

**Open**

## **Cabinet**

## **Agenda**

**6pm**  
**Tuesday, 14th November 2017**  
**Council Chamber**  
**Wyre Forest House**  
**Finepoint Way**  
**Kidderminster**



## **Cabinet**

### **The Cabinet Members and their responsibilities:-**

<b>Councillor M J Hart</b>	<b>Leader of the Council &amp; Strategy</b>
<b>Councillor I Hardiman</b>	<b>Deputy Leader &amp; Planning &amp; Economic Regeneration</b>
<b>Councillor R J Vale</b>	<b>Operational Services</b>
<b>Councillor N J Desmond</b>	<b>Resources</b>
<b>Councillor J Smith</b>	<b>Culture, Leisure &amp; Community Protection</b>
<b>Councillor C Rogers</b>	<b>Housing, Health &amp; Well-being</b>

### **Scrutiny of Decisions of the Cabinet**

The Council has one Scrutiny Committee that has power to investigate policy issues and question members of the Cabinet who have special responsibility for a particular area of the Council's activities. The Cabinet also considers recommendations from this Committee.

In accordance with Section 10 of the Council's Constitution, Overview and Scrutiny Procedure Rules, and Standing Order 2.4 of Section 7, any item on this agenda may be scrutinised by the Scrutiny Committee if it is "called in" by the Chairman or Vice-Chairman of the Overview & Scrutiny Committee and any other three non-Cabinet members.

*The deadline for "calling in" Cabinet decisions is 5pm on Friday 24<sup>th</sup> November 2017.*

Councillors wishing to "call in" a decision on this agenda should contact Lynette Cadwallader, Committee Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732729 or email [lynette.cadwallader@wyreforestdc.gov.uk](mailto:lynette.cadwallader@wyreforestdc.gov.uk)

### **Urgent Key Decisions**

If the Cabinet needs to take an urgent key decision, the consent of the Scrutiny Committee Chairman must be obtained. If the Scrutiny Committee Chairman is unable to act the Chairman of the Council or in his/her absence the Vice-Chairman of the Council, must give consent. Such decisions will not be the subject to the call in procedure.

### **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.

### **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 Lynette Cadwallader, Committee Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732729 or email [lynette.cadwallader@wyreforestdc.gov.uk](mailto:lynette.cadwallader@wyreforestdc.gov.uk)

Documents referred to in this agenda may be viewed on the Council's website - [www.wyreforestdc.gov.uk/council/meetings/main.htm](http://www.wyreforestdc.gov.uk/council/meetings/main.htm)

### **WEBCASTING NOTICE**

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At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

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**If you have any queries regarding this, please speak with the Council's Legal Officer at the meeting.**

\* Unless there are no reports in the open session.

Wyre Forest District Council

Cabinet

Tuesday, 14th November 2017

Council Chamber Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	<b>Apologies for Absence</b>	
2.	<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.	
3.	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 20th September 2017.	7
4.	<b>CALL INS</b> a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	<b>Items Requiring Urgent Attention</b>  To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	<b>Public Participation</b>  In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 6 <sup>th</sup> November 2017. (See front cover for contact details).	

<b>7.</b>		
<b>7.1</b>	<p style="text-align: right;"><b><i>Councillor Ian Hardiman</i></b></p> <p><b>Open Space , Playing Field and Built Facilities Strategies</b></p> <p>To consider a report from the Spatial Planning Manager on a set of Open Space, Playing Pitch and Sports Built Facilities Strategies to meet national planning policy and guidance and to support the revised levels of growth as set out in the Council's emerging Local Plan and Infrastructure Delivery Plan.</p> <p><i>Please note that appendix 2 to this report will be circulated electronically.</i></p> <p>To also consider recommendations from the Overview and Scrutiny Committee from its meeting on Thursday 7<sup>th</sup> September 2017.</p>	15
<b>7.2</b>	<p><b>Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2017-2019)</b></p> <p>To consider a report to update Cabinet on the progress made in undertaking the Local Plan Review and to agree the revised Local Development Scheme (Project Plan 2017 – 2019).</p> <p>To also consider the recommendations from the Overview and Scrutiny Committee from its meeting on Thursday 2<sup>nd</sup> November 2017</p>	22

<b>8</b>		
<b>8.1</b>	<p style="text-align: right;"><b><i>Councillor Rebecca Vale</i></b></p> <p><b>Hereford and Worcestershire Joint Municipal Waste Management Strategy Review</b></p> <p>To consider a report to approve the Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire 2004 – 2034.</p> <p>To also consider the recommendations from the Overview and Scrutiny Committee from its meeting on Thursday 2<sup>nd</sup> November 2017</p>	46

<b>9.</b>		
<b>9.1</b>	<p style="text-align: right;"><b><i>Councillor Nathan Desmond</i></b></p> <p><b>Write-off of Amounts Outstanding</b></p> <p>To consider a report from the Corporate Director: Resources to give consideration to writing off the sum of £26,557.57 in respect of debts that cannot be collected.</p>	59

10.		
10.1	<p style="text-align: right;"><b><i>Councillor Marcus Hart</i></b></p> <p><b>Depot 2020 Invest and Improve Project</b></p> <p>To consider a report to agree a way forward for investment in the site of the Council's operational depot at Green Street with the objective of improving and investing in the asset to increase functionality and sustainability</p> <p>To also consider the recommendations from the Overview and Scrutiny Committee from its meeting on Thursday 2<sup>nd</sup> November 2017</p>	62

11.	<b>To consider any other business, details of which have been communicated to the Solicitor to 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>	
12.	<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

13.	<p style="text-align: right;"><b><i>Councillor Marcus Hart</i></b></p> <p><b>Depot 2020 Invest and Improve Project</b></p> <p>Exempt Appendix (see Agenda Item 10.1)</p>	-
14.	<b>To consider any other business, details of which have been communicated to the Solicitor to 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  
CABINET**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER  
20TH SEPTEMBER 2017 (6 PM)**

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**Present:**

Councillors: M J Hart (Chairman), N J Desmond, I Hardiman, C Rogers, J D Smith and R J Vale.

**Observers:**

Councillors: H E Dyke, N Knowles, M Rayner and J A Shaw.

**CAB.34 Apologies for Absence**

There were no apologies for absence.

**CAB.35 Declarations of Interests by Members**

No declarations of interest were made.

**CAB.36 Minutes**

**Decision: The minutes of the Cabinet meeting held on 11th July 2017 be confirmed as a correct record and signed by the Chairman.**

**CAB.37 Call Ins**

No decisions had been called in since the last Cabinet meeting.

**CAB.38 Items Requiring Urgent Attention**

There were no items requiring urgent attention.

**CAB.39 The Introduction of a Public Space Protection Order (PSPO) in Place of Dog Control Orders**

A report was considered from the Corporate Director: Community Wellbeing and Environment which outlined the results of a public consultation exercise undertaken over a 10 week period commencing on 19 June 2017 about the proposed introduction of a new Public Spaces Protection Order (PSPO) in the District.

The Cabinet Member for Operational Services led Members through the report. She explained that in June 2017 Cabinet considered a report relating to the introduction of a PSPO in place of Dog Control Orders which were outdated. She advised that the ten week consultation was widely promoted

and an online survey was completed by 927 people, adding that most of the questions provided a clear consensus of what the public wanted in terms of what the PSPO would incorporate.

Councillor Nigel Knowles left the meeting at 6.03pm and returned at 6.04 pm.

The Cabinet Member for Operational Services advised members that the implementation of a PSPO would provide Civil and Enforcement Protection Officers with the necessary tools to undertake enforcement action where necessary. She emphasised that the majority of dog owners were responsible and the PSPO was aimed at people who let their dogs foul on public areas. She thanked the Overview and Scrutiny Committee for their recommendations and drew Members attention to question 6 of the survey in Appendix 1 of the report to Cabinet regarding the number of dogs one person may have under their control. She confirmed that 60% of respondents agreed the number should be limited however there was a split in terms of agreement on what the number should be. With this in mind, the PSPO would not limit the number of dogs one person can have under their control, but this would be reviewed after 3 years.

The Leader of the Council thanked members of the public and stakeholders who had responded to the consultation. He echoed the comments of the Cabinet Member for Operational Services and stated the PSPO will ensure that Civil Enforcement Officers have the right powers to cover the whole of the Wyre Forest District.

The Chair of the Overview and Scrutiny Committee advised Cabinet that the report had been fully debated at their meeting on 7<sup>th</sup> September 2017 and were happy to support the PSPO.

**Decision:**

**In line with recommendations 1 and 2 from the Overview and Scrutiny Committee, 7<sup>th</sup> September 2017**

**1.1 In response to the positive support for measures to control dogs, a Public Spaces Protection Order (PSPO) be made in the Wyre Forest District, under powers contained within the Anti-Social Behaviour, Crime and Policing Act 2014, commencing 1 October 2017 for a period of 3 years on the basis set out in the report to Cabinet.**

**1.2 The fixed penalty amount shall be £100 for each notice issued**

**CAB.40 Compulsory Acquisition of Land and Properties and Empty Property Strategy**

A report was considered from the Corporate Director: Economic Prosperity and Place which sought to agree the Council's approach to compulsorily acquiring privately owned empty residential properties and undeveloped land and to adopt an updated Empty Property Strategy.



The Deputy Leader and Cabinet Member for Planning and Economic Regeneration led Members through the report in depth. He advised Cabinet that the District Council continually needed to provide more good quality houses and acknowledged that the problem is a national one which the Government's White Paper: Fixing our Broken Housing Market sought to tackle. He advised that there were currently 397 empty properties in the district that had been empty for more than 6 months and the Council's Private Sector Housing Team worked proactively to bring these properties back to use.

The Deputy Leader and Cabinet Member for Planning and Economic Regeneration further explained that the Council had identified the Capital Portfolio Fund to enable the investment in revenue regeneration opportunities which could include new housing for private rented use by the Council acting as private landlord. He added that the Council already had the ability to use Compulsory Purchase Orders (CPO's) to acquire land and property and had used these powers sparingly to intervene in the market to facilitate major regeneration and development. It was envisaged that the active use of empty properties could be accelerated and the proposed establishment of the Local Authority Trading Company (LATC) would enable the Council to acquire properties and return them to private rented use. He explained that the costs of acquisition of land and property would either come from the Council's Capital Portfolio Fund which would require the business cases to be developed for each intended investment or through the Local Authority Trading Company directly.

The Cabinet Member for Housing, House and Wellbeing welcomed the report and commented that the recommendations would make Wyre Forest a smarter and tidier place to live in and would bring much needed housing back into use.

The Leader of the Council advised that he fully supported the report to Cabinet and emphasised that it was important to take into consideration the costs of enforcing Compulsory Purchase Orders and that it was right for the Council to bring empty properties back into use and reduce housing waiting lists.

The Chair of the Overview and Scrutiny Committee commented that the Compulsory Acquisition of Land and Properties and Empty Property Strategy was very clear and easy to understand and that Overview and Scrutiny were supportive of the recommendations.

**Decision:**

**In line with the recommendations from the Overview and Scrutiny Committee, 7<sup>th</sup> September 2017**

- 1.1 The principle of the use of compulsory purchase powers under s17 of the Housing Act 1985 and s226(1)(a) of the Town & Country Planning Act 1990 to acquire vacant and /or under used land and empty properties be approved, subject to reports being received and approved on an individual case by case basis.**

**1.2 The Empty Property Strategy 2017-22; be approved.**

**CAB.41 Decision-making in respect of the Capital Portfolio Fund and Development Loan Fund**

A report was considered from the Chief Executive which considered arrangements to allow a swift and commercial approach to be taken, including creating a Cabinet sub-committee to take decisions on investments from the capital portfolio fund and on loans from the development loan fund.

The Deputy Leader and Cabinet Member for Planning and Economic Regeneration led Members through the report. He advised that in February 2017 Council approved the allocation of up to £35m in 2017-18, funded by borrowing, for investment in a capital portfolio fund and loans to third parties which was now known as the development loan fund. He explained that the fund would help deliver the Council's regeneration and economic development objectives in terms of both housing and commercial regeneration. He added that early experience of taking decisions on investments had demonstrated the need for an alternative approach to decision making to allow for swifter consideration and decisions. He further explained that the current arrangement of full business cases being considered by the Overview and Scrutiny Committee and Cabinet did not meet the demands of the market place and whilst this was not an issue with the Council's own assets as it was in control of timing, there was a need to act swiftly to secure potential investment opportunities available via third parties.

The Deputy Leader and Cabinet Member for Planning and Economic Regeneration commented that in order to support transparency, consideration by the Overview and Scrutiny Committee and Cabinet would be maintained. He added that under the current arrangements there was no authority for officers to make conditional offers to acquire assets for the capital portfolio fund and a more flexible approach was proposed for the Cabinets decision making which would involve delegating decisions on any investment from the capital portfolio fund or loans from the development loans from the development loan fund to a Cabinet sub-committee. He advised that the ability to make such conditional offers would allow the Council to respond to opportunities that may arise but without diluting any of the requirements for due diligence to be completed and for the Cabinet sub-committee's approval to be obtained before a purchase was finalised.

The Leader of the Council echoed the comments of the Deputy Leader and Cabinet Member for Planning and Economic Regeneration. He re-iterated that the proposals would allow the Council to operate in a commercial market in a timely and pragmatic way and be more flexible in its approach to convening meetings with clear oversight and provide Officers with the appropriate delegation to make in principle offers.

The Cabinet Member for Resources commented that this was a sensible proposal which provided flexibility to move forward and still embraced the

involvement of the Overview and Scrutiny committee.

The Chair of the Overview and Scrutiny committee referred Members to point 4.1 of the report to Cabinet. She agreed that it was important that Overview and Scrutiny Committee had involvement in decision making, and would be asking its Members to agree to similar arrangements for a scrutiny sub-committee to be in place.

**Decision:**

- 1.1 Decisions on investments from the capital portfolio fund and on loans from the development loan fund be DELEGATED to a sub committee**
- 1.2 membership of the sub-committee shall be any three members of the Cabinet, one of whom shall be the Leader or Deputy Leader and this person will chair any meeting of the sub-committee;**
- 1.3 DELEGATED authority be given to the Corporate Director: Economic Prosperity and Place in consultation with the Cabinet Member for Planning and Economic Regeneration authority to make conditional offers to acquire assets for the capital portfolio fund, subject to the conditions of the offer including the need to obtain approval from the Cabinet sub-committee.**

**CAB.42 Children and Young People's Plan (CYPP) 2017-2021**

A report was considered from the Corporate Director: Community Wellbeing and Environment which sought to endorse the Worcestershire Children and Young People's Plan (CYPP) in line with a recommendation from the Worcestershire Connecting Families Strategic Group.

The Cabinet Member for Culture, Leisure and Community Protection led Members through the report and explained that in February 2017 the Health and Wellbeing Board had approved the development of the new Children and Young People's Plan 2017-2021 (CYPP) She advised that the Plan was based on a range of partners working with children, young people and families which followed a vision that Worcestershire was a wonderful place for all children and young people to grow up.

The Cabinet Member for Housing, Health and Well-being commented that there had been a lot of reports in the press regarding failure of Children's Services therefore it was incumbent to implement the Plan and ensure its success for the good of children and young people in Wyre Forest and Worcestershire as a whole.

The Leader of the Council endorsed the comments of the Cabinet Member for Housing, Health and Well-being and added that the Children and Young People's Plan (CYPP) 2017-2021 had been approved by the Health and

Wellbeing Board and Worcestershire County Council. He added that the safeguarding of children should be at the heart of all decision making.

**Decision:**

- 1.1 The views of children, young people, parents/carers and practitioners and Scrutiny summarised in the report to Cabinet be noted;**
- 1.2 the new Children and Young People's Plan (CYPP) 2017-2021, set out at Appendix 1 of the report to Cabinet as approved by the Health and Wellbeing Board, as part of the a whole-system response to improving outcomes for children, young people and their families be endorsed; and**
- 1.3 Wyre Forest District Council to work with Worcestershire County Council and all other relevant agencies and organisations to draw up an action plan to put the CYPP into effect.**

**CAB.43 Worcestershire Office for Data and Analytics: Endorsement of Data Sharing Charter**

A report was considered from the Chief Executive which sought to endorse the data sharing charter that would underpin the work of the Worcestershire Office for Data and Analytics.

The Cabinet Member for Resources led Members through the report. He advised that this was a straightforward report which derived from the Worcestershire devolution process on public service reform in May 2016, where key public bodies across Worcestershire agreed to share data to improve public services. He explained that a 12 month pilot scheme was set up which would begin in November 2017 with a dedicated team comprising of a Chief Data Officer (CDO), an Information Governance group and a clear reporting process. He explained the six key areas identified in the report to Cabinet and advised that a business case would be formulated during the 12 month pilot which would identify whether the project would be financially viable and beneficial long term to the public bodies in Worcestershire. He emphasised that the authority is asked to endorse the Charter and explained that the financial contribution to the pilot stage is £5,000.

**Decision:**

**The Worcestershire data sharing charter in the Appendix of the report to Cabinet, be endorsed.**

**CAB.44 Budget Monitoring First Quarter 2017/18**

A report was considered from the Corporate Director: Resources which monitored the Revenue Budget and Capital Programme in accordance with the

Local Government Act 2003, informed Members of the Housing Benefit Overpayment debt position as at 30<sup>th</sup> June 2017 and informed Members of the Sundry/Property debt position as at 30<sup>th</sup> June 2017.

The Cabinet Member for Resources led Members through the report and commented that this was a straightforward report which projected an under spend of £300,200 in 1<sup>st</sup> Quarter 2017/18. He referred Members to Appendix 2 of the report to Cabinet which clearly set out major revenue variations. He advised that although the figures were for Quarter 1, the amount was an important measure for moving forward and he looked forward to further savings at Year End.

**Decision:**

**The projected budget variations and comments outlined within the report to Cabinet and appendices 2 to 6 be noted**

**CAB.45 Overview and Scrutiny Committee, 7<sup>th</sup> September 2017**

- **Wyre Forest Health and Wellbeing Plan**

The Chair of the Overview and Scrutiny Committee advised that Members had reviewed the projects undertaken over the last year and explained that a number of businesses and organisations had been involved in dementia friends schemes.

**Decision:**

**The Wyre Forest Health and Wellbeing Strategy and Health Action Plan 2017/21, as set out at Appendix 2 of the report to the Overview and Scrutiny Committee, be approved.**

- **Climate Change Update**

**Decision:**

**The Climate Change Action Plan 2017/18, as set out at Appendix 2 of the report to the Overview and Scrutiny Committee be approved.**

**CAB.46 Exclusion of Press and Public**

**Decision: "Under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of "exempt information" as defined in paragraphs of Part 1 of Schedule 12A to the Act.**

**CAB.47 Surrender of Lease on Property in Kidderminster**

A report was considered for the surrender of a lease on a property in

Kidderminster by the tenant, Telereal Trillium.

The Deputy Leader and Cabinet Member for Planning and Economic Regeneration led Members through the report. He advised that the success of town centres in the district was important to the Council's regeneration ambition, which was a key priority.

The Leader of the Council thanked the Corporate Director: Economic Prosperity and Place and his team for their best endeavours and hard work.

**Decision:**

**The principle of the surrender of the lease on a property in Kidderminster by the tenant on the terms set out in the confidential report to Cabinet be agreed and authority delegated to the Corporate Director: Economic Prosperity & Place, in consultation with the Solicitor to the Council and the Cabinet Member for Planning & Economic Regeneration, to complete the legal agreement to effect the surrender.**

There being no further business, the meeting ended at 6.59 pm.

**WYRE FOREST DISTRICT COUNCIL****CABINET**  
**14<sup>th</sup> NOVEMBER 2017****Open Space, Playing Pitch and Sports Built Facilities Strategies**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Ian Hardiman, Cabinet Member for Planning & Economic Regeneration
<b>RESPONSIBLE OFFICER:</b>	Kate Bailey, Head of Strategic Growth
<b>CONTACT OFFICER:</b>	Helen Smith, Ext: 2195 Helen.Smith@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 – Executive summary of strategies Appendix 2 - The Strategies and Assessments are attached as an electronic supplement .

**1. PURPOSE OF REPORT**

- 1.1 In 2016 the consultants Knight Kavanagh & Page (KKP) were commissioned by the Council to prepare a set of Open Space, Playing Pitch and Sports Built Facilities Strategies to meet national planning policy and guidance and to support the revised levels of growth as set out in the Council's emerging Local Plan and Infrastructure Delivery Plan. This report will outline the key elements of the strategies and seek approval of their use.

**2. RECOMMENDATION**

The Cabinet is asked to **DECIDE** that:

- 2.1 **The Open Space, Playing Pitch and Sports Built Facilities Strategy be agreed as evidence to inform the emerging Local Plan and Infrastructure Delivery Plan and as documents to support the delivery of outdoor provision across the district.**

**3. BACKGROUND**

- 3.1 The National Planning Policy Framework (NPPF) requires all local authorities to carry out a needs assessment and audit provision to inform the development of local standards for the provision of open space.
- 3.2 In order for planning policies to be 'sound' local authorities are required to carry out a robust assessment of need for open space, sport and recreation facilities. The consultants have used a methodology that has been informed by best practice methods, including the Planning Policy Guidance 17 (PPG17) Companion Guidance; Assessing Needs and Opportunities, published in September 2002.

- 3.3 The NPPF has replaced PPG17. However, assessment of open space facilities is normally carried out in accordance with the Companion Guidance to PPG17, as it still remains the only national best practice guidance on the conduct of an open space assessment. Under paragraph 73 of the NPPF, it is set out that planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. Specific needs and quantitative or qualitative deficiencies and surpluses in local areas should also be identified. This information should be used to inform what future provision may be required in an area.
- 3.4 As a prerequisite paragraph 74 of the NPPF states existing open space, sports and recreation sites, including playing fields, should not be built on unless:
- An assessment has been undertaken, which has clearly shown the site to be surplus to requirements.
  - The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location.
  - The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.
- 3.5 The Open Space, Playing Pitch and Sports Built Facilities Strategies form part of the evidence base supporting the Local Plan Review. The findings of these technical studies will help to inform future decision making processes with regard to the Local Plan Review. The studies are an integral part of identifying and regulating the open space infrastructure. Through recognising open space provision in plan form, it can be assessed in terms of quantity, quality and accessibility, whilst strengthening its presence in planning policy for the future and maximising opportunities for investment. The implementation of the strategies in terms of key infrastructure delivery will be linked to the parallel Local Plan development of the Infrastructure Delivery Plan as part of the delivery of new developments.
- 3.6 The Strategies and Assessments are attached as an electronic supplement in Appendix 2 with an executive summary of each in Appendix 1.

#### **4. KEY ISSUES**

- 4.1 In 2016 the consultants KKP undertook a comprehensive set of studies for the Council which included the following:
- Open Space Assessment Report
  - Open Space Study Standards Paper
  - Playing Pitch Strategy Assessment Report
  - Playing Pitch Strategy & Action Plan
  - Indoor and Built Facilities Needs Assessment Report
  - Indoor and Built Facilities Strategy
- 4.2 These technical studies will inform the preparation of the Local Plan Review Pre-Submission version. The study documents are in conformity with recent Sport England guidance and will assist the Council in preparing a robust and up-to-date assessment of need to meet all of the requirements in the NPPF, especially



paragraph 73, and where appropriate, the implementation of paragraph 74 of the NPPF.

- 4.3 These studies provide the Council with robust evidence to:
- Negotiate and apply provision at the major growth sites that may be proposed in the Local Plan Review;
  - Inform the negotiation of public open space section 106 contributions with developers;
  - Inform the infrastructure requirements as part of the preparation by the Council of a revised Infrastructure Delivery Plan and associated work on CIL, should the Council choose to pursue a CIL Charging Schedule.
- 4.4 Open Space Study Standards Paper: The findings presented in the Open Space Study Standards Paper will be used to inform the emerging Local Plan and any necessary supplementary planning documents. It will help to identify the deficiencies and surpluses in existing and future provision. In addition, it should help to set an approach to securing open space facilities and improvements through new housing development.
- 4.5 Playing Pitch Strategy & Action Plan: There is a need to build key partnerships between the Council, National Governing Bodies of Sport, Sport England, schools, further education providers, town/parish councils, community clubs and private landowners to maintain and improve playing pitch provision. The Playing Pitch Strategy & Action Plan will provide clarity about the way forward, and allow key organisations to focus on the key issues that they can directly influence and achieve.
- 4.6 Indoor and Built Facilities Strategy: Wyre Forest has an aspiration, and need, to consider its facilities planning particularly in the context of future housing growth needs; changing economic circumstances and the ageing demographic profile of the area. The focus of the Indoor and Built Facilities Strategy is to provide clear direction to all partners so that together they can plan and develop a more flexible, efficient and sustainable range of community based sport and leisure facilities that Wyre Forest requires. This will ensure residents have the opportunity to be physically active and healthier and where appropriate develop their sporting ambitions within their local community.
- 4.7 These fresh assessments provide an up-to-date basis for considering the quantity of additional open space, sport and recreation facilities that should be provided across the District.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 There are no direct costs arising from the recommendation within this report.

## **6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 There are no specific legal implications arising from this report other than it is a legal requirement that the preparation of Local Plans is based on robust evidence.

## **7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 The relevant policies set out in the Local Plan Review Preferred Options documents (Policy: 9, 14, 20A, 20B & 20C) has been subject to a full Equality Impact Assessment.

**8. RISK MANAGEMENT**

- 8.1 These technical studies provide a robust and up-to-date evidence base to support the emerging Local Plan and the Infrastructure Delivery Plan. They will provide fresh evidence to inform decision making on forthcoming planning applications, justifying requests to support the provision of open space, sport and recreational facilities where that is appropriate.

The Council will maintain strong links with National Governing Bodies such as Sport England.

**9. CONCLUSION**

- 9.1 These technical studies provide an up-to-date basis for considering the quantity of additional open space, sport and recreation facilities that should be provided across the District. It is recommended that The Cabinet agree that these technical studies form part of the evidence base for the emerging Local Plan and the Infrastructure Delivery Plan.

**10. CONSULTEES**

- 10.1 The strategies have been produced in consultation with the Cultural Services team at the Council.
- 10.2 Once approved the documents will form part of the Local Plan Review Pre-Submission Consultation, which is to be held next year before the emerging Local Plan is submitted to the Secretary of State for examination purposes.

**11. BACKGROUND PAPERS**

- 11.1 National Planning Policy Framework (NPPF)
- 11.2 Local Plan Review Preferred Options document
- 11.3 Infrastructure Delivery Plan

**12. APPENDICES**

- 12.1 The Strategies and Assessments are attached in Appendix 2.
- 12.2 An Executive Summary is attached in Appendix 1

## **Executive Summary**

The Open Space, Playing Pitch and Sports Built Facilities Strategies consist of 6 documents. These are as follows:-

- Open Space Study Standards Paper (Strategy)
- Open Space Assessment Report (Assessment)
- Playing Pitch Strategy & Action Plan (Strategy)
- Playing Pitch Strategy Assessment Report (Assessment)
- Indoor and Built Facilities Strategy (Strategy)
- Indoor and Built Facilities Needs Assessment (Assessment)

They were prepared by the consultants Knight, Kavanagh & Page (KKP) for Wyre Forest District Council. Together they help to inform and act as an evidence base to the Wyre Forest Local Plan Review being undertaken.

This executive summary gives a brief overview of each of these technical documents.

### **1) Open Space Standards Paper and Open Space Assessment Report**

The Open Space Assessment Report provides detail with regard to what provision exists in the area, its condition, distribution and overall quality. It considers the demand for provision based upon population distribution and consultation findings.

The findings presented in the Open Space Standards Paper should be used to inform the local plan review and any supplementary planning documents that may be required. It will help to identify deficiencies and surpluses in existing and future provision. In addition, it should help set an approach to securing open space facilities and improvements through new housing development.

The Open Space Standards Paper concludes with a number of recommendations that the Council should be seeking to achieve in order to address the issues highlighted in the technical strategy. These recommendations are as follows:-

Recommendation 1: Ensure low quality sites in areas are prioritised for enhancement.

Recommendation 2: Sites helping or with the potential to serve areas identified as having gaps in catchment mapping should be recognised through protection and enhancement.

Recommendation 3: Recognise areas with sufficient provision in open space and how they may be able to meet other areas of need.

Recommendation 4: The need for additional cemetery provision should be led by demand.

### **2) Playing Pitch Strategy & Action Plan and the Playing Pitch Strategy Assessment Report**

The Playing Pitch Assessment Report prepared for Wyre Forest District Council and its partners, provides direction and robust evidence to inform decisions affecting the provision of outdoor sports facilities and to support sports development objectives.

The assessment report presents a supply and demand assessment of playing pitch facilities in accordance with Sport England's Playing Pitch Strategy guidance.

Building upon the findings of the Playing Pitch Strategy Assessment, the Playing Pitch Strategy & Action Plan provides a strategic framework for the maintenance and improvement of existing playing pitches and ancillary facilities for the period 2017-2034 (in line with the Local Plan review period). Both documents form part of a wider Open Space, Sport & Recreation Study.

The Playing Pitch Strategy seeks to provide guidance for maintenance/management decisions and investment made across Wyre Forest. By addressing the issues identified in the Assessment Report and using the strategic framework presented in the Strategy, the current and future sporting and recreational needs of Wyre Forest can be satisfied. The Strategy identifies where there is a deficiency in provision and identifies how best to resolve this in the future.

### **3) Indoor and Built Facilities Strategy and Indoor and Built Facilities Needs Assessment**

The Indoor and Built Facilities Assessment provides a detailed assessment of current provision of indoor and outdoor built sports facilities, identifying needs and gaps in provision.

The Indoor Built Facilities Strategy is for the period 2017-2027. The strategy recommendations are drawn from the Indoor Built Facilities Assessment Report. The Assessment Report and the Strategy have been prepared in accordance with Sport England's ANOG (Assessing Needs and Opportunities for Indoor and Outdoor Sports Facilities) guidance and in consultation with Wyre Forest District Council, Sport England, national governing bodies of sport, local sports clubs, County Sport Partnership and other key stakeholders. Although Wyre Forest District Council has commissioned the study it is recognised that this is a strategy for sport across all sectors and as such the responsibility for delivering the strategy will rest with a wide range of partners, not just the Council.

The Strategy provides specific actions and assigns priority status and where appropriate gives an indication of outline cost in terms of specific facility development. Sport England's ANOG guide provided the framework within which the Wyre Forest Needs Assessment was delivered and accordingly each action is categorised within the Protect, Enhance, and Provide typology.

The Strategy has not addressed in detail how proposals and recommendations will be funded. It is anticipated that there will be no single funding source; rather a mix of sources and solutions will be required to deliver the vision and ambitions of the strategy.

**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Tuesday 14<sup>th</sup> November 2017**

**Overview and Scrutiny Committee  
Thursday 7<sup>th</sup> September 2017**

**Open Space, Playing Pitch and Sports Built Facilities Strategies**

The Committee considered the Open Space, Playing Pitch and Built Facilities Strategies which will form part of the evidence base to inform the emerging Local Plan and Infrastructure Delivery Plan.

Members welcomed the documents which provided an up-to-date assessment of the current and future provision of open space, sport and recreation facilities that should be provided across the district.

**Commend to Cabinet:**

**The Open Space, Playing Pitch and Built Facilities Strategies be approved.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 7<sup>th</sup> September 2017

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>

**WYRE FOREST DISTRICT COUNCIL****CABINET**  
**14<sup>TH</sup> NOVEMBER 2017****Wyre Forest District Local Plan Review:  
Revised Local Development Scheme (Project Plan 2017 - 2019)**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Ian Hardiman – Cabinet Member for Planning & Economic Regeneration
<b>RESPONSIBLE OFFICER:</b>	Kate Bailey – Head of Strategic Growth
<b>CONTACT OFFICER:</b>	Helen Smith Ext 2195 Helen.smith@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 - The Revised Local Development Scheme 2017 - 2019

**1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to update Cabinet on the progress made in undertaking the Local Plan Review and to agree the revised Local Development Scheme (Project Plan 2017 – 2019).

**2. RECOMMENDATION**

**The Cabinet is asked to DECIDE that:**

The proposed revised Local Development Scheme Project Plan 2017 – 2019 as set out in Appendix 1 is adopted.

**3. BACKGROUND**

- 3.1 Councils are required to publish up-to-date information on their progress in preparing their Local Plans against the Local Development Scheme (LDS). Wyre Forest District Council publishes its LDS on the Planning Policy web pages of the Council's website.
- 3.2 The LDS was last reviewed in November 2016; key areas of progress since then have been:
- i. The development of the evidence base to support the Local Plan including a Green Belt Study, an update to the Objectively Assessed Housing Needs, Open Spaces, Playing Pitches and Built Facilities Study, Infrastructure Delivery Plan and Viability Study.
  - ii. The Preferred Options document going out to consultation on two strategic housing growth options (A and B) during the summer and the ongoing analysis of the responses.
  - iii. The policy implications of the white paper and recently published "Planning for the Right Homes in the Right Places" Consultation Paper.

- iv. A comprehensive assessment of sites (including site visits);
  - v. The “making” of the Churchill and Blakedown Neighbourhood Plan
  - vi. Support for the development of Bewdley Neighbourhood Plan and an Upper Arley Neighbourhood Plan.
- 3.3 It is important to keep the LDS up-to-date to help provide certainty to local stakeholders, developers and communities to assist in District wide regeneration.

#### **4. KEY ISSUES**

- 4.1 The Preferred Options consultation commenced in June and ended on 14<sup>th</sup> August 2017. There has been a very welcome level of public engagement in the process, both face to face at the drop in sessions held across the district as well as in writing and this has resulted in a large volume of responses that will take a little while longer than originally anticipated to process and to fully understand their impact. This means that the timetable (the Project Plan) requires revisiting to ensure all the responses can be considered and responded to in line with the Statement of Community Involvement.
- 4.2 There are a number of other more complex matters that have arisen since the previous Project Plan was agreed: the consequences of the Greenbelt review, the national methodology associated with calculating the Objectively Assessed Housing Needs and the consequential changes required to Infrastructure Delivery Plan and Viability Study work. Further, Worcestershire County Council has also indicated that they expect it to take between 4 and 6 months to complete the traffic modelling for the highways requirements associated with the growth options that would form the next stage of ‘Pre – Submission Consultation’.
- 4.3 The Revised Local Development Scheme 2017-19 is attached at Appendix 1 to this report. The early part of the plan would see public consultation on the pre-submission document taking place in July 2018. The pre-submission document would then be submitted to the Secretary of State with a view to having an Examination in Public with the Planning Inspector in early 2019 and plan adopted later that year, although the latter elements of the plan are subject to the Planning Inspectorates timetable.
- 4.4 The key proposed changes in this Revised LDS are in summary:
- Publication of the pre-submission document for a 6-week consultation in July - August 2018.
  - Full Council approval for the submission of the plan to the Secretary of State in November 2018
  - Examination in Public throughout the early part of 2019 and adoption of the Local Plan by summer 2019

**5. FINANCIAL IMPLICATIONS**

- 5.1 There will be further expenditure in relation to the Local Plan evidence base as the various studies are updated to support the Pre-Submission document and these will be met by existing budgets.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The Council is required to have an up to date Local Plan (reviewed every five years) and based on a robust and up to date evidence base.
- 6.2 To support the review there is a requirement for Councils to publish an up to date Project Plan that outlines the progress being made in updating the Local Plan

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 There is no requirement to undertake an Equality Impact Needs Assessment.

**8. RISK MANAGEMENT**

- 8.1 The revised Project Plan will enable officers and Members to fully consider consultation responses and develop the Pre-Submission document.

**9. CONCLUSION**

- 9.1 The Local Development Scheme Project Plan needs to be reviewed to enable officers to fully consider the volume of responses received, ensure that full transport modelling is undertaken associated with the preferred growth and fully account for the necessary supporting infrastructure and to develop the viability plan.
- 9.2 Officers consider that the revised Project Plan attached at Appendix 1 provides a realistic programme for reviewing the Local Plan. There will be some significant challenges ahead, particularly with regard to the identifying sufficient sites and delivering the housing numbers to support the Council's housing and economic growth aspirations.

**10. CONSULTEES**

- 10.1 CLT

**11. BACKGROUND PAPERS**

- 11.1 The Local Development Scheme Project plan (2016 – 2019) November 2016.



**Wyre Forest District**

**DEVELOPMENT PLAN**

**REVISED PROJECT PLAN**

**(LOCAL DEVELOPMENT SCHEME)**

2017-2019

**November 2017**

For more information contact:

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**Wyre Forest** District Council

## **JARGON GUIDE**

**AMR            Authority Monitoring Report**

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

**CIL            Community Infrastructure Levy (CIL)**

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

**CS            Community Strategy**

Local Authorities are required by the Local Government Act 2000 to prepare this, with the aim of improving the social, environmental and economic wellbeing of their areas.

**LP            Local Plan**

Collective term given to all statutory documents that form the Development Plan for the District. These currently comprise of the Core Strategy, Site Allocations and Policies Local Plan, Kidderminster Central Area Action Plan and a Policies Map. This portfolio of documents will be replaced by a single (integrated) Local Plan document when the Review is completed.

**SA            Sustainability Appraisal (SA)**

A tool for appraising policies to ensure that they balance social, economic and environmental development objectives which incorporates the requirements of the 2001 Strategic Environmental Assessment (SEA) Directive. The 2004 Planning and Compulsory Purchase Act requires SA to be undertaken for all Local Development Documents.

**SCI                    Statement of Community Involvement**

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

**SPD                    Supplementary Planning Document**

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

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## 1. PURPOSE OF THE PROJECT PLAN

1.1 This project plan (the Local Development Scheme) provides up to date information for stakeholders and the general public about the status and coverage of Development Plan Documents and the Council's intention for their future preparation. It sets out:

- a) Which Planning Policies are currently in force in the District
- b) What the Council's intentions are for the plan making framework over the next two years to 2019

1.2 Since the previous version of this document was published twelve months ago the bulk of the document remains unaffected. There are however updates to this document in respect of :

- Paragraphs 3.2 - 3.3 – Progressing the Local Development Framework
- Paragraph 5.1 – District wide Local Plan
- Paragraph 8.7 – Bewdley Neighbourhood Plan
- Appendix A – REVISED Programme for the preparation of the Local Plan
- Appendix A – Programme for preparation of Bewdley Neighbourhood Plan REVISED

1.3 The project plan includes information relating to timescales and resources, the content of new plans and their scope and coverage.

### **Background**

1.3 Councils should continue to prepare and maintain a "Local Development Scheme" (project plan), specifying the documents that will make up their

Development Plan; their subject matter and area and the timetable for their preparation and revision.

- 1.4 Under changes brought about through the Localism Act 2011, aimed at simplifying the planning system, Councils are no longer required to submit the Local Development Scheme to the Secretary of State, but they must publish up- to-date information on their progress in preparing Local Plans against the project plan.

### **Key changes introduced to the LDS in this review**

- 1.5 The District Council's first LDS was formally submitted to the Secretary of State in February 2005 and came into effect on 27<sup>th</sup> March 2005. Since then the Project Plan has progressively been refined through a process of monitoring and review. This document provides a review of timescales to focus on the production of a single Local Plan for the District.
- 1.6 The key changes introduced as part of this review are the reprogramming of the timetable to take account of the updating of the evidence base and the production of the District's new Local Plan.
- 1.7 Since the last LDS Review, the Chaddesley Corbett and Churchill and Blakedown Neighbourhood Plans have been made. Two more Town and Parish Councils are now progressing a Neighbourhood Plan and further information is included on these.

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

- 2.1 At present the main Planning Policies for the District are contained in the following documents:
  - Wyre Forest Adopted Core Strategy (December 2010)
  - Wyre Forest Adopted Site Allocations and Policies Local Plan (July 2013)
  - Kidderminster Central Area Action Plan (July 2013)
  - Worcestershire Adopted Waste Core Strategy (2012)

- Worcestershire Minerals Local Plan Saved Policies
- Chaddesley Corbett Neighbourhood Plan (September 2014)

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

- 2.2 The Core Strategy was formally adopted by the Council in December 2010 following an Independent Examination by a Planning Inspector. This is the key strategic level document for the District and sets out the broad strategy and vision for development within the District up until 2026. The Core Strategy was adopted prior to the publication of the National Planning Policy Framework and carried forward the housing, employment and retail targets allocated to the District in the West Midlands Regional Spatial Strategy (WMRSS). The WMRSS was revoked in 2013 and Local Authorities are now required to set their own development plan targets.

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

- 2.3 The Site Allocations and Policies Local Plan was formally adopted by the Council in July 2013 following Independent Examination which included a consistency assessment against the National Planning Policy Framework policies. This contains the detailed site allocations and their associated policies in order to meet the overarching Development Strategy. It also contains a number of generic Development Management policies.

**Kidderminster Central Area Action Plan (July 2013)**

- 2.4 The Kidderminster Central Area Action Plan was formally adopted by the Council in July 2013 following Independent Examination which included a consistency assessment against the National Planning Policy Framework policies. This contains detailed policies for sites within the central area of Kidderminster and has a strong focus on regeneration.

**Supplementary Planning Documents/Supplementary Guidance**

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

2.6 Worcestershire County Council has also produced Supplementary Guidance in relation to Education Contributions, Landscape Character Assessment and a Green Infrastructure Strategy. These have been endorsed by the District Council and are therefore a material consideration against which planning applications should be assessed.

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

**Table 1: Existing Supplementary Planning Guidance/Documents**

<b>Document Title</b>	<b>Current Status</b>	<b>Brief Description</b>	<b>Relevant DPD</b>
Wyre Forest Cycling Strategy	Adopted SPG (2002)	Proposed cycle route network & promotion of cycling	- Core Strategy - Site Allocations - KCAAP
Shop Front Design Guide within Historic Areas	Adopted SPG (2004)	Design Guidance for new, replacements or alterations to existing shop fronts in historic settings.	- Site Allocations
Severn Road Development Brief	Adopted SPG (2001)	Redevelopment Proposals for three sites on the eastside of Stourport on Severn town centre.	- Site Allocations
Bridge Street Basins Link Development Brief	Adopted SPD (2005)	Redevelopment proposals for a site on the east side of Stourport-on-Severn town centre linking Bridge Street and the Canal Basins.	- Site Allocations
Planning Obligations	Adopted SPD (September 2016)	Sets out the District Council's requirements for developer contributions.	- Core Strategy - Site Allocations - KCAAP
Churchfields Masterplan	Adopted SPD (2011)	Development brief for Churchfields area of Kidderminster as a key regeneration opportunity.	- Core Strategy - KCAAP
Landscape Character Assessment	Adopted SG (Dec 2011)	Detailed guidance on landscape character assessment for Worcestershire produced by WCC.	- Core Strategy - Site Allocations
Affordable Housing	Adopted SPD (July 2014)	Detailed guidance on applying the District's Affordable Housing policies.	- Core Strategy - Site Allocations - KCAAP
Design Guidance	Adopted SPD (June 2015)	Guidance for applicants and developers on design and local distinctiveness.	- Core Strategy - Site Allocations - KCAAP



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

- 3.1 The remainder of this Project Plan will consider the preparation of new Local Plans which will form the Development Plan and these are set out in more detail in Appendix A (Programme Management Timetable), Appendix B (Neighbourhood Plans), and Appendix C (Profiles & milestones).
- 3.2 Since the last review of the Local Development Scheme in November 2016, the Council has made the following progress in meeting its milestones:
- Completion of the Local Plan “Issues and Options (September 2015) public consultation;
  - “Issues and Options” consultation responses analysed and considered alongside Objective Assessment of Housing Needs and Employment Land Review outputs;
  - Retail Needs Study received;
  - Strategic Flood Risk and Water Cycle Study received;
  - Preparation of the Preferred Options document;
  - Public consultation on the Preferred Options document (June – August 2017);
  - Development of the evidence base including a review of the Green Belt, preparation of a Infrastructure Delivery Plan, an assessment of open spaces, playing pitches and built facilities and an updated Objectively Assessed Housing Needs;
  - Churchill and Blakedown Neighbourhood Plan became formally ‘made’ after it was officially adopted by Wyre Forest District Council on 26<sup>th</sup> July 2017;
  - Facilitating progress on Neighbourhood Plan for Bewdley and Upper Arley.

3.3 During 2017-19 we anticipate that our resources will be concentrated on:

- Consideration of the Preferred Option consultation responses and preparation of the pre-submission document;
- Undertake further evidence based work as the pre-submission document develops;
- Updating the Infrastructure Delivery Plan in line with the emerging Local Plan.
- Continue to facilitate progress on Neighbourhood Plans for Bewdley and Upper Arley.

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

4.1 The District Council's first Statement of Community Involvement was formally adopted by the Council in April 2006. In February 2013 the District Council adopted a Revised Statement of Community Involvement in order to reflect changes to the regulations governing the preparation of Local Plans, the introduction of neighbourhood planning and changes to consultation on planning applications. The Revised Statement of Community Involvement provides a set of clear guidelines and minimum standards that the community and interest groups can expect when Local Plans are being prepared. It provides guidance on how bodies carrying out neighbourhood planning should undertake consultation and sets out the methods of consultation the District Council will use when undertaking its statutory duties in relation to neighbourhood planning. The document also clarifies the community participation and public consultation arrangements for the determination of planning applications.

4.2 The SCI can be viewed on the Council's website here:

<http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/statement-of-community-involvement.aspx>

## **5. LOCAL PLANS**

**2017 to 2019**

### **District wide Local Plan**

- 5.1 During 2015 we commenced a review of the Adopted Core Strategy. This started with an Issues and Options consultation in September 2015. This work stream will take the opportunity to produce a single District-wide Local Plan rather than continuing with three separate Development Plan Documents. This work, along with the fresh evidence generated within this process, will directly influence the development of a Local Plan “Preferred Option”. The original intention had been to consult upon this document in early 2017; however, due to the complexity of the emerging evidence base and implications of new Government legislation (especially arising from the Housing and Planning Act 2016) it was necessary to delay publication and consultation on the Preferred Option until June 2017.
- 5.2 The Council received a substantial number of responses to the Preferred Options consultation and this has lead to the requirement to delay progression to the next stage to be able to properly consider the consultation. The key amendment to this document (Appendix 1) reflects this.

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

- 6.1 SPDs provide further detail, guidance and clarification on specific areas of planning policy and development management within the Wyre Forest District.
- 6.2 The need for further SPDs will be monitored and kept under review during the 2017-19 time period and up to date information will be included in the Project Plan as and when necessary. Some of the Supplementary Planning Guidance relates to sites which are currently being developed out and will therefore be subject to review in the next LDS as developments are completed and they are no longer required.

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

- 7.1 The District Council is currently still considering the potential to bring forward a Community Infrastructure Levy (CIL) Charging Schedule for the area in consultation with the other Worcestershire Authorities. CIL would allow the authority to raise funds from new developments and rates should be set in consultation with local communities and developers and will provide certainty up front about how much money developers will be expected to contribute.
- 7.2 Charging Authorities must produce a charging schedule setting out the levy's rate in their area, which must strike an appropriate balance between the desirability of funding infrastructure and the potential effects of the levy upon the economic viability of development across their area.
- 7.3 To progress a tariff we will require up to date evidence about the effect of the levy on economic viability to demonstrate that any proposed rate strikes an appropriate balance. The level of CIL charge must only be set on the basis of viability. A decision was made by Cabinet in 2013 to postpone progression on CIL and to consider it in line with the Local Plan Review. This position will be reviewed alongside the on-going development of the pre-submission document.

## **8. NEIGHBOURHOOD DEVELOPMENT PLANS**

- 8.1 Neighbourhood Planning is central to the Government's Localism Agenda. The right to produce Neighbourhood Development Plans is introduced through the Localism Act 2011.
- 8.2 As the Local Planning Authority we must provide advice and assistance to Parish and Town Councils or Neighbourhood Forums in unparished areas, should they wish to bring forward a Neighbourhood Development Plan/Order for their area. We will take an active role in advising and supporting community groups, sharing evidence and information. This is proving to be a considerable draw on the

resources of the Planning Policy Section going forward and will need to be kept under review with regard to allocating additional staff resources to this function.

8.3 Under the Neighbourhood Planning Regulations it is the District Council's role to:

1. Determine applications for neighbourhood areas
2. Publish Neighbourhood Plans which are submitted to the District Council and notify relevant bodies of their receipt.
3. Organise an independent examination for a Neighbourhood Development Plan/Order
4. Organise a Local Referendum
5. Make the Neighbourhood Development Plan as part of our Local Plan if a majority "yes" vote is secured at the referendum.

8.4 The District Council has four designated Neighbourhood Areas within the District:

- Chaddesley Corbett Parish
- Churchill and Blakedown Parish
- Bewdley Parish
- Upper Arley Parish

8.5 To date, there are two 'made' Neighbourhood Plans within the District. These are Chaddesley Corbett Parish Neighbourhood Plan, which was formally 'made' on 25th September 2014 and Churchill and Blakedown Parish Neighbourhood Plan which was formally 'made' on 26th July 2017. In addition to these made neighbourhood plans there are other communities in the early stages of preparing a Neighbourhood Plan.

8.6 The application for the designation of the Parish of Bewdley as a Neighbourhood Plan Area for the purpose of neighbourhood planning was approved on 10th June 2015, following a consultation held during April – May 2015. The Qualifying Body is Bewdley Town Council, who is currently preparing a draft Neighbourhood Plan.

8.7 The application for the designation of the Parish of Upper Arley, as a Neighbourhood Area for the purpose of neighbourhood planning was approved on 24th July 2015, following a consultation held during May – June 2015. Upper

Arley Parish Council and the Qualifying Body and are in the early stages of preparing their Neighbourhood Plan.

8.8 Appendix B sets out the stages communities have reached with preparing their neighbourhood plans.

## APPENDIX A – Programme for the preparation and review of Local Plan

### Local Plan – revised November 2017

	<u>2017</u>				<u>2018</u>												<u>2019</u>											
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Local Plan Review	1	1	1	1	2	2	2	2	2	3	4	4	5	5	6	7	8	8	8	8	9	9	10					

### Key

No/Colour	Stage
1	Consideration of Preferred Options consultation responses
2	Development of Pre-Submission Plan
3	Cabinet approval of Pre-Submission Plan consultation
4	Pre-submission Plan Public Consultation
5	Consideration of consultation responses and finalisation of submission plan
6	Full Council approval for submission to Secretary of State
7	Submission to Secretary of State
8	Independent Examination and Proposed Modifications consultation
9	Receipt of Inspector's Report
10	Council adoption of Local Plan

## APPENDIX B – NEIGHBOURHOOD PLANS

### Neighbourhood Plans in Wyre Forest District

The following table sets out the progress made to date by communities in preparing Neighbourhood Plans within the District. The Council's webpages at <http://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/neighbourhood-planning.aspx> will be updated as progress is made.

Communities with a Designated Neighbourhood Area	<ul style="list-style-type: none"> <li>- Chaddesley Corbett Parish</li> <li>- Churchhill and Blakedown Parish</li> <li>- Bewdley Parish</li> <li>- Upper Arley Parish</li> </ul>
Communities with a Published Draft Neighbourhood Plan	None
Communities with a Draft Neighbourhood Plan Submitted for Examination	None
Communities with a Draft Neighbourhood Plan ready for, or at, Referendum	None
Communities with a 'Made' Neighbourhood Plan	<ul style="list-style-type: none"> <li>- Chaddesley Corbett Parish</li> <li>- Churchill and Blakedown Parish</li> </ul>



## APPENDIX C – Profiles and Milestones

### 1. STATEMENT OF COMMUNITY INVOLVEMENT

#### Overview:

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

#### Key Milestones:

- reviewed: February 2013
- monitor through annual monitoring report and review if significant legislative changes occur.

## 2. CORE STRATEGY

### Overview:

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

### Key Milestones:

- adopted: December 2010
- monitor and review through annual monitoring process.
- local plan review commenced in 2015 following evidence base collation and renewal in 2014.
- issues and options consultation completed October 2015.
- additional evidence base commissions required to support preparation of preferred option.
- completion of preferred option development June 2017
- public consultation of preferred options document undertaken in June – August 2017.
- consideration of preferred options consultation responses commenced in September 2017. this will be followed by the preparation of the pre-submission document.

### 3. SITE ALLOCATIONS AND POLICIES LOCAL PLAN

#### Overview:

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

#### Key Milestones:

- adopted: July 2013
- monitor and review through annual monitoring process.  
incorporate into district wide local plan in parallel with core strategy review.
- reviewed as integral part of preferred option preparation and on-going local plan review preparation.

#### 4. KIDDERMINSTER CENTRAL AREA ACTION PLAN

##### Overview:

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

##### Key Milestones:

- adopted: July 2013
- monitor and review through annual monitoring process.  
incorporate into district wide local plan in parallel with core strategy review.
- reviewed as integral part of preferred option preparation and on-going local plan review preparation.

**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Tuesday 14<sup>th</sup> November 2017**

**Overview and Scrutiny Committee  
Thursday 2<sup>nd</sup> November 2017**

**Local Plan Project Timetable**

The Committee received an update on the progress made in undertaking the Local Plan Review.

Members were encouraged by the level of public engagement in the process.

In line with the recommendations from the Local Plan Review Panel meeting on 31<sup>st</sup> October 2017 agreed that to encourage the same level of public consultation alternative methods of publicising the consultation should be explored and the Pre-submission Plan Public Consultation be for an 8 week period, commencing as soon as possible following Cabinet approval.

**Recommend to Cabinet:**

- **The Local Plan Project Timetable, as set out at Appendix 1 of the report, be approved.**
- **The Pre-submission Plan Public Consultation be for an 8 week period to ensure adequate time for engagement, commencing as soon as possible following Cabinet approval in June 2018.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 2<sup>nd</sup> November 2017

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>

## WYRE FOREST DISTRICT COUNCIL

**CABINET**  
**REVIEW OF JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY (JMWMS) FOR**  
**HEREFORDSHIRE AND WORCESTERSHIRE 2004 - 2034**  
**DATE 14 NOVEMBER 2017**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Rebecca Vale, Cabinet Member for Operational Services
<b>RESPONSIBLE OFFICER:</b>	Linda Draycott Corporate Director
<b>CONTACT OFFICER:</b>	Steve Brant Ext 2922 Steve.brant@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 - JMWMS Addendum  Appendix2 - <a href="http://www.worcestershire.gov.uk/downloads/file/4156/waste_strategy">http://www.worcestershire.gov.uk/downloads/file/4156/waste_strategy</a>

**1. PURPOSE OF REPORT**

- 1.1 To approve the Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire 2004 - 2034.

**2. RECOMMENDATION**

The Cabinet is asked to **DECIDE** that:

- 2.1 **The addendum to the Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire 2004 to 2034 attached at appendix 1 is approved.**

**3. BACKGROUND**

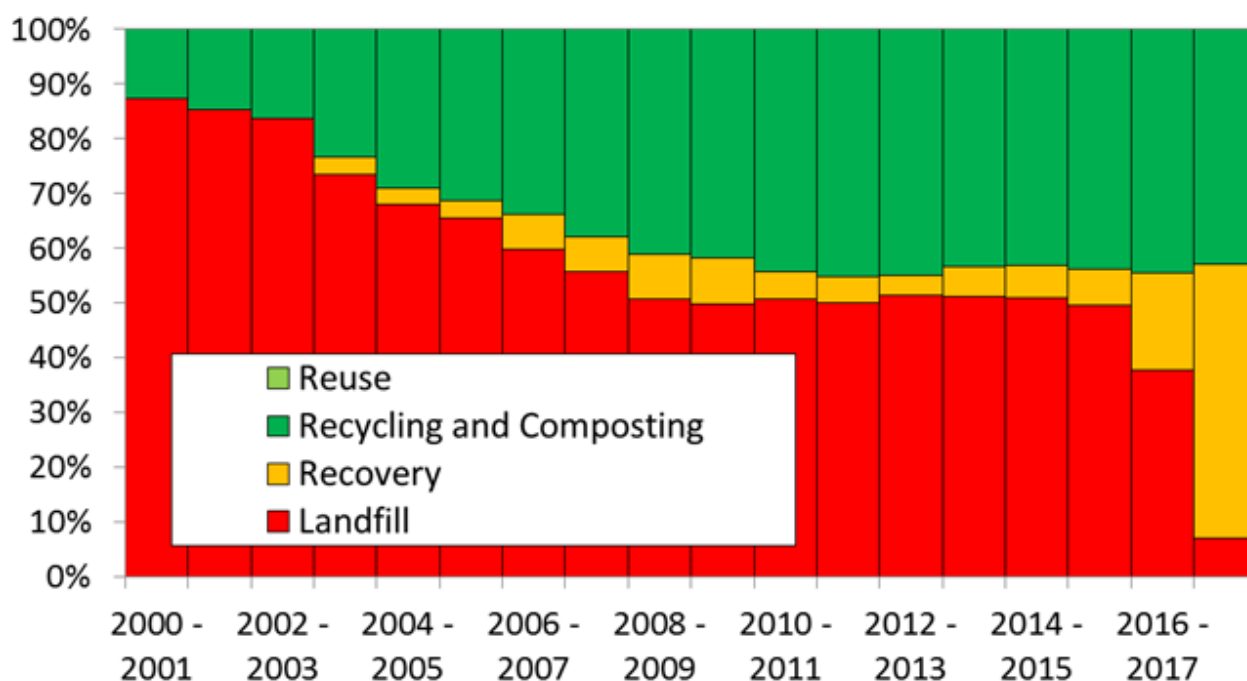
- 3.1 Further to a comprehensive review of the JMWMS in 2011, an Addendum has been produced (Appendix 1) to update the Strategy on achievements and to ensure that it remains relevant and fit for purpose.
- 3.2 The existing strategy needs to be amended to reflect the changes in national policy, local provision and projections for future demand that have occurred since the current strategy was adopted.
- 3.3 The JMWMS for Herefordshire and Worcestershire was first published in 2004 and covers the period 2004 to 2034. It is a joint strategy across the six Worcestershire district councils, Worcestershire County Council in Worcestershire and Herefordshire Council, reflecting the partnership across Herefordshire and Worcestershire in relation to a shared waste disposal service.

- 3.4 The JMWMS underwent a complete review in 2009 to reflect significant developments in national waste policy and required changes to our waste management service. The JMWMS was adopted by all partner authorities in 2009 and in 2011 when it was refreshed to include an updated residual waste options appraisal which took into account the site location for the proposed energy from waste (EfW) facility ( this was not known in 2009).
- 3.5 Key objectives of the adopted JMWMS were as follows:
- a. For all authorities to collect the same materials for recycling through a commingled collection system whilst restricting frequency or container capacity to prevent waste and increase recycling.
  - b. To develop alternative waste treatment solutions to promote sustainable waste management, balancing environmental, social and economic impacts
- 3.6 In 2014 the Herefordshire Council and Worcestershire County Council agreed a variation to our waste disposal service with the contractor, Mercia Waste Management, to design, build and operate a 200,000 tonne per annum EfW facility. This facility became fully operational in March 2017 and produces enough electricity to power 32,000 homes.

#### **4. KEY ISSUES**

- 4.1 An addendum to the JMWMS strategy has been produced that reflects these achievements, including the following updates and information:
- 4.2 Information on changes to national waste management policy being the introduction of the Waste (England and Wales) Regulations 2011, which transposed much of the EU Waste Framework Directive into UK law, this had the following impact on services:
- i. Required waste producers to apply the waste management hierarchy where waste prevention is highest priority and disposal to landfill is lowest. The JMWMS uses the waste hierarchy as one of its fundamental principles.
  - ii. Required councils who did not provide a separate collection of glass, paper, plastics and metal to undertake an assessment to demonstrate how the service they provide is technically, environmentally or economically practicable (TEEP) in collecting high quality materials suitable for recycling. The partner councils jointly carried out an assessment which found that changing to separate collection of individual materials would not be technically, environmentally or economically practicable.
  - iii. An update of waste management data including waste growth predictions which are expected to continue to grow proportionate to growth in household numbers. Current property levels are at 46,447.
  - iv. An update of recycling, recovery and disposal performance which in respect of recycling has seen little change in performance since the 2011 refresh due to constraints on resources. However significant improvement in recovery and

disposal performance is expected following the recent opening of the new EfW facility and performance since 2000 is illustrated in the figure below:-



- 4.3 Due to there being no new objectives or policy at a national level, a light touch approach has been taken in reviewing the JMWMS; with a focus on refreshing the waste growth and performance data. Advice from an experienced and qualified waste management consultant commissioned by Worcestershire County Council on behalf of the partnership, supported this approach and informed the refresh.
- 4.4 The addendum does not attempt to set new objectives or policy, and should be read in conjunction with the existing JMWMS (Appendix 2)
- 4.5 A summary of our progress to date in achieving the targets set out in the strategy is included below:

2011 Target		Actual	Updated target
1	In order to ensure that this target is robust, we are currently developing a meaningful target that will enable us to monitor our carbon footprint and set targets for reduction.	No target set	Carbon emissions are measured by respective councils in line with their carbon management plans. There are no plans to separately measure and report emissions from waste management services.
2	To achieve the national reductions in household residual waste (waste not re-used, recycled or composted) of 35% by 2015 and 45% by 2020, based on 2000 levels.	Worcestershire achieved a 42.3% reduction and Herefordshire a 49% reduction	The target remains 45% reduction by 2020.
3	To work towards achieving national recycling/composting levels of household waste of	The partnership achieved 40% in 2014/15, with Wyre	The aspiration of meeting the 2020 target remains but the partnership is only committed



## Agenda Item No. 8.1

2011 Target		Actual	Updated target
	45% by 31st March 2015 and 50% by 31st March 2020.	Forest achieving 31.9%	to maintaining current levels (42.4% in 2016/17) of recycling and composting, making improvements where financially viable.
4	To meet the requirements of the Household Waste Recycling Act 2003 to collect at least 2 recyclable materials from each household by end 2010	All councils collect glass, paper, plastic, metals and cardboard.	Target achieved and no further target set as we are meeting our statutory requirements
5	By 2015 or earlier if practicable, we will recover value from a minimum of 78% of municipal waste.	The partnership recovered 49.8% of its waste in 2014/15.	The target remains 78% recovery of municipal waste, the partnership expects to achieve this in the current year 2017/18
6	To reduce the amount of biodegradable municipal waste land filled in order to meet the yearly allowances set by Government under the Landfill Allowance Trading Scheme.	National target abolished in 2013 and no longer applicable	National target abolished in 2013 and no longer applicable

- 4.6 The Senior Officer Group and Strategic Waste Management Board, consisting of lead Members from all partners, senior officers and the District Council Cabinet Member with responsibility for Operational Services, have been consulted and updated throughout the process. A workshop was carried out in January 2016, where Members and officers provided the following feedback which has been reflected in the addendum to the JMWMS:-

None of the councils have plans to change their existing waste collection regime  
Any measure of the impact of council waste management on climate change should be simple and relate only to waste disposal services  
Recognition that the 50% recycling target will be difficult to achieve without introducing separate food waste collection or free garden waste collection all households  
Consensus that the existing 50% recycling target should be retained but the difficulties in achieving the target should be explained in the review  
Agreement that a 90% diversion from landfill target was feasible for 2030

- 4.7 The next review of the JMWMS will be in 2022 or earlier if a significant change in policy is required, for example due to change in national policy.

## 5. **FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications arising from the recommendations. The addendum does not attempt to set new objectives or policy.

## 6. **LEGAL AND POLICY IMPLICATIONS**

- 6.1 None directly arising from the report.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.
- 7.2 The provision of our waste management services is operated in line with equality legislation and an impact assessment has not been undertaken in respect of this update of the existing strategy.

**8. RISK MANAGEMENT**

- 8.1 There are no additional risks that have not already been considered in previous reports, as the review does not attempt to set new objectives or policy.

The key risk identified in the strategy is that our performance currently falls short of the 2020 50% national recycling target. The addendum provides an update on our current performance and although we are committed to maintain our current level of performance explains how increasing performance is not possible with current staffing and budget constraints.

**9. CONCLUSION**

- 9.1 There are no corporate implications or changes to policy arising from the adoption of the addendum to the JMWMS. The addendum has been produced following a review of the JMWMS to incorporate a number of changes and an update of performance across the strategy geographical footprint.

**10. CONSULTEES**

- 10.1 CLT

**11. BACKGROUND PAPERS**

- 11.1 None

# Waste Strategy for Herefordshire and Worcestershire: A Review

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## Introduction

Herefordshire & Worcestershire's Joint Municipal Waste Management Strategy: *Managing Waste for a Brighter Future* (herein the Strategy) was first published in 2004. It was prepared and adopted by the eight local authorities across Herefordshire & Worcestershire (the Partnership).

A detailed review and republication of the Strategy was completed in 2011. This set a suite of principles, policies and targets for the management of municipal waste across both counties. As part of this, and in line with Government guidance, the Partnership committed to review the Strategy at least every 5 years.

This Addendum provides a summary of the 2016 review of the Strategy. In particular it includes:

- information on significant changes/ developments in Government waste management policy since 2011, including potential future changes to European policy;
- updates on waste management data including waste growth predictions; and
- commentary on performance against key principles, policies and targets within the Strategy.

The Addendum does not attempt to set new objectives or policy, and should be read in conjunction with the existing Strategy.

The review process and the production of this Addendum have been undertaken by the Strategic Waste Management Board (SWMB), which represents the eight authorities across Herefordshire & Worcestershire.

## Key Changes Since 2011

### Policy

There have been limited changes to national waste management policy since 2011. The *Waste Management Plan for England* was published in 2013. This did not introduce new policies but instead provided an update on the current waste management situation in England and brought existing waste policies under the umbrella of one national plan.

The *Waste Regulations 2011 (as amended 2012)*, implemented in January 2015, require everyone involved in waste management, including waste producers, to take all reasonable measures to apply the waste hierarchy. Commitment to the waste hierarchy is already, and continues to be, a key principle of the Strategy.

These regulations also aim to improve the quality and quantity of material being collected for recycling by placing a duty on waste collectors to ensure recyclable material (particularly glass, paper, plastics and metal) is collected separately where it is necessary to ensure the

recovery of high quality recyclables and where this is technically, environmentally or economically practicable (TEEP). The authorities within Herefordshire & Worcestershire have undertaken an assessment of their waste collections services to ensure compliance with the Regulations. This assessment has been issued to the Environment Agency and a full copy is available (found on Worcestershire County Council's website:

[http://www.worcestershire.gov.uk/info/20232/recycling\\_and\\_waste/1015/waste\\_strategy](http://www.worcestershire.gov.uk/info/20232/recycling_and_waste/1015/waste_strategy)

The European Commission's Circular Economy Package '*Closing the Loop – an EU action plan for the Circular Economy*' was formally published in December 2015. A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. The Package aims to extract the maximum value and use from all raw materials, products and waste, fostering energy savings and reducing greenhouse gas emissions.

The Package puts forward revised legislative proposals on waste which include: 65% recycling for municipal waste and 90% diversion from landfill, by 2030. The Partnership fully supports the principles behind the 'circular economy' and will closely monitor how the UK Government responds to the EU proposals, and how this may impact this Strategy going forward.

## Infrastructure

Since publication of the Strategy, the Partnership has made significant progress in plans to divert residual waste from landfill. Worcestershire County Council and Herefordshire Council have a long term contract with Mercia Waste Management (MWM) for the delivery of their responsibilities as Waste Disposal Authorities. As part of the contract, MWM obtained planning permission, has managed the construction of and is now operating, an Energy from Waste (EfW) facility at Hartlebury. This facility will divert an additional 200,000 tonnes of municipal waste from landfill.



*Envirecover Energy from Waste facility under construction.*

The Partnership also continues to invest in their existing processing and collection capabilities. EnviroSort, the Partnership's Material Reclamation Facility has just been refurbished to include the provision of a glass breaker and improved fire protection system.

## Funding

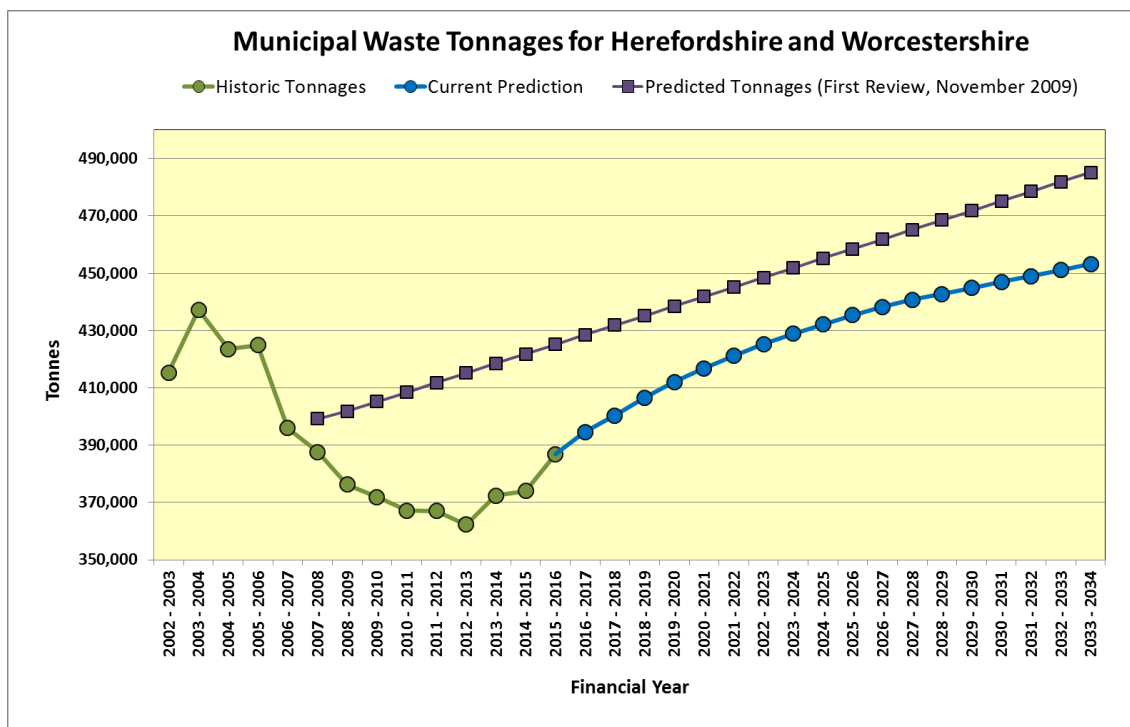
Since 2011, there have been significant cuts to local authority funding. Waste management services across Herefordshire & Worcestershire have had to make efficiency savings of more than £2,000,000. Therefore each authority has had to make very difficult decisions prioritising how funding is allocated. As a result, the aspirations and targets set within the Strategy are increasingly challenging, and in some cases, given the level of funding available, now unrealistic.

## Waste Growth

The total municipal waste arising within Herefordshire & Worcestershire in 2015/ 16 was 387,000 tonnes. This has increased by 10,700 tonnes since 2009/10. However, this has been largely down to an increase in the number of households within the authorities. In reality, the amount of municipal waste generated per household has fallen from 1.23 tpa in 2009 to 1.13 tpa in 2015.

The number of households within both Herefordshire & Worcestershire is expected to increase significantly over the next twenty years. As such, although the amount of municipal waste generated per household is not expected to increase, the total amount of municipal waste will. The latest household projection figures have been obtained from the authorities and incorporated into the revised waste projections presented below.

The Partnership will continue to closely monitor waste arisings within the authorities and update predictions against changes to household projections as they become available.



## Climate Change

The Partnership continues to understand the importance of viewing waste as a resource and seeks to provide waste management services that work towards minimising greenhouse gas emissions.

The waste collection authorities within Herefordshire & Worcestershire all request environmental policies incorporating carbon footprint information when tendering for services. Work has also been undertaken to optimise the efficiency of waste collection rounds to help reduce fuel consumption.

The recovery of residual waste through the EfW at Hartlebury and its subsequent diversion of waste from landfill, is significantly reducing the carbon footprint of waste management activities across the authorities. The EfW exports electricity directly into the national grid which will help reduce our reliance on fossil fuels. Opportunities for exporting heat from the facility are continually being explored and, if implemented, will provide additional carbon reductions.

### Update on Target 1 – Monitoring our Carbon Footprint

Greenhouse gas emissions from waste management activities within Herefordshire & Worcestershire will be reduced by the changes outlined above. The authorities are in the process of collating waste collection and waste disposal data to estimate the carbon impact of their services. However, due to the considerable fund and staff constraints being placed on the authorities, additional, more detailed, monitoring of the greenhouse gas emissions from waste services is not considered to be necessary or appropriate at this time.

## Waste Prevention

Waste prevention is a key principle of the Strategy. The Partnership continues to promote waste prevention through support and publicity of the national waste prevention initiatives *Love Food Hate Waste* and *Master Composters*. A Waste Prevention Officer and a Waste Education Officer are in post to help support waste prevention initiatives across the authorities.

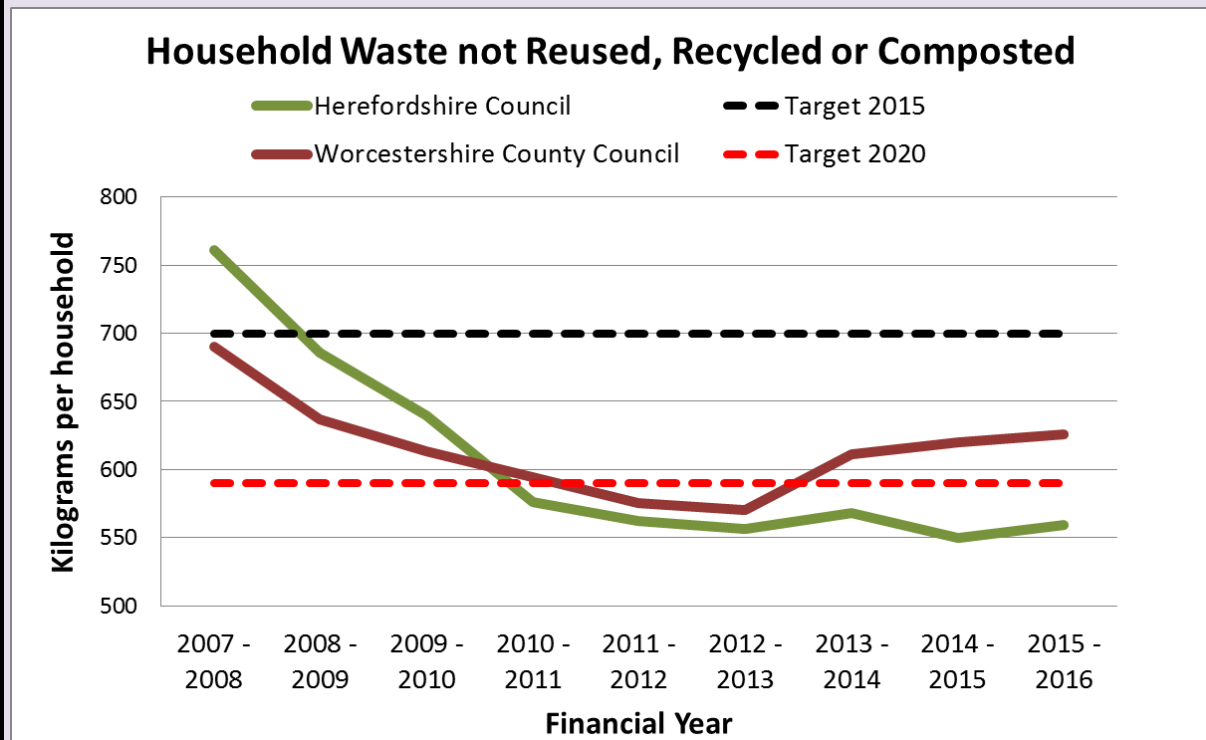
To help encourage reducing the amount of residual waste produced, waste collection authorities now place restrictions on residual waste collections through bin size/ sack number limits.

Reuse has been introduced to a number of the household recycling centres (HRCs) across Herefordshire & Worcestershire. This not only reduces waste to be managed but also supports a number of charities and 3<sup>rd</sup> sector organisations.

The Partnership understands the importance of coordinated education and awareness raising to promote effective waste prevention. Reduced funding means that the scope for implementing such campaigns is limited at this time. However, where practicable, the authorities will work together to ensure a coherent waste prevention message is publicised.

### Update on Target 2 – Reduction in the amount of Household Waste not Reused, Recycled or Composted.

Herefordshire & Worcestershire currently produce 559 and 626 kilograms respectively of household waste per household (kg/hh) that is not reused recycled or composted<sup>1</sup>. The Partnership has been successful in achieving the 2015 target of reducing residual household waste by 35% of year 2000 levels. The target for 2020 (a 45% reduction based on 2000 levels) is becoming increasingly challenging due to the significant reductions in funding. However, the Partnership will continue to do whatever is feasible and affordable, to reduce residual waste through waste prevention and increases to recycling/ composting.



<sup>1</sup> 2015-16, NI191 figures from Waste Data Flow



## Recycling and Composting

The authorities across Herefordshire & Worcestershire have continued to expand their kerbside recycling collection service which is now available to 100% of properties across the Partnership area. To provide consistency to residents, a common core waste collection service is provided across all the authorities that offers a commingled collection service for materials including paper, card, cartons, cans, plastic and glass<sup>2</sup>. A garden waste collection service is also available to the majority of residents for an additional charge.

Recycling and composting at HRCs continues to improve with the sites now recycling more than 70% of material brought into the site. Recycling of plasterboard is now available, and trial schemes are in operation for the recycling of carpets and mattresses at selected HRCs.

Street sweepings collected by the authorities street cleansing teams are now also recycled.

Bring sites across the Partnership area are being rationalised to reflect the increase in coverage of the kerbside collection service. However, the waste collection authorities are continuing to investigate options for brings sites to recycle material not collected at kerbside, for example textiles and waste electronic & electrical equipment.

A declining, and for some materials, volatile market for recyclable material has provided additional challenges to the Partnership's desire to increase recycling. For example, in 2012 the Partnership recycled more than 12,000 tonnes of timber. However, since 2013, the economics of recycling timber has changed significantly and, as a result, the majority of the timber collected is now used as a biomass fuel for energy production. Whilst this still diverts this material from landfill, it does reduce the amount of material recycled across the Partnership.

In 2014/15, the recycling and composting rate across Herefordshire & Worcestershire was 40%. If the recycling of timber had remained an option for the authorities then the Partnership's target of 43% recycling and composting by 2014 would have been achieved.

### Update on Target 3 – Household Recycling & Composting Targets

The Partnership's current recycling and composting performance falls below the national recycling and composting targets of 45% by 2015 and 50% by 2020. The Partnership is still committed to supporting its contribution to the national target by maintaining the current level of performance and, where financially viable, introducing new initiatives to improve overall performance. However, current budget and staffing constraints mean that significant awareness raising to increase participation, or major changes to the services provided, to increase performance is not possible.

### Update on Target 4 – Household Waste Recycling Act

The Household Waste Recycling Act 2003 required local authorities in England to collect at least 2 recyclable materials from all households by 2010. Within the Strategy the Partnership committed to continue to meet this requirement. In fact, the Partnership has exceeded these expectations by collecting glass, plastic, metals and paper from more than 95% of households.

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<sup>2</sup> Glass collection is not available to the small proportion of properties that are classified as 'hard to reach' and as such are offered a bag rather than bin collection for recyclables.



## Recovery

The Partnership has made significant progress on plans to maximise recovery of residual waste and divert it from landfill. The EfW at Hartlebury is diverting an additional 200,000 tonnes of municipal waste from landfill. The facility exports electricity directly into the national grid. It has also been enabled to operate as a combined heat and power (CHP) plant which will allow the recovery of heat, when an appropriate user becomes available.

### Update on Target 5 – Recovery Target

The Partnership aimed to recover value from a minimum of 78% of municipal waste by 2015. A delay in the procurement and build of the EfW has meant that this target has not yet been achieved. However, now that the facility is fully operational, the recovery rate for the Partnership is expected to exceed the target. If a viable market becomes available for the recycling of bottom ash produced as part of the EfW process, then recovery would be further increased.

## Disposal

The Partnership, through the activities outlined above is committed to diverting waste away from landfill through prevention, recycling, composting and recovery.

### Update on Target 6 – Reduction in Biodegradable Municipal Waste Landfilled.

The Strategy committed to reduce the amount of biodegradable municipal waste landfilled in line with allowances set by Government under the Landfill Allowance Trading Scheme. This Scheme was abolished as part of the Government's Waste Policy Review, and as a result, there is no mechanism for measuring or monitoring performance against this target. The specifics of this target are no longer appropriate and should no longer be considered part of the Strategy. However, the principle behind it, to divert biodegradable waste away from landfill, is still valued by the Partnership, and will be delivered through the Recovery Target (Target 5) described above.

**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Tuesday 14<sup>th</sup> November 2017**

**Overview and Scrutiny Committee  
Thursday 2<sup>nd</sup> November 2017**

**Review of Joint Municipal Waste Management Strategy (JMWMS) for  
Herefordshire and Worcestershire 2004 – 2034**

The Committee considered a report which outlined the amendments to the existing Strategy which were needed to ensure it remains relevant and fit for purpose.

Members supported the revision which reflected the changes in national policy, local provision and projections for future demand that have occurred since the current strategy was adopted.

**Recommend to Cabinet:**

**The Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire 2004 – 2034, be approved.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 2<sup>nd</sup> November 2017

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>

**WYRE FOREST DISTRICT COUNCIL****CABINET MEETING****14<sup>th</sup> November 2017****WRITE OFF OF AMOUNTS OUTSTANDING**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Nathan Desmond, Cabinet Member for Resources
<b>RESPONSIBLE OFFICER:</b>	Tracey Southall, Corporate Director: Resources
<b>CONTACT OFFICER:</b>	Fiona Johnson Ext. 2661 Fiona.johnson@wyreforestdc.gov.uk
<b>APPENDIX 1</b>	Proposed Write-Offs

**1. PURPOSE OF REPORT**

- 1.1 To enable the Cabinet to give consideration to writing off the sum of £26,557.57 in respect of debts that cannot be collected.

**2. RECOMMENDATION**

**The Cabinet is asked to DECIDE that:**

- 2.1 **The total of £26,557.57 as detailed in the Appendix to this report, be written off.**

**3. BACKGROUND**

- 3.1 Part 4 of the Council's Constitution, Delegation to Officers, paragraph 1.13, authorises the Chief Financial Officer to write off individual debts up to the value, in each case of £5,000. For values, between £5,000 and £9,999.99 write-offs can be made with the approval of the delegated Cabinet Member. The Cabinet is authorised to write off debts of £10,000 and over.
- 3.2 It is therefore necessary for Cabinet to give consideration to the cases scheduled on the appendix to this report. On this occasion, all the debts relate to non-domestic rates.

**4. KEY ISSUES**

- 4.1 National Non-Domestic Rates are demanded in accordance with the provisions laid down by The Local Government Finance Act 1988; the total annual sum collectible by this Council is circa £30 million, our overall collection rate for 2016/17 was 96.17%. Recovery action is taken in the event of non-payment under the various regulations made by this Act.

- 4.2 Every effort has been made to pursue the debts set out in the Appendix. This rigorous recovery work has been a prolonged exercise due to the necessary stages that must be followed for debt recovery.

Write off is only recommended when all recovery avenues have been fully explored, and this is the reason for the age of the debts now presented for write off. All of the companies have now ceased trading making the prospect of recovery impossible.

**5. FINANCIAL IMPLICATIONS**

- 5.1 Under the current Business Rates Retention Regime the cost of non-collection of National Non-Domestic Rates is met both by the Government and the Worcestershire Business Rate Pool. Approval of the proposed write-offs detailed in the Appendix of £26,557.57 will be accounted for as part of the Worcestershire Business Rates Pool and result in a loss of income shared between the Pool members and the Government.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 None.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 No Equality Impact Needs Assessment has been undertaken.

**8. RISK MANAGEMENT**

- 8.1 There are no risk management issues relating to this report.

**9. CONCLUSION**

- 9.1 The amounts set out in the Appendix cannot be collected and should be written off.

**10. CONSULTEES**

- 10.1 Corporate Leadership Team  
Cabinet Member for Resources

**11. BACKGROUND PAPERS**

- 11.1 None.

<b>Appendix Open Companies</b>				
<b>Debt Type</b>	<b>Payer</b>	<b>Address</b>	<b>Reason for Write-Off</b>	<b>Amount    £</b>
<b>NNDR</b>	Flat Surface Design Ltd 00386979	Workshop and premises, Units 4 & 5 The Sealine Works, Whitehouse Road, Kidderminster. DY10 1HY	Business Rate debt relates to occupied rates for the period 25/01/2017 to 28/02/2017. This assessment was originally part of the Sealine Ltd assessment, in October 2016 the new landlord informed the Valuation Office Agency that he had got new tenants in several areas of the site and needed the assessment to be split into eight new assessments. The Valuation Office Agency did not notify us of the new assessments and correct rateable values until 31st May 2017. However by this time the company had been dissolved at Companies House on 28th February 2017. So we were unable to even bill the company.	<b>10,389.34</b>
<b>NNDR</b>	Chamic Ltd 00378275	Shop & Premises, 17 High Street, Kidderminster. DY10 2DJ	Business Rate debt relates to rates for the periods 15/03/2016 to 31/03/2016 and 01 /04/2016 to 10/08/2016. A Liability Order was made by Kidderminster Magistrates Court on 10th March 2017. The instruction was about to be passed to Enforcement Agents but the company was dissolved at Companies House on 16th May 2017.	<b>16,168.23</b>
				<b>26,557.57</b>

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**  
**14<sup>th</sup> November 2017**

**Depot 2020: plans for investment and improvement**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Marcus Hart, Leader of the Council
<b>RESPONSIBLE OFFICERS:</b>	Linda Draycott, Corporate Director: Community Well-being & Environment
<b>CONTACT OFFICERS:</b>	Linda Draycott x 2900 Linda.draycott@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 Options A, B and C Appendix 2 Evaluation matrix for tenders Appendix 3 (EXEMPT) Financial Appraisals Options A – C

**1. PURPOSE OF REPORT**

- 1.1 To agree a way forward for investment in the site of the Council's operational depot at Green Street with the objective of improving and investing in the asset to increase functionality and sustainability. The plans for the site include relocation of the Council's customer service centre from the Town Hall to Green Street. Overall, the proposals provide a worthwhile positive financial contribution to the Council, which is estimated at £42,000 in a full year.

**2. RECOMMENDATION**

**The Cabinet is asked to:**

- 2.1 **APPROVE** Option B as the basis for investing at the Green Street site;
- 2.2 **RECOMMEND** to Council that the capital programme is amended to reflect the cost of Option B as set out in the financial appraisal in Appendix 3;
- 2.3 **DELEGATE** authority to the Corporate Director – Community Well Being and Environment, in consultation with the Corporate Director: Resources and the Solicitor to the Council, in consultation with the Leader of the Council to:

**Agree the final detailed business case for the depot 2020 project;**

**and subject to agreeing the detailed business case to:**

- Ensure that the appointment of a contractor to deliver the project is procured in line with the Council's contract procedure rules;
- 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.

**AGREE the evaluation matrix for assessing tenders set out in Appendix 2;**

**DELEGATE authority to the Corporate Director: Community Well Being and Environment, in consultation with the Corporate Director: Resources and the Solicitor to the Council, in consultation with the Leader of the Council to make any amendments that may be necessary to the evaluation matrix as a result of the detailed business case**

- 2.4 **DELEGATE to the Corporate Director: Community Well-being and Environment in consultation with the Leader, the Corporate Director: Resources and the Solicitor to the Council the award of the contract in accordance with the evaluation matrix;**
- 2.5 **Subject to the Council's agreement to amend the capital programme as set out in paragraph 2.2 above, AUTHORISE the issuing of a notice to Kidderminster Town Council to terminate the underlease of the "blue land" at the Town Hall, Kidderminster with effect from 31 March 2019;**
- 2.6 **AUTHORISE the Corporate Director: Community Well-being and Environment to take all other steps in pursuit of implementation of Option B, including but not limited to submission of a planning application.**

**3. BACKGROUND**

3. 1 In March 2016, the Cabinet considered a report on the Depot Green Street Project that outlined options for future provision of a depot. Cabinet subsequently made the decision for the Council to remain at its Green Street operational services depot site, Kidderminster and to develop strategies to improve and invest in the asset to increase functionality and sustainability. The aim was for "a useable asset making us money, not costing us money". The earlier work on options demonstrated that the relocation of the depot and the aspiration for the regeneration of the Southern Gateway did not stack up financially.
3. 2 A very high level strategic masterplan detailing the vision and future for the site was developed so that an indicative business case could be included in the 2017-20 medium term financial strategy. This identified that a whole site redevelopment of the existing site would be in the region of £3m.

- 3. 3 In February 2017 Council agreed the medium term financial strategy for 2017-20 which included proposals for a Phase 1 investment of £1.1m at the depot. This phase intended to address essential maintenance to existing buildings and to make the two locally listed buildings wind proof and watertight as well as address health and safety and urgent operational improvements to all buildings.
- 3. 4 It has subsequently been identified that the redevelopment of the Green Street site provides further opportunities to reduce costs and generate income. These relate to the relocation of the Council's customer services centre from the Town Hall to Green Street depot and for the relocation of other WFDC officers to the redeveloped site, freeing up space at Wyre Forest House for rental income. Further master planning work was procured to explore options to accommodate customer services and other staff and to secure greater income from the site, whether through improved office and administrative accommodation or by small industrial units and lettable space. This would then enable the Cabinet to decide if further investment on the site, over and above the £1.1m, was of benefit to the Council and in line with corporate priorities.
- 3. 5 In May 2017 expert consultancy advice from Perfect Circle was procured through the SCAPE Procure framework to produce a more detailed master plan.
- 3. 6 The masterplan options are set out in Appendix 1, with financial information presented in exempt Appendix 3 in order to protect the Council's financial position when works are to be procured by a tendering process.
- 3. 7 The masterplan outlines a range of options. Option A presents a very light touch development for part of the site to achieve a customer services centre but does not address the improvement of the operational rear of the site, leaving it untouched. Options B and C represent a comprehensive regeneration of the whole site and address the issue of under investment in the operational environment and the onsite buildings as well as accommodating the customer services facility and providing opportunity for income from small industrial units or office accommodation.
- 3. 8 The options provide choices as to how far the improvement of the site is taken – for instance demolition of existing buildings or more costly refurbishment, addressing aesthetics of the site within the Green Street Conservation Area, protecting the asset and improving sustainability of a working depot.

#### **4. KEY ISSUES**

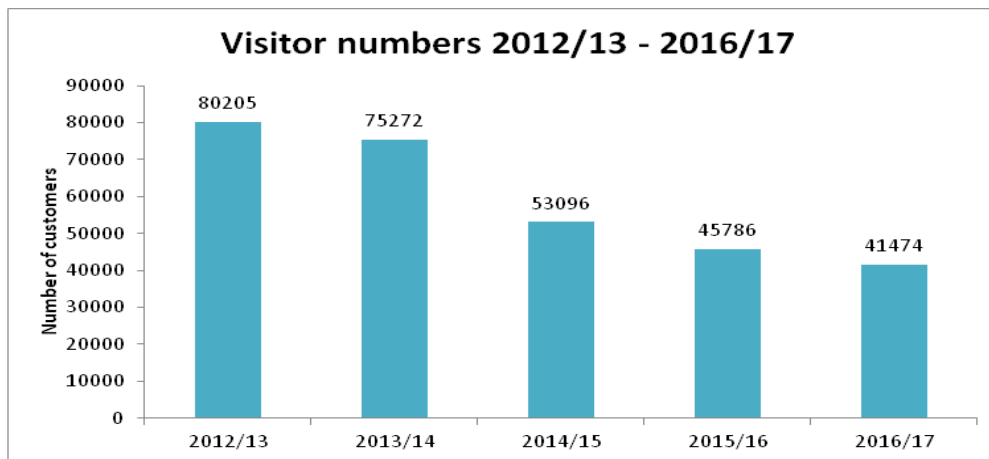
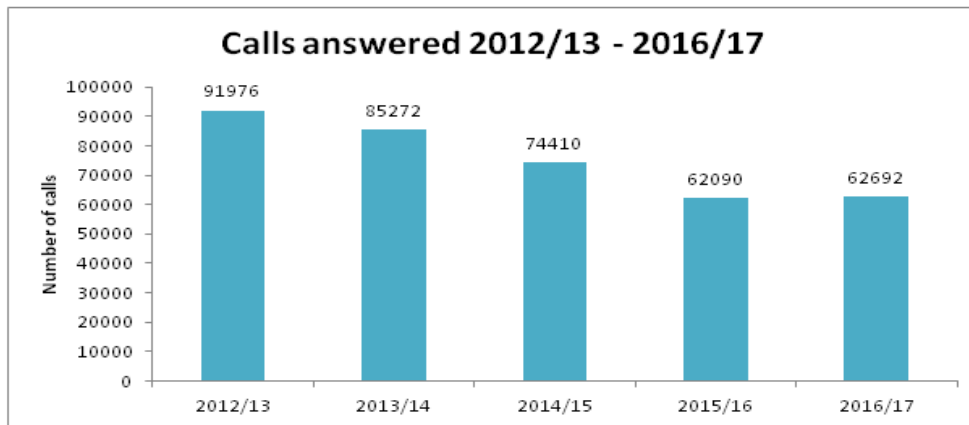
- 4.1 The Council modernised and rationalised its principal office accommodation in 2012 and its leisure provision in 2016. The Green Street masterplan options provide the opportunity to rationalise the existing operational usage and bring into play, where required alternative storage opportunity at Brinton Park and or the Cemetery operational compounds to make best use of the Green Street site.



- 4.2 The project presents the opportunity to invest in the Green Street site so that outmoded facilities are modernised, more energy efficient and fit for purpose; locally listed buildings are better utilised and brought back into more beneficial use in an improved setting within the Conservation Area; and opportunities to reduce costs and increase income are maximised.
- 4.3 To accommodate the Council's operational services function, the proposals involve modernising the working environment for all of the staff at the depot bringing it in line with facilities at Wyre Forest House. This includes upgraded welfare (showers, canteen) and resources areas. The proposal also addresses the requirement to replace the waste transfer station and improve the infrastructure such as re – surfacing, improving IT and energy efficiency.
- 4.4 Option B presents a financially viable and realistic approach. The financial appraisal in Appendix 3 sets out the high level financial appraisal and return on investment showing a net revenue contribution of approximately £40,000. It provides the rationale and evidence for a decision on further capital investment on the site to secure its future and value as an asset to the Council.
- 4.5 In terms of generating income, advice has been taken from the Council's Property & Investment Manager relating to the current market for commercial lets, taking into account the development of other industrial units in the District, and this has identified that viable opportunities relate to industrial units rather than office accommodation.
- 4.6 Option B addresses the refurbishment of the operational services area which is required to maintain operational licenses and Environment Agency regulations for the waste transfer station. Funding for this would need to be identified within a 2 – 3 year period anyway and this option deals with the issue as part of the overall site development.
- 4.7 Option B proposes to upgrade the site, provide income generating opportunities and reduce costs by:-
- Developing 8 industrial units for rental (Blocks D and E)
  - Partially demolishing rather than refurbishing some older, outmoded energy inefficient buildings (Block C)
  - Bringing back into use two locally listed buildings to accommodate operational services and the hub (Blocks A and B), thus improving the aspect on Green Street
  - Relocating the Council's customer service centre (the Hub) from the town centre in to (Block A)
- 4.8 One aspect of the proposals is the relocation of the customer services centre from the Town Hall in Kidderminster to Green Street. This is a distance of 901 metres from the Town Hall and the main bus stops serving the centre of the town. Relocation of the customer services centre will reduce the Council's cost by £50k a year, the rental that it currently pays to Kidderminster Town Council for the space occupied at the Town Hall. The earliest date on which the Council can terminate the underlease on what is known in the legal

documentation as the “blue land” at the Town Hall is 31 March 2019, and notice must be served at least 12 months in advance. The timetable for the project envisages completion of the works in time to permit relocation with effect from spring 2019. Thus the recommendations include (subject to Council approval of the amendment to the capital programme at its meeting in December) giving 15 months’ notice to the Town Council of the termination of the underlease. It will be a matter for the Town Council to decide how to use the vacated space at the Town Hall. The registration service would remain at the Town Hall.

- 4.9 The rationale for the re-location of the customer services centre to Green Street is based on a number of factors. Primarily, the transformation of services has led to a 50% reduction in visitor numbers in the last 5 years as indicated below. There has also been a 32% reduction in call volumes and figures for the first half of 2017/18 show this trend to be continuing. The Council is continuing to transform services and as far as possible shift the low complexity/high volume transactions on line, freeing up face to face time for the more complex cases.
- 4.10 The project allows the possibility of relocating some staff from Wyre Forest House to Green Street, thus freeing up space that can be rented out at Wyre Forest House – rentals that can be achieved at the latter location exceed by a considerable margin anything that might be achieved at Green Street. There remains a limited market for office space on a large scale in the district and therefore any space made available at Wyre Forest House needs to target smaller office space lets along the lines that it has been successfully pursuing for the last few years.
- 4.11 The Council is investing in expanding its digital offer on line which, over time, is expected to be the preferred means by which most people will access services to report issues, make payments and applications and provide information. The ability for customers to contact the Council by person or by telephone will continue but it is expected that fewer people will do so, once the full range of digital services is available.
- 4.12 Customer Service Advisor staffing numbers have reduced in line with the fall in demand and the re-location to Green Street would see a reduced and more energy efficient footprint for face to face customer service.
- 4.13 In addition revenues and benefits staff whose purpose is “to help me with my financial situation” would re-locate from WFH, enabling the entire team to be co-located and be available to give the best possible service to customers with more complex needs. This places the experts at the first point of contact with customers and will incorporate the Council’s new duties under the Homelessness Reduction Act from April 2018. (Block A) Those revenues and benefits officers who are home workers will not be affected by these proposals. The business support assistants would remain at WFH because of the location of the print and post rooms.



4.14 Green Street is located approximately half a mile (901m) door to door from the Hub and takes approximately 10 minutes for a healthy person to walk. It is near to a bus route with a bus stop approximately 2-3 minutes away. Relocation of the centre will allow some onsite parking for visitors and parking for disabled people which is not available at the Town Hall. Approximately, 30% of current visitors to the Hub use public transport.

4.15 Prior to the Hub opening in November 2006 the previous customer services centre operated successfully at Green Street and this location facilitates easier access from the Stourport and Bewdley roads for this District wide service.

4.16 Timetable

Action	Dates
WFDC Cabinet Approval Formal decision including recommendation to Council on amendment to capital programme	14 November Cabinet meeting
Preparation & submission of planning application	Nov / Dec 17
Amendment to capital programme	13 December 2017
Tender Issue	Feb 18
Planning Committee	Jan / Feb18
Tender acceptance	Apr 18
Issue contracts	May 18

Action	Dates
Start on site	Jun18
Relocation of customer services to depot	Jan/Mar 19
Practical completion	July 19

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The financial appraisal in Appendix 3 sets out the revenue and capital implications of the recommended Option B. In summary, the high level business case demonstrates a positive annual contribution to the Council's revenue position.
- 5.2 Maximising income generating opportunities in this proposal relates to external income being generated from the 8 proposed industrial units at Green Street and the release of space at WFH. Reductions to the council's costs would be made with the reduction of £50k per annum paid to Kidderminster Town Council for the space occupied by the Hub and efficiency savings within operational services e.g. running costs, energy efficiencies.
- 5.3 The Depot site requires capital investment to future proof this key asset and ensure current healthy income streams are preserved. Furthermore, investment will enable the commercial offer of operational services, as our main income generating brand, to be progressed, so overall income growth increases to help towards closing the funding gap.
- 5.4 The financial modelling includes "sensitivity analysis" of occupancy levels for industrial units and freed up space at Wyre Forest House and makes moderately optimistic assumptions about rentals that would be achieved. The project would still be financially viable if only 80% occupancy of the units were achieved.
- 5.5 The capital funding envelope for the masterplan for Option B proposals is approximately £3.3m. This would be funded through borrowing (£2.7m) with the balance coming from capital receipts and/or release of earmarked reserves that are no longer required. The revenue implications of the borrowing will be covered by taking into account service efficiency savings and also resultant growth in commercial activity within operational services, savings of £50,000 from the lease surrender and the potential to generate rental income from commercial letting of space. Overall, the proposals provide a worthwhile positive financial contribution to the Council, which is estimated at £42,000 in a full year.
- 5.6 The funding envelope includes 10% for risk and includes preliminaries and fees.

## **6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The Council has powers in section 111 (subsidiary powers) of the Local Government Act 1972 and section 1 (general power of competence) of the

Localism Act 2011 that allow it to invest in land and buildings that it owns, and to rent parts or all of them to third parties.

- 6.2 Local authorities have investment powers under section 12 of the Local Government Act 2003 which states “a local authority may invest - (a) for any purpose relevant to its functions under any enactment, or (b) for the purposes of the prudent management of its financial affairs”, provided when exercising the power they comply with current secretary of state guidance and stay within their prudential indicators.
- 6.3 As the combined contract value is approximately £3.3m, this procurement is being carried out in accordance with the Public Contracts Regulations 2015, therefore subject to a strict procurement timetable. The Tender will be advertised on the Official Journal of the European Union (OJEU) using the Restricted Route and a two stage procurement process.

## **7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 The public sector equality duty (specific duty) requires the Council to consider how it can positively contribute to the advancement of equality and good relations, and demonstrate that it is paying ‘due regard’ in its decision making in the design of policies and in the delivery of services.
- 7.2 The redevelopment of the Green Street site presents the opportunity to improve accessibility for people with disabilities and all publicly accessible areas will be compliant with the requirements of the Equality Act 2010. An equality impact assessment on the relocation of the customer service centre has been undertaken and demonstrates that these requirements will be met.

## **8. RISK MANAGEMENT**

- 8.1 As with all major capital investment projects this proposal is not without risk. It is recognised that the need for continuous service delivery whilst the redevelopment is undertaken and also further detailed ground condition reports adds complexity and therefore increases project risk. A specific project risk register will be maintained and managed as part of the overall project management process to mitigate risk where possible.
- 8.2 In summary, the principal risks together with mitigating factors (in bold text) include:-

<b>RISK REGISTER</b>	<b>Impact (H/M/L)</b>	<b>Likelihood (H/M/L)</b>	<b>Risk Rating (R/A/G)</b>	<b>Risk Mitigation</b>
Cost and time overruns on capital works, including any arising from unforeseen difficulties with the site/buildings being refurbished and or contamination/ground condition survey findings	M	M	A	The capital estimates include a 10% allowance for risks. Completion of site surveys is subject to capital approval; once this has been approved this essential work can take place and all known risks will be apparent and mitigated.
Tenders <b>exceed</b> estimates by a significant margin.	M	L	G	Specification will be prepared in sufficient detail to mitigate this risk.
Failure to secure <b>tenants/assumed rental rates</b> for space at Green Street and released space at Wyre Forest House	M	L	G	The estimates include sensitivity testing of occupancy levels and moderately optimistic assessment of rental levels
Failure to secure planning permission	M	L	G	Initial planning advice has not indicated any difficulties with the scheme although in a project of this nature there is a need to involve a range of statutory consultees
Failure to realise service efficiency/commercial growth assumptions	M	L	G	Officers have made reasonable assumptions based on the proposal in terms of cost savings and increased commercial growth, these will be monitored as the project progresses
Initial public response to the transfer of customer service centre from Town Hall to Green Street and/or of staff from Wyre Forest House to Green Street	M	L	G	This will be mitigated by early notice of the change and a comprehensive programme of external communications to tell the positive story about why the changes are being made
Continued delivery of operational services from the Depot site whilst the works are progressed, potential for service disruption	M	L	G	The detailed project plan, including the Risk Register and detailed Implementation actions will take ongoing service delivery into account. This will be devised and managed in close liaison with operational service managers
Economic conditions decline	M	M	A	Evidence suggests that there is sufficient demand for this type of units/office space. Interest rate rises, costs of borrowing – the market will be monitored and loans staggered to mitigate this risk.

## **9. CONCLUSION**

- 9.1 The Cabinet is invited to discuss the investment proposals for Green Street and the recommendations set out in section 2 above, including the transfer of the customer service centre.

## **10. CONSULTEES**

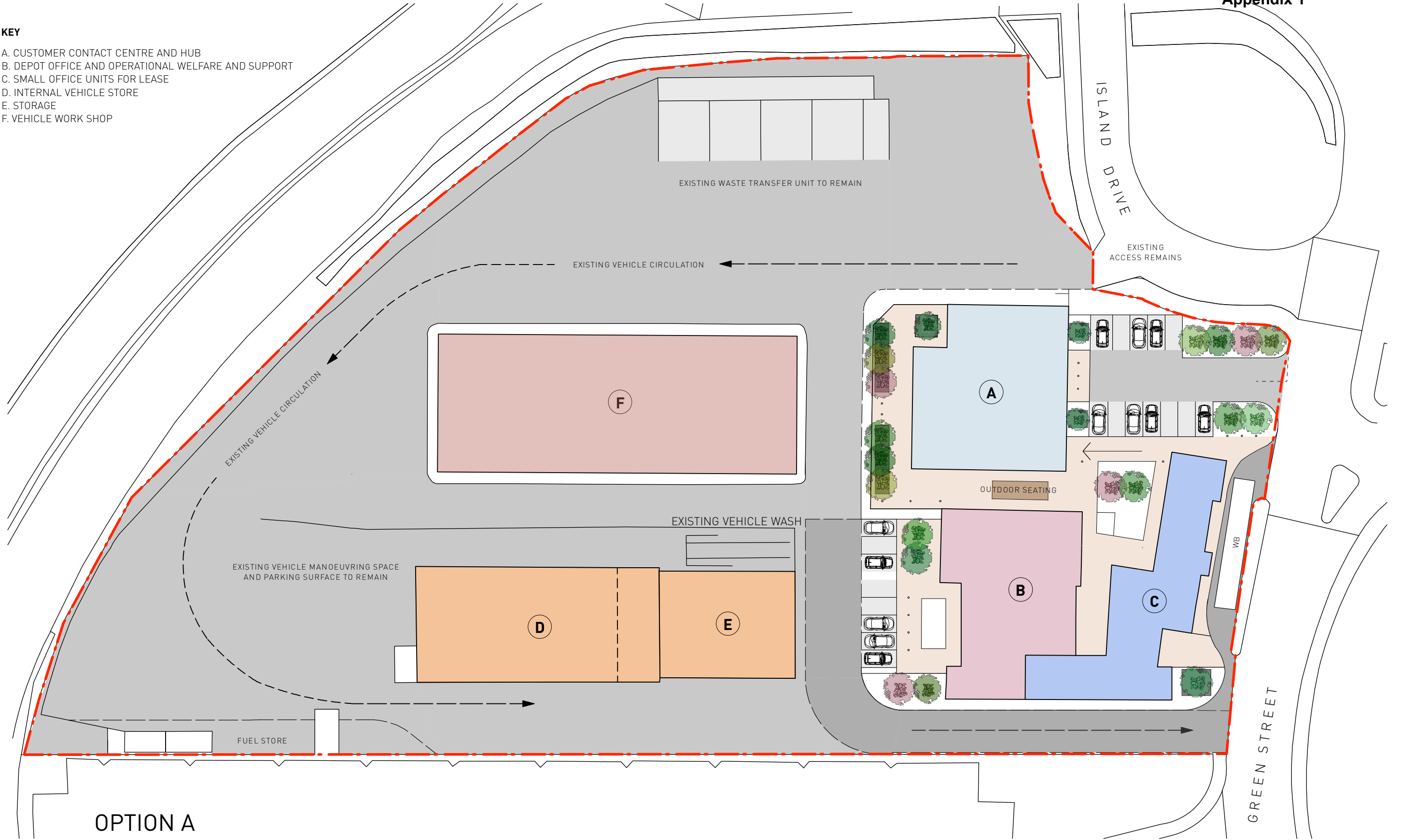
- 10.1 Cabinet  
10.2 Corporate Leadership Team  
10.3 Overview and Scrutiny Committee

## **11. BACKGROUND PAPERS**

- 11.1 Exempt report to Cabinet, 8 March 2016, Green Street Depot Project

KEY

- A. CUSTOMER CONTACT CENTRE AND HUB
- B. DEPOT OFFICE AND OPERATIONAL WELFARE AND SUPPORT
- C. SMALL OFFICE UNITS FOR LEASE
- D. INTERNAL VEHICLE STORE
- E. STORAGE
- F. VEHICLE WORK SHOP



OPTION A

SUMMARY.

Carpenters store (A) converted to customer contact centre and Hub. Listed store (B) converted into depot offices and new welfare facilities. Existing Council offices on Green Street (C) refurbished to create small units to let. Waste transfer and depot buildings remain as existing. Landscape and public realm improvements to Green Street frontage.

revision description

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client

WYRE FOREST DISTRICT COUNCIL

project

GREEN STREET DEPOT

71

created by

JW

checked by

MJC

date created

16/08/17

status

FEASIBILITY

scale

1:500@A3

drawing title

PROPOSED SITE PLAN OP-A

drg no.

1704-SK200

rev

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KEY

- A. CUSTOMER CONTACT CENTRE AND HUB
- B. DEPOT OFFICE AND OPERATIONAL WELFARE AND SUPPORT
- C. BLOCK C DEMOLISHED
- D&E. REFURBISHED WORKSHOP UNITS FOR RENT AND LEASE
- F. VEHICLE WORK SHOP



OPTION B

SUMMARY

Waste transfer & depot yard replanned and resurfaced to separate access to blocks A, B and D from operational traffic. Turning head and two way access from Island Drive created for operational traffic. Units D and E converted to provide small workshop units. Dedicated parking for hub and office buildings created. Block C demolished to create two way northern access, which preserves the potential for later comprehensive regeneration of the rear of the site.

revision description

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PROPOSED SITE PLAN OP-B

drg no.

1704-SK201

rev

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KEY

- A. CUSTOMER CONTACT CENTRE AND HUB
- B. DEPOT OFFICE AND OPERATIONAL WELFARE AND SUPPORT
- C. NEW 2 STOREY OFFICE UNIT FOR LEASE
- D. RETROFIT OFFICES UTILISING EXISTING PORTAL FRAMES WITH NEW FABRIC
- E. VEHICLE WORK SHOP



OPTION C

SUMMARY  
Waste transfer & depot yard replanned and resurfaced to separate access to blocks A, B, C and D from operational traffic. Turning head created for operational traffic. Two way access from Island Drive created for operational traffic. Units D and E converted to provide retrofit office units. Dedicated parking for hub and office buildings created. Block 'C' rebuilt to create modern 2 storey office units for lease and potential 2 way northern access, which preserves the potential for later comprehensive regeneration of the rear of the site.

revision description

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client

WYRE FOREST DISTRICT COUNCIL

project

GREEN STREET DEPOT

73

created by

JW

checked by

MJC

date created

16/08/17

status

FEASIBILITY

scale

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drawing title

PROPOSED SITE PLAN OP-C

drg no.

1704-SK202

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### Full Tender Evaluation Criteria

- Following the Initial Tender compliance check and acceptability evaluation, those bidders that progress to the full evaluation of their tender shall have their tenders evaluated against the following:

- Cost (Contract Sum Analysis)– 60% of total marks**

- The bidder that submits the lowest acceptable compliant tendered sum will receive 60% of the total marks (60 out of 100). Thereafter, other bidders acceptable compliant tender sum will receive a percentage of the total marks available for cost, dependant on how much more expensive their compliant sum is. A working example is set out in the following table:

		A	B	C
		Tender Sum	Calculation	% marks apportioned (Max 60%)
1	Bidder A	£3,000,000	$(A1/A1) \times 60$	60.00
2	Bidder B	£3,200,000	$(A1/A2) \times 60$	56.25
3	Bidder C	£3,350,000	$(A1/A3) \times 60$	53.73

- Quality – 40% of total marks.**

- Tender returns shall be subject to the following questions:

Q. No.	Question	Weighting	Max Score for question
1	<b>Design Management</b>		
	<i><b>It is essential that the successful contractor can demonstrate their ability to manage the design development during the entire construction period resulting in an outstanding completed building.</b></i>		
a	Explain in detail how you will manage the design process throughout the construction period, including processes, methodology, interaction with novated design team, interaction with client team and obtaining approvals.	25	10
b	The critical part of any building is the final stages ensuring design intent is executed in the finished project. Please demonstrate how the critical period will be managed to ensure	20	10

**Agenda Item No. 10.1**  
**Appendix 2**

	continuity of staff. Please include the key members of your project team who will be involved in the project design from start to building completion.		
c	Outline your process for gaining approval of samples, including a list of all typical samples you will provide on this project.	2.5	10
<b>2</b>	<b>Site and Programme Management</b>		
a	Provide a detailed procurement and construction programme for completing the works in accordance with the employer's requirements.	20	10
b	Describe in detail how you will manage the construction site, making clear reference to the site constraints particular to this project. Identify any specific features of the site that you feel will need to be addressed during the construction period. Include within your answer details of; site set up, deliveries, health and safety, access etc	15	10
c	Detail how your project team and your ethos will maintain good relationships in a <b>live operational</b> environment and minimise disruption to the site functions and any adjoining neighbours and/or traffic.	10	10
<b>3</b>	<b>Social Value</b>		
a	Please provide documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce.	2.5	10
b	Please demonstrate how you would provide opportunities to local business, SME's and local suppliers in the course of this project.	2.5	10
<b>4</b>	<b>Managing the Supply chain</b>		
a	How will your organisation ensure that open, transparent and non-discriminatory procurement opportunities are made available for services goods and works opportunities on this project, and that you have a robust contract management and reporting system in place.	2.5	10
<b>TOTAL</b>		<b>100</b>	<b>1,000</b>

4. The following matrix illustrates how response to questions will be assessed. The scores for each question will be used to calculate a percentage weighting based on the percentage weightings listed below:

<b>Performance</b>	<b>Judgement</b>	<b>Score</b>
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above Expectations	Good	7
Slightly exceeds expectations	Fair	6
Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

5. For example, a response scoring 10 (highest score available) for question 1a, weighted by 25 shall score 250 marks for that question this divided by 10 will give a top score of 25 for 1a. The weighted score for each question will be totalled to give an overall quality score.
6. A bidder that scores 0 or 1 prior to question weighting on critical questions 1a, 1b, and 2a will be disqualified from any further evaluation and omitted from the tender process. The bidder's score shall be multiplied by the relevant question weighting.

### **The Preferred Bidder**

7. Following Final Tender evaluation, the Preferred Bidder shall be the organisation that:
- Submits a compliant tender in line with the Invitation to Tender Requirements.
  - Has submitted the most economically advantageous tender in regards to the published evaluation criteria detailed above.

**WYRE FOREST DISTRICT COUNCIL**

**Cabinet  
Tuesday 14<sup>th</sup> November 2017**

**Overview and Scrutiny Committee  
Thursday 2<sup>nd</sup> November 2017**

**Depot 2020 Masterplan – Improve and Invest**

The Committee considered the proposals for further investment in the site of the Council's operational depot at Green Street with the objective of improving and investing in the asset to increase functionality and sustainability.

The proposals for the site include relocation of the Council's customer services centre from the Town Hall to Green Street. Overall, the proposals provide a worthwhile positive financial contribution to the Council, which is estimated at £42,000 in a full year.

**Recommend to Cabinet:**

**Option B be taken forward for investing in and improving the Green Street site.**

**Background papers:**

Report to the Overview and Scrutiny Committee, Thursday 2<sup>nd</sup> November 2017

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>