

**Open**

# **Overview & Scrutiny Committee**

## **Agenda**

**6 pm**  
**Thursday, 9th February 2012**  
**The Earl Baldwin Suite**  
**Duke House**  
**Clensmore Street**  
**Kidderminster**



## **Overview & Scrutiny Committee**

### **Members of Committee:**

**Chairman: Councillor H E Dyke**  
**Vice-Chairman: Councillor T Ingham**

<b>Councillor J Baker</b>	<b>Councillor G W Ballinger</b>
<b>Councillor A J Buckley</b>	<b>Councillor N Gale</b>
<b>Councillor J Greener</b>	<b>Councillor I Hardiman</b>
<b>Councillor J A Hart</b>	<b>Councillor V Higgs</b>
<b>Councillor J Holden</b>	<b>Councillor D J McCann</b>
<b>Councillor A M Sewell</b>	<b>Councillor D R Sheppard</b>
<b>Councillor S J Williams</b>	

**Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.**

### **Information for Members of the Public:**

**Part I** of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

**Part II** of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

### **Declarations of Interest – Guidance Note**

#### **Code of Conduct**

Members are reminded that under the Code of Conduct, it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda if appropriate. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

#### **Co-opted Members**

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their meetings in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

#### **For Further information:**

**If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact , Louisa Bright, Democratic Services Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732753 or email [louisa.bright@wyreforestdc.gov.uk](mailto:louisa.bright@wyreforestdc.gov.uk)**

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 9th February 2012

The Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1 - Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Director of Legal & Corporate Services, together with the name of the Councillor for whom he/she is acting.	
<b>3.</b>	<b>Declarations of Interest</b>  In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.  Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.	
<b>4.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 1 <sup>st</sup> December 2011.	5
<b>5.</b>	<b>Public Sector Equality Duty Objectives</b>  To consider a report from the Wyre Forest Matters Partnership Manager on the work undertaken to comply with the setting of the equality objectives element of the Public Sector Equality Duty.	9
<b>6.</b>	<b>How Are We Doing? Priorities Performance Update</b>  To consider a report from the Temporary Policy and Performance Officer on the performance of the Council, including it's Priorities, for Quarter 3 (from 1st October to 31st December 2011).	13
<b>7.</b>	<b>Recommendations from the Grants to Voluntary Bodies Review Panel</b>  To consider recommendations from the Grants to Voluntary Bodies Review Panel of 30th January 2012. (To follow)	-
<b>8.</b>	<b>Recommendations from the Budget Review Panel – Consideration of Financial Strategy 2012 / 2015, Cabinet Proposals and Alternative Budget Proposals</b>  To consider the findings of the Budet Review Panels scrutiny of the Cabinets Financial Strategy and alternative budget proposals from the opposition groups.	36

9.	<b>Recommendations from the Treasury Management Review Panel</b>  To consider recommendations from the Treasury Management Review Panel of 24th January 2012. <ul style="list-style-type: none"> <li>Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1st April 2012 to 31st March 2013</li> </ul>	45
10.	<b>South Kidderminster Enterprise Park, Local Development Order (LDO) – Consultation Document</b>  To consider a report from the Senior Forward Planning Officer on the proposed consultation draft Local Development Order Document.	46
11.	<b>Wyre Forest District Local Development Framework (LDF): Revised Project Plan (Local Development Scheme)</b>  To consider a report from the Planning Policy Manager which outlines proposals for the revision of the Local Development Scheme (Project Plan).	68
12.	<b>Green Street Conservation Area Designation, Character Appraisal and Management Plan</b>  To consider a report from the Conservation Officer which advises the responses to the consultation undertaken.	98
13.	<b>Feedback from Cabinet</b>  To note the content of the Cabinet action list, following consideration of the recommendations from 20 <sup>th</sup> December 2011.	107
14.	<b>Work Programme</b>  To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Priority, Annual Priorities and the Forward Plan.	108
15.	<b>Press Involvement</b>  To consider any future items for scrutiny that might require publicity.	
16.	<b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
17.	<b>Exclusion of the Press and Public</b>  To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2 - Not open to the Press and Public

18.	<b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,  
KIDDERMINSTER

THURSDAY, 1ST DECEMBER 2011 (6.00 PM)

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**Present:**

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), J Baker, G W Ballinger, J Greener, I Hardiman, P B Harrison, J A Hart, V Higgs, J Holden, D J McCann, C Rogers, A M Sewell and S J Williams.

**Observers**

Councillors: N J Desmond, M J Hart and J A Shaw.

**OS.76      Apologies for Absence**

Apologies for absence were received from Councillors: A J Buckley, N Gale and D R Sheppard.

**OS.77      Appointment of Substitutes**

Councillor P B Harrison was appointed as a substitute for Councillor N Gale.  
Councillor C Rogers was appointed as a substitute for Councillor A J Buckley.

**OS.78      Declaration of Interests**

Councillor P B Harrison declared a prejudicial interest in agenda item 9 – Recommendations from the Treasury Management Review Panel – Kidderminster Carpet Museum Trust Request for Cashflow Support (2011), as he is a representative on the Carpet Museum Trust Board.

Councillor J Baker declared a prejudicial interest in agenda item 9 – Recommendations from the Treasury Management Review Panel – Kidderminster Carpet Museum Trust Request for Cashflow Support (2011), as he is a representative on the Carpet Museum Trust Board.

**OS.79      Minutes**

**Decision:** The minutes of the meeting held on 3rd November 2011 be confirmed as a correct record and signed by the Chairman.

**OS.80      Update on the Fire in the Retail Premises in Kidderminster Town Centre**

The Chairman advised the Committee that Councillor Campion had sent his apologies for the meeting and he would send an update to Members via email.

**Agreed:** Councillor Campion to email an update to all Members.

**OS.81****Crime and Disorder Update**

The Committee considered a report from the Community Safety and Partnerships Officer on crime and disorder issues and received an update regarding progress being made against the Wyre Forest Community Safety Partnership's priorities for 2011/12.

The Community Safety and Partnerships Officer led Members through the report, and advised that under the Crime and Disorder Act 1998 the Council had a statutory duty to work in partnership with other relevant local bodies to reduce crime and disorder, anti-social behaviour, behaviour adversely affecting the environment, substance misuse and reduce re-offending.

Members were advised that £109,385 funding for the Wyre Forest Community Safety Partnership (WFCSP) was received through the Community Safety Fund provided by Worcestershire County Council. Members asked for a breakdown of the WFCSP funding for 2011/12 and the Community Safety and Partnerships Officer agreed to circulate the information.

The WFCSP Analyst, Andrew Deeley, led Members through the performance section of the report and highlighted the reduction in offences by crime types for 2010/11. However, Members were advised that the statistics were for reported crimes recorded through West Mercia Police and it was noted that not all crime which occurred within the District was reported. In response to a Members' question, it was confirmed that there were no figures available for crimes which had not been reported to the Police. Members were urged to encourage residents to report crime and obtain an incident number from the Police for future reference.

Members requested that comparative data from 1998 to the present time be provided for future evidence of performance. It was felt having the information presented would be beneficial for when the Police and Crime Commissioners (PCC) were established. The Community Safety and Partnerships Officer agreed that the information would be included in the next update for the Committee and agreed to circulate an information booklet on the role of the PCC.

**Agreed:**

- **The update be noted.**
- **WFCSP funding information for 2011/12 to be circulated to Members by the Community and Partnerships Officer.**
- **Comparative data from 1998 to the present time be provided for future evidence of performance.**
- **An information booklet on the role of the PCC to be circulated to Members by the Community and Partnerships Officer.**

**OS.82****New HQ**

The Committee considered a report from the Director of Legal and Corporate Services which provided an update on the progress of the New Council Headquarters.

The Principal Solicitor led Members through the report and advised that progress could be tracked through the designated page on COLIN, the Council's intranet. Members were advised the concrete floors had been finished and work had commenced on the roof coverings. Following a request from Members, it was noted

that the report now contained information on local procurement.

A Member raised concerns over the viability of the ground source heating. The Chairman requested a more detailed update on the issue be circulated to Members.

**Agreed:**

- **The update be noted.**
- **A detailed update on the Ground Source Heating Pump be circulated to Members by the Director of Legal and Corporate Services.**

**OS.83**

**Budget Review Panel**

The Committee considered a paper from the Director of Resources which sought agreement for the Terms of Reference for the Budget Review Panel.

The Director of Resources advised Members that the main role of the Panel would be to scrutinise the proposals which had been presented and put forward any alternative options for consideration. The Panel would consist of a minimum of four Members.

**Agreed:**

- **A review panel be established.**
- **The Democratic Services Officer to email Group Leaders requesting nominations for the Panel.**

Councillors P B Harrison and J Baker left the meeting at this point.

**OS.84**

**Recommendations from the Treasury Management Review Panel - Kidderminster Carpet Museum Trust Request for Cashflow Support (2011)**

The Committee considered a recommendation from the Treasury Management Review Panel which asked for Member's support following a request from the Kidderminster Carpet Museum Trust regarding cashflow assistance.

The Carpet Museum Trust had successfully raised £1.9 million via a Stage 2 Heritage Lottery Fund bid and was currently in the construction phase of a new Carpet Museum for Kidderminster, due for completion in October 2012.

Members were in favour of providing assistance to the Carpet Museum subject to the appropriate legal funding agreement being in place.

**Agreed: Recommend to Cabinet:**

**The Council support the request of Cashflow support up to £100,000 in line with the scheme approved by Council for the Carpet Museum Trust, contingent upon a third party being identified to resource the remaining £45,000 of cash flow support.**

Councillors P B Harrison and J Baker returned to the meeting at this point.

**OS.85**

**Recommendations from the Treasury Management Review Panel - Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2011/12**

#### **Agenda Item No. 4**

The Committee considered a recommendation from the Treasury Management Review Panel on the mid-year review of the Council's treasury management policies, practices, and activities in accordance with the revised CIPFA Treasury Management Code of Practice.

**Agreed: Recommend to Cabinet:**

**The Treasury Management Mid-year Review Report be approved.**

#### **OS.86 Recommendations from the Treasury Management Review Panel – Local Authority Mortgage Scheme (LAMS)**

The Committee considered a recommendation from the Treasury Management Review Panel on a new product called the Local Authority Mortgage Scheme which is being offered through the Council's treasury advisors Sector. It was noted there were already five Councils around the country taking part.

Under the scheme, the Council could make a £1m investment for an initial five year period and this would be treated as capital expenditure. The Council would be underwriting 20 percent of approved mortgages, to assist first time buyers for the first five years of the loan term.

Members were assured that mortgages would only be offered to people who met the lenders current lending criteria. The scheme purely assisted those people who did not have sufficient funds for the mortgage deposit.

**Agreed: Recommend to Cabinet:**

**The Council should formally consider the Local Authority Mortgage Scheme.**

#### **OS.87 Feedback from Cabinet**

**Agreed: The content of the Cabinet action list, following consideration of the recommendations from 22<sup>nd</sup> November 2011 be noted.**

#### **OS.88 Work Programme**

**Agreed: The Democratic Services Officer to identify an additional meeting in January 2012 for the responses to the Gypsy, Traveller and Travelling Showpeople Site Allocation consultation.**

The meeting ended at 7.30pm.





## Overview & Scrutiny Committee

### Briefing Paper

Report of: Lucy Bennett, Wyre Forest Matters Partnership Manager  
Date: Thursday, 9th February 2012  
Open

### Public Sector Equality Duty Objectives

#### 1. Summary

- 1.1 To report to Members the work that has been undertaken to comply with the setting of the equality objectives element of the Public Sector Equality Duty.

#### 2. Background

- 2.1 The Equality Act 2010 replaced previous anti-discrimination laws with a single act to make the law simpler and to remove inconsistencies. It included the Public Sector Equality Duty which came into force on 5 April 2011. The Equality Duty aims to ensure that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services, and in relation to their own employees.
- 2.2 Included in the duties for public bodies is to prepare and publish one or more specific and measurable equality objectives by 6 April 2012. Subsequent objectives must be published at least every four years.
- 2.3 In November 2011, this council started to gather data from both internal and external sources including from existing strategies and policies to help inform the process of drafting a list of potential objectives for consultation. An up to date community profile was also produced to help identify demographic issues and patterns in the District and to support and inform those stakeholders who we consulted with.
- 2.4 In December 2011 a number of focus groups were held with staff and stakeholders to consider a long list of draft objectives. A range of local organisations attended the stakeholder focus group including: Hereford and Worcester Fire and Rescue Service, Jobcentre Plus, Community Housing Group, Parish Councils, Disability Action Wyre Forest, Wyre Forest Community Safety Partnership as well as a number of district Councillors. A further focus group was held with Disability Action Wyre Forest on 21 December 2011.
- 2.5 Those involved in the focus groups were asked to decide their top six objectives and to identify any other objectives that they would like to

see considered. The data gathered from all of the focus sessions was reviewed which enabled a short list of six objectives to be drafted and published on the council's website and intranet for further consultation from 22 December 2011 to 9 January 2012.

- 2.6 Following the above period of consultation the draft objectives have now been further short listed to three as set out below:
- **Objective No 1** - Reduce inequality in access to employment within the District and build links between organisations to enable this.
  - **Objective No 2** - Ensure that the council's commitment to equality and diversity is embedded in its strategies and policies.
  - **Objective No 3** - Reduce inequality by promoting good parenting skills and providing support and advice to families from relevant partner agencies and schools.

### **3. Key Issues**

- 3.1 When deciding on the number of objectives to progress it is important to consider what is currently the biggest equality challenge(s) facing the district as well as the resources available for delivering the required work. It is also important to look at what opportunities there are for working in partnership as many of the key issues are part of work that other agencies are progressing too so it is critical we are seamless in our approach.

- 3.2 It is therefore proposed at this stage to take forward only one equality objective and, given the current economic challenges the district currently faces, it is suggested that this should be Objective No 1. This objective would be aligned to the economic development programme of work the council and the Wyre Forest Matters (WFM) Partnership are currently driving forward. The objective would be measured as follows:

#### **3.3 Parish Apprenticeship Scheme**

The first Parish Council Apprenticeship will be launched in September 2012 in Rock. The Council will be working with the Parish Council and WFM to set up and launch the scheme.

- 3.3.1 Subject to the scheme being successful, a template will be formed to roll out to other Parish Councils firstly in this District by October 2012, secondly in Worcestershire (December 2012) and finally on a national basis (February 2013). Take up of the scheme can be measured as can the number of apprentices fully completing the apprenticeship and finding employment following the apprenticeship.
- 3.3.2 The Council can measure the success of the investment in economic regeneration by how many schemes use any available funding it may

have to support this initiative. Measures can also include the take up of the schemes via advertising and how minority groups are reached including those living in rural areas and areas of deprivation.

**3.4 Multiple small business apprenticeships**

The creation of a template for SME apprenticeships using a rotational approach in partnership with WFM and the Federation of Small Businesses. This can be measured in the same way as the Parish Council Apprenticeship Scheme.

**3.5 'Opening Doors' Project**

Encourage local employers with apprenticeship opportunities and partners to register with and advertise on the "Opening Doors" website for access to all local school candidates. This project is run by a partner organisation ContinU Trust and links with work the Council is doing with WFM. Partners including the Council will also be encouraged to offer information sessions to local schools on aspects of employment or specific subject areas via the Website.

- 3.5.1 This can be measured via ContinU Trust using the number of employers registering and also the response from candidates and schools who take up the offer of information sessions.

**4. Options**

- 4.1 The Overview and Scrutiny Committee recommend to Cabinet that it recommends to Council that it adopts and publishes the following equality objective to meet its duty under the Equality Act 2010 - 'Reduce inequality in access to employment within the District and build links between organisations to enable this.'
- 4.2 Once adopted by Council the objective and associated measures as set out in paragraphs 3.3, 3.4 and 3.5 will be published on the council's website and measured and reviewed on an annual basis.

**5. Consultation**

- 5.1 Community and Stakeholder Consultation - as set out in paragraphs 2.4 to 2.6.
- 5.2 Corporate Management Team – 19 January
- 5.3 Cabinet Member for Community Wellbeing

**6. Related Decisions**

- 6.1 None

**7. Relevant Council Policies/Strategies**

- 7.1 These changes will apply to all strategies and policies within the Council.

**8. Implications**

- 8.1 Resources: The actions link into current work being delivered by the council and Wyre Forest Matters Partnership.  
8.2 Equalities: This is central to Equalities work.  
8.3 Partnership working: Will be essential in the execution of actions.  
8.4 Human Rights: Links closely to the objectives  
8.5 E-Government : None.  
8.6 Transformation: Links to big society and shared resources.

**9. Equality Impact Needs Assessment**

- 9.1 N/A

**10. Wards affected**

- 10.1 All wards.

**11. Appendices**

- 11.1 None

**12. Background Papers**

Members can refer to the District profile used within the focus groups on the 7<sup>th</sup> December 2011 Edition of Wyred Weekly which is available on the Council's Intranet.

**Officer Contact Details:**

Name::	Lucy Bennett
Title:	Wyre Forest Matters Partnership Manager
Contact Number:	01562 732909
Email:	lucy.bennett@wyreforestdc.gov.uk



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Rhiannon Crisp, Temporary Policy and Performance Officer

Date: Thursday, 9th February 2012

Open

### How Are We Doing? Priorities Performance Update

#### 1. Summary

- 1.1 To update Members on the performance of the Council, including it's Priorities, for Quarter 3 (from 1<sup>st</sup> October to 31<sup>st</sup> December 2011).






#### 2. Background

- 2.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of our Corporate Plan 2011-14 (*Engage, Consult, Deliver*).
- 2.2 The Council has a number of processes in place to monitor our performance including:
- Council Priorities – as set out in the Corporate Plan and refreshed annually with Actions to be undertaken over the coming year.
  - Directorate Business Plans – produced annually by each of the four Directorates to guide business activity at service level.
  - Performance indicators (PIs) – set locally to measure specific service functions.
  - Business Plan Member Champions – to monitor and report progress of their directorate business plan at this meeting

#### 3. Key Issues

- 3.1 A summary of performance against the Corporate Plan Priorities for 2011/12 is shown below with full details in **Appendix 1**.




##### 3.1.1 Priority 1 – Securing the Economic Prosperity of the District

Actions -		2 Action completed
		2 Actions on track
		1 Action missed due date
PIs -		1 PI significantly missed targets
		1 PI achieved target




PRS PI 23 - Empty Shops Grants – This is the third quarter that the target has been missed. Like quarter two no applications were received in quarter three despite ongoing marketing of the initiative which included:

- Writing to estate agents within the district regarding the Empty Shop Grant plus three follow up e-mails
- Various press releases issued to the local media
- Networking events:
  - Business Expo - 6th October 2011, held at Worcester Warrior's Club
  - Business Expo - 9th September 2010, held at Worcester University
- Information available online e.g.
- Business Link website (<http://www.businesslink.gov.uk/bdotg/action/home>)
- Finance Worcestershire section on Worcestershire County Council's website (<http://www.worcestershire.gov.uk/cms/business-in-worcestershire/business-support/starting-your-own-business.aspx>)

### **3.1.2 Priority 2 – Delivering Together, with Less**

**Actions -**  **4** Action completed  
 **2** Actions on track  
 **0** Action missed due date

### **3.1.3 Priority 3 – Improving Community Wellbeing**

**Actions -**  **1** Action completed  
 **2** Actions on track  
**PIs -**  **1** PI achieved target

3.1.4 Quarter three progress against Business Plans and Performance Indicators will be reported by the Member Champions of this committee:

- Community and Partnership Services - Councillors Dyke, Higgs, Gale and Sewell
- Legal and Corporate Services – Councillors Buckley, Hardiman, Ingham and Williams
- Planning and Regulatory Services – Cllrs Greener, Hart, McCann and Salter
- Resources – Cllrs Baker, Holden, Ballinger and Sheppard

- 3.1.5 An Exception Report for Business Plans and Performance Indicators is attached as **Appendix 2**.

**4. Options**

- 4.1 That progress to date for Priorities and Performance Indicators be noted.

**5. Consultation**

- 5.1 Cabinet Member for Community Well-Being
- 5.2 Director of Community and Partnership Services

**6. Related Decisions**

- 6.1 None.

**7. Relevant Council Policies/Strategies**

- 7.1 Wyre Forest District Council Corporate Plan 2011 – 2014.
- 7.2 Directorate Business Plans for 2011/12.

**8. Implications**

- 8.1 Resources: No direct implications from this report.
- 8.2 Equalities: No direct implications from this report.
- 8.3 Partnership working: No direct implications from this report.
- 8.4 Human Rights: No direct implications from this report.
- 8.5 E-Government: No direct implications from this report.
- 8.6 Transformation: Performance Management is an area of work in the Transformation Programme.

**9. Equality Impact Needs Assessment**

- 9.1 An equality impact assessment has been undertaken and it is considered that there are no discernable impacts on the nine protected characteristics as set out by the Equality Act 2010.

**10. Wards affected**

- 10.1 None.

**11. Appendices**

- 11.1 Appendix 1 – Corporate Plan Priorities Progress Report up to 31<sup>st</sup> December 2011.
- 11.2 Appendix 2 – Quarter 3 Business Plan and Performance Indicator Exception Report up to 31<sup>st</sup> December 2011.

**12. Background Papers**

Full Priorities, Business Plan and performance indicator information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Policy & Performance Officer.










**Officer Contact Details:**

Name: Rhiannon Crisp  
Title: Temporary Policy & Performance Officer  
Contact Number: Ext. 2786  
Email: [rhiannon.crisp@wyreforestdc.gov.uk](mailto:rhiannon.crisp@wyreforestdc.gov.uk)





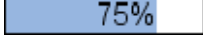





## Corporate Plan Priorities 2011/12 – Exception Report





Progress report up to 31<sup>st</sup> December 2011 for Actions and Performance Indicators  
Summary

Action Status Key & Summary		Action Forecast Key & Summary	
	7 (50%) - Completed	On Target	13 (93%) - Yet to reach target date, but on course for completion by target date
	6 (43%) - Progressing and not reached target date	Not On Target	1 (7%) - Yet to reach target date, and not expected to be completed by target date
	1 (7%) - Overdue		
PI Status		PI Trend	
	1 (25%) Target significantly missed		2 (50%) Improving
	1 (25%) Target missed		0 (0%) No Change
	2 (50%) Target achieved or exceeded		2 (50%) Getting Worse


### Priority 1 Securing the economic prosperity of the district

Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
PRS BP11 EM19	To produce a schedule for Educational and enforcement days to support the Council's Loveyourplace campaign.	30-Apr-2011			On Target	Mike Parker	Cllr. Marcus Hart	10-Jun-2011 Easter: Canal Trust Campaign 23rd June - Dog Fouling Campaign 18th July Litter/Flytipping 5th August Litter/Dog fouling 8th August Litter/Dog fouling 6th September Untaxed Vehicles/Fly Posting
PRS BP11 EM20	To implement at least three separate environmental crime campaigns highlighting, educating and enforcing the Loveyourplace initiative. • Easter - April 2011 • Summer holidays - August 2011 • Winter school term - March 2012	31-Mar-2012			On Target	Mike Parker	Cllr. Marcus Hart	11-Nov-2011 17-10-11-11-11-11 educational talks have taken place for seven classes within Kidderminster College complex in relation to litter, the impact on the community and the environment and possible enforcement actions. 05-Sep-2011 New Poster being made for Litter Campaign near winter school term. 12th, 13th & 16th September – Litter Enforcement campaign scheduled.
PRS BP11 PR40	Contribute towards the establishment of North Worcestershire Tourism	31-Mar-2012			On Target	Mike Parker	Cllr. John Campion	04-Jan-2012 North Worcestershire Tourism producing editorial copy for including in

	initiative and publication of promotional leaflet. • Project plan for promotional activities completed by October 2011 • Promotional leaflet published by March 2012							Destination Worcestershire Spring/Summer magazine in time January 2012 deadline
								16-Dec-2011 North Worcestershire Tourism have begun to produce a promotional guide/leaflet which should be published in February 2012.
PRS BP11 PR42c	ReWyre Initiative (Implementation): Secure a Development Partnership of private sector partners for STC.4 (Lloyd's Garage), Stourport-on-Severn	31-Dec-2011	<div><div>90%</div></div>		Not On Target	Mike Parker	Cllr. John Campion	18-Oct-2011 Interviews held - approval expected imminently. 09-Sep-2011 Tenders received and being evaluated.
PRS BP11 PR42d	ReWyre Initiative (Implementation): Develop and implement a Place Marketing strategy to promote the District to investors including potential future businesses, residents and visitors - Develop Strategy by October 2011 - Complete implementation by March 2012	31-Mar-2012	<div><div>45%</div></div>		On Target	Mike Parker	Cllr. John Campion	18-Oct-2011 Draft paper presented to Rewyre Board. 09-Sep-2011 Reviewing in context of North Worcestershire.

Code	Title	Q3 2011/12		2011/12	Status	Trend	Director	Cabinet Member	Latest Note
		Value	Target	Target					
PRS PI 22	No. of grants awarded to new businesses	5	5	20			Mike Parker	Cllr. John Campion	5 applications received/approved.
PRS PI 23	Empty Shops Grants awarded	0	1	4			Mike Parker	Cllr. John Campion	



## Priority 2 Delivering together, with less



Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
CAP BP11 CUL32	Complete review to investigate improved partnership working with Friends of Parks groups including the establishment of Service level Agreements based on the Council's management plans.	31-Mar-2012	<div><div>95%</div></div>		On Target	Linda Collis	Cllr. Tracey Onslow	13-Jan-2012 Service Level Agreement drafted and final meeting to take place in January with sign up to SLA from majority of groups. 03-Jan-2012 Second draft of Agreement presented to Groups. Some resistance to the proposal of a formal agreement has been ongoing with some of the Groups, we therefore agreed to examine their further comments and to re-



								convene after their January meetings. Hence next meeting planned for 13th February 2012. Consensus on formation of Parks Forum.
CAP BP11 CUL42	Complete an options appraisal for the management of district Sport and Leisure Centres. - Preferred options to Cabinet by June 2011 - Council decision by July 2011	31-Oct-2011	<div><div>100%</div></div>		On Target	Linda Collis	Cllr. Tracey Onslow	13-Jan-2012 Review complete and further report prepared for January Cabinet for a final decision. 13-Oct-2011 Report to Cabinet 18 October 2011 to present options and consultation results
LCS BP11 DS05	To fully consider and conclude the financial options appraisal of shared service proposals for electoral administration and registration service.	31-Mar-2012	<div><div>100%</div></div>		On Target	Caroline Newlands	Cllr. Nathan Desmond; Cllr. Nathan Desmond	16-Aug-2011 Investigated and not pursued. 26-Jul-2011 Ongoing process.
RES BP11 ACC09	To conduct a fundamental review and prioritisation of all aspects of the Council's services. This will include using lean/systems thinking principles, in order to secure its financial viability and the sustainability of services.	31-Dec-2011	<div><div>100%</div></div>		On Target	David Buckland	Cllr. Nathan Desmond	12-Jan-2012 Financial Strategy, including revised prioritisation presented to Cabinet on 20th December 2011. 12-Oct-2011 The Review has started and on target. This will form the Financial Strategy due to be considered by Cabinet in December 2011.
RES BP11 ES62	To fully consider and conclude the financial options appraisal of shared service proposals for waste services	31-Mar-2012	<div><div>90%</div></div>		On Target	David Buckland	Cllr. Marcus Hart	05-Jan-2012 Work continues via the County-Wide Strategic Waste Board and the working group Seniors Officers Group. 24-Oct-2011 WFDC leading on Route Optimisation Procurement. Business Case review underway to reflect the Strategic Working Plan developed by the Senior Officers Group.
RES BP11 RB56	To fully consider and conclude the financial options appraisal of shared service proposals in revenues and benefits.	31-Mar-2012	<div><div>100%</div></div>		On Target	David Buckland	Cllr. Nathan Desmond	08-Aug-2011 Decision made by Cabinet at meeting on 19/7/11 that Revs & Bens will remain in-house 09-Jun-2011 Draft report is currently written, awaiting consideration by CMT and Cabinet

### Priority 3 Improving community well-being

Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
CAP BP11 CUL43	Continue to provide a health related activities programme through increased promotion and partnership working including:	31-Mar-2012	<div><div>95%</div></div>		On Target	Linda Collis	Cllr. Tracey Onslow	13-Jan-2012 Delivery on target. 12-Sep-2011 Delivery on target

	<ul style="list-style-type: none"><li>• Sportivate by August 2011</li><li>• Hotspot sports by August 2011</li><li>• Activity referral by March 2012</li><li>• MEND (Mind, Exercise, Nutrition...Do it!) by March 2012</li></ul>							
CAP BP11 CUL45	Through the work of the Community Safety Partnership, support the Areas of Highest Need Project specifically through delivery of neighbourhood tasking in each area (Oldington & Foley Park, Broadwaters and the Walshes), focussing on community safety improvements.	31-Mar-2012	<div><div>70%</div></div>		On Target	Linda Collis	Cllr. Tracey Onslow	19-Dec-2011 16 December - Neighbourhood Tasking continues to work well and meeting arranged for Oldington and Foley Park for January. Excellent 16 days of action against abuse campaign took place.  16-Nov-2011 10 Nov - re-developed Neighbourhood Tasking now established in Walshes and Broadwaters and Greenhill. Both groups focussing on supporting 16 days of action against domestic abuse. WFDC CS&PO initiating developing Tasking in Oldington and Foley Park. Performance reports developed for each area.
PRS BP11 HS22	Implement Year One of Housing Services Improvement Plan by March 2012 <ul style="list-style-type: none"><li>• Monitor social lettings established by April 2011</li><li>• Investigate high number of approaches to acceptances of stat homeless by July 2011</li><li>• Develop a new empty homes strategy by November 2011</li></ul>	31-Mar-2012	<div><div>100%</div></div>		On Target	Mike Parker	Cllr. Julian Phillips	13-Oct-2011 Strategy completed  07-Sep-2011 Stat homeless approaches audit completed and draft of Empty Homes Strategy ready for circulation. All other actions completed or underway.

Code	Title	Q3 2011/12		2011/12	Status	Trend	Director	Cabinet Member	Latest Note	
		Value	Target	Target						
CAP PI 15 (NI 8)	Adult participation in sport and active recreation	Not collected at this frequency.			20.0%			Linda Collis	Cllr. Tracey Onslow	Data is only collected annually by Sport England in a nationwide survey. The requested data will not be available until end of financial year. Community Development section continues to deliver a range of initiatives and activities to underpin this performance, including the 'walking project' and






Code	Title	Q3 2011/12		2011/12	Status	Trend	Director	Cabinet Member	Latest Note
		Value	Target	Target					
									GP referral activity scheme.
PRS PI 09	Number of affordable homes delivered (gross)	49	15	60			Mike Parker	Cllr. Julian Phillips	HCA funding confirmed for 41 units up to 2015. Schemes completed in quarter 3 – 49 units.

## Appendix 2


### Business Plan Exception Report – up to 31<sup>st</sup> December 2011




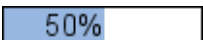

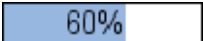



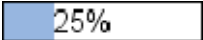

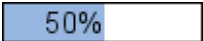
Actions which have missed their due date, been cancelled or are 'Not On Target' to be completed by their due date





#### Community & Partnership Services

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
CAP BP11 CUL27	Encourage greater access and use of Brinton park using heritage lottery. Application to Heritage Lottery Funding for Brinton Park: - Stage 1 submitted by February 2011 - State 2 submitted by June 2012		<div><div>0%</div></div>		31-Mar-2012	07-Jul-2011 We were advised on Tuesday 28th June that our applicaiton had been unsuccessful.	Joe Scully
CAP BP11 CUL36	Review of Countryside service and Worcestershire Wildlife Trust (WWT) - Meetings with WWT - Review budgets - Recommendations		<div><div>95%</div></div>	Not On Target	31-Oct-2011	13-Jan-2012 Awaiting 2 further replies from additional potential partners, interim report completed. 13-Oct-2011 Report being drafted	Paul Allen; Kay Higman
CAP BP11 CUL39	Creation of Acid Grassland at Stourport Sports Club – working with young people from who are less engaged in the curriculum, have low attainment and poor attendance.		<div><div>90%</div></div>	Not On Target	31-Dec-2011	05-Jan-2012 All works on site completed. Ongoing work with students at Stourport High School to complete interpretation materials 13-Oct-2011 Project successfully ongoing	Paul Allen; Lesley Fox
CAP BP11 CUS48c	Investigate opportunities for joined up working at Bewdley		<div><div>0%</div></div>		31-Mar-2012	13-Jan-2012 Multi use facility not progressing. Action cancelled. 13-Oct-2011 No further progress to report	Lucy Wright
CAP BP11 CUS55	Provide CMT with consultation results regarding recommendation of cheques no longer being accepted as payment		<div><div>0%</div></div>		30-Jun-2011	11-Jul-2011 Action changed as decision taken not to stop accepting cheques. Change in process that requests customers post cheques as no longer accepted in person at Kidd Hub.	Linda Collis; Lucy Wright

#### Legal & Corporate Services Directorate


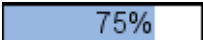

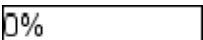

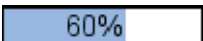

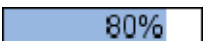
Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
LCS BP11 EM07	Review Property Rationalisation Strategy		<div><div>75%</div></div>	Not On Target	30-Sep-2011	11-Jan-2012 Draft updated Strategy produced in October 2011. 04-Oct-2011 Strategy currently under review.	Lucy Lomas







Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
LCS BP11 EM10	Make assets more attractive to potential tenants at Comberton Place: • Consider ways the building is used to see if changes can maximise occupancy by September 2011 • Restructure service charge to bring in line with RICS code of practice by December 2011			Not On Target	30-Dec-2011	11-Jan-2012 Further discussions for whole of first floor on-going.	Lucy Lomas
						04-Oct-2011 Discussion for lease of first floor accommodation ongoing.	
LCS BP11 EM11	Carry out benchmarking exercise against 'nearest neighbours' to investigate other ways of collecting debt and understand impact of economic climate on property debt			Not On Target	30-Sep-2011	11-Jan-2012 Benchmarking questionnaire re-issued to nearest neighbours in Dec-11 due to lack of responses.	Paul Grosvenor; Lucy Lomas
						03-Nov-2011 Benchmarking paused corporately pending systems thinking.	
LCS BP11 EM12a	Compliance with statutory Health & Safety requirements - Fixed wire electrical testing – Community Housing Group to carry out of further recommended remedial works			Not On Target	31-Oct-2011	12-Jan-2012 On his return to work the Building Services Manager in communication and chasing Wyre Forest Community Housing regarding the progress on quote for remedial work which is still outstanding from July 2011.	Richard Hall
						04-Oct-2011 Delayed due to long term absence of Building Services Manager.	
LCS BP11 FM29	Investigate and implement procedure to overcome lone working situations within Facilities Management team. • Investigate options by September 2011 • Agree & implement procedure by November 2012			Not On Target	30-Nov-2011	11-Jan-2012 No progress. Awaiting development on corporate lone working arrangements.	Elaine Brookes; Matt Smith
						12-Oct-2011 No progress. Steve Brant currently looking at the different options to best suit the Council's needs for Lone Working arrangements.	
LCS BP11 HR36	Review HR management information systems to enable HR resources to be managed effectively and to inform HR on areas of business need.			Not On Target	31-Dec-2011	11-Jan-2012 Ongoing, personal files being recalled from Directorates. Security access to be reviewed.	Cheralyn Chance; Rachael Simpson
						12-Oct-2011 Initial technical issues have been resolved to enable progress	
LCS BP11 HR39	• Refresh Human Resources Work Programme in line with new business priorities. • Deliver against the work			Not On Target	31-Dec-2011	11-Jan-2012 Ongoing policy review.	Cheralyn Chance; Rachael Simpson
						12-Oct-2011 Work programme identified, policies being reviewed in order of	




Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	programme in line with WFDC procedures and consultation mechanisms					priority. Currently revising Disciplinary Policy.	
LCS BP11 HR41	Develop Training Plan to address gaps in statutory and mandatory training		<div><div>50%</div></div>	Not On Target	30-Sep-2011	11-Jan-2012 Working with OD Business Partner to address training needs. 12-Oct-2011 Training Programme approved at CMT on 22.09.10, collating training needs in preparation for delivery of statutory and mandatory training.	Cheralyn Chance; Rachael Simpson
LCS BP11 HR42	Work strategically with WCC to utilise their delivery mechanisms		<div><div>60%</div></div>	Not On Target	30-Sep-2011	11-Jan-2012 Recruitment & CRB processes delivered by WCC. 12-Oct-2011 This is progressing Recruitment likely to be delivered by WCC within the next couple of months.	
LCS BP11 LC47	Engage with our customers to ensure we are maximizing the potential income from searches. • Complete survey consultation by June 2011 • Publish consultation results and re- evaluate the Land Charges Service from the results of the consultation by August 2011		<div><div>0%</div></div>		30-Aug-2011	11-Jan-2012 Target deleted – decision taken with Head of Service (19th Sept 2011) that due to sick leave and additional responsibilities within the section this survey could be shelved this year. 04-Oct-2011 Survey not yet carried out – form problem with IT but now falling behind due to additional work and sick leave	Helen Caldwell
LCS BP11 LC48	Complete training and formal hand over of administration for a. Tree Preservation Orders and b. Road Closures.		<div><div>90%</div></div>	Not On Target	30-Sep-2011	11-Jan-2012 Training has commenced for another member of staff for administration of Road Closures Orders TPOs – First one carried out December 2011 by one member of staff. TPOs not received on regular basis so training will take place on an as and when basis. 04-Oct-2011 Training on Road Closures for other members of staff not carried out yet due to increase in workland and sick leave. TPOS not yet transferred from legal due to time constraints in both sections.	




## Planning & Regulatory Services Directorate


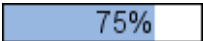



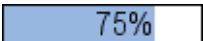


Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
PRS BP11 BC02	To maintain ISO 9001 accreditation through an annual assessment in accordance with the approved Building Control Marketing Strategy			Not On Target	30-Nov-2011	04-Jan-2012 Maintaining ISO9001 accreditation a decision fo new service manager. 07-Oct-2011 New North Worcs BC service to be established from 1st November 2011. Maintaining ISO 9001 accreditation a decision for new service manager.	Ian Martin
PRS BP11 BC04	Establish and embed mobile and flexible working practices and procedures within the Building Control section, via phased adoption by all appropriate officers • 33% of officers by June 2011 • 66% of officers by September 2011 • 100% of officers by December 2011			Not On Target	31-Dec-2011	04-Jan-2012 New North Worcestershire Building Control Service established on 1st November 2011. Mobile & flexible working practices and procedures a decision for the new service manager. 07-Oct-2011 In light of the establishment of the North Worcestershire Building Control Service and the TUPE transfer of staff, work in this area was put 'on hold'.	John Baggott; Ian Martin
PRS BP11 BC05	Establish and embed "paper-light" working practices and procedures within the section			Not On Target	31-Dec-2011	04-Jan-2012 Following establishment of new North Worcestershire Building Control Service w.e.f. 1st November 2011, all new applications being administered by Bromsgrove DC via their software. Backscanning of historic files ongoing. 05-Jul-2011 All new applications and correspondence scanned at first point of contact with BC officers accessing via Document Management system (Information@work). Further opportunities to reduce volume of hard copy documents being explored.	John Baggott; Ian Martin
PRS BP11 DC07	Trial, embed and adopt the use of electronic and paper-light systems of working			Not On Target	30-Jun-2011	04-Jan-2012 With effect from 1st January 2012, all new applications 'electronic' with all documents scanned at first point of contact. All subsequent related correspondence to be scanned/copied direct to electronic files.	John Baggott

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
						07-Oct-2011 All new correspondence scanned at first point of contact with DC officers accessing via Document Management system (Information@work). Ongoing and increased use of electronic only planning application files.	
PRS BP11 EM13	To complete a full review of the Parking Places Order.		<div><div>60%</div></div>	Not On Target	30-Sep-2011	21-Jul-2011 Points raised with legal in relation to amendments that may be required	Susan Winmill
PRS BP11 EM14	To review the cycle of street cleansing, allocation of areas and shift patterns and implement further efficiencies in the delivery of the service using the Operational Management software.		<div><div>60%</div></div>	Not On Target	30-Sep-2011	21-Jul-2011 Amendments to routes already implemented, further reviews planned once these have been tested. Different ways of working being investigated to improve efficiencies.	Susan Winmill
PRS BP11 EM15	To review the patrol routes of CEO's, allocation of areas and shift patterns and implement further efficiencies in the delivery of the service using the Operational Management software.		<div><div>60%</div></div>	Not On Target	30-Nov-2011	21-Jul-2011 Amendments to routes already implemented, further reviews planned once these have been tested. Different ways of working being investigated to improve efficiencies.	Susan Winmill
PRS BP11 EM17	To implement procedures and actions for extended parking enforcement actions: • Town Centre drop kerb parking enforcement • postal PCN's (in addition to instant contraventions)		<div><div>60%</div></div>	Not On Target	31-Dec-2011	21-Jul-2011 Working with Wychavon DC to produce procedures for CEO's and subsequent appeal documentation and evidence.	Susan Winmill
PRS BP11 EM18	To explore improved technology to support alternative methods of payment for car parking.		<div><div>60%</div></div>	Not On Target	30-Sep-2011	21-Jul-2011 Waiting confirmation of cost implications and financial viewpoint on implementation from TJ.	Susan Winmill
PRS BP11 HS32	Implement mobile and home working across all the Strategic Housing Services team • Pilot key officers across sections by July 2011 • Development and complete personal plans by October 2011 • Contracts amended to reflect new changes by December 2011		<div><div>80%</div></div>	Not On Target	31-Dec-2011	12-Jan-2012 All relevant staff now had contract changes made or in pilot phase. 13-Oct-2011 Four members of staff underway with pilot or completed Personal Plan. Rest of team waiting for IT equipment.	Kate Bailey

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
PRS BP11 PR41	ReWyre Initiative (management): Develop a Business Plan for the ReWyre Board and Management Team.		<div><div>0%</div></div>		31-Dec-2011	18-Oct-2011 Awaiting outcome of Rewyre Conference on 4th November.	Ken Harrison
PRS BP11 PR42a	ReWyre Initiative (Implementation): • Develop Master Plan and Strategy for the former British Sugar factory		<div><div>75%</div></div>	Not On Target	31-Dec-2011	16-Jan-2012 A consultation undertaken by site owners following Rewyre conference. In discussions with Local Enterprise Partnerships on infrastructure delivery options. 18-Oct-2011 Discussions ongoing and initial thoughts to be launched at Rewyre Conference.	Ken Harrison
PRS BP11 PR42b	ReWyre Initiative (Implementation): • Prepare Kidderminster Town Centre Design Framework		<div><div>25%</div></div>		31-Dec-2011	18-Oct-2011 Work progressing on Eastern gateway plans.	Ken Harrison

## Resources Directorate

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
RES BP11 ACC13	Resource Management System - undertake a post implementation review, with view to fine tuning the system in order to derive the most benefit from the project. Project is due to be implemented by the 31st March 2011. Whilst fine tuning will continue throughout the life of the project, the initial post implementation review is planned for July 2011.		<div><div>75%</div></div>	Not On Target	31-Jul-2011	11-Jan-2012 After the resolution of many and varied technical issues, the go live dates have been set as :- Car Parks 16/01/12 Cleansing 06/02/12 and Waste 27/01/12 04-Oct-2011 The software and hardware issues have now been resolved to a point where there is a practical solution available. The experience gained during the Car Parks Implementation should go a long way to anticipating the problems we shall encounter on the Waste Section. Car Parks have gone live, but only after the resolution of many and varied technical issues - mainly relating to communications with OneServe and smartphones/APP software issues.	Trevor Jones

Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
RES BP11 ACC18a	To ensure that the Council's consideration of Capital Finance issues are based on accounting convention, statutory rules and government financial restrictions. Including Prudential Indicators. Budget and Policy Framework Report to The Cabinet – December followed by Scrutiny.			Not On Target	31-Dec-2011	10-Jan-2012 New Treasury Management Services Strategy Report for January Treasury Panel in process. Mid year Report approved.  12-Oct-2011 Mid Year Report in progress for November Cabinet.	Tracey Southall
RES BP11 ES57	Route Optimisation System for Waste Management Services: <ul style="list-style-type: none"> <li>• Assist with development of specification / procurement by July 2011</li> <li>• Draft funding bid to RI&amp;EP by July 2011</li> <li>• Assist with evaluation process by July 2011</li> <li>• Develop implementation plan by August 2011</li> <li>• Implement system by November 2011.</li> </ul>			Not On Target	30-Nov-2011	05-Jan-2012 Final contract awarded to Webaspx. Contracts with Legal representatives and in final negotiations with other County wide partners. Formal receipt and training to commence mid-January 2012.  24-Oct-2011 Three formal tenders received, SLR/Webaspex/Transvision. Formal evaluation of submissions undertaken. Live presentation on Friday 21st October with County Partners. Scoring of presentation completed. Briefing report to be drafted.	Steve Brant; John Rhodes
RES BP11 FDS33	Reduce fuel consumption, cost and CO2 emissions: <ul style="list-style-type: none"> <li>• Trial the use of Fuel Conditioner, for a ten week period in order to reduce fuel consumption, with the aim of introducing this as a permanent practice by April 2011</li> <li>• Analyse data on fuel consumption and details of fuel savings by June 2011</li> <li>• Dependant on success of Trial, introduce new Fuel Conditioner Dosing equipment for use with all vehicles when refueling by August 2011</li> </ul>			Not On Target	30-Aug-2011	10-Jan-2012 Fuel trial since last update on PD Ruel Tec proved negative. Ongoing.  04-Oct-2011 Carbon Saves Solutions Fuel trail proved negative and no savings made. Now trialing PO Fuel Tec - no results as yet. Ongoing.	Martin Phipps
RES BP11 ICT40	Following procurement exercise implement councils preferred solution for Telephony and Unified Communications software /			Not On Target	30-Oct-2011	10-Jan-2012 Formal conference facility using PIN's / dedicated phone number, and Collaboration software have been set up and tested in ICT but still need to be	Dave Johnson





Action Code	Description	Status	Progress	Action Forecast	Due Date	Notes	Assigned To
	hardware. This will involve training all users on the functionality and use of the new Handset and Software.					<p>rolled out</p> <p>12-Oct-2011 All equipment has now implementation with the system going Live on 5th September. The following schedule of work has been completed</p> <ul style="list-style-type: none"> <li>· Upgrade of ISDN30 lines for in/out going calls including DDI's to building a more resilient telephony solution</li> <li>· User training for 200+ employees including super users at each site</li> <li>· 300+ new phones deployed</li> <li>· 30 Home Worker phones set up</li> <li>· 400+ extensions set up</li> <li>· 300+ workstations updated with new Shoretel clients</li> <li>· Shoretel Client install and rolled out to 60+ Thin Client users</li> <li>· Workgroups, Pickup Groups, Hunt Groups set up as required</li> <li>· Voice mail for all users</li> <li>· Integration with Hub phone system</li> <li>· Rules for call routing including Manager / PA working</li> <li>· Voice quality of service over the network using new LAN Switches</li> </ul>	













## Performance Indicators 2011/12

Exception report for Quarter 3 (October to December)



PI's collected monthly or quarterly that have missed their target. PI's collected annually are not included.













### Community & Partnership Services

PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
CAP PI 04	Employee Survey response	Not collected at this frequency.			Not collected at this frequency.		43%		Aim to Maximise	↓	24-May-2011 Previously CAP LP21.
CAP PI 05	Online magazine sign-up	Not collected at this frequency.			Not collected at this frequency.		2,000		Aim to Maximise	↑	21-Jun-2011 No of residents in WF = 95,000. 524 residents signed up to WyredIn (as at 11 April 2011). Was previously collected as a percentage of population signing up to online magazine. Definition changed for 2011/12 to show no. of residents signed up. 2010/11 - 0.55% of the population. Original target for 2010/11 was 10% of the population (9,500).
CAP PI 06	Telephone service level					80%	80%		Aim to Maximise	↑	13-Jan-2012 Although target not quite achieved, a much improved result this quarter.
CAP PI 09	Satisfaction - Summer Holiday Activities	Not collected at this frequency.			Not collected at this frequency.		96%		Aim to Maximise	↓	12-Oct-2010 LP09- this figure was taken from 2 questions from the 250 evaluation questionnaires returned this summer: - 'Overall Enjoyment & Atmosphere' and 'was this a positive experience for you?' The percentage for Overall enjoyment was 99% and the positive experience was 92% therefore, overall the figure was 96%. Of the 6 people who did not consider the activity to be a positive experience- 3 were from the walks, 1 x trips, 1 x Play Here and 1 x Sports.



PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
CAP PI 14	Satisfaction - Sports & Leisure Centres (customer survey)	Not collected at this frequency.			Not collected at this frequency.		80%		Aim to Maximise		18-Oct-2010 Q1 = 81%, Q2 = 81%, Q3 = 79%, Q4 = 84%
CAP PI 15 (NI 8)	Adult participation in sport and active recreation	Not collected at this frequency.			Not collected at this frequency.		20.0%		Aim to Maximise		19-Oct-2011 Data is only collected annually by Sport England in a nationwide survey. The requested data will not be available until end of financial year. Community Development section continues to deliver a range of initiatives and activities to underpin this performance, including the 'walking project' and GP referral activity scheme.
CAP PI 16 BV119a	% satisfied with sports/leisure facilities (general public)	Not collected at this frequency.			Not collected at this frequency.				Aim to Maximise		24-May-2011 Previously Best Value Performance Indicator BV119a
CAP PI 17 BV119c	% satisfied with museums and galleries (general public)	Not collected at this frequency.			Not collected at this frequency.				Aim to Maximise		24-May-2011 Previously Best Value Performance Indicator BV119c.
CAP PI 32	EDRs - Cultural Services	Not collected at this frequency.			Not collected at this frequency.		100%		Aim to Maximise		24-May-2011 Previously CAP LP25
CAP PI 33	EDRs - Customer Services	Not collected at this frequency.			Not collected at this frequency.		100%		Aim to Maximise		24-May-2011 Previously CAP LP26.

### Legal & Corporate Services Directorate







PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
LCS PI 01	Land Charges Searches	Not collected at this frequency.			96.5%	100%	100%		Aim to Maximise		12-Jan-2012 The figures for 1st Oct to Dec 31st 2012 are 96.5% searches returned within 2 working days 3.5% of searches returned with 3 working days.















PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
											This change resulted from the office not being covered for 3 days by the Land Charges Assistant due to sickness at a time when the Land Charges Officer was on annual leave
LCS PI 02	Electoral Registration Forms	Not collected at this frequency.			Not collected at this frequency.		95%		Aim to Maximise		
LCS PI 03	Property - rent arrears	13.2%	12.8%	12.4%	12.4%	11%	11%		Aim to Minimise		11-Jan-2012 The Annual Rent Roll is £576619.03. Outstanding debt of £71478.38 for the period ending 31st December 2011 is 12.4% of the Rent Roll, against the target for 2011/12 of 11%. Actual debt compares unfavourably with the previous 2 years, being 11.9% in 2010, and 9.8% in 2009. Actual debt compares favourably with last month's 12.8%. The Outstanding debt of £71478.38 can be categorised as follows: - With Legal Services £54251.16, or 75.9%; Instalment Agreements £11154.79, or 15.6%; With Service Department £6072.43, or 8.5%.
LCS PI 07	Road closure application	Not collected at this frequency.			Not collected at this frequency.		25%		Aim to Maximise		15-Apr-2011 Regretably, as the I.T. application form was not available until month 12, it was impossible to progress during 201/11.
LCS PI 11 /BV16a	Percentage of Employees with a Disability				1.61%	2.00%	2.00%		Aim to Maximise		
LCS PI 12 /BV17a	Ethnic Minority representation in the workforce - employees				1.0%	2.0%	2.0%		Aim to Maximise		
LCS PI 13	Working Days Lost Due to Sickness Absence	Not collected at this frequency.			3.10	2.00	8.00		Aim to Minimise		





PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
/BV12											
LCS PI 14	EDRs - Corporate	Not collected at this frequency.			Not collected at this frequency.		95%		Aim to Maximise		24-May-2011 Previously RE LP43. Code changed following HR transfer to County with responsibility moved to Legal & Corporate Services.













### Planning & Regulatory Services Directorate

PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
PRS PI 01	LABC QPM Level of Service Score	Not collected at this frequency.			Not collected at this frequency.		74		Aim to Maximise		25-May-2011 Previously PRS 02.
PRS PI 02a	Processing of planning applications: Major applications	Not collected at this frequency.			45.54%	65.00%	60.00%		Aim to Maximise		04-Jan-2012 Due to the continued low number of new major planning applications being received performance in this area has been a challenge for some time due to the number of older, more complex major applications which have reached final determination. Whilst the overall number of major applications determined during Q2 was relatively high, performance continues to be affected with the quarterly return falling below both local and national targets. 5/11 x 100
PRS PI 02b	Processing of planning applications: Minor applications	Not collected at this frequency.			58.82%	75.00%	65.00%		Aim to Maximise		04-Jan-2012 The number of minor applications being received has seen a gradual reduction in recent quarters which, in turn, increases the challenge of meeting the performance targets in this category. Performance in this area has consistently met the national target of 65%, although the local target (75%) is more of a challenge.

PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
											However, performance in the third quarter of 2011/12 failed to met both the national and local target. 20/34 x 100
PRS PI 02c	Processing of planning applications: Other applications	Not collected at this frequency.			72.38%	85.00%	80.00%		Aim to Maximise		04-Jan-2012 Performance in this area has fluctuated over recent quarters, although performance against the national target has, for the most part, exceeded the target of 80%. In order to meet the national target during the first quarter of 2011/12, a significant number of 'out of time' decisions had to be suitably managed. Unfortunately, the number of new applications received in this category fell during the second quarter and, as such, there were insufficient numbers to offset the out of time applications carried over from the first quarter. This, in turn, has had a knock on effect upon performance in Q3. This being the case, neither the local and national targets have been achieved during the third quarter. 76/105 x 100.
PRS PI 07a	Category 1 Cleanliness				Not collected at this frequency.		95%		Aim to Maximise		
PRS PI 07c	Category 3 Cleanliness				Not collected at this frequency.		90%		Aim to Maximise		
PRS PI 19	Net additional homes provided	Not collected at this frequency.			Not collected at this frequency.		190		Aim to Maximise		25-May-2011 Previously collected as National Indicator NI 154.
PRS PI 21	Previously developed land that has been vacant or derelict for more than 5 years	Not collected at this frequency.			Not collected at this frequency.		1.60%		Aim to Minimise		25-May-2011 Previously collected a National Indicator NI 170.
PRS PI 23	Empty Shops Grants awarded	Not collected at this frequency.			0	1	4		Aim to Maximise		
PRS PI	Client satisfaction (WRS)	Not collected at this frequency.							Aim to		06-Dec-2011 For this quarter

PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
26									Maximise		questionnaires were sent only in relation to trading standards due to IT issues so samples numbers are low, these will be improved next quarter.
PRS PI 27	Improved consumer confidence (WRS)	Not collected at this frequency.							Aim to Maximise		06-Dec-2011 For this quarter questionnaires were sent only in relation to trading standards due to IT issues so samples numbers are low, these will be improved next quarter.

## Resources Directorate

PI Code	Short Name	October 2011	November 2011	December 2011	Q3 2011/12		2011/12	Status	Aim	Trend	Notes
		Value	Value	Value	Value	Target	Target				
RES PI 01	Non Property Debtors	9.07%	9.39%		Not collected at this frequency.		4.8%		Aim to Minimise		
RES PI 04 / BV 8	% of invoices paid on time	97.80%	97.95%		97.95%	98.50%	98.50%		Aim to Maximise		
RES PI 07	Server Availability	99.39%	96.88%		Not collected at this frequency.		98%		Aim to Maximise		
RES PI 16	Sickness - Environmental Service	11.44%			Not collected at this frequency.		5%		Aim to Minimise		
RES PI 26	Benefits claims > 50 days	16.9%	8.86%	14.81%		5%	5%		Aim to Minimise		10-Jan-2012 54 cases outstanding across the section of which 8 were over 50 days
RES PI 35	Cost per Benefit Claim	Not collected at this frequency.			£44.21	£38.00	£38.00		Aim to Minimise		10-Jan-2012 The increase in cost per claim is due to the Hub recharge



## Overview & Scrutiny Committee

### Briefing Paper

Report of: David Buckland, Director of Resources  
Date: Thursday, 9<sup>th</sup> February 2012  
Open

### Recommendations from Budget Review Panel – Consideration of Financial Strategy 2012/2015 – Cabinet Proposals and Alternative Budget Proposals

#### 1. Summary

- 1.1 To present the findings of the Budget Review Panel's scrutiny of the Cabinet's Financial Strategy 2012/2015 and alternative budget proposals from the Labour, Liberal and Independent and Independent Groups.

#### 2. Background

- 2.1 On 12<sup>th</sup> January the Panel scrutinised the Cabinet's proposed decision on the Financial Strategy 2012/2015, which included the Cabinet Proposals for 2012/2013 onwards and Fees and Charges for 2011/2012.
- 2.2 On 19<sup>th</sup> January the Panel considered a presentation from the Director of Planning and Regulation in relation to the growth item related to Economic Development which has been proposed within the Cabinet's budget.
- 2.3 On 26<sup>th</sup> January 2012 the Panel scrutinised the financial aspects of the report to the meeting of Cabinet on 31<sup>st</sup> January 2012 in relation to the future leisure centre provision along with the alternative budget proposals from the Labour, Liberal and Independent and Independent Groups.

#### 3. Key Issues

- 3.1 The Cabinet presented the Financial Strategy 2012/15 on 20<sup>th</sup> December 2011 and made it available for consultation.
- 3.2 The final recommendations regarding the budget will be made by Cabinet on 21<sup>st</sup> February 2012, and Council determines the budget on 29<sup>th</sup> February 2012.

## **Agenda Item No. 8**

- 3.3 The work of the Budget Review Panel during this year has concentrated upon the Cabinet Proposals, Capital Programme and alternative budget proposals.
- 3.4 At the meeting of the Budget Review Panel on 26<sup>th</sup> January 2012 Group Leaders presented alternative budget proposals to the Financial Strategy 2012/15, these will be considered by Cabinet on 21<sup>st</sup> February 2012.
- 4. **Recommendations to Overview & Scrutiny Committee:**
  - 4.1 **The Budget Review Panel considered:**
    - 4.1.1 the Cabinet's proposals and Fees and Charges.
    - 4.1.2 amendments from the Labour Group.
    - 4.1.3 amendments from the Liberal and Liberal Democrat Groups.
    - 4.1.4 amendments from the Independent Community & Health Concern Group.
    - 4.1.5 and resolved to refer all the above items to the Overview & Scrutiny Committee for consideration of any recommendations to the Cabinet.
- 5. **Consultation**
  - 5.1 This process represents the consultation with the opposition groups on the Financial Strategy 2012/15. There is also a separate budget consultation exercise underway with the public and staff, this was completed on 3 February 2012 and the results will also be reported to the Cabinet on 21<sup>st</sup> February 2012.
- 6. **Related Decisions**
  - 6.1 The budget process sets the resources to deliver the Council's Corporate Plan and determines the business plans for the year ahead.
- 7. **Relevant Council Policies/Strategies**
  - 7.1 The relevant Council Policies included the Corporate Aims and Vision, along with the Financial Strategy. The budget is the first to be prepared under the Wyre Forest Forward Programme which was implemented within the Financial Strategy 2011/14.

**8. Implications**

- 8.1 At this stage there are no direct implications arising from this exercise, although the results will help to inform the budget setting process

**9. Equality Impact Needs Assessment**

- 9.1 At this stage no Equality Impact Needs Assessments are required; however, all specific proposals will need to be considered as part of the Budget Process.

**10. Wards Affected**

- 10.1 No specific wards are affected.

**11. Appendices**

- 11.1 None.

**12. Background Papers**

Budget Review Panel Minutes 12<sup>th</sup> January 2012, 19<sup>th</sup> January 2012 and 26<sup>th</sup> January 2012.

Cabinet's proposed recommendations on the Financial Strategy 2012/2015, from its 20<sup>th</sup> December 2011 meeting.

Cabinet report in relation to proposals under the Leisure Centre review from its 31<sup>st</sup> January 2012 meeting.

Labour Party Alternative Budget Proposals.

Liberal & Liberal Democrat Parties Alternative Budget Proposals.

Independent Community & Health Concern Party Alternative Budget Proposals.

**Officer Contact Details:**

Name:	David Buckland
Title:	Director of Resources
Contact Number:	01562 732100
Email:	david.buckland@wyreforestdc.gov.uk

**WYRE FOREST DISTRICT COUNCIL**  
**LABOUR PARTY PROPOSALS 2012/13 ONWARDS**  
**BUDGET REVIEW PANEL 26TH JANUARY 2012**

**Agenda Item No. 8**

<b>LABOUR PARTY PROPOSALS</b>	<b>Revised 2011/12 14,241,610</b>	<b>2012/13 12,607,510</b>	<b>2013/14 12,631,650</b>	<b>2014/15 12,923,260</b>
Net Expenditure on Services				
Less				
Cabinet Proposals as revised		286,480	51,240	-274,640
Net Expenditure	14,241,610	12,893,990	12,682,890	12,648,620
Contribution from Reserves	-716,560	-334,630	-308,500	-324,600
<b>Net Budget Requirement</b>	<b>13,525,050</b>	<b>12,559,360</b>	<b>12,374,390</b>	<b>12,324,020</b>
Less				
Government Support	6,243,680	5,391,290	5,071,200	4,766,930
Collection Fund Surplus	50,650	51,000	50,000	50,000
Area Based Grant	293,270	109,270	-	-
Council Tax Income	6,937,450	7,007,800	7,253,190	7,507,090
WFDC Council @ <b>3.5%</b> increase 2013/14 onwards	<b>197.62</b>	<b>197.62</b>	<b>204.54</b>	<b>211.70</b>

<b>STATEMENT OF UNALLOCATED RESERVES</b>	<b>Revised 2011/12 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
Reserves as 1 April	2,698	1,981	1,646	1,338
Contribution to/from Reserves	-717	-335	-308	-324
Reserves as at 31 March	1,981	1,646	1,338	1,014

<b>CABINET PROPOSALS FOR CROSS CHECK</b>	<b>Revised 2011/12 14,241,610</b>	<b>2012/13 12,607,510</b>	<b>2013/14 12,631,650</b>	<b>2014/15 12,923,260</b>
Net Expenditure on Services				
Less				
Cabinet Proposals		232,250	-47,600	-387,080
Net Expenditure	14,241,610	12,839,760	12,584,050	12,536,180
Contribution from Reserves	-716,560	-280,400	-279,870	-356,840
<b>Net Budget Requirement</b>	<b>13,525,050</b>	<b>12,559,360</b>	<b>12,304,180</b>	<b>12,179,340</b>
Less				
Government Support	6,243,680	5,391,290	5,071,200	4,766,930
Collection Fund Surplus	50,650	51,000	50,000	50,000
Area Based Grant	293,270	109,270	-	-
Council Tax Income	6,937,450	7,007,800	7,182,980	7,362,410
WFDC Council @ <b>2.5%</b> increase 2013/14 onwards	<b>197.62</b>	<b>197.62</b>	<b>202.56</b>	<b>207.62</b>

<b>STATEMENT OF UNALLOCATED RESERVES</b>	<b>Revised 2011/12 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
Reserves as at 1 April	2,698	1,981	1,701	1,421
Contribution to/from Reserves	-717	-280	-280	-357
Reserves as at 31 March	1,981	1,701	1,421	1,064

**WYRE FOREST DISTRICT COUNCIL**

**LABOUR PARTY PROPOSALS 2012/2013 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES				
			2012/13 £	2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT							
R705	<b><u>Regeneration of Economic Development</u></b> Establishment of a fund to support economic investment and regeneration initiatives to deliver the identified priorities of Start-up Incubator Business Units from the Capital funding and a new post of Business and Marketing Manager* from the additional revenue proposed together with an annual working budget	C R R*  S*	800,000 184,800 50,000  1	- 119,600 50,000  1	- 119,600 50,000  1	- 119,600 50,000  1	- 119,600 50,000  1
R705	<b><u>Regeneration of Economic Development</u></b> Match Funding to support the work of the Worcestershire and Greater Birmingham & Solihull Local Enterprise Partnership and the West Midlands' Councils European Service	C R S	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -
DELIVERING TOGETHER, WITH LESS							
R505	<b><u>Reduction in Council Members</u></b> Reduction in Council Members in line with the Boundary Commission review.	C R S	- - -	- - -	- - -	- 50,000 CR -	- 60,000 CR -
	<b><u>Community Transfer of Assets and Services</u></b> High level target for savings to be achieved through a series of strategic initiatives to transfer assets and services to local community groups and parish councils	C R S	- 10,000 CR -	- 30,000 CR -	- 50,000 CR -	- 50,000 CR -	- 50,000 CR -
R335	<b><u>Systems Thinking</u></b> Savings from the introduction from Systems Thinking methodology across the Council	C R S	- 100,000 CR 4 CR	- 250,000 CR 10 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR
	<b><u>Grant Aid to Parish Council's</u></b> Support provided for Parish Councils at the level of 10% of the parish/town precept.	C R S	- 40,000 -	- - -	- - -	- - -	- - -
R405	<b><u>Implement IRP Full Recommendations</u></b> Reduce Members Allowances in line with the recommendations from the Independent Remuneration Panel	C R S	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -
IMPROVING COMMUNITY WELL-BEING							
R080	<b><u>Sports and Leisure Centres</u></b>						
R085	Contract extension for Glades and Stourport agreed.	C	TBC	TBC	TBC	TBC	TBC
R140	Report on future leisure provision to be taken in January / February 2012.	R S	TBC TBC	TBC TBC	TBC TBC	TBC TBC	TBC TBC
R160	<b><u>Paddling Pools</u></b> To undertake a strategic review of the current facilities and consider options in relation to splash parks.	C R S	300,000 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -
R705	<b><u>Carbon Management Plan</u></b> Participation in the Carbon Trust Public Sector Carbon Management initiative in 2011 with the aim of producing a 5 year Carbon Management Plan for 2012 onwards	C R S	111,520 26,450 -	154,250 21,800 -	8,640 47,680 CR -	21,950 73,520 CR -	1,010 74,860 CR -
R680	<b><u>Affordable Housing Investment</u></b> Pump-priming for Housing regeneration investment for affordable housing - Council contributes £40k per dwelling, £70k per dwelling met from an RSL's own resources. Total 34 mixed tenure dwellings, 15 identified and schemes in place for 2012/13, further 19 to be identified	C  R S	600,000  26,030 -	750,000  84,580 -	  117,100 -	-  117,100 -	-  117,100 -
R601	<b><u>New Homes Bonus</u></b> Credits as a consequence of social housing regeneration	C R S	  -	18,750 CR -	42,500 CR -	42,500 CR -	42,500 CR -



**WYRE FOREST DISTRICT COUNCIL**

**LABOUR PARTY PROPOSALS 2012/2013 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES				
			2012/13 £	2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
<b>R670</b> <b>R685</b>	<b>Housing Grants and Assistance/Access to Housing</b> To establish a Grants Capital Budget for minor modifications to bring homes up to a habitable standard to ensure at least 5 years rental with a cap of £13k per dwelling. Also, to create a new post of Empty Homes Officer (note it may be possible the work of this post attracts new grant funding to fund/part fund it but this has not been assumed)	C R S	50,000 35,700 1	50,000 40,510 1	50,000 45,340 1	50,000 50,190 1	50,000 54,530 1
<b>R720</b>	<b>Reinstate Community Leadership Fund</b> Reinstate a fund of £1,000 per Member to be spent on local initiatives which support the Council's own aims and objectives	C R S	- 42,000 -	- 42,000 -	- 42,000 -	- 30,000 -	- 30,000 -
	<b>TOTALS</b>	C R S	1,861,520 286,480 2.00 CR	954,250 51,240 8.00 CR	58,640 274,640 CR 18.00 CR	71,950 307,630 CR 18.00 CR	51,010 304,630 CR 18.00 CR

**KEY - Changes in Resources**

- C Capital
- R Revenue
- S Staffing - Stated in FTEs

*Note in narrative of formal Alternative Budget motion that "The Council investigates the possibility of savings from the New HQ Furniture Fittings and Equipment (FFE) budget by consideration of reusing existing FFE wherever possible. Any savings in the Capital Programme generated, to be earmarked for Future Housing Enabling Service work."*

**WYRE FOREST DISTRICT COUNCIL**      **Agenda Item No. 8**  
**LIBERAL AND INDEPENDENT BUDGET PROPOSALS 2012/13 ONWARDS**  
**BUDGET REVIEW PANEL 26TH JANUARY 2012**

<b>LIBERAL AND INDEPENDENT GROUP BUDGET PROPOSALS</b>				
	<b>Revised 2011/12 14,241,610</b>	<b>2012/13 12,607,510</b>	<b>2013/14 12,631,650</b>	<b>2014/15 12,923,260</b>
Net Expenditure on Services				
Less				
Cabinet Proposals as revised		274,250	-47,600	-387,080
Net Expenditure	14,241,610	12,881,760	12,584,050	12,536,180
Contribution from Reserves	-716,560	-322,400	-279,870	-356,840
<b>Net Budget Requirement</b>	<b>13,525,050</b>	<b>12,559,360</b>	<b>12,304,180</b>	<b>12,179,340</b>
Less				
Government Support	6,243,680	5,391,290	5,071,200	4,766,930
Collection Fund Surplus	50,650	51,000	50,000	50,000
Area Based Grant	293,270	109,270	-	-
Council Tax Income	6,937,450	7,007,800	7,182,980	7,362,410
WFDC Council @ 2.5% increase 2013/14 onwards	<b>197.62</b>	<b>197.62</b>	<b>202.56</b>	<b>207.62</b>

<b>STATEMENT OF UNALLOCATED RESERVES</b>	<b>Revised 2011/12 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
Reserves as 1 April	2,698	1,981	1,659	1,379
Contribution to/from Reserves	-717	-322	-280	-357
Reserves as at 31 March	1,981	1,659	1,379	1,022

<b>CABINET PROPOSALS FOR CROSS CHECK</b>				
	<b>Revised 2011/12 14,241,610</b>	<b>2012/13 12,607,510</b>	<b>2013/14 12,631,650</b>	<b>2014/15 12,923,260</b>
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Area Based Grant	293,270	109,270	-	-
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WFDC Council @ 2.5% increase 2013/14 onwards	<b>197.62</b>	<b>197.62</b>	<b>202.56</b>	<b>207.62</b>

<b>STATEMENT OF UNALLOCATED RESERVES</b>	<b>Revised 2011/12 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
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Contribution to/from Reserves	-717	-280	-280	-357
Reserves as at 31 March	1,981	1,701	1,421	1,064

**WYRE FOREST DISTRICT COUNCIL**

**LIBERAL AND INDEPENDENT GROUP PROPOSALS 2012/2013 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES				
			2012/13 £	2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT							
R705	<b><u>Regeneration of Economic Development</u></b> Establishment of a generic fund to support economic investment and regeneration initiatives to deliver the Corporate Plan priority 'To Secure The Economic Prosperity of the District' through ReWyre led initiatives.	C R S	800,000 234,800 -	- 169,600 -	- 169,600 -	- 169,600 -	- 169,600 -
	To include consideration of conversion of 1 or more of the Council offices to be vacated on the move to the New HQ into Serviced Business Starter Incubator Units from the Capital Funding and where possible, furnish such units with furniture etc left over from the move to the New HQ.						
R187	Based on the success of the free Christmas parking initiative, to reconvene the Car Parking Panel to undertake a review of the Car Parking Charges regime to stimulate regeneration of the districts' economy and to complement the 'State of the Area Debate'	C	-	-	-	-	-
R189		R	TBC	TBC	TBC	TBC	TBC
R190		S	-	-	-	-	-
R705	<b><u>Regeneration of Economic Development</u></b> Match Funding to support the work of the Worcestershire and Greater Birmingham & Solihull Local Enterprise Partnership and the West Midlands' Councils European Service	C R S	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -
DELIVERING TOGETHER, WITH LESS							
R505	<b><u>Reduction in Council Members</u></b> Reduction in Council Members in line with the Boundary Commission review.	C R S	- - -	- - -	- - -	- 50,000 CR -	- 60,000 CR -
	<b><u>Community Transfer of Assets and Services</u></b> High level target for savings to be achieved through a series of strategic initiatives to transfer assets and services to local community groups and parish councils	C R S	- 10,000 CR -	- 30,000 CR -	- 50,000 CR -	- 50,000 CR -	- 50,000 CR -
R335	<b><u>Systems Thinking</u></b> Savings from the introduction from Systems Thinking methodology across the Council	C R S	- 100,000 CR 4 CR	- 250,000 CR 10 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR
R335	<b><u>Grant Aid to Parish Council's</u></b> Support provided for Parish Councils at the level of 10% of the parish/town precept.	C R S	- 40,000 -	- - -	- - -	- - -	- - -
IMPROVING COMMUNITY WELL-BEING							
R080	<b><u>Sports and Leisure Centres</u></b>						
R085	Contract extension for Glades and Stourport agreed.	C	TBC	TBC	TBC	TBC	TBC
R140	Report on future leisure provision to be taken in January / February 2012.	R S	TBC TBC	TBC TBC	TBC TBC	TBC TBC	TBC TBC
R160	<b><u>Paddling Pools</u></b> To undertake a strategic review of the current facilities and consider options in relation to splash parks.	C R S	300,000 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -
R705	<b><u>Carbon Management Plan</u></b> Participation in the Carbon Trust Public Sector Carbon Management initiative in 2011 with the aim of producing a 5 year Carbon Management Plan for 2012 onwards	C R S	111,520 26,450 -	154,250 21,800 -	8,640 47,680 CR -	21,950 73,520 CR -	1,010 74,860 CR -
R720	<b><u>Reinstate Community Leadership Fund</u></b> Reinstate a fund of £1,000 per Member for 2012/13 initially; review of its effectiveness by December 2012, with a view to approving as a permanent Budget item subject to this review	C R S	- 42,000 -	- - -	- - -	- - -	- - -
R800	<b><u>Local Authority Mortgage Scheme (LAMS)</u></b> Introduction of Local Authority Mortgage Scheme in line with recent report considered by Cabinet, exact detail to be determined. Costs of Borrowing to be funded by Commercial deposit rate plus premium rate received (early indications are that potential defaults should also be covered by premium rate)	C R S	1,000,000 - -	- - -	- - -	- - -	- - -

**WYRE FOREST DISTRICT COUNCIL**

**LIBERAL AND INDEPENDENT GROUP PROPOSALS 2012/2013 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES				
			2012/13 £	2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
	TOTALS	C R	2,211,520 274,250	154,250 47,600 CR	8,640 387,080 CR	21,950 412,920 CR	1,010 414,260 CR
		S	4.00 CR	10.00 CR	20.00 CR	20.00 CR	20.00 CR

**KEY - Changes in Resources**

- C Capital
- R Revenue
- S Staffing - Stated in FTEs

**OVERVIEW & SCRUTINY COMMITTEE**

**9<sup>TH</sup> FEBRUARY 2012**

**Recommendations from the Treasury Management Review Panel,  
24<sup>th</sup> January 2012**

**Treasury Management Strategy Statement, Minimum Revenue Provision  
Policy Statement and Investment Policy and Strategy Statement for the  
period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013**

**Agreed:**

**To recommend to the Overview & Scrutiny Committee to recommend to  
Cabinet, to recommend to Council:**

- 1. To approve the restated Prudential Indicators and Limits for the financial years 2012/13 to 2014/15.**
- 2. To approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 11 and Appendix 5 of the report to the Treasury Management Review Panel).**
- 3. To approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Treasury Management Review Panel.**
- 4. To approve the Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Treasury Management Review Panel.**
- 5. That the Treasury Management Review Panel notes that the prudential indicators in the report will be revised in February 2012 as part of the Council's approval of the Financial Strategy 2012 to 2015, as the indicators included within this report are based on current recommendations.**



## Overview and Scrutiny Committee

### Briefing Paper

Report of: Jonathan Elmer, Senior Forward Planning Officer

Date: Thursday 9<sup>th</sup> February 2012

Open

### South Kidderminster Enterprise Park, Local Development Order – Consultation Document

#### 1. Summary

- 1.1 This Paper informs Members of the proposed consultation draft Local Development Order Document which is planned to be implemented within the South Kidderminster Enterprise Park area.
- 1.2 A Local Development Order (LDO) is an Order created by a Local Planning Authority, through which permitted development rights additional to those granted nationally by Government, are granted to certain types of development within a particular area. In this particular instance, a Local Development Order is proposed for the South Kidderminster Enterprise Park, which would help to provide a less restrictive planning regime for businesses within, and locating to, the corridor and to act as a stimulus for an area that has been recognised and prioritised for economic development.

#### 2. Background

##### Enterprise Zone Bid

- 2.1 As members will be aware Wyre Forest District Council, through their involvement with the Worcestershire Local Enterprise Partnership (LEP), bid for Enterprise Zone status to be given to the South Kidderminster Enterprise Park area. Unfortunately, the LEP were unsuccessful with the bid and Enterprise Zone status was not afforded to the South Kidderminster Area. However, since this time the District Council has been investigating the potential to implement some of the benefits that would have come with the allocation of Enterprise Zone status, despite the area not having this formal recognition. A Local Development Order (LDO) is one of the mechanisms the Government are promoting to help aid economic growth throughout the Country, and are a pre-requisite of the identified Enterprise Zones. The ability to implement a LDO is not, however, restricted to Enterprise Zones and therefore the District Council is able to bring forward an Order to tie in with the ambitions for the District in relation to business growth and regeneration.

What is a Local Development Order?

- 2.2 As mentioned in the summary to this report, a Local Development Order is a mechanism by which a Local Authority can grant permission for certain types of development without the express need for planning permission.
- 2.3 A Local Development Order grants planning permission for the type of development specified in the Order and, by doing so, removes the need for a planning application to be made by the developer.
- 2.4 Local Development Orders are very flexible in that they can:
  - a) Apply to a specific site, sites, or wider geographical area;
  - b) Grant planning permission for a certain type or types of development, and;
  - c) Grant planning permission outright or subject to conditions.
- 2.5 Local Development Orders can offer significant benefits:
  - a) In exempting certain development from the need to apply for specific planning permission, those wishing to pursue such developments can proceed without the time and cost implications of having to submit a planning application;
  - b) They provide certainty to developers by defining up front what development is acceptable and can be undertaken without the need for specific planning permission;
  - c) They allow local authorities to shape their local areas by encouraging certain types of development in appropriate areas.
- 2.6 The implementation of a less restrictive planning regime, targeted to business development, is considered to have the potential to provide a stimulus for growth within this strategically important employment corridor. Furthermore, by reducing the need for individual planning applications, LDO's are flexible and consistent with local determination and the shift to remove unnecessary bureaucracy for business and incentivise development that meets locally specific policy objectives.
- 2.7 Initial consultation on the potential to implement a Local Development Order within the South Kidderminster Enterprise Park area has been undertaken with members, stakeholders and businesses during the Re-Wyre Autumn conference, held at West Midlands Safari and Leisure Park. Attendees from the conference were supportive of the idea and were keen to see how it could help improve employment prospects within the District.
- 2.8 The District Council and its partners are committed to delivering an ambitious programme of initiatives to secure the regeneration of the District including the preparation of planning and regeneration strategies as well as being the host authority for the newly formed

North Worcestershire Economic Development and Regeneration Team. It is proposed that the implementation of a Local Development Order will act as another mechanism that will help to meet the aims and ambitions for regeneration within the District, whilst providing a catalyst for growth within a strategic employment corridor.

- 2.9 It should be noted that the Local Development Order would not prevent development taking place that is not specifically covered by the Order. A planning application for such development would need to be made in the normal way and existing permitted development rights within the area would remain unchanged.

### **3. Key Issues**

- 3.1 The detail of the proposed Local Development Order is included within Appendix 1 of this report. However, some of the key elements of the Order are as follows:

- 3.2 Through the Order planning permission would be granted for B1, B2 and B8 uses on the existing Brownfield sites within the area.

- 3.3 The Order also suggests allowing greater flexibility for existing businesses within the area to make changes to their current premises without the need for planning permission. Development that would become permitted would be as follows:

- Recladding of building exteriors;
- Installation of solar panels and other renewable energy systems such as biomass and combined heat and power boilers.
- Sub-division of existing units (for B1b and c, B2 and B8 use)
- Extensions up to 10 metres, subject to extensions not being closer to any highway than the existing building
- Car parking - subject to permeable surfaces being used

- 3.4 Alterations to permitted Change of Use between the B use classes are also provided for within the LDO. This is to allow further flexibility for existing premises to diversify their operations without the need for planning permission.

- 3.5 In order to safeguard the environment of the area a number of restrictions and conditions are proposed to be included within the Order. A full list of the proposed conditions is included within the draft Order at Appendix 1.

- 3.6 There are potential down sides to the implementation of an Order and these must also be understood. Through the implementation of the Order the Council would not receive the relevant planning fee currently associated with development of this type within the South Kidderminster area. Furthermore, no Section 106 contributions would



be forthcoming from any of the developments permitted through the Order.

- 3.7 A balance must therefore be struck between the potential loss in income for the Council and the benefits that the Order would bring in terms of improving the prospects for new business development within the South Kidderminster area as well as providing an environment for existing businesses to make improvements to their assets. Furthermore, the proposal would be directly in line with the current Governments ambitions for economic growth.

Process For Making An LDO

- 3.8 The procedure for production and adoption of LDOs is governed by Part 6, Paragraph 34 of *The Town and Country Planning (Development Management Procedure) (England) Order 2010* (DMPO 2010). Paragraph 34 stipulates that where a local planning authority proposes to make an LDO they shall first prepare a draft of the Order and a statement of their reasons for making the Order. The Statement of Reasons must contain a description of the development which the LDO would permit, and a plan/statement identifying the land to which the order relates. The document attached at Appendix 1 is the consultation draft that contains the Statement of Reasons and a site plan of the South Kidderminster area.
- 3.9 The Council is required to consult on the proposals with those persons whose interests they consider affected by the Order and with anybody who would have been required to consult for an application for planning permission for the development in question. The consultation must be for a period of not less than 28 days.
- 3.10 Following the close of the consultation period the Council must take account of all representations received and consider what modifications should be made to the draft LDO or whether the LDO should be adopted. Once the Council has complied with the publication and consultation requirements, a copy of the final LDO and Statement of Reasons, including any modifications to either as a result of consultation, must be sent to the Secretary of State who has a 21 day call-in period. Once this period has elapsed or such period extended by the Secretary of State has elapsed the Council may formally adopt the LDO.
- 3.11 The indicative timetable for the implementation of the Order is therefore as follows:
- 21<sup>st</sup> February 2012 – Cabinet Meeting to discuss the proposed consultation on the LDO
  - If approved at Cabinet, public consultation on the Order will start for no less than 28 days (Proposed timetable - 27/02/12 to 26/03/12)

- Following the close of consultation, officers consider representations and report any amendments to the LDO to Cabinet to get approval for submission to Secretary of State
- Submit to Secretary of State end of June
- Assuming no further intervention from Secretary of State within 21 days, Adopt LDO August 2012

3.12 The draft document that is attached is Appendix 1 is proposed as the basis for consultation on the Local Development Order for South Kidderminster. It is proposed that, subject to Cabinet's approval, the draft LDO is used as a basis for consultation commencing in February/March. The results of the consultation and any suggested changes will then be used to re-draft the Order before it is submitted to the Secretary of State later this year.

#### **4. Options**

4.1 The committee may wish to:

- Recommend to Cabinet that the Local Development Order Consultation document, as attached at Appendix 1 is approved for consultation purposes.
- Recommend to Cabinet that alternative options for allowing development within the South Kidderminster Enterprise Area are considered.
- Recommend to Cabinet that the Order is not progressed and continue to manage development within the South Kidderminster area through planning applications.

#### **5. Consultation**

5.1 Head of Economic Development and Regeneration North Worcestershire

5.2 Development Control Manager, Wyre Forest District Council

#### **6. Related Decisions**

6.1 None

#### **7. Relevant Council Policies/Strategies**

7.1 Wyre Forest District Adopted Core Strategy, December 2010

7.2 Kidderminster Regeneration Prospectus (ReWyre Initiative)

7.3 Site Allocations and Policies Preferred Options Paper (May 2011)

**8. Implications**

- 8.1 Resources: The progression of the Local Development Order can be met from existing budgets. There is, however, a potential financial loss to the Council through reduced planning application fees and Section 106 contributions.
- 8.2 Equalities: There are no negative impacts in terms of equality that would arise from this proposal.
- 8.3 Partnership working: Consultation will be carried out with all relevant stakeholders and partners.
- 8.4 Human Rights: N/A
- 8.5 E-Government: N/A
- 8.6 Transformation: N/A

**9. Wards affected**

- 9.1 Aggborough and Spennells; Lickhill; and Oldington and Foley Park.

**10. Appendices**

- 10.1 Appendix 1 – Local Development Order - Consultation Document

**11. Background Papers**

- 11.1 None

**Officer Contact Details:**

Name: Jonathan Elmer  
Title: Senior Forward Planning Officer  
Contact Number: Tel: 01562 732552  
Email address: [Jonathan.Elmer@wyreforestdc.gov.uk](mailto:Jonathan.Elmer@wyreforestdc.gov.uk)



**South Kidderminster Enterprise Park**

**Local Development Order – Consultation Draft**

**Introduction**

The Government's policy towards economic growth, for example through Enterprise Zones, supports a genuinely simplified approach to planning. One of the mechanisms that can help to bring about this approach is through the introduction of Local Development Orders.

Local Development Orders (LDO) allow development to be undertaken without the need for planning permission to be obtained, providing that the development is in accordance with established criteria and conditions (Appendix 1).

As part of the drive to encourage and stimulate business growth within the District it is proposed to adopt a Local Development Order for the South Kidderminster Enterprise Park. This Order is therefore designed to simplify the planning process to provide an incentive to businesses to locate within the District and thus provide a boost to the local economy.

The introduction of a LDO within this location is to help to provide the conditions to stimulate economic development within the area through reducing costs and providing certainty for potential developers and businesses.

**Simplifying Planning - What is a Local Development Order (LDO)?**

A Local Development Order grants planning permission for the type of development specified in the Order and, by doing so, removes the need for a planning application to be made by the developer.

Local Development Orders are very flexible in that they can:

- a. Apply to a specific site, sites, or wider geographical area;
- b. Grant planning permission for a certain type or types of development, and;
- c. Grant planning permission outright or subject to conditions.

Local Development Orders can offer significant benefits:

- a. In exempting certain development from the need to apply for specific planning permission, those wishing to pursue such developments can proceed without the time and cost implications of having to submit a planning application;
- b. They provide certainty to developers by defining up front what development is acceptable and can be undertaken without the need for specific planning permission;
- c. They allow local authorities to shape their local areas by encouraging certain types of development in appropriate areas.

## **Making a Local Development Order**

A flowchart setting out the key stages of making a Local Development Order is attached at Appendix 2.

### **Relevant Legislation**

#### *Primary legislation*

LDO provisions are contained in sections 61A-D of and Schedule 4A to the *Town and Country Planning Act 1990*, as amended (<http://www.legislation.gov.uk/ukpga/1990/8/contents>). The primary legislative provisions related to LDOs were introduced by the *Planning and Compulsory Purchase Act 2004* (<http://www.legislation.gov.uk/ukpga/2004/5/contents>), and commenced in 2006.

These primary powers were amended by the commencement of section 188 of the *Planning Act 2008* (<http://www.legislation.gov.uk/ukpga/2008/29/section/188>) in June 2009. The effect of this amendment was to remove the requirement that LDOs must implement local plan policies.

#### *Secondary legislation*

More detailed legal provisions on LDOs are contained in Article 34 of and Schedule 7 to the *Town and Country Planning (Development Management Procedure) (England) Order 2010* (the 'DMPO', <http://www.legislation.gov.uk/uksi/2010/2184/contents/made>). The DMPO came into force in October 2010 as a consolidation of the *Town and Country Planning (General Development Procedure) Order 1995* and instruments which have amended that Order.

## **Statement of Reasons**

### **What will this mean for Wyre Forest and for the South Kidderminster Enterprise Park?**

The South Kidderminster Enterprise Park area is a key employment focus for Wyre Forest District. The area is formed of two key corridors of primarily business premises. The area is identified within the Council's Adopted Core Strategy as being a key business and regeneration area, and this is further supported by the work on the Council's Site Allocations and Policies Development Plan Document as well as forming a key part of the Council's regeneration work in terms of the ReWyre initiative. The proposed LDO for this area will provide a further incentive that will enable the ambitions for economic growth to be realised. A map of the proposed LDO area is attached at Appendix 3.

### **Potential Benefits from the Implementation of an LDO**

The implementation of a Local Development Order would enable a simplified planning regime to be introduced, allowing new development to come forward quicker, whilst providing added benefits to existing businesses through providing greater flexibility for development of their existing assets.

The provision of a LDO within this location could provide an important stimulus for economic development in an area that has seen rapid decline and restructuring over the past 30 years. It is envisaged that the LDO will assist in helping to achieve the following positive outcomes for the area:

- Tackle unemployment in the second most deprived ward in Worcestershire and in the top 10% most deprived nationally. The Oldington & Foley Park ward has high levels of worklessness with 12% of the population seeking work (December 2011)
- Bring cleared/redundant employment sites back in to economic use
- Enable greater flexibility for existing businesses to expand and alter their premises to meet changing market requirements

### **Existing Planning Provisions**

Support for the retention and enhancement of existing businesses as well as the development of new businesses within the Enterprise Park area is already provided for within the Adopted Core Strategy 2010. Although the LDO does not have to implement local planning policies, in this instance there is a clear synergy between the aims, ambitions and policies of the adopted statutory development plan and the proposals that are included within the draft LDO.

It should be noted that the Local Development Order would not prevent development taking place that is not specifically covered by the Order. A planning application for such development would need to be made in the normal way and existing permitted development rights within the area would remain unchanged.

### **Identified Constraints**

- **HSE Zones** – There are a number of zones that surround potentially hazardous installations located within the South Kidderminster Enterprise Park area. These zones have been identified by the Health and Safety

Executive as areas where new development would need to be closely managed. Given the potential restrictions placed on development within these areas, applicants must satisfy themselves that any development is appropriate. A guide to the restrictions is included within the LDO at Table 2 and the boundaries of the zones are also included in Appendix 4.

- **Contamination** – Given the ex-industrial nature of most of the area contamination issues could arise. Conditions are attached to this order to ensure that contamination is investigated prior to any development starting.
- **Conservation Area** – The Staffordshire and Worcestershire Canal Conservation Area is located within the proposed LDO boundary. Therefore, safeguards need to be put in place to ensure that development does not have a detrimental impact on the Conservation value of this corridor.
- **Environmental Conservation** – The Council have already undertaken a Habitats Regulations Assessment Screening Report for the Site Allocations and Policies Preferred Options DPD. The results of this Screening Report, which were agreed by Natural England, were that the suite of documents would not result in likely significant effects upon a Natura 2000 site. Given that the LDO follows the aims of the Site Allocations and Policies DPD for this area of the District it is considered that the same conclusions could be drawn from the implementation of the LDO.

#### **Pre-Development Requirements**

The LDO would not remove the need to comply with other legislation controls such as building regulation approval or environmental protection legislation. Appropriate safeguards are also provided to protect the character of the adjacent Canal Conservation Area and the amenity of residential properties immediately adjacent to, or proposed to be built within, the South Kidderminster Area. These conditions are provided later on in the Order (Appendix 1).

It is the responsibility of developers to ensure that all other statutory requirements beyond the scope of the planning system are adhered to. Failure to comply with any statutory requirements may result in appropriate enforcement action being taken by the Council and/or other agencies.

**Proposed Local Development Order for South Kidderminster Enterprise Park**

Within the South Kidderminster Enterprise Park area, as identified in Appendix 3, planning permission is granted on cleared brownfield sites for the following uses:

- B1a (offices)
- B1b (Research and Development)
- B1c (Light Industry)
- B2 (General Industrial) and;
- B8 (Storage and Distribution)
- Car/Vehicle Hire Business and the selling and displaying of motor vehicles
- Access to development

Furthermore, for existing premises that fall under use classes B1, B2, B8, within the area planning permission for the following development is granted:

- recladding of building exteriors;
- installation of solar panels and other renewable energy systems such as biomass and combined heat and power boilers.
- sub-division of existing units (for B1b and c, B2 and B8 use)
- Extensions up to 10 metres, subject to extensions not being closer to any highway than the existing building
- Car parking - subject to permeable surfaces being used

Change of use is also permitted as follows:

- B1 – to B2 or B8, where no more than 1,000sqm
- B2 – to B1 or B8 where no more than 1,000sqm
- B8 – to B1 or B2 where no more than 1,000sqm

Demolition, in conjunction with any redevelopment of existing premises within the identified use classes, is also permitted.

Any proposed development would need to be in line with the restrictions and conditions identified within this Order.

The draft Local Development Order is therefore split into two main component parts:

- Provisions relating to cleared Brownfield sites within the Boundary
- Provisions for existing business premises within the Boundary (including change of use)

In addition, changes to Permitted Development rights currently being proposed by Government, to allow the change of employment to residential uses without planning permission, will be removed within the boundary of the LDO - if these changes are made statute. This is to ensure that the business and employment focus for development within this area is retained.



### ***1. Cleared Brownfield sites within the Boundary***

Within the boundary of the South Kidderminster Enterprise Park (set out in Appendix 3) the following forms of development on 'cleared brownfield sites' will be permitted without the need for planning permission:

- B1a (offices)
- B1b (Research and Development)
- B1c (Light Industry)
- B2 (General Industrial) and;
- B8 (Storage and Distribution)
- Car/Vehicle Hire Business and the selling and displaying of motor vehicles

This will allow for development relating to business use to come forward without the need for planning permission and enable sites to be developed to meet commercial needs.

### ***2. Provisions for existing business premises within the boundary***

Within the boundary of the South Kidderminster Enterprise Park, as identified within Appendix 3, the following forms of development of existing business premises (B1, B2, B8 and car vehicle hire businesses/displaying and selling of motor vehicles) will be permitted without the need for planning permission:

- recladding of building exteriors;
- installation of solar panels and other renewable energy systems such as biomass and combined heat and power boilers.
- sub-division of existing units (for B1b and c, B2 and B8 use)
- Extensions up to 10 metres, subject to extensions not being closer to any highway than the existing building
- Car parking - subject to permeable surfaces being used

### ***3. Change of Use***

The order also provides for the potential change of use between employment use classes as follows:

- B1 – to B2 or B8, where no more than 1,000sqm
- B2 – to B1 or B8 where no more than 1,000sqm
- B8 – to B1 or B2 where no more than 1,000sqm

These elements of the Order provide for greater flexibility for existing business to develop their current premises.

**Table 1: Restrictions**

Restriction	Reason
Any development that is considered to require an Environmental Impact Assessment as set out by the regulations	<p>Development that requires an Environmental Impact Assessment (EIA) would need to be assessed through a planning application.</p> <p>The scope of development proposed through the LDO is based on a broad spectrum of speculative industrial development. It is very difficult for the Council to screen and assess the scope/quantum of development coming forward without receiving definite proposals and plans in advance.</p> <p>Therefore if an EIA development is proposed it would not be suitable to be brought through the LDO route. A planning application would need to be submitted. For more information see Condition 1 in Appendix 1</p>
Any development where the planning application would normally be determined by the Secretary of State or a body other than the Local Planning Authority	The District Council can only consider allowing development through the LDO in area where it has responsibility, for example development related to waste operations
Proposals for development that fall within other use classes of the use classes order	<p>The LDO identifies the use classes that are considered to be appropriate within this area. No other use classes will be considered through the Order as being suitable without planning permission. Furthermore, development falling into any of the following categories is not permitted through this order:</p> <ul style="list-style-type: none"> <li>• Storage of hazardous substances</li> <li>• Retail linked trade operations</li> <li>• Rail freight proposals</li> </ul>
No Development is permitted within the Green Belt that falls within the LDO Boundary	To ensure that the Order is in line with the national and local policy in relation to development within the Green Belt
Development that would prejudice the delivery of the Hoo Brook Link Road	The delivery of the Hoo Brook Link Road is a key strategic transport priority for the District, as identified in the Adopted Core Strategy and therefore development that would affect the delivery of the link road is not permitted through this Order.

### **Conditions**

The development permitted by this Order is also conditional upon the following strategic criteria being met;

- Development must be situated over 50m away from any residential boundary (For B2 development (including Change of Use) it must be situated over 200m away from any residential boundary)
- Development must not be within 50m of the Staffordshire and Worcestershire Canal Conservation Area
- Buildings must be under 15m in height, inclusive of all development such as flue gas stacks and micro wind turbines

There are also a number of other conditions that are attached as part of the LDO to ensure that development is appropriate, which are included in Appendix 1 as well as a constraints map that is attached at Appendix 4.

### **Justification for the Order**

The Government is committed to boosting local growth and creating jobs to support the economic recovery of the country. It has embarked on a radical reform programme to support this, and has established enterprise zones to support and encourage private sector growth. Although the South Kidderminster Enterprise Park was unsuccessful in its bid for Enterprise Zone status it is considered that the implementation of an LDO could bring about some of the benefits that EZ status would have brought.

### **Proposed Timetable for implementation of the Order:**

- 21<sup>st</sup> February 2012 – Cabinet Meeting to discuss putting the LDO out for consultation
- Public consultation starts 27/02/12 and runs until 26/03/12
- Consider representations and report any amendments to the LDO to the June Cabinet to gain approval for submission to Secretary of State
- Submit to Secretary of State end of June
- Assuming no further intervention from Secretary of State within 21 days, Adopt LDO August 2012

### **Lifetime of the Order**

It is intended that the LDO will be active for a period of 3 years after the date of its adoption. The Council are aiming for the LDO to come into force in August 2012. Prior to the end of the initial 3 year period, the Council would have the following options:

- Renew the LDO under the same terms / conditions as previously;
- Renew the LDO but modify its terms and conditions; or
- Delete the LDO and return to the standard planning application process

Development which has started under the provision of the LDO prior to its expiry will be allowed to complete in the event that the LDO is revoked or revised. The Council does have the ability to revoke the LDO at any time, should it lead to undesirable and unforeseen consequences.

Developments that have taken place under the LDO will be allowed to continue to operate in the event that the LDO is revoked or revised. However, no new development will be allowed under the terms of the LDO following its expiry without planning permission.

The conditions attached to this LDO will continue to apply to any development permitted during its lifetime.

### **Policies that the Order will help to implement**

#### **National**

PPS4: Planning for Sustainable Economic Growth

Emerging National Planning Policy Framework which has a “pro-growth” emphasis.

#### **Local (Adopted Policy)**

Wyre Forest Core Strategy (Adopted December 2010)

DS01: Development Locations

DS02: Kidderminster Regeneration Area  
CP08: A Diverse Local Economy  
CP09: Retail and Commercial Development

**Local (Emerging Policy)**

Site Allocations and Policies Preferred Options Document (May 2011)  
Policy 9: Employment Land Allocations  
Policy 18: Renewable Energy  
Policy 31: Stourport Road Employment Corridor (SREC)  
Policy 32: Former British Sugar Site  
Policy 34: Former Romwire Site  
Policy 35: Worcester Road Employment Corridor

**Monitoring the LDO**

LDO monitoring needs to be appropriate to the ambition and circumstances of the development.

Conditions on the LDO will require that the developer notifies the local planning authority when undertaking development permitted by the LDO to ensure that an accurate record of development is maintained.

The LDO will be monitored regularly by the District Council to ensure that it is fit for purpose and that any suggested modifications are recorded to inform review before the end of the initial 3 year period.

A draft monitoring framework is included at Appendix 5.

**Appendix 1 - Conditions**

No	Condition	Reason
1	<p><b>EIA Development</b> The permissions granted by this Order shall not apply if:</p> <ul style="list-style-type: none"> <li>• An application for planning permission for the proposed development would be a Schedule 1 application within the meaning of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.</li> <li>• An application for the development would fall within the descriptions of Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011, <u>unless</u> the Local Planning Authority has, following the submission of a request for screening opinion, determined in accordance with the criteria within Schedule 3 of the same Regulations, that the development is unlikely to have significant effects on the environment by virtue of factors such as its nature, size or location and is therefore not EIA development.</li> </ul> <p>Developers should therefore satisfy themselves that development would not fall within any of the above categories prior to work commencing.</p>	To ensure any new development is not an EIA development
2	<p><b>Health and Safety Executive</b> Development will need to be in line with the Health and Safety Executives advice on planning for developments near hazardous installations (PADHI). Please refer to Table 2 for further information.</p>	To ensure development meet Health and Safety criteria
3	<p><b>Traffic Generation</b> Any development proposed that is greater than the following thresholds would require a Transport Assessment (TA):</p> <p>B1 – Gross Floor Area greater than 2,500sqm B2 – Gross Floor Area greater than 4,000sqm B8 – Gross Floor Area greater than 5,000sqm</p> <p>Should development be higher than these thresholds then a TA will need to be submitted and agreed with Worcestershire County Council.</p>	To ensure that development does not have a detrimental impact on the adjoining Highway network
4	<p><b>Highways</b> Access to the highway network will require the issue of a license under Section 184 and 278 of the Highways Act, 1980.</p>	To ensure development meets highways standards
5	<p><b>Parking</b> Car and cycle parking must be provided to meet the parking standards of the Worcestershire County Council Highways Design Guide (Appendix A)</p>	To ensure development meets current parking standards
6	<p><b>Surface Water and Drainage</b> New developments should incorporate Sustainable Urban Drainage methods</p>	To ensure adequate drainage is provided
7	<p><b>Outside Storage</b> Outside storage space is restricted to 10% of the total area of the site and should not be more than 4 metres in height. Any development above these thresholds</p>	To protect the visual amenity of the area

	would require planning permission.	
<b>8</b>	<b>Noise</b> All buildings developed under the provisions of the Order shall be designed and constructed to provide a level of sound insulation from external noise sources at a level of no less than 45db(A) (the ambient noise level) and the development shall be completed and maintained in the approved manner.	To protect the amenity of current and potential new occupiers/residents of the area
<b>9</b>	<b>Contamination</b> No development approved under the provisions of this Order shall take place until a site investigation to confirm the extent and nature of any ground contamination has been carried out.  Commencement of development shall not begin until the results of the site investigation have been submitted to with the Local Planning Authority (Worcestershire Regulatory Services) and the Environment Agency with details of any mitigation measures to ensure any contamination is dealt with appropriately, and this is agreed by the relevant authorities.	To ensure that risks from land contamination are minimised.
<b>10</b>	<b>Development Notification</b> 14 days before development starts the Local Planning Authority will need to be notified of the proposal so that a record of development provided through the LDO can be kept.	To ensure that an accurate record of development is maintained.

The responsibility for interpreting the requirements of the LDO and ensuring that development is compliant with the above conditions falls on the developer.

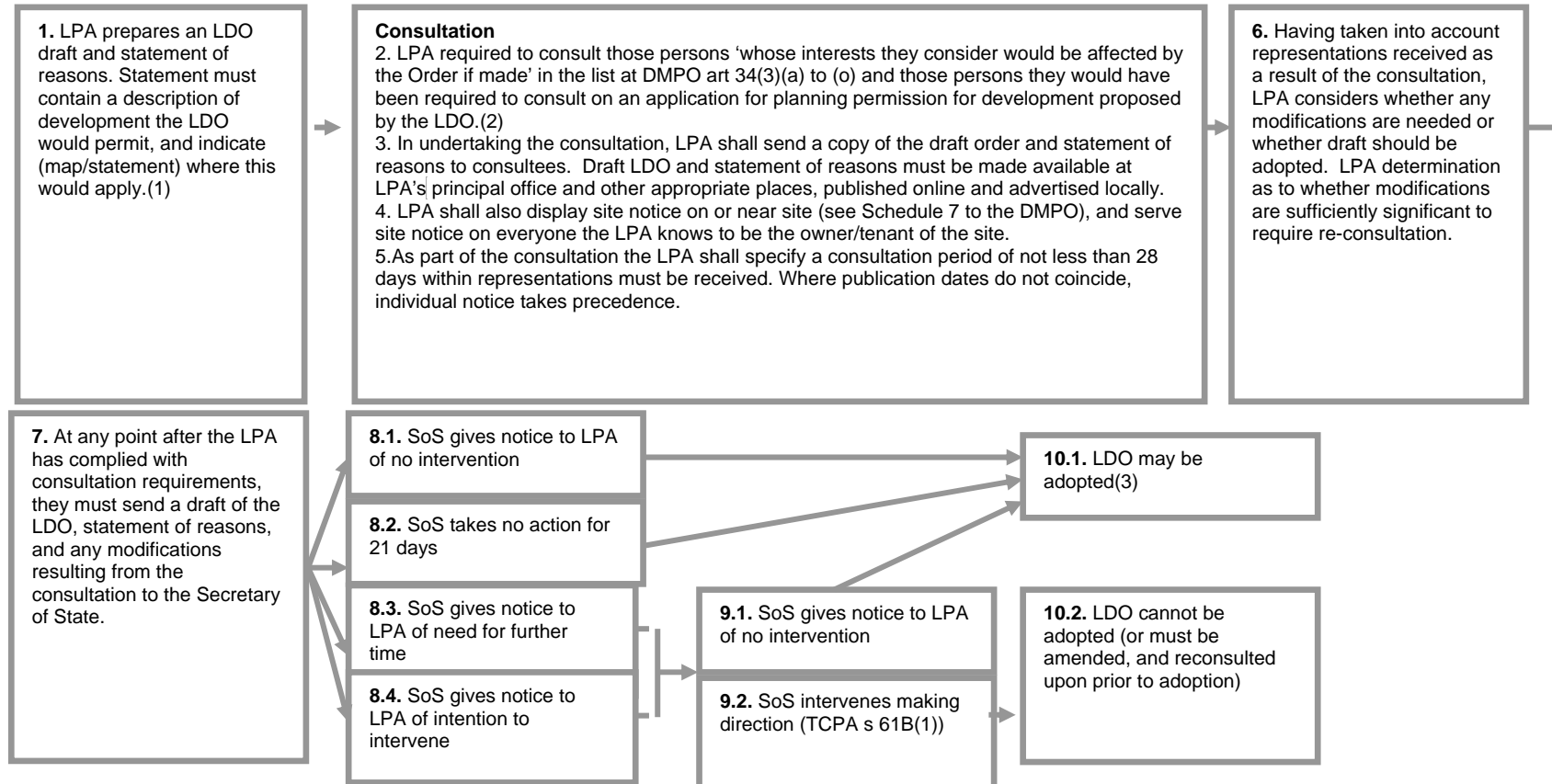
**Table 2: Health and Safety Executive Advice**

There are a number of areas within the Local Development Order boundary where there are buffer zones around potentially hazardous workplaces. Development near to these installations is controlled in order to minimise any potential risk. The Health and Safety Executive provide 'Planning Advice for developments near Hazardous Installations' (PADHI) This advice is split into the inner, middle and outer zones that exist, and gives advice for development that may fall within the different zone areas. Developers should therefore satisfy themselves that their proposals are in line with the recommendations of the HSE. For workplaces, which are the focus of this Order, the following guidance is given.

Development Type	Examples	Development detail and size	Justification	Sensitivity Level	Development in Inner Zone	Development in Middle Zone	Development in Outer Zone
<b>Workplaces</b>	Offices, factories, warehouses, haulage depots, builders yards	Workplaces at the major hazard site itself	Risks to workers, and others, at the workplace of the major hazard company are under control of that company	1	Don't Advise Against development	Don't Advise Against development	Don't Advise Against development
		Workplaces (predominantly non-retail) providing for less than 100 occupants in each building and less than 3 occupied storeys	Places where the occupants will be fit and healthy, and could be organised easily for emergency action. Members of the public will not be present or will be present in very small numbers and for a short time	1	Don't Advise Against development	Don't Advise Against development	Don't Advise Against development
		Workplaces (predominantly non-retail) providing for 100 or more occupants in any building or 3 or more occupied storeys in height	Substantial increase in numbers at risk with no direct benefit from exposure to risk	2	Advise Against Development	Don't Advise Against development	Don't Advise Against development
	Sheltered workshops. Remploy	Workplaces specifically for people with disabilities	Those at risk may be especially vulnerable to injury from hazardous events and/or they may not be able to be organised easily for emergency action.	3	Advise Against Development	Advise Against Development	Don't Advise Against development

Therefore, developers will need to be aware of the areas that they are proposing to develop in and ensure that the thresholds meet the criteria set out by the Health and Safety Executive (The areas designated by the HSE are included on the constraints map attached at Appendix 4). Any development that would fall in the '*Advise Against Development*' category is not be permitted by the Order.

## Appendix 2 – Making a Local Development Order – Legal Process Flowchart (DCLG Guidance, Version 3: November 2011)



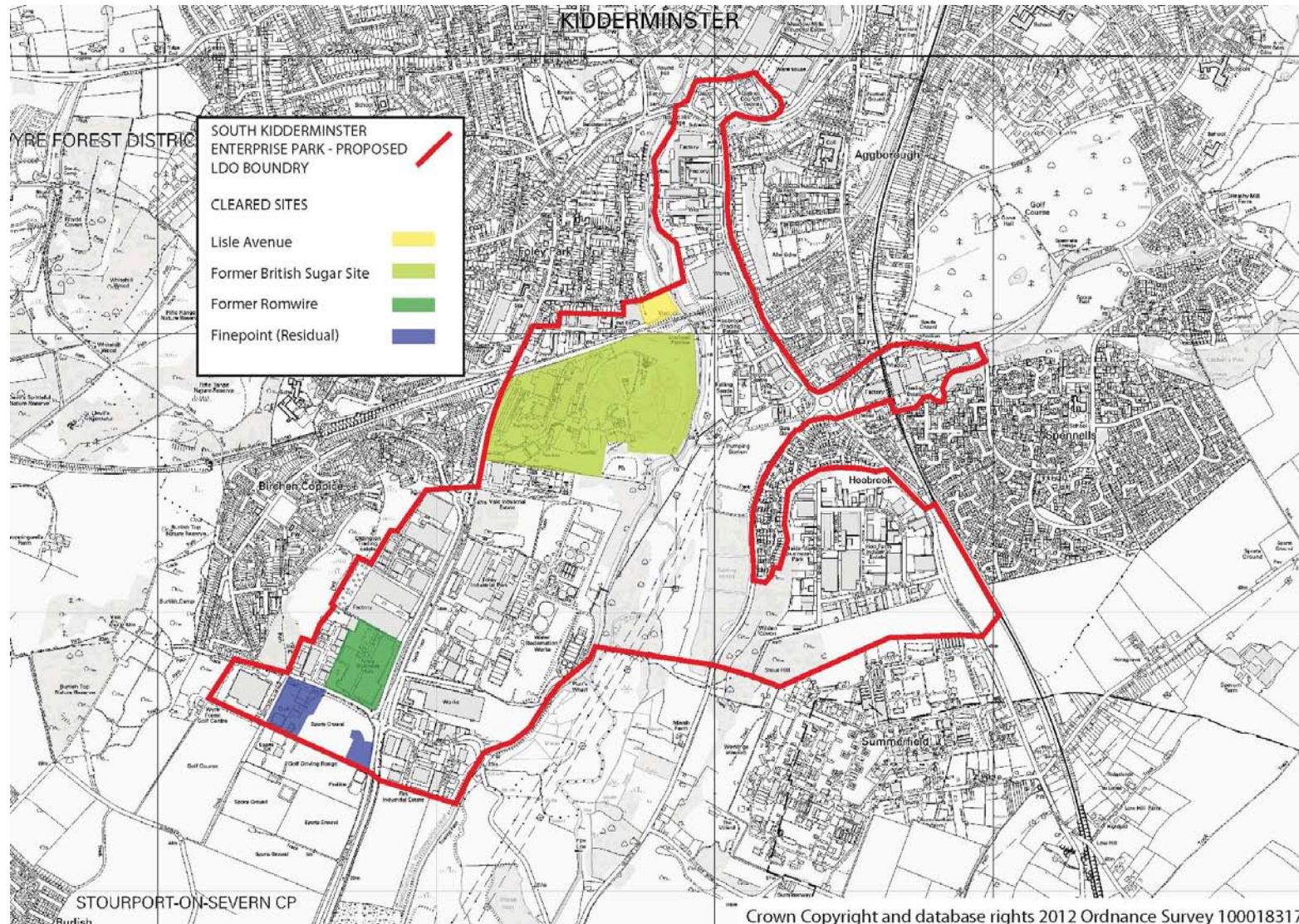
(1) Paragraph (13) of article 34 of the *Town and Country Planning (Development Management Procedure) (England) Order 2010*, the 'DMPO', specifies that an LDO cannot permit development affecting a listed building or development in Schedule 1 to the *Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999*, the 'EIA Regulations'. An LDO may permit development in Schedule 2 to the EIA regulations, provided the correct Environmental Impact Assessment procedures are followed.

(2) See the DMPO, Part 6, article 34(3) and (4).

(3) A Local Planning Authority may revoke a Local Development Order at any time (See section 61A of the *Town and Country Planning Act 1990* as amended, the 'TCPA'). If a revision to a Local Development Order is proposed, re-consultation is required. The Secretary of State may mandate the revision of an LDO by the Local Planning Authority at any point before or after its adoption (see paragraph 2(2)(a) of Schedule 4A to the TCPA). When an LDO is revoked or modified, compensation may be claimed by someone who suffers loss from their subsequent planning application being refused (see section 107 and 108 of the TCPA). Compensation may not be payable on the expiry of a time limit on the duration for which an LDO is 'active' (given that the LDO would not ultimately be revoked).

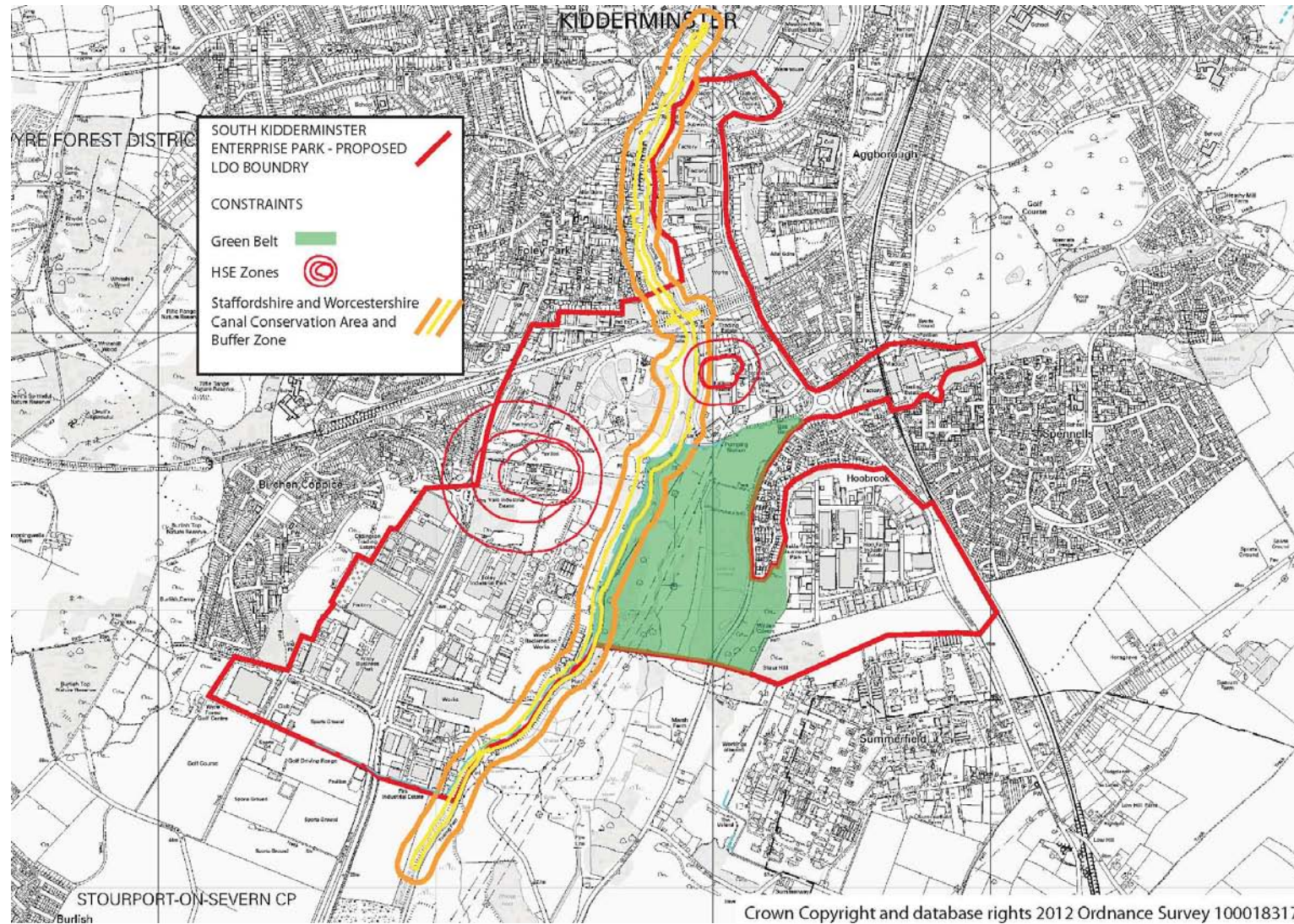


### Appendix 3 – Proposed Local Development Order Boundary





## Appendix 4 – Constraints Mapping



## **Appendix 5 – Draft Monitoring Framework**

Indicator	Review Trigger	Further Action if required
Annual number of businesses locating to South Kidderminster Enterprise Park	Identify suitable trigger points	Possible review of the LDO to allow more/different economic generating uses other than those already identified.
Annual number of extensions to existing premises within South Kidderminster Enterprise Park	Identify suitable trigger points	Possible review of the LDO to allow greater flexibility/scale for extensions to existing businesses
Annual number of submissions that are considered to be Environmental Impact Assessment type development	Identify suitable trigger points	Possible review of LDO after an EIA is undertaken and an Environmental Statement considered based on submission trends.

### **Contacts:**

North Worcestershire Regeneration and Economic Development Team  
Tel 01562 732928  
E-mail: [regeneration@wyreforestdc.gov.uk](mailto:regeneration@wyreforestdc.gov.uk)



## Overview and Scrutiny Committee

### Briefing Paper

Report of: Rebecca Mayman, Planning Policy Manager  
Date: Thursday, 9<sup>th</sup> February 2012  
Open

### Wyre Forest District Local Development Framework (LDF): Revised Project Plan (Local Development Scheme)

#### 1. Summary

- 1.1 This briefing paper outlines proposals for the revision of the Local Development Scheme (Project Plan) which is subject to Council Approval on 29<sup>th</sup> February 2012.

#### 2. Background

- 2.1 The Government has outlined that Councils must continue to prepare and maintain a Local Development Scheme, specifying the documents that will be Development Plan Documents (DPDs); their subject matter and area covered and the timetable for their preparation and revision.
- 2.2 Following changes brought about through the Localism Act 2011 which aim to simplify the planning system, Councils are no longer required to submit their Local Development Schemes to the Secretary of State. However, they must publish up-to-date information on their progress in preparing DPDs against the Local Development Scheme. Councils now have more flexibility in deciding how to best present this information to the public, for example through the use of on-line timetables.
- 2.3 The Local Development Scheme was last reviewed in August 2008, prior to the Adoption of the Core Strategy in December 2010. It is therefore considered necessary to provide up to date information relating to the production of the remaining DPDs – the Site Allocations & Policies and Kidderminster Central Area Action Plan (KCAAP). This will give more certainty to local stakeholders, developers and communities.

#### 3. Key Issues

##### Changes to the Local Development Scheme

- 3.1 A Draft Revised Local Development Scheme (which covers the 2012-15 time period), is attached at Appendix 1 to this report and the current Local Development Scheme (2008) can be viewed on the Council's website at [www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk).

3.2 The key proposed changes from the current LDS are in summary:

- The renaming of the Local Development Scheme to “Local Development Framework Project Plan” to provide a more meaningful description for public purposes.
- The reprogramming of the timetable for the production of the Site Allocations and Policies and Kidderminster Central Area Action Plan (KCAAP) following the Adoption of the Core Strategy in December 2010. It is considered that this Project Plan provides a more accurate and realistic timetable for the remaining stages of Publication; Submission; Examination and Adoption.
- To provide updated information clarifying the current planning policy framework for the District following the abolition of the West Midlands Regional Spatial Strategy.
- To provide a brief synopsis of emerging priorities for the Planning Policy Section following changes to the Planning System arising from the Localism Act 2011. For example, the need to focus resources on the potential for a Community Infrastructure Levy and Neighbourhood Planning.

Progressing the Wyre Forest District Local Development Framework

3.3 Since the last review of the Local Development Scheme, the Council has taken some significant steps to progress the District’s Local Development Framework. Major milestones include:

- Adoption of the Wyre Forest Core Strategy in December 2010.
- Consultation on the Preferred Options for both the Site Allocations and Policies and Kidderminster Central Area Action Plan DPDs in May/June 2011.
- Public consultation on potential sites for gypsy, traveller and travelling showpeople pitch provision during October/November 2011.
- Adoption of the Churchfields Masterplan Supplementary Planning Document in September 2011
- Approval of the Kidderminster Eastern Gateway Concept Statement at Cabinet (22nd November 2011)

3.4 During 2012 it is anticipated that resources will need to be concentrated on:

- Progressing both the Site Allocations and Policies and KCAAP DPDs through to their Publication and Submission stages during summer/autumn 2012.
  - Producing an interactive Proposals Map to accompany the above DPDs
- Progressing a Local Development Order (LDO) for the South Kidderminster Enterprise Zone (please note that the LDO is subject to a separate report on this meeting’s agenda)



- Taking a fresh look at the Statement of Community Involvement in line with the emerging Localism Agenda.
- Collating evidence to inform the potential implementation of a Community Infrastructure Levy (CIL) Charging Schedule for the District.

Revised Timetable for the production of the Site Allocations & Policies and KCAAP DPDs

- 3.5 The revised timetable below sets out the key milestones that are left in the production of the above DPDs. It is considered that this provides a realistic assessment as to the likely timeframe for their Adoption. The key remaining stages are Pre-submission Publication (6 week period); Submission to the Secretary of State; Independent Examination; Receipt of the Inspector's Report and Adoption.

Key Milestone		Timescale
1.	Consideration of responses to Preferred Options Consultation and preparation of Publication DPDs	January – July 2012
2.	6 week pre-submission Publication Consultation	August – September 2012
3.	Submission to Secretary of State	October 2012
4.	Pre-examination meeting	November 2012
5.	Independent Examination	November – December 2012
6.	Receipt of Inspector's Report	February 2013
7.	Adoption	February – March 2013

- 3.6 To summarise, the revised Project Plan attached at Appendix 1, provides a realistic programme to deliver the Council's aims and objectives for the regeneration and sustainable development of the district. Subject to Council approval later in February, the Revised Project Plan will be published on the District Council's website and made available at the Customer Service Centres. Officers will continue to progress the Site Allocations & Policies and KCAAP DPDs in accordance with the timetable set out above.

#### **4. Options**

- 4.1 The Committee may wish to:
- a. endorse and recommend to Cabinet the proposed Revised Local Development Framework Project Plan 2012-15 (LDS) as set out in Appendix 1; or
  - b. suggest alternative or amended proposals for the Project Plan for Cabinet to consider.

**5. Consultation**

- 5.1 Head of Economic Development and Regeneration - North Worcestershire
- 5.2 Director of Legal and Corporate Services

**6. Related Decisions**

- 6.1 None

**7. Relevant Council Policies/Strategies**

- 7.1 Corporate Plan 2011-14
- 7.2 Wyre Forest District Adopted Core Strategy, December 2010

**8. Implications**

- 8.1 Resources: The Project Plan includes details of resourcing the work under the Local Development Framework and the associated costs can be met from the existing LDF Budget.
- 8.2 Equalities: All DPDs produced under the Local Development Framework are subject to an Equality Impact Assessment.
- 8.3 Partnership working: The District Council works very closely with key stakeholders to deliver the Local Development Framework. It is also subject to the “duty to co-operate” with key stakeholders and delivery agencies.
- 8.4 Human Rights: DPDs will comply with all appropriate Human Rights Legislation and this is one of the factors considered at Independent Examination.
- 8.5 E-Government:
- 8.6 Transformation: The Revised Project Plan has provided the opportunity to take a fresh look at resource implications and takes account of the Council’s transformation agenda and its Economic Prosperity priority.

**9. Equality Impact Assessment**

- 9.1 All DPDs to be produced under the Project Plan are subject to Equality Impact Assessment.

**10. Wards affected**

- 10.1 District-wide

**11. Appendices**

- 11.1 Appendix 1: Draft Revised Local Development Framework Project Plan 2012-15 (Local Development Scheme) (January 2012)

**12. Background Papers**

- 12.1 Wyre Forest District Revised Local Development Scheme (August 2008)

**Officer Contact Details:**

Name: Rebecca Mayman  
Title: Planning Policy Manager  
Contact Number: 01562 732195  
Email address: Rebecca.Mayman@wyreforestdc.gov.uk



**Wyre Forest District**

**LOCAL DEVELOPMENT FRAMEWORK**

**REVISED PROJECT PLAN**

**(LOCAL DEVELOPMENT SCHEME)**

2012-2015

January 2012



**Wyre Forest District Council**

For more information contact:

Wyre Forest District Council  
Planning Policy Section

Tel. 01562 732928

Email: [planning.policy@wyreforestdc.gov.uk](mailto:planning.policy@wyreforestdc.gov.uk)

Website: [www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk)

## JARGON GUIDE

<b>AMR</b>	<b>Annual Monitoring Report</b> An annually produced document which sets out the progress made in achieving the timetable set out in the Local Development Scheme as well as measuring the effectiveness of the development plan policies.
<b>CIL</b>	<b>Community Infrastructure Levy (CIL)</b> The Planning Act 2008 enables local planning authorities to charge a Community Infrastructure Levy (CIL) in its area. The CIL must be set at an appropriate level to help fund strategic infrastructure for the Council and the local community to support planned growth, but not too high to render growth commercially unviable.
<b>CS</b>	<b>Community Strategy</b> Local Authorities are required by the Local Government Act 2000 to prepare this, with the aim of improving the social, environmental and economic wellbeing of their areas. A 10 year Community Strategy for the Wyre Forest was adopted in April 2004 by the Local Strategic Partnership 'Wyre Forest Matters'. This group consists of representatives from public, private, voluntary and community sectors.
<b>DPDs</b>	<b>Development Plan Documents</b> These will contain development plan policies and be subject to independent examination. Individual DPDs or parts of a document can be reviewed independently from other DPDs.
<b>LDD</b>	<b>Local Development Document</b> The LDF consists of LDDs. These can be either Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) or other statutory documents such as the Statement Of Community Involvement (SCI) and Annual Monitoring Report (AMR).
<b>LDF</b>	<b>Local Development Framework</b> This will provide the framework for delivering the planning strategy and policies for Wyre Forest District.

- SA                    Sustainability Appraisal**  
A tool for appraising policies to ensure that they reflect sustainable development objectives (ie. social, environmental and economic factors). Required by Act to be undertaken for all LDDs.
- SCI                   Statement of Community Involvement**  
This sets out the planning authority's proposals for involving the local community in plan-making. It is not a DPD but it is, however, subject to independent examination.
- SPD                   Supplementary Planning Document**  
These will cover a range of issues and expand on the policies contained within the DPDs. They are, however, not part of the development plan and will not be subject to independent examination.

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<hr/>	
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## 1. PURPOSE OF THE PROJECT PLAN

- 1.1 This project plan (previously known as the Local Development Scheme) provides up to date information for stakeholders and the general public about the status and coverage of Development Plan Documents and the Council's intention for their future preparation. It sets out:
- a) Which Planning Policies are currently in force in the District
  - b) What the Council's intentions are for the plan making framework over the next three years to 2015.
- 1.2 The project plan includes information relating to timescales and resources, the content of new plans and their scope and coverage.

### Background

- 1.3 Councils must continue to prepare and maintain a "Local Development Scheme" (project plan), specifying the documents that will be Development Plan Documents; their subject matter and area and the timetable for their preparation and revision.
- 1.4 Under changes brought about through the Localism Bill aimed at simplifying the planning system in 2011, Councils are no longer required to submit the Local Development Scheme to the Secretary of State, but they must publish up-to-date information on their progress in preparing DPDs against the project plan.

### Key changes introduced to the Project Plan in this review.

- 1.5 The District Council's first LDS or Project Plan was formally submitted to the Secretary of State in February 2005 and came into effect on 27<sup>th</sup> March 2005. Since then the Project Plan has progressively been refined through a process of monitoring and review. The last review was undertaken during summer 2008 and it is considered that an update to provide a review of timescales is required to provide certainty to stakeholders, developers and local residents/businesses.

- 1.6 The key changes introduced as part of this review are the reprogramming of the timetable following the adoption of the Core Strategy. Resources will now focus on the production of the Site Allocations and Policies and Kidderminster Central Area Action Plan DPDs. It is considered that this Project Plan provides more realistic and up-to-date information, with regard to the likely dates for their Submission and Adoption. The timetable outlines the remaining stages whereby stakeholders and the public can get involved in the production of Local Development Framework documents.
- 1.7 It is also a useful opportunity to provide updated information which clarifies the current planning policy within the District following the abolition of the West Midlands Regional Spatial Strategy and the Adoption of the Wyre Forest Core Strategy in December 2010. Furthermore we provide a brief synopsis of emerging priorities for the Planning Policy Section following changes to the Planning System arising from the Localism Bill. For example, Community Infrastructure Levy (CIL) and Neighbourhood Planning.

## **2. CURRENT DISTRICT LOCAL PLANNING POLICIES**

- 2.1 At present the main Planning Policies for the District are contained in the following documents:

- ❖ Wyre Forest Adopted Core Strategy (December 2010)
- ❖ Saved Policies of the Wyre Forest District Local Plan (January 2004)
- ❖ Saved Policies of the Worcestershire County Structure Plan (June 2001);
- ❖ Saved Policies of the Hereford and Worcester Minerals Local Plan (1997).

### **West Midlands Regional Spatial Strategy**

- 2.2 The Secretary of State announced the revocation of Regional Spatial Strategies during July 2010 and the West Midlands Regional Spatial Strategy has been abolished following the implementation of the Government's Decentralisation and Localism Bill. It therefore no longer forms part of the District's Planning Framework.

## **Worcestershire County Structure Plan and Minerals Local Plan Saved Policies**

- 2.3 The Worcestershire Structure Plan was produced by Worcestershire County Council and it covers the period 1996-2011. It established a strategic policy framework for development and land use over the County area. Worcestershire County Council has published a Revised Minerals and Waste Local Development Scheme which sets out the timetable for providing and consulting on the Waste Core Strategy.
- 2.4 Further information on both the Saved Structure Plan and Saved Minerals Local Plan policies alongside the Revised Minerals and Waste Local Development Scheme can be found online at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk).

## **Wyre Forest Adopted Core Strategy (December 2010)**

- 2.5 The Core Strategy is a very recent planning document and was formally adopted by the Council in December 2010 following an Independent Examination by a Planning Inspector. This is the key strategic level document within the District's Local Development Framework and sets out the broad strategy and vision for development within the District up until 2026. It provides the overall context for the more detailed site specific policies and the focus for decision-making on planning applications. Although the Core Strategy does not address specific sites, it does set the overall Development Strategy for the District and the broad areas where new housing and employment development will be located.

## **Wyre Forest District Local Plan (January 2004)**

- 2.6 Saved Local Plan policies continue to provide the detailed basis for considering development proposals in the district until they are replaced by policies within the emerging Site Allocations and Policies and Kidderminster Central Area Action Plan DPDs.
- 2.7 A number of Saved Local Plan policies were replaced by those contained in the Core Strategy when it was formally adopted in December 2010. Appendix C provides an indication of how each of the saved Adopted Local Plan Policies is either already replaced or will be incorporated into the Local Development Framework.

### **Supplementary Planning Documents/Supplementary Guidance**

- 2.8 In certain instances the District Council has found it helpful to prepare additional guidance to further clarify Local Plan policy. These documents have been formally adopted by the Council as Supplementary Planning Documents (SPD) and as such can be afforded material consideration.
- 2.9 All existing SPD relates to policy either contained in the saved policies of the Adopted Local Plan or the Core Strategy and will remain as a material consideration whilst it is linked to 'saved' Local Plan policy.
- 2.10 Worcestershire County Council has also produced Supplementary Guidance in relation to Education Contributions and Landscape Character Assessment. This has been adopted by the District Councils and is therefore a material consideration against which planning applications should be assessed.

## **3. PREPARATION OF THE DISTRICT'S LOCAL DEVELOPMENT FRAMEWORK DOCUMENTS**

- 3.1 The remainder of this Project Plan will consider the preparation of new Local Development Plan Documents which will form part of the Local Development Framework and these are set out in more detail in Appendix A (Programme Management Timetable) and Appendix B (DPD profiles & milestones). The proposed Local Development Plan Documents that follow are sub-divided into three main categories, namely:

- ❖ Statement of Community Involvement
- ❖ Development Plan Documents and;
- ❖ Supplementary Planning Documents.
- ❖ Community Infrastructure Levy
- ❖ Neighbourhood Plans



**Progressing the Local Development Framework.**

3.2 Since the last review of the Local Development Scheme, the Council has taken some significant steps to progress the District's Local Development Framework. Major milestones include:

- Adoption of the Wyre Forest Core Strategy in December 2010.
- Consultation on Preferred Options for both the Site Allocations and Policies and Kidderminster Central Area Action Plan DPDs in May/June 2011.
- Public consultation on potential sites for gypsy, traveller and travelling showpeople pitch provision during October/November 2011.
- Adoption of the Churchfields Masterplan Supplementary Planning Document in 2011.
- Approval of the Kidderminster Eastern Gateway Concept Statement as informal planning guidance.

3.3 During 2012 we anticipate that our resources will be concentrated on:

- Progressing both the Site Allocations & Policies and Kidderminster Central Area Action Plan DPDs through to Publication and Submission stages during summer/autumn 2012.
- Producing an interactive Proposals Map to accompany the above Development Plan Documents.
- Progressing a Local Development Order for the South Kidderminster Enterprise Zone for submission to the Secretary of State by June 2012.
- Taking a fresh look at the Statement of Community Involvement in line with the emerging Localism Agenda.
- Subject to the results of the Viability Assessment, to produce a Draft Community Infrastructure Schedule (CIL) for consultation purposes in autumn 2012.

**4. STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

4.1 The Statement of Community Involvement (SCI) was formally adopted by the Council in April 2006 and it provides a set of clear guidelines and minimum

standards that the community and interest groups can expect when Local Development Documents are being prepared. The document also clarifies the community participation and public consultation arrangements for the determination of Planning Applications.

- 4.2 The Government's emerging Localism Agenda and the focus on Neighbourhood Planning will necessitate a review of the SCI during 2012 to make sure it reflects emerging policy to continue to engage effectively with local communities.

## **5. DEVELOPMENT PLAN DOCUMENTS**

### **2012 to 2015**

- 5.1 It is envisaged that the remaining saved policies of the Local Plan will be replaced through the preparation of a further two Development Plan Documents (DPDs).

#### **a) Site Allocations and Policies**

- 5.2 The Site Allocations DPD will contain policies that specifically apply to a given area or site. It will identify the housing and employment sites to meet the strategic requirements for the District that are set out in the Adopted Core Strategy for the Plan period to 2026 and will provide a land-use framework for regeneration initiatives. It will also include a number of generic development management policies.
- 5.3 Specifically, the Site Allocations DPD will allocate and designate areas of land for particular uses (e.g. areas of primarily residential use) or environmental protection (e.g. Green Belt). This will provide the basis for more site-specific work including Kidderminster Central Area Action Plan and Supplementary Planning Documents.

#### **b) Proposals Map**

- 5.4 The Proposals Map will allocate sites for particular land use and development proposals included in any adopted DPD and set out the areas to which specific policies apply. Due to the complexity and number of documents involved, the Proposals Map will be electronically prepared and maintained to ensure that it remains up to date at all times.

**c) Kidderminster Central Area Action Plan**

- 5.5 Identified in the Adopted Core Strategy as a Strategic Centre and the main focus for new development within the District, Kidderminster Town Centre will continue to be a focus of major change over the coming years. Kidderminster is a town which has significant opportunities for regeneration and redevelopment and since 2009 the District Council, in partnership with Worcestershire County Council, Homes and Community Agency and British Waterways, have been progressing the ReWyre Initiative. These opportunities need to be planned and managed to ensure that any subsequent development benefits the whole of Kidderminster and the wider District.
- 5.6 The role of the KCAAP is to provide a detailed planning policy framework, which sets out the strategy and policies for the development of the town's central area, and helps to achieve this regeneration. The plan will provide clear guidance that is needed to achieve the aims of the town, whilst providing enough flexibility to deal with a variety of possible scenarios for the town's development. The KCAAP will help to stimulate regeneration and investment in the town by providing certainty and confidence for potential investors, as well as providing the basis for co-ordinating the actions of a range of public and private sector partners.

**6. SUPPLEMENTARY PLANNING DOCUMENTS (SPDs)**

- 6.1 The table below relates to existing Supplementary Planning Guidance/Documents for the Wyre Forest District. Supplementary Planning Guidance (SPG) is non-statutory guidance which supplements the Saved Local Plan Policies. Supplementary Planning Documents (SPD) elaborate on policy contained within Development Plan Documents. They are capable of being a material consideration in determining planning applications. As work on LDF progresses further SPDs will be developed to support new policies.

Table 1: Existing Supplementary Planning Guidance/Documents

Document Title	Current Status	Brief Description	Relevant DPD
Wyre Forest Cycling Strategy	Adopted SPG (2002)	Proposed cycle route network & promotion of cycling	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- Site Allocations</li> <li>- KCAAP</li> </ul>
Design Quality	Adopted	Suite of Design	

<b>Document Title</b>	<b>Current Status</b>	<b>Brief Description</b>	<b>Relevant DPD</b>
Guidance	SPG (2004)	Guidance including residential & town centres design guides	- KCAAP
Shop Front Design Guide within Historic Areas	Adopted SPG (2004)	Design Guidance for new, replacements or alterations to existing shop fronts in historic settings.	- Site Allocations
Severn Road Development Brief	Adopted SPG (2001)	Redevelopment Proposals for three sites on the eastside of Stourport on Severn town centre.	- Site Allocations
Lichfield Basin Design Guidance	Adopted SPG (2001)	Detailed design guide for one of the sites included in the Severn Road Development Brief.	- Site Allocations
Bridge Street Basins Link Development Brief	Adopted SPD (2005)	Redevelopment proposals for a site on the east side of Stourport-on-Severn town centre linking Bridge Street and the Canal Basins.	- Site Allocations
Planning Obligations	Adopted SPD (2007)	Sets out the District Council's requirements for developer contributions.	- Core Strategy - Site Allocations - KCAAP
Churchfields Masterplan	Adopted SPD (2011)	Development brief for Churchfields area of Kidderminster as a key regeneration opportunity.	- Core Strategy - KCAAP
Landscape Character Assessment	Adopted SG (Dec 2011)	Detailed guidance on landscape character assessment for Worcestershire produced by WCC.	- Core Strategy - Site Allocations

### **Production of new SPDs**

- 6.2 In addition to reviewing existing SPG/SG/SPD, the Planning Policy Section will also need to consider producing a number of SPDs to support policy set out in the Core Strategy and emerging DPDs. These SPDs will provide further detail and clarification on planning policy and development management that pose significant issues and challenges to the Wyre Forest District. It is likely that the production of these SPDs will take place following the adoption of the Site Allocations and Policies and KCAAP DPDs.

6.3 It is anticipated that we will need to bring forward the following SPDs during 2013/14:

- Review of the Developer Contributions/Section 106 (2013)
- Water Management (2013)
- Sustainability in the Built Environment (2014)
- Historic Environment (2014)

6.4 The need for further SPDs will be monitored and kept under review during the 2012-15 time period and up to date information will be included in the Project Plan as and when necessary.

## **7. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

7.1 The District Council is currently examining the potential of bringing forward a Community Infrastructure Levy (CIL) Tariff for the area in consultation with the other Worcestershire Authorities. The levy would allow the authority to raise funds from new developments and rates should be set in consultation with local communities and developers and will provide certainty up front about how much money developers will be expected to contribute.

7.2 Charging Authorities must produce a charging schedule setting out the levy's rate in their area, which must strike an appropriate balance between the desirability of funding infrastructure and the potential effects of the levy upon the economic viability of development across their area.

7.3 To progress a tariff we will require evidence about the effect of the levy on economic viability to demonstrate that any proposed rate strikes an appropriate balance. The level of CIL charge must only be set on the basis of viability. We are currently producing viability evidence and if following this, CIL is considered feasible we will produce a draft schedule for consultation in late 2012, with a view to submitting it for Independent Examination by April 2013.

## **8. NEIGHBOURHOOD PLANS**

- 8.1 Neighbourhood Planning is central to the Government's Localism Agenda. The right to produce Neighbourhood Plans is introduced through the Localism Bill and it is anticipated that the Neighbourhood Planning Regulations will be in place by Spring 2012.
- 8.2 As the Local Planning Authority we must provide advice and assistance to Parish & Town Councils or Neighbourhood Planning Forums in unparished areas, should they wish to bring forward a Neighbourhood Plan/Order for their area. We will take an active role in advising and supporting community groups, sharing evidence and information.
- 8.3 Under the Neighbourhood Planning Regulations it is the District Council's role to:
- 1) Consider applications for neighbourhood areas
  - 2) Organise and independent examination for a Neighbourhood Plan/Order
  - 3) Organise a Local Referendum
  - 4) Adopt the neighbourhood plan as part of our Local Development Framework if a majority "yes" vote is secured at the referendum.

## APPENDIX A - Programme Management - Timetable for the Preparation of Local Development Documents

Development Plan Documents	2012												2013											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
*DPD's: Site Allocation; & Kidderminster Central (Area Action Plan)	1							2		3	4	5		6	7									
											5			7										

### Site Allocations & Policies and Kidderminster Central Area Action Plan Update Stages

- 1 Consideration of representations & preparation of pre-submission documents
- 2 Publication for 6 week period
- 3 Submission to Secretary of State
- 4 Pre-examination meeting
- 5 Independent examination
- 6 Receipt of Inspector's Report
- 7 Adoption

\*Note Issues and Options and Preferred Options stages complete

## APPENDIX B – Development Plan Document Profiles

### 1. STATEMENT OF COMMUNITY INVOLVEMENT

#### Overview:

- ❖ Role & Coverage: Sets out how the District Council will involve stakeholders and the local community in the preparation of all Local Development Documents and the consideration of planning applications.
- ❖ Coverage: District-wide
- ❖ Status: Non Development Plan LDD
- ❖ Conformity: Regulations and requirements set out by Government and the District Council's Consultation Strategy 2004  
Town and Country Planning (Local Development Framework) Regulations (2008 as amended)  
Decentralisation & Localism Bill 2011

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#### Key Milestones:

ADOPTED: 27<sup>th</sup> APRIL 2006

REVIEW: 2012/13



## APPENDIX B – Development Plan Document Profiles

### 2. CORE STRATEGY

#### Overview:

- ❖ Role & Coverage: Strategic document setting out the vision and spatial planning framework for the District up to 2026. Includes generic strategy and core policies on subjects including housing; climate change and the environment; economy, town centres, local distinctiveness and transport infrastructure.
- ❖ Coverage: District-wide
- ❖ Status: Development Plan Document
- ❖ Conformity: Regulations and requirements set out by Government  
National Planning Policy

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#### Key Milestones:

ADOPTED: DECEMBER 2010

MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS.

## APPENDIX B – Development Plan Document Profiles

### 3. SITE ALLOCATIONS & POLICIES

#### Overview:

- ❖ Role & Coverage: Identifies the specific sites that will provide for the District's development needs in the period up to 2026, in conformity with the Adopted Core Strategy. It will also designate specific areas for protection/safeguarding during the plan period and include some generic development control policies.
- ❖ Coverage: District-wide
- ❖ Status: Development Plan Document
- ❖ Conformity: Regulations and requirements set out by Government  
National Planning Policy  
Core Strategy

#### Arrangements for Production:

- Organisational Lead: Head of Planning and Regulatory Services
- Political Management: To be adopted by Council  
  
Political responsibility will rest with the Cabinet Member for Place Shaping
- Internal Resources: Planning Policy Manager (60% LDF)  
Principal Policy Officer (70% LDF)  
Senior Forward Planning Officer (80%)  
Policy & Monitoring Officer (60% LDF)  
Planning Technician (40% LDF)  
Head of Planning, Health and Environment  
Regeneration Officer
- Evidence Base Requirements: Strategic Housing Land Availability Assessment (In house)  
Strategic Flood Risk Assessments (Consultants)  
South Housing Market Area Assessment (Consultants)  
Gypsy and Travellers Accommodation Assessment (Consultants)  
PPG 17 Leisure and Open Space Audit (Consultants)  
Retail and Commercial Leisure Study (Consultants)  
Employment Land Review (In house)

## APPENDIX B – Development Plan Document Profiles

Green Infrastructure Audit/Study In House in partnership with  
Natural England)  
Wyre Forest Transport Modelling Study (WCC)  
Viability Assessment (Consultants)

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### Key Milestones:

- |                                 |                        |
|---------------------------------|------------------------|
| i. Commencement of Preparation: | 2010                   |
| ii. Public consultation:        | May 2011               |
| iii. Publication:               | August 2012            |
| iii. Submission:                | October 2012           |
| iv. Pre-hearing meeting:        | November 2012          |
| v. Hearing sessions:            | November/December 2012 |
| vi. Inspector's Report (final): | February 2013          |
| vii. Adoption:                  | February/March 2013    |

## APPENDIX B – Development Plan Document Profiles

### 4. KIDDERMINSTER CENTRAL (AREA ACTION PLAN)

#### Overview:

- Role & Coverage: To provide a detailed planning policy framework, which sets out the strategy and policies for the development of the town's central area, and helps to achieve this regeneration. The KCAAP will help to stimulate regeneration and investment in the town by providing certainty and confidence for potential investors, as well as providing the basis for co-ordinating the actions of a range of public and private sector partners.
- ❖ Coverage: Central Kidderminster including the Town Centre, Horsefair, Comberton Hill, Mill Street and Park Lane.
  - ❖ Status: Development Plan Document
  - ❖ Conformity: Regulations and requirements set out by Government  
National Planning Policy  
Core Strategy

#### Arrangements for Production:

- Organisational Lead: Head of Planning & Regulatory Services
- Political Management: Kidderminster Central (Area Action Plan) to be adopted by Council  
  
Political responsibility will rest with the Cabinet Member for Place Shaping
- Internal Resources: Planning Policy Manager (40% LDF)  
Head of North Worcestershire Economic Regeneration (20% KCAAP)  
Regeneration Officer (70% KCAAP)  
Principal Policy Officer (70% LDF)  
Senior Forward Planning Officer (80% LDF)  
Policy & Monitoring Officer (60% LDF)  
Planning Technician (40% LDF)
- Evidence Base Requirements: Kidderminster Regeneration Prospectus (In House)  
Strategic Flood Risk Assessments (Consultants)  
Strategic Housing Land Availability Assessment (In House)

## APPENDIX B – Development Plan Document Profiles

PPG 17 Leisure and Open Space Audit (Consultants)

Retail and Commercial Leisure Study (Consultants)

Employment Land Review (In house)

Green Infrastructure Audit/Study (In House in partnership with  
Natural England)

Wyre Forest Transport Modelling Study (WCC)

Viability Modelling (Consultants)

Eastern Gateway Concept Study (Consultants)

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### Key Milestones:

- |                                 |                        |
|---------------------------------|------------------------|
| i. Commencement of Preparation: | June 2009              |
| ii. Public consultation:        | May 2011               |
| iii. Publication:               | August 2012            |
| iii. Submission:                | October 2012           |
| iv. Pre-hearing meeting:        | November 2012          |
| v. Hearing sessions:            | November/December 2012 |
| vi. Inspector's Report (final): | February 2013          |
| vii. Adoption:                  | February/March 2013    |

## APPENDIX C - Incorporation of Saved Local Plan Policies into Development Plan Documents

POLICY NUMBER	CORE STRATEGY	SITE ALLOCATIONS & POLICIES	KIDDERMINSTER CENTRAL AREA ACTION PLAN
H.1	✓		
H.2		✓	✓
H.4	✓		
H.5	✓		
H.6		✓	
H.7		✓	
H.9		✓	
H.10	✓	✓	✓
H.11	✓	✓	
H.13		✓	
H.14		✓	
H.15	✓	✓	
H.16		✓	
H.18		✓	
E.1	✓		
E.2	✓	✓	✓
E.3		✓	
E.4		✓	
E.5		✓	
E.6		✓	
E.7		✓	
E.8	✓	✓	
E.9		✓	
E.10	✓	✓	
D.1	✓	✓	✓
D.3	✓	✓	✓
D.4		✓	
D.5	✓	✓	
D.6	✓	✓	
D.7	✓	✓	✓
D.8	✓		
D.9	✓	✓	✓
D.10		✓	
D.11		✓	
D.12		✓	✓
D.13	✓	✓	✓
D.14	✓	✓	✓
D.15		✓	✓
D.16	✓	✓	
D.17		✓	
D.18		✓	
D.19	✓		
AD.1		✓	
AD.2		✓	
AD.3		✓	
AD.5		✓	
AD.6		✓	
NR.1	✓		
NR.2	✓		
NR.3		✓	
NR.4	✓		
NR.5	✓	✓	✓

## APPENDIX C - Incorporation of Saved Local Plan Policies into Development Plan Documents

POLICY NUMBER	CORE STRATEGY	SITE ALLOCATIONS & POLICIES	KIDDERMINSTER CENTRAL AREA ACTION PLAN
NR.6	✓	✓	✓
NR.7	✓		
NR.8	✓		
NR.9	✓		
NR.10	✓		
NR.11		✓	
NR.12		✓	
NR.13		✓	
NR.14		✓	
NR.15	✓		
LA.1	✓	✓	
LA.2	✓	✓	
LA.3	✓	✓	
LA.4	✓	✓	
LA.5	✓	✓	
LA.6	✓	✓	
GB.1		✓	
GB.2		✓	
GB.3		✓	
GB.4		✓	
GB.5		✓	
GB.6		✓	
DR.1		✓	
AG.1	✓	✓	
AG.2	✓	✓	
AG.3	✓	✓	
AG.4	✓	✓	
AG.5	✓	✓	
AG.7	✓	✓	
AG.8	✓	✓	
RB.1		✓	
RB.2		✓	
RB.3		✓	
RB.4		✓	
RB.5		✓	
RB.6		✓	
CH.1		✓	
CH.2		✓	
CH.3		✓	
CH.4		✓	
EQ.1	✓	✓	
EQ.2	✓	✓	
EQ.3	✓	✓	
LB.1		✓	
LB.2		✓	
LB.3		✓	
LB.4		✓	
LB.5		✓	
CA.1		✓	
CA.2		✓	
CA.3		✓	
CA.4		✓	

## APPENDIX C - Incorporation of Saved Local Plan Policies into Development Plan Documents

POLICY NUMBER	CORE STRATEGY	SITE ALLOCATIONS & POLICIES	KIDDERMINSTER CENTRAL AREA ACTION PLAN
CA.6		✓	
AR.1		✓	
AR.2		✓	
AR.3		✓	
HL.1	✓	✓	
ED.1		✓	
NC.1		✓	
NC.2		✓	
NC.3	✓	✓	
NC.5	✓	✓	
NC.6	✓	✓	
NC.7		✓	
NC.8	✓	✓	
TR.1	✓	✓	✓
TR.2	✓	✓	✓
TR.3	✓	✓	
TR.4	✓	✓	
TR.5	✓	✓	
TR.6	✓	✓	
TR.7	✓	✓	✓
TR.8	✓	✓	
TR.9	✓	✓	
TR.10	✓		
TR.11		✓	
TR.12	✓	✓	
TR.13	✓		✓
TR.15	✓	✓	
TR.17		✓	✓
TR.18	✓	✓	
TR.19	✓	✓	
TR.20		✓	
LR.1		✓	
LR.2	✓	✓	
LR.3		✓	
LR.4		✓	
LR.5		✓	
LR.6		✓	
LR.7		✓	
LR.8		✓	
LR.9		✓	
LR.10		✓	
LR.11		✓	
LR.12		✓	
LR.13		✓	
LR.14		✓	
LR.15		✓	
LR.16	✓	✓	✓
LR.17	✓	✓	✓
TM.1	✓	✓	✓
TM.2	✓	✓	✓
TM.3		✓	
TM.4		✓	



## APPENDIX C - Incorporation of Saved Local Plan Policies into Development Plan Documents

POLICY NUMBER	CORE STRATEGY	SITE ALLOCATIONS & POLICIES	KIDDERMINSTER CENTRAL AREA ACTION PLAN
TM.5	✓	✓	
TM.6	✓	✓	
TM.7	✓	✓	
TM.9	✓	✓	
CY.2	✓	✓	
CY.3		✓	
CY.4	✓	✓	
CY.5		✓	
CY.6		✓	
RT.1	✓	✓	✓
RT.2		✓	✓
RT.3		✓	
RT.4		✓	✓
RT.5		✓	✓
RT.6		✓	
RT.7		✓	
RT.8		✓	
RT.9		✓	
RT.12		✓	
RT.13		✓	✓
TC.1	✓		✓
TC.2		✓	✓
TC.3		✓	✓
TC.4	✓	✓	✓
TC.5		✓	✓
KTC.1		✓	✓
KTC.2		✓	✓
KTC.3		✓	✓
KTC.4		✓	✓
STC.1		✓	
STC.2		✓	
STC.3		✓	
STC.4		✓	
STC.5		✓	
STC.6		✓	
IMP.1	✓		



## Overview and Scrutiny Committee

### Briefing Paper

Report of: Peter Bassett, Conservation Officer

Date: Thursday 9<sup>th</sup> February 2012

Open

### Green Street Conservation Area Designation, Character Appraisal and Management Plan

#### 1. Summary

- 1.1 The purpose of this paper is to advise Members of the responses to the consultation undertaken on proposals to designate Green Street as a Conservation Area.

#### 2. Background

- 2.1 The *Planning (Listed Buildings and Conservation Areas) Act 1990 (Section 69)* places a duty upon every local planning authority, from time to time, to determine which parts of their area are areas of special architectural or historic interest the character of which it is desirable to preserve or enhance; and to designate those areas as Conservation Areas.
- 2.2 The effects of designation of a Conservation Area include stricter planning controls over demolition, minor development, the protection of trees, and stricter regulation of new development to ensure it preserves and/or enhances the special character of the Area. In addition, Local Planning Authorities have a duty to draw-up schemes for the enhancement of Conservation Areas.
- 2.3 The Green Street area represents one of the last historic industrial areas of Kidderminster and has considerable heritage townscape value. There are three listed carpet manufactories and a number of prominent landmark buildings including Grade II\* listed Caldwall Hall, Castle Mills, Elgar House and the Pumping Station.
- 2.4 In October 2011, the Cabinet agreed that consultation be undertaken on the proposal to designate a Green Street Conservation Area and that consultation also be undertaken on the Draft Conservation Character Appraisal and Management Plan. A public consultation was undertaken between 3<sup>rd</sup> November and 15<sup>th</sup> December 2011. An explanatory leaflet and covering letter were sent to the occupants of all buildings within or immediately adjacent to the proposed Conservation Area; civic and historical societies; English Heritage; Environment Agency; British Waterways; Historic Environment Planning Advisor;

Worcestershire County Council and local ward councillors. A small exhibition was also displayed at the Kidderminster Hub. The draft character appraisal and management plan was available to view at Kidderminster Library and the Kidderminster and Stourport-on-Severn Hubs and details of the consultation were also on the Council's website. There was also a press release in the Kidderminster Shuttle at the start of the consultation.

### **3. Key Issues**

- 3.1 A total of seven responses were received either by letter or email. These were all very supportive of the designation. A summary of each representation, together with the Director of Planning & Regulatory Services responses and recommendations are set out in the attached schedule (Appendix 2). A meeting was also held with English Heritage to discuss the representations received. In response to these representations it is recommended that minor amendments be made to the boundary. The draft Conservation Area Character Appraisal also suggested a number of additions to the Kidderminster Local List. As a result of the consultation, it is recommended that two additional structures are considered for the Local List and that the areas of two other proposed local listings are extended.
- 3.2 The first proposed addition to the Kidderminster Local List is the former Castle Motor Company in Green Street. This company was founded in 1907 by the Goodwin brothers and is famous for designing the "Castle Three", a 3-wheeler car of which only 350 were made. The firm ceased trading in 1922. On the curved wall opposite the Council Depot the original painted sign can still be seen on the brickwork – CASTLE MOTOR WORKS – LAUGHTON GOODWIN – TEL 355 – ALWAYS AT YOUR SERVICE.
- 3.3 The second suggested addition to the Kidderminster Local List is the remaining wall of the Long Meadow Mill which is largely obscured by the perimeter fencing to B&Q. However, the blue brick wall with its white top and feature arches is still clearly visible from the northern corner of their car park. This wall is clearly seen in the 1890 photograph shown at the front of the Character Appraisal and Management Plan. Although this wall lies outside of the Conservation Area, it is important to preserve this feature and give it protection in case the Long Meadow Mills complex comes up for redevelopment at a future date.
- 3.4 At the former Brinton's Works on Castle Road (now part of Tesco), the boundary of the proposed Locally Listed building has been extended to include the two-storey offices adjacent to the canal and the double-height wall adjacent the River Stour. Although the wall is newly-constructed, it is physically connected to the retained façade and helps to screen the lorry loading area to the rear.
- 3.5 The final amendment to the proposed local list, as a result of the consultation, is to extend the area of designation of the Castle Mills

complex to include the building currently occupied by Kidderminster Carpets and also the wall running along the back of pavement on New Road, curving into Tram Street. This building is topped with modern metal-cladding, which the Management Plan has identified as a negative contributor to the proposed Conservation Area. Internal inspection, however, reveals that the original gables are intact and still visible on top of the wall. The roof associated with these gables, comprises north lights which are characteristic of older industrial buildings in the neighbourhood, and thus there are several historic elements here which are worthy of protection.

- 3.6 A number of respondents suggested that the Conservation Area should be extended northwards to include the northern end of New Road. Whilst it is recognised that the northern part of New Road has considerable historic interest, in that it represents one of the earliest planned expansions of the town centre, this small-scale residential and commercial development is quite different in character to the proposed conservation area. Officers believe that if this area is to be incorporated into a conservation area, it would be better considered along with the eastern end of Worcester Street, Oxford Street and Marlborough Street at some point in the future.

#### **4. Options**

- 4.1 The Committee may wish to:

- Recommend to Cabinet the designation of a new Conservation Area at Green Street as shown on the attached plan.
- Recommend to Cabinet that the owners/occupiers of the buildings and structures it is proposed to include on the Kidderminster Local List be notified of the Council's intention.
- Recommend to Cabinet that the Character Appraisal and Management Plan be adopted.

#### **5. Consultation**

- 5.1 Details of consultation undertaken so far, or consultation planned before Cabinet decision is made (remembering that Scrutiny can be a consultative process).

#### **6. Relevant Council Policies/Strategies**

- 6.1 Adopted Core Strategy  
6.2 Adopted Local Plan  
6.3 Site Allocations and Policies DPD Preferred Options Paper  
6.4 Kidderminster Central Area Action Plan DPD Preferred Options Paper

**7. Wards affected**

7.1 Greenhill

**8. Appendices**

8.1 Appendix 1: Map of Green Street Conservation Area

8.2 Appendix 2: Summary of Representations and Director of Planning & Regulatory Services Responses and Recommendations

8.3 Appendix 3: Green Street Conservation Area: Volume 1: Appraisal and Management Plan: February 2012

8.4 Appendix 4: Green Street Conservation Area: Volume 2: Maps and Photographs: February 2012

*Please note that appendices 3 & 4 have been circulated electronically due to their size.*

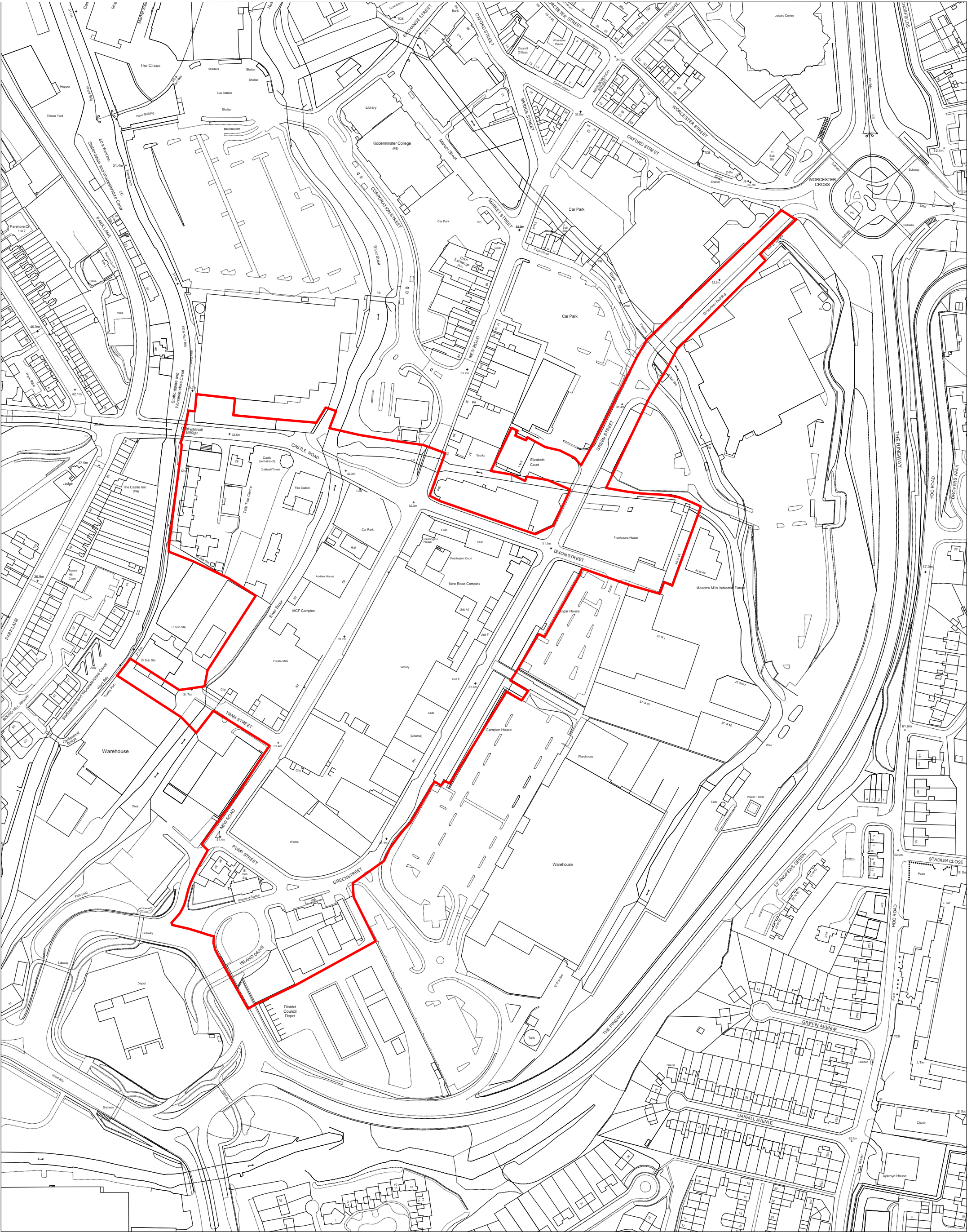
**9. Background Papers**

- English Heritage: *Understanding Place: Conservation Area Designation, Appraisal and Management*, 2011.

**Officer Contact Details:**

Name:	Peter Bassett
Title:	Conservation Officer
Contact Number:	01562-732536
Email address:	peter.bassett@wyreforestdc.gov.uk





**Summary of representations, Director of Planning & Regulatory Services responses and recommendations**

<b>Name</b>	<b>Summary of representation</b>	<b>Director of Planning &amp; Regulatory Services Response</b>	<b>Director of Planning &amp; Regulatory Services Recommendation</b>
Melvyn Thompson	<p>Totally supports proposed conservation area designation, character appraisal and management plan.</p> <p>Supports proposed addition of Frank Stones and Former Brinton's Works to Local List.</p> <p>Suggests that former Castle Road Motors wall and perimeter wall of former Bland's Long Meadow Mill should also be considered for Local List.</p> <p>Suggests that boundary of Conservation Area is extended at Tram Street to include site of former canal basin which was used to bring in coal for boilers.</p> <p>Suggests that conservation area could have included Worcester Cross Factory.</p> <p>Page 10 – Long Meadow Mills was built by Henry and John Jecks Dixon.</p>	<p>Support for conservation area and proposed additions to Kidderminster Local List is welcomed.</p> <p>Agree that these two structures are worthy of inclusion on the Kidderminster Local List.</p> <p>Agree that proposed conservation area boundary should include site of former canal basin.</p> <p>Disagree with suggestion to extend conservation area northwards to include Worcester Cross.</p> <p>Agree that text should be amended.</p>	<p>Add former Castle Road Motors wall and Long Meadow Mill perimeter wall to Kidderminster Local List and notify owners/occupiers</p> <p>Amend boundary to include site of former canal basin.</p> <p>The northern part of New Road together with Oxford Street, Marlborough Street, Prospect Hill and Worcester Street will be considered as a potential conservation area at a future date.</p> <p>Amend text on page 10 at para 4.3.2 as follows:-  <i>In 1854 Long Meadow Mills was opened for Henry and John Jecks Dixon.</i></p>
Steve Braggington	<p>Supports proposed boundary and additions to Local List.</p> <p>Supports management plan re buildings at risk (section 9).</p> <p>Any infill development should be of brick to complement existing buildings.</p> <p>Need to protect remaining historic mills.</p>	<p>Support for conservation area boundary, proposed additions to local list and management plan are welcomed.</p> <p>Would not wish to see brick</p>	

		used exclusively as this could stifle creative design etc.	
Nigel Gilbert	<p>Consider report to be an excellent document. Preservation of area will encourage visitors to carpet museum to look around area.</p> <p>Appreciate reference to New Road brickworks. Would be nice to make building in brick a feature of the conservation area.</p> <p>Suggest that inclusion of northern part of New Road would strengthen Conservation Area rather than detract from it.</p> <p>Para. 4.3.1 – suggest that extra information is added re early development of area and reference to my book ‘History of Kidderminster’ is added to document.</p>	<p>Support is noted.</p> <p>Would not wish to see brick used exclusively as this could stifle creative design etc.</p> <p>Disagree with suggestion to extend conservation area northwards.</p> <p>Agree that this information could be usefully added to the document.</p>	<p>The northern part of New Road together with Oxford Street, Marlborough Street, Prospect Hill and Worcester Street will be considered as a potential conservation area at a future date.</p> <p>Amend para. 4.3.1 2<sup>nd</sup> bullet point as follows:-</p> <p><i>‘this followed on from the purchase of land in 1824 by Blankley Perrins Willis which led to the creation of the commercial area around Oxford Street</i></p> <p>Add to references “A History of Kidderminster” by Nigel Gilbert 2004</p>
Charles Talbot	Kidderminster Carpet Museum Trust is fully supportive of this proposal.	Support is welcomed.	
Nick Hughes	<p>Support proposals.</p> <p>Consider that Northern part of New Road should be considered as potential Conservation Area in the future.</p>	<p>Support is welcomed.</p> <p>Disagree with suggestion to extend conservation area northwards.</p>	<p>The northern part of New Road together with Oxford Street, Marlborough Street, Prospect Hill and Worcester Street will be considered as a potential conservation area at a future date.</p>
English Heritage	Very much welcome proposal but concerned that document is too detailed. Suggest that summary of special interest (para. 3.1-3.5) could be made more prominent.	Support is welcomed. Agree that document can be shortened.	Remove detailed records at Appendix B & C.
David	Suggest series of amendments to boundary.		



Bulmer	<ol style="list-style-type: none"> <li>1. south-west corner adjoining Worcester Road traffic island – amend to include small landscaped area at entrance to New Road.</li> <li>2. house at southern end of New Road – amend to include pavement and grass verge</li> <li>3. western embankment to River Stour north of Tram Street – amend to include embankment adjoining sub-station</li> <li>4. offices at western end of former Brinton's building on Castle Road – amend boundary to include offices at western end of retained façade (also need to amend proposed local listing and corresponding map)</li> <li>5. double height wall at eastern end of former Brinton's building – amend boundary and local listing to include this wall which although new is sympathetic to original façade and helps screen servicing yard from adjoining walkway</li> <li>6. watercourse, embankment trees and grassed area northern side of Castle Road – extend boundary to include this area</li> <li>7. United Carpets and Wood Floors – suggest boundary of conservation area is amended to follow the plot in which this former mill building sits</li> <li>8. industrial building to rear of Phoenix Fireplaces, New Road – suggest this building is included within boundary</li> <li>9. Shipleys building – recommend that boundary is extended to include this building and its plot, with a proviso expressing the desirability of redevelopment or remodelling. Site includes watercourse which is historic feature within area</li> <li>10. Brick wall and building on New Road (Kidderminster Carpets) – management plan identifies this building as a negative feature. However, there are elements of this building which are worth conserving and enhancing. The old brick wall running back of</li> </ol>	<ol style="list-style-type: none"> <li>1. agree</li> <li>2. agree</li> <li>3. agree</li> <li>4. agree</li> <li>5. agree</li> <li>6. agree</li> <li>7. agree</li> <li>8. disagree</li> <li>9. disagree</li> <li>10. agree in part</li> </ol>	<ol style="list-style-type: none"> <li>1. Amend boundary to include small landscaped area at entrance to New Road.</li> <li>2. Amend boundary to include pavement and grass verge adjacent 56/57 New Road.</li> <li>3. Amend boundary to include River Stour embankment adjoining sub-station on Tram Street.</li> <li>4. Amend boundary to include 2-storey offices and include as part of proposed locally listed building.</li> <li>5. Amend boundary and proposed locally listed building to include this double-height wall.</li> <li>6. Amend boundary to include area to rear of petrol filling station.</li> <li>7. Amend boundary to follow plot of Elizabeth Court.</li> <li>8. No change.</li> <li>9. No change.</li> <li>10. Include wall and building as part of proposed local listing for Castle Mills complex. Look to suggest replacement to roof if and when works are required to building.</li> </ol>
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	<p>pavement is topped with modern metal cladding. However, on the inside the original pointed gables are intact and still visible on top of the wall. I recommend that the Management Plan expresses the desirability of removing the metal cladding along the top of the wall to expose the pointed gables and rebuilding the end gable walls in a more sympathetic style.</p> <p>11. New Road, Worcester Street, Oxford Street etc. – urge the Council to consider wider conservation of other areas and buildings in the vicinity, either by extending the boundary of this Conservation Area northwards or by a separate designation. Area contains number of small mid and late nineteenth century buildings which are contemporary with carpet manufacturing premises.</p> <p>12. Description at para. 4.4.1 omits any reference to roof structures of weaving sheds having north lights, which is a key feature of their design. Recommend that penultimate sentence is amended to read: ‘...extensive areas of glass (north lights) to the former weaving sheds and dye houses.’</p>	<p>11. Disagree with suggestion to extend conservation area northwards.</p> <p>12. Agree that text should be amended.</p>	<p>11. The northern part of New Road together with Oxford Street, Marlborough Street, Prospect Hill and Worcester Street will be considered as a potential conservation area at a future date.</p> <p>12. Amend penultimate sentence of para. 4.4.1 to read: ‘...<i>extensive areas of glass (north lights) to the former weaving sheds and dye houses.</i>’</p>
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**WYRE FOREST DISTRICT COUNCIL**

**FEEDBACK FROM CABINET**

**MEETING HELD ON TUESDAY 20<sup>TH</sup> DECEMBER 2011**

**Agenda  
Item No.**

**DECISION**

- 8.2 Recommendation from Overview and Scrutiny Committee, 1<sup>st</sup> December 2011 to recommend to Council:**
- Treasury Management Strategy Statement and Annual Investment Mid Year Review Report 2011/12**
- Recommended to Council: The Treasury Management Mid-year Review Report be approved.**
- 8.3 Recommendation from Overview and Scrutiny Committee, 1<sup>st</sup> December 2011**
- Kidderminster Carpet Museum Trust Request for Cashflow Support (2011)**
- Decision: The request of Cashflow support up to £100,000 in line with the scheme approved by Council for the Carpet Museum Trust, contingent upon a third party being identified to resource the remaining £45,000 of cash flow support be supported.**
- 9.1 Recommendation from Overview and Scrutiny Committee, 1<sup>st</sup> December 2011**
- Local Authority Mortgage Scheme (LAMS)**
- Decision: Cabinet noted the Local Authority Mortgage Scheme and would hold their own debate on how to take the Scheme forward.**

**Overview & Scrutiny Committee 2011/2012  
Work Programme**

**June**

Recommendations from Sports & Leisure Review Panel  
Set up Treasury Management Review Panel  
New Council HQ - update  
Directorate Business Plans – Allocate  
Quarterly Scrutiny Briefings

**July**

Finance update to incorporate progress report on Wyre Forest Forward  
Community Housing Contract - Performance Review  
Co-option of Members

**September**

Recommendations from Recording Equipment, Blogging and Social Media Review  
Scoping Form – Cllr Yarranton  
Qtr exception reporting incorporate directorate business plans  
Flooding & Watercourse Shared Service  
Churchfields Masterplan Supplementary Planning Guidance – adoption  
Responses to current LDF framework consultation  
Gypsy/traveller site allocation

**October**

Waste Management Review  
Finance update to incorporate progress report on Wyre Forest Forward  
New Council HQ - update  
Empty Housing Strategy  
Green Street Conservation Area Designation – Consultation  
National Planning Policy Framework Consultation from CLG

**November**

Worcestershire Health & Overview Scrutiny Committee - Update  
Homelessness Review (Review of Housing Advice & Homelessness Contract)  
Universal credits replacing housing benefit.  
Qtr exception reporting incorporate directorate business plans  
Grants to Voluntary Bodies  
South Worcestershire Development Plan Preferred Options Consultation  
(Recommendations from LDF)  
Constitution – Call In  
Future Community Safety Partnership Arrangements  
Eastern Gateway Feasibility Study  
Worcestershire Regulatory Services Enforcement Policy  
Recommendations from Waste Review Panel

**December**

Update on the fire in the retail premises in Kidderminster Town Centre  
New Council HQ - update  
Budget Review Panel – Terms of Reference  
Crime & Disorder – update  
Treasury Management Strategy Statement and Annual Investment Strategy Mid Year  
Review Report 2011/12 (Recommendations from Treasury Management Panel)

**January**

Gypsy, Traveller and Travelling Showpeople Site Allocation Consultation Responses  
(Special Meeting)

**February**

Recommendations from Grants to Voluntary Bodies Review Panel

- \* Qtr exception reporting incorporate directorate business plans
- \* Delivering the Equality Act 2010
- \* Consultation of Financial Strategy 2012-15 (Recs from Budget Review Panel)
- \* Treasury Management Strategy Statement Minimum Revenue Provision and updated Prudential Indicators (Recs from Treasury Management Panel)
- \* South Kidderminster Local Development Order (LDO)
- \* Revised Local Development Scheme (LDS)
- \* Green Street Conservation Area Designation – Adoption

**March**

- \* Carbon Management Plan
  - \* My Street, My Community
  - \* Worcestershire Homelessness Strategy (Consultation draft strategy)
- Gypsy and Traveller Policy Wording

**April**

- \* Qtr exception reporting incorporate directorate business plans
- Tracking Recommendations
- \* Extra Care Strategy

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**June 2012**

LDF Development Plan Documents

- \* Work programme forms rec'd