



BROMSGROVE DISTRICT COUNCIL

YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at Parkside Suite - Parkside at 6.00 p.m. on Wednesday 24th January 2018, when the business referred to below will be brought under consideration:-

The formal business will be preceded by a prayer.

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 Council held on 22nd November 2017 (Pages 1 - 18)**

4. **To receive any announcements from the Chairman and/or Head of Paid Service**

5. **To receive any announcements from the Leader**

6. **To receive comments, questions or petitions from members of the public**

A period of up to 15 minutes is allowed for members of the public to make a comment, ask questions or present petitions. Each member of the public has up to 3 minutes to do this. A councillor may also present a petition on behalf of a member of the public.

7. **Recommendations from the Cabinet (Pages 19 - 20)**

To consider the recommendations from the meeting(s) of the Cabinet held on 6th December 2017 and 10th January 2018.

8. **To receive the minutes of the meetings of the Cabinet held on 6th December 2017 and 10th January 2018** (Pages 21 - 30)
9. **Local Council Tax Support Scheme 2018/19** (Pages 31 - 36)
10. **Report and Recommendations of the Independent Remuneration Panel** (Pages 37 - 50)
11. **Questions on Notice (to be circulated at the meeting if any)**

A period of up to 15 minutes is allocated for the asking and answering of questions. This may be extended at the discretion of the Chairman with the agreement of the majority of those present.

To deal with any questions on notice from Members of the Council, in the order in which they have been received.

12. **Motions on Notice (to follow if any)**

A period of up to one hour is allocated to consider the motions on notice. This may only be extended with the agreement of the Council.

13. **Background Information on the recommendations from the Cabinet**

Fees and Charges 2018/19 Report_(Pages 51 - 76)

LDS 2018 Cabinet Report DRAFT_(Pages 77 - 92)

14. **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>
14	3

15. **Fees and Charges Report - Appendix 1 (Extract)** (Pages 93 - 94)

K. DICKS

Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

22ND NOVEMBER 2017, AT 6.00 P.M.

PRESENT: Councillors H. J. Jones (Chairman), C. J. Spencer (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, M. T. Buxton, S. R. Colella, B. T. Cooper, R. J. Deeming, G. N. Denaro, M. Glass, J. M. L. A. Griffiths (Present from Minute No 56/17 to Minute No 66/17), C.A. Hotham, R. E. Jenkins, R. J. Laight, L. C. R. Mallett, K.J. May, C. M. McDonald, P. M. McDonald, S. R. Peters, M. A. Sherrey, C. B. Taylor, P.L. Thomas, M. Thompson, L. J. Turner, K. J. Van Der Plank, M. J. A. Webb, S. A. Webb and P. J. Whittaker

56\17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R. L. Dent and S. P. Shannon.

57\17 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

58\17 **MINUTES**

The minutes of the meeting of the Council held on 20th September 2017 were submitted.

The Leader drew Members attention to page 17 of the Minutes with reference to a report being presented to Council in respect of Transport Planning. He advised that following discussions with Group Leaders it had been agreed that a full report would be presented in the first instance to the Overview and Scrutiny Board then going on to Cabinet and Council in January.

Councillor Mallett, as Chairman of the Overview and Scrutiny Board, thanked the Leader for the opportunity to consider the matter at the Board's meeting on 11th December. As it was such an important issue for Bromsgrove he proposed that all Members would be invited to attend that meeting.

RESOLVED that the minutes of the meeting of the Council held on 20th September 2017 be approved.

59\17

TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF PAID SERVICE

The Chairman referred to the following:

- The Chairman's Italian Night had been a great success and had raised over £500 for her charity, Newstarts.
- The Chairman's Carol Service would take place on 13th December at St John's Church. Lickey and Fairfield Schools would be attending to sing Carols.
- The Chairman took the opportunity to thank the team from the Depot who had worked hard to ensure the War Memorials were prepared for the Remembrance Service.

60\17

TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER

The Leader reminded Members that at the last Council meeting delegated authority had been given to the Section 151 Officer in agreement with Group Leaders to determine if the Council wished to be included in the bid to establish a Worcestershire Pilot Business Rates Pool. Subsequently he was advised by the Section 151 Officer that Bromsgrove would gain approximately £200k on the breakdown of 50% for the District 49% for the County and 1% for the Fire Authority. On that basis joint agreement was given to join the bid. It was confirmed that at that time, sign up was also agreed from all Worcestershire District and County Councils. A briefing note was sent to all Group Leaders to detail the proposed share.

Subsequently the Council received advice from the County Council that they wished to alter the arrangements and claim an extra 10% with a reduction in the District Councils' allocation of a similar amount. This was evaluated by the Section 151 Officer who advised that the financial impact would be detrimental to the Council and therefore unacceptable. All District Leaders in Worcestershire unanimously rejected this proposal and the bid was submitted as originally proposed and the outcome was awaited. Should the Pilot bid be unsuccessful the Council would remain as a member of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) pool.

The Leader thanked the other Group Leaders for their time and assistance with this item.

Councillor L. C. R. Mallett questioned what, if any, involvement there had been in the decision from the Deputy Leader, who at Worcestershire County Council had made the decision to request an increase in their percentage share and who had contacted this Council.

The Leader responded that he believed that this would be dealt with under a later item on the agenda.

61\17

REPORT OF AN URGENT DECISION - DISCRETIONARY NON-DOMESTIC RATES REVALUATION SUPPORT SCHEME

The Leader reported that, with agreement from all relevant parties, an urgent decision had been made in respect of the Discretionary Non-Domestic Rates Revaluation Support Scheme and this was reported for information only.

Councillor Mallett commented that in future work programme planning should be done in a more timely manner and that it was questionable as to whether this had in fact been an urgent decision.

The Leader responded that whilst this could have been flagged up at an earlier stage there had been problems with a software upgrade which had caused the delay.

62\17

TO RECEIVE COMMENTS, QUESTIONS OR PETITIONS FROM MEMBERS OF THE PUBLIC

There were no public comments, questions or petitions on this occasion.

63\17

NOTIFICATION OF CHANGE OF COUNCIL REPRESENTATIVE TO THE HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Members were advised that following the resignation of Councillor S. A. Webb as the Council's representative, the Leader had asked the Overview and Scrutiny Board to select a new representative on the Worcestershire Health Overview and Scrutiny Committee and it had appointed Councillor C. A. Hotham. Councillor L. C. R. Mallett, as Chairman of the Overview and Scrutiny Board, took the opportunity to thank Councillor Webb for her work and also to thank Councillor Hotham for agreeing to attend future meetings on behalf of the Council.

64\17

RECOMMENDATIONS FROM THE CABINET

Black Country Core Strategy Issues and Options Report

The recommendation in respect of the Black Country Core Strategy Issues and Options Report was proposed by Councillor C. B. Taylor and seconded by Councillor G. N. Denaro.

Councillor Taylor, as Portfolio Holder for Planning and Strategic Housing introduced the report and in so doing reminded Members that this was the third response which had been sent out in respect of neighbouring districts. It was confirmed that the Council would be keeping a close eye on the impact of all of these on the District's borders whilst still taking into account the need for co-operation between Councils.

During the following debate a number of areas were discussed in more detail:

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- Land/houses which had previously been given up to Birmingham City Council and ongoing discussions with that local authority.
- The Local Transport Plan 4 which had recently been agreed by Worcestershire County Council (WCC) and the pressures it placed on the District.
- The need for these items to be dealt with in a timelier manner as this had first been raised three months ago.

Councillor Taylor thanked Members for their input and confirmed that their comments would be taken on board.

RESOLVED:

- (a) that the contents of the report be noted; and
- (b) that the draft officer response to the Black Country Core Strategy Issues and Options report, as attached at appendix A to the Cabinet report, be approved and submitted to the Black Country Authorities as this Council's consultation response.

Council Tax Support Scheme 2018/19

The recommendation in respect of the Council Tax Support Scheme 2018/19 was proposed by Councillor B. T. Cooper and seconded by Councillor G. N. Denaro.

Councillor Cooper, as Portfolio Holder for Finance and Enabling, introduced this report and reminded Members that on 1st April 2013 Council Tax Benefit was replaced with the Council Tax Support Scheme. Each local authority was required to adopt the scheme and specify reductions payable in their area. In April 2015, the Council decided to cap the support at 80% of Council Tax liability for all working age claimants. This has been in place for every year since. Cabinet once again was recommending that no changes should be made to the Council Tax Support Scheme in 2018/19.

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

- The content of the report appeared to be diluted each year.
- The need to consult with those that the scheme impacted the most and what was being done to support them. The Portfolio Holder advised that pensioners were entitled to up to 100% support.
- The impact on those residents who now had to pay 20% of their Council Tax and any impact on the hardship fund provided by the Council.
- Whether, from the information provided, Members were in a position to make a decision on this.
- The lack of reference within the report to any data in respect of the impact of the implementation of the scheme two years previously.

A call to defer the report was made by Councillor C. J. Bloore and seconded by Councillor L. C. R. Mallett. It was confirmed that a decision needed to be made by 31st January 2018 for implementation by 1st April 2018. After further consideration it was agreed that the report would be deferred and considered at the Council meeting to be held on 24th January 2018.

Commercialisation and Financial Strategy

The recommendation in respect of the Commercialisation and Financial Strategy was proposed by Councillor G. N. Denaro and seconded by Councillor K. J. May.

The Leader explained that this Strategy pulled together a number of areas which had been implemented over the last year in the drive for financial sustainability. This document clearly outlined the areas which the Council would be looking at to support Commercialisation and closely looked at the Council's income streams in order to determine the level of recovery. This had been illustrated by work carried out through the Finance and Budget Working Group, which showed a wide difference in the Council's level of support to different functions. However, it was important that the Council looked at the social context of its decisions as well as the financial. It was acknowledged that the document was relatively short but it brought together many of the aims identified in the Council Plan, the Medium Term Financial Plan and the Acquisitions and Investment Strategy.

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

- The Council being more business-like and whether it was necessary for this to include being more commercial in its way of working.
- The need for the Council to be more "outward" thinking and for staff and Members to use their imagination.
- The need to build houses in order to obtain the New Homes Bonus grant, which could conflict with the planning decision process.
- The need to make investments and where the financial gain was from investments did not necessarily sit with the Council's ethos.
- Accepting that looking at alternative ways of working brought associated risks and being able to take on those risks.
- The need for all groups to work together in order to take the Council forward.
- The lack of substance within the strategy and the need for the Council to take action particularly in respect of its assets; Burcot Lane was highlighted including the delays which had occurred in moving this project forward and the financial impact of this.

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- Ensuring the corporate principles were adhered to, particularly in respect of putting the customer at the heart of what the Council did.
- Whether officers had the skills needed in order to carry out the work needed to put the commercialisation strategy into practice.
- The cost of the transformation work which had been carried out over a number of years by consultants.
- The impact of financial cuts made over a number of years and whether future arrangements would be sufficient.
- The level of risks the Council was prepared to take on in order to make the savings needed.
- The need to monitor the outcomes of any projects.
- Whether the three year strategy was sufficient.
- The amount of land which had been sold in the District and the extent to which new industry had been brought into the area.
- The new Leisure Centre being run by an outside contractor – it was suggested that if the contractor was able to make a profit from this then the Council should have considered retaining the facility and running it.

The Leader thanked Members for their comments and responded that this was a starting point and acknowledged that a great deal more work needed to be done. Members needed to be more adventurous and everyone had particular skills which could be of benefit to ensure the Council had a future. The strategy would be amended and updated as the Council progressed.

RESOLVED that the Commercialisation and Financial Strategy as attached at Appendix 1 to the report be approved and adopted.

Review of Financial Regulations and Contract Procedures

The recommendation in respect of the Review of Financial Regulations and Contract Procedures was proposed by Councillor B. T. Cooper and seconded by Councillor G. N. Denaro.

Councillor Cooper, as Portfolio Holder for Finance and Enabling advised Members that the present contract and financial procedures rules had been reviewed and updated in the light of available best practice.

These provided clarity on roles, responsibilities and limits which needed to be followed by the Council. The rules had been revised to reduce the thresholds at which officers had to undertake the various levels of procurement. There was also now a framework in place for the procurement of consultants, which was to ensure that the cost, rationale and outcomes were more clearly identified and monitored.

The financial procedure rules provided certainty on what was permitted. They set out the framework for the way that the financial procedures of the Council were undertaken and formed a key part of the Council's

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internal control framework. These rules covered the key processes such as income, ordering, payments budget management and virement. There were no major changes other than revisions to the virement rules. These included the transfer of budgets between budget headings.

The Portfolio Holder explained that having considered the virements policy with the Finance and Budget Working Group a number of changes were proposed from those initially recommended by Cabinet. The revised virement levels were to replace those currently included within the agenda.

It was therefore proposed that the following amendments be made; virements up to £20k be agreed by the Head of Service and Executive Director, Finance and Resources, virements between £20k and £40 k to be approved by Cabinet and Virements over £40k to be presented to Cabinet and recommended to Council.

Following presentation of the report a number of comments were made:

- From the document it seemed there was a tightening up on the procedures which was appropriate in the current circumstances.
- The Portfolio Holder appeared to be taking a more active role.
- Reference was made to procurement and the need to ensure that the correct process was followed (the Chief Executive and Monitoring Officer were asked to look into a recent incident, which had come to light at the Overview and Scrutiny Board in respect of the production of the Centres Strategy).

Councillor Cooper thanked Members for their feedback and advised that this had been an opportunity to tighten up the process and that it would be regularly reviewed. Should any issues arise these would be considered in consultation with officers and the Portfolio Holder.

RESOLVED:

- (a) that the revised Contract Procedure Rules and Financial Procedure Rules as set out in Appendices 1 and 2 to the Cabinet report be approved, subject to the amendment to section 11.5.7 (v) of the Contract Procedure Rules and Virements policy as contained in the preamble; and
- (b) that the revised rules come into effect as from 23rd November 2017.

Medium Term Financial Plan 2018/19 – 2021/2022 budget Assumptions

The recommendation in respect of the Medium Term Financial Plan 2018/19 – 2021/22 was proposed by Councillor B. T. Cooper and seconded by Councillor G. N. Denaro.

Councillor Cooper, as Portfolio Holder for Finance and Enabling presented this report and in so doing explained that the Council was

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legally obliged to produce a balanced budget. The assumptions that were being used for the Council's 2018-19 budget and for the provisional budgets for the years 2019-20, 2020-21 and 2021-22, and the risks that had been identified were shown within this report.

It was explained that the budget would be based on known levels of expenditure and anticipated levels of services delivery, as well as a number of assumptions. The most significant risks to the Council's forward projections were detailed within the report, with the main assumptions being an increase in Council Tax of £5 on a band D house and a staff pay increase of 2%. The Portfolio Holder also made reference to superannuation and an advance payment which had been made of £6.5m for 90% of the anticipated contributions and for back funding for the three years 2017-20, which had resulted in a saving of approximately £137k per annum, after allowing for borrowing costs.

The budget also assumed a 0% increase for the majority of the Council's non-pay expenditure budgets including grants, with an increase in utilities of 6%. It was understood that, following Central Government budget announcements, business rates would rise by 2.8%.

It was confirmed that discretionary fees and charges would be brought before Council at its January meeting and that in line with the Medium Term Finance Plan these would also rise by 2.8%.

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

- Concerns that the Council was attempting to pre-determine its budget.
- The assumptions had not necessarily been successful in previous years and therefore it was questioned whether these were needed.
- An increase to fees and charges and in particular for garden waste – it was highlighted that as the Council had the “monopoly” on this service residents had no option but to pay.
- Whether it was necessary for the report to come to Council as a decision was not being made.
- The capital programme and the impact of interest charges on the budget.
- The need to be realistic about the Council's current financial position and to ensure that its policies reflected this.
- Assumptions had been made in previous years and it was questioned whether some increases arising from the assumptions had been necessary in light of the figures in the final accounts.

The Leader took on board the comments which had been made and suggested that in future the report would not be brought to Council. However, as the information within the report was useful, it was suggested that it should go to Cabinet and either the Overview and

Scrutiny Board or its Finance and Budget Working Group for consideration.

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

65\17

PROVISION BY BROMSGROVE DC OF A GARDEN WASTE SERVICE ON BEHALF OF REDDITCH BC (FURTHER REPORT)

The recommendations in respect of the Operation by Bromsgrove District Council of a Garden Waste Service on behalf of Redditch Borough Council was proposed by Councillor P. J. Whittaker and seconded by Councillor G. N. Denaro.

Councillor Whittaker, as Portfolio Holder for Environmental Services, introduced the item and reminded Members that this had been brought before the previous Council but further information had been requested before a decision was made. An addendum to the report was attached which provided a summary of the costs and income for the service. It was confirmed that this included the contribution towards overheads, included such things as ICT, Human Resources and the pension deficit. This gave an “under recovery” figure of £72k. A similar summary had been attached in respect of Redditch Borough Council (RBC) which, based on an estimated 3,000 bins, gave an overall under recovery of £12k but would contribute towards the Council’s overheads by £18k. The important factor was that if agreement was reached to deliver this service it provided the opportunity to maintain the existing charge of £45 rather than increase it for 2019/20.

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

- If the Council did not provide the service the authority would not incur £30k of overheads.
- The impact of providing the service on the Council vehicles, as there appeared to be no charge for this within the figures for RBC.
- The potential to make the service more profitable for the Council.
- The need to ensure that the service was run in a business-like manner.
- The necessity of ensuring that RBC paid the appropriate amount for the service.
- The risks associated with it and the potential need for additional staff or the hiring of vehicles to operate the service and the impact on the service for Bromsgrove residents.
- Difficulties in understanding the figures provided within the report and the need for officers to be better equipped in writing business cases in the future.
- The impact on the service of new homes being built which might change the availability of staff to provide the service.

- The possibility that whilst the Council had capacity to provide this service at the moment, this may not always be the case.
- A commitment to provide a waste service at an affordable price to residents.
- Whether the business case met with the Council's procurement regulations – the Monitoring Officer confirmed that this was not a commercial operation and had been calculated on a cost recovery basis.
- How the service would be monitored and whether it would be reviewed to ensure it did not impact on the service provided to the residents of Bromsgrove.

Following the discussions Councillor Whittaker, as the relevant Portfolio Holder, agreed that he was happy to take on board and discuss with officers the points and concerns which had been raised and consider reviewing the scheme following its implementation.

The Chairman agreed to a short adjournment, following which the amended recommendation was put to the vote and carried.

RESOLVED that the Council provide a Garden Waste Service to Redditch Borough Council as outlined in the report to Council dated 20th September 2017, to be reviewed 12 months following the implementation of the service.

66\17

THE BROMSGROVE ENERGY EFFICIENCY FUND

The recommendations in respect of the Bromsgrove Energy Efficiency Fund were proposed by Councillor C. B. Taylor and seconded by Councillor G. N. Denaro.

Councillor Taylor, as Portfolio Holder for Planning and Strategic Housing, introduced the report and in so doing highlighted that this was something which directly benefitted those residents that needed it the most. The Scheme had been so successful that the proposal was for the funds from the forthcoming year to be brought forward to allow it to be made available for those in need. The funds had already been approved; this was simply a request to bring them forward. A further £9k was also requested from the Capital Programme to be funded from the available revenue reserve.

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

- Why the report had been brought directly to Council and not via Cabinet.
- If the funds were brought forward what would happen in the forthcoming year if no money was available.
- Details of the 5 cases which were referred to in the report, which had not met the criteria. Councillor Taylor agreed to provide Members with details of these cases outside of the meeting.

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- The need for the fund to be adequately supported in the future and to ensure that sufficient money was available.
- The principle of a 3 year scheme, and the need ideally for people to get the benefit from the scheme earlier if possible.
- The benefits of the scheme - although it was acknowledged that it was something which would be needed every year.
- It was confirmed that a capital bid for the fund would be made as part of the budget process for future years.
- Members discussed the option of including a figure within the budget assumptions in respect of the scheme to ensure the need was highlighted at an early stage.

After further debate an additional recommendation was put forward by Councillor L.C.R. Mallett and seconded by Councillor M. Thompson, that the sum of £110k over a 2 year period be included in the Council's budget assumptions in respect of this scheme.

In accordance with Council Procedure Rule 18.3 a recorded vote was taken and voting was as follows:

For the recommendation Councillors Allen-Jones, Baxter, Bloore, Buxton, Colella, Cooper, Deeming, Denaro, Glass, Griffiths, Hotham, Jenkins, Laight, Mallett, May, Peter McDonald, Christine McDonald, Peters, Sherrey, Spencer, Taylor, Thomas, Thompson, Turner, Van der Plank, Mike Webb, Shirley Webb and Whittaker (28)

Against the recommendation Nil

RESOLVED:

- (a) that the capital programme for 2017/18 be increased by £33k to £66k; this reflects the impact of 2018/19 being brought forward to 2017/18;
- (b) that the capital programme 2017/18 is further increased by £9k to £75k to be funded from the current available revenue reserve; and
- (c) that the sum of £110k over a 2 year period be included in the Council's budget assumptions.

67\17

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON 4TH OCTOBER 2017 AND 1ST NOVEMBER 2017

The minutes of the Cabinet meetings held on 4th October and 1st November 2017 were received for information.

68\17

TO RECEIVE AND CONSIDER A REPORT FROM THE PORTFOLIO HOLDER FOR HEALTH AND WELL BEING AND COMMUNITY SAFETY

Prior to the presentation of the report of the Portfolio Holder for Health, Wellbeing and Community Safety, Councillor M. A. Sherrey, a point of order was raised in respect of her role as Community Ambassador for

the West Mercia Police and Crime Commissioner (PCC). It was questioned whether as this was a paid role it was appropriate for her to be involved in the Community Safety aspect of this Portfolio. Councillor Sherrey advised that during her involvement with the PCC when finance matters were discussed she had left the room and took no part in the debate there of.

Following a brief adjournment when legal advice was sought, it was agreed that the item would be deferred.

69\17

QUESTIONS ON NOTICE (TO BE CIRCULATED AT THE MEETING IF ANY)

Questions submitted by Councillor C. J. Bloore

“Could the leader of the Council tell us when did he find out the County Council wanted to decrease the District Councils share of income from the proposed Business rates pilot scheme? Could he tell me who took the decision to reject the proposal and did he consult the Deputy Leader and if so did she support the reduction or not?”

The Leader responded that the Section 151 Officer emailed her recommendation to all Group Leaders on 20th October 2017. This detailed the potential financial gain for the Council of a 50:49:1 split in favour of the district. On the afternoon of Monday 23rd October she was advised that the County had undertaken some further detailed work on the impact of the initial business rate split proposal and that County felt the proposed allocation was not acceptable and requested a 40:59:1 in favour of the County Council. The Section 151 Officer advised that this would not be financially beneficial to the District.

The original terms were agreed at the Worcestershire Leaders' Board and the leader had advised the Chief Executive and the Section 151 Officer to enquire if other Leaders were of the same mind to reject the proposal. The response was unanimous to reject this and the County Council had been advised accordingly. No other consultation took place and the bid was submitted on the original terms.

Question submitted by Councillor S. R. Colella

“Why has the Leader committed this Council to taking on additional housing from Birmingham City Council and on what authority?”

The Leader responded that he had not done this. Authority was given in the Bromsgrove District Plan which contained the following policy with regards to the Green Belt and the needs of the conurbation, not Birmingham City.

BDP4.2

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A Local Plan Review including a full Review of the Green Belt will be undertaken in accordance with BDP 3 in advance of 2023 to identify:

c) Land to help deliver the objectively assessed housing requirements of the West Midlands conurbation within the current plan period i.e. up to 2030.

This policy had been consulted on widely through the plan process and also discussed at length as part of the examination in public. Without such a policy it would have been highly likely the Bromsgrove District Plan would not have met the duty to co-operate or have been found sound by the inspectorate on behalf of the Secretary of State. In approving the Plan at its various stages of production, and finally adopting the Plan in January of this year, the authority for this policy was given by the Council as a whole.

Councillor Colella responded that he did not believe that if other Members had been aware that this was within the Plan that it would have been approved and that this should have been made clear at the January meeting of the Council when it was considered. He suggested that at no point had it been stated that a number of authorities could build houses in the District and that the answer he had received to his question was not satisfactory. Councillor Colella then called for an emergency debate to be held in order for the matter to be discussed in more detail.

The Leader did not accept this and suggested that the matter would be better dealt with through the Strategic Planning Steering Group.

Question submitted by Councillor C. A. Hotham

"Please could the Leader confirm the number of looked after children within the Bromsgrove District and explain the role of the corporate parent and its relevance to District Councillors."

The Leader responded that there were 61 looked after children within the Bromsgrove District as at the end of September 2017, which were the latest figures available. It was highlighted that the role of the Corporate Parent was extremely important and one that every Member should consider and be aware of in their role as a Ward Councillor and when making Council decisions.

The Portfolio Holder had been proactive in raising the profile of Corporate Parenting and ensured that it was included in the recent Member training on Safeguarding, to which all Members were invited. An answer to the question had been provided at that event, but as not all Members had been present the Leader had asked officers to circulate the Safeguarding Training presentation to all Councillors following this meeting.

Question submitted by S. P. Shannon

In the absence of Councillor S. Shannon, Councillor M. T. Buxton read out his question.

“I imagine that Leader of this Council is as disappointed and as angry as myself and residents reading front page headlines in local newspaper that West Mercia Police and Council officers no longer have time to detect and clean up after vandals have repeatedly left graffiti tags on BDC buildings and play equipment in parks around the district. Will the Leader recognise that residents are paying the all time highest ever amounts of Council Tax and Police Precept to the Council and overturn this opt out of responsibility from Council Officers and organise surveillance and cctv systems to be monitored?”

The Leader responded that he too had been angered by the vandalism and had asked Councillor P. J. Whittaker, as Portfolio Holder for Leisure, to provide a response.

Councillor Whittaker responded that he too had been disgusted with the graffiti and that this had been removed on at least 4 occasions. He believed that the newspaper article had been misleading and explained that the Operative who was trained in the use of the special equipment needed to remove the graffiti was currently on sick leave following a road accident and that alternative arrangements were being made to ensure that the graffiti was removed as soon as possible. It was also understood that through Police work and CCTV operators closely monitoring the situation someone had been caught and this would hopefully resolve the matter.

The Chairman took the opportunity of wishing the member of staff a speedy recovery.

70\17

MOTIONS ON NOTICE (TO FOLLOW IF ANY)

Local Transport Plan 4

Members considered the following notice of motion submitted by Councillor P. M. McDonald:

"It was with utter shock and dismay that I had to witness Cllr's May and Taylor at County Hall voting for the Local Transport Plan 4.

Bromsgrove District Council had voted unanimously against the plan with good reason and both Cllr Taylor and May spoke and voted against it. Both hold positions of importance as cabinet members and they have now made their positions untenable with their blatant disregard for decisions made in the chamber, therefore, we call upon them to resign forthwith."

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The motion was proposed by Councillor P. M. McDonald and seconded by Councillor L. C. R. Mallett.

In presenting the Motion Councillor McDonald made reference to the fact that when decisions were made residents expected them to be honoured. He referred specifically to the cross party agreement reached in respect of the Local Transport Plan No 4 (LTP 4) and failure to address issues which had been raised on a number of occasions at Council meetings. It was stated that two Members of the Cabinet, who were County Councillors, one of whom was also on the Cabinet at WCC had at a recent Council meeting when this had been considered, voted against the wishes of this Council. In the circumstances Councillor McDonald did not feel that it was unreasonable to ask those Members to resign.

Prior to the debate, Councillor S. R. Colella put forward an amendment to the motion, which was accepted by Councillor McDonald. The amendment stated *“that the Leader and Council change the constitution to exclude twin hatters from Cabinet.”*

Members questioned whether those Councillors that had been referred to should take part in any debate. A number of Members believed those Cabinet Members should leave the meeting whilst others felt that they should be given the opportunity to defend their position.

Councillor S. J. Baxter suggested that there was a need to “de-personalise” the debate and made reference to the Notice of Motion which had been brought before the Council earlier in the year in respect of LTP4 in response to which the Council had agreed to write to WCC. This written response had not been shared with Members and she was of the view that Members should put their communities first and that, under the circumstances, she did not believe that anyone could have supported LTP4. She was therefore in support of the amendment to the notice of motion which had been put forward.

Following an exchange between several Members, the Chairman reminded the Chamber that it was for Members to decide as to whether they had a pecuniary or other interest in items and whether they chose to declare this and leave the room, she also reminded the Chamber of the Member-to-Member protocol.

Councillor C. J. Bloore provided Members with background information in respect of the work that had been carried out by the Overview and Scrutiny Performance Board at WCC and the proposals which had been put forward by that Committee. Whilst providing this explanation it was highlighted that a number of “dual hatted” Members, who were on the Cabinet at this Council had voted against the amendment from the Overview and Scrutiny Performance Board, which had covered areas that had been discussed by this Council.

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After further debate, the Chairman agreed to a short adjournment, during which Councillor Taylor left the meeting. When the meeting resumed Councillor May did not return for the remainder of this item.

The Leader responded to the Notice of Motion by stating that he was disappointed to see it appear in the Council papers as he believed it had been the united Council approach to highways matter that had influence the County Council. The two Cabinet Members had been the most ardent and vociferous in pointing out the lack of County Council response to date. The Leader had been encouraged by the small, but significant changes in the revised document that was voted on at WCC, as it stated *“..... a longer term transport strategy was currently under development for Bromsgrove district. This would include a range of options, including access to the motorway network and Highways England’s future Road Investment Strategies, the case for a potential Western bypass for Bromsgrove, passenger transport improvements and a comprehensive active travel (walking and cycling) network to support development growth. These options would be comprehensively assessed. The outcomes of this would feed into future versions of the Worcestershire Local Transport Plan and the Bromsgrove Local Plan.”* The Leader added that for those reasons he believed that the document supported at County Council by Bromsgrove Councillors was sufficiently different in relation to Bromsgrove from the original consultation document, that he had advised his Members to vote against this motion.

A number of Members spoke in support of the Leader’s response and were critical of the accusations which had been made in respect of Councillors May and Taylor. It was highlighted that Councillor Taylor had not been present at the Council meeting when this matter had been discussed. It was also highlighted that the document which was discussed at the WCC Council meeting was very different to that which had been provided to Members earlier in the year and debated in this Chamber.

Councillor Mallett responded to a number of points which had been highlighted and reminded Members of particular areas which had been discussed at previous meetings and which needed to be addressed through LTP4. This included air quality and infrastructure in particular. The difficult position placed upon “dual hatted” Members was acknowledged, but he was of the view that Members should support the decisions made by their Districts as their responsibility rested with those residents who had initially elected them and that those residents would feel let down by Members and the Council as a whole. It was believed that this had led to some Members position being compromised and that they should accept that they had not made the decision in the best interests of this Council.

It was noted by Councillor Colella that the WCC Council meeting was available to view on the podcast service which it provided, where it was clear to see which way Members had voted and that the suggestions put forward by the Overview and Scrutiny Performance Board had been

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over-ruled. He further commented that the benefits of LTP4 appeared to be within Worcester and that Bromsgrove would not see the benefit. Members were reminded that the reason for raising this issue at previous Council meetings was that the residents of Bromsgrove had been let down in the past and to ensure that this did not happen again. The proposal to send the letter which was made at the Council meeting on 24th April had been made by the Leader and seconded by Councillor May.

In summing up, Councillor McDonald shared his disappointment at the vote which had been taken at WCC and believed that those Members involved had brought this Council's position into disrepute and that through the amendments suggested by the Overview and Scrutiny Performance Board there had been an opportunity to address the needs of Bromsgrove. He highlighted the work which would be carried out that would benefit other areas of the County and reiterated his disappointment in the lack of support given to those amendments. Councillor McDonald expressed disappointment that those Members had not stood by the decision which had been made in this Chamber and noted that the amended notice of motion would ensure that this did not happen again.

In accordance with Council Procedure Rule 18.3 a recorded vote was taken and voting was as follows:

For the recommendation Councillors Baxter, Bloore, Buxton, Colella, Hotham, Jenkins, Mallett, Peter McDonald, Christine McDonald, Thompson, Turner, Van der Plank (12).

Against the recommendation Councillors Allen-Jones, Cooper, Deeming, Denaro, Glass, Laight, Sherrey, Spencer, Thomas, Mike Webb, Shirley Webb, Whittaker, Jones (13)

Abstentions Councillor Peters (1)

The Chairman declared the motion to be lost.

Leisure Centre Operator

At the discretion of the Chairman and as the time allotted to Motions on Notice had passed, the notice of motion from Councillor L. C. R. Mallett was deferred until the next meeting of the Council.

The meeting closed at 9.43 p.m.

Chairman

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CABINET

RECOMMENDATIONS TO THE COUNCIL

24TH JANUARY 2018

6TH DECEMBER 2017

1. FEES & CHARGES 2018/19 REPORT

The Cabinet has considered a report on proposed fees and charges to be levied on services provided by the Council and used as the basis for income targets in the Medium Term Financial Plan 2017/18 – 2020/21.

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. Council are asked to approve those fees and charges which are over or under that guideline increase.

It is 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%.

10TH JANUARY 2018

2. LOCAL DEVELOPMENT SCHEME 2018

The Cabinet has considered a report on the Local Development Scheme 2018. 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 new LDS; it in effect begins the formal process of preparing a replacement plan for the recently adopted Bromsgrove District Plan.

It is RECOMMENDED Appendix A, Bromsgrove District Council Local Development Scheme 2018 is approved as the Council's [programme for strategic plan-making, effective as of 24th January 2018.

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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 in so doing apologised for the delay in presenting this. It was anticipated that the timescale for Quarter 3 being available would 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 was subject to slippage.

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.

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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 CABINET

10TH JANUARY 2018, AT 6.00 P.M.

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

Officers: Mr. K. Dicks, Ms. J. Pickering, Mrs. C. Felton, Mr. M. Dunphy
and Ms. A. Scarce

72/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor P. Whittaker.

73/17 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

74/17 **MINUTES**

The minutes of the meeting of the Cabinet held on 6th December 2017
were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 6th
December 2017 be approved as a correct record.

75/17 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY
BOARD HELD ON 27TH NOVEMBER 2017**

It was noted that there were no recommendations to be considered
within the Minutes of the Overview and Scrutiny Board meeting held on
27th November 2017. The minutes were therefore noted.

76/17 **LOCAL DEVELOPMENT SCHEME 2018**

Members' attention was drawn to the supplementary agenda, which
contained a revised copy of the Local Development Scheme 2018.

Councillor Taylor, as Portfolio Holder for Planning introduced the item
and explained that it was the timetable for the review of the Local Plan
and that it was anticipated that the Strategic Planning Review Group
would have a lot of input into this process, which would be Member led.

The Strategic Planning and Conservation Manager highlighted that the first consultation would take place in May/June which would feed into the review of the Greenbelt. Once the site submissions had been completed a further report would go to the Strategic Planning Review Group and Cabinet. This would then lead into the Consultation which it was anticipated would last 8 weeks.

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

- Whether there was nationally approved methodology in respect of the review of the Greenbelt. The Strategic Planning and Conservation Manager confirmed that there was not, it was in Members gift to establish what was acceptable locally through the site allocation process and through asking questions of other partners and by seeking their support.
- It was highlighted that it was understood there would be changes coming forward over the next 12 months through the National Planning Policy Framework, but it was not known at present what these would entail and therefore there was always the likelihood that they would impact on the review. It was suggested that the strategic lead should take this up with the local MP to try and establish what could be expected, or at least to establish a more detailed timeframe to work towards.
- Members questioned whether it was appropriate to carry out the review whilst changes were being planned at a national level and Officers responded that as this would be at a high level, it was not anticipated that there would be major changes which would affect the work currently being carried out.
- The need for the Leader to speak to other Leaders within the Birmingham and Solihull Local Enterprise Partnership to ensure the Council was fully aware of work that was being proposed in order for this to be taken into account within the review.
- The need for the recommendation to be considered at Council.

RECOMMENDED that appendix A, Bromsgrove District Council Local Development Scheme 2018 be approved as the Council's programme for strategic plan-making, effective as of 24th January 2018.

77/17

COUNCIL TAX BASE 2018/19

The Executive Director, Finance and Resources introduced this report and in so doing explained to Members that it set out the details of the calculation of the District's tax base for Council Tax setting purposes. This was required as part of the determination of the level of Council Tax for 2018/19. It was calculated using a prescribed formula to generate the equivalent number of Band D properties in the District and the information was then provided to the Parish Councils in order for them to calculate their precepts.

RESOLVED 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 in Appendix 1 of the report to include the individual parish elements.

78/17

MEDIUM TERM FINANCIAL PLAN 2018/19 - 2021/22 UPDATE (PRESENTATION)

The Executive Director, Finance and Resources gave a presentation (attached to these Minutes) which covered the following areas:

- The impact of the settlement received from Central Government – including Local Government Funding Reform and Business Rates Baseline and retention.
- Council Tax: The level at which a referendum would need to take place locally had increased from 2% to 3%. If the higher figure was to be included than the budget would be increased by approximately £47k.
- Business Rate Pilot Scheme – the Worcestershire pilot scheme bid had not been successful and Bromsgrove would therefore remain in the Greater Birmingham and Solihull Pool for 2018/19.
- There was no change to New Homes Bonus.
- There would be a consultation in the Spring of 2018 in relation to the “negative” grant which had been previously reported and was currently £740k for 219/20.
- Current Position – there was a balanced position for 2018/19 and assumptions which had been made, including income from the Leisure Centre which would be generated from year 2 onwards and a 2% pay award for all staff. Borrowing costs had also been offset by projected income.
- Next steps – further work would be carried out in respect of where savings could be made and the reserves statement would be reviewed to establish whether funds could be drawn down from this.
- Current balances and the recommended minimum required. Together with the need to agree the budget on 21st February 2018.

Following receipt of the presentation Members discussed a number of areas in more detail, this included:

- Whether the £740k to be repaid to Central Government was a one off payment or whether there would be further amounts in the following years. It was confirmed that clarification was being sought in respect of this.
- The need for further clarity to enable the Council to be able to create a three or four year plan and whether the assumption should be made that there will be a need to factor in further repayments to Central Government in future years.

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- The Efficiency Plan which Members had submitted to Central Government had been based on a four year plan.
- Criticism from the Auditors in respect of only having a one year plan, but the problems in being able to create anything further due to the uncertainty and the need for this to be made clear to the Auditors.
- Whether it was worth taking the matter up with the local MP in his role as Secretary of State for Communities and Local Government.
- Whether the Council had received any feedback in respect of the reason why the Worcestershire Business Rates Scheme bid had not been successful. It was explained that there had not been any feedback as yet, but it was understood that Worcestershire County Council had contacted Central Government and requested it.
- New Homes Bonus and the impact of the number of housing developments being agreed this year and the knock on effect. The impact of this on the available funds for the NHB Community Grants Scheme, which was estimated at £80k for 2018/19.

Members thanked the Executive Director, Finance and Resources for the presentation.

The meeting closed at 6.32 p.m.

Chairman

LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19

Relevant Portfolio Holder	Cllr Brian Cooper
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda Singleton
Ward(s) Affected	All
Ward Councillor(s) Consulted	None Specific
Key Decision / Non-Key Decision	Key Decision

1. **SUMMARY OF PROPOSALS**

- 1.1 The Council Tax Support Scheme (CTSS) must be reviewed annually.
- 1.2 Cabinet recommended that no changes, with the exception of applying the uprating figures determined by the Government, be made to the scheme for the coming financial year.
- 1.3 Council deferred the decision in order that further information on the costs of the scheme, debt levels and hardship awards could be provided.

2. **RECOMMENDATIONS**

Council is asked to note the information and RESOLVE that

- 2.1 No changes are made to the Council Tax Support Scheme for 2018/19.**

3. **KEY ISSUES**

Financial Implications

- 3.1 As Members are aware, changes were made to the Council's Local Council Tax Support Scheme with effect from April 2015, which resulted in support being capped at 80% of Council Tax liability for all working age claimants. Support for pensioners remained at 100% and this has not changed.
- 3.2 It is proposed that there are no changes to the level of support provided by the Council, and as previously agreed the various allowances be uprated in line with the Secretary of State's annual announcement. This will ensure that the scheme is affordable given the year on year reduction of funding for local support schemes.
- 3.3 There are currently 41,153 properties within the Bromsgrove District. 2,275 people of pension age and 2,241 people of working age have live claims for Council Tax support. The number of working age claims has reduced from 2,464 in April 2015.

- 3.4 The total cost of Council Tax Support for the 2017/18 tax year is projected to be £3,848,039. Council Tax support is a discount on the Council Tax payable and the costs are shared between precepting authority with roughly 13% of the costs falling on Bromsgrove District Council (BDC).
- 3.5 The cost of support for working age claimants is £1,647,180 as this is based on 80% liability.
- 3.6 As the major preceptor the majority of the costs of the scheme fall to Worcestershire County Council (WCC). Bromsgrove District Council's projected cost is just over £500k, of which £214k will support working age households.
- 3.7 The cost of 100% support for working ages household would result in an increase to approximately £2,058,975. This would represent an increase to Bromsgrove District Council of £53k.
- 3.8 However it should be noted that the income taper would mean that with an increase in maximum support more people would be entitled to Council Tax Support for a longer period when their income increased and the costs of support would therefore increase above this proportional level.
- 3.9 As the major preceptor WCC are unlikely to support a move to increase the budget for CTSS for working age families. Previously WCC reduced funding to BDC elsewhere to offset the cost of the enhanced scheme in place between 2013 and 2015
- 3.10 WCC does support a hardship fund, administered by BDC to provide additional support to anyone suffering from hardship as a result of the CTSS scheme. Through this fund 94 household were provided with support in 2016/17 to the value of £8k. To date in 2017/18 we have made awards to 63 cases with a value of £5,336.
- 3.11 Proportionally there has not been a significant impact on the overall Council tax collection rates with 98.1% collected in 2016/17 compared with 98.5% collected in 2013/14.
- 3.12 The following shows the change in collection rates for accounts within the group where CTS is being paid between 2014/15 when 100% CTS was available and 2016/17 when the 80% cap had been in place for two years.

2014/15	73%
2015/16	73%
2016/17	70%

- 3.13 It is important to note that we do not take such a stringent recovery path with these cases and where hardship is identified the account holder would be offered a full financial assessment and suitable support.
- 3.14 In 2016/17 our conversion to a unified revenues system impacted on our recovery routines. A fall in collection rates during this period would be more pronounced for LCTS cases where the customer is less likely to be paying by Direct Debit, and therefore more likely to respond to recovery action as a prompt for payment.
- 3.15 Council tax arrears for 2016/17 totalled £2,433,869. There are arrangements in place for the payment of much of this debt.

Legal Implications

- 3.16 On 1 April 2013 Council Tax Benefit was abolished and replaced by a new scheme of Council Tax support called "Council Tax Support Schemes". Under s13A and Schedule 1A of the Local Government Finance Act 1992 (inserted by s10 Local Government Act 2012), each billing authority is required to make and adopt a Council Tax Support Scheme specifying the reductions which are to apply to the amounts of council tax payable within their districts
- 3.17 Statutory Instrument 2012/2885, "The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012" ensured that certain requirements prescribed by the Government were included in each Scheme (subsequently amended by S.I. 2012/3085)
- 3.18 As the billing authority the Council is required by the Local Government Finance Act 2012 to consider whether to revise its scheme or to replace it with another scheme, for each financial year.
- 3.19 The Authority must adopt its scheme, and make any revisions, no later than 31 January in the financial year preceding the one when it will take effect, so that it will be necessary for the Council's 2018/19 scheme to be in place by 31st January 2018.
- 3.20 Paragraph 3 to Schedule 1A into The Local Government Finance Act 1992 set out the preparation that must be undertaken prior to the adoption or revision of a scheme, including prescribed consultation requirements. As the recommendation is that no revisions to the current scheme should be made for the financial year 2018/2019 (to which this report applies), the requirement to consult does not have to be met. However, officers will publicise the fact that the current scheme is to continue, subject to up-lift in rates as set by the Department of Work and Pensions, as referred to at 3.11 below.
- 3.21 Instruction is received from the Department of Work and Pensions on an annual basis, of changes to benefits rates and personal allowances. These must be

taken into account for housing benefit calculations and it streamlines the claims process if they are also applied to the Local Council Tax Support Scheme.

- 3.22 Any scheme agreed by the Authority is required by the Regulations to incentivise work.
- 3.23 Officers are looking to commission a comprehensive review of the scheme, in light of all of the welfare support changes since 2013, and in terms of both levels of support and administration of the scheme. All Members, as well as residents, and precepting authorities will be invited to take part in that review. This would inform any proposals for changes to the scheme in April 2019

Service / Operational Implications

- 3.24 Officers continue to provide support to any person liable for council tax who is experiencing severe hardship. This may be in the form of personal budgeting advice, short term financial support, debt management advice, or support to maximise income.
- 3.25 Officers work with local DWP, BDHT and local job coaches to provide a holistic approach to financial support needs.
- 3.26 We do not rely on applications for hardship support but proactively identify cases where it may be appropriate. As well as the hardship fund which provides transitional relief for those facing hardship as a result of changes to Council Tax Support, officers work with any person who presents, or is identified as being, in need of financial support. Applications can be made by individuals or will be identified by officers through discussion. A personal assessment of needs and a full financial review is undertaken. Transitional relief and long term solutions are identified by working with the household or individual in order to meet our strategic purpose the help people to be financially independent.
- 3.27 As well as granting hardship awards our Financial Independence Officers have helped many households who were struggling and had financial support needs. This support ranges from high level debt and money management to one off awards in the time of crisis. This service is entirely funded within existing resources through reducing waste elsewhere in the benefits service to create capacity to work intensively with those most in need.

Customer / Equalities and Diversity Implications

- 3.28 The 'uprating' of the benefits rates and personal allowances to be taken into account, in line with the Secretary of States announcement on those that must be taken into account for other benefits, will potentially result in small changes to the amounts of support provided. These will vary according to circumstances.

4. RISK MANAGEMENT

- 4.1 Any reduction to council tax support whilst increasing council tax income to the Council and our major preceptors has financial implications for our residents and therefore officers ensure that support on managing finances and advice on other potential benefits is made available.
- 4.2 An increase in support has a direct impact on the budgets of the main precepting authorities.

5. APPENDICES

6. BACKGROUND PAPERS

Held in Revenues Service

AUTHOR OF REPORT

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MEMBERS ALLOWANCES – INDEPENDENT REMUNERATION PANEL REPORT AND RECOMMENDATIONS

Relevant Portfolio Holder	Cllr Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A

1. SUMMARY OF PROPOSALS

- 1.1 This report asks the Council to consider the report and recommendations of the Independent Remuneration Panel (IRP); to decide whether or not to accept the IRP's report and to agree the Members Allowances scheme for 2018-19 arising from this.

2. RECOMMENDATIONS

The Council is asked to **RESOLVE**

2.1 whether or not to accept all, some or none of the recommendations of the Independent Remuneration Panel for 2018-19;

2.2 having considered the Panel's report and recommendations, whether or not changes are required to the Council's scheme of allowances for Members arising from this.

3. KEY ISSUES

Financial Implications

- 3.1 If the Council makes changes to the current amounts of allowances there may be additional savings or costs. If the Council implements all the recommendations of the IRP costs would be increased in the region of £5,000.

Legal Implications

- 3.2 The Council is required to maintain a Panel of people from outside the Council to consider and recommend to it:
- the level of basic and special responsibility allowances paid to Councillors and
 - travel, subsistence and dependent carers' expenses for Councillors

The Council is required to “have regard” to the recommendations of the Panel. However, it is not obliged to agree to them. It can choose to implement them in full or in part, or not to accept them.

- 3.3 If the Council wishes to change its scheme of allowances for Councillors it should do so prior to the start of the new financial year, having had regard to recommendations made by the Panel. If changes to the amounts of the allowances are agreed by the Council, then the scheme will be updated automatically.

Service/Operational Implications

- 3.4 The current allowances paid by the authority are shown in appendix 1 to the IRP’s report, together with the allowances recommended by the Panel.

Customer/Equalities and Diversity Implications

- 3.5 There are no specific customer or equalities implications arising from this report.

4. RISK MANAGEMENT

Payments to Councillors can be a high profile issue. The main risks are reputational. However, the Council is transparent about the decisions made on allowances. The Allowances scheme and sums paid to Councillors each year are published on the Council’s website.

5. APPENDICES

Report and recommendations from the Independent Remuneration Panel for 2018-19.

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

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**Independent Remuneration Panel
for Worcestershire District Councils**

Annual Report and Recommendations for 2018-19

Bromsgrove District Council

December 2017

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Recommendations

The Independent Remuneration Panel recommends to Bromsgrove District Council the following:

- 1. That the Basic Allowance for 2018-19 is £4,350 representing approximately a 1% increase.**
- 2. That the Special Responsibility Allowances are as set out in Appendix 1.**
- 3. That travel allowances for 2018-19 continue to be paid in accordance with the HMRC mileage allowance.**
- 4. That subsistence allowances for 2018-19 remain unchanged.**
- 5. That the Dependent Carer's Allowance remains unchanged.**
- 6. That for Parish Councils in the District, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by Bromsgrove District Council and in accordance with the relevant Regulations.**

Introduction

The Independent Remuneration Panel (IRP) has been appointed by the Council to carry out reviews of the allowances paid to Councillors, as required by the Local Government Act 2000 and subsequent legislation. The Panel has carried out its work in accordance with the legislation and statutory guidance.

The law requires each Council to "have regard" to the recommendations of the Independent Panel. We noted that Allowances were not increased but travel, subsistence and dependent carers' allowance be accepted.

At this point we would like to stress that our recommendations are based on thorough research and benchmarking. We have presented the Council with what we consider to be an appropriate set of allowances to reflect the roles carried out by the Councillors. The purpose of allowances is to enable people from all walks of life to become involved in local politics if they choose.

The Panel does however acknowledge that in the current challenging financial climate there are difficult choices for the Council to make. Ultimately it is for the Council to decide how or whether to adopt the recommendations that we make.

Background Evidence and Research Undertaken

There is a rich and varied choice of market indicators on pay which can be used for comparison purposes. These include:

- National survey data on a national, regional or local level;
- Focussed surveys on a particular public sector;
- Regular or specific surveys
- Use of specific indices to indicate movement in rewards or cost of living.

As background for the decisions taken by the Panel this year we have:

- Analysed and considered the Annual Survey of Hours and Earnings (ASHE) statistics for 2017 which gives the mean hourly wage rate for Worcestershire at £15.26 an increase of 3.6% but the Local Government Public Sector increase was capped at 1% which has been adopted.
- Benchmarked the Basic Allowance against allowances for comparable roles paid by the Chartered Institute of Public Finance and Accountancy (CIPFA) "Nearest Neighbour" Councils for each authority.

We give more details about these areas of research at the end of the report.

In 2015, Worcester City Councillors recorded time spent on Council business for a number of weeks. This enabled the Panel to confirm the number of hours per week for front line councillors, which is used to calculate the recommended basic allowance. More detail is given about this under the Basic Allowance heading later in the Report.

The figure being recommended by the Panel of £4,350 for the Basic Allowance appears reasonable and appropriate when compared to other Local Authorities.

Arising from our research, in **Table 1** we have included information showing the Members' allowances budget for Basic and Special Responsibility Allowances paid for 2016-17 as a cost per head of population for each Council. To give context, we have included details of the proportion of net revenue budget spent by each Council on basic and Special Responsibility allowances.

In **Table 2** we show the average payment per member of each authority of the Basic and Special Responsibility Allowances, which illustrates the balance between the level of Special Responsibility Allowances paid and the Basic Allowance.

Table 1 - Total spend on Basic and Special Responsibility Allowances (SRA) as a cost per head of population 2016-17 figures

Authority, population¹ and number of Councillors	Total spend Basic Allowances	Total spend on SRA	SRA as a percentage of total Basic Allowance	Cost of total basic and SRA per head of population	Total of basic and SRA as a percentage of Net General Revenue Fund expenditure
	£	£	%	£	%
Bromsgrove DC (31) 96,800	133,270	60,553	45.42	2.00	1.62
Malvern Hills DC (38) 75,339	159,138	65,093	41.00	2.98	2.50
Redditch Borough (29) 84,521	95,019	38,852	40.89	1.58	1.17
Worcester City (35) 100,405	147,385	65,004	44.10	2.11	1.82
Wychavon (45) 118,738	189,934	69,800	36.75%	2.21	0.47

¹ ONS population figures mid 2017. Totals for Basic and Special Responsibility allowances paid are as published by each authority for the 2016-17 financial year.

Table 2 - Average allowance per Member of each authority (Basic and Special Responsibility Allowances, 2016 – 17 figures)

Authority (number of Councillors)	Amount £
Bromsgrove District (31)	6,251
Malvern Hills District (38)	5,901
Redditch Borough (29)	4,616
Worcester City (35)	6,068
Wychavon District (45)	5,772

Basic Allowance 2018 - 19

Calculation of Basic Allowance

The Basic Allowance is based on:

- The roles and responsibilities of Members; and
- Their time commitments – including the total average number of hours worked per week on Council business.

We then apply a public service discount of 40% to reflect that Councillors volunteer some of their time to the role.

The Basic Allowance is paid to all Members of the Council.

Whilst each council could set out role descriptions for councillors, the Panel notes that each councillor may carry out that role differently, reflecting personal circumstances and local requirements. However, we consider the Basic Allowance to include Councillors' roles in Overview and Scrutiny, as any non-Executive member of the Council is able to contribute to this aspect of the Council's work. It is for this reason that we do not recommend any Special Responsibility Allowance for members of the Overview and Scrutiny Committee. We also consider that ICT could be included in the Basic allowance as it is generally more readily available to individuals than in previous years. However, we are comfortable that specific local decisions may be made about how ICT support is provided.

As mentioned earlier, in 2015 Worcester City Councillors recorded the time spent per week on Council business for a number of weeks during the early autumn. This was considered to reflect an appropriate "average" period of time for meetings and other commitments. The results from this survey showed that the average input was 10 hours and 50 minutes per week. This figure matches the one used for a number of years by the Panel, based on previous research with constituent councils, to calculate the basic allowance.

We reviewed the levels of wage rates for Worcestershire as set out in the ASHE data (details in appendix 2) and the benchmark information available to us from the Chartered Institute of Public Finance and Accountancy (CIPFA) "nearest neighbours" authorities as part of our research into the level of basic allowance recommended. We are also aware that the majority of local government employees received a 1% increase in pay in April 2017.

The calculation used to arrive at the Basic allowance is set out at appendix 2.

Special Responsibility Allowances (SRA) 2018-19

General Calculation of SRAs

The basis for the calculation of SRAs is a multiplier of the Basic Allowance as advocated in the published Guidance.

The Panel has reviewed the responsibilities of each post, the multipliers and allowances paid by similar authorities. As in previous years, the Panel has benchmarked the allowances against those paid by authorities listed as "nearest neighbours" by CIPFA.

The Panel has been asked on occasions to consider recommending SRA's for Vice-Chairmen of Committees. Having considered evidence presented to us and the nature of the roles, as a principle the Panel does not recommend SRA's for Vice-Chairman roles.

Appendix 1 to this report sets out the allowances recommended for 2018-19. We reviewed the multiplier used for Chairmen of Planning last year, in response to comments received from Councillors. We changed our recommendation concerning Planning Committees across the District Councils to a multiplier of 1 as a result of benchmarking against 25 other Authorities.

Mileage and Expenses 2018-19

The Panel notes that the Council has used the HMRC flat rate for payment of mileage for Councillors and recommends that this continues.

The Panel is satisfied that the current levels of subsistence allowances are set at an appropriate level and recommends that these continue.

The Panel notes that the Council's Scheme of Members' Allowances provides that Dependant Carer Allowances are payable to cover reasonable and legitimate costs incurred in attending approved duties and recommends that this provision continues.

Allowances to Parish Councils 2018-19

The Independent Remuneration Panel for Worcestershire District Councils acts as the Remuneration Panel for the Parish Councils in each District.

This year the Panel has not been asked to make recommendations on any matters by any Parish in Bromsgrove/Malvern Hills/Redditch/Worcester City/ Wychavon.

The Independent Remuneration Panel

The Members' Allowances Regulations require Local Authorities to establish and maintain an Independent Remuneration Panel. The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members and Local Authorities must have regard to this advice. This Council's Independent

Remuneration Panel is set up on a joint basis with 4 of the other 5 District Councils in Worcestershire. Separate Annual Reports have been prepared for each Council.

The members of the Panel are:

Bill Simpson MBE JP, the Chair of the Panel - – Bill spent 30 years in Further Education culminating in 11 years as Principal of Pershore College. He then entered the private sector as Director of two national Horticultural Societies, one being the Royal Horticultural Society. He served as a magistrate for 9 years until retirement. He is a Trustee of several charities including chairing Thrive – the national Society for Horticultural Therapy between 1993 and 2008. A Past President of the professional Institute of Horticulture he returned to the Council in 2012 to achieve chartership with the Royal Charter being awarded in 2014. Currently he is Vice Chair of Governors of Red Hill CE Primary School Worcester and a Chair/Member of the County Council, Academy and Diocesan Panels for Schools Preferences Appeals. Appointed a Member of the British Empire (MBE) in 2011 for services to horticulture and the local community.

Rob Key – Rob has 42 years' experience of working in District Councils in a variety of operational and management roles, including senior positions at Worcester City, Wychavon District and Wyre Forest District. He was an Independent Chair for the Strategic Health Authority for Continuing Care and sits on County Council Appeals Panels for School Preference Appeals and Service Complaints.

Elaine Bell, JP, DipCrim – Elaine has been a Magistrate for 20 years on the South Worcester Bench. She was Deputy Chair of the Bench for 5 years, standing down in July 2014 when bench boundaries changed. She was Chair of the Bench Training and Development Committee for 9 years, and sat on the Magistrates Advisory Panel for 9 years (interviewing and selecting applicants for appointment as Magistrates). She sits as Chair in both Adult and Family courts in the newly constructed Worcestershire Bench stretching geographically from Hereford, Kidderminster, Redditch and Worcester. She is also Chair of the Lloyds Educational Foundation, past member of Sytchampton School Appeals Panel; Past Hon Treasurer of Ombersley and Doverdale Tennis Club and a Past Governor of Ombersley Primary School.

Terry Cotton - Terry spent 34 years working in central and local Government, mostly managing regeneration programmes across the West Midlands. Until May 2011 he worked at The Government Office for The West Midlands where he was a Relationship Manager between central and local Government and a lead negotiator for local performance targets. Following voluntary early retirement in May 2011, he worked in Birmingham's Jewellery Quarter; setting up a new business led community development trust and currently works part-time for Worcestershire County Council. He is also a trustee of a small charitable trust providing grants to grass roots community initiatives in deprived communities.

Don Barber – After several Human Resources and Productivity Improvement Management roles in Industry, Don became Chief Executive of a change management facilitating consultancy. Over the last 20 years he has been an independent consultant and advisor on a number of United Nations, European Commission, and World Bank transition projects, in particular in Europe, Africa, Asia, and Australasia. He also operates in an advisory role to other consultancy groups seeking EU contracts. This experience has included the development of national civil service/public sector reform programmes including aspects of the effect of legislative change for central and local

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government and, in the U.K., working for the Office of Manpower Economics (advisors to the Prime Minister) on Public Sector Pay, in particular relating to: Civil Service Pay Reform, UK Armed Forces and the Medical Professions.

The Panel has been advised and assisted by:

- Claire Chaplin and Margaret Johnson from Worcester City Council;
- Darren Whitney from Bromsgrove and Redditch Councils;
- Mel Harris from Wychavon District Council;
- Matthew Box from Malvern Hills District Council.

The Panel wishes to acknowledge its gratitude to these officers who have provided advice and guidance in a professional and dedicated manner.

Bill Simpson, Chairman of Independent Remuneration Panel

Appendix 1

Independent Remuneration Panel for District Councils in Worcestershire Recommendations for 2018-19

Bromsgrove District Council

Role	Recommended Multiplier	Current Multiplier	Recommended Allowance £	Current Allowance (paid) £
Basic Allowance – all Councillors	1	1	4,350	4,326
Special Responsibility Allowances:				
Leader	3	3	13,050	12,978
Deputy Leader	1.75	2	7,613	8,653
Cabinet members (Portfolio Holders)	1.5	1.3	6,525	5,624
Chairman of Overview and Scrutiny Board	1.5	1.3	6,525	5,624
Chairman of Overview and Scrutiny Task Groups	0.25	0.25	1,088, Paid pro- rata for length of task group	1,082, Paid pro-rata for length of task group
Chairman of Audit, Governance and Standards Committee	0.25	0.25	1,088	1,082
Chairman of Planning Committee	1	1.3	4,350	5,624
Chairman of Licensing Committee	0.3	0.3	3,263	1,298
Political Group Leaders	0.25	0.25	1,088	1,082

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Role	Recommended Multiplier	Current Multiplier	Recommended Allowance £	Current Allowance (paid) £
Chairman of Appointments Committee (BDC only)	0.03	0.03	134 per meeting	130 per meeting
Chairman of Electoral Matters Committee (BDC only)	0.03	0.03	134 per meeting	130 per meeting
Chairman of Appeals Panel (BDC only)	0.03	0.03	134 per meeting	130 per meeting

Appendix 2

Summary of Research

Chartered Institute of Public Finance and Accountancy (CIPFA) "Nearest Neighbour" authorities tool.

No two Councils or sets of Councillors are the same. Developed to aid local authorities in comparative and benchmarking exercises, the CIPFA Nearest Neighbours Model adopts a scientific approach to measuring the similarity between authorities. Using the data, Bromsgrove District Council's "nearest neighbours" are:

- Stroud
- Lichfield
- Maldon
- South Staffordshire
- Harborough
- Tewkesbury

Information on the level of Basic and Special Responsibility Allowances was obtained to benchmark the levels of allowances recommended to the Council.

Annual Survey of Hours and Earnings (ASHE) Data on Pay

<https://www.nomisweb.co.uk/articles/980.aspx>

Table 8.6a – hourly pay for all employees by local authority place of residence

Published by the Office for National Statistics, the Annual Survey of Hours and Earnings (ASHE) shows detailed information at District level about rates of pay. For benchmarking purposes the Panel uses the levels for hourly rates of pay excluding overtime. This is multiplied by 11 to give a weekly rate, which is then multiplied by 44.4 weeks to allow for holidays. This was the number of hours spent on Council business by frontline Councillors which had been reported in previous surveys and substantiated by a survey with Worcester City Councillors in the autumn of 2015. The rate is then discounted by 40% to reflect the element of volunteering that each Councillor undertakes in the role.

CPI (Consumer Price Inflation)

In arriving at its recommendations the Panel has taken into account the latest reported CPI figure available to it, published by the Office for National Statistics. This was 3% for October 2017 – October 2018.

CABINET

6th December 2017

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 1st 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.

CABINET

6th December 2017

- 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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Business Transformation

Roundings to the nearest 10p.

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

Community Services

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<u>STRATEGIC HOUSING</u>					
Homeless persons' hostels					
- 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
Bed and breakfast					
- 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
- Breakfast					
- 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	
Private Sector Housing					
Housing Fitness Inspections	114.50	£4.47	3.90%	119.00	Based on average time/officer costs of service
Registration of housing in multiple occupation:					
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.
*Based on salary of employee					
<u>LIFELINE</u>					
- 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					

Appendix

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	
HIRE PRODUCTS					
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
Parking Fines PCN's On Street					
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>					
Parking Fines PCN's Off Street					
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>					
Car Park charges only apply between 8.00am to 10.00pm everyday					
CEMETERY					
Interments in a grave					
- 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
Interment of cremated remains	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
Scattering cremated remains in grave	82.00	3.05%		84.50	higher than CPI to ensure rounded charge
Exclusive rights of burial (75-year grants)					
- 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	
Renewal of expired deed (single fee charged in all cases)					
-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
Memorials					
-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
Certified copy of entry	21.00	4.76%		22.00	higher than CPI to ensure rounded charge
Bird bath memorial (new memorial option)					
5 Year Lease					
- size 1 (small)	191.00	£9.55	5.00%	200.50	price increased in line with supplier increases
- size 2	212.20	£10.61	5.00%	223.00	price increased in line with supplier increases
- size 3	233.40	£11.67	5.00%	245.00	price increased in line with supplier increases
- size 4	254.60	£12.73	5.00%	267.50	price increased in line with supplier increases
- size 5 (large)	275.80	£13.79	5.00%	289.50	price increased in line with supplier increases
10 Year Lease					
- size 1 (small)	297.10	£14.86	5.00%	312.00	price increased in line with supplier increases
- size 2	318.30	£15.92	5.00%	334.00	price increased in line with supplier increases
- size 3	339.50	£16.98	5.00%	356.50	price increased in line with supplier increases
- size 4	360.70	£18.04	5.00%	378.50	price increased in line with supplier increases
- size 5 (large)	381.90	£19.10	5.00%	401.00	price increased in line with supplier increases
20 Year Lease					
- size 1 (small)	403.10	£20.16	5.00%	423.50	price increased in line with supplier increases
- size 2	424.40	£21.22	5.00%	445.50	price increased in line with supplier increases
- size 3	445.60	£22.28	5.00%	468.00	price increased in line with supplier increases
- size 4	466.80	£23.34	5.00%	490.00	price increased in line with supplier increases
- size 5 (large)	488.00	£24.40	5.00%	512.50	price increased in line with supplier increases
Motif	106.10	£5.31	5.00%	111.50	price increased in line with supplier increases
Memorial Vaults					
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	
Memorial Posts					
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
Private Memorial Garden Including memorial - 20 year lease Barbican Memorial 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				1,600.00 250.00 100.00 120.00 190.00 245.00 QUOTED INDIVIDUALLY	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. New memorial scheme to support the development of the scattering area within the North Bromsgrove Cemetery.
REFUSE COLLECTION					
Bulky Household Waste					
Proposed Charges 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.					
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
Litter and Dog Bins (Yearly Charge)					
High Usage Site First Bin	1,040.00	-£130.00	-12.50%	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	-12.50%	386.75	
Medium Usage Site First Bin	520.00	-£65.00	-12.50%	455.00	
Medium Usage Site Additional Bins (each)	221.00	-£27.63	-12.50%	193.37	
Low Usage Site First Bin	260.00	-£32.50	-12.50%	227.50	
Low Usage Site Additional Bins (each)	110.50	-£13.81	-12.50%	96.69	

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
Investigation of Abandoned Vehicles on Private Land					
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.
Garden Waste Collection Service	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	
ELECTORAL REGISTRATION						
Register Sales*						
In data form						
- 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		
In printed form						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	5.00	0.00		5.00		
Marked Election Register Sales*						
In data form						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	1.00	0.00		1.00		
In printed form						
- 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 10p per sheet, per side.	5.00	0.00		5.00		
Miscellaneous Charges						
* 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.						
*This charge is determined by the Representation of the People Regulations 2001						
LEGAL						
- Legal work (per hour)	132.70	£3.72	2.80%	136.40		
- RTB	185.40	£5.19	2.80%	190.60		
- Consent for proposed works	145.70	£4.08	2.80%	149.80		
- Retrospective Consent	153.30	£4.29	2.80%	157.60		
Section 106:						
- Private Owner	495.90	£13.89	2.80%	509.80		
- Each additional unit added (up to a maximum of £1,500) *	62.10	£1.74	2.80%	63.80		
- Affordable housing schemes	930.90	£26.07	2.80%	957.00		
- Deed of Variation**	353.80	£9.91	2.80%	363.70		
- Fee for agreeing a unilateral undertaking	353.80	£9.91	2.80%	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
Other Fees					
- Fees for sale of property under Low Cost Housing Scheme	244.00	£6.83	2.80%	250.80	
- Fees for purchase of additional 30% Share	159.10	£4.45	2.80%	163.60	
- Fees for preparation of Deed of postponement	103.90	£2.91	2.80%	106.80	
- Administration fee for the grant of licences for more than 12 months	58.40	£1.64	2.80%	60.00	
- Issuing of consents (transfer of mortgage)	69.00	£1.93	2.80%	70.90	
Minor land sales up to £10,000	475.00	£13.30	2.80%	488.30	
Major Land sales £10,000+ 0.5% of purchase price with a minimum charge of £500	Fixed Fee	0.00		Fixed Fee	
Major Land sales £50,000+ 0.5% of purchase price with a minimum charge of £750	Fixed Fee	0.00		Fixed Fee	
- Footpath diversion orders	1,994.50	£55.85	2.80%	2,050.30	
LAND SEARCHES					
Single Con29 Question					
Official Certificate of Search (LLC1) only	26.80	£0.75	2.80%	27.60	
CON29R Enquiries of Local Authority (2007)					
- Residential	98.50	£2.76	2.80%	101.30	
- Commercial	140.80	£3.94	2.80%	144.70	
Standard Search Fee: LLC1 and CON 29R combined					
- Residential	125.30	£3.51	2.80%	128.80	
- Commercial	167.60	£4.69	2.80%	172.30	
CON 29O Optional enquiries of Local Authority (2007)					
(Questions 5,6,8,9,11,15) per question	12.40	£0.35	2.80%	12.80	Now 2016 not 2007
(Questions 7,10,12,13,14,16-21) per question	6.20	£0.17	2.80%	6.40	Amend to Qs 9,10,18 and 19.
(Question 22)	24.70	£0.69	2.80%	25.40	Amend to Qs 5-8,11-17 and 20-21
Question 4	13.40	£0.38	2.80%	13.80	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	48.40	£1.36	2.80%	49.80	
Each additional parcel of land (LLC1 and CON29R)	22.70	£0.64	2.80%	23.30	
Refresher Search	39.10	£1.09	2.80%	40.20	
Expedited (within 48 hrs)	30.90	£0.87	2.80%	31.80	

Leisure Services

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
SPORTS DEVELOPMENT					
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.
SANDERS PARK					
Tennis Courts (per court per Hour)					
- 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
Tennis Courts (per court per 1 and 1/2 Hour)					
- 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
Bowls					
- 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
Bromsgrove Town Bowling Club					
- 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
OTHER RECREATION GROUNDS AND OPEN SPACES					
Football Pitch (without changing facilities)					
- 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
Changing Facilities					
- adult	45.20	0.00		45.20	
- junior	23.20	0.00		23.20	
Boleyn Road, Frankley					
- fairs (per day)	473.80	0.00		473.80	
- deposit	2,166.70	0.00		2,166.70	
Market Street Recreation Ground					
- 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.					
ALLOTMENTS (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	
Bromsgrove Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces £250 - £1500 Bond Payable Events Commercial Rates Small Attendance = 0 to 99					
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
Medium Attendance = 100 to 499					
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
Large Attendance = 500 to 1999					
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
Community Rates Small Attendance = 0 to 99					
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
Medium Attendance = 100 to 499					
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
Large Attendance = 500 to 1999					

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	
Charities / Not For Profit Organisations						
Small Attendance = 0 to 99						
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	
Medium Attendance = 100 to 499						
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	
Large Attendance = 500 to 1999						
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	
Fairs & Circuses Min of 3 day Hire						
Small Attendance = 0 to 99 Per Day	394.70	£27.63	7.00%	422.33	To reflect a more commercial approach to fee structures	
Outdoor Fitness Session						
Commercial Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	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) Two days maximum usage per week	650.00	0.00		650.00		
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	0.00		700.00		
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	0.00		200.00		
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	0.00		400.00		
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	0.00		600.00		
Annual Fee One day maximum usage per week	520.00	0.00		520.00		
Annual Fee Two days maximum usage per week	850.00	0.00		850.00		
Annual Fee Three days maximum usage per week	1,000.00	0.00		1,000.00		
Community Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	0.00		200.00		
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	0.00		300.00		
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	0.00		350.00		
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	0.00		80.00		
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	0.00		200.00		
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	0.00		300.00		
Annual Fee One day maximum usage per week	250.00	0.00		250.00		
Annual Fee Two days maximum usage per week	450.00	0.00		450.00		
Annual Fee Three days maximum usage per week	500.00	0.00		500.00		
Trial fee (1 day per week - MAX 4 week trial)	100.00	0.00		100.00		
Additional Costs for Outdoor Event Space:						
Ø Set up and Clearance charged @ 50% of applicable rate						
Ø Any event in excess of 1999 attendees is STN						
Additional Costs for Outdoor Fitness Space:						
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
BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE					
Scale of Charges from 2015					
Per Hour (Suggest min Hire of 2hrs)					
Main Room					
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	
Committee Room					
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	
Combined					
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	
Half Day up to 5pm (max 4hrs)					
Main Room					
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	
Committee Room					
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	
Combined					
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	
Full Day Up to 5pm					
Main Room					
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	
Committee Room					
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	
Combined					
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><u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u></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
DEVELOPMENT CONTROL					
A0/A1 size print	14.80	0.00		14.80	
A2 size print	7.40	0.00		7.40	
Development Management					
High Hedge Complaints	595.10	0.00		595.10	
High Hedge Complaints - reduced for people on benefits	237.60	0.00		237.60	
Residential Development/ Development Site Area/Proposed Gross Floor Area					
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	
Residential Development/ Development Site Area/Proposed Gross Floor Area					
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	
* include one-for-one replacements					
Non-residential development (floor space)					
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	
Non-residential development (site area) where no building operations are proposed					
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
<u>TABLE A: Standard Charges for the Creation or Conversion to New Housing</u>					
Application Charge	Please Ring for Quote			Please Ring for Quote	
Regularisation Charge	Please Ring for Quote			Please Ring for Quote	
Additional Charge	Please Ring for Quote			Please Ring for Quote	
Garage Conversion to habitable room					
Application Charge	Please contact us			Please contact us	
Regularisation Charge	Please contact us			Please contact us	
Additional Charge	Please contact us			Please contact us	
Extension project up to 10sq.m floor area					
Application Charge	Please contact us			Please contact us	
Regularisation Charge	Please contact us			Please contact us	
Additional Charge	Please contact us			Please contact us	
All other extensions					
Application Charge	Please contact us			Please contact us	
Regularisation Charge	Please contact us			Please contact us	
Additional Charge	Please contact us			Please contact us	
Loft Conversions					
Application Charge	Please contact us			Please contact us	
Regularisation Charge	Please contact us			Please contact us	
Additional Charge	Please contact us			Please contact us	
Detached garage over 30sq.m floor area					
Application Charge	Please contact us			Please contact us	
Regularisation Charge	Please contact us			Please contact us	
Additional Charge	Please contact us			Please contact us	
Electrical works by non-qualified electrician					
Application Charge	Please contact us			Please contact us	
Regularisation Charge	Please contact us			Please contact us	
Additional Charge	N/A			N/A	

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Appendix

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

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SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
ARCHIVED APPLICATIONS 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
WITHDRAWN APPLICATIONS 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	

Appendix

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	
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS Process request to re-invoice inspection fee to new addressee Optional Consultancy Services	50.50 Please Contact Us	£0.76 0.00	1.50%	51.30 Please Contact Us	
<p>*Charges Note* Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. 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
TAXI LICENSING					
- 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	
GENERAL LICENSING					
- 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.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
Tattooing/ ear piercing/ electrolysis/ acupuncture					
- Premises	130.00	0.00		130.00	
- Practitioners	85.00	0.00		85.00	
Scrap Metal Dealers Act 2013					
- 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	
ENVIRONMENTAL HEALTH					
Dog Warden					
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					
Other Environmental Health Fees					
ISS Certs Condemned Food*	Full Cost Recovery			Full Cost Recovery	
Food Hygiene Basic Course fee	Full Cost Recovery			Full Cost Recovery	
Gambling Fees 18-19					
<u>Premises Licence Fees - Discretionary</u>					
Bingo Premises					
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	
Adult Gaming Centre					
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
Family Entertainment Centre					
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	
Betting Premises (Excluding Track)					
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	
Track					
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	
Temporary use notices					
New applications	275.00	0.00		275.00	
Copy of licence	26.70	0.00		26.70	
<u>Gambling Act Permit Fees - Statutory</u>					
Licensed Premises Gaming Machine Permit					
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	
<u>Licensed Premises Automatic Notification Process</u>					
Grant	50.00	0.00		50.00	
<u>Club Gaming Permits</u>					
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
<u>Club Machine Permits</u>					
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	
<u>Family Entertainment Centre Gaming Machine Permit</u>					
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	
<u>Prize Gaming Permits</u>					
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	
<u>Small Lottery Registration (statutory)</u>					
Grant	40.00	0.00		40.00	
Annual fee	20.00	0.00		20.00	
<u>Licensing Act - Statutory</u>					
Personal Licence	37.00	0.00		37.00	
<u>Premises Licence and Club Premises Certificate</u>					
Non- Domestic rateable value of premises					
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	
New applications and variations					
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	
Annual Fee					
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, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises , i.e. large public houses.					
Large Events An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.					
Exemptions Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above. No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.					
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 - wrsenquiries@worcsregservices.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'					

Local Development Scheme 2018

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	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 24th 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 24th January 2018, subject to approval by a meeting of the Full Council. Figure 1 (see page 7) 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

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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.

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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. A further summary profile of the Plan Review is 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, scheduled for 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

 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 – Summary Profile of District Plan Review

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 an adopted Development Plan 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 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. 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 adopted under the Planning and Compulsory Purchase Act 2004.

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

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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 a '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

Strategic Planning and Conservation Team

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For further information please visit the Strategic Planning section of the website:

www.bromsgrove.gov.uk/strategicplanning

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