

minute book 4

Council

Monday 17th October
2011
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk

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Council

5th September 2011

MINUTES

Present:

Councillor Anita Clayton (Mayor), Councillor Gay Hopkins (Deputy Mayor) and Councillors Peter Anderson, Michael Braley, Rebecca Blake, Andrew Brazier, Juliet Brunner, David Bush, Michael Chalk, Simon Chalk, Brandon Clayton, Andrew Fry, Carole Gandy, Adam Griffin, Malcolm Hall, Bill Hartnett, Roger Hill, Robin King, Wanda King, Alan Mason, Phil Mould, William Norton, Jinny Pearce, Mark Shurmer, Luke Stephens, Debbie Taylor and Derek Taylor

Also Present:

M Collins (Vice-Chairman, Standards Committee)

Officers:

J Bayley, K Dicks, C Felton, C Flanagan, S Hanley, J Pickering, S Skinner and A Walsh

Committee Services Officer:

I Westmore

43. WELCOME

The Mayor opened the meeting and welcomed all present. The Mayor's celebrant, June Saville, led the Council in a moment's reflection.

44. APOLOGIES

Apologies for absence were received on behalf of Councillors Greg Chance and Brenda Quinney.

45. DECLARATIONS OF INTEREST

There were no declarations of interest.

.....
Chair

46. MINUTES

RESOLVED that

the minutes of the meeting of the Council held on 25th July 2011 be confirmed as a correct record and signed by the Mayor.

47. COMMUNICATIONS AND MAYOR'S ANNOUNCEMENTS

The Mayor's communications and announcements were considered under the following headings:

a) Citizens' Advice Bureau / MacMillan Cancer Care

The Mayor advised the Council that Mrs Moira Morris, Manager of the Redditch Citizens' Advice Bureau and Mrs Ida Parkinson, a former MacMillan Cancer Care nurse were present to speak in connection with the launch of a new service involving the two organisations, local hospices and the PCTs.

Mrs Morris and Mrs Parkinson explained that the new service would help to signpost those who were suffering from cancer and their carers to the appropriate support and guidance that was available. Mrs Parkinson added her own insights into the development and good work of the MacMillan Cancer Care service.

b) Mayor's Announcements

The Mayor advised that since the previous meeting of the Council she had undertaken a number of engagements in her civic capacity including the Morton Stanley Park 'Party in the Park'.

c) Forthcoming events

The Mayor advised that forthcoming events included the Council's own Civic Service on Sunday 2nd October and the Local Democracy Day events at the Town Hall on Thursday, 20th October 2011.

d) Urgent Business

The Mayor advised that she had not accepted any items of urgent business.

48. LEADER'S ANNOUNCEMENTS

The Leader's Announcement was considered under the following heading:

Morton Stanley Park 'Party in the Park'

The Leader thanked those Officers who had given of their time over the weekend of the Morton Stanley Park 'Party in the Park' and helped make the event such a success once again. The Leader also thanked those Councillors who had attended to seek the views of local residents and those residents who had attended the weekend's events.

49. DEPUTATION - SAVE BROCKHILL GREEN BELT

A petition had been received, in accordance with current Constitutional arrangements and the Petition Scheme, which contained in excess of the 400 signatures required to trigger a Council debate. In addition, the petitioners had asked that the Council receive a deputation on this matter.

Prior to receipt of the deputation, the Council's Head of Legal, Equalities and Democratic Services clarified for the benefit of Members and the petitioners / deputation the extent of the involvement which the Council might properly have in this matter at this particular stage. Advice was given that planning applications were only to be determined by the Planning Committee but that planning policy was a matter for Council approval in due course. However, the petition focussed upon matters being considered and consulted upon within the ongoing Core Strategy development process.

The members of the deputation, Mr Mark Whitworth and Mr Richard Lee, supported by Mr David Moss, addressed the Council on the subject of the two areas of land in Brockhill, those covered by Policy 29 in the draft Core Strategy (Brockhill East) and Policy 30 (Brockhill West).

Mr Whitworth reminded Members of the outcomes of earlier reviews of land available for development within the Borough. It had previously been acknowledged that areas of green belt should not be considered as potential sites for future development. Members were informed that the deputation and petition were not in objection to the future development of the ADR land in Brockhill.

Mr Lee argued that the Brockhill East area should be removed from the developing Core Strategy as land suitable for development. It was noted that the Planning Inspectorate had previously stated that the current green belt would be readily defensible and that exceptional circumstances did not prevail that should cause this designation to be removed. The high ecological and environmental interest and sensitivity of the site was noted as was the quality of the farmland, the potential visual impact of any development and the high amenity value of the area.

Mr Whitworth noted that Brockhill West was not referred to as green belt in the current Core Strategy consultation despite it being previously designated as the Foxlydiate Green Belt. The small size of this site made it relatively insignificant in terms of meeting Redditch's future housing needs but there was the obvious potential for it to be used as an enabler for substantial development across the boundary in Bromsgrove. The inclusion of the site within the Master Plan and its designation as a Strategic Site was considered a substantial change in the space of a few months. It was argued that development of the green belt should be a last resort and not a first option.

Members noted the comments of the Deputation and the content of the petition and, in accordance with the advice of Officers

RESOLVED that

the petition stand referred to the ongoing Core Strategy development process which was to be reported for formal decision by the Council at a later date.

50. QUESTIONS ON NOTICE

No questions had been received.

51. MOTIONS ON NOTICE

No Motions had been received

52. EXECUTIVE COMMITTEE

Members received the minutes of the meetings of the Executive Committee held on 2nd August and 23rd August 2011.

RESOLVED that

1) the minutes of the meeting of the Executive Committee held on 2nd August 2011 be received and all recommendations adopted; and

2) the minutes of the meeting of the Executive Committee held on 23rd August 2011 be received and all recommendations adopted, subject to:

in respect of Minute 58 (Joint Environmental Enforcement Strategy) it being noted that Officers had been asked to respond to a request from Councillor Hartnett for clarification following the meeting as to the rationale for increasing certain fixed penalty notice sums by a significant amount; and

in respect of Minute 71 (Shared Service Business Case – Single Business Case) it being further RESOLVED that

Recommendation 1 be agreed subject to there being a period of formal consultation with the affected staff.

53. REGULATORY COMMITTEES

The Council received the minutes of recent meetings of the Licensing Committee and Planning Committee.

RESOLVED that

- 1) the minutes of the meetings of the Licensing Committee held on 14th July and 11th August 2011 be received and adopted; and**
- 2) the minutes of the meetings of the Planning Committee held on 13th July and 10th August 2011 be received and adopted.**

54. URGENT BUSINESS - RECORD OF DECISIONS

The Council noted three Urgent Business decisions which had been approved in accordance with the Council's urgency procedures, namely:

River Revetment Works – Old Forge Drive
(UB Reference 493);

Transfer of Waste Heat between the Crematorium and the Abbey Stadium
(UB Reference 494); and

Appointment of Miss Jesbir Uppal as a Court Officer of the Council and to Delegate to her the Conduct of Legal Proceedings on behalf of the Council.
(UB Reference 495).

RESOLVED that

the matters be noted.

55. URGENT BUSINESS - GENERAL (IF ANY)

There were no separate items of Urgent Business for consideration at this meeting.

Council

5th September 2011

The Meeting commenced at 7.01 pm
and closed at 8.28 pm

.....
Chair



Executive Committee

13th September 2011

MINUTES

Present:

Councillor Carole Gandy (Chair), and Councillors Juliet Brunner, Brandon Clayton and Malcolm Hall and Derek Taylor

Also Present:

Councillor Andrew Brazier

Officers:

R Cooke, K Dicks, C Flanagan, S Hanley, M Hanwell, T Kristunas, J Pickering, D Taylor and A de Warr

Committee Services Officer:

I Westmore

74. APOLOGIES

Apologies for absence were received on behalf of Councillors Michael Braley, Jinny Pearce and Debbie Taylor.

75. DECLARATIONS OF INTEREST

There were no declarations of interest.

76. LEADER'S ANNOUNCEMENTS

The Chair advised the Committee that the following item of business, scheduled on the Forward Plan to be dealt with at this evening's meeting, had been rescheduled to a later meeting of the Committee:

- Hewell Road Pool – Disposal.

.....
Chair

77. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 23rd August 2011 be confirmed as a correct record and signed by the Chair, subject to it being noted that Councillor Derek Taylor had been omitted from the list of those present and, in respect of Minute 72 (Shared Services Business Case – Car Parking), it being noted that recommendations 2) to 6) were matters properly for decision by Bromsgrove District Council.

78. ICT POLICIES

The Committee considered a number of documents supplied by central Government that would help to ensure that the Council was compliant with the Code of Connection. Compliance with the Code was essential to ensure that the Council could operate certain key services.

It was made clear that summaries of the documents would be available to Officers as it was recognised that the documents in their entirety were impractical for day to day use or reference. The obligations on Officers contained within these documents would also be communicated through the staff induction process.

Officers commented that they were already investigating or would investigate potential issues in the following areas:

- printing and access more generally through Citrix;
- the enabling of the use of personal lap-tops in the Town Hall through the installation of Wi-Fi;
- the forwarding of blocked e-mails to Redditch Helpdesk rather than Bromsgrove Helpdesk where appropriate; and
- the problems experienced by some Housing Officers over the locations of their telephones.

RECOMMENDED that

the documents, at Appendix 1 to the report, be approved for use and apply to all members of staff and Councillors.

79. QUARTERLY PERFORMANCE MONITORING - QUARTER 1 - APRIL TO JUNE 2011

Members considered a report highlighting key areas of the Council's performance over the first quarter of the 2011/12 financial year.

Officers reported on actions being taken to address two of the areas of concern. It was reported that a time limit on getting invoices paid by the Council signed off and payments made was to be instituted by Senior Management. The increase in the number of British Crime Survey comparator crimes had been brought to the attention of the Redditch Community Safety Partnership and was to be addressed through that body.

Members requested that, for those indicators where there was currently no data available, the indicators only be incorporated within the report at year end once there was data available. Members also suggested that the direction of travel for visits to the Arrow Valley Countryside Centre was misleading and should be removed and the commentary reflect that Officers were unable to accurately report attendance figures due to the automatic counting system being inoperable for a period of time.

Officers undertook to meet with Councillor Malcolm Hall following the meeting to discuss the programme of events provided at the Palace Theatre.

RESOLVED that

the update on key performance indicators for the period ending 30th June 2011 be noted.

80. QUARTERLY MONITORING OF THE BENEFITS SERVICE IMPROVEMENT PLAN - QUARTER 1 - APRIL TO JUNE 2010

A report was received which advised Members of the performance of the Benefits service during the first quarter of 2011/12. The Committee stated that staff within the Benefits Service were to be congratulated for the progress that had been made in the performance of the service.

RESOLVED that

- 1) the report be noted; and**
- 2) Officers be requested to provide updates on transformation and future measures of the service to reflect new processes that are being implemented within the service.**

81. QUARTERLY BUDGET MONITORING - QUARTER 1 - APRIL TO JUNE 2011

The Committee considered an overview of the General Fund budget situation, including the achievement of approved savings for the first quarter of 2011/12. Explanations were provided for

variances in the budget for the first quarter. Members were informed that there was a dispute over the payment of the rent for the grazing project at Papermill Farm and the need for a new agreement with the tenant to be signed was highlighted.

The over-ambitious income projection targets for the Pitcheroak Golf Course were noted. Officers reported that the good work being undertaken at the course by the Hereford and Worcestershire Golf Partnership was expected to demonstrate real benefits within a five year timescale.

Following a brief discussion of the Reddicard discount scheme it was noted that the scheme would benefit from the additional marketing support available through the new Leisure and Cultural Services management team

RESOLVED that

- 1) **the report be noted; and**
- 2) **Officers be requested to show the budgets at service level and reflect variations against the service budgets in future reports.**

82. QUARTERLY CUSTOMER SERVICES - QUARTER 1 - APRIL TO JUNE 2011

Officers presented a report which provided the Committee with key information in respect of customer services. Members were informed that the rise in recorded complaints was seen as a positive development and reflected more effective recording by staff. The increased volume of complaints would better enable the Council to identify those aspects of the Council's services which were not working well. It was also noted that a drop in the number of complaints responded to within 15 working days was within the context of customers receiving a fuller, better quality response to their complaint in the first instance. Members commended the report for being clear and comprehensive.

RESOLVED that

the update for the period 1st April 2011 – 30th June 2011 be noted.

83. WRITE-OFF OF DEBTS - MONITORING REPORT

Following a previous Executive Committee decision to amend the manner in which the Council authorised the write-off of debts, Members received the first monitoring report detailing those debts

written off during the first quarter of 2011/12 and the profile of the outstanding debt.

Councillor Derek Taylor was invited to meet with Officers to discuss the action that was taken by the Council to manage bad debt and Officers undertook to provide Councillor Carole Gandy with further detail on the liquidation / winding up write-offs for non-domestic rates.

RESOLVED that

the contents of the report be noted.

84. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 16th August 2011. In respect of Minute 65 (Private Sector Home Support Service – Post Scrutiny) it was noted that consideration of the recommendations from the Committee was pending a further report and business case for the proposals outlined in the report to the Overview and Scrutiny Committee.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 16th August 2011 be received and noted.

85. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

There were no minutes or referrals under this item.

86. ADVISORY PANELS - UPDATE REPORT

The Committee received an update on the work of the Council's Advisory Panels and similar bodies.

RESOLVED that

the report be noted.

87. ACTION MONITORING

The Committee received the latest Action Monitoring report.

RESOLVED that

the report be noted.

88. EXCLUSION OF THE PUBLIC

RESOLVED that

under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve(s) the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.”

- **Review of Lease – Unit 1, Matchborough House**
- **Park House (150 Evesham Street) Site - Disposal**

89. REVIEW OF LEASE - UNIT 1, MATCHBOROUGH CENTRE

The Committee received a report on the review of the lease for a unit at the Matchborough District Centre in the light of a report to a previous meeting of the Committee. Alongside consideration of the terms of the lease Members requested that a policy be developed to determine appropriate rents for voluntary sector organisations.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of any particular person (including the authority holding that information).)

90. PARK HOUSE (150 EVESHAM STREET) SITE - DISPOSAL

The Committee received a further report on the former Park House site, detailing the outcome of the consultation by Ward Members with local residents.

The outcome of the consultation had been a proposal that the site be used as a play area / open space. Officers confirmed that, although there was an overall over-provision of play areas in the Borough, the Town Centre area was relatively poorly served. However, Officers did not consider that this site was at all suitable for the proposed use as the footprint was extremely steep, the site was surrounded by residential properties and it was next to a busy road. Officers noted that the new Leisure and Culture Services management team was actively seeking longer-term solutions to the issue of the lack of Town Centre play area provision.

RESOLVED that

- 1) **the feedback from the Central Area PACT be noted, as detailed in the report; and**
- 2) **Officers be instructed to progress with the disposal of the land at 150 Evesham Street, formerly the site of Park House.**

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of any particular person (including the authority holding that information) However, there is nothing exempt in this record of the proceedings.)

The Meeting commenced at 7.00 pm
and closed at 8.36 pm

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Executive Committee

4th October 2011

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Malcolm Hall, Jinny Pearce, Debbie Taylor and Derek Taylor

Officers:

M Bough, C Flanagan, S Hanley, T Kristunas and J Staniland

Committee Services Officer:

D Sunman

91. APOLOGIES

Apologies for absence were received on behalf of Councillor Brandon Clayton.

92. DECLARATIONS OF INTEREST

Councillors Malcolm Hall and Jinny Pearce declared personal and prejudicial interests in Item 5 (Redditch Borough Council's Grants Programme 2012/13 as detailed at Minute 95 below.

93. LEADER'S ANNOUNCEMENTS

The Chair advised the Committee that the following item of business, scheduled on the Forward Plan to be dealt with at this evening's meeting, had been rescheduled to a later meeting of the Committee:

- Safeguarding Policy and Procedure

The Chair also advised that she had accepted the following matters as Urgent Business:

- IT Systems relating to Mapping and Planning – Request for Funding
- Learndirect – Options for Future Operation

(Not on the Forward Plan for this meeting)

.....
Chair

94. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 13th September 2011 be confirmed as a correct record and signed by the Chair.

95. REDDITCH BOROUGH COUNCIL'S GRANTS PROGRAMME 2012/13

The Committee received a report which sought approval for changes to the Grants Policy 2011 and agreement of the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2012/13.

Members were informed that paragraph 9.13 of the Voluntary and Community Sector Grants Policy, attached to the report at Appendix 1 had been amended as follows:

"Only 2 applications may be submitted by any one organisation under each theme of the grants programme."

Officers reported that the change was to ensure that a wide range of voluntary organisations could apply for grants through the programme.

Officers explained the rationale for the figure of £15,000 being included for a 3 Year Training & Support Project.

Officers were complimented on the 'Shout About' magazine which gave information on how the VCS could access funding from other sources.

RECOMMENDED that

- 1) **the updated Voluntary Sector Grants Policy attached to the report at Appendix 1 be approved;**
- 2) **the following themes and percentages of funding be allocated for the 2012/13 voluntary and community sector grants process: (see Appendix 3 of the report for details on themes)**

Enterprising Communities	43.5%	=	£105,000
Safe/ Clean & Green	8%	=	£20,000
LSP theme - Health and Wellbeing	8%	=	£20,000

LSP theme - Education & Learning	27%	=	£65,000
LSP theme – Stronger Communities	6.5%	=	£15,000
3 Year Training & Support Project	6.5%	=	£15,000

and

- 3) **£1,000 (0.5%) be allocated from the Grants budget for the use by the Grants Team to deliver:**
- a) **networking and promotional events;**
 - b) **advertising and communication support;**
 - c) **newsletters.**

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillors Malcolm Hall and Jinny Pearce declared personal and prejudicial interests in view of their involvement with VCS groups who might make applications for grant funding and left the meeting and took no part in voting.)

96. **IT SYSTEMS RELATING TO MAPPING AND PLANNING - REQUEST FOR FUNDING**

Members considered a report requesting funding for an urgent upgrade to the Council's IT software.

Officers reported that the upgrades required had been identified as necessary and would have been included in a capital bid in the financial year 2012/13.

Members were informed that changes to procedures and data transfer formats in communicating data between Central and Local Government meant that the urgency of upgrading the software had increased and would avoid the risk of defaulting on a Public Sector Mapping Agreement (PSMA) contract and incurring a fine.

RECOMMENDED that

- 1) **a sum of £22,350 be allocated in the 2011/12 Capital Programme to enable the necessary IT upgrades and the Capital Programme be amended accordingly; and subject to which**

RESOLVED that

- 2) **authority be given for expenditure of up to the sum detailed in 1), above, for the reasons summarised in this report.**

97. HEWELL ROAD POOL - DISPOSAL

The Committee received a report requesting approval to dispose of the site of Hewell Road Pool following opening of the new pool at Abbey Stadium.

Members were advised that the site map, attached to the report, should have included the playground area. Officers confirmed that a play area could be relocated on the site following development or replaced elsewhere using S 106 monies.

Officers reported that the site was considered a 'high risk' and should be demolished on closure.

RESOLVED that

- 1) **the site of Hewell Road Pool be declared surplus upon the opening of the new pool at the Abbey Stadium;**
- 2) **arrangements be made for the demolition and security of the site prior to disposal;**
- 3) **Officers be instructed to identify options for disposing of the site for residential use;**
- 4) **authority be given for expenditure for up to the sum detailed in 5), below, for the reasons summarised in the report; and**

RECOMMENDED that

- 5) **a sum of up to £210,000 be allocated in the Capital Programme to cover the cost of demolition and security of the site and the Capital programme be amended accordingly.**

98. LEARNDIRECT - OPTIONS FOR FUTURE OPERATION

Members considered a report on the future operation of the Learndirect adult learning service based at the Greenlands Business Centre following withdrawal of funding from the University for Industry (UFI) for the forthcoming academic year 2011/12 and

subsequent negotiations with North East Worcestershire College (NEWC).

RESOLVED that

- 1) **the contents of the report be noted; and**

RECOMMENDED that

- 2) **subject to formal endorsement by NEWC Board, the funding agreement / contract proposed by NEWC be accepted and that the Learndirect services be rebranded and run on a NEWC franchise basis.**

99. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 6th September 2011.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee be received and noted.

100. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

There were no minutes or referrals under this item.

101. ADVISORY PANELS - UPDATE REPORT

The Committee received an update on the work of the Council's Advisory Panels and similar bodies.

RESOLVED that

the report be noted.

102. ACTION MONITORING

The Committee received the latest Action Monitoring report.

RESOLVED that

the report be noted.



Audit & Governance

Committee

26th September 2011

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Rebecca Blake (Vice-Chair) and Councillors Peter Anderson, Michael Braley, Andrew Brazier, Malcolm Hall, William Norton and Luke Stephens

Also Present:

E Cave and D Evans (Audit Commission)

Officers:

T Kristunas, S Morgan and Jayne Pickering
A Bromage and G Tanfield (Worcestershire Internal Audit Shared Services)

Committee Services Officer:

D Sunman

9. APOLOGIES

There were no apologies for absence.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. MINUTES

RESOLVED that

The minutes of the meeting of the Committee held on 29th June 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

Audit And Governance

Committee

26th September 2011

12. ANNUAL GOVERNANCE REPORT 2010/11

The District Auditor presented her Annual Governance Report 2010/11 that summarised the findings from the 2010/11 audit.

She confirmed that the accounts were free from material errors and concluded that an unqualified opinion on the accounts would be issued together with an unqualified Value for Money by the statutory deadline on 30th September 2011.

She outlined a number of errors in the financial statements, all of which had been amended except one. This error had occurred in applying rent increases for 2010/11.

Members were informed that although this had been a small amount for each tenant it had meant that the rent disclosed as income in the Housing Revenue Account (HRA) had been overstated for the year. They were also informed that the impact on tenants had been corrected in 2011/12 but the overstatement in the financial statements remained, although she was satisfied that it did not materially misstate the position.

The Committee discussed whether tenants should be informed of the error but agreed unanimously that, on this occasion, as it had been caused by a system failure and following the advice of the District Auditor it was not necessary to do so.

RESOLVED that

- 1) **the Annual Governance Report 2010/11 be considered and noted; and**
- 2) **the draft letter of representation be approved on behalf of the Council and include the following paragraph:**

“I have considered the error which overstates HRA income by £241k and do not consider it is material to the accounts. The marginal error in rent increases which gave rise to this error has already been amended.”

13. STATEMENT OF ACCOUNTS 2010/11

The Committee received the Council's Statement of Accounts 2010/11 for approval.

Officers explained changes in the format of the Statement of Accounts from previous years, which had been made to comply with the International Financial Reporting Standards (IFRS).

Audit And Governance

Committee

26th September 2011

RESOLVED that

- 1) **the amendments to the Statement of Accounts be noted;**
- 2) **the 2010/11 Statement of Accounts, as attached to the report be approved: and**
- 3) **a copy of the Statement be signed at the meeting by the Chair (or in his absence, the Vice-Chair, or other Member presiding).**

14. ACTION PLAN - ANNUAL AUDIT LETTER

Members considered a report on the actions taken in response to recommendations made in the Audit Commission's Annual Audit Letter 2009/10, which was considered by this Committee on 24th January 2011.

RESOLVED that

- 1) **the actions of officers in response to the Audit Commission's recommendations, attached at Appendix 1 of the report, be noted; and**
- 2) **an update report on the Council's progress on the National Fraud Initiative be submitted to the next meeting of the Committee.**

15. INTERNAL AUDIT - INTERIM MONITORING REPORT 2011/12

The Committee considered the Internal Audit Monitoring report for the period 1st April to 31st July 2011.

Members were informed that the report provided an overview of the utilisation of Internal Audit resources during the first quarter of the financial year 2011/12 as specified in the Annual Audit Plan, which had been approved by this Committee on 18th April 2011.

Officers reported that the Worcestershire Internal Audit Shared Service (WIASS) had become operational from 1st June 2011 and that, as part of the transfer process, productive and non-productive time had been reclassified in accordance with the shared service definition of chargeable and non-chargeable activities.

With reference to Appendix 2 of the report, members were informed that some of the results were below target as at 31st July 2011. However, additional resources had been made available from another site to assist with the delivery of the Audit Plan.

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Members expressed their concerns that historically the service had been under resourced to meet the targets set out in the Audit Plan, which had been exacerbated by sickness levels in the team. They had been assured that the new shared service would provide a solution to the problem and were concerned that targets were still not being met and that this would continue to be so.

The Audit and Governance Committee was not scheduled to meet again until January 2012 and members felt that the issue of missed targets, and the underlying reasons, needed to be addressed sooner.

Officers agreed to meet in October, once half yearly performance figures were available to identify what resources would be required, if any, to meet the targets set out in the Audit Plan by the end of the financial year.

RESOLVED that

- 1) **the report be noted; and**
- 2) **Members be notified of the use of resources following the Officers' meeting in October;**
- 3) **In future the Appendix listing 'High' and 'Medium Priority' Recommendations be amended to use '*must*' or '*be*' rather than '*should*'.**

16. INTERNAL AUDIT - STATEMENT OF INTERNAL CONTROL RETURNS AND GARAGES - UPDATE

Members received an update as requested by the Chair at the meeting of this Committee on 29th June 2011 as follows:

- a) Statement of Internal Control Returns.

Members were informed that all outstanding statements had been completed by the end of July and that the Chair advised. Officers reported that the reasons for late returns had included omission by a Service Manager, work load and staff turnover.

- b) Garages

Officers reported that work had been continuing to provide an accurate reflection of stock provision using the Council's Saffron database. Internal Audit was satisfied that the database provided satisfactory / resilient records. Further

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checks would take place in the near future to obtain evidence that the records were correct.

RESOLVED that

the report be noted.

17. MARKET SERVICE INCOME RECORDING SYSTEM

Members received an oral update regarding the Market Service Income Recording System that had been requested by this Committee at their meeting on 18th April 2011.

Officers reported that all recommendations had now been implemented and would be monitored in future to ensure compliance.

Officers agreed to check, and advise members, whether cash collected from Market Traders could be deposited at Cashiers in the Town Hall.

RESOLVED that

the report be noted.

18. STORES AUDIT

Members received an oral update regarding the Stores Audit that had been requested by this Committee at their meeting on 18th April 2011.

Officers reported the following:

- a) All stock records showing nil balances have been marked as discontinued;
- b) Investigating ways to dispose of dormant /redundant stock, possibly through ORB or E-bay;
- c) Independent Stock taking now taking place;
- d) Write-off provision has been increased to £1,800; and
- e) Purchasing – investigating Framework Agreements.

RESOLVED that

the report be noted.

Audit And Governance

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26th September 2011

19. COMMITTEE WORK PROGRAMME 2011/12

Members considered the Audit and Governance Committee's rolling Work Programme for 2010/12.

RESOLVED that

subject to the addition to the Programme of the item detailed at Minute 14 above, the report be noted.

The Meeting commenced at 7.00 pm
and closed at 9.00 pm

.....
Chair



Planning Committee

7th September 2011

MINUTES

Present:

Councillor Michael Chalk (Chair), Councillor Roger Hill (Vice-Chair) and Councillors Andrew Brazier, Juliet Brunner (substituting for Councillor Peter Anderson), Brandon Clayton (substituting for Councillor Brenda Quinney), Bill Hartnett, Wanda King and Alan Mason (substituting for Councillor Robin King)

Also Present:

M Collins (observer for Standards Committee) and Mr B Sharp (Worcestershire County Council Highways Engineer)

Officers:

R Bamford, A Hussain, I Mackay, A Rutt and S Skinner

Committee Services Officer:

J Smyth

28. APOLOGIES

Apologies for absence were received on behalf of Councillors Peter Anderson, Malcolm Hall, Robin King and Brenda Quinney.

29. DECLARATIONS OF INTEREST

No declarations of interest were made.

30. CONFIRMATION OF MINUTES

RESOLVED that

the minutes of the meeting of the committee held on 10th August 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

**31. PLANNING APPLICATION 2011/177/OUT –
LAND EAST OF BROCKHILL LANE, REDDITCH**

Mixed use development of 171 dwellings,
public open space and
outline application for 4,738 square metres
of Class B1 (Business) floorspace and access

Applicant: Persimmon Homes Ltd

The following people addressed the Committee under the Council's public speaking rules:

- | | | |
|-----------------|---|---|
| Mr R Lee | - | Objector representing Brockhill Action Group |
| Mrs M Muckle | - | Objector representing Batchley Support Group |
| Miss V Kendrick | - | Objector representing CPRE – Redditch |
| Mrs King | - | Objector representing CPRE – Bromsgrove and Wyre Forest |
| Mrs D Snaddon | - | Objector representing Rowney Green Association |
| Mr A MacPherson | - | Objector representing Mettis Aerospace |
| Cllr L Stephens | - | Ward Councillor and objector representing local residents |
| Mr M Sackett | - | Applicant's Agent |

In addition to the named registered speakers above, the Chair exceptionally allowed objectors, Dr P Merricks and Mr N Ahmed, local residents registered to speak who had withdrawn to allow Mr Lee to speak on their behalf, an opportunity to make brief representations to the Committee on points they considered had not yet been made by other speakers. In view of the number of objectors permitted to speak, the applicant's agent was allowed a commensurate length of time to express support for the application.

During the debate, the Chair also exceptionally allowed Mr B Sharp (a Worcestershire County Council Highway Engineer present at the meeting), to briefly respond to a number of Members' questions in relation to highways matters.

RESOLVED that

having regard to the Development Plan and to all other material considerations, authority be delegated to the Head of Planning and Regeneration to GRANT planning permission subject to:

- 1) the completion of a Section 106 Planning Obligation to ensure**

- a) on-site open space is provided and maintained in perpetuity;
 - b) arrangements are put in place for a potential future contribution towards equipped play facilities to be paid to the Borough Council;
 - c) 74 residential units are provided for the provision of affordable housing in perpetuity;
 - d) a financial contribution is paid to Worcestershire County Council towards the future provision of a school in the vicinity of the site;
 - e) provision of land for a community Orchard;
- 2) the conditions and informatives as summarised in the man report; and
- 3) the following additional conditions and informative:

Conditions

“20. Protection of Hedgerows

21. Removal of Permitted Development rights relating to impervious hard standings.”

“**Informative**

7. Request for earliest adoption of highways. “

Or:

- 4) In the event that the Planning Obligation cannot be completed by 30th September 2011, authority be delegated to the Head of Planning and Regeneration to REFUSE the Application on the basis that, without the Planning Obligation, the proposed Development would be contrary to Policy and therefore unacceptable, due to the resultant detrimental impacts it could cause to community infrastructure by a lack of provision for their improvements, and that none of the dwellings could be restricted to use for affordable housing in line with current Policy requirements.

(In considering the Planning Application and representations made by public speakers, the Committee acknowledged the importance of

protecting historic hedgerows within the Application site and the need to secure permanent permeable hard standings on residential properties and agreed that two additional conditions be attached to the Planning Permission, as detailed in Resolution 3 above. An additional informative relating to progressing formal highway adoptions as speedily as possible was also agreed.

Officers clarified that matters Members had raised relating to protection of the primary open space, root protection of protected trees, watercourse details and the potential for a Community orchard, would be dealt with either under the standard conditions already specified or within the Planning Obligation.)

32. PLANNING ENFORCEMENT ACTIVITY - SIX MONTH UPDATE

Members received a report which detailed statistics in relation to general enforcement activity, delegated authorisations and notable results for the period January to June 2011.

RESOLVED that

the information in the Appendices to the report be noted.

The Meeting commenced at 7.00 pm
and closed at 9.21 pm

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CHAIR