

**Open**

## **Cabinet**

## **Agenda**

**6pm**  
**Wednesday, 19th June 2019**  
**Council Chamber**  
**Wyre Forest House**  
**Finepoint Way**  
**Kidderminster**



## Cabinet

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

|                                 |  |
|---------------------------------|--|
| <b>Councillor G Ballinger</b>   | <b>Leader of the Council &amp; Strategy &amp; Finance</b>                            |
| <b>Councillor F Oborski MBE</b> | <b>Deputy Leader &amp; Economic Regeneration, Planning &amp; Capital Investments</b> |
| <b>Councillor N Martin</b>      | <b>Housing, Health, Well-being &amp; Democratic Services</b>                         |
| <b>Councillor H Dyke</b>        | <b>Culture, Leisure &amp; Community Protection</b>                                   |
| <b>Councillor J Thomas</b>      | <b>Operational Services</b>  |

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

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

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

*The deadline for "calling in" Cabinet decisions is 5pm on Monday 1<sup>st</sup> July 2019 .*

Councillors wishing to "call in" a decision on this agenda should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732763 or email [louisa.bright@wyreforestdc.gov.uk](mailto:louisa.bright@wyreforestdc.gov.uk)

### **Urgent Key Decisions**

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

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

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

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

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

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

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

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

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

**For further information**

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

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

Wyre Forest District Council

Cabinet

Wednesday, 19th June 2019

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

| <b>Agenda item</b> | <b>Subject</b>   | <b>Page Number</b> |
|--------------------|--|--------------------|
| <b>1.</b>          | <b>Apologies for Absence</b>   |                    |
| <b>2.</b>          | <b>Declarations of Interests by Members</b><br><br>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.<br><br>Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details. |                    |
| <b>3.</b>          | <b>Minutes</b><br><br>To confirm as a correct record the Minutes of the meeting held on the 26 <sup>th</sup> March 2019 and the minutes of the meeting of the Sub-Committee held on 1 <sup>st</sup> May 2019.  | 6                  |
| <b>4.</b>          | <b>CALL INS</b> a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.  |                    |
| <b>5.</b>          | <b>Items Requiring Urgent Attention</b><br><br>To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.  |                    |
| <b>6.</b>          | <b>Public Participation</b><br><br>In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 10 <sup>th</sup> June 2019 . (See front cover for contact details).   |                    |

| <b>7.</b>  |  |    |
|------------|--|----|
| <b>7.1</b> | <p style="text-align: right;"><b>Councillor F Oborski MBE</b></p> <p><b>Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2019 – 21)</b></p> <p>To consider a report from the Head of Strategic Growth which provides an update on the progress made in undertaking the Local Plan Review.</p> <p>To also consider recommendations from the Overview and Scrutiny Committee from its meeting on 13<sup>th</sup> June 2019 (<i>to follow</i>).</p> | 12 |
| <b>8.</b>  | <b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>   |    |
| <b>9.</b>  | <p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>   |    |

Part 2

Not open to the Press and Public

|            |  |  |
|------------|--|--|
| <b>10.</b> | <b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b> |  |
|------------|--|--|

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**

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

**26TH MARCH 2019 (6PM)**

---

**Present:**

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

**Observers:**

Councillor: F M Oborski MBE.

**CAB.73 Apologies for Absence**

The Leader of the Council conveyed the apologies from the Chairman of the Overview and Scrutiny Committee, Councillor H Dyke. He said that the recommendations from the Overview and Committee would be considered in the usual way, even though she was not able to provide input on this occasion.

**CAB.74 Declarations of Interests by Members**

No declarations of interest were made.

**CAB.75 Minutes**

**Decision: The minutes of the Cabinet meeting held on 12th February 2019 be confirmed as a correct record and signed by the Chairman.**

**CAB.76 Call Ins**

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

**CAB.77 Items Requiring Urgent Attention**

There were no items requiring urgent attention.

**CAB.78 Public Participation**

There was no public participation.

**CAB.79 Re-commissioning the Home Improvement Agency Service**

A report was considered from the Corporate Director: Economic Prosperity and Place which sought agreement to re-commission the Home Improvement Agency service.

The Cabinet Member for Housing, Health and Wellbeing presented the report which set out the arrangements for the Council to continue to participate in a Worcestershire county wide Home Improvement Agency Service. He said this was the most efficient and effective means by which the Council discharged its duties regarding home adaptations to ensure that people can remain in their homes longer when they have mobility or other impairments.

The Cabinet Member for Housing, Health and Wellbeing said that the Council had been part of such a joined up service since 2009. He added that the most recent service was being provided by Fortis Living, having been re-commissioned in April 2015 and would come to an end in March 2020.

The Cabinet Member for Housing, Health and Wellbeing advised that the Council receives funding through the Better Care Fund amounting to around £1.2m per annum. Through the Home Improvement Agency arrangements the Council was able to use this to meet its mandatory duty to provide Disabled Facilities Grants as well as a range of discretionary services.

He added that a project team across all six Worcestershire Districts and the County Council had been established to manage the procurement of a new service during the course of this year in readiness for commencement from April 2020. He formally moved the recommendations for approval and added that the Overview and Scrutiny Committee had considered the report and was in favour of the proposal.

The Leader of the Council seconded the recommendations. He said it was absolutely right that the Council worked jointly with the other districts to award a contract for this very important area of the Council's work to ensure that we promote independent living across the district. He added that it was a much more efficient use of tax payers' money by having a contract provider that would organise the work and activity on behalf of all six districts as opposed to having one provider in the north and another one in the south.

**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).**

**CAB.80 Budget Monitoring 2018-19 (Quarter 3)**

A report was considered from the Corporate Director: Resources which briefed Members on the Council's financial performance for the period ending 31<sup>st</sup> December 2018 and presented the current projected outturn position for the

2018-19 financial year. The report also provided forecasts on revenue, the capital programme 2018-19 and the Medium Term Financial Strategy (MTFS).

The Cabinet Member for Resources led Members through the report. He said that the report clearly set out an underspend compared to the revised budget that was presented to full Council in February 2019. He added that the authority would continue to work hard to obtain efficiencies and formally moved the recommendations for approval.

The Leader of the Council seconded the proposal. He acknowledged the quarter 3 position and said he would wait with interest to see what the final position would be at the end of the financial year.

**Decision: The projected budget variations and comments outlined within the report and appendices 2 to 5 be noted.**

**CAB.81      Dedication of land for highway purposes at Churchfields & Clensmore Street**

A report was considered from the Corporate Director: Economic Prosperity and Place which sought to agree the dedication of land at Churchfields, Horsefair and Clensmore Street (including part of St Mary's Car Park and subject to the prior advertisement of the removal of 10 parking spaces from St Mary's car park and consideration of any objections), Kidderminster as highways land that is required to facilitate part of the new highway infrastructure that is proposed to enable the residential redevelopment of the wider Churchfields site bounded by Clensmore Street, Churchfields and Broad Street.

The Cabinet Member for Resources presented the report and formally moved the recommendations for approval. He explained that the proposal would help the authority to progress the Churchfields urban village masterplan. He said this was an important brownfield site regeneration project in a sustainable location. He added that the much needed major road improvements would enable the development of approximately 300 homes, which includes a proportion of affordable housing. He added that with all major infrastructure projects there will be an element of disruption, and as a public body, the authority would work with St Mary's church and all other organisations affected to ensure that they are kept fully informed for the duration of the construction works.

The Leader of the Council seconded the recommendations and said that the regeneration of this part of Kidderminster was very good news. He added that the authority had worked in partnership to secure external funding for the project.

The Cabinet Member for Operational Services welcomed the proposal. She said the investment for the area was something that should be celebrated. The Cabinet Member for Economic Regeneration and Planning echoed the support for the regeneration project. Councillor F M Oborski MBE welcomed the proposal as it would be building housing on a brownfield site rather than in the green belt.



**Cabinet Decided:**

- 1.1 To delegate authority to the Corporate Director: Economic Prosperity & Place to advertise the proposed removal of 10 parking spaces shown on the plan numbered 1 at Appendix 1 to the report in St Mary's car park from the Wyre Forest (Off-Street Parking Places) Order 2018 ("the Parking Places Order") and in consultation with the Corporate Director: Community, Well Being and Environment, Cabinet Member for Economic Regeneration and Planning and Cabinet Member for Operational Services to consider any objections made as a result of the advertisement and following such consideration to decide whether the 10 parking spaces should be removed from the Parking Places Order;**
- 1.2 Subject to the removal of the parking spaces referred to in 1.1 from the parking Places Order to agree the dedication of the land identified as Area 'A' on the plan numbered 2 at Appendix 1 to the report for highways purposes to enable Worcestershire County Council as Highways Authority to implement the highway infrastructure necessary to enable the redevelopment of the Churchfields residential urban village;**
- 1.3 To agree the dedication of the land identified as Areas 'B' and 'C' on the plan numbered 2 and outlined in red on Plans 3 & 4 at Appendix 1 to the report for highways purposes to enable Worcestershire County Council as Highways Authority to implement the highway infrastructure necessary to enable the redevelopment of the Churchfields residential urban village.**

There being no further business, the meeting ended at 6.27pm.

**WYRE FOREST DISTRICT COUNCIL  
CABINET SUB-COMMITTEE  
KIDDERMINSTER ROOM, WYRE FOREST HOUSE, FINEPOINT WAY,  
KIDDERMINSTER  
1ST MAY 2019 (6PM)**

---

**Present:**

Councillors: M J Hart (Chairman), N J Desmond and I Hardiman.

**Observers:**

There were no members present as observers.

**CABSC.13 Apologies for Absence**

Councillor H Dyke, Chairman of Overview and Scrutiny had sent her apologies as she was not able to attend to present the recommendation from the Overview and Scrutiny Sub-Committee.

**CABSC.14 Declarations of Interests by Members**

No declarations of interest were made.

**CABSC.15 Exclusion of Press and Public**

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

**CABSC.16 Acquisition Proposal**

The Sub-Committee considered a confidential report which set out a proposed acquisition proposal 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 and valuation, and tenancy details.

Having outlined the justification for the investment he confirmed that the proposal met the Government's recently published Statutory Guidance for Local Authority Investments and advised that the proposal was in line with the Council's adopted Capital Portfolio Fund Strategy.

### **Agenda Item No. 3**

The Corporate Director: Resources provided additional explanation of the financial implications of the transaction, including proportionality, risk and key variables.

Members welcomed the proposal and were assured that all due diligence had been undertaken and agreed that the proposed acquisition would further diversity the Council's investment portfolio.

The proposal was moved and seconded and was unanimously carried.

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

There being no further business, the meeting ended at 6.26pm.

**WYRE FOREST DISTRICT COUNCIL**

**CABINET**  
**19<sup>th</sup> JUNE 2019**

**Wyre Forest District Local Plan Review:  
Revised Local Development Scheme (Project Plan 2019 – 21)**

| <b>OPEN</b>                 |  |
|-----------------------------|--|
| <b>CABINET MEMBER:</b>      | Cllr Fran Oborski – Cabinet Member for Economic Regeneration, Planning & Capital Investments |
| <b>RESPONSIBLE OFFICER:</b> | Kate Bailey – Head of Strategic Growth   |
| <b>CONTACT OFFICER:</b>     | Helen Smith – Spatial Planning Manager   |
| <b>APPENDICES:</b>          | Appendix 1 - The Revised Local Development Scheme 2019 - 2021                                |

**1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to update Cabinet on the progress made in undertaking the Local Plan Review, and to agree a revised Local Development Scheme (Project Plan 2019 – 2021).

**2. RECOMMENDATION**

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

- 2.1. The proposed revised Local Development Scheme Project Plan 2019 – 2021 as set out in Appendix 1 is adopted.

**3. BACKGROUND**

- 3.1 Councils are required to publish up-to-date information on their progress in preparing their Local Plans against the Local Development Scheme (LDS). Wyre Forest District Council publishes its LDS on the Planning Policy web pages of the Council's website.
- 3.2 The LDS was last reviewed in 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.

3.3 It is important to keep the LDS up-to-date to help provide certainty to local stakeholders, developers and communities to assist in District wide regeneration.

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

4.1 The preparation of updated reports outlined at 3.2 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. 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.

4.2 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.

4.3 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.

4.4 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.

- 4.5 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.
- 4.6 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.

## **5. FINANCIAL IMPLICATIONS**

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

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

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

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

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

## **8. RISK MANAGEMENT**

- 8.1 The revised Project Plan will enable officers and Members to fully consider the updated studies to develop a sound Pre-Submission document. The re-opening of the public consultation for the Local Plan Pre-Submission document and supporting evidence base studies will give members of the public, stakeholders other interested parties another chance to comment on the emerging Local Plan in light of the amended evidence base, including those who may have previously missed the opportunity to do so. All consultation responses received will be submitted to the Planning Inspector. This will also include all the consultation responses previously submitted during the consultation held in November / December 2018.

## **9. CONCLUSION**

- 9.1 It is important that the production of any Local Plan accords with the NPPF and other current guidance. Given the anomalies 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.

- 9.2 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.

**10. CONSULTEES**

- 10.1 CLT

**11. BACKGROUND PAPERS**

- 11.1 The Local Development Scheme Project plan (2019 – 2021), June 2019.

**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](mailto:planning.policy@wyreforestdc.gov.uk)

Website: [www.wyreforestdc.gov.uk](http://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

|  |           |
|--|-----------|
| <b>Jargon Guide</b>  | <b>1</b>  |
| <b>1. Purpose of the Project Plan</b>  | <b>4</b>  |
| <b>Existing Planning Policy for Wyre Forest District</b>                               |           |
| <b>2. Current District Planning Policy</b>   | <b>5</b>  |
| • 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  |           |
| <b>Local Development Framework</b>   |           |
| <b>3. Review of the Adopted Core Strategy and preparation of a District Local Plan</b> | <b>8</b>  |
| <b>4. Statement of Community Involvement</b>   | <b>9</b>  |
| <b>5. Local Plans</b>  | <b>10</b> |
| <b>6. Supplementary Planning Documents (SPDs)</b>                                      | <b>10</b> |
| <b>7. Community Infrastructure Levy Charging Schedule (CIL)</b>                        | <b>11</b> |
| <b>8. Neighbourhood Development Plans</b>  | <b>12</b> |

## 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**

| <b>Document Title</b>                         | <b>Current Status</b>        | <b>Brief Description</b>   | <b>Relevant DPD</b>                              |
|---|------------------------------|--|--|
| Wyre Forest Cycling Strategy                  | Adopted SPG (2002)           | Proposed cycle route network & promotion of cycling  | - Core Strategy<br>- Site Allocations<br>- 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<br>- Site Allocations<br>- KCAAP |
| Churchfields Masterplan                       | Adopted SPD (2011)           | Development brief for Churchfields area of Kidderminster as a key regeneration opportunity.  | - Core Strategy<br>- KCAAP                       |
| Landscape Character Assessment                | Adopted SG (Dec 2011)        | Detailed guidance on landscape character assessment for Worcestershire produced by WCC.  | - Core Strategy<br>- Site Allocations            |
| Affordable Housing                            | Adopted SPD (July 2014)      | Detailed guidance on applying the District's Affordable Housing policies.  | - Core Strategy<br>- Site Allocations<br>- KCAAP |
| Design Guidance                               | Adopted SPD (June 2015)      | Guidance for applicants and developers on design and local distinctiveness.  | - Core Strategy<br>- Site Allocations<br>- 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 19<sup>th</sup> 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"> <li>• Chaddesley Corbett Parish</li> <li>• Churchhill and Blakedown Parish</li> <li>• Bewdley Parish</li> <li>• Upper Arley Parish</li> <li>• Cookley and Caunsall</li> </ul> |
| Communities with a Published Draft Neighbourhood Plan                    | <ul style="list-style-type: none"> <li>• Bewdley Parish (Pre-Submission draft version published April 2018)</li> </ul>   |
| Communities with a Draft Neighbourhood Plan Submitted for Examination    | None   |
| Communities with a Draft Neighbourhood Plan ready for, or at, Referendum | None   |
| Communities with a 'Made' Neighbourhood Plan                             | <ul style="list-style-type: none"> <li>• Chaddesley Corbett Parish</li> <li>• Churchill and Blakedown Parish</li> </ul>  |

## **APPENDIX C – Profiles and Milestones**

### **1. STATEMENT OF COMMUNITY INVOLVEMENT**

#### **Overview:**

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

#### **Key Milestones:**

- REVIEWED: FEBRUARY 2013
- MONITOR THROUGH ANNUAL MONITORING REPORT AND REVIEW IF SIGNIFICANT LEGISLATIVE CHANGES OCCUR.



## 2. CORE STRATEGY

### Overview:

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

### Key Milestones:

- ADOPTED: DECEMBER 2010
- MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS.
- LOCAL PLAN REVIEW COMMENCED IN 2015 FOLLOWING EVIDENCE BASE COLLATION AND RENEWAL IN 2014.
- ISSUES AND OPTIONS CONSULTATION COMPLETED OCTOBER 2015.
- ADDITIONAL EVIDENCE BASE COMMISSIONS REQUIRED TO SUPPORT PREPARATION OF PREFERRED OPTION.
- COMPLETION OF PREFERRED OPTION DEVELOPMENT JUNE 2017
- PUBLIC CONSULTATION OF PREFERRED OPTIONS DOCUMENT UNDERTAKEN IN JUNE – AUGUST 2017.
- CONSIDERATION OF PREFERRED OPTIONS CONSULTATION RESPONSES COMMENCED IN SEPTEMBER 2017. THIS 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.