



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**WEDNESDAY 10TH JANUARY 2018**  
**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 6th December 2017 (Pages 1 - 6)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 27th November 2017 (Pages 7 - 16)
  - (a) To receive and note the minutes
  - (b) To consider any recommendations contained within the minutes
5. Local Development Scheme 2018 (Pages 17 - 32)
6. Council Tax Base 2018/19 (Pages 33 - 36)
7. Medium Term Financial Plan 2018/19 - 2021/22 Update (Presentation)

8. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

29th December 2017



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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

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

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

Officers: Mrs. S. Hanley, Ms. J. Pickering, Mrs. R. Bamford, Ms. D. Poole,  
Ms. C. Flanagan and Ms. A. Scarce

63/17 **APOLOGIES**

An apology for absence was received from Councillor B. T. Cooper.

64/17 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

65/17 **MINUTES**

The minutes of the meeting of the Cabinet held on 1st November 2017 were submitted.

**RESOLVED** that the minutes of the meeting of the Cabinet held on 1st November 2017 be approved as a correct record.

66/17 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 30TH OCTOBER 2017**

The minutes of the meeting of the Overview and Scrutiny Board held on 30th October 2017 were submitted.

**RESOLVED** that the minutes of the Overview and Scrutiny Board held on 30th October 2017 be noted.

67/17 **CORPORATE PERFORMANCE REPORTING**

The Head of Business Transformation introduced the report and in so doing explained that it reflected the Council's strategic direction in relation to performance, as part of the Corporate Performance Strategy which had been agreed previously. It was proposed that a report would be brought before Cabinet bi-monthly and would contain corporate performance measures, such as sickness absence and would also concentrate on a particular strategic purpose, this would allow each to

be considered throughout the year. The template attached to the report showed the areas which would be covered and it was envisaged that access to the Measures Dashboard would also be available in the meeting in order to see “live” data. Members were being asked to comment on the template and to make any amendments that they deemed necessary. The report would also go to the Overview and Scrutiny Board on a quarterly basis

It was confirmed that as part of the development there would be training provide for Members in respect of accessing the Measures Dashboard and that work was being carried out to optimise the Dashboard in order to improve access and the speed, it was hoped that this would be completed by early next year.

Members discussed the inclusion of sickness absence and agreed this needed to be monitored on a regular basis. Officers confirmed that Members would be able to access “live” data from their iPads and this would be displayed at each meeting.

**RESOLVED** that the approach to performance reporting to through the use of the Measures Dashboard and a bi-monthly report.

68/17

## **BROMSGROVE ENERGY EFFICIENCY - ELIGIBILITY CRITERIA REPORT**

The Portfolio Holder for Planning and Strategic Housing advised Members that this item had been withdrawn, as following discussions with officers and feedback from Councillors, a full review of the scheme would take place before any changes were made. The review would include ensuring that the right households were being targeted and any other funding which was available.

The Portfolio Holder for Planning and Strategic Housing asked for it to be minuted that he had been disappointed with the comments that had been made at full Council when funding of the scheme had been considered, particularly in respect of the work of officers.

69/17

## **FEES AND CHARGES 2018/19 REPORT**

The Executive Director, Finance and Resources reminded Members that the fees and charges were reviewed annual by the Heads of Service and relevant Managers and that an average increase of 2.8% had been agreed. Officers had looked at each individual item from a cost recovery and a commercial aspect. The report format was clearer than in previous years and provided detail around those fees and charges which were over/under 2.8%, it was hoped that this format would be further improved for next year. It was highlighted that Portfolio Holders should be aware of those fees and charges within their areas of responsibility.

It was noted that a small section of the appendix to the report was marked as confidential, however for the purpose of discussions under

this item it was not necessary for the meeting to go into confidential session.

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

- Charges for interment for non-residents.
- Junior Sports/holiday clubs – it was confirmed that the charge was for 5 days.
- Strategic housing increases were in line with inflation.
- All charges were rounded up to the nearest 10p.

**RECOMMENDED** that Council approve all fees and charges that are included within Appendix 1 of the report and which have a proposed increase/decrease for 2018/19 of over/under the current agreed budget assumption of 2.8%.

**RESOLVED** that all fees and charges as detailed within Appendix 1 which are increased by 2.8% be approved.

70/17

## **SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION - GOOD DESIGN**

The Head of Planning and Regeneration introduced the report and highlighted that it was a draft Supplementary Planning Document (SPD) which combined a number of policies within the District Plan. The aim was to give a local steer around enhancement and good design for the local area. The request was to put this out to consultation, with the outcome being feedback in due course. It was confirmed that the consultation period would be 8 weeks, due to the Christmas period, although usually the period was 6 weeks, without a school break within that period.

Particular reference was made to home extensions and the Head of Planning and Regeneration informed Members that the aim was to achieve “street scene” integrity wherever possible and to ensure that the original buildings were what “caught the eye” rather than the extension work, she went on to provide details of the “step down/step back” principles in respect of extensions and alterations and how these can detract from the linear effect. The SPD attempted to give more description around what would be acceptable, although it was accepted that it was important not to be over subscribed and to allow the Planning Officers and Planning Committee to make a judgement.

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

- The use of dormer windows within roof extensions – it was discussed that these were environmentally friendly and allowed light into spaces, in order for them to become habitable and make use of the available space. The Head of Planning and

Regeneration made reference to other types of roof windows which allowed for the existing roof line to be maintained, thus retaining the original integrity of a building.

- Bin storage – particularly on new developments. Members discussed how traditionally this had been a brick built store, but as the size and number of bins had increased, the storage of bins at the front of properties had become more significant. The Head of Planning and Regeneration suggested that this was something which developers needed to be mindful of at an early stage.
- The cost and charging mechanism for new bins - it was confirmed that where a development was for 11 or more dwellings, the cost of bins could be included within Section 106 monies. Members considered how it would be possible to charge new residents for a bin and asked officers to consider this. Although it was highlighted that this could potentially create a two tier system, which would be difficult to administer.
- Restrictions in respect of free standing signage and potential issues which may arise for buildings within the high street which were restricted due to conservation issues. A particular example was given by the Deputy Leader, which the Head of Planning and Regeneration agreed to take up outside of the meeting.

**RESOLVED** that the public consultation for the draft High Quality Design Supplementary Planning Document be carried out.

71/17

## **QUARTER 2 FINANCE MONITORING AND EFFICIENCY PLAN UPDATE 2017/18**

The Executive Director, Finance and Resources presented the Quarter 2 Finance Monitoring Report for 2017/18 and explained that she was looking into how the timescale for reporting of financial monitoring could be reduced. Reference was made to the Revenue Budget Summary within the report where it was noted that there was an overall shortfall of £141k. This was largely due to loss of income in respect of planning fees for a number of larger applications and the business rates grant assumption made in respect of Stourbridge Road Car Park site, the sale of which had been delayed.

In respect of the Capital Budget Summary it was highlighted that the new vehicles were now on order and the final payment for the new Sports and Leisure centre was due for completion in late November. However, it was reported that the Council continued to have balances for 2017/18 of £4.316m and that reserves had not changed significantly, with £500k remaining for economic development.

It was highlighted that the Efficiency Plan target of £726k had now been projected at being able to deliver £946k which was a mix of savings and increased income generation, which was encouraging and would offset the shortfall being predicated in respect of the planning application income.



# Agenda Item 3

Cabinet  
6th December 2017

**RESOLVED** that the current financial position for the quarter April to September 2017 be noted.

The meeting closed at 6.45 p.m.

Chairman

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## **BROMSGROVE DISTRICT COUNCIL**

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

**27TH NOVEMBER 2017, AT 6.00 P.M.**

PRESENT: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, C. J. Bloore, M. Glass, C.A. Hotham, R. J. Laight, C. J. Spencer, M. Thompson and K. J. Van Der Plank

Observers: Councillor P. J. Whittaker

Officers: Ms. J. Pickering, Mr. M. Dunphy and Ms. A. Scarce

63/17 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

An apology for absence was received from Councillor S. R. Colella and it was confirmed that Councillor K. Van der Plank was in attendance as substitute.

64/17 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest nor of any party whip.

65/17 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 30<sup>th</sup> October 2017 were submitted.

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Board held on 30<sup>th</sup> October 2017 be approved as a correct record.

66/17 **FOOTBRIDGE ACROSS A38 - VERBAL UPDATE**

For those members who had not been at the last meeting of the Board, Councillor C. J. Bloore provided a summary of the discussion which had taken place and the concerns which had been raised in respect of the proposed footbridge over the A38, which had been recently highlighted in the local press. This had been following announcement of funding which had been made available.

Councillor Bloore confirmed that he had spoken to both the relevant officer and Portfolio Holder at Worcestershire County Council and the Overview and Scrutiny Performance Board had been assured that there were no firm agreement as to where the footbridge would be located and that as had been suggested at this Board's meeting on 30<sup>th</sup> October, that

consideration would be given to the option of improvements to the area which affected Charford First School and Bromsgrove South High School.

Councillor Bloore gave his thanks to Councillor R. Dent, the County Councillor for this area, who had offered her support in ensuring any works which were carried out were in the appropriate place and met the needs of the residents.

67/17

## **PARKING ENFORCEMENT IN THE VICINITY OF SCHOOLS TASK GROUP - MEMBERSHIP**

Officers confirmed that following the previous meeting all Members (who were not Members of the Cabinet) were invited to join the Parking Enforcement in the Vicinity of Schools Task Group. Notices of interest were received from a number of Members and the Board were asked to agree the Membership as detailed in the report. It was also confirmed that the investigation would commence in late January/early February 2018.

**RESOLVED** that the following Councillors be appointed to the Parking Enforcement in the Vicinity of Schools Task Group; Councillors C. Bloore (Chairman), R. Dent, S. Colella, S. Shannon and C. Spencer.

68/17

## **CABINET RESPONSE TO THE SOCIAL MEDIA TASK GROUP**

Officers confirmed that all recommendations from the Social Media Task Group had been agreed by Cabinet and discussions had been held with relevant officers in respect of implementation.

It was highlighted that a trial of live streaming of items of the January full Council meeting was being considered and those to be included would be discussed with the Group Leaders prior to that meeting.

69/17

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

The Chairman of the Finance and Budget Working Group confirmed that there had been one meeting since the previous report. This had concentrated on looking at the budget assumptions, the fixed asset register, which included equipment, plant and land which was owned by the Council. The Working Group had also taken the opportunity to catch up on a number of outstanding actions from previous meetings.

A meeting of the Working Group would take place following this Board meeting.

70/17

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

Councillor S. Webb, as Chairman of the Measures Dashboard Working Group, confirmed that after a slow start work was progressing nicely. Access to the Dashboard was now available on the iPads although

Members of the Working Group had chosen to look at this together, via the IT equipment in the Training Room. A further meeting was planned for January when the Chairman of the Redditch Performance Scrutiny Board would be joining them to discuss the potential for joint working.

71/17

## **TASK GROUP UPDATES**

Officers advised Members that following the previous meeting of the Board, when funding from the Police and Crime Commissioner was discussed, the CCTV Short Sharp Review had received an update from the relevant officers and had arranged a meeting for 5<sup>th</sup> December, when this would be discussed in more detail.

72/17

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

Councillor C. Hotham, as the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) confirmed he had attended its most recent meeting, which had been held jointly with the Adult Care and Well Being Overview and Scrutiny Panel when the budget had been discussed in some detail.

73/17

## **CABINET WORK PROGRAMME**

Officers provided a number of updates in respect of the Cabinet Leader's Work Programme, highlighting that a number of items would now be considered at the meeting of Cabinet on 10<sup>th</sup> January 2018. It was also noted that the Bromsgrove Sports and Physical Activity Strategy had been put back to April 2018. It was noted that the Industrial units Investment Business Case was already included on the Board's Work Programme and that there was a possibility that this will slip back further.

Members discussed the possibility of pre-scrutinising the Anti-Social Behaviour, Crime and Policing Act 2014 (Implementation of Provisions) report. In this regard concerns were raised in respect of the Portfolio Holder and her connection to the Police and Crime Commissioner, which had been raised at the full Council meeting, held on 22<sup>nd</sup> November. Officers were asked to pass on the Board's concerns outside of the meeting.

The Executive Director, Finance and Resources advised that the Fees and Charges Report and the Monitoring and Efficiency Plan Update Report would be considered by the Finance and Budget Working Group.

The Risk Management Strategy item was also discussed and the Executive Director, Finance and Resources explained that this was a strategy which set out how the Council dealt with risk and did not provide details of particular risks. That item was considered by the Audit, Standards and Governance Committee, with a Risk Champion

being appointed to look at particular areas and report back to the Committee.

Following further discussion it was

**RESOLVED** that the Anti-Social Behaviour, Crime and Policing Act 2014 (Implementation of Provisions, Risk Management Strategy and Sports and Physical Activity Strategy be added to the Overview and Scrutiny Board's Work Programme.

74/17

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

The Chairman explained that there were a number of items which the Board would need to consider in detail as to whether it wished these to be added to its Work Programme.

### Sports Hall

Councillor Bloore raised the matter of the Sports Hall, which had recently been reported in the local press. Specific reference was made to the options which had been suggested in that article and that this Board had considered a number of reports on the new Leisure Centre and the need for a Sports Hall, together with updates on the displaced groups which used the Sports Hall and the contract arrangements with BAM. This highlighted a number of questions in respect of the information the Board had received, recommendations which this Board had made through the Leisure Provision Task Group and which had been amended by the Cabinet in specific reference to this facility. A number of further points were highlighted:

- Whether the demolition of the old Dolphin Centre had been delayed (and any financial impact to the Council leading from this).
- It was understood that long standing bookings for the next 4-6 weeks had been confirmed.
- Members had previously been assured that an agreement with BAM was imminent.
- If a sports hall was now to be built or the old sports hall refurbished where the funds for this would be coming from.
- The perception of the changes to residents in light of the concerns that had been raised by them at various meetings.

Councillor Whittaker, as the Portfolio Holder for Leisure responded to the questions raised and confirmed that the school had a new Head Teacher who had informed the Council that the hall and gym would not be available during a 12 week exam period, due to changes to the GCSEs being based on yearly exams and as such she felt that it would be too much inconvenience for the school to have to remove and replace the chairs and tables for these exams every day. The Portfolio Holder confirmed that whilst the draft agreement had been reached, contracts had not been signed by BAM. In light of this the Council was now

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looking at a number of options, including the potential to build a sports hall or to refurbish the current hall. An option appraisal would be brought to Cabinet and then on to Council, it was hoped in January when all available options would be considered in detail.

The Executive Director, Finance and Resources advised Members that this change was advised by the School and BAM to officers on 2<sup>nd</sup> November via an email, when it was explained that the daily removal and then set up of the desks for the exams was not acceptable for the environment that the students need for their exams. The Executive Director, Finance and Resources had looked at a number of options and offered the School support in this matter in order to mitigate the loss of use to the Council, however after much discussion and meetings with all parties it became obvious that there was no room for negotiation on the 12 week period being written into the agreement, although the Executive Director, Finance and Resources assured Members that the Council was still keen to come to some agreement with BAM.

The Executive Director, Finance and Resources informed Members that she had today, 27<sup>th</sup> November, met with Engineers, to look at what could be done with the current sports hall, in the interim and confirmed that all options would be considered. Reference was made to prudential borrowing which it was confirmed did not allow the Council to borrow further for this project at this time, but that all avenues would be considered and included within the options appraisal and a robust business case would be produced for Members consideration, this would include options for alternative funding and the use of reserves. She had spoken to Sports England who were on board with the options appraisal and agreed that the loss of 12 weeks use of the facilities at BAM was not ideal.

Following the comments from the Portfolio Holder and Executive Director, Finance and Resources Members discussed a number of further points:

- The changes to the Portfolio Holder over recent years and that Councillor Whittaker had not been involved in the initial negotiations and the decision not to include a sports hall.
- Why the Executive Director, Finance and Resources had been leading on this matter for the past 4 weeks, rather than the Head of Service.
- The recommendations from the Leisure Provision Task Group and the changes made to the recommendation in respect of a sports hall by the Cabinet – this included if an agreement with BAM was not agreed then consideration be given to having a sports hall.
- Not having the sports hall for 12 out of 52 weeks was not acceptable.
- Why the contract with BAM had not been signed as had been indicated previously.

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- The reason behind the change of view from BAM and that they would have been aware of the situation in respect of exams when they went into negotiations with the Council some time ago. It was explained that the school had reconsidered their needs and had proposed the change.
- There was a clear timeline in respect of the options appraisal being considered by Council in order to move this matter forward. It was confirmed that this would be considered in January in time for any financial implications to be built into the budget.
- Any penalties which would impact on the cost following the changes to the demolition of the old Dolphin Centre.
- What has changed in order for the Council to now be considering building a sports hall or refurbishing the old one.
- Whether the Board wished to look at that report for pre-scrutiny prior to its consideration at Council. It was highlighted that it was important for the Board to have input into this process.
- The use of the school sports hall in the interim and any breakout clause that would need to be written in to an agreement with them.
- Members had been invited to attend a visit to the new Sports Centre and Councillor Hotham made particular reference to this, saying that he had visited and had been very impressed with the new Centre and congratulated those involved in its design.
- The need to re-visit the Sports England initial report which had advised that there was no need for the sports hall as there was sufficient provision in the district and whether this report needed to be updated.
- The real terms cost to the Council of now including a sports hall to the project. This should include the potential loss of income from the sale of the land etc.
- Concerns around rushing into investing more money into the project before looking back at what has happened and learning from those previous experiences.
- It was confirmed that there was a small financial benefit to BAM from making the sports hall available, but not for the School.
- Whether if there was some benefit to the School this would change the Head Teacher's view on making it available. The Executive Director, Finance and Resources confirmed that there was no negotiation on the availability.
- Any pre-scrutiny work would not impact on any negotiations which were underway with contractors or BAM.
- Whether the involvement of BAM was now being looked at as being a temporary fix or whether this would be a permanent solution.
- The need for residents to be confident that this matter is being dealt with and kept up to date of progress.
- The Board being supportive of the Executive Director, Finance and Resources during the process, however there would still be a need to speak to the relevant Head of Service during the Board's investigation.



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- What the Board considers as part of this investigation and how this is dealt with – investigation as a whole Board would be most appropriate and looking at the options appraisal and lessons learnt would be an important part of it.
- Costs associated with the demolition of the old Dolphin Centre, it was confirmed that whilst work was due to commence, this was in respect of the removal of asbestos from the old pool area in the first instance, so whilst there had been delays currently these were not as significant as could have been.
- Everyone Active had agreed in principle to use the old sports hall and an agreement would be drawn up in this respect and any cost implications.
- The need for open honest discussions to take place and for Members to be kept informed of any future developments.

The timing of the investigation was considered as it was noted that the Board meeting in January was following the Cabinet, however it was agreed that any findings of the Board could be considered alongside the Cabinet report at full Council. As there were a number of items due for consideration at the Board's January meeting it may be that an additional meeting would be called if deemed necessary. The Executive Director, Finance and Resources advised that the timing would be dependent on the feasibility study being undertaken.

## Transport Planning Report

The Chairman referred Members to the previous Council meeting and the ongoing discussions in respect of the Transport Planning Report, which had originally been planned for submission to Council. A paper had been tabled at this meeting (attached at appendix 1) which highlighted the areas which would be covered by that report and which would now be considered, in the first instance by this Board. The Chairman was concerned that the report, which was scheduled to come to the Board's 11<sup>th</sup> December meeting, would not address all the issues which had been raised over a number of months, with a view to the Board making recommendations to the Cabinet meeting due to be held on 10<sup>th</sup> January. The aim of discussion this item this evening, was to ensure that all areas that Members wanted to be included would be covered and to suggest that, as this was such an important matter which impacted on all Members that they be invited to attend that meeting.

The Chairman invited the Strategic Planning and Conservation Manager the opportunity to discuss this with the Board and highlight the areas which the report would cover. Reference was made to the work which had been carried out by Mott McDonald and the analysis of traffic counts and the Barham model together with a response to Worcestershire County Council on the points which had been tabled at the previous Council meeting. During the following discussion Members gave their views and discussed a number of points in detail:

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- The data that had been gathered over the previous months' counts and the option for data in the wider spectrum rather than as a snapshot.
- Relevant officers being present at the 11<sup>th</sup> December, including those from Worcestershire County Council (WCC) as they would be in a better position to respond to questions.
- Not simply looking at what the data is currently but also what it would look like in 2030 due to the impact of the future developments and projections.
- The need to have confidence in the figures and the implications of the growth in the full report.
- Full data sets being requested from WCC under a Freedom of Information applications and this being refused – it would be helpful to understand why this was the case and whether they were now willing to release that information.
- Provide a report which both Members and residents can understand and have confidence in the information being correct within it.
- An explanation as to why the previous WCC/model assumptions were possibly inaccurate, including the information contained in the TA for the Hanover Street development.
- Consideration should be given to the future needs of Bromsgrove, including the potential for a western distributor road and details of the A38 major scheme proposals.
- The Strategic Planning and Conservation Manager explained that it was broader than just the traffic counts or the data from WCC and those future developers are required to draw up plans to mitigate any outcomes from their developments by drawing up transport plans.
- This predicated the information based on TEMPro from the Department of Transport using their models and data.
- All the information gathered together would impact on the future site selection and therefore the Council must be confident that it has used the right information and understands the impact.
- Officers at WCC had already commented that Bromsgrove was “full up” and was close to breaking point.
- Members understood from Planners the focus of the May/June data.
- The concern was how the Council got houses built which were already planned and whether the delay would cause problems for the Planning Department and the potential for this to lead to the Council to be placed in designation status once more.
- Site of the letter which was sent to WCC in respect of LTP4 as detailed in the Council minutes dated 26<sup>th</sup> April and whether a response had been received to this.
- Audit trails on previous transport mitigation measures for example once scheme have been implemented whether they have done what WCC/Developers hoped they would do. It appeared that there was no monitoring of what happened next.

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- Members raised concerns about air quality levels in the district, which were already high and requested that the future protection and any mitigation strategy for air quality as a result of future developments be provided. Input from Worcestershire Regulatory Services (WRS) was essential to get a full picture of the impact of developments on the District.
- Reference was made to Redditch Road air quality in particular which WRS were aware of and which appeared to be getting worse.
- Members were keen to ensure that this report was treated separately from the planning application process and that this report does not prevent work being done on the planning applications or Planning Committee decision making process.
- The impact on the Council's review of the Local Plan.
- The need for all the relevant information and officers to be available to Members in order that they can make the right decision and the developments are in the right places.

Following lengthy discussion the Chairman summed up and confirmed that what he understood was currently in the report, was not sufficient and did not respond to all the questions raised by Members. It was therefore suggested that this should be included within the Board's Work Programme for a meeting in January 2018 (to be determined at a later date, as it was accepted that it may be that an additional meeting needed to be held to consider this matter on its own) with all relevant stake holders present to respond to further questions where necessary.

**RESOLVED** that the items as detailed in the pre-amble above be included within the Board's Work Programme.

The meeting closed at 8.15 p.m.

Chairman

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### Local Development Scheme 2018

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

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

- 1.1 The previous Local Development Scheme (LDS) was adopted by the District Council in July 2016 during the ongoing examination of the Bromsgrove District Plan 2011 - 2030 (BDP). This new LDS is required to update the programme of preparing and consulting on strategic planning documents, whilst continuing to reflect the requirements of the Localism Act 2011 and the National Planning Policy Framework (NPPF). Since the previous LDS, the District Plan has been adopted in January 2017 with a requirement to prepare a Local Plan Review, including Green Belt Review, prior to 2023. This is the principle reason for producing a new LDS; it in effect begins the formal process of preparing a replacement plan for the recently adopted BDP.

#### **2. RECOMMENDATIONS**

- 2.1 The Cabinet is asked to RECOMMEND to the Council:

That appendix A Bromsgrove District Council Local Development Scheme 2018 is approved as the Council's programme for strategic plan-making, effective as of 24<sup>th</sup> January 2018.

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

##### **Financial Implications**

- 3.1 Whilst there are no immediate direct financial implications of adopting the revised Local Development Scheme, the costs to progress strategic planning documents through all stages of the plan-making process, including independent examination and associated evidence gathering will be considerable. The allocation of financial resources for progression of the District Plan review will be considered through the budget setting process

##### **Legal Implications**

- 3.2 The Local Development Scheme is produced under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The legislation states that Councils must prepare and maintain a local development scheme specifying:

- the documents which are to be Local Development Documents (LDDs) and Development Plan Documents (DPDs);
  - the subject matter and geographical area of each document;
  - which documents (if any) are to be prepared jointly with one or more other local planning authorities;
  - any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee; and,
  - the timetable for the preparation and revision of the documents.
- 3.3 The Localism Act 2011 removed the requirement to submit the LDS to the Secretary of State. It is however important for Councils to continue to publish up-to-date information on the progress of local development documents. The District Council thus has flexibility to decide how best to present this information to the public, although as a minimum Planning Practice Guidance states that the LDS should be published on the Council's website.

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

##### **Bromsgrove District Plan Review**

- 3.4 The LDS sets out the key strategic planning documents to be progressed by Bromsgrove District Council. The LDS outlines that Bromsgrove District Council adopted the Bromsgrove District Plan (BDP) in January 2017. Furthermore it states the Council's intention to commence work on a Plan Review, as required by Policies BDP3 and BDP4 of the current District Plan, to identify land to meet development requirements for the period 2023-2030. Policy BDP3 sets out the quantum of housing development which remains outstanding in order to meet the overall housing target of 7,000 dwellings within the BDP plan period of 2011-2030.
- 3.5 Additionally, Policy BDP4 of the District Plan commits the Plan Review to identify land that can help deliver the objectively assessed housing needs of the West Midlands conurbation. Evidence gathering by West Midlands' local planning authorities, including Bromsgrove District Council, is ongoing in relation to strategic housing needs across the sub-region. In particular, up-to-date information on any unmet need originating from the conurbation and other surrounding authorities will be an important consideration to inform the content of Bromsgrove's District Plan Review. As a result the availability of this evidence, to an extent, influences the timeframe of the District Plan Review programme.
- 3.6 The Plan Review will be informed by an updated evidence base, including a Green Belt Review. The timeframe for carrying out the Green Belt Review is incorporated within the overall evidence gathering stages of the District Plan Review. It is envisaged that the first options consultation on the Plan Review will also include consultation on a methodology for the Green Belt Review and site selection process.

- 3.7 Following finalisation of the methodologies, work can then proceed on assessing land within the Green Belt as part of evidence gathering for the Plan Review. The first outputs from the Green Belt Review should inform a preferred option, which will be further consulted on as part of the plan-making process, as outlined in the Plan Review programme at figure 1 of appendix a to this report. The Green Belt Review and site selection process will identify any potential areas to be removed or added to the Green Belt within Bromsgrove District, assessed on their planning merits.

#### **LDS Timetable**

- 3.8 The LDS timetable (see appendix A) indicates the schedule for the production of the strategic planning documents. The chart identifies the key dates in the process although the dates are only an indication at this stage, further information will be provided on the publication consultation as the process moves on. The examination date is subject to consultation with the Planning Inspectorate, the body responsible for holding examinations into local plans.

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

- 4.1 A Local Development Scheme is essential to set the overall programme and identify how strategic planning documents will be managed and progressed.
- 4.2 Without an up to date Local Development Scheme, development plan documents at independent examination could be found unsound due to the Council failing to comply with a statutory duty contained in the Localism Act 2011. Not being able to adopt statutory planning documents could subsequently result in the Council being more vulnerable to speculative development proposals that do not accord with the development plan for the District.

#### **5. APPENDICES**

Appendix A - Local Development Scheme 2018

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

Local Development Scheme – adopted July 2016  
Bromsgrove District Plan (2011-30) – adopted January 2017

#### **7. KEY**

DPDs – Development Plan Documents  
LDS – Local Development Scheme  
NPPF – National Planning Policy Framework  
SPDs – Supplementary Planning Documents

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# Local Development Scheme 2018

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## Introduction

The Local Development Scheme (LDS) is a project plan, which sets out details of key planning policy documents which the local authority seeks to produce over the next three years. The LDS outlines opportunities for public and stakeholder involvement, as well as periods of evidence gathering and plan preparation. A Local Development Scheme is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The legislation states that Councils must prepare and maintain a Local Development Scheme specifying:

- the documents which are to be Local Development Documents (LDDs) and Development Plan Documents (DPDs);
- the subject matter and geographical area of each document;
- which documents (if any) are to be prepared jointly with one or more other local planning authorities;
- any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee; and,
- the timetable for the preparation and revision of the documents.

The Localism Act removed the requirement to submit the LDS to the Secretary of State. However, it is still important for Councils to publish up to date information on the progress of the LDS. Councils have flexibility to decide how best to present this information to the public.

The National Planning Practice Guidance (NPPG) states that the LDS must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area. It must be made available publically and kept up-to-date. It is important that local communities and interested parties can keep track of progress. Local planning authorities should publish the LDS on their website.

Since adoption of the previous Bromsgrove District Council LDS in July 2016, this new LDS has been updated to reflect:

- Progress on Development Plan Documents (DPDs) detailed in previous LDS, in particular the Bromsgrove District Plan (2011-30) and its requirement for a Local Plan Review by 2023.
- Progress on guidance issued through Supplementary Planning Documents (SPDs) that support the Bromsgrove District Plan.

The LDS will come into effect on **XX 2018**. Figure 1 (**see page 8**) outlines an indicative timetable for the preparation of documents within the LDS.

## Existing Policy Context

Major changes were made to the planning system through the introduction of the National Planning Policy Framework (NPPF) in March 2012. The NPPF sets out how local planning authorities should produce planning documents that will guide the development and use of land within a local authority area. The NPPF requires each local authority to produce a local plan for its area. Any

additional Development Plan Documents should only be used where clearly justified (NPPF, para 153).

The Bromsgrove District Plan (2011-30) was formally adopted by Bromsgrove District Council in January 2017, following an independent examination in public and receipt of the Inspector's Report into the examination of the plan, concluding that the plan was judged to have been found 'sound'. The adoption of the District Plan superseded all policies contained within the previous Bromsgrove Local Plan 2004 and became the statutory development plan for the District.

The District Plan comprises: a vision and strategic objectives for the development of the District over the course of the plan period; strategic policies including site allocation policies to meet the development needs of Bromsgrove and, where relevant, adjacent authorities; and, development management policies which guide more detailed development proposals. The adopted plan also includes a Key Diagram and Policies Map, representing the policies and proposals in the plan in cartographical form.

Under the Localism Act 2011, Neighbourhood Plans can be produced by a Parish Council, or an organisation or body designated as a Neighbourhood Forum to provide more detailed guidance on specific local issues. Neighbourhood plans are subject to independent examination and a local referendum. If ultimately approved by referendum then the Neighbourhood Plan is 'made' and the Council must bring the Neighbourhood Plan into force as part of the development plan for the local authority. As it is the decision of Parish Councils or Neighbourhood Forums to decide whether to produce a Neighbourhood Plan, it is not appropriate for the LDS to specify when or how they will be produced.

## **LDS 2016 - Progress on Previous Documents**

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

At the time of writing in the 2016 LDS, adoption of the Bromsgrove District Plan (2011-30) was anticipated later in 2016/early 2017 due in part to a longer than expected examination period and uncertainty at the time regarding main modifications to the plan. Following the conclusion of the examination process and receipt of the Inspector's Report into the examination, the plan was ultimately adopted by Bromsgrove District Council in January 2017.

### **The Community Infrastructure Levy**

Preparation of the Community Infrastructure Levy was not undertaken for a number of years due to the preparation, including lengthy examination, of the Bromsgrove District Plan (2011-2030). In the meantime planning obligations and Section 106 agreements have continued to be negotiated. Due to uncertainties over the future of the CIL Regulations it is not proposed at this time that a CIL will be pursued by the Council. Should this position change in the future, a revised LDS will include details of the preparation of a CIL for Bromsgrove District.

### **Authority Monitoring Reports**

Bromsgrove District Council collects monitoring information to inform reviews of its strategic planning function, in particular the implementation of policies and the impact this has on the delivery of development. Regular data collection and reporting is carried out within the Council's strategic planning team and covers the following areas:

- Review the progress of the Council's Development Plan Documents;
- Inform the implementation of the Local Development Scheme;
- Provide District-wide statistics on issues of housing, population change, employment, retail, education, the environment, communities and transport;
- Record public consultations and Duty to Co-operate issues; and
- Report on Neighbourhood Planning.

## LDS 2018 – Proposed Development Plan Document

### Bromsgrove District Plan Review

The adopted Bromsgrove District Plan (2011-30) provides a spatial strategy specific to the needs of Bromsgrove. It contains a set of policies for delivering the overall strategy and identifies strategic allocations for development through the production of a policies map. This map illustrates broad locations for strategic development and land-use designations.

The plan includes a requirement to produce a Plan Review, to be completed by 2023 at the latest. It is imperative that the Plan Review is informed by an up-to-date evidence base, including further consideration of housing needs assessment in the context of not only Bromsgrove's local needs but also those arising from the adjacent West Midlands conurbation. As detailed in Policy BDP3 of the District Plan, land is currently identified to provide for 4,700 dwellings of the overall 7,000 dwellings target for the plan period of 2011-30. A deficit of 2,300 dwellings therefore remains to be provided for to meet Bromsgrove's objectively assessed housing need. This deficit is therefore intended to be identified through the District Plan Review for delivery in the period 2023-2030.

Additionally, Policy BDP4 of the District Plan states that the Plan Review will identify land to help deliver the objectively assessed housing needs of the conurbation. Evidence gathering by West Midlands' local planning authorities, including Bromsgrove District Council, is currently ongoing in relation to strategic housing needs across the sub-region. Once reported, up-to-date information on any unmet need originating from Birmingham City and other surrounding authorities within the conurbation will be an important consideration to inform the content of Bromsgrove's District Plan Review. As a result the availability of this evidence, to an extent, influences the timeframe for preparation of the Plan Review.

### Plan Preparation and Supporting Evidence

Policy BDP4 of the adopted Bromsgrove District Plan is explicit in referring to a "full review" of the Green Belt within Bromsgrove District in order to identify:

- Land to deliver the outstanding 2,300 dwellings within Bromsgrove District up to 2030;
- Safeguarded land beyond the current plan period, for 2030 – 2040;
- Land to help deliver the housing requirements of the West Midlands conurbation up to 2030.

The timeframe for carrying out the Green Belt Review is aligned with the timeframe for preparing and consulting on the District Plan Review, as it will be a crucial piece of the overall evidence base to inform proposals within the new plan. It is envisaged that the first options consultation on the Plan Review will also include consultation on a methodology for the site selection which includes the Green Belt Review. The LDS proposes that this consultation will take place in May/June 2018 as shown in Figure 1.

This will then enable work to proceed on assessing land within the Green Belt to inform a preferred option for the Plan Review, which will be further consulted on as part of the process of undertaking the District Plan Review. As shown in Figure 1, this is anticipated as being in May/June 2019. This review will identify any potential areas to be removed or added to the Green Belt within Bromsgrove District, assessed on their planning merits.

## Site Selection Methodology

The site selection process will involve the use of a wide range of evidence sources to determine the most sustainable sites for allocation in the Plan Review to meet the development needs of the District. The following list is not exhaustive, however some of the key areas of work that will be considered to assess development sites against all reasonable alternatives and inform site allocation proposals in the final submission version of the plan will be:

- infrastructure capacity to serve new development, including highways and sustainable transport provision, education, health services, and community uses – and the impact on deliverability and viability of proposed development;
- landscape impact and mitigation
- environmental constraints and opportunities for enhancement, including flood risk and drainage, nature conservation and green infrastructure, conservation of built heritage and the historic environment;
- accessibility to employment opportunities and service provision, including retail and leisure.

In addition to the above, the findings of the Green Belt Review will also be used as a key part of the site selection process, with the timeframes for both (as shown in Figure 1 below) running concurrently.

In terms of the identification of sites for consideration in the context of proposed site allocations in the plan, these will be drawn from a range of sources. Existing sources such as previous Bromsgrove Strategic Housing Land Availability Assessment (SHLAA) sites and extant or lapsed planning permissions will be utilised as a means of checking land availability that is, to varying degrees, already in the planning system. The Council will also hold a Call for Sites process to establish the intention of landowners and developers within the District in order to inform an updated assessment of land availability in the District

## Timetable

The following chart (Figure 1) indicates the timetable for the production of the District Plan Review, including supporting evidence base documents, as referred to above. This chart identifies the key indicative dates in the process. Further profiles on the documents are contained in Appendix 1.

Based on the timeframe proposed for the initial options consultation on the District Plan Review (May/June 2018), it is anticipated that the Call for Sites will open in September 2018 to enable the Council to consider all relevant land options prior to formulation of its District Plan Review Preferred Options consultation in May/June 2019.




**Figure 1: Local Development Scheme Programme 2018-2021**




	2018												2019												2020												2021											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
BDPR																																																




**Key**

BDPR Bromsgrove District Plan Review

Page 27

-  Publication and consultation on Issues and Options Document
-  Submission to Planning Inspectorate
-  Adoption

-  Publication and consultation on Preferred Options Document
-  Commencement of the Examination Period
-  Supporting evidence consulted on

-  Publication and consultation on Pre-Submission Document
-  Receipt of Inspector’s Report
-  Call For Sites Submissions

## Appendix 1 – Profiles of Proposed Documents

District Plan Review		
Document Details	Role and Content	Will review and update the adopted District Plan, setting out the vision, spatial strategy and core policies for the spatial development of the District. Will include strategic allocations to accommodate outstanding Bromsgrove local development needs as well as potential unmet needs from adjoining local authority areas.
	Status	Development Plan Document
	Position in chain of conformity	General conformity with National Planning Policy Framework
	Geographic coverage	District wide



## Appendix 2 – Glossary

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

**Authority Monitoring Report (AMR):** The report prepared by Councils to assess the implementation of the Local Development Scheme and the extent to which the policies of the Local plan and adopted SPDs Local Development Framework are being achieved.

**Community Infrastructure Levy (CIL):** The Community Infrastructure Levy (the levy) came into force in April 2010. The Community Infrastructure Levy is a new charge which local authorities in England and Wales can levy on new development in their area. CIL is charged on the net additional floor space created by development of buildings that people normally use. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes transport schemes, flood defences, schools, hospitals and other health and social care facilities, parks, green spaces and leisure centres.

**Green Belt:** Land designated in a district to prevent urban sprawl by keeping land permanently open. Guidance on Green Belt policy is contained in the NPPF, and the Policies map identifies the broad extent of Green Belt within Bromsgrove District and the Local Plan defines detailed boundaries of Green Belt land.

**Local Development Scheme (LDS):** Sets time-scales for the preparation of key documents including Local Development Documents and Development Plan documents.

**Local Plan:** The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community. In law this is described as the Development Plan Documents adopted under the Planning and Compulsory Purchase Act 2004. The term includes old policies which have been saved under the 2004 Act.

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

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

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

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

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

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

**National Planning Practice Guidance:** The government launched its Planning Practice Guidance on 6 March 2014. The website brought together many areas of English planning guidance into a new online format, linked to the National Planning Policy Framework.

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

**Planning Obligations:** Legal agreements between a planning authority and a developer that ensure that certain extra works related to a development are undertaken. For example, the provision of highway works. These can include Section 106 agreements, Section 278 agreements-highway contributions and Section 104 agreements- sewer adoption.

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

**Publication:** Point at which a draft Local Plan is Published prior to its Submission to the Secretary of State for Examination. Also known as 'Proposed Submission' stage.

**Regional Strategies:** Regional strategies were part of the Development Plan until they were abolished by Order using powers taken in the Localism Act.

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

**Submission:** The point at which a draft Local Plan is submitted to the Secretary of State for Examination along with representations received at Publication Stage.

**Supplementary Planning Documents:** A Local Development Document which adds detail to supplement Development Plan Document (DPD) policies and proposals. SPDs can be thematic or site specific.

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

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

## Contact Details

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Bromsgrove District Council

# Agenda Item 5

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

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## BROMSGROVE DISTRICT

### Cabinet

10th JANUARY 2018

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### COUNCIL TAX BASE CALCULATION 2018-19

Relevant Portfolio Holder	Councillor Brian Cooper
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering
Wards Affected	No
Ward Councillor Consulted	No
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

- 1.1 This reports sets out details of the calculation of the District's tax base for Council Tax setting purposes. The calculation of the Council Tax base is required as part of the determination of the level of Council Tax for 2018/19.

#### 2. RECOMMENDATIONS

- 2.1 **Cabinet are asked to APPROVE that:**

The amount calculated by Bromsgrove District Council as the Council Tax Base for the whole area for 2018/19 is approved at **36,531.10** as detailed at **Appendix 1** to include the individual parish elements

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 The calculation of the Council Tax base forms the basis of the calculation of Council Tax for the new financial year. The Council Tax Base is calculated using a prescribed formula to generate the equivalent number of Band D properties in a District and also takes into account the number of Council Tax Support claimants within the area.

##### Legal Implications

- 3.4 The Local Authorities (Calculation of Council Tax Base) Regulations 1992, made under powers of the Local Government Finance Act 1992 specify the rules for the calculation of the Council Tax Base.

##### Customer / Equalities and Diversity Implications

- 3.7 There are no implications for the Councils Equalities and Diversity Policies.

## **Cabinet**

10th JANUARY 2018

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### **4. RISK MANAGEMENT**

4.1 There are no risk management issues.

### **5. APPENDICES**

Appendix 1 - Council Tax Base Calculation for 2018/19

### **6. BACKGROUND PAPERS**

Held with Revenue Services Section

### **AUTHOR OF REPORT**

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## Council Taxbase Calculation 2018-19

The Council Taxbase for each parish is detailed below (Band D Equivalents)

Parish Name	Gross	Net
<b>Whole Area</b>	36,904.1	36,535.1
101/107 Unparished	13,790.2	13,652.3
111 Alvechurch	2,338.1	2,314.7
102 Barnt Green	1,007.8	997.7
116 Belbroughton	1,210.8	1,198.7
118 Bentley Pouncefoot	186.6	184.7
119 Beoley	460.3	455.7
103 Bourneheath	222.3	220.1
104 Catshill and North Marlbrook	2,387.8	2,363.9
120 Clent	543.4	538.0
121 Cofton Hackett	989.7	979.8
122 Dodford with Grafton	405.0	401.0
105 Finstall	309.9	306.8
123 Frankley	51.1	50.6
124 Hagley	3,089.9	3,059.0
106 Lickey and Blackwell	2,122.0	2,100.8
125 Hunnington	234.3	232.0
126 Romsley	675.1	668.3
127/131 Parish of Stoke	1,718.8	1,701.7
129 Tutnall and Cobley	362.3	358.7
130 Wythall	4,794.6	4,746.6
	36,900.1	36,531.1

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