

# Executive Committee

Tue 16 Oct  
2012  
7.00 pm

Committee Room 2  
Town Hall  
Redditch



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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact**

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# Welcome to today's meeting.

## Guidance for the Public

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### ***Agenda Papers***

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

### ***Chair***

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

### ***Running Order***

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

***Refreshments*** : tea, coffee and water are normally available at meetings - please serve yourself.

### ***Decisions***

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

### ***Members of the Public***

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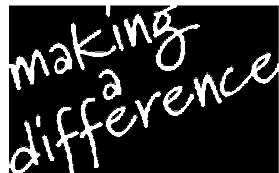
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**Do Not re-enter the building until told to do so.**

**The emergency Assembly Area is on Walter Stranz Square.**





# Executive

16th October 2012

7.00 pm

## Committee

Committee Room 2 Town Hall

### Agenda

**Membership:**

Cllrs: Bill Hartnett (Chair) Phil Mould  
 Greg Chance (Vice-Chair) Mark Shurmer  
 Rebecca Blake Luke Stephens  
 Michael Braley Debbie Taylor  
 Carole Gandy

<b>1. Apologies</b>	To receive the apologies of any Member who is unable to attend this meeting.
<b>2. Declarations of Interest</b>	To invite Councillors to declare any interests they may have in items on the agenda.
<b>3. Leader's Announcements</b>	<ol style="list-style-type: none"> <li>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</li> <li>2 any other relevant announcements.</li> </ol> (Oral report)
<b>4. Minutes</b> (Pages 1 - 10) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 18th September 2012.  (Minutes attached)
<b>5. Local Development Scheme</b> (Pages 11 - 20) Head of Planning and Regeneration	To seek approval for the timetable for production of Local Plan No 4.  (Report attached)  <b>All Wards;</b>
<b>6. Fields in Trust - Queen Elizabeth II Dedication</b> (Pages 21 - 34) Head of Leisure and Cultural Services	To consider, as part of the Queen's diamond jubilee celebrations, the dedication of the following key open spaces/playing fields for inclusion in the 'Fields in Trust' (FIT) programme.  (Report attached)  <b>Various Wards:</b>

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<p><b>7. Concessionary Fares - Pre 9.30am</b></p> <p>(Pages 35 - 38)</p> <p>Acting Head of Community Services</p>	<p>To implement the introduction of pre-09.30 concessionary bus travel to Redditch residents who are eligible for a concessionary bus pass.</p> <p>(Report attached)</p> <p><b>All Wards;</b></p>
<p><b>8. Dial a Ride Extended Service - Feasibility Study</b></p> <p>Chief Executive</p>	<p>To consider a recommendation from the Overview &amp; Scrutiny Committee following its meeting on 9th October 2012.</p> <p>(Report to follow)</p> <p><b>All Wards;</b></p>
<p><b>9. Localism Act : Community Right to Bid - Assets of Community Value</b></p> <p>(Pages 39 - 50)</p> <p>Head of Planning and Regeneration</p>	<p>To consider a report on the Localism Act regarding Assets of Community Value.</p> <p>(Report attached)</p> <p><b>All Wards;</b></p>
<p><b>10. Overview and Scrutiny Committee</b></p> <p>(Pages 51 - 60)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 11th September 2012.</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p><b>11. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b></p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p><b>12. Advisory Panels - update report</b></p> <p>(Pages 61 - 64)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p>

<p><b>13. Action Monitoring</b> (Pages 65 - 66) Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p>
<p><b>14. Exclusion of the Public</b></p>	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p><b>“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 matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (<i>to be specified</i>) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p> <p><b>These paragraphs are as follows:</b></p> <p><b>Subject to the “public interest” test, information relating to:</b></p> <ul style="list-style-type: none"><li>• <b>Para 1 – <u>any individual</u>;</b></li><li>• <b>Para 2 – the <u>identity of any individual</u>;</b></li><li>• <b>Para 3 – <u>financial or business affairs</u>;</b></li><li>• <b>Para 4 – <u>labour relations matters</u>;</b></li><li>• <b>Para 5 – <u>legal professional privilege</u>;</b></li><li>• <b>Para 6 – <u>a notice, order or direction</u>;</b></li><li>• <b>Para 7 – the <u>prevention, investigation or prosecution of crime</u>;</b></li></ul> <p><b>may need to be considered as ‘exempt’.</b></p>
<p><b>15. Confidential Minutes / Referrals (if any)</b></p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>







# Executive Committee

18th September 2012

## MINUTES

### Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Rebecca Blake, Michael Braley, Carole Gandy, Phil Mould, Mark Shurmer, Luke Stephens and Debbie Taylor

### Officers:

K Dicks, C Felton, J Godwin, D Hancox, S Hanley, J Heyes, S Horrobin, T Kristunas and S Sellers

### Committee Services Officer:

I Westmore

### 62. APOLOGIES

There were no apologies for absence.

### 63. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 64. LEADER'S ANNOUNCEMENTS

The Leader advised that the following items of business, scheduled on the Forward Plan to be dealt with at this meeting, had been rescheduled to a later meeting of the Committee:

- Concessionary Rents Policy; and
- Sickness Policy – Review.

### 65. MINUTES

#### RESOLVED that

**the minutes of the meeting of the Executive Committee held on 21st August 2012 be confirmed as a correct record and signed by the Chair.**

.....  
Chair

**66. COUNCIL TAX SUPPORT SCHEME**

A report was received which set out proposals for the Localisation of Council Tax Support and the measures which might form the basis of a consultation exercise during coming months. The Council needed to consider such a course of action as a Council Tax billing authority.

The Committee was informed of the expectation county-wide that only around half of the anticipated shortfall would be collected in Worcestershire, with the most significant impact being to the revenue of the major precepting authority, the County Council. The Borough Council, the West Mercia Police Authority and Hereford and Worcestershire Fire and Rescue Authority would also experience cuts to their revenue. Officers explained that the lack of a county-wide consensus on the approach to bridging the shortfall had resulted from Wyre Forest District Council adopting a unilateral approach in response to its particular financial situation.

Members noted that a body of measures had been compiled for the purposes of the consultation which, for Redditch, had the potential to fund the total shortfall should they be implemented in their entirety. Members regretted that they were placed in a position by central Government whereby they needed to impose this additional expense on local residents. It was generally accepted that those who were in a better position to pay should bear the majority of the burden. Officers undertook to provide Councillor Gandy with additional information on second-home ownership in the Borough following the meeting.

**RESOLVED that**

- 1) consultation on a local Council Tax support scheme and technical reforms to Council Tax commence with key stakeholders for a minimum 8 week period on the basis set out in the report be approved; and**
- 2) the submission of a further report on Council Tax support and technical reforms to Council Tax for Executive Committee consideration following the consultation be noted and that recommendations on this will be made to full Council.**

**67. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD ENDING 30TH JUNE 2012**

The Committee considered the latest quarterly monitoring report which provided details of the Council's performance with respect to sickness absence. Officers informed the Committee that the Council

was in a favourable position compared to the same period the previous year and that sickness absence was now lower than for the average across the public sector. It was noted that sickness absence was approaching levels to be found in the private sector and Members expressed the desire that the recent improvements be continued and built upon.

**RESOLVED that**

**the data relating to the first quarter (April – June 2012) be noted.**

**68. FLY-POSTING ENFORCEMENT STRATEGY**

Members received a presentation and report detailing the key points to be introduced through a new Fly-Posting Enforcement Strategy which was being jointly introduced with Bromsgrove District Council. It was noted at the outset that Bromsgrove District Council Cabinet had recommended approval of the Joint Strategy, whilst suggesting that adequate publicity measures be in place and that non-commercial organisations be treated in a fair manner.

Officers highlighted that this was the first time the Council had actively targeted this problem in a coordinated manner, bringing together the disparate legislative strands into a common strategic approach. Members warmly welcomed the focus on this aspect of anti-social behaviour and wished it success. In response to a specific query around the 48 hour notice period for removal of adverts containing the details of the advert owner or beneficiary, Officers undertook to investigate whether there was any scope to deal with instances of short-term advertising or whether the notice period was prescribed through legislation.

**RECOMMENDED that**

**the Joint Fly-Posting Enforcement Strategy and associated policies attached at Appendix 1 to the report be approved.**

**69. ROUNDABOUT SPONSORSHIP POLICY**

The Committee considered a report which set out proposals for engagement with local businesses and commercial organisations to realise sponsorship opportunities within high profile locations across the Borough. The background to submission of this report was the need to achieve income targets for Leisure and Cultural Services and a long-standing desire by Members and Officers to use the various roundabouts in the Borough for this purpose.

Members were informed that the Council had previously held detailed discussions with external parties with a view to achieving sponsorship of various roundabouts, but Officers were now of the opinion that internal control of the process was the most effective and beneficial way to proceed. The Committee warmly welcomed the progress that was being made in this regard and expressed the wish that Officers and potential sponsors adopt an imaginative approach to this opportunity, for instance by exploring the potential for good quality public art.

**RECOMMENDED that**

- 1) **the policy on Sponsorship and Advertising on roundabouts be approved and adopted; and**
- 2) **authority be delegated to the Head of Leisure and Cultural Services in consultation with the Portfolio Holder for Leisure and Tourism to agree the sponsorship fees with a maximum 20% plus/minus variance of approved charges.**

**70. DISPOSAL OF PROPERTY - SALOP ROAD COMMUNITY CENTRE AND 132 OAKLY ROAD**

A report was considered which was requesting the Committee to declare two properties, the former Salop Road Community Centre and 132 Oakly Road, as surplus to requirements and thereby available for disposal.

Members were informed that both properties had been offered to Housing Services which had declined in both instances as neither property was deemed suitable for letting as part of the Council's housing stock. In addition, the Salop Road property had been available for a number of years but Officers had been unable to let it to any other organisation.

Whilst the disposal of these two properties was supported on this occasion, there was some concern expressed that the Council develop a proper ongoing property strategy to avoid the possibility of an incremental diminution of the Council's property assets. Officers confirmed that a review was taking place of wider public and community sector assets with a view to the development of a strategy in due course.

**RECOMMENDED that**

- 1) **the site of the former Community Centre at Salop Road; and**

- 2) **the former refuge, 132 Oakly Road**

**be declared surplus to requirements and available for disposal.**

**71. VOLUNTARY AND COMMUNITY SECTOR GRANTS PROGRAMME 2013/14**

A report containing recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2013/14 was considered by Members. Following an audit of the VCS Grants Policy, a number of proposals were also being recommended in order that the policy might be strengthened.

The Committee highlighted the levels of support to the VCS which had been provided by the Council over a number of years and praised the support provided to the grants process and local organisations by the Council's Voluntary Sector Grants Coordinator. In response to a query regarding disagreements over the provision of adequate financial information by VCS organisations following requests from the Council, Officers commented that the strengthening of the Policy was being undertaken for reasons such as this.

**RECOMMEND that**

- 1) **the following themes and percentages of funding be allocated for the 2013/14 voluntary and community sector grants process:**
- i) **Independent Communities = £135,000 – see 3.3.1**
  - ii) **Community Development = £ 55,000 – see 3.3.2**
  - iii) **Thriving Communities = £ 20,000 – see 3.3.3**
  - iv) **Community Welfare = £ 20,000 – see 3.3.4**
  - v) **Stronger Communities Grant Programme = £ 15,000 – see 3.3.5**
  - vi) **£1,000 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;**

(See paragraph 3.3 of the report for background & full breakdown of theme splits and key project support areas);

- 2) **delegated authority for final approval in respect to the Stronger Community Grants to the Head of Community Services be continued; and**
- 3) **the changes detailed at paragraph 4.4 of the report designed to strengthen the Voluntary & Community Sector Grants Policy be approved.**

**72. OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the meeting of the Overview and Scrutiny Committee held on 14th August 2012 were considered by the Committee.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 14th August 2012 be received and noted.**

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

There were no minutes or referrals to consider under this item.

**74. ADVISORY PANELS - UPDATE REPORT**

The most recent report on the activity of the Council's Advisory Panels and similar bodies was received and noted.

**75. ACTION MONITORING**

The latest Action Monitoring report for the Committee was received and noted.

**76. 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 matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Item 16 – Unit 7, Woodrow Centre – Concessionary Rent.**

**77. UNIT 7 - WOODROW CENTRE - CONCESSIONARY RENT**

The Committee received a report in respect of the proposed letting of Unit 7, Woodrow Centre to a VCS organisation at a concessionary rent. Members had deferred a decision on this matter at the previous meeting of the Committee pending the receipt of additional information.

[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 the financial or business affairs of a particular person (including the authority holding that information).]

The Meeting commenced at 7.00 pm  
and closed at 8.20 pm

.....  
Chair





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

Document is Restricted



**EXECUTIVE  
COMMITTEE**

16th October 2012

**LOCAL DEVELOPMENT SCHEME NO. 5**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	<b>All</b>
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Key Decision

**1. SUMMARY OF PROPOSALS**

A Local Development Scheme (LDS) is a statutorily required project plan for producing Development Plans. The current Local Development Scheme for Redditch - LDS No.4, sets out what plans the Council intends to produce and the timescales for producing them for the period of July 2010 to February 2014. Local Development Scheme No.5 (Appendix A) has been produced to update these timescales.

**2. RECOMMENDATIONS**

**The Committee is asked to RECOMMEND that**

**the timescales detailed within Local Development Scheme No. 5 for the production of Development Plans be agreed and published.**

**3. KEY ISSUES****Financial Implications**

- 3.1 Production of Local Development Scheme No.5 will be funded from existing Development Plans Budgets.
- 3.2 Local Plan No.4 listed within the LDS as part of the Development Plan may require additional funding in the future to enable delivery; however these documents would be the subject of further committee reports once these costs are known.

**Legal Implications**

- 3.3 Redditch Borough Council is required to produce a LDS under the Localism Act 2011. The requirement to submit the LDS to the Secretary of State has been removed.

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**Service / Operational Implications**

- 3.5 The current LDS for Redditch was approved in September 2009 by Government Office for the West Midlands. This LDS is now out of date, for the reasons set out below therefore a revised LDS is required.
- 3.6 The following paragraphs detail the key changes made to the revised Local Development Scheme No.5 (Appendix A).
- 3.7 Since LDS No.4 was produced, the Core Strategy has been changed to reflect a new style Local Plan, therefore the previous references to the Core Strategy now refer to Local Plan No.4.
- 3.8 Local Development Scheme No.5 proposes to alter the Submission of the Local Plan to December 2012 and adoption to September 2014. This is to allow for a joint consultation with Bromsgrove District Council on Redditch cross boundary growth in February/March 2013 and consultation on Local Plan No.4 to take place in June/July 2013. While this LDS is proposing an additional consultation for Redditch, the timescales for the Borough of Redditch Local Plan No.4 and Bromsgrove Core Strategy remain aligned. In line with the Government's ambition to speed up the planning process, the Local Planning Authority will bring forward the timetable should an opportunity arise. Any changes to the timetable will be advertised on the Council website.
- 3.9 LDS No.4 referred to a Site Allocations and Policies Development Plan Document. Since then a Council resolution was passed to drop the production of this Document and focus resource on the Local Plan instead. It does not therefore feature in LDS No.5.

**Customer / Equalities and Diversity Implications**

- 3.7 The Local Development Scheme has no direct impact on the Council's Equalities and Diversity policies. The publication of the LDS will inform the public and stakeholders of the documents that will make up the Development Plan (currently just the Local Plan), the timescales they can expect for the preparation of these documents and the opportunities for involvement.

**4. RISK MANAGEMENT**

- 4.1 The Localism Act 2011 requires the Council to prepare and maintain an LDS. Without an up to date LDS, the Council would not be fulfilling its statutory obligations and risks the Development Plan being found

## **EXECUTIVE COMMITTEE**

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unsound. The LDS is critical to the successful programme management of the Local Plan.

### **5. APPENDICES**

Appendix A - Local Development Scheme No.5

### **6. BACKGROUND PAPERS**

Local Development Scheme No.4 July 2010 to February 2014

### **7. KEY**

Core Strategy/Local Plan DPD – sets out how we want Redditch Borough to be by the end of the plan period and how this will be achieved. It does not allocate land, but it is one of the most important planning documents at the local level, as it provides a framework approach for the spatial growth of the Borough.

Local Development Scheme (LDS) – A project plan detailing the timescales for producing Development Plans.

### **AUTHOR OF REPORT**

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## Introduction

The Local Development Scheme (LDS) is a three year project plan for the production and review of the planning policy documents that will make up the Development Plan for Redditch Borough. This is the fifth LDS for Redditch which covers the period from November 2012 to November 2015.

Redditch Borough Council is required to produce a LDS in order to comply with Section 15 of the Planning and Compulsory Purchase Act 2004. It provides residents and stakeholders information on the documents that will make up the Development Plan, the timescales they can expect for the preparation of these documents and the opportunities for involvement. Local Planning Authorities may revise their LDS at a time they consider appropriate or when directed to do so by the Secretary of State.

Since LDS No. 4 was produced, the Core Strategy has been changed to reflect a new style Local Plan, therefore previous references to the Core Strategy now refer to Local Plan No.4. LDS No. 4 also referred to a Site Allocations and Policies Development Plan Document. Since then a Council resolution was passed to discontinue the production of this document and focus resource on the Local Plan instead.

In producing this LDS, Redditch Borough Council has undertaken detailed discussions with its Planning Advisory Panel. It has also been prepared in close consultation with neighbouring authorities and the timescales for the Borough of Redditch Local Plan No.4 and Bromsgrove District Plan have been aligned.

The timetable for the preparation of the Development Plan can be found on page 5.



## Borough of Redditch Planning Policy Framework

### Current Planning Policy Documents

The planning policy documents listed below make up the current planning policy framework for the Borough of Redditch.

#### The West Midlands Regional Spatial Strategy (WMRSS)

The Secretary of State intends to remove regional spatial strategies. The precise timeframe for this process is not yet known, but the programme set out in this document has been developed on the basis that the WMRSS will be revoked before the Local Plan is submitted for examination.

#### Worcestershire Structure Plan 1996-2011

The Worcestershire Structure Plan 1996-2011 was adopted by the County in June 2001. It identifies the key strategic policies for the County in terms of planning and development control and provides a framework for development plans. Similarly to the WMRSS, the Worcestershire Structure Plan will be revoked by the Secretary of State. The saved Worcestershire County Structure Plan Policies can be found [here](#).

#### Borough of Redditch Local Plan No.3 (2001-2011)

The Borough of Redditch Local Plan No.3 (2001-2011) was adopted 31st May 2006. The Local Plan is saved for a period of three years from adoption; therefore its policies remained in force until May 2009. As it was not possible to replace Local Plan No.3 by May 2009 Redditch Borough Council had permission from the Secretary of State to save and continue to use policies and proposals contained in Local Plan No.3 beyond May 2009. A list of the saved policies can be found [here](#). Since the publication of the National Planning Policy Framework (NPPF) in March 2012, due weight can be given to the saved local plan policies according to their degree of consistency with the NPPF.

### Adopted Local Development Documents

The Council has adopted a number of planning policy documents, which can be used as material considerations in the determination of planning applications, including:

- Affordable Housing Provision Supplementary Planning Document
- Church Hill District Centre Development Brief
- Edward Street Supplementary Planning Document
- Land to the rear of the properties 1 – 11 Auxerre Avenue, Greenlands, Development Brief
- Prospect Hill, Town Centre Supplementary Planning Document
- Land to the rear of Alexandra Hospital Development Brief
- Church Road, Town Centre (formally known as the North West Quadrant)
- Open Space Provision Supplementary Planning Document
- Designing for Community Safety Supplementary Planning Document

## Emerging Planning Policy Documents

### **Borough of Redditch Local Plan No.4**

Local Plan No.4 will set out the Strategic Vision, objectives and policies for the Borough of Redditch up to 2030. It will comprise of the policies that were included in the emerging Core Strategy as well as other development management-style policies. The plan is underpinned by an evidence base, some of which can be viewed [here](#).

### **Borough of Redditch Local Plan No.4 Proposals Map**

The Council will also prepare a proposals map covering the geographical area of Redditch Borough alongside the Local Plan. The proposals map will illustrate the core policies of Local Plan No.4 and when appropriate indicate proposed land use policies.

### **Waste Core Strategy for Worcestershire**

The Waste Core Strategy will replace the waste planning policies set out in the Structure Plan and will be used by Worcestershire County Council (WCC) to determine applications for waste management development. The Waste Core Strategy was found sound on 20th July 2012 and WCC Full Council will consider whether to adopt the Waste Core Strategy in November 2012.

### **Minerals Local Plan for Worcestershire**

The emerging Minerals Local Plan will replace the existing Minerals Local Plan and minerals policies set out in the Structure Plan and will be used by the County Council to determine applications for minerals development. Consultation on the emerging Minerals Local Plan is expected to begin in autumn 2012.

## Delivering the Development Plan

This section details how the Council will produce its Development Plan.

### Evidence Base

A range of technical studies and research will underpin the preparation of the Development Plan. Some of the key studies and research areas are listed below:

- Sustainability Appraisal
- Strategic Housing Land Availability Assessment (SHLAA)
- A Strategic Housing Market Assessment
- Employment Land Review
- Open Space Needs Assessment

### Adoption of Planning Policy Documents

All planning policy documents are taken to Executive Committee and Full Council to obtain Member approval. In the case of the Development Plan, these are subsequently submitted to the Planning Inspectorate for examination. PINS will report back to the Council after the examination to report on the Plans soundness for adoption.

### Monitoring

The Council will regularly monitor and review the progress of the Development Plan against the LDS timetable (set out on page 5).

### Resources and Risk Assessment

The Local Plan will be central to the Council's vision and strategy for Redditch Borough and will influence a wide range of policy and investment decisions, it therefore critical that there are adequate resources for the production of the Development Plan. While most resources required for the production of Local Plan No.4 can be met through Redditch Borough Council based budgets, it is important to note that comprehensive evidence also needs to be in place to justify particular approaches and to demonstrate that the Plan is sound at examination. Budget bids will be required to fund the Examination.

There will always be a level of uncertainty associated with a document such as this LDS. It is therefore considered worthwhile to ask how reasonable and achievable the targets are and what issues may affect the overall delivery of this LDS:

Capacity of the Planning Inspectorate (PINS). We have made assumptions about the ability of PINS to service the requirements from this LDS. If PINS cannot meet the requirements of this LDS, then there will be some slippage in the programme. The Development Plans Team will adhere strongly to the advice and schedules provided by PINS and PAS with regard to Local Plan production.

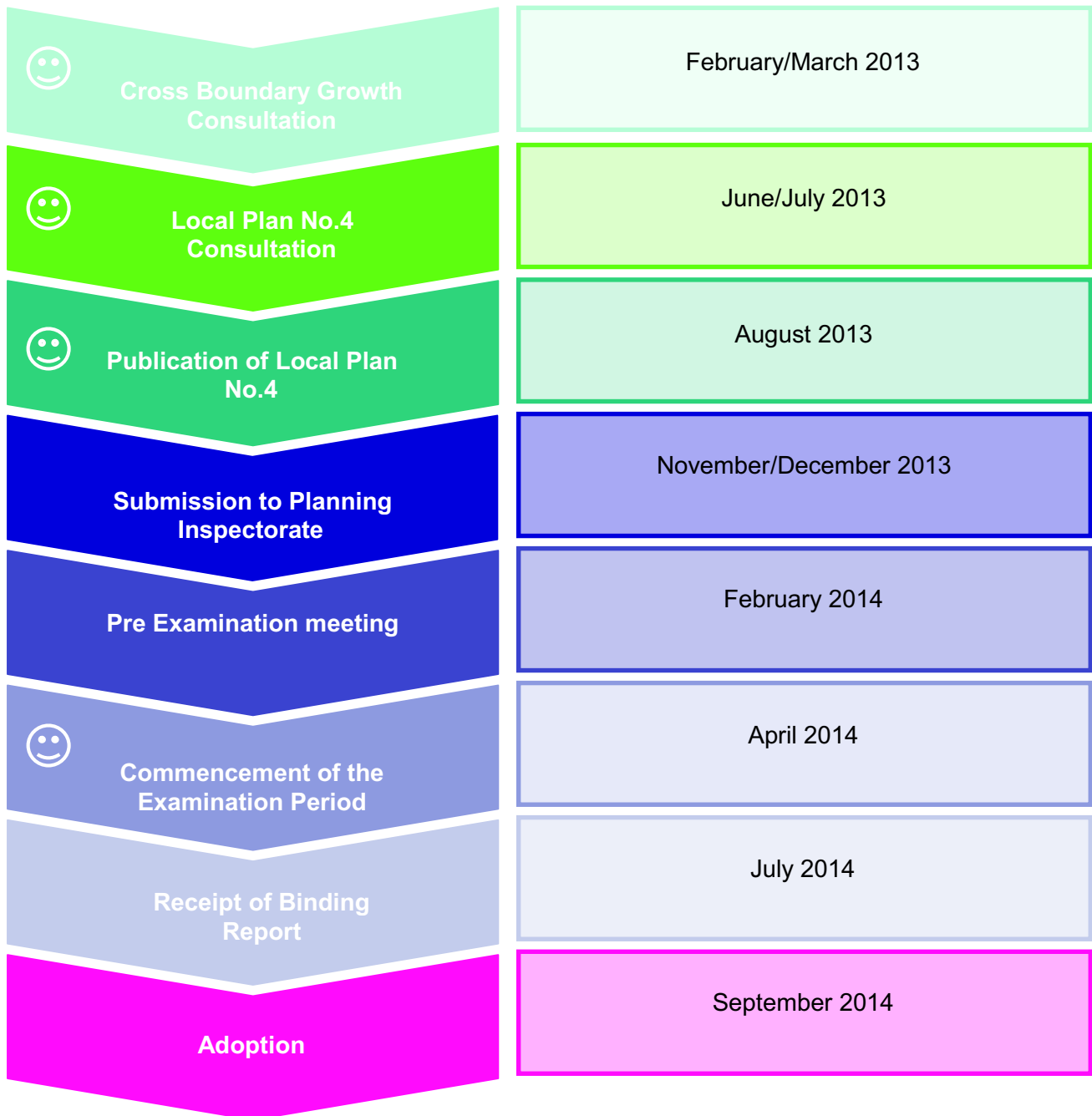
The alignment of the Plan's LDS timetable with a neighbouring district creates risks as there could be unforeseen issues with the progression of their plans that could impact on Redditch's LDS. Alignment with Bromsgrove also means there is no room for slippage between the consultation and publication of Local Plan No.4.


Additional unforeseen pressures on staff time can never be predicted in advance.

## Timetable

The timetable for the production of the Development Plan is set out below.

In line with the Government's ambition to speed up the planning process, the Local Planning Authority will bring forward the timetable should an opportunity arise. Any changes to the timetable will be advertised on the Council website.



 Opportunity for public involvement

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**FIELDS IN TRUST QE 2 DEDICATION**

Relevant Portfolio Holder	Councillor Luke Stephens
Portfolio Holder Consulted	Yes
Relevant Head of Service	John Godwin
Wards Affected	Astwood Bank & Feckenham Batchley & Brockhill Greenlands Headless Cross & Oakenshaw
Ward Councillor Consulted	No
<b>Non Key Decision</b>	

**1. SUMMARY OF PROPOSALS**

Members are asked to consider as part of the Queen's diamond jubilee celebrations the dedication of the following key open spaces/playing fields for inclusion in the 'Fields in Trust' (FIT) programme. This will enable the purpose and title of these sites to be protected as local outdoor spaces specifically as playing fields for sport, play and recreation, whilst contributing to the overall legacy of this important occasion for the Country.

- a) Batchley Pond
- b) Greenlands
- c) Headless Cross Green
- d) Overdale Park

**2. RECOMMENDATIONS**

The Executive Committee are asked to **RESOLVE** that

- 1) **approval be granted for the four sites, listed above at paragraph 1 a) to e) to be formally dedicated for use as playing fields by way of a Covenant / Deed of Dedication under the Fields in Trust programme.**
- 2) **authority be delegated to the Heads of Leisure and Cultural Services and Legal, Equalities and Democratic Services to take the necessary steps to finalise the agreement with FIT in relation to the five sites and complete the Deeds of Dedication.**

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**3. KEY ISSUES****Financial Implications**

- 3.1 There are no direct financial implications to the Council within this report however there are associated benefits from having sites within this scheme that will develop going forward through external funding and grant opportunities. Members should be aware that where sites bring income to the Council through formal recreation usage and applicable fees there is no impact within the proposal as RBC would keep all associated income.

**Legal Implications**

- 3.2 The Deed of Dedication safeguarding outdoor recreation and playing fields through FIT is a legal instrument approved by the Charity Commission and allows FIT to act as guarantor between the land owner and any future potential development, to ensure that the recreation value of open spaces is protected and maintained inline with the National Planning Policy Framework (NPPF). The deed provides both a formal declaration and indicates the designation of the site in perpetuity.
- 3.3 The National Planning Policy Framework (NPPF) includes several recommendations made by FIT.
- 3.4 The new NPPF acknowledges the value of recreational spaces and advises that Local Green Space designations – affording protection equivalent to Green Belt status may be given in cases where the area is of recreational value to the local community and that this specifically includes playing fields.
- 3.5 Currently the Borough Councils green space provision, designation and management demonstrates that of a good practice model and these recommendations are designed to build on our excellent track record in this area and protect our most valuable sites accordingly.
- 3.6 This unique model does not involve or require a change of ownership but safeguards in the legal context the access to local outdoor space for residents.
- 3.7 RBC would continue to manage the stock as it currently does as ownership and operational responsibility does not change through the Deed of Dedication process.

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- 3.8 With reference to any intention for future disposal, there exists a set process for this occasion however Officers believe this to be of minimal concern as the selected sites are current designated Public Open Spaces, have status within the planning context and have been identified of value for local recreation through the authorities Open Space study

**Service / Operational Implications**

- 3.9 The Field in Trust programme began in 1936 commemorating King George. The current UK flagship programme in 2012 has seen an increased impetus with the dedication of many sites through the Queen Elizabeth II Fields Challenge celebrating the Diamond Jubilee, both Olympics and Paralympics and the 2014 Commonwealth Games. Many sites throughout Worcestershire have benefitted by dedication.
- 3.10 The intention of the Queen Elizabeth II Fields Challenge is for two thousand and twelve sites are dedicated in celebration of the Diamond Jubilee.
- 3.11 The dedication is an important safeguard for playing fields in Redditch Borough and brings positive 'kudos' to the Council providing quality playing fields in line with planning context at no cost to the Council

**Customer / Equalities and Diversity Implications**

- 3.12 The dedication safeguards local recreational space and playing fields in perpetuity and will ensure future provision matches our sustainable requirement as demonstrated within the borough councils open space study and is a positive statement in regard to the provision and protection of important local amenity space.

**4. RISK MANAGEMENT**

The identified risks are that the Council may not be able to provide development within any of these sites to cater for sustainable development and local need unless an alternative equivalent or better replacement is provided nearby to mitigate the loss. However given the key nature of these sites it is not Officer opinion that this situation will present itself. Should it, there is an agreed process to manage this situation that would need to be factored into the project design and arrangement stages.

**5. APPENDICES**

Appendix 1 - Site description/inventory  
Appendix 2 – FIT documentation

**EXECUTIVE  
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6. **BACKGROUND PAPERS**

None

7. **KEY**

None

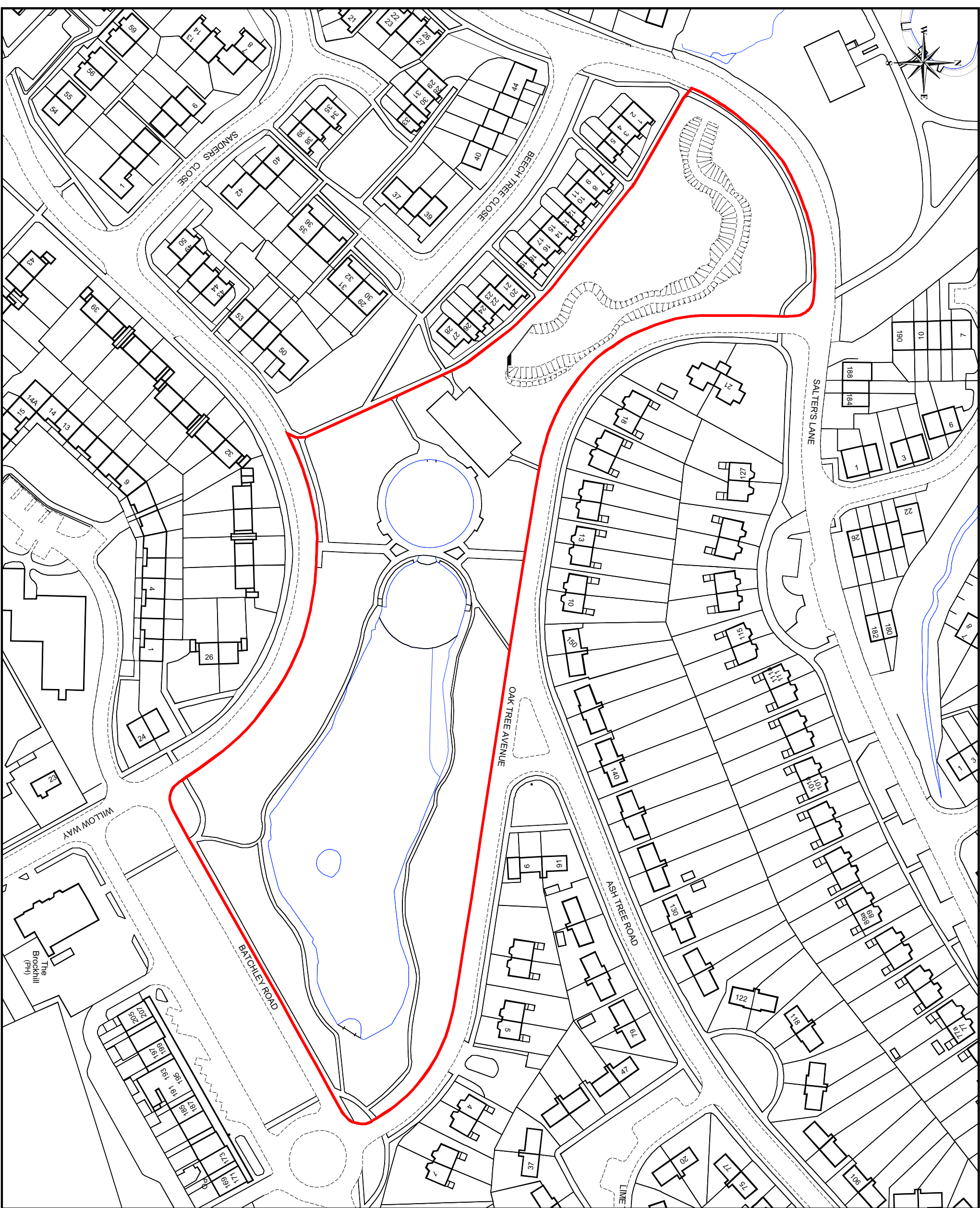
**AUTHOR OF REPORT**

Name: Karl Stokes

E Mail: [karl.stokes@bromsgroveandredditch.gov.uk](mailto:karl.stokes@bromsgroveandredditch.gov.uk)

Tel: 3377





Notes:

Date	Rev	Details

Project:  
**Queen Elizabeth II  
 Fields in Trust - Nominated Site**

Drawing:  
**Batchley Pond, Batchley  
 Site Location Details**

Drawn: PTL Scale: 1/1250  
 Surveyed: OS Date: Aug 2012

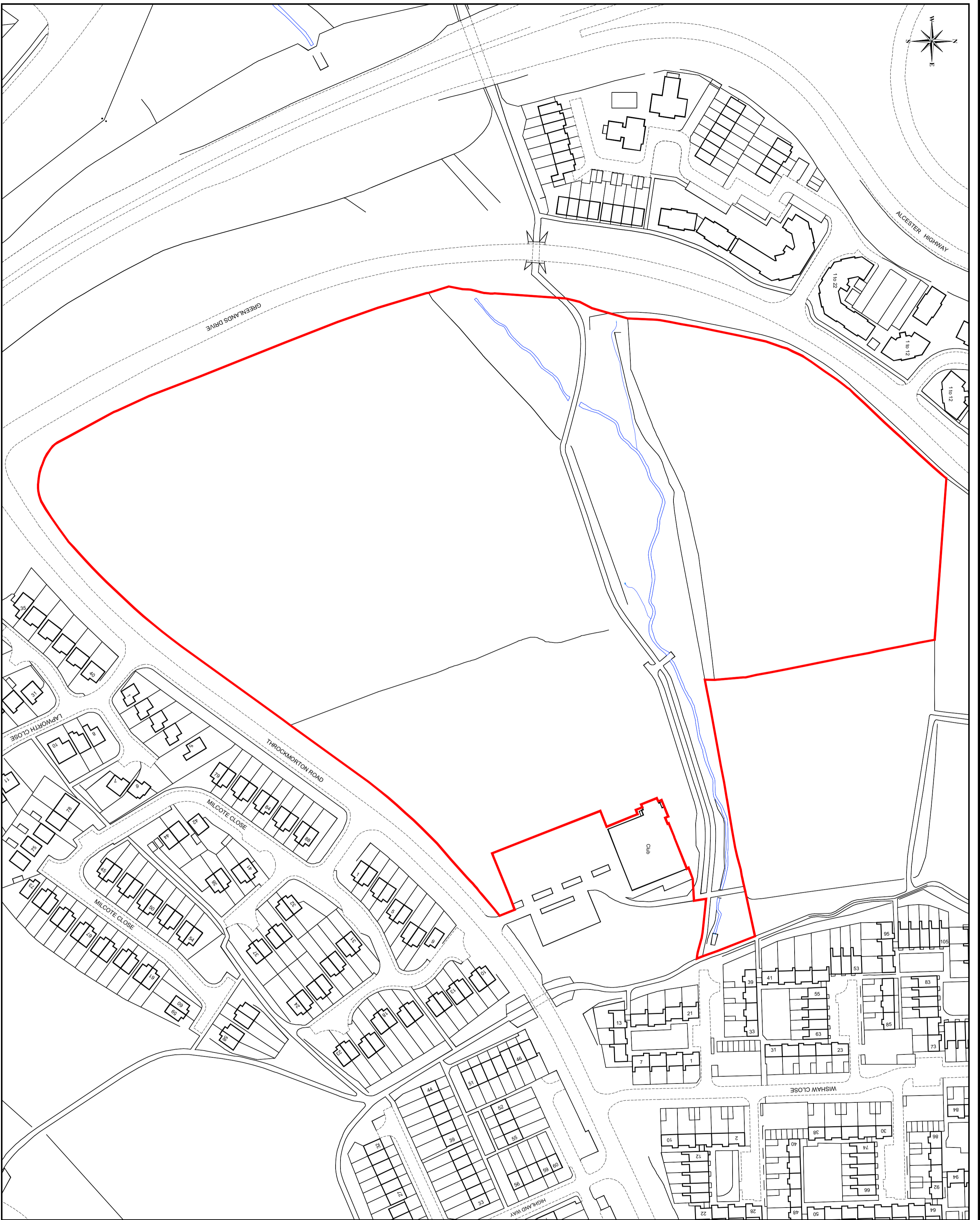
Drawing No: **P2030/99**

**Engineering and Design**  
 Town Hall  
 Walter Stranz Square  
 Redditch  
 Wores B98 8AH

**REDDITCH BOROUGH COUNCIL**  
[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

**Bromsgrove District Council**  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)





Notes:

Date	Rev	Details

Project:  
**Queen Elizabeth II  
 Fields in Trust - Nominated Site**

Drawing:  
**Throckmorton Road, Greenlands  
 Site Location Details**

Drawn: PTL Scale: 1/1250  
 Surveyed: OS Date: Aug 2012  
 Drawing No: **P2030/100**

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 Town Hall  
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 Redditch  
 Worcs B98 8AH



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Notes:

Date	Rev	Details

Project:  
**Headless Cross Green**

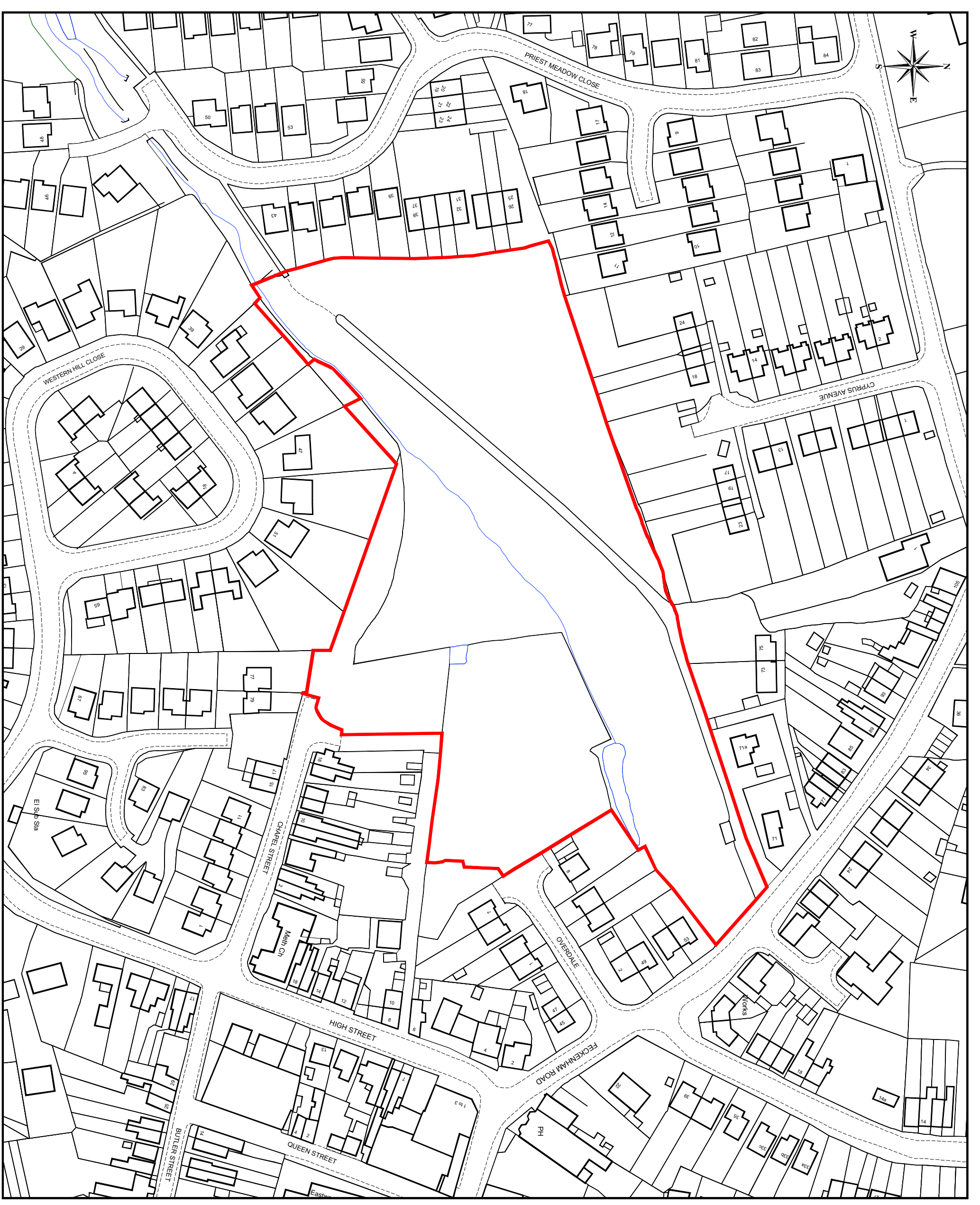
Drawing:  
**Drawing Details**

Drawn: AAA Scale: 1/200  
 Surveyed: AAA Date: BBB 2012  
 Drawing No: **P0000/0**

**Engineering and Design**  
 Town Hall  
 Walter Stranz Square  
 Redditch  
 Worcs B98 8AH







Notes:

Date	Rev	Details

Project:  
**Queen Elizabeth II  
 Fields in Trust - Nominated Site**

Drawing:  
**Overdale, Astwood Bank  
 Site Location Details**

Drawn: PTL Scale: 1/1250  
 Surveyed: OS Date: Aug 2012

Drawing No: **P2030/98**

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## Fields in Trust

Fields in Trust is the only independent UK wide charity dedicated to protecting and improving outdoor space for sport, play and recreation.

Formed in 1925 as the National Playing Fields Association with the aim to ensure that all have access to free local facilities for healthy outdoor activities, there are currently 1281 protected sites, totalling 8798 acres.

The Queen Elizabeth 2 Fields Challenge is the current flagship UK wide programme of Fields in Trust celebrating the Diamond Jubilee, London Olympics, Paralympics and the 2014 Commonwealth Games. The challenge hopes to protect 2012 outdoor recreational spaces by 2012. All kinds of sites are eligible to become Queen Elizabeth 2 fields.

The challenge is supported by the Patron The Duke of Cambridge and through the support of partners including ASDA, SITA Trust, LV=, LMA, Princes Foundation, Sport England and a range of trust and foundations.

The challenge supports the Olympic legacy by protecting local spaces for children to play sport and be active, recognising the vital place parks, pitches and green spaces play in grass roots sport.

The benefits of dedication for local authorities will help to address key agendas around physical activity, social cohesion and improving the environment.

Fields in Trust have worked closely with local authorities since its formation in 1925, recognising the contribution made in relation to providing and managing all types of open space for local communities.

The positive impact of recommending standards for sport, play and recreation led to the Design for Outdoor Sport and Play, traditionally referred to as the 'Six Acre Standard'



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**CONCESSIONARY FARES - PRE 09.30 HOURS**

Relevant Portfolio Holder	Councillor Greg Chance, Portfolio Holder for Planning, Regeneration, Economic Development and Transport
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Acting Head of Community Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Key Decision	

**1. SUMMARY OF PROPOSALS**

To implement the introduction of pre-09.30 concessionary bus travel to Redditch residents who are eligible for a concessionary bus pass.

**2. RECOMMENDATIONS**

The Executive is asked to RESOLVE that

- 1) **delegated authority be given to the Head of Community Services and the Head of Legal, Equalities and Democratic Services to agree with the bus operators the detailed arrangements necessary to implement a pre-09.30 concessionary bus travel scheme; and**
- 2) **to enter into a legal agreement with the bus operators to reflect those arrangements.**

**3. KEY ISSUES**

**Financial Implications**

- 3.1 Council at its meeting on 23rd July 2012 approved the Council's Medium Term Financial Plan, which included funding to enable this scheme to be implemented.
- 3.2 Approval was given for £43,000 in 2012/13 and £86,000 in future years to fund the introduction of pre 09.30 concessionary travel for Borough residents, who hold a concessionary bus pass.

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- 3.3 The final cost of the scheme will be subject to negotiations with the six individual bus operators that provide a service in the Borough and subject to an annual maximum cost of £86,000 per annum. The cost in 2012/13 will be lower as the scheme will not be in place for a full year but will include a set-up cost of £5,000. The set-up costs are in respect of the issue of concessionary fare passes to residents that include the Borough logo to enable bus operators to recognise that they are eligible for the pre 09.30 concession.
- 3.4 The Financial Services Manager has been consulted with regard to the financial implications.

**Legal Implications**

- 3.5 The responsibility for administration of concessionary travel schemes under the Transport Act 2000 and the Transport Act 1985 transferred from the Borough Council to Worcestershire County Council in April 2011. This was as a consequence of new national legislation contained in the Concessionary Bus Travel Act 2007 (Variation of Reimbursement and Other Administrative Arrangements) Order 2010.
- 3.6 The National Scheme provides free travel for eligible pass holders between 09.30 and 23.00 on weekdays and all day on weekend and Bank Holidays. The Council will exercise the general power of competence within the Localism Act 2011 to enhance the national scheme and fund concessionary travel within the Borough before 09.30 a.m.
- 3.7 Following negotiation with the bus operators the Council would enter in to a Legal Agreement with the Bus Operators. The terms of this Agreement would include:-
- a) That Council will pay a quarterly fixed sum in arrears to each operator;
  - b) That operators must enable use of the concession to all bus service routes it operates in the Borough;
  - c) To provide quarterly data on the number of pre 09:30 hours concessionary travel passengers;
  - d) A clause to enable both parties to review the fixed sum if the operators bus routes before 09:30 are either significantly reduced or increased.
- 3.8 The Principal Solicitor has been consulted with regard to the legal implications.

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**Service/Operational Implications**

- 3.9 The Redditch local scheme would not be part of the national arrangements under the Transport Acts. A separate scheme would have to be set up with the six bus companies that currently operate within the Borough (listed below). This would not have statutory status but would be a contractual arrangement with them as identified in 3.7 above.
- 3.10 Since financial approval was granted at Council on 23rd July and Officers were delegated to progress implementation with colleagues and external parties, Officers have been in negotiations with the bus operators.
- 3.11 The allocation will be based on the total passenger journeys for each of the operators listed below.
- a) First;
  - b) Diamond;
  - c) Johnsons;
  - d) Stagecoach;
  - e) Dudley's;
  - f) Worcestershire County Council.
- 3.12 The existing concessionary travel identify cards are County-wide and do not distinguish in which District the resident lives. New cards will therefore have to be issued in order that bus operators can identify that a resident lives within the Borough and is therefore eligible for pre 09.30 travel. The scheme would allow for residents to travel outside of the District pre 09.30 subject to them commencing their journey within the Redditch Boundary.
- 3.13 There are currently 13,258 card holders in the Borough. Fortunately it has been established that of these 80% are due for renewal by March 2013 which will significantly reduced the costs of issuing new cards. The County Council will administer the renewals, which they do over a phased period, and in the future this will contain the Redditch Borough Council logo which, when shown to the bus operator, will authorise pre 09.30 travel. The County Council have also agreed to write to the remaining 20% of card holders to re-issue their passes with the logo by March 2013.

**Customer / Equalities and Diversity Implications**

- 3.14 The scheme provides eligible residents with an enhanced concessionary travel service which will provide them with increased

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opportunities to meet their travel requirements. For example to attend GP or hospital appointments.

**4. RISK MANAGEMENT**

There is a risk that not all the bus operators would wish to participate in the scheme. The Council would not be able to force an operator to provide pre 09.30 concessionary travel as it is not a statutory requirement. There is a risk that if total bus passenger numbers dramatically increase in the future the operators may request that their payment is increased accordingly.

**5. APPENDICES**

None.

**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

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Tel: (01527) 534149

**EXECUTIVE  
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16th October 2012

**COMMUNITY RIGHT TO BID – ASSETS OF COMMUNITY VALUE**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	
Relevant Head of Service	Ruth Bamford, Head of Planning and Regeneration
Wards Affected	All

**1. SUMMARY OF PROPOSALS**

- 1.1 The report outlines the provisions relating to the 'Community Right to Bid' and the implications for the council resulting from the requirement to hold a 'List of Assets of Community Value'. The report also proposes a decision making process for the listing of community assets.
- 1.2 It is anticipated that this aspect of the Localism Act will come into force in October 2012.

**2. RECOMMENDATIONS**

**The Executive Committee is asked to RESOLVE subject to any comments:**

- a) **the process for compiling the 'list of assets of community value';**
- b) **the process for the internal review of the listing decisions; and,**
- c) **the proposal that compensation decisions are undertaken by the Executive Director of Finance and Resources in liaison with the Head of Planning & Regeneration.**

**3. KEY ISSUES**

- 3.1 The intention of the 'Community Right to Bid' is to give communities a right to identify a building or other land that they believe to be of importance to their community's social well-being so that if it comes up for sale there is a six month period within which they can prepare their bid to buy the asset. The property in question can then be sold on the open market. Community groups have the same rights as any other bidders but there is no preference given to the local community bid.
- 3.2 Through the proposed regulations it is anticipated that:
- i) The provisions give communities a right to identify a building or other land that they believe to be of importance to their community's wellbeing.

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- ii) If the nominated asset meets the definition of an asset of community value, the local authority will list it.
  - iii) The owner of the asset will have a right to an internal review by the council, and a right of appeal to an independent tribunal against the result of the internal review.
  - iv) If the asset comes up for sale the community will be given an equal opportunity to make a bid to buy it on the open market.
  - v) Following a six month moratorium the owner is free to sell to whomever they choose.
  - vi) The provisions have an impact on the rights of private property owners, therefore there will be a compensation scheme enabling owners to claim for costs or loss incurred as a direct result of complying with the procedures. It is understood that claims will be made to the local authority but compensation will be paid by the Secretary of State.
  - vii) There will be a right of internal review of a compensation decision and of appeal to an independent tribunal on a point of law against the review decision.
- 3.3 A key point is that the community right to bid does not restrict who the owner of the asset can sell his property to or at what price.

**Financial Implications**

- 3.4 The provisions have an impact on the rights of private property owners, therefore there will be a compensation scheme enabling owners to claim for costs or loss incurred as a direct result of complying with the procedures. The current regulations state that any individual or total payments of over £20k in a financial year will be funded by the Government. In addition a New Burdens grant is to be allocated to all administering Councils to cover the costs associated with implementing the new scheme. The funding for 2012/13 has been advised at £4873. It is anticipated that, subject to Government approval, further payments will be made in 2013 and 2014.

**Legal Implications**

- 3.5 The Council has a statutory responsibility to implement the provisions as defined within the Localism Act and the relevant Community Right to Bid legislation.



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**Service / Operational Implications**Process for Listing Community Assets

- 3.6 The key steps for considering a nomination to the List of Community Assets are set out in Appendix 1.
- 3.7 Only voluntary and community organisations with a local connection, and the parish council, will have the right to make community nominations of community assets to be included on the list.
- 3.8 There are some exemptions from listing such as residential premises (but not living quarters which are an integral part of a pub or shop which are otherwise eligible for listing – these could still be listed as assets of community value).
- 3.9 The provisions require a local authority to maintain a list of assets of community value and to notify the owner(s), occupier, nominator(s) and other interested parties (as set out in the regulations). The local authority is also required to maintain a list of unsuccessful community nominations. The local authority must determine a nomination for listing within eight weeks.
- 3.10 An owner is to have a right of internal review of a listing decision by the local authority. The owner will have eight weeks from notification to request a review. The review must be completed within eight weeks (unless otherwise agreed with the owner). The owner will have the right to request an oral hearing and to be represented by whomever they wish. There is a right of external appeal by an owner who is dissatisfied with the outcome of an internal review. This is will be heard at an independent Tribunal.

Process for the Sale of a Community Asset

- 3.11 The purpose of identifying assets of community value is to ensure that a local community has the opportunity to form a bid for the property if it comes up for sale. The key steps to be undertaken should an asset of community value be sold are set out in Appendix 2.

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- 3.12 The moratorium on the sale of a community asset would normally be triggered by the owner notifying the local authority of their intention to dispose of the community asset. This is the point at which the six week interim moratorium (to state the intention to bid) and the six month full moratorium (to formulate a bid) commence. A relevant disposal of a listed community asset is considered to be the sale of the freehold, or the grant or assignment of a lease for twenty five years or more, but only where the disposal will give the new owner a hundred percent vacant possession.
- 3.13 Some disposals are exempt and can take place unimpeded by the community right to bid. Such disposals include transfer made by gift, transfer within a family, transfer due to inheritance or transfer where the listed community asset forms part of a larger estate.
- 3.14 Where a community group wishes to purchase a community asset and is able to pay the price determined by the owner, the owner will have the option of disposing of the community asset to that group without waiting until the end of the moratorium to do so.
- 3.15 It is proposed that all owners, other than public authorities, will be entitled to claim compensation for loss or expense incurred as a result of their property being on the List of Assets of Community Value and complying with any of the procedures required by the scheme.
- 3.16 In order to limit any unintentional non-compliance, listing of a property is to be a local land charge. A clear enforcement regime is to be set out in the regulations. A non-compliant disposal of property would be ineffective from the outset (i.e. void).

Internal processes

- 3.17 The council will be responsible for notifying owners and occupiers of listings and receipt of notices, and for publicising the possible sale of a listed asset. The council will also administer the compensation scheme. A proposed process is set out in Appendix 3 to manage this process.
- 3.18 Officers would receive a nomination and make initial checks (nomination from valid community group/ Does the property seem to fit the criteria etc). If the nomination is clearly a non-starter, or incomplete, the applicant would be informed with the reasoning for the decision.
- 3.19 A period of consultation would then commence involving the owner and other interested parties who would be given a specified time to respond. Local ward members would also be consulted at this stage.
- 3.20 Following the completion of the consultation process, the Head of Planning and Regeneration will provide a recommendation to the

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Executive (or other member group) as to whether the nomination should be accepted. The recommendation would take into account comments received from the consultation. The recommendation would seek a view from the Committee to inform the final decision made by the Head of Planning and Regeneration in consultation with the Portfolio Holder for Planning and Regeneration.

- 3.21 Once the decision is made the owner and nominator are informed accordingly.
- 3.22 An owner is to have the right to have the decision to list a property reviewed by the council. The request for the review has to be made within eight weeks and the review determined within eight weeks (unless otherwise agreed with the owner). The provisions indicate that the review is to be undertaken by a Senior Officer not involved in the initial decision. Similarly it is suggested that no elected member involved in the decision to list should be part of the review process.
- 3.23 It is proposed that the Executive Director Planning and Regeneration undertakes the review in consultation with the Leader.
- 3.24 There is no provision within the legislation for review of an unsuccessful community group nomination. It would not therefore be within the council's powers to make provision for such a review as this would be unenforceable and open to challenge by an owner.
- 3.25 The outcome of a review of the listing decision or a compensation decision can be appealed but such an appeal is handled externally to the council. It is not clear what might constitute a claim for compensation but as the DCLG has stated that it will fund the cost of compensation over £20k ( either individual or total in a financial year). The regulations will clarify this matter regarding the criteria that will enable a valid claim. It is proposed that Officers assess the compensation claims and decisions on eligible costs and levels of compensation are made by the Executive Director Finance and Resources in liaison with the Head of Planning and Regeneration.
- 3.26 It is possible that not all potential assets of community value will be identified and listed from the outset and that a community group may only become concerned about a particular property when the sale of it is proposed. There is no suggestion in the provisions that a proposed sale can be held up by a nomination by a community group.
- 3.27 There is no reason why council owned property should be treated any differently to privately owned property. Members should note that the Executive Director of Finance and Resources has a potential conflict in these matters due to property ownership. We would expect community groups etc to approach the council informally if they are minded to

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nominate a council owner property as there may be a better solution to meet community aspirations.

- 3.28 After an asset has been on the list for five years the council must remove it by default. However, prior to this Officers will need to write to interested community organisations to inform them of this, and allow them to make a case for keeping the asset on the list.

**Customer / Equalities and Diversity Implications**

- 3.29. The process will be fair and consistent for all members of the community and therefore it is not anticipated that there will be any direct impact on individual community groups or members.

**4. RISK MANAGEMENT**

The main risk is related to the need to have a manageable process for compiling and managing a list of assets of community value. The processes as attached at the Appendices reflects the processes that are to be put in place to mitigate the risks associated with the implementation of the Act.

**5. APPENDICES**

Appendix 1: Proposed Process for Listing Community Assets

Appendix 2: Proposed Process for the Sale of Community Assets

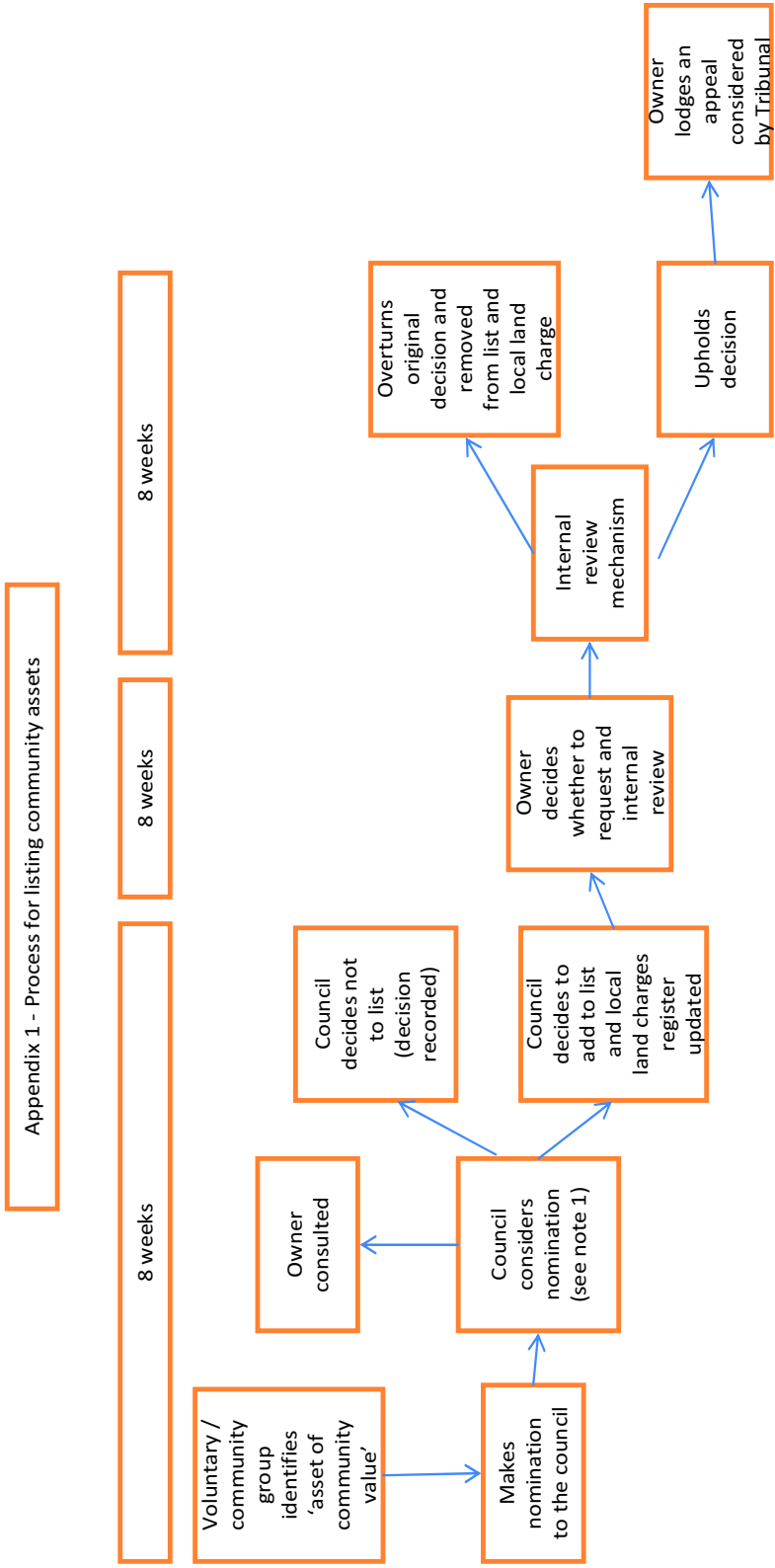
Appendix 3: Proposed Internal Process for Listing Community Assets

**6. BACKGROUND PAPERS**

Various documents in relation to the Localism Act and legislation / regulations for Assets of Community Value.

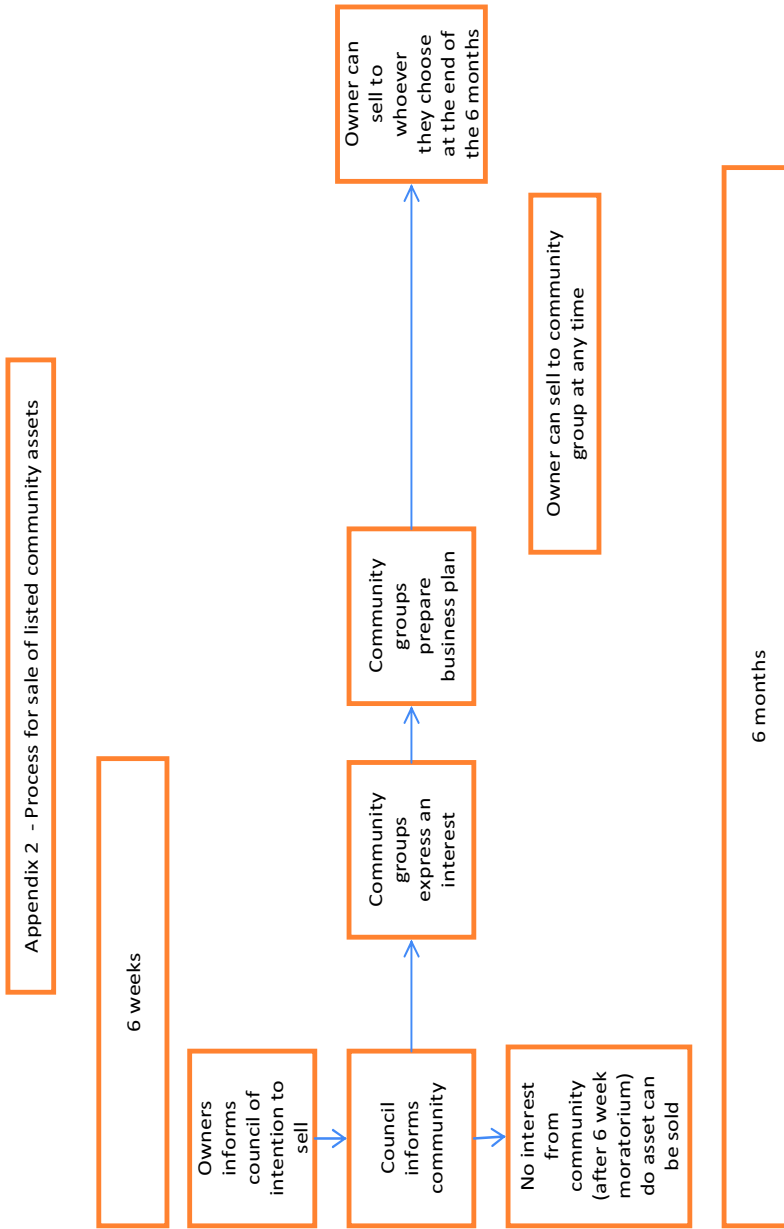
**AUTHORS OF REPORT**

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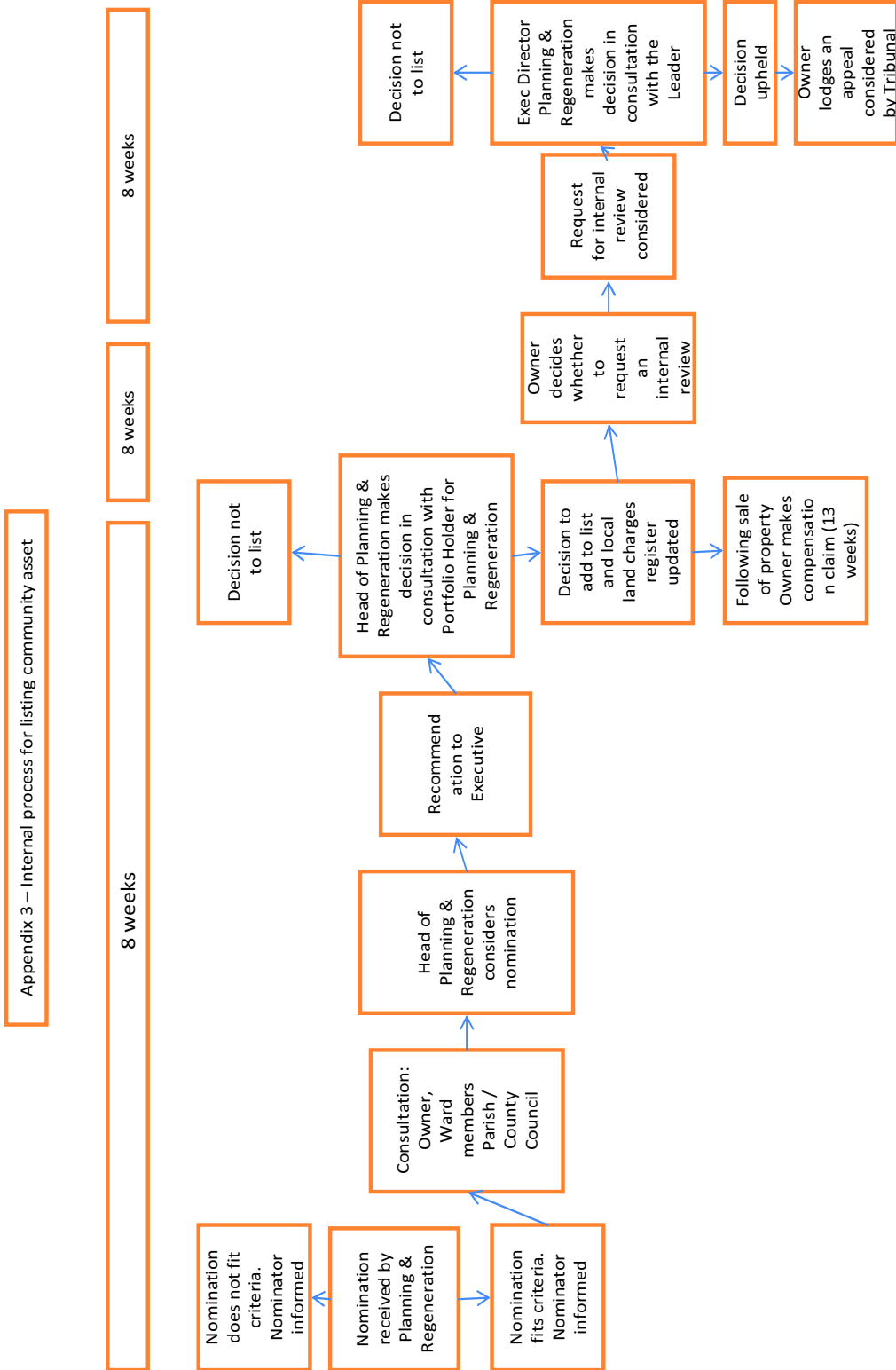
**Note 1**  
 A building or other land should be considered an asset of community value if:  
 its actual current use furthers the social wellbeing and interests of the local community, or a use in the recent past has done so; and  
 that the use is not an ancillary one; and  
 for land in current community use it is realistic to think that there will continue to be a use which furthers the social wellbeing and interests, or  
 for land in community use in the recent past it is realistic to think that there will be community use within the next 5 years (in either case,  
 whether or not that use is exactly the same as the present or past); and  
 it does not fall within one of the exemptions e.g. residential premises and land held with them.  
 'Social interests' includes cultural, recreational and sporting interests.















# Overview and Scrutiny Committee

11th September 2012

## MINUTES

### Present:

Councillor Juliet Brunner (Chair), Councillor Simon Chalk (Vice-Chair) and Councillors Andrew Brazier, David Bush, John Fisher, Andrew Fry, Pattie Hill, Pat Witherspoon and Roger Hill

### Also Present:

Councillor Phil Mould

### Officers:

R Bamford, C Felton, S Jones, J Pickering, D Poole, and A de Warr

### Committee Services Officer:

M Craggs and A Scarce

### 61. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Gay Hopkins. Councillor Roger Hill was confirmed as her substitute.

### 62. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

### 63. MINUTES

Members requested clarification in respect of Minute No. 50 and in particular Blue Badges being displayed in Dial a Ride buses. Officers clarified the position and confirmed that this was not a recommendation of the Access for Disabled People Task Group, but an action which would be taken forward for further consideration by Officers.

### RESOLVED that

**the minutes of the meeting of the Overview and Scrutiny Committee held on 14th August be approved as a true and correct record of the meeting and signed by the Chair.**

.....  
Chair

# Overview and Scrutiny Committee

11th September 2012

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## 64. PORTFOLIO HOLDER ANNUAL REPORT - PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT, COUNCILLOR PHIL MOULD

Further to consideration of the Portfolio Holder for Corporate Management's written report at the meeting of the Overview and Scrutiny Committee on 14th August 2012 and Members' agreed questions that were based on the report, Portfolio Holder Councillor Phil Mould provided the following responses as part of his annual report.

1) Please could you outline what you consider to be:

a) The successes within the remit of your Portfolio

Councillor Mould advised Members that as he had only been in post for a relatively short period it was difficult to highlight any particular successes. However, he praised the Executive Director for Finance and Resources and her team for the prompt and professional way in which they responded to the changes to the Budget.

b) Areas of concern within the remit of your Portfolio

Councillor Mould was concerned with likely further reductions to the Council's budget in the coming years together with the impact that the changes to the welfare system would have on the Council. It was anticipated that this would be particularly difficult for housing benefit claimants who were not used to having full control of their own finances. Concern was raised that the Council's own finances could potentially be affected by this.

It was commented, however, that providing claimants with the opportunity to take responsibility for their own finances could empower them. Members also discussed ways in which the Council could provide support by raising awareness of the changes as soon as possible.

2) What are your long-term plants for:

a) The REDI Centre

Councillor Mould informed Members that it was imperative for new occupants to be found for the building to help make it a sustainable asset. The Centre had remained empty since December 2010. Members were informed that potential

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tenants had been identified and had been made aware of its available.

Reference was made to the Localism Act, with Members being made aware that while no formal legislation had yet been enacted, if an approach was made from the voluntary sector to purchase an asset maintained by the Council then they would be given a six month window to raise capital and bid for the property.

It was confirmed that through the agreement with Property Services at Worcestershire County Council (WCC), regular security checks on both the exterior and interior of the building were made.

Members also discussed the future plans for Threadneedle House and the remedial work which needed to be completed. Officers agreed to provide Members with a briefing paper on the currently position with this building.

## b) The Anchorage

It was confirmed that the Anchorage was in a similar position as the REDI Centre, although the position was slightly more complicated due to its position within the grounds of the Sandycroft Centre and the involvement of a third party. It was hoped that the issues which had arisen from this would be resolved shortly.

## 3) How will the implementation of new ICT systems at the Council impact on the services delivered to customers?

Councillor Mould informed Members that Bromsgrove District Council's (BDC) and Redditch Borough Council's IT systems were not fully compatible. BDC had more recently invested in its system and the Council now needed to bring its system up to a similar level.

Members were provided with further details of the work that was being carried out and confirmed that currently there was the skill base and budget within the team to cover this work. The Committee were informed that many of the problems which Members had recently experienced were due largely to this work, however the problems were expected to reduce as the work progressed. It was anticipated that this would be completed within the next 12 months.

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The benefits of a joint system would mean staff could work more efficiently and easily across both councils, together with enabling the sharing of data and cost savings, all of which were an important step towards the successful implementation of shared services.

4) Following transformation of the services within your remit:

a) How will the Council deliver solutions for customers?

The Committee heard that each area was different and therefore had its own individual problems. However, an example was provided of how the transformation process had improved the way in which benefits payment process had been streamlined and simplified for both staff and applicants.

b) Where will the funding for these solutions be obtained from?

Members were informed that savings were made through cutting out waste and the savings that were made funded the changes in processes.

c) Will any cuts have to be made?

It was difficult to provide a response to this question as each service was different. Some services were particularly labour intensive and every effort was made to redeploy staff where possible.

The Committee heard that embarking on shared services with BDC was crucial to preserving services and to making necessary financial savings. In respect of Transformation, the outcomes for the areas which had gone through the process so far have been positive with improved and more efficient services being provided.

5) How is the Council mitigating the risks involved in reducing the budget available for maintenance of Council properties?

This was being achieved through prioritisation which only involved undertaking maintenance that was absolutely necessary.

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a) What are the current methods used for assessing these risks?

Health and safety issues were dealt with initially followed by the traditional system of identifying high, medium and low priorities. Members discussed the reduction in the budget for maintenance and whether this was sufficient for the work that would need to be carried out in the forthcoming year.

6) Does the Council undertake an annual inventory of telephone, ICT systems and PAT testing?

The Committee heard that the phones, which are part of a recent new system, were all acquired through IT in order to be compatible with other Council IT equipment.

a) If so how does this work?

All the equipment is logged on an inventory through the IT system. This inventory also included licenses for software. Property services have a register of equipment with detailing the regularity of PAT testing needed, i.e. annually, quarterly.

The Committee discussed how each individual item was recorded for PAT testing purposes and in particular the equipment that was allocated to Councillors, as it was apparent that this equipment had not been PAT tested. Officers confirmed the Council had a robust service level agreement with WCC and agreed to provide Members with a briefing paper to clarify this issue.

b) What are the current figures for use of Redditch Borough Council telephone and ICT equipment?

Current usage figures were not known and would be very difficult to monitor, particularly as the systems were now used across both BDC and RBC.

Councillor Mould thanked the Head of Business Transformation for her support in preparing the responses for the meeting and for the continued work carried out in respect of the transformation process.

On behalf of the Committee, the Chair thanked the Portfolio Holder for his report.

**RESOLVED that**

**the report be noted.**

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**65. SICKNESS POLICY PRE-DECISION SCRUTINY AND SHORT, SHARP REVIEW**

The Chair thanked Councillors Fisher and Witherspoon for the comprehensive report they had prepared within such a short timescale.

The Committee was informed that the Executive Committee had postponed consideration of the Officers' report on the Sickness Policy and it was therefore suggested that the Committee should postpone consideration of the scrutiny report on this subject in order to ensure that the two items were considered in tandem.

**RESOLVED that**

**Consideration of the Sickness Policy Pre-decision Scrutiny and Short, Sharp Review be postponed until the Committee meeting to be held on 9th October 2012.**

**66. CONCESSIONARY RENTS - PRE-DECISION SCRUTINY**

The Chair thanked Councillor Brazier for the work that had been carried out in completing the pre-decision scrutiny report.

The Committee was informed that the Executive Committee had postponed consideration of the Officers' report on Concessionary Rents and it was therefore suggested that the Committee should postpone consideration of the scrutiny report on this subject in order to ensure that the two items were considered in tandem.

**RESOLVED that**

**Consideration of the Concessionary Rents Pre-decision Scrutiny and Short, Sharp Review be postponed until the Committee meeting to be held on 9th October 2012.**

**67. PORTFOLIO HOLDER ANNUAL REPORT - WRITTEN REPORT - PLANNING, REGENERATION, ECONOMIC DEVELOPMENT AND TRANSPORT PORTFOLIO**

The Committee proposed the following list of questions for the consideration of the Portfolio Holder for Planning, Regeneration, Economic Development and Local Transport, Councillor Greg Chance, ahead of his appearance before the Committee on 9th October 2012.

1) Please could you outline what you consider to be:



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- a) The successes within the remit of your Portfolio?
  - b) Areas of concern within the remit of your portfolio?
- 2) Regarding economic development and regeneration in Redditch:
- a) What are your plans to encourage new business start-ups in the town?
  - b) To what extent does Redditch have a cross-section of housing types to accommodate both employees and employers?
  - c) Within the emerging local plan, what is being done to encourage local developers to build?
  - d) Is the focus of the 'Eastern Gateway' strategic employment site being placed on generating new employment or housing development?
- 3) What are your plans for the regeneration of:
- a) Town centre
  - b) Train station and its local environment
- 4) What plans do you have to engage local people, especially elderly residents and young people, on their aspirations for the town?
- 5) What are you doing to ensure that the proposer submitted for traffic surveys are based on current and not historic data and will cover all the roads that are likely to be affected by development?
- 6) Regarding European Regional Development Funding (ERDF):
- a) How much funding is expected to be received in Redditch?
  - b) How will the funding received be used to support young people setting up new businesses? Is there any provision in the ERDF to support this?
- 7) Regarding *Choose How You Move 2*:
- a) How do you define 'sustainable transport' as part of this?
  - b) How will residents, businesses and visitors be encouraged to use sustainable modes of transport?
  - c) What are you expecting to achieve from this project?
- 8) What is being done to address any skills shortages issues being experienced by local businesses?

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**RESOLVED that**

- 1) **the questions detailed in the preamble above be addressed by the Portfolio Holder for Planning, Regeneration, Economic Development and Local Transport during his annual report to the Committee on Tuesday 9th October 2012; and**
- 2) **the report be noted.**

**68. ACTIONS LIST**

Members' attention was drawn to a tabled paper which provided an update in respect of the recommendations made in relation to the War Memorial petition which was originally considered by the Committee at its meeting on 8th October 2011. It was explained that work was scheduled to be undertaken to resolve the two outstanding actions that were remaining ahead of Armistice Day. This concerned the installation of planters around the Memorial to deter anti-social behaviour, and the development of an education campaign in the local press to raise greater awareness about the purpose of the Memorial.

**RESOLVED that**

**The Committee's Actions List be noted.**

**69. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN**

The Committee received the minutes of the Executive Committee meeting held on Tuesday 21st August 2012 and considered the latest edition of the Forward Plan.

Councillor Fry confirmed that the Access for Disabled People Task Group Report had been well received by the Executive Committee, although concerns had been raised in respect of the change of use of the covered market area and it was acknowledged that further work needed to be done in respect of any changes. Any work which encouraged improved access for disabled people into the town centre was seen as a positive development.

**RESOLVED that**

**The minutes of the meeting of the Executive Committee held on 21st August 2012 and the Forward Plan be noted.**

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## 70. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents.

## 71. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received the following reports in relation to current reviews:

a) Arts and Culture Centre – Chair, Councillor Gay Hopkins

Members were informed that the first meeting of the Task and Finish Group had been arranged for Thursday 20th September 2012.

b) Redditch Market – Chair, Councillor Andrew Brazier

Councillor Brazier explained that a meeting had been held with representatives from North Worcestershire Economic Development and Regeneration to discuss its objectives for the market and what was currently being done on an operational level.

The Group recently visited Nuneaton Market to learn how a previously struggling market had reversed its fortunes. This had led to further information being requested. The next meeting of the group was planned to take place on Monday 24th September 2012.

### **RESOLVED that**

**the update reports be noted.**

## 72. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon confirmed that she would be attending the next meeting of the Health Overview and Scrutiny Committee (HOSC) which was due to take place on 12th September 2012. Members were informed that the agenda had contained an update report on the Joint Service Review, however this has now been removed in light of an announcement which she understood was due to be made on 14th September 2012. It was understood that this would include details of the final three or four options which would form the final part of the consultation process which was due to commence in October 2012. Councillor Witherspoon had been asked to arrange a meeting of the Older People's Forum as part of the consultation process.

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**RESOLVED that**

**the report be noted.**

**73. REFERRALS**

There were no referrals.

**74. WORK PROGRAMME**

It was confirmed that Councillor Pattie Hill was hoping to attend the next meeting of the West Midlands Regional Scrutiny Network on 20th September 2012 and she agreed to provide Members with an update at the October meeting of the Committee if this was possible. Members were provided with future dates for the network meetings and asked to contact Officers if they were interested in attending.

Members were reminded of the Scrutiny training event which would take place on 25th September 2012 at 6.30pm.

**RESOLVED that**

**The Committee's Work Programme be noted.**

The Meeting commenced at 6.30 pm  
and closed at 7.55 pm

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**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Councillor Phil Mould
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**

**subject to Members' comments, the report be noted.**

**3. UPDATES****A. ADVISORY PANELS**

	<b><u>Meeting :</u></b>	<b><u>Lead Members / Officers :</u></b> (Executive Members shown <u>underlined</u> )	<b><u>Position :</u></b> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel	Chair: <u>Cllr Debbie Taylor</u> / Vice-Chair: Cllr Andy Fry  Kevin Dicks / Ceridwen John	Next meeting – 10th October 2012
2.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr John Fisher  John Staniland / Georgina Harris	Next meeting – 22nd October 2012.

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3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: Cllr Pat Witherspoon Liz Tompkin	Last meeting – 22nd March 2012.
4.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> John Staniland / Ruth Bamford	Last meeting – 28th August 2012 Next meetings – 16th October and 7th November 2012

**B. OTHER MEETINGS**

5.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Next meeting – Date to be established.
6.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones / Michael Craggs	Last meeting – 23rd July 2012.
7.	Grants Panel	Chair: <u>Cllr David Bush</u> / Vice-Chair: <u>Cllr Greg Chance</u> Angie Heighway	Last Meeting – September 2012
8.	Procurement Group	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Jayne Pickering / Teresa Kristunas	In abeyance pending Transformation.

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9.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 17 <sup>th</sup> September 2012
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**ACTION MONITORING**

<b>Portfolio Holder(s) / Responsible Officer</b>	<b>Action requested</b>	<b>Status</b>
<b>27th January 2010</b>		
<b>Cllr Hartnett / R Dunne</b>	<b>Single Equalities Scheme</b>  Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.	Officers to update at future meeting. The LSP action plan in respect of this issue is under consideration at present. The Single Equalities Scheme itself is no longer extant.
<b>21st May 2011</b>		
<b>Cllr Mould / T Kristunas</b>	<b>Review of Lease - 21 and 21a Salters Lane</b>  Officers to prepare a report on a policy regarding the granting of concessionary rents.	Policy to be submitted to the meeting of the Committee on 16th October 2012.
<b>13th September 2011</b>		
<b>Cllr Mould / T Kristunas</b>	<b>Review of Lease - Unit 1, Matchborough Centre</b>  Alongside consideration of the terms of the lease Members requested that a policy be developed to determine appropriate rents for voluntary sector organisations.	Policy to be submitted to the meeting of the Committee on 16th October 2012.

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<b>24th April 2012</b>		
<b>Cllr Stephens / J Godwin / A Heighway / J Willis</b>	<b>Youth Services Provision Task Group</b>  Officers were requested to explore the option of Dial a Ride vehicles being used to transport young people to local events and festivities and submit a report to a future meeting of the Overview and Scrutiny Committee.	This report will be presented to Overview & Scrutiny Committee on 16th October 2012.
<b>18th September 2012</b>		
<b>Cllr Mould / Jayne Pickering</b>	<b>Council Tax Support Scheme</b>  Officers were requested to prepare a further report at the end of the 8 week consultation period.	This report will be presented to the Executive Committee on 18th December 2012.
<b><u>Note:</u></b>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 27/01/10 to 18/09/2012