



## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH COUNCILS' FORUM**

**TUESDAY 22ND SEPTEMBER 2009**  
**AT 6.30 P.M.**

**COUNCIL CHAMBER, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

Copies of the Parish Councils' Forum Agendas, Reports and Minutes are available on the Council's web-site at [www.bromsgrove.gov.uk/pcf](http://www.bromsgrove.gov.uk/pcf)

### **AGENDA**

1. Apologies for absence
2. Minutes of the last meeting of the Parish Councils' Forum held on 23rd June 2009 and matters arising (Pages 1 - 6)
3. Older People Task Group Scrutiny Exercise

Presentation by Mr. H. Bennett, Assistant Chief Executive (Councillor Mrs. M. A. Sherrey, Portfolio Holder for Vulnerable and Older People, will also be present for this item).

To obtain information and input from the parish councils on the three Task Group strands:-

- Healthy Living (inclusive of community facilities, activities, participation and inclusion);
- Housing (inclusive of market and social, supporting people - Telecare, adaptations, handyperson schemes); and
- Income and Employment (inclusive of pension and benefits advice, employment and training opportunities and preparing for retirement).

4. Draft Parish Council Charter (Pages 7 - 30)

To consider the Draft Parish Councils Charter (the attached version of which having been developed following discussions at the Parish Charter Working Group meetings held in July 2009).

Any further comments will be subject to an update from Mr. T. Beirne, Executive Director - Services, at the meeting.

5. Planning issues

(Note: The following items have been included on the agenda for the meeting at the request of both Alvechurch Parish Council, and the Bromsgrove Area Committee of the County Association of Local Councils [CALC]).

1. Enforcement - what progress is being made?
2. Consultation on planning applications / enforcement issues - a review of the operation of the new computerised administration system and it's 'user-friendliness'

6. Electoral Services (Pages 31 - 38)

1. Shared Services
2. Annual Canvass for the Register of Electors
3. Annual Review of Polling Stations
4. Parish Council Casual Vacancies (for information)

7. Forward Plan (Pages 39 - 56)

K DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

17th September 2009

# Agenda Item 2

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE PARISH COUNCILS' FORUM

TUESDAY, 23RD JUNE 2009, AT 6.00 P.M.

PRESENT: Councillors R. Hollingworth (Chairman) and G. N. Denaro

<u>Representative(s)</u>	<u>Parish</u>
Mr. J. Cypher (Chairman)	Alvechurch
Mrs. J. Jagger (Chairman)	Barnt Green
Mrs. S. Whitehand	
Mr. J. M. Bradley (Chairman)	Belbroughton
Mr. C. R. Scurrall	
Mr. J. Harris (Chairman)	Bentley Paucefoot
Mrs. T. Green	
Mr. B. J. Somner (Chairman)	Beoley
Miss P. Harrison	
Mr. G. F. Witcomb (Chairman)	Catshill and North Marlbrook
Mrs. G. Lungley	
Mr. E. Sheppard (Chairman)	Clent
Mrs. R. Mullett	
Mr. K. Duncan	Cofton Hackett
Mr. A. Rea	Dodford with Grafton
Mr. J. J. Prescott (Chairman)	Finstall
Mrs. R. Reaney	
Mr. S. R. Colella (Chairman)	Hagley
Mr. G. Cole	
Mrs. R. Mullett	Hunnington
Mr. P. Smith	
Mr. J. Williams (Chairman)	Lickey and Blackwell
Mrs. J. A. Casey	
Mrs. J. E. King	
Mr. C. W. Bateman	Lickey End
Mr. I. A. Hodgetts	Romsley
Mrs. R. Mullett	
Mrs. H. Davies	Tutnall and Cobley
Miss P. Harrison	Wythall

Officers: Mr. K. Dicks, Mr. T. Beirne, Mr. P. Street and Mr. A. C. Stephens

#### 1/09 APOLOGIES FOR ABSENCE

Apologies were received from Mrs. S. Baxter (Wythall Parish Council), Mrs. C. Limm (Clerk to Belbroughton Parish Council and Dodford with Grafton Parish Council) and Mr. R. Harper (Dodford with Grafton Parish Council).

2/09 **MINUTES**

The minutes of the meeting of the Parish Councils' Forum held on 24th March 2009 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

3/09 **MATTERS ARISING FROM THE LAST MEETING**

In respect of the proposed Training Programme on Ethical Governance issues, the Forum noted the information included on the Agenda concerning the anticipated publication of the new Code of Conduct in July / August 2009.

4/09 **CONSULTATION ON THE PARISH COUNCIL CHARTER / CONCORDAT**

At the invitation of the Chairman, the Executive Director - Services addressed the Forum and outlined the responses to the consultation on the draft Parish Council Charter document. He drew attention to the recommendation on page 8 of the report and stated that he considered the most efficient and measured approach to the adoption of the parish charter document would be to establish a working group comprised of parish council representatives, together with the Leader of the Council and two officers. By taking this approach, it was anticipated that the issues raised as a result of the consultation could be considered in detail and reported back to the next meeting of the Forum.

During the discussion on the proposals contained in the report, members of the Forum believed that by limiting the parish council representation on the working group to three would not be sufficiently representative of the 20 parishes within the District. However, views were expressed that too many members on the working group would hinder its progress in reaching agreement on a final document for approval by the Forum.

The Forum also considered that the working group should include (where possible) those clerks who work for more than one parish council, so as to maximise representation of the parishes, together with a representative from the Worcestershire County Association of Local Councils.

**RESOLVED:**

- (a) that a working group be established to consider in detail the responses received in respect of the draft Parish Council Charter document that had previously been distributed to parish councils;
- (b) that the composition of the working group be as follows:-
  - Councillor R. Hollingworth, Leader of the Council
  - Mr. T. Beirne, Executive Director - Services
  - Mrs. D. Warren, Senior Solicitor
  - Mrs. R. Levett (Acting Executive Officer, Worcestershire CALC)

- Miss P. Harrison (Clerk to Beoley Parish Council and Wythall Parish Council)
  - Mrs. R. Mullett (Clerk to Clent Parish Council, Hunnington Parish Council and Romsley Parish Council)
  - Mr. S. R. Colella (Chairman of Hagley Parish Council) [or, in his absence, an appointed representative]
  - Mrs. C. Limm (Clerk to Belbroughton Parish Council and Dodford with Grafton Parish Council [or, in her absence, James Bradley (Chairman of Belbroughton Parish Council)])
  - A representative from Barnt Green Parish Council [either Mrs. J. Jagger (Chairman), Mrs. S. Whitehand or Mr. R. Westbury (Executive Officer)]
  - Mr. J. Cypher (Chairman of Alvechurch Parish Council)
- (c) that the working group report back to the Forum at its next meeting to be held on Tuesday, 22nd September 2009.

(Note: Mr. J. Cypher questioned whether the working group could also give consideration to possible development initiatives in relation to the provision of ICT equipment and facilities to parish councils in order to enhance communication, and to maximise the electronic services provided by the Council. However, Mr. Beirne stated that he considered the working group should strictly focus on the proposed Parish Council Charter, bearing in mind the limited timescale available, but he stated that he would endeavour to investigate the matter separately and to explore issues concerning the provision of ICT equipment.)

5/09

### **PROGRESS REPORT ON DRAFT CORE STRATEGY**

The Chairman informed the Forum that the Strategic Planning Manager had prepared a written response:-

"The draft Core Strategy was published for consultation on the 31st October 2008 until 16th February 2009. Around 130 responses were received. The responses are currently being evaluated and, where necessary, changes made to the strategy to take into account the comments submitted. The Strategic Housing Land Availability Assessment (SHLAA) has also been produced as one of the key pieces of evidence that underpins the housing distribution within the Core Strategy.

Ongoing work on the evidence base will be taking place although further production and publication of the Core Strategy is significantly affected by the ongoing review of the Regional Spatial Strategy (RSS) and, until the outcome is known, it is impossible to produce a core strategy which would be judged sound by the Secretary of State. Once the outcome of the RSS is known, it will be easier to predict an accurate timescale for the production although, if the RSS directs significant growth to the district in the form of extensions into the green belt at Redditch and South Birmingham, further delays could be necessary."

Members of the Forum voiced their concerns in respect of the use of land for other authorities' housing allocations, together with the size of likely housing developments and the associated infrastructure provision. Several speakers also outlined their impressions of the presentations which had been made earlier in the day relating to Bromsgrove, Redditch and Birmingham at the WMRSS Examination in Public in Wolverhampton. However, it was understood that there was still a considerable amount of time to go before any definitive details could be known.

6/09 **ELECTORAL SERVICES - UPDATES**

The Chairman referred members of the Forum to the information enclosed with the Agenda for the meeting relating to both the casual membership vacancies in respect of the parish councils within the district, and the County Council election results. This was noted.

7/09 **JOINT COUNTYWIDE SCRUTINY REPORT ON FLOODING**

At the invitation of the Chairman, Mr. P. Street, the Council's Executive Director - Partnerships and Projects, addressed the meeting and gave a presentation about the effects of the July 2007 flooding problems and the related Joint Countywide Scrutiny exercise which had been undertaken subsequently.

Mr. Street explained the Council's duties and responsibilities in connection with the clearance of privately owned watercourses and highlighted the recommendations arising from the scrutiny exercise which related specifically to parish councils; in particular, how parish councils may be able to help in terms of making the most of the local knowledge at a parish level, as well as assisting with communications in the event of similar flooding events in the future. He also outlined details relating to the Council's emergency plan to deal with future flooding issues and drew attention to the problems which had to be identified with planning for such unforeseen occurrences.

Mr. Street then responded to a number of questions from members of the Forum. From the ensuing discussion, the main points of concern were the likely development of additional housing (following on from the earlier item in respect of the West Midlands Regional Spatial Strategy) and the related implications this would have in terms of drainage and soakaway land, the enforcement of riparian responsibilities and the resources available in terms of flooding alleviation and prevention.

In conclusion, the Forum expressed its appreciation to Mr. J. Bailey, the Council's Drainage Engineer, for his continuing assistance in relation to flooding and drainage issues, as well as his reassuring advice and wealth of knowledge. The Chairman also thanked Mr. Street for his interesting and informative presentation.

**RESOLVED:**

- (a) that the recommendations made by the County Joint Scrutiny exercise into the July 2007 flooding be commended to the parish councils; and

- (b) that the action plan produced by the Council in response to the recommendations arising from the scrutiny exercise be presented to the January 2010 meeting of the Forum for further discussion.

The meeting closed at 7.10 p.m.

Chairman

This page is intentionally left blank



**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** Font: (Default) Arial, 12 pt, English (U.K.)

## Parish Charter

**Deleted:** Draft

**Formatted:** Font: 24 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** Font: (Default) Arial, 12 pt, English (U.K.)

**A Framework Document for working relations between  
Bromsgrove District Council and Parish Councils in its area**

**Formatted:** Font: 15 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

# Contents

Chapter	Title	Page
1.	Introduction .....	3
2.	Core Statement of Agreement .....	3
3.	Consultation, Liaison <u>and</u> Engagement .....	4
4.	Information <u>and</u> Communication .....	6
5.	Standards Committee .....	<u>8</u>
6.	Local Neighbourhood Partnerships .....	<u>8</u>
7.	Devolution of Services .....	8
8.	Quality Parishes .....	<u>9</u>
9.	Conflict Resolution .....	9
10.	Development Control .....	<u>10</u>
11.	Review <u>and</u> Operation of <u>the</u> Charter .....	<u>10</u>
12.	<u>Forward Plan</u> .....	<u>10</u>

..... 9

## Appendices

1.	CALC Code of Practice .....	<u>11</u>
2.	<u>Parish Councils' Forum</u> , Terms of Reference .....	<u>13</u>
3.	Development Control .....	<u>15</u>
4.	<u>Enforcement</u> <u>17</u> .....	<u>14</u>
5.	<u>Forward Plan</u> <u>19</u> .....	<u>15</u>

Formatted: English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 14 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Deleted: &

Formatted: Font: 12 pt, English (U.K.)

Deleted: &

Formatted: Font: 12 pt, English (U.K.)

Deleted: 7

Formatted: Font: 12 pt, English (U.K.)

Deleted: 7

Formatted: Font: 12 pt, English (U.K.)

Deleted: 8

Formatted: Font: 12 pt, English (U.K.)

Deleted: 9

Formatted: Font: 12 pt, English (U.K.)

Deleted: &

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Deleted: 9

Formatted: Font: 12 pt, English (U.K.)

Deleted: ¶

Deleted: ¶

Appendix ¶

Formatted: Font: 12 pt, English (U.K.)

Deleted: 10

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Deleted: for the Parish Council Forum . 12

Formatted: Font: 12 pt, English (U.K.)

Deleted: 13

Formatted: Font: 12 pt, English (U.K.)

Formatted ... [1]

Formatted ... [2]

Formatted ... [3]



2.1.5 to respect and take account of the different capacities of Parish Councils to handle information and respond to consultations

Formatted ... [15]

Deleted: capabilities

Formatted ... [16]

2.1.6 to engage in regular liaison about issues of common interest

Formatted ... [17]

Formatted ... [18]

2.1.7 to recognise the Government's encouragement for the concept of Quality Parishes

Formatted ... [19]

Formatted ... [20]

Deleted: Government's

2.1.8 to monitor through the Parish Councils' Councils' Forum Meeting, on a quarterly basis, the delivery of the principles and practices covered by this Charter

Formatted ... [21]

Formatted ... [22]

Formatted ... [23]

Formatted ... [24]

2.1.9 to respond in a helpful, timely and efficient manner to all communications from Parish Councils / Bromsgrove District Council respectively.

Deleted: es

Formatted ... [25]

Formatted ... [26]

Formatted ... [27]

2.2 Note: Parish governance

2.3 The District Council and Parish Councils agree to adopt the CALC Code of Practice relating to attendance (Appendix 1).

Formatted ... [28]

Formatted ... [29]

Formatted ... [30]

Formatted ... [31]

3. Consultation, Liaison and Engagement

Deleted: Members of ... [32]

Formatted ... [33]

3.1 Bromsgrove District Council will:

Deleted: parish councils

Deleted: P

3.1.1 consult Parish Councils generally on all issues which are likely to affect their area or on which the view of the grass roots tier of local governance would be beneficial – these include:

Deleted: arish

Deleted: C

Deleted: councils

- key corporate arrangements which materially affect the work of Parish Councils or the delivery of local services
- issues of strategic policy
- other issues of relevance to all or a number of Parish Councils

Formatted ... [34]

Deleted: such

Formatted ... [35]

Deleted: Parish Coun ... [36]

Formatted ... [37]

3.1.2 consult an individual Parish Council when a planned decision or action will have a direct and significant impact on that Parish Council or its area or inhabitants

Formatted ... [38]

Formatted ... [39]

Formatted ... [40]

Formatted ... [41]

3.1.3 allow not less than 21 working days for any such consultation

Formatted ... [42]

Formatted ... [43]

3.1.4 notify to Parish Councils the name of the relevant lead Officer to whom queries about the consultation may be addressed

Formatted ... [44]

Formatted ... [45]

Formatted ... [46]

3.1.5 undertake to provide sufficient information to enable a meaningful response

Formatted ... [47]

Formatted ... [48]

Deleted: reserve the ... [48]

3.1.6 recognise that occasionally, an urgent issue may arise which might prevent the usual consultation or at least curtail the consultation

Formatted ... [49]

Formatted ... [50]

Deleted: ,

Formatted ... [51]

period to less than the minimum 21 working days. Where **this happens**, Parish Councils will be given **the** reasons.

**3.1.7 consult** in ways that enable all Parish Councils, with or without IT support, to have the opportunity to respond

**3.1.8 take full account** of all views offered by Parish Councils

**3.1.9 offer feedback** to Parish Councils (individually or collectively) on the outcomes of the issue on which consultation took place, **host** briefing sessions on major issues that are the subject of consultation, where it is practical to do so. (For administrative ease where there are several **Parish Councils**, this will be done collectively through the Forum.)

**3.1.10 involve** Parish Councils in relevant workshop activity that helps to develop an overall approach to community leadership and the management of change

**3.1.11 promote** full engagement with Parish Councils on all key Parish issues including the development of Parish Plans (*see note: Parish Plans*)

**3.1.12 look for ways** in which Parish Councils might actively be engaged in the development of the Sustainable Community Strategy and other key strategic policies

**3.1.13 maintain** and publish a database of planned consultation activity so that Parish Councils may be aware and incorporate their considerations within their own work plans

**3.1.14 publish** agendas for the Council, Cabinet, Regulatory Committees, Overview and Scrutiny Committees and in advance to enable any Parish Council comments to be considered at the point of decision making

**3.1.15 schedule** and organise Parish Forum Meetings four times in each Council Year in order to achieve effective dialogue on particular issues of common interest (see terms of reference attached as Appendix 2 to this Charter)

**3.1.16 ensure** the attendance of the Chief Executive or his representative and relevant **senior officers** at each Parish Forum Meeting

**3.1.17 keep** its consultation procedures and practice under review

**3.1.18 maintain** an up-to-date list of Parish **Councils'** preferred points of contact.

- Deleted: parish councils
- Deleted: ,
- Deleted:
- Deleted: P
- Deleted: arish
- Deleted: C
- Deleted: ouncils
- Formatted ... [52]
- Deleted: possible
- Formatted ... [53]
- Formatted ... [54]
- Formatted ... [55]
- Formatted ... [56]
- Formatted ... [57]
- Formatted ... [58]
- Formatted ... [59]
- Formatted ... [60]
- Formatted ... [61]
- Formatted ... [62]
- Deleted: parish councils
- Formatted ... [63]
- Deleted:
- Formatted ... [64]
- Formatted ... [65]
- Formatted ... [66]
- Formatted ... [67]
- Formatted ... [68]
- Formatted ... [69]
- Formatted ... [70]
- Formatted ... [71]
- Formatted ... [72]
- Formatted ... [73]
- Formatted ... [74]
- Formatted ... [75]
- Formatted ... [76]
- Deleted: S
- Deleted: enior
- Deleted: O
- Deleted: fficers
- Formatted ... [77]
- Formatted ... [78]
- Formatted ... [79]
- Formatted ... [80]
- Formatted ... [81]
- Formatted ... [82]
- Formatted ... [83]
- Deleted: Councils'
- Formatted ... [84]

**3.2 Note: Parish Plans**

3.2.1 The District Council will encourage Parish Councils to produce Parish Plans and will provide advice and support where practicable.

Formatted: Font: 12 pt

Formatted: Font: 12 pt, English (U.K.)

3.2.2 The Council will publish separate guidance for how parish plans can be presented at the Local Strategic Partnership Board and considered by the Council's Cabinet. As previously discussed with Parish Councils the District Council would like to treat the Parish Plans as local information sources.

Deleted: Council's

Formatted: Font: 12 pt, English (U.K.)

Deleted:

Formatted: Font: 12 pt, English (U.K.)

3.2.3 The District Council will take account of the proposals and priorities contained within Parish Plans in developing and implementing sustainable community strategies as they affect the Parish areas concerned, provided that each Parish Plan conforms to the District Council's policy framework and has been subjected to a rigorous Parish consultation and participation process which includes consultation with District Council Ward Members. Bromsgrove District Council will strengthen links between the Parish Council(s) in order to improve delivery of Parish priorities.

Deleted: Council's

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

3.2.4 Parish Councils are encouraged to precept adequately in order to fund the action plan developed through the Parish Plan process.

**3.3 Parish Councils will:**

3.3.1 endeavour to take part in relevant consultations and to respond within the given timescales

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

3.3.2 ensure prompt responses to invitations from Bromsgrove District Council to attend workshops, briefing meetings etc.

Formatted: Font: 12 pt, English (U.K.)

3.3.3 ensure that agenda items for Parish Forum Meetings are notified to the Democratic Services team in accordance with the published lead-in times for agenda planning for those meetings

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

3.3.4 consult with District Council ward members on a regular basis.

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

**4 Information and Communication**

Formatted: Font: 12 pt, English (U.K.)

Formatted: English (U.K.)

4.1 Effective working between Parish Councils and Bromsgrove District Council depends on clear information being available to all. To promote this and effective communication

Formatted: Font: 12 pt, English (U.K.)

Deleted:

Formatted: Font: 12 pt, English (U.K.)

4.2 Bromsgrove District Council will

Formatted: Font: 12 pt, English (U.K.)

4.2.1 identify a portfolio holder with responsibilities for relationships with the Parishes and a senior officer to support the portfolio holder.

Deleted: as 'Parish Champion'

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

- 4.2.2** **provide** information electronically (including access to important Parish issues, e.g. highways works) and keep this information up-to-date
- 4.2.3** **encourage** all Parish Councils to equip themselves to receive information electronically
- 4.2.4** **provide** information **electronically or in the** formats requested by **Parish Councils**
- 4.2.5** **maintain** an up to date list of Members and Officers, their duties and their contact details
- 4.2.6** **use** plain language in all its communications and explain technical terms and acronyms
- 4.2.7** **ensure** there is a full understanding among Members and Officers of the role of Parish Councils and the importance of engagement with those Councils on all relevant matters
- 4.2.8** **provide** an acknowledgement of information requests within 5 working days with an indication of when the substantive response will be sent and generally will apply its customer care standards to any correspondence or telephone calls from Parish Councils
- 4.2.9** **afford** Parish Councils the opportunity to speak at any meeting of the Planning, Overview and Scrutiny Boards for up to 3 minutes on any specific agenda item or on a general matter not featured on the agenda but relevant to the remit of the body.
- 4.3** Note: Parish Councils will have only the same legal rights as members of the public unless they are also members of the District Council. This means that although they have a right to attend meetings they have no right to speak or take part in meetings other than as explained above. Similarly, they can be excluded from a meeting if the Council has resolved to exclude the public because it is considered that publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted.
- 4.4** Parish Councils will
- 4.4.1** **provide**, and keep up to date, information to Bromsgrove District **Council's** Democratic Services Team about the Parish Council including the name and contact details of the Clerk and Chairperson
- 4.4.2** **provide** an email address wherever possible
- 4.4.3** **have the right** to initiate the **Council's** Complaints Procedure if they are dissatisfied with an action of Bromsgrove District Council, its response to a request for information or a failure to consult

- Formatted: Font: 12 pt, English (U.K.)
- Deleted: wherever possible
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: 2
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: parish councils
- Deleted: P
- Deleted: arish
- Deleted: C
- Deleted: ouncils
- Deleted: that do not have access to computers
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: 3
- Deleted: conventional
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: where
- Deleted:
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: so as not to disadvantage those
- Formatted: Font: 12 pt, English (U.K.)
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: 4
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: 5
- Formatted: Font: 12 pt, English (U.K.)
- Deleted: 6
- Formatted: ... [85]
- Deleted: 7
- Formatted: ... [86]
- Deleted: 8
- Formatted: ... [87]
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: ... [88]
- Deleted: Council's
- Formatted: ... [89]
- Deleted: Council's
- Formatted: ... [90]

## 5 Standards Committee

- 5.1 Bromsgrove District Council and the Parish Councils have adopted Codes of Conduct based on the national model Code of Conduct. Parish Councils will work with Bromsgrove District Council's Standards Committee to promote and maintain high standards of conduct, including the provision of Ethical Framework training.
- 5.2 The arrangements for the appointment of Parish Council representatives to serve on the Standards Committee are as set out in the Council's Constitution.

Formatted: English (U.K.)

Formatted: Font: (Default) Arial, 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Deleted: Council's

Formatted: Font: 12 pt, English (U.K.)

Deleted: Council's

Formatted: Font: 12 pt, English (U.K.)

## 6 Local Neighbourhood Partnerships

- 6.1 Bromsgrove District Council has introduced the concept of Local Neighbourhood Partnerships. The partnerships are designed to provide a setting, where the three tiers of local government, local strategic partners and residents can work together on tackling local issues and improve resident's satisfaction. (The District Council held two stakeholder events in December 2008 and agreed that it will undertake further consultation with the Parish Councils on the sequencing of the proposed roll out of LNPs in future years.) The District Council expects to roll out two LNPs per year, in consultation with Parish Councils. An annual consultation event will be held in December each year with representatives from each of the three tiers of local government to look at the specific issues of roll out in their areas and to learn lessons from the previous pilots.
- 6.2 Bromsgrove District Council will publish a terms of reference for the LNPs once approved by Cabinet in July 2009. A senior officer from Bromsgrove District Council will be attached to each LNP and a budget delegated to each LNP, based on the number of District Councillors in each LNP. The budget allocation will be £5,000 per District Councillor, making a total amount of £195,000 once the concept is rolled out completely.

Formatted: English (U.K.)

Formatted: Font: 12 pt

Deleted:

Deleted: resident's

Deleted:

Deleted: parish councils

Deleted:

Deleted: parish councils

Deleted:

Deleted:

Formatted: Font: 12 pt, Font color: Auto, English (U.K.)

Formatted: Indent: Left: 0 mm, First line: 0 mm, Right: 4.2 mm, Space Before: 4 pt, After: 9 pt, Pattern: Clear (White)

## 7 Devolution of Services

- 7.1 Parish Councils may request Bromsgrove District Council to devolve to them the running of services or may wish to fund services to a higher level than that provided by Bromsgrove District Council.
- 7.2 Where any such requests are made, Bromsgrove District Council will consider this where it provides best value, taking account of quality, cost, Parish preferences and practicality. Bromsgrove District Council will also consider the service implications of the request and the effect of such arrangements on the cost and standards of the services offered

Formatted: English (U.K.)

Formatted: Font: (Default) Arial, 12 pt, English (U.K.)

Formatted: Font: 12 pt, English (U.K.)

Deleted:

Formatted: Font: 12 pt, English (U.K.)



elsewhere in the Council's area. Where such a request is not good value or practicable, Bromsgrove District Council will, in consultation with the Parish Council, explore alternative solutions to encourage more Parish-level input to services.

**Deleted:** Council's

**Formatted:** Font: 12 pt, English (U.K.)

7.3 In the light of response to the request, the Parish Council will indicate whether it wishes to continue with its request. If so, Bromsgrove District Council will convene a formal meeting to discuss the issue with a view to making a recommendation to the Cabinet. The recommendation may be to refuse, grant or modify the Parish Council's request.

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

7.4 If, on its own initiative, Bromsgrove District Council wishes to propose to devolve services to Parish Councils, it will provide all necessary information as detailed above to enable the Parish Council(s) to reach a decision on the proposal. If there is agreement to proceed, Bromsgrove District Council will appoint a senior officer to advise on and oversee the transfer of responsibility, and to maintain liaison for a minimum period of twelve months.

**Deleted:** Council's

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

7.5 Where a Parish Council takes on the provision of a certain service, the financial arrangements and partnership framework agreement will be agreed by Bromsgrove District Council and the relevant Parish Council.

**Formatted:** English (U.K.)

## 8 Quality Parishes

8.1 Without affecting any of the commitments and agreements stated elsewhere in this Charter in respect of all Parish Councils, Bromsgrove District Council reaffirms that it will work with Parish Councils that have attained Quality Parish status in all of the ways described in this Charter. It will:

**Formatted:** Font: (Default) Arial, 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

8.1.1 support any request from a Quality Parish in acting as an information or access point for Bromsgrove District services

8.1.2 give the Quality Parish the opportunity to put forward proposals to take on aspects of the delivery, management and monitoring of significantly larger scale services provided by Bromsgrove District Council.

## 9 Conflict Resolution

**Formatted:** English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

9.1 From time to time there may arise issues upon which Bromsgrove District Council and Parish Councils are initially unable to agree. In such cases, either the Bromsgrove District Council or the Parish Council(s) concerned may raise the item at a Parishes Forum Meeting. If it is not possible to identify a solution there, the Parish Forum may, with mutual consent, appoint a Joint Working Party to examine the issue in depth and to come up with recommendations.

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

- 9.2 The Forum Meeting will determine the servicing and administrative arrangements at the time it appoints a Joint Working Party.
- 9.3 Nothing in the above paragraph shall prevent Parish Councils from establishing their own Working Party at any time which may make and present recommendations direct to Bromsgrove District Council or through the Parish Forum.
- 9.4 Bromsgrove District Council, or its Cabinet, will consider any recommendations arising from a Joint Working Party or a Parish **Councils'** Working Party at the first appropriate opportunity. The Council will report its decision to the Parish Councils concerned.

## 10 Development Control/Enforcement

- 10.1 This Charter recognises the special rights and arrangements that exist for Parish Councils with regard to the development control process **and enforcement**, which is required to be conducted in an open, fair and transparent manner.
- 10.2 **Appendices 3 and 4** to this Charter sets out the working arrangements between Bromsgrove District Council and Parish Councils in the development control **and enforcement** process.

## 11 Review and Operation of the Charter

- 11.1 The working and effectiveness of the Charter will be reviewed **quarterly** by the Parish **Councils'** Forum and the views of the District Council and of all Parish Councils in the District will be invited before the meeting at which the review takes place.

## 12 Forward Plan

- 12.1 Attached as Appendix 5 to this Charter is the forward plan for the district council. It will keep all parishes informed of the major decisions the District Council will be deciding over the forthcoming four months. It will be updated monthly by the District Council

**Deleted:** Councils'

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** English (U.K.)

**Formatted:** Font: (Default) Arial, 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, Not Bold, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:** Appendi

**Deleted:** x

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** English (U.K.)

**Formatted:** Font: (Default) Arial, 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:** annually

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:** Councils'

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** English (U.K.)

**Formatted:** Font: (Default) Arial, 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:**

**Formatted:** Font: 12 pt, English (U.K.)

**Deleted:** ¶

**Formatted:** Font: 12 pt

**CALC CODE OF PRACTICE RE ATTENDANCE OF DISTRICT COUNCILLORS AT PARISH COUNCILS**

Formatted: Font: 11 pt

**Introduction**

Formatted: Font: 12 pt

- 1. A good working relationship between Parish Councils and the Parish County and District (Principal) Councillors is essential if Parish service provision is to be delivered in an efficient and effective way.
- 2. The Parish Principal Councillors have a special and important role to play as links between Parish Councils and the other tiers of Parish government, and this should be recognised if the Parish Council is to obtain the maximum benefit from them. However, it is accepted that a balance needs to be struck which makes it clear that Parish Principal Councillors are not members of the Parish Council and that their participation at meetings is by invitation only.

Formatted: Font: 12 pt

**The Legal Position**

- 3. At meetings of Parish Councils, Principal Councillors have only the same legal rights as members of the public unless they are also members of the Parish Council. This means that although they have a right to attend meetings they have no right to speak or take part in meetings. Similarly, they can be excluded from a meeting if the Council has resolved to exclude the public because it is considered that publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted.

Deleted:

Formatted: Font: 12 pt

Formatted: Font: 12 pt

**Guiding Principles**

- 4. For a Parish Council and Principal Councillor relationship to develop in a mutually beneficial way the following guiding principles should be adopted.

**Invitation to attend**

- 5. The Clerk should invite the Parish Principal Councillor(s) to attend all meetings of the Parish Council and the Annual Parish/Town Meeting. This could be achieved by the Parish Council adopting NALC Model Standing Order No. 74 which states: "A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to Principal Councillors for the appropriate division or ward."

Deleted:

Formatted: Font: 12 pt

Deleted:

Formatted: Font: 12 pt

Deleted: "

Formatted: Font: 12 pt

Deleted: Councillor's

Formatted: Font: 12 pt

Deleted: "

Formatted: Font: 12 pt

Deleted: Councillor's

Formatted: Font: 12 pt

Deleted: "

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 11 pt

**Opportunity to speak**

- 6. The Parish Council agenda should provide an opportunity during the meeting for the Principal Councillors to present a report to the Parish Council and for the Council to question them. This can be achieved by including "County Councillor's Report and "District Councillor's Report" as items on the Agenda. The Principal Councillors will also be able to speak during any period set aside by the Parish Council for public participation. In addition, in view of their special role and depending on business being discussed, the Chairman of the Council may wish to invite the Principal Councillor(s) to speak during a meeting on a particular topic. This needs to be exercised carefully to avoid individual members of the public, who may also wish to speak on this topic, feeling they are being discriminated against unfairly.

**Principal Councillor who is also a Parish Councillor:**

Formatted: Font: 12 pt

7. If a Principal Councillor is also a member of the Parish Council (s)he is entitled to speak and vote on any business in the same way as any other member of the Council. However, it is good practice for them to remember that, because of their membership of a Principal Council, they are in fact in a different position from the rest of the Parish Council and should bear this in mind when debating issues.

Deleted:

Formatted: Font: 12 pt

**Seating Arrangements**

8. Seating arrangements for the Principal Councillors should be chosen carefully to avoid the impression being given that the Principal Councillors are members of the Parish Council. A position apart from the Parish Council and other members of the public is probably advisable; there is no necessity for the Principal Councillors to have to sit with other members of the public.

Deleted:

Formatted: Font: 12 pt

**Correspondence:**

9. The Clerk should send the Parish Principal Councillors copies of correspondence between the Parish Council and the Principal Councils. This could be achieved by the Parish Council adopting NALC Model Standing Order No. 71 (check) which states: "Unless the Council otherwise orders, a copy of each letter ordered to be sent to a Principal Council shall be transmitted to the Principal Councillor for the division or ward as the case may require."

Deleted:

Formatted: Font: 12 pt

Deleted: ."

Formatted: Font: 12 pt

**Principal Councillors' Reports** - This should be included in what the Parishes will do

Deleted: Councillors'

Formatted: Font: 12 pt

10. Principal Councillors should, where possible:

- attend Parish Council meetings in their division/ward when time permits;
- prepare a brief report for each Parish Council meeting, to be made in person or relayed to the Clerk;
- provide the Clerk with a copy of relevant correspondence *in the public domain* to the Councillors on Parish Council business;
- advise the Parish Council when relevant Parish and strategic matters of interest are to be considered by the Principal Council in public session;
- make an annual report to the Annual Parish Meeting.

Formatted: Font: 12 pt, Not Bold

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Bold

Formatted: Font: 12 pt, Not Bold

Formatted: Font: 12 pt

**Consultation and Collaboration**

11. Principal Councillors should seek to ensure that the Council Charter is applied, and, in particular ensure that:

- liaison between the three tiers of Parish government is improved;
- Parish Councils are advised when opportunities occur for collaboration with the other tiers;
- Principal Councils consult Parish Councils on relevant Parish and strategic matters.

**Parish Councils' Forum**

**1. Aim and Purpose**

Bromsgrove District Council and the Parish Councils aim to work for the benefit of local people. As part of that joint working, Bromsgrove District Council and the 20 Parish Councils within the district of Bromsgrove have agreed to hold regular meetings known as the Parish Council Forum.

Deleted: parish councils

Deleted: parish councils

The purpose of the Parish Forum is to enable consultation, liaison and engagement between Bromsgrove District Council and the Parish Councils within the district.

Deleted: parish councils

**2. Terms of Reference**

The terms of reference of the Parish Forum will be:

Deleted: ¶

Formatted: Font: 24 pt

Formatted: Default Paragraph Font, Font: 12 pt, Bold, Kern at 18 pt

Deleted: for

Formatted: Font: 24 pt

Formatted: Default Paragraph Font, Font: 12 pt

Deleted: parish councils

2.1 to share information and views of district-wide relevance and interest.

2.2 BDC will provide information on relevant changes in legislation or external guidance;

2.3 BDC will provide information on the development of internal policy and strategy and engage with Parish Councils on the development of such policy and strategy, where relevant;

2.4 BDC will provide information on forthcoming changes to service delivery which will affect the parishes and engage with Parish Councils on the development of those changes and/or how to ensure that appropriate information is distributed to the public;

Deleted: parish councils

2.5 BDC will provide information and guidance on individual service areas;

2.6 BDC will listen to concerns of Parish Councils on matters of strategy, policy or service delivery relating to all Parish Councils and seek to resolve these where possible.

Deleted: parish councils

Deleted: parish councils

**3. Meetings, Representation and Attendance at Meetings**

3.1 The Parish Council Forum will meet quarterly.

Formatted: Default Paragraph Font, Font: 12 pt

3.2 Meetings will be chaired by the Leader of the Council, or in his absence, another senior representative of BDC nominated by the Leader.

3.3 BDC will provide administrative support to the Parish Council Forum; all papers for meetings will be at least three days in advance supported by a clear recommendation wherever possible.

3.4 BDC will arrange for appropriate Members and/or officers to attend meetings of the Parish Forum.

3.5 Agendas, reports and minutes of the meeting shall be available to the public.

3.6 BDC will be responsible for arranging the date of meetings, for booking a suitable room and for providing appropriate refreshments.

- 3.7 Each parish council may be represented by up to 2 parish councillors and its Clerk/Executive Officer.
- 3.8 BDC will be represented by such members and/or officers as are required to deal appropriately with the items on the agenda.
- 3.9 The quorum for meetings of the Parish Councils' Forum shall be 5 members, with a minimum of 3 members from any of the ~~Parish Councils.~~

**Deleted:** parish councils

#### 4. Agenda Preparation

- 4.1 Bromsgrove District Council will have the primary responsibility for inclusion of items on the agenda.
- 4.2 BDC will liaise with the Secretary to the Area CALC Committee to enable the Area Committee to include items on the agenda.
- 4.3 Individual ~~Parish Councils~~ may request items to be included on the agenda provided these are of a district-wide and not parochial nature.

**Deleted:** parish councils

*Insert*

**Deleted:** Forum

**Formatted:** Font: 24 pt

**Formatted:** Normal



Parish Councils will:

1. **reply** within 14 days in writing / email and or other electronic means such as the Bromsgrove District Council's Public Access facility to all planning applications within their Parish and which they have commented upon
2. **comment** on planning applications on planning grounds only and specify as fully as possible the reasons for any objection to, or support for, a particular application
3. **attend** meetings, briefings and training courses as appropriate in order to gain a fuller understanding of the planning process
4. **assist** Bromsgrove District Council in delivering its development control responsibilities with integrity and otherwise in accordance with the agreed Planning Code of Conduct.

Deleted: ¶

¶  
¶  
¶  
¶

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Deleted: e

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Deleted: Council's

Formatted: Font: 12 pt

Deleted: Council

Formatted: Font: (Default)  
Arial, 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 11 pt



**PLANNING ENFORCEMENT**

**Initial Investigation of Complaints**

Many breaches of Planning Control are revealed by complaints, usually by local residents, elected Members, competitive traders, societies or Parish Councils and other Departments of the Council. Bromsgrove District Council recognises the assistance of Parish Councils in the planning enforcement process

Deleted: parish councils

On receipt of a complaint, the Enforcement Officers will raise a Complaint Form on the computerised system and research as much detail and history as possible before carrying out a site visit.

**Procedure.**

Where a breach of planning control has occurred, action will be taken depending upon the nature and seriousness of it. The majority of the work of the Planning Enforcement Team is generated via complaints and it is considered important to deal with complaints in a set manner to ensure fairness and consistency of approach. Complaints will therefore:

a) be accepted in writing, by telephone or email; address and contact details, will be held in confidence. The Council will not accept anonymous complaints;

b) be acknowledged within 5 working days of receipt of a written complaint;

c) be treated in confidence. However, complainants should need to be aware that, should formal action be taken, it may require a commitment from them and, as such, they may be requested to give evidence in order to secure a successful outcome. In such circumstances, anonymity will not be possible.

d) be prioritised.

Complaints will be prioritised as follows:

**Priority 1**

Activities or development, which could lead to immediate or irreparable, harm (i.e. demolition of Listed Buildings, felling of trees protected by a Tree Preservation Order, etc.)

## Priority 2

Activities or development, causing serious harm to the amenities of a neighbourhood.

## Priority 3

Development in a designated area (for example, a Conservation Area) where it would have a significant impact on the designation.

## Priority 4

Other complaints. (Anonymous complaints will not be investigated.)

Once complaints have been received, investigations will begin which will include the initial checking of the planning history by the Enforcement Officers. In most cases, a site visit will be made by the officers concerned. The response times for visiting the sites will, when necessary, vary according to the type of breach and how the particular breach has been prioritised.

After the initial investigations have been undertaken, and a breach of planning control is confirmed, the investigating Enforcement Officer will, where appropriate advice has been sought, do the following:-

- 1) Advise the owner/occupier responsible for the alleged breach of the intended action, option to resolve the situation, or seek further information to determine whether a breach has occurred.
- 2) Advise complainant of findings and proposed action (if any), or that further information or monitoring is required.
- 3) Where appropriate, ask the complainant to keep a diary of events for use as evidence if the matter proceeds to formal Enforcement Action.
- 4) If an application for planning permission were requested, a time period of 28 days will normally be given for an application to be submitted. If it is not received within the designated period, a reminder will be sent giving a date for an application to be received. Failure to adhere to this would lead to further consideration and most probably Enforcement Action.

**FORWARD PLAN**

The updated Forward Plan will be published on the Council's web-site on a monthly basis at <http://www.bromsgrove.gov.uk/forwardplan>.

**Formatted:** Font: 12 pt

<b>Page 2: [1] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 2: [2] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 2: [3] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [4] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [5] Deleted</b>	<b>t.beirne</b>	<b>16/09/09 14:58:00</b>
----------------------------	-----------------	--------------------------

of place and interest –

<b>Page 3: [6] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [7] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [8] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [9] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [10] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [11] Deleted</b>	<b>t.beirne</b>	<b>03/09/09 11:33:00</b>
-----------------------------	-----------------	--------------------------

Councils signing up to this agreement

<b>Page 3: [12] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [13] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 3: [14] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [15] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [16] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [17] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [18] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [19] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [20] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [21] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [22] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [23] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [24] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [25] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [26] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [27] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [28] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [29] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt

<b>Page 4: [30] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt, English (U.K.)

<b>Page 4: [31] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
-------------------------------	----------------------	--------------------------

Font: 12 pt

<b>Page 4: [32] Deleted</b>	<b>t.beirne</b>	<b>03/09/09 12:17:00</b>
-----------------------------	-----------------	--------------------------

*Members of Bromsgrove District Council will attend meetings with the Parish Councils (or groups of such Councils) at a mutually agreed time to discuss matters of common interest, but the same limitations on available time (as described in Paragraph 11) apply.*

<b>Page 4: [33] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt		
<b>Page 4: [34] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt		
<b>Page 4: [35] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt		
<b>Page 4: [36] Deleted</b>	<b>t.beirne</b>	<b>03/09/09 12:18:00</b>
<i>Parish Councils will send copies of their agendas and papers to Bromsgrove District Council upon request, but always to the District Council Ward Members and will invite the said Ward Members to attend the Parish Council meetings</i>		
<b>Page 4: [37] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt		
<b>Page 4: [38] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
English (U.K.)		
<b>Page 4: [39] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: (Default) Arial, 12 pt, English (U.K.)		
<b>Page 4: [40] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [41] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [42] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [43] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [44] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [45] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [46] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [47] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [48] Deleted</b>	<b>t.beirne</b>	<b>03/09/09 11:17:00</b>

**reserve the right** exceptionally not to consult with Parish Councils where it would not be in the interests of the Council or its residents - this is

most likely to be where commercially sensitive or other private information is involved. Occasionally

<b>Page 4: [49] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [50] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 4: [51] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [52] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [53] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [54] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [55] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [56] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [57] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [58] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [59] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [60] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [61] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [62] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [63] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		
<b>Page 5: [64] Formatted</b>	<b>Andy Stephens</b>	<b>07/09/09 16:18:00</b>
Font: 12 pt, English (U.K.)		

This page is intentionally left blank



## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH COUNCILS' FORUM**

**22ND SEPTEMBER 2009**

#### **ELECTORAL SERVICES BRIEFING NOTE**

##### **1. Shared Services**

Electoral Services became one of the first of the Council's services to become a shared service provision with Redditch Borough Council. In fact Bromsgrove and Redditch Councils are one of the first authorities in the country to have a shared electoral services provision. There is now a combined team of experienced electoral administrators in place to provide a more robust specialist service for the future.

This has been a large project involving the transfer of data from Redditch to a new software provision and the movement of staff and documents from Redditch to Bromsgrove. The restructured team is now situated in a new office off the Main Reception Area at the Council House, which will be more convenient when dealing with Councillors, candidates and electors.

Members of the team will be working from offices at the Town Hall, Redditch during the months covering the period of an election timetable to deal with candidates and electors, and the Count for those elections held in Redditch. The Returning Officer for Redditch is Sue Hanley, Deputy Chief Executive.

Future planned improvements in the project include access to electoral software screen for Customer Service Centre and Call Centre staff to respond to initial electoral enquiries at the Dolphin Centre, Bromsgrove, and at the four One Stop Shops in Redditch.

##### **The new Electoral Services team:**

Susan Mould	Electoral Services Manager
Heather Hayes	Senior Electoral Services Officer
Lizzie Tovey	Electoral Services Officer
June Neal	Electoral Services Assistant (Mon - Wed)
Julie Wheeler	Electoral Services Assistant (Thurs - Fri)

##### **Contact Details:**

Helpline: 01527 881421

Email: [elections@bromsgroveandredditch.gov.uk](mailto:elections@bromsgroveandredditch.gov.uk)

Please take time to look at the Electoral Services area of the new revised websites that should be available from the end of September:

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk) and [www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

**2. Annual Canvass for the Register of Electors**

As you may be aware, the annual canvass for the Register of Electors is currently taking place - a registration form is being sent to every household in Bromsgrove and Redditch with details of current information held.

Residents are asked to check this information and either confirm that it is correct or make any amendments required. There are four ways available to respond - free phone, internet, text and freepost. It is important that people are correctly registered to be able to vote at elections held during the following twelve months. Many people do not realise that the Register of Electors is also used as a check via credit reference agencies as part of financial arrangements.

**3. Annual Review of Polling Stations**

A General Election must be held before June 2010 and, in preparation for this event, we will be conducting the annual review of polling stations this Autumn - if you are aware of more suitable premises for a Polling District in your area please provide details to our office for further investigation by Monday 28th September (a list of existing polling stations is attached).

**4. Parish Council Casual Vacancies**

For information, the most up-to-date list of Parish Council Casual Vacancies is attached.

Contact Officer

Name: Sue Mould, Electoral Services Manager

Tel: 01527 881462

email: [s.mould@bromsgrove.gov.uk](mailto:s.mould@bromsgrove.gov.uk)

## BROMSGROVE DISTRICT COUNCIL

### REVISION OF POLLING DISTRICTS

<b>Polling District Code</b>	<b>Polling District</b>	<b>Polling Station</b>		
ALA	Alvechurch	Alvechurch Baptist Church		
ALB	Beoley	Beoley Village Hall		
ALC	Bordesley	Citreon Redditch		
ALD	Hopwood	Hopwood Village Hall		
ALE	Lye Bridge	Citreon Redditch		
ALF	Rowney Green	Rowney Green Peace Mem. Hall		
BEA	Rubery (Beacon Ward)	Youthworcs Rubery		
CAA	Catshill Village	Catshill Village Hall		
CFA	Charford West	St. Andrews Church Hall		
CFB	Charford East	The Salvation Army Hall		
DCA	Drakes Cross	Youthworcs Woodrush		
DCB	Drakes Cross & Headley Heath	Park Hall		
DCC	Walkers Heath	Broadmeadow Junior School		
FLA	Belbroughton	Belbroughton Recreation Centre		
FLB	Clent	Clent Parish Hall		
FLC	Hagley (Clent Parish)	Hagley Community Centre		
HAA	Hagley (Hagley Parish)	Hagley Community Centre		
HLA	Barnt Green	Friends Meeting House		
HLB	Cofton Hackett	Cofton Hackett Village Hall		
HLC	Lickey Monument	Trinity Centre		
HMA	Hollywood	The Coppice Primary School		

# BROMSGROVE DISTRICT COUNCIL

## REVISION OF POLLING DISTRICTS

<b>Polling DistrictCode</b>	<b>Polling District</b>	<b>Polling Station</b>		
HMB	Majors Green	Wake Green AFC Sports Pavilion		
LTA	Burcot	Blackwell Methodist Church Hall		
LTB	Linthurst	Blackwell Methodist Church Hall		
LTC	Shepley	Blackwell Methodist Church Hall		
MLA	Barley Mow	Catshill Village Hall		
MLB	Lickey Grange	St. Lukes Church Centre		
MLC	Marlbrook	St. Lukes Church Centre		
MLD	South Marlbrook	St. Lukes Church Centre		
NTA	Lickey End	Lickey End First School		
NTB	Norton East	All Saints Church Hall		
NTC	Norton West	Mobile Barnsley Hall Drive		
SDA	Sidemoor West	New Song Community Church		
SDB	Sidemoor East	Meadows Parkside		
SHA	Stoke Heath	Mobile at Morrison's Supermarket		
SJA	St Johns West	Bromsgrove Market Hall		
SJB	St Johns North	All Saints Church Hall		
SJC	St Johns East	Youthworcs Ryland		
SLA	Slideslow South	St. Godwalds Church Hall		
SLB	Slideslow North	Mobile off Green Park Road		
SPA	Stoke Prior	Stoke Prior Village Hall		
TAA	Bently Pauncefoot	Tardebigge Church Hall		

# BROMSGROVE DISTRICT COUNCIL

## REVISION OF POLLING DISTRICTS

<b>Polling District Code</b>	<b>Polling District</b>	<b>Polling Station</b>		
TAB	Finstall	Finstall Village Hall		
TAC	Tutnall & Cobley	Tardebigge Church Hall		
TAD	Wagon Works	Finstall Village Hall		
UFA	Frankley	St. Kenelms Church Hall		
UFB	Hunnington	Romsley & Hunnington Cricket Club		
UFC	Romsley	St. Kenelms Church Hall		
WAA	Rubery North (Waseley Ward)	Holywell Primary School		
WAB	Rubery South (Waseley Ward)	Youthworcs Rubery		
WHA	Whitford West	Girl Guide Hut Kidderminstre Road		
WHB	Whitford East	Millfields Social Club		
WOA	Bournheath	Bournheath Village Hall		
WOB	Dodford	Dodford Village Hall		
WOC	Fairfield	Fairfield Village Hall		
WSA	Wythall	Wythall Village Hall		

This page is intentionally left blank

## BROMSGROVE DISTRICT COUNCIL

### PARISH COUNCIL – CASUAL VACANCY SUMMARY 2009

<b>Date of Notice</b>	<b>Parish</b>	<b>Co-Option/Election Outcome</b>	<b>Appointment Notification</b>
<b>2008</b> 7 Oct	Lickey & Blackwell Lickey Grange Ward	Co-Option	
<b>2009</b> 29 Jan	Barnt Green	Co-Option	Yes
9 Feb	Bournheath	Co-Option	Yes
13 Feb	Stoke Stoke Prior Ward	Co-Option	Yes
26 Feb	Bentley Paucefoot	Co-Option	Yes
27 Feb	Barnt Green	Co-Option	Yes
2 Mar	Hunnington	Co-Option	Yes
21 April	Alvechurch Rowney Green Ward	Co-Option	Yes
8 May	Lickey & Blackwell Shepley Ward	Co-Option	
12 May	Stoke Stoke Heath Ward	Co-Option	Yes
18 Jun	Barnt Green	Uncontested Election	Yes
30 Jun	Stoke Stoke Heath Ward	Co-Option	Yes
31 July	Catshill & North Marlbrook Catshill Village Ward	Co-Option	
12 Aug	Belbroughton Belbroughton Ward	Co-Option	
21 Aug	Stoke Stoke Prior Ward	Co-Option	
3 <sup>rd</sup> Sept	Alvechurch Alvechurch Ward	Co-Option	

**15<sup>th</sup> September 2009**

This page is intentionally left blank



## FORWARD PLAN OF KEY DECISIONS

1 SEPTEMBER 2009 TO 31 DECEMBER 2009

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 September 2009 to 31 December 2009. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

**Key Decisions** are those executive decisions which are likely to:

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

**Key Decisions** will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

**Further details of each Key Decision are appended to the Forward Plan.** To assist with internal forward planning, this Plan also lists other non-key decisions which the Cabinet is expected to make during the specified four month period. The Forward Plan is updated and published on the Council's website on a monthly basis.

## CABINET MEMBERSHIP

Councillor R. Hollingworth  
Councillor G. N. Denaro

Councillor Dr. D. W. P. Booth  
Councillor J. T. Duddy

Councillor Mrs. J. Dyer M.B.E.  
Councillor Mrs. M. A. Sherrey  
Councillor R. D. Smith  
Councillor M. J. A. Webb  
Councillor P. J. Whittaker

Leader of the Council and Portfolio Holder for the Improvement Plan  
Deputy Leader and Portfolio Holder for Resources (including Financial Services, Legal, Equalities & Democratic Services, Human Resources and ICT)  
Portfolio Holder for Street Scene and Project Management of the Town Centre  
Portfolio Holder for Economic Development, Retail Regeneration and Revenue Generation (including Car Parking)  
Portfolio Holder for Planning and Transport  
Portfolio Holder for Vulnerable and Older People (including Lifeline)  
Portfolio Holder for Youth, Sports, Recreation and Culture  
Portfolio Holder for Community and Customer Engagement and Community Safety  
Portfolio Holder for Strategic Housing, Environment and Climate Change

## CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person/organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to The Head of Legal, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove B60 1AA or email: [k.firth@bromsgrove.gov.uk](mailto:k.firth@bromsgrove.gov.uk)

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 2 September 2009	Cabinet 3 June 2009	Car Parking in Bromsgrove	Non-Key*	Councillor J. T. Duddy	* Cabinet will make recommendations to the full Council. Delayed for consultation
2	Cabinet 2 September 2009	Cabinet 29 July 2009	Redevelopment of the Market Hall Site	<b>Key</b>	Councillor Dr. D. W. P. Booth	Delayed for further consideration by officers
3	Cabinet 2 September 2009		Artrix Service Level Agreement	Non-Key*	Councillor R. D. Smith	* Cabinet will make recommendations to the full Council
4	Cabinet 2 September 2009	Cabinet 1 July 2009	CCTV /Lifeline Shared Service Business Case	Non-Key*	Councillor M. J. A. Webb	* Cabinet will make recommendations to the full Council. Delayed for further consideration by officers
5	Cabinet 2 September 2009		Council Plan 2010/2013 Part 1	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
6	Cabinet 2 September 2009	Cabinet 29 July 2009	ICT Shared Service Business Case	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council. Delayed for further consideration by officers
7	Cabinet 2 September 2009		Financial and Performance Monitoring – Quarter 1 2009/10	Non-Key	Councillors G. N. Denaro & R. Hollingworth	

8	Cabinet 2 September 2009		Improvement Plan Exception Report – July 2009	Non-Key	Councillor R. Hollingworth	
9	Cabinet 2 September 2009	Cabinet 1 April 2009	Modern.Gov (Paperless Project) – The Way Forward and Access to Exempt Information	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council. Delayed due to need for equality impact assessment of the paperless proposals
10	Cabinet 2 September 2009		Procurement and Value for Money Action Plan	Non-Key	Councillor G. N. Denaro	
11	Cabinet 2 September 2009		Worcestershire Enhanced Two Tier (WETT) Programme	Non-Key	Councillor R. Hollingworth	
12	Cabinet 16 September 2009 (special meeting)		Joint Working/Shared Services between Bromsgrove District Council and Redditch Borough Council (recommendations from the Joint Chief Executive) (subject to the Business Case for Shared Services being approved in principle by both Councils at the end of July)	Non-Key*	Councillor R. Hollingworth	
13	Cabinet 7 October 2009	Cabinet 29 July 2009	Local Neighbourhood Partnerships - Terms of Reference and Business Case	<b>Key</b>	Councillor M. J. A. Webb	Deferred by officers and Members for further consideration
14	Cabinet 7 October 2009	Cabinet 29 July 2009	Review of Asset Sherwood Road, Aston Fields Industrial Estate ( <i>this report will contain exempt information and be considered in private session</i> )	<b>Key</b>	Councillor G. N. Denaro	Deferred for further consideration by officers

15	Cabinet 7 October 2009	Cabinet 29 July 2009	Transfer of Bromsgrove Museum	<b>Key/ Non-Key*</b>	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council on matters not within its delegated powers. Delayed for further consideration
16	Cabinet 7 October 2009		Waste Management Strategy (outcome of consultation)	<b>Key</b>	Councillor Mrs. M. A. Sherrey	
17	Cabinet 7 October 2009		Being Different Together Project (to combat inequalities in access and opportunity for people living and working in Worcestershire)	Non-Key	Councillor G. N. Denaro	
18	Cabinet 7 October 2009	Cabinet 4 March 2009	Economic Strategy and Priorities	Non-Key	Councillor J. T. Duddy	Delayed as needed to take further advice in light of discussions regarding Economic Development in North Worcestershire
19	Cabinet 7 October 2009	June 2008	E-Government Strategy	Non-Key	Councillor G. N. Denaro	Initially delayed to early 2009 and then further delayed due to feasibility study around an ICT Shared Service
20	Cabinet 7 October 2009		Improvement Plan Exception Report – August 2009	Non-Key	Councillor R. Hollingworth	
21	Cabinet 7 October 2009		Information Management Strategy	Non-Key	Councillor G. N. Denaro	
22	Cabinet 7 October 2009		Performance Monitoring - August 2009	Non-Key	Councillor R. Hollingworth	

23	Cabinet 7 October 2009		Summary Report on Green Waste Charging (to assess change in service provision from March 2009 when charge introduced)	Non-Key	Councillor Dr. D. W. P. Booth	
24	Cabinet 4 Nov 2009		Community Strategy Annual Report 2008-09	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
25	Cabinet 4 November 2009		Choice-Based Lettings Scheme - Update	<b>Key</b>	Councillor P. J. Whittaker	
26	Cabinet 4 November 2009		Financial and Performance Monitoring – Quarter 2 2009/10	Non-Key	Councillors R. Hollingworth & G. N. Denaro	
27	Cabinet 4 November 2009		Improvement Plan Exception Report – September 2009	Non-Key	Councillor R. Hollingworth	
28	Cabinet 4 November 2009		Green Waste and Recycling Collections – Options for Shared Service with Redditch BC	Non-Key	Councillor Dr. D. W. P. Booth	
29	Cabinet 4 November 2009		Operation of Recycling Bank System	Non-Key	Councillor Dr. D. W. Booth	
30	Cabinet 4 November 2009		Statement of Gambling Principles 2010 - 2013	Non-Key*		* Cabinet will make recommendations to the full Council
31	Cabinet 4 November 2009		Worcestershire Enhanced Two Tier (WETT) Programme – Business Case for Regulatory Services	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council

32	Cabinet 2 December 2009		Arts and Events Strategy 2010/11 to 2013/14	<b>Key</b>	Councillor R. D. Smith	
33	Cabinet 2 December 2009		Officer Code of Conduct	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
34	Cabinet 2 December 2009		Council Tax Base Calculation 2010/11	Non-Key	Councillor G. N. Denaro	
35	Cabinet 2 December 2009		Medium Term Financial Plan including Fees & Charges – to review the position of the MTFP	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council
36	Cabinet 2 December 2009		Corporate Safeguarding Policy (Children and Vulnerable Adults)	Non-Key	Councillor Mrs. M. A. Sherrey	
37	Cabinet 2 December 2009		Improvement Plan Exception Report – October 2009	Non-Key	Councillor R. Hollingworth	
38	Cabinet 2 December 2009		Performance Monitoring – October 2009	Non-Key	Councillor R. Hollingworth	

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**2 September 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Councillor D. W. P. Booth</p>	<p><b>ITEM</b></p> <p>PROPOSAL FOR THE FUTURE OF THE MARKET HALL SITE</p>	<p><b>WARDS AFFECTED</b></p> <p>St Johns</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Executive Director of Partnerships &amp; Projects</p> <p><b>REPORT AUTHOR</b></p> <p>Phil Street Executive Director of Partnerships &amp; Projects 01527 881495</p>	<p><b>SUMMARY</b></p> <p>The market hall is now unoccupied as the market has been transferred to the High Street. The Council wants to redevelop the market hall site, but with the current downturn in the property market it is recommended that the first stage in the redevelopment of the market hall site is demolition of the existing market hall.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>The market hall site is key to the pursuit of the regeneration of the town centre</p>



<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p>Consultation has taken place through the Area Action Plan Issues and Options about redeveloping the market hall site and additional consultation will take place in terms of approaches to demolition</p>	<p>Through press advertisement and notices on site</p>	<p>To be agreed</p>

<b>DECISION TO BE MADE IN PARTNERSHIP WITH</b>
<p>Not applicable</p>

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**7 October 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Councillor M. J. A. Webb</p>	<p><b>ITEM</b></p> <p>LOCAL NEIGHBOURHOOD PARTNERSHIPS - TERMS OF REFERENCE AND BUSINESS CASE</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Assistant Chief Executive</p> <p><b>REPORT AUTHOR</b></p> <p>Hugh Bennett Assistant Chief Executive 01527 881430</p>	<p><b>SUMMARY</b></p> <p>The report will set out the terms of reference and business case relating to Local Neighbourhood Partnerships.</p> <p>The report will outline a number of options for the Cabinet to consider relating to how we can engage the community and empower Members through use of delegated budgets.</p> <p>At this stage, the Cabinet will be requested to approve, in principle only, one of the options put forward. It will then be fed into the Medium Term Financial Planning process.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant effect on more than one Ward.</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p><b>Stakeholders</b>  District Councillors  County Councillors  Parish Councillors</p>	<p>A Stakeholder event has already been held and all District, County and Parish Councillors were invited to attend.</p> <p>A specific event for the two new Local Neighbourhood Partnerships, due to be set up shortly for Charford and Hagley and Rural, was also held in December 2008.</p>	<p>Already taken place.</p>

**DECISION TO BE MADE IN PARTNERSHIP WITH**

N/A

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**7 October 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr Mrs M. A. Sherrey JP</p>	<p><b>ITEM</b></p> <p>WASTE MANAGEMENT STRATEGY</p>	<p><b>WARDS AFFECTED</b></p> <p>All</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of Head of Street Scene and Community</p> <p><b>REPORT AUTHOR</b></p> <p>Michael Bell</p>	<p><b>SUMMARY</b></p> <p>All County and District Councils are required to produce a long term Waste Management Strategy and review it every 5 years. This is the first review of the existing Strategy document that has been in place since 2004. The document sets out the long term aims of the waste partnership and how it will achieve its statutory targets over the next 25 years. This report will be a follow-up to a previous report on the Strategy considered by the Cabinet on 1 July 2009 and will take into account the outcome of the consultation process undertaken</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p>Consultation will be carried out with statutory consultees over a period of several months.</p>	<p>Direct access to statutory consultees.</p>	

**DECISION TO BE MADE IN PARTNERSHIP WITH**

County Council as Waste Disposal Authority and the other district Councils with Worcestershire and Herefordshire.

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**4 November 2009**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Cllr Peter Whittaker</p>	<p><b>ITEM</b> HOME CHOICE PLUS, CHOICE BASED LETTINGS SCHEME UPDATE</p>	<p><b>WARDS AFFECTED</b> All</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Manager of Strategy Housing</p> <p><b>REPORT AUTHOR</b> Amanda Glennie, Strategic Housing 01527 881269</p>	<p><b>SUMMARY</b> The Home Choice Plus, choice based lettings scheme was introduced on the 7<sup>th</sup> October 2008. The web based service offers an open and transparent method of allocation social housing across the District.</p> <p>The aim of this report is to provide an annual update on the success of the initiative from both a local authority and service user perspective and consider the implementation of further enhancements to the scheme.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b> A significant time period has elapsed in order for us to carry out a review of the schemes success. Home choice plus affects residents across the District who are in housing need.</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p><b>Applicants who are registered on Home Choice Plus and those who are in high housing need but have not placed any bids.</b></p>	<p><b>A satisfaction survey will inform the report.</b></p>	<p><b>Sept 2009</b></p>

**DECISION TO BE MADE IN PARTNERSHIP WITH**  
 Bromsgrove District Housing Trust

**KEY DECISION**

Proposed to be made by the Cabinet  
on 2 December 2009

<p><b>LEAD MEMBER/PORTFOLIO HOLDER</b></p> <p>Cllr Roger Smith</p>	<p><b>ITEM</b></p> <p>Arts and Events Strategy 2010 – 2013</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Deputy Head of Street Scene and Community</p> <p><b>REPORT AUTHOR –</b> Huw Moseley Arts Development and Special Events Officer 01527 881381</p>	<p><b>SUMMARY</b></p> <p>The Arts and Events Strategy will outline the future delivery of Arts and Events through out the District, defining partnerships, identifying future priority areas for both investment and development, and will be supported by a comprehensive action plan detailing key future projects and areas of delivery. The Arts and Events strategy will include identification of significant partnerships and define key objectives linked to Worcestershire Arts Partnership. The Arts and Events Strategy will be a key document in guiding the districts investment in Arts and Events, and Bromsgrove Arts Alive! Arts Forum will be a key partner in delivering the strategy. Artrix assisting to shape the vision of the residents.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant effect on the future delivery of Arts and Events across the district.</p>



<b>CONSULTATION DETAILS</b>		
<b>Stakeholders</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
<p>Worcestershire Arts Partnership</p> <p>Bromsgrove Arts Alive – Arts Forum</p> <p>Artrix – Bromsgrove Arts Centre</p> <p>Youth Service, Children’s Services, Worcestershire CC</p> <p>Celebratory Events and Sponsor ship Group</p> <p>Community Safety</p> <p>Arts Practitioners</p> <p>Chair persons of Community Events</p>	<p>Draft document including Action Plan provided for comments to all Stakeholders. Draft document amended accordingly. Format of consultation will be through questionnaires, group meetings and key partner meetings.</p>	<p>1<sup>st</sup> August through to 16<sup>th</sup> October 2009.</p>

**DECISIONS TO BE MADE IN PARTNERSHIP WITH**

N/A

This page is intentionally left blank