



BROMSGROVE DISTRICT COUNCIL

CABINET

WEDNESDAY, 4TH FEBRUARY 2009, AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

AGENDA

MEMBERS: Councillors R. Hollingworth (Leader), Mrs. J. M. L. A. Griffiths (Deputy Leader), Dr. D. W. P. Booth JP, G. N. Denaro, Mrs. J. Dyer M.B.E., Mrs. M. A. Sherrey JP, R. D. Smith, M. J. A. Webb and P. J. Whittaker

1. To receive apologies for absence
2. Declarations of Interest
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 7th January 2009 and 28th January 2009 (to follow) (Pages 1 - 8)
4. Minutes of the meeting of the Overview Board held on 6th January 2009 (Pages 9 - 12)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the joint meeting of the Overview Board and the Scrutiny Board held on 6th January 2009 (Pages 13 - 14)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
6. Minutes of the meeting of the Performance Management Board held on 20th January 2009 (Pages 15 - 18)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
7. Minutes of the meeting of the Local Strategic Partnership Board held on 4th December 2009 (Pages 19 - 22)

8. Establishment of a "Credit Crunch" Task Force (item requested by Councillor P. M. McDonald) (Pages 23 - 24)
9. Countywide Air Quality Strategy (Pages 25 - 128)
10. Building Control - New Supplementary Charges (Pages 129 - 136)
11. Houndsfield Lane Caravan Site (Pages 137 - 148)
12. Housing Strategy 2006-2011 Mid Term Review (Pages 149 - 194)
13. Climate Change - Key Issues for the District Council (Pages 195 - 210)
14. Improvement Plan Exception Report (November 2008) (Pages 211 - 230)
15. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting
16. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of items 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 items of business on the grounds that they involve 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>
17	3
18	4"

17. Stourbridge Road Car Park (Pages 231 - 234)
18. Matters arising from the meeting of the Shared Services Board held on 26th January 2009 (to follow)

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

26th January 2009

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 7TH JANUARY 2009, AT 6.00 P.M.

PRESENT: Councillors R. Hollingworth (Leader), Dr. D. W. P. Booth JP (during Minute No's 123/08 to 136/08), G. N. Denaro, Mrs. J. Dyer M.B.E., Mrs. M. A. Sherrey JP, R. D. Smith, M. J. A. Webb and P. J. Whittaker

Invitees: Councillor D. L. Pardoe and C. R. Scurrall

Observers: Councillor P.M. McDonald

Officers: Mr. K. Dicks (during Minute No's 120/08 to 124/08), Mr. T. Beirne, Mr. P. Street, Mr. H. Bennett, Mr. M. Bell, Mrs. C. Felton, Mr. D. Hammond, Ms. J. Pickering, Ms. J. Pitman, Ms. D. Poole, Mr. J. Godwin and Ms. P. Ross

120/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs. J. M. L. A. Griffiths.

121/08 DECLARATIONS OF INTEREST

No declarations of interest were received.

122/08 MINUTES

The minutes of the meeting of the Cabinet held on 3rd December 2008 were submitted.

RESOLVED that the minutes be approved as a correct record.

123/08 MEDIUM TERM FINANCIAL PLAN 2009/2010 - 2011/2012

Consideration was given to a report on the Medium Term Financial Plan 2009/10 – 2011/12. The Portfolio Holder for Financial Services gave his thanks to the Head of Financial Services, officers and the Budget Jury for their work in producing a comprehensive report. He then gave a presentation on the current position in relation to the Medium Term Financial Plan (revenue and capital budgets) for 2009/2010 – 2011/2012. Further discussion took place with the following amendments being proposed and agreed. The Head of Financial Services undertook to ensure that the amendments were incorporated into the Medium Term Financial Plan to be submitted to the forthcoming meeting of the Council.

- Key deliverable bids for Local Neighbourhood Partnerships. Members agreed that the trial had proved successful and that the budget pressures identified as high be amended to reflect the revised funding. Local Neighbourhood Partnerships to be funded according to the number of district councillors: Hagley and Rural - £20,000 commencing 2009/10, Charford - £10,000 commencing 2009/10. An additional £30,000 to be included in the budget pressures 2010/11 and 2011/12, to enable two Local Neighbourhood Partnerships to be rolled out each year.
- The car parking charges to remain static in 2009/10. Members agreed that due to the significant costs associated with the implementation of the VAT reduction in relation to car parking charges, an additional “free parking” period be given to compensate customers for not receiving a reduced charge during 2009/10.
- Proposed Capital Programme, Street Scene and Community, £290,000, 2009/2010, upgrade of the CCTV Control Room, to be removed. Officers were instructed to request funding from West Mercia Police to enable the project to be undertaken. In addition Members requested further investigation of the Worcestershire Countywide Telecare Strategy and evaluation of the impact of the impact of these proposals on the CCTV service.

RECOMMENDED:

- (a) that the budget pressures identified as high in Appendix A of the report be included within the Medium Term Financial Plan as follows:

2009/10	£505,000
2010/11	£423,000
2011/12	£459,000

- (b) that the budget pressures identified as unavoidable in Appendix B of the report be included within the Medium Term Financial Plan as follows:

2009/10	£577,000
2010/11	£580,000
2011/12	£550,000

- (c) that the recommended savings as identified in Appendix C of the report be included within the Medium Term Financial Plan as follows:

2009/10	£566,000
2010/11	£1,035,000
2011/12	£1,196,000

- (d) that the revised Capital Programme as detailed in Appendix D of the report be included within the Medium Term Financial Plan as follows:

2009/10	£3,389,000
2010/11	£2,161,000
2011/12	£1,510,000

- (e) that the release of balances of up to £198,000 to fund the costs associated with redundancy and early retirement for those staff not redeployed within the Council, be approved.

124/08 **JOINT OVERVIEW BOARD AND SCRUTINY BOARD**

The minutes of the meeting of the Joint Overview Board and Scrutiny Board held on 2nd December 2008 were submitted. The Chairman invited Councillor P. M. McDonald, Chairman of the Joint Overview Board and Scrutiny Board to respond to any questions from Members on the recommendations contained within the minutes. Following further discussions it was agreed that bid for £25,000 in 2009/10 to fund an improvement manager for 6 months would remain and that a rise in car parking charges, at approximately the rate of inflation, would not be included, as the car parks were currently not being fully utilised due to the current economic climate.

RESOLVED:

- (a) that the minutes be noted;
- (b) that the recommendations contained at Minute No. 3/08 (Joint Countywide Flooding Scrutiny Report), be approved;
- (c) that the recommendation contained at Minute No. 4/08 (to approach Worcestershire County Council for funding towards the new bids 'Disability Group and Finding a Voice' and 'Self Advocacy'), be approved;
- (d) that West Mercia Police be requested to consider making a financial contribution towards the replacement of CCTV equipment; and
- (e) that the recommendation contained at Minute No. 4/08 (to consider ensuring all funding relating to the chargeable green waste collections is separate to the funding required for the refuse and recycling collection service), be approved.

125/08 **AUDIT BOARD**

The minutes of the meeting of the Audit Board held on 15th December 2008 were submitted.

RESOLVED that the minutes be noted.

126/08 **BROMSGROVE MUSEUM**

Consideration was given to a report requesting that the report back on the closure of the museum, as resolved at the Council meeting on 12th November 2008, be delayed until February 2009. The Executive Director – Partnerships and Projects informed Members that he had attended the first meeting of the 'Friends of the Norton Collection Charitable Trust'. More detailed information was required on the position of the 'Friends of the Norton Collection Charitable Trust' to purchase the Museum building, and the specialist removal, storage and future management of the artefacts. It was therefore proposed that the report back be delayed until April 2009. Members agreed that this would not delay the closure process. Members were also reminded that in its role as Trustee the Council had a duty to act in the best interests of the Trust.

RECOMMENDATION that the report to the Council on the closure of the museum be delayed until April 2009.

127/08 **WORCESTERSHIRE COUNTYWIDE STRATEGY FOR TELECARE 2007/2011**

Consideration was given to a report providing information on the Worcestershire Telecare Strategy and outlining the implications for Bromsgrove District Council's Life Line Service. Members who had visited the demonstration flat at Mendip House, Redditch had been impressed with the assisted technology facilities available and which enabled people to continue to live independently. The report also highlighted that technology could never be a substitute for human contact, which Members agreed was vitally important.

RESOLVED that the Worcestershire Countywide Strategy for Telecare 2007-2011 as set out in Appendix 1 be adopted.

128/08 **PERFORMANCE MANAGEMENT BOARD**

The minutes of the meeting of the Performance Management Board held on 16th December 2008 were submitted.

RESOLVED that the minutes be noted and the recommendations approved.

129/08 **THE STORAGE AND DISPOSAL OF ABANDONED VEHICLES**

The Cabinet considered a report seeking approval to enter into an agreement with Worcestershire County Council for the storage and disposal of abandoned vehicles in Bromsgrove and to discharge on behalf of the County Council the functions set out in that Agency Agreement relating to the storage and disposal of abandoned vehicles.

RESOLVED:

- (a) that Cabinet notes the procurement exercise currently being undertaken;
- (b) that the Head of Street Scene and Community Services be authorised to enter into an Agency Agreement with Worcestershire County Council for the storage and disposal of abandoned vehicles within Bromsgrove;
- (c) that the Senior Solicitor be authorised to finalise the terms of the proposed Agency Agreement in consultation with the Portfolio Holder and Head of Street Scene and Community Services; and
- (d) that the Scheme of Delegation be amended to delegate authority to the Head of Street Scene and Community Services to discharge all of the Council's functions relating to abandoned vehicles including such functions as are delegated to Bromsgrove District Council by the County Council (including storage and disposal).

130/08 **PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS 2009/2010**

Consideration was given to the draft programme of Council and Committee meetings for 2009-2010.

RECOMMENDED that the Committee Programme for 2009-2010, as set out in Appendix 1 to the report be approved.

131/08 **SCRUTINY REPORT ON REFUSE AND RECYCLING VALUE FOR MONEY**

The Cabinet considered a report on the findings and recommendations as set out in the second scrutiny investigation undertaken by the Refuse and Recycling Task Group on Value for Money. The Leader welcomed the Chairman of the Task Group, Councillor C.R. Scurrill to the meeting. Councillor Scurrill briefly introduced the report and highlighted some key points. He also thanked all Members and officers who had contributed to the scrutiny process with specific thanks to the Scrutiny Officer for her hard work in supporting the Task Group and to the Manager for Street Scene and Waste Management for attending every meeting. He also highlighted that all Task Group Members had been impressed with the diligence of officers and staff in ensuring that a value for money service was being provided.

RESOLVED:

- (a) that in relation to Recommendation 1 (Additional wheelie bins for green waste service):
Once the chargeable green waste collection service has been implemented and the take up of the service is known, Street Scene officers be requested to investigate the option of providing additional wheelie bins for green waste on request at an additional charge;
- (b) that in relation to Recommendation 2 (Monitoring on-street recycling):
Officers from Street Scene be requested to monitor on-street recycling trials being undertaken by other Councils to see if there is any evidence to suggest it would provide value for money; and
- (c) that in relation to Recommendation 3 (Investigate alternative methods of service delivery, e.g. Private contractor):
When the new co-mingled service has been in operation for a minimum of one year, the option of delivering the service using an alternative method (including using a private contractor) be considered to see if it would be an appropriate time for market testing and comparisons to be undertaken.

132/08 **IMPROVEMENT PLAN EXCEPTION REPORT - OCTOBER 2008**

Consideration was given to the Improvement Plan Exception Report for October 2008.

RESOLVED:

- (a) that the revisions to the Improvement Plan Exception Report and the corrective action being taken be noted and approved;
- (b) that it be noted that, for the 141 actions highlighted within the plan for October, 73.8 percent of the Plan was on target (green), 5.0 percent

was one month behind (amber) and 10.6 percent was over one month behind (red). 10.6 percent of actions had been reprogrammed with approval.

133/08 **EQUALITY AND DIVERSITY FORUM**

The minutes of the Equality and Diversity Forum held on 16th October 2008 were submitted. The Chairman expressed his thanks to the Equality Officer for the success and the number of attendees present at meetings. Members also expressed their thanks for the Diwali event held, which had been a success despite unforeseen technical difficulties.

RESOLVED that the minutes be noted.

134/08 **LOCAL GOVERNMENT ACT 1972**

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 items of business the subject of the following minutes on the grounds that they involved the likely disclosure of exempt information as defined in part 1 of Schedule 12A to the Act, as amended, the relevant paragraph of that part being set out below and that it is in the public interest to do so:-

<u>Minute No</u>	<u>Paragraph</u>
135/08	4
136/08	4

135/08 **SHARED SERVICES BOARD MINUTES**

The minutes of the meeting of the Shared Services Board held on 18th December 2008 were submitted.

RESOLVED that the minutes be noted.

136/08 **SHARED SERVICES BOARD**

(a) **Electoral Services Business Case (pages 209 – 252)**

Consideration was given to a report seeking Members agreement to setting up a shared Electoral Service between Bromsgrove District Council and Redditch Borough Council. The report provided an overview of the business case recommended by the Shared Services Board. Further discussion took place on how the shared service would be monitored. The Head of Legal, Equalities and Democratic Services informed Members that a review and evaluation of the shared service was built into the Business Case along with agreed Key Performance Indicators. The Executive Director – Services undertook to provide the Council with the costs of providing the Electoral Service without the proposed merger.

RESOLVED: that Cabinet approve the business case as set out in the appendix to the report.

RECOMMENDED:

- (a) that the Council approve the setting up of a shared Electoral Service with Redditch Borough Council, led by Bromsgrove District Council, under the following conditions:
1. That the shared service be delivered in a phased approach (as detailed in the business case)
 1. Implementation
 2. Migration
 3. Review and evaluation
 2. The shared Electoral Service be delivered within the budgets identified in the medium term financial plan.
 3. Redditch Borough Council retain a client function to support the Electoral Returning Officer and Electoral Registration Officer at Redditch Borough Council.
 4. Strand be engaged to deliver the IT system.
 5. The timetable for implementation be agreed and formal Consultations begin.
 6. An SLA be set up to confirm the arrangements.

(b) Community Safety Business Case (supplementary documentation pages 7 – 42)

Consideration was given to a report seeking Members agreement to setting up a shared Community Safety Service between Bromsgrove District Council and Redditch Borough Council. The Deputy Head of Street Scene and Community responded to Members questions on the shared service. He emphasised that local delivery would be maintained through the Crime and Disorder Reduction Partnership (CDRP), Tasking process and Neighbourhood Wardens. The Deputy Head of Street Scene and Community undertook to provide the Council with the costs to deliver the Community Safety Service without the proposed merger. The Chairman thanked all officers involved in the Shared Services process, including officers at Redditch Borough Council.

RESOLVED: that Cabinet approve the business case as set out in the appendix to the report.

RECOMMENDED:

- (a) that the Council approve the setting up of a shared Community Safety Service with Redditch Borough Council, led by Redditch Borough Council, to achieve the following:
1. A shared service which will lead to an improved quality to the residents of both Councils.
 2. Improved levels of satisfaction and efficiency.
 3. Improved resilience within the two districts against the new funding regimes.
 4. Improved quality of management and strategic influence for both Redditch and Bromsgrove Councils.

5. Development of the sharing of commissioning data and expertise.
6. Retention of local delivery focus, whilst providing a more robust local tasking process.
7. The creation of the building blocks for any future merge of Community Safety Partnerships and a wider management team.

The meeting closed at 8.19 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 6TH JANUARY 2009 AT 6.35 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), L. J. Turner (Vice-Chairman),
A. N. Blagg, Miss D. H. Campbell JP and S. R. Colella

Invitees: Councillor C. B. Taylor

Observers: Councillor D. L. Pardoe

Officers: Mr. T. Beirne, Mrs. C. Felton, Mr. D. Hammond, Mr. R. Goundry,
Mrs. S. Sellers and Ms. D. McCarthy

10/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. M. Bunker and
Dr. G. H. Lord.

11/08 DECLARATIONS OF INTEREST

No declarations of interest or whipping arrangements were received.

12/08 MINUTES

The minutes of the meeting of the Overview Board held on 4th November
2008 were submitted.

RESOLVED that the minutes be approved as a correct record.

13/08 ANTI-SOCIAL BEHAVIOUR AND ALCOHOL FREE ZONES TASK GROUP

The Task Group Chairman, Councillor C. B. Taylor, provided the Board with
an update on the progress of the Anti-Social Behaviour and Alcohol Free
Zones Task Group.

It was explained that although the Task Group had strived to meet its deadline
and report to the Board in January 2009, there had been a need for one
further Task Group Meeting to be arranged.

It was stated that a draft report had been circulated to Task Group Members
and it was anticipated that the report would be finalised at the last Task Group
Meeting, scheduled to be held on 14th January 2009. It was reported the
relevant Portfolio Holder and officers had been invited to attend.

RESOLVED:

- (a) that the verbal update from the Task Group Chairman, Councillor C. B. Taylor, be noted; and
- (b) that the Anti-Social Behaviour and Alcohol Free Zones Task Group be granted an extension and submit the final report to the next meeting of the Overview Board due to be held on 3rd February 2009.

14/08 **AIR QUALITY STRATEGY AND PLANNING PROTOCOL**

The Board considered the report relating to the Air Quality Strategy and Planning Protocol for Herefordshire and Worcestershire which was due to be considered by the Cabinet.

The Head of Planning and Environment Services, Mr. D. Hammond, and the Team Leader – Pollution and General, Mr. R. Goundry, were present and answered queries the Board had on this issue.

There was concern from Members that the Air Quality Strategy and Protocol would not be meaningful locally. There was also some frustration over the commitment shown to managing air quality issues from other agencies, including Worcestershire County Council.

It was explained that the Strategy would help to ensure a unified and consistent approach was taken to managing local air quality across Herefordshire and Worcestershire. The Strategy identified commitments, particularly for communication and co-operation within and between local authorities, external organisations and the community. It was pointed out that the key advantages of developing and implementing such a Strategy were listed under paragraphs 2.2 and 2.3 of the document and officers believed it was a good comprehensive starting point. It was also stated that the actions required for specific areas i.e. Air Quality Management Areas (AQMAs) were detailed in separate Action Plans.

The Board was informed that the Strategy would be reviewed on a regular basis once it had been approved and adopted. It was anticipated that all local authorities would adopt the Strategy within the next month or two. When the Strategy came under review in the future, Members were assured that standards and targets would be updated as appropriate.

It was clarified that the recommendations from the Air Quality Task Group were being dealt with separately. It was explained that the Task Group recommendations had been considered and the majority approved by the Cabinet early 2008. The relevant Portfolio Holder had presented the Cabinet's response to the former Scrutiny Steering Board and those approved recommendations had been included in the Recommendation Tracker Report to enable the former Scrutiny Steering Board Members to monitor progress. Since the change to the Overview and Scrutiny Structure, it was clarified that the Overview Board was now responsible for monitoring the recommendations that had come out of the air quality investigation undertaken by the Task Group. Therefore, those particular recommendations would be included in the Tracker Report due to be considered at the next Overview Board meeting in

February. It was confirmed that a Review of the Air Quality Task Group investigation was also due to take place shortly.

RESOLVED that the report be noted.

RECOMMENDED that the Cabinet be requested to approve and adopt the Air Quality Strategy and Planning Protocol for Herefordshire and Worcestershire.

15/08 **FORWARD PLAN OF KEY DECISIONS**

Consideration was given to the Forward Plan which included key and non-key decisions due to be taken by the Cabinet over the forthcoming months.

Members were particularly interested in the Joint Waste Management Strategy which was due to be refreshed and submitted to the Cabinet in April 2009.

RESOLVED:

- (a) that the Head of Street Scene and Community be requested to provide information on the Waste Management Strategy, due to be considered by the Cabinet in April 2009, to the next meeting of the Board; and
- (b) that all other items on the Forward Plan be noted.

16/08 **ANTICIPATED REPORTS FOR 2009/10**

As requested at the previous meeting of the Overview Board, information on anticipated reports for future months had been compiled. Members considered the items listed which had been split into service areas.

RESOLVED that the anticipated reports for 2009/10 be noted.

17/08 **WORK PROGRAMME**

The Board considered all the items included within its Work Programme.

The Chairman suggested two topics which could be added to the Board's Work Programme which were: (a) looking at the current policy relating to sponsorship funding with a view to making it more robust; and (b) the possibility of producing a policy relating to the number of takeaway outlets allowed in any given area.

With regards to sponsorship funding, the Senior Solicitor, Mrs. Sellers, commented that the existing policy was still in its infancy. It was explained that officers were continuing to work on raising funding for the Council through sponsorship and the input of the Board in reviewing the policy would be helpful.

However, the Head of Planning and Environment Services had some concerns regarding the second proposal which related to controlling the number of takeaways. Members were advised that the Board needed to be clear what could and could not be achieved, taking into account national policy guidance and market forces.

It was also mentioned that the funding for CCTV could be investigated and representatives from the Police could be invited to attend a Board meeting. However, the Executive Director – Services, Mr. Beirne, reminded Members that a letter had been sent to West Mercia Police regarding this issue and a response was awaited. It was suggested that the Overview Board could monitor this matter and consider inviting a Police representative to a future Board meeting, if required.

The Board was informed that Councillor Mrs. M. Bunker had a meeting scheduled with the Assistant Chief Executive, Mr. H. Bennett, the following day to discuss the results of the Older People Focus Groups. It was anticipated that further information regarding this topic would be presented to the Board at its next meeting.

RESOLVED:

- (a) that the following two topics be added to the Board's Work Programme:
 - Developing the existing policy relating to sponsorship funding; and
 - Investigating the possibility of introducing a policy which controls the number of takeaways allowed in an area;
- (b) that the Executive Director – Services be requested to provide the Board with progress updates at future Board Meetings (as required) regarding the possibility of receiving financial assistance from West Mercia Police for CCTV equipment; and
- (c) that the Overview Board's Work Programme be noted and updated as necessary.

The meeting closed at 7.30 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE JOINT OVERVIEW BOARD AND SCRUTINY BOARD

TUESDAY, 6TH JANUARY 2009 AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), D. L. Pardoe (Vice-Chairman), A. N. Blagg, Mrs. J. M. Boswell, Miss D. H. Campbell JP (during part of minute no. 9/08), S. R. Colella, R. J. Deeming, S. P. Shannon, C. B. Taylor, C. J. Tidmarsh and L. J. Turner

Invitees: Councillor G. N. Denaro

Officers: Mr. T. Beirne, Mr. H. Bennett, Mr. M. Bell, Mrs. C. Felton, Mrs. S. Sellers and Ms. D. McCarthy

6/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. M. Bunker and Dr. G. H. Lord.

7/08 DECLARATIONS OF INTEREST

No declarations of interest or whipping arrangements were made.

8/08 MINUTES

The minutes of the joint meeting of the Overview Board and Scrutiny Board held on 2nd December 2008 were submitted.

With regard to the new bid for Consultants relating examination in public (EIP) for 2009/10 (discussed at the previous meeting), the Chairman asked for the reasons why the Council were considering using consultants with a high daily fee of approximately £1000. The Head of Financial Services explained that the Council had no choice as the relevant regulations stipulated "the standard daily amount prescribed under section 303A(5) of the Town and County Planning Act 1990 is...in relation to examinations opening on or after 31st March 2008, £993". It was reported that guidance received stated such examinations would take between 80 and 120 days and therefore officers had estimated it would take 100 days. (Copies of the Planning and Compulsory Purchase Act 2004 extracts were made available if required.)

RESOLVED that the minutes be approved as a correct record.

9/08

MEDIUM TERM FINANCIAL PLAN FOR 2009/10-2011/12

The Head of Financial Services, Ms. J. Pickering, provided Members with an update on the current position of the Medium Term Financial Plan (revenue and capital budgets) for 2009/10 to 2011/12, including the proposed pressures and savings.

It was stated that in relation to section 7 of the report "Fees and Charges", the wording in paragraph 7.1 would be amended to reflect how VAT savings would be passed on to the customer in terms of car parking charges. It was also clarified that only those bids prioritised as "high" would receive funding if approved.

A number of questions were raised, particularly regarding the new bids listed in Appendix A including the Customer Service Centre (CSC) staffing issue, Climate Change Strategy, Project Support, Community Transport, Improvement Manager and Civil Parking Enforcement.

In relation to the new bid for Community Transport, it was clarified that there was a detailed business case and that the wording in Appendix A would therefore be updated.

Questions were also raised in relation to the replacement of CCTV equipment listed under Appendix D. With regards to funding, it was clarified that the District Council covered all costs, however, a formal letter had been sent to West Mercia Police requesting financial assistance.

The Chairman informed the Board that he understood that the Leader would propose to the Cabinet that the two additional Local Neighbourhood Partnerships (Hagley and Charford) receive the full amount of funding for 2009/10 of £5000 per Councillor instead of a total of £4000 for the area, as stated in the current draft budget.

RESOLVED that the report on the Medium Term Financial Plan be noted.

The meeting closed at 6.35 p.m.

Chairman

Agenda Item 6

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE PERFORMANCE MANAGEMENT BOARD

TUESDAY, 20TH JANUARY 2009, AT 6.00 P.M.

PRESENT: Councillors J. T. Duddy (Chairman), C. B. Taylor (Vice-Chairman),
Mrs. M. Bunker and Miss D. H. Campbell JP

Observers: Councillors G. N. Denaro and M. J. A. Webb

Officers: Mr. H. Bennett, Ms. J. Pickering and Ms. R. Cole.

82/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S. R. Colella, Mrs. A. E. Doyle and E. J. Murray.

83/08 DECLARATIONS OF INTEREST

Councillor Miss D. H. Campbell declared a personal interest during the meeting in agenda item 7 (Improvement Plan Exception Report) as a member of the Operating Trust of Bromsgrove Arts Centre.

84/08 MINUTES

The minutes of the meeting of the Performance Management Board held on 16th December 2008 were submitted.

RESOLVED that the minutes be approved as a correct record.

85/08 SUNDRY DEBTORS

The Board considered a report which had been requested at a previous meeting relating to the Authority's sundry debt position together with the background and processes involved in recovering such debts. The Head of Financial Services and the Portfolio Holder for Finance responded to queries from the Board in relation to the debts relating to particular Council services, including the amounts of debt typically involved. The impact on the revenue budget was also highlighted.

It was noted that in the light of current national financial situation a number of staff in the Finance section and at the Customer Service Centre, had received additional training relating to debt management and were therefore able to offer assistance to debtors in areas such as alternative methods of payment or discussing payment plans.

In relation to the processes undertaken to recover debts as set out in section 3.9 of the report it was suggested that it may be possible to streamline the required legal procedures by using the Courts Services online system.

RESOLVED that the report be noted.

RECOMMENDED that with a view to streamlining the current sundry debt collection process, the Portfolio Holder for Finance and the Head of Financial Services be requested to explore the possibility of making use of Money Claim Online, which is Her Majesty's Courts Service online facility.

86/08 **PERFORMANCE MANAGEMENT STRATEGY**

Consideration was given to a report on a proposed Performance Management Strategy for the Authority. The report included the details of the existing Performance Management Framework and defined the linkages between the various key strategic planning documents such as the Corporate Plan and Business Plans. The Assistant Chief Executive and the Portfolio Holder for Customer Care and Service responded to questions and comments on the report.

It was reported that the purpose of the Performance Management Strategy was to guide the Council towards further improvements in performance, particularly in relation to the new Comprehensive Area Assessment regime which was due to come into effect on 1st April 2009.

RESOLVED:

- (a) that the Performance Management Strategy, together with the implementation action plan attached as Appendix 2 to the Strategy, be noted;
- (b) that it be noted that progress made on the implementation action plan will be reported to the Board on an annual basis.

87/08 **PERFORMANCE REPORT (NOVEMBER 2008)**

Consideration was given to a report on the Council's performance as at 30th November 2008.

RESOLVED:

- (a) that it be noted that 67% of performance indicators were stable or improving;
- (b) that it be noted that 76% of performance indicators which had a target were meeting their target as at the month end and that 90% of performance indicators that had a target were predicted to meet their target as at the year end;
- (c) that the performance figures for November 2008 as set out in Appendix 2 be noted;
- (d) that the particular areas of improvement as summarised in section 3.4 of the report be noted; and

- (e) that the particular areas of concern as set out in section 3.5 of the report be noted, including the need for a second performance clinic in relation to sickness absence.

88/08 **IMPROVEMENT PLAN EXCEPTION REPORT (NOVEMBER 2008)**

Consideration was given to the Improvement Plan Exception report for November 2008 together with the corrective action being taken.

The Assistant Chief Executive updated the Board on the Town Centre and the problems arising from the listing of Parkside. It was also reported that the County Council and Network Rail appeared to be moving towards addressing the funding gap in relation to Bromsgrove Railway Station, with the most likely source of funding being the Regional Funding Allocation. In addition reference was made to work which was to be undertaken by the Improvement Manager on the issue of Value for Money.

RESOLVED:

- (a) that the revisions to the Improvement Plan Exception report together with the corrective actions being taken be approved;
- (b) that it be noted that for the 138 actions highlighted for November within the plan 78.3% was on target (green), 3.6% was one month behind (amber) and 9.4% was over one month behind (red). 8.7% of actions had been reprogrammed with approval.
- (c) that the Value for Money analysis referred to by the Assistant Chief Executive be submitted to this Board in addition to the Audit Board.

89/08 **QUARTERLY RECOMMENDATION TRACKER**

Consideration was given to a report detailing progress made on resolutions and recommendations from the Board since April 2007.

RESOLVED that the report be noted.

90/08 **WORK PROGRAMME 2008/2009**

Consideration was given to a report on the Board's updated work programme for 2008/2009.

RESOLVED that the report be noted.

The meeting closed at 7.15 p.m.

Chairman

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Affordable warmth training has been supplied for front line staff and surgeries offered to give advice to people living in fuel poverty. The group is also working on the Age Well Scheme and with the Fall's Prevention Coordinator to role out the Falls Prevention Strategy to be launched as a pilot in Redditch and Bromsgrove from 1st December-31st January

Alcohol – Countywide Alcohol campaign based on the “Know your Limits” Department of Health campaign to be launched on 2nd Dec- February 09. People will be sent out packs with activities and guidance to support the campaign

The group are in the process of setting up an alcohol sub group and will use the Alcohol Action Plan for the County and members of the sub group to develop an action plan in January.

Item 5 **WORCESTERSHIRE PARTNERSHIP UPDATE:**

LSP Funding

KD reported that the Management Group had discussed LSP funding at their latest meeting. Each LSP will be given £20k funding to contribute to outcomes for Councils.

KD

Olympics – This is funded by the reward grant which is decreasing and needs to be addressed.

Item 6 **TACKLING AREAS OF HIGHEST DEPRIVATION**

KD informed the Board that a paper regarding tackling deprivation was recently submitted to Worcester Partnership. The Partnership have agreed to target the super output areas.

KD

Item 7 **PERFORMANCE UPDATES**

Community Improvement Plan

The exception report for September to October was presented
2.1.6 Implementation of Scheme – this is almost ready to launch and will be a loft and wall insulation scheme for the over 60s'
5.1.39 Wheelchair Fencing – the remit of this has changed and will be looked at in January 2009.

5.2.11 Smoking Cessation – The MARC will be closing so there is a need to look for a new venue

8.1 Housing Strategy – This is running slightly behind original targets- Andy Coel to be invited to next meeting

10.1 Bromsgrove Train Station – HB will pick this up and report to the next meeting.

HB

11.3.13 Adoption of Parish Plans – HB to pick this up until a replacement for Louise is recruited

b)Key Performance Indicators - the report for October 2008 was presented

Item 8 **COMMUNICATIONS UPDATE**

HB reported that the Communications focus would now be on putting out a media statement regarding Parkside School and how it has affected the Town Centre re generation plans.

HB

Agenda Item 8

p.mcdonald@bromsgrove.gov.uk

15/01/09

Dear Chairman

I would be grateful if your Cabinet would consider the following:

“When we see the threat to the livelihoods or well-being of those we represent, we cannot leave people to face such problems on their own. We have a duty to all those in the district to offer real help in tough times, because while city bankers grab the headlines, it is they who will bear the brunt of this downturn.

When things begin to go wrong, councils should be there to step in, both to help kick start local economies and to provide a safety net for people in need.

To this end Bromsgrove District Council sets a “Credit Crunch Taskforce”.

- Drawing on the knowledge of community leaders, local experts and the experience of other councils to understand how local residents are being affected
- To ensure up to date advice and assistance for individuals and business is coordinated effectively.
- The task Group will also monitor impacts and consider actions to be taken to bolster confidence in the district.
- To identify a number of immediate steps to alleviate the effects of the credit crunch on local residents and businesses.

I am requesting that this Council sets up a Credit Crunch Taskforce.

Councillor Peter McDonald
Leader of the Opposition.

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BROMSGROVE DISTRICT COUNCIL

CABINET

4TH FEBRUARY 2009

AIR QUALITY STRATEGY AND PLANNING PROTOCOL FOR HEREFORDSHIRE AND WORCESTERSHIRE

Responsible Portfolio Holder	Peter Whittaker
Responsible Head of Service	David Hammond
Key Decision	

1. SUMMARY

- 1.1 The local authorities of Worcestershire and Herefordshire Council, whilst fulfilling their statutory responsibilities and obligations under the Local Air Quality Management regime within the Environment Act 1995, have also recognised a need to develop a more holistic and unified approach to managing local air quality across the two Counties. The Herefordshire and Worcestershire Pollution Group have therefore initiated the preparation of a cross-County Herefordshire and Worcestershire Air Quality Strategy (AQS). The improvement of air quality requires input from a wide range of planning and other professions. Therefore this AQS identifies commitments, particularly for communication and co-operation within and between local authorities, external organisations and the community.

2. RECOMMENDATION

- 2.1 That the Air Quality Strategy and Planning Protocol for Herefordshire and Worcestershire attached at Appendix 1 and 2 be approved and adopted.

3. BACKGROUND

- 3.1 Local authorities have a duty under the Environment Act 1995 to review and assess local air quality within their areas, against a set of health-based air quality objectives for a number of specific air pollutants. Since the publication of the National Air Quality Strategy in 1997, the six local authorities of Worcestershire (Bromsgrove DC, Redditch BC Wyre Forest DC, Wychavon DC, Worcester CC, and Malvern Hills DC) and Herefordshire Council have fulfilled their obligations to identify any areas where there is a likelihood of exceeding the objectives. Where exceedences exist, the local authorities are then required to declare Air Quality Management Areas (AQMAs) and to prepare Air Quality Action Plans (AQAPs) setting out measures to reduce concentrations of air pollutants in pursuit of the objective levels.

Whilst fulfilling statutory responsibilities and obligations to identify hot spots, the local authorities have recognised a need to develop a more holistic and

unified approach to managing local air quality across the two Counties. Herefordshire and Worcestershire Pollution Group, consisting of environmental health professionals, have thereby initiated the preparation of a cross-County Herefordshire and Worcestershire Air Quality Strategy and Planning Protocol. The improvement of air quality requires input from a wide range of planning and other professions. Therefore this Strategy identifies broad actions, particularly for communication and co-operation within and between local authorities and wider bodies and the community.

- 3.2 Consultation has been confined to environmental health and planning professionals within the local authorities involved along with the Worcestershire County Council Transport Policy Section, this is because the document is non statutory.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications

5. LEGAL IMPLICATIONS

- 5.1 Environment Act 1995 is the enabling legislation; statutory duties are currently being complied with. Additionally, Planning Policy Statement guidance has been incorporated into the Protocol.

6. COUNCIL OBJECTIVES

- 6.1 CO1 Regeneration - The adoption of this Strategy and Protocol will help to ensure that any proposed developments do not give rise to adverse pollution impacts in the town centre.

CO2 Improvement & CO3 Sense of Community & Well Being – the work relating to this will help to generate Well Being

CO4 Environment – the Climate Change element is interlinked with the aims of the Strategy

7. RISK MANAGEMENT

- 7.1 The main risks associated with the details included in this report are:

Failing to meet Government targets for Local Air Quality monitoring are included on the Planning and Environment Risk Register.

Failing to adopt the Strategy would be a reputation risk to the Council in relation to its joint working and partnerships objective

7.2 These risks are being managed as follows:

Risk Register: Planning and Environment
Key Objective Ref No: 3
Key Objective: Effective, Efficient and Legally compliant Environmental Health Service

8. CUSTOMER IMPLICATIONS

8.1 The recommendations will have a positive impact on residents throughout the Counties and will enable businesses and developers to be treated consistently in relation to air quality matters from all Authorities within the Counties. It will also act as the first point of contact and source of information relating to local air quality policy for regional bodies and others (for example, the Regional Development Agency, Highways Agency and Environment Agency). The Strategy will be available on the Councils website upon adoption.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications of this report which adversely affect the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no value for money implications

11. OTHER IMPLICATIONS

Procurement Issues	None
Personnel Implications	None
Governance/Performance Management	None

Community Safety including Section 17 of Crime and Disorder Act 1998	
None	
Policy	The Environment and Climate Change have been identified as Council Priorities and Objectives
Environmental	Assessment of local air quality is an important part of the Council's Environment Objective.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director - Partnerships and Projects	No
Executive Director - Services	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	No
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

- All Wards
14. APPENDICES

Appendix 1 Air Quality Strategy for Herefordshire and Worcestershire

Appendix 2 Planning Protocol for Herefordshire and Worcestershire

15. BACKGROUND PAPERS

Air Quality Strategy for Herefordshire and Worcestershire (See Appendices 1 & 2)

CONTACT OFFICER

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Air Quality Strategy for Herefordshire and Worcestershire

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Executive Summary

Local authorities have a duty under the Environment Act 1995 to review and assess local air quality within their areas, against a set of health-based air quality objectives. Herefordshire Council and the local authorities of Worcestershire, whilst fulfilling their statutory responsibilities and obligations under the Local Air Quality Management regime, have also recognised a need to develop a more holistic and unified approach to managing local air quality across the two Counties. The Herefordshire and Worcestershire Pollution Group has therefore initiated the preparation of a cross-County Herefordshire and Worcestershire Air Quality Strategy (AQS). The improvement of air quality requires input from a wide range of planning and other professions. Therefore this AQS identifies commitments, particularly for communication and co-operation within and between local authorities, external organisations and the community. The commitments are grouped under a number of relevant policy sectors, including air quality, planning, transport, climate change and energy management, health and education, industry and domestic sectors.

It has been recognised that the effectiveness of any strategy should be monitored periodically to ensure the aims and objectives are being met. To this effect, a number of indicators have been included, as well as a commitment to review the strategy. The indicators include those relating directly to air quality concentrations, as well as Local Transport Plan indicators, national indicators and targets relating to climate change gas emissions.

Section 2 of this report includes a number of other policy areas which will be crucial to the improvement of air quality across Herefordshire and Worcestershire. The gradual integration of air quality into these other policy areas will ensure that air quality is considered at all levels of decision making. As other strategies and policy processes are gradually updated, it is hoped that this strategy will be used as a key document in the provision of information about air quality. As such, this strategy will need to be kept updated through regular reviews.

1 Introduction

- 1.1 Local authorities have a duty under the Environment Act 1995 to review and assess local air quality within their areas, against a set of health-based air quality objectives for a number of specific air pollutants. Since the publication of the National Air Quality Strategy in 1997, Herefordshire Council and the six local authorities of Worcestershire (Wyre Forest DC, Wychavon DC, Redditch BC, Worcester CC, Bromsgrove DC and Malvern Hills DC) have fulfilled their obligations to identify any areas where there is a likelihood of exceeding the objectives. Where exceedences exist, the local authorities are then required to declare Air Quality Management Areas (AQMAs) and to prepare Air Quality Action Plans (AQAPs) setting out measures to reduce concentrations of air pollutants in pursuit of the objective levels.
- 1.2 Herefordshire Council and the local authorities of Worcestershire, whilst fulfilling their statutory responsibilities and obligations to identify hot spots, have recognised a need to develop a more holistic and unified approach to managing local air quality across the two Counties. Herefordshire and Worcestershire Pollution Group has thereby initiated the preparation of a cross-County Herefordshire and Worcestershire Air Quality Strategy (AQS). The improvement of air quality requires input from a wide range of planning and other professions. Therefore this AQS identifies broad actions, particularly for communication and co-operation within and between local authorities and wider bodies and the community.
- 1.3 Information on policy processes relevant to air quality, and other background information, is included in a separate document (Part 2: Supporting Information).

2 Aims and Objectives of the Air Quality Strategy

2.1 The aims of an AQS are to support the achievement of air quality objectives and to raise air quality as an issue for consideration within a wide range of local government and regional planning frameworks. This is important because working towards achieving air quality objectives will help reduce the risk of the most serious health effects related to pollution. Additionally, for some pollutants there are currently no known safe levels for exposure (i.e. particles and benzene) and therefore reductions of pollutants already achieving air quality objectives can also improve the health of the population. By establishing a strategy framework for the inclusion of air quality considerations within council policies and procedures, a local authority is well placed to maintain good air quality and secure improvements in air quality.

2.2 The key advantages of developing and implementing an AQS at County-wide level can be summarised as follows:

- It provides greater consistency across a range of policy areas for the achievement of improved local air quality, including local planning, transport planning, health, industry, housing and environmental protection, and ensures air quality is addressed in a multi-disciplinary way within the different departments of a local authority and across Herefordshire and Worcestershire;
- It provides the framework for a consistent approach to addressing local air quality considerations in development control processes;
- It is a vehicle for developing a coherent air quality policy across Herefordshire and Worcestershire for local planning processes;
- It provides a link to wider initiatives across both the one and two-tier authorities (for example Local Transport Plans, Climate Change programmes, Community Plans and energy efficiency programmes), and
- It provides the platform for local air quality considerations in future rounds of Local Transport Plans.

2.3 Other advantages of an AQS are that it:

- Maintains the profile of air quality within local authorities at both District and County level, and ensures it remains on political agendas;
- Highlights the link between air quality and the risks to human health as well as to the local environment and biodiversity;
- Raises the profile of air quality amongst the local communities across Herefordshire and Worcestershire;
- Encourages greater co-operation and collaboration between neighbouring local authorities and Herefordshire Council and Worcestershire County Council;
- Complements other County-wide and local strategies and policies produced and supported by the local authorities in Herefordshire and Worcestershire;
- Encourages partnerships between local business, industry and the community, and
- Is the first point of contact and source of information relating to local air quality policy for regional bodies and others (for example, the Regional Development Agency, Highways Agency and Environment Agency).

3 Air Quality Across Herefordshire and Worcestershire

- 3.1 Air quality across Herefordshire and Worcestershire is generally good, although a number of authorities have, through the Review and Assessment process, identified locations that do not currently achieve air quality objectives. These locations and the context of air quality in each of the authorities are discussed below.

Herefordshire Council

- 3.2 Herefordshire Council concluded during its first round of review and assessment that air quality in Herefordshire was generally very good. It was however identified that the annual mean objective for nitrogen dioxide was likely to be exceeded along the A49 corridor through Hereford City Centre, which was subsequently declared an AQMA in 2001.
- 3.3 During the second round of review and assessment Herefordshire Council concluded that there was a likely exceedence of the annual mean nitrogen dioxide objective in Bargates, Leominster, which led to the declaration of this area as an AQMA. The third round of review and assessment has identified the need to declare a third AQMA along the A40 due to exceedences of the annual mean nitrogen dioxide objective, which is soon to be declared. It was confirmed that all the government objectives for air quality are likely to be met across the county at all other sites, except those within the existing or proposed AQMAs. In relation to the Hereford City AQMA, it was also found that the boundary may need to be revised in the future in view of improved pollution levels at Holmer Road and worsening pollution levels at Whitecross Road. This is currently under consideration and is to be reviewed in future reviews and assessments. Hereford City Air Quality Action Plan was released at the beginning of 2008 and proposes and models 15 actions which are designed to improve air quality in the city. Similarly, a public consultation exercise for a Bargates air quality action plan was undertaken over the 2005 to 2007 period, with a draft soon to be released for consultation. A public consultation exercise was also initiated to determine the extent of an A40 AQMA. This involves regular liaison with the Highway Agency who manage this trunk road.

Malvern Hills District Council

- 3.4 During the first round of review and assessment Malvern Hills District Council undertook a detailed study of nitrogen dioxide for two sites located adjacent to the M5 and the M50 together with a number of urban locations. This report concluded that nitrogen dioxide levels at these locations

were well below the national objectives and that there was no need to proceed further. Other objectives were assessed by a desk top study which concluded that no further action was required.

- 3.5 Subsequent reviews and assessments have reaffirmed that there have been no exceedences of the national air quality objectives across Malvern Hills.

Worcester City Council

- 3.6 During the first round of review and assessment Worcester City Council concluded that it was unlikely the air quality objectives would be exceeded. The second round of review and assessment confirmed that exceedences of the air quality objectives were unlikely; however, it identified two locations (Lowesmoor and Bridge Street) where it was necessary to undertake some further monitoring.

- 3.7 Monitoring results during the third round of review and assessment indicated that there were potential exceedences of the annual mean nitrogen dioxide objective at five locations in Worcester; Bridge Street, the Dolday, Whittington Road, Rainbow Hill and Lowesmoor. The Detailed Assessment concluded that Air Quality Management Areas should be declared for the nitrogen dioxide annual mean objective in the Bridge Street/Dolday, Lowesmoor, Rainbow Hill, and Newtown Road areas of Worcester. The AQMAs declared along Bridge Street and Lowesmoor are also to cover the 1-hour nitrogen dioxide objective, as annual mean concentrations are predicted to be above $60 \mu\text{g}/\text{m}^3$ at locations relevant to the objective. Modelling in the Whittington Road area has indicated that there are no exceedences of the annual mean nitrogen dioxide objective at the worst-case relevant locations, and thus no AQMA is required in this area.

Wychavon District Council

- 3.8 During the first and second rounds of review and assessment Wychavon District Council concluded that there were unlikely to be any exceedences of the objectives and that the air quality in the area was satisfactory.
- 3.9 The third review and assessment, indicated that the annual mean objective for nitrogen dioxide was being exceeded at Swan Lane and Port Street, Evesham, and a detailed assessment was subsequently undertaken by the Council. The risk of exceedences of the annual and daily mean PM_{10} objectives in Hartlebury was also assessed, due to the presence of a number of significant potential sources in the vicinity of residential properties. The assessment concluded that the objectives were not being exceeded at Swan Lane or Hartlebury, however an AQMA should be

declared along Port Street, between the Waterside/Port Street traffic lights and the Shore Street junction.

3.10 The formal boundary and AQMA order for Port Street was finalised in August 2007. Wychavon District Council is currently carrying out a further assessment to confirm the original findings and the boundaries of the AQMA. Following completion, Wychavon District Council will develop an Action Plan aiming to reduce the concentration of nitrogen dioxide within the AQMA. The 2008 Progress Report concluded there was no change to this position.

3.11 **Wyre Forest District Council**

3.12 During the first round of review and assessment Wyre Forest District Council concluded that annual mean nitrogen dioxide concentrations in two particular areas of the district were likely to exceed the 2005 Objective. Subsequently, the Council declared two AQMAs one at Welch Gate, Bewdley and the other at the Horsefair, Kidderminster. Proposals to improve air quality within these AQMAs through traffic management and other measures are contained within the Local Transport Plan and Air Quality Action Plan.

3.13 In the second round of review and assessment Wyre Forest District Council concluded that there were no exceedences of the air quality objectives outside the existing AQMAs. However, the third round of review and assessment identified the need for detailed assessments of nitrogen dioxide along Coventry Street and sulphur dioxide at Bewdley Station, due to potential exceedences of the 15-minute mean sulphur dioxide objective with respect to idling emissions from the coal fired steam locomotives of the Severn Valley Railway. The Detailed Assessment was undertaken and monitoring and modelling has confirmed that the nitrogen dioxide annual mean objective is being exceeded at properties alongside Coventry Street and the Ringway. The AQMA declaration is underway. The sulphur dioxide Detailed Assessment was delayed due to flooding in Summer 2007 and the subsequent closure of the heritage railway.

Redditch Borough Council

3.14 During the first and second rounds of review and assessment Redditch Borough Council concluded that there will be no exceedences of air quality objectives within the borough. However, monitoring undertaken during the third round of review and assessment has indicated that there is the potential for exceedences of the annual mean nitrogen dioxide objective at some sites within the borough. These sites are generally not representative of exposure and therefore are not to be considered further in a Detailed Assessment. In some locations, monitoring will be moved to facades of relevant buildings. One site is, however, relevant for the annual mean nitrogen dioxide

objective. Exceedences will be confirmed in the next USA, after such time, a Detailed Assessment will be undertaken.

Bromsgrove District Council

- 3.15 During the first round of review and assessment Bromsgrove District Council concluded that the annual mean objective for nitrogen dioxide was likely to be exceeded at Lickey End, due to road traffic emissions from the M42 (Junction 1), and an AQMA was subsequently declared. The second round of review and assessment concluded that a detailed assessment was required for nitrogen dioxide due to road traffic emissions from the A38 Redditch Road (Aston Road Industrial Estate), A456/A491 Hagley, and the A38 Marlbrook Crossroads. The Detailed Assessment for these areas concluded that declaration of an AQMA was not warranted at any further locations.
- 3.16 The 2006 USA, commenced the third round of review and assessment. This concluded that a detailed assessment was required for nitrogen dioxide because of measured exceedences of the annual mean objective at the nearest receptors to 2 monitoring locations: 93 Redditch Road, Buntsford Hill and 78 Kidderminster Road, Hagley. The conclusions of the detailed assessment were to consider declaration of an AQMA along Redditch Road and recommended installation of a continuous analyser for a minimum 6 months period. A continuous monitor has been installed along Redditch Road in March 2008 to provide more detailed and accurate information on nitrogen dioxide concentrations at the closest receptors to the road. The detailed assessment predicted no exceedences in the Hagley area. However, the bias adjusted diffusion tube result for 2007 (reported in the 2008 Progress Report) at 78 Kidderminster Road, Hagley is showing a significant increase ($+5\mu\text{g}/\text{m}^3$) from the previous year, and this will require consideration in the light of the detailed assessment findings and risk of exceedence.
- 3.17 The 2008 Progress Report compared 2007 monitoring data against the relevant air quality objectives. Eight sites were showing exceedences of the annual mean NO_2 objective. Of these, 288 Birmingham Road and the co-location site with the continuous analyser at Junction 1 M42 are within the current AQMA. The Redditch Road, Buntsford Hill, Stoke Prior area and Kidderminster Road, Hagley have been subject to a detailed assessment in 2007.
- 3.18 The three remaining sites are at roadside sites in Bromsgrove town centre. These are at locations which represent relevant exposure and therefore further consideration is required to the risk of exceedence of the annual mean objective in a detailed assessment.

4 Strategy Commitments

4.1 In order to ensure that air quality improvements are brought about, both in locations where exceedences are currently predicted, and more generally over the two Counties, the Councils of Herefordshire and Worcestershire (including Worcestershire County Council) have signed up to the following commitments.

4.2 We, as the Councils of Herefordshire and Worcestershire, welcome the

- Opportunity for improving air quality through working with transport planners, land use planners, and the opportunity for influencing wider policy processes such as climate change, health and energy management.

4.3 We, as the Councils of Herefordshire and Worcestershire, commit to:

- Work with central government to contribute, at a local level, to the delivery of the UK Air Quality Strategy. This will be largely through the process of local air quality management in identifying areas exceeding air quality objectives and implementing action plans to improve air quality within these areas;
- Ensuring that areas currently achieving air quality objectives continue to do so;
- Continue monitoring local air quality;
- Participate in local and regional networks in pursuing improved air quality and consistent implementation of local air quality management;
- Ensuring that Council actions do not have a detrimental effect on air quality;

Planning and Air Quality

- Ensuring that air quality is considered as a material planning consideration within development control planning processes of the Councils through the implementation of the Supplementary Planning Document for Herefordshire and Worcestershire. Where deteriorations in air quality

due to a development (or developments) are predicted, to ensure measures to mitigate the effects are put in place;

- Require modelling and/ or monitoring to be undertaken to accurately assess the impacts of proposed development on local air quality;
- Ensuring that air quality is properly considered within planning policy processes, in particular within the LDF process, with the inclusion of a specific air quality policy where applicable;

Transport and Air Quality

- Work with transport planners within Herefordshire and Worcestershire to ensure that the air quality strategy within the Local Transport Plan is implemented and the LTP targets within the Herefordshire and Worcestershire LTPs are met;
- Work with the Highways Agency to ensure that air quality does not deteriorate across the trunk road network in Herefordshire and Worcestershire;
- Ensuring regular exchange of information between transport planners and air quality professionals relating to both air quality information and traffic information;
- Work to reduce emissions from each of the Council fleets, and those of their contractors in line with National Indicator NI194;

Climate Change and Energy Management

- Ensuring collaboration between the local air quality management regime and climate change regimes (both at local and regional level). This will be particularly important where actions are needed to improve either air quality or reduce climate change gas emissions, to ensure that potential wider impacts are considered at an early stage. In most cases there should be synergies between actions required for climate change and air quality improvements, but in some cases there may be conflicts;
- Work to support the implementation of the Worcestershire Climate Change Strategy and the Herefordshire Climate Change Strategy in order to achieve the Greenhouse Gas emissions reductions targeted within these strategies;

- Promoting energy efficiency measures both within the Council buildings and within external organisations.

Health and Education

- Investigating mechanisms to forge better links with the Herefordshire PCT and the Worcestershire PCTs in order to investigate potential links and opportunities for the dissemination of information relating to air quality and health;
- Keeping the public informed of work relating to local air quality management in the Counties of Herefordshire and Worcestershire. This can be done via a number of mechanisms, both at the very local level (for example in specific AQMAs) or County wide (through the provision of a Herefordshire and Worcestershire air quality web site);
- Encouraging the local community to take actions which reduce personal contribution to local air quality emissions and CO₂ emissions;
- Improving the air quality information available for the public as well as specific stakeholders. This will include the provision of information in a number of formats to make it accessible to as many sectors of the population as possible;

Industry and domestic sources

- Providing advice and enforcing legislation for control of emissions from industrial sources;
- Providing advice and enforcing legislation for control of emissions from domestic sources;
- Working closely with the Environment Agency where any Part A installations contribute significantly to air quality;

Monitoring the effectiveness of this Strategy

- Monitoring the progress of our actions in implementing this strategy;
- Reviewing the Strategy on a regular basis (the document will be reviewed on an 18 month cycle). It is likely that the next review may include specific recommendations for each of the authorities.

5 Monitoring the success of the strategy

- 5.1 The effectiveness of any strategy should be monitored periodically to ensure the aims and objectives are being met. Indicators can be used to monitor the effectiveness of a strategy, and should be easy to use and transparent in their use.
- 5.2 Air quality management and actions to improve air quality need to be implemented by a range of stakeholders. The implementation of any air quality strategy should therefore be dependent on meeting the needs of the community to which it relates. Communication and collaboration is the key to ensuring that measures arising from this strategy are implemented. The continued work of the Herefordshire and Worcestershire Pollution Group is central to the implementation of this strategy, and the group will require input from the wider stakeholders identified in this report to ensure that implementation of the Strategy remains an active and ongoing process.
- 5.3 There are a number of possible indicators to use in monitoring the effectiveness of the strategy. Some indicators may provide direct evidence for improving air quality, with others providing an indication of changes in other policy areas which are likely to improve air quality.

AQ Monitoring

- 5.4 The local authorities of Herefordshire and Worcestershire have a network of monitoring sites which could be used to directly report on trends in air pollutant concentrations. Some indicators of air quality include:
- Reductions in nitrogen dioxide concentrations within AQMAs in Herefordshire and Worcestershire;
 - Number of days when air pollution is moderate or higher¹.

LTP indicator

- 5.5 For both the current Herefordshire LTP and the Worcestershire LTP, the air quality target (LTP8) is to reduce concentrations within AQMAs to below 40 $\mu\text{g}/\text{m}^3$ by 2010/11. This is a stretching target and is also adopted by this strategy for consistency.

¹ NB only relevant at real time sites, but fits in with national indicator

National indicator on air quality in the Comprehensive Area Assessment

- 5.6 National Indicator 194 enables authorities to lead by example in reducing their own emissions of NO_x and PM₁₀ across the wider area of their authority, not just hotspots that have been designated as air quality management areas under Part IV of the Environment Act 1995.
- 5.7 The air quality performance indicator, NI 194: Air quality requires NO_x and primary PM₁₀ emissions through authority's estate and operations. This is also used as an indicator for this strategy.

Climate Change Gas Emissions

- 5.8 Both Herefordshire and Worcestershire include in their current Local Area Agreements a reduction in climate change gas emissions, however, there are no targets relating to air quality directly. In Worcestershire the target is to reduce Climate Change gas emissions across the County by a minimum of 10% from 2005 levels by 2011 and 20% by 2020. In Herefordshire, the Climate Change Strategy includes a target to reduce greenhouse gas emissions in line with the UK's Energy White Paper: a 60% reduction in CO₂ emissions from 1990 levels by 2050. These are also used as indicators for this strategy in the two counties.

Other strategy targets

Local Area Agreements

- 5.9 The Worcestershire Partnership delivers the Worcestershire's Local Area Agreement and Community Strategy. The Theme Groups within the partnership and are responsible for turning strategy into practice. One such theme group is WPEG (Worcestershire Partnership Environment Group). WPEG's aims are to advance the environmental threads of the Community Strategy, to act as Worcestershire's environmental voice in the county and the region, and to act as the primary advisor to the Worcestershire Partnership on natural and built environment matters. WPEG produces an annual 'State of the Environment' report to monitor a series of indicators. These indicators are drawn from each of the other task groups and specifically includes new indicators relating to air quality specified below:
- Reduce nitrogen dioxide concentrations within AQMAs within Worcestershire (below 40µg/m³)
 - Reduce the number of days when air pollution is classified as 'moderate' or 'higher'
- 5.10 These targets complement those set out in paragraph 5.4.

Area wide vehicle mileage

- 5.11 Area wide vehicle mileage is reported as LTP mandatory indicator LTP2. In Herefordshire the indicator is to restrain growth in area wide vehicle mileage to 1% per year. In Worcestershire the target is a 17% increase over the period of the LTP.

Cycling

- 5.12 Cycling trips are reported as LTP mandatory indicator LTP3. In Herefordshire the indicator is to increase cycling trips by 18% from a 2003/4 base to 2010/11. In Worcestershire the target is to keep cycling at the same level as 2003/4.

Public Transport Patronage

- 5.13 Public Transport Patronage is included in the LTP as a Best Value Performance Indicator (BVPI102). In Herefordshire the indicator is a 1% increase in passenger trips per year by 2010/11 when compared with a 2003/4 base case. In Worcestershire the indicator is an increase from 13.6 million public transport trips (2003/4) to 13.7 million public transport trips in 2010/11.

Emissions from Council fleet

- 5.14 NI 194 incorporates targets for the percentage reductions in NO_x and primary PM₁₀ emissions from a local authority's estate and operations. This Strategy supports the specific targets in each of the authorities in question relating to NI194.

6 Conclusions

- 6.1 The development of this Air Quality Strategy for Herefordshire and Worcestershire signifies a recognition that improving local air quality is the responsibility of a range of stakeholders and professions. Although Environmental Health professionals are tasked with monitoring and assessment of air quality, the actions and measures necessary to reduce pollutant concentrations will remain with a wider-range of professionals and bodies.
- 6.2 Although future improvements in local air quality are predicted as a result of technological advances in vehicle engines and improved fuels, there is still a need to reduce the increasing reliance on private motor vehicle use and to provide access to improved public transport services and alternatives to private motor vehicles. Traffic accounts for the main source of emissions across the County, and accounts for all the AQMAs declared. As such, the implementation of the Local Transport Plans is fundamental to the improvement of local air quality, or maintenance of good air quality, across the region.
- 6.3 Section 2 of this report includes a number of other policy areas which will be crucial to the improvement in air quality across Herefordshire and Worcestershire. The gradual integration of air quality into these other policy areas will ensure that air quality is considered at all levels of decision making. As other strategies and policy processes are gradually updated, it is hoped that this strategy will be used as a key document in the provision of information about air quality. As such, this strategy will need to be kept updated through regular reviews.

7 Glossary

AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
AQS	Air Quality Strategy
BC	Borough Council
BVPI	Best Value Performance Indicator
CC	City Council
CO ₂	Carbon dioxide
DC	District Council
NI	National Indicator
LDF	Local Development Framework
LTP	Local Transport Plan
NO _x	Nitrogen oxides
PCT	Primary Care Trust
PM ₁₀	Particulate Matter of less than 10 µm in diameter

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Planning Protocol for Herefordshire & Worcestershire

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1 Introduction

- 1.1 This Air Quality and Planning Protocol is intended to support local planning decision-making in respect to all future developments within the local authorities of Herefordshire and Worcestershire, and to ensure a consistent process is used to assess the likely impact of development on local air quality.
- 1.2 The Protocol begins with an introduction to the context of air quality and planning. The document then goes on to discuss requirements for air quality assessments (when are they required and what they should include) and how the outcomes of the air quality assessment should be interpreted. There is also a section on control of dust and emissions from construction and a section on mitigating impacts.
- 1.3 A number of guidance documents have been used in the preparation of this protocol, in particular the NSCA¹ 'Development Control: Planning for air quality' document, which has been adapted for local use within this document, and the GLA guidance on 'The control of dust and emissions from construction and demolition: Best Practice Guidance'. Links to these and other useful documents have been included in Appendix 4.

¹ National Society for Clean Air – now renamed Environmental Protection UK (EPUK)

2 Context of Air Quality and Planning

Local Air Quality Management Policy Background

- 2.1 The local air quality management process in the UK is legislated through the Environment Act 1995 (Part IV). The Environment Act puts a requirement on the Secretary of State to publish an Air Quality Strategy, which was initially published in 1997², and more recently revised in 2007³. The National Strategy establishes a set of health-based objectives for local air quality management for seven pollutants as follows:
- Nitrogen dioxide (NO₂) (annual mean, hourly mean)
 - Fine particulate matter (PM₁₀) (annual mean, daily (i.e. 24-hour) mean)
 - Sulphur dioxide (SO₂) (daily mean, hourly mean, 15-minute mean)
 - Carbon Monoxide (CO) (running 8-hour mean)
 - Benzene (running annual mean)
 - 1,3-butadiene (running annual mean)
 - Lead (Pb) (annual mean)
- 2.2 The various objectives associated with different pollutants are dependant upon the type of health impact resulting from exposure to them. Some pollutants have long-term health impacts, and so there are annual mean objectives ascribed to them (e.g. nitrogen dioxide and PM₁₀). Other pollutants have short-term health impacts, and so short-term objectives are ascribed (e.g. 15-minute mean objective for sulphur dioxide and the 1-hour mean objective for nitrogen dioxide). The current air quality objectives relevant for Local Air Quality Management are included in Appendix 1.
- 2.3 The averaging period of the objective influences the locations where public exposure is considered relevant, and therefore the significance for planning developments or proposals. Further guidance on the application of air quality objectives is set out in policy guidance⁴ and technical guidance⁵ for local authorities on Local Air Quality Management. It should be noted that these guidance documents are currently being updated and are likely to be superseded by the end of 2008.

² Department of the Environment and the Scottish Office (DoE) 1997. The United Kingdom National Air Quality Strategy. CM3587. The Stationery Office, London.

³ Department of Environment, Food and Rural Affairs (Defra) 2007. National Air Quality Strategy, <http://www.Defra.gov.uk/environment/airquality/strategy/>

⁴ Department of Environment, Food and Rural Affairs Defra, 2003. Local Air Quality Management Policy Guidance, LAQM.PG(03).

⁵ Department of Environment, Food and Rural Affairs Defra, 2003. Local Air Quality Management Technical Guidance LAQM.TG(03).

- 2.4 Guidance document TG(03) provides clarification on locations defined as relevant receptors. Residential properties, schools, hospitals and other such premises should be considered with respect to pollutants with long-term objectives. Relevant locations where the short-term objectives should be considered are more wide-ranging, and may include any location where members of the public have access for the averaging time in question.
- 2.5 Where objectives are not likely to be achieved at relevant locations, local authorities must declare an Air Quality Management Area (AQMA), following which there is a requirement to undertake a Further Assessment and prepare and implement an Action Plan, setting out how air quality will be improved.
- 2.6 The UK Air Quality Strategy published in 2007 introduces the concept of exposure reduction for fine particulate matter ($PM_{2.5}$) which does not exhibit a threshold for effect (i.e. there is no recognised safe level for exposure). The exposure reduction approach is designed to be a more cost-effective way of achieving reductions in the health effects of air pollution by providing a driver to improve air quality everywhere in the UK rather than just in hotspot areas. It is an objective focused on reducing average exposures across the most heavily populated areas of the country, and is not directly applicable to individual developments. The exposure reduction approach is supplemented by a 'backstop objective' or 'concentration cap' to ensure a minimum standard of protection for the whole population. It should be noted that these objectives have not been included in Regulations for the purpose of LAQM. however, they are included within the recent 'Clean Air for Europe' Directive⁶ and therefore will need to be considered within Environmental Statements under the EIA Regulations.

Air Quality Management in Herefordshire and Worcestershire

- 2.7 All local authorities have a duty to assess air quality periodically across their Districts, and to report on the findings. Information on air quality is published regularly through reports, which are provided on Council websites. Developers working across the Counties are urged to make use of individual Council air quality review and assessment reports to ensure they have the latest available air quality information.
- 2.8 Air quality across the counties of Herefordshire and Worcestershire is generally good. There have, however, been some hotspots identified where the health-based air quality objectives are currently not being met. In all cases, the problems are associated with the annual mean objective for nitrogen dioxide. In Herefordshire, two AQMAs have been declared (in Hereford and Leominster), Wychavon has declared an AQMA in Evesham, Bromsgrove has declared at Lickley End (junction

⁶ http://ec.europa.eu/environment/air/index_en.htm

of the M42 and A38) and Wyre Forest has declared 2 AQMAs (Horsefair and Welch Gate). As the Review and Assessment process progresses, it is likely that this picture will change and potentially more AQMAs will be declared.

National Guidance

2.9 Planning Policy Statement 1 on *Delivering Sustainable Development*⁷ sets out the Government's objectives for the planning system in the UK, stating that policies *should take account of environmental issues such as air quality and pollution*. PPS1 also contains guidance on general principles for pollution issues, stating that:

- Significant adverse impacts on the environment should be avoided and alternative options or mitigation should be pursued.
- The polluter pays principle should be employed.
- The causes and impacts of pollution should both be addressed.

2.10 Planning Policy Statement 23 on *Planning and Pollution Control* develops the concept of sustainable development and sets out eight principles that are of overarching importance to decision making in relation to air quality and pollution generally. These principles include :

- Using scientific knowledge
- Respecting environmental limits
- Making the polluter pay
- Taking a long-term perspective

Air quality as a material planning consideration

2.11 Annex 1 of PPS23 states that any air quality consideration that relates to land-use and its development is capable of being a material planning consideration. The impact on ambient air quality is likely to be particularly important:

- Where the development is proposed inside, or adjacent to, an Air Quality Management Area (AQMA) designated under Part IV of the Environment Act 1995;
- Where the development could in itself result in the designation of an AQMA; and
- Where to grant planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan.

2.12 Appendix A of PPS23 is particularly significant in identifying developments, plans and strategies, which are material considerations in the preparation of development plan documents and in

⁷ Department of Communities and Local Government (DCLG), 2005. Planning Policy Statement 1: Delivering Sustainable Development
<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement>

individual planning application decision-making processes. Such matters of relevance to this Planning Protocol for the Herefordshire and Worcestershire area include the following:

- Air quality within AQMAs is subject to local variation. Poor air quality in excess of the air quality objectives may only occur along the most heavily trafficked roads.
- AQMAs are often designated because of emissions from heavy traffic flows. Exposure to pollutants of concern when proposals include developments such as housing, hospitals, schools, nurseries or elderly persons homes. Such developments may not require an EIA because they do not necessarily generate large volumes of traffic themselves, but the provision of ventilation, location of opening windows etc, needs to be considered in relation to exposure. These considerations could form part of an Air Quality Assessment for a proposed development
- The footprint of a buildings and design of the development can affect the exposure of users to poor air quality within an AQMA. This should be considered at the earliest stage in the preparation of a planning application, as its overall air quality performance can affect the viability of a scheme.
- Air quality deterioration may be cumulative. The effects of multiple developments on the air quality of an area may need to be considered, and in particular, the overall effect of additional load from further development proposals.

2.13 In addition to the above, the forthcoming Air Quality Strategy for Herefordshire and Worcestershire, together with this Air Quality and Planning Protocol, constitute management plans with a bearing on environmental quality, and as such are material in the consideration of individual planning applications.

Regional Spatial Strategy

2.14 At a regional planning level, Herefordshire and Worcestershire are encompassed within the Regional Spatial Strategy for the West Midlands (RSS11). The full West Midlands Regional Spatial Strategy (formerly RPG 11) was initially published by ODPM in June 2004. Following the publication of the Phase One Revision, a revised West Midlands Regional Spatial Strategy was issued in January 2008. As such, it guides the preparation of local authority development plans and local transport plans in the West Midlands up to 2021.

2.15 Within the Regional Spatial Strategy, the policy most relevant to air quality is policy QE4 C, which states that “*Local authorities and others should also encourage patterns of development which maintain and improve air quality and minimise the impact of noise upon public space*”. The importance of the air quality management process is recognised in paragraph 8.45 of the RSS.

Air Quality and Local Planning Policy Background

- 2.16 Many Local Plans across the Herefordshire and Worcestershire area are currently under review, as the process of developing Local Development Frameworks (LDFs) is underway. In 2004, the planning system in England and Wales underwent a significant change, with the Planning and Compulsory Purchase Act 2004 (the 'Act') replacing much of the Town and Country Planning Act 1990. The provisions in the Act intend to provide a more flexible plan-making system locally and regionally, with more community involvement and an improved development control process. The Act abolishes Structure Plans and Local Plans, replacing them with Local Development Frameworks (LDFs), Local Development Schemes (LDS) and Local Development Documents (LDDs). Local authorities are now preparing their Local Development Frameworks under the new regime, although the statutory status of Unitary Development Plans, Local Plans or Structure Plans will be retained until LDFs are in place. It is therefore timely to incorporate air quality issues and considerations into the planning process as a new regime evolves.
- 2.17 More detailed information on local planning policies can be found in the Air Quality Strategy for Herefordshire and Worcestershire (Part 2: Supporting Information).

3 Requirements for Air Quality Assessments

- 3.1 An Air Quality Assessment is a qualitative or quantitative study undertaken to estimate the impact of a proposed development on air quality in the locality. An air quality assessment should also determine whether a proposed development will cause new residents to be exposed to unacceptable air pollutant concentrations (which is usually translated to mean above any specific air quality objective). This assessment process is likely to involve the consideration of local monitoring data and the prediction of future concentrations using an air quality model.

When is an AQA Required?

- 3.2 An Air Quality Assessment may be required as part of a formal EA being carried out for the development or as a standalone report in support of the Planning Application. The requirement to provide an air quality assessment to accompany a planning application should be based on the specific characteristics of the proposed development and the potential for impacts from local emissions during the construction phase and operational phase of the development proposal.
- 3.3 An Air Quality Assessment should be designed to fit the scale of the likely impacts, taking into account the cumulative air quality impacts of committed developments (i.e. proposals that have been granted planning permission at the time the assessment is undertaken), to ensure that a realistic scenario of air quality is presented for both the “without development” and “with development” predictions.
- 3.4 Across Herefordshire and Worcestershire, each local authority currently has different ways of ensuring that air quality is considered within the development control process. Some follow the NSCA Guidance on Planning and Air Quality for deciding when to ask for air quality assessments, with others having a more *ad hoc* approach where Environmental Health colleagues are consulted in relation to all planning applications and those with a potential impact are identified. Other local authorities currently have no procedure for identifying where air quality assessments may be required. It is hoped that this document can provide a more structured and consistent approach across Herefordshire and Worcestershire. It should be noted that the criteria included in this document are based on the NSCA Planning and Air Quality guidance, so those authorities already using that document will have no change in approach.
- 3.5 The decision as to whether an air quality assessment is required or not will require judgement as it is not possible to apply an exact and precise set of criteria to all development proposal situations.

However, the following criteria, taken from the NSCA Guidance on Air Quality and Planning, may help define when an air quality assessment should be considered necessary:

- Proposals for industrial or commercial activity requiring regulation under Pollution Prevention and Control Regulations (PPC);
- Proposals that will result in increased congestion, a change in traffic volumes (typically a change in annual average daily traffic (AADT) or peak traffic flows of more than + 5% or 10%, depending on local circumstances), or a change in vehicle speed (typically of more than +/- 10 kph), or both, usually on a road with more than 10, 000 AADT;
- Proposals which significantly alter the composition of traffic locally (i.e. increase the proportion of HGVs) for example bus stations, HGV parks, increased delivery traffic etc.;
- Proposals that include new parking – e.g. >300 spaces or an increase in current parking provision by, for example 25%, although account should be taken of car park turnover, i.e. the difference between short-term and long-term parking or new coach or lorry parks;
- Developments located in, or which may affect, sensitive areas (e.g. ecological sites) or areas of poor air quality (including AQMAs), where either direct emissions to air occur, or where any of the preceding criteria are met;
- Introduction of new exposure close to existing sources of air pollutants, including road traffic, industrial operations, agricultural operations etc.;
- Potential impacts from construction on nearby residents;
- Development which would give rise to significant dust emissions in areas where people and/or commercial activities would be exposed.

3.6 Some local authorities make use of the criteria used to trigger a transport assessment as trigger criteria for an air quality assessment. Assessments, may, however not be required in every circumstance when a transport assessment is required. A balance must be struck between burdening developers with unnecessary assessments, and ensuring that all significant impacts are quantified.

What should an Air Quality Assessment include?

3.7 An Air Quality Assessment is required to demonstrate the impacts of a development on local air quality concentrations (i.e. whether the proposed scheme is likely to have a negative or positive impact). The assessment should determine whether a specific development is significant or otherwise in terms of local air quality, which could be ascertained through a detailed dispersion modelling study (e.g. see LAQM.TG(03)⁸ for examples of modelling tools), taking account of the following scenarios:

- Current air quality concentrations in the vicinity of the proposed development location;

⁸ Department of Environment, Food and Rural Affairs Defra, 2003. Local Air Quality Management Technical Guidance LAQM.TG(03). <http://www.defra.gov.uk/environment/airquality/local/guidance/pdf/laqm-tg03.pdf> it should be noted that TG(03) will be superseded in 2008 by Technical Guidance currently being prepared

- Future predictions of air quality concentrations (in relation to the EU Limit Values and national air quality objectives) without the proposed development in place (i.e. a baseline scenario). This scenario should include impacts from any committed development in the vicinity of the proposed development site;
- Future predictions of air quality concentrations (in relation to the EU Limit Values and national air quality objectives) with the proposed development, at the completion date.

3.8 A developer is strongly advised to discuss the requirements of an AQA with Officers from Environmental Health departments.

3.9 An air quality assessment should ensure that the following issues are considered and the information provided:

General issues

- The assessment should set out the aims and objectives clearly.
- Relevant pollutants and objectives being considered should be identified.
- Location maps should be provided, with a detailed description of the location of any proposed residential property in relation to the local road network.
- Sensitive receptors and locations of relevant exposure, either existing or proposed, should be clearly identified.
- Any modelling area studied should be clearly identified.
- The assessment should consider any committed developments in the vicinity of the proposed development in question, so as to address the potential for cumulative impacts.

Modelling work

- Modelling work undertaken should be described in detail, with the rationale for using a specific model provided and the modelling scenarios clearly presented. The information should include the type of model and the version of the model used.
- Model verification should be undertaken, using appropriate local monitoring data. The Government's technical guidance LAQM.TG(03) provides information on suitable approaches to model verification.

Model input data

- All emissions input data for point sources should be clearly tabulated (i.e. stack heights, emission rates, and stack exit parameters).
- Road traffic input data should be specified, including traffic flows (including criteria such as annual average daily flows (AADTs), average speeds, HGV composition), and the source of such information should be made clear.
- The meteorological data used in modelling work should be described.
- Any variables used in the modelling work, such as surface roughness, should be detailed in the report. With respect to nitrogen dioxide, the appropriate methodology used to address the NO_x:NO₂ relationship should be expressed. The source of background concentrations used should be detailed.

Impact Assessment

- Modelling results should be expressed in relation to relevant exposure, on scaled maps suitable for visualising any impacts. Figures should clearly indicate the pollutant and averaging time being assessed, the modelling scenario being considered and the spatial extent of any potential exceedences.
- The potential for any exceedences of the Limit Values or air quality objectives should be discussed.
- Modelling uncertainty should be taken into account, and all assumptions made should be discussed.
- The overall impact of the proposed development should be considered in terms of the potential significance of any predicted increase in pollutant concentrations.
- Proposals for mitigation, both in terms of measures to reduce the impact from construction and demolition phases of the proposed development and in terms of the operation of the development, should be discussed.

Introduction of exposure into polluted area

- 3.10 As well as assessing the impact of the proposed development on local air quality, the air quality assessment should also include the impact of existing air quality on potential sensitive receptors within the proposed development. This would apply where new sensitive development is proposed within an existing AQMA or could include scenarios that introduce exposure for the first time into sites which are subject to air quality in excess of objectives, but currently have no relevant exposure (and are therefore are not currently declared as AQMAs). Where relevant, air quality assessments should include the impact of potential air quality on residents in the first year of operation, including the impacts of the development and any other committed developments which may have an impact.

How should 'significance' be considered within an Air Quality Assessment?

- 3.11 The outcome of an Air Quality Assessment should be a description of the significance of the proposal in question on local air pollutant concentrations. Significance should not only relate to a comparison of pollutant concentrations against the national air quality objectives and EU Limit Values, but should consider the magnitude of any change.
- 3.12 The NSCA Guidance on Planning and Air Quality sets out the consideration of significance at two stages in the process:
- The first is the requirement to set out the significance of any air quality impacts within the air quality assessment using the professional judgement of the authors;

- The second is the requirement for the local authority to evaluate the significance of the air quality impacts using the professional judgement of its officers to help it reach a decision on the planning application.

Significance within the Air Quality Assessment

- 3.13 Different Air Quality Assessments will use different descriptors and terminology. Again, the NSCA Guidance on Planning and Air Quality has been used as an example of one methodology of defining the 'significance' of air quality considerations of any particular development. The main requirement within the Air Quality Assessment will be to describe significance in terms of the change in concentration with the development, and the absolute concentration after the change in relation to the air quality objectives. The numbers of people exposed to the change should also form part of the judgement of significance. The magnitude of change is likely to become an increasingly important component of the significance particularly for pollutants such as particulate matter for which there is no threshold for effects. An example of the descriptors included in the NSCA Guidance on Planning and Air Quality have been included in Appendix 2.

Assessment of significance by local authorities

- 3.14 When a planning application is received with an accompanying Air Quality Assessment, the planning authority will then need to carry out its own evaluation of the significance. Figure 3.1, taken from the NSCA Guidance on Air Quality and Planning has been included for help in this respect.
- 3.15 There are a number of key points which should be borne in mind when using the flow chart:
- Air quality has the potential to be a material planning consideration in all planning applications. Whether it is a material consideration for any individual application will depend on the circumstances of the case, both in terms of the proposed development and its environment or location;
 - Likewise the significance of impacts will depend on the context of the development. For example, a proposal for a highly polluting industry in an already highly polluted, and populated, urban area would see air quality as one of the prime considerations. For a low polluting office development in an area of low pollution, air quality is likely to be of low priority;
 - The flow chart is equally applicable to a development which increases emissions (worsens air quality) as to one where the main impact is to increase exposure, such as a residential development;

- The weight given to the EU Limit Values reflects their status in law. The Limit Values are binding on the UK as a whole, whereas there is no legal obligation placed on central government or local authorities to meet the UK Air Quality Objectives, despite the fact that they are contained in regulation;
- Several steps require a judgement to be made of the 'significance' of the worsening that will take place. This judgement should be carried out by a suitably qualified officer and the exercise of professional judgement is an important part of the assessment. The exercise of judgement by the local authority should be as transparent and open as possible, and is clearly open to challenge by either the developer or third party stakeholders.

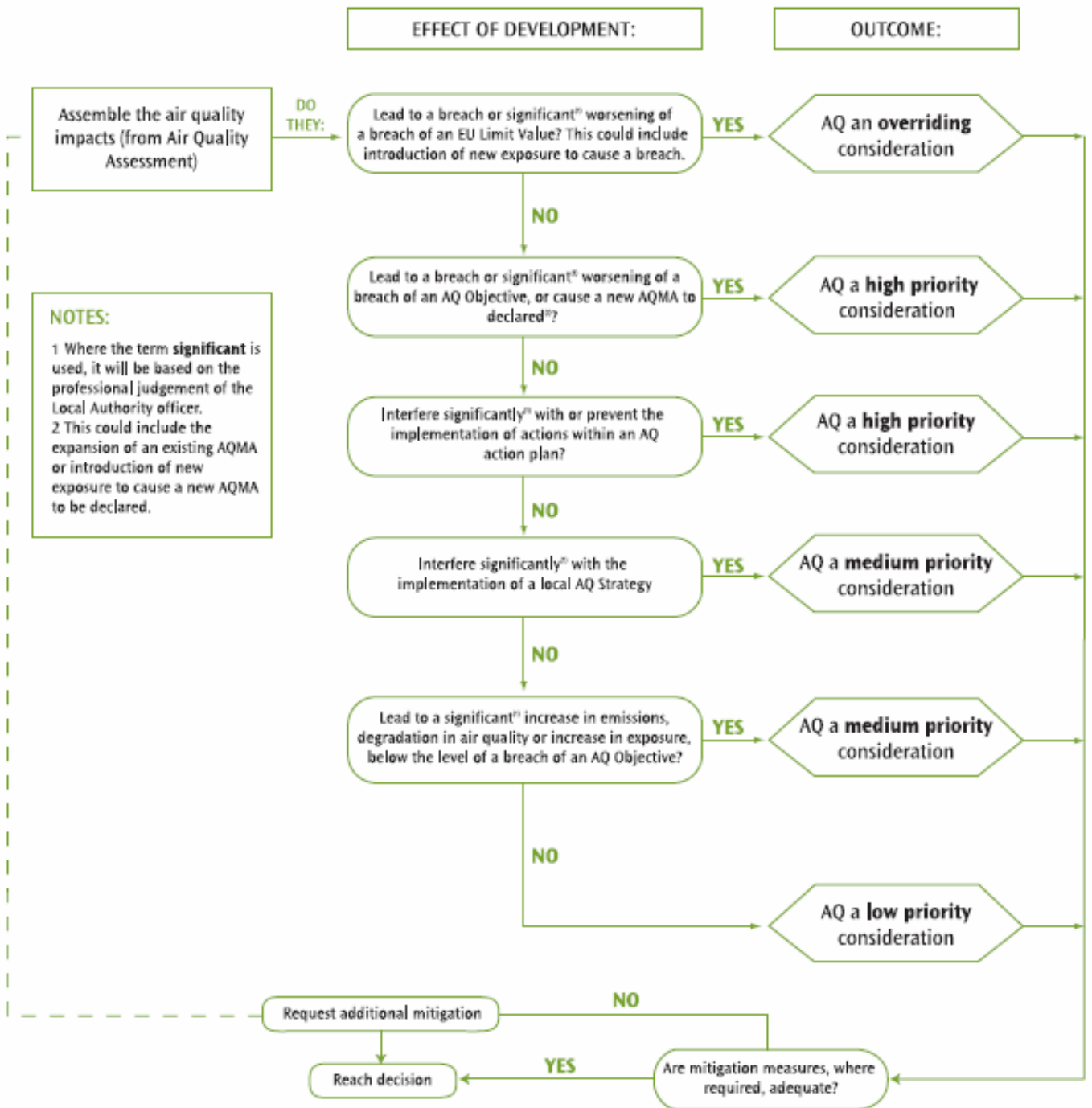


Figure 3.1 Steps for the Local Authority to Assess the Significance of Air Quality Impacts of a Development Proposal (taken from the NSCA Planning and Air Quality Guidance)

When is an Air Quality Assessment adequate or not?

- 3.16 The adequacy of an assessment should be judged on whether or not the approach and methodology is acceptable, supporting evidence is provided and whether the outcomes of the assessment appear reasonable.
- 3.17 Developers intending to submit an air quality assessment to accompany a planning application should ensure that they have familiarised themselves with the expected requirements of an assessment, as discussed in the previous section. This will follow on from dialogue with Environmental Health Officers, to establish the scope of the required assessment. The issues outlined in paragraph 3.8 provide a useful starting point to base an appraisal of the adequacy of an air quality assessment.

4 Construction Dust and Emissions

- 4.1 The construction phase of a development (particularly a large development) can cause emissions of dust and fine Particulate Matter, PM_{10} which can be a source of nuisance and also has the potential to add to air quality objective exceedences. There can also be a potential for cumulative impacts from construction, where a number of nearby developments overlap in the construction phase. Most dust particles are too big to be inhaled but can cause eye, nose and throat irritation and lead to deposition on cars, windows and property. PM_{10} is of more concern to human health as the particles can enter the lungs.
- 4.2 Where relevant, air quality assessments should include an assessment of the construction phase of the development which in some cases can last for many months or even years. The impacts of construction traffic, demolition activities as well as construction plant on site may be relevant.
- 4.3 Some local authorities already have their own Considerate Contractors Scheme and there is a national scheme, which includes many elements of best practice and aims to reduce the environmental impact of construction sites. Some local authorities have their own Best Practice Guidelines for construction dust emissions which they can use as a planning condition. There is a London Best Practice Guide which sets out the sizes of sites which are at risk of causing an impact, and then sets out in detail, the mitigation measures expected for the different categories of building site. Mitigation measures come under headings of Site Planning, Construction Traffic, Demolition works and Site activities.
- 4.4 There are no formal assessment criteria for dust. In the absence of formal criteria, a set of distance based criteria has been developed (Table 4.1). These criteria are based on professional experience, drawn from many years of involvement with assessments of different types of project, together with discussions with practitioners in the field, and consideration of a range of published reports.

Table 4.1: Assessment Criteria for Dust from Construction Activities, with Standard Mitigation in Place

Source		Potential Distance for Significant Effects (Distance from source)		
Scale	Description	Soiling	PM ₁₀ ^a	Vegetation effects
Major	Large construction sites, with high use of haul routes	100 m	25 m	25 m
Moderate	Moderate sized construction sites, with moderate use of haul routes	50 m	15 m	15 m
Minor	Minor construction sites, with limited use of haul routes	25 m	10 m	10 m

^a Significance based on the 2004 objective, which allows 35 daily exceedences/year of 50 µg/m³

- 4.5 There is also the possibility of dust being tracked out of the site along roads. Table 4.2 sets out the assessment criteria in terms of distance from the site to which significant dust may be tracked out and the potential distance from the roadside for significant effects.

Table 4.2: Assessment Criteria for Construction Dust Track-Out with Standard Mitigation in Place.

Source		Potential Distance from roadways for Significant Effects (Distance from edge of road)		
Scale	Distance along roadways that dust might be tracked	Soiling	PM ₁₀	Vegetation effects
Major	250 m	50 m	15 m	15 m
Moderate	100 m	25 m	10 m	10 m
Minor	25 m	15 m	5 m	5 m

5 Mitigating Impacts

- 5.1 The final stage in the Air Quality Assessment process is to recommend the actions which should be undertaken, or measures put in place, in order to remove impacts as far as is reasonably practicable. The types of measures proposed to achieve improvements in air quality will depend on the nature and scale of the proposed development.

Planning Conditions and Obligations

- 5.2 Conditions can be placed on planning permissions, where they are necessary in order to make the development proposal acceptable. Government advice in Circular 11/95 sets out 6 tests for conditions. Conditions must be: necessary, relevant to planning, relevant to the development to be permitted, enforceable, precise and reasonable in all other respects. Conditions may not require the payment of money or the transfer of land ownership.
- 5.3 There may be times when the Council wants to control the impact of the development, but the desired restrictions go beyond the scope of planning conditions. In such cases it may be possible to enter into a legal agreement with the applicant and anyone else who has a legal interest in the land, under Section 106 of the Town and Country Planning Act 1990.
- 5.4 Planning obligations (or 'section 106 agreements') are private agreements negotiated (usually in the context of planning applications) between local planning authorities and persons with an interest in a piece of land (i.e. developers). They are intended to make development acceptable, which would otherwise be unacceptable, and can either prescribe the nature of development, secure a contribution from a developer to compensate for loss from development or mitigate impacts.
- 5.5 Where development in areas of poor air quality is proposed, the overall benefit of the development must be balanced against the specific harm, in air quality exposure terms, of locating that particular development at that particular site. It may also offer the opportunity to secure air quality or other environmental improvements which would not otherwise be available. In general terms, development can often be allowed to proceed providing due regard has been made to the air quality in the area. In all cases, the planning process should seek to obtain the best possible air quality conditions that would be reasonable for the development proposed. In some local authorities this has led to some innovative planning measures which have made a positive contribution to improving air quality.

- 5.6 Measures which it might be possible to consider for Section 106 agreements include: limiting car parking; car-free developments; supporting public transport; other transport infrastructure such as waling and cycling routes/ paths; and the purchase, installation, operation and maintenance of air quality monitoring equipment or provision of other assistance or support to enable authorities to implement any necessary monitoring or other actions in pursuit of an Air Quality Action Plan.

Planning Gain Supplement and Community Infrastructure Levy

- 5.7 At the end of 2006, the Government consulted on a proposal for Planning Gain Supplement (PGS) which is designed to capture a 'modest proportion' of the increase in land value accruing to landowners as a result of the granting of planning permission. As part of the proposal, the use of planning obligations would be scaled back to cover only 'direct impact mitigation' plus affordable housing.
- 5.8 The Community Infrastructure Levy (CIL) was an approach proposed in the Housing Green Paper to the implementation of the PGS. Following consultation with industry, local government and other stakeholders, the Government concluded that the best way to increase contributions towards infrastructure was the introduction on a CIL (formerly Planning Charges). The CIL option enables local authorities to apply a levy to all new developments (residential and commercial) in their area, subject to a threshold. Where appropriate, the local planning authority would use a CIL to supplement a negotiated agreement, which may be required for site specific matters.
- 5.9 The CIL will be based on a costed assessment of the infrastructure requirements arising specifically out of the development taking account of land values and potential uplifts. Standard charges would be set, which may vary from area to area and according to the nature of the development proposed. The CIL would break the link between a contribution and a particular development. Infrastructure requirements would include those mitigation measures which would be beneficial to improving air quality such as public transport improvements, infrastructure to encourage walking and cycling etc.

Impacts from construction and demolition

- 5.10 A number of useful documents covering the control of dust and emissions from construction and demolition activities have been published. Guidance is available from the Building Research Establishment on controlling dust from construction sites. The London Code of Practice: the control of dust and emissions from construction and demolition also includes mitigation measures for controlling dust and PM₁₀ emissions from construction. See Appendix 4 for details of documents.

Post development measures

- 5.11 Examples of mitigation have been included in the EPUK guidance on Planning and Air Quality and in the more recently published guidance 'Low Emissions Strategies: using the planning system to reduce transport emissions'. See Appendix 4 for details of documents.

6 Conclusions and Key Points

6.1 The need for closer integration of air quality within planning policy and development control has been recognised both within this planning protocol, and within the air quality strategy for Herefordshire and Worcestershire. This planning protocol seeks to facilitate this closer working between planners and air quality professionals across Herefordshire and Worcestershire and with closer collaboration, a more consistent approach to the treatment of planning issues within air quality management and the treatment of air quality issues within the planning system. To achieve this aim, there are a number of key points as follows:

- Any air quality consideration that relates to land use and its development is capable of being a material planning consideration. The weight given to air quality against other considerations is case specific;
- Two kinds of impact must be considered – the impact of the development on air quality (including both construction and operational impacts) and the impact of existing sources on the development (i.e. introducing exposure into an area already exceeding air quality objectives);
- In order for air quality to be properly considered within development control decisions, effective inter-professional relationships and efficient administrative systems are vital;
- Where air quality assessments are undertaken, it is important to seek agreement on the datasets, methodologies and outputs which are appropriate to the assessment of the developments air quality impacts;
- In assessing whether any particular development is likely to have a ‘significant’ impact on air quality, the ultimate assessment of the significance of air quality impacts should be made by the local authority with the assistance of data provided by the developer (usually in the form of an air quality assessment or chapter of an Environmental Statement). In assessing significance, professional judgement is necessary;
- The scale of mitigation imposed on a development must reflect the severity of its impacts and the context within which the development is to take place.

6.2 Development control carries the responsibility for integrating a very wide range of issues into planning decisions. Development control officers must therefore rely on the input on experts from other policy areas to inform those decisions. This protocol is intended to promote greater consistency in the process and help maximise the beneficial effects of good development control on air quality and the wider environment.

7 Appendix 1: Air Quality Objectives

7.1 The table below illustrates the air quality objectives within Regulations in England for local air quality management.

Table A1.1 Air Quality Objectives (England)

Pollutant	Time Period	Objective	To be achieved by
Benzene	Running annual mean	16.25 $\mu\text{g}/\text{m}^3$	2003
	Annual mean	5 $\mu\text{g}/\text{m}^3$	2010
1,3-Butadiene	Running annual mean	2.25 $\mu\text{g}/\text{m}^3$	2003
Carbon Monoxide	Maximum daily running 8-hour mean	10 mg/m^3	2003
Lead	Annual mean	0.5 $\mu\text{g}/\text{m}^3$	2004
	Annual mean	0.25 $\mu\text{g}/\text{m}^3$	2008
Nitrogen dioxide	1-hour mean	200 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year	2005
	Annual mean	40 $\mu\text{g}/\text{m}^3$	2005
Sulphur Dioxide	1-hour mean	350 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 24 times a year	2004
	24-hour mean	125 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 3 times a year	2004
	15-minutes mean	266 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 35 times a year	2005
Fine particles (PM₁₀)	24-hour mean	50 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 35 times a year	2004
	Annual mean	40 $\mu\text{g}/\text{m}^3$	2004

8 Appendix 2: Descriptors for Impact Magnitude

Table A2.1 An Example of Descriptors for Changes in Ambient Concentrations of Nitrogen dioxide and PM₁₀ (taken from the NSCA Guidance on Planning and Air Quality)

Magnitude of Change	Annual Mean NO ₂ / PM ₁₀	Days PM ₁₀ > 50 µg/m ³
Very large	Increase/decrease > 25%	Increase/decrease > 25 days
Large	Increase/decrease 15-25%	Increase/decrease 15-25 days
Medium	Increase/decrease 10-15%	Increase/decrease 10-15 days
Small	Increase/decrease 5-10%	Increase/decrease 5-10 days
Very Small	Increase/decrease 1-5%	Increase/decrease 1-5 days
Extremely Small	Increase/decrease <1%	Increase/decrease <1 days

Table A2.2 An Example of Descriptors for Impact Significance for New Relevant Exposure (taken from the NSCA Guidance on Planning and Air Quality)

Air Quality Impact Significance Criteria – New Exposure

Absolute Concentration at New Properties in Relation to Standard	Number of new properties exposed to concentration			
	0-20	20-100	100-500	>500
Above Standard	slight adverse	moderate adverse	substantial adverse	very substantial adverse
Below Standard but not Well Below	negligible	negligible	slight adverse	slight adverse
Well Below Standard	negligible	negligible	negligible	negligible

Well below the standard = < 75% of the standard level.

'Standard' in the context of this table relates to specific air quality objective or Limit Value in question

The number of properties relates to the number exposed to a particular concentration range, i.e. 10 properties within a development may be exposed to concentrations above the objective and therefore would be affected by slight adverse impacts. However 80 properties may be in locations where the predicted concentration is below the standard but not well below, and thus the impact on those properties is negligible.

Consideration may need to be given to drop off with height above ground level where there are flats involved.

Table A2.3 An Example of Descriptors for Impact Significance for Nitrogen dioxide and PM₁₀ (taken from the NSCA Guidance on Planning and Air Quality)

Air Quality Impact Significance Criteria

Absolute Concentration in Relation to Standard	Extremely Small	Very Small	Small	Medium	Large	Very Large
Decrease with scheme						
Above Standard with Scheme	slight beneficial	slight beneficial	substantial beneficial	substantial beneficial	very substantial beneficial	very substantial beneficial
Above Standard without scheme Below with Scheme	slight beneficial	moderate beneficial	substantial beneficial	substantial beneficial	very substantial beneficial	very substantial beneficial
Below Standard without scheme, but not Well Below	negligible	slight beneficial	slight beneficial	moderate beneficial	moderate beneficial	substantial beneficial
Well Below Standard without scheme	negligible	negligible	slight beneficial	slight beneficial	slight beneficial	moderate beneficial
Increase with scheme						
Above Standard without scheme	slight adverse	slight adverse	substantial adverse	substantial adverse	very substantial adverse	very substantial adverse
Below Standard without scheme Above with Scheme	slight adverse	moderate adverse	substantial adverse	substantial adverse	very substantial adverse	very substantial adverse
Below Standard with Scheme, but not Well Below	negligible	slight adverse	slight adverse	moderate adverse	moderate adverse	substantial adverse
Well Below Standard with Scheme	negligible	negligible	slight adverse	slight adverse	slight adverse	moderate adverse

Well below the standard = < 75% of the standard level.

'Standard' in the context of this table relates to specific air quality objective or Limit Value in question

9 Appendix 3: Glossary

AQA	Air Quality Assessment
AQS	Air Quality Strategy
AQMA	Air Quality Management Area
AQAP	Air Quality Action Plan
Defra	Department for Environment, Food and Rural Affairs
HGV	Heavy Goods Vehicle
IPPC	Integrated Pollution Prevention and Control
LAQM	Local Air Quality Management
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
NO ₂	Nitrogen dioxide
NO _x	Nitrogen oxides
PM ₁₀	Particulate Matter with an effective diameter of less than 10 microns (µm)
PPC	Pollution Prevention and Control
PPS	Planning Policy Statement
RPG	Regional Planning Guidance
RSS	Regional Spatial Strategy
TA	Traffic Assessment
UDP	Unitary Development Plan

10 Appendix 4: Useful Documents and Websites

Planning Policy Statement 23: Planning and Pollution Control (November 2004) ISBN 97801175392793.

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement23>

Planning Policy Statement 23: Planning and Pollution Control - Annex 1: Pollution Control, Air and Water Quality. ISBN 9780117539310.

<http://www.communities.gov.uk/publications/planningandbuilding/pps23annex1>

Planning Policy Statement 1: Delivering Sustainable Development. ISBN 978 0 11 753939 6

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement1>

Development Control: Planning for Air Quality. Produced by Environmental Protection UK.

<http://www.environmental->

[protection.org.uk/assets/library/documents/Development_Control_planning_for_air_quality.pdf](http://www.environmental-protection.org.uk/assets/library/documents/Development_Control_planning_for_air_quality.pdf)

London Councils Air Quality and Planning Guidance.

<http://www.londoncouncils.gov.uk/Transport/briefings/LondonCouncilsAirQualityandPlanningGuidance.htm>

Building Research Environment (2003) Controlling particles, vapour and noise pollution from construction sites. BRE Bookshop, London. www.brebookshop.com

The Control of Dust and Emissions from construction and demolition. Best Practice Guidance. Produced in partnership by the Greater London Authority and London Councils.

http://www.london.gov.uk/mayor/environment/air_quality/docs/construction-dust-bpg.pdf

Technical Guidance for Review and Assessment (TG(03))

<http://www.defra.gov.uk/environment/airquality/local/guidance/pdf/laqm-tg03.pdf>

Policy Guidance for Review and Assessment (PG(03))

<http://www.defra.gov.uk/environment/airquality/local/guidance/pdf/laqm-pg03.pdf>

Low Emissions Strategies. Using the Planning System to reduce transport emissions. Good Practice Guidance (currently under consultation).

<http://www.beacons.idea.gov.uk/idk/core/page.do?pagelId=7613079> http://www.cenex.co.uk/uploaded-documents/LES_Consultation_Draft.pdf

Regional Spatial Strategy 11. West Midlands. <http://www.wmra.gov.uk/page.asp?id=47>

Review and Assessment Helpdesk Planning Page: <http://www.uwe.ac.uk/aqm/review/planning.html>

Websites for local authority air quality information:

Herefordshire Council <http://www.herefordshire.gov.uk/environment/pollution/2264.asp>

Redditch Borough Council http://redditch.whub.org.uk/home/rbc-live-pollution_control-local_air_quality

Bromsgrove District Council. <http://bromsgrove.whub.org.uk/home/bdc-environmental-health-air-pollution>

Wychavon District Council <http://wychavon.whub.org.uk/home/wdcindex/wdc-env/wdc-env-air.htm>

Wyre Forest District Council <http://www.wyreforestdc.gov.uk/ccm/navigation/planning-environment/pollution/pollution-control---air-quality/?jsessionid=60A07C69E115B1B59FF534F177B8605A>

Worcester City Council <http://www.worcester.gov.uk/index.php?id=541>

Malvern Hills District Council <http://www.worcestershire.gov.uk/home/mhc-env-air-quality>



Air Quality Strategy for Herefordshire and Worcestershire

Part 2 Supporting Information

Document Control

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Job Number:	J650
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1 Managing Local Air Quality

- 1.1 This Chapter considers the context in which this AQS Framework is developed and how it is to be implemented. An introduction to the UK Local Air Quality Management (LAQM) regime is provided. Those organisations involved in the management of air quality are identified and the collaborative mechanisms currently underway across Herefordshire and Worcestershire relating to local air quality are described.

European legislation

- 1.2 At a European level, The EU Framework Directive 96/62/EC on ambient air quality assessment and management came into force in 1996. The aim of the Directive is to protect human health and the environment by avoiding, reducing or preventing harmful concentrations of air pollution. This is to be achieved by the setting of limit values/and or alert thresholds, making information available to the public, and maintaining or improving air quality. The Framework Directive is supported by four “Daughter Directives” that set air quality limit values and alert thresholds for twelve pollutants.
- 1.3 As a part of the 6th Environment Action Programme, the European Commission undertook to prepare a Thematic Strategy for air quality, in order to inform future policy developments. In September 2005 the Clean Air for Europe (CAFE), published its Thematic Strategy and a draft proposal for a Directive of the Council and Parliament on air quality.
- 1.4 A revised EC Directive on ambient air quality now in force, and has replaced and consolidated all of the existing directives listed above. The new Directive streamlines the existing directives; confirms the existing obligations, but introduces some flexibility in meeting these obligations under some circumstances; and introduces new controls for fine particulate matter ($PM_{2.5}$). These include a concentration cap of $25 \mu\text{g}/\text{m}^3$ (as an annual mean) to be achieved by 2015, and an average exposure level of $20 \mu\text{g}/\text{m}^3$ for urban areas. Exposure levels in these urban areas must be reduced by 20% by 2020 relative to 2010 levels (measured as a three-year rolling mean). The new Directive will need to be transposed into UK law by May 2010.

UK Legislation

- 1.5 Historically, the control of air pollution has been undertaken by controlling major industrial processes, and prior to the 1990s, air pollution legislation was generally reactive to specific

pollution episodes. The Clean Air Acts of 1956 and 1968 (consolidated into the Clean Air Act 1993 (OPSI 1993) addressed smoke emissions from domestic coal burning and smoke from industrial stacks. The publication of the Environment Protection Act 1990 (OPSI 1990) introduced a more integrated approach to environmental protection and pollution control in the UK. With increased scientific understanding of emission sources, fuel advancements and technologies, air pollution policy and legislation has evolved quickly over the 1990s, with a radical new regime for the management of local air quality unfolding towards the end of the 1990s.

- 1.6 The Government's White Paper *This Common Inheritance* (DoE 1990) introduced a new direction for air quality control. This was to build upon the existing technology-based controls by adding an effects-based, risk management approach through the formulation of a series of air quality standards. The new framework led to the formulation of the Environment Act 1995 (OPSI 1995) (Part IV, Air Quality), the primary legislation for the process of air quality management.

National Air Quality Strategy

- 1.7 The first National Air Quality Strategy was published in 1997 (DoE 1997). The Strategy was last updated in 2007 (Defra 2007a), and continues to provide the framework for local government to assess ambient air quality in their locality against specific health-based standards for nine pollutants (nitrogen dioxide, PM₁₀, sulphur dioxide, benzene, lead, 1,3-butadiene, carbon monoxide, PAH and ozone). Seven of which (excluding ozone and PAH) are regulated through the Air Quality Regulations 1997 (HM Government 1998), 2000 (HM Government 2000), Air Quality (England) (Amendment) Regulations 2002 (HM Government 2002) and 2007 (OPSI 2007). Annex 1 in Part 2 provides information on the specific pollutants.

Local Air Quality Management in Practice

- 1.8 Under the Environment Act 1995, local authorities have a duty, in consultation with the County Council, to review and assess local air quality within their areas. This involves monitoring for a number of pollutants against national objectives. Guidance for conducting LAQM is provided by central government (Defra 2003a and Defra 2003b). Where any exceedences of the objectives are found, the local authorities are then required to declare Air Quality Management Areas (AQMAs; under Section 83, Part IV of the Environment Act 1995) and to prepare Air Quality Action Plans setting out measures to reduce concentrations of air pollutants in pursuit of the objective levels. Government and non-government guidance is available for local authorities to assist with action planning¹.

¹ <http://www.uwe.ac.uk/aqm/review/index.html>

- 1.9 The focus of air quality review and assessments remains those locations where members of the public might reasonably be expected to be exposed over the averaging period of concern. Compliance with the air quality objectives is thereby determined by reference to the quality of air at any non-occupational, outdoor locations such as residential properties, schools, hospitals and public open spaces.

Role of Government, Agencies and Organisations

- 1.10 Improving local air quality across Herefordshire and Worcestershire is not only the responsibility of the six district local authorities and the County Councils through their respective planning, transport planning, environmental protection and other related functions. It is also the responsibility of central and regional Government (e.g. the Department for Environment, Food and Rural Affairs, the Department for Transport and the Regional Assembly) and agencies (e.g. the Highways Agency and Environment Agency). Others also play an important role in helping improve air quality through lobbying and constructive action, including local and regional organisations (e.g. Sustrans and environmental lobbying groups) and community groups. Individual citizens also play a role through personal choice (e.g. travel behaviour and consumer choices made).
- 1.11 The development of a Strategy should ensure that all the roles of those with a stake in improving air quality within Herefordshire and Worcestershire are identified.

Collaboration across Herefordshire and Worcestershire

- 1.12 The Herefordshire and Worcestershire Pollution Group is the central collaborative effort for this strategy. As a subgroup of the Chief Environmental Health Officers Group, it includes environmental health, scientific officers and, importantly, transport planners from the relevant constituent Local Authority departments. It enables consistency concerning local air quality management, declaration of any Air Quality Management Areas, monitoring and methods. Indeed, the group originated out of a desire to collaborate on an initial First Stage Air Quality Review and Assessment in 1998, following the new duty being placed on local authorities.
- 1.13 The system of local review and assessment of air quality, the development of the Local Transport Plan, along with strategic and local planning regimes, are the main processes with the need and opportunity for a wide scope of interested parties to consider impacts on air quality. There is a strong benefit in collaboration for technical issues and to ensure inclusion of air quality in other policy areas.

2 Air Quality Objectives

2.1 The table below illustrates the air quality objectives within Regulations in England for local air quality management.

Table 2.1 Air Quality Objectives (England)

Pollutant	Time Period	Objective	To be achieved by
Benzene	Running annual mean	16.25 $\mu\text{g}/\text{m}^3$	2003
	Annual mean	5 $\mu\text{g}/\text{m}^3$	2010
1,3-Butadiene	Running annual mean	2.25 $\mu\text{g}/\text{m}^3$	2003
Carbon Monoxide	Maximum daily running 8-hour mean	10 mg/m^3	2003
Lead	Annual mean	0.5 $\mu\text{g}/\text{m}^3$	2004
	Annual mean	0.25 $\mu\text{g}/\text{m}^3$	2008
Nitrogen dioxide	1-hour mean	200 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year	2005
	Annual mean	40 $\mu\text{g}/\text{m}^3$	2005
Sulphur Dioxide	1-hour mean	350 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 24 times a year	2004
	24-hour mean	125 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 3 times a year	2004
	15-minute mean	266 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 35 times a year	2005
Fine particles (PM₁₀)	24-hour mean	50 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 35 times a year	2004
	Annual mean	40 $\mu\text{g}/\text{m}^3$	2004

3 AQMAs in Herefordshire and Worcestershire

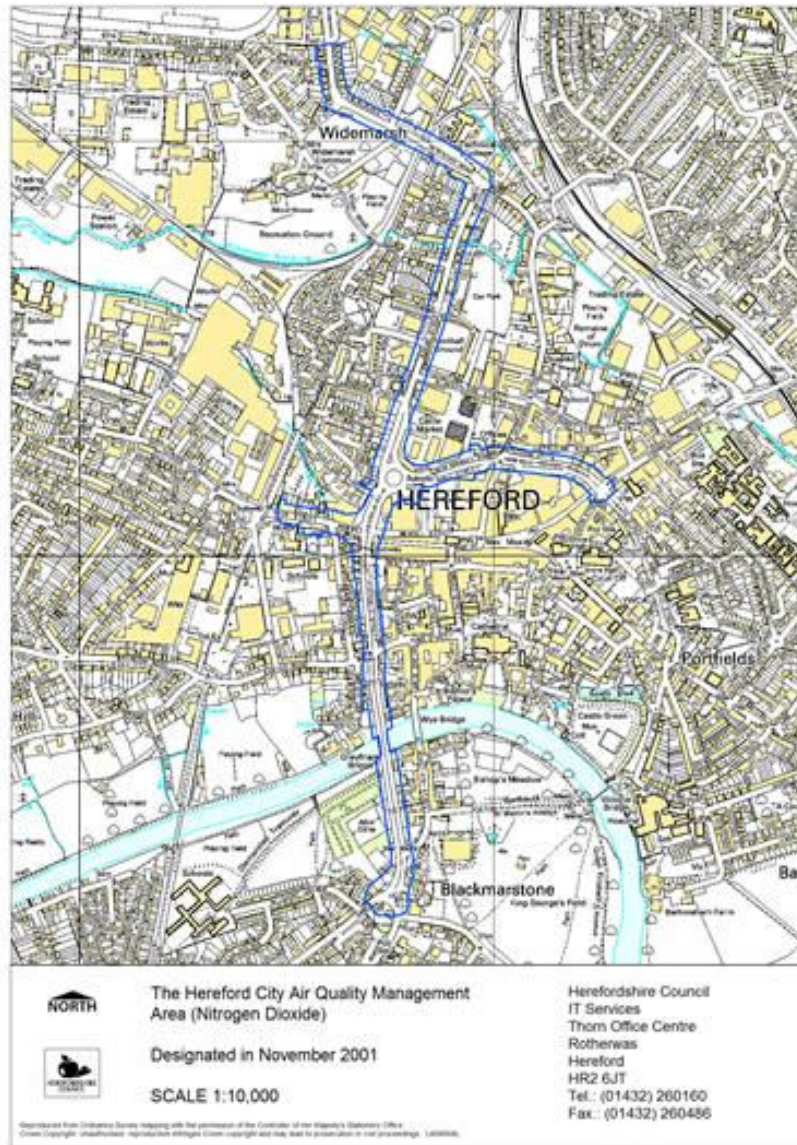


Figure 3.1. Herefordshire: Hereford AQMA (OS Licence Number 100024168 (2008))

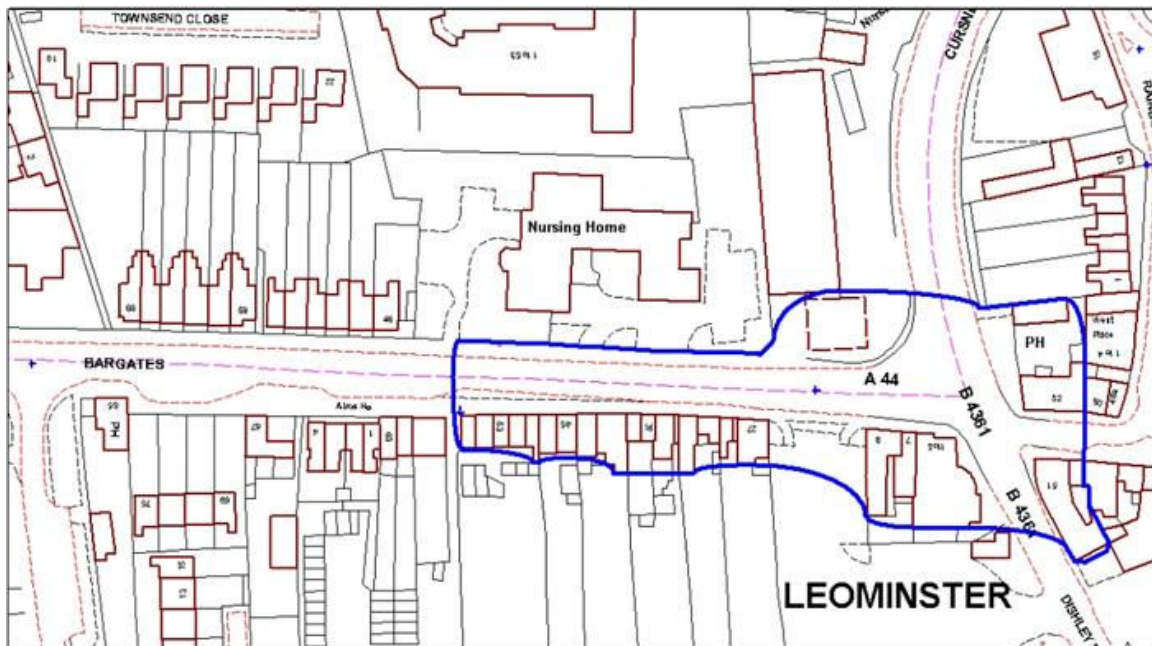


Figure 3.2. Herefordshire: Bargates (Leominster) AQMA (OS Licence Number 100024168 (2008))

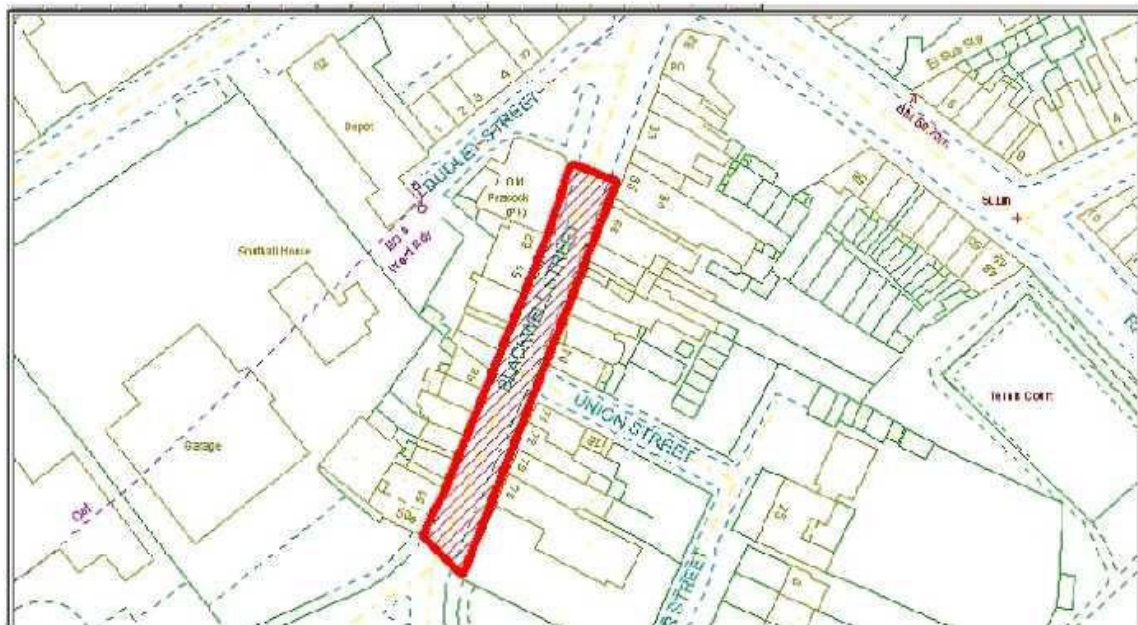


Figure 3.3. Wyre Forest: Horsefair AQMA (OS Licence Number 100018317.2006)



Figure 3.4. Wyre Forest: Welch Gate AQMA (OS Licence Number 100018317.2006)

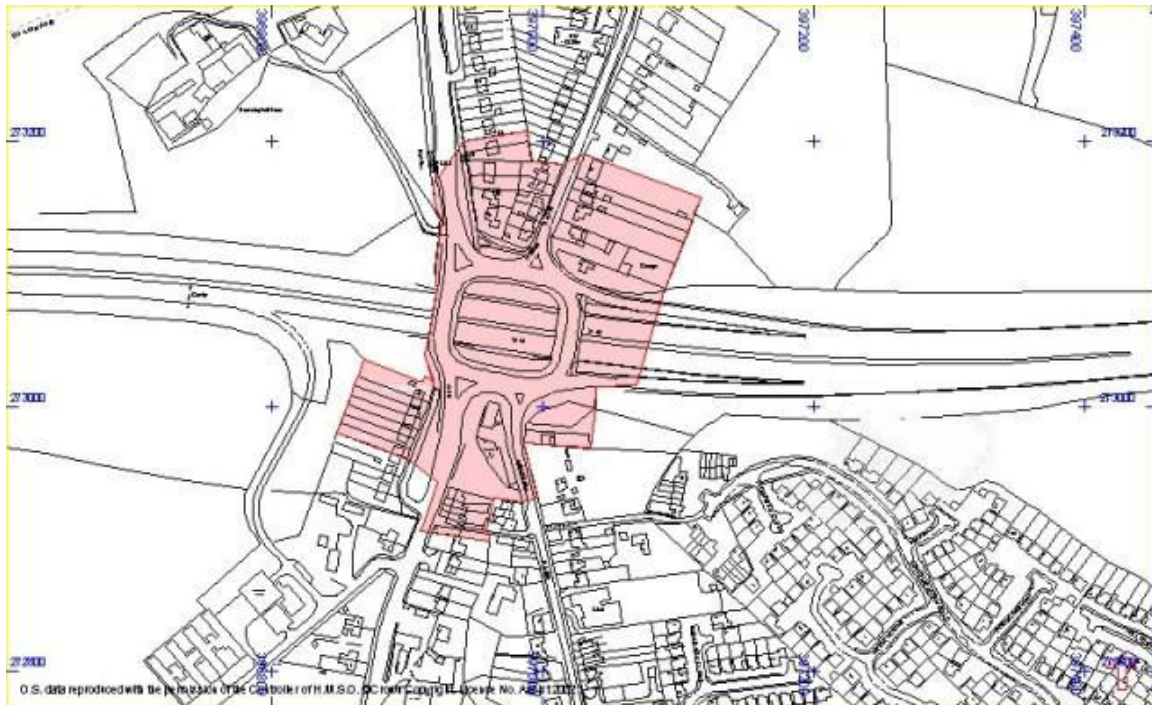


Figure 3.5. Bromsgrove: Lickley End AQMA (OS Licence Number 100023519(2008))

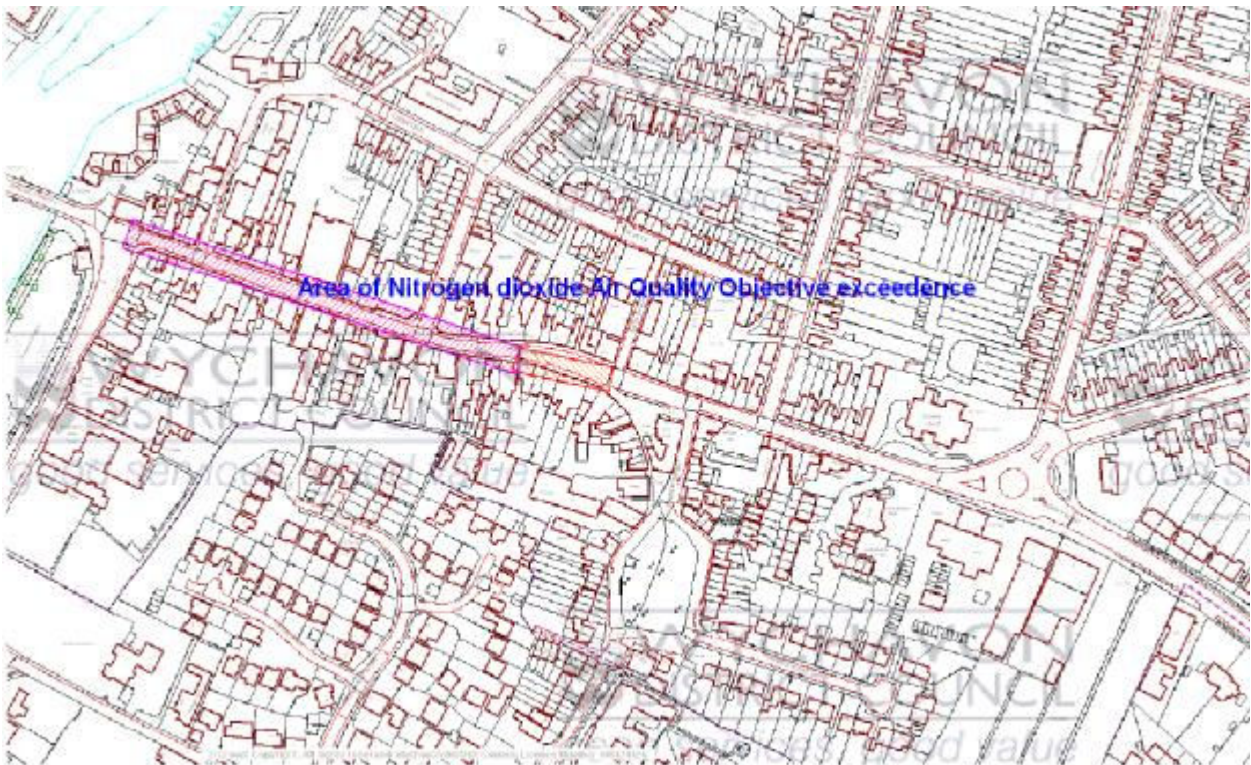


Figure 3.6. Wychavon: Port Street (Evesham) AQMA (OS Licence Number 100024324)

4 Health Impacts of Air Pollutants

4.1 The table below summarises the main health and some environmental impacts of high concentrations of the national Air Quality Strategy pollutants. Ozone is included in the table, although ozone is not regulated by local authorities in the UK.

Specific pollutant	Potential effect on health and the environment
Particulate Matter (PM ₁₀ and PM _{2.5})	<p>Short-term and long-term exposure to particulate matter is associated with There is no threshold concentration below which there are no effects on the whole population's health. PM₁₀ roughly equates to the mass of particles less than 10 micrometres in diameter that are likely to be inhaled into the thoracic region of the respiratory tract.</p> <p>Recent reviews by the World Health Organisation (WHO) and Committee on the Medical Effects of Air Pollutants (COMEAP) have suggested exposure to a finer particles (PM_{2.5}), which typically make up around two thirds of PM₁₀ emissions and concentrations) give a stronger association with the observed ill-health effects, but also warn that there is evidence that the coarse fraction between (PM₁₀-PM_{2.5}) also has some effects on health.</p>
Nitrogen oxides (NO _x including NO ₂)	<p>Nitrogen dioxide (NO₂) is associated with adverse effects on human health. At high levels, NO₂ causes inflammation of the airways. Long-term exposure may affect lung function and respiratory symptoms. NO₂ also enhances the response to allergens in sensitive individuals.</p> <p>High levels of NO_x can have an adverse effect on vegetation, including leaf or needle damage and reduced growth. Deposition of pollutants derived from NO_x emissions contribute to acidification and/or eutrophication of sensitive habitats leading to loss of biodiversity, often at locations far removed from the original emissions. NO_x also contributes to the formation of secondary particles and ground level ozone, both of which are associated with ill-health effects.</p>
Ozone (O ₃)	<p>Exposure to high concentrations may cause irritation to eyes and nose. Very high levels can damage airways leading to inflammatory reactions. Ozone reduces lung function and increases incidence of respiratory symptoms, respiratory hospital admissions and mortality.</p> <p>Ground level ozone can also cause damage to many plant species leading to loss of yield and quality of crops, damage to forests and impacts on biodiversity.</p>
Sulphur dioxide (SO ₂)	<p>Causes constriction of the airways of the lung. This effect is particularly likely to occur in people suffering from asthma and chronic lung disease. Precursor to secondary PM and therefore contributes to the ill-health effects caused by PM₁₀ and PM_{2.5}. Potential damage to ecosystems at high levels, including degradation of chlorophyll, reduced photosynthesis, raised respiration rates and changes in protein metabolism.</p> <p>Deposition of pollution derived from SO₂ emissions contribute to acidification of soils and waters and subsequent loss of biodiversity, often at locations far removed from the original emission.</p>

Benzene	Benzene is a recognised human carcinogen which attacks the genetic material and, as such, no absolutely safe level can be specified in ambient air. Studies in workers exposed to high levels have shown an excessive risk of leukaemia.
1,3-butadiene	1,3-butadiene is also a recognised genotoxic human carcinogen, as such, no absolutely safe level can be specified in ambient air. The health effect of most concern is the induction of cancer of the lymphoid system and blood-forming tissues, lymphoma and leukaemia.
Lead (Pb)	Exposure to high levels in air may result in toxic biochemical effects which have adverse effects on the kidneys, gastrointestinal tract, the joints and reproductive systems, and acute or, chronic damage to the nervous system. Affects intellectual development in young children.

5 Planning Policy

UK Policy

- 5.1 Policy on land-use at a national level is the responsibility currently of the Office of Communities and Local Government (formally Office of the Deputy Prime Minister). With the recent evolution of the planning system in the UK, the requirement of central Government is to provide planning policy guidance, in the form of Planning Policy Statements (PPSs), which are replacing Planning Policy Guidance Notes, and oversee the development of Regional Spatial Strategies. The planning system remains plan-led in its approach and Planning Policy Statement 1 (PPS1; Delivering Sustainable Development) (ODPM 2005a) establishes the key objective of government policy for sustainable growth. Other key national guidance includes PPS11 (the development of Regional Spatial Strategies), PPS12 (Local Development Frameworks) and PPS23 (Planning and Pollution Control) (ODPM 2004). Reference is made to these key Planning Policy Statements in the remainder of this Framework Strategy.

Regional Spatial Strategy

- 5.2 At a regional planning level, Herefordshire and Worcestershire are encompassed within the Regional Spatial Strategy for the West Midlands (RSS11). The full West Midlands Regional Spatial Strategy (formerly RPG 11) was initially published by ODPM in June 2004. Following the publication of the Phase One Revision in respect of the Black Country sub-region a revised West Midlands Regional Spatial Strategy was issued in January 2008. As such, it guides the preparation of local authority development plans and local transport plans in the West Midlands up to 2021.
- 5.3 Within the Regional Spatial Strategy, the policy most relevant to air quality is policy QE4 C, which states that “*Local authorities and others should also encourage patterns of development which maintain and improve air quality and minimise the impact of noise upon public space. Artificial lighting should be used sensitively to aid safety whilst minimising pollution*”. The importance of the air quality management process is recognised in paragraph 8.45.

Regional Sustainable Development Framework

- 5.4 The West Midlands Regional Sustainable Development Framework (Sustainability West Midlands 2008) was first published in January 2005. The Assembly commissioned Sustainability West

Midlands to review the Framework in the light of the UK Sustainable Development Strategy "Securing the Future", published in March 2005, and to incorporate lessons learnt from the way the Framework has been used in practice since its publication. A new version of the Framework was launched at the Assembly's Annual General Meeting in July 2006. The West Midlands Regional Assembly is now responsible for taking forward the framework and monitoring progress against its objectives. Although air quality does not feature as one of the key themes of the Framework, a number of the themes have the potential to impact on local air quality across Herefordshire and Worcestershire.

- 5.5 This Framework, rather than being a separate strategy for sustainable development in itself, is designed to help all strategies, policies and plans to contribute to a sustainable future for the West Midlands. An aligned, consistent and mutually reinforcing approach to policy at regional, sub-regional and local level is essential to ensure sustainable development can be delivered.

Local Planning Policy

- 5.6 The development and implementation of local policy frameworks are of major importance to improving local air quality. Of greatest significance are the local transport planning, land-use planning and environmental protection areas of policy, which are all required to give due consideration to their impact on local air quality. This section considers in turn a number of local policy frameworks which are of major significance to the air quality climate across Herefordshire & Worcestershire.

Herefordshire Council Structure Plan

- 5.7 The Herefordshire Unitary Development Plan (UDP) was adopted on 23rd March 2007 and will guide development within the County until 2011. The UDP has been prepared to ensure consistency with Government Planning Statements and with the Regional Spatial Strategy and the Community Strategy for Herefordshire (Herefordshire 2007a). The UDP has the status of a Development Plan Document It will be operative as part of the Local Development Framework for a three year period from 23rd March 2007.
- 5.8 The Herefordshire Plan is a blueprint which maps out the vision of the county over the next 10 years. The Plan, which was conceived in 1998 when Herefordshire Council came into being, is a statement of key priorities for the authority and local communities to work towards in partnership.

5.9 The Plan identifies ten key areas to which the Partner organisations are all committed. The delivery of Herefordshire Council's obligations required by the national air quality strategy will compliment seven of the following ambitions of the Herefordshire Plan as highlighted in italics below:

- *“To improve the health and well-being of Herefordshire people” Ongoing monitoring work, drafting of air quality action plans, consultations on planning applications resulting in air quality mitigation measures.*
- *“To encourage communities to shape the future of Herefordshire” Public consultation exercises carried out in all stages of the air quality review and assessment process, attendance and contribution to the transport ambition group.*
- *“To develop Herefordshire as an active, vibrant and enjoyable place to be “Improvement of air quality will make Herefordshire a more enjoyable area to live in.*
- *“To protect and improve Herefordshire's distinctive environment” All aspects of the Council's role in local air quality management are aimed at improving the air quality in the County and therefore protecting its environment.*
- *“To develop an integrated transport system for Herefordshire” Much of the action planning work and the planning application consultation process encourages and promotes an integrated transport system. Joint working with the Transportation section ensures this.*
- *“To support business growth and create more and better paid work in Herefordshire“ In fulfilling its consultation and partnership working role, Environmental Health & Trading Standards liaise with the Council's Economic Development Section when consulting on air quality review and assessment. A member of the team also sits on the Council led 'Business Partnership Steering Committee' and the Marches Environmental Business Partnership, led by the local Chamber of Commerce.*
- *“To provide excellent education, training and learning opportunities in Herefordshire for all ages” Extensive air quality data is kept on the Council's web site. Also public consultation exercises at all stages, attendance at local area forums and regular attendance at the Herefordshire 6th form college to promote the environmental protection and air quality role of the Council.*

5.10 ²Policy DR9 in the Herefordshire UDP specifically refers to the consideration of air quality in relation to land use planning. This compliments national planning policy statement “PPS 23”. DR9 Air quality *“Development proposals which could contribute to the deterioration of air quality below acceptable levels, either locally or on a more widespread basis, will not be permitted unless adequate air quality enhancements or mitigation measures can be accommodated and demonstrated as part of the development. In assessing schemes regard will be had to both their operational impacts and to associated traffic generation. Where developments are sensitive to air quality are proposed, regard will be had to local air quality as a material consideration.”* Therefore, new planning applications are subject to this “DR9” policy.

² http://www.herefordshire.gov.uk/docs/Env_Progress_Report_Air_Quality_Herefordshire_April_2005.pdf

Worcestershire Structure Plan

- 5.11 The Worcestershire County Structure Plan (WCSP) (Worcestershire 2005) was adopted in June 2001. Transitional arrangements have been put in place which allow it to retain its development plan status and for most of its policies to be 'saved'. The Structure Plan, together with District Local Plans and the Minerals Local Plan comprise the development plan for Worcestershire up to 2011. Although there is no specific air quality policy within the Structure Plan, policies on managing car use, car parking, cycling and walking and other transport related issues are relevant to improving air quality in Worcestershire.

Malvern Hills DC

- 5.12 In Malvern Hills DC, the Local Plan was adopted in July 2006 providing the council's policies and proposals to guide the development and use of land within the district covering the period 1996-2011. Policy QL26 covers pollution control. *Planning permission will not be granted for development which might give rise to air, noise, light or water pollution, or cause soil contamination, where the levels of discharge, emission, ambient noise levels or continuous illumination are significant enough to cause harm or loss of amenity to other land, buildings or the natural environment. The effectiveness of proposed mitigation measures will be fully taken into account and may be the subject of conditions applied to any such development.* There is also a whole section on providing sustainable transport throughout Malvern Hills with a number of policy areas which will help make improvements to air quality.

Redditch BC

- 5.13 The Borough of Redditch Local Plan No. 3 (objections led to 3 public inquiries) was adopted in May 2006 although no specific reference is made to air quality policy; the Borough Council supports the move towards more demanding standards whereby environmental improvements are sought rather than the mere maintenance of the status quo. Further stating that in accordance with Environment Agency Guidance and the aim of the national Air Quality Strategy proposals for development which would adversely impact upon air quality will be resisted and the maintenance of air quality will be required and where possible, an improvement in air quality will be sought. It does make reference to Policy B(NE)5 '*any development that is likely to lead to an unacceptable increase in pollution by virtue of the emission of fumes, particles, effluent, radiation, smell, heat, light or noxious substances will not normally be allowed. Permissions for development will be conditional so as to minimise environmental damage. The Borough Council will be guided in these matters by the responses to consultation with the appropriate specialist agencies.*'

Wyre Forest DC

- 5.14 In Wyre Forest DC, the Local Plan was adopted in January 2005 and does include a policy relating specifically to pollution, though not specifically to local air quality. Policy NR10 states that *'development proposals which will or could potentially give rise to air pollution will not normally be permitted unless adequate mitigation measures are included to ensure that any emissions will not cause harm to land use, including the effects on health and the natural and built environment.'*

Worcester CC

- 5.15 In Worcester City DC, the Local Plan was adopted in October 2004 but does not make any specific reference to air quality policy or pollution control.

Bromsgrove DC

- 5.16 In Bromsgrove DC, the Local Plan was adopted in July 2006, but it does not include any specific reference to air quality policy. The Local Plan remained operational until September 2007, following the issue of a direction from the Secretary of State; most policies have been saved, and have remained in operation until they are replaced by policies in the new Development Plan Documents (DPD).

Wychavon DC

- 5.17 In Wychavon DC, the Local Plan was adopted in June 2006 but does not make any specific reference to air quality policy. However, it does state that *'Design, construction and the use of materials can mitigate against high levels of pollution, but a major impact on reducing pollution from road traffic can be made by locating new development near to existing facilities (such as schools and shops) and with access to public transport. For larger new developments reference will be made to the Council's Environmental Health Department and in particular consideration will be given to the Council's Review and Assessment of Air Quality to ensure compliance with National Air Quality Objectives.'*

6 Transport Planning Policy

UK Transport Policy

- 6.1 The Government's transport policy is encompassed within the White Paper 'The Future of Transport: a network for 2030' (DfT 2004), which considers the factors likely to shape travel and transport over the next thirty years. The White Paper considers how the Government will respond to the increasing demand for travel, whilst minimising the impacts on people and the environment. It recognises that the downward trend in nitrogen oxides and PM₁₀ emissions may level off and could start increasing again after 2015 unless further action is taken, and that there are parts of the UK where levels of nitrogen dioxide and PM₁₀ are expected to remain above EU Limit Values.
- 6.2 Various aims of the Transport Strategy are translated through local and regional transport policy, in particular through Regional Transport Strategies and LTPs. The Regional Transport Strategy (RTS) for the South West is to be encompassed within the forthcoming Regional Spatial Strategy (RSS). LTPs are the key mechanism for translating national policy at the local level.
- 6.3 The 10-year Transport Plan, published in July 2000 (DfT 2000), set out the Government's strategy on reducing congestion and the strategy for future investment in the public and private sectors to modernise the transport system. The Government envisaged public and private investment of >£120 billion to be delivered through public and private partnerships, resulting in a significant package of improvements including:
- rail use (as passenger km) and 80% increase in rail freight;
 - 50% increase in bottlenecks eased by targeted widening of 360 miles of the strategic road network;
 - 100 new bypasses on trunk and local roads to reduce congestion and pollution in communities;
 - 80 major trunk road schemes to improve safety and traffic flow at junctions;
 - 25 new rapid transit lines in major cities & conurbations, doubling light rail use;
 - 10% increase in bus passenger journeys, and
 - Extensive bus priority schemes, including guided bus systems and other infrastructure improvements, also benefiting coaches.

West Midlands Regional Transport Strategy

- 6.4 The Regional Assembly, or Regional Planning Body in each region in England, is required to produce a Regional Transport Strategy as part of its Regional Spatial Strategy. The Regional Transport Strategy is shaped by the delivery programmes of the Highways Agency and Network Rail and influences Local Transport Plans. A Regional Transport Strategy is a statutory requirement of the planning system, as set out in the Planning and Compulsory Purchase Act of 2004.
- 6.5 The West Midlands Spatial Strategy sets out what should happen, where and when up to 2021. Incorporating the Regional Transport Strategy (RTS), it focuses on policies that will improve the quality of life, including making the West Midlands a better place to live and work whilst maintaining and enhancing the environment. The RTS is integral to the Spatial Strategy's objectives, particularly in respect of supporting the economy, enhancing the quality of life and delivering both urban and rural renaissance. Improving transport in the region is a key element in delivering the Spatial Strategy.
- 6.6 The Regional Transport Strategy highlights the need for the regional transport network to be improved to facilitate a more sustainable pattern of development, improving accessibility and mobility, reducing the need to travel, providing better public transport links and enabling and encouraging sustainable transport choices (Sustainability West Midlands 2008). The West Midlands Transport Delivery Plan (TDP) draws together the Department for Transport's Public Service Agreement targets and the RTS, to assist decision-makers in identifying the linkages and inter-dependencies of each intervention, in order to assist the co-ordination of their delivery. It is expected that the Transport Delivery Plan will be updated in 2008/9.
- 6.7 The West Midlands Regional Transport Strategy is encompassed within the Regional Spatial Strategy; it emphasizes the need to improve accessibility and transportation across the region, and aids in the deliverance the West Midlands Region's five transport priorities.
- Promote a change of hearts and minds of the Region's population,
 - Make best use of the existing regional transport networks,
 - Provide a comprehensive public transport system that serves the urban areas,
 - Improve access to Birmingham International Airport and National Exhibition Centre, and
 - Ensure that the West Midlands is a reliable hub to serve regional, national and international connections.

6.8 There are ten RTS core policies that aim to achieve these objectives and the 2005 Transport Delivery Plan provides information on the status and progress with implementation of these policies.

- Policy T2 - Reducing the need to travel
- Policy T3 - Providing greater opportunities for walking and cycling
- Policy T4 - Promoting travel awareness
- Policy T5 - Development of an integrated public transport network where all people have access to high quality and affordable public transport services across the Region.
- Policy T6 - Development of a network of Strategic Park and Ride sites to reduce congestion in major centres, including the Worcestershire Parkway Station.
- Policy T7 - Management of car parking to reduce congestion and encourage more sustainable forms of travel.
- Policy T8 - Demand Management – manage peak demand on congested parts of the highway network, re-allocate highway space, and consider charging schemes in more congested centres.
- Policy T9 - Local and Regional transport authorities should work together to provide and maintain a strategic transport system.
- Policy T10 - Ensure the reliable movement of goods and services.
- Policy T11 - Support the further development of Birmingham International Airport as the main regional airport, and improve surface access by public transport.

Local Transport Plans: Herefordshire and Worcestershire

6.9 The LTP is the principal mechanism for delivering an improvement to air quality across the Counties and Districts.

Herefordshire Council

6.10 The Council's Local Transport Plan (LTP) (Herefordshire 2006b) contains an integrated transport strategy for Herefordshire, defining a 5 year programme of transportation measures. Like the UDP, the LTP considers the transport issues affecting the County and includes a number of policy statements. There is a requirement for the two plans to be complementary and fully integrated both in terms of strategic transport policies and detailed policy guidance. This has been achieved by a range of mechanisms, including the work of a Herefordshire Partnership thematic group addressing transport.

6.11 The transport strategy set out in the LTP and decisions taken on priorities for transport investment will have implications for the UDP. Similarly, planning decisions taken on land use proposals of the

UDP and by policy compliant planning applications will impact on the strategy of the LTP. The LTP covers the period 2006/7-2010/11 and remains consistent with the policies of the UDP. The LTP has developed a hierarchy of transport modes demonstrating commitment to securing a sustainable and integrated transport system which is accessible to all. This hierarchy, in order of highest priority, is set out below:

- Pedestrians and people with mobility difficulties
- Cyclists and public transport users
- Commercial/business users and powered two wheelers
- Car borne shoppers and coach borne visitors
- Car borne commuters and visitors

Worcestershire County

- 6.12 Worcestershire 2020 (Chapter 3.12 in the Worcestershire LTP2) sought to identify the local influences on LTP2 at the District level, identifying how each district is likely to develop up to 2020 based on existing plans and trends. It recognises that the transportation needs within each district/borough will differ and that the land use proposals contained within their Local Plans/Local Development Frameworks will create varying demands on the transport network (Worcestershire 2007).

Bromsgrove DC

- 6.13 The transport corridor between Bromsgrove and Birmingham is the busiest in terms of work related commuting in the County. The development of the Bromsgrove Technology Park (under construction at Central Technology Belt), proposals for Birmingham University/Queen Elizabeth Hospital, and the re-development of Pebble Mills will potentially increase travel demand on the A38 corridor. These development proposals are well located for access to the rail network, however, capacity issues on local rail services will need to be addressed to maximise use.

Malvern Hills DC

- 6.14 Strategic access to the Malvern Hills District is constrained by the limitations of crossing the River Severn, whilst an increasingly elderly population means that public and community transport provision is becoming more important. A key element of future development plans will be the need to seek to minimize the need to travel by providing affordable housing nearer to the planned employment sites within the District.

Redditch BC

- 6.15 Redditch suffers from fewer transport constraints than other areas of the County, with generally good public transport networks, walking links, and little traffic congestion. This is due to its major development as a designated “New Town,” planned to take overspill population from the West Midlands conurbation, resulting in major investment in transport networks. Future development is planned to be concentrated to the north of the town, with major proposals being the commercial leisure development proposed for the Abbey Stadium site.
- 6.16 The outcome of a public enquiry will have a significant influence on the implementation of the LTP2 strategy for the Redditch area, as the development has been shown to have significant implications for the local transport network. This would involve the construction of the Bordesley Bypass, a strategic road scheme proposed within the Worcestershire Structure Plan but not of sufficient priority to warrant construction within the LTP2 period if the Abbey Stadium development were not to go ahead.
- 6.17 The road network in South-east Redditch suffers from traffic congestion, as well as the A435 (T) through Studley and other settlements in Warwickshire, and there is a need to review these issues and identify an appropriate way forward now that the Bypass proposal has been dropped by the Highways Agency.

Wychavon DC

- 6.18 Wychavon is a predominantly rural District with local facilities being focussed on the three market towns of Droitwich, Evesham and Pershore. Planned future development is also concentrated on these towns, other than the proposed employment site at Throckmorton Airfield to the North of Pershore. The main policy focus within the District is the enhancement and regeneration of the market towns, and in particular ensuring that the range of facilities to serve their local communities and rural hinterland are maximised. LTP2 will seek to support these policies by ensuring that transport improvements are progressed within these settlements, and that access to facilities is improved.
- 6.19 The further development of the agricultural sector will place potential environmental pressures upon local communities, with heavy goods traffic travelling along sub-standard routes, and therefore the LTP2 strategy will seek to ensure that these impacts are minimised through the implementation of appropriate policies. The Vale of Evesham Freight Quality Partnership, formed jointly with neighbouring authorities and seeking to provide links between freight operators and local communities, will be an important mechanism to achieve an improved local environment.

Worcester CC

- 6.20 The greatest emerging pressures on the transport network within the County are concentrated within Worcester. The current Local Plan already contains a number of development proposals that will add to existing transport pressures within the city and other development proposals are coming forward as follows:
- Employment Sites – Worcester Woods, Grove Farm, Tolladine Goods Yard, Newtown Road corridor
 - Housing Developments – Diglis Basin, Earls Court, Worcester Porcelain, various smaller proposals.
 - Retail Development – Lowesmoor
 - University College expansion onto former Hospital site
 - Library proposals adjacent to new UCW site
- 6.21 The developments at Grove Farm and Earls Court on the Western side of the River Severn, and will potentially add to existing traffic pressure on the existing river crossings. The greatest opportunity to manage this additional travel demand is through the Sustainable Travel Town project, which commenced in 2004/05 and with funding through to 2008/09. Experience from the Sustainable Travel Town project will be used to develop the approach taken to promote sustainable travel across the County, particularly through the design and marketing of new developments, travel planning activity and infrastructure support.

Wyre Forest DC

- 6.22 The Wyre Forest area contains the three main towns of Bewdley, Kidderminster and Stourport-on-Severn, which have high levels of interaction due to their proximity. The main employment site is the former British Sugar site, located between Kidderminster and Stourport-on-Severn and forming part of the Stourport Road Employment Corridor.
- 6.23 This 24 hectare site is programmed for development during the LTP2 period and beyond, and will place significant pressure upon the transport network. The situation in Stourport-on-Severn has already been the subject of a transportation study that identified traffic congestion as a major local problem. The identified solution, the Stourport Relief Road, demonstrates a positive Benefit to Cost ratio and represents value for money, although it is recognised that this scale of funding is unlikely to be available for such a scheme in the LTP2 period. Therefore, a further transportation study will be undertaken, to identify the appropriate transport strategy that is necessary to allow for economic regeneration of the Stourport Road corridor to be achieved. The outcome of this study is likely to

be a major scheme funding bid for the identified strategy for implementation during the LTP3 period (2011-16).

- 6.24 Wyre Forest DC have also published an Economic and Development Regeneration Strategy for Kidderminster, which identifies how these bodies wish to see the town develop in the future. In addition to the British Sugar site, key employment sites include the Clensmore Street area to the north of the town centre, access to which is predominantly via the A451 Horsefair (designated AQMA). Therefore any re-development of this area will require a transport strategy that will result in a reduction of traffic within Horsefair. Further development is also planned for Kidderminster town centre. This will seek to enhance the town centre as a retail and leisure destination, placing greater demands upon the local transport network. Within Stourport-on-Severn, a number of development sites within the town centre are coming forward, with a mix of residential, employment and retail uses proposed. These developments will add pressure to the already congested local road network, and place greater importance upon the promotion of sustainable travel for local journeys.

7 Climate Change Policy

7.1 Currently the policies aiming to safeguard human health and protect sensitive ecosystems by improving air quality are largely separate to the policies to reduce emissions of pollutants in order to limit climate change. There are, however, many linkages between the two types of pollution. The pollutants may have common emission sources and some pollutants affect both climate change and human health. In addition, the development and implementation of AQAPs across the County will need to consider the potential impact of measures proposed to reduce concentrations of air pollutants on climate change gases. Measures to address both policy areas are likely to be complementary, although the potential exists for measure to conflict. As such, policies to ensure that impacts for both climate change and LAQM are considered in parallel are included in this Strategy.

UK Climate Change policy

7.2 The Government's approach to climate change is underpinned by the Energy White Paper (Defra 2007b), which contains the ambitious goal of reducing the UK's carbon dioxide emissions by 60% by 2050, through promoting energy efficiency and the increased use of renewable energy. The UK Climate Change Programme (Defra 2006b), published in 2000, details both policies and measures which the UK is using to reduce emissions of greenhouse gases, and it explains how the UK proposes to adapt to the impacts of climate change.

7.3 As well as commissioning scientific research on climate change, climate modelling and work on impacts and adaptation, the Government also funds various programmes to encourage business to reduce emissions. Examples include the Climate Change Levy, Climate Change Allowances and Energy Trading Schemes, and funding for the Carbon Trust and the Energy Saving Trust. Regional and local government can encourage the uptake of such programmes, and the development of Regional Planning Guidance (RPG) has committed local authorities and energy suppliers to support a reduction in carbon dioxide emissions.

Planning and Climate Change: Draft PPS Planning and Climate Change

7.4 Planning and Climate Change (ODPM 2008f) sets out how spatial planning should contribute to reducing emissions and stabilising climate change (mitigation) and take into account the unavoidable consequences (adaptation). This PPS reflects the expectations of the Government's Planning Green Paper, 'Planning – delivering a fundamental change', ensuring that decisions are

made at the appropriate level and effectively. This PPS does not assemble all national planning policy relevant or applicable to climate change, where there is any difference in emphasis on climate change between policies in this PPS and others in the national series, this is intentional and this PPS should take precedence. Regional planning bodies and all planning authorities should prepare and deliver spatial strategies that (ODPM 2008f):

- make a full contribution to delivering the Government's Climate Change Programme and energy policies, and in doing so contribute to global sustainability;
- in enabling the provision of new homes, jobs, services and infrastructure and shaping the places where people live and work, secure the highest viable standards of resource and energy efficiency and reduction in carbon emissions;
- deliver patterns of urban growth that help secure the fullest possible use of sustainable transport for moving freight, public transport, cycling and walking; and, overall, reduce the need to travel, especially by car;
- secure new development and shape places resilient to the effects of climate change in ways consistent with social cohesion and inclusion;
- sustain biodiversity, and in doing so recognise that the distribution of habitats and species will be affected by climate change;
- reflect the development needs and interests of communities and enable them to contribute effectively to tackling climate change; and,
- Respond to the concerns of business and encourage competitiveness and technological innovation.

West Midlands Climate Change Policy

- 7.5 The West Midlands Regional Assembly has signalled its commitment on Climate Change by signing up to the Nottingham Declaration, indicating its intent to work and contribute to addressing this global issue at a regional level. The Nottingham Declaration on Climate Change is a public statement to take action to tackle climate change (WMRA 2008c).
- 7.6 At a regional level, the Sustainability West Midlands Climate Change Partnership Project (SWMCCP) (Sustainability West Midlands 2007) is perhaps the most important regional approach to reducing the causes and responding to the impacts of climate change. Focussing on introducing Climate Change Adaptation into key Regional projects to distinguish it from Climate Change Mitigation on which SWM works in partnership with Energy West Midlands. As part of that partnership and working with the Regional Housing Partnership with funding from the Energy Savings Trust, SWM has just launched the Sustainable Housing Action Programme which will introduce Energy Efficiency Best Practice into new and refurbished housing projects.

- 7.7 Action at a local level has the potential to reduce pollutant emissions as well as carbon dioxide and other greenhouse gas emissions. Programmes underway across Herefordshire and Worcestershire are considered in the following section.

West Midlands Regional Energy Strategy

- 7.8 The West Midlands Regional Energy Strategy has four headline objectives:

- Improving energy efficiency
- Increasing the use of renewable energy resources
- Maximising the uptake of business opportunities
- Ensuring focussed and Integrated Delivery and Implementation

- 7.9 A number of existing mechanisms and programmes are designed to reduce energy use. Part of the Strategy's role is to influence these to ensure that they provide a good match to the region's specific needs. Targets have been set against the headline objectives. These include specific reductions in CO₂ from industry, commercial and public sector, domestic and transport. Actions are set out for working towards and achieving these objectives, many of which will have a positive impact on local air quality.

West Midlands Climate Change Action Plan (Consultation Draft) 2007 - 2011

- 7.10 The West Midlands Climate Change Action Plan (WMRA 2008c) provides the strategic framework for action to address the challenges posed by climate change. The implementation will be led by the Regional Assembly, it proposes for organisations to take action and encourage the work of others. This document sets out the vision of the West Midlands to secure a sustainable future for the West Midlands by becoming a low-carbon economy and adapting to climate change, a number of objectives have been achieved to fulfil this commitment. However, this document states that the actions put forward in this plan are restricted to those activities that can be taken at regional level within the next three years. Stating further that such a document as this can capture some of the actions required; further complementary actions need to be taken locally.

- 7.11 Each action set out by the action plan will have a lead organisation and that organisation will be responsible for ensuring its delivery, defining the steps that will need to be taken and securing the necessary funding. This action plan has identified six regional climate change priorities designed to guide early action, with each supported by a number of regional actions:

- Planning
- Economy
- Implementation

- Leadership
- Communication
- Targets and Monitoring

Herefordshire and Worcestershire Climate Change Policy

- 7.12 Herefordshire Council and Worcestershire County Council have signed up to the Nottingham declaration on Climate Change. The Nottingham Declaration on Climate Change is applicable to local authorities and states that climate change will be a key driver of change within their community. Herefordshire Council have implemented their own version (the Herefordshire Declaration) which will be based on the Nottingham Declaration but will be signed by local (Herefordshire) organisations (including non- local authority bodies). The Herefordshire Declaration on Climate Change will be open to all non-local authority bodies within Herefordshire including schools, colleges, businesses, the voluntary sector, farm estates, housing associations and sports centres.
- 7.13 Worcestershire, in addition to the Nottingham Declaration have signed up to a “Worcestershire Climate Change Pledge” which enables organisations, businesses and community groups to demonstrate their commitment to tackling climate change. Organisations can choose to sign up to as many actions as they wish. They cover topics such as reducing energy use, staff travel planning, minimising waste, raising awareness and assessing the impacts of climate change. Each year, organisations that have signed up to the pledge report on their progress. These pledges to improve on CO₂ emissions are also likely to have positive impacts on local air pollutants.

Herefordshire Council Climate Change Strategy

- 7.14 The Herefordshire Climate Change Strategy (Herefordshire 2007b) is the 2020 vision of the Herefordshire Partnership. “Herefordshire will be a place where people, organisations and businesses working together within an outstanding natural environment will bring about sustainable prosperity and well being for all.”
- 7.15 This Strategy is one of a nest of documents (Democs Report, Baseline Data Report and Action Plan) that make up Herefordshire Council’s approach to tackling climate change. This strategy sets out the vision of Herefordshire for climate change in terms of understanding and initiatives, while ensuring such an approach is coherent and appropriate. It sets out overall mission statements, key issues that specifically relate to Herefordshire, and indicates some initial solutions. This strategy provides an initial summary into some of the factual baseline data that informs this strategy and the action plan into Herefordshire’s approach to climate change. The report sets out the core

principles and key elements of the Partnerships tackling of climate change and provides the rationale for the action plan.

Herefordshire Council Climate Change Action Plan

7.16 This four page document (Herefordshire 2007b) sets out what the Herefordshire Partnership sets out to achieve under five headings, rationale and who's responsible:

- awareness
- education
- taking responsibility
- Efficiency (energy and water use)
- Good Practice

7.17 This document also offers the idea of Carbon Management Action Plans, which establish an emissions inventory, set emission reduction targets, address issues of carbon management, and develop specific action plans to implement carbon reduction measures and the monitoring and reporting of subsequent progress. In addition to combined reporting of progress of the Core Partners each year.

Herefordshire Council Carbon Management Action Plan 2005/6 to 2011/12

7.18 The aim of this document is to define the steps that Herefordshire Council will take to secure its contribution to the carbon dioxide reduction targets as part of the Herefordshire Partnership Climate Change Strategy. This Action Plan is separated into two three year phases, with phase one running 2005 to 2008 and Phase two running from 2009 to 2012 (Herefordshire 2007b).

7.19 This document commits Herefordshire Council to achieve a 12.5% reduction in the 2002 carbon dioxide equivalent emissions by 2012, with a commitment to reduce emissions by 20% by 2020. This document sets out the following:

- Carbon management strategy including its vision, broad objectives, context, targets and resources.
- Emissions baseline and projections, including Herefordshire councils CMAP scope, baseline and business-as-usual projections
- Projected Baseline and Options, including corporate buildings and schools, Landfill gas, transport and street lighting
- Summary of options, including overall carbon reduction and cost savings

- Strategic Options, including emissions trading, the UK emissions trading scheme, energy services, West Mercia Services, budget funding categories and affordable warmth
- CMAP Governance and Ownership, including main roles and responsibilities and reporting and evaluation.
- Communications Plans, including communications actions
- Carbon management action plans, including phases one and two
- Milestones phase 1

Worcestershire Climate Change Strategy

- 7.20 This document (Worcestershire County Council 2004) has been developed by and for the people of Worcestershire in order to manage and mitigate the direct causes of the damaging effects of climate change. It sets out how this challenge is going to be addressed by taking immediate action to for example reduce consumption of fossil fuels, increase energy efficiency and renewable sources of energy, combined with less reliance on oil and gas resources. This document is the commitment of the Worcestershire Partnership to tackle the causes and effects of climate change within Worcestershire Community Strategy.
- 7.21 This is the draft County Climate Change Strategy that covers the period 2005-2011, a purpose to provide a framework for actions by members of Worcestershire and its Partnership to:
- Raise awareness of the issue of Climate Change & its impact on the County
 - Reduce Climate Change causing gas emissions across the County by a minimum of from 2005 levels by 2011 and 20% by 2020
 - Adapt to and plan for the inevitable impacts of Climate Change on the County
- 7.22 Setting out what can be done to achieve these aims, identifying areas of activity that will have the largest impact and highlights the importance of raising awareness and education. This strategy acknowledges the greatest reduction will be through energy efficiency, going on to state ways in which this can be achieved. While recognising the contribution of waste minimisation, increased adoption of renewable energy and identifying the need for a programme to collect good quality data to refine existing GHG emission estimates. The key objectives have been identified as:
- Increase awareness and education about Climate Change and how to tackle its causes and impacts
 - Encourage major authorities and businesses in the County to lead by example in taking action to reduce climate change gas emissions and in adapting to climate change
 - Ensure both mitigation and adaptation to climate change is addressed by all relevant policies and plans in an integrated way

- Source funding for initiatives aimed at reducing climate change gas emissions and dealing with the impact of climate change
- Lobby for changes in legislation to support such initiatives
- Share expertise existing and being developed in the County both in terms of measures to reduce emissions and measure to adapt to Climate impacts

Climate change strategies in the local authorities of Worcestershire

Bromsgrove DC

- 7.23 In Bromsgrove, Climate Change is covered under the Better Environment Theme Group which sits within the Local Strategic Partnership Board. One of the issues on the Key Deliverables & Community Improvement Plan is climate change with the priority being '*To reduce greenhouse gas emissions and adapt to impacts of climate change*'. A number of actions have been proposed relating to improving energy efficiency, implementing a travel plan for Bromsgrove, as well as actions to adapt to climate change. A number of 'measures of success' are included which link to Local Area Agreement Targets, and in some cases the indicators included in this strategy.

Malvern Hills DC

- 7.24 The Council and its partners have committed to a plan of action to bring about a significant reduction in the district's dependence on fossil fuels by identifying practical actions that will reduce carbon emissions and build greater resilience and self reliance in key fields such as food and energy supply. A group of local people have recently started working together on this project. The initiative, called "Transition Malvern" is designed to equip local communities for climate change. More information can be obtained from www.transitionmalvern hills.org.uk.

Redditch BC

- 7.25 Redditch Borough Council has signed up to both the Worcestershire Climate Change Pledge and the Nottingham Declaration. There have been a number of achievements in terms of actions to reduce climate change emissions since 2006 including:
- improved energy efficiency within council buildings
 - solar panels installed on the town hall roof
 - "Switch it off week" (internal communications with staff)
 - Partnerships with several agencies to provide discounted home insulation
 - Refunding planning applications for home micro-generation

- 7.26 Redditch Borough Council are currently working on an action plan to ensure the Council becomes more sustainable and fulfils its commitments under the Nottingham Declaration.

Wychavon DC

- 7.27 Wychavon DC approved a draft Climate Change Action Plan in July 2008 with significant input from both the Carbon Trust and the Energy Savings Trust. The actions are largely based on reports and recommendations from the Energy Saving Trust and Carbon Trust regarding Wychavon's current approach to climate change and energy use in Council buildings. Once the action plan is agreed, Wychavon DC will monitor and report progress through quarterly performance reports. A number of measures have been proposed to assess success over the lifetime of the plan including:

- energy consumption in the Civic Centre and Community Contact Centres
- NI185: carbon dioxide reductions from local authority operations
- NI186: carbon dioxide emissions per head in Wychavon (DEFRA provide this data)
- NI187: tackling fuel poverty
- financial costs and savings made.

Worcester CC

- 7.28 Worcester City Council addresses climate change within its community Strategy (second edition covers the period of 2007-2012). One of the four priority projects is '*Addressing Climate Change and Adapting to its impacts*'. Within this document, the Worcester Alliance has pledged to educate people as to the causes and effects of climate change and encourage the reduction of greenhouse gas emissions by its member organisations, as well as preparation for the impacts that climate change will bring to the city. Climate change is acknowledged by the City Council as a major cross-cutting theme affecting all city council functions and as such there is to be a Sustainability Supplementary Planning Document covering climate change as part of the LDF planning process.

Wyre Forest DC

- 7.29 Wyre Forest District Council signed the Worcestershire Climate Change Pledge in December 2005. A Climate Change Action Plan has been developed which addresses the Council's carbon dioxide emissions, and the impact that climate change will have on the district. The Climate Change Action Plan commits to a number of measures including developing and implementing a staff travel plan, measures to improve energy efficiency of council activities, using local suppliers to reduce transport emissions and minimising waste production.

National Indicators

7.30 In October 2007, the Government announced a set of 198 indicators that would represent its priorities for local authorities over the next three years (Energy Saving Trust 2008). In a significant development 14 indicators have been set out for local authority action on climate change, under the heading of environmental sustainability. One of the key responsibilities for local authorities will be the mitigation of climate change, the headline definitions for the national indicators relating to climate change and fuel poverty are outlined below:

- Carbon dioxide reduction from Local Authority operations (NI 185, PSA 27)
- Per capita carbon dioxide emissions in the LA area (NI 186, PSA 27)
- Adapting to climate change (NI 188, PSA 27)

In addition, one of the indicators relates to local air quality, but is linked to CO₂ emissions reductions from Local Authority operations.

- Level of air quality – reduction in nitrogen oxides and primary PM₁₀ emissions through LA estate and operations (NI194, PSA 28)

7.31 These indicators represent Government decisions on national priorities to be delivered by and through local government, working alone or in partnership. Every tier of local government including County Council Local Strategic Partnerships will report performance against each of the 198 indicators. This set of indicators is the only measure on which central government will performance manage outcomes delivered by local government working alone or in partnerships as all other sets (including Best Value Performance Indicators and Performance Assessment Framework indicators) have been abolished.

8 Other Policy Frameworks

- 8.1 There are a number of policy areas not already covered, which have the potential to be synergistic to the overall aim of this strategy to improve air quality and maintain good air quality. Conversely some of these policy frameworks cause potential conflicts with this aim. This chapter therefore discusses some of these wider policy frameworks, within which air quality will need to be considered, and vice versa.

Regional Economic Strategy and Spatial Strategy

- 8.2 The Regional Economic Strategy and Spatial Strategy seeks to encourage the development of high-growth employment sectors and the modernisation of existing traditional industries. Economic development is promoted in the areas of greatest need through regeneration zones and high technology corridors, whilst high value-added sectors are promoted through the development of business clusters.
- 8.3 The West Midlands Economic Strategy for 2004–2010 (Advantage West Midlands 2008) sets out a Vision for transforming the West Midlands into a world-class region by 2010. The Strategy builds on the original West Midlands Economic Strategy (Creating Advantage) published in 1999 and the subsequent Agenda for Action (2001). It focuses on the delivery of key actions involving a wide range of partners all of whom are fully committed to working together and meeting the challenges before them.

Community Planning

- 8.4 In 2001, the Government issued guidance for local government on the development of Local Strategic Partnerships (LSPs) (ODPM 2008a) to promote the 'social, economic and environmental well-being' of the areas they serve. Through the development of LSPs, County Councils and District Councils working in partnership with business, the private sector, community and voluntary sectors have developed Community Strategies to pursue the legislative requirement to promote 'well-being'.

Bromsgrove DC

- 8.5 The Bromsgrove Community Plan is a ten-year strategy written by the Bromsgrove Partnership concerned with addressing issues important to residents, the business community and visitors to

Bromsgrove District. It focuses on the way in which services are delivered and how they can be improved. Under the theme 'Consider your Environment' there is an action to reduce pollution and land contamination as well as to improve public transport, walking and cycling networks and encourage people to use these. Key targets include a 15% reduction of car travel to schools within 5 years of a Travel Plan being adopted; new major employers, retail or leisure developments to progress a travel plan as part of any planning application and to increase safe walking & cycling to work and school by 20% & 100% respectively.

Malvern Hills DC

- 8.6 The Sustainable Community Strategy is an overarching strategy for the future of Malvern Hills District. The original Community Strategy for the District covered the period 2003 to 2006. Vision 21 has reviewed the original Community Strategy and has produced a draft Sustainable Community Strategy 2006 - 2021. Priorities for Malvern Hills have been identified as addressing climate change, providing housing to suit everybody's needs and economic viability. Other issues identified include providing a better environment for today and tomorrow, and improving health and wellbeing.

Redditch BC

- 8.7 In April 2003, the Redditch Partnership began to oversee the delivery of a new community strategy for Redditch, looking forward to the year 2020. In the 'Better Environment' section, there are no actions which relate to air quality specifically, despite the consultation response highlighting air pollution as a key issue for local people. There is, however, an action to *'Develop climate change programme for the county with the aim of reducing greenhouse gas emissions by promoting energy efficiency, renewable energy and waste minimisation and also of facilitating adaptation to the impact of climate change on the county'*.

Wychavon DC

- 8.8 Wychavon's Community Strategy 'Shaping the future together', contains the vision and priorities for the Wychavon district from 2007 to 2010, setting out how a number of organisations are working together to improve the quality of life for everyone who lives in, works in or visits the district. Under the theme 'A Better Environment' there are no actions which relate specifically to air quality, although actions to reduce climate change emissions are included, which could have a beneficial impact on local air pollutants.

Worcester CC

- 8.9 The Community Strategy for Worcester 2007-2012 sets out the Worcester Alliance's vision and desired outcomes for the city of Worcester. Under the theme 'A better environment for today and tomorrow', there are no targets relating to air quality, but there is one relating to climate change which pledges a 'Reduction in green house gas emissions and adaptation to the impacts of climate change'

Wyre Forest DC

- 8.10 "Making a Real Difference" is the Community Strategy for Wyre Forest DC (2008-2014) which aims to set out how the Local Strategic Partnership will meet the diverse needs of Wyre Forest's existing residents and improve quality of life, while also safeguarding the prospects of future generations. Under the theme, 'A Better Environment for Today and Tomorrow' one of the priorities is 'To reduce greenhouse gas emissions and adapt to the impact of climate change'. The link between environment and transport is also noted, with a mention of the two AQMAs in Wyre Forest being traffic related.

Herefordshire Council

- 8.11 The Herefordshire Community Strategy sets out aspirations for the County for 2020 and how they might be achieved. The Herefordshire Community Strategy also acts as Herefordshire's Local Agenda 21 Plan and Regeneration Strategy and is closely integrated with the emerging Local Development Framework for the County. Two of the five guiding principles are to 'Integrate sustainability into all actions' and to 'Protect and improve Herefordshire's distinctive environment'. Actions which may be relevant for this Air Quality Strategy include an action to 'Reduce traffic congestion through access to better integrated transport provision' (within the 'Economic Development' theme) and a key issue of 'protecting the environment', (within the theme, 'Safer and Stronger Communities').

Environmental Protection

Environmental protection & local industrial regulation

- 8.12 Within Herefordshire and the Worcestershire local authorities, Environmental Health departments are principally responsible for delivery of LAQM.
- 8.13 Of relevance to LAQM are other areas of environmental policy work, notably the control of pollution from industrial premises, contaminated land and noise pollution. There are statutory responsibilities relating to these policy areas, and many of the local authorities have strategies or protocols relating

to pollution control and the management of noise and land pollution. Environmental Health professionals have delegated powers to address certain potentially polluting activities such as bonfires and the use of authorised fuels. Powers under the Environmental Protection Act 1990 (OPSI 1990), Clear Air Act of 1993 (OPSI 1993) and Environment Act 1995 (OPSI 1995) make clear provision for actions to reduce emissions to air, and so are important tools for LAQM.

Pollution Prevention and Control

- 8.14 Pollution Prevention and Control is a regulatory regime for controlling pollution from certain industries. Since April 2008, PPC has been incorporated into the framework of the Environmental Permitting Regulations (EPR). The EP regime has streamlined and combined separate waste and pollution control (PPC) systems, resulting in a single environmental permit and common procedures.
- 8.15 The EP Regulations identify which processes require an environmental permit. Currently these are:
- an installation – one of more than 20,000 facilities carrying out the activities listed in Schedule 1 of the EP Regulations. These include activities in the energy, metals, minerals, chemicals and waste sectors.
 - a waste operation – any disposal or recovery of waste which is not exempt under the EP Regulations, or
 - a mobile plant - carrying out one of the above activities or waste operations.
- 8.16 Local authorities regulate about 80 different types of installation. These include glassworks and foundries, rendering plant and maggot breeders, petrol stations and concrete crushers, sawmills and paint manufacturers. In several cases, only installations over a certain size need a permit.
- 8.17 For many installations (known as ‘Part B’), local authorities only deal with air pollution. For some (known as ‘A2’), they must look at wider environmental impacts. Other installations (known as ‘A1’) are regulated by the Environment Agency. They are usually larger or more complex.
- 8.18 If the authority decides to issue a permit, it must include conditions setting out how pollution is to be minimised. Government guidance has been published for each type of installation on what are likely to be the right pollution standards. Under the law, the standards must strike a balance between protecting the environment and the cost of doing so.
- 8.19 Local authorities’ rate most regulated installations as high, medium or low risk. This is based on the likely environmental impact if something were to go wrong, and how reliable and effective the operator of the installation is. The annual charge is lower for low- and medium-risk installations.

Industrial Regulation – Environment Agency (EA)

- 8.20 The Environment Agency (EA) is responsible for the enforcement and regulation of the larger and more complex industrial installations operating across the region. The EA works with local government, the Highways Agency and others to help deliver the Air Quality Strategy in England and Wales, particularly where industrial installations have been identified as contributing to exceedences of national air quality objectives. In Herefordshire and Worcestershire, emissions from industrial installations no longer contribute significantly to any of the current designated AQMAs. However, the EA is an important partner in any efforts to reduce pollutant concentrations, and as such is an important partner in efforts to improve air quality across the County.
- 8.21 The Environment Agency has several roles in protecting air quality, including
- incorporating local air quality issues into the Local Environment Agency Plans;
 - regulating A1 industrial installations;
 - informing the public of air quality in their area and
 - air quality monitoring in the event of specific industrial incidents.
- 8.22 The EA is a statutory consultee of the review and assessment process and on the development of air quality action plans, contributing to local air quality management through the provision of information and the regulation of emissions to atmosphere from major industrial installations. The Environment Agency and the Local Government Association produced 'The Working Better Together Protocol No. 1' (Environment Agency 2003), which established how the Agency and each local authority should work together to reduce emissions from Agency and local authority permitted installations so that objectives are not exceeded.

Special Areas of Conservation (SACs)

- 8.23 Special Areas of Conservation (SACs) are strictly protected sites designated under the EC Habitats Directive. Article 3 of the Habitats Directive requires the establishment of a European network of important high-quality conservation sites that will make a significant contribution to conserving the 189 habitat types and 788 species identified in Annexes I and II of the Directive (as amended). The listed habitat types and species are those considered to be most in need of conservation at a European level (excluding birds).
- 8.24 There are four SACs within Herefordshire and 2 within Worcestershire. The four in Herefordshire are Downton Gorge, River Clun, River Wye and Wye valley Woodlands. Within Worcestershire, the sites are Bredon Hill and Lyppard Grange Ponds. Maps of all SACs can be found at <http://www.jncc.gov.uk/page-23>.

8.25 In general terms, issues relating to ecosystems and pollution are from critical loads, which are an excess of nutrients and/ or pollutants which ultimately lead to loss of biodiversity. Calculation of critical loads exceedences is carried out by the UK National Focal Centre in accordance with protocols agreed under CLRTAP. Analysis shows the rate of reduction in nutrient nitrogen critical load exceedences is much less than that for acidity. This is mainly due to the relatively low rate of reduction in ammonia (NH₃) emissions. Ammonia is now the dominant factor in driving nitrogen deposition in many parts of Europe. Within Europe, the principal legislative driver for the reduction of transboundary air pollution, and therefore critical loads exceedences, is the National Emissions Ceilings Directive (NECD). The EC Habitats Directive and Birds Directives deliver further drivers to protect ecosystems of high conservation value such as SACs.

Health Protection Agency

8.26 The Health Protection Agency (HPA) is an independent body charged with protecting health and the general well-being of the population at large. Although the Agency does not monitor air quality, it does provide specific advice to UK Government Departments and Agency's on human health impacts of pollutants. Information on local air quality is of interest and importance to the HPA, which will benefit from being consulted on the Air Quality Strategy for the County.

8.27 In Herefordshire and Worcestershire, the Herefordshire & Worcestershire Health Protection Unit have merged with the Black Country Health Protection Unit as of 1 April 2007. The new unit is called the West Midlands West HPU and is the most relevant first contact point for information relating to health in Herefordshire and Worcestershire.

Primary Care Trusts

8.28 Local Primary Care Trusts (PCTs) are locally managed primary care bodies providing primary and community services on the ground. From 2006 the relevant PCTs are the Herefordshire PCT and the Worcestershire PCT, the role of which, in the context of local air quality, is to:

- Act as a consultee on PPC applications to operate installations that have the potential to impact upon air quality;
- Advise and inform sensitive individuals about air quality, and
- Advise the public of the role that local government plays in regulating dark smoke and nuisance (odour and smoke).

9 Key Development Proposals in Herefordshire and Worcestershire

- 9.1 This Chapter is intended to provide an insight into some of the key developments underway or proposed across the Counties of Herefordshire and Worcestershire. Only the more major developments are identified here, which may have a significant impact on air quality. Individual local authorities need to judge whether air quality is a concern in relation to each individual planning application received. The Planning Protocol issued as part of this strategy will assist in identifying developments which may have an impact, and determining the process by which those impacts are assessed and evaluated.

Bromsgrove DC

Longbridge Area Action Plan

- 9.2 The size of the development opportunity at Longbridge and the role it has to play in helping address strategic and regional needs is significant. Initial policies in relation to the area are set out in the Longbridge Area Action Plan (AAP) which provides policy backing for delivering 10,000 jobs, a minimum of 1,450 new houses (35% of which will meet the Government's affordability criteria), new education facilities, retail, leisure, community and recreation uses, all underpinned by quality public transport facilities and infrastructure.
- 9.3 The plan seeks to support the growth and development of the A38 Central Technology Corridor, a regional designation that seeks to capture inward investment in the higher technology business and innovation. With regard to housing demand, the AAP can make a significant contribution to helping meet RSS housing targets, particularly on brownfield land.
- 9.4 In relation to regional transport needs, the AAP proposes an ambitious set of improvements to the public transport 'offer' for both bus and rail, including enhanced facilities and better connected and more frequent services. The AAP also allocates a site for a Strategic Park and Ride facility serving the Birmingham to Redditch rail corridor, as well as a new high quality bus corridor to improve accessibility to and from Frankley.
- 9.5 A final essential component of the AAP is centred upon creating a real heart and focus for the new development. This will be done through the creation of a local centre which will provide a major new educational facility, a range of new retail outlets, a mix of commercial, leisure, cultural and community uses and a new public transport interchange.

- 9.6 It is estimated that the redevelopment will require a 15-year regeneration programme at an estimated development cost of over £700 million and the joint working of landowners, the local councils, Regional Development Agency, CTB, the local community and other key stakeholders to achieve this ambitious but deliverable strategy.
- 9.7 The agreed objectives include the following:
- **Objective 1:** To establish sustainable communities, which embody the principles of sustainable development and meet current and future social, economic and environmental needs in a balanced and integrated way.
 - **Objective 4:** To implement an integrated and sustainable transport infrastructure strategy for Longbridge, which secures appropriate investment in key public transport improvements and road infrastructure and supports the effective management of sustainable travel patterns across the site.

Bromsgrove Town Centre Redevelopment

- 9.8 Bromsgrove District Council has identified that a holistic approach to the redevelopment of the town centre is required, taking into account the prime sites for regeneration, and including a systematic consideration of other opportunities.
- 9.9 An Issues and Options Report has been issued as part of the LDF process, which sets out a range of issues relevant to the town centre and proposes possible actions for each issue identified through consultation. The report seeks views on a number of options including:
- The town centre defined by re-establishing a street market;
 - The development of small, independent and niche retailers;
 - Expanded retailing so the town can compete with other shopping centres;
 - A vibrant town centre in the evenings;
 - An improved quality of environment in the town centre;
 - More people living in town; and,
 - Improved accessibility and quality of public services in the town centre.
- 9.10 One of the environmental objectives set out in the proposals is to *Protect and enhance the quality of water, soil and air quality.*

Malvern Hills DC

- 9.11 There are currently no major developments of significance for air quality in Malvern Hills.

Redditch BC

- 9.12 There are currently no major development of significance for air quality in Redditch Borough. However, there will be new housing and employment development in the Borough within the period up to 2026. The details will be included in the Regional Plan which is currently being finalised. In terms of housing, it is likely that in the region of 3300 new dwellings will be required plus at least 3300 adjacent to the town (but situated within Bromsgrove/ Stratford Districts). New employment sites and social infrastructure such as schools will be in addition to the above allocations.

Wychavon DC

- 9.13 The South Worcestershire Joint Core Strategy identifies a number of sites in Evesham, Pershore, Droitwich and near the Worcester/ Wychavon boundary for housing and employment growth. Many of the proposed sites will require air quality assessments to determine their impact on air quality. In Evesham, the impact of any major new developments on the existing Air Quality Management Area will be of particular concern.

Worcester CC

- 9.14 Within Worcester, planning permission has been granted for the following developments, which may have an impact on air quality (either in terms of increased traffic, or increased exposure):
- New Sainsbury's superstore and car park, Malvern Road (at Bransford Road junction), St Johns, Worcester. Work has already started on road development to accommodate this.
 - Tolladine Goods Yard, bottom of Tolladine Road, Worcester - approx 6 industrial units - B1 & B2. This development is nearing completion, including new road layout and traffic lights.
 - Diglis development, off Diglis Road/Diglis Dock - approximately 700 apartments, restaurants, boat repair yards and a hotel. Roughly 300 apartments have already been built, along with the boat repair area and restaurant.
 - University of Worcester - new city centre campus, Castle Street, Worcester (to include new library at The Butts, Worcester, and student accommodation at Castle Street, Worcester). Most of the demolition works are now complete and piling has started at the Castle Street site with an archaeological dig still ongoing at The Butts site. Completion is due for 2012.
- 9.15 In the future, there is likely to be major expansion to the North West, South, North East and North of Worcester. There will also be work undertaken through the Masterplan on key city centre areas such as Shrub Hill, Deansway, The Butts and City Walls Road.

Wyre Forest DC

- 9.16 There are a number of new developments within the Worcester City Council area which have the potential to impact on air quality, and as such have been highlighted in the 2008 Air Quality Progress Report. The developments range from a residential developments (Puxton Drive, Kidderminster; 46 dwellings, Chapel Street, Kidderminster; 33 Flats, Broad Street, Kidderminster; 27 residential units, Bewdley Road North, Stourport on Severn; 150 residential units, Blackwell Street, Kidderminster; 36 residential units) to a Tesco Supermarket in Stourport on Severn and some new industrial units in Kidderminster. In addition, the council is aware of a number of other proposed developments for which planning permission has not yet been formally sought.

Herefordshire Council

- 9.17 There are a number of new developments in Herefordshire which have been included in the 2008 Progress Report and have required an air quality assessment mainly due to traffic generation. Some may potentially impact on existing AQMAs, for example 500-600 houses on the former SAS camp at Lower Bullingham, 60 houses on the Old Whitecross School site, a new school at Three Elms and the new Asda store on A49 all have the potential to impact on the Hereford AQMA. There is also a new residential development of 425 houses on the former MOD site which may impact on the Bargates AQMA. There are other developments, which have also been assessed in terms of their impact on air quality, including residential developments (Bullinghope, Holmer and Ledbury Road in Hereford), widening of the A4013 from single track to two lanes and the Robson Jam site in Ledbury being changed to a cider processing plant due to Bulmer relocating there.

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11 Glossary and Abbreviations

API	Advanced Pollution Instrument
AQC	Air Quality Consultants
AQS	Air Quality Strategy
AQMA	Air Quality Management Area
AQAP	Air Quality Action Plan
BC	Borough Council
BPEO	Best Practicable Environmental Option
CAFÉ	Clean Air for Europe
CC	County Council
DA	Detailed Assessment
DC	District Council
Defra	Department for Environment, Food and Rural Affairs
DETR	Department of Environment, Transport and the Regions
DfT	Department for Transport
FQP	Freight Quality Partnership
GoWN	Government Office of the West Midlands
HGV	Heavy Goods Vehicle
IPPC	Integrated Pollution Prevention and Control
LAQM	Local Air Quality Management
LDD	Local Development Document
LDF	Local Development Framework
LEZ	Low Emission Zone
LSP	Local Strategic Partnerships
LTP	Local Transport Plan
MAQU	Mobile Air Quality Unit
NAQS	National Air Quality Strategy
NO ₂	Nitrogen dioxide
NO _x	Nitrogen oxides
NSCA	National Society for Clean Air and Environmental Protection
ODPM	Office for the Deputy Prime Minister
OPSI	Office of Public Sector Information
PPC	Pollution Prevention and Control
PPS	Planning Policy Statement
PR	Progress Report
RPB	Regional Planning Body
RPG	Regional Planning Guidance
RSS	Regional Spatial Strategy
RTS	Regional Transport Strategy
SAC	Special Areas of Conservation
SWMCCP	Sustainability West Midlands Climate Change Partnership
TEA	Triethanolamine
TDP	Transport Delivery Plan
UDP	Unitary Development Plan
USA	Updating and Screening Assessment
WCA	Waste Collection Authorities
WDA	Waste Disposal Authorities
WCSP	Worcestershire County Structure Plan
WMRA	West Midlands Regional Assembly

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BROMSGROVE DISTRICT COUNCIL

CABINET

4 FEBRUARY 2009

BUILDING CONTROL – NEW SUPPLEMENTARY CHARGES

Responsible Portfolio Holder	Cllr J. Dyer
Responsible Head of Service	Mr. David Hammond
Non-Key Decision	

1. SUMMARY

- 1.1 The purpose of this report is to set out the case for introducing additional service charges and seek approval for levying such charges

2. RECOMMENDATION

- 2.1 The Cabinet is asked to approve the implementation of charges for building control services as follows: -
- 2.1.1 for retrospective Completion Certificates for archived applications as detailed in Appendix 1
 - 2.1.2 for processing the withdrawal of applications as detailed in Appendix 1
 - 2.1.3 for processing the transfer of obligations to a third party as detailed in Appendix 1.

3. BACKGROUND

- 3.1 The Building Control Section faces an increasing demand from prospective buyers and sellers for information/documentation relating to building work.
- 3.2 The main driver of this demand has been the introduction of Home Information Packs in July 2007, which requires amongst other things, evidence that any controlled building work carried out at a property offered for sale meets the requirements of the building regulations. This evidence is in the form of a building regulations completion certificate and/or approval notice (called 'authorised documents' in The Home Information Pack Regulations 2006). The legal right to a completion certificate was introduced into the Building Regulations on 1st July 1992.

- 3.3 In July 2002, the Law Society and Local Authorities revised the General Enquiries (Con 29) Form to include Building Regulation matters. The Con 29 form is designed to give relevant supplementary information that a Local Authority holds on a property as part of a request to search the Local Land Charges Register. This generates an increase in the number of requests from sellers and purchasers of property for completion certificates.
- 3.4 In response, the Council's Building Control service intends to introduce processes to systematically monitor controlled work under construction and implemented a practice of raising awareness with property owners on the importance of notifying the Council when building work is completed and obtaining a completion certificate after final inspection.
- 3.5 However, this process applies only to controlled work started after 1st January 2001 and some 400 applications remain open for which a completion certificate could be requested. A significant number of projects are completed without due notification to the Council. This represents a substantial, potential future demand on BDC Building Control for which a charge can and should be made, but which is not covered by the existing scale of fees and charges.
- 3.6 Legal entitlement to a completion certificate under the Building Regulations is subject to criteria set out in Regulation 17 (Completion Certificates) of the Building Regulations 2000. Where the Council does not receive notification within specified timescales that the building work had been completed, or that the building had been occupied before completion, the Council is not required by law to provide a Completion Certificate. On that basis, it is recommended that a charge is introduced for the provision of this service.
- 3.7 For those who do not wish to make use of this service, an option exists for vendors to purchase an indemnity agreement from insurance companies, protecting them from subsequent claims arising from not having obtained a completion certificate.
- 3.8 In addition to the demand for completion certificates, the number of requests to withdraw a Building Regulation Application and refund fees paid has steadily increased in recent times and there is currently no formally approved charging structure to cover the cost of administering these requests. The Building (Local Authority Charges) Regulations 1998 make no provision for the refund of fees when withdrawing applications deposited under the Building Regulations. Therefore, there is no legal bar to the levying of a fee for the withdrawal of applications and the refunding of fees and it is recommended that Members approve this proposal.

- 3.9 Another area which has seen an increase in demand is that of requests to redirect inspection fee invoices. The Building (Prescribed Fees Regulations) 1994 makes the person who carries out the work, or the person on who's behalf the work is carried out, legally responsible for payment of building control charges. This person must be identified at the time the application is deposited with the Local Authority and no provision is made for any subsequent transfer of obligation to a third party. On a practical level, who ultimately pays need not concern the Council, so long as it does not stand the cost of re-directing invoices. Accordingly, it is recommended that a service charge be introduced to cover these costs

4. FINANCIAL IMPLICATIONS

- 4.1 The financial pressures on the non-fee earning work of the Council's Building Control Service are steadily increasing. In this light, it is right and proper to make appropriate charges where possible for any work not subject to the requirement of the fee earning aspects of Building Control to be non-profit making or undertaken as a statutory duty on a non-chargeable basis.
- 4.2 The cost of delivering these services will be met within existing resources

5. LEGAL IMPLICATIONS

- 5.1 The Provision of a Building Control Service is statutory under The Building Act 1984. The ability to charge fees for the service is given under The Building (Prescribed Fees) Regulations 1994.
- 5.2 The provision of supplementary fees is not covered by the above instruments and is a matter of discretion for the Council.

6. COUNCIL OBJECTIVES

- 6.1 The provision of a Building Control Service is closely linked to the Council Objective 4 Environment. This primary aim of the customer communication procedures to be introduced as part of this additional fee charging structure is to promote the improvement in statutory inspections on building projects. The raising of additional fee income is secondary.

7. RISK MANAGEMENT

- 7.1 The main risks associated with the details included in this report are:
- Potential customer complaints
 - Potential claims of invalid charging of fees

- 7.2 These risks are being managed as follows:

- Customer Complaints

Series of clear written communications with customer requesting action on their part. Communications to include Notice of potential supplementary fee.

Adoption of uniform archiving policy within service.

- Potential claims of invalid charging of fees

Formal publication of new fees alongside current fee structure. Issue of new fees with all application forms alongside existing fee structure.

7.3 Currently the risk identified in both of the bullet points in 7.1 are not addressed by any risk register and will be added to the Planning and Environment Services risk register as follows:

Action: Produce clear set of standard documents for the presentation to affected parties relating to outstanding statutory inspections and potential resultant fee charges. Document use of same within Uni-form IT system.

Action: Publish enhanced fees structures on council website and other outgoing media.

8. CUSTOMER IMPLICATIONS

8.1 The introduction of potential supplementary fees is designed to promote the increase in statutory inspections. It is considered that a rise in the number of completion inspections carried out under potential levy of further fees will have a significant benefit to the customer by virtue of increased checking of works on site. Many customers are unaware of the need to allow completion inspection by the Building Control Service.

8.2 Customers will be notified of the new supplementary fees via publication on the BDC website and by inclusion of the new fees in the hardcopy fee and application form packs currently issued.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no direct equality or diversity implications.

10. VALUE FOR MONEY IMPLICATIONS

10.1 Customer satisfaction may potentially improve due to issuance of more Certificates of completion.

10.2 A new procedure would be introduced under the existing Building Control BSI accreditation for external inspection.

10.3 No further VFM implications arise.

11. OTHER IMPLICATIONS

Procurement Issues	None
Personnel Implications	None
Governance/Performance Management	None
Community Safety including Section 17 of Crime and Disorder Act 1998	None
Policy	None
Environmental	None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director - Partnerships and Projects	No
Executive Director - Services	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards

14. APPENDICES

Appendix 1 Schedule of Proposed Supplementary Fees.

15. BACKGROUND PAPERS

None.

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APPENDIX 1

Bromsgrove District Council Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

DESCRIPTION	CHARGE (inc VAT at 15%)
ARCHIVED APPLICATIONS	
Process request to re-open archived building control file, resolve case and issue completion certificate	£57.50 administration fee
Each visit to site in connection with resolving archived building control cases	£57.50 per site visit
WITHDRAWN APPLICATIONS	
Process request	£35.00 administration fee
With additional fees of.....	
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee less £57.50 per site visit made
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £57.50 per site inspection made
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS	
Process request to re-invoice inspection fee to new addressee	£35.00 administration fee
Issue copy of previously issued completion certificate or Approval / Acceptance document	£10.00 plus 10pence per A4 sheet

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BROMSGROVE DISTRICT COUNCIL

CABINET

FEBRUARY 4th 2009

HOUNDSFIELD LANE CARAVAN SITE – UPDATE UPON POTENTIAL TRANSFER NEGOTIATIONS

Responsible Portfolio Holder	Cllr Peter Whittaker
Responsible Head of Service	Dave Hammond
Key Decision	

1. SUMMARY

- 1.1 Faced with the challenge of addressing management, maintenance and refurbishment issues, and with the objective of securing the future provision and continuation of site facilities for Gypsies and Travellers in the District, a report was made to the Executive Cabinet in June 2008 providing members with alternative options for the future management and ownership of the Council owned Gypsy and Travellers site at Houndsfield Lane, Wythall.
- 1.2 Consideration was given to the report that detailed the need to address issues relating to the future management and maintenance of the site together with the possible refurbishment which may be required. It was resolved that officers be requested to further investigate options 3 and 4 set out in the report and to report back to Cabinet on the potential terms which could be negotiated in relation to the transfer of the Houndsfield Lane Caravan site to an alternative organisation.
- 1.3 Options 3 and 4 related to the site being transferred to either the County Council or a Registered Social Landlord (RSL) for continued provision for Gypsy and Traveller communities, refurbishment and extension of existing facilities on the site.
- 1.4 This report provides members with an update upon the outcome of the consultation and negotiations that have taken place since the matter was last considered by Members in June 2008.

2. RECOMMENDATION

- 2.1 That the principle of transferring the Houndsfield Lane Caravan Site to the County Council or a Registered Social Landlord be approved.

- 2.2 That delegated authority be granted to the Executive Director (Partnerships and Projects) and the Sect 151 Officer, in consultation with the Portfolio Holder for Strategic Housing and the Strategic Housing Manager, to negotiate, agree terms and conclude the most favourable transfer proposal that provides a cost effective solution for the Council and provides a protected and enhanced site and service to the Gypsy and Traveller community.

3. BACKGROUND

- 3.1 Houndsfield Lane Caravan site is situated in the Wythall area of the district adjacent to the boundary with Solihull. The site provides caravan / mobile home site facilities for use by the Gypsy and Traveller community.
- 3.2 The local authority has owned the site since 1964 when it originally provided 6 pitches. Having undergone two refurbishments over the years, the site now provides a total of 18 permanent pitches with amenity blocks plus seven unused transit pitches.
- 3.3 Prior to Large Scale Voluntary Transfer, the site was managed by the Housing Section of the Council's Treasurer's Department.
- 3.4 BDC remains the only District Council in Worcestershire that has retained ownership of a Gypsy and Traveller Caravan Site; all other sites are owned and managed by the County Council.
- 3.5 The Government currently has grant available to help fund the provision of additional Gypsy and Traveller residential pitches (100%) and to assist in the refurbishment of existing sites to current day standards (50% – 75%). The application process for grant assistance is extremely onerous and requires a high degree of technical ability. Bids for Government grant will only be considered if plans for refurbishment and extension are worked up to a high and detailed standard.
- 3.6 **Management issues associated with continuing ownership by the Council – As detailed in the previous report.**

When the Council transferred its housing stock to BDHT in 2004, the site remained in the ownership of the Council and the management was outsourced to Bromsgrove District Housing Trust under a service level agreement as there was no longer the infrastructure e.g. repairs, rents and tenant management services to enable it to be managed effectively 'in house'.

- 3.7 Whilst BDHT continues to provide a site management service to the Council, it is recognised that the visiting warden arrangements are under resourced and at times of difficulty, require back up from the Council's Strategic Housing Staff. BDHT have expressed a desire to

withdraw from providing the management service to the Council as it is not cost effective for them and is incompatible with their housing management role.

- 3.8 The low level of management and supervision of the site leaves the Council at risk of not being suitably equipped to manage anti social behaviour, licensee / occupancy management issues and unauthorised entry onto the site. Low level management means that it is difficult to prove whether dilapidation to the site is caused by unlawful damage by residents or has occurred through natural usage. Potentially a situation of unlawful entry onto and occupation of the site could lead to the site becoming unmanageable and existing residents put at risk.

3.9 **Maintenance issues associated with continuing ownership by the council – As detailed in the previous report.**

Under the Council's Housing Capital Programme, the utility blocks have benefited from PVC door and window replacement. Otherwise there has been little capital investment in recent years, other than response repairs and repair of amenity units at change of occupation.

- 3.10 Many amenity units still have the original concrete floors, painted concrete block walls and no heating. Others have been improved by the residents themselves
- 3.11 With regard to the condition and facilities on each individual pitch, current recommended standards require higher levels of insulation, better space standards and more modern facilities to be provided within amenity blocks. Direct metering of electricity supply is considered more appropriate than the sub metered arrangements currently in place.
- 3.12 With regard to the communal areas and the overall site itself, there is considerable improvement work ideally requiring upgrading of the perimeter fencing and relaying of the concrete hard standings.
- 3.13 There has been little demand for use of the 7 transit pitches which are therefore a resource that could be converted into use as permanent pitches if upgraded and amenity units provided. National guidance now identifies that permanent and transit patches are incompatible and are best not provided in the same location.
- 3.14 **Demand and supply issues relating to the provision of sites for Gypsy and Travellers in the district**

Members will recall from the June report that a Gypsy and Traveller Accommodation Assessment had been completed for the South Housing Market Area to meet CLG requirements. The Assessment had concluded that across the South Housing Market Area (Worcestershire,

Stratford and Warwick) there is a potential need for 289 additional pitches across the 8 districts.

3.15 The assessment identified that no additional pitches are required in the Bromsgrove District up to 2013 and that as there is no need for Transit Accommodation in the area, the unused transit pitches at Houndsfield Lane could be used to meet future G&T residential needs in this or the wider area.

3.16 The assessment will be used to inform Phase Three of the RSS process which when adopted (early 2011) will make allocations to authorities to meet the identified need. The allocation may be different to the needs identified for this district in the assessment.

3.17 **Summary of the options that were considered by Cabinet in June 2008 for addressing the refurbishment, management and additional provision issues**

The previous report to cabinet examined the options for upgrading the existing site. Whilst there were short term solutions, these would not solve the longer term capital and revenue pressures that continued ownership of the site would bring to the Council.

3.18 Members considered four options that were set out in the report to establish the best way for the Council to address both the ongoing management and maintenance difficulties of running the site and the need to further improve and extend the facilities.

Options 1 and 2 were for the ownership of the site to remain with the Council. Both carry a risk of the site revenue budget falling into deficit and the Council also facing future capital commitments to maintain and improve the site.

Option 3 offered the opportunity of the site being transferred into County Council ownership.

Option 4 offered the solution of transferring the site to an RSL that had involvement and interest in the sector of housing for Gypsy and Travellers. Rooftop Housing had expressed an interest in acquiring the site and was prepared to consider a number of ways in which this could take place including the possibility of managing the grant application for and project managing site upgrade and extension.

3.19 It was established that the most appropriate way forward was to transfer the site to an organisation equipped to manage the site in the longer term and to bid for government grant to refurbish the site to full CLG recommended standards and provide additional residential pitches on the transit part of the site. The cost of refurbishment works

was estimated to be in the region of £800,000 for which up to 75% could be bid for from the CLG. The cost of providing additional residential pitches with amenity blocks was estimated to be in the region of £430,000 for which 100% CLG grant could be applied for.

- 3.20 It was resolved that officers be requested to further investigate options 3 and 4 set out in the report and to report back to Cabinet on the potential terms which could be negotiated in relation to the transfer of the Houndsfield Lane Caravan site to an alternative organisation.

4.0 PROGRESS UPON NEGOTIATIONS UNDER OPTIONS 3 AND 4

- 4.1 Meetings have taken place separately with both officers of the County Council and Rooftop Housing Group Ltd. Following further consultation with the site residents, both organisations have been given the opportunity to visit and inspect the site.

- 4.2 **Progress with Option 3 – Proposal to transfer the site to the County Council.** - Discussions with officers of the County Council's Countryside Unit of Environmental Services indicate a good deal of support to the principle of transferring the site to the County Council. However, there appear to be some staff resource issues that would come under pressure if County were to project manage the refurbishment bid and there is a reluctance by the officers to recommend the transfer proposal to County Council Members unless it can be presented as part of a wider strategic partnership with local authorities to enable traveller sites to be provided across the county.

The County Council officer's vision for such a strategy would be for there to be partnership working with local authority Planning Departments to enable the provision of sites to meet the identified need. The view is that local authorities should provide leadership and develop communication strategies with Gypsy and Traveller communities to assist and guide them upon how to bring appropriate potential private sites forward for consideration.

The Worcestershire Planning Officers Group is to discuss a way forward in the near future, but until some form of progress is established it is uncertain when site transfer proposals can be further progressed.

- 4.3 **Progress with Option 4 – Proposal to transfer the site to an RSL.** In the absence of interest by the Council's RSL preferred partners, discussions have taken place with Rooftop Housing Co. Rooftop Housing (a Worcestershire RSL based in Evesham) has undertaken a substantial amount of research into the needs of the Gypsy and

Traveller client group and has opened up dialogue with the GOWM who are eager for RSLs to play a more active role in the provision of services to the travelling community. As previously reported in June 2008, Rooftop had expressed an interest in acquiring the site and is prepared to consider a number of ways in which this could take place including the possibility of managing the grant application and project managing the site upgrade and extension. Rooftop now has their Board's approval to appoint a specialist officer to develop and manage Rooftop's range of services into the travelling community.

Rooftop have appointed architects to develop plans for the Houndsfield Lane site and have very recently submitted scheme proposals for the refurbishment of the site, replacement of all amenity blocks with significantly higher standard (CLG Design Standard) residential units and the provision of five additional residential pitch/ units on the transit part of the site. Eight of the existing pitch/units and the five additional pitch/units are specifically designed for use by older or disabled residents and incorporate innovative features to provide level access between the amenity units and the residents own caravan. The scheme proposal would also include the provision of a new office and communal facility / meeting place for residents and the relocation of child playground facilities.

Receipt of the formal proposal from Rooftop co-insides with the deadline for the despatch of this report and thus has not allowed detailed analysis of the submission to take place. Whilst on the face of it, the proposed scheme costs are higher than originally anticipated; the submission indicates a willingness for the RSL to contribute a degree of funding through a loan that would be supported from anticipated rental income to supplement the government grant and local authority contribution.

- 4.5 Both options 3 and 4 require further investigation. The option of a transfer to County appears to be a long way off being a possibility, however if planning issues are progressed, option 3 could become a viable option. The scheme proposals submitted by Rooftop clearly need to be analysed in depth to establish whether the level of expenditure / investment is appropriate to qualify for Government Grant and whether the level of borrowing that would be required by the RSL can be sustained by rental income without there being any future deterrent to the levels of rent charged and services provided to residents.
- 4.6 Progression under Options 3 and 4 requires ongoing and complex involvement by Council officers. The deadline for the submission of an application for grant by either an RSL or the County Council to the CLG's annual bidding round is July 2009.

- 4.7 Due to the complexity of the negotiations and the tight timescale to achieve a bid submission by July 2009, Members are asked to approve the recommendation that delegated authority be granted to the Executive Director (Partnerships and Projects) and the Sect 151 Officer, in consultation with the Portfolio Holder for Strategic Housing and the Strategic Housing Manager, to negotiate and conclude the most favourable transfer proposal that provides a cost effective solution for the Council and provides a protected and enhanced site and service to the Gypsy and Traveller community.

5. CONSULTATION

- 5.1 A Customer Satisfaction Survey of residents of the Houndsfield Lane Caravan Site was carried out in November 2007. Within the survey, occupants views were sought upon their preferred use for the under utilised transit pitches on the site and given four options. The following results were received in respect of occupant's first choice of alternative use:

Social Housing	9.1%
Adapted bungalows for older travellers	9.1%
New permanent residential pitches	54.5%
Transit use	18.2%

- 5.2 Previous consultation upon the future needs of site occupants carried out 3 years ago indicated a desire amongst older gypsy and traveller occupants to be able to remain on the site in their later years. Accordingly it is considered that upgrading of existing and provision of new pitches and amenity units would be designed to be more accessible for older persons and residents with a disablement.
- 5.3 On the third of September 2008, the Strategic Housing Manager and the Strategic Housing Performance Monitoring & Enabling Officer spent half a day on the Houndsfield Lane site interviewing individual residents and small groups of residents explaining to them why transfer is being considered and asking them a set of questions covering their preferences with regard to the future use of the Transit site, the standard and type of amenity unit facilities they require and their views upon the potential transfer of the site to an RSL or County Council. The overall outcome of the consultation indicated a low level of concern with regard to the proposed transfer of the site and general support if it would lead to a higher level of investment in the site and the individual pitch amenity units. The majority favoured the use of the unused transit site for the provision of additional residential units.

6. FINANCIAL IMPLICATIONS

- 6.1 The revenue and capital financial implications for the Council in continuing to own the site were set out in section 9 of the June 2008 report.
- 6.2 The financial implications to the Council in the event of a transfer taking place would be the need to find match funding for any Government Grant that may be received towards a full refurbishment scheme. This would amount to 25% of the refurbishment costs. Whilst an allowance has been made in the Council's capital programme to potentially fund this amount, our negotiations with the potential new owners of the site would seek to maximise the level of contribution being made by them towards the match funding (25%) by them taking out a loan that could be supported from projected net rental income from the site after modernisation has been completed. Whilst a higher level of rent and service charge may be justified to reflect any improvements that are subsequently made to the site, it will be important to ensure that these are reasonable and will not exclude access to the site and its facilities by the client group.
- 6.3 The Houndsfield Lane Caravan site was valued at £400,000 in July 2005 in accordance with CIPFA recommendations for the valuation of capital assets held by public authorities. The basis of the valuation was Existing Use Value based upon the assumption that vacant possession would be provided of all parts of the property. The value of the site upon transfer to an RSL or other social housing provider would be on the basis of the existing use being preserved in perpetuity or until such time as the Council agreed to the site being released (after sale) for any alternative use. Accordingly the value of the site would be restricted to a capitalisation of the annual net income which would be significantly lower than that reflected in the asset valuation. A 'Claw Back' clause would be included in any transfer terms that would allow the Council to recover open market value in the event of the future owner ever being released from the condition of utilising the site solely for the provision of accommodation for the Gypsy and Traveller community.

7. LEGAL IMPLICATIONS

- 7.1 From 2008, The Housing Regeneration Act 2008 removes the exemption of local authority sites being licensed which is likely to have implications for the future standards that will be required for local authority owned sites.
- 7.2 In the event of a transfer taking place the Council would impose a covenant requiring the site owner to continue to provide accommodation for the Gypsy and Traveller community unless the Council gave its permission for the site to be used or sold for an

alternative use. In circumstances where the Council would give its permission for the site to be sold or used for alternative purposes, then a clause would be included in the conveyance allowing the Council to claw back funding from the land owner representing an appropriate proportion of the open market value at the time.

8. COUNCIL OBJECTIVES

- 8.1 CO1 Regeneration – Housing
CO2 Improvement – Customer Service
CO3 Environment – Climate Change (improved insulation to amenity units)

9. RISK MANAGEMENT

- Loss of outside organisation to manage Houndsfield Lane Site.
- Budget deficit due to repair and management issues.
- Unlawful occupation and anti social behaviour.

- 9.1 Currently the risks identified in the bullet points above are not addressed by any risk register and will be added to the 2008 revision of the risk register.

10. CUSTOMER IMPLICATIONS

- 10.1 In the event of alternative management and ownership options being pursued, site residents would be further consulted. A key element of the transfer proposal is to achieve replacement or refurbished amenity units for each residential pitch and improved communal services on the site including direct electricity supplies to each pitch.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

- 11.1 The report relates to the provision of housing and services to a minority group. Failure to address the needs of this group and to maintain or improve standards may be in breach of the Council's Inclusive Equalities Scheme.
- 11.2 It is important in the event of the site being transferred, that the Council should impose a covenant or other legal undertaking by the new owner that the site would continue to provide accommodation for the Gypsy and Traveller community.
- 11.3 Gypsies have established themselves as an ethnic group by virtue of precedent under the Race Relations Act and have recourse to legal action under the Act if they are treated less favorably. Irish Travelers'

established that they are also an ethnic group under the Race Relations and the CRE declared that Scottish Travelers' should also be classed as an ethnic group.

- 11.4 If the site was to be transferred, any receiving RSL would be required to make a formal commitment to participating in the Council's Hate Crime Incident Reporting System and promote the reporting system to their tenants and provide access for their tenants to the mechanism for reporting incidents.

12. VALUE FOR MONEY IMPLICATIONS

- 12.1 The report addresses value for money issues in pursuing options 3 and 4 for the refurbishment and extension of the site to release the Council from future revenue and capital pressures. The report recommends, that negotiation and the agreement of terms should reflect the most favourable transfer proposal that provides a cost effective solution for the Council whilst ensuring a protected and enhanced site and service to the Gypsy and Traveller community.

13. OTHER IMPLICATIONS

Procurement Issues Yes
Personnel Implications None
Governance/Performance Management None
Community Safety including Section 17 of Crime and Disorder Act 1998 Future management and standards of site impact upon ability to reduce crime and disorder.
Policy No
Environmental Condition and standard of site impact upon environment.

22. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes

Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	Yes

23. WARDS AFFECTED

All wards specifically Hollywood and Majors Green within which the Hounsfild Lane site is situated.

24. APPENDICES

None

BACKGROUND PAPERS

Gypsy and Traveller Accommodation Assessment.

CONTACT OFFICER

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BROMSGROVE DISTRICT COUNCIL

CABINET

4TH FEBRUARY 2009

BROMSGROVE DISTRICT COUNCIL HOUSING STRATEGY 2006-2011 MID TERM REVIEW

Responsible Portfolio Holder	Cllr P.J. Whittaker
Responsible Head of Service	David Hammond
Key Decision	

1. SUMMARY

- 1.1 Bromsgrove's Housing Strategy 2006–2011 which was developed in 2006, following thorough review and consultation upon housing issues in the District, set out a comprehensive strategy for the Council to focus on its strategic role to meet a broad range of housing objectives.
- 1.2 In developing the five year strategy we recognised that we would need to take stock of progress and any changes in market forces and therefore set ourselves a target to carry out a mid term review of the strategy and refresh the action plan.
- 1.3 Following the recent completion of the Bromsgrove Housing Market Assessment and two mid term consultation events, this report brings forward for member approval a Mid Term Review Summary and Refreshed Action Plan for implementation over the remaining life of the strategy.

2. RECOMMENDATION

- 2.1 That the Housing Strategy Mid Term Review Summary and Refreshed Action Plan for implementation over the remaining life of the Strategy be approved.

3. BACKGROUND

- 3.1 Since the original Housing Strategy Document was published in 2006 there has been a considerable amount of energy and commitment invested in implementing the strategy and in achieving over 83% of the actions in the accompanying action plan that were set at the time. In developing the five year strategy we recognised that we would need to take stock of progress and any changes in market forces and therefore set ourselves a target to carry out a mid term review.

3.2 The Review Summary and refreshed action plan attached at Appendix 1 to this report has been developed following the recent completion of the Bromsgrove Housing Market Assessment (the Executive summary of which is attached at Appendix 2) and two Mid Term Consultation Events that were held with a broad range of partners, stakeholders and service users in November 2008. The purpose of the consultation events was to enable consultees to:

- Influence and inform the mid term review of the Housing Strategy.
- Review the targets and priorities.
- Help us to re-set actions for the remaining life of the Strategy.
- Assist in developing a separate Private Sector Housing Strategy.

We asked for our consultees' views and suggestions based upon the following key questions:

- Are the Strategic Housing Priorities still relevant?
- Should they still be ranked in the same order of importance?
- Are there new additional priorities that we should now address?
- Having achieved many of the actions originally set, what new actions should we set up to 2011 and beyond?

3.3 The Review Summary Document attached at Appendix 1 which now comes forward for member approval provides:

- An overview of the main achievements since the strategy came into operation.
- An update upon the key results of the 2008 Bromsgrove Housing Market Assessment for the District.
- Detail of the external constraints affecting our ability to succeed and the positive things that could help us achieve our strategic aspirations.
- A refreshed set of actions for the remaining life of the strategy.

3.4 Based upon feedback from the consultation events, the findings of the Bromsgrove Housing Market Assessment and input from the Homelessness Strategy Steering Group, the refreshed Housing Strategy Action Plan replaces the action plan originally set in 2006.

3.5 The executive summary of the Bromsgrove Housing Market Assessment 2008 is attached at Appendix 2. This assessment has been used to inform and support the development of the Planning Draft Core Strategy and the Council's submission in response to the Regional Spatial Strategy Phase 2 Review urging the allocation of and increased housing allocation for the District up to 2026.

3.6 During the mid term review consultation process we asked our partners, stakeholders and service users to identify any additional priorities that may have emerged since our original Housing Strategy was written. Whilst no additional priority was identified, the feedback

we received (backed up by the findings of the Bromsgrove Housing Market Assessment) identified that we need to focus our energies on meeting the housing and support needs and aspirations of our ageing population. This overarching requirement impacts upon all four Housing Priorities, most significantly, Priority 1 – Addressing The Shortage Of Affordable Housing, Priority 2 – Improving The Quality And Availability Of Private Sector Housing and Priority 4 - Assisting Vulnerable Groups To Live Independently.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no immediate financial implications associated with the approval of the Housing Strategy Mid Term Strategy and Refreshed Action Plan as the implementation of the actions will be carried out within existing Strategic Housing staff resources.
- 4.1 Certain actions within the action plan are set to assess and investigate the potential implementation of certain new services. In the event of a completed action supporting the implementation of a new service, a bid would have to be submitted for consideration under the Council's corporate annual budget process.

5. COUNCIL OBJECTIVES

- 5.1 The Housing priorities and actions within the document link with the following Corporate Objectives and Priorities:

Council Objective One - Regeneration – CO1 Priority Housing

Council Objective Three – Sense of Community and Wellbeing

Council Objective Four – Environment – CO4 Priority Climate Change

6. RISK MANAGEMENT

- 6.1 The main risks associated with the details included in this report are:

The ability to retain suitably qualified and experienced staff to implement the strategy and action plan.

The ability to maintain continued commitment and support from partners in addressing the actions identified.

- 6.2 These risks are being managed as follows:

Risk Register: Environment and Planning
 Key Objective Ref No: 4 - Effective, efficient and legally compliant
 Housing Service
 Key Objective: 4.1 - Monitor, manage and implement the
 recommendations from the Audit Commission Housing Inspection
 Report and Housing Strategy Action Plan.

7. CUSTOMER IMPLICATIONS

7.1 The actions set out within the document are designed to enhance the Council’s response to the identified housing needs of the community and to improve the quality, standard and accessibility of housing services provided.

8. EQUALITIES AND DIVERSITY IMPLICATIONS

8.1 The Mid Term review and consultation process has been carried out in accordance with corporate equality and diversity policy and where appropriate, housing services undergo impact assessment.

9. VALUE FOR MONEY IMPLICATIONS

9.1 The Housing Strategy is based upon bringing together partners and resources to maximise the benefit to the community. The vision that we have since developed; ***“Making best use of existing accommodation by improving the quality and accessibility and addressing the imbalance in the housing market through the provision of more affordable housing”***, has helped us to focus our efforts to achieve the greatest impact by making better use of existing stock across all tenures.

10. OTHER IMPLICATIONS

Procurement Issues None
Personnel Implications None
Governance/Performance Management All PI’s and targets set out in the action plan accord with those detailed in service business plans and the corporate performance monitoring process.
Community Safety including Section 17 of Crime and Disorder Act 1998 None
Policy

None
Environmental
None

11. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No N/A
Corporate Procurement Team	No N/A

12. WARDS AFFECTED

All Wards.

13. APPENDICES

Appendix 1 Housing Strategy Mid Term Review and Refreshed Action Plan.

Appendix 2 Bromsgrove Housing Market Assessment 2008 – Executive Summary

BACKGROUND PAPERS

Housing Strategy Document 2006 – 2011
Bromsgrove Housing Market Assessment 2008

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Bromsgrove District Council

Housing Strategy

2006 - 2011

Mid Term Review

Unlocking the door to
meeting housing needs
in Bromsgrove District



INTRODUCTION

Bromsgrove's Housing Strategy 2006–2011 was the first to be produced by the Council since it transferred its housing stock in March 2004. The document which was developed in 2006, following thorough review and consultation upon housing issues in the District, sets out a comprehensive strategy for the Council to focus on its strategic role to meet a broad range of housing objectives. The original document was set out in four parts:

PART 1 - Set out the background to the Strategy, details the local context of the District, explain how we learn and what we are doing to improve and develop our services and tracks how national, regional and local policy had influenced the development of our strategy and the role that partnership working and extensive consultation had taken in developing the Council's housing priorities.

PART 2 – Examined the three key components in the development of our strategy, the overview of housing needs and housing market forces operating at the time, the results of the then recent stock condition survey and the capital, revenue and land resources that were projected at the time.

PART 3 – Detailed the Housing Strategy and set out our four key Housing Priorities:

- **PRIORITY 1 – ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING**
 - Focusing on achieving a well balanced Housing Market and a consistent and appropriate supply of affordable housing to meet urban and rural needs, making best use of planning powers and the resources available
- **PRIORITY 2 – IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING**
 - To achieve sustained decent housing conditions, a strong, well managed private rented sector, improved energy efficiency of domestic homes and increased availability and accessibility of privately rented accommodation offering people more choice.
- **PRIORITY 3 – ADDRESSING HOMELESSNESS**
 - Promoting a continued co-ordinated approach to the ongoing provision of early intervention preventative and support services for the homeless and an improved supply of permanent accommodation to reduce the use of temporary accommodation. Increased access to privately rented housing for the homeless is targeted to help achieve this and to maintain our minimal use of Bed & Breakfast accommodation. The strategy also focuses upon providing an improved standard and type of temporary accommodation.
- **PRIORITY 4 - ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY**

- Aimed at enabling people who are vulnerable through age, disability or life experience to live independently, within the community. Promotion of healthy, safe and independent living through improved housing conditions, home safety & security checks and by creating the right environment through improvements and adaptations and linked action to enable older people to be discharged from hospital more rapidly through more efficient home adaptation.

PART 4 – Concluded with the Action Plans for all four priorities detailing the link with the resources available and the arrangements that are in place to monitor progress.

The full document can be found on the Bromsgrove District Council website at www.bromsgrove.gov.uk or by following the web link <http://bromsgrove.whub.org.uk/home/bdc-housing-strategic-housing-strategy-2>

HOUSING STRATEGY REVIEW AND REFRESH DECEMBER 2008

Since the original Housing Strategy Document was published in 2006 there has been a considerable amount of energy and commitment invested in implementing the strategy and in achieving over 83% of the actions in the accompanying action plan that were set at the time. In developing the five year strategy we recognised that we would need to take stock of progress and any changes in market forces and therefore set ourselves a target to carry out a mid term review and refresh.

This refresh document:

- Provides an overview of the main achievements since the strategy came into operation.
- Provides an update upon the key results of the 2008 Bromsgrove Housing Market Assessment for the District
- Examines the external constraints affecting our ability to succeed and the positive things that could help us achieve our strategic aspirations.
- Sets out a new set of actions for the remaining life of the strategy and beyond.

Consultation - This refresh document and action plan has been developed following the Mid Term Consultation Events with a broad range of partners, stakeholders and service users in November 2008. The purpose of the consultation events were to:

- Influence and inform the mid term review of the Housing Strategy.
- Review the targets and priorities.
- Re-set actions for the remaining life of the Strategy.
- Assist in developing a separate Private Sector Housing Strategy.

We asked for our consultees' views and suggestions based upon the following key questions:

- Are the Strategic Housing Priorities still relevant?
- Should they still be ranked in the same order of importance?
- Are there new additional priorities that we should now address?
- Having achieved many of the actions originally set, what new actions should we set up to 2011 and beyond?

OVERVIEW OF THE MAIN ACHIEVEMENTS SINCE THE STRATEGY CAME INTO OPERATION

The Housing Strategy is based upon bringing together partners and resources to maximise the benefit to the community. The vision that we have since developed; ***“Making best use of existing accommodation by improving the quality and accessibility and addressing the imbalance in the housing market through the provision of more affordable housing”***, has helped us to focus our efforts to achieve the greatest impact by making better use of existing stock across all tenures.

The achievements that have been made over the life of the strategy have been due to the strong partnership support and involvement from:

- Our RSL Preferred Partners - Bromsgrove District Housing Trust, West Mercia Housing Group, Bromford Housing and Servite Houses.
- Bromsgrove Youth Homelessness Forum.
- CAB And Other Homelessness Strategy Steering Group Members.
- Increased Council Member involvement and enthusiasm providing improved leadership and support.
- Close working between Planning and Strategic Housing officers.
- The North Worcestershire Home Improvement Agency and the involvement of Private Landlords.
- The Worcestershire Rural Housing Enabler.
- The strengthening North Worcestershire Housing Partnership.
- Local authority partners across the County and South Housing Market Area
- Supporting People
- Homelessness Specialist Advisers at Communities and Local Government

KEY ACHIEVEMENTS – AFFORDABLE HOUSING

DELIVERY FIGURES



AFFORDABLE HOUSING

Delivering Homes and Improving Environments



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PREFERRED PARTNER ARRANGEMENTS

- Objective: to formalise development arrangements with RSLs
- Process: A formal tendering process with several RSLs
- Outcome: Three Preferred Partner's chosen to work within Bromsgrove District-
- BDHT/West Mercia (Principal)
- Servite
- Bromford



RURAL HOUSING

- 17 New Rural Affordable Homes at The Glebe in Belbroughton



KEY ACHIEVEMENTS - PRIVATE SECTOR HOUSING



SERVICES REVIEWED, IMPROVED AND DOCUMENTED

Energy Efficiency Grants

Improving Hard to Treat Housing - Your Guide to Key Resources

The collage includes several informational leaflets: 'Home Repair Assistance', 'Landlord Grants', 'Disabled Facilities Grants', and 'Energy Efficiency Grants'. It also features a photograph of a wind turbine on a grassy hill under a blue sky.

KEY ACHIEVEMENTS – HOMELESSNESS



**REVIEW OF
HOMELESSNESS
SERVICE
HOUSING
OPTIONS**



**CLOSED 3
TEMPORARY
ACCOMMODATIO
N HOSTELS**



**NO USE
OF BED AND
BREAKFAST**



**ADDITIONAL
GOVERNMENT
FUNDING AND
AWARDED
REGIONAL
CENTRE OF
EXCELLENCE
FOR YOUTH
HOMELESSNESS**



**REDUCTION IN
TEMPORARY
ACCOMMODATION**

KEY ACHIEVEMENTS – ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY

HOME CHOICE PLUS ORIGINAL

This Week's Homes in Bromsgrove

Rented Property advertised between Nov 18 2008 and Nov 24 2008

<p>Lime Grove, Sidermoor, Bromsgrove, Worcs, B61 8LX</p> <p>Type: Flat Rent: £63.00 Weekly (48 weeks), Gas radiator, No garden, Bathroom with W/C, Off street parking, Landlord: Bromsgrove District Housing Trust</p> <p>Second floor flat suitable for 1-2 people. Close to local amenities, pets with permission.</p> <p>Property Ref: 3119</p>	<p>Forest Way, Hollywood, Birmingham, B47 5JS</p> <p>Type: Flat Rent: £52.54 Weekly (48 weeks), Gas radiator, Communal garden, Bathroom with W/C, On street parking, Landlord: Bromsgrove District Housing Trust</p> <p>First floor sheltered flat, preference will be given to applicants on the housing register. Pets with permission.</p> <p>Property Ref: 3522</p>
<p>The Innage, Hollywood, Birmingham, B47 5JA</p> <p>Type: Flat Rent: £76.03 Weekly (48 weeks), Gas radiator, No garden, Bathroom with W/C, On street parking, Landlord: Bromsgrove District Housing Trust</p> <p>Ground floor sheltered flat, preference will be given to applicants on the housing register. Pets with permission.</p> <p>Property Ref: 3528</p>	<p>Dennis Potter Court, Hadley Close, Wythall, Birmingham, B47 8LT</p> <p>Type: Flat Rent: £89.57 Weekly (52 weeks), Check heating on viewing, Communal garden, Check on viewing, Check parking on viewing, Landlord: Housing 21</p> <p>Studio flat in sheltered scheme. Over 60 or over 55 if on DLA Income supp. Life line support. Regular social events.</p> <p>Property Ref: 3535</p>



Learning Disabilities

Learning Disability Roadshow

Accommodation

Choice Based Lettings



Safe House for Victims of Domestic Violence

• 5 units of self contained accommodation supported by Stonham Housing

• Sanctuary Scheme

• Freedom Programme

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Young People

Bromsgrove Youth Homeless Forum

• 'Drop In' Centre

• Private Tenancy Scheme

• Floating Support



PHYSICAL DISABILITIES

Improved Performance in processing Disabled Facilities Grants – helping people to remain at home

and

Identifying alternative more suitable housing



EXTRA CARE HOUSING

• 27 Units of Accommodation for older people

• Individually tailored care/support packages

• Enhanced services

HEADLINES FROM THE 2008 BROMSGROVE HOUSING MARKET ASSESSMENT

MEETING THE PROBLEM OF AFFORDABILITY

- Only just over half of single income households are able to get into the housing market by buying a 2 bed flat.
- Only just over one third of joint income households are able to move on in the housing market by buying a 3 bed house.
- The remainder would require affordable housing.

• HOUSING NEED

- There is a need for about 70 new affordable homes per year for each of the next 10 years
- Two thirds of affordable housing needs to be social housing for rent and one third intermediate

Consultation with Younger People

- There is a need to develop more flexible 'housing pathways' that reflect younger people's incomes and aspirations – are many local young people being excluded from living in Bromsgrove?
- Young people need more information and more opportunities to review their housing options from school age onwards including a stronger focus on the role and identity of housing associations.

Consultation with Older People

- There is a need for:
 - more options for older people in large, family homes to downsize and release their property for younger households.
 - More aspirational, two-bedroom products aimed at older people, including equity release schemes.
 - The active promotion of shared ownership.
 - The development of extra-care housing and 'retirement villages', incorporating a range of options with tailored care and support.

THE HOUSING REQUIRED TO 2026

- 850 x 2 bed general needs properties
- 4,800 x 2 bed properties for people of retirement age
- 1,575 x properties/units with "extra care"
- 125 x 3 bed houses – or more if older people remain in family-sized homes.

PRIORITIES FOR INTERVENTION

- Substantial growth in the requirement for:
 - smaller homes for single/couple households.
 - smaller, more manageable but aspirational housing for older people – not "pokey" flats!
 - housing with care for older people.
 - affordable housing, especially for younger people and for families.

THE EXTERNAL CONSTRAINTS AFFECTING OUR ABILITY TO SUCCEED.

In reviewing and refreshing the Housing Strategy our consultees were made aware of the major challenges that the District Council and its partners continue to face when addressing the key strategic priorities.

These challenges were used as the basis in reviewing and re formulating strategic actions for the remaining life of the strategy and beyond.

Although constantly changing, at the time of the mid term review consultation in November 2008, the key challenges were as set out in the right hand column of this page.

Recent Housing Market Assessment information has raised awareness of the importance of planning and providing appropriate housing choices for an ageing population. The declining economic situation and 'credit crunch' has lead to the development of new actions to address mortgage repossessions and homelessness and to overcome the impact of the downturn in the building industry upon the provision of affordable housing.

The infographic is titled "Bromsgrove District Council Strategic Housing Challenges". It features a header with a small photo of two people and the council's name. Below the header are four main challenge categories, each with a list of specific issues and a corresponding "COMMENTS/FEEDBACK" box. Yellow arrows point from the challenge lists to their respective feedback boxes.


- Addressing the Shortage of Affordable Housing**
 - High Housing Need
 - Affordability
 - Lack of Sites: Green Belt/Moratorium
 - Competition between RSL and Private Developers for sites
 - Housing Corp Grant Rates/VFM Requirements
- Improving the Quality and Availability of Private Sector Housing**
 - Lack of private rented accommodation
 - Difficulty in securing flats above shops
 - Limited opportunities to use planning powers
 - More Houses in Multiple Occupation
 - Availability of mortgages
- Addressing Homelessness**
 - Homelessness
 - Youth Homelessness
 - Overcrowding
 - Credit crunch
 - Mortgage Repossessions
 - Redundancy/Unemployment
- Assisting Vulnerable Groups to Live Independently**
 - Ageing Population - Lack of appropriate housing
 - Teenage Parents
 - Mental Health
 - Learning Disability
 - Fuel Poverty
 - Changing Aspirations

THE POSITIVE THINGS THAT COULD HELP US ACHIEVE OUR STRATEGIC ASPIRATIONS.

Likewise, in reviewing the strategic priorities and the order of ranking, our consultation process involved the consideration of opportunities such as new Government policies and additional funding streams that are emerging to help address housing issues.

Making best use of existing resources through a wide range of new schemes including the introduction of Choice Based Lettings and the Kick Start equity release scheme are considered important in assisting in supplementing the ongoing shortage of affordable housing and the need to improve private sector housing conditions. Additional actions emerging from the mid term review consultation process include new schemes to tackle under occupation and encourage down sizing to maximise the impact of existing housing stock in meeting housing needs.

Government opportunities to bring unsold private dwellings into the affordable housing stock through the relaxation of the Homes and Communities Agency regulations and funding to assist home owners is being pursued through the refreshed action plan.



Bromsgrove District Council Strategic Housing Opportunities

<p>Addressing the Shortage of Affordable Housing</p> <ul style="list-style-type: none"> ● Increased Funding - Housing Corp - HCA - One conversation ● Choice Based Lettings - better use of accommodation ● RSS options - more development, more affordable housing ● Robust Housing Needs Assessment ● Monitoring use of public sector land for affordable housing ● Town Centre regeneration and Longbridge ● South Housing Market, Partnership Board ● Core Strategy 	<div style="border: 1px solid green; padding: 2px; text-align: center; font-weight: bold; font-size: small;">COMMENTS/FEEDBACK</div>
<p>Improving the Quality and Availability of Private Sector Housing</p> <ul style="list-style-type: none"> ● Government Money for Mortgage Rescue Scheme ● Kick Start Scheme as additional option to grants ● Review of Home Improvement Agency ● Government Initiatives to tackle Fuel Poverty ● Countywide House Condition Survey ● Thermal flyover 	<div style="border: 1px solid green; padding: 2px; text-align: center; font-weight: bold; font-size: small;">COMMENTS/FEEDBACK</div>
<p>Addressing Homelessness</p> <ul style="list-style-type: none"> ● Homelessness Strategy Steering Group - CLG Funding ● Regional Centre of Excellence for Youth Homelessness ● Private Tenancy Schemes ● Family Intervention Project ● Mediation ● Housing Options ● Education Initiative 	<div style="border: 1px solid green; padding: 2px; text-align: center; font-weight: bold; font-size: small;">COMMENTS/FEEDBACK</div>
<p>Assisting Vulnerable Groups to Live Independently</p> <ul style="list-style-type: none"> ● Kick Start and DFG/HRA Grants ● BDHT Training Flat ● Funding for improvement of Gypsy and Traveller sites ● Foyer Scheme and NW Support for younger people ● Specialist supported accommodation ● Floating Support 	<div style="border: 1px solid green; padding: 2px; text-align: center; font-weight: bold; font-size: small;">COMMENTS/FEEDBACK</div>

A NEW SET OF ACTIONS FOR THE REMAINING LIFE OF THE STRATEGY AND BEYOND

The following Housing Strategy Action Plan replaces the action plan originally set in 2006, from which 83% of the actions had been achieved by August 2008.

The new action plan includes a number of the original actions that are ongoing or not yet achieved (in black print) and a set of new actions that have been developed from the mid term review consultation process and input from the Homelessness Strategy Steering Group (mauve print).

During the mid term review consultation process we asked our partners, stakeholders and service users to identify any additional priorities that may have emerged since our original Housing Strategy was written. Whilst no additional priority was identified, the feedback we received identified that we need to focus our energies on meeting the needs and aspirations of our ageing population.

We held four workshop groups to consider each of the existing housing priorities and asked consultees to identify 3 actions to feedback to the whole group who were then asked to vote for those actions that they thought were most important. Where the voting identified that these actions should become a priority for the Council, they were ranked with a 'High' priority within the revised action plan.

We are delighted to have been recognised as a Regional Centre of Excellence for Youth Homelessness for 2008/09 in partnership with Bromsgrove Youth Homelessness Forum and Bromsgrove District Housing Trust for providing services that deliver targeted youth support via the Basement 'Drop In' centre, the private tenancy scheme for under 25's and specialist outreach floating support.




Officers from the Council, Bromsgrove Youth Homelessness Forum and Bromsgrove District Housing Trust attended the National Youth Homelessness Conference on the 8th December 2008 and we have incorporated learning from this event into the revised action plan.



HOUSING STRATEGY ACTION PLAN – REVIEW / REFRESH STAGE – DECEMBER 2008.

ACTION PLAN - PRIORITY 1. - ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING



Action and Priority	Target Completion Date	Milestone	Progress upon implementation of action as at 31 st January 2007	Revised Target for Completion
<p>KEY TARGET - With the support of BDHT and other partner RSLs', achieve delivery of 400 additional units of affordable housing over the 5 year period of the Strategy.</p> <p>Performance in 05/06 = 75 additional affordable housing units, Performance for 06/07 outturn = 72 additional units Performance for 07/08 = 46. Performance for 08/09 = 135 up to 31st Dec 2008.</p> <p>PSA 5 – To achieve a better balance between housing availability and the demand for housing, whilst protecting the countryside and Green Belt.</p>				
<p>Proposed Outcome - Increased delivery of affordable housing through Planning Gain.</p>				
<p>Adopt new Supplementary Planning Document for Affordable Housing relating to:</p> <ul style="list-style-type: none"> • Threshold levels • Percentage of affordable housing • Open space/play facilities • Location / size / type / tenure • Financial contributions 	<p>Dependent upon RSS resolution</p>		<p>The SPD will not be formally adopted until the Core strategy has been adopted, although whilst the moratorium is in place the Affordable housing SPD will not be used as we would resist any open market housing. Information contained in the SPD will be used to guide the allocation of new housing sites for long term development needs, it could also be used informally help RSLs provide for identified needs on 100% affordable housing schemes.</p>	
<p>HIGH</p>				
<p>Maximise use of planning policy to influence the delivery of housing to reflect the needs of an ageing population.</p> <p>MEDIUM</p>	<p>Ongoing</p> <p>AC</p>	<p>Adoption of Core Strategy July 2010</p>		
<p>Proposed Outcome – Improved partnership working and preferred partnering arrangements</p>				
<p>When land and or funding is available adopt a joint commissioning approach with RSLs when bidding to Housing Corp for funding.</p> <p>HIGH</p>	<p>Ongoing</p> <p>AC</p>	<p>Successful outcome re: Housing Corporation bid on Perryfields Spring 2009</p>		
<p>Report to Housing Choices for Older People Partnership Board upon:</p>	<p>March 2009</p>	<p>Convene a series of meetings of</p>		




<ul style="list-style-type: none"> • results of Housing Market Assessment • Countywide Housing Support Needs of Older Persons Survey • Models of Housing and Extra Care for Older People • Revenue Implications for Housing for Older People <p>to enable group to make decisions on type, size, tenure and location to address the identified shortfall of housing for older persons.</p> <p>HIGH</p>	AC BDHT	the Housing Choices for Older People Partnership Board Jan 2009		
<p>Investigate with RSL partners the potential to develop an innovative scheme whereby equity released by enabling older people to downsize could be utilised to subsidise housing opportunities for their offspring.</p> <p>HIGH</p>	March 2010 AC BDHT	Consideration of idea by Principal Preferred Partner RSL Liaison Group.		
Proposed Outcome – Increased choice of housing options and routes to owner occupancy.				
<p>Investigate intermediate rent models with option to purchase schemes.</p> <p>HIGH</p>	June 2009	Invite experienced RSL to County Enabling Officers Group meeting.		
Proposed Outcome – A balanced housing market – appropriate supply of affordable housing – reduced backlog of unmet need.				
<p>Carry out a review of the Council owned land stocks to re-explore any opportunities for releasing land for affordable housing.</p> <p>HIGH</p>	April 2009 JB	Access to Council land records JB		
<p>Continue to encourage HCA to adopt a more flexible approach to tenure when grant funding affordable housing schemes to allow flexibility to match peoples housing needs /levels of affordability with tenure of homes upon completion of development.</p> <p>HIGH</p>	Ongoing AC	Encourage County Rural Housing Enabling Group to make representation HCA		




<p>Continue to identify development options with BDHT through the Development Working Group and support submission to Housing Corporation Investment Clinic as appropriate.</p> <p>HIGH</p> <p>ONGOING</p>	<p>Continuous process.</p>	<p>Outcome of 06/08 bidding round.</p>	<p>Portfolio Holders for Planning and Strategic Housing, PS, DH and AC now meeting monthly with CEOs of BDHT and WM Housing Group and a representative of County Estates Department,</p> <p>This Strategic Housing and Principal RSL Partner Group continues to meet monthly and is well supported by all mentioned above. County Council owned sites are regularly reviewed and joint partnership working developed to maximise potential of land and property resources available.</p>	 Green
<p>Within the exploration of empty homes and affordable housing opportunities within the town centre identify properties particularly suitable for younger people with reference to access to employment, transport, shop and leisure facilities.</p> <p>HIGH</p>	<p>Ongoing</p> <p>JD</p>	<p>Completion of Survey of vacant accommodation over shops in Town Centre.</p>		
<p>Proposed Outcome – Provision of affordable rural housing to meet identified local needs.</p>				
<p>Support the Rural Housing Enabler to carry out further Parish Council Local Housing Need Surveys and bring forward further ‘Exception Sites’ at Tardebigge Bentley Bournheath</p> <p>MEDIUM</p>	<p>Continuous process</p>	<p>Survey carried out at Tardebigge by April 2009</p>	<p>Schedule of Local Housing Needs Surveys agreed with Rural Housing Enabler.</p>	
<p>Review long term development plans for affordable housing on ADR's, school sites and Town Centre Re-development within LDF process.</p> <p>HIGH</p>		<p>Re-appointment of Head of Local Plans.</p>	<p>Being considered as part of the LDF process – Further progress currently awaiting outcome of the RSS Review, following which capacity of brownfield urban sites will be addressed in advance of ADR and Green Belt land being put forward for housing.</p>	 Amber
<p>Create a register of all publicly owned land suitable for the development of affordable housing and contact organisations to investigate disposals.</p> <p>HIGH</p> <p>ONGOING</p>	<p>December 2007</p>	<p>Register complete by December 2006</p>	<p>Affordable Housing Member Group helping to feed in ideas. Priority for LAA given approval. Strategic Housing and Preferred RSL Partner Group meets monthly with representative of County Estates to review site availability and progress upon development for affordable housing purposes.</p>	 Green


<p>Incorporate affordable housing within proposed Town Centre re-development.</p> <p>HIGH</p>	<p>2008/09</p>	<p>Outcome of developer responses to brief and consultation.</p>	<p>Strategic Housing Initiatives Officer surveying Town Centre to develop strategy for flats over shops.</p>	 <p>Green</p>
<p>Review potential for Flats over Shops.</p> <p>HIGH</p>	<p>Dec 2006</p>		<p>Private leasing scheme fully researched and developed. Scheme for 6 flats reported to Executive Cabinet but not approved on VFM grounds.</p> <p>Ongoing work for Strategic Housing Initiatives Officer to bring back into use empty homes including units over shops by working with Town Centre officer to assess availability of accommodation over shops to feed into town centre plans.</p>	<p>Action archived but continuous process of identifying opportunities.</p>  <p>Green</p>
<p>Proposed Outcome – Empty homes brought back into use and private sector renting made more accessible.</p>				
<p>Review opportunities to utilise empty properties in view of the declining housing market</p> <p>HIGH</p>	<p>Ongoing</p> <p>JD</p>	<p>Review properties previously considered for purchase by an RSL in view of economic downturn.</p>		

ACTION PLAN PRIORITY 2 – IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING



Action and Priority	Target Completion Date	Milestone	Progress upon implementation of action as at 31 st January 2007	Revised Target for Completion
<p>KEY TARGET - To increase housing energy efficiency by 30% from 1996 – 2010</p> <p>Performance to March 05 = 20.69%, to March 06 = 22.68%, to March 07 = 24.64% to March 08 = 25.94%</p> <p>KEY TARGET – To increase the proportion of vulnerable households achieving Decent Homes Standard to in excess of 70% by 2010.</p> <p>Performance March 04 = 76.1%, March 06 = 76.33, March 07 = 76.66%, March 08 = 77.30%</p> <p>KEY TARGET – To return a minimum of 3 private sector dwellings into occupation each year as a result of action by the Local Authority.</p> <p>Performance 06/07 = 8 units, 07/08 = 19 units 08/09 Target = 8 10/10 Target = 25</p>				
Proposed Outcome – Sustained long term ‘Decent’ housing conditions, improved quality of privately rented accommodation, higher standards for healthier and safer homes.				
Monitor performance target for achieving ongoing improvement in Decent Homes Standard HIGH	75% of vulnerable households decent by 2020	65% of vulnerable households decent by 2006. 70% by 2010	The 2004 Bromsgrove District Private Sector Housing Survey advised that 76.1% of vulnerable households already lived in Decent Homes. Full monitoring and updating of this baseline data began in 2007/08 with the introduction of new Decent Homes forms for inspecting officers and our SLA partners whom also inspect properties. Performance is updated based upon home repair grants allocated. Performance to March 2008 = 77.30%.	 Green
Review Private Sector Renewal Strategy and Housing Assistance Policy 2004. HIGH	April 2006	Draft review by Feb 2006	Target not achieved due to staff resource issues. Policy reviewed – October 2007. Private Sector Strategy review recommended by Audit Commission at Re Inspection and actioned for completion by March 2009. Condition Survey update needed to inform the strategy but progress may hamper completion of this action.	April 2009 Green 
Introduce an Enforcement Policy and fee structure via Cabinet.	March 2006	March 2006 to Cabinet	Fee structure for HMO licensing agreed. Currently operating in accordance with Central Government	April 09 Green



MEDIUM			Guidance, Enforcement Concordat and Environment Services Enforcement Policy. Development of a Private Sector Housing Enforcement Policy being included within the review of the Private Sector Housing Strategy by April 09	
Review progress on commissioning countywide mapping of housing conditions surveys / BRE data by BRE/CPC. MEDIUM	November 2007		Reviewed and countywide approach to unified update of condition surveys agreed. Specification agreed and in process of being commissioned.	 Green
Promote services through the development of Bromsgrove District Council's website for specific clients groups, i.e. landlords, tenants and owner-occupiers to include info on running costs, maintenance and energy efficiency and provide articles for Together Bromsgrove and local press. HIGH	July 2009	Write up information for publication June 2009		
Investigate the cost / benefits of commissioning a thermal imaging survey of the District to identify the focus for energy efficiency investment. MEDIUM	March 2008		Costs identified to be in region of £11,000 – subject to budget submission in 09/10. Would benefit investment targeting but WEEAC home energy efficiency questionnaires currently providing an indication. Now being commissioned countywide.	 Green
Proposed Outcome – Improved energy efficiency of homes.				
Work in partnership with Act on Energy to investigate efficient home scheme in conjunction with renewable energy scheme MEDIUM	April 2009	Arrange meeting with WEEAC to discuss possibilities Feb 09		
Work in partnership with Act on Energy to investigate training parish councillors on energy efficiency. MEDIUM	April 2009	Arrange meeting with WEEAC to discuss possibilities Feb 09		
Formulate proposal to introduce a grant scheme to improve energy efficiency for mobile homes, and submit bid for 10/11 financial year. MEDIUM	April 2010	Submit report to Council Sep 09		
Work with Redditch and Wyre Forest to review the contribution toward renewables to	July 2009	Completion of thermal imaging		




improve take up of grant MEDIUM		Feb 09		
Investigate grant criteria for households in fuel poverty HIGH	July 2009	Arrange meeting with WEEAC to discuss possibilities Feb 09		
Target 2% annual home energy saving PA	Target 30% by 2010	26% by Sep 2008	On target for 30% home energy savings by 2010. Year 04/05 20.69%, Year 05/06 22.68% (reaching target of 2% p.a., highest annual % increase in Worcestershire 05/06, March 07 = 24.64, March 08 = 25.94). Updated annually following HECA report.	 Green
Proposed Outcome – Better support and assistance to older and vulnerable people in making home improvements and adaptations, Healthier and Safer homes.				
Make a minimum of three presentations per year to Parish Council's upon the role of the NW Care & Repair Service and Bromsgrove Lifeline in supporting older and vulnerable residents. MEDIUM	February 2007	2 completed by October 2006	Parish Road shows completed at Romsley and Bentley Pauncefoot during Summer 07 – Blackwell and Lickey and Tutnal and Cobley planned for autumn 08.	Action ongoing  Green
Introduce new procurement procedures for DFG and Disc grant implementation. HIGH	January 2008	Specification for tender process by August 2007	Advertisement of framework contract and PQQ carried out and contractors shortlisted – Final stage invitation to tender in process.	 Amber
Implement Multi Agency Meetings for OT referrals that require structural alteration or extension to a home to ensure all alternative options are fully appraised. HIGH	On going KSF	PCT BDHT Social Services Private Sector Team Jan 2009	Process has commenced WEF 14.01.09	
Proposed Outcome – Increased access to private rented accommodation for the homeless, increased choice and increased support and assistance to landlords.				
Investigate opportunities to develop a bridging loan to cover the period between tenancies. MEDIUM	April 2010	Consider implications of scheme and funding requirements by Aug 09 for Oct bidding round.		
Develop a data base of private landlord portfolios.	June 2009	Write questionnaire,	Currently in process of being compiled.	



MEDIUM		compile list of landlords June 2009		
Investigate Best Practice Accreditation Schemes and review whether practical and viable.	July 2009	Review examples of best practice July 2009		
LOW				
Continue to deliver Private Landlords Forum meetings and training events.	Continuous process of annual meetings.	Development of LL's Handbook.	Forum delivered in Nov 06 and again in January 08 – extremely well attended – with outcome of private tenancies being made available. Private Landlords Focus Group also developed – first meeting on 26 th Feb 07 but not so well attended. Signed up to National Landlords Association which includes access to guidance and management standards for private renting.	Continuing annual meetings  Green
HIGH				


ACTION PLAN PRIORITY 3 – ADDRESSING HOMELESSNESS

Action and Priority	Target Completion Date	Milestone	Progress upon implementation of action as at 31 st January 2007	Revised Target for Completion
<p>KEY TARGET – To maintain zero usage of B&B for households which include dependent children or a pregnant woman and in an emergency not exceed occupation of 6 weeks. 07/08 Performance maintained.</p> <p>KEY TARGET – Reduce the use of temporary accommodation by 50% by 2010 Performance 31.12.06 = 23.15% reduction against 05/06 average, Oct 07 = 50 people in temp accom March 2008 – Government target achieved 2 years in advance – down to 16 in temp accom (Dec 2008 = 10)</p> <p>KEY TARGET – Maintain levels of rough sleeping in the zero - <10 category Performance at 31.03.08 maintained at zero</p> <p>KEY TARGET – Reduce homelessness and repeat homelessness through preventative action Performance 31.04.07 = 76 cases prevented from becoming homeless with 6 cases of repeat homelessness being received 31.03.08 = 147 cases prevented during 07/08</p>				
<p>Proposed Outcome – A well co-ordinated homelessness service matched to identified needs.</p>				
Implement Mortgage Rescue Scheme in line with government guidance to support owner occupiers	Feb 09	Meeting with key partners in Jan 09		
HIGH				
Consider the implications of Section 17, Crime and Disorder Act 1998	On going	Consideration given to Section 17 for all homelessness initiatives.	JD Risk assessed Spend to Save and Rent Deposit in accordance with Community Safety Guidance. BDHT assessed new Homelessness Support and Visiting officer schemes. Police assessed Sanctuary Scheme	 Green
HIGH				
Encourage older people who are under-occupying properties to move into alternative accommodation that will better meet their needs as they become more frail and in need of support.	On going	Consider the needs of older people in any new developments	- Extra Care Housing Scheme is to provide move on for rent and shared ownership (to free up lower priced private houses to become available) 8 new two bed bungalows at Morris Walk and Gilbert Rd & 4 planned for Houseman CI to be more attractive option.	Continuous process  Green

HIGH			Under occupation given priority status in new Choice Based Lettings Policy. Joint working underway with BDHT to identify extent of under occupation and develop incentive scheme.	
Proposed Outcome – Improved assistance to the homeless, reduced homeless applications, more people prevented from becoming homeless.				
Consider expansion of the Relate Mediation with a Counsellor service to 13,14 and 15 year olds	Mar 09	Discuss existing provision for this age group with Simon Rushall		
Introduce mentoring/befriending service for young homeless people MEDIUM	Nov 2006	Help young people integrate into their communities and sustain their tenancies.	BYHF have received Big Lottery Funding which includes researching and developing a peer mentoring scheme. After Care have recently recruited 3 mentors who will be supporting care leavers.	 Amber
Encourage the take up of 'Care to Learn' courses for teenage parents LOW	On going	More teenage parents continuing with their education and able to stay with parents	Strategic Housing Officer attended the County Homelessness Officers Group on 27 th July to raise awareness of Care to Learn Scheme. Charford Multi Agency Resource Centre offer access to education / training and child care which could explain lack of take up for the District.	Ongoing  Red
Explore the possibilities of working with HB & Black Pear credit union for clients with low level debt and clients accessing Step Up. MEDIUM	Feb 09	Meeting with Revenues and Black Pear Credit Union to discuss opportunities Feb 09		
Review Step up scheme to pay deposits rather than offering bond to encourage more private landlord onto the scheme. MEDIUM	April 2009	Research implications and identify funding requirements March 09		
Continue to improve links with private landlords & develop mechanism for advertising on CBL MEDIUM	April 09	KSF and LJ to develop inspection aid for properties to be promoted on CBL March 09		
Work with BDHT and Aftercare to provide a training flat for under 21's HIGH	Mar 09	Joint funding to be identified from partners. Bid to be submitted to Homelessness Strategy Steering Group Jan 09.		
Work with Redditch and Bromsgrove PCT to develop health professionals awareness of	Jan 2006	Better health provision for	Centrepont have now made contact with PCT and are training their contact to raise awareness with GP's and other health professionals.	April 08


homelessness and means of referral HIGH		homeless people or people at risk of homelessness.	The County Homelessness Officers Group have developed a Hospital Discharge protocol. Approval anticipated by March 07.	 Amber
Proposed Outcome – Increased supply, choice of affordable housing for homeless households.				
Develop allocations panels for new developments to maximise the benefit of move on from existing stock. HIGH	On going	First panel to be arranged for School Drive phase 2 scheme Apr 2009		
Engage with St Basils through Supporting People Steering Group for North Worcestershire Younger Persons Scheme. HIGH	Ongoing	Agree Council Officer representative on Steering Group		
Review the need for supported accommodation for clients with more chaotic life styles. HIGH	April 2010	Work with BDHT to review requirement for this client group. April 2010		
Proposed Outcome – A more accessible, customer focused homelessness service available to all people experiencing homelessness.				
Improve and develop the Council's relationship with Private Landlords, explore landlord accreditation scheme and develop landlord handbook.	On going	Landlords Handbook to be produced by April 2006	Relationship with private sector is very good, maintained through regular mail shots, landlord forums and letting agents liaison meetings. Has been improved with the high take up of Step Up Private Tenancy Scheme. Development of handbook has been considered. Decided to use resource developed by NLA which offers thorough, current and in-depth information for landlords. BDC joined NLA in Feb 08. Private Landlord guide has been developed to make landlords aware of their legal responsibilities when letting out properties.	December 2007  Green
Research needs for an outreach worker for people with mental health difficulties HIGH	April 2006	Mental Health manager to attend Homelessness Steering Group meeting by Jan 2006	Not yet achieved. A housing strategy for those with mental health issues that was being developed by the Mental Health Manager, Adult Services but is still in draft form. Strategic Housing Team are working with Supporting People and Mental Health Teams to identify needs	July 2008  Amber
Improved mapping and signposting of homelessness services. HIGH	Dec 2009	Homelessness Strategy Steering Group to identify task and finish group to carry out this work. April 09		
Raise awareness of early intervention debt advice at CAB.	On going	Provide information for		



HIGH		article in Parish Newsletters March 09		
Raise awareness of employment and volunteering opportunities by developing relationships with Job Centre and voluntary sector and considering opportunities for work placements with BDC.	April 2009	Make contact with Job Centre April 2009.		
HIGH				
Encourage HB Manager to review the decision that HB verifiers must be Council staff.	Feb 2009	Meeting with new head of HB in Jan 2009		
MEDIUM				
Research health needs of homeless households and their ability to access health services	June 2006	An assessment of the issues by April 2006	Research into accessibility of health service not achieved. Menu cards have been developed to promote healthy eating through Health and Wellbeing Group.	 Red
Proposed Outcome – A continually improving homelessness service that is based on good practice.				
Continue to review the provision for Teenage Parents	On going	Attend County Teenage Paternity and Pregnancy Group	New monitoring form and questionnaire developed for data collection. BDHT gathering data to substantiate need – liaison will then take place with Supporting People.	 Amber
MEDIUM				
Carry out a review of Good Start packages available for new tenants.	July 2009	Meeting with partners by March 09		
MEDIUM				
Attend tenancy training event at Kettering and consider whether it is appropriate for Bromsgrove	April 09	BDHT/BYHF to attend training Jan 09 and report back to Homelessness Strategy Steering Group		
MEDIUM				
Carry out satisfaction surveys and focus groups to review and improve services.	April 09	Satisfaction surveys to be issued by Feb 09. Focus groups to be held by March 09.		
HIGH				
Consider housing advice outreach service in rural areas.	April 2010	To be considered as part of the SLA review June 2009		
MEDIUM				




Develop a range of homelessness policies and procedures to ensure consistency and facilitate the delivery of these services. MEDIUM	June 2009 JB	Policies to be written by SLA review June 2009.		
Consider initiatives to help strengthen and support families in order to prevent homelessness.	On going	Arrange to meet with Wyre Forest Family Intervention Project and discuss how the service might be expanded to include Bromsgrove District. April 09		
Continue to work with the Countywide Homelessness Strategy Group to support and take responsibility for the actions in the Countywide Action Plan. MEDIUM	Ongoing	Attend quarterly meetings.		
Investigate Homelessness Education Package in partnership with BDHT and BYHF LOW	December 2007		Programme agreed and currently submitting project proposal for part funding through 'Extended Schools'	 Green
Review need to consider grant funding / purchase of ESD's for young people and single people. HIGH	July 2010	Review in 2010 to assess demand on existing ESD temp accom and need to provide dispersed units to complement Foyer Scheme		
Review development of work placements for vulnerable people including young and care leavers in consultation with St Basils. MEDIUM	April 2010	Implementation and establishment of the St Basils NW Support Service for younger people.		
Review need to re-commence inspection of B&B properties. MEDIUM	October 2009	Dependent upon homelessness demand and need to potentially use B&B		

		establishments.		
Review need to develop cluster model providing peer support for young people.	December 2009	Dependent upon unmet needs following implementation of Foyer		
MEDIUM				
Develop local provision of the Countywide Family Intervention Project.	December 2009			
MEDIUM				

ACTION PLAN PRIORITY 4 – ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY

Action and Priority	Target Completion Date	Milestone	Progress upon implementation of action as at 31 st January 2007	Revised Target for Completion
<p>KEY TARGET - Provision of 92 units of Extra Care Housing during lifetime of the Strategy.</p> <p>Performance October 07 – Started on site December 08 – Scheme completed.</p> <p>KEY TARGET – To contribute to other organisations strategies including reducing domestic violence, reducing hospital admissions due to falls, assisting to speed up hospital discharge and reduce crime and disorder,</p>				
<p>Proposed Outcome – Improved independence and health & wellbeing of the community through the provision of more appropriate supported housing solutions for people with particular needs.</p>				
<p>Support and encourage inclusion of ‘Lifetime Home Standards’ in all new affordable housing developments.</p> <p>MEDIUM</p>	<p>Ongoing</p>		<p>Delivered in all new build AH schemes funded Hsg Corp.</p> <p>To be considered within developing SPD for affordable housing.</p>	<p>Continuous objective.</p>  <p>Green</p>
<p>Consult directly with specific client groups to identify needs and aspirations i.e. learning disabilities, mental health etc</p> <p>HIGH</p>	<p>Consultation methods and funding requirement identified Oct 2009.</p>	<p>Meet with Adult Services to discuss appropriate consultation methods. Sept 2009</p>		
<p>Raise awareness of how assistive technology might help individuals to continue to live independently particularly in respect of Dementia.</p> <p>HIGH</p>	<p>Report to RSL Liaison Group by Sept 2009</p>	<p>Arrange visit to Mendip House, Redditch to understand the benefits of assistive technology May 2009</p>		
<p>Tackle reluctance of private landlords to offer accommodation to higher risk clients such as ex offenders/substance misusers through linking with employment services/training opportunities.</p> <p>HIGH</p>	<p>Sept 2009</p>	<p>Review opportunities to link with employment services Sept 2009</p>		
<p>Develop more community cluster ‘key ring’</p>	<p>Dec 2009</p>	<p>Work with Adult</p>		

style schemes for a range of client groups i.e. mental health. HIGH		Services and Supporting People to identify opportunities and funding requirements.		
Consider the need for a leaving care project with on site support LOW	March 2010	Review the need for this client specific accommodation in partnership with Aftercare Mar 2010		
Make use of Both Ways initiative to provide a matching service for young people to share accommodation. HIGH	Scheme extended to Bromsgrove April 2009	Meet with Both Ways Jan 09		
Continue to work with the County Supporting People Partnership to: <ul style="list-style-type: none"> Deliver services that improve independence and quality of life, prevent homelessness and make communities safer. Review and commission schemes to ensure strategically planned, good quality and cost effective services prevail. HIGH	Ongoing	Approval of Supporting People 5 Year Strategy	Supporting People 5 Year Strategy approved by Executive Cabinet February 2006. Strategic Housing Manager now member of SP Commissioning Group. Strategic Housing staff involved in SP Strategic Reviews.	Continuous process  Green
Gypsy and Traveller site review of options for Houndsfield Lane Site. MEDIUM	December 2007		Discussion have taken place with Stoneham HA and Rooftop HA with regard to re-modelling of Transit Site pitches to provide amenity blocks an caravan access ramps for older and disabled G&T occupants. Expression of interest made to CLG for funding Options report made to Cabinet in June 2008.	ongoing  Green
Work CHOG members, Adult & Communities and PCT to identify the housing needs and address homelessness and move on issues for disabled and persons with sensory impairment.	April 2010	Set up CHOG.A&C Services /PCT working Group by July 2009		
Proposed outcome – Improved independence, health & wellbeing – improved home safety and security – reduced admissions and reduced delay in leaving hospital.				
Review of the implementation of a county wide under occupation scheme to ensure that we make best use of existing accommodation HIGH	Sept 2009	Consider whether there is a need to extend current criteria of Home Move Grant to include social		

		housing July 2009		
Continue to work with County Teenage Pregnancy and Parenting Manager to provide data regarding housing allocations and floating support for this client group and review the requirement for specialist accommodation with on site support. MEDIUM	On going	BDC to continue to co-ordinate the quarterly gathering of data from partner local authorities across the County.		
Work with Bromsgrove Lifeline and the Worcestershire Telecare Group to promote the alarm service and develop schemes to help people remain independent in their home. MEDIUM	Ongoing	Success of Countywide bid for Government funding.	Ongoing promotion of Lifeline to housing providers where opportunities arise. Included in Strategic Housing Roadshow presentations to PCs. Cabinet to consider adoption of County Telecare Strategy in October 08.	 Green
Proposed Outcome – Reduced occurrence in domestic violence, safer environment and increased choice.				
Continue to provide funding for Sanctuary schemes	On going	Funding made available through Spend to Save budget.		
Proposed outcome – More choice, more sustainable rural communities.				
Meet local rural housing needs for older people by incorporating appropriate dwellings in new build. MEDIUM	Ongoing	Housing needs survey results. Housing Corp Grant. Planning permission.	Needs of older people identified in 2 out of 5 rural housing needs surveys (Alvechurch and Beoley). Negotiations for site acquisition reflect the need for partial provision for older people. Bromsgrove Housing Market Assessment and Older persons Housing Needs Survey will inform the process.	Progressing  Green
Proposed outcome – Better use of existing housing stock by freeing up family accommodation – More choice of appropriate housing solutions for older people.				
Consider 2 bedroom bungalow accommodation and Shared ownership options for older people in RSL development to promote early move on. HIGH	Ongoing		8 two bedroom bungalows currently constructed 06/07 and a further 4 are planned on land to be conveyed to BDHT by the Council. Older peoples consultation group being formulated (from March 07) by BDHT to consider aspirations of under occupying tenants to encourage move on to free up family homes. Consideration being given to loft conversions / conservatory extensions etc to enhance suitability of existing older people's bungalows in BDHT stock.	Continuous inclusion where appropriate.  Green

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**Bromsgrove District Council:
District Level
Housing Market Assessment**

The Housing Vision Consultancy
With Centre for Comparative Housing
Research, The Bridge Group and
Kim Sangster Associates

October 2008

Acronyms and Abbreviations

ASHE Annual Survey of Hours and Earnings
BDHT Bromsgrove District Housing Trust
BDC Bromsgrove District Council
CORE Continuous Recording
CACI Californian Analysis Centre Incorporated
NHSCR National Health Service Central Register
PSA public service agreements
LAA local area agreements
ONS Office for National Statistics
S106 Section 106
LDV Local Delivery Vehicle
NHPAU National Housing and Planning Advice Unit
MAA Multi Area Agreements
CAA Comprehensive Area Assessments
CPA Comprehensive Performance Assessment
RPG Regional Planning Guidance
MUAs Major Urban Areas
BDLP Bromsgrove District Local Plan
BCC Birmingham City Council
WM West Midlands
HNS Housing Needs Study
HN Housing Needs
SRHMA Sub Regional Housing Market Assessment (??)
SHMA South Housing Market Assessment
LMH Local Housing Market
LHMA Local Housing Market Area
LCHO Low Cost Home Ownership
Ha Hectare
DC District Council
AHP Affordable Housing Programme
CH Council Housing
CLG Communities and Local Government
DCLG Department of Communities and Local Government
DETR Department of the Environment Transport and the Regions
DWP Department for Work and Pensions
GP General Practitioner
HMA Housing Market Assessment
HSSA Housing Strategy Statistical Appendices
LA Local Authority
LDF Local Development Framework
NB HB New-build HomeBuy
NHS National Health Service
NINO National Insurance Numbers
OM HB Open Market Home Buy
PPS3 Planning Policy Statement 3
PR Private Renting
RSL Registered Social Landlord
RSS Regional Spatial Strategy
TTWA Travel to Work Area
Bromsgrove: **Housing Market Assessment**

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EXECUTIVE SUMMARY

ES1.0 Introduction

ES1.1 This report provides a district level Housing Market Assessment for the Bromsgrove District Council area and focuses on five questions:

- how can we define the Housing Market Area for Bromsgrove?
- who lives in the Bromsgrove area? How might this change, and what are the implications for determining the future need and demand for housing in the area?
- what choices do consumers have in the local housing market? What are the gaps in the pattern of supply and how affordable is local housing?
- what is the projected future need for housing in Bromsgrove?
- what are the implications of this analysis for intervening in the local housing market?

ES2.0 How Can Bromsgrove's Housing Market Area be Defined?

ES2.1 There are significant movements of people in either direction between local authorities, including:

- Almost 11,000 commuting to Birmingham and over 4,000 in the opposite direction;
- Almost 2,600 commuting to Redditch and almost 2,800 in the opposite direction;
- Almost 2,000 commuting to Dudley and over 1,500 in the opposite direction;
- Over 1,500 commuting to Wychavon and almost 1,500 in the opposite direction.

ES2.2 Further research is required to identify the extent to which this level of cross commuting could be reduced by better matching of housing to households.

ES2.3 Analysis of live: work and home move patterns, and interviews with property agents confirm that the Bromsgrove District housing market has a wide reach and that its Housing Market Area consists of concentric inner, middle and outer rings as follows:

- An Inner Ring extending from Bromsgrove north to Rubery/Rednal; east to Redditch; west to Kidderminster; and south to Droitwich;
- A Middle Ring which extends to:
 - Birmingham;
 - Dudley;
 - Solihull;
 - Wychavon; and
 - Wyre Forest.

- An Outer Ring which extends to:
- Sandwell
- Worcester; and
- Stratford-on-Avon.

ES3.0 Social and Demographic Trends Affecting the Need and Demand for Housing

ES3.1 The total number of households in the District is projected to increase by 8,000 between 2006 and 2026, a trend which implies a strong locally generated growth in the need and demand for housing.

ES3.2 There is likely to be relative stability in the locally generated need and demand for housing from the younger and working age populations, but very large increases in the need and demand for housing with care from older people, especially from the oldest elderly whose numbers will almost double.

ES3.3 Using NHS patient registration data, we can identify that over the past five years, Bromsgrove has gained population from in particular, Birmingham (+4,820), Dudley (+920) and Sandwell (+630); and, has continued to lose population to Wychavon (-770), Wyre Forest (-240) and Stratford (-190).

ES3.4 There have been very large gains through migration in families with young children, and to a lesser extent consistent gains in the retirement population. There has been a net loss of 900 people aged 16-24 in the past five years, some of which may be due to housing problems.

ES3.5 There has been a recent increase in the number of registered migrant workers in the district since 2004, especially from A8 Accession countries including Poland and the Slovak Republic. This trend requires close monitoring in terms of the impact on the housing market, and of the extent of longer term settlement in the District.

ES4.0 Choice in the Local Housing Market

ES4.1 In the context of demographic projections which imply a large increase in the need and demand for smaller homes, Bromsgrove's property profile is heavily skewed towards family housing and home ownership, with only a very limited supply of affordable homes available.

ES4.2 The effect of new completions against right to buy sales during the past five years is a net loss of 134 affordable homes.

ES4.3 The number of new social sector tenancies increased in the previous two years, reaching 284 in 2006-07, which is equivalent to a turnover rate of 7.8%.

ES4.4 On the basis of applicant to lettings ratios, the stronger demand is for smaller

homes, especially one bed bungalows, two bed houses and one bed flats; and there is lower demand for three bed family homes and two bed flats.

ES4.5 Local property agents identified a vigorous rental market, with a strong demand for two and three bed properties.

ES4.6 There were 27 shared ownership sales in Bromsgrove in 2007-08 and 42 in 2006-07 of which 12 were re-sales; and over the same period, there were 75 applications for housing in the Bromsgrove area, of which only 11 were successful.

ES4.7 Reflecting the overall profile of properties in the district, most sales (40%) were of larger detached or semi-detached properties (38%); smaller terraced houses made up less than 20% of sales and flats only 4%.

ES4.8 There are two trajectories of prices with a bunching of sales (44%) especially of semi-detached and terraced houses at £100-£150k, and of detached properties at £200-£300k.

ES4.9 Confirming the pattern for all 2007-08 sales, the current re-sale market is dominated by family housing, with only one in four properties either one or two bed.

ES4.10 Most new homes sold in Bromsgrove are detached or semi-detached houses, with less than one quarter smaller flats. We would estimate at August 2008 that lower values achievable are in the region of £2,500 per square metre, higher values in the region of £4,000 per square metre, and that £3,300 per square metre represents the average value achievable.

ES4.11 Unsurprisingly, local estate agents identified both price reductions and a slowdown in sales rates compared with last year. There is evidence of an oversupply of larger family homes and of an associated shortage of smaller and more financially accessible properties.

ES5.0 Affordability in the Bromsgrove Housing Market

ES5.1 To provide a context for our analysis, the latest 'Difficulty of Access to Owner Occupation Indicator' published by DCLG in October 2006 but using 2004 property price data, identifies that 70.9% of Bromsgrove households headed by a person under 35 will have difficulty accessing owner occupation.

ES5.2 We would estimate that 53% of single households are able to get into the housing market, and that 36% are able to move on in the housing market;

ES5.3 By implication, 47% of single income and 64% of joint income households would require other forms of affordable housing;

ES5.4 The provision of New Build HomeBuy options would improve access to two

bed properties but would not improve access to three bed properties.

ES6.0 Consultation with Local residents and Stakeholders

ES6.1 107 face-to-face and telephone interviews were undertaken by The Bridge Group in June 2008 with young people (aged up to 30), one group living or working in Bromsgrove district and another on the Council's Housing Register; older people (aged over 60) on the Council's Housing Register or who were owner occupiers or private renters, and agencies and individuals with knowledge of black, minority ethnic and migrant housing needs.

ES6.2 Findings for younger people show a need to develop flexible 'housing pathways' that reflect younger people's incomes and aspirations as much as possible.

ES6.3 The low awareness of and caution about shared ownership suggests that HomeBuy options need to be more effectively publicised and promoted to younger people.

ES6.4 More generally, young people need more information and opportunity to consider and decide on their housing options from school age onwards. This needs to include a stronger focus on the role and identity of housing associations.

ES6.5 Findings for older people identify the need to develop more aspirational, two bedroom products and options aimed and marketed at older people and equity release schemes;

ES6.6 The active promotion of shared ownership and support to help older people understand and manage the process of using this approach;

ES6.7 The development of 'retirement villages', incorporating a range of options with tailored care and support;

ES6.8 Extra care accommodation, including shared equity options – around 290 homes of this sort are already being developed within the district;

ES6.9 Increased and expanded incentives for older people in large, family homes to downsize and release their property for younger households. Incentives will need to become more valuable and creative to offset the potential for inertia created by care and support being available to people in their existing homes; and

ES6.10 General, ongoing education and information about what's realistically available in a green belt area.

ES6.11 Even among equality agencies, evidence about the housing needs of black, ethnic minority and migrant people in Bromsgrove tended to be anecdotal

because of the very small numbers involved. Most of the agencies said that they had only experienced a few cases of non-white UK people presenting particular housing needs in the district and found it hard to identify patterns or trends.

ES6.12 Where people from black, ethnic minority and migrant groups have moved into the district (for example, Asian taxi drivers and those employed in the food/restaurant trades), these tend not to stay and quickly move onto the nearby urban centres.

ES6.13 There is evidence of professional people from non-white groups buying homes in areas like Hagley and Barnt Green. But overall, the district (and particularly the town centre) is perceived as lacking diversity and the vibrancy that this can sometimes create.

ES6.14 Growing numbers of young, dual heritage, Afro-Caribbean/white households are a significant development in the local population. Although the Housing Trust's lettings records do not suggest that this group is yet accessing local social housing in any great numbers, the particular needs of this group should be considered.

ES7.0 The Future Requirement for Housing

ES7.1 Estimates suggest the requirement to 2026 – across all tenures -will be for:

- 850 two bed general needs properties;
- 4,800 two bed properties for people of retirement age;
- 1,575 properties suitable for the older elderly; and
- 125 three bed houses.

ES7.2 These estimates imply the need for a dramatic change in house building in the district towards providing many more two bed homes for all age groups. Failure to provide alternatives for the rapidly increasing pensioner population will result in most people staying in their existing family homes - as is currently the case - with the effect of dramatically reducing the supply of such properties in the local housing market.

ES7.3 Modelling identifies a requirement for 70 affordable housing units over each of the next ten years. There is evidence that local young people who are working in Bromsgrove but whose incomes are insufficient to buy a home in the district are having to move to neighbouring lower cost areas, commute in to work each day and are not accounted for in determining the local requirement for affordable housing.

ES8.0 Dynamics and Drivers in the Bromsgrove Housing Market

ES8.1 There are powerful drivers at work shaping both the choice of housing in Bromsgrove and the future profile of the population to the extent that the

housing market is increasingly unable to meet the requirements of the resident population.

ES8.2 From our analysis of the challenges facing the district in creating a more balanced housing market - especially to improve the choice of housing for local people - the priorities for intervention are:

1. to increase the supply of affordable and financially accessible housing across the tenures, from low cost 'starter homes'; through shared ownership and shared equity options to sub-market and social rental properties. We would strongly advise developing - with key strategic partners - an affordable housing strategy which identifies those products which best fit Bromsgrove's changing population, local incomes and housing market dynamics, and which identifies how a combination of capital receipts, subsidy and planning policy can improve the supply of affordable homes across all the housing stock.

2. to increase the supply of one and two bed homes in all sectors. In the social sector, this might be achieved by transferring some properties from Category 1 or 2 to general needs use. In the owner occupied sector, there is growing evidence, including that from local estate agents, of declining demand for one bed flats, and we would strongly advise against building such properties, including for shared ownership, unless there is clear evidence of demand. In the market sector, the challenge is to develop affordable, aspirational and viable two bed products. In the context of the tendency for developers and house builders to build larger family homes, this priority will need to be reflected in planning policy and practice.

3. to stimulate the supply of private sector homes, for example, through bringing empty properties back into use and by developing flats over shops, including giving consideration to making Private Sector grants and loans directly to landlords to stimulate such activity.

4. to encourage the development of good quality and aspirational homes for older people, especially in the market sector, providing mainly two bed properties, and including consideration of encouraging mixed tenure retirement communities and/or villages providing a full range of housing and care options. In the social sector, the development of attractive options for older people has the additional advantage of increasing the supply of currently under-occupied family houses.

BROMSGROVE DISTRICT COUNCIL

CABINET

4TH FEBRUARY 2009

CLIMATE CHANGE – KEY ISSUES FOR THE DISTRICT COUNCIL

Responsible Portfolio Holder	Councillor Peter Whittaker
Responsible Head of Service	Phil Street
Key Decision	

1. SUMMARY

- 1.1 The purpose of this report is to highlight key issues for the Council in relation to climate change as a consequence of national performance indicators for local government and recently introduced legislation.

2. RECOMMENDATION

- 2.1 That the key issues and obligations for the Council, as detailed throughout the report, be noted
- 2.2 That the Cabinet recommend the Council to approve the appointment of a shared post with Redditch Borough Council to be responsible for climate change policy, subject to Redditch's agreement to jointly funding such a post.
- 2.3 That a project management plan be prepared and implemented which shall be monitored by the Council's Energy Efficiency Group.

3. BACKGROUND

- 3.1 It is becoming widely acknowledged that climate change presents a significant challenge to the UK and to the international community. Government, business and individuals all have a part to play, and all can benefit from rising to the challenge of climate change.
- 3.2 The UK's Climate Change Programme, published in 2006, sets out the Government's policies and priorities for action in the UK and internationally. Subsequently, the Climate Change and Sustainable Energy Act 2006 placed an obligation on Government to report to Parliament on greenhouse gas emissions in the UK and action taken by Government to reduce these emissions.
- 3.3 The Climate Change Bill was introduced in Parliament on 14 November 2007 and the aim is to receive Royal Assent by Autumn 2008. The Bill follows the Stern Review which stated that the cost of doing nothing to tackle climate change will be

much greater than the cost of taking action now to reduce carbon emissions. The Bill will create a new approach to managing and responding to climate change in the UK and sets ambitious targets (which are legally binding) to reduce carbon emissions. The Government has recently created a new department for energy and climate change to give an even greater focus to solving the twin challenges of climate change and energy supply.

- 3.4 It is understood that 135 of the 150 Local Area Agreements (LAA's) have chosen climate change mitigation indicators (NI 185/186/187) as a priority for their area. In addition 50 LAA's have chosen a climate change adaptation measure (NI188), reflecting Defra's national priorities to deal with climate change.
- 3.5 The Council has undertaken some positive work since 2006 although this has happened in a fragmented and uncoordinated way. Amongst the actions it has pursued are engaging the Energy Savings Trust to carry out a review of the Council's energy efficiency measures; setting up an energy efficiency group; commissioning work on a travel plan and has examining its procurement policies especially in terms of energy procurement.
- 3.6 Three new National Indicators (NI) on Climate Change were introduced in April 2008 as part of the new performance framework (Appendix 2). Two of these have been carried forward into the LAA. The key issue for the Council is to ensure that it is able to monitor its performance against the indicators and achieve the targets set.
- 3.7 Two indicators indirectly relating to Climate Change have also been introduced NI 187 – Tackling Fuel Poverty and NI 194 – Air Quality (reducing air pollutants). These indicators are not addressed in this report. However, the Council already has in place actions addressing NI187 with regard to fuel poverty.
- 3.8 The principle three national indicators addressed in this report are NI 185 which requires the Council to reduce the amount of carbon emitted as a result of its own operations and NI 186 that requires the Council encourages a reduction in carbon from each home and business within the district. This will require publicity and promotional activity.
- 3.9 The third national indicator is NI188. This requires that the Council accurately forecasts what the impacts of a changing climate will be and ensure that it is adequately prepared for any negative implications. Also the Council has to ensure that any positive implications are fully felt by both the organisation and people who live and work in the district. NI 188 sets a series of levels as follows:

- **Level 0:** Baseline
- **Level 1:** Public commitment and prioritised risk-based assessment:
- **Level 2:** Comprehensive risk-based assessment and prioritised action in some areas:
- **Level 3:** Comprehensive action plan and prioritised action in all priority areas.

- 3.10 Further details on what the NI 188 levels require is included in the appendix 2
- 3.11 The Worcestershire Climate Change Pledge set a main target of a 2% year on year reduction in carbon emissions from the Council. There is currently no action plan associated with the strategy and it is being revised in 2008 to reflect this omission. The County Council is a beacon authority in terms of its work in this area and is leading on the development of a county wide action plan for County wide actions on climate change, although district specific strategies and action plans are strongly encouraged to reflect the differing priorities, geographical impacts and community aspirations of each individual district.
- 3.12 To achieve the Council's obligations under the Nottingham Declaration, an action plan is required. This action plan needs to be resourced and requires corporate buy-in, with potential investment required to ensure savings in the medium-longer term. Understanding across the Council on this is limited and fragmented. The Council can expect to be audited on this in the future to ensure the Council is compliant and are allowed to continue to be a signatory to the Declaration.
- 3.13 In conjunction with the development of the County-wide action plan, this Council needs to develop a Climate Change Strategy and action plan to meet the requirements of the national indicators.
- 3.14 Appendix 1 contains draft actions for inclusion in 2009/10 service plans which support achieving the National Indicators. It is important that the Council begins to take action to tackle climate change.
- 3.15 Without additional resources the Council is unlikely to meet the requirements of the new indicators and LAA targets.
- 3.16 Officers are holding discussions with Redditch Borough Council regarding the possibility of the strategic role being someone employed as a shared post across both authorities. This would result in savings and better value for money. This posts principle role would be to develop a climate change strategy and action plan in line with the Nottingham Declaration, the Worcestershire Climate Change Strategy and the LAA; monitor and promote actions within the climate change action plan and support Heads of Service to identify the role of their service in the climate

change agenda and in identifying key actions for their service area. Crucially they would guide and monitor actions in pursuit of the performance targets contained in the National Indicators.

- 3.17 If the discussions with Redditch do not lead to a shared post the Council will need to identify an officer to carry out the duties associated with climate change or make other arrangements to secure an appointment.
- 3.18 It may be necessary to eventually find resources to support this role with a more community-based officer to deliver real change at grass roots level to empower businesses, schools and communities to get involved in this agenda and take action themselves.
- 3.19 The energy efficiency group should be reconstituted so that it can more effectively identify and address the Council's responsibilities and obligations. This Group should include senior representatives from a number of council services.

4. FINANCIAL IMPLICATIONS

- 4.1 Officers are currently discussing the feasibility of a shared post with Redditch Borough Council. This will reduce costs to both authorities.
- 4.2 A revenue bid is contained in the 2009 / 10 budget round. The resources requested are based on a shared post with Redditch Borough Council.
- 4.3 Improving performance in relation to mitigating climate change by reducing carbon emissions, namely from the Council's own fleet, business mileage and energy consumption, will also result in savings to the Authority.
- 4.4 Successful delivery against LAA targets will bring financial reward to Worcestershire County Council which may result in financial assistance to District Authorities.
- 4.5 Funds for specific projects will be sought via external funding, the LAA and the Council's capital programme. There are increasing opportunities to bid for funding to undertake climate related activity and projects; although bidding for, and managing funded projects requires significant human resource. A bid has been submitted to the Energy Saving Trust for a resource to assist in the development of a Climate Change action plan for the authority, mainly to achieve the requirements of NI 185.

5. LEGAL IMPLICATIONS

- 5.1 The Climate Change Bill will create a new approach to managing and responding to Climate Change in the UK and sets ambitious legally binding targets to reduce carbon emissions.

5.2 The Carbon Reduction Commitment (CRC) is a new legally binding energy saving scheme, detailed in appendix A and due to take effect in 2010. The CRC is expected to affect over 150 local authorities in England, If an authority currently spends more than £500K per annum on electricity, it will probably be included in the scheme. In 2007/08 Bromsgrove District Council spent £220,000 on gas and electricity. However, with the review of tariffs next year the Council could be affected in the future.

6. COUNCIL OBJECTIVES

6.1 Climate Change has been adopted as one of the Council's objectives and links with cleaner streets and environmental improvements. Presently the Council does not have any discrete resources dedicated to the pursuit of the climate change objective and has not dedicated any resource to monitor and pursue actions associated with NI's 185, 186 and 188.

7. RISK MANAGEMENT

7.1 Progress in terms of adapting to and mitigating the effects of Climate Change will be part of CAA inspections and other corporate assessments such as Nottingham Declaration Certification. The Council needs to be able to demonstrate that it is making advances in this area and that the direction of travel in this area is positive.

7.2 Failure to do so may lead to a low CAA score, negative impact on residents' perception of the Council. It will also result in the Council not addressing one of its objectives.

7.3 Currently the Council is not monitoring its performance in relation to the relevant NI's and does not have an action plan to tackle these indicators. Presently the Council is below level zero in relation to NI 188 and it expected to be at Level 2 by March 2011. It is anticipated that the Government will expect district councils to reached a revised level and achieve Level 3 by March 2011.

7.4 Failure to make progress will prevent contribution to achieving the objectives of the Worcestershire LAA, reducing the Council's options for associated reward funding.

7.5 Failure to reduce the Council's own emissions through an ambitious enough target may leave the Council vulnerable to future legislative changes.

7.6 Ultimately there is a risk that the Council will not adequately protect the local environment and community.

8. CUSTOMER IMPLICATIONS

8.1 NI 186 requires the Council to demonstrate community leadership and monitor and promote the reduction of carbon emissions across the

district. The Council will need to signal its intention for tackling carbon emissions and reduce emissions by 3% a year across the district.

- 8.2 The Council will need to work with its communities to achieve this target. The Council has a responsibility to its customers to work towards mitigating the worst effects of climate change.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 Climate change will have an impact on all aspects of the community. However, older people and those on lower incomes will be worst affected by severe weather and by identifying means for achieving improved energy efficiency in their homes.

10. VALUE FOR MONEY IMPLICATIONS

- 10.1 Actions to improve the energy efficiency of the Council's buildings and using resources more efficiently will have value for money implications.
 10.2 The pursuit of a shared post with Redditch Borough Council will reduce costs to the Council and contribute to better use of resources.

11. OTHER IMPLICATIONS

Procurement Issues – This has significant implications for procurement as all procurement needs to take account of energy efficiency or impact of purchases on the environment.
Personnel Implications – Proposals include shared post.
Governance/Performance Management – The energy efficiency group will be reconstituted.
Community Safety including Section 17 of Crime and Disorder Act 1998 - None
Policy – Climate change forms part of the Council's objectives and pursuing this is a key policy area. The NI's form part of the county LAA.
Environmental – Climate change is central to the environment agenda. Effective use of resources, actions to mitigate climate change and conformance to new legislation form part of sustainable environmental considerations.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes

Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	Yes

13. WARDS AFFECTED

All Wards

14. APPENDICES

Appendix 1 - List of indicators and the targets.
Appendix 2 - Summary of national indicators

15. BACKGROUND PAPERS

CONTACT OFFICER

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Appendix 1

Indicator	Targets	Action that the Authority needs to take
NI 185 – CO2 reduction from local authority operations	WCC Pledge Target to achieve at least a 2% year on year reduction from 2006 levels	<ul style="list-style-type: none"> • Collate baseline information this year • Set targets for reduction in early 2009/10 • Identify and implement actions needed to improve performance during 2009/10 and 2010/11 <p>Examples of reductions could be to:</p> <ul style="list-style-type: none"> • Reduce the number of business miles undertaken by staff • Reduce the background temperature in RBC buildings • Improve the efficiency of the Council fleet
NI 186 – Per capita reduction in CO2 emissions	LAA target of 9% reduction over 3 years <ul style="list-style-type: none"> • 2008/09 – 0.6% • 2009/10 - 1.3% • 2010/11 - 1.9% 	<ul style="list-style-type: none"> • Demonstrate actions taken to lead to reductions in CO2 emissions. • Undertake a publicity campaign to increase awareness <p>For example: <u>Give away energy efficient light bulbs with information</u></p>
NI 188 – Planning to Adapt to Climate Change in the LA area	Assumed that all LAs are at 'baseline' level LAA target to achieve 'level 2' within 3	<ul style="list-style-type: none"> • Support county wide action plan, currently in development • Develop a local action plan as a matter of urgency

Indicator	Targets	Action that the Authority needs to take
	years (by end March 2011) <ul style="list-style-type: none"> • 'Level 1' by March 2009 • 'Level 2' (or 3 subject to review by GOWM) by March 2011 	Examples of actions could be to: <ul style="list-style-type: none"> • Identify what the climate is likely to be like in Bromsgrove in 2010, 2015, 2020 and so forth. • Identify high risk areas where service delivery is likely to be compromised as a result of a changing climate.

Appendix 2

Local government performance framework

NI 185 - Percentage CO2 reduction from LA operations

The public sector is in a key position to lead on efforts to reduce CO2 emissions by setting a behavioural and strategic example to the private sector and the communities they serve. The way in which the local authority delivers its functions can achieve CO2 emissions reductions.

The aim of this indicator is to measure the progress of local authorities in reducing CO2 emissions from the relevant buildings and transport used to deliver their functions and to encourage them to demonstrate leadership on tackling climate change.

Measurement against this indicator requires each local authority to calculate its CO2 emissions from analysis of the energy and fuel use in their relevant buildings and transport, including where these services have been outsourced.

There are a number of documents to support local authorities use of NI185 including Supplementary guidance for NI185: Percentage CO2 reduction from LA operations

NB: This guidance was updated on 17 July 2008. The update concerned two elements. First, clarity on the reporting system in two-tier areas. Second, a change in the reporting year from a calendar year to a financial year basis. The first report to Defra is now due on 31 July 2009. Further information will follow on how this is to be provided.

- Defra has developed a spreadsheet tool (Excel 900 KB) to capture information on CO2 emissions from buildings and transport. The output sheet in the tool allows LAs to assess progress against the indicator. This tool **must be used** to report information to Defra.
- Defra commissioned a research project to inform the development of its proposals for the LA estate climate change performance indicator.

The final report of the original research project (which is also relevant to the methodology for measuring reductions of CO₂, and NO_x and PM₁₀ for purposes of the Air quality Indicator NI 194) from Local Authority operations.

Local government performance framework

NI 186 – Per capita CO2 emissions in the LA area

Action by local authorities will be critical to the achievement of the Government's climate change objectives. Local authorities are uniquely placed to provide vision and leadership to local communities by raising awareness and to influence behaviour change. In addition, through their powers and responsibilities (housing, planning, local transport and powers to promote well-being) and by working with their Local Strategic Partnership, LAs can have significant influence over emissions in their local areas.

The indicator relies on centrally produced statistics to measure end user CO2 emissions in the Local Area from:

- Business and Public Sector,
- Domestic housing, and
- Road transport

This data is already captured and analysed to produce area by area carbon emissions per capita. Analysis carried out by AEA Energy and Environment has confirmed that the data available for the construction of this local area Climate Change Indicator are sufficiently robust with relatively low levels of uncertainty.

The percentage reduction in CO2 per capita in each LA will be reported annually.

Statistics

Definitive data representing Emissions of carbon dioxide for local authority areas (Microsoft Excel format 922 KB) during 2006 for every Local Authority (NUTS4) and Government Office (NUTS1) are now available.

A revised version of the 2005 dataset has also been published alongside the 2006 data. Improvements to the way the data are produced (see "How the figures are calculated" below) mean we have had to revise the 2005 figures to make them comparable with the new methods used to calculate the 2006 figures. The 2005 and 2006 data are consistent and comparable with one another allowing change to be monitored over time.

How the figures are calculated

The data are based upon LA CO2 estimates produced by AEA technology on behalf of defra. These National Statistics estimate *all* emissions in an area and have been modified slightly for this indicator to exclude certain emissions such as those from Motorways. The document below gives a short accessible explanation of how the emissions are modelled, and also explains which emissions are then excluded from the National Statistics to produce the figures used to monitor this indicator (i.e. the figures downloadable from the “Statistics” section above).

- Methodology
- Local and Regional CO2 Emissions Estimates for 2005 - 2006 for the UK - This explains the methodology in full technical detail.

Revisions to the 2005 data

In order to ensure there is a consistent time series, production of the 2006 figures has included revising the 2005 baseline values. In most cases, these revisions are very minor. Nevertheless, it is these most recent values that are now to be used for the indicator.

Previously released figures for emissions in 2005 include the original release in 2007 and revised figures in spring 2008. The revised figures released in spring 2008 used Office for National Statistics 2005 mid-year population estimates instead of 2001 Census data when converting total emissions in each area into a per capita figure. It is these figures users may recognise as those referenced when setting targets against their 2005 baseline.

Please note that procedures relating to the use and publication of National Statistics require that the statistics page on the Defra website is free from policy content, including links to policy pages of the website.

Local government performance framework

NI 188 – Planning to Adapt to Climate Change

Introduction

NI188 is designed to measure progress in preparedness in assessing and addressing the risks & opportunities of a changing climate. The indicator has been developed in consultation with the GO, UKCIP, LGA, EA and the Audit Commission.

Please see indicator guidance on NI188

Aim of the indicator

The aim of this indicator is to embed the management of climate risks and opportunities across the all levels of services, plans and estates. It is a process indicator which gauges progress of an LAA to:

- Assess the risks and opportunities comprehensively across the area;
- Take action in any identified priority areas;
- Develop an adaptation strategy and action plan setting out the risk assessment, where the priority areas are – where necessary in consultation & exhibiting leadership of local partners - what action is being taken to address these, and how risks will be continually assessed and monitored in the future; and
- Implement, assess and monitor the actions on an ongoing basis.

What are we trying to achieve ?

Without the evidence to determine outcome based targets, the best indicator we can use currently in adaptation is a measure of progress. Ultimately we are trying to ensure that assessing the risks and opportunities from climate change is embedded across all decision making, services and planning. To do this we want authorities to assess the risks and opportunities from climate change across their area (and if appropriate incorporating that of neighbouring authorities) to determine what are their priority needs to adapt and develop relevant action plans. We are looking for the LAA to then take appropriate adaptive measures.

Adapting to climate change will be a continuous process, therefore we are not looking for a local authority to have completed the process by the end of the period – continual risk assessment is key. What we are looking for is evidence

that the local authority has put in place a mechanism for proactively managing climate risks and opportunities in their decisions, plans and measures on the ground. In addition, working with their local strategic partnership members to embed climate change adaptation across the local authority area will be important.

Over the life of the indicator, several documents on adaptation are likely to be published including statutory guidance and further evidence gathered as to the likely impacts. We are therefore looking for the local authority to put in place a framework of measures which can accommodate and build in the new evidence as and when it becomes available.

How does this link to the CSR07 Public Service Agreement and the Climate Change Bill ?

The CSR 07 PSA on climate change includes the objective to develop a robust approach to adapting to climate change in the UK. Currently under the climate change PSA, the outcome indicator is on sustainable water abstraction. As the Government's adaptation programme develops, the aim will be to develop broader and more outcome based indicators of adaptation. However, until then the results from the indicator will form a key part of the evidence under the PSA on adaptation.

There is though a Defra DSO – “Economy and society resilient to environmental risk and adapted to the impacts of climate change” and there are also several other PSAs and departmental objectives, where adaptation to climate change are linked. E.g. PSA 19 Increased long term housing supply and affordability.

The Climate Change Bill is currently going through Parliament. The draft Bill includes a power for the Secretary of State to require a public body to report on its progress on adaptation, if required. This power might be exercised where a body is seen to have a specific vulnerabilities but has not taken account of adaptation issues. With this background, there is therefore an expectation that significant public bodies such as Local Authorities will have taken some action on adaptation.

The Bill also places a duty on government to publish an assessment of risk to the UK and its plan to tackle adaptation, and report on progress. As part of

this reporting, the information from the LAAs will be an important tool in demonstrating progress on adapting to climate change nationally.

We are developing a cross-Government Adaptation Policy Framework document. The Framework will identify priority areas for action, where Government departments need to work closely together to ensure adaptation occurs.

The Adaptation Policy Framework publication is expected to cover four key themes:

- People (e.g. health, security)
- The Natural and Historic Environment (e.g. agriculture)
- Economy (e.g. finance, energy)
- Sustainable Communities (e.g. built environment, water)

The APF will be published when the legislative position is clear. This will set out a strategic vision for a UK that is adapting well to the impacts of climate change.

BROMSGROVE DISTRICT COUNCIL

4 FEBRUARY 2009

CABINET

IMPROVEMENT PLAN EXCEPTION REPORT [NOVEMBER 2008]

Responsible Portfolio Holder	Councillor Mike Webb Portfolio Holder for Customer Care and Service
Responsible Officer	Hugh Bennett Assistant Chief Executive
Non Key Decision	

1. SUMMARY

- 1.1 To ask Cabinet to consider the Improvement Plan Exception Report for November 2008 (Appendix 1).

2. RECOMMENDATION

- 2.1 That Cabinet considers and approves the revisions to the Improvement Plan Exception Report attached as Appendix 1, and the corrective action being taken.
- 2.2 That Cabinet notes that for the 138 actions highlighted for November within the plan 78.3 percent of the Improvement Plan is on target [green], 3.6 percent is one month behind [amber] and 9.4 percent is over one month behind [red]. 8.7 percent of actions have been reprogrammed with approval. [NB reprogrammed actions are those that have been suspended completely and those that have been moved to a later point in the year. Extended actions are listed separately are actions that are anticipated to take longer than had originally been programmed].
- 2.3 This month's performance is shown on the first page of Appendix 1.

3 BACKGROUND

- 3.1 July 2008 Cabinet approved the Improvement Plan 2008/09. The Improvement Plan is directly linked to the five corporate priorities and thirteen enablers identified in the Council Plan 2008/2011.
- 3.2 The Improvement Plan is designed to push the Council through to a rating of Fair during 2008.

4. FINANCIAL IMPLICATIONS

- 4.1 No financial implications.

5. LEGAL IMPLICATIONS

5.1 No legal implications.

6. COUNCIL OBJECTIVES

6.1 The Improvement Plan relates to all of the Council's four objectives and five priorities as per the 2008/2011 Council Plan.

7. RISK MANAGEMENT

7.1.1 The risks associated with the Improvement Plan are covered in the CCPP departmental risk register. Specific corporate risks are related to the Improvement Plan in the following ways:

Corporate Risk Title	Improvement Plan Reference
KO1: Effective Financial Management and Internal Control	FP2 – Financial Management FP3 – Financial Strategy
KO2: Effective corporate leadership	FP1 – Value for Money FP2 – Financial Management FP3 – Financial Strategy FP4 – Financial and Performance Reporting PR2 –Improved Governance
KO3: Effective Member / Officer relations	PR2 –Improved Governance HROD1 – Learning and Development
KO4: Effective Member / Member relations	PR2 –Improved Governance HROD1 – Learning and Development
KO5*: Full compliance with the Civil Contingencies Act and effective Business Continuity	PR1 – Customer Process
KO6: Maximising the benefits of investment in ICT equipment and training	PR3 – Spatial Business Project
KO7: Effective partnership working	PR4 – Improved Partnership Working
KO8: Effective communications (internal and external)	PR1 – Customer Process FP4 – Financial and Performance Reporting HROD 4– Performance Culture
KO9: Equalities and diversity agenda embedded across the Authority	CP3 – Customer Service CP4 – Sense of Community
KO10: Appropriate investment in employee development and training	HROD1 – Learning and Development HROD2 – Modernisation HROD4 – Performance Culture
KO11: Effective employee recruitment and retention	HROD2 – Modernisation
KO12: Full compliance with all Health	FP3 – Financial Strategy

and Safety legislation	PR1 – Customer Process HROD2 – Modernisation
KO13: Effective two tier working and Community Engagement	CP4 – Sense of Community PR4 – Improved Partnership Working
KO14: Successful implementation of Job Evaluation	HROD2 - Modernisation
KO15: All Council data is accurate and of high quality	FP2 – Financial Management FP4 – Financial and Performance Reporting PR3 – Spatial Business Project HROD4 – Performance culture
KO16: The Council no longer in recovery	FP1 – Value for Money FP4 – Financial and Performance Reporting
KO17: Effective Projects Management	FP1 – Value for Money PR3 – Spatial Business Project
KO19: Effective Business and Performance Management	FP4 – Financial and Performance Reporting
KO20: Effective Customer Focused Authority	CP3 – Customer Service CP4 – Sense of Community PR1 – Customer Process

* KO5 and KO18 have been merged

8. **CUSTOMER IMPLICATIONS**

8.1 The Improvement Plan is concerned with the strategic and operational issues that will affect the customer.

9. **EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 Please see sections CP3 and CP4 of the Improvement Plan

10. **VALUE FOR MONEY IMPLICATIONS**

10.1 See section FP1 of the Improvement Plan

11. **OTHER IMPLICATIONS**

Procurement Issues: See Section FP1 of the Improvement Plan.
Personnel Implications: See Sections HROD1-HROD4 of the Improvement Plan.
Governance/Performance Management: See Sections FP4 and PR2 of the Improvement Plan.
Community Safety including Section 17 of Crime and Disorder Act 1998: See section CP4 of the Improvement Plan
Policy: All sections of the Improvement Plan relate to this.
Environmental: See sections CP1 and PR5 of the Improvement Plan.

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (Partnerships and Projects)	Yes
Executive Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	No

13. **WARDS AFFECTED**

13.1 All wards

14. **APPENDICES**

14.1 Appendix 1 Improvement Plan Exception Report November 2008

15. **BACKGROUND PAPERS:**

15.1 The full Improvement Plan for November can be found at www.bromsgrove.gov.uk under meetings Minutes and Agendas. A hard copy is also left in the Members' Room each month.

CONTACT OFFICER

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Exception Report for November 2008 Improvement Plan

Appendix 1

PROGRESS IN 2008

Overall performance as at the end of November 2008, in comparison with the previous year, is as follows: -

July 2007			August 2007			September 2007			October 2007			November 2007			December 2007		
RED	1	0.6%	RED	1	0.7%	RED	4	2.4%	RED	3	1.8%	RED	5	3.1%	RED	3	2.0%
AMBER	5	3.2%	AMBER	13	9.2%	AMBER	11	6.6%	AMBER	16	9.6%	AMBER	11	7.0%	AMBER	17	11.6%
GREEN	152	95.6%	GREEN	126	88.7%	GREEN	149	89.2%	GREEN	142	85.0%	GREEN	138	86.9%	GREEN	121	82.3%
REPRO	1	0.6%	REPRO	2	1.4%	REPRO	3	1.8%	REPRO	6	3.6%	REPRO	5	3.1%	REPRO	6	4.1%

January 2008			February 2008			March 2008			April 2008			May 2008			June 2008		
RED	2	1.4%	RED	2	1.4%	RED	2	1.5%	RED	3	2.7%	RED	8	7.55%	RED	6	6.3%
AMBER	16	11.4%	AMBER	10	7.3%	AMBER	10	7.4%	AMBER	11	9.9%	AMBER	4	3.8%	AMBER	4	4.2%
GREEN	118	84.3%	GREEN	122	88.4%	GREEN	117	86.7%	GREEN	92	82.9%	GREEN	86	81.1%	GREEN	74	77.0%
REPRO	4	2.9%	REPRO	4	2.9%	REPRO	6	4.4%	REPRO	5	4.5%	REPRO	8	7.55%	REPRO	12	12.5%

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July 2008			August 2008			September 2008			October 2008			November 2008			December 2008		
RED	11	8.6%	RED	17	14.4%	RED	16	11.9%	RED	15	10.6%	RED	13	9.4%	RED		
AMBER	3	2.3%	AMBER	4	3.4%	AMBER	8	6.0%	AMBER	7	5.0%	AMBER	5	3.6%	AMBER		
GREEN	114	89.1%	GREEN	96	81.4%	GREEN	99	73.9%	GREEN	104	73.8%	GREEN	108	78.3%	GREEN		
REPRO	0	0%	REPRO	1	0.8%	REPRO*	11	8.2%	REPRO	15	10.6%	REPRO	12	8.7%	REPRO		

January 2009			February 2009			March 2009			April 2009			May 2009			June 2009		
RED			RED			RED			RED			RED			RED		
AMBER			AMBER			AMBER			AMBER			AMBER			AMBER		
GREEN			GREEN			GREEN			GREEN			GREEN			GREEN		
REPRO			REPRO			REPRO			REPRO			REPRO			REPRO		

Exception Report for November 2008 Improvement Plan

Appendix 1

Where: -

	On Target or completed		One month behind target or less		Over one month behind target		Original date of planned action		Re-programmed date.*
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* NB. Reprogrammed actions are both those that have been suspended completely and those that have been moved to a later point in the year. They are not actions that have been extended and they do not appear on the exception report.

Out of the total of 138 actions for November 2008, 5 actions have been extended with approval. This amounts to 3.6 percent of the original actions scheduled for this month. Extended actions are shown with hatched marking and extend the timescale of a current or ongoing action on the Improvement Plan. The actions that have been extended this month are: High Street enhancement and improved High Street events (1.6); Popularity of events programme x 2 (4.3); and Speed of processing customer enquiries x 2 (12.2).

An Exception Report detailing corrective actions follows:

CP1: Town Centre																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
1.2.2	Identify commercial support				Issues and options consultation ended in September. Advice sought on OJEU process from commercial advisors regarding market hall site. There are no plans now to appoint a preferred developer for wider developments. Report went to Cabinet in November.										PS	Jul-08	Nov-08
1.2.	Work Commenced (see 1.4)																
1.2.2	Identify commercial support	PS														Sale of site to retailer no longer to be pursued, the site will now go out to OJEU procurement in early 2009. As circumstances have altered a new timescale is likely to be introduced.	

CP1: Town Centre																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
1.3.1	Consultation on Parkside				Application made by Bromsgrove Society to English Heritage to list the building. Listed status now granted which now precludes buying police and fire stations on the site.										PS	Aug-08	Dec-08
1.3	Agree sites for relocation of public sector partners																
1.3.1	Consultation on Parkside	PS														Discussions to take place with English Heritage regarding listed building consent to allow access to proposed medical centre and to explore potential uses for building.	

CP1: Town Centre																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
1.6.2	Meet with AWM				Meeting arranged with AWM and will take place on 20 th January										PS	Sept-08	Jan-09
1.6	High street enhancement and improved high street events																
1.6.2	Meet with AWM	PS														Extended further, to January	

CP1: Town Centre																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
1.7.1	Network Rail to agree business case and funding for station.				Network Rail still working on business case and multiple funding of station project. There is not much the District Council can do here, but wait for the funding package to be agreed. The funding gap remains at £6.2m.										HB	Jul-08	Nov-08
1.7	Agree funding and planning permission for train station redevelopment, with transport links to town centre																
1.7.1	Network Rail to agree business case and funding for station.	HB														Discussions with Network Rail and funders on-going. As circumstances have altered a new timescale is likely to be introduced	

CP1: Town Centre																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
1.7.2	Agree historic dimension to new build.				There have been discussions with Network Rail and BRUG, but until the station funding package is agreed this cannot be finalised.										HB	Jul-08	Nov-08
1.7	Agree funding and planning permission for train station redevelopment, with transport links to town centre																
1.7.2	Agree historic dimension to new build.	HB														On hold pending funding resolution. As circumstances have altered a new timescale is likely to be introduced	

CP1: Town Centre																	
Ref	November 2008 Action	Colour	Corrective Action												Who	Original Date	Revised Date
1.7.3	Obtain planning permission.		The planning application process cannot commence until funding is approved.												HB	Jul-08	Dec-08
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
1.7	Agree funding and planning permission for train station redevelopment, with transport links to town centre																
1.7.3	Obtain planning permission.	HB													On hold pending funding resolution. As circumstances have altered a new timescale is likely to be introduced		

CP4: Sense of Community																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
4.3.1 3	Establish monitoring & meeting arrangements set out in the SLA with the Artrix.				Work in this area is ongoing due to concern raised by the Operating Trust of the Artrix over some of the phrasing in the agreement document. Extended to December.										JG	Jul-08	Feb-09
4.3	Popularity of events programme																
4.3.13	Establish monitoring & meeting arrangements set out in the SLA with the Artrix.	JG													A meeting was held on the 17 th Dec and it is envisaged that the formal document will be signed and agreement reached by both parties in Feb 09.		

Exception Report for November 2008 Improvement Plan

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CP4: Sense of Community																	
Ref	November 2008 Action	Colour	Corrective Action												Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
4.3.1 4	Agree service improvement plan and targets based on SLA, previous years performance and BDC user feedback out turns.		Work in this area is ongoing due to concern raised by the Operating Trust of the Artrix over some of the phrasing in the agreement document. Extended to December.												JG	Jul-08	Feb-09
4.3	Popularity of events programme																
4.3.14	Agree service improvement plan and targets based on SLA, previous years performance and BDC user feedback out turns.	JG														A meeting was held on the 17 th Dec and it is envisaged that the formal document will be signed and agreement reached by both parties in Feb 09.	

CP4: Sense of Community																		
Ref	November 2008 Action	Colour	Corrective Action													Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action			
4.3.1 5	Agree service improvement plan and targets based on SLA, previous years performance and BDC user feedback out turns.		Due to delays in the acceptance of the SLA work in this area has not yet been progressed. Sign off is anticipated for February 2009													JG	Sep-08	Feb-09
4.3	Popularity of events programme																	
4.3.15	Agree service improvement plan and targets based on SLA, previous years performance and BDC user feedback out turns.	JG														Officers have forwarded the revised SLA to the Operating Trust and are awaiting feedback before commencing formal discussions.		

FP1: Value For Money																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
6.2.3	Transfer Dolphin Centre to Leisure Trust (This action to become 'Service Review and Fitness Suite' from Dec 08)				Report went to Cabinet on 4 th December and review proposals and new business plan were accepted.										PS	Jul-08	Mar-08
6.2	Alternative methods of service delivery, to include revisiting the shared services/ joint working agenda																
6.2.3	Transfer Dolphin Centre to Leisure Trust (This action to become 'Service Review and Fitness Suite' from Dec 08)	PS														Review to be implemented from 1 st February 2009. New fitness suite to be equipped and operate from March 2009.	

FP1: Value For Money																		
Ref	November 2008 Action	Colour	Corrective Action													Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action			
6.5.5	Comparable costing information for benchmarking to be analysed using other councils information															JLP	Oct-08	Dec-08
6.5	VFM ratings																	
6.5.5	Comparable costing information for benchmarking to be analysed using other councils information	JLP															To be undertaken in December	

FP4: Financial and Performance Reporting																		
Ref	November 2008 Action	Colour	Corrective Action													Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action			
9.1.3	Internet consultation campaign															HB	Nov-08	Dec-08
9.1	Budget consultation																	
9.1.3	Internet consultation campaign	HB															The online consultation went live in December.	

FP4: Financial and Performance Reporting

Ref	November 2008 Action	Colour	Corrective Action												Who	Original Date	Revised Date
9.3.1	Monthly reporting to Portfolio Holders		Running but need to check on how these are working. Need to re-activate this.												HB	Oct-08	Dec-08
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
9.3	Performance and Project Management																
9.3.1	Monthly reporting to Portfolio Holders	HB														Running but need to check on how these are working. Need to re-activate this.	

PR1: Customer Process

Ref	November 2008 Action	Colour	Corrective Action												Who	Original Date	Revised Date
10.3.2	Ordered functions by tolerance		Work progressing on business continuity plan. However, the preparation of the plan has take longer than anticipated and the plan will now not be completed before mid November. Report will go to Leaders Group in January 2009.												PS	Aug-08	Jan-09
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
10.3	Business Continuity																
10.3.2	Ordered functions by tolerance	PS														Will take place in January.	

PR3: Spatial Business Project																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
12.2.3	Review results and revise standards				Focus groups held. Review will not take place until first draft of customer access strategy has been prepared.										HB	Sept-08	Feb-08
12.2	Speed of processing customer queries																
12.2.3	Review results and revise standards	HB														Delayed, but draft will be completed by February.	

PR3: Spatial Business Project																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
12.2.4	Agree with CMT, Leader's and Cabinet				Review and agreement will not take place until first draft of customer access strategy has been prepared.										HB	Nov-08	Feb-08
12.2	Speed of processing customer queries																
12.2.4	Agree with CMT, Leader's and Cabinet	HB														Delayed, but draft will be completed by February.	

HR&OD2: Modernisation																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
16.2.2	Implementation				Delayed pending close of consultation period in Jan 09.										JP	Aug-08	Nov-08
16.2	Single Status																
16.2.2	Implementation	JP														Cabinet resolved to begin statutory 90 day period of consultation with the trade unions and Department for Business Enterprise and Regulatory Reform (formerly DTI) with a view to potentially moving to dismissal and re-engagement	

HR&OD2: Modernisation																	
Ref	November 2008 Action		Colour		Corrective Action										Who	Original Date	Revised Date
16.2.3	Appeals				Delayed pending close of consultation period in Jan 09.										JP	Oct-08	Dec-08
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
16.2	Single Status																
16.2.3	Appeals	JP														Cabinet resolved to begin statutory 90 day period of consultation with the trade unions and Department for Business Enterprise and Regulatory Reform (formerly DTI) with a view to potentially moving to dismissal and re-engagement	

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

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