



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 4TH DECEMBER 2019
AT 6.00 P.M.

COMMITTEE ROOM, PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors K.J. May (Leader), G. N. Denaro (Deputy Leader),
A. D. Kent, M. A. Sherrey, P.L. Thomas and S. A. Webb

AGENDA

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

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 23rd October 2019 (Pages 1 - 4)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 21st October and 13th November 2019 (Pages 5 - 20)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Asset of Community Value - The Victoria Ground (Pages 21 - 36)
6. Worcestershire Mineral Plan - Statement of Common Ground (Pages 37 - 84)
7. Housing Allocation Policy - Outcomes of Consultation (Pages 85 - 154)
8. Fees and Charges Report (Pages 155 - 198)

9. Medium Term Financial Plan - Presentation
10. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting
11. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-

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

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

12. Fees and Charges Report (Pages 199 - 200)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

26th November 2019



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- Meeting Agendas
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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

23RD OCTOBER 2019, AT 6.00 P.M.

PRESENT: Councillors K.J. May (Leader), G. N. Denaro (Deputy Leader), A. D. Kent, P.L. Thomas and S. A. Webb

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

34/19 **APOLOGIES**

An apology for absence was received from Councillor M. Sherrey.

35/19 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

36/19 **MINUTES**

The minutes of the Cabinet meeting held on 4th September 2019 were submitted.

RESOLVED that the minutes of the Cabinet meeting held on 4th September 2019 be approved as a correct record.

37/19 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 2ND SEPTEMBER 2019**

It was noted that the recommendations within these minutes had been tabled at the previous meeting and therefore the minutes were merely for noting.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 2nd September 2019 be noted.

38/19 **ASSET OF COMMUNITY VALUE - HIGH HOUSE WOOD**

Councillor A. Kent, as Portfolio Holder for Planning and Regulatory Services presented the report and reminded Members of the process that gave communities a right to identify a building or other land that they believed would be of value to their community.

He believed from the information that he had been provided with that it was appropriate for the Council to support this application.

Members were in agreement and after a short discussion it was

RESOLVED that Cabinet support the listing of High House Wood as an Asset of Community Value.

39/19

WYRE FOREST LOCAL PLAN - BDC RESPONSE TO PRE SUBMISSION PLAN

The Strategic Planning and Conservation Manager introduced the report and reminded Members that they would be aware of the situation from the previous response and the concerns raised around the lack of a transport assessment, which had still not been received.

He went on to explain that the objections were therefore similar to those in the original response, as little had changed in respect of the concerns that had been raised at that time in respect of the transport implications of the proposed development sites. The response covered a number of technicalities, but had stopped short of making reference to the duty to co-operate. However, if the issues did not get resolved then further down the line there was the potential for this to be considered.

The Strategic Planning and Conservation Manager advised that a meeting had been arranged in three weeks' time with officers at Wyre Forest District Council and it was hoped more evidence would be made available at that meeting. The Strategic Planning Conservation Manager confirmed that he would continue to update Members with any progress made in this respect.

Following presentation of the report Members were happy with the measured response prepared by Officers. However, concerns were raised that no responses had been received to date. The Strategic Planning and Conservation Manager explained there was no reason for Wyre Forest District Council not to respond and he was hopeful progress would be made, particularly as there would be an examination in public. Councillor Kent reiterated that every effort had been made to engage with Wyre Forest.

RESOLVED that Cabinet endorse the officer response to the Wyre Forest Local Plan Review Pre Submission Plan (as attached at Appendix A to the report).

RECOMMENDED that

- a) Council approve the officer response to the Wyre Forest Local Plan Review Pre Submission Plan as its formal response, and that it is confirmed with Wyre Forest district Council as such; and

- b) Delegated Authority is given to the Head of Planning and Regeneration to ensure that BDC is represented at the Examination in Public element of the Wyre Forest Local Plan review.

40/19

LOCAL COUNCIL TAX REDUCTION SCHEME 2018/19

It was noted that the date at the top of the report should read 2020/21 and not 2018/19 as stated. It was also noted that within the recommendation the date should read 2020/21.

The Financial Support Manager provided background information in respect of the report and explained that the proposal was for it to continue unchanged for 2020/21. This was due to a number of reasons including stability within the team after the introduction of Universal Credit. However, a full review in 2021/22 would take place which would also allow the opportunity to learn from other authorities and the introduction of Universal Credit.

The Leader acknowledged that it had been a difficult time for the Team and asked for it to be recorded that all their hard work was noted and appreciated.

The Financial Support Manager went on to explain the purpose of the Council Tax Support Scheme and the provision for those on a low income. It covered up to 85% of Council Tax dependent on income and household make up.

It was explained that the current scheme was too reactive to change and was no longer viable, with each change implemented by Universal Credit resulting in a reassessment due to the current scheme's structure. This made it difficult for recipients to be able to calculate their regular income each month. The move to a more efficient scheme would address this by simplifying the administration scheme for both the Council and applicants.

RECOMMENDED that no changes be made to the Council Tax Reduction Scheme for 2020/21 other than the uprating of allowances, disregards and other financial limits.

41/19

MEDIUM TERM FINANCIAL PLAN - FINANCIAL FRAMEWORK

The Executive Director, Finance and Resources introduced the report which had been prepared in order for Members to be able to consider the overall financial strategic framework and objectives for the Council from 2020/21 to 2023/24.

In light of the financial pressures it faced, the framework set out the strategy aims in order for the Council to become financially sustainable whilst delivering its priorities to the Community. The key objectives were detailed within the report and were referenced within the Council Plan, which had recently been agreed at full Council. A timeline of reports to

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23rd October 2019

be received over the next six months was also included and reference was made to the work carried out by the Overview and Scrutiny Board's Finance and Budget Working Group in reviewing a number of those reports and making relevant recommendations to Cabinet.

It was noted that the current Medium Term Financial Plan, for the Council presented an increasing gap over the next three years. The report detailed how measures were in place to address these challenges with the aim to maximise savings in 2019/20 to enable balances to be increased. Those measures included a non-essential spending freeze, a recruitment freeze and a full review of capital spending to enable a reduction in borrowing costs, together with all commercial activities being marketed to maximise income potential.

Following a brief discussion it was

RESOLVED that the overarching financial objectives and framework to be used in developing the detailed financial plan, to enable the Council to realise savings and additional income whilst delivering the strategic priorities of the Council be noted.

The meeting closed at 6.24 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

21ST OCTOBER 2019, AT 6.00 P.M.

PRESENT: Councillors M. Thompson (Chairman), J. Till (Vice-Chairman),
R. J. Deeming, S. P. Douglas, M. Glass, C.A. Hotham, R. J. Hunter,
A. D. Kriss and C. J. Spencer

Officers: Ms. J. Pickering and Ms. A. Scarce

Observers: Councillor G. Denaro and Mr. G. Anderson (BDHT)

38/19 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillor A Beaumont.

Councillor M. Thompson as Chairman took the opportunity to explain to Members that he had resigned from the Labour Group and was now a Member of the Bromsgrove Alliance. For the time being Councillor Colella had stood down from the Overview and Scrutiny Board to allow Councillor Thompson to take his place and he hoped that everyone would be in agreement to him (Councillor Thompson) continuing as Chairman of the Board.

All Members were supportive of Councillor Thompson continuing in his role as Chairman of both the Overview and Scrutiny Board and the Finance and Budget Working Group.

Councillor Thompson also took the opportunity to advise Members that following this change Councillor Douglas would no longer be a Member of the Board. He thanked her for her hard work and involvement in the short time she had been on the Board.

39/19 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor R. Hunter wished it to be noted that he worked for a registered housing provider, but did not believe that he had a pecuniary interest and officers confirmed that he would not need to leave the room in respect of Minute No 41/19.

40/19 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny board held on 2nd September 2019 were submitted for Members' consideration.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Board held on 2nd September be approved as an accurate record.

41/19

BDHT - CUSTOMER SERVICE REQUESTS

The Chairman welcomed Graeme Anderson, Director of Housing and Communities at BDHT to the meeting. Members were reminded that Mr Anderson had been invited to the meeting in order to share best practice in respect of customer service and in particular how BDHT dealt with and logged service requests.

Mr Anderson gave a short presentation (attached at Appendix 1) which covered the following areas:

- Background information on the work of BDHT.
- Customer Care Culture and how customer satisfaction was its primary measure and the need to empower the workforce.
- The Trust Equation – Credibility + Reliability + Emotion = Trust.
- Customer Care Systems in place together with Customer Relationship Management (CRM) and levels of priority and associated timescales. CRM performance was a key performance indicator and reported at Executive level.
- Customer Care Lessons – the importance of happy people was vital and the importance of process and procedure and knowing when to go outside of them. Put trust in your staff to do a great job and continual progression were key elements of this process.

Mr Anderson also provided information on the “My BDHT” customer portal, which was a self-serve system that customers could log into in order to for example, report ASB, repairs and review rent statements. It was important to remember that this was not the only way to access services and it was an additional service for those who wished to use electronic access, but BDHT were mindful that many of their customers did not have this access or preferred either direct contact or phone contact and these services would always be available for them. It was providing a variety of options to suit the needs of its customers. However, by having this service it freed up staff to deal with more high profile issues.

The Board was also advised that it was important to trust the frontline staff and give them the tools in order to make decisions, whilst ensuring that the right checks and balances were in place.

The Chairman explained that the Board were particular interested in how general enquiries were dealt with, such as repairs and how the Council could work with BDHT to improve the customer experience. It was often the case that customers made the assumption that the Council and BDHT was the same thing and it may be that there was also a way in which Members could work with BDHT. There was already a good

relationship between BDHT and the Council and it was important for this to continue to grow. It appeared that the main problem from the Council's side of things was service requested which currently were not logged on to a particular system and no specific timescale or process was in place to deal with them, as they were very much dependent on the service area each referred to.

Mr Anderson confirmed that they did allocate each request with a reference number; however this was more for officer use than the customer's. The customer would be asked for their address and date of birth and this was used to be able to recognise the request in future. BDHT's aim was for straightforward requested to deal with them with them straight away where possible. The more detailed requested would always receive a response saying someone would get back to them. The biggest issue and cause for annoyance amongst customers was when people said they would contact them and did not call back. Mr Anderson advised that each team held weekly meetings and any requests that were more complicated would be discussed at those meetings in order to speed up the decision making process. The Chairman suggested that it would be helpful if what the Council did tied in with the BDHT process. The Executive Director, Finance and Resources confirmed that at the Council there were some areas who had a good system in place which worked well, but there were others which needed improvement.

Following the presentation Members asked a number of questions and discussed the following areas in more detail:

- Concerns around the cladding on some properties – Mr Anderson confirmed that following the Grenfell tragedy all cladding and insulation was safety checked successfully. Although it was confirmed that BDHT did not own any high-rise buildings, the maximum was three storeys.
- Did BDHT employ its own gas and electrical staff – Mr Anderson confirmed that some work had previously been contracted out, but due to poor performance the vast majority of work was now in house, with very little being contracted out.
- The length of the waiting list and the make up of the properties in regards to size and what was most needed.
- The use and numbers of temporary accommodation. Mr Anderson explained that, as Members were aware, BDHT facilitated the homeless contract for the Council. The advantage of this was being able to where ever possible, use rolling stock for this purpose and when possible accommodate people without having to move them on several times. The hostel at Burcot Lane was currently still in use for emergency accommodation.
- How BDHT communicated with its customers. Mr Anderson explained that one to one was always a good way to communicate but it also needed to use electronic updates in order to reach a wider audience more cost effectively. Social media was also becoming a more effective way of reaching a wider

audience. It was acknowledged however that this was a challenge.

Members were reminded, by the Chairman, that the aim of the meeting was to discuss customer service and not the actually work of BDHT and how the Council could learn from the processes that BDHT had in place. It was agreed for service specific requests Members should contact Mr Anderson direct and his details would be circulated outside of the meeting.

Members went on to discussing the following:

- The positive actions that BDHT have taken to support its customers and provide a good service.
- The ratio of earnings to house prices and BDHT's commitment to build properties for social rent and the allocation system.
- Other social housing providers in the District – it was noted that BDHT was the largest but there were others.
- The Home Choice Plus system which allowed customers to monitor their application for housing from any of the organisations.
- Life time homes being available for people and whether this impacted on the number of family homes available. It was questioned whether people could be asked to move to a smaller property when their family grew up for example.

The Chairman thanked Mr Anderson for his time and useful presentation.

42/19

CUSTOMER SERVICES TEAM - CUSTOMER SERVICES REQUESTS

The Executive Director, Finance and Resources reminded Members that at the last meeting the Board had discussed general complaints and compliments, but had requested further information in respect of how the Council dealt with general issues/requests for services, for example a missed bin collection and how these were logged and dealt with. It was appreciated that this was an area for improvement, although some areas were good at responding to this type of enquiry.

Members were provided with some data from a survey which had been carried out which showed levels of customer satisfaction. It was also explained that complaints were dealt with through the Senior Management Team. It was explained that there were a number of issues within the Customer Service Team, which were currently being addressed and it was acknowledged that improvements needed to be made. Work had already begun to be carried out in respect of the culture issues brought up through the staff survey and these have also been picked up in the Council Plan. As Mr Anderson had suggested, in his presentation, happy staff made happy customers. It was therefore important for the Council to work on making the necessary improvements for all concerned.

The Executive Director, Finance and Resources also confirmed that the Council was working on improving the online self-serve offer to customers, which would have a positive impact on freeing up staff to deal with the more complicated enquiries. The Transformation Manager had been carrying out a piece of work with the team looking at its customer base and how best to deal with the varied queries that they received, by working through enquiries in order to establish how best to deal with them.

Members were provided with some data from a survey which had been carried out which showed levels of customer satisfaction. It was also explained that complaints were dealt with through the Senior Management Team. It was noted that work was currently being undertaken to improve customer service across the Council as there are inconsistencies in the way customers are dealt with. In addition, work had already begun to be carried out in respect of the culture issues brought up through the staff survey and these have also been picked up in the Council Plan. As Mr Anderson had suggested, in his presentation, happy staff made happy customers. It was therefore important for the Council to work on making the necessary improvements for all concerned.

Councillor G. Denaro, the Portfolio Holder for Finance and Enabling discussed with Members how he had spent a day “at the front line” in order to get a feel of what staff had to deal with. It was hoped that the new Enterprise Resource Planning System, which had recently been agreed, would be invaluable in giving frontline staff access to a wider network of information and therefore enable them to assist with dealing with issues much more quickly and efficiently.

Members went on to discuss a number of areas in more detail, including:

- The importance of getting back to the customer in a set timescale rather than leaving it opened ended or saying as soon as possible.
- Whether there was a prompt for the staff to be able to ask the right questions in order to deal with specific enquiries.
- Whether the calls were being taken by the Hub or if it was this Council’s officers. It was confirmed that it was the Customer Service team and not the Hub..
- Whether the data was published and available to Members – it was noted that previously the Board received a six monthly report in respect of Compliments and Complaints, which allowed them to monitor the situation. The Executive Director, Finance and Resources advised that this was available on the Corporate Measures Dashboard, but not on the Council’s main website.
- A breakdown of the types of enquiries and whether these were by phone, online or in person would be useful.

The Chairman suggested that, as a new system was being developed and a restructure taking place, then it may be useful for the Board to monitor this and request that a further update be received in six months' time. The Executive Director, Finance and Resources agreed and also advised that the comments of Members would be taken on Board in respect of timescales for example when the Customer Pledge document was refreshed.

The use of a reference number for each issue/request was discussed as this was something which was also used at Worcestershire County Council. It was suggested that this would be useful for Members to also be able to assist with queries they received from residents, particularly where they had been contacted when a response had either not been received or was not satisfactory.

RESOLVED that the Overview and Scrutiny Board receive a further update in respect of Customer Service be received in six months time, together with data in respect of Compliments and Complaints.

43/19

REVIEW OF COUNCIL TAX SUPPORT SCHEME - PRE SCRUTINY

The Executive Director, Finance and Resources presented the report and explained that it would be considered by Cabinet at its meeting on 23rd October. There were no plans to change the scheme this year; however in 2021/22 it was proposed that a full and detailed review be carried out. Background information was provided when Members' were advised that the scheme had commenced in 2013, and that for the first year the Council had provided up to 100% support, a reduction to 80% had then been in place and this was increased to 85% last year. It was noted that Worcestershire County Council (WCC) funded the majority of this and would be concerned if they and to increase it beyond 85% therefore any shortfall, would need to be met by this Council of the overall cost.

The Executive director, Finance and Resources explained that within the team delivering this service, a new structure would be put in place, with the report coming before Members in December, with a full review of the scheme and its administration being undertaken in 2021/22, which would come before Members in due course.

Following presentation of the report Members raised a number of queries including the following, which were discussed in more detail:

- Understanding how the rate was set – it was explained that as the Billing Authority, this Council consulted with all other parties, including WCC and the Policy and Fire Authorities.
- Whether 15% less that the total cost was consistent with other authorities. The Executive Director, Finance and Resources confirmed that a number did not use the global percentage but used other models to reduce their council tax cost.

- Concerns were raised that this was impacting on those members of the community how were already in a financially vulnerable position and whether consideration would be given to giving 100%. More information on that model would be useful for Members to consider. The Executive Director, Finance and Resources explained that the full cost of such a scheme would need to be funded by this Council and therefore full costing would need to be drawn up before this would be considered. It was also confirmed that WCC would need to be involved in any decision made in respect of this.
- Members agreed they would be interested to see a business case in respect of such a scheme. It was confirmed that this would not be possible for 2020/21 but could be worked on for 2021/22.
- It would also be useful to have within that report an idea of the schemes for other authorities.

RECOMMENDED that a business case be brought forward for 2021/22 to include 100% Council Tax support.

RESOLVED that the Council Tax Support Scheme for 2020/21 be noted.

44/19

QUARTERLY RECOMMENDATION TRACKER

Officers explained that this document presented to the Board at regular intervals and its aim was for the Board to be able to monitor recommendations which it had made, with updates from officers in respect of the implementation of those recommendations.

It was confirmed that those items which were marked as green were completed and would be removed from the Tracker following the meeting. Members discussed the following items in more detail:

- Bromsgrove Sporting Football Club Task Group – it was confirmed that the Group hoped to have its report and recommendations ready for submission to the Board at its January meeting.
- Development at Burcot Lane Business Case – Councillor G. Denaro advised Members that this was currently with Homes England and was beginning to move forward after a number of delays, all Members had recently been emailed with an updated.
- Road Safety Around Schools Task Group – Members asked that in respect of recommendation 3 Members be provided with the contact details as stated. Particularly as since the recommendation was agreed there was a number of new Members who would not have received this.
- Road Safety Around Schools Task Group – the use of zig zag lines which were currently not enforceable in Bromsgrove. It was understood that Worcestershire County Council (WCC) had put these in place without the appropriate legal process being carried out. Members suggested that it would be helpful for them to have a list of those that were not enforceable and for WCC to

be lobbied to resolve this matter. Members also debated whether the cost of the mobile CCTV would be cost effective.

RESOLVED that the Recommendation Tracker be noted and updated by officers as detailed in the preamble above.

45/19

FINANCE AND BUDGET WORKING GROUP - UPDATE

Councillor M. Thompson as Chairman of the Working Group advised that it had held a training and work programme planning session, which had been most helpful. It now had a number of meetings booked in until the end of the year in order to consider a number of reports, including fees and charges.

46/19

TASK GROUP UPDATES

Bromsgrove Sporting Football Club Task Group

Councillor Thompson, as Chairman of the Task Group, advised Members that the Group had held 2 meetings since the last update and have interviewed representatives from Bromsgrove Sporting. There were a number of potential recommendations from the Task Group's investigation to date and the Executive Director, Finance and Resources had been tasked with carrying out a piece of work with the interim Head of Leisure Services and reporting back to the Task Group at its meeting planned for 12th December. It was therefore hoped that the Task Group's final report would come before the Board's January meeting.

47/19

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor J. Till, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) explained that, unfortunately, she had been unable to attend its most recent meeting, which had discussed dental services throughout the County. Officers therefore confirmed that they would circulate the minutes of the meeting to Members for information.

48/19

CABINET WORK PROGRAMME

It was noted that a number of items on the Cabinet Leader's Work Programme were already included in the Board's Work Programme. It was further noted that a number of these had, yet again, slipped back, which was proving problematic for the Board to set its own work programme.

There were a number of financial reports, which would be considered by the Finance and Budget Working Group, including Fees and Charges.

RESOLVED that the Cabinet Leader's Work Programme 1st November 2019 to 29th February 2020 be noted.

49/19

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Officers highlighted to Members that there were a number of items, which should have been considered at this meeting, but as previously explained under the Cabinet Leader's Work Programme item, these had slipped and therefore had a knock on effect on the Board's Work Programme.

The Work Programme would be amended accordingly and concerns were raised with Councillor Denaro that the constant movement of items had a detrimental impact on the work of the Board. A number of items would again have to be moved from the December meeting in order to accommodate items from the Cabinet Leader's Work Programme.

Officers reminded Members that an extra meeting had been planned for November, which would be devoted to the scrutiny of the Crime and Disorder Partnership. This was a statutory requirement and in order for Members to get the best out of the subject they were asked to let officers know of any particular areas they wished to discuss in detail. As requested officers had also asked the Community Safety Manager to invite partners to attend that meeting, however Members were reminded that their role was to scrutinise the work of the Partnership as a whole and not individual partner organisations. As there were a number of new Members on the Board officers agreed to provide copies of the last report considered by the Board together with minutes of the meeting in order for them to understand better the subject that they were scrutinising.

RESOLVED that subject to the preamble above, the Overview and Scrutiny Board's Work Programme be noted.

Appendix 1

The meeting closed at 7.40 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

13TH NOVEMBER 2019, AT 6.00 P.M.

PRESENT: Councillors M. Thompson (Chairman), J. Till (Vice-Chairman),
A. J. B. Beaumont, R. J. Deeming, S. P. Douglas, M. Glass, C.A. Hotham,
R. J. Hunter, A. D. Kriss and C. J. Spencer

Observers: Chief Inspector G. Smith, Councillor P. Thomas

Officers: Ms. J. Pickering, Ms J. Willis, Ms. B. Houghton and
Ms. A. Scarce

50/19 **APOLOGIES**

There were no apologies for absence.

51/19 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest.

52/19 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING
OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 21ST
OCTOBER 2019**

The minutes of the meeting of the Overview and Scrutiny Board held on
21st October 2019 were submitted for Members' consideration.

RESOLVED that the minutes of the meeting of the Overview and
Scrutiny Board held on 21st October 2019 be approved as a true record.

53/19 **SCRUTINY OF THE COMMUNITY SAFETY PARTNERSHIP**

The Chairman welcomed the Community Safety Manager, the Head of
Community Services and Chief Inspector Gerry Smith to the meeting.
He also took the opportunity to remind Members that the Board had a
statutory duty to scrutinise the Partnership on an annual basis and that it
was the Partnership as a whole that the Board were scrutinising, and not
individual partner organisations.

The Community Safety Manager presented the report and in so doing
highlighted the following:

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Overview and Scrutiny Board
13th November 2019

- Background information in respect of the North Worcestershire Community Safety Partnership (NWCSP) and the role of scrutiny at all levels.
- The current Partnership structure and the Partnership plan for 2017-20, which was coming to its conclusion.
- The Structure Assessment and the information and intelligence it gathered and how this was used.
- The focus and priorities of the Partnership.
- The work of the CSP Analyst team – and how it's work was funded.
- An update in respect of CCTV and the Monitoring Centre – it was noted that the Council had match funded an award from the Police and Crime Commissioner (PCC) to modernise the CCTV infrastructure which would also include the provision of a number of mobile cameras.
- The CCTV improvements would include enhanced digital capacity, improved image quality and greater capacity to expand the scheme and/or link to other digital systems across the region.
- Key projects including Nominated Neighbour Scheme, Bromsgrove and Redditch School Respect Programme.
- Hate Crime Awareness Week – the joint event held in 2018 and the more low key approach taken in 2019.
- New and emerging areas for the CSP including the prevention and tackling of serious violence. As part of the new duty the Government planned on amending the Crime and Disorder Act to ensure that serious violence was an explicit priority for Community Safety Partnerships. However, it was noted that there had been some delay in this being finalised, but Members would be updated in due course.

Following presentation of the report, Members discussed a number of areas with the officers present, in more detail, this included:

- Funding for the Street Pastors Project and the important work they carried out.
- Where the CCTV Monitoring Centre was based – it was noted that it was based at the Town Hall, Redditch but covered the Redditch, Bromsgrove and Wyre Forrest areas.
- Whether all schools were invited to take part in the Young Citizens' Challenge – it was confirmed that whilst all were invited it was difficult to establish whether all participated, often this was down to timetabling at particular schools, and feedback was based on evaluation forms being completed. However, where possible schools were targeted on a biannual basis.
- The funding for the CCTV improvements – these had come from capital funding and the £40k was specifically for Bromsgrove.
- The Nominate a Neighbour Scheme and how this worked – it was noted that currently 90 people had signed up to it over both Bromsgrove and Redditch. Currently it had only been promoted through the PCSOs and Lifeline, as it was particularly aimed at the more vulnerable residents.

Agenda Item 4

Overview and Scrutiny Board
13th November 2019

- The night time economy and violence which had occurred around the pubs and bars (Worcester Road was referenced in particular) – it was questioned whether any of these incidents were reported back to the Licensing Committee. The work being carried out by the Town Centre Management Group, in conjunction with local licensees was highlighted and Members were advised that the Police closely monitored this and if necessary could report back the Licensing Committee, but preferred where possible to work directly with landlords and owners and put in preventative measures. This had included trying to stagger closing times in a particular area and changing the shift pattern of officers, particularly on a Friday and Saturday night.
- The Pub Watch group which operated successfully within the town centre and its relationship with the Partnership.
- The introduction of Smart Water and what evidence there was to show that this was successful in preventing theft. Chief Inspector Smith advised that whilst there was some scepticism around the use of this, he understood that in those areas where it was used a reduction in theft was recorded. He believed it was a valuable tactic if used correctly, for example in a specific geographical area where problems had been highlighted. This had been particularly relevant in some areas which were close to the borders with Birmingham and the motorway networks. The Community Safety Manager commented that they looked upon the use of this as a preventative tool as its use linked property to a specific address.
- Vehicle theft – again Chief Inspector Smith made reference to particular areas and how specific targeted work took place to address this issue. There were many things to take into account, particularly when there was a spate of thefts in one area.
- A number of Members took the opportunity to ask for their thanks to be passed on to the Bromsgrove Community Safety Project Officer, who had been most helpful. It was confirmed that this position had now been made permanent.
- PACT meetings were discussed and it was confirmed that whilst the Police were happy to attend these meetings, they were not such a regular occurrence in some areas, but were provided on an as required basis and were often held either in the town centre or supermarkets in order to reach a larger audience.
- The role of the Safer Bromsgrove Group and its make up.
- The changes to the CCTV cameras and the benefits from those changes. It was confirmed that the re-deployable cameras would not be linked to the Monitoring Centre but would have a SIM card which was regularly checked.

In conclusion Members discussed how they could help support the Partnership and how best they could best deal with any concerns or queries and where to signpost residents if necessary.

RESOLVED that the North Worcestershire Community Safety Partnership 2018/19 update be noted.

54/19

FINANCE AND BUDGET WORKING GROUP - UPDATE

The Chairman advised that the Working Group had met once since the last meeting and considered the Budget Framework report which had been received by Cabinet. It had also received an update in respect of the Section 24 Notice served on Redditch Borough Council and any impact on this Council. The next meeting of the Working Group was planned for 27th November when it would consider the Fees and Charges report going to Cabinet on 4th December. All Heads of Service had been invited to attend that meeting and if there were any significant recommendations from the Working Group, these would be brought to the main Board's meeting on 2nd December, prior to Cabinet on 4th December.

55/19

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor J. Till the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) confirmed that there had not been a meeting of HOSC since her last report. A meeting was planned for 25th November and a meeting which had originally been planned for 4th December in respect of an update on the work of the CAMS Team had been postponed until 27th January 2020.

56/19

CABINET WORK PROGRAMME

Officers advised Members that there were again a number of items which had been put back to the January Cabinet meeting, which impacted on the Board's work programme as they were items which the Board had asked to pre-scrutinise. These would be discussed under the next item on the agenda.

It was noted that the Finance items would be considered by the Finance and Budget Working Group in the first instance and should it have any concerns about the content of those reports, it would report back to the next available main Board meeting.

Members showed an interest in respect of Housing Strategy and Homelessness Grant and Flexible Homelessness Support Grant Awards reports which would be considered by Cabinet on 15th January and it was agreed that these would be added to the Board's work programme.

RESOLVED that subject to the pre-amble above the Cabinet Leader's Work Programme 1st December 2019 to 31st March 2020 be noted.

57/19

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Officers advised that there were a number of changes to the planned work programme for the meeting on 2nd December due to the items being put back on the Cabinet Leader's Work Programme. This included the following:

Agenda Item 4

Overview and Scrutiny Board
13th November 2019

- North Worcestershire Economic Growth Strategy – this would now be considered at the Cabinet meeting o 15th January 2020.
- Review of Customer Access and Financial Support Services and Estate Management and Facilities Management Structure Proposals – the Executive Director, Finance and Resources explained that as the financial impact of the proposals was within the delegation guidelines then the Chief Executive was able to authorise the changes and they did not need to go to Cabinet as there would be no net additional cost to the Council arising from the reports.

Members were reminded that the item on substantive item on the agenda for the next meeting was the Overview and Scrutiny – Select Committee Findings and Government Guidance. This had first been considered by the Board at the first meeting of this municipal year when Members had agreed that as there were a number of new Members to the Board they would like to understand the workings of the Board itself in more detail, before formally considering this report.

Officers further advised that the recruitment process for a replacement Democratic Services Officer had been completed and a new member would be joining the team in early December. It was therefore anticipated that for January 2020 there would be capacity for the Board to set up at least one new task group if it so wished. It was suggested that Members may wish to think about any areas of particular interest that would warrant such a group being set up and for them to contact the Senior Democratic Services Officer to discuss this and complete a scoping document for consideration by the Board.

RESOLVED that subject to the pre-ambule above the Overview and Scrutiny Board’s Work Programme be noted.

The meeting closed at 6.50 p.m.

Chairman

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CABINET

15 NOVEMBER 2019

NOMINATION OF AN ASSET OF COMMUNITY VALUE

Relevant Portfolio Holder	Cllr Adam Kent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford – Head of Planning & Regeneration
Wards Affected	Central Bromsgrove
Key Decision – N/A	

1. SUMMARY OF PROPOSALS

To consider whether to support a nomination to list The Victoria Ground an Asset of Community Value [“ACV”].

2. RECOMMENDATIONS

That Cabinet, as consultee, consider the contents of the report and decide to either:-

- (a) Support the listing of The Victoria Ground as an Asset of Community Value; or**
- (b) Not support the listing of The Victoria Ground as an Asset of Community Value**

3. KEY ISSUES

- 3.1 As Members are aware from previous reports the Localism Act gave communities a right to identify a building or other land that they believe to be of importance to their community’s social well-being and nominate such land / buildings to be registered with the Local Authority as an “Asset of Community Value”.
- 3.2 Registration lasts for six years and if the property comes up for sale, the legislation allows a community group six weeks to express an interest in its purchase and if they do so, there is a six month period within which they can prepare their bid to buy the asset. The property in question can then be sold on the open market. Community groups have the same rights as any other bidders and there is no preference given to the local community bid.
- 3.3 The Council has received a nomination from Bromsgrove Sporting Supporters Society Limited to list The Victoria Ground as an ACV. The nomination is attached at Appendix 1.

CABINET

15 NOVEMBER 2019

- 3.4 It has been nominated by Bromsgrove Sporting Supporters Society Limited, which is a qualifying community entity under the legislation, to make a nomination.
- 3.5 The Bromsgrove Sporting Supporters Society Limited is an industrial and provident society and states in its nomination form that its main aim is to help promote Bromsgrove Sporting through charitable activities, maintain the Victoria Ground and financially support the youth teams representing Bromsgrove Sporting. However, nomination lasts for six years and will need to be re-nominated after that time to maintain registration on the ACV register.
- 3.6 The Victoria Ground meets all of the statutory criteria for listing, as set out at 3.8 below.
- 3.7 Members are reminded that the final decision regarding whether to list an asset rests with the Head of Planning and Regeneration in consultation with the Portfolio Holder for Planning and Regeneration and Cabinet is being consulted by The Head of Planning and Regeneration as part of the consultation process.

Financial Implications

- 3.8 Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. As previously reported to Council, Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government. The owners also have a right to appeal the decision made by the Council in agreeing that the building be included on the Assets of Community Value.

Legal Implications

- 3.9 The Localism Act 2011 made provision for a system to list “assets of community value”, giving community groups the right to make nominations, and requiring local authorities to maintain local registers. Detailed rules around the operation of assets of community value are set out in the Assets of Community Value Regulations 2012.
- 3.10 The test for listing an Asset of Community Value as set out in Section 88 (1) of the Localism Act 2011 is as follows:-

“A building or other land in a Local Authority’s area is land of community value if in the opinion of the authority:-

CABINET

15 NOVEMBER 2019

- (a) an actual current use of the building or other land that is not an ancillary user furthers the social well-being or social interests of the local community, and
- (b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social well-being or social interests of the local community.”

Service/Operational Implications

- 3.11 There are no specific operational implications for the District. The list of nominated assets is maintained by Land Charges officers and is available on the Council’s Website.

Customer / Equalities and Diversity Implications

- 3.12 None from this report.

4. RISK MANAGEMENT

- 4.1 The ACV register is maintained by the Council to ensure that all assets nominated are included to mitigate any risks associated with assets not being included on the register. Consideration by officers and members will be undertaken at each nomination to ensure a consistent approach is taken.

APPENDICES

Appendix 1 – Nomination Form and plan

AUTHOR OF REPORT

Name: Ruth Bamford
E Mail: r.bamford@bromsgroveandredditch.gov.uk
Tel: (01527) 881202

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BROMSGROVE DISTRICT COUNCIL

**ASSETS OF COMMUNITY VALUE – THE COMMUNITY
RIGHT TO BID**

NOMINATION FORM

Section A: About your organisation

A1 Organisation's name and address

Name of organisation*	Bromsgrove Sporting Supporters Society Ltd
Address including postcode 19 Dovecote Road, Bromsgrove. B61 7BP	

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name Adrian Amess
Position in organisation Committee Member
Address including postcode 6 Watt Close, Bromsgrove. B61 7AN
Daytime telephone no. 01527 870343/07956 746879
Email address
How and when can we contact you?* By mobile or home phone - Anytime

**by email or phone, and days of the week and/or times of day you would prefer*

A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council		
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		
Industrial and provident society	X	

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its members must be registered to vote in the Bromsgrove District . If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Bromsgrove , please confirm which area that is.

100

A5 Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bromsgrove District Council or a neighbouring local authority. In some cases this will be obvious, eg. a parish council in Bromsgrove, or an organisation whose activities are confined to the district. If your connection may not be obvious to us please explain what your organisation's local connection is.

Supporting the team and maintaining the facilities of Bromsgrove Sporting FC who represent the town in the Bet Victor Central Premier League

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (ie. within the administrative area of Bromsgrove or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

Surplus funds are re-distributed back into the society to help funding towards the upkeep of the ground and the running of the society for the benefit of all supporters and the local community.

A7 More about your organisation

What are the main aims and activities of your organisation?

To help promote Bromsgrove Sporting through charitable activities, maintain the Victoria ground and financially support the youth teams representing Bromsgrove Sporting.

A8 Your organisation's rules

Please send us a copy of the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is	X
Memorandum and Articles of Association (for a company)	
Trust Deed (for a trust)	
Constitution and/or rules (for other organisations)	X

Part B: About the land or building(s) you are nominating

B1 Description and address

What it is (eg. pub, local shop) Football Ground
Name of premises (eg. Post office , Community Centre) The Victoria Ground
Address including postcode (if known) Birmingham Road, Bromsgrove. B61 0DD

B2 Sketch plan

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating
- The approximate size and position of any building(s) on the land.
- Any roads bordering the site.

Please see attached copy of Land Registry map

Agenda Item 5

B3 Owners and others with an interest in the building or land

You should supply the following information, if possible. If any information is not known to you, please say so.

	Name(s)	Address(es)
Names of all current occupants of the land	Bromsgrove Sporting FC	<i>Same as B1.</i>
Names and current or last known addresses of all those owning the freehold of the land (ie. owner, head landlord, head lessor)	Bromsgrove Council	Parkside, Stourbridge Road. Bromsgrove.B61 0AT
Names and current or last known addresses of all those having a leasehold interest in the land (ie. tenant, intermediate landlord, intermediate lessor)	Bromsgrove Sporting FC	Birmingham Road, Bromsgrove.B61 0DD

B4 Why you think the building or land is of community value

Note that the following are not able to be assets of community value:-

- *A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.*
- *A caravan site.*
- *Operational land. This is generally land belonging to the former utilities and other statutory operators.*

Does it currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

Encourages local supporters to attend football games at all levels from youth upwards and also local organisations who hire the facilities within.
Local businesses also benefit financially on match days e.g local pubs, shops and food outlets from supporters buying their products.

Could it in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use.)

Further use of the facilities for functions eg. weddings, christenings and birthday parties and also such things as exercise classes and craft fayres.
Increase the sporting interest of the club to encourage more supporters to attend games and support local businesses.

**These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.*

Section C: Submitting this nomination

C1 What to include

- The rules of your organisation (question A8).
- Your sketch plan (question B2).

C2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

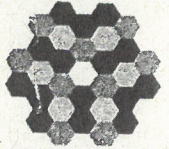
Signature

A handwritten signature in cursive script, appearing to read 'A. Amers', is written inside a rectangular box.

C3 Where to send this form

You can submit this nomination:-

- **By post to:** Jayne Pickering , Executive Director Finance and Resources, Bromsgrove District Council , Council House , Bromsgrove B60 1AA
- **By email to:** j.pickering@bromsgroveandredditch.gov.uk



Official copy of register of title

Title number WR117402

Edition date 02.10.2009

- This official copy shows the entries in the register of title on 10 November 2009 at 09:36:29.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 10 November 2009.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- For information about the register of title see Land Registry website www.landregistry.gov.uk or Land Registry Public Guide 1 - *A guide to the information we keep and how you can obtain it.*
- This title is dealt with by Land Registry Coventry Office.

A: Property register

This register describes the land and estate comprised in the title.

WORCESTERSHIRE : BROMSGROVE

- 1 (10.06.2008) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Victoria Ground, Birmingham Road, Bromsgrove (B61 0DR).
- 2 (10.06.2008) The land has the benefit of the following rights granted by a Deed of Grant dated 9 May 1960 made between (1) The Bowes Building Company Limited and (2) The Urban District Council of Bromsgrove :-

"the Company as Owners of the access Fifteen feet wide between Numbers 57 and 59 Birmingham Road aforesaid hereby GRANT unto the Council and the Bromsgrove Rovers Football Club their successors and assigns FULL AND FREE RIGHT LICENCE AND AUTHORITY for them the Council and the Club their successors and assigns their officers servants and workmen and their contractors and all other persons authorised by them with motor vehicles to pass and repass over and along the said access to obtain access to or egress from the said car park on the most northerly part of the Rovers Field PROVIDED THAT access shall be exercised only on days when the Rovers Field is being used for football matches"

NOTE 1: The Rovers Field is now known as the Victoria Ground.

NOTE 2: The access referred to above is tinted brown on the title plan.

Title number WR117402

B: Proprietorship register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (10.06.2008) PROPRIETOR: BROMSGROVE DISTRICT COUNCIL of The Council House, Burcot Lane, Bromsgrove, Worcestershire B60 1AA and of DX17279, Bromsgrove.
- 2 (01.05.2009) RESTRICTION: No disposition by the proprietors of the registered estate is to be registered unless one or more of them makes a statutory declaration or statement of truth, or their conveyancer gives a certificate, that the disposition is in accordance with a Declaration of Trust contained or referred to in Clause 4 of a Conveyance dated 14 May 1948 and made between (1) Charles Crane, Reginald Spencer Broadley, William Charles Edwin Weston and Joseph Edward Watterson (2) Charles Crane and (3) The Urban District Council of Bromsgrove or some variation thereof referred to in the declaration, statement or certificate.

C: Charges register

This register contains any charges and other matters that affect the land.

- 1 (10.06.2008) By a Conveyance dated 14 May 1948 made between (1) Charles Crane (Vendor) and (2) Urban District Council of Bromsgrove the land tinted yellow on the title plan was conveyed subject as follows:-

"Following demolition the site of the said cottages shall be added to the adjoining land known as Victoria Ground it being thereever maintained as part thereof on the terms and conditions more particularly contained in a Conveyance dated the fourteenth day of May One thousand nine hundred and forty eight made between the said Charles Crane Reginald Spencer Broadley William Charles Edwin Weston and Joseph Edward Watterson of the one part and Council of the other part"

NOTE: The Conveyance dated 14 May 1948 referred to in the above entry, which contains the said terms and conditions, is filed.

- 2 (10.06.2008) The land is subject to the following rights reserved by a Conveyance of the land tinted pink on the title plan dated 14 May 1948 made between (1) Charles Crane, Reginald Spencer Broadley, William Charles Edwin Weston and Joseph Edward Watterson (Vendors) (2) Charles Crane and (3) The Urban District Council of Bromsgrove :-

Excepting and Reserving to the owner or owners for the time being of the property adjoining the premises hereby conveyed and edged Blue on the said plan and the occupiers thereof for the time being full and free right and liberty at all times hereafter and for all purposes with or without horses or other animals carts carriages motor cars and other vehicles to go pass and repass over and along the road or way ten feet wide between the points marked "A" and "B" on the said plan and leading from the adjoining property aforesaid to Birmingham Road aforesaid

NOTE 1: The land edged blue referred to above was not shown on the plan supplied on first registration.

NOTE 2: Copy plan filed.

Title number WR117402

C: Charges register continued

- 3 (10.06.2008) The parts of the land affected thereby are subject to the leases set out in the schedule of leases hereto. The leases grant and reserve easements as therein mentioned.

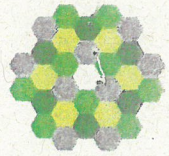
Schedule of notices of leases

	Registration date and plan ref.	Property description	Date of lease and term	Lessee's title
1	10.06.2008	Football Ground	06.08.2003 6 years 364 days from and including 06/08/2003	LP 179

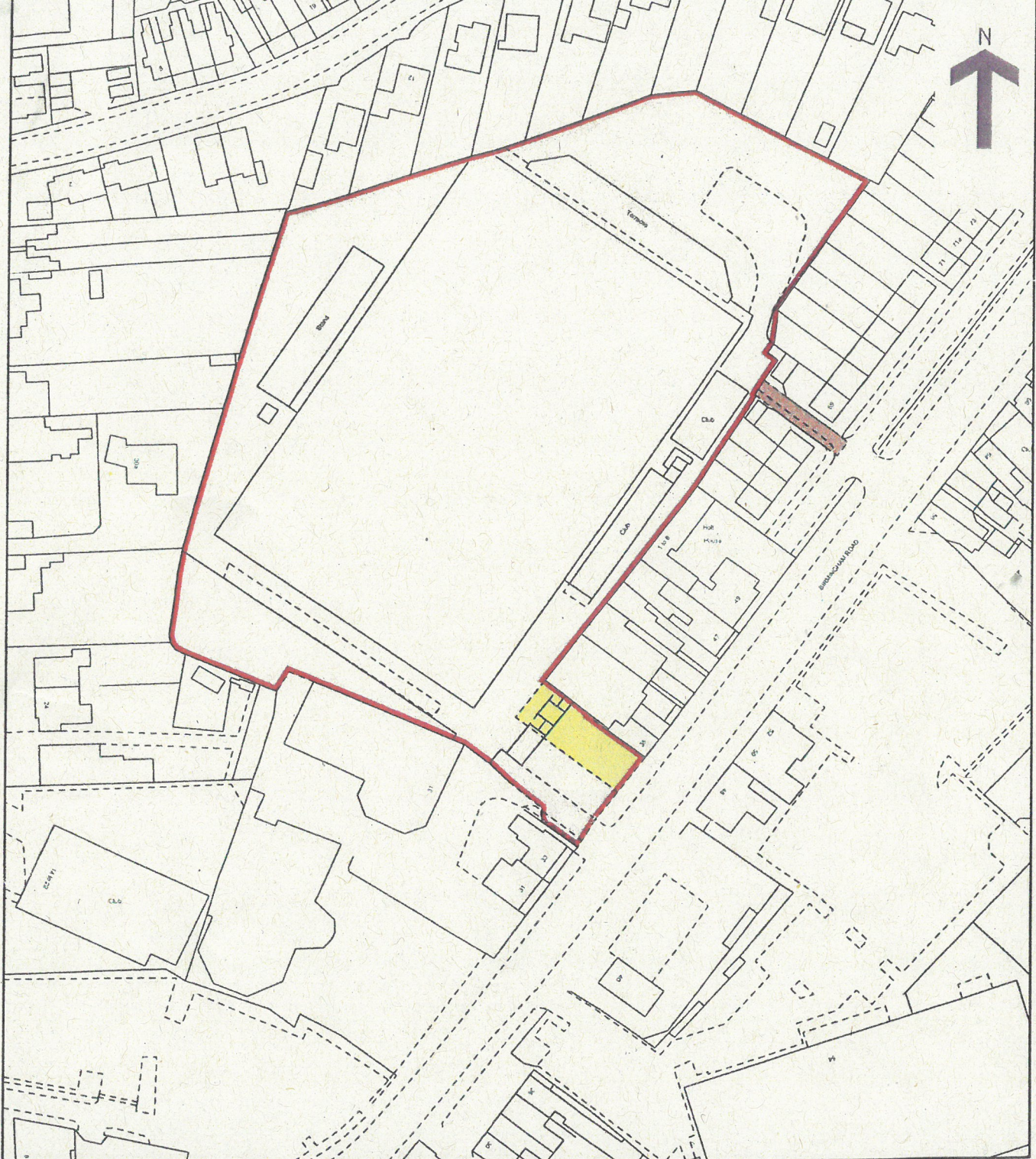
End of register

Land Registry
Official copy of
title plan

Title number **WR117402**
Ordnance Survey map reference **SO9671SW**
Scale **1:1250**
Administrative area **Worcestershire: Bromsgrove**



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This official copy issued on 10 November 2009 shows the state of this title plan on 10 November 2009 at 09:36:29. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries. This title is dealt with by Land Registry, Coventry Office.

Statement of Common Ground – Worcestershire Minerals Local Plan

Cabinet

4th December

Statement of Common Ground – Worcestershire Minerals Local Plan

Relevant Portfolio Holder	Cllr Adam Kent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Wards Affected	All
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Worcestershire County Council (WCC) has been preparing its Minerals Local Plan (MLP) over recent years. WCC is about to submit the MLP to the planning inspectorate to undergo its Examination in Public.
- 1.2 This report highlights the involvement of BDC in the MLP and seeks authority to enter into a Statement of Common Ground (SoCG) with WCC concerning the MLP.

2. RECOMMENDATIONS

- 2.1 That Cabinet recommends that Council agrees the statement of common ground with regards to the Worcestershire Minerals Local Plan and delegates authority to the Leader of the Council to sign and send the agreement to Worcestershire County Council on behalf of this Council.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications of this report.

Legal Implications

- 3.2 The duty to cooperate was introduced by the Localism Act 2011, and is set out in an updated section 33A of the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities and county councils in England and prescribed public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plans in the context of strategic cross boundary matters.

Statement of Common Ground – Worcestershire Minerals Local Plan

Cabinet

4th December

Service / Operational Implications

- 3.5 Officers have been engaged in the MLP process throughout its production although this engagement has not needed to be intensive due to the lack of significant issues arising. A response was submitted in March 2017 which highlighted a number of initial concerns; this was followed up by a further response in early 2019 to seek clarification on some minor non soundness issues which remained.

- 3.6 It should be noted that the MLP does not continue any new mineral site allocations, and at no point was an in principle objection submitted, or any plan soundness concerns raised. The issues raised at the previous stages have now been addressed where necessary in the latest version of the MLP. It is now clear that the policies in the MLP do not hamper the ability of the Council to progress with the District Plan review, and present a robust set of policies for use by WCC when determining minerals applications.

- 3.7 As required by the adopted SoCG protocol, SoCGs need political sign off either delegated to leader or portfolio holder in cases where it is non contentious, or by Cabinet and Council where there are significant planning issues. In this instance as this is a WCC plan which has been approved by WCC Cabinet, including the BDC leader, and also as the portfolio holder is a WCC member it is suggested that the delegations are not used and wider member endorsement is sought.

Customer / Equalities and Diversity Implications

- 3.7 None

4. RISK MANAGEMENT

- 4.1 None

5. APPENDICES

Appendix 1 – Worcestershire Minerals Local Plan Statement of Common Ground and Strategic Matters Summary Table
 Appendix 2 – Bromsgrove District Council SoCG agreement statement

Statement of Common Ground – Worcestershire Minerals Local Plan

Cabinet

4th December

6. BACKGROUND PAPERS

Worcestershire Minerals Local plan pre submission version

http://www.worcestershire.gov.uk/info/20657/emerging_minerals_local_plan_consultation_stages/373/emerging_minerals_local_plan_previous_consultation_stages/8

7. KEY

WCC – Worcestershire County Council
MLP – Minerals Local Plan
SoCG – Statement of Common Ground

AUTHOR OF REPORT

Name: Mike Dunphy – Strategic Planning and Conservation Manager
E Mail: m.dunphy@bromsgroveandredditch.gov.uk
Tel: 01527 881325

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Worcestershire Minerals Local Plan

Duty to Cooperate Statement, incorporating the Statement of Common Ground

October 2019

PLEASE NOTE:

This document has been prepared by Worcestershire County Council and is considered to truly and accurately reflect the cooperation undertaken and the areas of agreement and disagreement with relevant bodies. A draft of this document was circulated to the relevant bodies in August 2019, and any comments and clarifications have been addressed in this version.

Confirmation has been sought that the relevant bodies agree with and support this statement as a true record of the key cross-boundary strategic matters relevant to the Worcestershire Minerals Local Plan with respect to the interests of their organisation.

WCC anticipates that confirmation will be gained from all Duty to Cooperate bodies and other additional signatories prior to the submission of the Minerals Local Plan in December 2019, and records of confirmation from each body will be submitted alongside this document. However, if it is not possible for confirmation to be obtained from all the bodies in this timeframe, this will not prevent WCC from submitting the plan for examination.

Contact: *Minerals Planning Policy
Strategic Planning and Environmental Policy
Directorate of Economy and Infrastructure
Worcestershire County Council
County Hall
Worcester
WR5 2NP*

Email: *minerals@worcestershire.gov.uk*

Tel: *01905 766374*

Executive summary

Worcestershire County Council (WCC) has consulted and cooperated on a wide range of matters as part of the preparation of the Minerals Local Plan (MLP). This document demonstrates that WCC has undertaken effective and ongoing engagement with Duty to Co-operate (DtC) bodies throughout the preparation of the MLP. This engagement, both formal and informal, has helped to ensure that the Publication Version of the MLP takes full account of strategic matters, and these strategic matters have been dealt with rather than deferred.

The following matters are deemed to be of strategic importance, and have been the focus of significant DtC discussions:

- Minerals provision
- Green infrastructure
- Safeguarding of mineral resources, sites and supporting infrastructure

Confirmation has been sought that the relevant bodies agree with and support this statement as a true record of the key cross-boundary strategic matters relevant to the Worcestershire Minerals Local Plan. However, it is considered by WCC to truly and accurately reflect the cooperation undertaken and the areas of agreement and disagreement with relevant bodies. WCC is satisfied that there are no outstanding areas of disagreement on these strategic matters with any of the statutory DtC bodies or with any other additional signatories to this document, although further work is being undertaken with Natural England and the Environment Agency to verify, and update as necessary, the evidence base in respect of the Severn Estuary international designations and the potential for functional linkages with land and watercourses in Worcestershire.

By being signatories to this statement, the bodies are giving a public commitment that agreement has been reached or, where any disagreement remains, that it will continue to be sought. Agreement by the bodies to this document is intended to provide evidence that the DtC has been fulfilled, that effective joint-working on cross-boundary strategic matters has taken place, and that the strategic matters have been addressed rather than deferred. However, the bodies' agreement with the information set out in this document will not prevent them making representation on the detail of any particular matters under Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012 or from participating in the examination of the MLP.

WCC is committed to maintaining co-operation - both with statutory DtC bodies as well as wider stakeholders – as the MLP progresses to adoption and is implemented. Ongoing actions under the Duty to Co-operate will continue to be recorded regularly through WCC's Authority Monitoring Reports and will influence any future reviews of the Minerals Local Plan.

Further cooperation is also likely to be required during the development of the separate Mineral Site Allocations Development Plan Document.

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1. Introduction

- 1.1. The Planning and Compulsory Purchase Act 2004 requires Worcestershire County Council (WCC) to comply with the 'Duty to Co-operate' (DtC). The duty requires local planning authorities to co-operate with other planning authorities and prescribed bodies on strategic planning matters.¹
- 1.2. This statement sets out the main mechanisms used to fulfil the DtC and identifies the strategic matters that WCC has addressed in developing the Worcestershire Minerals Local Plan (MLP). It demonstrates how WCC and other bodies have co-operated and sets out how the MLP addresses the strategic matters following this co-operation.
- 1.3. Strategic matters have been discussed with a wide range of stakeholders, and WCC has sought to ensure that the views of relevant bodies are understood and taken into account in the MLP. In addition to the MLP's formal consultation stages, WCC has held workshops and meetings, and has liaised extensively by telephone, email and letter. WCC maintains ongoing liaison with other planning authorities and prescribed bodies, including through its membership of relevant county, regional, and national groups. Summaries of the meetings attended and correspondence exchanged that could be relevant to the DtC have been published alongside each of WCC's Authority Monitoring Reports (as an appendix within the document for 2012/13 and as separate annexes for 2013/14 up to 2015, the latest available AMR, at www.worcestershire.gov.uk/AMR). For ease of reference, these are available alongside this statement under "Background documents" > "Legal compliance" at www.worcestershire.gov.uk/mineralsbackground, as well as summaries of the most recent activities up to the end of June 2019 as the AMRs for 2016 to 2019 have not yet been published.
- 1.4. Under the Localism Act 2011, the requirements of the DtC apply to "the preparation of development plan documents", and also to "activities that can reasonably be considered to prepare the way for [this preparation]"². As such, WCC has undertaken consultation and engagement not only on the MLP, but also on the various evidence bases that underpin the MLP. These include Local Aggregate Assessments and Authority Monitoring Reports, as well as a series of background documents on relevant topics.
- 1.5. In addition to the Duty to Cooperate, one of the tests set in the National Planning Policy Framework for whether a plan is 'sound' is that it should be effective. The revision of the National Planning Policy Framework in July 2018 introduced a requirement to present evidence in a Statement of Common Ground (SoCG) to show that a plan is deliverable over the plan period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred. This statement provides a written record of the progress made by WCC during the process of plan preparation in addressing relevant strategic cross-boundary matters.
- 1.6. Whilst planning practice guidance states that the SoCG should document where effective co-operation is and is not happening throughout the plan-making process, the requirement was

¹ Section 33A of The Planning and Compulsory Purchase Act 2004, and Part 2 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

² Section 33A(3) of The Planning and Compulsory Purchase Act 2004.

introduced late in the development of the MLP. This document has therefore been developed to demonstrate how strategic matters have been addressed by the end of the plan-making process, rather than having been maintained throughout plan preparation.

Strategic geography and signatories

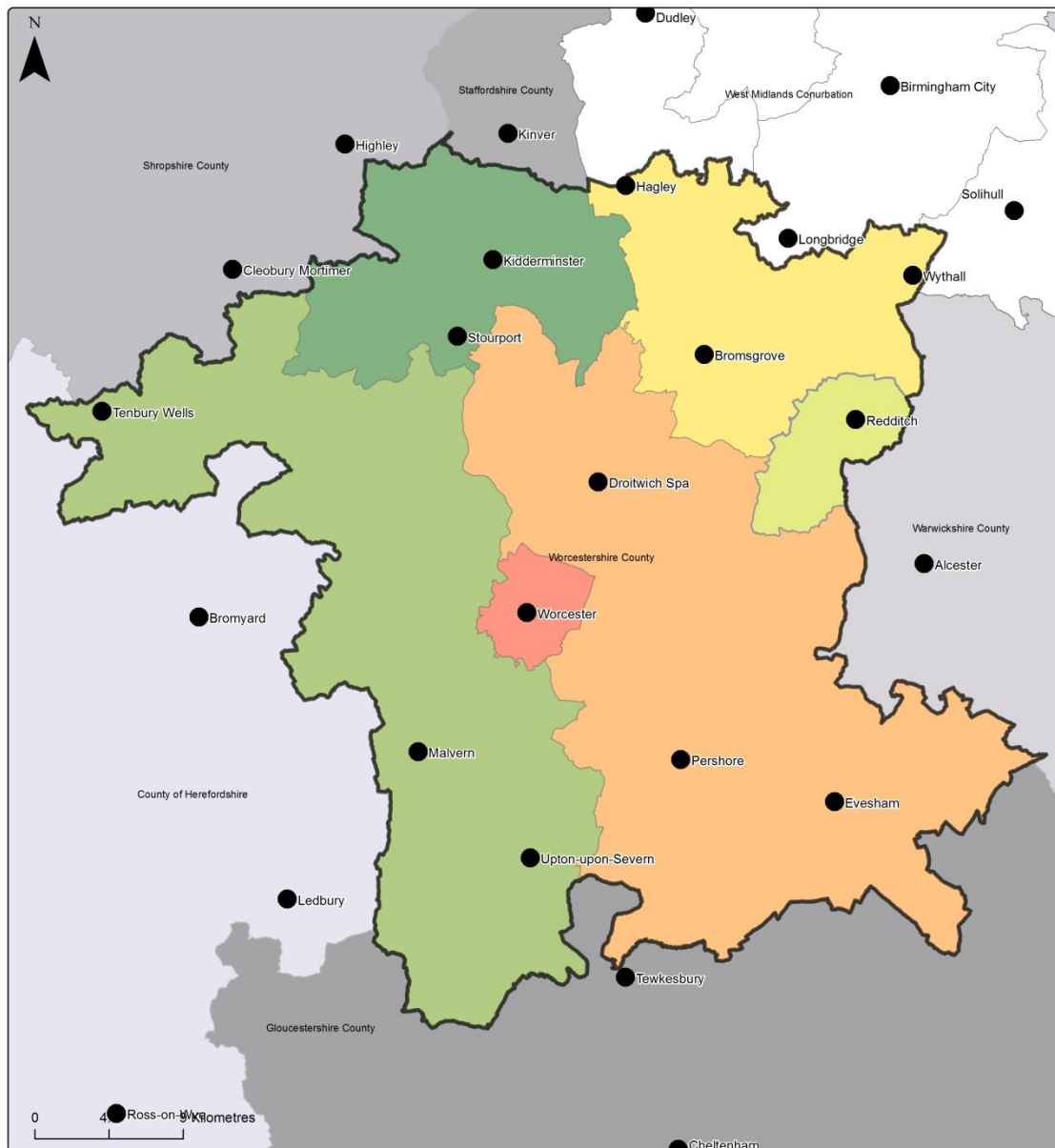
- 1.7. This statement covers the administrative area of Worcestershire (Figure 1). Worcestershire consists of the city of Worcester, borough of Redditch and the districts of Bromsgrove, Malvern Hills, Wychavon and Wyre Forest. Worcestershire is adjacent to the West Midlands conurbation and the largely rural counties of Shropshire and Staffordshire to the north, Gloucestershire to the south, Herefordshire to the west and Warwickshire to the east.
- 1.8. Worcestershire County Council is the Mineral Planning Authority³ for Worcestershire. No other plan-making authorities are responsible for the mineral planning issues detailed in this statement. As the Minerals Local Plan has been developed by a single plan-making authority, no formal joint working arrangements were necessary and therefore there were no formal governance arrangements for the cooperation processes summarised in this statement. However, other bodies have been involved in identifying and cooperating on the strategic matters and determining how the Minerals Local Plan should address them. This includes both statutory Duty to Cooperate bodies and other additional signatories⁴ as set out in chapters 3 and 4. This statement sets out how cooperation has been undertaken during the development of MLP, and the strategic matters relevant to each body in relation to the development of the MLP.
- 1.9. By being signatories to this statement, the bodies are giving a public commitment that agreement has been reached or, where any disagreement remains, that it will continue to be sought. Agreement by the bodies to this document is intended to provide evidence that the DtC has been fulfilled, that effective joint-working on cross-boundary strategic matters has taken place, and that the strategic matters have been addressed rather than deferred. However, the bodies' agreement with the information set out in this document will not prevent them making representation on the detail of any particular matters under Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012 or from participating in the examination of the MLP.

³ Town and Country Planning Act 1990.

⁴ Planning Practice Guidance states that "Additional signatories will be those bodies who have a role in the matters covered in a statement of common ground, and with whom an authority needs to cooperate in order to plan for these matters. These may include: other relevant public bodies (such as: Local Enterprise Partnerships, Local Nature Partnerships, and the Marine Management Organisation in coastal areas); other authorities (such as county councils, combined authorities without plan-making powers, and strategic policy-making authorities outside of the area covered by the statement); infrastructure providers; or any other non-government organisations (such as advisory bodies) the authority cooperates with to address strategic matters through the plan-making process. This is not an exhaustive list.

In the case of local planning authorities and county councils, prescribed bodies under the duty to cooperate can be treated as additional signatories. Engagement between authorities and prescribed bodies which does not involve agreements on strategic matters can be detailed in Authority Monitoring Reports." Planning Practice Guidance Paragraph: 023, Reference ID: 61-023-20190315, Revision date: 15 03 2019, <https://www.gov.uk/guidance/plan-making#maintaining-effective-cooperation>

Figure 1. Location and administrative areas covered by this statement



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Review and ongoing cooperation

- 1.10. A draft version of this statement was published alongside the Publication Version of the MLP, and sent to each of the relevant bodies asking for their comments on any errors, omissions or inaccuracies. The comments and clarifications which were received have been addressed in this version (October 2019). It is considered by WCC to truly and accurately reflect the cooperation undertaken and the areas of agreement and disagreement with relevant bodies, and confirmation has been sought from those bodies that they agree with and support this statement as a true record of the key cross-boundary strategic matters relevant to the Worcestershire Minerals Local Plan with respect to the interests of their organisation.
- 1.11. WCC anticipates that confirmation will be gained from all Duty to Cooperate bodies and other additional signatories prior to the submission of the MLP in December 2019, and records of confirmation from each body will be submitted alongside this document. However, if it is not possible for confirmation to be obtained from all the bodies in this timeframe, this will not prevent WCC from submitting the plan for examination.
- 1.12. WCC has committed to prepare a separate Mineral Site Allocations Development Plan Document. A separate SoCG will be developed to accompany the development of that document.

2. Engagement through local, regional and national groups

2.1. WCC actively participates in a range of relevant officer groups to exchange best practice, to ensure WCC is aware of other MPAs' and LPAs' plan-making progress, and that other MPAs/LPAs are aware of WCC's progress, and to discuss any potential cross-boundary issues. A key role of the groups is to exchange information on the supply and demand for different types of minerals in different areas, and to understand and apply the local evidence base in the development of plans. County-level groups allow WCC to liaise with the city, borough and district councils and ensure that their Local Plans take account of the MLP, and vice-versa, particularly in relation to safeguarding mineral resources and infrastructure and the implications of that for non-mineral development.

2.2. The main groups in which WCC is involved are set out below:

- The **Worcestershire Planning Officers Group** brings together senior planning policy officers from the local authorities in Worcestershire (Worcestershire County Council, Bromsgrove District Council, Malvern Hills District Council, Redditch Borough Council, Wychavon District Council, Wyre Forest District Council, Worcester City Council) to discuss a range of planning-related issues.
- The **Herefordshire and Worcestershire Development Management Officers' Group** (DC Forum) brings together senior development management officers from the local authorities in Herefordshire and Worcestershire (Herefordshire Council, Worcestershire County Council, Bromsgrove District Council, Malvern Hills District Council, Redditch Borough Council, Wychavon District Council, Wyre Forest District Council, Worcester City Council) to focus on development management practice and the interpretation of policy.
- The **Worcestershire Green Infrastructure Partnership** seeks to guide the delivery of green infrastructure in the county through development, regeneration and environmental projects. It includes statutory agencies, local authorities and voluntary sector organisations (Bromsgrove District Council, Environment Agency, Forestry Commission, Historic England, Malvern Hills District Council, Natural England, Redditch Borough Council, Woodland Trust, Worcester City Council, Worcestershire County Council, Worcestershire Wildlife Trust, Wychavon District Council, Wyre Forest District Council).
- The **Minerals and Green Infrastructure Steering Group** was established in 2013 to advise on the green infrastructure evidence base and embedding the Green Infrastructure approach in the Minerals Local Plan. It comprises representatives of Historic England, the Environment Agency, the Forestry Commission, Herefordshire & Worcestershire Earth Heritage Trust, Natural England, Nature After Minerals/RSPB, the Worcestershire Wildlife Trust, and officers from the following teams within Worcestershire County Council: Strategic Planning & Environmental Policy; Worcestershire Archive and Archaeology Service; Development Management; Flood Risk Management (Lead Local Flood Authority); Countryside Access & Recreation.

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- The **Worcestershire Local Nature Partnership (WLNP)** brings together a broad range of local organisations, businesses and people, acting at a strategic 'landscape' scale, to deliver improvements in Worcestershire's environment, including (but not limited to) biodiversity, geodiversity, landscape, historic environment, flooding, climate change, and green space. The WLNP supports a green infrastructure approach to multifunctional environmental benefits, and provides expertise in developing strategies, planning projects, securing funding and delivering successful outcomes for nature. WLNP comprises senior representatives from the public, private and third sectors, including professional environmental and land managers and a representative from the Worcestershire Local Enterprise Partnership.
- The **West Midlands Aggregates Working Party** is supported by government and includes industry representatives alongside officers from the mineral planning authorities in the west midlands (Birmingham City Council, Coventry City Council, Dudley Metropolitan Borough Council, Herefordshire Council, Sandwell Metropolitan Borough Council, Shropshire Council, Solihull Metropolitan Borough Council, Staffordshire County Council, Stoke-on-Trent City Council, Telford & Wrekin Council, Walsall Council, Warwickshire County Council, City of Wolverhampton Council, Worcestershire County Council). The group provides expert technical advice, provides scrutiny of and advice on the preparation of local aggregate assessments (LAA), and assesses the overall demand and supply of aggregates in the West Midlands through the sharing of LAAs and the contribution towards regional-level Annual Monitoring Reports.
- The **West Midlands Mineral Planning Authorities Non-Aggregate Minerals Discussion Group** meets informally to discuss cross-boundary issues for non-aggregate minerals. It comprises officers from the mineral planning authorities in the west midlands (Birmingham City Council, Coventry City Council, Dudley Metropolitan Borough Council, Herefordshire Council, Sandwell Metropolitan Borough Council, Shropshire Council, Solihull Metropolitan Borough Council, Staffordshire County Council, Stoke-on-Trent City Council, Telford & Wrekin Council, Walsall Council, Warwickshire County Council, City of Wolverhampton Council, Worcestershire County Council).
- The **Mineral Planning Authorities Industrial Sand Group** was convened in 2017, when the need to understand the availability of silica sand resources and the implications of this for development in designated landscapes arose from work on the West Sussex County Council and South Downs National Park Authority's Minerals and Waste Plan. The group aims to assist in co-ordinating the planning of the supply of industrial mineral resources nationally and with a generally consistent approach. It comprises officers from the mineral planning authorities with known industrial sand deposits (Central Bedfordshire Council, Dorset County Council, East Cheshire Council, Hampshire County Council, Kent County Council, Norfolk County Council, North Yorkshire County Council, Nottinghamshire County Council, South Downs National Park Authority, Staffordshire County Council, Surrey County Council, West Sussex County Council, Worcestershire County Council).

3. Strategic matters

- 3.1. WCC has consulted and cooperated on a wide range of matters as part of the preparation of the MLP. The mechanisms and outcomes of this are recorded in the Consultation Statement (available under "Background documents" > "Legal compliance" at www.worcestershire.gov.uk/mineralsbackground), the response documents published after each formal stage of consultation (available under "Emerging Minerals Local Plan" > "Consultation Stages" at www.worcestershire.gov.uk/minerals), and in the summaries of Duty to Co-operate activities published alongside the Authority Monitoring Reports (for ease of reference, these are available under "Background documents" > "Legal compliance" at www.worcestershire.gov.uk/mineralsbackground).
- 3.2. Among the many issues that have been considered, the following are deemed to be of strategic importance, and have been the focus of significant DtC discussions:
- Minerals provision
 - Green infrastructure
 - Safeguarding of mineral resources, sites and supporting infrastructure.
- 3.3. A summary of each of these issues is set out below.

Matter 1: Minerals provision

3.4. Setting out the mineral planning authority's approach to facilitating the sustainable use of minerals is the primary purpose of developing a Minerals Local Plan. There are significant geographical imbalances between where mineral resources occur and the areas they are most needed, and minerals can only be worked where they naturally occur. The geographical distribution of resources, alongside viability and the operation of the market, means that minerals and mineral products are inevitably moved across administrative areas. Mineral planning authorities therefore need to consider making appropriate contributions to national as well as local supply, rather than simply determining and supplying local demand, but they also need to make due allowance for the need to control any environmental damage to an acceptable level. Cross-boundary issues in relation to the provision of minerals therefore need to be considered under the duty to cooperate.

3.5. Liaison on this matter has primarily been through the *West Midlands Aggregate Working Party* and the *West Midlands Mineral Planning Authorities Non-Aggregate Minerals Discussion Group*, and the *Mineral Planning Authorities Industrial Sand Group* but has also included numerous other meetings, letters, emails and phone calls with relevant parties. The provision of minerals also has the potential to conflict with other parts of the development plan. WCC has therefore also liaised with the City, Borough and District Councils in Worcestershire to consider how to manage any such conflicts. Through these mechanisms, WCC has liaised extensively with the following DTC bodies and other additional signatories over the MLP's approach to minerals provision:

- Aggregate Working Parties:
 - West Midlands Aggregates Working Party
 - East Midlands Aggregates Working Party
 - South West Aggregates Working Party
 - South Wales Aggregate Working Parties
- Neighbouring mineral planning authorities:
 - Association of Black Country Authorities (Dudley, Sandwell, Walsall and Wolverhampton)
 - Birmingham City Council
 - Dudley Metropolitan Borough Council
 - Gloucestershire County Council
 - Herefordshire Council
 - Shropshire Council
 - Solihull Metropolitan Borough Council
 - Staffordshire County Council
 - Warwickshire County Council
 - South Gloucestershire Council (not a neighbouring authority, but significant cross-boundary issues in relation to crushed rock)
- Worcestershire's city, borough and district councils:
 - Bromsgrove District Council
 - Malvern Hills District Council
 - Redditch Borough Council
 - Wychavon District Council
 - Wyre Forest District Council

- Worcester City Council
- Member mineral planning authorities of the Industrial Sand Group:
 - Central Bedfordshire Council
 - Dorset County Council
 - East Cheshire Council
 - Hampshire County Council
 - Kent County Council
 - Norfolk County Council
 - North Yorkshire County Council
 - Nottinghamshire County Council
 - South Downs National Park Authority
 - Staffordshire County Council
 - Surrey County Council
 - West Sussex County Council
- Marine Management Organisation
- Historic England

3.6. The cross-boundary issues and the implications for the Worcestershire Minerals Local Plan vary for different types of mineral resources, and the key considerations for each type of mineral resource in Worcestershire are set out below. However, in summary, the MLP enables the provision of minerals through:

- Chapter 3 – Vision and objectives:
 - The vision states that Worcestershire’s permitted mineral sites and supporting infrastructure will provide a steady, adequate and sustainable supply of locally and nationally important minerals, and that they will contribute to the vitality of the local economy through the delivery of minerals to local and national markets, whilst making the best use of substitute, secondary and recycled minerals and mineral wastes to minimise the need for primary materials.
 - Objective MO 1 is to "Enable the supply of minerals".
- Chapter 4 – Spatial strategy:
 - The Key Diagram identifies five strategic corridors. These are the areas in the county where there is the greatest concentration of locally and nationally important mineral resources. The strategic corridors are well located to serve planned housing and infrastructure development both within and beyond the county boundary, as acknowledged in paragraphs 4.57, 4.85, 4.114, 4.144, and 4.180 of the MLP.
 - Policy MLP 1 takes a proactive approach to the location of mineral development by enabling planning permission to be granted for mineral development within the strategic corridors and setting criteria by which development outside of those corridors would be considered acceptable. The Minerals Local Plan allocates areas of search within the five strategic corridors, representing:
 - 59.9% (by area) of Worcestershire’s key and significant terrace and glacial sand and gravel resources and 80.7% (by area) of Worcestershire’s key and significant solid sand resources;
 - 13 areas of search for building stone, based on screened former building stone quarries;

- 19.5% (by area) of the screened Mercia Mudstone Group resources; and
 - 52.4% (by area) of the screened Wildmoor Sandstone Formation which contains silica sand (naturally bonded moulding sands).
- Policy MLP 1 also refers to specific sites and preferred areas which will be allocated in a separate Mineral Site Allocations Development Plan Document. The commitment to prepare this document is set out in the Local Development Scheme (July 2018), and further cooperation is likely to be required during the development of that document.
- Policies MLP 4 to MLP 8 set green infrastructure priorities which are locally appropriate for each of the strategic corridors. Further detail is provided under Matter 2: Green Infrastructure below, but identifying these priorities is intended to aid the provision of minerals by providing certainty to developers and decision makers as to the expectations for mineral working and restoration, and by being locally appropriate and multifunctional priorities which are therefore cost effective to implement.
- To minimise conflict with other parts of the development plan, the strategic corridor boundaries were altered following responses to the Third Stage Consultation to remove settlement boundaries and site allocations from the City, Borough and District Councils' adopted Development Plan Documents.
- Chapter 5 – Supply of mineral resources
 - This chapter sets out separate policies for the various types of mineral resources in Worcestershire. These aim to ensure that:
 - there is a sufficient and sustainable stock of reserves at sites with planning permission (for aggregate minerals this is referred to as a “landbank”);
 - there are enough sites with the capacity to produce, process and sell what is required (“productive capacity”);
 - there is enough flexibility to ensure that demand can be met even if natural events or commercial decisions limit production at one or more site(s); and
 - large landbanks at very few sites do not stifle competition.
- Chapter 8 – Implementation and monitoring framework:
 - Monitoring indicators are set out to enable an assessment of whether the Minerals Local Plan is being implemented effectively and to ensure that the Plan's objectives are being met. Targets which will be monitored in the Authority Monitoring Report are set in relation to the supply of minerals under Objective MO 1, including targets for maintaining landbanks, maintaining or enhancing the number of sites, and monitoring the number of applications for development which would enable the supply of minerals from substitute, secondary or recycled materials or mineral waste.
 - The process which will be followed if any of these targets is missed is set out in Figure 8.1 of the MLP.

a) Aggregate minerals

3.7. The National Planning Policy Framework requires mineral planning authorities to plan for a steady and adequate supply of aggregates (sand and gravel, and crushed rock) and to maintain landbanks of at least 7 years for sand and gravel and at least 10 years for crushed rock. The appropriate level of contribution from each mineral planning authority should be determined through the production of Local Aggregate Assessments, participation in an Aggregate Working Party, and reflecting on any guidance from the National Aggregate Co-ordinating Group.

- 3.8. WCC is a member of the West Midlands Aggregate Working Party, and has prepared a Local Aggregate Assessment for Worcestershire annually. The MLP uses the *Local Aggregate Assessment (using data covering the period up to 31/12/2016)* as its baseline (available at www.worcestershire.gov.uk/amr). The national and sub-national guidelines are considered in paragraphs 5.12-5.15 and 6.10-6.13 of the *Local Aggregate Assessment (using data covering the period up to 31/12/2016)*. A draft of the *Local Aggregate Assessment (using data covering the period up to 31/12/2016)* was considered by the West Midlands Aggregates Working Party, and by the East Midlands, South West and South Wales Aggregate Working Parties, and their comments were taken into account, as set out in Appendix 1 of the final version which was endorsed by the West Midlands Aggregate Working Party (see Appendix 1 of this document).
- 3.9. Separate landbanks have been calculated for sand and gravel and for crushed rock, and these have separate monitoring indicators in the MLP. The Portrait of Worcestershire (paragraphs 2.17-2.18 and 2.29) in the MLP sets out why it is not appropriate to calculate or plan for any further subdivision of these landbanks. The existing landbanks and the production guidelines set out in the *Local Aggregate Assessment (using data covering the period up to 31/12/2016)* have been used to ensure that the MLP will make sufficient provision for aggregates. Policy MLP 10 (Steady and Adequate Supply of Sand and Gravel) and Policy MLP 11 (Steady and Adequate Supply of Crushed Rock) both require landbanks of **at least** 7 or 10 years, respectively, to ensure that they do not set a cap on the landbank which could be permitted which might stifle competition.
- 3.10. Despite having a relatively small number of active sites, national data indicates that Worcestershire was a net exporter of sand and gravel in both 2009 and 2014,⁵ although the proportion of imports was greater in 2014 (see Table 2.1 in the MLP) and, based on the production guideline set in the baseline *Local Aggregate Assessment*, the landbank for permitted sand and gravel reserves in Worcestershire at the end of 2016 stood at approximately 7 years, meeting the requirement for a minimum of 7 years set out in national policy. The MLP has been developed to ensure that it will enable the provision of at least a further 11.53 million tonnes of sand and gravel over the life of the plan in order to maintain a landbank of at least 7 years to 2035 and beyond. However, the MLP also recognises that, as the Local Aggregate Assessment is produced annually, the annual production guideline will vary through the life of the plan and the plan has been developed to be sufficiently flexible to adapt to such changes.
- 3.11. In contrast, the lack of a landbank of permitted crushed rock reserves since 2010 and significant constraints on the crushed rock deposits in Worcestershire were identified by WCC in late 2014/early 2015 as a key strategic issue requiring discussion with neighbouring MPAs and AWP. Options were explored with the West Midlands Aggregate Working Party and, based on the available data about imports and exports of crushed rock in the West Midlands, discussion was extended to include the South West, East of England and South Wales Aggregate Working Parties. The outcome of correspondence with these AWP, detailed discussions with Gloucestershire

⁵ Communities and Local Government, British Geological Survey and Welsh Assembly Government (2009 and 2014) *Aggregate minerals survey for England and Wales*, <https://www.gov.uk/government/collections/minerals>. Discussion with the authors of these documents has revealed that the information does not represent a complete dataset from all mineral operators (Email correspondence with Mr T Bide at the British Geological Survey (7th August 2017) revealed that for 2009 responses were only received for two quarries in Worcestershire, and in 2014 for only 1 quarry). Significant caution must therefore be applied in relying on this data.

County Council and South Gloucestershire Council, and meetings of the West Midlands Aggregate Working Party over the course of 2015 concluded that cross-boundary movements of crushed rock into Worcestershire have occurred for some time and are likely to continue into the future, but that the level of supply has been relatively small and has not undergone notable fluctuation over time. They indicated that WCC should not pursue a production guideline for crushed rock which it is unlikely to be able to meet for the foreseeable future. Instead, the policy framework of the new Minerals Local Plan should contain policies which would enable crushed rock development to come forward on the basis of criteria based policy to meet an identified need, and Worcestershire's production guideline for crushed rock in its Local Aggregate Assessment should be reduced to 0 tonnes. The Mineral Planning Authorities and Aggregate Working Parties indicated that supplying Worcestershire's demand for crushed rock could be accommodated.

- 3.12. These outcomes were reflected in the subsequent Local Aggregates Assessments (using data up to the end of 2015, and the end of 2016) which were then circulated to the West Midlands, South West, South Wales and East Midlands Aggregate Working Parties for comment. A background document "*Crushed Rock Supply in Worcestershire – Summary of action undertaken under the duty to cooperate*" (September 2016) sets out the details of the discussions undertaken and is available at www.worcestershire.gov.uk/mineralsbackground. This issue is also formally recorded within a Memorandum of Understanding between Gloucestershire County Council, Herefordshire Council and Worcestershire County Council (available under "Legal compliance" at www.worcestershire.gov.uk/mineralsbackground).
- 3.13. WCC's *Local Aggregate Assessment (using data covering the period up to 31/12/2016)*, which is the baseline for the MLP, therefore set a "production guideline" of 0 tonnes per annum for crushed rock. The MLP recognises these issues in Chapter 2 (Portrait of Worcestershire) and the reasoned justification accompanying policy MLP 11 (Steady and adequate supply of crushed rock), stating that "in the case of crushed rock, the baseline Local Aggregate Assessment identifies local information that indicates that [the] 'production guideline' should be 0 tonnes per annum. The Local Aggregate Assessment is produced annually and therefore the annual production guideline could vary throughout the life of the plan, but the constraints surrounding Worcestershire's crushed rock resources mean that crushed rock working at a significant scale is unlikely during the life of the plan and the production guideline is likely to remain as 0 tonnes per annum. However, the plan has been developed to be sufficiently flexible to adapt to any changes in the production guideline."
- 3.14. Discussions with surrounding mineral planning authorities since this approach was established have indicated that it remains the most appropriate solution for the Worcestershire Minerals Local Plan.
- 3.15. The constraints on Worcestershire's crushed rock deposits meant that there were no significant clusters of crushed rock resources which had not been screened out as being compromised which could be used to identify strategic corridors. The corridors which were identified around clusters of other mineral resources do not contain any crushed rock resources, and therefore there are no areas of search for crushed rock allocated in the MLP. This means that the MLP does not promote any locations for crushed rock development, but policy MLP 1 sets

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criteria by which development outside of the strategic corridors would be considered acceptable in order to allow crushed rock applications to be assessed should they be put forward.

- 3.16. The targets set in the monitoring indicators for the MLP refer to the need for ongoing duty to cooperate discussions with surrounding Mineral Planning Authorities to ensure that, if Worcestershire does not have a crushed rock landbank of at least 10 years, they are able to continue to accommodate supplying Worcestershire's demand for crushed rock.

Conclusion Matter 1. a) Provision of aggregate minerals:

WCC considers that the matter of the provision of aggregate minerals has been fully explored under the duty to cooperate, and Worcestershire is making an appropriate contribution to the Managed Aggregate Supply System based on the data used to inform the Local Aggregates Assessment.

Neither WCC, nor the MLP itself, are seeking to rely on any other mineral planning authority to address any unmet need for sand and gravel. No other mineral planning authorities are seeking for Worcestershire to meet any unmet need other than by appropriate contribution to the Managed Aggregate Supply System.

WCC, and the MLP itself, are likely to need to rely on the Managed Aggregate Supply System to meet Worcestershire's demand for crushed rock resources, following full consideration of the issue under the Duty to Cooperate, but are enabling appropriate provision through criteria based policies.

There are no areas of disagreement between the mineral planning authority (Worcestershire County Council) and any of the relevant DtC bodies or additional signatories in relation to the provision of aggregate minerals.

Relevant bodies or additional signatories for Matter 1.a:

- Aggregate Working Parties:
 - West Midlands Aggregates Working Party
 - East Midlands Aggregates Working Party
 - South West Aggregates Working Party
 - South Wales Aggregate Working Parties
- Neighbouring mineral planning authorities:
 - Association of Black Country Authorities
 - Birmingham City Council
 - Dudley Metropolitan Borough Council
 - Gloucestershire County Council
 - Herefordshire Council
 - Shropshire Council
 - Solihull Metropolitan Borough Council
 - Staffordshire County Council
 - Warwickshire County Council
 - South Gloucestershire Council (not a neighbouring authority, but significant cross-boundary issues in relation to crushed rock)
- Worcestershire's city, borough and district councils:
 - Bromsgrove District Council
 - Malvern Hills District Council
 - Redditch Borough Council
 - Wychavon District Council
 - Wyre Forest District Council
 - Worcester City Council

b) Industrial minerals

- 3.17. The National Planning Policy Framework requires minerals planning authorities to plan for a steady and adequate supply of industrial minerals. The industrial minerals which are found within Worcestershire are brick clay, silica sand, and salt (brine).
- 3.18. The National Planning Policy Framework suggests that in planning for a steady and adequate supply of industrial minerals, consideration should be given to maintaining a stock of permitted reserves to support the level of actual and proposed investment required for new or existing plant, and the maintenance and improvement of existing plant and equipment. It states that this should be reserves of at least 10 years for individual silica sand sites, or 15 years for silica sand sites where significant new capital is required, and at least 25 years for brick clay. It does not specify the appropriate timescales for reserves for the other industrial minerals found in Worcestershire.
- 3.19. Worcestershire plays a significant role in the supply of brick clay and clay products both locally and nationally. At the end of 2016 there were two clay sites in Worcestershire, both working clay from the Mercia Mudstone Group, and each with associated brickworks. Each of these clay workings has a stock of permitted reserves sufficient for the life of the plan.
- 3.20. WCC has co-operated with other mineral planning authorities about the provision of brick clay through the West Midlands Mineral Planning Authorities Non-Aggregate Minerals Discussion Group. This group gathered and discussed evidence about brickworks, extraction sites, supply requirements and permitted reserves to better understand cross-boundary relationships for brick clay in the West Midlands. WCC also supports the group's liaison with East Midlands authorities regarding imports and exports of brick clay to and from the West Midlands. The evidence and discussion did not reveal any cross-boundary supply issues for or from Worcestershire.
- 3.21. The MLP makes provision for the steady and adequate supply of brick clay and clay products. It includes areas of search for brick clay, policy MLP 12 recognises the need to maintain stocks of permitted reserves, to enable productive capacity to be maintained or enhanced, and to enable appropriate blends to be made, and the reasoned justification supporting policy MLP 12 highlights that campaign working and stockpiling of brick clay is a standard practice which can help to provide greater control over a brickwork's production schedule and plant efficiency.
- 3.22. Silica sands are essential raw materials for some industrial uses, and different types of silica sands have different combinations of chemical and physical properties which make them suitable for specific uses and different industries. Different types of silica sand are used in glass-making compared to those used in the foundry industry, and silica sands can also have a wide range of applications in other sectors including horticulture. In Worcestershire, a type of silica sand known as "naturally bonded moulding sand", or "foundry sand", occurs as a finer-grained horizon within the solid sand deposits of the Wildmoor Sandstone Formation in the north of the county around Kidderminster and Bromsgrove. Naturally bonded moulding sand was historically important in the foundry industry as it contains sufficient clay to give the mould strength without the addition of a bonding agent. Silica sand from Worcestershire is not used in glass manufacture or other industrial uses as different grades of silica sand are not usually interchangeable. Due to the increased industry use of high-silica, clay-free (washed) and synthetic sands as foundry sands which can more easily be controlled to meet precise specifications, only a small amount of silica sand is now

sold from Worcestershire for foundry uses. There is no industrial plant directly associated with the sites which produce silica sand in Worcestershire, but the small amount produced supplies multiple small foundries around the UK.

- 3.23. WCC has co-operated with other mineral planning authorities about the provision of industrial sands through a *Mineral Planning Authorities Industrial Sand Group*. The group acknowledges the different types and qualities of silica sand and the different uses, and agreed to use the term "industrial sand" to match mineral planning guidance. The role Worcestershire's silica sand resources currently play, or could play in future, are limited by the fact that they are naturally bonded moulding sands, whereas sands for manufacturing glass are of greater strategic importance.
- 3.24. Although Worcestershire does not play a significant role in the supply of silica sand for industrial uses due to low levels of demand for the type of silica sand found in the county, the MLP makes provision for the steady and adequate supply of silica sand. It includes areas of search for silica sand, policy MLP 13 recognises the need to both maintain stocks of permitted reserves and enable productive capacity to be maintained or enhanced, and the reasoned justification supporting policy MLP 13 highlights that stockpiling of silica sand as it is encountered when worked alongside aggregate sand and gravel could enable the mineral to be available for sale for industrial purposes.
- 3.25. Rock salt occurs in relatively thin beds at a significant depth in Worcestershire, it is unlikely that these deposits will be of commercial interest during the life of the plan. Although brine was extracted on an industrial scale in and around Droitwich by pumping until the 1970s, those operations were closed due to subsidence problems affecting Droitwich and the surrounding area. Brine is currently extracted on a small scale from one site in Worcestershire. This site formerly supplied a brine bath facility which closed in 2008 and now provides brine for the small-scale commercial production of edible salt. Significant increases in brine production are considered to be unlikely due to the difficulties of managing the risk of subsidence. As salt and brine have not been produced at a significant scale in Worcestershire for many years, this is not considered to have significant cross-boundary implications. Any proposals for salt or brine development would be considered under Policy MLP 15.

Conclusion Matter 1. b) Provision of industrial minerals:

WCC considers that the matter of the provision of industrial minerals has been fully explored under the duty to cooperate.

Neither WCC, nor the MLP itself, are seeking to rely on any other mineral planning authority to address any unmet need for brick clay to supply industrial facilities in Worcestershire, nor to prevent any cross-boundary movements of brick clay from supplying industrial facilities beyond the county boundary.

Neither WCC, nor the MLP itself, are seeking to rely on any other mineral planning authority to address any unmet need for silica sand to supply industrial facilities in Worcestershire, nor to prevent any cross-boundary movements of silica sand from supplying industrial facilities beyond the county boundary.

Neither WCC, nor the MLP itself, are seeking to rely on any other mineral planning authority to address

any unmet need for salt or brine to supply industrial facilities in Worcestershire, nor to prevent any cross-boundary movements of salt or brine from supplying industrial facilities beyond the county boundary.

No other mineral planning authorities are seeking for Worcestershire to meet any unmet need for industrial minerals.

There are no areas of disagreement between the mineral planning authority (Worcestershire County Council) and any of the relevant DTC bodies or additional signatories in relation to the provision of industrial minerals.

Relevant bodies or additional signatories for Matter 1.b:

- Neighbouring mineral planning authorities:
 - Association of Black Country Authorities
 - Birmingham City Council
 - Dudley Metropolitan Borough Council
 - Gloucestershire County Council
 - Herefordshire Council
 - Shropshire Council
 - Solihull Metropolitan Borough Council
 - Staffordshire County Council
 - Warwickshire County Council
- Member mineral planning authorities of the Industrial Sand Group:
 - Central Bedfordshire Council
 - Dorset County Council
 - East Cheshire Council
 - Hampshire County Council
 - Kent County Council
 - Norfolk County Council
 - North Yorkshire County Council
 - Nottinghamshire County Council
 - South Downs National Park Authority
 - Staffordshire County Council
 - Surrey County Council
 - West Sussex County Council
- Worcestershire's city, borough and district councils:
 - Bromsgrove District Council
 - Malvern Hills District Council
 - Redditch Borough Council
 - Wychavon District Council
 - Wyre Forest District Council
 - Worcester City Council

c) Building stone

3.26. The National Planning Policy Framework does not set any guidelines for the levels of permitted reserves which are required for building stone. Worcestershire does not play a significant role in the supply of building stone but it is anticipated that demand may arise for building stone resources during the life of the plan for the repair and maintenance of historic buildings and structures, and to maintain vernacular styles in new construction and for

contemporary design requirements for new buildings as required by Local Plan policies and the Malvern Hills AONB and Cotswolds AONB Management Plans. Policy MLP 14 therefore seeks to enable an adequate and diverse supply of building stone, recognising that having a diverse stock of permitted reserves would enable industry to be responsive to the intermittent nature of demand for specific building stones, and that a relatively small stock of permitted reserves may be all that is required for the adequate supply of each type of material.

Conclusion Matter 1. c) Provision of building stone:

WCC considers that the matter of the provision of building stone has been fully explored and addressed under the duty to cooperate.

Neither WCC, nor the MLP itself, are seeking to rely on any other mineral planning authority to address any unmet need for building stone, nor to prevent any cross-boundary movements of building stone beyond the county boundary. No other mineral planning authorities are seeking for Worcestershire to meet any specific unmet need for building stone.

There are no areas of disagreement between the mineral planning authority (Worcestershire County Council) and any of the relevant DTC bodies or additional signatories in relation to the provision of building stone.

Relevant bodies or additional signatories for Matter 1.b:

- Neighbouring mineral planning authorities:
 - Association of Black Country Authorities
 - Birmingham City Council
 - Dudley Metropolitan Borough Council,
 - Gloucestershire County Council
 - Herefordshire Council
 - Shropshire Council
 - Solihull Metropolitan Borough Council
 - Staffordshire County Council
 - Warwickshire County Council
- Worcestershire's city, borough and district councils:
 - Bromsgrove District Council
 - Malvern Hills District Council
 - Redditch Borough Council
 - Wychavon District Council
 - Wyre Forest District Council
 - Worcester City Council
- Historic England

Matter 2: Green infrastructure

- 3.27. At the time the development of the Minerals Local Plan commenced, the Worcestershire Green Infrastructure Partnership had produced a number of documents as part of a Green Infrastructure Framework, leading to the publication of a Green Infrastructure Strategy for Worcestershire. This evidence base strongly indicated that green infrastructure was a strategically important matter for the county that the Minerals Local Plan should consider and address.
- 3.28. The approach to green infrastructure in the Minerals Local Plan has been developed and consulted on at each formal stage of plan development. In addition to these formal consultations, WCC has engaged extensively with statutory DfC bodies (the Environment Agency, Historic England, and Natural England) and other green infrastructure experts through the *Worcestershire Green Infrastructure Partnership* and through a dedicated *Minerals Green Infrastructure Steering Group*. The steering group met regularly throughout the MLP's preparation to advise on the green infrastructure evidence base and policies.
- 3.29. The green infrastructure approach will help to ensure that, in making provision for the supply of minerals, the MLP also makes due allowance for the need to control any environmental damage to an acceptable level and sets out an overall strategy for how the pattern, scale and quality of mineral development will make sufficient provision for the conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and addressing climate change mitigation and adaptation.
- 3.30. The Publication Version MLP embeds a green infrastructure approach to minerals development, to ensure that green infrastructure protection and enhancement through the working and restoration of minerals sites is considered from the outset. This proactive strategy is a departure from traditional minerals planning, and has involved extensive co-operation between stakeholders. In summary, the MLP addresses green infrastructure through:
- Chapter 3 – Vision and objectives:
 - This chapter highlights that greater gains could be delivered by pursuing a co-ordinated approach than by considering sites individually, and that minerals development could help to address some of Worcestershire's important economic, environmental and social issues by working and restoring mineral sites in a locally beneficial way to address climate change mitigation and adaptation, enable and support healthy lifestyles, improve air quality, and conserve and enhance the natural, built and historic environment.
 - The vision aims for the winning, working and lasting legacy of minerals development in Worcestershire to be part of a holistic approach to delivering sustainable economic growth, supporting health and quality of life, and enhancing the built, historic, natural and water environment, that together contribute to the diverse character of the county and surrounding area.
 - The vision also aims for mineral working and processing to be focused in five strategic corridors so that the coordinated design, working and restoration of mineral sites will strengthen the distinctive character of each strategic corridor, as well as respecting the

site-specific context and addressing issues identified through effective community engagement.

- Objectives MO 2 to MO 6 together aim to protect and enhance the environmental and socio-economic function of Worcestershire's network of green spaces and natural elements (green infrastructure), the quality, character and distinctiveness of the built, historic, natural and water environment, the health, well-being, safety and amenity of people and communities, the vitality of the local economy, and ensure the prudent use of natural resources.
- Chapter 4 - Spatial strategy:
 - The Analysis of Mineral Resources which underpins the identification of the Areas of Search for sand and gravel was amended following responses to the Third Stage Consultation to filter out the land with national or international designations which should be afforded the highest level of protection. This means that the land with these high-level designations is not included for allocation within the areas of search in the Publication Version of the Minerals Local Plan.
 - Policy MLP 3 seeks to enable mineral development which will protect and enhance networks of green infrastructure throughout the life of the development, taking account of the local context, site specific opportunities, the impacts of climate change, and securing benefits for the long term.
 - Multifunctional green infrastructure priorities have been established for each of the strategic corridors (policies MLP 4 to MLP 8). These priorities will drive how mineral working and restoration takes place in order to maximise multifunctional green infrastructure gains at a landscape scale to benefit the environment, the economy and communities. The priorities have been tailored to each strategic corridor, which will help to maximise the benefits which can be delivered by mineral working and restoration and result in benefits across multiple sites that are greater than could be achieved by considering each site in isolation, whilst also being cost-effective for developers to implement. Identifying these priorities provides certainty to developers and decision makers as to the expectations for mineral working and restoration.
- Chapter 8 – Implementation and monitoring framework:
 - Monitoring indicators are set out to enable an assessment of whether the Minerals Local Plan is being implemented effectively and to ensure that the Plan's objectives are being met. Targets which will be monitored in the Authority Monitoring Report are set in relation to how site specific opportunities for each green infrastructure component have influenced the design of proposals, and how the green infrastructure priorities of the strategic corridors will be optimised by each development proposal. Further indicators are included to monitor the delivery of the priorities for each strategic corridor over the life of the plan.
 - The process which will be followed if any of these targets is missed is set out in Figure 8.1 of the MLP.

3.31. Delivering the MLP's vision for green infrastructure will require a broad consensus of support. Bringing together key stakeholders in the *Minerals Green Infrastructure Steering Group* has allowed for the green infrastructure approach to be tested and refined, and for potential conflicts between different green infrastructure components to be discussed and addressed. This

is likely to help to ensure the plan's deliverability by ensuring a common understanding in relation to the green infrastructure priorities of each strategic corridor and the expectations for individual planning applications.

- 3.32. WCC does not consider there to be any outstanding DtC issues relating to green infrastructure which have not been addressed, nor are there any areas of disagreement with any DtC bodies on the approach to embedding green infrastructure within the Minerals Local Plan. However, further cooperation is likely to be required to monitor the delivery of the green infrastructure priorities over the life of the plan.

Conclusion Matter 2. Green infrastructure:

WCC considers that the matter of green infrastructure has been fully explored and addressed under the duty to cooperate.

There are no areas of disagreement between the mineral planning authority (Worcestershire County Council) and any of the relevant DtC bodies or additional signatories in relation to green infrastructure.

Relevant bodies or additional signatories for Matter 2:

- Members of the green infrastructure steering group
 - Historic England
 - Environment Agency
 - Forestry Commission
 - Herefordshire & Worcestershire Earth Heritage Trust
 - Natural England
 - Nature After Minerals/RSPB
 - Worcestershire Wildlife Trust

Matter 3: Safeguarding mineral resources, sites, and supporting infrastructure

- 3.33. Since minerals are a finite natural resource, the National Planning Policy Framework is clear that best use needs to be made of them to secure their long-term conservation, and that this requires planning policies to safeguard minerals resources of local and national importance so that they will not be sterilised by non-mineral development where this should be avoided, and to ensure that supporting infrastructure is not compromised. The safeguarding of mineral resources and supporting infrastructure has therefore been an issue of strategic importance throughout the preparation of the MLP, with a clear need to ensure consideration is given to the implications of the policies for other parts of the Development Plan and how they will be implemented by the City, Borough and District Councils in Worcestershire.
- 3.34. The issue of safeguarding has been included in all formal consultations on the MLP, enabling all stakeholders to share their views. In addition to the formal consultations, WCC has discussed safeguarding through the *Worcestershire Planning Officers Group* and the *Herefordshire and Worcestershire Development Management Officers' Group*, as well as through dedicated officer meetings and email and telephone liaison.
- 3.35. Because the safeguarding of minerals and minerals infrastructure could potentially prevent or delay other development coming forward, WCC has liaised with Worcestershire's city, borough and district councils to ensure the MLP's approach to safeguarding is appropriate. This included discussion on the requirements for safeguarding in national policy and guidance, and on the type and scale of non-minerals development proposals that could be affected, and how best to ensure that a proportionate approach is applied to safeguarding sites and resources, whilst allowing appropriate non-minerals development to come forward. Although mineral deposits extend up to and across county boundaries, the Mineral Consultation Areas do not cross the county boundary as this is beyond the remit of the Worcestershire Minerals Local Plan. However, the approach to mineral safeguarding has been discussed with neighbouring mineral planning authorities, and as the approach is broadly consistent with that applied or being proposed by neighbouring Mineral Planning Authorities, this will ensure non-minerals development in one administrative area should not needlessly sterilise mineral resources in another.
- 3.36. In summary, the MLP addresses safeguarding mineral resources, sites and supporting infrastructure through:
- Chapter 3 – Vision and objectives:
 - This chapter identifies that one of the purposes of the Minerals Local Plan is to address the need to safeguard locally and nationally important mineral resources, permitted mineral sites and supporting infrastructure from needless sterilisation by other development.
 - The vision states that Worcestershire's locally and nationally important mineral resources, permitted mineral sites and supporting infrastructure will remain available for future use, having been safeguarded against sterilisation by non-minerals development.
 - Safeguarding mineral resources, sites and infrastructure will contribute to Objective MO 1 (Enable the supply of minerals), MO 4 (Protect and enhance the health, well-

being, safety and amenity of people and communities), MO 5 (Protect and enhance the vitality of the local economy) and MO 6 (Ensure the prudent use of natural resources).

- Chapter 7 - Safeguarding mineral resources and supporting infrastructure:
 - Mineral Safeguarding Areas are identified and defined on the policies map for terrace and glacial sand and gravel, solid sand, crushed rock, brick clay and building stone. This includes resources which fall outside the strategic corridors, as they could be valuable resources for the future even though they are not the preferred resources to be worked over the life of this Minerals Local Plan. Mineral Consultation Areas are also identified and defined on the policies map in order to ensure consultation between the relevant Local Planning Authority and the Mineral Planning Authority before non-mineral planning applications are determined.
 - Policy MLP 31 seeks to safeguard locally and nationally import mineral resources in the Mineral Safeguarding Areas from being sterilised by non-mineral development. It sets out the information which will be required at planning application stage for proposals within the defined Mineral Consultation Areas in order for the local planning authority to make a balanced judgement about the potential mineral safeguarding impacts in comparison to the merits of the non-mineral development.
 - Policy MLP 32 seeks to safeguard permitted minerals sites, sites allocated in the forthcoming Mineral Site Allocations Development Plan Document, and supporting infrastructure sites from being sterilised by non-mineral development. It sets out the information which will be required at planning application stage for proposals within 250m of the boundary of any such site in order for the local planning authority to make a balanced judgement about the potential impacts on the development, operation or restoration of those sites and whether they can be satisfactorily mitigated.
 - Following the Third Stage Consultation, concerns were raised by some of the city, borough and district councils about Mineral Safeguarding Areas and Mineral Consultation Areas overlapping existing settlements and site allocations, and that this could conflict with implementing adopted Local Plans. The city, borough and district councils provided mapped data of site allocations and settlement boundaries, and WCC used these to refine the minerals safeguarding areas and minerals consultation areas to remove this conflict.
 - A set of exemptions is included in the Publication Version MLP to avoid creating an unnecessary barrier to types of development which are unlikely to cause needless sterilisation. These have been refined through discussion with the city, borough and district councils, and includes the exemption of sites allocated in Local and Neighbourhood Plans where safeguarding requirements have been ruled out during plan preparation.
 - In response to the Fourth Stage Consultation, Bromsgrove District Council and Redditch Borough Council questioned whether small scale developments should be included in the list of exemptions, as they were concerned that WCC may be inundated with technical assessments relating to these types of applications and that by not being exempt this would cause undue onus on applicants of small scale development and potentially impact on their viability. In the response document setting out the comments received and WCC's initial officer response to them, WCC stated that it is not considered appropriate to make these types of "small scale" developments exempt

from mineral safeguarding requirements because they could have a significant effect on sterilising mineral resources or supporting infrastructure, and the implications of these types of development will need to be considered on a case-by-case basis for decision makers to weigh the benefits of the proposed non-mineral development against the impacts on mineral resources and/or supporting infrastructure. The response also stated that developers should be encouraged to undertake pre-application discussions to explore the level of assessment which is likely to be required.

- Chapter 8 – Implementation and monitoring framework:
 - Monitoring indicators are set out to enable an assessment of whether the Minerals Local Plan is being implemented effectively and to ensure that the Plan's objectives are being met. Targets which will be monitored in the Authority Monitoring Report are set in relation to whether any non-mineral development is permitted against Mineral Planning Authority advice which would sterilise locally or nationally important mineral resources, mineral sites or supporting infrastructure sites.
 - The process which will be followed if any of these targets is missed is set out in Figure 8.1 of the MLP.

3.37. Discussions with the city, borough and district councils have also considered how to reflect the mineral safeguarding requirements in district Local Plans without leading to duplication or unintended ambiguity. The MLP suggests that mineral safeguarding requirements should be included in the city, borough, district and county councils' list of validation requirements (should they adopt them). WCC has commented on the draft text and proposed site allocations of the district-level Local Plans to ensure that they do not compromise the ability of minerals sites to operate effectively, and do not needlessly sterilise minerals resources. WCC also provided GIS shapefiles of minerals sites and infrastructure to ensure that district Local Plans could avoid these areas, or identify where safeguarding requirements would still apply and may therefore influence site design or delivery trajectories, when making site allocations.

3.38. WCC continues to promote early engagement with district LPAs whenever mineral safeguarding issues arise, and is committed to attending officer groups where the issues can be regularly discussed. WCC will continue to respond to formal and informal consultation on district Local Plan policies and site allocations where minerals safeguarding needs to be taken into account.

Conclusion Matter 3. Safeguarding mineral resources, sites and supporting infrastructure:

WCC considers that the matter of mineral safeguarding and its implications for non-mineral development have been fully explored and addressed under the duty to cooperate.

There are no areas of disagreement between the mineral planning authority (Worcestershire County Council) and any of the relevant DTC bodies or additional signatories in relation to mineral safeguarding.

Relevant bodies or additional signatories for Matter 3:

- Neighbouring mineral planning authorities:
 - Association of Black Country Authorities
 - Birmingham City Council
 - Dudley Metropolitan Borough Council
 - Gloucestershire County Council
 - Herefordshire Council
 - Shropshire Council
 - Solihull Metropolitan Borough Council
 - Staffordshire County Council
 - Warwickshire County Council
- Worcestershire's city, borough and district councils:
 - Bromsgrove District Council
 - Malvern Hills District Council
 - Redditch Borough Council
 - Wychavon District Council
 - Wyre Forest District Council
 - Worcester City Council

4. Duty to Co-operate bodies

4.1. The bodies with whom WCC must co-operate are specified in legislation. However, not all of these bodies are relevant to discussions in Worcestershire, as DtC activities are only required where they concern a "strategic matter". Set out below is a summary of how each of these bodies has been engaged, and which strategic matters are relevant to each body.

Local Planning Authorities

4.2. The Local Planning Authorities (LPAs) in Worcestershire are Bromsgrove District Council, Malvern Hills District Council, Redditch Borough Council, Worcester City Council, Wychavon District Council, and Wyre Forest District Council. The three south Worcestershire authorities (Malvern Hills, Worcester and Wychavon) work together on overarching planning policy, including production of a joint development plan. As such, these three authorities have tended to engage with WCC collectively.

4.3. All of these LPAs have been engaged throughout the preparation of the MLP, and have been consulted at each formal consultation stage. As well as engagement through the *Worcestershire Planning Officers Group*, the *Herefordshire and Worcestershire Development Management Officers' Group*, the *Worcestershire Green Infrastructure Partnership*, and the *Worcestershire Local Nature Partnership*, the LPAs have attended dedicated MLP workshops and consultation events. There have also been one-to-one meetings, correspondence, and data-sharing between WCC and individual LPAs.

4.4. The relevant strategic matters for Worcestershire's LPAs are Matter 1 (provision of minerals) and Matter 3 (safeguarding of mineral resources, sites and infrastructure) with the focus of cooperation being to ensure that any conflict between the MLP and district Local Plans has been minimised. Consensus has been reached on these strategic matters and there are no outstanding areas of disagreement between WCC and the city, borough and district councils in Worcestershire.

4.5. The non-unitary LPAs beyond the Worcestershire boundary have also been consulted at each formal consultation stage, but no significant further engagement has been undertaken as no strategic issues with these LPAs have been identified. It is therefore not considered necessary for them to be additional signatories to this statement.

4.6. Further cooperation with the Local Planning Authorities within Worcestershire and those adjacent authorities in proximity to potential site allocations is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Mineral Planning Authorities (county and unitary councils)

4.7. All of the adjacent mineral planning authorities have been engaged throughout the preparation of the MLP, and have been consulted at each formal consultation stage. As well as engagement through the *West Midlands Aggregate Working Party* and via the South West, East Midlands and South Wales Aggregate Working Parties, there have also been one-to-one meetings and correspondence between WCC and individual mineral planning authorities. Further engagement with neighbouring and other mineral planning authorities has also taken place through the *West*

Midlands Mineral Planning Authorities Non-Aggregate Minerals Discussion Group, the Mineral Planning Authorities Industrial Sand Group.

- 4.8. The relevant strategic matters for adjacent and other relevant mineral planning authorities are Matter 1 (provision of minerals) and Matter 3 (safeguarding of mineral resources, sites and infrastructure) with the focus of cooperation being to ensure that each authority's Local Aggregate Assessments and Minerals Local Plans are appropriately addressing the need for the provision of minerals, including through making an appropriate contribution to the Managed Aggregate Supply System, and that the plans include appropriate policies to safeguard mineral resources, sites and infrastructure. Consensus has been reached on these strategic matters and there are no outstanding areas of disagreement between WCC and the relevant mineral planning authorities (as listed under each strategic matter in Chapter 3).
- 4.9. As outlined under Matter 1(a), the provision of crushed rock from Worcestershire was a particularly significant strategic issue, and required extensive discussions with mineral planning authorities in the West Midlands, East Midlands, South West and South Wales Aggregate Working Parties. A background document "*Crushed Rock Supply in Worcestershire – Summary of action undertaken under the duty to cooperate*" (September 2016) sets out the details of the discussions undertaken and is available at www.worcestershire.gov.uk/mineralsbackground. This issue is also formally recorded within a Memorandum of Understanding between Gloucestershire County Council, Herefordshire Council and Worcestershire County Council (available under "Legal compliance" at www.worcestershire.gov.uk/mineralsbackground). Consensus has been reached on this matter, with mineral planning authorities and AWP's indicating that supplying Worcestershire's demand for crushed rock can be accommodated through the Managed Aggregate Supply System, and Worcestershire's MLP also includes criteria based policies which could enable crushed rock development in the county should suitable planning applications be put forward. The targets set in the monitoring indicators for the MLP refer to the need for ongoing duty to cooperate discussions with surrounding Mineral Planning Authorities to ensure that, if Worcestershire does not have a crushed rock landbank of at least 10 years, they are able to continue to accommodate supplying Worcestershire's demand for crushed rock.
- 4.10. Further cooperation with the mineral planning authorities in proximity to potential site allocations is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

The Environment Agency

- 4.11. The Environment Agency (EA) was consulted at each formal stage of MLP development, has attended stakeholder engagement workshops, and has responded to all consultations except for the 4th *Call for Sites*. The EA has also been engaged through various informal consultations and through the EA's presence alongside WCC on the *Worcestershire Green Infrastructure Partnership*, *Worcestershire Local Nature Partnership* and the *Minerals and Green Infrastructure Steering Group*.
- 4.12. The relevant strategic matter for cooperation with the EA is Matter 2, green infrastructure. WCC has worked particularly closely with the EA on the development of evidence and policy on flooding and water quality, leading to the joint development of the Catchment Based Management

in Worcestershire Technical Background Document (June 2018) (available at www.worcestershire.gov.uk/mineralsbackground), which meant that flooding and water quality considerations have been able to be fully integrated as part of the green infrastructure approach in the MLP.

- 4.13. The EA has also provided advice and comments on the development of the Strategic Flood Risk Assessment.
- 4.14. Although there are no outstanding areas of disagreement between WCC and the EA, the EA is cooperating with WCC and Natural England to verify, and update as necessary, the evidence base in respect of the Severn Estuary international designations and the potential for functional linkages with land and watercourses in Worcestershire.
- 4.15. Further cooperation with the EA is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Historic Buildings and Monuments Commission for England (known as Historic England)

- 4.16. The part of the Historic Buildings and Monuments Commission for England that engages with WCC for planning purposes has been known as Historic England (HE) since April 2015 (previously English Heritage). HE was consulted at each formal stage of MLP development, and responded to all consultations except for the 4th Call for Sites. HE has also been engaged through various informal consultations and through the HE's presence alongside WCC on the *Worcestershire Green Infrastructure Partnership*, *Worcestershire Local Nature Partnership* and the *Minerals and Green Infrastructure Steering Group*.
- 4.17. The relevant strategic matters for cooperation with HE are Matter 1(c), provision of building stone, due to its association with heritage assets and importance in the character of the historic environment, and Matter 2, green infrastructure. WCC has worked closely with HE and WCC's Archive and Archaeology Service on how the historic environment could be integrated as part of the green infrastructure approach in the MLP. HE has also played a key role in refining the MLP's Historic Environment policy. There are no outstanding areas of disagreement between WCC and HE.
- 4.18. Further cooperation with HE is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Natural England

- 4.19. Natural England (NE) was consulted at each formal stage of MLP development, and has responded to all consultations except for the 2nd Call for Sites and the 4th Call for Sites. NE has also been engaged through various informal consultations and through NE's presence alongside WCC on the *Worcestershire Green Infrastructure Partnership*, *Worcestershire Local Nature Partnership* and the *Minerals and Green Infrastructure Steering Group*.

- 4.20. The relevant strategic matter for cooperation with NE is Matter 2, green infrastructure, particularly in relation to how biodiversity and landscape considerations are integrated as part of the green infrastructure approach in the MLP.
- 4.21. NE has also provided advice and comments on the development of the Habitat Regulations Assessment. WCC and NE (with the Environment Agency) are continuing to cooperate to verify, and update as necessary, the evidence base in respect of the Severn Estuary international designations and the potential for functional linkages with land and watercourses in Worcestershire. There are no other outstanding areas of disagreement between WCC and NE.
- 4.22. Further cooperation with NE is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

The Mayor of London

- 4.23. Due to Worcestershire's geographical and functional separation from London, the Mayor of London was not consulted on the early stages of the preparation of the MLP. However, following changes to WCC's planning consultation database, the Mayor of London was added as a statutory consultee in 2018 and was consulted on the *Fourth Stage* consultation on the MLP. No response was received.
- 4.24. Due to Worcestershire's geographical and functional separation from London, no strategic issues requiring co-operation with the Mayor of London have been identified.

The Civil Aviation Authority

- 4.25. The Civil Aviation Authority (CAA) was consulted at all formal consultation stages of the MLP. The CAA responded to the *Second Stage Consultation*, stating that "Other than the consultation required by Section 110 of the Localism Act 2011, it is not necessary to consult the CAA about Strategic Planning Documents (e.g. Local Development Framework and Core Strategy documents) other than those with direct aviation involvement (e.g. Regional Renewable Energy Plans)".
- 4.26. The MLP does not have direct aviation involvement, and no strategic issues requiring co-operation with the CAA have been identified.

The Homes and Communities Agency (Homes England since 2018)

- 4.27. The Homes and Communities Agency (HCA) was not consulted on the First Stage or Second Stage consultations, but it was consulted on the *1st Call for Sites* in 2014, the *2nd Call for Sites* in 2015, the *Third Stage Consultation* in 2016 and the *Fourth Stage Consultation* in 2018. The HCA responded to the *1st Call for Sites* to confirm that it had no comments to make, nor any information to provide.
- 4.28. As the MLP does not make provision for housing, no strategic issues requiring co-operation with the HCA have been identified. WCC is confident that any issues that could affect housing sites in which the HCA has an interest would be identified through discussions with relevant LPAs.

Primary Care Trusts / Clinical Commissioning Groups and National Health Service Commissioning Board

- 4.29. The Worcestershire Community Healthcare NHS Trust, the Worcestershire Health Authority and the Worcestershire Health & Care NHS Trust were contacted prior to the start of the development of the Minerals Local Plan to ask how they would wish to be contacted. As they are all members of the Worcestershire Partnership⁶, they requested for information to be disseminated through that Partnership. The Worcestershire Partnership was consulted on the *First Stage consultation, 1st Call for Sites, 2nd Call for Sites, Third Stage consultation and 3rd Call for Sites, 4th Call for Sites and Fourth Stage consultation*.
- 4.30. Primary Care Trusts (PCTs) were Duty to Cooperate bodies until they were abolished in 2013. These were replaced in the list of prescribed bodies with Clinical Commissioning Groups (CCGs) and the National Health Service Commissioning Board, and their functions were divided between CCGs and upper-tier local authorities (in Worcestershire this resulted in the formation of a Directorate of Public Health within Worcestershire County Council).
- 4.31. The County Council's Directorate of Public Health was consulted on the *1st Call for Sites, Third Stage consultation and 3rd Call for Sites, 4th Call for Sites and Fourth Stage consultation*. No consultation responses were received on any of these occasions. A *Health Impact Assessment* of the Minerals Local Plan was undertaken by WCC's Minerals and Waste Planning Team in cooperation with the Directorate of Public Health.
- 4.32. Worcestershire County Council's Healthy Communities Manager (Department of Adult Services and Health, prior to the formation of the Directorate of Public Health) was contacted in 2013 to request appropriate contact details for health matters, including for Clinical Commissioning Groups and NHS Commissioning Board. Contacts were provided for the West Midlands West Health Protection Team and the Centre for Radiation, Chemicals & the Environment (CRCE) at Public Health England. These contacts were consulted on the *Second Stage consultation, 1st Call for Sites, Third Stage consultation and 3rd Call for Sites, 4th Call for Sites and Fourth Stage consultation*, and the CRCE responded to the second stage consultation in support of the outlined amenity considerations.
- 4.33. Following changes to WCC's planning consultation database, the Worcestershire Acute Hospital NHS Trust, the Worcestershire Health & Care NHS Trust, the NHS Redditch & Bromsgrove Clinical Commissioning Group, the NHS South Worcestershire Clinical Commissioning Group, and the NHS Wyre Forest Clinical Commissioning Group were added as statutory consultees in 2018 and were directly consulted on the *Fourth Stage consultation* on the MLP. Worcestershire Acute Hospital NHS Trust responded to the Fourth Stage consultation and did not suggest any changes or raise any issues with the MLP. Neither the Worcestershire Health & Care NHS Trust nor any of the CCGs responded to the consultation.

⁶ The Worcestershire Partnership is the Local Strategic Partnership for the county. Worcestershire Partnership brings together local government, public services such as health, learning providers, police and probation, voluntary and community organisations and local businesses within Worcestershire. For further information about the Worcestershire Partnership, visit www.worcestershire.gov.uk/partnership.

- 4.34. The MLP does not make provision for health facilities, and although the MLP includes development management (non-strategic) policies designed to protect health and well-being, and the strategic green infrastructure approach of the plan should provide health and well-being benefits through its consideration of access and recreation opportunities, no strategic issues requiring co-operation with the PCTs, CCGs or NHS Commissioning Boards have been identified.
- 4.35. Further cooperation with these bodies may be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Office of Rail Regulation / Office of Rail and Road

- 4.36. The Office of Rail Regulation (ORR) became the Office of Rail and Road in April 2015. The ORR was consulted at all formal stages of MLP consultation, but made no responses. Specific engagement with rail industry has occurred through the consultation on WCC's *Rail Freight* background document. As the MLP does not propose any alterations to the rail network, no strategic issues requiring co-operation with the ORR have been identified. WCC is confident that any issues that could affect the rail network can be considered on a site-by-site basis against the non-strategic Development Management policies in the MLP.
- 4.37. Further cooperation with ORR may be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Transport for London

- 4.38. Due to Worcestershire's geographical and functional separation from London, Transport for London (TfL) was not consulted on any formal stage of the MLP, as the MLP is extremely unlikely to affect, or be affected by, TfL's infrastructure. No strategic issues requiring co-operation with TfL have been identified.

Integrated Transport Authorities

- 4.39. The West Midlands Passenger Transport Executive (known as CENTRO) was consulted on the Second Stage consultation, 1st Call for Sites, Third Stage consultation and 3rd Call for Sites, 4th Call for Sites and Fourth Stage consultation. CENTRO's functions were taken over by Transport for West Midlands (TfWM) in 2016. TfWM was consulted on the Second Stage consultation, 1st Call for Sites, Third Stage consultation MLP, 4th Call for Sites, and Fourth Stage consultation MLP.
- 4.40. WCC's highways team has also been consulted at each stage.
- 4.41. As the MLP does not propose any alterations to the strategic transport network, no strategic issues requiring co-operation with the ORR have been identified. WCC is confident that any issues that could affect the transport network can be considered on a site-by-site basis against the non-strategic Development Management policies in the MLP.
- 4.42. Further cooperation with TfWM may be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Highways Authorities

- 4.43. The highways authorities in Worcestershire are the Highways Agency (which became Highways England in 2015) and Worcestershire County Council. Both the Highways Agency and WCC's Highways team were consulted at each formal stage of MLP development. The Highways Agency/Highways England responded to all formal consultations apart from the *1st Call for Sites*, *2nd Call for Sites*, and *4th Call for Sites*.
- 4.44. WCC is satisfied that it has engaged appropriately with the highways authorities regarding DtC issues, and is confident that any issues that could affect the transport network can be considered on a site-by-site basis against the non-strategic Development Management policies in the MLP.
- 4.45. Further cooperation is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

Marine Management Organisation

- 4.46. The Marine Management Organisation (MMO) was contacted prior to the start of the development of the Minerals Local Plan to ask how they would wish to be contacted. The MMO requested not to be consulted further, stating that *"the remit of the MMO's work reaches up to the mean high water springs mark along the coast and within any stretches of tidal river. Our maps indicate that there are no rivers within Worcestershire that are under tidal influence and as such this area is outside of the MMO's remit. We therefore do not feel it necessary to be consulted on any of the areas covered by the [Get Involved in Planning] questionnaire"*. However, WCC wrote to the MMO between the *First Stage* and *Second Stage* consultations, highlighting the Duty to Cooperate and setting out that, although WCC did not anticipate the plan affecting marine and tidal issues, there could be areas of interest for the MMO such as imports from marine dredged sand and gravel or aspects of our Habitats Regulations Assessment. The MMO were subsequently consulted on the *Second Stage consultation*, *4th Call for Sites* and on the *Fourth Stage consultation*. The MMO responded to the *Second Stage consultation*, recommending reference to marine aggregates be made in the MLP and highlighting information sources. The MMO responded to the Fourth Stage consultation with a standard response.
- 4.47. The relevant strategic matter for the Marine Management Organisation is Matter 1 (provision of minerals). As the MLP does not make provision for, or seek to rely on, marine aggregates, WCC is satisfied that it has engaged appropriately with the MMO. The Local Aggregates Assessment refers to imports of marine aggregates, and the MLP includes reference to marine-dredged material in the reasoned justification to policy MLP 32 on safeguarding mineral sites and supporting infrastructure, and also in the glossary.

Local Enterprise Partnerships

- 4.48. All local authority areas within Worcestershire are within the Worcestershire Local Enterprise Partnership (WLEP). The three north Worcestershire areas of Bromsgrove district, Redditch borough, and Wyre Forest district also fall within the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP).

- 4.49. Both LEPs were consulted at all formal consultation stages (except for the GBSLEP, which was not consulted on the *First Stage consultation* MLP, and the WELP, which was not consulted on the *Third Stage consultation* MLP). No responses were received from either LEP on any of the consultations.
- 4.50. The MLP reflects the priority sectors of WLEP's Strategic Economic Plan. The GBSLEP's priority sectors are less likely to affect, or be affected by the Minerals Local Plan and have therefore not significantly influenced the MLP.
- 4.51. There are no outstanding areas of disagreement between WCC and the WLEP or GBSLEP.

Local Nature Partnership⁷

- 4.52. The Worcestershire Local Nature Partnership (LNP) was not consulted by direct notification at the Minerals Local Plan's formal consultation stages, but WCC has actively engaged with the LNP, giving regular updates on the Minerals Local Plan at LNP meetings (including during the *First Stage* and *Third Stage Consultations*, and prior to the *Fourth Stage Consultation*), and encouraging LNP members to respond. No responses were received from the LNP on any of the consultations, but the LNP's meeting in September 2014 led to specific support for the Minerals Local Plan within the LNP Business Plan's indicative work programme.
- 4.53. WCC is satisfied that it has engaged appropriately with the LNP regarding DtC issues.
- 4.54. Further cooperation with the LNP is likely to be required during the development of the Mineral Site Allocations Development Plan Document as it is progressed.

⁷ In response to consultation on the draft of this document in September 2019, the chair of the Worcestershire Local Nature Partnership responded as follows: "I wish to confirm, as Chair of the Worcestershire Local Nature Partnership (LNP), that the LNP recognises that Worcestershire County Council has engaged with the LNP at various stages in the development of the Minerals Local Plan (MLP). Many of the LNP's members have been - and remain - actively involved in the MLP. But the way in which the LNP is constituted, and the fact that its members represent a wide variety of interests, means it would be inappropriate for the LNP to respond to consultations on this, or any other, Local Plan. We do, however, look forward to receiving continued updates on MLP progress and to helping to disseminate relevant information." The final version of this document has been circulated to the LNP, but it is anticipated that the LNP will not be able to provide formal agreement.

5. Conclusion

- 5.1. WCC has demonstrated effective and ongoing engagement with Duty to Co-operate bodies throughout the preparation of the MLP. This engagement, both formal and informal, has helped to ensure that the submitted MLP takes full account of strategic matters, and these strategic matters have been dealt with rather than deferred.
- 5.2. WCC is committed to maintaining co-operation - both with statutory DtC bodies as well as wider stakeholders – as the MLP progresses to adoption and is implemented. Ongoing actions under the Duty to Co-operate will continue to be recorded regularly through WCC's Authority Monitoring Reports and will influence any future reviews of the Minerals Local Plan.
- 5.3. Further cooperation is also likely to be required during the development of the separate Mineral Site Allocations Development Plan Document.

Appendix 1: West Midlands Aggregate Working Party's endorsement of the *Local Aggregate Assessment (using data covering the period up to 31/12/2016)*

**Urban Vision Partnership Limited
Minerals & Waste Planning Unit**
Civic Centre, Chorley Road
Swinton, Salford, M27 5AS

Phone 0161 779 6096

Email mike.halsall@urbanvision.org.uk

30/05/2018

Subject: WORCESTERSHIRE LAA USING 2016 DATA

Dear Marianne

Thank you for affording members of the West Midlands Aggregate Working Party (AWP) the opportunity to provide comment on your Local Aggregate Assessment (LAA).

Each mineral planning authority (MPA) is obliged to participate in the operation of an AWP (National Planning Policy Framework (March 2012) (NPPF) paragraph 145 bullet point 2). One of the roles of the AWP is to consider, scrutinise and provide advice on the LAA of each MPA. There is no statutory provision for consultation on LAAs but the NPPF requires that the advice of the AWP is taken into account.

The AWP's provide an efficient consultation mechanism and will help MPAs demonstrate compliance with the Duty to Co-operate under the Planning & Compulsory Purchase Act 2004 (as amended) but this is not sufficient in itself to fulfil the Duty. MPAs do not have to accept the advice of the AWP, but the views of the AWP are capable of being a material consideration in the preparation of MLPs and in making decisions on planning applications.

Please see the attached report outlining our assessment of your LAA, which has been endorsed by the AWP.

Yours sincerely,



Mike Halsall

West Midlands Aggregate Working Party Secretariat

Checklist

- Relatively simple in style (possibly 20/30 pages long)
- Clear data and consistent terminology
- An Executive Summary of key statistics and conclusions
- Information should be presented annually, as simply as possible
- LAAs should be produced annually
- Graphs and charts should be used where possible to illustrate trends
- The use of other relevant local information needs to be based on sound evidence that is not only relevant but is adequate, proportionate and up to date
- Year on year roll forwards could be via track changes to enable easy comparison with previous year's data

The PPG advises that an LAA should contain three elements:

- a forecast of demand for aggregates based on both the rolling average of 10 years sales data and other relevant local information;
- an analysis of all aggregate supply options as indicated by landbanks, plan allocations and capacity data; and
- an assessment of the balance between demand and supply.

Worcestershire Minerals Local Plan - Strategic matters considered to be relevant to each organisation, as set out in the Draft Duty to Cooperate Statement, incorporating the Statement of Common Ground, August 2019

	Organisation	Matter 1: Minerals provision			Matter 2: Green infrastructure	Matter 3: Safeguarding mineral resources, sites, and supporting infrastructure	No relevant strategic matters
		a) Aggregate minerals	b) Industrial minerals	c) Building stone			
Worcestershire's city, borough and district councils	Bromsgrove District Council	✓	✓	✓		✓	
	Malvern Hills District Council	✓	✓	✓		✓	
	Redditch Borough Council	✓	✓	✓		✓	
	Wychavon District Council	✓	✓	✓		✓	
	Wyre Forest District Council	✓	✓	✓		✓	
	Worcester City Council	✓	✓	✓		✓	
Neighbouring mineral planning authorities	Association of Black Country Authorities	✓	✓	✓		✓	
	Birmingham City Council	✓	✓	✓		✓	
	Dudley Metropolitan Borough Council	✓	✓	✓		✓	
	Gloucestershire County Council	✓	✓	✓		✓	
	Herefordshire Council	✓	✓	✓		✓	
	Shropshire Council	✓	✓	✓		✓	
	Solihull Metropolitan Borough Council	✓	✓	✓		✓	
	Staffordshire County Council	✓	✓	✓		✓	
Warwickshire County Council	✓	✓	✓		✓		
Other relevant mineral planning authorities	South Gloucestershire Council	✓					
Member mineral planning authorities of the Industrial Sand Group	Central Bedfordshire Council		✓				
	Dorset County Council		✓				
	East Cheshire Council		✓				
	Hampshire County Council		✓				
	Kent County Council		✓				
	Norfolk County Council		✓				
	North Yorkshire County Council		✓				
	Nottinghamshire County Council		✓				
	South Downs National Park Authority		✓				
	Staffordshire County Council		✓				
	Surrey County Council		✓				
	West Sussex County Council		✓				
Other adjacent Local Planning Authorities	Forest of Dean District Council						✓
	Tewkesbury District Council						✓
	Cotswold District Council						✓
	Stratford-on-Avon District						✓
	South Staffordshire District Council						✓
Aggregate Working Parties	West Midlands Aggregates Working Party	✓					
	East Midlands Aggregates Working Party	✓					
	South West Aggregates Working Party	✓					
	South Wales Aggregate Working Parties	✓					
Members of the green infrastructure steering group	Historic England			✓	✓		
	Environment Agency				✓		
	Forestry Commission				✓		
	Herefordshire & Worcestershire Earth Heritage Trust				✓		
	Natural England				✓		
	Nature After Minerals/RSPB				✓		
	Worcestershire Wildlife Trust				✓		
Other Duty to Cooperate Bodies	Mayor of London						✓
	Civil Aviation Authority						✓

	Homes and Communities Agency						✓
	Clinical Commissioning Groups						✓
	National Health Service Commissioning Board						✓
	Office of Rail and Road						✓
	Transport for London						✓
	Integrated Transport Authority (Transport for West Midlands)						✓
	Highways England						✓
	Worcestershire County Council Highways team						✓
	Marine Management Organisation	✓					
	Worcestershire Local Enterprise Partnership						✓
	Greater Birmingham and Solihull Local Enterprise Partnership						✓
	Worcestershire Local Nature Partnership				✓		

Agenda Item 6



Bromsgrove
District Council

www.bromsgrove.gov.uk

Parkside, Market Street, Bromsgrove,
Worcestershire, B61 8DA
Tel: (01527) 881288

Nigel Hudson
Head of Strategic Infrastructure and Economy
Worcestershire County Council

xxxxxxxxxxxxxxxx 2019

Worcestershire Minerals Local Plan, Duty to Cooperate Statement, incorporating the
Statement of Common Ground

I, Karen May, hereby declare that Bromsgrove District Council agrees with and supports matters 1 and 3 as set out in Worcestershire County Council's "Duty to Cooperate Statement, incorporating the Statement of Common Ground" dated October 2019 as a true record of the key cross-boundary strategic matters relevant to the Worcestershire Minerals Local Plan with respect to the interests of this organisation. The Statement truly and accurately reflects the cooperation undertaken and the areas of agreement and disagreement between Worcestershire County Council and Bromsgrove District Council

Yours Sincerely

Karen May
Leader
Bromsgrove District Council

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CABINET

4th December 2019

Home Choice Plus Allocations Policy Permission to Consult

Relevant Portfolio Holder	Cllr Shirley Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis – Head of Community Services
Wards Affected	All
Ward Councillor Consulted	No
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report provides the results of the consultation which took place from the 1st June 2019 until the 12th July 2019 on the proposed changes to the Allocations Policy and presents a finalised Allocations Policy for approval. The report sets out the changes and the responses are shown as a percentage at the end of each point.

2. RECOMMENDATIONS

That Cabinet **RESOLVE**:-

- 2.1 That the consultation responses are noted and all the changes to the Allocation Policy are agreed and the Policy (appendix 1) is adopted.

3. KEY ISSUES

Financial Implications

- 3.1 Changes to the Home Choice Plus system will be split across the six Home Choice partners. Officers can confirm that this cost can be met by existing budgets.

Legal Implications

- 3.2 The Council is expected to give due consideration to changes to the Homelessness Code of Guidance and to implement statutory guidance. Recent changes to guidance need to be incorporated into the Allocations Policy.

Service / Operational Implications

- 3.3 Local Housing Authorities (LHA) are required by s.166A of the Housing Act 1996 to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating social housing

CABINET

4th December 2019

accommodation and they must allocate in accordance with that scheme.

3.4 The Homelessness Reduction Act 2017 (HRA 2017) enhanced the Council's duties for applicants who were facing homelessness by preventing or relieving homelessness at an earlier stage. There are now up to three stages in this process which depending on the customer's circumstances may include:

- 56 day prevention duty
- 56 relief duty where the customer is actually homeless
- Full Homelessness Duty where a decision about what further duty the applicant is made.

Changes

3.5 **Relief Duty** - those applicants who the Council is satisfied it has a duty to relieve homelessness (s.189B) and the Council has validated as being unintentionally homeless and has a priority need will be placed into the Priority Band. 87% of those who responded to the consultation agreed with this change.

3.6 **Prevention Duty Additional Waiting Time:** The allocations policy will give prevention cases an additional six months waiting time so they are prioritised within the band. This recognises the requirement to continue to assist other groups in housing need whilst also giving some priority to those that we owe the prevention duty to. 89% of those who responded to the consultation agreed with this change.

3.7 **Local Connection Qualifying Criteria:** Where a property has been secured through a section 106 agreement that requires specific residency criteria, allocations to these properties will be exempt from the qualification criteria. 88% of those who responded to the consultation agreed with this change.

3.8 **Reduced Banding:** Reduced banding is applied where applicants are considered to have sufficient income or equity to resolve their own housing need. The thresholds for this were reviewed and the income level increased from £35,000 to £38,000, which is broadly based on an increase at RPI for the last 5 years. In addition, the entry price for a one bedroom flat has increased so for those applicants unable to get a mortgage and on a fixed income (e.g. pensioners) it is proposed to have a maximum of £95k for equity / savings / capital which will give a more realistic price for someone needing to purchase a property where they are unable to obtain a mortgage e.g. an older person or

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4th December 2019

pensioner. 91% of those who responded to the consultation agreed with this change.

- 3.9 **Children in flats:** All families, with children under 10, without a garden will be placed in the gold band. 82% of those who responded to the consultation agreed with this change.
- 3.10 The treatment of homeless households with a terminal illness or victims of domestic abuse in relation to banding definitions will be expanded to align with statutory guidance.
- 3.11 In respect of armed forces, divorced and separated spouses or civil partners of Services personnel who are required to leave Ministry of Defence accommodation will be exempt from the Local Connection criteria.

Customer / Equalities and Diversity Implications

- 3.12 An equality impact assessment screening has been undertaken and this shows no detrimental effect. There is a positive affect for those families with young children and those with a disability.

4. RISK MANAGEMENT

- 4.1 There is a requirement to have an Allocation Policy in place and to revise the policy from time to time in line with statutory guidance to avoid the risk posed by a legal challenge. These changes to this policy and its operation mitigates against that risk.

5. APPENDICES

Appendix 1 - Home Choice Plus Allocation Policy 2019

6. BACKGROUND PAPERS

Cabinet report dated 6th March 2019

7. KEY

AUTHOR OF REPORT

Name: Amanda Delahunty
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HOME CHOICE PLUS PARTNERSHIP

List of partners

Local Authorities

Bromsgrove District Council, Malvern Hills District Council, Stratford-on-Avon District Council, Worcester City Council, Wychavon District Council, Wyre Forest District Council

Housing Associations

Anchor Trust, Bourneville VillageTrust, Bromford Group, Bromsgrove District Housing Trust, , Cottsway, Citizen, Community Housing Group, Fosseyway Housing, Fry Housing Trust, Greensquare Housing Group, Hanover Housing Group, Housing 21, London and Quadrant, Midland Heart Ltd, , Orbit Heart of England, Optivo, Pershore Alms Houses, Rooftop Housing Group, Sanctuary Housing Association, Sage, Stonewater Housing Association, Warwickshire Rural Housing Association, Walsall Housing Group

Wyre Forest
District Council

Bromsgrove
District Council

Worcester City
Council

Stratford-on Avon
District Council

Malvern Hills District
Council

Wychavon
District Council

Glossary of terms

Term	Definition
Affordable housing	housing let at a social or affordable rent or a low cost home ownership property let to a specified eligible household whose needs are not met in the market. Also known as social housing
Allocation	an offer of housing from a Housing Association or Local Authority either directly or via a nomination from a Local Authority
Band start date	the date the household is awarded the banding applicable to their housing need
Banding/bands	the prioritisation of households on the housing register based on their housing need
Bid	Households' expression of interest in an available / vacant property
Direct matching	an allocation outside of the Home Choice Policy/Scheme. Please see the policy for more details.
Home Choice Plus Allocations Policy / Allocations policy	the policy document that determines how housing is allocated to households
Home Choice Plus Partnership	A group of local authorities operating the same Allocation Scheme (known as "the partnership")
Home Choice Plus Scheme / Allocations Scheme	the scheme including the software, the policy and the processes involved for allocating housing to households
Homelessness	The legal definition of homelessness in the Housing Act 1996 Part VII / Homelessness Reduction Act 2017 is that a person is homeless if they have no accommodation available to them in the UK or anywhere which would be reasonable for them to continue to occupy. They would also be homeless if they have accommodation but are not able to gain access to it, or if it is a moveable structure but they have nowhere to place it. A person is threatened with homelessness if they are likely to become homeless within the next 56 days.
Housing Association	for the purposes of this Scheme also includes Registered Providers and refers to social housing providers regulated by the Homes England
Housing Register	a database/list of households who have applied for affordable housing
Local Authority Agents	organisations that act on behalf of the Local Authority in relation to the Housing Register and Homelessness, under a contractual arrangement usually Housing Associations
Local connection	a household's connection to a local area or authority including residency, family connections and employment
Persons from	people subject to immigration control and any other persons from

abroad	abroad where the secretary of state makes regulations
Qualification Criteria	To join the Housing Register the applicant must meet the eligible qualification criteria including connection to the Partnership, Housing Need and Unacceptable Behaviour
Reasonable preference	categories of housing need which are defined by the Housing Act 1996, Part Six that are required to be included in an allocations policy
Registration / Effective date	the date of registration of the Housing Application
Shared Ownership	Affordable housing option where the applicant parts buys and part rents a property. The Registered Provider owns the remaining share of the property.
Statutorily homeless	This term describes those households who have made a homeless application to a Home Choice Plus local authority or its agent and where the full homeless duty has been accepted. This means the household has been determined to be eligible, homeless, in priority need, unintentionally homeless and having a local connection and has been issued with a written decision which confirms this.
Weekly bidding cycle	the period of time available for households to place bids on properties they are interested in

1. Introduction

Home Choice Plus is a scheme used to advertise and/or allocate social rented, low cost home ownership and privately rented properties which has been agreed by the Home Choice Plus Partnership (the Partnership) and operates in the same way across a number of Local Authority areas including;

- **Bromsgrove District Council**
- **Malvern Hills District Council**
- **Stratford-on-Avon District Council**
- **Worcester City Council**
- **Wychavon District Council**
- **Wyre Forest District Council**

Within the Home Choice Plus Scheme is an **allocation policy** which outlines how the Partnership will prioritise households on the Housing Register.

The Districts mentioned above work in partnership with a number of Housing Associations to allocate social housing in a fair and transparent way. **Housing Associations and Registered Providers will have their own Allocations Policies which they will apply when allocating to their properties. This means applicants at the top of the Housing Register on banding and date time may not be rehoused by the Housing Association / Registered Provider if they don't meet the requirements of their allocations policy.**

Collectively the partnership has the following aims;;

Aims of the partnership

- We are committed to working in partnership to offer a choice from a range of housing options for people in housing need.
- We aim to challenge the perception that the way social housing is allocated is unfair by ensuring that Home Choice Plus is easy to understand, transparent and fair.
- We will work to ensure that households are able to access the service we provide.
- We will develop sustainable communities by enabling people to make realistic and informed choices about where they wish to live.
- We will make effective use of all affordable housing stock.
- We will ensure that local people will have an enhanced priority within the banding structure.

- We want to encourage and recognise households who make a positive contribution to their community
- We will assist in achieving mobility across the participating Local Authority areas.
- We will enable a better understanding of the housing demand.
- We will ensure the scheme meets our equalities duties.
- We will publish information that enables households to understand how we assist them through the allocations scheme

Access to Home Choice Plus is via a single register for housing; households only have to register for the scheme once and are then able to bid for vacancies advertised in any of the participating Local Authority areas.

Home Choice Plus enables people with a housing need to look for a home in an area of their choice. Households registered with Home Choice Plus will be banded according to the suitability of their current accommodation to meet their needs and their local connection.

What are Allocations under this Scheme?

The following are allocations of accommodation under this Scheme:

1. The nomination of an applicant or existing tenant to be an Assured or an Assured Shorthold tenant of housing accommodation held by a Housing Association (via a Council's Nomination Rights Agreement with the Housing Association). Often the nomination will be that of a 'Starter Tenant' of a Housing Association whereby the Housing Association will grant an Assured Shorthold Tenancy for a set probationary period (usually 12 months) and provided the tenant successfully completes the probationary period the Housing Association will grant an Assured Tenancy or a fixed term tenancy (please see individual Housing Association / Registered Provider's tenancy policies).

By 'affordable housing' we mean social rent and affordable rent, allocated to specified eligible households whose needs are not met in the market. It should meet the needs of eligible households, including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.

The ways in which we advise and assist applicants on a whole range of housing options, including access to the private rented sector and low cost home-ownership opportunities, can be found on the Home Choice Plus website www.homechoiceplus.org.uk and the partner Local Authorities' websites.

A list of Local Authorities' contact points can be found at Appendix 1

The scheme may also be used to advertise intermediate market rent, shared ownership and private rented properties. Please see the eligibility criteria of the relevant landlord for more details regarding allocation of these types of properties.

Allocations Policy

This Allocations Policy describes how you can qualify for the Home Choice Plus scheme and how it prioritises housing applicants to identify their housing need with regard to the legal definition of Reasonable Preference and other categories of housing need that the Steering Group have recognised.

Whilst all applicants are assessed in accordance with the scheme, the allocation of properties will be subject to the allocation policies of individual Housing Associations where they have one who will assess applicants on the Housing Register according to their stated priorities. They may have different rules about the number of people who can live in a home of a particular size. This will be made clear when a property is advertised. For more information regarding the letting of properties please see the Home Choice Plus Partnership website.

This policy sets out in detail who can or cannot be accepted under the policy and how this assessment is made. It also sets out how applicants can apply for and access housing.

We have designed the Allocations Policy to meet current legal requirements and to promote sustainable communities and balance housing markets.

The Legal Framework

This Allocations Scheme complies with the requirements of the Housing Act 1996 (as amended) and takes into account the relevant code of guidance Allocation of Accommodation Code of Guidance 2012 which replaced the previous codes of guidance. All of these documents can be obtained through the DCLG website. The Scheme also complies with the Localism Act 2011, Welfare Reform legislation and Equalities Act 2010 where applicable.

This section describes this legal framework.

The 1996 Housing Act (as amended by the 2002 Homelessness Act and Homelessness Reduction Act 2017) requires local authorities to make all allocations and nominations in accordance with an Allocations Scheme. A summary of the Allocations Scheme must be published and made available free of charge to any person who asks for a copy. A summary of the Allocations Scheme and general principles is available through the Home Choice Plus website www.homechoiceplus.org.uk and at partner Local Authority and Housing Associations offices.

The Housing Act 1996, (as amended) requires local authorities to give Reasonable Preference in their allocations policies to people with high levels of assessed housing need. This includes homeless people, those who need to move on welfare or medical grounds, people living in unsatisfactory housing and those who would face hardship unless they moved to a particular locality within the local authority's area.

The Act also requires local authorities to state within the policy its position on offering applicants a choice of housing accommodation, or offering them the opportunity to express preference about the housing accommodation to be allocated to them.

The policy is also drafted and framed to ensure that it is compatible with the Partnership's equality duties including the duty to eliminate unlawful discrimination and to promote good relations between different racial groups, as well the duty to promote equality between disabled persons and other persons and between men and women. The Partnership has carried out an Equality Impact Assessment in relation to the policy.

This Policy has considered:

- The partner Local Authorities' statutory obligations and discretion as to who is eligible for housing allocation
- The partner Local Authorities' statutory obligation to provide Reasonable Preference to certain categories of applicants set down by law i.e. those who must be given a greater priority under the Allocations Policy.
- The partner Local Authorities' statutory discretion to grant "additional preference" and/or to determine priority between applicants with Reasonable Preference.
- The general and specific statutory discretions the partners can exercise when allocating housing.

Service Standards

We will aim to;

- Register all eligible applications within 10 working days (where full information is available) Please note some applications can take up to four weeks to assess
- Process all supporting information within 10 working days
- Complete shortlists (match suggested) for properties within 5 working days of advertising cycle ending
- Advise all applicants excluded from the housing register within 5 working days with the reason for the exclusion
- Assist applicants to bid for properties where required
- Respond to applicants letters, client messages and emails within 10 working days
- Respond to telephone calls within 1 working day

What we ask of you...

- Speak to us in a polite and courteous manner
- Provide us with the information we need, so we can help you
- Contact us if you are unable to keep appointments
- Inform us with any changes in your circumstances which may affect the service we provide to you
- If you are unhappy with the service you have received, please contact us
- If you are happy with the service let us know

2. Statement on Choice

Choice and Constraints

We are committed to offering the greatest choice possible in the allocation of housing through the Home Choice Plus scheme. However this is in the context of considerable pressure on allocations within our affordable housing stock and which means we will therefore have qualification criteria covering who is and isn't eligible to join the waiting list.

Whilst keen to encourage and facilitate mobility within housing, the Home Choice Plus Partnership recognises that provision of choice has to be balanced along with local needs. Those without a connection to any Local Authority within the partnership, will not be eligible to go on the housing register unless they meet one of the exceptions criteria.

In determining priority for housing within the banding structure, a higher degree of preference will be awarded to applicants who have the greatest need and have a local connection within a Local Authority area.

Applicants have the opportunity to view details of all properties that are available and to choose to 'bid' for properties for which they are eligible.

Whilst a key objective of the Home Choice Plus scheme is to offer applicants more choice, there will be a number of exceptional situations where this may not be possible, for instance;

- Where the applicant does not meet the eligibility criteria for the scheme or the vacant property.
- Where a Local Lettings Plan has been agreed and the applicant does not qualify.
- Where there is a legal agreement restricting who can be offered the property.
- Where the applicant is statutory homeless, or is a prevention or relief case under the Homelessness Reduction Act 2017

These exceptional circumstances will be made clear when the property is advertised, unless the exceptional circumstance concerns the individual specifically (who has bid for the property) in which case it will be discussed with the applicant at the point of allocation.

Applicants who bid on and subsequently refuse properties for no reason will be moved into the Reduced Priority Band – for further details please see the relevant section in the Allocations Policy.

The Home Choice Plus Partnership will collect information from applicants about their particular preferences regarding where they want to live. This is to support our work in identifying housing needs and demands within specific parts of districts.

3. Eligibility and Reasonable Preference

Who is and who is not eligible under this Scheme.

Who can apply to register on the Home Choice Plus scheme?

Any United Kingdom resident aged 16 years or over can apply to join the scheme by completing an application form. The Home Choice Plus policy does exercise an eligibility criteria and so not all applications will be accepted where there is no close association to the area and/or where there is no housing need (please see information on Bronze Plus and Bronze Banding) . Please see the following sections regarding the eligibility criteria.

Anybody can make joint applications including married couples, civil partners, cohabiting couples, same sex couples, and brothers and sisters. In such cases, it is usual for a joint tenancy to be granted in the event of an offer of accommodation being made. The eligibility of applicants to be on the Housing Register will also be checked at the point of allocation.

Qualification Eligibility Criteria

Applicants are not eligible to join the Home Choice Plus housing register unless they met the qualifying criteria of a close association outlined below;

In determining whether the household has a close association we will agree a connection exists in the following circumstances;

- Where the local connection arises due to residency the applicant(s) must have lived in the partnership area (by choice) for a minimum period of two years.
- Where the applicant(s) meets any of the statutory homelessness definitions included in the allocations policy.
- Where the local connection arises due to employment and the applicant(s) have been in permanent, paid employment for a minimum period of six months, within one of the Local Authority areas included in the Partnership, immediately prior to the application (please see further information below).
- Where the applicant(s) has a close (immediate) family member living in the HC+ partnership area and has done so for a minimum period of five years, immediately prior to the application (please see further information below).
- Where the applicant has resided in the Partnership area for three out of the last five years at the point of application
- Has a local connection as a result of special circumstances (this would include people with a reasonable preference without a local connection identified above)

Local connection for homeless purposes will be assessed having regard to the definition of local connection contained in Section 199 Housing Act 1996 (in the case of homeless applicants) and the various codes of guidance.

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In determining permanent employment we will give consideration to the Local Government Association guidelines which state that this is employment other than that of a casual nature.

In determining close family member we mean mother, father, sister, brother or adult child (aged 18 and over).

If an applicant(s) hasn't got a connection that meets the qualification criteria and claims a connection on the basis of special circumstances e.g. a care leaver from the partnership area accommodated elsewhere, then the decision about allowing them on the list must be made by a senior officer or manager.

Where the applicant is a member of the armed forces there are special arrangements – please see further details within this policy.

Applicants with a local connection to the Partnership area will be awarded Gold Plus, Gold or Bronze Plus band depending on their housing need for Districts where they have a connection. For Districts where they do not have a connection, they will be awarded Silver Plus, Silver or Bronze in accordance with their housing need.

Residency of Choice

For the purposes of determining eligibility on residency grounds, living in the Local Authority area will not include the following:

- Occupation of a mobile home, caravan or motor caravan where it is not their only or principal home
- Occupation of a holiday letting (which includes a permanent building, hotel or bed and breakfast accommodation) for the purposes of a holiday.
- Resident of a prison, Bail Hostel or other such accommodation.
- In-Patient of Hospitals/specialist centres where they have a connection elsewhere

Under the Homeless Reduction Act, Care Leavers will have a local connection with the area of the local authority that owes them leaving care duties – therefore if someone is placed in care by Worcestershire County Council they will have a local connection with all six Local Housing Authorities in Worcestershire.

A care leaver aged under 21 who normally lives in a different area to that of the local authority that owes them leaving care duties, and has done for at least 2 years including some time before they turned 16; will also have a local connection in that area. For example if Worcestershire County Council places a young person in Stratford District Council before they turn 16 and they are in care in Stratford District Council for two year period the young person will have a local connection with Stratford and all of Worcestershire.

Housing Need

Applicant(s) wishing to join the Home Choice Plus Housing Register must have a housing need recognised by the Allocations Scheme. This will include those applicant(s) with reasonable preference, those who are underoccupying social housing stock and those covered by the categories outlined on page 37 under the Bronze Plus / Bronze sections. Applicant(s) not satisfying at least one of these criteria will not be registered and will be offered alternative housing options. Applicant(s) will also be offered the right to request a review of this decision.

Age Eligibility Criteria

Young people aged between 16 – 18

Young people aged between 16 and 18 can apply to Home Choice Plus and will be registered. For young people under the age of 18 years the Housing Association may grant permission to allow the occupation of a property by way of an “Equitable Tenancy” however a Housing Association / Registered Providers will not normally grant a tenancy to anyone under the age of 18 years unless they are also able to provide a guarantor to cover rent. Please refer to individual Housing Association and Registered Providers policies for more details.

Persons from abroad

Applicants must have a right to live in the UK and be entitled to claim public funds. Examples of people who are eligible are British Citizens, EEA nationals (generally those who are working), and those with leave to remain. People applying to join the Housing Register have to provide documents to confirm their identity and their immigration status.

A person from abroad (or two or more persons jointly if any of them is an ineligible person) is ineligible for an allocation of housing accommodation if they are subject to immigration control within the meaning of the Asylum and Immigration Act 1996, or are excluded from entitlement to housing benefit by s.115 of the Immigration and Asylum Act 1999 (c 33) (exclusion from benefits) unless they are of a class prescribed by regulations made by the Secretary of State. Persons who are subject to immigration control and eligible for housing assistance are;

- Refugee status
- Exceptional leave to remain
- Indefinite leave to remain

This does not apply to a person who is already a secure or introductory tenant of the Council or housing association.

If an applicant has any further questions regarding their status they should contact the Council or seek independent legal advice.

Households who are living abroad and therefore not habitually resident will not be eligible to register.

Applicants who have been considered as ineligible due to immigration status can re-apply at any time.

Persons with no local connection to the Partnership

Applicants who have no local connection to the partnership area will not be eligible to join Home Choice Plus.

However the following categories will be exempt and will be eligible to register;

- Households accepted as statutory homeless under the Housing Act 1996 (as amended by Homelessness Act 2002 and Homelessness Reduction Act 2017) by a Local Authority (or its agent) in the Home Choice Plus Partnership which has not yet been discharged
- Households with a reasonable preference under the 1985 Housing Act
- Households where one of the Local Authorities are satisfied that the applicant(s) needs to live in the area to provide ongoing, regular and significant care and support to a relative who lives in the area and their application is supported by the local Adult or Childrens Services team.
- Households where one of the Local Authorities (or its agent) has agreed to rehouse the applicant under a reciprocal agreement with their current landlord or local authority
- Households where rehousing or relocation into the Local Authority area is accepted by the Local Authority (or its agent) as being essential due to public protection issues or for other exceptional reasons.
- Members of the armed forces as outlined in the Allocations Scheme
- Social housing tenants who need to move because they work or have been offered work in the Partnership Area and they have a genuine intention to take up the offer and will suffer hardship otherwise
- Where a Local Letting Plan or s106 restriction applies on a specific site

Section 106 sites

Where an applicant meets the eligibility criteria established in the s106 agreement, but not the Qualifying Criteria in the Allocations Policy, they will be permitted to join the housing register but will only be considered for the relevant s106 property/site.

Unacceptable behaviour

Where the applicant, or a member of their household, has been guilty of unacceptable behaviour serious enough to make him unsuitable to be a tenant of the relevant authority, they will be ineligible for registration.

Unacceptable behaviour is defined as behaviour which would, if an applicant or member of their household was a secure tenant, entitle a landlord to outright possession under any of the Grounds 1 to 7, Schedule 2 of the Housing Act 1985.

Unacceptable behaviour can include:

- Owing significant rent arrears and/or failing to comply with a current tenancy condition with a Council, Housing Association or private landlord to such an extent that a Court would grant a possession order.
- Conviction for using the property for an illegal or immoral purpose.
- Causing nuisance and annoyance to neighbours or visitors for example anti-social behaviour.
- Being convicted for committing certain indictable offences in or near the home and still posing a threat to neighbours or the community.
- Being violent towards a partner or members of the family.
- Allowing the condition of the property to deteriorate.
- Allowing any furniture or fixtures provided by the landlord to deteriorate due to ill treatment.
- Obtaining a tenancy by deception, for example by giving untrue information.
- Paying money to illegally obtain a tenancy.
- Having lost tied accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there.

In determining whether an applicant is ineligible due to unacceptable behaviour, the Council, or its agent, will consider:

- Has the applicant or a member of the applicant's household been guilty of unacceptable behaviour?
- Was the unacceptable behaviour serious enough to have entitled the Landlord to obtain an order for possession?
- At the time of the application, is the applicant still unsuitable to be a tenant by reason of that behaviour, or the behaviour of a member of their household who wishes to reside with them?

The applicant will be excluded from the housing register and the applicant does have a right to review against this decision. This decision will be taken by the District Council, or its agent. An applicant may be rendered ineligible at anytime during the process should Home Choice Plus become satisfied that they are ineligible.

Applicants classified as being ineligible for any reason can make an application for accommodation in the future if their circumstances have changed for any reason. It is for the Local Authority (or it's agent) to consider behaviour, at the point of application to the housing register, and whether they are now eligible under the Policy.

Each application will be assessed on its merits and a decision regarding eligibility will be made accordingly. Anyone deemed ineligible for the Scheme will be provided with

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a full written explanation for the decision and will have a right of review of the decision.

Please see the section on Reviews below.

Applicants who are not eligible to join the housing register

At the point of registration all applicants are asked for information about their housing history and legal status to establish eligibility to join the housing register under the relevant legislation and this allocations policy.

Applicants are not assessed for the Scheme or placed into a Band until a decision has been made regarding their eligibility.

Armed Forces

Members of the UK armed forces stationed abroad will be considered as living in the United Kingdom for the purposes of applying for social housing.

The Localism Act 2011 amends the Housing Act 1996 to give local housing authorities in England the power to decide what classes of persons are or are not qualifying persons under section 160ZA(7) of the Housing Act 1996, for an allocation of housing accommodation.

The Secretary of State has the power to prescribe in Regulations criteria that may not be used by local housing authorities in deciding what classes of persons are not qualifying persons (section 160ZA(8)(b)). These Regulations require that local housing authorities do not use local connection (within the meaning of section 199 of the Housing Act 1996) as a criterion in deciding whether the following are not qualifying persons:

(a) persons who are serving in the regular forces or have done so in the five years preceding their application for an allocation of housing accommodation;

(b) bereaved spouses or civil partners of those serving in the regular forces where their spouse or partner's death is attributable (wholly or partly) to their service and the bereaved spouse or civil partner's entitlement to reside in Ministry of Defence accommodation then ceases;

(c) seriously injured, ill or disabled reservists (or former reservists) whose injury, illness or disability is attributable wholly or partly to their service.

The allocations policy will also extend the provision above, to include divorced or separated spouses or civil partners of Service personnel who are required to move out of accommodation provided by the Ministry of Defence.

Social housing tenants

The Secretary of State has the power to prescribe in Regulations criteria that may not be used by local housing authorities in deciding what classes of persons are not qualifying persons (section 160ZA(8)(b)). These Regulations require that local housing authorities do not use local connection (within the meaning of section 199 of

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the Housing Act 1996) as a criterion in deciding whether social housing tenants are a “relevant person”

A relevant person has a need to move because the relevant person—

- (a) works in the district of the local housing authority, or
- (b)(i) has been offered work in the district of the local housing authority, and
- (ii) the authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.

This regulation does not apply if the need to move is associated with work or the offer of work which is—

- (a) short-term or marginal in nature,
- (b) ancillary to work in another district, or
- (c) voluntary work.

In this regulation “voluntary work” means work where no payment is received by the relevant person or the only payment due to be made to the relevant person by virtue of being so engaged is a payment in respect of any expenses reasonably incurred by the relevant person in the course of being so engaged.

Specifically a qualification criteria may not be applied to existing social housing tenants seeking to transfer from another local authority district in England who have a reasonable preference under s166(3)(e) because of a need to move to the local authority’s district to avoid hardship where they need to move because the tenant works in the district, or need to move to take up an offer of work.

In considering registering applications the Council’s (or their agent) will take into account the Right to Move Statutory Guidance March 2015 (or any relevant successor document).

Any other social housing tenant, who satisfies the eligibility criteria will be eligible to join the Housing Register, even if they have no housing need and don’t currently live in the Partnership area.

The Application of Reasonable Preference

Home Choice Plus is required by law to assess the relative priority that housing applicants are awarded. This is particularly important when, as is the case with the Home Choice Plus partnership area, the demand for social housing is greater than the availability of homes.

The law, as it applies to local housing authorities, requires that Reasonable Preference for housing must be given to those in the categories set out in the Housing Act 1996 (as amended). The statutory Reasonable Preference categories cover:

- All homeless people as defined in Part VII of the Housing Act 1996 and Homelessness Reduction Act 2017

- People who are owed an accommodation duty because they have a priority need but are intentionally homeless (under s190 (2)), because they are not in priority need and not homeless intentionally 193 (2) or because they are threatened with homelessness, in priority need and not intentionally homeless (195 (2) of the 1996 Act (or under section 65 (2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section (192 (3).
- People occupying unsanitary, overcrowded or otherwise unsatisfactory housing;
- People who need to move on medical or welfare grounds (including grounds relating to a disability);
- People who need to move to a particular locality within the district to avoid hardship to themselves or others.

Specific details and examples of how Reasonable Preference and priorities are determined and applied are detailed in section 5: The Banding Structure.

Determining priority between applicants with Reasonable Preference

Home Choice Plus determines priority between applicants with Reasonable Preference by taking into account various factors including:

- The financial resources available to a person to meet their housing costs.
- Any local connection – as defined in s199 Housing Act 1996 (as amended) – that an applicant has with the Home Choice Plus area.
- The length of time the applicant has been waiting within their current band
- Any community contribution made by the household

Households with a reasonable preference can have their banding reduced because of their behaviour or circumstances

4. Registration and Assessment Process

How to Apply

Before anyone can apply for vacancies advertised through the Home Choice Plus scheme they must first register.

Initial registration can be completed;

- online www.homechoiceplus.org.uk
- by requesting and completing a registration form
- at Home Choice Plus partner offices

An advocate (for example, a family member, friend or support agency) can complete the registration form on behalf of an applicant who is requesting assistance.

If the applicant is not eligible to register they will be notified in writing giving the reason for the decision and informing them of their right to request a review.

All applications once received will be assessed and placed in the appropriate band. Assessment may involve a home visit or interview to discuss housing options.

Where additional information is required to confirm that a higher band is appropriate, the application may be placed in a lower band until the circumstances of the applicant have been confirmed.

Once registered with the Home Choice Plus scheme the applicant will be given a membership number.

Applicants to the scheme are entitled to request details from any of the partners about information that has been used to make a decision on their registration. Partners' contact details can be found at Appendix 2.

Help with registration

Help with registration can be given to applicants by any member of the Home Choice Plus Partnership as well as other organisations such as County Council social care services, health workers, support workers and voluntary bodies.

In particular, help will be provided to applicants who find it hard to fully participate in the scheme.

Support can be offered to assist an applicant to use the system where they are interested and ready to move. Access to the system can be provided through the Worcestershire Hubs, Housing Associations' offices and Local Authorities' offices.

Training can also be offered to a range of local organisations and support workers on a regular basis to enable them to be able to help applicants with accessing the scheme. Staff from the partner Local Authority and Housing Associations will be able to work with anyone that the applicant has requested to act on their behalf, subject to the applicant's written consent.

Definition of Household Types

An Applicant(s) type determines the size and type of housing they may be eligible for.

Single person (under 60)	One person household and with no resident children A woman who is less than 25 weeks pregnant
Couple	Married, cohabiting, civil partnership and same sex couples without resident children or with a woman who is less than 25 weeks pregnant
Family	Single parent or couple (as defined above) with minimum of one dependant child, who lives with parent (s) as the main or principal home A woman who is 25 weeks pregnant or more
Pensioner / Disability Living Allowance (DLA)	One person household and couples over 60 or person in receipt of DLA / Personal Independence Payment (PIP)
Other	Any other household group including friends, brother and sister and families with non dependent children

In order to reflect your housing requirement for a particular property type or size the Local Authorities, or their agents, may need to put the applicant into a different category in order to achieve a correct allocation

Example – if the applicant is a single person with a medical need that means they require a larger property for a resident carer, their household type will be amended to “family” or “other” to enable them to bid.

The Home Choice Plus process

- 1** You can register for Home Choice Plus by filling in a housing application either online at www.homechoiceplus.org.uk or requesting a paper application form from any of the contact points.
- 2** Once we have registered you, we will send you confirmation of the registration number and the band you have been placed in.
- 3** Vacant properties will be advertised each week and applicants are advised to look for suitable vacancies regularly.
- 4** You can make up to 3 bids per week, as long as you match what the advert asks for.
- 5** The applicant with the highest priority and who has been in the relevant band the longest will be considered for the property.
- 6** The successful applicant will be contacted by the Landlord and asked for information such as proof of identity. A viewing will be arranged and if you are accepted an offer will be made.

5. The Banding Structure

Home Choice Plus operates a needs-based banding system as described below. Bands are arranged to reflect housing need, with the highest band indicating the greatest need for housing. The scheme consists of eight bands, as summarised below. A more detailed description of the bands and of Reasonable Preference can be found under each band section.

The bands within the policy are based on the reasonable preference criteria set out within the 1996 Housing Act.

Once registered the applicant can only be in one band per Local Authority and the highest banding possible will always be applied according to the policy.

The table below describes the bands into which households will be placed according to their housing circumstances.

Priority (3 month time limit)

Applicants who are statutorily homeless with a duty to re-house under s193 of Housing Act 1996 (eligible, homeless, priority need, not intentional and with a local connection).

Applicants owed the relief duty who are likely to be accepted as statutorily homeless with a duty to rehouse under the above Act (except in Stratford on Avon District)

Gold Plus (6 months time limit) (Local Connection)

- Homeless cases where no statutory duty to re-house (excludes intentional homeless)
- Homeless cases accepted for a full rehousing duty by a Local Authority within the partnership (but not the LA that accepted the duty)
- Occupying property in a serious state of disrepair; factors taken into consideration by the Local Authority or its agent include where the Local Authority could have served an improvement notice for a Category 1 hazard or equivalent (not for overcrowding and space hazards)
- Verified high medical need / disability that is directly affected by the current housing situation and would be immediately improved by moving
- Applicant is homeless or threatened with homelessness, through no fault of their own (excludes those in priority band)
- Applicant is homeless or threatened with homelessness under the HRA 2017 (Prevention and Relief)
- Requiring move-on from supported accommodation
- Tenants who are under-occupying social rent or affordable rent housing in the Home Choice Plus partnership area
- Tenants who are occupying a social housing property in the Home Choice Plus partnership area with major adaptations that they do not need
- Households suffering with serious overcrowding (3 or more bedrooms lacking)
- Two or more criteria in Gold

Gold (12 months time limit) (Local Connection)

<ul style="list-style-type: none"> ▪ Households who have been determined to have become homeless intentionally ▪ Households suffering from harassment (excludes priority band cases) ▪ Overcrowding or lacking up to and including 2 bedrooms ▪ Living in exceptional circumstances ▪ Households with children under 10 years old and living in flat with no access to a private garden ▪ Households suffering with some disrepair in their property
<p>Silver Plus (6 months time limit) (No Local Connection)</p> <ul style="list-style-type: none"> ▪ Homeless cases where there is no statutory duty to re-house (excludes intentional homeless and those in a priority band) ▪ Homeless cases accepted for a full rehousing duty by a Local Authority within the partnership (but not the LA that accepted the duty) ▪ Properties in a serious state of disrepair; factors taken into consideration by the Local Authority or its agent include where the Local Authority could have served an improvement notice for a Category 1 hazard or equivalent (not for overcrowding and space hazards) ▪ Verified high medical need / disability that is directly affected by the current housing situation and would be immediately improved by moving ▪ Applicant is homeless or threatened with homelessness, through no fault of their own ▪ Applicant is homeless or threatened with homelessness under the HRA 2017 (Prevention and Relief) ▪ Applicant requires move-on from supported accommodation ▪ Tenants who are under-occupying social rent or affordable rent housing in the Home Choice Plus partnership area ▪ Tenants who are occupying a social housing property in the Home Choice plus partnership area with major adaptations that they do not need ▪ Households suffering with serious overcrowding (3 or more bedrooms lacking) ▪ Two or more criteria in silver
<p>Silver (12 months time limit) (No Local Connection)</p> <ul style="list-style-type: none"> ▪ Households who have been determined to have become homeless Intentionally ▪ Households suffering from harassment (excludes priority band cases) ▪ Overcrowding or lacking up to and including 2 bedrooms ▪ Living in exceptional circumstances ▪ Households with children under 10 years old and living in upstairs flat <p>Households suffering with some disrepair in their property</p>
<p>Reduced Banding (with reasonable preference)</p> <ul style="list-style-type: none"> ▪ Households with financial resources above defined limits ▪ Households who have deliberately worsened their circumstances to qualify for a higher banding ▪ Households with housing-related debts ▪ Households who have committed acts of anti-social behaviour and other tenancy breaches but not severe enough to have obtained outright possession

- Households who aren't bidding for properties that are available and suitable for their needs or successfully bid but then refuse properties that are suitable for their needs

Bronze Plus (12 month time limit) (Local Connection)

- Households who do not meet any of the above reasonable preference criteria and with a local connection, and who may have a low housing need including;
 - Eligible and interested in shared ownership
 - Eligible and interested in older peoples accommodation
 - Households with low level medical or welfare issues
 - Households that are newly forming
 - Households who are suffering financial hardship
 - Households who are sharing facilities with other non-related households
 - Households residing in an institution or supported housing scheme e.g. hospital with no access to settled accommodation
 - Households who have insecurity of tenure (those in tied accommodation or lodging with family members)
 - In social housing and seeking a transfer

Bronze (12 month time limit) (No Local Connection)

- Households who do not meet any of the above reasonable preference criteria and without a local connection, and who may have low housing need (please see Bronze Plus above)

Cumulative Preference in Gold and Silver Bands

Applicants whose circumstances match more than one criterion in the Gold or Silver bands will be awarded 'cumulative preference', which means that they will move up a band. For example, an applicant who met two or more criteria in Gold band would be awarded Gold Plus banding. An applicant who met two or more criteria in Silver band would be awarded Silver Plus banding. If you fit the criteria for two or more reasonable preference categories in Gold you will move into Gold Plus but can't then move to the higher (priority) band unless you are accepted for the rehousing duty under s193 Housing Act 1996. This also applies to applicants with two or more reasonable preference categories in silver band. If they move into Silver Plus and have further reasonable preference categories they can't move up into Gold or Gold Plus unless they have a local connection.

Applicants who have been found to be intentionally homeless, within the Gold and Silver Band, will not qualify for a cumulative preference award.

The Bandings Explained

Priority Band

(Awarded for 3 months)

The following criteria will lead to Priority band being awarded:

Statutory Homeless with a duty to re-house

Priority band is awarded by the Local Authority or their agent where the local authority or its agent has accepted a full duty under Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002) to provide accommodation for an applicant.

The priority band can only be used in the Local Authority area where the homeless duty exists or in another Local Authority area within the scheme if a referral has been agreed. Within the other Partnership areas the applicant will be in a reasonable preference band, usually Gold Plus where there is a local connection to the District, or Silver Plus where there is no local connection.

This may include victims of domestic abuse who are accommodated in refuge or other temporary accommodation, who the authority owe a rehousing duty to.

Homeless cases owed the relief duty under HRA 2017

Where households are owed the relief duty under the HRA 2017 and it is likely that they would be owed the full statutory rehousing duty (if their homelessness doesn't come to an end through one of the potential discharge routes during the relief period) they will be placed in this band at the point the determination is made (except in Stratford on Avon District)..

Gold Plus

(Local Connection and High housing need – awarded for 6 months)

The following criteria will lead to Gold Plus band being awarded:

Homeless cases where no statutory duty to re-house (excludes intentional homeless)

Gold Plus band is awarded by the local authority or its agent where an applicant is determined under the homelessness legislation to be eligible for assistance, homeless, not in priority need, not homeless intentionally and has a local connection to that Local Authority.

Homeless cases covered by the prevention (HRA 2017)

Gold Plus band is awarded by the local authority or its agent where the applicant will become homeless within 56 days (the prevention duty) The Gold Plus banding award will last for 56 days and then the banding will be reassessed and a band based on housing need / duties owed at the time will be awarded. This will also be awarded to households owed the relief duty where they will not meet the thresholds for a main rehousing duty to be owed..

Properties subject to serious disrepair

Gold Plus band is awarded where an applicant is living in sub-standard accommodation (regardless of the tenure) and (following confirmation or notification by the relevant Officer) it is determined that action is required under the Housing Act 2004. This would be for a Category 1 hazard that is very severe and may have lead to the service of the following notices (only);

- Emergency Remedial Action
- Demolition or Clearance Orders
- Improvement Notices for Category 1 hazard (other than for overcrowding and space)

NB In circumstances where the applicant is in a Local Authority tenancy and the LA can't serve notice upon itself then this category would still be awarded where a notice would be served if the tenure was different.

Where applicants report poor housing conditions, the relevant Officers may inspect the property to consider using their powers to remedy hazards.

Home Choice Plus will need to liaise with the relevant Officer on a regular basis to check that the property circumstances are still in disrepair prior to an offer of accommodation being made.

Where the property disrepair has been remedied the applicant's banding will need to be reassessed.

Where a notice has been served that prohibits occupation or the disrepair is so serious that the relevant Officer advises occupation of the property is not appropriate on health and safety grounds, applicants will be dealt with under the Homelessness legislation.

High Medical Need or Disability

This band is awarded following an assessment by Home Choice Plus, of the evidence provided by the applicant and/or by the preferred medical advisor in relation to their health and/or disability.

An applicant will normally be expected to complete a medical assessment if they have indicated that there is a medical or disability problem that is made substantially worse by their current housing. Their circumstances will be assessed by a Home Choice Plus officer based on evidence provided by the applicant, and we will consider evidence from all appropriate medical professionals.

This banding will only be awarded if the current accommodation is so unsuitable in relation to their medical, welfare or disability needs that an move is essential.. The assessment is not of the applicant's health, but how their health or welfare is affected by their accommodation.

The following are examples of cases that would qualify for this band:

- The applicant's accommodation is directly contributing to the deterioration of the applicant's health; e.g. severe chest condition requiring intermittent hospitalisation as a result of prolonged periods of exposure to damp (i.e. mould spore allergens). The most vulnerable group is that of persons aged 14 and under. The effects of damp must be recognised as severe under the Housing, Health and Safety Rating System as assessed by a the relevant Officer.

- A person with a severe disability requiring substantial adaptations to a property which are not provided in their current accommodation and where the property cannot be adapted.
- A person suffering with a severe and enduring mental illness or disorder where the medical condition would be significantly improved by a move to alternative accommodation, including members and former members of the armed forces
- A victim, and their family, of domestic abuse being accommodated in a refuge or other temporary accommodation
- An applicant suffering from terminal illness where they have not already been accepted for a duty under the Homelessness Reduction Act 2017.

Households who are homeless or threatened with homelessness through no fault of their own (who have not made a homeless application)

This status is awarded to all households who are homeless as defined by the Homelessness legislation but have not made a homeless application or don't wish to be considered under the homelessness legislation. and where, following investigation, it is proven that the applicant is threatened with homelessness through no fault of their own.

This banding also applies to households who have made a homeless application and been accepted for rehousing within another area of the Home Choice Plus partnership.

Tenants who are under – occupying affordable social housing or living in an adapted property where they do not require the adaptations

It is important that the best possible use is made of existing housing stock and priority will be given where a Local Authority or Housing Association tenant, in the Home Choice Plus area, applies to move to a smaller, or more appropriate type of property.

Some examples would be;

- a) Applicant's currently living in family sized accommodation, either social or affordable rent, who wish to 'downsize' and free up at least one bedroom.
- b) applicants currently living in family sized accommodation, either social or affordable rent, wishing to move to a one bed property or a two bed property designated for older people e.g. Retirement housing, Extra Care or a bungalow
- c) an applicant occupying an adapted property where they do not require the adaptations.

Please note this only applies where a family sized property or a property with substantial adaptations will become available for reletting following the move

Move on from Supported Accommodation.

This status is awarded where an agreement between the Local Authority or its agent and the Supported Housing provider, is in place for applicants to move on from supported accommodation in the Home Choice Plus area.

This status will only be awarded to applicants in supported accommodation or care-leavers where the following criteria have been met:

- The applicant is ready to move to independent settled social housing on the recommendation of the support provider
- An ongoing support package has been assessed and where required, is in place.

In the case of young people moving on from care, applicants are awarded this category in accordance with the 16- and 17-year old Joint Protocol between the Local Authority and the County Council's Children's Services Department (for the five districts within Worcestershire) and the agreement with Warwickshire County Council (in Stratford-on-Avon). Applicants must be a former "Relevant Child" as defined by the Children Act 1989.

The evidence to support this will be provided by the County Council's leaving care service and will consist of confirmation that:

- The care-leaver is ready to move to independent settled housing and is genuinely prepared for a move to independent living.
- The care-leaver possesses the life skills to manage a tenancy including managing a rent account.
- An ongoing support package has been assessed and where required, is in place.

Applicants are expected to make full use of their priority by placing bids on all suitable properties to enable them to move on to independent accommodation. Home Choice Plus officers may use their discretion to place bids on behalf of the applicant where bids are not being placed or are being inappropriately placed to facilitate move-on through supported accommodation. This will be done in consultation with the applicant and (if relevant) their support worker.

For applicants meeting this criteria the band start date will be the date the applicant moved into the supported accommodation

Children accommodated out of area by Children's Services or Unaccompanied Asylum Seeking Children under the responsibility of Worcestershire County Council will be awarded a Gold Plus band under move on from supported accommodation and will be granted a local connection with the five District Councils within Worcestershire where they don't have a specific connection to one Local Authority.

Serious Overcrowding

Applicants lacking three or more bedrooms will be awarded Gold Plus band e.g. where the applicant has a four bedroom need and is living in a one bedroom property. Overcrowding assessments will include all household occupants and the overall size of the property in determining the band, regardless of whether the whole household

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wish to be rehoused together or not. In cases where there is a pregnancy (including multiple births, officers will need to consider whether the current property would be overcrowded when the baby (babies) arrive at the 25 week stage and beyond.

Applicants who claim they are overcrowded will have their circumstances assessed against the Home Choice Plus Bedroom Standard. The table below shows the bedroom entitlement for adults and children:

Home Choice Plus Bedroom Standard			
Household Make-up	Suitable Property Size :		
	1 Bed	2 Bed	3 Bed
Single Person	✓		
Childless Couple	✓		
Parent(s) & 1 child		✓	
25+ weeks pregnant woman with or without partner and no other children		✓	
Parent(s) and 2 children of same sex aged between 0 and 16		✓	
Parent(s) and 2 children of same sex over 16			✓
Parent(s) and 2 children of different sex under the age of 10		✓	
Parent(s) and 2 children of different sex when the oldest reaches 10			✓
Parent(s) and 3 children – 2 of same sex aged between 0 and 16. Plus 1 other child			✓
Parent(s) and 3 children - 2 of different sex under the age of 10. Plus 1 other child			✓

To calculate the property size eligibility for larger households, please use the following guidance:

- 2 children of the same sex are able to share a room until the oldest reaches the age of 16, at which point an additional bedroom will be required.
- 2 children of different sex are able to share a room until the oldest reaches the age of 10, at which point an additional bedroom will be required.

For example:

A family with 2 parents and 3 children of the following age and sex:

- one girl aged 4

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- one girl aged 6
- one boy aged 10

are eligible for a 3 bedroom property (one bedroom for the parents, one for the two girls and one for the boy).

A family with 2 parents and 3 children of the following age and sex:

- one girl aged 4
- one girl aged 16
- one boy aged 10

are eligible for a 4 bedroom property (one bedroom for the parents, one for the boy, one for the 4 year old girl and one for the 16 year old girl).

The appropriate Home Choice Plus senior officer within the Local Authority / agent may exercise discretion in deviating from the Bedroom Standard to increase the number of rooms an applicant requires. Examples would include where an extra room is required to accommodate a carer on health grounds, or where the applicant is a registered foster carer. In some circumstances it may be possible to award this banding and direct match a potential foster parent living in social housing to a more appropriately sized property with the agreement of the landlord.

The bedroom standard allows the policy to determine whether there is underoccupation or overcrowding for the purposes of banding. The HA will determine, through their allocation policy the type and size of property an applicant can occupy.

Gold Plus or Gold (please see below) will also apply to applicants needing to be re-housed on the application if they have no bed spaces available to them.

Evidence of overcrowding must be provided at the point of registration and allocation of accommodation and may be verified by a home visit.

There may be some exceptions to the bedroom requirements including the following;

- where there is a carer included in the household who cannot share a bedroom
- where the household contains "a child who cannot share a bedroom". This definition applies to a child who (1) is entitled to the care component of disability living allowance at the highest or middle rate, and (2) by reason of their disability is not reasonably able to share a bedroom with another child.
- where the household has care and supervision responsibilities for other children not normally residing with the household

A carer is someone who, with or without payment, provides help and support to a partner, relative, friend or neighbour, who would not manage without their help. This could be due to age, physical or mental health, addiction, or disability. In all cases the carer must have been identified by the applicant as the person who is primarily responsible for providing them with care and that they need to live with them.

Even if a carer is in receipt of Carer's Allowance this does not necessarily mean that it is necessary for them to reside with the person who is being cared for. An application to include a carer on a housing application will be considered if the need for a carer has been assessed by a relevant specialist organisation e.g. a social care, health professional as needing to provide overnight support by a resident carer. In

these circumstances the applicant must provide supporting evidence from other agencies e.g. Social Care or a Health professional.

In some limited circumstances it may be possible to consider cases where the carer is not in receipt of Carer's Allowance but would be eligible. Under these circumstances it will still be necessary for the applicant to demonstrate that the person looked after is in receipt of a relevant care related benefit.

Household with a disabled child

Where the household includes a disabled child and the child isn't able to share a room with another child because of it's disability then an additional bedroom requirement can be considered. The disabled child would need to be in receipt of the care component of the disability living allowance at the highest or middle rate.

Households with access to other children

Anyone with access to children will need to demonstrate their involvement in the care and supervision of the child. A senior officer within the Local Authority or their agent will give consideration to factors including regularity of contact, who claims the relevant benefits for the child and any residency orders as well as legislation, codes of guidance and case law in determining which parent has **primary responsibility** for the children. Therefore unless there is an exceptional circumstance we would be unlikely to provide family accommodation where they are not the primary carer for the child even if they have 50% access rights to their child.

Currently case law around eligibility for benefits and homeless case law has found that separated parents do not have an automatic right to benefits or a bedroom for a child they do not have primary responsibility for.

Please note: the bedroom standard assessment is for determining overcrowding and does not guarantee that an applicant will be offered the exact property size for their household needs. In particular, where their housing need exceeds four bedrooms but there is a limited supply of larger properties within the Home Choice Plus partnership they are unlikely to be offered social housing that exactly meets their needs.

Also households that include other adults rather than children may find it difficult to obtain social housing where they require larger properties normally allocated only to households with children, as priority is usually given for family houses to people with dependant children within the Housing Association / Registered Provider's allocation policies.

There may be other special circumstances subject to emerging case law where the bedroom standard does not apply and this will be determined by a senior officer or manager.

Silver Plus

(No Local Connection and High Housing Need – awarded for 6 months)

The Silver Plus band is awarded for the above Gold Plus preference categories where the applicant has no local connection to that participating Local Authority.

Gold

(Local Connection and Housing Need - valid for 12 months)

The following criteria will lead to Gold band being awarded:

Households who have been determined to have become homeless intentionally.

Where the local authority or its agent has carried out investigations under Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002) and found the applicant intentionally homeless. Where the applicant's housing need would normally be Gold Plus such as severe overcrowding or serious medical issues they will be awarded Gold Plus. Where the reason for intentionality is one of the five reasons for awarding a reduced banding, the household will be moved into the Reduced Banding category.

Households suffering from harassment

Applicants who cite harassment as the main reason for making the application will be asked to provide information about all the circumstances surrounding the application and each case will be assessed on its merits. Any enquiries will be made in a sensitive manner so as not to prejudice the safety of the applicant. Any claims of harassment should be substantiated by evidence from a third party e.g. Police, Housing Officer etc. If the harassment is deemed so severe that it is not reasonable to continue to occupy the accommodation, this will be investigated under the Homelessness legislation.

If you are suffering from domestic abuse or harassment from outside the home, and unable to remain in your home, it is likely that you will be treated as homeless and therefore awarded the appropriate homelessness-related bands.

Overcrowding or lacking required bedrooms

This applies to households who are overcrowded or lacking up to (and including) two bedrooms. Please see section above (under Gold Plus) regarding how overcrowding is determined.

Living in exceptional circumstances

This banding on Home Choice Plus should only be awarded in those instances where the applicant's living circumstances are considered to be exceptional given the prevailing housing conditions in the district and where no other banding criteria reflects or addresses the problem(s).

In reaching a decision to award the banding, account must be taken of the suitability of the current accommodation and the location of the accommodation in relation to the applicant's needs.

Examples are given below of potential situations where this banding may be granted – the list is not exhaustive and the decision lies with the Local Authority / agent assessing the application.

- The applicant is adequately housed but needs to give or receive support on the grounds of disability or illness that is substantial and ongoing and it is not possible for the person giving care to use public transport or their own transport to provide assistance.
- The applicant needs to move on welfare grounds e.g. hardship.

- The applicant's household is overcrowded, coupled with medical issues that do not accrue medical priority e.g. ADHD, autism.
- The applicant needs to take up or continue employment, education and/or training that is not available elsewhere and they do not live within reasonable commuting distance

Households with Children living in flats or maisonettes

This status is awarded to households with children under 10 and living in a flat or maisonette with no access to a garden. This may be verified by a home visit.

Properties suffering from disrepair

Properties that are suffering from disrepair (regardless of tenure) that is not deemed to be severe or a threat to the health and safety of the occupier will be awarded this band following confirmation or notification from the relevant Officer. Normally disrepair would be assumed to be Category 1 where a hazard awareness notice has been served, and Category 2 where category D (or equivalent) hazards exist (as defined under the Housing Health and Safety Rating System, part 1 of the Housing Act 2004) except for overcrowding and space assessment which is assessed separately under the Home Choice Plus overcrowding policy.

Home Choice Plus will need to liaise with the relevant Officer on a regular basis to check that the property circumstances are still in disrepair prior to an offer of accommodation being made.

Silver

(No Local Connection – valid for 12 months)

The Silver band is awarded for the above Gold preference categories where the applicant has no local connection to that participating Local Authority.

Reduced Banding

(Reasonable preference but reduced priority)

This band will be used for households in reasonable preference categories where their priority is reduced for one of the following reasons;

Applicants will be banded according to their current housing need but demoted to the reduced priority band. This decision will be reassessed by the District Council or their agent after a period of six months, or at the applicant's request at any time.

1. Financial Resources

Owner occupiers and people with sufficient financial resources available to them to meet their housing needs will be placed in reduced band if they have;

a) a gross household income (including benefits) of more than £38,000 per annum

b) savings / capital / assets / equity of £50,000 or more unless they are in receipt of a pension (or fixed income where they would be unable to obtain a mortgage) where they would be allowed savings/capital/assets/equity of up to £95,000. This could include equity in a property. The savings etc. of all members of the household should be taken into account for this criteria.

Applicants will be asked to provide income and asset/savings/capital details at the point of application and if, at that stage, they exceed the threshold their banding will be the reduced (where they have a housing need). The income and assets/capital/savings details will also be considered at the point of offer to ensure the applicant is still on the correct banding and they are therefore eligible for the offer.

The financial resources of an armed forces applicant will be disregarded where it is a lump sum that was received as compensation for an injury or disability sustained on active service.

Financial thresholds may also be determined by Registered Providers and applicants should contact individual organisations where they believe income or capital may be an issue at the point they are made an offer of accommodation.

Applicants who are registering for shared ownership purposes only, who have an income above 38k but below 60k will not be adversely affected by the reduced banding category as it doesn't apply to shared ownership schemes.

Where applicant(s) have an exceptional need that can only be met through the provision of affordable housing then the reduced banding won't be applied.

2. Deliberately worsening housing circumstances

Where there is evidence that an applicant has deliberately worsened their circumstances or deliberately moved into another property that is unsuitable and as a result qualify for higher priority on Home Choice Plus, this priority will be reduced. This would include circumstances where an applicant surrendered their tenancy, where it was reasonable to occupy and / or against the advice of the Housing Advice / Options Officer or where they moved to a property that was smaller than their requirements.

Where there is evidence that an applicant has deliberately worsened their circumstances in order to qualify for higher priority on Home Choice Plus, this priority will be reduced. This may include the following;

- Unsuitable property choice – e.g. with stairs if need ground floor
- Overcrowding – e.g. moved in with others / moved others in by choice
- Causing disrepair – including not allowing access
- Giving up a suitable tenancy
- Adaptations – apply to move within 5 years and still meets need
- Refused support which could have maintained tenancy

Officer must consider the particular applicants circumstances and particularly issues of vulnerability or where poor advice has been given before reducing the persons banding.

3. Housing related debts

Where households have housing related debts these will be assessed by the District Council, or their agent. The officer must establish the debts have arisen from a deliberate act or omission that leads to non-payment.

The applicants will be encouraged to make affordable arrangements to pay and they will be placed within the reduced priority band until an affordable arrangement has been reached with who they owe the money and the applicant is maintaining regular payments. The Local Authority will expect the debtor to demonstrate they have taken reasonable steps to resolve the issue prior to reducing the banding given. For this circumstance to apply the debt must not be more than six years old (as after this the debt cannot be recovered unless it has been secured through a court order / money judgement order in which case the six year timescale does not apply).

The reduced priority band will apply to those with rent arrears, recharges, former tenancy arrears, rent deposit debt, mortgage arrears etc where the debt is £500 or they owe the equivalent of 6 or more weeks target rent (whichever amount is the smaller). The RSL will need to notify the Local Authority (or its agent) of the arrears and any arrangements made with the applicant. Where the applicant can demonstrate a regular payment history (complying with the agreement) for three months or more and the debt is less than £500 the Local Authority will move them back to the higher banding. The Local Authority will exercise its discretion, depending on individual circumstances where there are mitigating factors or an urgent need to move.

4. Anti – social behaviour and other tenancy breaches

Where there has been a breach of tenancy such as anti-social behaviour, or due to the property condition, the applicant will be placed within the reduced priority band. The Local Authority will expect the landlord where the problems occurred, to demonstrate they have taken reasonable steps to resolve the issue prior to reducing the banding given.

The reduced priority band will apply to applicants who are guilty of anti-social behaviour or tenancy breaches where formal legal action has been commenced e.g. injunction, ASBO, CRIMBO or Notice etc. This would include anyone found guilty of sub-letting a social housing tenancy and waste /neglect of the property. The officer must consider any particular support needs the applicant might have and whether this is having an impact on their behaviour before we reduce the applicants banding. The officer should only consider recent tenancy breaches / anti social behaviour.

The officer can reinstate the higher banding where the tenancy breach is resolved or the applicant can demonstrate changed behaviour over a reasonable timescale.

5. No bidding or refuses offers of accommodation

Where applicants in the Gold Plus, Silver Plus, Gold and Silver bands have failed to place bids, or have placed successful bids but refused properties, and there is evidence that properties that would meet their needs have been advertised on Home Choice Plus, their banding will be reviewed within the set time period above and they will be placed in the Reduced Banding category.

By successful bids we mean where the applicant(s) have been offered the property and invited to view it (where applicable).

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The officer must consider the households' vulnerability and any issues that may have affected their behaviour at the time e.g. domestic abuse, mental health problems.

How will the reduced banding be applied

Applicants will be banded according to their current housing need but demoted to the reduced priority band. This decision will be reassessed by the District Council or their agent after a period of six months, or at the applicant's request at any time (please note review requests where there has not been any change of circumstances will not be considered) but is unlikely to be removed if their circumstances remain the same.

Bronze Plus

(Local Connection)

(Please note this banding will be closed after one year where no bids have been placed)

This applies to all applicants who live, work or have a local connection as defined by s199 Housing Act 1996, to a particular district in the Home Choice Plus partnership and do not meet any of the reasonable preference criteria, as set out above, and have low housing need.

Where the household has a low level housing need due to medical, disability or welfare conditions / issues, the banding will only be awarded where the condition / issue will be improved by a move to alternative accommodation.

Examples of applicant(s) accepted onto the waiting list and awarded Bronze Plus include the following;

- Eligible and interested in shared ownership
- Eligible and interested in older peoples accommodation
- Households with low level medical or welfare issues
- Households that are newly forming
- Households who are suffering financial hardship
- Households who are sharing facilities with other non-related households
- Households residing in an institution or supported housing scheme e.g. hospital with no access to settled accommodation
- Households who have insecurity of tenure (those in tied accommodation or lodging with family members)
- In social housing and seeking a transfer

The Home Choice Plus Allocation Scheme does not recognise insecurity of tenure where the applicant is in an assured shorthold tenancy in the private rented sector unless there is another issue arising such as threat of homelessness or disrepair.

Bronze

(Limited Local Connection - closed after one year where no bids have been placed)

This applies to applicants who meet the eligibility criteria on connection grounds with one of the districts in the Home Choice Plus partnership but no connection to the other partners and do not meet any of the reasonable preference criteria, as set out above, but have a low housing need (please see list in Bronze Plus section above).

Time Limited Bands

All bands are awarded on a time limited basis, i.e. for 3, 6 and 12. At the end of the time limit, if an applicant has not been successfully housed, the Local Authority or its agent will reassess the application and contact the applicant to confirm their circumstances and/or bidding pattern. For applicant(s) in Bronze Plus and Bronze applications will be closed after 12 months if there are no bids. Please see the Reviews / Complaints Section for more information.

Local Connection for Banding Purposes

In order to ensure that Home Choice Plus meets the housing needs of local communities, we will award a higher band to those applicants with a Local Connection to each relevant Local Authority.

Example - Applicant with medical need with local connection to Bromsgrove but no other Local Authority area will be placed in Gold Plus when bidding within Bromsgrove and Silver Plus for all of the other Local Authorities.

To determine the relevant local connection banding of a household, who meet the eligibility criteria for registering on the waiting list, we would use the following;

- has lived in the relevant Local Authority area by choice for a certain time (for six months out of the last 12 months or for three years out of the last five years);
- has close family living in the relevant Local Authority area, who have been permanently resident for at least the previous five years;
- has permanent paid employment in the relevant Local Authority area
- has a local connection as a result of special circumstances

Waiting Time

New applicants are placed into a bronze or bronze plus band, while we assess their housing need and their waiting time will be from the date of registration (the effective date); this will be the date the form is received and date stamped at the office of the Local Authority (or its agent), or on the date the form is received online.

If an applicant is moved up into a higher band (following assessment) then the date they moved into that band will override the registration date (effective date). Please note it can take up to four weeks to assess a banding.

If the applicant remains in or moves down to a Bronze or Bronze plus band then the registration date (effective date) will apply.

Removing Applicant from Reduced Band

Where an applicant is promoted from the Reduced Priority band to a reasonable preference band, the band start date should be back-dated to the date they were originally placed in the Reduced Priority band.

Please note that even once an applicant has been promoted from the Reduced Priority band to a reasonable preference band, housing associations may still refuse to accommodate them due to their own allocations policies and they may therefore continue to be skipped. Applicants demoted to the Reduced Priority band should be encouraged to pursue private rented housing wherever possible and appropriate advice given to assist them to do so.

The decision to promote an applicant from the Reduced Priority band should be undertaken as part of a full review of the applicant's circumstances to ensure that the applicant is awarded the correct banding.

Change of Circumstances

All applicants are required to notify the relevant Home Choice Plus partner, with whom they are registered, immediately of any change to their circumstances which may affect their priority for housing. Applicants will need to provide proof of their change before it is assessed.

Applicants who have had a change of circumstances and have not informed Home Choice Plus may have their application status changed to 'application pending' whilst an investigation takes place in order to determine eligibility. The applicants' banding will be reassessed at the point that they submit the change of circumstances (not at the point when the circumstances change) and this will then determine their band start date. If an applicant does not respond to contact from Home Choice Plus within one month, their application will be closed.

Applicants should notify the Home Choice Plus Partner of any change in their circumstances. For example:

- A change of address, for themselves or any other person on their application
- Any additions to the family or any other person they would wish to join the application
- Any member of the family or any other person on the application who has left the accommodation
- Any confirmed pregnancy
- Changes of name
- Changes in financial circumstances, including change of employment
- Accommodation issues
- Medical or other housing needs

Most changes of circumstances can be completed online but evidence will still be required.

Additional Preference – Community Contribution

We want to encourage applicants who can, to work and/ or volunteer so we can raise levels of aspiration and ambition to promote sustainable communities. The following criterion applies to either the applicant or joint applicant. The responsibility will be on the applicant or joint applicant to provide the evidence to be awarded this banding.

We will award an additional waiting time of six months if any of the following circumstances apply (please note households only qualify for one six months waiting time period regardless of how many of the below are relevant).

We will verify all claims of community contribution at the point of registration, at review and at the offer stage.

Applicants in Employment

This applies where applicants work for a minimum of 16 hours per week (permanent and not of a casual nature) and have been in employment for six out of the last nine months.

Applicants Volunteering

This applies to applicants volunteering for a minimum of 20 hours per month and for a continuous period of at least six months, at the point of application, at review and the same at the point of offer.

Volunteering must be for a not for profit organisation registered with the charity commission or otherwise recognised by the Local Authority (or their agent).

Applicants in Education and Training

This applies to applicants, who have been studying or training, which includes attending higher and further education or who are accessing a vocational course of study or engaging in a programme of work related courses. This must be for a continuous period of at least six months, up to the point of application and the same at point of offer.

Training which is compulsory in order to qualify for out of work benefits will not be taken into account in awarding this additional preference.

Applicants who are full time carers

This applies to applicants who are unable to satisfy the criteria outlined above, but who care for someone on a full time basis and have done so for a minimum period of six months (before applying) and are in receipt of carers allowance (due to disability or frailty).

Applicants with a disability

We recognise that it may not be possible for some applicants to achieve any of the community contribution due to severe disability (e.g. where you are awarded the support element of Employment Support Allowance or higher rate Disability Living Allowance / Personal Independence Payment) and in these circumstances additional waiting time will be awarded.

Applicants owed the prevention in Gold Plus

We recognise that a housing solution for potentially homeless applicants to reduce homelessness is beneficial. We will therefore award an additional six months waiting time for an applicant under the prevention duty, in Gold Plus only. If the applicant already qualifies for one or more other community contributions the waiting time will be in addition, up to a maximum of 12 months.

Members of the Armed Forces

By Armed Forces, we mean the “regular forces” and the “reserved forces” as defined by section 374 of the Armed Forces Act 2006(a). The “regular forces” means the Royal Navy, the Royal Marines, the regular army or the Royal Air Force. The “reserve forces” means the Royal Fleet Reserve, the Royal Navy Reserve, the Marine Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force.

Members of the Armed Forces who have been served with a cessation to occupy accommodation will be given housing advice and the appropriate banding and, if

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required, considered under the Homeless legislation (Housing Act 1996, Part VII and other relevant legislation).

The Home Choice Plus partnership recognise the contribution made by members of the armed forces and we support the principles of the Worcestershire Community Covenant and the Warwickshire Community Covenant.

The Housing Act 1996 (Additional Preferences for Armed Forces) (England) Regulations 2012 require Local Authorities to give additional preference to a person with an urgent housing need and are in one of the reasonable preference categories.

The regulations are;

that local housing authorities must frame their allocation scheme to give additional preference to the following persons if they fall within one or more of the statutory reasonable preference categories and are in urgent housing need:

- a) serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service
- b) former members of the regular forces
- c) bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service
- d) existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service

If an "Armed Forces" applicant is able to meet the local connection criteria (or is exempt from this) and does not have sufficient resource to meet their own housing need, the Home Choice Plus Allocations Policy will award the applicant an additional six months in waiting time at the point that need has been assessed or date of registration (if need hasn't changed over time).

If the applicant meets the criteria outlined above, also meets the community contribution criteria for one or more of the reasons then they will be awarded an additional six months e.g. a total of 12 months.

6. Applying for a Property and Lettings

Looking for available Properties

Once applicants have been registered with Home Choice Plus and been notified of their registration number, they can start to look for a property of their choice.

Advertising

All Housing Association landlords are committed to advertising their available properties as widely as possible. Properties will be advertised on a weekly basis in the following ways.

- Website – available to anyone with access to the internet. The website enables applicants to view all available properties on line at www.homechoiceplus.org.uk
- Property Line - A local number for each area will be available for applicants to call to hear what properties are available. This service is particularly beneficial to disabled applicants, those who are blind or partially sighted, and for those who are unable to read
- Hub, Landlord and Local Authority Offices – computers will be available to view and bid for available properties. Staff will be on hand to assist where needed
- Community Outlet – newsletters will be displayed in many community outlets for example libraries, parish councils, supermarkets etc.

Adverts will provide information about the location, property type and size, rent level, and eligibility criteria.

How to Bid

Applicants can bid for properties in a number of ways. They will need to have ready their membership number, memorable date and the property reference number they wish to place a bid on.

- **On the Internet**
www.homechoiceplus.org.uk
- **By Mobile Phone**
You can text your Bid from your Mobile Phone to 07784 486 644
- **In Person**
At any of the Contact Points as listed in Appendix 1

When to bid for a Property

Vacant properties will be advertised from each Tuesday morning. Applicants can bid any time during that week until 12 midnight on the following Monday. This is called

the weekly bidding cycle. The time that a bid is placed during the week does not make a difference to the shortlist position – it is not a ‘first come first served’ system.

Number of Properties an applicant can bid for

Applicants can make 3 bids each week as long as they match what the advert criteria asks for. Bids must be on separate properties that they are eligible for. Applicants can withdraw their bid if they change their mind and re-bid on a different property at any time throughout the bidding cycle.

Multiple Bidding

Applicants will be able to bid for a maximum of three vacancies during any given advertising period. If an applicant appears at the top of more than one shortlist in a bidding cycle, they will be contacted to discuss which property they wish to consider. The selected Housing Association will then ‘Match Suggest’ the applicant and further Housing Associations will then skip this applicant if they are at the top of their shortlist(s). If the Housing Association who has Match Suggested the applicant subsequently decides not to offer them the property, the Provider will inform the applicant of the reasons for this directly, but the applicant will retain their banding and be able to continue bidding. Please see the section on “Reasons why an applicant may not be offered a property”.

Applications from employees, Board Members and Co-optees

Staff, Board Members and Co-optees will be treated and assessed as any other applicant to the Housing Register.

Homeless Households

Applicants placed into the Priority, Gold Plus or Gold Band on Home Choice Plus will have been accepted as homeless (where a duty is owed under the HRA 2017) by a Local Authority in the Partnership).

The allocation of this banding comes with certain requirements under the Home Choice Plus scheme. We require applicants to try to secure suitable accommodation as soon as possible once they have received their rehousing (s.184, Housing Act Part VII) acceptance letter and therefore would expect them to be bidding for as many suitable properties as available (up to three bids per week)

Failure to bid each and every week on all suitable properties (up to a maximum of 3) may result in the Local Authority or its agent, placing bids on an applicant’s behalf to make sure its duties to the applicant as a homeless household are fulfilled. The Local Authority or its agent may also remove bids that an applicant has placed if they are not suitable e.g. where a victim of domestic abuse selects a property near to the perpetrator.

Please note that if applicants choose to only bid on one property when there are three suitable properties advertised, the local authority or its agent may bid on the

two remaining properties to ensure that the applicant is re-housed as soon as possible.

All bids in this banding must be on suitable properties (e.g. suitable size, location and type) and must be within the local authority area where the homeless duty applies to meet the requirements of the policy.

When a successful bid is made for a property the applicant will be notified of this and, subject to rights of review under Part VII of the Housing Act 1996, this will constitute an offer of housing under Part VI as a discharge of the Council's homelessness duty. If this offer is subsequently refused and the applicant requests a review of the suitability of accommodation, then the application will be suspended and no further bids made until the outcome of the review has been determined.

Should the applicant be rejected by the Housing Association under its, own allocations criteria, the homelessness duty will not be discharged and they will remain eligible for a further offer.

Eligibility for types of dwelling

Housing Association / Registered Provider partners will use their individual policies to determine an applicant's eligibility for a size and type of dwelling. Broadly the Housing Association will use the overcrowding standard to determine the appropriate size of property. However, in exceptional circumstances they may deviate from the overcrowding definition to advertise and allocate their housing stock.

Examples are:

- Where applicants require larger accommodation on health grounds. This will be considered on a case by case basis, taking into account the advice of a qualified medical advisor – this will be determined at the point of registration (please see section on overcrowding within the banding).
- Pregnant households (with no other children) will be recognised as a family by Home Choice Plus at 25 weeks, this will allow the applicants to apply for family sized accommodation.
- Where the applicant has been approved (or is going through the approval process) as a foster carer / to adopt by Children's Services, and so will need a larger property than normally required by the household (please see section on overcrowding within the banding).
- Where the applicant or a member of the household needs the support of a carer who will need to sleep in the home and cannot reasonably be expected to share a bedroom with another member of the household. See paragraph below for more information about including a carer in a housing application (please see section on overcrowding within the banding).
- Where the landlord or Local Authority wants to deliberately under-occupy a property and a Local Letting Plan is in place
- Where there is little or no demand for a particular vacancy and it is therefore difficult to let (at the point of advertising the property)
- Where no suitable applicants can be identified to make the best use of larger accommodation.

Selection process

Applicants must note that individual Housing Associations will apply their own allocation policies and the suitability of the property will be considered by the Housing Association, in accordance with its allocation policy, at the point of allocation.

All eligible bids for each property are placed in order of housing need. Priority is decided first by band and then by date within the band and then by effective date.

A bid for a property will not be considered if the applicant's household does not meet the size, age or disability requirements for that property unless there are exceptional circumstances which need to be taken into account.

Partner landlords advertising properties will select and may interview the top applicant/s before an offer is made.

A property will not always be offered to the applicant at the top of the shortlist if there are reasons why this applicant is not eligible or would not be suitable. Please see the 'Reasons why you may not be offered a property' section below for more details.

Successful applicants may be given the opportunity to view the property prior to tenancy sign-up.

If the applicant chooses to refuse the property, the reasons for the refusal will be recorded by the partner landlord advertising the property and their banding may be reassessed.

If an applicant is matched to a property they will not be able to bid for other properties until they have decided to either accept or refuse the offer.

If the applicant is at the top of the shortlist the local authority or landlord will check the application to ensure the banding is correct and there aren't any other factors that would limit offers of accommodation e.g. change of circumstances.

Reasons why you may not be offered a property

Housing Associations may choose not to allocate you a property due to their own allocations policy, please see the Home Choice Plus website or contact individual Housing Associations for more information.

Restrictions on offers through the advert

Landlords may apply restrictions in order to identify suitable applicants in particular circumstances and these will always be specified in the advert. Where a property is advertised with certain restrictions, the letting will be made to the bidder who meets the criteria with the earliest band start date in the highest band as with usual lettings.

Some properties may be restricted for bidding as follows;

- Under agreements pursuant to Section 106 of the Town and Country Planning Act 1990 (as amended) imposing conditions on who is able to bid – normally a restriction to households with a local connection
- Housing Associations may adopt specific lettings criteria in relation to particular developments or areas in order to address identified problems and

to create sustainable and balanced communities. In these circumstances a local lettings policy would apply.

- Partner Housing Associations will also be entitled to advertise properties with preference given to their existing tenants in order to facilitate transfers.

Refusing Offers of Accommodation

Households are expected to take reasonable care when bidding for a property to ensure it meets their needs. If, however, an applicant decides to refuse an offer of accommodation, the property will be offered to the next suitable applicant. An application may be reassessed if an offer of a property is refused. The Local Authority or its agent will take into consideration suitability of the property and reasonableness of the offer in any reassessment undertaken.

If an applicant in a time limited band refuses an offer of accommodation the application including the banding will be reassessed and may be placed in the reduced priority band.

Refusals by Households to whom the full homeless duty is owed

If a homeless applicant refuses an offer of suitable accommodation, the local authority or its agent may decide that its duty under the Homeless Legislation is discharged, subject to the statutory review process and their banding will be reassessed.

Homeless applicants have the right to request a review of certain decisions made by the local authority or its agent in respect of their homeless application. This includes the decision to bring to an end the full homeless duty by making a suitable offer of settled accommodation. The applicant has this right whether they refuse or accept the offer of accommodation. If the review finds in favour of the homeless applicant, the applicant will retain their Priority band (provided they are still homeless) and will be able to place bids on alternative properties. However, if the reasonableness and suitability of the offer is upheld, the homeless duty will be ended and the applicant's banding will be reassessed. Homeless applicants are therefore advised to accept an offer and then request a review if they believe it to be unsuitable..

Exempt Allocations – Accommodation provided for lettings that are not covered by this Scheme.

The following exempt allocations are covered by s160, Housing Act 1996;

The following are not allocations under this Policy:

- Succession to a tenancy on a tenant's death pursuant to s89 Housing Act 1985 and s17 Housing Act 1988 (this will be dealt with by the landlord under the relevant legislation and policies)
- Assignment of a tenancy by way of mutual exchange
- Transfer of the tenancy by a court order under family law provisions or under the Civil Partnership Act 2004
- An introductory tenancy (including assured shorthold) becoming an assured / secure tenancy

- Transfers initiated by Council / Housing Associations (e.g. decant to alternative accommodation to allow for major works)
- Rehousing due to being displaced from previous accommodation by a Council or being rehoused by a Council pursuant to the Land Compensation Act 1973

The following allocations are deemed to be exempt as, although they may consider this allocation policy to some extent, they also require different decision making processes and criteria in making assessments and rehousing the applicant:

- A person being granted a family intervention tenancy
- Provision of non-secure temporary accommodation in discharge of any homelessness duty or power
- Supported accommodation
- Where a Housing Association needs to directly match a property (more details regarding this are included later in this policy)
- Some Extra Care and Very Sheltered accommodation
- Changes to joint tenancies which will include the granting of a new tenancy through changes from a sole to a joint tenancy and from a joint to a sole tenancy. The individual Housing Association will decide whether to allow a Joint Tenancy depending on the circumstances of the case.
- Households requiring a move through the Witness Protection Scheme or similar, at the formal request of the appropriate authority
- Some adapted properties may be held on a separate register specifically for people with disabilities

Local Lettings Plans

Home Choice Plus reserves the right to apply additional criteria for example specific local connection criteria, offers of family sized accommodation to smaller households or employment- while still meeting the statutory obligations for Reasonable Preference when using Local Letting Plans. The Local Authority partners may, in the interests of promoting balanced and sustainable communities, agree with participating Housing Associations local lettings plans for specific areas, estates, or blocks. This is to ensure that lettings plans are tailored to the needs of an area, and protect the interests of existing residents and the wider community.

All local lettings plans will be published on the Home Choice Plus website.

The principles in applying Local Lettings Plans (LLPs)

- Local Lettings Plans may be developed to meet the particular needs of a local area.

- There must be a clear reason for having LLPs (this may take the form of recurring antisocial behaviour issues, high child densities or a concentration of older residents) and will be subject to reconsideration.
- LLPs must be developed and approved in accordance with an agreed procedure that must have specific aims and will be reconsidered on an annual basis.

The decision to implement a local lettings plan will be developed and approved by the Local Authority Senior Officer responsible for the relevant Home Choice Plus area and a Senior Manager of the relevant Housing Providers. Any decision to implement a local lettings policy will always take into account the implications for equal opportunities and the need to ensure that the Council is able to meet the allocation needs of those owed a reasonable preference.

Where a property is advertised in accordance with a Local Lettings Plan (LLP), the letting will be made to the highest bidder who meets the eligibility criteria of the LLP

Examples of possible Local Lettings Plans:

The following are examples of local letting policies that could be employed in Home Choice Plus covering an area, estate, or block:

- Age restrictions.
- Where the property forms part of a rural housing scheme on an exception site
- Restrictions on lettings to vulnerable households where there are already a concentration of supported tenants/residents
- Lettings to childless households where there are high concentrations of children and young people living on a specific estate or scheme

Direct Matching for urgent cases with reasonable preference

Where possible all lettings should be made through Home Choice Plus to ensure fairness and transparency in the system and to give our customers confidence. Where applicants have got reasonable preference but their circumstances mean they have urgent housing need they may require a direct match. An example of this would be those with critical health or social needs where an immediate move is necessary for their health and wellbeing and this can only be achieved through direct matching.

The direct matching might also occur because of the type of accommodation e.g. because it has adaptations and requires a specific applicant.

Direct matching may also occur for those in fear of extreme incidences of domestic violence, harassment, hate crime or extreme neighbour nuisance / anti-social behaviour where there is a genuine risk to their health and well-being or to support a move through witness mobility schemes (or similar).

There may be direct matching that takes place for tenants within the Housing Associations which are outside of the allocations scheme, where applicants are registered on Home Choice Plus (these are often known as management moves). This would apply in circumstances such as Tenants who are required to decant from their premises due to re-designation, demolition or refurbishment or where

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Successors left in a property too large for their needs or where a non-successor has exceptional needs / would be deemed to be owed a duty under Part 7 Housing Act 1996 for example.

There may also be a requirement to direct match an existing social housing tenant to a larger property to facilitate their approval as a registered foster parent.

7. Administration of the Scheme

Delegation of Authority

The Home Choice Plus Scheme operates alongside the separate allocation policies and activities of partner Housing Associations (please see Home Choice Plus website for further information).

The Council may delegate or contract out functions to Housing Association partner organisations and will not abrogate any of its legal duties and powers to any Housing Association partner.

The administration of the scheme is undertaken by the Local Authorities or their agents and they are also responsible for updating and improving the scheme in line with good practice and legislation, consulting with partners and customers and ensuring the scheme is followed.

Certain functions within the scheme can only be undertaken by a senior officer or manager and, where this is the case, this has been highlighted throughout the allocations policy.

Reassessment of Bandings

Applications to the Home Choice Plus Scheme will be reassessed on a regular basis. The timescale for this is determined by their banding and is conducted by their owning Local Authority or its agent.

Bandings will be reassessed when it is apparent there has been a change of circumstances.

An applicant will be notified of the reassessment. Failure to respond to appropriate correspondence in relation to the reassessment within one month will result in the application being closed. If good reason can be shown why there was a failure to respond to the reassessment then the application may be reinstated with the original band start date.

When the date is reached for reassessing the banding, the Local Authority or its agent will contact the applicant for confirmation of their circumstances. This contact may take the form of a letter, telephone call or email. If the applicant's circumstances have changed, they will be assessed and banded accordingly.

If the Local Authority, or its agent, considers that an applicant has not been using their priority and bids appropriately, a senior officer will review the application and banding may be altered to the reduced priority band unless good reason can be shown as to why bids have not been placed.

Reduced Priorities

The process for reducing priority

Any applicant whose priority is reduced will be provided with written notification of the decision that will contain the following information:

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- The reasons for the decision to reduce priority
- The Band that their housing circumstances would have warranted and the Band that they have been placed in as a result of the decision (the reduced priority band).
- What they have to do before they can be considered again for any higher Band warranted by their housing needs.
- That the applicant has a right to request a review

Closing of Applications

Applications will be closed if applicants:

- Request their application to be closed
- Do not respond to a request to provide updated information about their registration, or
- Do not make a bid within 1 year of applying to join the Scheme
- Circumstances have changed and they are no longer eligible under this allocations policy.
- Have not informed Home Choice Plus they have moved and given a forwarding address.

When an applicant is re-housed through Home Choice Plus, their application will be automatically closed and they will need to complete a new registration form if they want to remain on the Housing Register.

In all other circumstances where they have moved they will need to complete a change of circumstances and be reassessed.

Re-joining the Housing Register

Where a household wishes to re-join the Home Choice Plus housing register at a later date, their new date of application will be the date they re-register.

Equality and Diversity

Our aim is to implement and maintain services which ensure that no potential or current applicant is treated less favourably on the grounds of gender, marital status, race, nationality, ethnic or national origin, disability, age or sexual orientation, nor is disadvantaged by the application of a rule, condition, or requirement, which has a discriminatory effect which cannot be justified by law. Allocations will only be made to those persons who are eligible.

This policy will be subject to periodic equality impact assessments.

Confidentiality

The fact that a person is an applicant on the Allocation Scheme will not be disclosed (without their consent) to any other member of the public.

Data protection and information sharing

All information held is subject to the Data Protection Act 1998 and any subsequent relevant legislation. Home Choice Plus will seek the express consent of applicants joining the Allocation Scheme to share personal information about the applicant, and any member of their household. Please be aware that the application and any information relating to it can be viewed by all key partners through the Home Choice Plus partnership. For data retention timescales please refer to the Home Choice Plus partners individual policies.

Information sharing without consent

Information may be shared about the individual and their history irrespective of whether their consent has been obtained in exceptional circumstances which will include:

- In accordance with the provisions of the Crime and Disorder Act 1998 (Section 115).
- Where there is a serious threat to the other party's staff or contractors.
- Where information is relevant to the management or support duties of the proposed landlord or support organisation to ensure the health and safety of the applicant, a member of his or her household, or a member of staff.
- Any other duties enshrined in the General Data Protection Regulations or any subsequent legislation

False statements or withheld information

It is a criminal offence for applicants and/or anyone providing information to this Scheme to knowingly or recklessly make false statements or knowingly withhold reasonably requested information relevant to their application (s171 Housing Act 1996). This includes but is not limited to information requested on the housing registration form, in response to correspondence at the renewal of the application, or relating to any other reassessment of the application. An offence is also committed if a third party provides false information whether or not at the instigation of the applicant. This would apply at any stage of the application process.

Where there is suspicion or an allegation that a person has either provided false information or has withheld information, the application will be placed under pending status during the investigation and will be excluded from this Allocation Scheme until an outcome is reached.

If the outcome of any investigation is that they did not provide false information or there was no withholding of information or such was not found to be withheld knowingly, then the application will be reinstated from the date of registration meaning the relevant applicant should not suffer prejudice.

However, where the investigation shows that false information was provided on the application form the application will be re-assessed. The applicant may also be liable to prosecution.

Ground 5 in Schedule 2 to the Housing Act 1985 (as amended by the 1996 Act, s.146) enables the landlord to seek possession of a property where it has been granted as a result of a false statement by either the tenant or a person acting at the tenant's instigation.

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If it is determined that an applicant directly, or through a person acting on his or her behalf, has given false information or withheld required information it will result in an applicant being removed from the Scheme and deemed Ineligible.

Monitoring Home Choice Plus

The full Home Choice Plus Partnership will meet regularly to monitor the outcomes being achieved (please see the Terms of Reference for the Home Choice Plus Steering Group and associated groups).

The Home Choice Plus Steering Group will complete an annual report to Registered Providers as part of regular monitoring

8. Reviews of decisions

Information about decisions and reviews

The Local Authority, or its agent, makes the decision regarding the start dates and banding of every applicant.

An applicant to the Home Choice Plus scheme has a right to request a review from the owning Local Authority, or its agent, if unhappy with any decision (finding of fact) including decisions to exclude from registration, the level of priority awarded or the way in which the application has been dealt with. Applicants will be able to appoint an advocate, and once appointed, the Home Choice Plus partner will deal directly with the advocate. The applicant should request an internal review within 21 days of the date of the decision letter.

Applicants have the following further and specific rights to information about decisions and rights of review of decisions:

- the right, on request, to be informed of any decision about the facts of their case which has been, or is likely to be, taken into account in considering whether to make an allocation to them
- the right, on request, to review a decision mentioned above, or a decision to treat them as ineligible due to immigration controls or unacceptable behaviour serious enough to make them unsuitable to be a tenant
- the right to be informed of the decision on the review and grounds for it.

The applicant will be notified of the outcome of the review including the reasons if the original decision is confirmed. We will aim to determine the review within 56 days of the request or such longer period as may be agreed with the applicant. Once the review has been decided upon there is no further right of review on the same matter unless there is a material change of circumstance.

The applicant will also have the right to seek judicial review, make a formal complaint through the Local Authorities complaints procedure (please see below) or to the Local Government Ombudsman.

Reviews will be carried out by a senior member of staff within the Home Choice Plus partnership or delegated to an appropriate organisation and an officer who was not involved in the original decision.

Where the complaint concerns an issue with the letting of a property, the applicant should address their complaint directly to the relevant Registered Provider and follow that organisation's complaint procedure.

Complaints

An applicant who is not satisfied with the service that they receive may register a complaint with the appropriate Home Choice Plus Partner by telephone, e-mail or in person. All complaints will be acknowledged and investigated. Please see the organisation's individual complaints procedure for details on how to complain and the

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length of time to consider your complaint. You can ask someone else or an organisation such as Citizen's Advice Bureau to make a complaint on your behalf.

For those whose first language is not English, assistance can be made available.

9. Feedback on let properties

Home Choice Plus will publish details of the number of bids for each property on the website giving details of the successful applicant's band and their band start date.

This feedback will help applicants determine their prospects of success in obtaining housing.

Lettings are monitored by property type and household to demonstrate how the Home Choice Plus partnership meet their various aims and objectives. The Home Choice Partnership will share this information with the Full Partnership on an annual basis and will ensure it is published on the Home Choice Plus website.

We will also monitor the number of lettings to Black and Minority Ethnic (BME) groups to ensure that we are reflecting the overall population and that all households are fairly accessing the system.

Appendix 1 Home Choice Plus Advice and Contact Points

Bromsgrove District

Bromsgrove District Housing Trust

Bromsgrove District Housing Trust, Buntsford Court, Buntsford Gate,
Bromsgrove, Worcs B60 3DJ
0800 0850 160 customer_services@bdht.co.uk
www.bdht.co.uk

Bromsgrove District Council

Customer Service Centre, School Drive, Bromsgrove, Worcs, B60 1AY
01527 881288
worcestershirehub@bromsgrove.gov.uk
www.bromsgrove.gov.uk

Malvern Hills District

Malvern Library

Graham Road, Malvern, Worcs, WR14 2HU
01684 862151

Tenbury Wells Library

24 Teme Street, Tenbury Wells, Worcs, WR15 8AA
01684 862151

Upton upon Severn Library

School Lane, Upton upon Severn, Worcs, WR8 0LE
01684 862151

Stratford-on-Avon District

Stratford-on-Avon District Council

Elizabeth House, Church Street, Stratford-upon-Avon,
Warks, CV37 6HX
01789 260861/2
housingadviceteam@stratford-dc.gov.uk
www.stratford.gov.uk

Stratford-on-Avon District Council

Globe House, Priory Road, Alcester, Warks, B49 5DZ
01789 762216

Southam Library

High Street, Southam, Warks, CV47 0HB
01926 817560

Worcester City

Worcester City Council

The Guildhall, High Street, Worcester
01905 722233 housing@worcester.gov.uk
www.worcester.gov.uk

Wychavon District

Wychavon District Council

Civic Centre, Queen Elizabeth Drive, Pershore, Worcs, WR10 1PT
01386 565020 housingneeds@wychavon.gov.uk
www.wychavon.gov.uk

Droitwich Community Contact Centre

44 High Street, Droitwich Spa, Worcs, WR9 8ES
www.wychavon.gov.uk

Evesham Community Contact Centre

Abbey Road, Evesham, Worcs, WR11 4SB
www.wychavon.gov.uk

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Rooftop Housing Group

70 High Street, Evesham, Worcs WR11 4YD
01386 420800 www.rooftopgroup.org

Wyre Forest District

Wyre Forest District Council Hub

Green Street, Kidderminster, Worcs, DY10 1HA01562 732928
www.wyreforestdc.gov.uk

T: 01562 732787

E: HousingAdviceTeam@wyreforestdc.gov.uk

Community Housing Group

Community House, Stourport Road, Kidderminster, Worcs, DY11 7QE
T: 0800 169 5454

E: allocations@communityhg.com

www.communityhg.com

Appendix 2 Home Choice Plus Partners' Contact Details

Name	Address	Phone Number	Email	Website
Anchor Trust	Milestone Place, 100 Bolton Rd, Bradford, BD1 4DH.	0845 140 2020		www.anchor.org.uk
Bourneville Housing Trust	Estate Office, Oak Tree Lane, Bourneville, Birmingham, B30 1UB.	0121 472 3831	info@bvt.org.uk	www.bvt.org.uk
Bromford Housing Group	1 Venture Court, Broadlands, Wolverhampton, WV10 6TB.	0330 1234 031	customerservices@bromford.co.uk	www.bromfordgroup.co.uk
Bromsgrove District Housing Trust	Buntsford Court, Buntsford Gate, Bromsgrove, Worcestershire, B60 3DJ	0800 0850 160	info@bdht.co.uk	www.bdht.co.uk
Community Housing Group	Community House, Stourport Road, Kidderminster DY11 7QE	0800 169 54 54	information@communityhg.com	www.communityhg.com
Cottsway Housing Association	Cottsway House Avenue Two Witney	01993 890000	contact@cottsway.co.uk	www.cottsway.co.uk

	OX28 4XG			
Citizen	Apex 2, Wainwright Road, Worcester, WR4 9FN	03007906555		www.citizenhousing.org.uk
English Churches	2 Estuary Boulevard, Estuary Commerce Park, Liverpool, L24 8RF	0345 155 9029	info@riverside.org.uk	www.riverside.org.uk
Fosseway Housing	1 Venture Court, Broadlands, Wolverhampton, WV10 6TB.	0330 1234 031	customerservices@bromford.co.uk	www.bromfordgroup.co.uk
Friendship Care & Housing	50 Newhall Hill, Birmingham, B1 3JN	0121 506 2800		www.fch.org.uk
Fry Housing Trust	43 Rowley Village, Rowley Regis, West Midlands, B65 9AS	0121 559 6406	admin@fryha.org.uk	www.fryha.uk
Gloucestershire Housing Association	2 St Michael's Court, Brunswick Road, Gloucester, GL1 1JB	0800 318522	info@gloscha.co.uk	www.gloscha.co.uk
Housing 21	The Triangle, Baring Road, Beaconsfield, HP9 2NA.	0370 192 4000	enquiries@housing21.co.uk	www.housing21.co.uk
Marches Housing Association	Benedict Court, Southern Avenue, Leominster, Herefordshire, HR6 0QF	01568 610100	home@marchesha.co.uk	www.marchesha.co.uk

Mercian Housing	Gee Business Centre, Holborn Hill, Aston, Birmingham, B7 5JR	0121 322 7373	info@mercian.org.uk	www.mercian.org.uk
Midland Heart Ltd	20 Bath Row, Birmingham, B15 1LZ	0345 60 20 540	customer.servicecentre@midlandheart.org.uk	www.midlandheart.org.uk
Orbit Heart of England	10 Greenhill Street, Stratford upon Avon, WARKS CV37 6LG	0345 8 500 500	info@orbit.org.uk	www.orbitheartofengland.org.uk
Platform (Fortis Living and Waterloo Housing Group)	1700 Solihull Parkway, Birmingham Business Park, Solihull B37 7YD	03301230700		www.fortisliving.com
Rooftop Housing Group	70 High Street, Evesham, Worcestershire, WR11 4YD	0800 0421 800	info@rooftopgroup.org	www.rooftopgroup.org
Sanctuary Housing	Sanctuary Midlands, 164 Birmingham Road, West Bromwich, Birmingham, B70 6QG	0800 131 3329	midlands@sanctuary-housing.co.uk	www.sanctuary-group.co.uk
Stonewater	Jephson House 1 Stoneleigh Road Blackdown Leamington Spa CV32 6RE	08000116420	blackdown@stonewater.org	www.stonewater.org
South Shropshire	The Gateway, The	01588		www.sshropsha.co.uk

Housing Association Ltd	Auction Yard, Craven Arms, Shropshire, SY7 9BW	676200		
Stonham Housing Association	2 Gosforth Park Way, Gosforth Business Park, Gosforth, Newcastle upon Tyne, NE12 8ET	0845 155 1234		www.homegroup.org.uk
Viridian Housing	41 Poplar Road, Kings Heath, Birmingham, B14 7AA	0121 444 6666	wmids@viridianhousing.org.uk	www.viridianhousing.org.uk
Warwickshire Rural Housing Association	Whitwick Business Centre, Stenson Road, Whitwick Business Park, Coalville, Leicestershire, LE67 4JP	01530 278080		www.warwickshirerha.org.uk

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FEES AND CHARGES

Relevant Portfolio Holder	Councillor Geoff Denaro, Portfolio Holder for Finances and Resources
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 levels in the Medium Term Financial Plan.

2. RECOMMENDATIONS

- 2.1 It is recommended that Executive 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
- 2.1.2 **approve** discretion on Leisure services fees and charges throughout the financial year of 20% for increase or decreases.
- 2.1.3 **approve** of all fees and charges that are included in Appendix 1 are charged commencing 1st February 2020.

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. A process was followed for the review of income to be realised from 1st February 2019/20. This included an assessment of each fee to identify how it met the Councils strategic purposes and the level of increase that was proposed. Therefore the

CABINET

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levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services. CPI 1.7% has been used where a general inflationary increase is proposed.

- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council
 - Service to break even
 - Service to make a surplus to offset other overhead costs
- 3.3 Appendix 1 details all of the fees and charges for each area with a commentary against each block.
- 3.4 Due to Leisure Services being a customer facing service that operates in a competitive environment alongside private sector operators, and is reliant on suppliers whose costs are not in our control, it would be beneficial if there was a wider discretion allowed for leisure fees and charges. This would allow managers to increase prices in response to an increase in supplier increases or respond directly to competitor price promotions or increases. The flexibility should include an ability to increase or decrease fees and charges throughout the year rather than just the annual review / increase for the new financial year. The discretion is requested to be in the region of 20% but the fees and charges should still remain within the industry and regional norms for the activities provided.

Legal Implications

- 3.4 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

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

Customer / Equalities and Diversity Implications

- 3.6 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.

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4. RISK MANAGEMENT

- 4.1 There is a risk that if fees and charges are not increased that income levels will not be achieved and the cost of services will increase. This is mitigated by managers reviewing their fees and charges annually.

5. APPENDICES

Appendix 1 – Fees and Charges

Appendix 1i – Fees and Charges – Commercially sensitive

6. BACKGROUND PAPERS

None.

7. KEY

None

AUTHOR OF REPORT

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Tel: 01527 881208

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Business Transformation

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>New & Existing Properties</u>				
Naming a Street	538.00	0.00%	0.00	538.00
Additional charge for each new premise on a street	52.00	0.00%	0.00	52.00
Naming and numbering of an individual premise	266.00	0.00%	0.00	266.00
Additional charge for each adjoining premise (eg Blocks of flats)	52.00	0.00%	0.00	52.00
Confirmation of address to solicitor/conveyancer/ occupier or owner	52.00	0.00%	0.00	52.00
Additional charge including naming of building	134.00	0.00%	0.00	134.00

Comments

An average price was taken from Bromsgrove, Redditch, Wyre Forest, Eden, Allerdale & Carlisle Councils (£598) and compared to BDC's charge (£1,094). Bromsgrove Council is higher by 83% therefore we have not included an increase for this year.

BROMSGROVE DISTRICT COUNCIL**Customer Access and Financial Support**

Roundings are generally rounded to the nearest 10p.

SERVICE CATEGORY	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
LOCAL TAX COLLECTION				
- Council Tax Court Costs (includes Magistrates Court fee of 50p)	65.10	2.15%	1.40	66.50
- NNDR Court Costs (includes Magistrates Court fee of 50p)	93.80	2.88%	2.70	96.50
- Magistrates' court fee (added to both council tax and NNDR Summons)	0.50	0.00%	0.00	0.50

Comments

Local tax collection - Increase in fees due cost recovery.

BROMSGROVE DISTRICT COUNCIL

Community Services

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
STRATEGIC HOUSING				
Homeless persons' hostels				
- Single room	9.60	3.12%	0.30	9.90
- Heating	0.60	0.00%	0.00	0.60
- Two single rooms	14.70	3.40%	0.50	15.20
- Heating	1.40	0.00%	0.00	1.40
- Double room	14.70	3.40%	0.50	15.20
- Heating	1.40	0.00%	0.00	1.40
- More than one double room	20.20	3.47%	0.70	20.90
	2.30	4.35%	0.10	2.40
Bed and breakfast				
- Single room	15.60	3.21%	0.50	16.10
- Two single rooms	31.50	3.17%	1.00	32.50
- Double room	15.60	3.21%	0.50	16.10
- More than one double room per room	20.30	3.45%	0.70	21.00
Breakfast				
- adult	2.40	4.17%	0.10	2.50
- child	2.00	5.00%	0.10	2.10
- Storage of effects (per night)	2.60	0.00%	0.00	2.60
- RTB Plan Preparation for BDHT	119.70	0.00%	0.00	119.70
- Late Consents to transfer (shared ownership and low cost properties)	250.00	0.00%	0.00	250.00
- Consents to disposals for intermediate housing	0.00	0.00%	25.00	25.00
Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Private Sector Housing				
Housing Fitness Inspections	150.00	0.00%	0.00	150.00
Registration of housing in multiple occupation:				
per occupant	104.00	17.31%	18.00	122.00
Service and Administration of Improvement Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004, per hour	32.00	6.25%	2.00	34.00
Enforcement of Statutory Notices, Supervision of Work in Default etc.	Actual + 10% Admin fee			Actual + 10% Admin fee
- Valuation Fee (relating to properties of 30% ownership)	225.00	0.00%	0.00	225.00
*Based on salary of employee				

Consents to disposals for intermediate housing - New charge for 20/21 due to the requirement for cost recovery on increased demand.

Hostel and B & B charges increasing as they have been static for two years. There are increased costs with running costs for Burcot hostel due to increased usage for longer periods by clients

Private Sector Housing- based on statutory fee or cost recovery with inflationary increase.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>LIFELINE</u>				
- Installation Fee	51.00	2.00%	1.00	52.00
- Lifeline (per week)	4.10	1.22%	0.10	4.15
- Replacement Pendant	Cost of product + 17% admin fee			Cost of product + 17% admin fee
- Key Safe	Manufacturers cost + 17% admin fee			Manufacturers cost + 17% admin fee
- GSM Alarm Hire	5.90	0.00%	0.00	5.90
- GPS Tracker Hire	6.90	1.45%	0.10	7.00
- Daily Living Activity Equipment	0.00	0.00%	7.00	7.00
<u>HIRE PRODUCTS</u>				
Hire of smoke alarm per week (hard wired, serviced smoke alarm)	1.35	1.50%	0.02	1.37
CO2 Detector per week	1.35	1.50%	0.02	1.37
Bus Caller Panic Button	1.35	1.50%	0.02	1.37
Flood Detector	1.35	1.50%	0.02	1.37
Falls Detector	1.35	1.50%	0.02	1.37
Additional pendant	1.35	1.50%	0.02	1.37
Temperature extreme sensor	1.35	1.50%	0.02	1.37

Comments

Lifeline weekly charges have only been increased by 1%, by 5p per week, to ensure the cost is affordable to new and existing customers and remain mid price range within the market.

BROMSGROVE DISTRICT COUNCIL

Corporate

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Venue hire additional services</u>				
Feature on official social media & website				Please contact us £30- £100 10.00 Request a quote
Place your promotional material in reception	0.00	0.00%	10.00	
Print your materials				
Full design & print services:				
Luxury roll-up banner - Flat rate	0.00	0.00%	100.00	100.00
- any additional	0.00	0.00%	50.00	50.00
Vinyl banner	0.00	0.00%	50.00	50.00
- any additional	0.00	0.00%	25.00	25.00
Posters (10)	0.00	0.00%	25.00	25.00
- any additional	0.00	0.00%	0.00	Request a quote
Leaflets (500)	0.00	0.00%	50.00	50.00
- any additional	0.00	0.00%	0.00	Request a quote
Your bespoke requirements				Request a quote

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p>PLUS</p> <p>Boost your event with our simple options:-</p> <ul style="list-style-type: none"> • Promotional services - <ul style="list-style-type: none"> o Reach the local community with our official social media o Show up on Google with our special website options o Promote your event in our busy public spaces • Design services - <ul style="list-style-type: none"> o Stand out o Bespoke for you, from our professional design team • Printing services- <ul style="list-style-type: none"> o All your printing needs in one place o Signs, flyers, agendas, welcome banners, and more <p>Package available from as little as £30.</p> <p>To find out more contact 01527 881296 or venues@bromsgrove.gov.uk. www.bromsgrove.gov.uk/venues</p> <p>Beautiful wedding stationery to suit your budget The personal touch for all your guests, with bespoke packages from £25</p> <ul style="list-style-type: none"> • Choose beautiful invitations • Add table plans, place settings, & more • Photo displays & banners • Signs • Use your own designs, or our designers <p>To find out more just contact 01527 881296 or weddings@bromsgrove.gov.uk. www.bromsgrove.gov.uk/weddings</p>				
<p><u>Comments</u></p> <p>New charges - It has been identified by current users who require support with promotions and therefore fees are in line with the demand.</p>				

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BROMSGROVE DISTRICT COUNCIL**Environmental Services**

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
CEMETERY				
Interments in a grave				
- children aged under 1 year	No Charge		No Charge	No Charge
- children aged under 1 year (non resident)	111.50	2.24%	2.50	114.00
- children aged 1 year - 17 years	No Charge		No Charge	No Charge
- children aged 1 year - 17 years (non resident)	162.00	2.47%	4.00	166.00
- persons aged 18 and over	620.00	2.58%	16.00	636.00
Interment in a bricked grave				
Interment of cremated remains				
Interment of Cremated Remains (under 17 years non residents only)	206.00	2.43%	5.00	211.00
	76.00	2.63%	2.00	78.00
Scattering cremated remains in grave				
	86.50	2.89%	2.50	89.00
Exclusive rights of burial (75-year grants)				
- adult grave space	1,562.00	2.62%	41.00	1,603.00
- child grave space	285.00	2.46%	7.00	292.00
- cremated remains plot	597.00	2.51%	15.00	612.00
Renewal of expired deed (single fee charged in all cases)				
-Burial	445.50	2.58%	11.50	457.00
-Cremated remains	174.00	2.87%	5.00	179.00
-Ashes grave purchased in reserve	714.00	2.66%	19.00	733.00
- Full grave purchased in reserve	1,919.00	2.61%	50.00	1,969.00
- Disinterment of Remains - Cremated Remains	543.00	2.58%	14.00	557.00
- Wooden cremated remains casket	95.00	2.11%	2.00	97.00

Comments

Fees and Charges have been reviewed and increased in line with cost recovery.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Memorials				
	101.00	2.97%	3.00	104.00
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	841.00	2.62%	22.00	863.00
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	799.00	2.63%	21.00	820.00
Bench replacement plaque - £110.00	115.50	2.16%	2.50	118.00
-Assignment / Transfer of Exclusive Right of Burial	101.00	2.97%	3.00	104.00
Exhumation Ground works	206.00	2.43%	5.00	211.00
New Container	95.00	2.11%	2.00	97.00
Officer time	210.50	2.61%	5.50	216.00
Cremator usage	31.50	4.76%	1.50	33.00
Certified copy of entry	22.50	2.22%	0.50	23.00
Bird bath memorial				
5 Year Lease				
- size 1 (small)	205.00	2.44%	5.00	210.00
- size 2	228.00	2.63%	6.00	234.00
- size 3	251.00	2.79%	7.00	258.00
- size 4	273.00	2.56%	7.00	280.00
- size 5 (large)	296.00	2.70%	8.00	304.00
10 Year Lease				
- size 1 (small)	319.00	2.51%	8.00	327.00
- size 2	342.00	2.63%	9.00	351.00
- size 3	364.00	2.47%	9.00	373.00
- size 4	387.00	2.58%	10.00	397.00
- size 5 (large)	410.00	2.68%	11.00	421.00
20 Year Lease				
- size 1 (small)	433.00	2.54%	11.00	444.00
- size 2	455.00	2.64%	12.00	467.00
- size 3	478.00	2.51%	12.00	490.00
- size 4	501.00	2.59%	13.00	514.00
- size 5 (large)	524.00	2.67%	14.00	538.00
Motif	114.00	2.63%	3.00	117.00

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Memorial Vaults Double unit - 20 year lease in first interment and casket 2nd interment of remains including casket Inscribed tablet of upto 80 letters Additional letters (per letter) Standard Motif Photo of 1 person Photo of 2 people Photo of 3 people Other items are available but quoted individually	1,277.00 176.00 143.00 4.10 102.00 123.00 194.00 250.00 QUOTED INDIVIDUALLY	2.58% 2.84% 2.80% 2.44% 2.94% 2.44% 2.58% 2.80% QUOTED INDIVIDUALLY	33.00 5.00 4.00 0.10 3.00 3.00 5.00 7.00 QUOTED INDIVIDUALLY	1,310.00 181.00 147.00 4.20 105.00 126.00 199.00 257.00 QUOTED INDIVIDUALLY
Memorial Posts Memorial plaque - 3 year lease Motif Replacement Plaque	245.00 46.00 123.00	2.45% 2.17% 2.44%	6.00 1.00 3.00	251.00 47.00 126.00
Private Memorial Garden Including memorial - 20 year lease	1,635.00	2.63%	43.00	1,678.00
Barbican Memorial Inscribed tablet including 3 year lease Standard Motif Photo of 1 person Photo of 2 people Photo of 3 people Other items are available but quoted individually	255.00 102.00 123.00 194.00 250.00 QUOTED INDIVIDUALLY	2.75% 2.94% 2.44% 2.58% 2.80% QUOTED INDIVIDUALLY	7.00 3.00 3.00 5.00 7.00	262.00 105.00 126.00 199.00 257.00
Comments Fees and Charges have been reviewed and increased in line with cost recovery.				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
REFUSE COLLECTION				
Bulky Household Waste				
Proposed Charges				
The Bulky Service operates based on a standard unit price based on size and weight, with collection from				
Bulky collection - single unit*	8.50	0.00%	0.00	8.50
*Depending on size items maybe charged for as a multiple of units				
Items that are classed by WCC as non domestic waste	Quotation			Quotation
Items not on the boundary of the property	Quotation		Quotation	Quotation
Litter and Dog Bins (Yearly Charge)				
High Usage Site First Bin	850.00	0.00%	0.00	850.00
High Usage Site Additional Bins (each)	350.00	0.00%	0.00	350.00
Medium Usage Site First Bin	425.00	0.00%	0.00	425.00
Medium Usage Site Additional Bins (each)	175.00	0.00%	0.00	175.00
Low Usage Site First Bin	210.00	0.00%	0.00	210.00
Low Usage Site Additional Bins (each)	90.00	0.00%	0.00	90.00
Investigation of Abandoned Vehicles on Private Land				
Per Vehicle	60.00	0.00%	0.00	60.00
Mechanically Sweep Private Road / Car Park - Callout Fee	0.00	0.00%	0.00	0.00
Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs	50.00	0.00%	0.00	50.00
Garden Waste Collection Service (2021/22)				
Re-issue of service	45.00	2.22%	1.00	46.00 *
	40.00	0.00%	0.00	40.00
Comments				
Garden waste charge set a year in advance, so price already confirmed to remain at £45 for 2020/21. * £46 Increase proposed for 2021/22 to reflect increased operating costs.				
Bulky waste charges to stay the same but marketing campaign will be launched to increase the number of collections.				

BROMSGROVE DISTRICT COUNCIL**Environmental Services**

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019	% Change	Increase / Decrease	Proposed charge from 2020
	£		£	£
CAR PARKS				
Churchfields Multi-storey				
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40
Not exceeding one hour	0.80	0.00%	0.00	0.80
Not exceeding two hours	1.60	0.00%	0.00	1.60
Not exceeding three hours	2.40	0.00%	0.00	2.40
All day	3.00	0.00%	0.00	3.00
New Road				
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40
Not exceeding one hour	0.80	0.00%	0.00	0.80
Not exceeding two hours	1.60	0.00%	0.00	1.60
Not exceeding three hours	2.40	0.00%	0.00	2.40
All day	5.00	0.00%	0.00	5.00
North Bromsgrove				
Not exceeding 30 minutes	0.00	0.00%	0.40	0.40
Not exceeding one hour	0.00	0.00%	0.80	0.80
Not exceeding two hours	0.00	0.00%	1.60	1.60
Not exceeding three hours	0.00	0.00%	2.40	2.40
All day	0.00	0.00%	5.00	5.00
Parkside				
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40
Not exceeding one hour	0.80	0.00%	0.00	0.80
Not exceeding two hours	1.60	0.00%	0.00	1.60
Not exceeding three hours	2.40	0.00%	0.00	2.40
All day	5.00	0.00%	0.00	5.00
School Drive				
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40
Not exceeding one hour	0.80	0.00%	0.00	0.80
Not exceeding two hours	1.60	0.00%	0.00	1.60
Not exceeding three hours	2.40	0.00%	0.00	2.40
All day	5.00	0.00%	0.00	5.00

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Stourbridge Road				
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40
Not exceeding one hour	0.80	0.00%	0.00	0.80
Not exceeding two hours	1.60	0.00%	0.00	1.60
Not exceeding three hours	2.40	0.00%	0.00	2.40
All day	5.00	0.00%	0.00	5.00
Recreation Road South				
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40
Not exceeding one hour	0.80	0.00%	0.00	0.80
Not exceeding two hours	1.60	0.00%	0.00	1.60
Not exceeding three hours	2.40	0.00%	0.00	2.40
Not exceeding four hours	3.20	0.00%	0.00	3.20
Not exceeding five hours	4.00	0.00%	0.00	4.00
Not exceeding Six hours	6.40	0.00%	0.00	6.40
Not exceeding Severn hours	8.80	0.00%	0.00	8.80
Not exceeding Eight hours	11.20	0.00%	0.00	11.20
Windsor Street				
Not exceeding 30 minutes	0.50	0.00%	0.00	0.50
Not exceeding one hour	1.00	0.00%	0.00	1.00
Not exceeding two hours	2.00	0.00%	0.00	2.00
St John Street				
Not exceeding 30 minutes	0.50	0.00%	0.00	0.50
Not exceeding one hour	1.00	0.00%	0.00	1.00
Not exceeding two hours	2.00	0.00%	0.00	2.00
Not exceeding three hours	3.00	0.00%	0.00	3.00
Season Tickets (valid at long stay car parks only)				
Annual	320.00	0.00%	0.00	320.00
Quarterly	80.00	0.00%	0.00	80.00
Season Tickets (valid at Churchfields Road car park only)				
Annual	215.00	0.00%	0.00	215.00
Quarterly	53.75	0.00%	0.00	53.75
Season Tickets (valid at Alvechurch Sports and Social club car park only)				
Annual	250.00	0.00%	0.00	250.00
Quarterly	62.50	0.00%	0.00	62.50

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Parking Fines PCN's On Street				
Certain Contraventions	70.00	0.00%	0.00	70.00
If paid within fourteen days	35.00	0.00%	0.00	35.00
Other contraventions	50.00	0.00%	0.00	50.00
If paid within fourteen days	25.00	0.00%	0.00	25.00
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>				
Parking Fines PCN's Off Street				
Certain Contraventions	70.00	0.00%	0.00	70.00
If paid within fourteen days	35.00	0.00%	0.00	35.00
Other contraventions	50.00	0.00%	0.00	50.00
If paid within fourteen days	25.00	0.00%	0.00	25.00
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)				
Car Park charges only apply everyday				
Comments				
North Bromsgrove - New charge due to new carpark. Parking fees to remain as previous year until a full Town Centre and Parking Review is undertaken				

BROMSGROVE DISTRICT COUNCIL**Legal and Democratic**

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>ELECTORAL REGISTRATION</u>				
<u>Register Sales*</u>				
In data form				
- basic fee	20.00	0.00%	0.00	20.00
- for each 1,000 names or part thereof	1.50	0.00%	0.00	1.50
In printed form				
- basic fee	10.00	0.00%	0.00	10.00
- for each 1,000 names or part thereof	5.00	0.00%	0.00	5.00
<u>Marked Election Register Sales*</u>				
In data form				
- basic fee	10.00	0.00%	0.00	10.00
- for each 1,000 names or part thereof	1.00	0.00%	0.00	1.00
In printed form				
- basic fee	10.00	0.00%	0.00	10.00
- for each 1,000 names or part thereof	2.00	0.00%	0.00	2.00
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	0.00%	0.00	5.00
<u>Miscellaneous Charges</u>				
* Address labels printed	13.50	0.00%	0.00	13.50
* - for each 1,000 properties or part thereof	6.80	0.00%	0.00	6.80
- street list	13.50	0.00%	0.00	13.50
* - Data Property Addresses	24.50	0.00%	0.00	24.50
* - For each 1,000 properties or part thereof	1.90	0.00%	0.00	1.90
- Confirmation letter of registration	18.30	0.00%	0.00	0.00
* Plus Postage & Packaging at cost.				

This charge is determined by the Representation of the People Regulations 2001*Comments**

Under GDPR we are no longer allowed to charge for registration confirmation letters - delete charge

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
LEGAL				
- Legal work (per hour)	140.50	1.70%	2.40	142.90
- Legal Consent - Admin Fee	25.00	0.00%	0.40	25.40
	196.30	1.70%	3.30	199.60
- Consent for proposed works	154.30	1.70%	2.60	156.90
- Retrospective Consent	162.30	1.70%	2.80	165.10
Garden License	239.00	1.70%	4.10	243.10
Wayleave Agreement	358.60	1.70%	6.10	364.70
Deed of Grant or Easement	375.80	1.70%	6.40	382.20
License to Assign	375.80	1.70%	6.40	382.20
Rent Deposit Deed	375.80	1.70%	6.40	382.20
Authorised Guarantee Agreement	375.80	1.70%	6.40	382.20
License for Alterations	375.80	1.70%	6.40	382.20
License to Sublet	375.80	1.70%	6.40	382.20
Deed of Variation	375.80	1.70%	6.40	382.20
Grant of Lease	508.30	1.70%	8.60	516.90
Extended Lease	508.30	1.70%	8.60	516.90
Deed of Surrender	375.80	1.70%	6.40	382.20
Tenancy at Will	375.80	1.70%	6.40	382.20
Renewal of Lease	375.80	1.70%	6.40	382.20
Section 106:				
- Private Owner	525.10	1.70%	8.90	534.00
- Each additional unit added (up to a maximum of £1,500) *	65.70	1.70%	1.10	66.80
- Affordable housing schemes	985.70	1.70%	16.80	1,002.50
- Deed of Variation	374.60	1.70%	6.40	381.00
- Fee for agreeing a unilateral undertaking	374.60	1.70%	6.40	381.00
<i>* Please note that for complex 106 agreements charges may be calculated based at the current hourly rate for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500</i>				
Other Fees				
- Fees for sale of property under Low Cost Housing Scheme	258.30	1.70%	4.40	262.70
- Fees for purchase of additional 30% Share	168.50	1.70%	2.90	171.40
- Fees for preparation of Deed of postponement	110.00	1.70%	1.90	111.90
- Administration fee for the grant of licences for more than 12 months	61.80	1.70%	1.10	62.90
- Issuing of consents (transfer of mortgage)	73.00	1.70%	1.20	74.20
Minor land sales up to £10,000	493.50	1.70%	8.40	501.90
Major Land sales £10,000+ 0.5% of purchase price with a minimum charge of £500	Fixed Fee	Fixed Fee	Fixed Fee	Fixed Fee
Major Land sales £50,000+ 0.5% of purchase price with a minimum charge of £750	Fixed Fee	Fixed Fee	Fixed Fee	Fixed Fee
Deed of Release of Covenant	375.80	100.00%	6.40	382.20
- Footpath Diversion Orders	2,095.40	1.70%	35.60	2,131.00
Comments	1.7 % reflects an CPI inflationary increase			

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
LAND SEARCHES				
Single Con29 Question				
Official Certificate of Search (LLC1) only	28.40	0.00%	0.00	28.40
CON29R Enquiries of Local Authority (2007)				
- Residential	106.30	4.18%	4.40	110.70
- Commercial	151.00	2.91%	4.40	155.40
Standard Search Fee: LLC1 and CON 29R combined				
- Residential	134.70	3.27%	4.40	139.10
- Commercial	179.50	2.40%	4.30	183.80
CON 29O Optional enquiries of Local Authority (2007)				
(Questions 5,6,8,9,11,15) per question	13.10	0.00%	0.00	13.10
(Questions 7,10,12,13,14,16-21) per question	6.60	0.00%	0.00	6.60
(Question 22)	26.70	5.02%	1.30	28.00
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	51.30	0.00%	0.00	51.30
Question 4	14.70	5.03%	0.70	15.40
Each additional parcel of land (LLC1 and CON29R)	24.00	0.00%	0.00	24.00
Refresher Search	41.40	0.00%	0.00	41.40
Expedited (within 48 hrs)	32.80	0.00%	0.00	32.80
Comments				
In comparison with four other districts the fees currently charged are the second highest and therefore an increase would not be justifiable. Worcestershire County Council Highways and Commons recharge BDC for the information they provide, they have applied a 5% increase to their fees and this has been reflected in the overall search fee.				

BROMSGROVE DISTRICT COUNCIL**Leisure Services**

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>SPORTS DEVELOPMENT</u>				
Community exercise class	3.30	6.06%	0.20	3.50
Specialised health class	3.30	6.06%	0.20	3.50
Primary Sports Project (Standard Curriculum)	25.00	20.00%	5.00	30.00
Primary Sports Project (Specialist Curriculum)	27.00	29.63%	8.00	35.00
After school session	2.80	0.00%	0.00	0.00
Inclusive activities (hourly rate)	3.00	10.00%	0.30	3.30
Inclusive activities (90 minute rate)	3.50	8.57%	0.30	3.80
Inclusive activities (2 hour rate)	4.00	10.00%	0.40	4.40
Junior Sport Specific Holiday club / sport session	50.00	0.00%	0.00	0.00
Multi Skills clubs	3.50	14.29%	0.50	4.00
Activity referral	17.00	0.00%	0.00	0.00
Community Gymnastics	3.50	14.29%	0.50	4.00
Couch 2 5k	1.00	0.00%	0.00	1.00
PSI Falls Prevention	3.00	16.67%	0.50	3.50

Comments

Community Exercise and Specialised Health has not been increased for several years.

PSI is externally funded and the cost is set by Worcestershire County.

Inclusive activity rates have not increased for several years.

Gymnastics rates havent increased for several years and the new rate continues to offer value for money as a specialist sport being delivered.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>SANDERS PARK</u>				
Tennis Courts (per court per Hour)				
- Adult	7.55	0.00%	0.00	7.55
- Adult & Junior	6.60	0.00%	0.00	6.60
- Junior/Senior Citizen	5.05	0.00%	0.00	5.05
Tennis Courts (per court per 1 and 1/2 Hour)				
- Adult	11.00	0.00%	0.00	11.00
- Adult & Junior	9.50	0.00%	0.00	9.50
- Junior/Senior Citizen	8.50	0.00%	0.00	8.50
Bowls				
- Adult (per hour)	7.85	2.00%	0.10	8.00
- Junior (per hour)	4.25	2.00%	0.00	4.20
- Senior Citizen (per hour)	5.40	2.00%	0.10	5.50
- Adult (season ticket)	52.50	2.00%	1.00	53.50
- Junior (season ticket)	28.42	2.00%	0.60	29.00
- Senior Citizen (season ticket)	38.25	2.00%	0.80	39.00
Bromsgrove Town Bowling Club				
- for season (exclusive use on present basis)	3,188.70	0.00%	0.00	0.00
- additional use, other days (per rink)	28.85	0.00%	0.00	0.00
<u>Comments</u>				
<p>Bromsgrove Town Bowls Club disbanded in 2018 and Leisure Sports Development Team have continued to engage with other clubs and players to create a new club. Unfortunately this has not been successful with the general decline on bowls in the area and the competition from Hewell Bowls and Charford Indoor Bowls. Therefore whilst it is important to increase costs to support the maintenance of the green, costs to be increased by minimum of 2% to encourage more season ticket and general public participation</p>				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>OTHER RECREATION GROUNDS AND OPEN SPACES</u>				
Football Pitch (without changing facilities)				
- adult (per game)	33.95	0.00%	-34.00	0.00
- junior (per game)	20.70	0.00%	-20.70	0.00
Changing Facilities				
- adult	46.35	0.00%	-46.40	0.00
- junior	23.80	0.00%	-23.80	0.00
New pricing structure below				
Football				
SENIOR 11 a side with changing				
Match games	0.00	0.00%	55.00	55.00
SENIOR 11 a side without changing				
Match games	0.00	0.00%	40.00	40.00
JUNIOR 9 or 11 a side with changing				
Match games	0.00	0.00%	30.00	30.00
per season (x 12 games)	0.00	0.00%	360.00	360.00
JUNIOR 9 or 11 a side without changing				
Match games	0.00	0.00%	22.50	22.50
per season (x 12 games)	0.00	0.00%	270.00	270.00
MINTIE FOOTBALL 5 or 7 a side				
Match games	0.00	0.00%	16.50	16.50
per season (x 12 games)	0.00	0.00%	198.00	198.00
Fairs				
Boleyn Road, Frankley				
- fairs (per day)	473.80	0.00%	0.00	473.80
- deposit	2,166.70	0.00%	0.00	2,166.70
Market Street Recreation Ground				
- fairs (per day)	477.35	0.00%	0.00	477.35
- deposit	2,187.75	0.00%	0.00	2,187.75
<p>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.</p> <p>Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.</p> <p>After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p>				
Comments				
Football - New pricing structure to reflect the actual requirement needed and in line with the current market.				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
ALLOTMENTS				
<i>(Charge is for October 2014 - September 2015)</i>				
- Rent per acre equivalent to 0.404685 hectares	1,173.10	0.00%	0.00	1,173.10
- Rent per 3/4 acre equivalent to 0.303514 hectares	787.80	0.00%	0.00	787.80
- Rent per 1/2 acre equivalent to 0.202342 hectares	467.50	0.00%	0.00	467.50
- Rent per 1/4 acre equivalent to 0.101171 hectares	214.80	0.00%	0.00	214.80
- Rent per 1/16 acre equivalent to 0.25529 hectares	49.40	0.00%	0.00	49.40
- Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	0.00%	0.00	34.60
Comments				
There are no increases for allotments in 2020/21 to enable the parks service to review the allotment provision in 2020.				
<u>Bromsgrove Outdoor Events Hire</u>				
<u>£250 - £1500 Bond Payable</u>				
<u>Events</u>				
<u>Commercial Rates</u>				
Small Attendance = 0 to 99				
Per Hour	56.90	0.00%	-59.60	0.00
Per half day	0.00	0.00%	155.00	155.00
Per Day	277.30	2.00%	4.70	282.00
Medium Attendance = 100 to 499				
Per Hour	74.20	0.00%	-74.20	0.00
Per half day	0.00	0.00%	220.00	220.00
Per Day	370.10	2.00%	7.90	378.00
Large Attendance = 500 to 1999				
Per Hour	93.90	0.00%	-93.90	0.00
Per half day	0.00	0.00%	280.00	280.00
Per Day	462.90	2.00%	9.10	472.00
<u>Community Rates</u>				
Small Attendance = 0 to 99				
Per Hour	22.10	0.00%	-22.10	0.00
Per half day	0.00	0.00%	65.00	65.00
Per Day	103.90	2.00%	2.10	106.00
Medium Attendance = 100 to 499				
Per Hour	27.70	0.00%	-27.70	0.00
Per half day	0.00	0.00%	80.00	80.00
Per Day	132.70	2.00%	1.80	134.50

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Large Attendance = 500 to 1999				
Per Hour	33.20	0.00%	-33.20	0.00
Per half day	0.00	0.00%	95.00	95.00
Per Day	162.60	2.00%	3.40	166.00
<u>Charities / Not For Profit Organisations</u>				
Small Attendance = 0 to 99				
Per Hour	15.20	0.00%	-15.20	0.00
Per half day	0.00	0.00%	45.00	45.00
Per Day	72.60	2.00%	1.40	74.00
Medium Attendance = 100 to 499				
Per Hour	18.40	0.00%	-18.40	0.00
Per half day	0.00	0.00%	54.00	54.00
Per Day	87.80	2.00%	1.70	89.50
Large Attendance = 500 to 1999				
Per Hour	23.90	0.00%	-23.90	0.00
Per half day	0.00	0.00%	65.00	65.00
Per Day	116.00	2.00%	2.30	118.30
<u>Fairs & Circuses Min of 3 day Hire</u>				
Small Attendance = 0 to 99 Per Day	431.60	2.00%	8.60	440.20
<u>Outdoor Fitness Session</u>				
Commercial Rates (Per Day)				
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	0.00%	0.00	400.45
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	0.00%	0.00	650.00
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	0.00%	0.00	700.00
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	0.00%	0.00	200.00
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	0.00%	0.00	400.00
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	0.00%	0.00	600.00
Annual Fee One day maximum usage per week	520.00	0.00%	0.00	520.00
Annual Fee Two days maximum usage per week	850.00	0.00%	0.00	850.00
Annual Fee Three days maximum usage per week	1,000.00	0.00%	0.00	1,000.00
Community Rates (Per Day)				
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	0.00%	0.00	200.00
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	0.00%	0.00	300.00
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	0.00%	0.00	350.00
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	0.00%	0.00	80.00
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	0.00%	0.00	200.00
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	0.00%	0.00	300.00
Annual Fee One day maximum usage per week	250.00	0.00%	0.00	250.00
Annual Fee Two days maximum usage per week	450.00	0.00%	0.00	450.00
Annual Fee Three days maximum usage per week	500.00	0.00%	0.00	500.00

Service Category	charge 1st April 2019	% Change	Increase / Decrease	Proposed charge from 2020
	£		£	£
Trial fee (1 day per week - MAX 4 week trial)	100.00	0.00%	0.00	100.00
Additional Costs for Outdoor Event Space: Ø Set up and Clearance charged @ 50% of applicable rate Ø Any event in excess of 1999 attendees is STN Additional Costs for Outdoor Fitness Space: Ø Set up and Clearance charged @ 50% of applicable rate				
Comments Freezing fees and charges should help encourage more use to enable clubs or individuals increase their usage base and therefore generate more users of the parks and open spaces. If the charges are too high this has the potential for individuals and clubs seek alternative locations. Our fees and charges are at the higher end of other benchmarked authorities. Bromsgrove Events and outdoor space Hire 2020/21 Increase to open space/event hire at 2% to encourage increase useage and promotion opportunity. Hourly rate changed to half day rate for hire of parks to encourage am or pm use. There is low demand for hourly use (with set up and dismantling).				
<u>BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE</u>				
<u>Per Hour (Suggest min Hire of 2hrs)</u>				
Main Room				
Community Group	22.70	1.32%	0.30	23.00
Regular Hire	34.10	2.64%	0.90	35.00
Commercial Hire	45.40	1.32%	0.60	46.00
Committee Room				
Community Group	12.50	4.00%	0.50	13.00
Regular Hire	18.70	1.60%	0.30	19.00
Commercial Hire	24.90	2.41%	0.60	25.50
Combined				
Community Group	30.50	1.64%	0.50	31.00
Regular Hire	48.70	0.62%	0.30	49.00
Commercial Hire	67.00	0.75%	0.50	67.50
<u>Half Day up to 5pm (max 4hrs)</u>				
Main Room				
Community Group	85.20	0.94%	0.80	86.00
Regular Hire	102.20	2.74%	2.80	105.00
Commercial Hire	170.30	1.29%	2.20	172.50
Committee Room				
Community Group	37.40	1.60%	0.60	38.00
Regular Hire	49.90	4.21%	2.10	52.00
Commercial Hire	62.30	4.33%	2.70	65.00

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Combined				
Community Group	104.60	0.38%	0.40	105.00
Regular Hire	145.40	3.16%	4.60	150.00
Commercial Hire	209.30	2.72%	5.70	215.00
<u>Full Day Up to 5pm</u>				
Main Room				
Community Group	154.35	3.66%	5.70	160.00
Regular Hire	192.94	3.66%	7.10	200.00
Commercial Hire	275.63	1.59%	4.40	280.00
Committee Room				
Community Group	62.32	4.30%	2.70	65.00
Regular Hire	74.78	4.31%	3.20	78.00
Commercial Hire	93.47	2.71%	2.50	96.00
Combined				
Community Group	203.18	0.90%	1.80	205.00
Regular Hire	254.00	2.36%	6.00	260.00
Commercial Hire	338.63	1.88%	6.40	345.00
<u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u>	330.00	4.55%	15.00	345.00
<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>Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.</p>				
<u>Customer Services</u>				
Interview rooms (based at the service centre)				
- Per Full day (9am - 5pm)	43.70	1.70%	0.70	44.40
- Per Half day (9am-1pm/1pm-5pm)	27.30	1.70%	0.50	27.80
- Per hour (1Full hour only)	9.30	1.70%	0.20	9.50
Comments				
Committee Room increase to reflect cost and demand of service.				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>Bromsgrove Markets</u>				
3 x 3 Market Stall				
Tuesday (per day)	28.00	0.00%	0.00	0.00
Friday (per day)	29.00	0.00%	0.00	0.00
Saturday (per day)	32.00	0.00%	0.00	0.00
Tues, Fri & Sat (Casual Booking) (per week)	85.00	0.00%	0.00	0.00
Tues, Fri & Sat (Annual Booking) (per week)	80.54	0.00%	0.00	0.00
6 x 3 Market Stall				
Tuesday (per day)	39.50	0.00%	0.00	0.00
Friday (per day)	39.50	0.00%	0.00	0.00
Saturday (per day)	44.00	0.00%	0.00	0.00
Tues, Fri & Sat (Casual Booking) (per week)	119.00	0.00%	0.00	0.00
Tues, Fri & Sat (Annual Booking) (per week)	111.62	0.00%	0.00	0.00
Electricity (per day)	5.00	0.00%	0.00	0.00
Catering Van				
Tuesday / Friday	28.00	0.00%	0.00	0.00
Saturday	28.00	0.00%	0.00	0.00
Tues, Fri & Sat (Casual Booking)	82.00	0.00%	0.00	0.00
Tues, Fri & Sat (Annual Booking)	77.00	0.00%	0.00	0.00
Fees above now superseded by new pricing structure below.				
<u>Bromsgrove Markets</u>				
3 x 3 Market Stall (per day)				
Tuesday Regular Trader	28.00	-5.36%	-1.50	26.50
Tuesday Casual Trader	0.00	0.00%	28.50	28.50
Friday Regular Trader	28.00	8.93%	2.50	30.50
Friday Casual Trader	0.00	0.00%	32.50	32.50
Saturday Regular Trader	32.00	1.56%	0.50	32.50
Saturday Casual Trader	0.00	0.00%	34.50	34.50
All 3 days (Annual booking per week)	80.54	0.20%	0.20	80.70
All 3 days (Casual booking per week)	85.00	2.00%	1.70	86.70
<u>Comments</u>				
Tuesday Regular Trader - Price reduced to encourage new traders on the weakest market day				
Tuesday Casual Trader - New line added to recognise different charges between regular and casual traders				
Friday Regular Trader - Price increased to balance lost of income on the Tuesday on the strongest market day				
Friday Casual Trader - New line added to recognise different charges between regular and casual traders				
Saturday Regular Trader - 2% RPI increase				
Saturday Casual Trader - New line added to recognise different charges between regular and casual traders				
All 3 days (Annual booking per week) - Small increase following a fee review				
All 3 days (Casual booking per week) - 2% increase				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
6 x 3 Market Stall				
Tuesday Regular Trader	39.50	-3.80%	-1.50	38.00
Tuesday Casual Trader	0.00	0.00%	40.00	40.00
Each additional stall requested	0.00	0.00%	11.50	11.50
Friday Regular Trader	39.50	3.80%	1.50	41.00
Friday Casual Trader	0.00	0.00%	44.00	44.00
Each additional stall requested	0.00	0.00%	11.50	11.50
Saturday Regular Trader	44.00	0.00%	0.00	44.00
Saturday Casual Trader	0.00	0.00%	46.50	46.50
Each additional stall requested	0.00	0.00%	12.00	12.00
All 3 days (Annual booking per week)	111.62	-0.56%	-0.60	111.00
All 3 days (Casual booking per week)	119.00	2.02%	2.40	121.40
Comments				
<p>Tuesday Regular Trader - Price reduced to encourage new traders on the weakest market day</p> <p>Tuesday Casual Trader - New line added to recognise different charges between regular and casual traders</p> <p>Each additional stall required - New line added to encourage greater stall take up</p> <p>Friday Regular Trader - Price increased to balance lost of income on the Tuesday on the strongest market day</p> <p>Friday Casual Trader - New line added to recognise different charges between regular and casual traders</p> <p>Each additional stall required - New line added to encourage greater stall take up</p> <p>Saturday Regular Trader - Following a fee review this has been kept the same as last year</p> <p>Saturday Casual Trader - New line added to recognise different charges between regular and casual traders</p> <p>Each additional stall required - New line added to encourage greater stall take up</p> <p>All 3 days (Annual booking per week) - Small increase following a fee review</p> <p>All 3 days (Casual booking per week) - 2% increase</p>				
Catering Van				
Tuesday Regular Trader	28.00	-8.93%	-2.50	25.50
Tuesday Casual Trader	0.00	0.00%	30.00	30.00
Friday Regular Trader	28.00	5.36%	1.50	29.50
Friday Casual Trader	0.00	0.00%	34.00	34.00
Saturday Regular Trader	28.00	12.50%	3.50	31.50
Saturday Casual Trader	0.00	0.00%	36.00	36.00
All 3 days (Annual booking per week)	77.00	1.30%	1.00	78.00
All 3 days (Casual booking per week)	82.00	1.95%	1.60	83.60
Comments				
<p>Tuesday Regular Trader - Price reduced to encourage new traders on the weakest market day</p> <p>Tuesday Casual Trader - New line added to recognise different charges between regular and casual traders</p> <p>Friday Regular Trader - Price increased to balance lost of income on the Tuesday on the strongest market day</p> <p>Friday Casual Trader - New line added to recognise different charges between regular and casual traders</p> <p>Saturday Regular Trader - Price increased so to be inline with stalls been more expensive on Saturdays</p> <p>Saturday Casual Trader - New line added to recognise different charges between regular and casual traders</p> <p>All 3 days (Annual booking per week) - Small increase following a fee review</p> <p>All 3 days (Casual booking per week) - 2% increase</p>				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Table only booking for Craft Markets (only available in good weather) First two 5ft tables each additional table	0.00 0.00	0.00% 0.00%	15.00 5.00	15.00 5.00
Electric Regular 3 day traders Casual/Single day traders per day	15.00 0.00	-38.67% 0.00%	-5.80 5.00	9.20 5.00
Trade Waste Collection Regular 3 day traders Casual/Single day traders	0.00 0.00	0.00% 0.00%	2.60 5.00	2.60 5.00
Comments Table only booking for craft markets - New lines for craft traders not requiring a gazebo just a table & pitch Electric - Fee reduced to £3 a day following a review of electric usage in 2018 plus a 2% increase Electric - New line added to recognise different charges between regular and casual traders Trade waste - New lines added for trade waste collection now been offered.				

BROMSGROVE DISTRICT COUNCIL

Planning and Regeneration

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019	% Change	Increase / Decrease	Proposed charge from 2020
	£		£	£
Development Management				
High Hedge Complaints	595.10	0.00%	0.00	595.10
High Hedge Complaints - reduced for people on benefits	237.60	0.00%	0.00	237.60
Pre Application Fee				
Residential Development/ Development Site Area/Proposed Gross Floor Area				
Householder Development	0.00	0.00%	100.00	100.00
1* Dwelling	206.00	4.85%	10.00	216.00
2-4 Dwellings	309.00	4.85%	15.00	324.00
5-9 Dwellings	618.00	5.02%	31.00	649.00
10 - 49 Dwellings	1,236.00	5.02%	62.00	1,298.00
50 - 99 Dwellings	2,266.00	4.99%	113.00	2,379.00
100 - 199 Dwellings	3,090.00	5.02%	155.00	3,245.00
200+ Dwellings	4,120.00	5.00%	206.00	4,326.00
* includes one-for-one replacements				
Non-residential development (floor space)				
Floor area is measured externally				
Less than 500sqm	0.00	0.00%	300.00	300.00
500 - 999sqm	515.00	5.05%	26.00	541.00
1000 - 1999sqm	1,030.00	5.05%	52.00	1,082.00
2000 - 4999sqm	2,060.00	5.00%	103.00	2,163.00
5000 - 9999sqm	2,575.00	5.01%	129.00	2,704.00
10,000sqm or greater	3,090.00	5.02%	155.00	3,245.00
Non-residential development (site area) where no building operations are proposed				
Less than 0.5ha	309.00	5.18%	16.00	325.00
0.5 - 0.99ha	618.00	5.02%	31.00	649.00
1 - 1.25ha	1,030.00	5.05%	52.00	1,082.00
1.26 - 2ha	2,060.00	5.00%	103.00	2,163.00
2ha or greater	3,090.00	5.02%	155.00	3,245.00
Variation/removal of conditions and engineering operations (flat fee)	0.00	0.00%	200.00	200.00
Recovering Costs for seeking specialist advice in connection with Planning proposals	0.00	0.00%	0.00	Full recovery cost
Obligations where the Council is the recipient				
All contributions (financial or non-monetary) - PER OBLIGATION	0.00	0.00%	290.00	290.00
Pre-commencement trigger - PER OBLIGATION	0.00	0.00%	100.00	100.00
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	0.00	0.00%	150.00	150.00
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	0.00	0.00%	120.00	120.00
Obligations for another signatory (eg. Worcestershire County Council)				
All contributions (financial or non-monetary) - PER OBLIGATION	0.00	0.00%	175.00	175.00
Pre-commencement trigger - PER OBLIGATION	0.00	0.00%	60.00	60.00
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	0.00	0.00%	90.00	90.00
Ongoing Monitoring of large sites	0.00	0.00%	400.00	400.00

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<p style="text-align: center;">Fee Concessions</p> <p>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.</p> <p>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%.</p>				
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Comments

In the context of developing land, pre- application charges are not generally seen as prohibitive. In addition the advantages of entering into early dialogue can save time and money for applicants with the early identification of issues. Existing rates have therefore been increased by around 5%. In addition new categories have been added ; Householder development, less than 500 sqm of commercial space and a flat fee for variation of conditions or engineering works.

Some Planning Applications are accompanied by specialist reports justifying the development (such as the Agricultural need for a development, Design approaches, Ecology and Viability arguments etc.) Professional and impartial advice is often required to assess such documents and as this is carried out for the benefit of the developer, this cost should not be borne by the public purse. The Council uses a group of advisors appropriately procured through a non profit making Framework to perform this function. The principle of recovering the costs of these assessments is therefore being sought.

Monitoring of Legal agreements is a new charge enabled by the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019, which make changes to 2010 CIL Regulations (as amended). The charge is not set by statute but must be fair and reasonably related in scale and kind to the development. It must not exceed the authority's estimate of its cost of the monitoring. A tabular approach is therefore recommended.

Increases this year are proposed at 5 % in order to move closer to a cost neutral service.

New fees - Currently legal agreements are monitored by existing staff resources. Enabling fees to be collected to support this function will reduce the costs of running the service as a whole, but will not and cannot generate 'income'.

BUILDING CONTROL -2020 - 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.

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

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 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
TABLE A: Standard Charges for the Creation or Conversion to New Housing				
Application Charge	Please Ring for Quote			Please Ring for Quote
Regularisation Charge	Please Ring for Quote			Please Ring for Quote
Additional Charge	Please Ring for Quote			Please Ring for Quote
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)				
Application Charge - New	Please Ring for Quote			Please Ring for Quote
Regularisation Charge - New	Please Ring for Quote			Please Ring for Quote
Additional Charge - New	Please Ring for Quote			Please Ring for Quote
Garage Conversion to habitable room				
Application Charge	360.00	4.17%	15.00	375.00
Regularisation Charge	432.00	4.17%	18.00	450.00
Additional Charge	Please contact us			Please contact us
Electrical works by non-qualified electrician				
Application Charge	Please contact us			Please contact us
Regularisation Charge	Please contact us			Please contact us
Additional Charge	N/A			N/A
Renovation of thermal element				
Application Charge	220.00	5.00%	11.00	231.00
Regularisation Charge	264.00	4.17%	11.00	275.00
Additional Charge	N/A			N/A
Installing steel beam(s) within an existing house				
Application Charge	215.00	4.65%	10.00	225.00
Regularisation Charge	258.00	4.65%	12.00	270.00
Additional Charge	N/A			N/A
Window replacement				
Application Charge	215.00	4.65%	10.00	225.00
Regularisation Charge	258.00	4.65%	12.00	270.00
Additional Charge	N/A			N/A

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Installing a new boiler or wood burner etc. Application Charge Regularisation Charge Additional Charge	420.00 504.00 N/A	4.76% 5.16%	20.00 26.00	440.00 530.00 N/A
TABLE C: All Other works - Alterations and new build Application Charge Regularisation Charge	Please Contact Us Please Contact Us			Please Contact Us Please Contact Us
Comments No VAT is payable on Regularisation charges. The above fees (where stated) are to be published on the Council website as fixed fees. These fees reflect minor repetitive operations where the cost neutral input from the service can now be determined. The remaining 'please contact us' fees require site specific fee charges in line with regulatory requirements.				
<p style="text-align: center;">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</p> <p style="text-align: center;"><u>These charges have been set on the following basis:</u></p> <ol style="list-style-type: none"> 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. <p style="text-align: center;"><u>Building Control – Supplementary Charges</u></p> <p>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.</p> <p>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.</p>				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<p><u>ARCHIVED APPLICATIONS</u> 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)</p>	52.80 68.90	5.00% 4.99%	2.60 3.40	55.40 72.30
<p><u>WITHDRAWN APPLICATIONS</u> Process request <u>With additional fees of:</u> Withdraw Building Notice application where no inspections have taken place Withdraw Building Notice application where inspections have taken place Withdrawn Full Plans application without plans being checked or any site inspections being made Withdraw Full Plans application after plan check but before any inspections on site Withdraw Full Plans application after plan check and after site inspections made</p>	52.80 refund submitted fee less admin fee refund submitted fee less admin fee, less £66.90 per site visit made refund submitted fee less admin fee refund inspection fee (where paid up-front) less admin fee refund any paid inspection fee less admin fee, less £66.90 per site inspection made	5.00%	2.60 refund submitted fee less admin fee refund submitted fee less admin fee, less £65.90 per site visit made refund submitted fee less admin fee refund inspection fee (where paid up-front) less admin fee refund any paid inspection fee less admin fee, less £65.90 per site inspection made	55.40 refund submitted fee less admin fee refund submitted fee less admin fee, less £72.30 per site visit made refund submitted fee less admin fee refund inspection fee (where paid up-front) less admin fee refund any paid inspection fee less admin fee, less £72.30 per site inspection made
<p><u>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u> Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services</p> <p><u>*Charges Note*</u> 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. Inspection fees equate to 70% of the total fee payable for a project.</p>	52.80 Please Contact Us	5.00%	2.60 Please Contact Us	55.40 Please Contact Us
<p><u>Comments</u> In order to comply with the regulatory requirement to be cost neutral, building control offers project specific fees on the vast majority of applications it receives. Where the small number of known fixed fees are declared (as shown above) these have been increased and rounded where appropriate to reflect the slight increase in the hourly cost of the service for 20/21.</p>				

BROMSGROVE DISTRICT COUNCIL**Regulatory Services**

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
TAXI LICENSING				
- Hackney Carriage - excluding vehicle testing	243.00	2.06%	5.00	248.00
- Hackney Carriage vehicle tests	64.00	3.13%	2.00	66.00
- Private Hire - excludes vehicle testing	225.00	2.22%	5.00	230.00
- Private Hire vehicle tests	55.00	1.82%	1.00	56.00
- Private Hire Operator 1 year	290.00	2.07%	6.00	296.00
- Private Hire Operator 5 year	1,102.00	2.00%	22.00	1,124.00
- HC/PH Drivers Licence - 1 year	95.00	2.11%	2.00	97.00
- HC/PH Drivers Licence - 3 year	228.00	2.19%	5.00	233.00
- Meter Test	25.00	4.00%	1.00	26.00
- Hackney Carriage mid-term vehicle test	64.00	1.56%	1.00	65.00
- Private Hire mid-term vehicle test	55.00	1.82%	1.00	56.00
- Test Fee - Within 48 hours	28.00	3.57%	1.00	29.00
- Knowledge test	22.00	4.55%	1.00	23.00
- Administration charge - new applications	36.00	2.78%	1.00	37.00
- Replacement vehicle plate	22.00	4.55%	1.00	23.00
- Replacement Driver's Licence	20.00	5.00%	1.00	21.00
- Trailer Test	20.00	5.00%	1.00	21.00
- Transfer of ownership of licensed vehicle	37.00	2.70%	1.00	38.00
- Criminal Bureau Check	55.00	1.82%	1.00	56.00
- DVLA Check - Electronic	6.00	16.67%	1.00	7.00
- DVLA Check	11.00	9.09%	1.00	12.00
GENERAL LICENSING				
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	2.05%	29.00	1,447.00
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	2.00%	26.00	1,327.00
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	2.03%	24.00	1,207.00
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	2.07%	22.00	1,086.00
- Animal Activity Licence (includes animal boarding, dog breeding, pet shops & riding establishments) Application Fee	322.00	2.20%	7.00	329.00
Variation Fee	235.00	2.00%	5.00	240.00

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Inspection Fee	160.00	2.20%	4.00	164.00
1 Year License	180.00	2.00%	4.00	184.00
2 Year License	357.00	2.00%	7.00	364.00
3 Year License	535.00	2.00%	11.00	546.00
Vet Fee Recharge - if applicable	Full Cost Recovery			Full Cost Recovery
- Performing Animals				
Application Fee	215.00	2.00%	4.00	219.00
Variation Fee	155.00	2.00%	3.00	158.00
Inspection Fee	160.00	2.00%	3.00	163.00
3 Year License	290.00	3.50%	10.00	300.00
Vet Fee Recharge - if applicable	Full Cost Recovery			Full Cost Recovery
- Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged at cost	230.00	2.17%	5.00	235.00
- Sex Establishments	1,000.00	2.00%	20.00	1,020.00
- Zoo - Vet fees / animal welfare visit costs if applicable charged at cost	110.00	2.73%	3.00	113.00
Tattooing/ ear piercing/ electrolysis/ acupuncture				
- Premises	133.00	2.26%	3.00	136.00
- Practitioners	87.00	2.30%	2.00	89.00
Scrap Metal Dealers Act 2013				
- Site Licence (New)	290.00	2.00%	6.00	296.00
- Per Additional Site	150.00	2.00%	3.00	153.00
- Collectors Licence (New)	145.00	2.00%	3.00	148.00
- Site Licence (Renewal)	240.00	2.00%	5.00	245.00
- Per Additional Site	150.00	2.00%	3.00	153.00
- Collectors Licence (Renewal)	95.00	2.00%	2.00	97.00
- Variation of Licence	65.00	2.50%	2.00	67.00
- Copy of Licence (if lost or stolen)	25.00	2.00%	1.00	26.00
<u>ENVIRONMENTAL HEALTH</u>				
Dog Warden				
Penalty (statutory fee)	25.00	0.00%	0.00	25.00
Kennelling Fee - £15 per day or part day	13.50	11.11%	1.50	15.00
Kennelling Fee for dangerous dogs by breed or behaviour - £25 per day or part day	20.00	25.00%	5.00	25.00
Admin charge	15.00	0.00%	0.00	15.00
Out of hours fee	35.00	14.29%	5.00	40.00
Repeat offenders fee	25.00	20.00%	5.00	30.00
Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	10.00
Veterinary Charges	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery
Other Environmental Health Fees				
ISS Certs Condemned Food	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery
Food Hygiene Basic Course fee	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery
<u>Comments</u>				
Environmental Health - Proposed increase in some fees to minimise any impact of retendering contracts to deliver some of the dog warden service work				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Gambling Fees				
<u>Premises Licence Fees - Discretionary</u>				
Bingo Premises				
Application to vary	1,038.00	2.02%	21.00	1,059.00
Application to transfer	708.00	2.12%	15.00	723.00
New applications	2,070.00	1.98%	41.00	2,111.00
Annual fee	592.00	2.03%	12.00	604.00
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
Reinstatement of licence	690.00	2.03%	14.00	704.00
Provisional statement	2,070.00	1.98%	41.00	2,111.00
Adult Gaming Centre				
Application to vary	888.00	2.03%	18.00	906.00
Application to transfer	708.00	1.98%	14.00	722.00
New applications	1,182.00	2.03%	24.00	1,206.00
Annual fee	592.00	2.03%	12.00	604.00
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
Reinstatement of licence	690.00	2.03%	14.00	704.00
Provisional statement	1,182.00	2.03%	24.00	1,206.00
Family Entertainment Centre				
Application to vary	686.00	2.04%	14.00	700.00
Application to transfer	562.00	1.96%	11.00	573.00
New applications	1,182.00	2.03%	24.00	1,206.00
Annual fee	445.00	2.02%	9.00	454.00
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
Reinstatement of licence	551.00	2.00%	11.00	562.00
Provisional statement	1,182.00	2.03%	24.00	1,206.00
Betting Premises (Excluding Track)				
Application to vary	888.00	2.03%	18.00	906.00
Application to transfer	708.00	1.98%	14.00	722.00
New applications	1,726.00	2.03%	35.00	1,761.00
Annual fee	356.00	1.97%	7.00	363.00
Copy of licence (Statutory Charge - cannot be above £25)	25.00	-100.00%	0.00	25.00
Notification of change (Statutory Charge - cannot be above £50)	50.00	-100.00%	0.00	50.00
Reinstatement of licence	690.00	2.03%	14.00	704.00
Provisional statement	1,726.00	2.03%	35.00	1,761.00
Track				
Application to vary	739.00	2.03%	15.00	754.00
Application to transfer	562.00	1.96%	11.00	573.00
New applications	1,440.00	2.01%	29.00	1,469.00

Service Category	charge 1st April 2019	% Change	Increase / Decrease	Proposed charge from 2020
	£		£	£
Annual fee	592.00	2.03%	12.00	604.00
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
Reinstatement of licence	551.00	2.00%	11.00	562.00
Provisional statement	1,440.00	2.01%	29.00	1,469.00
Temporary use notices				
New applications	281.00	2.14%	6.00	287.00
Copy of licence	28.00	3.57%	1.00	29.00
<u>Gambling Act Permit Fees - Statutory</u>				
<u>Licensed Premises Gaming Machine Permit</u>				
Grant	150.00	0.00%	0.00	150.00
Existing operator grant	100.00	0.00%	0.00	100.00
Variation	100.00	0.00%	0.00	100.00
Transfer	25.00	0.00%	0.00	25.00
Annual Fee	50.00	0.00%	0.00	50.00
Change of name	25.00	0.00%	0.00	25.00
Copy of Permit	15.00	0.00%	0.00	15.00
<u>Licensed Premises Automatic Notification Process</u>				
Grant	50.00	0.00%	0.00	50.00
<u>Club Gaming Permits</u>				
Grant	200.00	0.00%	0.00	200.00
Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
Existing operator grant	100.00	0.00%	0.00	100.00
Variation	100.00	0.00%	0.00	100.00
Renewal	200.00	0.00%	0.00	200.00
Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
Annual Fee	50.00	0.00%	0.00	50.00
Change of name	100.00	0.00%	0.00	100.00
Copy of Permit	15.00	0.00%	0.00	15.00
<u>Club Machine Permits</u>				
Grant	200.00	0.00%	0.00	200.00
Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
Existing operator grant	100.00	0.00%	0.00	100.00
Variation	100.00	0.00%	0.00	100.00
Renewal	200.00	0.00%	0.00	200.00
Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
Annual Fee	50.00	0.00%	0.00	50.00
Copy of Permit	15.00	0.00%	0.00	15.00
Change of Name	25.00	0.00%	0.00	25.00
Transfer of Permit	25.00	0.00%	0.00	25.00

Service Category	charge 1st April 2019	% Change	Increase / Decrease	Proposed charge from 2020
	£		£	£
<u>Family Entertainment Centre Gaming Machine Permit</u>				
Grant	300.00	0.00%	0.00	300.00
Existing operator grant	100.00	0.00%	0.00	100.00
Change of name	25.00	0.00%	0.00	25.00
Renewal	300.00	0.00%	0.00	300.00
Copy of Permit	15.00	0.00%	0.00	15.00
<u>Prize Gaming Permits</u>				
Grant	300.00	0.00%	0.00	300.00
Existing operator grant	100.00	0.00%	0.00	100.00
Change of name	25.00	0.00%	0.00	25.00
Renewal	300.00	0.00%	0.00	300.00
Copy of Permit	15.00	0.00%	0.00	15.00
Transitional Application Fee	100.00	0.00%	0.00	100.00
<u>Small Lottery Registration (statutory)</u>				
Grant	40.00	0.00%	0.00	40.00
Annual fee	20.00	0.00%	0.00	20.00
<u>Licensing Act - Statutory</u>				
Personal Licence	37.00	-100.00%	0.00	37.00
<u>Premises Licence and Club Premises Certificate</u>				
Non- Domestic rateable value of premises				
BAND A	0 - 4,300		0 - 4,300	0 - 4,300
BAND B	4,301 - 33,000		4,301 - 33,000	4,301 - 33,000
BAND C	33,001 - 87,000		33,001 - 87,000	33,001 - 87,000
BAND D	87,001 - 125,000		87,001 - 125,000	87,001 - 125,000
BAND E	125,001 and over		125,001 and over	125,001 and over
<u>New applications and variations</u>				
BAND A	100.00	0.00%	0.00	100.00
BAND B	190.00	0.00%	0.00	190.00
BAND C	315.00	0.00%	0.00	315.00
BAND D	450.00	0.00%	0.00	450.00
BAND E	635.00	0.00%	0.00	635.00
<u>Annual Fee</u>				
BAND A	70.00	0.00%	0.00	70.00
BAND B	180.00	0.00%	0.00	180.00
BAND C	295.00	0.00%	0.00	295.00
BAND D	320.00	0.00%	0.00	320.00
BAND E	350.00	0.00%	0.00	350.00

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<p>Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.</p> <p>Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises, i.e. large public houses.</p> <p>Large Events An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.</p>				
<p>Exemptions Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above. No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.</p> <p>Application for copy of licence or summary on theft, loss etc. 10.50</p> <p>Notification of change of name or address (holder of premises licence) 10.50</p> <p>Application to vary the Designated Premises Supervisor 23.00</p> <p>Application to transfer a premises licence 23.00</p> <p>Interim authority notice following death etc. of licence holder 23.00</p> <p>Right of freeholder etc to be notified of licensing matters 21.00</p> <p>Application for making of a provisional statement 315.00</p> <p>Application for copy of certificate or summary on theft, loss etc. 10.50</p> <p>Notification of change of name or alteration of club rules 10.50</p> <p>Change of relevant registered address of club 10.50</p> <p>Temporary Event Notices 21.00</p> <p>Application for copy of licence on theft, loss etc. of temporary event notice 10.50</p> <p>Application for copy of licence on theft, loss etc. of personal licence 10.50</p> <p>Notification of change of name or address (Personal Licence) 10.50</p> <p>Notice of interest in any premises 21.00</p> <p>Minor variation application 89.00</p> <p>Should you need assistance in determining which level of fee you are required to pay, please contact Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - wrsenquiries@wocregs-services.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'</p>				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<p><u>Environmental Services</u></p> <p>Trading Certificates Health/Export - Annual Specific export inspections - Certificate</p> <p>FHRS re-rating</p> <p>Private Water supplies Risk Assessment per hour (minimum 1 hour) Investigation per hour (minimum 1 hour) Granting an Authorisation per hour (minimum 1 hour) Sampling Visit per hour (minimum 1 hour) Sample analysis per sample taken Sample taken during check monitoring Sample taken during audit monitoring</p>	<p>0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00</p>	<p>0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%</p>	<p>474.00 104.40 165.00 55.00 55.00 55.00 55.00 55.00 55.00 55.00</p>	<p>474.00 104.40 165.00 55.00 55.00 55.00 55.00 55.00 55.00</p>
<p><u>Comments</u></p>				

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

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