



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 12TH FEBRUARY 2018**  
**AT 6.00 P.M.**

**PARKSIDE SUITE - PARKSIDE**

**MEMBERS:** Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, C. J. Bloore, S. R. Colella, M. Glass, C.A. Hotham, R. J. Laight, C. J. Spencer, P.L. Thomas and M. Thompson

### **AGENDA**

1. Apologies for Absence and Named Substitutes
2. Declarations of Interest and Whipping Arrangements  

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 Overview and Scrutiny Board held on 15th January 2018 (to follow)
4. Air Quality Management Area, Kidderminster Road, Hagley - Pre-scrutiny of Cabinet Report (Pages 1 - 44)
5. Finance and Budget Working Group - Update (Pages 45 - 86)
  - Medium Term Financial Plan
  - Fees and Charges
6. Measures Dashboard Working Group - Update
7. Task Group Updates

- CCTV Short Sharp Review
- Parking Enforcement in the Vicinity of Schools Task Group
- Hospital Car Parking Charges – Board investigation

8. Worcestershire Health Overview and Scrutiny Committee - Update
9. Cabinet Work Programme (Pages 87 - 90)
10. Overview and Scrutiny Board Work Programme (Pages 91 - 94)
11. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.
12. 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 scheme 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>
13	3

13. Fees and Charges Report - Appendix 1 (Extract) (Pages 95 - 96)

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

1st February 2018



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#### Air Quality Management Area – Kidderminster Road, Hagley

Relevant Portfolio Holder	Cllr Peter Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	Simon Wilkes
Ward(s) Affected	Hagley East
Ward Councillor(s) Consulted	Cllr. Colella, Cllr. Jenkins
Non-Key Decision	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

### 1. SUMMARY OF PROPOSALS

- 1.1 A review of Hagley air quality monitoring has been undertaken in relation to the Kidderminster Road, Hagley Air Quality Management Area to ascertain whether the area can be revoked based on historical monitoring data and current trends and levels. The reasons for the proposal are set out in the accompanying report entitled “Kidderminster Road, Hagley, AQMA Revocation Screening Assessment” of November 2017

### 2. RECOMMENDATIONS

- 2.1 **Cabinet is asked to RECOMMEND that the Kidderminster Road, Hagley AQMA, be revoked.**
- 2.2 **Air Quality will remain an important high profile issue in the area and monitoring will continue to ensure air quality objectives continue to be met.** During consultation with Bromsgrove District Council Planning Department the wider location will continue to be considered as an “air quality consultation zone” where the impact on air quality is given due consideration through the planning process. In addition WRS will continue to be involved in the development of measures throughout the wider Bromsgrove District as per the Air Quality Action Plan.

### 3. KEY ISSUES

Worcestershire Regulatory Services has observed that annual average levels of Nitrogen Dioxide (NO<sub>2</sub>) within the Hagley monitoring network has fallen below the national objectives that require the adoption of an air quality management area.

In light of these findings WRS undertook an assessment of historical data for all monitoring locations in the area and confirmed that there is a general decrease in the trend of NO<sub>2</sub> levels since monitoring began in 2001. Concentrations have been recorded as below the national objective by a factor of 10-15% within the AQMA over the last 3 years. Full details of the findings can be seen in appendix

1 “*Kidderminster Road, Hagley AQMA Revocation Screening Assessment*” dated November 2017”.

The prime function of AQMA’s are to facilitate the creation of air quality management plans and the delivery of air quality improvements. Such plans invariably provide fringe benefits such as improved traffic flow however AQMA’s are complementary to the development of local transport plans and do not provide a vehicle for the delivery of highways management initiatives that fall beyond the scope of delivering compliance with government air quality objectives.

DEFRA’s Local Air Quality Management Policy Guidance (PG16) and Technical Guidance (TG16) (April 2016) provides information on the revocation of an AQMA. Section 4.9 of PG16 states that *‘For revocation this should demonstrate that air quality objectives are being met and will continue to do so... typically this is after three years or more compliance’*. Section 3.47 of TG16 states *‘an AQMA may be amended or revoked following a screening assessment or on the basis of robust monitoring evidence’*. An AQMA Revocation Order is required to officially revoke an AQMA.

#### **Financial Implications**

- 3.1 None

#### **Legal Implications**

- 3.2 Part IV of the Environment Act 1995, the Local Air Quality Management process (LAQM) and subsequent Policy Guidance (LAQM.PG16) and Technical Guidance (LAQM.TG16) documents set out the duty of local authorities to review and assess local air quality within their areas against a set of health based objectives and work to improving poor air quality identified. The Objective of most importance to the Council is the annual mean nitrogen dioxide (NO<sub>2</sub>) objective which should not exceed 40 microgrammes per cubic metre of air at the façade of a residential dwelling or school.
- 3.3 Poor air quality in general can affect peoples’ health, playing a role in many chronic conditions such as cancer, asthma, heart disease and neurological changes linked to dementia. Outdoor air pollution contributes to about 40,000 premature deaths per year in the UK (Royal College of Physicians & Royal College of Paediatrics and Child Health, 2016). Nitrogen Dioxide in particular is known to cause respiratory illnesses and possibly increase the risk of lung infections. Young children and asthma sufferers are most sensitive to this pollutant.
- 3.4 Where there is robust evidence to demonstrate that the Objective is being met and will continue to be met an Air Quality Management Area (AQMA) can be revoked (LAQM.TG16). The decision to revoke an Air Quality Management Area

can be taken either following a detailed study or following a screening assessment based on robust monitoring evidence.

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

3.3 None

#### **Customer / Equalities and Diversity Implications**

3.4 None

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

4.1 Low – robust monitoring data indicates that air quality objectives within the area are being met.

#### **5. APPENDICES**

*Kidderminster Road, Hagley AQMA Revocation Screening Assessment* dated November 2017.

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

DEFRA's Local Air Quality Management Policy Guidance (PG16) April 2016  
DEFRA's Local Air Quality Management Technical Guidance (TG16) April 2016

#### **7. KEY**

AQAP – Air Quality Action Plan  
AQMA – Air Quality Management Area  
AQO – Air Quality Objective  
LAQM – Local Air Quality Management  
NO<sub>2</sub> – Nitrogen Dioxide  
NO<sub>x</sub> – Nitrogen Oxides

#### **AUTHOR OF REPORT**

Name: Stephen Williams  
email: Stephen.williams@worcsregservices.gov.uk  
Tel: 01562 738090

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## Kidderminster Road, Hagley AQMA Revocation Screening Assessment

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

November 2017

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Bromsgrove District Council

Local Authority Officer	Stephen Williams
Department	Land & Air Quality Team
Address	Wyre Forest House Finepoint Way Kidderminster Worcestershire DY11 7WF
Telephone	01905 822799
E-mail	wrsenquiries@worcsregservices.gov.uk
Report Reference number	BDC/HAGLEY/REV/2017
Date	November 2017

### Executive Summary

This report has been produced on behalf of Bromsgrove District Council (BDC) and represents a screening assessment of air quality at the Kidderminster Road, Hagley Air Quality Management Area (AQMA). The assessment has been carried out to determine whether the Kidderminster Road, Hagley AQMA can be considered for revocation. The assessment has not included a detailed dispersion model as available monitoring data is sufficient to provide a robust review of nitrogen dioxide levels at the AQMA over the past fifteen years. All available monitoring data held for the area from 2001 to 2016 has been reviewed.

Levels of nitrogen dioxide measured between 2001 and 2016 have generally followed a downward trend year on year discernible when viewed over the long term. There have only been three marginal exceedances of the NO<sub>2</sub> annual mean objective at relevant exposure observed in the past ten years (in 2007, 2010, and 2013).

It is considered to be very unlikely that a consistent exceedance of the nitrogen dioxide annual mean objective over future years will occur, as demonstrated by the lack of consistent exceedances between 2001 and 2016 and a consistent downward trend in NO<sub>2</sub> concentrations across that same period. It is therefore recommended that the Kidderminster Road, Hagley AQMA is revoked following the necessary statutory consultation.

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### 1 Introduction

This report has been produced on behalf of Bromsgrove District Council (BDC) and represents a screening assessment of air quality at the Kidderminster Road, Hagley Air Quality Management Area (AQMA) between 2001 and 2016. The assessment has been carried out to determine whether the AQMA can be considered for revocation. The assessment has not included a detailed dispersion model as available monitoring data is sufficient to provide a robust review of nitrogen dioxide levels at the Kidderminster Road AQMA over the past fifteen years.

The policy framework for air quality management in the UK is set out in The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (Defra, 2007). The Strategy provides air quality standards and objectives for key pollutants designed to protect human health and the environment. The Strategy also sets out how local government can contribute to achieving the air quality objectives. The Local Air Quality Management (LAQM) regime is set out in the Strategy and requires every local authority to carry out regular reviews and assessments of air quality in its area to identify whether the air quality objectives have been, or will be, achieved at relevant locations by the appropriate dates. Where air quality objectives are not being met the local authority must declare an Air Quality Management Area (AQMA) and produce an action plan to identify appropriate measures that can be taken in pursuit of the objectives.

The Air Quality Strategy (Defra, 2007) sets out air quality standards and objectives for key pollutants. The standards are set as concentrations below which health effects are unlikely, or below which risks to public health would be very small (even in sensitive population groups). The air quality objectives only apply where “relevant exposure” exists, that is where members of the public are likely to be regularly present for the duration of the averaging time of the objective. For annual mean objectives relevant exposure is limited to residential properties, school and hospitals. The 1-hour objective applies to residential properties, schools and hospitals as well as any outdoor location where members of the public might reasonably be expected to stay for 1 hour or more, such as outdoor seating areas at eating establishments, parks, busy shopping streets etc. The statutory air quality objectives applicable to LAQM in England can be found in Table A.1 in Appendix A.

Technical Guidance for LAQM (LAQM.TG.16) sets out the approach for LAQM. When an exceedance of an air quality objective has been identified the local authority is required to

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declare an Air Quality Management Area (AQMA). LAQM.TG.16 and LAQM.PG.16 also sets out the requirements for when an AQMA may be revoked.

### 2 Background to the Kidderminster Road, Hagley AQMA

The Kidderminster Road, Hagley AQMA was declared by BDC on the 17th February 2010. A copy of the sealed order, including a location plan, can be found in Appendix B. The AQMA was declared following a detailed assessment carried out in July 2009 that was undertaken due to monitored exceedances of the annual mean objective for NO<sub>2</sub>. This assessment included detailed dispersion modelling utilising ADMS Roads dispersion model (2.3). This assessment made recommendation for declaration of the AQMA based on predicted exceedances of the annual mean objective at locations of relevant exposure. There was also a recommendation for installation of an automatic air quality monitor to provide more robust monitoring data.

Since declaration of the AQMA in February 2010 monitoring of NO<sub>2</sub> levels has continued using a network of diffusion tubes. An automatic monitor was also in operation between June and December 2010.

A countywide action plan for Worcestershire was produced covering all AQMAs within the County and formally adopted in the autumn of 2013. This identified many potential air quality solutions for each AQMA that were split between generic actions applicable to all areas and specific actions for each AQMA. With this in mind WRS conducted a “priority actions” process in 2014 for each AQMA including Hagley.

Source apportionment of roadside emissions of NO<sub>2</sub>, carried out as part of the Further Assessment in 2012 following declaration of the AQMA, identified the dominant sources to be traffic related emissions and background concentrations. The source apportionment helped identify key areas to be addressed and enabled prioritisation of measures in a targeted fashion. Details of the prioritisation methodology can be found in the full Air Quality Action Plan for Worcestershire (September 2013) document and the Air Quality Action Plan for Worcestershire Progress Report 2013-2015 (October 2015), both available online at

<http://www.worcsregservices.gov.uk/environmental-health/pollution/air-quality/airquality-action-plan.aspx>

The prioritised actions for Kidderminster Road, Hagley AQMA are listed below:-

- KR5 - Review of signalised junction at foot of Hagley Hill of A456 and A491
- 5.1.1 - Alteration of phasing of traffic light systems



## Bromsgrove District Council

- 5.1.8 - Introduction of traffic signals at Hagley Island roundabout
- 5.1.4 - Variable Messaging Systems
- 5.2.2 - Freight Quality Partnership

Progress made with these actions is as follows:-

**5.1.1 and KR5 – Alteration of the phasing of traffic light systems / Review of signalised junction at Kidderminster Rd/Birmingham Rd/Stourbridge Rd Junction** - Worcestershire County Council has confirmed that this action has been completed: The signal set controller apparatus was updated on 20/04/2015 to MOVA which gradually optimises the signals operation according to observed demand. WCC further advised in July 2016 that ‘The equipment at Hagley is the very latest technology, so further investment in signalling infrastructure here is not required’ and ‘traffic flow is starting to settle down now in Hagley, which suggests that the signal calibration process is nearing completion’.

**5.1.8 – Introduction of signals at roundabouts** - Worcestershire County Council has confirmed this action has been completed: “Developer led reconstruction of the Hagley Roundabout (A456/A491) with signals was opened to the public on the 22/01/2015. Minor alignment revisions were made to lining / destination lining on the 06/03/2015. Revisions were made to the A491 northbound access onto the roundabout on the 21/08/2015. Each set of signals is operating using MOVA (WCC June 2015).”

**5.1.4 – Variable Messaging Systems to redirect vehicles away from AQMA (and other relevant messages)** - No progress at this time: In October 2015 Worcestershire County Council confirmed plans to install Variable Messaging Systems (VMS) signs across the County. The strategy is to complete a ring of VMS signs around Worcester City in 2016 then replicate this in Bromsgrove and Kidderminster areas as funding is identified.

**5.2.2 – Freight quality partnership** - On-going: This action is designed to encourage freight vehicles to avoid the AQMA and find alternative routes. Further discussion with County Highways in 2014 identified two separate approaches:

1) Use of paper HGV route maps is now outdated, work should focus on updating data with Sat Nav companies to ensure route planning avoids AQMAs.

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2) A wider FQP that potentially restricts HGV access to AQMAs could form part of a wider Transport Strategy for Worcester. In 2015 Worcestershire County Council confirmed they provide update information for Sat Nav technology providers on an on-going basis.

Other non-priority actions have been progressed as part of district or countywide initiatives. These are detailed within the Air Quality Action Plan Progress Report for Worcestershire April 2015 to March 2016 available online at

<http://www.worcsregservices.gov.uk/media/2294583/WRS-AQAP-Progress-Report-2015-16.pdf>.

Levels of measured NO<sub>2</sub> between 2001 and 2016 have generally followed a downward trend year on year with only three measured exceedances of the NO<sub>2</sub> annual mean objective at relevant exposure observed in the past ten years (in 2007, 2010 and 2013).

### 3 Detailed Review of Data

#### 3.1 Air Quality Monitoring

BDC undertakes air quality monitoring of nitrogen dioxide (NO<sub>2</sub>) across the district using non-automatic passive diffusion tubes. In 2016 monitoring was undertaken using 12 diffusion tubes in the Hagley area at 10 locations. 7 of these were located within the boundary of the AQMA, and 3 outside. Monitoring point 9/a/b is a triplicate location (three diffusion tubes located together). Data is also held for three historic monitoring locations that have since been discontinued and for the automatic air quality monitor in operation in 2010. All available monitoring data held in and around the Kidderminster Road, Hagley AQMA has been subject to review.

The data range held spans from 2001 up until 2016, presenting a long history of monitoring data. Some monitoring points present more reliable data than others based on location. An overview and assessment of data from each location is presented later in this report. All available data has been reviewed as part of the assessment.

Details of all monitoring locations are presented in table 1.0 below.

A map detailing all the monitoring locations referred to in this report is presented in figure 1 below.

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**Table 1.0 – Details of all locations monitored for NO<sub>2</sub> in Hagley area**

Site ID	Site Address	X Coordinates	Y Coordinates	In AQMA	Relevant Exposure	Distance to Kerb	Years Monitored
10	77a Park Road, Hagley	391137	280638	Yes	Yes	17m	2004 – 2016
11	74 Worcester Lane, Hagley	390295	280043	No	Yes	2.75m	2003 – 2016
HL	20 Birmingham Road Road sign	391551	280999	Yes	No - 13m	2m	2012 – 2016
8	9 Market Way, Hagley	391452	280947	Yes	Yes	13.8m	2004 – 2016
9/a/b	78 Kidderminster Road, Hagley (*Triplicate*)	391210	280668	Yes	Yes	8.3m	2004 – 2016
KR62	62 Kidderminster Road	391182	280631	Yes	Yes	7m	2012 – 2016
RES 1	26 Stourbridge Road, Hagley Downpipe Front of Property	391445	281179	Yes	Yes	15m	2014 – 2016
RES 2	21 Birmingham Road, Hagley, DY9 9JZ	391556	281042	Yes	Yes	15m	2014 – 2016
RES 3	104 Kidderminster Road South, Hagley Downpipe Front of Property	389827	279590	No	Yes	14.3m	2014 – 2016
RES 4	23 Worcester Road, Hagley DY9 OLF Downpipe Front of Property	390025	27965	No	Yes	14.5m	2014 – 2016
KR	Kidderminster Road, Hagley (roadside next to no 78 tube nos 9, 9a, 9b)	391277	280774	Yes	No – 7m	1m	2008 – 2011
KR2	10 Kidderminster Road, Hagley	390363	280044	No	Yes	13.6m	2010 – 2011
7	No.5 Stourbridge Road.	391437	281037	Yes	Yes	9m	2001 – 2011
CM	Kidderminster Road (Continuous Monitor)	391354	280919	Yes	No – 6m	2.5m	2010 (Jun – Dec)

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Figure 1.0 – Map of monitoring locations



### 3.2 Monitoring Data and Long-term Trends

Measurements of NO<sub>2</sub> have been taken over a number of years in the area prior to declaration of the AQMA and since. As such a robust data set has been built up over a significant period of time. Available data from monitoring locations has been identified for the period 2001 to 2016.

The last exceedance of the annual objective was recorded in 2013 at triplicate location 9/a/b with a level of 40.2µg/m<sup>3</sup>. This was a minor exceedance of the 40µg/m<sup>3</sup> objective. Prior to this the objective of 40µg/m<sup>3</sup> was equalled in 2010 and exceeded in 2007 and 2005 with levels of 42.8µg/m<sup>3</sup> at the same location. The annual mean objective was also exceeded at location 11 in 2003 with a recorded value of 40.7µg/m<sup>3</sup>. It should be noted that 11 is located outside the area declared as an AQMA. No other exceedances were measured at this location.

Historical data indicates that there were also a number of exceedances at monitoring location KR between 2008 and 2011. Concentrations here ranged between 54.4µg/m<sup>3</sup> and 64µg/m<sup>3</sup>. However it should be noted that this monitoring point was located directly adjacent to the highway and did not represent relevant exposure. It is understood that KR was located roadside in front of the property 78 Kidderminster Road whilst tubes 9a/b were located on the façade of the property. Therefore 9a/b represents relevant exposure in this location and is considered to be a much more accurate representation of conditions. As KR does not represent relative exposure and given close proximity to the carriageway results here are not considered to be a relevant exceedance of the objective. Location KR was discontinued at the end of 2011 because it was not representative of relevant exposure.

In the last three years levels of nitrogen dioxide have been monitored below the annual mean objective by greater than ten percent (36µg/m<sup>3</sup> or less) at all ten monitoring locations within or near to the AQMA.

Table 2.0 below shows the monitoring results for all locations from 2001 to 2016.

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Table 2.0 – Monitoring results of NO<sub>2</sub> at location 2001 - 2016

Site ID	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
10				27.7	33.4	31.7	33.3	34	37	38	37.6	29.65	37	32.01	30.22	33.52
11			40.7	31.1	34.3	31.7	36.6	32	35	34	31.5	24.71	33	29.87	27.68	31.28
HL												21.49	34	25.48	25.92	28.65
8				25.8	28.7	26.6	30.3	23	25	28	22.1	16.17	27	20.42	20.01	21.88
9/a/b				39.3	42.8	38.6	42.8	39	38	40	37.2	27.51	40.2	33.65	32.44	34.49
KR62												28.24	33	31.76	32.17	33.86
RES 1														20.93	20.54	22.29
RES 2														31.31	32.26	34.72
RES 3														16.56	19.35	21.71
RES 4														31.43	32.70	35.67
KR*								61	63	64	54.4					
KR2										31	30.2					
7	30.2	33.4	31.7	23.5	27	23.5	28.9	24	26	29	22.5					
CM**										38						

KR\* - Location next to highway and does not represent relative exposure

CM\*\* - Continuous Monitor in use for 6 months not in location representative of relevant exposure

KEY	No Data	0-20	20-30	30-38	38-40	40+
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The full set of available monitoring data has been assessed in relation to the number of exceedances of the annual mean objective for NO<sub>2</sub> (40µg/m<sup>3</sup>) and observed levels within 5% of the annual mean objective (5% AQO) for NO<sub>2</sub> (38µg/m<sup>3</sup>).

Table 3.0 provides details of the number of exceedances of the NO<sub>2</sub> annual mean air quality objective between 2001 and 2016 at relevant exposure.

Table 4.0 provides details of the number of concentrations observed within 5% of the NO<sub>2</sub> annual mean air quality objective between 2001 and 2016 at relevant exposure.

**Table 3.0 – Number of exceedances of NO<sub>2</sub> annual mean AQO 2001 - 2016**

Site ID	Site Description	No. exceedances of NO <sub>2</sub> Annual Mean Objective (40µg/m <sup>3</sup> ) at relevant exposure
11	74 Worcester Lane, Hagley	1 2003 – 40.7µg/m <sup>3</sup>
9/a/b	78 Kidderminster Road, Hagley	4 2005 – 42.8µg/m <sup>3</sup> 2007 – 42.8µg/m <sup>3</sup> 2010 – 40.0µg/m <sup>3</sup> 2013 – 40.2µg/m <sup>3</sup>

**Table 4.0 – Number NO<sub>2</sub> concentrations observed within 5% AQO 2001 - 2016**

Site ID	Site Description	Occurrences within 5% of NO <sub>2</sub> Annual Mean Objective (38µg/m <sup>3</sup> ) at relevant exposure
10	77a Park Road, Hagley	1 2010 – 38.0µg/m <sup>3</sup>
9/a/b	78 Kidderminster Road, Hagley	4 2004 – 39.3µg/m <sup>3</sup> 2006 – 38.6µg/m <sup>3</sup> 2008 – 39.0µg/m <sup>3</sup> 2009 – 38.0µg/m <sup>3</sup>



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## Bromsgrove District Council

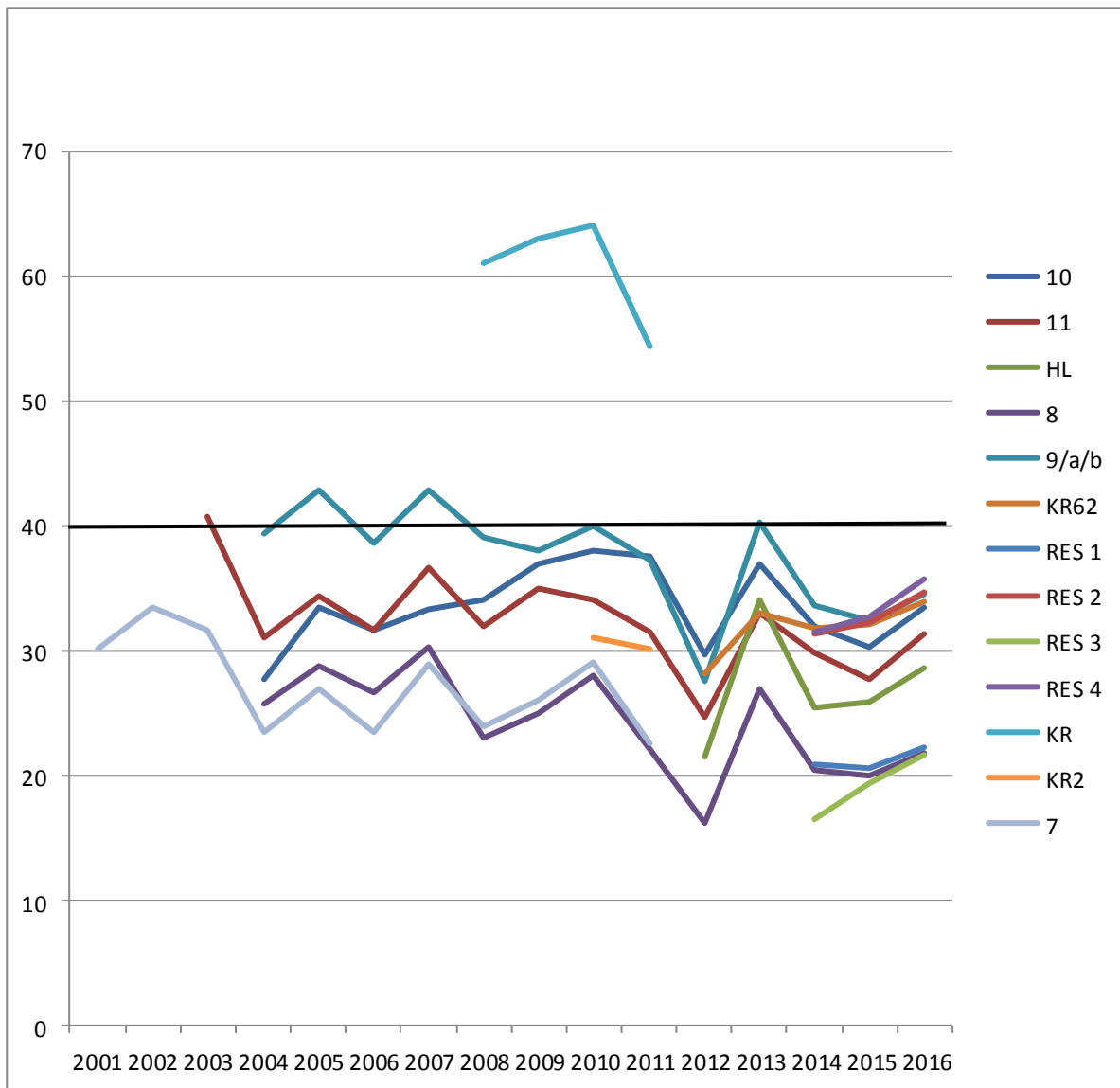
It can be seen that over the past fifteen years there have been five monitored exceedances of the NO<sub>2</sub> annual mean objective. These have occurred at location 11 in 2003, located outside the AQMA, and at 9/a/b in 2005, 2007, 2010 and 2013. These exceedances were only slightly elevated in nature, ranging between 40.0µg/m<sup>3</sup> and 42.8µg/m<sup>3</sup>. It has also been a significant period of time since the majority of these exceedances occurred with the last being in 2013 with all others being in or prior to 2010.

In addition there have been five occasions over the fifteen year period where NO<sub>2</sub> concentrations have been monitored within 5% of the NO<sub>2</sub> annual mean objective (i.e. above 38µg/m<sup>3</sup>). These have occurred at tube location 10 in 2010, where a concentration of 38.0µg/m<sup>3</sup> was measured, and at 9/a/b in 2004, 2006, 2008, and 2009 with concentrations ranging between 38 and 39.3µg/m<sup>3</sup>. It is useful to consider concentrations within 5% of the objective as an indication of how likely it is that the objective might be exceeded in future years. For example, an area with consistent NO<sub>2</sub> levels within 5% of the objective is more likely to see exceedances of the objective associated with meteorological fluctuations than an area where levels are consistently below 5% of the objective. All of these results referred to above occurred a significant period of time ago with the last being in 2010.

The above evaluation identifies that within the last six years there has been only one occasion where the objective has been exceeded and no other instances within 5% of the NO<sub>2</sub> annual mean objective. This indicates a significant improvement in air quality in the area over the duration of the monitoring period.

A series of graphs have been produced to illustrate long-term trends in measured NO<sub>2</sub> concentrations at relevant exposure. These are reproduced and discussed below.

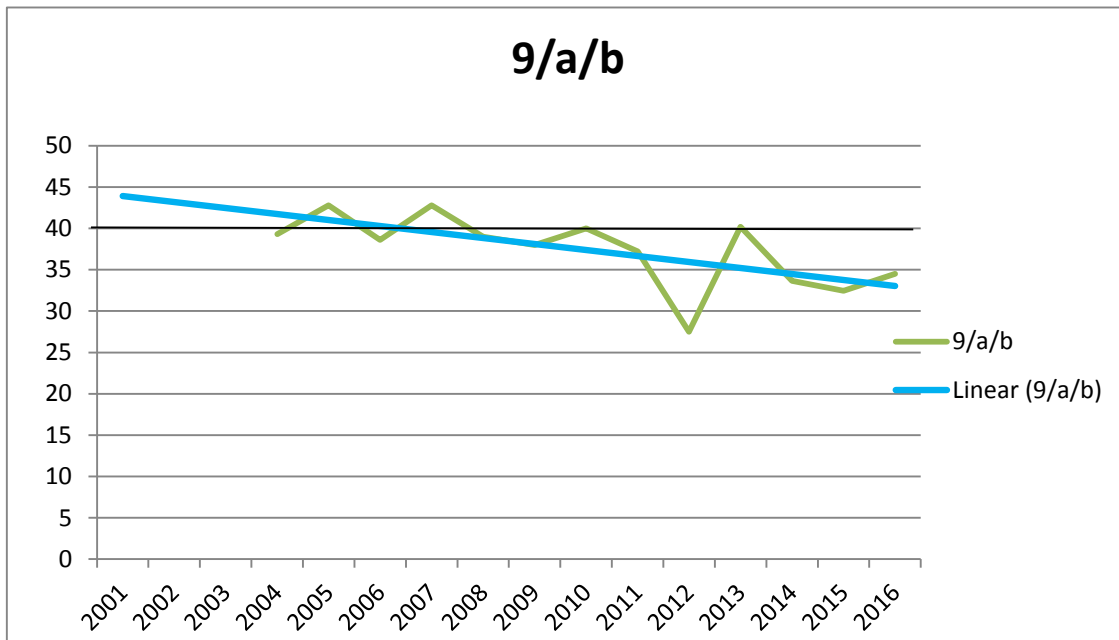
Figure 2.0 Monitored Annual Mean NO<sub>2</sub> at all locations



The graph above provides a diagrammatical representation of monitoring data held for all locations between 2001 and 2016 reviewed as part of this assessment. The black line represents the annual mean objective for nitrogen dioxide of 40µg/m<sup>3</sup>. It can be seen from the graph that the vast majority of data falls below the objective. This is with the exception of KR which was located next to the highway and was not considered to represent relevant exposure. This is discussed in more detail later in this section.

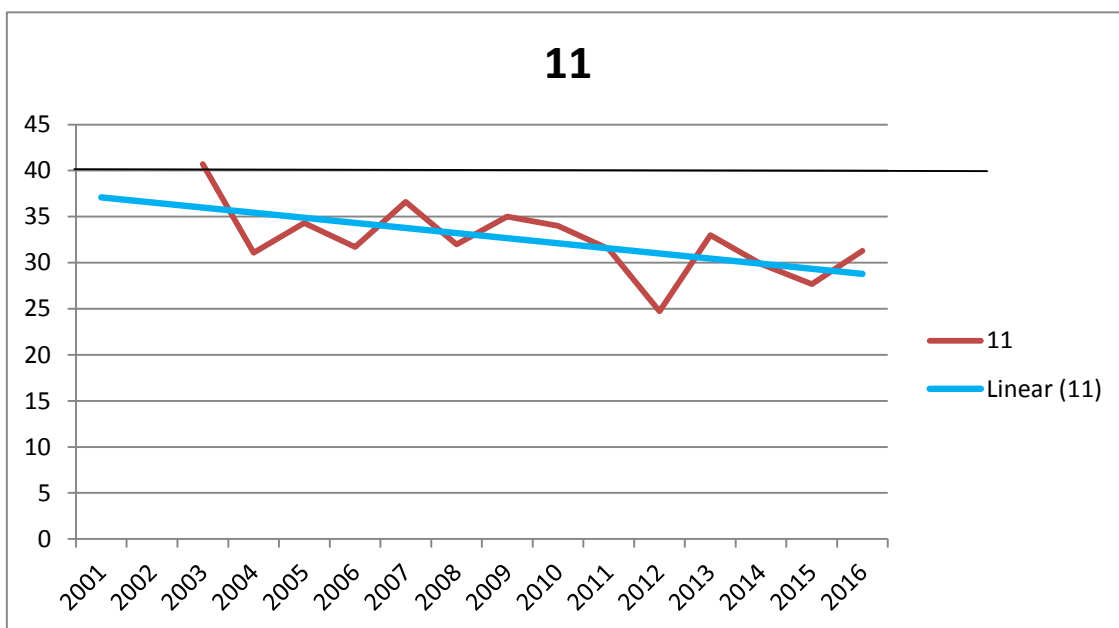
For clarity separate graphs have been produced for all locations and are presented below with commentary. Trendlines for the individual tubes have been produced in order to provide a graphical representation of trends in NO<sub>2</sub> concentrations at each monitoring location for the period of operation. It can be seen that generally there has been a consistent downward trend in NO<sub>2</sub> concentrations at the locations during the monitoring period.

**Figure 3.0 - 9/a/b monitored annual mean NO<sub>2</sub>**



**9/a/b** – This monitoring location has been in place since 2004. Minor exceedances of the objective were recorded at this location in 2005, 2007, 2010 and 2013 ranging between 40µg/m<sup>3</sup> to 42.8µg/m<sup>3</sup>. Levels have been recorded within 5% of the objective from 2004 to 2010. With the exception of 2013 levels of NO<sub>2</sub> have generally declined at this monitoring point within the last six years. This can be seen clearly from the trendline on the graph above.

**Figure 4.0 - 11 monitored annual mean NO<sub>2</sub>**

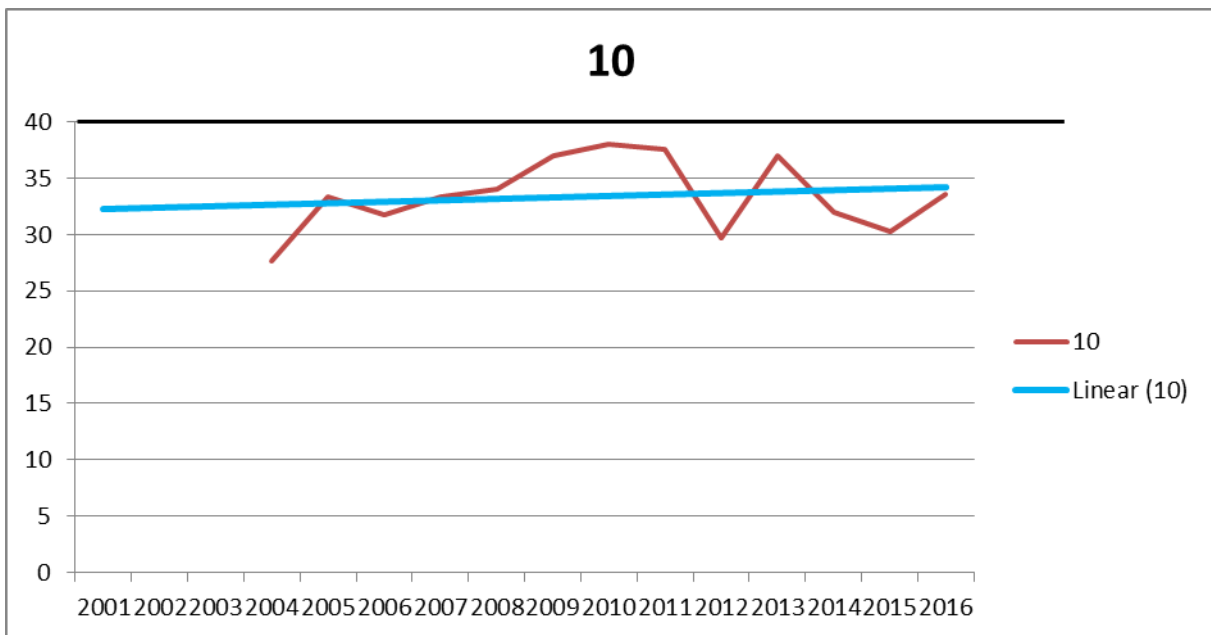


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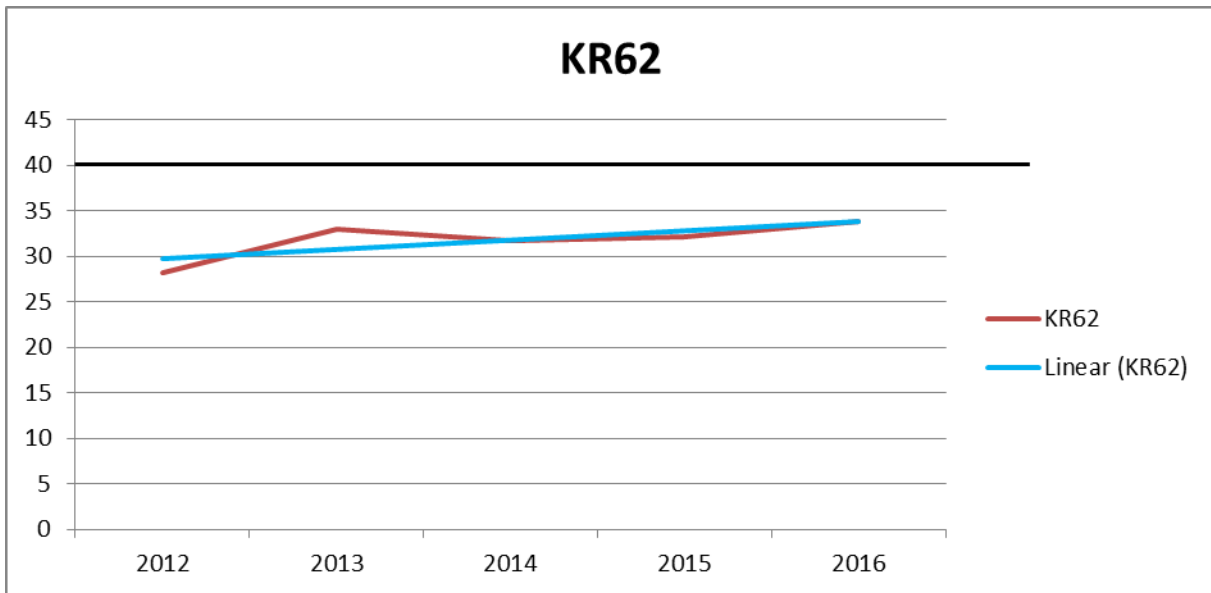
**11** – This monitoring location has been in place since 2003. In this first year a minor exceedance of the objective was recorded with a level of 40.7µg/m<sup>3</sup>. Since then there have been no further exceedances at this location with only one occasion where the levels were within 10 percent of the objective, with a level of 36.6µg/m<sup>3</sup> in 2007. For the last three years levels here have been recorded over 20% below the objective. The trendline on the graph above shows a clear decline in concentrations over the monitoring period. It should be noted that this location is outside of the area declared as an AQMA.

**Figure 5.0 - 10 monitored annual mean NO<sub>2</sub>**



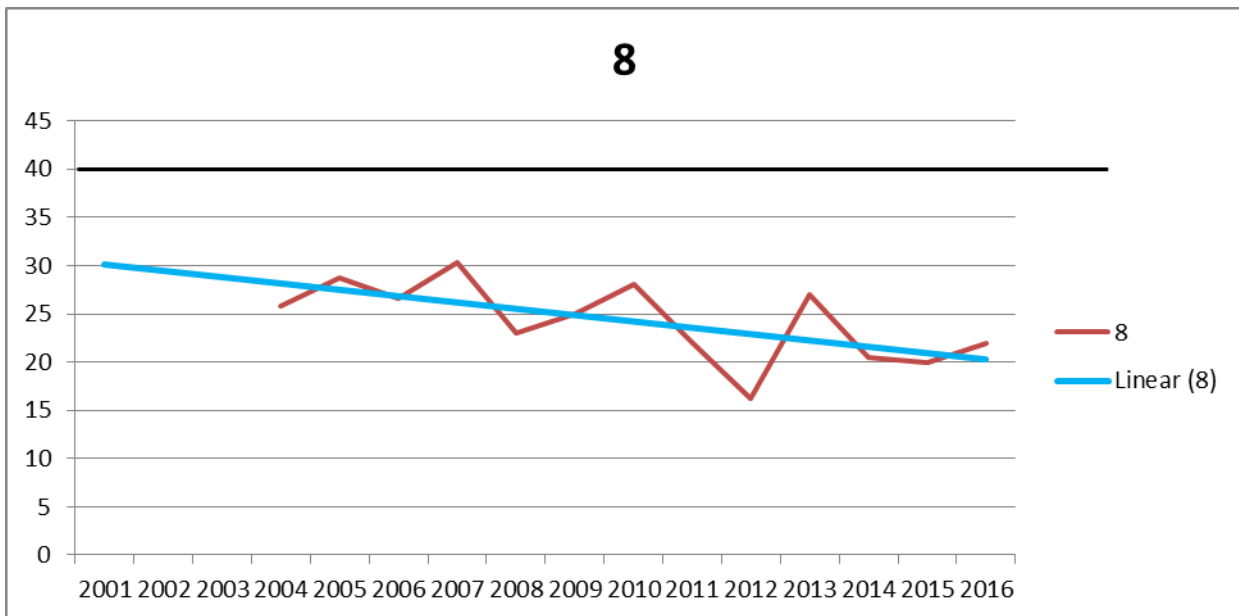
**10** – This location has been monitored since 2004 with no recorded exceedance of the objective. The highest level recorded was 38µg/m<sup>3</sup> in 2010. This was the only occasion where levels reached within 5% of the objective. The trendline on the graph above indicates that concentrations have remained reasonably stable at this location.

**Figure 6.0 – KR62 monitored annual mean NO<sub>2</sub>**



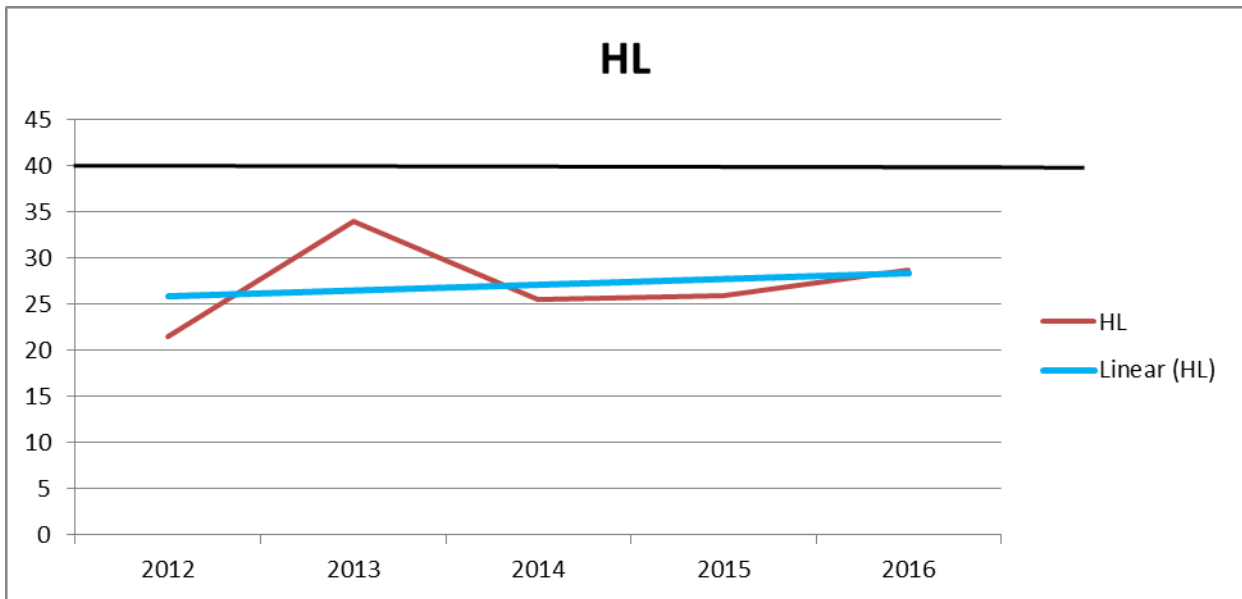
**KR62** – This location has been monitored since 2012 with no recorded exceedance of the objective. The highest level recorded was 33.86µg/m<sup>3</sup> in 2016. The trendline on the graph above indicates a slight increase in concentrations although in reality concentrations have remained largely constant at this location.

**Figure 7.0 - 8 monitored annual mean NO<sub>2</sub>**



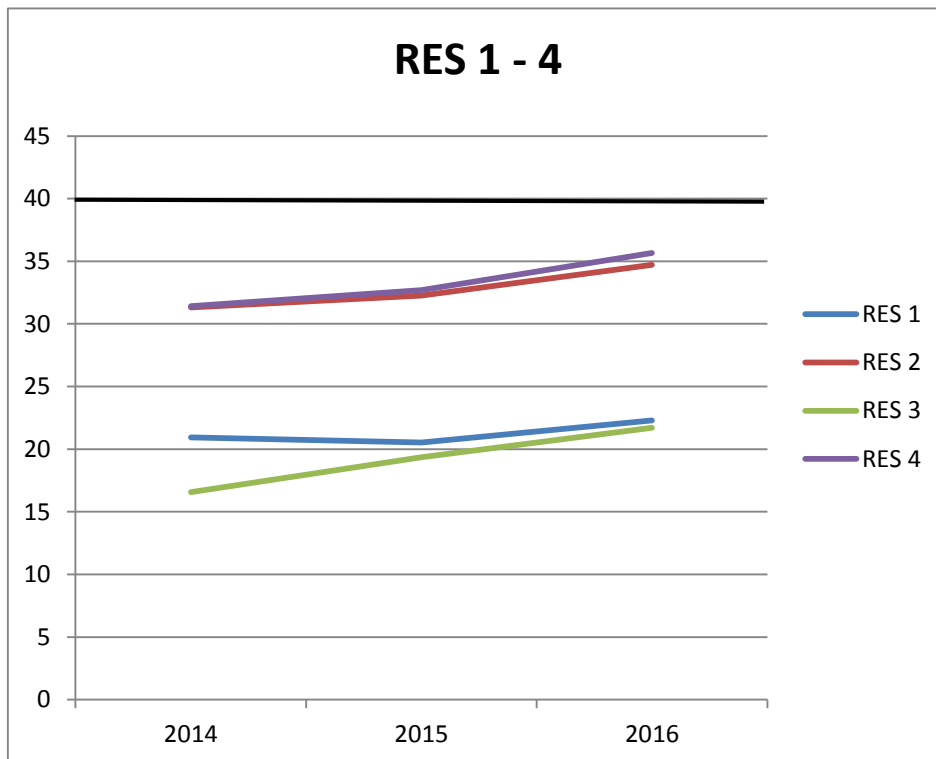
**8** - This location has been monitored since 2004 with no recorded exceedance of the objective. The highest recorded level was 30.3µg/m<sup>3</sup> in 2007. Levels of nitrogen dioxide have remained at least 25% and up to 50% below the objective for the majority of the monitoring duration. A significant decline in concentrations can be seen from the trendline shown on the graph above.

**Figure 8.0 - HL monitored annual mean NO<sub>2</sub>**



**HL** - This location has been monitored since 2012 with no recorded exceedance of the objective. The highest recorded level was 34µg/m<sup>3</sup> in 2013. The trendline indicates that concentrations have remained largely stable at this location.

**Figure 9.0 – RES 1 - 4 monitored annual mean NO<sub>2</sub>**

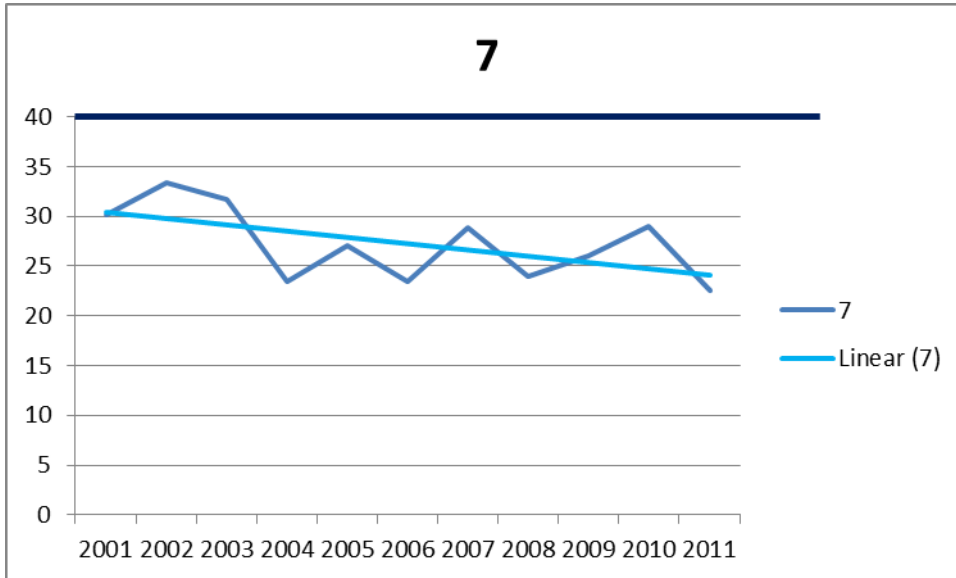


**RES 1 – 4** – These monitoring locations were introduced in 2014. No exceedance of the objective has been monitored at any of these locations. The highest recorded value was 35.67µg/m<sup>3</sup> at RES 4 in 2016. It should be noted that monitoring points RES 3 and RES 4

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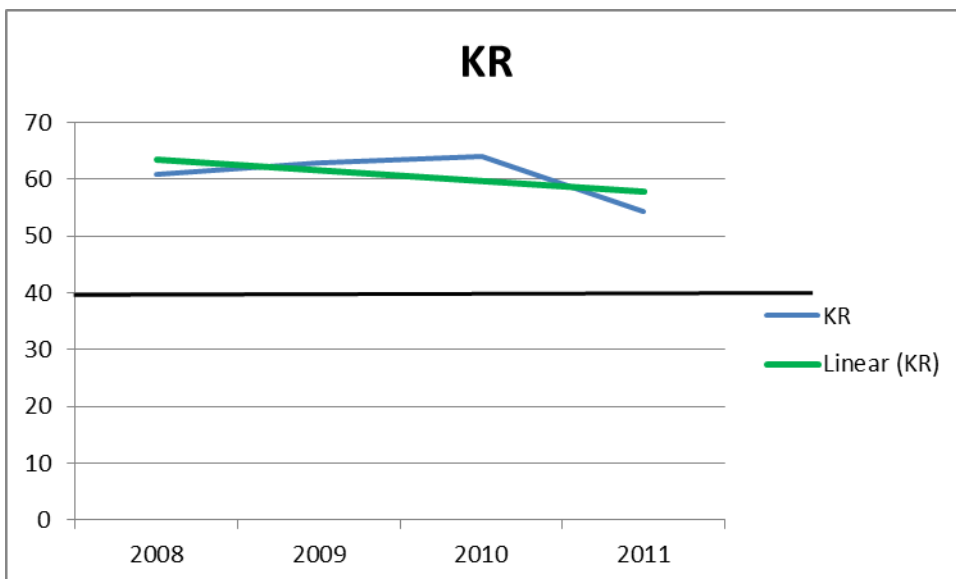
are located outside of the AQMA boundary. A trendline has not been included for these locations as they have only been in operation for a relatively short period of time. It can be seen that there has been a slight increase of concentrations at these locations however they are all 10% or more beneath the objective.

**Figure 10.0 - 7 monitored annual mean NO<sub>2</sub>**



**7** – This location was monitored between 2001 and 2011 and never breached the annual average objective with a highest concentration of 33.4µg/m<sup>3</sup> in 2002 and a lowest of 22.5µg/m<sup>3</sup> in 2011. A significant decline in concentrations can be seen from the trendline shown on the graph above.

**Figure 11.0 - KR monitored annual mean NO<sub>2</sub>**



**KR** – This location was monitored between 2008 and 2011. KR was located next to the Kidderminster Road approximately 1m away from traffic. As mentioned previously this

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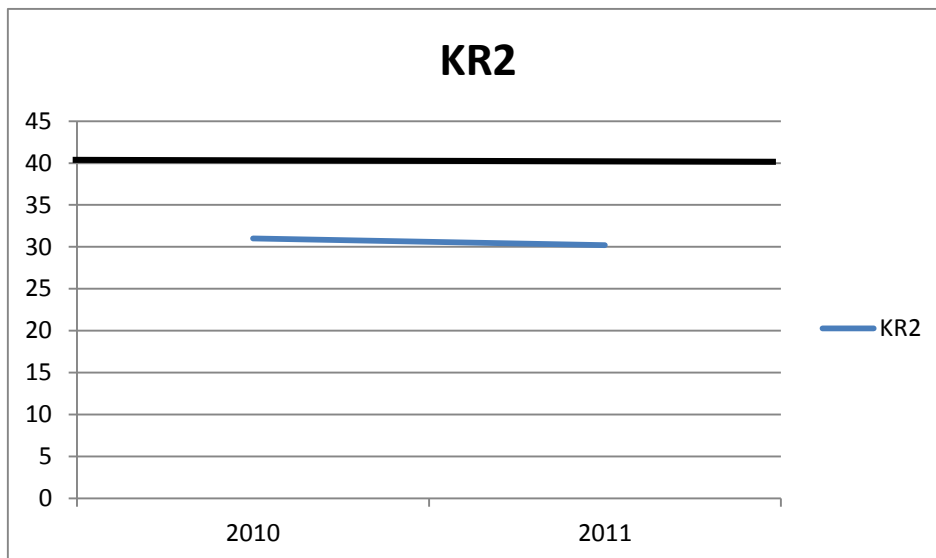
location did not represent relevant exposure as it was sited on a lamppost very close to the road and some distance from the nearest property. The highest level of NO<sub>2</sub> recorded at the site was 64µg/m<sup>3</sup> in 2010.

The further assessment carried out in 2012 noted that there was no exceedance of either the annual mean objective or the 1-hour mean objective at this location because there was no relevant exposure. In addition the location was not used for verification of the modelling conducted as part of the further assessment, which stated:-

*'The model output for the study area has been verified against five roadside diffusion tubes for 2010. Two of the monitoring sites have been excluded from the verification, i.e. the continuous monitor and diffusion tube site KR. These monitors were located close to the kerbside and it was considered these sites were not representative of distances from the road where there is relevant exposure'* (Further Assessment, March 2012 - A2.2).

KR was discontinued at the end of 2011 as part of the yearly diffusion tube rationalisation program as it did not represent relevant exposure. It was also located near to 9/A/B, which is sited on the façade of a residential property and therefore did represent relevant exposure.

**Figure 12.0 – KR2 monitored annual mean NO<sub>2</sub>**



**KR2** – This location was monitored in 2010 and 2011 and there was no exceedance of the national objective. The highest recorded level was 31µg/m<sup>3</sup>. The site was decommissioned as part of the 2012 rationalisation as it was located in close proximity to 11, a long standing position, and recorded low values of NO<sub>2</sub>.



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**Automatic Monitor** – the continuous air quality monitor was in place between June and December 2010 with no exceedance of the annual objective. A level of 38µg/m<sup>3</sup> was recorded following annualisation of short-term data in line with LAQM Technical Guidance. The analyser was located approximately 6m away from the nearest relevant receptor.

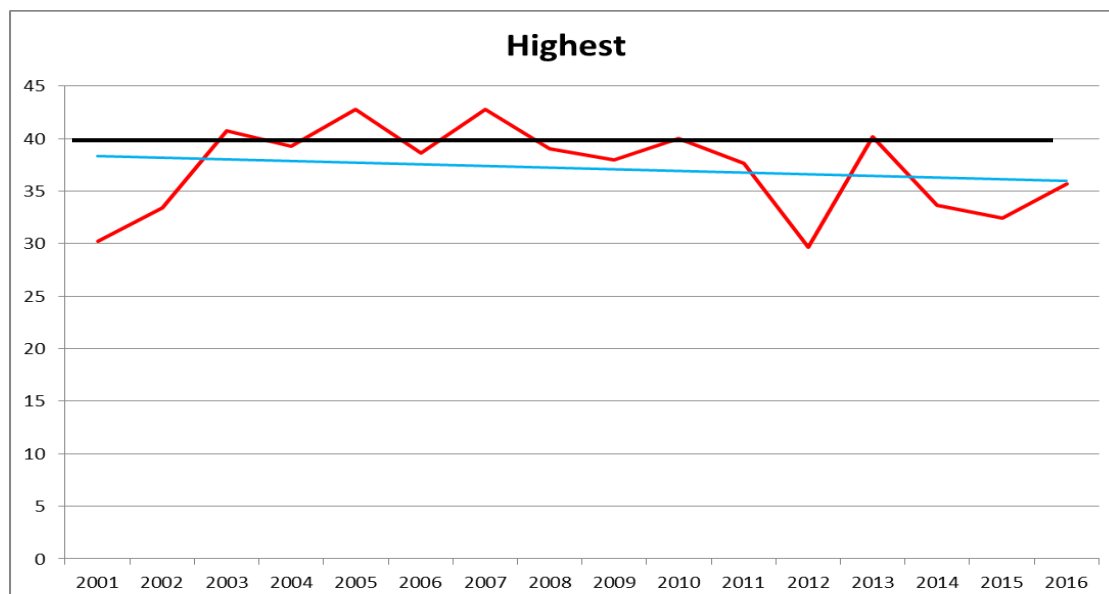
### 3.3 Results Discussion

Monitoring results have been assessed for the fifteen year period 2001 to 2016 at all available monitoring locations. As discussed above only five minor exceedances of the NO<sub>2</sub> annual mean objective have been measured during that time. There have also been five other occasions when measured concentrations fell within 5% of the NO<sub>2</sub> annual mean objective.

All of the above instances occurred in 2010 or prior to it with the one exception in 2013. It is noted that both 2010 and 2013 saw higher than usual concentrations of NO<sub>2</sub> both across Worcestershire and nationally. NO<sub>2</sub> concentrations are extremely susceptible to meteorological conditions. Generally higher concentrations are seen on cold, still days where NO<sub>2</sub> takes longer to volatilise and disperse and lower concentrations on warm, breezier days where volatilisation and dispersion occur much more rapidly. In 2010 and 2013 the UK experienced cooler winters than in previous and subsequent years and as such it is very likely that the higher concentrations of NO<sub>2</sub> observed during these years can be attributed to meteorological conditions.

With the exception of the instances outlined above, monitored concentrations of NO<sub>2</sub> within the Kidderminster Road, Hagley AQMA have generally fallen well below the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup>. On the whole levels have also not reached within 5% of the NO<sub>2</sub> annual mean objective over the past six years. The highest monitored levels of nitrogen dioxide recorded within the area for each year are presented in the graph below.

**Figure 13.0 – Highest monitored annual mean NO<sub>2</sub>**



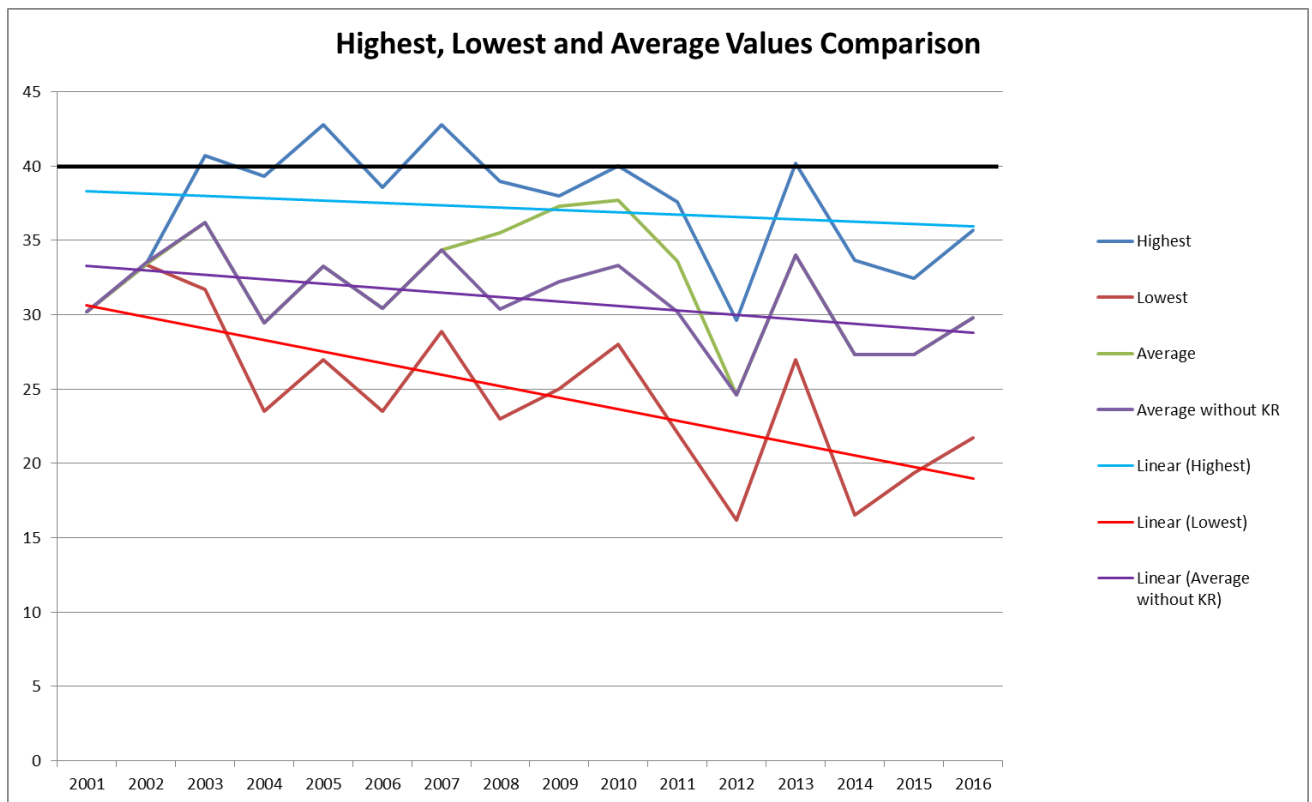
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A consistent downward trend in monitored NO<sub>2</sub> levels within the AQMA can be observed over the past fifteen years when viewing all locations. This downward trend may be attributed to any number of factors however the most significant is likely to be the general trend of increasingly mild winters combined with minor improvements in emissions associated with a modernised vehicle fleet. In addition factors such as improvements made to the local highway network and changes in travel behaviours, such as small increases in uptake of cycling and walking, will have also contributed to any improvement in NO<sub>2</sub> concentrations.

When the highest recorded values are compared with the lowest recorded values and average concentrations from all monitoring locations a distinct pattern in year on year fluctuations can be observed. These patterns fit with the observations made above relating to changes in meteorological conditions. The peaks are seen in years with colder winters such as 2010 and 2013 with lower concentrations in years with more mild weather conditions. A distinct downward trend comparable across all values is particularly noticeable when plotted in a diagrammatic form as can be seen on the graph below. Average values have been presented with and without KR for comparison.

**Figure 14.0 – Comparison of Highest, Lowest and Average NO<sub>2</sub> Values**



### 4 Conclusions and Recommendations

Assessment of the available monitoring data from all monitoring locations in and around the Kidderminster Road, Hagley AQMA has been undertaken. A small number of marginal exceedances of the annual mean objective for nitrogen dioxide have been observed. All of these have taken place prior to 2010 with one exception in 2013. Therefore there has been one marginal exceedance of the objective from a maximum of ten monitored locations in the last six years. Analysis of all available data indicates a downward trend in concentrations of nitrogen dioxide.

The Kidderminster Road, Hagley AQMA declaration was made based on marginal exceedances of the NO<sub>2</sub> annual mean objective in 2010. It is likely that the advent of increasingly mild winters over recent years combined with modernisations of the general vehicle fleet have resulted in concentrations of NO<sub>2</sub> that consistently fall well below the NO<sub>2</sub> annual mean objective. It is possible that particularly cold winters may result in the occasional marginal exceedances of the NO<sub>2</sub> annual mean objective however current understanding of the UK climate suggests that milder winters are likely to continue. Therefore any marginal exceedance of the NO<sub>2</sub> annual mean objective associated with possible occasional colder winters will be isolated. Consistent exceedances of the NO<sub>2</sub> annual mean objective over future years are considered unlikely, as demonstrated by the lack of consistent exceedances between 2001 and 2016 and a consistent downward trend in NO<sub>2</sub> concentrations across that same fifteen year period.

In addition, measures that have been implemented in the area as part of the Air Quality Action Plan (detailed in section 2 above) should also continue to have a positive impact on air quality. Improvements have been made to the phasing of traffic lights in the area which has included upgrading to the latest technology available. Traffic signals have also been introduced at the Hagley Island roundabout with additional alignment revisions. Other actions, such as Variable Message Signage, are also due for roll out in the near future subject to the appropriate funding. All of which are considered to offer a gradual betterment to air quality over future years.

These improvement works have formed the basis of the Action Plan for the Kidderminster Road, Hagley AQMA and WRS will continue to be heavily involved to ensure that improvements to air quality are realised. This is in accordance with PG(16) para. 4.11 *“Following a revocation, ideally the local authority should put in place a local air quality strategy (para 2.12) to ensure air quality remains a high profile issue...”*

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It is therefore recommended that Bromsgrove District Council consider revocation of the Kidderminster Road, Hagley AQMA.

LAQM Technical and Policy Guidance sets out some requirements in relation to revocation of AQMAs. These are summarised in the table below and evidence for each point provided.

**Table 5.0 – Revocation Requirements LAQM.PG(16) and LAQM.TG(16)**

LAQM revocation requirement laid out in PG(16) and TG(16)	Evidence in relation to Kidderminster Road, Hagley AQMA
<p><i>PG(16) 4.9 “Demonstrate that air quality objectives are being met and will continue to do so... Confidence that the improvements will be sustained...Typically this is after three years or more of compliance.</i></p>	<p>There has been no measured exceedance of the NO<sub>2</sub> annual mean objective at relevant exposure in the last three years.</p> <p>There has been no measured concentration of NO<sub>2</sub> within 5% of the NO<sub>2</sub> annual mean objective at relevant exposure in the last three years.</p> <p>Generally concentrations of NO<sub>2</sub> have consistently been below the NO<sub>2</sub> annual mean objective at relevant exposure over the past fifteen years, with five exceptions. Marginal exceedances of 40.2µg/m<sup>3</sup> in 2013, 40.0µg/m<sup>3</sup> in 2010, 42.8µg/m<sup>3</sup> in 2007 and 2005, and 40.7µg/m<sup>3</sup> in 2003. These concentrations are likely associated with cooler winters and are consistent with observed higher concentrations across the County and nationally in those years.</p> <p>Generally concentrations of NO<sub>2</sub> have consistently been below 95% of the NO<sub>2</sub> annual mean objective at relevant exposure over the past fifteen years, with a few exceptions. These occurred in 2010, 2009, 2008, 2006 and 2004.</p> <p>There has been a consistent downward trend in NO<sub>2</sub> concentrations at all monitoring locations within the AQMA over the past ten years.</p>
<p><i>TG(16) 3.46 &amp; 3.47 “In most cases the decision to revoke an AQMA should only be taken following a detailed study....however, in some instances if compelling evidence exists, detailed modelling to support the decision to ..revoke an AQMA may not be necessary and an AQMA may be amended or revoked following a screening assessment</i></p>	<p>Detailed dispersion modelling has not been undertaken in this case. It is considered that the fifteen years of monitoring data available across numerous monitoring locations provides sufficiently robust evidence on which to carry out a screening assessment, particularly considering the very small number of measured exceedances of the</p>

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<p><i>on the basis of robust monitoring evidence.</i></p>	<p>NO<sub>2</sub> annual mean objective.</p> <p>The Kidderminster Road, Hagley AQMA has only seen three exceedances of the NO<sub>2</sub> annual mean objective at relevant exposure in the past decade, and none since 2013. Since 2011 there has been only a single breach and no occasions where concentrations were within 5% of the NO<sub>2</sub> annual mean objective. It is considered to be disproportionate to carry out full detailed dispersion modelling in relation to any decision regarding revocation.</p> <p>As a result a detailed screening assessment has been undertaken and is presented in this report.</p>
<p><i>TG(16) 3.48 "... pollutant concentrations may vary significantly from one year to the next, due to the influence of meteorological conditions, and it is important that authorities avoid cycling between declaring, revoking and declaring again, due simply to these variations. Therefore, before revoking an AQMA on the basis of measured pollutant concentrations, the authority therefore needs to be reasonably certain that any future exceedances (that might occur in more adverse meteorological conditions) are unlikely. For this reason, it is expected that authorities will need to consider measurements carried out over several years or more, national trends in emissions, as well as local factors that may affect the AQMA, including measures introduced as part of the Air Quality Action Plan, together with information from national monitoring on high and low pollution years"</i></p>	<p>It is acknowledged that the influence of meteorological conditions is a significant factor when considering revocation of an AQMA. As discussed above it is considered likely that the most recent exceedances of the NO<sub>2</sub> annual mean objective observed within the AQMA are likely to be attributable to cooler winters in 2013 and 2010. The trend for higher concentrations in these years can be seen both locally and nationally.</p> <p>However, in considering that NO<sub>2</sub> concentrations in the AQMA are generally measured to be well below the NO<sub>2</sub> annual mean objective and well below 95% of the NO<sub>2</sub> annual mean objective, it is considered to be very unlikely that changing meteorological conditions would produce any consistent exceedance of the NO<sub>2</sub> annual mean objective that would require re-declaration of an AQMA in the future. Particularly considering the current understanding of climate and the predicted increase in warmer winters across the UK going forward.</p> <p>In addition the traffic signalling and roundabout improvements made to the road network in this area is considered to have improved traffic flow and reduced congestion through the existing AQMA area, having a positive impact on air quality. This planned improvement work formed the basis of the Action Plan for the AQMA and WRS will continue to be involved in it's development to ensure that air quality remains a high profile issue and ensure that improvements to air quality are realised.</p>

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In conclusion it is recommended that Bromsgrove District Council consider revocation of the Kidderminster Road, Hagley AQMA. There have been limited exceedances of the NO<sub>2</sub> annual mean objective between 2001 and 2016 with the majority taking place prior to and including 2010. Only one minor exceedance of the objective has been recorded in the last six years. This was a level of 40.2µg/m<sup>3</sup> in 2013. It is considered to be very unlikely that any consistent exceedance of the NO<sub>2</sub> annual mean objective will occur in the future.

Air Quality will remain an important high profile issue in the area in order to ensure that concentrations of NO<sub>2</sub> remain below the objective. The area will continue to be an “air quality consultation zone” within the WRS Planning Checklist ensuring that air quality is given due consideration through the planning process. In addition WRS will continue to be involved in the development of measures throughout the wider Bromsgrove District as per the Air Quality Action Plan.

## **Appendices**



## Appendix A: Summary of Statutory Air Quality Objectives in England

### A.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective <sup>1</sup>	
	Concentration	Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200 µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Sulphur Dioxide (SO <sub>2</sub> )	350 µg/m <sup>3</sup> , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m <sup>3</sup> , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	15-minute mean

<sup>1</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).

### Appendix B: Kidderminster Road, Hagley AQMA Sealed Order

Environment Act 1995 Part IV Section 83(1)

Bromsgrove District Council  
AQMA Order

Bromsgrove District Council in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the Bromsgrove District Council Air Quality Management Area No 2, and shall come into effect on 17<sup>th</sup> February 2010

The area shown on the attached map in red is to be designated as an air quality management area (the designated area). The designated area incorporates part of Kidderminster Road, Stourbridge Road and Hagley Hill, Hagley. The map may be viewed at the Council Offices.

This Area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality Regulations 2000

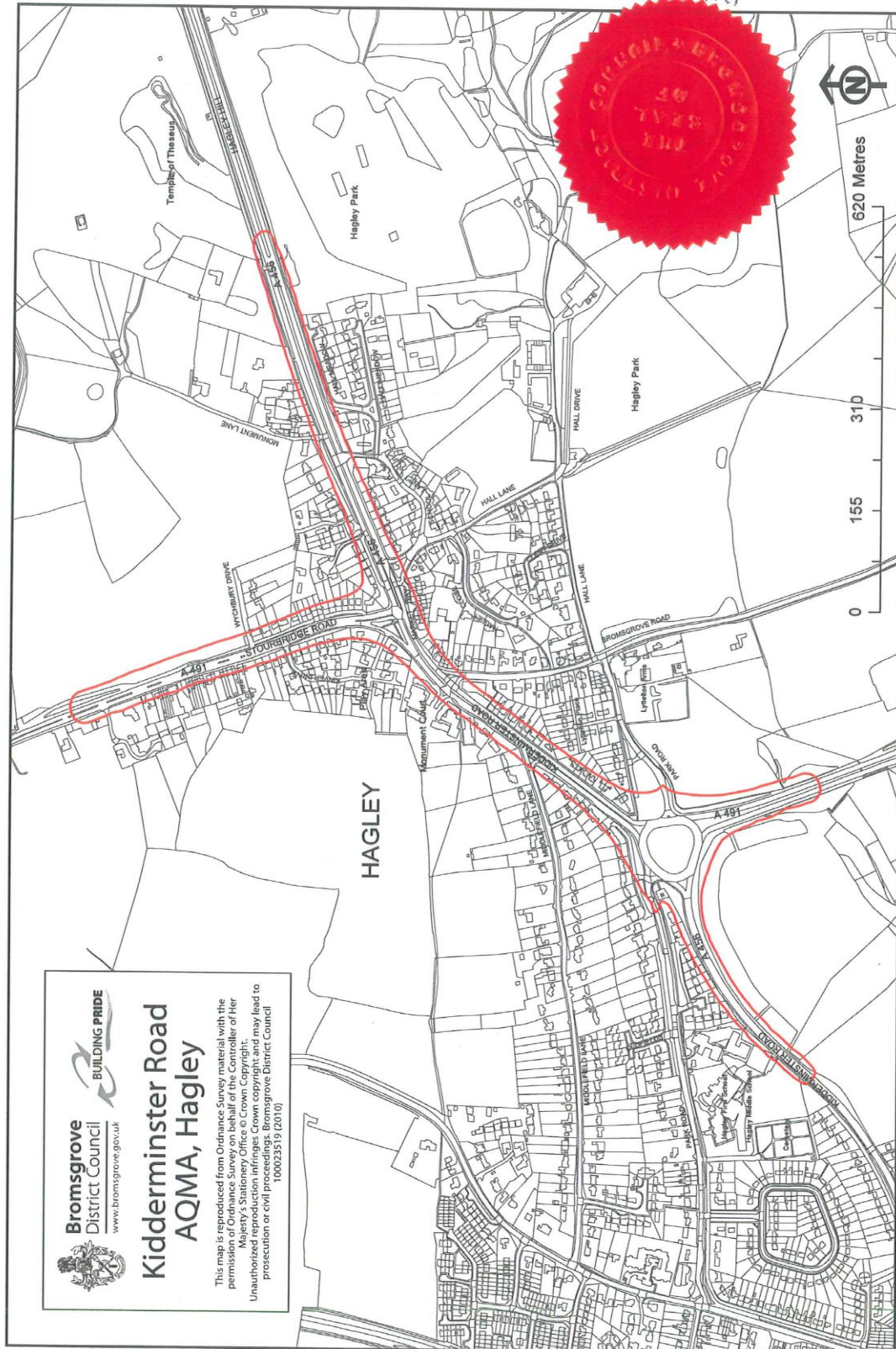
This Order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of Bromsgrove District Council

was hereto affixed on 17/02/2010 and signed  
in the presence of /on behalf  
of said Council

S. Sellers  
.....





## Appendix C: Diffusion Tube Monitoring

### C.1 Details of Non-Automatic Monitoring Sites

Site ID	Site Description	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
10	77a Park Road, Hagley	Urban Background	391137	280638	NO <sub>2</sub>	Yes	0	17	N	1.93
11	74 Worcester Lane, Hagley	Roadside	390295	280043	NO <sub>2</sub>	No	0	2.75	N	1.88
HL	20 Birmingham Rd Sign	Roadside	391551	280999	NO <sub>2</sub>	Yes	13	2	N	1.88
8	9 Market Way, Hagley	Roadside	391452	280947	NO <sub>2</sub>	Yes	0	13.8	N	1.88
9/a/b	78 Kidderminster Road, Hagley	Roadside	391210	280668	NO <sub>2</sub>	Yes	0	8.3	N	1.98
KR62	62 Kidderminster Road	Roadside	391182	280631	NO <sub>2</sub>	Yes	0	7	N	1.98
RES 1	26 Stourbridge Rd, Hagley	Roadside	391445	281179	NO <sub>2</sub>	Yes	0	15	N	2.10
RES 2	21 Birmingham Road, Hagley	Roadside	391556	281042	NO <sub>2</sub>	Yes	0	15	N	2.20
RES 3	104 Kidderminster Road South, Hagley	Roadside	389827	279590	NO <sub>2</sub>	No	0	14.3	N	2.00
RES 4	23 Worcester Road, Hagley	Roadside	390025	27965	NO <sub>2</sub>	No	0	14.5	n	2.10
KR	Kidderminster Road, Hagley (roadside outside no 78)	Kerbside	391277	280774	NO <sub>2</sub>	Yes	7	1	N	

Bromsgrove District Council

Site ID	Site Description	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
KR2	10 Kidderminster Road, Hagley	Roadside	390363	280044	NO <sub>2</sub>	No	0	13.6	N	
7	No.5 Stourbridge Road.	Background	391437	281037	NO <sub>2</sub>	Yes	0	9	N	
CM	Kidderminster Road	Kerbside	391354	280919	NO <sub>2</sub>	Yes	6	2.5	n/a	

## C.2 Monitoring Data 2001 – 2016

Site ID	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(1,2)</sup>															
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
10				27.7	33.4	31.7	33.3	34	37	38	37.6	29.65	37	32.01	30.22	33.52
11			<b>40.7</b>	31.1	34.3	31.7	36.6	32	35	34	31.5	24.71	33	29.87	27.68	31.28
HL												21.49	34	25.48	25.92	28.65
8				25.8	28.7	26.6	30.3	23	25	28	22.1	16.17	27	20.42	20.01	21.88
9/a/b				39.3	<b>42.8</b>	38.6	<b>42.8</b>	39	38	<b>40</b>	37.2	27.51	<b>40.2</b>	33.65	32.44	34.49
KR62												28.24	33	31.76	32.17	33.86
RES 1														20.93	20.54	22.29
RES 2														31.31	32.26	34.72
RES 3														16.56	19.35	21.71
RES 4														31.43	32.70	35.67
KR								61	63	64	54.4					
KR2											31	30.2				
7	30.2	33.4	31.7	23.5	27	23.5	28.9	24	26	29	22.5					
CM											38					

(1) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Technical Guidance LAQM.TG16 if valid data capture for the full calendar year is less than 75%.

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQO	Air Quality Objective
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
QA/QC	Quality Assurance and Quality Control

### References

1. Air Quality Consultants (2012) 'Further Assessment Kidderminster Road, Hagley for Bromsgrove District Council'
2. DEFRA (2016) 'Local Air Quality Management Policy Guidance LAQM PG.(16)'
3. DEFRA (2016) 'Local Air Quality Management Technical Guidance LAQM TG.(16)'
4. Worcestershire Regulatory Services (2013) 'Air Quality Action Plan for Worcestershire'
5. Worcestershire Regulatory Services (2015) 'Air Quality Action Plan Progress Report for Worcestershire April 2013-April 2015'
6. Worcestershire Regulatory Services (2016) 'Air Quality Action Plan Progress Report for Worcestershire April 2015 – March 2016'
7. Worcestershire Regulatory Services (2016) 'Annual Status Report – Bromsgrove District Council'
8. Worcestershire Regulatory Services Website  
<http://www.worcsregservices.gov.uk/pollution/air-quality/>



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**MEDIUM TERM FINANCIAL PLAN 2018/19 -2021/22**

Relevant Portfolio Holder	Brian Cooper
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering ( Exec Director)
Wards Affected	<b>All</b>
Ward Councillor Consulted	None specific

**1. SUMMARY OF PROPOSALS**

1.1 To enable to consider the final revenue position and the Capital Programme for 2018/19-2021/22.

**2. RECOMMENDATIONS**

**2.1 Cabinet is asked to recommend to Full Council**

**2.1.1 Approve the additional income / efficiencies as attached at Appendix 1:**

**2018/19 £ 580k  
2020/21 £ 53k  
2021/22 £272k**

**2.1.2 Approve the unavoidable pressures as attached at Appendix 2:**

**2018/19 £ 515k  
2019/20 £ 3k**

**2.1.3 Approve the Revenue bids as attached at Appendix 3:**

**2018/19 £165k  
2019/20 £15k**

**2.1.4 Approve the Capital Programme bids as attached at Appendix 4:**

**2018/19 £1.423m  
2019/20 £1.109k  
2020/21 £1.940m  
2021/22 £1.245m**

**2.1.5 The approval of the return / release from balances of :**

**2018/19 £ 16k ( return to balances)  
2019/20 £ 563k ( transfer from balances)  
2020/21 £ 494k ( transfer from balances)  
2021/22 £ 645k ( transfer from balances)**

**2.1.6 Approval of the Increase of Council Tax by 2.99% (£6.29 pa) per Band D equivalent for 2018/19**

- 2.1.7 That the budget savings and pressures for 2018/19-2021/22 are subject to change due to the potential impact of changes to service delivery and the localisation of Business Rates together with any future changes to New Homes Bonus.**

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 The Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made. For 2018/19 a 4 year plan is proposed to 2021/22. The plan addresses how the Council will provide financial funding to the Strategic Purposes and ensure residents receive quality services to meet their needs in the future. The Purposes that drive the financial considerations are :
- Help me find somewhere to live in my locality
  - Provide good things for me to see, do and visit
  - Help me live my life independently
  - Help me run a successful business
  - Help me be financially independent
  - Keep my place safe and looking good
- 3.2 When reviewing the budget projections officers consider the impact of demand on service and the costs associated with this demand. This may result in additional costs (associated with maintaining current service delivery) or reductions in anticipated income revenue over the next 4 years.
- 3.3 As Members are aware there continue to be considerable pressures facing the Council over the next 4 years as a result of a number of issues including:
- Potential further reductions in New Homes Bonus Grant
  - Impact of Negative Revenue Support Grant currently estimated at £740k in 2019/20. There is a consultation paper expected on this in Spring 2018.
  - Impact of the Localisation of Business Rates scheme which is now deferred to 2020/21.
  - Impact of the fair funding review which is to be implemented in 2020/21.

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3.4 Officers will continue to work with our partners to identify the costs that may be associated with some of these changes.

#### 3.5 **Settlement**

3.5.1 The provisional settlement was announced in mid-December 2017. A number of issues were included within the information, including;

- Local Government Funding Reform to be implemented in 2020/21. A Consultation paper to be published in Spring 2018.
- Advised that the Business Rates Baseline reset will be in 2020/21
- From 2020/21 all grants to be included in Business Rates Retention
- Council Tax – can increase Council Tax by 3% (previously 2%) without a referendum for both 2018/19 & 2019/20. This would increase Council Tax by approximately £47k.
- Business Rate Pilots – Worcestershire not approved as a pilot. Potential for further rounds of bidding. Therefore Bromsgrove will remain in GBS Pool for 2018/19
- No changes to New Homes Bonus
- Advised that there will be consultation in Spring 2018 in relation to “negative “ grant – currently £740k in 2019/20

#### 3.6 **Revenue Support Grant**

3.6.1 This Council in common with virtually every other Council in the country signed up to the government offer of a four year funding settlement. This brought more certainty to the funding figures but not complete certainty or protection from changes to the funding levels as described below.

3.6.2 As Members are aware from previous reports the Revenue Support Grant for the Council was withdrawn from 2016/17 with 2 years of transitional grant being paid to reduce the impact of the income shortfall. A transitional grant of £114k was paid in 2017/18 with no grant payable in 2018/19.

3.6.3 Within the current projections there is an assumption that a repayment will be made to Government in 2019/20. This is due to the calculated core spending power for the Council being less than the estimated funding received. For 2019/20 the provisional settlement provides for a £740k repayment. Officers have projected that this will continue into 2021/22.

#### 3.7 **Business Rates**

3.7.1 For 2018/19 the government assessed baseline for business rates is £1.680m, if business rates ~~Page 47~~ have the baseline, then this council

keeps a proportion of that funding. The opposite applies for any losses with the Council having to repay some of its formula funding. It is anticipated that there will be a reset of business rates in 2020/21 which will absorb any growth and the Government has proposed that the changes to the Business Rates funding will be applicable from 2020/21, however no further details have been received on this.

#### 3.8 New Homes Bonus (NHB)

3.8.1 The amount of NHB for 2018/19 has been confirmed as £1.643m which is £128k less than anticipated in the MTFP. This is due to the Band D equivalent properties being less than anticipated due to redevelopments not being delivered in the District. The 2018/19 income is £315k. The 0.4% levy on growth equated to 169 properties which would have generated approximately £217k additional income.

3.8.2 The Government also announced in the settlement that they expect to make further changes to NHB in future years. So not only can we expect significantly less than we would have earned, there is also increased risk to this funding stream in future years.

3.8.3 The MTFP will continue to be refreshed annually to take account of future changes in funding.

3.8.4 An assumption has been made that the Community Bid scheme will continue at a level of 25% per annum based on the additional New Homes Bonus payable for the year. For 2018/19 this equates to £79k.

#### 3.9 Council Tax

3.9.1 Within the settlement the Government allowed Councils to increase Council Tax by up to 3% without the need for a referendum. The Council will decide the level of the council tax for 2018/19 on 21<sup>st</sup> February 2018. If the recommendations contained in this report are approved, the demand on the collection fund to meet the Council's own needs will be £7,910,079 representing a 2.99% (£6.29) increase on Band D Council Tax compared to the current financial year. The Council Tax relating to the Councils services will rise from £210.24 to £216.53.

#### 3.10 General Fund

3.10.1 The level of the general fund balance is currently £4.2m. As part of the budget proposals for 2017/18 it was estimated that £279k would be returned to balances which would result in £4.5m remaining at 1st April 2018.

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3.10.2 Should the budget be approved as included in the projections above the draw down over the 4 years will be £1.6m and therefore maintain £2.9m for future use. As members are aware a report will be presented in March to consider options and funding requirements for the replacement Sports Hall.

#### **3.11 Collection Fund**

3.11.1 The collection fund has a declared surplus of over £600k as at March 2017 which will be distributed amongst the major preceptors using the prescribed formulae. This Council's share of the surplus payable as a one off sum is £109k.

#### **3.12 Precepts**

3.12.1 The precepts from Worcestershire County Council, the Hereford and Worcester Combined Fire Authority, and the West Mercia Police Authority have not yet been received. The precepting bodies have until 28 February to provide this information, which will be needed to enable the Council to make its formal decisions. Precept notifications have been received from all of the parish and town councils.

#### **3.13 Capital Programme**

3.13.1 The Capital Programme has been extended to a 4 year rolling and officers are currently working to ensure that the level of expenditure falls within the current estimated project allocation. The borrowing costs associated with any schemes have been factored into the revenue summary statement. The Capital Programme is attached at Appendix 4 for consideration. There are detailed business cases available for all capital projects should members wish to consider them further.

#### **3.14 Efficiency Plan**

3.14.1 The Efficiency Plan as approved in October 2016 included a number of areas whereby the costs to the Council could be reduced in a number of ways. The following key themes were identified to enable officers to manage the shortfalls in funding:

- Identifying opportunities to increase income and growth
- Identify alternative models of delivery in the provision of services and to consider the most appropriate provider
- Identify further efficiency by continuing to drive waste out of services and reduce cost
- Continue to redesign services to provide quality support and service to the customer whilst releasing savings
- Assessing the value for money of service provided and demonstrating where resources can be realigned note 1

- Designing services across public and voluntary sector organisations to secure better outcomes and reduce overall spend
- Resetting future budget to meet prior years expenditure and income

3.14.2 The budget includes the delivery of the savings and income as identified in the Efficiency Plan. As reported in the 2017/18 budget proposal there may be changes to the way that the savings are delivered when officers have reviewed the plans. The savings for 2018/19 detail how the financial pressures affecting the Council will be realised.

### 3.15 Current Position

3.15.1 When proposing the budget officers have also identified a number of budget pressures that have been deemed “unavoidable”. Unavoidable includes the ongoing effects of pressures identified during 2017/18 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. In addition income shortfalls that cannot be managed by improved marketing or price increases have been addressed during the budget planning. The pressures and income shortfalls are identified at Appendix 1

3.15.2 In addition to the unavoidable pressures revenue bids have been identified and included at Appendix 2. The main bid relates to £150k in relation to the ongoing transport assessment work that is being undertaken for the Council. This is a one year only request for 2018/19.

3.15.3 In addition to Heads of Service proposed savings there have been a number of suggestions from staff in relation to efficiencies and income that could be realised. These are included at Appendix 3.

### 3.16 Financial Position

3.16.1 The final summary position below includes the financial impact of the above in addition to the following assumptions:

- 2% pay award in relation to the National Agreement in place. The initial budget was increased by 1% but the revised 2018/19-2019/20 takes into account the nationally proposed 2% increase for staff
- General inflationary increases in relation to contract arrangements
- An nationally set increase of 20% in planning fees that are to be utilised on investments and resourcing to the service.
- Payment of “negative grant” to the Government in 2019/20 - 2021/22 of £740k pa. This remains to be confirmed as part of the localisation of business rates implementation

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- Increases as per the fees and charges proposals
- Borrowing costs resulting from the capital programme
- An estimation of the New Homes Bonus income based on planning numbers
- Additional growth income estimated in relation to the Business Rates receivable by the Council
- Council Tax at 2.99% for 2018/19-2019/20 and £5 for 2020/21-2021/22
- Draw down of £327k of reserves relating to vehicles
- Assumed that £20m investment and acquisition will be made by 2021/22. A rate of return of 5.33% has been included in the budget projections. Members should be aware that the draw down from balances will increase should no investments be identified.

	2018-19	2019-20	2020-21	2021-22
	£000	£000	£000	£000
Departmental Expenditure (Starting Position)	10,583	10,558	10,695	10,719
Net adjustment for prior year one off savings / pressures		-27	-80	-53
Incremental Progression/Inflation on Utilities	202	161	157	177
Unavoidables	515	3	0	0
Revenue Bids/Revenue impact of capital bids	165	0	0	0
Savings and Additional income	-580	0	-53	-219
Transfer from reserves	-327	0	0	0
Release of reserves no longer required	0	0	0	0
Release of reserves to fund shortfall	0	0	0	0
<b>Net Service Expenditure</b>	<b>10,558</b>	<b>10,695</b>	<b>10,719</b>	<b>10,624</b>
Interest Payable	71	362	595	1,019
MRP (Principal)	497	570	809	1,067
Recharge to Capital Programme	-25	-25	-25	-25
<b>Net Operating Expenditure</b>	<b>11,101</b>	<b>11,603</b>	<b>12,099</b>	<b>12,684</b>
Revenue Support Grant	-0	-0	-0	-0
Admin Subsidy Grant Reduction	0	0	0	0
Transitional Grant	0	0	0	0
Business Rates Retention (Baseline Funding)	-1,622	-1,735	-1,735	-1,735
Tariff Adjustment - negative grant	0	740	740	740
Funding from Business Rate Growth	0	0	0	0
Section 31 Grant	0	0	0	0
Business Rates Deficit	0	0	0	0
Expected Levy Payment (net)	88	81	83	84
New Homes Bonus	-1,643	-1,610	-1,520	-1,260
New Homes Bonus Community Scheme	79	79	79	79
Collection Fund Surplus (Council Tax)	-109	0	0	0
Council Tax	-7,910	-8,328	-8,612	-8,881
Investment Income		-267	-640	-1,066
Proposed Funding from Balances	16	-563	-494	-645
<b>Funding Total</b>	<b>-11,101</b>	<b>-11,602</b>	<b>-12,099</b>	<b>-12,684</b>
<b>Shortfall</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>0</b>

3.17 As the table above shows there is a shortfall from 2019/20-2021/22 to be found by savings and additional income. There is a projected

shortfall on New Homes Bonus over the period compared to that originally anticipated when last years 4 year plan was approved. This is due to less growth in the Band D properties than that already anticipated as housing developments have not commenced. It is proposed that there is a drawdown from balances to meet the shortfall as detailed at 3.10, however officers will continue to review costs and income to ensure the level of balances is retained at an appropriate level.

3.18 Over the last 12 months the Finance and Budget working group, as established by the Overview and Scrutiny Committee has met on a regular basis to review costs, fees and charges and the capital programme and have made a number of recommendations to Cabinet.

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

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

#### **Customer / Equalities and Diversity Implications**

3.20 The impact on the customer has been reduced due to the savings being realised by reduction of waste in the services and ensuring that all service that create value to the customer are resourced.

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

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

- Reductions in government funding leading to a reduction in the level of services delivered to the public
- Reductions in business rates income as a result of appeals or reduction in the rateable value leading to a lower level of income for the Council.
- Identification of sufficient and ongoing revenue savings to deliver a balanced budget.
- Allocation of sufficient resources to meet the needs of service delivery and the Councils priorities.
- Maintain adequate revenue and capital balances as identified in the MTFP to ensure financial stability.

The regular financial monitoring by Officers and Cabinet will provide a framework to mitigate the above risks.



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**5. APPENDICES**

Appendix 1 – Additional income / Efficiencies

Appendix 2 – Unavoidable Pressures

Appendix 3 - Revenue Bids

Appendix 4 – Capital bids

**AUTHOR OF REPORT**

Name: Jayne Pickering – Exec Director Finance and Resources  
E Mail: [j.pickering@bromsgroveandredditch.gov.uk](mailto:j.pickering@bromsgroveandredditch.gov.uk)  
Tel: 01527-881400

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# SAVINGS & ADDITIONAL INCOME - BDC

## APPENDIX 1

Department	Strategic Purpose	Description of saving	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Comments
Business Transformation - ICT	All Strategic Purposes	Annual Revenue Budget Saving	-123				Saving from efficiencies and contract reviews
CCTV	Keep my place safe and looking good	acommodation charges	-12				Already included in support recharges
CCTV	Keep my place safe and looking good	telephone charges	-6				Savings from new contract
housing strategy	Help me find somewhere to live in my locality	staff savings from reduced mileage and reduced hours	-3				Savings from staff member reducing working hours
housing strategy	Help me find somewhere to live in my locality	removal of budget historical DFG monies	-7				Review of budget efficiencies
lifeline	Help me live my life independently	acommodation charges	-12				Already included in support recharges
community services	Help me live my life independently	various	-28				Review of budget efficiencies
Corporate	Enabling	Reduction in External Audit Costs	-16				Reduced as per new contract arrangements
Corporate	Provide good things for me to see and visit	Appeals in Asset of Community	-20				Savings to be offered, subject to any future appeals to be drawn down from balances
Customer Access and Financial Support	Enabling	Reduction in Hrs	-5				Savings from staff member reducing working hours
Environmental Services	Keep my place safe and looking good	Utilities	-36				More efficient lighting and boiler
Environmental Services	Keep my place safe and looking good	Maintenance	-9				Saving on Depot Maintenance
Environmental Services	Keep my place safe and looking good	Additional Garden Waste income	-54				Price increase to £45 in 18/19
Environmental Services	Keep my place safe and looking good	Fuel and Veh R&M	-117				Fuel and R&M due more efficient working lower fuel costs.
Environmental Services	Keep my place safe and looking good	Domestic Bin Replacements	-53				Revenue saving achieved by moving replacement of bins to capital.

Department	Strategic Purpose	Description of saving	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Comments
Environmental Services	Keep my place safe and looking good	Trade Bin Replacements	-10				Revenue saving achieved by moving replacement of bins to capital.
Environmental Services	Keep my place safe and looking good	Garden Waste Bin Replacements	-3				Revenue saving achieved by moving replacement of bins to capital.
Sports Development	Give me good things to see, do and visit	Efficiency Saving	-5				Review of budget efficiencies
Sports Development	Give me good things to see, do and visit	Savings on accomodation costs	-8				Review of budget efficiencies
Sports Services	Give me good things to see, do and visit	Year 3 and 4 income based upon operators offer at bslc	0		-53	-219	Additional income generated from new service provider at the Bromsgrove Leisure Centre
Business Development	Give me good things to see, do and visit	NNDR on George House	-18				Savings following demolition of building
Business Development	Give me good things to see, do and visit	R & M for Parkside Building	-25				This saving relates to the repairs and maintenance of the building that are less than initially. This will be used to offset the income pressure against Parkside Hall which has been difficult to achieve but additional marketing will aim to mitigate the shortfall
Building Control	Keep my place safe and looking good	Additional cross boundary partnership working	-2				Additional income generated following marketing of service.
Planning	Enabling	Reduction in car mileage costs	-8				Review of budget efficiencies
<b>TOTAL</b>			<b>-580</b>	<b>0</b>	<b>-53</b>	<b>-219</b>	

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**NEW REVENUE BIDS - BDC**

**APPENDIX 2**

Department	Strategic Purpose	Description of revenue bid	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Comments
Environmental Services	Keep my place safe and looking good	Street light repair and maintenance (Not Car parks)	5				No budget exists for maintaining Council owned street lights not on car parks
Strategic Planning and Conservation	Help me run a successful business Help me find somewhere to live in my locality Provide good things for me to see, do & visit Keep my place safe & looking good	Transport Consultancy	150	n/a	n/a	n/a	To provide funding for transport assessment
Business Transformation	Enabling	Worcestershire Office for Data and Analytics (WODA) Funding	10				Funding to support a County wide data sharign agreement. WODA aims to facilitate enhanced data sharing between partner organisations.
<b>TOTAL</b>			<b>165</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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**UNAVOIDABLE PRESSURES - BDC**

**APPENDIX 3**

Department	Strategic Purpose	Description of Pressure	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Comments
community	Help me live my life independently	sunrise project staff cost	16	0	0	0	To provide funding to the Sunrise Project in the District to ensure additional resource is available to provide the community with support
Across all services	Enabling	Insurances - Due to inflation	30	0	0	0	Inflationary pressures to increase in insurance costs
Environmental Services	Help me run a successful business	Car Park Income	100	0	0	0	Decline in the number of people using the car parks
Sports Services	Give me good things to see, do and visit	Year 1 and 2 pressure based upon operators offer at bscl	140	0	0	0	Year 1 and 2 pressure based upon operators submission as part of the BSLC procurement exercise.
Business Development	Give me good things to see, do and visit	Parkside Hall Income	25	0	0	0	Shortfall in income from the Parkside Suite due to lower than anticipated usage. Additional marketing will be undertaken with the aim to mitigate the shortfall. The savings from the repairs and maintenance will offset this shortfall.
Business Development	Give me good things to see, do and visit	Bromsgrove Public Conveniences	10	0	0	0	Additional budget required for cleaning equipment and supplies to maintain the current standard of service provision.
Business Development	Give me good things to see, do and visit	Roundabout Sponsorship	10	0	0	0	Sponsorship income target has not been achieved this year (17/18) s due to a move away from more traditional marketing methods and on to on line platforms. The Bromsgrove A38 sites and those located near the town centre are successful/sponsored -however the sales of outlying sites proves to be very difficult with little interest shown and/or with issues around cost being apparent when interest is shown.
Business Development	Give me good things to see, do and visit	Council House	62	0	0	0	NNDR and essential utility costs continue to be incurred while the future use of the building/land is resolved.
Corporate	Salary pressure - 1% increase to 2%	to reflect the proposed pay award	122	3			To provide the funding between the initial estimated pay award of 1% to the proposed award of 2%
<b>TOTAL</b>			<b>515</b>	<b>3</b>	<b>0</b>	<b>0</b>	

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# CAPITAL BIDS - BDC

## APPENDIX 4

Department	Strategic Purpose	Description	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Commentary
Strategic Housing	Help me to live my life independently	Home Repairs Assistance Lifetime Loans	50	50	50	50	To continue the current initiative that was funded for 3 years
Strategic Housing	Help me to live my life independently	Disabled Facilities Grants	780	750	750	750	
Strategic Housing	Help me to be financially independent, help me to live my life independently, keep my place safe and looking good	Bromsgrove Energy Efficiency Fund	110	110	0	0	To further extend the current project for 2 years.
Leisure and Culture	Provide good things to see do and visit	Hagley Scouts	100				To provide £100k of funding towards the extension and refurbish of the Hagley Scouts headquarters to enable the group to meet the demand from new residents and to enhance the premises available for use by the wider community. The overall cost is £375k.
Environmental Services	Keep my place safe and looking good	Depot Site resurfacing phase 2	150	100			Depot Site resurfacing phase 2
Environmental Services	Help me run a succesful business	resurfacing Golden Cross Lane Car park Catshill	40				resurfacing Golden Cross Lane Car park Catshill
Environmental Services	Keep my place safe and looking good	Multi 10T Gritter	25				Multi 10T Gritter
Environmental Services	Keep my place safe and looking good	Update Boundary Security at the Depot	20				Update Boundary Security at the Depot
Environmental Services	Keep my place safe and looking good	Vehicle replacement Schedule	0	0	1,046	351	
Environmental Services	Keep my place safe and looking good	Wheelie bin replacement	107	99	94	94	

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## CAPITAL BIDS - BDC

## APPENDIX 4

Department	Strategic Purpose	Description	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Commentary
Allotments	Give me good things to see, do and visit	Replacement Perimeter Fencing to Stoke Road (200m) & Rigby Lane (180M) allotments	41	0	0	0	Essential works now required and the fencing lines can no longer be maintained as they are at the end of their useful life.
<b>TOTAL</b>			<b>1,423</b>	<b>1,109</b>	<b>1,940</b>	<b>1,245</b>	



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6<sup>th</sup> December 2017

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#### FEES AND CHARGES

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

#### 1. SUMMARY OF PROPOSALS

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income targets in the Medium Term Financial Plan 2018/19 – 2021/22.

#### 2. RECOMMENDATIONS

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

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. The guideline increase provided to Heads of Service was 2.8% in line with CPI. However managers have been asked to look at their fees and charges to review demand and cost.
- 3.2 It is proposed that the revised fees and charges will be advertised to the public within approved deadlines with a start date of 1<sup>st</sup> January 2018, where an invoice has not already been raised covering the last quarter of the financial year, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.

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

#### **Legal Implications**

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

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

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

#### **Customer / Equalities and Diversity Implications**

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

### **4. RISK MANAGEMENT**

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

### **5. APPENDICES**

Appendix 1 – Fees and Charges

### **6. BACKGROUND PAPERS**

None.

### **7. KEY**

None

### **AUTHOR OF REPORT**

Name: Kate Goldey – Business Support Accountant  
E Mail: k.goldey@bromsgroveandredditch.gov.uk  
Tel: 01527 881208

**Business Transformation**

Roundings to the nearest 10p.

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

**Customer Access and Financial Support**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/decrease / £ increase/decrease % / £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
<b><u>LOCAL TAX COLLECTION</u></b>					
- Council Tax Court Costs	67.60	0.00	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	
<b><u>Customer Services</u></b>					
Interview Rooms ( based at Service Centre Max 6 persons in room)					
- Per full day (9am - 5pm)	43.70	0.00	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
<b>STRATEGIC HOUSING</b>					
<b>Homeless persons' hostels</b>					
- Single room	9.30	£0.26	2.80%	9.60	Inflation increases in line with CPI
- Heating	0.60	£0.02	2.80%	0.60	Inflation increases in line with CPI
- Two single rooms	14.30	£0.40	2.80%	14.70	Inflation increases in line with CPI
- Heating	1.40	£0.04	2.80%	1.40	Inflation increases in line with CPI
- Double room	14.30	£0.40	2.80%	14.70	Inflation increases in line with CPI
- Heating	1.40	£0.04	2.80%	1.40	Inflation increases in line with CPI
- More than one double room	19.60	£0.55	2.80%	20.20	Inflation increases in line with CPI
- Heating	2.20	£0.06	2.80%	2.30	Inflation increases in line with CPI
<b>Bed and breakfast</b>					
- Single room	15.20	£0.43	2.80%	15.60	Inflation increases in line with CPI
- Two single rooms	30.60	£0.86	2.80%	31.50	Inflation increases in line with CPI
- Double room	15.20	£0.43	2.80%	15.60	Inflation increases in line with CPI
- More than one double room	19.70	£0.55	2.80%	20.30	Inflation increases in line with CPI
<b>- Breakfast</b>					
- adult	2.30	£0.06	2.80%	2.40	Inflation increases in line with CPI
- child	1.90	£0.05	2.80%	2.00	Inflation increases in line with CPI
- Single of effects (per night)	2.40	£0.07	2.80%	2.50	Inflation increases in line with CPI
- RDB Plan Preparation for BDHT	116.20	0.00		116.20	
<b>Private Sector Housing</b>					
Housing Fitness Inspections	114.50	£4.47	3.90%	119.00	Based on average time/officer costs of service
<b>Registration of housing in multiple occupation:</b>					
per occupant	94.50	5.82%		100.00	Based on average time/officer costs assessment
per occupant - subsequent property	81.70	0.00		0.00	No longer required (see above line)
Service and Administration of Improvement	26.60	12.78%		30.00	Based on officers hourly rate incl oncosts
Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004	per hour + 10% Admin charge per Notice				
Enforcement of Statutory Notices, Supervision of Work in Default etc.	Actual + 10% Admin charge			Actual + 10% Admin charge	
- Valuation Fee (relating to properties of 30% ownership)	137.90	45.03%		200.00	Currently what the council is being charged. Costs passed onto Seller.
- Late Consents to transfer (shared ownership and low cost properties)				250.00	Request for transfer of ownership for intermediate housing units.
<b>*Based on salary of employee</b>					
<b>LIFELINE</b>					
- Installation Fee	36.00	38.89%		50.00	All products are VAT free due to VAT relief exemptions. Analysis has been completed to define the actual cost of a standard installation. Therefore the price has been increased to meet this cost. Should any potential customer refuse the service on grounds of being unable to afford the installation cost this will be reviewed on a case by case basis.
- Lifeline (per week)	3.80	5.26%		4.00	Based on the actual cost of the product + 17% admin fee. Customer to pay for replacement to reduce losses. The cost of the pendant will be dependent on the supplier
- Replacement Pendant					Manufacturers cost + 17% admin fee. To enable access into the property in an emergency. The cost of the key safe will be dependent on the manufacturer
- Key Safe					

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

**Environmental Services**

Roundings to the nearest 10p.

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

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Agenda Item 5

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



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

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

**Legal and Democratic**

Roundings to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments	
<b>ELECTORAL REGISTRATION</b>						
<b>Register Sales*</b>						
<b>In data form</b>						
- basic fee	20.00	0.00		20.00	Amounts are set by legislation and therefore cannot be changed.	
- for each 1,000 names or part thereof	1.50	0.00		1.50		
<b>In printed form</b>						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	5.00	0.00		5.00		
<b>Marked Election Register Sales*</b>						
<b>In data form</b>						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	1.00	0.00		1.00		
<b>In printed form</b>						
- basic fee	10.00	0.00		10.00		
- for each 1,000 names or part thereof	2.00	0.00		2.00		
Copy of return of Election expenses plus 10p per sheet, per side.	5.00	0.00		5.00		
<b>Miscellaneous Charges</b>						
* Address labels printed	13.10	0.00		13.10		
* - for each 1,000 properties or part thereof	6.60	0.00		6.60		
- street list	13.10	0.00		13.10		
* - Data Property Addresses	23.80	0.00		23.80		
* - For each 1,000 properties or part thereof	1.80	0.00		1.80		
- Confirmation letter of registration	17.80	0.00		17.80		
* Plus Postage & Packaging at cost.						
<b>*This charge is determined by the Representation of the People Regulations 2001</b>						
<b>LEGAL</b>						
- Legal work (per hour)	132.70	£3.72	<b>2.80%</b>	136.40		
- RTB	185.40	£5.19	<b>2.80%</b>	190.60		
- Consent for proposed works	145.70	£4.08	<b>2.80%</b>	149.80		
- Retrospective Consent	153.30	£4.29	<b>2.80%</b>	157.60		
<b>Section 106:</b>						
- Private Owner	495.90	£13.89	<b>2.80%</b>	509.80		
- Each additional unit added (up to a maximum of £1,500) *	62.10	£1.74	<b>2.80%</b>	63.80		
- Affordable housing schemes	930.90	£26.07	<b>2.80%</b>	957.00		
- Deed of Variation**	353.80	£9.91	<b>2.80%</b>	363.70		
- Fee for agreeing a unilateral undertaking	353.80	£9.91	<b>2.80%</b>	363.70		
* Please note that for complex 106 agreements charges may be calculated based at the current hourly rate for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500						
**This new head of charge is required as variations to S106 agreements were rare but are becoming more frequent and this enables the charge to be published. The rate is the same as that for a similar type of planning agreement, for consistency.						

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

## Leisure Services

Roundings to the nearest 10p.

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

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

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

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



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

## Planning and Regeneration

Roundings to the nearest 10p.

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

**Fee Concessions**

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

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

**Explanatory notes**

**1** Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

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

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

**3** Exemptions and reductions in charges.  
 a If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.  
 b You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

**4** You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge. VAT is included in the attached fees.

**5.** Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.

**6.** Reversion applications. Where the control of a building project passes from a third party to the Council a reversion application will be required. Reversion application fees are individually determined.

**Other information**

- 1** These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.  
**2** These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

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

**Bromsgrove 01527 881402**

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

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Agenda Item 5

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

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

**These charges have been set on the following basis:**

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

**Building Control – Supplementary Charges**

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).  
 Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.  
 Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

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

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SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £65.90 per site inspection made	0.00		refund any paid inspection fee less admin fee, less £66.90 per site inspection made	
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b> Process request to re-invoice inspection fee to new addressee Optional Consultancy Services	50.50 Please Contact Us	£0.76 0.00	<b>1.50%</b>	51.30 Please Contact Us	
<p><b>*Charges Note*</b> Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service.</p>					

**Regulatory Services**

Roundings to the nearest 10p.

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

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Agenda Item 5

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

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



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

SERVICE CATEGORY	charge 1st April 2017 £	% increase/ £ increase £	% Increase/ % Decrease	Proposed charge from 2018 £	Comments
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.					
Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, <b>if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises</b> , i.e. large public houses.					
<b>Large Events</b> An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.					
<b>Exemptions</b> Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above. No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment providing that is for and on behalf of the educational institution.					
Application for copy of licence or summary on theft, loss etc.	10.50	0.00		10.50	
Notification of change of name or address (holder of premises licence)	10.50	0.00		10.50	
Application to vary the Designated Premises Supervisor	23.00	0.00		23.00	
Application to transfer a premises licence	23.00	0.00		23.00	
Interim authority notice following death etc. of licence holder	23.00	0.00		23.00	
Right of freeholder etc to be notified of licensing matters	21.00	0.00		21.00	
Application for making of a provisional statement	315.00	0.00		315.00	
Application for copy of certificate or summary on theft, loss etc.	10.50	0.00		10.50	
Notification of change of name or alteration of club rules	10.50	0.00		10.50	
Change of relevant registered address of club	10.50	0.00		10.50	
Temporary Event Notices	21.00	0.00		21.00	
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00		10.50	
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00		10.50	
Notification of change of name or address (Personal Licence)	10.50	0.00		10.50	
Notice of interest in any premises	21.00	0.00		21.00	
Minor variation application	89.00	0.00		89.00	
Should you need assistance in determining which level of fee you are required to pay, please contact Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - <a href="mailto:wrsenquiries@worcestershire.gov.uk">wrsenquiries@worcestershire.gov.uk</a> In all cases, cheques must be made payable to 'Bromsgrove District Council'					

# CABINET LEADER'S WORK PROGRAMME

**1 MARCH 2018 TO 30 JUNE 2018**  
**(published as at 1<sup>st</sup> February 2018)**

This Work Programme gives details of items on which key decisions are likely to be taken in the coming four months by the Council's Cabinet

The Work Programme gives details of items on which key decisions are likely to be taken by the Council's Cabinet, or full Council, in the coming four months. **Key Decisions** are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided, alternatively you may write to the Head of Legal, Equalities and Democratic Services, Parkside, Market Street, B61 8DA or e-mail: [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk)

The Cabinet's meetings are normally held every four weeks at 6pm on Wednesday evenings at Parkside. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527 881443) to make sure it is going ahead as planned. If you have any queries Democratic Services Officers will be happy to advise you. The full Council meets in accordance with the Councils Calendar of Meetings. Meetings commence at 6pm.

## CABINET MEMBERSHIP

Councillor G. N. Denaro	Leader of the Council without Portfolio Holder (Retaining Overarching Governance/Policy and Performance/HR)
Councillor K. J. May	Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships
Councillor B. T. Cooper	Portfolio Holder for Finance and Enabling
Councillor M. A. Sherrey	Portfolio Holder for Health and Well Being and Community Safety
Councillor C. B. Taylor	Portfolio Holder for Planning and Strategic Housing
Councillor P. J. Whittaker	Portfolio Holder for Leisure and Cultural Services, Environmental Services and Regulatory Services

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Anti-Social Behaviour, Crime and Policing Act 2014 (Implementation of Provisions) <b>Key: No</b>	Cabinet 7 Mar 2018  Council 25 Apr 2018		Report of the Head of Community Services	Bev Houghton, Community Safety Manager Tel: 01527 64252  Councillor M. A. Sherrey
Industrial Units Investment - Outline Business Case <b>Key: No</b>	Cabinet Not before 7th Mar 2018  Council Not before 25th Apr 2018		Report of the Chief Executive	Dean Piper, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192  Councillor K. J. May
Performance Report <b>Key: No</b>	Cabinet 7 Mar 2018		Report of the Head of Transformation and Organisational Development	Deb Poole, Head of Business Transformation Tel: 01527 881256  Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Sports Hall Feasibility Options Appraisal <b>Key: No</b>	Cabinet Not before 7th Mar 2018  Council Not before 25th Apr 2018		Report of the Executive Director, Finance and Resources	Jayne Pickering, Executive Director (Finance and Corporate Resources) Tel: 01527 881207  Councillor P. J. Whittaker
Air Quality Management Area - Kidderminster Road, Hagley - Potential Revocation <b>Key: No</b>	Cabinet 7 Mar 2018  Council 25 Apr 2018		Report of the Head of Worcestershire Regulatory Services	Simon Wilkes, Head of Worcestershire Regulatory Services  Councillor P. J. Whittaker
CCTV Short Sharp Review <b>Key: No</b>	Cabinet 11 Apr 2018		Report of the Chair of the CCTV Short Sharp Review	Amanda Scarce, Senior Democratic Services Officer (Bromsgrove) Tel: 01527 881443  Councillor M. A. Sherrey

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Bromsgrove District Plan Review - Issues and Options Consultation <b>Key: No</b>	Cabinet 11 Apr 2018 Council 25 Apr 2018		Report of the Head of Planning and Regeneration	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor C. B. Taylor
Bromsgrove Sports and Physical Activity Strategy <b>Key: No</b>	Cabinet 11 Apr 2018	This item has slipped from 10 January 2018 due to changes in the way activity levels are monitored by Sport England	Report of the Head of Leisure and Culture	John Godwin, Head of Leisure and Cultural Services Tel: 01527 881762  Councillor P. J. Whittaker
Transport Planning Review <b>Key: No</b>	Cabinet 11 Apr 2018 Council 25 Apr 2018	(This report may contain information that might need to be considered in exempt session).	Report of the Head of Planning and Regeneration	Mike Dunphy, Strategic Planning and Conservation Manager Tel: 01527 881325  Councillor C. B. Taylor

## OVERVIEW & SCRUTINY BOARD

### WORK PROGRAMME

2017/18

#### RECOMMENDATION:

That the Board considers and agrees the work programme and updates it accordingly.

#### ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
<b>12/02/18</b>	Safeguarding and Early Help – an Overview of the Worcestershire County Council Priority Plan. (All Members to be invited to attend)	
	Air Quality Management Area, Kidderminster Road, Hagley – Potential Revocation	
	Industrial Units Investment Outline Business Case	Picked up from Cabinet Leader's Work Programme 13/06/17
	Transport Planning Report – pre-scrutiny	
	Medium Term Financial Plan - Presentation	
	Leisure Centre Sports Hall Options Appraisal – Pre-scrutiny	
	Working Group Updates – Finance & Budget Measures Dashboard	
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• CCTV Short Sharp Review</li> <li>• Parking Enforcement in the Vicinity of Schools Task Group</li> <li>• Hospital Car Parking Charges – Board Investigation</li> </ul>	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme O&S Board Work Programme	
<b>26/03/18</b>	Scrutiny of the Crime and Disorder Partnership	Picked up from Cabinet Leader's Work Programme 27/11/17

# Agenda Item 10

Date of Meeting	Subject	Additional Information
	Anti-social Behaviour, Crime and Policing Act 2014 (Implementation of Provisions)	
	Bromsgrove Sports and Physical Activity Strategy	Picked up from Cabinet Leader's Work Programme 27/11/17
	Transport Planning Report – pre-scrutiny	
	Working Group Updates – Finance & Budget Measures Dashboard	
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• CCTV Short Sharp Review</li> <li>• Parking Enforcement in the Vicinity of Schools Task Group</li> <li>• Hospital Car Parking Charges – Board Investigation</li> </ul>	
	Scrutiny of the Crime and Disorder Partnership.	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	
<b>23/04/18</b>	Overview & Scrutiny Board Annual Report and Review of the Work of the Board (including the role of the working groups).	
	CCTV Short Sharp Review Report	
	Hospital Car Parking Charges – Board Investigation Final Report (Led by Councillor C. Bloore)	Requested following notice of motion at Council 19/07/17
	Task Group/Short Sharp Review Updates: <ul style="list-style-type: none"> <li>• Parking Enforcement in the Vicinity of Schools Task Group</li> </ul>	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader's Work Programme	
	O&S Board Work Programme	

## Meeting Dates 2018/19

Thursday 24<sup>th</sup> May 2018

Monday 18<sup>th</sup> June 2018

Monday 30<sup>th</sup> July 2018



Monday 3<sup>rd</sup> September 2018  
Monday 1<sup>st</sup> October 2018  
Monday 29<sup>th</sup> October 2018  
Monday 3<sup>rd</sup> December 2018  
Monday 14<sup>th</sup> January 2019  
Monday 11<sup>th</sup> February 2019  
Monday 4<sup>th</sup> March 2019  
Monday 8<sup>th</sup> April 2019

## **Updates Received - Monthly**

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (who must be a member of the Overview and Scrutiny Board) provides a verbal update to the Board each month.

The Council's representative on any Joint Scrutiny Task Group's will be expected to provide an update (verbal or written) on the work of that Group at each Board meeting.

The Chairman of any Working Group, Task Group or Short Sharp Review set up by the Board will be expected to provide a written or verbal update in respect of the work being carried out and progress of the investigation by the Group Members.

## **Reports to be Received by the Board (at its discretion)**

Write Off of Debts Report	(last report received by Finance & Budget Working Group on 9 <sup>th</sup> November 2017))
Sickness Absence Performance - biannually	(last report received 31/10/16)
Making Experiences Count	(last report received 27/06/16)
Summary of Environmental Enforcement	(last report received 08/08/16)

## **Planning Backlog Data**

With effect from 30<sup>th</sup> October 2017 to be circulated to Members of the Board and if they have any concerns to notify Democratic Services Officer and ask for it to be placed on the agenda for a future meeting:

31<sup>st</sup> March  
30<sup>th</sup> September

## **Scrutiny of Crime & Disorder Partnership**

The Board must hold at least one meeting at which it considers the scrutiny of Crime and Disorder Partnership (last done on 27<sup>th</sup> March 2017).

When considering topics for investigations Members may wish to take into account the Council's Strategic Purposes as detailed below:

# Our Strategic Purposes for Bromsgrove



*Help me to live my life independently*

*Help me to be financially independent*

*Keep my place safe & looking good*

*Help me find somewhere to live in my locality*

*Provide good things for me to see, do & visit*

*Help me run a successful business*

**Support services enable us to deliver our purposes**

**Bromsgrove District Council**  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

For more information view the Council Plan at:  
<http://www.bromsgrove.gov.uk/cms/council-and-democracy/council-plan.aspx>

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

Document is Restricted

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