



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**WEDNESDAY 6TH DECEMBER 2017**  
**AT 6.00 P.M.**

**COMMITTEE ROOM, PARKSIDE SUITE - PARKSIDE**

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

### **AGENDA**

1. To receive apologies for absence
2. Declarations of Interest  
  
To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 1st November 2017 (Pages 1 - 6)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 30th October 2017 (Pages 7 - 16)
  - (a) To receive and note the minutes
  - (b) To consider any recommendations contained within the minutes
5. Supplementary Planning Document Consultation - Good Design (Pages 17 - 64)
6. Corporate Performance Reporting (Pages 65 - 68)
7. Bromsgrove Energy Efficiency - Eligibility Criteria Report (Pages 69 - 76)

8. Fees and Charges 2018/19 Report (Pages 77 - 102)
9. Quarter 2 Finance Monitoring and Efficiency Plan Update 2017/18 (Pages 103 - 112)
10. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting
11. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-

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

<u>Item No.</u>	<u>Paragraph(s)</u>
12	3

12. Additional Appendix 1 to item 8 - Summary Fees and Charges 2018-19 (Pages 113 - 114)

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

28th November 2017



## **INFORMATION FOR THE PUBLIC**

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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**1ST NOVEMBER 2017, AT 6.00 P.M.**

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

Observers: Councillors M. Glass and M. Thompson

Officers: Mr K. Dicks, Mrs C. Felton, Mr P. Field, Mr M. Austin, Ms C.  
Welsh and Ms R. Cole

51/17 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

52/17 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

53/17 **MINUTES**

The minutes of the meeting of the Cabinet held on 4th October 2017  
were submitted.

**RESOLVED** that the minutes of the meeting of the Cabinet held on 4th  
October 2017 be approved as a correct record.

54/17 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meeting of the Overview and Scrutiny Board held on  
18th September 2017 were submitted.

It was noted that in relation to minute 41/17 (Centres Strategy) the  
Overview and Scrutiny Board had subsequently given further  
consideration and support to the Strategy at their next meeting on 30th  
October 2017. The final Centres Strategy was on the Cabinet agenda for  
this evening.

**RESOLVED** that the minutes of the Overview and Scrutiny Board held  
on 18th September 2017 be noted.

55/17

## **WORCESTERSHIRE REGULATORY SERVICES BOARD**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 5th October 2017 were submitted.

**RESOLVED** that the minutes of the meeting of the Worcestershire Regulatory Services Board held on 5th October be approved.

56/17

## **OVERVIEW AND SCRUTINY SOCIAL MEDIA TASK GROUP REPORT**

The Leader welcomed Councillor R. J. Laight to the Cabinet meeting and invited him to present the report of the Overview and Scrutiny Social Media Task Group.

Councillor Laight referred to the successful cross party working of the Task Group and expressed his thanks to Councillor M. Thompson for his contribution to the work of the Group and the support he had provided.

In addition Councillor Laight thanked the officers who had worked with the Task Group, in particular Anne Marie Harley the Council's Communications Manager and Amanda Scarce the Senior Democratic Services Officer.

Councillor Laight spoke about the recommendations from the Task Group report which he felt would be of benefit to individual Members and to the Council as a whole and would help to improve engagement with residents. It was proposed to offer training to Members to facilitate this and to encourage effective and appropriate use of social media.

The Cabinet welcomed the recommendations of the Task Group. The Leader thanked Councillor Laight for his attendance.

**RESOLVED** that the following recommendations from the Overview and Scrutiny Social Media task Group be approved:

### **Recommendation 1**

That the Council should promote its meetings through social media in order to engage with residents.

### **Recommendation 2**

That the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook.

### **Recommendation 3**

(a) that the Council's Social Media Policy be reviewed with the emphasis on providing guidance for officer use;

- (b) that a separate section be included which is dedicated to guidance for Members' use of social media; and
- (c) that Members of the Task Group assist with the section in respect of guidance for Members' use.

#### Recommendation 4

That an area be created on the Measures Dashboard dedicated to data in respect of access to the Council's social media accounts in order to measure its usage.

#### Recommendation 5

That as part of the member Induction Programme a workshop type training session be provided for Members, covering the following areas:

- (a) an introduction to Social Media on an iPad; and
- (b) any legal implications of Members' use of social media and how to keep safe.

57/17

#### **JOINT WASTE MANAGEMENT STRATEGY ADDENDUM**

Cabinet considered a report on an Addendum to the Joint Municipal Waste Management Strategy.

The Strategy which covered 2004 to 2034 had been adopted in 2009 by the six District Councils in Worcestershire together with Worcestershire County Council and Herefordshire Council. The Policy had been reviewed in 2011 and as a result of this it was proposed that an Addendum be adopted to reflect subsequent changes in national policy, local provision and projections for future demand. This would ensure the Joint Municipal Waste Strategy remained relevant and fit for purpose.

Following discussion it was

**RESOLVED** that the Addendum to the Joint Municipal Waste management Strategy for Herefordshire and Worcestershire 2004 – 2034 be adopted.

58/17

#### **WORCESTERSHIRE CHILDREN AND YOUNG PEOPLE'S PLAN**

Members considered the Children and Young People's Plan 2017-2021 which had been developed by the Connecting Families Strategic Group. It was reported that the Plan had been developed in partnership by a number of public and voluntary and community sector partners and was not a report of Worcestershire County Council.

The Plan had been adopted by the Worcestershire Health and Wellbeing Board and was being considered by District Councils in the County.

It was noted that both the Chief Executive and the Deputy Chief Executive were members of the Connecting Families Strategic Group and that the Head of Community Services was also very closely involved in developing a detailed action plan in order to support the delivery of the Children and Young People's Plan. The Plan aimed to set out the vision and values to "put children and young people at the heart of everything we do".

Attention was drawn to Appendix 4 to the report which set out the wide ranging ways in which Bromsgrove District Council was contributing to the Children and Young People's Plan and included actions which could support the delivery of the Plan's key objectives.

Following discussion it was

**RESOLVED:**

- (a) that the new Worcestershire Children and Young People's Plan 2017 – 2021 be endorsed; and
- (b) that authority be delegated to the Head of Community Services, in so far as it is within the Council's remit to work with Worcestershire County Council and all other relevant agencies and organisations to contribute to the drawing up of an action plan to put the CYPP into effect.

59/17

**ASSET OF COMMUNITY VALUE APPLICATION - METHODIST CHURCH HALL, GREENHILL, BLACKWELL**

Cabinet considered the application from Lickey and Blackwell Parish Council to list The Methodist Church Hall, Blackwell, Bromsgrove as an Asset of Community Value.

Members considered the application and in particular the test set out section 3.8 of the report. Members were of the opinion that the use of the premises met that test in that the premises were well used by various groups and organisations which furthered the social well-being and social interests of the community.

Following discussion it was

**RESOLVED** that the listing of The Methodist Church Hall, Blackwell as an Asset of Community Value be supported.

60/17

**CENTRES STRATEGY**

The Cabinet considered a report proposing the adoption of a Bromsgrove Centres Management Strategy 2017-2020. The focus of the Strategy was to set out the vision and proposals for maintaining and growing the economy of the centres by enabling and encouraging new retail, housing, leisure and commercial opportunities to come forward.



It was noted that it was intended to review the remit of the Centres Management function over the next twelve months with the possibility of including other centres within the District. The Centres Manager would be helping to drive projects and to work with communities across the District.

Members welcomed the Strategy and it was

**RESOLVED** that the Bromsgrove Centres Strategy 2017-2020 as set out in Appendix 1 to the report be approved.

61/17

## **MEDIUM TERM FINANCIAL PLAN - 2018/18 - 2021/22 - BUDGET ASSUMPTIONS**

Members considered a report setting out the proposed budget assumptions to be used in preparing the detailed 2018/19 budget and provisional budgets for 2019/20 – 2021/22.

Officers drew Members' attention to paragraph 3.4 of the report which set out the proposed budget assumptions in respect of key elements of the Council's Revenue budget:

- Council Tax – there was an assumption of an increase in Council Tax for 2018/19 – 2021/2022 of £5;
- Pay Award – there was an assumption of a 2% pay award over the period;
- Superannuation Rates – details were set out in full in paragraph 3.4 in particular savings had been achieved by making an advanced payment of pension contributions to Worcestershire County Council;
- Price Inflation – there was an assumption of 0% over the majority of non-pay expenditure with utilities costs assumed to increase by 6% and Business Rates increase of 3.9%;
- Discretionary Fees and Charges - the increase to be 2.8% with any reduction in this to be included as a budget pressure. Any increase above this to be justified and evidenced by officers.

In addition it was noted that Heads of Service were currently undertaking a full review of the Capital Programme taking into account the reduction in Capital Resources and the limited Revenue funding available for capital schemes. A report would be coming to Cabinet in January.

Following discussion it was

**RECOMMENDED** that the revenue assumptions set out in paragraph 3.4 of the report be incorporated into the budget setting process for 2018/2019- 2021/2022.

62/17

**ROSEMARY COLE**

The Leader referred to this being the last Cabinet meeting to be attended by Rosemary Cole one of the Council's Democratic Services Officers. The Leader and Chief Executive thanked Ms Cole for her work on behalf of the Authority in supporting Members and officers and expressed good wishes for the future.

The meeting closed at 6.40 p.m.

Chairman

## **BROMSGROVE DISTRICT COUNCIL**

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

**30TH OCTOBER 2017, AT 6.00 P.M.**

PRESENT: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman),  
C. J. Bloore, S. R. Colella, M. Glass, C.A. Hotham, R. J. Laight,  
C. J. Spencer and M. Thompson

Observers: Councillors K. May, S. Shannon and L. Turner

Officers: Ms. J. Pickering, Ms. A. Scarce and Ms C. Welsh

48/17 **APOLOGIES**

Apologies for absence were received from Councillors C. Allen-Jones and P. L. Thomas.

49/17 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor C. A. Hotham declared an other disclosable interest in respect of Minute No. 52/17 as his wife was a GP. He left the room for this item and took no part in the debate.

50/17 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 18<sup>th</sup> September 2017 were submitted.

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Board held on 18<sup>th</sup> September 2017 be approved as a correct record.

51/17 **CENTRES STRATEGY - PRE-SCRUTINY**

The Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships reminded Members that they had received a summary of the Centres Strategy at the previous meeting and they now had before them the full document. It was highlighted that whilst the strategy covered seven specific centres, it could be adapted to take account of the changing landscape of the District and would be reviewed in 3 years.

Members discussed a number of areas in more detail, including:

# Agenda Item 4

Overview and Scrutiny Board  
30th October 2017

- Whether consideration had been given to re-developing some areas of Bromsgrove centre for town living. The Portfolio Holder responded that this was something which was being considered, with particular reference to areas above the shops, although some resistance to this had been met, it was an ongoing piece of work.
- Concerns were raised that there was no mention of Aston Fields within the Strategy. The Portfolio Holder responded that this would be considered as part of the review. The Centres Manager role had made specific reference to the seven centres highlighted in the Strategy; however this did not mean that she did not provide support to the remaining centres, where possible.
- Whether a strategy covering 3 years was sufficient time in light of the significant body of work which needed to be done. The Portfolio Holder responded that it was a realistic rolling programme and that it was in line with the 3 year contract of the Town Centres Manager.
- Development opportunity sites and the inclusion of the Recreation Ground – it was explained that this referred to improvements rather than development, following the completion of the retirement village. It was suggested that this needed to be made clearer as it may be misunderstood by anyone reading it.
- Evidence to back up the low number of void rates – it was confirmed that this currently stood at 12.
- Connecting the station to the Town Centre and available funds to support this.
- The production of the strategy as a document and the procurement process which had been followed. Members were disappointed that this had not been produced by a local photographer.

There were a number of typographical errors which it was noted would be corrected.

Following discussion on the Centres Strategy the Board further discussed the access between the station and the Town Centre. It was noted that there had been an article in the local press in respect of a new connecting bridge which would be built at Bant Mill Road. Concerns were raised in respect of how this decision had been reached and what involvement, if any the District Council had had. It was disputed as to whether this was the quickest route from Aston Fields to the Town Centre and a number of Members believed that the junction which accessed the Industrial and Business parks further along would be a much more suitable site for a new footbridge as this junction was also used for accessing local schools.

It was confirmed that this project was the result of funding from Central Government being made available. During the debate a number of areas were discussed:

- The distance, using the proposed footbridge to access the station and whether this was the shortest route to the Town Centre.
- Whether the Portfolio Holder had been consulted on the location of the bridge – it was confirmed that she had not.
- Whether the District would need to make any contribution to the cost of the new footbridge – it was confirmed that they had not been asked to.
- Whether this project would have an adverse effect on other projects within the district.
- Whether there had been or would be a consultation of residents to see whether this was what they wanted/needed.

Members went on to discuss a number of issues in respect of the A38, including a suggestion which had been made to make the section where the new footbridge was proposed dual carriage way. Members could not understand how this could be done without removing the sound barrier, which would not be acceptable to residents. Concerns were raised that there appeared not to be any joined up thinking between the County and District Councils. Officers advised that the Board were able to scrutinise areas which were outside of the District's control, particularly where there was an impact on its residents. If appropriate, a representative from Worcestershire County Council could be invited to a future meeting to discuss how this decision had been reached.

**RESOLVED** that

- 1) the Centres Strategy be noted; and
- 2) a briefing paper be prepared by officers covering the areas discussed in the pre-amble above in respect of the proposed footbridge on the A38 be presented to a future meeting on the Board.

52/17

**HOSPITAL CAR PARKING CHARGES - ADDITIONAL INFORMATION**

Officers reminded Members that this information had been requested following a notice of motion from Council which had been referred to the Board for further consideration. The briefing paper set out a brief outline of the car parking system and charges applicable at hospital run by the Worcestershire Acute Hospitals Trust (WAHT). It also provide details of the concessionary scheme in place and comparative data in respect of car parking charges made by a number of other Hospital Trusts.

Whilst considering the information Members discussed a number of areas in detail:

- That the concessionary charges appeared not to be well publicised – it was confirmed that these were now included on the car park signage and that more details were available from the relevant Wards.
- The lack of information in respect of the breakdown of income received from the car parks and detail in respect of the PFI contract.

# Agenda Item 4

Overview and Scrutiny Board  
30th October 2017

- The option for the Board to write to the Secretary of State airing its concerns around car parking charges being used to top up hospital budgets which were under significant pressure.
- This was a problem which was not unique to Worcestershire.
- The need for a breakdown of the ongoing maintenance costs associated with the car parks.

Officers advised the Board that there were a number of ways in which it could approach any investigation including a Board investigation, a short sharp review or a task group. It was in Members' gift to decide how best to approach this. Members discussed how to approach the investigation in light of the initial notice of motion. It was agreed that further information would help shape that decision and it was therefore suggested that a small group of Board Members work with officers to formulate report setting out the additional information detailed above and further options available to the Board following receipt of that information.

**RESOLVED** that a Board investigation, led by Councillors Bloore, Colella, Thompson and Webb be undertaken, supported by Officers, with a view to an initial report being brought to the December meeting of the Board for further consideration.

(During consideration of this item Councillor C. A. Hotham declared an other disclosable interest as his wife was a GP. He left the room for this item and took no part in the debate).

53/17

## **PLANNING BACKLOG DATA UP TO 30TH SEPTEMBER 2017**

The Chairman reminded Members that this information had originally been provided due to concerns raised following the Planning Department being in designation. It had been agreed that the Portfolio Holder and Officers no longer needed to attend to present this information, but if needed would be invited in to the following meeting. The Board had also reduced the number of reports received to bi-annually and had not asked for any further information.

Members discussed whether it was necessary for this item to remain on the Board's Work Programme and agreed that as the information was prepared for other purposes that the data would be sent out to Members prior to a Board meeting and if Members had any particular concerns then it could be placed on the agenda on an ad hoc basis.

**RESOLVED** that the Planning Backlog Data up to 30<sup>th</sup> September be noted.

54/17

## **RECOMMENDATION TRACKER**

The Recommendation Tracker provided Members with an update on recommendations which it had made and progress on their implementation. The majority of these related to the work of the Finance

and Budget Working Group and as such the Executive Director, Finance and Resources provided an update and responded to questions from Members. Particular reference was made to the recommendations in respect of Virements and it was confirmed that these had been agreed by Cabinet and further considered by the Finance and Budget Working Group, when further changes had been made. Those changes would be picked up by the Portfolio Holder for Finance and Enabling when the report was presented to Council in November.

Members also asked for an update in respect of the recommendation from the Finance and Budget Working Group which referred to the services of an external commercial organisation being used in order to review the management structure of the Council. The Executive Director, Finance and Resources confirmed that she would speak to the Chief Executive requesting a response in respect of this item.

In respect of the recommendations from the Evening and Weekend Car Parking Task Group, the Deputy Leader and Portfolio Holder for Economic Development, Town Centre and Strategic Partnerships advised Members that 2020 Consultants were currently undertaking a review of car parking, which included a survey and public meeting, which was due to be held on 4<sup>th</sup> November in the Library. She hoped to feedback the findings of this consultation within 4-6 weeks of its completion.

The Chairman of the Staff Survey Joint Task Group advised Members that in respect of the recommendations from that Group, both the Chairman and Vice Chairman had been invited to attend a presentation from the company formulating the next Staff Survey, in line with one of the recommendations.

55/17

## **PARKING ENFORCEMENT IN THE VICINITY OF SCHOOLS - TOPIC PROPOSAL**

The Chairman invited Councillor Bloore to present his topic proposal and reminded Members that he had at the previous meeting, been appointed as Chairman of this Task Group.

Members were asked to confirm their agreement to the terms of reference in order for the next stage of the investigation to commence. It was agreed that the work of the Task Group would commence in January/early February 2018 and Members, who were not Members of the Cabinet would be invited to join the Task Group, with a maximum of 7 including the Chairman and should there be interest in excess of this, membership be on a "first come first served" basis. It was noted that Councillors R. Dent, S. Colella, S. Shannon and C. Spencer had already shown an interest in joining this Task Group.

The Portfolio Holder, Economic Development, Town Centre and Strategic Partnership gave support to the proposal as she was keen to ensure that the Enforcement Officers were utilised on a needs basis.

## **RESOLVED:**

- a) that the Overview and Scrutiny Board agree the terms of reference for the Car Parking Outside Schools Task Group; and
- b) Officers canvass membership of the Task Group with a view to the investigation commencing in January/February 2018.

56/17

## **SOCIAL MEDIA TASK GROUP - DRAFT FINAL REPORT**

Councillor R. Laight as Chairman of the Social Media Task Group introduced the report and in so doing thanked the Members of the Task Group and in particular Councillor Thompson who had acted as Vice Chairman in his absence. The aim of the Task Group had been to investigate how social media was used by both the Council and Members. The Group had met with a number of witnesses and had received a wide range of information from them. The Council's Communications Manager had been very supportive and showed a great knowledge of the use of social media and its pitfalls. It was important that Members were trained in how to use it appropriately to ensure they were aware of the legal implications of any comments made through it. The importance of isolating the use of social media for their personal lives and for their role as Councillors was something which had been debated at some length. There were also a number of areas which the Task Group felt warranted further consideration and this had included the Council providing, perhaps through working with partners, training opportunities for residents and in particular those which were more vulnerable.

Following presentation of the report Members discussed a number of areas included within it, particularly the live streaming of meetings and how this would work. Officers explained that this could already be done and had been on occasion, by attendees at public meetings and therefore by the Council carrying this out it gave more control around what would be presented in the public domain. Although it was stressed, that it was not envisaged that a whole meeting would be live streamed, more around a specific agenda item which could be of particular public interest. This would give scope for a wider audience to access the work of the Council as it happened.

## **RECOMMENDED to Cabinet that**

- 1) the Council should promote its meetings through social media in order to engage with residents;
- 2) the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook;
- 3) a) the Council's Social Media policy be reviewed with the emphasis on providing guidance for officer use;  
b) a separate section be included which is dedicated to guidance for Members' use of social media; and



- c) Members of the Task Group assist with the section in respect of guidance for Members' use.
- 4) an area be created on the Measures Dashboard dedicated to data in respect of access to the Council's social media accounts in order to measure its usage; and
- 5) as part of the Member Induction Programme a workshop type training session be provided for Members, covering the following areas:
  - a) An introduction to Social Media on an iPad; and
  - b) Any legal implications of Members' use of social media and how to keep safe.

57/17

## **FINANCE AND BUDGET WORKING GROUP - UPDATE**

The Board was advised that as the Finance and Budget Working Group had not had a meeting in time to consider the report in respect of the Medium Term Financial Plan 2018/19 – 201/22 Budget Assumptions it had been included within the agenda as a supplementary item for the Board to consider.

The Executive Director, Finance and Resources presented the report and in so doing highlighted a number of areas, including the assumptions made in respect of:

- Council Tax
- Pay inflation
- Superannuation Rates
- Price Inflation
- Discretionary Fees and Charges (2.8% customer price inflation had been used for this). Any areas which deviated from this would be asked to give an explanation of the reasoning behind this.

It was explained that Service Managers had also been asked to analyse their current fees and charges taking into consideration cost recovery, current usage/demand with a view to optimising income to the Council. The fees and charges report would be considered by the Finance and Budget Working Group at one of its forthcoming meetings.

The Executive Director, Finance and Resources took the opportunity to provide Members with an update in respect of the proposed Worcestershire Pilot Business Rates Pool, for which delegated authority had been granted to the Group Leaders at the previous Council meeting. Worcestershire had made a proposal to amend the percentage split of the funds from this, however all the Districts had successfully opposed this and the original split of 50% to districts, 49% to Worcestershire County Council and 1% to the Fire Authority had been included in the proposal which had been submitted by the due date of 27<sup>th</sup> October 2017.

Members discussed a number of other areas in more detail, including:

- The level of borrowings – these had been agreed at the last full Council meeting.
- Savings associated with Burcot Lane and the impact of any changes in respect of local authority investments. It was confirmed that currently there were no planned investments, but any coming forward would take account of any pending changes. It was believed that these referred to local authorities who were investing outside of their own areas.
- The level of surplus which had been more than anticipated on a number of occasions and the impression this gave to residents when fees and charges were being increased.
- The impact of the increase on Council Tax of £5 as opposed to 1.99% - the Executive Director, Finance and Resources agreed to provide the exact figures to Members outside of the meeting.

Following discussion of the report the Chairman gave a brief outline of the areas covered by the Finance and Budget Working Group since the last Board meeting. This included further work in respect of shared services, cost allocations, commercialisation and Financial Strategy, procurement regulations and a budget timeline for future meetings.

58/17

## **MEASURES DASHBOARD WORKING GROUP - UPDATE**

Councillor Webb, as Chairman of the Measures Dashboard Working Group advised Members that the Group's work was progressing well and had arranged a further meeting in November. The Group also planned to meet with Redditch Members in January to look at the potential for joint working and in particular the recommendation from the Staff Survey Joint Scrutiny Task Group.

It was also noted that Members would shortly be receiving an email from IT in respect of accessing the Dashboard on iPads following a trial which had been undertaken by Members of the Group.

59/17

## **TASK GROUP UPDATES**

### **CCTV Short Sharp Review**

Councillor Colella, as Chairman of the Review advised that the Group had planned on inviting a number of key witnesses to future meetings, including the Police and Crime Commissioner. However, following receipt of information in respect of a review of CCTV undertaken by the Police and Crime Commissioner, this had been delayed until further detail in respect of that review had been received. It was understood that funds would be made available to the Council, but these would be limited and have a number of caveats attached to them.

At its most recent meeting the Group had discussed a number of alternative options, which would help formulate recommendations to be

included in its final report, which it was anticipated would be completed in January.

60/17

## **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE**

Officers advised Members that due to other commitments Councillor Webb had asked to step down from her role as representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC).

Officers informed Members that this was a role which ordinarily was appointed by the Leader at Council but needed to be a Member of the Board. In the circumstances the Leader had advised Officers that he was happy for the Board to make this appointment and for it to be reported to Council at the November meeting. It was confirmed that the HOSC met on a monthly basis and the meetings were held during the day time.

The Chairman asked for nominations and following a brief discussion it was

**RESOLVED** that Councillor Charles Hotham be appointed at the Board's representative on the Worcestershire Health Overview and Scrutiny Committee with immediate effect.

61/17

## **CABINET WORK PROGRAMME**

The Board considered the content of the Cabinet Work Programme for the period 1<sup>st</sup> November 2017 to 28<sup>th</sup> February 2018; however Officers advised that there had been a more up to date version published that day, which included a number of additional items. It was confirmed that a number of those in relation to finance would be considered by the Finance and Budget Working Group.

Following discussion the Board requested the opportunity to consider the Local Development Scheme – District Review Timetable and the Allocation of Homelessness Grant Funding 2018/19 at its December meeting.

Although not on the Cabinet Work Programme, Members also showed an interest in receiving information on the Disabled Facilities Grant and it was confirmed that this was also an item on the work programme of the Finance and Budget Working Group.

62/17

## **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

Officers confirmed that the Work Programme would be updated in line with the areas discussed during the meeting. It was also highlighted that the Industrial Units Investment Outline Business Case had been put back and would now be received at Cabinet in January and therefore, would be put back on the Board's Work Programme to December.

# Agenda Item 4

Overview and Scrutiny Board  
30th October 2017

The meeting closed at 8.10 p.m.

Chairman

### Cabinet

6<sup>th</sup> December 2017

#### Draft High Quality Design Supplementary Planning Document

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Wards Affected	<b>All</b>
Ward Councillor Consulted	N/A

#### 1. SUMMARY OF PROPOSALS

- 1.1 The Bromsgrove District Plan 2011-2030 (BDP) was adopted on 25<sup>th</sup> January 2017 and this draft High Quality Design Supplementary Planning Document (SPD) (attached at Appendix A) is to supplement a number of Policies in the BDP, Officers are seeking Members approval to proceed with public consultation.

#### 2. RECOMMENDATIONS

- 2.1 **That Cabinet approves public consultation for the draft High Quality Design SPD.**

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 The Officer work on the preparation of the SPD and public consultation is contained within departmental budgets and additional finances are not required.

##### Legal Implications

- 3.2 This draft SPD has been produced in accordance with the relevant planning regulations contained in the Planning and Compulsory Purchase Act 2004 (as amended 2008). Once adopted as a Supplementary Planning Document, it will be a material consideration in the determination of planning applications.
- 3.3 Post consultation, a summary of responses including subsequent changes will be detailed in a Cabinet report. The amended High Quality Design SPD will then be presented to the Council to request the document be formally adopted.

##### Service / Operational Implications

- 3.4 The Design SPD will be a material consideration in planning decisions within the District and will provide further guidance for determining planning applications. On adoption, four existing SPGs will be superseded.

### Cabinet

6<sup>th</sup> December 2017

#### Customer / Equalities and Diversity Implications

- 3.5 The public consultation will provide the opportunity for those working, living and with an interest in planning in the District to comment on the draft High Quality Design SPD.
- 3.6 All statutory consultees, including the Parish Councils, will be consulted as part of the consultation process, as will a range of bodies Officers consider to have an interest in the preparation of the SPD. Officers consulted a range of internal Officers on the SPD contents and have amended the SPD according to suggestions.

#### **4. RISK MANAGEMENT**

- 4.1 Without a new Design SPD, the existing Supplementary Planning Guidance documents 1, 2, 4 and 5 will continue to be used. These were adopted in 2004, but were drafted in 1994 and are therefore out of date. Furthermore, these documents relate to the superseded Bromsgrove District Local Plan 2004 rather than the adopted Bromsgrove District Plan 2011-2030.
- 4.2 This new Design SPD will ensure that up-to-date guidance is available based on the existing BDP policies. This will aid in planning decisions and should reduce the number of developments granted at appeal.

#### **5. APPENDICES**

Appendix A – Bromsgrove draft High Quality Design SPD

#### **6. BACKGROUND PAPERS**

Bromsgrove District Plan 2011-2030

#### **7. KEY**

BDP – Bromsgrove District Plan  
SPG – Supplementary Planning Guidance  
SPD – Supplementary Planning Document

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# High Quality Design SPD

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**This SPD should be read in conjunction with the National Planning Policy Framework, Planning Practice Guidance, The Bromsgrove District Plan 2011-2030 and Worcestershire County Council standards and requirements.**



## 1. Introduction

### 1.1 What is an SPD?

- 1.1.1 This Supplementary Planning Document (SPD) supplements the Districts' adopted Development Plan and therefore reflects the Council's policies. As such it is a material consideration in the determination of planning applications and will be given substantial weight in the decision making process. An SPD guides various forms of development, ensures consistency in decision making and provides clarity for architects and agents in knowing the parameters of what is expected by the Council.
- 1.1.2 The purpose of this High Quality Design SPD is to supplement the policies in the development plan and to provide detailed guidance on how a high standard of design could be achieved in new development.
- 1.1.3 The Bromsgrove District Plan (Adopted 2017) contains Policy BDP19 'High Quality Design, which sets out what the Council expects new developments to achieve. The purpose of this SPD is not to repeat the principles within these policies but to expand upon them and provide more detailed design guidance for applicants seeking planning permission.

### BDP19 High Quality Design

BDP19.1 The Council will deliver high quality people focused space through:

- a. Requiring developments to use appropriate tools and follow relevant guidance and procedure to achieve good design;
- b. Preparing a Design Guide Supplementary Planning Document;
- c. Encouraging the use of sustainable construction methods and materials;
- d. Ensuring all non-residential developments meets the BREEAM 'very good' standard or other successor guidance;
- e. Ensuring development enhances the character and distinctiveness of the local area;
- g. Supporting all major developments that help facilitate interaction between future occupants;
- h. Promoting developments to include new Public Art;
- i. Creating and enhancing gateway locations and key approach corridors as well as protecting and enhancing important local and longer-distance visual corridors;
- j. Ensuring developments are accessible to all users;
- k. Ensuring permeable, safe and easy to navigate street layouts;
- l. Avoiding road-dominated layouts by supporting the design of streets to follow the user hierarchy: 1) pedestrian; 2) cyclists; 3) public transport users; 4) specialist service vehicles (e.g. emergency services, waste, etc.); 5) other motor traffic;
- m. Encouraging residential developments to provide sufficient functional space for everyday activities, meet people's needs and expectations from their homes, and to enable flexibility and adaptability;
- n. Development of garden land will be resisted unless it fully integrated into the residential area, is in keeping with the character and quality of the local environment;

- o. Designing out crime and the fear of crime by incorporating measures and principles consistent with those recommended by 'Secured by Design';
- p. Ensuring all trees that are appropriate (e.g. in terms of size, species, conditions and predicted climate) are retained and integrated within new development;
- q. Ensuring development incorporates sufficient, appropriate soft landscaping and measures to reduce the potential impact of pollution (air, noise, vibration, light, water) to occupants, wildlife and the environment;
- r. Ensuring development is made suitable for the proposed final use, for instance, in terms of land contamination and, where relevant, does not create an unacceptable risk to controlled waters (where relevant). The Council will determine whether reports detailing for example, site history; a preliminary risk assessment and where appropriate; a site investigation and remediation scheme along with long term monitoring and maintenance proposals, will need to be submitted in support of any planning application. Such reports will be prepared in accordance with best practice guidance;
- s. In relation to air quality all new developments with a floor space greater than 1000sqm or 0.5 hectare or residential developments of 10 or more units should not increase nitrogen dioxide (NO<sub>2</sub>), particulate matter (PM<sub>10</sub>) and carbon dioxide (CO<sub>2</sub>) emissions from transport and should be accompanied by an assessment of the likely impact of the development on local air quality and comply with current best practice guidance:
  - i. All planning applications meeting the above criteria should be accompanied by an assessment of the likely impact of the development on local air quality and comply with current best practice guidance. The applicant will also take into account the cumulative impacts of validated developments in the local area. Additionally, the assessment should consider the impact of local air quality on the proposed development;
  - ii. Development with the potential to result in significant impact on air quality, either cumulatively or individually will be resisted unless appropriate measures to mitigate the impact of air pollutants are included. Development will be expected to contribute to the provision of adequate mitigation measures in accordance with BDP6;
- t. Development proposals should maximise the distance between noise sources (for example motorways) and noise sensitive uses (such as residential), whilst also taking into account the implications of the existing night time use of the locality;
- u. Ensure a feasible and viable management plan is available for all facilities and provisions arising from the development;
- v. Ensuring development makes the best use of land in accordance with BDP7 Housing Mix and density.

BDP19.2 For large scale developments, developers will need to prepare Design Codes for the area, which would then serve to inform all development in the area as they come forward.

## 1.2 What does this SPD cover?

1.2.1 This SPD focuses on how a high standard of design can be achieved on new types of development in the District. Design can be defined as the look, function, arrangement or workings of an area or building(s) including transport routes, waterways and open spaces. This Design SPD provides an overview of design principles and sets out the requirements the Council have when assessing planning applications.

1.2.2 The Design SPD aims to:

- Be a starting point for the design process;
- Be a practical source of ideas and suggestions; and
- Help applicants assess the issues which may arise from a proposed development.

## 1.3 Who is the SPD for?

1.3.1 The Council has produced this Design SPD to help anyone considering any type of building or landscaping works, whether or not it requires formal consent (planning permission). This includes:

- Home owners;
- Developers;
- Farmers;
- Local businesses including shop owners and occupiers;
- Utilities and other operators of public services;
- Agents acting on behalf of any of the above;
- Planning Officers;
- Planning Inspectors;
- Statutory and non-statutory consultees.

## 1.4 What is the purpose of this SPD?

1.4.1 High quality design is key to promoting sustainable development and ensures that the character and appearance of an area and the street scene in general is not harmed and also enhanced. A well-designed development will enhance the existing built and natural environment, be appropriate to its intended use and may and may include innovative design.

1.4.2 The Bromsgrove District Plan 2011-2030 was adopted on 25<sup>th</sup> January 2017 and therefore the local framework and policies against which planning applications are assessed changed on that date. Although there may be previous developments in the vicinity, applications are based on their individual merits and assessed against current policy at that time. Therefore the outcome of an application will be independent of previous decisions.

1.4.3 Proposed development will need to consider its immediate locality. Consideration must be given to the type of environment surrounding the development site, as this gives an understanding as to what may be permitted. Even with smaller proposals the local context and immediate surroundings will provide some understanding as to what may be permitted, and proposed development should seek to reflect the character and principles of this immediate locality. In terms of the definition of the immediate

locality, this refers to what you can immediately see around you, what is in your field of vision.

- 1.4.4 This SPD will help in the formulation of proposed development to ensure that it is policy compliant by being a reasonable scale, layout, height, material, and colour, as well as respect the existing surrounding built environment and local character.
- 1.4.5 All applications will be considered on a case-by-case basis; however, they will be judged against the relevant policies in the Bromsgrove District Plan, National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) as well as the Council's relevant SPDs.
- 1.4.6 Many applicants cite precedent as a reason their Planning Application should be approved. Precedent is when a planning application may have similar elements to that of a nearby or previous development which has been granted planning permission and has been implemented. In many cases there may be similar elements to planning applications but due to the nature of planning there are usually more elements which differ, making a decision and the role of precedent complex.

*“The Government attaches great importance to the design of the built environment. Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.”*

NPPF Paragraph 56

*“Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions”*

NPPF Paragraph 64

## **1.5 When would this SPD be used?**

- 1.5.1 This SPD must be used where consent is required and can be used as a guide where consent is not required, to ensure that the standards of design of all types of development are raised.
- 1.5.2 It is important to note that this guidance is not intended to be a substitute for professional advice. You are responsible for ensuring that the correct permissions are obtained before undertaking any development.

## **2. Preparing your application**

### **2.1 Before applying for planning permission**

- 2.1.1 Once you have decided what you want to do, you will need to design it appropriately taking into account the information within this Design SPD. You will also need to determine whether your proposal requires planning permission or if it can be undertaken via Permitted Development Rights (PDRs).

## 2.2 Permitted Development Rights (PDRs)

- 2.2.1 PDRs are afforded to most developments to enable owners to carry out certain works without planning permission under the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended)<sup>1</sup>. The Order sets classes of development for which certain types of works and development can be completed without the need to apply for planning permission.
- 2.2.2 Property owners should check with the Planning Department to determine whether their property still has its PDRs before commencing any building work to the property. If PDRs have been withdrawn any works covered by the regulations must be applied for via planning permission.
- 2.2.3 It should be noted that PDRs are complex and subject to interpretation and exceptions, for instance PDRs are restricted in Conservation Areas and different PD Rights apply to commercial developments, maisonettes, flats and Listed Buildings.
- 2.2.4 Developments which can be undertaken via permitted development should take into account the information within this SPD to ensure there are no adverse impacts on neighbours. Regardless of whether formal consent is required or not, it is advised that you speak to your neighbours about the proposed development, and try to avoid impacting on neighbours privacy and amenity.
- 2.2.5 Each site or building has its own unique characteristics, and different considerations will apply to different sites or buildings. Gaining an understanding of what a sites unique characteristics are should form an important early stage in the design process.

The Planning Portal provides the most up to date guidance on PDRs and it provides useful interactive tools to assist in determining which projects would or wouldn't require planning permission. Please visit the Planning Portal website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

For further information or clarification you can speak to the Council by:

- Contacting the Planning Services team Monday to Friday 9am to 5pm on 01527 881 770;
- Talking to a Planning Officer Tuesdays 10am-1pm at Parkside, Bromsgrove;
- Emailing your enquiry to [Newplan@bromsgroveandredditch.gov.uk](mailto:Newplan@bromsgroveandredditch.gov.uk); or
- Attending a pre-application discussion, which you can organise using the above contact details (please see <http://www.bromsgrove.gov.uk/planning-and-building-control/planning-permission/check-if-you-need-planning-permission.aspx> for relevant fees).

Many of the works allowed under permitted development and those which require planning permission also require Building Regulations approval. Please contact the North Worcestershire Building Control Department for further details at 01527 881 402 or email [b.control@bromsgroveandredditch.gov.uk](mailto:b.control@bromsgroveandredditch.gov.uk).

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<sup>1</sup> Please note that there may be future changes/allowances to permitted development rights which may make some parts of this SPD obsolete.

## 2.3 Submitting an application

- 2.3.1 For information on the documents required for submitting a planning application, please visit the Council website: <http://www.bromsgrove.gov.uk/planning-and-building-control/planning-permission.aspx>
- 2.3.2 Please note: All plans and drawings must be drawn to an identified scale and, in the case of plans, shall show
- 2.3.3 Online applications can be made via the planning portal – [www.planningportal.co.uk](http://www.planningportal.co.uk)
- 2.3.4 It is advised you seek professional help in drawing up the plans.
- 2.3.5 The Council balance a large number of factors when determining planning applications. It is strongly advised that applicants take into account the relevant information in this SPD and policies in the BDP and the NPPF before submitting a planning application. All applications will be assessed on a case by case basis taking into account the individual circumstances specific to the application. Please note that only material planning considerations will be taken into account when determining an application.
- 2.3.6 Most Planning Applications will be publicised by either a site notice or through letters to neighbouring properties. Further forms of publicity will be used where the development is a Listed Building or in a Conservation Area. For information on how, when and who the Council consult on planning applications, please see the Statement of Community Involvement which is available on Bromsgrove District Council's website: <http://www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/local-development-plan/statement-of-community-involvement.aspx>
- 2.3.7 Building Regulations are completely separate to Planning permission under the Town and Country Planning Legislation. The granting of approval under either does not give consent under the other. In some cases only Building Regulations approval will be needed and sometimes only planning permission, although in most cases both will be required.

## 2.4 How are applications assessed?

- 2.4.1 Planning Officers are required to assess each Planning Application on its own merits. It will be for the applicant to ensure they have maximised every opportunity for the scheme to be as well designed as possible and achieve the principles in this SPD.
- 2.4.2 Case Officers will consider the merits of the individual application; case officers are more likely to consider an application favourably if the development has been designed as thoughtfully as possible, incorporating the principles of this SPD.
- 2.4.3 For more information on how applications are assessed, please see the Statement of Community Involvement <http://www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/local-development-plan/statement-of-community-involvement.aspx>.

## 3. Residential Development – Alterations and Extensions

### 3.1 Key considerations for all extensions

- 3.1.1 When considering an alteration or extension to a property it is essential to consider whether in the first instance a property should and could accommodate an alteration or extension or not. In some cases it will not be appropriate for a property to have an alteration or extension due to a range of reasons such as character of the property or proximity to adjoining neighbours.
- 3.1.2 To determine this, there are three main issues which alterations or extension applications will need to take into account and address:
1. Developments should ensure they protect and consider the impact on neighbouring amenity.
  2. Consideration of the impact on neighbouring properties and the impact on the street scene.
  3. Extensions should enhance, protect and give consideration to any impact of the development on the existing dwelling.
- 3.1.3 Other planning considerations such as Green Belt, Highways impacts, Listed Buildings and nearby trees may need to be taken into account.
- 3.1.4 The table below details the key considerations necessary for all alterations or extensions. Sections 3.2 to 3.10 of the SPD relate to specific types of alterations or extensions, for example side or rear extensions. The key considerations should be used in conjunction with the information in these sections.

PD BOX - Some developments which can be undertaken via permitted development will break the 45 degree code. Permitted development fall-back position will be considered where proposed developments are not in accordance with the 45 degree code. The PD fall back involves considering what would be allowed through development allowed under PDRs.

PD BOX – Some dwellings benefit from Permitted Development Rights which allow for certain types of residential development to be undertaken without the need for planning permission. Please check the planning portal (<http://www.planningportal.co.uk/>) or with the planning department for whether your proposed development will require planning permission.

#### Complement the original property

- 3.1.5 Enhance the dwelling and protect and give consideration to any impact of the development on the existing dwelling. The alteration or extension should complement the scale, general massing, and materials of the existing building and remain subservient to it. Matching bricks, roof tiles or other facing materials in form, colour and texture should be used. Where there are existing features of interest, these should be preserved.

## **Extensions must be subordinate**

- 3.1.6 Keep width, height and bulk in proportion to the existing property, thus avoiding making the extension the central feature of the building. The form and mass of an extension should take into account the scale and mass of the existing building and be proportionate in size.

## **Neighbour impact**

- 3.1.7 Ensure that consideration has been given to the impact on neighbouring occupiers and protection of neighbouring amenity. This can be achieved by ensuring proposals take account of:

- i) Overlooking – This may be a problem if a new extension allows views into the private amenity or living space of your neighbour. Problems may also arise where an extension would result in a loss of outlook. However, overlooking is desirable where the spaces being overlooked are public spaces as this provides natural surveillance and can deter criminal activity and anti-social behaviour.
- ii) Overshadowing – Overshadowing occurs where a development reduces the supply of light to a neighbour's property or garden. Development should be designed to minimise impacts upon the amenity and living conditions of neighbours. The extent of overshadowing and the severity of its impacts upon amenity will depend upon:
  - a) The aspect of the development relative to the path and height of the sun;
  - b) The size and massing of the new development;
  - c) The position of the extension relative to neighbouring properties;
  - d) The nature and use of the rooms affected by shadowing;
  - e) Distance between buildings;
  - f) The presence of existing features that obstruct light; and
  - g) Ground levels.
- iii. Overbearance – A development would be considered overbearing if it dominated, overwhelmed, or had a visually intimidating impact on a neighbouring property. Overbearance can occur when an extension is positioned too close to a property boundary and has sufficient height and mass to dominate its neighbour. To ensure overbearance does not occur, the 45 degree code can be used. The code is not a definitive rule, as other considerations will be taken into account, such as orientation, levels, distances and permitted development fall back (this involves considering what would be allowed through development allowed under PDRs). A 45 degree line is drawn from the closest edge of the nearest rear habitable window of the neighbouring property. Habitable rooms do not include bathrooms, hallways, utility rooms and circulation space. If there are two rear windows in a room the impact on the closer one would be considered.



Figure 1

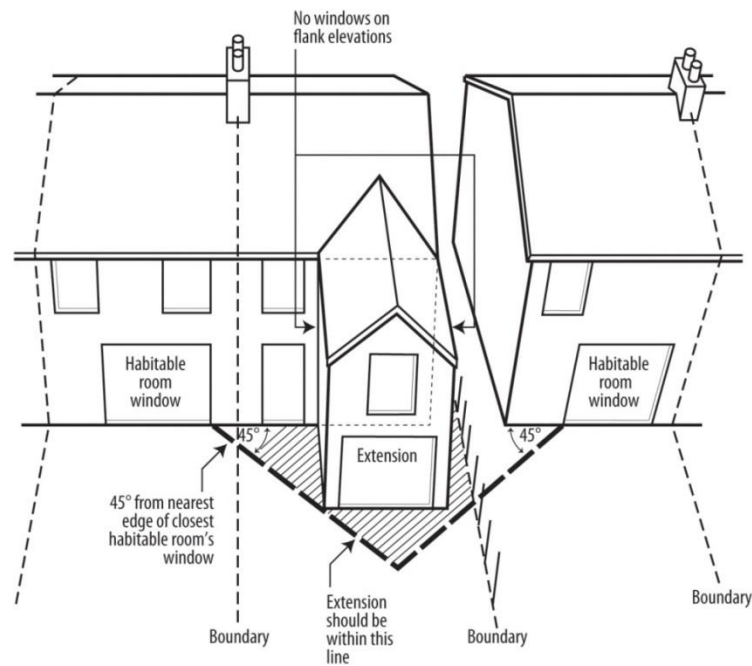
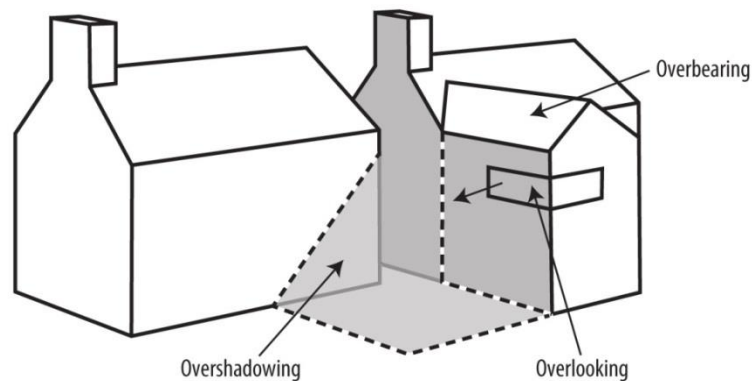


Figure 2



## Roofs

- 3.1.8 The roof form (type and angle of pitch) should match that of the original development, (particularly where a two storey extension is proposed) and that of the adjoining property. This contributes to the harmony of the building and avoids the long term maintenance problems associated with flat roofs.

## Windows and doors

- 3.1.9 Proposed openings should align horizontally and vertically to those in the existing property, as should other details such as sills and lintels. These features must be of a similar or matching design and size. This ensures that the harmony of the building is not disrupted. Dormer windows should not be deeper than half the depth of the roof slope, and ensure that they have square proportions or a vertical emphasis. They should be in keeping in terms of scale within the building and the street-scene.

- 3.1.10 Windows and doors installed in an extension or as part of an alteration should be certified to security standards approved by Secured by Design, in order to reduce the risk of crime.

### Street scene

- 3.1.11 An alteration or extension or alteration must consider the impact on the street scene. An alteration or extension must:
- i) Enhance and strengthen the local distinctiveness of an area, for example reflect the pattern of spacing of buildings;
  - ii) Not normally project forward of the principle elevation, or that fronting the public domain. One exception would be the addition of a porch; and
  - iii) Respect local styles and features to maintain local distinctiveness.

### Nesting birds/ bat roosts

- 3.1.12 The impact of the alteration or extension on protected and other species such as House Martins, Swallows and Swifts must be considered. It must also be ensured that suitable protection, conservation, enhancement or mitigation measures are undertaken.

### Attached garages

- 3.1.13 Proposals for attached garages will be considered as extensions.

## 3.2 Extensions in the Green Belt

- 3.2.1 Extensions in the Green Belt will be assessed against BDP 4 which complements the NPPF. BDP4.4 c) provides the following size requirements:

4.4 c) Extensions to existing residential dwellings up to a maximum of 40% increase of the original dwelling or increases up to a maximum total floor space of 140m<sup>2</sup> ('original' dwelling plus extension(s)) provided that this scale of development has no adverse impact on the openness of the Green Belt;

- 3.2.2 For the assessment of residential extensions in the Green Belt BDP 4.4 c) is divided in to two separate elements:
- i) Either the extension is considered under the first part of the policy – a maximum 40% increase of the original dwelling; **OR**
  - ii) The total floor space increases to a maximum of 140m<sup>2</sup> made of the original floor space of the dwelling plus the floor space of the proposed extension.
- 3.2.3 In the same way that a 'proportionate addition' is not defined in the NPPF, the policy does not define how a 40% increase should be calculated. It can be calculated either as floor space or volume.
- 3.2.4 All measurement must be taken externally.
- 3.2.5 An assessment to consider the impact of the proposal on the openness of the Green Belt can be undertaken in a number of ways. Generally, openness is considered to be the absence of buildings and development. However, positioning, mass, height and

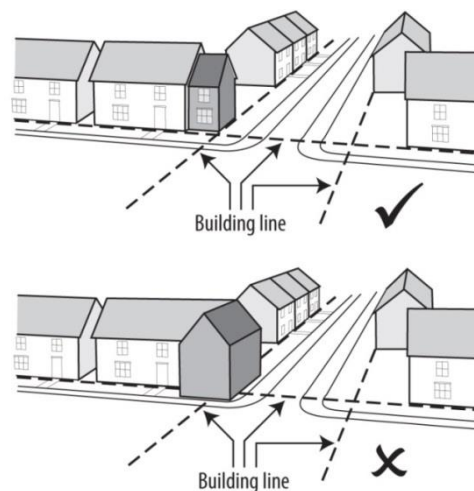
topography can all have an impact on this; in addition openness is a wider concept than that of the visual impact of the development on the Green Belt.

**PD BOX – Some front extensions, such as porches can be undertaken under permitted development provided they meet certain requirements.**

### 3.3 Side Extensions

- 3.3.1 Side extensions will be required to be subordinate in size and prominence. To achieve this, extensions should be clearly set down from the ridge of the dwelling and set back from the principle elevation. Each application will be considered on its own merits to ensure that the design of the side extension is appropriate to that property and its surroundings.
- 3.3.2 Extensions should reflect the proportions of the original building. To achieve this, an extension should be of a smaller and less substantial scale than the main building, as over-large extensions can unbalance the proportion and harmony of the host building and can also have a detrimental effect on the street scene as a whole.
- 3.3.3 Side extensions to dwellings on corner plots must respect the building line of both street frontages, providing interest on both elevations and avoiding blank elevations.

Figure 3



### 3.4 Rear Extensions

- 3.4.1 Although the rear of dwellings are usually the least prominent in public views, reduced visibility is not an excuse for poor design. The general objective remains to produce harmonious extensions which do not harm the amenity of neighbouring properties.
- 3.4.2 Two storey extension proposals should always match the main pitch of the roof.
- 3.4.3 Rear extensions should not cause overshadowing or be overbearance to neighbouring dwellings and gardens.

## **3.5 Dormer Windows and Roof Extensions**

- 3.5.1 Dormer windows and roof extensions can detract from the form and appearance of the original dwelling. Dormers which require planning permission will only be allowed where they are below the ridgeline and set away from the edges of the roof, subject to the character of the original dwelling. Dormers should preferably be pitched rather than flat roofed, and restricted in number and size in order to avoid a top heavy or unbalanced appearance.

## **3.6 Outbuildings**

- 3.6.1 Outbuildings can include detached garages and sheds. Where outbuildings require planning permission they should be of an appropriate scale, orientation and design to ensure they do not compete with or detract from the dwelling they serve.
- 3.6.2 Proposals should respect the design, materials and form of the original building, its setting and the residential amenities of neighbours.
- 3.6.3 Outbuildings set forward of the principle elevation will not usually be appropriate as it may harm the character of the street scene.
- 3.6.4 They should be of appropriate size and orientation to achieve their intended use while not being of such a scale to detract from the existing dwelling.

## **3.7 Extensions in Conservation Areas**

- 3.7.1 Where extensions to dwellings are proposed in Conservation Areas the impact on the character of the Conservation Area as a whole must be considered, not just the street scene. Due to the nature of most Conservation Areas, particularly the rural ones, other spaces and elevations can be visible. Proposals must preserve or enhance the character and appearance of the Conservation Area in terms of new development.
- 3.7.2 A starting point for any scheme should be a Heritage Statement which identifies the character and significance of the Conservation Area and the site in question, this should explain how the proposed scheme preserves or enhances the Conservation Area. Where there is a valid Conservation Area Appraisal and Management Plan, this should be referred to in the Heritage Statement. Guidance and discussion should be had with the Conservation Officer prior to a planning application being submitted.

## **3.8 Extensions or works to Listed Buildings**

- 3.8.1 A starting point for any potential works to a Listed Building should be a Heritage Statement. The Heritage Statement must identify the character and significance of the Listed Building; this should inform whether works or a proposed extension is appropriate in relation to the historic nature of the building. The Heritage Statement will also help guide appropriate application and type of materials as well as the form and massing of a potential extension.
- 3.8.2 Works to Listed Buildings including interior alterations will require Listed Building Consent. Guidance and discussion should be had with the Conservation Officer prior to a planning application being submitted.

### 3.9 Extensions to non-designated heritage assets

- 3.9.1 A non-designated heritage asset is an asset of historic value which is not designated nationally, but is of local importance. Please be aware the Council do not have a definitive list of non-designated heritage assets, they are often identified through the submission of planning applications.
- 3.9.2 In weighing applications that affect non-designated heritage assets a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

### 3.10 Extensions to previously converted rural buildings

- 3.10.1 Extensions will not normally be permitted as these detract from the plain, simple and utilitarian appearance of most rural buildings.
- 3.10.2 Where extensions to previously converted rural buildings are proposed they will be treated differently to extensions on purpose built dwellings. The original nature and character of the building should have been retained through the conversion, and it should be retained where extensions are proposed. Proposed extensions must reflect the form, character and utilitarian nature of the building and proposed openings should reflect the character and scale of the original building. Materials should match those of the existing building and where possible, thoughtfully reclaimed materials should be used to blend the old and new sections together.
- 3.10.3 Conservatories, including lantern style orangeries, will not be permitted as they do not reflect the character of the original building.

## 4. Residential development - Creation of New Dwellings

“Although visual appearance and the architecture of individual buildings are very important factors, securing high quality and inclusive design goes beyond aesthetic considerations. Therefore, planning policies and decisions should address the connections between people and places and the integration of new development into the natural, built and historic environment.”

NPPF Paragraph 61

### 4.1 Types of new dwellings

4.1.1 This section sets out the various requirements for new dwellings. In the Green Belt new dwellings will generally not be permitted.

#### A) Replacement dwellings

- Replacement dwellings are considered by the Council as new dwellings.
- Replacement dwellings should be sited comfortably within the plot, follow the established building line and take into account the majority of key considerations in Section 4.2, where applicable.

#### B) Small scale development (1-9 dwellings)

- Small scale developments can have a great impact on the character and nature of an area. The key considerations (Section 4.2) will need to be taken into account as well as whether the development is part of a plot subdivision or back-land development.
- Plot subdivision will be resisted in most cases unless the plot is of sufficient size for both the existing and proposed development and no adverse impacts result from the development to

either the proposed or existing dwelling(s). Plot subdivision which adversely impacts the grain of the existing area will be strongly resisted.

- Back land development or rear-garden development will be resisted, in line with Policy BDP19 (n).

### **C) Large scale development (10 or more dwellings)**

- Developments of more than 10 dwellings will require a considered approach taking into account the key considerations in (Section 4.2) as well as the detailed layout of the site and the Council's requirement for affordable housing and public open space.
- Contributions may be sought in line with current national and local policy.
- Affordable housing should be integrated into the site and should be indistinguishable from market housing to ensure a cohesive community is created.
- Sustainable Drainage Systems (SuDS) will be required on site to mitigate the impact of the development on flooding and surface water runoff. Suitable SuDS should be used for the scale of the development site and should be integrated into the design from the beginning.

### **D) Conversion of Rural Buildings to Residential Use**

- These applications are treated differently to other types of new dwellings. Please see section 5 for more information.

## **4.2 Key considerations for all new dwellings**

- 4.2.1 There are a number of principles which should be given due consideration to ensure that the design of new development is of a high standard. It is important that new housing is appropriately designed to deliver sustainable and attractive environments in Bromsgrove District for both new and existing residents.
- 4.2.2 The key considerations which should be taken into account for the development of all new dwellings, including replacement dwellings (unless otherwise stated) are detailed below.

### **Layout and surroundings**

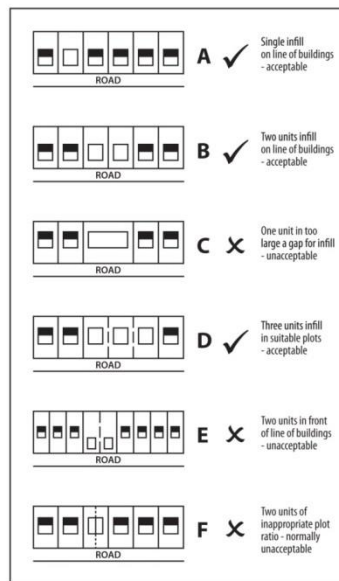
#### **Layout**

- 4.2.3 New residential developments will be required to be suitably sited taking into account neighbouring dwellings, the size of the plot and the orientation of the sun. New developments should be legible with easily identified landmark buildings and clear and accessible links through the site.
- 4.2.4 Urban block layouts provide an efficient template, with building fronts and entrances to public spaces and private backs to private spaces. Such layouts minimise the creation of unsupervised and unsafe public spaces and unsafe access routes.

#### **Infill**

- 4.2.5 Where infill is proposed, it must reflect the existing urban form (see Figure 5)

Figure 4



## Adequate bin storage

- 4.2.6 Accessible refuse stores within new developments should be provided. The size of the bin storage will be influenced by that of the containers housed. In designing and positioning refuse stores it is important to balance the functional requirements of servicing against other design objectives.
- 4.2.7 Bin storage areas must be well designed and located in relation to properties. If the bin store is a gated under cover enclosure, it will require enough room to move bins through the opening and for easy access.
- 4.2.8 The access from the storage areas to the nearest vehicle access:
- Should be no further than 30 metres from the access roadway;
  - Should be free from steps and kerbs;
  - Should be smooth with a continuous finish;
  - Should be level with a gradient falling away from the store of less than 1:14; and
  - Should be a minimum width of 2 metres in the case of communal bins.
- 4.2.9 Communal bin stores will be required to:
- Provide suitable capacity to allow for correct number of bins (based on 240 litre per fortnight waste and 240 litre per fortnight recycling per dwelling for capacity);
  - Use fewer communal bins of larger sizes where possible;
  - Be fire proof in its construction;
  - Be designed to encourage the correct sorting and storing of recyclable and non-recyclable materials;
  - Be conveniently located for use of all residents;
  - Ideally have a locking mechanism that does not require keys; coded locks are preferable; and
  - Ensure the provision does not have an impact on the amenity of occupiers.

## **Local character**

- 4.2.10 Residential development should embody the particular characteristics of the built and natural environment in which it is located to provide a sense of place and identity. The use of particular materials and details in construction, the mix of building types, periods and styles, the street pattern and street furniture, the layout, scale and massing of buildings or arrangement and landscaping of spaces can be reflected in new development to ensure it retains and enhances the local character of an area. Applicants should identify the features that make a place distinctive and then identify how the proposal can retain these features and enhance them.

## **Views and vistas**

- 4.2.11 The development should retain, enhance and/or create views, vistas, skylines, landmark buildings and other features such as trees, hedgerows and other landscape features where possible. Views of local landmarks should remain visible to enable legibility. Where appropriate, development can frame locally important views through the creation of boulevards which direct the eye or strategic gaps in development.

## **Topography**

- 4.2.12 Developments should work with the contours of the site to ensure overlooking; overbearance and overshadowing are not issues.

## **Urban grain**

- 4.2.13 The pattern of the arrangement of street blocks, plots and their buildings in a settlement should be continued through any new development to ensure proposals successfully integrate into the existing urban fabric.

## **Streetscape**

- 4.2.14 Developments should fit suitably into the streetscape and follow the established building line. Materials for developments should reflect those in the existing vicinity in order to harmonise existing and new development. As a general rule all development should be positioned to front onto the street.

## **Corner plots**

- 4.2.15 Where buildings are situated at corner plots they should 'wrap-around' the corner or be double-fronted to ensure that both sides front onto the street make a positive contribution to the street scene and natural surveillance is provided to both frontages.

## **Connectivity**

### **Ease of movement**

- 4.2.16 An area must have a variety of pleasant, convenient and safe routes through it. New developments should offer a choice of routes to, from and through the site, with a



preference towards walking and cycling. Developments which are easy to navigate and are well connected should in turn make residents and visitors feel safe and secure.

- 4.2.17 The needs of pedestrians and cyclists should be put before the needs of vehicles with appropriate traffic calming measures that are integral to the overall design. All routes should be designed having regard to the needs of all people including the mobility and visually impaired, in order to promote greater activity, and so increase the natural surveillance.
- 4.2.18 Footpaths and cycle paths should be as direct as possible and should be more convenient than vehicle routes. Paths must be well-lit, short, straight and not run at the side or rear of properties. Integrated routes are preferable, that is those that run alongside vehicle routes. Where integrated routes are not possible, the pedestrian and cycling routes must benefit from natural surveillance.
- 4.2.19 Residential developments must carefully consider designing for through movement in order to provide an appropriate degree of connectivity. Where included, pedestrian through-routes must be integrated into the local movement network so that they connect to locations where residents want to go and as such are well-used. Providing too many footpaths dilutes pedestrian activity and may increase the fear of crime along these routes, discouraging residents from choosing to walk or cycle. Where through-footpaths are required within a development they must be desired/well-used, short, wide, well-lit and subject to good surveillance from the active rooms of neighbouring properties. They must not run at the side or rear of properties and must not contain possible hiding places.

#### **Interconnectivity with the surrounding area**

- 4.2.20 Development must be well connected to and integrated with the surrounding area and ensure ease of movement, with safe, direct and meaningful connections to the network of pedestrian and cycle routes in the wider area. How networks connect locally and more widely, and the way developments, routes and open spaces relate to one another should be designed into new development.

#### **Legibility**

- 4.2.21 The development will enhance the legibility of the District through the appropriate design and siting of distinctive corner buildings, landmarks, gateways and focal points at key junctions and other important locations; and by the protection and enhancement of key vistas that create visual links between places.

#### **Neighbourhood**

- 4.2.22 Proposals should make appropriate connections between the site and neighbouring buildings, spaces and features. Developments should integrate well with the existing built environment and enhance existing features.

#### **Cycle storage**

- 4.2.23 Adequate cycle storage for residents of the property of an appropriate size should be included as part of the development. These standards are set out by Worcestershire

County Council Highways Department. Please refer to their specific requirements regarding cycle storage.

- 4.2.24 Cycle parking should be located where it benefits from good natural surveillance from active streets, buildings and passing motorists.

### Electric car charging points

- 4.2.25 Developments should consider the inclusion of electric car charging points and are encouraged to be incorporated as part of the scheme (in line with BDP16).

### Road Design

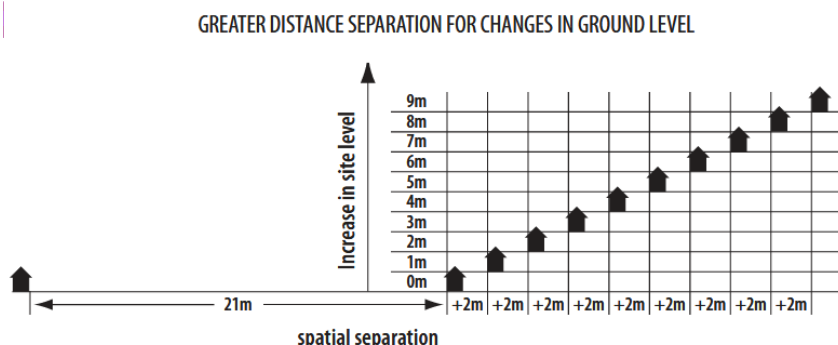
- 4.2.26 Surface materials should be selected that are robust, suitable for the use, easy to maintain and that respect the character of the area.

### Amenity

#### Private amenity space and Spacing Standards

- 4.2.27 Private amenity space will be required to be of a usable size, with a minimum of 70sqm for dwellings. Amenity space in the canopy of trees or on a steep gradient will not be included within the 70sqm requirement. A more flexible approach will be used for communal amenity space for flats. Rear private amenity space will usually be expected to be a minimum of 10.5 metres in length for a two storey dwelling. This applies independently of the minimum amenity space requirement. Private amenity space will be expected to be suitably sited and in scale with the plot and surrounding buildings and reflect existing local density.
- 4.2.28 Gardens should be located to the rear of buildings, and wherever possible, back onto other gardens or open spaces.
- 4.2.29 21m will be required between rear dwelling windows that directly face each other. Where there is a difference in gradient further distance may be required (please see Figure 6 below).

Figure 5



- 4.2.30 Balconies will only be acceptable where it can be demonstrated that the privacy of adjacent residents can be safeguarded by ensuring that there is no direct overlooking of windows or, at close quarters, the rear gardens of adjacent dwellings.

## **Public open space**

- 4.2.31 For larger residential development open space should be located in a prominent position which maximises natural surveillance from surrounding development, should be easily accessible from the whole development and be of a sufficient size to provide a variety of uses. Small 'pocket' parks will not be permitted. Public space boundary treatments should allow clear views into and out of the site. (For more information on the design of Open Space please see the Open Space SPD).
- 4.2.32 Play areas for younger children should be designed so that they are safe locations for children to occupy. Whilst play areas should be close enough to properties to allow for natural surveillance.

## **Street Furniture**

- 4.2.33 For larger residential development there should be a co-ordinated approach to the provision of all street furniture and this should be appropriately sited and designed to reinforce the character and identity of the area and to ensure it benefits from natural surveillance.

## **Car Parking**

- 4.2.34 Where car parking within a residential building curtilage is provided, measures should be taken to mitigate its impact on the building by locating the garage or car-port alongside the house and set back from the building-line. Where garages are provided, the entrances should be located towards the front of dwellings where they can easily be seen and accessible. Flat roofs should be avoided. Incorporating garages into the main form of the dwellings should be avoided.
- 4.2.35 In appropriate circumstances consideration should be given to on street parking in designated parking bays.
- 4.2.36 Courtyard parking should be located to the rear of development and be well lit, overlooked by adjoining properties and in general not include more than 10 spaces. The entrance(s) to the courtyard between buildings or through an archway needs to respect the street frontage and avoid harming the continuity of the street.
- 4.2.37 Parking courtyards should be clearly defined as private space using symbolic boundary treatment, and where appropriate the use of gates. Where gates are provided they should make a positive contribution to the building or street scene and should be set back from the highway.
- 4.2.38 Where shared driveways are proposed, they should be designed to provide sufficient width to allow cars from both properties to be parked, car doors to be opened (without touching the other car) and room to allow wheelie bins to be moved past the vehicle.
- 4.2.39 Parking should be designed to adapt the users preferences therefore where possible, should be in close proximity to their property, with a direct line of sight.

## **Boundary treatments**

- 4.2.40 Boundary treatments should utilise existing features and vegetation, such as hedgerows and mature trees.

- 4.2.41 Buildings and structures should be arranged to clearly demonstrate which areas are private and public, with a range of physical or symbolic boundary treatments used, depending on the context. Boundary treatments may include symbolic barriers, such as subtle changes in paving material, or physical barriers as such as gates, fences, walls and hedges.
- 4.2.42 The choice of boundary treatments should relate to the wider physical, social and physical and social context of the surrounding environment and seek to make a positive contribution to the character of the area and the building(s).
- 4.2.43 Where they are adjacent to public spaces, boundary treatments should allow clear views into and out of the site and not hinder vision on the highway, particularly at road junctions.
- 4.2.44 Boundary treatments should comply with the Secured by Design guidance. 'Aggressive' boundary treatments (such as razor-wire, barbed wire or bare metal palisade fencing with spiked pales) are not recommended in a residential setting. Careful attention must be paid to the design and construction of boundary treatments in order to avoid the creation of climbing aids.

## Overlooking

- 4.2.45 Overlooking may be a problem if new development allows views into the private amenity (including outdoor space) or living space of a neighbouring property. The impact of overlooking is affected by a number of factors including in particular:
  - a) The distance between buildings;
  - b) The presence of openings;
  - c) Whether properties face each other directly or are offset;
  - d) Changes in levels across a site and relative to neighbouring properties; and
  - e) The types and use of rooms facing each other.
- 4.2.46 A minimum separation distance of 21 metres will be required between opposing faces to achieve a degree of privacy between habitable rooms of two-storey dwellings. Habitable rooms do not include bathrooms, hallways, utility rooms and circulation space. Where housing is proposed with main living rooms above ground floor level it is necessary to have a greater separation distance of 27.5 metres between opposing faces to achieve both privacy and adequate visual separation. Care must be taken when windows overlook adjacent flank walls to ensure overshadowing and any overbearance are avoided. Where a two storey dwelling faces a flank wall on a two storey building, a minimum separation distance of 12.5 metres will be required. Where a two storey dwelling faces a flank wall of a three storey building, a separation distance of 15.5 meters will be required. Where there are changes in the ground level between dwellings, applications will need to take account of this and minimum separation distances increased where necessary.

Figure 6

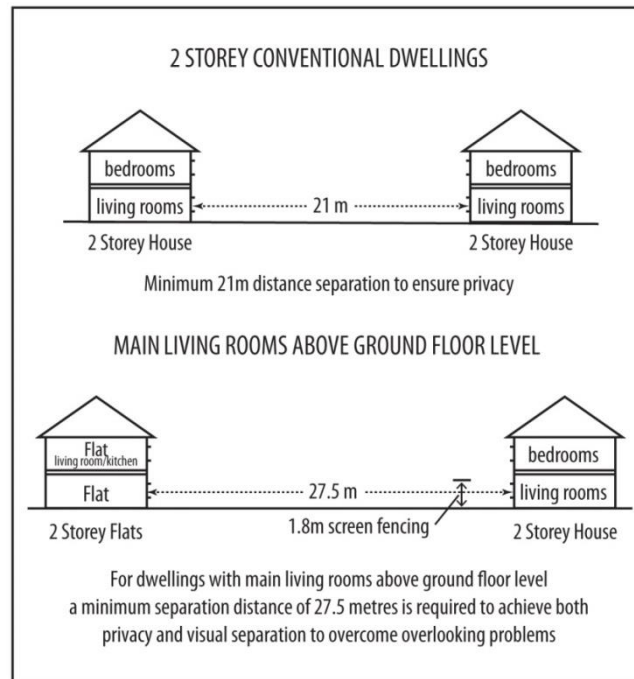
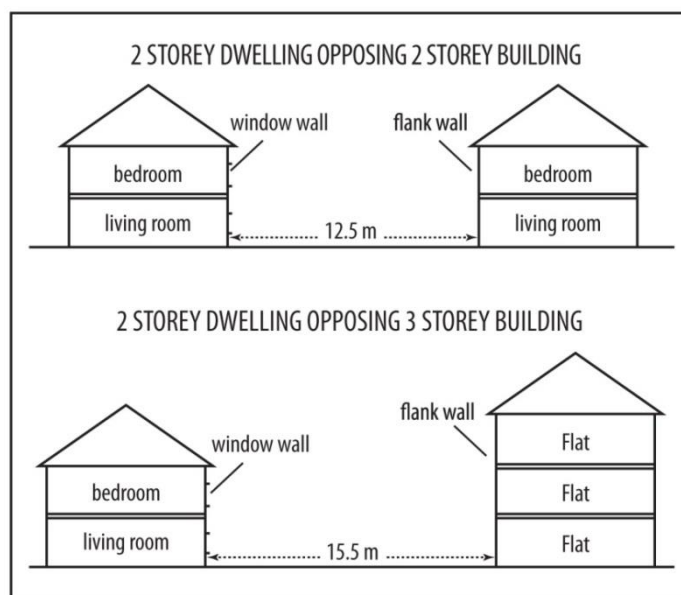


Figure 7



## Overshadowing

4.2.47 Overshadowing occurs where a development reduces the supply of light to a neighbour's property or garden. Developments should be designed to minimise impacts upon the amenity and living conditions of neighbours.

4.2.48 The extent of overshadowing and the severity of its impacts upon amenity will depend upon:

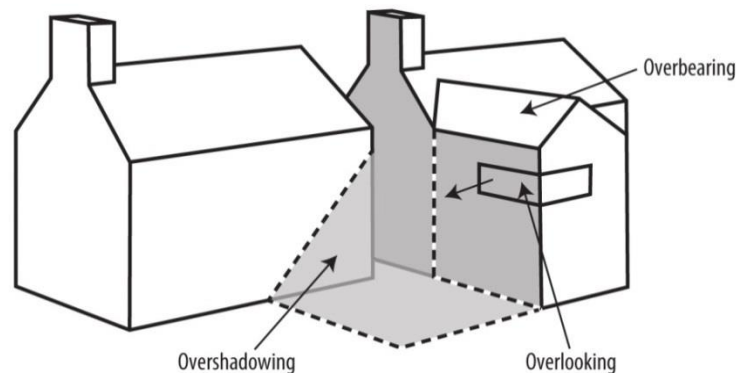
- a) The aspect of the development relative to the path and height of the sun;

- b) The size of the new development;
- c) The position of dwelling(s) relative to neighbouring properties;
- d) The nature and use of the rooms affected by shadowing;
- e) The presence of existing features that obstruct light;
- f) Ground levels; and
- g) Distance between buildings

## Overbearance

4.2.49 Where new dwellings are located and are of sufficient height and mass to dominate neighbouring dwellings, this will not be acceptable.

Figure 8



## Noise

4.2.50 Disturbance caused by noise may potentially be an issue where neighbouring uses and associated patterns of activity are dissimilar. Accordingly, careful consideration should be given to the siting of residential development where disturbance may be caused by established lawful uses, particularly in the late evening and early morning.

## Lighting

- 4.2.51 Artificial light sources may cause significant harm to residential developments. New street lights and security lighting within developments should be positioned in locations where they do not shine directly in dwelling windows, but provide sufficient lighting for safety and security on the street.
- 4.2.52 The type of lighting selected should be relevant to the local context, character and use of the area and minimise the impact of light pollution as well as being as energy efficient as possible.
- 4.2.53 The design and position of lighting should complement and support the provision of landscaping.
- 4.2.54 There should be a clear strategy for the provision of lighting within an area in support of the primary movement patterns. The decision to light or not light public spaces should be well thought through.

## **Trees, hedges and landscaping**

- 4.2.55 The Council will expect to see important trees and hedges retained through incorporating these features into the design and layout of developments. An arboriculture report can help identify the health and amenity value of trees on the site and so inform this process.
- 4.2.56 Landscaping should be used to improve the attractiveness of an area, support biodiversity and positively protect property. Where trees and shrubs are planted, care must be taken to ensure that they do not obstruct visibility into or out of public areas. Where they are planted alongside footpaths or cycle ways they should not obscure views along the length of the route or provide for hiding places. It is essential therefore that appropriate species are selected and necessary maintenance regimes are set in place.
- 4.2.57 Defensive planting such as thorny or spiny shrub species should be used to help protect vulnerable boundaries and buildings.
- 4.2.58 Landscaping must be carefully sited and designed so as not to obscure existing CCTV, lighting, signage, windows and entrances.
- 4.2.59 Trees should not be planted in places which will assist as climbing aids into or onto properties.

## **Sustainability**

### **Energy conservation and efficiency**

- 4.2.60 Development should incorporate measures within its design, layout and orientation, in the use of materials and operation of services that promote energy efficiency and support energy conservation. Low carbon energy sources should be incorporated where appropriate. Energy storage should be considered to increase the efficiency of renewables where applicable. As properties become increasingly well insulated, heated and air-tight adequate ventilation, shading and cooling also need to be considered, while maintaining energy conservation.

### **Habitats**

- 4.2.61 The opportunities to incorporate and enhance wildlife habitat features and species should be taken, particularly those identified as priorities by the Worcestershire Biodiversity Partnership, both within the layout of the proposal and through sympathetic construction techniques. This ensures connectivity and sufficient suitable habitats to support viable and sustainable populations.

### **Resources**

- 4.2.62 Developments should seek to reduce the volume of resources consumed and should help to promote more sustainable lifestyles. Consideration should be given to water efficiency and lifecycle costs of materials.

## **Passive Solar Design**

4.2.63 Sensitive layout and orientation of buildings can have a considerable impact on the amount of sunlight and overshadowing within a development. Good building design should seek to trap the heat generated by the sun in order to reduce consumption of conventional fuels. Layouts which are planned with the orientation of the sun in mind can be described as having Passive Solar Design. Solar gain can be beneficial in providing heat but can also result in overheating; therefore layouts should be carefully designed.

## **Safety and Security**

### **Public and private space**

4.2.64 It is important to clearly define public, private and communal spaces, which should be clearly defined by appropriate physical or symbolic boundary treatments. The type and design of these should be informed by the local context.

### **Secured by Design**

4.2.65 The Council supports the Secured by Design Scheme; applicants are expected to meet those standards where possible.

### **Natural Surveillance**

4.2.66 Natural surveillance from dwellings should be ensured to provide safe and secure places to live. Blank walls along road ways, footpaths and cycle ways can create unwelcoming and oppressive routes. Siting dwellings which overlook or open onto routes through and between sites can reduce antisocial behaviour, littering and crime.

4.2.67 As far as possible, pedestrian and cycle routes should be overlooked by development to allow for natural surveillance.

4.2.68 Natural surveillance should be incorporated quite easily into a development scheme through a number of design features which should ensure:

- i. fronts of buildings face the public realm at ground level, particularly rooms with a lot of activity such as living rooms and kitchens and avoiding garage and bin stores;
- ii. corners are built positively and should not provide 'dead' frontages;
- iii. entrances to the property are overlooked;
- iv. car parking spaces are overlooked by the property;
- v. flatted developments maximise front doors onto the street and ground floor flats should generally have separate entrances as this minimises the shared access space;
- vi. the primary access to buildings are from the public realm with well-defined entrances at frequent intervals;
- vii. housing layouts are designed so backs face backs (private space to private space);
- viii. a change in road surface material;



- ix. pedestrian and cycle routes should be clear, direct and well overlooked from surrounding buildings and spaces. They should be generous in width with good visibility along their entire length. Sharp bends, blind spots and secluded access points should be avoided;
- x. careful consideration is given to the design of corner plots to ensure that they make a positive contribution to the street-scene on both sides and provide sufficient natural surveillance; and
- xi. Public open space is prominently positioned with high levels of natural surveillance from surrounding buildings and roads.

## 4.3 New dwellings in Conservation Areas or near to Listed Buildings and non-designated heritage assets

- 4.3.1 New residential developments within Conservation Areas will need to pay special attention to the street scene and must preserve or enhance the character of the area.
- 4.3.2 Where new residential developments are proposed near to Listed Buildings, great care will need to be had to ensure the Listed Buildings' setting is sustained and enhanced. Appropriate siting and design of the new development will need to be considered, as well as materials, layout and appropriateness.
- 4.3.3 New residential developments which are located near to a non-designated heritage asset will need to be appropriately designed to not detract from the setting of that asset. A non-designated heritage asset is an asset of historic value which is not designated nationally, but is of local importance. Please be aware the Council do not have a definitive list of non-designated heritage assets, they are often identified through the submission of planning applications.

Please note - Proposals within a Conservation Area or for or near a Listed Building should be discussed with the Conservation Officer prior to applications being submitted.

## 5 Conversion of Rural Buildings to Residential Use

- 5.1 Converting buildings to residential use allows the survival of the character and form of existing buildings while giving them a new lease of life. A well-designed conversion should retain the original, utilitarian character of the building, allowing ample use of the existing structure. Buildings which have become so derelict that they could be brought back into use only by complete or substantial reconstruction fall outside the scope of this guidance.
- 5.2 Factors to consider include:
  - a. The building should have some intrinsic conservation value and should be suitable for conversion. The new use should conserve the form and character particularly where buildings are listed, are of listable quality or form part of a particularly fine group of traditional buildings.
  - b. The building should be large enough for the proposed use without the need for significant enlargement or alteration.
  - c. The building should be structurally sound and capable of conversion without the need for major rebuilding.

- d. The building should have safe and adequate access to a public road and its conversion should not materially increase traffic on narrow country lanes leading to a demand for their improvement.
  - e. The re-use should not lead to the provision, improvement, renewal or extension of utility services which would be damaging to the landscape.
- 5.3 Where planning permission is granted for the conversion of buildings to a dwelling, the residential use and any associated use rights will only extend over the land within the approved curtilage. This is usually denoted by the red line on the approved site plan.
- 5.4 Where a building is of archaeological interest, is within or close to a site of archaeological interest, advice should be sought from Worcestershire County Council Archaeological Service on any survey or recording work that may be needed to further knowledge of the site. This may also apply to some farmsteads, which have been settled for many years and contain a wealth of historic interest.
- 5.5 Agricultural buildings are characterised by large unbroken roof slopes and few window and door openings. Large unbroken roof slopes should be respected as they can be seen from some distance, so new opening would normally be opposed, and dormers and similar structures will not be allowed.
- 5.6 On less visible slopes flush fitting roof lights may be possible. An alternative to roof lights may be a suitable opening in the gable end to supplement light levels. Existing openings should be utilised and new openings will be resisted. Where new openings are deemed necessary, they must be in keeping with the character of the original building and be located on the inside elevation, away from public view.
- 5.7 Existing features of interest should be retained and incorporated in the design of the conversion. This includes such items as external steps, lanterns, dovecotes, ventilation slits, barn door openings and lean-tos etc. Proposals should seek to enhance the building or group of buildings where there have been previous unsympathetic additions, to an otherwise attractive buildings, the Council will seek their removal.
- 5.8 Wagon arches should be fully glazed and if possible the great doors should be retained and sealed. If glazing is used, the vertical dimensions should be emphasised with no obvious signs that the conversion forms two floor levels. The glazing of wagon arches can often provide illumination to the main internal spaces of the building and borrowed light to other rooms.
- 5.9 Rain was often allowed to run directly off the eaves of farm buildings. Any gutters and downpipes in rural conversions should therefore be discrete, of a dark colour and made of metal.
- 5.10 Rebuilding should be kept to a minimum and where considered to be required must be quantified on the submitted drawings. Existing materials should be re-used or new/ reclaimed traditional materials incorporated that blend harmoniously with old.
- 5.11 Chimney stacks are inappropriate in rural conversions since they damage the character of a traditional rural building by introducing domesticity. Alternative treatments such as a small metal flue may be acceptable provided that they are sensitively positioned. Small balanced flues are acceptable for oil or gas fired heating but fuel tanks sited to comply with Health and Safety Regulations can be intrusive features and will need to be sensitively sited.

- 5.12 Providing adequate private parking for converted buildings can be challenging. Parking should be located away from the main façade of the building, either within a traditional yard area or within other agricultural buildings in the vicinity.
- 5.13 In rural conversions proposed new areas of hardstanding for parking will be resisted, as this will both impact on the rural nature and character of the building and wider area. The re-use of existing stone, setts or stone blocks is encouraged. These are more likely to be in keeping with the farm building.
- 5.14 Regard will be had for the materials used to create an access. No access will be permitted to run over open fields where this would be especially visible in the open countryside. Where an agricultural building is part of a farmstead, use of the existing access will be required.
- 5.15 In rural conversions tall brick walls, elaborate gates and gate piers at the entrance to the conversion will not be permitted, as this will not reflect the agricultural roots of the building(s).
- 5.16 Planting will not be accepted as an excuse for poor design and disregard to the original building.
- 5.17 Old farm buildings are often used as roosts for owls or bats and provide valuable habitats for other birds and animals. A Phase 1 Habitat Survey is likely to be required to identify the ecological potential of the site. A Phase 1 habitat survey is a method of identifying semi-natural vegetation and other wildlife habitats and must inform the planning application. The system is the standard method for habitat surveys across the UK and needs to be undertaken by a qualified ecologist. Where the nature conservation interest is considerable, mitigation measures will be required or permission could be refused.
- 5.18 Where consent is given for the conversion of a traditional rural building, it is likely that the Council will include a condition to remove Permitted Development Rights for extensions and alterations, to ensure the building remains rural in character.

Figure 9

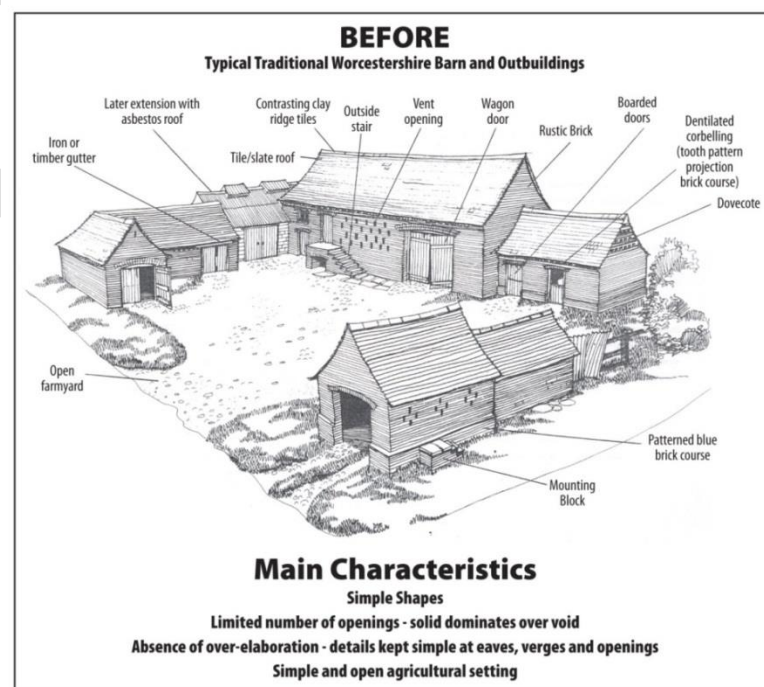


Figure 10

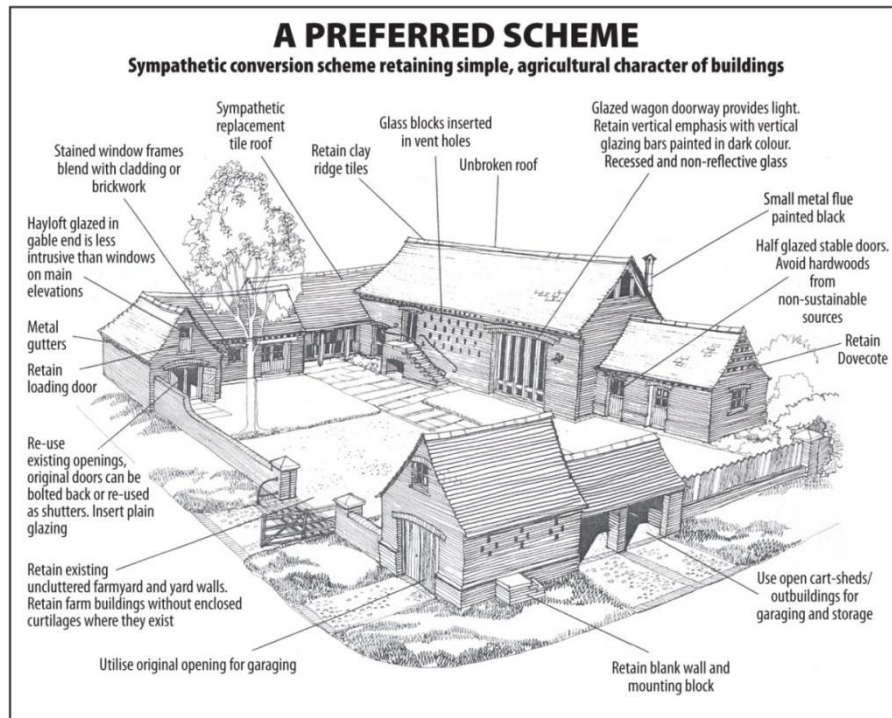
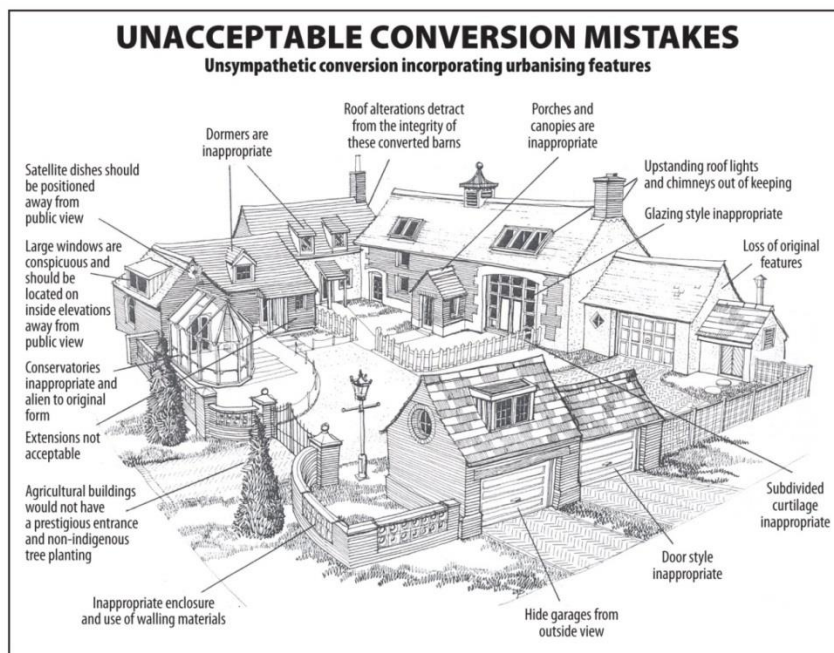


Figure 11



## 6 Non-Residential Development

### 6.1 Key considerations

- 6.1.1 Non-residential development is defined as all types of Use Classes except those under Class C of the Use Class Order 2016 (or subsequent).
- 6.1.2 Guidance is provided for the following types of non-residential development:
- Retail units;
  - Shopfronts;
  - Commercial/Industrial buildings;
  - Change of use;
  - Agricultural buildings; and
  - Equestrian development.
- 6.1.3 All non-residential development must take account of the following considerations:
- BREEAM;
  - Impact on neighbouring amenity; and
  - Local character.
- 6.1.4 **BREEAM** – BREEAM is the Building Research Establishment’s Environmental Assessment Method. A BREEAM ‘very good’ standard is required for all non-residential development, as per BDP19.1 d). Where this requirement affects the viability of the scheme justification must be provided for not fully meeting this requirement. The BREEAM ‘very good’ standard should be met by all other non-residential developments, where the development is for a new building or replacement building, regardless of their size, unless the development can be undertaken via permitted development or prior notification, or a strong Permitted Development fall back exists. The requirement to meet BREEAM ‘very good’ standard is regardless of whether there is a net increase in floor space. A condition is likely to be attached to permissions to ensure developments meet the requirements in accordance with BDP19.1 d) and BPD23.1 b). For more information, please visit the BREEAM website: [www.breeam.com](http://www.breeam.com) Maximum points will be required to be scored in the Water category as per BDP23.1 b). Change of use will potentially be required to meet the BREEAM ‘very good’ standard, but this is at the Council’s discretion. At the Council’s discretion, the BREEAM ‘very good’ standard will not normally be required for the following developments:
- Shopfronts;
  - Extensions to non-residential developments;
  - Agricultural buildings;
  - Equestrian buildings; and
  - Outdoor space including associated facilities.
- 6.1.5 **Impact on neighbouring amenity** – Developments should not impact on neighbouring amenity of buildings, regardless of their use. This includes through overbearance, overshadowing and overlooking nearby buildings and developments.
- 6.1.6 **Local character** – Developments should respect and enhance the local character through the use of appropriate materials, siting, scale and massing.
- 6.1.7 **Conservation Areas and Listed Buildings** – Non-residential developments within Conservation Areas will need to pay attention to the Conservation Area as a whole and must preserve or enhance the character of the area. New development should not adversely

impact upon the setting of heritage assets, notably Listed Buildings, where there is a statutory requirement to consider the impact on setting, and Conservation Areas. This would include development outside of a Conservation Area but within the setting. The setting of non-designated heritage assets must also be considered. A non-designated heritage asset is an asset of historic value which is not designated nationally, but is of local importance. Please be aware the Council do not have a definitive list of non-designated heritage assets, they are often identified through the submission of planning applications.

- 6.1.8 As with any development near heritage assets, designated or not, applicants need to use an appropriate Heritage Statement as a starting point, and they also need to carry out a setting assessment using Historic England guidance (for more information see the Historic England website: <https://historicengland.org.uk/advice/hpg/has/setting/>).

Please note - Proposals within a Conservation Area or for or near a Listed Building should be discussed with the Conservation Officer prior to applications being submitted.

## 6.2 Commercial Development

- 6.2.1 Better designed buildings, landscapes, townscapes and places contribute towards more productive employees, a healthier and happier workforce, and communities are more likely to be committed to the maintenance and improvement of their surroundings.
- 6.2.2 Planning permission will only be granted for new commercial and industrial buildings which are of high quality design and are appropriate for their use and context. Development will not be permitted where it is considered to have a detrimental impact on the townscape or landscape character. The following considerations should be taken into account when designing a commercial/industrial scheme:
- Scale;
  - Layout;
  - Access;
  - Materials;
  - Landscaping;
  - Noise;
  - Boundary treatments;
  - Bin storage; and
  - Parking.
- 6.2.3 **Scale** - The proposed development should be in scale with surrounding developments and not be visually intrusive due to its scale and massing. Where possible large buildings should minimise their impact through having low building heights and use of a curved roof.
- 6.2.4 **Layout** - The relationship between the proposed development and existing buildings and features in the area should be considered when designing the proposal or determining the location on the site.
- 6.2.5 All new commercial development will be expected to create continuous active frontages and minimise blank walls and fencing. There should be a clear relationship between any new and existing development and the building should be well integrated into its surroundings.
- 6.2.6 **Access** - Entrances should be directly visible and easily accessible. Access and circulation should contribute to a network of direct and connected routes within and beyond the site.

- 6.2.7 **Materials** – Commercial developments should be constructed to produce a visually attractive scheme. Materials, building methods and details in the design should aim to enhance the local distinctiveness of an area. Where there is no precedent set for specific types of materials to be used, a high quality area with a distinct character should be created, either from traditional or more modern materials. It is the degree to which any material is appropriate to its surroundings and its function that should determine its use.
- 6.2.8 **Landscaping** - A balance of both hard and soft landscaping should be included to ensure that quality visual spaces are enhanced and their use, both night and day, encouraged. Landscaping can also include appropriate screening to help reduce noise, light and air pollution.
- 6.2.9 Landscaping proposals should enhance the existing built and natural environmental features already present in the location, for example, careful retention of healthy trees can give a sense of maturity to a new development and can be a significant asset to any development. The use of native species and regard to soil conditions, drainage, shelter and space should be undertaken when designing the landscaping element of a scheme.
- 6.2.10 Proposed landscaping schemes should be included in planning applications and planning permissions will not be granted where the site is overdeveloped and the landscaping is piecemeal.
- 6.2.11 **Noise** - The scale, nature and frequency of vehicles that service industrial businesses can be a major source of conflict with neighbouring activities, including other industrial uses. The design objective is to manage noise, disturbance and potential danger from deliveries, servicing and storage in order to reduce the impact on neighbours and the general appearance of the area. The best place for this to occur is behind frontage buildings, or to the rear of the main building.
- 6.2.12 Mitigation measures may be needed, such as earth bunds, reed beds and tree planting to reduce the impact of noise or air quality.
- 6.2.13 The location of the servicing areas, routes in and out of the site and location of mitigation measures combined should reduce the impact of noise and air quality.
- 6.2.14 In addition, working hours may be restricted especially where there are residential areas nearby in order to reduce disputes and conflicts.
- 6.2.15 **Boundary treatments** – must be appropriately designed and utilise existing features and vegetation, such as hedgerows and mature trees.
- 6.2.16 The choice of boundary treatments should relate to the wider physical and social context of the surrounding environment and seek to make a positive contribution to the character of the area and the building(s).
- 6.2.17 Where they are adjacent to public space, boundary treatments should be transparent to allow clear views into and out of the site and not hinder vision on the highway, particularly at road junctions.
- 6.2.18 **Bin storage** – Bin storage areas must be well designed and located in close relation to properties. They should be located no more than 30 metres from the access roadway and be free from steps and kerbs.
- 6.2.19 Provision should be made for storage and collection of both residual waste and recyclable waste. A compactor could be considered for offices and light industrial developments for residual waste only with separate provision for recycling.

6.2.20 **Parking** - Adequate parking should be provided, with areas for service vehicles to park and turn if necessary. Parking areas should include some landscaping features and screening in order to reduce the visual impact. Cycle parking must also be provided along with cycle paths and footpaths in and out of the site. Adequate cycle storage of an appropriate size should be included as part of the development. These standards are set out by Worcestershire County Council Highways Department. Please refer to their specific requirements regarding cycle storage.

## 6.3 Agricultural buildings

6.3.1 Successful building design is not just a matter of what a new agricultural building will look like. In the countryside it is important to look beyond that to consider how new development will relate to its landscape setting and its impact on any settlement where it is to be located.

**PD BOX – Some agricultural development can be undertaken via permitted development, although prior approval rather than a full planning application may be required**

6.3.2 Buildings for agriculture and forestry are not considered inappropriate development in the Green Belt, however, the preservation of the Green Belt remains of paramount importance to the Council and it is important that the visual amenities of the Green Belt are retained and enhanced through ensuring new buildings are appropriately designed.

6.3.3 The following factors should be considered prior to a project being designed and commenced:

- Grouping;
- Access;
- Viewpoints;
- Skyline;
- Materials;
- Colour; and
- Landscaping.

6.3.4 **Grouping** - When seen from a distance it is not the siting of a building which is apparent but its scale in relation to adjacent buildings. Tight clusters of buildings generally look more settled in the landscape than scattered ones. For this reason, new buildings should form part of a group rather than stand in isolation. The siting of new proposals where there are Listed Buildings is of particular importance. New development sited within a group of other buildings will also benefit from surveillance and be less vulnerable to crime than if located on a detached site or screened site.



Figure 12

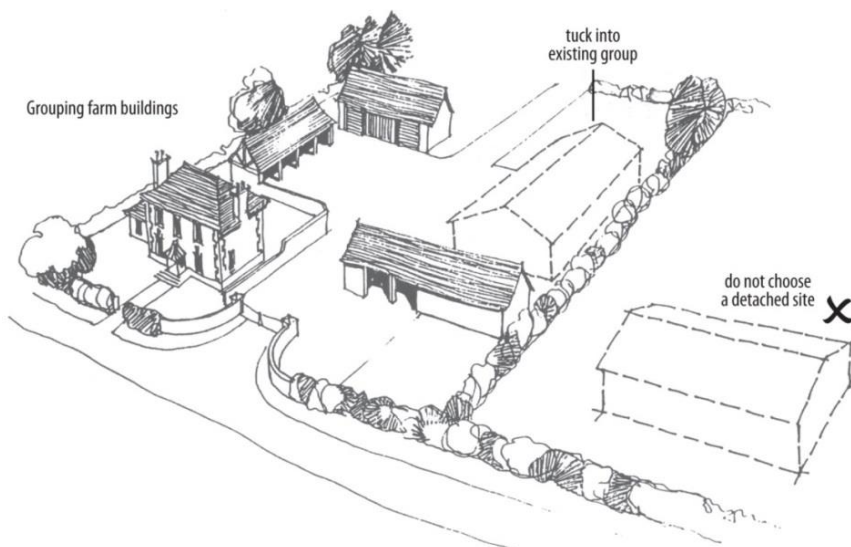


Figure 13

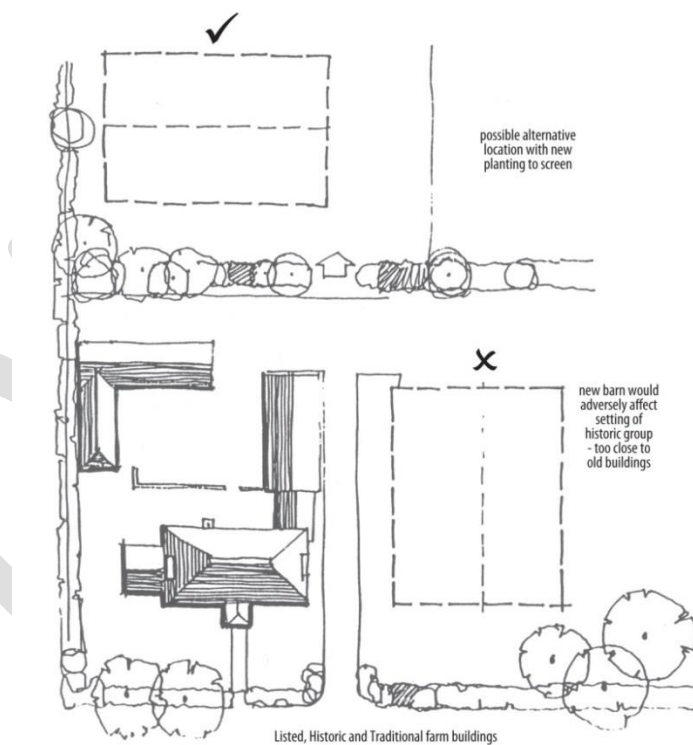
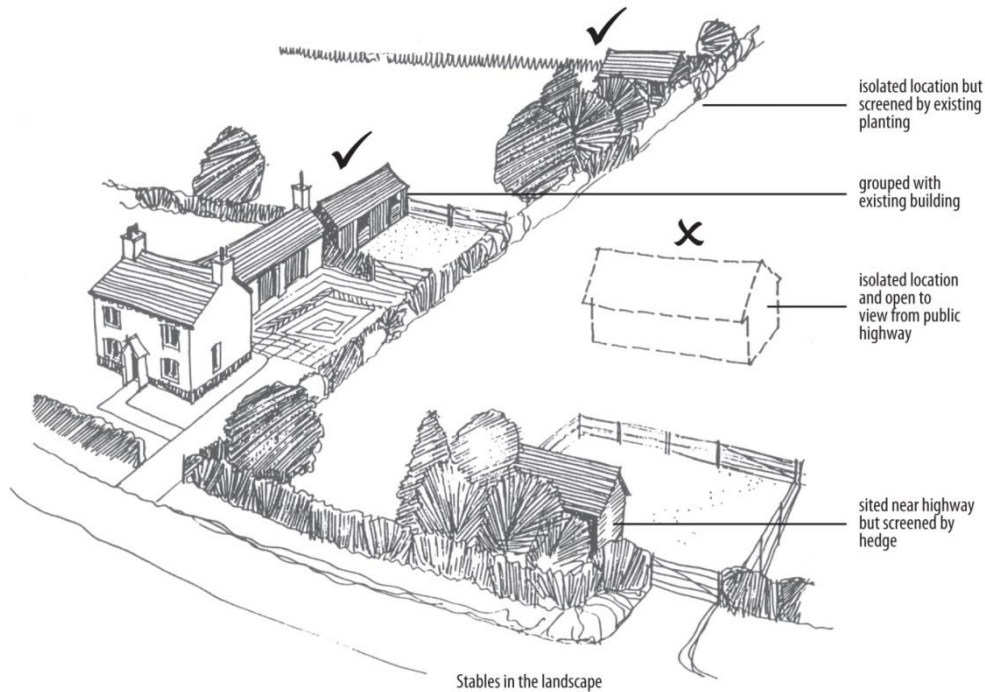


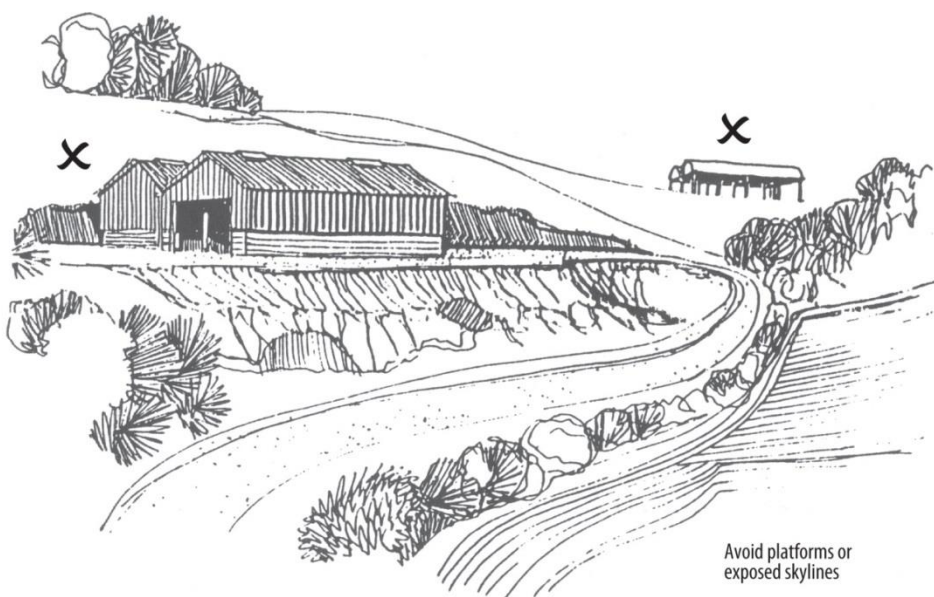
Figure 14



6.3.5 **Access** - New agricultural buildings should be located close to existing accesses or exiting buildings where possible to ensure long tracks and large areas of hardstanding are not required.

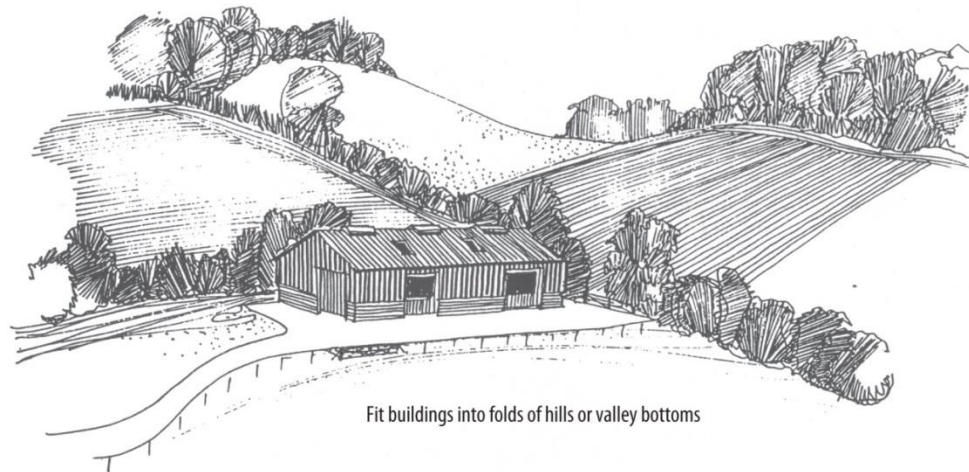
6.3.6 **Viewpoints** - A modern farm building by nature of its scale and materials can form a prominent feature in the landscape. It is important therefore, that views into and out of the site are accounted for.

Figure 15



6.3.7 **Skyline** - New buildings should respond to contours and the natural form of the land by fitting into folds or valley bottoms and avoiding platforms or exposed skylines or ridges.

Figure 16



6.3.8 **Materials** – Choice of materials should always take account of the adjacent landscape, buildings, walls and gates. Materials should be appropriate for the purpose. Over engineered buildings will not be permitted.

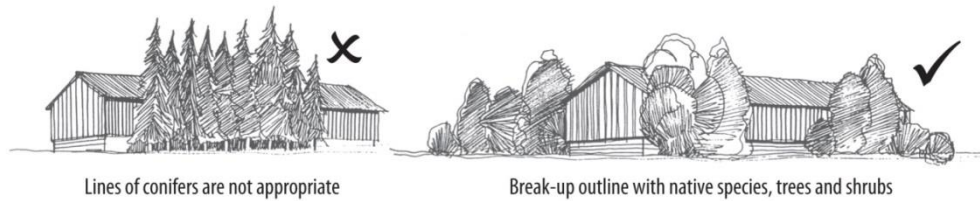
6.3.9 **Colour** - Generally, colours should be 'earth colours' such as browns, greys or greens to reflect local materials e.g. red bricks with a rustic finish. Juniper green (12B29) and Vandyke brown (08B29) are example colours which should be used. There is no need for new buildings to match the colour of existing buildings where they are sited in or nearby existing buildings.

Figure 17



6.3.10 **Landscaping** - Landscaping will be encouraged to soften the appearance of agricultural buildings.

Figure 18



- 6.3.11 **Other material considerations** - The effects of noise and smell on nearby dwellings should be taken into account in detailed site and design planning. Agricultural buildings that are domestic in appearance shall be refused.
- 6.3.12 **Physical security standards** – the design and construction of walls, roofs and roof lights, external doorsets, windows, roller shutters and grilles should take into account the guidance issued in the Secured by Design Commercial Developments with a view to the development achieving the SBD Commercial Award.

## 6.4 Equestrian developments

- 6.4.1 The keeping of horses on the smallest scale is likely to require development of some kind and it is rare for equestrian development not to need planning permission.
- 6.4.2 Regardless of the type of development proposed (be it a simple field shelter, stabling or new access and tracks) consideration will need to be given to a number of factors including siting, scale, design, materials, colour and landscaping. Fitting in with the character of the landscape should be a key consideration of the design.
- 6.4.3 The change of use of land, from agricultural to equestrian land may be required. If poorly designed and managed stabling can contribute to the rapid spread of disease, cause injury and pose significant fire risks.
- 6.4.4 Stables and shelters should be kept to a minimum and consist of only essential facilities. Therefore stables should:
- Contain no more than a small tack room/hay store and the number of stables should reflect the number of horses present on the land. They should not be large enough to enable easy conversion to other uses;
  - Have doors a width of 1.25 metres;
  - Have stables a minimum size of 3.65 metres x 3.65 metres (12ft x 12ft) in accordance with the British Horse Society recommendations;
  - Stable height should be between 2.8 metres and 3.3 metres (9ft to 11ft);
  - Be constructed of timber with no more than a single course of brickwork for the stables to sit on;
  - Design floors to ensure good drainage, taking stable waste away from the horse;
  - Include adequate ventilation and air circulation. There should be a good flow of air throughout the building without unnecessary draughts;
  - Be sited as to reduce the amount of hardstanding or track required;
  - Be closely related to existing groups for buildings or adjacent to natural screening; and

- Allow easy access to grazing land.

- 6.4.5 It will be down to the applicant to provide reasonable justification(s) where an application differs to the above.
- 6.4.6 Where a manège is proposed, it should be no larger than 40m x 20m. As a flat surface is needed for a manège is it essential to choose a location where the re-grading of land is limited or not necessary. Manèges should be located close to the corners of a paddock and boundaries and be close to existing buildings and as inconspicuous as possible.
- 6.4.7 Light pollution is a growing concern. External lighting can make a site appear prominent in the landscape and affect the valued sense of rurality. Any planning applications should set out clearly whether or not artificial lighting is proposed, and if so, how light pollution will be minimised. Floodlighting will be strongly resisted.

Figure 19

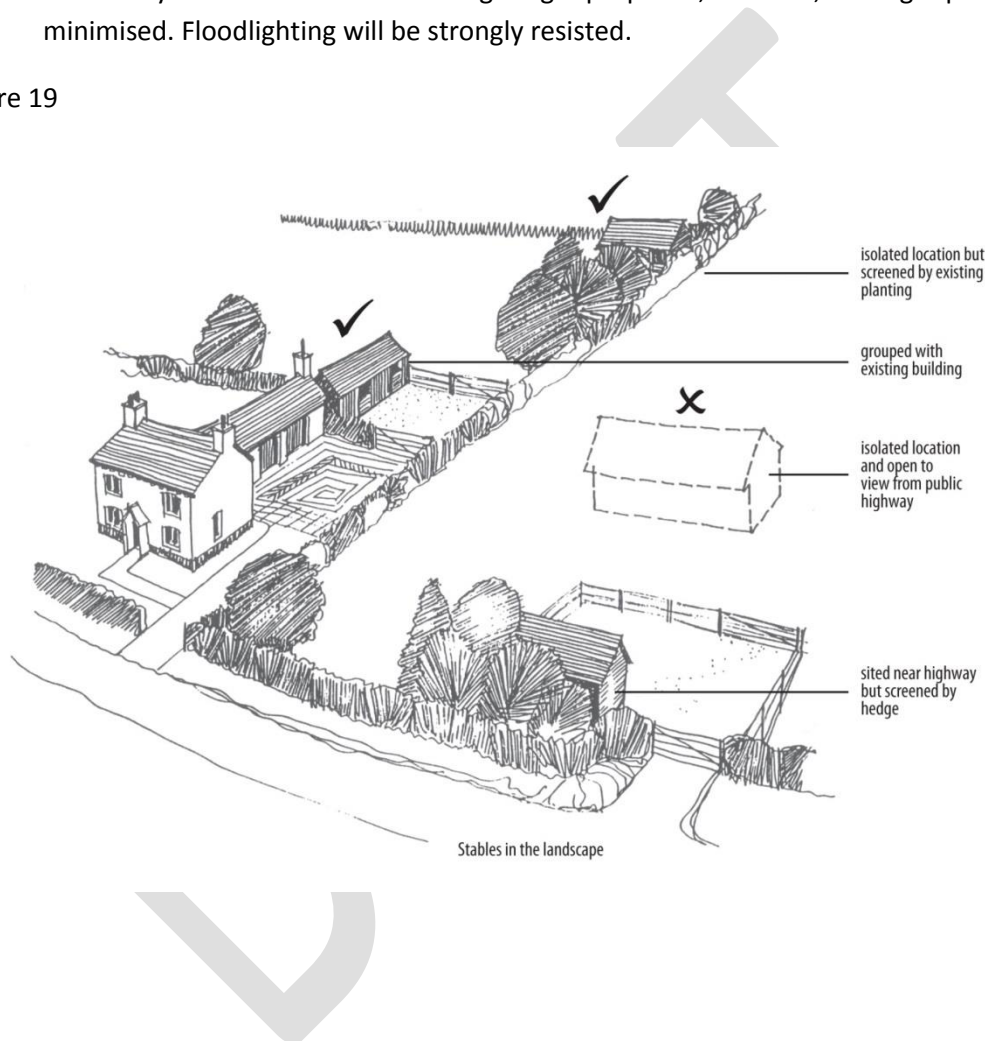
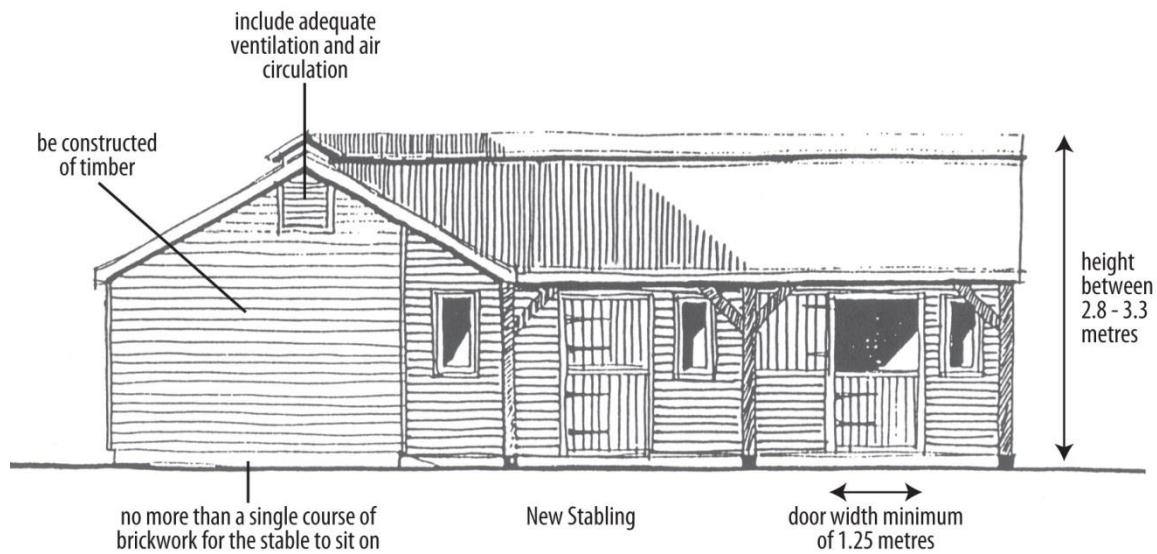


Figure 20



## 6.5 Retail units

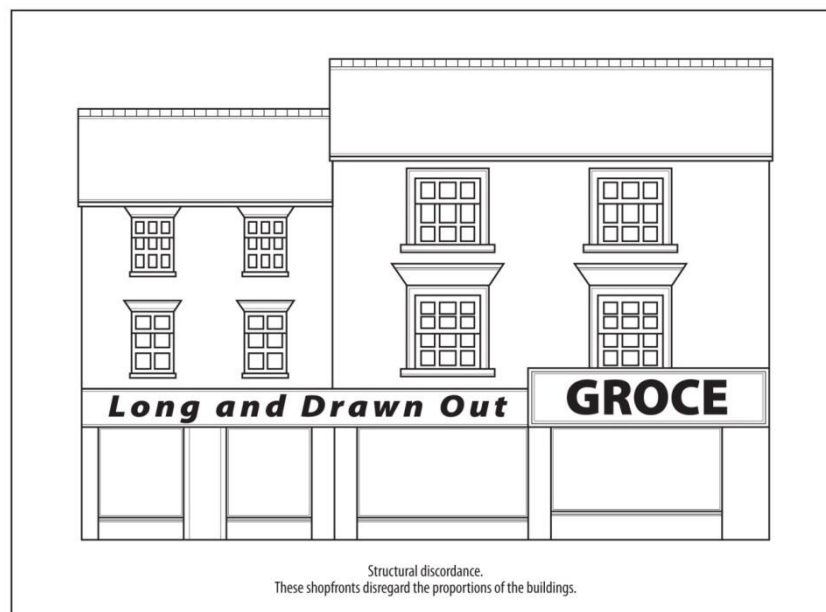
- 6.5.1 An emphasis on good quality design enhances the character of a shopping environment, encourages investment and spending and brings benefits to all commercial interests.
- 6.5.2 Retail developments should be located within Bromsgrove town or the Local Centres which are detailed in BDP17 and BDP18. Retail proposals that are not in accordance with the retail hierarchy as set out in BDP17 and BDP18 will not be favourably considered.
- 6.5.3 Retail proposals on the edge of settlements will not be favourably considered unless all other options have been discounted and there is an overwhelming need for retail development.
- 6.5.4 The Council will pay close attention to the outside design of shops such as signage schemes, parking spaces, gradients and design of access pathways, particularly where a retail unit is proposed outside the pedestrianised core of the Town Centre.
- 6.5.5 Adequate bin storage for the size and scale of refuse the unit will create should be provided and be capable of being made secure. Bin storage should ideally be no further than 30 metres from the access road and should be free from steps and kerbs. Provision should be made for storage and collection of both residual waste and recyclable waste. A compactor could be considered for residual waste only with separate provision for recycling. Where retail and residential uses co-exist there needs to be sufficient storage for separate residential and commercial waste storage.

PD BOX – Certain types of retail uses can be changed to other uses via permitted development subject to certain limitations, restrictions, conditions and in some cases prior notification to the Council.

## 6.6 Shopfronts

- 6.6.1 Changing a shopfront is often seen as a way to modernize a shop, especially when ownership changes or when the use of a shop alters.
- 6.6.2 Good design need not necessarily be traditional and there are many locations where a well-designed modern shopfront will be acceptable but it must be sympathetic to the building above and the streetscape.
- 6.6.3 The presence of unsympathetic shopfronts already within a host building or features elsewhere within the street is not sufficient argument for the installation of equally unattractive or inappropriate features in a new shopfront. Betterment will be sought in all cases to improve the character and appearance of the street scene and complement and enhance features of the building in question.
- 6.6.4 New and replacement shopfronts must:
- Relate to the building of which it is an integral part;
  - Respect the proportions and architectural detailing of the building;
  - Ensure that the ground floor is not divorced from the rest of the building;
  - Reflect the surrounding character of the area; and
  - Take account of the variation of individual buildings where a shop occupies more than one building and the elevations are of different design.

Figure 21



- 6.6.5 A fascia should state only the name of the trader and, if necessary, the nature of the trade. Unnecessary duplication of a name on a single fascia will not be permitted.
- 6.6.6 The existence of any former unsuitable fascia should not influence the design of a replacement and any new fascia should not be applied over the top of an existing one.
- 6.6.7 New fascias must be of a scale and design in proportion to the design of the shopfront and height of the building as a whole. The fascia must be no higher than the bottom the first floor windowsill above (this includes shops and businesses on upper floors).

Figure 22



6.6.8 In areas where canopies are considered to be acceptable in principle, the following criteria will be applied:

- Traditional matt woven retractable or fan type blinds are preferred. They may be acceptable on Listed Buildings and in Conservation Areas but they will not be acceptable where they disrupt the architectural rhythm of unified terraces or street facades or where they obscure architectural detail or features.
- Continental 'Dutch' blinds, often made from shiny plastic are inappropriate on Listed Buildings and in Conservation Areas. Their structure obscures the fascia and introduces a dominant shape out of character with the street.
- Canopies and blinds should only be sited at ground floor fascia level.
- The design and siting of a canopy should complement the design of the building, be located within the pilaster and should respect the architectural subdivisions of doors and windows.
- New canopies must reflect any existing canopies on adjacent buildings in order to provide a continuous canopy frontage.
- Advertisements should relate solely to the trade or name of business and lettering on the canopy should be no greater than 150mm in height.
- Canopies and blinds should always retract fully into the fascia and should provide safe and adequate ground clearance (minimum 2.4m above ground floor level).

6.6.9 The Council seeks to resolve potential conflicts between the security needs of shopkeepers and the detrimental appearance of shutters on townscape quality. There is no clear security advantage in using solid shutters rather than other security measures. Proposals for solid shutters will not generally be permitted. Ideally, security features should be considered from the outset of shop front design and included as integral parts of a shop front rather than added as an after-thought. A wide range of security products are available that specifically aim to enhance shop front security without detracting from the appearance. These include:

- Laminated glazing;
- Internal window security grilles;
- External removable window security grilles; and



- Visually permeable roller shutters (internally or externally mounted)

## Conservation Areas and development of or near to Listed buildings

- 6.6.10 Extra care will need to be taken within Conservation Areas or of or adjacent to Listed Buildings to ensure that shopfront design does not adversely affect the special character of a Conservation Area or Listed Building and its setting.
- 6.6.11 Conservation Areas are areas of special architectural or historic interest. Development of shopfronts should preserve the special character of a Conservation Area and its setting. It is a legal requirement to pay special attention, in the exercise of planning functions, to the desirability of preserving or enhancing their character or appearance.
- 6.6.12 New traditional shop windows should draw the eye and be of interest, reflect the vertical emphasis of the building above. Window subdivisions, mullions and piers should be used for this purpose.
- 6.6.13 Existing features of traditional shopfronts such as pilasters, fascias, old ironmongery and fire insurance signs should be retained for their historic interest and aesthetic value. Original fascias should always be retained as they form part of the design of the shopfront.
- 6.6.14 Where traditional shopfronts have previously been removed, these should be reinstated and a similar design used when replacing a shopfront. Traditionally most shopfronts were constructed in softwoods and painted. Occasionally hardwoods were used and finished with a glossy varnish. Hardwoods were never painted.
- 6.6.15 Particular attention will be given to materials in any proposal and no glossy surfaces such as acrylic sheeting or plastic will be permitted on Listed buildings. The traditional material for shopfronts is timber and its continued use will be desirable in many instances.
- 6.6.16 Sensitive use of colour, respecting the age and setting of a building offers scope to improve the shopping street and in general rich dark colour or those that are muted in tone give the most suitable background to highlight a window display.

Please note - Proposals within a Conservation Area or for or near a Listed Building should be discussed with the Conservation Officer prior to applications being submitted.

Figure 23

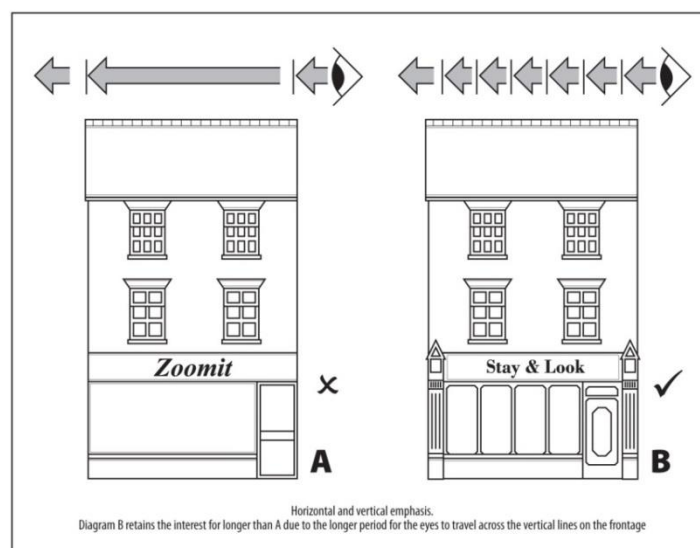


Figure 24

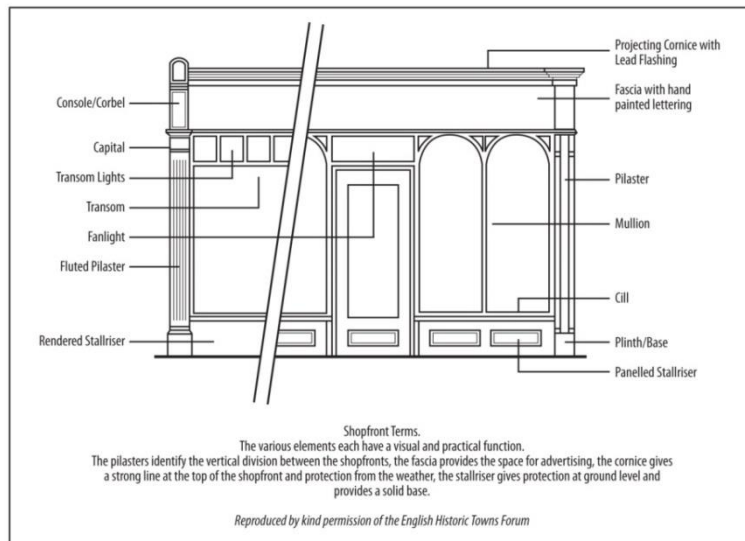
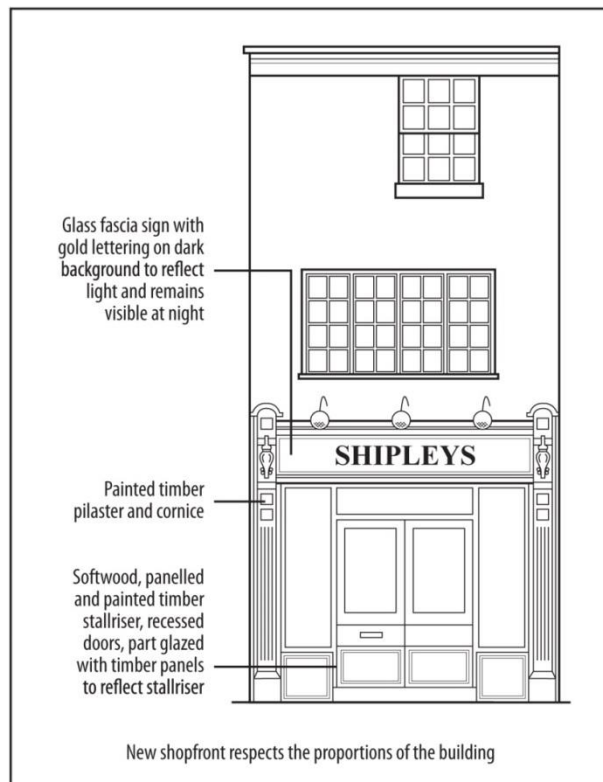


Figure 25



## 7 Advertisements and Signage

### 7.1 Key Considerations

- 7.1.1 Advertisements and signage can make a significant contribution to the character of an area and a shopfront or business. Poorly designed signage can detract from the character of a building and area.
- 7.1.2 Where advertisement consent is required, the Council will expect the content of signs to be kept to a minimum.
- 7.1.3 Excessive advertisement should be avoided.
- 7.1.4 The Council will expect corporate advertising to be adapted to fit buildings and townscape, particularly on Listed Buildings and in Conservation Areas.
- 7.1.5 Many advertisements require Advertisement consent, which is similar to planning permission.

*“Poorly placed advertisements can have a negative impact on the appearance of the built and natural environment... Advertisements should be subject to control only in the interests of amenity and public safety, taking account of the cumulative impacts.”*

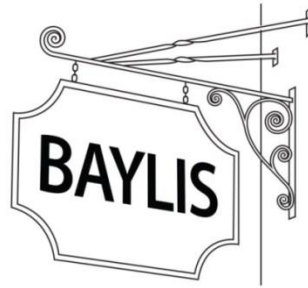
NPPF Parts of Paragraph 67

**DEEMED CONSENT BOX** – A number of types of advertisements and signage have the benefit of deemed consent under the Town and Country Planning (Control of Advertisements)(England) Regulations 2007 (as amended) subject to the standard conditions and the conditions and limitations relating to that advertisement. Deemed consent means that certain types of adverts which comply can be undertaken without the need for advertisement consent.

### 7.2 Hanging or Projecting Signs

- 7.2.1 Well-designed hanging or projecting signs can add to the character of the area.
- 7.2.2 Hanging and projecting signs should relate to the size and scale of a building and neither appear over intrusive or too small. The materials and colours of the signage should reflect the fascia of a business and respect the character of the area.
- 7.2.3 Projecting signs should generally be in line with the fascia panel and not above the first floor sill level.
- 7.2.4 Traditional hanging signs denoting a trade may be suitable for historic buildings. They should be constructed in metal or wood and be hung from a wrought iron bracket.
- 7.2.5 The Council will not permit more than one projecting or hanging sign per shopfront in order to avoid street clutter and will not normally allow illuminated projecting signs.

Figure 26



## 7.3 Free standing signage

- 7.3.1 Any free standing signs for business premises should be incorporated into a landscaping scheme and should preferably be located near the main site entrance.
- 7.3.2 Signs can include the logo of the business and the name of the business.
- 7.3.3 Appropriate colours should be used so as not to detract from street signage.
- 7.3.4 A proliferation of advertisements, especially on sites fronting main roads and railways, will not be permitted.

## 7.4 Window signs

- 7.4.1 Window signs provide a suitable method of advertising first floor premises.
- 7.4.2 Lettering on window panes of the shared advertising space of the ground floor trader can be used to advertise retail space on higher floors.
- 7.4.3 Lettering should generally be restricted to a maximum height of 0.3 metres (12 inches) unless exceptional circumstances prevail e.g large scale building.

## 7.5 Conservation Areas and Listed Buildings

- 7.5.1 Within Conservation Areas, advertisements and signage should reflect the character and nature of the Conservation Area and be of traditional materials or be traditional in appearance materials.
- 7.5.2 Advertisements on Listed Buildings will need to reflect the historic nature of the building and be of traditional materials and colours.
- 7.5.3 Illumination will not normally be permitted unless it is halo or down lit, but should be finalised in discussion with the Conservation Officer and the planning department.

## 8 Mixed Use Development

- 8.1 Mixed use developments will need to take into account the guidance in both the Residential Development – Creation of new dwellings and Non-residential Development sections of this High Quality Design SPD.
- 8.2 Mixed use developments should contain an appropriate mix of uses, depending on the location and nature of the proposal and policy requirements in the Bromsgrove District Plan.

### CORPORATE PERFORMANCE REPORTING

Relevant Portfolio Holder	Councillor G. N. Denaro
Portfolio Holder Consulted	No
Relevant Head of Service	Deb Poole, Head of Business Transformation
Ward(s) Affected	All
Ward Councillor(s) Consulted	n/a
Key Decision	No

#### 1. SUMMARY OF PROPOSALS

- 1.1 To agree the proposal for bi-monthly performance reporting to Cabinet.

#### 2. RECOMMENDATIONS

- 2.1 **Cabinet is asked to AGREE the approach to performance reporting to Cabinet through use of the Measures Dashboard and a bi-monthly report, draft template attached at Appendix 1.**

#### 3. KEY ISSUES

- 3.1 This report reflects the Council’s strategic direction in relation to performance, approved as part of the Corporate Performance Strategy last year. It is proposed that performance will be reported to Cabinet through the use of the online Measures Dashboard, supported by a bi-monthly report.
- 3.2 It is important that a robust method for reporting performance is adopted so that the Council is able to understand how effectively it is working towards delivering the strategic purposes and priority actions set out in the Council Plan 2017-2020.
- 3.3 Robust performance reporting will also help with effective decision making, audit and accountability.
- 3.4 The proposed bi-monthly report will highlight key areas for a particular strategic purpose (all purposes will be covered annually on a rolling programme basis), identified by officers and CMT based on data, and issues that Members raise as being in need of more detailed consideration. Relevant Heads of Service will talk through the report and address any queries.
- 3.5 It is also proposed that the report contains key corporate measures as standard.
- 3.6 The report is designed to complement the use of the Dashboard, the primary tool for understanding and reporting our measures, which can be accessed live by Members using their iPads at any time and will be available to interact with during Leaders and Cabinet meetings.

**Financial Implications**

- 3.7 Effective performance management will enable the Council to use limited resources in a more targeted manner, maximising the value of Council services and allowing the Council to be even more responsive to our customers' needs.

**Legal Implications**

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

**Service / Operational Implications**

- 3.9 Using performance data enables the Council to understand if it is working towards the strategic purposes and delivering the priority actions set out in the Council Plan.

**Customer / Equalities and Diversity Implications**

- 3.10 The strategic purposes are all designed to be from a customers' perspective, so relevant and robust performance data will enable the Council to understand if it is delivering what matters to customers, as identified through the Council Plan.
- 3.11 There are no equality and diversity implications arising directly from this report; however, the importance of understanding how the Council perform for all residents is important.

**4. RISK MANAGEMENT**

- 4.1 By using data to ensure the Council meets the strategic purposes and delivers on the priority actions in the Council Plan, it will support the management of risks identified around the delivery of those strategic purposes. The strategy will also contribute to the management of risks around robust decision making and the accuracy/effectiveness of performance data.

**5. APPENDICES**

Appendix 1 - Draft Performance Report template

**AUTHOR OF REPORT**

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Tel.: 01527 881616

## CORPORATE PERFORMANCE REPORT NOVEMBER/DECEMBER 2017

### 1. INTRODUCTION

- 1.1 This bi-monthly report highlights the key areas for a particular strategic purpose, identified by officers, CMT and Members, based on the data.
- 1.2 This report also contains key organisational measures and performance towards the outcomes identified in the Council Plan. It will complement the use of the Dashboard, the tool for understanding and reporting our measures.

### 2. NOVEMBER/DECEMBER 2017 AREA OF FOCUS

e.g. "Provide a leisure, cultural and arts programme for the whole district"

#### 2.1 This area of focus relates to the strategic purpose/s:

- Provide good things for me to see, do and visit (Jayne Pickering)
- Help me to live my life independently (Sue Hanley)

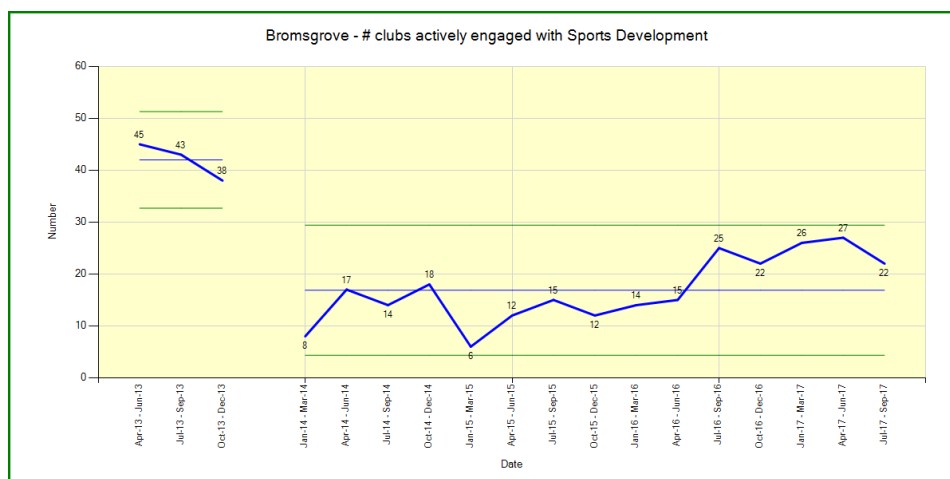
#### Background

- 2.2 *Why this area has been chosen as the focus for this month? Dramatic change in performance? Service review? Legislative changes which will have a direct impact? Positive changes / improvement? Member interest?*
- 2.3 *Brief overview of the salient points of interest that relate to this area e.g. new businesses have moved in; major community event held; innovative partnership working has been implemented etc.*

#### Key Measures

#### 2.4 Which key strategic measures help in understanding this area of focus?

e.g. # clubs actively engaged with Sports Development contact: Gomez Vincent



## Context/ Further Analysis

- 2.5 *What other data or information does the organisation have relevant to this area? E.g. recent internal reports/strategies, general management information, regional/national publications, press articles etc.*

*e.g. new Leisure Centre*

## Engagement/Research (if applicable/available)

- 2.6 *Have we done any engagement or consultation on this area? Has research been conducted (by ourselves or others)?*

*e.g. upcoming Community Panel consultation, Sport England data*

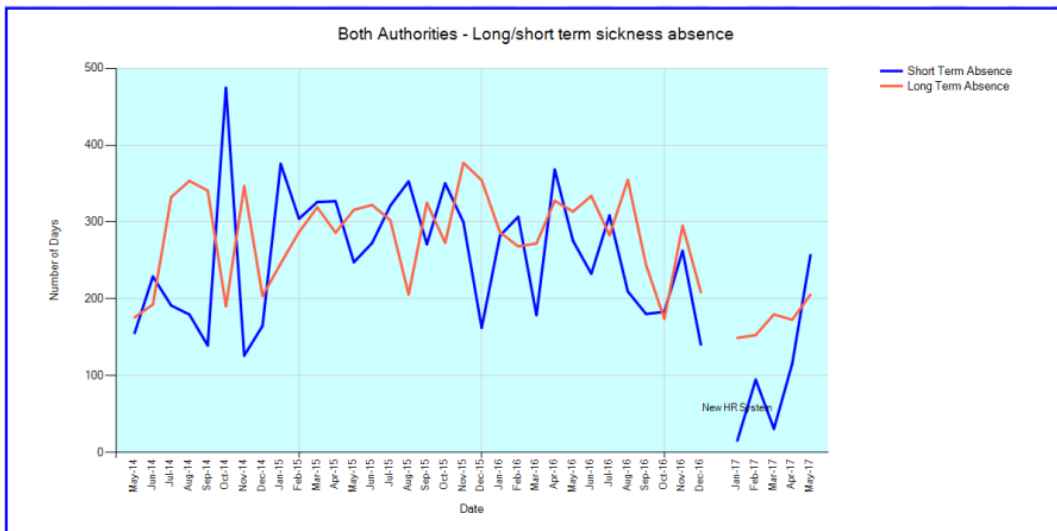
- 2.7 *Provide overview of headline findings.*

## **3. KEY CORPORATE MEASURES SUITE**

- 3.1 *Key measures which we feel need to be looked at corporately e.g. sickness, invoices etc.*

*e.g. Both Authorities-Long/short term sickness absence*

*contact: Nicola Wright*





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### BROMSGROVE ENERGY EFFICIENCY FUND AND SCHEME

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Wards Affected	All
Ward Councillor Consulted	No
Key Decision	No

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

- 1.1 In order to maximise the benefit of the remaining Bromsgrove Energy Efficiency Funding for 2017-18, it is proposed to realign the eligibility criteria in order to focus on the most in need households.

#### **2 RECOMMENDATIONS**

##### **2.1 Council is asked to RESOLVE that:**

- 1) The eligibility criteria detailed in Appendix 2 are adopted for the Bromsgrove Energy Efficiency Scheme and Fund.

#### **3 KEY ISSUES**

##### **Background**

- 3.1 Bromsgrove Energy Efficiency Scheme and Fund assists with heating system improvements and other cost effective energy efficiency measures for low income homeowners, aiming to improve health, wellbeing and financial independence, reduce strain on health and social care services and maintain and improve the quality of housing stock in the District. It is delivered in partnership with local energy advice charity Act on Energy, has been replicated across Worcestershire and was Highly Commended in the West Midlands Energy Efficiency Awards 2017, at which Bromsgrove District Council won Council of the Year.

##### **Financial Implications**

- 3.2 The scheme was launched in 2016 as a three year programme but because of high demand, the Council has agreed to bring an additional £41k into the 2017-18 financial year to make provision for the coming winter. By learning from the scheme so far and re-aligning the eligibility criteria, this will enable the scheme to focus on value for money and achieving solutions for those in most need.
- 3.3 The Scheme will only be available when other funding streams are not available or appropriate. Increasing restriction of government-led energy company obligation (ECO) funding has led to increased pressure on BEEF but Act on Energy now have access to energy company funding towards loft and cavity wall insulation for those on qualifying means tested benefits and a limited amount of local authority led 'flexible' ECO funding

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towards LPG and oil boilers as well as loft and cavity wall insulation for other eligible households (see warmerworcestershire.com 'Statement of Intent' for more information). These funds will be utilised in preference to BEEF.

#### Legal Implications

- 3.4 The general power of competence in s1 of the Localism Act 2011 empowers the council to undertake such a project. The council is entitled to set and adjust its own criteria for such a scheme.

#### Service / Operational Implications

- 3.5 The amendments to the eligibility criteria are set out in Appendix 2 with reasons.
- 3.6 The changes to the criteria have been discussed with Act on Energy, who deliver the Scheme, and are not anticipated to have adverse operational consequences.

#### Customer / Equalities and Diversity Implications

- 3.7 It is proposed to not limit the Scheme to those with existing cold-related health conditions, as a cold home can precipitate poor health and the impacts for those without health conditions can still be significant. The March 2016 Worcestershire Health and Wellbeing Board (HWB) Joint Strategic Needs Assessment (JSNA) profile for Bromsgrove mentions that for younger age groups, cold housing can have significant negative effects in terms of infant weight gain, hospital admission rates, developmental status and asthma. Adolescent mental health, adult physical health, wellbeing and self-assessed general health are also affected, particularly for vulnerable adults as well as those with existing health conditions. Other effects include anxiety about financial issues, using fewer rooms in order to reduce heating costs (with potential for overcrowding and psychological effects) and educational underperformance of children.
- 3.8 Following consultation with the financial independence team, it is also proposed not to limit the Scheme to households with children or pensioners. These groups are understandably frequently prioritised over childless working-age adults (single or couples), but with the net effect that the latter are significantly less supported and more vulnerable in times of crisis.

#### 4. RISK MANAGEMENT

- 4.1 Act on Energy ensure that quotes are reasonable before approving commencement of works – either by multiple quotes or where it would be inappropriate to have multiple contractor visits for quotes due to customer vulnerability, by comparison with Framework prices for other similar schemes.
- 4.2 Act on Energy will continue to collect data to enable officers to audit the effectiveness of the programme and this will continue to be monitored by the Council's Climate Change and Energy Efficiency Officer.

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### **5. APPENDICES**

Appendix 1 – Original criteria

Appendix 2 Proposed Changes to Eligibility Criteria

### **6. BACKGROUND PAPERS**

- Cabinet Report 7 September 2016 – Bromsgrove Energy Efficiency Fund and Scheme
- Council Report 22 November 2017 – Bromsgrove Energy Efficiency Fund Transfer

### **AUTHOR OF REPORT**

Name: Kath Manning, Climate Change and Energy Efficiency Officer

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Tel: 01527 587094

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## Appendix 1 Energy Efficiency Fund

The fund will only be available to Bromsgrove owner occupiers and where the property concerned is their only and principle home. The fund will only be made available when there are no other funding streams available to resolve the homeowner's difficulties. Each household only receive one grant for each of boiler replacement, boiler repair and boiler servicing.

The Head of Community Services will have discretion to consider applications which fall outside of the normal criteria but in respect of which 'exceptional circumstances' apply.

The measures and eligibility are set out below:

**Table 1**

<u>Fund amount (£)</u>	<u>Eligibility</u>	<u>Measure</u>	<u>Financial Support available</u>	<u>Additional support</u>
<p><b>Fuel poverty alleviation</b></p> <p>e.g.</p> <p>£24,000 allocation first year, £23,000 subsequent years</p> <p>For an average cost of £1250 per household, over fifteen households could be helped per year.</p>	<p>In receipt of qualifying benefit or below qualifying income threshold*</p>	<ul style="list-style-type: none"> <li>• Condensing boilers                             <ul style="list-style-type: none"> <li>○ to replace low efficiency boilers (F or G rated)</li> <li>○ to replace boilers broken beyond economic repair</li> <li>○ associated works</li> </ul> </li> <li>• Wet central heating systems where these are not already present</li> <li>• Heating controls</li> <li>• Heating system insulation (cylinder, pipes)</li> <li>• Cavity wall insulation</li> <li>• Loft insulation</li> <li>• Draught proofing</li> <li>• Carbon monoxide alarm to be included with all works</li> </ul>	<p>Grant covering cost of works up to a total of £5000;</p> <p>£250 household contribution required towards the cost of works.</p>	<ul style="list-style-type: none"> <li>• Home visit where appropriate to assess which measures would be beneficial and to offer additional energy efficiency advice.</li> <li>• Signposting to accredited contractors to obtain quotes</li> <li>• Review of quotes and check of contractor's accreditation and public liability insurance</li> <li>• Follow-up after installation including an energy performance certificate (£75 per certificate)</li> <li>• Follow-up after 1 year.</li> </ul>
<p><b>Incentivising replacement of inefficient heating</b></p> <p>e.g.</p> <p>£10,000 allocation per year</p> <p>This could subsidise replacing around twenty boilers each year.</p>	<p>If under Worcestershire average household income of £37k (County Council profile)</p>	<ul style="list-style-type: none"> <li>• Condensing boilers                             <ul style="list-style-type: none"> <li>○ to replace low efficiency boilers (F or G rated)</li> <li>○ or to replace boilers broken beyond economic repair</li> </ul> </li> <li>• Wet central heating systems where these are not already present.</li> </ul>	<p>£500 grant towards cost of works.</p>	<ul style="list-style-type: none"> <li>• Signposting to accredited contractors to obtain quotes.</li> <li>• Review of quotes and check of contractor's accreditation and public liability insurance.</li> <li>• Follow-up after installation.</li> <li>• Follow-up after 1 year.</li> </ul>

## Appendix 1 Energy Efficiency Fund

<p><b>Funding boiler repairs and servicing for vulnerable homeowners</b></p> <p>e.g.</p> <p>£3,000 allocation per year</p> <p>This could help with around ten repairs and over forty boiler services each year.</p>	<p>In receipt of qualifying benefit or below qualifying income threshold*</p>	<ul style="list-style-type: none"> <li>Boiler servicing</li> </ul>	<ul style="list-style-type: none"> <li>50% of cost up to £35</li> </ul>	<ul style="list-style-type: none"> <li>Signposting to accredited contractors to obtain quotes.</li> <li>Review of quotes and check of contractor's accreditation and public liability insurance.</li> </ul>
		<ul style="list-style-type: none"> <li>Boiler repair for boilers above F and G rating that can be economically repaired</li> </ul>	<ul style="list-style-type: none"> <li>50% of costs up to £150 (repairs costing over £300 unlikely to be economic)</li> </ul>	<ul style="list-style-type: none"> <li>Signposting to accredited contractors to obtain quotes.</li> <li>Review of quotes and check of contractor's accreditation and public liability insurance.</li> </ul>

**\*Qualifying benefits/income threshold:**

- Income Support
- Pension Credit Guarantee (not pension saving credit)
- Jobseekers allowance (JSA) (income based)
- Employment Support Allowance (ESA) (income based)

OR

- Household income below threshold after tax, depending on household composition, as per Table 2 below.

**Table 2**

	<b>0 children</b>	<b>1 children</b>	<b>2 children</b>	<b>3 children</b>	<b>4 or more children</b>
<b>Single adult</b>	£10,720	£13,920	£17,120	£20,320	£23,520
<b>Two adults or more</b>	£16,000	£19,200	£22,400	£25,600	£28,800

# Agenda Item 7

## Appendix 2 Proposed Changes to Eligibility Criteria

**Table 1 Proposed Changes with Reasons**

<b>Change to criteria</b>	<b>Reason</b>
The property must have been in the current ownership for at least 12 months.	If there is defective heating in the property then it is expected that the value of the property would be decreased accordingly and this will assist with having sufficient funding to improve the heating. This in in line with other council funding schemes such as Home Repairs Assistance.
Discontinue the element of the scheme which contributes £500 towards assisting those with a household income below the Worcestershire average to replace inefficient heating systems (£2000 of spend in the scheme so far).	Although it would be ideal to continue this element of the scheme it has less impact as it is more relevant to reducing the risk of future fuel poverty than reducing current fuel poverty.
Realign household incomes thresholds following changes to government criteria for the energy company obligation, see Table 2.	The purpose of this government change was to make the income thresholds fairer for larger households.
Exclude income for a specific purpose from income threshold calculations e.g. DLA, PIP.	Some households were being excluded from the scheme on the basis of income from DLA or PIP, where this funding was for e.g. mobility and transport needs and so could not be used towards heating measures.
Continue to include child maintenance payments in income threshold calculations.	Child maintenance is to assist with all aspects of looking after a child, including keeping them adequately warm.
A savings cap of £16,000 had already been introduced, in-line with government led energy company obligation funding. Reduce funding for households with savings above £6000 (the level of savings above which benefits are incrementally reduced), see Table 3.	The changes decrease the demand on public funds, by increasing the onus on those with above a certain level of savings to use these savings before public funds are used. At the same time, some assistance is still provided; allowing householders to retain some savings for future needs. The aim is to spend where there is most need without removing the incentive to save.
For cases with loft and/or cavity insulation with no heating works: £50 household contribution required towards the cost of works.	£250 (as for heating measures) would be a proportionately high contribution for these lower value works. As these measures are also less obvious, a higher proportional contribution is likely to deter uptake.
The grant for boiler servicing is increased from £35 to £70 (therefore fully funded on a one-off basis per household).	This should increase uptake of this highly beneficial element of the scheme, with the aim that residents may then commit to this on a regular basis. Administration of this element of the scheme was excessively onerous for contractors when it was partially funded, deterring uptake.
For any boiler repairs that are economic, the maximum grant is increased from £150 to £300.	It is more cost effective all round for a resident to receive a £300 repair to a partially functioning boiler than be deterred from completing that repair by a £150 contribution, leading to the need for a boiler replacement in the near future.

# Agenda Item 7

## Appendix 2 Proposed Changes to Eligibility Criteria

**Table 2 Qualifying benefits/income threshold:**

<b>Qualifying benefits</b> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Pension Credit Guarantee (not pension saving credit)</li> <li>• Jobseekers allowance (JSA) (income based)</li> <li>• Employment Support Allowance (ESA) (income based)</li> </ul>					
<u>OR</u>					
<b>Qualifying household income threshold</b>					
Household income before tax, depending on household composition, as below:					
	<b>0 Children</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 or more Children</b>
<b>Single Adult</b>	£13,200	£17,400	£21,600	£25,800	£30,000
<b>Two Adults or more</b>	£19,800	£24,000	£28,200	£32,400	£36,600

**Table 3 Qualifying savings threshold**

	<b>Householder contribution</b>	<b>Maximum grant</b>
<b>Savings up to £6000</b>	£250 (or £50 if insulation measures only)	£5000
<b>Savings between £6000 and £11000</b>	Savings amount (£) minus £6000	£5000 minus savings amount (£) over £6000
<b>Savings over £11000</b>	Cost of works	No funding

**Example:** If the householder has £8000 savings, they would have to make a contribution of £2000 (£8000-£6000) and the maximum grant would be £3000 (£5000-£2000). If the works cost £3000, the grant would be £1000. If the works cost £8000, the mandatory householder contribution would be £2000, the grant would be £3000 and the remaining £3000 would either have to be contributed by the householder or found from other sources.



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#### FEES AND CHARGES

Relevant Portfolio Holder	Councillor Brian Cooper
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 2018/19 – 2021/22.

#### 2. RECOMMENDATIONS

- 2.1 It is recommended that Cabinet consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1 which have a proposed increase for 2018/19 over the currently agreed budget assumption of 2.8%.
- 2.1.2 **approve** the fees and charges as presented in Appendix 1 that have no increase for 2018/19
- 2.1.3 **approve** the fees and charges as presented in Appendix 1 that have reduced for 2018/19.

#### 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 2.8% in line with CPI. However managers have been asked to look at their fees and charges to review demand and cost.
- 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 1<sup>st</sup> January 2018, 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.

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- 3.3 There are a number of increases that are in excess of the 2.8% approval which are identified in Appendix 1. The Heads of Service have commented within the Appendix as to the reasons for the increase.

#### **Legal Implications**

- 3.5 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.

#### **Service / Operational Implications**

- 3.6 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 881208

**Business Transformation**

Roundings to the nearest 10p.

Service Category	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b><u>New Properties</u></b>					
Naming and numbering new street	251.30	7.04%		269.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Naming and numbering new premises.	124.60	6.74%		133.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Additional Adjoining premises to the above	24.70	5.26%		26.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 5%.
Confirmation of address to solicitors/conveyancers/occupiers or owners	24.70	5.26%		26.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 5%.
Additional charge where this includes naming of a building (e.g. block of flats)	62.80	6.69%		67.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.

**Customer Access and Financial Support**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/decrease / £ increase/decrease % / £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b><u>LOCAL TAX COLLECTION</u></b>					
- Council Tax Court Costs	67.60	0.00	<b>0.00%</b>	67.60	
- NNDR Court Costs	96.30	0.00	<b>0.00%</b>	96.30	
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.00	0.00	<b>0.00%</b>	3.00	
<b><u>Customer Services</u></b>					
Interview Rooms ( based at Service Centre Max 6 persons in room)					
- Per full day (9am - 5pm)	43.70	0.00	<b>0.00%</b>	43.70	
- Per half day 9am-1pm/1pm-5pm)	27.30	0.00	<b>0.00%</b>	27.30	
- Per hour (1full hour only)	9.30	0.00	<b>0.00%</b>	9.30	

**Community Services**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>STRATEGIC HOUSING</b>					
<b>Homeless persons' hostels</b>					
- Single room	9.30	£0.26	2.80%	9.60	Inflation increases in line with CPI
- Heating	0.60	£0.02	2.80%	0.60	Inflation increases in line with CPI
- Two single rooms	14.30	£0.40	2.80%	14.70	Inflation increases in line with CPI
- Heating	1.40	£0.04	2.80%	1.40	Inflation increases in line with CPI
- Double room	14.30	£0.40	2.80%	14.70	Inflation increases in line with CPI
- Heating	1.40	£0.04	2.80%	1.40	Inflation increases in line with CPI
- More than one double room	19.60	£0.55	2.80%	20.20	Inflation increases in line with CPI
- Heating	2.20	£0.06	2.80%	2.30	Inflation increases in line with CPI
<b>Bed and breakfast</b>					
- Single room	15.20	£0.43	2.80%	15.60	Inflation increases in line with CPI
- Two single rooms	30.60	£0.86	2.80%	31.50	Inflation increases in line with CPI
- Double room	15.20	£0.43	2.80%	15.60	Inflation increases in line with CPI
- More than one double room	19.70	£0.55	2.80%	20.30	Inflation increases in line with CPI
<b>- Breakfast</b>					
- adult	2.30	£0.06	2.80%	2.40	Inflation increases in line with CPI
- child	1.90	£0.05	2.80%	2.00	Inflation increases in line with CPI
- Single of effects (per night)	2.40	£0.07	2.80%	2.50	Inflation increases in line with CPI
- RDB Plan Preparation for BDHT	116.20	0.00		116.20	
<b>Private Sector Housing</b>					
Housing Fitness Inspections	114.50	£4.47	3.90%	119.00	Based on average time/officer costs of service
<b>Registration of housing in multiple occupation:</b>					
per occupant	94.50	5.82%		100.00	Based on average time/officer costs assessment
per occupant - subsequent property	81.70	0.00		0.00	No longer required (see above line)
Service and Administration of Improvement	26.60	12.78%		30.00	Based on officers hourly rate incl oncosts
Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004	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)	137.90	45.03%		200.00	Currently what the council is being charged. Costs passed onto Seller.
- Late Consents to transfer (shared ownership and low cost properties)				250.00	Request for transfer of ownership for intermediate housing units.
<b>*Based on salary of employee</b>					
<b>LIFELINE</b>					
- Installation Fee	36.00	38.89%		50.00	All products are VAT free due to VAT relief exemptions. Analysis has been completed to define the actual cost of a standard installation. Therefore the price has been increased to meet this cost. Should any potential customer refuse the service on grounds of being unable to afford the installation cost this will be reviewed on a case by case basis.
- Lifeline (per week)	3.80	5.26%		4.00	Based on the actual cost of the product + 17% admin fee. Customer to pay for replacement to reduce losses. The cost of the pendant will be dependent on the supplier
- Replacement Pendant					Manufacturers cost + 17% admin fee. To enable access into the property in an emergency. The cost of the key safe will be dependent on the manufacturer
- Key Safe					

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
- GSM Alarm Hire				5.80	This unit includes the cost of a sim card. Ideal for those with no landline. This price is based upon the use of an OWNPHONE Footprint Tracker. Other devices are available and are being trialled which may require a review of this cost. This equipment provides support for service users outside their home.
- GPS Tracker Hire				6.80	
<b>HIRE PRODUCTS</b>					
Hire of smoke alarm per week	1.25	4.00%		1.30	Hire and Monitoring fee
CO2 Detector per week	1.25	4.00%		1.30	Hire and Monitoring fee
Bogus Caller Panic Button	1.25	4.00%		1.30	Hire and Monitoring fee
Flood Detector	1.25	4.00%		1.30	Hire and Monitoring fee
Falls Detector	1.25	4.00%		1.30	Hire and Monitoring fee
Additional pendant	1.25	4.00%		1.30	Hire and Monitoring fee
Temperature extreme sensor	1.25	4.00%		1.30	Hire and Monitoring fee

**Environmental Services**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Parking Fines PCN's On Street</b>					
Certain Contraventions	70.00	0.00		70.00	
If paid within fourteen days	35.00	0.00		35.00	
Other contraventions	50.00	0.00		50.00	
If paid within fourteen days	25.00	0.00		25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>					
<b>Parking Fines PCN's Off Street</b>					
Certain Contraventions	70.00	0.00		70.00	
If paid within fourteen days	35.00	0.00		35.00	
Other contraventions	50.00	0.00		50.00	
If paid within fourteen days	25.00	0.00		25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>					
<b>Car Park charges only apply between 8.00am to 10.00pm everyday</b>					
<b>CEMETERY</b>					
<b>Interments in a grave</b>					
- children aged under 1 year	FREE	0.00		FREE	
- children aged under 1 year (non resident)	106.00	2.83%		109.00	lower than CPI to ensure rounded charge
- children aged 1 year - 16 years	FREE	0.00		FREE	
- children aged 1 year - 16 years (non resident)	154.00	2.92%		158.50	higher than CPI to ensure rounded charge
- persons aged 17 and over	590.00	2.88%		607.00	lower than CPI to ensure rounded charge
<b>Interment of cremated remains</b>	196.00	2.81%		201.50	lower than CPI to ensure rounded charge
Interment of Cremated Remains (under 16 years no residents only)	72.00	2.78%		74.00	lower than CPI to ensure rounded charge
<b>Scattering cremated remains in grave</b>	82.00	3.05%		84.50	higher than CPI to ensure rounded charge
<b>Exclusive rights of burial (75-year grants)</b>					
- adult grave space	1,485.00	2.90%		1,528.00	
- child grave space	271.00	2.95%		279.00	higher than CPI to ensure rounded charge
- cremated remains plot	568.00	2.90%		584.50	
<b>Renewal of expired deed (single fee charged in all cases)</b>					
-Burial	424.00	2.83%		436.00	lower than CPI to ensure rounded charge
-Cremated remains	165.00	3.03%		170.00	higher than CPI to ensure rounded charge
-Adult sized grave purchased in reserve	N/A	0.00		N/A	
-Ashes grave purchased in reserve	679.00	2.95%		699.00	higher than CPI to ensure rounded charge
- Full grave purchased in reserve				1,878.00	Due to expanded area at North Bromsgrove Cemetery we are now able offer purchase in reserve full adult graves again
- Disinterment of Remains - Cremated Remains	516.00	2.91%		531.00	higher than CPI to ensure rounded charge
- Wooden cremated remains casket	90.00	3.33%		93.00	higher than CPI to ensure rounded charge

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Memorials</b>					
-Memorial permit (North Bromsgrove Cemetery only)	0.00	0.00		0.00	line to be removed
- Memorial application administration fee	96.00	3.13%		99.00	higher than CPI to ensure rounded charge
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	800.00	2.88%		823.00	lower than CPI to ensure rounded charge
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	760.00	2.89%		782.00	lower than CPI to ensure rounded charge
Bench replacement plaque - £110.00	110.00	2.73%		113.00	lower than CPI to ensure rounded charge
-Assignment / Transfer of Exclusive Right of Burial	96.00	3.13%		99.00	higher than CPI to ensure rounded charge
Exhumation ground works	196.00	3.06%		202.00	higher than CPI to ensure rounded charge
New Container	90.00	3.33%		93.00	higher than CPI to ensure rounded charge
Officer time	200.00	3.00%		206.00	higher than CPI to ensure rounded charge
Cremator usage	30.00	3.33%		31.00	higher than CPI to ensure rounded charge
<b>Certified copy of entry</b>	21.00	4.76%		22.00	higher than CPI to ensure rounded charge
<b>Bird bath memorial (new memorial option)</b>					
<b>5 Year Lease</b>					
- size 1 (small)	191.00	£9.55	<b>5.00%</b>	200.50	price increased in line with supplier increases
- size 2	212.20	£10.61	<b>5.00%</b>	223.00	price increased in line with supplier increases
- size 3	233.40	£11.67	<b>5.00%</b>	245.00	price increased in line with supplier increases
- size 4	254.60	£12.73	<b>5.00%</b>	267.50	price increased in line with supplier increases
- size 5 (large)	275.80	£13.79	<b>5.00%</b>	289.50	price increased in line with supplier increases
<b>10 Year Lease</b>					
- size 1 (small)	297.10	£14.86	<b>5.00%</b>	312.00	price increased in line with supplier increases
- size 2	318.30	£15.92	<b>5.00%</b>	334.00	price increased in line with supplier increases
- size 3	339.50	£16.98	<b>5.00%</b>	356.50	price increased in line with supplier increases
- size 4	360.70	£18.04	<b>5.00%</b>	378.50	price increased in line with supplier increases
- size 5 (large)	381.90	£19.10	<b>5.00%</b>	401.00	price increased in line with supplier increases
<b>20 Year Lease</b>					
- size 1 (small)	403.10	£20.16	<b>5.00%</b>	423.50	price increased in line with supplier increases
- size 2	424.40	£21.22	<b>5.00%</b>	445.50	price increased in line with supplier increases
- size 3	445.60	£22.28	<b>5.00%</b>	468.00	price increased in line with supplier increases
- size 4	466.80	£23.34	<b>5.00%</b>	490.00	price increased in line with supplier increases
- size 5 (large)	488.00	£24.40	<b>5.00%</b>	512.50	price increased in line with supplier increases
<b>Motif</b>	106.10	£5.31	<b>5.00%</b>	111.50	price increased in line with supplier increases
<b>Memorial Vaults</b>					
Double unit - 20 year lease in first interment and casket				1,250.00	
2nd interment of remains including casket				172.00	
Inscribed tablet of upto 80 letters				140.00	New above ground burial option for cremated remains which allow families to inscribe the tablet and add photos and badges where appropriate.
Additional letters (per letter)				4.00	Allows an alternative to the standard below the ground burial option.
Standard Motif				100.00	
Photo of 1 person				120.00	
Photo of 2 people				190.00	
Photo of 3 people				245.00	
Other items are available but quoted individually				QUOTED INDIVIDUALLY	
<b>Memorial Posts</b>					
Memorial plaque - 3 year lease				240.00	New memorial scheme to allow families to place an inscribed memorial plaque on a post within the grounds.
Motif				45.00	
Replacement Plaque				120.00	



SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Private Memorial Garden</b>  Including memorial - 20 year lease				1,600.00	New memorial scheme to allow families a new and innovative way to personalise a small section of our grounds with family tributes and memorials which can span the generations.
<b>Barbican Memorial</b>  Inscribed tablet including 3 year lease Standard Motif Photo of 1 person Photo of 2 people Photo of 3 people Other items are available but quoted individually				250.00 100.00 120.00 190.00 245.00 QUOTED INDIVIDUALLY	New memorial scheme to support the development of the scattering area within the North Bromsgrove Cemetery.
<b>REFUSE COLLECTION</b>					
<b>Bulky Household Waste</b>					
<b>Proposed Charges</b>					
<b>The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted separately.</b>					
Bulky collection - single unit* *Depending on size items maybe charged for as a multiple of units	8.20	3.66%		8.50	Above CPI to reflect increasing operational costs.
Items that are classed by WCC as non domestic waste	Quotation			Quotation	Quotations for this material will be linked to national waste disposal costs, as not disposable through WCC as the disposal authority.
Bulky collection - two unit*	16.50	0.00		0.00	No longer applicable
Bulky collection - three unit* (reduced rate for 3 unit)	21.70	0.00		0.00	No longer applicable
10 black bags	21.70	0.00		0.00	No longer applicable
Bulky collection - three items or more	Quotation			N/A	No longer applicable
Items not on the boundary of the property	Quotation			Quotation	
The items below to be quoted for independently depending on size, and weight and position of collection point					
- Garden Shed	Quotation			N/A	No longer applicable
- Piano	Quotation			N/A	No longer applicable
- Chest Freezer	Quotation			N/A	No longer applicable
- Large Cookers (Ranges)	Quotation			N/A	No longer applicable
- Green houses	Quotation			N/A	No longer applicable
- Hazardous oils (Special Collections) because of the distance to dispose of them correctly.	Quotation			N/A	No longer applicable
- Over 10 x black bags	Quotation			N/A	No longer applicable
- Wheels, Tyres and other car parts	Quotation			N/A	No longer applicable
<b>Litter and Dog Bins (Yearly Charge)</b>					
High Usage Site First Bin	1,040.00	-£130.00	<b>-12.50%</b>	910.00	Prices have not been competitive enough to take on additional work, and existing arrangements have been at risk as a result of growing financial pressure and cheaper alternatives for waste management services. This reduction secures existing arrangements and will support creation of new arrangements.
High Usage Site Additional Bins (each)	442.00	-£55.25	<b>-12.50%</b>	386.75	
Medium Usage Site First Bin	520.00	-£65.00	<b>-12.50%</b>	455.00	
Medium Usage Site Additional Bins (each)	221.00	-£27.63	<b>-12.50%</b>	193.37	
Low Usage Site First Bin	260.00	-£32.50	<b>-12.50%</b>	227.50	
Low Usage Site Additional Bins (each)	110.50	-£13.81	<b>-12.50%</b>	96.69	

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Investigation of Abandoned Vehicles on Private Land</b>					
Per Vehicle	60.00	0.00	0.00%	60.00	Low level usage. No increase in costs for dealing with private land abandoned vehicles.
Mechanically Sweep Private Road / Car Park - Mini Sweeper per Hour	30.00	0.00	0.00%	30.00	Low usage as a chargeable service to date, so no business case to support increasing the costs at this time.
Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour	50.00	0.00	0.00%	50.00	As above.
<b>Garden Waste Collection Service</b>	42.00	7.14%		45.00	Higher than CPI as agreed with members in the 2017/18 fees and charges to cover increased costs in operating the service. However, shared service arrangements coming into place during 2018 will offset further operating costs in 2019/20 and secure a 0% price increase in 2019/20.
Re-issue of service				40.00	To recover the additional costs with re-issuing the garden waste service.

**Legal and Democratic**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments	
<b>ELECTORAL REGISTRATION</b>						
<b>Register Sales*</b>						
<b>In data form</b>						
- basic fee	20.00	0.00		20.00	Amounts are set by legislation and therefore cannot be changed.	
- for each 1,000 names or part thereof	1.50	0.00		1.50		
<b>In printed form</b>						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	5.00	0.00		5.00		
<b>Marked Election Register Sales*</b>						
<b>In data form</b>						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	1.00	0.00		1.00		
<b>In printed form</b>						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	2.00	0.00		2.00		
Copy of return of Election expenses plus 40p per sheet, per side.	5.00	0.00		5.00		
<b>Miscellaneous Charges</b>						
* Address labels printed	13.10	0.00		13.10		
* - for each 1,000 properties or part thereof	6.60	0.00		6.60		
- street list	13.10	0.00		13.10		
* - Data Property Addresses	23.80	0.00		23.80		
* - For each 1,000 properties or part thereof	1.80	0.00		1.80		
- Confirmation letter of registration	17.80	0.00		17.80		
* Plus Postage & Packaging at cost.						
<b>*This charge is determined by the Representation of the People Regulations 2001</b>						
<b>LEGAL</b>						
- Legal work (per hour)	132.70	£3.72	<b>2.80%</b>	136.40		
- RTB	185.40	£5.19	<b>2.80%</b>	190.60		
- Consent for proposed works	145.70	£4.08	<b>2.80%</b>	149.80		
- Retrospective Consent	153.30	£4.29	<b>2.80%</b>	157.60		
<b>Section 106:</b>						
- Private Owner	495.90	£13.89	<b>2.80%</b>	509.80		
- Each additional unit added (up to a maximum of £1,500) *	62.10	£1.74	<b>2.80%</b>	63.80		
- Affordable housing schemes	930.90	£26.07	<b>2.80%</b>	957.00		
- Deed of Variation**	353.80	£9.91	<b>2.80%</b>	363.70		
- Fee for agreeing a unilateral undertaking	353.80	£9.91	<b>2.80%</b>	363.70		
* 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						
**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.						

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Other Fees</b>					
- Fees for sale of property under Low Cost Housing Scheme	244.00	£6.83	<b>2.80%</b>	250.80	
- Fees for purchase of additional 30% Share	159.10	£4.45	<b>2.80%</b>	163.60	
- Fees for preparation of Deed of postponement	103.90	£2.91	<b>2.80%</b>	106.80	
- Administration fee for the grant of licences for more than 12 months	58.40	£1.64	<b>2.80%</b>	60.00	
- Issuing of consents (transfer of mortgage)	69.00	£1.93	<b>2.80%</b>	70.90	
Minor land sales up to £10,000	475.00	£13.30	<b>2.80%</b>	488.30	
Major Land sales £10,000+ <b>0.5% of purchase price with a minimum charge of £500</b>	Fixed Fee	0.00		Fixed Fee	
Major Land sales £50,000+ <b>0.5% of purchase price with a minimum charge of £750</b>	Fixed Fee	0.00		Fixed Fee	
- Footpath diversion orders	1,994.50	£55.85	<b>2.80%</b>	2,050.30	
<b>LAND SEARCHES</b>					
<b>Single Con29 Question</b>					
Official Certificate of Search (LLC1) only	26.80	£0.75	<b>2.80%</b>	27.60	
CON29R Enquiries of Local Authority (2007)					
- Residential	98.50	£2.76	<b>2.80%</b>	101.30	
- Commercial	140.80	£3.94	<b>2.80%</b>	144.70	
Standard Search Fee: LLC1 and CON 29R combined					
- Residential	125.30	£3.51	<b>2.80%</b>	128.80	
- Commercial	167.60	£4.69	<b>2.80%</b>	172.30	
CON 29O Optional enquiries of Local Authority (2007)					
(Questions 5,6,8,9,11,15) per question	12.40	£0.35	<b>2.80%</b>	12.80	Now 2016 not 2007
(Questions 7,10,12,13,14,16-21) per question	6.20	£0.17	<b>2.80%</b>	6.40	Amend to Qs 9,10,18 and 19.
(Question 22)	24.70	£0.69	<b>2.80%</b>	25.40	Amend to Qs 5-8,11-17 and 20-21
Question 4	13.40	£0.38	<b>2.80%</b>	13.80	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	48.40	£1.36	<b>2.80%</b>	49.80	
Each additional parcel of land (LLC1 and CON29R)	22.70	£0.64	<b>2.80%</b>	23.30	
Refresher Search	39.10	£1.09	<b>2.80%</b>	40.20	
Expedited (within 48 hrs)	30.90	£0.87	<b>2.80%</b>	31.80	

## Leisure Services

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>SPORTS DEVELOPMENT</b>					
Community exercise class	3.15	4.76%		3.30	
Specialised health class	3.15	4.76%		3.30	Increase reflects the additional coaching cost to provide specialist health support
Primary Sports Project	22.05	13.38%		25.00	
Primary Sports Project				27.00	Need 2 rates, one which is a higher rate (specialist curriculum) where we have to pay the coach a higher hourly rate and the other which is a lower rate (standard curriculum) where we pay the coach lower hourly rate.
After school session	24.20	-91.12%		2.15	The proposal is to change the pricing approach. The reason for this is that consultation with the school as this gives them flexibility as they pay for each child who attends. The average yield per session is projected to be higher as the average session occupancy is 15 children. Proposal to charge £2.15 per child.
Activity Specific Coaching (Adults)	5.15	-2.91%		5.00	to ensure adults are encouraged to be active
Inclusive activities (hourly rate)	3.00	0.00%		3.00	
Inclusive activities (90 minute rate)				3.50	New charge to reflect the long session length that have been requested.
Inclusive activities (2 hour rate)				4.00	New charge to reflect the long session length that have been requested.
Adult Coach Session (requires facility hire)	3.80	0.00		3.80	no longer required
Holiday club rate	2.30	0.00		2.30	no longer required
Parks Activities				1.00	The approach holiday provision has changed based on user feedback, overheads reduced due to no facility hire-holiday activity
Commissionary holiday club rate (free school dinners)	1.15	0.00		1.15	no longer required
Junior Sport Specific Holiday club / sport session	2.65	1786.79%		50.00	To charge an hourly rate is no longer applicable to any sessions as all of the holiday camps are all provided over 5 days. The charge has been amended to reflect this duration and the improved service on offer.
Multi Skills clubs (Junior sports activity)	2.30	52.17%		3.50	The current charge of £2.30 has not been applied as this charge related to an activity session that is no longer provided, the new charge is in line with other junior charges that are name and the session will be renamed as shown in the brackets next to the current little.
Activity referral	27.10	-37.27%		17.00	This reduction in price reflects a reduction in program length from 10 weeks to 6 weeks. The weekly charge for 10 weeks was £2.71 and the current recommended charge for 18/19 is £2.83 which is a 5% increase.
Community Gymnastics				3.50	
Couch 2 5k				1.00	Couch to 5k was previously grant funded and as such a charge was no imposed as it was classed as a developed session. The funding has ceased so a charge of £1 is to be introduced to sustain the programme, this has been discussed with users and there have been no issues raised.
PSI Falls Prevention	3.00	0.00		3.00	This is a fixed cost as this is a county wide commissioned service with the price set in the contract.
<b>SANDERS PARK</b>					
<b>Tennis Courts (per court per Hour)</b>					
- Adult	7.55	0.00	0.00%	7.55	No increase proposed to stimulate business and increase participation rates
- Adult & Junior	6.60	0.00	0.00%	6.60	No increase proposed to stimulate business and increase participation rates
- Junior/Senior Citizen	5.05	0.00	0.00%	5.05	No increase proposed to stimulate business and increase participation rates
<b>Tennis Courts (per court per 1 and 1/2 Hour)</b>					
- Adult	11.00	0.00	0.00%	11.00	No increase proposed to stimulate business and increase participation rates
- Adult & Junior	9.50	0.00	0.00%	9.50	No increase proposed to stimulate business and increase participation rates
- Junior/Senior Citizen	8.50	0.00	0.00%	8.50	No increase proposed to stimulate business and increase participation rates

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Bowls</b>					
- Adult (per hour)	7.85	0.00	0.00%	7.85	No increase proposed to stimulate business and increase participation rates
- Junior (per hour)	4.25	0.00	0.00%	4.25	No increase proposed to stimulate business and increase participation rates
- Senior Citizen (per hour)	5.40	0.00	0.00%	5.40	No increase proposed to stimulate business and increase participation rates
- Adult (season ticket)	63.00	0.00	0.00%	52.50	No increase proposed to stimulate business and increase participation rates
- Junior (season ticket)	34.10	0.00	0.00%	28.42	No increase proposed to stimulate business and increase participation rates
- Senior Citizen (season ticket)	45.90	0.00	0.00%	38.25	No increase proposed to stimulate business and increase participation rates
<b>Bromsgrove Town Bowling Club</b>					
- for season (exclusive use on present basis)	3,188.70	0.00	0.00%	3,188.70	No increase proposed to stimulate business and increase participation rates
- additional use, other days (per rink)	28.85	0.00	0.00%	28.85	No increase proposed to stimulate business and increase participation rates
<b>OTHER RECREATION GROUNDS AND OPEN SPACES</b>					
<b>Football Pitch (without changing facilities)</b>					
- adult (per game)	31.50	£1.58	5.00%	33.10	To reflect a more commercial approach to fee structures
- junior (per game)	19.20	£0.96	5.00%	20.20	To reflect a more commercial approach to fee structures
<b>Changing Facilities</b>					
- adult	45.20	0.00		45.20	
- junior	23.20	0.00		23.20	
<b>Boleyn Road, Frankley</b>					
- fairs (per day)	473.80	0.00		473.80	
- deposit	2,166.70	0.00		2,166.70	
<b>Market Street Recreation Ground</b>					
- fairs (per day)	477.35	0.00		477.35	
- deposit	2,187.75	0.00		2,187.75	
One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application.					
<b>ALLOTMENTS</b> (Charge is for October - September)					
- Rent per acre equivalent to 0.404685 hectares	1,090.00	£54.50	5.00%	1,144.50	Prices increased by 5% to reflect the excellent service provided, level of demand and a very low cost of being a tenant. This increase will assist the service to move toward full cost recovery model for the service.
- Rent per 3/4 acre equivalent to 0.303514 hectares	731.95	£36.60	5.00%	768.55	
- Rent per 1/2 acre equivalent to 0.202342 hectares	434.40	£21.72	5.00%	456.12	
- Rent per 1/4 acre equivalent to 0.101171 hectares	199.60	£9.98	5.00%	209.58	
- Rent per 1/16 acre equivalent to 0.25529 hectares	45.90	£2.30	5.00%	48.20	
- Rent per 1/32 acre equivalent to 0.01264 hectares	32.15	£1.61	5.00%	33.76	
<b>Bromsgrove Outdoor Events &amp; Outdoor Fitness– Hire of Parks and Open Spaces</b>					
<b>£250 - £1500 Bond Payable</b>					
<b>Events</b>					
<b>Commercial Rates</b>					
<b>Small Attendance = 0 to 99</b>					
Per Hour	52.00	£3.64	7.00%	55.64	To reflect a more commercial approach to fee structures
Per Day	253.60	£17.75	7.00%	271.35	To reflect a more commercial approach to fee structures
<b>Medium Attendance = 100 to 499</b>					
Per Hour	67.90	£4.75	7.00%	72.65	To reflect a more commercial approach to fee structures
Per Day	338.45	£23.69	7.00%	362.14	To reflect a more commercial approach to fee structures
<b>Large Attendance = 500 to 1999</b>					
Per Hour	85.90	£6.01	7.00%	91.91	To reflect a more commercial approach to fee structures
Per Day	423.35	£29.63	7.00%	452.98	To reflect a more commercial approach to fee structures
<b>Community Rates</b>					
<b>Small Attendance = 0 to 99</b>					
Per Hour	21.20	£0.42	2.00%	21.62	Lower % increase to reflect the increased costs of provision only
Per Day	99.70	£1.99	2.00%	101.69	Lower % increase to reflect the increased costs of provision only
<b>Medium Attendance = 100 to 499</b>					
Per Hour	26.55	£0.53	2.00%	27.08	Lower % increase to reflect the increased costs of provision only
Per Day	127.30	£2.55	2.00%	129.85	Lower % increase to reflect the increased costs of provision only
<b>Large Attendance = 500 to 1999</b>					

Per Hour	31.85	£0.64	2.00%	32.49	Lower % increase to reflect the increased costs of provision only	
Per Day	155.95	£3.12	2.00%	159.07	Lower % increase to reflect the increased costs of provision only	
SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments	
<b>Charities / Not For Profit Organisations</b>						
<b>Small Attendance = 0 to 99</b>						
Per Hour	14.85	0.00	0.00%	14.85	No Increased proposed to support community provision, the higher commercial rate will cover the addition costs	
Per Day	71.05	0.00	0.00%	71.05	No Increased proposed to support community provision, the higher commercial rate will cover the addition costs	
<b>Medium Attendance = 100 to 499</b>						
Per Hour	18.00	0.00	0.00%	18.00	No Increased proposed to support community provision, the higher commercial rate will cover the addition costs	
Per Day	85.90	0.00	0.00%	85.90	No Increased proposed to support community provision, the higher commercial rate will cover the addition costs	
<b>Large Attendance = 500 to 1999</b>						
Per Hour	23.40	0.00	0.00%	23.40	No Increased proposed to support community provision, the higher commercial rate will cover the addition costs	
Per Day	113.50	0.00	0.00%	113.50	No Increased proposed to support community provision, the higher commercial rate will cover the addition costs	
<b>Fairs &amp; Circuses Min of 3 day Hire</b>						
Small Attendance = 0 to 99 Per Day	394.70	£27.63	7.00%	422.33	To reflect a more commercial approach to fee structures	
<b>Outdoor Fitness Session</b>						
<b>Commercial Rates (Per Day)</b>						
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	400.45	0.00		400.45	No increase is proposed on Outdoor Fitness to allow the previous 2 years of increase to be absorbed into hirers business models.	
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	650.00	0.00		650.00		
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	700.00	0.00		700.00		
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	200.00	0.00		200.00		
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	400.00	0.00		400.00		
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>	600.00	0.00		600.00		
Annual Fee <b>One day maximum usage per week</b>	520.00	0.00		520.00		
Annual Fee <b>Two days maximum usage per week</b>	850.00	0.00		850.00		
Annual Fee <b>Three days maximum usage per week</b>	1,000.00	0.00		1,000.00		
<b>Community Rates (Per Day)</b>						
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	200.00	0.00		200.00		
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	300.00	0.00		300.00		
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	350.00	0.00		350.00		
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	80.00	0.00		80.00		
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	200.00	0.00		200.00		
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>	300.00	0.00		300.00		
Annual Fee <b>One day maximum usage per week</b>	250.00	0.00		250.00		
Annual Fee <b>Two days maximum usage per week</b>	450.00	0.00		450.00		
Annual Fee <b>Three days maximum usage per week</b>	500.00	0.00		500.00		
Trial fee (1 day per week - MAX 4 week trial)	100.00	0.00		100.00		
<b>Additional Costs for Outdoor Event Space:</b>						
Ø Set up and Clearance charged @ 50% of applicable rate						
Ø Any event in excess of 1999 attendees is STN						
<b>Additional Costs for Outdoor Fitness Space:</b>						
Ø Set up and Clearance charged @ 50% of applicable rate						

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE</b>					
<b>Scale of Charges from 2015</b>					
<b>Per Hour (Suggest min Hire of 2hrs)</b>					
<b>Main Room</b>					
Community Group	21.00	£1.05	5.00%	22.05	
Regular Hire	31.50	£1.58	5.00%	33.08	
Commercial Hire	42.00	£2.10	5.00%	44.10	
<b>Committee Room</b>					
Community Group	11.00	£1.10	10.00%	12.10	a 10% increase to ensure we remain commercial with other local providers
Regular Hire	16.50	£1.65	10.00%	18.15	
Commercial Hire	22.00	£2.20	10.00%	24.20	
<b>Combined</b>					
Community Group	26.90	£2.69	10.00%	29.59	a 10% increase to ensure we remain commercial with other local providers
Regular Hire	43.00	£4.30	10.00%	47.30	
Commercial Hire	59.15	£5.92	10.00%	65.07	
<b>Half Day up to 5pm (max 4hrs)</b>					
<b>Main Room</b>					
Community Group	78.75	£3.94	5.00%	82.69	
Regular Hire	94.50	£4.73	5.00%	99.23	
Commercial Hire	157.50	£7.88	5.00%	165.38	
<b>Committee Room</b>					
Community Group	33.00	£3.30	10.00%	36.30	a 10% increase to ensure we remain commercial with other local providers
Regular Hire	44.00	£4.40	10.00%	48.40	
Commercial Hire	55.00	£5.50	10.00%	60.50	
<b>Combined</b>					
Community Group	96.75	£4.84	5.00%	101.59	
Regular Hire	134.40	£6.72	5.00%	141.12	
Commercial Hire	193.50	£9.68	5.00%	203.18	
<b>Full Day Up to 5pm</b>					
<b>Main Room</b>					
Community Group	147.00	£7.35	5.00%	154.35	
Regular Hire	183.75	£9.19	5.00%	192.94	
Commercial Hire	262.50	£13.13	5.00%	275.63	
<b>Committee Room</b>					
Community Group	55.00	£5.50	10.00%	60.50	a 10% increase to ensure we remain commercial with other local providers
Regular Hire	66.00	£6.60	10.00%	72.60	
Commercial Hire	82.50	£8.25	10.00%	90.75	
<b>Combined</b>					
Community Group	193.50	£9.68	5.00%	203.18	
Regular Hire	241.90	£12.10	5.00%	254.00	
Commercial Hire	322.50	£16.13	5.00%	338.63	



SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<p><b><u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u></b></p> <p>Only half day and full day rates allowed for weekends. No hourly rates.</p> <p>All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight</p> <p>Sunday hire rates by negotiation.</p> <p>Prices for current users of the Spadesbourne Suite will be held for 12mths as part of the transition arrangements</p> <p>Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.</p>	440.00	0.00	0.00%	440.00	<p>no change to entice new business as demand at weekends remains low -</p> <p>only half and full days rates allowed for the weekend unless additional hours to a black booking rate</p>

Planning and Regeneration

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>DEVELOPMENT CONTROL</b>					
A0/A1 size print	14.80	0.00		14.80	
A2 size print	7.40	0.00		7.40	
<b>Development Management</b>					
High Hedge Complaints	595.10	0.00		595.10	
High Hedge Complaints - reduced for people on benefits	237.60	0.00		237.60	
<b>Residential Development/ Development Site Area/Proposed Gross Floor Area</b>					
1-4 dwellings / less than 0.5 ha	306.60	0.00		0.00	
- Additional Meetings (after first three)	122.10	0.00		0.00	
5-9 dwellings / 0.6-0.99ha	616.40	0.00		0.00	
- Additional Meetings (after first three)	122.10	0.00		0.00	
10-49 dwellings / 1.0-1.25ha	1,230.60	0.00		0.00	
- Additional Meetings (after first three)	615.30	0.00		0.00	
50-199 dwellings / 1.26 - 2.0ha	2,461.30	0.00		0.00	
- Additional Meetings (after first three)	910.20	0.00		0.00	
200+ dwellings / more than 2ha	3,690.90	0.00		0.00	
- Additional Meetings (after first three)	1,230.60	0.00		0.00	
<b>Residential Development/ Development Site Area/Proposed Gross Floor Area</b>					
1* Dwelling	0.00	0.00		200.00	The Council already charges a pre application fee for residential developments over a certain size. Charging for larger employment pre applications (greater than 1 hectare) would be a more commercial approach for charging.
2 - 4 Dwellings	0.00	0.00		300.00	
5 - 9 Dwellings	0.00	0.00		600.00	
10 - 49 Dwellings	0.00	0.00		1,200.00	
50 - 99 Dwellings	0.00	0.00		2,200.00	
100 - 199 Dwellings	0.00	0.00		3,000.00	
200+ Dwellings	0.00	0.00		4,000.00	
* includes one-for-one replacements					
<b>Non-residential development (floor space)</b>					
Floor area is measured externally					
Less than 500sqm	0.00	0.00		0.00	With respect to Changes of Use if the development is a change to create dwellings the charge will be for the number of dwellings created. If the change is to another use the charge will be based on the floor area created or the site area involved if there are no building operations proposed. There is no charge of Advertisement schemes, variation or removal of conditions, car parks & roads or for certificates for lawfulness. All fees are inclusive of VAT. (at 20%)
500 - 999sqm	0.00	0.00		500.00	
1000 - 1999sqm	0.00	0.00		1,000.00	
2000 - 4999sqm	0.00	0.00		2,000.00	
5000 - 9999sqm	0.00	0.00		2,500.00	
10,000sqm or greater	0.00	0.00		3,000.00	
<b>Non-residential development (site area) where no building operations are proposed</b>					
Less than 0.5ha	0.00	0.00		300.00	
0.5 - 0.99ha	0.00	0.00		600.00	
1 - 1.25ha	0.00	0.00		1,000.00	
1.26 - 2ha	0.00	0.00		2,000.00	
2ha or greater	0.00	0.00		3,000.00	

**Fee Concessions**

Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.

**BUILDING CONTROL - APRIL 2018 - VAT AT 20%**

**Explanatory notes**

**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.

**2** The charges are as follows.  
 Category A: New domestic homes, flats or conversions etc.  
 Category B: Extending or altering existing homes  
 Category C: Any other project including commercial or industrial projects etc.

Individually determined fees are available for most projects. We would be happy to discuss these with you if you require. In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.

**3** Exemptions and reductions in charges.  
 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.  
 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).

**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.

**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.

**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.

**Other information**

- 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.  
**2** These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

Telephone payments are accepted. Please contact the relevant payment centre with your address and card details:

**Bromsgrove 01527 881402**

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b><u>TABLE A: Standard Charges for the Creation or Conversion to New Housing</u></b>					
Application Charge Regularisation Charge Additional Charge	Please Ring for Quote Please Ring for Quote Please Ring for Quote			Please Ring for Quote Please Ring for Quote Please Ring for Quote	
<b>Garage Conversion to habitable room</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us Please contact us			Please contact us Please contact us Please contact us	
<b>Extension project up to 10sq.m floor area</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us Please contact us			Please contact us Please contact us Please contact us	
<b>All other extensions</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us Please contact us			Please contact us Please contact us Please contact us	
<b>Loft Conversions</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us within provided quote			Please contact us Please contact us within provided quote	
<b>Detached garage over 30sq.m floor area</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us Please contact us			Please contact us Please contact us Please contact us	
<b>Electrical works by non-qualified electrician</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us N/A			Please contact us Please contact us N/A	

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SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Renovation of thermal element</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us N/A			Please contact us Please contact us N/A	
<b>Installing steel beam(s) within an existing house</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us N/A			Please contact us Please contact us N/A	
<b>Window replacement</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us N/A			Please contact us Please contact us N/A	
<b>Installing a new boiler or wood burner etc.</b> Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us N/A			Please contact us Please contact us N/A	
<b>TABLE C: All Other works - Alterations</b> Application Charge Regularisation Charge	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 building control service may impose supplementary charges.

**Building Control – Supplementary Charges**

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.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>ARCHIVED APPLICATIONS</b> Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee) Each visit to site in connection with resolving archived building control cases (Per Site Visit)	50.50 65.90	£0.76 £0.99	1.50% 1.50%	51.30 66.90	Factoring in the overhead increases has revised the breakeven hourly rate for Building Control. This increase reflects this
<b>WITHDRAWN APPLICATIONS</b> Process request With additional fees of:	50.50	£0.76	1.50%	51.30	
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	0.00		refund submitted fee less admin fee	
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £65.90 per site visit made	0.00		refund submitted fee less admin fee, less £66.90 per site visit made	
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	0.00		refund submitted fee less admin fee	
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee	0.00		refund inspection fee (where paid up-front) less admin fee	

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SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £65.90 per site inspection made	0.00		refund any paid inspection fee less admin fee, less £66.90 per site inspection made	
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b> Process request to re-invoice inspection fee to new addressee Optional Consultancy Services	50.50 Please Contact Us	£0.76 0.00	<b>1.50%</b>	51.30 Please Contact Us	
<p><b>*Charges Note*</b> 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. 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.</p>					

**Regulatory Services**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>TAXI LICENSING</b>					
- Hackney Carriage - excluding vehicle testing	243.00	0.00		243.00	
- Hackney Carriage vehicle tests	64.00	0.00		64.00	
- Private Hire - excludes vehicle testing	225.00	0.00		225.00	
- Private Hire vehicle tests	54.90	0.00		54.90	
- Private Hire Operator 1 year	290.00	0.00		290.00	
- Private Hire Operator 5 year	1,102.00	0.00		1,102.00	
- HC/PH Drivers Licence - 1 year	95.00	0.00		95.00	
- HC/PH Drivers Licence - 3 year	228.00	0.00		228.00	
- Private Hire Drivers Licence - 1 year	95.00	0.00		95.00	
- Private Hire Drivers Licence - 3 year	228.00	0.00		228.00	
- Meter Test	24.00	0.00		24.00	
- Hackney Carriage mid-term vehicle test	64.00	0.00		64.00	
- Private Hire mid-term vehicle test	55.00	0.00		55.00	
- Re-Test Fee - Within 48 hours	28.00	0.00		28.00	
- Knowledge test	21.00	0.00		21.00	
- Administration charge - new applications	35.00	0.00		35.00	
- Replacement vehicle plate	21.00	0.00		21.00	
- Replacement Driver's Licence	16.00	0.00		16.00	
- Trailer Test	20.00	0.00		20.00	
- Transfer of ownership of licensed vehicle	36.00	0.00		36.00	
- Criminal Bureau Check	53.00	0.00		53.00	
- DVLA Check - Electronic	6.00	0.00		6.00	
- DVLA Check	11.00	0.00		11.00	
<b>GENERAL LICENSING</b>					
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	0.00		1,418.00	
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	0.00		1,301.00	
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	0.00		1,183.00	
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	0.00		1,064.00	
- Animal Boarding/Home Boarding - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00		225.00	
- Dog Breeding establishments - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00		225.00	
- Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00		225.00	
- Pet Shops - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00		225.00	
- Riding Est. - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00		225.00	
- Sex Establishments	979.00	0.00		979.00	
- Zoo - Vet fees / animal welfare visit costs if applicable charged at cost	100.00	5.00%		105.00	To reflect cost increases.

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SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Tattooing/ ear piercing/ electrolysis/ acupuncture</b>					
- Premises	130.00	0.00		130.00	
- Practitioners	85.00	0.00		85.00	
<b>Scrap Metal Dealers Act 2013</b>					
- Site Licence (New)	290.00	0.00		290.00	
Per Additional Site	150.00	0.00		150.00	
	145.00	0.00		145.00	
- Site Licence (Renewal)	240.00	0.00		240.00	
Per Additional Site	150.00	0.00		150.00	
- Collectors Licence (Renewal)	95.00	0.00		95.00	
- Variation of Licence	65.00	0.00		65.00	
- Copy of Licence (if lost or stolen)	25.00	0.00		25.00	
<b>ENVIRONMENTAL HEALTH</b>					
<b>Dog Warden</b>					
Penalty* (statutory fee)	25.00	0.00		25.00	Statutory Charge - Legislation since 1992
Kennelling Fee - £13.50 per day or part day	13.50	0.00		13.50	
Kennelling Fee for dangerous dogs by breed or behaviour - £20 per day or part day	16.00	25.00%		20.00	Cost increase to reflect cost recovery charges.
Admin charge	10.00	50.00%		15.00	Cost increase to reflect cost recovery charges.
Out of hours fee	31.00	12.90%		35.00	Cost increase to reflect cost recovery charges.
Repeat offenders fee	25.00	0.00		25.00	
*No charge for a first offence to those on income related means tested benefits					
<b>Other Environmental Health Fees</b>					
ISS Certs Condemned Food*	Full Cost Recovery			Full Cost Recovery	
Food Hygiene Basic Course fee	Full Cost Recovery			Full Cost Recovery	
<b>Gambling Fees 18-19</b>					
<b><u>Premises Licence Fees - Discretionary</u></b>					
<b>Bingo Premises</b>					
Application to vary	1,017.00	0.00		1,017.00	
Application to transfer	694.00	0.00		694.00	
New applications	2,029.50	0.00		2,029.50	
Annual fee	580.00	0.00		580.00	
Copy of licence	25.00	0.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50	0.00		676.50	
Provisional statement	2,029.50	0.00		2,029.50	
<b>Adult Gaming Centre</b>					
Application to vary	870.00	0.00		870.00	
Application to transfer	694.00	0.00		694.00	
New applications	1,158.30	0.00		1,158.30	
Annual fee	580.00	0.00		580.00	
Copy of licence	25.00	0.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50	0.00		676.50	
Provisional statement	1,158.30	0.00		1,158.30	

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b>Family Entertainment Centre</b>					
Application to vary	672.50	0.00		672.50	
Application to transfer	550.50	0.00		550.50	
New applications	1,158.30	0.00		1,158.30	
Annual fee	436.00	0.00		436.00	
Copy of licence	25.00	0.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	540.00	0.00		540.00	
Provisional statement	1,158.30	0.00		1,158.30	
<b>Betting Premises (Excluding Track)</b>					
Application to vary	870.00	0.00		870.00	
Application to transfer	694.00	0.00		694.00	
New applications	1,691.50	0.00		1,691.50	
Annual fee	348.50	0.00		348.50	
Copy of licence	25.00	0.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50	0.00		676.50	
Provisional statement	1,691.50	0.00		1,691.50	
<b>Track</b>					
Application to vary	724.00	0.00		724.00	
Application to transfer	550.50	0.00		550.50	
New applications	1,411.50	0.00		1,411.50	
Annual fee	580.00	0.00		580.00	
Copy of licence	25.00	0.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	540.00	0.00		540.00	
Provisional statement	1,411.50	0.00		1,411.50	
<b>Temporary use notices</b>					
New applications	275.00	0.00		275.00	
Copy of licence	26.70	0.00		26.70	
<b><u>Gambling Act Permit Fees - Statutory</u></b>					
<b>Licensed Premises Gaming Machine Permit</b>					
Grant	150.00	0.00		150.00	
Existing operator grant	100.00	0.00		100.00	
Variation	100.00	0.00		100.00	
Transfer	25.00	0.00		25.00	
Annual Fee	50.00	0.00		50.00	
Change of name	25.00	0.00		25.00	
Copy of Permit	15.00	0.00		15.00	
<b><u>Licensed Premises Automatic Notification Process</u></b>					
Grant	50.00	0.00		50.00	
<b><u>Club Gaming Permits</u></b>					
Grant	200.00	0.00		200.00	
Grant (Club Premises Certificate holder)	100.00	0.00		100.00	
Existing operator grant	100.00	0.00		100.00	
Variation	100.00	0.00		100.00	
Renewal	200.00	0.00		200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00		100.00	
Annual Fee	50.00	0.00		50.00	
Change of name	100.00	0.00		100.00	
Copy of Permit	15.00	0.00		15.00	



SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b><u>Club Machine Permits</u></b>					
Grant	200.00	0.00		200.00	
Grant (Club Premises Certificate holder)	100.00	0.00		100.00	
Existing operator grant	100.00	0.00		100.00	
Variation	100.00	0.00		100.00	
Renewal	200.00	0.00		200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00		100.00	
Annual Fee	50.00	0.00		50.00	
Copy of Permit	15.00	0.00		15.00	
Change of Name	25.00	0.00		25.00	
Transfer of Permit	25.00	0.00		25.00	
<b><u>Family Entertainment Centre Gaming Machine Permit</u></b>					
Grant	300.00	0.00		300.00	
Existing operator grant	100.00	0.00		100.00	
Change of name	25.00	0.00		25.00	
Renewal	300.00	0.00		300.00	
Copy of Permit	15.00	0.00		15.00	
<b><u>Prize Gaming Permits</u></b>					
Grant	300.00	0.00		300.00	
Existing operator grant	100.00	0.00		100.00	
Change of name	25.00	0.00		25.00	
Renewal	300.00	0.00		300.00	
Copy of Permit	15.00	0.00		15.00	
Transitional Application Fee	100.00	0.00		100.00	
<b><u>Small Lottery Registration (statutory)</u></b>					
Grant	40.00	0.00		40.00	
Annual fee	20.00	0.00		20.00	
<b><u>Licensing Act - Statutory</u></b>					
Personal Licence	37.00	0.00		37.00	
<b><u>Premises Licence and Club Premises Certificate</u></b>					
<b>Non- Domestic rateable value of premises</b>					
BAND A	0 - 4,300			0 - 4,300	
BAND B	4,301 - 33,000			4,301 - 33,000	
BAND C	33,001 - 87,000			33,001 - 87,000	
BAND D	87,001 - 125,000			87,001 - 125,000	
BAND E	125,001 and over			125,001 and over	
<b>New applications and variations</b>					
BAND A	100.00	0.00		100.00	
BAND B	190.00	0.00		190.00	
BAND C	315.00	0.00		315.00	
BAND D	450.00	0.00		450.00	
BAND E	635.00	0.00		635.00	
<b>Annual Fee</b>					
BAND A	70.00	0.00		70.00	
BAND B	180.00	0.00		180.00	
BAND C	295.00	0.00		295.00	
BAND D	320.00	0.00		320.00	
BAND E	350.00	0.00		350.00	

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
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, <b>if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises</b> , i.e. large public houses.					
<b>Large Events</b> An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.					
<b>Exemptions</b> Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising <b>ONLY</b> 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 <b>ONLY</b> the provision of regulated entertainment providing that is for and on behalf of the educational institution.					
Application for copy of licence or summary on theft, loss etc.	10.50	0.00		10.50	
Notification of change of name or address (holder of premises licence)	10.50	0.00		10.50	
Application to vary the Designated Premises Supervisor	23.00	0.00		23.00	
Application to transfer a premises licence	23.00	0.00		23.00	
Interim authority notice following death etc. of licence holder	23.00	0.00		23.00	
Right of freeholder etc to be notified of licensing matters	21.00	0.00		21.00	
Application for making of a provisional statement	315.00	0.00		315.00	
Application for copy of certificate or summary on theft, loss etc.	10.50	0.00		10.50	
Notification of change of name or alteration of club rules	10.50	0.00		10.50	
Change of relevant registered address of club	10.50	0.00		10.50	
Temporary Event Notices	21.00	0.00		21.00	
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00		10.50	
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00		10.50	
Notification of change of name or address (Personal Licence)	10.50	0.00		10.50	
Notice of interest in any premises	21.00	0.00		21.00	
Minor variation application	89.00	0.00		89.00	
Should you need assistance in determining which level of fee you are required to pay, please contact Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - <a href="mailto:wrsenquiries@worcestershire.gov.uk">wrsenquiries@worcestershire.gov.uk</a> In all cases, cheques must be made payable to 'Bromsgrove District Council'					

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**Finance Monitoring Quarter 2 2017/18**

<b>Relevant Portfolio Holder</b>	Councillor Brian Cooper
<b>Portfolio Holder Consulted</b>	Yes
<b>Relevant Head of Service</b>	Jayne Pickering
<b>Wards Affected</b>	All Wards
<b>Ward Councillor Consulted</b>	N/A
<b>Non Key Decision</b>	

**1. Purpose and Summary**

To report to Cabinet on the Council’s financial position for Revenue and Capital for the Financial Year April – September 2017 (Quarter 2 2017-18).

**2. Recommendations**

**The Cabinet is asked to**

**RESOLVE that**

- 2.1 That Cabinet note the current financial positions for the quarter April – September 2017 as detailed in the report.

**3. Revenue budgets**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members have relevant information to consider the overall financial position of the Council. The report reflects the finances across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas and how this compares to budget. The summary at 3.4 shows the financial position for revenue funding for the period April – September 2017. A year end forecast is presented for Quarter 2 to ensure budget holders can assess the financial position of their service areas with as much information as possible.
- 3.2 Financial reports are sent to budget holders on a monthly basis and a detailed review is undertaken with financial support to ensure that all issues are considered and significant savings or cost pressures addressed. This report aims to focus on the key variances to budgets to ensure a focus is undertaken during the year on areas where there are significant savings or additional costs.
- 3.3 As Members are aware officers have recognised that there were savings in 2016/17 that had not been forecast in previous reports. As part of the monitoring during 2017/18 budget holders and Heads of Service are working with the finance team and portfolio holders to improve the quality of the future forecasting.
- 3.4 The £13.511m original budget as included in the table below, is made up of the budget approved in February 2017 of £11.112m which is then adjusted to reflect capital charges and interest of £2.332m (increase to £11.112m) together with transfers of reserves of £67k.

In addition the Latest Budget 2017/18 of £13.735m includes transfers to/from reserves of £175k together with the impact of the recently approved business cases relating to service reviews and a allocation of training budgets £46k. Appendix 1 shows the movement in reserves of £492k which includes £175k as noted above and the planned budgeted release of reserves of £317k.

**Revenue Budget summary  
Financial Year 2017/18 – Overall Council**

Please note figures have been rounded

<b>Strategic Purpose</b>	<b>Original Budget 2017/18 £'000</b>	<b>Latest budget 2017/18 £'000</b>	<b>Budget to date April – Sept 2017/18 £'000</b>	<b>Actuals to date April – Sept 2017/18 £'000</b>	<b>Variance to date April – Sept 2017/18 £'000</b>	<b>Projected outturn 2017-18 £'000</b>	<b>Projected variance 2017/18 £'000</b>
Keep my place safe and looking good	4,242	4,396	1,768	1,749	-19	4,437	41
Help me run a successful business	-636	-636	-331	-319	12	-632	4
Help me be financially independent	245	204	4	4	0	204	0
Help me to live my life independently	572	572	-102	-117	-15	551	-20
Help me find somewhere to live in my locality	977	1,002	401	366	-35	957	-45
Provide Good things for me to see, do and visit	824	919	471	482	10	919	0
Enable others to work/do what they need to do (to meet their purpose)	5,539	5,530	3,186	3,167	-19	5,541	11
Capital	1,748	1,748	874	874	0	1,748	0
<b>Total</b>	<b>13,511</b>	<b>13,735</b>	<b>6,271</b>	<b>6,206</b>	<b>-66</b>	<b>13,725</b>	<b>-8</b>
Corporate Financing	-11,762	-11,985	3,817	3,899	82	-11,836	149
Capital (Corporate)	-1,748	-1,748	-874	-874	0	-1,748	0
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>9,215</b>	<b>9,231</b>	<b>16</b>	<b>141</b>	<b>141</b>

**Financial Commentary:**

**Keep my place safe and looking good**

These budgets include those relating mainly to environmental services, planning, lifeline, CCTV and other activities to deliver against the purpose to ensuring an area is a safe and attractive place for the community.

Having reviewed the variance position and focusing on the variances that are above £25k the following comments detail the nature of the variances. The overall variance for the quarter and the year will also include other pressures and savings to budget that are under £25k.

The variances to report are :

- Shortfall in income from Building control of **£69k**. Building control operates in an increasingly competitive marketplace and whilst all opportunities are explored it is clear that the number of competitors is rising. Unlike its competitors, LA Building control is required by law to operate solely on a cost neutral basis and its performance and charging regimes are publically accountable. The application-specific fees charged in the face of strong competition, and therefore the income received, accords with this requirement. In addition complications have arisen, with regard to undertaking consultancy work for other authorities and offering additional services in being unable to obtain requisite levels of professional indemnity insurance. This is currently curtailing some of these activities but it is hoped the situation can be resolved in due course. This is mainly due to lower fee generating applications being received.
- Shortfall in planning application income of **£109k**. There has been a low number of applications received. It is projected the income will show a significant shortfall at year end of over £224k and this is due to large planning applications not being received.
- These shortfalls are offset by vacancies across all services within the strategic purpose of **£58k**.
- In addition there is additional income that has been generated of **£98k**. This income will contribute towards the income levels identified in the efficiency plan.
- Further savings on Repairs and Maintenance of vehicles of **£78k** and other general supplies have resulted in an overall saving to the budget.

**Help me run a successful business**

The budgets within the strategic purpose include economic development, car parking, all licenses and costs associated with the town and other centres within the District.

There are no variances over £25k to report in the second quarter.

**Help me be financially independent**

The strategic purpose includes all costs relating to the support of benefits and the administration and delivery of Council Tax services in the District

There are no variances over £25k to report in the second quarter. Officers are currently reviewing the monitoring of benefits income to ensure an informed financial position can be reported prior to year end.

**Help me to live my life independently**

There are a number of budgets relating to the delivery of the strategic purpose including ; Lifeline, Community Transport and Disabled facilities grants.

There are no variances over £25k to report in the second quarter.

**Help me find somewhere to live in my locality**

The costs associated with homeless prevention , housing strategy and land charges are all included in the strategic purpose.

There are no variances over £25k to report in the second quarter.

**Provide Good things for me to see, do and visit**

The majority of budgets within this purpose relate to Leisure and Culture services.

**Enable others to work/do what they need to do (to meet their purpose)**

All support services and corporate overheads are held within the enabling purpose. These include; IT, HR , Finance, Management team and other support costs.

There are a number of unallocated savings that sit within the corporate / enabling service. It is anticipated that these will be offset by service savings during the year as detailed at Appendix 2. At quarter 2 there is

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an underspend of £125k within ICT in relation to software licenses following a full review of all expenditure required to meet license costs. This saving currently offsets the pressure relating to the unallocated savings.

**Corporate Financing**

There is an overspend within Corporate financing which is mainly due to the charge for minimum revenue provision (MRP) being higher than anticipated due to lower capital receipts being available and utilised than included in the budget.

**4. Efficiency Plan**

4.1 The efficiency plan was presented to Council in October 2016. Appendix 2 reflects the efficiency plan compared with the current delivery of savings as identified in the Medium Term Financial Plan along with the additional savings that have been projected to be delivered in 2017/18. This now shows an additional saving of £220k to the initially estimated savings plan.

**Risks of delivery**

4.2 There are a number of savings/ efficiencies that will be identified as part of the current work on analysing the 2016/17 outturn position. Heads of Service are working with the Directors as the strategic purpose leads to undertake a detailed review of all cost heads to understand the cost recovery on all areas and the nature of the savings from 2016/17 to enable these to be given up for 2017/18 to meet the efficiency plan targets. In addition savings from vacancies are to be released from individual service budgets and used to offset the savings plans for 2017/18.

**5. Cash Management / Borrowing**

5.1 The financial position in relation to borrowing at the start of the financial year and the expected end of year positions is shown in the table below. This shows the borrowing position at the end of quarter 2.

Date	£m	Position
As at 31 <sup>st</sup> March 2017 (Actual)	3.1	Borrowing
As at 30 <sup>th</sup> September 2017	7.0	Borrowing
As at 31 <sup>st</sup> March 2018 (Forecast)	14.0	Borrowing

**6. Interest and Investments**

6.1 An interest payable budget has been set of £54k for 2017/18 due to expenditure relating to current borrowing.

6.2 At 30<sup>th</sup> September 2017 there were no short term investments held

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**7. Capital Budgets**

**Capital Budget summary  
Financial Year 2017/18 – Overall Council**

**7.1**

Please note figures have been rounded

Strategic Purpose	Original Budget 2017/18 £'000	Budget to date April – Sept 2017/18 £'000	Actuals to date April – Sept 2017/18 £'000	Variance to date April – Sept 2017/18 £'000	Projected outturn 2017-18 £'000	Projected variance 2017/18 £'000
<b>Keep my place safe and looking good</b>	2,283	1,142	1,003	-139	2,228	-55
<b>Help me be financially independent</b>	6	3	1	-3	6	0
<b>Help me to live my life independently</b>	932	470	461	-9	863	-78
<b>Provide Good things for me to see, do and visit</b>	5,607	3,635	3,512	-122	5,514	-93
<b>Enable others to work/do what they need to do (to meet their purpose)</b>	135	67	44	-24	135	0
<b>Totals</b>	<b>8,963</b>	<b>5,317</b>	<b>5,021</b>	<b>-296</b>	<b>8,746</b>	<b>-226</b>

**Finance commentary:**

**Keep my place safe and looking good**

Projects are under way however the fleet replacements budget will be spent towards the later end of the 2017. The Wheelie bin project may be rolled into the new financial year 2018/19 due to the demand for new bins for new properties being lower than anticipated.

**Help me be financially independent**

It is expected the energy efficiency fund to be fully spent in 2017/18 in addition to the funds recommended to council in November.

**Help me to live my life independently**

In this second quarter the projects are in progress, however there is low uptake on the Home Repairs assistance project and the CCTV project is currently being reviewed. Therefore, these projects may be requested to roll into 2018/19.

**Provide Good things for me to see, do and visit**

The variance in this quarter is due to the payments for the new Bromsgrove Sports and Leisure Centre and this is due for completion in late November. It is anticipated that the existing Dolphin centre will be demolished in early 2018.

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**Enable others to work/do what they need to do (to meet their purpose)**

The IT projects included in enabling are due to commence within the third quarter of the year.

**8. Earmarked Reserves**

8.1 The projected position at the start and end of next financial year is shown in Appendix 1. The balances on earmarked reserves are reviewed at the financial year end

**9. General Fund Balances**

9.1 The General Fund Balance as at the 31<sup>th</sup> March 2017 is £4.316m. A balanced budget was approved in February 2017 to include identified savings which have been built into individual budget allocations. This also included a planned return to balances for 2017-18 of £259k.

**10. Legal Implications**

10.1 No Legal implications have been identified.

**11. Service/Operational Implications**

11.1 Managers meet with finance officers on a monthly basis to consider the current financial position and to ensure actions are in place to mitigate any overspends.

**14. Risk Management**

14.1 The report includes the risks associated with the delivery of the savings within the efficiency plan

**APPENDICES**

Appendix 1 – Earmarked Reserves  
Appendix 2 – Savings and Efficiency Plan

**AUTHOR OF REPORT**

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# FINANCIAL RESERVES STATEMENT 2017/18

Appendix 1

Please note these figures have been rounded

Description	Balance b/fwd 1/4/2017	Transfers in existing reserve 2017/18	Transfers out existing reserve 2017/18	New Reserve 2017/18	C/fwd 31/3/2018	Comment
	£'000	£'000	£'000	£'000	£'000	
Building Control	-7	0	0	0	-7	To Fund the mobile working project
Building Control Partnership	-43	-24	0	0	-67	Partnership income has to be reinvested in the service behalf of the shared service
Business Transformation	-11	0	0	0	-11	Towards organisational development following the staff survey
Commercialism	-50	0	5	0	-45	To help fund costs in relation to commercialism projects
Community Safety	-33	0	3	0	-30	Grant funding received to fund associated community projects
Community Services	-40	0	0	0	-40	To help towards a district network feasibility study
Economic Regeneration	-501	0	0	0	-501	To fund the Economic Development opportunities across the District
Election Services	-203	0	0	0	-203	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
Environmental Services	-15	0	0	0	-15	To help towards the unauthorised trespass prevention scheme and Tree works within the district
Equalities	-11	0	0	0	-11	To fund license fees
Financial Services	-587	0	0	-44	-631	The reserve includes the small business rate relief grant that will offset the costs in future years. In addition a number of reserves / grants have been set aside to support residents through the changes to welfare reform
Housing Schemes	-366	0	36	0	-330	To support the feasibility and implementation of housing schemes across the district
ICT/Systems	-211	0	101	0	-111	To provide for replacement ICT systems
Leisure/Community Safety	-267	0	149	0	-118	Grant received and reserves set aside to support a number of leisure and well being schemes across the District
Litigation Reserve	-5	0	0	0	-5	To provide funding for any potential legal challenges
Local Development Framework	-142	0	0	0	-142	To fund the costs associated with the Core Strategy
Local Neighbourhood Partnerships	-16	0	0	0	-16	Grant received in relation to liveability schemes
Other	-98	0	14	0	-84	To support apprentices, set up costs and other general reserves
Planning & Regeneration	-100	0	36	0	-64	Support for a review of Transport, Highways & Infrastructure implications
Regulatory Services (Partner Share)	-33	0	0	0	-33	BDC Share of WRS grant related reserves
Replacement Reserve	-556	0	217	0	-340	To fund replacement vehicles and plant
Shared Services Agenda incl Joint CE	-311	0	0	0	-311	To fund potential redundancy and other shared costs
<b>Grand Total</b>	<b>-3,606</b>	<b>-24</b>	<b>560</b>	<b>-44</b>	<b>-3,114</b>	

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Agenda Item 9

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## SAVINGS TO DELIVER THE EFFICIENCY PLAN 2017/18

Area	Cost reduction / Additional income growth/ Alternative Service Delivery	2017/18	Income projection 2017/18	Projected Variance	Comments April - September
		£'000	£'000	£'000	
Leisure Services	Additional income from the redeveloped Leisure Centre	106	0	106	The new provider takes over the site at the end of November. The income will be in line with the tender and generated over a 3 year period. Therefore it is not anticipated that income will be achieved in 2017/18. However the overall income to be realised will deliver £700k to the Council which is £200k more than originally estimated.
Cross Organisational	Increases in income and growth ( including compliance in relation to Council Tax)	75	208	-133	Additional income was identified to deliver the figure included in the efficiency plan. The income projections were approved as part of the MTFP which superceeded the efficiency plan.
Cross Organisational	Alternative Models of Service Delivery - Reviewing the provision of services with the aim to redesign and work with other partners to deliver savings	140	10	130	The commercial work that is being undertaken by officers will not deliver additional income or savings in 2017/18. Other savings have been achieved to ensure that the shortfall on income is mitigated
Customer Access & Financial Support	Improved efficiencies by moving to a new system for Revenues and Benefits	80	70	10	Savings to be achieved as identified within the shared service and migration to one system across both Councils.
Cross Organisational	Organisational Management Review	135	43	92	A number of service reviews have delivered management savings. Further savings to be realised from a wider management review
Cross Organisational	Reduce waste in system	90	120	-30	Additional savings were included in the MTFP in relation to reducing waste from processes and systems. These saving projections were approved as part of the MTFP which superceeded the efficiency plan.
Cross Organisational	Reset budget from baseline of 2015/16	50	495	-445	Additional savings were included in the MTFP in relation to resetting the budget from previous years. These saving projections were approved as part of the MTFP which superceeded the efficiency plan.
Additional Business Rate Growth	Based on assumptions of additional growth from sites across the District – regeneration of the town centre	50	0	50	The additional business rate take is not yet known and will be reviewed when the formal return is submitted to Government in December. A prudent approach has been taken at quarter 2 to show no growth for 2017/18
<b>TOTAL NEW SAVINGS / USE OF BALANCES /</b>		<b>726</b>	<b>946</b>	<b>-220</b>	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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