



## **BROMSGROVE DISTRICT COUNCIL**

**YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at Parkside Suite - Parkside at 6.00 p.m. on Wednesday 22nd January 2020, when the business referred to below will be brought under consideration:-**

Welcome

1. **To receive apologies for absence**

2. **Declarations of Interest**

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

3. **To confirm the accuracy of the minutes of the meeting of the Council held on 20th November 2019 (Pages 1 - 26)**

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

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

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

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

7. **Constitution Update Report (Pages 27 - 54)**

8. **Open Spaces Report (Pages 55 - 58)**

9. **Recommendations from the Cabinet - 4th December 2019** (Pages 59 - 60)

To consider the recommendations from the meetings of the Cabinet held on 4<sup>th</sup> December 2019 and 15<sup>th</sup> January 2020.

The recommendations from 15<sup>th</sup> January 2020 will be provided as soon as they are available.

10. **To note the minutes of the meetings of the Cabinet held on 4th December 2019 and 15th January 2020** (Pages 61 - 74)

The minutes from the meeting on 15<sup>th</sup> January will follow in a supplementary agenda once finalised.

11. **To receive and consider a report from the Portfolio Holder for Economic Development and the Town Centre** (Pages 75 - 86)

Up to 30 minutes is allowed for this item; no longer than 10 minutes for presentation of the report and then up to 3 minutes for each question to be put and answered.

12. **Questions on Notice (to be circulated at the meeting)**

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

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

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

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

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

(i) **Worcestershire Mineral Plan - Statement of Common Ground**  
(Pages 87 - 134)

(ii) **Fees and Charges** (Pages 135 - 178)

(iii) **Lickey & Blackwell and Cofton Hackett Neighbourhood Plan**  
(Pages 179 - 222)

Due to the size of the document appendix 1 has been published as a supplementary agenda. Paper copies of this will be provided on request.

- (iv) **BDC Response to South Worcs Development Plan** (Pages 223 - 228)
- (v) **South Staffs Local Plan Preferred Options** (Pages 229 - 236)
- (vi) **Market Hall Site Meanwhile Uses** (Pages 237 - 252)
- (vii) **Worcestershire Regulatory Services Board - Budget 2020/21 - 2022/23** (Pages 253 - 270)
- (viii) **Finance Monitoring Quarter 2 2019/20** (Pages 271 - 284)
- (ix) **Medium Term Financial Plan 2020/21 - 2023/24** (Pages 285 - 312)
- (x) **Management Review** (Pages 313 - 334)

15. **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>
16	3

16. **Fees and Charges Exempt Information** (Pages 335 - 336)

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE COUNCIL**

**20TH NOVEMBER 2019, AT 6.00 P.M.**

PRESENT: Councillors R. J. Laight (Chairman), A. J. B. Beaumont (Vice-Chairman), S. R. Colella, R. J. Deeming, G. N. Denaro, S. P. Douglas, A. B. L. English, M. Glass, C.A. Hotham, S. A. Hughes, R. J. Hunter, H. J. Jones, A. D. Kent, J. E. King, A. D. Kriss, L. C. R. Mallett, K.J. May, M. Middleton, P. M. McDonald, H. D. N. Rone-Clarke, M. A. Sherrey, C. J. Spencer, P.L. Thomas, M. Thompson, J. Till, K. J. Van Der Plank, S. A. Webb and P. J. Whittaker

### **WELCOME**

The Chairman invited the Portfolio Holder for Housing and Health and Wellbeing, Councillor S. Webb to introduce this item.

Councillor Webb welcomed Mr Ian and Mrs Vicki Jones to the meeting, who spoke about the loss of their son, Tom, and Mr David Brown from the West Mercia Search and Rescue Team. Mr and Mrs Jones were supporting the Home and Dry campaign in their son's memory and thanked Council for the opportunity to highlight its importance through this meeting. Mr Brown gave a short presentation on the work of the Team and the campaign that Mr and Mrs Jones were supporting. He encouraged all present to complete the online Home and Dry course and to share this with friends and colleagues.

Councillor Webb, the Chairman and Leader took the opportunity to thank Mr and Mrs Jones and Mr Brown for attending the meeting and highlighting the important work of the Search and Rescue Team and the Home and Dry campaign.

49\19

### **APOLOGIES**

Apologies for absence were received from Councillors S. Baxter and S. Hession. It was also noted that Councillor H. Rone-Clarke would be late.

50\19

### **DECLARATIONS OF INTEREST**

Councillor R. Hunter declared an other disclosable interest in item 14, the Portfolio Holder report for Strategic Housing and Health and Wellbeing as he was employed by an independent charitable provider of social housing, in Birmingham.

51\19

## **MINUTES**

The minutes of the Council meeting held on 25<sup>th</sup> September 2019 were submitted.

**RESOLVED** that the minutes of the meeting of the Council held on 25<sup>th</sup> September 2019 be approved.

52\19

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

The Chairman made the following announcements:

- The Remembrance parade and service had been well attended.
- He had attended the visit from Princess Anne to a local Bromsgrove business.
- The Primrose Hospice Tree of Light and Christmas Light Switch On in Bromsgrove High Street would take place on Saturday 23<sup>rd</sup> November.
- The Rubery Primrose Hospice Tree of Light and Christmas Light Switch On would take place on 30<sup>th</sup> November.
- The Chairman's Christmas Carol Service would take place on at 6.30 pm on 11<sup>th</sup> December at St John's Church and everyone was welcome to attend.

It was also noted that the Christmas Lights at Barnt Green would be switched on, on 30<sup>th</sup> November, along with those at Catshill, Alvechurch would be on 6<sup>th</sup> December and Hagley on 7<sup>th</sup> December.

53\19

## **TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER**

The Leader advised that the Climate Change Working Group had now been established and had met in October and would meet again in December. Whilst these meetings were held in private, the Working Group would be discussing how best to engage with the public and further information would be provided in the New Year.

As this was the last Council meeting of 2019 the Leader took the opportunity to wish everyone a Merry Christmas.

Councillor S. Colella took the opportunity to thank the Leader, the Deputy Chief Executive and members of the Place Team for the work they carried out in supporting residents during the recent flooding. He also asked whether, under these exceptional circumstances there would be full investigation and those responsible help to account.

The Leader responded that a Section 19 notice had been issued by Worcestershire County Council and assured him that a full and detailed investigation would take place.

54\19

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

The Chairman invited Mr. D. Smith, a member of the public, to present his question:

*“Would the council please support the start up of a new group Called Mental Health Together?*

*Not asking for financial help, just an endorsement, but help with getting funding for Bromsgrove would be a bonus. When i say endorsement i mean help with getting the message out there.*

*The group was started in Leamington 2 years ago and they run walk and talk events, run and talk events and other social evenings. I am a trustee of this group and would like to expand to Bromsgrove.”*

In presenting his question Mr. Smith provided background information in respect of the group and how he hoped to receive support from the Council in being able to set up a similar group in Bromsgrove and the aims of such of group.

The Leader thanked Mr. Smith for bringing this matter to the Council’s attention and confirmed that Councillor S. Webb, Portfolio Holder for Strategic Housing and Health and Wellbeing would look at how best to take this matter forward.

55\19

## **RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES**

Councillor G. Denaro, Deputy Leader and Portfolio Holder for Finance and Enabling, provided background information in respect of this item and reminded Members that the Council had initially chosen to join the Worcestershire Pilot Scheme which, unfortunately had not been extended beyond March 2020. A decision therefore needed to be made in order to join the Worcestershire Pool to ensure that any share of Business Rates growth for 2020/21 was not returned to Central Government but remained in Worcestershire. This decision needed to be made before 25<sup>th</sup> October and full details were provided within the agenda item.

56\19

## **REVISED POLITICAL BALANCE REPORT**

Councillor G. Denaro, the Portfolio Holder for Finance and Enabling presented the report, which he explained was necessary following recent political group movements. He understood that those affected by the changes had been consulted and had been in agreement to the committee membership numbers detailed in the appendix to the report.

The recommendations were proposed by Councillor Denaro and seconded by Councillor K. May.

# Agenda Item 3

Council  
20th November 2019

Councillor P. McDonald challenged the accuracy of the calculation and advised Members that the Overview and Scrutiny Board was one of the most important parts of the Council. He questioned the calculation in respect of the rounding up and down of the figures for that Board and the Planning Committee and suggested that the figures had been manipulated to the advantage of the leading Group. He asked for the item to be deferred in order for the anomalies he referred to be addressed. This was supported by Councillor L. Mallett.

Councillor Denaro responded that he and the leading group had played no part in the discussions that he understood had taken place between the Group Leaders as the changes that had arisen did not impact on the leading group. It was his understanding that the three groups concerned had agreed what was in front of Council this evening.

During the following debate a number of areas were discussed including:

- The impact of a number of dormant committees on the calculations and the removal of those committees from the calculation.
- Consideration being given to the bottom line of the calculation and the impact this had on committee places for some groups.
- The item be deferred and further consideration be given to the figures as there seemed to be a degree of misunderstanding of the formula of the mathematical calculation.
- The matter be considered by the Constitution Review Working Group, with particular consideration being given to the removal of the dormant committees from the calculation/constitution or combined with other committees.
- Why the points raised had not been considered prior to Council as the Group Leaders had been aware of the situation for some time.

The Monitoring Officer clarified that all Group Leaders had been consulted and that the political balance rules were straightforward and had been adhered to with the bottom line reflecting the overall majority. The additional dormant committees referred to were in the Council's Constitution and therefore had to be included within the calculation. Any changes that were suggested would need to be considered in the first instance by the Constitution Review Working Group with a report coming before full Council if appropriate.

Whilst Councillor McDonald acknowledged that he had been advised of the changes he was given to understand that there was nothing he could do and he believed that this was completely wrong. The Chief Executive again confirmed that officers had worked within the parameters of the law when preparing the calculation for the report.

On being put to the vote the amendment to defer the report was lost.



## **RESOLVED that**

- a) the Committees set out in the table at appendix 1 of the report be appointed and that the representation of the different political groups on the Council on those committees be as set out in that table until the next Annual Meeting of the Council, or until the next review of political representation under Section 15, of the Local Government and Housing Act 1989, whichever is earlier, be approved; and
- b) Members be appointed to the Committees and as substitute members in accordance with the nominations to be made by Group Leaders, as attached at appendix 1 of these minutes.

57\19

## **CONSTITUTION UPDATE REPORT**

Councillor G. Denaro, the Portfolio Holder for Finance and Enabling introduced the report and advised that the changes had been agreed at the Constitution Review Working Group meeting and were in respect of the Council Procedural Rules for Extra Ordinary meetings. The changes were legislative and brought the Procedural Rules in line with the legal requirement.

Councillor Denaro proposed the recommendation and it was seconded by Councillor K. May.

It was noted that the report did not refer to the Liberal Democrat Group being represented at the meeting, although they had been present and it was confirmed that this would be rectified in future reports.

**RESOLVED** that the Council Procedure Rules in respect of extra ordinary meetings be amended as detailed in appendix 1 of the report.

58\19

## **RECOMMENDATIONS FROM THE AUDIT, STANDARDS & GOVERNANCE COMMITTEE**

Councillor L. Mallett, Chairman of the Audit, Standards and Governance Committee, proposed the recommendation and it was seconded by Councillor P. Whittaker.

Councillor Mallett explained that this matter had been discussed and agreed by the Constitution Review Working Group before it was considered by the Audit, Standards and Governance Committee. The 2 specific areas for discussion, which had been agreed by Worcestershire, were in respect of gifts and hospitality, the original threshold had been suggested at £25 but Members thought this was quite high and had suggested £15, which was accepted and the inclusion of trolling under examples of bullying and harassment, which was a sign of modern times and had also accepted.

Councillor M. Thompson commented that, whilst he was supporting of the changes, he questioned why the Council had such a document as it did not appear that the Council took such matters seriously. He gave a

number of examples at previous meeting where inappropriate comments had been made by Councillors without reprimand. He also questioned the definition of trolling and whether a better definition was needed. Councillor Kent supported the comments made by Councillor Thompson.

The Chairman commented that whilst he could not stop things from being said, whilst he was in the chair he asked Members to be more considerate and highlighted that it was everyone's responsibility to work towards improving the Council's reputation and behave in an appropriate manner.

**RESOLVED** that the changes to the Code of Conduct, to reflect the Committee on Standards in Public Life (CCSPL) Best Practice recommendations be approved.

59\19

**TO NOTE THE MINUTES FROM THE AUDIT, STANDARDS & GOVERNANCE COMMITTEE MEETING HELD ON 10TH OCTOBER 2019**

The Minutes from the Audit, Standards and Governance Committee meeting held on 10<sup>th</sup> October 2019 were submitted for information and noted by Members.

60\19

**RECOMMENDATIONS FROM THE CABINET**

**Wyre Forest Local Plan – BDC Response to Pre Submission Plan**

Councillor A. Kent, Portfolio Holder for Planning and Regulatory Services, proposed the recommendations in respect of the Wyre Forest Local Plan Response and these were seconded by Councillor K. May.

In presenting the report Councillor Kent highlighted that the response was similar to that already provided at the earlier stage of the process and that he was disappointed that Wyre Forest had not taken on board the comments from that initial stage. However, he was able to confirm that since the report had been prepared officers had met with Worcestershire County Council (WCC) and Wyre Forest District Council, although there was some way to go with these discussions and there continued to be a lack of evidence in respect of the modelling. This lack of evidence has left the Council with no option other than to raise the possibility of non-compliance with the duty to co-operate.

During the following debate Members discussed a number of issues, including:

- Concerns around the impact on the Hagley area in particular.
- Disappointment with the timescales, which had meant that the response had been sent prior to agreement at Council.
- The impact on the eastern side of the District and in particular Whitford Road, where there was currently a major development under consideration.

- The ongoing issues with WCC in respect of highways issues and the need to look at the traffic flows and the impact on them throughout the town centre.
- Whether this provided further evidence to support the need for a western relief road.
- The impact on the public in general and the lack of engagement from Wyre Forest. It was questioned whether it should go back out to consultation as there appeared to have been limited consultation as far as Members were aware.

Councillor Kent thanked Members for their comments and assured them that he would do everything within his power to ensure that this was dealt with satisfactorily and would be lobbying those involved at every opportunity at both District and County Council levels and he had taken the concerns raised on board.

**RESOLVED** that

- a) 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 be approved; and
- b) Delegated Authority be 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.

**Local Council Tax Reduction Scheme 2020/21**

Councillor G. Denaro, the Portfolio Holder for Finance and Enabling proposed the recommendation and this was seconded by Councillor K. May.

In proposing the recommendation Councillor Denaro explained that the Council was obliged to bring this Scheme forward to Council each year, last year there had been a consultation which had resulted in 85% of the Council Tax being covered and it was proposed that there would be no change for 2020/21. He further commented that the Overview and Scrutiny Board, who had pre-scrutinised the report, had asked for different levels of support to be considered in the future and it was confirmed that a full review would take place in the following year with all options being considered with a business case being brought forward in support of the different options.

Members asked that 100% be included within the business case going forward for 2021/22.

**RESOLVED** 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 be approved.

61\19

## **TO NOTE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON 23RD OCTOBER 2019**

Councillor C. Hotham accepted that the minutes were for noting, but questioned the length of the meeting, as he believed that it was incorrect, as it appeared a very short period of time to consider such important matters.

The Leader explained that detailed discussions had already taken place prior to the meeting at the Leader's Group meeting, when strategic and items for Cabinet were discussed in some detail. It was suggested that these were private meetings and therefore not appropriate nor good practice for the democratic process when Council business was discussed in a private meeting.

Members questioned whether these meetings were minuted and whether those minutes were available for at least all Group Leaders to have access to them and whether they would be able to attend the meetings. The Monitoring Officer as asked to clarify the position in respect of this.

Reference was made to the move to a strong Leader format from a Committee format and how this had impacted on decision that were made, which some Members felt were in some cases, no longer open and transparent.

It was commented that if copies of the notes from the meetings were not provided then a Member could, if necessary, request them through a Freedom of Information request.

The Minutes from the Cabinet meeting held on 23<sup>rd</sup> October 2019 were submitted for information and noted by Members.

62\19

## **TO RECEIVE AND CONSIDER A REPORT FROM THE PORTFOLIO HOLDER FOR STRATEGIC HOUSING AND HEALTH AND WELLBEING**

Councillor S. Webb, Portfolio Holder for Strategic Housing and Health and Wellbeing presented her annual report.

Councillor Webb advised that she did not intend to go through the report in detail, but took the opportunity to highlight and discuss some of the information it provided, and would then answer any questions Members had on it.

She began by saying how honoured she was to have this portfolio and being given the opportunity to work alongside and support the many conscientious, diligent and caring officers of the Council and also the numerous external organizations and partners who do so much good for the people of Bromsgrove. Whilst she had only worked on the portfolio for less than six months, she had been impressed by the many

compassionate people in the district and the excellent support they offered to residents.

As portfolio holder, she looked forward to supporting the Council and its partners in the future to help them to continue the good work they did for the people of Bromsgrove, she would also work hard to make sure that the services continued to improve and just as importantly, reached every single resident that required them. This was where Members could help by ensuring all residents were aware of the support that was available. The report provided details on many of the support services that the Council and its partners' offered, such as:

- The Healthy Horizons which was an individually tailored program of physical activity for people who suffer from many common ailments.
- The Strong and Steady Falls Prevention Intervention scheme
- The successful BURT bus scheme, which was now being used by more residents with mobility issues, with a 10% increase in registered users last year alone.
- The Couch to 5k Scheme, which in addition to being great for health was also a great way for residents to get out and about and make new friends.
- The new community exercise classes including Yoga, Pilates, Tai Chi and Zumba
- The Escape Pain scheme to support residents who lived with arthritis
- Neuro Exercise sessions where staff worked with neuro physios at POWCH and Images gym on the provision of an exercise class for people living with neuro conditions such as MS, Parkinson's disease, head injuries, and many more.
- The Active Kitchen, which provided 18 hours of activity and 57 meals served to young people aged 8-16. This is something she was currently working hard on introducing to more areas in the district, and new partnerships had been forged with Catshill Baptist Church and the foodbank there, St Chads Church in Rubery and the West Mercia Police Safer Neighbourhood teams in the 5 targeted wards

There were more schemes and support packages available, many of which were listed in her report. She urged Members to use their local knowledge and contacts to ensure the Council reached every single resident in need, and every resident that would benefit from these services receives them.

Councillor Webb also took the opportunity to update Members on a subject that was very close to her heart. She had pushed for and supported new programs within the district to support residents with dementia and those people who care for them. The estimated percentage of the UK population aged over 60 with dementia was between 5-8%, and as over 20% of residents in Bromsgrove were aged over 65 it was something that has touched everyone in the Chamber somehow. She was pleased to report that Worcestershire County

# Agenda Item 3

Council  
20th November 2019

Council had set aside a sum of money for each district to start up a Dementia Meeting place and she was working with the Public Health Practitioner to try and bring this forward. She asked that all Members make a physical effort in their wards to ensure all residents who would benefit from this were made aware of it.

Councillor Webb then spoke about strategic housing, as this had so much impact on the health and well-being of residents. Firstly, reducing Homelessness was a real priority to her. She considered the best way to tackle this was by active prevention, and also by ensuring early intervention if someone was found rough sleeping. To enable this the Council continued to fund a rapid-response service via Caring for Communities and People (CCP) who specialized in helping people at risk of homelessness to avoid ending up being on the streets. She took the opportunity to thank the Council's partners at BDHT for the hard work they did towards both the prevention and early intervention of homelessness in Bromsgrove.

The provision of 61 new homes was planned for the Burcot Lane site and the Council continued to work with partners such as BDHT to build more. She would also be examining what extra steps the Council might be able to take to increase the supply of affordable housing, especially for local residents struggling to purchase a home, given that property prices were high here.

Councillor Webb then took the opportunity for her thanks to be formally minuted for the hard work and dedication of the many partners the Council had that supported the residents of Bromsgrove. In particular she thanked all the organizations and individuals in the Local Strategic Partnership, including the Community Wellbeing Theme Group and the Ageing Well Sub Group. She also gave her personally thanks to officers, for their support and patience with her over the last six months.

Following presentation of her report, Councillor Webb responded to a number of questions and comments made by Members, this included:

- Reference to a number of private businesses being made within the report and whether this was appropriate. It was highlighted that these businesses were service providers and the Council worked in partnership with them.
- Concerns that residents and their children had to rely on projects such as the Active Kitchen and local food banks.
- Take up of the BURT (Bromsgrove Urban and Rural Transport) services and how this service could be expanded. Councillor Webb advised that currently it was only one bus that was providing the service, but she was working to increase and promote the service. She also highlighted the recent consultation which Worcestershire County Council had organised.
- It was commented and clarified that County Councillors had contributed from their divisional funds to the Active Kitchen

project and therefore it had not been solely a District Council project.

- The wording around homelessness did not give the right impression of the Council's position on this, as it would want it to be zero and not relatively stable.
- The Council's stance on affordable housing provision in its Section 106 agreements with developers. It was discussed as to why it stated up to 40% as in some cases it could be more than this and the developer would do 100%.
- Support was given to the Dementia Group and a number of Members volunteered their services.
- The number of people on the housing waiting list and how this had increased in recent years and the data available. Councillor Webb responded that 90% of those on the list not being a high priority, she agreed to provide a full response in writing outside of the meeting.
- The community exercise class and walking for health sessions – Members asked if these would be rolled out more widely across the district. Councillor Webb agreed to provide Members with the programme outside of the meeting. She also confirmed that if there was a particular need in an area, then officers would assess what was needed.
- The definition of social housing and the difference between this and affordable, reference was also made to part ownership and social rented accommodation. There needed to be a clear definition between the two types when developers were putting forward proposals.
- It was confirmed that the Burcot Lane site, would also provide for care leavers. Councillor Webb advised those Members who had not already seen them, that there were a number of drawings and diagrams for the proposed site in the Members' Room.
- The availability of notes from the Local Strategic Partnership meetings.

The Leader thanked Councillor Webb for her first Portfolio Holder report.

63\19

## **QUESTIONS ON NOTICE**

### **Question submitted by Councillor S. Hughes**

"The Government is currently consulting over removing the right of local authorities to determine environmental standards in new homes as part of its Future Homes Standards. Does Cllr Kent agree that this could hamper our aspiration to become carbon neutral and limit our ability to set ambitious requirements for new homes as part of our review of the local plan? Will you write to the Secretary of State following the election in December to ask for a rethink?"

Councillor A. Kent, Portfolio Holder for Planning and Regulatory Services responded that unfortunately he had been away on a course for the last few days and had not been able to speak to officers to get a response to this question; he therefore agreed to provide a written response outside of the meeting.

**Question submitted by Councillor S. Douglas**

“What is the best way to get these two vital items, appended to the Bromsgrove District Plan 2011-2030 without delay:

- Protected provision for walking and cycling, with dropped kerbs, linked to public transport, should have priority when planning the most convenient option or getting about, and
- That all new buildings including domestic housing be carbon neutral compliant and ECP Rating A, with run-off water storage, energy generation and appropriate EV points; these having now arisen given the urgency of holding back climate change and the reduction of air pollution?”

The Leader referred the question to Councillor A. Kent, Portfolio Holder for Planning and Regulatory Services responded that unfortunately he had been away on a course for the last few days and had not been able to speak to officers to get a response to this question; he therefore agreed to provide a written response outside of the meeting.

The Monitoring Officer clarified that constitutionally the relevant Portfolio Holder was able to respond to a question in writing if it was felt more appropriate.

**Question submitted by Councillor P. McDonald**

“Would the Chairman of the Council please inform me of the total costs associate with the mothballing of the old Council House in Burcot Lane; for the last two years?”

The Chairman referred the question to Councillor G. Denaro, as Portfolio Holder for Finance and Enabling who confirmed that the total cost to date was £98k with a refund from the Valuation Office, following appeal, expected of £77k. This would bring the cost down to £21k.

**Question submitted by Councillor A. Kriss**

“The Council is obliged in law to provide public burials for residents who die having no known relatives. This work is undertaken by our team at Worcestershire Regulatory Services. Whilst there are often neighbours and occasionally friends who wish to attend to pay their last respects to the deceased, there are times where our officer is the only person present.

In recognising the contribution that all such individuals have made to life in our district can the Leader put in place a system which advises relevant ward councillors when any public burial takes place in their ward.”

The Leader responded that she had asked Worcestershire Regulatory Services to advise each Ward Councillor whenever a Public Burial of one of their Ward residents came forward so that the Member had the opportunity to attend if they so wished.



## **Question submitted by Councillor R. Hunter**

“In recent days Bromsgrove has seen extraordinary levels of flooding. In Lickey End, for example, The Spadesbourne Brook has burst its banks. Do you share my concerns that we are not undertaking sufficient preventative work and will you commit to providing more resources for this work in next year’s budget?”

The Leader responded that everyone shared concerns about any resident who had suffered flooding in the District. However, North Worcestershire Water Management had a structure plan for maintenance. The Council was constantly reviewing this with its partners across North Worcestershire and the bulk of funding for flooding comes from Worcestershire County Council. The recent flooding in Hagley had triggered a Section 19; which meant that the County Council would do an in-depth investigation with any follow up actions required including funding. She would provide Members with an update in respect of this in due course.

64\19

## **MOTIONS ON NOTICE (TO FOLLOW IF ANY)**

The Chairman asked Members to be concise in their discussions as there were a large number of motions to be considered at the meeting. Councillor S. Colella asked it to be noted that he had withdrawn his motion and would take the matter up directly with the relevant Portfolio Holder. He further commented that he felt that there were, in many cases, a number of other ways in which the issues raised in the motions could be dealt with and urged members to consider these before submitting a motion.

### **Fly Tipping**

Members considered the following Notice of Motion submitted by Councillor K. Van der Plank:

*“This Council notes that;*

*- Fly tipping cost this Council £88,000 and over 200 staff hours to clean up in the financial year 2018-19. Time and money that could be put to better use for our residents.*

*- Fly tipping damages our natural environment, harming both wildlife and our eco-systems.*

*Keeping our district clean and protecting our environment by tackling and eliminating fly tipping is essential in building a district people can enjoy and where people are proud to live*

*This motion calls on this Council to request that the Cabinet*

- 1. Explore more effective methods of environmental enforcement in particular the levels of investment in CCTV*

# Agenda Item 3

Council  
20th November 2019

2. *Make it clear this District will not tolerate fly tipping and will take a tough stance on offenders. Look into the levels of funding allocated to enable the investigation of incidents and ensure fly-tippers are held to account.*
3. *Ensure that when prosecutions occur that this is communicated widely to deter rogue operators and fly-tippers.*
4. *Raise awareness with residents through a comprehensive communication campaign including:*
  - *ensuring residents understand they must take appropriate steps to ensure they give their waste to a person who is licensed. If they don't and their rubbish is found dumped and it's tracked back to them, they will be prosecuted or receive a fixed penalty notice.*
  - *promoting the green agenda, and in particular, encouraging residents to reduce and reuse so less waste is created*
  - *encourage residents to be vigilant (whilst remaining safe) and report suspicious behaviour and incidents of fly tipping*
5. *Work with County and cross-boundary with Birmingham to explore opportunities to collaborate to reduce fly tipping and encourage and make it easy for residents to dispose of waste properly*
6. *Make it easier for our residents to access the directory of licensed waste collection companies on the environment agency website by providing a prominent link on the BDC Website alongside information about County Council tip site in our district.*
7. *Put the necessary steps in place to ensure that all fly tipped waste, whether hazardous or non-hazardous is removed within a timely, efficient and safe way.*
8. *Explore ways in which the Councils Bulky Waste Service can be expanded to take additional items that are not currently available under our disposal arrangements with the County Council and how much this would cost."*

The Motion was proposed by Councillor Van der Plank and seconded by Councillor K. May.

In proposing the Motion Councillor Van der Plank thanked the Leader for working with her to develop this motion and giving her support. She did not believe that anyone would disagree that this was a matter which needed to be addressed to ensure that the costs were put to better use and the district kept clean and be somewhere for residents to be proud to live.

Councillor Van der Plank went on to say that the suggestions she had made were practical ideas which could be easily implemented, currently the cost to the Council was £88k and 2,556 staff hours. The problem

impacted in many ways, not just the landowners, but also environmental and caused distress to residents. There had been 113 incidents since 2017 in just one street, with over a thousand areas being affected overall. Many of the actions she was suggesting were low both practical and low cost to the Council but effective. Raising awareness would play a large part and linked with the green agenda, highlighted in the Council Plan. It was important to raise awareness with residents and to encourage them to both reuse and recycle wherever possible. The Council should also take the opportunity to investigate ways in which bulky waste can be expanded. It was also important to ensure people on the borders of the District were aware that this Council was a no fly tipping zone.

In seconding the Motion Councillor May advised that she shared Councillor Van der Plank's concerns regarding the issue. It was noted that in Frankley alone in 2018-19 there had been 129 fly tips. She further advised that the Council was reviewing how enforcement was carried out across the District, and starting to do work with Parish Councils to increase the scrutiny on the rural lanes that attracted the most fly tipping. The Council already used CCTV on its main hotspot areas and were reviewing other systems that might be able to increase the effectiveness in catching those responsible. As part of working closer with Parishes and partners, the Council hoped to be able to access additional funding to support operations across the District as part of the wider Community Safety agenda and were currently working towards joint funding bids that could help further this approach without additional cost to tax payers. All prosecutions were publicised as widely as possible when they took place using social media and local newspapers. It was noted that the Council would also be including details on duty of care with future messages to residents about their domestic waste services to help educate people on the importance of checking who they use for larger waste clearance. There was also an ongoing commitment to reduce the amount of waste produced in the District through the Joint Worcestershire Waste Strategy.

Councillor May further advised that the Council was always pleased to hear from residents on any issues relating to environmental crime and information could be given over the phone or through the Council's website and would then be investigated appropriately. The Council already worked closely with neighbouring authorities and had recently supported Birmingham City Council in a prosecution of a persistent fly tipper operating across the Midlands. All fly tips were removed as quickly and efficiently as possible, with the size and logistics being the main factor in the speed of removal. Hazardous waste that required specialist contractors would be made safe and then removed as quickly as possible. The Council's bulky waste service was currently limited in what it could take as part of the disposal arrangements with Worcestershire County Council. There were ongoing discussions around the commercial opportunities of extending the service to take additional items and the service planned to investigate options around this in the future.

Councillor Kent commented that there were issues in Wythall and he was keen for residents to understand the steps that could be taken to address the matter and he suggested that a more robust enforcement process was needed, targeting this particular area of concern.

Councillor Sherrey, as Portfolio Holder for Environmental Services advised that new cameras had been delivered, some which replaced existing ones, but others which would be mobile. These would be put in hot spots together with signage which was required by law. Often such signage prior to installation of cameras was sufficient to act as a deterrent. It was noted that there was an imminent prosecution and that two further incidents were being investigated. Where applicable, prosecutions were recorded in the local press to show that the Council was willing to take the necessary steps in dealing with these incidents.

Councillor Thompson, supported by Councillor Rone-Clarke asked for the matter to be moved to the vote without further debate. The Monitoring Officer advised that it was a matter for the Chairman to decide whether the motion had been sufficiently debated and that Members had sufficient evidence to make a decision, however the proposer of the motion should be given the opportunity to sum up prior to the vote being taken.

Councillor Van der Plank indicated that she was happy for the matter to go to the vote.

On being put to the vote the Motion was carried.

## **Free Swimming**

Members considered the following Notice of Motion submitted by Councillor S. Douglas:

*“All accompanied children under 8 may swim in the new Bromsgrove pool for free. This also applies to children and adults with disabilities and their carers. The remaining children from 8-18 need this opportunity too.*

*This Council calls on the Cabinet to consider extending this provision to include all children from 8-18 and that the costs associated with this be built into the budget when presented to this Council in February.*

*So to help alleviate Bromsgrove’s child poverty in a small way this Council proposes that the first stage of extending free children’s swimming is enabled.”*

The Motion was proposed by Councillor Douglas and seconded by Councillor H. Rone-Clarke.

# Agenda Item 3

Council  
20th November 2019

In proposing the Motion Councillor Douglas advised that it would meet one of the targets of the Bromsgrove District Council Plan 2019 to 2023 - Help me to live my life independently: Connect, Be active, Keep Learning.

Councillor Douglas also commented that when the National Curriculum Key Stage 2 & 3 was rolled out, there was a target to get all children to swim 25m in school time. She suggested that austerity had removed this potential life-saving basic skill cutting it from their curriculum. She also highlighted that Childhood obesity was now common, along with diabetes and asthma increasingly killing children, which had not been issues when she was a child and in previous decades. The opportunity for all children to swim regularly would help control these three largely unnecessary dangers. With swimming, children could maintain fitness, weight control, as well as develop lung capacity & breathing skills. On top of this they would learn the essential water safety skills, which safeguard children when they play near many different types of water or participating in water sports.

By making swimming free, which was Councillor Douglas' preference, for all youngsters from next year's budget, she commented that it would mean none would be subjected to, and often rejected, by means-testing. There was no magic border as to how family households and budgets were managed or stretched to allow for the entrance fees. By giving inclusion to all of them, none could fall just outside the cut-off level and lead to their not benefitting from this opportunity.

It was also noted that as well as fun and enjoyment, learning life preserving skills, swimming was a social event where those skills could be developed and friendships formed, which she believed was essential these days to ameliorate the effects of lonely electronic gadget immersion. This could be isolating and less than healthy for growing children forming debilitating lifelong habits. Swimming also helped with childhood mental health issues as it was both relaxing and entertaining. A meeting place off the streets for youngsters at that critical adolescent period when independence was being taken and enjoyed.

Finally, Councillor Douglas asked that Councillors gave Bromsgrove young people their full support by enabling all to have this opportunity to use the Council's fantastic local facilities.

In seconding the motion Councillor Rone-Clarke took the opportunity to pay tribute to Councillor Douglas in pushing this matter forward. He suggested that with the demise of many youth groups in the district, due to cutbacks, that there was little left for young people to do, so it was important to ensure that the use of the Council's Leisure Centre was inclusive to all.

Members also commented that it was important for all young people to be able to learn to swim and that often these days it was not something

which was taught in schools as it used to be. It was important that this facility was inclusive to all and not means tested.

The Leader responded to the motion and advised that whilst she was not able to support it she could assure Members that the Council would be considering the needs and requirements of all its residents in the budget setting process. Whilst the motion identified this as a small thing, the Leader confirmed that the actual cost of doing what had been proposed would equate to over a £1m if it was implemented over the lifetime of the contract with Everyone Active and in the context of the motion the Council had no evidence to support or otherwise the effectiveness of what had been proposed.

The Leader further advised that this Council had and would continue to look at the very best ways in which support could be given to all disadvantaged people within the District but must do so responsibly and in a context that considered the most beneficial outcomes for the people it was supporting. There were very positive and targeted ways that public money could be used to support disadvantage residents, such as the Active Kitchen Project and the Council had a responsibility to consider the best way in which public funds could be used. If the Council was to commit to expenditure of this level it needed to understand the impact on other services and how it would be funded. It was for this reason that every other project must be properly scoped and assessed before a decision was made in order to understand the facts and implications. She would continue to work with the leisure teams to find the best ways the Council could support the community with concessionary services in the context of the budget.

Councillor P. Thomas, the Portfolio Holder for Leisure, Culture and Community Services agreed with the Leader and confirmed that the cost implications would mean that this was not economically viable, particular as the Council's Leisure Services were run by Everyone Active and the cost of such a service to the end of the contract with them could be up to £1m. The Council needed to look at the best way in which to spend its budget in order to maximise the benefit to its residents and he did not believe that such a scheme would appropriate. Although he did confirm that the Council would always support young people in as many ways as it could.

During the following debate Members discussed a number of other areas in respect of the motion, including:

- The need to make such activities attractive to young people, which in turn would prevent anti-social behaviour.
- It was important to provide something for young people as had been suggested, the cuts to youth services had resulted in a reduction of activities for them generally.
- It was disputed by some Councillors that there were no activities for young people, and Members were reminded that the local scout and guide groups had long waiting lists.

# Agenda Item 3

Council  
20th November 2019

- There were also other facilities, such as the climbing wall, available at the Leisure Centre for young people to participate in.
- It was pointed out that the motion was not asking for the scheme to be implemented but merely for the Council to consider it.

In summing up, Councillor Douglas advised that she was happy to do more research about the subject in order for Council to consider it further. She had spoken to a representative of Everyone Active and it had been suggested that the annual cost of such a scheme would in fact be £57k a year, she also reiterated that she was merely asking Council to consider the matter and that there would be so many benefits from it.

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

For the motion: Councillors Colella, Douglas, English, Hotham, Hughes, Hunter, King, Mallett, McDonald, Rone-Clarke, Thompson, Van der Plank (12)

Against the motion: Councillors Beaumont, Deeming, Denaro, Glass, Jones, Kent, Kriss, May, Middleton, Sherrey, Spencer, Thomas, Till, Webb, Whittaker (15)

Abstentions: 0

On being put to the vote the Motion was lost.

## **Restoring pride, improving bus shelters**

Members considered the following Notice of Motion submitted by Councillor R. Hunter:

*“Council recognises that many of Bromsgrove’s existing bus shelters are in poor condition and need upgrading or removing where they are no longer in use. The current budget only enables the council to upgrade 1 out of the 44 bus shelters it is responsible for each year which is insufficient.*

*Council resolves to ask the Cabinet to undertake a full review of bus shelter provision and bus shelter funding across the district.”*

The Motion was proposed by Councillor Hunter and seconded by Councillor J. King.

In proposing the Motion Councillor Hunter provided Members with a brief history of how the bus service had been an integral part of Bromsgrove for over 100 years. Buses were a lifeline for many people as 1 in 10 in the district did not have access to a car or live near a train station. There was also a call for the Council to reduce its carbon emissions and a good way of doing this would be to get them out of their cars and on to buses. This would also improve the air quality for those people on foot. He acknowledged that the services were not easy to use, services had

# Agenda Item 3

Council  
20th November 2019

been cut and had become expensive, the infrastructure had been neglected and bus shelters left to decay. It was important to make the use of buses more attractive in order to encourage people to use them.

The Leader responded that there were 44 bus shelters within the District which were maintained by Environmental Services and repainting of some of the shelters had taken place within the budget for them. She confirmed that her Group would not be supporting the motion and had confirmed with the Engineering Team Leader that a full survey of all bus shelters was already programmed in to the works programme for the end of November. Any requirements would then be fed into the next budget setting round.

It was noted that a number of rural bus shelters were the responsibility of the parish council, which were also in need of general maintenance work.

During his presentation of the motion Councillor Hunter had produced photographs of a number of bus shelters which were in a state of disrepair. Councillor H. Jones raised a point of order in respect of Member Protocol as the photographs appeared to be of bus shelters which were outside of Councillor Hunter's ward.

The Chairman announced a five minute adjournment.

Councillor P. McDonald asked for the motion to be amended to take account of the inclusion of "live time" within each bus shelter. He advised that this was an important service for those that relied on the public transport. It was also another way of encouraging people to use the bus services and he supported the comments of other Members in respect of the need to improve the services to help towards making a difference to carbon emissions and air quality. Reference was made to the air quality management areas within the district which needed to be addressed.

Councillor Hunter agreed that he was happy to accept the amendment suggested by Councillor McDonald.

The Leader reiterated that the motion was not necessary as a review of all bus shelters would be undertaken at the end of the month. It was also commented that "live time" timetables were being rolled out in Catshill and it was anticipated that other wards would follow in due course.

Councillor L. Mallett welcomed the motion as he had a number of bus shelters in his ward which were in need of maintenance work. Whilst he was grateful that the Engineering Team were looking at this, he was concerned that there were a number of bus shelters which were not the responsibility of this Council and the appropriate authority needed to address this. He reiterated other Members concerns that there were a lot of residents who relied on buses to get around. The motion would



# Agenda Item 3

Council  
20th November 2019

hopefully ensure that this long standing matter was addressed and the appropriate action taken and the matter looked at in a more detailed manner and those residents that relied on the service were given the consideration that they deserved.

Councillor H. Rone-Clarke commented that some families did not own a car and therefore relied on the bus services for getting to and from work. It was important that those residents received the Council's full support.

A number of Members went on to raise concerns around the roll of Motions on Notice in general, particular in view of the number which had been submitted for consideration at this meeting. It was suggested that a number of them could have been dealt with through other channels, such as Overview and Scrutiny Board or by approaching the relevant Cabinet Member. Whilst Members were not belittling the importance of the topics, it was felt that the aim of Motions on Notice was to deal with more substantive issues and Members were asked to give more thought about the topics brought forward through this process at future meetings.

Councillor Van der Plank asked for the matter to be moved to the vote without further debate.

Councillor Hunter was given the opportunity to sum up his motion and in so doing he thanked Members for their comments and added that he had in fact raised that matter with the Cabinet Member, but had not received a satisfactory response, hence his motion coming forward, as he felt it was an important issue that received the attention it deserved.

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

For the amended motion: Councillors Douglas, English, Hotham, Hughes, Hunter, King, Mallett, McDonald, Rone-Clarke, Thompson, Van der Plank (11)

Against the amended motion: Councillors Beaumont, Colella, Deeming, Denaro, Glass, Jones, Kent, Kriss, May, Middleton, Sherrey, Spencer, Thomas, Till, Webb, Whittaker (16)

Abstentions: 0

On being put to the vote the amended Motion was lost.

The Chairman announced that the allotted one hour timescale had expired, and therefore the remaining motions would be carried over to the next meeting.

Councillors McDonald and Mallett asked for the time to be extended, as this was in the gift of the Chairman and commented that the public had come to hear the debate on the issues raised in the outstanding motions.

# Agenda Item 3

Council  
20th November 2019

The Chairman thanked Members for their comments, which he took on board and acknowledged that it was his decision as to whether to extend the time. However, on this occasion he said he would ask Members to make this decision.

Councillor McDonald further commented that as there was so many motions that would be carried over, realistically with the number of Council meetings in a year that some important issues may never be debated. He suggested therefore that the time limit for motions be referred to the Constitution Review Working Group to be reviewed in more detail.

Members discussed whether one further motion should be debated and the time extended, Councillor C. Hotham also advised that in the absence of Councillor S. Baxter that her motion could be withdrawn, if this would assist matters.

The Chairman acknowledged Members comments and chose to put the matter to the vote.

On being put to the vote, the extension of the time limit for consideration of motions was lost.

The meeting closed at 9.10 p.m.

Chairman

# Agenda Item 3

## Bromsgrove District Council

### Composition of Committees 2019-20 (Revised 20/11/19)

Committee	Cons	Lab	Independent Alliance	Liberal Democrats	Comments
Overview and Scrutiny Board	<p><b>6</b> Deeming Spencer Till Beaumont Kriss Glass</p> <p>(Sub: Middleton, Whittaker, Jones, Hession)</p>	<p><b>1</b> McDonald</p> <p>(Sub: Douglas)</p>	<p><b>3</b> Colella Hotham Thompson</p>	<p><b>1</b> Hunter</p>	<b>11 Members on Board</b>
Licensing Committee	<p><b>6</b> Jones Glass Spencer Till Sherrey Whittaker</p> <p>(Subs: Webb, Kriss)</p>	<p><b>1</b> Rone-Clarke</p> <p>(Sub: Mallett)</p>	<p><b>2</b> English Thompson</p> <p>(Sub: Baxter)</p>	<p><b>2</b> Hughes King</p> <p>(Sub: Hunter)</p>	<b>11 Members on Committee</b>
Planning Committee	<p><b>6</b> Deeming Thomas Whittaker Hession Beaumont Glass</p> <p>(Subs: Spencer, Sherrey, Middleton, Kriss)</p>	<p><b>1</b> Douglas</p> <p>(Sub: McDonald, Rone-Clarke)</p>	<p><b>3</b> Baxter English Hotham</p> <p>(Subs: Van Der Plank, Thompson)</p>	<p><b>1</b> King</p> <p>(Subs: Hughes, Hunter)</p>	<b>11 Members on Committee</b>

# Agenda Item 3

Audit, Standards and Governance Committee	<b>5</b> Whittaker Hession Spencer Beaumont Kriss	<b>1</b> Mallett	<b>2</b> Baxter Van der Plank	<b>1</b> King	<b>9 Members on Committee</b>
Electoral Matters Committee	<b>4</b> Hession Middleton Glass Deeming	<b>1</b> Mallett	<b>1</b> Colella	<b>1</b> Hunter	<b>7 Members on Committee</b>
Appeals Committee	<b>3</b> May Denaro Kent	<b>1</b> McDonald	<b>1</b> Baxter	<b>0</b>	<b>5 Members on Committee</b>
Appointments Committee  (nominees made as and when necessary)	<b>3</b> TBA	<b>1</b> McDonald	<b>1</b> Baxter	<b>0</b>	<b>5 Members on Committee</b>
Statutory Officers  (nominees made as and when necessary)	<b>3</b> TBA	<b>1</b> McDonald	<b>1</b> Baxter	<b>0</b>	<b>5 Members on Committee</b>
<b>TOTAL</b>	<b>36</b>	<b>8</b>	<b>14</b>	<b>6</b>	<b>64 Places</b>

## Appendix 1

### Councillor A. Kent's response to Councillor S. Douglas' Question

What is the best way to get these two vital items, appended to the Bromsgrove District Plan 2011-2030 without delay:

- Protected provision for walking and cycling, with dropped kerbs, linked to public transport, should have priority when planning the most convenient option or getting about, and
- That all new buildings including domestic housing be carbon neutral compliance and ECP Rating A, with run-off water storage, energy generation and appropriate EV points; these having now arisen given the urgency of holding back climate change and the reduction of air pollution?

*It is simply not possible to append things to the District Plan, all planning policies in District plans must go be subjected to the full plan making process, which involves evidence gathering, wide scale public engagement, and culminates in an examination in public carried out by a representative of the Secretary of State. As members know that process is already underway, and the issues raised above can feature in the consideration of that review, although the answer just given to the question from Cllr Hughes is also relevant here in relation to carbon neutrality. Officers are considering what if any changes can be made to the recently adopted design Supplementary Planning Document to consider climate change further, although the ability to introduce new requirements as per the question are unlikely to be possible in a supplementary planning document which does not have the full weight of an adopted District Plan policy.*

*The current BDP in policy BDP16 in conjunction with Worcestershire County Council Streetscape design Guide already has policies to ensure safe and convenient access for walking and cycling, As with any planning issues, I would urge members to raise this issue at the SPSG so officers can investigate further.*

### Councillor A. Kent's response to Councillor S. Hughes' Question

The Government is currently consulting over removing the right of local authorities to determine environmental standards in new homes as part of its Future Homes Standards. Does Cllr Kent agree that this could hamper our aspiration to become carbon neutral and limit our ability to set ambitious requirements for new homes as part of our review of the local plan? Will you write to the Secretary of State following the election in December to ask for a rethink?

*The simple fact is we don't know how it will affect our aspirations. The proposals do set a standard that is an improvement on current building regulations and the current District Plan. Our aspiration to become carbon*

# Agenda Item 3

*neutral will be affected as much by the financial viability of any new standards, which have to be considered when setting local plan policies, as by new government standards. The new standards would appear to be able to be enforced without requiring a lengthy local plan process to determine them, so may in fact speed up the implementation of higher standards. The consultation is open until 10<sup>th</sup> December, officers are considering a response at the moment; I would urge others to respond if they feel strongly about it.*

### Changes to the Council's Constitution

Relevant Portfolio Holder	Cllr G Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non-key

#### 1. SUMMARY OF PROPOSALS

- 1.1 This report asks the Council to consider proposed changes to the Council's Constitution in respect of the Annual Meeting of the Council and the deadlines for Questions from Councillors and Motions on Notice. These suggested changes have arisen following discussions between the four Group Leaders, following on from meetings of the Constitution Review Working Group.

#### 2. RECOMMENDATIONS

- 2.1 That the Council Procedure Rules be amended as detailed in Appendix 1.

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 There are no direct financial implications arising directly from this report.

##### Legal Implications

- 3.2 The Council is required by law to maintain a constitution which sets out how the Council makes decisions.

##### Service / Operational Implications

- 3.3 Following on from discussions held at meetings of the Constitution Review Working Group the Group Leaders have requested that Questions from Councillors and Motions on Notice be included in the agenda at the Annual Meeting of the Council.
- 3.4 A further request has been made in respect of the deadline for submission of Questions from Councillors and Motions on Notice to be amended, this would then allow these to be included within the main agenda pack of Council meetings and reduce the need for supplementary agendas and items being tabled at the meetings. The submission date for comments, questions or petitions from members of the public will also be brought in line with these deadlines.

**COUNCIL**

**22nd January 2029**

**Customer / Equalities and Diversity Implications**

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

**4. RISK MANAGEMENT**

4.1 The main risks associated with the details included in this report are failure to comply with legislative and governance requirements which may expose the Council to the risk of challenge by way of judicial review or appeal which may result in awards of damages and costs against the Council and loss of reputation.

**5. APPENDICES**

Appendix 1 - Council Procedure Rules

**6. BACKGROUND PAPERS**

None

**AUTHOR OF REPORT**

Name: Amanda Scarce – Senior Democratic Services Officer  
email: [a.scarce@bromsgroveandredditch.gov.uk](mailto:a.scarce@bromsgroveandredditch.gov.uk)  
Tel.: 01527 881443



## Bromsgrove District Council

### Procedure Rules

#### Index

Items marked with # also apply to Committee and Board meetings

Items marked with \* cannot be suspended

Rule		Page
1.	Introduction	3
<b>Deciding the agenda</b>		
2.	Annual Meeting of the Council	3
3.	Ordinary Council Meetings	4
4.	Extraordinary Council Meetings	6
5.	Notice of and summons to meetings #	7
6.	Previous decisions and Motions	7
7.	Urgent Business #	8
<b>Running the Meeting</b>		
8.	Public Participation including petitions	8
9.	Questions from Councillors	10
10.	Motions on Notice	12
11.	Chairing the Meeting #	14
12.	Councillor Conduct #	14
13.	Quorum #	16
14.	Announcements	16
15.	Minutes #	16
16.	Advice from Officers #	17

# Agenda Item 7

17.	Rules of Debate	17
18.	Voting #	21
19.	Reports and recommendations from Cabinet	22
20.	Annual Reports from Portfolio Holders	22
21.	Suspension and Amendment of Council Procedure Rules	23
22.	Application to Committees and Sub-Committees	23
23.	Election of Chairmen and Vice-Chairmen of Committees #	23
24.	Extraordinary Meetings of Committees #	24
25.	Appointment of Substitute Members of Committees and Sub-Committees #	24
26.	Calculation of Time #	24

## Bromsgrove District Council Procedure Rules for Council and Committee Meetings

### 1. Introduction

- 1.1 These procedure rules apply to the Council and other meetings.
- 1.2 When a rule applies to a Committee, Sub-committee or Board, this is shown by # next to the heading.
- 1.3 The rules do not apply to the Cabinet or to Joint Committees or other meetings which operate under separate constitutions.
- 1.4 Nothing in these procedure rules overrides legal requirements which apply to the conduct of meetings.

### 2. Annual Meeting of the Council

Quorum: 16

- 2.1 In a year when there are ordinary elections the Annual Meeting will be held within 21 days of the retirement of the outgoing Councillors. In any other year, the Annual Meeting will take place in May. The meeting will usually start at 6.00pm.
- 2.2 The Annual Meeting will:
  - (a) elect a person to preside if the Chairman and Vice-Chairman are not present;
  - (b) elect the Chairman of the Council;
  - (c) elect the Vice-Chairman of the Council;
  - (d) receive any declarations of interest from Councillors;
  - (e) approve the minutes of the last meeting;
  - (f) receive any announcements from the new Chairman and/or the Chief Executive;
  - (g) in the year of ordinary elections of Councillors, or when there is a vacancy, elect the Leader;
  - (h) receive comments, questions or petitions from members of the public and/or from Councillors on their behalf, in accordance with procedure rule 8
  - (i) consider questions on notice from members of the Council in the order in which they have been received, in accordance with procedure rule 9;

Formatted: Font: (Default) Arial, 12

Formatted: Numbered + Level: 1 +  
Numbering Style: i, ii, iii, ... + Start at:  
1 + Alignment: Left + Aligned at: 0.75  
cm + Indent at: 2.02 cm

(j) consider motions in the order in which they have been received, in accordance with procedure rule 10;

**Formatted:** Indent: Left: 1.9 cm, No bullets or numbering

**Formatted:** Font: (Default) Arial, 12

**Formatted:** Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 10 + Alignment: Left + Aligned at: 0.75 cm + Indent at: 1.39 cm

(i) agree:

(i) the terms of reference of,

(ii) size and

(iii) appoint to, in accordance with political balance rules,

Committees and Boards as appropriate to deal with matters which are not functions of the Council or Cabinet;

(i) agree the scheme of delegation;

(j) consider other business required by legislation;

(k) to consider any business set out in the notice for the meeting.

### 3. **Ordinary Meetings of the Council**

Quorum: 16

3.1 Ordinary meetings of the Council will take place in accordance with a programme agreed by the Head of Legal, Equalities and Democratic Services following consultation with the Leader and relevant Portfolio Holder. Council meetings will usually start at 6.00pm.

3.2 Ordinary meetings will:

(a) Elect a person to preside if the Chairman and Vice-Chairman are not present;

(b) Receive any declarations of interest from Councillors;

(c) Approve the minutes of the last meeting;

(d) receive any announcements from the Chairman and/or the Chief Executive;

(e) receive any announcements from the Leader of the Council (*see also Procedure rule 14*);

(f) receive comments, questions or petitions from members of the public and/or from Councillors on their behalf, in accordance with procedure rule 8;

- (g) deal with any business from the previous Council meeting;
- (h) deal with questions on notice from members of the Council in the order in which they have been received, in accordance with procedure rule 9;
- (i) receive minutes and/or reports from the Audit, Standards and Governance Committee;
- (j) consider reports and/or recommendations from the Cabinet. These may be presented as minutes of recent meetings of the Cabinet which contain recommendations and are also used to report on recent activity;
- (k) consider recommendations from any other Committees of the Council which require approval;
- (l) receive nominations and make appointments to outside bodies, except where appointment to the bodies has been delegated by Council or can be carried out only by the Cabinet. Details of ex-officio appointments will be set out in the agenda.
- (m) receive and consider reports from officers of the Council;
- (n) Receive and consider an annual report from one Portfolio Holder in accordance with Procedure rule 20;
- (o) Once a year, receive and consider an annual report from the Overview and Scrutiny Board about the work carried out by that Board, presented by its Chairman;
- (p) Once a year, receive and consider an annual report from the Audit, Standards and Governance Committee about the work carried out by that Committee, presented by its Chairman;
- (q) receive reports about activities of joint bodies to which the Council belongs, or other external organisations of interest to the District and ask questions about the report;
- (r) consider motions in the order in which they have been received, in accordance with procedure rule 10;
- (s) Consider any other business set out in the agenda;

# Agenda Item 7

- (t) To consider any urgent business not included in the agenda in accordance with legal requirements and subject to agreement with the Chairman prior to the meeting.
- (u) Other than items under paragraphs (a) – (c) the order of business may be varied by the Chairman or by Council resolution.

## **4. Extraordinary Meetings of the Council**

Quorum: 16

Extraordinary meetings are additional meetings to those set out in the annual programme and are called to consider specific business.

4.1 The following may ask the Chief Executive to call an Extraordinary meeting of the Council:

(a) the Council by resolution;

(b) the Chairman of the Council;

(c) the Monitoring Officer;

(d) the Chief Financial Officer

(e) any 5 members of the Council if they have signed a requisition presented to the Chairman of the Council asking him/her to call an Extraordinary meeting and he/she has either refused to call such a meeting, or has failed to do so within seven days of the presentation of the requisition.

Business to be transacted:

4.2 Extraordinary meetings of the Council will only consider the business on the agenda for the meeting, as set out in the requisition to convene it, and any other business which in the opinion of the Chief Executive is relevant to it. Meetings will usually start at 6.00pm.

4.3 The agenda for an Extraordinary meeting will not include Motions on Notice or Questions.

4.4 The agenda for an Extraordinary meeting may include approval of the minutes of the previous Council meeting and minutes of the Cabinet or other Committee/Board meeting or such other items of business as may be appropriate to ensure the efficient administration of Council business.

## **5. Notice of and Summons to Meetings #**

5.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules.

- 5.2 Except in cases of urgency, at least 5 clear days before a meeting, the Chief Executive will send an agenda and reports to each member of the Council/Committee etc.
- 5.3 The agenda will give the date, time and place of each meeting, the business to be carried out and include available reports.

## **6. Previous Decisions and Motions**

- 6.1 A motion, the effect of which is to rescind a decision made at a meeting of the Council within the previous 6 months (or has the same effect as one which has been rejected in the last 6 months) cannot be moved unless a Notice of Motion is signed by at least 7 Councillors, or is recommended by a meeting of the Cabinet or a Committee.

## **7. Urgent Business #**

- 7.1 If a Councillor wishes to raise an item of urgent business which is not set out in the agenda for a meeting, s/he must discuss the issue before the meeting with the Chairman, Leader, Chief Executive and Monitoring Officer.
- 7.2 Having taken advice, the Chairman will decide whether or not the issue can be considered at the meeting.

## **8. Public Participation at Council Meetings**

### **What is included**

- 8.1 The agenda for each ordinary meeting of the Council will include a period of up to 15 minutes for members of the public to put comments about matters in the agenda and/or questions to the Council and to present petitions. The Chairman of the Council may agree to allow a similar arrangement at Extraordinary meetings of the Council.
- 8.2 The Chairman of the Council will have complete discretion as to how public participation is conducted and may agree to extend the time available under exceptional circumstances.
- 8.3 Comments, questions or petitions must be about matters for which the Council is responsible or which affect the District. The Council will not consider comments, questions or petitions that relate to specific planning or licensing matters. Neither will it consider matters which are confidential or exempt.
- 8.4 The Monitoring Officer may reject any comments, questions or petitions that:



- are, or appear to be, defamatory, racist or contain offensive language, or are otherwise not appropriate for consideration at a Council meeting;
- are substantially the same as a question that has been put to a meeting of the Council in the last 6 months;
- would more appropriately be considered at a meeting of the Cabinet or a Committee, in which case the request to participate will be passed to the relevant body.

8.5 Members of the public do not include:

- Employees of the Council or their representatives, on any matter relating to their employment;
- Any applicants for, or recipients of, approvals, permissions or licenses;
- Any person in a contractual relationship with the Council on a matter relating to that contract;
- Councillors from a Local Authority on a matter concerning that local authority.

### How to Apply

8.6 A copy of the comment, question or terms of petitions must be provided to the Monitoring Officer by ~~12 noon seven clear working days prior to but not including the date of the meeting (9.00am on the seventh calendar day before a meeting (usually by 9.00am on the Wednesday of the week before a Council meeting on a Wednesday)~~. This may be in writing or by e-mail and should include:

- The name of the person to whom it is addressed – at the meeting this will go to the Chairman in the first instance;
- The name and address of the person submitting it;
- In the case of petitions, the number of signatories with their names and addresses supplied.

8.7 The Chairman has discretion to allow a question and/or comment from a member of the public received after the deadline in exceptional circumstances.

### At the Meeting

8.8 A member of the public may spend up to 3 minutes to:

- (a) Present a petition and explain its purpose;
- (b) Ask a question, or
- (c) make a comment on a matter on the agenda

- 8.9 A petition may be presented to the Council by a Councillor acting on his/her own behalf or on behalf of members of the public.
- 8.10 The Chairman will receive a petition. If the petition relates to a matter on the agenda for the meeting it may be referred to during the debate on that item. Usually a petition will be received without comment at the meeting but the Chairman will ensure it is responded to as quickly as possible.
- 8.11 A question should be addressed to the Chairman of the Council who may reply in one of the following ways:
- (a) An oral answer;
  - (b) By asking the Leader or another Councillor to reply, either orally or in writing;
  - (c) By asking an Officer to reply in writing;
  - (d) By referring to information in a publication;
  - (e) A written answer following the meeting, a copy of which will be published on the Council's website and included with the signed minutes of the Council meeting.
- 8.12 No response will be given to a comment under this item but it may be referred to during the debate on the relevant item.

## **9. Questions from Councillors at Council Meetings**

- 9.1 A Councillor may ask the Leader or the Chairman of a Committee any question without notice on an item of the minutes and/or any report of the Cabinet or Committee when that item is being received or considered by the Council.

### **Questions on Notice**

- 9.2 A Councillor may ask:
- The Chairman;
  - A member of the Cabinet;
  - The Chairman of any Committee or Sub-Committee

a question on any matter to which the Council, Cabinet, Committee or sub-committee has powers or duties or which affects the District of Bromsgrove.

The content of the question should comply with Procedure rule 9.8 - Content

### **Deadline for Questions**

- 9.3 The deadline for questions to be received by the Monitoring Officer is **at least 12 noon, seven clear working days prior to but not including the date of the meeting** ~~2 clear working days before the meeting (usually 12.00 noon on the Friday before a meeting on the Wednesday).~~
- 9.4 A question must be submitted in writing.
- 9.5 If a question relates to an urgent matter, the Councillor should obtain the permission of the Chairman and submit the question to the Monitoring Officer not less than 2 hours before the start of the meeting at which it will be asked.

## **Content**

- 9.6 The Monitoring Officer may reject a question if:
- (a) it is defamatory, frivolous or offensive,
  - (b) it is substantially the same as one submitted within the previous six months;
  - (c) it asks the Council about a matter which is outside the powers or responsibility of the full Council;
  - (d) it relates to a specific planning or licensing matter;
  - (e) it does not relate to functions undertaken by the Council.
  - (f) It could be dealt with more appropriately by an officer;

## **At the meeting**

- 9.7 The question will be read out at the meeting by the Councillor who has asked it or by another Councillor on his/her behalf.
- 9.8 The answer may be given as:
- (a) A direct oral answer;
  - (b) A reference to information contained in a publication; or

(c) Where the answer cannot conveniently be given orally, a written answer, circulated to the questioner at the latest with the minutes of the Council meeting and appended to the signed copy of the minutes.

- 9.9 The Councillor who has been asked the question may, if appropriate, refer it to another member to answer.
- 9.10 Every question shall be put and answered without discussion.

## **Time limit**

- 9.11 At each meeting a maximum of 15 minutes will be allowed for the asking and answering of questions under this procedure rule.
- 9.12 The Chairman may at his/her discretion extend the time if s/he and the majority of those present agree.
- 9.13 Any questions that remain unanswered shall be dealt with at the next ordinary meeting of the Council in the order in which they were received, unless the Councillor who gave notice of it agrees to receive the answer in writing.

## **10 Motions on Notice at Council Meetings**

- 10.1 Any Councillor may give notice of not more than one Motion for consideration at any meeting of the Council.

### **Deadline for Motions**

- 10.2 Notices of Motion must be submitted to the Monitoring Officer by 12 noon seven clear working days, prior to but not including the date of the meeting ~~9.00am on the seventh calendar day before the date of the meeting (usually 9.00am on the Wednesday the week before a Council meeting on a Wednesday).~~
- 10.3 A Motion must be submitted in writing.

### **Urgent Notice of Motion**

- 10.4 If a Motion relates to an urgent matter and otherwise complies with the requirements set out in this procedure rule, the Councillor submitting it should obtain the permission of the Chairman and submit the Motion to the Monitoring Officer not less than 24 hours before the start of the meeting at which it will be moved.

### **Content**

- 10.5 The Notice must contain a written notice of the motion;

- 10.6 Motions must be about matters for which the Council is responsible or which affect the District.
- 10.7 The Monitoring Officer may reject a Notice of Motion if:
- (a) it is defamatory, frivolous or offensive,
  - (b) it is substantially the same as one submitted within the previous six months;
  - (d) it requests the Council to make a decision which is outside the powers or responsibility of the full Council;
  - (e) it is not of a strategic nature;
  - (f) it does not relate to functions undertaken by the Council.

#### **At the meeting – Proposal and Withdrawal of Motion**

- 10.8 The Motion can be moved by the Signatory to the Notice or another Councillor on their behalf.
- 10.9 If a Motion is not moved at a Council meeting, it will lapse and can only be moved again if Notice is given in accordance with these procedure rules.

#### **Deferment of Motions**

- 10.10 If, having taken advice from the Chief Executive and Monitoring Officer, the Chairman considers that the Motion should be dealt with in conjunction with a report from an Officer, the Motion will be deferred until this can be arranged.
- 10.11 No Motion shall be deferred for longer than one Ordinary meeting of the Council. The Chairman will inform the Council under his/her Announcements of any such deferrals.

#### **Referral of Motions**

- 10.12 If a Notice of Motion relates to an Executive function and is proposed and seconded, the Council may discuss the matter in order to inform the Cabinet's consideration of it. It cannot decide the matter.
- 10.13 Motions which relate to matters reserved to the Council or to non-Executive functions may be debated and decided by the Council.
- 10.14 If the motion is not debated, it will be referred to the Cabinet or appropriate body to consider and report back to the Council with recommendations on how to proceed.

- 10.15 If a Motion is referred to the Cabinet or another Committee for consideration, then the Proposer of the Motion will be invited to attend the relevant meeting when it is discussed to introduce and speak to it.

## **Time Limit for Motions on Notice**

- 10.16 At each meeting up to one hour shall be allowed for consideration of all Motions on Notice. This may only be exceeded with the agreement of the Council.
- 10.17 At the end of the hour – or other time period if agreed by the Council – the Chairman will ask the Councillor speaking to conclude immediately.
- (a) If the speaker is proposing the motion then it can be formally seconded without comment;
  - (b) If the speaker is moving an amendment, the Chairman will allow the amendment to be formally seconded, without comment, and the mover of the motion to exercise their right of reply;
  - (c) If neither (a) nor (b) then the mover of the motion will be allowed to have their right of reply for up to 5 minutes.
- 10.18 The Chairman will put to the vote, without further discussion, all questions necessary to dispose of the motion being debated and put the Motion to the vote.
- 10.19 If as a result of reaching the time limit a motion is not moved by either the Councillor who gave notice or another Councillor on their behalf, it shall be either:
- (a) treated as withdrawn and cannot be moved without fresh notice, although it will not be restricted by the 6 month rule set out at Procedure rule 6; or
  - (b) with the consent of the Council, be postponed until the next Ordinary meeting.

## **11 Chairing the Meeting #**

- 11.1 The person presiding at the meeting may exercise any powers or duty of the Chairman.

- 11.2 Where these rules provide for a maximum time to be devoted to an item or speech or other process, the Chairman may, if s/he and the majority of Members present agree, extend that time if it felt appropriate in the interests of effective conduct of Council business.
- 11.3 Any ruling of the Chairman shall not be challenged.

## **12 Councillor Conduct # 12.1 only**

- 12.1 Councillors are expected to treat each other with respect and abide by the Code of Conduct.
- 12.2 When a Councillor speaks at a meeting of the Council s/he must, if able, stand and address the meeting through the Chairman unless the Chairman agrees and directs otherwise. Only one Councillor may stand at a time. Other Councillors must remain seated whilst a Councillor is speaking, unless they wish to make a point of order or a point of personal explanation (Procedure rule 17.6).
- 12.3 When the Chairman stands during debate, any Councillor speaking at the time must stop and sit down. The meeting must be silent.

### **Prevention of Disorderly Conduct #**

Prevention of Disorderly Conduct – Councillors and Public

- 12.4 The Chairman may take the following action if a Councillor persists in misconduct:
- (a) forbid the Councillor from speaking for all or part of the meeting;
  - (b) tell the Councillor to leave all or part of the meeting;
  - (c) order the Councillor to be removed from the meeting;
  - (d) adjourn the meeting for an appropriate time to try and resolve the situation.
- 12.5 Similar action can be taken if a member of the public disrupts the meeting.
- 12.6 If there is more general disorder in any part of the room where the meeting is being held which is open to the public, the Chairman may order that part to be cleared and may adjourn the meeting as appropriate.
- 12.7 Members of the public are permitted to take photographs, films, video record or audio record a Council and other meetings open to the public, provided that they do not intimidate public speakers or cause disruption and abide by any directions given by the Chairman. Oral commentary is not permitted. Members of the public intending to record meetings should notify the

Democratic Services Manager in advance of the meeting. The Council's protocol is on the website and explains this further.

- 12.8 The taking of photographs, filming, video or audio recording is not permitted at private meetings or where the public have been excluded. Recording equipment must not be left in a meeting room after the public have been excluded.

### **13 Quorum #**

- 13.1 The quorum of a meeting will be a proportion of the voting members of the Committee, Sub-Committee or Board etc, as agreed by the Council from time to time.
- 13.2 If at any time during the meeting the Chairman declares that there is not a quorum present, the meeting will adjourn immediately for 15 minutes.
- 13.3 If after that time there is still not a quorum present, the meeting shall end.
- 13.4 Any remaining business will be considered at the next meeting, whether ordinary or extraordinary, unless the Chairman makes other arrangements prior to the next meeting.

### **14. Announcements**

- 14.1 Each person entitled to make an announcement may speak for a total of five minutes.
- 14.2 Announcements must not relate to items on the agenda or exempt or confidential items.
- 14.3 In respect of Leader's announcements only, Councillors may ask questions by way of clarification. Up to five minutes in total may be devoted to Councillors' questions to the Leader.

### **15. Minutes #**

- 15.1 The Chairman will sign the minutes of the proceedings at the next suitable meeting.



- 15.2 The Chairman will propose that the minutes of the previous meeting be signed as a correct record. The only aspects of the minutes which can be discussed is their accuracy.
- 15.3\* If the next meeting is an Extraordinary meeting (called under Para 3 of Schedule 12 to the Local Government Act 1972) then the minutes will usually be signed at the next following Ordinary meeting.

\* *Mandatory procedure rule, Local Authorities (Standing Orders) Regulations 1993*

## **16. Advice from Officers #**

- 16.1 Whenever the Chief Executive, the Section 151 Officer or the Monitoring Officer considers it appropriate to give advice to the Council, they shall be at liberty to do so and the Council shall hear such advice.

## **17. Rules of Debate**

Not every debating possibility can be covered in these procedure rules. In the event of an issue not being covered by them, the Chairman's ruling shall be final.

### **Dealing with Motions and Amendments**

- 17.1 A motion or amendment must be proposed and seconded before it can be discussed.
- 17.2 The Chairman may require any procedural motion to be written down and handed to him/her before it is discussed.

### **Speeches**

- 17.3 Speeches may not exceed 5 minutes without the consent of the Chairman and a majority of those present.
- 17.4 Speeches must be about the item being discussed or about a point of order or personal explanation.
- 17.5 When seconding a motion or amendment, a Councillor may reserve their speech until later in the debate.

## **When Councillors may speak more than once, including Point of Order and Personal Explanation**

17.6 A Councillor may only speak once on a motion except:

- (a) to speak once on an amendment moved by another Councillor;
- (b) if their first speech was on an amendment and that has now been dealt with, to speak on the main proposal;
- (c) to exercise a right of reply as a mover of a motion (not an amendment);
- (d) on a point of order or by way of personal explanation.

(i) A point of order may only relate to an alleged breach of these Council procedure rules or the law and the Councillor must indicate the way in which s/he considers it has been broken. The ruling of the Chairman will be final and not open to discussion.

(ii) Personal explanation may only relate to some material part of an earlier speech by the Councillor at the same meeting which may appear to have been misunderstood in the current debate. The ruling of the Chairman on the admissibility of a personal explanation will be final and not open to discussion.

- (e) to move a further amendment;
- (e) to make a motion to close the debate.

## **Amendments**

17.7 An amendment must be relevant to the motion and will be:

- (a) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (b) to leave out words
- (c) to leave out words and insert or add others; or
- (d) to insert or add words

As long as the effect of (b) to (d) is not to negate the motion.

17.8 Only one amendment may be dealt with at a time.

17.9 Amendment not carried – a further amendment to the motion may be moved.

17.10 Amendment carried – the amended motion takes the place of the original motion. It is known as the “substantive motion” and further amendments may be moved to this.

17.11 After an amendment is carried the Chairman will read out the amended motion before accepting any amendments. If there are no further amendments the substantive motion is debated before being put to the vote.

## **Alteration of Motion**

17.12 An alteration to a motion must be either:

- (a) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (b) to leave out words;
- (c) to leave out words and add others;
- (d) to add words;

So long as the effect of (b) to (d) is not to negate the motion.

## **When a motion can be altered**

17.13 A motion may be altered:

- (a) before it has been moved by the Councillor who submitted it (or another Councillor on his/her behalf) if the majority of those present agree;
- (b) after it has been moved and seconded if both the mover and seconder and the majority of those present agree.

## **Withdrawal of Motion**

17.14 A Councillor may withdraw a motion which s/he has moved. Once withdrawn it cannot be discussed any further.

## **Rights of Reply – motions and amendments**

17.15 Mover of motion has right of reply at end of debate on the motion, immediately before it is put to the vote.

17.16 If an amendment is moved, the mover of the original motion has right of reply at close of debate on the amendment but shall not speak on it apart from this. The mover of the amendment has right of reply at end of debate on the amendment, immediately prior to the final right of reply of the mover of the original motion.

## **Motions which may be moved during debate**

17.17 During debate on a motion, the following are the only further motions that can be moved:

- (a) to amend a motion;
- (b) closure motions – see procedure rule 17.19 below;
- (c) under Procedure rule 12.4 that a Councillor is not heard further; or that a Councillor leave the meeting;
- (d) to exclude the public and press in accordance with the Access to Information rules.

### **Procedural Motions without notice**

17.18 The following procedural motions may be moved without notice:

- (a) to appoint a Chairman of the meeting;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or a member arising from an item on the agenda for the meeting;
- (f) to receive reports or adopt recommendations from Committees or Officers and any resolutions following from them;
- (g) closure motions under procedure rule 17.18;
- (m) to suspend a particular procedure rule;
- (n) to exclude the public and press in accordance with Access to Information Rules;
- (o) to not hear further a member named under rule 12.4 or to exclude them from the meeting;
- (p) to give the consent of the Council where it is required under this constitution.

### **Closure Motions**

17.19 A Councillor may move, without comment, the following motions at the end of a speech of another Councillor:

- (a) to proceed to next business;
- (b) that the question now be put to the vote;

(c) to adjourn a debate;

(d) to adjourn a meeting.

17.20 **“That the meeting proceed to next business”** – if seconded and the Chairman thinks the item has been sufficiently discussed, s/he gives mover of motion right of reply and procedural motion is put to the vote.

17.21 **“That the question now be put”** – if seconded and the Chairman thinks the item has been sufficiently discussed, s/he will put the procedural motion to the vote. If passed, the mover of the original motion has the right of reply before the motion is put to the vote.

If the Chairman considers there has been insufficient debate, s/he may refuse to accept the motion.

17.22 **“That the debate be now adjourned”** and **“that the meeting do now adjourn”** – if seconded and the Chairman thinks the item has not reasonably been discussed and cannot reasonably be discussed on this occasion, s/he will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

## 18. Voting #

18.1 Unless a recorded vote is demanded or required, voting shall be by general assent or by show of hands. Any matter will be decided by a simple majority of those present and entitled to vote in the meeting at the time the question was put.

18.2 If there is an equal number of votes for and against, the Chairman may use a second or casting vote. There is no restriction on how the Chairman chooses to use a casting vote.

### **Recorded Votes**

18.3 If before the Chairman has called for a show of hands, any Councillor present at a meeting demands it, the vote shall be recorded to show the names of those who voted for or against the motion and those who abstained.

18.4\* Where any member requests it immediately after a vote is taken, their vote will be recorded in the minutes to show whether they voted for or against the matter or abstained from voting.

*Mandatory Procedure Rule, Local Authorities (Standing Orders) Regulations 1993*

- 18.5\* Immediately after any vote is taken on a budget or Council Tax decision at a budget decision meeting of the Council, the names of those who voted for or against the motion or abstained shall be recorded.

*Mandatory Procedure Rule, Local Authorities (Standing Orders) (England) Regulations 2014*

## **Voting on Appointments**

- 18.6 If there are two or more people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the last number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **19. Consideration of Recommendations from Cabinet and Reports presented by Cabinet Members**

- 19.1 Each report or recommendation from Cabinet will be presented by a member of the Cabinet whose initial presentation shall not exceed 10 minutes.
- 19.2 Other speeches shall not exceed 5 minutes.
- 19.3 The member of the Cabinet presenting the report or recommendation may, with the consent of the Chairman, respond to all questions raised or points made during the debate.
- 19.4 The member of the Cabinet presenting the report or recommendation has a right to reply at the end of the debate on the recommendation immediately before it is put to the vote.
- 19.5 The member of the Cabinet presenting the report or recommendation may alter or amend the recommendation if the majority of members present agree, provided such alteration or amendment is one which could be made as an amendment to a motion under Rule 17.7 – 17.11.
- 19.6 An amendment to a report or recommendation from Cabinet may be made provided such amendment is one which could be made as an amendment to a motion under Rule 17.7 and the procedure set out in Rule 17 insofar as it applies to amendments to motions shall apply to amendments to recommendations from Cabinet.

## **20. Annual Reports from Portfolio Holders**

- 20.1 At each ordinary meeting of the Council there will be an item on the agenda to receive and consider an annual report from one portfolio holder.
- 20.2 The report will include important matters from the previous 12 months and forthcoming policy issues which the Portfolio holder wishes to raise with the Council.
- 20.3 Each report will be presented by the Portfolio Holder and their initial presentation shall not exceed 10 minutes.
- 20.4 Councillors may ask questions of the Portfolio Holder. Questions and answers shall not exceed 3 minutes.
- 20.5 A maximum of 30 minutes will be allowed for this item at the meeting.
- 20.6 Councillors will not take any decisions in connection with or vote on the report. The main issues raised during discussion of the reports will be minuted.

## **21. Suspension and Amendment of Council Procedure Rules**

### **Suspension**

- 21.1 All of these Council Rules of Procedure except Rule 15.3, 18.4 and 18.5 may be suspended by motion on notice or without notice if a majority of those present and entitled to vote agree. Suspension shall last until such time as the meeting agrees to reinstate the suspended rule(s), or the end of the meeting, whichever is the earlier.

### **Amendment**

- 21.2 Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## **22. Application to Committees and Sub-Committees**

- 22.1 All of the preceding Council Rules of Procedure apply to meetings of full Council. None of the rules apply to meetings of the Cabinet.
- 22.2 All of the preceding Rules except Rules 2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20 and 21 apply to meetings of committees and sub-committees. Rules 23 – 25 shall apply only to meetings of committees and sub-committees.

## **23. Election of Chairmen and Vice-Chairmen of Committees #**

- 23.1 Every Committee will, at its first meeting following the Annual Meeting of the Council, before proceeding to any other business, elect a Chairman and Vice-Chairman for the municipal year. If both the Chairman and Vice-Chairman are absent from a meeting of that Committee during the municipal year, the Committee may elect a member to chair that particular meeting.
- 23.2 In the event of a vacancy arising in the office of Chairman or Vice-Chairman of a committee, the committee will at its next meeting following the declaration of the vacancy appoint a member to fill the vacancy for the remainder of the municipal year.

## **24. Extraordinary Meetings of Committees #**

- 24.1 The Chairman of a committee or the Chairman of the Council may summon an extraordinary meeting of the committee at any time.
- 24.2 An extraordinary meeting shall also be summoned on the requisition in writing of a quarter of the members of the committee. The summons shall set out the business to be considered at the extraordinary meeting, and no other business than that set out shall be considered at that meeting.

## **25. Appointment of Substitute Members of Committees and Sub-Committees #**

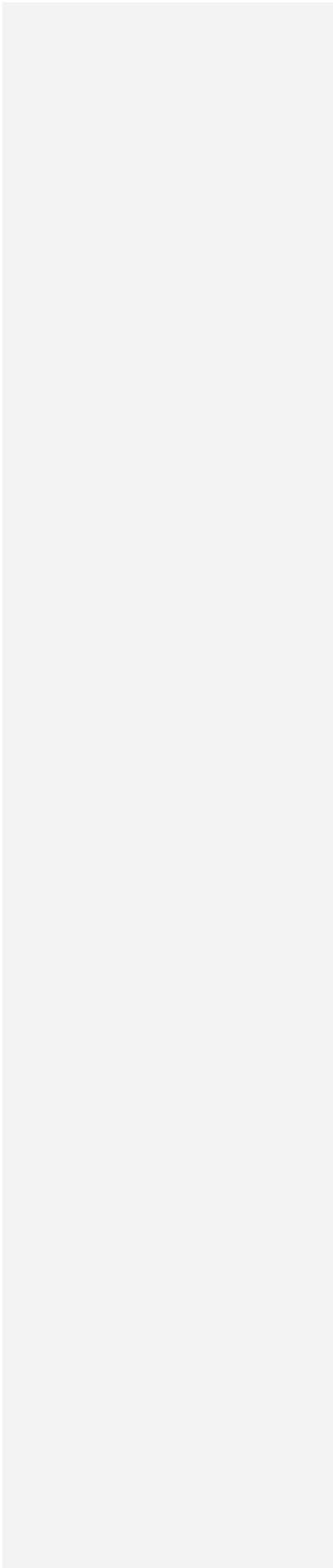
- 25.1 When a member of the Council is unable to attend a particular meeting of a committee or sub-committee, he/she may appoint another member *from the pool of substitute members for that Committee or sub-committee*, to attend the meeting as his/her substitute. Members may not arrange for substitutes to attend in their place at Cabinet.
- 25.2 Substitute members will have all the powers and duties of any ordinary member of the committee.
- 25.3 Substitute members may attend meetings in that capacity only:
- (a) where the ordinary member will be absent for the whole of the meeting; and
  - (b) after notifying the Head of Legal, Equalities & Democratic Services before or at the commencement of the meeting of the intended substitution.

## **26. Calculation of Time #**

“Working day” shall not include a Saturday, Sunday, bank holiday, public holiday or other day on which the Council House is closed.



"Clear day" shall not include the date on which notice is given, or the date of the meeting.



This page is intentionally left blank

**Council**

22nd January 2020

<b>Relevant Portfolio Holder</b>	Councillor Adam Kent , Portfolio Holder for Planning and Regulatory Services/ Councillor Phil Thomas, Portfolio Holder for Leisure, Cultural Services and Community Safety
<b>Relevant Head of Service</b>	Head of Planning and Regeneration and Interim Head of Leisure and Cultural Services
<b>Non-Key Decision</b>	

**1. SUMMARY OF PROPOSALS**

To consider and review where and if appropriate the Council's responsibilities with regard to the management of Section 106 Agreements and how the Council will adopt new public open space and, play area development.

**2. RECOMMENDATIONS**

- 2.1 Officers continue to consider applications on a case by case basis and agree where appropriate as a preferred option, off site provision thereby enhancing already existing facilities and what strategically is appropriate for adoption;**
- 2.2 Where it is not possible to agree that there will be a presumption that the Council will adopt land where it meets the adoptable standard as agreed by the Council. That the Developer does all agreed works prior to handover, and that an acceptable commuted sum for the long term maintenance is agreed and paid to the Council;**
- 2.3 As part of a review of the relevant Supplementary Planning Guidance, Officers are tasked with the development of an open space adoptions and S106 policy. To incorporate standards and a cost calculator to enable a more standardised calculation to be achieved; and**
- 2.4 Members note the situation nationally with regard to open space provision and the need to exercise the Council's role as community leader in writing to the Government to express its concern on behalf of its residents and to encourage a more regulated environment to be established in order that residents be safeguarded in situations where a developer chooses to retain these responsibilities**

**3. KEY ISSUES**

- 3.1 Leisure services have traditionally led on the adoption of open space in the Bromsgrove District Council area. The Head of Leisure Services as a consultee in the planning process considers and determines the play and open space provision for relevant application, informed by the**

**Council**

**22nd January 2020**

---

policies and guidance approved by Council in the District Plan and Supplementary Planning Guidance 11 (SPG11)

- 3.2 This enables officers to establish the appropriate commuted sum if it is considered appropriate and/or if it is the wish of a developer for the Council to adopt the open space.
- 3.3 Members will be aware that between 2004 and 2007 the Council had a moratorium on granting planning permission for most forms of new residential development which meant the opportunities to consider new open space requirements were very limited.
- 3.4 in 2007 when the policies in the Regional Spatial Strategy allowed for residential development to be positively considered again, the provision of open space and play areas continued to be assessed on a case by case basis by the Head of Leisure Services in the context of the application and the provisions established in the now expired Bromsgrove District Local Plan 2004.
- 3.5 It was however clear that the landscape may have changed and that developers were reluctant to pay the sums that had traditionally been deemed to be appropriate for the ongoing maintenance of these areas.
- 3.6 It is also fair to say that the liabilities in respect of these areas had also changed with regard to the maintenance and ongoing safety responsibilities for play and open space areas.
- 3.7 When considering the requirements under a section 106 agreement for these areas the Council can agree an onsite or off site provision.
- 3.8 This again will need to be considered on a case by case basis in line with the District Plan policies as it will be clear from the application which would be most appropriate.
- 3.9 When considering these officers have regard to the open space and play area provision, and other leisure amenities in the locality and the scale and quality of the provision being proposed by the developer.
- 3.10 It is also necessary for officers to consider the costs associated with the maintenance of the area, and its proximity to others already within the Council's ownership as this will have an impact on the costs.
- 3.11 It is also important to note that a developer is not obliged to consider passing the open space or play area provision to the Local Authority and that it is entirely their choice if they wish to retain and operate alternative arrangements.
- 3.12 Indeed in some cases developers have done this nationally to ensure a better quality of provision although it is accepted that this is not generally the case and in some cases the developers have passed the ongoing

maintenance of these areas onto the residents via a formally constituted residents' group.

3.13 Members are also aware that the Supplementary Planning Guidance that exists has not been reviewed since 2007. Revised supplementary planning guidance is being proposed by the recommendations of this report.

3.14 Members are advised that over the last ten years Off-site contributions have been received where there has been an under provision of play/open space and/or sport pitches provided on site. Receipts for Leisure off site S106 contributions for the past 10 years have been spent or are being allocated as follows:

Play: £1,248,212

POS : £ 299,982

Sport: £ 283,000

**Total: £1,831,694**

3.15 In terms of more recent major applications, officers are liaising with developers on both the Whitford Road and Perryfields Road sites below regarding adoption of the on-site provision and terms for adoption.

3.16 Members will be aware that there is an ongoing review within central government with regard to a number of issues that have emerged on more recent housing developments nationally.

3.17 Whilst the majority of these issues remain outside of the Council's control there is an opportunity for Council to inform and influence any changes proposed.

#### **4. Financial Implications**

4.1 Following calculation of the commuted sum the developer will then consider this in relation to the viability of the site. It is assumed that the commuted sum will be received as part of the S106 agreement.

4.2 In circumstances where the Council accept that the commuted sum is not deliverable from the developer due to the impact on the overall viability of the site, but planning permission is still granted, the Council will need to consider the financial cost over the next 20-25 years and build this into financial projections.

#### **5. Legal Implications**

5.1. Traditionally, Councils have secured the adoption and future maintenance of public open spaces through Section 106 Agreements. There is no legal requirement for Councils to take on the maintenance of open space and no legal basis (primary legislation) to compel developers to hand over ownership of open space to Councils and pay a contribution for its future

maintenance. Therefore, if the developer does not wish to have the open space adopted by the Council then alternative sustainable arrangements for its long-term maintenance will need to be made with another appropriate party (e.g. establishing a Management Company).

5.2. The Council has no powers to retrospectively adopt areas that a developer established a management company to look after.

5.3 There are examples of where developers have handed open space over to management companies run by local residents.

**6. Service / Operational Implications**

6.1 Making sure the open space and/or play adopted is viable and needed, this is by using the Greenspaces Strategy and Supplementary planning guidance.

6.2 Developers will be required to make contributions towards the provision and improvement of open spaces. Any revised SPG is not intended to be site-specific, It is a guide to the scale and kind of contribution (both financial and in kind) that developers will be required to make towards the provision of new, and the improvement of existing, open spaces.

**7. Customer / Equalities and Diversity Implications**

7.1 The revised Supplementary planning guidance / document will be subjected to a period of public consultation to ensure all those who have an interest can have their say on the future direction the Council takes.

**8. RISK MANAGEMENT**

8.1 The management of the land raises some concerns that the council need to be sure before any adoption of the land that it is clear of any contamination.

**AUTHORS OF REPORT**

Name: Ruth Bamford - Head of Planning and Regeneration and Dave Cove  
Interim Head of Leisure and Cultural Services

e-mail: [ruth.bamford@bromsgroveandredditch.gov.uk](mailto:ruth.bamford@bromsgroveandredditch.gov.uk)

[dave.cove@bromsgroveandredditch.gov.uk](mailto:dave.cove@bromsgroveandredditch.gov.uk)

## CABINET RECOMMENDATIONS TO THE COUNCIL

On 22nd January 2020

### Cabinet meeting 4<sup>th</sup> December 2019

#### Worcestershire Mineral Plan – Statement of Common Ground

Members received a report in respect of the Statement of Common Ground for the Worcestershire Minerals Local Plan. It was noted that the Plan did not contain any new mineral site allocations.

**RECOMMENDED TO COUNCIL that Council agrees to 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 the Council.**

#### Fees and Charges Report

Members considered a report which contained the recommended Fees and Charges for 2020/21, together with recommendations proposed by the Overview and Scrutiny Board's Finance and Budget Working Group.

#### **RECOMMENDED TO COUNCIL:**

- a) That Council approve all fees and charges that are included within appendix 1 of the report; and
- b) That Council approve the recommendations from the Finance and Budget Working Group, as detailed at appendix 1 of the minutes.

This page is intentionally left blank



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**4TH DECEMBER 2019, AT 6.00 P.M.**

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

Observers: Councillor M. Thompson

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

42/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

43/19 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

44/19 **MINUTES**

The minutes of the Cabinet meeting held on 23<sup>rd</sup> October 2019 were submitted.

**RESOLVED** that the minutes of the Cabinet meeting held on 23<sup>rd</sup> October 2019 be approved as a correct record.

45/19 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 21ST OCTOBER AND 13TH NOVEMBER 2019**

Councillor M. Thompson as Chairman of the Overview and Scrutiny Board attended the meeting to present the minutes. It was noted that there was a recommendation in the Minutes for the meeting held on 21<sup>st</sup> October, for consideration by Cabinet.

Councillor Thompson also drew Members attention to the tabled document, which included a number of recommendations from the Finance and Budget Working Group, in respect of Fees and Charges. Councillor Thompson briefly summarised the recommendations and the Board's reasoning for them.

In respect of the recommendation regarding the interment in a grave of children aged under 1 year and children aged 1 year to 17 years – both non resident. The Working Group had felt it was not appropriate to

make this charge and further information had been provided which showed that the cost to the Council of removing this charge was minimal.

The increase in respect of Primary Sports Projects, which was suggested at 20% and the Working Group, recommended that this would be better as an incremental increase of say 5 to 6% initially. The Working Group had requested information as to why such a large increase had been proposed and had been advised that an increase had not been made for some years, which was not felt to be an adequate answer to justify a 20% increase. The Working Group believed that any large increase or decrease should be made over a number of years rather than in one go, particularly in cases like this when the Council was keen to encourage its residents to improve their health and wellbeing.

In respect of Outdoor Fitness Sessions it was suggested that an increase of 2% should be included as this was organisations using the Council's facilities and an appropriate charge should be made to cover the overheads and often those organisations were making a significant profit from the events they organised.

The Leader confirmed that these would be considered in detail during the relevant item on the Cabinet meeting agenda, but she did not see that there was a problem with any of them. She also took the opportunity to thank Councillor Thompson and the Board for its work.

**RESOLVED** that

- a) the minutes of the Overview and Scrutiny Board meetings held on 21<sup>st</sup> October and 13<sup>th</sup> November 2019 be noted; and
- b) Cabinet consider a business case in respect of the Council Tax Support Scheme be brought forward for 2021/22 to include 100% Council Tax support.

46/19

**ASSET OF COMMUNITY VALUE - THE VICTORIA GROUND**

Members considered a report in respect of the listing of the Victoria Ground as an Asset of Community Value. Councillor A. Kent as Portfolio Holder for Planning and Regulatory Services explained that this was merely a renewal of a nomination that was already in place and he saw no reason for it not to be renewed.

Through the Chairman, Councillor M. Thompson explained that he was currently chairing an Overview and Scrutiny Board Task Group in respect of Bromsgrove Sporting and questioned whether this would impact on the work of that Group. The Executive Director, Finance and Resources confirmed that this would not. The length of the current lease for the Ground was noted and it was confirmed that this was one area that the Task Group were considering.

**RESOLVED** that Cabinet, as a consultee, support the listing of the Victoria Ground as an Asset of Community Value.

47/19

## **WORCESTERSHIRE MINERAL PLAN - STATEMENT OF COMMON GROUND**

Members received a report in respect of the Statement of Common Ground for the Worcestershire Minerals Local Plan. Councillor A. Kent, as Portfolio Holder for Planning presented the report and in so doing highlighted the Council's involvement in the Mineral Local Plan and that it should be noted that the Plan did not continue any new mineral site allocations. It was noted that the issues raised at previous stages of the process had now been addressed where necessary. The policies in the Plan did not hamper the ability of the Council to progress with its District Plan review and it presented a robust set of policies for use by Worcestershire County Council in order to determine mineral applications.

Whilst the Plan did not need to go to Council, it was suggested that it did, for transparency, as both Councillor Kent and the Leader were County Councillors.

The Leader questioned the statement made at paragraph 3.7 of the report as it appeared to be in conflict with the recommendation and whilst this did not impact on the actual Plan, it was agreed that Councillor Kent would seek clarification on this matter.

**RECOMMENDED** that Council agrees to 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 the Council.

48/19

## **HOUSING ALLOCATION POLICY - OUTCOMES OF CONSULTATION**

Members considered the Home Choice Plus Allocations Policy Permission to Consult report, which was presented by Councillor S. Webb, Portfolio Holder for Strategic Housing and Health and Wellbeing and the Housing Development and Enabling Manager.

In debating the proposed changes Members highlighted the following:

- Reference in paragraph 3.7 of the report to qualification criteria. On checking this, the wording appeared to be unclear it what was required. Officers agreed to amend this.
- It was confirmed that paragraph 3.10 of the report, in respect of terminal illness or domestic violence, was in line with statutory guidance.
- Section 106 payments – it was explained that this was to meet the needs of rural communities and did not impact on other areas,
- Legislation in respect of pregnancy terminations and it was confirmed that the data in the policy followed current legislation.

**RESOLVED** that the consultation responses be noted and the changes to the Allocation Policy be agreed and the Policy (attached to the report at Appendix 1) be adopted.

49/19

## **FEES AND CHARGES REPORT**

Councillor g. Denaro, portfolio holder for Finance and Enabling introduced the report and highlighted to Members the following:

- Page 159 of the report – street numbering. There had been a significant increase the previous year, following a recommendation from the Finance and Budget Working Group and therefore this year no increase was proposed.
- Page 173 – Other fees, major land sales showed 100% and this should in fact be 1.7%.
- There were a number of other areas where 100% had been included, this was an error and these should be zero.

Councillor Denaro spoke to the tabled recommendations from the Finance and Budget Working Group and confirmed that he was happy for these to be included.

The Executive Director, Finance and Resources confirmed to Members that where increases had been applied officers had been mindful of those that would be affected by any increase, but also conscious of the need to create income streams for the Council and to ensure cost recovery wherever possible. This was particularly relevant in respect of the recommendations from the Finance and Budget Working Group, where they had suggested an incremental increase for the Primary Ports Project and no charge for the interment of children.

Members also discussed the Finance and Budget Working Group's recommendation in respect of Primary Sports Projects, as Councillor Thomas, portfolio Holder for Leisure was keen to ensure that this did not impact on the cost of the service too significantly. It was explained that Members were concerned that these activities were very often aimed at some of the most vulnerable in residents and it was felt important that they were not discouraged from attending these activities due to the cost. Similarly in respect of the suggested increase for Outdoor Events Hire, the Finance and Budget Working Group were keen for the Council to be able to benefit from those activities, where it was clear that the organisers profited from the use of the Council's facilities.

During the debate that followed, Members discussed a number of areas in more detail:

- Figures were rounded up to the nearest 10p, so the percentage increase would differ slightly.
- The overall cost of the Sports Development projects, including staffing and equipment costs. This was estimated at £200k.

- Regulatory Services fees and charges were not able to generate income, but must merely cover the costs of providing the service.
- The rationale for those fees and charges which had not been increased.
- Page 177 of the report – a new pricing structure had been increased to reflect the actual requirement needed and in line with the current market for Football pitches.
- Fairs and circuses – there was one free day for the setting up and taking down of such activities.

**RESOLVED** that

- a) the recommendations from the Finance and Budget Working Group as agreed by the Overview and Scrutiny Board, tabled at this meeting and attached to these minutes, be included in the Fees and Charges update report, to be presented to Council on 22nd January 2020;
- b) discretion on Leisure Services fees and charges throughout the financial year of 20% for increase or decrease be approved; and
- c) all fees and charges that are included in Appendix 1 of the report be charged commencing 1<sup>st</sup> February 2020.

**RECOMMENDED:**

- c) that Council approve all fees and charges that are included within Appendix 1 of the report; and
- d) that Council approve the recommendations from the Finance and Budget Working Group, as detailed at Appendix 1 to the minutes.

50/19

**MEDIUM TERM FINANCIAL PLAN - PRESENTATION**

The Executive Director Finance and Resources gave a presentation (attached at appendix 2 to these minutes) which covered the following areas:

- Changes to the budget gap for 2020/21 and how these were made up. This included the pay increase being originally estimated at 1% but now was expected to be 2%. Utility inflation had been estimated at 4% but was more likely to be between 6-7%. However, there was a reduction in the pension deficit and back funding, which was good news.
- It was noted that it would not be possible to increase Council Tax by more than 2% without a referendum. However, it had been confirmed that there would be a payment in respect of New Home Bonus which had not been expected.
- Pressures – there were four main areas, which were included in the presentation, New Homes Bonus – in relation to grants to the community, the Plan Review costs (including costs for independent Highways advice, development costs for Parks and Green Space and Land Charges project which was to be transferred to Central Government.

# Agenda Item 10

Cabinet  
4th December 2019

- Savings – there had been a review of the insurance contract, which had resulted in a significant saving and service reviews in enabling services was also expected to produce a saving. Income from the garden waste service was also included.
- The Quarter 2 Finance Monitoring report would be presented at the January meeting of Cabinet and it was expected to show a number of savings that had already been achieved.
- It was highlighted that whilst a balanced budget for 2020/21 was shown, there was still a significant gap to be met in the following three years, which were detailed on the final slide of the presentation.
- Whilst the Council had significant funds in balances to cover the gap, it still needed to make significant savings.
- Heads of Service would continue to be asked to make savings and to review their services and any reserves which had not been used would be returned to balances and not carried over unless absolutely necessary.

The Leader thanked the Executive Director, Finance and Enabling and her team for their hard work.

**RESOLVED** that the Medium Term Financial Plan update 2020/21 to 2023/24 be noted.

51/19

## **FEES AND CHARGES REPORT**

**RESOLVED** that the Fees and Charges confidential Appendix 1, as detailed on page 199 of the main agenda pack, be noted.

The meeting closed at 6.55 p.m.

Chairman



This page is intentionally left blank

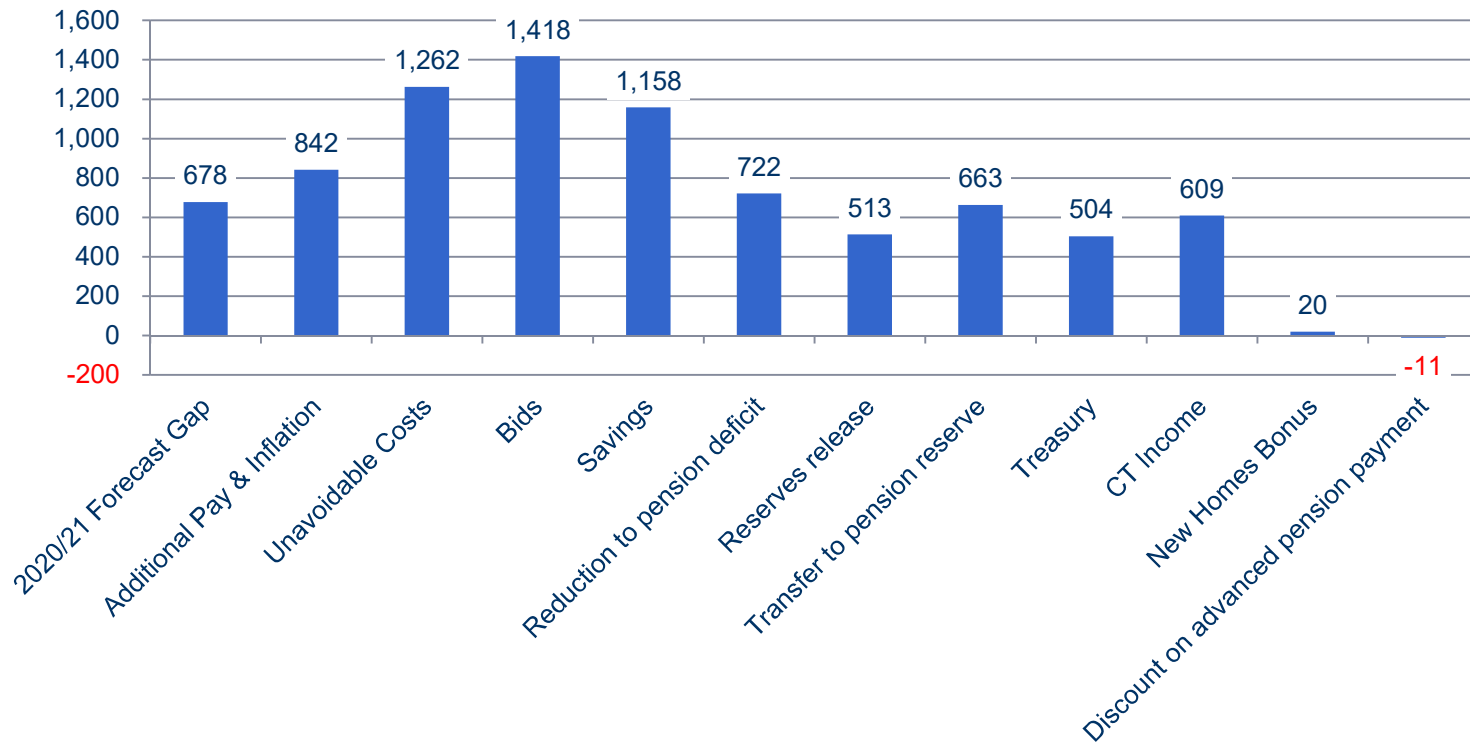


# Bromsgrove District Council

MTFP 2020/21 – 2023/24



# Bromsgrove District Council Changes to 2020/21 Budget Gap



# Bromsgrove District Council

## Pressures 2020/21

Page 31

	2020-21 £'000	2021-22 £'000	2022-23 £'000	
New Homes Bonus community Funding	70	0	0	Community funding increase due to additional New Homes Bonus being received 2020/21
BDP Plan Review	320	300	250	For Evidence base for Local Plan review (assumed to be £200-220 p.a.), plus money for Independent Highways advice, assumed to diminish year on year
Strategy development - Parks and green spaces	50	0		Development costs for Parks and Open Spaces Strategy
Land Charges project – data input	50	52		Interim staffing costs to input data for the transition to Central Gov of Land Charges Data

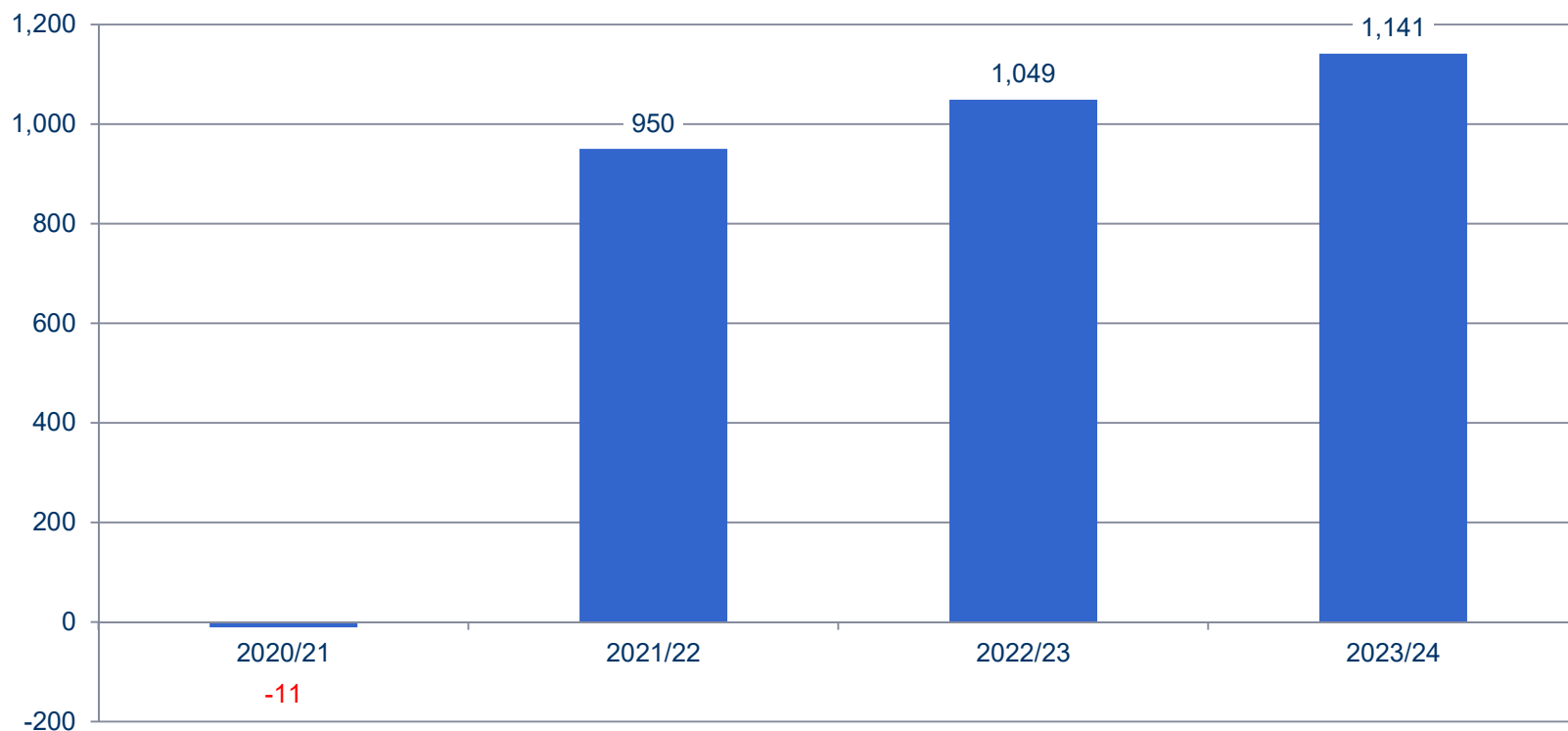
# Bromsgrove District Council

## Savings 2020/21

	2020-21 £'000	2021-22 £'000	2022-23 £'000	2023-24 £'000	
Insurance contract saving	-130	-130	-130	-130	New insurance contract tendered - saving across all services
Service Review	-30	-30	-30	-30	Service reviews in enabling services
Garden waste income	-25	-25	-25	-25	Income realised from new charge

Page 62

# Bromsgrove District Council Medium Term Budget Gap



# Bromsgrove District Council - MTFP 2020-21/2023-24

	2020-21	2021-22	2022-23	2023-24
	£000	£000	£000	£000
<b>Starting Gap at 19/20 budget round</b>	<b>678</b>	<b>1,119</b>	<b>1,271</b>	<b>1,271</b>
Incremental Progression (Salaries) /Inflation on Utilities	164	226	247	444
Unavoidable Pressures - Departments	420	333	289	45
Revenue Bids/Revenue impact of capital bids - Departments	156	95	42	42
Savings and Additional income - Departments	-260	-383	-407	-433
Reduction to pension deficit payments	-436	-409	-380	-409
<b>Net Revenue Budget Requirement</b>	<b>722</b>	<b>981</b>	<b>1,061</b>	<b>960</b>
Reserves to be released	-209	0	0	0
Transfer to pension reserve	150	0	0	0
MRP, interest and investment income	-159	-72	39	172
Council Tax - change to 2%	105	145	122	-286
New Homes Bonus (NHB)	-589	0	0	295
Discount on advanced pension payment	-31	-103	-174	0
<b>Funding position</b>	<b>-733</b>	<b>-30</b>	<b>-13</b>	<b>181</b>
<b>Remaining Gap to find</b>	<b>-11</b>	<b>950</b>	<b>1,049</b>	<b>1,141</b>

## Bromsgrove District Council

### Portfolio Holder Report for Economic Development, the Town Centre and Strategic Partnerships

---

Aligned to: “Run and grow a Successful Business”

#### **BROMSGROVE PARTNERSHIP**

##### **Background**

The Bromsgrove Partnership is the Local Strategic Partnership (LSP) for the District.

An LSP is a voluntary partnership which brings together different organisations from the public, private, voluntary and community sectors. Instead of each organisation working separately in isolation, the Bromsgrove Partnership provides a forum for local organisations to come together and address issues that are important to those living, working and visiting Bromsgrove District in a more effective and cohesive way.



Bromsgrove Partnership's vision is:

*“We will make Bromsgrove District the place to live, do business and to visit.”*

Bromsgrove Partnership operates a Strategic Board with Theme and Sub Groups underneath. As the Leader and relevant Portfolio Holder, I sit on the Board and the Economic Development Theme Group.

##### **Bromsgrove Partnership Board**

The Board is currently chaired by Police Inspector David King from West Mercia Police and the Vice-Chair is Rachel Jones, Chief Executive at Act on Energy. Kevin Dicks, Chief Executive, and I both sit on the Board representing the District Council. Other agencies represented include:

- Act on Energy (Board Vice-Chair and Better Environment Theme Group Chair)
- Age UK Bromsgrove, Redditch and Wyre Forest (Ageing Well Sub Group Chair)
- Bromsgrove and Redditch Network (BARN)
- Bromsgrove District Housing Trust (BDHT)

- County Association of Local Councils (CALC)
- Heart of Worcestershire (HoW) College
- Hereford and Worcester Fire and Rescue Service (HWFRS)
- NHS Redditch and Bromsgrove Clinical Commissioning Group (RBCCG)
- West Mercia Police
- Worcestershire County Council
- Young Solutions (Community Wellbeing Theme Group Chair)



At the last Board meeting we discussed Bromsgrove District Data which focussed on the issues hidden within Bromsgrove's figures. Bromsgrove District Council and Partner agencies are well aware that although the overall statistics for Bromsgrove is generally good, it masks hidden issues. Through Bromsgrove Partnership Board, we're collating data from various sources to provide a more comprehensive picture as data is key to enable us to both prove and address issues.

At recent meetings we also heard from our partner, BDHT, as they agreed to lead the partnership initiative which later became known as Sunrise. The Sunrise project supports complex, vulnerable and chaotic households in Charford and Sidemoor with the aim of improving outcomes for those individuals and families. It continues to be successful by achieving outcomes for local residents which in turn has reduced demand on other services which is excellent news and I'm very supportive of this work.

As well as considering the additional collated Bromsgrove District Data at the next meeting, we will also be discussing the potential of an asset based community development approach such as the [Wigan Deal](#), and discussing if there is any merit in adopting a similar citizen-led approach in Bromsgrove District with our partners via the Bromsgrove Partnership.

## **Economic Development Theme Group**



The Economic Development Theme Group is chaired by a local Business representative and it enables the public sector (e.g. BDC, NWedR and DWP) and private sector representatives to come together to ensure businesses have a voice and inform local decision making. There are currently seven business representatives on the Group along with three voluntary sector representatives invited on by the Theme Group Chair. Meetings are hosted by Bromsgrove Basepoint Centre.



Instead of the usual meeting in November, we instead held a facilitated workshop to: (a) consider together what the Bromsgrove Economic Priorities (short/medium/long term) should be and reviewing the contents of the draft North Worcestershire Growth Strategy; and (b) what the future role of the Theme Group should be going forward.

Simon Marks, UK Chief Executive and Partner at Arcadis, was our facilitator. Simon is also the Chair of the GBSLEP (Greater Birmingham and Solihull Local Enterprise Partnership) Enterprise Zone Executive Board and Chair of the GBSLEP Place Board. The feedback that Simon has finalised will be discussed at the next Theme Group meeting to assist us to agree next steps in terms of the theme group going forward.

## **NORTH WORCESTERSHIRE ECONOMIC GROWTH STRATEGY**

The North Worcestershire Economic Strategy covers a five year period 2019-2024 and sets out some of the key economic indicators across the North Worcestershire geography as well as the attributes that make the area attractive for businesses and visitors supporting local economic growth.

The strategy is built on four pillars of economic growth – talent, infrastructure, technology and creativity – as these are common to all three North Worcestershire partners. The strategy then goes on to set out what the key growth priorities and interventions are and these reflect the collective geography’s potential as well as the individual identity that each of the partner district and borough has.

Taking a North Worcestershire wide approach, which covers the districts of Bromsgrove and Wyre Forest and the borough of Redditch, the strategy recognises the North Worcestershire functional economic geography and the principle that ‘the whole is greater than the sum of its parts.’

A North Worcestershire wide strategy provides stronger evidence of the North’s combined strengths and opportunities to generate economic growth. It also offers a coherent narrative that demonstrates alignment with the Local Industrial Strategies and provides the evidence base for investments from the UK Shared Prosperity Fund and other central government and LEP funding programmes.

The strategy includes Bromsgrove specific evidence, priorities and key interventions under the themes of places, businesses and people. As the political, economic and financial landscape changes, new interventions will be added as new opportunities arise.

The report was presented at the Overview and Scrutiny Committee on 13<sup>th</sup> January and Cabinet on 15<sup>th</sup> January.

## **BUSINESS SUPPORT**

North Worcestershire Economic Development and Regeneration (NWEDR) provide support for start-up business and established businesses.



The support focuses on helping the entrepreneur acquire the necessary skills to run a successful business. They also co-fund two programmes: Enterprise for

Success and Enterprising Worcestershire, which provide support from the pre-start stage up to three years of trading. In 2019, 74 entrepreneurs have received advisor support which has resulted in 22 new businesses starting. In addition ten grants totalling £11,877 have been awarded to new businesses.

Established businesses in Bromsgrove can access a wide range of support. Programmes cover such issues as access to finance, cyber security, product development and energy efficiency. Businesses can also access grants for relocation, capital expenditure and marketing. In 2019, 22 businesses have accessed grants with a total value of £304,347.

The support programmes have been delivered with support from the Greater Birmingham and Solihull (GBS) Local Enterprise Partnership's (LEP) Growth Hub and Worcestershire Business Central (Worcestershire LEP's Growth Hub).

## **EMPLOYMENT AND SKILLS**

Employment and skills support focuses on a wide ranging agenda and delivery through partnership working.

The Opening Doors to Business Programme for schools for Bromsgrove provides details of companies open to visits from schools to see their operation from the inside. All Bromsgrove schools are engaged with the Continuum Consortium that facilitates participation.

The North Worcestershire Employment and Skills Board (NWESB) has 11 private sector members including four from Bromsgrove.

Work with the Careers and Enterprise Company (CEC) continues with all Bromsgrove schools, apart from Haybridge, now having an enterprise adviser. Encounters with employers and employees are scoring 80% plus on the Gatsby measures, but personal guidance requires improvement.

The North Worcestershire Employment and Skills Board (NWESB) has provided funding for the Worcestershire Education and Business Partnership data base. This

now includes 450 employers with a Bromsgrove post code who are willing to provide work experience and aligned activities.

The annual Worcestershire Skills show has been widely promoted in schools and attracted 418 visitors in March 2019. Most however visited independently after school hours.

An Apprenticeship event was held at Six Ways in the Autumn and attracted 360 visitors with a Bromsgrove address. Two additional apprenticeship drop-in sessions were conducted in Bromsgrove library during late summer.

Bromsgrove has seen an increased interest in apprenticeships during 2019 with 520 starts by Quarter Three (Oct-Dec 2019), up from 470 at the same time in 2018. Of these, business administration accounted for 170, engineering and manufacturing 110, health and public services 100, retail and commercial 60.

The Higher Level Skills Match Programme is a partnership between Aston and Birmingham City Universities providing local businesses with undergraduate and graduate interns. Bromsgrove currently has 7 companies participating in the programme.

The Earn to Learn programme is designed to demonstrate the link between subjects studied and career aspiration. It is funded by the NWESB, delivered by Young Enterprise and includes 100 pupils.

Stem Challenge is a programme focused on Key Stage 2 pupils. It is designed to encourage the engineers of tomorrow. A total of 7 Bromsgrove schools have signed up, the best performance in north Worcestershire.

## **Greater Birmingham and Solihull LEP (GBSLEP) and Worcestershire LEP (WLEP)**

Local Enterprise Partnerships (LEPs) are business led organisations tasked with stimulating local economic growth. Bromsgrove District Council is a member of GBSLEP and WLEP.

I am a Board member of the GBSLEP and also a substitute Board member at the Worcestershire LEP. Current priorities for both LEPs include the preparation of Local Industrial Strategies (LIS), the implementation of the Local Growth Fund and developing a pipeline of projects for future funding programmes.

Following the national review of LEPs in 2018, a key recommendation of the report is for LEPs to address the issue of overlapping boundaries and reconfigure them on the basis of functioning economic geography. In that respect, both LEPs have submitted their proposals to the Government in December and I will update the council on the outcome of the conversations with the government in due course.

## **REGENERATION**

### **Former Market Hall site – Meanwhile Uses**

The Former Market Hall / Hanover Street Car Park site has been a long standing identified regeneration opportunity for Bromsgrove Town Centre. The first phase of the development site has been a success with the delivery of a new Waitrose store to the town. However, the second phase of the site has proved more challenging to deliver. The developer appointed to deliver a development on the entire site (Hinton Group) was unable to provide a commercially viable scheme for the second phase based on the agreement they had in place with Bromsgrove District Council. As a result, the development agreement with the developer was not renewed / extended and the site reverted back to Bromsgrove District Council control.

Hoardings have remained around the site for a number of years, creating an unsightly view in the heart on the town centre. To prevent this key gateway site in the town centre from continuing to be an unattractive and untidy vista to locals and visitors, work has been underway to assess options for *meanwhile uses* for the site whilst work to consider the more permanent development options to be delivered at the site is undertaken. A report seeking Cabinet and Council approval for the implementation of meanwhile uses has been presented at their respective meetings in January 2020.

### **Bromsgrove Town Centre Regeneration**

A tender has been advertised for a multi-disciplinary team to assess options and recommend preferred schemes (feasible, deliverable and viable) for permanent uses of the former Market Hall site and the former Dolphin Centre site and car park. It is envisaged that the professional team will be appointed in January 2020 and complete the work (designs, viability appraisal and soft market testing for the preferred options) by September 2020. The design team will carry out comprehensive engagement with key stakeholders, businesses and residents.

## **BROMSGROVE TOWN CENTRE**

The Bromsgrove Town Centre Management Group has worked closely with a number of partners over the past year including Bromsgrove Pubwatch to adapt to the changing face of the town centre. Nationally the key message is that town centres and High Streets are becoming a place for leisure and cultural experiences and that is becoming increasingly evident in the town centre with the opening and growth of this sector.

We are proud to be home to many thriving and vibrant independent businesses. Over the past two years, with targeted investment and support, Worcester Road

businesses have celebrated two successful street party events and most recently established the Bromsgrove Indie Club to further promote our strong independent sector.

The key priority for the town remains the night-time economy which has seen a boost with new venues opening and existing businesses undertaking improvement and expansion schemes. The Bromsgrove Town Centre Management Group continues to work closely with the Bromsgrove Pubwatch to develop a coherent and co-ordinated plan to ensure visitors have a safe and enjoyable time. This priority remains for 2020 with additional initiatives planned to further strengthen the Policing and operation of our night-time and licenced economy.

The cultural and leisure offer is being further developed with a new approach to events for the town centre. Building on an already successful programme of events including the Christmas Light Switch On we will be investing in new events and establishing a new and exciting creative collaborative to attract new artists and experiences.

Void properties also remain a priority for the partnership. It is a challenging time nationally with major High Street names closing. Working with private property owners we hope to explore the opportunities to introduce pop up shops and meanwhile uses to the town centre.

---

*Key Priority* – the night time economy and working with the licensed sector to ensure venues meet their licensee responsibilities, reduce crime and anti-social behaviour and grow a vibrant and safe night time economy.

**Initiatives:**

**Bromsgrove town centre Pubwatch;** co-chaired by the Bromsgrove Centres Manager; forum meets monthly with key partners – West Mercia Police, WRS Licensing, Safer Bromsgrove, Public Health and local members to discuss licensed sector issues and opportunities. The Pubwatch is a constituted group with a bank account and venues pay a membership fee to join.

**Banned from One, Banned from All;** following an incident Pubwatch initiate a banning vote based on the incident. Once the vote is cast and the person(s) banned, they are banned from all Pubwatch member venues for the ban period. At present there are 47 persons on the banned list.

**DISC;** an online platform where members of Pubwatch and key partners can exchange information, intelligence, crime and incident reports and news. DISC also carries details and images of banned persons from the town venues.

**Taxi Marshal Scheme;** 4<sup>th</sup> year of running a taxi marshal scheme over the Festive period. Based in Worcester Road. 2 x SIA accredited taxi marshals assist visitors to get home safely and effectively. Monitor taxi ranks to restrict the public parking in the bays. Every Friday and Saturday 11.00pm-5.00am including Christmas Eve and New Year's Eve.

**Bromsgrove Indie Club;** following targeted support and assistance for businesses in Worcester Road they have formed the Bromsgrove Indie Club; constituted group with a bank account to become self-financing.

**Worcester Road Street Party;** held for the first time in 2018 the 2019 event saw a huge step forward in respect of vendors and entertainment. Led by the Indie Club and supported by us the road was closed. The event was led by the Indie Club and supported by the council

**Public Realm Audit;** a full public realm audit has been undertaken to look at redundant, poor quality, missing street furniture and signage. In 2020 a working group will begin to recommend and implement removal, replacement or refurbishment of items.

**Radio Link;** 40 retailers and venues a member of the digital radio link system to exchange information and intelligence across the sectors; linked into the Police, Bromsgrove Centres Manager, Street Pastors, CCTV.

**Bromsgrove Town Centre Management Group;** meets every 6 weeks; key partners to problem solve and be pro-active in addressing issues. Priority is the night time economy and in the New Year the group will be developing a year-long plan to target resources to support the growth of the sector and reduce crime and ASB.

## Outlying Centres

NWEDR continue to support the centres in Bromsgrove District by investing funding and resources into public realm improvements, development and growth of the events and cultural programmes and working with Worcestershire County Council and Bromsgrove District Council on highway programmes and developments.



Catshill in Bloom was launched this year to complement the Catshill Seed and Plant Swap and Get Catshill Growing initiatives. A bid to Bromsgrove and Redditch Network was successful in securing £1,000 towards equipment for Catshill in Bloom. The campaign has brought together the local businesses and community to positively improve the public realm in the centre with lots of projects scheduled for next year.

The support and resources invested has seen the centres businesses come together as a community and strengthen the relationship with local Parish Council's and key partners to develop coherent and co-ordinated plans to improve the centres.

The growth of events and the recognition of the importance of marketing and events to promote centres has been a key focus over the past year with successful and growing Christmas Light Switch On events and meetings scheduled to take place to begin expanding the events offer throughout the year for all centres.

## **Bromsgrove Town Centre Vision 2040**

Officers have been tasked with commissioning work on the future of Bromsgrove's Town Centre. This will examine the current challenges and constraints facing the town centre, review examples of successful interventions in comparable town centres across the country and develop a long term vision. The work will inform the Local Plan review and incorporate a car parking strategy. The tender will be advertised in February 2020 with the final report completed by September 2020.

## **Local Centres Strategy 2020-2024**

The existing strategy and action plan come to an end in 2020. Officers have been tasked with preparing a new strategy and action plan. This will involve comprehensive engagement with key stakeholders, businesses and residents in all local centres.

## **Car parking operational Strategy**

Officers have been tasked with producing an plan for investment for the town centre car parks this will include a car park condition and improvement program, new parking machines with cashless payment options, a review of the current pay on foot system and investment in electric vehicle charging points.

## **MARKETS**

### **Audit Report**

In April 2019 the Markets were subject to an audit review which received a limited assurance rating. The report highlighted a number of key issues/risks which officers have now addressed and processes/procedures implemented. Following on from this

work a further review took place in December 2019 (we are now waiting for the outcome of this review)

The fees and charges for 2020 have also been reviewed as part of the audit process

## Market Improvements

Following a review of the Market infrastructure with the support of our Health and Safety officer, several issues were noted which required some essential remedial work to be undertaken.

- Worn and missing anchor points – these are now in the process of being installed by Kelbec and will be completed by 17<sup>th</sup> January 2020.
- Underground Electrical sockets which are suffering from water ingress –Our Electrical contractors will be relocating the sockets above ground in secure bollards. This will be due to commence in spring 2020.
- Gazebo canopies and sheeting have now reached the end of their life expectancy and are leaking water which is damaging trader's goods – working with our finance team we are looking at a replacement programme via a Revenue Bid.

## Income Report

The market shows signs of an average growth of approx. 8% between June and December 2019, which is shown below in the comparison table below.

	2018 No. of Market Days p/m	*Tues per month (Main Rent Day)	2018 Income	2019 No. of Market Days p/m	*Tues per month (Main Rent Day)	2019 Income	Difference	%
Apr	No Data available			13	5	7655.05	n/a	n/a
May	(Under CJ events)			13	4	6133.63	n/a	n/a
June	14	4	6637.04	13	4	6133.47	-503.57	-7.5
July	13	5	6885.00	13	5	7425.37	+540.37	+7.8
Aug	13	4	5909.00	14	4	6593.70	+684.70	+11.6
Sept	13	4	6790.00	12	4	7143.77	+353.77	+5.2
Oct	13	5	6129.50	13	5	7661.87	+1532.37	+24.9
Nov	13	4	6532.50	14	4	7412.37	+879.87	+13.5
Dec	13	4	6497.50	14	5	6604.27	+106.77	+1.6



## Notes

- 2 market days were lost of the 14 in June 2018, as the market was still under CJ event management.
- \*Tuesdays are shown as this is the main day when the majority of income is received. This is from 3 day traders who pay in advance for the week.
- It is worth noting the national picture of retail in the High streets and markets shows a decline, so it is encouraging to see that Bromsgrove Market is showing positive growth during 2019.

This page is intentionally left blank

**Statement of Common Ground – Worcestershire  
Minerals Local Plan**

**Cabinet**

4<sup>th</sup> 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	<b>All</b>
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 the MLP agreement statement (Appendix 2) is signed and sent to WCC by the leader of the 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**4<sup>th</sup> 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

## 6. BACKGROUND PAPERS

**Statement of Common Ground – Worcestershire  
Minerals Local Plan**

---

**Cabinet**

**4<sup>th</sup> December**

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](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

This page is intentionally left blank

# 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.



## Contents

Executive summary .....	2
1. Introduction .....	5
Strategic geography and signatories.....	6
Review and ongoing cooperation .....	8
2. Engagement through local, regional and national groups.....	9
3. Strategic matters.....	11
Matter 1: Minerals provision .....	12
a) Aggregate minerals .....	14
b) Industrial minerals .....	19
c) Building stone .....	21
Matter 2: Green infrastructure .....	23
Matter 3: Safeguarding mineral resources, sites, and supporting infrastructure .....	26
4. Duty to Co-operate bodies.....	30
Local Planning Authorities .....	30
Mineral Planning Authorities (county and unitary councils) .....	30
The Environment Agency .....	31
Historic Buildings and Monuments Commission for England (known as Historic England) .....	32
Natural England .....	32
The Mayor of London.....	33
The Civil Aviation Authority .....	33
The Homes and Communities Agency (Homes England since 2018).....	33
Primary Care Trusts / Clinical Commissioning Groups and National Health Service Commissioning Board.....	34
Office of Rail Regulation / Office of Rail and Road .....	35
Transport for London.....	35
Integrated Transport Authorities.....	35
Highways Authorities .....	36
Marine Management Organisation .....	36
Local Enterprise Partnerships .....	36
Local Nature Partnership .....	37
5. Conclusion.....	38
Appendix 1: West Midlands Aggregate Working Party's endorsement of the <i>Local Aggregate Assessment (using data covering the period up to 31/12/2016)</i> .....	39



## 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.<sup>1</sup>
- 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](http://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](http://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]"<sup>2</sup>. 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

---

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

<sup>2</sup> 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 Authority<sup>3</sup> 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 signatories<sup>4</sup> 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.

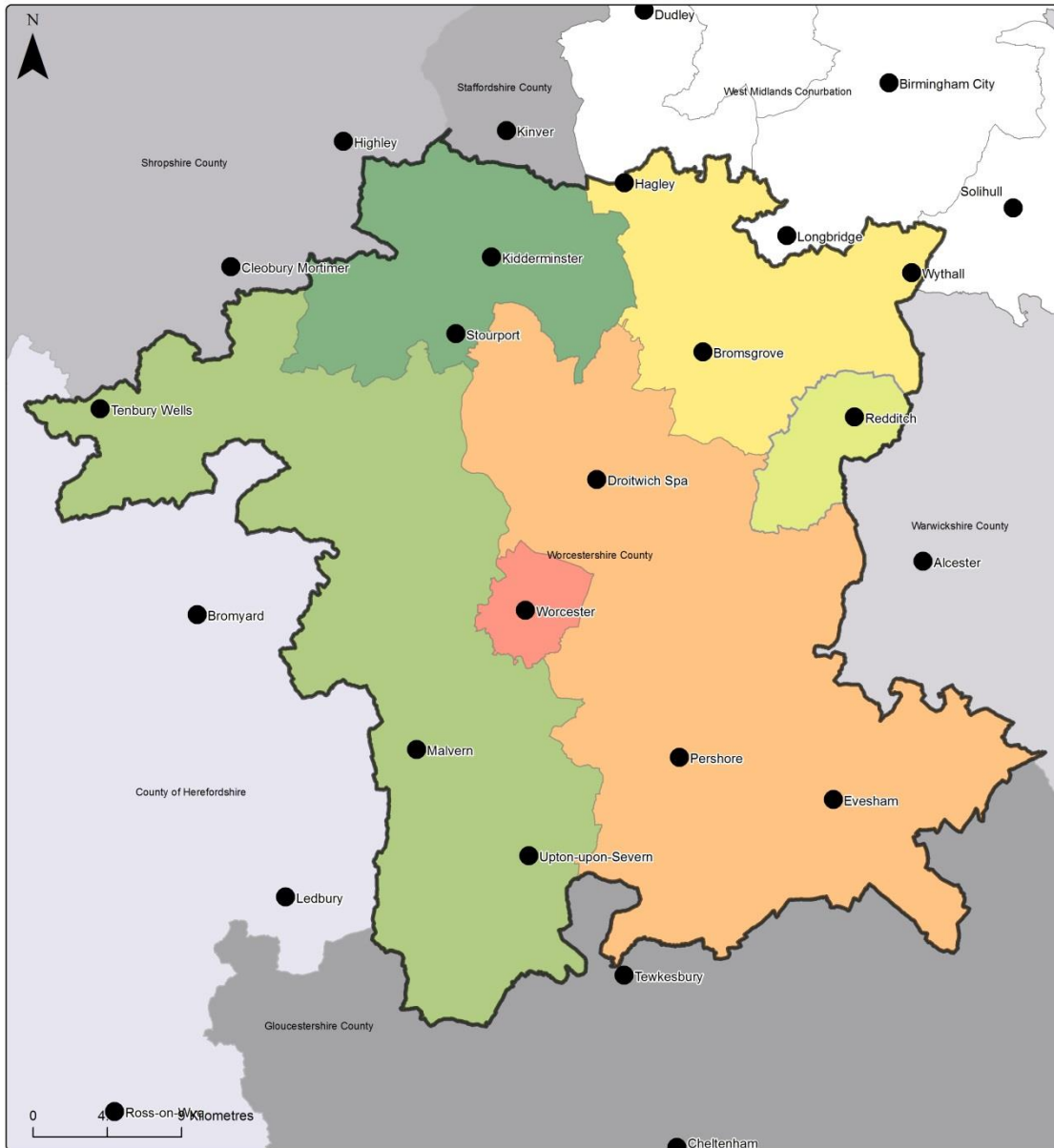
---

<sup>3</sup> Town and Country Planning Act 1990.

<sup>4</sup> 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



© Crown copyright and database rights 2019  
Ordnance Survey  
100024230

## 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.

- 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](http://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](http://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](http://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](http://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,<sup>5</sup> 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

---

<sup>5</sup> 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](http://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](http://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

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](http://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](http://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 4<sup>th</sup> *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](http://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 4<sup>th</sup> 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 2<sup>nd</sup> Call for Sites and the 4<sup>th</sup> 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 *1<sup>st</sup> Call for Sites* in 2014, the *2<sup>nd</sup> Call for Sites* in 2015, the *Third Stage Consultation* in 2016 and the *Fourth Stage Consultation* in 2018. The HCA responded to the *1<sup>st</sup> 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 Partnership<sup>6</sup>, they requested for information to be disseminated through that Partnership. The Worcestershire Partnership was consulted on the *First Stage consultation, 1<sup>st</sup> Call for Sites, 2<sup>nd</sup> Call for Sites, Third Stage consultation and 3<sup>rd</sup> Call for Sites, 4<sup>th</sup> 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 *1<sup>st</sup> Call for Sites, Third Stage consultation and 3<sup>rd</sup> Call for Sites, 4<sup>th</sup> 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, 1<sup>st</sup> Call for Sites, Third Stage consultation and 3<sup>rd</sup> Call for Sites, 4<sup>th</sup> 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.

---

<sup>6</sup> 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](http://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, 1<sup>st</sup> Call for Sites, Third Stage consultation and 3<sup>rd</sup> Call for Sites, 4<sup>th</sup> 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, 1<sup>st</sup> Call for Sites, Third Stage consultation MLP, 4<sup>th</sup> 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 *1<sup>st</sup> Call for Sites*, *2<sup>nd</sup> Call for Sites*, and *4<sup>th</sup> 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*, *4<sup>th</sup> 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 Partnership<sup>7</sup>

- 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.

---

<sup>7</sup> 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](mailto: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				✓		





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

This page is intentionally left blank

### CABINET

4<sup>th</sup> December 2019

---

#### 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 1<sup>st</sup> 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 1<sup>st</sup> 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**

**4<sup>th</sup> December 2019**

---

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.

## **CABINET**

**4<sup>th</sup> December 2019**

---

### **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**

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

This page is intentionally left blank

**Business Transformation**

Roundings are generally rounded to the nearest 10p.

<b>Service Category</b>	<b>charge 1st April 2019</b>	<b>% Change</b>	<b>Increase / Decrease</b>	<b>Proposed charge from 2020</b>
	<b>£</b>		<b>£</b>	<b>£</b>
<b><u>New &amp; Existing Properties</u></b>				
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.

<b>SERVICE CATEGORY</b>	<b>charge 1st April 2019</b> £	<b>% Change</b>	<b>Increase / Decrease</b> £	<b>Proposed charge from 2020</b> £
<b>LOCAL TAX COLLECTION</b>				
- 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 £
<b>STRATEGIC HOUSING</b>				
<b>Homeless persons' hostels</b>				
- 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
<b>Bed and breakfast</b>				
- 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
<b>Breakfast</b>				
- 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 £
<b>Private Sector Housing</b>				
Housing Fitness Inspections	150.00	0.00%	0.00	150.00
<b>Registration of housing in multiple occupation:</b>				
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 te 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.

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

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

Page 44

**BROMSGROVE DISTRICT COUNCIL****Environmental Services**

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<b>CEMETERY</b>				
<b>Interments in a grave</b>				
- 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
<b>Interment in a bricked grave</b>				
<b>Interment of cremated remains</b>				
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
<b>Scattering cremated remains in grave</b>				
	86.50	2.89%	2.50	89.00
<b>Exclusive rights of burial (75-year grants)</b>				
- 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
<b>Renewal of expired deed (single fee charged in all cases)</b>				
-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 £
<b>Memorials</b>				
	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
<b>Certified copy of entry</b>	22.50	2.22%	0.50	23.00
<b>Bird bath memorial</b>				
<b>5 Year Lease</b>				
- 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
<b>10 Year Lease</b>				
- 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
<b>20 Year Lease</b>				
- 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
<b>Motif</b>	114.00	2.63%	3.00	117.00

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<b>Memorial Vaults</b> 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	2.58% 2.84% 2.80% 2.44% 2.94% 2.44% 2.58% 2.80%	33.00 5.00 4.00 0.10 3.00 3.00 5.00 7.00	1,310.00 181.00 147.00 4.20 105.00 126.00 199.00 257.00
	QUOTED INDIVIDUALLY			QUOTED INDIVIDUALLY
<b>Memorial Posts</b> 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
<b>Private Memorial Garden</b> Including memorial - 20 year lease	1,635.00	2.63%	43.00	1,678.00
<b>Barbican Memorial</b> Inscribed tablet including 3 year lease Standard Motif Photo of 1 person Photo of 2 people Photo of 3 people  Other items are available but quoted individually	255.00 102.00 123.00 194.00 250.00	2.75% 2.94% 2.44% 2.58% 2.80%	7.00 3.00 3.00 5.00 7.00	262.00 105.00 126.00 199.00 257.00
<b>Comments</b> 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 £
<b>REFUSE COLLECTION</b>				
<b><u>Bulky Household Waste</u></b>				
<b>Proposed Charges</b>				
<b>The Bulky Service operates based on a standard unit price based on size and weight, with collection from</b>				
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
<b>Litter and Dog Bins (Yearly Charge)</b>				
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
<b>Investigation of Abandoned Vehicles on Private Land</b>				
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
<b>Garden Waste Collection Service (2021/22)</b>				
Re-issue of service	45.00	2.22%	1.00	46.00 *
	40.00	0.00%	0.00	40.00
<b>Comments</b>				
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
	£		£	£
<b>CAR PARKS</b>				
<b>Churchfields Multi-storey</b>				
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
<b>New Road</b>				
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
<b>North Bromsgrove</b>				
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
<b>Parkside</b>				
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
<b>School Drive</b>				
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 £
<b>Stourbridge Road</b>				
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
<b>Recreation Road South</b>				
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
<b>Windsor Street</b>				
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
<b>St John Street</b>				
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
<b>Season Tickets (valid at long stay car parks only)</b>				
Annual	320.00	0.00%	0.00	320.00
Quarterly	80.00	0.00%	0.00	80.00
<b>Season Tickets (valid at Churchfields Road car park only)</b>				
Annual	215.00	0.00%	0.00	215.00
Quarterly	53.75	0.00%	0.00	53.75
<b>Season Tickets (valid at Alvechurch Sports and Social club car park only)</b>				
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 £
<b>Parking Fines PCN's On Street</b>				
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><u>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</u></i>				
<b>Parking Fines PCN's Off Street</b>				
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)				
<b>Car Park charges only apply everyday</b>				
<b>Comments</b>				
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 £
<b><u>ELECTORAL REGISTRATION</u></b>				
<b><u>Register Sales*</u></b>				
<b>In data form</b>				
- 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
<b>In printed form</b>				
- 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
<b><u>Marked Election Register Sales*</u></b>				
<b>In data form</b>				
- 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
<b>In printed form</b>				
- 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
<b><u>Miscellaneous Charges</u></b>				
* 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 £
<b>LEGAL</b>				
- 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
<b>Section 106:</b>				
- 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>				
<b>Other Fees</b>				
- 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+ <b>0.5% of purchase price with a minimum charge of £500</b>	Fixed Fee	Fixed Fee	Fixed Fee	Fixed Fee
Major Land sales £50,000+ <b>0.5% of purchase price with a minimum charge of £750</b>	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
<b>Comments</b>	1.7 % reflects an CPI inflationary increase			

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<b>LAND SEARCHES</b>				
<b>Single Con29 Question</b>				
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
<b>Comments</b>				
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 £
<b><u>SPORTS DEVELOPMENT</u></b>				
Community exercise class	3.30	6.06%	0.20	<b>3.50</b>
Specialised health class	3.30	6.06%	0.20	<b>3.50</b>
Primary Sports Project (Standard Curriculum)	25.00	20.00%	5.00	<b>30.00</b>
Primary Sports Project (Specialist Curriculum)	27.00	29.63%	8.00	<b>35.00</b>
After school session	2.80	0.00%	0.00	<b>0.00</b>
Inclusive activities (hourly rate)	3.00	10.00%	0.30	<b>3.30</b>
Inclusive activities (90 minute rate)	3.50	8.57%	0.30	<b>3.80</b>
Inclusive activities (2 hour rate)	4.00	10.00%	0.40	<b>4.40</b>
Junior Sport Specific Holiday club / sport session	50.00	0.00%	0.00	<b>0.00</b>
Multi Skills clubs	3.50	14.29%	0.50	<b>4.00</b>
Activity referral	17.00	0.00%	0.00	<b>0.00</b>
Community Gymnastics	3.50	14.29%	0.50	<b>4.00</b>
Couch 2 5k	1.00	0.00%	0.00	<b>1.00</b>
PSI Falls Prevention	3.00	16.67%	0.50	<b>3.50</b>

**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 £
<b><u>SANDERS PARK</u></b>				
<b>Tennis Courts (per court per Hour)</b>				
- Adult	7.55	0.00%	0.00	<b>7.55</b>
- Adult & Junior	6.60	0.00%	0.00	<b>6.60</b>
- Junior/Senior Citizen	5.05	0.00%	0.00	<b>5.05</b>
<b>Tennis Courts (per court per 1 and 1/2 Hour)</b>				
- Adult	11.00	0.00%	0.00	<b>11.00</b>
- Adult & Junior	9.50	0.00%	0.00	<b>9.50</b>
- Junior/Senior Citizen	8.50	0.00%	0.00	<b>8.50</b>
<b>Bowls</b>				
- Adult (per hour)	7.85	2.00%	0.10	<b>8.00</b>
- Junior (per hour)	4.25	2.00%	0.00	<b>4.20</b>
- Senior Citizen (per hour)	5.40	2.00%	0.10	<b>5.50</b>
- Adult (season ticket)	52.50	2.00%	1.00	<b>53.50</b>
- Junior (season ticket)	28.42	2.00%	0.60	<b>29.00</b>
- Senior Citizen (season ticket)	38.25	2.00%	0.80	<b>39.00</b>
<b>Bromsgrove Town Bowling Club</b>				
- for season (exclusive use on present basis)	3,188.70	0.00%	0.00	<b>0.00</b>
- additional use, other days (per rink)	28.85	0.00%	0.00	<b>0.00</b>
<b><u>Comments</u></b>				
<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 £
<b><u>OTHER RECREATION GROUNDS AND OPEN SPACES</u></b>				
<b>Football Pitch (without changing facilities)</b>				
- adult (per game)	33.95	0.00%	-34.00	0.00
- junior (per game)	20.70	0.00%	-20.70	0.00
<b>Changing Facilities</b>				
- adult	46.35	0.00%	-46.40	0.00
- junior	23.80	0.00%	-23.80	0.00
<b>New pricing structure below</b>				
<b>Football</b>				
<b>SENIOR 11 a side with changing</b>				
Match games	0.00	0.00%	55.00	55.00
<b>SENIOR 11 a side without changing</b>				
Match games	0.00	0.00%	40.00	40.00
<b>JUNIOR 9 or 11 a side with changing</b>				
Match games	0.00	0.00%	30.00	30.00
per season ( x 12 games)	0.00	0.00%	360.00	360.00
<b>JUNIOR 9 or 11 a side without changing</b>				
Match games	0.00	0.00%	22.50	22.50
per season ( x 12 games)	0.00	0.00%	270.00	270.00
<b>MINI FOOTBALL 5 or 7 a side</b>				
Match games	0.00	0.00%	16.50	16.50
per season ( x 12 games)	0.00	0.00%	198.00	198.00
<b>Fairs</b>				
<b>Boley Road, Frankley</b>				
- fairs (per day)	473.80	0.00%	0.00	473.80
- deposit	2,166.70	0.00%	0.00	2,166.70
<b>Market Street Recreation Ground</b>				
- 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>				
<b>Comments</b>				
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 £
<b><u>ALLOTMENTS</u></b>				
<i>(Charge is for October 2014 - September 2015)</i>				
- Rent per acre equivalent to 0.404685 hectares	1,173.10	0.00%	0.00	<b>1,173.10</b>
- Rent per 3/4 acre equivalent to 0.303514 hectares	787.80	0.00%	0.00	<b>787.80</b>
- Rent per 1/2 acre equivalent to 0.202342 hectares	467.50	0.00%	0.00	<b>467.50</b>
- Rent per 1/4 acre equivalent to 0.101171 hectares	214.80	0.00%	0.00	<b>214.80</b>
- Rent per 1/16 acre equivalent to 0.25529 hectares	49.40	0.00%	0.00	<b>49.40</b>
- Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	0.00%	0.00	<b>34.60</b>
<b><u>Comments</u></b>				
There are no increases for allotments in 2020/21 to enable the parks service to review the allotment provision in 2020.				
<b><u>Bromsgrove Outdoor Events Hire</u></b>				
<b><u>£250 - £1500 Bond Payable</u></b>				
<b><u>Events</u></b>				
<b><u>Commercial Rates</u></b>				
<b>Small Attendance = 0 to 99</b>				
Per Hour	56.90	0.00%	<b>-59.60</b>	<b>0.00</b>
Per half day	0.00	0.00%	155.00	<b>155.00</b>
Per Day	277.30	2.00%	4.70	<b>282.00</b>
<b>Medium Attendance = 100 to 499</b>				
Per Hour	74.20	0.00%	<b>-74.20</b>	<b>0.00</b>
Per half day	0.00	0.00%	220.00	<b>220.00</b>
Per Day	370.10	2.00%	7.90	<b>378.00</b>
<b>Large Attendance = 500 to 1999</b>				
Per Hour	93.90	0.00%	<b>-93.90</b>	<b>0.00</b>
Per half day	0.00	0.00%	280.00	<b>280.00</b>
Per Day	462.90	2.00%	9.10	<b>472.00</b>
<b><u>Community Rates</u></b>				
<b>Small Attendance = 0 to 99</b>				
Per Hour	22.10	0.00%	<b>-22.10</b>	<b>0.00</b>
Per half day	0.00	0.00%	65.00	<b>65.00</b>
Per Day	103.90	2.00%	2.10	<b>106.00</b>
<b>Medium Attendance = 100 to 499</b>				
Per Hour	27.70	0.00%	<b>-27.70</b>	<b>0.00</b>
Per half day	0.00	0.00%	80.00	<b>80.00</b>
Per Day	132.70	2.00%	1.80	<b>134.50</b>

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<b>Large Attendance = 500 to 1999</b>				
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
<b><u>Charities / Not For Profit Organisations</u></b>				
<b>Small Attendance = 0 to 99</b>				
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
<b>Medium Attendance = 100 to 499</b>				
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
<b>Large Attendance = 500 to 1999</b>				
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
<b><u>Fairs &amp; Circuses Min of 3 day Hire</u></b>				
Small Attendance = 0 to 99 Per Day	431.60	2.00%	8.60	440.20
<b><u>Outdoor Fitness Session</u></b>				
<b>Commercial Rates (Per Day)</b>				
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	400.45	0.00%	0.00	400.45
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	650.00	0.00%	0.00	650.00
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	700.00	0.00%	0.00	700.00
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	200.00	0.00%	0.00	200.00
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	400.00	0.00%	0.00	400.00
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>	600.00	0.00%	0.00	600.00
Annual Fee <b>One day maximum usage per week</b>	520.00	0.00%	0.00	520.00
Annual Fee <b>Two days maximum usage per week</b>	850.00	0.00%	0.00	850.00
Annual Fee <b>Three days maximum usage per week</b>	1,000.00	0.00%	0.00	1,000.00
<b>Community Rates (Per Day)</b>				
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	200.00	0.00%	0.00	200.00
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	300.00	0.00%	0.00	300.00
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	350.00	0.00%	0.00	350.00
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	80.00	0.00%	0.00	80.00
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	200.00	0.00%	0.00	200.00
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>	300.00	0.00%	0.00	300.00
Annual Fee <b>One day maximum usage per week</b>	250.00	0.00%	0.00	250.00
Annual Fee <b>Two days maximum usage per week</b>	450.00	0.00%	0.00	450.00
Annual Fee <b>Three days maximum usage per week</b>	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
<b>Additional Costs for Outdoor Event Space:</b> Ø Set up and Clearance charged @ 50% of applicable rate Ø Any event in excess of 1999 attendees is STN <b>Additional Costs for Outdoor Fitness Space:</b> Ø Set up and Clearance charged @ 50% of applicable rate				
<b>Comments</b> 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).				
<b><u>BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE</u></b>				
<b><u>Per Hour (Suggest min Hire of 2hrs)</u></b>				
<b>Main Room</b>				
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
<b>Committee Room</b>				
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
<b>Combined</b>				
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
<b><u>Half Day up to 5pm (max 4hrs)</u></b>				
<b>Main Room</b>				
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
<b>Committee Room</b>				
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 £
<b>Combined</b>				
Community Group	104.60	0.38%	0.40	<b>105.00</b>
Regular Hire	145.40	3.16%	4.60	<b>150.00</b>
Commercial Hire	209.30	2.72%	5.70	<b>215.00</b>
<b><u>Full Day Up to 5pm</u></b>				
<b>Main Room</b>				
Community Group	154.35	3.66%	5.70	<b>160.00</b>
Regular Hire	192.94	3.66%	7.10	<b>200.00</b>
Commercial Hire	275.63	1.59%	4.40	<b>280.00</b>
<b>Committee Room</b>				
Community Group	62.32	4.30%	2.70	<b>65.00</b>
Regular Hire	74.78	4.31%	3.20	<b>78.00</b>
Commercial Hire	93.47	2.71%	2.50	<b>96.00</b>
<b>Combined</b>				
Community Group	203.18	0.90%	1.80	<b>205.00</b>
Regular Hire	254.00	2.36%	6.00	<b>260.00</b>
Commercial Hire	338.63	1.88%	6.40	<b>345.00</b>
<b><u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u></b>	330.00	4.55%	15.00	<b>345.00</b>
<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>				
<b><u>Customer Services</u></b>				
<b>Interview rooms (based at the service centre)</b>				
- Per Full day (9am - 5pm)	43.70	1.70%	0.70	<b>44.40</b>
- Per Half day (9am-1pm/1pm-5pm)	27.30	1.70%	0.50	<b>27.80</b>
- Per hour (1Full hour only)	9.30	1.70%	0.20	<b>9.50</b>
<b><u>Comments</u></b>	Committee Room increase to reflect cost and demand of service.			

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<b><u>Bromsgrove Markets</u></b>				
<b>3 x 3 Market Stall</b>				
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
<b>6 x 3 Market Stall</b>				
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
<b>Catering Van</b>				
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.**

<b><u>Bromsgrove Markets</u></b>				
<b>3 x 3 Market Stall (per day)</b>				
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

**Comments**

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 £
<b>6 x 3 Market Stall</b>				
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
<b>Comments</b>				
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				
Each additional stall required - New line added to encourage greater stall take up				
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				
Each additional stall required - New line added to encourage greater stall take up				
Saturday Regular Trader - Following a fee review this has been kept the same as last year				
Saturday Casual Trader - New line added to recognise different charges between regular and casual traders				
Each additional stall required - New line added to encourage greater stall take up				
All 3 days (Annual booking per week) - Small increase following a fee review				
All 3 days (Casual booking per week) - 2% increase				
<b>Catering Van</b>				
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
<b>Comments</b>				
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 - Price increased so to be inline with stalls been more expensive on Saturdays				
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 £
<b>Table only booking for Craft Markets (only available in good weather)</b> First two 5ft tables each additional table	0.00 0.00	0.00% 0.00%	15.00 5.00	<b>15.00</b> <b>5.00</b>
<b>Electric</b> Regular 3 day traders Casual/Single day traders per day	15.00 0.00	-38.67% 0.00%	<b>-5.80</b> 5.00	<b>9.20</b> <b>5.00</b>
<b>Trade Waste Collection</b> Regular 3 day traders Casual/Single day traders	0.00 0.00	0.00% 0.00%	2.60 5.00	<b>2.60</b> <b>5.00</b>
<b>Comments</b> 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
	£		£	£
<b>Development Management</b>				
High Hedge Complaints	595.10	0.00%	0.00	<b>595.10</b>
High Hedge Complaints - reduced for people on benefits	237.60	0.00%	0.00	<b>237.60</b>
<b>Pre Application Fee</b>				
<b>Residential Development/ Development Site Area/Proposed Gross Floor Area</b>				
Householder Development	0.00	0.00%	100.00	<b>100.00</b>
1* Dwelling	206.00	4.85%	10.00	<b>216.00</b>
2-4 Dwellings	309.00	4.85%	15.00	<b>324.00</b>
5-9 Dwellings	618.00	5.02%	31.00	<b>649.00</b>
10 - 49 Dwellings	1,236.00	5.02%	62.00	<b>1,298.00</b>
50 - 99 Dwellings	2,266.00	4.99%	113.00	<b>2,379.00</b>
100 - 199 Dwellings	3,090.00	5.02%	155.00	<b>3,245.00</b>
200+ Dwellings	4,120.00	5.00%	206.00	<b>4,326.00</b>
* includes one-for-one replacements				
<b>Non-residential development (floor space)</b>				
<b>Floor area is measured externally</b>				
Less than 500sqm	0.00	0.00%	300.00	<b>300.00</b>
500 - 999sqm	515.00	5.05%	26.00	<b>541.00</b>
1000 - 1999sqm	1,030.00	5.05%	52.00	<b>1,082.00</b>
2000 - 4999sqm	2,060.00	5.00%	103.00	<b>2,163.00</b>
5000 - 9999sqm	2,575.00	5.01%	129.00	<b>2,704.00</b>
10,000sqm or greater	3,090.00	5.02%	155.00	<b>3,245.00</b>
<b>Non-residential development (site area) where no building operations are proposed</b>				
Less than 0.5ha	309.00	5.18%	16.00	<b>325.00</b>
0.5 - 0.99ha	618.00	5.02%	31.00	<b>649.00</b>
1 - 1.25ha	1,030.00	5.05%	52.00	<b>1,082.00</b>
1.26 - 2ha	2,060.00	5.00%	103.00	<b>2,163.00</b>
2ha or greater	3,090.00	5.02%	155.00	<b>3,245.00</b>
Variation/removal of conditions and engineering operations (flat fee)	0.00	0.00%	200.00	<b>200.00</b>
Recovering Costs for seeking specialist advice in connection with Planning proposals	0.00	0.00%	0.00	<b>Full recovery cost</b>
<b>Obligations where the Council is the recipient</b>				
All contributions (financial or non-monetary) - PER OBLIGATION	0.00	0.00%	290.00	<b>290.00</b>
Pre-commencement trigger - PER OBLIGATION	0.00	0.00%	100.00	<b>100.00</b>
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	0.00	0.00%	150.00	<b>150.00</b>
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	0.00	0.00%	120.00	<b>120.00</b>
<b>Obligations for another signatory (eg. Worcestershire County Council)</b>				
All contributions (financial or non-monetary) - PER OBLIGATION	0.00	0.00%	175.00	<b>175.00</b>
Pre-commencement trigger - PER OBLIGATION	0.00	0.00%	60.00	<b>60.00</b>
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	0.00	0.00%	90.00	<b>90.00</b>
Ongoing Monitoring of large sites	0.00	0.00%	400.00	<b>400.00</b>

Page 165

<p style="text-align: center;"><b>Fee Concessions</b></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>				
--	--	--	--	--

**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 £
<b>TABLE A: Standard Charges for the Creation or Conversion to New Housing</b>				
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
<b>TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)</b>				
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
<b>Garage Conversion to habitable room</b>				
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
<b>Electrical works by non-qualified electrician</b>				
Application Charge	Please contact us			Please contact us
Regularisation Charge	Please contact us			Please contact us
Additional Charge	N/A			N/A
<b>Renovation of thermal element</b>				
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
<b>Installing steel beam(s) within an existing house</b>				
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
<b>Window replacement</b>				
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 £
<b>Installing a new boiler or wood burner etc.</b> 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
<b>TABLE C: All Other works - Alterations and new build</b> Application Charge Regularisation Charge	Please Contact Us Please Contact Us			Please Contact Us Please Contact Us
<b>Comments</b> 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;"><b>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</b></p> <p style="text-align: center;"><b><u>These charges have been set on the following basis:</u></b></p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <p style="text-align: center;"><b><u>Building Control – Supplementary Charges</u></b></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>				



**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 £
<b>TAXI LICENSING</b>				
- Hackney Carriage - excluding vehicle testing	243.00	2.06%	5.00	<b>248.00</b>
- Hackney Carriage vehicle tests	64.00	3.13%	2.00	<b>66.00</b>
- Private Hire - excludes vehicle testing	225.00	2.22%	5.00	<b>230.00</b>
- Private Hire vehicle tests	55.00	1.82%	1.00	<b>56.00</b>
- Private Hire Operator 1 year	290.00	2.07%	6.00	<b>296.00</b>
- Private Hire Operator 5 year	1,102.00	2.00%	22.00	<b>1,124.00</b>
- HC/PH Drivers Licence - 1 year	95.00	2.11%	2.00	<b>97.00</b>
- HC/PH Drivers Licence - 3 year	228.00	2.19%	5.00	<b>233.00</b>
- Meter Test	25.00	4.00%	1.00	<b>26.00</b>
- Hackney Carriage mid-term vehicle test	64.00	1.56%	1.00	<b>65.00</b>
- Private Hire mid-term vehicle test	55.00	1.82%	1.00	<b>56.00</b>
- Test Fee - Within 48 hours	28.00	3.57%	1.00	<b>29.00</b>
- Knowledge test	22.00	4.55%	1.00	<b>23.00</b>
- Administration charge - new applications	36.00	2.78%	1.00	<b>37.00</b>
- Replacement vehicle plate	22.00	4.55%	1.00	<b>23.00</b>
- Replacement Driver's Licence	20.00	5.00%	1.00	<b>21.00</b>
- Trailer Test	20.00	5.00%	1.00	<b>21.00</b>
- Transfer of ownership of licensed vehicle	37.00	2.70%	1.00	<b>38.00</b>
- Criminal Bureau Check	55.00	1.82%	1.00	<b>56.00</b>
- DVLA Check - Electronic	6.00	16.67%	1.00	<b>7.00</b>
- DVLA Check	11.00	9.09%	1.00	<b>12.00</b>
<b>GENERAL LICENSING</b>				
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	2.05%	29.00	<b>1,447.00</b>
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	2.00%	26.00	<b>1,327.00</b>
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	2.03%	24.00	<b>1,207.00</b>
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	2.07%	22.00	<b>1,086.00</b>
- Animal Activity Licence (includes animal boarding, dog breeding, pet shops & riding establishments) Application Fee	322.00	2.20%	7.00	<b>329.00</b>
Variation Fee	235.00	2.00%	5.00	<b>240.00</b>

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
Inspection Fee	160.00	2.20%	4.00	<b>164.00</b>
1 Year License	180.00	2.00%	4.00	<b>184.00</b>
2 Year License	357.00	2.00%	7.00	<b>364.00</b>
3 Year License	535.00	2.00%	11.00	<b>546.00</b>
Vet Fee Recharge - if applicable	Full Cost Recovery			<b>Full Cost Recovery</b>
- Performing Animals				
Application Fee	215.00	2.00%	4.00	<b>219.00</b>
Variation Fee	155.00	2.00%	3.00	<b>158.00</b>
Inspection Fee	160.00	2.00%	3.00	<b>163.00</b>
3 Year License	290.00	3.50%	10.00	<b>300.00</b>
Vet Fee Recharge - if applicable	Full Cost Recovery			<b>Full Cost Recovery</b>
- Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged at cost	230.00	2.17%	5.00	<b>235.00</b>
- Sex Establishments	1,000.00	2.00%	20.00	<b>1,020.00</b>
- Zoo - Vet fees / animal welfare visit costs if applicable charged at cost	110.00	2.73%	3.00	<b>113.00</b>
<b>Tattooing/ ear piercing/ electrolysis/ acupuncture</b>				
- Premises	133.00	2.26%	3.00	<b>136.00</b>
- Practitioners	87.00	2.30%	2.00	<b>89.00</b>
<b>Scrap Metal Dealers Act 2013</b>				
- Site Licence (New)	290.00	2.00%	6.00	<b>296.00</b>
- Per Additional Site	150.00	2.00%	3.00	<b>153.00</b>
- Collectors Licence (New)	145.00	2.00%	3.00	<b>148.00</b>
- Site Licence (Renewal)	240.00	2.00%	5.00	<b>245.00</b>
- Per Additional Site	150.00	2.00%	3.00	<b>153.00</b>
- Collectors Licence (Renewal)	95.00	2.00%	2.00	<b>97.00</b>
- Variation of Licence	65.00	2.50%	2.00	<b>67.00</b>
- Copy of Licence (if lost or stolen)	25.00	2.00%	1.00	<b>26.00</b>
<b><u>ENVIRONMENTAL HEALTH</u></b>				
<b>Dog Warden</b>				
Penalty (statutory fee)	25.00	0.00%	0.00	<b>25.00</b>
Kennelling Fee - £15 per day or part day	13.50	11.11%	1.50	<b>15.00</b>
Kennelling Fee for dangerous dogs by breed or behaviour - £25 per day or part day	20.00	25.00%	5.00	<b>25.00</b>
Admin charge	15.00	0.00%	0.00	<b>15.00</b>
Out of hours fee	35.00	14.29%	5.00	<b>40.00</b>
Repeat offenders fee	25.00	20.00%	5.00	<b>30.00</b>
Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	<b>10.00</b>
Veterinary Charges	Full Cost Recovery		Full Cost Recovery	<b>Full Cost Recovery</b>
<b>Other Environmental Health Fees</b>				
ISS Certs Condemned Food	Full Cost Recovery		Full Cost Recovery	<b>Full Cost Recovery</b>
Food Hygiene Basic Course fee	Full Cost Recovery		Full Cost Recovery	<b>Full Cost Recovery</b>
<b><u>Comments</u></b>				
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 £
<b>Gambling Fees</b>				
<b><u>Premises Licence Fees - Discretionary</u></b>				
<b>Bingo Premises</b>				
Application to vary	1,038.00	2.02%	21.00	<b>1,059.00</b>
Application to transfer	708.00	2.12%	15.00	<b>723.00</b>
New applications	2,070.00	1.98%	41.00	<b>2,111.00</b>
Annual fee	592.00	2.03%	12.00	<b>604.00</b>
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	<b>25.00</b>
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	<b>50.00</b>
Reinstatement of licence	690.00	2.03%	14.00	<b>704.00</b>
Provisional statement	2,070.00	1.98%	41.00	<b>2,111.00</b>
<b>Adult Gaming Centre</b>				
Application to vary	888.00	2.03%	18.00	<b>906.00</b>
Application to transfer	708.00	1.98%	14.00	<b>722.00</b>
New applications	1,182.00	2.03%	24.00	<b>1,206.00</b>
Annual fee	592.00	2.03%	12.00	<b>604.00</b>
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	<b>25.00</b>
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	<b>50.00</b>
Reinstatement of licence	690.00	2.03%	14.00	<b>704.00</b>
Provisional statement	1,182.00	2.03%	24.00	<b>1,206.00</b>
<b>Family Entertainment Centre</b>				
Application to vary	686.00	2.04%	14.00	<b>700.00</b>
Application to transfer	562.00	1.96%	11.00	<b>573.00</b>
New applications	1,182.00	2.03%	24.00	<b>1,206.00</b>
Annual fee	445.00	2.02%	9.00	<b>454.00</b>
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	<b>25.00</b>
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	<b>50.00</b>
Reinstatement of licence	551.00	2.00%	11.00	<b>562.00</b>
Provisional statement	1,182.00	2.03%	24.00	<b>1,206.00</b>
<b>Betting Premises (Excluding Track)</b>				
Application to vary	888.00	2.03%	18.00	<b>906.00</b>
Application to transfer	708.00	1.98%	14.00	<b>722.00</b>
New applications	1,726.00	2.03%	35.00	<b>1,761.00</b>
Annual fee	356.00	1.97%	7.00	<b>363.00</b>
Copy of licence (Statutory Charge - cannot be above £25)	25.00	-100.00%	0.00	<b>25.00</b>
Notification of change (Statutory Charge - cannot be above £50)	50.00	-100.00%	0.00	<b>50.00</b>
Reinstatement of licence	690.00	2.03%	14.00	<b>704.00</b>
Provisional statement	1,726.00	2.03%	35.00	<b>1,761.00</b>
<b>Track</b>				
Application to vary	739.00	2.03%	15.00	<b>754.00</b>
Application to transfer	562.00	1.96%	11.00	<b>573.00</b>
New applications	1,440.00	2.01%	29.00	<b>1,469.00</b>

Service Category	charge 1st April 2019	% Change	Increase / Decrease	Proposed charge from 2020
	£		£	£
Annual fee	592.00	2.03%	12.00	<b>604.00</b>
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	<b>25.00</b>
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	<b>50.00</b>
Reinstatement of licence	551.00	2.00%	11.00	<b>562.00</b>
Provisional statement	1,440.00	2.01%	29.00	<b>1,469.00</b>
<b>Temporary use notices</b>				
New applications	281.00	2.14%	6.00	<b>287.00</b>
Copy of licence	28.00	3.57%	1.00	<b>29.00</b>
<b><u>Gambling Act Permit Fees - Statutory</u></b>				
<b><u>Licensed Premises Gaming Machine Permit</u></b>				
Grant	150.00	0.00%	0.00	<b>150.00</b>
Existing operator grant	100.00	0.00%	0.00	<b>100.00</b>
Variation	100.00	0.00%	0.00	<b>100.00</b>
Transfer	25.00	0.00%	0.00	<b>25.00</b>
Annual Fee	50.00	0.00%	0.00	<b>50.00</b>
Change of name	25.00	0.00%	0.00	<b>25.00</b>
Copy of Permit	15.00	0.00%	0.00	<b>15.00</b>
<b><u>Licensed Premises Automatic Notification Process</u></b>				
Grant	50.00	0.00%	0.00	<b>50.00</b>
<b><u>Club Gaming Permits</u></b>				
Grant	200.00	0.00%	0.00	<b>200.00</b>
Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	<b>100.00</b>
Existing operator grant	100.00	0.00%	0.00	<b>100.00</b>
Variation	100.00	0.00%	0.00	<b>100.00</b>
Renewal	200.00	0.00%	0.00	<b>200.00</b>
Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	<b>100.00</b>
Annual Fee	50.00	0.00%	0.00	<b>50.00</b>
Change of name	100.00	0.00%	0.00	<b>100.00</b>
Copy of Permit	15.00	0.00%	0.00	<b>15.00</b>
<b><u>Club Machine Permits</u></b>				
Grant	200.00	0.00%	0.00	<b>200.00</b>
Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	<b>100.00</b>
Existing operator grant	100.00	0.00%	0.00	<b>100.00</b>
Variation	100.00	0.00%	0.00	<b>100.00</b>
Renewal	200.00	0.00%	0.00	<b>200.00</b>
Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	<b>100.00</b>
Annual Fee	50.00	0.00%	0.00	<b>50.00</b>
Copy of Permit	15.00	0.00%	0.00	<b>15.00</b>
Change of Name	25.00	0.00%	0.00	<b>25.00</b>
Transfer of Permit	25.00	0.00%	0.00	<b>25.00</b>

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<b><u>Family Entertainment Centre Gaming Machine Permit</u></b>				
Grant	300.00	0.00%	0.00	<b>300.00</b>
Existing operator grant	100.00	0.00%	0.00	<b>100.00</b>
Change of name	25.00	0.00%	0.00	<b>25.00</b>
Renewal	300.00	0.00%	0.00	<b>300.00</b>
Copy of Permit	15.00	0.00%	0.00	<b>15.00</b>
<b><u>Prize Gaming Permits</u></b>				
Grant	300.00	0.00%	0.00	<b>300.00</b>
Existing operator grant	100.00	0.00%	0.00	<b>100.00</b>
Change of name	25.00	0.00%	0.00	<b>25.00</b>
Renewal	300.00	0.00%	0.00	<b>300.00</b>
Copy of Permit	15.00	0.00%	0.00	<b>15.00</b>
Transitional Application Fee	100.00	0.00%	0.00	<b>100.00</b>
<b><u>Small Lottery Registration (statutory)</u></b>				
Grant	40.00	0.00%	0.00	<b>40.00</b>
Annual fee	20.00	0.00%	0.00	<b>20.00</b>
<b><u>Licensing Act - Statutory</u></b>				
Personal Licence	37.00	-100.00%	0.00	<b>37.00</b>
<b><u>Premises Licence and Club Premises Certificate</u></b>				
<b>Non- Domestic rateable value of premises</b>				
BAND A	0 - 4,300		0 - 4,300	<b>0 - 4,300</b>
BAND B	4,301 - 33,000		4,301 - 33,000	<b>4,301 - 33,000</b>
BAND C	33,001 - 87,000		33,001 - 87,000	<b>33,001 - 87,000</b>
BAND D	87,001 - 125,000		87,001 - 125,000	<b>87,001 - 125,000</b>
BAND E	125,001 and over		125,001 and over	<b>125,001 and over</b>
<b><u>New applications and variations</u></b>				
BAND A	100.00	0.00%	0.00	<b>100.00</b>
BAND B	190.00	0.00%	0.00	<b>190.00</b>
BAND C	315.00	0.00%	0.00	<b>315.00</b>
BAND D	450.00	0.00%	0.00	<b>450.00</b>
BAND E	635.00	0.00%	0.00	<b>635.00</b>
<b><u>Annual Fee</u></b>				
BAND A	70.00	0.00%	0.00	<b>70.00</b>
BAND B	180.00	0.00%	0.00	<b>180.00</b>
BAND C	295.00	0.00%	0.00	<b>295.00</b>
BAND D	320.00	0.00%	0.00	<b>320.00</b>
BAND E	350.00	0.00%	0.00	<b>350.00</b>

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, <b>if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises</b>, i.e. large public houses.</p> <p><b>Large Events</b> An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.</p>				
<p><b>Exemptions</b> Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above. No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment providing that is for and on behalf of the educational institution.</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 - <a href="mailto:wrsenquiries@wocregs-services.gov.uk">wrsenquiries@wocregs-services.gov.uk</a> 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 £
<b><u>Environmental Services</u></b>				
<b>Trading Certificates</b>				
Health/Export				
- Annual Specific export inspections	0.00	0.00%	474.00	<b>474.00</b>
- Certificate	0.00	0.00%	104.40	<b>104.40</b>
<b>FHRS re-rating</b>				
	0.00	0.00%	165.00	<b>165.00</b>
<b>Private Water supplies</b>				
Risk Assessment per hour	0.00	0.00%	55.00	<b>55.00</b>
(minimum 1 hour)				
Investigation per hour	0.00	0.00%	55.00	<b>55.00</b>
(minimum 1 hour)				
Granting an Authorisation per hour	0.00	0.00%	55.00	<b>55.00</b>
(minimum 1 hour)				
Sampling Visit per hour	0.00	0.00%	55.00	<b>55.00</b>
<i>(minimum 1 hour)</i>				
Sample analysis per sample taken	0.00	0.00%	55.00	<b>55.00</b>
Sample taken during check monitoring	0.00	0.00%	55.00	<b>55.00</b>
Sample taken during audit monitoring	0.00	0.00%	55.00	<b>55.00</b>
<b><u>Comments</u></b>				

This page is intentionally left blank

### Cabinet

15<sup>th</sup> January 2019

### Lickey & Blackwell and Cofton Hackett Neighbourhood Plan

Relevant Portfolio Holder	Cllr Adam Kent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Wards Affected	Cofton Hackett, Lickey Hills and Marlbrook
Ward Councillor Consulted	Yes

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

- 1.1 The Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan, which is attached at Appendix 1, was submitted by Lickey & Blackwell Parish Council and Cofton Hackett Parish Council ('the qualifying body') to the District Council in March 2018.
- 1.2 Following Cabinet approval (February 2019), the plan was subject to a statutory six week representations period from 14<sup>th</sup> February – 28<sup>th</sup> March 2019 and was subsequently examined by an independent neighbourhood plan examiner.
- 1.3 The final examiner's report, attached at Appendix 2, was received in September 2019 and recommended that the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan met the 'basic conditions'<sup>1</sup>, subject to a some modifications, and should therefore proceed to a public referendum.
- 1.4 A referendum into the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan was held on Thursday 12<sup>th</sup> December 2019 within Lickey & Blackwell Parish. The 'Notice of Result' is attached at Appendix 3, and shows a Yes vote to the referendum question posed.

#### **2. RECOMMENDATIONS**

- 2.1 That Cabinet notes the result of the referendum on the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan held on 12<sup>th</sup> December 2019**

---

<sup>1</sup> As defined at paragraph 8(2) Schedule 4B of the 1990 Town and Country Planning Act.

### **Cabinet**

15<sup>th</sup> January 2019

- 2.2 That Cabinet recommends to Council that the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan be 'made' (formally adopted) immediately, in accordance with the relevant legislation<sup>2</sup>.

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 Work already carried out by BDC Officers in assisting the Lickey & Blackwell and Cofton Hackett Parish Council's in preparing the plan has been incorporated in to continuing workloads for the Strategic Planning and Conservation team.
- 3.2 Following the setting of the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan referendum date, the District Council became eligible for funding of £20,000 from the Ministry of Housing, Communities and Local Government's (MHCLG) neighbourhood planning grant. The application for this funding will be submitted as soon as the next claims window opens.

#### **Legal Implications**

- 3.3 The Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan has been produced in accordance with the relevant neighbourhood planning legislation arising from the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 3.4 Following submission of the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan to the District Council in December 2018, officers reviewed all the Neighbourhood Plan submission documents and were satisfied that, with the approval of Cabinet, the neighbourhood plan was able to proceed to a statutory representation period, independent examination, and referendum, should the plan be deemed to meet the basic conditions. Subsequently, the independent examination into the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan confirmed that the basic conditions were met subject to some modifications to the plan.

---

<sup>2</sup> As set out in the 'Legal Implications' (paragraph 3.3-3.11) section of this report.



### Cabinet

15<sup>th</sup> January 2019

3.5 An information statement was published on 16<sup>th</sup> October 2019 declaring that a referendum on the Neighbourhood Plan was to be held. This ensured that no fewer than 28 days', excluding weekends and bank holidays, notice was provided as required by Regulation 4(1) of the Neighbourhood Planning (Referendums) Regulations 2012.

3.6 The question asked in a Neighbourhood planning referendum is standardised as set out in Schedule 1(1) of the Neighbourhood Planning (Referendums) Regulations 2012. To comply with this legislation, the question therefore posed for the referendum was:

*Do you want Bromsgrove District Council to use the Neighbourhood Plan for Lickey & Blackwell and Cofton Hackett to help it decide planning applications in the neighbourhood area?*

3.7 The referendum area, on the advice of the independent examiner, was identical to the designated neighbourhood area of the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan; that is, coterminous with the boundary of both the parishes of Lickey & Blackwell and Cofton Hackett. As a result eligibility to vote in the referendum consisted of anyone who was 18 years of age or above on the date of the referendum, and who was registered to vote within the referendum area.

3.8 From a total of 5,382 eligible voters, 3372 ballot papers were received (with 33 rejected) (a turnout of 63%) with the result of the referendum as follows: Yes – 2911 (86%); No – 427 (13%). The 'Notice of Result' for the referendum is included at Appendix 3 for information.

3.9 Within a previous report to Cabinet in February 2019, with reference to the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan process, it was stated "*Should a referendum result in a 'Yes' vote that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan be made, it is proposed that the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan be brought back to meetings of both Bromsgrove District Cabinet and Full Council to approve the adoption of the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan*".

3.10 In light of the above, this report seeks a recommendation from Cabinet that the next meeting of Full Council on 22<sup>nd</sup> January 2020 approves

### Cabinet

15<sup>th</sup> January 2019

the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan to be 'made' in accordance with the relevant legislation, in particular Section 38A paragraph 4(a) of the 2004 Planning and Compulsory Purchase Act, which states that, "*A local planning authority to whom a proposal for the making of a neighbourhood development plan has been made...must make a neighbourhood development plan to which the proposal relates if in each applicable referendum under that Schedule (as so applied) more than half of those voting have voted in favour of the plan*".

- 3.11 It should also be noted that the meeting of Full Council occurs 5 weeks after the date of the Lickey & Blackwell Neighbourhood Development Plan referendum. Regulation 18A of the Neighbourhood Planning (General) Regulations 2012 (as amended) states that the prescribed date for making a neighbourhood plan following a referendum being held "*...is the date which is the last day of the period of 8 weeks beginning with the day immediately following that on which the last applicable referendum is held.*"

#### Service / Operational Implications

- 3.12 Despite the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan belonging to the Parish Council, the District Council has worked closely with the neighbourhood plan steering group in the preparation of the plan, both prior to and since designation of the neighbourhood area in October 2014.
- 3.13 In subsequent years, considerable officer time has been spent advising and supporting members of the neighbourhood plan steering group. In particular, officers have advised on matters concerning technical planning regulations and provided information to help comply with other legal requirements such as strategic environmental assessment (SEA) and habitat regulation assessment (HRA).
- 3.14 Once the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan is 'made' (adopted), the plan will form part of the statutory development plan, and therefore planning decisions in the parishes of Lickey & Blackwell and Cofton Hackett will need to be made in accordance with the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan as well as the Bromsgrove District Plan (BDP).

### **Cabinet**

15<sup>th</sup> January 2019

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

3.17 The production of the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan was subject to numerous events and public meetings to publicise the preparation of the plan and contribute to its development. A pre-submission public consultation was undertaken to enable further community engagement and allow changes to the plan to be made prior to its submission to the District Council. The District Council's statutory representation period also enabled further engagement on the content of the plan by interested parties.

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

4.1 The Lickey & Blackwell and Cofton Hackett is not a plan that has been produced directly by the District Council, however once 'made' it will become part of the development plan, and thus hold statutory power, in the determination of planning applications within the Parishes of Lickey & Blackwell and Cofton Hackett.

4.2 The District Council has met its duty to support the progression of the Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan, including publicising the statutory consultation and arranging independent examination and referendum. It now has a duty to formally 'make' the neighbourhood plan as outlined at paragraph 3.10 above.

4.3 Implementation of the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan will make a positive contribution to the achievement of sustainable development within the parishes of Lickey & Blackwell and Cofton Hackett. It will provide a complementary part of the development plan alongside the BDP for planning decisions taken within the designated neighbourhood area.

#### **5. APPENDICES**

Appendix 1: Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan referendum version, October 2019

Appendix 2: Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan Examiner's Report, October 2019

Appendix 3: Declaration of Result of Poll, December 2019

### **Cabinet**

15<sup>th</sup> January 2019

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

Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan Basic Conditions Statement, December 2018

Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan Consultation Statement, December 2018

Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan Sustainability Appraisal, December 2018

Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan – SEA and HRA Screening Report, 2018

Bromsgrove District Plan 2011-2030

#### **7. KEY**

BDP – Bromsgrove District Plan

NPPF – National Planning Policy Framework

#### **AUTHOR OF REPORT**

Name: Claire Holmes

E Mail: [claire.holmes@bromsgroveandredditch.gov.uk](mailto:claire.holmes@bromsgroveandredditch.gov.uk)

Tel: 01527 581663

**LICKEY & BLACKWELL AND COFTON HACKETT  
NEIGHBOURHOOD PLAN 2018 - 2030**

**The Report of the Independent Examiner to Bromsgrove District Council on  
the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan**

**Andrew Matheson MSc MPA DipTP MRTPI FCIH  
Independent Examiner  
12<sup>th</sup> September 2019**

## Summary

I was appointed by Bromsgrove District Council, in agreement with the Lickey & Blackwell and Cofton Hackett Parish Councils, in April 2019 to undertake the Independent Examination of the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan.

The Examination has been undertaken by written representations. I visited the Neighbourhood Area on 18<sup>th</sup> July 2019.

The Neighbourhood Plan proposes a local range of policies and seeks to bring forward positive and sustainable development in the Lickey & Blackwell and Cofton Hackett Neighbourhood Area. There is an evident focus on safeguarding the very distinctive, largely rural character of the area whilst accommodating future change and growth.

The Plan has been underpinned by extensive community support and engagement. The social, environmental and economic aspects of the issues identified have been brought together into a coherent plan which adds appropriate local detail to sit alongside the Bromsgrove District Plan.

Subject to a series of recommended modifications set out in this Report I have concluded that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.

I recommend that the referendum should be held within the Neighbourhood Area.

## Report Index

	<i>Page</i>
Introduction	3
The Role of the Independent Examiner	3
Lickey & Blackwell and Cofton Hackett Neighbourhood Area Consultation	5
Representations Received	6
The Neighbourhood Plan	7
Basic Conditions	7
The Plan in Detail:	8
Front Cover	8
Contents	8
Foreword	8
1. Introduction and Background	9
2. A Portrait of Lickey & Blackwell and Cofton Hackett	9
3. A NDP for Lickey & Blackwell and Cofton Hackett	9
4. Vision and Objectives	9
5. Key Issues and NDP Planning Policies	10
6. Natural Environment	10
7 Built Heritage and Design	14
8 Housing	17
9. Infrastructure	19
10. Community Facilities	20
11. Commercial and Business Interests	22
12. Next Steps	23
Appendices	23
Other matters raised in representations	23
EU and ECHR Obligations	24
Conclusions	25
Listing of Recommendations	26

## Introduction

This report sets out the findings of the Independent Examination of the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan 2018 - 2030. The Plan was submitted to Bromsgrove District Council by Lickey & Blackwell and Cofton Hackett Parish Councils in their capacity as the 'qualifying bodies' responsible for preparing the Neighbourhood Plan.

Neighbourhood Plans were introduced into the planning process by the Localism Act 2011. They aim to allow local communities to take responsibility for guiding development in their area. This approach was subsequently incorporated within the National Planning Policy Framework (NPPF) in 2012 and this continues to be the principal element of national planning policy. A new NPPF was published in July 2018 (and updated in February 2019) but the transitional arrangements in para 214 Appendix 1 on Implementation apply and thus this Examination is unaffected by the changed NPPF; accordingly all references to the NPPF in this Report are to the original 2012 NPPF document (unless otherwise indicated).

This report assesses whether the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan is legally compliant and meets the 'basic conditions' that such plans are required to meet. It also considers the content of the Plan and, where necessary, recommends modifications to its policies and supporting text. This report also provides a recommendation as to whether the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan should proceed to referendum. If this is the case and that referendum results in a positive outcome, the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan would then be used in the process of determining planning applications within the Plan boundary as an integral part of the wider Plan.

## The Role of the Independent Examiner

The Examiner's role is to ensure that any submitted Neighbourhood Plan meets the legislative and procedural requirements. I was appointed by Bromsgrove District Council, in agreement with Lickey & Blackwell and Cofton Hackett Parish Councils, to conduct the examination of the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan and to report my findings. I am independent of both Bromsgrove District Council and Lickey & Blackwell and Cofton Hackett Parish Councils. I do not have any interest in any land that may be affected by the Plan.

I possess the appropriate qualifications and experience to undertake this role. I have over 40 years' experience in various local authorities and third sector bodies as well as with the professional body for planners in the United Kingdom. I am a Chartered Town Planner and a panel member for the Neighbourhood Planning Independent Examiner Referral Service (NPIERS). I am a Member of the Royal Town Planning Institute.

In my role as Independent Examiner I am required to recommend one of the following outcomes of the Examination:

- the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan is submitted to a referendum; or
- the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan should proceed to referendum as modified (based on my recommendations); or
- the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan does not proceed to referendum on the basis that it does not meet the necessary legal requirements.

As part of this process I must consider whether the submitted Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. If recommending that the Neighbourhood Plan should go forward to referendum, I



must then consider whether or not the referendum area should extend beyond the Neighbourhood Area to which the Plan relates.

In examining the Plan, I am also required, under paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990, to check whether:

- the policies relate to the development and use of land for a designated Neighbourhood Area in line with the requirements of Section 38A of the Planning and Compulsory Purchase Act 2004;
- the Neighbourhood Plan meets the requirements of Section 38B of the 2004 Act (the Plan must specify the period to which it has effect, must not include provision about development that is excluded development, and must not relate to more than one Neighbourhood Area);
- the Neighbourhood Plan has been prepared for an area that has been designated under Section 61G of the Localism Act and has been developed and submitted for examination by a qualifying body.

These are helpfully covered in the submitted Basic Conditions Statement and, subject to the contents of this Report, I can confirm that I am satisfied that each of the above points has been properly addressed and met.

In undertaking this examination I have considered the following documents:

- Lickey & Blackwell and Cofton Hackett Neighbourhood Plan 2018 - 2030 as submitted
- Lickey & Blackwell and Cofton Hackett Neighbourhood Plan Basic Conditions Statement (Autumn 2018)
- Lickey & Blackwell and Cofton Hackett Neighbourhood Plan Consultation Statement with Appendices (Autumn 2018)
- Strategic Environmental Assessment and Habitat Regulation Assessment Screening Opinion Lickey & Blackwell and Cofton Hackett Neighbourhood Development Plan (March 2018)
- Content at: [www.lickeyandblackwellpc.org/neighbourhood-plan/](http://www.lickeyandblackwellpc.org/neighbourhood-plan/) and <https://coftonhackettpc.org/neighbourhood-plan/>
- Content at: [www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/neighbourhood-plans/lickey-blackwell-and-cofton-hackett-neighbourhood-plan.aspx](http://www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/neighbourhood-plans/lickey-blackwell-and-cofton-hackett-neighbourhood-plan.aspx)
- Representations made to the Regulation 16 public consultation on the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan
- Bromsgrove District Plan 2011 - 2030 adopted in January 2017
- National Planning Policy Framework (NPPF) (2012, 2018 & 2019)
- Neighbourhood Planning Regulations (2012)
- Planning Practice Guidance (PPG) (March 2014 and subsequent updates)

I carried out an unaccompanied visit to the Neighbourhood Area on 18<sup>th</sup> July 2019. I looked at the settlements and countryside within the Lickey & Blackwell and Cofton Hackett Parishes. I also viewed the part of the Barnt Green Conservation Area that is within the Neighbourhood Area and all the various sites and locations identified in the Plan document.

The legislation establishes that, as a general rule, Neighbourhood Plan examinations should be held without a public hearing, by written representations only. Having considered all the information before me, including the representations made to the submitted plan which I felt made their points with clarity, I was satisfied that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan could be examined without the need for a public hearing. The Qualifying Bodies and the Local Planning Authority have helpfully responded to my enquiries so that I may have a thorough understanding of the facts and thinking behind the Plan, and

the correspondence has been shown on the Bromsgrove District Council Neighbourhood Planning website for the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan.

## **Lickey & Blackwell and Cofton Hackett Neighbourhood Area**

A map showing the boundary of the Lickey & Blackwell and Cofton Hackett Neighbourhood Area has been provided within the Neighbourhood Plan. Further to an application made by Lickey & Blackwell and Cofton Hackett Parish Councils, Bromsgrove District Council approved the designation of the Neighbourhood Area on 13<sup>th</sup> October 2014. This satisfied the requirement in line with the purposes of preparing a Neighbourhood Plan under section 61G(1) of the Town and Country Planning Act 1990 (as amended).

## **Consultation**

In accordance with the Neighbourhood Planning (General) Regulations 2012, the Qualifying Bodies have prepared a Consultation Statement to accompany the Plan.

The Planning Practice Guidance says:

“A qualifying body should be inclusive and open in the preparation of its Neighbourhood Plan [or Order] and ensure that the wider community:

- is kept fully informed of what is being proposed
- is able to make their views known throughout the process
- has opportunities to be actively involved in shaping the emerging Neighbourhood Plan [or Order]
- is made aware of how their views have informed the draft Neighbourhood Plan [or Order].” (Reference ID: 41-047-20140306)

The Consultation Statement submitted alongside the Plan notes that several initial consultation opportunities were organised to engage local residents and stakeholders. These included: July 2013 - 2015 informal public consultation including Blackwell Festivals mainly asking the question “What do you like and dislike about your neighbourhood?”; in April 2014 a questionnaire was distributed to Lickey & Blackwell residents followed in Summer 2014 by the same questionnaire to Cofton Hackett residents; October 2014 and 2015 residents’ meetings including a simple questionnaire; October 2016 three residents’ consultation meetings which over 80 residents attended and more than 40 completed questionnaires were returned; June - July 2017 consultation meetings on the First Draft Plan which was placed on the Parish Councils’ websites and hard copies were available on request with comments invited in writing or by using a comments form; March 2018 informal open Q&A session and update. Publicity for events and activities were provided by a combination of leaflet distribution, Parish Newsletters, posters and website entries.

The Draft Neighbourhood Development Plan was published for 6 weeks formal public consultation (Regulation 14) from Monday 4<sup>th</sup> June 2018 to Friday 19<sup>th</sup> July 2018. During the consultation period several open drop in consultation events were held in the two Parishes. Statutory consultation bodies and other consultees were contacted by email or letter. Tables setting out the complete list of responses, together with the Parish Councils’ consideration of these and any resulting changes to the Draft Plan have been provided as an accompanying document to the Consultation Statement.

I am therefore satisfied that the consultation process accords with the requirements of the Regulations and the Practice Guidance and that, in having regard to national policy and guidance, the Basic Conditions have been met. In reaching my own conclusions about the specifics of the content of the Plan I will later note points of agreement or disagreement with Regulation 16 representations, just as the Qualifying Bodies have already done for earlier consultations. That does not imply or suggest that the consultation has been inadequate, merely that a test against the Basic Conditions is being applied.

## **Representations Received**

Consultation on the submitted Plan, in accordance with Neighbourhood Planning Regulation 16, was undertaken by Bromsgrove District Council from Tuesday 6<sup>th</sup> November until Tuesday 18<sup>th</sup> December 2018. I have been passed the representations – 15 in total – which were generated by the consultation and which have now been included alongside the details of the Plan on the Bromsgrove District Neighbourhood Planning website. I have not mentioned every representation individually within the Report but this is not because they have not been thoroughly read and considered in relation to my Examiner role, rather their detail may not add to the pressing of my related recommendations which must ensure that the Basic Conditions are met.

## **The Neighbourhood Plan**

Lickey & Blackwell and Cofton Hackett Parish Councils are to be congratulated on their extensive efforts to produce a Neighbourhood Plan for their area that will guide development activity over the period to 2030. I can see that a sustained effort has been put into developing a Plan with a vision “to sustainably maintain and enhance the life of our community, retaining its rural character and building on its heritage to shape its future”. The Plan document is well presented with a distinctive combination of text, images and Policies that are, subject to the specific points that I make below, well laid out and helpful for the reader. The Plan has been kept to a manageable length by not overextending the potential subject matter and the coverage of that.

It is an expectation of Neighbourhood Plans that they should address the issues that are identified through community consultation, set within the context of higher level planning policies. There is no prescribed content and no requirement that the robustness of proposals should be tested to the extent prescribed for Local Plans. Where there has been a failure by the Qualifying Bodies to address an issue in the round, leading to an inadequate statement of policy, it is part of my role wherever possible to see that the community’s intent is sustained in an appropriately modified wording for the policy. It is evident that the community has made positive use of “direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area” (Planning Practice Guidance Reference ID: 41-001-20140306).

Individually I can see that the Policies address legitimate matters for a Neighbourhood Plan as identified with the community. I will later look at the Policies in turn so as to ensure that the Basic Conditions are met, which include an obligation to have regard to Local Plan strategic policies.

Having considered all the evidence and representations submitted as part of the Examination I am satisfied that the submitted Plan has had regard to national planning policies and guidance in general terms. It works from a positive vision for the future of the Neighbourhood Area and promotes policies that are, subject to amendment to variable degrees, proportionate and sustainable. The Plan sets out the community’s priorities whilst seeking to identify and safeguard Lickey & Blackwell and Cofton Hackett’s distinctive features and character. The plan-making had to find ways to reconcile the external challenges that are perceived as likely to affect the area with the positive vision agreed with the community. All such difficult tasks were approached with transparency, with input as required and support from Bromsgrove District Council.

However, in the writing up of the work into the Plan document, it is sometimes the case that the phraseology is imprecise, not helpful, or it falls short in justifying aspects of the selected policy. This is not uncommon in a community-prepared planning document and something that can readily be addressed in most instances. Accordingly I have been obliged to recommend modifications so as to ensure both clarity and meeting of the ‘Basic Conditions’. In particular, Plan policies as submitted may not meet the obligation to “provide a practical framework within which decisions on planning applications can be made with a high degree of predictability and efficiency” (NPPF para 17). I bring this particular reference to the fore because it will be evident as I examine the policies individually and consider whether they meet or can meet the ‘Basic Conditions’.

## **Basic Conditions**

The Independent Examiner is required to consider whether a Neighbourhood Plan meets the “Basic Conditions”, as set out in law following the Localism Act 2011; in December 2018 a fifth Basic Condition was added relating to the Conservation of Habitats and Species Regulations 2017. In order to meet the Basic Conditions, the Plan must:

---

Lickey & Blackwell and Cofton Hackett Neighbourhood Plan Independent Examiner’s Report

- have regard to national policies and advice contained in guidance issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the Plan for the area;
- be compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations;
- not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017(d).

The submitted Basic Conditions Statement has very helpfully set out to address the issues in relation to the first four of these requirements in the same order as above and, where appropriate, has tabulated the relationship between the policy content of the Plan and its higher tier equivalents. I note that the Local Plan is the Plan for Bromsgrove District adopted in January 2017. At the time of Neighbourhood Plan submission the fifth Basic Condition had not been added but as the Plan does not allocate land for development and is supportive of Lickey & Blackwell and Cofton Hackett's rural features, I am satisfied that the making of the Plan will not breach the Basic Condition relating to the Habitats and Species Regulations 2017.

I have examined and will below consider the Neighbourhood Plan against all of the Basic Conditions above, utilising the supporting material provided in the Basic Conditions Statement and other available evidence as appropriate.

## **The Plan in Detail**

I will address the aspects of the Neighbourhood Plan content that are relevant to the Examination in the same sequence as the Plan. Recommendations are identified with a bold heading and italics, and I have brought them together as a list at the end of the Report.

### **Front cover**

A Neighbourhood Plan must specify the period during which it is to have effect. I note that there is a reference to the Plan dates 2018 – 2030 prominently and helpfully on the front cover. However, the additional titling relating to 'submission' and 'presented by' will no longer be applicable.

### ***Recommendation 1:***

*Remove from the front cover wording relating to the submission status of the Plan.*

### **Contents**

The Contents list will need to be reviewed once the text has been amended to accommodate the recommendations from this Report. For clarity it would be helpful to add on this page a note to the effect that references to the NPPF are to the 2012 version.

### ***Recommendation 2:***

*2.1 Review the "Contents" pages once the text has been amended to accommodate the recommendations from this Report.*

*2.2 Add after the content listing:*

*'References to the NPPF within this Plan are to the 2012 version.'*

### **Foreword**

This introductory section has now served its purpose and can be removed.

### ***Recommendation 3:***

*Remove the section titled "Foreword" on page 3.*

## **Map of the Neighbourhood Area (page 4)**

On my paper copy at least the key omits the shading colours which identify each of the Parish areas; if this distinction is felt to be important then the key details need to be rechecked. Also, although the map numbering assumes that this map is Map1, that does not actually appear as a title.

### **Recommendation 4:**

*Recheck the reproduction of the key details and the title on the map on page 4.*

## **1. Introduction & Background**

Like the “Foreword”, paragraph 1.1 and paragraph 1.5 second sentence have served their purpose and can now be omitted. An amendment is also required within paragraph 1.17.

### **Recommendation 5:**

*5.1 Delete paragraph 1.1 and the second sentence of paragraph 1.5; renumber subsequent paragraphs accordingly; move the initial use of “Neighbourhood Development Plan (NDP)” from paragraph 1.1 to paragraph 1.2.*

*5.2 In the final sentence of paragraph 1.17 replace “has been” with ‘was’.*

## **2. A Portrait of Lickey & Blackwell and Cofton Hackett**

This is a helpful and brief “portrait”.

## **3. NDP for Lickey & Blackwell and Cofton Hackett**

Paragraph 3.1 refers to Appendix 1 and as I will later recommend, this is not needed for a Plan about to become part of the Development Plan, not least because the NPPF references are already out of date.

### **Recommendation 6:**

*Replace the second and subsequent sentences of paragraph 3.1 with: ‘The National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) provide the primary national context.’*

## **4. Vision and Objectives**

A representation has noted the discrepancy in dates between the Vision statement and the Plan period on the front cover.

It is not appropriate for a document on the verge of becoming part of the Development Plan to assert a position on a strategic matter such as the Green Belt. Another concern is the use of the “We” opening to each Objective; these are the Plan objectives not ones personal to any one body or group. Looking at some of the Objectives individually:

Objective 1: Even though a “where possible” has been included, Objective 1 seeks to protect the Green Belt, which is beyond the scope of a NDP. Further a representation notes that the review of the Green Belt will be looking at its compliance with the 5 purposes of the Green Belt and none of these is about protecting the rural feel of places.

Objective 2: How the Parish Councils engage with the Green Belt Review is entirely at their own discretion, but the Plan cannot be used to engage in strategic matters which are beyond the scope of a NDP.

Objective 5: I believe that the Objective inverts what the Policies are worded to achieve; the Qualifying Bodies have confirmed that it was the intention to ensure that infrastructure is provided appropriately for planned development and growth, not the other way around.

Objective 8: This seems to be a restatement of the Vision in different words. The Qualifying Bodies however have noted that this is an overarching objective and refers to "local distinctiveness and contributes to a sense of place and well-being" which the Vision statement does not.

## **Recommendation 7:**

*Under the "Vision and Objectives" heading:*

*7.1 In the "Vision" on page 16 amend the dates to read '2018 – 2030'.*

*7.2 Amend Objective 1 to read: 'The built, historical and natural environment, and important green spaces will be appropriately protected.'*

*7.3 Amend Objective 2 to read: 'Where possible open land will be retained between individual settlements.'*

*7.4 Amend Objective 3 to read: 'Nature conservation will be promoted and areas of special environmental value protected.'*

*7.5 Amend Objective 4 to read: 'Residential developments will be supported where they are of modest size, in scale with the character of the area.'*

*7.6 Amend Objective 5 to read: 'Infrastructure should be provided appropriately for planned development and growth and existing constraints considered and addressed within new proposals.'*

*7.7 Amend Objective 6 to read: 'Sustainable economic and social growth will be supported and facilities for all local people will be enhanced in order that the community can take full advantage of a full social and active lifestyle.'*

*7.8 Amend Objective 7 to read: 'The local economy will be supported to expand by encouraging suitable small business and employment opportunities for people of all ages.'*

*7.9 Amend Objective 8 to read: 'The concept of local distinctiveness will be embraced to contribute to a sense of place and well-being for the community and future generations.'*

## **5. Key Issues and NDP Planning Policies**

As with the Contents list, section 5 will need to be reviewed once the Plan policies have been amended to accommodate the recommendations from this Report.

## **Recommendation 8:**

*Review section 5 in the light of changes to the Policies as recommended in this Report.*

## **6. Natural Environment**

Within paragraph 6.8, for a Development Plan document, the "our" references need to be replaced. Within paragraph 6.10 the source reference for the first mention of the Lickey & Blackwell Village Design Statement is omitted. Within paragraph 6.13 there is mention of "Appendix 2" which will need to be reviewed in the light of later recommendations. More than one representation objects to the assertion in paragraph 6.16 of the Plan that "The NDP provides robust evidence for the forthcoming Green Belt Review about to be prepared by Bromsgrove District Council". It may be considered reasonable for this part of the text to

record the concerns of residents, as in paragraph 6.15, but it is not appropriate for a document on the verge of becoming part of the Development Plan to assert a position on a strategic matter, as in paragraph 6.16.

**Recommendation 9:**

*Within the section headed “6. Natural Environment”:*

*9.1 Provide the sources for the data on Maps 2 & 3.*

*9.2 In paragraphs 6.8 and 6.22 replace the use of “our” with ‘the’.*

*9.3 Move the source reference for the ‘Lickey & Blackwell Village Design Statement’ from paragraph 6.13 to 6.10.*

*9.4 Amend the Appendix reference in paragraph 6.13 in the light of later recommended amendments to the Appendices.*

*9.5 Delete paragraph 6.1 and amend the subsequent paragraph numbers accordingly.*

**Policy NE1 Local Landscape**

Whilst its nature and purpose is clear, little of Policy NE1 adds to rather than potentially confuses the guidelines already contained within the Worcestershire Landscape Character Assessment Supplementary Guidance and the Lickey and Blackwell Village Design Statement; only guidelines 5, 6 & 7 appear to relate to matters specific to the Neighbourhood Area. The Qualifying Bodies have responded that “We have taken from the [Worcestershire Landscape Character Assessment] (WLCA) to create this policy. We would like to keep this because many of those who could be voting on the NDP at referendum will not have read the original WLCA document or other associated documents.” But the audience for the Policy is not the voters at the referendum but the prospective developers who expect quickly to get to the nub of issues. The Qualifying Bodies have suggested an approach to “re-number [guidelines] 5, 6, 7 as 1, 2, 3 whilst retaining the other guidelines and renumbering accordingly” but I feel the amendment ought to go further and take the general guidance into a single sub-paragraph.

In guideline 6 there may be many potential interpretations of the term “impacts”. The Qualifying Bodies have agreed that if ‘and addressed’ is added to guideline 5 after “considered” then the need for the largely repetitious guideline 6 falls away.

**Recommendation 10:**

*Within Policy NE1 Local Landscape:*

*10.1 Rewrite the opening paragraph as:*

*‘Landscaping within development proposals should demonstrate that they have taken appropriate account of the current Worcestershire Landscape Character Assessment Supplementary Guidance <sup>[footnote reference]</sup> in accordance with Bromsgrove District Plan Policy BDP21.1.’*

*10.2 Rewrite the second sentence of paragraph 2 as:*

*‘Where appropriate, the following should be considered and addressed:’*

*10.3 Renumber guideline 5 as bullet point 1; delete from this bullet point “should be considered”; delete viewpoint A and renumber the subsequent viewpoints accordingly.*

*10.4 Delete guideline 6.*

*10.5 Renumber guideline 7 as bullet point 2.*



10.6 Introduce a bullet point 3 as follows:

*'The following particular guidance is derived from the Worcestershire Landscape Character Assessment Supplementary Guidance:'*

10.7 Renumber guideline 1 as bullet point 3.1; delete "and native berberis and pyracantha"; replace "grows to an appropriate scale" with 'grow to a scale appropriate to the character of the area'.

10.8 Renumber guideline 2 as bullet point 3.2 and guideline 3 as bullet point 3.3.

10.9 Renumber guideline 4 as bullet point 3.4; amend the words "of settlements. Historic field" to 'of settlements and historic field'.

10.10 Renumber guideline 8 as bullet point 3.5, guideline 9 as bullet point 3.6 (and delete the stray inverted comma and add in its place a footnote reference for the Farmsteads Characterisation Project), and guideline 10 as bullet point 3.7.

10.11 Amend the title of the adjacent Map 4 as 'Viewpoint Locations' and bring the entries into line with the amended listing within the Policy.

As amended Policy NE1 meets the Basic Conditions.

## **Wildlife**

I note that "Wildlife Importance Areas" are divided into two categories: Sites of Special Scientific Interest (SSSIs) and Local Wildlife Sites (LWSs) but on Map 5 the key, confusingly, shows the latter as "Areas of Wildlife Importance" and the Policy refers to these as "local wildlife and habitats" and later "biodiversity networks and wildlife corridors"; because of the shifting terminology it is difficult to interpret whether these all mean the same thing or not. I note that the collective term used in Bromsgrove District Plan Policy BDP21.2 is "sites of wildlife importance" and for consistency that is the term that should be carried over into the detailing of Neighbourhood Area sites.

In paragraph 6.29 it is suggested that "it is important for our [the] NDP to protect the reservoirs and surrounding Green Belt area from development as required in the NPPF"; but as is clear from the quotation from the NPPF and representations, there is no absolute protection from all development and accordingly 'inappropriate' is needed immediately before "development".

Some of the preamble to Policy NE2 seems to have strayed beyond the Policy itself. Paragraph 6.30 is repeated at paragraph 6.33.

## **Recommendation 11:**

*Under the heading "Wildlife":*

11.1 *At the beginning of paragraph 6.23 replace "Areas" with 'Sites'.*

11.2 *In the first sentence of paragraph 6.29 replace "our" with 'the' and insert 'inappropriate' before "development".*

11.3 *On Map 5 on page 35 replace "Areas of Wildlife Importance" with 'Local Wildlife Sites'; add the source reference for the map data.*

11.4 *Move Policy NE2 to after paragraph 6.35.*

11.5 Delete paragraph 6.33 (since it duplicates paragraph 6.30) and renumber subsequent paragraphs.

## **Policy NE2 Protecting and Enhancing Biodiversity**

The Policy topic has regard for national policy and the District Plan. However, the Policy and text terminology must be made compatible. As noted in paragraph 6.30, “Distinctions should be made between the hierarchy of ....designated sites”; therefore ‘according to their significance’ needs to be added to the first paragraph of Policy NE2. The third paragraph of the Policy says “Ponds are protected” but it is unclear whether this is intended to suggest that higher level policies already protect all “ponds” – not the case - or whether it is intended that Policy NE2 “protects” ponds; absolute “protection” should not be implied. A representation notes that a “where possible” needs to be added to the second sentence of paragraph 3.

### **Recommendation 12:**

*Within Policy NE2 Protecting and Enhancing Biodiversity:*

12.1 In paragraph 1 replace “local wildlife and habitats” with ‘sites of wildlife importance’; after “should” add ‘, according to their significance,’.

12.2 In paragraph 3 in the first sentence replace “Ponds are protected” with ‘Existing ponds should be retained’ and in the second sentence before “the watercourse” add ‘where possible’.

12.3 In paragraph 4 after “should” add ‘, where possible,’ and replace “existing biodiversity networks and wildlife corridors” with ‘existing sites of wildlife importance’.

As amended Policy NE2 meets the Basic Conditions.

## **Green Infrastructure**

The Policy topic has regard for national policy and the District Plan. Paragraph 6.42 says that “Policy NE3 supports a GI approach to new development....with a higher level of detail relevant to the Neighbourhood Area”; I question whether there is actually any *additional* detail provided and therefore this sentence may mislead.

### **Recommendation 13:**

*Under the heading “Green Infrastructure”, in paragraph 6.42 delete “new” and “with a higher level of detail relevant to the Neighbourhood Area”.*

## **Policy NE3 Green Infrastructure (GI)**

The target audience for Paragraph 2 is unclear. Paragraph 6.41 notes the Bromsgrove DC commitment to a GI network but paragraphs 2 & 4 of Policy NE3 appear, inappropriately, to expect the network to be created and sustained by developers.

### **Recommendation 14:**

*Rewrite Policy NE3 Green Infrastructure as follows:*

*‘Development proposals should where applicable:*

- 1. Ensure the protection and enhancement of the existing green infrastructure assets;*
- 2. Contribute to the extension of multi-functional green infrastructure;*
- 3. Contribute to ecological enhancements and the management of flood risk and water quality; and*
- 4. Respect the landscape and historic character of the Neighbourhood Area.’*

As amended Policy NE3 meets the Basic Conditions.

## **Geology of the Lickey Hills**

I note that the headline here suggests a Policy applicable to a specific, significant part of the Neighbourhood Area. Whilst the geology of the area is described, no mapped detail is included or referenced (although the Qualifying Bodies have subsequently provided references). The Policy NE4 wording appears to be non-area specific and it is difficult to see how the development for which the Plan provides is likely to affect or be affected by geodiversity; I note that the area referenced in the headline is already the subject of significant higher level protections.

### **Recommendation 15:**

*Under the heading “Geology of the Lickey Hills”:*

*15.1 Add suitable source references where applicable within the text.*

*15.2 Delete Policy NE4 and paragraph 6.48.*

## **7. Built Heritage and Design**

Whilst the context for Policy BD1 is well described, the purpose of the Policy and its wording are much less clear.

### **Recommendation 16:**

*In the first sentence of paragraph 7.1 delete “our”.*

## **Policy BD1 Barnt Green Conservation Area**

The Policy needs to be clear that it is applicable only to the part of the Conservation Area that sits within the Neighbourhood Area. The issues addressed by paragraphs 1 & 2 appear to be addressed with greater clarity within the NPPF and the Qualifying Bodies have agreed that the reference to the NPPF is paragraph 7.16 is sufficient. The Qualifying Bodies have also agreed that the reference to “Character Appraisals” within paragraph 3 is inappropriate.

### **Recommendation 17:**

*Rewrite Policy BD1 Barnt Green Conservation Area as follows:*

*‘Within the part of the Conservation Area that sits within the Neighbourhood Area:*

*1. Development proposals should reflect the scale, massing, height and form of the characteristic buildings and the detailing and materials should be chosen to be harmonious with neighbouring properties.*

*2. Contemporary and sustainable designs will be acceptable where they are of exceptional quality and where it is demonstrated that they have appropriate regard for their context.’*

## **Promoting High Quality Design Across the Neighbourhood Area**

Paragraph 7.19 notes that the “character appraisal” for the Blackwell, Lickey and Cofton Hackett settlements is available as an unreferenced “background document”; however the wording of several paragraphs of Policy BD2 binds developers to “take into consideration” the appraisal. Despite the prominence afforded to the appraisal, at the start of my Examination the Neighbourhood Plan website showed a link to an “unfinished joint Character Appraisal for Lickey and Blackwell and Cofton Hackett”; subsequently, the Qualifying Bodies provided links to two documents - separate Character Appraisals of Lickey and Blackwell – which are in addition to the Cofton Hackett Character Appraisal dated January 2019. The status of the character appraisal(s) and the use of multiple references therefore need clarification.

### **Recommendation 18:**

*Under the heading “Promoting High Quality Design Across the Neighbourhood Area”, in the first paragraph, replace “a character appraisal” with ‘Character Appraisals’.*

## **Policy BD2 Encouraging High Quality Design**

Policy BD2 does appear to have regard for the NPPF expectation (para 59) that Plans should “avoid unnecessary prescription or detail and should concentrate on guiding the overall scale, density, massing, height, landscape, layout, materials and access of new development in relation to neighbouring buildings and the local area more generally”. However the wording of the Policy does have shortcomings (beyond the character appraisal issue noted above):

Principle 1 inappropriately seeks to bind Bromsgrove DC to a particular approach in their review of the Green Belt. Principle 2 needs to be worded positively and “significant and unacceptable increases” is open to a wide interpretation. The NPPF says (para 58), whilst acknowledging that policies “should be based on stated objectives for the future of the area and an understanding and evaluation of its defining characteristics”, policies should “optimise the potential of the site to accommodate development”. It should therefore be sufficient for reliance to be placed on an assessment of the “character of the surrounding area”. In principle 3 it is inappropriate that regard should only be had for the WCC Parking Standards “where possible”. In principle 5 I am uncertain that every development at whatever scale will be able to “identify and include opportunities for positive change”; a “where possible” is needed. In principle 6 it is unclear why the opening reference to the character appraisals is insufficient and why the “Victorian and Edwardian properties” have been singled out for mention, particularly since this sits uneasily with principle 7 which says that “proposals need not imitate earlier architectural periods or styles”. In principle 7 it is said that “New buildings should follow a consistent design approach”; I believe this is meant to relate to ‘each development’ rather than ‘every development’ but even then it is difficult to see a justification for this requirement when the “character of the surrounding area” is unlikely to demonstrate “a consistent design approach”.

As noted later with Policy INF2, the Qualifying Bodies have agreed that reference to age and dementia-friendly environments should more appropriately be included within Policy BD2.

### **Recommendation 19:**

*Within Policy BD2 Encouraging High Quality Design:*

*19.1 Reword paragraph 1 as:*

*‘Development proposals for new buildings and extensions should have appropriate regard for the character of the area in which they are located, as illustrated in the Character Appraisals of Lickey, Blackwell and Cofton Hackett <sup>[footnote reference]</sup>.’*

*19.2 In paragraph 2 replace “are required to respond positively” with ‘should respond sympathetically’.*

*19.3 In principle 1 delete the second sentence.*

*19.4 Reword principle 2 as:*

*‘Subdivision of plots and infill development must have appropriate regard for characteristic plot densities at their location.’*

*19.5 In the second sentence of principle 3 delete “provision of” and “wherever possible”.*

*19.6 In principle 5 replace “as described in the local character appraisals” with ‘as illustrated in the Character Appraisals’; add ‘where possible’ between “and” and “identify”. Add to principle 5 from principle 6: ‘The many Victorian and Edwardian properties are a distinctive feature across all the Character Appraisals.’*

19.7 *In principle 6 delete the first sentence and from the third sentence delete “consider the character appraisal undertaken by the Neighbourhood Development Plan steering group) and clearly”.*

19.8 *In principle 7 delete the third sentence commencing “New buildings should ...”; separate out the last sentence as principle 8.*

19.9 *Add a principle 9 as follows:*

*‘Large residential developments should incorporate age- and dementia-friendly features such as circular pathways in parks and open spaces, appropriate surfaces and street furniture and facilities for rest stops and social interaction.’*

As amended Policy BD2 meets the Basic Conditions.

## **Garden and Backland Development**

A representation notes that Policy BD3 could be self-defeating since it will frustrate the delivery of a sufficient quantum of housing thus making the need for the release of Green Belt land the more likely. However, as the preamble notes (subject to the comments below), the policy topic has regard to national policy and is compatible with Bromsgrove District Plan. The Qualifying Bodies have reconfirmed that they feel that this is an important issue but suggest that the Policy is renamed as ‘Residential Development in Gardens’.

Paragraph 7.26 quotes an Appeal that illustrates why it is difficult to frame a Policy that has regard to the many factors that are relevant to individual development proposals, and why language such as “unwanted garden grabbing” is unhelpful.

Paragraph 7.28 quotes a “recently published” 2017 Government White Paper which was a statement of intention rather than policy. The 2019 NPPF (para 70) repeats the content quoted from the 2012 version. As paragraph 8.198 of the Bromsgrove District Plan notes: “This does not mean that all development on garden land should be refused, but rather that careful consideration should be given to any proposals and whether there are any mitigating factors. One of the most important considerations for determining applications on garden land will be the retention of the existing character of residential areas. Development which significantly increases the proportion of ground coverage by buildings, or the scale of proposed buildings, is likely to be out of keeping with its surroundings and therefore is likely to be unacceptable and will be refused.” This approach is therefore more appropriate to quote and should therefore be the basis for Policy BD3.

### **Recommendation 20:**

*Under the heading “Garden and Backland Development”:*

*20.1 Replace the heading with ‘Residential Development in Gardens’.*

*20.2 In paragraph 7.26, in the first sentence of insert ‘Policy’ between “in” and “H1” and delete “(page 54)”, “rear” and “(“backland development” or “unwanted garden grabbing”)”; delete the second sentence.*

*20.3 In paragraph 7.28 delete the second sentence (and the related footnote); at the end of the third sentence add “; paragraph 8.198 says “One of the most important considerations for determining applications on garden land will be the retention of the existing character of residential areas. Development which significantly increases the proportion of ground coverage by buildings, or the scale of proposed buildings, is likely to be out of keeping with its surroundings and therefore is likely to be unacceptable and will be refused.””*

## **Policy BD3 Garden and Backland Development**

Paragraph 1 of Policy BD3 says that the Policy is concerned about the loss of “mature trees, hedges and shrubbery” but paragraph 3 requires that “buildings should be sited and designed to protect existing mature trees and hedgerows on the site”. It is also unclear at what point the loss of back garden amounts to a “substantial increase in the density of built form”. Paragraph 2 appears to extend to all “private gardens” not just rear gardens; there is also a lack of clarity as to how a developer could “support the need for higher density development” other than to show that there is an acknowledged housing requirement for the Neighbourhood Area and Policy H1 supports the provision of additional housing within existing settlements. The protection of “the residential amenity and privacy of neighbouring occupiers” referenced in paragraph 3 only apparently becomes an issue after “such development schemes are considered acceptable”. Some rewording is therefore required.

### **Recommendation 21:**

*Within Policy BD3 Garden and Backland Development:*

*21.1 Replace the title with ‘Residential Development in Gardens’.*

*21.2 Reword Policy BD3 as:*

*‘Development proposals on garden land will only be appropriate if they are in keeping with their surroundings and retain the existing character of the residential area at their location. Factors that must therefore be considered and addressed include openness, mature trees, hedges and shrubbery, townscape and density of the built form. The amenity and privacy of residential neighbours are also key considerations.’*

As amended Policy BD3 meets the Basic Conditions.

## **8. Housing**

### **New Housing Development**

It should not be assumed, as in paragraph 8.3, that the Green Belt Review will have been completed by 2021. A Neighbourhood Plan, particularly one on the verge of becoming part of the Development Plan, should not be used as a campaigning document. Accordingly the references to the Parish Council activities around the Green Belt Review, as included in paragraphs 8.8 and 8.9, should be omitted.

### **Recommendation 22:**

*Under the heading “New Housing Development”:*

*22.1 Reword the first sentence of paragraph 8.3 as:*

*‘Once the Green Belt Review is completed further sites will be allocated to contribute approximately 2,300 dwellings towards the 7,000 targets required by the District Council.’*

*22.2 In paragraph 8.8, in the second sentence replace “our” with ‘the’; delete the third and fourth sentences. In footnote 17 replace “please remember that this document is evidence for plan preparation and” with ‘it’; delete the comma after “itself”.*

*22.3 In paragraph 8.9, in the first sentence replace “our area” with ‘the Neighbourhood Area’; delete the third and fourth sentences.*

*22.4 In paragraph 8.10, in the first sentence replace “will not” with ‘does not’.*

### **Policy H1 New Housing within Existing Settlements**

I note that Policy H1 is titled “New Housing within Existing Settlements” but the Policy wording provides also for “Development of previously developed land in the Green Belt”. The NPPF (section 9) does not provide for unconstrained development in the Green Belt even of previously developed land; accordingly I believe that Policy H1 should keep within the range

described in the title. Within Policy H1 criterion 3 I doubt that “odour” should be a factor for residential development. Criterion 4 seems irrelevant if all the sites are within existing settlements and the Qualifying Bodies have agreed that it should be deleted.

**Recommendation 23:**

*Within Policy H1 New Housing within Existing Settlements:*

*23.1 Reword the opening sentence as:*

*‘Development proposals within existing settlements and built up areas will be supported in line with Bromsgrove District Plan BDP2.1 provided that:’.*

*23.2 In criterion 1 replace “meets the criteria set out in our” with ‘addresses related’.*

*23.3 In criterion 3 replace “odour” with ‘privacy’.*

*23.4 Delete criterion 4.*

As amended Policy H1 meets the Basic Conditions.

**Local Housing Needs**

This section provides helpful background to Policy H2 although it is rather lengthy given its dependence on data which is quite old.

**Recommendation 24:**

*In paragraph 8.20 replace “our” with ‘the’ and in paragraph 8.21 delete “in our area,”.*

**Policy H2 Housing Mix**

The first paragraph of Policy H2 uses the future tense whereas ‘is encouraged’ would be more appropriate. The evidence from which the approach of paragraph 2 is drawn is all quite old – 2010 - 2012. A representation points out that smaller dwellings are vacated as families grow and move into larger family dwellings. The best that Policy H2 can do is to require developers to evidence regard for current, local housing requirements and the needs of older and younger households in particular.

**Recommendation 25:**

*Reword Policy H2 Housing Mix as:*

*“The mix of housing within residential development proposals should be informed by the most recent evidence and should have regard for current, local housing requirements including the needs of older and younger households.”*

As amended Policy H2 meets the Basic Conditions.

**Energy Efficiency**

I note that the heading has been omitted from this section.

**Recommendation 26:**

*Before paragraph 8.23 add the heading ‘Energy Efficiency’.*

**Policy H3 Energy Efficiency**

Whilst I can see that Policy H3 is based on some evidence of need, unfortunately a Written Ministerial Statement of March 2015 said: “From the date the Deregulation Bill 2015 is given Royal Assent, local planning authorities and qualifying bodies preparing neighbourhood plans should not set in their emerging Local Plans, neighbourhood plans, or supplementary planning documents, any additional local technical standards or requirements relating to the

construction, internal layout or performance of new dwellings". Accordingly whilst the Policy might 'encourage' an approach it cannot make it an obligation.

**Recommendation 27:**

*Within Policy H3 Energy Efficiency replace "All new housing should" with 'Development proposals for new housing are encouraged to'.*

As amended Policy H3 meets the Basic Conditions.

## 9. Infrastructure

### Transport and Parking

Maps 8 & 9 lack a source reference for the data. I note that within paragraph 9.6 there is a repetition of the sentence regarding the popularity of cycling. The Policies INF 1-3 precede rather than follow paragraphs 9.13 – 9.19.

**Recommendation 28:**

*Under heading "Transport and Parking":*

*28.1 In paragraph 9.3 replace "our parishes" with 'this area'.*

*28.2 In paragraph 9.5 replace "our" with 'the' in four places.*

*28.3 In paragraph 9.6 replace "our" with 'the' in three places and delete the second sentence.*

*28.4 Add a source reference to Maps 8 & 9.*

*28.5 Ensure that the Policies follow their preamble text.*

### Policy INF1 Supporting Walking and Cycling and Improvements in Local Transport Infrastructure

Within Policy INF1 paragraph 2 it is unclear what "measures" to be provided might imply particularly since they must be land use ones; an obligation re traffic speeds that extends to the whole Plan area is both unreasonable and unrealistic.

As a representation notes, the obligation regarding electric charging points might more appropriately be expressed as an infrastructure requirement. The representation from the County Council notes that all developments must meet the requirements of the Council's Streetscape Design Guide, which could be referenced here or within Policy BD2.

**Recommendation 29:**

*Within Policy INF1 Supporting Walking and Cycling and Improvements to Local Transport Infrastructure:*

*29.1 Reword paragraph 2 as:*

*'Development proposals should show regard for the Worcestershire Streetscape Design Guide <sup>[footnote]</sup> and, where appropriate, should ensure links to safe and accessible walking and cycling routes, and to public transport, within a safe speed road environment.'*

*29.2 Reword paragraph 3 as:*

*'Residential and commercial development should include or enable electric vehicle charging.'*

As amended Policy INF1 meets the Basic Conditions.



## **Policy INF2 Providing Safe and Accessible Environments for All**

As recommended at Policy B2 above, the Qualifying Bodies agreed that the intent of Policy INF2 would be more appropriately incorporated with the Plan's design policy. The very specific requirements of Policy INF2 are not peculiar to the Neighbourhood Area and largely relate to larger scale developments incorporating open space for which the Plan does not provide.

### **Recommendation 30:**

*Delete Policy INF2 and paragraph 9.13; amend the subsequent Policy and paragraph numbering accordingly.*

## **Communication Technologies**

The preamble to Policy INF3 does not make mention of the Bromsgrove District Plan.

### **Recommendation 31:**

*Under the heading "Communication Technologies" add a new paragraph 9.19 (and renumber the existing 9.19) as follows:*

*'Bromsgrove District Plan Policy BDP1.4 says that "In considering all proposals for development in Bromsgrove District regard will be had to [inter alia] ... The provision of communication technology infrastructure to allow for future technological enhancements e.g. fibre optic ducting."*

## **Policy INF3 Communications Technologies**

Within Policy INF3 there is no purpose in saying that telecoms infrastructure will be "actively" encouraged since such an obligation cannot be put on the officers of Bromsgrove District Council. The expectation that "any new development" will have a superfast broadband connection cannot realistically extend to small infill developments; the expectation may be more realistic for larger developments.

### **Recommendation 32:**

*Within Policy INF3 Communication Technologies*

*32.1 Renumber the Policy as INF2.*

*32.2 Reword the opening sentence as:*

*'New mobile telecommunication infrastructure will be supported provided that:.'*

*32.3 Reword the second and third sentences of paragraph 2 as:*

*'Wherever possible and appropriate development proposals should provide for connections to superfast broadband (fibre optic); as a minimum suitable ducting should be provided to allow for future technological enhancements.'*

As amended the new Policy INF2 meets the Basic Conditions.

## **10 Community Facilities**

The Qualifying Bodies have agreed that it would avoid repetition and duplication if Policies CF1 and CF2 were merged. Accordingly there will be two preamble sections – Community Facilities and Open Space – before the new merged Policy CF1.

### **Recommendation 33:**

*Under the heading "Community Facilities" combine the Policy preambles to Policies CF1 & CF2 and delete Policy CF1; in paragraph 10.14 replace "CF2" with 'CF1' and add a second sentence: 'The Parish Councils will work with Worcestershire County Council on highway and traffic management issues arising from proposals.'*

## **Policy CF2 Protecting Existing Open Space and Recreational Facilities and Supporting Investment in New Facilities**

As a result of merging the two Policies CF1 and CF2 some rewording is required. The fourth criterion of Policy CF1 is not primarily a land use issue and therefore the traffic management aspect ought to be omitted from the merged Policy; the Qualifying Bodies have suggested that a commitment from the Parish Councils to work with Worcestershire County Council on highway and traffic management should be included in the supporting text – see above. In relation to Map 11 I note that Barnt Green Sailing and Fishing Club is indicated as being outside the Neighbourhood Area and that needs correction.

### **Recommendation 34:**

*Within Policy CF2 Protecting Existing Open Space and Recreational Facilities and Supporting Investment in New Facilities:*

*34.1 Renumber as Policy CF1 and retitle as ‘Protecting Community Facilities and Supporting Investment in New Facilities’.*

*34.2 Word the new Policy CF1 as:*

*‘Existing community, recreation and public open space facilities, as shown on Maps 9 & 10, should be retained unless:*

- (i) It can be demonstrated that an existing facility is no longer economically viable; or*
- (ii) An equivalent or better replacement facility is provided either on the site or in an equally or more accessible location.*

*Development proposals to enhance and improve an existing facility will be supported provided that:*

- (1) The siting, scale and design are appropriate to the location and respect the character of the surrounding area, including any historic and natural assets; and*
- (2) [take in 2 from Policy CF2]*
- (3) [take in 3 from Policy CF2]’*

*34.3 Correct Map 11 to indicate a location for Barnt Green Sailing and Fishing Club within the Neighbourhood Area.*

As amended the new Policy CF1 meets the Basic Conditions.

## **Local Green Spaces**

Whilst the Plan appropriately addresses the NPPF designation criteria, I had three reservations about the areas selected for designation as Local Green Space (LGS):

- a) Planning Practice Guidance notes, “If land is already protected by designation, then consideration should be given to whether any additional local benefit would be gained by designation as Local Green Space” (Paragraph: 011 Reference ID 37-011-20140306). No details were provided on this issue and in particular the grounds of the listed building St Catherine’s Church would benefit from that designation for the Church.
- b) The map showing the designated spaces did not allow (in the paper version at least) for the boundaries to be identified with clarity, in one particular instance because the map needed an update and in another because the space was omitted.
- c) Once the boundaries were clarified I had reservations about the boundary selected for two spaces.

On the first two points the Qualifying Bodies and the Local Planning Authority have responded helpfully to my request for clarification. On the third point I make recommendations below.

### **Recommendation 35:**

*Under the heading “Local Green Spaces”:*

35.1 Amend the boundary of the “Grounds of St Catherine’s Church” LGS to omit the Church buildings and amend the boundary of the “St Catherine’s Road Playing Field” LGS to omit the car park to the south of the space.

35.2 On Map 12 ensure that the “Myhill Field Play Area” LGS is included and add a note the effect that ‘LGS boundaries can be identified with clarity by enlarging the online map to street level’.

## **Policy CF3 Local Green Spaces**

Since the Plan “designates” spaces as Local Green Spaces that is what the Policy should say.

### **Recommendation 36:**

*Within Policy CF3 Local Green Spaces reword the third line as ‘The eight designated Local Green Spaces are:’.*

As amended the new Policy CF3 meets the Basic Conditions.

## **11. Commercial & Business Interests**

### **Supporting Appropriate Local Enterprise**

This section provides helpful background to Policy B1 but, for clarity, paragraph 11.2 needs some appropriate rewording.

### **Recommendation 37:**

*Under the heading “Supporting Appropriate Local Enterprise”, in paragraph 11.2, replace “The NDP believes that our neighbourhood should be a good place to do business and that encouraging” with ‘Encouraging’.*

### **Policy B1 Supporting Appropriate Local Enterprise**

For clarity I feel that the first part of Policy B1 ought to start with the stipulation that it applies to certain parts of the Neighbourhood Area only, rather than leave it until criterion 4 for this to be revealed.

### **Recommendation 38:**

*Within Policy B1 Supporting Appropriate Local Enterprise:*

*38.1 Reword the opening sentence as:*

*‘Development of new, small-scale employment and service related business facilities will be supported within the existing built-up areas that are part of the large settlement of Barnt Green (where that lies within the Neighbourhood Area) and within the small settlements of Blackwell Blackwell and Cofton Hackett (as set out in Bromsgrove District Plan Policy BDP2 Settlement Hierarchy) provided that:’.*

*38.2 Delete criterion 4.*

As amended the new Policy B1 meets the Basic Conditions.

### **Home Working**

Paragraph 11.10 appropriately notes that much home working is undertaken without the need for a planning consent, but this ought to be noted also in the Policy.

### **Policy B2 Supporting Home Working**

In Policy B2 the opening words before the colon do not match with the wording of criterion 2. It is unclear whether Policy B2 is to apply across the Neighbourhood Area but paragraph 90 of the NPPF is potentially more restrictive on the reuse of buildings in the Green Belt.

**Recommendation 39:**

*Within Policy B2 Supporting Home Working:*

*39.1 Rework the opening paragraph as:*

*'Where a planning consent is required, alterations and extensions to accommodate home working will be supported in principle when:*

- 1. With an existing dwelling, the extension is subordinate to the original building; or*
- 2. An existing building is being brought back into use; and*
- 3. Regard is demonstrated, as appropriate, for the amenity of neighbours, built heritage, the natural environment, landscape character and Green Belt Policy.'*

*39.2 Delete paragraph 3.*

As amended the new Policy B2 meets the Basic Conditions.

**12. Next Steps**

The Qualifying Bodies have agreed that the content here has served its purpose but the Plan would benefit from a commitment to review the Plan at intervals. Representations note that a commitment to review the Plan following the adoption of the new Bromsgrove Local Plan would be appropriate.

**Recommendation 40:**

*Replace the section "12. Next Steps" with a new section titled 'Monitoring and Review' as follows:*

*'The Parish Councils will monitor the impact and effectiveness of the Neighbourhood Plan and, as necessary, will review the content with a minimum interval of every five years. A particular point for review might arise once Bromsgrove District Council has adopted the new Local Plan that will replace the present District Plan.'*

**Appendix 1 National Planning Policy Context**

This section has also served its purpose (and is now out of date) and should be deleted.

**Recommendation 41:**

*Delete Appendix I.*

**Appendix II Lickey and Blackwell Tree Leaflets**

These leaflets help to add some further insight into the character of the area but it would be appropriate to have web addresses for them.

**Recommendation 42:**

*Renumber Appendix II as Appendix I and provide web addresses for on-line copies of the leaflets.*

**Other matters raised in representations**

Some representations have suggested additional or expanded content or sites that the Plan might include. However, given that the Neighbourhood Plan sits within the Development Plan documents as a whole, keeping content pertinent to Lickey & Blackwell and Cofton Hackett identified priorities is entirely appropriate. As noted within the body of this Report it is a requirement that a Neighbourhood Plan addresses only the "development and use of land". Even within this restriction there is no obligation on Neighbourhood Plans to be comprehensive in their coverage – unlike Local Plans - not least because proportionate supporting evidence is required.

Many representations indicate support for all or parts of the draft Plan and this helps in a small but valuable way to reassure that the extensive public consultation has been productive.

I have not mentioned every representation individually but this is not because they have not been thoroughly read and considered in relation to my Examiner role, rather their detail may not add to the pressing of my related recommendations which must ensure that the Basic Conditions are met.

## **European Union (EU) and European Convention on Human Rights (ECHR) Obligations**

A further Basic Condition, which the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan must meet, is compatibility with European Union (EU) and European Convention on Human Rights (ECHR) obligations.

There is no legal requirement for a Neighbourhood Plan to have a sustainability appraisal. The Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Report carried out by Bromsgrove District Council for the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan (March 2018) considered whether or not the content of the Plan required a Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plan and Programmes Regulations 2004. In accordance with Regulation 9 of the SEA Regulations 2004, Bromsgrove District Council determined that “it is concluded that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan will not have significant effects in relation to any of the criteria set out in Schedule 1 of the SEA Regulations and therefore does not need to be subject to an SEA report.” Also: “HRAs to date have typically considered European sites with (*sic*) a 10-15km radius around the plan area. Using this approach of 15km radius, it is concluded that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan will not have an adverse effect on the integrity of internationally designated sites either on its own or in combination with other plans and therefore does not require a Habitat Regulation Assessment to be undertaken.” In making this determination, the District Council had regard to Schedule 1 of the Regulations and carried out consultation with the relevant public bodies who concurred with the screening opinion. Particularly in the absence of any adverse comments from the statutory bodies or the Local Planning Authority (either at the Screening or the Regulation 16 Consultation) I can confirm that the Screening undertaken was appropriate and proportionate, and that the Plan has sustainability at its heart.

The Basic Conditions Statement submitted alongside the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan confirms as regards the European Convention on Human Rights that the Qualifying Bodies have “developed the policies and proposals within the Plan in full consultation with the community and wider stakeholders to produce as inclusive a document as possible. In general, the policies and proposals will not have a discriminatory impact on any particular group of individuals.”

I therefore confirm that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan has regard to fundamental rights and freedoms guaranteed under the ECHR and complies with the Human Rights Act 1998. No evidence has been put forward to demonstrate that this is not the case.

Taking all of the above into account, I am satisfied that the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan is compatible with EU obligations and that it does not breach, nor is in any way incompatible with, the ECHR.

## Conclusions

This Independent Examiner's Report recommends a range of modifications to the Policies, as well as some of the supporting content, in the Plan. Modifications have been recommended to effect corrections, to ensure clarity and in order to ensure that the Basic Conditions are met. Whilst I have proposed a significant number of modifications, the Plan itself remains fundamentally unchanged in the role and direction set for it by the Qualifying Bodies.

I therefore conclude that, subject to the modifications recommended, the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan:

- has regard to national policies and advice contained in guidance issued by the Secretary of State;
- contributes to the achievement of sustainable development;
- is in general conformity with the strategic policies of the Plan for the area;
- is compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations;
- does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017(d).

**On that basis I *recommend* to the Bromsgrove District Council that, subject to the incorporation of modifications set out as recommendations in this report, it is appropriate for the Lickey & Blackwell and Cofton Hackett Neighbourhood Plan to proceed to referendum.**

## Referendum Area

As noted earlier, part of my Examiner role is to consider whether the referendum area should be extended beyond the Plan area. I consider the Neighbourhood Area to be appropriate and no evidence has been submitted to suggest that this is not the case. I therefore ***recommend*** that the Plan should proceed to referendum based on the Neighbourhood Area as approved by the Bromsgrove District Council on 8<sup>th</sup> December 2015.

**Recommendations:** (this is a listing of the recommendations exactly as they are included in the Report)

Rec	Text	Reason
1	Remove from the front cover wording relating to the submission status of the Plan.	For clarity
2	2.1 Review the “Contents” pages once the text has been amended to accommodate the recommendations from this Report.  2.2 Add after the content listing: 'References to the NPPF within this Plan are to the 2012 version.'	For clarity and accuracy
3	Remove the section titled “Foreword” on page 3.	For clarity
4	Recheck the reproduction of the key details and the title on the map on page 4.	For clarity
5	5.1 Delete paragraph 1.1 and the second sentence of paragraph 1.5; renumber subsequent paragraphs accordingly; move the initial use of “Neighbourhood Development Plan (NDP)” from paragraph 1.1 to paragraph 1.2.  5.2 In the final sentence of paragraph 1.17 replace “has been” with ‘was’.	For clarity
6	Replace the second and subsequent sentences of paragraph 3.1 with: 'The National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) provide the primary national context.'	For clarity and accuracy
7	Under the “Vision and Objectives” heading: 7.1 In the “Vision” on page 16 amend the dates to read ‘2018 – 2030’.  7.2 Amend Objective 1 to read: ‘The built, historical and natural environment, and important green spaces will be appropriately protected.’  7.3 Amend Objective 2 to read: ‘Where possible open land will be retained between individual settlements.’  7.4 Amend Objective 3 to read: ‘Nature conservation will be promoted and areas of special environmental value protected.’  7.5 Amend Objective 4 to read: ‘Residential developments will be supported where they are of modest size, in scale with the character of the area.’  7.6 Amend Objective 5 to read: ‘Infrastructure should be provided appropriately for planned development and growth and existing constraints considered and addressed within new proposals.’	For clarity and to meet Basic Condition 1

	<p>7.7 Amend Objective 6 to read: ‘Sustainable economic and social growth will be supported and facilities for all local people will be enhanced in order that the community can take full advantage of a full social and active lifestyle.’</p> <p>7.8 Amend Objective 7 to read: ‘The local economy will be supported to expand by encouraging suitable small business and employment opportunities for people of all ages.’</p> <p>7.9 Amend Objective 8 to read: ‘The concept of local distinctiveness will be embraced to contribute to a sense of place and well-being for the community and future generations.’</p>	
8	Review section 5 in the light of changes to the Policies as recommended in this Report.	For clarity and accuracy
9	<p><i>Within the section headed “6. Natural Environment”:</i></p> <p><i>9.1 Provide the sources for the data on Maps 2 &amp; 3.</i></p> <p><i>9.2 In paragraphs 6.8 and 6.22 replace the use of “our” with ‘the’.</i></p> <p><i>9.3 Move the source reference for the ‘Lickey &amp; Blackwell Village Design Statement’ from paragraph 6.13 to 6.10.</i></p> <p><i>9.4 Amend the Appendix reference in paragraph 6.13 in the light of later recommended amendments to the Appendices.</i></p> <p><i>9.5 Delete paragraph 6.1 and amend the subsequent paragraph numbers accordingly.</i></p>	For clarity
10	<p>Within Policy NE1 Local Landscape:</p> <p>10.1 Rewrite the opening paragraph as: ‘Landscaping within development proposals should demonstrate that they have taken appropriate account of the current Worcestershire Landscape Character Assessment Supplementary Guidance [footnote reference] in accordance with Bromsgrove District Plan Policy BDP21.1.’</p> <p>10.2 Rewrite the second sentence of paragraph 2 as: ‘Where appropriate, the following should be considered and addressed:’</p> <p>10.3 Renumber guideline 5 as bullet point 1; delete from this bullet point “should be considered”; delete viewpoint A and renumber the subsequent viewpoints accordingly.</p> <p>10.4 Delete guideline 6.</p> <p>10.5 Renumber guideline 7 as bullet point 2.</p> <p>10.6 Introduce a bullet point 3 as follows: ‘The following particular guidance is derived from the Worcestershire Landscape Character Assessment Supplementary Guidance:’</p>	For clarity and to meet Basic Condition 1



	<p>10.7 Renumber guideline 1 as bullet point 3.1; delete “and native berberis and pyracantha”; replace “grows to an appropriate scale” with ‘grow to a scale appropriate to the character of the area’.</p> <p>10.8 Renumber guideline 2 as bullet point 3.2 and guideline 3 as bullet point 3.3.</p> <p>10.9 Renumber guideline 4 as bullet point 3.4; amend the words “of settlements. Historic field” to ‘of settlements and historic field’.</p> <p>10.10 Renumber guideline 8 as bullet point 3.5, guideline 9 as bullet point 3.6 (and delete the stray inverted comma and add in its place a footnote reference for the Farmsteads Characterisation Project), and guideline 10 as bullet point 3.7.</p> <p>10.11 Amend the title of the adjacent Map 4 as ‘Viewpoint Locations’ and bring the entries into line with the amended listing within the Policy.</p>	
11	<p>Under the heading “Wildlife”:</p> <p>11.1 At the beginning of paragraph 6.23 replace “Areas” with ‘Sites’.</p> <p>11.2 In the first sentence of paragraph 6.29 replace “our” with ‘the’ and insert ‘inappropriate’ before “development”.</p> <p>11.3 On Map 5 on page 35 replace “Areas of Wildlife Importance” with ‘Local Wildlife Sites’; add the source reference for the map data.</p> <p>11.4 Move Policy NE2 to after paragraph 6.35.</p> <p>11.5 Delete paragraph 6.33 (since it duplicates paragraph 6.30) and renumber subsequent paragraphs.</p>	For clarity and accuracy
12	<p>Within Policy NE2 Protecting and Enhancing Biodiversity:</p> <p>12.1 In paragraph 1 replace “local wildlife and habitats” with ‘sites of wildlife importance’; after “should” add ‘, according to their significance,’.</p> <p>12.2 In paragraph 3 in the first sentence replace “Ponds are protected” with ‘Existing ponds should be retained’ and in the second sentence before “the watercourse” add ‘where possible’.</p> <p>12.3 In paragraph 4 after “should” add ‘, where possible,’ and replace “existing biodiversity networks and wildlife corridors” with ‘existing sites of wildlife importance’.</p>	For clarity and to meet Basic Condition 1
13	<p>Under the heading “Green Infrastructure”, in paragraph 6.42 delete “new” and “with a higher level of detail relevant to the Neighbourhood Area”.</p>	For clarity and accuracy
14	<p>Rewrite Policy NE3 Green Infrastructure as follows:  ‘Development proposals should where applicable:  1. Ensure the protection and enhancement of the existing green</p>	For clarity and to meet Basic

	<p>infrastructure assets;</p> <p>2. Contribute to the extension of multi-functional green infrastructure;</p> <p>3. Contribute to ecological enhancements and the management of flood risk and water quality; and</p> <p>4. Respect the landscape and historic character of the Neighbourhood Area.'</p>	Condition 1
15	<p><i>Under the heading "Geology of the Lickey Hills":</i></p> <p><i>15.1 Add suitable source references where applicable within the text.</i></p> <p><i>15.2 Delete Policy NE4 and paragraph 6.48.</i></p>	For clarity and to meet Basic Condition 1
16	In the first sentence of paragraph 7.1 delete "our".	For clarity
17	<p>Rewrite Policy BD1 Barnt Green Conservation Area as follows:</p> <p>'Within the part of the Conservation Area that sits within the Neighbourhood Area:</p> <p>1. Development proposals should reflect the scale, massing, height and form of the characteristic buildings and the detailing and materials should be chosen to be harmonious with neighbouring properties.</p> <p>2. Contemporary and sustainable designs will be acceptable where they are of exceptional quality and where it is demonstrated that they have appropriate regard for their context.'</p>	For correction
18	Under the heading "Promoting High Quality Design Across the Neighbourhood Area", in the first paragraph, replace "a character appraisal" with 'Character Appraisals'.	For clarity and accuracy
19	<p>Within Policy BD2 Encouraging High Quality Design:</p> <p>19.1 Reword paragraph 1 as: 'Development proposals for new buildings and extensions should have appropriate regard for the character of the area in which they are located, as illustrated in the Character Appraisals of Lickey, Blackwell and Cofton Hackett [footnote reference].'</p> <p>19.2 In paragraph 2 replace "are required to respond positively" with 'should respond sympathetically'.</p> <p>19.3 In principle 1 delete the second sentence.</p> <p>19.4 Reword principle 2 as: 'Subdivision of plots and infill development must have appropriate regard for characteristic plot densities at their location.'</p> <p>19.5 In the second sentence of principle 3 delete "provision of" and "wherever possible".</p> <p>19.6 In principle 5 replace "as described in the local character appraisals" with 'as illustrated in the Character Appraisals'; add 'where possible' between "and" and "identify". Add to principle 5 from principle 6: 'The many Victorian and Edwardian properties are a distinctive feature across all the Character Appraisals.'</p>	For clarity and to meet Basic Condition 1

	<p>19.7 In principle 6 delete the first sentence and from the third sentence delete “consider the character appraisal undertaken by the Neighbourhood Development Plan steering group) and clearly”.</p> <p>19.8 In principle 7 delete the third sentence commencing “New buildings should ...”; separate out the last sentence as principle 8.</p> <p>19.9 Add a principle 9 as follows: ‘Large residential developments should incorporate age- and dementia-friendly features such as circular pathways in parks and open spaces, appropriate surfaces and street furniture and facilities for rest stops and social interaction.’</p>	
20	<p>Under the heading “Garden and Backland Development”:</p> <p>20.1 Replace the heading with ‘Residential Development in Gardens’.</p> <p>20.2 In paragraph 7.26, in the first sentence of insert ‘Policy’ between “in” and “H1” and delete “(page 54)”, “rear” and “(“backland development” or “unwanted garden grabbing”)”; delete the second sentence.</p> <p>20.3 In paragraph 7.28 delete the second sentence (and the related footnote); at the end of the third sentence add “; paragraph 8.198 says “One of the most important considerations for determining applications on garden land will be the retention of the existing character of residential areas. Development which significantly increases the proportion of ground coverage by buildings, or the scale of proposed buildings, is likely to be out of keeping with its surroundings and therefore is likely to be unacceptable and will be refused.””</p>	For clarity and accuracy
21	<p>Within Policy BD3 Garden and Backland Development:</p> <p>21.1 Replace the title with ‘Residential Development in Gardens’.</p> <p>21.2 Reword Policy BD3 as: ‘Development proposals on garden land will only be appropriate if they are in keeping with their surroundings and retain the existing character of the residential area at their location. Factors that must therefore be considered and addressed include openness, mature trees, hedges and shrubbery, townscape and density of the built form. The amenity and privacy of residential neighbours are also key considerations.’</p>	For clarity and correction and to meet Basic Condition 1
22	<p>Under the heading “New Housing Development”:</p> <p>22.1 Reword the first sentence of paragraph 8.3 as: ‘Once the Green Belt Review is completed further sites will be allocated to contribute approximately 2,300 dwellings towards the 7,000 targets required by the District Council.’</p> <p>22.2 In paragraph 8.8, in the second sentence replace “our” with ‘the’; delete the third and fourth sentences. In footnote 17 replace “please remember that this document is evidence for plan preparation and” with ‘it’; delete the comma after “itself”.</p> <p>22.3 In paragraph 8.9, in the first sentence replace “our area” with ‘the Neighbourhood Area’; delete the third and fourth sentences.</p>	For clarity and accuracy

	22.4 In paragraph 8.10, in the first sentence replace “will not” with ‘does not’.	
23	<p>Within Policy H1 New Housing within Existing Settlements:</p> <p>23.1 Reword the opening sentence as: ‘Development proposals within existing settlements and built up areas will be supported in line with Bromsgrove District Plan BDP2.1 provided that:’.</p> <p>23.2 In criterion 1 replace “meets the criteria set out in our” with ‘addresses related’.</p> <p>23.3 In criterion 3 replace “odour” with ‘privacy’.</p> <p>23.4 Delete criterion 4.</p>	For clarity and to meet Basic Condition 1
24	In paragraph 8.20 replace “our” with ‘the’ and in paragraph 8.21 delete “in our area,”.	For clarity
25	Reword Policy H2 Housing Mix as: “The mix of housing within residential development proposals should be informed by the most recent evidence and should have regard for current, local housing requirements including the needs of older and younger households.’	For clarity and to meet Basic Condition 1
26	Before paragraph 8.23 add the heading ‘Energy Efficiency’.	For clarity
27	Within Policy H3 Energy Efficiency replace “All new housing should” with ‘Development proposals for new housing are encouraged to’.	For clarity and to meet Basic Condition 1
28	<p>Under heading “Transport and Parking”:</p> <p>28.1 In paragraph 9.3 replace “our parishes” with ‘this area’.</p> <p>28.2 In paragraph 9.5 replace “our” with ‘the’ in four places.</p> <p>28.3 In paragraph 9.6 replace “our” with ‘the’ in three places and delete the second sentence.</p> <p>28.4 Add a source reference to Maps 8 &amp; 9.</p> <p>28.5 Ensure that the Policies follow their preamble text.</p>	For clarity
29	<p>Within Policy INF1 Supporting Walking and Cycling and Improvements to Local Transport Infrastructure:</p> <p>29.1 Reword paragraph 2 as: ‘Development proposals should show regard for the Worcestershire Streetscape Design Guide [footnote] and, where appropriate, should ensure links to safe and accessible walking and cycling routes, and to public transport, within a safe speed road environment.’</p> <p>29.2 Reword paragraph 3 as:</p>	For clarity and to meet Basic Condition 1

	'Residential and commercial development should include or enable electric vehicle charging.'	
30	Delete Policy INF2 and paragraph 9.13; amend the subsequent Policy and paragraph numbering accordingly.	For clarity
31	Under the heading "Communication Technologies" add a new paragraph 9.19 (and renumber the existing 9.19) as follows: 'Bromsgrove District Plan Policy BDP1.4 says that "In considering all proposals for development in Bromsgrove District regard will be had to [inter alia] ... The provision of communication technology infrastructure to allow for future technological enhancements e.g. fibre optic ducting."'	For clarity
32	Within Policy INF3 Communication Technologies 32.1 Renumber the Policy as INF2.  32.2 Reword the opening sentence as: 'New mobile telecommunication infrastructure will be supported provided that:'.  32.3 Reword the second and third sentences of paragraph 2 as: 'Wherever possible and appropriate development proposals should provide for connections to superfast broadband (fibre optic); as a minimum suitable ducting should be provided to allow for future technological enhancements.'	For clarity and to meet Basic Condition 1
33	Under the heading "Community Facilities" combine the Policy preambles to Policies CF1 & CF2 and delete Policy CF1; in paragraph 10.14 replace "CF2" with 'CF1' and add a second sentence: 'The Parish Councils will work with Worcestershire County Council on highway and traffic management issues arising from proposals.'	For clarity
34	Within Policy CF2 Protecting Existing Open Space and Recreational Facilities and Supporting Investment in New Facilities: 34.1 Renumber as Policy CF1 and retitle as 'Protecting Community Facilities and Supporting Investment in New Facilities'.  34.2 Word the new Policy CF1 as: 'Existing community, recreation and public open space facilities, as shown on Maps 9 & 10, should be retained unless: (i) It can be demonstrated that an existing facility is no longer economically viable; or (ii) An equivalent or better replacement facility is provided either on the site or in an equally or more accessible location.  Development proposals to enhance and improve an existing facility will be supported provided that: (1) The siting, scale and design are appropriate to the location and respect the character of the surrounding area, including any historic and natural assets; and (2) [take in 2 from Policy CF2] (3) [take in 3 from Policy CF2]'	For clarity and to meet Basic Condition 1

	34.3 Correct Map 11 to indicate a location for Barnt Green Sailing and Fishing Club within the Neighbourhood Area.	
35	<p>Under the heading “Local Green Spaces”:</p> <p>35.1 Amend the boundary of the “Grounds of St Catherine’s Church” LGS to omit the Church buildings and amend the boundary of the “St Catherine’s Road Playing Field” LGS to omit the car park to the south of the space.</p> <p>35.2 On Map 12 ensure that the “Myhill Field Play Area” LGS is included and add a note the effect that ‘LGS boundaries can be identified with clarity by enlarging the online map to street level’.</p>	For clarity and accuracy
36	Within Policy CF3 Local Green Spaces reword the third line as ‘The eight designated Local Green Spaces are:’.	For clarity and to meet Basic Condition 1
37	Under the heading “Supporting Appropriate Local Enterprise”, in paragraph 11.2, replace “The NDP believes that our neighbourhood should be a good place to do business and that encouraging” with ‘Encouraging’.	For clarity
38	<p>Within Policy B1 Supporting Appropriate Local Enterprise:</p> <p>38.1 Reword the opening sentence as:  ‘Development of new, small-scale employment and service related business facilities will be supported within the existing built-up areas that are part of the large settlement of Barnt Green (where that lies within the Neighbourhood Area) and within the small settlements of Blackwell Blackwell and Cofton Hackett (as set out in Bromsgrove District Plan Policy BDP2 Settlement Hierarchy) provided that:’.</p> <p>38.2 Delete criterion 4.</p>	For clarity and to meet Basic Condition 1
39	<p>Within Policy B2 Supporting Home Working:</p> <p>39.1 Reword the opening paragraph as:  ‘Where a planning consent is required, alterations and extensions to accommodate home working will be supported in principle when:</p> <ol style="list-style-type: none"> <li>1. With an existing dwelling, the extension is subordinate to the original building; or</li> <li>2. An existing building is being brought back into use; and</li> <li>3. Regard is demonstrated, as appropriate, for the amenity of neighbours, built heritage, the natural environment, landscape character and Green Belt Policy.’</li> </ol> <p>39.2 Delete paragraph 3.</p>	For clarity and to meet Basic Condition 1
40	<p>Replace the section “12. Next Steps” with a new section titled ‘Monitoring and Review’ as follows:  ‘The Parish Councils will monitor the impact and effectiveness of the Neighbourhood Plan and, as necessary, will review the content with a minimum interval of every five years. A particular point for review</p>	For clarity

	might arise once Bromsgrove District Council has adopted the new Local Plan that will replace the present District Plan.'	
41	Delete Appendix I.	For clarity
42	Renumber Appendix II as Appendix I and provide web addresses for on-line copies of the leaflets.	For clarity

This page is intentionally left blank



# DECLARATION OF RESULT OF POLL

## Bromsgrove District Council

### Neighbourhood Planning Referendum

I Kevin Dicks, being the Counting Officer at the above referendum held on Thursday 12 December 2019, do hereby give notice that the results of the votes cast is as follows:

Question		
Do you want Bromsgrove District Council to use the Neighbourhood Plan for Lickey & Blackwell and Cofton Hackett parishes to help it decide planning applications in the neighbourhood area?		
	Votes Recorded	Percentage
Number cast in favour of a <b>Yes</b>	2911	86.35 %
Number cast in favour of a <b>No</b>	427	12.66 %

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more answers than required	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	30
E rejected in part	0
Total	33

Electorate: 5382

Ballot Papers Issued: 3372

Turnout: 62.6500

And I do hereby declare that more than half of those voting have voted **in favour of** the Neighbourhood Plan.

This page is intentionally left blank

**BDC Response - South Worcestershire Development  
Plan Preferred Option**

Relevant Portfolio Holder	Councillor Adam Kent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Wards Affected	All Wards
Ward Councillor Consulted	No
Non-Key Decision	Yes

**1. SUMMARY OF PROPOSALS**

- 1.1 The South Worcestershire Development Plan (SWDP) is the development plan which covers the local authorities of Worcester City, Malvern Hill and Wychavon. The Councils published the preferred option for a 6 week consultation period ending on the 16<sup>th</sup> December 2019.
- 1.2 At this stage in the process officers are content to offer qualified support for the SWDP, although as with other plans there remains unanswered questions as the evidence base supporting the plan has not been finalised. This approach in responding is consistent with other responses BDC has submitted.
- 1.3 A key point to note is that there are other opportunities available to BDC to further understand and influence the content of the SWDP. It is also important to note the commitment of BDC to engage constructively, actively and on an ongoing basis as per the Duty to Cooperate (DtC) with the South Worcestershire Councils.

**2. RECOMMENDATION**

- 2.1 **That cabinet endorses the officer response to the South Worcestershire Development Plan Preferred option (as attached at Appendix A)**
- 2.2 **That Cabinet recommends to Council, that the officer response to the South Worcestershire Development Plan Preferred option consultation be approved by Council as its formal response, and that it is confirmed with the South Worcestershire Councils as such.**

**3. KEY ISSUES**

**Financial Implications**

3.1 There are no direct financial implications associated with this report.

#### Legal Implications

3.2 There are no direct legal implications associated with this report, although it is important that the Bromsgrove District Council respond to relevant consultations from other Local planning authorities, to ensure the Councils views are fed into all stages of the plan making process. In due course as part of the Duty to Cooperate the Council will be required to agree a statement of Common Ground with the South Worcestershire Councils over the content of their plan.

#### Service / Operational Implications

##### **Summary of the SWDP**

3.3 The South Worcestershire Development Plan (SWDP) is jointly prepared by the three South Worcestershire Councils (SWCs) – Malvern Hills; Worcester City and Wychavon. The SWCs have agreed to work together to roll the Plan forward to cover the period 2016-2041. The Preferred Options Consultation sets out where the SWCs consider new growth should be located, and the changes needed to the policies of the Adopted Plan to ensure they reflect the updated evidence base and national planning policy. The consultation document also considers what infrastructure is required to support new development.

3.4 The Preferred Options Document identifies a net additional housing target for South Worcestershire for 13,957 dwellings and for 295 hectares of employment land. It identifies a Spatial Development Strategy and Settlement Hierarchy (Policy SWDPR2) to direct new growth to until 2041. Section 17 identifies a number of new strategic site allocations to which the majority of new development will be directed. These include Worcester Parkway which will deliver 5,000 dwellings and 50 hectares of employment land; land at Throckmorton Airfield for 2,000 dwellings and 20 hectares of employment land and an expanded settlement at Rushwick to deliver 1,000 dwellings and 10 hectares of employment land.

##### **Summary of the SWDP Response –**

The full response can be viewed at Appendix A, in summary

- The possible need for the SWDP to consider the wider housing needs of the Birmingham HMA
- Stress the requirements of para 137 of the NPPF in relation to the demonstration of exceptional circumstances for any Green Belt releases, and the need for BDC and South Worcestershire Councils to consider this under the DtC
- The importance of the need to align housing and jobs growth.

### **Cabinet**

**15<sup>th</sup> January 2020**

---

- The need to share infrastructure / transport evidence as early in the process as possible, and the ongoing commitment to working on robust Strategic Transport Assessments across Worcestershire.

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

3.8 There are no Customer / Equalities and Diversity Implications associated with this report.

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

4.1 The risks associated with not submitting a representation is that BDCs views will not be taken into account by the South Worcestershire Council when preparing the next version of their plan.

#### **5. APPENDICES**

Appendix A – BDC response to SWDP

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

South Worcestershire Development Plan Preferred Option

<https://www.swdevelopmentplan.org/wp-content/uploads/2019/11/SWDPR-PO-Web-Version-Final.pdf>

#### **AUTHOR OF REPORT**

Name: Mike Dunphy  
Strategic Planning and Conservation Manager  
E Mail: [m.dunphy@bromsgroveandredditch.gov.uk](mailto:m.dunphy@bromsgroveandredditch.gov.uk)  
Tel:01527 881325

This page is intentionally left blank

## South Worcestershire Development Plan – Preferred Options

### Response from Bromsgrove District Council

1 Bromsgrove District Council welcomes the opportunity to comment on the Preferred Options Document. Please note that these comments represent the views of Officers only at this stage and have not been subject to Member endorsement. It is planned to take this response to the meeting of Bromsgrove’s Cabinet on 15<sup>th</sup> January 2020 for approval and then to full Council on the 22<sup>nd</sup> January, and we will update you after this time. Whilst the Council does not have any initial significant concerns due to the location of the sites identified for future development, and any potential cross boundary impacts in the SWDP, we wish to raise a number of observations and comments as follows:

2 The Council considers that it may be necessary to further discuss the housing needs arising from the Greater Birmingham Housing Market Assessment (GBHMA) ahead of finalising the publication version of the South Worcestershire Development Plan. Bromsgrove District Council is currently reviewing its own Development Plan, which will include the requirement to potentially accommodate some of the wider housing needs of the GBHMA which have yet to be determined and apportioned. This is an issue which will need to form part of the engagement under the Duty to Cooperate.

3 The Adopted Bromsgrove Development Plan states that the District’s housing need will be met within Bromsgrove District through the Green Belt Review. However, the NPPF (2019) Paragraph 137 states that before concluding that exceptional circumstances exist to justify changes to Green Belt boundaries, local authorities should be able to demonstrate that they have fully examined all other reasonable options for meeting their development needs. In particular Paragraph 137 c) states that this should be informed by discussions with neighbouring authorities about their ability to potentially accommodate some of the identified need for development.

4 Bromsgrove District Council has not yet tested any land within the Green Belt to assess its suitability for development. This is the process which will be taking place over in the coming months. It will be necessary for the Bromsgrove DC to demonstrate that it has satisfied these requirements through further engagement with the South Worcestershire Authorities under the duty to cooperate and with the production of a Statement of Common Ground.

5 The Council generally supports the Draft Vision. However, it is considered that in order to reflect Duty to Co-operate requirements that paragraph 3.5 may need to refer to the wider Housing Market Area rather than “South Worcestershire Residents” with regard to housing needs.

6 We generally support the Strategic Objectives, although in order for Worcester’s sub regional role to be promoted, the South Worcestershire Councils will also need to ensure that adequate housing supply is provided to match jobs growth through their plan review.

7 It is noted that under the Housing Issues and Options consultation summary, there is no further explanation as to why those respondents felt that there is a strong case for planning for more dwellings than the standard methodology suggests across South Worcestershire. It would be useful for this to be addressed through further evidence base work on the overall housing requirements.

8 We note that the net additional housing target for South Worcestershire is for 13,957 dwellings and for 295 hectares of employment land.

9 The settlement hierarchy and the planned approach to sustainable development are supported. In particular we note that Worcestershire Parkway and Throckmorton airfield have been identified as stand-alone settlements under Urban Area (2) category.

10 Policy SWDPR3: Strategic Transport Links is generally supported and in particular the intention to provide additional transport infrastructure. However, we would remind the South Worcestershire Councils it was agreed that the South Worcestershire authorities would share any outputs from County wide transport modelling. This is particularly important where proposals and new infrastructure provision may affect the A38; M5 or rail connections to the conurbation.

11 The policy for a new and expanded settlement at Worcestershire Parkway for 5,000 dwellings and 50 hectares of employment land, with the potential for further delivery beyond 2041 is noted. This includes many potential infrastructure requirements which are still to be established to support the level of development proposed. Transport requirements and improvements to the strategic road network will require further transport modelling to identify potential impacts on the surrounding strategic road network. The Council wishes to request early sight of this information prior to the development of the publication stage Plan in order to establish whether there would be any cross boundary implications arising. We will continue to work With Worcestershire County Council and all the Worcestershire authorities on securing a robust strategic Transport Assessment to inform all future development plans

12 Under the Duty to Cooperate BDC will shortly contact the South Worcestershire Council to discuss the content of this representation, and also the progress it is making on its own Plan making. The aim of this engagement being working up a Statements of Common Ground to support both the SWDP and the BDC plan review in due course.



### **BDC Response - South Staffordshire Spatial Housing Strategy and Infrastructure Delivery**

Relevant Portfolio Holder	Councillor Adam Kent
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Wards Affected	All Wards
Ward Councillor Consulted	No
Non-Key Decision	Yes

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

- 1.1 South Staffordshire Council published Spatial Housing Strategy and Infrastructure Delivery (SHSID) The SHSID was published for an 8 week consultation period ending on the 12<sup>th</sup> December 2019. This follows on from an earlier Issues and Options consultation in Winter 2018 and precedes the Preferred Option which is currently scheduled for Spring 2020.
- 1.2 At this stage in the process officers are content to offer qualified support for the SHSID, although as this is not a full draft plan with some significant elements such as employment provision not Included there does remain issues to be addressed as the plan progresses. This approach in responding is consistent with other responses BDC has submitted.
- 1.3 A key point to note is that there are other opportunities available to BDC to further understand and influence the content of the South Staffordshire Local Plan of which the SHSID will be part of. It is also important to note the commitment of BDC to engage constructively, actively and on an ongoing basis as per the Duty to Cooperate (DTC) with South Staffordshire Council.

#### **2. RECOMMENDATION**

- 2.1 **That cabinet endorses the officer response to the Spatial Housing Strategy and Infrastructure Delivery (as attached at Appendix A)**
- 2.2 **That Cabinet recommends to Council, that the officer response to the Spatial Housing Strategy and Infrastructure Delivery consultation be approved by Council as its formal response, and that it is confirmed with the South Staffordshire Council as such.**

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

**Cabinet****15<sup>th</sup> January 2020**

---

**Financial Implications**

- 3.1 There are no direct financial implications associated with this report.

**Legal Implications**

- 3.2 There are no direct legal implications associated with this report, although it is important that the Bromsgrove District Council respond to relevant consultations from other Local planning authorities, to ensure the Council's views are fed into all stages of the plan making process as part of the DtC. In due course the Council will be required to agree a statement of Common Ground with the South Staffordshire Council.

**Service / Operational Implications****Summary of the SHSID**

- 3.3 South Staffordshire Council's current Local Plan Review consultation: 'Spatial Housing Strategy and Infrastructure Delivery', follows on from their Issues and Options consultation in autumn 2018. This consultation sets out a number of strategic approaches to new housing development, including potential broad locations and areas of search for development. It does not deal with matters such as employment, retail or other general policy approaches. South Staffordshire set out their commitment to plan to meet their own housing needs, together with a contribution of up to 4,000 dwellings towards the wider needs of the Greater Birmingham housing market area. By applying the Government's standard methodology for housing need, South Staffordshire's need for their proposed plan period of 2018-2037 is 4,845 dwellings. Taken together with the contribution to the needs of the wider HMA, the Local Plan review is planning for 8,845 dwellings to 2037.
- 3.4 Within the consultation, seven different spatial options are presented for the distribution of housing across the council area. Each spatial option broadly follows a strategic theme, such as; maximising open countryside release (non-Green Belt land), continuing with the existing Core Strategy distribution, addressing local affordability issues and an infrastructure led development strategy. All but one of the options would be able to deliver the Council's preferred housing target of 8,845 dwellings. South Staffordshire Council identify the infrastructure led development strategy as their preferred option. This preferred option also includes an area of search for a garden village to be provided beyond the plan period, along the A449 corridor from the M54 north towards Stafford. Five of the spatial options include an area of search for an urban extension along South Staffordshire's border with the Black Country, with the area of search extending down to the border

with Bromsgrove district. Indicative numbers suggest the urban extension in this broad area could deliver from 600-1100 dwellings.

#### **Summary of the BDC SHSID Response –**

The full response can be seen at Appendix A in summary

- Support for the intention to meet Local housing needs.
- Support the need to meet wider housing needs, although cannot endorse the figures at this stage.
- Highlight that the housing shortfall is not a fixed issue and may require a change to the plan as further housing supply information becomes available.
- Question the lack of more detailed housing assessment work, particularly in relation the level of employment growth which remains an outstanding issue.
- Stress the the requirements of para 137 of the NPPF in relation to the demonstration of exceptional circumstances for any Green Belt releases, and the need for BDC and South Staffordshire Council to consider this under the DtC
- Request early engagement when more becomes known on possible sites, particularly those in the ‘areas of search’ close to Bromsgrove.
- Request further discussions under the DtC on emerging employment issues.

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

3.8 There are no Customer / Equalities and Diversity Implications associated with this report.

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

4.1 The risks associated with not submitting a representation is that BDCs views will not be taken into account by South Staffordshire when preparing the next version of their plan.

#### **5. APPENDICES**

Appendix A – BDC response to SHSID

#### **AUTHOR OF REPORT**

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

This page is intentionally left blank



## Local Plan Review Consultation Response Form

<b>Part A: Your Details</b> (Please Print)		
Please ensure that we have an up to date email address wherever possible, or postal address, at which we can contact you.		
	<b>Your Details</b>	<b>Agent's Details (if applicable)</b>
<b>Title</b>	Mr	
<b>First Name</b>	Mike	
<b>Last Name</b>	Dunphy	
<b>E-mail Address</b>	m.dunphy@bromsgroveandredditch.gov.uk	
<b>Job Title</b> (if applicable)	Strategic Planning & Conservation Manager	
<b>Organisation</b> (if applicable)	Bromsgrove District Council	
<b>Address</b>	Town Hall Walter Stranz Square Redditch	
<b>Post Code</b>	B98 9AH	
<b>Telephone Number</b>	01527 881325	

The South Staffordshire Local Plan review **Spatial Housing Strategy & Infrastructure Delivery** document is being consulted on for a period of 8 weeks from Thursday 17 October until 5pm Thursday 12 December 2019. For advice on how to respond to the consultation form please email [localplanreview@sstaffs.gov.uk](mailto:localplanreview@sstaffs.gov.uk) or call 01902 696000.

Please note:

- Comments must be received by **5pm on Thursday 12 December 2019**. Late comments will not be duly made under the Regulations.
- Please fill in a separate Part B for each paragraph/table/topic you are commenting on
- Please explain your response where necessary

**Representations cannot be kept confidential and will be available for public scrutiny, including your name and/or organisation (if applicable). However your contact details will not be published.**

**Part B: Please complete a new Part B for each representation you wish to make.**

**Name: Mike Dunphy**

**Organisation: Bromsgrove District Council**

**1. Which part of the Local Plan review Spatial Housing Strategy and Infrastructure Delivery consultation paper does this representation relate to?**

Chapter	
Paragraph	
Table	
Question (if applicable)	
Other document eg SA, HRA	

**2. Please set out your comments below**

Bromsgrove District Council welcomes the opportunity to comment on South Staffordshire’s Spatial Housing Strategy and Infrastructure Delivery consultation. Please note that these comments represent the views of Officers only at this stage and have not been subject to Member endorsement. It is planned to take this response to the meeting of Bromsgrove’s Cabinet on 15<sup>th</sup> January 2020 for approval and then to full Council on the 22<sup>nd</sup> January, and we will update you after this time.

We welcome South Staffordshire Council’s continued commitment to plan for not only its own housing needs, but also to make a contribution of **up to 4,000 dwellings** towards unmet needs in the wider HMA (para 2.2). However, we do note the subtle change in wording from the Issues and Options consultation which stated the Council’s preferred option at this stage was to provide “*a **minimum** of an additional 4,000 dwellings towards the wider housing shortfalls from the HMA*” (I&O Option C). As with our previous comments, it is not possible to fully endorse this level of contribution at this stage, without an up to date understanding of the shortfall and how the remainder will be dealt with. We do however support South Staffordshire’s positive efforts so far in their Local Plan Review on working to address the HMA shortfall.

The final sentence of para 2.2 states that if there is evidence that the shortfall across the HMA has significantly reduced prior to Submission of the Local Plan Review, then South Staffordshire Council will reduce its contribution to meeting unmet needs proportionately. Until an up-to-date level of shortfall has been quantified and agreed across the HMA, it is premature to make this assumption, particularly given that the 2018 GBHMA Strategic Growth Study focused on the shortfall to 2031, which falls midway through the proposed Local Plan Review plan period. Given that many local authorities have commenced plan reviews which extend beyond the timeframe of the GBHMA SGS, it is possible that there will be further unmet needs which the HMA constituent authorities will need to address. The wording at para 2.2 could therefore be altered in future versions of the Local Plan Review to acknowledge that the opposite is also possible.

We note at para 2.3 that in response to the Government’s standard methodology, South Staffordshire’s housing requirement for the period 2018-2037 has fallen from the level of 9,130 dwellings in the 2018 Issues and Options consultation to 8,845 dwellings in this consultation. Apart from local affordability data which has been used to inform the housing options, Gypsy and Traveller work which is ongoing, no new evidence has been made to any further evidence base work in relation to housing needs. Given that the standard methodology gives a minimum annual

housing need figure, is any further work proposed to consider a higher housing need figure, particularly given that evidence on employment needs is currently lacking? The relationship between housing and economic development needs should be explored together through the evidence base.

It is noted under Spatial Housing Strategy Option G that: *“Urban extensions are provided across all neighbouring authorities within the Greater Birmingham Housing Market Area (GBHMA) with unmet housing needs to ensure that the district’s contribution to the GBHMA shortfall is met in locations from which households are being displaced.”* Whilst Bromsgrove District has committed to review its Green Belt to accommodate the remaining housing needs of the adopted Bromsgrove Development Plan and the future needs of the District Plan Review, the suitability of land within the Green Belt for development has not yet been assessed. This is one of the next key pieces of work in the Bromsgrove District Plan Review process. There is the potential for there to be a shortfall in the amount of suitable land available for development. This means that, together with the requirement under para 137 of the NPPF regarding establishing exceptional circumstances to justify the amendment of Green Belt boundaries, we will need to discuss the potential for the development needs of our district to be accommodated by our neighbouring authorities, including South Staffordshire.

Spatial Housing Strategy Options B, D, E, F and G all include a proposed area of search for an urban extension along the western edge of the Black Country, with the indicative number of dwellings associated with this broad location ranging from 619 (Option B) to 1106 (Option D) [Appendix 4: Indicative Growth Tables]. This is shown as a hatched area along the western edge of the Black Country on the associated diagram and this extends down to south of the district and its border with Bromsgrove district. Whilst Bromsgrove district only has a small common boundary with South Staffordshire, we would be keen to learn of the precise location of any planned urban extension in this vicinity at the earliest stage possible, so that any cross boundary impacts can be understood and explored.

Whilst we understand South Staffordshire’s approach in producing a consultation document which focuses solely on options for housing distribution and infrastructure at this stage, this presents questions which are unanswerable at this stage about the relationship with other uses, namely employment land. We therefore welcome the acknowledgement at para 5.4 of South Staffordshire’s role in the employment market area and that future employment land allocations in the area are likely to come from the Black Country authorities. We are interested to understand more detail of this proposal, preferably through Duty to Cooperate discussions prior to the finalisation of a Preferred Options document.

We look forward to continuing to work with South Staffordshire Council both through our roles in the GBHMA and during ongoing discussions in respect of the Duty to Cooperate as we work towards developing the next stages in our respective Local Plan Reviews.

**All comments should be made in writing preferably using this form and should be made no later than 5pm Thursday 12 December 2019**

You can view the documents online at [www.sstaffs.gov.uk/localplanreview](http://www.sstaffs.gov.uk/localplanreview)

**Contact:**

Page 235

Email the form to: [localplanreview@sstaffs.gov.uk](mailto:localplanreview@sstaffs.gov.uk)

Or send by post to: Strategic Planning Team, South Staffordshire Council, Council Offices,  
Wolverhampton Road, Codsall, South Staffordshire, WV8 1PX.

---

## **Data Protection**

Your details will be added to our Local Plans Consultation database so that we can contact you as the review progresses. South Staffordshire Council will process your personal data in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). Our Privacy Notice can be viewed at <https://www.sstaffs.gov.uk/planning/strategic-planning--data-protection.cfm>



**Market Hall Site Meanwhile Uses**

Relevant Portfolio Holder	Cllr Karen May, Leader of the Council and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships
Portfolio Holder Consulted	Yes
Relevant Head of Service	Kevin Dicks, Chief Executive
Ward(s) Affected	Sanders Park
Ward Councillor(s) Consulted	Yes
Key Decision / Non-Key Decision	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

**1. SUMMARY OF PROPOSALS**

1.1 This report outlines the proposals for meanwhile uses on the former Market Hall site.

**2. RECOMMENDATIONS**

2.1 The Cabinet is recommended to:

2.1.1 Note the report and consider the three options appraised for the temporary use of the former Market Hall site

2.1.2 Approve Option 1 as the preferred option to be implemented

2.1.3 Delegate authority to the Chief Executive after consultation with the Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships to implement Option 1

**3. KEY ISSUES**

**Background**

3.1 The Former Market Hall / Hanover Street Car Park site has been a long standing identified regeneration opportunity for Bromsgrove Town Centre. The first phase of the development site has been a success with the delivery of a new Waitrose store to the town. However, the second phase of the site has proved more challenging to deliver. The developer appointed to deliver a development on the entire site (Hinton Group) was unable to provide a commercially viable scheme for the second phase based on the agreement they had in place with Bromsgrove District Council. As a result, the development agreement with the developer was not renewed / extended and the site reverted back to Bromsgrove District Council control.

3.2 Hoardings have remained around the site for a number of years, creating an unsightly view in the heart on the town centre. To prevent this key gateway site in the town centre from continuing to be an unattractive and untidy vista to locals and visitors, work has been underway to assess options for *meanwhile uses* for the site whilst work to consider the more permanent development options to be delivered at the site is undertaken.

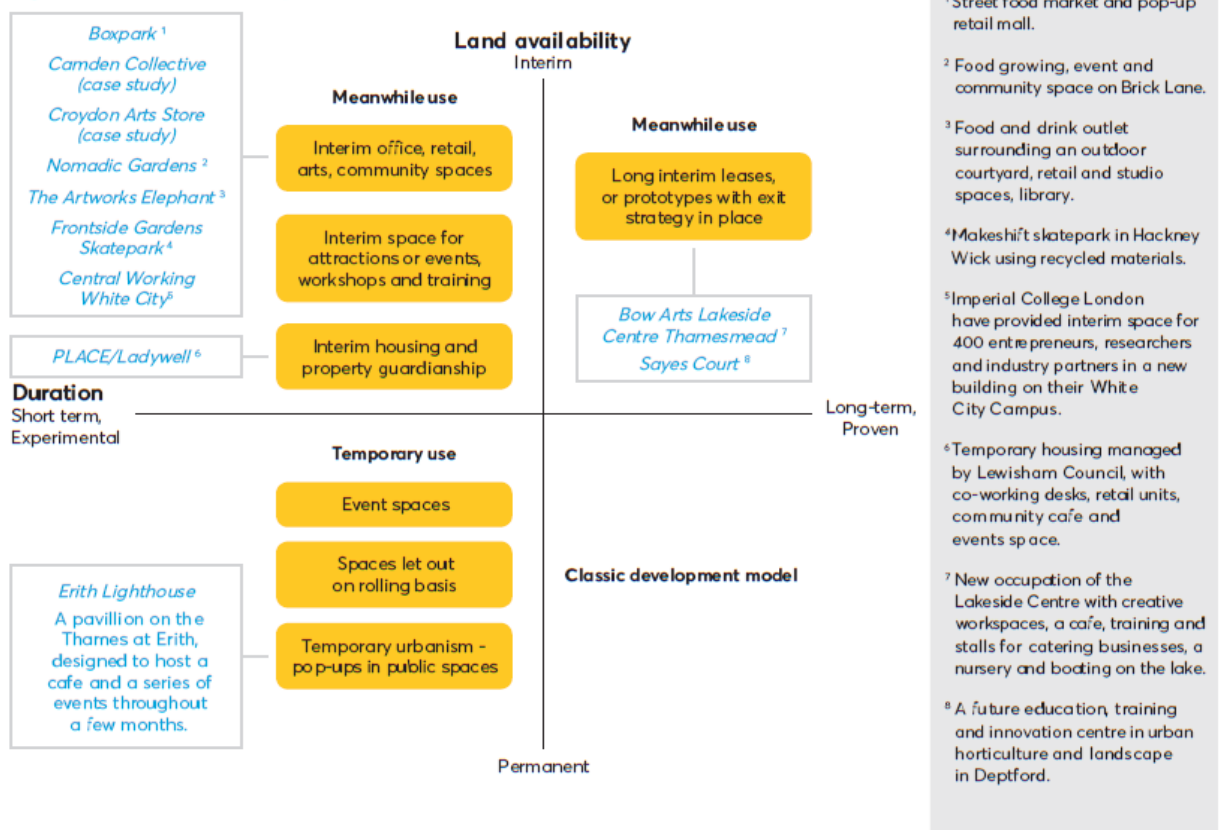
3.3 In parallel, a tender has been advertised for a multi-disciplinary team to assess options for a permanent use of the site and the former Dolphin Centre site. It is envisaged that

the professional team will be appointed in January 2020 and complete the work (designs, viability appraisal and soft market testing for the preferred options) by September 2020. However, it is worth noting that any physical redevelopment of the site will not happen for at least 18 months, so it is important that action is taken at the site in the meantime, in order to overcome the current issues identified above.

#### Meanwhile uses

- 3.4 *“When it works, it creates pride, a sense of achievement, a can-do approach, and a more vibrant, interesting place for the people that live and work there, now and long into the future. That’s the real power of Meanwhile use”<sup>1</sup>*
- 3.5 Meanwhile uses refer to the interim occupation of vacant premises and land, during periods of redevelopment, until the landlord secures a tenancy agreement or lease. The Department for Communities and Local Government (DCLG) describes it as a process of “intelligent use of unproductive buildings and underused land.”
- 3.6 Figure 1 below illustrates the variety of meanwhile uses in terms of scope and length based on a case study of 51 sites in London.<sup>2</sup>

**Figure 1: What do we mean by meanwhile use?**



<sup>1</sup> Meanwhile Space (2019), *Meanwhile Space: Ten Years in Practice*

<sup>2</sup> Bosetti, N. and Colthorpe, T (2018), *Meanwhile, in London: making use of London’s empty spaces*, Centre for London, 11

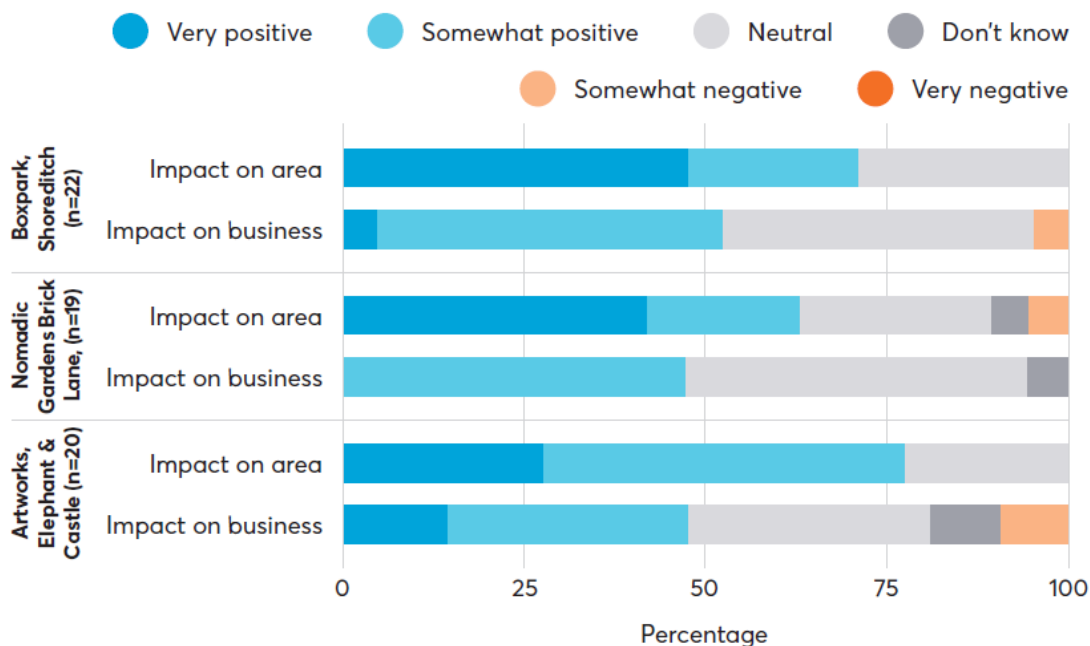
#### The value and impact of meanwhile spaces

3.7 The Centre for London Report<sup>3</sup> identifies that meanwhile uses offer value in three ways:

- Efficiency – although they are time limited, the meanwhile activities deliver a more efficient use of urban land.
- Affordability – meanwhile uses increase the supply of affordable space, which can be used by local traders and businesses to pilot, experiment and try new ideas at low cost and risk. Also, they provide space for non-market uses such as arts, education and training.
- Flexibility – they offer a platform for temporary projects to raise interest or for artists to showcase their work or ideas

3.8 Figure 2 summarises the results of a survey that measured the impact of meanwhile uses on places and businesses.<sup>4</sup> The survey results show that c. 70% of respondents saw positive or very positive impacts on the area and c.50% saw positive or very positive impacts on their business.

**Figure 2: Survey of 60 shop owners and shopkeepers working near large London meanwhile projects**



Survey questions: 'Overall, how would you rate the impact of [this scheme] on the area?' and 'Overall, how would you rate the impact of [this scheme] on your business?'

#### #BirdBox

3.9 The meanwhile use of the former Market Hall site in Bromsgrove town centre is proposed to be a high profile project creating a gateway to Worcester Road, an area of the town centre that has attracted a variety of entrepreneurial independent businesses and an area that has the lowest vacancy rate of the town centre. It could foster a culture

<sup>3</sup> Bosetti, N. and Colthorpe, T (2018), *Meanwhile, in London: making use of London's empty spaces*, Centre for London, 14-15

<sup>4</sup> Ibid.,16

of social engagement and innovation; an opportunity to unlock a space to become an integral part of the changing landscape of the town centre.

- 3.10 The proposed name of the meanwhile use concept is *Bird Box*. The reason for this name is multi-faceted but the origins reflect some of the key architectural features that exist on many of the buildings in the surrounding area (please see below)



*Giinger, Hair Salon, Worcester Road*

- 3.11 The *Bird Box* is located in the conservation area and is steeped in rich history and heritage and architectural significance. Recent Townscape Heritage Initiative (THI) investment has seen many of the properties close to the space undergo high quality shop frontage improvements bringing a new lease of life to Worcester Road. The name of the space provides a further connection to this part of the town.
- 3.12 The ethos of *Bird Box* is to promote a meanwhile space that attracts ideas, initiatives and activities that can nest, grow and migrate. A space where creative ideas can be discussed, developed and grown, innovative space where entrepreneurs can come and go, establish collaborative proposals and contribute to the wider cultural offer in Bromsgrove town centre.
- 3.13 By adopting a tailored and bespoke approach to the space it could encourage and attract community and social spaces, food and beverage markets, creative workshops, hi-tech incubators and niche retail start-ups. If the concept is proved, it could act as a pilot / pathfinder and be a key driver and attractor for the creative industries and digital and technology sectors offering bespoke and high quality workspace on a more permanent basis.

### Financial Implications

- 3.14 Three options have been appraised for a temporary use of the former Market Hall site:
- Option 1 – Bird Box high quality
  - Option 2 – Bird Box standard quality
  - Option 3 – temporary car park

### 3.14.1 Option 1- Bird Box high quality

Appendix 1 illustrates the concept designs for this option.

The capital cost to deliver this option is £276,664. The cost was prepared by external cost consultants. However, the council’s contractor has prepared a cost report for the same specification and achieved a reduced cost of £210,180.

Pros	Cons
<ul style="list-style-type: none"> <li>• Unlocks the potential of the former market hall site</li> <li>• A high quality, innovative use of a prime but derelict site in Bromsgrove town centre</li> <li>• Could act as catalyst for further pop up and meanwhile uses in void retail properties in the High Street</li> <li>• Sends a strong statement of intent in terms of quality place making (perception)</li> <li>• More likely to attract quality users</li> <li>• Brings Bromsgrove town centre into line with neighbouring areas offering a pop-up meanwhile use; Digbeth, Worcester</li> </ul>	<ul style="list-style-type: none"> <li>• Exceeds the existing budget</li> <li>• The more intensive uses of the site may require a planning application to be submitted</li> </ul>

### 3.14.2 Option 2 – Bird Box standard quality

Appendix 2 illustrates concept designs for this option.

The cost of Option 2 is £101,155.

This is a medium value scheme, retaining some ideas from the first option, at a reduced cost. This has been achieved by removing the perimeter planting and design work to the flooring and hoardings.

The site has been designed to maximise the current surfacing where possible and remove the softer elements like artificial grass flooring. The number of seating options has been reduced. A timber trip rail runs the perimeter of the site.

Pros	Cons
<ul style="list-style-type: none"> <li>• Unlocks the potential of the former market hall site</li> <li>• The revised proposals are more aligned to the available budget</li> <li>• The site would still be able to be utilised by interested parties</li> </ul>	<ul style="list-style-type: none"> <li>• Lower quality site</li> <li>• A lower quality setting may be less attractive to higher end operators / events / activity</li> <li>• Does not unlock the full potential of the site</li> </ul>

3.14.3 Option 3 – temporary car park

The cost of Option 3 is £33,750.

This option is to gravel the site and provide temporary and informal car parking. This proposal has not been designed but a cost has been established from the Council’s civil contractors which would see the site levelled and then gravel put in place.

The cost for this option would include a small trip rail fence to be installed but the cost does not include any lining of spaces, which would be difficult to achieve on a gravel surface, and so it would be an informal arrangement with cars parking as they see fit. The cost for this option does not include the installation of a parking meter, which would be an additional cost.

Pros	Cons
<ul style="list-style-type: none"> <li>• Offer additional car parking spaces in the town centre</li> <li>• Potential revenue generation for the District Council</li> <li>• Lowest cost option</li> </ul>	<ul style="list-style-type: none"> <li>• Does not unlock the potential of the site</li> <li>• Will not act as a town centre attraction / catalyst</li> <li>• No opportunity to introduce pop-ups / events / creative uses in the town centre</li> <li>• Loss of opportunity to stimulate creative collaborations / activities in the town centre</li> </ul>

3.15 Option 1 – Bird Box high quality – is recommended as the preferred option for implementation. This would require an one-off allocation of £110,180 in the capital programme, as there is already £100,000 retained deposit from the development agreement that expired in February 2019.

3.16 There is the possibility to generate income from letting the space on the site to traders, pop-up shops and other users. Further work needs to be done to establish the appropriate rent levels, however, it is not anticipated that they will generate a significant rate of return relative to the capital investment in the site.

**Legal Implications**

3.17 There are no legal implications.

**Service / Operational Implications**

3.18 The council’s framework contractors have confirmed that completion of works can be achieved before Easter 2020, subject to Cabinet approval.

3.19 The council will need to put in place site management / security arrangements. This may have further staff and cost implications.

3.20 If either of the two Bird Box options is approved, then a programme of events will be delivered on the site.

- 3.21 Appendix 3 outlines a high level programme of events that could be delivered on the site. North Worcestershire Economic Development and Regeneration (NWEDR) and the council's events team will agree a coordinated approach to avoid duplication and confusion.

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

- 3.22 The proposals are aligned with the council's equality and diversity policies.

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

- 4.1 The risks associated with the delivery of the physical works will be managed by the council's framework contractor in accordance with the approved processes and procedures.
- 4.2 The risks associated with the delivery of the events and activities will be identified, assessed and managed through the event management plan that will be prepared by NWEDR and the council's events team.

#### **5. APPENDICES**

- Appendix 1 - Bird Box High Quality
- Appendix 2 - Bird Box Standard Quality
- Appendix 3 – High level event programme

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

#### **7. KEY**

#### **AUTHOR OF REPORT**

Name: Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration (NWEDR)

email: Ostap.paparega@nwedr.org.uk

Tel.: 01562 732192

This page is intentionally left blank



BIRD BOX

APPENDIX 1

VISION BOARD 1

THE CONTEXT

THE SITE

One Creative Environments Ltd was commissioned in February 2019 by NWEDR to provide design ideas for a meanwhile use space on the former Market Hall Site.

The site is in a strategic location forming both a key southern gateway into the Town Centre and marking the transition between the High Street and Worcester Road – an area of Bromsgrove which is fast gaining a reputation for innovative, local and independent businesses by young entrepreneurs. This provides the opportunity to reflect these business trends for the temporary use site.



CONSTRAINTS

The site is predominantly flat, empty and hard surfaced – comprising a mix of concrete and block paving with remnants of the former Market Hall site floor footprint and a few remnant brick planters to the northern edge. The southern section of the site has a number of health and safety hazards including uneven ground, level changes, collapsed walls, close proximity to Spadesbourne Brook. It is also overlooked by residents from Sampson Court.

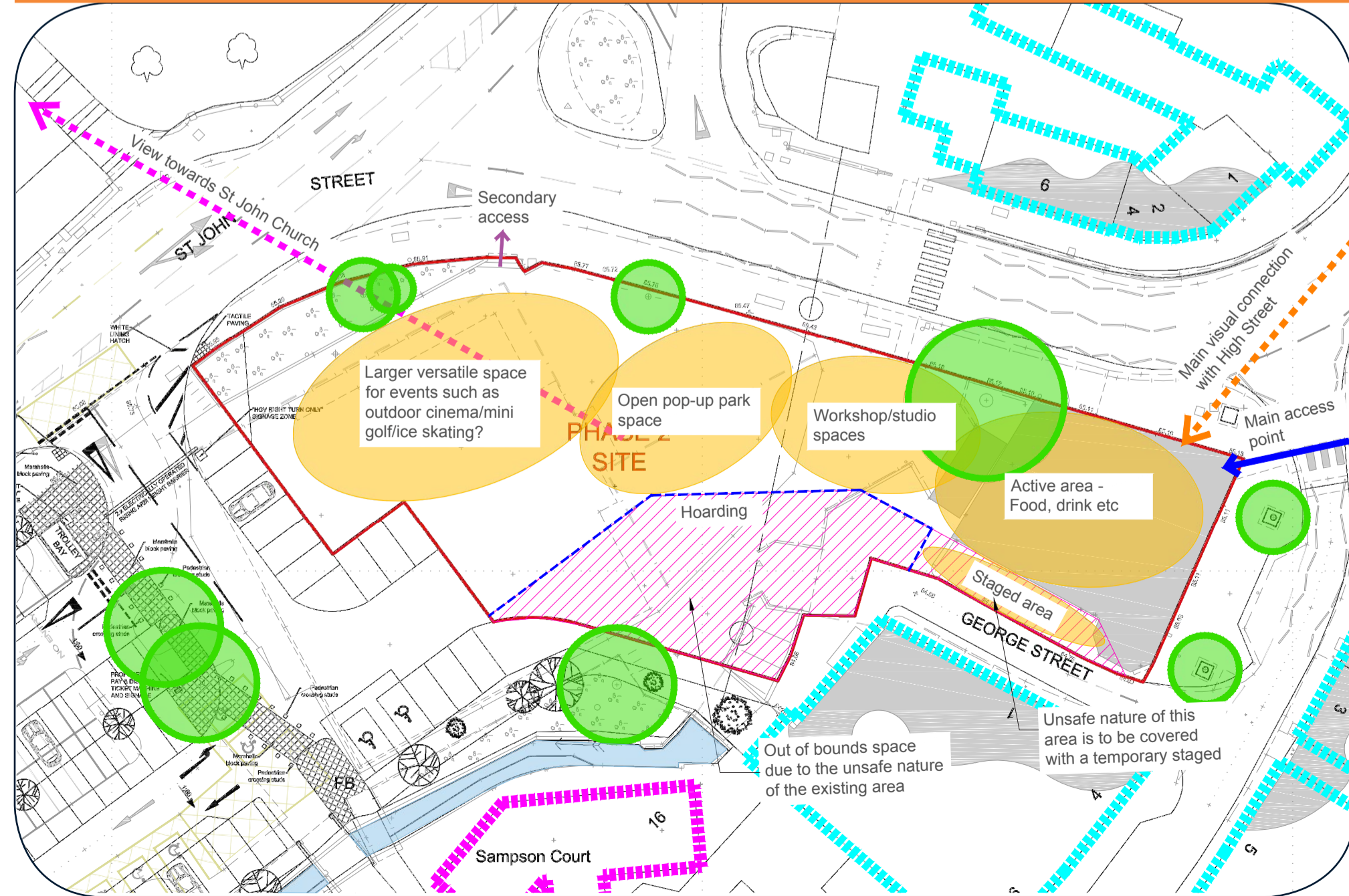
We have looked to turn these constraints into opportunities – proposing a staged area built over part of the uneven ground and hoarding to secure the rest. This provides a blank canvas for graffiti art to personalise the space and discreetly reduces the size of the site's use to a manageable space.

OPPORTUNITIES

This pivotal location needs to serve a number of key purposes:

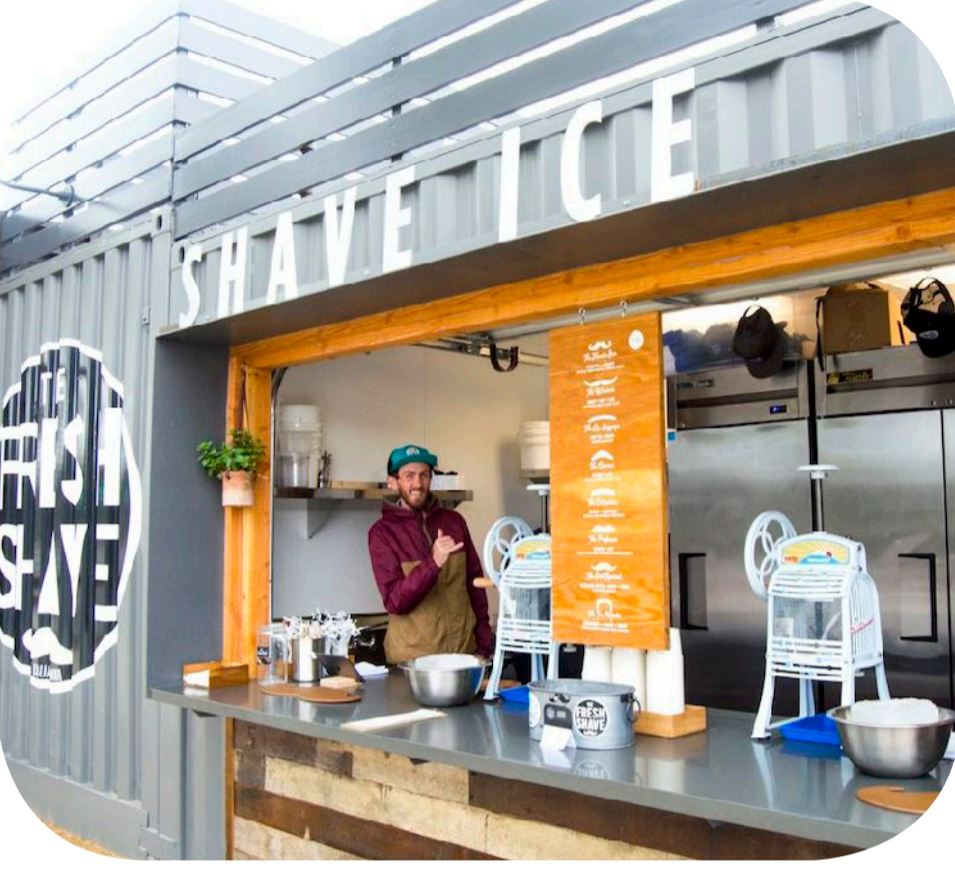
- Be a destination at the end of the High Street
- Be vibrant and welcoming
- Be a draw to local businesses
- Be a real catalyst to entrepreneurial 'start ups'
- Be the place to go - a staging post for festivals
- Attract outside visitors
- Be permeable and accessible
- Be secure
- Have a very different, edgy character to the High St
- A versatile space for a range of seasonal outdoor uses

CONSTRAINTS & OPPORTUNITIES



SITE CONSTRAINTS AND OPPORTUNITIES

ON-THE-GO FOOD & DRINK



FOOD & DRINK



SEMI-ENCLOSED VENUES

SIT-DOWN CASUAL DINING



TERRACED DINING VENUE



COMMERCIAL SPACE



BUSINESSES ADVICE CENTRE



ART STUDIOS



BARBERS SHOP



SHELTERED EVENT SPACES

ASTROTURF OPEN SPACE



POP-UP PARK SPACE



OUTDOOR CINEMA SCREEN

EXERCISE CLASSES



MINI GOLF



THE VISION

To create an exciting, inviting and unique temporary space for the community to celebrate and promote their businesses and skills in the form of 'pop-up shops'.

To foster an atmosphere of encouragement and creativity, supporting budding entrepreneurs who want to test their 'start-up' ideas in an inclusive environment where they have the opportunity to meet and share ideas with established independent companies.

To celebrate local entrepreneurship and establish a reputation in the Midlands that attracts both locals and visitors to experience all that Bromsgrove has to offer and to generate a revenue stream.

The space is to be versatile and multi-use, catering for a range of activities: Food, drink, bars, cafes; A pop-up park with plants and trees to create a sense of well-being; Workshop / studio spaces for barbers, artists, walk-in-business advice; A stage for demonstrations. The space will also cater larger events such as an outdoor cinema, mini golf, street parties.

FOOD DEMONSTRATIONS



ICE SKATING RINK



BIRD BOX

DESIGN PRINCIPLES

DESIGN PRINCIPLES

Gateways at key destination points to ensure a permeable site:

1. Two main gateways - one is focussed in the north east corner forming a strong visual connection with the high street to capture and also directly off Worcester Road. The second is to the south west corner - capturing shoppers and visitors from the public car park by Waitrose and the western area of Bromsgrove. All are framed by canopy lighting.
2. Secondary entrances - one utilises the existing steps at the corner of Market St with St Johns Street along with a further entrance located at the pedestrian crossing on St Johns Street.

Defined zones to provide a series of destination spaces:

3. Food and drink pop-ups
4. Stage for demonstrations, music events, choirs, buskers etc
5. Workshop / Studio pop-up spaces
6. Pop-up park with deckchairs, containerised trees and astroturf
7. Large versatile space for pop-up outdoor events - such as cinema nights; golf; ice-skating with the opportunity for a temporary covered shelter if required and a secure storage area.

Boundaries to provide structure and containment:

3. Bamboo in linear planters - Golden stemmed bamboo (*Phyllostachys aureosulcata 'spectabilis'*) provides a semi-permeable screen with partial views through the canes into the space and visual containment by the crown. They are robust, highly attractive and provide a beautiful sound when the wind rustles through the leaves.
9. Semi-mature containerised trees - to provide structure, much needed greening of the site and to define the pop-up park area.



MASTERPLAN DESIGN OPTION

BRANDING

'BIRD BOX'

When creating a new destination it is important to brand the area so that it has a clear identity that people can relate to. Interestingly, many of the surrounding shop frontages have bird boxes designed into their façades. This is quite unique and present on many shop frontages around the site. This, together with the use, inspired the name for the site.

'BIRD BOX' - a space for fledgling start-ups - a place where you can pilot your ideas to see if your business will take off!



SEATING

OIL DRUM BENCH



DECK CHAIRS



CONCRETE CUBES



LIGHTING

CANOPY LIGHTS



STRIP LIGHTING



SPOT LIGHTING



ART FEATURES

RIBBON CANOPY



HOARDING ARTWORK



COLOURED PAVERS



PLANTING

BAMBOO SCREEN



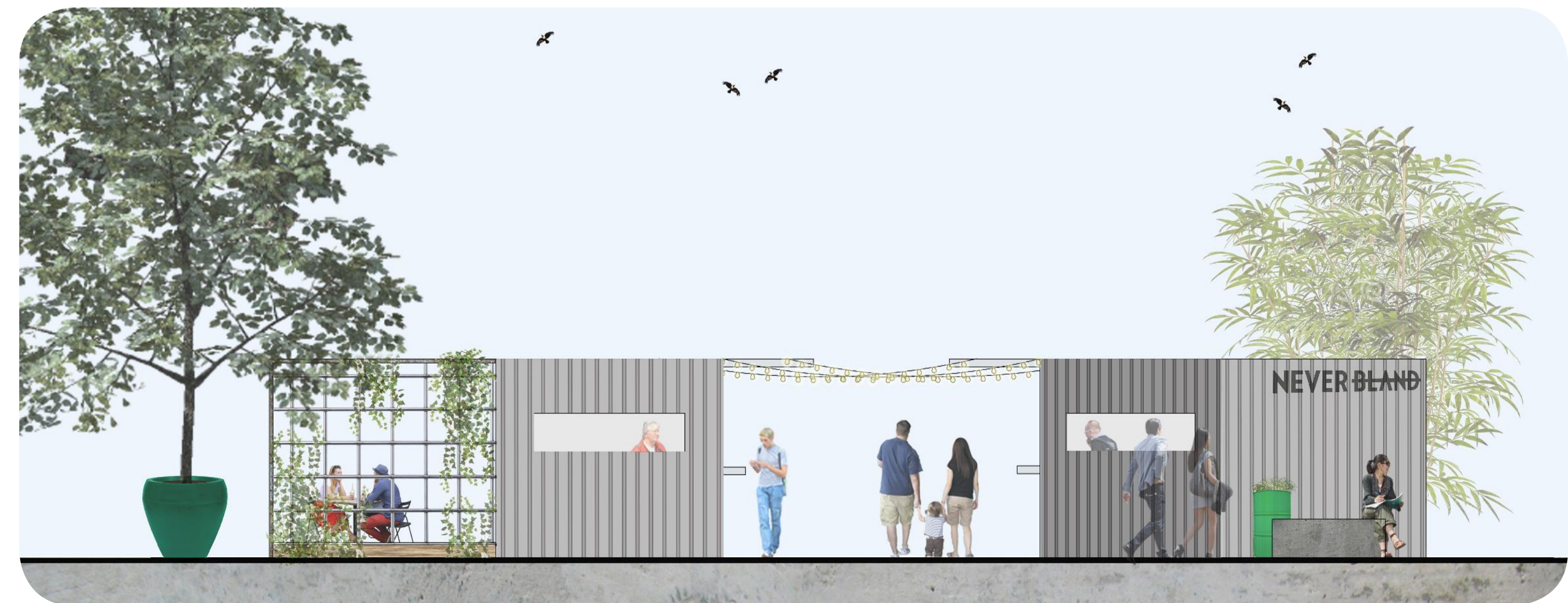
PLANTED OIL DRUM



CONTAINED TREES



ELEVATION A - MAIN ENTRANCE FROM HIGH STREET



ELEVATION B - ENTRANCE OFF WORCESTER ROAD

## BIRD BOX

### MASTERPLAN

#### MASTERPLAN

- ① Main gateway access
- ② Secondary entrances
- ③ Food & drink pop-ups
- ④ Stage for demonstrations

#### ⑤ Workshop/studio spaces

- ⑥ Pop-up park open space
- ⑦ Large versatile event space
- ⑧ Bamboo planters to boundary
- ⑨ Semi-mature containerised trees

### BOUNDARY ARTWORK

POP ART



LOCAL SCHOOL ART



GRAFFITI ARTWORK



### NEXT STEPS

#### NEXT STEPS

We foresee this to be very much a community space with the opportunity for local companies to provide some equipment/materials as a mean of local support and good publicity / product placement.

We suggest that these concept ideas are initially discussed at an informal public consultation event to identify which local companies would be keen to contribute to the space. Informal discussions with some independent companies have identified strong support for this and include plant nurseries, cafes and bars, artists etc. This would then enable you to identify which elements could be 'contributed' and which elements would be a capital cost.

An indicative list of costs for delivering the project to site includes:

- Design Fees including Principal Designer (CDMC)
- Hoarding
- Provision and installation of gateway features/secure boundary treatment
- Hire + installation of containers
- Securing a safe ground surface
- Provision + installation of surface finishes i.e. astroturf
- Lighting + installation
- Stage construction
- Hire of a large temporary shelter (unless NWEDR/WFDC have one that can be used)
- Hire or purchase of seating (deckchairs /concrete plinth)

Potential items/works contributed by the community:

- Graffiti walls /Art works to floor by local artists or students
- Large semi-mature containerised trees and bamboo
- Storage sheds



MASTERPLAN DESIGN OPTION

### LOCAL SUPPLIERS

Singletons Garden Centre



Webbs Garden Centre



Ollie's



Morso



Bayleys



Decanter Spirit



Taljhina Barbours



Artrix Art Centre

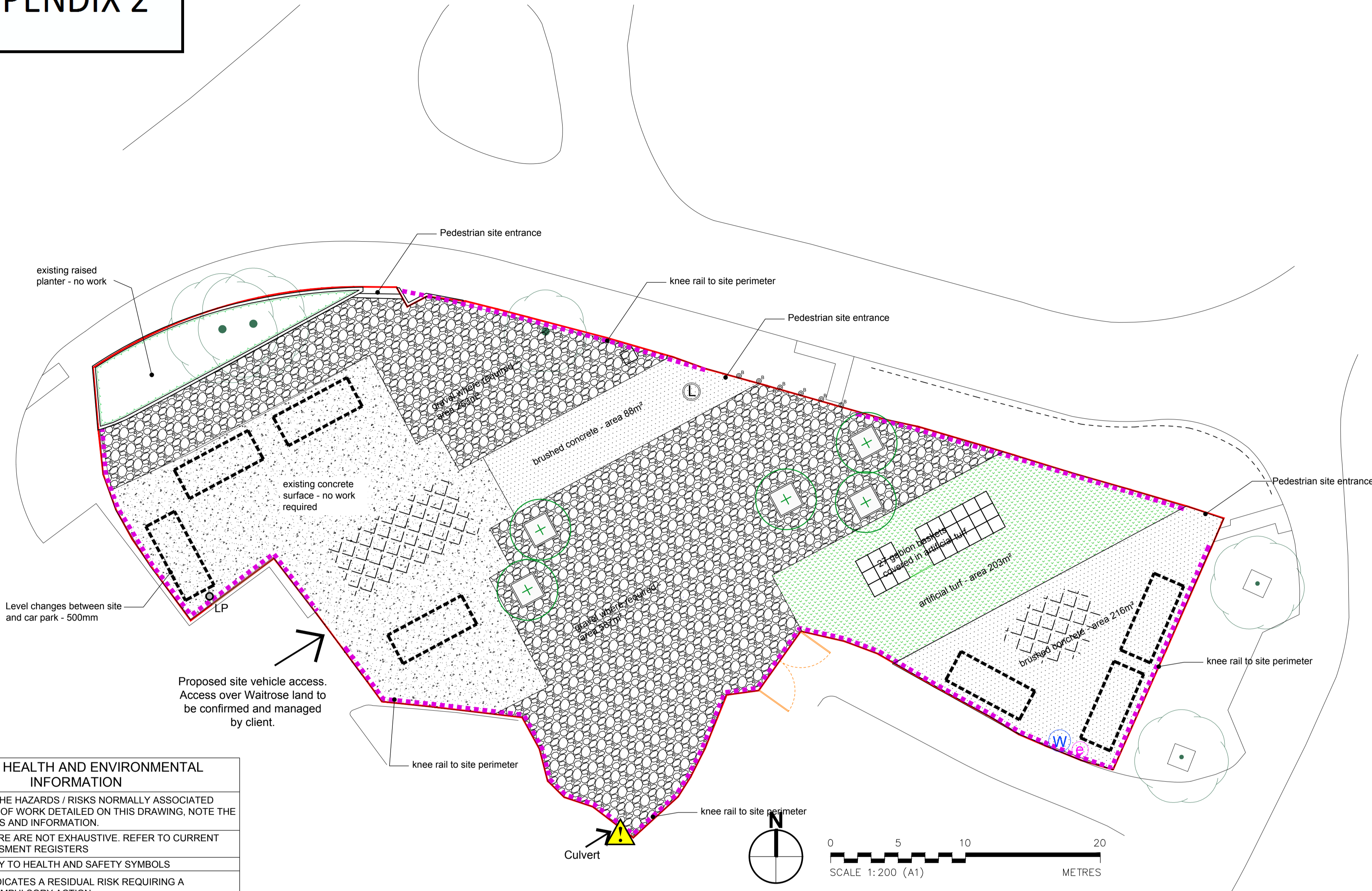


Local Schools - NBHS & SBHS



This page is intentionally left blank

# APPENDIX 2



**KEY**

**Site Boundary**

**Soft Landscape**

- Retain existing trees
- Proposed feature trees in moveable planters (Total number: 5)

**Hard Landscape**

- Concrete surface retained (Refer to drawing BBX-ONE-ZZ-XX-DR-L-0010 Paving and Edging Plan. Total area: 323m²)
- Proposed concrete with brushed finish
- Proposed artificial turf with flush timber edging where required
- remove 100mm depth of unsuitable existing surface and replace with gravel.

**Boundary Treatment**

- Timber knee high fence to surround
- Existing bollards retained

**Furniture/ Accessories**

- Proposed Turf Seating Cubes (Varying heights of gabion basket covered in artificial turf as seating. Refer to drawing BBX-ONE-ZZ-XX-DR-L-0022 Typical Details.)
- Secure/ lockable electric point with 2no. sockets (Total number: 2)
- Proposed lockable bib tap (Total number: 1)
- Existing Lamp Post to be retained (Refer to BBX-ONE-ZZ-XX-DR-L-0005 Lighting Strategy)
- Temporary paving graphics (Feather design - scope tbc)
- Potential location for temporary containers

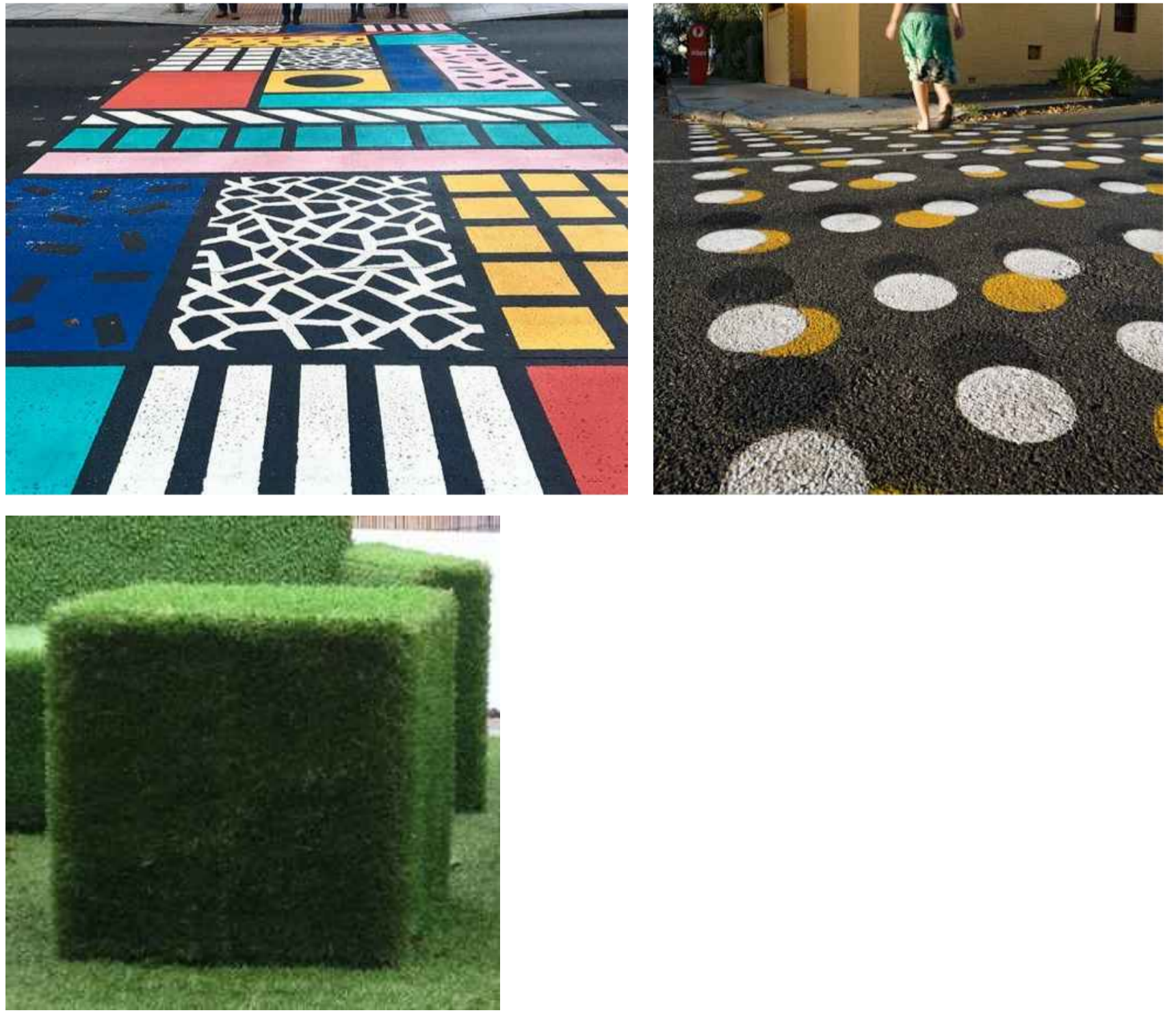
**NOTES:**

- Remove 100mm depth of unsuitable existing surface
- where necessary provide a double kerb restraint where there is a difference in level to the public footpath.

Page 249

SAFETY HEALTH AND ENVIRONMENTAL INFORMATION	
IN ADDITION TO THE HAZARDS / RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.	
RISKS LISTED HERE ARE NOT EXHAUSTIVE. REFER TO CURRENT CDM RISK ASSESSMENT REGISTERS	
KEY TO HEALTH AND SAFETY SYMBOLS	
	INDICATES A RESIDUAL RISK REQUIRING A COMPULSORY ACTION
	INDICATES A RESIDUAL RISK FOR INFORMATION
	INDICATES A RESIDUAL RISK REQUIRING A PROHIBITIVE ACTION
	INDICATES A RESIDUAL RISK AS A WARNING

SAFETY, HEALTH AND ENVIRONMENT INFORMATION	
NOTES BELOW ARE ADDITIONAL TO HAZARDS/RISKS NORMALLY ASSOCIATED WITH THIS TYPE OF WORK	
<b>CONSTRUCTION</b>	
#1 - UNDERGROUND SERVICES - INVESTIGATION TO CONFIRM POSITION AS SURVEY DRAWING AND UTILITY COMPANY INFORMATION. IDENTIFY POSSIBILITY OF UNKNOWN LIVE SERVICES.	
#2 - ASBESTOS - HISTORICAL USE OF SITE UNKNOWN. CONTRACTOR TO ENSURE SITE IS ASSESSED FOR RISK OF ASBESTOS BOTH UNDERGROUND AND IN FLOORING MATERIALS PRIOR TO ANY EXCAVATION WORKS BEING UNDERTAKEN.	
#3 - EXISTING VEGETATION - CONTRACTOR TO ENSURE ALL EXISTING VEGETATION TO BE RETAINED IS PROTECTED IN ACCORDANCE WITH BS.5837:2012 PRIOR TO WORKS BEING UNDERTAKEN.	
#4 - WORKS ADJACENT TO PUBLIC - CONTRACTOR TO LIAISE WITH NEIGHBOURING SUPERMARKET TO ENSURE SAFE WORKING AREA DURING SUPERMARKET CAR PARK OPERATIONAL HOURS	
#5 - CULVERT - LOCATION OF EXISTING CULVERT BELOW SITE UNKNOWN. CONTRACTOR TO LOCATE EXISTING CULVERT AND TO BE CLEARLY IDENTIFIED ON SITE PRIOR TO CONSTRUCTION WORKS COMMENCING. CONTRACTOR TO TAKE CARE WHEN WORKING IN CLOSE PROXIMITY OF THE CULVERT TO MINIMISE LOADINGS.	
FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE, AND CDM RISK REGISTER	
IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROVED METHOD STATEMENT	



REV	DESCRIPTION	DATE	BY
DESIGNER	ONE Creative Environments Ltd.		
London Office	43-45 Portland Square	Midlands Office	5 The Triangle
Hecketh House	London	Wildwood Drive	Worcestershire
W1H 6HN		WR5 2DX	
Tel: 0203 870 1645		Tel: 01905 362 300	
Email: reception@onehd.com		Email: reception@onehd.com	
CLIENT			
<b>Bromsgrove District Council</b> <a href="http://www.bromsgrove.gov.uk">www.bromsgrove.gov.uk</a>			
<b>PROJECT NUMBER</b>			
P0829			
<b>PROJECT TITLE</b>			
Bird Box, Bromsgrove			
<b>DRAWN BY:</b>	<b>POSITION:</b>	<b>DATE:</b>	
RS	LA	24/06/2019	
<b>UNCHECKED - NOT FOR ISSUE</b>			
<b>NOT APPROVED - DO NOT USE</b>			
<b>DRAWING TITLE</b>			
Landscape Masterplan			
Medium cost option			
<b>DRAWING STATUS</b>			
S2 - Issued for information			
<b>SCALE</b>	<b>DRAWING SIZE</b>		
1:200	A1		
<b>DRAWING NUMBER</b>	<b>REVISION</b>		
BBX-ONE-ZZ-XX-SK-L-0001	(P01)		

Agenda Item 14f

© Copyright of One Creative Environments Ltd. No reproduction without written consent from One Creative Environments Ltd.

This page is intentionally left blank

## APPENDIX 3

### Bird Box – proposed calendar of events 2020/21

#### Groups

Bromsgrove District Council Events Team	Bromsgrove Festival Committee
Bromsgrove Carnival Committee	Friends of St. John's
Beatfreeks	Kris Hubal (Festival of Light)
Bromsgrove Indie Club	Bromsgrove Arts Alive
NwedR Centres Management Function and Budget	Royal British Legion (Remembrance Parade)

<b>Bank Holidays</b>
10 April – Good Friday
13 April – Easter Monday
08 May – May Day
25 May – Bank Holiday
31 August – Bank Holiday

April	Activity
Launch Bird Box - Easter events	Workshops for children and families
May	Activity
Friday 08 May 2020 – Sunday 10 May 2020	75 <sup>th</sup> Anniversary VE Day – three-day international celebration
Monday 25 May BH	Weekend of VE Day Themed Events
Royal British Legion	Begun to organise a day long programme of events in town centre
Love Your Local Market	Pop up markets to showcase local small businesses, makers includes live performances and music
Film Festival	Screenings of feature films, shorts, media art installations and walking tours, music and performances
June	Activity
Summer themed activity	Makers Market
	Buskers Box Music Programme
	Bromsgrove Court Leet add-on
July	Activity
Food Festival	Event to include live cooking demonstrations; cooking workshops; music; food vendors; include road closure to New Road to use whole of High Street and Worcester Road. Potential to be a weekend long event to incorporate the site, New Road and Worcester Road
Urban Skate Event	Skateboard and BMX event; pop up vendors; installation of ramps; music & food <b>Skateboarding to appear in the Olympic games for the first time in 2020</b>
Outdoor Cinema	Programmed cinematic experiences; interactive; digital media and arts
Pop up gaming	Everything gaming; partnership with the gaming community and digital media companies; virtual reality
Bromsgrove Festival	Incorporate existing events and additional activity

August	Activity
Alternative cabaret	Performers from the world of burlesque and alternative cabaret
Spoken Word festival	Week long programme of spoken word
September	Activity
End of School Holidays	Programme of end of school holidays events and activities
October	Activity
Day of the Dead Festival	In partnership with the Bromsgrove Indie Club
Halloween	Pumpkin carving workshops; spooky evening walks; pop up food vendors and music
Light Event Example Leeds Lights	Friday to Sunday light themed event; incorporates the Recreation Ground, Sanders Park, town centre; light installations; artists; interactive performances and events
November	Activity
Bromsgrove Christmas Light Switch On	Relocation of stage onto Bird Box and pop up vendors in association with Indie Club
December	Activity
Christmas Makers Market – 3 days	Local makers; artists; creative's; music; food; live performances
Year-round programme	Classes; arts; dance; performance; digital; film making
	Art exhibitions; pop up gallery
	Cooking classes
	Workspace for new businesses; showcasing artists; free introductory space

### Creative Residencies

There is an opportunity to offer space for creative and arts residencies. The added benefit of this is we would attract artists and creative students from across the UK to work and share ideas in Bromsgrove. Further strengthen the identity of the Bird Box as an area for incubation and start-ups.

### Identified by businesses

- Area for bins; businesses prepared to pay for space due to lack of space on Worcester Road for bins
- Toilets; the toilet provision for the Worcester Road event were very popular and feedback from the visitors was that toilet provision was welcomed; maybe a shipping container that are toilets etc.

April	Activity
Launch of Easter events	Workshops for children and families



## **WORCESTERSHIRE DISTRICT COUNCILS**

### **MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD**

**THURSDAY, 28TH NOVEMBER 2019, AT 5:00 P.M.**

PRESENT: Councillors J. Grubb (Chairman), A. D. Kent (during Minute No's 19/19 to 23/19), H. J. Jones, J. Gallagher (substituting for Councillor J. Raine), T. Wells (during Minute No's part of 22/19 to 23/19). J. Squires, A. Stafford (substituting for Councillor L. Griffiths), E. Stokes, D. Morris, H. Dyke and P. Dyke

Partner Officers: Mr. P. Merrick, Malvern Hills District Council and Wychavon District Council, Mr. L. Griffiths, Worcester City Council and Mr. M. Parker, Wyre Forest District Council

Officers: Mr. S. Wilkes, Mr. R. Keyte, Mr. C. Forrester, Mr. M. Cox, Mr. D. Mellors and Mrs. P. Ross.

19/19 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

Apologies for absence were received from Councillors J. Raine, Malvern Hills District Council and L. Griffiths, Worcester City Council, with Councillors J. Gallagher and A. Stafford present as substitute members respectively.

20/19 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

21/19 **MINUTES**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 26th September 2019, were submitted.

Councillor H. Jones, Bromsgrove District Council commented that she had not received a response to the two queries that she had raised at Minute Number 14/19.

The Head of Regulatory Services responded to both queries.

**RESOLVED** that the minutes of the Worcestershire Regulatory Services Board held on 26th September 2019, be approved as a correct record.

Due to the late commencement of the meeting and having been informed that two Members of the Board had to leave the meeting early, the Chairman altered the running order of the Agenda, in order for the Board to consider Agenda Item 5, Worcestershire Regulatory Services Budgets 2020/21 – 2022/23 and Agenda Item 4, Worcestershire Regulatory Services Revenue Monitoring April – September 2019 first.

22/19

**WORCESTERSHIRE REGULATORY SERVICES BUDGETS - 2020/21 - 2022/23**

The Financial Services Manager, Bromsgrove District Council, introduced the report and in doing so drew Members' attention to the tabled amended Recommendations; and clarified that the vote was by majority and not unanimous, as detailed in the report.

In response to questions from Members:

The Financial Services Manager clarified that, the 1% pay award for 2021/22 and 2022/23, had been included in the budget; and was based on the pay award assumption made by the host authority Bromsgrove District Council (BDC). The Head of Regulatory Services further commented that BDC usually worked to a 1% assumption, however, moving forward he was happy to work with the Financial Services Manager to look at a higher level of pay award for 2021/22 and 2022/23 and the potential impact on WRS; with an information report being presented to a future meeting of the Board.

The Head of Regulatory Services explained that not all partner authorities included the taxi test within their licensing fees, some kept the taxi test fee separate from the licensing fee; hence taxi tests being included in the Supplies and Service section on Appendix 1 to the report.

The Financial Services Manager agreed to amend Appendix 1 to the report, in order to include the 2019/2020 figures. The Democratic Services Officer to be tasked to ensure that the amended appendix, Appendix 1, and the amended Recommendations tabled at the meeting to be provided to each partner authority, in order to be included in their budget setting and decision making process.

**RECOMMENDED** that partner authorities approve the following for 2020/21:

1.1 The base revenue partner contributions for 2020/21-2022/23

Bromsgrove District Council	£439k
Malvern Hills District Council	£386k
Redditch Borough Council	£529k
Worcester City Council	£499k
Wychavon District Council	£701k
Wyre Forest District Council	£463k

<b>Total</b>	<b>£3,017k</b>
--------------	----------------

1.2 The partner percentage allocations for 2020/21 onwards:-

	%
Bromsgrove District Council	14.55
Malvern Hills District Council	12.79
Redditch Borough Council	17.53
Worcester City Council	16.54
Wychavon District Council	23.24
Wyre Forest District Council	15.35

1.3 The additional partner liabilities for 2020/21 in relation to unavoidable salary pressure and increase in WRS pension forward funding rate.

Bromsgrove District Council	£13k
Malvern Hills District Council	£11k
Redditch Borough Council	£16k
Worcester City Council	£15k
Wychavon District Council	£21k
Wyre Forest District Council	£14k
<b>Total</b>	<b>£90k</b>

1.4 The additional partner liabilities for 2020/21 in relation to three additional Technical Officers.

<b>Council</b>	<b>Tech Officer Primary Authority – 3 Months £000</b>	<b>Tech Officer Animal Activity £000</b>	<b>Tech Officer Gull Control £000</b>
Bromsgrove District Council	1	6	

Malvern Hills District Council	1	9	
Redditch Borough Council	1	1	
Worcester City Council	1	4	30
Wychavon District Council	2	9	
Wyre Forest District Council	1	4	
<b>Total</b>	<b>7</b>	<b>33</b>	<b>30</b>

1.5 The 2020/21 gross expenditure budget of £3,547k as shown in Appendix 1 to the report; and

1.6 The 2020/21 income budget of £530k as shown in Appendix 3 to the report.

23/19

**WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL - SEPT 2019**

The Board considered the Worcestershire Regulatory Services (WRS) Revenue Monitoring report, April to September 2019.

The Financial Services Manager, Bromsgrove District Council (BDC), introduced the report and in doing so highlighted that the revenue report as detailed at Appendix 1 to the report, showed a projected outturn 2019/2020 of an £18k deficit. WRS officers would continue to work on income generation and would do their utmost to mitigate this excess as much as possible by the end of the financial year. It was appreciated that this was an estimation to the year end based on the assumptions, as detailed on page 11 of the main agenda report.

The Financial Services Manager, BDC reported that if April to September 2019 spend on pest control continued on the same trend for the rest of the year, that there would be an overspend on this service of £19k. WRS officers would continue to monitor and analysis this spend and advise of any changes in quarter 3.

The actual bereavements costs for April to September 2019 to be funded by partners, were charged on an as and when basis. Due to the nature of the charge it was not possible to project a final outturn figure.

Appendix 2 to the report detailed the income achieved by WRS from April to September 2019.

With regard to questions raised on the additional Animal Activity licensing, the Head of Regulatory Services briefly explained that there had been an additional £23k worth of vet inspections, which was fully recovered.

The licensing of various animal-related establishments, Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 had come into effect on 1st October 2018, with specific procedural documents and guidance documents published by the Department for Environment, Food and Rural Affairs (DEFRA).

As a result of these new regulations a large number of licences already in force under the previous licensing regimes expired in December 2018 and new licence applications were also received. Each application made under the new regulations required an inspection to be undertaken, with some inspections requiring a vet to be in attendance.

The Head of Regulatory Services further responded to a question raised with regard to 'Works in Default'.

The Technical Services Manager, WRS, responded to questions with regard to the Dog Warden and explained that WRS had recently employed 2 new dog wardens who were very active and worked later into the evenings, therefore taking away some of the work previously carried out by 'out of hours' contractors.

**RESOLVED:**

- (a) that the final financial position for the period April – September 2019 be noted;
- (b) that partner councils be informed of their liabilities for 2019-20 in relation to Bereavements, as follows; and

<b>Council</b>	<b>April – Sept 2019 Actual for Bereavements £000</b>
Redditch Borough Council	3
Malvern Hills District Council	2
Worcester City Council	10
Bromsgrove District Council	7
<b>Total</b>	<b>22</b>

- (c) that partner councils be informed of their liabilities for 2019-20 in relation to Pest Control, as follows; and

<b>Council</b>	<b>Estimated Projected Outturn Recharge in relation to Pest Control 2019/20 £000</b>
Redditch Borough Council	11
Wychavon District Council	7
Wyre Forest District Council	1
<b>Total</b>	<b>19</b>

(d) that partner councils be informed of their liabilities for 2019-20 in relation to three additional Technical Officers, as follows:

<b>Council</b>	<b>Estimated Projected Outturn 2019/20 Tech Officer Primary Authority £000</b>	<b>Estimated Projected Outturn 2019/20 Tech Officer Animal Activity £000</b>	<b>Estimated Projected Outturn 2019/20 Tech Officer Gull Control £000</b>
Redditch Borough Council	5	1	
Malvern Hills District Council	4	9	
Worcester City Council	5	3	30
Bromsgrove District Council	4	6	
Wychavon District Council	6	8	
Wyre Forest District Council	4	4	
<b>Total</b>	<b>28</b>	<b>31</b>	<b>30</b>

24/19

## **ACTIVITY AND PERFORMANCE DATA - QUARTER 2**

The Environmental Health & Trading Standards Manager Worcestershire Regulatory Services (WRS), presented the Activity and Performance Data, Quarter 2 report.

The Environmental Health & Trading Standards Manager WRS, reported that the number of food safety interventions had remained on par with previous years. Complaints and enquiries were down over the summer compared with previous years and that there had been a notable dip in August, when officers would normally expect to

see a peak. This had enabled officers to task allergen work into the programme.

Health and Safety enquiries and complaints/service requests remained broadly in line with 2018/2019. The greater proportion of accidents related to injuries to members of the public or injuries to a worker being incapacitated for more than seven consecutive days. Several resource intensive formal investigations were ongoing with the likelihood of legal proceedings.

The number of requests for support from planning colleagues remained significantly up in quarter 2. During the last quarter the team reviewed and provided advice on over 500 potential sites for Strategic Housing and Employment Land Availability Assessment to inform the review of the South Worcestershire Development Plan.

Quarter 2 saw the Director of Public Health, Highways, WRS and County and district Sustainability team representatives attend the first comprehensive air quality action forum for Worcestershire. This was an exciting development and was the first time that all stakeholders had committed to having a role in improving health and air quality.

The Dog Warden Team had had another busy quarter with a total of 418 dogs being reported to WRS as strays. Over 300 were reunited with their owners and a further 67 were successfully rehomed by WRS through reputable charities. Sadly 8 of the dogs were welfare cases, where possible improvement notices were issued to owners. In addition to this a further 9 dogs required veterinary treatment for other ailments.

In general WRS had performed well against the agreed indicators. The percentage of service requests where a resolution was achieved to customer satisfaction was higher than it had been for some time at over 73%. Business satisfaction remained excellent at over 98%. The proportion of people who felt better equipped to deal with issues in the future following WRS interventions was also up on previous quarters at 63%.

The processing measure for taxi licences was over 75% within 5 working days and were all issued before the licences expired. This was slightly higher in the past so officers would look at to why this has slipped. The figure for defective vehicles whilst in service as taxis was similar to the figures at the end of last year (30 compared to 44), so slightly up on the half year figure last year (17). The Licensing Team have spoken with the garages carrying out the tests and have emphasised the need to feed this information back to Licensing officers as it was key intelligence as to how well drivers were maintaining their vehicles.

Sickness figures had increased slightly to 2.9 days per full time equivalent (PFTE), compared to 2.8 (PFTE) last year.

The income figure as a proportion of budget was 5.3% for 2019/2020. As previously highlighted WRS had yet to fill the gap left by the loss of one of the dog related contracts that was worth £60,000 per annum.

**RESOLVED** that the Activity and Performance Data report for Quarter 2, be noted; and that Board Members use the contents of the report to inform each of their partner authorities.

25/19

## **INFORMATION REPORT - AIR QUALITY UPDATE 2019**

The Technical Services Manager, Worcestershire Regulatory Services (WRS), presented the Air Quality Update 2019, information report.

The Local Air Quality Management process (LAQM) was the Local Authority role with air quality that was set out in PART IV of the Environment Act 1995 and subsequent Technical Guidance and Policy documents. There were a number of health based objectives for pollutants but for Worcestershire it was nitrogen dioxide which was the primary pollutant of concern.

The objectives for that pollutant were an annual average of 40 microgrammes per metre cubed for a residential property or school and a one-hour average of 200 microgrammes per metre cubed for a property where someone would realistically spend an hour, such as outdoor seating of a café or a playground. WRS reported annually to the Department for Environment, Food and Rural Affairs (DEFRA) on behalf of all Districts on the current situation.

There were currently 7 AQMAs in Worcestershire. The focus of DEFRA Guidance to Local Authorities had been aimed at District and County Council's together with Public Health colleagues to deliver the measures to improve air quality that were included in their local Action Plans.

The Technical Services Manager, WRS, drew Members' attention to the summarised annual monitoring data for 2018 for each partner authority, as detailed on pages 66 and 67 of the main agenda pack.

The actual monitoring results for each district were reported annually in an 'Annual Status Report' (ASR) submitted to DEFRA. The report was produced between April and June with the previous year's monitoring data, following adjustment for location (to represent relevant exposure), analytical bias and any missing data (to represent a full year's worth of data). The ASR also provided details of all of the current measures in the Action Plan to address poor air quality. DEFRA recommended that 3 years' worth of robust data should be collated.

The Technical Services Manager, WRS, responded to questions from Members with regard to their specific authorities' information as detailed on pages 66 and 67 of the main agenda pack.



# Agenda Item 14g

Worcestershire Regulatory Services Board  
28th November 2019

The Technical Services Manager, WRS, briefly explained the European emission standards, Euro 4 for petrol driven vehicles and Euro 6 for diesel driven vehicles.

**RESOLVED** that the Air Quality Update 2019, Information Report be noted.

The meeting closed at 5.45 p.m.

Chairman

This page is intentionally left blank

## WORCESTERSHIRE DISTRICT COUNCILS

### MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD

THURSDAY 28TH NOVEMBER 2019, AT 4.30 P.M.

PARKSIDE HALL, MARKET STREET, BROMSGROVE,  
WORCESTERSHIRE, B61 8DA

### SUPPLEMENTARY DOCUMENTATION

The attached papers were tabled at the meeting, detailing the amended Recommendations for Agenda Item 5.

5. Worcestershire Regulatory Services Budgets - 2020/21 - 2022/23 (Pages 1 - 2)

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

29th November 2019

This page is intentionally left blank

**WRS Board 28th November 2019**

**WORCESTERSHIRE REGULATORY SERVICE BUDGETS 2020/21 – 2022/23**

It is proposed that the WRS Board **recommend** to partner Councils that they approve the following for 2020/21:

1.1 The base revenue partner contributions for 2020/21-2022/23

Bromsgrove District Council	£439k
Malvern Hills District Council	£386k
Redditch Borough Council	£529k
Worcester City Council	£499k
Wychavon District Council	£701k
Wyre Forest District Council	£463k
<b>Total</b>	<b>£3,017k</b>

1.2 The partner percentage allocations for 2020/21 onwards:-

	%
Bromsgrove District Council	14.55
Malvern Hills District Council	12.79
Redditch Borough Council	17.53
Worcester City Council	16.54
Wychavon District Council	23.24
Wyre Forest District Council	15.35

1.3 The additional partner liabilities for 2020/21 in relation to unavoidable salary pressure and increase in WRS pension forward funding rate.

Bromsgrove District Council	£13k
Malvern Hills District Council	£11k

Redditch Borough Council	£16k
Worcester City Council	£15k
Wychavon District Council	£21k
Wyre Forest District Council	£14k
<b>Total</b>	<b>£90k</b>

1.4 The additional partner liabilities for 2020/21 in relation to three additional Technical Officers.

<b>Council</b>	<b>Tech Officer Primary Authority – 3 Months £000</b>	<b>Tech Officer Animal Activity £000</b>	<b>Tech Officer Gull Control £000</b>
Bromsgrove District Council	1	6	
Malvern Hills District Council	1	9	
Redditch Borough Council	1	1	
Worcester City Council	1	4	30
Wychavon District Council	2	9	
Wyre Forest District Council	1	4	
<b>Total</b>	<b>7</b>	<b>33</b>	<b>30</b>

1.5 The 2020/21 gross expenditure budget of £3,547k as shown in Appendix 1.

1.6 The 2020/21 income budget of £530k as shown in Appendix 1.

Account description	Budget	Budget	Budget	Budget
	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023
	£000's	£000's	£000's	£000's
<b>Employees</b>				
Monthly salaries	2,695	2,749	2,789	2,833
Training for professional qualifications	2	0	0	0
Medical fees (employees')	2	2	2	2
Employers' liability insurance	40	40	40	40
Employees' professional subscriptions	3	2	2	2
<b>Sub-Total - Employees</b>	<b>2,741</b>	<b>2,793</b>	<b>2,833</b>	<b>2,877</b>
<b>Premises</b>				
Rents	52	52	52	52
Room hire	2	2	2	2
Trade Waste	0	0	0	0
<b>Sub-Total - Premises</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>
<b>Transport</b>				
Vehicle repairs/maint'ce	3	3	3	3
Diesel fuel	8	8	8	8
Licences	1	1	1	1
Contract hire of vehicles	4	4	4	4
Vehicle insurances	5	5	5	5
Van Lease	9	9	9	9
Fares & Car Parking	5	5	5	5
Car allowances	75	70	70	70
<b>Sub-Total - Transport</b>	<b>110</b>	<b>105</b>	<b>105</b>	<b>105</b>
<b>Supplies &amp; Service</b>				
Equipment - purchase/maintenance/rental	23	22	22	22
Materials	9	9	9	9
Clothing, uniforms & laundry	2	2	2	2
Training fees	23	23	23	23
General insurances	5	5	5	5
Printing and stationery	18	18	18	18
Books and publications	2	2	2	2
Postage/packaging	11	11	11	11
ICT	40	40	40	40
Telephones	21	21	21	21
Taxi Tests	22	22	22	22
CRB Checks (taxi)	26	26	26	26
Support service recharges	100	100	100	100
Support service recharges - ICT	44	44	44	44
<b>Sub-Total - Supplies &amp; Service</b>	<b>345</b>	<b>344</b>	<b>344</b>	<b>344</b>

	Budget 2019 / 2020 £000's	Budget 2020 / 2021 £000's	Budget 2021 / 2022 £000's	Budget 2022 / 2023 £000's
<b>Contractors</b>				
Consultants / Contractors' fees/charges/SLA's	239	234	234	234
Advertising (general)	5	5	5	5
Grants and subscriptions	11	11	11	11
Marketing/promotion/publicity	2	2	2	2
<b>Sub-Total - Contractors</b>	<b>257</b>	<b>252</b>	<b>252</b>	<b>252</b>
<b>Income</b>				
Grants / Primary Authority / Food Training / Contaminated Land / Stray Dogs / Ad Hoc	-410	-310	-310	-310
<b>Sub-Total - Income</b>	<b>-410</b>	<b>-310</b>	<b>-310</b>	<b>-310</b>
<b>Income</b>				
From partners for Technical Officers	-79	-70	-64	-66
<b>Sub-Total - Income</b>	<b>-79</b>	<b>-70</b>	<b>-64</b>	<b>-66</b>
<b>Additional Income</b>				
Income to be Determined		-60	-60	-60
Income to be found due to unavoidable salary pressures		-90	-136	-178
<b>Sub-Total - Income</b>	<b>0</b>	<b>-150</b>	<b>-196</b>	<b>-238</b>
<b>DISTRICT PARTNERSHIP BUDGET</b>	<b>3,017</b>	<b>3,017</b>	<b>3,017</b>	<b>3,017</b>

#### 2022 Partner Percentages

Bromsgrove District Council	14.55%
Malvern Hills District Council	12.79%
Redditch Borough Council	17.53%
Worcester City Council	16.54%
Wychavon District Council	23.24%
Wyre Forest District Council	15.35%
<b>Total</b>	<b>100.00%</b>



	Budget	Contribution Technical Officers	Partner Contribution
	2019 / 2020	2019 / 2020	2019 / 2020
	£000's	£000's	£000's
<b>Budget 2019 / 20</b>			
Bromsgrove District Council	439	10	449
Malvern Hills District Council	386	14	400
Redditch Borough Council	529	7	536
Worcester City Council	499	23	522
Wychavon District Council	701	16	717
Wyre Forest District Council	463	10	473
<b>Total</b>	<b>3,017</b>	<b>80</b>	<b>3,097</b>

	Budget	Contribution Technical Officers	Partner Contribution	Unavoidable Salary Pressure	Total Partner Contribution
	2020 / 2021	2020 / 2021	2020 / 2021	2020 / 2021	2020 / 2021
	£000's	£000's	£000's	£000's	£000's
<b>Budget 2020 / 21</b>					
Bromsgrove District Council	439	7	446	13	459
Malvern Hills District Council	386	10	396	11	407
Redditch Borough Council	529	2	531	16	547
Worcester City Council	499	35	534	15	549
Wychavon District Council	701	11	712	21	733
Wyre Forest District Council	463	5	468	14	482
<b>Total</b>	<b>3,017</b>	<b>70</b>	<b>3,087</b>	<b>90</b>	<b>3,177</b>

	Budget	Contribution Technical Officers	Partner Contribution	Unavoidable Salary Pressure	Total Partner Contribution
	2021 / 2022	2021 / 2022	2021 / 2022	2021 / 2022	2021 / 2022
	£000's	£000's	£000's	£000's	£000's
<b>Budget 2021 / 22</b>					
Bromsgrove District Council	439	6	445	20	465
Redditch Borough Council	529	1	530	19	549
Wyre Forest District Council	463	5	468	23	491
Wychavon District Council	701	9	710	25	735
Malvern Hills District Council	386	9	395	27	422
Worcester City Council	499	34	533	22	555
<b>Total</b>	<b>3,017</b>	<b>64</b>	<b>3,081</b>	<b>136</b>	<b>3,217</b>

	Budget	Contribution Technical Officers	Partner Contribution	Unavoidable Salary Pressure	Total Partner Contribution
	2022 / 2023	2022 / 2023	2022 / 2023	2022 / 2023	2022 / 2023
	£000's	£000's	£000's	£000's	£000's
<b>Budget 2022 / 23</b>					
Bromsgrove District Council	439	6	445	26	471
Redditch Borough Council	529	2	531	26	557
Wyre Forest District Council	463	5	468	30	498
Wychavon District Council	701	9	710	35	745
Malvern Hills District Council	386	10	396	32	428
Worcester City Council	499	34	533	29	562
<b>Total</b>	<b>3,017</b>	<b>66</b>	<b>3,083</b>	<b>178</b>	<b>3,261</b>

This page is intentionally left blank

# CABINET

15<sup>th</sup> January 2020

## Finance Monitoring Quarter 2 2019/20

<b>Relevant Portfolio Holder</b>	Councillor Geoff Denaro Portfolio Holder for Finance and Enabling Services
<b>Relevant Head of Service</b>	Jayne Pickering, Executive Director Finance and Corporate Resources
<b>Non-Key Decision</b>	

### 1. Purpose and Summary

- 1.1 To report to Cabinet on the Council's financial position for both Revenue and Capital for the period April 2019 – September 2019.

### 2. Recommendations

#### **That Cabinet is asked to resolve**

- 2.1 That Cabinet note the current financial position in relation to revenue and capital budgets for the period April 2019 – September 2019 as detailed in the report.

#### **That Cabinet recommend to Council**

- 2.2 Approval of an increase in the 2019-20 revenue budget of **£50k** for Development Management due to receipt of a planning enforcement grant from Ministry of Housing, Communities and Local Government. (3.5 below)
- 2.3 Approval of the reprofiling of the capital programme due to officers completing a full review of the Capital budget for 2019/20 – 2022/23. (Appendix 4)

### 3. Revenue budgets

- 3.1 This report provides details of the financial performance of the Council. The purpose of this report is to ensure officers and members have relevant information to consider the overall financial position of the Council. The report reflects the finances across all of the Strategic Purposes to enable Members to be aware of the level of funding attributed to each area and how this compares to budget. The summary at 3.4 shows the financial position for revenue funding for the period April 2019 – September 2019.
- 3.2 Financial reports are sent to budget holders on a monthly basis. As part of this process a detailed review is undertaken with support from the finance team to ensure that all issues are considered and significant savings or cost pressures are addressed. This report aims to focus on the key variances from budgets to ensure that these are addressed appropriately during the year.

## CABINET

15<sup>th</sup> January 2020

- 3.3 The £11.837m original budget as included in the table below is made up of the budget approved in February 2019 of £11.676m, which is then adjusted to reflect the approved transfers from reserves of £159k held in Corporate Financing.
- 3.4 In addition the revised 2019-20 budget of £12.008m includes transfers to/from reserves of £374k which is shown in appendix 1, use of balances of £21k along with savings virements of £224k (total savings is £376k of which £152k is within corporate financing).

<b>Revenue Budget summary</b> <b>Financial Year 2019/20 – Overall Council</b>
--

Please note figures have been rounded

Strategic Purpose	Original Budget 2019/20	Revised budget 2019/20	Budget to date 2019/20	Actuals to date 2019/20	Variance to date 2019/20	Projected Outturn 2019/20	Projected Variance 2019/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Keep my place safe and looking good	4,492	4,404	1,334	1,127	-208	4,100	-304
Help me run a successful business	-506	-535	-240	-240	19	-510	14
Help me be financially independent	231	239	907	929	22	251	12
Help me to live my life independently	-58	-60	-160	-160	0	-67	-7
Help me find somewhere to live in my locality	677	880	506	497	-10	868	-12
Provide Good things for me to see, do and visit	684	755	364	391	28	713	-42
Enable others to work/do what they need to do (to meet their purpose)	6,318	6,324	3,686	3,528	-158	6,010	-314
<b>Total</b>	<b>11,837</b>	<b>12,008</b>	<b>6,378</b>	<b>6,072</b>	<b>-306</b>	<b>11,356</b>	<b>-654</b>
Corporate Financing	-11,837	-12,008	-9,980	-10,033	-52	-12,039	-30
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>-3,602</b>	<b>-3,961</b>	<b>-359</b>	<b>-684</b>	<b>-684</b>

**Financial Commentary:**

There are a number of variances across the strategic purposes. The summary above shows the overall 2019/20 revenue position for the Council and the main variations are as a result of:

**Keep my place safe and looking good (£210k saving)**

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

The variance position is explained as below:

## **CABINET**

**15<sup>th</sup> January 2020**

- There are savings within Building Control due to salary vacancies projected **£20k** by the end of the financial year 2019/20.
- Development Control has received a number of large applications during the first half of the financial year 2019/20. It is therefore projected that the budget will be exceeded **£98k**.
- The town centre development service has been in receipt of additional monies for prior years claims due to revisions into the claimable amounts **£152k**.
- Trees and woodland management also have salary savings while the service is under review to possible use the funding towards external providers **£72k**

### **Help me run a successful business (£14k over budget)**

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

- There is a projected overspend within car parks **£36k**, due to increased cash collections being required.
- There is a slight underspend within Economic & Tourism Development due to savings on supplies and services budgets not being required **£16k**

### **Help me be financially independent (£12k over budget)**

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

- There are no individual material variances in the quarter 2 to report.

### **Help me to live my life independently (£7k saving)**

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

- There are no individual material variances in the quarter 2 to report.

### **Help me find somewhere to live in my locality (£12k saving)**

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

- There are no individual material variances in the quarter 1 to report.

### **Provide Good things for me to see, do and visit (£42k saving)**

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

- There is an underspend of **£12k** within Parks and Events on general supplies and services.
- Sports and Arts Development has a small underspend due to a staff vacancy which has now been filled **£11k**.

## **CABINET**

**15<sup>th</sup> January 2020**

### **Enable others to work/do what they need to do (to meet their purpose) ( £314k saving)**

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

- There is currently a saving forecast within CMT due to salary savings. This is subject to change depending on the outcome of the review of the Senior Management Team **£85k**.
- Customer Service Centre, Democratic Services & Member Support, Financial Support and Professional Legal Advice & Services also have salary savings due to vacancies. Whilst some posts will be filled in the financial year the remaining savings will show as a projected underspend **£135k** for 2019/20.
- Facilities Management has underspends on supplies and services budgets not yet spent. This is forecast to have a projected saving by year end **£34k**.

### **Corporate Financing (£30k saving)**

- There is a variance in corporate financing due to borrowing costs not being as much as expected due to the spending profile of the capital programme in the first quarter of the year **£30k**

## **3.5 Planning Enforcement Grant**

The Request for the approval of an increase in the 2019-20 revenue budget of **£50k** for Development Management is due to receipt of a planning enforcement grant from Ministry of Housing, Communities and Local Government.

The Ministry of Housing, Communities and Local Government has confirmed that payment will be made on 14 November 2019.

The monies are ring-fenced to Development Management. A monitoring report will need to be sent in to the Government Agency in due course that will detail how the monies have been spent in accordance with the bid terms and conditions.

## **4. Savings Monitoring**

- 4.1 The medium term financial plan included £332k of savings identified to be delivered during 2019/20 the breakdown of these savings is attached at appendix 2. £166k of these identified savings are in relation to a vacancy factor.

To quarter 2 £181k of the savings have been realised against the budgeted April 2019 to June 2019 savings of £166k.

In addition to the above officers have been required to find further savings throughout the financial year 2019/20. At quarter 1 savings were found of £542k, £166k of these were allocated to the vacancy factor target. The remainder £376k have therefore been returned to balances. At quarter 2 officers have found another £16k these will be also be vired off the relevant services to be returned to working balances by quarter 3.

## CABINET

15<sup>th</sup> January 2020

### 5. Cash Management

- 5.1 The financial position in relation to borrowing at the start and end of the financial is shown in the table below:

Date	£m	Position
As at 31 <sup>st</sup> March 2019 (Actual)	13.5	Borrowing
As at 30 <sup>th</sup> September 2019	3.0	Borrowing

### 5.2 Borrowing

Outstanding as at the 30<sup>th</sup> September 2019 are £3.0m in short term borrowing with associated borrowing costs of £1k due to the flexible way debt is managed during the period.

An interest payable budget had been set of £133k for 2019/20 due to expenditure relating to current capital projects.

### 5.3 Investments

At 30<sup>th</sup> September 2019 there were £2m investments held.

# CABINET

15<sup>th</sup> January 2020

## 6. Capital Budgets

**Capital Budget summary  
 Financial Year 2019/20 – Overall Council**

Please note figures have been rounded

Strategic Purpose	Original Budget 2019/20 £'000	Revised budget 2019/20 £'000	Budget to date 2019/20 £'000	Actuals to date 2019/20 £'000	Variance to date 2019/20 £'000	Projected Outturn 2019/20 £'000	Projected Variance 2019/20 £'000
Keep my place safe and looking good	3,385	6,328	3,164	2,234	-929	4,473	-1,855
Help me run a successful business	0	300	150	150	0	300	0
Help me to live my life independently	950	1,333	838	795	-43	1,223	-110
Provide good things for me to see, do and visit	170	1,507	704	582	-122	1,437	-70
Enable others to work/do what they need to do (to meet their purpose)	10	479	240	131	-109	300	-179
<b>Totals</b>	<b>4,515</b>	<b>9,947</b>	<b>5,096</b>	<b>3,892</b>	<b>-1,203</b>	<b>7,733</b>	<b>-2,213</b>

**Finance commentary:**

**Keep my place safe and looking good**

- The main variances for this strategic purpose relate to the following projects;
  - The majority of projects have commenced and are projected to be completed by the end of the financial year 2019/20.
  - The Vehicle replacement programme, Cemetery Extension infrastructure at North Bromsgrove Cemetery Phase Two and Replacement parking machines have had a full review by officers and it has been requested that the budgets are reprofiled into future years. See appendix 4.

**Help me run a successful business**

- The project for this strategic purpose relates to the OLEV/ULEV Taxi infrastructure scheme which is expected to be completed by the end of the financial year.

**Help me to live my life independently**

- The small variance relates to Energy Efficiency Installation and Home Repairs Assistance projects. The energy advice service has been procured and is due to commence on July 1st 2019 until March



## **CABINET**

**15<sup>th</sup> January 2020**

31st 2022. Discretionary home repairs assistance will hopefully begin uptake within the second half of 2019/20.

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

- The small underspend here relates to the s106 project re-landscaping of Recreation ground – this is currently going through the tender/procurement process and is likely to commence towards the last end of the last quarter of 2019/20 and may possibly be requested to be reprofiled into the beginning of 2020/21.

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

- The variance for this strategic purpose relates to the New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by September 2020 and a request may be made to reprofile some of the budget into the first quarter of 2020/21.

## **7. Earmarked Reserves**

- 7.1 The position as at 30<sup>th</sup> June 2019/20 is shown in Appendix 1. This also details the planned use of the reserves for the future budget years 2020/21 and 2021/22.

## **8. General Fund Balances**

- 8.1 The General Fund Balance as at the 31<sup>st</sup> March 2019 is £4.926m. A balanced budget was approved in February 2019 to include identified savings which have been built into individual budget allocations. This also included a planned use of balances for 2019/20 of £946k towards the demolition of the Dolphin centre and building of associated car parking.

Due to the virement of savings at quarter 2 of £376k back to balances along with planned use, the current level of balances will therefore be £4.335m.

## **9. Legal Implications**

- 9.1 No Legal implications have been identified.

## **10. Service/Operational Implications**

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

## **11. Risk Management**

## **CABINET**

15<sup>th</sup> January 2020

---

11.1 Effective budget monitoring supports any risks associated with the Council.

### **APPENDICES**

Appendix 1 - Earmarked Reserves 2019/20

Appendix 2 - Savings Monitoring 2019/20

Appendix 3 – Capital reprofiling

### **AUTHOR OF REPORT**

Name: Kate Goldey – Business Support Senior Accountancy Technician  
Email: [k.goldey@bromsgroveandredditch.gov.uk](mailto:k.goldey@bromsgroveandredditch.gov.uk)  
Tel: (01527) 881208

# FINANCIAL RESERVES STATEMENT 2019/20

Appendix 1

Please note these figures have been rounded

Description	Balance b/fwd 1/4/2019	Budgeted Release 2019/20	Revised Balance b/fwd 1/4/2019	Transfers in existing reserve 2019/20	Transfers out existing reserve 2019/20	New Reserve 2019/20	C/fwd 31/3/2020	Planned use for 2020/21 Budget	Planned use for 2021/22 Budget	Comment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
<b>Building Control</b>	(7)	0	(7)	0	0	0	(7)	0	0	To Fund the mobile working project
<b>Building Control Partnership</b>	(61)	0	(61)	0	0	(18)	(80)	0	0	Partnership income has to be reinvested back in to the service.
<b>Commercialism</b>	(33)	0	(33)	0	2	0	(31)	0	0	To help fund costs in relation to commercialism projects
<b>Community Services</b>	(31)	0	(31)	0	31	0	0	0	0	To help towards a district network feasibility study
<b>Economic Regeneration</b>	(476)	150	(326)	0	0	0	(326)	150	150	To fund the Economic Development opportunities across the District
<b>Election Services</b>	(88)	0	(88)	(13)	0	0	(101)	50	0	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
<b>Environmental Services</b>	(8)	0	(8)	0	6	0	(2)	0	0	To help towards the unauthorised trespass prevention scheme, Tree works, and single use plastic project within the district
<b>Financial Services</b>	(179)	0	(179)	0	0	0	(179)	0	0	A number of reserves / grants have been set aside to support residents through the changes to welfare reform
<b>Corporate Financing</b>	(3,441)	0	(3,441)	0	0	0	(3,441)	0	0	The reserve has been created to offset the loss on Business rates collection and appeals in 2019/20.
<b>Housing Schemes</b>	(511)	0	(511)	0	181	0	(330)	0	0	To support the feasibility and implementation of housing schemes across the district
<b>ICT/SD Systems</b>	(164)	11	(152)	0	0	0	(152)	0	0	To provide for replacement ICT systems
<b>Leisure/Community Safety</b>	(266)	0	(266)	0	155	0	(111)	0	0	Grant received and reserves set aside to support a number of leisure and well being schemes across the District
<b>Local Development Framework</b>	(31)	0	(31)	0	31	0	0	0	0	To fund the costs associated with the Core Strategy
<b>Local Neighbourhood Partnerships</b>	(16)	0	(16)	0	0	0	(16)	0	0	Grant received in relation to liveability schemes
<b>Other</b>	(86)	0	(86)	0	0	0	(86)	0	0	To support apprentices, set up costs and other general reserves
<b>Planning</b>	(30)	0	(30)	0	0	0	(30)	0	0	To support apprentices, set up costs and other general reserves
<b>Regulatory Services (Partner Share)</b>	(38)	0	(38)	0	0	0	(38)	0	0	BDC Share of WRS grant related reserves
<b>Shared Services Agenda</b>	(311)	0	(311)	0	0	0	(311)	0	0	To fund potential redundancy and other shared costs
<b>Grand Total</b>	<b>(5,777)</b>	<b>161</b>	<b>(5,615)</b>	<b>(13)</b>	<b>406</b>	<b>(18)</b>	<b>(5,241)</b>	<b>200</b>	<b>150</b>	

This page is intentionally left blank

Department	Strategic Purpose	Description of saving	2019-20 £'000	April - Sept 19/20	Comments	Quarter 2			
						On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
Community Services	Help me to live my life independently	Additional Income from new contract with Cannock Chase Council	-60	-30	New SLA with Cannock	Y			
Community Services	Help me to live my life independently	Additional Income from new contract with Cannock Chase Council - SLA with Cannock	-20	-10	New SLA with Cannock	Y			
Corporate Services	Enabling	New Print Contract	-29	-15	Savings realised on procurement of new print contract	Y			
Corporate Services	Enabling	Car Mileage	-2	-1	Reduction in Car Mileage	Y			
Corporate Services	Enabling	Community Group Funding	-5	-3	Budget has decreased due to the impact of the New Homes Bonus scheme reducing	Y			
Environmental Services	Keep my place safe & looking good	Review of budget allocations	-15	-8	Reductions in various materials, equipment & vehicle R&M budgets	Y			
Legal & Democratic	Help me find somewhere to live in my locality	Review of budget allocations within Land charges	-2	-1	Budget no longer required	Y			
Legal & Democratic	Enabling	Additional income on external legal work	-7	-4		Y			
Customer Services & Financial Support	Enabling	Reduction in operational budgets	-26	-13		Y			
Corporate Services	Enabling	Vacancy Management	-166	-83	2% on any employee that does not require agency cover	Y	-15		
			<b>-332</b>	<b>-166</b>			<b>-15</b>		<b>0</b>

Page 281

This page is intentionally left blank

Description	Department	Funding	Re-profiling from 19/20 programme	2019/20 Total	Re-profiling from 19/20 programme	2020/21 Total	Re-profiling from 19/20 programme	2021/22 Total	Re-profiling from 19/20 programme	2022/23 Total	2023/24 Total
Fleet Replacement	Environmental Services	Capital Receipts/Borrowing	-1,708,771	451,000	318,000	1,184,000	45,000	481,000	383,000	1,591,000	0
Cemetery Extension infrastructure at at North Bromsgrove Cemetery Phase Two	Environmental Services	Capital Receipts/Borrowing	-25,016	0	8,000	8,000	7,500	7,500	6,500	6,500	0
Replacement Parking machines	Environmental Services	Capital Receipts/Borrowing	-120,000	0	120,000	120,000		0		0	0

This page is intentionally left blank



**CABINET**

**15<sup>TH</sup> JANUARY 2020**

### MEDIUM TERM FINANCIAL PLAN 2020/21 – 2023/24

<b>Relevant Portfolio Holder</b>	Councillor Geoff Denaro Portfolio Holder for Finance and Enabling Services
<b>Relevant Head of Service</b>	Jayne Pickering, Executive Director Finance and Corporate Resources
<b>Non-Key Decision</b>	

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

- 1.1 At Cabinet on the 26<sup>th</sup> February 2020 a recommendation will be made to Full Council on the Council tax resolutions for 2020/21. This report outlines the issues faced by the Council and delegates to officers to investigate ways to achieve a balanced budget for Cabinet to consider.

#### **2. RECOMMENDATIONS**

- 2.1 Cabinet is asked to **RECOMMEND** to Council the approval of £75k from balances to provide funding towards the District Heating Feasibility Study forward to Detailed Project Development (DPD) Phase. The detailed report is attached at Appendix 1.
- 2.2 Cabinet is asked to note the current medium term financial plan gap and to request officers continue to review the position to enable a balanced budget to be presented to Council on the 26<sup>h</sup> February.

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

##### **Financial Implications**

- 3.1 The Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made. For 2020/21 a 4 year plan is proposed to 2023/24. The plan addresses how the Council will provide financial funding to the Strategic Purposes and ensure residents receive quality services to meet their needs in the future. The Purposes that drive the financial considerations are :

- Affordable & sustainable homes
- Provide good things for me to see, do and visit
- Living independent, active & healthy lives
- Run & Grow a successful business
- Work and financial independence
- Communities which are safe, well maintained and green

### CABINET

15<sup>TH</sup> JANUARY 2020

---

- 3.2 The Council must be mindful when setting the 4 year plan to ensure that savings are robust and deliverable and that the longer term financial sustainability of the Council is considered. It is accepted that there are many uncertainties in relation to Local Government funding over the next 4 years but the aim of the Council must be to consider the future plans and funding requirements to enable as clear a position as possible to be presented to the Council.
- 3.3 When reviewing the budget projections officers consider the impact of demand on service and the costs associated with this demand. This may result in additional costs (associated with maintaining current service delivery) or reductions in anticipated income revenue over the next 4 years.
- 3.4 Over the last 12 months the Finance and Budget Scrutiny working group, as established by the Overview and Scrutiny Committee has met on a regular basis to review costs, fees and charges and the capital programme and have made a number of recommendations to Cabinet.
- 3.5 Officers have factored in a number of assumptions into the Medium Term Financial Plan to update it in line with revised calculations and information from officers and Government. The current position is based on the final Financial Settlement as published on 20<sup>th</sup> December 2019. There remains detailed analysis to be undertaken on the impact of the Business Rates Pool across Worcestershire and this will be factored into the final report to February.
- 3.6 The table below demonstrates the changes in the financial projections and budget gap for 2020/21- 2023/24 based on the original estimation of a £678k gap as presented in February 2019. Following the table there are explanations of the reasons for the changes resulting in a slight surplus of £29k for 2020/21 with a 4 year shortfall of £2.6m.

### CABINET

15<sup>TH</sup> JANUARY 2020

	2020-21	2021-22	2022-23	2023-24
	£000	£000	£000	£000
<b>Starting Gap at 19/20 budget round</b>	<b>678</b>	<b>1,119</b>	<b>1,271</b>	<b>1,271</b>
Incremental Progression (Salaries) /Inflation on Utilities	191	250	271	457
Unavoidable Pressures - Departments	421	333	289	45
Revenue Bids/Revenue impact of capital bids - Departments	220	129	76	47
Savings and Additional income - Departments	-380	-547	-616	-687
Reduction to pension deficit payments	-436	-409	-380	-409
<b>Net Revenue Budget Requirement</b>	<b>694</b>	<b>875</b>	<b>911</b>	<b>724</b>
Reserves to be released	0	-209	0	0
Transfer to pension reserve	200	0	0	0
MRP, interest and investment income	-159	-72	39	172
Council Tax - change to 2%	22	145	211	-101
New Homes Bonus (NHB)	-589	0	0	295
Collection Fund surplus	-166	0	0	0
Discount on advanced pension payment	-31	-103	-174	0
<b>Funding position</b>	<b>-723</b>	<b>-240</b>	<b>76</b>	<b>365</b>
<b>Remaining Gap to find</b>	<b>-29</b>	<b>635</b>	<b>987</b>	<b>1,089</b>

### Changes from original assumptions re 2020/21

#### 3.7 Additional pay and inflation on utilities £191k

This reflects the additional costs of the pay inflation at 2% above that initially estimated of 1% (£175k). In addition there is a cost included for additional utility charges of £16k.

#### 3.8 Unavoidable Costs £421k

When proposing the budget officers have also identified a number of budget pressures that have been deemed “unavoidable”. Unavoidable includes the ongoing effects of pressures identified during 2019/20 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. The £421k includes £320k to provide funding for the evidence base for the Local Plan review (assumed to be £200-220 p.a.), plus funding for Independent Highways advice, assumed to diminish year on year from approx £100k p.a. to £50k p.a., to zero.

#### 3.9 Bids and Revenue Implications of Capital Projects £220k

In addition to the unavoidable pressures revenue bids have been identified. Bids relate to new funding requests made by officers to improve service delivery or to realise future efficiencies. The current bids for 2020/21 of £220k include funding required to prepare a comprehensive parks and

open spaces strategy and additional staffing required to support the transition of the land charges service to Central Government.

3.10 **Savings/ additional income -£380k**

Officers have undertaken full reviews of income generated and expenditure budgets and have identified £334k in reducing spend and £46k additional income. These include:

- Management Review £54k
- Insurance contract retender £130k
- Service Reviews £75k
- Garden waste income £25k

3.11 **Pension Deficit Reduction - £436k**

Following an actuarial review of pension liabilities the provision required for funding of historic deficits has reduced significantly due to improved investment returns and previous Council contributions to pay off the deficit.

3.12 **Pension Reserve £200k**

Due to the nature of investment funds it is proposed that a risk reserve is set aside of £200k to provide for any volatility in the pension contributions in the future.

3.13 **MRP, interest and investment income (-£159k)**

A full review of all capital projects and investment opportunities has been undertaken with a significant saving realised for future years. This has no impact on the capital programme delivery for the future and the detailed programme will be presented to Members in February 2020.

3.14 **Council Tax £22k**

It was assumed that the Council would be allowed to increase Council Tax by up to 2.99% without the need for a referendum. This has been revised to 2% or £5 whichever is the greater as part of the final settlement. It is proposed that a £5 increase is included in the budget for the February meeting. There is still a cost to the Council in 2020/21 of £22k.

3.15 **New Homes Bonus (NHB) (£-589k)**

It was assumed that New Homes Bonus would not continue into 2020/21. The provisional settlement received by the Council stated that NHB would be payable for 2020/21 but only for one year and with no legacy payments. The £589k is therefore a significant improvement to the budget position and will result in £70k for community funding.

### CABINET

15<sup>TH</sup> JANUARY 2020

---

#### 3.16 CT Surplus -£166k

This is the estimated surplus based on the latest 2019/20 collection fund information

#### 3.17 Discount on advanced pension payment -£31k

By paying the pension fund payments in advance a saving can be made of £31k to the Council.

#### 3.18 **Future Years**

Assumptions have been made in the financial plan for the following years including :

- No further New Homes Bonus payments to be made. As Members will be aware this is a significant income stream to the Council
- Additional costs of borrowing for the capital programme
- Further reductions in the cost of enabling services by 1% per annum

3.19 The current 4 year shortfall is £2.6m compared with £4.4m at the beginning of the financial year. It is clear that significant savings and reductions in expenditure need to be identified for the medium term financial plan to be delivered within the current funding levels. Officers are working with colleagues to ensure the impact of the fair funding review and other changes to Government financial distribution are considered for future years.

#### 3.20 General Fund

3.20.1 The level of the general fund balance is £4.9m with planned release of £600k in 2019/20. It is assumed that the release may not be required due to the current level of savings at quarter 2 and projected for the financial year 2019/20 as reported separately to this meeting. The minimum level of balances recommended is £1.1m.

#### 3.21 **Capital Programme**

3.21.1 The Capital Programme has been fully reviewed and significant changes have been made to reduce the level of spending whilst ensuring schemes are provided to the Council. The revised programme will be considered in February when setting the Council Tax.

### 4 **Legal Implications**

4.1 As part of the budget and the Council Tax approval process, the Council is required by the Local Government Finance Act 1992 to make specific calculations and decisions in approving a balanced budget for the following financial year and setting the Council Tax Level. These will be included in the report to Cabinet and Council in February.

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

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

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

- 6.1 Any impact on the customer of savings over the 4 years period will be managed via impact assessments and in discussion and consultation with the customer as to the most effective and supportive way of managing reductions in funding and potentially service delivery.

#### 7 **RISK MANAGEMENT**

- 7.1 To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern. Risks include:
- Reductions in government funding leading to a reduction in the level of services delivered to the public
  - Reductions in business rates income as a result of appeals or reduction in the rateable value leading to a lower level of income for the Council.
  - Identification of sufficient and ongoing revenue savings to deliver a balanced budget.
  - Allocation of sufficient resources to meet the needs of service delivery and the Councils priorities.
  - Maintain adequate revenue and capital balances as identified in the MTFP to ensure financial stability.

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

#### 8. **APPENDICES**

Appendix 1 – District Heat System update.

#### **AUTHOR OF REPORT**

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

## APPENDIX 1

### Outline Business Case for Funding for a Detailed Project Development Study for the Development of Bromsgrove Heath Network

<b>Author:</b>	A. Wardell-Hill
<b>Date:</b>	20.12.19
<b>Release Version:</b>	V1.2

## Contents

1. Executive Summary	3
2. Introduction	5
<b>3. The Strategic Case</b>	<b>7</b>
<b>4. The Economic Case</b>	<b>14</b>
<b>5. The Commercial Case</b>	<b>18</b>
<b>6. The Financial Case</b>	<b>19</b>
<b>7. The Management Case</b>	<b>20</b>
8. Next Steps	20
9. Appendices	
9.1 Heat Network Feasibility Study - HNFS for Bromsgrove (DRAFT)	21
1.2. Appendices to HNFS	67

## 1. Executive Summary



The purpose of this business case is to identify the opportunity to take the District Heating Feasibility Study forward to Detailed Project Development (DPD) Phase. This will require funding from Bromsgrove District Council (BDC).

The need to invest in energy systems that ensure resilience against increasing energy costs, energy instability and carbon emissions is ever more pressing. The threat that climate change presents to Bromsgrove District, the UK and the Global community with increasing regularity, is real and present in everyday life. Urgent mitigation interventions are required to lessen the human influence on climate change of which energy usage in heating systems is a major contributor.

A heat network connects multiple consumers and supplies heat and power from a centralised energy centre, with the express aims of reducing energy costs and carbon emissions. Decarbonising heat supply is generally challenging and a heat network is an important opportunity that can deliver deep and sustained carbon reduction in an area, particularly as it facilitates future expansion and the inclusion of alternative technologies over time.

An energy mapping and master planning study and a techno-economic feasibility study have both been completed to identify the suitability of a district heat network within Bromsgrove Town. The outcome to date suggests there is the potential for a heat network to work in the identified area and that a Detailed Project Development project is now required to develop commercial, modelling, legal structuring, financial modelling, a procurement strategy and a full business case for the network.

The work to date has been part funded through the Department of Business, Energy and Industrial Strategy (BEIS) Heat Network Delivery Unit (HNDU), Bromsgrove District Council and Worcestershire LEP North Worcestershire Economic Development and Regeneration unit (NWEDR).

The proposal for Bromsgrove is a Ground Source Heat Pump and Combined Heat and Power with the bore holes and Energy centre being located on the site of Bromsgrove School. This option allows for the most preferential emission, energy output, and economic

model to be implemented however the option of biomass was also investigated and is viewed as an alternative option should the GSHP become unfavourable.

The GSHP / CHP scheme would save an annual average of 1,560 TCO<sub>2</sub>, 5% reduction in energy costs<sup>1</sup> plus further benefits such as operational payback in reduced plant liability, inward investment in the town, opportunity for new energy ventures and also to secure existing business and new businesses into the town.

The network identified consists of numerous properties covering retail, leisure, residential and healthcare establishments. Key Stakeholders, with over 54% of the total annual heat demand are Bromsgrove School, Princess of Wales Community Hospital, Bromsgrove District Housing Trust and Bromsgrove District Council. Stakeholders have already expressed support for the future development of the scheme and expressed a willingness to commit financially should the project progress to DPD. To prove commitment, give confidence and allow the project to develop, a joint stakeholder project group will be necessary to drive the DPD forward and deliver any future outcomes.

Project structuring and financing options have not been explored and these will be considered and proposed in the DPD.

HNDU are able to provide further support for the DPD stage where BDC are able to bid to secure 66% of the total amount required, plus a fully funded experienced Project Manager to driver the project onto the next stage. The full cost of the DPD is likely to be around £250,000 of which BDC can bid for £165,000 from HNDU funding. To date key stakeholders have committed £10,000 towards this project therefore leaving a shortfall of £75,000 to fund.

There has never been more support for funding and supporting Heat Network Developments in the UK however, in order to make use of this support a bid will need to be delivered to HNDU by the end of December 2019 and an HNIP bid will need to be submitted during 2020.

---

<sup>1</sup> Heat Network Study for Bromsgrove, 2019, Greenfield

## 2. Introduction

2.1. A heat network connects multiple consumers and supplies heat and power from a centralised energy centre, with the express aims of reducing energy costs and carbon emissions. Decarbonising heat supply is generally challenging and a heat network is an important opportunity that can deliver sustained carbon reduction in an area, particularly as it facilitates future expansion and the inclusion of alternative technologies over time.

2.2. A feasibility study for a heat network in Bromsgrove has been completed for Bromsgrove town, part-funded by Department of Business, Energy and Industrial Strategy (BEIS), Heat Network Delivery Unit (HNDU), Bromsgrove District Council (BDC) and Worcestershire Local Enterprise Partnership (LEP) North Worcestershire Economic Development and Regeneration unit (NWEDR).

2.3. The study is a detailed investigation involving mapping of loads (energy demands), and, identification, initial concept design, and, techno-economic testing of heat network solutions.

2.4. The heat network identified connects a number of consumers, including public buildings, offices, schools, and, residential properties, supplying heat and/or power utilising low carbon energy systems. Key consumers with over 54% of the total annual heat demand include Bromsgrove School, Princess of Wales Community Hospital (POWCH), Bromsgrove District Housing Trust (BDHT), Council properties, and leisure facilities.

2.5. The heat network is planned to originate from the Bromsgrove School site where the energy centre is proposed to be located. The main network build-out is proposed over three years period really to present a relatively pessimistic roll-out for the school. It is assumed that Bromsgrove School and South Bromsgrove High School are connected in Year 1. Year 1 refers to the first year of construction which may not be possible before 2021, due to the preceding planning stages which may take 18 months to 2 years to finalise. Year 2 sees expansion into the southern part of the town centre and then Year sees expansion to the Leisure Centres, Hospital and other

consumers in the northern part of the town centre. It is important to reach the hospital as soon as possible (since they need to resolve their ageing boiler plant). The last buildings to connect are assumed to be the ASDA store and adjacent properties, in year 11. This is linked to the retirement of the Air Source Heat Pumps currently used at the store.

2.1. The report provides a credible economic and environmental case for a heat network in Bromsgrove Town and a reasonable ROI could be delivered (with typical risks and uncertainties) with the model incorporating the required HNIP grant funding.<sup>2</sup> The recommendations from this report are:

- i. The Council seeks executive and member support to take the project forward, focusing on a ground source heat pump (GSHP) / combined Heat and Power (CHP) hybrid solution. A solution utilising biomass would be a fall-back option should the GSHP/CHP not be realised.
- ii. The project is moved on to a Detailed Project Development (DPD) phase.

2.2. Bromsgrove School have committed £10K towards the next stage of the project and Worcestershire Health and Care NHS Trusts have expressed their willingness to commit financially to the project by submitting a business case to the Trust Board and would be asking for a contribution in the region of £10K.

2.3. Worcestershire LEP have indicated they would like to contribute towards the DPD however due to Central Government withholding additional funding due to the unresolved issue associated with the overlapping LEP geographies. This may change and Officers will keep communications with the LEP open in order to realise any funding via this route.

2.4. BDC are advised to take advantage of the current funding into UK Heat Networks, as research and investigation is costly and requires specific expertise, and there is no reliance that the offerings present through HNDU will persist into future years. In order to make use of this support a bid will need to be delivered to HNDU by the end of December 2019 and an HNIP bid will need to be submitted during 2020.

---

<sup>2</sup> Modelling incorporates BEIS forecasted increases for gas and electricity prices and the Biomass price has been assumed to inflate based on Bank of England 2% CPI target

HNDU are able to provide further support for the DPD stage where BDC are able to bid to secure 66% of the total amount required, plus a fully funded experienced Project Manager to driver the project onto the next stage.

### 3. The Strategic Case

3.1. The strategy behind the development of a DHN fits with the following Councils Strategic Purposes:

- Keep my place safe and looking good.
- Do sensible things to improve my locality.
- Help me run a successful business.
- Help me back to financial independence

3.2. BDC views climate change as a serious issue and as such, declared a Climate Change Emergency in July 2019. By this action, Councillors have committed to taking urgent action against climate change and that activities taken up to this point have not been sufficient to limit the change required.

3.3. The DPD will cost an estimated £250k and will consist of a test borehole, full lifecycle project management, the DPD report. It should be understood at this point that the borehole is an intrinsic part of understanding the future of the project. Although British Geological Survey Data has been used in the analysis of the feasibility report, until a borehole is taken, much of the costings remain uncertain as the actual geology of the land is not known. In saying this, the survey data is robust and is very likely to represent the actual ground conditions.

3.4. The proposal is for Bromsgrove District Council to facilitate and part fund the subsequent stage of the district Heat Network project and take this onto DPD. The sum of £75K <sup>3</sup>is required from BDC in order to commit to the DPD stage and allow the project to deliver the identified benefits.

---

<sup>3</sup> This amount is anticipated to be reduced following confirmation that the project will move to DPD stage as Bromsgrove School and Worcestershire Health & Care NHS Trust have indicated a financial commitment of a minimum of £10,000

**Table of Cost Breakdown for DPD Phase**

<b>Item</b>	<b>Cost</b>
<b>Project Management</b>	Fully funded by HNDU
<b>Test Borehole</b>	£100K
<b>DPD</b>	£150K
<b><i>Total</i></b>	<b><i>£250K</i></b>
<b>Funding from HNDU@ 66%</b>	£165K
<b>Funding from Bromsgrove School</b>	£10K
<b>Funding from NHS Trust</b>	to be determined
<b>Funding from BDHT</b>	to be determined
<b><i>Remainder to Fund</i></b>	<b><i>£75K</i></b>

## **Case for Change**

3.5. The threat that climate change presents to Bromsgrove District, the UK and the Global community with increasing regularity, is real and present in everyday life. Urgent mitigation interventions are required and BDC need to actively engage in and promote interventions to lessen its impacts.

3.6. Energy usage for heating is a major contributor towards climate change where traditional gas and electricity is consumed for space heating. Whilst it is understood that decarbonisation of the grid will occur as increased renewables are fed into the network, there is still much consumers can do on a local level.

3.7. District Heating Networks (DHN's) have been identified as a key component in decarbonising the energy used in heating and thus minimising carbon emissions to the environment. <sup>4</sup>

3.8. DHN's are also able to more easily be converted from one fuel type to another than individual heating systems due to the very nature of having one centralised energy centre with a shared network of pipes supplying multiple properties. This therefore guards against having legacy systems that become redundant over time. This added resilience allows for staged progression towards increasingly renewable forms of energy as time allows.

3.9. The DHFS identified the following deliverables based on the scheme proposed<sup>5</sup>:

- 32% Reduction in carbon emissions<sup>6</sup>.
- 5% Reduction in consumer energy costs<sup>7</sup>
- Ability to deliver sustained carbon reduction for the town<sup>8</sup>.
- Around £20m inward investment into the town of (construction costs)<sup>9</sup>
- Operational benefits e.g. reduced plant liability and releasing space
- Development of a local energy generation / supply entity
- Encourage commercial/residential tenant retention in the town
- Training and the educational support opportunities <sup>10</sup>
- Reputational benefits for the town, local authority and other stakeholders

## Spending Objectives

3.10. In order to realise the deliverables identified by the DHFS BDC is required to be the lead partner to see the project through to DPD stage. The DPD will then identify opportunities for development of project board and future business vehicles to continue the venture.

---

<sup>4</sup> The Climate Change Commission identify 18% of heat will need to come from heat networks by 2050

<sup>5</sup> GSHP & CHP Hybrid

<sup>6</sup> *Calculated of the first 25 years of the project*

<sup>7</sup> Existing costs have been modelled as baseline

<sup>8</sup> Through expansion and easy transition to future low carbon technologies

<sup>9</sup> Not including subsequent short term employment in construction stage

<sup>10</sup> Staff and students at Bromsgrove School, South Bromsgrove School and HOW college

3.11. The work to date has been part funded through the Department of Business, Energy and Industrial Strategy (BEIS) Heat Network Delivery Unit (HNDU), Bromsgrove District Council and Worcestershire LEP North Worcestershire Economic Development and Regeneration unit (NWEDR). In the investment of relatively moderate sums of money at the developmental stage BDC will be able to follow through on its commitment to take action against climate change and secure all the other benefits outlined in 3.9.

## **Existing Arrangements**

3.12. All the properties identified in the DHFS suitable for connection to the network have individual energy supply for power and heat. They are individually metered to mains supplies and as such are subject to market conditions with increasing energy costs.

3.13. None of the properties identified for the network utilise any significant forms of renewable or low carbon energy sources.

## **Consultation**

3.14. Liaison with stakeholders has been a crucial part of requirement gathering throughout the DHFS process and consultation has taken place to a lesser or greater degree dependent on the nature of the building type and the level of detail required in calculating energy loads and demand profile.

Feedback presentations have been delivered to the Key Stakeholders (Bromsgrove School, Worcestershire Health and Care NHS Trust (for POWCH) and BDHT. All stakeholders were positive and encouraged to see the opportunity that the DHFS had identified and as a result all have expressed a desire to move this project forward to the DPD stage.

## **Business Needs**



- 3.15. It is clear that BDC have an expressed desire and drive to work towards supporting lower carbon opportunities for the District with its declaration of the climate change emergency.
- 3.16. BDC further had a responsibility to ensuring the local area highlighted in the Strategic Purposes and the Council Plan.

## **Potential Scope**

- 3.17. The outcomes of the proposed heat network are wide reaching with 70 properties in total having been identified for potential connectivity with the network, notably the impacts on some of the consumers will be considerable. There are numerous sheltered housing, retirement and care home facilities housing elderly and often vulnerable residents to whom a secure, efficient and affordable energy supply is crucial.
- 3.18. The public buildings including schools, Council offices, Library and other Government buildings would also benefit considerably from the reduction in energy costs enabling to demonstrate their commitment towards delivering cost effective publically funded services.
- 3.19. The initial network has the ability to be further developed over time allowing future developments to link in and benefit. This coupled with the opportunity deliver deep and sustained carbon savings with future expansion and the inclusion of alternative technologies over time. The presence of a heat network within the town will provide confidence and set a precedent for future build within the town and the wider boundaries of the District. Reputational benefits for the town, local authority and other stakeholders are far reaching and should not be underestimated.
- 3.20. Other significant opportunities present themselves with the development of a heat network including the development of a local energy generation and or supply entity

which in itself allows for commercialisation of the project. The interest in new business to the town should not be overlooked as the benefits of reduced energy costs and carbon saving are key and of growing importance to the vast majority of businesses.

3.21. There are also noteworthy opportunities in training and the education sector where there are opportunities for training and development utilising the heat work and an educational asset, where students will be able to gain interest, career aspirations and training as a precursor to work in the low carbon economy.

## Benefits and Risks

3.22. Table Benefits and Risks associated with the DPD & Heat Network

Issue	Benefit	Risk
<b>£75k required to progress project onto detailed project development stage and necessary borehole works</b>	Will confirm the future direct of the project and the technical solution that that been proposed by the feasibility study.	May result in spend of £75k with no deliverable project.
<b>Borehole investigation</b>	Identifies positive conditions for GSHP and progression to full DPD study	<p>identifies unfavourable conditions and resulting in increasing construction costs</p> <p>identifies unfavourable conditions for GSHP and need to revert to biomass option</p> <p>If project is deemed unsuitable at this stage there</p>

		is no requirement to progress to full DPD stage - project
<b>Progression to DPD and beyond</b>	Operational Heat Network	No Heat Network and spend of £75k does not produce desired outcome
	Building and sustaining relationships with the wider community	Poor Reputation given the opportunity to further progress to DPD into develop and beyond
<b>Carbon emissions</b>	Reduced carbon delivering 39,000T reduction over 25 year period	No/ little control over the carbon emitted when buying energy direct from supplier
<b>Instability in energy supply</b>	Removes issues with interrupted supply	mains supply risks instability on supply
	Assurance over source of fuel supply (GSHP/ CHP)	No control over fuel source type renewable or no renewable)
<b>Energy Cost</b>	5% reduction in energy costs	Guaranteed increasing energy costs
	Control over increasing costs as new low cost technologies more easily rolled out and implemented	Exposure to market conditions and increasing energy costs
<b>Stakeholder support</b>	Stakeholders commit strategically and financially	Stakeholder support is fragile risking further development of

enabling the heat network to reach full potential	the project. Particular risk is losing the site for energy centre
---	---

3.23. Mitigation against spending the full £75k with no viable project to take forwards can be managed by carrying out the borehole investigation in the first instance followed by the full DPD if conditions are favourable. This will decrease the actual loss of financial commitment should the borehole identify conditions that would render the proposed project unfeasible. The full £150k for the DPD study is then likely not to be required.

3.24. Stakeholder management is required to ensure all partners are fully aware of potential benefits and risk to the project.

3.25. A full breakdown of Risks for the proposed scheme itself can be seen in the DHFS report Appendix 11.

## **Constraints and Dependencies**

3.26. The DHFS has investigated the potential scope of a HN for the town as far as current data, research and other factors allow. The next stage is to undertake a test borehole on the site of the proposed build in order to validate the BGS geological information to assess conditions and suitability of the site itself. Should the test borehole dictate conditions are not compatible with the original BGS data, amendments may be made to the original feasibility study which may increase or decrease costs dependent on the features identified below ground. There is also the fall back option of moving to a biomass technology option<sup>11</sup>.

## **4. The Economic Case**

---

<sup>11</sup> Full details of the biomass option can be seen in the feasibility report

## 4.1. Table of Short List options

Option Reference Number	Option
1	Do Nothing
2	BDC Facilitate & fund DPD with GCHP/CHP
3	BDC Facilitate & fund DPD with Biomass
4	BDC Facilitate & fund DPD with GCHP/CHP with fall back to Biomass

4.2. The DHFS itself does investigate two technology options in the deliverability of the project itself and this is GSHP with CHHP and Biomass, a comparison in the capital cost summary can be seen in the table below. The study concluded that the GSHP and CHP option was the stronger solution for the network, however to the options have been used below together with the fall back option of reverting to biomass should the GSHP / CHP option prove unworkable

## 4.3. Table of Evaluation against selected criteria

	Option 1	Option 2	Option 3	Option 4
Evaluation Criteria	Do Nothing	BDC Fund & facilitate GSHP & CHP DPD	Facilitate & fund DPD Biomass	Facilitate & fund DPD GSHP / CHP with option to revert to Biomass
a) Further deliver on Strategic Purposes	No	Yes	Yes	Yes
b) Significant reduction in Carbon Emissions for the town	No	Yes (32.2%)	Yes (61.4%)	Yes (32.2 >61.4%)

c) Reduction in Energy costs for those connected	No	Yes	Yes	Yes
d) Internal Rate or Return on investment	No	Yes	Yes	Yes
i) no grant	0	3.5%	1.1%	3.5-1.1%
ii) with £5m grant	0	7%	6.1%	7-6.1%
ii) with £7m grant	0	10%	6.9%	10-6.9%
e) Total CAPEX				
i) no grant		20.1	15.4	20.1>15.4
ii) with £5m grant		12.7%	32%	12.7-32%
ii) with £7m grant		24.7%	39.5%	24.7-39.5%
f) Revenue (Full Scheme)	No	Yes (£2.2 m/yr)	Yes (£1.8 m/yr)	Yes (£2.2 >£1.8 m/yr)

#### 4.4. Table of Capital Cost Summary.

Baseload supply technology	CHP + GSHP £K	Biomass Boilers £K
<b>DH Network (steel)</b>	7,428	7,428
<b>Heat substations, HIUs &amp; metering</b>	1,515	1,515
<b>Private Wire network</b>	942	0
<b>Energy Centre</b>	6,042	3,709

<b>Utility connections (gas, power, water, drainage, telecoms)</b>	447	107
<b>Thermal Store</b>	139	139
<b>Development costs<sup>12</sup></b>	1,725	1,110
<b>Contingency (10%)</b>	1,824	1,401
<b>Total capital costs £K</b>	<b>20,061</b>	<b>15,408</b>

#### 4.5. Table of Economic Modelling.

<b>Item</b>	<b>unit</b>	<b>GSHP/CHP</b>	<b>Biomass</b>
<b>Total CAPEX (full scheme)</b>	£m	20.1	15.4
<b>Total REPEX (full scheme)</b>	£m	8.7	6.8

<sup>12</sup> Including detailed engineering costs, professional fees, project management, and project development

<b>Total OPEX (full scheme)</b>	£m/yr.	1.2	1.3
<b>Annual revenue (full scheme)</b>	£m/yr.	2.2	1.8
<b>Gross margin (full scheme)</b>	£m/yr.	1.0	0.5
<b>Consumer heat tariff costs (full scheme)<sup>13</sup></b>	£/MWh	57.5	57.5
<b>Total connection fees</b>	£m	2.4	2.4
<b>NPV (25 yr @ 3.5 %)</b>	£m	0.1	-3.6
<b>IRR (25 yr)</b>	%	3.5 %	1.1 %
<b>Social IRR (25 yr)<sup>14</sup></b>	%	3.4 %	2.5 %
<b>LCOE (25 yr)</b>	£/MWh	75.8	90.2

4.6. The techno-economic analysis shows a marginal economic performance for the Ground Source Heat Pump (GSHP) / Combined Heat and Power (CHP) hybrid option with a 3.5 % IRR (25-year) for the base case, with a worse result for the biomass option at 1.1%. These figures account for social costs of climate changes as per HM Treasury guidance

4.7. Whilst there are potential opportunities to improve economic performance there are also risks to it. As such, it is anticipated that grant support, notably from HNIP, will be required if the project is to proceed. For the GSHP / CHP hybrid option £2.6m grant would be required to achieve 5% IRR, £5m for a 7% IRR and £7m for a 10% IRR. It is anticipated that these values would fall below state-aid constraints and that

---

<sup>13</sup> Average across all consumers to the wider community and society as a whole. The calculation includes net impact on heating costs, carbon emissions and air quality.

<sup>14</sup> Social IRR accounts for impacts accrued to the heat network operator and those connected to the networks, as well as



the project, in principal, could be structured as a publicly or privately funded project (or a combination). The project structuring options have not been explored and this would need to be considered in any further work.

- 4.8. In principal, it is considered that the project could be supported by HNIP, but it should be noted that this is an open and competitive process and is time-limited with an application for the DPD to be submitted by end of December 2019.

## **Cost Benefit Analysis**

- 4.9. For the financial elements of the analysis the reader should refer to the full feasibility study and relating appendices. The conclusion being that Option 4 is preferable.

## **The Preferred Option**

- 4.10. Option 4 – Facilitate & fund DPD with GSHP/ CHP  
(with option to revert to Biomass should indications from the DPD suggest GSHP is not feasible).

## 5. The Commercial Case

For a full commercial case on the study please refer to the DHFS and associated appendices.

## 6. The Financial Case

- 6.1 The proposal is for Bromsgrove District Council to facilitate and part fund the subsequent stage of the district Heat Network project and take this onto Detailed

Project Development phase (DPD). £75K <sup>15</sup>is required from BDC in order to commit to the DPD stage and allow the project to release further potential.

6.2 The DPD will cost an estimated £250k and will consist of a test borehole, full lifecycle project management, the DPD report. It should be understood at this point that the borehole is an intrinsic part of understanding the future of the project. Although British Geological Survey Data has been used in the analysis of the feasibility report, until a borehole is taken, much of the costings remain uncertain as the actual geology of the land is not known. In saying this, the survey data is robust and is very likely to represent the actual ground conditions.

### Table of Cost Breakdown for DPD Phase

Item	Cost
Project Management	Fully funded by HNDU
Test Borehole	£100K
DPD	£150K
<i>Total</i>	<i>£250K</i>
Funding from HNDU@ 66%	£165K
Funding from Stakeholders	£10K to date
<i>Remainder to Fund</i>	<i>£75K</i>

## 7. The Management Case

7.1 The bid to HNDU will also request specialist project management support for this project for which full funding from HNDU is available. Officers feel this is necessary in order to deliver on the technical and specialist nature of this project.

---

<sup>15</sup> This amount is anticipated to be reduced following confirmation that the project will move to DPD stage as Bromsgrove School has showed a financial commitment of £10,000 and Worcestershire Health & Care NHS are seeking board approval for a similar amount.

7.2 A Project Board will be formed in order to deliver on the high level strategic elements of the project together with a Project Team that will be responsible for the day to day delivery of the project.

7.3 The project manager (PM) will be responsible for managing and monitoring the risk register associated with this project and elevating issues as they arise to the Project Board.

## 8. Next Steps

If the business case is successful in securing the £75K required, Officers will complete the application to HNDU for the DPD stage of the project and consequently look to recruit and appoint a suitable PM via the necessary mechanisms.

This page is intentionally left blank

### MANAGEMENT REVIEW

Relevant Portfolio Holder	Cllr Karen May
Portfolio Holder Consulted	Yes
Relevant Head of Service	Kevin Dicks
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision	

### 1. SUMMARY OF PROPOSALS

- 1.1 This report outlines the proposals with regard to the restructuring of the Single Management Team that serves both Redditch and Bromsgrove Councils. These proposals would be the subject of consultation with the directly affected staff (Directors and Heads of Service), recognised trade unions and the staff within the service areas where the Head of Service is proposed to be changed.

### 2. RECOMMENDATIONS

- 2.1 That Cabinet recommends to Council the proposed changes to the Single Management Structure attached at Appendix C and recommend it for formal consultation with the affected staff and trade unions.

### 3. KEY ISSUES

#### Financial Implications

- 3.1 The single management team structure to serve Bromsgrove and Redditch Councils was created in 2009 (attached at Appendix A) and recruited to in 2010. This incorporated:
- 1 Chief Executive
  - 3 Executive Directors
  - 1 Director
  - 10 Heads of Service
- 3.2 The full year savings at that stage from just the Corporate Management Team (CMT) management posts was £458,000 per annum. This was split approximately £246,000 to Bromsgrove District Council (BDC) and £212,000 to Redditch Borough Council (RBC). This excluded any severance costs.
- 3.3 Since 2010 there have been a number of changes to the management structure which have occurred for a variety of reasons. The current structure is attached at Appendix B and comprises:
- 1 Chief Executive

- 2 Executive Directors
  - 1 designated Deputy Chief Executive
  - 1 designated Section 151 Officer
- 8 Heads of Service (this excludes the post of Head of Worcestershire Regulatory Services (WRS) and Head of North Worcestershire Economic Development and Regeneration).

It should be noted that 3 of the Head of Service posts are currently vacant. Whilst the Head of Housing Services remains in the structure the budget provision has been removed.

3.4 It was envisaged within the Efficiency Strategy that had to be submitted in late 2016 (to secure a 3 year settlement) that a Management restructure would be undertaken to deliver financial savings. The estimated amount of savings was £270,000 (split equally between the 2 councils). It should be noted that this wasn't just to be delivered from the CMT level but from management posts across the 2 organisations. Savings have been made towards this amount but further savings have been factored in to the Medium Term Financial Plan.

3.5 The management restructuring has been delayed for a number of HR related issues:

- Housing issues at RBC which required a review of Heads of Service responsibilities
- Creation of Rubicon Leisure at RBC and the subsequent appointment of the Council's Head of Leisure and Cultural Services to the MD position
- The ill health retirement of the Head of Customer Access and Financial Services

The management restructuring delay was agreed with the respective leaders.

3.6 All the posts that are proposed to be changed (i.e., all Heads of Service) would need to be subject to Job Evaluation (JE). All posts are based upon a proportion of the Chief Executives salary. At this stage it has been assumed that there is no increase in salary for any of the posts. With regard to the Head of Financial Services the grade for this post has been assumed as having parity with the rest of the Heads of Service.

3.7 If members were to agree the restructuring proposals (subject to consultation) the savings in 2020/21 would be £196,920 split as follows (subject to the results of Job Evaluation):

BDC	£54,221
RBC GF	£54,221

RBC HRA    £88,478

- 3.8 This includes deletion of the Head of Housing Services post although this has already been deleted from the budgets. If you were to compare it to the original cost of the 2 management teams prior to the creation of the single management team (not including pay inflation) there is an annual saving of approximately £1.06m per annum.

#### **Legal Implications**

- 3.9 There are numerous employment law obligations placed upon both Council's as individual employers when considering the restructure of a management team, specifically where this may result in redundancies. The proposals contained within this report do not envisage any redundancies and as such the risks should be minimised.

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

- 3.10 As with any management restructure proposals there are a variety of options available to members however the very clear steer that has been given from Leaders is that neither consider the senior leadership and management arrangements requiring much change and indeed any changes should be "light touch" and essentially looking to formalise what is now in place.
- 3.11 Part of the reasoning for this is that a major management restructuring at this time could derail much of the good work that is being undertaken and in addition Redditch need to focus on developing and delivering a robust medium term financial strategy as a result of being served with the Section 24 notice.
- 3.12 Notwithstanding the above formal consideration and due regard has been given to where there are considered to be gaps within the Management Team (in terms of skillset or capacity) in delivering the strategic purposes and priorities of both Councils. These are detailed below:

#### **Commercialism**

- We have a Commercialism Strategy in place (across both Councils – which we are currently reviewing) and have delivered some additional income from our service areas however it is acknowledged that we need to do more in order to become more self sufficient. There are 2 main facets of commercialism (over and above making the Councils more efficient which we are continuing to pursue through our transformation programme – this particular element is being led by the Head of Service – Business Transformation and Organisational Development):

- Acquisition and Investments Strategy – we need to be more proactive in terms of identifying property (and other investment opportunities) and then evaluating whether they represent good value for money. We are currently looking to address this with external support.
- Commercialising the business and generating more income – this is being lead by the Head of Service – Environmental & Housing Property Services and we have commissioned external support through a company called Black Radley who will help and support us to become more commercial, identify market opportunities and generate more income. This will build on our Transformation Programme.
- It is considered that the whole of the Management Team and indeed all service areas need to be more Commercial. The value of appointing someone specifically to lead on Commercialism is therefore diminished. CMT will, as a team, take over the leadership of the Commercialism agenda (from the Commercialism Programme Board) with the support of Black Radley, and external support around property acquisitions will enable us to be more focussed and deliver more income.

#### **Development projects**

- There are a significant number of development projects that are being considered (at this stage primarily within Redditch) which we will need to ensure all services and teams are bought into and play their full part in delivering. A Redditch and Bromsgrove Regeneration Board has been formed and chaired by the Chief Executive which seeks to achieve coordinated effort and delivery. Whilst NWEDR will play a lead role in this it is considered that neither they, or indeed CMT, have the skill set or capacity to oversee the Management / Implementation of these developments in the delivery of multi million pound regeneration schemes (including Town Centre and District Centres). Whilst this could potentially be incorporated within the CMT by undertaking this in conjunction with partners, and fund this from the investment programme or the Towns Fund would be more advantageous moving forward.

#### **Financial Services**

- The Councils took the decision some time ago to delete the role of Head of Financial Services and create the role of Head of Customer Access and Financial Support with the Financial Services Manager reporting directly to the Executive Director. Whilst it was considered the correct decision at the time this has increasingly resulted in the Executive Director (Finance and Corporate Resources) being drawn into vast levels of operational detail. It is therefore proposed that a Head of Financial Services with an extended remit is added back into the structure. This would enable the



Executive Director (Section 151 Officer) to focus more on financial strategy and leadership of strategic purposes. It is also believed that having a Head of Financial Services, with the right skill set, would complement the existing skill set of the other members of CMT and be a further force for change.

### Proposed changes

- 3.13 Attached at Appendix C is the proposed new structure – this is very much based upon adjusting the current structure and adding service areas to people’s areas of responsibility rather than a fundamental review. Service area alignment has been achieved as much as possible, however given the capacity issues a balance of levels of responsibilities and workloads are being proposed. It should be noted that it is not unusual when operating at a senior management level that Heads of Service have responsibility for a diverse set of service areas.
- 3.14 Unless highlighted in ***bold italics*** on Appendix C officers portfolio of responsibilities have remained the same. In summary the proposed changes are as follows:
- Head of Service – Legal, Democratic & Property Services (Monitoring Officer). The current postholder has taken over responsibility for Property Services in Redditch following the transfer of services back to the Council from Place Partnership given the linkages with the legal function. It is proposed to formalise this arrangement as a result of the proposed management restructuring. It is also proposed that facilities management be incorporated within this Head of Service area of responsibility given the obvious linkage with property. This would be for both councils (responsibility was previously split between different areas). Responsibility for Business Development (previously under Leisure and Cultural Services) would also be included.
  - Head of Service – Financial and Customer Services. As referred to above, the creation of a Head of Financial and Customer Services who, in addition to being responsible for Financial Management, would also be responsible for Revenues and Benefits is recommended. The proposal is that this post would also be responsible for all facets of Customer Services. This would enable alignment with revenues and benefits and ensure the post has a wider operational remit.
  - Head of Service – Environmental & Housing Property Services. The current postholder has taken over responsibility for Capital Improvements and Repairs and Maintenance following the issues relating to Housing Services in Redditch. The continuation of this arrangement is proposed

given the alignment between the “operational services” for both housing property and environmental services.

- Head of Service – Community and Housing Services. The current postholder has taken over responsibility for the following services as a result of the issues relating to Housing Services in Redditch:
  - Homelessness
  - Housing Options/Choice Based Lettings
  - Housing Performance and Database
  - Right to Buy
  - St David’s House Extra Care Housing
  - Tenancy Management

The continuation of this arrangement as a result of the proposed management restructuring is proposed to achieve alignment of Housing Strategy, housing tenancy and community services.

- Head of Service – Planning, Regeneration and Leisure Services. Following the creation of Rubicon Leisure we currently have interim arrangements in place to cover the remaining functions for Leisure and Cultural Services:
  - Development Services (Sports and Arts Development)
  - Parks and Events
  - Business Development
  - Facilities Management

It is proposed to add these areas (with the exception of Facilities Management and Business Development) to this Head of Service responsibilities. Whilst these services may not seem naturally aligned there are synergies between the strategic role with regard to Leisure and Cultural Services (following the creation of Rubicon Leisure) and Strategic Planning. This is increasingly crucial in the “place making role”. This also achieves a breadth of workloads / responsibilities across all Heads of Service to bring a better and more cohesive balance across the CMT.

Additionally it is proposed that the Head of NWEDR reports directly to the Head of Service rather than directly to the Chief Executive as previously. This is not to say that the Chief Executive will not continue to have a very proactive role with regard to Economic Development and Regeneration (retained in the the relevant strategic purposes delivery) however this will enable the Head of Service to have greater responsibility and accountability for this area.

3.15 The councils have endorsed slightly different strategic purposes and priorities and whilst there are no proposed changes to the roles of Executive Directors, the Strategic Purposes can't be achieved by one department on their own. The Councils will therefore continue to adopt a matrix management approach in order to ensure co-ordinated delivery. The Strategic Purposes are below (together with the lead director):

- Redditch Strategic Purposes
  - Run and grow successful business (Chief Executive)
  - Finding somewhere to live (Deputy Chief Executive)
  - Aspiration, work & financial independence (Executive Director – Section 151 Officer)
  - Living independent, active & healthy lives (Executive Director – Section 151 Officer)
  - Communities which are safe, well maintained & green (Deputy Chief Executive)
  
- Bromsgrove Strategic Purposes
  - Run and grow a successful business (Chief Executive)
  - Work and financial independence (Executive Director – Section 151 Officer)
  - Living independent, active & healthy lives (Executive Director – Section 151 Officer)
  - Affordable and sustainable homes (Deputy Chief Executive)
  - Communities which are safe, well maintained and green (Deputy Chief Executive)

In addition to both Council's Strategic Purposes there is also responsibility for ensuring the enabling services for both councils are fit for purpose and this will be discharged by the Strategic Management Team (SMT) – Chief Executive, Deputy Chief Executive and Executive Director as a collective.

3.16 The continuation of 2 Executive Directors is considered important as they provide (alongside the Chief Executive) the strategic direction, from an officer perspective, to the 2 Councils and the services they provide. They are also, by working in a matrix management arrangement, best placed to co-ordinate and direct services to most effectively achieve strategic purposes. This includes working in partnership with other organisations.

3.17 This proposal is very much about “tweaking” what is currently in place to ensure strategic and operational delivery alongside the delivery of financial savings. It is not believed to be achievable to reduce the structure further whilst both councils still continue to provide the multitude of services that they do. If members require a more radical restructure options this could risk destabilising both organisations

at a crucial time. Another option should members wish to explore this would be to commission some external support to develop a completely new structure, incorporating the next tier of 4th / 5th tier managers.

- 3.18 If members are to agree the restructure proposals contained within this report subject to formal consultation the Heads of Service will be asked to critically review the 4th / 5th tier levels across the organisations to ensure that the configuration of services assists with the effective delivery of the strategic purposes of both councils.

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

- 3.19 No immediate direct impact on the Customer arising from this report, although indirectly the intention of each area is to deliver further efficiencies/savings or improve service quality to the ultimate benefit of the customer.

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

- 4.1 The risks identified, which the restructuring proposals seek to address, include:
- Continuation of informal arrangements – restructure provides formal role clarity
  - Lack of support for recommendations / future actions – inability to deliver against strategic purposes.
  - Managing the impact of national / regional changes – financial, social, economic or environmental at a strategic and operational levels.

#### **5. APPENDICES**

Appendix A - original management structure when the Single Management Team for BDC / RBC was created

Appendix B - current Single Management Team for BDC / RBC

Appendix C – proposed Single Management Team for BDC / RBC

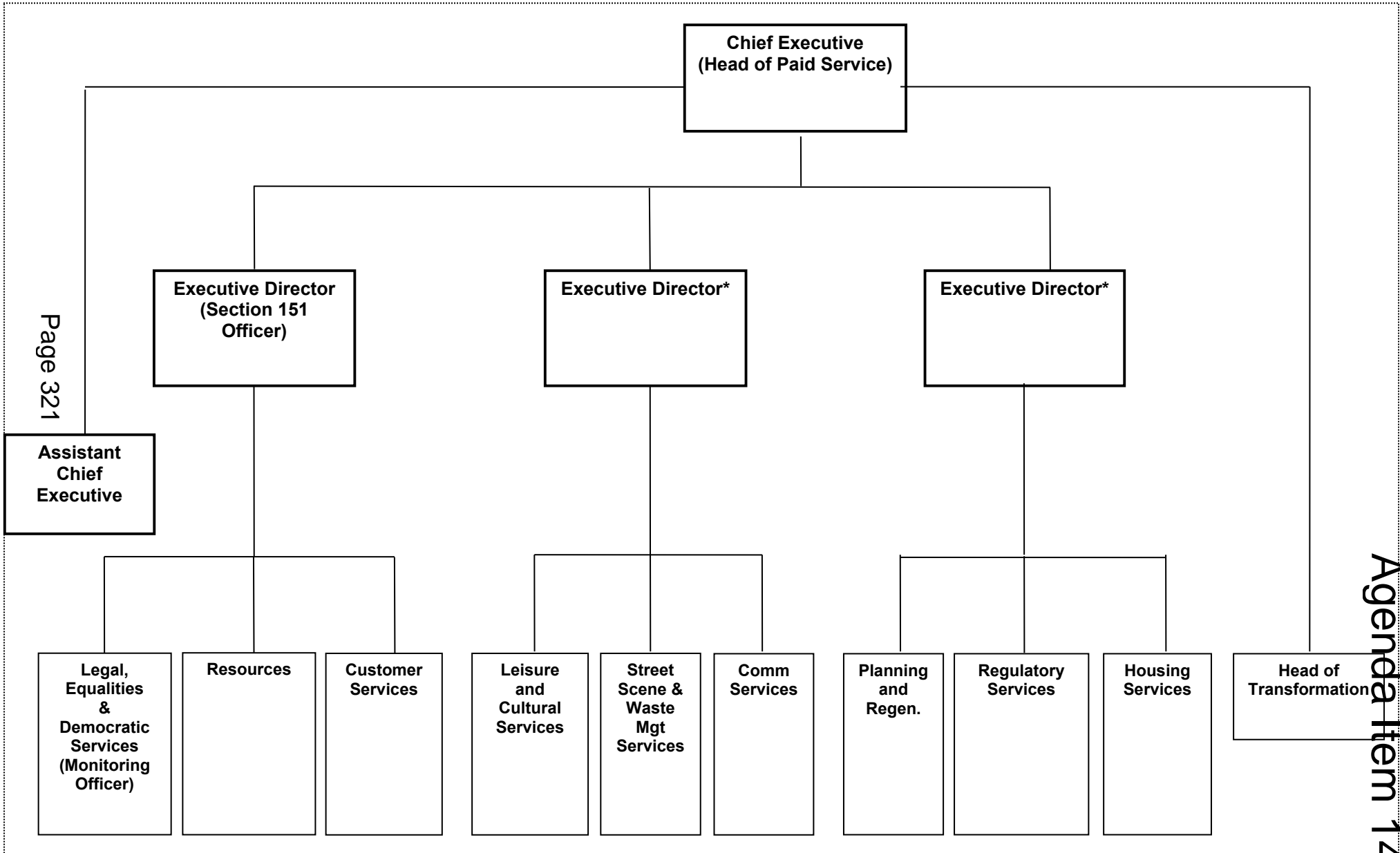
#### **6. BACKGROUND PAPERS**

Previous Shared Services and Single Management Team reports

#### **AUTHOR OF REPORT**

Name: Kevin Dicks  
Email: k.dicks@bromsgroveandredditch.gov.uk  
Tel.: 01527 534000

# Original Bromsgrove District Council and Redditch Borough Council – Proposed Single Management Structure



Page 321

Agenda Item 14j

**Assistant Chief Executive**

- LSP & Other Strategic Partnerships
- Performance Management & Improvement
- Policy (excluding service specific strategy)
- Consultation & Community Engagement
- Communications, Marketing and Promotion
- Customer Insight
- Special Projects
- Inspections (CAA etc)
- Complaints
- Civic Support
- Corporate Administration/ Central Post Opening & Reception
- Climate Change / Agenda 21(Energy Efficiency)

**Head of Transformation**

- I.C.T.
- Business Development
- E Government
- Web Development
- Printing & Reprographics
- GIS
- Transformation, Business Process Re-engineering and Lean Systems
- Information Management
- Freedom of Information, Data Protection, Records Management
- Organisational Development (including Workforce Planning and Succession Planning)
- Training & Development

**EXECUTIVE DIRECTOR**

<b>Head of Legal, Equalities &amp; Democratic Services</b>
<ul style="list-style-type: none"><li>• Professional Legal Advice &amp; Services</li><li>• Right to Buy</li><li>• Election &amp; Electoral Services, Periodic Electoral Review</li><li>• Democratic Services &amp; Member Support</li><li>• Monitoring Officer Role, Probity &amp; Standards</li><li>• Governance</li><li>• Advice to Parishes</li><li>• Member Development</li><li>• Equalities &amp; Diversity</li></ul>

<b>Head of Resources</b>
<ul style="list-style-type: none"><li>• Accounts &amp; Financial Management &amp; Advice</li><li>• Corporate Income &amp; Debt Management</li><li>• Procurement</li><li>• Revenues &amp; Benefits</li><li>• Audit</li><li>• Risk Management</li><li>• Payroll</li><li>• Property, Assets &amp; Facilities Management (including Caretakers)</li><li>• Human Resources &amp; Welfare</li><li>• Health &amp; Safety</li></ul>

<b>Head of Customer Services</b>
<ul style="list-style-type: none"><li>• Customer Service Centre</li><li>• One Stop Shops</li><li>• Cashiers</li><li>• Customer First</li><li>• Customer Access and Customer Engagement</li></ul>

Page 323

Agenda Item 14j

\*  
**One Director will take the lead for Redditch issues and one for Bromsgrove issues.**  
**One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.**

**EXECUTIVE DIRECTOR**

**Head of Leisure and Cultural Services**

- Leisure/Sports Centres/Dual Use Facilities
- Sports and Recreation Development
- Arts Development
- Children & Young People, Play
- Health Education/Interventions
- Parks and Open Spaces
- Allotments
- Museum
- Events
- Community Centres
- Theatre

**Head of Street Scene and Waste Management Services**

- Refuse & Recycling
- Waste Management, Policy, Promotion, Management
- Car Parks/Civil Enforcement Parking
- Shopmobility
- Street Scene / Street Cleansing
- Grounds Maintenance/ Landscaping
- Highways
- Cesspools/Sewers
- Public Conveniences
- Fly Tipping, Bill Posting
- Abandoned Vehicles
- Pest & Dog Controls
- Engineering Design
- Street Naming and Numbering
- Cemeteries / Crematorium
- Land Drainage

**Head of Community Services**

- Community Cohesion (Older and Young People)
- Social Inclusion
- Community Safety
- Anti Social Behaviour Team
- CCTV & Lifeline Operation & Development
- Voluntary Sector & Community Networks, Grant Aid
- Transport
- Community Transport / Dial A Ride
- Bus Passes / Concessionary Fares
- Grant Aid
- Housing Strategy and Enabling Role etc.

\*  
**One Director will take the lead for Redditch issues and one for Bromsgrove issues.**  
**One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.**



## EXECUTIVE DIRECTOR

### Head of Regulatory Services

- Environmental Health / Protection / Enforcement
- Public Health & safety
- Food Safety
- Licenses (all)

### Head of Planning and Regeneration

- Strategic Planning (Planning & Local Development Framework)
- Development Control
- Building Control
- Land Charges
- Emergency Planning / Business Continuity
- Conservation
- Tree Officers
- Travellers
- Economic and Tourism Development (including Business Centres and Markets)

### Head of Housing

- Housing Revenue Account activities including DLO for Housing
- Homelessness
- Children's Centres
- Care and Repair Agency
- Capital Improvements
- Housing Options
- Housing Performance and Database
- St David's House
- Disabled Facilities Grants

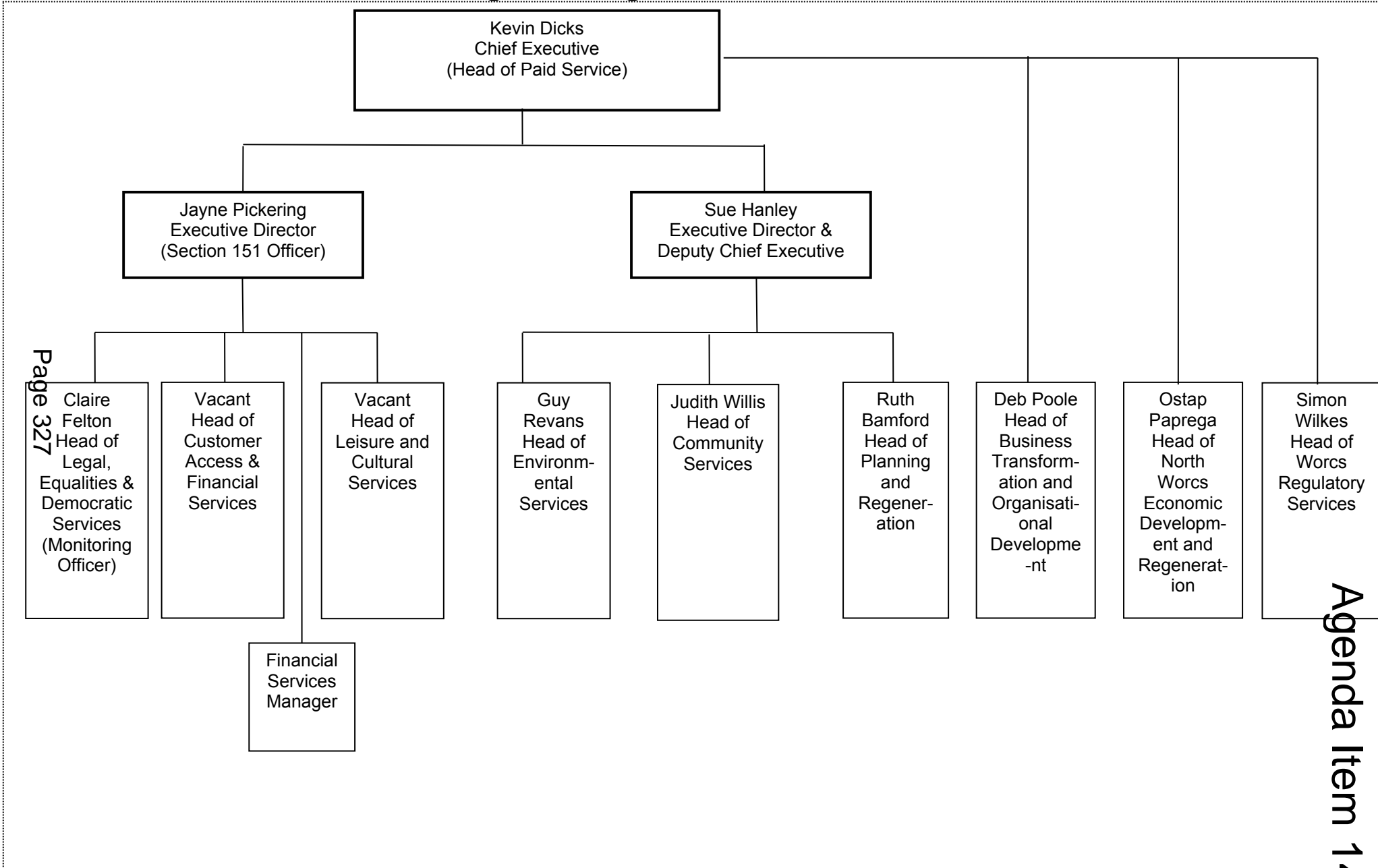
\*

**One Director will take the lead for Redditch issues and one for Bromsgrove issues.**

**One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.**

This page is intentionally left blank

# Bromsgrove District Council and Redditch Borough Council Single Management Structure



**Kevin Dicks  
Chief Executive**

- LSP & Other Strategic Partnerships
- Communications, Marketing and Promotion (including oversight of web content)
- Printing & Reprographics
- Civic/Mayoral Support
- Corporate Administration/ Central Post Opening
- Town Centre Regeneration

Page 328

**Deb Poole  
Head of Business  
Transformation and  
Organisational Development**

- I.C.T.
- Business Development
- E Government
- Web Development
- Land and Property Gazetteer / GIS / Street Naming and Numbering
- Transformation, Business Process Re-engineering and Lean Systems
- Information Management
- Freedom of Information, Data Protection, Records Management
- Organisational Development (including Workforce Planning and Succession Planning)
- Training & Development (strategy)
- Performance Management & Improvement
- Policy (excluding service specific strategy)
- Consultation & Community Engagement
- Customer Insight
- Human Resources
- Training & Organisational Development
- Health & Safety

**Simon Wilkes  
Head of Regulatory  
Services**

- Health & safety
- Food Safety
- Food Standards
- Licenses (all)
- Pest & Dog Control
- Animal Health and Welfare
- Contaminated land
- Fair Trading
- Consumer and Business Advice
- Air Quality
- Metrology
- Product Safety
- Rogue Trading and Counterfeiting
- Underage Sales
- Statutory Nuisances
- Infectious Diseases

**Ostap Paparega  
Head of NW EDR**

<p><b>Claire Felton</b>  <b>Head of Legal, Equalities &amp; Democratic Services</b></p>
<ul style="list-style-type: none"> <li>• Professional Legal Advice &amp; Services</li> <li>• Election &amp; Electoral Services, Periodic Electoral Review</li> <li>• Democratic Services &amp; Member Support</li> <li>• Monitoring Officer Role, Probity &amp; Standards</li> <li>• Governance</li> <li>• Advice to Parishes</li> <li>• Member Development</li> <li>• Equalities &amp; Diversity</li> <li>• Land Charges</li> <li>• Procurement</li> </ul>

<p><b>Chris Forrester</b>  <b>Financial Services Manager</b>          (reports direct to Jayne Pickering)</p>
<ul style="list-style-type: none"> <li>• Accounts &amp; Financial Management &amp; Advice</li> <li>• Audit</li> <li>• Risk Management</li> <li>• Payroll (RBC, BDC, WFDC)</li> </ul>

<p><b>Vacant</b>  <b>Head of Leisure and Cultural Services</b></p>
<ul style="list-style-type: none"> <li>• Leisure/Sports Centres/Dual Use Facilities</li> <li>• Sports and Recreation Development</li> <li>• Arts Development</li> <li>• Children &amp; Young People, Play</li> <li>• Health Education/Interventions</li> <li>• Parks and Open Spaces</li> <li>• Allotments</li> <li>• Museum</li> <li>• Events</li> <li>• Community Centres</li> <li>• Theatre</li> <li>• Countryside Centre</li> <li>• Sponsorship</li> </ul>

<p><b>Vacant</b>  <b>Head of Customer Access &amp; Financial Support</b></p>
<ul style="list-style-type: none"> <li>• Customer Service Centres and One Stop Shops</li> <li>• Revenues including corporate Income &amp; Debt Management</li> <li>• Benefits</li> <li>• Complaints and Customer Feedback</li> <li>• Customer Service Strategy</li> <li>• Cashiers</li> <li>• Reception Services</li> <li>• Switchboard Services</li> <li>• Assets &amp; Facilities Management (RBC)</li> <li>• Property</li> </ul>

**Guy Revans  
Head of Environmental  
Services**

- Waste Management
- Street Scene / Street Cleansing
- Grounds Maintenance/ Landscaping
- Bereavement Services
- Climate Change / Energy Efficiency
- Public Conveniences
- Cesspools/Sewers
- Engineering and Design
- Minor Works Team
- Abandoned Vehicles
- Street Naming and Numbering (operational)
- Tree management inc TPOs
- Land Drainage
- Car Parks/Civil Parking Enforcement

**Judith Willis  
Head of Community  
Services**

- Community Cohesion (Older and Young People) / Social Inclusion
- Community Safety
- Anti Social Behaviour Team
- CCTV & Lifeline Operation & Development
- Voluntary Sector & Community Networks, Grant Aid
- Transport
- Community Transport / Dial A Ride
- Bus Passes / Concessionary Fares
- Grant Aid
- Housing Strategy and Enabling
- Private Sector Housing
- Disabled Facilities Grants
- Travellers
- Shopmobility
- Children's Centres

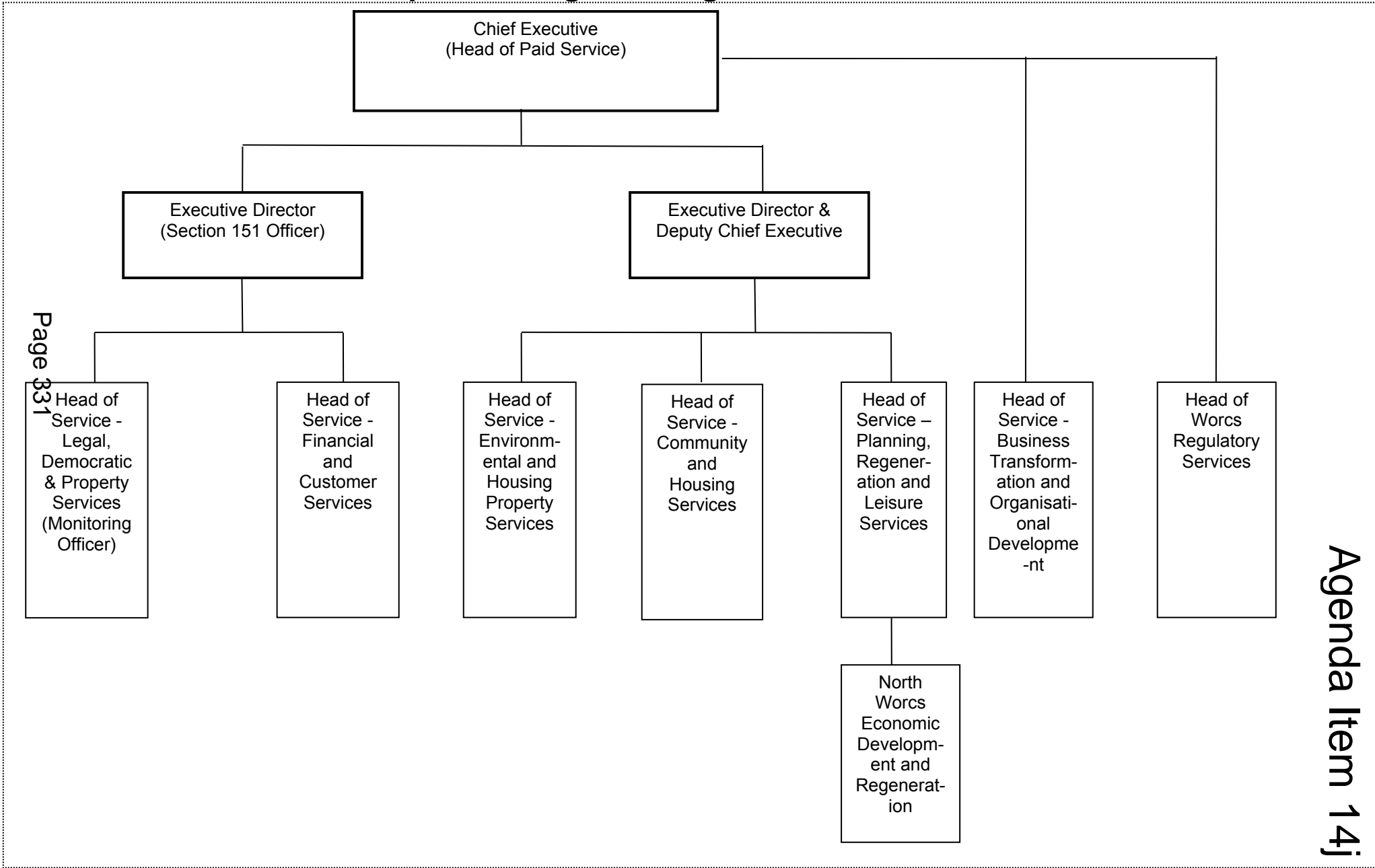
**Ruth Bamford  
Head of Planning and  
Regeneration**

- Strategic Planning (Planning & Local Development Framework)
- Development Management (including Planning Enforcement)
- Building Control
- Land Charges
- Emergency Planning / Business Continuity
- Conservation
- Economic Development

**Vacant  
Head of Housing**

- Capital Improvements
- Repairs & Maintenance
- Homelessness
- Housing Options/Choice Based Lettings
- Housing Performance and Database
- Right to Buy
- St David's House Extra Care Housing
- Tenancy Management

# Bromsgrove District Council and Redditch Borough Council Proposed Single Management Structure



### Chief Executive

- LSP & Other Strategic Partnerships
- Communications, Marketing and Promotion (including oversight of web content)
- Printing & Reprographics
- Civic/Mayoral Support
- Corporate Administration/ Central Post Opening
- Town Centre Regeneration

Page 332

### Head of Service - Business Transformation, Organisational Development and Customer Services

- I.C.T.
- Business Development
- 5G / Digital Champion
- Web Development
- Land and Property Gazetteer / GIS / Street Naming and Numbering
- Transformation, Business Process Re-engineering and Lean Systems
- Information Management
- Freedom of Information, Data Protection, Records Management
- Organisational Development (including Workforce Planning and Succession Planning)
- Training & Development (strategy)
- Performance Management & Improvement
- Policy (excluding service specific strategy)
- Consultation & Community Engagement
- Customer Insight
- Human Resources
- Training & Organisational Development
- Health & Safety
- Equalities & Diversity

#### ***Continuation of Revised Responsibilities***

- ***Commercialism – Operational efficiency***

### Head of Worcs Regulatory Services

- Health & safety
- Food Safety
- Food Standards
- Licenses (all)
- Pest & Dog Control
- Animal Health and Welfare
- Contaminated land
- Fair Trading
- Consumer and Business Advice
- Air Quality
- Metrology
- Product Safety
- Rogue Trading and Counterfeiting
- Underage Sales
- Statutory Nuisances
- Infectious Diseases



<b>Head of Service – Legal, Democratic &amp; Property Services (Monitoring Officer)</b>
<ul style="list-style-type: none"><li>• Professional Legal Advice &amp; Services</li><li>• Election &amp; Electoral Services, Periodic Electoral Review</li><li>• Democratic Services &amp; Member Support</li><li>• Monitoring Officer Role, Probity &amp; Standards</li><li>• Governance</li><li>• Advice to Parishes</li><li>• Member Development</li><li>• Land Charges</li><li>• Procurement</li></ul> <p><b><i>New Functions / Services</i></b></p> <ul style="list-style-type: none"><li>• <b><i>Assets &amp; Facilities Management</i></b></li><li>• <b><i>Property</i></b></li><li>• <b><i>Business Development (previously under Leisure Services)</i></b></li></ul>

<b>Head of Service – Financial and Customer Services (new role)</b>
<ul style="list-style-type: none"><li>• Accounts &amp; Financial Management &amp; Advice</li><li>• Audit</li><li>• Risk Management</li><li>• Payroll (RBC, BDC, WFDC)</li><li>• Revenues including corporate Income &amp; Debt Management</li><li>• Benefits</li><li>• Customer Services including:<ul style="list-style-type: none"><li>○ Centres and One Stop Shops</li><li>○ Complaints and Customer Feedback</li><li>○ Customer Service Strategy</li><li>○ Cashiers</li><li>○ Reception Services</li><li>○ Switchboard Services</li></ul></li></ul>

## Head of Service – Environmental & Housing Property Services

- Waste Management
- Place teams including:
  - Street Scene / Street Cleansing
  - Grounds Maintenance/ Landscaping
- Bereavement Services
- Stores and Depots
- Cesspools/Sewers
- Engineering and Design
- Minor Works Team
- Abandoned Vehicles
- Street Naming and Numbering (operational)
- Tree management inc TPOs
- Land Drainage
- Car Parks/Civil Parking Enforcement

### ***Continuation of Revised Responsibilities***

- ***Housing Property Capital and Compliance***
- ***Repairs & Maintenance (including voids and Equipment and Adaptations)***
- ***Mechanical and Electrical***
- ***Commercialism – income Generation / cost reduction***

## Head Service –Community and Housing Services

- Community Cohesion (Older and Young People) / Social Inclusion
- Community Safety
- Anti Social Behaviour Team
- CCTV & Lifeline Operation & Development
- Voluntary Sector & Community Networks, Grant Aid
- Transport
- Community Transport / Dial A Ride
- Bus Passes / Concessionary Fares
- Grant Aid
- Housing Strategy and Enabling
- Private Sector Housing
- Disabled Facilities Grants
- Travellers
- Shopmobility
- Children's Centres
- Climate Change / Energy Efficiency

### ***Continuation of Revised Responsibilities***

- ***Homelessness***
- ***Housing Options/Choice Based Lettings***
- ***Housing Performance and Database***
- ***Right to Buy***
- ***St David's House Extra Care Housing***
- ***Tenancy Management***

## Head of Service – Planning, Regeneration and Leisure Services

- Strategic Planning (Planning & Local Development Framework)
- Development Management (including Planning Enforcement)
- Building Control
- Land Charges
- Emergency Planning / Business Continuity
- Conservation
- Economic Development

### ***New Functions / Services***

- ***Leisure and Cultural Services Strategy incorporating***
- ***Development Services (Sports and Arts Development)***
- ***Parks and Events***

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

Document is Restricted

This page is intentionally left blank