suggests opportunities for improvement. It is not unusual for the boundary of a Conservation Area to fluctuate over time as the area evolves, and an assessment of the current and potential boundaries is normally part of the appraisal process.



1.2 The Dodford Conservation Area was designated in August 1975 by Bromsgrove District Council and was intended to protect the area developed by the Chartist Land Company in 1847/48. An informal review of the area was carried out in 2007, and a draft character appraisal produced which forms the basis of this current document.

1.3 The appraisal of the Dodford Conservation Area was carried out in accordance with the most recent guidance from English Heritage 'Understanding Place: Conservation Area, Designation, Appraisal and Management' (2011). Although produced by the Council, local societies and residents will be encouraged to contribute to and comment on the draft document. This will result in a well rounded assessment of the area incorporating local knowledge, perceptions and suggestions.



1.4 During a future public consultation phase, the draft Appraisal will be made available on the Council's website, at the Customer Service centre in the Dolphin Centre and the Council House to ensure that it reaches a wide audience. There will also be a small exhibition at a local venue to explain the purpose of the document and collect any comments from residents.

2.0 PLANNING POLICY CONTEXT

- 2.1 The 1967 Civic Amenities Act was the first act to define a Conservation Area as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. It is not the purpose of a Conservation Area to prevent development, but to manage change in a positive and proactive way that benefits current and future generations.
- 2.2 The General Permitted Development Order 1995 (GDPO) classes a conservation area as being ‘Article 1 (5) land’. Outside of conservation areas planning permission is not required for many types of work, which is referred to as permitted development. The GDPO gives local authorities controls over some works undertaken in conservation areas, including the enlargement of a dwelling house, the rendering of such properties, and the installation of antennae and satellite dishes. In addition Conservation Area status means that Planning Permission is required for the total or substantial demolition of any building over 115m³ in size, the demolition of a boundary wall over 1m in height next to the highway or 2m elsewhere and the removal of any agricultural building constructed before 1914. There is a general presumption against the loss of buildings which make a positive contribution to the character or appearance of the Conservation Area.
- 2.3 Additional controls are also placed over trees within the Conservation Area boundary, meaning that an owner must submit a formal notification of works to the Council six weeks before starting work. This gives the Council the opportunity to place a Tree Preservation Order (TPO) on the site protecting any notable trees from unsuitable works. Currently there are three separate orders covering approximately twenty trees within the Conservation Area.
- 2.4 The current primary legislation governing Listed Buildings and Conservation Areas is the Planning (Listed Buildings and Conservation Areas) Act 1990.





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

- 2.5 When assessing applications for development within designated conservation areas, the Local Planning Authority must pay special regard to the desirability of preserving or enhancing the character or appearance of the Conservation Area, under s72(1) of the Act. This does not mean that development will necessarily be opposed, only that it should not be detrimental to the special interest of the wider Conservation Area. The National Planning Policy Framework (NPPF) has replaced previous Government guidance which was detailed in Planning Policy Statement 5: Planning for the Historic Environment. The NPPF does, however maintain the importance placed on conserving and enhancing the Historic Environment as well as providing advice for conservation areas, notably in paragraphs 127, 137 and 138. The PPS5 Guidance Document, PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (March 2010) remains valid and a government endorsed document pending the Governments review of guidance supporting national planning policy.



- 2.6 The Bromsgrove District Local Plan (adopted in 2004) contains a series of specific policies relating to the historic environment (see Appendix 2). These policies help guide the Local Planning Authority when assessing planning applications, to ensure that new developments and alterations preserve or enhance the character or appearance of Conservation Areas. The Draft Bromsgrove Local Plan is about to be submitted for public examination, and will at some point replace the 2004 Local Plan. As with the current Plan the Draft Plan also contains policies to promote and protect the Historic Environment. These are detailed in Appendix 2

3.0 SUMMARY OF SPECIAL INTEREST

- 3.1 The special interest of a Conservation Area is defined by more than its appearance and includes the atmosphere, texture, sense of place and setting as well as more obvious qualities such as groups of historic buildings. Notable buildings and the spaces between buildings set an overall context for an area, but a designated Conservation Area should be more than just a collection of attractive buildings.
- 3.2 Dodford Conservation Area is a semi-rural area which contains a regular assortment of housing plots, in which a pattern of nearly identical historic cottages sit. These are of a well-defined architectural style, which emerged when the area was developed by the Chartist Land Company after the land was purchased in May 1848. The original grid layout is still apparent as no new roads or cul de sacs have been introduced. Possibly the most dominant feature of the conservation area is the hedgerow which runs along most of the roads, in places six or seven feet high, and three or four feet thick. Of the historic houses approximately 20 are still recognisable as Chartist cottages, eleven of which are statutorily listed in recognition of their rarity and importance in terms of social history. The completeness of this group of buildings (although many individual cottages have been altered) and their significance as a tangible representation of the Chartist movement are key components of the special interest of the conservation area. However they are historically important not only in terms of the Chartist Movement, but also in terms of the influence the Chartists had on the Garden City Movement. Michael Foot, during a tour of Rosedene in 2001 stated that 'Chartism was a basic building block of the Labour Party'.
- 3.3 Although the Chartist Settlement is the primary reason for the Conservation Area designation, the Area also includes a group of ecclesiastical buildings to the south of the Chartist Settlement. Firstly the Grade II* listed Dodford Priory and associated Grade II listed barn, which existed prior to the arrival of the Chartists, and located on the site of an Augustinian priory. Secondly, the Grade II* listed Church of the Holy Trinity and St. Mary and associated Vicarage on Priory Road. They were designed by Arthur Bartlett, and are fine examples of Arts and Crafts architecture.



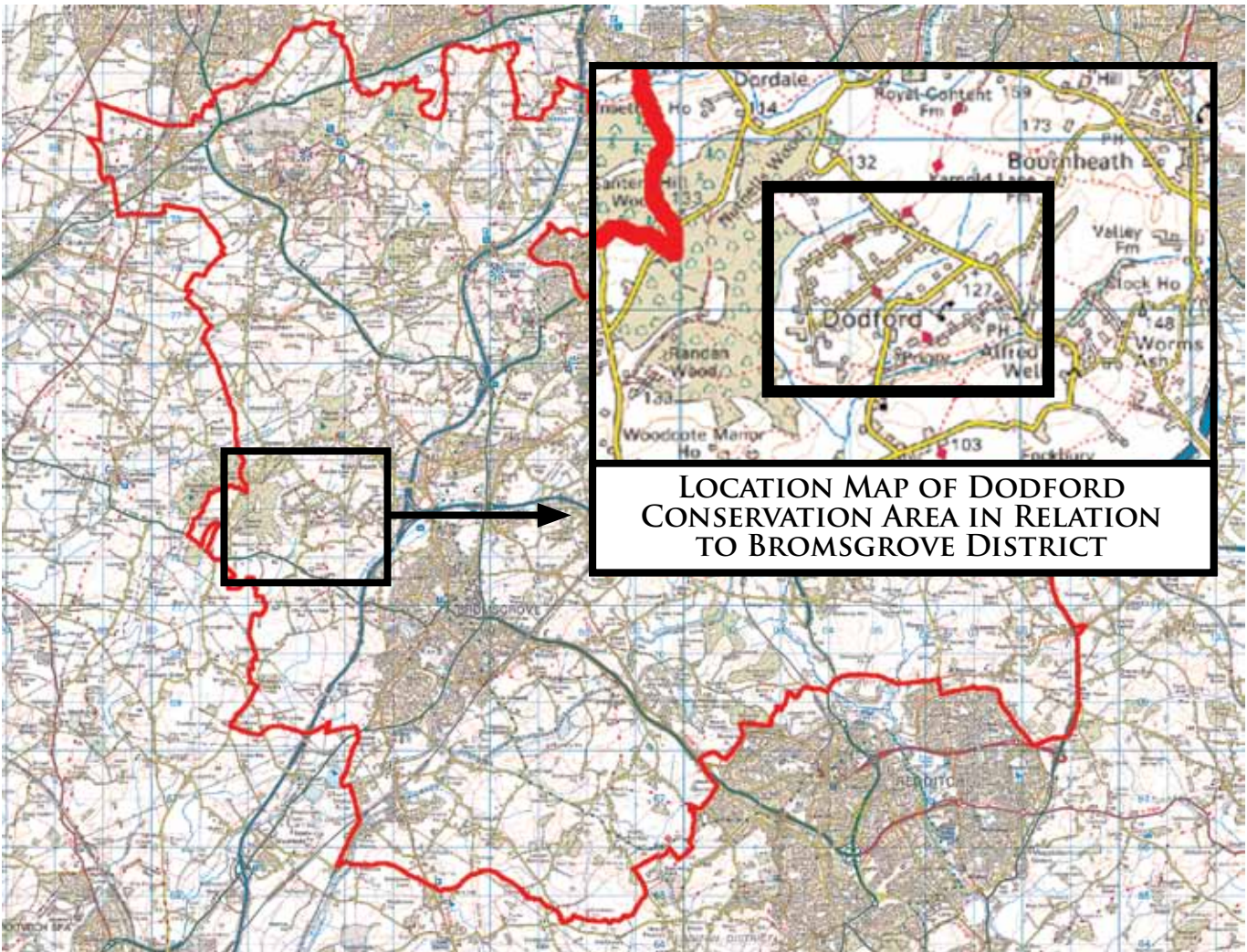
4.0 ASSESSMENT OF SPECIAL INTEREST

4.1 Location and Setting

Dodford is located approximately three miles north west of Bromsgrove, Worcestershire, in green belt land surrounded by open countryside. The M5 motorway runs north /south, about one mile east of Dodford.

The Conservaion Area is bounded by Warbage Lane to the north east, Whinfield Road to the south east and south, and Woodland Road to the west and north west.

The original grid layout of Whinfield Road, Woodland Road (formerly Top Road), Church Road and Victoria Road (formerly Middle Road) were laid out when the 19th century Chartist settlement was established. Warbage Lane and the stretch of Priory Road from Fockbury Road to Dodford Priory have existed for many centuries, whilst the extension of Priory Road to Warbage Lane (formerly Commercial Street) came with the Chartists.



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Dodford has a rural setting being located in undulating countryside, the lowest point being around Dodford Priory, on Priory Road, where two streams meet, one flowing in from the east, the other from the north east. The latter runs along at the bottom of a valley between the plots to the north west of Priory Road and south east of Victoria Road. The land rises steeply up Church Road, with a high point at the junction of Church Road and Woodland Road, and also to Whinfield Road from Priory Road. From Woodland Road/Church Road there are good views south, south west and south east across the conservation area to Whinfield Road and Bromsgrove, and towards the Malverns. From the high point in Whinfield Road one can look north and north west across the conservation area towards Nutnells Wood, which is ancient woodland. Nutnells Wood bounds Dodford to the north west, west and south west. A stream runs around this boundary to the north west. The plots to the west and north of Woodland Road fall away at the rear, to the stream and the woods rise beyond. To the north, north east and east, Dodford is bounded by open countryside, and there are no obvious changes in level. To the south, south of the plots in Whinfield and Priory Roads, and to the north of the church and Old Vicarage (the Tower House) is a stream which runs through a small partially wooded valley. The land rises beyond and its southern edge forms the boundary of the conservation area. There is a kink in this boundary to the west of here where the conservation area incorporates the Church and Old Vicarage (Tower House), but otherwise the southern boundary is the original boundary of the Chartist Settlement. It would appear that natural boundaries determined the extent of the original settlement. High hedges shape the narrow lanes and plot boundaries, and give a strong sense of enclosure.



The Conservation Area sits within a number of larger areas designated by various agencies including;

- Natural England Landscape Area - Arden
- Natural England Natural Area - Midlands plateau
- Landscape Character Assessment Area - Principal timbered farmlands

4.2 Historic Development and Archaeology

The name Dodford derives from the Anglo-Saxon for Dod's or Dodda's ford, and it is assumed that the earliest settlement dates from this time. Although in an area where there are several streams, exactly where the ford was is not known. Faint traces of ridge and furrow survive within the conservation area attesting to the agricultural nature of the landscape within the medieval and post medieval periods.

Agenda Item 6



The earliest documented references are in respect of the foundation of the Augustinian Priory by Henry II, with the first Prior, Osbert, being appointed at the end of the 12th Century. It would appear that it was always a small community during this time. Following the dissolution of the monasteries by Henry VIII, the Priory passed to John Dudley (Duke of Northumberland) and subsequently to John Fownes. There are remains of the original Priory in the grounds of what is now referred to as Dodford Priory, and the site is a scheduled monument because of this archaeological interest.

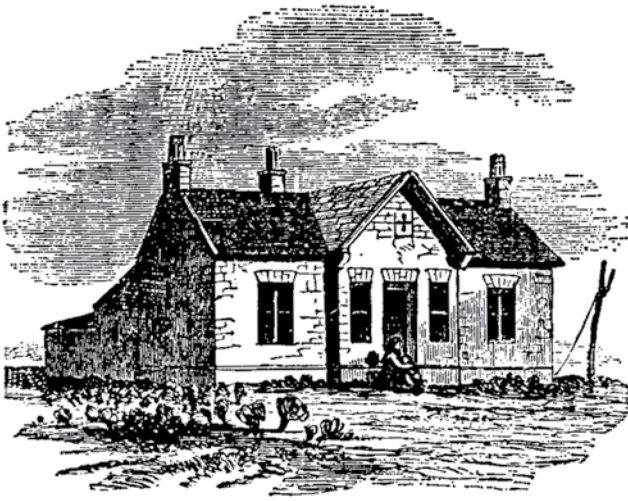
Between the dissolution of the Priory in 1538 and the arrival of the Chartist settlement in 1848, there is little information about the community of Dodford. The Manor and Priory were passed to the Dudley family in 1538 and later to the Wylde family. The Priory and surrounding land was owned by Benjamin Bromford, a large Worcestershire landowner at this time. The Tithe Redemption Map of 1839 shows that the whole area of Dodford was divided up with field boundaries clearly marked. By this time land in Dodford was predominately in agricultural use, and despite the heavy clay soil, the divide between pasture and arable was roughly 50/50. Bentley's Directory of around the same time indicates that there was some industry on the fringe, notably nailmakers in Warbage Lane.

The Chartist Movement

The Chartist Movement obviously had the most profound effect on the development of Dodford, which until the 19th century remained a small community. The period 1815-1850 was one of considerable rural poverty and discontent in Britain and Ireland. Enclosure was driving people off the land and forcing them to move to the new industrial towns. Amongst the many social movements of the time, the Chartists formed perhaps the most important political protest group with public meetings attended by thousands of working men and women.

Feargus O'Connor M.P. became one of the leaders of the Chartist movement during the 1840's and was responsible for establishing the Chartist settlement in Dodford. His 'Land Plan' aimed to settle people from industrial towns into new agricultural communities in the countryside. Each family would have a house and plot of land to feed themselves, pay rent and make a small profit from the sale of crops. By qualifying for a vote in county constituencies through land ownership, the Chartists would have an influence within the political system. This plan owes much to William Allen, a Quaker who established a community along these lines in Sussex in the 1830's. O'Connor distrusted clergy and publicans so there were to be neither licensed premises nor buildings for public worship. Personal improvement was to be encouraged through self-help and education.





The Chartist Land Company was founded in 1845 and made rapid progress. Despite not being properly constituted and registered, the Company raised sufficient funds for estates to be bought in the late 1840's. Subscribers, largely from the industrial North and Midlands of England, bought shares that determined the size of their plots. Prospective settlers were selected by lot. At Dodford the plots were auctioned when the lottery procedure was declared unlawful. The first Chartist settlement was constructed in 1845 at Heronsgate, Hertfordshire¹. This was followed by settlements at Snigs End and Low Bands, both in Gloucestershire, and Minster Lovell, in Oxfordshire. Dodford (or Great Dodford as it was called) was the last settlement to be built.



The land at Dodford, totalling 273 acres and including Old Priory Farm (Dodford Priory), was bought in May 1848 but, some of the land was immediately re-sold. The remainder of the estate was laid in a grid formed by narrow tracks and four acre plots (larger than at other settlements as the land was considered poor) where the distinctive cottages were constructed. 41 plots were laid out (although evidence suggests that more were intended), and 39 cottages were constructed. Designs for the cottages, to O'Connor's specification, were by Henry Cullingham, a 'general builder, carpenter and architect' who supervised the construction at each of the sites. Building commenced in 1848, and most of the cottages were occupied on 2nd July 1849. In addition two houses were also built, Fern Villa, Priory Road, and Priory Cottage, Rose Lane. These would appear to have been constructed by the same builder, as much of the joinery detailing matches that found in the cottages. Great Meadow, Victoria Road was constructed before the land purchase, and was therefore purchased with the land by O'Connor but then immediately resold.



1. See Conservation Area and Management Plan <http://www.threerivers.gov.uk/GetResource.aspx?file=Final%20Heronsgate%20CA%20Appraisal%202012%20Final.pdf>



The rest of the estate was largely disposed of in two auctions; the first, in April 1850, comprised plots in Whinfield Road, and the second, in September 1850, comprised lots at the end of Woodland Road and Priory Road. Soon after the last plots at Dodford had been auctioned, the lottery procedure was declared unlawful. Following a Parliamentary investigation into the legality of the Land Company, it was dissolved by Act of Parliament in 1851. The principles of the pioneering Chartist Movement lived on however as a predecessor of the 20th century Garden City Movement and was a building block of the Labour Party.



Dodford continued largely as an agricultural settlement well into the 20th Century. However there is mention of a bonnet factory in Priory Road at Hartley House, which gained another storey, and a post office and shop was also established here. At the corner of Warbage Road and Priory Road was a brickworks, and nail making continued along Warbage Road, although this area was outside the Chartist settlement. One of the lots sold at the first auction was to become the Dodford Inn, although it was originally constructed as a house. A Mission Chapel was constructed in the early 1860s on the site of the current Village Hall (constructed in 1979), which continued in use as a hall after the Church of the Holy Trinity and St Mary was constructed in 1908. A Baptist Chapel was constructed in 1865 on land given by the owner of 1 Priory Road and the adjacent brickworks. It is now a house. Finally a school was constructed in 1877 (following the Education Act of 1870) on the corner of Priory Road/Fockbury Road (outside the Conservation Area). The latter half of the 20th Century has seen the alteration and extension of the cottages, and unfortunately the demolition of others.



At the beginning of the 20th Century Dodford became an ecclesiastical parish, resulting in the construction of the new church, funded by the Reverend Whinfield who also paid for the associated buildings. He selected an architect of skill, who designed two buildings of some quality with exceptional detailing. Nikolaus Pevsner in 'Buildings of England: Worcestershire,' describes the Church as 'The best church of its date in the county'. Arthur Bartlett, whose practice was at the Adelphi, London, had been articulated to Sir Reginald Blomfield, who had worked in the office of Norman Shaw. Shaw was one of the most prominent architects of the day.

4.3 Architectural Quality and Built Form

4.3.1 Key Views

Dodford village consists of a low density semi-rural settlement, with narrow lanes bounded by high hedges. This gives a sense of enclosure. The undulating nature of the topography, the hedges and trees combined with the spacious plots prevent views of many of the cottages and other buildings from the lanes.

Within the conservation area there are extensive views across Dodford. From Whinfield Road looking south out of the Conservation Area the spire of St. John's in Bromsgrove can be seen in the distance. Looking north and north west across the Conservation Area from Whinfield Road the view is brought to an end by Nutnells Wood, which defines the edge of the Conservation Area from the west round to the north west. There are clear views of the cottages and houses on Victoria Road, and Woodland Road from here, as the land rises up to these two roads. The other main vantage points are the junction of Victoria Road/Church Road for views across the conservation area towards Whinfield Road and Woodland Road/Church Road, where there are extensive views south across the Conservation Area and beyond, St Johns, Bromsgrove is still visible, as well as Tardebigge Church and the Malvern Hills, to the south west, on a clear day.

4.3.2 Prevailing and Former Uses

Dodford is currently a residential commuter village, and having been in established residential use since the 19th century with associated agricultural uses, before this the area was largely arable with few buildings. As noted above, there are records of a bonnet factory at Hartley House on Priory Road, and the establishment of a post office and shop opposite (now known as The Old Post Office) after the Chartist cottages were built. The slightly more commercial nature of some of the dwellings along this stretch, led to Priory Road being referred to as Commercial Street for part of the 19th Century. At the corner of Warbage Lane and Priory Road, a brickworks provided materials for some of the Chartist cottages, and small nail making businesses could be found on narrow plots on Warbage Lane. Nail making was an important industry in the Bromsgrove area during the 19th century. The Chartist residents turned to the cultivation of strawberries and other market garden crops to supplement their incomes, an industry which is vividly represented by the fruit carvings within the Church of the Holy Trinity and St. Mary.



4.3.3 Architectural Character and Key Buildings and Structures



The Chartist settlement, comprising a planned grid of narrow lanes and small single storey cottages still forms the basis of the architectural character of Dodford, supported by some later 19th century buildings and the ecclesiastical buildings to the south. The surviving cottages are sited in large plots, with ample front lawns (originally orchards) and a yard with outbuildings at the back.

Chartist Cottages

The Chartist origin of many of the cottages is still apparent, especially in the survival of original features such as a projecting, pedimented central bay topped by a triangular trefoil opening. The Dodford Chartist cottages typically have a symmetrical three-bay plan with three main rooms to the front and three more ancillary rooms to the rear. These rooms were originally utility rather than residential. They have a slightly projecting central bay with a central timber and glass door, flanked by two semi-recessed eight-paned timber casement windows with a vertical emphasis, and two similar sixteen-pane casement windows to each of the two adjoining bays. The cottages are constructed in simple Flemish-bonded brickwork on a sandstone plinth beneath pitched slate roof. The outbuildings at the rear tended to be brick built with clay tile roofs.



There are varying degrees of alterations and extensions, and unfortunately only a few of the Chartist cottages retain the whole of their original plan-form and layout. Later extensions have mostly been kept to the rear however, a notable exception is Hartley House which has a very unsightly conservatory attached to the front elevation. Many of the original Chartist plots have been subdivided and additional properties constructed alongside, such as Maythorn and Hillcrest House which once formed part of the Edith Cottage lot.



Eleven of the single storey Chartist cottages are Grade II listed. One of the Chartist cottages, Rosedene, is now owned by the National Trust, who have carefully restored the cottage to its original layout as well as reinstating the traditional outbuildings.



Non Chartist Buildings

Several other examples of historic buildings from the mid to late 19th century can also be found within the Conservation Area boundary, particularly along Whinfield Road and Priory Road. These were constructed after the Chartist cottages, as the community at Dodford became more established. Notable examples include Sundays Hill on Whinfield Road which has a Georgian style frontage but dates from around 1850, Hawthorn Cottage on Priory Road and associated coach house built c.1870, Priory Cottage, Rose Lane (listed Grade II and Great Meadow (Grade II listed), which is believed to be a reworking of a 1830s property but has an unclear history. The Dodford Inn on Whinfield Road was one of the original Chartist lots sold in 1850, constructed as a house, it had become an inn by the 1860s. It is thought that the adjacent row of Malvern View cottages may have been built to house agricultural labourers working on the land adjacent to the Inn.

Some of the original plots have been subsequently subdivided and modern houses constructed, while some of the original cottages have been much altered or extended. Where cottages have been extended or replaced the dominant style is single storey, often where there is another storey, it has been incorporated in the roof with dormer windows, therefore retaining the overall appearance as single storey. Map 3 shows the age of the various buildings within the Dodford Conservation Area, and which of these have Chartist connections or origins.

Ecclesiastical Buildings

A group of older ecclesiastical buildings survive to the south of the village including the Grade II* listed Dodford Priory and associated Grade II listed barn. This site has high archaeological significance containing the buried and earthwork remains of the large triangular moated site of Dodford Priory which is a nationally Scheduled Monument. There are the possible remains of fishponds and building platforms to the south west of Waterfalls Farm. These are likely to be associated with the medieval priory and while not included in the Scheduled Monument area, should be recognised as a heritage asset. The refectory from the medieval Priory is thought to form part of the listed building, which was rebuilt as a farmhouse following the dissolution of the monasteries. The main part of the Priory building, as externally visible today, consists of a partly timber-framed, partly exposed sandstone structure beneath red clay tiled roofs. The adjacent barn, which is Grade II listed, dates from the early 19th century with a 20th century lean to at one end. The Priory, Barn and adjacent moat have high group value and contribute strongly to the special interest of the wider Conservation Area. It has been suggested that Fergus O'Connor lived at the Priory during the summer of 1848, although this is disputed.





Further south, close to the boundary of the Conservation Area is The Church of the Holy Trinity and St Mary, which is Grade II* listed. The church was built in 1907-08, to designs by Arthur Bartlett and is constructed in rendered brickwork with ashlar dressings, in an Arts and Crafts Style. The interior includes some fine carving and decorative work produced by the Bromsgrove Guild. The nearby Old Vicarage (now The Tower House), also by Arthur Bartlett, is a large building having a prominent tower with a mix of red brick and rendered elevations and arts and craft detailing. The Tower House and adjacent Lodge have significant group value with the Church, architecturally and historically. The current village hall built in 1979, replaced the 1860s Mission Chapel that provided a place of worship before the Church of the Holy Trinity was built. In addition a Baptist Chapel was constructed in 1865 on land given by the owner of 1 Priory Road and the adjacent brickworks. It has now been converted to a residential property.



4.3.4 Building Materials and Construction

Walls and roofs

The Chartist cottages are constructed from locally made bricks laid in simple Flemish-bond on a sandstone plinth beneath pitched Welsh slate roofs. Welsh slates are not common to the area, where the common roofing material are red clay tiles. The outbuildings at the rear tended to be brick built beneath clay tile roofs. Some of the non-charlist buildings are either part rendered or have painted brickwork such as the Malvern View Cottages, although here the paintwork maybe a more recent addition. The 20th century developments have employed a range of materials from red to buff bricks, clay tiles and manmade slates and many properties have rendered elevations. This inconsistent palette of materials does not reflect the historical context of Dodford and has undermined the appearance of some parts of the Conservation Area.



Windows

Some of the listed chartist cottages still contain original timber windows and doors, but many have been replaced. Their replacement although in timber are often not historically accurate. The unlisted cottages and the modern properties generally have upvc windows and doors.



Rainwater goods

Rainwater goods were originally cast iron, which remains in a number of places, although most rainwater goods are now in uPVC.



4.3.5 Public Realm

The only true public realm in the Conservation Area is the grid of narrow roads, often enclosed by high hedges making them feel even narrower. With the exception of parts of Priory Road, there are no pedestrian foot paths. On Priory Road, there is a footpath to the south side with granite sett kerbs. Due to its very nature, its rural setting and original plan of small cottages located on large plots, Dodford is a series of open spaces. The majority of these spaces are private in the sense that they are the extended grounds to the cottages and other houses, but where the hedges are lower there are views across open countryside for some distance, interrupted by the undulating nature of the land, distant trees or hedgerows. There are small defined open spaces, the small car park to the village hall and the church yard at Holy Trinity and St Mary, which perhaps while not technically an open space, is a valuable amenity space in its own right. There is a public right of way which runs from the south east end of Woodland Road, across Priory Road and then in an easterly direction towards Niblett's Hill, and the boundary of the Conservation Area.



4.3.6 Important Trees, Hedges and Green Spaces

High hedges and trees are a strong feature in the Conservation Area with large numbers of native species throughout the area coupled with more exotic species added in the Victorian era. The extensive number of trees and hedgerows make a major contribution to the character of the Conservation Area, and the hedges in particular are a very distinctive feature. A Tree Preservation Order was applied to the twelve trees within the grounds of Edith Cottage on Victoria Road in 1983 which covers a range of species from yews to a coast redwood. The lime tree in the front garden of the Lodge in Priory Road is also protected by a Tree Preservation Order.



The traditional hedgerow boundaries vary in height and depth, in many places coupled or interspersed with post and rail fences, or post and wire fencing. Although not as attractive as the hedging, both contribute to the rural feel of the area, as do the historic entrance gates which are usually simple wooden farm gates, set back slightly from the road. Unfortunately several modern walls and railings have been introduced which do not reflect the rural character of the area.



The most dominant hedgerows are those which run along parts of Priory Road, Church Road, almost the entire length of Victoria Road and significant parts of Woodland Road and Warbage Lane. Additionally, they form a major backdrop to views across the area from the south east to the northwest. The cottages originally had small orchards and the remains of these orchards can be seen throughout the conservation area, providing a tangible link to the past. The green space around the Church of the Holy Trinity and St. Mary contributes to the setting of the listed building and is one of the few publicly accessible green spaces within the Conservation Area boundary. The heavily wooded area along the south east boundary frames views across the landscape, and this relationship between the village and the wider landscape is important to the setting of the Conservation Area.

5 SUMMARY OF ISSUES

The general condition of the historic buildings within the area is good, with few properties in need of maintenance and low vacancy levels. The main challenges to the character and appearance of the conservation area can be summarised as follows;

Loss of historic detailing

A significant challenge to the character of the Conservation Area has been the widespread erosion of Chartist Cottage details such as traditional timber windows and doors, notably amongst the unlisted cottages. As noted above the loss of these details combined with unsympathetic extensions has made some of the cottages unrecognisable. A number of the cottages now have UPVC double glazed windows which are inferior in terms of appearance and quality to traditional timber units. Other fittings that are often replaced are doors and rainwater goods. The loss of such details although individually insignificant, cumulatively can have a negative impact on the character of the conservation area.

Locally listed buildings

Dodford has a number of historic buildings, and 16 are statutorily listed, or designated heritage assets. There are as noted in the appraisal a number of other heritage assets which are of local importance rather than national importance. The additional of these assets to the local list would reinforce their importance.

The quality of new development within the Conservation Area

A number of the original cottages have been demolished, and replaced with dwellings which pay little or no regard to the form, scale, materials of the original Chartist cottages. The subdivision of the original plots to produce smaller development plots is also a problem and has eroded the plan form of the Settlement. These decisions cannot be undone, but act as tangible lessons of how not to manage change within sensitive historic areas. Equally some extensions to remaining cottages have also been unsympathetic in terms of their scale and design.

Boundary Treatments

The substantial hedgerow is a dominant and important part of the character of the conservation area. However some stretches have been replaced with fencing, removed completely or replaced with other non traditional planting. Simple gates to properties have also been replaced with ornate, high gates and suburban entrance splays have become dominant features in some places.



6 PROPOSED BOUNDARY CHANGES

The current Conservation Area boundary is centred upon the 19th century Chartist settlement along with the group of ecclesiastical buildings to the South. There is a kink in this boundary to the west where the Conservation Area incorporates the Church and Old Vicarage (Tower House), but otherwise the southern boundary is the original boundary of the Chartist Settlement. To the north and northwest the village is framed by Nutnells Wood, and this green backdrop contributes significantly to the setting of the Conservation Area. However there are three lots from the second auction which currently lie outside the Conservation Area boundary to the south west. They are indicated on Map 2. It is considered for the sake of completeness that the boundary should be re-drawn to include these areas, see Map 1.





The extension of the Conservation Area along Priory Road to include Dodford Primary school (constructed in 1877 to designs by the architect F J Yates, following the 1877 Education Act) was also considered. This stretch of Priory Road does include some buildings of architectural and historic interest, but also some less architecturally distinguished buildings. On balance it was felt that although some of the buildings along this stretch of the road were of interest they had little connection with the Chartist Settlement itself, and therefore this area, although of interest did not contribute to the special character of the conservation area itself, and so it is proposed not to extend the Conservation Area to include it.



7 MANAGEMENT AND ENHANCEMENT PROPOSALS

Attached to this document is a draft Management Plan for the Conservation Area. This outlines the main issues which need to be addressed. It should be made clear that the Council cannot give a definite commitment to undertake these tasks, which will ultimately depend on future financial and staff resources.

The main management issues which need to be addressed are:

- The loss of surviving historical features and details
- Locally listable buildings
- The quality of any new development within the Conservation Area
- The replacement of traditional boundary treatments with suburban style fences and gates



8 PUBLIC CONSULTATION

This document will be subject to a six week public consultation period during 2014 to gather views on the assessment of the area and boundary reviews' proposals. The comments received shall be summarised and included in the final version of the document for public interest.

PART 2 DRAFT MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 Purpose

1.1.1 The purpose of this Management Plan is to provide a clear strategy for the management of Dodford Conservation Area in a way that will protect and enhance its character and appearance. It should be read in conjunction with the Dodford Conservation Area Appraisal (June 2014) in which the character and special interest of the Conservation Area was identified, along with the features and other issues that currently compromise or detract from its character and appearance.

1.1.2 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Planning Authorities to draw up and publish proposals for the preservation and enhancement of its conservation areas. The Management Plan is intended to provide guidance to those involved in dealing with development and change not only within the Conservation Area but also in respect of its setting. The Plan sets out policies to maintain and reinforce the character of the Conservation Area but also to guide and manage change and in particular to respond to the threats to the character which have been defined in the appraisal. It also outlines the resources required for implementation and provides for monitoring and review. The Management Plan has been prepared in accordance with national policy contained in the NPPF, The PPS5 Guidance Document 'PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (March 2010) and Guidance from English Heritage 'Understanding Place: Conservation Area, Designation, Appraisal and Management' (2011).

1.2 Public Consultation

Public Consultation will take place in 2014



1.3 Status of the Management plan

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



2.0 PLANNING POLICY CONTEXT

2.1 The Management Plan lies within a framework of local and national planning policy for the historic environment. General planning policies and proposals for the control of development and use of land within conservation areas can be found in the Bromsgrove District Local Plan (Adopted in January 2004). These will at some stage be replaced by the Historic Environment Policies in the Draft Local Plan which has been submitted for public examination.

2.2 The key objectives in the Bromsgrove District Local Plan in respect of the preservation and enhancement of the character or appearance of the conservation area are;

- S35A, Development in Conservation Areas
- S36, Design of Development in Conservation Areas
- S37 Demolition in Conservation Areas
- S38, Protection of Buildings of Merit
- S43, Traffic Calming Schemes
- S45, Improvements to Conservation Areas.

Copies of the Local Plan are available on the Council's website at www.bromsgrove.gov.uk or from the Council House in Burcot Lane, Bromsgrove, B60 1AA.

2.5 This policy framework, along with national policy guidance contained in the National Planning Policy Framework (NPPF) 2012 and the English Heritage Guidance Document PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide will be used to further the preservation and enhancement of the character of the Conservation Area.



3.0 SUMMARY OF SPECIAL INTEREST, ISSUES AND OPPORTUNITIES

3.1 Special Interest

Dodford Conservation Area is a semi-rural area which contains a regular assortment of housing plots, in which a pattern of nearly identical historic cottages sit. These are of a well-defined architectural style, which emerged when the area was developed by the Chartist Land Company in 1848/49. The original grid layout is still apparent as no new roads or cul de sacs have been introduced. Possibly the most dominant feature of the Conservation Area is the hedgerow which runs along most of the roads, in places six or seven feet high, and three or four feet thick. Of the historic houses approximately 20 are still recognisable as Chartist cottages, eleven of which are statutorily listed in recognition of their rarity and social history importance. The completeness of this group of buildings (although many individual buildings have been altered) and their significance as a tangible representation of the Chartist movement are key components of the special interest of the conservation area. However they are historically important not only in terms of the Chartist Movement, but also because this movement influenced the Garden City Movement which came after it. Although the Chartist Settlement is the primary reason for the Conservation Area designation, the Area also includes a group of ecclesiastical buildings to the south of the Chartist Settlement. Firstly the Grade II* listed Dodford Priory and associated Grade II listed barn, which existed prior to the arrival of the Chartists, and are located on the site of an Augustinian priory. Secondly, the Grade II* listed Church of the Holy Trinity and St. Mary and associated Vicarage on Priory Road. They were designed by Arthur Bartlett, and are fine examples of Arts and Crafts architecture.

3.2 Summary of Issues

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

- The loss of surviving historical features and details
- Locally listable buildings
- The quality of any new development within the Conservation Area
- The replacement of traditional boundary treatments with suburban style fences and gates



4.0 MANAGEMENT PROPOSALS



4.1 Introduction

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

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

4.2 The Erosion of Historical features and details

4.2.1

- A significant challenge to the character of the Conservation Area has been the widespread erosion of Chartist Cottage details such as traditional timber windows and doors, notably amongst the unlisted cottages. As noted above the loss of these details combined with unsympathetic extensions has made some of the cottages unrecognisable. A number of the cottages now have UPVC double glazed windows which are inferior in terms of appearance and quality to traditional timber units. Other fittings that are often replaced are doors and rainwater goods. The loss of such details although individually insignificant, cumulatively can have a negative impact on the character of the conservation area.



4.2.2 Proposed Action

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



4.3 Locally listed buildings

4.3.1

- Dodford has a number of historic buildings, and 16 are statutorily listed, or designated heritage assets. There are as noted in the appraisal a number of other heritage assets which are of local importance rather than national importance. The additional of these assets to the local list would reinforce their importance.

4.3.2 Proposed Action

- When the Local Heritage List criteria are drawn up and the Local Heritage List strategy adopted, work with the local residents and other interested parties to identify candidates for addition to the local list.

4.4 The quality of new development within the conservation area

4.4.1

- A number of the original cottages have been demolished, and replaced with dwellings which pay little or no regard to the form, scale, materials of the original Chartist cottages. The subdivision of the original plots to produce smaller development plots is also a problem and has eroded the plan form of the Settlement. Equally some extensions to remaining cottages have also been unsympathetic in terms of their scale and design.

4.4.2 Proposed Action

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





4.5 The replacement of traditional boundary treatments with suburban style fences and gates

4.5.1

- The introduction of inappropriate gates, entrance splays and boundary treatments that are more suited to a suburban location affects both the character and appearance of the Conservation Area and detracts from its historic setting.

4.5.2 Proposed Action

- Investigate the possibility of introducing an Article 4 direction to control alterations to boundary features on all properties within the Conservation Area



5.0 MONITORING

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

The following are proposed;

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

6.0 REVIEW

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



7.0 CONCLUSIONS

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

APPENDIX 1

List of properties within Dodford Conservation Area

The Lodge, Priory Road
 Holy Trinity & St Marys Church, Priory Road (Grade II* listed)
 The Tower House, Priory Road
 Priory Cottage, Rose Lane/Priory Road (Grade II listed)
 Dodford Priory and Barn, Priory Road (Grade II listed)
 Brook House, Priory Road
 Village Hall, Priory Road
 Hawthorn Cottage, Priory Road
 The Coach House, Priory Road
 Croese, Priory Road
 Old Post Office, Priory Road
 3A and 3B Sun Valley, Priory Road
 The Firs, Priory Road
 Whynot Cottage, Priory Road
 Number One, Priory Road (Grade II listed)
 Woodlands, Priory Road (Grade II listed)
 Fern House, Priory Road
 Hartley House, Priory Road (Grade II listed)
 Sumach, Priory Road
 The Waterfalls, Priory Road
 Brook Cottage, Priory Road

Windrush, Victoria Road
 Hill View, Victoria Road
 Primrose Cottage, Victoria Road (Grade II listed)
 Stapleford, Victoria Road
 Great Meadow, Victoria Road (Grade II listed)
 Sydenham, Victoria Road
 Greenfield, Church Road/Victoria Road
 Wayside, Victoria Road
 Four Acres, Victoria Road
 Belmor House, Victoria Road
 Moorcroft House, Victoria Road
 Maythorn, Victoria Road
 Hill Crest House, Victoria Road
 Edith Cottage, Victoria Road (Grade II listed)
 Clunbury, Victoria Road
 Sundrift, Victoria Road
 Sunglow, Victoria Road
 West Brook, Victoria Road
 Emwood Nursery
 Blandilon, Church Road/Victoria Road
 Roseville, Victoria Road (Grade II listed)
 Rosedene, Victoria Road (Grade II listed)
 Mount Pleasant, Victoria Road

Mountain Ash, Warbage Lane
 White, The Bungalow, Warbage Lane

Appendix 1 continued

Hollybank, Warbage Lane
White House, Warbage Lane

The Gables, Warbage Lane
Gypsy Cottage, Warbage Lane
Rose Cottage, Warbage Lane
The White House, Warbage Lane
Little Meadow, Warbage Lane
Chapelgate, Warbage Lane
Homestead, Warbage Lane

The Dodford Inn, Whinfield Road
1-4 Malvern View Cottages, Whinfield Road
Dingle View, Whinfield Road
Orchard Cottage, Whinfield Road
Key Cottage, Whinfield Road
The Poplars, Whinfield Road
Sundays Hill, Whinfield Road
The Limes, Whinfield Road
Forest View, Whinfield Road
Chart House, Whinfield Road
Whinfields, Whinfield Road

Woodside Bungalow, Woodland Road
Burlas, Woodland Road (Grade II listed)
Woodside Farm, Woodland Road
The Bungalow, Woodland Road
Olney, Woodland Road
Kenwood, Woodland Road
Waldene, Woodland Road
Jaina, Woodland Road
Woodbury, Woodland Road
The Woodlands, Woodland Road
Bournham, Woodland Road
Sunnymede, Woodland Road
The Ramblers, Woodland Road
The Homestead, Woodland Road
Hollybank, Woodland Road
Trefoil Croft, Woodland Road
Green Gables, Woodland Road
Malvern, Woodland Road (Grade II listed)
Laburnum Cottage, Woodland Road (Grade II listed)
Braeside, Woodland Road (Grade II listed)
The Millstone, Woodland Road
The Croft, Woodland Road
Highfields, Woodland Road
Roundhill, Woodland Road
Camp Hill, Woodland Road
Hickling Pastures, Woodland Road

APPENDIX 2

Relevant Local Plan Policies

DS2 Green Belt Development Criteria
 S27B Design and Materials within Conservation Areas
 S35A Development in Conservation Areas
 S36 Design of development within Conservation Areas
 S37 Demolition in Conservation Areas
 S39 Alterations to Listed Buildings
 S39a Demolition of Listed Buildings
 S44 Reinstatement of Features in Conservation Areas
 S45 Improvements to Conservation Areas
 C17 Retention of existing trees
 C19 Tree Preservation Orders
 C36 Preservation of Archaeological Resources
 C37 Excavation around Archaeological Remains
 C38 Development Criteria for Archaeological Sites
 C39 Site access for Archaeologists
 RAT4 Retention of Open Space
 ES11 Energy Efficiency in Buildings

Draft Local Plan Historic Environment Policies

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

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

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

Appendix 2 continued

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

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

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

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

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

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

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

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

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

Appendix 2 continued

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

BDP20.13 The District Council will support development that:

- i. Retains locally listed buildings.
- ii. Involves sympathetic alterations and extensions to locally listed buildings
- iii. Does not have a detrimental impact on the setting or context of locally listed buildings.

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

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

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

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

BDP20.18 Where material change to a heritage asset has been agreed, recording and interpretation should be undertaken to document and understand the asset's archaeological, architectural, artistic or historic significance. The scope of the recording should be proportionate to the asset's significance and the impact of the development on the asset.

The information and understanding gained should be made publicly available, as a minimum through the relevant Historic Environment Record.

Appendix 2 continued

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

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

Worcestershire County Structure Plan

CTC.5 Trees and Woodlands

CTC.6 Green Open Spaces and Corridors

CTC.8 Flood Risk and Surface Water Drainage

CTC.17 Archaeological Sites of Regional or Local Importance

CTC.18 Enhancement and Management of Archaeological Sites

CTC.19 Areas and Features of Historic and Architectural Significance

CTC.20 Conservation Areas

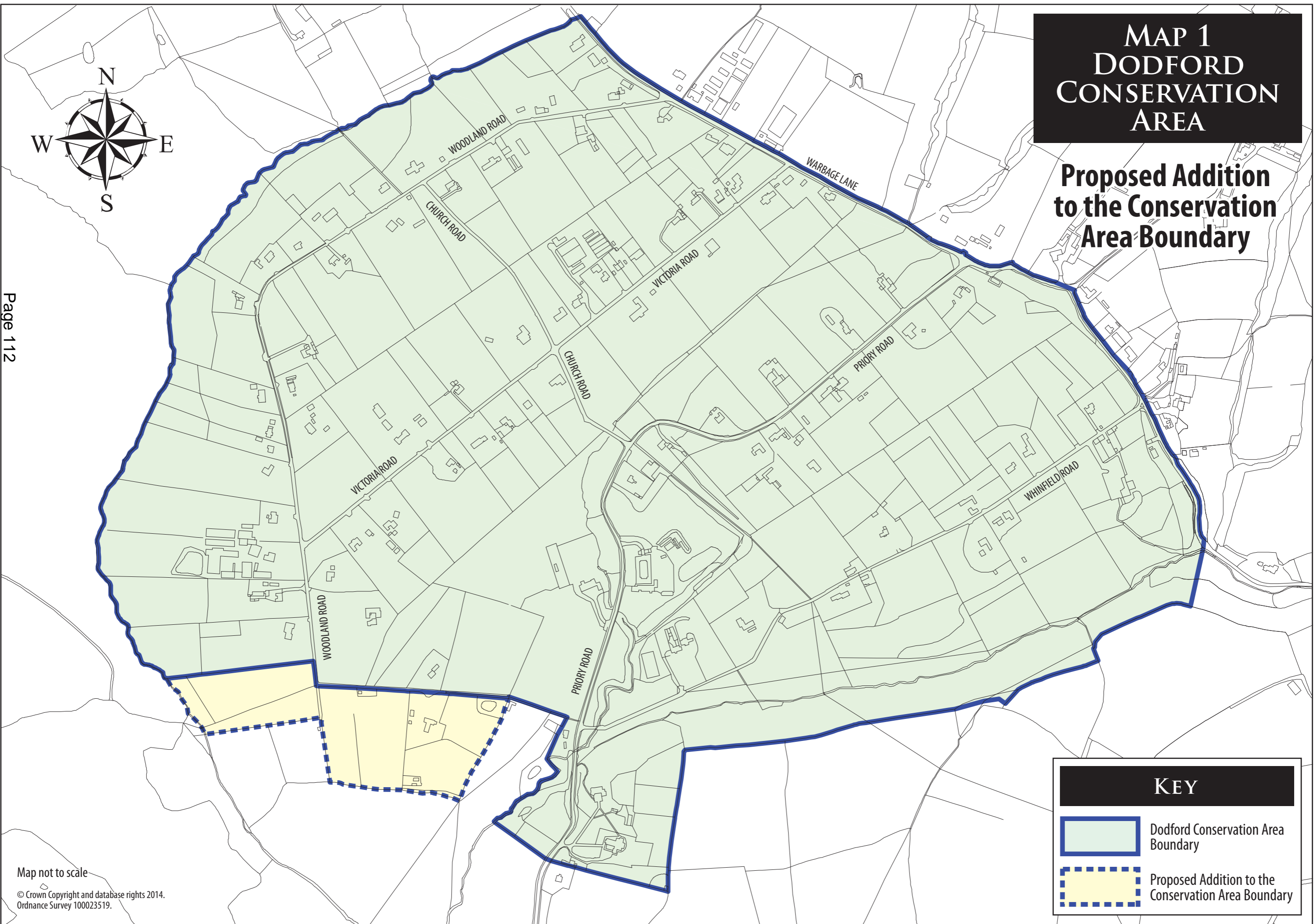
APPENDIX 3

Glossary of Architectural and Planning Terms



Article 4 direction	Removal of permitted development rights so that planning permission is required for external alterations to a building
Arts and Craft	Late 19th architectural and design style that took influences from medieval crafts and motifs
Ashlar	Dressed, cut, squared and finished stonework
Casement	A window with hinged or pivoted openings
Conservation Area	An area of special architectural or historic interest, the character or appearance of which, it is desirable to preserve or enhance. Local authorities are responsible for designating new Conservation Areas.
Flemish bond	Brickwork with alternate stretchers and headers, each header is centred to the stretchers above and below it
Georgian	1714-1830
Listed Building	A building of special architectural or historic interest included on a national register. English Heritage is responsible for adding new entries to the statutory list.
Pediment	Low pitched moulded triangle often found over doorways or windows and at roof level
Scheduled Monument	A nationally important archaeological site or building
Trefoil	Triangular stone detail, typical feature of Chartist Cottages
Upvc	Unplasticised polyvinyl chloride. Viewed as an inappropriate and unsustainable material that does not replicate the detailing or quality of timber

MAP 1 DODFORD CONSERVATION AREA

Proposed Addition to the Conservation Area Boundary

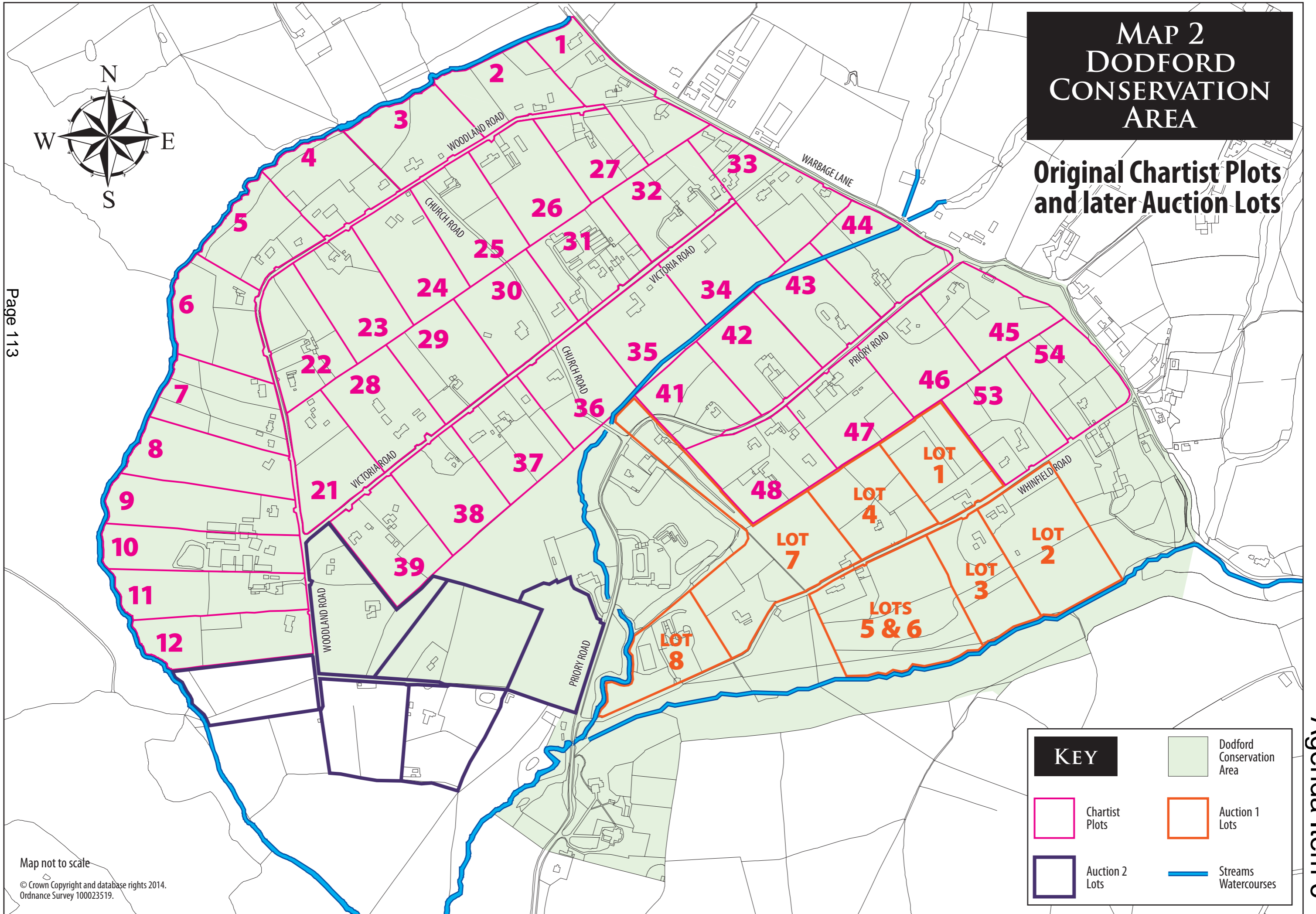


KEY

-  Dodford Conservation Area Boundary
-  Proposed Addition to the Conservation Area Boundary

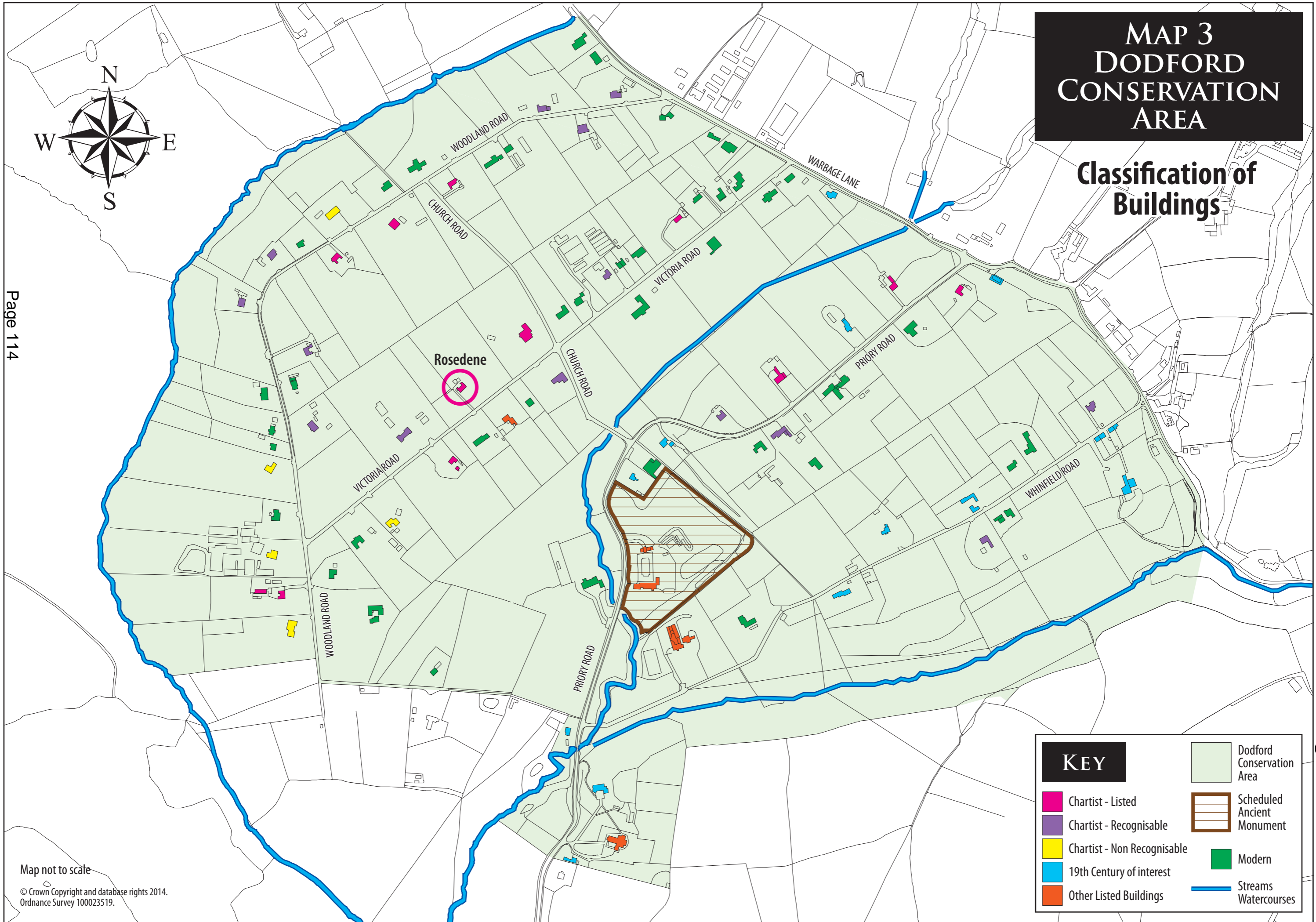
MAP 2 DODFORD CONSERVATION AREA

Original Chartist Plots and later Auction Lots



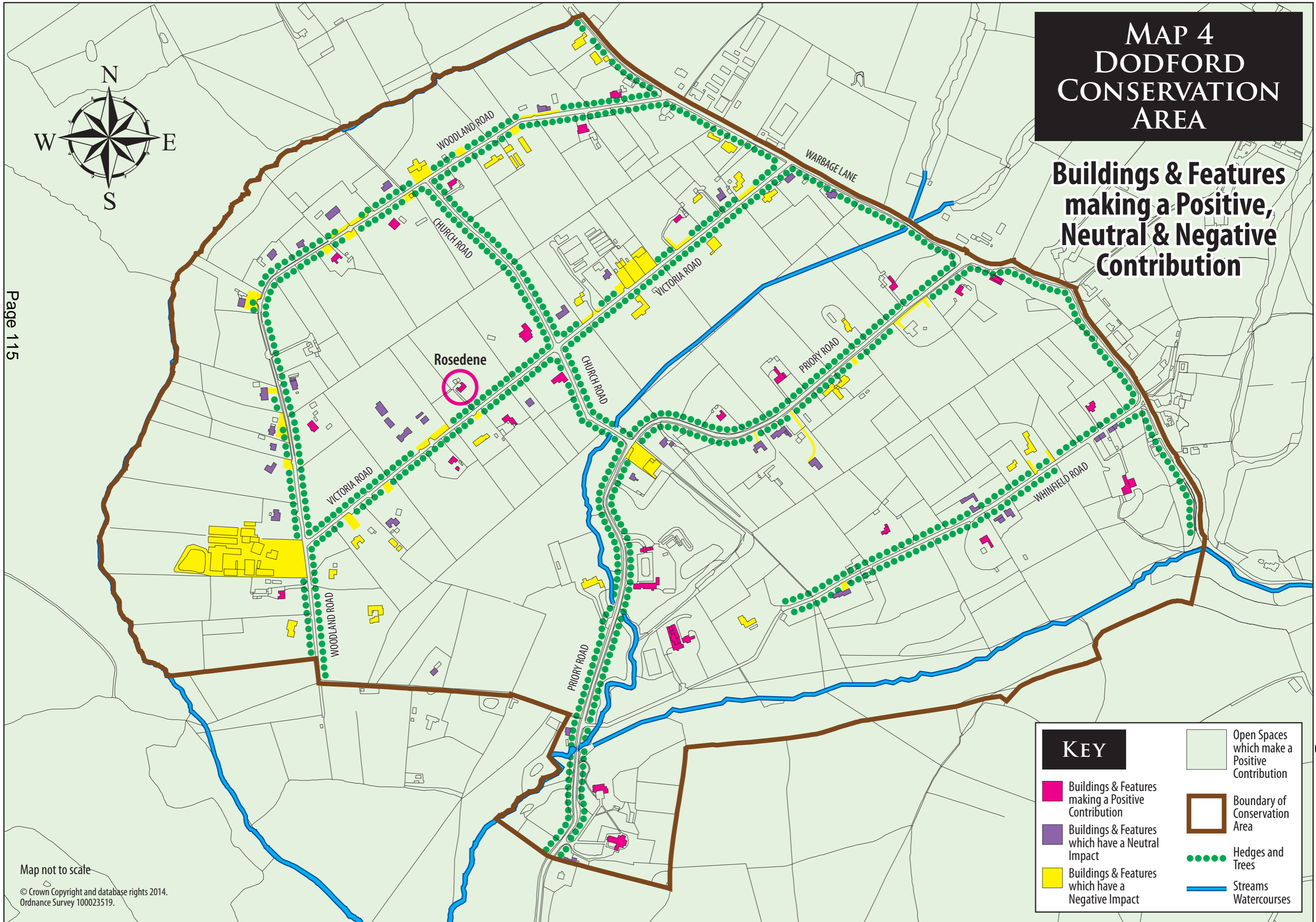
MAP 3 DODFORD CONSERVATION AREA

Classification of Buildings



MAP 4 DODFORD CONSERVATION AREA

Buildings & Features making a Positive, Neutral & Negative Contribution

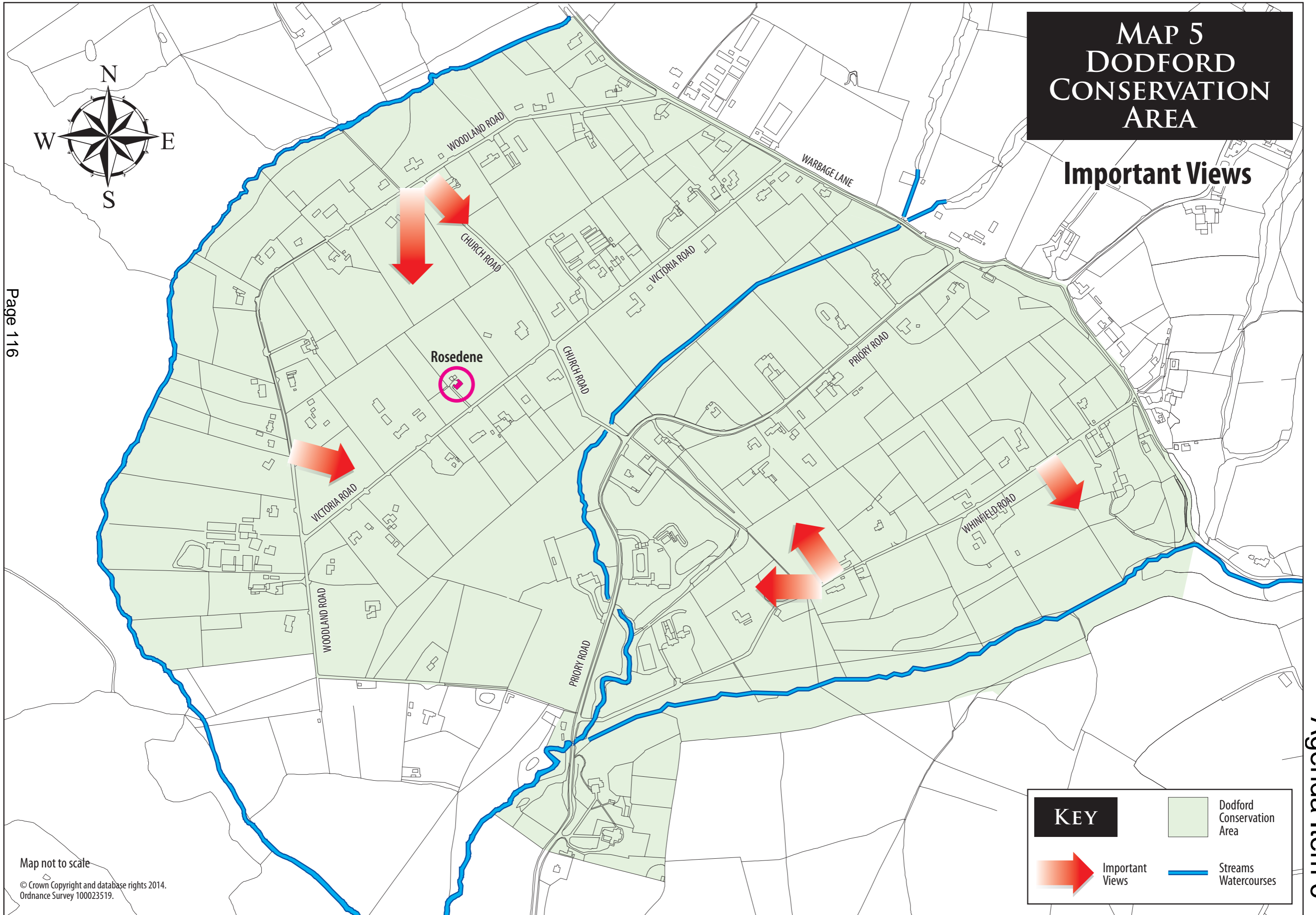


KEY	
	Buildings & Features making a Positive Contribution
	Buildings & Features which have a Neutral Impact
	Buildings & Features which have a Negative Impact
	Open Spaces which make a Positive Contribution
	Boundary of Conservation Area
	Hedges and Trees
	Streams Watercourses

Map not to scale
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Ordnance Survey 100023519.

MAP 5 DODFORD CONSERVATION AREA

Important Views





We will consider reasonable requests to provide this document in accessible formats such as large print, Braille, Moon, audio CD or tape or on computer CD

"Need help with English?" Contact Worcestershire HUB, Bromsgrove 01527 881288

'Potrzebujesz pomocy z angielskim?' Skontaktuj się z Worcestershire HUB, Bromsgrove, tel.: 01527 881288

"İngilizce için yardıma ihtiyacınız var mı?" 01527 881288 numarayı arayıp Worcestershire HUB, Bromsgrove ile irtibata geçin

"ইংরাজির জন্য সাহায্য চাই?" 01527 881288 নম্বরে উস্টাশায়ার হাব [HUB] ব্রমসগ্রভ [Bromsgrove]-এ টেলিফোন করুন

"ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ?" ਵੁਰਸੈਸਟਰਸ਼ਾਇਰ ਹੱਬ [HUB] ਨੂੰ ਬਰੋਮਸਗਰੋ [Bromsgrove] ਵਿਖੇ 01527 881288 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ

"انگریزی میں مدد چاہتے ہیں؟" ورسیسٹر شائر ہب [HUB]، برومزگرو [Bromsgrove] میں 01527 881288 پر رابطہ کریں



**BROMSGROVE DISTRICT
COUNCIL**

HEAD OF
PLANNING AND REGENERATION

THE COUNCIL HOUSE,
BURTON LANE,

BROMSGROVE B60 1AA

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**APPENDIX 4
Dodford CAAMP Consultation Comments**

Refer ence No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
1	Lily-Rose Faulkner						I have been a Dodford Conservation Area resident for the past 12 years. The majority of the cottages in Dodford are small bungalows and as a result we have an increasingly ageing population here. The problem is younger families need to be encouraged into Dodford in order to preserve both the church and school where numbers are dwindling. We have already lost a post office and shop. Whilst I am not in favour of losing any of the beautiful green fields & vistas that are characteristic to Dodford, residents do need to be allowed to extend their existing properties, sympathetically to the Chartist movement, in order to allow for families.	The Conservation Area status does not prevent householders from extending their homes. As with any other residential property householders have permitted development rights to construct small extensions. Householders would need to apply for planning permission to construct larger extensions. All applications are considered in light of national legislation, local plan policies and national guidance. This is clarified in Section 4.4.2 of the Management Plan on page 24.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
2	Jenni Schuett 1 Whinfield Road						I believe that greenbelt and Conservation land should be preserved. Existing dwellings should be improved in keeping with the Chartist characteristics of Dodford, however extensions should be permissible to allow for families and extended families to live together and not just a large population of elderly people in bungalows who struggle to maintain large plots of land, as it is currently, as this is detrimental to the school, church, sociology and ultimately the livelihood of our village.	See comments in respect of Response 1	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
3	Mr Jan Schuett 1 Whinfield Road						<p>Coming from a different cultural background and having lived in Dodford for over a decade I have a slightly different thought of approaching the issue of conservation. Conservation is another word for halting, stalling progress. If, and this happens around here a lot, people are forced to obey very rigid regulations – most will look to bend or indeed break them. Conservation shouldn't be enforced this way, like a blanket ban, over a whole area like it has been in Dodford. Especially after a number of houses were built with absolutely no regard to any sense of heritage at all. It is not right in my opinion, to punish the few remaining owners of original Chartist character dwellings for the dismal atrocities committed by modern architecture built in the very heart of this conservation area.</p> <p>Conservation therefore should allow people the freedom to achieve modern day living with all the advances in building and environmental technology, which itself would have been welcomed by the progressive Chartist movement, combined with an architectural style that enhances this special area.</p>	<p>Conservation is about managing change, rather than preventing change. There is not a list of rigid rules to be obeyed, and there is no Article 4 Direction withdrawing permitted development rights.</p> <p>All applications are assessed in terms of the impact they are likely to have on the character and appearance of the conservation area.</p> <p>The Appraisal identifies on page 6, section 3 the special interest that the designation is attempting to protect. Most of the modern buildings within the conservation area pre-date the designation. The conservation area was designated to protect the special interest of the area, and to prevent the loss of the remaining cottages. The designation does not prevent them from being thoughtfully altered or extended.</p>	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
4	Jennie McGregor-Smith Victorian Society Caseworker for Bromsgrove						<p>I was sorry to see that Dodford school, the old school house and Dodford Lodge have been left off the Conservation Area, and hope that this can be reconsidered.</p> <p>All three are interesting pieces of late Victorian architecture, which are part of the history of the village as much as the later church.</p> <p>The school was the design of Bromsgrove architect F.J. Yates, in 1877. The school house of 1882, now a children's nursery, is the design of Bromsgrove architect John Cotton, as is Dodford Lodge of 1881, now representing the rapidly dwindling numbers of his work. All three were built by Brazier & Weaver, using bricks made at their brickworks which was on the site of the bungalow between the old school house and Dodford Lodge.</p> <p>For full information about his buildings please see pp.199 and 139 of <i>John Cotton, The Life of a Midlands Architect</i>.</p>	The comments in respect of the inclusion of this site within the Conservation Area have been noted.	A further review of the boundary of the Dodford Conservation Area will take place, and a further consultation will take place, if it is considered that the boundary should be further extended.

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
5	Philip and Judy Richardson Fern House Priory Road Dodford						We fully support the proposal to extend the Conservation area in the region of Woodland Road. However, we suggest that it would also be appropriate to include all the properties at the end of Priory Road to include Little Dodford Farm, Dodford Lodge, Dodford Nursery and Dodford First School, as the latter was built to serve the needs of children from the Chartist community.	Noted – see response to comment 4	See response to comment 4
6	Aisling Nash Historic Environment Planning Officer Worcestershire Archive & Archaeology Service						The Scheduled Monument at Dodford Priory includes extant earthwork remains of the moat in which it is situated. In addition to this, there are the possible remains of fishponds and building platforms to the south west of Waterfalls Farm. These are likely to be associated with the medieval priory and while not included in the Scheduled Monument area, should be recognised as a heritage asset within the conservation plan. Faint traces of ridge and furrow survive within the conservation area attesting to the agricultural nature of the landscape within the medieval and post medieval periods.	Comments noted	Text updated to include this information

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
7	Alwyn Rea						<p>Following your two consultation events last month I have spoken to a number of local residents regarding the draft Appraisal and Management Plan for the Conservation Area. Your proposal to incorporate the whole of the original Chartist Settlement estate within the Area clearly meets with general approval being seen as a sensible and appropriate 'tidying up' move.</p> <p>However a number of people have asked why the proposals have not pursued an earlier suggestion that the Area should be extended to cover the whole of Priory Road. This would then incorporate the School and School House (both of interest as important Victorian buildings and retaining their original features) together with the large Victorian farmhouse and also Little Yarnold Farm – the black and white house on the corner. You mentioned that this is something that you had considered and it seems it would be welcomed as something that would complete the incorporation of just about all of the buildings of historic importance in Dodford.</p> <p>Although I am Chairman of the Parish Council I am writing this as a resident of the village and of the Conservation Area. The Council's official response will no doubt be forwarded to you by our Clerk, Kay Stone.</p>	Noted – see response to comment 4	See response to comment 4

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
8	Kay Stone Clerk to Dodford with Grafton Parish Council						The Parish Council would like to propose that the Conservation Area should be extended along Priory Road to include the School and Nursery. This extension would include and protect some interesting local buildings.	Noted – see response to comment 4	See response to comment 4
9	Tim Bridges The Victorian Society Conservation Adviser for Birmingham & the West Midlands,						We would simply wish to register our support for this excellent document.	Comments noted and welcomed	
10							We are disappointed that the conservation area is not to be extended to include the school of 1876, which according to Alan Brooks (2007) is by F.J. Yates. I think it is referred to as being by John Cotton in the document, but it is Dodford Lodge next door that Brooks says is by Cotton of 1881.	Noted – see response to comment 4	See response to comment 4
11							We are also surprised that the Tower House is not a listed building & would welcome your thoughts on this.	The Tower House is an interesting Arts and Crafts composition, by the same architect as the Grade II* listed neighbouring Church, Arthur Bartlett. It has been sympathetically extended in recent time, but may still be worthy of listing. It would definitely be a candidate for the forthcoming Local List.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
12	Mr A G Grove & Mrs J V Grove						My wife and I wish to thank you for your detailed report.	Comments noted and welcomed	
13							<p>We agree as stated by you in your report that the extension of the Conservation Area to include Priory Road to the School House is NOT appropriate. It has no special character of the conservation area.</p> <p>The School House was built as a result of the Education Act like many other Victorian village schools in Bromsgrove. It has no special reason to be connected to the Dodford Conservation Area.</p> <p>A number of other local people hold your view that the extension of the area should not include Priory Road housing and School House which are protected already by regulations. The extension would demean and degrade the Dodford Conservation Area.</p> <p>Any extension by the Dodford Parish Council without consultation would appear to be inappropriate.</p>	Noted – see response to comment 4	See response to comment 4
14	Gordon Long Great Meadow Dodford				4	2.3	Incorrect see p.16 para 4.3.6	The contradiction regarding the number of TPOs has been rectified.	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
15					6	3.2 Line 6	Query on this date. The land was bought by O'Connor May 1848 (see the Rosedene Guide)	Noted and text amended	Text amended
16					6	3.2 Penultimate line	'Chartism was a basic building block of the Labour Party' – Michael Foot during a tour of Rosedene in 2001.	Noted	This interested fact has been included in the appraisal
17					7	4.1	It would underline the history of the area if road names could revert to original. Electricity authority still uses Middle Road for letters!	This is an interesting thought, but the District Council is not in a position to change road names.	
18					9	4.2	Date? Building was started in 1848 and the Settlement day was 2 nd July 1849	Noted	This clarification has been inserted on page 10, second paragraph
19					10	4.2	Great Meadow was actually built before the land purchase so was bought by O'Connor with the land and immediately re-sold	Noted	Text re-worded accordingly
20					11		See note on p.6 penultimate line	See response to comment 16 above.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
21					11		Village Hall was first used in 1979 after an extensive building programme	On the basis that Mr Long helped construct the Village Hall this revised date is assumed to be correct	Text amended on this basis
22					12		View from Church Road/woodland Road includes Tardebigge Church	Noted and agreed	Text has been re-worded accordingly
23					13	4.3.3	Cottages ancillary rooms were originally utility and not residential	Noted	Text has been reworded accordingly
24					14		Non Chartist Buildings. Great Meadow was actually later than 1830 evidenced by the wood work (doors and windows) being identical to the Chartist Items.	On the basis that Great Meadow was constructed prior to the land purchase, a secondary source stated it was constructed in 1830, it is likely that it was updated by the Chartist's builder and hence some of the joinery is the same as that found in the Chartist cottages.	
25					14		Ecclesiastical Buildings. The Priory it is claimed was O'Connor's home in summer 1848 (Ref 'The Chartist' Peter Searby 1967). This is disputed	This is an interesting fact and links O'Connor to one of the buildings in Dodford which pre-dates the Chartist Movement. Although the uncertainty of this fact is noted.	The text has been updated to reflect these comments

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
26					15		Village Hall date see note on page 11	See response to point 21	The text has been re-worded accordingly
27					15	4.3.4	See note on page 13 4.3.3	Noted	This point has been added to page 13, it is not felt necessary to add it to page 15.
28					15		Rainwater goods. Originally cast iron which remains in a number of places	Toted and agreed	Text re-worded accordingly
29					19		Dodford Primary School (now Dodford First School). Architect was FJ Yates	Noted and agreed	Text re-worded accordingly
30					22		Date 1847/48 should be 1848/49	Noted and agreed	Text re-worded accordingly

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
31							<p>Boundary changes The proposed changes are highly desirable but should be extended to include the area to the east of the proposed extension. The school, the nursery school, Little Dodford Farm and Dodford Lodge should all be included in the Conservation Area. Is it possible that those buildings could be a separate conservation for Little Dodford? That would fit with the original areas of Little and Great Dodford</p>	Noted – see response to comment 4	See response to comment 4
Page 130									

HAGLEY

CONSERVATION AREA DRAFT CHARACTER APPRAISAL AND MANAGEMENT PLAN

JUNE 2014



BROMSGROVE
DISTRICT COUNCIL

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Appendix 3 Glossary of Architecture and Planning Terms

List of Maps

Map 1 Map of Hagley Conservation Area

This is a consultation draft of the Hagley Conservation Area Character Appraisal and Management Plan. Comments are welcome and should be sent to the Strategic Planning Team, Bromsgrove District Council, Burcot Lane, Bromsgrove, B60 1AA.

Email conservation@bromsgrove.gov.uk or telephone 01527 881326



PART 1 DRAFT CHARACTER APPRAISAL



27 Station Road



1.0 INTRODUCTION

- 1.1 The Hagley Conservation Area was designated in October 1987 as an area of special architectural or historic interest. An internal review of the designation was carried out in 2006 and a draft character appraisal produced but was never formally adopted, this has been reviewed and has formed the basis for this document.
- 1.2 The purpose of a Conservation Area Character Appraisal is to identify the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. This is the first step in developing a management plan for the continued preservation and enhancement of a Conservation Area. An appraisal evaluates the positive, neutral and negative features of the area and suggests opportunities for improvement.
- 1.3 This appraisal of the proposed Hagley Conservation Area was undertaken in January 2014 in accordance with the most recent guidance from English Heritage 'Understanding Place: Conservation Area, Designation, Appraisal and Management' (2011). Although produced by the Council, local societies and residents will be encouraged to contribute to and comment on the draft document. This will result in a well rounded assessment of the area incorporating local knowledge, perceptions and suggestions.
- 1.4 The draft character appraisal will be made available on the Council's website, in the local library, at the Customer Service centre in the Dolphin Centre and the Council House to ensure that it reaches a wide audience. There will also be a drop in meeting at a local venue to explain the purpose of the document and collect local comments.

2.0 PLANNING POLICY CONTEXT

- 2.1 A Conservation Area is defined in the 1967 Civic Amenities Act as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. It is not the purpose of a Conservation Area to prevent development, but to manage change in a positive and proactive way that benefits current and future generations.
- 2.2 The General Permitted Development Order 1995 (GDPO) classes a conservation area as being ‘Article 1 (5) land’. Outside of conservation areas planning permission is not required for many types of work, which is referred to as permitted development. The GDPO gives local authorities controls over some works undertaken in conservation areas, including the enlargement of a dwelling house, the rendering of such properties, and the installation of antennae and satellite dishes. In addition Conservation Area status means that Planning Permission is required for the total or substantial demolition of any building over 115m³ in size, the demolition of a boundary wall over 1m in height next to the highway or 2m elsewhere and the removal of any agricultural building constructed before 1914. There is a general presumption against the loss of buildings which make a positive contribution to the character or appearance of the Conservation Area.
- 2.3 Additional controls are also placed over trees within the area, meaning that an owner must submit a formal notification of works to the Council six weeks before starting work. This gives the Council the opportunity to place a Tree Preservation Order (TPO) on the site protecting any notable trees from unsuitable works. There are several trees currently within the conservation Area boundary which are subject to Tree Preservation orders and these are indicated on the map at the end of this document.
- 2.4 The primary legislation governing Listed Buildings and Conservation Areas is the Planning (Listed Buildings and Conservation Areas) Act 1990.



Finial detail



5 Station Drive

Agenda Item 6



15 Station Road



View of Station Road

This legislation includes certain statutory duties which the Council as Local Planning Authority must uphold. S69(1) of the Act requires Local Planning Authorities to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas, and under s69(2) to review such designations from time to time. The Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas from time to time.

- 2.5 When assessing applications for development within designated Conservation Areas, the Local Planning Authority must pay special regard to the desirability of preserving or enhancing the character or appearance of the Conservation Area under s72(1) of the Act. This does not mean that development will necessarily be opposed, only that this should not be detrimental to the special interest of the wider Conservation Area.
- 2.6 The National Planning Policy Framework (NPPF) has replaced previous Government guidance which was detailed in Planning Policy Statement 5: Planning for the Historic Environment. The NPPF does, however maintain the importance placed on conserving and enhancing the Historic Environment as well as providing advice for conservation areas, notably in paragraphs 127, 137 and 138. The PPS 5 Guidance Document, PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (2010) remains valid and a government endorsed document pending the Government's review of guidance supporting national planning policy.
- 2.7 The Bromsgrove District Local Plan adopted in 2004 contains a series of specific policies relating to the historic environment (see Appendix 2). These policies help guide the Local Planning Authority when assessing planning applications, to ensure that new developments and alterations preserve or enhance the character or appearance of the Conservation Area. The Draft Bromsgrove Local Plan has been submitted for public examination, and will at some point replace the 2004 Local Plan. As with the current Plan the Draft Plan also contains policies to promote and protect the Historic Environment. These are detailed in Appendix 2.

3.0 SUMMARY OF SPECIAL INTEREST

- 3.1 The special interest of a Conservation Area is defined by more than its appearance and includes the atmosphere, texture, sense of place and setting as well as more obvious qualities such as groups of historic buildings. Notable buildings and the spaces between buildings set an overall context for an area, but a designated Conservation Area should be more than just a collection of attractive buildings.
- 3.2 The Hagley Conservation Area is centred on Station Road, a short and predominantly residential street retaining much of its original character, with a variety of high quality late Victorian and early Edwardian quality houses. The station and Grade II listed footbridge and the Church of St Saviour's are the focal points of the Conservation Area, and form a pleasing group with the adjacent historic buildings. It is this Victorian and Edwardian character, set within a landscaped setting with the historic station at the west end, and the Edwardian church on the eastern boundary that is the essence of the area's special interest.

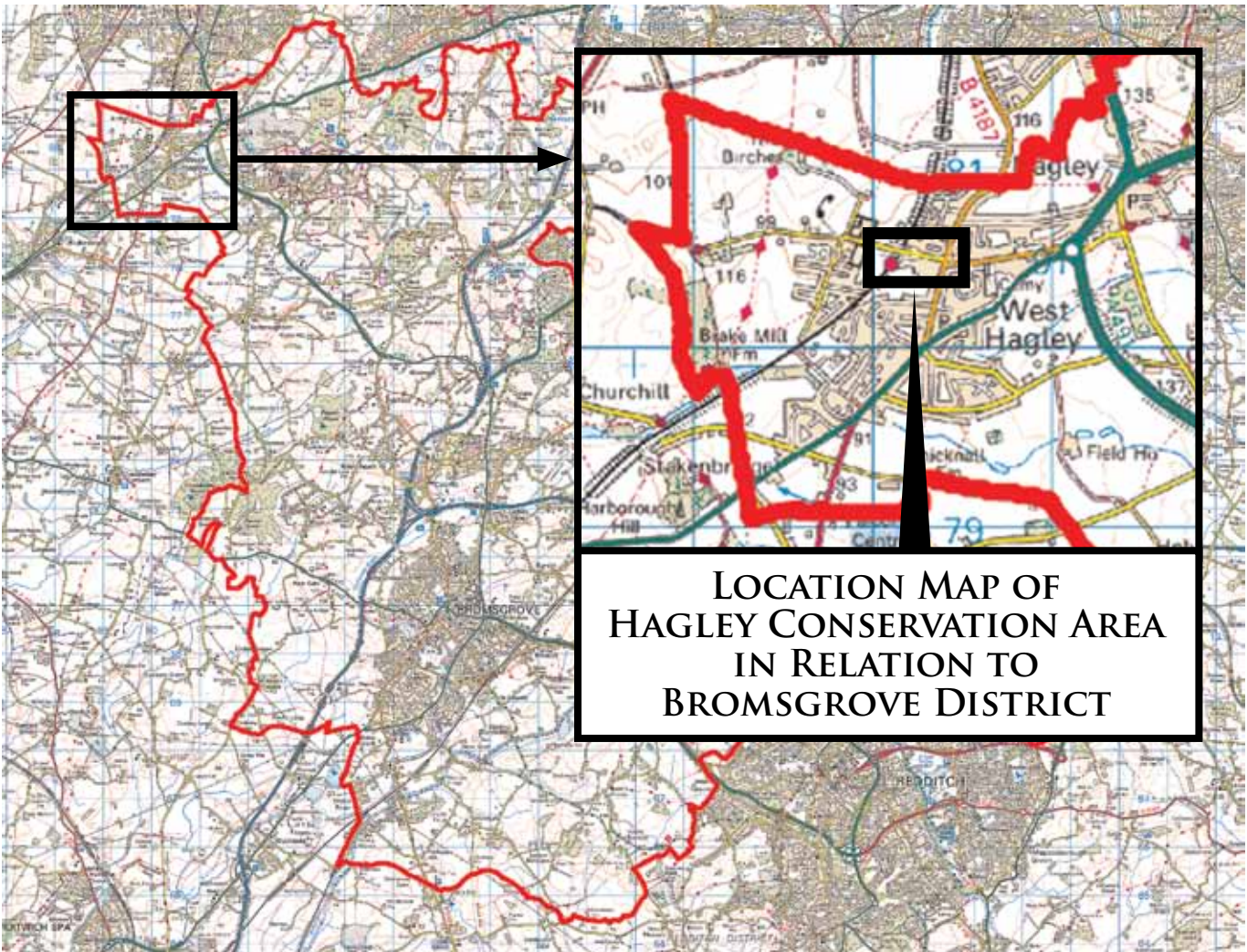


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4.0 ASSESSMENT OF SPECIAL INTEREST

4.1 Location and Setting

The Hagley Conservation Area is located within West Hagley, an extensive area of late 19th and 20th century suburban development on the northern most edge of Worcestershire, 7 miles north, north west of Bromsgrove and approximately 12 miles south west of Birmingham. The Conservation Area boundary begins at the junction of Station Road/ Worcester Road extending over to St. Saviours Church. Worcester Road is the main shopping street of West Hagley and the main route northwards to Stourbridge and Brierley Hill. Further to the east lies the original village of Hagley and the 18th century estate of Hagley Hall - now a Registered Historic Park (Grade I) containing ten listed buildings, including the Hall itself, also listed Grade I.



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On its northern boundary the Conservation Area is flanked by mid to late 20th century dwellings, to the west is the railway line and more modern housing and to the south is the community centre and playing fields.

The Hagley Conservation Area is a compact area of approximately 50 properties in an area of 3 hectares. The topography is relatively level except for the rise up to Brake Lane where the highway crosses over the railway line at the western end. The land at the eastern end rises up 3-4 metres to the elevated position of St Saviours Church which is a key focal point terminating views out of the Conservation Area to the east. The Conservation Area sits within a number of larger areas designated by various agencies including:

- Natural England Landscape Area - Arden
- Natural England Natural Area - Midlands Plateau
- Landscape Character Assessment Area - Settled Farmlands on River Terrace.

4.2 Historic Development and Archaeology

West Hagley was originally the site of a crossroad between Stourbridge and Bromsgrove with the road from Halesowen called the Clap Gate, but evolved during the late 19th to early 29th century into a Victorian housing suburb. Easier access to Birmingham was facilitated by the improved railway network in the mid 19th century allowing the more prosperous to leave the city centres for a healthier environment and higher status homes. By the end of the 19th century Lower Hagley as it was then known was as populated as Upper Hagley and was renamed West Hagley in 1911, to remove any negative connotations with its former name.

The earliest properties within the Conservation Area are 5 and 7 Station Road, originally four small cottages possibly dating from the 1850s on the south side of the road, set forward to the back of pavement and much altered. The 1838 Tithe Map does show some buildings located on the corner of what is now Station Road and Worcester Road, on the site of 2 & 4 Station Road. It is not clear whether they are the same houses, which are constructed in an architectural style which is perhaps later than one would have expected to see in 1838. The houses would appear to have been constructed by the time of the 1883 Ordnance survey and the site of 161 Worcester Road, the opposite corner was also developed by this date. Before this only a tollgate existed (known as the Clap Gate) surrounded by fields. The subsequent piecemeal development of Station Road and Station Drive during the late 19th and early 20th century, is evident in the differing siting and architectural styles employed by different builders.



View of St. Saviours Church from Station Road



5 Station Road



View from Brake Lane

By 1902 6 & 8 Station Road and 18 to 30 (evens) had been constructed. With the exception of 11, 21, and 10 to 16 (evens) the remaining houses were constructed between 1902 and 1923. These last houses had arrived by 1938.

The area is of unknown archaeological potential, although a polished stone axe dating from around 4th century BC was found at the junction of Worcester Road and is now on display within Worcester City Museum

4.3 Architectural Quality and Built Form

4.3.1 Key Views

Key views exist into and out of Station Road, leading towards Station Drive in one direction and across the junction to the church in the other. Neither the church nor the train station is visible from the central part of Station Road however, since they are both offset from the alignment of the road. The small groups of terraced properties form a series of views as the Conservation Area progresses, which contributes to its special interest. Unfortunately the view of the historic station and listed footbridge is marred by the large parking area in front, undermining its setting.

The backdrop of mature trees and distant views of surrounding hills, frames views around the Conservation Area. Views of the rear elevations of Station Road from the park and playing field to the south are also important.

4.3.2 Prevailing and Former Uses

The character of the area is greatly influenced by the predominantly family residential occupation. The church, railway station and nearby school uses and district shopping centre also have an impact on the area, principally in the way the streets are used by non residents passing through.

There are just a handful of non residential uses within the Conservation Area. These include a shop, two offices and a children's nursery. At their current level of intensity they are considered not to detract from the principal residential character of the street. However the associated parking areas connected with these uses, notably at 21 Station Road, do detract from the appearance of the Conservation Area.



1-7 Station Road

Historically the area now occupied by the Ceder Grove development had been St Mary's Nurseries, which was redeveloped in the late 1970s or early 1980s, immediately to the north of the conservation area, but a mature row of lime trees survives between 8 & 10 Station Road, possibly indicating one of the entrances to the nursery.

4.3.3 Architectural Character and Key Buildings and Structures

The only listed structure within the Hagley Conservation Area boundary is the Grade II listed Hagley Station Footbridge which was built in 1884 by the Great Western Railway Company (GWR). Constructed in cast iron with wrought iron detailing, the footbridge is a rare survivor of a GWR dated and monogrammed footbridge and one of only five which are statutorily listed in the country. As well as being of architectural interest, the footbridge was the basis of the Hornby '00' scale model, giving it additional social historical significance.

The road bridge adjacent to the station (which is just outside the Conservation Area boundary) was built in 1852 and has a large brick arch with rusticated stone facing and abutments. Views from the bridge through Station Road contribute to the setting of the Conservation Area.

The properties on Station Drive are more modest in their architectural detailing than those on Station Road, with timber sliding sash windows and panelled doors surviving at most houses. The buildings are set down slightly lower than those on Station Road with shallower roofs finished in Welsh slate and more simple chimneys. Unfortunately the installation of uPVC units has undermined somewhat the group value of the terrace at 1-3 Station Drive, and the pair of semis 4 and 5 Station Drive, but they all retain their original timber panelled doors and other decorative details.

Station Road exhibits a mixture of styles varying from Tudor mock black and white timber framing to Queen Anne styles with an exuberant use of buff terracotta for the classical ornamentation. The houses are mostly two storeys, (although some have attic accommodation) and range from detached, semi detached and terraced villas. The formal layout of the road coupled with informality in the style and form of the individual buildings and groups, contributes to the character and appearance of the Conservation Area.



Hagley Station Footbridge



1-2 Station Drive



26-16 Station Road



25-27 Station Road

Most of the historic buildings within the Conservation Area exhibit high levels of craftsmanship and materials. The buildings are well proportioned with either steeply pitched clay tile roofs, or shallower pitched with slate, with high quality rich red/orange brick facades and chimneys with well defined oversailing courses. Gabled frontages are a dominant character of many of the villas with both ornamental and plain detailing. Whilst some of the buildings such as nos. 9, 25 and 27 Station Road have a flamboyant appearance while others, such as the houses in Station Drive, are more restrained



17-19 Station Road

Across the junction with Worcester Road to the east of the Conservation Area boundary is the modest red sandstone Church of St Saviours, completed in 1908 to serve the rapidly expanding community of West Hagley. The current building replaced an earlier Mission Church on the site. Designed by a local architect, Tom Grazebrook, in a Perpendicular Gothic style but with various later additions, the Church is a key focal point in views from Station Road out of the Conservation Area. The surrounding trees along Park Road contribute positively to the setting of the Hagley Conservation Area.

4.3.4 Building Materials and Construction

Walls

Generally a high quality brick was used on the front elevations with tight lime mortar joints with Flemish and English Garden wall bonding. On those buildings with mock timber framing, panels were smooth or pebble dash rendered. There are also examples of smooth and roughcast render to some elevations.

Doors

Many of the original external front doors survive and have various forms, ranging from six panels to some with intricately glazed upper panels. Most of the doors have bolection mouldings.

Windows

Window styles comprise both recessed timber sliding sash windows and casements. Sliding sash windows are found in varying forms including single pane, 4 panes with some of the upper lights being 6 panes. Projecting bays, some with pitched clay tile roofs, or flat leaded roofs or set behind brick or terracotta parapets, are common features. Some of the original timbers have been replaced, but there is a relatively high survival rate in this conservation area compared to other conservation areas in the District.



St. Saviours Church



8-6 Station Road

Roofs

Roofs are pitched and although the predominant covering is clay tile there are also a significant number of slate roofs.

Rainwater Goods

These are now generally black upvc.

Survival of architectural features

There is collectively an exuberance of pattern book classical moulding details in brick and terracotta including ornamental projecting dentils, egg and dart pattern stringcourses, an abundance of ornamental ridge tiles and finials, scrolled kneelers and the use of art nouveau motifs, for example around door cases. Patterned ornamental brick details are liberally used for stringcourses, dentils and eaves details. Sills, lintels and coping stones tend to be in natural stone (now mostly painted) or in buff or red terracotta.

The surviving front garden walls built of brick, similarly have terracotta copings or ornamental blue Staffordshire bricks and stone copings to the piers. Some of the side gardens still retain all or part of the original iron railings although virtually all are missing from the front enclosures. Staffordshire blue rounded kerb stones survive along the Station Drive pavement.



4.4 Public Realm

4.4.1 Ground surfaces

The roads and extensive carpark in front of the station are tarmaced. There are tarmaced pavements either side of Station Road, but only to the north side of Station Drive, although this stretch of pavement retains its Staffordshire blue kerbs. The existing surfaces are in reasonable condition, but obviously designed from a highway management perspective rather than trying to create an attractive public realm. There are a number of traffic calming speed bumps along Station Drive and beige anti slip tarmac on the approach to the lights on Station Road at the junction with Worcester Road. There are tarmaced pavements along both sides of Station Road, edged with concrete kerbs, however granite setts have been used for a number of the dropped kerbs.

4.4.2 Street furniture and signage

There is not a significant problem with street clutter.



4.4.3 Boundary Treatments

There are a variety of boundary treatments including hedges, original stone walls and original brick walls with blue coping stones. The majority of the stone and brick walls have been substantially reduced in width, if not removed altogether to create parking spaces on front gardens, leaving the gardens somewhat reduced in size or removed altogether.



Worcester Road junction

4.4.4 Front Gardens

A few planted front gardens remain, but the majority have been covered over significantly or completely to create off road parking spaces. The main materials used are gravel or block paving. The loss of the front gardens and boundary walls has harmed the appearance of the Conservation Area and undermined the leafy atmosphere once created by the original deep front gardens and surrounding trees.



Station car park

4.4.5 Station Car Park

The communal parking area in front of the station, although recently re tarmaced, detracts from the appearance of the Conservation Area. Again the standard 'sea' of tarmac is very much highway management led and does not provide a good setting for the historic buildings on Station Drive. The wire fence and timber posts at the corner of Brake Lane/ Station Drive are of poor quality and in need of repair.

4.4.6 Important Trees

Particular value was put on the contribution that the trees made to the character of the Conservation Area when it was originally designated. There are a large number of trees in the vicinity including some fine specimens within the Conservation Area and its immediate surroundings which significantly add to its mature and tranquil atmosphere. The terminal views eastwards and westwards are dominated by trees rising above the houses, giving a false impression of a countryside location. Real links with the surrounding countryside are also evident - particularly as you look eastwards from the railway bridge. In the far distance above the canopy of trees is the historic estate of Hagley Hall and the Clent Hills.



View towards Brake Lane

There are four tree preservation orders within the Conservation Area, including two group designations. Other mature Lime, Oak and Cedar trees to the rear of properties along Station Road make a significant contribution to the character of the area. The groups of tree which align either side of the railway bridge at the west boundary of the Conservation Area arch over the road making an imposing feature, framing the approach into Station Road. At the Worcester Road junction the trees frame the view of the church, emphasising its established landscaped setting. Other notable trees are found around the southern boundary of the Conservation Area, facing onto the playing field. Between 8 and 10 Station Road, a mature row of lime trees survives, possibly marking an entrance to the former St Mary's Nurseries.

4.4.7 Green Spaces

With the exception of the area to the front of the church overlooking Park Road there are no public green spaces in the Conservation Area. However the properties along Station Road are generally set in spacious gardens mostly built to a similar building line. The front gardens are typically modest with a depth of about 8 metres but the rear gardens are spacious running to 60-70m depth on the south side and 30-90m on the north side. The small front gardens are as noted above under pressure for off street car parking for the occupants. The large gardens at the rear are a key characteristic of the form and layout of the Hagley Conservation Area, making a significant contribution to its setting.

On its northern boundary the Conservation Area is flanked by mid to late 20 century dwellings. Cedar Grove is a recent cul-de-sac development, built within the grounds of St Mary's Nurseries and a former Victorian villa. The site contains some fine specimen cedar trees, protected by tree preservation orders. These make a significant contribution to the amenity of the area and setting of the north side of the Conservation Area.

In contrast to the developed northern edge, the south facing boundary opens onto a park and playing fields. Its boundary with the Conservation Area is marked by substantial brick wall with some Victorian outbuildings built into it. A well used tree lined footpath follows the boundary past the modern undistinguished community centre which awkwardly intrudes into this valuable amenity and recreation area. Visually this open space emphasizes the importance of Station Road. The rear elevations of the buildings and row of trees provide a dominant building backdrop to the open area, the effect of which area increases the further back you move into the park.



Trees at St. Saviours church



30-28 Station Road



Rear of Station Road

4.5 Land marks, focal points and special features

Landmarks are buildings, structures or other features which notably due to their size, design and prominence are particularly visible. Within Hagley these would include the station, and footbridge and the Church of St Saviours. Focal points are buildings or structures which are important because of their position in view lines or because they are the focus of public activity and hence particularly noticeable to the public. Again the station footbridge and the church could also be described as focal points. Special features are listed buildings or other structures of special interest. The foot bridge, is the only listed asset in the Conservation Area which could be described as a special feature, especially as it is relatively unusual.



Hagley Station Footbridge

4.6 General Condition of the Area

The general condition of the historic buildings within the conservation area is good overall, with a few properties in need of maintenance and low vacancy levels. Unfortunately some windows have been replaced with uPVC units which has eroded the character of the Conservation Area. The Grade II listed footbridge was restored and repainted in a more traditional GWR paint scheme in 2012.



21-23 Station Road

Summary of issues

4.6.1 Loss of front gardens and historic boundary features

Despite the overall condition of the properties being good modern residential occupancy has brought pressure for parking areas and modernisation works which may not always respect the historic character of the area. In Hagley a number of properties have converted their front garden into parking areas, often involving the loss of historic boundary features, as well as the introduction of modern surfaces such as tarmac and block paving. This loss of green spaces has undermined the historic streetscene and created a much harder setting for the historic buildings.



9 Station Road

4.6.2 Loss of historic detailing

Gradual erosion of historic features such as sash windows and timber panelled doors is also evident, with piecemeal replacements in PVC which is both environmentally unsustainable and inferior in terms of appearance and quality to traditional timber. The conversion of attic spaces has also resulted in the addition of several dormers and rooflights which break the flow of the historic roofscape and detract from the group value of some terraces.

The challenge of preventing further erosion of unlisted historic buildings could be achieved in future by the imposition of an Article 4 Direction, which would have the effect of removing permitted development rights. The replacement of windows, doors, the demolition of garden walls and the paving of front gardens would then require planning permission.



4.6.3 The public realm

Wider challenges relate to the management and maintenance of the public realm, and opportunities for enhancement works to surfaces and removal of street clutter. However due to these roads forming the vehicular access to the station as well as the main access to two schools it will always be difficult to balance the protection of the character of the conservation area in terms of the public realm with public safety.

4.6.4 Pressure for infil development

There have been extensions to the rear of some properties, of varying quality. There have also been applications to construct further buildings in the substantial rear gardens to some of the houses. This has been successful where existing outbuildings have been reused, and the substantial wall between the rear of the gardens on the south side of the street and the playing fields, utilised. However the rear gardens, as noted above form part of the setting of the Conservation Area, and substantial development in the gardens, particularly if visible from the road, would detract from the character of the conservation area.



4.6.5 Locally listed buildings

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

5.0 Proposed Boundary Changes

As part of the Conservation Area review possible changes to the boundary were considered to encompass more of Worcester Road or go beyond the bridge along Brake Lane. However it was clear that the intention of the original Conservation Area designation was to preserve the historic station and its immediate surroundings. No boundary changes are therefore proposed at this time.



View from Brake Lane

6.0 Management Proposals

A draft Management Plan for the area is attached to this document. This is not an absolute list but outlines the main issues which need to be addressed and possible tasks and timescales. It should be made clear that the Council cannot give a definite commitment to undertake these tasks, which will ultimately depend on future financial and staff resources.

The main management issues which need to be addressed are:

- The loss of garden spaces and historic boundary features
- Loss of historic detailing
- Maintenance and enhancement of the public realm
- Pressure for infill development
- Locally listed buildings



Loss of front gardens

7.0 Public Consultation

Before final publication the character appraisal and management plan will be subject to a six week public consultation period. Any comments received shall be summarised and included in the final document for public interest. The final version of the appraisal and management plan will then be made available on our website.

PART 2 DRAFT MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 Purpose

1.1.1 The purpose of this Management Plan is to provide a clear strategy for the management of Hagley Conservation Area in a way that will protect and enhance its character and appearance. It should be read in conjunction with the Hagley Conservation Area Appraisal (June 2014) in which the character and special interest of the Conservation Area was identified, along with the features and other issues that currently compromise or detract from its character and appearance.

1.1.2 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Planning Authorities to draw up and publish proposals for the preservation and enhancement of its conservation areas. The Management Plan is intended to provide guidance to those involved in dealing with development and change not only within the Conservation area but also in respect of its setting. The Plan sets out policies to maintain and reinforce the character of the Conservation Area but also to guide and manage change and in particular to respond to the threats to the character which have been defined in the appraisal. It also outlines the resources required for implementation and provides for monitoring and review. The Management Plan has been prepared in accordance with national policy contained in the NPPF, The PPS5 Guidance Document 'PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (March 2010) and Guidance from English Heritage 'Understanding Place: Conservation Area, Designation, Appraisal and Management' (2011).

1.2 Public Consultation

Public Consultation will take place in 2014



1.3 Status of the Management plan

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



2.0 PLANNING POLICY CONTEXT

2.1 The Management Plan lies within a framework of local and national planning policy for the historic environment. General planning policies and proposals for the control of development and use of land within conservation areas can be found in the Bromsgrove District Local Plan (Adopted in January 2004). These will at some stage be replaced by the Historic Environment Policies in the Draft Local Plan which is due to be submitted for public examination shortly.

2.2 The key objectives in the Bromsgrove District Local Plan in respect of the preservation and enhancement of the character or appearance of the conservation area are;

- S35A, Development in Conservation Areas
- S36, Design of Development in Conservation Areas
- S37 Demolition in Conservation Areas
- S38, Protection of Buildings of Merit
- S43, Traffic Calming Schemes
- S45, Improvements to Conservation Areas.

Copies of the Local Plan are available on the Council's website at www.bromsgrove.gov.uk or from the Council House in Burcot Lane, Bromsgrove, B60 1AA.

2.5 This policy framework, along with national policy guidance contained in the National Planning Policy Framework (NPPF) 2012 and the English Heritage Guidance Document PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide will be used to further the preservation and enhancement of the character of the Conservation Area.



3.0 SUMMARY OF SPECIAL INTEREST, ISSUES AND OPPORTUNITIES

3.1 Special Interest

The Hagley Conservation Area is centred on Station Road, a short and predominantly residential street retaining much of its original character, with a variety of high quality late Victorian and early Edwardian quality houses. The station and Grade II listed footbridge and the Church of St Saviour's are the focal points of the Conservation Area, and form a pleasing group with the adjacent historic buildings. It is this Victorian / Edwardian character, set within a landscaped setting with the historic station at the west end, and the Edwardian church on the eastern boundary that is the essence of the area's special interest.

3.2 Summary of Issues

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

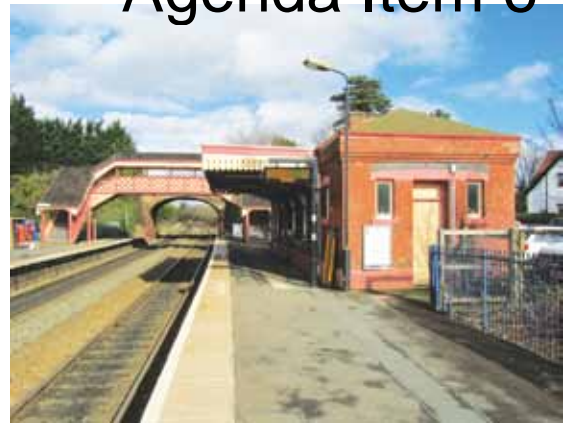
- The loss of garden spaces and historic boundary features
- Loss of historic detailing
- Maintenance and enhancement of the public realm
- Pressure for infil development
- Locally listed buildings

4.0 MANAGEMENT PROPOSALS

4.1 Introduction

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

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



4.2 The loss of garden spaces and historic boundary features



4.2.1

- Despite the overall condition of the properties being good, modern residential occupancy has brought pressure for parking areas which may not always respect the historic character of the area. In Hagley a number of properties have converted their front garden into parking areas, often involving the loss of historic boundary features, as well as the introduction of modern surfaces such as tarmac and block paving. This loss of green spaces has undermined the historic streetscene and created a much harder setting for the historic buildings.

4.2.2 Proposed action

- Undertake a photographic survey of all the properties in the conservation Area. This will provide a record of the condition and appearance of each property, which would be useful in any future enforcement situations.
- Investigate the possibility of introducing an Article 4 direction to control demolition of garden walls and the conversion of gardens to hardstanding.
- The reinstatement of front walls will be encouraged where opportunities arise through development proposals



4.3 Loss of historic detailing

4.3.1

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

4.3.2 Proposed Action

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



4.4 Maintenance and enhancement of the public realm

4.4.1

- Wider challenges relate to the management and maintenance of the public realm, and opportunities for enhancement works to surfaces and removal of street clutter. However due to these roads forming the vehicular access to the station as well as the main access to two schools it will always be difficult to balance the protection of the character of the conservation area in terms of the public realm with public safety.



4.4.2 Proposed action

- Liaise with WCC Highways and other owners as appropriate, on maintenance standards.

4.5 Pressure for infil development

4.5.1

- There have been extensions to the rear of some properties of varying quality. There have also been applications to construct further buildings in the substantial rear gardens to some of the houses. This has been successful where existing outbuildings have been reused, and the substantial wall between the rear of the gardens on the south side of the street and the playing fields, utilised. However the rear gardens, as noted above form part of the setting of the Conservation Area, and substantial development in the gardens, particularly if visible from the road, would detract from the character of the conservation area.



4.5.2 Proposed Action

- Substantial development in rear gardens should be avoided due to the harm that it is likely to cause to the setting and character of the Conservation Area.
- New development should not straddle the original boundaries of the rear gardens.
- New proposals should be assessed in accordance with the guidance in the NPPF, guidance produced by English Heritage and local plan policies, to ensure that new schemes and extensions are well integrated into the historic environment, and enhance the character and appearance of the Conservation Area.
- New building, including alterations should be carried out in sympathy with existing styles, therefore continuing the tradition of adapting to change.
- Where opportunities arise, as a result of development proposals, improvements to existing buildings should be sought.
- Materials should respect those generally used in the conservation area.
- Densities should be appropriate for the Conservation Area.
- Every effort should be made to preserve important views into, out of and within the Conservation Area.



4.6 Locally listed buildings

4.6.1

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

4.6.2 Proposed Action

- When the Local Heritage List criteria are drawn up and the Local Heritage List strategy adopted, work with the local residents and other interested parties to identify candidates for addition to the local list.



5.0 MONITORING

- The monitoring of the condition of the Conservation Area over the lifetime of the Management Plan and beyond will be essential to establishing the success of the plan. The following are proposed;
- Bromsgrove District Council will work actively with building owners and occupiers in pre planning application discussions to achieve the best design solutions. Bromsgrove District Council will carry out a photographic Survey of all the buildings in the Conservation Area to aid monitoring, and in particular to aid enforcement action.
- Bromsgrove District Council will ensure that appropriate enforcement action is taken , to preserve the character of the Conservation Area. Defined timescales will be pursued.

6.0 REVIEW

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

7.0 CONCLUSIONS

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

APPENDIX 1

List of properties in the Conservation Area

Hagley Station (incl Grade II listed footbridge)

1 - 8 Station Drive (inclusive)

2 - 30 Station Road (evens)

1 - 27 Station Road (odds)

1 - 4 West Hagley Mews

161 Worcester Road

St. Saviours Church and Church Hall, Park Road

Relevant Local Plan Policies

C17 Retention of existing trees
 C19 Tree Preservation Orders
 ES11 Energy Efficiency in Buildings
 S25 New Shopfronts
 S26 Shopfront Fascias
 S27 Standards of Fascia Design
 S27A Projecting Signs
 S27B Design and Materials within Conservation Areas
 S35A Development in Conservation Areas
 S36 Design of development within Conservation Areas
 S37 Demolition in Conservation Areas
 S39 Alterations to Listed Buildings
 S39a Demolition of Listed Buildings
 S43 Traffic Calming Schemes
 S44 Reinstatement of Features in Conservation Areas
 S45 Improvements to Conservation Areas
 S47 Advertisement Control

Draft Local Plan Historic Environment Policies

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

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

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

Appendix 2 continued

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

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

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

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

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

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

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

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

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

Appendix 2 continued

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

BDP20.13 The District Council will support development that:

- i. Retains locally listed buildings.
- ii. Involves sympathetic alterations and extensions to locally listed buildings
- iii. Does not have a detrimental impact on the setting or context of locally listed buildings.

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

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

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

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

BDP20.18 Where material change to a heritage asset has been agreed, recording and interpretation should be undertaken to document and understand the asset's archaeological, architectural, artistic or historic significance. The scope of the recording should be proportionate to the asset's significance and the impact of the development on the asset.

The information and understanding gained should be made publicly available, as a minimum through the relevant Historic Environment Record.

Appendix 2 continued

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

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

Worcestershire County Structure Plan

CTC.5 Trees and Woodlands

CTC.20 Conservation Areas

CTC.21 Reuse and Conversion of Buildings

APPENDIX 3

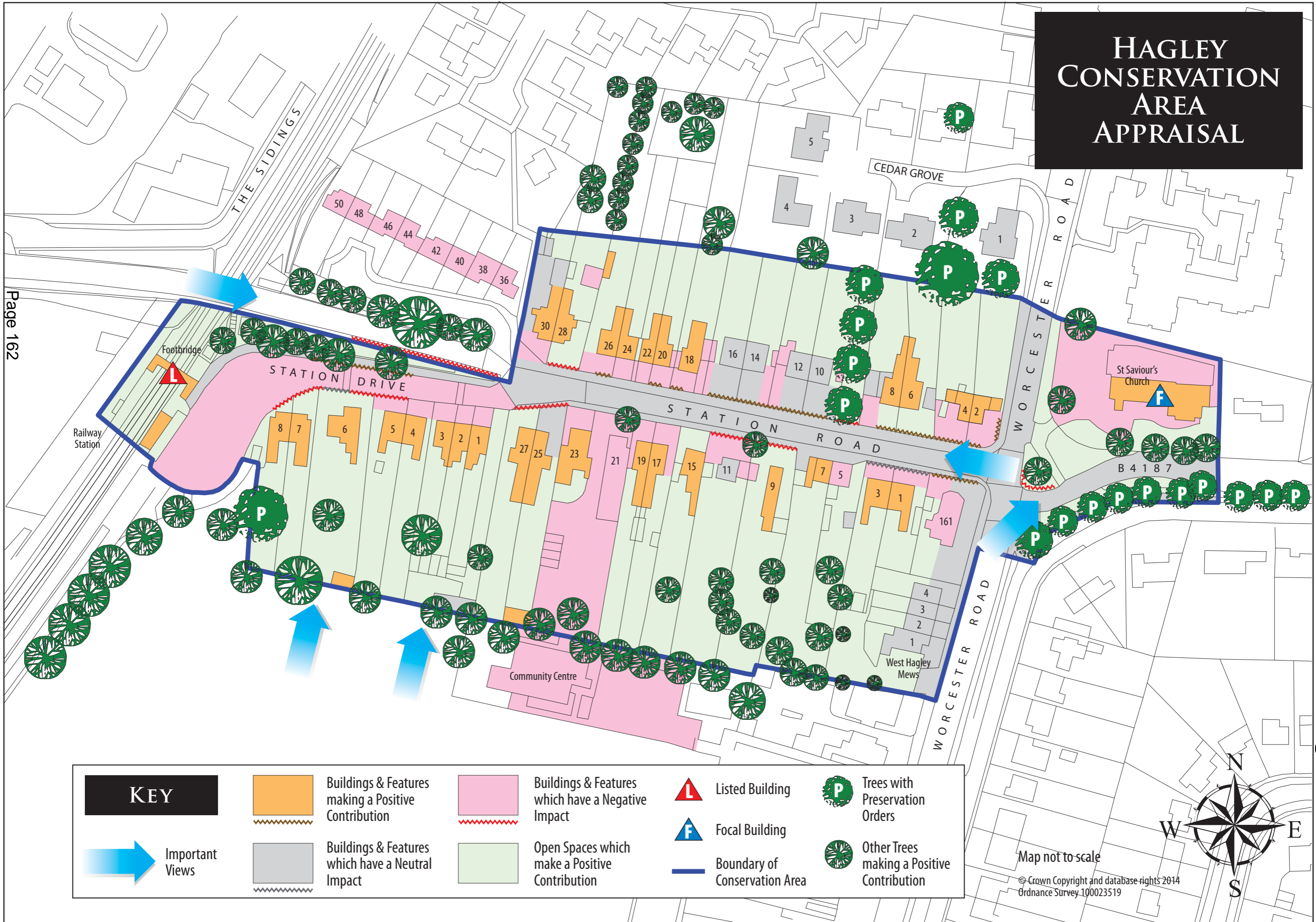
Glossary of Architectural and Planning Terms

Article 4 direction	Removal of permitted development rights so that planning permission is required for external alterations to a building
Art Nouveau	1880 - 1910, architectural style characterised by flowing lines and organic emblems such as flowers and leaves
Bolection mouldings	Moulding covers a joint where one side is recessed, like a panel set in a door frame
Conservation Area	An area of special architectural or historic interest, the character or appearance of which, it is desirable to preserve or enhance. Local authorities are responsible for designating new Conservation Areas.
Coping stone	Stone added to the top of a wall to project water run off
Dentils	Closely spaced ornamental blocks which look like teeth
Egg and dart moulding	Classical detail which resembles an egg with dart or tongue shaped moulding inbetween each egg
Doorcas	A moulded case or frame lining a doorway
Dormer	A window projecting from the roof
Edwardian	1901 - 1910, characterized by opulent details often drawing on arts and craft movement
English garden bond	Brickwork with one row of alternating stretchers (horizontal) and headers (end on) to every three rows of stretchers
Flemish bond	Brickwork with alternate stretchers and headers, each header is centred to the stretchers above and below it
Hood moulding	Projection above a window or door opening
Kneelers	Large triangular cut stone at the foot of a gable or arch
Lintel	Horizontal beam above an opening
Listed Building	A building of special architectural or historic interest included on a national register. English Heritage is responsible for adding new entries to the statutory list.
Queen Anne	1702 - 1714, but style revived late 19th century characterised by tall windows with small panes, terracotta details, steeply pitched roofs and large chimneys
Sill	Horizontal beam at the bottom of an opening

Glossary continued

Terracotta	Hard burnt unglazed clay used for decorative detailing
Topography	The shape or configuration of land
Tudor	1475 - 1547, but style revived in late Victorian architecture characterised by mock timber framing and plaster details
Victorian	1837 - 1901, reintroduction of historical architectural styles was popular during this period - the age of revival

HAGLEY CONSERVATION AREA APPRAISAL



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

Map not to scale
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"ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ?" ਫੁਰਸੈਸਟਰਸ਼ਾਇਰ ਹੱਬ [HUB] ਨੂੰ ਬਰੋਮਸਗਰੋ [Bromsgrove] ਵਿਖੇ 01527 881288 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ

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BROMSGROVE DISTRICT
COUNCIL

HEAD OF
PLANNING AND REGENERATION

THE COUNCIL HOUSE,
BURTON LANE,

BROMSGROVE B60 1AA

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**APPENDIX 6
Hagley CAAMP Consultation Comments**

Refer ence No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
1	Andrew and Christine Lowe	Yes					<p>This is an excellent piece of work.</p> <p>The appraisal and Management Plan are thoughtful and insightful and have our full support</p>	Comments noted and welcomed	
2							There should be an Article 4 Direction introduced	<p>The possibility of introducing an Article 4 Direction has been proposed in the Management Plan (see sections 4.2.2 and 4.3.2)</p> <p>There would have to be a separate consultation process with the residents of the Conservation Area on this matter. Article 4 Directions are only effective with public support.</p>	
3							Concern expressed that new residents do not always know about the conservation area designation	New residents should be aware that they have bought a house in a conservation area, as this should be revealed when they carry out legal searches as part of the purchase process.	Consider drafting a 'Guide to Conservation Areas for residents', which could be distributed to residents.

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
4							Consideration should be given to more tree preservation orders in the conservation area.	All trees in conservation areas are protected in that before any work is carried out to a tree, 6 weeks' notice must be given to the local authority. This gives the tree officer the opportunity to put in TPO in place. (See section 2.2, page 4)	
5							Infil development should stop and/or the fact that this is a conservation area should have greater weight in planning permission applications.	All applications for new development within the conservation area are considered in light of relevant planning legislation, Local Plan Policies and other planning guidance such as the National Planning Policy Framework. An adopted Conservation Area Appraisal and Management Plan, would also be a material consideration. Section 4.5.2 proposes restricting such development.	
6	Hagley Parish Council						Generally the conservation Area Appraisal and Management Plan is welcome	Comment noted and welcomed	
7					21	4.3.1 & 4.3.2	Welcome the emphasis on discouraging 'modernisation' by the replacement of doors, windows and rainwater goods with uPVC	Comment noted and welcomed	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
8							<p>Find it regrettable that the District Council has twice in recent years approved developments of houses in back gardens to the south of Station Road. Detracts from the Conservation Area, which covers the whole of each property, not merely street frontage.</p> <p>We therefore support paragraph 4.5.2, first point. We would welcome the language being strengthened if that is possible.</p>	<p>Comments noted It is acknowledged that the rear gardens particularly on the south side, are a feature of the Conservation Area, and make a significant contribution to its setting. It is development that potentially straddles these gardens that detracts from the Conservation Area.</p>	<p>Insert the following to section 4.5.2 'Development should not straddle the original boundaries of the rear gardens.'</p>
							<p>The illustration opposite paragraph 4.4 shows the verge of the ramp up to the road bridge. It is believed that the verges and Station Drive are the property of the railway, and not part of the public highways. Paragraph 4.4.2 therefore needs to include a reference to the railway owner and operator. The accumulation of litter on this bank has been a significant problem in the past.</p>	<p>We will confirm the ownership of this land. As it is likely that some of this area is owned by Network Rail, we will re-word section 4.4.2 accordingly</p>	<p>Liaise with WCC Highways, and other owners as appropriate, on maintenance standards</p>

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
10	Tim Bridges The Victorian Society						We would wish to register our support for this excellent document.	Comments noted and welcomed	
11	Elizabeth Baines 9 Station Road Hagley DY90NU						I welcome this excellently presented and thorough document. It is long overdue and regrettable that, since the designation in October 1987 there has been no BDC follow up of any kind, no monitoring, nor even a reminder to residents of the spirit of the Conservation Area status of the properties. Over 27 years too many unfortunate changes have inevitably been made through ignorance. Why was the 2006 draft character appraisal (1.1), the basis for this June 2014 one, never made public to residents or adopted? The oldest residents with the best knowledge of the original appearance of individual properties are no longer alive.	Comments noted. It is agreed that it is regrettable that it has taken so long for a Conservation Area Appraisal and Management Plan to be not only drafted but taken out to consultation with a view to it being adopted as a material consideration in the planning process. Resource issues prevented the earlier draft following this process however it has been available on our website.	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
12							4.4.2 Street furniture. The metal pole in the middle of the pavement outside No. 7 continues to be a hazard, not just to the blind, and should be removed altogether.	We will take this matter up with WCC Highways.	
13					13	4.4.6	4.4.6 Important Trees Fully support these comments and hope that this knowledge will prevent the future removal of any trees and encourage further Tree Preservation Orders. The views eastwards and westwards have become even better since 1987. Pleased to note a mention of the visual importance to the recreation area of the trees alongside the footpath forming the boundary to the rear of Station Road and Drive.	Comments noted and welcomed	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
14							<p>4.6.1 The photo of No. 9 is totally misleading and should be removed as it is an inaccurate example! The car is in fact only temporarily parked on the gravel drive, probably while shopping was unloaded, as that is the only possible access route to the garage situated on the right hand side, where the car is always kept. It may be the only car in the road hidden out of sight in a garage! No. 9 was built in 1907 facing west, with a large garden facing west as well as south. Note that it is the only house with no door facing the road. No. 11 was built on the west side for the owner's daughter and that garden lost. There is no evidence of any garden facing north on Station Road. That space may always have been a drive. The available space has been planted up since 1982, tarmac replaced by permeable gravel, and the important pine retained as a focal point and visual link to the St Saviour's pine. Unfortunately the original wall was removed in the 60s. It would be a great idea to rebuild a facsimile of it. A more appropriate example for the document would be a photo of cars parked outside say the bare frontages of No. 22 or 24.</p>	<p>Comments noted. The photograph has been used to illustrate a point, rather than to criticise the owners.</p>	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
15							I fully support all Management Plan Proposals as in Part 1: 6.0 and Part 2: 4.0 , along with Part 2: 5.0 Monitoring . I also strongly support the introduction of an Article 4 Direction to control alterations.	Comments noted and welcomed	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
16	Amanda Smith 4 West Hagley Mews Hagley						<p>2 years ago the Bar (West One) on Worcester Road was allowed by planning to erect a 2 metre by 1 metre Television Screen outside. At the time I questioned the following:</p> <ul style="list-style-type: none"> • the ability of West One to erect the TV with outside speakers without planning permission • TV was erected on our partition Wall. (We live at West Hagley Mews in the Conservation Area) Took a year to obtain retrospective planning permission in which time they used the TV regularly. • Told the Planning department that the TV was not in keeping with a Village like Hagley. Was informed Hagley had been re-designated a Town and a Sports Bar TV screen was in keeping with a Town and the economic growth of this sort of business was also in keeping. • 'Strategic Planning Team' are now looking at the Conservation area within Hagley, cruel irony as my experience of the strategy of giving planning permission to a local business has just led to deep disappointment. • Warned the Council that if this TV went ahead it would 	<p>This response is in respect of Planning Application 12/0891, which was determined in May 2013.</p> <p>The comments of this resident would appear to have been taken into account when determining the application.</p>	

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
17	Jenny and Jerry Hayes [12, Station Road]						We agree with trying to conserve the area as much as possible, especially where the trees and station are concerned.	Comments noted and welcomed	
18							Properties have had to make parking spaces , there is no way all residents could park on the road. We already have office workers parking in the road and this causes a big problem at school times. As long as the parking areas aren't devoid of some sort of garden area as well we cannot see a problem.	It is noted that parking is a very significant issue in the Conservation Area, due to its proximity to the Station and local schools. It is agreed that front gardens will probably have to continue as parking areas, and it is also agreed that they could be more thoughtfully designed. An Article 4 Direction requiring planning permission for hardstanding to front gardens could be used to promote more thoughtful design.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
19							We are all encouraged to save fossil fuel etc. double glazing is one of the ways of doing this and ,as long as the windows are as near to the originals in style, we cannot see a problem.	It is considered that uPVC windows are inappropriate in a conservation area, as they are clearly inferior in terms of detailing to the timber originals. They therefore detract from the overall appearance of the property and the conservation area as a whole. It is possible to install double glazed timber windows and replicate the original window design. More information on conserving energy in traditional buildings is available from the Conservation Officer, or by consulting http://www.climatechangeandyourhome.org.uk/live/	
20							With regard to further building in the area we do not feel this is appropriate. There are no plots available except behind existing buildings. Plenty of housing is being built in other areas of the village so why would we need these spaces built on?	Comments noted. Section 4.5 suggests how this issue might be dealt with in the future.	

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
21	Peter Bassett Conservation Officer Wyre Forest						<p>Noted a small error in connection with the model footbridge. As something of an expert in these matters, may I suggest that at 4.3.3 paragraph 1, the sentence beginning " As well as being of architectural interest....." is re-worded as follows:</p> <p>"As well as being of architectural interest, the footbridge was the basis of the Hornby "OO" scale model, giving it additional social significance".</p> <p>Reason: the model was manufactured by Hornby in the 1980's and not as part of the "Dublo" range which ceased production in 1964.</p>	Comments noted, text re worded appropriately	Text re worded appropriately

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Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed
22	Aisling Nash Historic Environment Planning Officer Worcestershire Archive & Archaeology Service						I would recommend that 'area of low archaeological interest' is changed to 'area of unknown archaeological potential'. The lack of known heritage assets is a consequence of very little developer lead archaeological work being carried out within the area rather than a complete absence of archaeological remains.	Comments noted, text re worded appropriately	Text re worded appropriately

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Agenda Item 6

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed

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Agenda Item 6

Reference No	Name	Support	Oppose	Comment	Page No.	Para. No.	Response	Officer response	Action proposed

LAND SWAP OF COUNCIL OWNED LAND – LINGFIELD WALK/AINTREE CLOSE, CATSHILL

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Sue Hanley
Wards Affected	Catshill
Ward Councillor Consulted	Yes
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Bdht have approached officers regarding a development opportunity to build 14 one bedroom flats on land part of which is owned by bdht and part of which is owned by the Council. bdht are proposing that the Council owned land be transferred to them to enable the development to proceed.
- 1.2 The land is at Lingfield Walk, Catshill as shown on the plan at Appendix 1. The land is currently leased by the Council to the 6th Bromsgrove Scouts Group. There is a scout hut on the site. The development will utilise this land and the adjacent garage site owned by bdht.
- 1.3 Bdht are requesting a land swap. The Council will transfer to bdht the freehold land at Lingfield Walk; bdht will transfer to the Council an alternative local site on Woodrow Lane the plan for which is attached at Appendix 2. Before transferring the site to the Council bdht will pay for a new scout hut to be constructed on it. The Council will therefore receive the land and the newly constructed scout hut and will then act as landlord to the scouts under a lease.
- 1.4 The proposal will not proceed should either development not obtain the required planning permission.

2. RECOMMENDATIONS

That Cabinet RESOLVE as follows:-

- 2.1 That Cabinet agree to the transfer of the land at Lingfield Walk to bdht in exchange for the land at Woodrow Lane together with the new scout hut building to be constructed on the site by bdht.**

2.2 That delegated authority is given to the Executive Director Finance & Corporate Resources, and the Head of Legal Services to take all the necessary financial and legal steps to implement the land swap, terminate the existing lease with the scouts and enter into a new lease for the new scout hut.

3. KEY ISSUES

Financial Implications

- 3.1 The site at Lingfield Walk is 0.22 acres in size. A valuation has been obtained. On the basis of the proposed use of the land by bdht for affordable housing the land is valued in the region of £182,000.
- 3.2 The site at Woodrow Lane is 0.12 acres in size. The most likely economic use would be for low cost housing similar to that being proposed for the site at Lingfield Walk, and on this basis it has been valued in the region of £100,000.
- 3.3 Prior to its transfer to BDC, Bdht will build a new scout hut on the Lingfield Walk site at an estimated cost of £200,000.
- 3.4 It is difficult to value either site for use by the scouts. The existing lease to the scouts is for a peppercorn rent. The new scout hut would also be leased to the scouts for a peppercorn rent.
- 3.5 Bdht have agreed to cover the Council's costs in undertaking the transfers. This will need to include legal costs and disbursements involved with the land transfer, the legal costs of drawing up a lease for the new building and any stamp duty that may be payable upon the transfer of the Woodrow Lane site to the Council.

Legal Implications

- 3.6 Under section 123 of the Local Government Act 1972 Councils are (subject to certain conditions) entitled to dispose of land held by them in any manner they wish. Under the General Disposal Consent (England) 2003 it is permissible to make disposals at less than best consideration if those disposals contribute to the social, economic and environmental well-being of the area
- 3.7 Under s25 of the Local Government Act 1988 a local authority may provide a Registered Social Landlord (RSL) with any financial assistance or gratuitous benefit of land for development as housing accommodation. This includes:

- land for development or access, easements and rights;
- dwelling houses for refurbishment;
- financial assistance for prevention of homelessness; and
- loans to RSLs.

The aggregate value of financial assistance or gratuitous benefit provided by the disposal or grant shall not exceed £10 million.

- 3.8 The site at Woodrow Lane is currently used by a neighbouring residential property as a rear access to their garden. Bdht have assured the Council that although this is currently the case they have ownership and control of the land being accessed and will be able to terminate any such use before the land is transferred. BDC will not proceed with the land swap unless such use is terminated and without an indemnity from bdht to cover any resulting dispute or legal claim.
- 3.9 The Woodrow Lane site will be transferred to the Council by bdht once the new scout hut has been constructed. It will be for the Council to enter into a lease with the scouts. The usual provisions for snagging for defects within the first 12 months will apply and the Council will ensure that the warranties relating to the construction of the building are transferred to them (and/or the scouts as appropriate) from bdht. The lease would be a full repairing lease with the tenant having responsibility for the on-going maintenance of the building.
- 3.10 The Lingfield Walk site would remain in the Council's ownership and available for use by the scouts until the new scout hut has been completed to the Council's satisfaction and the Woodrow Lane site is transferred to the Council.

Service / Operational Implications

- 3.11 The Council in its enabling capacity works closely with RSL's to support and assist with the delivery of affordable housing to meet locally identified priorities. In doing so the council has historically used its available resources to help fund affordable housing schemes through the contribution of local authority grant and disposal of BDC land at below market value or nil capital receipt.
- 3.12 Bdht is proposing to develop 14 one bedroom flats and will use its own resources to build the affordable properties. Bdht have worked closely with the Scouts to design a suitable building to meet the Scouts needs which bdht will fund and build at an estimated cost of £200,000 (Appendix 3).

CABINET

5 November 2014

- 3.13 There is a significant need for one bedroomed affordable housing in the district with 148 with a high housing need on the Council's waiting list and over 60 households affected by the removal of the spare room subsidy.
- 3.14 In lieu of purchasing the land from the Council at full value bdht and Officers are proposing to undertake a land swap to include the provision of the new scout hut at a site in Woodrow Lane.
- 3.15 The proposal will not proceed if either development does not receive planning permission.
- 3.16 bdht will be required to construct the new scout hut and complete this prior to both the scout hut and the land being transferred to the Council. As set out at 3.9 the Council will act as landlord to the scouts who will rent the new building under a full repairing lease.
- 3.17 Discussions will take place with interested parties with a view to maximising the use of any new building within the local community, so that the wider community gets the most out of the facility created there.
- 3.18 The Scouts have provided a report and assessment (appendix 4) of the work they do in the community and some of the benefits they believe will come from this project:
- Reduction in Scout funds spent on maintenance on an ageing hut – these costs are increasing each year.
 - Safer building as the existing hut has poor lighting and missing ceiling tiles.
 - A new hut will provide a safe environment for the young members of The Scouts
 - Improved security and storage capacity
 - Improved profile of the Group within the community
 - Hygienic kitchen facility
 - Improved access
 - Fit for purpose hut - not having to make-do
 - More activity opportunities available to Beavers, Cubs and Scouts with funds saved from reduced maintenance costs
 - Hot water – something the current hut doesn't have
 - Efficient heating – current situation is two old, inefficient gas heaters
 - Significant statutory investment in the local community
 - The Scouts continue to pay a pepper corn rent to bdht allowing them to continue run the service in Catshill.

- 3.19 Officers will be involved in the development of the new scout hut to ensure on handover officers are satisfied with the property and its construction. No handover of the scout hut will be undertaken until officers are satisfied with the building.
- 3.20 This proposal has direct links to the following Council strategic purposes
- Help to find somewhere to live in my locality
 - Provide good things for me to see do & visit.
 - Help me run a successful business

Customer / Equalities and Diversity Implications

- 3.21 The disposal of the asset will assist the Council in meeting the identified housing needs of the District and assist in mitigating the impacts of Welfare Reform.
- 3.22 The development will require the use of two garage sites and therefore result in the loss of this facility for local residents.
- 3.23 The new Scout Hut will assist in the long term future of the Group and provide activities for young people in the community

4. RISK MANAGEMENT

- 4.1 There is a risk to the Authority in not enabling sufficient affordable housing supply which in turn could impact upon the Councils ability to meet housing need and its duty to homeless people and the ability to avoid the potential use of B&B.
- 4.2 The proposals will need to obtain planning permission in order for this to proceed. Bdht will be undertaking discussions with planning officers on this development.

5. APPENDICES

Appendix 1 – Council owned land – Lingfield Walk (hatched)
Appendix 2 – Site of proposed scout hut
Appendix 3 – Scout Hut design
Appendix 4 – 6th Bromsgrove Scout Group report

6. BACKGROUND PAPERS

7. KEY

CABINET

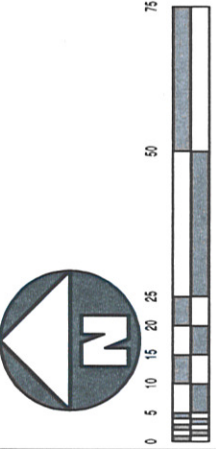
5 November 2014

AUTHOR OF REPORT

Name: Matthew Bough

E Mail: matthew.bough@bromsgroveandredditch.gov.uk

Tel: 01527 548465



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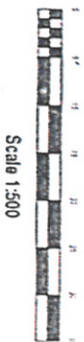
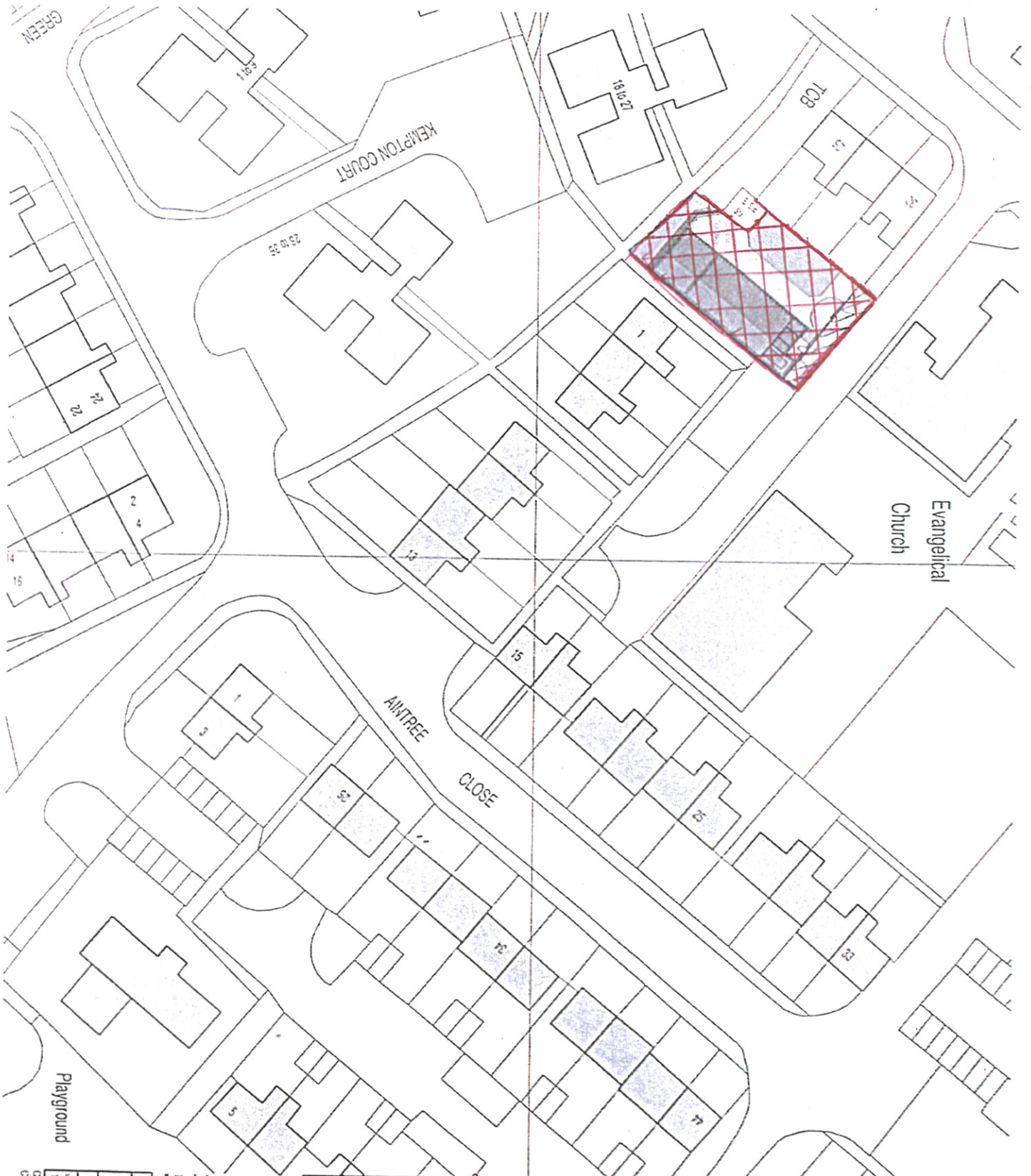
S. P. Faizey
Chartered Architects
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BDHT	
PROPOSED SCOUT HALL WOODROW LANE, CATSHILL	
LOCATION PLAN	
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1:1250	OCT 13
drawn	drawing
SPF	13036/1

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ACCOMMODATION
New Scout Hall

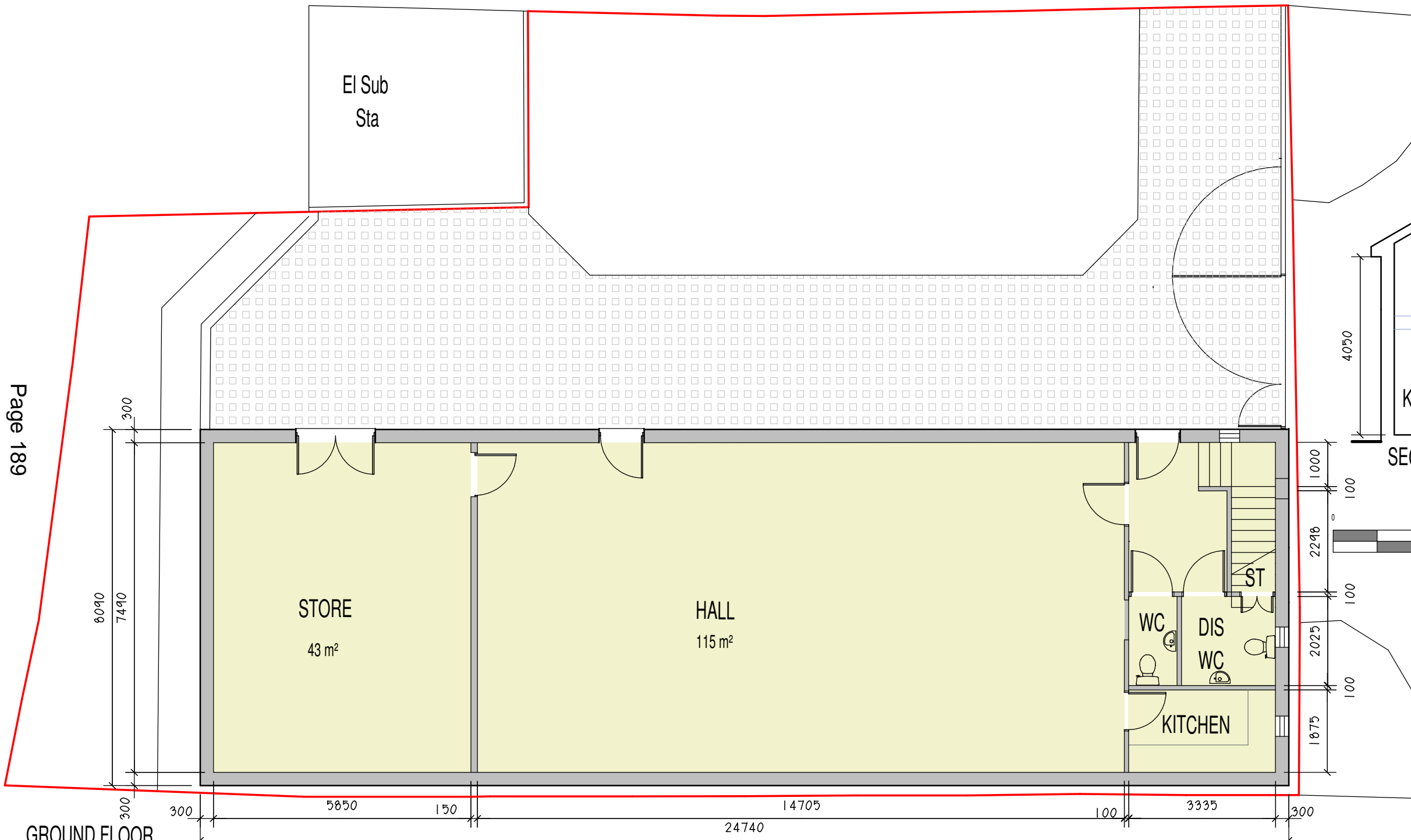
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BDHT
PROPOSED SCOUT HALL
WOODROW LANE, CATSHILL
SITE PLAN

1:500	CCT 13	SPF	130361/2
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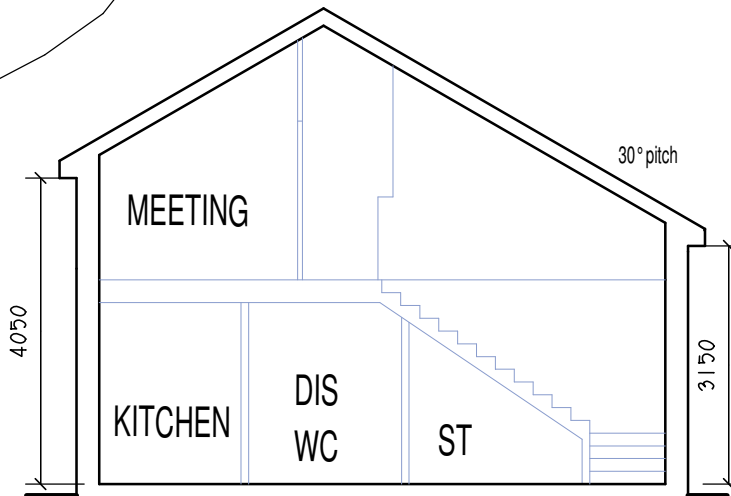
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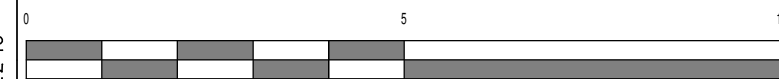
GROUND FLOOR



FIRST FLOOR



SECTION



Scale 1:100


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BDHT			
PROPOSED SCOUT HALL			
WOODROW LANE, CATSHILL			
FLOOR PLANS			
scale@A3	date	drawn	drawing
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Agenda Item 7

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Agenda Item 7

1st July 2014

EVERY CHILD HAS THE RIGHT TO AN ADVENTURE.
 Bear Grylls: our new Chief Scout



Item	Detail
Charity Name	6 th Bromsgrove Scout Group (Charity #: 508261)
Address	Lingfield Walk, Catshill, Bromsgrove, B61 0LJ
Contact Name	Rubin Howdle, Group Scout Leader
Contact Telephone	07805 197549
Contact email	Rubin.howdle@gmail.com
Project Title	<u>Proposal for Scout Hut Replacement</u>
Organisation Start Date:	Pre 1979
Group Aims & Objectives:	<p>The aim of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. Membership is open to all.</p> <p>Scouting achieves this by offering challenge and adventure to 400,000 young people aged 6-25 in the UK. We help our Members fulfil their potential by working in teams, learning by doing and thinking for themselves. Through the adventure of Scouting, young people get to take risks in a safe environment, and have their first taste of responsibility. We give young people experiences they'll never forget by participating in a diverse range of activities from abseiling to zorbing as well as many more traditional Scouting skills like knots/pioneering and first aid. While each Group will undertake different activities, the main programme areas are: outdoor and adventure; global; community; fit for life; creative; and beliefs and attitudes.</p> <p>Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world. It's a great way to have fun, make friends, get outdoors, express creativity and experience the wider world. Scouting also provides skills and award winning training to the various volunteers who support the Scout group in order to enable the various activities and opportunities to be offered, which benefit them in their work or personal lives.</p>
Community Benefit / Needs:	<p>Catshill has one of the top 10 claimant counts for unemployment benefit by 18-24 year olds in the County of Worcestershire's more than 110 wards (Source Worcestershire County Economic Summary December 2013). This has been a persistent problem over the past few years, as other documents refer to this being the case back in 2011 (source: NOMIS, County economic summary July 2011). This issue of youth unemployment has been a consistent area of focus for Worcestershire in the Council's Economic summary, and will become more important supporting the engagement of more 16-19 year olds as part of raising the participation age and reducing the numbers of those young people at risk of being classified as NEET. Catshill also has an outreach programme of The Trunk - a community interest company established by Bromsgrove Partnership Area's for the areas of highest needs project which commenced in 2009. From the 2011 census data young people under 24 represent almost 30% of Catshill's population and so this issue needs addressing with more youth engagement, and activities.</p> <p>After suffering decreasing membership numbers over a number of years coupled with a lack of volunteers the 6th Bromsgrove (Catshill) Scout Group was at severe risk of closure before a new executive committee was appointed late 2012. Whilst the immediate risk has passed, we desperately need to increase our profile in the community so we can engage the community and young people to help provide the activities to develop the skills for Catshill's younger generation to take into their lives as young adults in the community.</p>

6th Bromsgrove Scout Group Scout Leader: **Rubin Howdle**: rubin.howdle@gmail.com

Group Executive Chairman: **Ian Jones**: t.ianjones70@gmail.com

Registered Charity Number: 508261 (England & Wales) W: www.scouts.org.uk

Agenda Item 7

	<p>Statistics from the Scout Association include; 92% of youth members say Scouting has helped them build relationships, 88% of youth members say Scouting has helped them develop key skills, 80% of companies and charities polled say that Scouting has benefitted their organisation and 41% of employers say that a Scouting background makes people more employable (source - Scouting in 2012: How we rate).</p>																																				
Beneficiaries:	<ul style="list-style-type: none"> • Children & Young People (Male & Female) • Older People through Community support schemes: Do 1 Thing Community Week • Scouting is open to all and so can provide people from all sections of society. Non-discrimination and all-embracing is one of the core beliefs of Scouting 																																				
Staff:	<table border="1"> <thead> <tr> <th>Role</th> <th>Detail</th> <th>Sept' 2013</th> <th>June '2014</th> <th>Sept' 2014 > (Waiting List)</th> </tr> </thead> <tbody> <tr> <td>Leaders & Assistants</td> <td>Adult Volunteers</td> <td>5</td> <td>12</td> <td>16</td> </tr> <tr> <td>Executive Members</td> <td>Management Volunteers</td> <td>8</td> <td>12</td> <td>12</td> </tr> </tbody> </table> <p>Sept' 2014> is due to the commencement of a Beaver Colony that we are working at starting up</p>					Role	Detail	Sept' 2013	June '2014	Sept' 2014 > (Waiting List)	Leaders & Assistants	Adult Volunteers	5	12	16	Executive Members	Management Volunteers	8	12	12																	
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	Female	1	1	3																																	
Beaver	Male			12																																	
	Female			1																																	
Current Hut Usage:	<p>Scouts: Thursdays Cubs: Mondays Beavers: Tuesdays – proposed from September Music Club: Occasion Wednesdays</p>																																				
Potential Hut Usage:	<ul style="list-style-type: none"> • The Music Club have expressed concern over the current location and negative impact as a result of local youths. They are interested in additional use if the location was more secure. • Increasing numbers of both Cub and Scout contingent is likely to result in additional group meetings being established. 																																				
Catchment Area:	<p>Primarily Catshill & Marlbrook, but also including outlying areas. A catchment of more than 1300 young people under 24 (2011 census, representing almost 30% of the Casthill population),</p>																																				
Current Activities supported:	<p>Community Week Catshill fun Day Catshill Bonfire Night Community Litter Pick Community Care Home volunteer support Annual Group Camps Annual Patrol Leader and Sixer Camps Environmental Support of the Lickey Hills and green areas in and around Catshill Night Hikes Etc</p>																																				

Agenda Item 7

Local Issues being addressed:	<ul style="list-style-type: none">• Arts & Culture• Health & Wellbeing• Social Inclusion• Community support & Development• Sport & Recreation• Racial & Cultural Integration• Education & Training• Employment & Labour• Religion• Volunteering
New Hut SWOT Analysis:	<p>Strengths:</p> <ul style="list-style-type: none">• Less Scout funds spent on maintenance on an aging hut – these costs are getting worse, year-on-year• Safer facility.• Current Hut has poor lighting, ceiling tiles missing or collapsing etc• New build = adherence to new regulations ensuring our Youngsters are in a safe environment• Improved security with storage of expensive kit• Improved profile of the Group within the community• Hygienic kitchen facility• Improved access –very poor in current location• Fit for purpose – not having to make-do <p>Opportunities:</p> <ul style="list-style-type: none">• More activity opportunities available to Beavers, Cubs and Scouts with funds saved from reduced maintenance costs• Hot water – something the current hut doesn't have• Efficient heating – current situation is two old, inefficient gas heaters• LED lighting for more efficiencies <p>Weaknesses:</p> <ul style="list-style-type: none">• Disconnected from park (but this may be a good thing as it will limit to 'interaction' with some of the less favourable youths who hang about there• Questionable move with some residents <p>Threats:</p> <ul style="list-style-type: none">• Rental costs need to remain the same• Landowners future change of usage requirements

For any further information please contact me directly,

Regards



Rubin Howdle, Group Scout Leader,

T: 07805 197549, rubin.howdle@gmail.com

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GATEWAY SERVICE FOR 16-23 YEARS OLDS

Relevant Portfolio Holder	Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Wards Affected	ALL
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1 Worcestershire County Council is in the process of reviewing Housing Related Support in the face of substantial funding reductions. As part of the changes to Housing Related Support a decision has been made to fund a young person's service at a District level for a one year period subject to further review. These new funding arrangements are expected to begin in January 2015.
 - 1.1 The County Council have therefore proposed to provide each Local Authority with £11,200 from its Future Lives budget to provide an enhanced service at District level to 16 – 23 years olds who approach with housing needs.
 - 1.2 Officers have worked with the County Council, bdht and St. Basils to develop a proposed Gateway Service for Young People which will provide crisis and emergency support to 16 – 23 years olds who are homeless or at risk of homelessness.
 - 1.3 The Gateway officer will assess a young person's housing and support needs in conjunction with the housing options team at bdht. Any opportunities to prevent homelessness or provide housing options for the young person will be explored. The young person will also be supported to develop their skills, confidence and other opportunities in order to make a successful transition into adulthood.
 - 1.4 The proposal will be funded jointly by Worcestershire County Council, Bromsgrove District Council and St Basils. This will provide service continuity as St Basils currently provide support for young people with housing needs in Bromsgrove.

2. RECOMMENDATIONS

CABINET

5th November 2014

2.1 The Cabinet is asked to RESOLVE that;

- 1) Bromsgrove District Council accepts £11,200 from Worcestershire County Council and officers utilise this funding to provide the Gateway Service for 16-23 year olds.
- 2) Bromsgrove District Council supports the Gateway Service with up to £3,000 from existing budgets.
- 3) That authority be delegated to the Head of Community Services to finalise negotiations with St Basils for the Gateway Service to be established and enter into any related agreements.

3. KEY ISSUES

Financial Implications

3.1 The £3,000 required for Bromsgrove District Council's contribution has been identified within existing budgets.

3.2 The costs for providing the Gateway service are £20,200 to be funded in the following way:

Worcestershire County Council	£11,200
Bromsgrove District Council	£ 3,000
St Basils	<u>£ 6,000</u>
Total	£20,200

Legal Implications

3.3 This service will assist the Council in meeting its statutory duties of the Housing Act 1996, and Homelessness Act 2002.

3.4 It is proposed that a Service Level Agreement will be drawn up to cover the contributions and responsibilities of the parties.

Service / Operational Implications

3.5 A similar service is currently delivered by St Basils funded through the Governments Homeless Transition Fund which is due to terminate at the end January 2015.

3.6 The proposed Gateway service will commence in January 2015 and will be delivered by the current Homeless Transition Fund officer.

3.7 The officer will be co-located at the Young Persons Supported Accommodation on New Road and bdht.

CABINET

5th November 2014

- 3.8 The Gateway Officer will operate with the bdht Housing Options Team and undertake housing and support needs assessments in partnership with the Housing Options Team, Childrens Services and other referring agencies.
- 3.9 The Officer will assist young people to improve their life skills and develop positive family and other support networks. They will assist the young person to meet their housing needs either through negotiating with their families so that they can return home where appropriate, or where this is not possible secure alternative settled accommodation.
- 3.10 The Officer will also work to meet the Governments plan contained in the publication, Vision to End Rough Sleeping - No Second Night Out.
- 3.11 Officers propose not to put this out to tender as it is felt this will be a continuation of a current service provided through the Governments Homeless Transition Fund which has produced high quality and quantity outcomes and the Council will benefit from joint funding from St Basils.

Customer / Equalities and Diversity Implications

- 3.12 This grant will benefit the Council by offering young people more options to prevent their homelessness and where possible to enable them to remain in their own homes. The Gateway officer will encourage them to be more independent and take responsibility for their housing situation.
- 3.13 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.
- 3.14 The Gateway Service will take into account any equalities and diversity needs of the individual in order to provide personalised support and housing options.

4. RISK MANAGEMENT

- 4.1 If the recommended service is not approved there is a risk that more young people who are threatened with homelessness or who are in housing need will have limited alternative options. There is the risk that they may have to make a homeless approach and this could consequently lead to the following risks:
- Inability by the Council to meet the statutory duty to provide temporary accommodation.
 - Increased B&B costs.
 - Increased Rough Sleeping in the District

CABINET

5th November 2014

5. **APPENDICES**

None

6. **BACKGROUND PAPERS**

None

7. **KEY**

Not applicable

AUTHOR OF REPORT

Name: Derek Allen

E Mail: Derek.allen@bromsgroveandredditch.gov.uk

Tel: 01527 881278

COUNCIL TAX SUPPORT SCHEME REVIEW

Relevant Portfolio Holder	Cllr Mike Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr
Ward(s) Affected	All
Ward Councillor(s) Consulted	None Specific
Key Decision / Non-Key Decision	Key Decision

1. SUMMARY OF PROPOSALS

- 1.1 To feed back the outcome of the recent public consultation and to consider changes to the Local Council Tax Support Scheme.
- 1.2 The report presents proposals for an amendment to the existing scheme. If endorsed these proposals will be subject to a further period of consultation after which a decision will be made on the implementation of changes to the current Scheme.

2. RECOMMENDATIONS

The Cabinet is asked to **RESOLVE:**

- 2.1 That Members note the outcome of the initial statutory consultation on options for changes to the Local Council Tax Scheme;
- 2.2 That Members agree that the current Scheme be changed as follows:-
 - 2.2.1 entitlement to Council Tax support be capped at 80% of Council Tax liability so that all working age claimants will pay a minimum of 20% towards their Council Tax Liability;
 - 2.2.2 the provision of second adult rebate be removed;
 - 2.2.3 Non-dependents income be taken into account;

and that the amended version shall become the proposed Draft Scheme for 2015/16.
- 2.3 that authority be delegated to the Head of Customer Access and Financial Support to carry out the next phase of consultation on the Draft Scheme.
- 2.4 That authority be delegated to the Head of Customer Access and Financial Support to develop a Hardship Fund Policy to provide transitional support for liable persons assessed to be in financial hardship as a result of the changes to Local Council Tax Support.

2.5 In relation to uprating, that Members note that that this will apply regardless of any other changes made under 2.2, and that delegated authority be granted to the Head of Customer Access and Financial Support to incorporate the necessary changes to bring uprating into effect into the scheme.

3. KEY ISSUES

Financial Implications

- 3.1 As Members are aware, from April 2013 the national scheme of Council Tax Benefits was replaced by locally agreed Council Tax Support Schemes (CTSS). Local schemes are required to protect pensionable age claimants and incentivise work for working age claimants.
- 3.2 The local schemes are now a discount rather than a benefit and an impact of the change to Council Tax Support was that the tax base for the Council was reduced by the total amount of any support given. Compensation for the loss of Council Tax was paid via a grant from the Government. The grant was equivalent to around 90% of the previous Council Tax Benefits costs, in effect, a 10% cut in 2013/14 to the funding available to provide support through our local scheme.
- 3.3 The cut in funding affected all organisations that raise a precept, including Parish Councils, Police, and the Fire Service; with Worcestershire County Council bearing the largest part of the shortfall.
- 3.4 From April 2014 the funding for Council Tax Support was paid as part of the Revenue Support Grant (RSG), rather than as a separate identifiable grant. It is no longer possible to determine exactly the reduction to the funding that is provided for Council Tax Support. It is assumed that the reduction is 10% plus a further cut equivalent to the overall reduction in the RSG.
- 3.5 The total cost of Council Tax support for 2013/14 was estimated to be £4,500,000. The combined shortfall in funding for all preceptors was initially £437,500 with a shortfall for Bromsgrove District of £63,000.
- 3.6 The Council and Precepting authorities took steps during the 2013/14 tax year to reduce the impact of the shortfall in funding for Council Tax support.
- 3.7 In April 2013 billing authorities were provided with more discretion regarding the levels of discounts for second and empty homes. The Council has used these powers and reduced the Council Tax discount on second homes from 10% to 0% and set the amount of Council Tax discount on short term empty properties at 50% for 6 months after which time the full Council Tax will be payable. (This excludes new developments - newly built properties that enter the Valuation List for the first time, providing that they remain continually vacant, receive 100%

discount for the first three months and then a 50% discount is applied for the next period of 3 months.)

- 3.8 The changes to Council Tax discounts has resulted in the “claw back” of approximately £30,000 of the shortfall in funding to the Council.
- 3.9 In addition Worcestershire County Council has clawed back £98k to cover their funding gap through reductions in funding to Bromsgrove Council for the Essential Living Fund and other services, and have indicated that they will be planning to similarly claw back funding in 15/16 if necessary.
- 3.10 It is difficult to quantify the absolute financial impact in 2015/16 of the reduction in funding for Council Tax Support because the funding is no longer separately identified. Based on losing 10% grant the shortfall for the District Council and other major preceptors in 2015/16 is estimated at £324k and is split as follows:
- Bromsgrove District - £45k
 - Worcestershire County Council - £224k
 - Police Authority - £39k
 - Fire Authority - £16k.
- 3.11 A New Burdens grant has been received by the Council to fund any costs associated with the implementation of a Localised Council Tax Support Scheme – including the costs of consultations, production of draft regulations, and changes to the Council’s software.
- 3.12 On an annual basis the Department of Work and Pensions will advise of changes to national benefits rates and personal allowances. These changes must be taken into account for housing benefit calculations and it is good practice to apply these to the Local Council Tax Support Scheme to ensure that it remains in line with other benefits. Any scheme agreed by the Council will require a mechanism for uprating these allowances to reflect changes at a national level.

Consultation

- 3.13 Officers have carried out a preliminary public consultation in order to inform the proposals to be considered. This included statutory consultation with major preceptors and other stakeholders and a full public consultation setting out possible options for change and requesting views on the various options. The consultation was undertaken between 1st September and 10th October 2014. The full results of the public consultation are attached at Appendix 1.
- 3.14 The public consultation consisted of an online survey open to all residents within the Bromsgrove District and a direct mailshot to 6,352 households.
- 3.15 The sample group was selected by extracting details of all households from the Council’s Council Tax database and assigning each household with a randomly

generated number. Each household within the data extract was assigned a randomly generated number and then a selection of the numbers was chosen at random to determine the sample to be used. The sample was then checked to ensure that the proportion of Local Council Tax Support claimants selected was representative of the district as a whole.

At that time there were 39,991 live accounts on the system and 3,441 Council Tax payers receiving some Council Tax Support. The total number of claimants equates to 8.6% of the number of live accounts. The extract was sent to 6,352 households of which 572 were Local Council Tax Support claimants which is 9% of the extract.

- 3.16 The consultation was publicised through the use of social media and press releases which advised the public of how to access the online survey or contribute their responses.
- 3.17 A total of 491 responses were received from members of the public. This represents just over 1% of the total liable properties in the district. 72.5% of the overall response came via the post, and 27.5% on line. The postal survey resulted in a 5.6% response rate, although we do know that some of those who responded online were prompted to do so by the direct mail shot.
- 3.18 Of the total responses 114 (23%) were from households who are currently, or have received, Council Tax support. This represents over 2% of the total current claimants.
- 3.19 48% (235) of the total responses were received from people of working age.
- 3.20 73% (361) of all responders stated that they do think there should be a cap on maximum amount of support provided. 45% of these were of working age.
- 3.21 Of those who stated that a cap should apply the majority (62% or 225) went on to state a preference for an 80% cap.
- 3.22 Just over half of responders (278) stated that they thought support for claimants in higher banded properties should be capped at a lower band. Of these 77 were of working age.
- 3.23 Opinion was evenly split on whether or not support for lower banded properties (A – D) should be capped to the next lowest band.
- 3.24 54% of responders stated that the provision of Second Adult Rebate – a reduction of up to 25% which is based on the income of any resident non-dependants - should be removed. This question prompted some enquiries as unsurprisingly this discount is not well known or understood.
- 3.25 A slight majority (53%) felt that claims should not be backdated.

- 3.26 Likewise a slight majority felt that savings or capital levels should not be reduced. Those who responded that the levels should be reduced did not show a strong preference and this was the question that received the least number of answers.
- 3.27 77% of responders stated that non-dependents' (someone who lives with the claimant such as an adult son, daughter, relative or friend) income should be taken into account.
- 3.28 Although it is not necessary to consult on changes to exemptions the survey did ask for views on whether or not the discount on empty properties should be reduced to 50% of liability for 1 month. 54% stated that they felt the discount should be reduced and 41% stated that it shouldn't.
- 3.29 Separate responses were received from Worcestershire County Council, bdht and the chair of the bdht Tenant's Panel (attached at Appendix 2). Worcestershire County Council are keen to see a change made to the scheme to reduce the shortfall between Council Tax collected and grant funding. Both bdht and the Tenant's Panel set out a number of concerns and do not support any of the options proposed.

Options for change

- 3.30 Appendix 3 provides a breakdown of the possible options. Although officers have made a recommendation at 2.2, Members could consider adopting different changes based on the options set out in Appendix 3, including combining a number of options, or decide to make no change to the current scheme. An estimate of savings for each of the options, where it is possible to make an estimate, is included along with number of claims affected, and other comments relating to the option.
- 3.31 The 'uprating' of the benefits rates and personal allowances to be taken into account, in line with the Secretary of States announcement on those that must be taken into account for other benefits, will potentially result in small changes to the amounts of support provided even if no other changes are agreed. These will vary according to circumstances.
- 3.32 The next stage of consultation is to ask for feedback on a proposed scheme. The final scheme does not have to be that proposed at draft stage but cannot include any changes that have not been consulted on.

Impacts

- 3.33 It should be remembered that any reduction in Council Tax Support will result in more Council Tax to collect. There will be an impact on working age residents who are on low income and they may not previously have had to pay any Council Tax. Individuals will be offered support and advice on managing their finances,

and officers will use a range of options available to them to provide transitional support.

- 3.34 Evidence locally suggests that where all Council Tax payers are required to pay something towards their Council Tax there has not been a major impact on collection rates. An increase in early stage recovery action was reported but where these arrangements have now been in place for two years it can be seen that regular payment is now being maintained.
- 3.35 Analysis of rent arrears in Redditch, where changes to the Council Tax Support scheme were introduced in April 2014 does not show an impact on arrears, which can be linked to the changes.
- 3.36 Officers have worked with BDHT to assess the likely impact on their tenants of any change. It was not possible, with the data we had available, to accurately model the impact however a variety of concerns have been set out in their responses, which are attached at Appendix 2.
- 3.37 In order to provide transitional support for those assessed to be in hardship it is recommended that a small Hardship Fund be set up. Worcestershire County Council has confirmed that it will contribute £25k to this for two years provided we put a scheme in place that covers the total funding gap. A draft Policy is being developed and will be presented along with the final scheme, if changes to support are to be considered.
- 3.38 Any such scheme will provide officers with the ability to carry out assessment of need, ideally in the claimant's own home, and help to provide a range of support options to improve the resident's financial independence. Under the legislation, Officers also have other options available to them to provide transitional support, and when carrying out any assessment all options would be explored. Neighbouring authorities have found that applications for hardship relief are relatively low, and that the majority of households only need short term support to help with the transition to paying a contribution to their Council Tax.
- 3.39 Based on the feedback provided through the initial consultation, the need to implement a scheme which incentivises work and in light of the funding gap for the provision of council tax support, Officers believe that the options, as recommended at 2.2 provide the only viable options. None of the other proposals would meet the funding gap either on their own or in combination with other proposals. The 80% cap should also ensure that for households with the same Council Tax liability there will be an equal cut to Council Tax Support in cash terms.

Legal Implications

- 3.40 As the billing authority the Council is required by the Local Government Finance Act 2012 to consider whether to revise its scheme or to replace it with another scheme, for each financial year.
- 3.41 The Local Government Finance Act 2012 inserted a new schedule, schedule 1A into The Local Government Finance Act 1992.

The schedule provides certain matters that must be included in a Local Council Tax Reduction Scheme and the preparation that must be undertaken prior to the adoption or revision of a scheme.

Paragraph 3 of Schedule 1A provides that before making a scheme [or before revising a scheme] the authority must (in the following order):

- a) consult any major precepting authority which has power to issue a precept to it;
- b) publish a draft scheme in such manner as it thinks fit; and
- c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.

Service / Operational Implications

- 3.42 A further period of statutory consultation must take place on the Draft Scheme ahead of final decision making by the Cabinet and Council in December/January.

This will be a lighter touch consultation held between 10th November and 5th December asking for comments on the draft Scheme to be submitted via an online form or in writing.

Major preceptors and RSL's will be contacted directly, and residents and others would be advised via press releases and social media that a draft scheme had been published and inviting comment.

- 3.43 To be effective from April 2015 the Scheme must have been finalised and published by 31st January 2015. Due to the work required to prepare the regulations and guidance the scheme must have been agreed by early in January 2015.
- 3.44 If changes to the Scheme are agreed Officers will work with residents identified as having specific needs to ensure that they are supported through the changes to mitigate the impact on their finances. This may be through short term transitional relief, alternative funding, such as Discretionary Housing Payments, or money management/ debt advice. Officers will work with partners and voluntary sector organisations to pull in the support needed as and when it is identified.

Customer / Equalities and Diversity Implications

- 3.45 Any local scheme must provide full discount to claimants of pensionable age and should incentivise work for those of working age, whilst also protecting vulnerable groups, as far as possible. There is no definition of which groups count as vulnerable and it is for Councils to decide which groups of claimants might be classed as vulnerable and to determine methods to protect these groups.
- 3.46 In order to protect vulnerable persons and in line with the Council's strategic purpose to help people to be financially independent it is proposed that Officers develop a fair and transparent Hardship Fund Policy which is flexible enough to look at individual needs and respond to those needs with a variety of support mechanisms.
- 3.47 Officers would also use other discretionary powers to support individuals on a case by case basis where hardship, as a result of the changes, has occurred.

4. RISK MANAGEMENT

- 4.1 Any changes to the Support scheme whilst increasing Council Tax income to the Council and our major preceptors would have implications for approximately 2,500 residents. Officers would provide support through discretionary relief, and other financial support mechanisms.
- 4.2 Council Tax collection rates may reduce and officers will closely monitor the arrears position and ensure that Members are made aware of the impact on the percentage of the debt collected.
- 4.3 Recovery action is likely to increase, at least in the first year. Officers will ensure that recovery action does not result in escalating costs for any individual impacted by this change unless all other avenues have been exhausted.
- 4.4 A Local Council Tax Support Scheme for 2015/16 must be agreed by Council and published by January 2015 to be effective from April 2015. If no changes to the existing scheme are agreed the current scheme will be amended to take account of 'uprating' of other national benefits but otherwise will be unchanged.

5. APPENDICES

Appendix 1 - Local Council Tax Support (LCTS) Scheme – Consultation Results
Appendix 2 – Feedback from bdht, bdht Tenant's Panel and Worcestershire County Council
Appendix 3 – Options for consideration

6. BACKGROUND PAPERS

The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (SI 2012/2885)
The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 (SI 2012/2886)
The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012 (SI 2012:3085)
Local Government Finance Act 2012
Localising Support for Council Tax – A Statement of Intent

AUTHOR OF REPORT

Name: Amanda de Warr, Head of Customer Access and Financial Support
email: a.dewarr@bromsgroveandredditch.gov.uk Tel: 01527 881241

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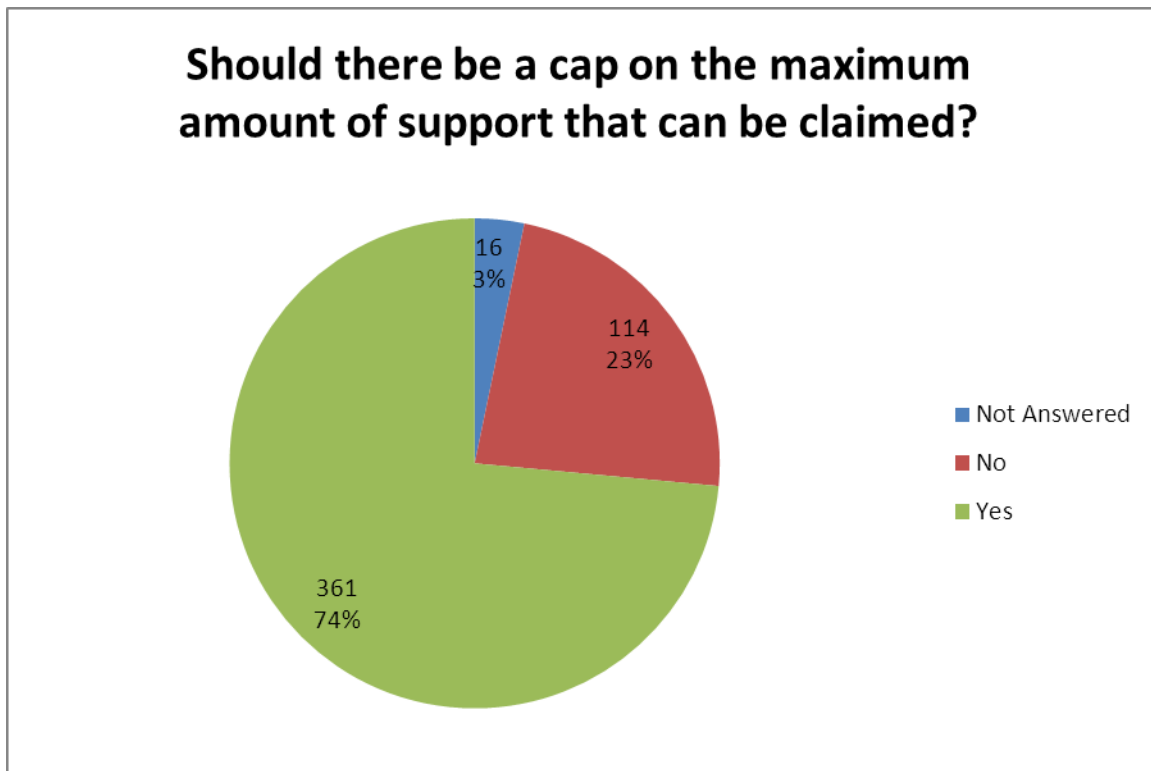
Appendix 1

Local Council Tax Support Scheme - Consultation Results

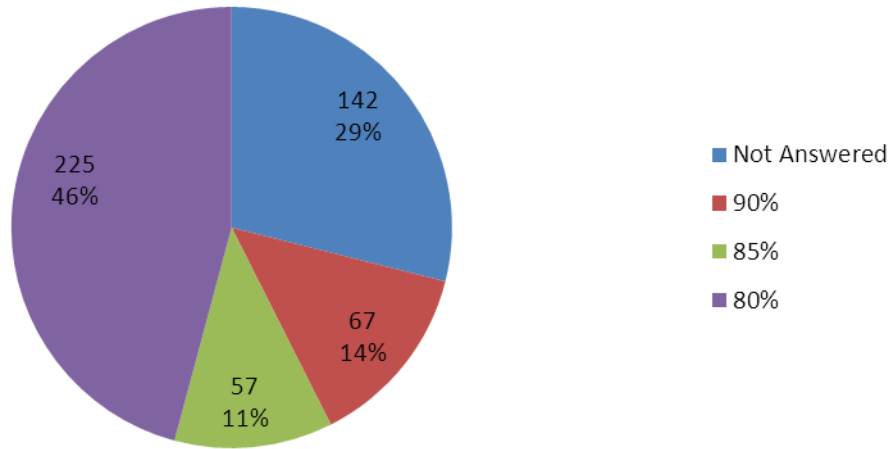
A total of 491 responses were received.

135 responses were received online and 356 were postal responses.

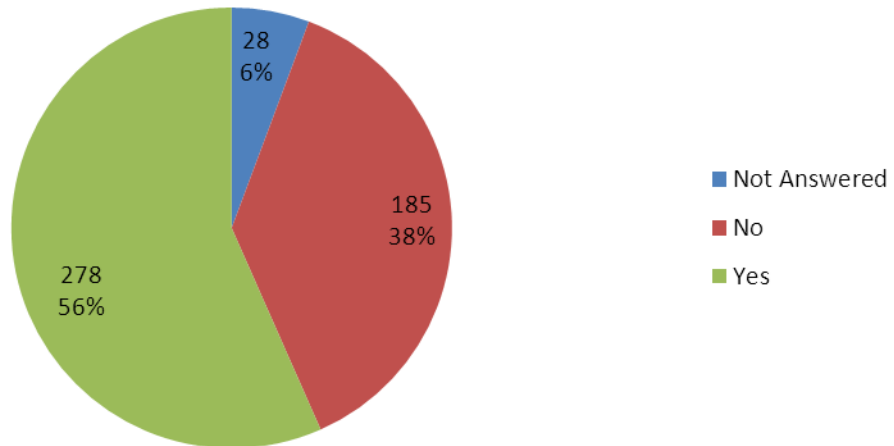
The responses to each question are displayed on the following charts.



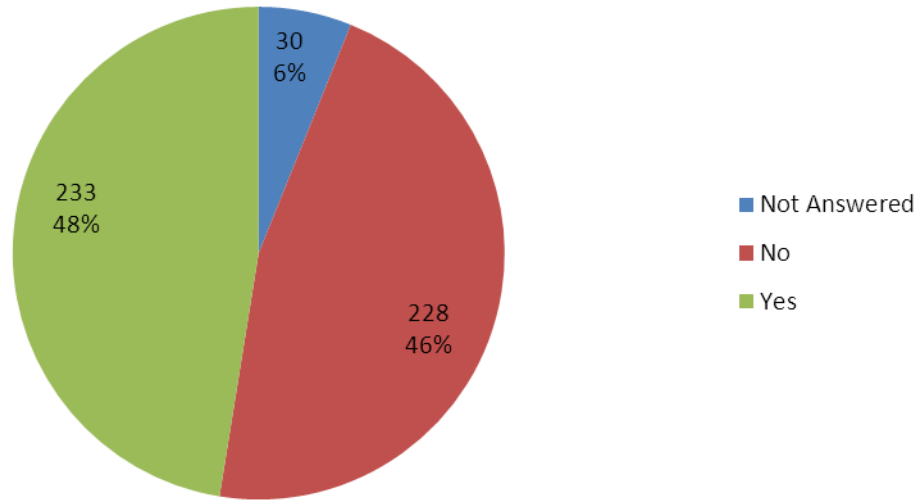
If yes what do you think should be the maximum amount of support as a percentage of the overall liability?



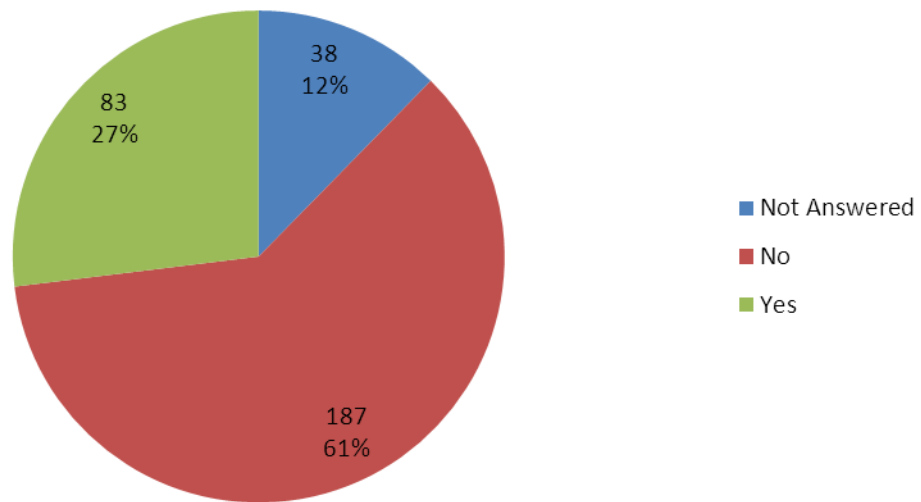
Should support for claimants in higher banded properties be capped at a lower band rate?



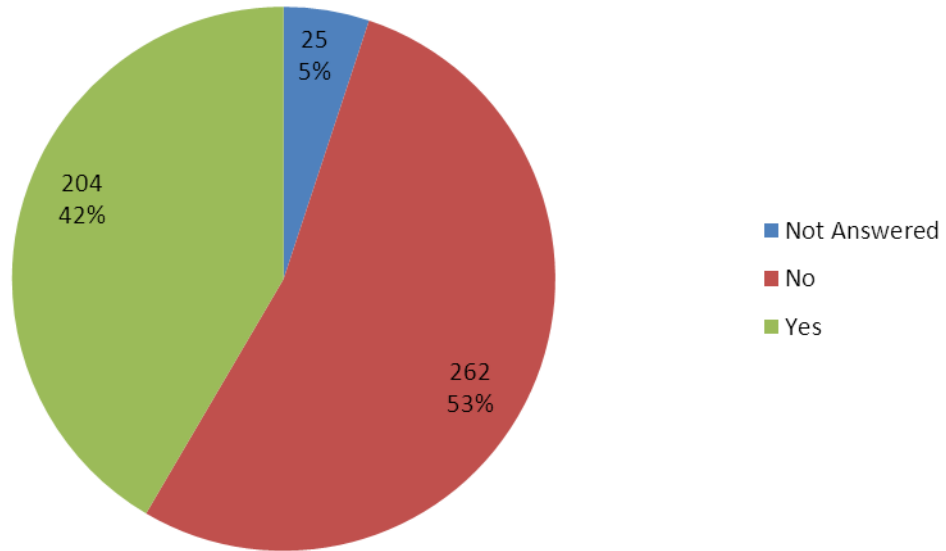
Should support in lower banded properties (A – D) be capped to the next lowest band?



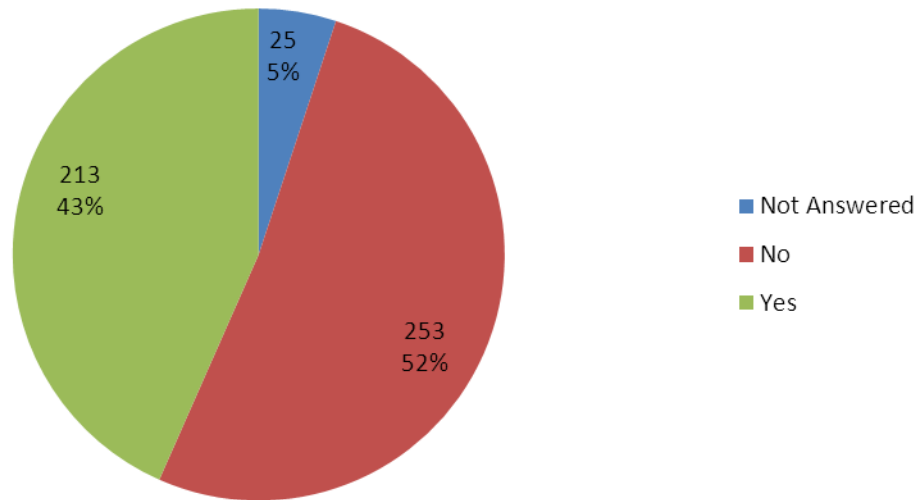
Should the provision of Second Adult Rebate be removed?



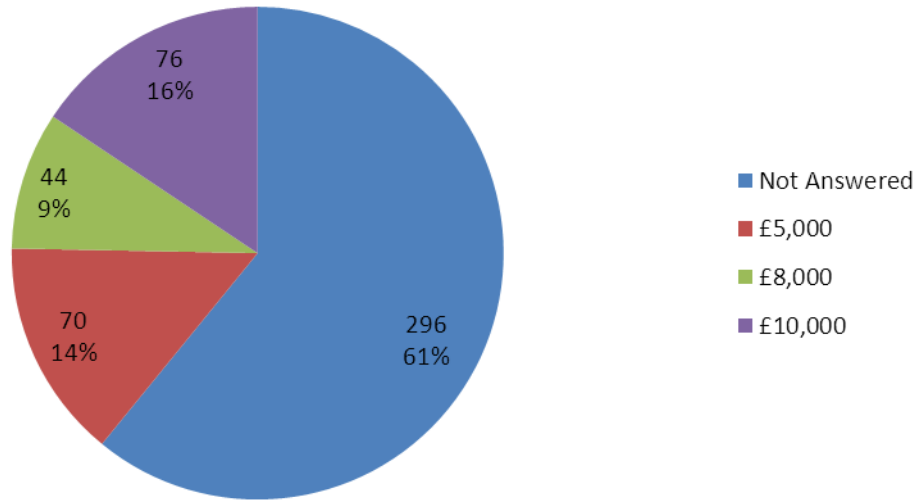
Should claims be backdated?



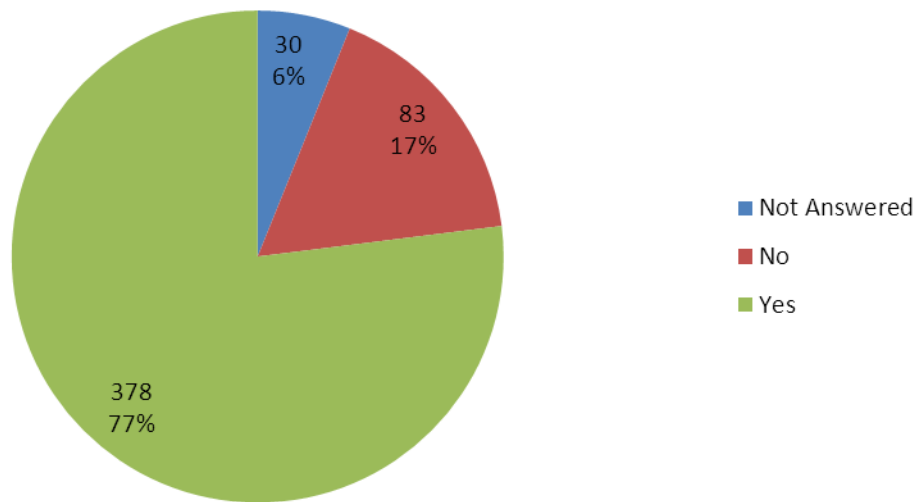
Should the amount of capital or savings that a claimant has be reduced?



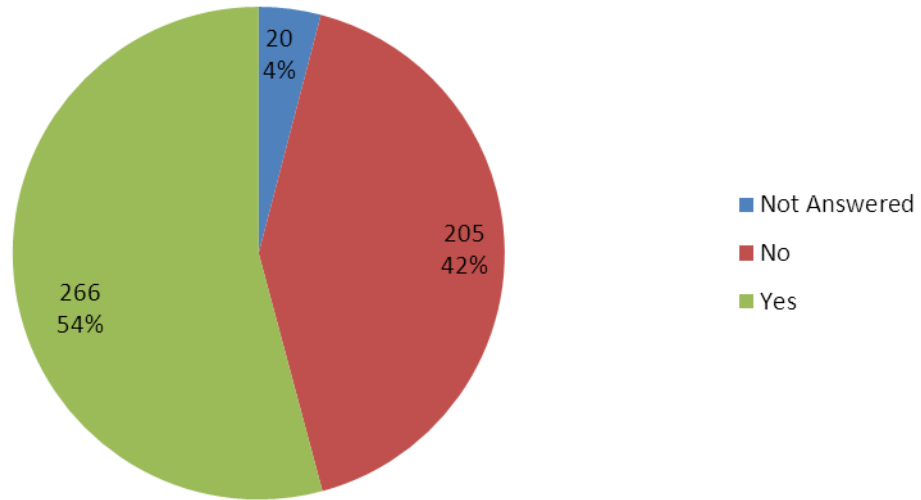
If yes, to what level do you think it should be reduced to?



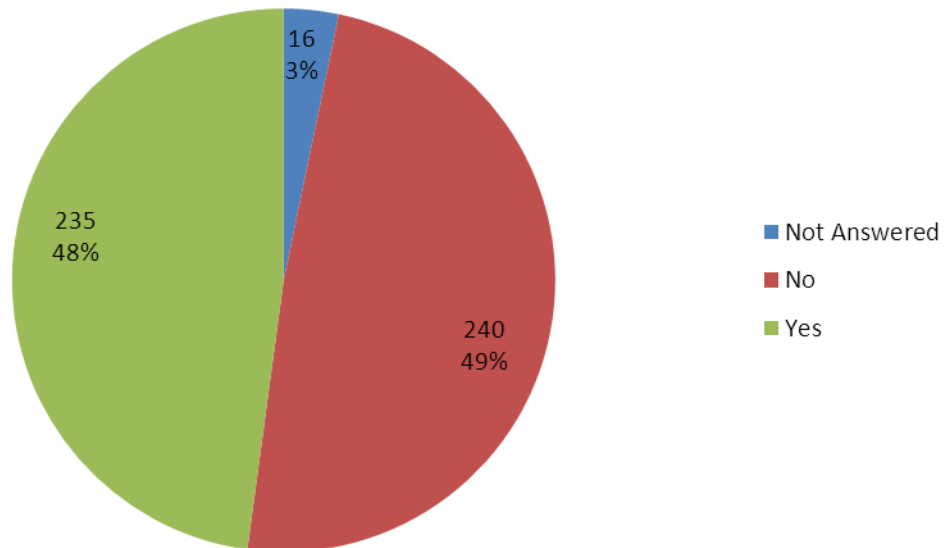
Should non-dependents income be taken into account?



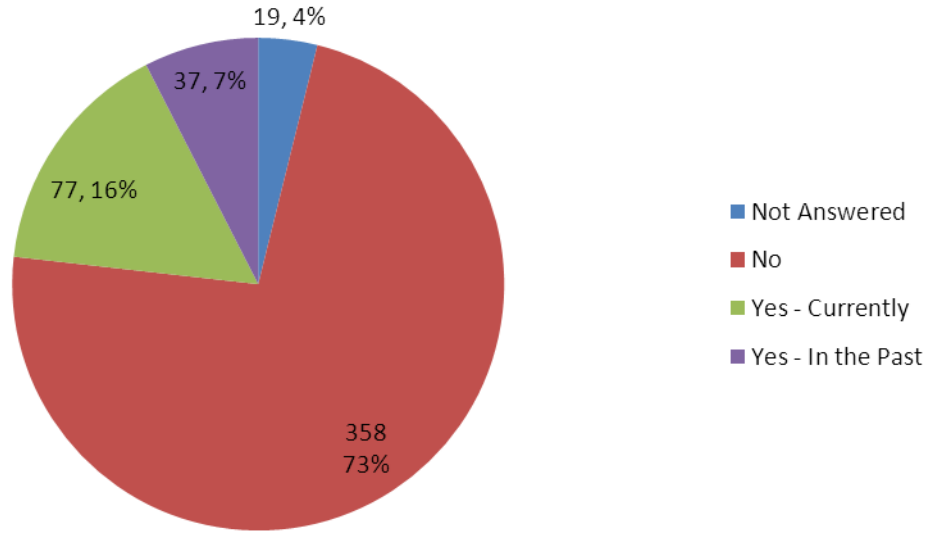
Should discount on empty properties be reduced to 50% of liability for 1 month.



Are you of working age?



Are you, or have you ever been in receipt of Council Tax Benefit or Support?



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9th October 2014

Kevin Dicks
 Chief Executive
 Bromsgrove District & Redditch Borough Councils
 The Council House
 Burcot Lane
 Bromsgrove
 B60 1AA

Dear Kevin

Re: Local Council Tax Support Consultation

Thank you for the opportunity to give feedback on the proposals for changing local Council Tax support and the assistance of your officers in answering our queries. This response is to be read in conjunction with the comments already made by Edwina Evans Chair of the bdht Tenants Panel.

bdht recognise the challenging financial settlement that Local Authorities have received and the specific cut made in this area. We are however concerned about the capability of some of our customers to accommodate the extra expense of Council Tax payments and that this may lead to costs to both our organisations through arrears and homelessness.

- Risk of Financial Hardship to Customers

Detailed work on financial assessments completed by both our organisations and CAB demonstrates that the households in receipt of basic benefits who have the least disposable income in their budgets are singles and couples with no children. If these households were required to make a contribution towards their Council Tax it would place them into financial hardship. This is especially concerning in light of the uncertainty over the future of the ELF scheme.

If a household's income is not sufficient to meet their essential expenditure then they will struggle to obtain and maintain tenancies that will have an impact on BDC's strategic purpose, "Help me to Find a Home in My Locality" that needs to be explored in more detail.

bdht is also concerned about the cumulative effect of the changes to Council Tax Support on those customers who are already impacted by the removal of the spare room subsidy and the benefit cap.

Bromsgrove District Housing Trust is a managing agent for bhi and WM in Bromsgrove District

Bromsgrove District Housing Trust

Buntsford Court, Buntsford Gate, Bromsgrove, Worcestershire, B60 3DJ

freephone 0800 0850 160 telephone 01527 557557 fax 01527 557600 email info@bdht.co.uk web www.bdht.co.uk

Registered in England No. 460 3611. Registered Office: Bromsgrove District Housing Trust, Buntsford Court, Buntsford Gate, Bromsgrove, Worcestershire B60 3DJ.
 Housing Corporation Registration No. LH 4415



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Therefore if these changes were brought in bdht is of the view that a substantial hardship fund will need to be made available to customers.

- Risk of Rent Arrears

bdht officers have been working with BDC staff to see if any conclusions about the impact of these changes can be drawn from data from Redditch. However as the arrears profile is so different from bdht's it has not been possible to do so.

Whilst we understand that the majority of bdht customers affected will be in receipt of full housing benefit for their current rent there will be customers who need to make payments towards their rent shortfall or customers who are required to make arrears payments. A requirement on these household to make payments to Council Tax will impact on their ability to meet payments towards their rent and arrears. This will lead to additional cost to bdht in arrears and a risk to BDC of increased homelessness presentations including from those households in the private rented sector that needs to be considered.

- Cost Benefit Analysis

bdht is of the view that further work needs to be completed by BDC to establish the actual benefit of introducing the proposals. National research completed by the New Policy Institute (summary attached) demonstrates that changes to Council Tax Support similar to those proposed by BDC has led to significant increases in Council Tax arrears and an increase court and administration costs.

The additional income that will be achieved by the Council needs to be weighed against the additional costs that will be incurred, both direct in collection and administration and indirect in risk of homelessness and customers being placed in financial hardship to ensure an informed decision is made.

Yours sincerely



Mike Brown
Chief Executive

Direct Line: 01527 557508

cc: Amanda De Warr



The impacts of Council Tax Support reduction on arrears, collection rates and court and administration costs

September 2014

In April 2013, Council Tax Benefit (CTB) was abolished and replaced by Council Tax Support (CTS). In England, 326 local authorities had to devise their own local CTS schemes, but with 10 per cent less funding. This summary looks at the impact of that change on council tax arrears, collection rates and court and administration costs.

Key findings

- In 2013/14, the majority of local authorities in England saw council tax arrears and court and administration costs increase and collection rates fall. These changes were more pronounced in areas that reduced Council Tax Support entitlement.
- The main entitlement change introduced by councils in April 2013 was the requirement for all working-age adults to pay at least some council tax regardless of income. Councils that introduced this 'minimum payment' were more likely to see arrears and court and administration costs increase and collection rates decrease.
- Areas with a higher minimum payment tended to see greater increases in arrears than areas with lower minimum payments. For instance, arrears increased by at least a quarter in 84 per cent of councils with a high minimum payment, compared to 32 per cent of councils with a low minimum payment.
- Increases in arrears and court and administration costs were more common in areas where there were larger cuts to support. For instance, court and admin costs increased in 43 per cent of councils where the cut was less than £1 per week, but increased amongst 65 per cent councils cutting support by £2 per week or more.



Background

In April 2013, Council Tax Benefit (CTB) was replaced with Council Tax Support (CTS). CTB reduced the amount of council tax that low-income households have to pay – often to nothing. The change marked a historic move from a nationally devised system to one of 326 different local schemes in England. Alongside this restructuring, the money provided by central government to fund CTS was cut by 10 per cent. Each local authority is now responsible for devising its own scheme within the reduced budget. Apart from one major requirement – that pensioners receive the same amount as they did in 2011/12 – councils have near full autonomy to create and amend the local schemes.

From April 2013, 71 per cent of councils required all working-age adults to pay at least some council tax regardless of income (a minimum payment), 11 per cent made some changes that did not affect all CTB recipients, while the remaining 18 per cent of councils retained the 2012/13 levels of CTB.

Arrears

- Overall, 235 English councils (72 per cent) saw council tax arrears increase¹ in 2013/14.
- Councils that introduced changes that reduced CTS entitlement were more likely to see arrears increase. 78 per cent of councils that introduced changes in 2013/14 saw arrears increase compared to 47 per cent of councils that made no change.
- An increase in arrears was more common amongst councils that introduced a minimum payment, particularly amongst those with high minimum payments. Those councils with higher minimum payments were more likely to see a larger increase in arrears (see table below).

Size of minimum payment	Number of councils in group	Proportion of councils where arrears increased	Proportion of councils where arrears increased by at least 25 %
No minimum payment	97	52%	14%
8.5% & under	111	73%	32%
8.5-20%	21	86%	57%
20%	53	85%	55%
20+ %	43	95%	84%
All councils	325	72%	39%

- Increases in arrears tended to be greater in councils with higher cuts in support (linked to the size of the minimum payment). For example, arrears increased in 87 per cent of councils where the average cut was at least £2 per week, compared to 73 per cent of councils making smaller cuts.

¹ To allow for annual fluctuation, changes in the level of arrears were only counted as an increase if they were up by more than 10% on the previous year.



Court and administration costs

- Court and administration costs increased² in 35 per cent of councils that did not introduce changes that reduced CTS entitlement. This compared to 62 per cent of councils that changed their CTS scheme and cut support.
- Increases in court and administration costs were more common amongst councils introducing minimum payments. Costs increased in 40 per cent of councils with no minimum payment compared to 64 per cent of councils with a minimum payment. 73 per cent of councils with a minimum payment of more than 20 per cent saw an increase in court and administration costs.
- Court and admin costs increased in 35 per cent of councils where there was no cut in support in 2013/14, compared to 43 per cent in councils where the cut was less than £1 per week. The level is much higher (at 63 per cent) among councils that cut support by £1-£2, but only rises to 65 per cent for councils cutting support by £2 per week or more.

Collection rates

- 94 per cent of councils that replicated the previous CTB system saw no change³ in their council tax collection rates compared to 69 per cent of councils that made changes. Of those councils where the collection rate fell, the drop was between 0.5 and 1 percentage points.
- Changes in collection rates varied by minimum payment level. As the minimum payment level increased, the proportion of councils seeing their collection rate fall increased. The collection rate fell in 15 per cent of councils that introduced minimum payments of 8.5 per cent or less, rising to 63 per cent in councils with minimum payments of at least 20 per cent.

About this project

This study draws on official [council tax statistics](#) published by the Department for Communities and Local Government in July 2014 and data on [local council tax support schemes](#) gathered and analysed by the New Policy Institute.

The data on local CTS schemes was sourced from individual lower tier and local authority websites. The estimates of the average reduction in support are drawn from a model devised by NPI. This combines: local authority level data on the distribution of properties by council tax band (the valuation list); local authority level administrative data on the number of working-age CTB recipients; and regional level survey data (from the Family Resources Survey) on the distribution of CTB claimants by band and whether single or couple.

This study follows two previous reports, funded by the Joseph Rowntree Foundation, on the impacts of Council Tax Support in [2013/14](#) and [2014/15](#).

² Percentage changes in court and administration costs of +/- 10% were counted as no change.

³ To allow for annual changes, increases or decreases in collection rates of .5 percentage points were counted as no change.



3rd October 2014

Amanda de Warr
 Head of Customer Services and Financial Support
 Bromsgrove District Council
 The Council House
 Burcot Lane
 Bromsgrove
 B60 1AA

Dear Amanda

Local Council Tax Support (LCTS) Scheme Consultation

As the tenant body responsible for scrutinising delivery of services to bdht tenants (or 1 in every 10 residents of the Bromsgrove district) we at the Tenant Panel wish to respond to the proposed changes to the local council tax support scheme as these are likely to impact on a significant number of our neighbours and fellow tenants.

We recognise that many local authorities are under financial pressure and change is being driven by Government Policy. However, we believe it is essential that any changes to policy do not simply pass financial pressures on to those constituents least able to cope financially. Many of our fellow tenants potentially affected by changes to this scheme have already had to deal with the results of the withdrawal of the "spare room subsidy" or "bedroom tax".

Cap on Support Paid

Whilst we understand that the proposed changes may enhance work incentives, the Council must equally understand that in practice options for many of our tenants to increase their income is limited, certainly in the short-term. Yes, the economy is improving but wage levels are not, with much work low paid and on zero hour contracts. It will be essential that the Council adopt a generous, fair and transparent discretionary hardship payment scheme to ensure tenants are not left worse off whilst they attempt to sustainably increase their earnings. We note that the President of the Valuation Tribunal has recently confirmed that the Tribunal has unlimited power to overturn decisions by councils which refuse to award discretionary hardship payments. The Council will no doubt want to avoid the administrative expense of managing large numbers of appeals.

Cap Support at a lower banded property

We understand that in theory the proposed changes may "reduce the likelihood of low-income claimants occupying higher value properties than they otherwise would", we believe that in practice options for many of our tenants already living in such property will be limited.

Bromsgrove District Housing Trust is a managing agent for bhi and WM in Bromsgrove District

Bromsgrove District Housing Trust

Buntsford Court, Buntsford Gate, Bromsgrove, Worcestershire, B60 3DJ

freephone 0800 0850 160 **telephone** 01527 557557 **fax** 01527 557600 **email** info@bdht.co.uk **web** www.bdht.co.uk

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 Housing Corporation Registration No. LH 4415



Agenda Item 9

Most bdht homes are within Council Tax Bands A – D. Restricting support to the next lowest Band will have a significant impact on all tenants occupying properties in Band B or higher. Tenants will either have to suffer financial hardship, increase their income (see comments above), or move to the lowest Banded accommodation. For most, due to family size and commitments moving to a Band A property will not be an option. For those that do wish to downsize options are still limited. This has been proved with the “spare room subsidy” where there have been insufficient smaller units of accommodation to meet demand and will be replicated again.

Bdht has a significant number of properties in Bromsgrove’s more rural localities such as Alvechurch, Beoley, Belbroughton, Clent, Fairfield, Frankley Green, Hagley, Hopwood, Romsley, Rowney Green, Stoke Prior, Stoneybridge, Tutnal, and Wythall. In these areas we have 405 households who are under the age where they can claim pension credit and, therefore, potentially subject to these changes. Not only do Council Tax payments tend to be higher in these areas but the range of bdht property is much more limited than elsewhere with, in many of these areas, predominantly Band C & D houses. These tenants, who may have lived in these areas for many years with family or work ties, will find it more difficult to find cheaper alternative accommodation in the same locality and maintain local ties. We believe the proposed changes, without adequate safeguards, will disproportionately impact on this group. Research previously carried out on behalf of bdht has shown that low income bdht tenants living in high value areas already face financial stress with higher rates of rent arrears than average and this policy change will only add further burdens. Without proper discretionary arrangements the proposed changes could also act against the intentions of the Council’s housing and planning policies which aim to help local residents stay in their local area.

Back Dated Claims

We believe that it is only fair that claims should be back dated for the period constituents are eligible for assistance. We believe it unfair to penalise households on low income from assistance due to lack of awareness of entitlement. If, nevertheless, you do remove the potential for general backdating of claims, we feel that it is insufficient to propose that “vulnerable persons could be protected through the use of discretionary powers”, vulnerable tenants must be protected. Again, however, it is important that the term “vulnerable” is well defined so as not to necessitate undue numbers of appeals.

Council Tax Discount on Empty Properties.

Whilst we understand that bdht will not be affected by proposed changes, being a registered charity, we do see the potential for some private landlords to be tempted to re-let homes in a poorer condition to avoid additional costs incurred should repairs take longer than 28 days to complete.

Yours sincerely


Edwina Evans

Chair bdht Tenants Panel.

Amanda de Warr
Revenues Services
The Council House
Burcot Lane
Bromsgrove
Worcestershire
B60 1AA

9 October 2014

Dear Ms de Warr

Council Tax Support Scheme Consultation – Bromsgrove District Council

With regard to your Council's current consultation on possible changes to your Council Tax support scheme, I welcome the opportunity to comment on behalf of Worcestershire County Council.

As the major preceptor in your area, the shortfall in funding created by Central Government as a result of changes to funding the former Council Tax Benefits system falls mostly on the County Council.

The County Council is pleased that your Council is considering changes to the Council Tax Support Scheme and would encourage your Council to take steps to reduce the shortfall between council tax collected and grant funding provided by Central Government.

Kind Regards

Yours faithfully

Sean Pearce
Chief Financial Officer

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Spetchley Road
Worcester
WR5 2NP

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Sean Pearce
Chief Financial Officer

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Bromsgrove District Council - Local Council Tax Support (LCTS) Scheme –Options to be considered

OPTION	Number of Working Age Claimants affected	Estimated Total Saving	Estimated Saving to Bromsgrove	Average Annual Increase		Comments
				Median	Mean	
Cap maximum amount of support that can be claimed to:						
80%	2,753	£410,000	£59,040	£179.10	£196.15	Council Tax Support continues to be calculated in the same way as the present scheme, however the maximum amount of support that a claimant can receive is capped at a certain % of their overall liability.
55%		£308,000	£44,352	£134.32	£147.11	This option results in all working age claimants having to pay something towards Council Tax and provides an incentive to claimants to increase their income. <i>This option was supported by 74% of responders in the consultation, with 46% opting for an 80% cap on support.</i>
30%		£205,000	£29,520	£89.62	£98.12	
Cap support at a lower band	2,753	£59,000	£8,496	£168.07	£159.40	Entitlement to LCT Support is capped at a maximum of Band D charge for those in a Band E, F, G or H property and restrictions on band A – D properties to limit support to the next lowest Band. This option would result in claimants entitled to support having to pay more of the cost of occupying a higher –band property. This reduces the likelihood of low-income claimants occupying higher value properties than they otherwise would.

						<p>This can have a positive impact on more efficient use of housing stock.</p> <p><i>This option was supported by 56% of the responders to the consultation.</i></p>
Removal of Second Adult Rebate	116	£19,950	£2,872	£71.16	£171.97	<p>SAR is paid where only one person is liable for a household's Council Tax and there is a low income non-dependent living with them.</p> <p>SAR reduces the householder's liability by 25% regardless of the Council Tax payers income, if the second adult is in receipt of Income Support, Income based JSA, ESA or Pension Credit.</p> <p>There are few claimants of SAR and the changes will not significantly reduce expenditure on the LCTS scheme.</p> <p>The retention of SAR may be incompatible with the introduction of a scheme which caps support for all working age claimants, and could result in low income working age adults who live in their own property making a contribution from a single limited income, whilst this contribution would not apply to a low income non-dependent living with people who may have sufficient means to pay the Council Tax.</p> <p><i>There was 61% response stating no to this option. Consideration must be given to this option if a cap is introduced as detailed above.</i></p>
Removal of backdating claims	Information on the costs of backdating are not available as it would be entirely dependent on the claims received.					<p>Restrict or remove the ability to backdate claims would not result in a significant saving in the overall cost of the LCTS scheme however it would result in reduced administration.</p>

		<p>Vulnerable persons could be protected through the use of discretionary powers which allow for the reduction of Council Tax liability on a case by case basis.</p> <p>53% of responders responded no to this option.</p>
Reduce capital/savings limit	Information on savings is not available for reductions to Capital/savings Limits but is not expected to be significant.	<p>In reality very few working age claimants have a high level of non-pension fund assets and therefore this option will not significantly reduce expenditure on the LCTS scheme.</p> <p>However the change may be appropriate as part of any effort to concentrate support on the most vulnerable</p> <p>52% of people responded that no, capital/savings should not be reduced.</p>
Changes to Non-dependent deductions	Information on savings is not available for this option.	<p>This amendment to the scheme would end the anomaly in the existing scheme which allows non-dependents with significant incomes to be resident in a household and make no contribution to the Council Tax liability if the liable person is in receipt of DLA or Attendance Allowance.</p> <p>The non-dependant is not liable for Council Tax and therefore consideration would be given to protecting vulnerable people.</p> <p>This option was supported by 77% of responders to the consultation.</p>

Reduce Council Tax discount on short term empty property to 50% for 1 month (excluding new developments)	N/A	£105,000	£15,120			<p>This option is not subject to statutory consultation and can be agreed by Council at any stage of the process.</p> <p>Reducing the discount on empty properties can provide an incentive to ensure properties are not left empty, thus increasing the supply in the rented sector.</p> <p><i>54% of responders supported this option.</i></p>
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CABINET

5th November 2014

FEES AND CHARGES 2014/15

Relevant Portfolio Holder	Councillor Mike Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering , Director of Finance and Resources
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income targets in the Medium Term Financial Plan 2015/16 – 2017/18.

2. RECOMMENDATIONS

- 2.1 It is recommended that Cabinet approve the fees and charges as presented in the Appendix.

3. KEY ISSUES

Financial Implications

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. The guideline increase provided to Heads of Service was 3%.
- 3.2 It is proposed that the revised fees and charges will be advertised to the public within approved deadlines with a start date of 1st January 2015, where an invoice has not already been raised covering the last quarter of the financial year, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.

Legal Implications

- 3.3 A number of statutes governing the provision of services covered by this report contain express powers or duties to charge for services. Where an express power to charge does not exist the Council has the power under Section 111 of the Local Government Act 1972 to charge where the activity is incidental or conducive to or calculated to facilitate the Council's statutory function.

CABINET

5th November 2014

Service / Operational Implications

- 3.5 Monitoring will be undertaken to ensure that income targets are achieved.

Customer / Equalities and Diversity Implications

- 3.7 The implementation of the revised fees and charges will be notified in advance to the customer to ensure that all users are aware of the new charges and any concessions available to them.

4. RISK MANAGEMENT

- 4.1 There is a risk that if fees and charges are not increased that income targets will not be achieved and the cost of services will increase.

5. APPENDICES

Appendix 1 – Fees and Charges

6. BACKGROUND PAPERS

None.

7. KEY

None

AUTHOR OF REPORT

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Tel: 01527 64252 extn 3790

Community Services

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
STRATEGIC HOUSING			
Homeless persons' hostels			
- Single room	8.49	8.75	
- Heating	0.59	0.60	
- Two single rooms	13.10	13.50	
- Heating	1.38	1.40	
- Double room	13.10	13.50	
- Heating	1.38	1.40	
- More than one double room	17.88	18.40	
- Heating	1.97	2.05	
Bed and breakfast			
- Single room	14.00	14.40	
- Two single rooms	28.00	28.85	
- Double room	14.00	14.40	
- More than one double room	18.00	18.55	
- Breakfast			
- adult	2.07	2.15	
- child	1.70	1.75	
- Storage of effects (per night)	2.12	2.20	
- RTB Plan Preparation for BDHT	106.36	109.55	
Private Sector Housing			
Housing Fitness Inspections	105.00	108.00	
<u>Registration of housing in multiple occupation:</u>			
per occupant - first property	86.00	89.00	
per occupant - subsequent property	75.00	77.00	
Service and Administration of Improvement	24.00	25.00	
Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004	per hour + 10% Admin charge per Notice	per hour + 10% Admin charge per Notice	
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + 10% Admin charge	Actual + 10% Admin charge	
- Valuation Fee (relating to properties of 30% ownership)	130.00	130.00	
LIFELINE			
- Installation Fee	25.80	26.57	
- Hire of equipment (per week)	2.52	3.06	
- Monitoring charge (per week)	1.68	1.26	
HIRE PRODUCTS			
Hire of smoke alarm per week	1.32	1.38	
CO2 Detector per week	1.32	1.38	
Bogus Caller Panic Button	1.32	1.38	
Flood Detector	1.32	1.38	
Falls Detector	1.32	1.38	
Additional pedndant	1.32	1.38	
Temperature extreme sensor	1.32	1.38	

Customer Access & Financial Support

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
Customer Services			
Interview Rooms (based at Service Centre Max 6 persons in room)			
- Per full day (9am - 5pm)	40.00	41.20	
- Per half day 9am-1pm/1pm-5pm)	25.00	25.75	
- Per hour (1full hour only)	8.50	8.75	

Environmental Services

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
CAR PARKS			
Bromsgrove Station			
All day	3.00	3.00	
Churchfields Multistorey			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
All day	3.00	3.00	
Hanover Street			
Not exceeding 30 minutes	0.40	0.40	

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SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
All day	5.00	5.00	
New Road			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
Not exceeding four hours	3.20	3.20	
Not exceeding five hours	4.00	4.00	
Parkside			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
Not exceeding four hours	3.20	3.20	
Not exceeding five hours	4.00	4.00	
Recreation Road North			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
All day	5.00	5.00	
Recreation Road South			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
Not exceeding four hours	3.20	3.20	
Not exceeding five hours	4.00	4.00	
School Drive			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
All day	5.00	5.00	
Stourbridge Road			
Not exceeding 30 minutes	0.40	0.40	
Not exceeding one hour	0.80	0.80	
Not exceeding two hours	1.60	1.60	
Not exceeding three hours	2.40	2.40	
All day	5.00	5.00	
Windsor Street			
Not exceeding 30 minutes	0.50	0.50	
Not exceeding one hour	1.00	1.00	
Not exceeding two hours	2.00	2.00	
Season Tickets (valid at long stay car parks only)			
Annual	320.00	320.00	
Quarterly	80.00	80.00	
Season Tickets (valid at Stourbridge Road car park only)			
Annual	215.00	215.00	
Quarterly	53.75	53.75	
Season Tickets (valid at Churchfields Road car park only)			
Annual	215.00	215.00	
Quarterly	53.75	53.75	
Season Tickets (valid at Alvechurch Sports and Social club car park only)			
Annual	250.00	250.00	
Quarterly	62.50	62.50	
Parking Fines PCN's On Street			
Certain Contraventions	70.00	70.00	
If paid within fourteen days	35.00	35.00	
Other contraventions	50.00	50.00	
If paid within fourteen days	25.00	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>			
Parking Fines PCN's Off Street			
Certain Contraventions	70.00	72.10	
If paid within fourteen days	35.00	36.05	
Other contraventions	50.00	51.50	
If paid within fourteen days	25.00	25.75	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>			
Car Park charges only apply between 8.00am to 10.00pm everyday			
CEMETERY			
Interments in a grave			
- children aged under 1 year	FREE	FREE	
- children aged under 1 year (non resident)	95.00	100.00	
- children aged 1 year - 16 years	FREE	FREE	
- children aged 1 year - 16 years (non resident)	135.00	145.00	
- persons aged 17 and over	435.00	450.00	
- extra charge for burials at 7ft.	43.00	450.00	
- extra charge for burials at 9ft.	500.00	515.00	

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SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
- extra charge for grave longer than 6'6" or wider than 2'0".	105.00	110.00	
Interment in a bricked grave			
Interment of cremated remains	180.00	185.00	
Exclusive rights of burial (75-year grants)			
- adult grave space	1,160.00	1,200.00	
- child grave space	255.00	255.00	
- cremated remains plot	450.00	460.00	
Renewal of expired deed (single fee charged in all cases)			
-Burial	390.00	400.00	
-Cremated remains	150.00	155.00	
-Adult sized grave purchased in reserve	1,500.00	N/A	
-Ashes grave purchased in reserve	530.00	550.00	
-Assignment of the Exclusive Right of a full earth reserved grave from resident to non-resident	2,320.00	2,400.00	
-Assignment of the Exclusive Right of a cremated remains reserved grave from resident to non-resident	900.00	920.00	
- Disinterment of Remains - Cremated Remains	220.00	250.00	
- Wooden cremated remains casket	90.00	90.00	
Memorials			
- Memorial application administration fee	90.00	90.00	
- Memorial trees and plaque	300.00	350.00	
- Memorial benches (maintenance charge)			
-Assignment / Transfer of Exclusive Right of Burial	40.00	40.00	
-Plaque only on existing BDC Bench (time limited to 15 years)	125.00	125.00	
Certified copy of entry	20.00	20.00	
Bird bath memorial (new memorial option)			
5 Year Lease			
- size 1 (small)	180.00	180.00	
- size 2	200.00	200.00	
- size 3	220.00	220.00	
- size 4	240.00	240.00	
- size 5 (large)	260.00	260.00	
10 Year Lease			
- size 1 (small)	280.00	280.00	
- size 2	300.00	300.00	
- size 3	320.00	320.00	
- size 4	340.00	340.00	
- size 5 (large)	360.00	360.00	
20 Year Lease			
- size 1 (small)	380.00	380.00	
- size 2	400.00	400.00	
- size 3	420.00	420.00	
- size 4	440.00	440.00	
- size 5 (large)	460.00	460.00	
Motif	100.00	100.00	
The option to purchase a full adult plot in reserve has been withdrawn to allow the burial of those who wish to bury their loved one because they have died due to lack of spaces available.			
<i>The interment and exclusive right fee is trebled* in all cases where the deceased does not have a Bromsgrove address, unless the grave was purchased by the deceased whilst living in Bromsgrove</i>			
<i>Where there is a dispute Bromsgrove District Council may require the family to provide proof of residence of the deceased</i>			
REFUSE COLLECTION			
Trade refuse - Non-Loakble Containers - Purchase of Containers			
- 240 litre eurobins (per bin, per year)	114.50	118.00	
- 660 litre eurobins (per bin, per year)	231.50	238.00	
- 770 litre eurobins (per bin, per year)	233.00	240.00	
- 1100 litre eurobins (per bin, per year)	255.50	263.00	
- 1280 litre eurobins (per bin, per year)	307.00	316.00	
- Extra trade waste collection (per visit)	62.00	64.00	
Trade refuse - Locakble Containers - Purchase of Containers			
- 660 litre eurobins (per bin, per year)	269.00	277.00	
- 770 litre eurobins (per bin, per year)	270.50	279.00	
- 1100 litre eurobins (per bin, per year)	293.50	302.00	
Emptying of Eurobins			
- 240 litre eurobins (per bin, per year)	168.50	174.00	
- 660 litre eurobins (per bin, per year)	286.00	295.00	
- 770 litre eurobins (per bin, per year)	300.50	310.00	
- 1100 litre eurobins (per bin, per year)	463.50	494.00	
- 1280 litre eurobins (per bin, per year)	570.50	588.00	

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SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
- orange sacks per roll (52 sacks per roll)	76.50	79.00	
Special collections - domestic * - for up to 10 bags or equivalent	19.00	19.50	
Special collections - commercial - for up to 1 tonne of waste	126.50	130.50	
<u>Bulky Household Waste (NEW)</u>			
Proposed Charges It is proposed that the following charges are trialled for the next year more about the customers' nominal value whilst continuing to improve charges would be the same across Bromsgrove and /Redditch.			
Bulky collection - single item*	7.50	7.75	New
Bulky collection - two items*	15.00	15.50	New
Bulky collection - three items* (reduced rate for 3 items)	20.00	20.50	New
or 10 black bags	20.00	20.50	New
Bulky collection - three items or more	Quotation	Quotation	New
Item inside house or garage	Quotation	Quotation	New
*Large item (all the items below to be quoted for independently depending on size, and weight and position of collection point).			New
- Garden Shed	Quotation	Quotation	New
- Piano	Quotation	Quotation	New
- Chest Freezer	Quotation	Quotation	New
- Large Cookers (Ranges)	Quotation	Quotation	New
- Green houses	Quotation	Quotation	New
- Hazardous oils (Special Collections) because of the distance to dispose of them correctly.	Quotation	Quotation	New
- Over 10 x black bags	Quotation	Quotation	New
- Wheels, Tyres and other car parts	Quotation	Quotation	New
Litter and Dog Bins			
- 1st bin	18.85	19.40	
- additional bin in the same geographical location	8.03	8.25	
Garden Waste Collection Service	35.00	38.00	
* For larger bulky items such as garden sheds please contact us regarding the charge for this as prices may vary depending on size and quantity			
<u>CESSPOOL EMPTYING</u>			
Per 4,500 litres or part thereof			
- domestic premises (for a contract period of 18 months)	128.50	132.40	
- business premises (non-industrial) (for a contract period of 18 months)	128.50	132.40	
Additional charges for laying pipes			
- 0 - 15 pipes	0.00	0.00	
- 16 - 30 pipes (for a contract period of 18 months)	44.34	45.70	
Persons in receipt of housing benefit pay only 25% of the above charge for emptying after their second in the same financial year (1st April - 31st March)			

Finance and Resources

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
<u>LOCAL TAX COLLECTION</u>			
- Council Tax Court Costs	60.77	62.60	
- NNDR Court Costs	87.55	90.20	
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.09	3.00	Statutory Fixed Fees and not subject to any change

Legal and Democratic

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
<u>ELECTORAL REGISTRATION</u>			
<u>Register Sales*</u>			
In data form			
- basic fee	20.00	20.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.50	1.50	Statutory Fixed Fees and not subject to any change
In printed form			
- basic fee	10.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	5.00	5.00	Statutory Fixed Fees and not subject to any change
<u>Marked Election Register Sales*</u>			

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SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
In data form			
- basic fee	10.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.00	1.00	Statutory Fixed Fees and not subject to any change
In printed form			
- basic fee	10.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	2.00	2.00	Statutory Fixed Fees and not subject to any change
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	5.00	Statutory Fixed Fees and not subject to any change
Miscellaneous Charges			
* Address labels printed	11.95	12.30	
* - for each 1,000 properties or part thereof	6.00	6.20	
- street list	11.95	12.30	
* - Data Property Addresses	21.75	22.40	
* - For each 1,000 properties or part thereof	1.60	1.65	
- Confirmation letter of registration	16.30	16.80	
* Plus Postage & Packaging at cost.			
*This charge is determined by the Representation of the People Regulations 2001			
LEGAL			
- Legal work (per hour)	120.00	125.00	Contractual with BDHT 180 plus vat
- RTB	180.00	180.00	
- Consent for proposed works	111.20	137.50	
- Retrospective Consent	117.00	144.50	
Section 106:			
- Private Owner	454.00	467.50	
- Each additional unit added (up to a maximum of £1,500) *	57.00	58.50	
- Affordable housing schemes	852.00	877.50	
- Deed of Variation**	0.00	333.50	
- Fee for agreeing a unilateral undertaking	324.00	333.50	
<i>* Please note that for complex 106 agreements charges may be calculated based at the current hourly rate for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500</i>			
<i>**This new head of charge is required as variations to S106 agreements were rare but are becoming more frequent and this enables the charge to be published. The rate is the same as that for a similar type of planning agreement, for consistency.</i>			
Other Fees			
- Fees for sale of property under Low Cost Housing Scheme	222.50	230.00	
- Fees for purchase of additional 30% Share	111.20	150.00	
- Fees for preparation of Deed of postponement	94.60	98.00	
- Administration fee for the grant of licences for more than 12 months	53.00	55.00	
- Issuing of consents (transfer of mortgage)	61.30	65.00	
- Diversion of footpath under section 257 of the Town and Country Planning Act	1,823.10	1,880.00	
LAND SEARCHES			
Single Con29 Question			
Official Certificate of Search (LLC1) only	25.00	26.00	
CON29R Enquiries of Local Authority (2007)			
- Residential	83.00	85.00	
- Commercial	122.00	126.00	
Standard Search Fee: LLC1 and CON 29R combined			
- Residential	108.00	111.00	
- Commercial	147.00	152.00	
CON 29O Optional enquiries of Local Authority (2007)			
(Questions 4,5,6,8,9,11,15) per question	11.50	12.00	
(Questions 7,10,12,13,14,16-21) per question	6.00	6.00	
(Question 22)	23.00	24.00	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	45.50	47.00	
Each additional parcel of land (LLC1 and CON29R)	21.00	22.00	
Refresher Search	37.00	38.00	
Expedited (within 48 hrs)	N/A	30.00	

Leisure Services

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
SPORTS DEVELOPMENT			
Community exercise class	2.60	2.60	Not increased to try and encourage greater participation in these sessions as above
Specialised health class	3.00	3.00	

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SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
Primary Sports Project	19.00	19.00	
After school session	2.00	2.00	
Sports Specific Coaching (Adults)	4.60	4.75	
Inclusive activities	2.60	2.70	
Adult Coach Session (requires facility hire)	3.40	3.50	
Holiday club rate	2.10	2.15	
Concessionary holiday club rate (school dinners)	1.00	1.00	
Junior Sport Specific Holiday club / sport session	2.30	2.40	
Multi Skills clubs	2.10	2.15	
PSI Falls Prevention	2.50	2.50	relates to grant funding and is a fixed charge set by NHS Worcs cant be changed
Activity referral	25.00	25.00	no change as the potential yield wouldn't cover the additional marketing
SANDERS PARK			
Tennis Courts (per court per Hour)			
- Adult	6.25	6.85	New charge to encourage greater usage
- Adult & Junior	N/A	6.00	
- Junior/Senior Citizen	4.95	5.45	
Tennis Courts (per court per 1/2 Hour)			
- Adult	3.12	3.45	New charge to encourage greater usage
- Adult & Junior	N/A	3.00	
- Junior/Senior Citizen	2.48	2.75	
Bowls			
- Adult (per hour)	6.80	7.15	
- Adult (season ticket)	58.00	61.15	
- Junior (per hour)	3.70	3.90	
- Junior (season ticket)	31.50	33.10	
- Senior Citizen (per hour)	4.70	4.95	
- Senior Citizen (season ticket)	42.50	44.60	
Bromsgrove Town Bowling Club			
- for season (exclusive use on present basis)	2,782.00	2,920.60	
- additional use, other days (per rink)	25.20	26.45	
OTHER RECREATION GROUNDS AND OPEN SPACES			
Football Pitch (without changing facilities)			
- adult (per game)	28.80	29.70	
- junior (per game)	17.50	18.05	
Changing Facilities			
- adult	41.40	42.65	
- junior	21.20	21.85	
Boleyn Road, Frankley			
- fairs (per day)	433.60	446.60	
- deposit	1,982.80	2,042.30	
Market Street Recreation Ground			
- fairs (per day)	432.60	445.60	
- deposit	1,982.80	2,042.30	
<i>One free day is allowed for each of the above bookings by fairs/circuses.</i>			
<i>Other hirings – charge to be decided at the time of application.</i>			
ALLOTMENTS			
<i>(Charge is for October 2014 - September 2015)</i>			
- Rent per acre equivalent to 0.404685 hectares	978.50	1,007.85	
- Rent per 3/4 acre equivalent to 0.303514 hectares	657.10	676.80	
- Rent per 1/2 acre equivalent to 0.202342 hectares	389.90	401.60	
- Rent per 1/4 acre equivalent to 0.101171 hectares	179.20	184.55	
- Rent per 1/16 acre equivalent to 0.25529 hectares	41.20	42.45	
- Rent per 1/32 acre equivalent to 0.01264 hectares	28.85	29.75	
SPADESBOURNE SUITE			
For charges applicable from 1st April 2015, see separate tab Spadesbourne Suite.			

Planning and Regeneration

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
PRODUCE AND RETAIL MARKET			
Farmers Market	29.87	31.00	
High Street Market - pitches 3 x 3 metres *			
- Tuesday	27.81	28.50	
- Friday	27.81	28.50	
- Saturday	32.96	34.00	
- All 3 days	85.00	85.00	
High Street Market - pitches 4.5 x 3 metres *			
- Tuesday	38.11	39.50	

Agenda Item 10

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
- Friday	38.11	39.50	
- Saturday	43.78	45.00	
- All 3 days	115.36	119.00	
National Brand Promotions (per day)			
- Per day	51.50	53.00	
- Per 6 day week	206.00	212.00	
Market Street Sites			
- Small:			
- Per day	51.50	53.00	
- Per 6 day week	206.00	212.00	
- Large:			
- Per day	92.70	95.50	
- Per 6 day week	515.00	530.50	

* Please note an additional charge may apply if electricity is required for the market stalls, for more information please contact the Town Centre and Economic Development Manager

DEVELOPMENT CONTROL			
A0/A1 size print	13.62	14.00	
A2 size print	6.85	7.00	
Development Management			
High Hedge Complaints	544.24	561.00	
High Hedge Complaints - reduced for people on benefits	217.48	224.00	
Residential Development/ Development Site Area/Proposed Gross Floor Area			
1-4 dwellings / less than 0.5 ha	281.00	289.00	
- Additional Meetings (after first three)	112.00	115.00	
5-9 dwellings / 0.6-0.99ha	564.00	581.00	
- Additional Meetings (after first three)	112.00	115.00	
10-49 dwellings / 1.0-1.25ha	1,126.00	1,160.00	
- Additional Meetings (after first three)	563.00	580.00	
50-199 dwellings / 1.26 - 2.0ha	2,252.00	2,320.00	
- Additional Meetings (after first three)	833.00	858.00	
200+ dwellings / more than 2ha	3,378.00	3,479.00	
- Additional Meetings (after first three)	1,126.00	1,160.00	
BUILDING CONTROL			
For charges applicable from 1st April 2015, see separate tab			

Regulatory Services

SERVICE CATEGORY	Agreed new charge 1st April 2014 £	Proposed charge from 2015 £	Comments
TAXI LICENSING			
- Hackney Carriage - excluding vehicle testing	307.00	243.00	Reduced, due to vehicle testing being charge separately
- Hackney Carriage vehicle tests		64.00	
- Private Hire - excludes vehicle testing	280.00	225.00	Reduced, due to vehicle testing being charge separately
- Private Hire vehicle tests		54.85	
- Private Hire Operator	290.00	290.00	
- HC/PH Drivers Licence	92.00	92.00	
- Meter Test	23.00	23.00	
- Hackney Carriage mid-term vehicle test	57.00	64.00	In line with recharge from depot
- Private Hire mid-term vehicle test	57.00	54.85	In line with recharge from depot
- Re-Test Fee		28.00	
- Knowledge test		20.00	
- Administration charge - new applications		35.00	
- Conversion of vehicle licence to P/H or H/C	42.00	0.00	Not used
- Replacement vehicle plate	11.50	15.00	
- Replacement Driver's Licence	7.00	10.00	
- Trailer Test	20.00	20.00	
- Transfer of ownership of licensed vehicle	23.00	25.00	
- Amendment to paper licence - eg change of address		10.50	
- Criminal Bureau Check	50.00	50.00	
- DVLA Check - Electronic	5.50	5.50	
- DVLA Check	10.50	10.50	
GENERAL LICENSING			
Licensing Act 2003			
- Gambling Act Fees - see separate tab - Gambling Fees 13-14			
- Premises/Club Registration - see separate tab - Fee Licensing 13-14			
- Misc Licensing Act Fees - see separate tab - Fee Licensing 13-14			
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	1,418.00	
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	1,301.00	

Agenda Item 10

SERVICE CATEGORY	charge 1st April 2014 £	Proposed charge from 2015 £	Comments
<ul style="list-style-type: none"> - Annual Street Trading Consent - Non Food - Initial - per annum - Annual Street Trading Consent - Non Food - Renewal - per annum - Animal Boarding - Vet fees / animal welfare visit costs if applicable charged at cost - Dog Breeding establishments - Vet fees / animal welfare visit costs if applicable charged at cost - Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged at cost - Pet Shops - Vet fees / animal welfare visit costs if applicable charged at cost - Riding Est - Vet fees / animal welfare visit costs if applicable charged at cost - Sex Establishments - Vet fees / animal welfare visit costs if applicable charged at cost - Zoo - Vet fees / animal welfare visit costs if applicable charged at cost 	<ul style="list-style-type: none"> 1,183.00 1,064.00 225.00 225.00 225.00 225.00 225.00 974.00 97.00 	<ul style="list-style-type: none"> 1,183.00 1,064.00 225.00 225.00 225.00 225.00 225.00 979.00 97.00 	
<u>Tattooing/ ear piercing/ electolosis/ acupuncture</u>			
<ul style="list-style-type: none"> - Premises - Practitioners 	<ul style="list-style-type: none"> 121.54 74.16 	<ul style="list-style-type: none"> 125.00 82.00 	
<u>Scrap Metal Dealers Act 2013</u>			
<ul style="list-style-type: none"> - Site Licence (New) <li style="padding-left: 20px;">Per Additional Site - Collectors Licence (New) - Site Licence (Renewal) <li style="padding-left: 20px;">Per Additional Site - Collectors Licence (Renewal) - Variation of Licence - Copy of Licence (if lost or stolen) 	<ul style="list-style-type: none"> 290.00 150.00 145.00 240.00 150.00 95.00 65.00 25.00 	<ul style="list-style-type: none"> 290.00 150.00 145.00 240.00 150.00 95.00 65.00 25.00 	
<u>ENVIRONMENTAL HEALTH</u>			
<u>Dog Warden</u>			
<ul style="list-style-type: none"> Penalty* (statutory fee) Kennelling Fee - £12 per day or part day Admin charge Out of hours fee Repeat offenders fee 	<ul style="list-style-type: none"> 25.00 12.00 10.00 30.00 25.00 	<ul style="list-style-type: none"> 25.00 12.00 10.00 30.00 25.00 	Legislation since 1992
*No charge for a first offence to those on income related means tested benefits			
<u>Other Environmental Health Fees</u>			
<ul style="list-style-type: none"> ISS Certs Condemned Food* Food Hygiene Basic Course fee 	<ul style="list-style-type: none"> 67.00 62.00 	<ul style="list-style-type: none"> 67.00 62.00 	

Scale of Charges from 1st April 2014 - VAT Exempt

Daytime Rates	Mon-Fri £	Saturday £	Sunday £	% Increase
Hourly Rate	28.00	N/A	N/A	2%
Half Day (max 4 hrs)	92.00	143.00	174.00	2%
Full Day (max 8 hrs)	153.00	255.00	281.00	2%
Children's Parties (max 3 hrs) (Daytime and early evenings only)	70.00	92.00	133.00	2%

Scale of Charges from 2015 - VAT Exempt

Daytime Rates	Mon-Fri £	Saturday £	Sunday £
Hourly Rate	29.00	N/A	N/A
Half Day (max 4 hrs)	94.00	146.00	178.00
Full Day (max 8 hrs)	157.00	261.00	287.00
Children's Parties (max 3 hrs) (Daytime and early evenings only)	72.00	94.00	136.00

Friday & Saturday Function and Party Rates		£	% Increase
Friday & Saturday Evenings (inc bar)		215.00	2%
Saturday All Day (inc bar)		408.00	2%
Sunday Hire		by negotiation	
All evening functions must finish by 11.30pm and the Function Suite cleared and closed by midnight.			

Friday & Saturday Function and Party Rates		£
Friday & Saturday Evenings (inc bar)		220.00
Saturday All Day (inc bar)		417.00
Sunday Hire		by negotiation
All evening functions must finish by 11.30pm and the Function Suite cleared and closed by midnight.		

Council Chamber		£	% Increase
Half Day max(4 hours)		71.00	3%
Full day max (8 hours)		114.00	3%
Limited availability, week days only			

Council Chamber		£
Half Day max(4 hours)		74.00
Full day max (8 hours)		118.00
Limited availability, week days only		

All rates are negotiable based on actual hours required and the type of event to be held

All rates are negotiable based on actual hours required and the type of event to be held

Bromsgrove Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces

Outdoor Event Space	Commercial Rates				Community Rates				Charities / Not For Profit Organisations				Fairs & Circuses Min of 3 day Hire	Fairs & Circuses Min of 3 day Hire
	2014/15		Proposed 2015/16		2014/15		Proposed 2015/16		2014/15		Proposed 2015/16		2014/15	Proposed 2015/16
	Per Hour £	Per Day £	Per Hour £	Per Day £	Per Hour £	Per Day £	Per Hour £	Per Day £	Per Hour £	Per Day £	Per Hour £	Per Day £	Per Day £	Per Day £
Small Attendance = 0 to 99	47.00	232.00	49.00	239.00	19.00	91.00	20.00	94.00	13.00	65.00	14.00	67.00	361.00	372.00
Medium Attendance = 100 to 499	62.00	309.00	64.00	319.00	24.00	116.00	25.00	120.00	16.00	78.00	17.00	81.00	N/A	N/A
Large Attendance = 500 to 1999 £250 - £1500 Bond Payable	78.00	387.00	81.00	399.00	29.00	142.00	30.00	147.00	21.00	103.00	22.00	107.00	N/A	N/A
Outdoor Fitness Session - Commercial														
Summer Fee (Apr to Sept)	N/A	361.00	N/A	372.00	N/A	258.00	N/A	266.00	N/A	N/A	N/A	N/A	N/A	N/A
Winter Fee (Oct to Mar)	N/A	155.00	N/A	160.00	N/A	78.00	N/A	81.00	N/A	N/A	N/A	N/A	N/A	N/A
Annual Fee	N/A	440.00	N/A	454.00	N/A	309.00	N/A	319.00	N/A	N/A	N/A	N/A	N/A	N/A

Additional Costs for Outdoor Event Space:

- Set up and Clearance charged @ 50% of applicable rate
- Any event in excess of 1999 attendees is STN

Additional Costs for Outdoor Fitness Space:

- Set up and Clearance charged @ 50% of applicable rate

BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE

Scale of Charges from 2015 - VAT Exempt

Per Hour (Suggest min. hire of 2 hrs.)	Community Group £	Regular Hire £	Commercial Hire £
Main Room	20.00	30.00	40.00
Side Room	10.00	15.00	20.00
Combined	25.00	40.00	55.00

Half Day up to 5pm (max. 4 hrs)	Community Group £	Regular Hire £	Commercial Hire £
Main Room	75.00	90.00	150.00
Side Room	30.00	40.00	50.00
Combined	90.00	125.00	180.00

Full Day Up to 5pm	Community Group £	Regular Hire £	Commercial Hire £
Main Room	140.00	175.00	250.00
Side Room	50.00	60.00	75.00
Combined	180.00	225.00	300.00

Evening up to Xpm	Community Group - £ (Up to 9pm) Weekdays only	Regular Hire - £ (Up to 9pm) Weekdays only	Commercial Hire £ Fridays and Saturdays Approx.5pm - midnight
Main Room	Same as daytime	Same as daytime	
Side Room	Same as daytime	Same as daytime	
Combined	Same as daytime	Same as daytime	£400.00**

Only half day and full day rates allowed for weekends. No hourly rates.

All day rate for weddings £600** (day and evening to include kitchen and set up) 9am – 12 midnight

Sunday hire rates by negotiation.

Prices for current users of the Spadesbourne Suite will be held for 12mths as part of the transition arrangements

BROMSGROVE DISTRICT COUNCIL

Planning and Regeneration

Scale of Proposed Charges 2015

BUILDING CONTROL - APRIL 2015 - VAT AT 20%

<p>Explanatory notes</p> <p>1 Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.</p> <p>2 The charges are as follows.</p> <p>Category A: New domestic homes, flats or conversions etc</p> <p>Category B: Extending or altering existing homes</p> <p>Category C: Any other project including commercial or industrial projects etc.</p> <p>Individually determined fees are available for most projects. We would be happy to discuss these with you if you require.</p> <p>In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.</p>	<p>3 Exemptions and reductions in charges.</p> <p>a If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.</p> <p>b You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).</p> <p>4 You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge. VAT is included in the attached fees.</p> <p>5. Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.</p> <p>6. Reversion applications. Where the control of a building project passes from a third party to the Council a reversion application will be required. Reversion application fees are individually determined.</p>
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<p>Other information</p> <p>1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.</p> <p>2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.</p> <p>Telephone payments are accepted. Please contact the relevant payment centre with your address and card details: Bromsgrove 01527 881402 Redditch 01527 64252</p>

TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

Number of Properties	Application charge from 1 April 2015 £	Regularisation charge from 1 April 2015 £	Regularisation charge from 1 April 2015 £
1	Please ring for quote	Please ring for quote	Please ring for quote
2	Please ring for quote	Please ring for quote	Please ring for quote
3 or more	Please ring for quote	Please ring for quote	Please ring for quote

TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING

	Application Charge		Regularisation Charge		Additional Charge	
	Agreed charge 1st April 2014 (incl VAT)	Proposed charge from 1 April 2015 (Incl VAT)	Agreed charge 1st April 2014 (No VAT payable)	Proposed charge from 1 April 2015 (No VAT Payable)	Agreed charge 1st April 2014 (incl VAT)	Proposed charge from 1 April 2015 (Incl VAT)
	£	£	£	£	£	£
Garage Conversion to habitable room	300.00	310.00	Please contact us	Please contact us	120.00	230.00
Extension project up to 10sq.m floor area	415.00	Please contact us	Please contact us	Please contact us	120.00	230.00
All other extensions	Please contact us	Please contact us	Please contact us	Please contact us	within provided quote	within provided quote
Loft Conversions	Please contact us	Please contact us	Please contact us	Please contact us	within provided quote	within provided quote
Detached garage over 30sq.m floor area	Please contact us	Please contact us	Please contact us	Please contact us	within provided quote	within provided quote
Electrical works by non-qualified electrician	295.00	305.00	Please contact us	Please contact us	N/A	N/A
Renovation of thermal element	165.00	170.00	Please contact us	Please contact us	N/A	N/A
Installing steel beam(s) within an existing house	165.00	145.00	Please contact us	Please contact us	N/A	N/A
Window replacment	165.00	170.00	Please contact us	Please contact us	N/A	N/A
installing a new boiler or wood burner etc.	230.00	240.00	Please contact us	Please contact us	N/A	N/A

TABLE C: ALL OTHER WORKS - ALTERATIONS

Estimated cost of work	Application Charge		Regularisation Charge	
	Agreed charge 1st April 2014 (incl VAT)	Proposed charge from 1 April 2015	Agreed charge 1st April 2014 (No VAT payable)	Proposed charge from 1 April 2015
	£	£	£	£
£0 to £5,000	please contact us	please contact us	please contact us	please contact us
£5,001 to £15,000	please contact us	please contact us	please contact us	please contact us
£15,000 and above	please contact us	please contact us	please contact us	please contact us

For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote

These charges have been set on the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months

2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

DESCRIPTION	Agreed charge 1st April 2014 (inc 20% vat)	Proposed charge from 1 April 2015 (inc 20% vat)
ARCHIVED APPLICATIONS Process request to re-open archived building control file, resolve Each visit to site in connection with resolving archived building	£40 administration fee £62 per site visit	£49 administration fee £64 per site visit
WITHDRAWN APPLICATIONS Process request With additional fees of..... Withdraw Building Notice application where no inspections have Withdraw Building Notice application where inspections have Withdrawn Full Plans application without plans being checked or Withdraw Full Plans application after plan check but before any Withdraw Full Plans application after plan check and after site	£40 administration fee refund submitted fee less admin fee refund submitted fee less admin fee, less £62 refund submitted fee less admin fee refund inspection fee (where paid up-front) refund any paid inspection fee less admin fee,	£49 administration fee refund submitted fee less admin fee refund submitted fee less admin fee, less £64 refund submitted fee less admin fee refund inspection fee (where paid up-front) refund any paid inspection fee less admin fee,
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS Process request to re-invoice inspection fee to new addressee Optional Consultancy Services	£40 administration fee £72.00 per hour	£49 administration fee Please contact us

Charges note

Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. This draft set of fees and charges reflects the surplus income projected to have arisen by the end of 14/15 across the shared service. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service.

Premises Licence Fees - Discretionary - VAT - O/Scope

Type of Premises Licence	Application to vary	Application to transfer	New applications	Annual fee	Copy of licence	Notification of change	Reinstatement of licence	Provisional statement
Bingo Premises	1,017.00	694.00	2,029.50	580.00	26.70	54.00	676.50	2,029.50
Adult Gaming Centre	870.00	694.00	1,158.25	580.00	26.70	54.00	676.50	1,158.25
Family Entertainment Centre	672.50	550.50	1,158.25	436.00	26.70	54.00	540.00	1,158.25
Betting Premises (general)	870.00	694.00	1,691.50	348.50	26.70	54.00	676.50	1,691.50
Track	724.00	550.50	1,411.50	580.00	26.70	54.00	540.00	1,411.50
Temporary use notices	N/A	N/A	275.00	N/A	26.70	N/A	N/A	N/A

Permit fees - Statutory - VAT - O/Scope

Type of Permit	New applications	Annual fee	Existing Operator Grant	Renewal	Change of Name	Copy of Permit	Variation	Transfer	Notification
Family Entertainment Gaming Machine	300.00	N/A	100.00	300.00	25.00	15.00	N/A	N/A	N/A
Small Society Lottery	40.00	20.00	N/A	20.00	N/A	N/A	N/A	N/A	N/A
Club Gaming	£100*	40.00	50.00	£100*	100.00	15.00	100.00	N/A	N/A
Club Gaming Machine	£100*	40.00	50.00	£100*	100.00	15.00	100.00	N/A	N/A
Licensed Premises gaming machine permit	150.00	N/A	50.00	N/A	25.00	15.00	100.00	25.00	N/A
Prize gaming	270.00	N/A	100.00	100.00	25.00	15.00	N/A	N/A	N/A
Licensed Premises gaming machine permit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.00

* Fee will be £200 if premises doesn't sell alcohol

Personal Licence

The fee for a Personal Licence is £37.00

Premises Licence and Club Premises Certificate

The fees to be paid in respect of obtaining either a premises licence or a club premises certificate are as follows:

Band	A £	B £	C £	D £	E £
Non- Domestic rateable value of premises	0 - 4,300	4,301 - 33,000	33,001 - 87,000	87,001 - 125,000	125,001 and over
New applications and variations	100	190	315	450	635
Annual Fee	70	180	295	320	350

Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.

Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, **if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises**, i.e. large public houses.

Large Events

An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensible event. Please contact the Licensing Section for further details.

Exemptions

Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising **ONLY** the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.

No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising **ONLY** the provision of regulated entertainment providing that is for and on behalf of the educational institution.

There are however, a number of other fees and charges that must be paid by applicants, they are as follows:

Occasion on which fee may be payable	Fee
Application for copy of licence or summary on theft, loss etc	£10.50
Notification of change of name or address (holder of premises licence)	£10.50
Application to vary the Designated Premises Supervisor	£23.00
Application to transfer a premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Application for making of a provisional statement	£315.00
Application for copy of certificate or summary on theft, loss etc	£10.50
Notification of change of name or alteration of club rules	£10.50
Change of relevant registered address of club	£10.50
Temporary Event Notices	£21.00
Application for copy of licence on theft, loss etc of temporary event notice	£10.50
Application for copy of licence on theft, loss etc of personal licence	£10.50
Notification of change of name or address (Personal Licence)	£10.50
Notice of interest in any premises	£21.00
Minor variation application	£89.00

Should you need assistance in determining which level of fee you are required to pay, please contact the Licensing Section on (01527) 881473 or (01527) 881626.

Alternatively email - licensing@bromsgrove.gov.uk

In all cases, cheques must be made payable to 'Bromsgrove District Council'

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MEDIUM TERM FINANCIAL PLAN 2015/16 – 2017/18

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

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to review costs associated with strategic purposes and the current summary position for the period 2015/16 – 2017/18.

2. RECOMMENDATIONS

- 2.1 **Cabinet are asked to consider the costs associated with the delivery of the strategic purposes and request officers continue work on the financial plan to realise savings and additional income to meet the projected shortfalls.**

3. KEY ISSUES

Financial Implications

- 3.1 As members are aware the Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made over a 3 year period. It is revised and updated on an annual basis to take into account any alterations that may be required as a result of changes that impact on the Councils services.
- 3.2 The current position for 2015/16 and 2016/17 is shown in the table below. The shortfalls to budget are mainly as a result of further cuts to Government funding together with additional demand on service provision.

	2015-16	2016-17
	£000	£000
Departmental Expenditure	11,504	11,271
Unavoidable Pressures	210	232
Bids		0
Savings identified	-400	0
Net Service Expenditure	11,314	11,503

BROMSGROVE DISTRICT COUNCIL

CABINET

5TH NOVEMBER 2014

Investment Income	-58	-58
Cost of Borrowing	726	1,008
Recharge to Capital Programme	-25	-25
Net Operating Expenditure	11,957	12,428
Funding from balances	-326	-518
Revenue Support Grant	-1,175	-893
Business Rates Retention	-1,598	-1,598
Business Rates Growth	-176	-176
Funding from Reserves (re Essential Living Fund)		
New Homes Bonus	-1,076	-1,202
Collection Fund Surplus (Council Tax)	0	0
Council Tax - based on 1.9%	-6,993	-7,157
Funding Total	-11,344	-11,544
Shortfall	613	884

3.4 The summary position above includes the following assumptions:

- 1% pay award estimate relation to inflationary increase. This will be subject to the National negotiation that the Council is signed up to.
- General inflationary increases in relation to contract arrangements
- Inclusion of the provisional settlement for 2014/15 & 2015/16
- 3% increase in fees and charges (where appropriate)
- Potential costs of the development of Parkside with the County Council
- Increased pension contributions as agreed with the actuary to reduce the pension fund deficit over a 21 year period
- An estimation of the New Homes Bonus income for 2015/16 based on 108 properties being added to the current position
- Additional income estimated in relation to the Business Rates receivable by the Council

Transformation

- 3.5 The significant reductions in funding are not anticipated to improve for a number of years and therefore officers have looked at alternative ways to deliver savings whilst improving services to the community. As previously reported the services provided by the Council are undergoing transformational change using a different approach to assessing the value provided by the service. This work will focus on the purpose of services to the community and will aim to realise savings and protect those services that create value to our customers.
- 3.6 Officers will continue to review the financial position of the authority within a framework of financial principles. These are:
- Reduce Waste in a system (Stop it now)
 - Design a new system to reduce waste and cost
 - Reduce the costs associated with enabling service provision rather than those that create the value to the customer.
- 3.7 There are 3 levels of costs associated with services delivered by the Council;
- Create Value – these are the costs to deliver front line service, those which create real value to the customer
 - Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service
 - Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value. As part of the financial principles officers are looking at the ratio of the cost of the enabling function compared with those that create value with the aim to align resources to those that provide the most value to our customers.
- 3.8 **Strategic Purposes.**
- The Council has 6 Strategic Purposes;
- Provide Good Things for me to See, Do and Visit
 - Keep my Place Safe and Looking Good
 - Help me be Financially Independent
 - Help me find Somewhere to Live in my Locality
 - Help me live my life independently
 - Help me Run a Successful Business
- 3.9 In addition costs associated with the enabling services (supporting the organisation) form part of the total costs of the Council.

- 3.10 Appendices 1 - 6 include the 2014/15 budgets for every service undertaken by the Council aligned with the Strategic Purposes. In addition the enabling costs are shown. It is worth noting that the service areas reflect statutory descriptions for service provision from the accounting system and may not always seem reflective of some of the services provided by the Council. In addition the allocation to the Strategic Purposes is based on the data we have available to best fit the service against the purpose.
- 3.11 The budgets are shown as gross expenditure less income. It is worth noting that any shared service budgets include both the cost and the income chargeable to Redditch Borough Council.
- 3.12 It is proposed that officers bring further information to future Cabinet meetings the relevant measures that can inform the value of the spend against the demand for the service by our community. Members are asked to consider the information and request any further detail from officers to inform future budget decisions.

3.13 **Measures**

Measures show how the services we provide link to the purposes of the Council and reflect how we are meeting demand and customer expectation in those services. The aim is to clearly demonstrate that the measures drive the costs of the Council to ensure we are focusing our funds on those areas that require additional support. It is anticipated that measures will be reported to the Committee shortly, however should members wish they can discuss the measures with the relevant Heads of Service.

Service / Operational Implications

- 3.14 The MTFP will enable services to be maintained and, where achievable, improvements to the community.

Customer / Equalities and Diversity Implications

- 3.15 Consideration of the budget at an early stage will ensure that any resulting consultation can be undertaken with the public.

4. RISK MANAGEMENT

- 4.1 To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern.

5. APPENDICES

CABINET

5TH NOVEMBER 2014

- Appendix 1 – Enabling Services
- Appendix 2 – Help me be Financially Independent
- Appendix 3 – Help me to find somewhere to live in my Locality
- Appendix 4 – Help me live my life independently
- Appendix 5 – Help me run a successful business
- Appendix 6 – Keep my place safe and looking good
- Appendix 7 – Provide Good things for me to see, do and visit

AUTHOR OF REPORT

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Tel: 01527-881400

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ENABLING SERVICES**Appendix 1**

Description	Expenditure £	Income £	Net Total £
Accounts & Financial Management	489,412		489,412
Business Transformation	129,676	-64,374	65,302
Central Overheads (inc Pensions)	1,158,412	-1,499	1,156,913
Corporate Management Team	528,788	-189,277	339,511
Committee Services	361,194	-180,247	180,947
Communications	197,307	-95,172	102,135
Corporate	41,891	-375	41,516
Council House	701,064	-824	700,240
Customer Services	356,101	-72,748	283,353
Democratic Services & Member Support	302,463		302,463
Depot	1,144,352	-435,224	709,128
Election & Electoral Services	683,013	-508,318	174,695
Emergency planning	13,815		13,815
Equalities	56,129	-22,247	33,882
Human Resources & Welfare	303,500		303,500
ICT	2,473,698	-636,607	1,837,091
Land charges	88,566	-180,753	-92,187
Legal Services	518,462	-299,534	218,928
Leisure & Cultural Mgt	101,939		101,939
Policy	145,707	-64,230	81,477
Post Room	78,043		78,043
Printing & Reprographics	124,646	-29,219	95,427
Secretariats	138,602	-28,924	109,678
Strategic Management Team	374,285	-138,843	235,442
Transport	4,340	-19,188	-14,848
Treasury Management & Bank Charges	52,037		52,037
Town Centre Development	41,890		41,890
Net Total	10,609,332	-2,967,603	7,641,729

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HELP ME BE FINANCIALLY INDEPENDENT**APPENDIX 2**

Description	Expenditure £	Income £	Net Total £
Council tax collection	288,490	-146,843	141,647
Revenues & Benefits	16,537,789	-16,530,649	7,140
Net Total	16,826,279	-16,677,492	148,787

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HELP ME FIND SOMEWHERE TO LIVE IN MY LOCALITY

APPENDIX 3

Description	Expenditure £	Income £	Net Total £
Capital Charges for Housing Projects		200,000	200,000
Hostels		70,964	70,964
Housing Strategy & Enabling		585,456	-208,365
Other Council Property			-1,680
Other temporary accomodation		31,712	31,712
Homelessness		368,041	-2,000
Other private sector housing renewal		106,590	106,590
Net Total		1,362,763	-212,045

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HELP ME LIVE MY LIFE INDEPENDENTLY

APPENDIX 4

Description	Expenditure £	Net Total £
Capital Charges for Disabled Facilities Grants	563,000	563,000
Community development	43,359	43,359
Net Total	606,359	606,359

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HELP ME RUN A SUCCESSFUL BUSINESS

APPENDIX 5

Description	Expenditure £	Income £	Net Total £
Economic development	178,982		178,982
Environmental protection; noise and nuisance	13,972		13,972
Investment Property	17,660	-965	16,695
Licensing - Alcohol and entertainment licensing; taxi licensing		-111,787	-111,787
Off Street Parking	742,305	-1,364,884	-622,579
Waste Collection	222,598	-517,387	-294,789
Net Total	1,175,517	-1,995,023	-819,506

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KEEP MY PLACE SAFE AND LOOKING GOOD

APPENDIX 6

Description	Expenditure £	Income £	Net Total £
Cleansing	103,314	-202,459	-99,145
Building Control	446,188	-574,166	-127,978
CCTV	488,869	-226,002	262,867
Cemetery	160,786	-128,846	31,940
Climate change costs	15,993		15,993
Community Safety - Crime reduction	182,740		182,740
Corporate & democratic core	47,205		47,205
Depot		-15,184	-15,184
Development control	506,391	-434,700	71,691
Environmental Enhancements	47	-10,769	-10,722
Environmental, safety and routine maintenance - other LA	311,895	-138,042	173,853
Grounds Maintenance	57,113	-54,510	2,603
Land drainage and related work	60,660		60,660
Licensing - Alcohol and entertainment licensing; taxi licensing		-74,205	-74,205
Open spaces	436,560	-39,563	396,997
Other planning policy	466,407	-286	466,121
Public conveniences	88,530	-128	88,402
Redditch Partnerships	45,679	-45,549	130
Refuse & Recycling	29,719	-28,170	1,549
Strategic Housing	11,280	-11,280	0
Street cleansing	917,121	-35,109	882,012
Transport	218,678	-243,777	-25,099
Waste Collection	1,915,739	-708,821	1,206,918
BDC Reg Client	650,680	-225,000	425,680
Net Total	7,161,594	-3,196,566	3,965,028

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PROVIDE GOOD THINGS FOR ME TO SEE, DO AND VISIT

APPENDIX 7

Description	Expenditure £	Income £	Net Total £
Arts development & support	87,131	-10,334	76,797
Amphlett Hall	3,098		3,098
Community development	29,502		29,502
Economic & Tourism Development	74,178	-104,241	-30,063
Economic development	76,841	-65,277	11,564
Environmental, safety and routine maintenance - other LA	7,998		7,998
General grant, bequests & donations	107,732		107,732
Leisure & Cultural Mgt	-15,000		-15,000
Museum	10,025	-30,551	-20,526
Open spaces	261,609	-87,693	173,916
Sports and recreation facilities, including golf courses	768,363	-14,594	753,769
Sports development & community recreation	192,950	-27,671	165,279
Street lighting (including energy costs)	33,069		33,069
Public Entertainment	363,037	-63,915	299,122
Tourism	1,428		1,428
Net Total	2,001,961	-404,276	1,597,685

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