

Open

Overview & Scrutiny Committee

Agenda

6 pm
Thursday, 8th March 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	
Councillor J Baker	Councillor G W Ballinger
Councillor A J Buckley	Councillor N Gale
Councillor J Greener	Councillor I Hardiman
Councillor J A Hart	Councillor V Higgs
Councillor J Holden	Councillor D J McCann
Councillor A M Sewell	Councillor D R Sheppard
Councillor S J Williams	

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 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council
Overview & Scrutiny Committee

Thursday, 8th March 2012

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

Part 1 Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members 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.	
3.	Declarations of Interest 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.	
4.	Minutes To confirm as a correct record the Minutes of the meetings held on the 30 th January 2012, 8 th February 2012 and 9th February 2012.	5
5.	My Street, My Community To consider a report from Councillors H E Dyke, M J Hart and M Price on the development and delivery of 'My Street, My Community' which is a behavioural change project within the Council's Wyre Forest Forward Programme.	21
6.	Wyre Forest District Local Development Framework (LDF): Draft Policy Wording for Potential sites for Gypsies, Travellers and Travelling Showpeople To consider a report from the Senior Forward Planning Officer which provides draft wording for the Site Allocations and Policies Development Plan Document.	25
7.	Wyre Forest District Council's Carbon Management Plan To consider a report from the Principal Health and Sustainability Officer on the proposed Wyre Forest District Council Carbon Management Plan. <i>The appendix to this report has been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>	39

8.	Worcestershire Homelessness Strategy To consider a report from the Principal Strategic Housing Officer on the draft Worcestershire Homelessness Strategy 2012-16. <i>The appendix to this report has been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>	43
9.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from 31 st January 2012 and 21 st February 2012.	47
10.	Work Programme 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.	55
11.	Press Involvement To consider any future items for scrutiny that might require publicity.	
12.	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.	
13.	Exclusion of the Press and Public 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

14.	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.	
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WYRE FOREST DISTRICT COUNCIL
OVERVIEW & SCRUTINY COMMITTEE
CIVIC HALL, CIVIC CENTRE, STOURPORT-ON-SEVERN
MONDAY, 30TH JANUARY 2012 (6.00PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), J Baker, A J Buckley, N Gale, J Greener, I Hardiman, J A Hart, V Higgs, J Holden, D J McCann, A M Sewell, D R Sheppard, N J Thomas and S J Williams.

Observers

Councillors: J-P Champion, N J Desmond, D R Godwin, C D Nicholls, F M Oborski, T L Onslow, J W Parish, J Phillips, M A Salter, J A Shaw and G C Yarranton.

The Chairman welcomed everybody to the meeting and reminded them it was a Council meeting being held in public and not a public meeting. There were a number of members of the public who had registered to speak and no further speakers would be heard.

OS.89 Apologies for Absence

Apologies for absence were received from Councillor G W Ballinger.

OS.90 Appointment of Substitutes

Councillor N J Thomas was appointed as a substitute for Councillor G W Ballinger.

OS.91 Declaration of Interests

No declarations of interest were made.

OS.92 Wyre Forest District Local Development Framework (LDF): Potential Sites for Gypsies, Travellers and Travelling Showpeople Consultation Responses

The Committee considered a report from the Director of Planning and Regulatory Services on the level and detail of consultation responses received to the recent consultation on potential gypsy, traveller and travelling showpeople sites, including the identification of alternative sites.

The Planning Policy Manager led Members through the report and outlined the background for the need of pitches within the District. Members were advised that at the time of the consultation on site allocations there had already been 7 pitches granted planning permission at Meadow Park, Stourport-on-Severn reducing the requirement to a net of 23 pitches up to 2013.

It was noted that Officers were in contact with the family of travelling showpeople who currently reside in the District to discuss the allocation of one family plot as the landowner of the site they currently occupied had asked them to vacate.

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The Chairman invited the first registered speaker, Shirley Nunn, to address the Committee.

Mrs Nunn asked the Council why had Stourport Road, Bewdley been taken out when it had received the most support of all the sites identified, and why the sites on Stourport common were been supported as they were in a flood zone. In addition she asked why all the favoured sites were on industrial estates, did travelling children not count? Mrs Nunn added that in Summer 2011, it had cost thousands of pounds to move Irish Travellers off land in Spennells, Kidderminster and they then moved to the Stourport Road site and asked why she had not been given support in moving these people on. Why did the Council not authorise the site so that it could be manned properly?

In response to a Members question regarding consultation with local businesses and the gypsy community in the Sandy Lane area, the Director of Planning and Regulatory Services confirmed that the six week consultation period had been very high profile and there had been ample opportunity for businesses and travellers to have input into it.

A Member had concerns that the Sandy Lane (Stourport) area was becoming overcrowded and businesses were suffering and felt that other areas in Worcestershire should take on the provision for gypsies and travellers.

Members felt that once the process had been finalised and the sites in the Sandy Lane area legalised, there should be no further development of pitches in the area.

The Committee agreed the sites at Stourport Road (Bewdley), Sion Hill (Kidderminster), Lea Castle (Cookley) and Manor Farm (Stourport-on-Severn) be disregarded from any further considerations and the sites at Nunn's Corner Stourport-on-Severn and The Gables Yard, Stourport-on-Severn be carried forward for allocation in the Site Allocations and Policies Development Plan Document. It was also agreed the Statement of Consultation set out in Appendix 1 of the report be noted and agreed for publication.

The Chairman of the Local Development Framework Review Panel, led Members through the recommendations from the Panel meeting held on 16th January 2012. Members were asked to consider the alternative sites identified in two separate groups; ALT 1, 2 and 3 and ALT 25, 4, 20 and 24.

She added that ALT 2 was an existing gypsy site with planning permission, the owners had confirmed, with minor configurations, the site would accommodate a further two pitches, ALT 3 was a vacant site and the land owners had requested the site be endorsed for further consultation.

Members were advised that a condition of the recommendations from the Local Development Framework Review Panel for the sites, Alt 25, 4, 20 and 24, was that Officers would confirm by the date of the Special Overview and Scrutiny Committee meeting that the sites were available and deliverable. It had been confirmed that the conditions had not been met, therefore the sites should be disregarded from any future considerations.

The Chairman invited the second registered speaker, Jared Oakley, to address the Committee.

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Mr Oakley spoke in respect of the site at Clows Top, as the site had been added and removed from the list several times and asked for how long it would remain off the list and where did the residents stand? He asked if it would be back on the list in three months time?

The Chairman advised the Committee that the recommendations from the meeting would be presented to the Cabinet meeting on Tuesday 31st January, where a final decision would be made.

The Director of Planning and Regulatory Services added that until the final documents were submitted to Council in July 2012 for approval and then submitted to the Secretary of State for public inquiry, land owners were entitled to continue to promote their sites.

The Committee agreed in line with the recommendations from the Local Development Framework Review Panel that the alternative sites for ALT 1, 2 and 3, be taken forward to the next phase of consultation and the sites for ALT 25, 4, 20 and 24 be disregarded from any further considerations as availability of the sites could not be confirmed.

The Planning Policy Manager led Members through the next steps of the process and outlined the need to consider draft wording in relation to a criteria based site provision policy for Travelling Showpeople and for determining planning applications for further gypsy and traveller sites.

Councillor T Onslow left the meeting at this point.

In response to a Members query, the Director of Planning and Regulatory Services referred Members to page 6 (2.6) of the Overview & Scrutiny Committee agenda which provided a summary and timeline of the need for pitch provision within the District

The Committee agreed draft policy wording be considered by the Local Development Framework Panel and recognise the desire of the Committee to see no further pitches being developed in the Sandy Lane area of Stourport-on-Severn.

Agreed: Recommend to Cabinet:

- 1. The sites at Stourport Rd (Bewdley), Sion Hill (Kidderminster), Lea Castle (Cookley) and Manor Farm (Stourport-on-Severn) be disregarded from any further considerations.**
- 2. The sites at Nunn's Corner Stourport-on-Severn and The Gables Yard, Stourport-on-Severn be carried forward for allocation in the Site Allocations and Policies Development Plan Document.**
- 3. The Statement of Consultation set out in Appendix 1 of the report to the Overview and Scrutiny Committee be noted and agreed for publication.**
- 4. In line with the recommendations from the Local Development Framework Review Panel, the following alternative sites be taken forward to the next phase of consultation:**

Site Number	Location
ALT.1	Land opposite the Gatehouse, Sandy Lane Industrial Estate
ALT.2	1A Broach Road, Sandy Lane, Stourport-on-Severn
ALT.3	28-29 Sandy Lane, Stourport-on-Severn

5. The following sites be disregarded from any further considerations:

Site Number	Location
ALT.25	Hoobrook Trading Estate, Kidderminster
ALT.4	Land off Wilden Lane, Stourport-on-Severn
ALT.20	Ex Yieldingtree Packing Site nr Churchill
ALT.24	Clows Top Garage Site

6. The Local Development Framework Panel to consider draft wording in relation to a criteria based site provision policy for Travelling Showpeople and for the future determination of planning applications for gypsy and traveller sites within the Site Allocations and Policies Development Plan Document, recognising the desire of the Overview and Scrutiny Committee to see no further pitches being developed in the Sandy Lane area of Stourport-on-Severn.

There being no further business, the meeting ended at 7.02pm.

WYRE FOREST DISTRICT COUNCIL

SPECIAL OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, CIVIC CENTRE, STOURPORT ON SEVERN.

WEDNESDAY, 8TH FEBRUARY 2012 (6.00PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), J Baker, G W Ballinger, N Gale, I Hardiman, P B Harrison, J A Hart, V Higgs, J Holden, H J Martin, D J McCann, D R Sheppard, S J Williams, and G C Yarranton.

Observers

Councillors: M Ahmed, N Desmond, M J Hart, M B Kelly, F M Oborski, and J A Shaw.

OS.93 Apologies for Absence

Apologies for absence were received from Councillors: A J Buckley, J Greener, and A M Sewell.

OS.94 Appointment of Substitutes

Councillor P B Harrison was a substitute for Councillor A Buckley, Councillor H J Martin was a substitute for Councillor A Sewell and Councillor G C Yarranton was an substitute for Councillor J Greener.

OS.95 Declaration of Interests

No declarations of interest were made.

OS.96 Future Arrangements for the Management of Sports and Leisure Centres

The Committee received a copy of the report entitled "Future Arrangements for the Management of Sports and Leisure Centres" and documentation that was presented to the Sports & Leisure Centre Review Panel.

The meeting was opened by a presentation from the Cultural Services Manager. The purpose of the presentation was to summarise the steps that the Council had taken to date on the future arrangements for the management of sports and leisure centres.

To facilitate the meeting the Chairman agreed to take questions from Members so that a distinction could be made between open and exempt issues. Members outlined the questions they wished to ask in advance of the debate, which were as follows;

- How had the decisions been made on the mix of facilities at the new facility, in particular pools, and climbing walls?
- The assumptions that had been made about possible community asset transfers.
- The future use of the sites at Stourport on Severn and Bewdley.
- The reduction in the number of badminton courts to six from current availability of eight courts at the Glades.
- Who took part in the consultation and outcomes.
- The cost effectiveness of the refurbishment of the Glades and the installation of a new tank.

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- The tendering process and the effect on funding on disposing of the Glades.

18:15 Councillor M Hart joined the meeting.

Members were reminded by the Director of Community and Partnership Services that the debate and decision not to refurbish the Glades had been recommended by the Scrutiny committee as part of the review.

Members were advised that the mix of facilities had been indicated in the Cabinet report and were based upon the facilities needed in the district, balanced with affordability and the budgets available. However there was scope to look at a different facility mix if required. Moreover, the income generated from the outside five a side pitches and their location outside enabled greater flexibility of indoor space. Further, that any reduction in fitness stations would reduce revenue and the proposed mix of facilities was revenue neutral.

Members were advised that a climbing wall could be a feature but where other centres had them they ran them on a franchise basis that was managed separately from the centre.

In response to the possibility of a Community Asset Transfer (CAT) Members were advised that a CAT could still be possible and that meetings with Wychavon Leisure were being undertaken.

18:25 Councillor N Desmond joined the meeting.

In response to a question regarding the current facilities at Stourport as part of Stourport Sports Association, Members were advised that the Rugby and Cricket clubs wish to relocate due to planning designation for the relief road.

Members were informed that the state of the buildings rather than the cost effectiveness of the activities predicated the decision, as the centre needed so much work done to it to make it a sustainable facility. Generally, dry-side activities are more profitable than wet. Further work would be needed to calculate any costings if a CAT were to take place and how this would effect the overall viability of a new build.

In response to a question regarding the number of courts, Members were advised that although eight courts were more preferable and offered a better space for events, this had to weighed up against finance, with a larger facility being more costly, this was mitigated by the outside five a side pitches which provide more flexibility with programme.

In response to a question regarding the swimming pool at Stourport, Members were informed that there had been extensive discussions with Wyre Forest Swimming Club, and the Club had decided that they would prefer that money be invested in a new facility rather than the pool at Stourport; they would like an eight lane pool rather than six. Moreover, that the pool in Stourport was not the only facility that they used and they did use other facilities in the District.

Further debate ensued, and a Member recalled the history that was attached to the Glades, in particular how it had once attracted larger sporting and entertainment events. Moreover that the Glades should be retained and refurbished, as it was central in the District and offered ample parking for visitors. In particular a new tank

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and pool should be installed at the Glades, together with the roof being repaired and the current proposals were ultimately a down grading of leisure facilities.

Members were advised that the key driver was the need to consider the future sustainable leisure provision in the District and that it was not just about the Glades needing refurbishment. Evidence had shown that the usage increased in a new facility as it would be modern and fit for purpose. Moreover the DC Leisure contract was drawing to a close and that the Council had started to look at the future arrangements for sports and leisure centres over two years ago.

Further, that a study by DC Leisure had shown that it would cost £9m to put in a new pool and reconfigure the Glades leisure centre. If the refurbishment option was progressed this would cost the Council £211k per annum in additional revenue costs. The public were expecting better quality leisure facilities and it had been demonstrated elsewhere that visitor numbers would increase with new facilities.

A discussion then ensued on the procurement processes, and in particular restrictive tendering and competitive dialogue. In response, Members were advised that both options had been explored and there was less risk associated with restrictive tendering, and it was less protracted. Moreover it would be the same companies that would be involved regardless of the tendering process that was used.

It was confirmed that the existing contract with DC Leisure comes to an end in March 2013 and would be extended with a six month withdrawal period from when the extended contract had been agreed. Members debated the recommendations and felt that it should be explicit that the contract be extended. Further, that DC Leisure were kept informed of the possible closure date due to them taking bookings etc.

Following further debate, Members were advised that DC Leisure would be afforded no advantage as the current contract holders in the future tendering process. It was beneficial to the Council to extend the current contract rather than to begin a tendering process for what could be a relatively short period of time, from April 2013. Further that DC Leisure were content to sign the extension to the current contract.

Members were advised that re-configuring the Glades had been considered and that it was an expensive and complicated process. Further debate on this topic continued and it was concluded that this was not an option that could be progressed.

A Member voiced their concern on the possibility of losing facilities in Stourport should there be no CAT, moreover how much time would be allocated to the swimming club in a new build. In response Members were advised that there would be less time for the Club than was currently available, however there would be a teaching pool and programmes would be in place to maximise the pool use. Additionally Wyre Forest Swimming Club already used other swimming pools. A Member asked whether even if there was no CAT, whether the site could be reserved for other community sports use, even if it was just the site following demolition.

In response to a question Members were advised on the progress of the Kidderminster Central Area Action Plan and the weight it would be given in future planning matters.

In response to a question regarding how long the centres had been closed due to repair or maintenance issues over the last 12 months, the Cultural Services Manager

agreed that she would write to the Member with the information.

Decision:

Recommend to Cabinet:

- 1. In order to meet the future needs of the District as this is the most affordable and sustainable option a new leisure centre based on Option 3, including a swimming pool, should be progressed,**
- 2. That to enable the provision of at least one swimming pool in the District by the Council until such time as a new leisure centre is built, that the current contract with DC Leisure be extended for 3 years, with an option to terminate at 6 months notice.**
- 3. Wyre Forest Glades Leisure Centre closure will be the earliest of:**
 - (a) when a new leisure centre is complete; or**
 - (b) if the site needs to be vacated in order to allow its development by any purchaser of the site; or**
 - (c) the end of the 3 year extension to the current contract in March 2016;****but not before 30th September 2013 in any case.**
- 4. Stourport Sports Centre will cease to be operated by Wyre Forest District Council when the new leisure centre is complete or at the end of the 3 year extension to the current contract in March 2016 if an asset transfer has not been possible and that further consideration should be given for the continued use of the site for community sport (not to exclude use by any commercial sports providers);**
- 5. The transfer of Bewdley Leisure Centre and playing fields should be secured and a negotiated withdrawal from the dual use agreement;**
- 6. The Director of Planning and Regulatory Services and the Director of Legal and Corporate Services in consultation with the Cabinet Member for Community Well-being be authorised to enter into negotiations for the acquisition of the preferred site for the new leisure centre identified in Exempt Appendix 1.**
- 7. Following acquisition of the site the appropriate Directors in consultation with the Cabinet Member for Community Well Being, commence the procurement exercise using the restricted procedure for a Design Build Operate Maintain (DBOM) contract for the build and operation of the new leisure centre.**
- 8. That the Capital and Revenue Budgets associated with Option 3 as set out in Section 5.3 of this report and Exempt Appendix 2 be approved and included in Cabinet's final budget strategy proposals in February (exact phasing to be confirmed together with final costs following site acquisition and competitive procurement).**

Decision: 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 items of business on the grounds that they involve the likely disclosure of “Exempt Information” as defined in paragraphs 2, 6 and 7 of Part I of Schedule 12A of the Act.

OS.98

The following proceedings were considered after the press and public had been excluded from the meeting due to the commercial sensitivity of the matters being discussed.

Members discussed alternative sites for the new Leisure Centre and concerns were raised about the location and access, in particular the congestion that may be caused on a major arterial route and the provision of public transport. Further that floodlighting and late night activities could have detrimental effect on local residents.

The benefits of another option were debated and some Members felt that another site would meet the needs of residents who lived in another area who could benefit substantially from having a new leisure centre situated in their community.

In response to the points raised Members were advised that bus routes and other methods of transport could be catered for. Moreover, that there were air quality issues and traffic impacts on the proposed second alternative. In addition the location of the new Leisure Centre would have an impact on the revenue stream. However there were three sites to be considered, albeit that one was more preferable to the others.

19:32 Councillor Harrison left the meeting

Further debate ensued on the merits and drawbacks of potential locations for the Leisure Centre in particular any timing and linkage to other regeneration projects within Kidderminster.

19:36 Councillor Harrison returned.

Members were advised that traffic studies would be undertaken together with other expert advice, however there were other considerations that had to be balanced.

Further debate ensued on additional suggested alternatives; however Members were advised that these options had been considered and that they were not viable for the reasons explained. Moreover, bus routes could be diverted if necessary. Members were again reminded that the proposals were about delivering a sustainable future for leisure provision, that the Council could not afford to maintain the current centres, and that refurbishment would have greater cost implications.

In response to questions regarding the consultation that had been undertaken, Members were advised that this was a snapshot, and that the return rate was similar to other consultations carried out by the Council.

Debate ensued and the Cabinet Member for Environmental Services responded to some of the points raised reassuring Members that each option would be given full consideration.

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During the following discourse Councillor J Hart left the meeting at 20:15 and returned at 20:18.

A Member raised their concerns regarding the decision making process and options that contained within the report.

Members then discussed each of the proposals in turn.

There being no further business the meeting ended at 20:50.

**WYRE FOREST DISTRICT COUNCIL
OVERVIEW & SCRUTINY COMMITTEE**

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

THURSDAY, 9TH FEBRUARY 2012 (6 PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), J Baker, G W Ballinger, A J Buckley, N Gale, J Greener, I Hardiman, J A Hart, V Higgs, D J McCann, M A Salter, A M Sewell, D R Sheppard and S J Williams.

Observers

Councillors: N J Desmond, M J Hart, F M Oborski, T L Onslow, J Phillips and J A Shaw.

OS.99 Apologies for Absence

Apologies for absence were received from Councillor J Holden.

OS.100 Appointment of Substitutes

Councillor M A Salter was appointed as a substitute for Councillor J Holden.

OS.101 Declaration of Interests

Councillor J Greener declared a prejudicial interest in agenda item 7 – Recommendations from the Grants to Voluntary Bodies Review Panel, as she is a Board Member on the Citizens Advice Bureau.

Councillor M A Salter declared a prejudicial interest in agenda item 7 – Recommendations from the Grants to Voluntary Bodies Review Panel, as he is a Trustee of the Age Concern Organisation.

Councillor V Higgs declared a personal interest in agenda item 7 – Recommendations from the Grants to Voluntary Bodies Review Panel, as she works for Age Concern.

Councillor D R Sheppard declared a prejudicial interest in agenda item 7 – Recommendations from the Grants to Voluntary Bodies Review Panel, as he is the Stourport Town Council representative on the Management Committee of Stourport Day Centre.

Councillor T Ingham declared a prejudicial interest in agenda item 12 – Green Street Conservation Area Designation, Character Appraisal and Management Plan, as he owns property within the boundary of the proposed conservation area.

OS.102 Minutes

Decision: The minutes of the meeting held on 1st December 2011 be confirmed as a correct record and signed by the Chairman.

OS.103 Public Sector Equality Duty Objectives

The Committee considered 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.

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 5th 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.

Members discussed the draft objectives set out on page 10 of the report and it was felt the second objective; “ensuring the Council’s commitment to equality and diversity is embedded in its strategies and policies”, should already be happening. The importance of the first objective listed was noted, however, it was felt that in order for the Council to achieve this they must ensure that the third objective listed was also taken forward.

Decision: Recommend to Cabinet:

To recommend 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, and by promoting good parenting skills and providing support and advice to families from relevant partner agencies and schools.**

OS.104 How Are We Doing? Priorities Performance Update

A report was considered from the Temporary Policy and Performance Officer on the performance of the Council, including its Priorities, for quarter 3 (from 1st October to 31st December 2012).

The Committee were led through the report and advised that Members had been allocated Directorate business plans to monitor but no updates were given by individual Members.

The empty shop grants was raised due to it being off target. A Member asked if the grant information was circulated to estate agents outside of the district and also if the information was circulated to shopping centres within the Wyre Forest area. If this did not appear to be the case, Members asked for this to be actioned. The Temporary Policy and Planning Officer agreed to provide the information to Members.

A Member expressed concern over several of the Environmental Maintenance targets not being met. The issue raised was why the comments column had not been updated since July 2011, therefore Members could not ascertain what progress had been made. The Cabinet Member for Environmental Services provided an update on the restructure within the Team and assured Members that work to address the issues would commence.

Agreed:

- **The report be noted.**

- **The Temporary Policy and Performance Officer to provide information relating to the empty shop grants.**

Councillors J Greener, M Salter and V Higgs left the meeting at this point, (6.20pm).

OS.105

Recommendations from the Grants to Voluntary Bodies Review Panel

A Member of the Panel advised the Committee that the review undertaken was to produce a grant giving strategy that focused the allocation of resources on delivering Council priorities as outlined in the Council Corporate Plan and to produce a methodology for reducing the grant by 17% by 2015.

Councillor D R Sheppard declared a prejudicial interest at this point and left the meeting, (6.34pm), as he is the Stourport Town Council representative on the Management Committee of Stourport Day Centre.

Agreed: Recommend to Cabinet:

- 1. The general grant funding allocation from 1st April 2012 to 31st March 2015 should be targeted at meeting the needs of as many individuals across the District as possible. The grant funding should reflect the Council priorities of improving Community Well Being and Securing the Economic Prosperity of the District. In order to give stability to those organisations receiving grant funding, it should be given for a 3 year period.**
- 2. The allocation of grant funding should also reflect the ageing population in the District.**
- 3. It is recommended that the following grant allocations cease with effect from:**
 - 1st April 2012:**
 - £1,000 pump priming grant
 - £1,000 emergency grant
 - 1st June 2012:**
 - £1,000 Community Action Wyre Forest
 - £2,960 Relate Worcestershire
- 4. The grant funding should be allocated for a three year period, on a reducing basis, on an equal percentage reduction of 16.5% in 2012/13, 8.3% in 2013/14 and 9.0% in 2014/15 with effect from 1st June 2012.**
- 5. The following organisations will continue to receive funding in line with recommendations 1, 2 and 3 above:-**
 - Citizens Advice Bureau
 - Stourport Day Centre
 - Castle Road Day Centre
- 6. It is recommended that rent support to organisations remains unchanged.**
- 7. The inflationary uplift to Citizens Advice Bureau should cease with effect from 2012/13.**
- 8. At the end of the three year grant giving period and subject to the funds**

still being available, the Council will widely advertise the available grant and the criteria for organisations to apply for funding.

- 9. It is recommended that the Council publicise the Worcestershire County Council scheme when it is finalised which is aimed at supporting the development of community and voluntary organisations. The Council should help to promote the scheme which will make £750,000 available over the next three years.**

Councillors J Greener, M Salter, V Higgs and D Sheppard returned to the meeting and Councillor T Onslow left at this point, (6.38pm).

OS.106 Recommendations from the Budget Review Panel – Consideration of Financial Strategy 2012 / 2015, Cabinet Proposals and Alternative Budget Proposals

The Committee considered the findings of the Budget Review Panels scrutiny of the Cabinets Financial Strategy and alternative budget proposals from the opposition groups.

Members discussed the amendments to the budget proposals submitted by the Independent Community and Health Concern Group following the Budget Review Panel meeting, and were reminded that amendments could be made at any stage for discussion up to the final decision being made by Council.

Agreed: Recommend to Cabinet:

Having considered the Cabinet proposals, and amendments from the Independent Community and Health Concern, Labour and Liberal and Independent Groups, the Overview and Scrutiny Committee is satisfied that the proposals are all clear, achievable and financially sound.

OS.107 Recommendations from the Treasury Management Review Panel

The Committee considered recommendations from the Treasury Management Review Panel of 24th January 2012.

- 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

Agreed: 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 1st April 2012 to 31st 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.**

The Chairman announced that the Director of Resources would be leaving the Authority at the end of February and this was the last Overview and Scrutiny meeting he would attend. He was thanked for all his advice and hard work given to the Scrutiny Committees which had proved to be invaluable.

OS.108 South Kidderminster Enterprise Park, Local Development Order (LDO) – Consultation Document

The Committee considered a report from the Senior Forward Planning Officer on the proposed consultation draft Local Development Order Document which was planned to be implemented within the South Kidderminster Enterprise Park area. The order 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.

Members expressed concern over the potential lack of development control, it was noted the life time of the order would be three years and after that period a review of the system would take place.

Agreed: Recommend to Cabinet:

- 1. That the Local Development Order Consultation document, as attached at Appendix 1 to the report to the Overview and Scrutiny Committee on 9th February 2012 is approved for consultation purposes.**
- 2. If adopted, Members are kept informed of developments carried out under the order by way of the weekly planning list.**

OS.109 Wyre Forest District Local Development Framework (LDF): Revised Project Plan (Local Development Scheme)

The Committee considered a report from the Planning Policy Manager which outlined the proposal for the revision of the Local Development Scheme. Members were advised that as outlined by the Government, Councils must continue to prepare and maintain a Local Development Scheme, specifying the documents that will be Development Plan Documents (DPDs).

The Local Development Scheme was last reviewed in August 2008, prior to the Adoption of the Core Strategy in December 2010. It was 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.

The Chairman of the Local Development Framework Review Panel thanked the Planning Policy Manager and her team for all their hard work undertaken on the Local Development Framework and acknowledged that there was still a lot of work to take forward.

Agreed: Recommend to Cabinet:

- 1. Endorse the proposed Revised Local Development Framework Project Plan 2012-15 (LDS) as set out in Appendix 1 of the report to the Overview and Scrutiny Committee of 9th February 2012.**

Councillor T Ingham left the meeting at this point, (7.35pm).

OS.110 Green Street Conservation Area Designation, Character Appraisal and Management Plan

The Committee considered a report from the Conservation Officer which advised Members of the responses to the consultation undertaken on proposals to designate Green Street as a Conservation Area.

Members were led through the report and advised that the consultation responses received had been very positive. Members thanked the Conservation Officer for all the hard work which had gone into the report and it was evident very extensive research had been undertaken. It was agreed the background and history of the buildings and points of interest be collated and made available for display in the Carpet Museum and local library.

Agreed: Recommend to Cabinet:

- 1. The designation of a new Conservation Area at Green Street as shown on the plan attached to the report to the Overview and Scrutiny Committee on 9th February 2012.**
- 2. 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.**
- 3. The Character Appraisal and Management Plan be adopted.**
- 4. The background and history of the buildings and points of interest within the area collated as part of the report be made available for display in the Carpet Museum and local library.**

Councillor T Ingham returned to the meeting at this point, (7.56pm).

OS.111 Feedback from Cabinet

Agreed: The content of the Cabinet action list, following consideration of the recommendations from 20th December 2011 be noted.

OS.112 Work Programme

Agreed: 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 be noted.

There being no further business, the meeting ended at 7.57pm.



Overview & Scrutiny Committee

Briefing Paper

Report of: Councillors H E Dyke, M J Hart and M Price
Date: Thursday, 8th March 2012
Open

My Street, My Community

1. Summary

- 1.1 To consider the development and delivery of '**My Street, My Community**' which is a behavioural change project within the Council's Wyre Forest Forward Programme.
- 1.2 Councillors H Dyke, M Hart and M Price were assigned as Member leads for the project at the meeting of Group Leaders on 10th January 2012.

2. Background

- 2.1 There is a growing body of evidence that councils investing in behavioural change programmes can achieve savings of 15 – 20% by re-designing services to fit with citizen motivations (New Local Government Network report on Changing Behaviours <http://www.nlgn.org.uk/public/2011/changing-behaviours-opening-a-new-conversation-with-the-citizen/>).
- 2.2 Councils are using behavioural change to develop a more sustainable model for public services that avoids the mismatch between 'one size fits all' public service provision and what citizens want and need. However, in order to secure such outcomes there needs to be a good understanding of the public's values and motivations.
- 2.3 To start to consider this council's approach to behaviour change, a small group of WF20 officers have looked at how we could package a number of behaviour change ideas so we can achieve maximum effect from any contact with our customers rather than approaching them multiple times with different initiatives. These discussions led to the concept of '**My Street, My Community**' whereby residents in an area can sign up to a charter which would cover things they could do together as a community e.g. litter picking, maintaining any waste grassland, pulling out bins for those residents who need assistance etc as well as things they could do as a household/individual e.g. pay for their council tax by direct debit, fill in the electoral roll form first time so no reminder has to be sent. Each item on the charter would have a financial value put against it so the community would know how much

money they were helping the council to save, both collectively and individually. We would suggest piloting this approach in one or two areas first to test that the concept works before training up champions from the area(s) to assist with rolling it out elsewhere. An “area” could be a street, an estate (or part of an estate) or potentially a wider area such as a parish.

- 2.4 It would be important to integrate the initiative with the role of the councillor in the community and the localism agenda. Members may wish to consider piloting the scheme in an area of highest need to build on the work already done and to utilise the additional community support infrastructure that is in place.
- 2.5 We would also need to explore how the efforts of the community could be rewarded e.g. through some type of loyalty card. A case study on the approach being followed in Birmingham is detailed below (we need to establish what funding the council is providing to Nectar card to deliver the points). Alternatively, we could make a lump sum available to fund a community event or project. We would need to ensure the cost to the council would be less than the overall savings achieved in order to make the scheme beneficial and sustainable. The option of making reductions to council tax bills could also be considered (subject to the same constraint).

Case study - use of Nectar Points for rewarding residents

Birmingham City Council is currently piloting two schemes whereby residents are awarded nectar points for their efforts. The Leisure Trial Scheme started on 1 September 2011 and runs until the end of March 2012. It aims to increase leisure and fitness activities at the Erdington Leisure Centre and to encourage more healthy and active lifestyles. Every time you visit and participate in a leisure activity at the above Centre you will receive 25 Nectar points. An additional 100 bonus points can be collected if you become an adult leisure card member or a Your Choice (direct debit) member at the Centre.

Over the same trial period the Council is offering households in Cotteridge and Erdington the opportunity to collect Nectar points for recycling paper or card. Residents in these areas can collect 25 points each time they put out their blue paper recycling box for its fortnightly collection. Only one Nectar card per household can be linked to the scheme and an initial 100 bonus points can be collected if residents sign up by a certain date. For both pilots the points are added to your Nectar account within 28 days of undertaking the required activity or action.

- 2.6 Before starting to develop the ‘My Street, My Community’ initiative further, we should also consider how staff and councillors could lead by example and undertake a similar charter e.g. paying for their council tax by direct debit, pulling out the bin of residents in their street who need assistance, undertaking an hour a week of voluntary work (in their

own time). Not only would this approach better engage officers and Members in the principles of the 'My Street, My Community' initiative, it would also enable us to provide positive data e.g. '85% of the council's workforce / Members pay for their council tax by direct debit which saves £x'. (It doesn't matter if an employee may live outside the district: it is still saving money for the public purse.)

3. Key Issues

3.1 Key learning points from other councils who have actively embraced behaviour change programmes include:

- Be clear about your objectives
- Be transparent with residents
- Segment your audience
- Use a wide range of methods to influence behaviour
- Find the movers and shakers in communities: use various community groups to get the message out to people
- Ensure resources, time and commitment
- Measure what works, what doesn't – and stop doing the latter
- Deliver in partnership, at a local level
- Find ways of mainstreaming
- Behaviour change isn't about tricking people

3.2 This council has been employing some behaviour change techniques, albeit unconsciously for some time. For example, we have long offered discounts for season tickets for parking to influence regular users of our car parks.

4. Options

That the Overview and Scrutiny Committee establish a joint Member and Officer Working Group to support the development of the '**My Street, My Community**' initiative in line with the following targets:

- Pilot scheme drafted by September 2012
- 3 month pilot implemented from October 2012
- Review of pilot and agree future of programme by February 2013

5. Consultation

- 5.1 Member Leads for 'My Street, My Community' - Councillors Helen Dyke, Marcus Hart and Mike Price – February 2012
- 5.2 Group Leaders' Meeting – 23 November 2011
- 5.3 Cabinet and Corporate Management Team – 25 October 2011

6. Related Decisions

- 6.1 N/A.

7. Relevant Council Policies/Strategies

- 7.1 Council's Transformation Programme – Wyre Forest Forward.

8. Implications

- 8.1 Resources: To be determined once pilot scheme is worked up.
8.2 Equalities: Impact Assessment to be undertaken after scheme has been drafted.
8.3 Partnership working: In developing the project, the working group will need to explore whether there is the opportunity for other agencies to be involved.
8.4 Human Rights: N/A.
8.5 E-Government: Potential links with encouraging residents to undertake transactions on line.
8.6 Transformation: Wyre Forest Forward and Localism / Big Society agendas.

9. Equality Impact Needs Assessment

- 9.1 To be undertaken once a scheme has been drafted.

10. Wards affected

- 10.1 To be determined once the pilot scheme has been drafted.

11. Appendices

- 11.1 None.

12. Background Papers

- 12.1 Report to Cabinet / Corporate Management Team on 25th October 2011.

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Overview and Scrutiny Committee

Briefing Paper

Report of: Maria Dunn, Senior Forward Planning Officer
Date: Thursday, 8th March 2012
Open

Wyre Forest District Local Development Framework (LDF): Draft Policy Wording for Potential sites for Gypsies, Travellers and Travelling Showpeople

1. Summary

- 1.1 To provide Members with draft policy wording for the Site Allocations and Policies Development Plan Document (DPD), against which future planning applications for gypsy, traveller and travelling showpeople sites will be assessed.

2. Background

- 2.1 Members will recall that at January's meeting the responses to the consultation on potential sites for Gypsies, Travellers and travelling Showpeople were reported. The Committee agreed to consider draft policy wording in relation to a criteria based site provision policy for Travelling Showpeople and for the future determination of planning applications for Gypsy and Traveller sites within the Site Allocations and Policies DPD at its meeting in March.
- 2.2 As set out in the Overview and Scrutiny Report dated 30th January 2012, it is anticipated that the Development Control system could continue to deliver those pitches that will not be specifically allocated within the Development Plan Documents, to meet the longer term need for the post 2017 figure of 15 additional pitches (subject to a review through the Gypsy and Traveller Accommodation Assessment process in 2013/14).
- 2.3 Members will be aware that there is evidence to demonstrate a track record of delivery through the Development Control process to meet identified pitch needs. It has however, proved more difficult to meet the identified need in association with the Travelling Showpeople within the District. The local family of Travelling Showpeople has been engaging with Council Officers for some time through the Development Plan process in order to identify a suitable alternative site. Unfortunately it has not been possible to identify a suitable site for Travelling Showpeople for allocation through the consultation process. It is

therefore necessary to include a specific criteria based policy which would enable sufficient flexibility to assist with the delivery of a Travelling Showpeople's site in the shorter term through the Development Management process.

- 2.4 The LDF Panel at their meeting on 16th January 2012 made clear that if the additional sites at Sandy Lane are allocated for Gypsy and Traveller use within the Site Allocations and Policies DPD, then they wished any policy dealing with future planning applications to be clear that the Sandy Lane location was not appropriate for any further pitch locations following these allocations. The Overview and Scrutiny Committee endorsed this view at its meeting on 30th January 2012.
- 2.5 The Draft Planning policy Statement – Planning for Traveller Sites (April 2011), requires that Local Planning Authorities set out criteria to guide the supply of land for traveller sites where there is an identified need and to provide a basis for decisions where applications nevertheless come forward. It includes Policy H: (Determining planning applications for traveller sites), which specifies that locally specific criteria should be used to assess applications that may come forward on unallocated sites.

3. Key Issues

- 3.1 Draft Policy Wording for assessing applications for Gypsy, Traveller and Travelling Showpeople sites is attached to the report at Appendix 1 for the Committee's consideration.
- 3.2 Officers have drafted the section within the Site Allocations and Policies on provision for Gypsies, Travellers and Travelling Showpeople in three separate policies which relate to:
- i. Site Allocations
 - ii. Sites for Travelling Showpeople
 - iii. Sites for Gypsy & Traveller use
- 3.3 Site Allocations Policy - this policy sets out the land allocations for gypsy & traveller sites to meet the shorter term needs for the 2006-13 and 2013-17 periods. Sites to meet the longer term needs for the post 2017 period will need to come forward through the Development Management process and will be determined against the policies set out below.
- 3.4 Sites for Travelling Showpeople – In the case of Travelling Showpeople there is a current identified need for a site within the District and following extensive consultation, no site has been identified as suitable for allocation to meet this need, therefore, the sequential test will come into immediate effect. A specific policy has been included to guide the determination of any planning applications which may come forward to meet the shorter term needs of the travelling showpeople during the

plan period. The policy includes a number of criteria relating to site location, safety and screening and outlines the sequential test for finding a suitable site.

- 3.5 Sites for Gypsy and Traveller use – this policy outlines a strict sequential test for the consideration of future planning applications for gypsy and traveller sites that come forward following the implementation of the site allocations. It also includes a set of design requirements for sites. It refers to concerns relating to the cumulative impact of gypsy and traveller sites on the Sandy Lane Industrial Area of Stourport and specifies that further planning applications for gypsy and traveller sites within this area will be resisted following the implementation of the allocated sites.
- 3.6 Following member approval, officers will undertake an informal consultation with key stakeholders on the draft policy wording. The consultation will not be a full public consultation but will engage those stakeholders who have a specific interest in the area and the topic. The consultation is likely to take the form of a round table discussion.

4. Recommendations from the Local Development Framework Panel

- 4.1 The LDF Review Panel considered the draft policy wording in detail at its meeting held on the 20th February. The complete recommendations from the Panel are set out at Appendix 2 to this report.

5. Options

- 5.1 The committee may wish to:
- Approve the draft policy wording set out at Appendix 1 to this report for informal consultation with key stakeholders ahead of its inclusion within the Pre-Submission Publication version of the Site Allocations and Policies DPD.
 - Suggest alternative policy wording which will undergo informal consultation with key stakeholders prior to its inclusion within the Pre-Submission Publication version of the Site Allocations and Policies DPD.

6. Consultation

- 6.1 None.

7. Related Decisions

- 7.1 Overview and Scrutiny Committee meeting 30th January 2012.
- 7.2 Cabinet meeting 31st January 2012.
- 7.3 Local Development Framework Panel meeting, 20th February 2012.

8. Relevant Council Policies/Strategies

- 8.1 Wyre Forest District Adopted Core Strategy, December 2010.

9. Wards affected

- 9.1 District-wide.

10. Appendices

- 10.1 Appendix 1 – Draft Policy Wording.
10.2 Appendix 2 – LDF Panel recommendations.

11. Background Papers

- 11.1 LDF Panel Report & Appendices (20/02/12).
11.2 Draft Planning Policy Statement: Planning for Travellers (April 2011).

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Potential Wording for Gypsy, Traveller and Travelling Showpeople Policy

INTRODUCTION

The policies within this section allocate a number of sites for Gypsy and Traveller pitch provision and set out criteria based policies for determining planning applications for the further provision of sites for Gypsies, Travellers and Travelling Showpeople. All of the following policies should be considered alongside Core Policy CP06: Providing Accommodation for Gypsies, Travellers and Travelling Showpeople which sets out broad criteria by which to identify appropriate sites.

POLICY 1 – LAND ALLOCATIONS

The following sites are allocated for Gypsy and Traveller use as illustrated on the proposals map:

- Land adjacent Nunn's Corner, Stourport-on-Severn - 4 pitches
- The Gables Yard, Stourport-on-Severn – 3 pitches
- Land Opposite The Gatehouse, Sandy Lane, Stourport-on-Severn – 8 pitches
- 1a Broach Road, Stourport-on-Severn – 2 additional pitches

The allocations set out within this policy meet the short and medium term needs for the 2006-13 and 2013-17 periods. Sites to meet the longer term needs for the post 2017 period will need to come forward through the Development Control process and will be determined against the policies set out within the remainder of this section.

REASONED JUSTIFICATION

The Gypsy and Traveller Accommodation Assessment (GTAA) identifies a need for an additional 30 Gypsy pitches for the period 2006-13. The evidence base for the Regional Spatial Strategy (RSS) Phase 3 Interim Policy Statement identified the need for a further 5 pitches for the period 2013-17. An indicative need (as established through the Regional Interim Statement) was set at 15 pitches for the longer-term post 2017 period. The total identified need for the period 2006-2022 is therefore 43 pitches. However, it is important that planning permissions granted since 2006 are deducted from this total.

The table below provides a summary of the need for pitch provision within the District:

Time Frame	Number of Pitches	Source
2006 – 2013	30	Adopted Core Strategy
2013 – 2017	5	RSS Phase 3 Interim Policy Statement Options Generation
2017 – 2022	15	Indicative target included within the Phase 3 Policy Statement

In 2008, 7 pitches were approved at Meadow Park. In November 2011 planning permission was granted for an additional 2 pitches at Nunn's Corner and in December 2011 planning permission was granted for 5 pitches at Saiwen. In February 2012, planning permission was granted for 6 pitches at 28/29 Sandy Lane, Stourport-on-Severn. Therefore, 20 pitches can be deducted from the identified need leaving a total of 10 pitches which need to be delivered by 2013. A further 5 are still required between 2013 and 2017 and a further indicative 15 pitches from 2017 to 22.

The table below sets out those pitches that have been granted permission through the Development Control process since 2006 and should therefore be removed from the total number of pitches to be provided.

Site	Pitch Provision	Comments
Meadow Park	7 pitches	Planning permission granted 2008
Nunn's Corner	Additional 2 pitches	Planning permission granted November 2011.
Saiwen	5 pitches	Planning permission granted December 2011.
28/29 Sandy Lane	6 pitches	Planning permission granted February 2012.
Total	20 pitches	

The information set out above demonstrates that a number of sites have come forward through the Development Control process in recent years and have delivered pitch provision to address the outstanding needs. It is therefore considered a reasonable prospect that sufficient unallocated sites will come forward through the Development Control route to help address the longer term outstanding needs to 2022.

It is anticipated that the Development Control system could continue to deliver those pitches that are not specifically allocated within this Development Plan Document, to meet the longer term need for the post 2017 figure of 15 additional pitches (subject to a review through the GTAA process in 2013/14).

POLICY 2 - SITES FOR TRAVELLING SHOWPEOPLE

Planning permission for sites for Travelling Showpeople on land which is not currently allocated for this use will be granted where:

1. The Council is satisfied that there is clear evidence of an established need for the site within the District.
2. In accordance with Core Strategy Policy CP06, the site does not fall within areas at higher risk of flooding such as Flood Zone 3.
3. Applications for sites within the Green Belt will only be permitted in exceptional circumstances and will be subject to a sequential assessment to assess whether other more sequentially preferable sites are available and deliverable within the District.
4. The site must be suitable for the safe storage, maintenance and testing of large items of mobile equipment without adverse impact on the amenity of the area and any neighbouring businesses or residential uses.
5. The cumulative impacts of the site would not harm the character and/or appearance of the area and /or result in unacceptable impact, in terms of visual intrusion and landscape impact.
6. The site must be capable of safe, visible access from the local highway network and should not have an adverse impact on the safety of the highway network and its users.
7. The site should have adequate access to services and utility infrastructure such as mains water supply and mains electricity. Appropriate arrangements for sewerage treatment must be submitted as part of the application in addition to satisfactory drainage measures.
8. The site should incorporate sensitive landscaping and screening to ensure it does not have an adverse impact on the surrounding landscape character.

In applying Clause 3 of this policy, applications should demonstrate that they have applied the following sequential test when identifying a site:

1. Brownfield sites within Kidderminster and Stourport-on-Severn
2. Brownfield sites within Bewdley
3. Brownfield sites within villages
4. Brownfield sites within rural settlements
5. Greenfield sites within Kidderminster and Stourport-on-Severn
6. Greenfield sites within Bewdley
7. Greenfield sites within villages
8. Greenfield sites within rural settlements
9. Greenfield sites outside of the Green Belt
10. Greenfield sites in the Green Belt

Evidence must be provided to demonstrate that there are no other sequentially preferable alternative sites which are suitable, available and deliverable which could meet the identified need.

REASONED JUSTIFICATION

The GTAA did not identify a specific current need or requirement for additional plots for Travelling Showpeople within the District (rather it outlined the need for an additional 22 sites across Worcestershire). However, there is an existing established site through lawful use at Long Bank, Bewdley and there is a requirement to re-locate this site. There is therefore a specific current need for one family plot to be allocated within the District through the Local Development Framework process.

Consultation has been undertaken on a number of sites which were identified as being potentially suitable within the Baker Report. However, the four sites which were potentially suitable for Travelling Showpeople received significant numbers of objections from local residents and raised a number of key concerns from some statutory consultees. In response to the consultation, a number of alternative sites were suggested and these were tested using the Baker Report methodology, however, no sites were considered to have potential for this use. It has therefore not been possible to allocate a specific site to meet the needs of Travelling Showpeople within the District.

Whilst there is evidence to demonstrate a track record of delivery through the Development Control process to meet identified Gypsy and Traveller pitch needs it has proved more difficult to meet the identified need in association with the Travelling Showpeople. As it has not been possible to allocate a specific site to meet their needs, it is now considered necessary to include a specific policy within this DPD to guide the determination of any planning applications which may come forward to meet this need during the plan period.

Whilst Gypsy and Traveller sites are essentially a residential use, sites for Travelling Showpeople differ in that they need to provide a secure, permanent base which is suitable for the storage of equipment when it is not in use. Most showpeople need to live alongside their equipment and as such sites need to be suitable for both residential and business use. Sites need to be designed in an appropriate manner which minimises any impacts on neighbouring uses and occupiers.

Circular 01/2006 is clear in stating that sites should be considered on a sequential basis with allocated sites being used before windfall sites. Where the site is to meet the identified need which is not absorbed by current allocations, clear evidence will need to be provided to demonstrate that there are no sequentially preferable sites which are suitable, available and deliverable. However, in the case of Travelling Showpeople there is a current identified need for a site within the District and following extensive consultation, no site has been identified as suitable for allocation to meet this need, therefore, the sequential test will come into immediate effect.

PPG2: Green Belts establishes a presumption against inappropriate development in the Green Belt, unless there are very special circumstances and the harm caused is outweighed by other considerations. The definition of inappropriate development is set out within Section 3 of PPG2 and includes Gypsy and Traveller sites. If future need arises for sites which can not be met outside of the Green Belt, evidence of very special circumstances will need to be provided and a robust sequential assessment will need to be undertaken to demonstrate that no other sequentially preferable site is suitable, available or deliverable.

Given the identified need for a site for travelling showpeople within the District and the fact that the site search and consultation process has not identified any sites

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which are considered to be suitable to meet this need and therefore there are no allocated sites for this purpose within the District, then should a site come forward within the Green Belt, consideration will be given to the very special circumstances which exist and the material considerations which may make the site suitable. Evidence must be provided to demonstrate that there are no alternative sites which are suitable, available or deliverable.

DRAFT

POLICY 3 SITES FOR GYPSY AND TRAVELLER USE

Planning permission for sites for Gypsy and Traveller use on land which is not currently allocated for such uses will only be granted where:

1. The Council is satisfied that there is a clear established need for the site within the District and that the number, type and tenure of pitches proposed can not be met by a lawful existing or allocated site within the District.
2. The site does not fall within the Green Belt.
3. The site has access to local services, including a primary school, a food shop and healthcare facilities and is, or can be made accessible by foot, cycle or public transport.
4. The needs of the site's residents can be met appropriately by existing capacity within local facilities and services.
5. The site would not present unacceptable adverse or detrimental impacts on the health, safety, and living conditions of the residents living on or adjacent to the site by virtue of its location.
6. The site, or cumulative impact of the site, in combination with existing or planned sites, would respect the scale of, and not dominate, the nearest settled community.
7. The site, or cumulative impact of the site, in combination with existing or planned sites, would not harm the character and/or appearance of the area and /or result in unacceptable impact, in terms of visual intrusion and landscape impact.
8. The site location would avoid adverse impact on existing or proposed public rights of way and would not detract from their convenient, safe and enjoyable use.

Design of Gypsy and Traveller Sites

Proposals for Gypsy and Traveller sites will only be granted planning permission where:

- Pitch boundaries are clearly demarcated using an appropriate boundary treatment and landscaping which is sensitive to the local context. There should be a clear delineation between public and private areas and between residential and non-residential areas.
- The site layout gives adequate consideration to pedestrian safety, cycle movements and vehicle movements and provides adequate space for vehicles towing caravans to enter, exit and manoeuvre around the site and for refuse collections.
- All necessary utilities can be provided on the site including mains water, electricity supply, drainage, sanitation and provision for the screened storage and collection of waste including recycling.
- The site should include a communal recreation area for children where suitable provision is not available within walking distance. Play areas should be designed in consultation with the site manager and residents and should meet local authority standards.

Sequential Test

Where it is not possible to meet the criteria set out in clauses 2 and 3 of this policy, providing that there is clear evidence relating to the need for the site, applications should demonstrate that they have applied the following sequential test when identifying a site:

1. Brownfield sites within Kidderminster and Stourport-on-Severn
2. Brownfield sites within Bewdley
3. Brownfield sites within villages
4. Brownfield sites within rural settlements
5. Greenfield sites within Kidderminster and Stourport-on-Severn
6. Greenfield sites within Bewdley
7. Greenfield sites within villages
8. Greenfield sites within rural settlements
9. Greenfield sites outside of the Green Belt

Evidence must be provided to demonstrate that there are no suitable alternative sites which are suitable, available and deliverable which could meet the identified need. In the case of provision for Gypsies and Travellers, the sequential approach will not come into effect until the allocated sites as set out at Policy ____ have been brought forward.

Sandy Lane Industrial Estate, Stourport on Severn

In order to maintain a balance between employment and residential uses, and to ensure that the cumulative impact of Gypsy sites within the Sandy Lane area of Stourport on Severn does not dominate the area, further planning applications for gypsy and traveller sites within this area will be resisted following the implementation of the sites identified under Policy ____.

REASONED JUSTIFICATION

The Draft Planning policy Statement – Planning for Traveller Sites requires that Local Planning Authorities set out criteria to guide the supply of land for traveller sites where there is an identified need and to provide a basis for decisions where applications nevertheless come forward. This policy will also be used to determine applications which come forward to meet the longer term outstanding need within the District.

The allocations set out within the policy for Gypsy and Traveller sites fall short of the number of pitches which the authority is required to deliver up until 2022. Based on historical evidence, it is evident that sites are likely to continue to come forward through the Development Control process and therefore it is realistic to assume that these will meet the remainder of the identified need for the 2017-22 period. The Development Control process has delivered a number of sites in recent years; however, it is necessary to guide the location and design of these pitches by putting in place an appropriate policy.

Sequential Preference for Gypsy and Traveller sites

Proposals for Gypsy and Traveller sites are predominantly residential and will be acceptable in areas allocated primarily for residential development subject to all relevant policies within the LDF being met. Outside of those areas allocated for residential development proposals will need to demonstrate a clear need, particularly once the requirement identified for the plan period has been or will be met through existing planning permissions or land use allocations. This policy sets out the criteria which a proposal outside of an area currently allocated for Gypsy and Traveller uses will need to meet.

The Draft Planning Policy Statement: Planning for Traveller Sites states that traveller sites should prioritise previously developed land, particularly sites which are untidy. The PPS also states that development in the open countryside that is away from existing settlements or outside areas identified in the development plan should be strictly limited. However it does recognise that some rural areas may be suitable for gypsy sites and that where this is the case sites should respect the scale of, and not dominate the nearest settled community, and avoid placing an undue pressure on the local infrastructure.

PPS: Planning for Traveller Sites states that PPG2: Green Belts establishes a presumption against inappropriate development in the Green Belt, unless there are very special circumstances and the harm caused is outweighed by other considerations. The definition of inappropriate development is set out within Section 3 of PPG2 and includes Gypsy and Traveller sites. This position is reinforced in the Draft National Planning Policy Framework which is expected to be adopted in April 2012. The PPS goes on to state that if Gypsy sites are needed in the Green Belt then they should be allocated through the plan-making process rather than addressed through the Development Management process. This would mean removing a site from the Green Belt and allocating it as a Traveller site. This DPD does not allocate any Green Belt sites for use as Gypsy sites and as such, such development in the Green Belt will be strongly resisted.

Sustainability issues are an important consideration for Gypsy and Traveller sites and this is emphasised by PPS: Planning for Traveller Sites which states that traveller sites should be economically, socially and environmentally sustainable. The PPS

sets out guidance for achieving sustainability which covers areas such as access to facilities including healthcare and education, reducing the need for long-distance travelling, reducing the possible environmental damage caused by illegal encampment, ensuring sites co-exist with neighbouring uses, locating sites outside of flood risk areas and reflecting traditional ways of life. Therefore, sites should be located in sustainable locations, within or near to settlements which provide a range of services and facilities but particularly school and medical facilities. In order to be consistent with the objectives of the Draft National Planning Policy Framework sites should ideally be located in areas where facilities are accessible on foot, by cycle or by public transport.

Site Specific Design and Safety Issues

The scale of sites should be appropriate to the sustainability of the settlement and should also be mindful of the requirement for sites not to dominate the settlement in which they are located. Core Strategy Policy DS01 sets out a settlement hierarchy and this will be used as the basis for a sequential approach to site selection. Generally, the larger settlements of Kidderminster and Stourport-on-Severn would be considered to be the most appropriate locations for larger sites and should sites need to be located in villages or outside of those areas identified within the settlement hierarchy, the sites should be smaller. Consideration will need to be given to the capacity of local services and whether the scale of development can be accommodated by the local services and facilities.

Health and safety is an important consideration and sites should provide a safe location for their occupants. Locations in the vicinity of dangerous roads, railway lines, water bodies, or power lines should be avoided unless the impacts can be satisfactorily mitigated. Sites should respect the local landscape and settlement character and should minimise visual intrusion and landscape impact. Sites should not be located on unstable or contaminated land unless appropriate mitigation/remediation can be achieved and sites should meet requirements of PPS25 regarding flood risk. Caravans and mobile homes for permanent use will not be permitted in areas of high probability flood risk, on the functional floodplain or where they would increase the risk of flooding elsewhere.

Sites should not have an adverse impact on Public Rights of Way in accordance with Policy 22 of the Site Allocations and Policies DPD which relates to providing a Green Infrastructure Network.

Cumulative Impact of Gypsy and Traveller Sites

The impact of sites on their surroundings is acknowledged and the cumulative impact of existing and planned sites will be taken into consideration when determining applications.

The Sandy Lane area of Stourport-on-Severn has traditionally accommodated the vast majority of the District's provision for Gypsies and Travellers. This is an industrial area which is also home to many local businesses. It is considered that a balance between the uses within this area needs to be maintained and in order for this to be achieved, further applications for Gypsy and Traveller sites outside of the allocations set out under Policy ____, within this location will be resisted.

The District Council has consultation on potential Gypsy and Traveller sites during late 2011/early 2012 and representations received demonstrate that local residents and businesses strongly considered that any further provision should no longer be concentrated in this particular area of the District, as the loss of employment land could start to have a detrimental impact on the economy. The sustainability appraisal demonstrates that the cumulative impact on sites is starting to impact on the economic sustainability of the location as an employment area.

DRAFT

WYRE FOREST DISTRICT COUNCIL

**Overview and Scrutiny Committee
8th March 2012**

**Recommendations from Local Development Review Panel
20th February 2012**

**Wyre Forest District Local Development Framework (LDF): Draft Policy
Wording for Potential Sites for Gypsies, Travellers and Travelling
Showpeople**

The Panel considered a report from the Planning Policy Manager with draft policy wording for the Site Allocations and Policies Development Plan Document (DPD), against which future planning applications for gypsy, traveller and travelling showpeople sites will be assessed.

Recommend to Overview and Scrutiny Committee:

- 1. The comments and amendments put forward by the Local Development Review Panel to the draft policy wording, as attached at Appendix 1 of the report to the Local Development Framework Review Panel on 20th February 2012, be incorporated.**
- 2. The draft policies be taken forward as the basis for informal targeted consultation with stakeholders during March / April 2012 and incorporated within the Publication Site Allocations and Policies Development Plan Document.**



Overview and Scrutiny Committee

Briefing Paper

Report of: Jenny Moreton, Principal Health and Sustainability Officer
Date: Thursday, 8th March 2012
Open

Wyre Forest District Council's Carbon Management Plan

1. Summary

- 1.1 This Paper informs Members of the proposed Wyre Forest District Council Carbon Management Plan.

2. Background

- 2.1 Throughout 2011/12, the Council has been taking part in the Public Sector Carbon Management Programme, which is run for free by the Carbon Trust. Using the Carbon Trust's experience, knowledge and toolkits, a 5 year Carbon Management Plan has been developed. The Plan sets out a series of projects for carbon reduction from our buildings (including the move to the new HQ), our fleet, our car mileage and our service areas. The target is to see a reduction of 30% in our carbon emissions over the 5 year Plan period (2012/13- 2016/17).
- 2.2 The programme is an important strand in our plans for transformational change as it involves behavioural change coinciding with the new ways of working as well as potential revenue cost savings. An update on the programme was taken to the Transformation Board in September 2011.
- 2.3 Public Sector Carbon Management is one of the agreed projects for the delivery of the Wyre Forest Forward programme. Cllr Julian Phillips and Cllr James Shaw are the Member Leads for this.
- 2.4 One of the priorities within the Council's Corporate Plan 2011-2014 is 'Delivering together, with less.' The Carbon Management Plan will contribute to this by delivering services that use less energy through the fleet and business premises and by spending less on energy and fuel.
- 2.5 The Wyre Forest Climate Change Strategy and Action Plan aims to reduce carbon emissions within the district, including from the public sector. Development and implementation of the Carbon Management Plan will contribute towards this and demonstrate the Council's leadership in this area.

3. Key Issues

- 3.1 In 2010/11, the Council's energy and fuel costs totalled almost £659k. The Department for Energy and Climate Change (DECC) predicts that energy (gas and electricity) prices will carry on increasing, by 5.8% per year, and that fuel prices will increase by 3.7% per year. If the Council carries on with 'Business as Usual', i.e. does nothing to try and reduce energy and fuel use, by 2016/17, based on DECC predictions, our total energy and fuel bill will be in the region of £810k.
- 3.2 Through the Carbon Management Programme, a wide range of measures have been identified which could reduce the Council's energy and fuel use. Examples include installing insulation and new boilers to some existing council buildings, staff training and awareness activity and introduction of an on-demand electric bin lifting system on our refuse vehicles. The energy efficiency measures being included at the new HQ will also help to reduce total energy use. If these measures are implemented, and the predicted savings are realised, by 2016/17, our total energy and fuel bill will be in the region of £595k.
- 3.3 Implementation of the Carbon Management Plan will mean that by 2016/17 our energy and fuel bill could be £215k lower than if we carry on with Business as Usual. Cumulatively, over the next 5 years, we could avoid £710k of energy and fuel costs by implementing the Carbon Management Plan.
- 3.4 To implement the projects defined in this plan it will cost approximately £333k in capital. The Council has built the implementation costs and anticipated savings into its medium term financial strategy 2012-15. Each new project will be required to prepare a business case, which will be presented to Cabinet for approval on an ongoing basis, before funding is finally allocated.
- 3.5 The Earth's climate is changing and we now know that human activities which lead to the release of excess greenhouse gases, such as carbon dioxide (CO₂), are the primary driver for this. Studies have shown that Worcestershire's climate has changed over the last century and this is expected to continue, with continuing changes in our temperature and rainfall patterns and increased frequency of short duration extreme weather events, such as storms and floods, predicted. As an example, the 2007 floods cost Worcestershire over £150 million, with many Wyre Forest households and businesses affected. Whilst a single such event cannot be attributed to climate change, the frequency of flooding events is expected to increase. The extremity of further climate change, locally and globally, is likely to depend on future levels of emissions of climate change gases. The more we do now to reduce emissions, the less extreme the expected impact.

- 3.6 In 2010/11, the Council emitted 1,885 tonnes of CO₂. Of this, 55% of came from stationary sources (buildings & estate) and 45% from transport (fleet and business mileage). The Carbon Management Plan includes a target to reduce these CO₂ emissions by 30% by 2016/17. Implementation of the projects identified in the Plan would mean we should meet this target, saving around 571 tonnes of CO₂.
- 3.7 For many years, the Council has been keen to encourage residents and businesses in the district to reduce their own carbon emissions. Implementation of the Carbon Management Plan will demonstrate leadership and examples of good practice to the local community.

4. Options

- 4.1 The committee may wish to:
- Recommend to Cabinet that the Carbon Management Plan, as attached at Appendix 1 is approved.
 - Put forward alternative or additional proposals to recommend to Cabinet.

5. Consultation

- 5.1 Corporate Management Team (act as the Carbon Management Project Board).
- 5.2 Carbon Management Team (cross directorate officer group).
- 5.3 Carbon Trust Workshop attendees (held at WFDC in September 2011).

6. Related Decisions

- 6.1 None.

7. Relevant Council Policies/Strategies

- 7.1 Wyre Forest Climate Change Strategy and Action Plan.

8. Implications

- 8.1 Resources: The capital costs of implementing the Plan (£333k) have been included in the medium term financial strategy 2012-2015. Staff time will be required for project design and implementation.
- 8.2 Equalities: There are no negative impacts in terms of equality that would arise from this proposal.
- 8.3 Partnership working: liaison with other local authorities, including those also participating in the programme (e.g. Worcestershire County Council, Malvern Hills District Council).

8.4 Human Rights: N/A.

8.5 E-Government: N/A.

8.6 Transformation: The Carbon Management Programme is included as a project in the Wyre Forest Forward programme.

9. Wards affected

9.1 All.

10. Appendices

10.1 Appendix 1 – Carbon Management Plan.

11. Background Papers

11.1 Wyre Forest Climate Change Strategy and Action Plan.

The appendix to this report has been circulated electronically and a public inspection copy is available on request

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THE WYRE FOREST DISTRICT COUNCIL CARBON MANAGEMENT PLAN



Wyre Forest District Council



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Foreword from the Chief Executive and Leader

Climate change is a very important issue globally, nationally and here in the Wyre Forest district. It will impact upon our society, economy and our environment. It is vital that we address the issue in order to reduce the negative impacts of climate change, but also to maximise the opportunities to improve resource efficiency and cut costs.

Wyre Forest District Council recognises that, through our service delivery and operations, we generate carbon emissions which contribute towards climate change. Our Carbon Management Plan sets out how we intend to reduce our emissions by 30% over the next five years. Through the implementation of this plan, the Council aims to lead by example to other organisations, businesses and the public. Tackling climate change goes hand in hand with the Council's role to improve community well-being as well as building a sustainable and low carbon future for all residents, businesses and visitors to the District.

The current financial pressures facing the public sector means we must work more efficiently and reduce costs. As energy and fuel costs continue to rise, it becomes increasingly imperative that we become more efficient in our use of these resources. We have identified a wide range of projects to reduce our carbon emissions and our day to day running costs, for example by ensuring that our new headquarters are built to high environmental standards and by improving the fuel efficiency of our vehicle fleet.

We are pleased to introduce our Carbon Management Plan and look forward to rising to the challenge of reducing Wyre Forest District Council's CO₂ emissions by 30% by 2016.

IRMiler*JohnCampie*

This external endorsement of your programme will help to add credibility and weight within your organisation. A foreword will be provided by the Head of Public Sector at the Carbon Trust, once your plan meets the Carbon Trust carbon management success criteria.

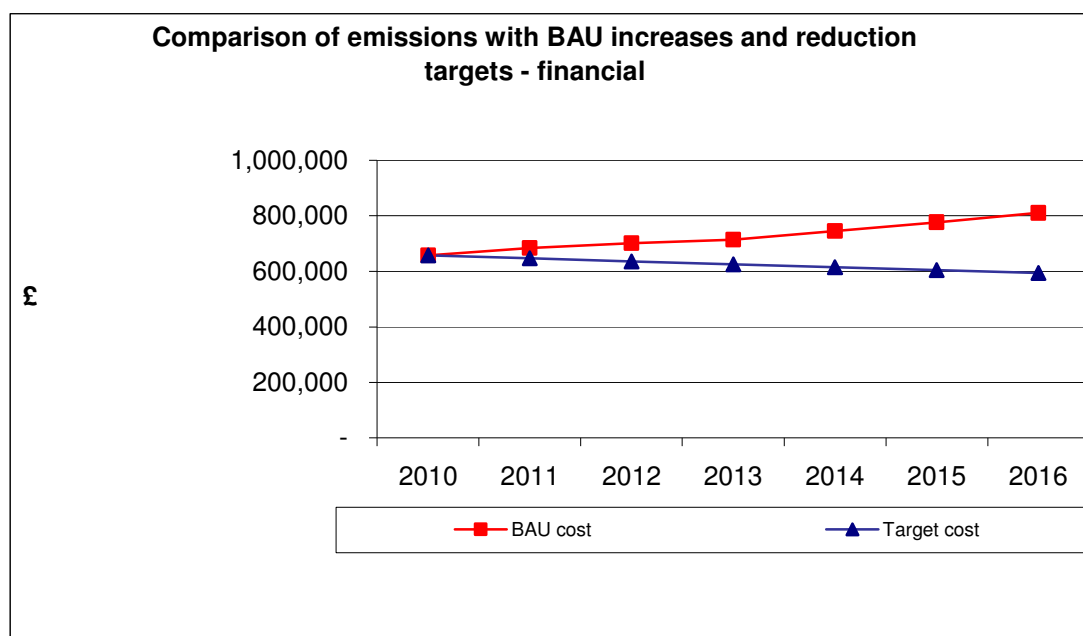
Executive Summary

Wyre Forest District Council's Carbon Management Plan sets out our programme of activity for the next 5 years to achieve a target 30% reduction in our carbon emissions. The Plan gives details of our current carbon emissions and a programme of proposed projects and actions to reduce them, how much this will cost and save, as well as the governance arrangements to keep the programme on track.

This Plan supports the Wyre Forest Forward programme; a corporate review, launched by the Cabinet and Corporate Management Team, in April 2011. It is a fundamental review of all aspects of the Council, using 'systems thinking' principles to secure financial viability and the sustainability of services. One of the aims of our Corporate Plan is to create a Council that '*delivers together with less*'. Delivering services using less energy and spending less on energy and fuel is an important aspect of this aim.

The Plan also builds on the work of the Health & Sustainability Team, leading initiatives to improve the environmental performance of the Councils business operations, supporting businesses and the public to reduce carbon emissions and developing climate change adaptation and mitigation plans and actions.

The Carbon Management Plan clearly makes a case for action, from a financial perspective, and the chart below illustrates the likely costs over time, if the plan is enacted versus taking a business as usual approach and not working to reduce our carbon emissions. Assumptions about the future costs of energy and fuel have been built into this chart.



(Source: Baseline Tool)

Summary financial value at stake

Final year annual cost savings (£)	£215,000
Cumulative cost savings 2010-2016 (£)	£710,000

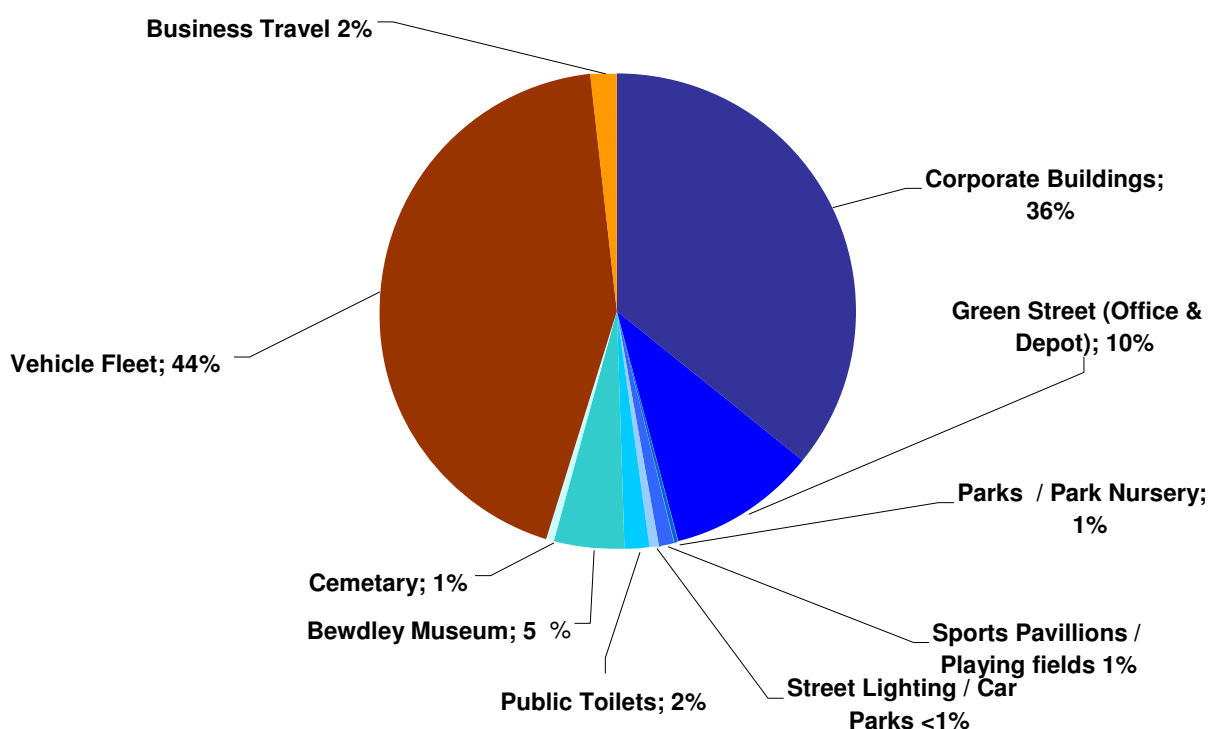
Summary Tables of key VAS contribution

Final year annual cost breakdown	Business as Usual	Reduced Energy Scenario
Energy and Fuel Cost	£810,000	£594,000

(Source: Baseline Tool)

Wyre Forest District Council has made a long term commitment to reducing its carbon emissions, supporting businesses and the public to do the same and adapting to and mitigating against the effects of climate change. Since 2009 the Council has had a Climate Change action plan in place and has supported a range of national and local targets including the 10:10 campaign and the Worcestershire Climate Change Pledge. It is important that the Council is seen as a leader in this field, with clear strategic goals and capable of influencing the local community.

In 2010/11, Wyre Forest District Council emitted 1,885 tonnes of carbon dioxide (CO₂) through its operations and services. The chart below gives a breakdown of where these emissions came from.



Our Vision and Target

Wyre Forest District Council will lead by example in minimising our carbon emissions and reducing our energy bills.

We will reduce the carbon emissions from our property energy use and transport/ travel by 30%, from a 2010/11 baseline of 1,885 tonnes of CO₂, by the end of March 2017.

Wyre Forest District Council has identified a number of carbon management projects to realise a significant reduction in CO₂ emissions. Key projects include:

- Energy efficiency measures in corporate buildings, including loft and cavity wall insulation, lighting upgrades and improvements, secondary glazing, draught proofing and equipment timer controls, where appropriate
- Fleet improvement measures, including a Route Optimisation System

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- Projects aimed at behavioural change, including a Travel Plan for the Council's new headquarters

In total, we have identified 72 projects that will deliver 100% of our target CO₂ emissions reduction (equivalent to a 30% reduction over the 5 years of the plan, which runs from 1 April 2012 to 31 March 2017). The implementation of the identified projects will cost approximately £300,000 and the funding for new projects is being considered in the budget proposals for the next three year financial strategy. The projects will save 571 tonnes of CO₂ and a total of £475k, with an overall programme payback period of ten years.

The key financial metrics are summarised below. The first table distinguishes between capital costs that have already been agreed (that support the CMP) and those that form part of the cabinet proposals to fund projects that support the Carbon Management Plan from 2012. Also shown are recurrent and one off operational costs, net of savings to give an overall total cost (please see bottom line) before borrowing costs are added.

Discounted Costs	2010	2011	2012	2013	2014	2015	2016
Total annual capital cost (existing proposal)	£0	£35,000	£0	£0	£0	£0	£0
Total annual capital cost (new proposals)	£0	£0	£111,520	£154,250	£8,640	£21,950	£1,010
Total annual operational cost – existing proposal	£0	£4,000	£4,000	£4,000	£4,000	£4,000	£4,000
Total annual operational cost (net of savings) – new proposal	£0	£0	£21,550	£5,400	£-71,180	£-98,350	£-100,720
Total costs (before borrowing costs)	£0	£39,000	£137,070	£163,650	£-58,540	£-72,400	£-95,710

(Source: CMPR Tool)

The annual cost and CO₂ savings are summarised below. This table illustrates the proposed cost and carbon savings only for the lifetime of the plan so some cost savings etc will run beyond this timescale e.g. if we undertake renewable technology projects. It illustrates that there will be a total carbon saving of 571 tonnes by 2016 and that we will also meet our carbon target by this date.

	2010	2011	2012	2013	2014	2015	2016
Annual cost savings per cabinet proposal	£0	£3,450	£3,450	£27,220	£71,730	£98,640	£100,350
Annual CO₂ saving	0	8	8	70	351	417	449
Annual CO₂ saving (adding effect of rationalisation of buildings)	0	26	69	208	473	539	571
% of target achieved	0%	5%	12%	37%	84%	95%	101%

The Plan will continue to be overseen by the Carbon Management Board (Corporate Management Team), which includes the Project Sponsor, Mike Parker, Director of Economic Prosperity and Place. The monthly monitoring of projects will be undertaken by the Carbon Management Team, which is chaired by the Project Lead, Jenny Moreton, Principal Health and Sustainability Officer. The Plan will also be reported annually to the Members Forum (in line with CO₂ information becoming available) and made available to the public, via the Council's website.

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1 Introduction

This Carbon Management Plan defines our carbon management programme of activity for the next 5 years, from 1st April 2012 to 31st March 2017. It sets out:

- the strategic context and 'case for action',
- our current carbon emissions,
- a programme of proposed projects and actions to reduce our emissions,
- how much the programme will cost and save,
- governance arrangements to keep the programme on track.

1.1 Our low carbon vision and target

Wyre Forest District Council will lead by example in minimising our carbon emissions and reducing our energy bills.

We will reduce the carbon emissions from our property energy use and transport/ travel by 30%, from a 2010 baseline of 1,885 tonnes of CO₂, by the end of March 2017.

To support the achievement of this target we have identified the following strategic objectives;

1. Reducing energy consumption and CO₂ emissions resulting from the Councils operations and activities.
2. Integrating the Carbon Management Plan with the Wyre Forest Forward programme to ensure that both programmes support and compliment each other in terms of both CO₂ and financial savings.
3. Ensuring that funding is available for the implementation of CO₂ reduction projects by successfully utilising internal and external funding sources
4. Working closely with key partners, stakeholders and contractors that are responsible for delivery of key council services to develop a wider understanding of CO₂ reduction and support for collaboration on carbon reduction projects.
5. Ensuring the progress of the CMP is communicated effectively, both internally to staff through current internal communication methods and also communicated to the wider community through effective corporate communications, thereby leading the community by example.

1.2 Our drivers and priorities for reducing our carbon emissions

Climate change is globally recognised as the greatest environmental and economic threat faced by national governments and individuals. It is also an opportunity for energy efficiency and financial savings. Below we set out the main drivers for taking action to reduce our carbon emissions / energy consumption.

Financial drivers.

The public sector is responsible for spending approximately £3.2bn and emitting 21 mtCO₂e per annum from building energy use and administrative travel. Approximately 26% of this comes from local authorities (excluding schools), police forces and fire services. It is estimated that if the public sector, including local authorities, implemented all cost-effective energy efficiency projects (those that payback in under three years) they could save £2 billion over the projects' lifetime.

saving energy = saving carbon = saving money

Energy prices have been increasing at rates well above inflation and this trend is not expected to get any better in the future, due to the increasing demand upon our natural resources and the necessary increasing use of renewable energy sources. Wyre Forest District Council operates a large fleet of refuse and street cleaning vehicles and transport fuel costs have also risen considerably over the past few years. An annual increase in fuel prices of just 3.7% would see our fuel bills of £465,000 in 2010/11 increase to £578,000 in five years time. If we achieve our 30% carbon reduction target over the five year period of this Plan, we could reduce our cumulative energy spend by £710,000. Please see section 2.3. for more information.

Wyre Forest is not obliged to report under the Carbon Reduction Commitment - (CRC) Energy Efficiency Scheme but it may be in future, if the scope of the scheme is widened. Developing and implementing this Plan will help the council limit future potential liabilities if it is included in the scheme (payments of between £12 - £16 per tonne of carbon emitted are expected in the current scheme).

Government policy, legislation and regulation

The Climate Change Act 2008 requires the UK to reduce its carbon emissions by at least 80% by 2050, against a 1990 baseline. The UK Low Carbon Transition Plan (2009) sets out the long term UK carbon budgets that are necessary to meet the legally binding 80% target. This includes a requirement to cut UK carbon emissions by 34% by 2020, against a 1990 baseline.

In May 2010, the Prime Minister announced that this government would be the greenest ever and central government organisations are now working towards a 25% carbon reduction target by 2015 (against an 09/10 baseline). Other public sector organisations are encouraged to match and exceed this level of ambition.

The Energy Act 2011 provides for a step change in the provision of energy efficiency measures to homes and businesses through the Green Deal, which comes into force in Autumn 2012.

The Single Data List contains a requirement for local authorities to report publicly on their own estate and operations carbon emissions in line with the Defra/DECC greenhouse gas reporting guidance. This Plan will enable the Council to report annual carbon emissions reductions. All of the Councils required buildings are also now displaying Energy Certificates, which make the buildings performance visible to the public.

The Local Government Group/DECC Memorandum of Understanding (MOU) outlines how central and local government will work together to help and encourage all councils to take firm action on climate change. It recognises the pivotal role that local councils have to play in reducing energy consumption, including from their own operations, and increasing renewable energy generation.

At a local level, Wyre Forest District Council is signed up to the Worcestershire Partnership's Climate Change Pledge, and has agreed to carry out actions to reduce carbon emissions, raise awareness and adapt to the impacts of climate change.



The potential implications of climate change are beginning to have an impact locally e.g. increased flooding and extreme weather events and Wyre Forest was badly affected by the floods in 2007. The UK Government is looking to the public sector to set a leading example on climate change.

As an organisation serving the public we have a position of influence and a 'duty of care' to set our own house in order and encourage the local community to reduce their energy consumption and carbon emissions. With an increased focus on transparency, organisations are increasingly being asked to report their carbon emissions, laying organisations open to increasing public scrutiny and an added incentive to continually demonstrate progress.

The implications of failure to achieve energy and carbon reduction targets:

- Our energy bills will increase
- The community will see us as performing poorly, both financially and in terms of sustainability
- We will be contributing to the local, national and global negative impacts of climate change

1.3 The context for our Carbon Management Programme

Wyre Forest Forward is a corporate review, launched by the Cabinet and Corporate Management Team, in April 2011. It is a fundamental review of all aspects of the Council, using 'systems thinking' principles to secure financial viability and the sustainability of services. The review will help us deliver the Corporate Plan 2011-2014. One of the aims of WF Forward is to create a Council that **'delivers together with less'**: This means;

- **Delivering services that are using less energy, through the fleet, or business premises and**
- **Spending less on energy and fuel**

Wyre Forest District Council has been committed to reducing its carbon emissions for a number of years and has had a Climate Change Action Plan in place for the last three years. Between 2008/9 and 2010/11 the Council reduced its own carbon emissions by 3.2%. This Plan will enable us to further embed carbon management across our organisation and deliver greater carbon and financial savings. We have also contributed to the wider reduction of carbon emissions through a public role, promoting energy efficiency to the wider public and businesses and through our successful insulation schemes which has seen work undertaken to improve thermal comfort and reduce fuel poverty to over 400 homes p.a.

In 2011 WFDC successfully applied to join the Carbon Trust's Carbon Management Programme and have developed a Carbon Management Plan following the five step process shown below;



Our mission is to embed CO₂ reduction, energy efficiency and cost savings in all our activities as we strive to become a low carbon local authority, whilst also acting as a community leader and supporting Wyre Forest residents and businesses to reduce their energy consumption and CO₂ emissions, saving them money in the process. This process supports the Wyre Forest Forward initiative as well as corporate aims around Improving Community Wellbeing and Delivering Together with less.



Above: The Council's new HQ: drilling the test hole for ground source heating (left) and (right) an artist's impression of the building, including the brise soleil cooling system

2. Emissions baseline and projections

The carbon baseline is a record of our carbon emissions in a chosen year. Targets and performance in reducing emissions are measured against this figure as a % of the baseline value. This section outlines what parts of our organisation's emissions are included in the baseline, what year we have chosen as our baseline and how we have calculated that baseline.

2.1 Scope

Our baseline includes carbon from the energy used to heat and power our buildings, fuel used by our vehicle fleet and emissions from our business travel. Carbon from waste, water, our staff commute and our supply chains are excluded.

Our baseline includes all of the buildings and sites we own and pay the energy costs for. It excludes buildings we own (e.g. Comberton Place) that are rented/tenanted where the tenants pay the energy costs.

2.2 Baseline

We have used the 2010/11 financial year for our baseline.

The building/site energy use data was provided by Paul Grosvenor, Support Services Officer (Property).

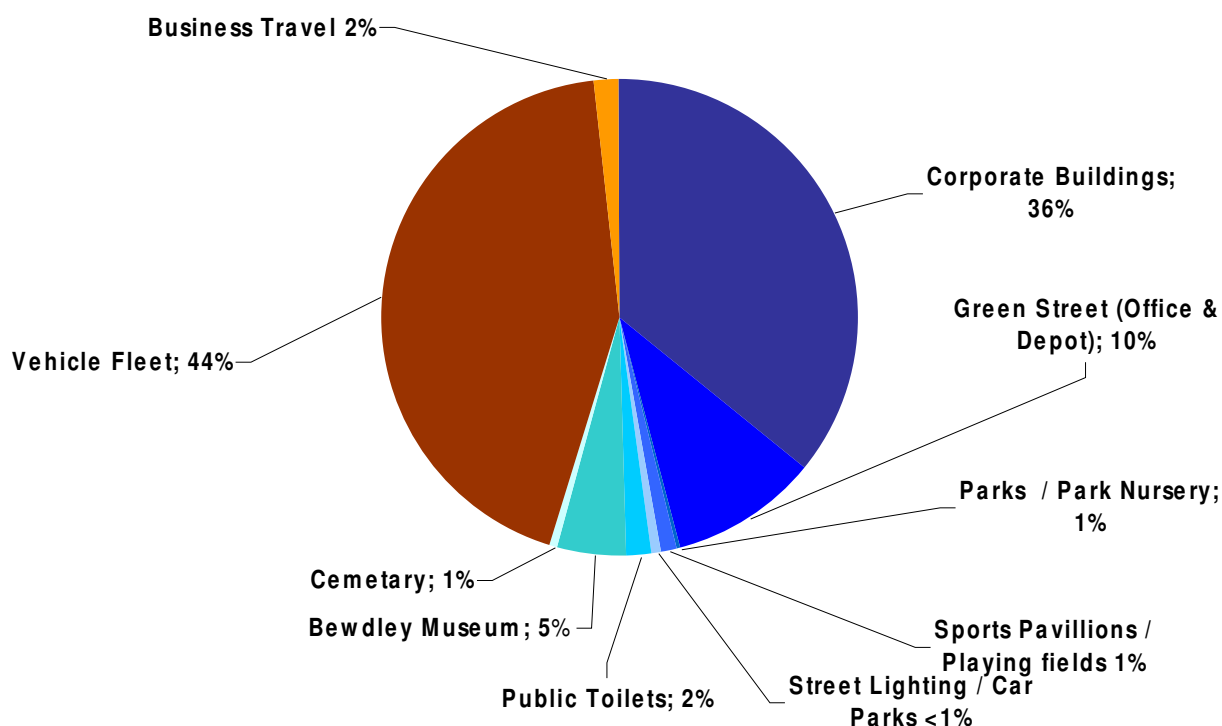
The fleet fuel use data was provided by Trevor Jones, Management Accountant.

The staff business mileage data was provided by the HR team.

The spreadsheets used to calculate the baseline are available on the Council I:Drive (within the Tools and Templates folder at I:\Environmental Services\Carbon Trust – PSCM)

In calculating our carbon emissions we have used the DEFRA/ DECC carbon conversion emission factors 2010 (<http://archive.defra.gov.uk/environment/business/reporting/conversion-factors.htm>)

The chart below shows the main sources of our emissions in 2010/11. (Source: Baseline Tool)



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2.3 Projections and Value at Stake

By implementing our Carbon Management Plan, by 2016 our energy bills could be £215,000 lower than they otherwise would have been. We could avoid potential cumulative costs of £710,000 over this period (2010- 2016),

The business-as-usual (BAU) scenario shows the calculated growth in carbon emissions and related costs that we would experience within the organisation if we do nothing to reduce consumption. The BAU scenario is based on the assumptions that our energy consumption remains constant and that energy prices increase at 5.8% per year and fuel prices at 3.7% per year (based on DECC estimates). The reduced-emissions-scenario (RES) shows what the yearly carbon emissions would be if we hit our target and also what the yearly energy costs would be. The capital costs of projects required to meet the target are not included in this analysis.

What is the value at stake (VAS)?

The Value at Stake (VAS) is the year-on-year difference between the BAU and RES scenarios. The Value at Stake shows us the potential savings, or avoided cost, from implementing our plan and hitting our target against the alternative of doing nothing (BAU). The capital costs of projects required to meet the target are not included. The Value at Stake is a useful high level analysis, as it can be produced early on in the process of developing the carbon management plan and helps make the case for action. However the detail we have developed on savings and costs from specific projects supersede this analysis.

Figure 1 (below) shows the VAS as the difference between the BAU scenario (our costs if we take no action to reduce our carbon emissions) and the RES scenario (our costs if we meet our reduction target).

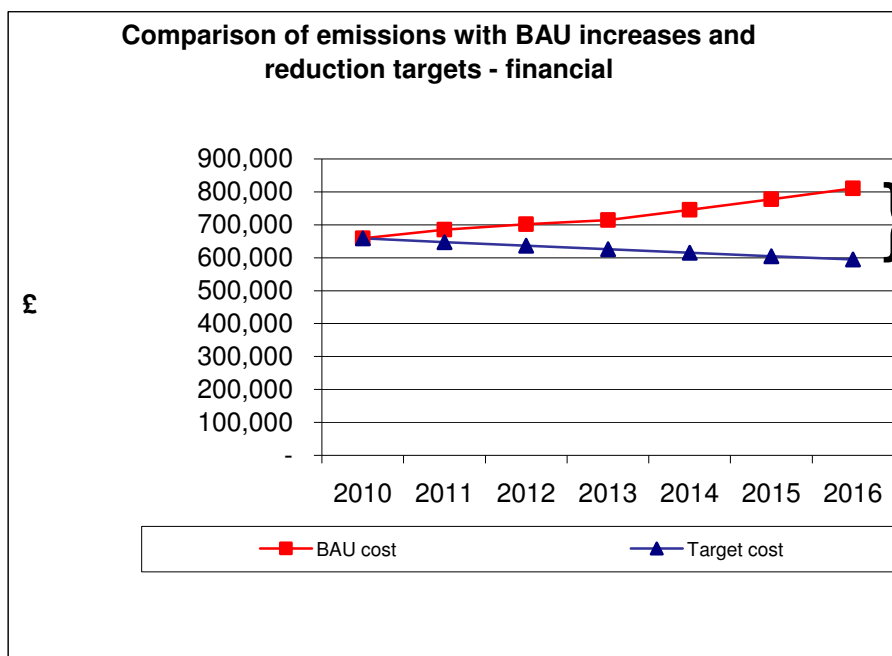


Fig 1: Financial Value at Stake

Cumulative Value at Stake
2010-2016
£710,000

Summary financial Value at Stake (VAS)

Final year annual cost savings (£)	£215,000
Cumulative cost savings (£)	£710,000

Summary Tables of key VAS contribution

Final year annual cost breakdown	BAU	RES
Energy and Fuel Cost	£810,000	£594,000

(Source: PSCM Baseline Tool. BAU = business as usual RES = reduced emissions scenario)

The value at stake of not hitting our target could cost Wyre Forest District Council a cumulative £710,000 by 2016.

3. Carbon management projects

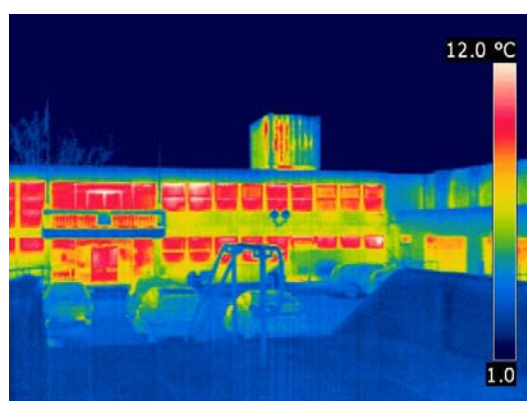
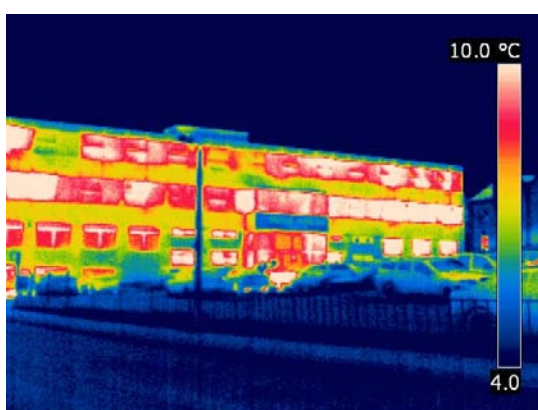
In this plan a wide range of projects have been identified which could achieve 101% of our 30% CO₂ reduction target.

A 30% reduction equates to a saving of 565 tonnes of CO₂. The table below summarises where these savings will come from. Funding for all projects has either been allocated already OR is earmarked in the Council's Medium Term Financial Strategy 2012-2015 and is still subject to a successful business case being made. We are therefore not seeking any additional funding from other sources at this point.

Project type	CO2 reduction (tonnes):		CO2 reduction (% of target):	
	From Project Type	Cumulative	From Project Type	Cumulative
Office rationalisation programme	122	122	22	22
Existing projects	8	130	1	23
Planned projects with allocated funding	46	176	8	31
Planned projects with earmarked funding	395	571	70	101

3.1 Office Rationalisation Programme

Approximately 22% (122 tonnes) of our CO₂ reduction will come from our office rationalisation programme. Several of the Council's buildings have been/ are being closed down between 2011 and 2013 (The New Street office, Community Centre and Civic Centre in Stouport, and Duke House and Coventry Street offices in Kidderminster). A new Headquarters is being built and is due to open in summer 2012. The new HQ is being built with an aim to achieve BREEAM Excellent standard and the building designers expect CO₂ emissions to be 25% lower than in the offices which it is replacing. (NB whilst we have been able to identify the likely CO₂ reduction from the office rationalisation programme, financial costs and savings have not been included within the carbon management plan financing section. Capital for the new HQ has already been allocated and we are not able to isolate the energy related costs and savings from the rest of the project costs.)



Above: Thermal images of two of the Council's energy inefficient buildings, Duke House (left) and Stourport Civic Centre (right). These will be closed down in 2012/13.

3.2 Existing projects

In addition to the above, another project began in 2010/11 (our baseline year) to introduce a voluntary speed limit (43mph) on our refuse fleet. This is expected to achieve 1.4% of our CO₂ reduction target and save more than £3000 a year in fuel costs, as shown in the table below.

Ref	Project	Lead	Cost		Annual Savings (yr 1)		Pay back (yrs)	% of Target	Implementation Year
			Capital	Operational	Financial (Gross)	tCO ₂			
3	Voluntary speed limiting to 43 mph	M Phipps	£0	£0	£3,451	7.7	0.0	1.4%	2010/11
Totals			£0	£0	£3,451	8	0.0	1.4%	

(Source: CMPR Tool)

3.3 Planned projects with allocated funding

This section gives details of a further two projects which are definitely planned to take place and already have funding allocated.

Ref	Project	Lead	Cost		Annual Savings (yr 1)		Pay back (yrs)	% of Target	Implementation Year
			Capital	Operational	Financial (Gross)	tCO ₂			
1	Fuel Saver Package (Dennis Eagle Refuse Vehicles)	M Phipps/ T Jones	£45,000		£12,000	23.2	4.3	4.1%	2012/13
4	Route Optimisation System	M Phipps/ T Jones/ D Tirebuck	£35,000	£4,000		23.2	5.5	4.1%	2011/12
Totals			£80,000	£4,000	£12,000	46	4.8	8.2%	

(Source: CMPR Tool)

3.4 Planned projects with earmarked funding

This section gives details of projects which we plan to carry out. Funding for these projects has been earmarked in the Council's draft Medium Term Financial Strategy (2012-2015), which is currently out for consultation. Final funding allocation for each project will be subject to a successful business case being made.

These projects were identified through workshops and surveys involving key relevant staff. Costs and savings are largely based on Carbon Trust 'Rules of Thumb'. The next step will be to obtain more accurate financial information and develop the business case for priority projects. This will be undertaken by the Carbon Management Team during 2012. Section 4 provides further information about the financing of our Carbon Management Plan. Please note that the

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Cost (Capital) section includes both capital and one off operational costs such as for training courses, whereas the Cost (operational) column only has annual revenue expenditure included.

Details of each project are given in the table at the end of this section and Appendix A and include:

- **Fleet projects.**

In addition to the Fleet projects already underway (see above), we also plan to introduce an on-demand electric bin lifting system to our refuse vehicles, to further reduce fuel use. We will also run an ongoing Green Driver Training programme to enable and motivate our fleet drivers to help maximise fuel savings.

- **Travel Plan.**

A Travel Plan is being developed as part of the office rationalisation programme. This will bring together various initiatives which are either underway or planned, such as car sharing, a pool bike scheme and staff awareness through participation in campaigns such as Bike Week and Walk to Work Week.

- **Improvements to existing buildings.**

We have identified a range of improvements to improve the energy efficiency of existing council buildings which we will continue to occupy after the office rationalisation programme. These include measures such as improving heating, cooling and lighting controls, insulation and draught proofing and boiler upgrades.

- **Car park lighting improvements.**

A number of measures have been identified to reduce energy use from lighting used within the council's car parks, including replacing bulbs, using electronic control gear and dimming or switching off lighting at midnight.

- **Staff awareness raising activity.**

Whilst we can reduce our energy use and carbon emissions by introducing new technology and improving building fabric, we also need to ensure employees are aware of how to use our buildings, systems and vehicles in the most efficient ways. We will carry out a programme of awareness raising activity for staff in existing and new buildings, covering topics such as energy efficiency, greener IT, green procurement, eco-driving, waste minimisation and sustainable travel. This will be ongoing, to ensure messages are kept fresh and are continually drip-fed.

- **Renewable energy generation.**

There is potential to use renewable energy systems, particularly photovoltaics, on some of our existing buildings. Issues such as planning constraints and income from the Feed-in Tariff would have to be carefully considered as part of the business case for these projects.

Ref	Project	Lead	Cost		Annual Savings		Pay back (yrs)	% of Target	Implementation Year
			Capital	Operational	Financial (Gross)	tCO2			
2	Green Driver Training only	M Phipps	£0	£2,500	£5,236	11.8	0.0	2.1%	2011
5	On Demand Electric Bin Lifting system	M Phipps/ T Jones	£45,000		£12,000	31.0	3.3	5.5%	2012
6	Company Travel Plan	J Moreton	£0		£1,937	3.3	0.0	0.6%	2012
7	Optimise cooling controls (RAP Stat' Sources Group 1)	E Brookes / R Hall	£148		£52	0.3	2.8	0.1%	2013

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8	Secondary Glazing (RAP Stat' Sources Group 1)	E Brookes / R Hall	£4,286		£1,369	5.8	3.1	1.0%	2013
9	Loft Insulation (RAP Stat' Sources Group 1)	E Brookes / R Hall	£5,175		£2,191	9.2	2.4	1.6%	2013
10	BMS fine tuning (RAP Stat' Sources Group1)	E Brookes / R Hall	£7,669		£3,172	16.8	2.4	3.0%	2013
11	BMS upgrades (RAP Stat' Sources Group1)	E Brookes / R Hall	£4,181		£1,903	10.1	2.2	1.8%	2013
12	Heating - upgrade to condensing boilers (RAP Stat' Sources Group1)	E Brookes / R Hall	£17,275		£5,155	21.7	3.4	3.8%	2013
13	Heating control system (RAP Stat' Sources Group 1)	E Brookes / R Hall	£8,791		£3287	13.8	2.7	2.4%	2013
14	Optimum start heating controls (RAP Stat' Sources Group 1)	E Brookes / R Hall	£3,621		£2,191	9.2	1.7	1.6%	2013
15	Zoning heating controls (RAP Stat' Sources Group 1)	E Brookes / R Hall	£2,598		£913	3.8	2.8	0.7%	2013
16	Heating - pipework insulation (RAP Stat' Sources Group 1)	E Brookes / R Hall	£296		£150	0.6	2.0	0.1%	2013
17	Automatic lighting controls (RAP Stat' Sources Group 1)	E Brookes / R Hall	£29,827		£4,406	25.8	6.8	4.6%	2013
18	Retrofit/replace lighting to T5 (RAP Stat' Sources Group 1)	E Brookes / R Hall	£599		£168	1.0	3.6	0.2%	2013
19	Ventilation - Variable speed drives (RAP Stat' Sources Group 1)	E Brookes / R Hall	£21,955		£8,498	49.8	2.6	8.8%	2013
20	Awareness raising campaign (for staff in RAP Stat' Sources Group 1 buildings)	E Brookes / R Hall / J Moreton	£22,845		£8,882	47.1	2.6	8.3%	2012
21	BMS upgrades (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£1,251		£632	3.0	2.0	0.5%	2013
22	Cavity wall insulation (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£704		£568	3.3	1.2	0.6%	2012
23	Draught proofing (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£3,900		£1,628	6.9	2.4	1.2%	2013
24	Loft Insulation (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£1,731		£733	3.1	2.4	0.5%	2012
25	Secondary Glazing (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£4,841		£1,547	6.5	3.1	1.2%	2013
26	Heating control systems (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£408		£153	0.6	2.7	0.1%	2013
27	Optimum start heating controls (Green Street	E Brookes / R Hall	£2,691		£1,628	6.9	1.7	1.2%	2013

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	(Office & Fleet Depot))								
28	Sequencing heating controls (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£2,235		£1,140	4.8	2.0	0.8%	2013
29	Heating - pipework insulation (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£119		£61	0.3	2.0	0.0%	2013
30	Fuel switching to biofuel (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£5,808		£1,733	7.3	3.4	1.3%	2014
31	Heating - upgrade to condensing boilers (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£8,712		£2,600	10.9	3.4	1.9%	2013
32	Automatic lighting controls (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£17,665		£2,610	15.3	6.8	2.7%	2012
33	Localised lighting (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£3,505		£1,243	7.3	2.8	1.3%	2013
34	Retrofit/replace lighting to T5 (Green Street (Office & Fleet Depot))	E Brookes / R Hall	£1,420		£398	2.3	3.6	0.4%	2012
35	Awareness raising campaign (for staff in Green Street (Office & Fleet Depot))	E Brookes / R Hall / J Moreton	£6,457		£2,605	13.3	2.5	2.3%	2012
36	BMS upgrades (Brinton Park Nursery Buildings)	J Scully	£72		£31	0.2	2.3	0.0%	2014
37	Fuel switching to biofuel (Brinton Park Nursery Buildings)	J Scully	£343		£102	0.4	3.4	0.1%	2014
38	Automatic lighting controls (Brinton Park Nursery Buildings)	J Scully	£1,569		£232	1.4	6.8	0.2%	2014
39	Retrofit/replace lighting to T5 (Brinton Park Nursery Buildings)	J Scully	£189		£53	0.3	3.6	0.1%	2014
40	Equipment Timer controls (Brinton Park Nursery Buildings)	J Scully	£38		£22	0.1	1.7	0.0%	2014
41	Awareness raising campaign (for staff using Brinton Park Nursery Buildings)	J Scully / J Moreton	£169		£62	0.4	2.7	0.1%	2014
42	Automatic lighting controls (Sports Pavilions/Changing Rooms)	J Scully	£900		£133	0.8	6.8	0.1%	2014
43	Retrofit/replace lighting to T5 (Sports Pavilions/Changing Rooms)	J Scully	£108		£30	0.2	3.6	0.0%	2014
44	Ventilation - Variable speed drives (Sports Pavilions/Changing Rooms)	J Scully	£147		£57	0.3	2.6	0.1%	2014
45	Awareness raising campaign (for staff	J Scully / J	£274		£98	0.6	2.8	0.1%	2014

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	managing Sports Pavilions/Changing Rooms)	Moreton							
46	Lighting Controls - switch off at midnight (Street Lighting & Car Parks)	S Winmill	£83		£30	0.2	2.8	0.0%	2014
47	Lighting Controls - electronic control gear (Street Lighting & Car Parks)	S Winmill	£150		£53	0.3	2.8	0.1%	2014
48	Lighting - replacement bulbs (Street Lighting & Car Parks)	S Winmill	£125		£44	0.3	2.8	0.0%	2014
49	Street light dimming at midnight (Street Lighting & Car Parks)	S Winmill	£208		£74	0.4	2.8	0.1%	2014
50	BMS upgrades (Public Toilets)	S Winmill	£165		£69	0.4	2.4	0.1%	2015
51	Automatic lighting controls (Public toilets)	S Winmill	£7,024		£1,038	6.1	6.8	1.1%	2015
52	Retrofit/replace lighting to T5 (Public Toilets)	S Winmill	£470		£132	0.8	3.6	0.1%	2015
53	Equipment Timer controls (Public Toilets)	S Winmill	£95		£55	0.3	1.7	0.1%	2015
54	Secondary Glazing (Museum & museum store)	A Bakr / D Darby	£192		£61	0.3	3.1	0.0%	2015
55	Loft Insulation (Museum & museum store)	A Bakr / D Darby	£783		£332	1.4	2.4	0.2%	2015
56	Draught proofing (Museum & museum store)	A Bakr / D Darby	£104		£43	0.2	2.4	0.0%	2015
57	BMS upgrades (Museum & museum store)	A Bakr / D Darby	£915		£399	2.2	2.3	0.4%	2015
58	Heating - upgrade to condensing boilers (Museum & museum store)	A Bakr / D Darby	£969		£289	1.2	3.4	0.2%	2015
59	Heating control systems (Museum & museum store)	A Bakr / D Darby	£986		£369	1.6	2.7	0.3%	2015
60	Optimum start heating controls (Museum & museum store)	A Bakr / D Darby	£203		£123	0.5	1.7	0.1%	2015
61	Sequencing heating controls (Museum & museum store)	A Bakr / D Darby	£482		£246	1.0	2.0	0.2%	2015
62	Zoning heating controls (Museum & museum store)	A Bakr / D Darby	£350		£123	0.5	2.8	0.1%	2015
63	Heating - pipework insulation (Museum & museum store)	A Bakr / D Darby	£199		£101	0.4	2.0	0.1%	2015
64	Automatic lighting controls (Museum & museum store)	A Bakr / D Darby	£9,284		£1,371	8.0	6.8	1.4%	2015

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65	Retrofit/replace lighting to T5 (Museum & museum store)	A Bakr / D Darby	£560		£157	0.9	3.6	0.2%	2015
66	Equipment Timer controls (Museum & museum store)	A Bakr / D Darby	£452		£261	1.5	1.7	0.3%	2015
67	Awareness raising campaign (for staff and tenants of Museum & museum store)	A Bakr / D Darby / J Moreton	£2,144		£798	4.4	2.7	0.8%	2012
68	Automatic lighting controls (Cemetery Buildings)	J Scully	£1,010		£149	0.9	6.8	0.2%	2016
69	Retrofit/replace lighting to T5 (Cemetery Buildings)	J Scully	£244		£68	0.4	3.6	0.1%	2016
70	Awareness raising campaign (for staff managing Cemetery Buildings)	J Scully / J Moreton	£337		£119	0.7	2.8	0.1%	2016
71	Equipment Timer controls (Cemetery Buildings)	J Scully	£35		£20	0.1	1.7	0.0%	2016
72	PV on K Town Hall (SE facing roof), Bewdley Museum (SW facing roof) & Green St (SW facing roof).	E Brookes / R Hall / J Moreton	£21,330	- £1,000	£420	2.5	15.0	0.4%	2013
Totals			£288421	£1,500	£88,553	395	3.5	69.9%	

(Source: CMPR Tool)

4. Carbon management plan financing

To implement the projects defined in this plan it will cost approximately £333,000 in capital. This figure doesn't include £35,000 identified already for route optimisation software. The council has built the implementation costs and anticipated savings into its medium term financial strategy 2012-15. All of the necessary funds of around £374,000 have been included. Each new defined project will be required to prepare a business case, which will be presented to Cabinet for approval on an ongoing basis, before funding is finally allocated.

The Council intends to fund the cost of the works through prudential borrowing and the medium term financial strategy accounts for servicing the cost of this borrowing. The total cost figure does not include the costs of borrowing the funds. Please see http://www.wyreforest.gov.uk/council/docs/doc45580_20120221_cabinet_agenda.pdf for funding commitment including borrowing costs which has been agreed.

Should all these projects be implemented it is anticipated that it will result in estimated financial savings of £475,000 (over a 10 year period). Over the same period the corresponding carbon saving amounts to 449 tonnes. The total carbon savings, including projects already in progress, should amount to 571 tonnes.

The payback period for the projects included in this plan ranges from 1.7 year to 14 years, although average payback period all projects amounts to 3.5 years.

4.1 Financial costs and sources of funding

The table below shows the total capital and revenue costs each year and that all the funding for these projects has been committed through the medium term financial plan 2012 – 2015.

Figures in £ 1000's	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Annual costs:								
Total annual capital cost	£0	£35,000	£111,520	£154,250	£8,640	£21,950	£1,010	£332,370
Total operating and revenue cost	£0	£4000	£6500	£5400	£7980	£8050	£8490	£40,420
Total costs	£0	£39,000	£118,020	£159,650	£16,620	£30,000	£9,500	£372,790
Committed funding:								
Committed annual capital	£0	£35,000	£111,520	£154,250	£8,640	£21,950	£1,010	
Committed annual revenue	£0	£4,000	£6500	£5400	£7980	£8050	£8490	£40,420
Total funded	£0	£39,000	£118,020	£159,650	£16,620	£30,000	£9,500	£372,790
Unallocated funding								
Unallocated annual capital	£0	£0	£0	£0	£0	£0	£0	£0
Unallocated annual revenue	£0	£0	£0	£0	£0	£0	£0	£0
Total unfunded	£0	£0	£0	£0	£0	£0	£0	£0
Total project costs	£0	£39,000	£118,020	£159,650	£16,620	£30,000	£9,500	£372,790

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4.2 Assumptions

The financial savings and benefits calculated in this plan are based on the following assumptions:

- Annual business energy and fuel consumption remains at the same level.
- Energy prices increase at 5.8% per year (based on DECC estimates)
- Transport fuel prices increase at 3.7% per year (based on DECC estimates).
- Each project is subject to a separate business case appraisal
- The project for Route Optimisation software was approved prior to the commencement of this CMP, and has been added to the cost and savings figures
- The New HQ project was approved prior to the commencement of this CMP, the carbon savings have been added to the CMP, although the costs have not because of the difficulty in isolating the costs appertaining solely to energy saving.
- All costs exclude the borrowing cost of capital
- Capital expenditure on vehicles follow the timings specified on the vehicle replacement program which may delay the cost and benefit of some vehicle related projects

4.3 Benefits / savings – quantified and un-quantified

This table shows the total savings, both financial and carbon, to be made across the life of this carbon management plan. Please note some of the savings will be incurred beyond 2016.

	2010	2011	2012	2013	2014	2015	2016
Annual cost saving (gross)	£0	£3,451	£3,451	£27,220	£71,730	£98,640	£100,353
Annual CO₂ saving	0	8	8	70	351	417	449
Annual CO₂ saving (adding effect of rationalisation of buildings)	0	26	69	208	473	539	571
% of target achieved	0%	5%	12%	37%	84%	95%	101%

(Source: WFDC CMPR)

Unquantified benefits:

- **Community leadership-** the Council is keen to encourage residents, staff, businesses and other organisations to reduce their carbon emissions. Our commitment to and implementation of this Plan will help us to lead by example.
- **Carbon reduction targets-** any reduction in carbon emissions from our own estate and operations will contribute to wide targets set nationally by government and locally through the Worcestershire Partnership.
- **Regulatory Compliance.**

5. Change Management Action Plan

As part of the Carbon Management Plan we will seek to embed carbon reduction throughout the organisation through communication and undertaking activities that facilitate behavioural change and understanding.

5.1 Corporate Strategy – embedding carbon reduction across your organisation

Embedding carbon management across a whole organisation is a very important factor in the successful implementation of any Carbon Management Plan. In order to embed our CMP and deliver its projects we intend to make it part of the annual Business Plan process and to ensure it is incorporated into all relevant policies. The plan will be taken through the committee cycle starting in March / April 2012 to gain approval from Council members and the Corporate Management Team. This senior level approval will demonstrate our commitment towards implementing the Plan and meeting our emissions reduction target.

Ref	Change Action	Owner	When complete
CMP1	Obtaining endorsement of the CMP from Corporate Management Team and Council members.	J Moreton, Principal Health and Sustainability Officer	March 2012
CMP2	Including carbon reduction projects and targets in all directorates business/work plans	Corporate Management Team	April 2012
CMP3	Ensuring carbon reduction is included in all relevant policies and reviewed regularly	Carbon Management Team	December 2012

5.2 Responsibility – being clear that saving carbon is everyone's job

Whilst we want all employees to take a role in making Carbon savings there are some individuals within the organisation for whom this role is an essential part of their job. For these individuals we will encourage and support them becoming Carbon Champions and ensure that this role is recognised in their job descriptions and individual employee development and training reviews. This network of Champions will help to promote the carbon management plan throughout the organisation and will allow awareness raising activity to be carried out more effectively and with longer lasting results.

Ref	Change Action	Owner	When complete
CMP4	To ensure that CMT understand their carbon management responsibilities and ensure that it is considered to any changes made through the systems thinking approach to services.	Corporate Management Team	2012 - 2016
CMP5	Encourage the members of the Carbon Management Team to become "Carbon Champions" engaging with their teams and promoting the plan	J Moreton, Principal Health and Sustainability Officer	Throughout 2012
CMP6	Review key job descriptions at EDR to ensure carbon saving responsibilities included where relevant	Corporate Management Team	July 2012
CMP7	Ensure carbon reduction objectives set at EDR stage where relevant	Corporate Management Team	July 2012

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5.3 Monitoring and reporting

WFDC will need to develop ways to accurately measure and record carbon data across the organisation to understand the impact of the actions we take through the Carbon Management Plan and progress towards meeting our carbon reduction targets. This information will need to be regularly reported and used to inform any changes to the CMP over the five years. The Carbon Management Plan will be reviewed and updated on an annual basis.

Ref	Change Action	Owner	When complete
CMP8	Collect carbon data information to monitor progress against carbon saving projects	Carbon Management Team / J Moreton, Principal Health and Sustainability Officer	April 2012 / when available
CMP9	Improve ways of capturing and recording carbon data	Carbon Management Team / J Moreton, Principal Health and Sustainability Officer	April 2013

5.4 Communication and training – ensuring everyone is aware

To support the process of embedding the CMP across all directorates there will need to a regular process of promotion and training. Ongoing internal communications will be carried out to increase/ maintain awareness amongst staff. This will be carried out through existing established channels such as the weekly staff e-newsletter, Wyred Weekly. We will measure the effectiveness of our communications through an annual staff survey. We will also publicise CMP activity to the public through our online residents newsletter, the local press and other established channels in order to encourage others to follow suit and to demonstrate our leadership. Training will be made available to staff to ensure the Plan is a continual success and is well supported.

Ref	Change Action	Owner	When complete
CMP10	Promoting and publicising CMP projects and success stories both within and external to the organisation through Wyred Weekly, Wyred-In, local press etc.	J Moreton, Principal Health and Sustainability Officer	Monthly updates to staff Bi-monthly updates to members
CMP11	Ensure all new starters receive information around carbon reduction as part of the induction process	J Moreton, Principal Health and Sustainability Officer / Human Resources	Ongoing
CMP12	Ensure further training available to support key staff in relevant sections	J Moreton, Principal Health and Sustainability Officer	December 2012
CMP13	Include questions on staff attitudes to carbon reduction in annual staff survey	Communications	2012

Date: 31/01/2012

Owner: Jenny Moreton

Version no: 8

Approval status:

5.5 Engagement of your stakeholders – leading by example

WFDC plays a critical role as a business leader within Wyre Forest and needs to ensure that the CMP projects are positively promoted along with success stories to encourage other business in the area to also tackle carbon management.

Ref	Change Action	Owner	When complete
CMP 14	Promoting and publicising CMP projects and success stories to the organisation through Wyred Weekly, Wyred-In, local press etc.	J Moreton, Principal Health and Sustainability Officer	Bi-monthly updates to members Updates to LSP Wyre Forest Matters

5.6 Policy Alignment – saving CO₂ across your operations

We will need to ensure that any barriers to achieving carbon reductions are minimised through the regular review of our procurement practises, commissioning capital projects and updating key relevant corporate policies. This should help to reduce the risk of any carbon reduction measures being 'undone' by other large scale projects being carried out without consideration of energy/ carbon issues.

Ref	Change Action	Owner	When complete
CMP15	Regularly review existing Contract Standing orders / procurement guidelines to ensure we are appraising projects in carbon reduction criteria, working with suppliers to reduce carbon footprint and ensuring contractual stipulations around carbon reductions are carried out	D Tirebuck (Procurement Officer)/ S Tallon (Solicitor)	Annually
CMP16	Ensure all new capital projects are considered in the context of carbon reductions	Corporate Management Team/ J Moreton, Principal Health and Sustainability Officer	Ongoing
CMP17	Ensure any policy updates consider carbon reduction	Human Resources	Ongoing

6. Programme management of your carbon management programme

Project Sponsor

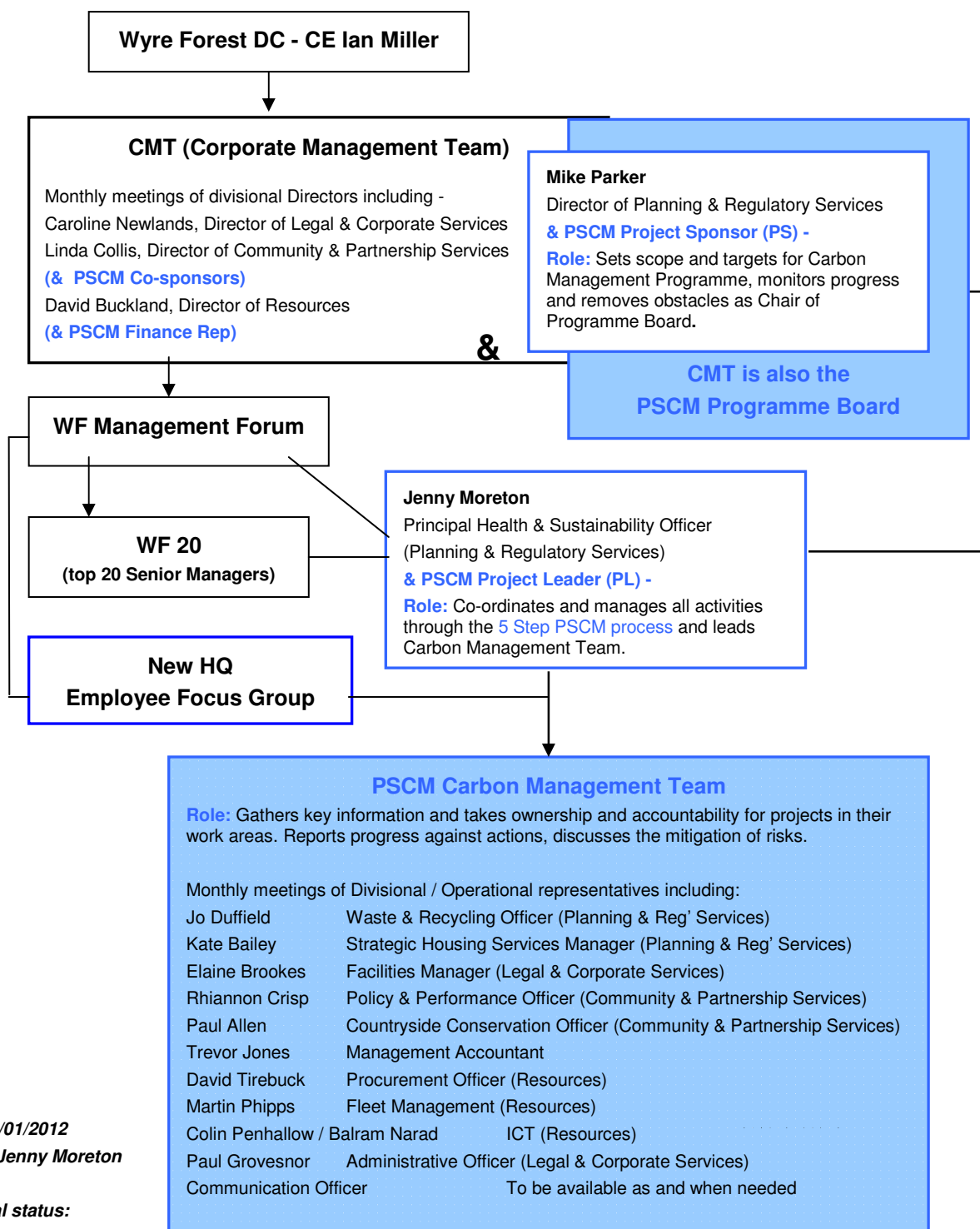
Mike Parker

Director of Planning & Regulatory Services

Project Leader

Jennifer Moreton

Principal Health & Sustainability Officer (Planning & Regulatory Services)



Date: 31/01/2012

Owner: Jenny Moreton

Approval status:

6.1 The Programme Board – strategic ownership and oversight

Wyre Forest DC - Corporate Management Team (CMT) & PSCM Programme Board

The Carbon Management Programme Board has responsibility for ensuring that the content of the CMP is deliverable and is embedded at organisational level. They will maintain oversight of the Programme and will encourage delivery of the CMP by the identification and removal of any barriers to progress or any large risks to the Programme. The Board will meet monthly. The Programme Board comprises of the Chief Executive and the four directors who are members of the Corporate Management Team as shown below:

Monthly meetings of divisional Directors including -

Ian Miller, Chief Executive & PSCM Co-sponsor

Caroline Newlands, Director of Legal & Corporate Services & PSCM Co-sponsor

Linda Collis, Director of Community & Partnership Services & PSCM Co-sponsor

David Buckland, Director of Resources & PSCM Finance Rep

Mike Parker, Director of Planning & Regulatory Services & PSCM Project Sponsor & Programme Board Chair

The Programme Board will receive updates and reports on the progress of current carbon management projects from the Carbon Management Team and will receive progress reports going forward on the projects contained within the CMP and the main risks to the overall Programme. A traffic light status of red, amber or green (RAG) will be used for the projects, allowing the Board to focus specifically on those with identified issues.

The overall risks to the programme are;

1. Lack of available capital and revenue to undertake the projects
2. Inadequate staffing resources to deliver and oversee delivery of the projects
3. Costs or other considerations make sure identified projects unviable and the target of 30% is not achieved

Carbon Management Programme Board Terms of Reference

1. To provide a strategic direction and support to the Carbon Management Team
2. Oversee and support the implementation of the projects within the CMP to realise a 30% reduction in CO2 emissions by 2016
3. Ensure any barriers or risks to the Programme are identified and addressed accordingly
4. Regularly review the resources (including financial) available to support the implementation of the CMP and make recommendation for changes to resources to ensure that carbon management projects are implemented
5. Review progress of the CMP at regular intervals over the five years of the plan
6. Agree the annual update report with the Carbon Management Team for members.

6.2 The Carbon Management Team – doing the projects

The membership of the Carbon Management Team is made up of officers from across the directorates and areas of operation and full details are given above in section 6. The chair of the group is the Principal Health and Sustainability Officer, Jenny Moreton. The group meets monthly to discuss issues around the CMP and particularly the development of the projects within the plan. The progress of the projects is then reported through the project sponsor to the Corporate Management Team every month and the Members Forum on an annual basis. The Team will be responsible for refreshing the plan, developing projects and overseeing the delivery of projects already identified.

The CMT terms of reference are included in Appendix B.

6.3 Succession planning

The overall responsibility for the Carbon Management Plan sits with the Director of Planning and Regulatory Services (the Project Sponsor) and the Programme Board, made up of the Directors and Chief Executive. The Project leader is based within the Strategic Housing Services Team and this team would take responsibility for ensuring the plans continual delivery and review in the event that the Project Leader or Project Sponsor leaves until new staff were recruited to the post.

All source and reference documents used to develop this Plan are stored in the I:Drive "Environmental Services" folder / "Carbon Trust – PSCM" folder. The key Carbon Trust tools used to develop the Baseline, the projects (using the RAP Tool), the Carbon Management Projects Register and this Carbon Management Plan are all stored in a sub-folder called "Tools & Templates ..."

The Carbon Management Plan will be kept "alive" through the work of the Principal Health and Sustainability Officer with the support of the Carbon Management Team, the Strategic Housing Services Manager, Programme Sponsor and Board and commitment from Council Members. Regular reporting and reviews and awareness raising will help embed the document across directorates and members.

6.4 Routine and annual reporting

The Plan will continue to be overseen by the Carbon Management Board (Corporate Management Team) and they will receive monthly reports covering the following aspects of the plan;

- 1) the progress of projects based on RAG reporting
- 2) the top 5 risks /issues so the Board are clear about any barriers or obstacles to delivery
- 3) progress on the Key Performance Indicators (KPIs)

The Plan will also be reported annually to the Members Forum (in line with CO₂ information becoming available) and made available to the public, via the Council's website. The report will be produced by the Principal Health and Sustainability Officer and will include information on;

- 1) the progress of projects based on RAG reporting
- 2) any barriers or obstacles identified
- 3) progress against KPI's including carbon emissions

The report will also include information around the financial and carbon costs and savings against the projected targets.

Key Performance Indicators

Ref	Measure	Frequency
KPI1	Financial value saved against the bottom line	Annual
KPI2	Financial value saved compared to the 'Business as Usual' scenario	Annual
KPI3	Total gas and electricity consumption	Quarterly
KPI4	Total fleet fuel consumption	Quarterly
KPI5	Staff business mileage	Annual
KPI6	Percentage change in CO ₂ emissions	Annual
KPI7	Staff awareness survey results (percentage change for set questions)	Annual

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All projects within the CMP will be monitored monthly by the Carbon Management Team so any issues or risks can be identified at the earliest opportunity and resolved.

We will keep staff informed about progress on the CMP through regular updates in Wyred Weekly and the Council website and through encouraging staff to access the Carbon Management Plan area on the staff intranet.

The Carbon Trust will continue to support the council in undertaking the annual review against targets and progress of projects at the end of each financial year.

Appendix A: Definition of projects

Transport (Fleet) Projects

Project:	<ol style="list-style-type: none"> Fuel Saver Package (Dennis Eagle) Green Driver Training only Voluntary speed limiting to 43 mph Route Optimisation System On Demand Electric Bin Lifting system
Reference:	CMPR Project Ref Numbers 1 - 5
Owner (person)	M Phipps (Fleet Manager) & T Jones (Management Accountant) with S Brant (Environmental Services Manager) & D Tirebuck (Procurement Officer)
Department	Planning & Regulatory Services
Description	To minimise mileage by optimising the routes used by our vehicles, making the fleet more efficient, reducing the amount of fuel used per mile and raising driver awareness. Projects 1, 3 and 4 are either underway already or will begin shortly. The On Demand Electric Bin Lifting System is planned for 2012 and will further reduce fuel use. An ongoing programme of Green Driver Training will also be run to enable and motivate our fleet drivers to help us maximise fuel savings.
Benefits	<ul style="list-style-type: none"> Financial savings: £43,197 Payback period: 3.4 years CO₂ emissions reduction: 97 tonnes of CO₂ 17.16% of target – the percentage of our CO₂ saving target this project will annually contribute
Funding	<ul style="list-style-type: none"> Project cost: £125,000 Operational costs: £6,500 Source of funding: Internal £80k has already been allocated. The remaining £47.5k has been built into the medium term financial strategy 2012-15; final allocation will be subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources.
Ensuring Success	<ul style="list-style-type: none"> Route optimisation software to fulfil promises made by supplier. Accuracy of engine efficiency. Drivers to implement methods taught on an ongoing basis.
Measuring Success	<ul style="list-style-type: none"> Annual mileage. Annual fuel consumption. Miles per gallon.
Timing	<ul style="list-style-type: none"> Projects to be carried out 2011-2015. Dates for each project identified in section 3.1.
Notes	<p>Estimates are based on costs provided by suppliers (Fuel Saver Package; Route Optimisation System; On Demand Electric Bin Lifting system) and Carbon Trust rules of thumb (Green Driver Training; Voluntary speed limiting).</p> <p>Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.</p>

Transport (Business mileage) Project

Project:	Company Travel Plan
Reference:	CMPR Project Ref Numbers 6
Owner (person)	<i>J Moreton(Principal Health and Sustainability Officer) with Carbon Management Team / New HQ Focus Group</i>
Department	<i>Planning & Regulatory Services</i>
Description	<i>The Travel Plan will bring together a range of measures to reduce staff travel and encourage staff to switch to more sustainable travel method, such as through car sharing, a pool bike scheme and staff awareness through participation in campaigns such as Bike Week and Walk to Work Week. This is being developed as part of the office rationalisation programme.</i>
Benefits	<ul style="list-style-type: none"> • <i>Financial savings: £1,937</i> • <i>Payback period: 0</i> • <i>CO₂ emissions reduction: 3.3 tonnes of CO₂</i> • <i>0.59 % of target – the percentage of your CO₂ saving target this project will annually contribute</i> <p><i>Benefits estimated using Carbon Trust Rules of Thumb.</i></p>
Funding	<ul style="list-style-type: none"> • <i>Project cost: Officer time</i> • <i>Operational costs: Officer time</i> • <i>Source of funding: Internal</i>
Resources	<ul style="list-style-type: none"> • <i>This project will be implemented within current resources.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>Ongoing communication and incentives to encourage uptake of sustainable travel options.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Annual monitoring of staff business mileage</i> • <i>Annual staff travel survey</i>
Timing	<ul style="list-style-type: none"> • <i>Travel plan developed in 2011/12</i> • <i>Ongoing implementation</i>
Notes	<p><i>Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool.</i></p> <p><i>Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.</i></p>

Stationary (Buildings / Sites) Projects

RAP Stationary Sources Group 1 – Kidderminster Town Hall / Bewdley Town Hall

(Stourport CC & New St offices closed from 2011. Civic Centre, Duke House & Coventry St to be closed from 2012)

Project: Reference:	<i>Kidderminster Town Hall / Bewdley Town Hall – Energy Reduction Improvements CMPR Project Ref Numbers 7 – 19</i>
Owner (person)	<i>Elaine Brookes, Facilities Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).</i>
Department	<i>Legal & Corporate Services</i>
Description	<p><i>Several initiatives to be investigated (subject to detailed site survey by building services engineer) as follows:</i></p> <ul style="list-style-type: none"> <i>Optimise cooling controls</i> <i>Secondary Glazing</i> <i>Loft Insulation</i> <i>BMS</i> <i>Fine tuning Upgrades</i> <i>Heating</i> <i>Upgrade to condensing boilers Control system Optimum start heating controls Zoning controls Pipework insulation</i> <i>Lighting</i> <i>Automatic lighting controls Retrofit/replace lighting to T5</i> <i>Ventillation</i> <i>Variable speed drives</i>
Benefits	<ul style="list-style-type: none"> <i>Financial savings: £33,457</i> <i>Payback period: 3.2 years</i> <i>CO₂ emissions reduction: 168 tonnes of CO₂</i> <i>29.73% of target – the percentage of your CO₂ saving target this project will annually contribute.</i>
Funding	<ul style="list-style-type: none"> <i>Project cost: £106,421</i> <i>Operational costs: £0</i> <p><i>Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.</i></p>
Resources	<ul style="list-style-type: none"> <i>This project will be implemented within current resources</i>
Ensuring Success	<ul style="list-style-type: none"> <i>Success dependent upon sufficient staff time to manage/ implement the project.</i>
Measuring Success	<ul style="list-style-type: none"> <i>Measures implemented on time</i> <i>Energy use to be monitored through meter readings</i>
Timing	<ul style="list-style-type: none"> <i>Measures to be implemented in 2013.</i>



Notes

Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool.

Estimates are based on information supplied by key staff (E Brookes/ T Jones/ Matt Smith), the maintenance company CHG and walk around surveys conducted in October/November 2011 (survey info' is in "Carbon Trust – PSCM folder" – "Projects & Site Survey" folder). The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.

Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.

Green Street (Office & Fleet Depot)

Project:	Green Street (Office & Fleet Depot) – Energy Reduction Improvements
Reference:	CMPR Project Ref Numbers 21 – 34.
Owner (person)	Elaine Brookes, Facilities Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).
Department	Legal & Corporate Services
Description	A range of measures to reduce energy use at the Green Street Office and Depot: BMS upgrades Insulation Cavity wall insulation Draught proofing Loft Insulation Secondary Glazing Heating Control systems Optimum start / Sequencing controls Pipework insulation Upgrade to condensing boilers Fuel switching to biofuel Lighting Automatic lighting controls Localised lighting Retrofit/replace lighting to T5
Benefits	<ul style="list-style-type: none"> Financial savings: £16,672 Payback period: 3.3 years CO₂ emissions reduction: 78 tonnes of CO₂ 13.88% of target – the percentage of your CO₂ saving target this project will annually contribute <p>These estimates are based on information supplied by key staff (E Brookes/ T Jones etc), the maintenance company CHG and walk around surveys conducted in October/November 2011 (survey info' is in "Carbon Trust – PSCM folder" – "Projects & Site Survey" folder). The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</p>
Funding	<ul style="list-style-type: none"> Project cost: £54,989 Operational costs: £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> Success dependent upon sufficient staff time to manage/ implement the project.
Measuring Success	<ul style="list-style-type: none"> Measures implemented on time Energy use to be monitored through meter readings
Timing	<ul style="list-style-type: none"> Measures to be implemented 2012-2014. See section 3.3 for further details.
Notes	Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.

Brinton Park Nursery Buildings

Project:	<i>Brinton Park Nursery Buildings – Energy Reduction Improvements</i>
Reference:	<i>CMPR Project Ref Numbers 36 – 40.</i>
Owner (person)	<i>Joe Scully, Parks and Green Spaces Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).</i>
Department	<i>Community and Partnership Services</i>
Description	<i>A range of measures to reduce energy use in the nursery buildings at Brinton Park: BMS upgrades Fuel switching to biofuel Lighting Automatic lighting controls Retrofit/replace lighting to T5 Equipment Timer controls</i>
Benefits	<ul style="list-style-type: none"> <i>Financial savings: £440</i> <i>Payback period: 5 years</i> <i>CO₂ emissions reduction: 2 tonnes of CO₂</i> <i>0.43% of target – the percentage of your CO₂ saving target this project will annually contribute</i> <p><i>These estimates are based on information supplied by key staff (J Scully) and walk around surveys conducted in October/November 2011 (survey info' is in "Carbon Trust – PSCM folder" – "Projects & Site Survey" folder). The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</i></p>
Funding	<ul style="list-style-type: none"> <i>Project cost, £2,212</i> <i>Operational costs, £0</i> <i>Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.</i>
Resources	<ul style="list-style-type: none"> <i>This project will be implemented within current resources</i>
Ensuring Success	<ul style="list-style-type: none"> <i>Success dependent upon sufficient staff time to manage/ implement the project.</i>
Measuring Success	<ul style="list-style-type: none"> <i>Measures implemented on time</i> <i>Energy use to be monitored through meter readings</i>
Timing	<ul style="list-style-type: none"> <i>Measures to be implemented in 2014</i>
Notes	<i>Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.</i>

Sports Pavilions/Changing Rooms

Project:	Sports Pavilions/Changing Rooms – Energy Reduction Improvements
Reference:	CMPR Project Ref Numbers 42 – 44.
Owner (person)	Joe Scully, Parks and Green Spaces Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).
Department	Legal & Corporate Services
Description	A range of measures to reduce energy use in the Council's sports pavilion/ changing rooms: Lighting Automatic lighting controls Retrofit/replace lighting to T5 Ventillation - Variable speed drives
Benefits	<ul style="list-style-type: none"> Financial savings: £220 Payback period: 5.2 years CO₂ emissions reduction: 1 tonne of CO₂ 0.23% of target – the percentage of your CO₂ saving target this project will annually contribute <p>These estimates are based on information supplied by key staff (J Scully) and walk around surveys conducted in October/November 2011 (survey info' is in "Carbon Trust – PSCM folder" – "Projects & Site Survey" folder). The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</p>
Funding	<ul style="list-style-type: none"> Project cost: £1,155 Operational costs, £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> Success dependent upon sufficient staff time to manage/ implement the project.
Measuring Success	<ul style="list-style-type: none"> Measures implemented on time Energy use to be monitored through meter readings
Timing	<ul style="list-style-type: none"> Measures to be implemented in 2014
Notes	Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.

Street Lighting & Car Parks

Project:	Street Lighting & Car Parks – Energy Reduction Improvements
Reference:	CMPR Project Ref Numbers 46 – 49.
Owner (person)	Sue Winmill, Parking Services Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).
Department	Planning & Regulatory Services
Description	Changes to street and car park lighting in order to reduce energy use: Switch off at midnight Electronic control gear Replacement bulbs Street light dimming at midnight
Benefits	<ul style="list-style-type: none"> Financial savings: £201 Payback period: 2.8 years CO₂ emissions reduction: 1 tonne of CO₂ 0.21% of target – the percentage of your CO₂ saving target this project will annually contribute <p>These estimates are based on information supplied by S Winmill. The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</p>
Funding	<ul style="list-style-type: none"> Project cost: £567 Operational costs, £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> This lighting is unmetered; reduction in energy costs will be subject to negotiation with the supplier.
Measuring Success	<ul style="list-style-type: none"> Measures implemented on time
Timing	<ul style="list-style-type: none"> Measures to be implemented in 2014
Notes	Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.

Public Toilets

Project:	Public Toilets – Energy Reduction Improvements
Reference:	CMPR Project Ref Numbers 50 – 53.
Owner (person)	Sue Winmill, Parking Services Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).
Department	Planning & Regulatory Services
Description	A range of measures to reduce energy use in the public toilets: BMS upgrades Lighting Automatic lighting controls Retrofit/replace lighting to T5 Equipment Timer controls
Benefits	<ul style="list-style-type: none"> Financial savings: £1,293 Payback period: 6 years CO₂ emissions reduction: 8 tonnes of CO₂ 1.34% of target – the percentage of your CO₂ saving target this project will annually contribute <p>These estimates are based on information supplied by S Winmill. The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</p> <p>Note: S Winmill commissioned surveys/cost estimates for a range of energy reduction improvements to the toilet buildings. At the time of writing this draft plan (24th November 2011), the detail from the surveys was not available.</p>
Funding	<ul style="list-style-type: none"> Project cost: £7,755 Operational costs £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> Success dependent upon sufficient staff time to manage/ implement the project.
Measuring Success	<ul style="list-style-type: none"> Measures implemented on time Energy use to be monitored through meter readings
Timing	<ul style="list-style-type: none"> Measures to be implemented in 2015
Notes	<p>Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.</p> <p>Surveys of the toilet buildings have been commissioned and so detailed energy efficiency improvement proposals with costs will become available shortly.</p>

Museum & museum store

Project:	Bewdley Museum – Energy Reduction Improvements
Reference:	CMPR Project Ref Numbers 54 – 66
Owner (person)	Alison Bakr, Leisure Development Officer & David Darby, Museum Technician. with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).
Department	Legal & Corporate Services
Description	A range of measures to reduce the energy use at Bewdley Museum: Secondary Glazing Loft Insulation Draught proofing BMS upgrades Heating Upgrade to condensing boilers Heating control systems Optimum start controls Sequencing controls Zoning controls Pipework insulation Lighting Automatic lighting controls Retrofit/replace lighting to T5 Equipment Timer controls
Benefits	<ul style="list-style-type: none"> Financial savings: £3,875 Payback period: 4 years CO₂ emissions reduction: 20 tonnes of CO₂ 3.5% of target – the percentage of your CO₂ saving target this project will annually contribute <p>These estimates are based on information supplied by key staff (A Bakr / D Darby) and a walk around survey conducted in October/November 2011 (survey info' is in "Carbon Trust – PSCM folder" – "Projects & Site Survey" folder). The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</p>
Funding	<ul style="list-style-type: none"> Project cost: £15,479 Operational costs, £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> Success dependent upon sufficient staff time to manage/ implement the project.
Measuring Success	<ul style="list-style-type: none"> Measures implemented on time Energy use to be monitored through meter readings
Timing	<ul style="list-style-type: none"> Measures to be implemented in 2015
Notes	Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012

Cemetery Buildings

Project:	Cemetery Buildings – Lighting and Equipment Timer controls
Reference:	CMPR Project Ref Numbers 68, 69, 71
Owner (person)	Joe Scully, Parks and Green Spaces Manager with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer).
Department	Legal & Corporate Services
Description	Automatic lighting controls; Retrofit/replace lighting to T5; Equipment Timer controls.
Benefits	<ul style="list-style-type: none"> Financial savings: £237 Payback period: 5.4 years CO₂ emissions reduction: 1 tonne of CO₂ 0.25% of target – the percentage of your CO₂ saving target this project will annually contribute <p>These estimates are based on information supplied by key staff (J Scully) and a walk around survey conducted in October/November 2011 (survey info' is in "Carbon Trust – PSCM folder" – "Projects & Site Survey" folder). The information collected was used to choose appropriate energy reduction actions/technologies for this building group as listed in the CT RAP (Rapid Assessment of Potential) Tool. The RAP Tool outputs were then exported to the CT CMPR Tool which calculated the predicted savings listed in this section.</p>
Funding	<ul style="list-style-type: none"> Project cost: £1,288 Operational costs, £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> Success dependent upon sufficient staff time to manage/ implement the project.
Measuring Success	<ul style="list-style-type: none"> Measures implemented on time Energy use to be monitored through meter readings
Timing	<ul style="list-style-type: none"> Measures to be implemented in 2016
Notes	Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.

Photo Voltaics on Council Buildings

Project:	PV (Kidderminster Town Hall, Bewdley Museum & Green Street office/depot)
Reference:	<i>CMPR Project Ref Number 72</i>
Owner (person)	<i>Elaine Brookes (Facilities Manager) with Richard Hall (Building Services Manager), David Tirebuck (Procurement Officer), Jennifer Moreton (Principal Health & Sustainability Officer)</i>
Department	<i>Legal & Corporate Services</i>
Description	<i>Photo Voltaic (PV) panels on K Town Hall (SE facing roof), Bewdley Museum & Green St (SW facing roof).</i>
Benefits	<ul style="list-style-type: none"> • Financial savings: £420 /year • Payback period: 15 years • CO₂ emissions reduction (Lifetime): 2 tonnes of CO₂ • 0.44 % of target – the percentage of your CO₂ saving target this project will annually contribute <i>RAP and CMPR Tool estimates.</i>
Funding	<ul style="list-style-type: none"> • Project cost: £21,330 capital costs • Operational costs: - £1,000 (i.e. Feed In Tariff income – actual income needs to be ascertained depending on size of PV installed and tariff rate applicable). • Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> • This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> • Planning issues (Listed Building status) will need to be overcome • Equipment will need to meet expectations • Reliant on Feed-in tariff income to meet this payback period
Measuring Success	<ul style="list-style-type: none"> • Electricity generation achieved (kWh) • Feed-in tariff income generated (£)
Timing	<ul style="list-style-type: none"> ○ Implementation in 2013
Notes	<p><i>Total of 30m2 PV panels assumed across the three buildings (exact area to be assessed at site survey). Costs/benefits/payback estimated using the Carbon Trust RAP Tool and CMPR Tool.</i></p> <p><i>Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.</i></p>

All corporate buildings

Project:	Staff Awareness Raising Campaign - across all corporate buildings
Reference:	CMPR Project Ref Number 20, 35, 41, 45, 67, 70
Owner (person)	Jenny Moreton (Principal Health & Sustainability Officer) and the Carbon Management Team
Department	Planning & Regulatory Services
Description	An ongoing training and awareness raising campaign to encourage staff across the whole authority to take action to reduce carbon emissions. We will carry out a programme of awareness raising activity for staff in existing and new buildings, covering topics such as energy efficiency, greener IT, green procurement, eco-driving, waste minimisation and sustainable travel. This will be ongoing, to ensure messages are kept fresh and are continually drip-fed.
Benefits	<ul style="list-style-type: none"> Financial savings: £12,564/year Payback period: :average= 2.7 years CO₂ emissions reduction: 66.5 tonnes of CO₂ % of target – 11.7% <p>These estimates are based on Carbon Trust Rules of Thumb</p>
Funding	<ul style="list-style-type: none"> Project cost, £32,226 Operational costs, £0 Source of funding: Internal funding earmarked in the Council's draft medium term Financial Strategy 2012-2015. Project subject to a successful business case being made.
Resources	<ul style="list-style-type: none"> This project will be implemented within current resources
Ensuring Success	<ul style="list-style-type: none"> Dependent upon staff implementing relevant actions/ behaviour Ongoing awareness needed to keep up the momentum and ensure new employees are reached
Measuring Success	<ul style="list-style-type: none"> Annual staff survey Overall reduction in fuel and energy use and carbon emissions
Timing	<ul style="list-style-type: none"> Ongoing
Notes	Costs and benefits estimated using Carbon Trust Rules of Thumb. The Carbon Management Team will be developing these projects and refining these figures in 2012. Where costs and savings have been estimated using Carbon Trust 'rules of thumb', more accurate figures will be obtained by the Carbon Management Team as a priority in 2012.

Appendix B – Carbon Management Team Terms of Reference

Purpose	To assist in the on-going development, implementation and evaluation of the Council's work on sustainability and delivery of the Carbon Management Plan.
Role	<p>The group provides a mechanism for reviewing the CMP and the projects within, identifying areas of concern and risks and provides a tool for disseminating best practise within all directorates. It helps co-ordinate the council's work on sustainability, including the Wyre Forest Climate Change Strategy and associated national indicators.</p> <p>Group members seek to:</p> <ul style="list-style-type: none"> • Reduce the Council's CO₂ emissions by 30% over five years • Improve the council's environmental performance. • Integrate sustainable development into policies and activities. • Promote and encourage environmentally friendly behaviour. <p>Each group member also has a role to play in:</p> <ul style="list-style-type: none"> • Providing feedback on progress, both to the group and within their own directorates. • Acting as a local sustainability first point of contact within their directorate. • Assisting in implementation of environmental initiatives, e.g. awareness raising campaigns. • Acting as a Carbon Champion for the organisation.
Actions	<p>Delivery of relevant actions in the Carbon Management Plan</p> <ul style="list-style-type: none"> • Obtaining endorsement of the CMP from Corporate Management Team and Council members. • Ensuring carbon reduction is included in all relevant policies and reviewed regularly • Collect carbon data information to monitor progress against carbon saving projects • Encourage the members of the Carbon Management Team to become "Carbon Champions" engaging with their teams and promoting the plan • Improve ways of capturing and recording carbon data • Promoting and publicising CMP projects and success stories both within and external to the organisation through Wyred Weekly, Wyred-In, local press etc • Ensure all new starters receive information around carbon reduction as part of the induction process • Ensure further training available to support key staff in relevant sections • Promoting and publicising CMP projects and success stories to the organisation through Wyred Weekly, Wyred-In, local press etc • Ensure all new capital projects are considered in the context of carbon reductions
Working arrangements	<ul style="list-style-type: none"> • The Carbon Management Team will meet on a monthly basis or as and when required. • Where specialist knowledge is required, other Officers may be consulted or asked to attend meetings from time to time. • The agenda and other related documents will be distributed within a reasonable time prior to the meeting.
Date adopted	January 2012



Overview & Scrutiny Committee

Briefing Paper

Report of: Sally Horne, Principal Strategic Housing Officer
Date: Thursday, 8th March 2012
Open

Worcestershire Homelessness Strategy

1. Summary

- 1.1 The Worcestershire Homeless Strategy 2012-16 replaces the previous strategy which ran between 2007 and 2011. The draft 2012-16 strategy has been written following a 12 month desktop data review and extensive consultation with service users and service providers and is now out for a final 12 week consultation.

2. Background

- 2.1 The Homelessness Act 2002 requires all Local Authorities to publish a homelessness strategy and it is published in accordance with the 2007 Code of Guidance on Homelessness Strategies. The legislation prescribes that prior to the Homelessness Strategy being written a review into the nature and extent of homelessness in the local authority area is required.
- 2.2 The review document, which informs the strategy, includes information on:
- the nature and extent of homelessness across the county
 - data about the most vulnerable homeless groups
 - a profile of those who have experienced homelessness
 - factors that will have an impact on future levels of homelessness in the county
 - an audit of services
 - information on support, accommodation and resources available
 - outcomes from the previous strategy
 - analysis of consultation undertaken
- 2.3 The main finding of the review was that since 2007, the Worcestershire Authorities have been successful in preventing homelessness and this has led to a decline in the number of homelessness decisions and homelessness acceptances being made by the local authorities. However, data from 2011 shows that the level of acceptances is now increasing. Whilst this is line with the national situation, particular issues that are impacting upon the Worcestershire authorities include exclusion from parents/friends homes, the loss of assured short hold

tenancies and relationship breakdown (violent and non violent). Although these were the primary causes identified in the 2007 strategy, it is thought that pressures such as the economic downturn and future legislative changes such as the Welfare Benefit Reforms that are causing an increase and this is expected to continue to have an impact. Therefore, against this context the 2012-2016 strategy identifies the priority areas for action in order to tackle homelessness in the County.

3. Key Issues

- 3.1 The 2012 strategy builds upon the achievements of the 2007 -2011 strategy and aims to tackle the particular issues identified in the review document.
- 3.2 The homelessness strategy has four overarching goals and these are:
 - Providing a pathway to a housing solution for everyone that accesses our services
 - Creating strong partnerships to tackle homelessness
 - Taking effective action to prevent anyone new to the streets, having to sleep out for more than one night
 - Tackling financial deprivation of those affected by benefit reform, welfare reform and worklessness
- 3.3 Under the four goals, the strategy aims to continue the decline in homelessness presentation through prevention work. However, the 2012 strategy has a greater emphasis upon tackling homelessness amongst all people presenting, whether local authorities have a duty or not. This is in line with the national government agenda of 'No Second Night Out'.
- 3.4 However, the challenge that local authorities face in tackling homelessness in a time when the public sector faces budget reductions and homelessness is on the increase is not underestimated. Therefore, the strategy also emphasises the need to develop stronger, more efficient and effective relationships with a range of organisations across public, voluntary and private sectors.

4. Options

- 4.1 The Homelessness Strategy will be out for formal consultation for 12 weeks from the 16th March 2012 and members are invited to comment. Therefore members are asked that the homelessness strategy be agreed (to include the two amendments set out below) and that full consultation be undertaken with stakeholders.

5. Consultation

- 5.1 There have been various stages of consultation throughout the development of the strategy. This included a consultation event, "Home

Truths” which took place on 12th July 2011. This was followed by a questionnaire that went to all homeless service users and then more in-depth journey mapping work with a selected number of customers.

6. Related Decisions

- 6.1 There are no related decisions.

7. Relevant Council Policies/Strategies

- 7.1 Worcestershire Housing Strategy.
7.2 Home Choice Plus Allocations Policy.

8. Implications

- 8.1 Resources: There are no immediate financial implications to WFDC associated with the approval of the Countywide Housing Strategy and Action Plan as the implementation of these actions will be carried out within existing Strategic Housing staff resources. Where actions within the action plan are set to assess or investigate the potential implementation of certain new services and local funding would be required, a bid would have to be submitted for consideration under the Council's corporate annual budget process.
- 8.2 Equalities: An underpinning goal of the strategy is to embrace the diversity that exists within Worcestershire and ensure that we plan to meet the diverse needs of our communities.
- 8.3 Partnership working: This strategy has been developed in consultation with our partners
- 8.4 Human Rights: None.
- 8.5 E-Government: None.
- 8.6 Transformation: None.

9. Equality Impact Needs Assessment

- 9.1 An equality impact assessment will be undertaken for this strategy.

10. Wards affected

- 10.1 All wards.

11. Appendices

11.1 Draft Worcestershire Homelessness Strategy.

The appendix to this report has been circulated electronically and a public inspection copy is available on request

12. Background Papers

12.1 Worcestershire Homelessness Review.

Officer Contact Details:

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WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET

MEETING HELD ON TUESDAY 31ST JANUARY 2012

Agenda
Item No.

DECISION

8.1 Wyre Forest District Local Development Framework Potential sites for Gypsies, travellers and Travelling Showpeople Consultation responses.

Decision:

1. The sites at Stourport Rd (Bewdley), Sion Hill (Kidderminster), Lea Castle (Cookley) and Manor Farm (Stourport-on-Severn) be disregarded from any further considerations.
2. The sites at Nunn's Corner Stourport-on-Severn and The Gables Yard, Stourport-on-Severn be carried forward for allocation in the Site Allocations and Policies Development Plan Document.
3. The Statement of Consultation set out in Appendix 1 of the report to the Overview and Scrutiny Committee be noted and agreed for publication.
4. In line with the recommendations from the Local Development Framework Review Panel, the following alternative sites be taken forward to the next phase of consultation:

<u>Site Number</u>	<u>Location</u>
--------------------	-----------------

ALT.1	Land opposite the Gatehouse, Sandy Lane Industrial Estate
ALT.2	1A Broach Road, Sandy Lane, Stourport-on-Severn
ALT.3	28-29 Sandy Lane, Stourport-on-Severn

5. The following sites be disregarded from any further considerations:

<u>Site Number</u>	<u>Location</u>
--------------------	-----------------

ALT.25	Hoobrook Trading Estate, Kidderminster
ALT.4	Land off Wilden Lane, Stourport-on-Severn
ALT.20	Ex Yieldingtree Packing Site nr Churchill
ALT.24	Clows Top Garage Site

6. The Local Development Framework Panel to consider draft wording in relation to a criteria based site provision policy for Travelling Showpeople and for the future determination of planning applications for gypsy and traveller sites within the Site Allocations and Policies Development Plan Document, recognising the desire of the Overview and Scrutiny Committee to see no further pitches being developed in the Sandy Lane area of Stourport-on-Severn.

9.1 Future Arrangements for the Management of Sports and Leisure Centres

Decision:

In line with the recommendation from the Overview and Scrutiny Committee of 2nd June 2011 on the broad principles for future arrangements for sport and leisure centre provision including “refurbishment of the Glades is not considered to be an option”; and consistent with the Council's emerging planning policy for the Eastern Gateway as set out in the Kidderminster Central Area Action Plan Development Plan Document which was approved by full Council for consultation on 18th May 2011:

- 1. The Cabinet DECIDED that the site of The Glades Leisure Centre would not form an appropriate location for future leisure provision for the district. This decision includes, if necessary, vacating the site in order to allow its development by any purchaser prior to the building of a new leisure centre.**
- 2. Except as decided above, the Cabinet NOTES the recommendations set out in paragraphs 2.1 to 2.7 of the report to Cabinet, pending the advice of the Overview and Scrutiny Committee, and will take final decisions on these matters at its meeting on 21st February 2012.**

WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET

MEETING HELD ON TUESDAY 21ST FEBRUARY 2012

Agenda
Item No.

DECISION

8.1 South Kidderminster Enterprise Park, Local Development Order
Consultation Document

Decision:

1. The draft Local Development Order, attached at Appendix 1 of the report to Cabinet, be used as the basis for public consultation
2. Delegated authority be granted to the Director of Planning and Regulatory Services to approve the final format of the consultation papers.
3. If adopted, Members be kept informed of developments carried out under the order by way of the weekly planning list.

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

Decision:

Recommended to Council:

1. The designation under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, of a new Conservation Area at Green Street in Kidderminster as shown on Appendix 1 of the report to Cabinet.
2. Delegated powers be granted to the Director of Planning and Regulatory Services to determine the final format and presentation of the Character Appraisal and Management Plan.
3. 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.
4. The Character Appraisal and Management Plan be adopted.
5. The background and history of the buildings and points of interest within the area collated as part of the report be made available for display in the Carpet Museum and local library.

10.1 Financial Strategy 2012-2015

Decision:

Recommended to Council:

1. CAPITAL PROGRAMME 2010/11 ONWARDS (pages 74-84)

Agenda Item No. 9

- 1.1 **APPROVES** the updated Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as presented to the Cabinet on 20th December 2011 and further amended to incorporate the Cabinet Proposals identified in Appendix 2 along with the updated Prudential Indicators presented in the separate report on this agenda.
- 1.2 **DELEGATED** authority continues to be given to the Director of Resources in consultation with the Cabinet Member for Resources, to fund appropriate elements of the Capital Programme by means of Prudential Borrowing.
- 1.3 **DELEGATES** authority to the Director of Resources, in consultation with the Chief Executive and the Cabinet, to determine the most financially prudent funding method for Capital Projects (Capital Receipts or Direct Revenue Funding) at the end of each Financial Year.
2. **FEES AND CHARGES** (pages 32-70)
 - 2.1 **RECOMMENDS** fees and charges as detailed in the Financial Strategy as presented to Cabinet on 20th December 2011, along with the amendments attached in Appendix 1.
3. **THREE YEAR BUDGET AND POLICY FRAMEWORK 2012/15** (pages 1-73)
 - 3.1 The contents of the Reports of the Director of Resources on the Three Year Budget and Policy Framework 2012-2015 (pages 1-73 incorporating the Base Budget Variations (pages 21-22) be **ENDORSED** and in doing so **APPROVE** the Revised Revenue and Capital Budgets for 2011/12.
 - 3.2 **APPROVES** that any Final Account savings arising from 2011/2015 over and above the target allowed for in the Council's Finance Strategy, together with surplus Earmarked Reserves, be allocated for the one-off costs of the new Head Quarters project.
 - 3.3 The following General Fund Revenue Budget be **RECOMMENDED** including **CABINET PROPOSALS** (Appendix 2) and **FEES AND CHARGES** (see Financial Strategy pages 32-70) and related amendments (Appendix 1):

Agenda Item No. 9

	Revised 2011/12 £	2012/2013 £	2013/2014 £	2014/2015 £
Net Expenditure on Services (per Appendix 1 on Page 12 of the Financial Strategy Book) (*)	14,241,610	12,780,950	12,805,090	13,096,700
<u>Add/(Less)</u> Cabinet Proposals - (Appendix 2)	-	274,250	2,400	(87,080)
Net Expenditure	14,241,610	13,055,200	12,807,490	13,009,620
Contribution to/(from) Reserves	(716,560)	(322,400)	(329,870)	(656,840)
Net Budget Requirement	13,525,050	12,732,800	12,477,620	12,352,780
<u>Less</u> Business Rate Grant, Government Grant and Collection Fund Surplus (*)				
Area Based Grant	6,294,330 293,270	5,615,730 109,270	5,294,640 0	4,990,370 0
Council Tax Income	<u>£6,937,450</u>	<u>£7,007,800</u>	<u>£7,182,980</u>	<u>£7,362,410</u>
Wyre Forest District Council Tax Level assuming no change in 2011/12 then a 2.5% increase 2012/13 onwards.	<u>£197.62</u>	<u>£197.62</u>	<u>£202.56</u>	<u>£207.62</u>

(*) Now confirmed that the Council Tax Freeze Grant is included within Formula Grant for 2012/13 and beyond

Government Grant Analysis*	2011/12	2012/13	Increase (decrease)	
	£	£	£	%
Revenue Support Grant	1,474,240	105,820	(1,368,42)	(92.8)
Business Rates	4,769,440	5,458,910	689,470	14.4
Collection Fund Surplus	50,650	51,000	350	0.0
Overall Totals	6,294,330	5,615,730	(678,600)	(10.8)

3.4 Reserves available as part of the Three Year Financial Strategy:

Reserves Statement	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
Reserves as at 1 April	2,698	1,981	1,659	1,329
Contribution to/(from) Reserves	(717)	(322)	(330)	(657)
Reserves as at 31 March	1,981	1,659	1,329	672

3.5 RECOMMENDS to Council adoption of the statement of purposes (Appendix 3 of the report to Cabinet) which has been derived from the work on systems thinking and shows the links with the Council's corporate priorities.

4 COUNCIL TAX

4.1 RECOMMENDS a Council Tax for Wyre Forest District Council on a Band D Property of £197.62 for 2012/13 (£197.62 2011/12) no increase on Council Tax for 2012/13.

4.2 RECOMMENDS a provisional Council Tax on a Band D Property in 2013/2014 of £202.56 and £207.62 in 2014/2015 an increase of 2.5% per annum over 2012/2013.

10.3 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

Decision:

Recommended to Council:

- 1. The restated Prudential Indicators and Limits for the financial years 2012/13 to 2014/15 be approved.**
- 2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2012 to 31st 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 Cabinet) be approved.**
- 3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to Cabinet be approved.**
- 4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to Cabinet be approved.**

11.1 Recommendations from the Overview and Scrutiny Committees, 8th and 9th February 2012

a Future Arrangements for the Management of Sports and Leisure Centres

Decision:

- 1. In order to meet the future needs of the District as this is the most affordable and sustainable option a new leisure centre based on Option 3, including a swimming pool, should be progressed,**
- 2. That to enable the provision of at least one swimming pool in the District by the Council until such time as a new leisure centre is built, that the current contract with DC Leisure be extended for 3 years, with an option to terminate at 6 months notice.**
- 3. Wyre Forest Glades Leisure Centre closure will be the earliest of:**
 - (a) when a new leisure centre is complete; or**
 - (b) if the site needs to be vacated in order to allow its development**

- by any purchaser of the site; or
(c) the end of the 3 year extension to the current contract in March 2016;
but not before 30th September 2013 in any case.

4. Stourport Sports Centre will cease to be operated by Wyre Forest District Council when the new leisure centre is complete or at the end of the 3 year extension to the current contract in March 2016 if an asset transfer has not been possible and that further consideration should be given for the continued use of the site for community sport (not to exclude use by any commercial sports providers).
5. The transfer of Bewdley Leisure Centre and playing fields should be secured and a negotiated withdrawal from the dual use agreement;
6. The Director of Planning and Regulatory Services and the Director of Legal and Corporate Services in consultation with the Cabinet Member for Community Well-being be authorised to enter into negotiations for the acquisition of a suitable site for the new leisure centre, with the final decision on acquisition to be taken by Cabinet.
7. Following acquisition of the site the appropriate Directors in consultation with the Cabinet Member for Community Well Being, commence the procurement exercise using the restricted procedure for a Design Build Operate Maintain (DBOM) contract for the build and operation of the new leisure centre.
8. That the Capital and Revenue Budgets associated with Option 3 as set out in Section 5.3 of the report and Exempt Appendix 2 be approved and included in Cabinet's final budget strategy proposals in February (exact phasing to be confirmed together with final costs following site acquisition and competitive procurement).

b Review of the Grants to Voluntary Bodies

Decision:

1. The general grant funding allocation from 1st April 2012 to 31st March 2015 should be targeted at meeting the needs of as many individuals across the District as possible. The grant funding should reflect the Council priorities of improving Community Well Being and Securing the Economic Prosperity of the District. In order to give stability to those organisations receiving grant funding, it should be given for a 3 year period.
2. The allocation of grant funding should also reflect the ageing population in the District.
3. The following grant allocations cease with effect from:
1st April 2012:
 - £1,000 pump priming grant
 - £1,000 emergency grant

1st June 2012:

- £1,000 Community Action Wyre Forest
 - £2,960 Relate Worcestershire
4. The grant funding be allocated for a three year period, on a reducing basis, on an equal percentage reduction of 16.5% in 2012/13, 8.3% in 2013/14 and 9.0% in 2014/15 with effect from 1st June 2012.
 5. The following organisations will continue to receive funding in line with recommendations 1, 2 and 3 above:-
 - Citizens Advice Bureau
 - Stourport Day Centre
 - Castle Road Day Centre
 6. Rent support to organisations remains unchanged.
 7. The inflationary uplift to Citizens Advice Bureau should cease with effect from 2012/13.
 8. At the end of the three year grant giving period and subject to the funds still being available, the Council will widely advertise the available grant and the criteria for organisations to apply for funding.
 9. The Council publicise the Worcestershire County Council scheme when it is finalised which is aimed at supporting the development of community and voluntary organisations. The Council should help to promote the scheme which will make £750,000 available over the next three years.

c Public Sector Equality Duty Objectives

Decision:

Recommend to Council:

The Council 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, and by promoting good parenting skills and providing support and advice to families from relevant partner agencies and schools.

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

Decision: The proposed Revised Local Development Framework Project Plan 2012-15 (LDS) as set out in Appendix 1 of the report to the Overview and Scrutiny Committee of 9th February 2012 be endorsed.

**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

June 2012

LDF Development Plan Documents

-
- * Work programme forms rec'd