



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY 17TH JANUARY 2023

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors C.A. Hotham (Chairman), J. Till (Vice-Chairman), S. J. Baxter, A. J. B. Beaumont, S. R. Colella, R. J. Deeming, R. J. Hunter, H. J. Jones, A. D. Kriss, P. M. McDonald and C. J. Spencer

AGENDA

1. Apologies for Absence and Named Substitutes

2. Declarations of Interest and Whipping Arrangements

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

3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 21 November 2022 (Pages 1 - 8)

4. Planning Enforcement Update (Pages 9 - 12)

5. Finance and Budget Working Group - Update (Pages 13 - 20)

To consider a request from a Councillor who is non-member of Overview and Scrutiny Board to join the Finance and Budget Working Group.

6. **Worcestershire Health Overview and Scrutiny Committee - Update**
7. **Cabinet Work Programme** (Pages 21 - 28)
8. **Overview and Scrutiny Board Work Programme** (Pages 29 - 36)
9. 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>	
18	3	"

10. **Levelling Up Fund Update - Purchase of Windsor Street Site and Former Market Hall Site** (Pages 37 - 48)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

9th January 2023

If you have any queries on this Agenda please contact
Mat Sliwinski

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GUIDANCE ON FACE-TO-FACE MEETINGS

At the current time, seating at the meeting will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants.

If you have any questions regarding the agenda or attached papers, please do not hesitate to contact the officer named above.

GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON

Members and Officers who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend a Committee if they have if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

The meeting venue will be fully ventilated, and Members and officers may need to consider wearing appropriate clothing in order to remain comfortable during proceedings.

PUBLIC ATTENDANCE AT MEETINGS

Members of the public will be able to access the meeting if they wish to do so. Seating will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants. It should be noted that members of the public who choose to attend in person do so at their own risk.

Members of the public who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who

do not have access to LFTs are encouraged not to attend a Committee if they have any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

Notes:

Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.



INFORMATION FOR THE PUBLIC

Access to Information

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000 has further broadened these rights, and limited exemptions under the 1985 Act.

- You can inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council's Constitution, Scheme of Delegation.

You can access the following documents:

- Meeting Agendas
- Meeting Minutes
- The Council's Constitution

at www.bromsgrove.gov.uk

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

21ST NOVEMBER 2022, AT 6.00 P.M.

PRESENT: Councillors C.A. Hotham (Chairman), J. Till (Vice-Chairman), S. J. Baxter, A. J. B. Beaumont, S. R. Colella, R. J. Deeming, R. J. Hunter, H. J. Jones, P. J. Whittaker (as substitute) and C. J. Spencer

Observers: Councillor S. A. Webb and Councillor G. N. Denaro (on Microsoft Teams).

Officers: Mr. K. Dicks, Mr. P. Carpenter (on Microsoft Teams), Mrs. D. Poole (on Microsoft Teams), Ms. J. Willis (on Microsoft Teams), Mrs. R. Nicholls (on Microsoft Teams), and Mr. M. Sliwinski.

45/2022

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were received from Councillors A. Kriss and P. McDonald with Councillor P. Whittaker attending as a named substitute for Councillor A. Kriss.

Apologies were also submitted on behalf of the Leader of the Council, Councillor K. May, and the Portfolio Holder for Environmental Services and Community Safety, Councillor M. Sherrey, who were invited to participate at the meeting in the capacity of observers.

46/2022

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest nor whipping arrangements on this occasion.

47/2022

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETINGS OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 11TH AND 24TH OCTOBER 2022

The minutes of the Overview and Scrutiny Board meetings held on 11th October and 24th October 2022 were considered.

The Board took a short adjournment to allow for further inspection of the minutes of 24th October 2022 which were published in a supplementary agenda.

Councillor Spencer advised of a typographical error in the minutes of the meeting of 24th October 2022, whereby Councillor Spencer had not been recorded as present at the meeting when she had been in attendance. The Democratic Services Officer in attendance undertook to correct this error.

RESOLVED that subject to the amendment detailed in the preamble above, the minutes of the meetings of the Overview and Scrutiny Board held on 11th October and 24th October 2022 be approved as a true and correct record and signed by the Chairman.

48/2022

CCTV DIGITALISATION UPGRADE

The Head of Community and Housing Services presented a report on CCTV digitalisation upgrade. It was reported that since the last update on the CCTV scheme in April 2022 a further six camera locations in the District had been upgraded to digital and all cameras within the scope of the CCTV scheme had been replaced.

It was noted that although most transmission lines were now digital and many analogue links had been replaced, three camera locations in the District remained on analogue transmission. It was underlined that these analogue transmission cameras still provided day and night surveillance capability. Members were informed that the Police and Crime Commissioner (PCC) had provided funding to the Council's CCTV project for the last five years and Officers recommended that decision on upgrading the remaining analogue cameras to digital be paused pending the Police and Crime Commissioner (PCC) grant funding becoming available.

Following the presentation, Members discussed the report in detail and commented on the viability of either funding the upgrades to the remaining analogue cameras from the capital budget or holding discussions with the PCC regarding provision of funding for this purpose. Officers responded that it was unlikely that the PCC would be in a position to provide funding for this in the next few years and that the Council would be prudent to be mindful of any additional capital and revenue costs given the current pressures. Most Members present expressed their preference for prioritising the upgrades of the remaining analogue cameras to digital and considered it pertinent that the PCC be approached on the issue of possible funding for these upgrade works. Members also felt that both the capital costs of these works and the annual revenue costs to maintain the new digital cameras were affordable for the Council and therefore it should be recommended to Cabinet that these upgrade works be carried out. Following the discussion, Members voted on the matter, and it was:

RECOMMENDED

- 1) that £48,600 be included in the Capital Programme and £6,030 per annum in the revenue budget as part of the review of the

Medium Term Financial Plan for the upgrade of CCTV cameras at Brook Road (Rubery), Wythall and Alverchurch, and;

- 2) that all options for obtaining external funding for CCTV system upgrades be pursued.

49/2022

PLANNING ENFORCEMENT UPDATE

Consideration of this item was deferred to a future meeting of the Board.

50/2022

UPDATE ON THE CORPORATE PERFORMANCE DASHBOARD

The Head of Business Transformation, Organisational Development and Digital Strategy presented an update on the development of the Corporate Performance Dashboard and in doing so reported that the dashboard was in the final stages of development and would soon be available to view by Members and the public via the Council's website.

It was noted that the public view of the dashboard would not incur licence costs that would otherwise need to be paid when issuing individual licences and this option also provided greater flexibility for Members in that the publicly available dashboard could be accessed from any PC that had an internet connection. It was highlighted that due to licensing policy for the Power BI suite, it would not be possible to provide access to the dashboard on a generic machine as licences were allocated to each named user.

The Head of Business Transformation, Organisational Development and Digital Strategy reported that it was anticipated the ongoing cost of the dashboard would not exceed £3,000 in licence costs per year. In addition, the staff time needed to populate the system would be less than the time taken to populate the current alternative, which was less efficient. It was highlighted that this was on the assumption that Members agreed to using the dashboard in this format, that was by having access through the publicly available version of the dashboard.

It was highlighted that the use of automated processes to generate quarterly reports, for example, which was envisioned in the future would further reduce staff time costs. Members were informed that new measures would be added to the dashboard on an ongoing basis following the live release.

Following the presentation of the update, the following comments and answers were made:

- Officers clarified that the dashboard measures would be populated and updated on a regular basis to ensure the performance measures provided up-to-date performance status. It was noted that different measures were reported on a different time basis as data was collected monthly, quarterly or annually depending on the measure in question.

- Members expressed disappointment that the corporate performance dashboard had not yet been launched despite this matter being discussed in meetings for a number of years. In response, Officers reported that the project to replace the old system began in November 2020 and the performance dashboard would be available to view within the next two weeks.
- It was highlighted that in addition to the dashboard Members now receive a quarterly performance update report from Officers.
- It was explained that in the public view of the dashboard that would be available to Members there was an ability to filter data to allow for detailed analysis. The licensed users would have more functionality including the ability to input data and slightly more advanced filtering settings.
- It was noted that discussion would be held between the Leader of the Council and Officers on whether there was a need for Power BI licences to be obtained for Cabinet Members.

RESOLVED that the report be noted.

51/2022

FUEL POVERTY TASK GROUP - FINAL REPORT

The Chairman of the Fuel Poverty Task Group, Councillor R. Hunter, presented the group's final report.

The Board was informed that at the start of the review there had already been 5,000 households living in fuel poverty in Bromsgrove and, based on reports from Act on Energy of recent increases in requests for help and support, it was likely that this number was growing. The Fuel Poverty Task Group had obtained evidence from a range of expert witnesses representing both the Council and external organisations and the group's recommendations were based on the evidence that had been gathered. These recommendations were ready to be implemented and this action would be timely.

The Chairman of the Fuel Poverty Task Group took the opportunity to thank all the Task Group Members, witnesses and Officers for their contributions. He further commented that some of the actions outlined in the recommendations were already being undertaken, for example a leaflet on fuel poverty had already been introduced which contained useful information for the benefit of local residents. In addition, there was information already available on the Council webpages and links redirecting to the resources available on the Act of Energy website.

Following the presentation, Members discussed the work of the Task Group and the following responses were provided to questions asked:

- The Council and Act on Energy did a lot of work around publicity, to encourage people to come forward if they were struggling with energy costs or were in fuel poverty, and in addition sought to engage with those residents who were eligible but did not come forward.

Agenda Item 3

Overview and Scrutiny Board
21st November 2022

- Some Members had also been distributing energy advice leaflets in their Wards, encouraging residents to seek support with energy and heating costs. The leaflets provided a list of all support services available locally.
- The Council also worked through Bromsgrove Partnership to coordinate the response across the District including the rural parts and encourage people to approach the Council without stigma.
- It was noted that Act on Energy had been receiving an unprecedented number of calls and they were hearing from many people who did not access their services before.
- Members discussed the support that was available through Citizen Advice Bureau (CAB) including information about support with opening a bank account for people with poor credit rating and other financial tips through money advice section on the CAB's website.
- It was requested by Members that residents be signposted to Citizen Advice Bromsgrove (CAB) information on cost of living and fuel poverty through a full-page feature in the local newspapers and a feature in the local rural magazine.

During the discussion, Members expressed satisfaction with the report and the recommendations as proposed in the Fuel Poverty Task Group, subject to a minor change to recommendation 6, to require that the Cabinet should actively explore all external funding options available to the Council to support Voluntary and Community Sector (VCS) groups.

On being put to the vote the Fuel Poverty Task Group report recommendations, subject to a minor change to recommendation 6, were endorsed to be recommended to Cabinet.

RECOMMENDED to Cabinet that:

- 1) The Council ensures its webpages are up to date and takes a proactive approach in promoting the various areas of support (including an up to date list of Warm Hubs/Spaces and support provided by local libraries in the District) available through as many different mediums as possible. For example, through its social media account and by learning from the best practice approaches used by other Councils;
- 2) A poster or booklet is created which includes a simple straight forward guide to all the various areas of support – this should be accessible in local buildings such as the libraries and Councillors provided with copies to hand out to residents or distribute for display on noticeboards;
- 3) Councillors are provided with the contact details of Act on Energy and encouraged to proactively liaise with the outreach workers to ensure access to support is readily available to residents within their Wards;

- 4) The Bromsgrove Partnership, supported by the Council, takes a lead role in the collection of high quality intelligence/data to ensure that the Council's partners can target their interventions where support is most needed;
- 5) The Bromsgrove Partnership (with input from all District Councillors and/or relevant Parish Councils) take a lead role in co-ordinating appropriate support, to ensure it is readily available for residents throughout the whole district, for example this could mean the provision of a Warm Hub/Space and the facilities offered by the local libraries;
- 6) The Cabinet actively explores all external funding options (for example the UK Shared Prosperity Fund) available to the Council in order to ensure that, if needed, it is able to provide financial support to VCS organisations throughout the district in providing the support detailed in recommendation 5 above.

52/2022

FINANCE AND BUDGET WORKING GROUP - UPDATE

The Chairman advised that there had been a meeting of the Finance and Budget Working Group on 17th November 2022, with the following items discussed at that meeting:

- update on the Medium Term Financial Plan (MTFP) 2023/24 to 2025/26;
- the Notice of Motion that was referred for consideration by the Finance and Budget Working Group at the meeting of Full Council held on 3rd November 2021;
- Finance and Performance Monitoring Report Q2 2022/23; and,
- An update on Fees and Charges 2023/24.

The Chairman reported that following the Chancellor's Autumn Statement, it was announced that councils would be allowed to raise Council Tax by up to 2.99 per cent for the next financial year. It was also noted with respect to MTFP that the provisional local government financial settlement for 2023/24 was now expected to be announced in the week commencing 19th December 2022.

With respect to the Motion referred by the Full Council for consideration of the Finance and Budget Working Group, it was stated that it related to a proposal for the business case to be produced for providing free short term car parking for Blue Badge holders in all Bromsgrove District Council (BDC) owned car parks and subsequently considered as part of the budget setting process. The Chairman reported that although most Members considered the provision of this was considered prohibitively expensive for the Council at the current time, the Working Group asked Officers to first investigate if more up-to-date data could be provided from available sources, such as parking ticket machines, to determine the demand for Blue Badge parking spaces in Bromsgrove.

Agenda Item 3

Overview and Scrutiny Board
21st November 2022

With regards to the Finance and Performance Monitoring Report for Q2, the Chairman reported that the Working Group was informed that the Council was forecasting a revenue overspend in the region of £342,000 for the 2022/23 financial year as of end of Q2. It was brought to the attention of Members that the staff pay award for 2022/23 had now been agreed, which presented an additional revenue cost of approximately £676,000 and which would need to be accounted for in the 2022/23 financial year.

With regards to Fees and Charges, the Chairman reported that at its 17th November meeting the Working Group considered those fees and charges that were for discretionary services provided by the Council and for which the Council was in direct competition with private sector organisations.

The Chairman announced that Councillor J. King had submitted a request to join the Finance and Budget Working Group for the remainder of this municipal year. During the discussion that followed, some Members argued in favour of holding a vote on the matter at this meeting. The majority of Members, however, put forward a proposal to defer making the decision on the matter to a future meeting to enable Officers to prepare a report detailing the constitutional implications of a Councillor who was not currently a Overview and Scrutiny Board Member joining the Finance and Budget Working Group.

This proposal was put to the vote and it was:

RESOLVED that a decision on the matter detailed in the pre-amble above be deferred to the next scheduled meeting of the Board when an Officer report is presented on the implications of a non- Overview and Scrutiny Board Councillor joining the Finance and Budget Working Group.

53/2022

TASK GROUP UPDATES

The Board received a final report on the Fuel Poverty Task Group earlier in the meeting under Minute No. 51/2022 (Fuel Poverty Task Group – Final Report). There were no other ongoing task groups to report before the Board.

54/2022

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor S. Baxter, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), reported that she submitted her apologies from the last meeting of that Committee. She reported that a considerable number of items had been added to the Worcestershire HOSC Work Programme.

RESOLVED that the Worcestershire Health Overview and Scrutiny Committee Update be noted.

55/2022

CABINET WORK PROGRAMME

The Cabinet Work Programme was presented for Members' consideration.

RESOLVED that the contents of the Cabinet Work Programme be noted.

56/2022

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members were advised that an additional meeting of the Board would need to be scheduled in early February 2023 to consider the annual report of the North Worcestershire Community Safety Partnership. The Democratic Services Officer would be in contact to agree on the exact date in due course.

Councillor Colella requested that data on the 'Exit Interviews' carried out with the Corporate Finance department staff who had left during 2020 until the end of 2021 be added to the Board's Work Programme for the February meeting, subject to any redactions necessary for protection of personal information.

The Chairman announced that items on the Levelling Up Fund projects (Windsor Street and Old Market Hall sites) and on climate change update from the Cabinet Portfolio Holder had also been added to the work programme for the January meeting of the Board.

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

The meeting closed at 7.14 p.m.

Chairman

Overview & Scrutiny Board

17th January 2023

Briefing Note on Planning Enforcement

Relevant Portfolio Holder	Councillor Phil Thomas
Portfolio Holder Consulted	No
Relevant Head of Service	Ruth Bamford
Report Author: Mark Cox	Job Title: Technical Services Manager Contact email: mark.cox@worcsregservices.gov.uk Contact Tel: 01562 738023
Wards Affected	ALL
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. **RECOMMENDATIONS**

That the Board note the information included in the report.

2. **BACKGROUND**

- 2.1 Following a discussion around enforcement the question of how enforceable Planning conditions were and how many enforcement processes result in prosecutions. This briefing note has been compiled to update the Overview & Scrutiny Committee on the planning enforcement work undertaken by the Council.
- 2.2 Planning Enforcement is a discretionary service which supports the wider development control process in ensuring appropriate development is encouraged and policies are adhered to.

3. **Planning Enforcement Update**

- 3.1 Planning Officers, whilst following technical advice from consultees, will only apply conditions in compliance with the Town & Country Planning Act and associated guidance which includes applicability for potential control (enforcement).
- 3.2 The aim of any enforcement action is to encourage compliance with the policies of the Council and seeks regularisation of the development if deemed acceptable. Any measure of enforcement action must recognise that the most desired outcome is compliance within an acceptable timeframe. Thus, whilst the table below provides a summary of the main enforcement actions the key element is the number of enforcement actions relative to the number of cases closed during the period.

	2021-22	2022-23 (First 6 months)	1 Oct-10 Nov 2022
Planning Enforcement Cases in BDC	268	84	26
Warning letters (Final informal stage)	n/a	5	4
Enforcement Notices (including Stop Notices)	2	3	6 (with an additional 5 being prepared)
Prosecution or injunctions	0	0	1

- 3.3 Travel and access restrictions during 2020 and 2021 together with staff sickness and recruitment issues have caused some difficulties with the delivery of many services, including planning enforcement. However, since March 2022, WRS colleagues who have a background in enforcement activities have assisted their planning colleagues with the investigation of alleged planning breaches. This has assisted in a reduced timeframe for most elements of the enforcement process and timely enforcement actions being taken.
- 3.4 In November Tracie Carter of land at Aqueduct Lane was found guilty of failing to comply with an Enforcement Notice leading the judge to sentence Ms Carter with a fine of £160,000, Costs of £7,258 and a victim surcharge of £170.

4. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder:	Phil Thomas	18.11.2022
Lead Director / Head of Service	Ruth Bamford	28.11.2022

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Overview and Scrutiny Board 2023

17th January

Finance and Budget Working Group - Membership

Relevant Portfolio Holder	Councillor Geoff Denaro
Portfolio Holder Consulted	N/A
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Property Services
Report Author Jess Bayley-Hill	Job Title: Principal Democratic Services Officer Contact email: jess.bayley-hill@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252 Ext: 3072
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	An Effective and Sustainable Council
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Overview and Scrutiny Board is asked to consider whether to allow members of the Overview and Scrutiny “pool” who do not sit on the Board to be appointed to the Finance and Budget Working Group and whether to make any specific appointments to the group.

2. BACKGROUND

- 2.1 The Finance and Budget Working Group was established by the Overview and Scrutiny Board in 2016. The group was allocated a remit to scrutinise the budget on behalf of the Board and had the ability to make recommendations.
- 2.2 The remit of the group has previously been reviewed, most recently in June 2019. The current terms of reference for the group, attached at Appendix 1, were agreed at that time.
- 2.3 The Finance and Budget Working Group meets on an ad hoc basis where required by Members. So far in the 2022/23 municipal year, three meetings of the group have taken place.
- 2.4 The terms of reference stipulate that there should be a total of six members on the Finance and Budget Working Group. The current members of the group are Councillors S. Colella, C. Hotham

Overview and Scrutiny

Board

2023

17th January

(Chairman), R. Hunter, A. Kriss and J. Till. There is also one vacant seat.

- 2.5 A request has been received by the Chairman of the group from a member of the Overview and Scrutiny 'pool', i.e. a Member who is not a member of the Cabinet but does not sit on the Overview and Scrutiny Board, to be allowed to serve as a member of the Finance and Budget Working Group.

3. OPERATIONAL ISSUES

- 3.1 All of the current Members of the Finance and Budget Working Group are also members of the Overview and Scrutiny Board. This replicates arrangements in place in previous years.
- 3.2 However, the terms of reference for the Finance and Budget Working Group do not stipulate that members of the group must also be members of the Overview and Scrutiny Board.
- 3.3 There is currently a vacant seat available on the Finance and Budget Working Group. Members may feel that it would be appropriate to fill this vacant seat.
- 3.4 It should be noted that, at the time of writing, other Members who are in the Overview and Scrutiny pool but who do not sit on the Board have not been consulted about whether they would wish to fill this vacant position.
- 3.5 Consideration could also be given to the timing of the appointment of an additional Member to the group. Three meetings, attended by the current membership, have already taken place in this municipal year and one further meeting is scheduled to take place in February 2023.
- 3.6 Members are asked to note that, since the Finance and Budget Working Group was established, it has always been chaired by the Chairman of the Overview and Scrutiny Board. This arrangement ensures that regular updates can be provided at meetings of the Board on the work of this important group and it is suggested that this should continue moving forward.

4. FINANCIAL IMPLICATIONS

- 4.1 The Finance and Budget Working Group has an important role in the Council's budget preparation and setting process. This includes a role scrutinising progress achieved by the Council in terms of managing the

Overview and Scrutiny

Board

2023

17th January

budget in accordance with the agreed Medium Term Financial Plan and reviewing future proposals concerning the Council's budget.

- 4.2 There would be no specific financial implications arising from extending membership of the group to include Members who do not currently serve on the Overview and Scrutiny Board. Members do not receive Special Responsibility Allowances (SRAs) for serving on the group, although the Chairman of the group does receive an SRA in his capacity as the Chairman of the Board.

5. LEGAL IMPLICATIONS

- 5.1 In accordance with Section 9FA(3) of the Local Government Act 2000 "*An overview and scrutiny committee of a local authority, or a sub-committee of such a committee, may not include any member of the authority's executive*". Therefore, Cabinet Members, which form the executive at Bromsgrove District Council, cannot serve on either the Overview and Scrutiny Board or any sub-groups, including scrutiny Task Groups and Working Groups. The Portfolio Holder for Finance and Governance attends meetings of the Finance and Budget Working Group on behalf of the Cabinet in order to answer Members' questions.
- 5.2 The Overview and Scrutiny Procedure Rules, at Part 12 of the Council's constitution, detail the local rules in respect of the work of the Overview and Scrutiny Board and scrutiny Task Groups.
- 5.3 As it is an informal group, the terms of reference for the Finance and Budget Working Group (Appendix 1) are not included in the Council's constitution. However, meetings of the Finance and Budget Working Group should comply with the rules for Overview and Scrutiny Committees and sub-groups and should therefore be co-ordinated in accordance with arrangements for scrutiny Task Groups.
- 5.4 Under Section 15(5)(c) of the Local Government and Housing Act 1989, the political balance rules, in terms of the appointment of Members to Committees to reflect the authority's political balance, apply to "ordinary committees", or formal Committees such as the Planning Committee, although not the Cabinet.
- 5.5 Working Groups, scrutiny Task Groups and advisory panels are not classified as ordinary committees. Therefore, the political balance does not need to apply to these bodies.

Overview and Scrutiny Board 2023

17th January

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

- 6.1 It is useful to review the terms of reference of the Finance and Budget Working Group from time to time to ensure that these remain fit for purpose. This helps the authority to address the strategic purpose to be 'An Effective and Sustainable Council'.

Climate Change Implications

- 6.2 There are no specific climate change implications.

Equalities and Diversity Implications

- 6.3 There are no specific equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 There is a need for consistency in the membership of the Finance and Budget Working Group, to ensure that Members of the group can gain familiarity with an expertise in relation to the work of the group scrutinising the budget. There is a risk that if a significant number of Members are appointed to the group it may be difficult to book meetings when all Members are available which could impact on this consistency.

8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 – The Finance and Budget Working Group's terms of reference.

Background papers

The Overview and Scrutiny Procedure Rules, Part 12 of the Council's constitution: [Overview and Scrutiny Procedure Rules \(bromsgrove.gov.uk\)](https://www.bromsgrove.gov.uk/overview-and-scrutiny-procedure-rules)

Local Government Act 2000, Section 9F: [Local Government Act 2000 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2000/22/section/9F)

Local Government and Housing Act 1989, Section 15(5)(c) [Local Government and Housing Act 1989 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1989/28/section/15)

Overview and Scrutiny Board 2023

17th January

9. **REPORT SIGN OFF**

Department	Name and Job Title	Date
Portfolio Holder	Councillor Geoff Denaro	
Lead Director / Head of Service	Claire Felton, Head of Legal, Democratic and Property Services	
Financial Services	Pete Carpenter, Interim Section 151 Officer	9 th January 2023
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	

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OVERVIEW & SCRUTINY BOARD – Finance & Budget Scrutiny Working Group

Terms of Reference as at June 2019

The Finance & Budget Scrutiny Working Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports (listed below) and the setting of the Council's budget.

1. The Working Group be made up of 6 Members with a quorum of 3. The Working Group will meet throughout the year at intervals dependent upon the reports to be considered. It is anticipated that this will be most frequent during the budget setting period.
2. The Working Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The Working Group is able to make recommendations in one of two ways (dependent on the timescales of its meetings and the reports it considers); by reporting back to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will scrutinise the following reports, which had previously been part of the Overview & Scrutiny Board's Work Programme:

- Finance Monitoring Report (on a quarterly basis)
- Write Off of Debts Report (received annually)

Budget Scrutiny

Scrutiny of the budget will cover the following areas, although this list is not exclusive.

- Full review of the cost centres for actual spend, involving comparable figures for consecutive years.
- Assessing income levels.
- Considering the quarterly budget monitoring report.
- Reviewing the capital programme and borrowing costs.
- Commenting on the report format for budget reports to Committee.
- Considering links to the strategic purposes.
- Scrutinise business cases in respect of investment opportunities identified by the Council.
- Investigating new pressures on savings.
- Reviewing reserves and balances.
- Assessing any sources of external funding that has been received.

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CABINET LEADER'S WORK PROGRAMME

1 FEBRUARY 2023 TO 31 MAY 2023
(published as at 3rd January 2023)

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

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

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

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

The Cabinet's meetings are normally held every four weeks at 6pm on Wednesday evenings at Parkside. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527 64252 ext 3031) to make sure it is going ahead as planned. If you have any queries Democratic Services Officers will be happy to advise you. The full Council meets in accordance with the Councils Calendar of Meetings. Meetings commence at 6pm.

CABINET MEMBERSHIP

Councillor K J May	Leader of the Council and Portfolio Holder for Economic Development, Regeneration and Strategic Partnerships
Councillor G. Denaro	Deputy Leader and Portfolio Holder for Finance and Enabling
Councillor M. Sherrey	Portfolio Holder for Environmental Services and Community Safety
Councillor P. Thomas	Portfolio Holder for Planning and Regulatory Services
Councillor M. Thompson	Portfolio Holder for Leisure, Culture and Climate Change
Councillor S. Webb	Portfolio Holder for Health and Well Being and Strategic Housing

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Bromsgrove 2040 Vision Key: No	Cabinet 15 Feb 2023 Council 22 Feb 2023		Report of the Head of North Worcestershire Economic Development and Regeneration	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192 Councillor K. J. May
Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre and at Windsor Street Key: Yes	Cabinet 15 Feb 2023		Report of the Chief Executive	Kevin Dicks, Joint Chief Executive Tel: 01527 64252 Ext 3250 Councillor K. J. May
Council Tax Resolutions 2023/24 Key: No	Cabinet 15 Feb 2023 Council 22 Feb 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
District Heat Network Revisions Key: Yes	Cabinet 15 Feb 2023		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 Ext 3284 Deputy Leader and Portfolio Holder for Finance and Governance, Councillor M. A. Sherrey
Financial and Performance Monitoring Quarter 3 Report Key: No	Cabinet 15 Feb 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor G. N. Denaro
Homelessness Prevention Grant 2023/24 Key: Yes	Cabinet 15 Feb 2023		Report of the Head of Community and Housing Services	Amanda Delahunty, Strategic Housing Officer Tel: 01527 881269 Councillor S. A. Webb

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Treasury Management Report - Six Month Update Key: No	Cabinet 15 Feb 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor G. N. Denaro
Independent Remuneration Panel Recommendations 2023/24 Key: No	Council 22 Feb 2023		Report of the Head of Legal, Democratic and Property Services	
2023/24 Budget and Medium Term Financial Plan 2023/24 to 2025/26 (Including Treasury Management Strategy and Capital Programme) Key: No	Cabinet 15 Feb 2023 Council 22 Feb 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor G. N. Denaro

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Parking Enforcement Service Level Agreement Key: Yes	Cabinet Not before 15th Feb 2023		Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705 Councillor M. A. Sherrey
Pay Policy Statement 2023/24 Key: No	Cabinet 15 Feb 2023 Council 22 Feb 2023		Report of the Executive Director of Resources	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 Councillor G. N. Denaro
Worcestershire Housing Strategy 2040 Key: No	Cabinet 15 Feb 2023		Report of the Chief Executive	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 Ext 3284 Councillor S. A. Webb

18
25

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Decarbonisation of the Council Fleet Key: No	Cabinet Not before 15th Mar 2023 Council Not before 1st Jun 2023		Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705 Councillor M. A. Sherrey
Financial Monitoring Report Key: No	Cabinet 15 Mar 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor G. N. Denaro
Former Market Hall Site Proposal Key: No	Cabinet 15 Mar 2023 Council June 2023		Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192 Councillor K. J. May

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Quarterly Risk Update Key: No	Cabinet 15 Mar 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Section 151 Officer Tel: 01527 64252 Councillor G. N. Denaro
Environment Act - Changes to Waste Services - Implications Key: No	Cabinet Not before 1st Jun 2023 Council Not before 21st Jun 2023		Report of the Head of Environmental and Housing Property Services	Guy Revans, Head of Environmental and Housing Property Services Tel: 01527 64252 ext 3292 Councillor M. A. Sherrey
Overview and Scrutiny Annual Report 2022/23 Key: Yes	Council Not before 1st Jun 2023		Report of the Head of Legal, Democratic and Property Services	Joanne Gresham, Senior Democratic Services Officer Tel: 01527 64252 Councillor C. A. Hotham

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and information explaining why items have been postponed (where available)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Playing Pitch Strategy Key: No	Cabinet Not before 1st Jun 2023		Report of the Head of Planning, Regeneration and Leisure Services	Jonathan Cochrane, Development Services Manager Tel: 01527 64252 Councillor M. Thompson

OVERVIEW AND SCRUTINY BOARD

WORK PROGRAMME

2022-2023

RECOMMENDATION:

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

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
17 th January 2023	Old Market Hall site – Levelling Up Fund Update	
	Purchase of Windsor Street site – Levelling Up Fund Update	
	Enforcement – Planning	
	Working Group Updates (including decision on a Councillor request to join the Finance & Budget Working Group)	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
8 th February 2023	North Worcestershire Community Safety Partnership	
13 th February 2023	Bromsgrove 2040 Vision – pre-scrutiny	
	Replacement Street Signs	
	Climate Change Policy Update – Cabinet Portfolio Holder update	
	Electric Chargers in the District	
	Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
13 th March 2023	Enforcement – Fly tipping	
	Bromsgrove Town Centre Regeneration - Land at the Dolphin Centre - pre-scrutiny	
	Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	
17 th April 2023	Overview and Scrutiny Board – Annual Report 2022-2023	
	Working Group Updates	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Leader’s Work Programme	

Agenda Item 8

Outstanding items for 2022 – 2023 with no assigned date

2022/2023

- Decarbonisation of the Council Fleet – due for consideration not before April 2023
- Strategic Transport Assessment

Task Group Proposals

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



Run & grow a successful business

What does this mean to me?

Businesses choose to come to Bromsgrove & grow here, providing services & jobs.

Further development enhances the town & district centres as places that people want to visit.

Improved connectivity makes life easier, whether that's on the roads or online.

Why?

As an entrepreneurial area, supporting business is incredibly important for the District. Through North Worcestershire Economic Development & Regeneration we will continue to support new businesses. We will also work with established companies within the District to help them grow & flourish.

We are committed to making the Town & district centres places that residents & visitors can enjoy & that attract a variety of businesses.



Priority: Economic development & regeneration

We will:

Consult businesses to understand current needs & growth plans, working with partners to support business growth.

How we will measure it:

- Number of businesses engaged through the consultation
- Number of existing businesses supported to grow & develop

Work & financial independence



What does this mean to me?

There are more opportunities for young people, with the right skills for local businesses.

Money management support will help to reduce debt & increase financial confidence.

People get the benefits they are entitled to, when they need them.

Why?

The economic picture for Bromsgrove District is positive, with consistently low unemployment. However, the Indices of Multiple Deprivation 2015 (specifically income, employment & education indicators) show there were issues, particularly in parts of Charford & Sidemoor.

We will support our residents to access work opportunities in new industries, focusing on the skills agenda. We will also work with residents to help them manage their money & access the right benefits.



Priority: Skills for the future

We will:

Undertake a skills audit with partners & work together with them to address any gaps.

How we will measure it:

- Number engaged through the skills audit.



**Live independent,
active & healthy lives**

**What does this
mean to me?**

People are supported to maintain a healthy lifestyle.

Communities & individuals feel less isolated.

There are more positive things to do through improved access to sport & cultural activities.

Why?

Whilst the health of people in Bromsgrove District is generally good, health priorities include improving mental well-being, increasing physical activity & ageing well. Increasing numbers of people living with reduced mobility, dementia & diabetes are an issue for the District. Through the Bromsgrove Partnership, Bromsgrove District Council will continue to play its part in addressing these issues.

We also want to enhance sport & cultural opportunities in the District, which will have health & social benefits.



**Priority: Improving
health & well-being**

We will:

Support targeted activities for healthy lifestyles.

How we will measure it:

- Number of people accessing targeted activities
- Number of people with diabetes
- Number of people who have had a stroke

Affordable & sustainable homes



What does this mean to me?

More affordable & appropriate homes become available.

Private tenants have homes which are safe & tenancies which are secure & affordable.

Homes can adapt to changes in circumstances & are increasingly energy efficient.

Why?

Bromsgrove has the highest level of home ownership in Worcestershire, & the smallest private rented sector in the county; demand for housing within the district has had a significant impact on property prices.

Access to affordable housing is recognised as an issue, as is ensuring homes are sustainable into the future.



Priority: A balanced housing market

We will:

Develop & implement a District Housing Strategy.

How we will measure it:

- Number of affordable homes (commitments & completions)

Communities which are safe, well-maintained & green



What does this mean to me?

Crime & anti-social behaviour reduces even further & the fear of crime also starts to decrease.

The district is well-maintained & people feel involved in keeping it clean.

It's easier to recycle more & reduce waste going to landfill.

Why?

Bromsgrove District Council has committed to playing its part in addressing the impact of climate change; from work to increase recycling to support to reduce fuel poverty, a **green thread** runs throughout this Council Plan.

It is important to ensure that Bromsgrove remains attractive for everyone, & our Place Teams, in partnership with local communities, provide a strong service across the District.

The District is a low crime area; through the North Worcestershire Community Safety Partnership we continue to work hard to address the causes of crime & anti-social behaviour & to support victims.



Priority: Reducing crime & disorder

We will:

Target the causes of crime affecting the night-time economy.

How we will measure it:

- Anti-social behaviour reports in the Town & district centres
- Crimes in the Town & district centres

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**UPDATE PAPER FOR BDC OVERVIEW AND SCRUTINY COMMITTEE: LEVELLING UP FUND
(LUF) PROJECTS**

1. Background:

This paper provides an update to the LUF projects (LUF0297) in Bromsgrove town centre. The projects are the Windsor St. and Former Market Hall sites. The update paper covers the progress on the projects over the last six months from August 2022 to January 2023, and the update is provided by the Programme Delivery Manager appointed to manage the projects in April. A summary table outlining key progress e.g., milestones/achievements during this period is provided before more detailed reporting.

2. Windsor St. Project:

September 2022	Draft Remediation Strategy and DQRA prepared for the site
October 2022	EA consultation response on the proposed remediation strategy and DQRA received
November 2022	Soft market testing for principal contractor procurement commenced with BDC Procurement and relevant frameworks
December 2022	Draft Remediation Specification and Monitoring Plan completed and issued on 9 th December
January 2023	Initial EOI issued to Pagabo framework

2.1 In October 2022 we received the Environment Agency (EA) response to the proposed remediation strategy for Windsor St. The feedback was positive with the EA stating approval in terms of the approach and remedial target values proposed for the soil and groundwater. They gave the green light to proceed with preparing a remediation specification and monitoring plan. They also required further detail on infiltration rates (extent of leaching because of the future development - this relates to amount of building and hard standing vs. soft landscaping) and highlighted concerns over re-use of materials onsite such as surface aggregates/concrete due to PFAS (per and polyfluorinated alkyl substances associated with the former on-site fire station) contamination.

2.2 The additional data and modelling on the infiltration rates were concluded by Brownfield Solutions Limited (BSL are the consultant leading the production of the remediation strategy and associated documents) in November and the remediation

strategy was updated accordingly. In the same period Worcestershire Regulatory Services (WRS) also provided a review of the Phase II Investigation, Detailed Quantitative Risk Assessment & Remediation Strategy. It is noted that this WRS were consulted for their opinion on the findings and conclusions of the following reports from a regulatory perspective in relation to Part 2A of the Environmental Protection Act 1990. WRS have not provided comments on the suitability of the reports in relation to any future planning application for redevelopment of the site. They concluded that they had no objection in principle to the proposed remediation strategy.

- 2.3 Discussions were held with BDC Procurement to obtain advice on the most suitable route to procurement to appoint a suitable remediation contractor. They recommended soft market testing via Crown Commercial Services (CCS) framework, Procure Partnership Framework and the Pagabo Framework. The duration of the soft market testing was extended last month following agreement from the Programme Board, this was because both CCS and Procure Partnership frameworks were deemed not suitable as there were concerns about the potential of an inadequate number of returns following the tendering process and therefore a lack of competition.
- 2.4 In January 2023 NWedR issued an expression of interest (EOI) to the Pagabo framework with a request that the framework extends the opportunity to their reserve list of suppliers to increase the overall pool of contractors. Pagabo framework have not confirmed yet if this will be possible. The outcome of the EOI request will be determined on 13th January. A second framework was recommended by BSL (consultant leading the production of the remediation strategy documentation and specification). The Consortium Procurement Construction framework is dedicated to new build housing procurement. Due to the extended period of soft market testing the project programme has been amended with the appointment of the contractor expected in Feb 2023, and planning permission to be secured in April 2023. (See risk log – appendix 2).

3. Former Market Hall Project:

September 2022	Update report on route to procurement received and reviewed with BDC Procurement team
October 2022	Technical advisor and cost consultant (pre-contract phase RIBA stage 2-4 appointed).
November 2022	Design team procurement commenced
December 2022	Design team appointment and inception meeting held
January 2023	RIBA stage 3 design commencement

3.1 Following appointment of Arcadis as the project technical adviser and cost consultant, the project commenced the procurement of the design team in early November 2023. Worcester based architects One Creative Ltd. were successful at the tender stage and will be appointed as the multi-disciplinary design team, bringing with them the disciplines of Lead/Principal designer, Landscape Architecture, Structural Engineering, Civil Engineering, MEP Design, Principal Designer, Fire Engineering and Sustainability. In their submission One Creative Ltd. displayed local knowledge and understanding of the site and were also the designers of the interim provision BirdBox.

3.2 The formal closure of RIBA stage 2 in December last year was marked with a RIBA stage report which summarised the following brief for the design team:

The proposal for the Main Building – A mix of open plan office spaces, and adaptable workspaces for users with flexible working requirements, there will be Food and Beverage uses provided on the ground floor.

The proposal for the Pavilion Building – To provide a 2- storey ‘pavilion-like’ building, with a covered outdoor area to perform as a market-square. The ground floor should be open and adaptable to allow a range of community events and seasonal festivals.

3.3 Alongside the RIBA stage 3 design, several surveys have been commissioned for the new year including topographical and subterranean scan, an ecology assessment, heritage assessment and appointment of a BREEAM consultant. As required by BDC policy the project is targeting BREEAM ‘very good’ standard. BREEAM stands for Building Research Establishment Environmental Assessment Method and sets out a method for assessing and rating the sustainability of buildings based on several elements relating to energy efficiency, water management, ecology and biodiversity and resilience of buildings. The project risk register is attached as requested – appendix 3.

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