

**Open**

# **Overview & Scrutiny Committee**

## **Agenda**

**6pm**  
**Thursday, 1st June 2017**  
**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 D Little**  
**Councillor H S Williams**

**Councillor P Dyke**  
**Councillor K Henderson**  
**Councillor S J Walker**  
**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](mailto:louisa.bright@wyreforestdc.gov.uk)**

Wyre Forest District Council  
Overview & Scrutiny Committee

Thursday, 1st June 2017

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
<b>3.</b>	<b>Declarations of Interests by Members</b>  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.	
<b>4.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 6th April 2017.	7
<b>5.</b>	<b>How Are We Doing? Performance Update</b>  To consider a report from the Business Improvement Officer which provides an update on the performance of the Council for Quarter 4 (from 1 <sup>st</sup> January to 31 <sup>st</sup> March 2017).	10
<b>6.</b>	<b>Churchill and Blakedown Neighbourhood Plan</b>  To consider a report from the Senior Planning Policy Officer which provides an update on the Churchill and Blakedown Neighbourhood Plan following the referendum on 4 <sup>th</sup> May 2017.	32
<b>7.</b>	<b>Strategies for the Capital Portfolio Fund and Loans to Third Parties</b>  To consider a report from the Corporate Director: Economic Prosperity & Place which sets out the detail of how the Council will operate the Capital Portfolio Fund and Loans to Third Parties.	34

8.	<p><b>Review of Wyre Forest District Local Plan (2015) Consultation on Preferred Options</b></p> <p>To consider a report from the Interim Planning Policy Manager which updates Members on the progress made with the Review of the Local Plan and to consider the proposed documentation for the Preferred Options consultation due to be launched on 15th June 2017.</p> <p>To also consider the recommendations from the Local Plans Review Panel meeting held on Monday 22<sup>nd</sup> May 2017.</p>	50
9.	<p><b>Tracking Recommendations 2016/2017</b></p> <p>To track the recommendations that were made during the 2016/2017 municipal year.</p>	65
10.	<p><b>Scrutiny Proposal Form</b></p> <p>To consider a Scrutiny Proposal Form submitted by Councillor F M Oborski MBE.</p>	81
11.	<p><b>Work Programme</b></p> <p>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.</p>	83
12.	<p><b>Press Involvement</b></p> <p>To consider any future items for scrutiny that might require publicity.</p>	
13.	<p><b>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.</b></p>	
14.	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

<b>15.</b>	<b>Capital Portfolio Fund: Proposed Acquisition</b>  The Committee is invited to scrutinise and make a recommendation on the decision set out in paragraphs 2.1 to 2.2.5 of the exempt Cabinet report, which were agreed by the Cabinet at its meeting on 23 <sup>rd</sup> May 2017.	-
<b>16.</b>	<b>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.</b>	

**WYRE FOREST DISTRICT COUNCIL**

**OVERVIEW & SCRUTINY COMMITTEE**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER**

**THURSDAY, 6TH APRIL 2017 (6PM)**

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**Present:**

Councillors: H E Dyke (Chairman), M Rayner (Vice-Chairman), J R Desmond, P Dyke, N Gale, K Henderson, A T Hingley, D Little, S J Walker and R Wilson.

**Observers**

Councillors: N Knowles, F M Oborski MBE, C Rogers, J A Shaw and J D Smith.

**OS.83      Apologies for Absence**

Apologies for absence were received from Councillor S J Williams.

**OS.84      Appointment of Substitutes**

Councillor R Wilson was appointed as a substitute for Councillor S J Williams.

**OS.85      Declarations of Interests by Members**

No declarations of interest were made.

**OS.86      Minutes**

**Decision: The minutes of the meeting held on 2<sup>nd</sup> March 2017 be confirmed as a correct record and signed by the Chairman.**

**OS.87      Draft Response to Housing White Paper – Fixing Our Broken Housing Market**

The Committee considered a report from the Director of Economic, Prosperity & Place which set out a draft response to the Government's Housing White Paper – Fixing Our Broken Housing Market, which was published in February 2017 and invited responses to the 38 consultation questions by 2<sup>nd</sup> May 2017.

The Director of Economic , Prosperity & Place advised Members that the White Paper set out a list of proposals under a four step approach; Step 1 – Planning for the right homes in the right places; Step 2 – Building homes faster; Step 3 – Diversifying the market and Step 4 – Helping people now.

He added that as there was no Cabinet meeting scheduled before the consultation deadline date, significant changes to the proposed draft responses would be dealt with under the strong leader model.

The Committee considered each question and proposed response in turn. A

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

lengthy discussion ensued and a number of slight amendments were suggested to widen the responses. An example of this was the inclusion of care leavers in the response to question 3a regarding local planning authorities having clear policies for addressing the housing requirements of groups with particular needs such as older and disabled people.

As there were no significant changes to the responses, the Director of Economic, Prosperity & Place accepted the comments from the Committee and agreed to incorporate them into the final consultation response.

**Agreed: The draft consultation responses, as amended, be endorsed.**

Councillors P Dyke and C Rogers left the meeting at this point, 7.05pm.

#### **OS.88 Industrial Strategy Green Paper**

The Committee received a report from the Head of Economic Development & Regeneration – North Worcestershire, on the Government's Industrial Strategy Green Paper and the consultation process.

The Head of Economic Development & Regeneration led Members in depth through the report and advised that the recently published Green Paper set out the Government's vision and proposals for 'building a modern industrial strategy' to deliver a high skilled, competitive economy as part of its overall 'Plan for Britain'. He outlined the ten 'pillars' that the Government set out in the paper as being important in driving forward the industrial strategy.

The Committee considered each of the pillars and the draft responses from the North Worcestershire Economic Development & Regeneration (NWEDR) shared service in turn. A discussion ensued and Members welcomed the proposal for the creation of higher quality careers education, and the new approaches to addressing local skills gaps.

**Agreed: The proposed NWEDR response as set out at Appendix 1 of the report be endorsed.**

#### **OS.89 Feedback from Cabinet**

**Agreed: The content of the Cabinet decision list following consideration of the recommendations from its meeting on 14<sup>th</sup> March 2017 be noted.**

#### **OS.90 Work Programme**

The Chairman announced that the work programme for 2016-2017 had come to an end. Members were urged to submit any suggestions for future scrutiny items for the new municipal year.

#### **OS.91 Press Involvement**

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



**OS.92 Industrial Units Investment Outline Business Case**

The Committee considered a report from the Head of Economic Development & Regeneration – North Worcestershire, which set out a proposal for the Council to develop a new small industrial units scheme on a Council owned site.

The Head of Economic Development & Regeneration led Members through the report and advised that the proposed scheme would meet an identified gap in the market and would provide an opportunity to extend the existing industrial estate and increase the supply of small units in the Kidderminster area.

Members welcomed the proposal which would support the Council's economic development priorities and generate new revenue streams.

**Agreed: Recommend to Cabinet:**

**The proposal for the Council to develop a small industrial units scheme at Land off Silverwoods Way in Kidderminster be approved subject to the production of a satisfactory detailed business case.**

There being no further business, the meeting ended at 7.49pm.



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer  
Date: Thursday 1<sup>st</sup> June  
Open

### How Are We Doing? Performance Update

#### 1. Summary

- 1.1 To update Members on the performance of the Council for Quarter 4 (from 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2017).

#### 2. Background

- 2.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of our Corporate Plan 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 [‘Housing’](#).
- 3.3 **Appendix 3** is a detailed report of performance against our purpose of [‘Planning’](#).

#### 4. Key Achievements/Issues

- 4.1 There are currently six overdue actions within the Wyre Forest Forward Programme. These are:

## **Agenda Item No. 5**

- Wyre Forest House
- Help me make good financial and budgeting decisions
- Income – Channel Shift and Data Capture
- Debtors Recovery and Fraud Work
- Stourport Canal Basins
- Eastern Gateway

The current status of these actions can be found at appendix 1.

4.2 To ensure that carbon management becomes an integrated part of all projects, the Public Sector Carbon Management Programme as a discrete action has now been deleted and the programme will be embedded into individual projects e.g. Depot 2020.

4.3 There are two new measures under the purpose of 'Make Good Development Happen'. These are:

- Percentage of major applications determined on time over a 2 year rolling period
- Percentage of non-major applications determined on time over a 2 year rolling period

As part of the Government's continued drive towards improving planning performance, Local Planning Authorities are now subject to a two year rolling assessment period for the determination of "Major" and "Non-Major" applications, with the current 2017 Government targets of 50% of all Major planning applications being decided within the statutory determination period or an otherwise agreed written extended period with the applicant; and, 65% of all Non-Major planning applications being decided within the statutory determination period or an otherwise agreed written extended period with the applicant. Assessment will be undertaken annually by the Government, with the next round of assessment due in Autumn 2017. Failure to meet or exceed these targets may result in a Local Planning Authority being "designated", which could lead to DCLG intervention and allow applicants to by-pass the Local Planning authority and apply directly to the Planning Inspectorate.

### **5. Options**

5.1 That the progress in performance for quarter 4 be noted.

### **6. Consultation**

6.1 Cabinet Member for Strategy

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 'Housing' report

12.3 Appendix 3 – Full 'Planning' report

**13. Background Papers**

Corporate Plan action information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Business Improvement Officer.

**Officer Contact Details:**

Name: Rhiannon Foxall  
Title: Business Improvement Officer  
Contact Number: Ext. 2786  
Email: [rhiannon.foxall@wyreforestdc.gov.uk](mailto:rhiannon.foxall@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	95%	
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2014	Ian Miller	All cellular offices in the Business Executive Suite including where the Executive Support Officer were based are now occupied by tenants. Fire alarm issued resolved. Working with RLB project managers on review of progress, including heating/cooling of chamber, to inform discussions with contractor.	02-May-2017
WFF 16/17 54	Help me make good financial and budgeting decisions	93%	
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Corporate Leadership Team	<p><b>Agresso developments/investment</b> This project has enabled self service on Agresso for service areas. Promotion of self service and improved reports and access will be part of our continuous improvement.</p> <p><b>Develop cross cutting reporting system</b> Further training/refresher training to be provided to budget managers.</p> <p><b>Debtors and other related work</b> Further work planned to extend the pay in advance system across the Council.</p> <p><b>Reception services</b> Complete</p>	12-May-2017

WFF 16/17 64

Income – Channel Shift and Data Capture

90%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Corporate Leadership Team	One of the priorities for the cross directorate Digital Services Board (Digital First) since it was set up in May 2016 has been to increase the range of services that are available on line. Many forms that were previously available only in pdf format have been converted to digital forms that can be completed on the website and, where payments need to be made alongside applications, the ability to pay on line has been integrated with them. There is a wide range of payments possible at <a href="http://www.wyreforestdc.gov.uk/pay-for-it.aspx">http://www.wyreforestdc.gov.uk/pay-for-it.aspx</a> An example of an integrated application and payment process is for car parking season tickets, which allows individuals to pay in full on line or set up a direct debit <a href="https://www.wyreforest.gov.uk/seasontickets/seasontickets.aspx">https://www.wyreforest.gov.uk/seasontickets/seasontickets.aspx</a>	12-May-2017

WFF 16/17 65

Debtors Recovery and Fraud Work

95%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Cheryl Ellerton; Tracey Southall	Notification of single point of contact still awaited from the PCC for Serious and Organised Crime for the multi agency approach.	19-Apr-2017

Keep my place safe and looking good

WFF 16/17 14

Public Sector Carbon Management Programme

0%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2017	Mike Parker	Carbon Management programme to be allowed to run down with a preference for carbon management reduction to be embedded into individual projects, e.g. Depot 2020.	14-Mar-2017

### Make good development happen

WFF 16/17 30

Stourport Canal Basins

50%



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2016	Mike Parker	Met on 27th March; H2O tabled revised wholly residential scheme which produces a positive viability but still below 15% which is trigger for H2O to consider undertaking development. Further work to be undertaken to determine viability gap and consideration given to potential to approach GBS LEP "Unlocking Stalled Housing Sites" fund. Also under consideration by PSP as a potential LLP scheme.	18-Apr-2017

WFF 16/17 31

Eastern Gateway

75%



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2016	Mike Parker	Development Agreement in final stages of preparation; land owners agreement with WCC also in final stages of preparation.	18-Apr-2017

## HELP ME TO HAVE ACCESS TO A GOOD QUALITY AND AFFORDABLE HOME

This report details the progress we have made against our purpose of 'help me have access to a good quality and affordable home'.

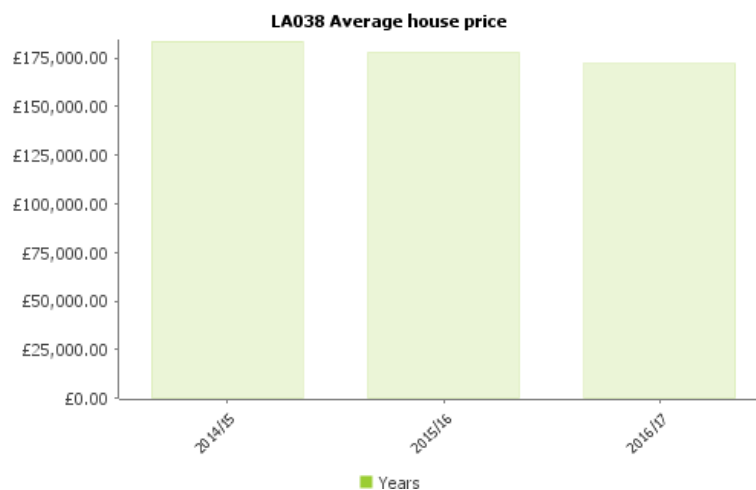


### Measures

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:

#### LA038 Average house price

Goldilocks



Current Value £172,136.50



Managed By Kate Bailey



## Agenda Item No. 5 Appendix 2

**LA039** Number of affordable new homes completed

Aim to  
Maximise



Current  
Value

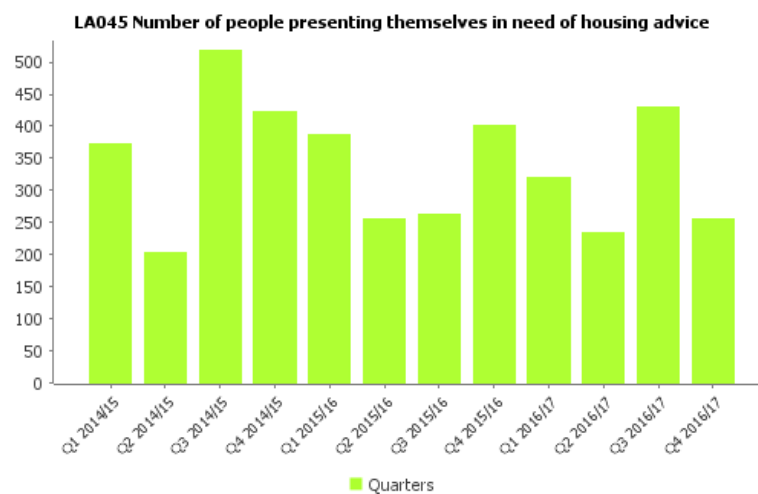
42



Managed By Kate Bailey

**LA045** Number of people presenting themselves in need of housing advice

Aim to  
Maximise



Current  
Value

256

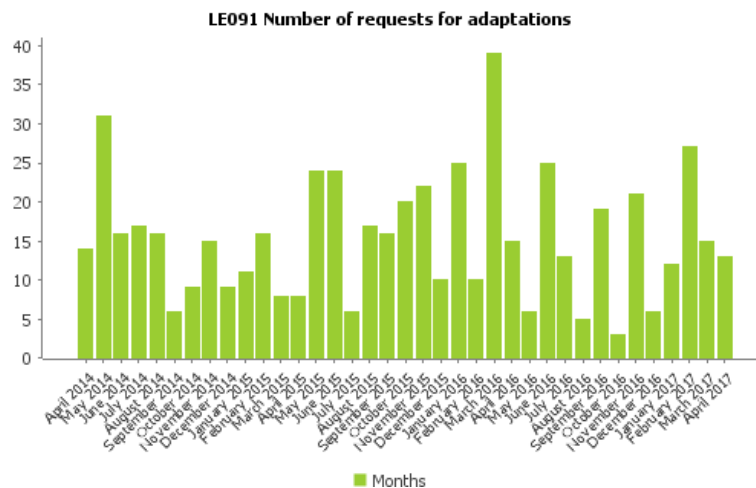


Managed By Kate Bailey

## Agenda Item No. 5 Appendix 2

**LE091** Number of requests for adaptations

Goldilocks



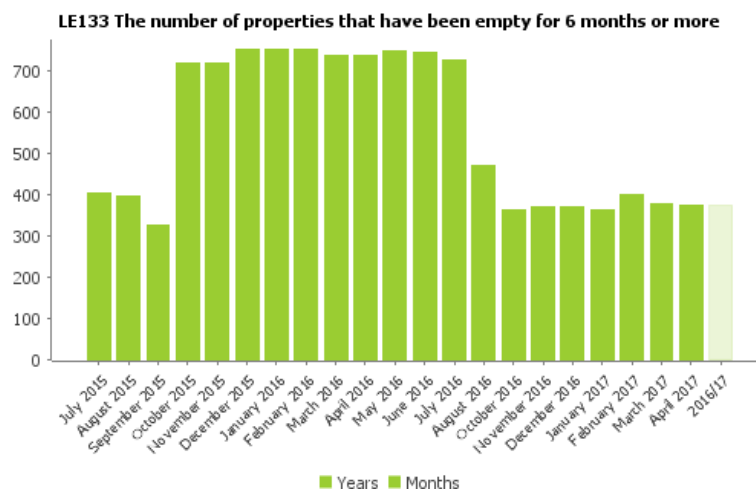
Current Value 13



Managed By Kate Bailey

**LE133** The number of properties that have been empty for 6 months or more

Aim to Minimise



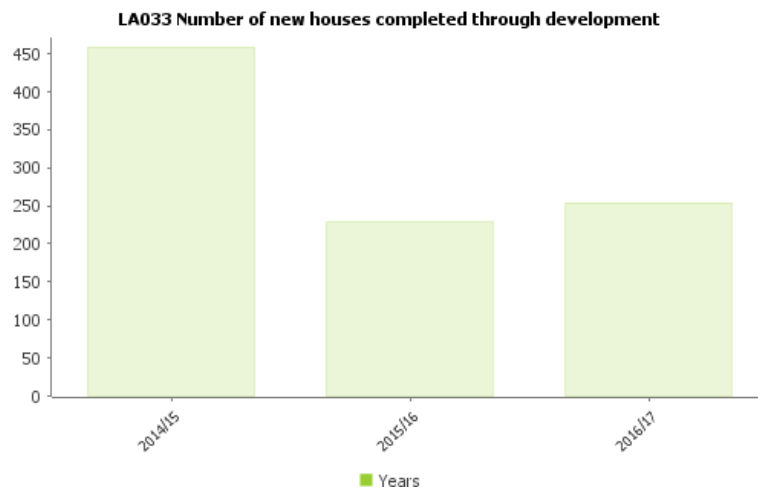
Current Value 374



Managed By Kate Bailey;  
Mike Parker

**LA033** Number of new houses completed through development

Aim to  
Maximise



Current  
Value

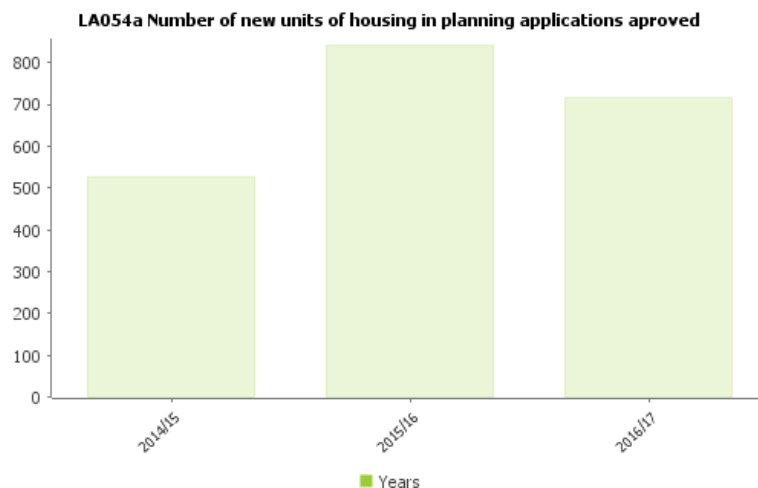
254



Managed By Heather Stone

**LA054a** Number of new units of housing in planning applications approved

Aim to  
Maximise



Current  
Value

715



Managed By Heather Stone

### Cross cutting measures

Listed below are primary measures for other purposes but also impact on this purpose:

## 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 'help me to have access to a good quality and affordable home'.

CORPRISK04

**Unable to deliver good quality, affordable homes.** The need for good quality, decent and affordable homes in the district is increasing but supply relative to demand is decreasing. The emerging national position regarding changes in the Housing & Planning Bill such as the increasing reliance on affordable home ownership and incentivisation of starter homes coupled with changes to Right to Buy legislation and withdrawal of social housing grant to Registered Providers is likely to exacerbate this risk.



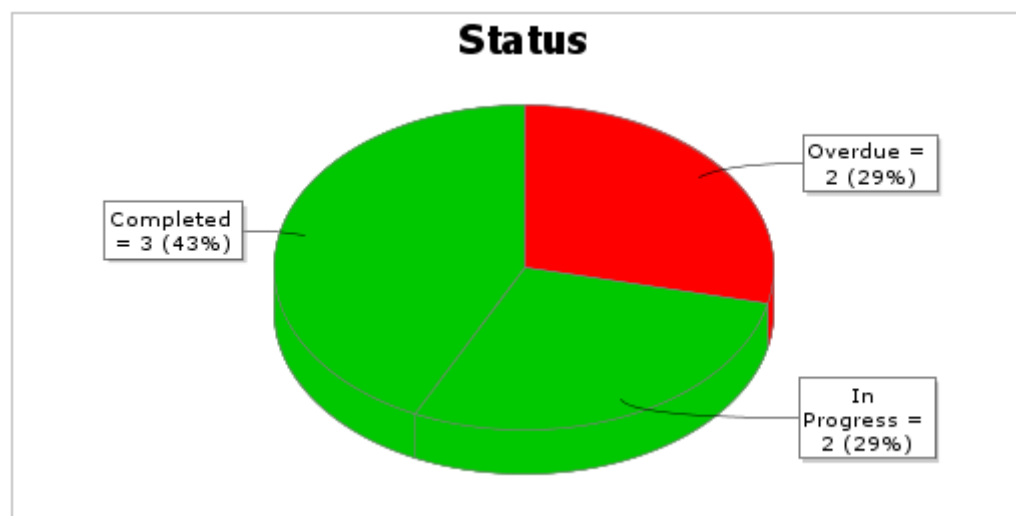
## MAKE GOOD DEVELOPMENT HAPPEN

This report details the progress we have made against our purpose of 'make good development happen'.



### Actions

Listed below is the progress against our current major projects that support the delivery of our purpose of 'make good development happen'



WFF 16/17 15

Bewdley Medical Centre

100%



Due Date	Managed By	Latest Note	Latest Note Date
30-Jun-2016	Mike Parker	Bewdley Medical Centre building complete with occupation from 21st July at which time land swap with former Medical Centre to WFDC was completed.	15-Aug-2016

Additional funding approved by July Cabinet for consolidation and demolition.

WFF 16/17 16	Crown House	<div><div>83%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
30-Jun-2017	Mike Parker	Continuing discussion with Telereal Trillium, examining different scenarios.	14-Mar-2017

WFF 16/17 19	Kidderminster Town Centre Public Realm Framework	<div><div>100%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
30-Apr-2016	Mike Parker	Works substantially completed by end of October with only minor snagging remaining and any works in response to Stage 3 Safety Audit.	15-Nov-2016

WFF 16/17 20	Delivery of Hoobrook Link Road	<div><div>100%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2015	Mike Parker	Road opened on 19th September 2016.	05-Oct-2016

WFF 16/17 30	Stourport Canal Basins	<div><div>50%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2016	Mike Parker	Met on 27th March; H2O tabled revised wholly residential scheme which produces a positive viability but still below 15% which is trigger for H2O to consider undertaking development. Further work to be	18-Apr-2017

undertaken to determine viability gap and consideration given to potential to approach GBS LEP "Unlocking Stalled Housing Sites" fund. Also under consideration by PSP as a potential LLP scheme.

WFF 16/17 31

Eastern Gateway

75%



Due Date

Managed By

Latest Note

Latest Note Date

31-Dec-2016

Mike Parker

Development Agreement in final stages of preparation; land owners agreement with WCC also in final stages of preparation.

18-Apr-2017

WFF 16/17 37

Review Local Development Framework including provision for significant housing growth

52%



Due Date

Managed By

Latest Note

Latest Note Date

31-Mar-2018

Mike Parker

Local Plan Review Panel have been considering draft policies at recent meetings with a view to recommending Preferred Options Consultation to 1st June Overview & Scrutiny with a view to Cabinet approval on 14th June with consultation to begin thereafter.

18-Apr-2017

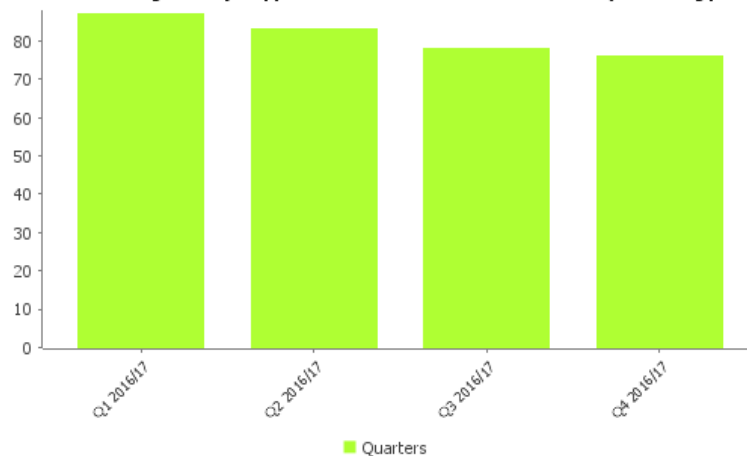
## Measures

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:

**LA051a** Percentage of major applications determined on time over a 2 year rolling period

Aim to  
Minimise

**LA051a Percentage of major applications determined on time over a 2 year rolling period**



Current  
Value

76

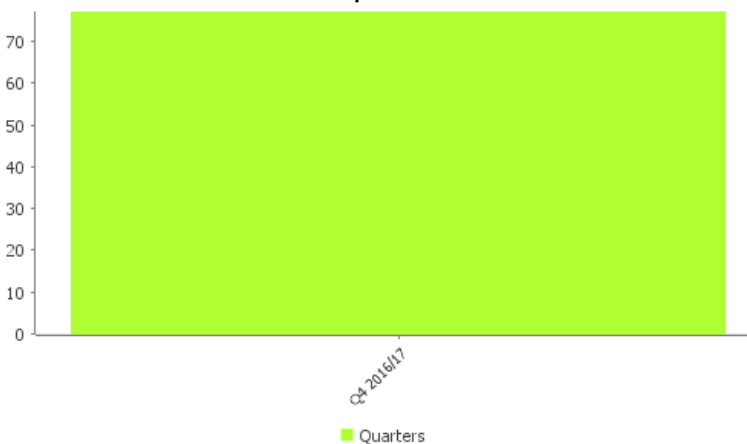


Managed By John Baggott

**LA051b** Percentage of non-major applications determined on time over a 2 year rolling period

Aim to  
Minimise

**LA051b Percentage of non-major applications determined on time over a 2 year rolling period**



Current  
Value

77

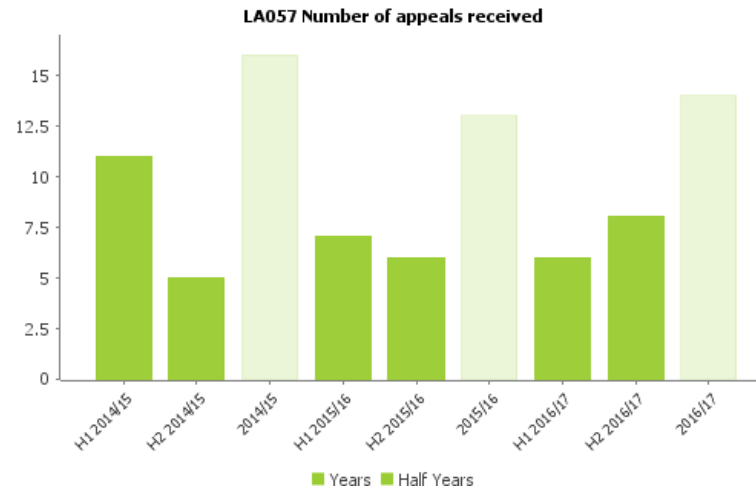


Managed By John Baggott



LA057 Number of appeals received

Aim to  
Minimise



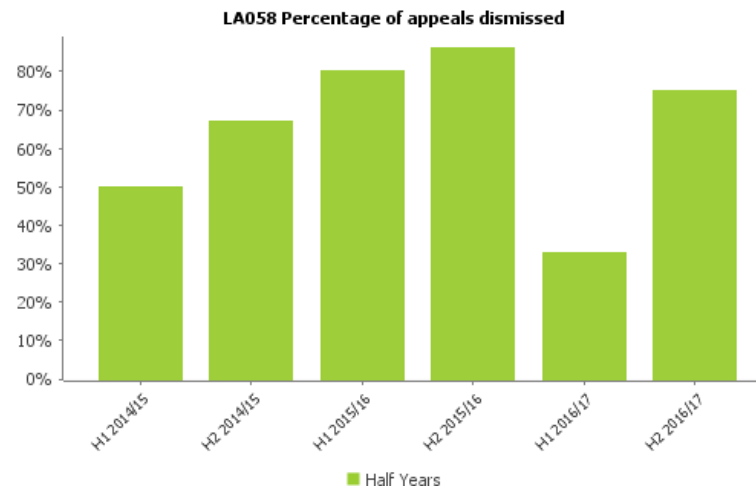
Current  
Value



Managed By John Baggott

LA058 Percentage of appeals dismissed

Aim to  
Maximise



Current  
Value

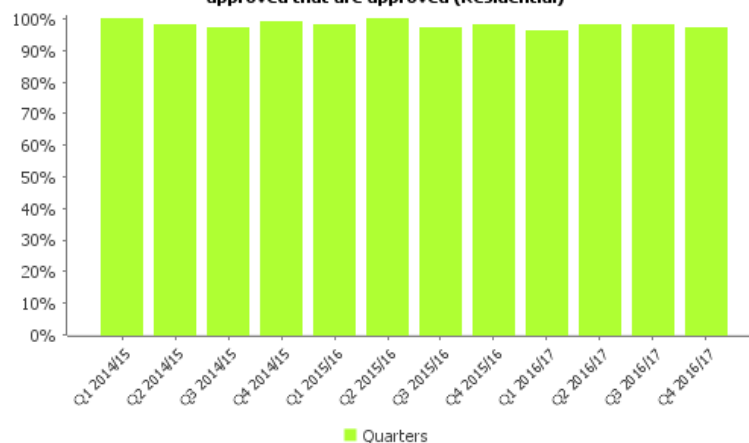


Managed By John Baggott

**LA069a** Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Residential)

Aim to  
Maximise

**LA069a Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Residential)**



Current  
Value

97%

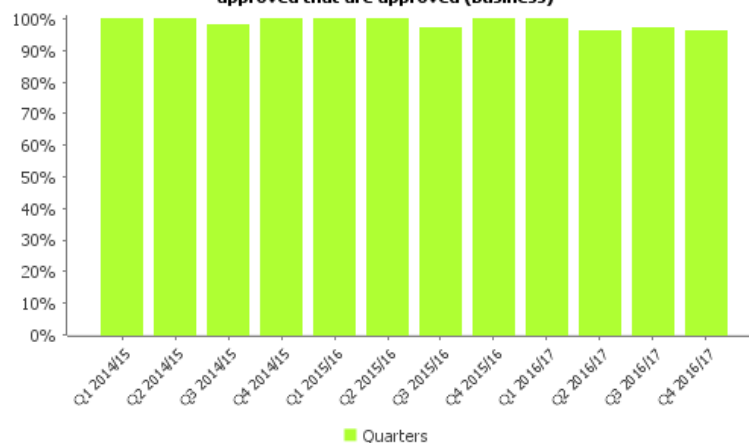


Managed By John Baggott

**LA069b** Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Business)

Aim to  
Maximise

**LA069b Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Business)**



Current  
Value

96%

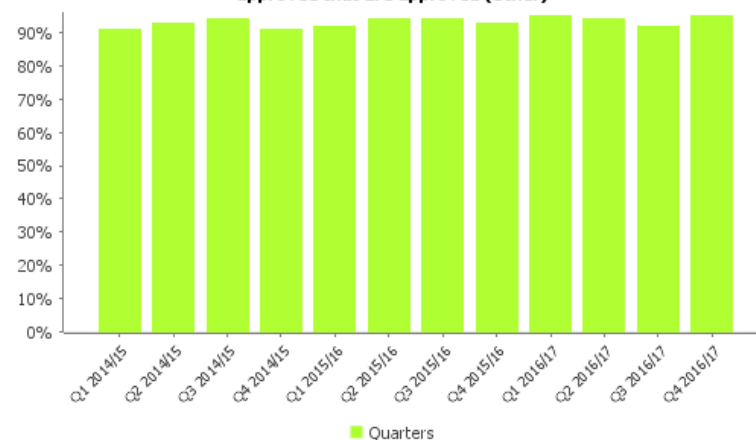


Managed By John Baggott

**LA069c** Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Other)

Aim to  
Maximise

**LA069c Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Other)**



Current  
Value

95%

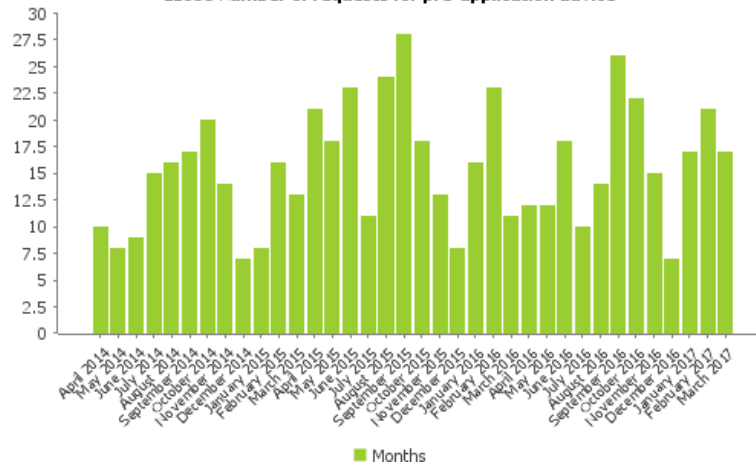


Managed By John Baggott

**LE053** Number of requests for pre-application advice

Aim to  
Maximise

**LE053 Number of requests for pre-application advice**



Current  
Value

17

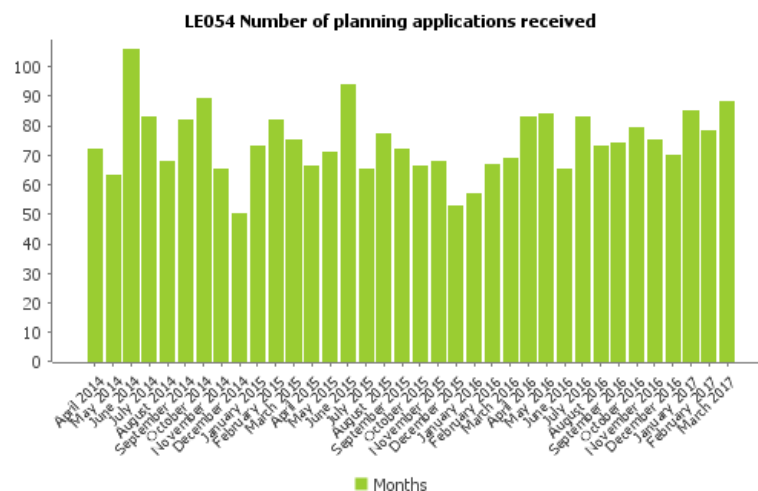


Managed By John Baggott

## Agenda Item No. 5 Appendix 3

**LE054** Number of planning applications received

Aim to  
Maximise



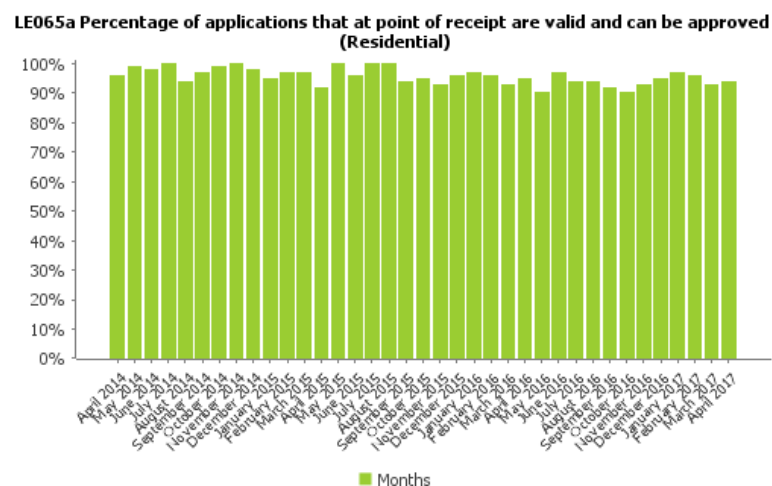
Current Value 88



Managed By John Baggott

**LE065a** Percentage of applications that at point of receipt are valid and can be approved (Residential)

Aim to  
Maximise



Current Value 94%



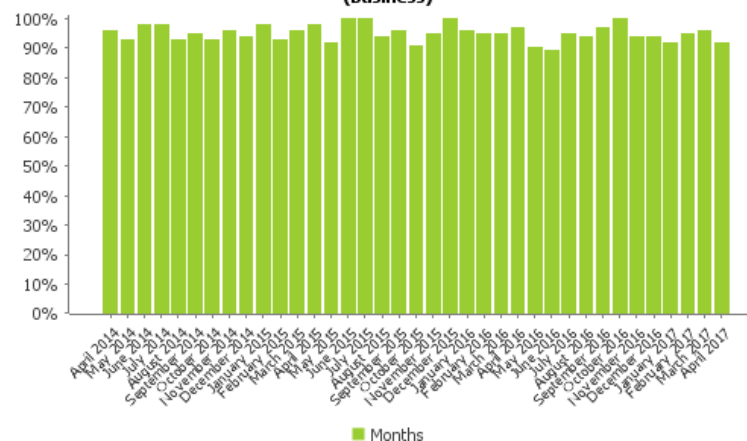
Managed By John Baggott

## Agenda Item No. 5 Appendix 3

**LE065b** Percentage of applications that at point of receipt are valid and can be approved (Business)

Aim to  
Maximise

**LE065b Percentage of applications that at point of receipt are valid and can be approved (Business)**



Current  
Value

92%

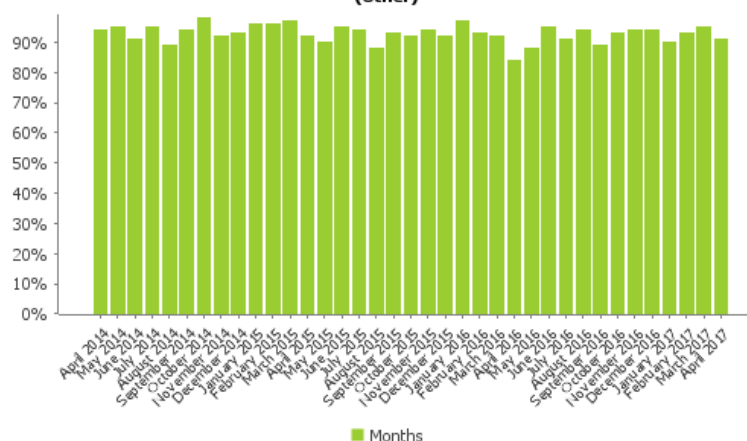


Managed By John Baggott

**LE065c** Percentage of applications that at point of receipt are valid and can be approved (Other)

Aim to  
Maximise

**LE065c Percentage of applications that at point of receipt are valid and can be approved (Other)**



Current  
Value

91%

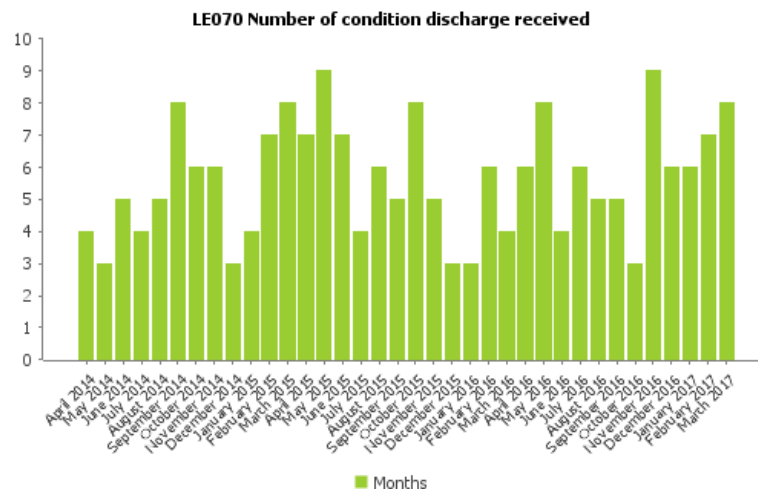


Managed By John Baggott

## Agenda Item No. 5 Appendix 3

**LE070** Number of condition discharge received

Aim to  
Maximise



Current  
Value

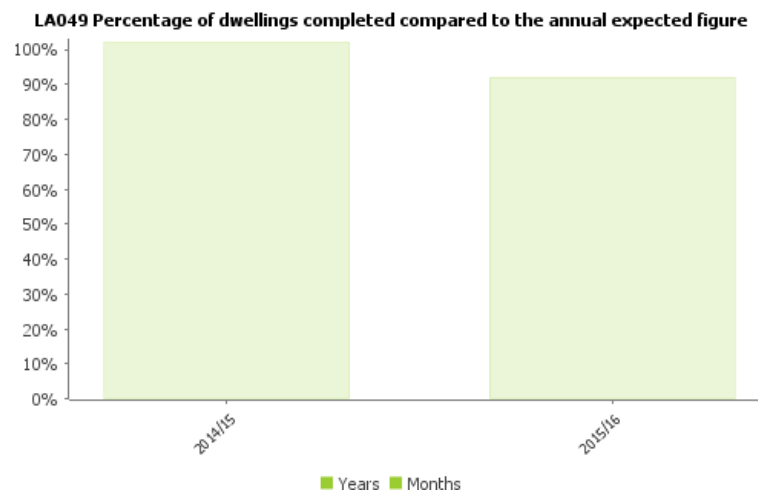
8



Managed By John Baggott

**LA049** Percentage of dwellings completed compared to the annual expected figure

Aim to  
Maximise



Current  
Value

92%



Managed By Heather Stone

**Cross cutting measures**

Listed below are primary measures for other purposes but also impact on this purpose:

**LA034**      Area of new commercial floor space completed through development

**LA039**      Number of affordable new homes completed



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Helen Wills Senior Planning Policy Officer  
Date: Thursday 1<sup>st</sup> June 2017  
Open

### Churchill and Blakedown Neighbourhood Plan

#### 1. Summary

- 1.1 The purpose of this report is to update Members on the Churchill and Blakedown Neighbourhood Plan following the referendum which was held on 4<sup>th</sup> May 2017.

#### 2. Background

- 2.1 Churchill and Blakedown Parish Council, as the qualifying body, successfully applied for Churchill and Blakedown Parish to be designated as a Neighbourhood Area under the Neighbourhood Planning (General Regulations 2012) The Neighbourhood Area was designated on 2<sup>nd</sup> April 2013.
- 2.2 Following the submission of the Churchill and Blakedown Neighbourhood Plan to the District Council, it was publicised and comments were invited from the public and stakeholders. The publication period closed on 1<sup>st</sup> July 2016.
- 2.3 Wyre Forest District Council appointed an independent examiner; Ann Skippers BSc (Hons) MRTPI FHEA FRSA, to review whether the Neighbourhood Plan met the basic conditions required by legislation and whether it should proceed to referendum. The Examiner requested that the Neighbourhood Plan was withdrawn to allow for additional work to be undertaken by the Parish and following this the Plan was resubmitted and a further publication period closed on 25<sup>th</sup> January 2017.
- 2.4 The Examiner's Report concluded that the Neighbourhood Plan met the basic conditions and subject to the modifications which she proposed in her report and were set out in the Churchill and Blakedown Neighbourhood Plan Decision Statement of 27<sup>th</sup> February 2017, the Neighbourhood Plan should proceed to a referendum. This was agreed through the Strong Leader decision making process by the Cabinet Member on 27<sup>th</sup> February 2017.



### 3. Key Issues

- 3.1 With the Examiner's recommended modifications the Neighbourhood Plan meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention Rights and complies with relevant provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004 as amended.
- 3.2 The referendum was held on Thursday 4<sup>th</sup> May 2017 and met the requirements of the Localism Act 2011, it was held in the Parish of Churchill and Blakedown. It asked the question "Do you want Wyre Forest District Council to use the **Neighbourhood Plan for Churchill and Blakedown** to help it decide planning applications in the neighbourhood area?"
- 3.3 The count took place on 5<sup>th</sup> May 2017 and the results were that 455 voted yes (87.8%) and 63 voted no (12.2%).

### Options

- 4.1 The Committee Members may wish to:
- Recommend to Cabinet that the Churchill and Blakedown Neighbourhood Plan be made part of the Development Plan for Wyre Forest District.  
or
  - make any alternative recommendations or comments to be taken into consideration by Cabinet.

### 5. BACKGROUND PAPERS

- 5.1 Churchill and Blakedown Neighbourhood Plan - Referendum Version –  
<http://www.wyreforestdc.gov.uk/media/2800093/Churchill-and-Blakedown-Neighbourhood-Plan.pdf>
- 5.2 Churchill and Blakedown Neighbourhood Plan Decision Statement  
<http://www.wyreforestdc.gov.uk/media/2800373/-Churchill-and-Blakedown-Decision-Statement.pdf>
- 5.3 Churchill and Blakedown Neighbourhood Plan Independent Examiners Report  
[http://www.wyreforestdc.gov.uk/media/2800087/Examiner\\_Report\\_ChurchillBlakedown\\_WFDC\\_Final.pdf](http://www.wyreforestdc.gov.uk/media/2800087/Examiner_Report_ChurchillBlakedown_WFDC_Final.pdf)
- 5.4 Churchill and Blakedown Consultation Statement  
<http://www.wyreforestdc.gov.uk/media/2509170/Churchill-and-Blakedown-Consultation-Statement-Nov16.pdf>



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Mike Parker Corporate Director: Economic Prosperity  
& Place  
Date: Thursday 1<sup>st</sup> June 2017  
Open

### Strategies for the Capital Portfolio Fund and Loans to Third Parties

#### 1. Summary

- 1.1 The purpose of this report is to consider strategies to set out the detail of how the Council will operate the Capital Portfolio Fund and Loans to Third Parties.

#### 2. Background

- 2.1 In February, Council approved the allocation of up to £35m in 2017-18, funded by borrowing, for investment in a Capital Portfolio Fund (£25m) and Loans to Third Parties (£10m). The Capital Portfolio Fund will support both regeneration and economic growth allied to the Council's income generation/commercialism objectives. Loans to third parties will help deliver the Council's regeneration and economic development objectives in terms of both housing and commercial regeneration in accordance with the corporate plan priority "to support you to contribute to a successful local economy" whilst also potentially generating future income streams.

#### 3. Key Issues

- 3.1 The proposed strategies are set out in the appendices attached and detail the criteria and processes that will be followed in operating the Capital Portfolio Fund and Loans to Third Parties. They provide clarity for the Council and third parties on the priorities and the approach that will be followed.
- 3.2 The strategies aim to strike a balance between simplicity, minimising bureaucracy, governance and speed of decision-making on the one hand and mitigation of risk for the Council in utilising substantial sums of money and securing reasonable financial returns on the other. It is considered that the strategies achieve this and will allow the Council to progress investment opportunities.

**Options**

4.1 The Committee Members may wish to:

- Recommend to Cabinet that the strategies for investing through the Capital Portfolio Fund and through Loans to Third Parties be adopted or
- make any alternative recommendations or comments to be taken into consideration by Cabinet.

**5. Appendices**

5.1 Strategy for investing through the Capital Portfolio Fund.

5.2 Strategy for Investing through Loans to Third Parties.

**Capital Portfolio Fund Strategy**

**Background**

1. As part of the Council's Medium Term Financial Strategy 2017-2020 the Council has established a Capital Portfolio Fund, initially of £25m sourced through borrowing from Public Works Loan Board (PWLb), to invest in assets that support its priority for regeneration and economic growth and to develop additional income streams.
2. One of the Council's Corporate Plan priorities for 2014-20 is to "support you to contribute to a successful local economy" and the Council sees its investment in assets through the Capital Portfolio Fund as one of the means by which it can actively deliver on this priority.
3. In 2016 the Council adopted a new Strategic Asset Management Plan (SAMP); of the stated objectives of the SAMP for the next 5 years, one is "to support business growth and economic development" which it is envisaged would include housing developments and another is to "maximise revenue potential from non-operational assets". The Capital Portfolio Fund is a key vehicle to deliver these objectives.
4. Also in 2016 the Council adopted a strategic approach to "Enabling Enterprise and Business Growth in Wyre Forest" which included strategic ambitions to provide flexible business accommodation as well as providing targeted financial assistance. Seen alongside the Council's proposed Loans to Third Parties initiative, the Capital Portfolio Fund will also enable the Council to support local businesses and help them to grow, as well as attracting new business into the district.
5. The Council's plans to invest in assets also sits alongside its longstanding ReWyre regeneration initiative which has been the cornerstone of the Council's support of regeneration of the district since its adoption in 2009.

**The Investment Strategy**

6. The purpose of the Asset Investment Strategy is to guide the use of the Capital Portfolio Fund to make commercial property investments and investment in the Council's own assets (or the acquisition of assets) to support economic redevelopment or regeneration in the District, or for the purpose of income generation to support the continued delivery of Council services, or a mixture of both.
7. Currently the Council holds no assets for investment purposes under the current accounting procedures; clearly that will not be the case with any assets supported through the Capital Portfolio Fund that are held purely for income generation purposes.
8. Commercial property investment opportunities often arise unexpectedly and it is important to be nimble in order to take advantage of opportunities when they arise. The Council's Property and Investment Manager will be responsible for identifying suitable opportunities and developing the viability appraisal and

business case for the Council to invest; the Asset Investment Strategy is important to provide a framework to guide the Council in identifying appropriate investment opportunities. The Council will also need to be mindful that in some circumstances it will need to respond without delay when opportunities arise whether through the traditional route of a selling agent and bidding process, through auctions and even “off market” through direct approaches from prospective sellers who want to circumnavigate the formal marketing process in order to save time and risk of abortive costs. Receivers or administrators of distressed sellers may also seek offers for commercial property assets quickly. The Council therefore needs to be in a position to assess investment opportunities in a systematic manner but should also be able to move quickly when a compelling opportunity arises.

9. The Council is already well underway in assessing the development potential of its own assets and in developing business cases where there are opportunities to use its already established Evergreen Investment Fund or the Capital Portfolio Fund. What has become apparent in the early business cases is that viability is marginal if these investments are viewed only through the commercial lens i.e. they would be unlikely to appeal to the private investor as the returns are too low. However, the Council's interest also lies in supporting economic regeneration and improving housing opportunities for its residents and has therefore accepted the lower income returns as a trade off for acting in the market where private investors aren't. However, all the business cases have covered the costs of the Council's borrowing and minimum revenue provision and generated a predicted small revenue receipt.
10. In considering the use of the Capital Portfolio Fund going forward it is the Council's intention to continue to consider investment propositions within the district in its existing assets, in assets it might wish to acquire or working with partners where the principal consideration is to support economic regeneration in its widest sense which includes supporting new housing opportunities. Such investments will need to be justified on a business case by case basis and will need to generate a minimum level of net return for the Council (see later).
11. The Council also proposes to consider investing the Capital Portfolio Fund in existing investment opportunities for income generation purposes only; these too will require business case by case justification, but will be expected to achieve a net return at a higher level than those investments which support economic regeneration (see Table 1 below). Whilst it will always be the Council's preference to invest within the district area to support regeneration and local economic development, it is also considered that such commercial investment opportunities may be limited within the Wyre Forest District geography, so for income generation investment opportunities the Council will also consider those arising with the area of the two Local Enterprise Partnerships (LEP) which the district is a member of. The Council has an interest in supporting the growth of LEP areas it is a member of on the basis that it will benefit from the wider City-Region success. To that end therefore the Council's geography for investments that will be held as income generating investments will cover Worcestershire, Birmingham, Solihull, Cannock, Lichfield, Tamworth and East Staffordshire areas (see map). The Council may also consider investing in capital property investment funds in order to broaden

the investment portfolio, spread risk and utilise the expertise of fund managers. Any such proposals will involve a careful choice of fund to ensure the Council's objectives are met.

12. Each investment opportunity will be required to demonstrate through a robust business case that is proportionate to the level of investment that it meets or ideally exceeds the Council's minimum expectations for net return. Each business case will also recommend whether the investment is to be held by the Council or by a trading arm of the Council, recognising that returns to the Council on any asset held by a trading company will be through interest payments on loans made to it by the Council and/or in profit distribution by way of a dividend payment to the Council as shareholder.
13. It is necessary for the Council to take a prudent approach to the management of its financial affairs and when assessing investments the Council will need to carefully consider the balance of risk and reward and in doing so will consider such factors as the security against loss, the liquidity of the investment, the yield, affordability of the loan repayments, change in interest rates and property values (see Appendix 1 below).
14. Returns from investment in property can be by way of both income (rent) received and appreciation of the underlying value (capital growth) and consideration will need to be given to both of these factors to understand the total return on an investment. Property prices are a function of property type, location, age etc together with the lease arrangements and the covenant strength of tenants. Within the property investment market there can be a wide spread of returns (yields) relating to the characteristics of the asset investment in question. The yield represents the risk that investors associate with securing a long term income, including the potential for growth. So in Appendix 1 below, those investments on the left hand side of the table will be associated with lower yields and those on the right with higher yields. The range might be anything from 2-4% in prime retail locations to 12-20% in secondary and tertiary locations.
15. The experience of the Council's investment business case development so far indicates that a gross yield of upwards of 5% on the value of the investment will be necessary for the investment to be of interest to the Council, taking into account its borrowing costs and other overheads. The Council will work with an indicative minimum net return of 1.25% on capital invested taking into account the prevailing Public Works Loan Board (PWLB) rate for investments and all other relevant funding and management costs, it wishes to consider for economic regeneration purposes; and an target net rate of 2% return on capital for investments it wishes to consider for income generation purposes. These indicative rates are similar to those achieved by the many other Councils with developed property portfolios and whilst modest are thought to be realistic based on business case work so far. Officers will continue to modify them based on professional advice and prevailing market conditions. Table 1 in section 22 illustrates that this could make a contribution towards closing the funding gap of between £312,500 to £500,000 per annum.

16. In considering its costs against a gross return the Council will need to consider some or all of the following when developing the business case for investing:
- Finders Fees approx. (0.75%)
  - Legal Fees approx. (0.5%)
  - Survey and Valuation and due diligence fees approx. (0.5%)
  - Stamp Duty (5% on freehold purchases over £250K)
  - Finance Costs including minimum revenue provision (circa 5%)
  - Void Business Rates/Council Tax (tenants should be covering these in occupied units)
  - Repairs and maintenance (depending on lease type (probably covered in a service charge)
  - Running costs of building, including building management (depending on lease type again probably covered in a service charge)
  - Opportunity cost of alternative use or sale of the asset
  - Staff Costs to manage the portfolio (non-recoverable)
17. The Council may hold property assets either directly or indirectly. Direct property investment gives the Council full control over the property and responsibility for its management and the business cases brought forward so far for investment are envisaged to be held in this way. Indirect property investment is where the asset is held through an arms length trading company and will be necessary where the Council holds investments solely for income generation or where that is the most effective way for the Council to act in the private rented housing market. The Council is already in the process of establishing a Local Authority Trading Company for this purpose.

### **The Criteria For Investing**

18. The Council will select investments for the purpose of income generation, economic development (including housing) or a mixture of both. The Council may acquire and hold properties directly or through a trading company; all of these factors will be determined on a business case by case basis. The Council will prioritise investment opportunities within the district but will also retain the discretion to make investments outside the district within the geography of the LEP areas where it is a member. The Council may invest in the development of its own assets, acquire assets for development or invest in existing assets or invest via capital property investment funds.
19. Investment property acquisitions need to be subject to the agreed parameters of the Council's Asset Investment Strategy and will be led by the Council's Property & Investment Manager in consultation with the Senior Leadership Team. The initial selection of an asset will be assessed on two main criteria on a pass or fail basis:
- i. The Council will need to ensure a satisfactory level of return on its investments and may decide to evaluate purchases on a balance between income yield and economic redevelopment and

regeneration. In order to achieve the minimum evaluation requirement, the target net yield required from an income generation purchase should be 2% of the gross capital investment; for a redevelopment and regeneration purchase, the net yield required should exceed a minimum of 1.25% of the gross capital investment. In cases where a purchase may be partly for income generation and partly for redevelopment and regeneration purposes a 'blend' of the two will be adopted and a minimum of 1.625% used.

- ii. Leases should be classified, for accounting purposes, as an operating lease rather than finance lease, to ensure that all rental income can be treated as revenue income (rather than a mix of capital receipt and revenue income). Operating leases are those where the risks and rewards of ownership are retained by the lessor (the Council) and must meet certain criteria. The main criteria being that the lease term should not be for the major part of the property's economic life unless the price paid is underpinned by the sites redevelopment potential and at the start of the lease; the total value of minimum lease payments (rents) should not amount to a significant proportion of the value of the property.
20. As explained in section 15, officers will continue to monitor prevailing market conditions to enable the Council to reserve discretion to acquire assets that may fall outside the investment criteria outlined above if a strong case can be made that the investment provides an exceptional opportunity to promote the Council's main priorities and values as described in this report.
21. For investments that pass the first two criteria, further evaluation will then be undertaken against a comprehensive set of defined property specific criteria as set out in the table below. The Council will consider these criteria and seek to achieve the appropriate balance of risk and reward proportionate to the size of the investment being considered. The ideal property investment would be a freehold in the town centre, let to a tenant with a strong financial covenant for a long term on a full repairing and insuring lease.
22. Any direct asset acquisition would be subject to purchaser's costs, typically these would include legal fees, agent valuation and survey fees together with Stamp Duty Land Tax (SDLT), typically these will amount to 6-7% of the asset purchase price. In addition the Council will have to take into account the cost of borrowing through PWLB and an amount for minimum revenue provision. The following table illustrates the summary financial modelling that would be applicable to the Capital Portfolio Fund taking into account the outline financing and purchase costs as indicated above:



**Table 1**

<b>Simplistic Modelling of the Minimum Return Required from Capital Portfolio Fund Proposals assuming 3% PWLB rate (average over term) - Full Year Revenue Budget ongoing effect</b>	<b>Eventual Borrowing - 2% net return required</b>	<b>Eventual Borrowing - 1.25% net return required</b>	<b>Eventual Borrowing - 1.625% (average) net return</b>
Basic Investment before Stamp Duty and costs	£23,419,200	£23,419,200	£23,419,200
Acquisition Costs @ 6.75%	£1,580,800	£1,580,800	£1,580,800
<b>Total Capital Expenditure</b>	<b>£25,000,000</b>	<b>£25,000,000</b>	<b>£25,000,000</b>
<b>Minimum Return Required to Cover Funding Costs</b>			
Financing costs - PWLB Interest	£750,000	£750,000	£750,000
Financing costs - MRP 50 year basis	£500,000	£500,000	£500,000
<b>Total Funding annual costs</b>	<b>£1,250,000</b>	<b>£1,250,000</b>	<b>£1,250,000</b>
Administration Costs	80,000	80,000	80,000
<b>Total Costs</b>	<b>1,330,000</b>	<b>1,330,000</b>	<b>1,330,000</b>
Net Revenue Income required @2%, 1.25% & 1.625%	500,000	312,500	406,250
<b>Total Rent Required to meet return £</b>	<b>1,830,000</b>	<b>1,642,500</b>	<b>1,736,250</b>
<b>% Total gross return on £25m investment required</b>	<b>7.320%</b>	<b>6.570%</b>	<b>6.945%</b>
<b>Total return required to Break Even as % of £25m investment</b>	<b>5.320%</b>	<b>5.320%</b>	<b>5.320%</b>
<b>Difference is Net Return Required</b>	<b>2.000%</b>	<b>1.250%</b>	<b>1.625%</b>

23. In terms of management of risk it is understood that there are inherent risks associated with investments and each business case will be required to identify the risks associated with that investment proposal and the Council will need to balance risk and reward proportionate to the scale of the investment proposed. It is to be expected that some of the risks the Council will be expected to consider will be:
- Capital values and rental values can fall as well as rise.
  - Borrowing costs fluctuate and could increase.
  - Vacancies (voids) in the portfolio will reduce average yield. As well as lost rental income on vacant units, the Council could find itself liable for a share of on- going costs which a tenant would normally pay such as empty property rates.
  - Disputes with tenants. Common disputes include ongoing maintenance and repair costs of buildings and the ability to recover those costs from tenants.
  - Tenant default, and that financing costs could rise.
  - External factors. Property investment is subject to factors the Council cannot control, e.g. failure of tenants, poor building management, changes in perception of what is a good location, economic downturn etc.
  - Ease of market exit (sale)
  - Changes in government policy
24. The overall investment value and range of assets acquired needs to represent a good mix and spread of risk, size and location across differing sectors to ensure that the portfolio is resilient to change that might lie outside the Council's control. It is important that the Council maintains an adequate level of reserves and balances to ensure it can manage any down turn in the property market and limit the impact it will have on revenue income.
25. It is also important that the Council actively manages the investment portfolio.

**Agenda Item No. 7**  
**Appendix 1**

At an operational level this will most likely fall to the Council's Estates Officer with the support of the Facilities Management Team. Such work will include issues include rent collection, service charge calculation and collection, building maintenance, security, dealing with tenants, re-letting empty units, negotiating terms of rent reviews, dilapidation claims and the general miscellany of property management. In terms of strategic management this will fall to the Property & Investment Manager to ensure that the portfolio is delivering the investment returns that were envisaged and to always act in the interests of the Council's financial interest which will also include appropriate disposal of investments that are underperforming or no longer meet the Council's objectives, as well as acquisition.

26. The Property & Investment Manager will also be responsible for providing regular reports on management issues and the performance of the Council's investment portfolio. The Council's Cabinet and Corporate Leadership Team will receive a report from the Property & Investment Manager bi-annually which will update on both the individual asset management plans as well as the overall asset investment portfolio against expectations at the time of purchase and performance against prevailing market conditions. These reports can be made available to other meetings of the Council as required.

**Appendix 1**

Criteria	4	3	2	1	0
	Excellent / very good	Good	Acceptable	Marginal	Unacceptable*
Location	Major prime	Micro prime	Major secondary	Micro secondary	Tertiary
Tenancy strength	Single tenant with strong financial covenant	Single tenant with good financial covenant	Multiple tenants with strong financial covenant	Multiple tenants with good financial covenant	Tenants with poor financial covenant strength
Tenure	Freehold	Lease 125 years plus	Lease between 75 & 125 years	Lease between 10 & 75 years	Lease less than 10 years
Occupiers lease length	Greater than 15 years	Between 10 and 14 years	Between 9 & 6 years	Between 3 & 5 years	Less than 2 years or vacant
Repairing terms*	Full repairing & insuring	Internal repairing - 100% recoverable	Internal repairing - partially recoverable	Internal repairing - non recoverable	Landlord
Building	Newly Built	Recently	Average	Aged property	Nearing

**Agenda Item No. 7**  
**Appendix 1**

	4	3	2	1	0
Criteria	Excellent / very good	Good	Acceptable	Marginal	Unaccept able*
Quality/ Obsolescence		Refurbished	condition and likely to continue to be fit for current use for 25+ years	with redevelopment potential	end of useful life/ use unlikely to continue when lease expires
Investment size	Between £10m & £15m	Between £5m & £10m	Between £2m & £5m	Between £250k & £2m	Less than £250k or more than £25m

*\* unless there is an overwhelming case for investment that exceeds the Council's expectations*

# **WYRE FOREST DISTRICT COUNCIL**

## **Policy Parameters and Guidelines for Granting Loans to Third Parties**

### **Contents – Key issues and overview of policy parameters**

- 1. Introduction**
- 2. Considering a loan request**
- 3. Loan agreement**
- 4. Approval process**

### **1. Introduction**

- 1.1 Loans to external organisations may be provided under the council's general power of competence, as contained within Section 1 of the Localism Act 2011, which allows councils to do "anything that individuals generally may do."
- 1.2 Council has available up to a maximum of £10m of loans to third parties to support our corporate priority of regeneration and economic development as part of its Budget Strategy approved by Council on the 22<sup>nd</sup> February 2017. A third party organisation could include a local authority trading company (LATC) that is wholly owned by the Council. Requests for loan finance will only be considered in the context of the council's wider strategic aims and objectives as set out in the detail of the 20th December 2016 Cabinet report on the Medium Term Financial Strategy 2017-20. As such, each proposal for loan finance will be judged on its own merit, which includes consideration of:
  - a. the purpose of the loan and its contribution to the achievement of the council's strategic objectives
  - b. the financial stability and viability of the organisation to which the loan is made
  - c. the nature/level of security an organisation can provide to support the loan amount.
- 1.3 Loans made to third party organisations under this policy do not form part of the council's investment or treasury management strategy. Decisions regarding the granting of loans are based on a wider concept of the strategic benefit of each proposal rather than narrower treasury management investment criteria which are driven by consideration of the security and liquidity of funds as well as financial yield. As such, decisions on the different levels of risk and financial return involved in each loan agreement may vary depending on the nature / purpose of the loan and its wider strategic impact. Factors that may affect the level of risk involved in a particular proposal include:

- a. Whether the council already has an interest in the asset/project (for example, owns the land / buildings to which the loan finance relates).
  - b. The type of organisation that the funding is provided to (for example, a private company, a not for profit organisation or other public body). It should be noted that this policy does not apply to loans to private individuals.
  - c. The level of security/collateral to support the loan.
- 1.4 This policy applies to all new loans to third parties considered by this Council.

## **2. Considering a loan proposal**

- 2.1 This new loan facility will be published on our website where full details of the application process will be available electronically. An overview of the key factors in the process is provided in the following sections.
- 2.2 When considering proposals for loan finance, the following factors should be taken into account:
- a. Applications will only be considered to support projects/initiatives within the Wyre Forest District Council area.
  - b. There should be an assessment of the degree of correlation of the loan purpose with the council's corporate priorities since all loans must support the council's corporate priority of regeneration and economic development and contribute to the regeneration economic growth of the district, including related housing supply.
  - c. The council should also consider whether it is appropriate to analyse total support given to an organisation or a single project. For example, the council may determine that it is inappropriate to lend monies where a grant from the council or any other organisation has been or may be agreed for the same project.
  - d. The relevant organisation requesting a loan must be able to demonstrate that it has sought funding from other sources and that loans from such sources are either not available or the terms are materially unfavourable or unaffordable and therefore detrimental to the project/initiative.
  - e. The request for a loan should be in relation to capital expenditure projects (the council will not consider applications for loans to support revenue expenditure). The definition of capital expenditure is set out in 2.4 below.
  - f. A detailed financial appraisal will be carried out by the council as part of the process of consideration of any loan request. This appraisal will also consider the financial standing of the relevant organisation and

will provide due diligence over the project's/initiative's business case.

- g. Specific exclusions to this policy include proposals that are outside the Councils corporate priorities are unlawful or unethical and/or fail to meet due diligence criteria.

2.3 The following information provides an overview of what will be required to be made available to the council alongside the request for a loan:

- a. Copy of the latest approved annual accounts (audited where applicable), plus two previous years' financial annual accounts plus current management accounts including, where relevant, an assessment of company structures, governance and management arrangements.
- b. Details of underlying debt liability/gearing of the applicant and the implications for existing borrowing where new loans taken out with a different lender/exposure to adverse change clauses.
- c. The business case for the project/initiative including project/initiative risks and deliverability.
- d. The cash flow profile/operating margins, including consideration of ability to pay interest from regular annual cash flow, or extent to which reliance may also be placed upon non- recurrent asset sales or additional borrowing.
- e. Information on proposed liquidity and security/collateral to support the loan, including evidence of security of tenure of land / buildings and nature of other calls upon the assets (for example, other secured bank loans).
- f. Adequacy of the relevant organisation's insurance arrangements, including insurance of assets offered as security.
- g. Details of how the project/initiative will be funded including details of all other loans/grants/support sought or given (including reasons for any refusal of funding and / or unacceptable terms offered).
- h. An assessment of each loan application should be carried out against the accounting code of practice criteria of a soft loan, that is, at lower than market rates loan, including consideration of any financial cost to the council and consideration against item i) below on state aid implications.
- i. An assessment of any state aid implications will be required to be carried out by the council on receipt of any loan request. Where State Aid applies the rate for the loan will need to be compliant with EU requirements. This will involve a review of the collateral/security and application of a market rate or suitable margin over Council source of funding. Specialist external advice would be taken to report on these

issues and ensure overall due diligence of each specific proposal is robust before presenting a business case to Cabinet.

- j. Consideration of any additional due diligence issues will be made by the Council including a review of the legal basis for the specific loan and a full risk assessment that will cover ongoing monitoring of covenants and credit rating/quality of the borrower.
  - k. An assessment of the council's overall cash flow position, spending requirements and overall prudential controls will be carried out by the council on receipt of any loan application. The council must ensure that the issuing of any loan does not have any negative impact on its own cash flow and spending requirements.
- 2.4 "Capital expenditure" means expenditure on acquisition, construction or improvement of assets (property, plant and equipment) which have a value of more than one year eg land and buildings.

### **3. Loan agreement**

- 3.1 The granting of a loan will be subject to a written contractual loan agreement in a form approved by the Solicitor to the Council and entered into by the relevant organisation and the council. The loan agreement will include details of the agreed terms upon which the loan is granted, including:
- a. conditions of loan (for example delivery of the project/initiative)
  - b. loan duration and repayment details, including repayment of principal, interest and other costs (as appropriate).
  - c. loan security, including fixed and floating legal charges.
  - d. insurance requirements.
  - e. recovery and enforcement arrangements in case of default of loan terms and conditions.
  - f. provision for recovery of any fees incurred for items including, but not limited to, validation of financials, legal advice on loan security arrangements and so on.
- 3.2 The period of the loan should be consistent with the loan purpose, with a maximum of 15 years; however the preference will be for shorter loan terms with a term of 5 -7 years.
- 3.3 A commercial rate of interest will be charged on loans and apply until the principal of the loan is fully discharged. The rate of interest to be charged should reflect the nature of the project/initiative for which loan finance is sought (including its contribution to the Council's strategic objectives), the outcome of the business case (including ability of the project/Initiative to generate financial return), the prevailing market rates (including rates of

return achieved on council investments and treasury management activities). The Council may offer either a fixed or variable rate facility, as determined by the council's Chief Financial Officer.

- 3.4 Where possible, loans should be secured via a fixed or floating charge over assets. Ideally loans should be secured via a fixed charge on substantive assets such as freehold land and buildings, but where this is not possible, a floating charge relating to a group of assets may also be considered, or other security including personal guarantees.

#### **4. Approval process**

- 4.1 Proposals for loans to third parties will be subject to specific approval of the business case by Cabinet following consideration by Overview and Scrutiny Committee and due diligence.
- 4.2 The report accompanying each application will include an officer recommendation in respect of acceptance or rejection of the loan application. Any resolution for the approval of a loan should also include an acknowledgement of any exceptional risks (for example, approval in spite of inadequate security) and also include clear written reasons for any approval given in spite of such risks associated with the proposed loan.
- 4.2 Requests from relevant organisations to materially change the terms of Loan Agreements (including applications for top up loans or repayment holidays) should also be considered by Cabinet.

#### **5. How to Apply**

- 5.1 Full details of how to apply, the application form and all related guidance will be available on the Council's website. Organisations who think they may meet the criteria for a loan from the Council can also contact either Dean Piper the Head of Economic Development & Regeneration - North Worcestershire or Steve Singleton Economic Development Manager in the first instance for an early discussion on your proposal [Steve.Singleton@nwedr.org.uk](mailto:Steve.Singleton@nwedr.org.uk) or [Dean.Piper@nwedr.org.uk](mailto:Dean.Piper@nwedr.org.uk)
- 5.2 If early indications are positive then the applicant will need to prepare and submit their business case to support the loan application together with all the supporting information detailed in this document and submit to the Council following the links on the website.

#### **6. Background Papers**

- 6.1 Cabinet Report 20<sup>th</sup> December 2017 Medium Term Financial Strategy 2017-19 Appendix 3  
<http://www.wyreforestdc.gov.uk/media/2688846/20161220financialstrategy2017-2020includingcover.pdf>
- 6.2 Council – Budget Report 22<sup>nd</sup> February 2017  
[http://www.wyreforest.gov.uk/council/docs/doc51663\\_20170222\\_council\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc51663_20170222_council_agenda.pdf)



[http://www.wyreforest.gov.uk/council/docs/doc51664\\_20170222\\_council\\_report.pdf](http://www.wyreforest.gov.uk/council/docs/doc51664_20170222_council_report.pdf)

**Detailed website forms/information to be published when guidance launched will include the following web pages:**

- Front web page
- Eligibility and how to apply
- Expression of Interest Form
- Application Form Guidance Notes
- Due Diligence Requirement
- Interest Rates

Prepared by T Southall, Chief Financial Officer 27/03/2017 in consultation with CLT and NWEDR Team



## **OVERVIEW AND SCRUTINY**

### **Review of Wyre Forest District Local Plan (2015)**

#### **Consultation on Preferred Options**

Report of: Paul Bayliss – Interim Planning Policy Manager

Date: Thursday 1<sup>st</sup> June 2017

Open

#### **1. Summary**

- 1.1 The purpose of this report is to update Members on the progress made with the Review of the Local Plan through the work of the Local Plan Review Panel and to consider the proposed documentation for the Preferred Options consultation due to be launched on 15<sup>th</sup> June 2017.

#### **2. Background**

- 2.1 The Review of the Local Plan began in late 2015 with the early Issues & Options consultation. Since the close of that consultation, officers have been working with the Local Plan Review Panel to bring forward the next stage of the Review which is this Preferred Options consultation.
- 2.2 In the meetings since November 2016 the Local Plan Review Panel (LPRP) have been presented with the background to the Local Plan Review and the bulk of the policies in draft form. LPRP has thus reviewed these sections and policies and have passed their advice to officers for further drafting.
- 2.3 During these meetings the key challenges for the Revised Local Plan have been highlighted. These challenges have revolved around the need to ensure the:
- Provision of a greater number of houses that are required for the future than in previous plan periods;
  - Adequate availability of affordable housing;
  - Provision of sufficient land where, due to the success of previous plans combined with the need for more houses, brownfield land will not cover future need;
  - Sufficient accompanying employment development;
  - Viability of development;
  - Provision of supporting infrastructure and services.

- 2.4 On 22 May 2017 LPRP considered the proposed Preferred Options consultation document (Appendix 1) in its entirety. This enabled the LPRP to consider the cumulative implications of the challenges expressed above (para 2.3) and the two potential approaches proposed for consultation as to how the challenges might be addressed. The consultation document is therefore an opportunity for stakeholders across the District to express their views and to understand the implications and benefits of the two approaches.

### **3.0 Purpose of the Preferred Options Consultation**

- 3.1 The Preferred Options Consultation represents the second stage in the review of the District's Local Plan. The first stage was the Issues and Options Consultation in late 2015. The aim of the Preferred Options consultation is to seek views on:

- Consultees' preference for a more concentrated spatial strategy (Option A in the document) or a more dispersed spatial strategy (Option B in the document) with their inherent advantages and disadvantages;
- The Strategic Policies that arise from the spatial strategy;
- The Development Management Policies that will be required to support the implementation of the proposed Plan;
- The sites proposed for allocation that will be required to support the implementation of the Plan.

Consultation at this stage provides an opportunity for local residents, businesses, key stakeholders and Duty to Co-operate partners to comment on the progress made thus far by the District as it formulates its new plan. It also provides consultees the opportunity to provide further evidence, options or sites for consideration.

- 3.2 The responses received to this consultation will be used to inform the development of the Pre-Submission Document which is scheduled for publication and consultation in early 2018. Following that the current timetable is to submit the Plan to the Secretary of State for Examination in summer 2018 with the expectation that the Examination will be held before the end of 2018 to enable the Plan to be adopted by the Council in early 2019.
- 3.3 The National Planning Policy Framework (NPPF) explicitly states that Councils should consult with neighbourhoods, local organisations and businesses in drawing up a Local Plan. Plans should reflect the vision and aspirations of local communities.

### **4.0 Preferred Options Consultation Paper**

- 4.1 The Preferred Options Paper takes account of:

- the extensive evidence base that has been built up since 2015;
- the Issues and Options consultation reported in November 2015 to Cabinet;
- Duty to Cooperate conversations with neighbouring authorities, the County Council, relevant Statutory Organisations and key infrastructure providers;
- Advice received from the Local Plans Review Panel;
- Advice received from the Cabinet Member

4.2 The key question for consultees to consider in this consultation relates to how the required level of housing and employment growth should be accommodated. Whichever approach is adopted the release of green field land including some Green Belt land will be involved. The essential difference between the options revolves around whether it is chosen to concentrate a significant amount of additional development to the east/south east of Kidderminster (Option A) or whether this should be more widely dispersed (particularly around Stourport-on-Severn and adjacent to Lea Castle). It is also important to note that there are significant differences in the infrastructure implications of the two approaches, most notably in respect of Option A's ability to support the provision of an Eastern Relief Road to Kidderminster and the provision of the necessary educational requirements.

4.3 To this paper is attached the Draft Preferred Options Consultation document—which is due to be considered by Cabinet on 14<sup>th</sup> June 2017 for final approval of the consultation. As previously stated this material has already been considered by LPRP and their recommendations will be made to tonight's meeting.

## **5.0 Consultation Arrangements**

5.1 Cabinet will meet on 14 June 2017 to formally agree to the initiation of the Preferred Options consultation, taking account of the recommendations made at tonight's meeting of this Committee. The consultation will run from Thursday 15 June to Monday 14<sup>th</sup> August 2017.

5.2 A draft Consultation Plan is attached at Appendix 2. It includes specific details on the proposed dates, timescale and consultation methods that Officers intend to use. The Preferred Options Consultation will open formally on 15<sup>th</sup> June for an 8 week period rather than the normal 6 week period; this is in order to mitigate criticism of the consultation period extending into the summer holiday period. To do otherwise would require the consultation to commence in September 2017 incurring a 3 month delay to the process.

5.3 Consultees will be able to respond to the Preferred Options document either online, via email or via post, with encouragement to use digital means for ease of administrative handling.

- 5.4 There will be a number of drop-in sessions during the consultation period as listed below for the public to address their questions to staff.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
tbc	tbc	St Oswalds Church Centre, Broadwaters Drive, Kidderminster
tbc	tbc	Heronswood Primary School, Spennells, Kidderminster
Wednesday 19 <sup>th</sup> July 2017	2pm - 7pm	The Wyre Room, St Georges Hall, Load St, Bewdley
Friday 21 <sup>st</sup> July 2017	1.pm – 5.30pm	Rowland Hill Centre, Kidderminster
Saturday 22 <sup>nd</sup> July 2017	10am – 4pm	Offmore Evangelical Church Hall, Kidderminster
Wednesday 26 <sup>th</sup> July 2017	1.30pm – 6.30pm	Areley Kings Village Hall, Stourport
Friday 28 <sup>th</sup> July 2017	2pm – 7pm	Cookley Village Hall
Saturday 29 <sup>th</sup> July 2017	10pm – 4pm	Stourport Civic Hall

## **6.0 Options**

- 6.1 That Overview and Scrutiny Committee note the progress in the preparation of the Preferred Options Consultation Documentation and

### **Either**

- 6.2 Overview and Scrutiny Committee commend the Preferred Options consultation document to Cabinet for its approval:

### **or**

- 6.3 Overview and Scrutiny Committee commend the Preferred Options consultation document to Cabinet subject to any appropriate recommendations for amendment that Overview and Scrutiny Committee might wish to propose.

**Appendix 1: Preferred Options consultation document**  
**Appendix 2: Draft Consultation Plan**

<b>Director</b>	Mike Parker, Corporate Director: Economic Prosperity and Place
<b>Lead Officer</b>	Paul Bayliss, Interim Planning Policy Manager

**Wyre Forest District Local Plan Review Preferred Options**

**Consultation Plan**

**1.0 Background**

- 1.1 It is a cornerstone of the planning system that communities and stakeholders should be able to influence the matters addressed in planning policy. The National Planning Policy Framework (NPPF) published in March 2012 reinforces the importance of community involvement through the first of its Core Planning principles: “planning should be genuinely plan-led, empowering local people to shape their surroundings with succinct local and neighbourhood plans setting out a positive vision for the future of the area”. Between Thursday 15 June and Monday 14 August 2017 the District Council will undertake a consultation on the Preferred Options. The Preferred Options consultation is the second stage in the Local Plan Review process. Responses will be used to help develop the Pre-Submission Plan which will be put out for consultation in early 2018.

**2.0 Adopted Statement of Community Involvement Requirements**

- 2.1 The District Council first adopted its Statement of Community Involvement (SCI) in 2006. Following changes in legislation the SCI was updated, revised and adopted in February 2013. The SCI sets out the Council’s policy for involving the community in the planning process. It also details how the Council intends to involve all sections of the community and provides guidelines and minimum standards to involve the community, interest groups and stakeholders in the production of Local Development Documents. The statement provides guidance on:

- How people will have the chance to contribute their ideas, and the process for considering and responding to their views.
- How people will get the chance to participate in developing proposals and options.
- How the District Council will seek to provide feedback to keep the community informed on progress and outcomes.

- 2.2 The District Council places great emphasis on involving the community in planning issues and believes the following benefits can be achieved:

- It will help strengthen the evidence base for local plans and neighbourhood development plans.
- It will help foster community commitment to the future development of the area.
- It promotes a sense of ownership and strengthens the delivery of projects. The involvement of communities at an early stage helps to resolve issues.

### **3.0 The Duty to Cooperate**

- 3.1 The duty to cooperate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.
- 3.2 In order to fulfil the requirements of the Duty to Cooperate, all neighbouring authorities and consultation bodies covered by the Duty to Cooperate will receive a separate form to complete which will allow any concerns to be raised. Where there are no relevant issues the completed forms will provide an audit trail to demonstrate that the Duty has been fully considered and complied with. Where cross-boundary issues are identified, officers will offer to meet with each of the neighbouring authorities or organisations concerned to discuss the issues and how the Plan can best address them.

### **4.0 Targeting Consultation and Methods**

- 4.1 The District Council will actively seek to engage all community groups within the Wyre Forest District in preparing planning policy. Local planning authorities are required to consult specific consultation bodies which they consider may have an interest in the proposed planning policy document and the general consultation bodies which it considers are appropriate. A list of the specific consultees for Wyre Forest District is set out in Appendix A to this document.
- 4.2 It is proposed to consult in a variety of ways, examples include manned exhibitions in Kidderminster, Stourport on Severn, Bewdley and in areas most affected by the proposed developments, mini poster displays in a wide range of accessible locations throughout Wyre Forest District, a press release to the local newspaper as well as a leaflet distribution to all householders. All Town and Parish Council's will be sent a consultation notice and be asked to display it on parish council notice boards.

### **5.0 Involving Harder-to-reach Groups**

- 5.1 Within the District there are groups which are hard to reach through consultations. The District Council recognises that these groups in particular may have different levels of access to information and therefore may find it harder to get involved in the decision making process. In particular, the District Council will employ the following methods for engaging hard to reach groups: Leaflet distribution to all residents within Wyre Forest District, manned exhibitions at public locations (detailed at 6.2) and Twitter feeds.



## **6.0 Exhibition Specifics**

6.1 During the eight week public consultation on the Preferred Options Paper a number of exhibitions will be held. These will be manned at highly accessible public locations in the three main towns of Kidderminster, Stourport-on-Severn and Bewdley and in areas of impact of the proposals. Display boards will be erected at the exhibitions and copies of the Preferred Options papers will be made available for viewing along with other materials. The exhibition will allow the public to view the Preferred Options in more detail and post comments. Staff will also be on hand to answer any queries raised by the public.

### **6.2 Exhibition Plan**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
tbc	tbc	St Oswalds Church Centre, Broadwaters Drive, Kidderminster
tbc	tbc	Héronswood Primary School, Spennells, Kidderminster
Wednesday 19 <sup>th</sup> July 2017	2.00 - 7.00	The Wyre Room, St George's Hall, Load Street, Bewdley
Friday 21 <sup>st</sup> July 2017	1.00 - 5:30	Rowland Hill Centre, Kidderminster
Saturday 22 <sup>nd</sup> July 2017	10.00 – 4.00	Offmore Evangelical Church Hall, Kidderminster
Wednesday 26 <sup>th</sup> July 2017	1:30 - 6:30	Areley Kings Village Hall, Stourport
Friday 28 <sup>th</sup> July 2017	2.00 – 7.00	Cookley Village Hall
Saturday 29 <sup>th</sup> July 2017	10.00 -4.00	Stourport Civic Hall

### **6.3 Poster Displays**

Posters will be displayed at the following locations throughout the duration of the preferred options consultation.

- Kidderminster Library
- Stourport Library
- Bewdley Library

In addition, subject to each venue being willing to display a poster:

- Library van

KIDDERMINSTER

- Wyre Forest Hub/Town Hall
- Wyre Forest Leisure Centre
- Tesco
- Sainsburys
- Morrisons
- Asda
- Aldi
- Iceland
- Hodge Hill Garden Nurseries
- Barnetts Hill Garden Centre

STOURPORT

- Stourport Civic Hall
- Tesco
- Co-op
- Lidl
- Cooks Garden Centre

BEWDLEY

- Bewdley Museum
- Bewdley Leisure Centre
- Co-op
- Tesco
- Hopleys Farm Shop

RURAL AREAS

- Wyre Forest Discovery Centre

- Cookley – Tesco or Post Office
- Blakedown Post Office
- Chaddesley Corbett Post Office
- Wolverley Stores
- Fairfield Shop
- Upper Arley Post Office
- Rowberry Farm Shop
- Far Forest Post Office/stores
- Colliers Farm Shop or Clows Top Post Office.

#### **7.0 Awareness raising – Media**

- 7.1 To coincide with the launch of the consultation on the Preferred Options paper press releases will be organised for the Kidderminster Shuttle. An eye-catching publicity leaflet will be delivered to every household. The leaflet will detail the dates and times of the exhibitions and details of places where the Preferred Options Paper can be viewed/downloaded.

#### **8.0 Publishing on the Web**

- 8.1 An interactive version of the Preferred Options Paper will be made available to enable electronic representations to be made. The interactive response form can be downloaded and printed or filled in and submitted online. Representations will also be accepted by e-mail or post.
- 8.2 The District Council will also use social media (Twitter and Facebook) to promote the consultation period and the exhibitions. Twitter and Facebook will be used to raise key questions relevant to the consultation during the consultation period and comments made will be summarised.

#### **9.0 Formally Processing Comments – Procedures**

- 9.1 All responses submitted to the District Council online, by letter and email will be acknowledged within five working days of their receipt. The Planning Policy Team will carefully analyse all comments and suggestions and prepare a summary report detailing proposals for consideration at the Pre-Submission Plan stage. This will be presented to and considered by the Local Plans Review Panel, Overview and Scrutiny Committee and Cabinet.

- 9.2 The summary report following Cabinet's consideration will be made available for public viewing at Council Offices and on the website.

DRAFT

## **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 Foreign Parish Council  
Kidderminster Town Council  
Rock Parish Council  
Rushock Parish Council  
Stone Parish Council  
Stourport on Severn Town Council  
Upper Arley Parish Council  
Wolverley & Cookley Parish Council

#### **Adjacent Parish Councils**

Abberley Parish Council  
Alveley and Romsley Parish Council  
Astley & Dunley Parish Council  
Bayton Parish Council  
Belbroughton and Fairfield Parish Council  
Clent Parish Council  
Cleobury Mortimer Parish Council  
Dodford with Grafton Parish Council  
Elmbridge Parish Council  
Elmley Lovett Parish Council  
Hagley Parish Council  
Hartlebury Parish Council  
Highley Parish Council  
Kinlet Parish Council  
Kinver Parish Council  
Lindridge Parish Council  
Mamble Parish Council  
Pensax Parish Council  
Upton Warren Parish Council

#### **Other Specific Consultees**

British Telecom  
Bromsgrove & Redditch DC  
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

## **Appendix A – List of Consultees**

Hereford & Worcester Fire & Rescue Service  
Highways Agency  
Historic England  
Homes & Communities Agency  
Malvern Hills District Council  
National Grid  
Natural England  
Network Rail  
Office of Rail Regulation  
Oil and Pipelines Agency (The)  
Redditch and Bromsgrove CCG  
Severn Trent Water  
Shropshire Council  
South Staffordshire District Council  
South Staffordshire Water Plc  
South Worcestershire Development Plan  
Staffordshire County Council  
Staffordshire Police Authority  
The Coal Authority  
The Planning Inspectorate  
Three  
Transco West Midlands Local Distribution Zone  
Vodafone and O2  
West Mercia Police  
West Midlands Ambulance Service  
Western Power Distribution  
Worcestershire County Council  
Worcestershire Local Enterprise Partnership  
Worcestershire Partnership  
Worcestershire Regulatory Services  
Wychavon District Council  
Wyre Forest Clinical Commissioning Group

## **General Consultees**

Organisations and individuals registered in the Planning Policy database including:

Agents  
Business and Commerce Groups  
Conservation Interest Groups  
Developers  
Education and Youth Groups  
Housing Interest Groups  
Individuals  
Interest / Pressure Groups  
Land Owners  
Local Interest Groups

## **Appendix A – List of Consultees**

Local Resident Associations  
Registered Providers  
Service Providers

### **Hard to Reach Groups**

Age UK Wyre Forest  
Association of Retired and Persons over 50  
Big Local DY10  
Buddhist Community  
Derbyshire Gypsy Liaison Group  
Friends Families and Travellers  
Islamic Mosque  
Kidderminster & District Scout Group  
Madinatul Uloom Islamic College  
Meeting Deaf Community  
National Federation of Gypsy Liaison Groups  
National Travellers Action Group  
Offmore Comberton Action Group  
Our Lady of Ostra Brama Church  
PHAB Ltd  
The Showman's Guild of Great Britain Midland Section  
Wyre Forest Action Group for Older People  
Wyre Forest Women's Aid  
Wyre Forest Local Children's Trust

**Wyre Forest District Council**

**Overview & Scrutiny Committee  
Thursday 1<sup>st</sup> June 2017**

**Local Plans Review Panel  
Monday 22<sup>nd</sup> May 2017**

**Wyre Forest District Local Plan Review (2015) Draft Preferred Options  
Consultation Paper**

The Local Plans Review Panel (LPRP) considered the proposals for the Preferred Options consultation in depth.

The Panel noted the progress in the preparation of the Preferred Options Consultation Document. The proposed consultation approach was welcomed, and it was suggested that two additional consultation 'drop-in' events be held at the Heronswood school site and St Oswalds Church Centre, Broadwaters Drive, (or suitable alternatives should they be unavailable) to engage as many local residents as possible.

**Recommend to the Overview & Scrutiny Committee:**

- **The LPRP commend the Preferred Options consultation document to the Overview & Scrutiny Committee and expressed their preference for the extended Lea Castle site to be a site for a major, sustainable residential development.**



## Overview & Scrutiny Committee Recommendation Tracking 2016/2017

Scrutiny Date	Recommendation	Cabinet Date	Decision	Action Taken
02/06/16	<b>Temporary Accommodation Placement and Procurement Policy</b> <ul style="list-style-type: none"> <li>The Temporary Accommodation Placement and Procurement Policy as set out in appendix 1 of the report, be amended to reflect the cross agency working the Strategic Housing Services Team undertake when dealing complex cases.</li> <li>The Temporary Accommodation Placement and Procurement Policy, for use by the Strategic Housing Services Team, and its agent, when placing homeless households and procuring emergency and interim accommodation be adopted.</li> </ul>	14/06/16 Agenda Item 9.1	In line with the recommendations from the Overview and Scrutiny: The Temporary Accommodation Placement and Procurement Policy be approved.	The policy was approved and is now in use.
02/06/16	<b>A Strategy for Enabling Enterprise and Business Growth</b> The Enterprise and Business Growth Strategy be adopted.	14/06/16 Agenda Item 10.1	In line with the recommendations from the Overview and Scrutiny Committee: The Business Growth and Enterprise Strategy be adopted.	The Strategy was adopted and is now in use.
02/06/16	<b>Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2016 - 2019)</b> <ul style="list-style-type: none"> <li>The programme for the preparation and review of Development Plan, as set out on page 93 of appendix 1 of the report be amended in August 2017 and 2018 to reflect the fact that the Council does not hold key</li> </ul>	14/06/16 Agenda Item 11.1	<ul style="list-style-type: none"> <li>The programme for the preparation and review of Development Plan, as set out on page 93 of appendix 1 of the report be amended in August 2017 and 2018 to reflect the fact that the Council does not hold key decision making meetings during</li> </ul>	The LDS (now referred to as the Project Plan) is adopted and is available for inspection on the Council's website.

## Agenda Item No. 9

	<p>decision making meetings during August.</p> <ul style="list-style-type: none"> <li>The proposed Revised Local Development Scheme 2016-19 as set out in Appendix 1 of the report to the Overview and Scrutiny Committee (as amended) be adopted.</li> </ul>		<p>August.</p> <ul style="list-style-type: none"> <li>The proposed Revised Local Development Scheme 2016-19 as set out in Appendix 1 of the report to the Overview and Scrutiny Committee (as amended) be adopted.</li> </ul>	
07/07/16	<p><b>Housing Assistance Policy</b></p> <p>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.</p>	12/07/16 Agenda Item 8.1	<p>In line with the recommendations from the Overview and Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>The Housing Assistance Policy be approved.</li> <li>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.</li> </ol>	<p>The policy is operation with the Director of EPP, Chief Finance Officer and Cabinet Member having agreed the split of funding for 2016/17 and 2017/18.</p>
07/07/16	<p><b>Kidderminster Eastern Gateway Development Framework</b></p> <ol style="list-style-type: none"> <li>The proposed Preferred Option (option 3 – mixed use) as set out in the Development Framework be adopted.</li> <li>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.</li> </ol>	12/07/16 Agenda Item 9.2	<p>In line with the recommendations from the Overview and Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>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.</li> <li>To approve the proposed Vision and Preferred Option for</li> </ol>	<p>The Framework was adopted and used for Expression of Interest procurement purposes and re-branded as Lion Fields.</p>

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			<p>the KEG as set out in the Development Framework, namely Option 3 (mixed use);</p> <p>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.</p>	Demolition of former Glades reported to and agreed by cabinet in August 2016
08/09/16	<p><b>Revised Planning Obligations Supplementary Planning Document (SPD)</b></p> <p>The proposed Planning Obligations SPD as set out in Appendix 1 be adopted.</p>	13/09/16 Agenda Item 7.1	<p>In line with the recommendations from the Overview and Scrutiny Committee, September 8th 2016. The Planning Obligations Supplementary Planning Document as attached at Appendix 1 of the report to Cabinet be adopted.</p>	Planning Obligations Supplementary Planning Document (SPD) Adopted September 2016.
08/09/16	<p><b>Health and Wellbeing Plan 2016-20</b></p> <p>The Wyre Forest Health and Wellbeing Plan 2016-20 as attached at Appendix 1 be approved.</p>	13/09/16 Agenda Item 9.1	The Wyre Forest Health and Wellbeing Plan 2016-20, as attached at Appendix 1 of the report to the Overview and Scrutiny Committee, be approved.	Ongoing delivery of the Health and Wellbeing Plan. Update report to be taken to O&S in Sept/Oct 2017.
08/09/16	<p><b>Climate Change Action Plan</b></p> <p>The Climate Change Action Plan 2016/17 (Appendix 2) be approved.</p>	13/09/16 Agenda Item 9.1	The Climate Change Action Plan 2016-17 as set out at Appendix 2 of the report to the Overview and Scrutiny Committee, be approved.	Ongoing delivery of the Climate Change Action Plan. Update report to be taken to O&S in Sept/Oct 2017.

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		14/12/16 Council Agenda Item 13.c	<p>accommodate the costs associated with the conversion works.</p> <p><b>Decision:</b> The Capital Programme be amended to include the costs of £267,060 associated with the conversion works, with funding as detailed in paragraph 5.6 of the open report to Cabinet.</p>	
03/11/16	<p><b>Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2016 - 2019)</b></p> <p>The proposed Revised Local Development Scheme 2016-19 (November 2016) as set out in Appendix 1 of the report, be adopted.</p>	22/11/16 Agenda Item 10.1	The proposed Revised Local Development Scheme 2016-19 (November 2016) as set out in Appendix 1 of the report to the Overview and Scrutiny Committee, be adopted.	The Project Plan is adopted and is available for inspection on the Council's website.
03/11/16	<p><b>Industrial Units Investment Business Case</b></p> <p>The proposal to purchase land, at the site identified in the exempt report to the Overview and Scrutiny Committee, and subsequent construction of industrial units be approved, subject to the production of a satisfactory full business case.</p>	22/11/16 Agenda Item 13.1	<p>In line with the recommendations from the Overview and Scrutiny Committee, 3rd November 2016</p> <ol style="list-style-type: none"> <li>1. To agree to the outline business case for the purchase of land at the site identified in the exempt report to Cabinet and subsequent construction of industrial units.</li> <li>2. Delegated authority be granted to the Director of Economic Prosperity &amp; Place, in consultation with the Chief Financial Officer, Solicitor to the Council and Cabinet Member for Planning and Economic Regeneration to:</li> </ol>	Cabinet agreed business case; ongoing discussion with landowner regarding delivery.

		<p>(i) Finalise and approve the detailed business case for the purchase of the land and construction of the industrial units; And subject to agreeing the detailed business case to:</p> <p>(ii) Ensure that all appropriate legal agreements are put in place in advance of the Council purchasing the land;</p> <p>(iii) Ensure that the appointment of a contractor to develop the units is procured in line with the Council's contract procedure rules;</p> <p>(iv) Subject to (ii) and (iii), to complete all necessary documentation to acquire the land on which blocks 2 and 3 and associated parking shown on the plan attached to the report to Cabinet are to be constructed together with all necessary access rights;</p> <p>(v) Ensure that appropriate Project Management controls are put in place to oversee the delivery of the scheme and ensure that it is delivered on time and within budget.</p> <p><b>Recommended to Council:</b> The Capital Programme be amended accordingly to accommodate the purchase of the land and construction of the</p>	<p>Capital Programme agreed.</p>
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		14/12/16 Council Agenda Item 13.c	<p>industrial units together with the requisite revisions to the revenue budget as set out in the detail of Appendix 3 of the report to Cabinet.</p> <p><b>Decision:</b> The Capital Programme be amended to include the costs to accommodate the purchase of the land and construction of the industrial units together with the requisite revisions to the revenue budget as set out in the detail of Appendix 3 of the exempt report to Cabinet.</p>	
01/12/16	<p><b>Car Parking Review</b></p> <p>The Overview and Scrutiny Committee endorse the proposals as set out in the report.</p>	20/12/16 Agenda Item 7.1	<p>In line with the recommendations from the Overview and Scrutiny Committee, 1st December 2016</p> <ol style="list-style-type: none"> <li>1. To include the proposed schedule of car park and season ticket charges outlined in 4.8 and 4.9 of the report to Cabinet in the budget proposals for 2017/18, to take effect from October 2017.</li> <li>2. The re-designation of all car parks in the District to SHORT or LONG stay car parks be agreed.</li> <li>3. The Wyre Forest District Council (Off Street Parking Places) Order 2016 (no 2) be amended and consulted upon to accommodate the changes in recommendations 1 and 2 as</li> </ol>	<p>Implementation date is 1 October 2017.</p> <p>Amendments to the Parking Places Order are currently being made which will be advertised in June/July 2017. Subject to due consideration of any feedback as a result of the consultation on the parking places order the re - designation of car parks will be implemented by the due date.</p>



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			necessary, together with any further minor drafting amendments which, in the opinion of the Director for Community Well Being and Environment are required and that the Cabinet Member for Operational Services be given delegated authority to consider any representations made as a result of the public consultation and to finalise the revisions to the Order.	
01/12/16	<b>Wyre Forest District Buskers Code</b> 1. The code be amended to include a reference to buskers not being under the influence of drink or drugs whilst performing. 2. The code, as amended, forms the guidance the Council puts in place for Buskers.	20/12/16 Agenda Item 9.1	In line with the recommendations from the Overview and Scrutiny Committee: The Wyre Forest District Buskers Code (Appendix 1 of the report to Cabinet ) be approved.	Buskers Code adopted by Cabinet and in operation.
02/02/17	<b>Lion Fields, Kidderminster – Development Proposals</b> The ‘restrictive’ procurement process be used to procure a developer to deliver the Council’s ambitions for Parcel 1 of Lion Fields.	07/02/17 Agenda Item 8.1	In line with the recommendations from the Overview and Scrutiny Committee. 1. To delegate to the Director of Economic Prosperity & Place, in consultation with the Cabinet Member for Planning & Economic Regeneration, Solicitor to the Council and Chief Financial Officer, authority to take all necessary actions to procure a developer and to enter into a development agreement that includes, but isn’t limited to,	As above. Next stage of procurement expected shortly.

			<p>the detail as set out in paragraph 4.7 for the disposal of Parcel 1 of the Lion Fields re-development ensuring that the procurement process complies with the Public Contract Regulations 2015 including the finalisation of evaluation criteria to select the preferred developer following the Restricted procedure;</p> <p>2. To delegate to the Director of Economic Prosperity &amp; Place, in consultation with the Cabinet Member for Planning &amp; Economic Regeneration, Solicitor to the Council and Chief Financial Officer authority to agree the terms of a land owners' agreement between the Council and Worcestershire County Council which sets out the sharing of costs between both parties in bringing Parcel 1 to the market and returns a capital receipt to both parties in a fair and equitable way.</p>	
02/02/17	<p><b>Treasury Management Strategy 2017-18</b></p> <p>1. Approve the restated Prudential Indicators and Limits for the financial years 2017-18 to 2019-20 included in Appendix 3. These will be revised for the February 2017 Council meeting, as per paragraph 7.3 of this report,</p>	22/02/17 Council Agenda Item 11a	<p>1. The restated Prudential Indicators and Limits for the financial years 2017-18 to 2019-20 included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved. These have been revised, as per paragraph 7.3</p>	Revised Treasury Management Service Strategy implemented from 1 <sup>st</sup> April 2017.

	<p>following any changes to the Capital Programme brought about as part of the budget process other than those proposed by Cabinet on 20th December 2016.</p> <ol style="list-style-type: none"> <li>2. Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2017 to 31st March 2018 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5).</li> <li>3. Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1.</li> <li>4. Approve the Authorised Limit Prudential Indicator included in Appendix 3.</li> </ol>		<p>of the report to the Overview and Scrutiny Committee, following any changes to the Capital Programme brought about as part of the budget process.</p> <ol style="list-style-type: none"> <li>2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2017 to 31st March 2018 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5 of the Overview and Scrutiny Committee) be approved.</li> <li>3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview and Scrutiny Committee be approved.</li> <li>4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved.</li> </ol>	
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Scrutiny Date	Recommendation	Cabinet Date	Decision	Action Taken
02/03/17	<p><b>Worcestershire Partnership Plan</b></p> <ol style="list-style-type: none"> <li>1. The Worcestershire Housing Partnership Plan be approved.</li> <li>2. That the Overview and Scrutiny Committee's concerns about the following areas of The Worcestershire Housing Partnership Plan be noted, for the reasons stated:               <ol style="list-style-type: none"> <li>a) The Sustainability and Transformation Plan Members have not received a local briefing yet on this Plan and therefore do not understand how it will support the housing agenda.</li> <li>b) Care Leavers and the Corporate Parenting Role in Worcestershire Work regarding Care Leavers is not made reference to in the "What Are We Doing Section" of the Plan. This is very concerning given Worcestershire County Council's recent inadequate rating for its Ofsted inspection of services for children in Worcestershire.</li> <li>c) Supported Housing Due to the reduced levels of supported accommodation which will be available for people with disabilities, following cuts to the</li> </ol> </li> </ol>	14/03/17 Agenda Item 7.1	<p>In line with the recommendations from the Overview and Scrutiny Committee: The Worcestershire Housing Partnership Plan be approved and work to develop detailed action plans commenced.</p>	<p>Work commenced in May to develop action plans in consultation with partners.</p>

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	<p>Supporting People budget, there needs to be robust monitoring procedures in place as part of the plan to understand the impact of funding cuts.</p> <p>3. That the Wyre Forest Clinical Commissioning Group be invited to a future meeting of the Members' Forum to brief Members on the Sustainability and Transformation Plan for this area.</p>			
02/03/17	<p><b>Initiating a Collective Energy Switching Scheme</b></p> <p>To initiate a Collective Energy Switching Scheme on behalf of residents.</p>	14/03/17 Agenda Item 7.3	<p>In line with the recommendations from the Overview and Scrutiny Committee:</p> <p>Wyre Forest District Council to initiate a Collective Energy Switching Scheme on behalf of residents.</p>	<p>The first collective switch was launched in April 2017. The closing date for registrations is 22 May 2017. A reverse auction will take place on 23 May, after which registrants will receive an offer from the winning energy supplier.</p>
02/03/17	<p><b>Worcestershire Local Transport Plan 4</b></p> <p>1. The consultation response, as set out at Appendix 1 of the report to the Overview and Scrutiny Committee, be agreed with the following additions:</p> <p>a) <u>Mustow Green Junction Enhancement Scheme</u> – to request an early timetable for improving the efficiency of this busy junction.</p> <p>b) <u>Kidderminster Rail Station</u>– that a full assessment is undertaken of the impact of the growth potential for Kidderminster Station on car parking requirements at the site</p>	14/03/17 Agenda Item 10.1	<p>In line with the recommendations from the Overview and Scrutiny Committee:</p> <p>1.1 The comments and representations as set out at Appendix 1 of the report to Cabinet, be agreed as the District Council's formal response to the Worcestershire Local Transport Plan 4 Consultation.</p> <p>1.2 The Director of Economic Prosperity and Place be authorised to submit the District Council's representations in accordance</p>	<p>Comments agreed by Cabinet and submitted to WCC in time.</p>

	<p>and network and highway capacity to access the station in the future.</p> <p>c) <u>Blakedown Rail Station Enhancement</u> –More analysis is required of the impact of enhancing the provision at the station and the advantages and disadvantages that this will have for the settlement and surrounding highway network. In particular there's concern about the potential impact on the Green Belt Land which surrounds the station.</p> <p>d) <u>Quality of the surface of the District's roads</u> – the poor quality of surface needs addressing.</p> <p>e) <u>Stourport Relief Road</u> –continued support for at least the partial completion of the Relief Road if the River Severn crossing element is no longer feasible.</p> <p>f) <u>Passenger Transport</u> – that alternative delivery models are explored for the provision of bus passenger transport in the district such as community – led schemes.</p> <p>2. The consultation response, as amended, be approved for submission to Worcestershire County Council by the deadline of 17th March 2017.</p>		<p>with the consultation deadline of 17th March 2017.</p>	
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Scrutiny Date	Recommendation	Cabinet Date	Decision	Action Taken
02/03/17	<p><b>Changes to Community Housing Group Community Member Nominations</b></p> <p>No further nominations to the roles of Community Member are made to any of the vacancies on CHG.</p>	14/03/17 Agenda Item 7.2	<p>In line with the recommendations from the Overview and Scrutiny Committee:</p> <p><b>Recommended to Council:</b></p> <p>1.1 That from May 2017 the Council no longer makes any nominations to the roles of Community Member on any of the Community Housing Group boards or committees;</p> <p>1.2 That the Council considers the outcome of the governance review commissioned by Community Housing Group when it is received and makes necessary changes to nominations to positions on the Community Housing Group as a result of any re-structure, as invited to;</p> <p>1.3 That delegated authority if given to the Solicitor to the Council to terminate the Memorandum of Understanding between the Council and Community Housing Group relating to Community Member Nominations</p>	<p>The Council's decisions have been communicated to Community Housing Group and the three Councillors serving on the CHG membership have signed in favour of the written special resolution. On 23 May the Cabinet considered a report about mandating the Council shareholder to vote in favour of the transfer of engagements from CHG to Wyre Forest Community Housing.</p>

		10/05/17 Council Agenda Item 15	<b>Decision:</b> <ol style="list-style-type: none"> <li>1. The changes to the governance structure of the Community Housing Group (CHG) be supported;</li> <li>2. the three Councillors serving on the CHG membership be mandated to sign in favour of the written special resolution to convert CHG into a community benefit society and to adopt rules governing the society;</li> <li>3. any question of mandating how the Council shareholder should vote in future would be a matter for Cabinet to decide be noted;</li> <li>4. delegated authority be given to the Solicitor to the Council to terminate the Memorandum of Understanding between the Council and Community Housing Group relating to Community Member Nominations.</li> </ol>	
06/04/17	<b>Industrial Units Investment Outline Business Case</b> The proposal for the Council to develop a small industrial units scheme at Land off Silverwoods Way in Kidderminster be approved subject to the production of a satisfactory detailed business case.	23/05/17 Agenda Item 9.1		Cabinet to consider report on 23 <sup>rd</sup> May 2017.



**Wyre Forest District Council  
Scrutiny Proposal Form**

<b>Name of Councillor:</b>	Fran Oborski MBE
<b>Subject Area to be Scrutinised:</b>	Availability of Social Rented Housing within Wyre Forest Area and the priorities of CHG
<b>Rationale:</b> reason for scrutinising the subject area	Acute shortage of social rented accommodation
<b>Evidence:</b> What evidence is there to support the rationale and the need for the scrutiny review	Waiting lists
<b>Key Outcomes:</b> What do you think the review should achieve	Better quality and quantity of housing availability

<b>Please select from the list below which of the following is applicable to the subject area to be scrutinised:</b>	<b>Detail</b>	<b>Scoring</b>
(1) Is there evidence of poor performance?	✓ Tenants and residents feedback to Councillors	<b>10</b>
(2) Is there a high level of dissatisfaction with the service?	✓ Level of applications on waiting list showing amount of people in housing need	<b>10</b>
(3) Has there been a budgetary overspend?		<b>10</b>
(4) Is there a high level of risk involved?		<b>10</b>
(5) Is the review likely to identify better value for money for the Council?	Could do as we are paying for the homelessness service	<b>10</b>

(6)	Does the service provide substantial benefits for all or a significant proportion of residents in the District?	Residents and tenants feel that this service is too restrictive	8
(7)	Is there strong evidence linking the topic to the Corporate Plan and the Council's Key Aims and Priorities?		8
(8)	Is there public interest in this e.g. press coverage?	Yes	6
(9)	Officer led review planned.		4
(10)	New Legislation/good practice anticipated within the next year.		-4
(11)	Topic has been reviewed in the last 3 years and there are likely to be no significant changes		-2
<b>TOTAL:</b> <b>(Score of over 40 points meets criteria to set up a Scrutiny Review Panel)</b>			

**Overview and Scrutiny Committee Work Programme 2017-2018**

**June 2017**

“How are we doing?” Q4 update (Housing and Planning)  
Churchill & Blakedown Neighbourhood Plan Adoption  
Strategies for the Capital Portfolio Fund and Loans to Third Parties  
Local Plan Preferred Options  
Tracking Recommendations 2016/2017  
Scrutiny Proposal Form  
Capital Portfolio Fund: Proposed Acquisition

**July 2017**

Establishment of a Local Authority Trading Company (LATC)  
Facilities Management Strategy  
EXEMPT Residential Unit Investment Business Case  
Nominations for the Treasury Management Review Panel  
Kidderminster Business Improvement District (BID)

**September 2017**

“How are we doing?” Q1 update (Enabling)  
Open Space, Playing Fields and Built Facilities Strategies  
Public Space Protection Order relating to dog control (PSPO)  
Treasury Management Strategy Statement and Annual Investment Strategy Backward Look 2016/17  
Climate Change Action Plan  
Health Action Plan

**October 2017**

Annual update from S106 Monitoring Group

**November 2017**

Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Report 2017/18  
“How are we doing?” Q2 update (Business and People)

**February 2018**

“How are we doing?” Q3 update (Place)  
Treasury Management Service Strategy 2018/19  
Annual review of the North Worcestershire Community Safety Partnership 2017/18

**June 2018**

“How are we doing?” Q4 update (Housing and Planning)