

Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 3rd October 2013
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke	
Vice-Chairman: Councillor T Ingham	
Councillor C Brewer	Councillor N Gale
Councillor J Greener	Councillor V Higgs
Councillor D C H McCann	Councillor T L Onslow
Councillor J Phillips	Councillor M Rayner
Councillor C Rogers	Councillor A M Sewell

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.

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct (“the Code”) requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members’ Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI’s and ODI’s are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council’s Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

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, Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 3rd October 2013

Council Chamber, Wyre Forest House, Finepoint Way, 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 Solicitor of the Council, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 12 th September 2013.	7
5.	Wyre Forest Health Action Plan Update To consider a report from the Principal Health and Sustainability Officer which updates Members on work to improve health and Wellbeing in Wyre Forest and to seek endorsement of the new Wyre Forest Health Action Plan 2013/14.	10
6.	Supported Housing for Young People – Local Letting Plan To consider a report from the Strategic Housing Services Manager which outlines the current progress on the Bromsgrove Street Foyer – supported accommodation for young people and presents the Local Letting Plan. It also includes some details regarding the establishment of the steering group that will oversee the delivery of the project.	37

7.	Wyre Forest District Development Plan: Revised Local Development Scheme (Project Plan 2013-16) To consider a report from the Planning Policy Manager which informs the Committee of proposals for the revision of the Local Development Scheme (Project Plan), which will guide the future production of the District's Local Plans and seeks the Committee's endorsement of the Draft Local Development Scheme.	44
8.	Community Infrastructure Levy To consider a report from the Planning Policy Manager which updates members on the work undertaken on the Community Infrastructure Levy (CIL) and to recommend that progress on implementing the Levy is postponed until later in 2014.	68
9.	Scoping of Scrutiny Exercise To consider a Scrutiny Proposal Form submitted by Councillor J Greener regarding the effectiveness of the system for Disabled Parking Permits – "Blue Badges".	97
10.	National Non Domestic Rate Relief (NNDR) To consider a report from the Director of Economic Prosperity and Place which sets out the responses to the consultation carried out during March-May 2013 regarding the new scheme of NNDR relief proposed for April 2014. (Report to follow)	-
11.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from the meeting on 17 th September 2013.	100
12.	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.	101
13.	Press Involvement To consider any future items for scrutiny that might require publicity.	
14.	To consider any other business, details of which have been communicated to the Solicitor of the Council 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.	

15.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“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”.</p>	
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Part 2

Not open to the Press and Public

16.	<p>To consider any other business, details of which have been communicated to the Solicitor of the Council 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.</p>	
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Terms of Reference - The Overview and Scrutiny Committee

1. Reviews the policies of the Council and the Cabinet and recommends to the Council or the Cabinet:
 - (i) Whether any new policies are required.
 - (ii) Whether any existing policies are no longer required.
 - (iii) Whether any changes are required to any existing policies.
 - (iv) Whether any action is required to make the policies more effective.
2. Reviews the discharge of Cabinet functions, and recommends to the Council or the Cabinet:
 - (i) Whether any action should be taken to improve the economy, efficiency and effectiveness of those functions.
 - (ii) Whether any action should be taken to improve the co-ordination of the various functions within the Authority, or with any other person or body.
 - (iii) Whether the function should continue to be discharged or be discharged in another way.
3. Reviews any decisions or proposed decisions of the Council and of the Cabinet. In undertaking such reviews, the Overview and Scrutiny Committee shall in particular consider:
 - (i) Whether the relevant criteria were used.
 - (ii) Whether the decision is in accordance with the budget and policy framework of the Council.
 - (iii) Whether the decision or action was within the powers of the Authority.
 - (iv) Whether the decision was lawful.
 - (v) Whether the decision contributes to the efficient, effective and economic discharge of the function.
4. Recommendations should all take account of the following:
 - (i) Whether the decision should be reconsidered, and if so, what alternative decision should be taken.
 - (ii) Whether the proposed decision should be taken or taken in a different form.
 - (iii) Whether any further action should be taken in the experience of that decision to ensure proper or better implementation of decisions.
 - (iv) Whether any further actions should be taken in the experience of that decision to improve the manner or quality of decision-making for the future.

5. Considers any matters which affect the Council or its administrative area or the inhabitants of that area and makes recommendations to the Council or the Cabinet arising from that consideration.

6. External Partners

Reviews the performance and effectiveness of the Council's external partner organisations, including the duty to scrutinise the local Crime and Disorder Reduction Partnership.

7. Review Panels

Establishes time limited Review Panels which focus upon specific issues of concern raised by Members through a Scrutiny Proposal Form, consider evidence, and subsequently make recommendations to the Overview and Scrutiny Committee. A protocol for the establishment of Review Panels is attached as Appendix C at section 10 of the Constitution.

8. Review the Forward Plan

Regularly reviews the Forward Plan with a view to deciding which, if any, forthcoming items require consideration.

9. Sets and agrees an Annual Work Programme and prioritises the work of the Committee.

10. Ensures consideration is given to encouraging public participation and engagement in functions of the Committee.

11. Ensures that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.

12. Monitors the implementation of scrutiny recommendations.

13. Reviews and scrutinises relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.

WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 12TH SEPTEMBER 2013 (6PM)

Present:

Councillors: T Ingham (Vice-Chairman), C Brewer, N Gale, J Greener, V Higgs, T L Onslow, J Phillips, M Price, M Rayner, C Rogers and J A Shaw.

Observers

Councillors: G W Ballinger and M Hart.

OS.22 Apologies for Absence

Apologies for absence were received from Councillors: H E Dyke (Chairman), D C H McCann and A M Sewell.

OS.23 Appointment of Substitutes

Councillor M Price was appointed as a substitute for Councillor H E Dyke.
Councillor J A Shaw was appointed as a substitute for Councillor A M Sewell.

OS.24 Declarations of Interests by Members

No declarations of interest were made.

OS.25 Minutes

Decision: The minutes of the meeting held on 4th July 2013 be confirmed as a correct record and signed by the Chairman.

OS.26 Affordable Housing Supplementary Planning Document (SPD) – Early Engagement

The Committee considered a report from the Senior Forward Planning Officer on the preparation plans for an Affordable Housing Supplementary Planning Document (SPD).

Members were led through the report and advised the request for the Council to produce and adopt an Affordable Housing SPD was a recommendation from the Housing Review Panel which was established in July 2012 to consider a number of housing relating issues, including the provision of affordable housing.

Members welcomed the development of the document and the issues it proposed to address, such as size and design standards for new affordable housing units.

The Chairman of the Housing Review Panel commended Officers for all the hard work undertaken in implementing the recommendations.

Agreed: Recommend to Cabinet:

The Early Engagement Leaflet draft text, as set out at Appendix 1 to the Overview and Scrutiny report, forms the basis for a consultation between Thursday 3rd and Friday 1st November 2013.

OS.27 West Midlands Safari and Leisure Park (WMSLP) – Planning Brief and Masterplan

The Committee received a report from the Principal Planning Policy Officer which provided an update on the masterplanning work being undertaken by West Midlands Safari and Leisure Park (WMSLP).

The Planning Policy Manager led Members through the report and advised the production of a Planning Brief and Masterplan was a requirement of the Council's adopted Site Allocations and Policies Local Plan, and would provide a guidance framework for the consideration of future planning applications at the park.

The Committee considered the planning brief and welcomed the potential investment within the District and the benefits to the local economy. In response to the concerns raised regarding the impact on the local highways network, the Director of Economic Prosperity and Place confirmed that Officers would continue to work with Worcestershire County Council Highways Department on traffic impact assessments.

Agreed: To endorse the Planning Brief and Masterplan, as set out at Appendix 1 of the report, as a suitable framework to meet the requirements of the Site Allocations and Policies Local Plan.

**OS.28 Recommendations from the Treasury Management Review Panel:
Consideration of Annual Report on Treasury Management Service and Actual Prudential Indicators 2012/13**

The Chairman of the Treasury Management Review Panel, Councillor T Ingham introduced a report from the Chief Financial Officer which provided a review of the treasury management activities for 2012/13 and sought approval for the actual 2012/13 prudential and treasury indicators.

The Chief Financial Officer led Members through the report and in response to a Members question regarding the Local Authority Mortgage Scheme (LAMS), confirmed the Council was not progressing the scheme at present time due to the significant market changes.

Agreed: To propose to Cabinet that it recommends to Council:

- **The actual 2012/13 prudential and treasury indicators be approved.**
- **The annual treasury management report for 2012/13 be noted.**

OS.29 How Are We Doing? Performance Update

The Committee considered a report from the Business Improvement Officer which updated Members on the performance of the Council for Quarter 1 from 1st April to 30th June 2013.

The Director of Economic Prosperity and Place introduced the report and advised Members that the presentation of the information had been changed to report on all 11 of the Council's purpose statements.

Members felt the report was far too lengthy and commented on the missing data. It was agreed that future reports should be reported by exception and concentrate on one or two of the high level purposes.

Agreed:

- **The progress in performance for quarter 1 be noted.**
- **Future performance monitoring reports to concentrate on one or two of the high level purposes at each quarterly meeting in order to make the information more manageable.**

OS.30 Feedback from Cabinet

Agreed: The content of the Cabinet action list following consideration of the Recommendations from the on 16th July 2013 be noted.

OS.31 Work Programme

The Committee considered the work programme for the municipal year. A Member requested the following items be added onto the work programme for November:

- Update on the Social Fund
- Update on the Council Tax Localisation.

Agreed: The Committee and Member Services Officer to update the work programme with the suggested items.

OS.32 Press Involvement

There were no future items for scrutiny that might require publicity.

There being no further business, the meeting ended at 7.04pm.



Overview and Scrutiny Committee

Briefing Paper

Report of: Jenny Moreton, Principal Health and Sustainability Officer

Date: Thursday 3rd October 2013

Open

Wyre Forest Health Action Plan Update

1. Summary

- 1.1 This report is to update Members on work to improve health and Wellbeing in Wyre Forest and to seek endorsement of the new Wyre Forest Health Action Plan 2013/14.

2. Background

- 2.1 Since 2011, the services responsible for delivering health in Worcestershire have been through a period of profound structural change. This included the move of Public Health service to Worcestershire County Council in April 2013 and the establishment of Clinical Commissioning Groups.
- 2.2 The Wyre Forest Clinical Commissioning Group (CCG) is made up of local GPs and senior health professionals who work together to procure hospital, community and mental health services for the local population.
- 2.3 The Worcestershire Health and Wellbeing Board oversees local health commissioning and leads on the strategic planning and co-ordination of local health services. The Board was formally established in April 2012 and became a statutory body from April 2013. The Board includes representatives from Wyre Forest CCG and Wyre Forest District Council. The Board has developed the Worcestershire Joint Health and Wellbeing Strategy 2013-16, which establishes priorities for this period, based on the findings of the Joint Strategic Needs Assessment.
- 2.4 The Wyre Forest Strategic Health and Inequalities Partnership (SHIP), which reports to Wyre Forest Matters, includes officers from the District Council, CCG, Health and Care Trust and the former Areas of Highest Needs Board. The strategic group is supported by the Health and Wellbeing Delivery Partnership (HWDP), which includes representatives from Public Health, WFDC, Community Housing Group, Vestia and Disability Action Wyre Forest amongst others.

- 2.5 Within the District Council, delivery of this work is primarily carried out by the Health Improvement Co-ordinator (funded by Public Health) and the Health and Sustainability team in Strategic Housing Services.

3. Key Issues

- 3.1 The 2012/13 Health Action Plan is included at Appendix 1. Below is an update on some of the key project undertaken as part the 2012/13 action plan:

3.2.1 Ready Steady Go Postural Stability sessions

The exercise programme for older people who are at risk of falling or who had previously had a fall has been underway for almost 12 months now. Participants attend a course which aims to improve confidence, balance and mobility and to reduce the risk of falls. Each course lasts 33 weeks. In the last 12 months, 3 full courses have been successfully completed, with 25 people starting the sessions, and 18 individuals completing the course.

The number of referrals to the scheme has, and still is increasing, as health professionals become more familiar with the scheme. Attendance and retention of individuals attending the sessions has improved.

There are currently a further 6 classes ongoing, most of which have been able to retain the maximum 12 participants in each. A further course is planned for late Autumn, to meet the demand of referrals received.

3.2.2 Development of projects against the Ageing Well Strategy

WFDC was successfully awarded £30,500 to deliver projects and initiatives to help meet the needs of older people within the district, in particularly individuals who are isolated. Consultation type events have taken place in two chosen areas (one rural and one area of highest need) to help identify local needs. Feedback from the events has been considered and initiatives progressing as necessary, including exploring the concept of a health and wellbeing hub on the Walshes estate, Stourport. In addition the Ageing Well funding and funding from the CCGs has been pooled together to fund a Community Buddies project. Community Buddies will be based in the 12 GPs surgeries and Community Settings and used by the GP practises to offer advice and signposting where a person comes in with a non-medical issue. This is currently being tendered and an appropriate provider identified.

3.2.3 Annual Showcase Event for Older People

The annual showcase was held on 1st August 2013. The event was opened by the Mayor of Kidderminster, and the event was attended by some WFDC councillors. 38 different exhibitors attended the event and provided information and advice to members of the public who attended. Approximately 150 people attended the event. Positive

feedback was received from exhibitors; it gave organisations the opportunity to provide relevant up to date information, network and obtain referrals. In addition, those attending responded positively and cited the presence of both local and national organisations, demonstrations, publicity and the accessibility of the venue as positives.

3.2.4 Worcestershire Works Well

This is a countywide initiative and is an accreditation scheme designed to enable local businesses improve the health and well-being of their workforce. Several businesses in Wyre Forest are working towards accreditation, including WFDC. WFDC held staff health fayres in February 2013 at Wyre Forest House and May 2013 at Green Street. This was an opportunity for staff to have a health MOT, obtain information regarding health and wellbeing and try various physical activity/holistic taster sessions. WFDC have now achieved Worcestershire Works Well accreditation to level 1. The promotion and sign up of businesses to the scheme will be a priority for 2013/14.

3.2.5 ClubFit

ClubFit has been delivered in three local venues; the Glades leisure and two local community centres. Recruitment to the programme was a challenge in the community venues, although retention was good. In total 30 children and young people aged 11-19 years participated and completed the 12 course. The course provided information and tools for living a healthy lifestyle and undertaking physical activity. Approximately 80% of attendees reduced their body mass index (BMI), although this was a relatively low BMI change. Anecdotally, self esteem and confidence amongst the young people increased. Although some benefits of the programme were seen, there are no plans to continue running the programme in the future given the small number of individuals accessing the courses.

3.2.6 Affordable Warmth

The District Council is actively involved in the Warmer Worcestershire Network and works with other local authorities, public health, Act on Energy, Age UK and Care & Repair, to tackle fuel poverty and the adverse health impacts of living in cold, damp homes. The Network was awarded £246k from the Department for Health's 'Warm Homes Health People' fund in 2012/13. Local activities have included delivery of free insulation and boiler repair schemes, training for front line workers and provision of advice at monthly energy surgeries at the Hub in Kidderminster as well as at events such as flu jab clinics. Maximising uptake of the new Energy Company Obligation funding, introduced alongside the Green Deal, will be a priority in 2013/14.

Wyre Forest Health Action Plan 2013/14

- 3.3** The Wyre Forest Health Action Plan (Appendix 2) reflects the four priorities of the Worcestershire Health and Wellbeing Strategy:
- Older people and management of long term conditions
 - Mental health
 - Alcohol
 - Obesity

It also reflects the key principles of partnership, environment, local action, rigour, involvement, transparency and accountability.

- 3.4** The priorities identified above address the needs of the whole population and additional consideration given to their impact on:
- Children and young people
 - Communities and groups with poor health outcomes
 - People with learning disabilities.

4. Options

- 4.1** The committee may wish to:
- Recommend to Cabinet that the Wyre Forest Health Action Plan 2013/14, as attached at Appendix 2, is approved.
 - Put forward alternative or additional proposals to recommend to Cabinet.

5. Consultation

- 5.1** Wyre Forest Health and Delivery Partnership

6. Related Decisions

- 6.1** Not applicable

7. Relevant Council Policies/Strategies

- 7.1** Worcestershire Joint Health and Wellbeing Strategy 2013-16
7.2 Wyre Forest Sustainable Community Strategy
7.3 Wyre Forest DC Corporate Plan

8. Implications

- 8.1** Resources: CCG funding has been provided to support some of the projects within the plan. Other projects are funded from within existing resources.
- 8.2** The action plan requires cross-directorate and partnership working.

9. Wards affected

9.1 All.

10. Appendices

10.1 Appendix 1: Wyre Forest Health Action Plan 2012/13.

10.2 Appendix 2: Wyre Forest Health Action Plan 2013/14.

11. Background Papers

11.1 Worcestershire Joint Health and Wellbeing Strategy 2013-16.

Officer Contact Details:

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Name: Rachel Cockayne
Title: Health Improvement Co-ordinator
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Email address: Rachel.Cockayne@wyreforestdc.gov.uk

Project/ Service	Project detail/ action	Who (Responsible Partner)	When	Measurement/ Indicator	Resources
Older People					
Develop further projects to deliver against the Healthy Ageing Strategy	These projects will be dependant on funding secured and needs identified.	All	Ongoing	As per strategy	
Roll out the Ready Steady Go Postural Stability sessions within the district	Establish courses across the district.	Rachel Cockayne/ Karen Wright NHS Worcestershire	Ongoing	Purposes – Lagging Measure	
Annual Showcase Event	Showcase of services and initiatives for older people	Rachel Cockayne/ Jenny Moreton NHS Worcestershire/ WFDC	August 2013	Purposes – Lagging Measure	Funding- c. £1000
Research into early intervention and prevention for adaptations	Mapping of health interventions to improve prevention, early intervention and service delivery / funding for DFGs	Richard Osborne / Kate Bailey	By March 2013	Understanding of full demand and costs for adaptations	CCG project funding up to £20k
Investigate potential to develop fast track DFG service	Understanding legal and funding implications to deliver an alternative to DFGs including utilising system thinking techniques	Richard Osborne / Kate Bailey	By March 2013	Understanding of full demand and costs for adaptations	
Investigate alternative forms of housing for older people to meet future needs	Work with Private Developers and Registered Providers to develop Extra Care Schemes to meet need outlined in Extra Care Strategy	Kate Bailey / Sally Horne	2012/13	Development of EC scheme	Officer time HCA funding round

Project/ Service	Project detail/ action	Who (Responsible Partner)	When	Measurement/ Indicator	Resources
Building Healthy Communities					
Support and promote Books on Prescription	Re-launch scheme/ promote to clinicians and service providers	Rachel Cockayne NHS Worcestershire Sue Hargest WCC	By Jan 2013	*Number of books loaned *GP Surgeries using prescriptions	
Support young parents group	Weekly sessions inc. Antenatal/ postnatal care	Tina McKenzie HACW	Group launched mid Sept 2012 Ongoing weekly sessions	*Numbers attending *	
Health CHATs training	Recruit partner agency staff to undertake training re healthy lifestyles	NHS Worcestershire	Ongoing	*Number of people received training *Number of sessions delivered	
Worcestershire Works Well	Staff health fayre Encouraging other businesses to sign up to the workplace scheme Achieving standard one within WFDC	NHS Worcestershire		*No of businesses signed up *Levels achieved	
HELP Community Engagement training	Training course for residents/ service providers in areas of highest need, Spennells and re mental health service users. Systems review and encouraging community engagement	Rachel Cockayne/ Karen Wright NHS Worcestershire		*Number of attendees (employees and residents) *Evaluation of course	
Mapping of available services to help identify gaps in provision	Identify and commission VCS organisation to do mapping work	Members of SHIP / Rachel Cockayne	Ongoing	To be agreed	Officer time CCG funding

Project/ Service	Project detail/ action	Who (Responsible Partner)	When	Measurement/ Indicator	Resources
Building Healthy Communities					
Embedding of new Strategic Health and Inequalities Partnership / H&W Partnership & working with partners delivering health services e.g. CCG Locality Boards	Agreeing terms of reference and work programmes for groups and using them as commissioners / service delivery where appropriate				
Campaign Weeks	i.e. Alcohol Awareness 19-25 Nov Campaign plan to be developed and communicated Link with PH campaigns where possible		Plan produced by Dec 2012 for 2013		
Deliver on WF Affordable Warmth Action Plan 2012-13	Inc. Park Homes Insulation survey/ measures	Jenny Moreton WFDC	Ongoing Surveys Nov/ Dec 2012	*No. of insulation measures installed *No. of people receiving energy efficient advice	
Mental Health and Wellbeing					
Mental Health and Homelessness	To provide psychological therapies etc to homeless applicants to support longer term improvements to MH / wellbeing	Kate Bailey WFDC	To coincide with the Homeless Transition Fund Rough Sleeper project (2 years from Jan 2013)	To be agreed	CCG – up to 30k

Project/ Service	Project detail/ action	Who (Responsible Partner)	When	Measurement/ Indicator	Resources
Obesity					
ClubFit		Geoff Taylor Smith YMCA Rosie Taylor DC Leisure	Ongoing	*No completing course / attendance *Improvements made/ Positive achievements	
Healthy Eating Training		NHS Worcestershire		*No. Of sessions delivered *No of attendees *Evaluation of sessions *No. follow up sessions delivered by attendees	
Activity on Referral	Further promotion required to increase number of referrals	Dale Evans WFDC Rosie Taylor DC Leisure	Ongoing	*No. Of courses delivered *No. Of attendees *Improvements seen	
Track Walk/ Walking for Health	Track walk suitable for most people encouraging activity	Rachel Cockayne NHS Worcestershire Geoff Shaw WFDC	Launched summer 2012. Ongoing	*Number of people attending *Case studies	
Fitness Trail (Stourport)	Encouraging individuals to become more active	Dale Evans WFDC		*Numbers attending	
Children and Young People					
Health and Wellbeing School Project	Delivery of healthy lifestyles, healthy lifestyles and physical activity sessions to children and parents	Claire Moran NHS Worcestershire		*Numbers of children and parents engaged	

Project/ Service	Project detail/ action	Who (Responsible Partner)	When	Measurement/ Indicator	Resources
Communities with poor health outcomes (inequalities)					
Support projects at Birchen Coppice school	Community Cafe	Sarah Turner Birchen Coppice Primary School		*Numbers engaging with projects	

WYRE FOREST - HEALTH & WELLBEING PLAN 2013-14

Date: September 2013

Wyre Forest District Council - Local Vision:

"Wyre Forest - where people have the opportunity to enjoy a good quality of life and want to live, work, visit and invest."

Worcestershire Health and Wellbeing Board has responsibility for improving the health and wellbeing of the population of Worcestershire. In partnership, the Board has developed the [Worcestershire's Joint Health & Wellbeing Strategy 2013-16](#), which establishes priorities for 2013-16, based on the findings of the Joint Strategic Needs Assessment.

The four priorities of the Worcestershire Health and Wellbeing Strategy are reflected in this document, the Wyre Forest Health and Wellbeing Plan, as are the key principles of partnership, empowerment, local action, rigour, involvement, transparency and accountability.

- **Older people and management of long term conditions**
- **Mental health**
- **Alcohol**
- **Obesity**

These priorities address the needs of the whole population and additional consideration given to their impact on:

- Children and young people
- Communities and groups with poor health outcomes
- People with learning disabilities

The governance of this plan is the responsibility of the Wyre Forest Health and Wellbeing Delivery Partnership, a theme group of Wyre Forest Local Strategic Partnership. The Partnership comprises of the key partners with responsibility for health and wellbeing. This plan will demonstrate their contribution to delivering against this agenda either directly or by enabling other partners to do so e.g. through grant funding. It is an expectation that all partners contributing to this plan have effective safeguarding policies and procedures in place.

Priority: Older People and Management of Long

Date: 3rd September 2013

Project Title	Link to other Strategies/Plans	Objectives	Actions	Measures	Lead Org's/Officer	Resources	Progress/Timescale	RAG Status
Aim: Promoting independent living								
	Worcestershire Ageing Well Strategy 2012-17	Increased identification of isolated over 50's	Establish Wyre Forest Ageing Well Partnership	Active partnership established	Steve Blick Age UK WF Karen Wright WCC	Existing resources		
				No: of partners regularly attending from different organisations				
			Partners sharing intelligence and mapping to identify services currently available and gaps in 50+ services	Identified priority 50+ services	All Ageing Well Partners	Existing resources		
				Identified priority areas				
			Hold one rural (Cookley) and one AoHN (the Walshes) community listening events to	No: of attendees	Rachel Cockayne WCC	CCG Funding (HELP follow up work) £500	Cookley event (held April 2013) 40 attendees	
				No: of partners/stand			Cookley: 5 Partner agencies present Walshes: 6	

Agenda Item No. 5
Appendix 2

Ageing Well		identify community issues and needs and recruit older people's community champions	No: of community champions recruited		Cookley: 0 champions recruited Positive community feedback received. Reported back to parish council. No issues to address. Walshes: issues to be addressed being followed up by Walshes Community Partnership /	
	Reduce social isolation in over 60s	Development of an Ageing Well befriending service to support 50+ people to 'Age Well'	No: of volunteers No: of service users	Steve Blick Age UK	Proposal to be considered September 2013	
	Support over 50s to access the services they need	Commission community buddies service as a signposting and information		Harpreet Mangat WF CCG	WF CCG / Ageing Well Funding £	Proposals to be considered beginning September 2013
	Increased access to information, advice and guidance for	Older People Showcase of Services Event	No: of attendees No: of No: of referrals as a result of the event	Steve Blick Age UK	£1000 (2010/11 WCC OP funding)	Event held 1st August 2013. C. 150 attendees, 38 exhibitors and very positive feedback.

Agenda Item No. 5
Appendix 2

		isolated older people	Creating an information guide to keeping healthy and happy in later life	Increased no: of people informed	Mel Whistance WCC		This information guide is something that is looking to be developed for the whole of Worcestershire as part of the Ageing Well agenda.	
				Increased no: of Decreased no: of unnecessary GP & AE visits				
		Ensure that older people in Wyre Forest have a voice on issues and services relating to older people	Establish Wyre Forest Older Person's Forum	No: of people involved with the forum	Steve Blick Age UK WF			
Falls Prevention	Falls Prevention Strategy 2012-15	To raise awareness of falls and reduce the risk factors associated with falling	An on-going programme of Postural Stability Instruction courses across Wyre Forest	No: of participants	Emma Gardner / Rachel Cockayne WCC	£50,000 WF CCG funding	This is an on-going programme of PSI courses across Worcestershire.	
				No: of course				
			Identify what physical activity (strength & balance) activities already exists for older people	Pre and post course results for Functional Assessment, Confidence in	Rachel Cockayne WCC			
				Identified sessions being delivered				
				Identified geographical areas of need				

Agenda Item No. 5
Appendix 2

			Roll out a programme of Fitness for Life Exercise Classes	No: of participants 12 week results of the Quality of Life & Physical Activity Questionnaire	Rachel Cockayne WCC		This is a programme of Fitness for Life exercise classes that is being	
Disability Facilities Grants (DFGs)	Worcestershire Ageing Well Strategy 2012-17 & Worcestershire Housing Strategy 2011-16	To enable people to remain independant in their own home	Undertake research into health outcomes of households waiting for DFGs	Increase in resources available from partner agencies	Kate Bailey WFDC	£30,000	Work commenced sept 2013	
			Work across the County and with Care and Repair to reduce the work processes and time taken to deliver a DFG	Continual reduction in DFG process times	Kate Bailey WFDC	Within existing resources	Work completed	
			Recommission the Home Improvement service	New service in place in 2014	Kate Bailey WFDC	Within existing resources	PQQ completed	

Priority: Mental Health and Wellbeing

Project Title	Link to other Strategies/Plans	Objectives	Actions	Measure	Lead Org's/Officer	Resources	Progress/Timescale	RAG Status
Aim: To improve mental health and wellbeing								
5 Ways to Wellbeing	Worcestershire Mental Health & Suicide Prevention Plan 2013-16	To improve mental wellbeing through the 5 Ways to Wellbeing	Promotion of the 5 Ways to Wellbeing: Connect, Be active, Take Notice, Keep learning, Giving i.e. World Mental Health Day	Increased no: of people informed about the 5 Ways to Wellbeing	All Partners	Existing resources	All partners who provide opportunities to Connect, Be active, Take notice, Keep learning & Give can deliver against this agenda.	
			Increase the opportunities to practice the 5 Ways to Wellbeing	Increase the no: of opportunities to Connect, Be active, Take notice, Keep learning & Give i.e. volunteering				

Agenda Item No. 5
Appendix 2

Housing & Homelessness	Worcestershire Mental Health & Suicide Prevention Plan 2013-16 & Worcestershire Joint Homeless Strategy 2012-17 & Worcestershire Housing Strategy 2011-16	To increase take up of primary care and reduce use of emergency services / crisis intervention	Undertake reserach and dev pilot of services		Kate Bailey WFDC	CCG £30k for project	To complete by July 2014	
		Prevent homelessness and support individuals who do become homeless		No of				
		Increase no of homeless households engaged in positive activities		No: of	Kate Bailey WFDC			
Mental Health Systems Review	Worcestershire Mental Health & Suicide Prevention Plan 2013-16	To review current mental health pathways			WF CCG Heather MacDonald			

Priority: Alcohol

Project Title	Link to other Strategies/Plans	Objectives	Actions	Measure	Lead Org's/Officer	Resources	Progress/Timescale	RAG Status
Aim: Promote safe drinking								
Safer Communities	Worcestershire Alcohol Plan 2013-16 & Community Safety Agreement 2013-14	Creating a community environment where individuals take responsibility for their drinking habits and sensible drinking is the norm	Support ACPO Alcohol Harm reduction week w/c 16th Sept 13	No: of licensed establishments engaged	West Mercia Police PC Ian Carter WFDC Kathryn Washington			
			Support Alcohol Awareness Week 18-24th November 2013		WCC			

Priority: Obesity

Project Title	Link to other Strategies/Plans	Objectives	Actions	Measures	Lead Org's/Offi	Resources	Progress/Tim escale	RAG Status
Aim: Reduce harm from overweight and obesity								
Food and Health	Worcestershire Obesity Plan 2013-16	To reduce overweight and obesity levels and encourage and support residents to eat a healthy diet	To offer support to local food banks *Make contact with Franche food bank *Follow up visit to Baxter church food bank		Rachel Cockayne WCC			
			Explore the opportunity to utilise unused produce from local growing and packing establishments	No: of premises contacted re using produce	Rachel Cockayne WCC			
				No: of premises supporting the				
				No: of venues receiving produce				
	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities within Wyre Forest district that encourages	Delivery of Inclusive Sport: 6-8 week sessions of - Bocha/ Short mat boules - Multi sports club - Swimming - Splash ‘n Relax	No: of participants	Dale Evans WFDC			

Physical Activity	increased participation, improves health & wellbeing and enhances the quality of life of existing and future communities	Sports Development: Delivery of 6-8 week sessions of -Boot Camp -Women's Cycling	No: of participants			
		Sportivate (aimed at 11-25 year olds) delivery of 6-8 week sessions of, - Rowing – sessions for high schools - Tae Kwon Do - Zumba	No: of participants			
		Activity Referral scheme. Course delivery October-December 2013	No: of referrals	Rosie Taylor DC Leisure (Glades)		
			No: of participants joined and completed the 12 week course			
			Pre and post course assessment			
		Review and develop Burlish Fitness trail	No: of participants attending session	Amy Smith WFDC		
		Delivery of under 16s free swimming initiative	No: of u 16s accessing the scheme throughout school holidays	Stuart Booton WFDC		

			Review of ClubFit programme	No: of young people accessed the programme	Geoff Taylor-Smith YMCA			
			Track walk -Develop method of managing attendance and participant track times -Case studies/ filming of activity to demonstrate benefit	No: of participants	Geoff Shaw WFDC	£4,500		
Worcestershire Welcomes Breastfeeding		The 'normalisation' of breastfeeding by encouraging local businesses to sign up to the 'Worcestershire Welcomes Breastfeeding' scheme	Promotion of WWBF scheme at local events	No: of events supported	Anthea Griffiths HACW			
				No: of businesses signed up to initiative				

Communities and groups with poorest health outcomes

Project Title	Link to other Strategies /Plans	Objectives	Actions	Measures	Lead Org's/Officer	Resources	Progress/Timescale	RAG Status
Aim: To improve the health and wellbeing of communities and groups with the poorest health outcomes								
		To improve the health and wellbeing of communities and groups with the poorest health outcomes	Walshes:					
			Pilot the use of the community hall as information point to local residents	No: of organisations using the hall to offer information	Justin Bryant Vestia Rachel Cockayne WCC	£15,000 over 3 years to support the hall	Proposal to be taken to Walshes Partnership in Sept. View to start HWB hub Jan 2014	
				No: of people accessing the hall for sessions/ information				
			Health MOTs and follow up appointments accessible-available in the area		Rachel Cockayne WCC Chris Burton HACW	Existing resources	Health Trainer service agreed to deliver in Walshes. Intention to start delivery Jan 2014 linked with Health	
			Support and enhance provision of lunches in the area, particularly for older people		Justin Bryant Vestia Rachel Cockayne WCC			
			Improve access to IT and IT training		Justin Bryant			

Areas of Highest Need		Develop 'men in sheds' project		Justin Bryant			
		Map current activities available and what support is required		Walshes Health Group	Existing resources		
		Horsefair, Broadwaters & Greenhill:					
		Affordable warmth door knocking project		Elaine Halford-Bishop			
		Oldington & Foley Park:					
		Review and explore new model of working for the community cafe		Sarah Turner Birchen Coppice Primary School			
		Health weeks; including dental care, immunisations, bed wetting,	Sessions delivered with children		£5,500	Dental health week been delivered. Very successful. Dental team screened over 90% of pupils. Following up those children who need full check ups/ treatment. Next health week to be delivered is re immunisation, Autumn 2013	
			Sessions delivered with adults				
			No: of adults attending sessions				
		Training kitchen					
		Market Stall					

Adult Cooking Crew			£250	Group have met throughout summer. Now started walking and swimming together	
Foley Park Allotment			£10,000	Children helped to design. CHG assisting with infrastructure	
Edible Playground (Birchen Coppice)			£9,000	10 raised beds installed. Produce grown, harvested and cooked with children summer 2013	
Summer Holiday Programme	No: of parents and children attending	Sarah Turner Birchen Coppice Primary School	£5,728	Average 33 children & 8 parents each day at B/C. 30 children each day at Foley Park. Programme supported by social work team. Very positive feedback.	

			St Peter's Community Garden/ Allotment		Pete and Kathy Jezukiewicz	£2,250		
			St Peter's Community Choir		Pete and Kathy Jezukiewicz	£3,150		
			Community Warden		Wayne Morris CHG Karen	£20,000		
Young parents Support Group		To enhance the knowledge and understanding of young people regarding health and wellbeing and parenting to help give their children the best start in life	Provide health and parenting advice and support to young parents to be/ parents via weekly antenatal/ postnatal sessions		Kate Birch Specialist Community Midwife, HACW	£5,000 Public Health Funding		

Accessible information and advice to all parts of the community

Project Title	Link to other Strategies/Plans	Objectives	Actions	Measures	Lead Org's/Office	Resources	Progress/Timescale	RAG Status
Aim: To ensure that accurate information and advice is effectively distributed within the community								
Worcestershire Works Well	Worcestershire Joint Health & Wellbeing Strategy 2013-16	Support local business to actively promote health and wellbeing amongst their employees by signing up to Worcestershire Works Well and the Public Health Responsibility Deal	Support the development of Worcestershire Works Well in Wyre Forest, enabling 4 businesses / organisations to achieve Level 1	No: of businesses / organisations that have been supported to	Rachel Cockayne WCC	Existing budgets	This a county wide project. All partners are encouraged to sign up to the Worcestershire Works Well scheme achieving at least Level 1.	
				No: of businesses / org's signed up to the Public Health Responsibility Deal				
Health Chats Training	Worcestershire Joint Health & Wellbeing Strategy 2013-16	Maximise opportunities to raise awareness of health and wellbeing issues across the community	To deliver a total of 6Health Chat's Training and Train the Trainer sessions to front line staff per annum	No: of Health Chat's Training & Train the Trainer	Rachel Cockayne WCC	Existing budgets	This is a county wide project. All partners are encouraged to make sure that their staff have attended the training, or at least Team Managers who can then cascade this training in house.	
				No: of people				
				No: of people trained who have then go onto to deliver their own training				
	Worcestershire	Support all local	Scope the extent	Scoping exercise	Rachel			

Educational Settings	Joint Health & Wellbeing Strategy 2013-16	educational settings to actively promote the health and wellbeing of children and young people	that educational settings currently promote health and respond to opportunities to support health improvement	completed	Cockayne WCC & Educational establishments			
			With local educational settings identify and plan response to opportunities to support health improvement	Identified and planned response to opportunities to support health improvement				
Information on fuel poverty and households with poor thermal comfort	Climate Change Strategy Wyre Forest 2013	To assist households access Energy Climate Obligation and Green Deal funding	Agree contract with Carillion as preferred provider	Contract agreed	Jenny Moreton WFDC	Existing budgets	Dec-13	



Overview & Scrutiny Committee

Agenda Item No. 6

Briefing Paper

Report of: Kate Bailey, Strategic Housing Services Manager
Date: Thursday, 3rd October 2013
Open

Supported Housing for Young People – Local Letting Plan

1. Summary

- 1.1 This report outlines the current progress on the Bromsgrove Street Foyer – supported accommodation for young people and presents the Local Letting Plan. It also includes some details regarding the establishment of the steering group that will oversee the delivery of the project.

2. Background

- 2.1 In March 2011 a report was brought to Overview and Scrutiny to support the Bromsgrove Street Foyer financially through a grant for affordable housing. Building work commenced in 2013 when the rest of the funding was obtained and the land transfer was agreed with County Council.
- 2.2 The Council, St Basils and West Mercia (Nexus) who own the Foyer have worked together to agree a Local Letting Plan (LLP). Allocations will be made in accordance with the Plan and outside of the Home Choice Plus allocations policy and will therefore require the approval of Overview and Scrutiny.
- 2.3 The supported accommodation will provide 19 units of self contained accommodation for young people aged 16 – 25. They will be required to need and accept support and will be assisted in acquiring (or maintaining) education, employment and training.

3. Key Issues

- 3.1 As the proposed Local Letting Plan is outside of the Home Choice Plus allocation policy, we are required to get approval for the Plan.
- 3.2 Allocations to the scheme will be through an established panel of officers, made up from representatives from the Council, St Basils and West Mercia. Other agencies will be invited where relevant.
- 3.3 Referrals can be received from any agency or directly through self-referral and officers will complete the Worcestershire Link Up application form / online form to begin the assessment process.

- 3.4 The LLP includes an appeals process for unsuccessful candidates. It may not be possible to accept all clients due to the risk posed to the scheme and other residents but there won't be any blanket exclusions.
- 3.5 The LLP also outlines the role of the Steering Group that will oversee the supported housing project. This group will be established to oversee the project including its performance and to provide advice, support and partnership working. Membership of the group is to be finally decided but it is proposed that we invite ward members, other young people support agencies and the Police.
- 3.6 The project is currently ahead of schedule and we anticipate the units will start being occupied in mid December 2013. St Basils have been working with the developers and the young people they support in some of the interior design, fixtures and fittings. They have also been able to offer apprenticeship opportunities to clients to help complete the build whilst learning important construction skills.

4. Options

- 4.1 For the Committee to approve the Bromsgrove Street Foyer Local Letting Plan OR
- 4.2 For Committee to suggest any amendments to the Local Letting Plan prior to approval.

5. Consultation

- 5.1 The LLP has been circulated and agreed by St Basils and West Mercia.

6. Related Decisions

- 6.1 Not applicable.

7. Relevant Council Policies/Strategies

- 7.1 Home Choice Plus Allocations Scheme.

8. Implications

- 8.1 Resources: Not applicable
- 8.2 Equalities: The Local Letting Plan will ensure the supported housing is available to all.
- 8.3 Partnership working: The steering group will include partners for relevant agencies who can effective capital working.
- 8.4 Human Rights: Not applicable
- 8.5 E-Government: Not applicable
- 8.6 Transformation: Not applicable

9. Equality Impact Needs Assessment

- 9.1 To be completed once the final LLP has been agreed.

10. Wards affected

10.1 All wards.

11. Appendices

11.1 Bromsgrove Street Foyer Local Letting Plan.

12. Background Papers

12.1 Not applicable.

Officer Contact Details:

Kate Bailey
Strategic Housing Services Manager
01562 732560

Introduction

Bromsgrove Street Foyer provides supported accommodation for young people aged 16 – 25. The young person must be willing to seek or be engaged in support, education, employment or training as a condition of occupancy.

The purpose of this Local Letting Plan is to outline the eligible criteria for the scheme, to cover how the allocations panel will work and also the process for dealing with appeals.

Eligibility Criteria

- Aged 16 - 25.
- Male or Female.
- Homeless, threatened with homelessness, or seeking to move as part of a resettlement programme.
- Identified need for housing related support (vulnerable¹) and a willingness to engage with support as part of their licence agreement.
- Willingness to work towards gaining Education and/or Employment
- A local connection to Wyre Forest or have an “exceptional”² need to be rehoused in the District (as defined by Home Choice Allocations Policy)
- Young People 16-25 with low to medium support needs

Type of Support Provided

The support will be provided by St Basils who will be located on site and providing opportunities for young people to acquire skills to enable them to live independently. Support will include the below;

- help in setting up and maintaining home or tenancy
- developing domestic/life skills
- developing social skills
- advice, advocacy and liaison
- help in managing finances and benefit claims
- help in finding suitable education/training and employment
- emotional support, counselling and advice
- help in gaining access to other services
- help in establishing social contacts and activities
- help in establishing personal safety and security
- peer support and befriending
- help finding other accommodation
- help maintaining the safety and security of the dwelling
- liaison with probation

¹ Vulnerable is defined as a young person who has difficulty in living independently without support. This may be due to social circumstances, external pressures or personal factors that limit their ability to cope. Through the Supporting People programme we are contracted to deliver Housing Related Support to help sustain tenancies and prevent vulnerable people from becoming homeless.

² Where a young person has special education / social needs that can be met by a facility / organisation in WF or they are in fear of violence, abuse or exploitation in the area where they have a connection



Overview & Scrutiny Committee

Agenda Item No. 7

Briefing Paper

Report of: Rebecca Mayman, Planning Policy Manager
Date: Thursday, 3rd October 2013
Open

Wyre Forest District Development Plan: Revised Local Development Scheme (Project Plan 2013-16)

1. Summary

- 1.1 This paper sets out to inform the Committee of proposals for the revision of the Local Development Scheme (Project Plan), which will guide the future production of the District's Local Plans. It seeks the Committee's endorsement of the Draft Local Development Scheme, which is attached at Appendix 1.

2. Background

- 2.1 Following changes brought through the Localism Bill, Councils are no longer required to submit their Local Development Schemes (LDS) to the Secretary of State. However, they must publish up-to-date information on their progress in preparing their Local Plans against the LDS.
- 2.2 The LDS was last reviewed in February 2012 and was very focussed on progressing both the Site Allocations and Policies Local Plan and Kidderminster Central Area Action Plan through to adoption by autumn 2013. The District Council has now adopted both of these Plans and it is therefore considered necessary to reassess the project plan to focus resources on new priorities for keeping our Development Plan up to date during the 2013-16 time period. This will continue to provide certainty to local stakeholders, developers and communities to assist in District wide regeneration.
- 2.3 The Local Development Framework Panel considered the Revised Local Development Scheme at its meeting on 2nd September. Panel Members resolved to recommend its endorsement as a basis for a realistic programme on which to focus the Council's objectives for development planning over the next three years.

3. Key Issues

- 3.1 In brief, the main areas for consideration in reassessing our priorities and resources with regard to development planning are as follows:
- The need to produce an up to date evidence base, including assessment of the District's housing need to inform the review of the Core Strategy.

- The need to produce further site specific allocations to meet the objectively assessed need for gypsy and traveller pitch provision post 2017, as required by recommendations in the Inspector's Report and the associated modification to the Site Allocations and Policies Local Plan following its examination.
- Duty to Co-operate requirements that may arise from the metropolitan area and the potential impact on the Core Strategy Review.
- Increasing resource requirements to help facilitate Neighbourhood Development Plans in the District.
- The review of existing Supplementary Planning Documents and the production of more detailed guidance arising from the Site Allocations and Policies Local Plan and the Kidderminster Central Area Action Plan.

3.2 The Revised Local Development Scheme 2013-16

A Draft Revised LDS (which covers the 2013-16 time period) is attached at Appendix 1 to this report and the current LDS (2012) can be viewed on the Council's website.

3.3 The key proposed changes in this Revised LDS are in summary:

- An update on progress with regard to milestones set out in the 2012 LDS
- Clarification of those documents which now form the planning policy framework for the District, following the formal revocation of the West Midlands Regional Spatial Strategy on 20th May.
- The inclusion of timetables for the production of an Affordable Housing SPD; Review of the Planning Obligations SPD and of the Design Guidance.
- Work towards a review of the Core Strategy and production of a District Wide Local Plan (to incorporate site specific allocations for Gypsy and Traveller pitch provision) with Issues and Options Consultation scheduled for summer 2015.
- Focussing resources in assisting Chaddesley Corbett and Churchill and Blakedown Parish Councils to progress their Neighbourhood Development Plans.

3.4 Officers consider that the revised Project Plan provides a realistic programme on which to focus the Council's objectives for development planning over the next three year period.

3.5 Members are reminded that there will be some significant challenges ahead, particularly with regard to housing need and the Duty to Co-operate requirements. Following the successful adoption of our latest plans, there is now a need to focus on commencing a review of the Core Strategy in 2015 to

ensure our Development Plans are kept up to date. The Revised LDS will need to be approved by Council at its meeting in November, prior to its publication.

4. Options

4.1 The Committee may wish to:

- a) Endorse and recommend to Cabinet the proposed Revised Local Development Scheme 2013-16 as set out in Appendix 1.
- b) Provide comments on or amended proposals for the Local Development Scheme for Cabinet's consideration.

5. Consultation

5.1 Development Manager/Housing Services Manager/Principal Solicitor.

5.2 LDF Panel

6. Related Decisions

6.1 LDF Panel recommendation from meeting dated 2nd September 2013.

7. Relevant Council Policies/Strategies

7.1 Corporate Plan.

7.2 Adopted Core Strategy, Site Allocations & Policies Local Plan and Kidderminster Central Area Action Plan.

7.3 Statement of Community Involvement.

8. Implications

8.1 Resources: The Revised LDS seeks to plan appropriately for resource allocation from the LDF budget during the 2013-16 time period.

8.2 Equalities: N/A.

8.3 Partnership working: N/A.

8.4 Human Rights: N/A.

8.5 E-Government: N/A.

8.6 Transformation:N/A.

9. Equality Impact Needs Assessment

9.1 An EIA is not required for the project plan.

10. Wards affected

10.1 All Wards.

11. Appendices

- 11.1 Appendix 1: Draft Revised Local Development Scheme (Project Plan) 2013-16 (August 2013).

12. Background Papers

- LDF Panel Agenda Item – 02/09/13.

Officer Contact Details:

Name: Rebecca Mayman
Title: Planning Policy Manager
Contact Number: 01562 732195

Bromsgrove Street Foyer

- risk assessment
- advice and support on repair work/home improvement work
- access to local community organisations
- security support related to racial harassment
- signposting to culture specific legal services

Exclusions from the Scheme

There are no blanket exclusions from the scheme. Each referral is looked at by its own merit and a risk assessment and risk management plan will be completed to identify if risks are manageable at the project. However the scheme might exclude applicants on the following basis;

- Where one or more of the circumstances for “reduced banding” in the Home Choice Plus Allocations Policy has been met
- Where there is a recent history of serious criminal activity including arson, serious violence, intimidation or harassment
- Where the young person cannot meet the charges associated with the accommodation from their own resources (affordability)
- Where the young person is using drugs or illegal substances or drinking / using solvents inappropriately

16 & 17 Year olds

Where Childrens Services are seeking to place a young person, to whom they have s17 or s20 responsibilities they will be required to sign a rent guarantee, and act as “guarantor” of the licence, until the applicant reaches the age of 18.

In addition, any 16 – 17 year old applicants who apply will only be accepted if they are eligible for and have in place the Income Support or Job Seeker Allowance, as it would not be possible to afford to live in the project without this minimum level of income. This means that the DWP (or its successor body) has accepted that they are permanently estranged from their family, and that they qualify for “severe hardship” payments unless they are a care leaver.

The Allocations Process

Nominations to the scheme will be made through Worcestershire Link Up or the Housing Advice Team based in The Hub, Kidderminster. Referrals should be made on the Link Up paperwork.

A written referral from the relevant agency or self referral will be expected before the applicant is offered an interview. The information shared must be accurate and up to date.

Two members of staff will interview and assess the applicant. The applicant may wish to be accompanied by the referring agency or an advocate

All referrals and allocations to the scheme are strictly monitored to ensure that all lettings are in line with the projects Local Letting Plan criteria, and that they meet the aims and objectives of the project.

Bromsgrove Street Foyer

When the interview is complete, staff will inform the applicant of the next course of action. They will inform them that the ultimate decision whether they are successful rests with the multi agency allocations panel. They will also inform them as to whether or not there is a waiting list and their position on it.

The Multi-agency Allocations Panel

A panel will be convened when there is a vacancy. The panel can meet, conference call or agree an emergency case via email.

The Multi-agency panel will consist of (as a minimum);

- A representative from St Basils
- A representative from WFDC
- A representative from the Housing Advice Team
- A representative from Carol Houston

The Panel will also invite other organisations to attend where appropriate such as Childrens Services, the Police, Health Professionals.

The applicant will be informed within 5 working days of the result of the multiagency panel. This is usually done via telephone and followed up with a letter where a contact address is available. In the case of those who are homeless and have no fixed address, this is not always possible and a telephone call will be made.

The officer will also contact the referring agency. The referring agency will always be informed of the final decision in writing.

Should the multi agency panel need more time to consider an application the referring agency will be informed of this in writing. The Service Co-ordinator will give an update at each multiagency panel meeting to include referrals, rejections, appeals and review requests.

Requests for Appeals

All applicants and their referring agency have the right to appeal regarding the decision to exclude someone from the accommodation (prior to letting).

In the first instance all appeals must be made in writing, outlining the grounds for appeal and should be submitted to the Multi-agency Appeals Panel (via the St Basils service manager) who will then review the decision ensuring that it has been made in accordance with the LLP.

The Multi-agency Appeals Panel will be comprised of;

- Principal Strategic Housing Officer / Strategic Housing Services Manager from WFDC
- Housing Manager at TCHG
- Service Manager at St Basils
- Housing Manager at West Mercia (Nexus)

Bromsgrove Street Foyer

Appeals should be made in writing to;
St Basils
3 Bromsgrove Street
Kidderminster
Worcestershire

If the applicant is still not satisfied then they will be referred to the St Basils Complaints Procedure.

Bromsgrove Street Steering Group

It is the intention of the Council, West Mercia (Nexus) and St Basils to establish a steering group to oversee the strategic direction and management of the Foyer.

The Steering Group will ideally be made up of local ward members and partner agencies who have an interest in the success of the scheme.

The initial meeting will be held in advance of the scheme being completed and will be chaired by a senior manager at St Basils.

Wyre Forest District

DEVELOPMENT PLAN

REVISED PROJECT PLAN

(LOCAL DEVELOPMENT SCHEME)

2013-2016

August 2013

For more information contact:

Wyre Forest District Council
Planning Policy Section

Tel. 01562 732928

Email: planning.policy@wyreforestdc.gov.uk

Website: www.wyreforestdc.gov.uk



Wyre Forest District Council

JARGON GUIDE

AMR Annual Monitoring Report

An annually produced document which sets out the progress made in achieving the timetable set out in the Local Development Scheme as well as measuring the effectiveness of the development plan policies.

CIL Community Infrastructure Levy (CIL)

The Planning Act 2008 enables local planning authorities to charge a Community Infrastructure Levy (CIL) in its area. The CIL must be set at an appropriate level to help fund strategic infrastructure for the Council and the local community to support planned growth, but not too high to render growth commercially unviable.

CS Community Strategy

Local Authorities are required by the Local Government Act 2000 to prepare this, with the aim of improving the social, environmental and economic wellbeing of their areas. A 10 year Community Strategy for the Wyre Forest was adopted in April 2004 by the Local Strategic Partnership 'Wyre Forest Matters'. This group consists of representatives from public, private, voluntary and community sectors.

LP Local Plan

Collective term given to all statutory documents that form the Development Plan for the District. These comprise of the Core Strategy, Site Allocations and Policies Local Plan, Kidderminster Central Area Action Plan and a Policies Map.

SA Sustainability Appraisal

A tool for appraising policies to ensure that they reflect sustainable development objectives (ie. social, environmental and economic factors). Required by Act to be undertaken for all LDDs.

SCI Statement of Community Involvement

This sets out the planning authority's proposals for involving the local community in plan-making. It is not a DPD but it is, however, subject to independent examination.

SPD Supplementary Planning Document

These will cover a range of issues and expand on the policies contained within Local Plans. They are, however, not part of the development plan and will not be subject to independent examination.

CONTENTS

Jargon Guide	1
1. Purpose of the Project Plan	4
<hr/>	
Existing Planning Policy for Wyre Forest District	
2. Current District Planning Policy	5
<ul style="list-style-type: none"> • Wyre Forest District Adopted Core Strategy • Wyre Forest District Site Allocations and Policies Local Plan • Kidderminster Central Area Action Plan • Supplementary Planning Documents and Guidance 	
<hr/>	
Local Development Framework	
3. Review of the Adopted Core Strategy and preparation of a District Local Plan	8
4. Statement of Community Involvement	9
5. Local Plans	10
6. Supplementary Planning Documents (SPDs)	10
7. Community Infrastructure Levy Charging Schedule (CIL)	11
8. Neighbourhood Development Plans	12
APPENDICES	
A) Programme for the preparation and review of Development Plan	14
B) Local Plan Profiles	16

1. PURPOSE OF THE PROJECT PLAN

- 1.1 This project plan (previously known as the Local Development Scheme) provides up to date information for stakeholders and the general public about the status and coverage of Development Plan Documents and the Council's intention for their future preparation. It sets out:
- a) Which Planning Policies are currently in force in the District
 - b) What the Council's intentions are for the plan making framework over the next three years to 2016
- 1.2 The project plan includes information relating to timescales and resources, the content of new plans and their scope and coverage.

Background

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

Key changes introduced to the Project Plan in this review

- 1.5 The District Council's first LDS or Project Plan was formally submitted to the Secretary of State in February 2005 and came into effect on 27th March 2005. Since then the Project Plan has progressively been refined through a process of monitoring and review. The last review was undertaken during early 2012 and it is considered that an update to provide a review of timescales following the adoption of the Site Allocations and Policies Local Plan and Kidderminster Central Area Action Plan is required.

- 1.6 The key changes introduced as part of this review are the reprogramming of the timetable following the adoption of the Site Allocations and Policies Local Plan and Kidderminster Central Area Action Plan. This will now focus on the refresh of the evidence base to inform a review of the Core Strategy, the progression of a Community Infrastructure Levy Charging Schedule for the District, subject to viability evidence, Neighbourhood Development Plans and a number of Supplementary Planning Documents.
- 1.7 It is also a useful opportunity to provide a timetable for review of the Adopted Core Strategy which will commence in early 2015.

2. CURRENT DISTRICT LOCAL PLANNING POLICY

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

- ❖ Wyre Forest Adopted Core Strategy (December 2010)
- ❖ Wyre Forest Adopted Site Allocations and Policies Local Plan (July 2013)
- ❖ Kidderminster Central Area Action Plan (July 2013)
- ❖ Worcestershire Adopted Waste Core Strategy (2012)
- ❖ Worcestershire Minerals Local Plan Saved Policies

West Midlands Regional Spatial Strategy (WMRSS)

- 2.2 The WMRSS was formally revoked on 20th May 2013. It therefore no longer forms part of the District's Statutory Development Plan.

Worcestershire County Structure Plan and Minerals Local Plan Saved Policies

- 2.3 The Worcestershire Structure Plan was revoked on 20th May 2013. It therefore no longer forms part of the District's Statutory Development Plan.

Worcestershire Waste Core Strategy (Adopted November 2012)

- 2.4 Worcestershire County Council has recently adopted the Waste Core Strategy for Worcestershire. This document forms part of the Development Plan for the District and therefore all proposals will need to have regard to its contents.

Wyre Forest District Local Plan (January 2004)

- 2.5 Saved Policies within the Wyre Forest District Local Plan have now been replaced by the Adopted Core Strategy (2010), Adopted Site Allocations and Policies Local Plan (2013) and Adopted Kidderminster Central Area Action Plan (2013).

Wyre Forest Adopted Core Strategy (December 2010)

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

Wyre Forest Adopted Site Allocations and Policies Local Plan (July 2013)

- 2.7 The Site Allocations and Policies Local Plan was formally adopted by the Council in July 2013 following Independent Examination. This contains the detailed site allocations and their associated policies in order to meet the overarching Development Strategy. It also contains a number of generic Development Management policies.

Kidderminster Central Area Action Plan (July 2013)

- 2.8 The Kidderminster Central Area Action Plan was formally adopted by the Council in July 2013 following Independent Examination. This contains detailed policies

for sites within the central area of Kidderminster and has a strong focus on regeneration.

Supplementary Planning Documents/Supplementary Guidance

2.9 The District Council has found it helpful to prepare additional guidance to further clarify some of the Local Plan policies. These documents have been formally adopted by the Council as Supplementary Planning Documents (SPD) and as such can be afforded material consideration.

2.10 Worcestershire County Council has also produced Supplementary Guidance in relation to Education Contributions and Landscape Character Assessment. This has been adopted by the District Councils and is therefore a material consideration against which planning applications should be assessed.

2.11 The table below relates to existing Supplementary Planning Guidance/Documents for the Wyre Forest District. They are capable of being a material consideration in determining planning applications.

Table 1: Existing Supplementary Planning Guidance/Documents

Document Title	Current Status	Brief Description	Relevant DPD
Wyre Forest Cycling Strategy	Adopted SPG (2002)	Proposed cycle route network & promotion of cycling	- Core Strategy - Site Allocations - KCAAP
Design Quality Guidance	Adopted SPG (2004)	Suite of Design Guidance including residential & town centres design guides	- KCAAP
Shop Front Design Guide within Historic Areas	Adopted SPG (2004)	Design Guidance for new, replacements or alterations to existing shop fronts in historic settings.	- Site Allocations
Severn Road Development Brief	Adopted SPG (2001)	Redevelopment Proposals for three sites on the eastside of Stourport on Severn town centre.	- Site Allocations
Lichfield Basin Design Guidance	Adopted SPG (2001)	Detailed design guide for one of the sites included in the Severn Road Development Brief.	- Site Allocations

Document Title	Current Status	Brief Description	Relevant DPD
Bridge Street Basins Link Development Brief	Adopted SPD (2005)	Redevelopment proposals for a site on the east side of Stourport-on-Severn town centre linking Bridge Street and the Canal Basins.	- Site Allocations
Planning Obligations	Adopted SPD (2007)	Sets out the District Council's requirements for developer contributions.	- Core Strategy - Site Allocations - KCAAP
Churchfields Masterplan	Adopted SPD (2011)	Development brief for Churchfields area of Kidderminster as a key regeneration opportunity.	- Core Strategy - KCAAP
Landscape Character Assessment	Adopted SG (Dec 2011)	Detailed guidance on landscape character assessment for Worcestershire produced by WCC.	- Core Strategy - Site Allocations

3. REVIEW OF THE ADOPTED CORE STRATEGY AND PREPARATION OF A DISTRICT LOCAL PLAN

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

- ❖ Statement of Community Involvement
- ❖ Local Plans;
- ❖ Supplementary Planning Documents.
- ❖ Community Infrastructure Levy Charging Schedule
- ❖ Neighbourhood Development Plans

Progressing the Local Development Framework.

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

- Adoption of the Wyre Forest Core Strategy in December 2010.
- Adoption of the South Kidderminster Enterprise Park Local Development Order in July 2012
- Adoption of the Wyre Forest Site Allocations and Policies Local Plan in July 2013
- Adoption of the Kidderminster Central Area Action Plan in July 2013

3.3 During 2013-16 we anticipate that our resources will be concentrated on:

- Progressing the Affordable Housing SPD in 2013/14
- Reviewing the Planning Obligations SPD in 2013/14
- Progressing work on evidence base studies during 2014 to inform the Core Strategy Review. This will include work on assessing housing needs; a potential Green Belt Review; Gypsy and Traveller Accommodation Needs Assessment and Employment Land Review. Much of our evidence base collation will need to be completed in house due to a reduction in resources available for the appointment of consultants.
- Facilitating progress on Neighbourhood Development Plans for Chaddesley Corbett and Churchill and Blakedown.
- Commencing a Review of the Adopted Core Strategy in early 2015. This will also incorporate potential site allocations for Gypsy and Traveller sites.

4. STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

4.1 The District Council's first Statement of Community Involvement was formally adopted by the Council in April 2006. In February 2013 the District Council adopted a Revised Statement of Community Involvement in order to reflect changes to the regulations governing the preparation of Local Plans, the introduction of neighbourhood planning and changes to consultation on planning

applications. The Revised Statement of Community Involvement provides a set of clear guidelines and minimum standards that the community and interest groups can expect when Local Development Documents are being prepared. It provides guidance on how bodies carrying out neighbourhood planning should undertake consultation and sets out the methods of consultation the District Council will use when undertaking its statutory duties in relation to neighbourhood planning. The document also clarifies the community participation and public consultation arrangements for the determination of Planning Applications.

5. LOCAL PLANS

2013 to 2016

- 5.1 It is envisaged that the following Local Plans will be progressed during this time period:

District wide Local Plan

- 5.2 During 2015 we will commence a review of the Adopted Core Strategy. We will take this opportunity to include the Site Allocations and Area Action Plan into one District wide Local Plan for the District, rather than continuing with three separate plans.
- 5.3 Following the publication of National Policy Guidance on site provision for Gypsies, Travellers and Travelling Showpeople in March 2012, the District Council has jointly commissioned with other Worcestershire District authorities, a comprehensive needs assessment (Gypsy and Traveller Accommodation Assessment). The outcome of this study will inform the production of site specific policies for pitch provision within the District wide local plan.

6. SUPPLEMENTARY PLANNING DOCUMENTS (SPDs)

- 6.1 In addition to reviewing existing SPG/SG/SPDs, the Planning Policy Section will also need to consider producing a number of SPDs to support policy set out in the Adopted Local Plans. These SPDs will provide further detail and clarification

on planning policy and development management that pose significant issues and challenges to the Wyre Forest District.

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

- Review of the Developer Contributions/Section 106 in parallel with progression of a Community Infrastructure Levy Charging Schedule (2013/14)
- Affordable Housing Requirements and Standards (2013/14)
- Revision of the Design Guidance Supplementary Planning Guidance (2014)

6.3 The need for further SPDs will be monitored and kept under review during the 2013-16 time period and up to date information will be included in the Project Plan as and when necessary. Some of the Supplementary Planning Guidance relates to sites which are currently being developed out and will therefore be subject to review in the next LDS as developments are completed and they are no longer required.

7. COMMUNITY INFRASTRUCTURE LEVY (CIL)

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

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

- 7.3 To progress a tariff we will require evidence about the effect of the levy on economic viability to demonstrate that any proposed rate strikes an appropriate balance. The level of CIL charge must only be set on the basis of viability. We are currently producing further viability evidence as the Council is concerned about the potential impact of CIL on our brownfield regeneration strategy. A recent decision has been taken to postpone progression on CIL until later in 2014.

8. NEIGHBOURHOOD DEVELOPMENT PLANS

- 8.1 Neighbourhood Planning is central to the Government's Localism Agenda. The right to produce Neighbourhood Development Plans is introduced through the Localism Bill.
- 8.2 As the Local Planning Authority we must provide advice and assistance to Parish & Town Councils or Neighbourhood Forums in unparished areas, should they wish to bring forward a Neighbourhood Development Plan/Order for their area. We will take an active role in advising and supporting community groups, sharing evidence and information. This is likely to be a considerable draw on the resources of the Planning Policy Section going forward and will need to be kept under review with regard to allocating additional staff resources to this function.
- 8.3 Under the Neighbourhood Planning Regulations it is the District Council's role to:
- 1) Consider applications for neighbourhood areas
 - 2) Organise an independent examination for a Neighbourhood Development Plan/Order
 - 3) Organise a Local Referendum
 - 4) Make the Neighbourhood Development Plan as part of our Local Development Framework if a majority "yes" vote is secured at the referendum.
- 8.4 The District Council has two designated Neighbourhood Areas within the District:

- Chaddesley Corbett Parish

- Churchill and Blakedown Parish

8.5 Chaddesley Corbett Parish Council began work on their Neighbourhood Development Plan in 2012. They were successful in obtaining a grant under the 'frontrunners' scheme to help support the preparation of the Neighbourhood Development Plan and the Neighbourhood Area was approved in September 2012. To date, the steering group have undertaken a neighbourhood survey and have sought feedback from the community on the vision and objectives of the plan. Informal consultation and drafting of the plan will take place during summer/autumn 2013 with a formal 6 week pre-submission consultation due to be held in November/December 2013.

8.6 Churchill and Blakedown Parish Council are in the early stages of preparing a Neighbourhood Development Plan. The Neighbourhood Area was approved in April 2013. The Steering Group has yet to set out a formal timetable for the production of the plan.

APPENDIX A - Programme for the preparation and review of Development Plan

Local Plans	2014												2015												2016		
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Adopted Core Strategy Review - District Wide Local Plan	1																2		3			4				5	6

	2016 continued																										
	A	M	J	J	A	S	O	N	D																		
Adopted Core Strategy Review - District Wide Local Plan			7						8																		

- 1 Evidence Base preparation and assessment of needs
- 2 Council approval for issues and options consultation
- 3 Issues and Options Consultation
- 4 Consideration of consultation responses and development of Preferred Options
- 5 Council approval for Preferred Options Consultation
- 6 Preferred Options Consultation
- 7 Consideration of Consultation responses and development of Publication Plan
- 8 Council approval for publication consultation

APPENDIX A - Programme for the preparation and review of Development Plan

Supplementary Planning Documents	2013							2014												2015											
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Affordable Housing SPD					1		2			3			4																		
Review Planning Obligations SPD											1		2			3		4													
Design Guidance SPD								1		2			3		4																

- 1 Early Engagement Consultation
- 2 Preparation of Draft SPD
- 3 Regulation 12(b) Consultation
- 4 Preparation and Adoption of SPD

APPENDIX B – Local Plan Profiles

1. STATEMENT OF COMMUNITY INVOLVEMENT

Overview:

- ❖ Role & Coverage: Sets out how the District Council will involve stakeholders and the local community in the preparation of all Local Development Documents and the consideration of planning applications.
- ❖ Coverage: District-wide
- ❖ Status: Non Development Plan LDD
- ❖ Conformity: Regulations and requirements set out by Government and the District Council's Consultation Strategy 2004

Planning and Compulsory Purchase Act 2004 as amended

Key Milestones:

REVIEWED: FEBRUARY 2013

MONITOR THROUGH ANNUAL MONITORING REPORT AND REVIEW IF SIGNIFICANT LEGISLATIVE CHANGES OCCUR.

APPENDIX B – Local Plan Profiles

2. CORE STRATEGY

Overview:

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

Key Milestones:

ADOPTED: DECEMBER 2010

MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS.

REVIEW TO COMMENCE IN 2015 FOLLOWING EVIDENCE BASE COLLATION AND RENEWAL IN 2014.

APPENDIX B – Local Plan Profiles

3. SITE ALLOCATIONS AND POLICIES LOCAL PLAN

Overview:

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

Key Milestones:

ADOPTED: JULY 2013

MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS.
INCORPORATE INTO DISTRICT WIDE LOCAL PLAN IN PARALLEL WITH CORE STRATEGY REVIEW.

APPENDIX B – Local Plan Profiles

4. KIDDERMINSTER CENTRAL AREA ACTION PLAN

Overview:

Role & Coverage: To provide a detailed planning policy framework, which sets out the strategy and policies for the development of the town's central area, and helps to achieve this regeneration. The KCAAP will help to stimulate regeneration and investment in the town by providing certainty and confidence for potential investors, as well as providing the basis for co-ordinating the actions of a range of public and private sector partners.

❖ **Coverage:** Central Kidderminster including the Town Centre, Horsefair, Comberton Hill, Mill Street and Park Lane.

❖ **Status:** Local Plan

❖ **Conformity:** Regulations and requirements set out by Government
National Planning Policy
Core Strategy

Key Milestones:

ADOPTED: JULY 2013

MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS.
INCORPORATE INTO DISTRICT WIDE LOCAL PLAN IN PARALLEL WITH CORE STRATEGY REVIEW.



Overview & Scrutiny Committee

Agenda Item No. 8

Briefing Paper

Report of: Rebecca Mayman, Planning Policy Manager
Date: Thursday, 3rd October 2013
Open

Community Infrastructure Levy

1. Summary

- 1.1 To update Members on the work undertaken on the Community Infrastructure Levy (CIL) and to recommend that progress on implementing the Levy is postponed until later in 2014.

2. Background

- 2.1 Members may recall that a paper introducing the Community Infrastructure Levy and a preliminary draft charging schedule was presented to a briefing session, held at Wyre Forest House on the 8th May 2013. During this session Members raised concerns about the potential impact of the Levy and asked for Officers to undertake further background work so that clear options could be provided for consideration. Since this time, Officers have undertaken further 'sensitivity testing' to provide more information to members on the potential implications of CIL and the impact this could have on the Council's adopted Development Strategy. This is attached at Appendix 1.
- 2.2 The LDF Panel considered the contents of Appendix 1 in detail at its meeting on 2nd September. This report outlines their recommendation to the Overview and Scrutiny Committee.

3. Key Issues

Community Infrastructure Levy - Background

- 3.1 To recap, the Community Infrastructure Levy (CIL) is a statutory charge which Charging Authorities (Local Authorities) can place on developers to help fund infrastructure needed to support new development in their areas. It is anticipated that CIL will partially replace the current S.106 arrangement as CIL would help to fund infrastructure needed to support or mitigate the impact of new development over an area, whereas S.106 will remain largely for on-site mitigation including the provision of affordable housing.
- 3.2 Some of the key elements of CIL are as follows:
- CIL is charged on a square metre basis for all new buildings and extensions which are over 100 square metres gross internal floorspace;

- The level CIL can be set at is determined by the viability of development within any one area;
- CIL can only be introduced if there is an identified infrastructure funding gap;
- All new residential dwellings are liable to CIL regardless of size;
- CIL is not chargeable on changes of use of buildings that do not involve an increase in floorspace;
- The floorspace of any buildings that are demolished as part of development proposals will be offset against overall liability;
- Affordable housing has a 100% relief from paying CIL, as do other charity related developments; and
- CIL cannot be charged on development proposals that have already been granted planning permission. This includes reserved matters applications following an approval of outline consent.

3.3 In order to complete this process, authorities need to ensure that they have met the key stages as set out in the CIL guidance. They are as follows:

- Evidence base production – must provide evidence of economic viability and infrastructure planning.
- Preparation and consultation on a Preliminary Draft Charging Schedule. *“The levy rates must aim to strike what appears to be an appropriate balance between the desirability of funding infrastructure from the levy and the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area”*
- Production and consultation on a revised Charging Schedule.
- Independent Examination.
- Adoption (if approved at Examination).
- Administering the Levy.
- Monitoring.

3.4 At present, the Council is in the initial stages of CIL and has completed the evidence base production stage. A preliminary draft charging schedule has also been produced in order to assess the impact of CIL further. It is important to stress that, once adopted, CIL would be non-negotiable. Authorities are able to keep a proportion of money collected via CIL to meet the associated administrative costs. However, at present it is unlikely that the money raised would provide sufficient values to cover all the costs of this and therefore there is likely to be an additional cost to the Council in administering the process.

Current position in Wyre Forest

3.5 As members may recall from the previous report, Wyre Forest has already undertaken viability testing to inform the preparation of CIL. Consultants were appointed to undertake the work on a county wide basis and the final report was submitted to the Councils in January 2013. This work provided the District Council with a broad understanding of the likely viability of introducing

a CIL tariff across a number of development types. This led to the following draft preliminary charging schedule being produced:

Development Type	Proposed Charge (per sqm)
Residential	£40
Large Industrial	£0
Small Industrial	£0
Large Office	£0
Small Office	£0
Supermarkets	£200
Retail Warehouses	£200
Shops	£0
Leisure	£0
Hotel	£50

- 3.6 This schedule is based on the viability work undertaken by HDH Consultants and was considered at the LDF Panel meeting on 14th May, as a basis for undertaking consultation.
- 3.7 However, following concerns raised by Members at the briefing session related to gaining a fuller understanding of the potential impact of the preliminary draft charging schedule on the development sites in the District, an exercise has been undertaken examining recent planning permissions and comparing amounts received through S.106 negotiations and what the amounts would have been if the above charging schedule were in force. This has centred primarily on the residential aspect of the charging schedule as this is the most frequent form of development in the District.
- 3.8 The following table is an extract from Appendix 1. It highlights the difference in the contributions that were received through S.106 negotiations and the potential charge that would have been levied if CIL were in place at the time planning permission was granted. The table also outlines what the potential implication for affordable housing may have been if CIL were in place.

Development Site	S106 Contribution	Potential CIL Charge	Delivery put at risk by CIL?	Potential implication for affordable housing
Former Georgian Carpet Factories Site	£698,000	£628,160	No	None – would still meet approved percentage (22%)
Former Carpets of Worth Site	£307,292	£535,680	Yes	May have resulted in no affordable housing being provided
Former Briars PH	£84,648 + Transfer of Woodland	£66,840	No	No affordable housing proposed due to size of site
Morganite Advanced Ceramics	£340,000	£347,920	No	None – would still meet approved percentage (25%)
Sutton Park Reservoir	£85,000	£130,080	Yes	May have put development at risk. In this instance an off-site affordable housing contribution was provided, which wouldn't be possible under CIL.
108/109 Bewdley Hill	£59,961	£68,840	No	No affordable housing proposed due to size of site
Former Lucy Baldwin Hospital	£212,997	£136,320	No	No adverse effect – would still allow for 30% provision, as per

Development Site	S106 Contribution	Potential CIL Charge	Delivery put at risk by CIL?	Potential implication for affordable housing
Site				existing permission
Blakedown Nurseries	£179,120	£142,120	No	No adverse effect – would still allow for 45% provision, as per existing permission
Areley Common First School	£47,924	£40,560	No	No affordable housing proposed due to size of site
Sutton Arms Public House	£61,860	£63,840	No	No affordable housing proposed due to size of site
Former Zanzibar Club	£228,000	£86,280	No	Off site provision may have been reduced if CIL was in place
Former British Sugar Site	£225,000	£959,200	Yes	May have resulted in no affordable provision, or more likely, site not being brought forward for development

- 3.9 It is worth noting that the figures set out in the table above under the potential CIL Charge are what the developer would be required to pay and not the amount that the District Council would have to spend on infrastructure. This is because up to 25% of the receipt could be passed on to local communities via Town and Parish Councils and an additional 5% will be put towards the administration costs. The administration of CIL could be resource intensive, perhaps necessitating an additional Officer's post as has been the case in a number of Local Planning Authorities.
- 3.10 Members should note that the deadline for the restriction of the pooling of Section 106 Agreements to a maximum of 5 contributions has been extended from April 2014 to 2015. Therefore we will be able to continue to collect monies under the Section 106 regime. There is a need for the Authority to review and update the role of Section 106 Agreements and to prepare a revised Planning Obligations Supplementary Planning Document.

Recommendation from LDF Panel Meeting (02/09/13)

- 3.11 At the LDF Panel meeting on 2nd September, Members received a report detailing Appendix 1 and the potential impacts that implementing CIL could have on the Council's Development Strategy. The Panel discussed this at length and agreed that some of the larger development sites, such as the former Carpets of Worth and British Sugar sites would not have progressed if CIL was in place.
- 3.12 The Panel also discussed the adverse effect CIL could have on the marketing of the Lea Castle site and the authority should do all it can to encourage economic development within the District. It was agreed that in the current financial climate the progression of CIL should be postponed. The Panel therefore recommends to this Committee that the progression of CIL is postponed and reviewed again later in 2014.

4. Options

4.1 The Committee may wish to:

- a) Recommend to Cabinet that the progression of a Community Infrastructure Levy Charging Schedule is postponed and the position is reviewed again later in 2014.
- b) Make further comments on the attached comparison of Section 106 Contributions and Potential Community Infrastructure Levy Receipts for the Cabinet's consideration.

5. Consultation

5.1 Development Manager.

5.2 North Worcestershire Economic Development and Regeneration.

6. Related Decisions

6.1 Recommendation from LDF Panel (02/09/2013).

7. Relevant Council Policies/Strategies

7.1 Adopted Core Strategy (December 2010).

7.2 Site Allocations and Policies Local Plan (July 2013).

7.3 Kidderminster Central Area Action Plan (July 2013).

7.4 Infrastructure Delivery Plan (2012).

8. Implications

8.1 Resources: If progression on the CIL is postponed, there are no immediate implications

8.2 Equalities: N/A.

8.3 Partnership working: The CIL viability work was undertaken on a county wide basis in order to achieve economies of scale.

8.4 Human Rights: N/A.

8.5 E-Government: N/A.

8.6 Transformation: N/A.

9. Equality Impact Needs Assessment

9.1 An EIA is not required.

10. Wards affected

10.1 All.

11. Appendices

11.1 Appendix 1: A comparison of S106 contributions v potential CIL receipts.

12. Background Papers

12.1 Worcestershire Viability Assessment to inform CIL (2012) – HDH Consultants.

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Wyre Forest District Council

Community Infrastructure Levy



Background Paper:

A comparison of S106 contributions v Potential CIL Receipts

August 2013

Comparison of recent S.106 contributions v proposed CIL Tariff

The purpose of this paper is to assess the difference in values between Section 106 contributions received from recent development sites and compare this with what would have been charged if the Community Infrastructure Levy (CIL) were in place. The figures used for this assessment are based on the viability work undertaken by HDH consultants during 2012 and early work undertaken on the preliminary draft charging schedule, which are as follows:

Development Type	Proposed Charge (per sqm)
Residential	£40
Large Industrial	£0
Small Industrial	£0
Large Office	£0
Small Office	£0
Supermarkets	£200
Retail Warehouses	£200
Shops	£0
Leisure	£0
Hotel	£50

The focus for this paper is on the larger residential sites that have received permission within the District over the last few years. An assessment is also made in relation to new hotels and retail development. However, developments of this type are much fewer in number and therefore only a limited assessment can be made.

The purpose of this paper is to understand further what recently approved schemes have been providing by way of S.106 contributions and compare this to what they would have to pay if the above charging schedule was brought into force. This will enable a broad assessment to be made as to whether or not the introduction of the above CIL charging schedule would have put recent developments at risk and jeopardised their delivery.

It is worth noting that the figures included within this assessment are what the developer would be required to pay and not the amount that the District Council would have to spend on infrastructure. This is because up to 25% of the receipt could be passed on to local communities and an additional 5% put towards administration costs. However, for the purposes of this exercise it is important to outline the total cost to the developer, as this is what will affect the viability of the development sites.

FORMER GEORGIAN CARPET FACTORIES SITE

11/0163/FULL

Churchfields Business Park, Clensmore Street, Kidderminster

Construction of 223 dwellings and associated road-works and landscaping (following demolition of existing buildings)

Section 106 Contributions received – following submission of a viability assessment:

- Education: £150,000
- AQMA: £29,000
- Sustainable Transport: £35,000
- Highway Improvements: £284,000
- Open Space: £200,000

Total: £698,000

Total Affordable Housing Contribution – 22% (49 units)

Potential CIL receipt from development – if CIL set at £40 per sqm

Affordable Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
F99	2 bed Flat	49	4	196	£0
F95	2 bed Flat	52	4	208	£0
Alveston	2 bed House	60	7	420	£0
Ludlow	2 bed House	75	16	1,200	£0
O Type	3 bed House	73	2	146	£0
S03	3 bed House	85	3	255	£0
S07	3 bed House	88	9	792	£0
S06	4 bed House	97	4	388	£0
TOTAL:			49	3,605m2	£0

Affordable Housing is exempt from CIL so 3,605m2 of floorspace is not considered for this scenario testing

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Denby	1 bed Flat	46	9	414	£16,560
F95	2 bed Flat	52	8	416	£16,640
F98	3 bed Flat	52	4	208	£8,320
Alveston	2 bed House	60	7	420	£16,800
Ludlow	3 bed House	73	15	1,095	£43,800
Stafford	3 bed House	81	20	1,620	£64,800

Agenda Item No. 8
Appendix 1

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Elford	3 bed House	85	18	1,530	£61,200
Grantham	3 bed House	85	8	680	£27,200
Onyx	3 bed House	88	0	0	£0
Chatham	3 bed House	88	5	440	£17,600
Chatham Special	3 bed House	88	1	88	£3,520
Droitwich	4 bed House	104	23	2,392	£95,680
Droitwich Dual Access	4 bed House	104	3	312	£12,480
Hanbury	4 bed House	108	2	216	£8,640
Bewdley	4 bed House	109	15	1,635	£65,400
Marston	4 bed House	115	4	460	£18,400
T1	4 bed House	110	8	880	£35,200
T2	4 bed House	129	4	516	£20,640
Mapleton	4 bed House	117	2	234	£9,360
Althorpe	4 bed House	118	6	708	£28,320
Desford	4 bed House	120	12	1,440	£57,600
TOTAL:			174	15,704	£628,160

Overall Comparison:

S106: £698,000

CIL: £628,160

This example shows that the introduction of CIL would result in a lesser amount of contributions being required from the developer. The introduction of CIL (at £40 per sqm) would not have a negative impact on the viability of this site and therefore would not have put the development at risk.

FOMER CARPETS OF WORTH FACTORY SITE

08/0768/OUTL

Former Carpets of Worth Factory, Severn Road, Stourport on Severn

Redevelopment of site to provide a mixed use development consisting of 159 No. residential properties

Section 106 Contributions received – following submission of a viability assessment:

- Transport/Highways - £275,000:
 - £50,000 – Junction Improvements
 - £25,000 – Bus Stop Infrastructure
 - £180,000 – Bus Service Support
 - £20,000 – Marketing of Bus Service
- Education - £32,292

Total: £307,292

Total Affordable Housing Contribution – 10% (16 units)

Potential CIL receipt from development – if CIL set at £40 per sqm

Affordable Units

Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
1 bed	47	3	141	£0
2 bed	65	3	195	£0
2 bed	75	2	150	£0
3 bed	88	2	176	£0
4 bed	115	4	460	£0
4 bed	117	2	234	£0
TOTAL:		16	1,356	£0

Affordable Housing is exempt from CIL so 1,356m2 of floorspace is not considered for this scenario testing

Market Units

Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
1 bed	47	21	987	£39,480
2 bed	65	24	1,560	£62,400
2 bed	75	0	0	£0
3 bed	88	18	1,584	£63,360
3 bed	93	3	279	£11,160
3 bed	103	2	206	£8,240
3 bed	119	1	119	£4,760
3 bed	122	1	122	£4,880
3 bed	124	12	1,488	£59,520

4 bed	115	45	5,175	£207,000
4 bed	117	16	1,872	£74,880
TOTAL:		143	13,392	£535,680

Overall Comparison:

S106: £307,292

CIL: £535,680

In this example the proposed CIL levy would greatly exceed the S.106 contributions negotiated for the site. There would therefore be viability concerns about the development coming forward. Alternatively it may mean that even less (maybe no) affordable housing could be provided. The difference in contribution per unit is approximately £1,600. The introduction of CIL could have therefore put this development at serious risk.

FORMER BRIARS PH

10/0505/FULL

Briars PH, 100 Habberley Road, Kidderminster

Erection of 13 No. detached dwellings with associated access, parking and amenity space

Section 106 Contributions received:

- Education: £45,123
- Open Space: £17,025
- Biodiversity £22,500
- Transfer of woodland to WFDC

Total: £84,648 + Transfer of Woodland

Potential CIL receipt from development – if CIL set at £40 per sqm

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Southwold	4 bed	119	3	357	£14,280
Brampton	4 bed	120	4	480	£19,200
Brandon	4 bed	121	1	121	£4,840
Bordesley	4 bed	139	3	417	£16,680
Alvechurch	4 bed	148	2	296	£11,840
TOTAL:			13	1,671	£66,840

Overall Comparison:

S106: £62,148 + Biodiversity Contribution + Transfer of Woodland

CIL: £66,840

In this example the total contributions from CIL are less than provided through the Section 106 agreement. Therefore, it is considered that CIL would not have put this development at risk of delivery.

MORGANITE ADVANCED CERAMICS

10/0321/OUTL and 11/0703/RESE

Morganite Advanced Ceramics, Bewdley Road, Stourport-on-Severn

Erection of 98No. dwellings with associated garaging and ancillary car parking, hard and soft landscaping and ancillary works

Section 106 Contributions received:

- Off-site contribution towards Open Space / Strategic play provision (Approx £61,800)
- Highways: £98,000
- Maintenance of on site amenity space and landscaped areas
- Education contribution: £180,200
- Rights for mitigation measures to be carried out on land retained by MAC

Total: £340,000.

Potential CIL receipt from development – if CIL set at £40 per sqm

Affordable Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Evesham	2 bed	63	14	882	£0
Broadway	3 bed	76	7	532	£0
York	4 bed	123	3	369	£0
TOTAL:			24	1,774	£0

Affordable Housing is exempt from CIL so 1,774m2 of floorspace is not considered for this scenario testing

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Evesham	2 bed	63	4	252	£10,080
Broadway	3 bed	76	2	152	£6,080
Shrewsbury	4 bed	100	8	800	£32,000
Pembrook	4 bed	103	3	309	£12,360
Windsor	4 bed	109	12	1,308	£52,320
Oxford	4 bed	117	13	1,521	£60,840
Cambridge	4 bed	124	18	2,232	£89,280
Canterbury	4 bed	131	1	131	£5,240
Salisbury	4 bed	145	9	1,305	£52,200
Hampstead	5 bed	172	4	688	£27,520
TOTAL:			74	8,698	£347,920

Overall Comparison:

S106: £340,000

CIL: £347,920

In this example the total contributions from CIL are similar to the S106 received, highlighting that the scheme would still be viable and yield a similar result and return.

DRAFT

SUTTON PARK RESERVOIR

12/0528/FULL

Sutton Park Reservoir, Sutton Park Road, Kidderminster, DY11 6JQ

Residential Development of 14 Detached Houses

Section 106 Contributions received:

- Open Space: £26,000
- Education: £45,000
- Highways: £14,000

Total: £85,000 (However, decision made for this to be an off site contribution towards affordable housing)

Potential CIL receipt from development – if CIL set at £40 per sqm

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
H502	5 bed	244*	3	732	£29,280
H533	5 bed	250*	4	1,000	£40,000
H536	5 bed	206*	4	824	£32,960
H584	5 bed	232*	3	696	£27,840
TOTAL:			14	3,252	£130,080

* Sizes are approximate as exact details were not provided within the submission.

Overall Comparison:

S106: £85,000

CIL: £130,080

In this example the total contributions from CIL are much greater than the receipts that were received from the S106 negotiations. Therefore, this development may have been put at risk if CIL was in place.

108/109 BEWDLEY HILL, KIDDERMINSTER

08/0977/OUTL and 12/0312/RESE

108 & 109 Bewdley Hill, Kidderminster, DY11 6JE

Reserved matters application for the design and external appearance of the buildings and landscaping following the granting of outline planning permission (08/0977) for the demolition of bungalow and erection of 13 dwellings and retention of 108 Bewdley Hill, Kidderminster

Section 106 Contributions received:

- Education: £44,202
- Open Space: £15,759

Total: £59,961

Potential CIL receipt from development – if CIL set at £40 per sqm

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
H316	3 bed	95	2	190	£7,600
H401	4 bed	139	5	695	£27,800
H402	4 bed	127	4	508	£20,320
H430	4 bed	143	1	143	£5,720
H455	4 bed	185	1	185	£7,400
TOTAL:			13	1,721	£68,840

Overall Comparison:

S106: £59,961 + biodiversity and public realm

CIL: £68,840

In this example the total contributions from CIL are similar to the S106 received (given that contributions towards biodiversity and public realm are to be confirmed), highlighting that the scheme would still be viable and yield a similar result and return.

FORMER LUCY BALDWIN HOSPITAL SITE

13/0033/FULL

Lucy Baldwin Hospital, Olive Grove, Stourport-on-Severn, DY13 8XY

Demolition of existing main building; construction of 38 new residential dwellings and changes of use and conversion of existing lodge building into 3 residential dwellings to comprise 41 dwellings in total served via the existing access from Olive Grove; landscaping; car parking; earthworks to facilitate drainage and other ancillary works.

Section 106 Contributions received:

- Education: £174,134
- Open Space: £35,203
- Highways: £3,660

Total: £212,997

Potential CIL receipt from development – if CIL set at £40 per sqm

Affordable Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
FOG	1 bed	49	1	49	£0
Apartment	1 bed	57	1	57	£0
Apartment	1 bed	53	1	53	£0
Apartment	2 bed	74	1	74	£0
House	2 bed	65	6	390	£0
House	3 bed	92	2	184	£0
TOTAL:			12	807	£0

Affordable Housing is exempt from CIL so 807m2 of floorspace is not considered for this scenario testing.

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
House	3 bed	92	10	920	£36,800
House	3 bed	109	5	545	£21,800
House	3 bed	104	1	104	£4,160
House	4 bed	148	5	740	£29,600
House	4 bed	138	5	690	£27,600
House	4 bed	136	3	408	£16,320
TOTAL:			29	3,407	£136,280

Overall Comparison:

S106: £212,997

CIL: £136,280

In this example the total contributions from CIL are far less than provided through the Section 106 agreement. Therefore, CIL would not have put this development at risk of delivery. This was also incorporating the full 30% affordable housing contribution.

DRAFT

FORMER BLAKEDOWN NURSERIES SITE

12/0114/FULL

Former Blakedown Nurseries, Belbroughton Road, Blakedown, Kidderminster, DY10 3JH

Proposed change of use from former Garden Centre / Nurseries with shop and office accommodation to residential use with 42no. Dwellings comprising of 7 bungalows, 33 houses and 2 flats together with parking, associated landscaping and access roads. To include demolition of existing buildings and structures

Section 106 Contributions received:

- Education: £147,188
- Open Space: £31,932

Total: £179,120

Potential CIL receipt from development – if CIL set at £40 per sqm

Affordable Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
G	1 bed bungalow	41	2	82	£0
F	2 bed flat	68	2	136	£0
E	2 bed bungalow	70	2	140	£0
A	2 bed house	70	4	280	£0
As	2 bed house	59	2	118	£0
B	3 bed house	78	3	234	£0
Ba	3 bed house	78	2	156	£0
M	3 bed house	89	2	178	£0
TOTAL:			19	1,324	£0

Affordable Housing is exempt from CIL so 1,324m2 of floorspace is not considered for this scenario testing.

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
C	2 bed bungalow	78	3	234	£9,360
Ba	3 bed house	78	2	156	£6,240
M	3 bed house	89	2	178	£7,120
S	4 bed house	140	4	560	£22,400
H	4 bed house	140	1	140	£5,600
St	5 bed house	195	6	1,170	£46,800
B	6 bed house	223	5	1,115	£44,600
TOTAL:			23	3,553	£142,120

Overall Comparison:

S106: £179,120

CIL: £142,120

In this example the total contributions from CIL are less than provided through the Section 106 agreement. Therefore, CIL would not have put this development at risk of delivery. This was also with incorporating a 45% affordable housing contribution.

DRAFT

ARELEY COMMON FIRST SCHOOL

08/0879/OUTL and 11/0541/RESE

Areley Common First School, Abberley Avenue, Stourport-on-Severn, DY13 0LH

Erection of 6 dwellings and associated roadworks (Reserved Matters details following Outline Approval 08/0879/OUTL)

Section 106 Contribution:

- Education: £38,046
- Open Space: £9,878

Total: £47,924

Potential CIL receipt from development – if CIL set at £40 per sqm

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
House Type A	5 bed house	164	3	492	£19,680
House Type B	5 bed house	174	3	522	£20,880
TOTAL:			6	1,014	£40,560

Overall Comparison:

S106: £47,924

CIL: £40,560

In this example the total contributions from CIL are less than provided through the Section 106 agreement. Therefore, CIL would not have put this development at risk of delivery.

SUTTON ARMS PUBLIC HOUSE

08/0538/OUTL / 11/0512/RESE / 13/0186/FULL

Sutton Arms, Sutton Park Road, Kidderminster, DY11 6LE

Demolition of existing public house & redevelopment of the site for residential dwellings

Section 106 Contribution:

- Education: £45,396
- Open Space: £16,464

Total: £61,860

Potential CIL receipt from development – if CIL set at £40 per sqm

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Pushkin	3 bed	89	4	356	£14,240
Glenmuir	4 bed	114	4	456	£18,240
Auden	4 bed	119	4	476	£19,040
Bronte	5 bed	154	2	308	£12,320
TOTAL:			14	1,596	£63,840

Overall Comparison:

S106: £61,860

CIL: £63,840

In this example the total contributions from CIL are very similar to those provided through the Section 106 agreement. Therefore, CIL would not have put this development at risk of delivery.

FORMER ZANZIBAR CLUB

06/1242/FULL & 09/0340/S106 & 11/0640/S106

Former Zanzibar Club Site, Castle Road, Kidderminster

Part demolition of existing building and conversion of buildings frontage to create 46 units, with associated access and parking

Section 106 Contribution (following re-negotiation):

- Affordable housing, off-site contribution: £180,000
- Open Space: £30,000
- Highways: £18,000

Total: £228,000

Potential CIL receipt from development – if CIL set at £40 per sqm

Market Units

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Flat	1 bed	29	4	116	£4,640
Flat	1 bed	34	3	102	£4,080
Flat	1 bed	37	9	333	£13,320
Flat	2 bed	44	2	88	£3,520
Flat	2 bed	48	2	96	£3,840
Flat	2 bed	51	2	102	£4,080
Flat	2 bed	54	18	972	£38,880
Flat	2 bed	58	6	348	£13,920
TOTAL:			46	2,157	£86,280

The affordable housing contribution was off site in this instance and therefore all of the units are liable for a CIL charge.

Overall Comparison:

S106: £228,000

CIL: £86,280

In this example the total contributions from CIL are less than provided through the Section 106 agreement. Therefore, CIL would not have put this development at risk of delivery. However, it may have meant that the off site affordable housing contribution would have been slightly lower than is currently committed.

Former British Sugar Site

A broad assessment of the former British Sugar Site has also been made. As this application is in outline only a number of assumptions have been made about the size of units. The size has been taken from the viability assessment submitted alongside the application and therefore provides a degree of accuracy for the purpose of this assessment.

Section 106 Contribution (following submission of a viability appraisal):

- Open Space: £90,000
- Highways: £100,000
- Public Realm: £35,000

Total: £225,000

Proposed residential development

House Type	Type of Unit	Size of Unit (m2)	Number of Units	Total Size (m2)	CIL Contribution
Affordable Dwellings	N/a	83 (Average)	30	2,490	£0
Market Dwellings	N/a	109 (Average)	220	23,980	£959,200
TOTAL:			250	26,470	£959,200

Overall Comparison:

S106: £225,000

CIL: £959,200

These broad figures highlight that the CIL contribution would be well in excess of what has been provided through the Section 106 and therefore the viability of the site could have been put at risk, if CIL was in force.

OVERALL COMPARISON

The following table identifies each of the recent development sites and highlights whether CIL would have put the development at risk or not, it also highlights the potential impact on affordable housing on each of the sites.

Development Site	S106 Contribution	Potential CIL Charge	Delivery put at risk by CIL?	Potential implication for affordable housing
Former Georgian Carpet Factories Site	£698,000	£628,160	No	None – would still meet approved percentage (22%)
Former Carpets of Worth Site	£307,292	£535,680	Yes	May have resulted in no affordable housing being provided
Former Briars PH	£84,648 + Transfer of Woodland	£66,840	No	No affordable housing proposed due to size of site
Morganite Advanced Ceramics	£340,000	£347,920	No	None – would still meet approved percentage (25%)
Sutton Park Reservoir	£85,000	£130,080	Yes	May have put development at risk. In this instance an off-site affordable housing contribution was provided, which wouldn't be possible under CIL.
108/109 Bewdley Hill	£59,961	£68,840	No	No affordable housing proposed due to size of site
Former Lucy Baldwin Hospital Site	£212,997	£136,320	No	No adverse effect – would still allow for 30% provision, as per existing permission
Blakedown Nurseries	£179,120	£142,120	No	No adverse effect – would still allow for 45% provision, as per existing permission
Areley Common First School	£47,924	£40,560	No	No affordable housing proposed due to size of site
Sutton Arms Public House	£61,860	£63,840	No	No affordable housing proposed due to size of site
Former Zanzibar Club	£228,000	£86,280	No	Off site provision may have been reduced if CIL was in place
Former British Sugar Site	£225,000	£959,200	Yes	May have resulted in no affordable provision, or site not being brought forward for development

This sensitivity testing has highlighted that, on the whole, the proposed levy of £40 per sqm of residential floorspace would not prevent development from coming forward within the District.

However, there are some key sites that may have potentially been put at risk if CIL was in place at the time of their application, and this needs to be carefully considered when looking at setting a charging schedule.

The section 106 contributions received from these sites focussed mainly around the following areas:

- Education - £901,581 (10 sites)
- Open Space - £534,061 (11 sites)
- Highways - £567,660 (7 sites)
- Sustainable Transport: - £260,000 (2 sites)

Therefore, it is considered that these would be the most likely infrastructure items to be included within the proposed 123 list, should CIL be brought forward.

The other S.106 contributions were as follows:

- Biodiversity - £22,500
- AQMA - £29,000
- Affordable Housing – Off Site Contribution - £180,000
- Public Realm - £35,000
- Noise Mitigation – No figures available
- Transfer of Land – No figures available
- Maintenance of landscaped areas – No figures available

These contributions are not as frequent and therefore it is likely that these items would not appear on any 123 list.

The following tables identify (based on the information used in this paper) the average cost per market dwelling in relation to S.106 charged and the potential CIL return from £40 per sqm.

Total amount of S.106 monies and average per market dwelling

Total Number of Market Dwellings from recent development sites	Total amount of Section 106 Contributions	Average per dwelling
769	£2,529,802	£3,290

Total amount of potential CIL contributions that would have been collected if a tariff of £40 per sqm was in force; and the average contribution per market dwelling

Total Number of Market Dwellings from recent development sites	Total amount of potential CIL Contributions that would have been received	Average per dwelling
769	£3,205,840	£4,169

(Note - the figures are quite 'skewed' by the former British Sugar Site. If this isn't included the average per dwelling is as follows. S106: £4,198. CIL: £4,092).

Assessment of other Development Types

Hotels

The following assessment provides a comparison of S16 and CIL contributions in relation to two recent hotel developments within Kidderminster. The figures are based on the draft preliminary charging schedule, which identified a charge of £50 per sqm for hotel development.

10/0523/FULL: Park Lane, Kidderminster, Travelodge.

Application for: Fifty-one bed hotel and associated works

- Total Size of development: 1,467sqm
- Section 106 Contribution provided: £10,000
- Potential CIL Receipt – $(1,467 \times £50) = £73,350$
- Difference between the S106 provided and the potential CIL charge - £63,350

11/0524/FULL: Slingfield Mill, Kidderminster, Premier Inn

Application for: Amendment of planning permission 08/0164/FULL comprising deletion of ground floor retail unit including demolition of partition wall and creation of hotel entrance lobby, linen and food deliveries holding areas, refuse storage and ancillary hotel facilities, reduction in hotel bedrooms to 56 rooms, creation of restaurant / bar and hotel reception at fourth floor and external changes to west elevation comprising the creation of a new door opening.

- Total Size of development: 2,940sqm
- Section 106 Contribution provided: No requirement on this type of development
- Potential CIL Receipt – $(2,940 \times £50) = £147,000$
- Difference between the S106 provided and the potential CIL charge - £147,000

This broad assessment highlights that the figures proposed to be charged by CIL are way in excess of the contributions that have recently been provided by hotel developments via S106 with the average Section 106 payment per square metre being approx £7 for the Travelodge application.

However, what needs to be understood further is whether or not there are viability issues which would mean the hotel developers would not be able to pay the sums being suggested through CIL. As the developments highlighted above have not been subject to any viability appraisals it is difficult to ascertain whether or not there is potential for a higher levy to be realised, without jeopardising viability. The work undertaken by HDH suggests that hotel development is viable to consider implementing a charge against with their conclusions identifying that a charge of up to £192 per sqm could be considered.

However, more recently concerns have been expressed by Travelodge over the CIL rates being set in London and the fact that this could prevent hotel developments from being delivered. This therefore needs careful consideration, especially considering the District's strategic objective of supporting the Tourism Industry.

Retail / Supermarkets

For the purposes of the following assessment, the CIL charge has been set at £200 per sqm, and is only levied on large retail/supermarkets.

07/1105/EIA and 10/0706/RESE: Tesco Application, Carpets of Worth, Stourport-on-Severn

- Total Size of development: 4,209sqm (max)
- Section 106 Contribution provided:
 - £20,000 – Signposting
 - £95,000 – Bus Services Capital
 - £200,000 – Bus Services Subsidy
 - £30,000 – Highways Improvements
 - £20,000 – Cycle Routes
 - £50,000 – Junction Improvements
 - £41,000 – Air Quality
 - Provision of a link road and pedestrian footbridge over River Stour (Unknown)
 - **Total: £456,000 + link road and pedestrian footbridge**
- Potential CIL Receipt – $(4,209 \times £200) = £841,800$
- Difference between the S106 provided and the potential CIL charge - Difficult to quantify without knowing the cost of the road but it would appear that the CIL charge would be viable and would not prevent the development from coming forward, as the cost of implementing the link road and pedestrian footbridge over the River Stour is likely to be well in excess of £385,800.

Name of Councillor:	Jenny Greener
Subject Area to be Scrutinised:	Disabled Parking Permits "Blue Badges"
Rationale: reason for scrutinising the subject area	Effectiveness of system
Evidence: What evidence is there to support the rationale and the need for the scrutiny review	Public opinion and perception. No clear understanding of eligibility criteria

Please select from the list below which of the following is applicable to the subject area to be scrutinised:	Detail	Scoring
(1) Is there evidence of poor performance?	Anecdotal evidence of inappropriate allocation. Need for Scrutiny to investigate.	10
(2) Is there a high level of dissatisfaction with the service?	Perception of abuse of system by the public. Method of obtaining "blue badge" could be made more user friendly	10
(3) Has there been a budgetary overspend?	No evidence, part of Scrutiny remit to ascertain	10
(4) Is there a high level of risk involved?	No	10
(5) Is the review likely to identify better value for money for the Council?	Yes, part of remit to find best value for money	10



Key Outcomes:

What do you think the review should achieve

Open and transparent procedure for allocating permits. Better informed public opinion



(6)	Does the service provide substantial benefits for all or a significant proportion of residents in the District?	Meets equality and Diversity requirements. Fairer allocation for permits for disabled and elderly residents of Wyre Forest District	8
(7)	Is there strong evidence linking the topic to the Corporate Plan and the Council's Key Aims and Priorities?	Corporate Plan being revised, to be checked as part of Scrutiny role. Better Neighbourhoods	8
(8)	Is there public interest in this e.g. press coverage?	Plan to do survey to gain more evidence. Press coverage to present findings	6
(9)	Officer led review planned.	No	4
(10)	New Legislation/good practice anticipated within the next year.	Always good practice to take into account public perception of service provision	-4
(11)	Topic has been reviewed in the last 3 years and there are likely to be no significant changes	No	-2
3			TOTAL:
(Score of over 40 points meets criteria to set up a Scrutiny Review Panel)			



WYRE FOREST DISTRICT COUNCIL

**FEEDBACK FROM CABINET MEETING HELD ON
TUESDAY 17TH SEPTEMBER 2013**

**Agenda
Item No.**

DECISION

8.1 Annual Report on Treasury Management Service and Actual Prudential Indicators 2012/13

Decision:

Recommend to Council:

- 1. The actual 2012/13 prudential and treasury indicators in this report to Cabinet be approved.**
- 2. The annual treasury management report for 2012/13 be noted.**

10.1 West Midlands Safari and Leisure Park – Planning Brief and Masterplan

Decision:

- 1. The West Midlands Safari and Leisure Park Planning Brief and Masterplan (as set out at Appendix 1 to the report to Cabinet), be approved as a suitable framework to meet the policy requirements of the Site Allocations and Policies Local Plan (Policy SAL.GPB5)**
- 2. If any minor amendments are proposed to the Brief and Masterplan that delegated authority be granted to the Director of Economic Prosperity and Place to agree the final form of the wording of the document with West Midlands Safari & Leisure Park.**

Overview & Scrutiny Committee Work Programme 2013-2014

June 2013

Performance Management Quarter 4 Update (including March and annual lagging measures)
Recommendations from the No Surprises Protocol Review Panel
Recommendations from the Housing Review Panel

July 2013

Development Plan Documents (DPDs)
Scrutiny Scoping Form – Parking Enforcement
Wyre Forest House – update on the savings achieved and other matters relating to the project
Nominations for the Treasury Management Review Panel

September 2013

Affordable Housing SPD
How Are We Doing? Performance Update (Q1)
Recommendations from Treasury Management Panel to approve the Treasury Management Strategy Backward Look 2012/13
West Midlands Safari and Leisure Park Planning Brief and Masterplan

October 2013

Health Action Plan update
Community Infrastructure Levy (CIL)
Revised Local Development Scheme (Project Plan) 2013 – 2016
NNDR Relief Policy
Internal Signage Proposals
Local Letting Plan for Bromsgrove Street Foyer

November 2013

How Are We Doing? Performance Update (Q2)
Social Fund Update
Council Tax Localisation Update

December 2013

Annual Crime & Disorder Review

January 2014

Review of Planning Obligations SPD – Early Consultation

February 2014

How Are We Doing? Performance Update (Q3)

June 2014

How Are We Doing? Performance Update (Q4)