

Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 8th September 2016
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke
Vice-Chairman: Councillor M Rayner

Councillor J R Desmond
Councillor N Gale
Councillor A T Hingley
Councillor S J Walker

Councillor P Dyke
Councillor K Henderson
Councillor D Little
Councillor S J Williams

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

Information for Members of the Public:

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

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

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 the Council’s 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 committee 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, Principal 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, 8th September 2016

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, 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 7th July 2016.	7
5.	How Are We Doing? Performance Update To consider a report from the Head of Transformation and Communications which updates Members on the performance of the Council for quarter 1 (from 1 st April to 30 th June 2016).	10
6.	Annual Report on Treasury Management Service and Actual Prudential Indicators 2015/16 To consider a report from the Chief Financial Officer which provides a review of the treasury management activities for 2015/16, in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). To also consider the recommendations from the Treasury Management Review Panel from its meeting on Monday 5 th September 2016 (to follow).	29

7.	Planning Obligations Supplementary Planning Document – Adoption To consider a report from the Planning Policy Officer which updates Members on the responses received to the Draft Planning Obligations Supplementary Planning Document (SPD) consultation and presents the proposed final version of the SPD.	45
8.	Wyre Forest Health and Wellbeing Plan Update To consider a report from the Strategic Housing Services Manager and the Principal Health and Sustainability Officer which updates Members on work to improve health and wellbeing in Wyre Forest and seeks endorsement of the new Wyre Forest Health and Wellbeing Plan 2016-20.	163
9.	Climate Change Update To consider a report from the Principal Health and Sustainability Officer which provides an update on the implementation of the Wyre Forest Climate Change Action Plan 2015/16 and seeks endorsement of the updated Action Plan for 2016/17.	209
10.	Update on Work of the Home Improvement Agency To receive a presentation from the Strategic Housing Services Manager on the work of the Home Improvement Agency.	
11.	Recommendations from the S106 Monies Review Panel To receive the recommendations from the S106 Monies review panel following its final meeting on Thursday 25 th August 2016.	220
12.	Safer West Mercia Plan 2016 Consultation To consider the Police and Crime Commissioner's draft Safer West Mercia Plan 2016, with a view to submitting a response to the consultation which is open until 23:59 on Friday 16 th September 2016.	223
13.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 12 th July 2016.	243
14.	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.	244
15.	Press Involvement To consider any future items for scrutiny that might require publicity.	

16.	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.	
17.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

18.	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.	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 7TH JULY 2016 (6PM)

Present:

Councillors: H E Dyke (Chairman), M Rayner (Vice-Chairman), J R Desmond, J A Hart, K Henderson, A T Hingley, C Rogers, R J Vale, S J Walker and S J Williams.

Observers

Councillors: S J Chambers, N Knowles, F M Oborski MBE and J A Shaw.

OS.13 Apologies for Absence

Apologies for absence were received from Councillors N Gale and D Little.

OS.14 Appointment of Substitutes

Councillor J A Hart was appointed as a substitute for Councillor D Little.
Councillor R J Vale was appointed as a substitute for Councillor N Gale.

OS.15 Declarations of Interests by Members

No declarations of interest were made.

OS.16 Minutes

Decision: The minutes of the meeting held on 2nd June 2016 be confirmed as a correct record and signed by the Chairman.

OS.17 Housing Assistance Policy

The Committee considered a report from the Strategic Housing Services Manager which set out the policy that would be used to determine how the Disabled Facilities Grant (DFG) funding from Central Government would be spent.

The Strategic Housing Services Manager led Members through the report and advised that in 2016/17 the Council received £1.02m of capital funding via the Better Care Fund (BCF) to deliver its DFG service. This was a significant increase from the £557k received in 2015/16, which was a result of the Government's support of DFG as a way of improving wider health objectives. Members were advised the funding was likely to remain at this level or increase further over the next three years.

A discussion ensued and in response to a Member question, the Strategic Housing Services Manager advised that DFGs were means tested unless the grant was for a

child. Members asked for further information on how the funding had been spent. The Strategic Housing Services Manager agreed to provide a further update at the September meeting of the Committee.

Agreed:

- 1. Recommend to Cabinet: The Housing Assistance Policy, as set out at appendix 1 of the report, for use by the Strategic Housing Services Team in determining the use of the DFG capital funding, be adopted.**
- 2. The Strategic Housing Services Manager to provide a further update on DFGs at the September meeting of the Overview and Scrutiny Committee.**

OS.18 Kidderminster Eastern Gateway Development Framework

The Committee received a report from the Head of Economic Development and Regeneration, North Worcestershire, which asked Members to consider the proposed Kidderminster Eastern Gateway (KEG) Development Framework.

The Head of Economic Development and Regeneration led Members through the report and advised that the KEG site comprised of a number of inter-related sites on the eastern side of Kidderminster Town Centre. He added that the KEG area was due to change significantly during the next 12 months, with the closure of the Glades Leisure Centre in early July and the re-location of the current GP practice based in the Bromsgrove Street Medical Centre to a new facility in the former Cheshire Printworks site.

The Committee considered and discussed in detail the options analysis. The Chairman drew Members attention to the Viability Assessments produced by Savills which formed part of the exempt agenda for the Cabinet meeting on 12th July 2016.

Members welcomed the mixed use scheme and the residential provision on brownfield sites within the District, and asked that the Policy agreed by Council on 25th February 2015 following a motion submitted by Councillor J Shaw, Leader of the Labour Group be noted.

Agreed: Recommend to Cabinet:

- 1. The proposed Preferred Option (option 3 – mixed use) as set out in the Development Framework be adopted.**
- 2. The Policy agreed by Council on 25th February 2015 following a motion submitted by Councillor J Shaw, Leader of the Labour Group (Council minutes C.74 2.) be noted.**

OS.19 Treasury Management Review Panel

Members were advised the Treasury Management Review Panel would be formed again for the municipal year. The first training session and meeting of the Panel was scheduled to take place on Monday 5th September 2016.

Agreed: The Principal Committee and Member Services Officer to request nominations for the Panel from Members.

OS.20 Feedback from Cabinet

Agreed: The content of the Cabinet decision list following consideration of the recommendations from its meeting on 14th June 2016 be noted.

OS.21 Work Programme

The Committee considered the work programme for the remainder of the municipal year. Members were asked to submit any suggestions for future scrutiny items to the Chairman.

A Member asked for Ray Brookes, Chief Executive of The Community Housing Group to be invited to brief Members on the difficulties of providing truly affordable housing in the future within the District. The Chairman advised that this would be an ideal item for the Members Forum agenda.

Agreed:

- **The work programme be noted.**
- **A briefing from The Community Housing Group on the delivery of affordable housing be included on the Members Forum future work programme.**

OS.22 Press Involvement

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

There being no further business, the meeting ended at 7.16pm.



Overview & Scrutiny Committee

Briefing Paper

Report of: Alison Braithwaite, Head of Transformation and Communications
Date: Thursday 8 September 2016
Open

How Are We Doing? Performance Update

1. Summary

- 1.1 To update Members on the performance of the Council for Quarter 1 (from 1 April 2016 to 30 June 2016).

2. Background

- 2.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of the Council's Corporate Plan 2014-19.
- 2.2 The Council has a number of processes in place to monitor our performance including:
- Corporate Plan Actions
 - Corporate Risks and associated actions
 - Leading Measures
 - Lagging Measures

3. Progress

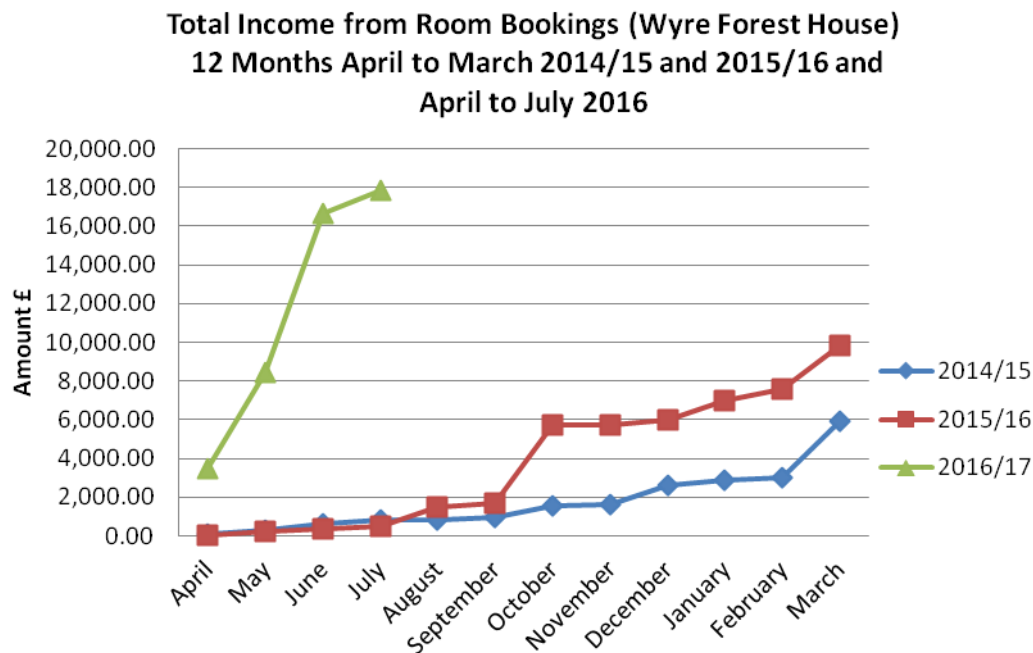
- 3.1 **Appendix 1** is an [exception report](#) for all of our purposes (People, Place, Housing, Planning, Business, Enabling).
- 3.2 **Appendix 2** is a detailed report of performance against our purpose of ['Enabling others to do what they need to do'](#).

4. Key Achievements/Issues

- 4.1 Listed in the exception report are those actions which have missed their due date. Each action has an explanatory note setting out the latest update on progress and any revised timescale being work to. It should be noted that some of these actions are large corporate projects which are dependent on a range of cross cutting factors to enable their successful completion. Also, the Hoobrook Link Road project is being

managed and delivered by Worcestershire County Council. These actions will continue to be monitored on a monthly basis by the Corporate Leadership Team to ensure they are successfully completed as soon as possible.

- 4.2 At this early stage of the reporting year (**April to June 2016**), most actions under the Enabling purpose are progressing well. Those actions which show they are over 60% complete (e.g. Help me make good financial and budgeting decisions) have been carried over from 2015/16 due to having a timeline greater than 12 months.
- 4.3 Good progress has been made with the Channel Shift and Data Capture action which is supported by the council's Digital services agenda. A cross directorate board (Digital First) which meets every 6 weeks was established in May 2016 to support the implementation of the Digital Services Strategy. The strategy aims to deliver an excellent digital and online customer experience. Access to services and information will be designed to be attractive, simple to use and meet customer needs. The digital by default approach will also help to accelerate the transformation of the council and the services we deliver, whilst driving out costs and helping to generate income. This programme of work is supported by the delivery of the ICT Strategy action, which is also detailed in **Appendix 2**.
- 4.4 The update on the council's Income Generation and Competitive Products and Services actions provide an overview of the scale of work being undertaken to not only generate income but to support employees to understand the significance of this income for the financial sustainability of the council. Income generated in 2015/16 (£4,630,929) represented a 15.6% increase on the amount generated in 2014/15. Growth areas for income generation include depot services, the letting and hiring of Space at various council buildings and holding events and weddings at Kidderminster Town Hall and Bewdley Museum, plus much more. The websites as listed below and other promotional activity for each of these areas helps to market the services we provide:
- www.wyreforestdc.gov.uk/the-depot.aspx
 - www.wyreforestspace.co.uk
 - www.kidderminstertownhall.org.uk
 - www.bewdleymuseum.co.uk
- 4.5 In particular, there has been an exceptional level of growth for the number of households registered for the garden waste service, which has increased by nearly 300 since April 2016 to 4,882. Also, there has been a significant increase in room hire income at Wyre Forest House since April, as illustrated by the graph overleaf. It is projected that by the end of the financial year, there will be a 55% (£11,874) increase in room hire income compared to the amount generated for 2015/16.



5. Options

- 5.1 That the progress in performance for quarter 1 be noted.

6. Consultation

- 6.1 The Leader of the Council
- 6.2 Corporate Leadership Team

7. Related Decisions

- 7.1 None.

8. Relevant Council Policies/Strategies

- 8.1 Wyre Forest District Council Corporate Plan 2014 – 2019.
- 8.2 Wyre Forest Forward Transformation Framework 2014 – 2017.

9. Implications

- 9.1 Resources: No direct implications from this report.
- 9.2 Equalities: No direct implications from this report.
- 9.3 Partnership working: No direct implications from this report.
- 9.4 Human Rights: No direct implications from this report.
- 9.5 E-Government: No direct implications from this report.

10. Equality Impact Needs Assessment

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

11. Wards affected

- 11.1 None.

12. Appendices

- 12.1 Appendix 1 – All purposes exception report
12.2 Appendix 2 – Full ‘Enabling Purposes’ report

13. Background Papers

- 13.1 Corporate Plan action information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Head of Transformation and Communications.

Officer Contact Details:

Name: Alison Braithwaite
Title: Head of Transformation and Communications
Contact Number: Ext. 2781
Email: alison.braithwaite@wyreforestdc.gov.uk

Exception report for all purposes

Those actions that are approaching their due date or are overdue



Enabling others to do what they need to do

WFF 16/17 05

Wyre Forest House

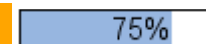


Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2014	Ian Miller	Final tenancies for last two cellular offices confirmed, to be occupied by 9 Sept. Further works on fire alarm awaited by Thomas Vale. Working with RLB project managers on review of progress, including heating/cooling of chamber, to inform discussions with contractor.	22-Aug-2016

Improve my local area

WFF 16/17 19

Kidderminster Town Centre Public Realm Framework

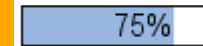


Due Date	Managed By	Latest Note	Latest Note Date
30-Apr-2016	Mike Parker	Completion of works at Square where Vicar Street and High Street meet still expected by end of August. WCC has some concerns with tarmac in Exchange Street/Oxford Street which needs to be rectified before Exchange Street opened to traffic.	08-Aug-2016

Make good development happen

WFF 16/17 20

Delivery of Hoobrook Link Road



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2015	Mike Parker	Works expected to be complete August 2016 and road open for use in September.	14-Jul-2016

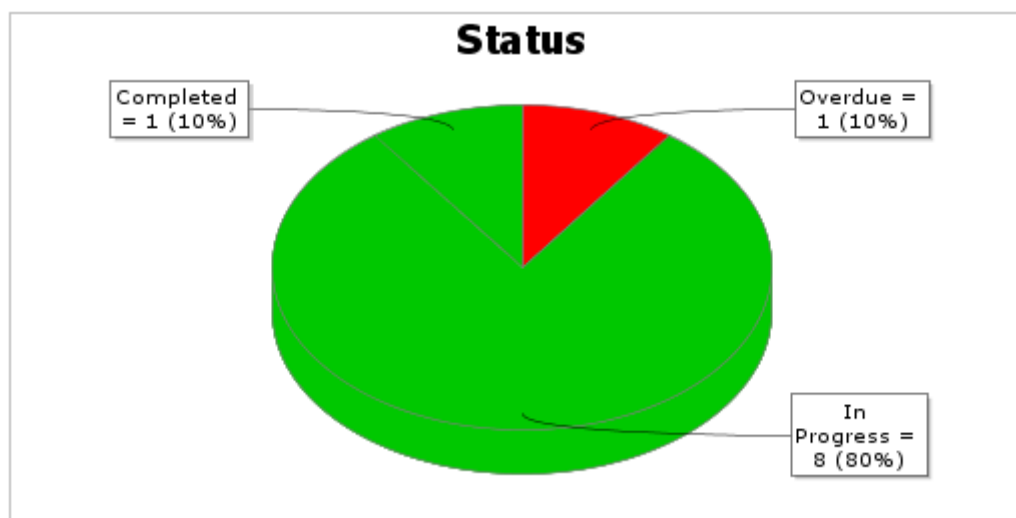
ENABLING OTHERS TO DO WHAT THEY NEED TO DO

This report details the progress we have made against our purpose of 'enabling others to do what they need to do'.



Actions

Listed below is the progress against our current major projects that support the delivery of our purpose of 'enabling others to do what they need to do'



WFF 16/17 05

Wyre Forest House



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2014	Ian Miller	Final tenancies for last two cellular offices confirmed, to be occupied by 9 Sept. Further works on fire alarm awaited by Thomas Vale. Working with RLB project managers on review of progress, including heating/cooling of chamber, to inform discussions with contractor.	22-Aug-2016

WFF 16/17 46

Worcestershire Regulatory Services



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Mike Parker	New partnership arrangements effective from 1st April 2016. Budget agreed at February 2016 Council incorporates final year savings in 2016/17.	16-May-2016

WFF 16/17 54

Help me make good financial and budgeting decisions



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Corporate Leadership Team	Much of the recent focus has been on the Reception Services element where phase 2 continues to progress well. This should be completed in Quarter 3 when the focus will shift to the other work streams.	15-Aug-2016

WFF 16/17 55

We support our people and enable them to work well

31%



Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2017	Corporate Leadership Team	Continue to implement the organisational development plan which contributes to supporting the professional development of staff through a range of programmes e.g. mentoring, coaching, training, Worcestershire Works Well, my development review, engagement sessions. This is in addition to reviewing processes to make systems more efficient which provide staff greater satisfaction with what they are able to deliver for the customer.	09-Aug-2016

WFF 16/17 57

Delivery of the ICT Strategy

40%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Dave Johnson	<p>Supporting the Commercial Agenda</p> <p>Number of new on-line booking and payments systems have gone live to assist services with income generation including services for Bewdley museum, Bulky waste, external works and Licensing. Some of these are allowing payments to be made via ipads while operatives are out in the field. Website changes have also been changed to reflect the commercial agenda including the home page. Changes to other websites including Town Hall are planned.</p> <p>Digital by Default</p> <p>Testing and implementation is continuing on a number of new web / self service applications. New Digital First Board has been set up to oversee this area of work, membership of which includes ICT. Recent progress</p>	18-Aug-2016

includes

- . Evaluation of new GIS system and on-line mapping tender nearing completion.
- . Timetable and detailed project plan to be agreed for GIS / mapping system
- . New home page has now gone live. Number of new on-line booking and payments have gone live including services for Bewdley museum, Bulky waste, external works and Licensing
- . Data gathering exercise by digital first board to ascertain usage of webpages and services on-line

ICT Infrastructure

New Firewalls and Webfilters due to be installed in the next month. New lines at Kidderminster Town Hall have now been installed and are currently being tested. Awaiting results of survey at WFH for new line between WFH and Town Hall as this will be a more cost effective resilience option.

LAN network support and Maintenance, currently out to quotation

Shoretel Phone Support and Maintenance Autumn 2016, currently finalising specification

MFD's (Multi Functional Device) currently agreeing 1 year contract extension

Mobile phones: – Benchmarking and analyses using Crown Commercial framework (CCS) nearing completion. Network Management system upgraded.

Corporate Fraud

Review of counter fraud arrangements to the audit committee 27th June 2016 to update members on the progress and outcomes in place during 2015/16 and detail on indicative pro-active anti fraud plan detailing

work streams for both the Corporate fraud and Compliance officer roles in 2016/17.

Review and Update Security Systems New firewalls have now been procured and are due to be implemented over the next month. Following an extensive review of the market place we have trialled a new Web filter to replace the old Web filter to increase security for web browsing. New webfilters have now been procured and will be implemented in the next few weeks. Upgrade to the Councils 2 factor authentication system (for VPN access) has now been completed. The councils annual security penetration test is due to take place in September, a provider has been chosen.

WFF 16/17 60

Income Generation

25%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Linda Collis; Tracey Southall	Two new post holders in place, Digital Depot Officer and Marketing/Projects Officer to progress plans. Depot 2020 sets out a clear plan to drive this initiative for Depot Services. Income generated in 2015/16 represented 15.6% increase on 2014/15. New income targets set within cultural services where projections were exceeded in 14/15	02-Aug-2016

WFF 16/17 61

Competitive Products and Services

25%

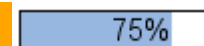


Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	WF20	Excellent progress has been made by the income generation group which meets monthly. Over the last 12	02-Aug-2016

months income generated has exceeded targets set in various fields including garden waste and tenants secured for Wyre Forest House. Key achievements of the group are regularly reported via Wyred Weekly and the Director of Community Wellbeing and Environment has delivered a corporate presentation at all DMTs to highlight the importance of the income generated for the council's financial sustainability. The system thinking interventions, ICT Strategy Board and the Digital First agenda have all contributed to the income generated and will remain key elements to supporting income growth in the future.

WFF 16/17 63

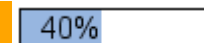
Customer Access Strategy



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Lucy Wright	A draft strategy has been approved by CLT as part of the Digital First agenda. The Chief Executive is finalising the report which will be taken to CLT/Cabinet for final sign off.	28-Jul-2016

WFF 16/17 64

Income – Channel Shift and Data Capture



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Corporate Leadership Team	A cross directorate Digital Services Board (Digital First) chaired by the Chief Executive was set up in May 2016. A digital services strategy has been developed and signed off by CLT in June 2016, which will link directly with the work of the ICT Strategy Board and Income Generation Working Group. The digital services strategy was also	15-Aug-2016

tabled at the meeting of Group Leaders in July. A business intelligence activity analysis has been undertaken which audited current digital systems and procedures. The data captured will support the development of a 100 day plan to provide a clear work programme of priorities for the council's approach to the digital services agenda.

WFF 16/17 65

Debtors Recovery and Fraud Work

30%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Cheryl Ellerton; Tracey Southall	First fraud report to June 2016 Audit Committee. Excellent progress continues on debtor recovery; post is self funding so far.	15-Aug-2016

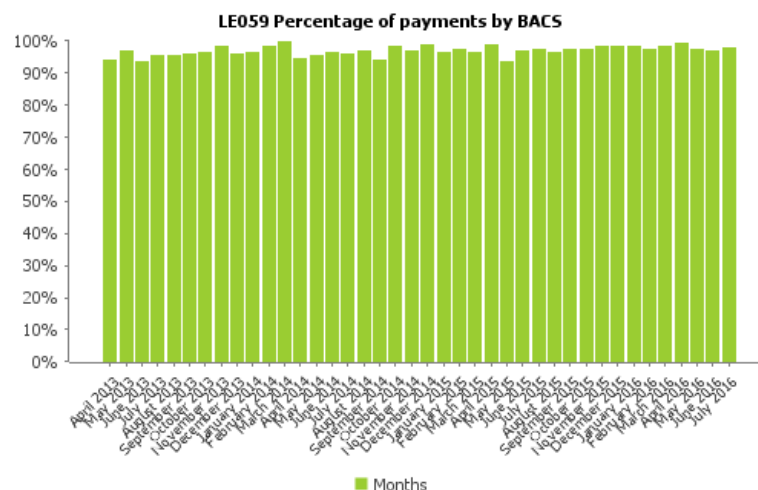
Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

Agenda Item No. 5 Appendix 2

LE059 Percentage of invoices for commercial goods and services paid by the Authority by BACS other than by cheque

Aim to
Maximise



Current
Value

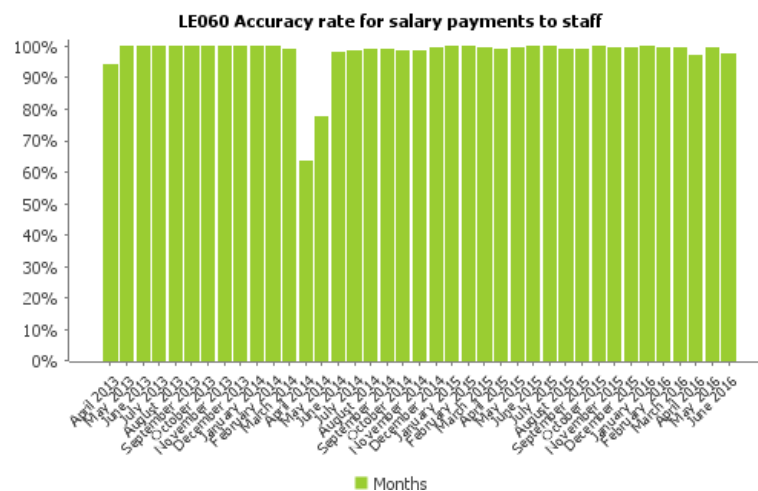
97.37%



Managed By Tracey Southall

LE060 Accuracy rate for salary payments to staff

Aim to
Maximise



Current
Value

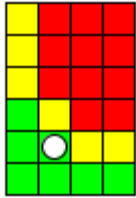

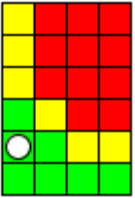

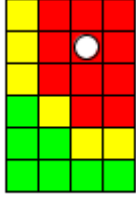

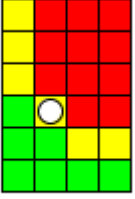

97.7%





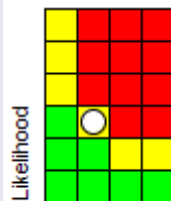

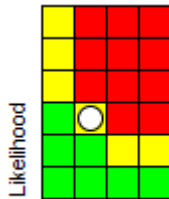





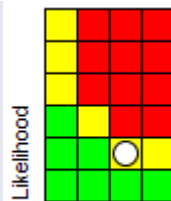

Managed By Tracey Southall













Risks

The below risk(s) has been identified as part of our Corporate Risk Register. All of the actions and measures detailed in this report aim to mitigate this risk(s) as well as drive forward our purpose of 'enabling others to do what they need to do'.

CORPRISK02	<p>Unable to implement and embed new ways of working. The Council continues to undergo major transformational change that embraces review of processes, cultural and behavioural change, increased standards of delivery etc. Continue to use systems thinking methodology and apply current values in continuous improvement work.</p>	<p>Current Risk Matrix</p>			<p>Target Risk Matrix</p>		
CORPRISK05	<p>Unable to deliver a sustainable budget for the long term. The 2016/19 Medium Term Financial Strategy projects a much lower level of government funding over the next 3 years with RSG being phased out completely and NHB being reformed. The success of this strategy is reliant on the delivery of significant savings of over £1m per annum between now and 2019. This ambitious programme of savings and income generation must be carefully managed by the Leadership team (officers and members) and achieved. The reliance of external income streams/funding brings with it increased risk around the continuation of these income streams that are based on the decisions of third parties. Continuing risks around the reform of the Business Rates Retention Scheme and the imposition of reductions/cessation in Government funding streams represents significant corporate financial risk. These risks include the uncertainty around the future of New Homes Bonus; although it will not be abolished there is highly likely to be a significant reduction in this key funding stream. Business Rates reform, growth and the risk of Appeals resulting in lower Business Rates yield is also an important funding element of the budget and represent a key risk to future sustainability. This is closely allied to Corporate Risk 03.</p>	<p>Current Risk Matrix</p>			<p>Target Risk Matrix</p>		

CORPRISK06	<p>Council 'misses' important issues and/or is in breach of a requirement. The Council is a small organisation but it is still expected to respond to, and comply with, new legislation, strategies, audit requirements, health and safety requirements and inspection regimes to meet our insurers high standards.</p>	<p>Current Risk Matrix</p>		<p>Target Risk Matrix</p>	
CORPRISK07	<p>Implementation of ICT Strategy. There continues to be significant investment in the development of technology at the Council. The ICT Strategy agreed in 2013/14 is in the process of being implemented across the authority with progress and governance provided by the ICT Strategy Board. A number of new website has been implemented and the focus continues to be on, supporting the move to greater self-service by customers, ensuring continued PSN compliance, update systems to ensure best value / efficiencies and refreshing ICT platforms / systems to deliver ICT services / and systems over the Medium Term Financial Strategy. There are emerging issues around some integration limitations that may hinder some transformation workstreams. A risk of reliance on key suppliers for, network products also exists as the ICT market is very fast paced and companies can frequently be subject to merger/changed ownership. The Council needs to be aware of software support expiry dates; consideration of this issue is included within the ICT Strategy for replacement of corporate system i.e. Office and business systems.</p>	<p>Current Risk Matrix</p>		<p>Target Risk Matrix</p>	
CORPRISK08	<p>Not able to maintain a skilled and motivated workforce. Against the background of a move away from the National Pay Agreement, locally agreed modest pay increases and other changes to conditions the Council needs to continue to maintain a workforce with adequate capacity, skills, experience and motivation – so still being seen by staff as a good employer. Various restructures following the move to the Wyre Forest</p>	<p>Current Risk Matrix</p>		<p>Target Risk Matrix</p>	

	House has provided slimmer management structures and more devolution of responsibility which should assist in motivation and retention of the workforce, alongside rolling out a management development programme.						
CORPRISK09	Capacity to do everything is insufficient. A flexible resource is required to do everything that the Council has committed itself to – transformation, core service review, review of partnerships. The pace of change and need to continue to deliver key projects, represent a significant resourcing risk. This leads to concerns about sufficient capacity to deliver the Wyre Forest Forward Savings/ efficiency plan and the ability to provide effective leadership for the management of the Council. This is particularly true given the increased savings targets from 2017/18 as a result of reductions in central government funding.	Current Risk Matrix			Target Risk Matrix		
CORPRISK10	Unable to effectively improve the Council's reputation. The Council's reputation is extremely important, progressive improvement is important and can be subject to political influence that is difficult to predict and control. Effective consultation and communication with increased focus on customer engagement (both internal and external) are key to this gradual progression – along with purposeful service delivery.	Current Risk Matrix			Target Risk Matrix		
CORPRISK12	Unable to ensure a secure network which would make ICT vulnerable to attacks and threats. The Council has successfully achieved PSN compliance but this needs to be managed and maintained. ICT to regularly review and assess threats and impacts on the network and generate a formal risk/incident log and any remedial account required or acceptance of residual risk by the organisation where judged appropriate.	Current Risk Matrix			Target Risk Matrix		

CORPRISK13	<p>Unable to deliver satisfactory services through alternative Service Delivery Models including Shared Service arrangements and the potential devolution of services public service reform and/or combined arrangements. The Council is partner in a number of Shared Services – Worcestershire Regulatory Services, Emergency Planning, Water Management, Payroll, Building Control, Economic Development and Regeneration – and is either host to the Shared Service or a partner in receipt of a service.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p> 	
CORPRISK14	<p>Failure to optimise alternative delivery options. The review of the future direction of the delivery of services to the local community including consideration of shared services and the localism agenda is challenging and must be carefully managed to ensure all opportunities are optimised whatever their guise. This revised approach to service delivery is being encouraged by Government and is required to make efficiencies and savings. It is the third part of the Council's transformation efforts. However there are always risks around the management of such arrangements, whether the work is being led by another organisation or led by the Council.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p> 	
CORPRISK15	<p>Effective/strategically focussed political leadership to cope with continuing significant challenges of reduced funding and changing legislative framework. Following the All-out elections in May 2015 we now almost certainly have a period of political stability for several years. The approval of a move to All-out Elections every four years from 2019 will help future political stability but members will still need regular training and all-party updates to ensure skills and knowledge are kept up to date in those challenging times when effective leadership is key to future sustainability.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p> 	

CORPRISK16

Localism: Sustaining the pace and effectiveness of asset and service transfers to third sector parties, Parish and Town Councils



WYRE FOREST DISTRICT COUNCIL**OVERVIEW AND SCRUTINY COMMITTEE****8TH SEPTEMBER 2016****Annual Report on Treasury Management Service and
Actual Prudential Indicators 2015/16**

CABINET MEMBER:	Cllr. Nathan Desmond
RESPONSIBLE OFFICER:	Chief Financial Officer
CONTACT OFFICERS:	Tracey Southall Ext. 2125 Lisa Hutchinson Ext 2120
APPENDICES:	Appendix 1 – Treasury Activity 2015/16
AN OPEN ITEM	

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide a review of the treasury management activities for 2015/16, in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

2. RECOMMENDATIONS

The Overview and Scrutiny Committee recommends to Council to:

- 2.1 **Approve the actual 2015/16 prudential and treasury indicators in this report**
- 2.2 **Note the annual treasury management report for 2015/16**

3. BACKGROUND

- 3.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2015/16. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 3.2 During 2015/16 the minimum reporting requirements were that the full Council should receive the following reports:
- an annual treasury strategy in advance of the year (Council 25/02/15)
 - a mid year treasury update report (Council 3/11/15)
 - an annual review following the end of the year describing the activity compared to the strategy (this report)

- 3.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
- 3.4 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Treasury Management Review Panel, reporting to Overview and Scrutiny Committee before they were reported to the full Council. Member training on treasury management issues was undertaken during the year on 2nd September 2015 and 2nd February 2016 in order to support Members' scrutiny role.

4. KEY ISSUES

- 4.1 During 2015/16, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Actual prudential and treasury indicators	2014/15 Actual £'000	2015/16 Original £'000	2015/16 Actual £'000
Capital expenditure	4,512	12,817	10,097
Capital Financing Requirement	7,910	16,872	14,146
Gross borrowing	10,215	16,752	16,304
External debt	10,014	16,752	16,009
Investments:			
• Longer than 1 year*	121	-	59
• Under 1 year	15,711	6,000	16,319
• Total	15,832	6,000	16,378

*Investments at 31st March 2015 & 2016 include Icelandic investments at impaired values.

Investments and Gross Borrowing balances detailed in the table above reflect the Balance Sheet position including interest accruals, however these are not material.

Actual capital expenditure in 2015/16 was lower than originally anticipated mainly due to slippage in the Regeneration of Economic Development Scheme, Housing Assistance Schemes, ICT Strategy, Future Investment Evergreen Fund Schemes and Vehicle Renewals.

- 4.2 Other prudential and treasury indicators are to be found in Appendix 1. The Chief Financial Officer also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowings limit (the authorised limit), was not breached.

- 4.3 The financial year 2015/16 continued the challenging environment of previous years, namely low investment returns and market uncertainty.
- 4.4 The Council entered into further external borrowing, drawing a further £6m during 2015/16. Competitive rates were achieved with the officers working in close liaison with Capita Asset Services – Treasury Solutions (Capita) our professional advisors. The borrowing was undertaken within the projected Capital Financing Requirement (CFR) for the period of the current Strategy. Full details can be found in Sections 4 and 8 of Appendix 1.
- 4.5 The full annual review can be found at Appendix 1. This provides greater detail on the treasury activity for 2015/16 along with other relevant information.

5. FINANCIAL IMPLICATIONS

- 5.1 The Financial Implications are contained within paragraph 4.1, and Appendix 1.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Legal and Policy Implications are contained within paragraph 13.1 of Appendix 1.

7. RISK MANAGEMENT

- 7.1 Risk Management is contained within paragraphs 13.2 to 13.5 of Appendix 1. As demonstrated within this report the current economic position remains volatile; as a result, the risk is managed by regular reviews supported by the Treasury Management Panel. The Council will continue to invest with only those institutions which have the necessary credit ratings in order to preserve the Council's Capital.
- 7.2 There is a small increase in risk by placing up to 50% of the total investments with the part-nationalised banks. However, such investments are only placed by exception, with the express approval of the Chief Financial Officer. The Council will continue to aim to achieve the optimum return on its investments commensurate with its investment priorities of security and liquidity.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 This is a financial report and there is no requirement to consider an Equality Impact Assessment.

9. CONCLUSION

- 9.1 Council is asked to approve the Recommendations contained within Paragraph 2.

10. CONSULTEES

- 10.1 Corporate Leadership Team
Leader of the Council
Cabinet Member for Resources
Capita, Treasury Management Consultants

11. BACKGROUND PAPERS

- 11.1 Treasury Management Strategy 2015/16 approved by Council on 25th February 2015
- 11.2 Annual Report on Treasury Management Service and Actual Prudential Indicators 2014/15 approved by Council on 30th September 2015
- 11.3 Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2015/16 approved by Council on 9th December 2015
- 11.4 Treasury Management Strategy 2016/17 approved by Council on 24th February 2016

TREASURY ACTIVITY 2015/16**1. Introduction and Background**

1.1 This report summarises:

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to its indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity.

2. The Council's Capital Expenditure and Financing 2015/16

2.1 The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

2.2 The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

£'000	2014/15 Actual	2015/16 Estimate	2015/16 Actual
Capital Expenditure	4,512	12,817	10,097
Resourced by:			
• Capital receipts	1,223	970	71
• Capital grants	712	3,496	3,492
• Revenue	4	-	125
Unfinanced capital expenditure	2,573	8,351	6,409

3. The Council's Overall Borrowing Requirement

3.1 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2015/16 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

- 3.2 Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board (PWLB), other Councils or the money markets), or utilising temporary cash resources within the Council.
- 3.3 **Reducing the CFR** – the Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.
- 3.4 The total CFR can also be reduced by:
- the application of additional capital financing resources (such as unapplied capital receipts); or
 - charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).
- 3.5 The Council's 2015/16 MRP Policy (as required by CLG Guidance) was approved as part of the Treasury Management Strategy Report for 2015/16 on 25th February 2015.
- 3.6 The Council's CFR for the year is shown below, and represents a key prudential indicator.

CFR £'000	31st March 2015 Actual	31st March 2016 Original Indicator	31st March 2016 Actual
Opening balance	5,539	8,724	7,910
Add unfinanced capital expenditure (as shown in 2.2)	2,573	8,351	6,409
Less MRP	(202)	(203)	(173)
Closing balance	7,910	16,872	14,146

- 3.7 The borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

- 3.8 **Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2014/15) plus the estimates of any additional capital financing requirement for the current (2015/16) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs. The table below highlights the Council's gross borrowing position against the CFR for 2015/16 and 2014/15.

£'000	31st March 2015 Actual	31st March 2016 Original	31st March 2016 Actual
Gross borrowing position	10,215	16,752	16,304
CFR	7,910	16,872	14,146

Gross Borrowing balances detailed in the table above reflect the Balance Sheet position including interest accruals, however these are not material.

In accordance with Section 8.5 of the approved Treasury Management Strategy 2015/16, the Council is permitted to borrow in advance of immediate need within forward approved CFR estimates, provided that the decision has been considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds. As detailed above, at 31st March 2015 and 2016 some borrowing related to the following year's CFR. The borrowing was secured to take advantage of low interest rates; consideration was given to market forecasts of PWLB rates rising over the next couple of years and was fully documented to evidence value for money.

- 3.9 The authorised limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2015/16 the Council has maintained gross borrowing within its authorised limit.
- 3.10 The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached. In accordance with Section 8.5 of the approved Treasury Management Strategy 2015/16, the Council is permitted to borrow in advance of immediate need within forward approved.
- 3.11 Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2015/16
Authorised limit	£33.000m
Maximum gross borrowing position (during 2015/16)	£16.006m
Operational boundary	£27.000m
Average gross borrowing position	£13.918m
Financing costs as a proportion of net revenue stream	3.21%

4. **Treasury Position as at 31st March 2016**

- 4.1 The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the beginning and the end of 2015/16 the Council's treasury position was as follows:

Treasury position	31 st March 2015		31 st March 2016	
	Principal £'000	Average Rate/Return %	Principal £'000	Average Rate/Return %
Fixed rate funding:				
PWLB	8,000	2.78	14,000	3.03
Market – Other Local Authority*	2,000	0.83	2,000	0.95
Market – Mortgage Bonds**	14	6.39	9	6.59
Total Debt	10,014	1.99	16,009	2.73
Fixed Interest Investments***	(15,832)	0.51	(16,378)	0.59
Net investment position	(5,818)		(369)	

* Borough of Kings Lynn and West Norfolk (£2m)

** Liverpool Victoria Friendly Society Ltd.

***Principal at 31st March 2015 & 2016 includes Icelandic investments at impaired values. The average rate achieved excludes Icelandic investments.

The maturity structure of the debt portfolio was as follows:

	2014/15 Actual £'000	2015/16 Original Limits £'000	2015/16 Actual £'000
Under 12 months	-	100%	2,002
Between 1 and 2 years	2,004	100%	4
Between 2 and 5 years	10	100%	1,003
Between 5 and 10 years	2,000	100%	1,000
Between 10 and 15 years	-	100%	2,000
Between 15 and 20 years	1,000	100%	4,000
Between 20 and 25 years	3,000	100%	4,000
Between 25 and 30 years	1,000	100%	-
Between 30 and 35 years	-	100%	-
Between 35 and 40 years	-	100%	-
Between 40 and 45 years	1,000	100%	1,000
Between 45 and 50 years	-	100%	1,000
Total	10,014		16,009

The maturity structure of the investment portfolio was as follows:

	2014/15 Actual £'000	2015/16 Original £'000	2015/16 Actual £'000
Investments:			
• Longer than 1 year*	121	-	59
• Under 1 year	15,711	6,000	16,319
Total	15,832	6,000	16,378

* The only investments held for more than 1 year relate to impaired Icelandic deposits.

The exposure to fixed and variable rates was as follows:

	31 st March 2015 Actual	2015/16 Original Limits	31 st March 2016 Actual
Fixed rate (principal or interest)	100%	100%	100%

5. **The Strategy for 2015/16**

- 5.1 The expectation for interest rates within the treasury management strategy for 2015/16 anticipated low but rising Bank Rate, (starting in quarter 1 of 2016), and gradual rises in medium and longer term fixed borrowing rates during 2016/17. Against this background and risks within the economic forecast, the strategy was to exercise caution with the treasury operations. This would include the Chief Financial Officer and the treasury team monitoring interest rates in financial markets and adopting a pragmatic approach to changing circumstances.

Continued uncertainty in financial markets promoted a similarly cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

- 5.2 In view of this forecast the Council's borrowing strategy was to consider all suitable options and take advantage of the most attractive rates available, both from the PWLB and from the Market including other Local Authorities and other bodies as relevant as and when required. This strategy worked well and allowed further borrowing to be taken at historically low rates; in all cases the decision to borrow was fully evaluated and formally signed off in advance.
- 5.3 The sharp volatility in equity markets during the year was reflected in sharp volatility in bond yields. However, the overall dominant trend in bond yields since July 2015 has been for yields to fall to historically low levels as forecasts for inflation have repeatedly been revised downwards and expectations of increases in central rates have been pushed back.

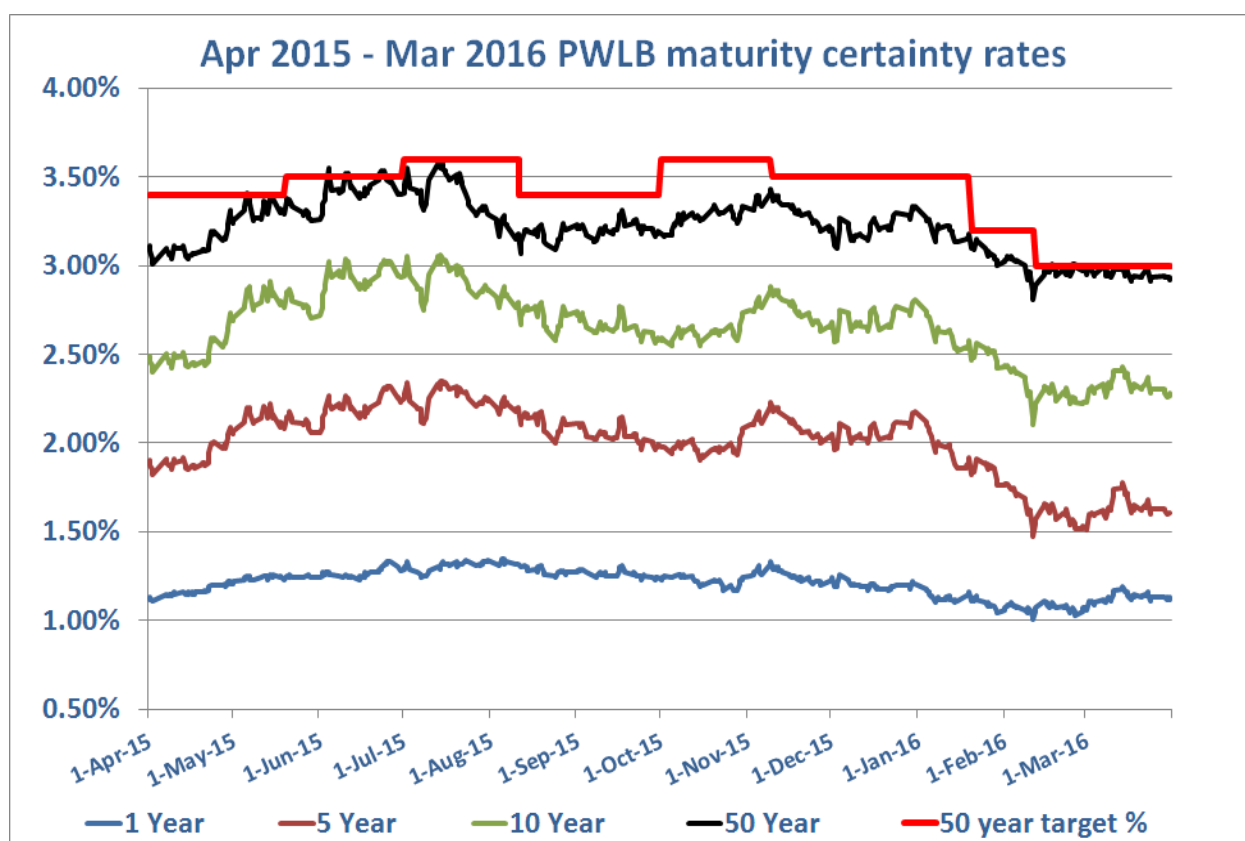
6. The Economy and Interest Rates (as provided by Capita Asset Services)

- 6.1 Market expectations for the first increase in Bank Rate moved considerably during 2015/16, starting at quarter 3 2015 but soon moving back to quarter 1 2016. However, by the end of the year, market expectations had moved back radically to quarter 2 2018 due to many fears including concerns that China's economic growth could be heading towards a hard landing; the potential destabilisation of some emerging market countries particularly exposed to the Chinese economic slowdown; and the continuation of the collapse in oil prices during 2015 together with continuing Eurozone growth uncertainties.
- 6.2 These concerns have caused sharp market volatility in equity prices during the year with corresponding impacts on bond prices and bond yields due to safe haven flows. Bank Rate, therefore, remained unchanged at 0.5% for the seventh successive year. Economic growth (Gross Domestic Product (GDP)) in 2015/16 has been disappointing with growth falling steadily from an annual rate of 2.9% in quarter 1 2015 to 2.1% in quarter 4.
- 6.3 The sharp volatility in equity markets during the year was reflected in sharp volatility in bond yields. However, the overall dominant trend in bond yields since July 2015 has been for yields to fall to historically low levels as forecasts for inflation have repeatedly been revised downwards and expectations of increases in central rates have been pushed back. In addition, a notable trend in the year was that several central banks introduced negative interest rates as a measure to stimulate the creation of credit and hence economic growth.
- 6.4 The European Central Bank (ECB) commenced a full blown quantitative easing (QE) programme of purchases of Eurozone government and other bonds starting in March at €60bn per month. This put downward pressure on Eurozone bond yields. There was a further increase in this programme of QE in December 2015.

- 6.5 As for America, the economy has continued to grow healthily on the back of resilient consumer demand. The first increase in the central rate occurred in December 2015 since when there has been a return to caution as to the speed of further increases due to concerns around the risks to world growth.
- 6.6 The United Kingdom (UK) elected a majority Conservative Government in May 2015, removing one potential concern but introducing another due to the promise of a referendum on the UK remaining part of the European Union (EU). The government maintained its tight fiscal policy stance but the more recent downturn in expectations for economic growth has made it more difficult to return the public sector net borrowing to a balanced annual position within the period of this parliament.

7. Borrowing Rates in 2015/16

- 7.1 **PWLB certainty maturity borrowing rates** - the graph below shows how PWLB certainty rates have fallen to historically very low levels during the year.



8. Borrowing Outturn for 2015/16

8.1 Treasury Borrowing

During the year the Council entered into further external borrowing with The Public Works Board (PWLb). The loans were drawn to fund net unfinanced capital expenditure and naturally maturing debt.

Loans at 31st March 2016 are detailed as follows:

Lender	Date	Principal	Type	Interest Rate	Maturity
PWLb	15/03/13	£1m	Fixed interest rate	2.62%	15/03/22 (9 years)
PWLb	02/04/13	£1m	Fixed interest rate	1.52%	02/04/18 (5 years)
Market - Borough of Kings Lynn & West Norfolk	14/07/14	£2m	Fixed interest rate	0.95%	14/07/16 (2 years)
PWLb	29/07/14	£1m	Fixed interest rate	3.99%	29/07/33 (19 years)
PWLb	20/10/14	£1m	Fixed interest rate	3.54%	20/10/56 (42 years)
PWLb	02/12/14	£1m	Fixed interest rate	3.44%	02/12/39 (25 years)
PWLb	20/01/15	£1m	Fixed interest rate	2.99%	20/01/39 (24 years)
PWLb	04/02/15	£1m	Fixed interest rate	2.87%	04/02/41 (26 years)
PWLb	04/02/15	£1m	Fixed interest rate	2.80%	04/02/37 (22 years)
PWLb	08/04/15	£1m	Fixed interest rate	2.96%	08/04/35 (20 years)
PWLb	02/07/15	£1m	Fixed interest rate	3.35%	02/07/32 (17 years)
PWLb	20/07/15	£1m	Fixed interest rate	3.40%	20/07/31 (16 years)
PWLb	29/07/15	£1m	Fixed interest rate	3.13%	29/07/30 (15 years)
PWLb	06/08/15	£1m	Fixed interest rate	2.96%	06/08/28 (13 years)
PWLb	02/02/16	£1m	Fixed interest rate	2.99%	02/02/63 (48 years)

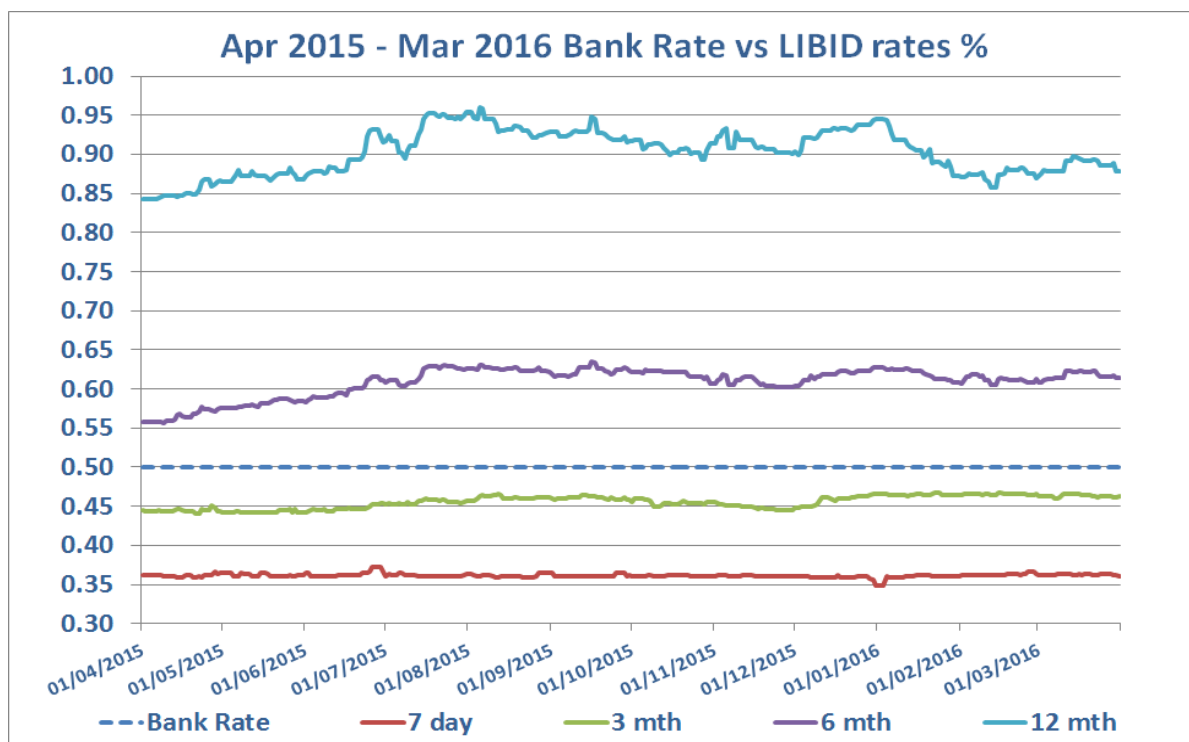
8.2 Rescheduling

No rescheduling was carried out during the year as none of the following conditions/requirements were met:

- the generation of cash savings and/or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

9. Investment Rates in 2015/16

- 9.1 Bank Rate remained at its historic low of 0.5% throughout the year; remaining unchanged for seven years. Market expectations as to the timing of the start of monetary tightening started the year at quarter 1 2016 but then moved back to around quarter 2 2018 by the end of the year. Deposit rates remained depressed during the whole of the year, primarily due to the effects of the Funding for Lending Scheme and due to the continuing weak expectations as to when Bank Rate would start rising.



10. Investment Outturn for 2015/16

- 10.1 **Investment Policy** – the Council’s investment policy is governed by Department for Communities and Local Government (DCLG) guidance, implemented in the annual investment strategy approved by the Council on 25th February 2015. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.). The Capita Credit Worthiness Policy adds further layers of check.

- 10.2 The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.
- 10.3 Resources – the Council's cash balances comprise revenue and capital resources and cash flow monies. The Council's core cash resources comprised as follows:

Balance Sheet Resources (£'000)	31st March 2015	31st March 2016
Balances	3,559	3,739
Earmarked reserves	7,071	7,181
Provisions	1,301	1,182
Usable capital receipts	1,813	2,359
Total	13,744	14,461

- 10.4 **Investments held by the Council** - the Council maintained an average balance of £23.970m of internally managed funds. The internally managed funds earned an average rate of return of 0.59%. The comparable performance indicator is the average 7-day LIBID rate, which was 0.36%. External Interest received on investments totalled £139,553 compared to the revised budget of £100,000.

11. Performance Measurement

- 11.1 One of the key requirements in the Code is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide. The Council's performance indicators were set out in the Annual Treasury Management Strategy.
- 11.2 This service has set the following performance indicator:
- Investments – Internal returns (0.59%) compared to the 7 day London Interbank Bid (LIBID) rate (0.36%)
- 11.3 The Council continues to be a member of the Capita regional benchmarking group. The group now comprises twelve Local Authorities (LAs); 2 County Councils and 10 District / Borough/ City Councils and the group meet twice a year. Quarterly performance reports are prepared by Capita. The purpose of the benchmarking group is to compare Security of Capital, Liquidity and Yield (SLY - risk and return), aiming to maximise return in line with each authority's individual risk appetite.
- 11.4 Capita reported that the results of the benchmarking group at 31st March 2016 were that the Weighted Average Maturity (WAM) was 55 days and the Risk Factor was 3.2 (1 being the lowest, 7 being the highest). The Council's yield was mid group and the risk factor was mid-range in the group. For the first three quarters of 2015/16 the Council continued to perform inline with expectations, for the final quarter we out performed the model band benchmark. This is explored in more detail in the separate benchmarking report on this agenda.

12. Icelandic Bank Defaults

- 12.1 As has been widely reported, this Council had £9m invested in Icelandic banks at the time of their collapse in October 2008.
- 12.2 The position on recovery of the remaining £6 million Icelandic investments is that, at 31st March 2016, a total of £5.167m had already been received (86.12%).

Financial Institution	Principal Invested £	Principal Repaid at 31/03/16 £	Recovery at 31/03/16 %	Estimated Total Recovery %
Kaupthing Singer & Freidlander	5,000,000	4,187,500	83.75	85.5-86.5
Heritable Bank	1,000,000	979,643	97.96	97.96
Total	6,000,000	5,167,143	86.12	87.16

- 12.3 In the case of Heritable Bank plc, a repayment was made in August 2015, bringing the total repayments to approximately 98%. For the purposes of the Council's Accounts this is expected to be the last payment, until full and final settlement. In the case of Kaupthing, Singer and Friedlander Ltd, the administrators made a further repayment in March 2016 and currently estimate being in a position to make a fourteenth distribution of not less than 0.5 pence in the pound during Q4 of 2016 or Q1 of 2017. The Council is currently estimating a further 1.25% recovery during the next two years. Members will be periodically updated on the latest developments.

13. Regulatory Framework, Risk and Performance

- 13.1 The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance:
- The Local Government Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
 - The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken;
 - Statutory Instrument (SI) 3146 2003, as amended, developed the controls and powers within the Act;
 - The SI requires the Council to undertake any borrowing activity with regard to the CIPFA) Prudential Code for Capital Finance in Local Authorities;
 - The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;

- Under the Act the CLG has issued Investment Guidance to structure and regulate the Council's investment activities.
- Under section 238(2) of the Local Government and Public Involvement in Health Act 2007 the Secretary of State has taken powers to issue guidance on accounting practices. Guidance on Minimum Revenue Provision was issued under this section on 8th November 2007.

- 13.2 The Council has complied with all of the above relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.
- 13.3 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of Capita, the Council's advisers, has proactively managed its treasury position.
- 13.4 Shorter-term rates and likely future movements in these rates predominantly determine the Council's investment return. These returns can therefore be volatile and, whilst the risk of loss of principal is minimised through the annual investment strategy, accurately forecasting future returns can be difficult.
- 13.5 The future financial position for the Council will continue to be challenging, particularly in the light of the fiscal uncertainty given the result of the European Referendum with austerity measures set to continue to balance the national budget. However it is too early to judge the impact of the decision to leave the European Union on Local Government Finances; at the moment the only tangible impact has been modest financial market volatility but this has not had a material impact to date. The Bank of England reduced the Bank Base Rate to 0.25% in early August 2016, the first change since 2009, and there remains speculation that there could be further stimulus to come. The impact of this will be assessed and taken into account in the Revised Budget. The fall in Base Rate has had a 'knock on' effect upon Public Works Loans Board (PWLB) borrowing rates, so there will be potential savings in respect of future borrowing, again to be addressed at Revised Budget.



Overview & Scrutiny Committee

Briefing Paper

Report of: Helen Wills, Senior Planning Policy Officer
Date: Thursday, 8th September 2016
Open

Planning Obligations Supplementary Planning Document – Adoption

1. Summary

1.1 The purpose of this report is to:

- a. Update Members on the responses received to the Draft Planning Obligations Supplementary Planning Document (SPD) consultation; and
- b. To present the proposed final version of the SPD.

2. Background

- 2.1 Regulation 12 of The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the legal requirements for preparing a SPD. Before an SPD is adopted it must be made available for a period of four weeks or more to allow representations to be made on its content.
- 2.2 Members may recall that work on the SPD review commenced in 2015 with an Early Engagement consultation which was undertaken between 8th January and 6th February 2015. This also included a stakeholder workshop held on January 20th 2015.
- 2.3 Feedback from the early engagement consultation was used to help develop the Draft Planning Obligations SPD. Following Cabinet approval, it was published for a six week consultation between 18th January and 29th February 2016. Following consultation 233 representations were received from 30 respondents. This information can be found in a consultation statement at Appendix 2.
- 2.4 Wyre Forest District has a Planning Obligations SPD which was adopted in February 2007, since this time there have been significant changes to the national planning context, most notably the publication of the National Planning Policy Framework and National Planning Practice Guidance to replace the suite of Planning Policy Guidance Notes, Planning Policy Statements and accompanying good practice guides and circulars. The introduction of the Community Infrastructure Levy has changed the way in

which developer contributions are collected and spent. From April 2015 Section 106 monies will only be able to be pooled across a maximum of 5 sites. Therefore general contributions towards types of infrastructure e.g highways or education will not be allowed. Instead, planning obligations will need to relate specifically to a particular project which is necessary to make a development acceptable in planning terms. Planning obligations will need to meet three tests, they will need to be:

- Necessary to make the development acceptable in planning terms.
- Directly related to the development.
- Fairly and reasonably related in scale and kind to the development.

- 2.5 Locally, the District Council adopted its Core Strategy in December 2010 and Site Allocations and Policies Local Plan and Kidderminster Central Area Action Plan in July 2013. Wyre Forest District Council is now at the early stages of a Local Plan Review.
- 2.6 The new restrictions on pooling Section 106 contributions will mean that the way in which planning obligations for some areas of infrastructure provision, particularly transport and education are sought need reviewing. It will no longer be possible to pool contributions across more than five developments.
- 2.7 The SPD covers the following issues:
Physical Infrastructure which includes transport impact mitigation.
Social Infrastructure which includes public open space, community facilities and health.
Green Infrastructure which includes historic environment, flood alleviation and recycling
- 2.8 Originally the SPD included affordable housing and would have superseded the Affordable Housing SPD which was adopted in July 2014. However due to changes in Government legislation and the likelihood of more changes to come the Affordable housing SPD will remain, therefore this is not covered in the Planning Obligations SPD.
- 2.9 The revised Planning Obligations SPD cannot set out any new policy it can only expand on relevant policies in the Adopted Core Strategy, the Site Allocations and Policies Local Plan and the Kidderminster Central Area Action Plan.

3. Key Issues

- 3.1 A total of 233 representations were received from 30 respondents. All representations were comprehensively considered in developing the final version of the SPD. A table of the representations along with the Officer's response and any corresponding amendments to the SPD is set out within the Consultation Statement at Appendix 1 for Members' information.
- 3.2 A summary of the key points raised through the consultation which have resulted in amendments to the SPD is set out below:

- 3.3 Representations were received from departments within Wyre Forest District Council such as Development Management, Water Management and Cultural Services, also from Worcestershire County Council which included comments from Education and Transport Departments. Representations were received from house builders, many interest groups and members of the public.
- 3.4 The majority of representations received made comments or supported the SPD with few objections.
- 3.5 Many comments related to affordable housing which has been removed from the SPD due to changing legislation.
- 3.6 The objections mainly related to the proposed payment of monitoring costs to fund the Council's monitoring of the delivery of s106s. Following the Oxfordshire CC v SoS for Communities & Local Government [2015] case it has been held unlawful for councils to include such monitoring fees in s106 Agreements, so this element has been removed from the SPD.

3.7 Developing the final SPD for Adoption

The final amended version of the Draft Planning Obligations SPD is attached at Appendix 1 to this report for Members' information and comment. The SPD sets out Wyre Forest's approach to securing planning obligations and developer contributions towards physical, social and green infrastructure. It is intended as a guide for landowners, developers and residents.

3.8 Adoption and Status of the SPD

The Planning Obligations SPD has undergone two stages of consultation and has been prepared in accordance with all the legal requirements. Once adopted this SPD will carry material weight in the contributions required for development.

4. Options

The Committee may wish to:

- a. endorse and recommend to Cabinet for Adoption the proposed Planning Obligations SPD as set out in Appendix 1;
Or
- b. provide comments on or amendments to the Planning Obligations SPD for the Cabinet to consider with view to subsequent Adoption.

5. Consultation

- 5.1 Early Engagement consultation was undertaken between 8th January and 6th February 2015. A six week consultation on the Draft SPD was undertaken between 18th January and 29th February 2016.

6. Related Decisions

- 6.1 Local Plans Review Panel – 20th November 2015 and 28th July 2016.
Overview and Scrutiny Committee – 3rd December 2015.
Cabinet (Strong Leader Decision) – 22nd December 2015.

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 Planning Obligations SPD (February 2007)

8. Implications

- 8.1 Resources: The costs of preparing the SPD will be met from existing Planning Policy budgets.

9. Equality Impact Needs Assessment

- 9.1 An Equalities Impact Assessment Screening was undertaken and a full assessment was not required.

10. Wards affected

- 10.1 All wards.

11. Appendices

- 11.1 Appendix 1 – Draft Planning Obligations SPD (September 2016).
- 11.2 Appendix 2 – Planning Obligations SPD Consultation statement and table of consultation responses.

12. Background Papers

- 12.1 Draft Planning Obligations SPD (January 2016)

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1 Context

1.1 This Supplementary Planning Document (SPD) sets out Wyre Forest District Council's approach to securing planning obligations and developer contributions towards physical, social and green infrastructure. It is intended as a guide for landowners, developers and residents.

1.2 A planning obligation is a legally binding agreement that a landowner signs to provide a developer contribution, normally before development commences. Planning obligations can only be required to make a planning application acceptable in planning terms; usually this means a contribution towards, or the direct provision of, essential infrastructure.

1.3 There may be occasions where developments generate the requirement for infrastructure requirements not mentioned elsewhere in this SPD. The general need for development to mitigate any adverse impacts on infrastructure is supported by policy CP07 of the Adopted Wyre Forest Core Strategy.

1.4 It is expected that this SPD will be reviewed again once the Wyre Forest Local Plan Review is adopted.

Document Status

1.5 The District Council undertook an early engagement consultation between 8th January and 6th February 2015 to allow key stakeholders and other interested parties to influence and shape the content of the SPD. A draft version of the SPD was made available for public consultation between 18th January and 29th February 2016. The representations received have informed the development of the SPD.

1.6 Wyre Forest District Council adopted an Affordable Housing SPD in July 2014. Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to national guidance to come, the Affordable Housing SPD will remain. The document can be found on the Council's website at: <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/supplementary-planning-documents.aspx>.

Introduction

1.7 Well planned and sensitive development offers great benefits to society. It provides the homes, workplaces and facilities that we need and stimulates the economy. However, development of all scales also creates considerable impacts on the environment, facilities and services of the area in which it is located and places burdens and costs on the community. The District Council wishes to ensure that the impacts of new development in Wyre Forest are minimised and that such development provides appropriate physical, social, and green infrastructure for the community as a whole.

1.8 Wyre Forest, like many other areas, is experiencing increasing pressures from development. In particular, the increase in density of developments and the requirement for the concentration of development on brownfield land has added to the pressure on the District's existing infrastructure.

1.9 Wyre Forest District Council adopted its Planning Obligations SPD in February 2007. Since then there have been a number of changes at the national, regional and local level which mean that the SPD requires updating.

1.10 A significant change has been the introduction of the Community Infrastructure Levy (CIL) regime. CIL is a charge that landowners must pay towards the cost of providing infrastructure needs arising from new developments within the area. CIL must be implemented by the charging authority through the preparation of a Charging Schedule and a list of Infrastructure Requirements that the charge will help to deliver. This is known as the Regulation 123 list.

1.11 The District Council has not yet adopted a CIL Charging Schedule. In October 2013 Councillors decided to progress CIL alongside the Local Plan Review. It will be reviewed whether to adopt CIL alongside preparation of the revised Local Plan and, if it is decided to implement CIL, this will happen at the same time as adoption of the Local Plan.

1.12 Consultation on the Local Plan Review Issues and Options Paper was undertaken in September / October 2015.

Purpose

1.13 The purpose of this document is to set out clearly the District Council's approach, policies and procedures in respect of the use of planning obligations. The National Planning Policy Framework (NPPF) (Paragraph 153) supports the production of SPDs where they can help developers make successful applications or aid infrastructure delivery.

1.14 The Planning Obligations SPD will cover three types of infrastructure:

- Physical Infrastructure - which includes transport, walking and cycling
- Social Infrastructure - which includes education, community facilities, health and open space
- Green Infrastructure (GI) - GI is the planned and managed natural elements and green spaces that intersperse and connect the towns and villages and rural areas.

Lime Kiln Bridge, Kidderminster - improvement works carried out as part of a S106 Agreement



1.15 The SPD will:

- Aid the smooth processing of planning applications by explaining the District Council's process and procedures for planning obligations to local residents, developers and landowners
- Explain the circumstances under which the District Council will collect planning obligations to mitigate the impacts of a development and the basis for the charges
- Help to ensure that the physical, social and green infrastructure requirements are fulfilled as part of new development proposals
- Ensure that the process is fair and transparent to developers, landowners and the general public
- Provide certainty for developers

Sustainability Appraisal

1.16 The EU Strategic Environmental Assessment (SEA) Directive requires certain UK plans, policies and programmes which are likely to have significant environmental effects to undergo a formal environmental assessment. Additionally, European Directive 92/43/EEC Conservation of Natural Habitats, Wild Fauna and Flora requires that a Habitats Regulations Assessment (HRA) is undertaken for plans to establish whether or not the plan, alone or in combination with other plans, policies or programmes, is likely to have significant effects on the qualifying features of a European site or sites. Section 19(5) of the Planning and Compulsory Purchase Act 2004 requires Sustainability Appraisal (SA) to be carried out on a plan. Section 180(5)(d) of the Planning Act 2008 removes the requirement for SA to be carried out on SPDs. Therefore, SEA, HRA and SA are only needed where an SPD is likely to have significant effects.

1.17 The District Council undertook extensive SA on the Adopted Core Strategy, the Site Allocations and Policies Local Plan and the Kidderminster Central Area Action Plan. This SPD does not set new policy. It only provides detailed guidance to support the delivery of policies set out within the aforementioned documents. It has been concluded therefore, that SEA, HRA and SA of this SPD is not required.

Legislative Framework

1.18 Planning Policy Guidance gives guidance on many issues relating to Planning Obligations. Section 106 of the Town and Country Planning Act 1990 includes a power which allows any person with an interest in land to enter into a planning obligation which may:

- Restrict the development or use of land in a specific way
- Require specific operations to be carried out
- Require the land to be used in a specific way
- Require a sum or sums of money to be paid to the local authority

1.19 Section 106 agreements are completed by landowners in order to require them to do something in connection with the development taking place on their land that could not be secured by imposing a planning condition or by using other statutory means. S106 obligations are a proper and recognised part of the planning system. They can enhance the quality of a development and enable proposals to go ahead which might otherwise be unacceptable if such

provision was not made. However, S106 obligations will not render acceptable developments which are otherwise inappropriate in terms of their impacts and their relationship with planning policy.

1.20 The CIL Regulations came into force on 6 April 2010. Regulation 122 of the Regulations sets out the statutory tests for planning obligations, namely that they should only be sought where they are:

- Necessary to make the development acceptable in planning terms
- Directly related to the development
- Fairly and reasonably related in scale and kind to the development

National Policy

1.21 The principle that a development should bear a proportion of the cost of facilities, for which it creates a need, is supported in Government policy. The National Planning Policy Framework (NPPF), published in March 2012, provides Government current guidance on planning obligations. The NPPF is supported on-line by the Planning Practice Guidance, launched in 2014, which also includes guidance on planning obligations.

1.22 Local authorities may decide whether to adopt CIL. Currently Wyre Forest District Council has not adopted CIL.

1.23 Paragraph 203 of the NPPF requires local authorities to 'consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations'. Paragraph 204 reiterates the statutory tests as set out in the CIL Regulations, setting them out as policy tests.

1.24 Furthermore paragraph 205 of the NPPF states:

'Where obligations are being sought or revised, local planning authorities should take account of changes in market conditions over time and, wherever appropriate, be sufficiently flexible to prevent planned development being stalled.'

1.25 The Planning Practice Guidance also sets out detailed guidance on planning obligations. It places emphasis on ensuring that the package of developer contributions, (which includes the Community Infrastructure Levy, Section 106 contributions, Section 78 highways contributions and planning conditions) does not adversely affect the viability of development.

1.26 The NPPF clearly states in paragraph 14 that there should be a presumption in favour of sustainable development and, as such, the principal objective of the planning system is to deliver sustainable development. In order to encourage sustainable development, policies seeking obligations must be grounded in an understanding of development viability. Local authorities must be willing to negotiate on planning obligations based on scheme viability evidence and specific site circumstances. Further details in respect of viability and deliverability can be found in paragraph 173 of the NPPF.

Local Policy Framework

Corporate Plan

1.27 All District Council activities are guided by, and should be consistent with, the objectives and priorities set out in a Corporate Plan. Wyre Forest District's Corporate Plan 2014 – 2019 has two priorities, which are to:

- Support you to live in clean, green & safe communities
- Support you to contribute to a successful local economy

1.28 There are a number of strategic actions set out in the Plan which support the aims of the District. These themes provide a long term framework for the District and developer contributions will be essential to their implementation and delivery. Planning obligations will therefore, be required to ensure that development proposals are pro-actively assisting the District in its efforts to achieve the priorities and aims set out in the Corporate Plan. You can view the Corporate Plan at: <http://www.wyreforestdc.gov.uk/media/144585/CorporatePlan20142019.pdf>

Community Strategy

1.29 Worcestershire Partnership is the Local Strategic Partnership for the County which brings together local government, public services, voluntary and community organisations and local businesses. They have produced a 'Single Sustainable Community Strategy for Worcestershire (2011 – 2021)' which combines all of the Districts' and the County's sustainable community strategies into one single strategy. The strategy sets out the vision for the future of Worcestershire enabling partners to focus on the activity needed in the short term to improve the quality of life of the people who live, visit or work in the County.

1.30 The Community Strategy identifies three key priorities:

- A skilled and prosperous economy
- An environment that is cherished and resilient
- Improving health & well-being

1.31 Within the Single Sustainable Community Strategy for Worcestershire each of the six Worcestershire local authorities identified their own priorities at a local level. For Wyre Forest the identified priorities are:

- To boost the economy and encourage employment within the District
- To encourage better health and well-being
- To help to provide education as a means to employment
- To improve the local environment

Local Policies

Core Strategy

1.32 The District Council adopted its Core Strategy in December 2010. This SPD supports policy CP07:Delivering Community Wellbeing of the Wyre Forest District Core Strategy (2006 – 2026). This policy seeks to ensure that future development fully considers the needs of local communities and seeks to promote and enhance facilities where practicable. The Adopted Core Strategy can be viewed at: <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/adopted-core-strategy.aspx>

Site Allocations and Policies Local Plan

1.33 In July 2013 the District Council adopted its Site Allocations and Policies Local Plan. This plan allocates and designates areas of land for particular uses. Additionally the plan sets out important development management policies. The Site Allocations and Policies Local Plan can be viewed at <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/site-allocations-and-policies-local-plan.aspx>

Kidderminster Central Area Action Plan

1.34 In July 2013 the District Council also adopted the Kidderminster Central Area Action Plan (KCAAP). This sets out the approach to development within the central Kidderminster area. It can be viewed at: <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/kidderminster-central-area-action-plan.aspx>

District Council's Infrastructure Delivery Plan (2012)

1.35 The Infrastructure Delivery Plan (IDP) examined the physical, social and green infrastructure provision that exists within the District and then identifies any gaps or capacity issues within this existing provision. View the IDP: <http://www.wyreforestdc.gov.uk/media/106013/EB062WFDC-IDP-September-2012.Pdf>

1.36 The IDP is being updated during Autumn 2016 as part of the District Council's Local Plan Review.

Wyre Forest Design Guidance Supplementary Planning Document (2015)

1.37 This document provides the basis for a more efficient planning system by identifying key design requirements within the District. It outlines what will be expected from developers when designing new developments. The Design Guidance SPD can be viewed at: <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/supplementary-planning-documents.aspx>

Affordable Housing SPD (2014)

1.38 This document sets out detailed information relating to the delivery of affordable housing within the District and the standards which the District Council expects such housing to meet. It provides detailed guidance for implementing the affordable housing policies set out within the District's existing Development Plan. The document can be found on the Council's website at: <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/supplementary-planning-documents.aspx>

Water Cycle Strategy

1.39 This document assesses the constraints and requirements which will arise from the scale of proposed growth on the water infrastructure requirements. View the Water Cycle Strategy: <http://www.wyreforestdc.gov.uk/media/97256/Water-Cycle-Strategy.pdf> This study is being updated as part of the Local Plan Review.

Worcestershire County Council Local Transport Plan

1.40 This suite of documents sets out the transport policies and strategies for Worcestershire. It provides the strategic framework to support the delivery of new developments which are sustainable in terms of their impact on the performance, viability and transport-related environmental effects of Worcestershire's network of transport infrastructure and services. Detailed consideration of the investment in transport infrastructure and services required to accommodate the travel demand generated by new development must be undertaken in each case. Failure to do this will lead to increased congestion, extended and unreliable journey times and increased transport-related emissions. This will, in turn, adversely impact upon the Worcestershire economy, environment and quality of life. View the Local Transport Plan at http://www.worcestershire.gov.uk/info/20055/strategies_plans_and_bids/806/the_local_transport_plan

Types of Planning Obligation

1.41 The District Council will require planning obligations that may fall into any of the categories listed below, where they are applicable to the proposed development. However, it should be noted that each planning application differs and it will be necessary to take into account the individual characteristics of a site and the nature of the proposed development.

Stourport-on-Severn



In Kind Contributions

1.42 Developers may be required to build or directly provide the necessary infrastructure to fulfil a planning obligation, such as play equipment and sustainable drainage systems. The District Council will ensure that infrastructure is delivered on time and to the desired quality standards. The Section 106 Agreement will specify the standards and timing that such in kind contributions must meet.

Financial/Tariff Contributions

1.43 In certain circumstances, developers may fulfil planning obligations through a one-off financial contribution or as a series of payments phased over time. Where phased payments will be required (particularly where the development is to be programmed over a significant period of time), the District Council will make it clear at what stages in the development process the payments will be required. In cases of one off payments, the District Council will require payment on, or in some cases prior to, the commencement of the approved development. If the financial contribution has not been spent by the District Council within any agreed time period, then monies may be returned to the developer.

Maintenance Payments

1.44 Where appropriate, for example when the District Council adopts a new play area provided by a developer, a maintenance payment will be required in the form of a commuted sum to contribute towards the physical upkeep of such facilities. The commuted sum required will cover a 20 year period and will be subject to changes in the Retail Price Index.

Pooled Contributions

1.45 The District Council will, for all types of planning obligations, where appropriate seek to pool developer contributions from more than one development across the District, to address the wider impacts of strategic matters such as transport infrastructure. CIL regulations limit the pooling of Section 106 contributions. Pooled contributions may be sought from up to five separate planning obligations for an item of infrastructure or for general infrastructure contributions such as education and transport. In these cases the District Council will work closely with the relevant public infrastructure providers to agree the need for type and level of pooled contributions along with the mechanism and time frame for delivery.

Process and Procedures

Pre-application Procedure

1.46 One of the aims of this SPD is to provide a clear framework for developers to identify if they are required to complete a Section 106 Agreement as part of the planning application. It is important that the process of securing appropriate developer contributions does not result in undue delays in the determination of planning applications.

1.47 The District Council would like, as far as possible, to assist those considering the development of land to understand the likely scope and scale of any developer contributions which may be sought. Developers and landowners seeking to submit planning applications for residential and commercial developments are encouraged to make use of the District Council's pre-application process in order that any site specific requirements are discussed at an early stage. Details of the District Council's pre-application process can be found at <http://www.wyreforestdc.gov.uk/planning-and-buildings/do-i-need-planning-permission.aspx>

General Guidance on Thresholds

1.48 This table is a guide for general illustrative purposes only and there may be specific cases that vary from this for justifiable reasons.

		Type of Development				
		Less than 11 dwellings	11 to 30 dwellings	30 or more dwellings	Less than 1000sqm of non-residential floor space	More than 1000sqm of non-residential floor space
Planning Obligation Type	Transport Impact	x	√	√	√	√
	Open Space/ Outdoor Amenity Space/ sport and recreation facilities	x	√	√	x	x
	Education	x	x	√	x	x
	Air Quality	x	√	√	√ (developments involving 10 or more car parking spaces.	√ (developments involving 10 or more car parking spaces.
	Public Realm	x	√	√	x	√
	Other Obligation	Site Specific	Site Specific	Site Specific	Site Specific	Site Specific
<ul style="list-style-type: none"> • This table is a guide only and there may be specific cases that vary from this for justifiable reasons. • Dwellings and non-residential floor space include both new build and change of use. The requirements associated with change of use applications will be considered on a case by case basis having regard to any net increase in the number of bed spaces (for conversions to residential use) and any change in intensity of use (for conversions to non-residential use). • Development that is mixed use or does not clearly fall into one category will be assessed on an individual basis for the nature of provision required. • Section 3.16 details the formula used as a basis to calculate developer contributions in respect of Open Space • Section 3.25 details the formula used as a basis to calculate developer contributions in respect of Education 						

Development Viability

1.49 Planning obligations are a necessary cost of development and it will be expected that the likely cost of obligations, including requirements for affordable housing provision, will be factored into the land acquisition and development costs from an early stage.

1.50 The NPPF does, however, set out the importance of ensuring the viability and deliverability of plans (para 173-177). Paragraph 173 states that *‘The sites and scale of development identified in the plan should not be subject to such a scale of obligations and policy burdens that their ability to be developed viably is threatened’*.

1.51 Policy SAL.DLP3:Financial Viability sets out the criteria which must be demonstrated if an applicant considers it is not viable to provide affordable housing. It is recognised that in dealing with development proposals, exceptional circumstances may occasionally arise which result in genuine financial viability concerns (for example where remediation costs are abnormal or are above what could reasonably have been foreseen).

1.52 If a developer believes there are exceptional circumstances (but not including land purchase costs) which would render a scheme unviable if the full level of planning obligations were required in line with this SPD, the following process is to be followed:

- a. The applicant approaches the District Council, ideally at development concept stage so that planning obligations can be established at pre-application stage, and submits a detailed financial appraisal signed by a suitably qualified professional, such as a Chartered Surveyor, to support their case. If an appraisal is submitted in confidence to the District Council, then a de-sensitised version will also need to be provided at formal application stage which can be made publicly accessible by the District Council. The financial appraisal should follow an open-book approach and include the following information as a minimum with supporting evidence and justification where appropriate:
- A breakdown of all cost variables and development value including level of developer's profit
 - Identification of any exceptional cost items
 - Explanation of all assumptions made concerning the provision of planning obligations
 - Identification in cash flow terms of the effect of deferred payments
 - Provision of both 'grant' and 'no grant' scenarios in relation to affordable housing provision (this is only required on schemes which generate affordable housing requirements)
- b. Once the financial appraisal has been received from the applicant, the District Council may consider it necessary to obtain independent advice to validate a viability assessment. **The applicant will be required to meet all reasonable costs of this independent assessment.**
- c. The independent financial appraisal assessment is usually carried out using industry standard software and normally follows a residual land value approach. For larger schemes that are likely to be completed over a longer period of time, a cash flow based approach may also be used. Once completed, the results of the financial assessment are provided to the District Council and the applicant will be advised of the conclusions of the financial assessment. If there is any disagreement of the assessment the District Council will expect the applicant to agree to adjudication by an independent financial body and any costs of the adjudication shall be funded by the developer.
- d. The District Council's objective in viability negotiations is to secure the maximum value of planning obligations in order to reduce the impact of development, whilst working with developers to enable developments to come forward. To this end, the District Council may consider the use of one or more of a range of 'Value Engineering' mechanisms, depending on the results of the independent financial assessment, including, but not exclusively restricted to:
- Deferred or Staged Payments - Phasing payment of planning obligations deferred to later date(s) within the development.
 - Clawback - The arrangement put into place when the local planning authority, in granting permission, agrees to reduce the planning obligation requirement for viability reasons. If, subsequently, the completed development (or phase) generates more

profit than expected, the local authority would then claw back an appropriate and agreed provision of the additional profit for the planning obligation, up to the amount originally sought on the site.

- Phased Viability Assessments - Usually associated with large developments, several viability assessments are conducted over an extended period of time to provide a reliable forecast of what developer obligation requirements for each phase can be met by a developer.
 - Time Constrained Planning Permissions - Where reduced planning obligation requirements are agreed by the local planning authority for viability reasons but these reduced obligations are only valid for a limited period, and in the event that the developer does not implement the permission within that period, then the obligations will revert back to the original requirements.
- e. The District Council will have due regard to the independent financial assessment results and the use of any appropriate 'value engineering' mechanisms, and in taking into account all other planning considerations will make appropriate recommendations to the District Council's Development Control Committee for determination. Viability considerations are one factor to be taken into account when determining a planning application; the District Council has to take into account a range of other factors to ensure development is acceptable in planning terms. For these reasons, the District Council is under no obligation to agree reduced contributions, even if a developer is able to demonstrate that the scheme would not be viable.
- f. If the District Council approves any reduction in planning obligations on a particular development, any secured obligations may be prioritised in accordance with the District Council's policy priorities. Alternatively, financial payments may be apportioned on the ratio or percentage as if there was no reduction in planning obligations. The approach taken is at the discretion of the District Council, depending on the individual circumstances of a particular development.

1.53 The District Council is producing a new viability study as part of the Local Plan Review. This will be factored into this SPD once the Local Plan Review is adopted and this document is reviewed again.

Costs

1.54 Developers will be required to meet the District Council's legal administrative and technical costs in negotiating, drafting and concluding Section 106 Agreements.

1.55 Where a fee is required for a particular planning obligation, applicants will be notified prior to the legal Section 106 Agreement being finalised.

Monitoring

1.56 The District Council monitors closely contributions secured through Section 106 Agreements to ensure that they are spent in accordance with the provision of the relevant agreement. A database, which records details of all Section 106 Agreements, is maintained by the Economic Prosperity and Place Directorate.

1.57 A Section 106 Obligation monitoring report is regularly presented to the District Council's Planning Committee. The report provides details of all planning agreements in process, with details of the provisions of the agreement and the current status. The report is included in the Planning Committee Agenda and is therefore a public document. It is available to view at Wyre Forest House and is also on the District Council's website.

Future Review

1.58 It is intended that this SPD will be reviewed as part of the Local Plan Review process. If, prior to this, there is a requirement to amend any part of this document owing, for instance, to changes in national policy, this will be done through a policy position statement with agreement by Full Council.

2 Physical Infrastructure

Key Elements

- Affordable Housing
- Transport - including walking and cycling

Affordable Housing

2.1 Wyre Forest District Council adopted an Affordable Housing SPD in July 2014. Developers need to read the 2014 SPD alongside this document in order to understand all the planning obligations that might arise in respect of a development. The document can be found on the Council's website at: <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/supplementary-planning-documents.aspx>

2.2 Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the Affordable Housing SPD will remain. Therefore, affordable housing will now not be covered in this Planning Obligations SPD.

Transport

2.3 Transport is the means of moving between places; it can be by public transport, private vehicle, cycling or on foot. There are two mainline railway stations within Wyre Forest District, road networks and cycle paths.

2.4 Traffic congestion has detrimental effects on the District and is becoming more prevalent within the three towns of Kidderminster, Stourport-on-Severn and Bewdley, resulting in accessibility and transport planning issues in parts of the District, particularly within Kidderminster and Stourport-on-Severn. As a result, urban areas are experiencing declining air quality and there are already two designated Air Quality Management Areas (AQMAs). Increasing growth in traffic volume will exacerbate these problems unless they are tackled through investment in sustainable transport infrastructure and a comprehensive travel package.

2.5 Section 4 of the NPPF requires the planning system to promote sustainable transport and the provision of viable transport infrastructure necessary to support sustainable development. It also makes an important contribution towards the wider sustainability and health objectives of the Government.

2.6 Policy CP03 of the Adopted Core Strategy seeks to promote transport choice and accessibility, requiring development proposals:

- To have full regard to the traffic impact on the local highway network;
- Where appropriate to connect into the surrounding infrastructure and contribute towards new or improved walking and cycling facilities and integrated public transport.

2.7 Also of relevance are the following policies in the Site Allocations and Policies Local Plan and Kidderminster Central Area Action Plan:

- SAL.CC3 – Major Transport Infrastructure
- KCA.CC2 – Sustainable Transport
- KCA.CC3 – Walkable Town

Kidderminster Rail Station



2.8 Developers will also be expected to take account of proposals included within the existing Wyre Forest Infrastructure Delivery Plan, the emerging Infrastructure Development Plan Review and the Wyre Forest Transport Challenges as set out in the current Worcestershire Local Transport Plan (LTP).

2.9 A key element of the LTP emphasises travel choices and the need for developers to provide a level of promotion and support to encourage sustainable transport measures aimed at travel impact mitigation. Occupiers of housing and economic development will contribute significantly to the transport problems highlighted in this section.

2.10 In considering planning applications for new development, the impact on the highway network will be assessed and consideration given as to how the impact could be mitigated with the use of planning conditions or by planning obligations.

2.11 Where specific mitigation measures are required, these may be sought using either Section 106 of the Town and Country Planning Act 1990 or Section 278 of the Highways Act 1980.

Improvements to Highway Transport Infrastructure

2.12 All development proposals will be assessed on their own merits in relation to the impact they have on the highway network. The thresholds for contributions are set out in the Context section of this document at paragraph 1.48. The level of contribution, or works required, will be assessed having regard to the level of floor space, the likely transport demands created and the character and volume of traffic likely to be generated.

2.13 Development proposals will need to mitigate their own impact through the provision of appropriate mitigation measures. These may include on-site estate roads, footpaths, bridleways and cycleways, parking spaces, lighting, bus stops, lay-bys and associated landscaping depending on the highway impact and the type and scale of the development proposed.

2.14 In addition, where appropriate, the District Council will seek contributions towards off-site improvements which are required directly and solely as a result of development and are necessary to make it acceptable in planning terms. This could include (but is not restricted to)

new and improved road infrastructure, traffic calming, public transport improvements, cycleways, footpaths, lighting and associated landscaping. In appropriate circumstances, the District Council may also seek ongoing revenue contributions to fund the running of a service which is necessary directly as a result of the development.

Bridge at Severn Road, Stourport-on-Severn



Transport Assessments and Statements

2.15 Planning applications for larger developments will need to be accompanied by Transport Assessments and Transport Statements for smaller scale development.

2.16 Indicative thresholds of when these will be required can be found in Worcestershire County Council's 'Highway Design Guide'. http://www.worcestershire.gov.uk/info/20007/travel_and_roads/284/transport_guidance_for_developers/2 .The assessment or statement should be provided in accordance with guidance provided by Worcestershire County Council's 'Requirements for Transport Assessments and Statements'. There may be some other occasions where such assessments are required as a result of local circumstances which should be highlighted through pre-application discussions with the County Council.

2.17 A Transport Assessment or Statement will help identify what mitigation measures will be required as a result of the development.

Travel Plans

2.18 In accordance with the NPPF, Travel Plans are an invaluable tool for Wyre Forest District Council and Worcestershire County Council in the delivery of sustainable transport outcomes. Strong travel plans provide the measures and resources for the implementation and promotion of sustainable transport policies that aim to reduce congestion, improve air quality and improve health through increasing walking and cycling. Travel Plans, along with transport assessments, can provide the mechanism for assessing and managing access to the sites, and the means to improve accessibility both to and from the site and local amenities and services.

2.19 The NPPF states that a Travel Plan should be required for developments that generate significant amounts of movement. Travel Plans are likely to be sought on applications for retail, leisure, business, employment, and health, residential and educational development as appropriate. This includes applications for redevelopment, mixed use schemes, changes of use of buildings and applications to extend the duration of an existing planning permission. The District Council will work with the County Council to ensure that Travel Plans are deliverable, measurable, incentivised and fully supported, wherever possible. It may also be necessary for audits to be prepared covering road safety and provision for safety for motorbikes, pedestrians, and cycles.

Travel Plan Thresholds

Land Use	Size	Threshold
A1 - Food Retail	Gross Floor Area	> 800 square metres
A1 - Non Food Retail	Gross Floor Area	> 1500 square metres
A2 - Financial and Professional Services	Gross Floor Area	> 2500 square metres
A3 - Restaurants and Cafes	Gross Floor Area	> 2500 square metres
A4 - Drinking Establishments	Gross Floor Area	> 600 square metres
A5 - Hot Food Takeaway	Gross Floor Area	> 500 square metres
B1 - Business	Gross Floor Area	> 2500 square metres
B2 - General Industrial	Gross Floor Area	> 4000 square metres
B8 - Storage or Distribution	Gross Floor Area	> 500 square metres
C1 - Hotels	Bedroom	> 100 bedrooms
C2 - Residential Institutions - Hospitals and Nursing Homes	Beds	> 50 beds
C2 - Residential Institutions - Residential Education	Student	> 150 students
C2 - Residential Institutions - Institutional Hostels	Resident	> 400 residents
C3 - Dwelling Houses	Dwelling Unit	> 80 units
D1 - Non Residential Institutions	Gross Floor Area	> 1000 square metres
D2 - Assembly and Leisure	Gross Floor Area	> 1500 square metres

2.20 The scope of the Travel Plan will need to be discussed with the District Council and the County Council, during pre-application stages. Further advice on Travel Plans can be found in Worcestershire County Council's Local Transport Plan.

2.21 The Department for Transport has published the report 'Making Residential Travel Plans Work: Guidelines for New Development' which gives further advice on this subject.

2.22 Developers may also find it useful to refer to Worcestershire County Council's web site on Transport Guidance for Developers http://www.worcestershire.gov.uk/info/20007/travel_and_roads/284/transport_guidance_for_developers

Public Transport

2.23 In order to ensure that the public transport service to a development meets the District Council's objectives, as identified in the Corporate Plan, Community Strategy and the Worcestershire Local Transport Plan, revenue contributions may be required to support that service. These will be for a period of not less than five years and may be in the form of an equivalent lump sum payable before the commencement of any service.

2.24 These contributions will only be required where the provision of the public transport service is necessary to make the development acceptable in planning terms, and has arisen directly as a result of the development.

2.25 Public transport services provided as a result of new development should not undermine existing service provision, particularly those services which are commercially viable.

2.26 Worcestershire County Council can advise on the level of service provision that will be sought together with the necessary standards and definitions.

Walking and Cycling

2.27 Walking and cycling can help to reduce obesity levels and improve other health conditions.

2.28 The District has an expanding network of cycle routes, which serves residents in making shorter utility and leisure trips. The District Council has an Adopted Wyre Forest Cycle Strategy, which identifies a network of cycle routes. In addition to policy CP03 of the Adopted Core Strategy, policy SAL.CC1 of the Site Allocations and Policies Local Plan requires new developments to safeguard and enhance the existing Cycle Route Network, including new links where possible. With specific reference to Kidderminster policy KCA.CC3 of the Kidderminster Central Area Action Plan requires new development to contribute to the aspiration of a walkable town centre.

Canal Towpath, Kidderminster



2.29 Where there is direct impact from new development, improved pedestrian and cycling facilities will be sought to create safer cycle routes for local people, and to ensure that cyclist needs are catered for in new developments within the District. This may include pedestrian priority measures, pedestrian friendly crossing, traffic calming, cycleways, and staff shower facilities at large industrial, commercial, retail and leisure developments.

2.30 Cycle parking and storage will be sought in line with the Worcestershire County Council's current guidance.

3 Social Infrastructure

Key Elements

- Public Open Space, Outdoor Amenity Space and Children's Play Space
- Education
- Community Facilities
- Health
- Emergency Services Infrastructure

Public Open Space, Outdoor Amenity Space and Children's Play Space

3.1 New residential development places increased pressures on open space, sport and recreation provision within the District. Planning obligations play a role in ensuring that facilities can cope with additional demand placed on them by new development. New housing development will be expected to secure the provision of adequate open space including play space, in terms of both quantity and quality. Currently the District Council, as part of the evidence base for the review of the Local Plan, is preparing an updated Open Space, Sport and Recreation Strategy.

3.2 The NPPF identifies at paragraph 73 that “access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities”. Many local authorities, including Wyre Forest District, have high levels of obesity. Access to open space and opportunities to participate in sport and recreation can have positive effects in trying to reduce obesity and improving other health conditions. Strategic walking and cycling infrastructure, to link residential and employment areas, the town centre and the railway station in order to provide an integrated network of attractive routes will be sought, where possible, through investment in infrastructure and services. Such a network would be well-placed to incorporate enhancements to green infrastructure and the wider public realm. Active travel modes should be prioritised above all other modes, recognising the significant wider benefits that can be derived from investment in this area.

3.3 The NPPF advises that open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, which offer important opportunities for sport and recreation and can also act as a visual amenity.

3.4 Policy CP07 of the Adopted Core Strategy sets out that developer contributions will be sought for sport, recreation, youth facilities, play space and amenity space. Policy SAL.UP4 (Open Space and Play Provision) of the Site Allocations and Policies Local Plan sets out that proposals for new residential development must include adequate children's play space in accordance with the most up-to-date guidance on developer contributions.

On-site Provision

3.5 Larger residential schemes will be expected to provide open space, sport and recreation facilities on-site. In addition, in circumstances where the development site is isolated from and poorly served by existing nearby facilities, off-site public open space provision will be required. In many cases an off-site contribution is preferred to provide the best facilities for the local community.

3.6 On smaller schemes, the District Council will explore the requirement within each residential scheme, on a case-by-case assessment basis, to achieve the optimal layout and positioning using the principles of good landscape and urban design and on its individual planning merits. Normally, off-site contribution will be sought. New development should meet the quantity, quality and accessibility standards for open space as established through the Wyre Forest District Open Space, Sports and Recreational Assessment (October 2008). This evidence base is being updated as part of the Local Plan Review.

3.7 Play areas should be designed to meet the Fields in Trust 'Planning and Design for Outdoor Sport and Play standard' and approved by the District Council's Landscape Officer / Parks and Open Spaces Manager:

- On sites providing more than 75 and less than 200 new child bed spaces (including combinations of two or more adjacent sites), a Local Equipped Area for Play (LEAP)
- On sites of 200 or more child bed spaces (including combinations of two or more adjacent sites), a Neighbourhood Equipped Area for Play (NEAP)

3.8 Details of the required characteristics of Children's Play Areas are set out in the table below:

Facility	Time	Walking Distance	Minimum Size	Characteristics
LAP (Local Area for Play)	1 min	100m	100 sq.m	Small, low-key games area
LEAP (Local Equipped Area for Play)	5 mins	500m	400 sq.m	5 types of play equipment, small games area
NEAP (Neighbourhood Equipped Area for Play)	15 mins	1000m	1000 sq.m	8 types of play equipment, opportunities for ball games or wheeled activities.

Play Area, Britannia Gardens, Stourport-on-Severn



3.9 Developers should submit appropriate plans with the planning application showing the layout of open space. Areas should be appropriately landscaped and any equipment installed to the Community Well-being & Environment Directorate's specification.

Maintenance

3.10 When on-site provision is being provided by a developer, it is generally acceptable for it to be maintained either by the developer themselves or via a management company, providing it is to a suitable standard, meeting all necessary regulatory requirements to the satisfaction of the District Council. Only in exceptional circumstances would it be appropriate for the open space to be transferred to the District Council for maintenance. The commuted sum is calculated by the District Council's Parks and Open Spaces Manager and would be for a minimum of 20 years. For further details on maintenance costs, contact the Parks and Open Spaces Manager.

Off-site Provision of Open Space Facilities and Improvements

3.11 For developments where there are existing play spaces located within the distances specified in Open Space, Sport and Recreation Assessment, it is considered appropriate for developers to provide a commuted sum payment for off-site improvements to be undertaken by the Community Well-being and Environment Directorate. The District has a number of strategic parks, which require regular upgrading and environmental improvements in order to serve the growing population. There are management plans in place for all of the District's parks and this includes a list of projects for which contributions will be sought. The District parks include Brinton Park, Kidderminster; St. George's Park, Kidderminster; Springfield Park, Kidderminster; Riverside North Park, Bewdley, Stourport War Memorial Park and Stourport Riverside, which has a masterplan for development.

3.12 Developer contributions towards improving the quality of the District's open space will be required for residential developments of 11 or more dwellings. In addition, contributions may be sought (in appropriate circumstances) towards the provision of or improvements to the following:

- Parks and Gardens
- Informal Green Spaces
- Sports Pitch Provision
- Nature Reserves

Jubilee Gardens, Bewdley



3.13 The District Council acknowledges that it would be unreasonable to expect residential development which falls into one of the following categories to contribute:

- Residential schemes of less than 11 units
- Replacement dwellings (on a one for one basis)
- Extensions and granny annexes
- Sheltered dwellings for the frail and elderly
- Temporary permissions for mobile homes or touring caravans
- 1 bedroomed dwellings
- Retirement housing

3.14 Where a scheme includes affordable housing, the contribution towards open space/play provision will be reduced by up to 50% for the affordable housing element, depending on the nature and scale of the scheme.

Calculation of Financial Contributions

3.15 The following formula will be used as a basis to calculate developer contributions for residential developments of 11 or more dwellings.

3.16 The requirement for play and open space provision as part of proposals for new residential development will be considered in relation to the number of child bed spaces created, which is calculated as follows:

- 1 bedroom dwellings/sheltered housing etc. = no child bed spaces
- 2 bedroom dwellings = 1 child bed space
- 3 bedroom dwellings = 2 child bed spaces
- 4 and 4+ bedroom dwellings = 3 child bed spaces

3.17 The cost of provision per square metre (£23.50) is based on 2006 figures calculated by the Cultural Leisure & Commercial Services Division with some updating. This does not reflect the full cost of laying out of new open space within the District but is a contribution towards the costs. These costs will be subject to annual inflation costs.

3.18 The following formula will be used as a basis to calculate developer contributions for residential developments of 11 or more dwellings resulting in 5-74 child bed spaces within the District:

No of bed spaces x 24 sq.m (Fields in Trust standard/person) x cost of provision /sq.m

Below is a worked example of the formula:

New housing development of 30 dwellings:

- 15 of these are three bedroomed (2 child bed spaces) = 30
- 10 are two bedroomed (1 child bed spaces) = 10
- 5 are one bedroomed (no child bed spaces) = 0

Therefore the development generates a total of 40 child bed spaces.

40 child bed spaces x 24 sq.m x £23.50 = £22,560

Therefore the developers would be expected to contribute £22,560 towards the provision of, or improvements to, the District's Play and Open Spaces.

Education

3.19 The opportunity of a decent education is central to achieving sustainable communities. Worcestershire County Council is the relevant infrastructure provider for education facilities and will be working in partnership with Wyre Forest District Council to deliver the infrastructure required to support housing growth. Provision of adequate education facilities is crucial in ensuring that all children have the opportunity to gain the vital knowledge, skills and qualifications needed for a right start in life.

3.20 The Government attributes great importance to ensuring that a sufficient choice of school places is available to meet the needs of existing and new communities. The NPPF indicates that local planning authorities should take a proactive approach to meeting this requirement and give great weight to the need to create, expand or alter schools.

3.21 Policy CP07 (Delivering Community Wellbeing) of the Adopted Core Strategy requires developer contributions for education and learning.

3.22 Planning obligations for educational facilities on sites where the development increases the need for education facilities to the extent that new or improved facilities are necessary will therefore be required.

Framework for Seeking Education Contributions and Amount of Contribution.

3.23 Where a proposed development results in the generation of additional pupil numbers in excess of that which local schools can accommodate within the local area, then a financial contribution may be required. Without investment, schools' ability to accommodate extra pupils generated by new housing development can be compromised; therefore, it is important to maintain sufficient levels of school capacity for a growing population. The development industry has a key role to play in delivering this provision on a scale and kind that is appropriate and directly related to the new development.

3.24 Obligations may be required for early years (0-5 year olds), primary (5-11 year olds) and secondary (11-16 year olds) school facilities, sixth form provision and special education facilities. Appropriate supporting evidence will be supplied by Worcestershire County Council for each obligation requested.

3.25 Education contributions for sites of 100 dwellings or less will be calculated on a cost per dwelling basis. The cost per dwelling is calculated by a formula which takes into account the following factor by a formula which takes account of the following factors:

- number and phase of year groups in the relevant school(s). Wyre Forest education is organised on a two tier system. There are 7 year groups in primary schools and 5 secondary school year groups. All the secondary schools have sixth form units.
- average pupil yield - currently 0.028 children per school year group per dwelling based on analysis of the 2011 Census of Population.
- building cost multiplier – set cost per pupil for building new school accommodation, based on original figures published by the Department for Education (DfE) and uplifted periodically in line with inflation.
- size and type of dwellings – dwellings with four or more bedrooms attract a 50% additional weighting due to the higher likely pupil yield. Conversely, flats and apartments have a 60% discount applied due to a reduced pupil yield. One bedroom dwellings of any type are not subject to a contribution, but are included in the calculation of the overall size of the development.

Formula

***Base Contribution = $(P \times 0.028 \times PBCM) + (S \times 0.028 \times SBCM) + (F \times 0.5 \times 0.028 \times FBCM)$**

0.028 = average pupil yield (currently 0.028 children per school year group per dwelling based on analysis of the 2011 Census of Population)

P = the number of primary phase year groups in the school

PBCM = Primary Building Cost Multiplier

S = the number of secondary phase year groups in the school

SBCM = Secondary Building Cost Multiplier

F = the number of sixth form year groups in the school

FBCM = Sixth Form Building Cost Multiplier

*The Base Contribution is the level set for 2/3 bed open market dwellings, with a weighting applied for 4/5 bed dwellings and flats and apartments.

3.26 The current schedule of rates and other supporting information is available to download from http://www.worcestershire.gov.uk/info/2015/planning_policy_and_strategy/142/school_planning_obligations

King Charles I School, Kidderminster

Threshold for Contributions

3.27 The threshold for contributions will depend on the size of the development and the ability of schools related to the development to absorb the additional pupils likely to be generated. The size of the development is determined by the net gain in dwellings. For example, a building project involving the demolition of two existing dwellings and the construction of 35 new dwellings will be considered to be a development of 33 dwellings for the purposes of assessing the Section 106 education contributions.

- For developments of 35 dwellings or less, contributions will only be considered where there is an exceptional need to increase capacity in the related schools. It is anticipated that most exceptional cases will be in rural settlements where the local school is under pressure. This will be assessed on a case-by-case basis, with relevant evidence provided by Worcestershire County Council.
- For developments of between 36 and 100 dwellings, Worcestershire County Council will consider the average number of surplus places per year group in related schools and how this compares to the expected impact of the development.
- For developments of more than 100 dwellings, Worcestershire County Council will carry out the same assessment but may seek to negotiate a bespoke contribution package depending on the specific infrastructure requirements of the development. Worcestershire County Council may seek the provision of land and/or buildings as an in-kind contribution from larger developments.

3.28 Worcestershire County Council will assess the average number of surplus places by reference to the number of pupils on roll as at the October school census. This will be compared to the Published Admission Number for the most recent September intake for that school.

3.29 Contributions will be sought from housing developments where it can be shown that the scheme will result in a direct need for additional school facilities at one or more of the schools related to the development. Related schools will usually be those whose catchment area includes the proposed development site. Schools that do not use catchment areas may be identified as related schools where they are in close proximity to the development, meet the criteria on lack of surplus capacity, and can demonstrate a likely demand from families moving onto the development. If the school(s) identified as related to a development have no scope to expand, consideration will be given to nominating an alternative school which can be expanded.

Eligible Schools

3.30 Before a contribution is requested, it will be decided which suitable project it will help to fund. This will be done at the application stage. Contributions will always be for permanent facilities and will not be used for providing temporary accommodation. An identified project may not be fully funded by one application and may be identified again for future applications up to a total of a five agreements.

Exemptions

3.31 Planning contributions for education facilities will not be sought from social rented housing and intermediate housing developments (or from those social rented/intermediate elements of larger schemes).

3.32 One-bedroom dwellings (including flats) will not be subject to negotiations for education provision, as it is considered unlikely that sufficient pupils will be generated from these households.

3.33 Specialist housing for the elderly will not be subject to negotiations for education provision, as it is considered unlikely that sufficient pupils will be generated from these households.

3.34 Specialist housing for people with disabilities will not be subject to negotiations for education provision.

Procedure for Agreement and Payment of Contributions

3.35 The District Council will prepare a Section 106 Agreement, in consultation with Worcestershire County Council, in respect of education provision. The level of contribution per dwelling will be agreed at this stage. In respect of outline planning applications an amount per dwelling will be agreed with the developer, which will then allow a final contribution to be calculated at the detailed planning application stage.

3.36 Education S106 contributions will be payable directly to Worcestershire County Council as the infrastructure provider.

3.37 Worcestershire County Council will carefully monitor and commit to spending the contributions within the time period specified in the planning agreement. Spend period will usually be 7-10 years.

Disbursement of Monies

3.38 Section 106 education contributions, together with any accrued interest, shall be spent on capital projects at one or more of the eligible schools. Contributions can be spent on maintained, voluntary aided, voluntary controlled, academy and free schools.

3.39 Contributions may also be spent on school-based early years facilities, extended school facilities, youth facilities, or specialist facilities for children with disabilities, or other school-based provision for the benefit of under-18 year olds.

3.40 Unspent monies will be returned to the developer at the end of any period negotiated in the Section 106 Agreement, usually 7-10 years.

Community Facilities

3.41 Community facilities provide for the health, welfare, social, educational, spiritual, recreational, leisure and cultural needs of the community. The provision of community facilities and services is essential to the quality of life of local residents. Policy CP07 of the Adopted Core Strategy seeks to ensure that future developments fully consider the needs of local communities and seeks to promote and enhance facilities, wherever practical. Furthermore, it sets out that the District Council will require developer contributions for community, shared use and cultural facilities. It is essential that community facilities are properly run and maintained in order to ensure the continued use by the community. Revenue funding and commuted sums may therefore be required as part of any Section 106 Agreement. It is also important that good quality facilities are available in accessible locations throughout the whole of the District.

3.42 Paragraph 70 of the NPPF seeks to deliver social, recreational and cultural facilities and services needed by the community. It requires planning authorities to plan positively for the provision and use of shared space, community facilities and other local services to enhance the sustainability of communities and residential environments.

3.43 A Community Facilities Audit was undertaken, in 2009 and updated in 2012, to identify the existing community facilities within the District. This will be used to help inform requests for planning obligations towards community facilities. <http://www.wyreforestdc.gov.uk/media/124699/EB069Community-Facilities-Audit-2012-Review.pdf>

General Community Facilities

3.44 Facilities such as community centres, youth facilities and meeting rooms play a vital part in community life. It is important that adequate facilities are provided in conjunction with new development and that social and community facilities are accessible to all. Examples of these are, provision or extension of community facilities including community centres, meeting halls, heritage facilities, museums, youth centres, day centres and other similar social infrastructure, health facilities and places of worship that may be sought in connection with new residential development.

Community and Youth Centres

3.45 Large scale housing developments which are defined as over 10 residential units may be expected to make on-site provision for community facilities in the form of community and youth centres, often as part of a neighbourhood centre. It is essential that community facilities are properly run and maintained in order to ensure the continued use by the community. Revenue funding and commuted sums may therefore be required as part of a Section 106 legal agreement, and may include requirements for a contribution towards future maintenance. Developers may be required to undertake a community needs assessment to assess the scale and nature of facilities required.

3.46 Any facilities provided should be capable of use as a venue for voluntary groups, the Youth Service and, where necessary, social service uses. Where appropriate, these facilities should be capable of dual use as community and youth centres. Community facilities should meet the appropriate registration standards in respect of space requirements and other physical facilities for playgroups or nursery provision.

3.47 Within larger new developments, land may be required to be allocated to enable the provision of community facilities required directly and solely as a result of that development. In addition, financial contributions may be required to support the needs of that new development; either to provide new facilities or to enable a project to extend existing facilities that are needed to meet the additional demand arising from that development. Applicants are encouraged to make use of the formal pre-application process in order that any such requirements are discussed at an early stage.

Health

3.48 The provision of adequate levels of health care is an essential part of any sustainable community. Whenever the requirements for the provision of healthcare services and facilities are considered this should include acute hospital facilities as well as primary care. Population growth leads to increased demand for secondary healthcare services. Wyre Forest Clinical

Commissioning Group (CCG) plans and provides the health care facilities within the District. NHS Wyre Forest Clinical Commissioning Group is responsible for planning and buying a wide range of healthcare services, including most hospitals, community and mental health services and ensuring the quality of these services. Within the Wyre Forest Area, there are 12 GP practices. Worcestershire County Council, who provide a public health function, are currently preparing a Health SPD.

3.49 The NPPF identifies that planning should support local strategies to improve health (paragraph 17). Local authorities should work with public health leads and health organisations to understand and take account of the health status and needs of the local population (Para 171). Although a local planning authority does not have direct control over the provision of health services delivered in the District, the District Council has a responsibility to set out the policy framework to enable those who provide services to make investment decisions.

3.50 The Community Strategy sets out that one of its three priorities is improving health & well-being.

3.51 Policy CP07 of the Adopted Core Strategy sets out that the District Council will require developer contributions to health and community safety facilities and services. Wyre Forest District has an ageing population which is forecast to increase. The District has generally a higher than national average of obesity both in children and adults and also higher than national average rates of asthma, chronic heart disease, hypertension and stroke.

3.52 Within larger new developments⁽¹⁾ land may be required to be allocated to enable the provision of healthcare facilities required directly and solely as a result of that development. Alternatively, financial contributions may be required to support the needs of that new development, either to provide new facilities or to enable a project to extend existing facilities that are needed to meet the additional demand arising from that development.

3.53 Residential development and population growth impact on the demand for all elements of social infrastructure, including education, emergency services and health, covering both primary care and secondary healthcare services. Increased access to open space and participation in exercise can lessen the impact of various illnesses which are partially attributed to inactivity and poor air quality; for example cycling, which if increased, can lower obesity and diabetes.

3.54 Any requirements as a result of larger developments would be set out in a Section 106 legal agreement completed during the planning application process. Applicants are advised to make use of the formal pre-application process in order that any such requirements are discussed at an early stage.

Emergency Services Infrastructure

3.55 Policy CP07 of the Adopted Core Strategy sets out that the District Council will require developer contributions with regard to, amongst others, 'health and community safety (including emergency services) facilities and services'. In addition, policy SAL.UP7 of the Site Allocations and Policies Local Plan requires at criterion (vii) that proposals demonstrate they have maximised natural surveillance and incorporated the principles of Secured by Design and have considered

1 Larger developments are defined as those of more than 10 residential units to be constructed or, where the number of residential units is not given, those having a site area of 0.5 hectares

the incorporation of fire safety measures. The current guidance supporting developer contributions to emergency services infrastructure, which includes the police, fire and rescue and ambulance services are covered within the:

- Crime and Disorder Act 1988
- National Planning Policy Framework
- National Planning Practice Guidance
- Core Strategy 2006-2026 (adopted 2010)
- Site Allocations and Policies Local Plan 2006-2026 (adopted 2013)
- Kidderminster Central Area Action Plan 2006-2026 (adopted 2013)

Fire and Rescue, Police and Ambulance Services

3.56 The District Council considers that the emergency services infrastructure should not be distinguished from other items of community infrastructure necessitated by a development. Where development would result in increased risk or the extension of developed areas, then mitigation measures will be required to safeguard the provision of adequate fire and rescue infrastructure. All contributions from planning obligations shall be used predominantly for capital purposes (for example premises / police posts), by West Mercia Police, Hereford and Worcester Fire and Rescue Services and West Midlands Ambulance Service. These will be given further consideration as part of the emerging Infrastructure Delivery Plan Review.

3.57 Water supply works may be needed to fulfil the Hereford and Worcestershire Fire & Rescue Service's duty to ensure the provision of an adequate supply of water for fire fighting. Requirements for the provision of fire hydrants and for other works necessary to ensure adequate supplies of water, in terms of both volume and pressure, may be required by the fire service. Developers should bear in mind that these requirements may relate to small-scale developments, particularly in more isolated locations without adequate infrastructure.

3.58 Fire hydrants should be sited in positions to be agreed by the Hereford and Worcestershire Fire Authority and the District Council. Such locations will be at main roads, feeder roads or road junctions where they are readily visible.

Preventing Crime and Disorder

3.59 Crime prevention can be a material consideration in the determination of a planning application and new development in the District should be designed to reduce the potential for crime and disorder. Failure to do so could result in the District Council refusing planning permission.

3.60 The Crime and Disorder Act 1998 places a duty upon local authorities to seek to prevent crime and disorder in its area in carrying out its duties. Specifically, Section 17 of the Act requires:

'Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.'

3.61 The duty imposed by the Crime and Disorder Act, therefore, is for the District Council (together with other responsible authorities) to seek to prevent crime and disorder, to have regard to the crime and disorder implications of its decisions and the need to do all it reasonably

can to prevent crime and disorder in its area. The duty applies to all of the District Council's functions; therefore the issue is neither the responsibility of any particular department nor one particular element of its theatre of operation, but a cross-departmental corporate responsibility. In this regard, planning can contribute to the success of preventing crime and disorder, but does not operate in isolation and will not, on its own, provide the mechanism or the means for the District Council to prevent crime and disorder in its area.

3.62 The fifth bullet point of paragraph 58 of the NPPF states that 'Planning policies and decisions should aim to ensure that developments create safe and accessible environments where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion'.

3.63 The Corporate Plan has two priorities and one of these is to 'Support you to live in clean, green and safe communities. Through strategic actions the Plan will support low levels of crime and anti-social behaviour'.

3.64 Policy CP07 of the Adopted Core Strategy sets out that the District Council will require developer contributions with regard to, amongst others, 'health and community safety (including emergency services) facilities and services.'

3.65 In most cases, this can be satisfactorily achieved through effective and appropriate layout and design of new development. Those developments that would generate additional requirements for safety and security measures, where evidenced and justified to meet the planning obligation tests, will be determined on a site by site basis.

4 Green Infrastructure

- Air Quality, Noise and Pollution
- Historic Environment
- Biodiversity and Geodiversity
- Flood Alleviation
- Public Realm
- Waste / Recycling

4.1 The District Council as local planning authority has a duty under European, national, regional and local directives, policies and guidance to protect the local environment from inappropriate development and seek sustainable development. Green Infrastructure (GI) is the network of green spaces that intersperse and connect our cities, towns and villages, providing multiple benefits for our environment, economy and communities. GI is a holistic approach to viewing and managing the natural environment; acknowledging the multiple benefits and vital services it provides and making tangible links to economic, health and social welfare agendas and aspirations. The components of GI include biodiversity, landscape, historic environment, access and recreation and water

4.2 In 2010, the District Council prepared a Green Infrastructure Study which mapped all existing areas of green infrastructure and identified the issues and opportunities relating to green infrastructure within the District. The Green Infrastructure Study sets out a strategic view of the GI assets which exist within the District and looks at basic principles for developing the network further. This study was further developed with the District Council's Green Infrastructure Strategy in 2012 which sets out proposals for the protection and enhancement of existing green infrastructure and the creation of further multi-functional green spaces and corridors in order to create a network of green infrastructure throughout the District. It sets out more detailed guidance for incorporating Green Infrastructure into new development within the District. These documents are available to download from the District Council's website:

<http://www.wyreforestdc.gov.uk/media/105935/Final-Green-Infrastruture-Study.pdf>

http://www.wyreforestdc.gov.uk/media/105947/EB047Final-GI-Strategy_opt.pdf

4.3 New development can have both a minor or major impact on the local environment. The way a scheme minimises or off-sets its impact and contributes positively to its surroundings, whether in an urban setting or more rural, green environment, will determine how acceptable a proposal is likely to be. As a first priority, adverse environmental impacts should always be avoided. Only where there are no suitable alternatives and reasons for the development outweigh any avoidance of damage should planning obligations be considered to mitigate against environmental damage.

Environmental Requirements in Relation to Air Quality, Noise and Pollution

4.4 The justification for seeking planning obligations with respect to environmental requirements is set out in the National Planning Policy Framework (NPPF) and national Planning Practice Guidance (PPG) which requires Councils to take account of the risks of and from pollution when considering development proposals, and how this can be managed or reduced in order to remove any unacceptable risks.

4.5 The PPG indicates that it may be appropriate for developers to provide planning obligations in instances where the Council's planning objectives cannot be achieved by imposing a planning condition; for example where there is a requirement to make a financial contribution, or they relate to development, roads or buildings other than those covered by the planning application.

Air Quality

4.6 The District has two designated Air Quality Management Areas (AQMAs) at Welch Gate, Bewdley and Horsefair/Coventry Street, Kidderminster, which have been designated due to high levels of NO₂ emissions from road vehicles. Promoting healthy living is a key element of a sustainable community and reducing exposure to poor air quality will improve the health and quality of life of the population of Wyre Forest District.

4.7 Paragraphs 109 and 120 of the NPPF require that the effects (including cumulative effects) of pollution on health, the natural environment or general amenity should be taken into account.

4.8 Policy CP03 of the Adopted Core Strategy requires proposals for new development to fully consider their impact on air quality, particularly for areas within or adjacent to designated Air Quality Management Areas.

4.9 The Air Quality Action Plan for Worcestershire (2013) sets out how the District Council will work, in partnership with Worcestershire Regulatory Services, towards improving air quality, particularly with regard to reducing levels of nitrogen dioxide. A copy of the latest Plan can be found on the Worcestershire Regulatory Services website at: <http://www.worcsregservices.gov.uk/pollution/air-quality/air-quality-action-plan.aspx>

4.10 The District Council will consider the impact of development on local air quality arising from developments which generate additional traffic and the consequent likely increase in emissions of nitrogen dioxide.

4.11 Residential developments of 10 or more dwellings, commercial developments with 10 or more parking spaces and developments likely to increase traffic and therefore emissions, will all be required, usually through planning conditions, to put in place measures to mitigate increased emissions. Such measures could include Travel Plans, design improvements, reduced car parking, sustainable vehicle measures, cycling/pedestrian facilities and improvements to local public transport.

4.12 Where assessments made by the appropriate body indicate a development will have a negative impact on local air quality, schemes will be expected to include further mitigation measures which could incorporate but not be limited to a financial contribution to a specific Worcestershire Air Quality Action Plan measure. The amount of contribution will be determined using the Damage Cost Calculation matrix produced by the Department for Environment Food

& Rural Affairs. In some circumstances it may be appropriate for a developer to fund mitigating measures elsewhere. This would be to offset any increase in local pollutant emissions resulting from the proposed development.

Noise

4.13 A planning obligation for noise will only be required in circumstances where the District Council considers that there is noise from a source outside of the development site boundary that is likely to be detrimental to the amenity of future residents/occupiers, and which can not be mitigated against in any other way. It is good practice, in circumstances where noise of an industrial/commercial nature is involved, for the applicant to provide a report to the local planning authority on noise affecting the development site using 'British Standard 4142- Methods for rating and assessing industrial and commercial sound', where applicable. The report should detail the action proposed by the developer to mitigate the noise issues.

4.14 It may be necessary for a developer to enter into a planning obligation for noise, particularly in circumstances where the proposed development is for a sensitive development, i.e. residential, hospital, school etc. and there is an existing industrial use/ railway/ busy road etc. located nearby.

4.15 The planning obligation will be required to enable the developer to undertake works outside of the development site boundary in order to reduce noise at source for example by the provision of an off-site barrier. The purpose of this action will be to effect a reduction in noise at the development site which is sufficient to enable the proposed development to go ahead without adversely affecting the operation of the existing use whilst providing an acceptable noise climate at the location of the proposed development.

4.16 Detailed advice on noise assessments is provided in Worcestershire Regulatory Services' noise technical guide (2nd edition) <http://www.worcsregservices.gov.uk/media/1373587/noise-technical-guidance-v23.pdf>

Contaminated Land

4.17 Land affected by contamination due to the presence of metals, liquids, chemicals and vapours and/or air may give rise to hazards that put at risk occupiers or other users of the land, and may cause damage to buildings and infrastructure. The contaminants may also migrate to and affect nearby land by polluting surface and ground waters and/or having a detrimental impact on ecological systems. Land affected by contamination that remains untreated can therefore restrict development potential in the District or prevent the introduction of uses involving public access.

4.18 Paragraph 109 of the NPPF seeks to ensure that 'The planning system should contribute to and enhance the natural and local environment by: remediating and mitigating despoiled, degraded, derelict, contaminated and unstable land, where appropriate'.

4.19 Policy CP01 of the Adopted Core Strategy also requires all new developments to demonstrate that land contamination issues have been fully addressed. Proposals must also include appropriate remediation measures and verification works where contamination issues are identified.

4.20 Although in the majority of cases planning conditions will suffice, where a planning obligation is considered appropriate, the District Council will seek contributions towards site investigation and/or remediation works on land affected by contamination. In particular, these could include the following:

- Review / verification of such works carried out at the development site under condition, where necessary.
- Site investigation and remediation works for other affected land related to the development; for example, actions to address migration of contamination from adjoining land onto the development site.
- Monitoring works following the completion of the development. Examples include measuring gas and/or water contamination in boreholes and/or installing permanent monitoring equipment.
- The management of contaminated land, including a requirement for certain operations and activities to be carried out, such as the maintenance of remedial works. Examples include landscaping improvements and maintenance, gas protection and/or leachate treatment facilities (e.g. water treatment barriers).
- Restrictions on the development or use of the land.
- Any other measures deemed appropriate, for example independent monitoring / investigation during remediation works to ensure there are no off-site effects as a result of contamination.

Historic Environment

4.21 Wyre Forest District contains a variety of heritage assets including listed buildings, conservation areas, monuments, historic landscapes and archaeology. These assets, both designated and non-designated, all combine to provide a sense of place and help to make the area unique. The continued protection, conservation and enhancement of existing assets is seen as a key objective for the future development of the District.

4.22 The NPPF states that 'when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation.'

4.23 Policy SAL.UP6:Safeguarding the Historic Environment of the Site Allocations and Policies Local Plan requires any development proposal to demonstrate how the heritage assets will be protected, conserved and, where appropriate, enhanced.

4.24 In order to secure the relevant 'heritage objective,' the types of planning obligations that may be used by the local authority in respect of the historic environment fall into three broad categories: -

- To require the carrying out of specific operations or activities to a heritage asset
- To require a sum or sums of money to be paid towards the cost of the carrying out specific operations or activities to an heritage asset
- To restrict the development or use of the land until the identified 'heritage objective' has been met.

4.25 Planning applications which are close to certain types of heritage asset or its setting (e.g. canals, publicly owned Listed or Locally Listed Buildings etc), or that directly impact upon or fall within a heritage asset may result in a developer being required to either carry out specific improvement works or to set aside a commuted sum of money.

Historic Bridge in Harvington



4.26 The type of contributions or specific operations or activities likely to be required for the District's historic heritage are as follows (this list is not exhaustive but provides an indication of how planning obligations may be used):

- Contribution towards the repair, restoration or maintenance of a heritage asset.
- Contribution towards improved signage to and from a heritage asset.
- Contribution towards the provision of interpretation panels/ material illustrating the history of a heritage asset. Please note that where proposed development directly involves sites of historic or local interest (e.g. canal side development, or sites that contain Listed or Locally Listed Buildings) developers will be expected to make full use of this heritage asset as an information resource and as such, new development will be expected to be accompanied by relevant interpretation material of the historical and archaeological background of the heritage asset.
- Contribution towards environmental improvements of a heritage asset e.g. public realm improvement in a conservation area.
- Contribution towards better understanding, education and research of an archaeological site or resources that have not only wider community benefits but an identifiable relationship/ connection with the development concerned.

4.27 Consultation with the landowner will be required for the above operations and activities.

Biodiversity and Geodiversity

4.28 The NPPF and PPG, together with DEFRA Circular 01/2005, provides guidance on how local authorities should protect and enhance biodiversity. Section 40 of the Natural Environment and Rural Communities Act 2006 placed a duty on local authorities to conserve biodiversity so far as it is consistent with the proper exercise of its functions. It defines conserving biodiversity as including the restoration or enhancement of populations of a living organism or type of habitat. The Natural Environment White Paper (June 2011) provides further guidance on the value of the environment to business, health and education.

4.29 Wyre Forest District supports a wide range of habitats and species which are recognised in the UK Biodiversity Action Plan for habitats and species (UK HAPs & UK SAPs). Of particular note are the District's lowland acid/heathland communities; wetland corridors, including some of the most important wetland and wet woodland; and extensive ancient semi-natural broadleaf woodlands such as the National Nature Reserves of the Wyre Forest and Chaddesley Woods. A large area of the District falls into the Abberley and Malvern Hills Geopark.

4.30 Policies CP14 of the Adopted Core Strategy and SAL.UP5 of the Site Allocations and Policies Local Plan require new development to contribute to biodiversity within the District, either by enhancing opportunities within the site or making a contribution to off-site biodiversity projects. Furthermore, the policy seeks to ensure new development strives to enhance and not have a detrimental impact on the geodiversity of the District.

4.31 In addition, policy KCA.UP7 of the Kidderminster Central Area Action Plan requires sites adjacent to the Staffordshire & Worcestershire Canal and the River Stour to enhance the biodiversity value of the canal and rivers where appropriate.

4.32 Where planning applications affecting a site or feature of environmental interest are submitted, detailed site surveys will be sought from developers to establish the quantity and quality of the existing features so that decisions may be made about those which should be safeguarded and enhanced and others where offsetting benefits may be acceptable. Where appropriate, the District Council will expect the developer to identify appropriate enhancement.

4.33 The District Council will seek to ensure that, as far as is possible, there is no overall loss to the environment and quality of life as a result of development. The District Council is not just concerned with the rare and special but also with conserving, enhancing and creating the more commonplace which provide a sense of locality and are valued by local people such as supporting woodland creation which benefits the local community.

Wyre Forest

4.34 Any development, whether residential or commercial, which affects an area of ecological importance such as National Nature Reserves, Sites of Special Scientific Interest, Local Nature Reserves, Local Wildlife Sites, Local Geological Sites and areas known to support UK Priority habitat and species, will need to be assessed individually. Within the context of the development proposals, if the District Council considers that the development requires environmental mitigation to make it acceptable and this cannot be appropriately secured through planning conditions, then the District Council will



seek to secure appropriate mitigation through planning obligations. Consideration will be also be given to negotiating appropriate actions or contributions, (subject to the restrictions on the use of Section 106 under the CIL Regulations) to provide net gains in biodiversity from residential and commercial development, as set out in Paragraph 109 of the NPPF.

4.35 Mitigation is usually very site and development specific and is considered on this basis. It is not possible to provide specific guidelines on these two aspects. The NPPF states that local planning authorities, when determining planning applications, should aim to conserve and enhance biodiversity by applying the principles listed in paragraph 118 of the NPPF. The District Council should be consulted for further information.

4.36 Avoidance and mitigation measures should be used to neutralise the negative impacts of a development. However, in exceptional circumstances, where damage is permitted and full avoidance and mitigation would not be possible, the District Council may consider off-site mitigation for the loss of biodiversity. There may be a need for a management agreement to be brought forward as part of any mitigation. It may not always be possible to mitigate the loss of certain types of habitats such as ancient woodland as these are unique habitats that have evolved over long periods of time and therefore should be protected wherever possible.

4.37 Mitigation will normally involve on-site works; however, in some circumstances, off-site mitigation may be considered. The character and scope of these works and/ or contributions will be based on the specific negative impacts created by the development. The District Council should be consulted for further information

4.38 There are two methods of mitigation which one is favoured will depend on site circumstances:

- Creation and establishment (min. 15 years) of a better or equivalent area or quality of new habitat to that which is lost.

Or

- Improvement of existing habitat.

Flood Alleviation

4.39 Worcestershire's natural environment and geography is such that the County is already at risk of flooding from a number of sources including both rivers and surface water and this is predicted to increase with climate change. This is demonstrated by the emerging Worcestershire Local Flood Risk Management Strategy and emerging Worcestershire Surface Water Management Plan.

4.40 Environment Agency figures suggest that the following number of properties are at risk in the whole of Worcestershire:

1 in 100 years (1% annual probability) fluvial = 6,300

1 in 1000 Years (0.1% annual probability) fluvial = 11,200

1 in 100 year surface water (uFMfSW) = 15,100

4.41 As set out in the NPPF and especially the PPG, inappropriate development in areas at risk of flooding should be avoided. In exceptional circumstances development might be permitted in an area at risk of flooding, following application of the Sequential Test. Where development is permitted in areas at risk of flooding, paragraph 103 of the NPPF is clear that the risk of flooding should not be increased elsewhere and that any residual risk is safely managed, applying the Exception Test if required.

Bewdley Flood Defences



4.42 Policy CP02 of the Adopted Core Strategy requires that, for developments in areas with known surface water flooding issues, appropriate mitigation and construction methods are provided. Also of relevance are policies SAL.CC7 (Water Management) of the Site Allocations and Policies Local Plan and policies KCA.CC1 (Water Management) and KCA.UP6 (River Stour) in the Kidderminster Central Area Action Plan.

4.43 Residual risk management might require on-site mitigation measures, such as the raising of floor levels, positioning of electrical sockets at a higher level or using more water resistant materials. The use of such measures will normally be secured through planning conditions rather than a planning obligation.

4.44 In order not to increase the risk of flooding elsewhere, it is important that the development will not have an adverse impact upon flood flows or storage and that runoff rates and volumes leaving the development site will be limited to pre-development (greenfield) levels. If this level of limitation is not reasonably practicable then for brownfield sites higher rates and volumes could be considered; however, they should be as close as possible to greenfield levels and provide a betterment compared to the pre-development situation.

4.45 Where a development includes the provision of off-site flood defence and mitigation works, a planning obligation may be appropriate. The developer will be expected to provide either the works or adequate funding in order to secure timely completion of the necessary works as well as a contribution to ensure that the works will be maintained in order to aid effective operation. In all cases, the type and location of the works should be justified and agreed with the appropriate Risk Management Authority, as defined in the Flood and Water Management Act 2010.

Sustainable Drainage Systems (SuDS)

4.46 There is the expectation that SuDS will be provided for the management of runoff in all major developments wherever appropriate and in all new developments in areas at risk of flooding, and that the design will conform to the non-statutory technical standards for SuDS (Defra, 2015). The ongoing maintenance of the SuDS scheme may need to be subject to a Section 106 Agreement. The maintenance contribution required will be determined on a site by site basis.

Flood Warning and Existing Flood Defence Contributions

4.47 Where it can be demonstrated by the appropriate Risk Management Authority that a development puts additional demand on a flood warning system or existing flood defence scheme, a contribution will be required to support the additional demand. Contributions will be directed towards a specific flood warning system or existing flood defence scheme which will be named within the planning obligation agreement. A system or scheme may be funded from contributions pooled from up to a maximum of five planning obligations. As part of the Local Plan Review, specific requirements will be set out in that Revised Local Plan.

Public Realm

4.48 The public realm relates to all areas of the District accessible to the public where social interaction takes place. High standards of design and the quality of the public realm are essential in creating successful environments for movement, interaction and activity, as well as defining the setting and relationship between surrounding buildings. High standards of public realm will further enhance the historic environment and serve to promote sustainable travel choices by facilitating walking, cycling and access to public transport.

4.49 The NPPF (paragraph 57) highlights the importance of planning positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces.

4.50 An ambition of the ReWyre Initiative ⁽²⁾ is to seek improvements to the public streets and spaces.

Kidderminster Town Centre



District Wide Policies

4.51 A number of Local Plan policies are relevant including:

Adopted Core Strategy:

- CP11 – Quality Design and Local Distinctiveness
- CP13 – Providing a Green Infrastructure Network
- CP15 – Regenerating the Waterways

Site Allocations and Policies Local Plan:

- SAL.UP6 - Safeguarding the Historic Environment
- SAL.UP7 - Quality Design and Local Distinctiveness
- SAL.UP8 - Design of Extensions
- SAL.UP9 - Landscaping and Boundary Treatment

Kidderminster Central Area Action Plan:

- KCA.UP1 - Urban Design Key Principles
- KCA.UP2 - Public Realm

2 ReWyre Initiative/Regeneration Prospectus – the prospectus aims to highlight Kidderminster’s challenges and opportunities in order to attract support and investment into the town

4.52 The Wyre Forest Design Guidance Supplementary Planning Document (June 2015) provides detailed advice on the District Council's expectations for the delivery of high quality development, setting out how the District Council's design policies should be interpreted and what will be expected from developers and designers.

4.53 Developer contributions will be sought in appropriate circumstances for works to improve the public realm. This will need to take account of ongoing maintenance and may include:

- Pedestrian links to local facilities and public transport
- Tree planting
- Surrounding footways and streetscape
- Community safety initiatives
- Street furniture
- Public art

4.54 The quality of the environment within the three town centres is extremely important in maintaining their viability. New development both within and adjacent to the town centres enhances the use of the public realm, resulting in an increased need for new infrastructure. The District Council therefore considers it appropriate to secure contributions from individual major developments to improve the public realm within town centres.

4.55 Contributions will be directed towards a specific public realm project which will be named within the planning obligation agreement. Contributions will be directed to locations where the provision or improvement of public realm would be directly related to the development, although this may not always be immediately adjacent to the development site. A project may be funded from contributions pooled from up to a maximum of five planning obligations.

Kidderminster

4.56 In respect of Kidderminster, there are three main public realm elements set out in the Kidderminster Central Area Action Plan (KCAAP):

- Key spaces and routes within the town centre (Policy KCA.UP2)
- The Ring Road (Policy KCA.UP3 & KCA.UP4)
- Staffordshire and Worcestershire Canal (Policy KCA.UP5)

4.57 Policy KCA.UP2 identifies that proposals within the primary and secondary shopping area will be expected to contribute towards the improvement of key spaces within the town centre including pedestrianised streets at the Town Hall Square and Bull Ring. The Town Hall Square is now completed as a project.

4.58 The KCAAP has identified a number of places as having an important future role as civic spaces:

- Town Hall Square (in front of the Town Hall)
- Bull Ring (around the Bull Ring traffic island)
- Church Square (in front of St.Mary's Church)
- Comberton Island
- Kidderminster Railway Station

4.59 Developments adjacent to these spaces are expected to make a positive contribution towards the relevant project. Any requests will need to meet the pooling requirements of the CIL Regulations.

4.60 In addition, policy KCA.UP3 expects new development in the town centre and adjacent to the Ring Road to contribute to the enhancement of the environment of the Ring Road, including contributing towards:

- transforming the Ring Road to reduce the negative impact of traffic on the pedestrian environment by creating an urban boulevard
- surface level pedestrian crossings over the Ring Road to create links between the town centre and adjacent neighbourhoods along primary desire lines and routes.

4.61 Policy KCA.UP5 expects new development on sites adjacent to the canal to contribute to the improvement of the canalside public realm.

4.62 Further details of the nature of public realm improvements in Kidderminster can be found in the KCAAP and the Churchfields Master Plan.

Stourport-on-Severn

4.63 The adopted Public Realm Design Guide for Stourport-on-Severn determines an overall conceptual framework for the creation of a re-established public realm for the town centre of Stourport-on-Severn. Four character areas are identified:

- Town Centre Core
- The Canal Basins
- Rivers Severn & Stour
- Gilgal

4.64 A map of the areas can be found in the Public Realm Design Guide available to view at <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/supplementary-planning-documents.aspx> Major development proposals falling within these areas will be required to make a contribution towards public realm improvements identified in section 3 of the document.

4.65 Further information can also be found in the Bridge Street Basins Link Development Brief and in the Severn Road Development Brief, which can also be found on the above website.

Bewdley

4.66 Within Bewdley, development opportunities are limited due to the town's heritage. However, traffic management and public realm quality within the central area provides the potential to improve the overall experience of the town centre. General guidance on what these might be is contained in section 3.28 the Design Guidance SPD (2015).

Waste / Recycling

4.67 The District Council is committed to promoting sustainable development and to encouraging the recycling of waste.

4.68 Policy CP01 of the Adopted Core Strategy sets out that all new developments must make provision for waste recycling and, as a minimum, developments will be required to provide sufficient space to store materials for recycling. For all new residential development the developer will be required to pay Wyre Forest District Council for the provision of rubbish and recycle bins at all individual dwellings and communal bins for multi-occupancy developments.

Waste/Recycling Storage

4.69 The following key principles will underlie the provision of efficient waste storage and collection facilities within new developments:

- Ensuring waste storage areas are well located and designed in relation to properties
- Ensuring a means of moving waste containers from the rear of a property to the front or, where possible, to create a suitable storage area
- Provision of a collection point nearest to the highway from which bins can be easily collected. This is particularly relevant to communal properties or those developments that have access roads that are unsuitable for use by standard collection vehicles
- Provision of communal bin stores where necessary that are fit for purpose, well located, designed and accessible to the collection crews.

Recycling Micro Sites

4.70 Major development proposals, most notably larger residential/multi occupancy development proposals, should consider the provision of recycling micro sites in appropriate circumstances. Such sites should be easily accessible from the proposed development. Facilities could include banks or containers for mixed glass, paper, card, textiles, cans and plastic bottles or all mixed recycles. The provision of such facilities as part of a new development may need to be the subject of a Section 106 Agreement to cover management issues and the on-going cost of the facility.

Re-using On-site Materials

4.71 The District Council considers that proposals for major new development on brownfield sites should demonstrate how they will make maximum use of the existing on site materials. Policy CP01 of the Adopted Core Strategy requires all major developments to include a sustainability statement and site waste management plan.

Jargon Guide

Adopted Core Strategy (2010) – this is the strategic level document within the District's Development Plan. It sets out the broad locations for delivering housing and other major development needs in the District such as employment, retail and transport. It guides the site specific policies within the Site Allocations and Policies Local Plan and the Kidderminster Central Area Action Plan.

Authority Monitoring Report (AMR) – The Authority Monitoring Report (AMR) has two main purposes;

- to review progress made in achieving the timetable set out in the Authority's Project Plan
- to assess the extent to which policies in Local Plan Documents are being implemented and the effects that they are having.

Recent Government legislation has changed the title of this report from Annual Monitoring Report to Authority Monitoring Report.

Air Quality Management Area (AQMA) – areas designated by Wyre Forest District Council where the level of pollutant concentrations in the atmosphere results in the air quality not meeting the objectives set out by central government in 2005.

Biodiversity - the variety of life on earth or in a specified region or area.

Community Facilities – facilities which provide for the health, welfare, social, educational, spiritual, recreational, leisure and cultural needs of the community.

Community Infrastructure Levy (CIL) - allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes transport schemes, flood defences, schools, hospitals and other health and social care facilities, parks, green spaces and leisure centres. In order to collect CIL, local planning authorities must prepare, consult on and adopt a charging schedule setting out how much CIL developers need to pay for each type of development and a Regulation 123 list setting out what CIL monies will be spent on. Once collected, CIL receipts must be spent on the projects on the authority's Regulation 123 List.

Conditions - attached to planning approval Decision Notices which restrict the development or require additional details.

Conservation Area - an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Development Plan – the Development Plan for the District is currently made up of the Adopted Core Strategy, the Site Allocations and Policies Local Plan, and the Kidderminster Central Area Action Plan. Neighbourhood Plans will also form part of the Development Plan once adopted.

Geodiversity – the range of rocks, fossils, minerals, soils, landforms and natural processes that go to make up the Earth's landscape and structure.

Green Infrastructure – the living network of green spaces, water and environmental systems in, around and beyond urban areas.

Heritage Asset - a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest.

Infrastructure Delivery Plan (IDP) - this 2012 document contains a list of all infrastructure needed to support sustainable growth, as set out in the Adopted Core Strategy, the Site Allocations & Policies DPD and the Kidderminster Central Area Action Plan. This document is being updated during autumn 2016.

Kidderminster Central Area Action Plan (KCAAP) – a plan specifically targeted to regenerating the central area of Kidderminster.

Listed Building - buildings designated to be of ‘special architectural or historic interest’ by the Secretary of State under the Listed Buildings and Conservation Areas Act 1991.

Local Needs Housing – including affordable housing and market housing which addresses the needs of different groups in the community such as, but not limited to, families with children, older people, people with disabilities, service families and people wishing to build their own homes, as established through Parish Housing Needs Surveys, Neighbourhood Plans and the Housing Register.

Local Plan Review - The District Council is currently in the early stages of undertaking a Local Plan Review. The new Local Plan will replace the current Adopted Core Strategy, Site Allocations and Policies Local Plan and Kidderminster Central Area Action Plan.

Local Transport Plan - a five-year integrated transport strategy, prepared by local authorities in partnership with the community, seeking funding to help provide local transport projects.

Major Developments - major developments include;

- Residential development comprising at least 10 dwellings or a site area of at least 1 hectare if the number of dwellings is not specified.
- Other uses where the floor space to be built is greater than 1,000 square metres or the site area is at least 1 hectare in size.

Material Consideration - any consideration that relates to the use and development of land is capable of being a material planning consideration.

National Planning Policy Framework (NPPF) – the document which sets out the Government’s planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans that reflect the needs and priorities of their communities. The NPPF must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in determining planning applications.

National Planning Practice Guidance (PPG) - web based resource which brings together planning practice guidance for England.

Public Realm - the areas of a settlement for the general use of the public such as streets, squares and parks, most frequently in the ownership of a public body.

ReWyre Initiative/Regeneration Prospectus – the prospectus aims to highlight Kidderminster's challenges and opportunities in order to attract support and investment into the town.

Rural Exception Sites – small sites for the provision of affordable housing in perpetuity or to meet another specific identified local housing need (as evidenced through the Parish Housing Needs Survey, Neighbourhood Plan or the District Council's Adopted Local Connections Policy), at locations which would not normally be suitable for housing. Rural exceptions sites seek to address the needs of the existing local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

Section 106 Agreement (S106) - an agreement entered into between a landowner and the local planning authority, whereby the landowner undertakes to do specific actions in relation to the development the Section 106 (of the Town & Country Planning Act) Agreement relates to. This could cover, for example, providing public open space or agreeing the detailed use of the land. Also referred to a planning obligation. A Section 106 Agreement or obligation can only be imposed if it is necessary to make the proposal acceptable in land-use planning terms.

Site Allocations and Policies Local Plan (SALP) – this document allocates specific areas of land for specific uses. Most notably land to deliver housing but also for other major development needs such as employment, recreation, open space, and community uses, in order to meet the requirements set out within the Adopted Core Strategy. Additionally, the plan sets out important development management policies which will apply across the whole of the District and will be used for determining planning applications.

Site of Special Scientific Interest (SSSI) – a specifically defined area within which protection is afforded to ecological or geological features. Sites are officially notified by Natural England.

Strategic Housing Market Assessment (SHMA) – the SHMA is an assessment of housing market influences, current and future housing demand issues, impacts of past and planned housing supply and the impacts of economic and demographic changes. A Monitoring Report is produced annually to monitor changes in the data which underpins the assumptions in the SHMA.

Supplementary Planning Document (SPD) – provide additional information to guide and support the Development Plan.

Sustainable Communities – sustainable communities are places where people want to live and work, now and in the future. They meet the diverse needs of existing and future residents, and are sensitive to their environment, and contribute to quality of life. They are safe and inclusive, well planned, built and run, and offer equality of opportunity and good services for all.

Sustainability Appraisal (SA) – the purpose of SA is to ensure that the Development Plan and associated Supplementary Planning Documents (SPDs) conform to the Government principles of sustainable development which are:

- Living within environmental limits

- Ensuring a strong, healthy and just society
- Achieving a sustainable economy
- Promoting good governance
- Using sound science responsibly

Sustainable Drainage Systems (SuDS) - schemes for handling surface water by means other than pipes and storm drains, such as permeable surfaces, filter drains, filter strips, swales, retention or balancing ponds, infiltration basins, trenches and soakaways, to reduce the potential of flooding and improve water quality on new and existing urban developments

The Town and Country Planning (Local Planning) (England) Regulations 2012 – these regulations provide the legal framework for the preparation of planning policy documents including the Local Plan and Supplementary Planning Documents (SPDs).

Water Cycle Strategy – the Water Cycle Strategy assesses the constraints and requirements that may arise from the scale of the proposed development on the water infrastructure in the District. The report focuses on potential development sites and assesses the flood risk, water supply, sewerage infrastructure, waste water treatment, river quality and demand management measures.

**PLANNING
OBLIGATIONS
Supplementary Planning
Document**

Statement of Consultation

September 2016



Wyre Forest District Council

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1. Introduction

- 1.1 This consultation statement sets out details of the consultation undertaken in accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The statement sets out who was consulted, when, and how, and summarises the representations received and how they have influenced the Supplementary Planning Document (SPD).

2. Name and Purpose of the SPD

- 2.1 Planning Obligations Supplementary Planning Document (SPD)

Purpose

- 2.2 The aim of this SPD is to clearly set out the District Council's approach, policies and procedures in respect of the use of planning obligations. The SPD will aid the smooth processing of planning applications by explaining the Council's process and procedures for planning obligations to local residents, developers and landowners; Explain the circumstances under which the Council will collect planning obligations to mitigate the impacts of a development and the basis for the charges; Help ensure that the physical, social and green infrastructure needs are fulfilled as part of new development proposals; Ensure that the process is fair and transparent to developers, landowners and the general public; Provide certainty for developers. This will provide certainty and clarity for those bringing forward development within the District. Wyre Forest District Council's Development Plan is made up of the Adopted Core Strategy (2010), the Site Allocations and Policies Local Plan (2013) and the Kidderminster Central Area Action Plan (2013). The following District Council planning policy relate to planning obligations:

- Adopted Core Strategy – CP07 Delivering Community Wellbeing.

- 2.3 The SPD sets out Wyre Forest District Council's approach to securing planning obligations and developer contributions towards physical, social and green infrastructure. It is intended as a guide for landowners, developers and residents.
- 2.4 The District Council adopted an Affordable Housing SPD in July 2014. Due to changes in Government legislation, and the likelihood of more changes to come, the Affordable Housing SPD will remain in force. Affordable Housing is therefore not covered in the Planning Obligations SPD.

3. Who was consulted on the SPD?

- 3.1 Consultation on the draft document was targeted towards those organisations and individuals with an interest in planning obligations issues. Appendix 1 lists those organisations consulted and this includes the statutory consultees set out within Regulation 4 of The Town and Country Planning (Local Planning) (England) Regulations 2012. A collaborative approach has been taken to preparing the SPD. Colleagues within a number of

Council departments have been directly involved with the preparation of the SPD.

4. How Were People Consulted?

- 4.1 The consultation period ran from Monday 18th January 2016 until 5pm on Monday 29th February 2016.
- 4.2 The draft SPD was made available on the District Council's website. The document was also available to view at the Worcestershire Hub, located within in Kidderminster Town Hall, and at the libraries in Kidderminster, Stourport-on-Severn and Bewdley. The consultation document was made available, to those consultees listed within Appendix A, in time for the start of the consultation. The draft SPD was also made available on the District Council's consultation portal to allow representations to be made electronically. A press release was prepared to mark the start of the consultation.

5. Summary of Responses and Main Issues

- 5.1 A total of 233 representations were received from 30 respondents.
- 5.2 Generally the responses were supportive of the SPD or raised comments in relation to its proposed content.
- 5.3 There were two objections raised in relation to the proposal to require an additional fee to cover the costs of collecting, spending and monitoring obligations that are contained within a S106 agreement. Upon further advice from the Council's solicitors this has been removed from the SPD.
- 5.4 Many comments related to affordable housing which has been removed from the SPD due to changing legislation.
- 5.5 One consultee commented that there was too much uncertainty to review the SPD and that the Council's efforts should be focussed on employment and housing forecasts and ensuring that the District had a robust 5 year housing land supply. The District Council, however, considers that it is important to have a clear Planning Obligations Policy, that is in accordance with the new rules, which came into effect in April 2015. A review of the existing SPD is therefore considered essential. The District Council is currently gathering the evidence required to support a Local Plan Review. The District currently has a five year housing land supply and updates are published in April and October each year.
- 5.6 Summaries of all representations received and the District Council's response to each can be found in Appendix B.

6. How have those Issues been addressed in the Draft SPD?

- 6.1 The table at Appendix B sets out how each of the comments made has been considered within the SPD.

Appendix A: List of Consultees

Specific Consultees

Wyre Forest District Parish/Town Councils

Bewdley Town Council
Broome Parish Council
Chaddesley Corbett Parish Council
Churchill and Blakedown Parish Council
Kidderminster Town Council
Kidderminster Foreign Parish Council
Rock Parish Council
Rushock Parish Council
Stone Parish Council
Stourport-on-Severn Town Council
Upper Arley Parish Council
Wolverley & Cookley Parish Council

Other Specific Consultees

British Telecom
Bromsgrove District Council
Central Networks
Directorate of Adult Services and Health (DASH)
Dudley Metropolitan Borough Council
EE
Environment Agency
Greater Birmingham and Solihull Local Enterprise Partnership
Hereford & Worcester Ambulance Service
Hereford & Worcester Fire & Rescue Service
Highways England
Historic England
Homes & Communities Agency
Malvern Hills District Council
National Grid
Natural England
Network Rail
NHS Commissioning Board
Office of Rail Regulation
Oil and Pipelines Agency (The)
Severn Trent Water Ltd
Shropshire Council
South Staffordshire District Council
South Staffordshire Water Plc
Staffordshire County Council
The Coal Authority
The Planning Inspectorate
Three
Transco West Midlands Local Distribution Zone
Vodafone and O2
West Mercia Constabulary
Western Power Distribution
Worcestershire County Council
Worcestershire Local Enterprise Partnership
Worcestershire Local Nature Partnership

Worcestershire Regulatory Services
Wychavon District Council
Wyre Forest Clinical Commissioning Group

General Consultees

Organisations registered in the Planning Policy database including:

- agents
- business and commerce groups
- conservation interest groups
- developers
- education and youth groups
- housing interest groups
- land owners
- local interest groups
- registered providers
- service providers

APPENDIX B – RESPONSES TO DRAFT PLANNING OBLIGATIONS CONSULTATION (JANUARY 2016)

Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Watkins R A	DrPO46	Document	Comment	Generally very supportive of this approach rather than CIL. Too much reference to non-specific improvements in the public realm. Demanding a financial contribution <u>now</u> to fund a public project with no approval, no timescale, no design or costs will <u>not</u> stand scrutiny. Better to review the SPD every 3 years or so to reflect the Council's capital schemes etc.	The SPD will be reviewed in line with the Local Plan Review process.
Worcestershire Regulatory Services	DrPO47	Document	Comment	No adverse comments to make regarding the above consultation with respect to Air Quality, Contaminated land and Noise control measures.	No adverse comments are noted.
Highways England	DrPO56	Document	Comment	The Strategic Road Network (SRN) does not run directly through the Wyre Forest district and the SPD therefore does not impact on the SRN. The SPD does not set new policy and our comments on the Local Plan Review, provided in October 2015, remain relevant.	Agree that the M5 which, is outside the boundary of the District, is a strategic roadway network which would be used by residents within Wyre Forest District.
Canal & River Trust	DrPO65	Document	Support	The Canal & River Trust is supportive of the revised Planning Obligations SPD. The SPD recognises the multifunctional nature of the waterways and will give a strong policy backing to requiring that developments contribute to this valuable asset where appropriate.	Support is noted and welcomed.
Staffordshire & Worcestershire Canal Society	DrPO85	Document	Support	The Staffordshire and Worcestershire Canal Society are pleased to commend this document. The District Council can rely on the Society's unfailing support in its endeavours to conserve and enhance the many values and assets of the canal.	Support is noted.
Historic England	DrPO96	SEA Screening	Comment	We look forward to continuing to be involved with the revised Planning Obligations SPD, and any other plans and programmes the Council may produce, in the future. We expect that you will be providing a SEA	Comments noted. Liaison mentioned but para.1.14 of Jan 2016 document explains the SEA Directive position.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				screening report on the plan document and will wait to hear from you on that matter in due course.	
Gladman Developments Ltd	DrPO125	Document	Comment	Gladman welcome the opportunity to comment on the Draft Revised Planning Obligations SPD. The key point Gladman reiterate through this submission is the need to ensure that any obligations sought meet the Regulation 122 tests, which states that they need to be: <ul style="list-style-type: none"> • <u>Necessary</u> to make the development acceptable in planning terms • <u>Directly relevant</u> to the development: and • Fairly and reasonably related in scale and kind to the development 	The Local Authority is aware of the Regulation 122 tests.
Taylor Wimpey West Midlands	DrPO131	Document	Comment	Taylor Wimpey has a number of land interests in the District.	Points all noted.
Kidderminster Town Council	DrPO142	Document	Support	The Town Council supports the draft document	Support is welcomed.
Chaddesley Corbett Parish Council	DrPO148	Document	Comment	The proposals could be more onerous than at present. Careful monitoring should take place to ensure that this framework of obligations does not adversely affect the inclination of developers to bring forward beneficial projects.	Points duly noted and accepted.
WFDC - Cultural Services	DrPO179	Document	Comment	Do we need to include something in this document about Developers supplying and paying for bins for new properties?	Point noted and SPD amended to incorporate this point.
WFDC - Cultural Services	DrPO180	Document	Comment	We need schemes which contribute to existing facilities so that the pressure from these new developments are accounted for	Noted - funding from new development has to relate to that development.
Taylor Wimpey	DrPO132	Core Guidance	Comment	There is a need to consider, holistically, the full range of	Points welcomed and duly noted.

APPENDIX B – RESPONSES TO DRAFT PLANNING OBLIGATIONS CONSULTATION (JANUARY 2016)

Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
West Midlands				obligations and infrastructure needs in the area through the Local Plan Review. It is considered appropriate for the District Council to progress CIL alongside the review of the Local Plan.	
Taylor Wimpey West Midlands	DrPO133	Core Guidance	Comment	<p>Supports the update of the 2007 Planning Obligations SPD provided that impacts on viability are carefully considered, the guidance provides sufficient flexibility to prevent planned development from being stalled and the obligations sought are compliant with legislation and national policy.</p> <p>The Wyre Forest Core Strategy pre-dates the NPPF and it is unlikely that the affordable housing targets and other policy requirements were 'whole plan' viability tested. Suggest that that an up to date viability assessment is undertaken by the Council to accompany the preparation of the Planning Obligations SPD. The findings set out in the Harman Report should be noted, which highlights that</p> <p><i>"what ultimately matters for housing delivery is whether the value received by land owners is sufficient to persuade him or her to sell their land for development"</i></p> <p>It is important that the SPD does not identify a package of developer contributions that adversely affects the viability of development.</p>	Points welcomed and duly noted. Whole plan viability assessment will be carried out in conjunction with the Local Plan Review.
WCC - Planning Economy & Performance	DrPO185	1.1	Comment	Suggest a reference/footnote to the Worcs. GI Partnership's definition of green infrastructure.	Amended and has been incorporated.
WFDC- Housing	DrPO222	1.3	Comment	Can you clarify that this document replaces the current Affordable Housing SPD.	Due to national change the affordable housing section has been removed
Core 11	DrPO4	1.5	Support	SPD refers to WFDC area. All previous national statutory planning documents.	The SPD will cover the whole of WFDC's area.

APPENDIX B – RESPONSES TO DRAFT PLANNING OBLIGATIONS CONSULTATION (JANUARY 2016)

Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Core 11	DrPO5	1.5	Support	SPD along with existing National Statutory documents identifies the positives of good environmental planning.	Comments noted.
Core 11	DrPO2	1.6	Comment	Density issue must not take precedence over the Local Authority's intention for good planning.	In most cases the density of proposed development should be similar to the density of the surrounding area.
Bewdley Town Council	DrPO100	1.6 and 1.43	Comment	Para 1.6 and 1.43 - NPPF and LPAs should ensure that obligations in relation to the preparation of brown field sites for development do not discourage the use of brown field as opposed to green field sites. If favour is given to brownfield, it should be attractive to prospective developers.	Points noted but need for consistency with national guidance.
Core 11	DrPO6	1.7	Support	Support	Noted
Core 11	DrPO7	1.8	Comment	Issue for CIL is should firstly be used for benefit in area of receipt.	Comments regarding CIL will be noted
WCC - Planning Economy & Performance	DrPO186	1.8 /1.9	Comment	1.8 and 1.9 Could this be clearer that it is up to the district council whether or not to implement the CIL, and state that this has not yet been decided?	This has now been reworded.
Core 11	DrPO8	1.9	Comment	Recognition of the need for careful levy funding.	Comments regarding levy funding are noted.
WCC - Planning Economy & Performance	DrPO184	1.9	Comment	The Public Health team would welcome consultation and discussion during the preparation of a CIL Charging Schedule and list of infrastructure requirements	Point noted and will be considered as part of CIL deliberations.
Core 11	DrPO9	1.10	Support	SPG gives help to developers having previously used PPG documents.	The SPD is designed to be clear and informative to developers.
Core 11	DrPO3	1.11	Support	As far as general public concerned probably the most important part of the SPD.	Comments are noted.
Core 11	DrPO10	1.12	Support	Support - intensions are to be applauded and given	The support is noted and welcomed.

APPENDIX B – RESPONSES TO DRAFT PLANNING OBLIGATIONS CONSULTATION (JANUARY 2016)

Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				attention.	
G Herbert Banks	DrPO52	1.12	Comment	The SPD is designed to create certainty for developers and is welcomed in most cases, however, it should not be a concrete approach - there should be flexibility for developers and landowners in bringing land forward and delivering housing for the district. This is supported by para. 205 of the NPPF which states that: “local planning authorities should take account of changes in market conditions over time and wherever appropriate, be sufficiently flexible to prevent planned development being stalled”.	Comments regarding flexibility to prevent planned development being stalled are noted.
Core 11	DrPO11	1.13	Comment	Any EU planning obligation should be noted provisionally.	Comments noted.
Core 11	DrPO12	1.14	Support	Support	Support noted
Gladman Developments Ltd	DrPO102	Regulations	Comment	The Government made clear that when implementing the restriction in regard to pooling Planning Obligations, it was doing so in the expectation that Council’s would move towards the implementation of a CIL Charging Schedule and those that chose not to would have to manage within the limitations placed upon S106. If councils have already provided for more than five pooled obligations for a specific infrastructure project or type of infrastructure, no further contributions can be sought for it Gladman is unclear why the Council are expending time, money and effort on the production of an SPD for a system whose use is being significantly curtailed, especially when CIL should cover the vast majority of infrastructure funding and s106 agreements should only be used for very specific pieces of infrastructure directly linked to a development, such as bus stops or the management of open space.	The Local Authority is updating a Planning Obligations SPD as the previous one is from 2007. It is intended that CIL will be adopted at the same time as the new Local Plan which is likely to be in 2018 and so this SPD should be viewed as an interim document.

APPENDIX B – RESPONSES TO DRAFT PLANNING OBLIGATIONS CONSULTATION (JANUARY 2016)

Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				Planning Obligations should be applied flexibly to prevent planned development from being stalled. Where obligations are being sought the Council should take into account changes in market conditions over time. The costs of any requirements likely to be applied to development should, when taking account the normal costs of development, provide competitive returns to a willing land owner and willing developer to enable the development to be deliverable.	
Core 11	DrPO13	1.16	Comment	106 agreements have failed in the past and will do in the future.	Section 106 agreements form an important part of planning in providing local infrastructure.
Core 11	DrPO14	1.17	Support	Support.	Support noted.
Staffordshire & Worcestershire Canal Society	DrPO78	1.17	Comment	<p>The CIL Regulations – The Society notes that the regulations identify that where appropriate to the development and planning requirements, ‘.....where they are:</p> <ul style="list-style-type: none"> • Necessary to make the development acceptable in planning terms • Directly related to the development.....’ <p>In this respect the Society commends the DC’s intent to identify opportunities within and surrounding developments to meet needs listed under :-</p>	Comments noted.
Core 11	DrPO15	1.18	Comment	It should be remembered that planning law has precedence over the NPPF as the NPPF is not a statutory document.	Local Authority policies must be in compliance with the NPPF which sets the national planning policy for England.
Core 11	DrPO16	1.19	Comment	A planning application cannot be accepted if it breaks any existing laws.	The paragraph referred to is as stated in the NPPF which is a requirement of Local

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
					Authorities to consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations.
Core 11	DrPO17	1.20	Comment	Appears the SPD is trying to justify finding a way around existing legislation. If unsure the local community and the department for community and local government should be consulted.	The paragraph the comments relate to is a quote from the NPPF so the comments do not seem to relate.
Core 11	DrPO18	1.21	Comment	The Localism Act seems to be being ignored in this SPD.	This SPD relates to planning obligations.
Core 11	DrPO19	1.22	Comment	Paragraph 174 of the NPPF states that Local Authorities should set out their policy on local standards in the local plan.	Comments noted.
Gladman Developments Ltd	DrPO103	Local Policy	Comment	Relationship with the Local Plan Gladman ref to the Planning Practice Guidance, specifically ID 23b-003020150326 which states Supplementary planning documents should not be used to add unnecessarily to the financial burdens of development and should not be used to set rates or charges which have not been established through development plan policy. It is key that SPDs are not used as a means to set new policy, but merely to add the necessary clarity and detail to policies which have been prepared and adopted through the Local Plan process. SPDs do not go through the same level of scrutiny as Local Plans and should not be used as a mechanism for setting additional cumbersome policy requirements.	This SPD is designed to give guidance and clarity and does not bring new policy.
Core 11	DrPO20	1.23	Support	Support.	Support noted.
WCC - Planning Economy &	DrPO183	1.23	Comment	The references to the WF Corporate Plan are not necessary – they do not add anything to the other more	It is considered that reference to the Wyre Forest Corporate Plan should remain in the

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Performance				pertinent references to local and national planning policy and guidance. Para 1.41, for example, seems unnecessary when planning policy already sets this out very clearly	SPD.
Core 11	DrPO21	1.24	Comment	The Local Plans are primarily in line with the Core Strategy 2006-2026. As such it is legally binding. The environmental aspect could be promoted much more. Housing is important. Yet the use of open space, such as green belt land is rarely explored considering recent relaxation of constraints for the use of Green Belt for environment improvement.	Comments are noted.
WCC - Planning Economy & Performance	DrPO187	1.25	Comment	Suggest a reference/footnote to explain what/who the Worcs. Partnership is.	Amended and has been incorporated.
WCC - Planning Economy & Performance	DrPO188	1.27	Comment	Suggest adding a clarification that the district priorities are actually within the same Strategy (rather than to be found somewhere else).	Amended.
Core 11	DrPO22	1.28	Comment	Paragraphs 1.25 / 1.26 / 1.27 / 1.28 make reference to the environment. Many of the tasks to improve the local surroundings are by comparison Less costly than other development projects, yet start up of many small environmental projects are set aside. A low budget start up programme would be invaluable.	Comments relating to small start up environmental programmes are noted,
WCC - Planning Economy & Performance	DrPO189	1.34	Comment	A brief summary or bullet points of the key aims of the Worcestershire LTP3 and how they fit with Planning Obligations would be useful.	Amended.
Gladman Developments Ltd	DrPO104	1.37	Support	Gladman support the approach allowing the phased payments of certain planning obligations For viability reasons there may be the need for phased payments set against certain trigger points within the development.	Comments are noted.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Chaddesley Corbett Parish Council	DrPO149	1.37	Comment	The proposal to return unspent contributions seems questionable; payments may not be linked to any specific project, or the related project may take longer to bring forward than anticipated. There may also be the complication that the relevant contribution has been pooled with others (para 1.39).	The point is understood but some form of repayment approach is best practice and less likely to be challenged.
WCC - Planning Economy & Performance	DrPO190	1.39	Comment	In the first line, suggest changing "may" to "will, where appropriate". Also amend first sentence to "...across the District to address the wider impacts of strategic matters such as transport infrastructure", and in last sentence to "In these cases the District Council will work closely with the relevant public infrastructure providers to agree the need for, type and level of pooled contributions along with the mechanism and timeframe for delivery".	Amended.
WCC - Schools Information and Planning Section	DrPO202	Process and Procedures	Comment	The County Council is making changes to its approach to education Section 106 contributions and thresholds for education contributions are being revised. The County Council has produced an evidence base document to expand on the methodology and policies it intends to use, and intends to consult on this document in due course.	Amended in line with comments from Worcestershire County Council.
WCC - Planning Economy & Performance	DrPO230	1.40	Comment	Suggest minor tweak to first sentence as follows: "One of the aims of this SPD is to provide a clear framework for developers to identify if they are required to complete a Section106 Agreement as part of their planning application. It is important that the process of securing appropriate developer contributions does not result in undue delays in the determination of planning applications.	Wording amended.
Watkins R A	DrPO23	1.41	Comment	The table needs a cross reference to 3.15 onwards re definition of 'child bed spaces'	Amended to cross reference.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
WFDC - Economic Prosperity & Place	DrPO48	1.41	Comment	What is the current position on developers preparing the documents as well instead of relying on the Council's legal team?	Wyre Forest District's legal team would have to be party and approve each Section 106 prepared by developers. For consistency it is considered appropriate for the Wyre Forest District legal team to continue to prepare them.
G Herbert Banks	DrPO53	1.41	Comment	Encouraging developer's to make use of pre-application advice is valid and understood, however, this can only be undertaken if the staffing at the LPA is capable of handling such requests alongside their increasing day to day workload and such a route does not cause delay in bring a site forward.	Agree with this valid point.
Gladman Developments Ltd	DrPO105	Thresholds	Support	Gladman note that the threshold table included within the consultation document refers to the fact that this is a guide and there may be circumstances where it is appropriate to depart from this. This element of flexibility is welcomed.	Comments are noted.
Chaddesley Corbett Parish Council	DrPO150	Table of Thresholds	Comment	Table of Thresholds. The table omits proposed obligations in respect of Community (para 3.43) and Health (para 3.50). It would have been helpful if the table had highlighted any changes from the current provisions	Point noted but in practical terms it is difficult to include these elements in the table.
WFDC - Development Control	DrPO156	Thresholds Table	Comment	<ul style="list-style-type: none"> Transport impact Less than 5 dwellings should be a tick and not a cross - Site specifics may justify an obligation for less than 5 dwellings Open Space 5-75 child bed spaces. What happens after 75 spaces? Transport Impact - Less than 1000sqm of non residential floor space. This could catch/penalise minor commercial when Planning Obligations is actually not required / appropriate First bullet point at the bottom of the table 	Points noted. Table amended..

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				needs to be clearer - perhaps move to the top of the table.	
WCC - Schools Information and Planning Section	DrPO203	1.41	Comment	In light of the County's imminent consultation on S106 Thresholds: Education contributions will apply to any development of 35 dwellings or more where the impact of the development cannot be absorbed by existing local schools. Developments of more than 10 dwellings but less than 35 may be asked to contribute in exceptional cases, usually in rural areas where there may be fewer schools within a reasonable travel distance of the site and so the ability of the system to absorb the impact of smaller sites is lessened. We suggest the 10 to 30 dwellings column is ticked for education.	Amended in line with comments.
Historic England	DrPO91	Thresholds Table	Comment	The thresholds table needs a reference label. Would be useful if the types of obligation set out in the table linked to those mentioned at 1.11 – physical, social, green – perhaps colour coding the table accordingly. It is disappointing that the historic environment is not referred to in the thresholds table.	The table has been amended in terms of information and heading but not by colour coding. It should be noted that this table can not cover all planning obligations in this table format.
G Herbert Banks	DrPO54	1.43	Comment	Pleased that financial viability has been acknowledged to be of importance. Most developers factor in potential contributions and affordable housing at an early stage however viability is controlled by the margins between cost of build and end sale values and must also take into account a proper profit, when taking into account the expenditure and risk undertaken by a developer. Most developments have seen building costs rise between 7- 15% in the last 12 -18 months and sale values are not increasing as quickly by comparison. It is not,	Comments noted.

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				therefore, as simple as stating that transparency will allow developers to factor in contributions from an early stage. Land acquisition and pricing is often dictated by the market with many sites which are secured on option agreements having already agreed a minimum price per acre. If land values are not attractive enough, landowners will not release it – that is not to say that high land values contributing to reduced margins should mean less contributions, new development in large chunks will of course require contributions to integrate and support a new development.	
WCC - Planning Economy & Performance	DrPO191	1.45	Comment	Is the term "suitably qualified professional" too vague? In the second bullet point amend "mitigate" to "reduce"	Amended.
Gladman Developments Ltd	DrPO106	1.47	Object	Gladman note that paragraph 1.47 of the consultation document refers to occasions where a monitoring fee may be required. Gladman object to monitoring fees and would not agree to this. 'There is established case law (Oxfordshire County Council v SSCLG (2015) EWHC 186 (Admin)) where the judge found that requesting monitoring fees was not CIL compliant as it is not necessary to make the development acceptable in planning terms. Gladman recommend that the reference to monitoring fees within the SPD is removed.	This has been taken out of SPD.
Taylor Wimpey West Midlands	DrPO134	1.47	Object	Objection is raised to the proposal to require an additional fee to cover the costs of collecting, spending and monitoring obligations that are contained within a S106 agreement. This fee, which essentially reflects a monitoring fee, is not considered to be CIL compliant.	This has been taken out of SPD.

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WFDC - Legal	DrPO182	1.47	Comment	Paragraph 1.47 refers to recovery of monitoring costs. Following the Oxfordshire CC v SoS for Communities & Local Government [2015] case it has been held unlawful for councils to include such monitoring fees in s106 Agreements. This element should be removed from the SPD.	This has been removed from SPD.
G Herbert Banks	DrPO55	1.51	Comment	In relation to future review – CIL is a rigid way of securing contributions. When CIL is adopted by WFDC – it is important that contributions are reviewed regularly alongside the housing market, building costs etc. to create an up to date approach to bringing housing forward – furthermore housing sites should be considered on an individual basis.	Comments are noted regarding regularly reviewing contributions and assessing sites on an individual basis.
Bewdley Town Council	DrPO99	1.51 and 2.16	Support	Para 1.51 and 2.16 - Definitions of affordable housing will need to be amended if the changes to the NPPF are agreed to include discounted market housing.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force. Point accepted and will be considered as part of the Affordable Housing SPD review.
Gladman Developments Ltd	DrPO110	Starter Homes	Comment	Gladman recommend that consideration is given regarding the development of starter homes. <u>Starter Homes</u> Affordable housing contributions must take into account upcoming changes that will be introduced by the Housing Bill in relation to 'starter homes' provision and their implications for the delivery of other types of affordable housing. Gladman refer to the PPG in respect of starter homes. ID ref 23b-031-201 50814 which states "As set out in the	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.

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				<p>Starter Homes Written Ministerial Statement of 2 March 2015, starter homes exception sites should not be required to make affordable housing or tariff-style section 106 contributions.”</p> <p>Gladman believe the SPD needs to reflect this exception for affordable housing provision.</p>	
West Midlands HARP Planning Consortium	DrPO89	Affordable Housing	Comment	<p>Support the approach to the further guidance on affordable housing within the document, especially regarding flexibility over the tenures to be agreed on a site by site basis, reflective of need and context. The document recognises that whilst there is an objectively assessed need (OAN) for over 300 affordable homes per year but that the Core Strategy only makes provision for 60 affordable houses per year. We believe further guidance to Policy CP04 (Providing Affordable Housing) of the Core Strategy could help to maximise the provision over the plan period.</p> <p>With regards to rural exception sites, Policy CP04 is very tightly drawn and guidance should be given to allow for the delivery of affordable housing through cross-subsidy where it can be demonstrated that affordable housing development cannot be achieved without an element of open market housing. This will encourage continued delivery of affordable housing across the District at a time when economic circumstances and reductions in Government subsidy have significantly reduced viability of 100% affordable housing developments. This will also ensure that the policy accords with paragraph 54 of the NPPF which in relation to exception sites states: " <i>local planning authorities should be responsive to local circumstances and plan housing development to reflect local needs, particularly for affordable housing, including through rural exception sites where appropriate. Local</i></p>	<p>Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.</p>

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				<i>planning authorities should in particular consider whether allowing some market housing would facilitate the provision of significant additional affordable housing to meet local needs".</i>	
Taylor Wimpey West Midlands	DrPO135	Affordable Housing	Comment	Whilst many aspects of the Council's approach to securing affordable housing are supported, the definition of affordable housing as set out in paragraphs 2.12 to 2.22 should be updated to reflect the emerging changes to legislation and national policy, which seeks to broaden the definition of affordable housing to support people to access home ownership. This is necessary to ensure that the SPD is not out of date from the point of adoption.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Stourport on Severn Town Council	DrPO140	Affordable Housing	Comment	The Town Council's biggest concern relates to the provision of new affordable housing in the town. It is hoped that when and if the District Council progresses with Starter Homes on allocated sites that the values have an upper limit that does not prove to be prohibitive for local first time buyers.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WFDC - Legal	DrPO181	Affordable Housing	Comment	In light of the proposal to change the definition of affordable housing within the Housing & Planning Bill, which if progressed will result in a change to the NPPF, I would suggest that flexibility is built in, so that the definition can mirror the definition within the NPPF as it exists from time to time.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WCC - Planning Economy & Performance	DrPO192	2.4	Comment	SHMA target of 335 - It would aid clarity to state that this is the total number of units (rather than solely affordable housing units). The difference in numbers between this Para and the figures mentioned in Para 2.4 should also be clarified.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
					Affordable Housing SPD (2014) will remain in force. Point noted and will be considered as part of Affordable Housing revision.
WFDC- Housing	DrPO223	2.4 and 2.5	Comment	Refers to the SHMA. Are we able to update this now we have the data from the OAHN?	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Kidderminster Town Council	DrPO143	2.8	Comment	The Town Council supports the target contribution of 30% for sites of 10 or more dwellings in Kidderminster and Stourport and 6 or more in Bewdley – subject to viability tests.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Kidderminster Town Council	DrPO144	2.12	Comment	The Town Council has noted that the definition of "affordable housing" matches the definition in the National Planning and Policy Framework (paragraph 2.12).	National definitions are now being changed. Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WFDC - Development Control	DrPO157	2.12	Comment	Affordable housing definition needs to include starter homes	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing

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					Affordable Housing SPD (2014) will remain in force.
WCC - Planning Economy & Performance	DrPO193	2.12	Comment	Definition at 2.12 should be at the very first part of this chapter – bullet pointed with the definitions and characteristics and clearly defined targets	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force. Point noted and will be considered as part of the Affordable Housing Review.
WFDC - Economic Prosperity & Place	DrPO49	2.16	Comment	Needs a refresh in the light of the Starter Homes situation.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WFDC- Housing	DrPO224	2.16	Comment	Whilst I agree with the statement that “Homes that do not meet the above definition of affordable housing, such as ‘low cost market housing may not be considered as affordable housing for planning purposes” and would like to keep this in the document, will this still be enforceable give the Govt’s starter homes initiative?	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WCC - Planning Economy & Performance	DrPO194	2.19	Comment	This duplicates paragraph 2.14.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain

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					in force.
Gladman Developments Ltd	DrPO107	2.23	Comment	<p><u>On and offsite contributions</u></p> <p>In relation to offsite contributions, Gladman welcome the recognition that there may be circumstances where off site contributions are more appropriate. Gladman agree that justification needs to be provided to support a financial contribution in lieu of on-site affordable housing provision. A circumstance where Gladman have experienced this is when there is a high concentration of affordable housing within the locations, but high levels of need elsewhere across the District. In these types of circumstances Gladman believe a pragmatic approach should be accepted.</p>	<p>Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.</p> <p>Comments regarding on and off site contributions are noted.</p>
WFDC - Development Control	DrPO158	2.23	Comment	Does this replace the Affordable Housing SPD?	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Watkins R A	DrPO24	2.27	Comment	Why should affordable "usually expect the dwellings to be clustered"? Seems to contradict the ethos in para 2.34 which I support.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Watkins R A	DrPO25	2.28	Comment	Last bullet point - "extremely unlikely" is too prescriptive. Also links to 2.27 and 2.34 (see previous comment). Social integration via design is an essential aim, but these paragraphs seem to indicate a lack of clear guidance to	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has

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				developers and their developments.	been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Chaddesley Corbett Parish Council	DrPO151	2.28	Comment	Off-site contributions should also be considered for remote sites with no or limited access to public transport or other infrastructure.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Gladman Developments Ltd	DrPO108	2.30	Comment	The Consultation document sets out that the Council will seek to achieve a 70:30 tenure split in relation to affordable housing (70% social rented and 30% intermediate units). Whilst Gladman support the split being 70:30, Gladman recommend that this should be 70% affordable rent rather than social rented.	Affordable rent is set at a higher rent level than social rent so this would favour the developer rather than the tenant. Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WFDC- Housing	DrPO225	2.30	Comment	This paragraph may need to be updated following the OAHN work as the current 70/30% split is based on evidence from the SHMA.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Gladman Developments Ltd	DrPO109	2.31	Support	Gladman note that the document refers to the fact that the District Council will take a flexible approach where local need is more appropriately met by one tenure over another. Gladman support this flexible approach.	Comments noted. Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to

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					come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WFDC - Development Control	DrPO159	2.31	Comment	Isn't this split now 80:20?	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force. Point needs to be considered as part of the Affordable Housing Review.
West Midlands HARP Planning Consortium	DrPO90	2.35, 2.38, 3.52	Comment	<p>The Housing Standards Review, which concluded in March 2015, created a new approach for the setting of technical standards for new housing. The new system comprises of national optional Building Regulations (technical standards) and an optional nationally described space standard. These new standards encompass optional Building Regulations on water and access, and a national standard on internal space of new dwellings, to act alongside existing Building Regulations through the planning system.</p> <p>The Written Ministerial Statement (WMS) of 25 March 2015 makes it clear that these standards cannot be imposed through a Supplementary Planning Document; they can only be implemented through a Local Plan policy.</p> <p>In this context the references in the document to Lifetime Homes (paragraph 2.38); Secured by Design (paragraph 3.52) and most importantly, Nationally Described Space Standards (paragraph 2.35) should be</p>	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.

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				removed. Should the Council wish to incorporated any of the optional technical standards or the Nationally Described Space Standards they should only be included through a Local Plan policy and only if the Council are able to demonstrate that there is a clear need for them and that their inclusion will not have a significantly detrimental impact upon the viability of the Plan as a whole.	
Chaddesley Corbett Parish Council	DrPO152	2.35	Comment	Floor Space Standards. It should be a requirement that all developments (affordable or otherwise) should at least meet the minimum standards set out by the DCLG	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
WFDC- Housing	DrPO226	2.36	Comment	Can we include something about Developers including furniture layout plans when submitting their application? This really helps assess the design of a unit.	Due to changes in legislation following the Housing and Planning Act 2016, and the likelihood of more changes to guidance to come, the affordable housing section has been removed from this SPD. The existing Affordable Housing SPD (2014) will remain in force.
Gladman Developments Ltd	DrPO111	Transport Impact Mitigation	Comment	Gladman note that in relation to Transport Impact when mitigation measures are required these can be sought using either s.106 of the Town and Country Planning Act (1990 or Section 278 of the Highways Act (1980). Gladman accept that when proposing medium and large scale residential developments there will often be a justified need to provide some form of transport mitigation. The Council need to ensure that requests made are CIL compliant and that they do not attempt to use one development as a means to plug the funding gap	Comments regarding transport infrastructure are noted.

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				for an identified highways infrastructure project.	
Taylor Wimpey West Midlands	DrPO136	Transport Impact Mitigation	Comment	CIL Regulations limit the pooling of Section 106 obligations to a maximum of five for a project or type of infrastructure - this is recognised in a number of subsections however is absent from the section relating to off-site transport impact mitigation and health provision.	Point regarding pooling is made at 1.44, this relates to whole of the document so it is unnecessary to make this point in every section.
Kidderminster Town Council	DrPO145	2.39	Support	The Town Council supports paragraph 2.39 onwards dealing with transport impact mitigation including steps to address the air quality issues in Horsefair/Coventry Street; and the sort of contributions that can be required in the guise of highways improvements, enhancement to footpaths and cycle paths, contributions to public transport etc.	Points noted and welcomed.
WCC - Planning Economy & Performance	DrPO195	2.39	Comment	This section would benefit from beginning with the main issues, then outlining the main transport priorities and how planning obligations can help achieve them and tie in with LTP3. Suggest minor amendment to wording as follows: "Traffic congestion has detrimental effects on the District and is becoming more prevalent within the three towns, resulting in accessibility and transport planning issues in parts of the District particularly in Kidderminster and Stourport. As a result urban areas are experiencing declining air quality and there are already two designated Air Quality Management Areas (AQMAs). Increasing growth in traffic volume will exacerbate these problems unless they are tackled through investment in sustainable transport infrastructure and a comprehensive travel package".	Amended following comments from County Council.
WCC - Planning	DrPO196	2.40	Comment	The first and second sentences should actually be one	Amended.

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Economy & Performance				single sentence, joined with "and".	
WCC - Planning Economy & Performance	DrPO197	2.41	Comment	This appears unnecessary.	Removed from SPD.
WCC - Planning Economy & Performance	DrPO231	2.44	Comment	This section should refer to 'Travel Choices' as a key element of the LTP which emphasis the need for developers to provide a level of promotion and support to encourage sustainable transport measures aimed at transport impact mitigation. Occupiers of housing and economic development will contribute significantly to the problems highlighted in this section.	Additional paragraph added.
Highways England	DrPO57	2.48	Support	Highways England generally agrees with the approach that development contributions, where practicable, should help in both mitigating impacts of development and promoting infrastructure improvements	Agree that contributions where practicable should help to mitigate impact of development and promote infrastructure improvements.
Highways England	DrPO58	2.50	Support	Highways England agrees that larger development sites should be required to produce Transport Assessments (TA) and Travel Plans. Should any TA indicate that the development generates a number of trips that may affect the SRN then Highways England would wish to be consulted on the resulting planning application.	Comments are noted.
WCC	DrPO213	2.50	Comment	There is a threshold for developments where a Transport Assessment or a Transport Statement is <u>required</u> and must be submitted. The language should therefore be strengthened here, as "expected" is not strong enough. Transport Statements are for smaller-scale developments, but it should be stated that a Travel Plan will be required for either.	Amended to reflect comments.
WCC	DrPO214	2.53	Comment	This needs to be firmer. Travel Plans are a good way of	Amended.

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				helping the District and County to implement and promote their sustainable transport policies, reduce congestion, improve air quality and improve health through cycling and walking. This is much more than managing access. Suggest minor amendment to wording as follows: "In accordance with the NPPF, Travel Plans are an invaluable tool for WFDC and Worcestershire County Council in the delivery of sustainable transport outcomes. Strong travel plans provide the measures and resources for the implementation and promotion of sustainable transport policies that aim to reduce congestion, improve air quality and improve health through increasing walking and cycling. Travel Plans, along with transport assessments, can provide the mechanism for assessing and managing access to sites, and the means to improve accessibility both to and from the site and local amenities and services".	
WCC	DrPO215	2.54	Comment	This could also state that the District Council will work with the County Council to ensure that Travel Plans are deliverable, measureable, incentivised and fully supported wherever possible. Suggest amending the first sentence as follows: "The NPPF states that a travel plan should be required for developments that generate significant amounts of movement". Travel Plan Thresholds Table provided.	Amended.
WCC	DrPO216	2.58 - 2.61	Comment	2.58 - 2.61 Considering the problems with congestion and air quality already raised, this section could offer more support for solutions or joint working.	This issue will be considered further as part of the review of the Local Plan.
Canal & River Trust	DrPO66	2.62	Comment	The canal towpath is an important car-free walking and cycling route for both leisure and utility walkers. We welcome the use of our towpath for these purposes however new developments can place further strain on	Agree that the canals are an important asset which should be enhanced where possible.

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				this network. We are, therefore, pleased to see that developments will be required to make contributions towards enhancements to walking and cycling routes, which includes the canal towpath.	
WCC	DrPO217	2.62 - 2.64	Comment	<p>2.62 - 2.64 Introduction could outline some key cycling facts such as number of routes, percentage of cycling, Bikeability, partnerships and so forth. Then bullet point the key aims of the Wyre Forest Cycle Strategy followed by the same priorities for the Core Strategy and if appropriate the County Cycling Strategy. For example, the District Cycling Strategy aims:</p> <ul style="list-style-type: none"> • To create safer cycle routes for local people to utilise • To ensure that cyclists needs are catered for in new developments within the District <p>Cycling policies could then be outlined with regard to planning and what the District expect from the planning process and from developers. The term "may" should be avoided and be replaced with "will, when deemed appropriate" or similar.</p> <p>The section would benefit from a reference to partnership working with the County Council.</p> <p>Further background could be included on how the planning process can help to develop cycling. The benefits of cycling could be more clearly outlined to developers. All developments should, as a matter of course, be linked into the cycle network with the appropriate infrastructure. There is increasing evidence in the West Midlands – for example on the Longbridge development - that developers, occupiers and home owners are receptive to cycle provision.</p>	Cycling section reworded.
WCC	DrPO218	2.63	Comment	Consideration could be given to including new routes or	Cycling section reworded.

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				cycle access points, and short links to routes within this list. These small measures can often make a big difference to cycling levels and help the network grow.	
Staffordshire & Worcestershire Canal Society	DrPO79	Section 3	Comment	Social Infrastructure - 'such as Nature Reserves and leisure areas.' The Canal is an important continuous leisure and ecology asset and the Society hopes that where possible and appropriate such CIL monies are used to the benefit of the canal but also on the physical and social interface of developments adjacent to the canal.	Agree that the canal and its surroundings are a valuable resource.
Taylor Wimpey West Midlands	DrPO137	Public Open Space	Comment	Concern is raised that in respect of public open space. The evidence base upon which the approach to contributions is predicated, relies on evidence prepared in 2008 and a 2015 costing that seems to have no justification. Further justification is sought on the cost of £20.74 per sqm. and the open space typology that this relates to.	The issue of the evidence used has been discussed with colleagues in Cultural Services. The evidence base will be updated later in 2016 as part of the Local Plan Review.
Campaign to Protect Rural England	DrPO147	3.1	Comment	It should not be acceptable for developers to maintain play areas or other open space. Once a developer has finished building an estate, it will have no interest in funding maintenance from its own resources and will be unlikely to do so. Maintenance should be by a management company – providing a revenue stream is secured (normally from the householders of the estate).	Point is noted.
WCC - Planning Economy & Performance	DrPO232	3.2	Comment	Mentions obesity, but no mention of this in the preceding Walking and Cycling section. A much stronger policy hook could refer to the need to provide strategic walking and cycling infrastructure to link residential and employment areas, the town centre and the railway station to provide an integrated network of attractive routes. Such a network would be well-placed to	Comments noted. Paragraph amended to incorporate suggestions.

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				incorporate enhancements to green infrastructure and the wider public realm. Active travel modes should be prioritised above all other modes, recognising the significant wider benefits that can be derived from investment in this area. Suggest adding a paragraph to place greater emphasis on where developments can contribute to increasing levels of walking and cycling through investment in infrastructure and services	
Gladman Developments Ltd	DrPO112	3.5	Comment	Gladman support the recognition that there may be circumstances where off site provision of open space and play space is more appropriate than on-site provision.	Comments regarding off site open space and play provision are noted.
WFDC - Cultural Services	DrPO172	3.6	Comment	3.6 presume an off site contribution, preferred	Text amended.
WFDC - Development Control	DrPO160	3.7	Comment	Need threshold figures for LAP / LEAP / NEAP in terms of child bed spaces	Reworded and child bed space thresholds added.
WFDC - Cultural Services	DrPO175	3.7	Comment	The design should be approved by the Landscape Officer/Parks and Open Spaces It would be better to list the Council's strategic play areas here (in place of the schedule) and ask for off site contributions. The strategic play areas are Brinton Park, Stourport Riverside, St Georges Park and Northwood Lane.	Amended to incorporate that the design should be approved by the Landscape Officer/Parks and Open Spaces.
WFDC - Development Control	DrPO161	3.8	Comment	Can this be to WFDC specification when WFDC won't take it on after?	Reworded - To the satisfaction of WFDC
Gladman Developments Ltd	DrPO113	3.9	Comment	Gladman support the approach that maintenance of open space and play space being provided by the developer could either be maintained by the developer	Comments regarding maintenance of open space and play space are noted.

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				themselves or via a management company. Gladman's preferred approach is for a management company to provide the maintenance and this can easily be secured by a planning condition.	
WFDC - Development Control	DrPO162	3.9	Comment	Para 3.9 ... "In <u>some</u> instances it may be appropriate for the open...." As WFDC will not be taking new provision do we need to go further e.g. "exceptional instances" not "some"	Amended.
WFDC - Cultural Services	DrPO174	3.9	Comment	3.9 Parks Manager title is wrong I think, should be Parks and Open Spaces Manager? Wording here should say 'by exception'.	Amended to exceptional circumstances, title also amended.
WFDC - Economic Prosperity & Place	DrPO50	3.10	Comment	Include reference to Community Wellbeing and Environment Directorate masterplan for the Riverside Meadows redevelopment.	Amended to reflect comments.
WFDC - Cultural Services	DrPO178	3.14	Comment	Page 27, this seems at odds with the rest of the document – using specific calculation here but not elsewhere?	The point raised has been considered but the calculation is relevant and is not the only calculation in the SPD.
WFDC - Cultural Services	DrPO227	Financial Contributions	Comment	Contributions should be sought for play, recreation and amenity open space and applied to all bed space rather than child bed spaces.	This point has been considered carefully, the contribution amount has been raised and this will be revisited as part of the Local Plan Review as the SPD is an interim document.
WFDC - Cultural Services	DrPO228	Financial Contributions	Comment	Layout costs in draft are not feasible and should be changed from £20.74sq.m to £133.76	The current amount has been increased to £23.50, it was not considered appropriate to increase the amount to £133.76 as following discussion with Development Management concern that viability of sites would be compromised.

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WFDC - Cultural Services	DrPO229	Financial Contributions	Comment	There is no allowance for a commuted sum for the ongoing maintenance of On or OFF site maintenance costs and these should be built into the document unless there is other guidance that advises that we can not request this contribution.	This is covered in the SPD - ongoing maintenance for 20 years is considered the normal period of time for the commuted sum.
WFDC - Cultural Services	DrPO171	3.16	Comment	Fields in Trust calculation – is this the only option available? It is very low. Could the Council develop their own calculation? Development puts pressure on our parks and open spaces and street scene and recreational facilities – all of which relates to numbers of people and not just children	Amended figure slightly but this will all be reconsidered as part of the Local Plan Review as agree figure is low.
Watkins R A	DrPO26	3.17	Comment	Paragraph 3.17 onwards is very confusing.	Paragraph 3.17 has been reworded.
WCC - Schools Information and Planning Section	DrPO204	3.17	Comment	We would like to see reference at the beginning of this section to the fact that Worcestershire County Council is the relevant infrastructure provider for education facilities and that we will be working in partnership with WFDC to deliver the infrastructure required to support housing growth.	Amended to reflect comments.
Gladman Developments Ltd	DrPO114	3.18	Comment	Gladman note that paragraph 3.18 of the consultation document only partially quotes from paragraph 72 of the Framework, as well as being proactive, LPAs are also required to take a ‘positive and collaborative approach to meeting this requirement, and to development that will widen choice in education.” Gladman believe this to mean that LPAs should not use lack of school places / the absence of an expansion programme / long-term strategy as a reason to refuse planning applications, but should work with developers to overcome any Issues.	Comments regarding paragraph 3.18 and the wording of paragraph 72 of the NPPF are noted.
Watkins R A	DrPO27	3.21	Comment	Opening sentence is too woolly! How does this tie up with the education authority policy on catchments?	Paragraph 3.21 has been worded in consultation with Worcestershire County

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					Council.
Watkins R A	DrPO28	3.22	Comment	What does the last sentence mean?	Section 3.22 has been reworded for clarity.
WCC - Schools Information and Planning Section	DrPO205	3.22	Comment	Suggest amending wording to "Obligations may be required for early years (0-5 year olds), primary (5-11 year olds) and secondary (11-16) school facilities, sixth form provision and special education facilities. Appropriate supporting evidence will be supplied for each obligation requested."	Reworded and amended as per comments.
Watkins R A	DrPO29	3.23	Comment	2001 Census is now too outdated and probably invalid. What does 2011 analysis show?	Updated with 2011 Census statistics.
Gladman Developments Ltd	DrPO115	3.23	Comment	The consultation document at paragraph 3.23 refers to a formula which takes various elements into account it would add clarity to the SPD if this formula was included and a worked example provided. The second bullet point within paragraph 3.23 refers to data (pupil yield) being derived from the 2001 Census. Gladman query whether the Council should be using more up-to-date information than this.	Text amended to update and formula included.
WCC - Schools Information and Planning Section	DrPO206	3.23	Comment	In light of WCC imminent consultation on education S106 / CIL - suggest amending wording: Education contributions for sites of 100 dwellings or less will be calculated on a cost per dwelling basis. The cost per dwelling is calculated by a formula which takes account of the following factors: <ul style="list-style-type: none"> • number and phase of year groups in the relevant school(s). • average pupil yield - currently 0.028 children per school year group per dwelling based on analysis of the 2011 Census of Population. • building cost multiplier – set cost per pupil for building 	Reworded as per comments.

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				<p>new school accommodation, based on original figures published by the Department for Education (DfE) and uplifted periodically in line with inflation.</p> <ul style="list-style-type: none"> • size and type of dwellings – dwellings with four or more bedrooms attract a 50% additional weighting due to the higher likely pupil yield. Conversely, flats and apartments have a 60% discount applied due to a reduced pupil yield. One bedroom dwellings of any type are not subject to a contribution, but are included in the calculation of the overall size of the development. <p>The formula is: $P \times 0.028 \times \text{PBCM} + (S \times 0.028 \times \text{SBCM}) + (F \times 0.5 \times 0.028 \times \text{FCM}) = \text{Base Contribution}$ Where: P = the number of primary phase year groups in the school PBCM = Primary Building Cost Multiplier S = the number of secondary phase year groups in the school SBCM = Secondary Building Cost Multiplier F = the number of sixth form year groups in the school FCM = Sixth Form Building Cost Multiplier The Base Contribution is the level set for 2/3 bed open market dwellings, with a weighting applied for 4/5 bed dwellings and flats and apartments</p>	
Gladman Developments Ltd	DrPO116	3.24	Comment	<p>The document, at paragraph 3.24, refers to a separate document setting out the schedule of rates, and provides the web link for this. Having reviewed this document. Gladman found this to be very confusing and believe it lacks clarity as to how the sums requested per dwelling take into account any surplus capacity and it is a needlessly complicated approach. Gladman refer the Council to paragraph 154 of the Framework which</p>	The link is to a Worcestershire County Council document that lists a schedule of charges relating to education provision.

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				outlines the need for policies to be clear and unambiguous.	
WCC - Schools Information and Planning Section	DrPO207	3.24	Comment	Suggest amending wording to "The current schedule of rates and other supporting information is available to download from ..."	Amended.
Watkins R A	DrPO30	3.25	Comment	Why is 30 dwellings (net) a starting point? This could accommodate over 30 children.	This figure has been set by Worcestershire County Council.
Gladman Developments Ltd	DrPO117	3.25	Comment	Paragraph 3.25 of the consultation document moves on to outline the threshold for contributions. This refers to the number of surplus places at schools serving the development. It would be helpful if the SPD defined what this would be. Gladman recommend this should be all schools within 2 miles of the development. Paragraph 3.25 also refers to requiring contributions when schools have no surplus places in at least one year group. Gladman believe that rather than this approach the Council should take into account the situation at the school overall, as although one year group may be full, there may be surplus capacity in other age groups. The justification for this alternative approach is that developers cannot know what years the pupils generated from a development will fall into, not all the pupils arrive at once (as the development takes several years to build out), a proportion are likely to be pupils already attending the school (i.e. they already live in the area) and the delay in starting development (2 years) means space can be reserved for pupils from the scheme it large numbers are generally admitted from outside the catchment area.	Wording has been agreed with Worcestershire County Council for clarification.
WCC - Schools	DrPO208	3.25	Comment	In light of WCC imminent S106 /CIL consultation - suggest	Amended.

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Information and Planning Section				<p>amending wording to:</p> <p>The threshold for contributions will depend on the size of the development and the ability of schools related to the development to absorb the additional pupils likely to be generated. The size of the development is determined by the net gain in dwellings. For example, a building project involving the demolition of two existing dwellings and the construction of 35 new dwellings will be considered to be a development of 33 dwellings for the purposes of assessing the Section 106 education contributions. For developments of 35 dwellings or less, contributions will only be considered where there is an exceptional need to increase capacity in the related schools. It is anticipated that most exceptional cases will be in rural settlements where the local school is under pressure. This will be assessed on a case-by-case basis, with relevant evidence provided by the County Council. For developments of between 36 and 100 dwellings the County Council will consider the average number of surplus places per year group in related schools and how this compares to the expected impact of the development. For developments of more than 100 dwellings the County Council will carry out the same assessment but may seek to negotiate a bespoke contribution package depending on the specific infrastructure requirements of the development. The County Council may seek the provision of land and/or buildings as an in-kind contribution from larger developments.</p>	
Watkins R A	DrPO31	3.26 and 3.27	Comment	Basing a contribution policy on such short term data is dangerous and open to challenge.	Reworded in consultation with Worcestershire County Council.
WCC - Schools	DrPO209	3.26	Comment	Suggest amending wording to:	Amended.

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Information and Planning Section				The County Council will assess the average number of surplus places by reference to the number of pupils on roll as at the October school census. This will be compared to the Published Admission Number for the most recent September intake for that school.	
WCC - Schools Information and Planning Section	DrPO210	3.27	Comment	Suggest amending wording to: Contributions will be sought from housing developments where it can be shown that the scheme will result in a direct need for additional school facilities at one or more of the schools related to the development. Related schools will usually be those whose catchment area includes the proposed development site. Schools that do not use catchment areas may be identified as related schools where they are in close proximity to the development, meet the criteria on lack of surplus capacity, and can demonstrate a likely demand from families moving onto the development. If the school(s) identified as related to a development have no scope to expand, consideration will be given to nominating an alternative school which can be expanded.	Amended.
Watkins R A	DrPO32	3.28	Comment	Is this legal? Surely planning approval and inclusion in the education authority's capital programme is essential at the outset.	Following consultation with Worcestershire County Council the wording has been retained.
Watkins R A	DrPO33	3.29	Object	A contribution must be made by all new dwellings over 1 bedroom unless 3.31 applies.	This point has been agreed with Worcestershire County Council.
WCC - Schools Information and Planning Section	DrPO211	3.33	Comment	Education S106 contributions will be payable directly to Worcestershire County Council as the infrastructure provider.	Amended.
Bewdley Town	DrPO101	3.34	Comment	Para 3.34 - 7-10 years seems like a long period of time in	Comments relating to educational

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Council				order to make new development viable in relation to education provision. Families will not be encouraged into the area if there are no school places.	provision and child places are noted. 7-10 years is the outer time limit used by the County Council.
WCC - Schools Information and Planning Section	DrPO212	3.34	Comment	Spend period will usually be 10 years but not less than 5. We are happy for this to be not less than 7 if this fits with WFDC standards.	Retained at 7-10 years.
Taylor Wimpey West Midlands	DrPO138	Community Facilities	Comment	It is accepted that facilities such as community centres, youth facilities and meeting rooms can play an important part in community life, but it is not clear how the Council will determine whether a development proposal would give rise to the need for an additional facility as a direct result. Further information should be outlined to give necessary certainty in respect of the Council's approach to requiring community facilities.	Points noted and clarification has been given as far as is possible
Gladman Developments Ltd	DrPO118	3.41	Comment	Gladman support the use of a community facilities audit to inform request for planning obligations towards community facilities. This evidence needs to be up to date to ensure the necessary justification for <i>any</i> contribution.	Agree that up to date information is essential.
WFDC - Cultural Services	DrPO173	3.42	Comment	3.42 what is the formula for this or the process? Malvern, Wychavon and Bromsgrove/Redditch – all have section 106 money for leisure facilities e.g. sports centre. There is no presumption that it is just play or open space and not for community facilities. Please could we look at this?	South Worcestershire have recently consulted on a new developer contributions SPD which is less specific regarding facilities. This point will be reconsidered as part of the review of the Local Plan.
WFDC - Cultural Services	DrPO176	3.42	Comment	3.42 – can we explain rationale and how and why?	List is not limited to those listed, these are just some examples.
Gladman Developments	DrPO119	Health	Comment	Gladman note that the SPD includes a section on Health, which refers to either the provision of land to enable	Agree that the basis for health contributions will be based on need and

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Ltd				provision of healthcare facilities or a financial contribution to support the needs of new or existing facilities. Gladman agree that in some circumstances a planning obligation in relation to Healthcare will be appropriate. This will need to be justified by evidence of existing capacity in service provision in the locality and any obligations sought should be based on the provision of an identified scheme or project.	additional use of services.
Taylor Wimpey West Midlands	DrPO139	Health	Comment	The Planning Obligations SPD should be clear that for off-site health contributions a maximum of five obligations will be utilised for any single project. Therefore, any strategic health projects may require the introduction of CIL within Wyre Forest District or need to establish other funding streams to ensure delivery.	Point regarding pooling is made at 1.44, this relates to whole of the document so it is unnecessary to make this point in every section.
WCC - Planning Economy & Performance	DrPO221	Health	Comment	The Public Health team recommends that Health Impact Assessments (HIA) are completed on planning applications which are expected to have a significant impact on the health and wellbeing of the local population, to assist the Local Planning Authority in identifying the scope for developer contributions. This should complement the health services and facilities provision needs specified by the CCG and NHS. Additionally, a HIA could inform negotiations regarding wider aspects linked to health and wellbeing and health inequalities in the local population, such as provision of sustainable transport, public footpaths, open and green spaces or community facilities. This approach is supported by national policy, and the Planning Practice Guidance (PPG) states that Local Planning Authorities should engage with relevant health bodies, consider health and wellbeing impacts, and develop any necessary	This will be considered as part of the review of the Local Plan and work is progressing on Worcestershire County Council Health SPD.

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				mitigation for all relevant planning applications. The PPG suggests completing a HIA to identify these health impacts. The PPG also states (Paragraph: 004 Reference ID: 53-004-20140306) that "information gathered from this engagement should assist local planning authorities consider whether the identified impact(s) should be addressed through a Section 106 obligation or a planning condition". This HIA approach has been taken forward by Local Authorities nationally.	
Worcestershire Acute Hospitals NHS Trust	DrPO97	3.46	Comment	<p>"3.46 The provision of adequate levels of health care is an essential part of any sustainable community. Worcestershire Primary Care Trust (PCT) plans and provides the health care facilities within the District." This latter statement is inaccurate as PCTs ceased to exist as part of NHS reorganisation in 2013. Wyre Forest CCG are now responsible for planning healthcare in the district as indicated on their website as follows:</p> <ul style="list-style-type: none"> <i>NHS Wyre Forest Clinical Commissioning Group is responsible for planning and buying a wide range of healthcare services, including most hospital, community and mental health services and ensuring the quality of these services.</i> <i>We serve a patient population of 112,000 patients and have a budget of approximately £127 million. We are accountable to our members which consists of the practices in the Wyre Forest Area. Body is the formal decision-making body in the CCG. It is made up of a membership that includes doctors and healthcare professionals, other NHS managers, lay members.</i> 	Text amended.

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				In respect of the first bullet point above I can advise that this Trust provides acute hospital care whilst Worcestershire Health and Care Trust provides community and mental health services	
WCC - Planning Economy & Performance	DrPO219	3.46	Comment	Primary Care Trusts were abolished on 31 March 2013. Should refer to the Wyre Forest Clinical Commissioning Group	Amended.
WCC - Planning Economy & Performance	DrPO220	3.46 - 3.51	Comment	3.46 - 3.51 This section may benefit from firstly setting out the health issues as an overview, and making clear that planning policy and developments can contribute to lessening the impact of certain illnesses attributed to inactivity and poor air quality	Amended.
Worcestershire Acute Hospitals NHS Trust	DrPO98	3.47 - 3.51	Comment	Worcestershire Acute Hospitals NHS Trust supports the Health section of the Draft Revised Planning Obligations SPD (January 2016) but would also wish to reiterate my earlier comments submitted on 9/1/15 as part of the initial consultation exercise, particularly in respect of points 3.50 and 3.51: “It is important to recognise that whenever the requirements for the provision of healthcare services and facilities are considered, that this should include acute hospital facilities as well as primary care e.g. GP facilities, as clearly any population growth also leads to increased demand for secondary healthcare services. Residential development and population growth clearly impact on the demand for all elements of social infrastructure, including education, health and emergency services”	Full response noted and text reworded.
Place Partnership Ltd	DrPO59	3.52 - 3.62	Comment	WP, WMP and HWFRS welcome and support the inclusion of content on emergency services infrastructure needs within the District, as part of Chapter 3 – Social Infrastructure. The content, in so far	Comments noted.

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				as it is currently drafted, is in principle in accordance with paragraph 153 of the National Planning Policy Framework (NPPF).	
Place Partnership Ltd	DrPO60	3.52-3.62	Comment	<p>Subsection would significantly benefit from the inclusion of the following additional information: Clear statement that ‘emergency services infrastructure’ includes the police, fire and rescue and ambulance services.</p> <p>Whilst ‘fire and rescue’ is referenced, which we welcome, the other two ‘blue light services’ are not. This has potential to create difficulties during Section 106 negotiations particularly, as doubt is created as to whether ‘preventing <i>crime and disorder</i>’ includes police infrastructure or not. A large body of recent appeal decisions confirm that contributions to such infrastructure are compliant with the Community Infrastructure Levy (CIL) Regulations.</p> <p>The NPPG makes a clear distinction between infrastructure for the police and that required to ensure community safety more generally, whilst at the same time confirming the acceptability of contributions to both. It is consequently very important that the SPD does the same.</p>	Amended to take into account comments.
Place Partnership Ltd	DrPO61	3.52-3.62	Comment	<p>Subsection would significantly benefit from the inclusion of the following additional information: Confirmation as to the current national and local planning policy which supports developer Contributions (Section 106 and CIL) to the emergency services.</p> <p>Although some information is provided within paragraph 3.52 on the planning policy background supporting planning obligations to the emergency services, it would be much clearer and more robust if the paragraph</p>	Document amended to include comments.

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				<p>instead stated: ‘The current guidance supporting developer contributions (Section 106 and CIL) to emergency services infrastructure, which includes the police, fire & rescue and ambulance services, is as follows:</p> <ul style="list-style-type: none"> - <i>Crime and Disorder Act 1998</i> - <i>National Planning Policy Framework: Paragraphs 17, 58, 69, 70, 156, 162, 177 and 204</i> - <i>National Planning Practice Guidance: Paragraph 072 Reference ID 25-072-20140612</i> - <i>Core Strategy 2006 – 2026 (adopted December 2010): Policy CP07 – Delivering Community Wellbeing</i> - <i>Site Allocations and Policies Local Plan 2006 – 2026 (adopted July 2013): Policy SAL.UP7 – Quality Design and Local Distinctiveness</i> - <i>Kidderminster Central Area Action Plan (adopted July 2013): Policy KCA.DPL2 – Mixed Use Development and Policy KCA.GPB7 – Evening Economy</i> 	
Place Partnership Ltd	DrPO62	3.52 -3.62	Comment	<p>Specify whether contributions will be spent on capital or revenue costs for the emergency services. Contributions received by WP, WMP and HWFRS will be used for capital purposes only. The services anticipate using rates and Home Office revenues to pay for staff salaries and their day-to-day routine additional costs (e.g. call charges on telephony and Airwaves, vehicles maintenance and so on).</p>	This point has been addressed.

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Place Partnership Ltd	DrPO63	3.52-3.62	Comment	<p>Include confirmation that the Council will work in partnership with WP, WMP and HWFRS to ensure compliance with the CIL Regulations.</p> <p>As stated in our previous representations, the Council will need to decide what is meant by the terms 'infrastructure project' and 'infrastructure type'. This will then need to be applied to all providers in a fair, consistent and transparent way throughout the plan period.</p> <p>The consultation document does not confirm what is meant by these terms in Wyre Forest District per se, other than a broad statement in paragraph 1.39 that the Council will work with partners on this matter. Expanding on this statement within the emergency services subsection would be helpful and aid partnership working.</p>	This SPD relates to Planning Obligations, not CIL.
Place Partnership Ltd	DrPO64	3.52-3.62	Comment	<p>Subsection would significantly benefit from the inclusion of the following additional information:</p> <p>Identifying emergency service infrastructures that could receive developer funding, via Section 106 agreements and CIL, and include confirmation that this cannot come from other sources.</p> <p>We welcome the identification of fire hydrants and other works necessary to ensure adequate supplies of water for firefighting within new development. We further support the commitment to partnership work with HWFRS to agree the locations of new hydrants.</p> <p>Infrastructure should be identified as acceptable for contributions by the SPD:</p> <ul style="list-style-type: none"> • Personal equipment for staff comprising workstations, radios, protective equipment • Police vehicles of varying types and functions 	Comments regarding the use of monies for different types of requirement are noted.

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				<p>covering existing patterns of development and community demand</p> <ul style="list-style-type: none"> • Automatic Number Plate Recognition (ANPR) cameras • Premises sufficient to accommodate the staff delivering services to the District <p>Other capital infrastructures are needed by WP and WMP, such as control room telephony, specialist equipment in use by forensics, support teams such as firearms and dog unit, prisoner detention, transportation and processing at custody suites in core locations. However, as there is currently capacity in these infrastructures to absorb the impact of development growth, WP and WMP do not seek developer contributions towards them. WP and WMP do use their existing funds to provide the above infrastructures, as far as they stretch to meet the demands of an expanding population and overwhelmingly for staffing. However, it is the limit of these funds which propels Section 106 and CIL requests. The police do not seek contributions where other funds are available to meet their needs. The reality of this financial situation is a major factor in the police's plans for growth in that whilst WP and WMP can plan using their revenue resources to meet their on-going, and to a limited extent, additional revenue costs, these do not stretch to fund necessary additional investment in their infrastructures. Local plan documents across WP and WMP's geographical area reference additional capital infrastructure to accompany growth, and that is what the NPPF expects in its assertions about inclusive planning and the delivery of this by planning. The Wyre</p>	

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				Forest Core Strategy (adopted December 2010) and supporting Infrastructure Delivery Plan, directly support contributions to police and other emergency services infrastructure.	
Gladman Developments Ltd	DrPO120	Emergency Services Infrastructure	Comment	With respect of contributions to emergency services infrastructure, Gladman remind the Council of the need to ensure that any planning obligations sought meet the Regulation 122 tests, namely that they are necessary, directly relevant and fairly and reasonably related in scale and kind to the development	The Local Authority is fully aware of the Regulation 122 tests.
Taylor Wimpey West Midlands	DrPO141	Emergency Services Infrastructure	Comment	There seems to be a lack of evidence to support the requirement for contributions for emergency services infrastructure. The preventing crime and disorder section is not clear on the type of projects that could be sought through a planning obligation, to mitigate for issues of safety and security.	Text amended.
Watkins R A	DrPO34	3.54	Comment	Better guidance is needed before this becomes policy. This is potentially <u>very</u> expensive and could kill smaller developments.	Concern regarding cost of fire hydrants is noted.
Staffordshire & Worcestershire Canal Society	DrPO80	3.59	Comment	3.59 referring to the fifth bullet point of paragraph 58 of the NPPF the Society whole heartedly endorses the stated view that, ‘.....developments [should] create safe and accessible environments where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion’. The Society believes that these and the maximising of public footfall will lead to a reduction of antisocial activity on the canals in urban areas.	Agree with these points.
Watkins R A	DrPO35	3.62	Comment	What does the last sentence mean in practice? If it goes beyond 'designing out crime' developers /	Effective and appropriate design of new development can help to reduce crime.

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				designers need to know.	
Chaddesley Corbett Parish Council	DrPO153	3.62	Comment	Preventing Crime. It should be a requirement that all developments meet or exceed the security standards set out in DLG's "Requirement Q1 – Unauthorised Access".	Agree that all developments should meet or exceed statutory requirements for security standards.
Staffordshire & Worcestershire Canal Society	DrPO77	Green Infrastructure	Comment	On behalf of the Society I wish to thank the District Council for the opportunity to comment upon the 'Draft Revised Planning Obligations Supplementary Planning Document'. Furthermore the Society congratulates the planning department on the quality and scope of the document.	Support is noted.
Environment Agency	DrPO126	Green Infrastructure	Comment	We welcome reference to Green Infrastructure within the draft SPD, including contaminated land (paragraph 4.17-4.20), biodiversity (paragraph 4.28-4.38) and flood alleviation (paragraph 4.47).	Noted
WCC - Planning Economy & Performance	DrPO198	4.1	Comment	Suggest beginning with the definition of green infrastructure as stated by the Worcs. GI Partnership.	Amended.
WCC - Planning Economy & Performance	DrPO199	4.2	Comment	Consideration could be given to including some of the key aims from these documents.	Amended.
Staffordshire & Worcestershire Canal Society	DrPO81	4.3	Comment	4.3 The statement that, '.... As a first priority, adverse environmental impacts should always be avoided.' Reaffirms our view that the canal is too important an asset and amenity to the community to be subjected to harmful and deleterious development. The District Council has a justly proud record of ensuring developments enhance the built and rural environment in relation to the wellbeing of the community.	Agree with these points.
Watkins R A	DrPO39	Environmental	Comment	Light pollution. Why no reference?	In the current adopted plans there is not a

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
		Requirements			section relating to light pollution. An additional policy cannot be added to an SPD, but as part of the review of the Local Plan this will be investigated.
WCC - Planning Economy & Performance	DrPO200	4.4	Comment	Consideration could be given to citing the NPPF before the NPPG, as this is the stronger policy document (for example Paras 109, 112, and 123), before going on to discuss the detailed provisions of the NPPG.	Text amended.
Watkins R A	DrPO36	4.11	Comment	Change '10 properties' to 10 dwellings.	Amended as per comment.
Chaddesley Corbett Parish Council	DrPO154	4.11	Comment	Air Quality/Car parking spaces - car parking spaces need to reflect the realities of modern living (e.g. young people at work continuing to live with parents). Rural areas have limited access to public transport and cars are essential for travel to work and everyday living. Rural developments need to be adequate for the size of the development, provide space for visitors, and ensure that there is no adverse overspill of vehicle parking into adjacent streets, which are often already congested.	Point noted but this section of the SPD seeks to reflect current policy.
WFDC - Development Control	DrPO163	4.11	Comment	Most of this could be dealt with by condition - not S106	Reworded.
WCC - Planning Economy & Performance	DrPO233	4.11	Comment	Suggest minor amendment to wording as follows: "Residential developments of 10 or more dwellings, commercial developments with 10 or more parking spaces or developments likely to increase traffic and therefore emissions, will be required, usually through planning conditions, to put in place measures to mitigate increased emissions. Such measures could include Travel Plans, design improvements, reduced car parking, sustainable vehicle measures, cycling/pedestrian	Paragraph amended to as suggested.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				facilities and improvements to local public transport".	
Watkins R A	DrPO37	4.12	Comment	4.12 first sentence - who does the 'assessment' and 'when'?	The assessment would be made by the appropriate body.
Watkins R A	DrPO38	4.13	Comment	Para 4.13 onwards. The practical application of these paragraphs is <u>very</u> questionable. At the very least the local planning authority needs to identify and plot known sources of noise pollution.	Comments noted.
WFDC - Development Control	DrPO164	4.20	Comment	In the majority of cases planning conditions should suffice - should this be stressed here?	Text amended.
Gladman Developments Ltd	DrPO121	Historic Environment	Comment	In respect of the historic environment, the consultation document sets out that planning obligations would fall into three categories. <ul style="list-style-type: none"> • To require the carrying out of specific operations or activities to a heritage asset • To require a sum or sums of money to be paid towards the cost of the carrying out of specific operations or activities to a heritage asset • To restrict the development or use of the land until the identified 'heritage objective' has been met Whilst Gladman have no specific comments to make in relation to this type of planning obligation, again Gladman reiterate the need to ensure the Regulation 122 tests are met in order for the planning obligations to be CIL compliant	The Local Authority is fully aware of the Regulation 122 tests.
Watkins R A	DrPO40	4.21	Comment	Para 4.21 onwards - generally supportive, but what if a development only affects setting and not curtilage? Could any of the para 4.26 contribution be expected in that scenario?	Amended to include 'or their setting'.
Historic England	DrPO92	4.21	Comment	Paragraph 4.21 fourth line refers to ' <i>The continued</i>	Text amended.

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				<i>preservation, maintenance and enhancement...'. It is recommended that this wording be amended to read 'The continued protection, conservation and enhancement...' in line with NPPF wording and also in line with the wording included in Policy SAL.UP6</i>	
Staffordshire & Worcestershire Canal Society	DrPO82	4.23	Comment	4.23 ' Policy SAL.UP6: Safeguarding the Historic Environment of the Site Allocations and Policies Local Plan requires any development proposal to demonstrate how the heritage assets will be protected, conserved and, where appropriate, enhanced.' The Society notes and strongly supports this view in relation to the Canal and its environs.	Support for proposals to demonstrate how heritage assets will be protected, conserved and where possible enhanced are noted.
Canal & River Trust	DrPO67	4.25	Support	The Trust supports this section of the SPD which sets out that developments close to heritage assets (which includes the canals) will be required to contribute to their repair, restoration or maintenance. We also support contributions towards interpretation panels for canalside developments explaining the rich history and heritage of the waterways.	Support is noted.
Staffordshire & Worcestershire Canal Society	DrPO83	4.25	Comment	' Planning applications which are close to certain types of heritage asset (e.g. canals, publicly owned Listed or Locally Listed Buildings etc), or that directly impact upon, or fall within a heritage asset may result in a developer being required to either carry out specific improvement works or to set aside a commuted sum of money.' Likewise the Society is pleased to see the reaffirmation of the District Council's recognition of the essential role the canal plays in helping to maintain a healthy ecology and broad biodiversity:-	The Local Authority recognises the valuable role that the canal plays in terms of ecology and biodiversity.
WCC - Planning Economy &	DrPO201	4.25	Comment	Suggest that a heritage asset's setting should also be mentioned	Amended.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Performance					
Historic England	DrPO93	4.26	Support	Paragraph 4.26 and the associated indicative list is welcomed.	Comments noted.
WFDC - Development Control	DrPO165	4.27	Comment	Para 4.27 "Consultation with the landowner <u>may</u> be required..." This should read Consultation with the landowner <u>will</u> be required"	Amended.
Gladman Developments Ltd	DrPO122	Biodiversity and Geodiversity	Comment	Gladman note that the mitigation in relation to biodiversity and geodiversity is often very site specific, and therefore it is difficult to provide further guidance regarding this. Whilst Gladman accept this and welcome discussions regarding individual scheme and the mitigation required, it is key that the planning obligations sought are justified and again will need to meet the CIL Regulation 122 tests.	The Local Authority is fully aware of the Regulation 122 tests.
Environment Agency	DrPO129	Biodiversity and Geodiversity	Comment	In relation to a contribution to Green Infrastructure, we have a number of projects where Water Framework Directive (WFD) funding has been sought. We also have Restoring Sustainable Abstraction work being carried out in your Council's area relating to low flow issues. We would be happy to discuss this work and how it could be picked up under the Planning Obligations SPD in further detail with you. July 2016 funding has been approved for this project and therefore will not be sought through Section 106.	No further action required.
Worcestershire Wildlife Trust	DrPO73	4.28	Support	We are pleased to support the proposed Revised Planning Obligations SPD and in particular the comments concerning Biodiversity beginning at paragraph 4.28	Welcome the support especially relating to biodiversity.
Historic England	DrPO94	4.28	Comment	Paragraph 4.48 refers to public realm works which can impact on the historic environment and heritage assets and their settings. As such it is recommended that at the	Wording amended.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				end of the paragraph, where public realm is linked to transport choices and connectivity, additional text could be included to read ' <i>and can also enhance the historic environment</i> ' or a similar alternative. Reference to the historic environment here would emphasise the synergistic opportunities which could potentially be available through a planning obligation.	
Canal & River Trust	DrPO68	4.31	Comment	The Trust supports this section of the SPD which sets out that developments within the Kidderminster Central Area adjacent to the Staffordshire & Worcester Canal and the River Stour will be required to contribute to their biodiversity enhancement, where appropriate. We note that any biodiversity enhancements within our water space would require a licence and agreement from the Canal & River Trust.	Support is noted.
Staffordshire & Worcestershire Canal Society	DrPO84	4.31	Comment	Policy KCA.UP7 of the Kidderminster Central Area Action Plan requires sites adjacent to the Staffordshire & Worcestershire Canal and the River Stour to enhance the biodiversity value of the canal and rivers where appropriate'.	Comments noted.
Woodland Trust	DrPO86	4.33	Comment	The Woodland Trust would like to see a specific paragraph added supporting woodland creation as a key planning obligation tool to deliver green infrastructure. Trees and woods can deliver a wide range of green infrastructure benefits for placemaking for local communities, in both a rural and urban setting, and this is supported by current national planning policy. Woodland creation delivers across a wide range of benefits – see our publication <i>Woodland Creation – why it matters</i> . These include for both landscape and biodiversity (helping habitats become more robust to adapt to climate change, buffering and extending	Many valid points made, inclusion of support for woodland creation as a planning obligation will be investigated.

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				<p>fragmented ancient woodland), for quality of life and climate change (amenity & recreation, public health, flood amelioration, urban cooling) and for the local economy (timber and wood fuel markets).</p> <p>The Council has a statutory duty to protect trees and promote tree planting: Section 197 of the Planning Act (1990) - <i>Planning permission to include appropriate provision for preservation and planting of trees.</i></p> <p>The National Planning Policy Framework (NPPF) supports the need for more habitat creation: '<i>Local planning authorities should: set out a strategic approach in their Local Plans, planning positively for the creation, protection, enhancement and management of networks of biodiversity and green infrastructure</i>', Also para 117 states that: '<i>planning policies should:....promote the preservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species populations, linked to national and local targets and identify suitable indicators for monitoring biodiversity in the plan</i>'. </p> <p>Creating a great place for living: Defra's strategy to 2020 (Defra, EA, NE, FC Jan 2016) contains the aspirations to increase biodiversity, improve habitat and expand woodland areas.</p> <p>England Biodiversity Strategy which makes it clear that expansion of priority habitats like native woodland remains a key aim.</p> <p>A reading of these policies in the National Planning Policy Framework together with the England Biodiversity Strategy indicates that habitat expansion, like native woodland creation, should form a high priority for this new Allocations Plan.</p> <p>Woodland creation also forms a significant element of the Government Forestry Policy Statement (Defra Jan</p>	

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				<p>2013)</p> <p>Other benefits of tree planting include –</p> <p>Urban heat island: Trees and woods can reduce the impact of the 'urban heat island effect' which occurs when hard surfaces in summer act as giant storage heaters, absorbing heat during the day and releasing it at night.</p> <p>Air quality: Trees further improve air quality through the adsorption of particulates from vehicle emissions and other</p> <p>Water management - flooding : Trees can reduce the likelihood of surface water flooding, when rain water overwhelms the local drainage system, by regulating the rate at which rainfall reaches the ground and contributes to run off.</p> <p>We would therefore like to see an additional paragraph inserted to read: “Development proposals will be expected to provide for appropriate tree planting to benefit recreation & amenity, health & wellbeing and water flow & quality as well as wildlife and landscape.</p>	
Worcestershire Wildlife Trust	DrPO74	4.35	Comment	<p>Management and monitoring of mitigation will be critical in delivering successful outcomes and we would therefore suggest that explicit reference be made to the need for management agreements to be brought forward as part of any mitigation package. These should run for at least the same length of time as the establishment period (see below) but there will be cases where they will be required for the lifetime of the development. Commentary on this could be included in any of the paras. 4.35 – 4.38</p>	Paragraph partially reworded to take into account comments.
Woodland Trust	DrPO87	4.35 -4.38	Comment	<p><u>It is not possible to mitigate the loss of, or replace, ancient woodland by planting a new site, or attempting</u></p>	Interesting points are raised which will be investigated through engagement with

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				<p><u>translocation</u>. Every ancient woodland is a unique habitat that has evolved over centuries, with a complex interdependency of geology, soils, hydrology, flora and fauna. This requires absolute protection in accordance with emerging national policy. (Communities and Local Government (CLG) Select Committee Report July 2014 - This shows a clear direction of travel, recognising that the NPPF does not currently provide sufficient protection for ancient woodland. Until the NPPF is amended there is a clear role for Local Plans and associated documents to provide this improved level of protection and to ensure that irreplaceable habitats get the same level of protection as heritage assets enjoy under the NPPF).</p> <p>Wyre Forest District shows a significantly above average ancient woodland resource at 9.24% of land area compared to a UK average of 2.5%, it is critical that this valuable natural resource is absolutely protected in this Plan and highlighted appropriately. There should be no further avoidable loss of ancient trees through development pressure, mismanagement or poor practice. The Ancient Tree Forum (ATF) and the Woodland Trust would like to see all such trees recognised as historical, cultural and wildlife monuments scheduled under TPOs and highlighted in plans so they are properly valued in planning decision-making. There is also a need for policies ensuring good management of ancient trees, the development of a succession of future ancient trees through new street tree planting and new wood pasture creation, and to raise awareness and understanding of the value and importance of ancient trees. The Ancient Tree Hunt is designed specifically for this purpose.</p> <p>Other - stronger - national policies on ancient woodland</p>	Woodland Trust as part of the Local Plan Review.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				<p>and ancient trees should be considered:</p> <ul style="list-style-type: none"> • The Government’s policy document ‘ Keepers of Time – A statement of Policy for England’s Ancient & Native Woodland’ The Government’s Independent Panel on Forestry Government <i>Forestry Policy Statement (Defra Jan 2013)</i>:. • <i>The Government’s Natural Environment White Paper – The Natural Choice: securing the value of nature</i> (HM Government, July 2011 • <i>The Biodiversity Strategy for England (Biodiversity 2020: A Strategy for England’s Wildlife & Ecosystem Services , Defra 2011</i> <p><i>There is increasing evidence of other local authorities supporting absolute protection of ancient woodland in their LDF planning documents.</i></p> <p><u>We would like to see this Planning Obligations SPD contain text to the effect that – “Loss and damage to ancient woodland and ancient trees cannot be mitigated and they should therefore be protected absolutely”.</u></p>	
Worcestershire Wildlife Trust	DrPO75	4.36	Comment	<p>We welcome the fact that the SPD reflects the need to provide positive GI and biodiversity enhancement through development and we are pleased to note references to the need for development to avoid harm as a first principle, before moving to mitigation and compensation. With this in mind it may be helpful to make specific reference to paragraph 118 of the NPPF in paragraph 4.36 to further emphasise this important point.</p>	Amended with reference to paragraph 118 of NPPF in 4.35.
Worcestershire	DrPO76	4.38	Comment	<p>We note the two options for mitigation given in</p>	The wording has been amended. Length of

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Wildlife Trust				paragraph 4.38 but we would query the need for these to be placed in order of preference. Which solution is preferable will depend on site circumstances and we would recommend that this is reflected in the wording. In addition we would advocate that the creation and establishment period be extended to 20 years to better reflect the uncertainties surrounding creation of habitat.	time period will be reviewed as part of the review of the Local Plan.
Gladman Developments Ltd	DrPO123	Flood Alleviation	Comment	Gladman note that this element of the SPD refers to options for both on-site and off-site mitigation, but that it is only the off-site that is likely to be secured through planning obligation.	Comments noted.
WFDC	DrPO70	4.40	Comment	At the moment the return periods in this paragraph for fluvial flooding are indicated as 1 in 100 and 1 in 1000. The word 'year' could perhaps be added to this? In addition, it is now encouraged to describe the frequency as a percentage chance for any given year, as this appears to be easier understood by the general public. For the 1 in 100 year event this would be 1% annual probability and for the 1 in 1000 year this would be a 0.1% annual probability. The format in which it is normally done is: 1 in 100 year (or 1% annual probability)	Amended to reflect these comments.
Watkins R A	DrPO42	4.41	Comment	Too woolly.	Reworded after consultation with Environment Agency and Wyre Forest District Water Management.
Environment Agency	DrPO127	4.41	Comment	Technical Guidance referred to at 4.41 is outdated. Suggest update to refer to the current Flood Risk and Coastal Change section of the NPPG.	Amended as per comments.
Chaddesley Corbett Parish Council	DrPO155	4.41	Comment	Flood alleviation. Residential development in areas at risk of flooding should be prohibited.	All residential development in areas at risk of flooding will be considered in consultation with the Environment Agency.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
WFDC	DrPO71	4.44	Comment	This paragraph currently details that it is important that runoff rates and volumes leaving the development site get limited to pre-development levels. Although that is clear to me, I do wonder whether it is clear enough that for Brownfield sites too this means Greenfield levels, not the levels prior to redevelopment? The National Standards for SuDS (Defra, 2015) as mentioned in paragraph 4.46 now prescribe that levels for major developments should be as close as reasonably practicable to the Greenfield runoff rates and volumes for all sites, however never exceeding the levels that would have occurred prior to the redevelopment of the site (standards S3 and S5).	Amended to clarify this comment.
Watkins R A	DrPO41	4.46	Comment	Why only "major developments"? Use of S106 on smaller schemes is too pedantic - just remove permitted development rights which could nullify SUDs on site.	Comments noted.
WFDC	DrPO72	4.46	Comment	This paragraph starts by stating that there is the expectation that SuDS will be provided for the management of runoff in all major developments wherever appropriate. I do wonder how this relates with the Council's Core Strategy CP02 which states that all (not just major!) new developments will be required to incorporate appropriate Sustainable Drainage Measures. Ideally I would like to change the first sentence of paragraph 4.46 into: "There is the expectation that SuDS will be provided for the management of runoff in all major developments wherever appropriate and in all new developments in areas at risk of flooding, and that the design will conform to the non statutory technical standards for SuDS (Defra, 2015).	Changed the sentence as suggested.
Environment	DrPO128	4.47	Comment	Suggest change to heading at para.4.47 to include both	Paragraph amended following these

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
Agency				types of infrastructure: Flood Warning and Existing Flood Defence Contributions.	comments and points raised by Water Management.
WFDC - Development Control	DrPO166	4.47	Comment	<p>Para 4.47 -</p> <ul style="list-style-type: none"> "Where it can be demonstrated by the appropriate Risk Management Authority...." How can this be demonstrated? ".. Contributions will be directed towards a specific flood warning system..." Noted but the EA have already asked for this in 5+ cases. No requirement to sign up for this. Not clear how it can be substantiated. 	The risk management authority will decide how this will need to be demonstrated.
Gladman Developments Ltd	DrPO124	Public Realm	Comment	Gladman query the inclusion of public realm contributions within the SPD. Whilst Gladman note that these will only be sought in 'appropriate circumstances', no further clarity is provided as to when the District Council will seek these types of obligations, or what they consider to be appropriate circumstance. Gladman again refer back to the Regulation 122 tests, as it is unclear how obligations for public realm improvements would meet these.	Comments regarding public realm are noted.
WCC - Planning Economy & Performance	DrPO234	4.48	Comment	Suggest revised wording for this paragraph, as follows: "The public realm relates to all areas of the District accessible to the public where societal interaction takes place. High standards of design and the quality of the public realm is essential in creating successful environments for movement, interaction and activity, as well as defining the setting and relationship between surrounding buildings. High standards of public realm will further enhance the historic environment and serve to	Wording amended as suggested.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				promote sustainable travel choices by facilitating walking, cycling and access to public transport".	
Historic England	DrPO95	4.51	Comment	Paragraph 4.51 relevant local plan policies could also include SAL.UP6 – Historic environment and heritage assets.	Agreed and amended.
Woodland Trust	DrPO88	4.53	Comment	We are pleased to see the reference to tree planting in the public realm, which will help support green infrastructure provision of benefits for health and amenity in the urban environment. The case for trees in the urban environment is comprehensively made by the Urban Forestry and Woodlands Advisory Committee (FWAC) in their new publication <i>'Our vision for a resilient urban forest'</i> (Urban FWAC Network, Feb 2016) – “ <i>The urban forest vision will be shared by developers, planning authorities and communities as a critically important element of plans for new investment, infrastructure and retrofit...It will be a key part of green infrastructure (GI), helping to deliver economically successful, healthy, vibrant and safe places</i> ”.	Noted that reference to tree planting is supported.
WFDC - Cultural Services	DrPO177	4.53	Comment	Would like to see public art highlighted here - also not just in the town centre. Public art could be incorporated into the development e.g. railings, bus shelter, bike racks.	Point understood but list is not in priority order.
Watkins R A	DrPO43	4.54	Comment	What does adjacent to the town centre mean? What does major development mean in this context?	Town centres consist of primary and secondary shopping areas together with other uses such as residential and services.
Watkins R A	DrPO44	4.55	Comment	As with extra school buildings is it reasonable to fund something, in part, that the council might never build?	Worcestershire County Council carefully monitors and commit to spending contributions within a time period

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
					specified in the planning agreement.
WFDC - Development Control	DrPO167	4.55	Comment	What public realm projects are there?	Points noted. Examples included at 4.56
Kidderminster Town Council	DrPO146	4.56	Support	The Town Council supports paragraphs 4.56 to 4.62 and the approach to contributions to public realm improvements in the centre of Kidderminster	Points noted and welcomed.
WFDC - Development Control	DrPO168	4.58	Comment	First bullet point. This project is complete	Point noted and text amended.
Watkins R A	DrPO45	4.59	Comment	'Adjacent' is not defined and for a project such as Kidderminster Rail Station, the real 'adjacent' area could be vast.	Adjacent areas for different projects would differ in size, therefore some adjacent areas would be much larger than others.
Canal & River Trust	DrPO69	4.61 and 4.63	Comment	We are pleased to note that new canalside developments within the Kidderminster Central Area and Stourport will be required to contribute to the improvement of the canalside public realm.	Comments are noted.
WFDC - Development Control	DrPO169	4.66	Comment	Isn't this a transport / air quality issue?	Bewdley has many Listed and Locally Listed buildings which limit development opportunities.
WFDC - Economic Prosperity & Place	DrPO51	4.68	Comment	What about a levy for providing new bins on new developments?	Amended to include this point.
Environment Agency	DrPO130	Other Areas	Comment	Waste water infrastructure is a possible area for future contributions. Developers can bring forward schemes through contributions to utility company programmes, accelerating AMP (Asset Management Plan)	Needs careful consideration in terms of policy justification which would be investigated as part of the Local Plan Review.

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Respondent	ID	Section of Document	Support/ Object/ Comment	Comments	Officer Response
				<p>programmes. It may be applicable for a section 106 agreement to be used to secure a future mains foul sewer connection, where there are capacity problems for example, and an upgrade programme exists or for first time sewerage schemes in rural areas (identified infrastructure constraints within your Council's Water Cycle Strategy).</p> <p>Whilst this is not something which we would lead on, the SPD perhaps provides an opportunity for the inclusion of waste water infrastructure. Going forwards you may therefore wish to discuss this with the relevant sewage utility company, which in this instance is Severn Trent Water.</p>	
WFDC - Development Control	DrPO170	Jargon Guide	Comment	Affordable Housing needs updating to include starter homes	Due to national change the affordable housing section has been removed.



Overview and Scrutiny Committee

Briefing Paper

Report of: Kate Bailey, Strategic Housing Services Manager
Jenny Moreton, Principal Health and Sustainability Officer
Date: Thursday 8th September

Open

Wyre Forest Health and Wellbeing 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 and Wellbeing Plan 2016 – 20.

2. Background

- 2.1 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 has developed the Worcestershire Joint Health and Wellbeing Strategy 2016 - 2020, which establishes priorities for this period, based on the findings of the Joint Strategic Needs Assessment. Public Health is now a County Council function and WFDC works closely with the Public Health team ensuring the District Council makes a contribution to improving the health of its residents.
- 2.4 The Wyre Forest Strategic Health and Inequalities Partnership (SHIP), 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 Stakeholder Forum (HWSF), which includes representatives from Public Health, WFDC, Community Housing Group, 10:32 and AgeUK 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 health of the residents of Wyre Forest continues to be of concern with some aspects significantly worse than the national or regional average including; obesity, diabetes, statutory homelessness, smoking during pregnancy and alcohol-specific mortality. We will continue to address all these issues with partners over the lifetime of this plan.

3.2 Below is an update on some of the key projects undertaken as part the 2015/16 Health Action Plan (shown at Appendix 2):

3.2.1 Strength and balance classes

The exercise programme for older people who are at risk of falling or who had previously had a fall is continuing although is now delivered through a commissioned organisation. Participants attend a course which aims to improve confidence, balance and mobility and to reduce the risk of falls. Between April 2015 and March 2016 there were 161 people attending the courses in Wyre Forest.

3.2.2 Community Wellbeing Buddies

Ageing Well funding has been used, alongside funding from the CCG to deliver the Community Wellbeing Buddies service delivered by the Citizens Advice Bureau (CAB) across the majority of GP surgeries in the District. Please see appendix 3 for an evaluation report on the first 2 years of the buddies service.

3.2.3 Annual Showcase Event for Older People

A Showcase of Services event is held at Kidderminster Town Hall each year. 25+ organisations provide advice and information about their services to the approximately 300 members of the public. A wide range of topics are covered from healthy living, how to manage finances, claim benefits and information on local services. Stallholders at the August 2015 event included Wyre Forest District Council, Wyre Forest Community Housing Group, the Alzheimer's Society, The Cinnamon Trust, Age UK Wyre Forest, Diabetes UK, MS Society, Hereford and Worcester Fire and Rescue Service, Worcestershire health and Care Trust and Act on Energy plus many more. The event gives these organisations the opportunity to provide relevant up to date information, network and obtain referrals.

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. Seven businesses in Wyre Forest, including WFDC, are signed up so far. WFDC activities have included running annual staff health fairs at Wyre Forest House and Green Street, organising ongoing lunchtime physical activity sessions and promoting national campaigns on topics such as mental health, stopping smoking and alcohol awareness. WFDC have now achieved Worcestershire Works Well accreditation to level 2 and are aiming to achieve level 3 in 2016.

3.2.5 Tackling obesity

Throughout the year there have been many opportunities for people to undertake a variety of physical activities aimed at a variety of ages and levels of ability including health walks, adult cycling courses and the

Park Run, with over 3000 people participating in activities throughout the year.

3.2.6 Lets Eat The Park

The Friends of St Georges park have run a community food growing scheme, utilising raised beds, allotments and disused pieces of land to grow fruit and vegetables for local people. This project encourages physical exercise and healthy eating as well as reducing social isolation.

3.2.7 Starting Well

This event took place in 2016 and was aimed at parents and carers of babies and young children, with over 70 people attending. The event promoted a number of different issues including health in pregnancy, child development, mental health, weaning, childcare and family finance.

3.2.8 Services for improving Mental Health and Wellbeing

A number of services commenced in 2015/16 aimed at improving mental health and wellbeing by reducing social isolation including the new countywide "Reconnections" service aimed at over 50's and the local "Reaching Out" service.

4. Wyre Forest Health Action Plan 2016 - 20

4.1 The 2016 - 2020 Health and Wellbeing Plan is included at Appendix 1. This document reflects the three priorities of the Worcestershire Health and Wellbeing Strategy:

- Good mental health and wellbeing throughout life
- Reducing harm from alcohol at all ages
- Being active at every age

4.2 It also reflects the local priorities identified through various health profiles for the area and seeks to embody the key principles of partnership, environment, local action, rigour, involvement, transparency and accountability.

5. Options

5.1 The committee may wish to:

- Recommend to Cabinet that the Wyre Forest Health and Wellbeing Plan 2016-20 as attached at Appendix 1 is approved or
- Put forward alternative or additional proposals to recommend to Cabinet.

6. Consultation

- 6.1 Wyre Forest Health and Wellbeing Stakeholder Forum

7. Related Decisions

- 7.1 Not applicable

8. Relevant Council Policies/Strategies

- 8.1 Worcestershire Joint Health and Wellbeing Strategy 2016 - 2020
8.2 Wyre Forest DC Corporate Plan

9. Implications

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

10. Wards affected

- 10.1 All

11. Appendices

- 10.1 Appendix 1: Wyre Forest Health and Wellbeing Plan 2016-20
10.2 Appendix 2: Wyre Forest Health Action Plan 2015/16 with project updates
10.3 Appendix 3: Community Wellbeing Buddies Evaluation Report

12. Background Papers

- 12.1 Worcestershire Joint Health and Wellbeing Strategy 2016 - 20

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WYRE FOREST HEALTH & WELLBEING PLAN

2016-2020

Wyre Forest Health & Wellbeing Plan

2016-2020

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Wyre Forest Health and Wellbeing Plan

Foreword by Sally Chambers, Cabinet Member for Health, Wellbeing and Housing, and Karen Wright, Public Health Consultant

The Wyre Forest Health and Wellbeing Plan provides key partners, responsible for both health and the wider determinants of health, an exciting opportunity to work together to deliver improved health outcomes. At the heart of this plan are the opportunities and actions for partners around early intervention, prevention and joint working. It focuses on addressing county wide and district specific priorities.

The Worcestershire Joint Health and Wellbeing Strategy (2016-21) vision is “that Worcestershire residents are healthier, live longer, and have a better quality of life, especially those communities and groups whose health is currently poorest”. It sets out three overarching priorities: improving mental health and well-being, increasing physical activity, reducing the harm caused by alcohol.

The Wyre Forest Health and Wellbeing Plan sets out local activity underway to tackle these issues, as well as additional district priorities such as reducing smoking in pregnancy, increasing breastfeeding, tackling fuel poverty and reducing diabetes. For WFDC improving health and wellbeing is a key purpose and sits within their Corporate Plan, under the priority “Support you to live in clean, green and safe communities”.

The 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, involvement, evidence based action and accountability.

This plan aims to highlight the key issues faced by the people of Wyre Forest and to show how the various health bodies are working to tackle these priorities. Ultimately we hope the actions undertaken by the Council and our partners will improve the health and wellbeing of our residents and enable them to live fulfilling and productive lives.

Wyre Forest Health Structure and Strategy

The table below sets out the main health bodies in place locally, and gives an outline of their membership and remit.

Worcestershire Health and Wellbeing Board	Membership includes representatives from Worcestershire Public Health, Wyre Forest Clinical Commissioning Group	<ul style="list-style-type: none"> Improving the health and wellbeing of the Worcestershire population. Oversees local health commissioning Leads strategic planning & co-ordination of local health services Development of the Joint Health and Wellbeing Strategy.
Worcestershire Health Improvement Group	Includes county and district council, as well as VCS and CCG, representatives.	<ul style="list-style-type: none"> Co-ordination of action to improve health and wellbeing Development of plans to deliver Health and Wellbeing Board priorities.
Worcestershire Public Health	Part of Worcestershire County Council since April 2013.	<ul style="list-style-type: none"> To protect and improve health and wellbeing and reduce health inequalities. The Wyre Forest Health Improvement Co-ordinator, employed by Public Health, is based at WFDC.
Wyre Forest SHIP and HWSF	Statutory organisations and stakeholders with an interest in tackling health issues and inequalities	<ul style="list-style-type: none"> SHIP: Strategic Health and Inequalities Partnership HWSF: Health and Wellbeing Stakeholder Forum See Appendix 3 for further details.
Wyre Forest Clinical Commissioning Group (CCG)	Local GPs and senior health professionals.	<ul style="list-style-type: none"> Design of local health services. Procurement of hospital, community and mental health services. Arrange emergency and urgent care services.

Wyre Forest Health Facts and Figures

Public Health England's annual Wyre Forest Health Profile provides facts and figures on health issues such as obesity, alcohol use, mental health and physical activity. The 2015 profile reveals that:

Life expectancy for both men and women in Wyre Forest is similar to the England average. However, life expectancy is 10.7 years lower for men and 6.6 years lower for women in the most deprived areas of Wyre Forest than in the least deprived areas.

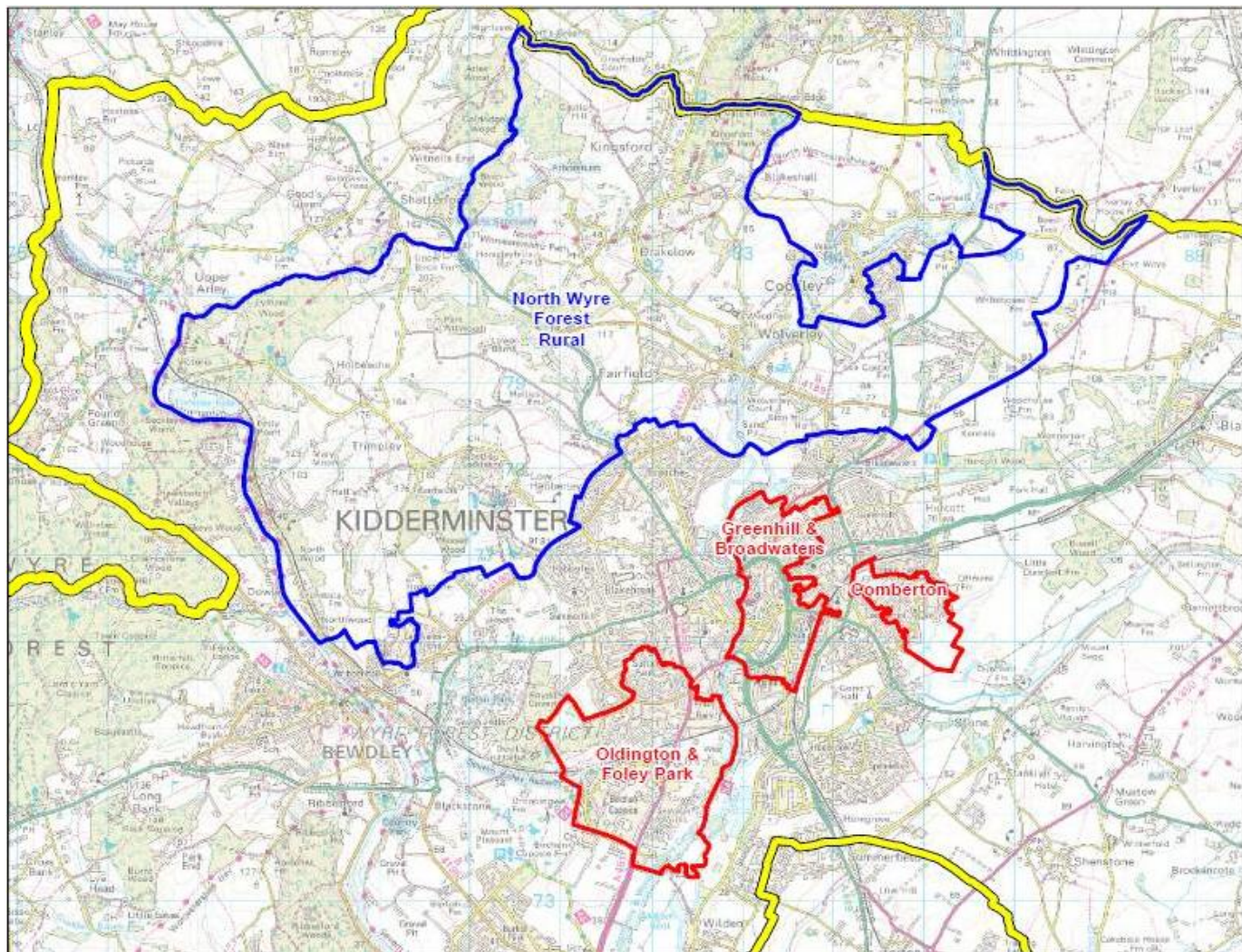
Child health - In Year 6, 21% of children are classified as obese. The rate of alcohol-specific hospital stays among those under 18 was 52.5. In Wyre Forest, 56.2% of new mothers breastfeed their babies in the first 48 hours after delivery, compared to an England average of 73.9%.

Adult health - 22% of adults in Wyre Forest are classified as obese. Each year there are 591 hospital stays as a result of alcohol related harm which is better than the average for England. It is estimated that more than 6,500 Wyre Forest adults (aged 17+) are living with diabetes.

Smoking in pregnancy: 16.4% of Wyre Forest's pregnant women are smokers at time of delivery, compared to an England average of 12%.

Local health data, including at electoral ward level, is available on the Public Health Observatory Local Health website.

The Worcestershire Public Health Annual Report 2014 identifies Health Hotspots, which have poor health outcomes compared to the rest of the county. In Wyre Forest, Oldington and Foley Park, Comberton, Greenhill and Broadwaters and the North Wyre Forest Rural areas have been identified as Health Hotspots, as shown on the map below.



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Worcestershire Public Health Annual Report 2014

Priorities of the Worcestershire Health & Wellbeing strategy and Wyre Forest CCG

Health and Wellbeing Board (HWB) and Health Improvement Group (HIG)

The Worcestershire Health and Wellbeing Board vision is that ***Worcestershire residents are healthier, live longer and have access to a better quality of life, especially those communities and groups whose health is currently poorest.***

The HWB has three overarching priorities:

- ***improving mental health and well-being;***
- ***increasing physical activity;***
- ***reducing the harm caused by alcohol.***

The Health and Wellbeing Board is supported by the Health Improvement Group (HIG). This sub group includes officer and member representatives from each District / Borough Council as well as representatives from the voluntary sector and patients groups. This group seeks to provide a local knowledge and understanding of health issues to the HWB and support delivery of the strategy on the ground.

Clinical Commissioning Group

The Wyre Forest Clinical Commissioning Group became formerly established in April 2013 and covers 12 medical practices. Their current priorities are;

<p>INTEGRATED CARE:</p> <p>(Including Urgent Care/ Non-Urgent Care & Out of Hours Care)</p>	<p>“We want our patients care to be planned with people who work together to understand each patients need, put the patient in control, co-ordinate and deliver services to achieve a patients best outcome. This will support our patients and allow them to live as independently as possible.”</p>
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2. SUPPORTING GENERAL PRACTICE	“Supporting General Practices in the Wyre Forest will help the doctors in those Practices contribute their knowledge & experience of patients’ needs and the clinical services they require, into the decision making and running of the Clinical Commissioning Group.”
3. REDUCE HEALTH INEQUALITIES	“Strengthening Communities and developing more effective systems of service delivery to improve health and wellbeing and reduce inequalities.”
4. LONG TERM CONDITIONS (LTC):	To include the recommendations of the West Midlands Quality Review Service (WMQRS) on chronic neurological conditions We want to provide effective, coordinated and robust services to help our patients manage their Long Term Conditions.
5. WYRE FOREST INTEGRATED CARE PROJECT	Review and refine the model of Integrated Care within Wyre Forest
6. FRAIL OLDER PEOPLE	We want to build on our integrated care priority to provide safe and compassionate care for our frail older population

Wyre Forest Health Improvement Case studies

These case studies illustrate some of the good practice taking place locally to improve the health and wellbeing of the people of Wyre Forest.

Public Events

A number of public events take place locally to promote health and wellbeing. The annual **Showcase of Services for Older People** takes place at Kidderminster Town Hall. Thirty + exhibitors provide advice and information at the event, which regularly attracts 300+ attendees. In 2016, the first Wyre Forest '**Starting Well**' event took place, aimed at parents and carers of babies and young children. This event provided advice and info on topics such as health in pregnancy, development, mental health, weaning, family finances and childcare. Two **Greener Living Shows** also took place in 2016 in Bewdley and Kidderminster, organised by WFDC in conjunction with local Transition groups. The events aimed to promote greener and healthier lifestyles through themes such as healthy eating, food growing, walking and cycling and energy efficiency. An estimated 500+ people attended these two events.

Let's Eat the Park

This is a community food growing scheme, run by the Friends of St. George's Park in Kidderminster. Local volunteers set up raised beds and an allotment area (with help from WFDC's Parks team) and involved the local primary school in planting 30+ fruit trees and hedges. The first full harvest was produced in 2015 and a variety of crops proved very popular with local people. As well as providing people with home grown fruit and veg, the project also provides opportunities to encourage physical activity through gardening and to tackle social isolation.

Reaching Out

Reaching Out is a community based project aiming to reach out to older people who are lonely and isolated living in Wyre Forest. The project offers a range of events such Lunch Clubs, Friendship groups, Arts & Crafts, Quizzes & board games, Handyperson, Cleaning, Shopping & Gardening a Befriending Service and more. The friendship and

luncheon club events have proved popular, with up to 40 people, aged between 58 and 95, from a range of ethnic backgrounds attending each one.

Wyre Forest Parkrun

Parkrun organise free, weekly 5km timed runs around the world. They are free, safe and open to everyone and people of all abilities are encouraged to take part. Wyre Forest Parkrun was set up with a small grant from the Wyre Forest CCG and support from WFDC's Sports Development Officer. The event has taken place weekly since it launched in August 2015 with an average of 140 runners taking part each week since then. Wyre Forest Parkrun is now well established, with a team of volunteers marshalling each week.

Worcestershire Works Well

Worcestershire Works Well is a countywide accreditation scheme designed to enable local businesses improve the health and well-being of their workforce. To date, 7 Wyre Forest businesses and organisations have signed up, with 6 of these having achieved accreditation. WFDC is one of those signed up; activities have included organising health fairs for staff at Wyre Forest House and Green Street. These provide an opportunity for staff (many of whom are also Wyre Forest residents) to have a health check, obtain information from a range of health services and try various physical activity/holistic taster sessions.



Health Action Plan : Project Photos.

Above: Events, including Showcase of Services & Greener Living Shows; Let's Eat the Park volunteers in action.

Below: Adult Cycle Training; Blood pressure checks at a staff health fair; Wyre Forest Parkrun.



ACTION PLAN 2016 - 20

The 2016/20 action plan mirrors the three priorities in the Worcestershire Health and Wellbeing Strategy. In addition we have considered the latest health information, including the latest Wyre Forest Health Profile, Director of Public Health Annual Report and Local Health data sets to ensure we address the main areas of concern for Wyre Forest and have therefore included some local priorities into the plan that will address some of the health issues in the area around statutory homelessness, smoking in pregnancy, fuel poverty and breast feeding that aren't reflected in the countywide strategy.

In addition health inequalities will remain a primary consideration in work that we do and we recognise the impact that poverty has on people's health so will continue to support colleagues across the District Council and partners in their work to provide advice and assistance to the most vulnerable residents whilst also improving employment prospects and facilitating economic growth for all.

This year the action plan has been developed in partnership with officers in Wyre Forest District Council and through our wider partnership of organisations who attend the Health and Wellbeing Stakeholder Forum and we would like to thank all those for making a contribution.

Monitoring and reporting.

Within Wyre Forest the Strategic Health and Inequalities Partnership, comprised of statutory and voluntary sector organisations, work to tackle health inequalities within the District. Acting at a strategic level SHIP seeks to focus action based on the priorities of both the HWB and the CCG. Please see Appendix 3 for a list of organisations involved in SHIP.

Underpinning this work is the Health and Wellbeing Stakeholder Forum, which is comprised of statutory and voluntary organisations who deliver a variety of health related services. Please see Appendix 3 for a list of organisations involved in the Health and Wellbeing Stakeholder Forum. This group oversees the operational aspects of delivery around the Health Action Plan with SHIP setting the strategic direction of the Plan. SHIP also oversees the work of the SHIP Advisory Sub-Group. The Sub-Group are responsible for monitoring projects funded through the CCG Innovation Fund; this funding is now closed to applicants but a number of funded projects are still ongoing.

The Health Action Plan covers work undertaken on behalf of SHIP, the Stakeholder Partnership Group and the Local Authority. This is reported annually through the Local Authority committee structure and is monitored regularly by the various groups.

Wyre Forest Health Action Plan 2015/16

Aim: Promoting independent living.

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Ageing Well – Isolation and Loneliness	Worcestershire Ageing Well Strategy 2012-17	Reduce social isolation in over 60s	Continue to offer advice and support to TOGETHER' Bewdley, Reaching Out and All Saints projects. Monitor outcomes from newly commissioned Loneliness project – Reconnections Produce and promote list of classes and groups of interest for older people.	Project established/ number of people attending	Social isolation project group at WCC / SHIP	Social Impact Bond funding Reconnections Project	Reconnections now running in WF with local delivery partners “Simply Limitless” Information has been collated for the district and leaflet developed.
Ageing Well – Community Wellbeing Buddies	Worcestershire Ageing Well Strategy 2012-17	Support over 50s to access the services they need	Deliver community buddies signposting & info service	No. People accessing service / no. GP surgeries involved	CAB	WFCCG/ Ageing Well Funding	100 people per quarter accessing service across 6 – 9 surgeries
Ageing Well – Community Wellbeing Buddies	Worcestershire Ageing Well Strategy 2012-17	Support over 50s to access the services they need	Deliver community buddies signposting & info service	Development of information brochure	WFDC / CAB	WFCCG/ Ageing Well Funding	Information has been collated for the district and leaflet developed.
Diabetes	Health Profile 2015	To raise awareness around diabetes and pre-diabetes	Support signposting and awareness raising	Review findings of pre-diabetes pilot when available	HIC	WCC	Outcomes of pilot by Independence Trust to be evaluated

Wyre Forest Health Action Plan 2015/16

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Ageing Well - Showcase	Worcestershire Ageing Well Strategy 2012-17	Increased access to information, advice and guidance for isolated older people	Older People Showcase of Services event	No. of attendees on 6th August 2015.	HIC / WFDC Project Officer (Health & Sustainability)	£850 held by WFDC	300+ people attended
Ageing Well – 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 who complete the 33 week course/ No: of courses delivered in WF/	HIC - Wychavon DC CHG / Sports Dev Partnership commissioned to deliver service	Funding from WCC and CCG	161 attendees on new Strength and Balance courses
Ageing Well - Dementia	Worcestershire Ageing Well Strategy 2012-17	Support council to respond to the Prime Minister's challenge on dementia.	Contribute to the delivery of dementia friends' awareness training sessions.	Support 2 staff in each WF pharmacy to access a face-to-face DF session No of sessions delivered (4 p.a) No of people we have delivered training too in WF.	HIC	WCC	Awareness session held for Pharmacy staff on 19 th April 2016
Ageing Well - Dementia	Worcestershire Ageing Well Strategy 2012-17	Support council to respond to the Prime Minister's challenge on dementia.	Contribute to dementia friendly communities work at County / District level	Dementia Friendly event to be held and group established	HIC	WCC	Initial Dementia Friendly Wyre Forest meeting held on 18th April 2016
Your Life, Your Choice	Future Lives	Support residents to access advice and information	Encourage service providers to sign up to website Promote to users	No. service providers signed up	All	WCC	Ongoing promotion.

Wyre Forest Health Action Plan 2015/16

Aim: To improve Mental Health and Wellbeing

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
5 ways to Wellbeing	Worcs. Mental Health & Suicide Prevention Plan 2013-16	To improve mental wellbeing through the 5 Ways to Wellbeing	Promotion of 5 Ways to Wellbeing- i.e. World Mental Health Day (Connect, Be active, Take Notice, Keep learning, Giving)	Increased no: of people informed about the 5 Ways to Wellbeing	All partners	Existing resources	Ongoing promotion th WFDC, CHG and the Big project.
Mental health first aid training	Worcs. Mental Health & Suicide Prevention Plan 2013-16	Increase no. of people trained to identify/ understand/ help with mental health problems	Delivery of training	No. of training sessions/ attendees	HIC / WCC co-ordinating training opportunities	Funded by WCC	Two training sessions have completed; One June 2015 one MHFA for Young People 2016.
Improving MH for YP	Worcs. Mental Health & Suicide Prevention Plan 2013-16	To improve mental wellbeing through access to low level interventions	Provide support to school children through Continu Trust project	No of people whose mental health improves	ContinuTrust	CCG funding	24 young people assisted th projects

Wyre Forest Health Action Plan 2015/16

Aim: Alcohol-Promoting Safe Drinking

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Safer Communities	Worcestershire Alcohol Plan 2013-16 & Community Safety Agreement 2014-15	Creating a community environment where individuals take responsibility for their drinking habits and sensible drinking is the norm	Support Alcohol Awareness Campaigns (e.g. Alcohol Awareness Week/ Dry January)	No of campaigns	WCC / Wyre Forest HIC/ Community Safety Partnership	Existing	Campaigns at WFDC staff events (2) and during alcohol awareness week.
Tackling Street Drinking	Worcestershire Alcohol Plan 2013-16 & Community Safety Agreement 2014-15	Creating a community environment where individuals take responsibility for their drinking habits and sensible drinking is the norm	Support projects aimed at reducing street drinking, diversionary activities and reducing the harm	Reduction in no of new street drinkers CONTINUE CAMPAIGNS Development of action plan Utilisation of PSPO	WFDC SIMPLY LIMITLESS Swanswell Street Pastors WRS Police	Existing	Now absorbed into Team Wyre Forest actions.
Safer Communities	Worcestershire Alcohol Plan 2013-16 & Community Safety Agreement 2014-15	Creating a community environment where individuals take responsibility for their drinking habits and sensible	Promote local support provided by the new alcohol/drug service provider	No of events / meeting where service promoted	WFDC	Existing	Service promoted to stakeholders and WFDC staff at various events /meetings.

Wyre Forest Health Action Plan 2015/16

		drinking is the norm					
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Aim: To reduce harm from obesity

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Obesity	Worcestershire Obesity Plan 2013-16	To reduce overweight and obesity levels and encourage and support residents to eat a healthy diet	To support 10:32 and other professional in increasing no of breastfeeding mothers	Increase in rate of breastfeeding in Wyre Forest No of Breastfeeding support groups	10:32 Breastfeeding Officer	Existing	Starting Well Campaign information pack produced and distributed to partners. Starting Well event held March 2016 at Town Hall. Healthy Start vitamins being promoted to increase uptake.
Food and Health	Worcestershire Obesity Plan 2013-16	To reduce overweight and obesity levels and encourage and support residents to eat a healthy diet	Explore the opportunity to utilise unused produce from local growing and packing establishments	No: of premises/ landowners contacted re contributing produce/ No: of premises /landowners supporting the project/ No: of venues receiving produce	Elaine Halford-Bishop, Health & Sustainability Officer, WFDC	Existing	Worcestershire gleaning coordinator (voluntary) will link to district contacts

Wyre Forest Health Action Plan 2015/16

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Comments
Food and Health	Worcestershire Obesity Plan 2013-16	To reduce overweight and obesity levels and encourage and support residents to eat a healthy diet	Disseminate healthy eating info e.g. Recipe cards through the food banks.	No of information sessions given to food banks, Childrens Centres & other community venues (e.g. Simply Limitless)re healthy living	Wyre Forest HIC / Project Officer (Health & Sustainability) Customer Service Advisors	Existing	Cook4Life course held at Kidderminster Library Feb 2016. 8 attendees
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities	Delivery of Inclusive Sport,	No. of participants	Dale Evans, Sports Development, WFDC	Existing	3850 people engaged through following activities
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities	Ongoing delivery of Health/ Track walks.	No. of participants	Stourport Sports Club/ WFDC	Existing	Please see above
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure	Launch the Wyre Forest Park Run (weekly 5k event)	Sessions held/ No participants/ volunteers involved	Dale Evans, Sports Development, WFDC	CCG funding	Wyre Forest Park Run launched August 2015. Average 120

Wyre Forest Health Action Plan 2015/16

		opportunities					runners each week.
Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities within Wyre Forest district.	Support activities for Bewdley Bike Week 2016	No. of participants	Dale Evans, Sports Development, WFDC	Existing	3850 people engaged through following activities
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities within Wyre Forest district.	Work with local businesses to encourage staff to cycle to work	Businesses engaged/ no's staff cycling to work Bikeability training delivered	Wyre Forest Cycle Forum	Existing	4 in first months from project launch until the end of the financial year
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities within Wyre Forest district.	Sports activities in school holidays, inc. Play Here, Sport Here sessions and sports courses.	No of sessions held/ participants	Dale Evans, Sports Development, WFDC	Existing	Please see above

Wyre Forest Health Action Plan 2015/16

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities within Wyre Forest district.	Deliver Sportivate sessions (aimed at 11-25 year olds), to include Tae Kwon Do, Golf, Boxercise, Dance to Teach, Teen Yoga.	No. of sessions held/ participants	Dale Evans, Sports Development, WFDC	Existing	Please see above.
Physical Activity	Worcestershire Obesity Plan 2013-16	To create a network of high quality accessible and sustainable sports & leisure opportunities within Wyre Forest district.	Activities for individuals / families with obese children	No of sessions / participants	Living Well service WFDC/HIC /PFP	Existing	Please see above.

Wyre Forest Health Action Plan 2015/16

Aim: To improve the health and wellbeing of communities and groups with the poorest health outcomes

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resource s	Update
Areas of Highest Need		To improve the health and wellbeing of communities and groups with the poorest health outcomes	Explore opportunities to link projects into Community Wellbeing Practises	Creation of CWP	CCG / WCC	Officer time CCG funding	Project discontinued in current format
Areas of Highest Need	Health profile: fuel poverty & excess winter deaths	To improve the health and wellbeing of communities and groups with the poorest health outcomes	Insulation and heating installation/ improvements.	No. properties insulated/ having heating improvements	Wyre Forest Health & Sustainability	Various external funding streams in place/ being sought	146 energy efficiency measures delivered in total.
Areas of Highest Need	Health profile: fuel poverty & excess winter deaths	To improve the health and wellbeing of communities and groups with the poorest health outcomes	Deliver a programme of energy advice sessions and training for front line workers	Advice / training sessions held Numbers attending	Wyre Forest Health & Sustainability/ Act On Energy	Officer time WFDC funding	136 people advised at surgeries.
Areas of Highest Need		To improve the health and wellbeing of communities and groups with the poorest health outcomes	Oldington & Foley Park: Wellbeing Wednesdays at Dowles Road Community Centre	No. of people attending/ services promoted	Wayne Morris, CHG	CCG funding	Data not available.

Wyre Forest Health Action Plan 2015/16

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Areas of Highest Need	The Big Local DY10 project	To improve the health and wellbeing of communities and groups with the poorest health outcomes	Support the health partnership for the Big Local project (likely to be Jan 2016 onwards)	To be agree with DY10 project	DY10	Big Lottery Funding	Development of health partnership-linked to HIC
Homeless ness	Worcesters hire Homeless Strategy 2012 - 2017	To improve the health and wellbeing of communities and groups with the poorest health outcomes	Develop pathway for people leaving hospital and prison with no accommodation	Reduction in no approaching as homeless	County Task & Finish Group	dCLG funding	Awaiting DC breakdown from St Pauls.

Wyre Forest Health Action Plan 2015/16

Aim: To ensure that accurate information and advice is effectively distributed within the community

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
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	Support the development of Worcestershire Works Well in Wyre Forest.	Support 50% of signed up WF businesses to achieve Level 1 by March 2016	Wyre Forest HIC	Existing	4 of 7
Brief Intervention Training	Worcestershire Joint Health & Wellbeing Strategy 2013-16	Maximise opportunities to raise awareness of health and wellbeing issues across the community	Continue to expand brief interventions, Support continued delivery and review of Health Chats Promote and support delivery and evaluation of 4 EWOAB sessions to front-line services across the county in year	No. of Health Chat's Training & Train the Trainer sessions delivered/ No. people trained	Wyre Forest HIC	Existing	One session delivered 13 people attended the session.

Wyre Forest Health Action Plan 2015/16

Project title	Link to other Strategies/ Plans	Objectives	Actions	Measures	Lead Orgs/ Officers	Resources	Update
Digital Inclusion	Future Lives Programme	Develop and co-ordinate district work to support and promote digital inclusion	Work with colleagues to extend GP DI Explore opportunity to support pharmacies to deliver DI in store	Pilot project completed	Karen Wright, WCC	Existing	2 GP practices and 1 Pharmacy have responded and are part of the digital inclusion project.
Social Marketing Campaigns		Support delivery of campaigns that are aligned to HWB priorities. Delivery of a district campaign with a specific focus on local need e.g. Right from the Start	Campaign plan. Promote/ deliver campaign information to partners within the district.	Undertake Right From the Start campaign (school readiness)	WF HIC	Up to £1000 WCC funding.	'Right from the Start' campaign delivered Spring 2016

Wyre Forest Health Action Plan 2015/16

Aim: To improve the health of children and young people.

Project Title	Link to Other strategic / plans	Objectives	Actions	Measures	Lead Org/Officer	Resources	Update
Smoking cessation whilst pregnant		To work with expectant mothers and smoking cessation services to reduce smoking	To support 10:32 and smoking cessation services to reduce smoking through ante-natal clinics	Reduction in numbers of pregnant smokers	10:32	Existing	Health profile figs

Appendix 1: Health Services in Wyre Forest

Local NHS Services

To find an NHS service near you, such as a GP surgery, dentist or support group, use the [NHS Service Search](#)

Public Health

The role of Public Health is to protect and improve people's health and reduce health inequalities, i.e. preventable differences in health between different groups of people. The [Worcestershire Public Health](#) website provides information on health in the area, including briefings and reports on specific public health issues.

Health and Social Care

As well as public health, Worcestershire County Council's [Health and Social Care](#) department provides social care for adults and children.

Living Well

The Living Well service works with individuals, families and communities in the highest area of health need across Worcestershire in supporting them to make behaviour changes with aim to improve their health and wellbeing and reducing health inequalities across these areas. To find out more call Living Well on 0845 863 8323.

Stop Smoking

If you smoke, quitting is the best thing you can do for your health. Visit the [NHS Smokefree](#) website or call their free helpline on 0300 123 1044 for help and advice or talk to your pharmacist about suitable treatments to help you quit. If you are pregnant and want to stop smoking, see you GP about free support available.

Alcohol and Substance Misuse

The Alcohol and Substance Misuse Service in Worcestershire is run by Swanswell (www.swanswell.org), email worcsadmin@swanswell.org

Mental Wellbeing: Books on Prescription

The [Books on Prescription](#) scheme provides self-help reading for adults for a range of common mental health conditions including anxiety and depression. The books are available through all Worcestershire libraries, including Kidderminster, Bewdley and Stourport.

Sports and physical activities.

Visit the Wyre Forest District Council web pages on [Sports](#) for information on sports clubs and facilities in Wyre Forest. You may also be interested in the pages on [cycling, walking and running](#) in the area.

Falls Prevention

Falls are a major issue in Wyre Forest and Worcestershire, with 30% of over 65's living in the community falling each year. Falling can often result in fractures and being admitted hospital. The NHS pages on [Falls Prevention](#), includes useful tips and advice on keeping active, including strength and balance exercises. You can also take part in local [Strength and Balance classes](#).

Worcestershire Works Well

Worcestershire Works Well is a FREE accreditation scheme designed to enable local businesses improve the health and well-being of the work force. A range of Wyre Forest employers, including the District Council and Community Housing Group are signed up. Visit the [Worcestershire Works Well website](#) to find out more.

Your Life, Your Choice

The [Your Life, Your Choice](#) website provides information and advice about adult social care and health services in Worcestershire.

Appendix 2: Funding for Health Projects

Possible sources of funding:

Wyre Forest District Council's '[Xpression](#)' [Leisure Grant Scheme](#) , designed to open up new opportunities for groups or individuals who are taking part in arts, sports, environmental and heritage activities.

[Worcestershire Community Funding database](#)

[National Lottery Good Causes Funding Finder](#)

[The People's Health Trust](#)

[Biffa award](#) and the [Severn waste local communities fund](#) for community projects near landfill sites

You may also be interested in information on [crowd-funding](#).

Appendix 3: Membership of Wyre Forest Health partnerships

SHIP

Worcestershire County Council (Public Health)	Worcestershire Health & Care Trust
Community Housing Group	Vestia
Wyre Forest District Council	ContinuTrust
Hereford and Worcester Fire Service	Wyre Forest Clinical Commissioning Group
West Mercia Police	

Health and Wellbeing Stakeholder Partnership

Worcestershire County Council (Public Health)	Worcestershire Health & Care Trust
Community Housing Group	Vestia
Wyre Forest District Council	Places For People Leisure
Hereford and Worcester Fire Service	Wyre Forest Clinical Commissioning Group
Sports Partnership	Homestart
Multi-Agency Group (chair)	Community First
CAB	Community Safety
LSP Co-ordinator	Simply Limitless
Barnados	10:32
DY10 Big Local project	Living Well Service

Health Action Plan 2016 – 2021

Countywide priorities from the Health and Wellbeing Strategy

1. Good mental health and wellbeing throughout life

Project Title	Actions	Lead Organisation	Measures
Mental Health First Aid Training	Support staff and partners to attend training when available.	Worcestershire County Council	Number of people trained
Mental Health & Wellbeing in schools	To provide a targeted intermediate mental health service (TIMHS) to children. To support health and wellbeing in schools through the development of the “Best of Health” project.	Continu Trust	Number of referrals Results of surveys to measure children’s awareness of Health and Wellbeing
Dementia Friendly Communities	Dementia Action Alliance developed and supported WFDC to raise the issue around Dementia with staff and WF20 Increase the number of Dementia Friends in WF Promote and support dementia events and activities	Alzheimer’s Society WFDC WCC/ Alzheimer’s Society WFDC/ WCC	Number of dementia action alliance (DAA) meetings held and attendance Number of businesses/ organisations signed up to the local DAA WFDC sign up to the DAA Number of dementia friends awareness sessions held and dementia friends attended Number of events supported

Project Title	Actions	Lead Organisation	Measures
<p>Social Isolation and Loneliness</p> <p>To reduce social isolation and loneliness for the most vulnerable residents.</p>	<p>Work with parish councils and community groups to target and support their older and most vulnerable residents.</p>	WFDC/ WCC	<p>Number of parish councils engaged.</p>
	<p>Update and ensure that activities and services are incorporated in to older person's activity booklet.</p>	WFDC/WCC	<p>Updated older person's activities booklet published, printed and distributed.</p>
	<p>Reconnections: Provide personalised support to people over 50 to reduce their feelings of loneliness and enhance their wellbeing</p>	Age UK Herefordshire & Worcestershire / Simply Limitless	<p>Number of people supported Reduction in feelings of loneliness at 6 and 18 months.</p>
<p>Digital Inclusion</p>	<p>Continue to support provision of online access to service users at GP surgeries and pharmacists</p>	WCC	<p>Evaluations from 2 GP practices and 1 Pharmacist in Wyre Forest</p>
	<p>Organise, promote and provide a further computerbus session in the district</p>	WCC	<p>Number of people accessing the session / type of enquiry if available</p>
	<p>Work with Wyre Forest digital connector to identify and promote community venues for digital inclusion, and develop provision where necessary</p>	WCC / CHG	<p>Details of mapped provision Number of sessions/ provision established (as required) Number of people accessing sessions</p>

2. Being active at every age

Project Title	Actions	Lead Organisation	Measures
Sports Development / Activities	To promote health and wellbeing of residents in WF through physical activity	WFDC	Number of participants in a variety of activities throughout the year
Adult Cycle Training	Deliver free cycle training for Wyre Forest residents aged 16+.	WFDC / WCC	Number of participants. Follow up survey results.
Leisure Centre	To promote health and wellbeing of residents in WF through physical activity	WFDC	Take up of new leisure centre facilities
Green Gyms and Parks	Promoting the use of local park (s) / nature reserves for mini park runs/ health walks/ Green Gyms	WFDC/ WCC	Number of events held / outdoor recreation promoted

3. Reducing harm from alcohol at all ages

Project Title	Actions	Lead Organisation	Measures
Raising Alcohol Awareness	Supporting national campaigns to raise awareness around alcohol (and in relevant geographical areas, as appropriate)	WFDC / WCC	Number of events where alcohol awareness raised Wards targeted with relevant information/ campaigns
Training on Alcohol Awareness	Support training on alcohol awareness to staff at WFDC	WFDC	Numbers attending training course
Reducing the strength / accessibility to encourage responsible drinking	Produce and circulate a briefing paper to licensing committee on local statistics regarding alcohol	WCC / WFDC	Briefing paper produced

4. Local Priorities

Project Title	Actions	Lead Organisation	Measures
Raising rates of breastfeeding	Promote and support the uptake of Healthy Start vouchers (Focus on low income families, support good nutrition throughout pregnancy and early childhood).	WCC	Numbers of vouchers used/ vitamins bought.
	Increase number of premises signed up to the Worcestershire Welcomes Breastfeeding scheme	HACW	Number of premises recruited to the scheme
	Increase the number of breastfeeding peer supporters recruited and trained	HACW	Number of peer supporters recruited and undertaken the training
Reducing Statutory Homelessness	Working with partners to prevent and relieve homelessness	WFDC	Number of housing advice & preventions per annum
Reducing Diabetes	Explore current provision and good practise	WCC	Consider what actions can be supported by WFDC / WCC based on analysis undertaken
Tackling fuel poverty	Training for frontline workers-signs of fuel poverty, health implications, support available.	WFDC/ Act on Energy	Number of people trained.
	Deliver Boilers on Prescription scheme for low income people with long term health conditions.	WFDC/ Act on Energy	Number of installations.
	Energy advice at flu jab clinics.	WFDC/ Act on Energy	Number of people advised.
Reducing Smoking in pregnancy	Undertake research into preventative measures of near neighbours to explore additional actions to reduce numbers	WCC	Number of wards / geographical areas targeted with information/ campaigns
	Working with partners to reduce smoking in pregnancy including exploring smoke free parks concept	WCC/ WFDC	

Project Title	Actions	Lead Organisation	Measures
Reducing overweight & obese adults	Support and promote the Cook4Life programme Explore planning guidance around proliferation of fast food outlets, and develop a briefing paper to inform planning policy at WFDC To raise awareness of gleaning and attract volunteers. Continue to support local groups promoting healthy eating and reducing food miles	WCC/ WFDC WFDC/ WCC WFDC WFDC / WCC	Number of courses/ sessions delivered and number of attendees Results of the course evaluation Briefing paper has been developed Support/ promotional information provided Number of gleaning events held Number of groups supported
Brief Interventions	Eating Well on a Budget sessions Health Chats Training	WCC	Number of courses delivered/ Number of attendees Satisfaction/ knowledge and confidence of participants
Campaigns/ Provision of information	Stroke Campaign -Delivery of an awareness information session Ageing Well -Older person's showcase event -Electric blanket testing and advice giving Use of social media to promote healthy lifestyle messages	WCC WFDC/ WCC WFDC	Number of participants attended (26) Number of people attending event Number of exhibitors Evaluative feedback Number of electric blankets tested/ advice given Campaign information shared Number of 'shares' or 'likes' (Twitter/ Facebook)
Worcestershire Works Well	Ensure as many businesses as possible are signed up to Worcestershire Works Well	WCC	Number of new sign up's Number of businesses accredited to level 1

**Evaluation Report - Community Wellbeing Buddies Service
January 2014 – Dec 2015**

1. Introduction

- 1.1 The purpose of this report is to evaluate the Community Wellbeing Buddy service and to share the knowledge can from delivering this service with funders and partners. This report will consider the performance data produced and the views of the service providers as well as outline future steps.

2. Background

- 2.1 During the summer of 2013 Wyre Forest Clinical Commissioning Group (CCG) and Wyre Forest District Council, worked together with support from the Public Health consultant, to develop a specification for a Community Wellbeing Buddies service. The service was based on similar ideas from around the country, often called village agents, where people (often volunteers) are recruited to provide an advice and signposting service.
- 2.2 The specification was advertised and the Wyre Forest Citizens Advice Bureau were appointed as the successful providers. The service commenced in November 2013 with volunteer CWB and a Health and Wellbeing Co-ordinator being recruited and launched from January 2014. Referrals were initially from doctors and numbers increased dramatically when nurses began making referrals. The service has also extended, facilitating patients self-referral.
- 2.3 The service was funded from WFCCG funding used for innovation projects and from WFDC Ageing Well money (a pot of money awarded from Worcestershire County Council for supporting health and wellbeing projects mainly aimed at 55+ to District Councils). There were a number of shared objectives and outcomes agreed that were required by the individual funding streams. In particular the WFCCG and WFDC were interested in evaluating the cost-effectiveness of the project in relation to other services and in it's ability to positively improve the health and wellbeing of patients.
- 2.4 It has been recognised that a holistic approach to healthcare results in an improvement in the health and wellbeing of our communities. This should, in turn, reduce the demand on NHS acute and community services with a resulting reduction in expenditure. Socio-economic factors that impact on health include: debt, homelessness, poor housing, low income, fuel poverty, employment issues and domestic abuse. There is an increasing awareness of the detrimental effects of social isolation on physical and mental wellbeing. Pressures on the health service are such that GPs have a very limited time to address their patient's needs outside of clinical interventions.
- 2.5 The service is partly intended to assist patients with a wide range of subject matters that are traditionally associated with the CAB, such as debt, housing, employment and benefit problems. However, there is also a desire to provide a holistic service with objectives including the reduction of social isolation, increasing community engagement and promoting wellbeing improvements. For this reason, the project was given the title 'Community Wellbeing Buddies Service'.
- 2.6 To support the evaluation of project the provider collected data using the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS). This asks patients to indicate the

frequency with which they feel: optimistic, useful, relaxed, able to deal with problems well, think clearly, close to other people and able to make up their own mind about things.

The five frequencies range from;

- None of the time
- Rarely
- Some of the time
- Often
- All of the time

and scored as shown below.

The survey is completed at the initial appointment and again during a follow-up phone call two months later. The difference in the two scores is used to measure how the health and wellbeing of the patient has changed. The effectiveness of the service is measured largely by the percentage of patients whose wellbeing scores increased after intervention. Unfortunately the collection of this data was limited in the first year and the results included in the evaluation related to the period January 2015 – November 2015.

- 2.7 Evaluation of the project has also been drawn by the wide range of case studies collected as the project progressed and through the Key Performance Indicators.

3. Key Issues and Performance Data

3.1 Referrals and demographics

The data collected identifies a total of 542 referrals were received by the service during January 2014 – December 2015. These referrals were comprised of 335 women and 207 men. The ages of the people seen ranged from 15 to 85+ with most people within the 55 – 59 age range (65 people). Of those who expressed a racial group, 439 were white british with next largest minority group being any other white background (12). In terms of economic status 192 were retired and 108 permanently sick or disabled.

3.2. GP practises

There are 12 GP practises in Wyre Forest. The contract required 4 GP surgeries to receive the CWB service within 8 weeks of mobilisation and the remainder of the GP practises and a community venue to have CWB in place by February 2013. However engagement in the project by the GP practises varies across the District and some GP practises were undergoing refurbishment or rebuild or were too short on space to host a Buddy during the two years of operation. By the end of the 2 years the CWB delivering sessions either directly or via the telephone in 9 practises.

3.3 Nature of issues raised

The main reason for referral was social isolation followed by benefit issues and needing support for independent living. At the time the service was established there were limited services to refer isolated people onto and even now, provision is very limited for those under 55 and without their own transport. In terms of social isolation the majority of people were isolated because of their health issues but also sited as reasons were because they were a carer, due to a lack of mobility, bereavement and depression.

3.4 Outcomes – where signposted to and wemwbs

3.4.1 Signposting - For most of the people seen it was possible to refer them on to another service for further help, advice and support. In particular the CWB worked closely with and accessed Simply Limitless, Reconnections and Reaching Out (when

they came online), Worcestershire Association of Carers, Workers Educational Association, Someone's Art, Care and Repair, CAB services and Age UK.

3.4.2 Wemwbs – Unfortunately the data was not collected until the end of the first year and then wasn't consistently collected due to staff turnover and residents refusing to complete. Of those who did complete the questionnaire 49 experienced a positive impact on health and wellbeing after receiving the service, 19 stayed the same and 10 experienced a negative impact.

3.4.3 Customer satisfaction – Again data wasn't always collected but of the 77 who did respond 77 all were satisfied with the service.

3.5 Volunteers

A key part of the original service embraced using volunteers and particularly from the older age groups, who themselves may be isolated. The CAB at any given time had approximately six volunteers rotating through the Community Wellbeing Buddy Service. By rotating volunteers through the various CAB opportunities, the CAB ensured training was structured and practice develops to the standards and within the limits of the service. The volunteers kept up to date on advice and operational information and maintained the social networks many were attracted to when looking for voluntary opportunities. Training and recruitment of the volunteers was undertaken by paid staff.

3.6 Other related services (online directory) & partnership working

3.6.1 The service provider was also required to develop an online service directory that could be used by the CWB and the CAB more generally and this was achieved in the first year of the contract. The directory continues to be updated and utilised by the provider. New developments include the 'Your Life Your Choice Worcestershire' website to identify the range of services available also became available during the project's operation.

3.6.2 During the two years of the CWB service, the CAB promoted the service at networking meetings and at events such as the Retirement Roadshow at Kidderminster Town Hall. The CAB researched or visited where possible the organisations they referred to. The service was strengthened by building excellent relationships with key contacts within organisations. Finding new services and forging new links is an on-going process and is a vital component of the work the CWB do.

3.7 Gaps in provision

3.7.1 Part of the specification for the service included a requirement to identify gaps in provision within the Wyre Forest based on the review of services and activities combined with patients requests for services.

3.7.2 The Buddies see numerous patients for whom counselling or therapy might be beneficial. In these circumstances, they urge people to talk to their doctor about a referral to appropriate services. The CWB also signpost to or make referrals to mental health charities, support groups and self-help guides. One of the main problems identified has been the timely accessibility of community mental health services. Whilst there are good services available, the waiting time to access those (for example an NHS counsellor) may be considerable. Voluntary organisations such as Onside Advocacy also have excellent schemes but are oversubscribed.

3.7.3 Some patients have problems with drug, alcohol or gambling addictions that have an enormous effect on their health and wellbeing, in addition to impacting the lives of those around them. Sometimes people are not ready to engage with professional help but by providing information on the help that is available, the CWB aim to 'plant

a seed' for when the time is right. Again, the CWB have identified a shortfall in service provision in this area.

- 3.7.4 Finally, one of the major problems the CWB encountered amongst our service users was social isolation, in particular amongst men, the elderly and those who experience mental health issues. The CWB observed that men are less confident in joining new social groups or taking part in activities. This is especially the case if they are bereaved, have become unemployed or are experiencing ill health. It is hoped that local initiatives such as Wyre Forest Reaching Out will be successful as will the Reconnections service. This problem is compounded by limited community transport options especially in the evenings and weekends.

4. Challenges to the service

- 4.1 The number of non-attendees to appointments was a challenge to volunteers, with "did not attend" often running at just over 20%. Various alternative methods of service delivery were trialled over the two years including telephone / written reminders and making appointments for telephone calls instead of appointments in the practises. Overall nearly 70% of referrals received a service from a CWB.
- 4.2 The impact of the DNA often meant volunteers were left with little work to do and became disheartened and this led to recruitment and retention problems. To resolve this, the CAB suggested that for any extension to the contract period, service delivery should primarily be undertaken by a paid member of staff.
- 4.3 There had been different levels of engagement from the GP's practises that have agreed to host a CWB and further work into the reasons for this needs to be undertaken. Special promotional material has been produced and contact is made on a regular basis with the Practise Managers and key personnel within the practises.

5. Conclusion and next steps

- 5.1 Throughout the project the CAB have been able to obtain case studies that can demonstrate the positive work that is being accomplished and these, alongside some fairly positive WEMWBS show that there is a positive impact on patient wellbeing from the service. There was also a good referral rate into other services including Reconnections and to the CAB for welfare / debt advice.
- 5.2 Unfortunately the service is deemed to be high cost and has struggled to be delivered at the required capacity of 20 users p.w.
- 5.3 The CAB and funding partners acknowledge the need to have paid staff rather than volunteers to deliver the service – to give continuity and consistency of advice.
- 5.4 As the project was funded from non-recurrent funding from both the CCG and WFDC, a further funding bid is required to continue the service. To make this possible the non-recurrent funding has been extended for a further 12 months to enable further analysis of outcomes. Depending on the results the funding partners will prepare a report for a decision from the CCG Clinical Executive Team in September 2016 or exit strategy will be put in place.
- 5.5 During the 12 month extension period the following will be required;

5.5.1 Monthly support and review between CAB, CCG and DC – in order to improve uptake and troubleshoot any problems.

5.5.2 Electronic referral and secure NHS.net email account set up to make referrals easier, securer and quicker

5.5.3 Promotion of service at practice managers meeting and within monthly GP update

- 5.6 The CCG and WFDC will continue to work jointly on this project and commit to sharing the evaluation amongst partners.

This report has been prepared by Kate Bailey (Strategic Housing Services Manager), WFDC in consultation with Ruth Cooper (Patient and Public Engagement Manager) at WF CCG.



Overview and Scrutiny Committee

Briefing Paper

Report of: Jenny Moreton, Principal Health and Sustainability Officer

Date: Thursday 8th September 2016

Open

Climate Change Update

1. Summary

- 1.1 This report provides an update on implementation of the Wyre Forest Climate Change Action Plan 2015/16 and seeks endorsement of the updated action plan for 2016/17.

2. Background

- 2.1 The Health and Sustainability Team in Housing Services lead the co-ordination and delivery of work to tackle climate change issues in Wyre Forest.
- 2.2 The updated Wyre Forest Climate Change Strategy and 2015/16 action plan were approved by Overview and Scrutiny Committee and Cabinet in September 2015. The strategy was written in alignment with the Worcestershire Climate Change Strategy and aims to deliver the Worcestershire strategy within Wyre Forest.
- 2.3 The strategy focuses on key areas where Wyre Forest District Council and partners can have the most impact in the district, within current resources. It has four key themes:
1. Warmer, healthier homes.
 2. Building a low carbon economy.
 3. Transport and infrastructure.
 4. Healthy and resilient communities.

3. Key Issues

- 3.1 In September 2013, the United Nations Intergovernmental Panel on Climate Change (IPCC) released its report which considered evidence from many independent scientific analyses and has been endorsed by all UN member States. Scientists are now all but certain that climate change is mostly caused by human action, and that it is already leading to changes in regional weather

patterns, with extreme events such as flooding and heat waves on the increase. The Industrial Revolution led to an increase in greenhouse gas emissions caused by human activity. The Earth's surface has consequently warmed by about 0.8°C since around 1900, with much of this warming occurring in the past 50 years. If the global average temperature rises more than 2°C above pre-industrial levels, significant negative impacts of climate change will be more likely and the cost of managing them will rise sharply. The Paris Agreement, reached in December 2015, aims to limit the rise in global temperatures to well below 2°C, to pursue efforts to hold it to 1.5°C and to reach net zero emissions in the second half of the century.

- 3.2 The Climate Change Act 2008, legislated by the UK Parliament, commits the UK to reducing emissions by at least 80% by 2050 from 1990 levels. This is to be achieved through a series of legally binding 5-year 'carbon budgets'. The Committee on Climate Change (the CCC) is an independent, statutory body which advises the government on emissions targets and reports progress on reducing greenhouse gas emissions and preparing for climate change. The CCC's latest report shows that by 2015 emissions had fallen to 38% below 1990 levels, due to reduced use of coal and increased use of renewable in the power sector. Emissions reductions in this sector alone will not be enough to meet forthcoming carbon budgets and the government has committed to publish plans this year to achieve this.
- 3.3 Councils have a pivotal role in tackling climate change and, through local governance, can ensure climate change policies and programmes protect and help the most vulnerable, particularly the fuel poor. Local authorities are uniquely placed to assess the needs of their areas and local residents and to act as catalysts for change. The Home Energy Conservation Act (HECA) recognises local authorities' ability to use their position to improve the energy efficiency of all residential accommodation in their areas. HECA requires local authorities to produce a series of reports, setting out the energy conservation measures that considered practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area. Fuel poverty is an issue for the district; nearly 5,000 of Wyre Forest households (11.1%) are classed as being fuel poor. Living in cold, damp homes can exacerbate health conditions, particularly cardiovascular and respiratory illnesses. Worcestershire has slightly higher than average excess winter deaths, the majority of which tend to be caused by diseases of the cardiovascular system (such as stroke and heart attack) and respiratory illness (e.g. influenza).
- 3.4 Each year, central government releases per capita CO₂ emissions figures for all local authorities. Between 2005 and 2014 (the latest data available) emissions fell by 28.8% in Wyre Forest and 24.4% across Worcestershire. Emissions across this period fell in all sectors: industry/ commerce, domestic and road transport.

3.5 Appendix 1 sets out progress on delivery of the Climate Change Action Plan 2015/16. The case studies below set out examples of some of the work undertaken.

3.5.1 Tackling fuel poverty: affordable warmth advice and information.

WFDC works closely with Act on Energy, a not-for-profit organisation offering free and impartial advice on all matters energy related. In 2015/16 Act on Energy ran a series of energy advice surgeries at various locations in the district, advising residents on energy bills and tariffs, efficiency measures such as insulation and heating systems and details of available support. Act on Energy also ran a training session for front-line workers to help them recognise the signs of fuel poverty and enable them to help people access support. Residents can also seek advice from Act on Energy via their free helpline.

3.5.2 Insulating solid wall properties: Green Deal Communities scheme.

Over the years, funding has been available to provide free or subsidised cavity wall insulation, but there has been very little funding available towards the cost of more expensive external wall insulation for older solid wall properties. WFDC, as part of the Warmer Worcestershire Network, obtained funding through the government's Green Deal Communities (GDC) fund, enabling residents to access money towards solid wall insulation. All of the funding for this scheme has now been allocated and the installation programme is ongoing. In Wyre Forest, around 90 properties are being insulated through the scheme. District householders benefited from more than £500k being provided from the GDC and Energy Company Obligation funds and themselves collectively contributed almost £300k towards the costs of the works. More than 800 properties throughout Worcestershire are being insulated through the scheme.



Above: a Worcestershire solid wall property before insulationand after insulation.



Above: thermal images showing heat loss in an uninsulated (left) and an insulated (right) property.

3.5.3 Cycle Training

In 2016, the Wyre Forest Cycle Forum was awarded funding from the Clinical Commissioning Group (CCG) to run a pilot adult cycle training scheme for Wyre Forest residents aged 16+. Participants receive 2 x 2 hours training to suit their needs, whether they are complete beginners, want to increase their confidence or tackle busier roads and junctions. To date around 15 adults have been trained. Participants are trained by qualified Bikeability instructors who also run training for children in schools throughout the county. The scheme has excellent uptake in the district, with an estimated 1000+ Wyre Forest children taking part in Bikeability training in 2015/16.

3.5.4 Energy Master Planning: Heat Networks

A county wide project is underway to look at the potential for heat networks-district heating schemes whereby multiple customers are provided with heat from an energy centre via a network of insulated pipes. The Worcestershire LEP received government funding to carry out initial heat mapping, looking at heat use and identifying areas to take forward for further investigation, which includes two areas of Kidderminster.

3.5.5 Events

Over the last year, the team has joined forces with local community groups to run a number of 'green' themed events. These included two Greener Living Shows organised in conjunction with Transition Bewdley and Transition Kidderminster. A wide variety of organisations were on hand to offer advice to help people live a healthier and more environmentally friendly lifestyle, with topics ranging from energy saving and bee-keeping to water conservation and electric car demonstrations. An estimated total of 5-600 people attended the Greener Living Shows. In addition, the Green Halls Show took place at St George's Church in Kidderminster in November 2015. This brought together people from community buildings, such as churches and village halls, to showcase good practise examples, identify ideas for improvement and sources of funding.

- 3.6 An updated Climate Change Action Plan for 2016/17 is provided at Appendix Two. The new plan will continue to focus on the 4 priorities of the strategy.

4. Options

- 4.1 The committee may wish to:

- Note the progress on implementation of the Climate Change Action Plan 2015/16 (Appendix 1) and
- Recommend to Cabinet that the Climate Change Action Plan 2016/17 (Appendix 2) is approved or
- Put forward alternative or additional proposals to recommend to Cabinet.

5. Consultation

5.1 Internal and external stakeholders.

6. Related Decisions

6.1 Not applicable

7. Relevant Council Policies/Strategies

7.1 [Wyre Forest Climate Change Strategy](#)

8. Implications

8.1 Resources: There are no resource implications

8.2 Equalities: N/A

8.3 Partnership working: We will continue to work in partnership with Act on Energy and the Energy Companies.

8.4 Human Rights: N/A

8.5 E-Government: N/A

8.6 Transformation N/A

9. Equality Impact Needs Assessment

9.1 N/A

10. Wards affected

10.1 All

11. Appendices

11.1 Appendix 1 Climate Change Action Plan 2015/16 Progress Update

11.2 Appendix 2 Climate Change Action Plan 2016/17

12. Background Papers

12.1 [Worcestershire Climate Change Strategy](#)

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A Climate for Change: 2015/16 Action Plan PROGRESS UPDATE

Warmer, Healthier Homes	Progress update 2015/16
Ongoing promotion and delivery of schemes to install energy efficiency measures.	Act on Energy run a free helpline for residents, offering independent advice on energy issues and signposting to appropriate available funding (e.g. through energy companies, private sector housing, Care and Repair).
Ongoing promotion and delivery of the Green Deal Communities external wall insulation scheme.	c. 90 Wyre Forest properties signed up to the scheme (installation programme ongoing). District householders to benefit from £500k external funding and collectively contribute £300k towards the costs of the works.
Support delivery of park homes insulation schemes.	Residential park homes included in the above scheme, although uptake has been limited. Looking to include park homes as part of schemes going forward.
Energy advice at the Showcase of Services for Older People event.	Event took place in August 2015 and attended by 200+ people. 25 people received tailored advice from Act on Energy at this event.
Deliver a 'boilers on prescription scheme' for people in fuel poverty and in poor health (subject to successful funding bid)	Funding obtained and scheme set up for delivery from 2016. To provide boilers for benefits recipients/ low income households with certain long term health conditions.
Run a series of energy advice surgeries at various locations	Advice surgeries run at locations including Kidderminster Hub and the local libraries (including the mobile library).
Energy advice at the Home Safe Home events	Act on Energy advice stand at Age UK Home Safe Home event in Kidderminster in October 2015.
Fuel poverty/ affordable warmth training for frontline workers / community groups	Two training sessions held at Wyre Forest House (affordable warmth & fire safety) and a further session held for Stroke Association volunteers in Bewdley.
Energy advice at 3 x flu jab clinics	Advice stands at flu jab clinics in October 2015.

Take part in national Big Energy Saving Week	Internal promotion to staff.
Hold an affordable warmth networking event for relevant partners	To take place in Autumn 2016.
Produce a stakeholder update on current energy efficiency schemes	Included as part of the 'Spotlight on Housing' newsletter for stakeholders.
Building a low carbon economy	
Publicise available resource efficiency support to local businesses and encourage uptake.	Signposting to county schemes – the Resource Efficient Worcestershire Programme offered resource efficiency assessments and grants to small and medium size businesses to help save energy, water and waste. 90% of businesses acting on the report recommendations reduced their overall energy consumption and businesses that received grants reduced their energy consumption by an average of 24%. A new county wide Business Energy Efficiency Programme is being set up (awaiting funding confirmation).
Subject to business case, make heating / lighting improvements at relevant WFDC sites.	Ongoing development of business cases
Ongoing development of / participation in low carbon activity through the Local Enterprise Partnerships.	Participation in Worcestershire LEP project to look at potential for heat networks. Two areas of Kidderminster identified for further investigation.
Transport and Infrastructure	
Ongoing support to the Wyre Forest Cycle Forum to strive for cycling infrastructure improvements and promote cycling opportunities.	Facilitation of quarterly cycle forum meeting.

Organise/ participate in awareness events for Bewdley Bike Week/ national Bike Wk	WFDC a key partner in Bewdley Bike Week. Activities included bike rides, cycle training, talks and a Bike Jam event at Jubilee Gardens.
Promote adult Bikeability training in partnership with health service providers.	Launched in 2016; training for Wyre Forest residents aged 16+, 16 attendees to date.
Healthy and resilient communities	
Provide appropriate support to local transition groups (e.g. assistance with events and promotions)	Greener Living Shows organised in partnership with Transition Bewdley and Transition Kidderminster. Worked together on other projects including promotion of the GDC insulation scheme, Bewdley Repair Cafe, investigation of electric vehicle use.
Provide appropriate assistance to community groups in investigating community renewable energy and energy efficiency schemes.	Transition Bewdley supported in the investigation of a community renewable energy scheme.
Participate in Growing Worcestershire activity to encourage local food growing.	Promotion of local schemes e.g. Let's Eat the Park, St George's, Kidderminster
Identify opportunities to reduce food waste e.g. through the Worcestershire Gleaning Project.	Promotion of local gleaning opportunities, co-ordinated by the Wyre Forest Gleaning Co-ordinator.
Ongoing participation in county wide activity on climate change adaptation.	Regulation attendance and contribution to meetings.
Hold an event to promote opportunities to improve energy efficiency of community buildings e.g. churches, village halls.	Green Halls Show held in November 2015 with good attendance from local community building representatives
Assist local transition groups in organising 'green living' events.	Held in Bewdley and Kidderminster in 2016; 5-600 attendees in total.

Cross-cutting actions	
Ongoing communications/ awareness on energy/ fuel efficiency etc (websites, newsletters, events, press releases, social media etc).	Ongoing throughout the year.

A Climate for Change- 2016/17 Action Plan

Warmer, Healthier Homes	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17
Ongoing promotion and delivery of schemes to install energy efficiency measures.												
Develop and co-ordinate new energy efficiency schemes utilising external funding (e.g. Energy Company Obligation)												
Support delivery of park homes insulation schemes.												
Deliver the 'boilers on prescription scheme' for people in fuel poverty and in poor health.												
Delivery of the Green Deal Communities external wall insulation scheme installation programme.												
Energy advice at the Showcase of Services for Older People event.												
Run a series of energy advice surgeries at various locations												
Fuel poverty/ affordable warmth training for frontline workers / community groups												
Energy advice at flu jab clinics												
Hold a Winter Pressures networking event for relevant partners												
Produce a stakeholder update on current energy efficiency schemes												
Building a low carbon economy	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17
Publicise available resource efficiency support to local businesses and encourage uptake.												
Subject to business case, implement projects to reduce WFDC's CO2 emissions												
Ongoing development of / participation in low carbon activity through the Local Enterprise Partnerships.												
Transport and Infrastructure	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17
Ongoing support to the Wyre Forest Cycle												

Forum to strive for cycling infrastructure improvements and promote cycling opportunities.												
Deliver the Wyre Forest Adult Cycle Training scheme												
Ongoing participation in the Worcestershire heat mapping/ energy master planning project												
Organise/ participate in awareness events for Bewdley Bike Week/ national Bike Week.												
Work with Cycle Forum to develop local, easy family friendly cycle routes												
Healthy and resilient communities	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17
Provide appropriate support to local transition groups (e.g. assistance with events and promotions)												
Participate in Growing Worcestershire activity to encourage local food growing.												
Identify/ promote opportunities to reduce food waste e.g. through the Worcestershire Gleaning Project.												
Ongoing participation in county wide activity on climate change adaptation.												
Assist in/ promote opportunities to improve energy efficiency of community buildings e.g. churches, village halls.												
Run 'greener living' events in partnership with local transition groups.												
Cross-cutting actions	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17
Ongoing communications/ awareness on energy/ fuel efficiency etc (websites, newsletters, events, press releases, social media etc).												

Wyre Forest District Council

**Overview and Scrutiny Committee
Thursday 8th September 2016**

**Recommendations from the S106 Monies Review Panel
Thursday 25th August 2016**

The S106 Monies Review Panel was established following concerns raised by Members at a meeting of the Cabinet Financial Strategy Advisory Panel about the amount of S106 money which was being held by the Council and the delay in it being spent.

The aims of the group were to:

- Understand the process of defining Section 106 contributions (legal and planning).
- Understand the system for monitoring and managing the contributions (monitoring group).
- Have confidence that the Council is making the most of the allocation of funds.
- Be assured that no funding is lost or jeopardised during the process.
- Ensure that communities benefit from the allocations for improvements and enhancements.

The Panel met 3 times and received written and verbal updates from the S106 Monitoring Group and key responsible Officers. The updates provided Members with a better understanding of the challenges Officers faced in delivering the projects, and the initial concerns raised about the money not being used and potentially having to be paid back had been dispelled.

Recommendations to the Overview and Scrutiny Committee:

- 1. To ensure Members have the opportunity to appraise the Council's current S106 projects, an annual update from the S106 Monitoring Group and key responsible Officers be included on the Overview and Scrutiny future work programme.**
- 2. To ensure Members are fully informed about matters which affect their electoral ward, Members to be regularly updated of S106 money commitments within their wards by the key responsible Officer(s). In line with the Council's adopted No Surprises Protocol (attached at appendix 1), this will include where appropriate, the relevant Parish / Town Council via the Clerk.**

NO SURPRISES PROTOCOL

1. Local Members have an important role to play in representing the District Council in their Electoral Ward, responding to the concerns of their constituents, in meetings with partners and serving on external bodies and organisations.
2. In order to fulfil their roles and democratic responsibilities successfully **Members need clear, timely and relevant information to ensure they feel informed about matters on which they may be required to make decisions or affect their electoral ward.** This may include anything from planning application lists, changes to the weekly cleansing of streets, planned consultation activity, establishing a neighbourhood forum, cultural service events to planned tree surgery. In addition, it is essential that Members receive regular updates from Officers who are working with community groups. It is embarrassing for Members when attending meetings of these community groups not be aware in advance of the Officer led support the Council may be proposing to give the group. Also, it is important that relevant Ward Members are advised when Officers are supporting community groups in submitting a bid for external funding as both District and County Councillors have an allowance for supporting community leadership initiatives and therefore may be in a position to offer some of their funding.
3. When informing Members, Officers are reminded that if it is an issue which may potentially cause media interest or be controversial in nature, they should ensure the information includes the rationale for the planned course of action. This will save Members having to get back in contact with the Officer when residents ask e.g. the reason for needing to chop down the trees on the Worcester Road Island and not just they are being chopped down.
4. Wherever a public meeting is organised by the Council to consider local issues, all Members representing the electoral ward(s) affected should, as a matter of course, be invited to attend. Similarly, whenever the Council undertakes any form of consultation exercise, the local Member(s) should be notified at the outset of the exercise with every opportunity to be involved in helping to form the content of any consultation material. Members should be notified of the outcomes of the consultation.
5. For expediency purposes, most No Surprises notifications will be by Email and will include the words 'No Surprises' as part of the subject header so Members can easily spot such notifications. Email notifications **will only be sent** to the Wyre Forest District Council email address of Councillors to ensure compliance with the Government's Code of Connection policy. In certain circumstances notifications may be by telephone or Text – (e.g. emergency planning issues – the Fire at Roxel).

6. Where appropriate, the contents of the email may also need to be sent to the relevant Parish / Town Council via the Clerk and also the relevant County Councillors.
7. On receipt of any email No Surprises notification, Members should send a very short acknowledgement to say they have received it e.g. 'noted, thank you'. This will enable Officers to know that the email has been opened and read.

8. Notes for Officers

The Protocol is not just for Members. Officers should apply the same principles by keeping other Officers informed of information which they need to be aware of, due to the potential implication on other services.

An email Group Set Up for each Ward, listing all the District Councillors for that Ward will be created. Officers will select the relevant email Group Set Up(s) unless the information needs to be sent to all Councillors. Any other Councillors who need to be in receipt of the same information e.g. County Councillors or Parish / Town Councillors (via the Clerk) will be added to the same email. An up to date list of Parish Clerks and County Councillors and their email addresses will be found on the No Surprises page on COLIN.

Updated June 2013



Safer West Mercia Plan 2016 (Draft)

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Foreword

Taking a good service and making it great represents a big challenge. It requires attention to detail, understanding, the right resources, and a determination to succeed. This is the challenge I have set myself: To take our strong foundation of a good police force and create an even safer West Mercia.

This plan will outline how, together, we can all help to achieve that goal.

This challenge means giving our officers the tools, skills and processes to do their work more effectively and more efficiently. It also means establishing West Mercia as a modern, dynamic, innovative police force whilst retaining the traditional fundamentals of good policing. The force must sustain and extend its connections and relationships with local communities by improving engagement, visibility and accessibility. Put together, the aim is to create a police force that is known and respected both nationally and locally for its outstanding performance.

For our communities, it will mean empowering people to play a more active role in identifying and tackling local issues. Active citizenship can and should have a major part in creating communities which are safer, stronger and more united. I want to ensure people have the opportunities and tools to make more positive contributions to their own communities, with appropriate backing from the police or other partners as required. I also want to provide a better service for victims of crime. Where people do fall victim, I will ensure they consistently get the support they need to cope, recover and prevent re-victimisation.

For partner agencies, it will mean working closer together to achieve the best possible value and results for the public. We will need to be reactive and adaptive together as society, culture and technology evolve over time to ensure we continue to deliver the priorities and issues that the public needs.

None of this will be easy but I will work tirelessly to make it a reality.

Together we can build a safer West Mercia.



Introduction - The Safer West Mercia Plan

I delivered a clear vision for a safer West Mercia during my election campaign. This is the vision the public voted for, it is the vision contained within this plan, and it is the vision I will work hard to deliver.

My vision for a safer West Mercia			
Putting victims first	Building a more secure West Mercia	Reforming West Mercia	Reassuring West Mercia's communities

This vision has been further shaped by the consultation I have carried out since my election (detailed below), along with analysis of inspections, audits and police performance in West Mercia.

- Results from my online surveys with the public and workforce of West Mercia
- West Mercia Police's Strategic Assessment and Control Strategy
- Community Safety Partnership strategic assessments and plans
- The strategic objectives and priorities of other partner organisations
- The strategic Policing Requirement
- National strategies
- Inspection reports from Her Majesty's Inspectorate of Constabulary

Putting victims first

I will ensure improved and more consistent services for the victims and witnesses who suffer most from crime. I will ensure they get the right help to cope and recover at every point of their journey.

I will hold the Chief Constable to account for:

- Making sure officers and staff have the skills to properly support victims and do so whenever necessary
- Ensuring all victims who report an offence in West Mercia can access 'Track my Crime' or an alternative with equivalent capability

As your Commissioner I will:

- Work hard to put victims first
- Set out my commitment in a new Victims Charter, clarifying what services victims can expect, and what services must be delivered.
- Complete a victims needs assessment.
- Bring together and help lead a new West Mercia Victims Board to ensure better results and consistency.
- Make sure victims get effective services, enabling them to cope and recover
- Make best use of any new responsibilities from government to further enhance services for victims and witnesses locally.
- Support the appropriate use of restorative justice.

What I will deliver for West Mercia:

- An enhanced and seamless approach to victim and witness care
- Seamless pathways of service delivery
- Improved police satisfaction for victims
- Making sure victims and witnesses are kept informed
- Tailored responses to individual needs
- More cases successfully supported through the criminal justice system.

The Victims Board will:

- Co-ordinate victim services and pathways which help victims cope and recover
- Ensure victims are at the heart of the criminal justice system.
- Champion enhanced support for the most vulnerable.
- Ensure victims and witnesses get the right information at the right time.
- Act on recurring concerns about victims in the criminal justice system.
- Identify and resolve issues around regarding policies and processes.
- Make sure services and approaches are aligned to strategic priorities.
- Ensure compliance with the Victims Code of Practice.
- Provide a forum for strategic evidence and data sharing, review and problem solving.
- Promote best practice across West Mercia and Warwickshire.

Building a more secure West Mercia

I will reduce harm and increase safety in communities right across West Mercia, particularly for our most vulnerable people. From my perspective this is a non-negotiable part of policing and a key commitment from my partners. Together we can build a more secure West Mercia by understanding and tackling the causes of crime, improving community resilience and cohesion and being more responsive to emerging threats.

My particular focus areas will be:

- Child sexual exploitation
- Safeguarding of vulnerable adults and children
- Rape and sexual offences
- Violent crime
- Serious and organised crime
- Domestic and sexual abuse
- Road safety
- Drugs and alcohol
- Anti social behaviour
- Reducing reoffending

I will hold the chief constable to account for:

- Making sure the police provide the right response to incidents at the right time
- Working closely with partner agencies to reduce harm and prevent victimisation
- Ensuring officers and staff effectively identify and support people with vulnerabilities, understanding and managing associated risks.
- Proactively finding the causes of crime so threats are identified and targeted before they escalate.
- Working more effectively with partners and local communities to prevent, solve and reduce crime and anti social behaviour.
- Ensuring partnership commitments are fully implemented and delivering the best possible results, including West Mercia's Reducing Reoffending Strategy and Mental Health Crisis Concordat
- Working with West Mercia Safer Roads Partnership and others to improve road safety, using practical, evidence led approaches to enforcement and education.

As your Commissioner I will:

- Ensure partners work together to provide efficient and effective support to victims and use early intervention to prevent victimisation.
- Make sure public funding used in support of this objective is allocated responsibly, is outcome focussed and based on proven need.
- Use a commissioning framework to ensure funding for community safety partnerships represents value for money.
- Make sure the Safer Roads Partnership responds to community concerns as well as working to reduce deaths and serious injuries on our roads
- Provide oversight and support to West Mercia's Reducing Reoffending Strategy.

What I will deliver for West Mercia:

- Fewer repeat victims and offenders.
- Increased reporting of offences.
- Reduced or stable levels of recorded crime and anti social behaviour.
- West Mercia Police will improve its current 'requires improvement' and then sustain its rating in HMIC's PEEL effectiveness (vulnerability) inspection

Reforming West Mercia

West Mercia Police is a professional, hard-working force that delivers a good service to its communities. I will build on those foundations by transforming the organisation into a modern, innovative force, leading the way nationally and delivering even more locally.

It is imperative we give officers and staff the space, tools and skills to do an excellent job, whilst ensuring the best possible value for the taxpayer and service for our communities. I will ensure the money given for policing is spent as efficiently as possible before I ask our communities to pay more through council tax.

I will back the force with the investment and resources it needs to become more responsive to changing demands. In return for this freedom and support I will hold them robustly to account to ensure the police deliver the service our communities need to be safe and feel safe.

I will hold the chief constable to account for:

- Ensuring the alliance transformation programme delivers a better, more efficient service to the public
- Delivering new fit for purpose technology and making best use of it
- Ensuring the force has fit for purpose buildings and contact points which best meet the needs of local communities and the organisation
- Delivering the operational control centre programme on time and on budget to improve force resilience
- Making sure the force has the right contact channels for the public and that they provide the right response every time
- Understanding, investing in and developing the force's officers, staff and volunteers to make sure they are reaching their full potential
- Properly investing in the workforce and developing staff
- Delivering a modern, effective and adaptable support function which responds to the needs of our service and community
- Increasing the number of special constables and police volunteers
- Working alongside public and third sector partners

As your Commissioner I will:

- Work with Warwickshire's Police and Crime Commissioner to provide governance and oversight of all the modernisation programmes across the alliance.
- Support the health and wellbeing agenda within the alliance.
- Give leadership to the force and partners in forging new collaborations to deliver efficient and improved public services.

Together the Chief Constable and I will:

- Invest to save, so the force can be more adaptable and make best use of its resources.
- Monitor the National Specialist Capabilities Programme and respond to any changes arising from it.
- Join up services and commissioning with partners where there are operational and financial benefits.
- Aspire to a market leading support service for policing.



What I will deliver for West Mercia:

- A modern, more responsive police force.
- Better infrastructure and development for West Mercia's officers and staff to reach their potential.
- A network of partner, public and third sector agencies working alongside the police to deliver a safer West Mercia.

Reassuring West Mercia's communities

It is vital our communities are not only safe, but feel safe too. I want to make that principle a reality for more people across West Mercia.

I want to ensure our communities can have trust in me as their Commissioner and the police force I hold to account on their behalf. People need to be able to engage with both myself and their police to be confident that, respectively, we are visible, accessible, transparent, understanding of local priorities and capable of tackling them effectively.

I will create more opportunities for communities to not only raise local issues, but also play a leading role in resolving them. I want to enable more active citizenship and will ensure people get the tools, training or expertise they need in order to help themselves and their communities. This will include updated and improved use of technology, delivering services and engagement more conveniently via new internet and social media platforms.

I will hold the chief constable to account for:

- Ensuring the Police Code of Ethics is embedded within the force's culture, and is adhered to.
- Delivering new online platforms for communicating and engaging with the public and partners, alongside traditional and existing methods.
- Proactively publishing information to demonstrate the force is working ethically, and enable good governance.
- Engaging with the public and acting on their concerns locally.
- Ensuring the force is visible and accessible both in communities and online.
- Making sure people get an individual response based on their specific needs, and they understand the service they can expect to receive.
- Making sure all communities, individuals and staff are treated equally, fairly and respectfully by the force.
- Ensuring West Mercia Police complies with the Best Use of Stop and Search Scheme.
- Working with partners to improve prevention and understanding of cyber crime, ensuring the strategy is fully implemented and emerging threats are tackled.
- Making sure voices and priorities are heard and acted on from within our rural communities, via the Rural Matters plan to ensure their specific needs are addressed.

- Working with businesses and partners through the Business Matters plan to ensure business crime is addressed effectively.

As your Commissioner I will:

- Make sure police follow custody rules and treat detainees safely and fairly, via an Independent Custody Visitor Scheme.
- Develop and publish a Communications and Engagement strategy, setting out how I will actively engage with communities and monitor performance.
- Launch a new Commissioner's Ambassador scheme to deliver more engagements, relationships and local links across our communities.
- Ensure that the police and partner organisations are active and effective in tackling the issues that are important to our communities.
- Involve, engage and empower communities in the delivery of my plan through more opportunities for active citizenship and volunteering.
- Be open and transparent in all the decisions and appointments I make and in the way I hold the Chief Constable to account.
- Work with the police to publish information arising from recommendations in HMIC or other strategic reports.

Together the Chief Constable and I will:

- Work with local people and partners to give visible reassurance on frontline neighbourhood policing.

What I will deliver for West Mercia:

- Increased confidence in the police.
- Communities feel valued, informed and involved.
- The force achieves and maintains a minimum rating of 'good' in HMIC's PEEL inspections.
- Published communication and engagement.
- Increase the proportion of hate crimes reported to the police.

Appendix 1 - Collaboration and partnership working

Building a safer West Mercia is not and cannot be the sole responsibility of any one person or organisation. I am committed to effective partnership working and this principle will be essential in achieving many of the objectives in this plan.

We have some good existing partnership arrangements already in West Mercia. I will look to sustain these and build new ones in order to achieve more effective and efficient results for our communities.

I will work with local partner organisations to:

- Develop strong partnerships that deliver our shared outcomes, particularly with community safety partnerships, local authorities, fire services, health and wellbeing boards, the youth offending service, safeguarding children's boards, safeguarding adult's boards, the criminal justice board and the community and voluntary sector.
- Support collaboration to improve services, increase capability and achieve efficiencies
- Aim to better serve local communities by encouraging innovative partnerships with the local and community sector
- Consider opportunities for co-locating, sharing or integrating services where it is in the best interest and operationally and financially viable to do so.
- Ensure effective partnership work to tackle adult and youth reoffending and its causes.
- Manage the change to the Transforming Justice agenda, with criminal justice partners

National and regional collaboration

I will work with regional and national partners on threats and areas of policing which go beyond a single force's boundaries, interests and capabilities. These include national threats set out in the Home Secretary's Strategic Policing Requirement (SPR) of terrorism, civil emergencies, organised crime, threats to public order, large scale cyber incidents and child sexual abuse.

I will work with my regional counterparts of Staffordshire, Warwickshire and the West Midlands and wider regional and national partners to ensure we have the capability and capacity to tackle major challenges to public safety set out in the SPR and that robust governance arrangements are in place to hold the chief constable to account for responding to these national threats.

I will explore further operational collaboration with other police forces, particularly our neighbouring regional forces. I will also work with other Police and Crime Commissioners to improve and increase our collaborative working, building on the existing response to organised crime and criminal use of the road network, as well as ensuring that there is effective regional and national oversight of counter-terrorism policing.

Beyond this, I will look to work with my regional partners to develop collaborative approaches to other policing activity, such as uniformed operations (including armed policing) and other specialist functions. While ensuring continued responsiveness and preserving local accountability, these steps can deliver cost effectiveness, increased capability and greater resilience.

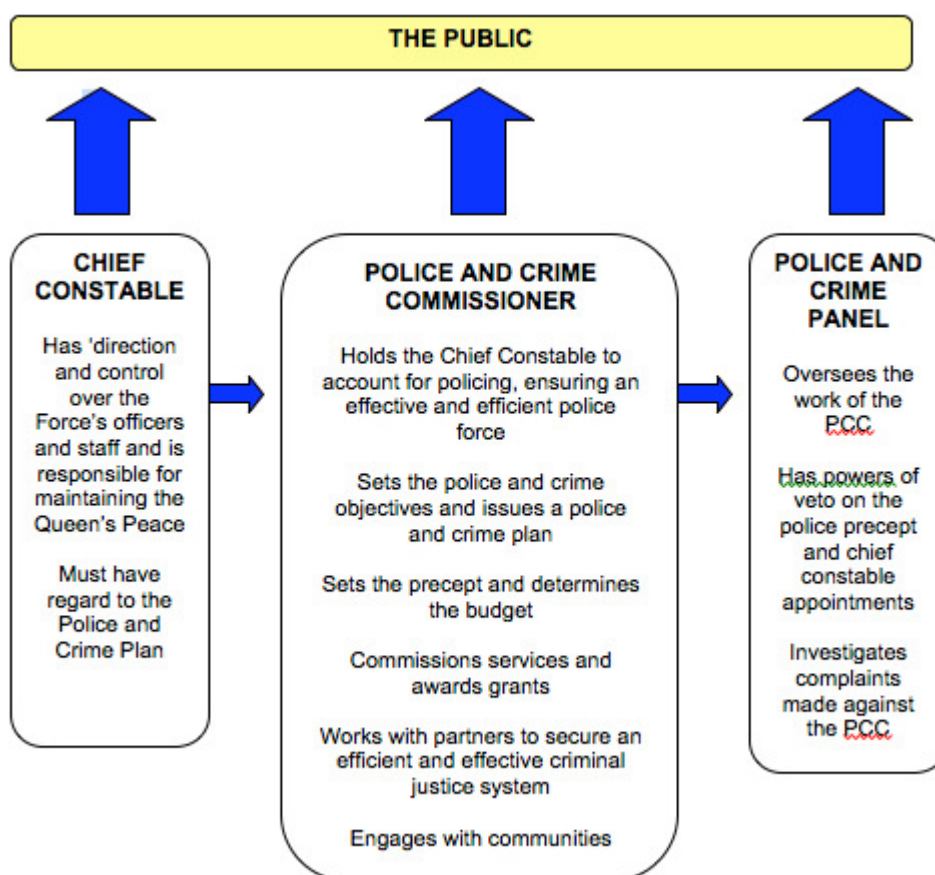
Appendix 2 - Performance and accountability

I want the public to have confidence and trust in my work, along with that of the force. To achieve this, I have developed a clear, robust assurance programme which will monitor performance of West Mercia Police. The programme will enable scrutiny of key areas within this plan, and is available to view and download at any time on my website.

The assurance programme gives an assurance to communities of how I intend to hold the chief constable to account. It also clarifies how I carry out my responsibilities around governance and oversight, including the mechanisms in place to assist me. The assurance programme will be reviewed and updated on a regular basis and will be subject to external scrutiny by the West Mercia Police and Crime Panel.

In addition, I have also developed a performance dashboard document, which will provide me with an at-a-glance summary of West Mercia Police performance. This is shown at appendix A.

Roles and responsibilities



DRAFT PLAN

THE ASSURANCE PROGRAMME AND PERFORMANCE DASHBOARD ARE IN DEVELOPMENT AND WILL BE SUBMITTED TO THE POLICE AND CRIME PANEL ALONG WITH A FINAL DRAFT OF THE SAFER WEST MERCIA PLAN IN OCTOBER

Appendix 3 - Our resources

Financial resources

Setting the police and crime budget for the each financial year is one of the most important decisions I have to make. The budget is funded by a combination of central government grants and council tax contributions.

- The net revenue budget after savings for 2016/17 is £207.6 million.
- £4.690 million of reserves is to be used within the year.
- The net budget is £202.9 million
- £79.5 million of income is raised through council tax

A value for money approach

It is my intention to keep council tax increases to a minimum through a value for money approach which will be achieved by improving efficiencies in all aspects of this plan. In support of this approach I will:

- Support the development of the Alliance transformation programme
- Ensure the force invests and uses technology innovatively to reduce support costs, allowing more resources to be focused on frontline policing.
- Seek opportunities for collaborative working with other partners and police force to deliver further operational and financial efficiencies.
- Develop an outcomes based approach to service delivery.
- Rationalise the cost of my office by centralising its administrative function at the Police headquarters in Worcester and reduce the cost of the Deputy Police and Crime Commissioner and my Community Ambassador scheme.

Commissioning and grants

I have a central role in the commissioning of services related to victims, community safety and crime reduction, which may expand in the near future if police and crime commissioners take on responsibility for court based victims and witness services.

As your Commissioner I will:

- Develop and strengthen existing commissioning arrangements.
- Actively seek new opportunities for the co-commissioning of services with partner organisations where we have shared outcomes and issues of joint priority.
- Implement an outcomes based approach to commissioning and grants so that there is a clear rationale for the commissioning of services and activity with resources allocated to need.
- Implement an outcomes based commissioning framework with Community Safety Partnerships.
- Pilot the use of the Outcome Star framework with ten of the 2016/17 third sector grant recipients. This is an evidence based tool for supporting and measuring change when working with people.
- Operate a grants scheme.

DRAFT PLAN

THE GRANT SCHEME IS UNDER REVIEW

Appendix 4 - West Mercia policing area

People and communities



West Mercia is one of the largest police force areas in England and Wales, covering the counties of Herefordshire, Shropshire and Worcestershire. It has a population of just over 1.2 million people, which is projected to grow 4.6% by 2024. The majority (92.9%) of the population is white British.

Much of the force area is rural, especially in Herefordshire and Shropshire, but there are also urban areas of Hereford, Redditch, Shrewsbury, Telford and Worcester.

West Mercia comprises of three unitary local authority areas; Herefordshire, Shropshire and Telford and Wrekin along with Worcestershire, a county council area with six district/borough councils. The West Mercia Police Force is currently divided into four local policing areas aligned to local authority boundaries.

The policing alliance

West Mercia Police is in a formal strategic alliance with Warwickshire Police. This means that below the rank of Deputy Chief Constable all the functions of both police forces are combined. By working in an Alliance both forces have been able to realise significant financial savings as part of the government's comprehensive spending review. However the benefits of the alliance have proved to be more than just financial bringing greater operational and organisational resilience to both forces and ensuring the maximum number of people are protected from harm.

West Mercia personnel in numbers

	Actual	FTE
Number of police officers	2,094	2,066.47
Number of students officers (less than 2 years service)	246	246
Number of Specials	334	334
Number of PCSOs	249	241.73
Number of police staff (excluding PCSOs)	1,605	1,452.39

Figures shown are as at 31 March 2016

WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET MEETING HELD ON
TUESDAY 12TH JULY 2016

Agenda
Item No.

DECISION

8.1 Housing Assistance Policy

In line with the recommendations from the Overview and Scrutiny Committee, July 7th 2016:

Decision:

1. The Housing Assistance Policy be approved.
2. The split of funding between the various projects to be delegated to the Director of Economic Prosperity and Place, in consultation with the Chief Finance Officer and Cabinet Member for Housing, Health and Wellbeing.

9.2 Kidderminster Eastern Gateway Development Framework

In line with the recommendations from the Overview and Scrutiny Committee, July 7th 2016

Decision:

1. That the Kidderminster Eastern Gateway Development Framework (as set out at Appendix 1 to the report to Cabinet), be approved as a suitable framework to bring forward the comprehensive regeneration of the site.
2. To approve the proposed Vision and Preferred Option for the KEG as set out in the Development Framework, namely Option 3 (mixed use);
3. To commission an options appraisal from the Director for Economic Prosperity and Place on the demolition of The Glades and to bring forward a report to Cabinet on (1) the most cost effective way forward in the light of that appraisal and (2) recommending any adjustment to the Capital Programme.

Overview and Scrutiny Committee Work Programme 2016-2017

June 2016

“How are we doing?” Q4 update (Housing and Planning)
Tracking Recommendations from 2015-2016
Temporary Accommodation Policy
A Strategy for Enabling Business Growth and Enterprise
Local Development Scheme

July 2016

Nominations for the Treasury Management Review Panel
Housing Assistance Policy
Kidderminster Eastern Gateway Development Framework

September 2016

“How are we doing?” Q1 update (Enabling)
Treasury Management Strategy Statement and Annual Investment Strategy Backward
Look 2015/16
Section 106 Obligations Supplementary Planning Document (SPD)
Health Action Plan
Climate Change Action Plan
Recommendations from S106 Monies Review Panel
DFG’s Presentation
Safer West Mercia Plan Consultation

October 2016

Development of the Worcestershire Strategic Housing Partnership Plan
Review of Council Tax Reduction Scheme

November 2016

“How are we doing?” Q2 update (Business and People)
Treasury Management Strategy Statement and Annual Investment Strategy Mid Year
Report 2016/17
Local Plan Review – Preferred Options

December 2016

Annual Crime & Disorder Review

January 2017

February 2017

Treasury Management Service Strategy 2017/18
“How are we doing?” Q3 update (Place)

March 2017

April 2017