

Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 13th June 2019
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor M J Hart
Vice-Chairman: Councillor S J Chambers

Councillor N J Desmond
Councillor S Griffiths
Councillor M Rayner
Councillor D R Sheppard

Councillor C E E Edginton-White
Councillor T L Onslow
Councillor S E N Rook
Councillor A Totty

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

Information for Members of the Public:

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

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

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

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

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

Please see the Members' Code of Conduct as set out in Section 14 of the Council's constitution for full details.

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

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

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

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

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their committee in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

For Further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 13th June 2019

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 7 th March 2019 and the minutes of the Overview and Scrutiny Sub-Committee held on 30 th April 2019.	6
5.	How Are We Doing? Performance Update To consider a report from the Business Improvement Officer which updates Members on the performance of the Council for Quarter 4 (from 1 st January to 31 st March 2019).	12
6.	Wyre Forest District Local Plan: Revised Local Development Scheme (Project Plan 2019-21) To consider a report from the Spatial Planning Manager which seeks agreement to a revised Local Development Scheme (Project Plan 2019-2021).	32
7.	Tracking Recommendations 2018/2019 To note the recommendations that were made during the 2018/2019 municipal year.	56

8.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 26 th March 2019 and the meeting of the Cabinet Sub-Committee held on 1 st May 2019.	72
9.	Work Programme To review the work programme for the current municipal year with regard to the Corporate Plan Priority, Annual Priorities and the Forward Plan.	74
10.	Press Involvement To consider any future items for scrutiny that might require publicity.	
11.	To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
12.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

13.	To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 7TH MARCH 2019 (6PM)

Present:

Councillors: H E Dyke (Chairman), M Rayner (Vice-Chairman), N Harris, K Henderson, N Knowles, D Little, S Miah, H S Williams and S J Williams.

Observers

Councillors: M J Hart and F M Oborski MBE.

OS.81 Apologies for Absence

There were no apologies for absence.

OS.82 Appointment of Substitutes

No substitutes were appointed.

OS.83 Declarations of Interests by Members

No declarations of interest were made.

OS.84 Minutes

Decision: The minutes of the meeting held on 7th February 2019 be confirmed as a correct record and signed by the Chairman.

Councillor M Hart entered the meeting at this point (6:02pm).

OS.85 Recommissioning the Home Improvement Agency

The Committee considered a report from the Head of Strategic Growth which outlined the recommissioning of the Home Improvement Agency, which is the organisation that delivers the Disabled Facilities Grants and other related services on behalf of the Council. She talked Members through the report, highlighting areas for further information, and clarified that the name of the Home Improvement Agency was Worcestershire Care and Repair (WCR).

Members of the Committee expressed their support for the recommissioning having had experience of the agency whilst supporting their own constituents, but raised concerns about the possible Public Health revenue cuts to the service. The Head of Strategic Growth informed Members that she would circulate exact funding details for their information.

Councillor Rayner asked about the potential money that this service had saved the Health Service and the number of people that had been able to stay living in their own home rather than enter a care facility. The Head of Strategic Growth told Members that the accepted formula was for every £1 spent it saves £4 from the NHS budget. She said she would circulate to Members the 2017/18 data in more detail but highlighted that 257 residents were able to stay in their own homes, 553 households were saved an unplanned hospital admission and 321 households were able to be discharged from hospital in a timely manner.

Agreed: Recommend to Cabinet that:

1. Approval is given to recommission the Home Improvement Agency.

Councillor M Hart left the meeting at this point (6:20pm) and returned at 6:21pm.

OS.86

Annual Review of the North Worcestershire Community Safety Partnership 2018/19

The Committee considered a report from the Community Safety & Partnerships Officer which provided an update on the priorities, performance, successes and challenges in relation to the North Worcestershire Community Safety Partnership (NWCSP) during 2018/19.

The Community Safety & Partnerships Officer led Members through the report highlighting aspects for their information and reminding Members of the agreed priorities and funding of the NWCSP. She updated Members on some of the key community safety projects that were delivered in 2018/19 and their results as well as giving details of work in development.

Members asked questions about current knife crime figures in Wyre Forest, Community Support Officer numbers in Kidderminster, the Blue Light initiative, speeding vehicle figures and the Street Angels scheme that is in development.

The Community Safety & Partnerships Officer confirmed that information on PACT meetings was not included in the report as PACT is not a NWCSP initiative. Councillor Dyke informed Members that a letter was due to go out to PACT Chairman following the recent scrutiny panel review.

Members discussed the figures included at appendix 2 of the report and voted 6 to 3 in favour of agreeing it was premature to say that recorded crime in 2018/19 was decreasing compared to the previous year.

Councillor Oborski praised the Community Ambassadors and the Young Citizenship Celebration event and said she hoped the Youth Detached Team would continue after the pilot.

Agreed:

1. That progress by the North Worcestershire Community Safety Partnership and the Safer Wyre Forest Operational Group be noted.

- 2. Members communicate the successful work of the North Worcestershire Community Safety Partnership and the Safer Wyre Forest Operational Group.**
- 3. Members note the partnership activity engaged in tackling the North Worcestershire Community Safety Partnership priorities in Wyre Forest.**

OS.87 Recommendations from the Civil Enforcement Review Panel

The Committee received the recommendations from the Civil Enforcement Review Panel which was established to undertake a review of Civil Enforcement issues including on and off street parking, litter, fly tipping, dog fouling and use of Public Spaces Protection Orders (PSPO's).

Councillor Miah led Members through the report and recapped the aims of the review panel and highlighted the work that had been undertaken. He mentioned that members from all areas of Wyre Forest had the same issues in their areas and thanked Sharon Clifford-Smith and Rob Beeston for taking time to educate the panel.

Councillor Dyke commented that she had seen social media posts from the Communications team about fly tipping and was pleased to see this medium was being used to engage with the public on this issue.

It was clarified that several issues were raised during the process that included landlords and registered social landlords and it was felt these issues were significant enough to require an in depth piece of work and this should be considered after the May elections in order to give the subject the attention it deserved.

Councillor Williams asked why the panel had only considered contacting Town Councils about the possibility of funding a Civil Enforcement Officer for there areas and suggested the Parish Councils also be contacted. Councillor M Hart congratulated the panel for the recommendations and agreed that Parish Councils could also be contacted about funding an Enforcement Officer and some may take the opportunity to share a post between them.

Each recommendation within the report was considered individually by the Committee. Amendments and additions as agreed were made.

Agreed:

- To ask all Town and Parish Councils in Wyre Forest to investigate the possibility of funding a Civil Enforcement Officer to work specifically in their area. The Officer would be funded by the Town/Parish Council and employed by Wyre Forest District Council with a Service Level Agreement in place. Each Town/Parish Council would be able to decide the work priorities for the Officer in their area.
- To request a meeting with the Chief Constable and the West Mercia Police and Crime Commissioner to discuss issues around street parking and current policy.

Agenda Item No. 4

- To ask that a communications plan is produced and implemented to raise residents awareness of all aspects of environmental enforcement. This would include fly tipping, littering, nuisance parking and PSPO's for dog controls and street drinking. Promotion of the suitable disposal of green waste and informing people who use illegal waste carriers that they are responsible if the carrier does not dispose of their waste correctly.
- To suggest that, following the May 2019 elections, the Overview and Scrutiny Committee may wish to consider establishing a review panel to investigate the issue of anti social behaviour in Wyre Forest and the response by private and registered social landlords. This was considered an important action as the review panel was only able to consider anti social behaviour within the Councils remit within the Civil Enforcement Review Panel, and members are aware that this is a much larger problem across the district.

Feedback from Cabinet

OS.88

Agreed: The content of the Cabinet decision list following consideration of the recommendations from its meeting on Tuesday 12th February 2019 be noted.

Work Programme

OS.89

The Chairman thanked the Committee for their work over the municipal year. She advised that as there were no outstanding items on the work programme the need for the next meeting scheduled for April, would be reviewed.

Agreed: The work programme be noted.

Press Involvement

OS.90

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

There being no further business, the meeting ended at 7:16pm.

WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY SUB-COMMITTEE

**KIDDERMINSTER ROOM, WYRE FOREST HOUSE, FINEPOINT WAY,
KIDDERMINSTER**

TUESDAY, 30TH APRIL 2019 (4PM)

Present:

Councillors: H E Dyke (Chairman), N Knowles, D Little, H S Williams and S J Williams.

Observers

There were no members present as observers.

OSSC.11 Apologies for Absence

There were no apologies for absence.

OSSC.12 Appointment of Substitutes

No substitutes were appointed

OSSC.13 Declarations of Interests by Members

No declarations of interest were made.

OSSC.14 Exempt Information

Decision: Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of “Exempt Information” as defined in paragraphs 2, 6 and 7 of Part I of Schedule 12A of the Act.

OSSC.15 Investment Proposal

The Sub-Committee considered a confidential report which set out a proposed investment using the Council’s Capital Portfolio Fund.

The Corporate Director: Economic Prosperity & Place presented the report. He gave a comprehensive and thorough explanation of the proposed transaction and the consideration of key matters consistent with the Council’s Capital Strategy and the Government Statutory Guidelines for Local Authority Investments, covering the background to the investment opportunity including its location, condition, valuation and tenancy details.

Having outlined the justification for the investment and highlighted the potential risks, he confirmed that the proposal was in line with the Council’s adopted Capital

Agenda Item No. 4

Portfolio Fund Strategy. He said that the proposed acquisition would further diversify the Council's property portfolio and was in line with the Council's intention to support economic regeneration.

The Financial Services Manager gave an explanation of the financial implications of the transaction. The Corporate Director: Resources highlighted the risk analysis as set out in the confidential report. She assured Members that whilst the authority could not mitigate against all risks associated with investment opportunities, Officers were very prudent with the financial planning of the business cases.

Members fully scrutinised the report. They were assured that all due diligence had been undertaken. The proposal was moved and seconded and upon a show of hands the vote was carried unanimously.

Decision: Recommend to Cabinet that:

The proposed acquisition should proceed.

There being no further business, the meeting ended at 4.35pm.

Overview & Scrutiny Committee

Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer
Date: 13th June 2019
Open

How Are We Doing? Performance Update

1. Summary

- 1.1 To update Members on the performance of the Council for Quarter 4 (from 1st January 2019 to 31st March 2019).

2. Background

- 2.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of our Corporate Plan 2014-19.

- 2.2 The Council has a number of processes in place to monitor our performance including:

- Corporate Plan Actions
- Corporate Risks and associated actions
- Leading Measures
- Lagging Measures

3. Progress

- 3.1 **Appendix 1** is the [exception report](#).
- 3.2 **Appendix 2** is a detailed report of performance against our purpose of [‘Planning’](#).
- 3.3 **Appendix 3** is a detailed report of performance against our purpose of [‘Housing’](#).
- 3.4 **Appendix 4** is the [Capital Projects](#) report.

4. Key Achievements/Issues

- 4.1 There are four actions featuring in the exception report:
- Help me make good financial and budgeting decisions – this action reports on continuous improvement and will carry forward into the 2019/20 programme of projects. This action is slightly under 100% complete as at 31st March 2019 due to the ongoing work to develop

reporting for the Commercial Activity Programme Board who considered a report on the 17th April 2019.

- Fraud work – this is an ongoing action and is slightly under 100% complete due to a report being considered by the Audit Committee in July. This action will continue to be monitored in the 2019/20 programme of projects.
- Universal credit – this action is slightly under 100% complete due to the phased roll out of Universal Credit. This action will continue to be monitored as part of the 2019/20 programme of projects.
- Stourport canal basins – as 25th April 2019 ‘financial viability of mixed use commercial and private rented residential very marginal. PSP reconsidering alternative residential accommodation as an alternative to private rented as this may be more financially advantageous. Proposed residential solution appears to be financially viable and is currently being worked up as a proposal for support by the Operations Board and ultimately the Partnership Board. Next Operations Board scheduled for 2nd May to discuss proposal further.’ This action will continue to be monitored as part of the 2019/20 programme of projects.

- 4.2 An additional action is now being reported as part of the Capital Projects report which is ‘Crown House/Kidderminster Western Gateway’.

5. Options

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

6. Consultation

- 6.1 Leader of the Council
- 6.2 Corporate Leadership Team

7. Related Decisions

- 7.1 None.

8. Relevant Council Policies/Strategies

- 8.1 Wyre Forest District Council Corporate Plan 2014 – 2019.

9. Implications

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

10. Equality Impact Needs Assessment

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

11. Wards affected

- 11.1 None.

12. Appendices

- 12.1 Appendix 1 – Exception report
- 12.2 Appendix 2 – Full ‘Planning’ report
- 12.3 Appendix 3 – Full ‘Housing’ report
- 12.4 Appendix 4 – Capital Projects report

13. Background Papers

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

Officer Contact Details:

Name:	Rhiannon Foxall
Title:	Business Improvement Officer
Contact Number:	Ext. 2786
Email:	rhiannon.foxall@wyreforestdc.gov.uk

Exception report for all purposes

Those actions that are approaching their due date or are overdue



Enabling others to do what they need to do

WFF 18/19 54

Help me make good financial and budgeting decisions

92%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2019	Corporate Leadership Team	<p>Cross cutting reporting A comprehensive report in the new format is being considered by the Commercial Activity Programme Board on the 17th April.</p> <p>Other related work Garage hive live and working well. Tablets have been made available to operatives although there are some issues with coverage.</p>	18-Apr-2019

WFF 18/19 65

Fraud Work

95%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2019	Cheryl Ellerton; Tracey Southall	Continuing updates on current issues, both on the Fraud Page on COLIN, articles in Wyred Weekly supported by prominent posters across Wyre Forest House and Green Street. Data sets have been provided to the Cabinet Office as part of the mandatory 2018~19 National Fraud Initiative data matching exercise for the prevention and detection of fraud to include, Payroll, Creditors, Housing	15-Apr-2019

Benefits, Council Tax Reduction {Local} Scheme and Licensing data. The outcome of matches with Wyre Forest District Council to other national data sets due for release and review end of January 2019. As at 1st February 2019, data matches have been released by the Cabinet Office for Housing Benefit Claimants and Council Tax Reduction Scheme Applicants to national and local data sets and these are currently under review by the Compliance Officers. The final data matches in respect of Trade Creditors and Payroll were released by the Cabinet Office March 2019 to be reviewed by Corporate Fraud. As part of the on-going raising awareness campaign an i-learn package is being prepared as part of the corporate training for colleagues. A formal report on the outcomes of the Nations Fraud Initiative and the counter fraud arrangements within the Council will be presented to the Audit Committee in July 2019.

Help me with my financial situation

WFF 18/19 78

Universal Credit

90%



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2019	Lucy Wright	Full service Universal Credit was rolled out in Wyre Forest in Nov 2018. The team are preparing for the changes and the Council has agreed amendments to the Council Tax Reduction Scheme with effect from April 2019. The impact on housing benefit overpayment and council tax recovery will continue to be monitored.	11-Feb-2019

Make good development happen

WFF 18/19 30

Stourport Canal Basins

50%



Due Date	Managed By	Latest Note	Latest Note Date
01-Apr-2019	Mike Parker	<p>Financial viability of mixed use commercial and private rented residential very marginal. PSP reconsidering alternative residential accommodation as an alternative to private rented as this may be more financially advantageous.</p> <p>Proposed residential solution appears to be financially viable and is currently being worked up as a proposal for support by the Operations Board and ultimately the Partnership Board.</p> <p>Next Operations Board scheduled for 2nd May to discuss proposal further.</p>	25-Apr-2019

MAKE GOOD DEVELOPMENT HAPPEN

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



Actions

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



WFF 19/20 16

Crown House/Kidderminster Western Gateway

90%



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2019	Mike Parker	Elford Demolition and Remediation now appointed to undertake demolition work. Awaiting initial on site meeting regarding programme of works.	25-Apr-2019

WFF 19/20 30

Stourport Canal Basins

50%



Due Date	Managed By	Latest Note	Latest Note Date
31-Oct-2020	Mike Parker	Next Operations Board scheduled for 2nd May to discuss proposal further.	25-Apr-2019

WFF 19/20 31

Lion Fields

25%

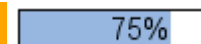


Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2020	Mike Parker	<p>Parcel 1: Cordwell still negotiating with cinema operator; Draft Heads of Terms agreed by cinema board with minor amendments which Cordwell currently finalising; with a view to cinema operator finalising at April Board meeting. Cordwell have approval from funding partner Peveril Securities. Revised Development Agreement with Council to finalise and negotiate update with County Council.</p> <p>Parcel 2: Intend to utilise Homes England Delivery Partner Panel to secure a development partner for the former magistrates' court. However, as the building is now Grade II listed it will narrow the field of interest. Also considering heritage funding opportunities.</p> <p>Parcel 4: February Cabinet agreed vision for remainder of Bromsgrove Street area. Submission to Future High Streets Fund for all of Lion Fields area successfully sent on 22nd March 2019. Outcome of bid not expected until early autumn 2019.</p> <p>Parcel 5: Works under way and continuing into</p>	02-Apr-2019

spring/summer 2019.

WFF 19/20 37

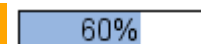
Review Local Development Framework including provision for significant housing growth



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2020	Mike Parker	Expect to report outcomes of pre submission consultation after May 2019 and to work towards agreeing final submission to Secretary of State in order for an Inspector to be appointed to undertake the Examination in Public.	04-Mar-2019

WFF 19/20 70

Investment in income generation through asset development



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2020	Mike Parker	Fourth acquisition of Riverside/Brinton House, Kidderminster now complete. Forest House, Kidderminster also complete. Acquisitions to date account for c. £13.25m. Fifth acquisition in Kidderminster to be considered early May.	25-Apr-2019

WFF 19/20 71

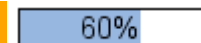
Delivery of Kidderminster Railway Station



Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2019	Mike Parker	Forecourt and ticket office works now underway. Revised expected completion date of December 2019.	02-Apr-2019

WFF 19/20 72

Delivery of Worcester Street, Kidderminster Public Realm Improvements



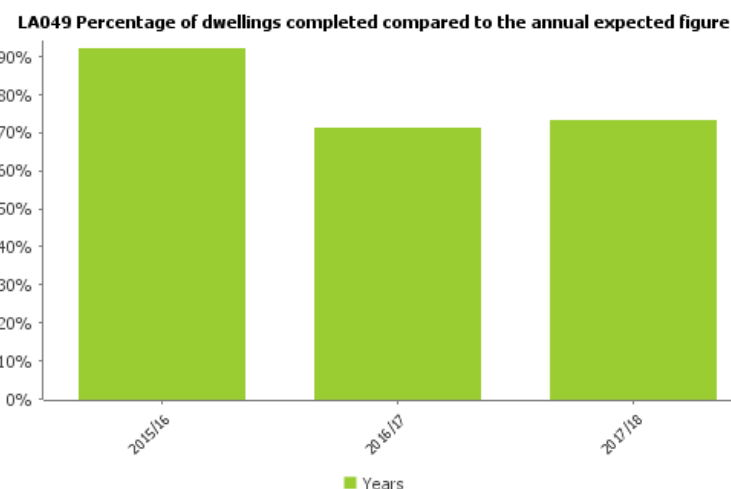
Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2019	Mike Parker	Works continuing in accordance with schedule.	25-Apr-2019

Measures

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

LA049 Percentage of dwellings completed compared to the annual expected figure

Aim to
Maximise



Current
Value

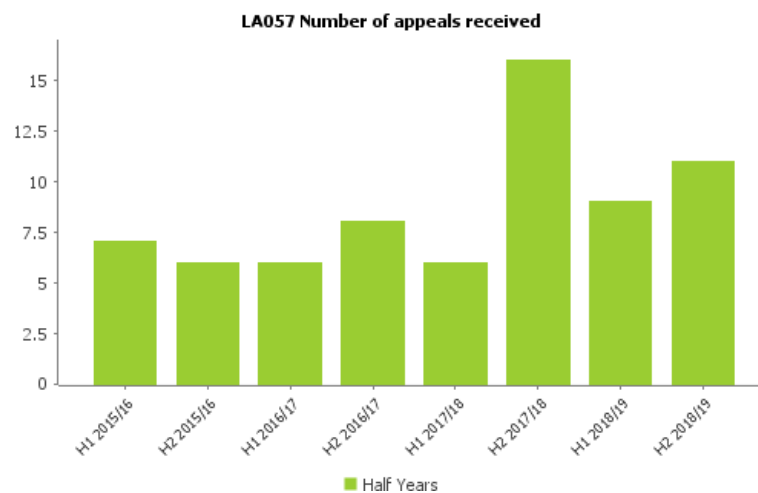
73%



Managed By Kate Bailey

LA057 Number of appeals received

Aim to
Minimise



Current
Value

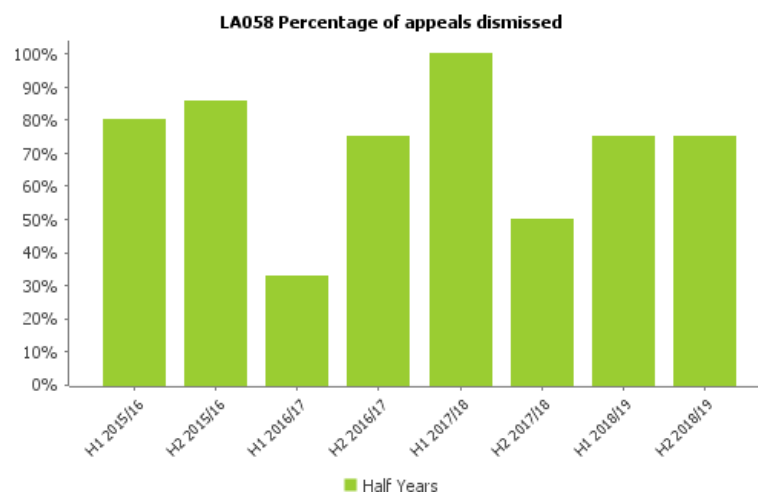
20



Managed By Paul Round

LA058 Percentage of appeals dismissed

Aim to
Maximise



Current
Value

75%

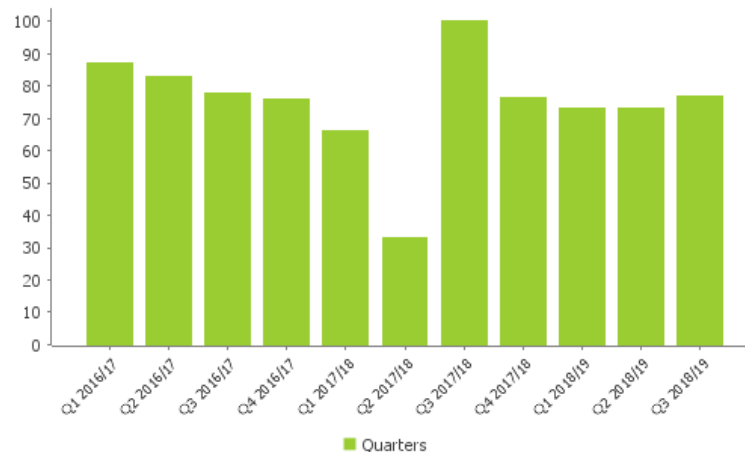


Managed By Paul Round

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

Aim to
Maximise

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



Current
Value

77

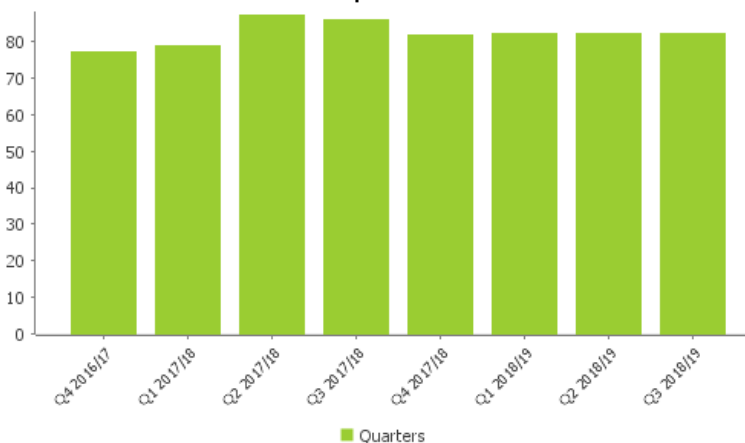


Managed By Paul Round

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

Aim to
Maximise

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



Current
Value

82

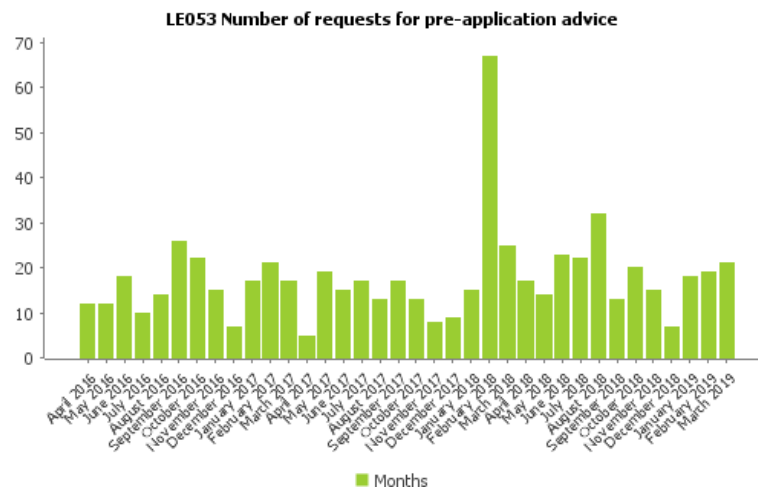


Managed By Paul Round

Agenda Item No. 5 Appendix 2

LE053 Number of requests for pre-application advice

Aim to
Maximise



Current
Value

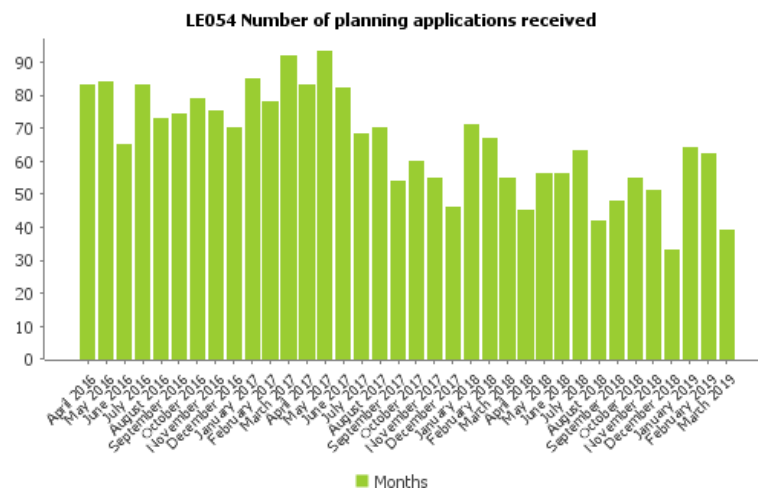
21



Managed By Paul Round

LE054 Number of planning applications received

Aim to
Maximise



Current
Value

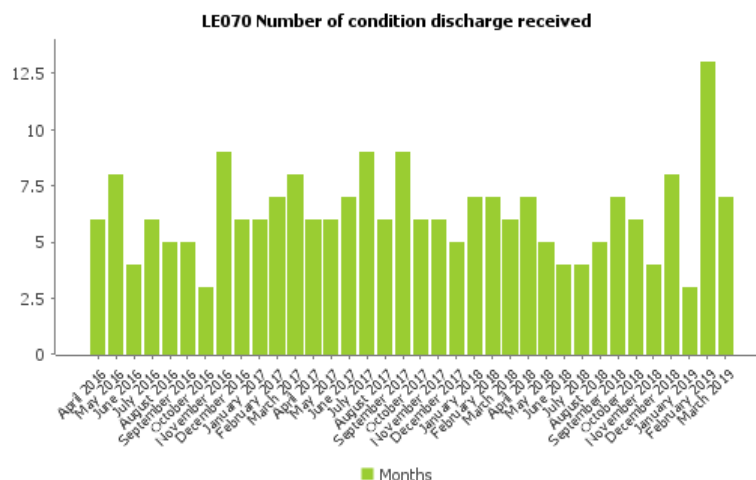
39



Managed By Paul Round

LE070 Number of condition discharge received

Aim to
Maximise



Current
Value

7



Managed By Paul Round

Cross cutting measures

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

LA034 Area of new commercial floor space completed through development

LA039 Number of affordable new homes completed

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

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

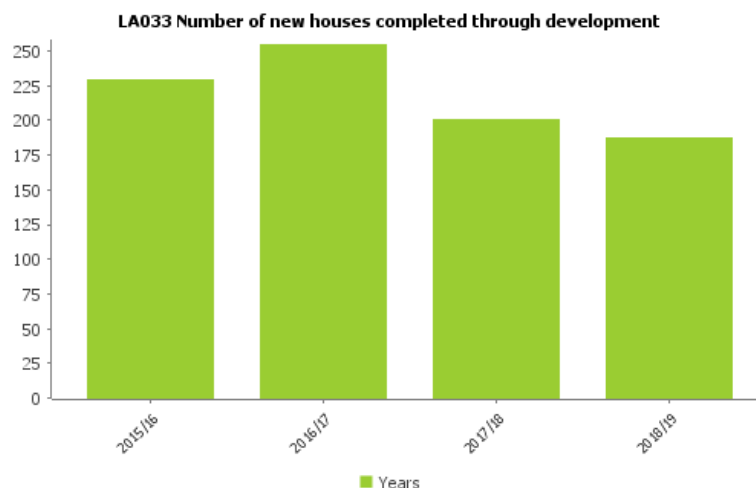


Measures

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

LA033 Number of new houses completed through development

Aim to
Maximise



Current
Value

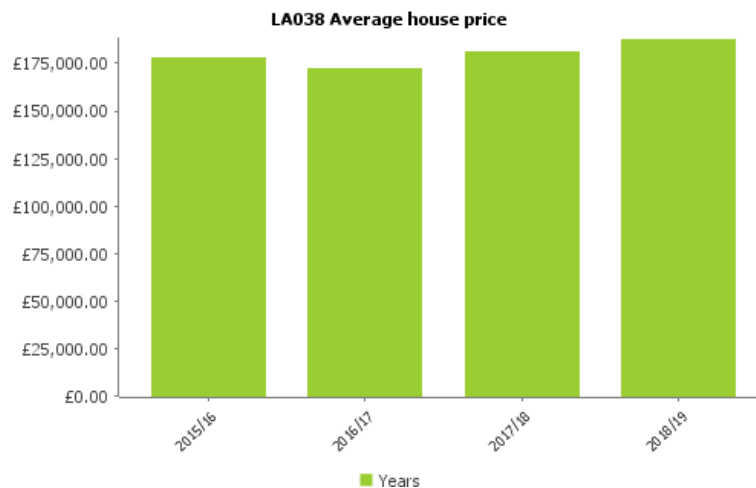
187



Managed By Kate Bailey

LA038 Average house price

Goldilocks



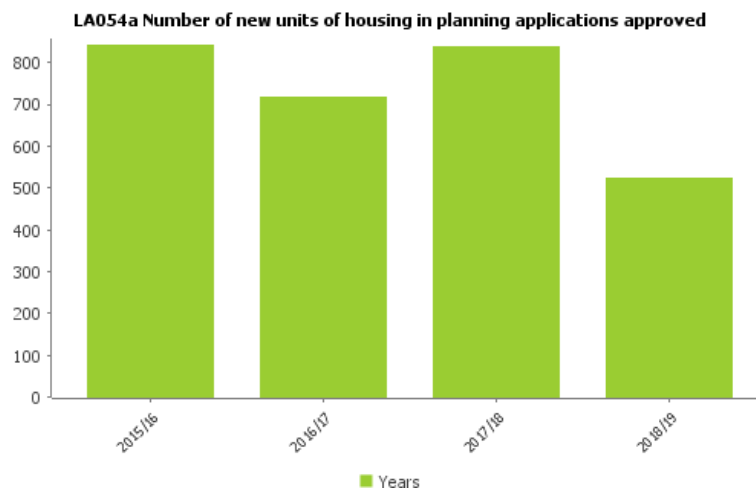
Current Value £187,587.58



Managed By Kate Bailey

LA054a Number of new units of housing in planning applications approved

Aim to Maximise



Current Value 523

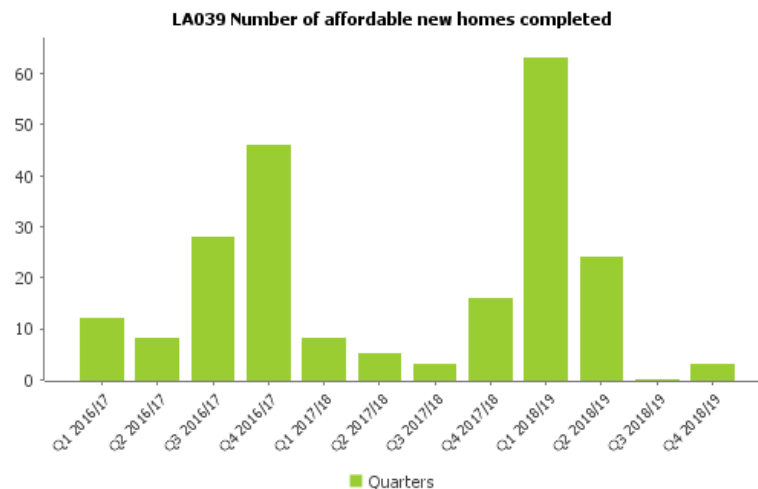


Managed By Kate Bailey

Agenda Item No. 5 Appendix 3

LA039 Number of affordable new homes completed

Aim to
Maximise



Current
Value

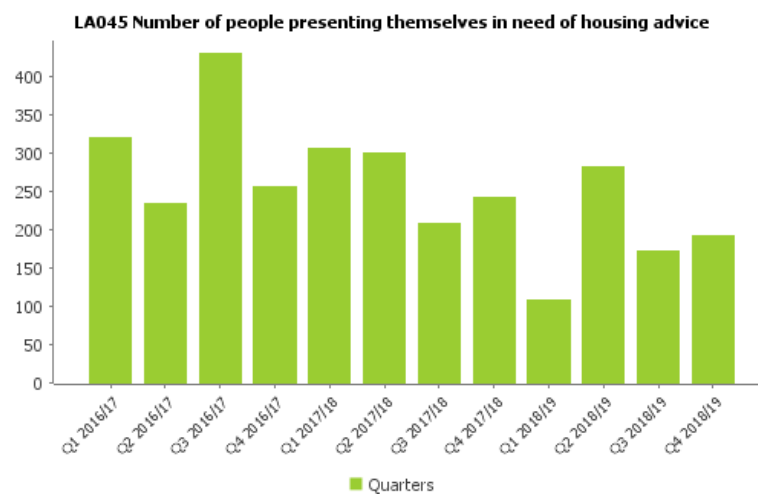
3



Managed By Kate Bailey

LA045 Number of people presenting themselves in need of housing advice

Aim to
Maximise



Current
Value

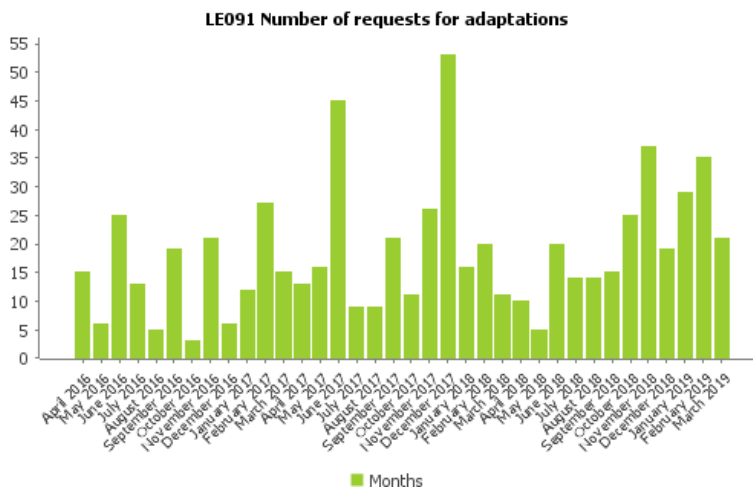
192



Managed By Kate Bailey

LE091 Number of requests for adaptations

Goldilocks



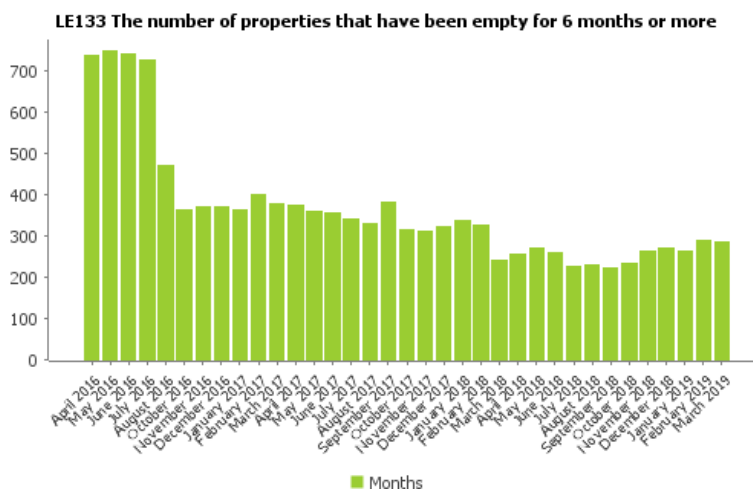
Current Value 21



Managed By Kate Bailey

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

Aim to Minimise



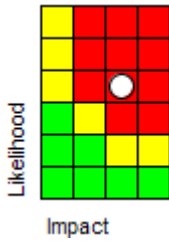
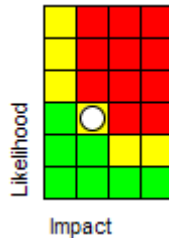
Current Value 287



Managed By Kate Bailey;
Mike Parker

Risks

The below risk(s) has been identified as part of our Corporate Risk Register. All of the actions and measures detailed in this report aim to mitigate this risk(s) as well as drive forward our purpose of 'help me to have access to a good quality and affordable home'.

CORPRISK03	<p>Unable to deliver good quality, affordable homes. The need for good quality, decent and affordable homes in the district is increasing but supply relative to demand is decreasing. The emerging national position regarding changes in the National Planning Policy Framework the Voluntary Right to Buy pilot in the West Midlands.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p>  
CORPRISK03	<p>Unable to deliver good quality, affordable homes. The need for good quality, decent and affordable homes in the district is increasing but supply relative to demand is decreasing. The emerging national position regarding changes in the National Planning Policy Framework the Voluntary Right to Buy pilot in the West Midlands.</p>	<p>Current Risk Matrix</p> 		<p>Target Risk Matrix</p>  

Capital Projects

This report details the progress of all of our capital projects



WFF 19/20 16	Crown House/Kidderminster Western Gateway	<div><div></div></div> 90%	
Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2019	Mike Parker	Elford Demolition and Remediation now appointed to undertake demolition work. Awaiting initial on site meeting regarding programme of works.	25-Apr-2019
WFF 19/20 68	Green street depot 2020 improvement and investment plan	<div><div></div></div> 70%	
Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2020	Steve Brant; Linda Draycott	Completion date due for Summer 2019 all plans and arrangements for moves of staff from the Customer Service Centre are being made.	15-Apr-2019

Listed below are actions that will become capital projects in the future

WFF 19/20 31	Lion Fields
WFF 19/20 77	Churchfields



Overview & Scrutiny Committee

Briefing Paper

Report of: Helen Smith
Date: 13th June 2019
Open

Wyre Forest District Local Plan: Revised Local Development Scheme (Project Plan 2019-21)

1. Summary

- 1.1 The purpose of this report is to request Overview and Scrutiny to agree to a revised Local Development Scheme (Project Plan 2019 – 2021).

2. Background

- 2.1 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.

- 2.2 The LDS was last reviewed in June 2018; key drivers of change since then have been:

i) The publication of the National Planning Policy Framework (NPPF) in July 2018 and updated again in February 2019.

ii) The Local Plan Pre-Submission document and supporting evidence base studies were consulted on in November / December 2018. However, following receipt of responses to the consultation it was agreed with Worcestershire County Council that the transport evidence would benefit from further clarification and it has been necessary to update some of the technical evidence base documents for the emerging Local Plan since the public consultation including the transport modelling, a transport evidence base paper, the viability modelling and the Infrastructure Delivery Plan due to their interdependency.

iii) The finalisation of sites to be included in the Pre Submission document can only be completed when the technical evidence base studies are completed and are consistent with other evidence base documents. The key studies being updated are as follows:-

- Transport Modelling update – due to be completed in spring 2019.
- Transport Evidence Base Paper – due to be completed in spring 2019.
- Infrastructure Delivery Plan update – due to be completed in spring 2019.
- Viability Assessment update – due to be completed in spring 2019.

- 2.3 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.

3. Key Issues

- 3.1 The preparation of updated reports outlined at 2.2 iii above will mean that the Local Plan Pre-Submission public consultation will need to be re-opened to allow further comments to be made on the updated supporting evidence base documents which will include the updated transport modelling work and the Local Plan Pre-Submission document and this will give everyone, who may have missed the consultation in 2018, to give comments as well. In accordance with the new timeline outlined in this report it is expected that the revised documents for consultation will be presented to the July meeting of Cabinet for final sign off. All consultation responses received will be submitted to the Planning Inspectorate. This will also include all consultation responses previously submitted to the Council during the public consultation held in November/December 2018. A new consultation plan will be agreed as part of the July suite of documentation and will explain how the Council proposes to undertake the next round of consultation.
- 3.2 The timetable that is now proposed in Appendix 1 is revised to account for the delay that the re-opening of the consultation has now created. It will be important that there are no further delays to the timetable as this could have consequences to the plan period for the Local Plan, as the NPPF requires at least a 15 year plan period from the date of adoption.
- 3.3 The Revised Local Development Scheme 2019-21 is attached at Appendix 1 to this report. The early part of the plan would see public consultation re-opened on the pre-submission document taking place in September / October 2019. The pre-submission document would then be submitted to the Planning Inspectorate with a view to having an Examination in Public with the Planning Inspector in spring 2020 and plan adopted in late 2020, although the latter elements of the plan are subject to the Planning Inspectorates timetable.
- 3.4 The key proposed changes in this Revised LDS are in summary:
- Re-opening of the pre-submission consultation for a 6 week consultation in September and October 2019.
 - Full Council approval for the submission of the plan to the Secretary of State in February 2020.
 - Examination in Public throughout the summer of 2020 and adoption of the Local Plan by autumn 2020.
- 3.5 The revised timetable anticipates the adoption of the Local Plan in the autumn of 2020, but this will depend on successful progress through the Examination in Public.
- 3.6 In this period until the new Plan is adopted there may still be a limited number of new sites for housing development coming forward which may impact on

ability of the Council to demonstrate a 5 year supply of housing sites and to meet the expectations of government to meet the Housing Delivery Test. It is considered that in order to mitigate this situation the Council will continue to use pre-application advice that demonstrates to Developers that the District should not be regarded as a 'free for all' and that sites should only come forward in accordance with the development hierarchy as set out in the Adopted Core Strategy.

4. Conclusion

- 4.1 It is important that the production of any Local Plan accords with the NPPF and other current guidance. Given the requirement for further clarification in the Transport Modelling work, it is necessary to undertake this work again to ensure the transport modelling work is robust and credible for the purposes of the Local Plan examination. It is therefore necessary to revisit the Local Development Scheme Project Plan to ensure that the emerging Local Plan fully considers the updated Transport Modelling work and associated evidence base study updates.
- 4.2 The proposed revised Project Plan is attached at Appendix 1 and provides a realistic programme for reviewing the Local Plan and re-opening the Pre-Submission consultation.

5. Options

- 5.1 The Overview and Scrutiny Committee is asked to recommend to Cabinet that:

5.1.1. The proposed revised Local Development Scheme Project Plan 2019 – 2021 as set out in Appendix 1 is approved or

5.1.2. Put forward alternative or additional proposal to recommend to Cabinet.

6. Consultation

- 6.1 Consultation on the Local Development Scheme has been undertaken with CLT.

7. Related Decisions

- 7.1 Not applicable.

8. Relevant Council Policies/Strategies

- 8.1 Not applicable.

9. Implications

- 9.1 Resources: Any financial implications that arise as a consequence of this decision will be met from existing budgets.

- 9.2 Equalities: Not applicable
- 9.3 Partnership working: Not applicable.
- 9.4 Human Rights: Not applicable.
- 9.5 E-Government: Not applicable.
- 9.6 Transformation: Not applicable.

10. Wards affected

- 10.1 All wards within the district are affected.

11. Appendices

- 11.1 Appendix 1 – Local Development Scheme Project Plan 2019 – 2020.

12. Background Papers

- 12.1 Local Development Scheme 2018 – 2020.

Officer Contact Details:

Name: Helen Smith

Title: Spatial Planning Manager

Contact Number: 01562 732195

Wyre Forest District

DEVELOPMENT PLAN

REVISED PROJECT PLAN

(LOCAL DEVELOPMENT SCHEME)

2019-2021

June 2019

For more information contact:

Wyre Forest District Council
Planning Policy Section

Tel. 01562 732928

Email: planning.policy@wyreforestdc.gov.uk

Website: www.wyreforestdc.gov.uk



Wyre Forest District Council

JARGON GUIDE

AMR 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.

SPD Supplementary Planning Document

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

CONTENTS

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

APPENDICES

- A) Local Plan Timetable
- B) Neighbourhood Plans
- C) Profiles and Milestones

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 2021.

1.2 Since the previous version of this document was published in June 2018 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 Plan Review.
- Paragraph 5.1 – 5.2 – District wide Local Plan.
- Appendix A – REVISED Programme for the preparation of the Local Plan.

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 27th 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 revised National Planning Policy Framework (NPPF) and associated guidance, updating of the evidence base and the production of the District's new Local Plan.
- 1.7 Since the last LDS Review, the Government has published the revised National Planning Policy Framework (NPPF) (latest version of revised NPPF published in February 2019).

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)
- Churchill and Blakedown Neighbourhood Plan (July 2017)

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 in 2012, 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

Document Title	Current Status	Brief Description	Relevant DPD
Wyre Forest Cycling Strategy	Adopted SPG (2002)	Proposed cycle route network & promotion of cycling	- Core Strategy - Site Allocations - KCAAP
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 the new Local Plan which will form the Development Plan and this is set out in more detail in Appendix A (Programme Management Timetable).

3.2 Since the last review of the Local Development Scheme in June 2018, the Council has made the following progress in meeting its milestones for the Local Plan Review:

- Consideration of all the consultation responses following the publication of the Local Plan “Preferred Options” document.
- Public consultation on the Local Plan Pre-Submission document and supporting evidence base studies.
- Revision of the evidence base including an update of the Transport Modelling, preparation of a Transport Evidence Paper, and a subsequent update to the Infrastructure Delivery Plan and Viability Assessment.

3.3 During 2019-21 we anticipate that our resources will be concentrated on:

- The re-opening of the public consultation for further comments on the Local Plan Pre-Submission document following the update to the evidence base studies.
- Consideration of the Pre-Submission consultation responses and preparation of submission documents to be submitted to Planning Inspectorate.
- Submission of Local Plan and supporting documents to Planning Inspectorate.
- Commencement of independent examination in public by the Planning Inspectorate.

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

5. LOCAL PLANS

2019 to 2021

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, has directly influenced the development of a Local Plan “Pre-submission document”.
- 5.2 The Local Plan Pre-Submission document was consulted on in November/December 2018. Further to responses received at the Pre Submission consultation stage it was agreed with Worcestershire County Council as Highway Authority that further refinement of the transport evidence would be beneficial which has subsequently required further amendment to the transport modelling and resulted in the production of a Transport Evidence Paper to support the Local Plan. The Infrastructure Delivery Plan (IDP) and the Viability Assessment are also being updated. Therefore, the public consultation for Local Plan Pre-Submission document and supporting evidence base studies will be re-opened for further comments to be made. All consultation responses received will be submitted to the Planning Inspector (including consultation responses received during consultation held in November/December 2018).

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 2019-21 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. 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 emerging Local Plan.

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:

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

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

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

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 has prepared a draft Neighbourhood Plan which went out to consultation during April and May 2018.

- 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 is the Qualifying Body and are in the early stages of preparing their Neighbourhood Plan.
- 8.8 The application for the designation of the Cookley and Caunsall neighbourhood plan area was approved by Cabinet on 19th September 2018. Wolverley and Cookley Parish Council is the Qualifying Body and is in the early stages of preparing their Neighbourhood Plan.

APPENDIX A – Programme for the preparation and review of Local Plan – June 2019

	2019										2020										2021													
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Local Plan Review					1		2	2				3	4	5	5	5	5	6	7															

Key milestones

No/Colour	Stage
1	Cabinet approval
2	Re-opening of Public Consultation (Regulation 19) for Local Plan Pre-submission Publication
3	Full Council approval for submission to Planning Inspectorate
4	Submission to Planning Inspectorate
5	Independent Examination by Planning Inspector
6	Receipt of Planning Inspector's Report
7	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"> • Chaddesley Corbett Parish • Churchhill and Blakedown Parish • Bewdley Parish • Upper Arley Parish • Cookley and Caunsall
Communities with a Published Draft Neighbourhood Plan	<ul style="list-style-type: none"> • Bewdley Parish (Pre-Submission draft version published April 2018)
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"> • Chaddesley Corbett Parish • Churchill and Blakedown Parish

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 IS BEING 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.

Overview & Scrutiny Committee Recommendation Tracking 2018/2019

Scrutiny Date	Recommendation	Cabinet Date	Decision	Action Taken
07/06/2018	Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2018 - 2020) 1.1 The proposed revised Local Development Scheme Project Plan 2018 – 2020 as set out in Appendix 1 of the report be adopted. 1.2 The proposed pre-application standing advice for housing as set out in Appendix 2 of the report be adopted.	12/06/2018 Agenda Item 8.1	In line with the recommendations from the Overview and Scrutiny Committee, 7th June 2018; 1.1 The proposed revised Local Development Scheme Project Plan 2018 – 2020 as set out in Appendix 1 of the report be adopted. 1.2 The proposed pre-application standing advice for housing as set out in Appendix 2 of the report be adopted.	The review of the Local Plan is ongoing following approval of the timetable and consultation on the preferred options undertaken. The pre-application standing advice has been implemented by Development Control.
05/07/2018	Council Tax Reduction Scheme Review 2019/20 To support the proposals to undertake a consultation with Major Preceptors and the public on proposed changes to the Council Tax Reduction Scheme from 1st April 2019	17/07/2018 Agenda Item 7.1	In line with the recommendations from the Overview and Scrutiny Committee, 5th July 2018. 1. To undertake a formal consultation with the Major Preceptors and the public on the proposed design of a revised scheme to take place for 10 weeks from 23rd July. 2. The results of the consultation will be presented to Overview and Scrutiny and Cabinet in November when it will consider any recommendations that will go to full Council in December.	The changes agreed have been implemented from 1st April 2019.
05/07/2018	The Environmental Offences (Fixed Penalties) (England) Regulations 2017	17/07/2018 Agenda Item 8.1	In line with the recommendations from the Overview and Scrutiny Committee, 5th July 2018.	Cabinet endorsed the new Fixed Penalty Charges on 17 July 2018.

	<p>The results of a review that suggests amendments to the penalty charging regime as outlined below. This will provide the Council with a more effective enforcement regime in the fight against environmental crime and anti social behaviour.</p> <ul style="list-style-type: none"> To establish a revised set of maximum penalty charges that will apply to relevant environmental offences within the District and being set within government parameters, as set out in the “proposed new penalty” column in the Appendix of the report. To establish a revised set of discounted penalty charges that will apply (pending early payment) to relevant environmental offences within the District and being set within government parameters, as set out in the “proposed new discounted penalty” column in the Appendix of the report. 		<ol style="list-style-type: none"> To establish a revised set of maximum penalty charges that will apply to relevant environmental offences within the District and being set within government parameters, as set out in the “proposed new penalty” column in the Appendix. To establish a revised set of discounted penalty charges that will apply (pending early payment) to relevant environmental offences within the District and being set within government parameters, as set out in the “proposed new discounted penalty” column in the Appendix. 	
05/07/2018	<p>Domestic Abuse Pledge “Make a Stand”</p> <ol style="list-style-type: none"> Sign up to the “Make a Stand” Domestic Abuse Pledge. Appoint the Cabinet Member for Housing, Health and Wellbeing as the pledge champion 	17/07/2018 Agenda Item 9.1	<p>In line with the recommendations from the Overview and Scrutiny Committee, 5th July 2018.</p> <ol style="list-style-type: none"> To sign up to the “Make a Stand” Domestic Abuse Pledge. For the Cabinet Member for Housing, Health and Wellbeing to be the champion for the Domestic Abuse pledge. 	<p>The pledge was signed and submitted. All aspects of the pledge have now been completed including the advice to residents which is on the Council’s website.</p>

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05/07/2018	Affordable Housing Review Panel – Conclusions and Recommendations <ol style="list-style-type: none">1. To continue to value the close working relationship with The Community Housing Group and Oakleaf Commercial Services as there are shared aims and visions and the opportunity to explore future joint ventures.2. To accept the offer of help from the Government appointed Help to Buy Agent Orbit to support future activities and events to raise awareness about shared ownership as a product and its availability in the district.3. That Cabinet gives serious consideration to the Councils role as a landowner and the use of Council owned sites for the delivery of Social Rent and Affordable Housing.4. That the affordable housing planning policy makes provision to cover sites that deliver in excess of the Local Plan threshold for affordable housing (currently 30%).5. As part of the Local Plan Review, officers in conjunction with the Viability Consultant continue to explore the potential of applying different affordable housing thresholds to different types of sites.6. Officers investigate the possibility of	17/07/2018 Agenda Item 9.2	The decisions from the Affordable Housing Review Panel be noted.	Actions 1,3,4 and 5 have been auctioned. Work around promoting shared ownership remains outstanding as the Help to Buy agent has held other events in the county which the team has promoted. We will continue to work with the agent to ensure information and promotion occurs in the District at appropriate events.
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	ensuring the full details of how the shared ownership scheme operates is made clear to people from the outset.			
05/07/2018	Lion Fields Future Phases Development Further work is commissioned as detailed in the report to the Overview and Scrutiny Committee.	17/07/2018 Agenda Item 10.1	In line with the recommendations from the Overview and Scrutiny Committee, 5 th July 2018. 1. To agree to the proposed approach to developing proposals for Parcel 4 of Lion Fields as set out at paragraph 4.23 with further technical work to be commissioned by the Corporate Director: Economic Prosperity & Place; 2. That a further report outlining a delivery strategy for Parcel 4 will be brought back to Cabinet by November 2018.	A Masterplanning and Feasibility report for Parcel 4 of Lion Fields was commissioned and the contents of this study were reported back to Overview & Scrutiny Committee in February 2019.
05/07/2018	South Kidderminster Enterprise Park: Revised Local Development Order, August 2018 The Local Development Order, as attached at Appendix 1 of the report, be adopted for a further 3 years.	17/07/2018 Agenda Item 10.2	In line with the recommendations from the Overview and Scrutiny Committee, 5 th July 2018. <ul style="list-style-type: none"> The revised Local Development Order for South Kidderminster Enterprise Park, as attached at Appendix One, is adopted for a period of three years from 13th August 2018. 	The revised Local Development Order was adopted on the 13 th August 2018 and will remain in place until 13 th August 2021.
05/07/2018	Acquisition of Land in Market Street, Kidderminster The Council makes a Compulsory Purchase Order ('CPO') to acquire 'The Order' land as detailed if the owner does not advance redevelopment of	17/07/2018 Agenda Item 10.4	In line with the recommendations from the Overview and Scrutiny Committee, 5 th July 2018. A. That if a planning application for the redevelopment of the former British Heart Foundation	No planning application was made within the period allowed and although a dialogue has been maintained with the owner who has indicated a desire to bring forward a redevelopment of the site, the

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	the site in a timely manner.		<p>land is not made within six months of the date of this report or if such an application is made, it is refused (and no appeal lodged) ; or</p> <p>B. if such a planning application is made and approved (either by the Council or on appeal) but development is not commenced on site within 12 months of the grant of the planning permission that:</p> <p>1.1 the Council makes a Compulsory Purchase Order ("CPO") under section 226(i) (a) of the Town and Country Planning Act 1990 and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 for the acquisition of the land and new rights within the areas shown edged on the attached Plan at Market Street, Kidderminster for the purpose of securing the redevelopment of the land</p> <p>1.2 the Corporate Director: Economic Prosperity and Place in consultation with the Solicitor to the Council be authorised to:</p> <p>1.2.1. Take all necessary steps to secure the making, confirmation and implementation of the</p>	<p>Council has now commenced the CPO procedure beginning with the Requisition for Information.</p>
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			<p>Compulsory Purchase Order, including the publication and service of all notices and the presentation of the Council's case at any Public Inquiry.</p> <p>1.2.2. Acquire interests in land and new rights within the Compulsory Purchase Order either by agreement or compulsorily.</p> <p>1.2.3. Approve agreements with land owners setting out the terms for the withdrawal of objections to the Order, including, where appropriate, seeking exclusion of land from the Order and/or making arrangements for relocation of occupiers.</p> <p>1.3 the Corporate Director: Economic Prosperity and Place in consultation with the Cabinet Member for Planning & Economic Regeneration be given delegated authority to determine the most appropriate method by which the site should be developed.</p>	
05/07/2018 Exempt	<p>Industrial Unit Investment Business Case</p> <p>The Council invests in the industrial unit from its Capital Portfolio Fund.</p>	17/07/2018 Exempt Agenda Item 13.2	<p>1.1 To delegate authority to the Corporate Director: Economic Prosperity & Place in consultation with the Corporate Director: Resources and Cabinet Member for Planning & Economic Regeneration to negotiate to agree to the purchase of the</p>	<p>Completion of purchase in February. Conversion works being finalised with a view to SPACE tenants moving over.</p> <p>Negotiation with landlord of existing SPACE unit underway in respect of dilapidations.</p>

			<p>property mentioned in the exempt report, converted for use as an Innovation Centre, on the terms set out in the report;</p> <p>1.2 Subject to 1.1 being agreed and the purchase concluded, to terminate the lease on another building named in the report at the date allowed for a break in the lease;</p> <p>1.3 That delegated authority is granted to the Director of Economic Prosperity & Place, in consultation with the Chief Financial Officer, Solicitor to the Council and Cabinet Member for Planning and Economic Regeneration to:</p> <p>(i) Ensure that all appropriate legal agreements are put in place in advance of the Council purchasing the property once the property is in a condition acceptable to the Council and to complete all necessary documentation to acquire the property.</p> <p>(ii) To appoint a contractor to carry out all work required as part of any agreed dilapidations arising as a consequence of terminating the lease of the other building or to agree a financial settlement with the Landlord in respect of such</p>	
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			works if this is more financially advantageous for the Council. 1.4 That delegated authority is granted to the Director of Economic Prosperity & Place, in consultation with the Solicitor to the Council and Cabinet Member for Planning and Economic Regeneration to enter into any necessary agreement with the party named in the report regarding the operation of the Innovation Centre.	
06/09/2018	Homelessness Strategy Refresh The draft Homelessness Strategy “Worcestershire Strategic Direction for Tackling Homelessness 2018 – 2021” be approved.	19/09/2018 Agenda Item 7.1	In line with the recommendations from the Overview and Scrutiny Committee, 6th September 2018; The new Homelessness Strategy “Worcestershire Strategic Direction for tackling Homelessness 2018 – 2021” be approved.	The strategy has been shared with the local Homelessness Forum who will work in partnership with the District and wider County to ensure actions are implemented.
06/09/2018	Annual Report on Treasury Management Service and Actual Prudential Indicators 2017-18 1. Approve the actual 2017-18 prudential and treasury indicators in the report. 2. Note the annual treasury management report for 2017-18.	26/09/2018 Council Agenda Item 12(a)	1. The actual 2017-18 prudential and treasury indicators in the report to the Overview and Scrutiny Committee be approved. 2. The annual treasury management report for 2017-18 be noted.	Treasury Management has been operated within approved policy with no breaches or issues for 2017-18. The revised policy for 2018-19 is now in operation and further reports on activity will be made to Members in line with the Committee timetable
06/09/2018	Cookley and Caunsall Neighbourhood Plan Area Designation The Neighbourhood Plan area	19/09/2018 Agenda Item 7.3	In line with the recommendations from the Overview and Scrutiny Committee, 6th September 2018;	Part of Wolverley and Cookley Parish that includes the areas of Cookley and Caunsall (as shown on the map in appendix 1 of the report)

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	designation be approved for the purposes of Neighbourhood Development Planning as shown on the map at Appendix 1 of the report.		Part of Wolverley and Cookley Parish that includes the areas of Cookley and Caunsall as shown on the map in appendix 1 of the report be designated as a Neighbourhood Area.	has now been designated as a Neighbourhood Area. The Parish Council has been informed.
06/09/2018	Asset Transfer of Spennells Changing Rooms and Adjacent Parcel of Public Open Space To transfer the changing rooms and adjacent parcel of open space to KD9 Scouts.	19/09/2018 Agenda Item 9.1	In line with the recommendations from the Overview and Scrutiny Committee, 6th September 2018; 1.1 The Cabinet decided in principle to transfer Spennells Changing Rooms and a parcel of land to the 9 th Kidderminster (Spennells) Scout Group for nil consideration. 1.2 Delegated authority be given to the Corporate Director for Community Well Being and Environment and the Solicitor to the Council, in consultation with the Leader and Cabinet Member for Operational Services, to advertise the proposed transfer of land as shown on the attached plan as required by section 123 of the Local Government Act 1972; to consider any objections made as a result of the advertisement; and to take the final decision on disposal in the event of objections.	The transfer of the changing rooms has not yet taken place as further work is required as a result of the designation of the land as a Local Nature Reserve. The changing rooms and adjacent parcel of open space are currently included in the designation of Spennells Valley Local Nature Reserve. This was an error made in the 1990s and we are taking steps to rectify it. This does not impact on the LNR. This must be done before the transfer can take place. The project group meets on a regular basis. A planning application has been made and was approved on 23 May 2019 and subject to the technicality being addressed the transfer will be progressed as agreed.

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<p>06/09/2018 Exempt Item</p>	<p>Depot 2020 Masterplan – Improve and Invest The proposed amendment to the capital programme to accommodate the gross capital costs associated with the overall project in light of the tenders received, which includes an additional risk contingency, be agreed.</p>	<p>19/09/2018 Exempt Agenda Item 12.1</p> <p>26/09/2018 Exempt Council Agenda Item 17</p>	<p>Amendment to Capital Programme Decision: In line with the recommendations from the Overview and Scrutiny Committee, 6th September 2018; Recommend to Council that: 1.1 The Capital Programme be amended to accommodate the gross additional estimated costs associated with the overall project in light of tenders received; 1.2 The amendment is that the gross capital cost of the project be increased as set out in para 4.4 of the exempt Cabinet report.</p> <p>Decision: 1.1 The Capital Programme be amended to accommodate the gross additional estimated costs associated with the overall project in light of tenders received; 1.2 The amendment is that the gross capital cost of the project be increased as set out in para 4.4 of the exempt Cabinet report.</p>	<p>Depot 2020 Improve and Invest project commenced 19 November 2018. Currently on week 27 of a 37 week programme. Completion and handover target date 2 August 2019.</p>
<p>04/10/2018</p>	<p>Wyre Forest Health and Wellbeing Plan Update 1.1 The following be included in the Plan: <ul style="list-style-type: none"> • More detailed information setting out specific direction and what has been achieved to be included in the </p>	<p>13/11/2018 Agenda Item 9.1 (a)</p>	<p>In line with the recommendations from the Overview and Scrutiny Committee: The Wyre Forest Health and Wellbeing Strategy and Health Action Plan 2018/21 as attached at Appendix 1 and 2 of the report to the Overview and</p>	<p>The Health Action Plan has been updated to include the recommendations and targets to enable more detailed information to be provided at future updates to O&S.</p>

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	<p>next update</p> <ul style="list-style-type: none"> • Dementia Friends refresher training to be made available. • Mental health awareness issues promoting initiatives specifically to help young people. • A childhood obesity initiative with a focus on encouraging healthier eating in children. <p>1.2 The Wyre Forest Health and Wellbeing Strategy and Health Action Plan 2018/21 as attached at Appendix 1 and 2 of the report, as amended, be approved.</p>		<p>Scrutiny Committee, as amended, be approved.</p>	<p>Dementia Friends training sessions are ongoing and details promoted through channels including Wyred In and the Member Info Bulletin.</p> <p>Mental Health is the current focus of the Health and Wellbeing Forum and work underway to better promote support available for young people. Young Persons Mental Health First Aid courses are available/ promoted. WFDC is working with Kidderminster College on the 2019 Volunteer Fairs, which includes promotion of the mental health benefits of volunteering.</p> <p>Actions to address childhood obesity include local promotion of Change 4 Life campaigns and a re-launch of the Healthy Start scheme.</p>
04/10/2018	<p>Climate Change Update</p> <p>1.1 The following be included in the Climate Change Action Plan 2018/19</p> <ul style="list-style-type: none"> • Greater publicity for Winter Warmth schemes that are offered to residents through WFDC to give reassurance that they are legitimate. • Provide information on air quality control criteria for wood burning stoves in the home. • Provide information about energy efficiency measures that can be 	13/11/2018 Agenda Item 9.1(b)	<p>In line with the recommendations from the Overview and Scrutiny Committee: The Climate Change Action Plan 2018/19 as attached at Appendix 2 of the report to the Overview and Scrutiny Committee, as amended, be approved.</p>	<p>Winter Warmth schemes offered through WFDC/ Warmer Worcestershire are all promoted through official WFDC channels including the website, social media, newsletters and at events.</p> <p>Information on biomass (inc. wood burning stoves) and energy efficiency measures (inc. conservation areas) is now available on the WFDC website.</p>

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	carried out in properties in Conservation Areas 1.2 The Climate Change Action Plan 2018/19 as attached at Appendix 2 of the report, as amended, be approved.			
25/10/2018	Wyre Forest District Local Plan: Pre-Submission Publication In line with the recommendations from the Local Plans Review Panel, the Overview and Scrutiny Committee commend the Pre-Submission Publication consultation document, the Preferred Options Consultation Responses, and the draft Consultation Plan to Cabinet for their approval.	30/10/2018 Agenda Item 3.1	In line with the recommendations from the Overview and Scrutiny Committee, 25th October 2018; a) The Local Plan Pre-Submission Publication documentation for public consultation (Regulation 19) be approved; and b) The Preferred Options Consultation Responses be approved.	The Local Plan Pre-Submission (Reg 19) consultation was held during November /December 2018. The Preferred Options consultation responses were made available on the Council website for public viewing during the Pre-Submission consultation.
01/11/2018	Council Tax Reduction Scheme Review 2019/20 The following points are incorporated into the Council Tax Reduction Scheme from 1st April 2019: a) Retention of the hardship fund, to ensure that people who face genuine difficulty in meeting their commitments can be assisted. This support is not available to people who have savings. b) The proposed changes outlined in paragraph 2.11 of the report to the Overview and Scrutiny Committee, be implemented.	13/11/2018 Agenda Item 7.1 12/12/2018 Council Agenda Item 11(c)	In line with the recommendations from the Overview and Scrutiny Committee: Recommend to Council that from 1st April 2019: The Council Tax Reduction Scheme is amended as outlined in paragraph 3.11 of the report to Cabinet. From 1st April 2019 the Council Tax Reduction Scheme be amended as outlined in paragraph 3.11 of the report to Cabinet.	The changes agreed have been implemented from 1 st April 2019
01/11/2018	Housing Assistance Policy 1.1 The Housing Assistance Policy 2018 be approved.	13/11/2018 Agenda Item 8.1	In line with the recommendations from the Overview and Scrutiny Committee: The Housing	The new HAP has been implemented from 1 st January 2019. The Director of EPP published his

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	1.2 Delegated authority be given to Corporate Director: Economic Prosperity and Place, in consultation with the Corporate Director: Resources and Cabinet Member for Housing, Health and Wellbeing to agree the split of funding and eligibility criteria on an annual basis or as may otherwise be required.		Assistance Policy 2018 be approved.	decision regarding the split of funding in March 2019.
01/11/2018	Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2018-19 Recommend the Mid-year Review and updated Prudential Indicators & Ratios for approval by Council on 12 th December 2018.	12/12/2018 Council Agenda Item 11(b)	The Treasury Management Mid-year Review and updated Prudential Indicators & Ratios be approved.	Treasury Management has been operated within approved policy with no breaches or issues. Monitoring will continue and further reports on activity made to members as per the Committee timetable.
07/02/2019	Treasury Management Strategy 2019-20 1. Approve the restated Prudential Indicators and Limits for the financial years 2019-20 to 2021-22 included in Appendix 3 of the report. These will be revised for the February 2019 Council meeting, as per paragraph 7.2 of the report, following any changes to the Capital Programme brought about as part of the budget process. 2. Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2019 to 31st March	27/02/2019 Council Agenda Item 11(b)	1. The restated Prudential Indicators and Limits for the financial years 2019-20 to 2021-22 included in Appendix 3 of the report, be approved. 2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2019 to 31st March 2020 (the associated Prudential Indicators are included in Appendix 3 of the report and the detailed criteria is included in Section 10 and Appendix 5) be approved.	The updated Treasury Management Service Strategy taking into account the intrinsic links to the separately approved Capital Strategy has been implemented and followed from 1 April; there have been no breaches or issues. Reports of Treasury Management activity will be reported to the Treasury Management Panel and Overview and Scrutiny in accordance with the usual Committee timetable during 2019-20.

	<p>2020 (the associated Prudential Indicators are included in Appendix 3 of the report and the detailed criteria is included in Section 10 and Appendix 5).</p> <p>3. Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report.</p> <p>4. Approve the Authorised Limit Prudential Indicator included in Appendix 3 of the report.</p> <p>5. Notes that the separate, but intrinsically linked, Capital Strategy 2019-22 to be approved separately by Council, sets out the policy statement covering non-treasury investments including the related suite of prudential indicators.</p>		<p>3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report, be approved.</p> <p>4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report be approved.</p> <p>5. The separate, but intrinsically linked, Capital Strategy 2019-22 to be approved, which sets out the policy statement covering non-treasury investments including the related suite of prudential indicators.</p>	
07/02/2019	<p>Lion Fields Parcel 4: Bromsgrove Street Car Park</p> <p>1.1 The Masterplan and feasibility report attached at Appendix 1 of the report is endorsed as a suitable future vision for this site, without the design option with a supermarket; and</p> <p>1.2 That soft market testing of the site is carried out and that a bid is made to the Future High Streets Fund to support the plans outlined in Appendix 1 of the report.</p>	12/02/2019 Agenda Item 9.1	<p>In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 7th February 2019:</p> <p>1.1 To endorse the vision set out within Appendix 1 as an appropriate framework for delivering the redevelopment of Parcel 4 of Lion Fields; and</p> <p>1.2 To give delegated authority to the Corporate Director: Economic Prosperity and Place, in consultation with</p>	<p>An Expression of Interest for the Future High Streets Fund was submitted on 22nd March. It is anticipated that the outcome of this EoI will be known in Summer 19.</p> <p>Soft market testing of the site is also to be undertaken in order to inform the report to Cabinet proposed for September 19.</p>

			<p>the Cabinet Member for Planning and Economic Regeneration to:</p> <p>1.2.1 progress the expression of interest in the Future High Streets Fund as well as pursuing other opportunities for gap funding to render the viability of the scheme more attractive for investors</p> <p>1.2.2 to undertake the soft marketing of the site to determine investor appetite for developing the site, and to report back to Cabinet by September 2019</p>	
07/02/2019	<p>Allocations Policy Review</p> <p>1.1 The Council undertakes consultation on the Allocation Policy changes outlined in Appendix One of the report with Members, Stakeholders including Registered Partners and Households on the Housing Register for a period of six weeks.</p> <p>1.2 Delegated authority be given to Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Housing, Health and Wellbeing to amend the allocation policy in line with the proposed changes, following the</p>	12/02/2019 Agenda Item 10.1	<p>In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 7th February 2019:</p> <p>1.1 The Council undertakes consultation on the Allocation Policy changes outlined in Appendix One of the report with Members, Stakeholders including Registered Partners and Households on the Housing Register for a period of six weeks.</p> <p>1.2 Delegated authority be given to Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Housing, Health and</p>	The new allocations policy will go out to consultation following local elections on 1 st June with a likely implementation date of 1 st October.

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	consultation process.		Wellbeing to amend the allocation policy in line with the proposed changes, following the consultation process.	
07/03/2019	Recommissioning the Home Improvement Agency Approval is given to recommission the Home Improvement Agency	26/03/2019 Agenda Item 7.1	In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 7th March 2019: 1.1 Approval be given to recommission the Home Improvement Agency service. 1.2 Authority be delegated to the Director of Economic Prosperity and Place, in consultation with the Corporate Director: Resources and Solicitor to the Council and the Cabinet Member for Housing, Health & Wellbeing to agree the process, timetable and evaluation model for the appointment of a new contractor to deliver the Home Improvement Agency service and to award the contract to the successful provider(s).	Recommissioning of the HIA is underway with the likely procurement to happen during Spring / Summer 2019 and selection of a partner(s) in Autumn ready to commence the contract in April 2020.

WYRE FOREST DISTRICT COUNCIL
FEEDBACK FROM CABINET MEETING HELD ON
TUESDAY 26TH MARCH 2019

**Agenda
Item No.**

Decision

7.1

Recommissioning the Home Improvement Agency Service

Decision: In line with the recommendations from the Overview and Scrutiny Committee from its meeting on 7th March 2019:

- 1.1 Approval be given to recommission the Home Improvement Agency service.**
- 1.2. Authority be delegated to the Director of Economic Prosperity and Place, in consultation with the Corporate Director: Resources and Solicitor to the Council and the Cabinet Member for Housing, Health & Wellbeing to agree the process, timetable and evaluation model for the appointment of a new contractor to deliver the Home Improvement Agency service and to award the contract to the successful provider(s).**

WYRE FOREST DISTRICT COUNCIL
FEEDBACK FROM CABINET SUB-COMMITTEE MEETING HELD ON
WEDNESDAY 1ST MAY 2019

**Agenda
Item No.**

Decision

4

Acquisition Proposal

**In line with the recommendations from the Overview and
Scrutiny Sub Committee:**

Decision: Cabinet Agreed:

**1.1 The business case for the purchase of the Freehold
property known as ("the Property) subject to the existing
lease.**

**2.1 To delegate authority to the Corporate Director: Economic
Prosperity & Place in consultation with the Corporate
Director: Resources, the Solicitor to the Council and the
Cabinet Member for Resources to conclude the purchase
of the Property.**

Overview & Scrutiny Committee Work Programme 2019-2020

June 2019

“How are we doing?” Q4 update

Wyre Forest District Local Plan: Revised Local Development Scheme (Project Plan 2019-21)

Tracking Recommendations 2018-2019

July 2019

Nominations for Treasury Management Review Panel

Asset Management Strategy

Local Plan Pre Submission Consultation

September 2019

“How are we doing?” Q1 update (Enabling)

Treasury Management Strategy Statement and Annual Investment Strategy

Backward Look 2018/19

A North Worcestershire Economic Strategy

Homelessness Strategy

November 2019

“How are we doing?” Q2 update (Business and People)

Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Report 2019/20

Effectiveness of PACT Action Plan

February 2020

“How are we doing?” Q3 update (Place)

Treasury Management Strategy Statement and Annual Investment Strategy 2020-21

Annual review of the North Worcestershire Community Safety Partnership 2019/20

2020-2021 Municipal Year

June 2020

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