



Executive Committee

Tue 12 Jul
2016
7.00 pm

Committee Room 2
Town Hall
Redditch



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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,
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Executive Committee

Tuesday, 12th July, 2016

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Bill Hartnett (Chair) Mark Shurmer
 Greg Chance (Vice-Chair) Yvonne Smith
 Juliet Brunner Debbie Taylor
 Brandon Clayton Pat Witherspoon
 John Fisher

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2. any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 6) Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 7th June 2016.</p> <p>(Minutes attached)</p>
<p>5. Overview and Scrutiny Committee (Pages 7 - 14) Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 2nd June 2016.</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>

<p>6. Local Council Tax Support Scheme 2017/18 (Pages 15 - 22)</p>	<p>To consider a report setting out proposals for the Council tax support scheme 2017/18.</p>
<p>7. Borough of Redditch Local Plan No.4 - Proposed Main Modifications (Pages 23 - 60)</p>	<p>To consider the enclosed report which outlines the Examination in Public process the Borough of Redditch Local Plan No.4 has undergone over recent years; identifies the Main Modifications proposed by the Planning Inspector, and explains the public consultation required.</p>
<p>8. Redditch Local Development Scheme July 2016 and Draft Statement of Community Involvement 2016 (Pages 61 - 108)</p>	<p>To consider the enclosed report which outlines two revised documents which are part of the required suite of documents the Development Plans team are required to publish and maintain.</p>
<p>9. Consolidated Revenue and Capital Outturn and Financial Reserves Statement 2015/16 (Pages 109 - 124)</p>	<p>To consider the enclosed report which sets out the revenue and capital outturn and financial reserves statement for the financial year 2015-16.</p>
<p>10. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. Kevin Dicks, 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>11. Advisory Panels - update report (Pages 125 - 126) Kevin Dicks, 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. (Report attached)</p>

12. Exclusion of the Public

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:

“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 (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- **Para 1 – any individual;**
- **Para 2 – the identity of any individual;**
- **Para 3 – financial or business affairs;**
- **Para 4 – labour relations matters;**
- **Para 5 – legal professional privilege;**
- **Para 6 – a notice, order or direction;**
- **Para 7 – the prevention, investigation or prosecution of crime;**

may need to be considered as ‘exempt’.

13. Confidential Minutes / Referrals (if any)

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).



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Committee

Tuesday, 7 June 2016

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Juliet Brunner, Brandon Clayton, John Fisher, Mark Shurmer, Yvonne Smith, Debbie Taylor and Pat Witherspoon

Officers:

Clare Flanagan, Jayne Pickering and Amanda Singleton

Democratic Services Officer:

Amanda Scarce

1. APOLOGIES

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. LEADER'S ANNOUNCEMENTS

Work Programme

The Leader confirmed that the following reports which were due to be considered, or possibly considered, at this meeting had been deferred until a later date:

- Housing Business Case
- Borough of Redditch Plan No. 4 – Modifications, Revised Local Development Scheme and Statement of Community Involvement; and
- Applying Article 4 directions to the Council's schedule of locally listed buildings.

The Reorganisation and Change Policy had been removed from the Work Programme until further notice.

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Chair

4. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 19th April 2016 be agreed as a correct record and signed by the Chair.

5. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 12th April 2016.

It was noted that there were no recommendations to consider.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 12th April 2016 be received and noted.

6. REDUCTION OF OPENING HOURS - CUSTOMER SERVICE CENTRE

Officers presented the report in respect of the reduction of opening hours for the Customer Service Centre. The Committee was informed that the report set out a request to reduce the hours for the Customer Service Centre on a Saturday. The intention was not merely to make savings, although there would be a small saving in the salaries budget, but also to re-focus resources.

The report detailed the work which had been carried out in order to assess the reduction in opening hours. From the data gathered it was clear that the first Saturday in the month was the most popular date together with payments in cash. It was noted that since the Centre first commenced opening on a Saturday there had been a considerable change in the way services were delivered, the number of services provided and to customer behaviour. The majority of enquiries were dealt with by specialist Officers and therefore those making enquiries on a Saturday were returning to the Centre on a week day to receive the support needed. Changes had been made to the way that Worcestershire County Council enquiries were dealt with together with a move to using automated systems. This had led Officers to consider whether it remained useful to continue to open on a Saturday and whether those resources could be redirected to other times when the Customer Service Centre was most busy.

Officers highlighted the data which had been collated in respect of the percentage of enquiries relating to Council Tax, Benefits or

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Housing together with comparative data on customer volumes, with demand on a Saturday morning being 75% less than that on an average morning in the week. The data also showed that 40% of the customers making payments on a Saturday used credit or debit cards or paid by cheque. This was a growing trend with a 90% increase in the number of card transactions since 2012/13 with 70% of customers paying by card in April 2016.

Details were provided in respect of the staff and it was confirmed that although there were a reduced number of customers using the service, there was always a minimum of three staff on duty for the three hours of opening; the rota allowed for those who worked the Saturday to take the time back during the week. However, due to the transformation work and changes which had been carried out together with the reduction in funding and increased demand, this had proved increasingly difficult.

It was stressed that prior to the implementation of the reduced service in September 2016, consultative work would be carried out with those customers affected in order to ensure that they were not disadvantaged by the changes. Members noted that the changes would be reviewed after a six month period had elapsed and a report would be brought back to Committee with its findings.

Following consideration of the report, Members discussed how circumstances had changed since the inception of Saturday opening and sought confirmation that there would not be a reduction in staff, but staff would be utilised where most needed. Clarity was given in respect of vacant posts which had not been included within the previous budget setting process. Whilst Members had been concerned at the potential impact on customers they were reassured that work was being carried out to support those that would be affected and the new arrangements would be monitored. It was acknowledged that the report showed that there was no evidence to suggest that any group of customers would be unfairly disadvantaged and that monitoring of those customers using the service suggested that no specific group was more likely to use the service on a Saturday.

After further discussion it was

RESOLVED that

- a) the Customer Service Centre reduce Saturday opening hours to the first Saturday of each month, with effect from September 2016 in light of the low levels of customer demand, and to enable resources to be utilised more effectively at times when demand is highest; and**

b) demand be reviewed and reported after 6 months to enable the Executive to consider future opening arrangements.

7. WRITE-OFFS APRIL 2015 - MARCH 2016

Officers presented the Write Offs report for the period April 2015 to March 2016. The report set out data in respect of the write off of irrecoverable debts in 2015/16 together with a revised Write Off Policy which took account of changes to best practice and streamlined the administrative procedures.

Details of written off debts during the period for Council Tax, Non-Domestic Rates, tenant arrears and overpaid housing benefit were detailed within the report, with a total of £452k being written off during the financial year. Officers explained that there was an element of fluctuation in the value of write offs due to the timing of action being taken. A debt was only written off as a last resort and officers were confident that there was no further action that could be taken to recover it. It was also explained that due to the introduction of a new finance system there had been no write off of sundry debts during the period. These were being reviewed by Officers as a number of them were old. It was likely therefore that this would show an increase in sundry debtors for the current financial year. It was also highlighted that Officers were able to “write back” debts where information later came to light that enabled further recovery action to take place.

In respect of the Write Off Policy it was highlighted that the amendments were merely to ensure best practice was followed and to streamline the administrative procedures. In future it was proposed that formal write offs would be agreed by the Director of Finance and Corporate Resources in conjunction with the Portfolio Holder for Corporate Management. Members were also provided with details of a debt matching agreement which, although not used frequently, could be put in place if required. The policy allowed Officers to check debts across all Council systems to ensure that customers could be offered the correct level of support and to streamline the process of debt recovery.

The Portfolio Holder for Corporate Management reassured Members that he would work closely with Officers. The aim would be to ensure that decisions were made as quickly and efficiently as possible to enable the Council to recover as much as possible.

Members questioned the lack of a set timetable for debt recovery and Officers explained that at the early stages there was indeed a timetable which was adhered to. However at the later stages of recovery, it was often more difficult to do this as each case was

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judged on its own merits and the circumstances of each customer varied greatly.

The reference within the policy to a debtor's circumstances and in particular the reference to the debtor's mental or physical health was questioned as to whether it was necessary or appropriate. Officers assured Members that this was simply added in order to provide some context as to how customers' circumstances were taken into account when making decisions.

RESOLVED that

the revised Write Off Policy be adopted and the contents of the report in respect of the level of write offs be noted.

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

There were no outstanding referrals to consider.

9. ADVISORY PANELS - UPDATE REPORT

There had been a meeting of the Planning Advisory Panel prior to this meeting and a further meeting would be arranged for the near future.

The Meeting commenced at 7.00 pm
and closed at 7.43 pm



Overview and Scrutiny Committee

Thursday, 2nd June, 2016

MINUTES

Present:

Councillor Jane Potter (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Tom Baker-Price, Natalie Brookes, Andrew Fry, Wanda King, Paul Swansborough, David Thain and Nina Wood-Ford

Officers:

J Pickering

Democratic Services Officers:

J Bayley and A Scarce

1. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillors Joe Baker, Matthew Dormer and Jennifer Wheeler, with Councillors Natalie Brookes, David Thain and Wanda King present as substitutes respectively.

2. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

3. MINUTES

RESOLVED that

the minutes of the meeting held on 12th April 2016 be confirmed as a correct record and signed by the Chair.

4. BUDGET AND PERFORMANCE SCRUTINY WORKING GROUPS

The Chair presented the report in respect of the proposed introduction of budget and performance scrutiny working groups. The following points were highlighted in respect of the budget working group:

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Chair

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- The work which the Committee has carried out over recent years to improve the scrutiny of the budget and to gain a better understanding of it.
- A working group would enable a number of Members to receive the information at an earlier stage and to feed into the budget process in a more constructive manner.
- Many local authorities had successfully used working groups for this purpose.
- In its annual report the External Auditors had suggested that the use of such groups could be helpful.

Officers expressed support for the suggestion and agreed that it would allow for more detailed scrutiny of the budget and more timely receipt of reports. It was also suggested that it would give the Overview and Scrutiny Committee an opportunity to work more closely with the Audit, Governance and Standards Committee, with perhaps a Member of that Committee being a Member of the working group.

The Chair also provided details in respect of a working group which would concentrate on data provided within the corporate dashboard. This idea had come about following the presentation the Committee had received in respect of the corporate dashboard at its previous meeting. Whilst it had been useful, it was also clear that the dashboard provided an abundance of information which Members needed to gain an understanding of in order to scrutinise the Council's performance.

Members discussed how the working groups would work and whether these would be time limited or ongoing. Officers explained that as the introduction of them was new it was in the gift of Members to set the "ground rules" for the working groups. By establishing these groups the Overview and Scrutiny Committee would ensure that Members were focusing on two areas of best practice in terms of the scrutiny process. The Committee would have an opportunity at the end of the municipal year, as part of its annual report, to review whether the groups had been successful.

If Members were in agreement to setting up the groups then Officers would contact the Group Leaders to canvass membership. It was agreed that the groups would have no more than five Members (including a Chair).

Following further discussion it was

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RESOLVED that

- a) a Budget Scrutiny Working Group be established with Councillor Jane Potter as Chair;
- b) a Performance Scrutiny Working Group be established with Councillor Tom Baker-Price as Chair; and
- c) Officers canvass the Group Leaders in respect of Membership of the two working groups.

5. OVERVIEW AND SCRUTINY TRAINING - FEEDBACK REPORT

The Chair thanked those Members who had attended the training session on 31st May and advised that it had been both constructive and worthwhile with a number of key areas being discussed. These had been detailed in the additional papers pack and the Chair proposed that she would go through these whilst providing her thoughts on particular areas, allowing Members to also give their views in deciding which to include within the Committee's work programme. It was explained that Members had been split into two groups during the work programme planning exercise and it was noted that a number of the areas discussed within each group had been very similar.

Idea 1 – Promoting Redditch

A task group had been carried out a number of years ago which had concentrated on promoting Redditch as a tourist destination. It was suggested, from the discussions which had taken place at the training event that a further review would concentrate on promoting Redditch as a business centre and how it could have a positive impact on both the employment and future training needs of young people in the Borough. In this regard, Ideas 9 (Encouraging Business to come to Redditch) and 10 (Ensuring the Young People of Redditch meet the employment needs of the Borough) could be included within the group's remit, with a view to a full Task Group being established and not the Short Sharp Review suggested. Members were keen to ensure that young people were equipped with the right skills needed by employers in the Borough and that a review should be linked with both schools and the local college.

Officers informed the Committee that a scoping document would need to be prepared if this item were to be included within its work programme. Following discussion it was agreed that Councillor Paul Swansborough would take a lead on this and arrange to meet

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with Officers to prepare a scoping document for future consideration by the Committee.

Idea 2 – Mental Health

Members discussed whether this needed to be discussed as part of the overarching health issues or whether it needed to be looked at in isolation. (It was noted with some concern that residents had a shorter life expectancy by 8 years compared to other parts of Worcestershire). It was recognised that currently mental health was something which was receiving attention and a Task Group could take the opportunity to continue that high profile and ensure that it remained at the forefront of the health agenda.

There was concern that it was such a large subject that any investigation may not be able to do it justice. Members therefore discussed whether to, for example, concentrate on a particular age group, as it was noted that young men under age 25 had one of the highest suicide rates. Concerns were also raised that this may be an area which was more appropriate to be dealt with by the County Council and whether the Committee could have any constructive impact on the issue.

The Chair informed Members that lower level mental health problems, had been something which had been raised when she had recently attended a Corporate Management Team meeting. They had raised concerns about the impact this had on the work of the Council, for example in dealing the customers in respect of revenue and benefit payments.

Councillor Nina Wood-Ford had showed a particular interest in this area and was also the Council's representative on the Worcestershire Health Overview and Scrutiny Committee. It was agreed that she would meet with Officers to discuss the preparation of a scoping document for consideration at the next meeting of the Committee.

Idea 3 – Working in a Two Tier Authority Area

It was agreed that as there were County Council elections due to take place in May 2017 this was an area which was not currently suitable for scrutiny, but might be in the future.

Idea 4 - The Council's Corporate Plan

Members agreed that it would be useful to have a presentation in respect of this at the July meeting, in order to establish the areas

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that it covered and whether the Committee could make a useful contribution towards its content.

Idea 6 – Dangerous Driving and Idea 7 Protecting Pets

Whilst it was appreciated that these were areas of concern it was felt that the Committee would have limited powers to make a significant impact on them and therefore agreed to take no further action.

Idea 8 – Community Engagement

It was agreed that no further action would be taken on this topic.

Idea 9 – Encouraging Businesses to come to Redditch and Idea 10 – Ensuring Young People of Redditch meet the employment needs of the Borough

As previously agreed these areas would be included within Idea 1 above.

Idea 11 – Joint Strategic Needs Assessment

Whilst it was understood that this was a countywide document, work could be done to breakdown the information to be Redditch specific. Following discussion Members agreed that it would be useful to receive a presentation which included that Redditch specific detail in order to establish whether further scrutiny from the Committee was needed in respect of those areas.

Idea 12 – Sustainability and Transfer Plan

It was agreed that it would be useful to receive a presentation which provided detail about what this covered and whether the Committee was able to make constructive feedback on its content.

Idea 13 – Disabled People's Access to Employment

Before taking this matter further it was agreed that a presentation should be received by the Committee in order to establish what opportunities were available in the Borough.

RESOLVED that

the Overview and Scrutiny Committee's work programme be amended to take into account the areas covered in the preamble above.

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6. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

Officers confirmed that there were no outstanding issues in relation to Overview and Scrutiny within the minutes, but highlighted a number of updates in respect of items on the most recent copy of the Executive Work Programme which had been tabled at the meeting.

RESOLVED that

the Executive Committee Minutes of 19th April together with the latest addition of the Executive Committee's Work Programme be noted.

7. OVERVIEW AND SCRUTINY WORK PROGRAMME

Officers provided updates in respect of two items on the Committee's work programme. The Leisure Intervention item for pre-scrutiny was now expected not before 5th September. A scoping document, submitted by Councillor Tom Baker-Price in respect of Protecting Redditch's Heritage Assets would also be considered at the meeting on 5th July 2016.

Officers explained that the delay in respect of the Leisure Intervention report was due to additional work being carried out and which had taken longer than expected. The demand had been costed out but, customers were now being consulted in order to also evaluate the value.

RESOLVED that

subject to the amendments detailed in the preamble above the Overview and Scrutiny Committee's Work Programme be noted.

8. TASK GROUPS - PROGRESS REPORTS

Joint Worcestershire Increasing Physical Activity Task Group – Redditch Borough Council Representative, Councillor Gareth Prosser

Officers confirmed that the final draft report had been published as part of the agenda for the Worcestershire County Council Overview and Scrutiny Performance Board meeting on 25th May and would be presented to this Committee at its next meeting on 5th July

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2016. It was confirmed that, although Councillor Prosser was no longer a Member he had agreed to attend to present the report.

9. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Nina Wood-Ford, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), reported that the meeting scheduled for 8th June had been postponed. Councillor Wood-Ford explained that there had been a number of changes to the Executive of the Worcestershire Acute Hospitals NHS Trust and matters remained uncertain. Members discussed a number of issues including:

- The removal of the midwifery led unit based at Redditch.
- The Alexandra Hospital being a base for the orthopaedic team.
- The ongoing review of services in Worcestershire.

Councillor Wood-Ford confirmed that she would provide a full report at the next meeting of the Overview and Scrutiny Committee.

The Meeting commenced at 7.00 pm
and closed at 7.48 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE**

12th July 2016

LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda Singleton, Head of Customer Access and Financial Support
Ward(s) Affected	All
Ward Councillor(s) Consulted	None Specific
Key Decision / Non-Key Decision	Key Decision

1. SUMMARY OF PROPOSALS

- 1.1 In April 2013 council tax benefit, the means of helping people on low incomes pay their council tax, was replaced by a new local council tax support scheme (CTSS).
- 1.2 Local councils are required to design their own CTSS and must carry out consultation on the options being considered for inclusion in the scheme.
- 1.3 This report sets out proposals for the CTSS draft scheme for 2017/18.

2. RECOMMENDATIONS

Executive is asked to RESOLVE that:

- 2.1 **that the outcome of the initial statutory consultation on options for changes to the Local Council Tax Scheme be noted;**
- 2.2 **that the current Scheme be changed as follows, with effect from April 2017/18:-**
 - 2.2.1 **Reduce backdating of Council Tax Support to 4 weeks in line with the changes in Housing Benefit announced by Central Government.**
 - 2.2.2 **Enable claims to be processed based on information provided by the DWP without the need for further information.**
 - 2.2.3 **Removal the Family Premium for new claims to bring the Council Tax Support Scheme in line with the changes in Housing Benefit announced by Central Government.**

and that the amended version shall become the proposed Draft Scheme for 2017/18.

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- 2.3 that authority be delegated to the Head of Customer Access and Financial Support to carry out the next phase of consultation on the Draft Scheme.
- 2.4 The final Scheme be presented to the Executive to make recommendations to Council to allow for the necessary regulations to be published by 31st January 2017.

3. KEY ISSUES**Financial Implications**

- 3.1 As Members are aware, changes were made to the Council's CTSS with affect from April 2014, which resulted in support being capped at 80% of Council Tax liability for all working age claimants.
- 3.2 Changes to the support scheme in April 2014 offset an estimated funding gap in 2014/15 of £91k for Redditch Borough Council.
- 3.4 It is no longer possible to know how much funding is received towards the CTSS via the RSG, and we know that from 2018/19 there will be no government funding for this scheme. The total cost of the CTSS in Redditch Borough is in the region of £6.5m.
- 3.5 The Borough Council will continue to carry the full costs of the administration of the Council Tax support scheme. The incentives for Redditch Borough Council are therefore to lower the administration costs of the scheme.
- 3.6 The proposals for the draft scheme are not intended to reduce the overall cost of support provided to residents but to streamline the system, ensure there is a consistency for claimants in the calculations between Housing Benefit and Council Tax Support ,reduce the administrative burden where ever possible, and bring the scheme in line with national changes to welfare support.
- 3.7 As previously agreed the various allowances that are taken into account when assessing support will be uprated in line with the Secretary of State's annual announcement. This will ensure that the assessment of income in relation to claims remain in line with other benefits.
- 3.8 The cost of consultation will be contained within existing budgets.

Legal Implications

- 3.9 On 1 April 2013 Council Tax Benefit was abolished and replaced by a new scheme of Council Tax support called "Council Tax Support Schemes". Under s13A and Schedule 1A of the Local Government Finance Act 1992 (inserted by s10 Local Government Act 2012), each local authority was required to make and adopt a Council Tax Support Scheme specifying the reductions which are to

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apply to the amounts of council tax payable within their districts

- 3.10 Statutory Instrument 2012/2885, "The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012" ensured that certain requirements prescribed by the Government were included in each Scheme (subsequently amended by S.I. 2012/3085)
- 3.11 As the billing authority the Council is required by the Local Government Finance Act 2012 to consider whether to revise its scheme or to replace it with another scheme, for each financial year.
- 3.12 The Authority must adopt its scheme, and make any revisions, no later than 31 January in the financial year preceeding the one when it will take effect, so that it will be necessary for the Council's 2017/18 scheme to be in place by 31st January 2017.
- 3.13 Paragraph 3 to Schedule 1A into The Local Government Finance Act 1992 set out the preparation that must be undertaken prior to the adoption or revision of a scheme, including prescribed consultation requirements.
- 3.14 Instruction is received from the Department of Work and Pensions on an annual basis, of changes to benefits rates and personal allowances. These must be taken into account for housing benefit calculations and it is good practice to apply them to the Local Council Tax Support Scheme

Service / Operational Implications

- 3.15 A period of consultation on a number of proposals took place between 11th April 2016 and 27th May 2016 to inform the draft scheme.
- 3.16 The response to the consultation was very low. Despite all current claimants being directly contacted and press and social media publicity only 19 responses were received. The responses provided by these are shown at Appendix 1.
- 3.17 It was clear from the responses that many people were unable to answer some of the questions. This is understandable as most people, even those in receipt of benefits or support, are unaware of the technical elements of the assessment process, eligibility or income taken into account.
- 3.18 The results show support for the options to reduce backdating and the administrative process for those claims where DWP information is obtained.
- 3.19 There was lower support for the option in respect of the family premium, but the higher level of people who didn't answer this and comments made suggested that this was the most difficult option to understand fully. It is worth noting that this would only relate to new claims not those families already in receipt of Council Tax support.

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- 3.20 The family premium is an amount dis-regarded for the purposes of benefit calculations for eligible families and changes to national welfare benefits mean that this will no longer apply for new claimants to housing benefits. Officers are of the view that failure to maintain alignment of the CTSS and Housing Benefits processes will make the administration of the scheme in future considerably more expensive and claimants would have an inconsistent approach to benefit entitlement between Council Tax Support and Housing Benefit. The additional cost would be as a result of it not being possible to assess claims in tandem thus doubling the work and associated time where a claim for both Housing Benefit and CTSS is made. The costs associated with this would fall to Redditch Borough Council at a time where we are also seeing the administrative subsidy for housing benefit reduce significantly. As previously noted this would only impact on new claims.
- 3.21 Whilst the proposals in respect of assuming a minimum income for self employed persons, taking child maintenance into account and a change to the taper rate were favoured by those who expressed an opinion, Officers are of the view that these should not form part of the draft scheme at this time. This is to allow time for other welfare changes to bed in and the possible impact to be better understood, before making such changes to the CTSS.
- 3.22 It is also proposed that in light of the feedback the other options not be progressed at this time. Although future changes to welfare support and national benefits, as well as reducing budgets, may mean they must be revisited in the coming years.
- 3.23 The second phase of consultation is on the draft scheme, as agreed by Executive. This will be published and key stakeholders, including existing working age claimants, will be written to. Feedback from this is used to inform any changes to the draft scheme before a final scheme is presented to Executive, and then the Council before the end of November.

Customer / Equalities and Diversity Implications

- 3.26 The 'uprating' of the benefits rates and personal allowances to be taken into account, in line with the Secretary of States announcement on those that must be taken into account for other benefits, will potentially result in small changes to the amounts of support provided. These will vary according to circumstances.
- 3.27 The local CTSS only affects those of working age. People who have reached the age for state pension credit are assessed under a national scheme which maintains 100% support.
- 3.28 These proposals do not impact current working age claimants.
- 3.29 The Hardship Fund provides an opportunity to ensure that vulnerable people, who have been financially disadvantaged by the changes to the CTSS, can be

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provided with transitional support. This has supported in the region of 350 households since changes were made to the Local Council Tax Scheme.

- 3.30 Our purpose is to 'help people to be financially independent' and officers look at all possible avenues to provide support to individuals or families identified as needing greater support. Officers provide one to one support to carry out financial assessments and provide money management and budgeting advice where appropriate. Officers work with customers to look at how they can maximise their income and support those who want to make changes to improve their financial independence.

4. RISK MANAGEMENT

- 4.1 Any changes to council tax support whilst increasing council tax income to the Council and our major preceptors has financial implications for our residents and therefore officers ensure that support on managing finances and advice on other potential benefits is made available.

5. APPENDICES

Appendix 1 – Consultation results

6. BACKGROUND PAPERS

Held in Revenues Service

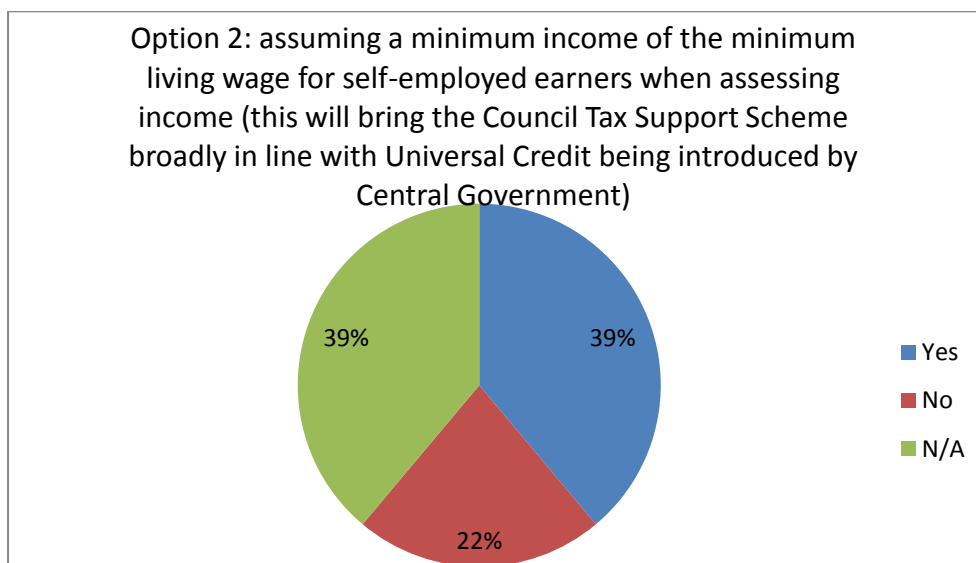
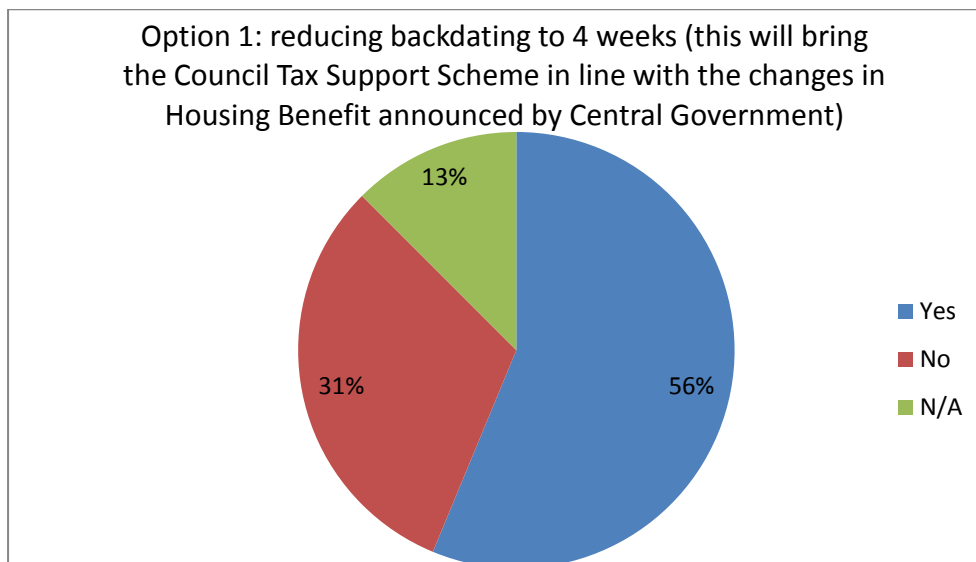
AUTHOR OF REPORT

Name: Amanda Singleton, Head of Customer Access and Financial Support
email: a.singleton@bromsgroveandredditch.gov.uk
Tel.: 01527 881241

APPENDIX A

CONSULTATION RESULTS

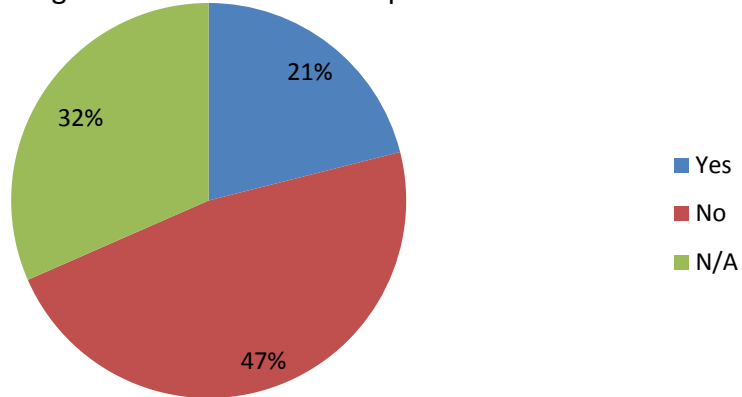
The following charts set out the responses received from the 19 responders to the consultation.



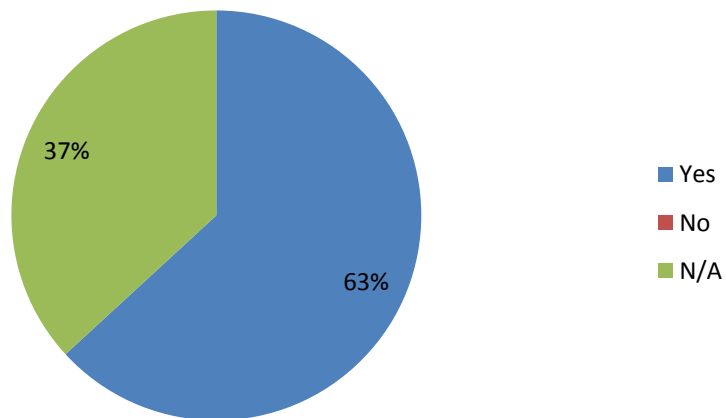
EXECUTIVE

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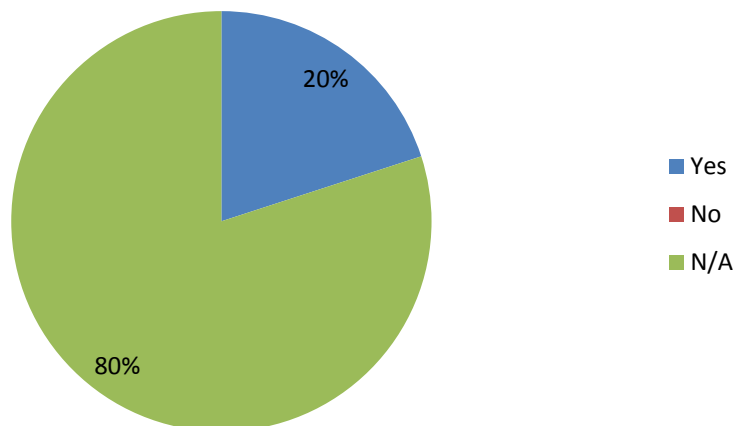
Option 3: to introduce two levels of standard non-dependant deductions - £4 per week for non-workers or where income is under £189 gross income per week and £12 per week for those who have gross income above £189 per week



Option 4: simplify the applications process to enable claims to be processed based on information provided by the DWP without the need for further information.

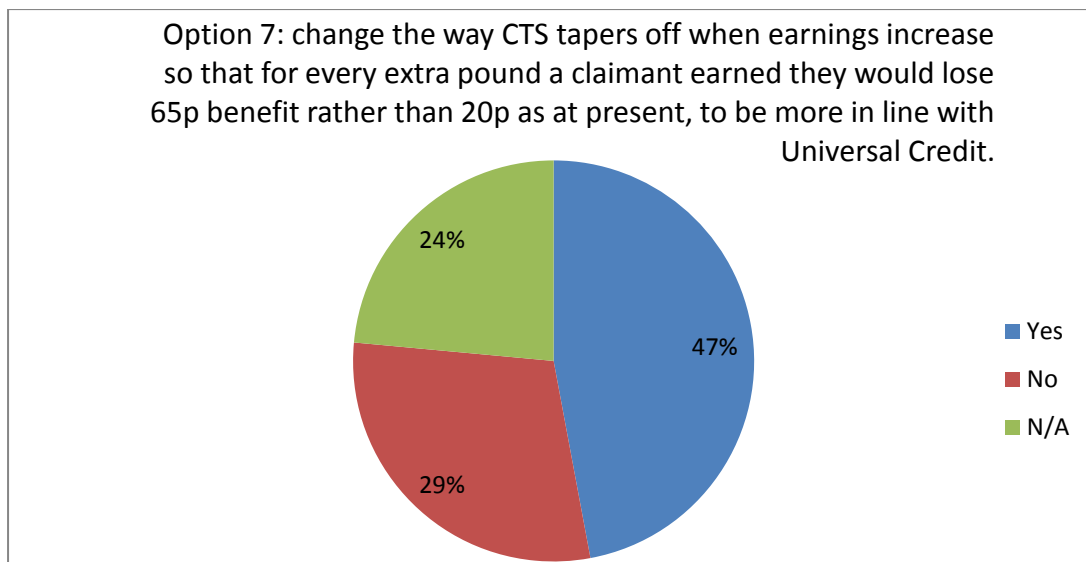
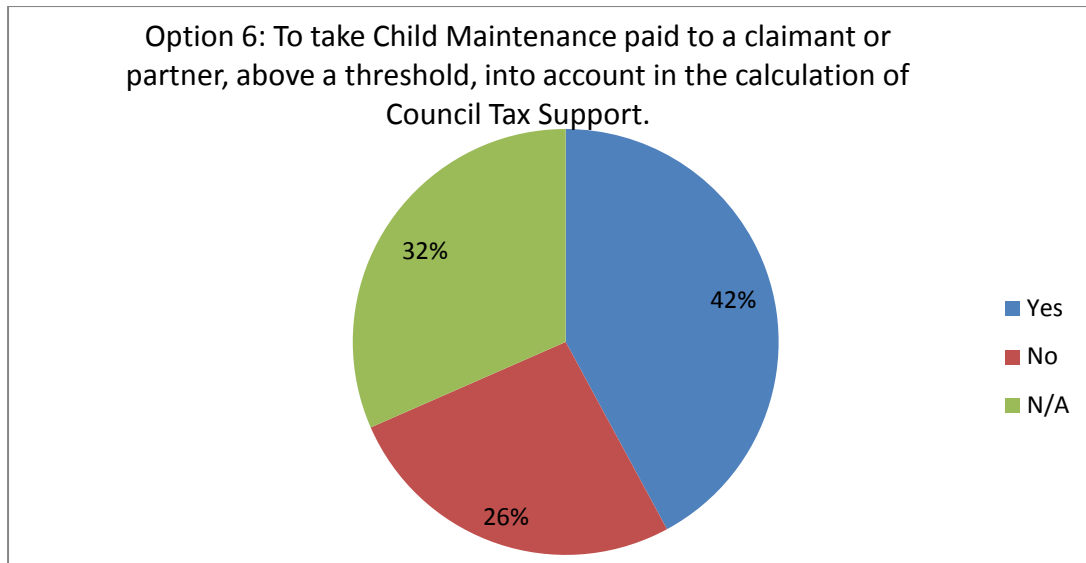


Option 5: removal of Family Premium for new claims (this will bring the Council Tax Support Scheme in line with the changes in Housing Benefit announced by Central Government)

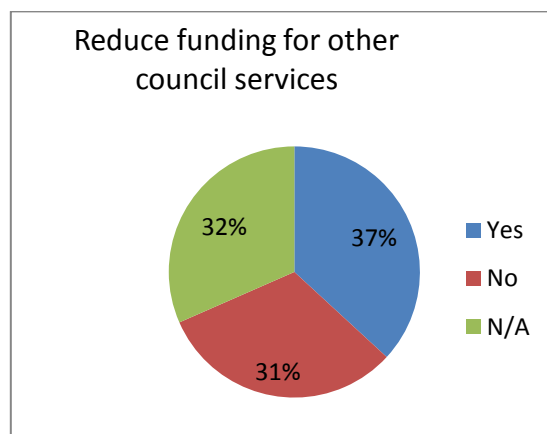
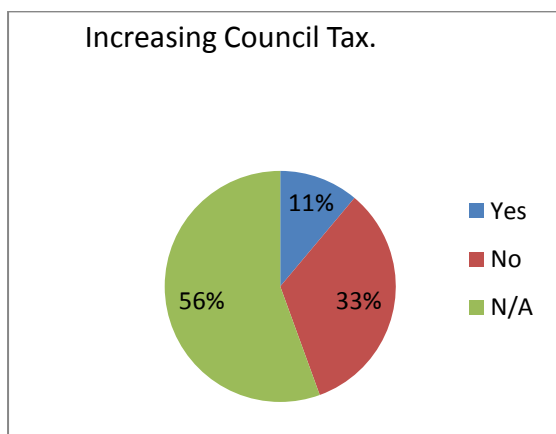


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In addition to the options to change Council Tax Support responders were asked how else they would want to fund the scheme.



REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications**
Executive12th July 2016**Borough of Redditch Local Plan No.4 – Proposed Main Modifications**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	Yes - via Planning advisory Panel
Non Key Decision	Yes

1. SUMMARY OF PROPOSALS

- 1.1 The following report outlines the Examination in Public process the Borough of Redditch Local Plan No.4 has undergone over recent years. It identifies the Main Modifications proposed by the Planning Inspector, and explains the public consultation required.

2. RECOMMENDATIONS

- 2.1 **Executive Committee is asked to recommend to Council:**

That Council notes the recommended main modifications of the Inspector as set out in Appendix 1 and authorises officers to proceed with an 8 week consultation on the main modifications to run from 27th July 2016 to 21st September 2016. Details of the method of consultation are set out in paras 3.19 to 3.22 of this report.

3. KEY ISSUES**Financial Implications**

- 3.1 The cost of carrying out the consultation is not excessive and can be funded through existing budgets.

Legal Implications

- 3.2 The relevant legislation setting out the process approval and adoption of Local Plans is contained in the Planning and Compulsory Purchase Act 2004 as amended (PCPA 2004).
- 3.3 The Inspector can recommend 'main modifications' (changes that materially affect the policies) to make a submitted Local Plan sound and legally compliant if asked to do so by the local planning authority under section 20(7C) of the PCPA 2004. The council can also put forward 'additional modifications' of its own to deal with more minor matters.

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications****Executive**12th July 2016

- 3.4 The Local Plan Examination in Public has progressed to the point where the Inspector has proposed main modifications to the plan. He was invited to suggest these modifications by the authority. The Inspector now requires the local planning authority to consult upon all proposed main modifications. The Inspector's report on the plan will only be issued once the local planning authority has consulted on the main modifications and the Inspector has had the opportunity to consider the representations on these. It is entirely normal for Inspectors to suggest modifications.
- 3.5 On receipt of the Inspector's final report on the plan (following consultation on the main modifications) s23(3) of the PCPA 2004 allows an authority to adopt the local plan with the main modifications or adopt the local plan with the main modifications and any additional modifications that do not materially affect the policies.
- 3.6 At the adoption stage the authority is bound by the main modifications; the authority cannot alter the main modifications in anyway. At the adoption stage the authority can decide to adopt the plan with main modifications (and any non-material modifications if appropriate) or not to adopt the local plan. Thus the consultation period for the main modifications is critical for interested parties to make representations about the main modifications to the Inspector.

BackgroundThe Borough of Redditch Local Plan No.4 Examination in Public

- 3.7 In September 2013 the Borough of Redditch Local Plan No.4 (BORLP4) Proposed Submission version was approved by the Council for Publication. Following a period of representations the BORLP4 was submitted to the Planning Inspectorate on the 12th March 2014 this was the beginning of the Examination in Public (EIP) proceedings. The Planning Inspectorate appointed Mr Michael J Hetherington BSc (Hons) MA MRTPI MCIEEM to carry out the EIP. The EIP proceedings have been lengthy and complicated. The following few paragraphs outline the key stages that have taken place since March 2014.
- 3.8 Despite some initial concerns around the Objectively Assessed Housing Needs (OAHN) the first public hearing sessions took place in June 2014, these sessions were held jointly with Bromsgrove District Council, and were concerned with the Duty to Cooperate (DTC) and the OAHN . On 17th July 2014 the Inspector's Interim Conclusions were received. This concluded that whilst the DTC had been met, further work was required on the OAHN for Bromsgrove, the OAHN for Redditch was accepted by the Inspector.
- 3.9 In September 2014 three days of hearings took place to examine the rest of the BORLP4 other than the cross boundary allocations which were to be examined jointly with Bromsgrove later on in the proceedings. At these hearings the site selection and Sustainability Appraisal (SA) process was challenged, on the 3rd October 2014 the Inspector wrote to the Council expressing some concerns

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications****Executive****12th July 2016**

about the site selection and SA process, the A435 ADR and the housing land supply. The Council responded positively and committed to providing further work to the Inspector in advance of the hearing sessions scheduled for December 2014.

- 3.10 Unfortunately the hearings in December had to be delayed, and it was also felt that further work on the SA would be required, the Inspector allowed this work to be done and rescheduled the hearing session. The rescheduled hearings were held over two days in June 2015. The Inspector issued a note in July 2015, requesting that yet further work be carried out to clarify the site selection, and SA process.
- 3.11 The Councils submitted a timetable of proposed works to the Inspector in September 2015. The Inspector responded to the effect that less extensive work was needed and as such a shorter timescale should be possible. The Councils responded stating that the less extensive work could be completed, and submitted in December 2015, this was accepted by the Inspector.
- 3.12 In December 2015 the Councils submitted a Narrative of all the evidence including the Housing Growth Development Study. The Narrative presented the rationale for the selection of the proposed allocations, and referenced additional Heritage Assets evidence; this was the specific work the Inspector asked the Councils to undertake. Further work was also published on the 5 Year Housing Land Supply and the Gypsies and Traveller Accommodation Assessment.
- 3.13 This work was published for consultation for a period of 6 weeks, closing on the Tuesday 16th February 2016. The Narrative and the associated consultation responses to it were the focus of further hearing sessions which took place on the 23rd and 24th March 2016. Following these further hearings the Inspector informed the Councils on the 15th April, that he would now not be recommending that the Councils undertake any more work or withdraw the Plans, and that he would be producing a schedule of Main Modifications. It is these Main Modifications which are the subject of this report.

What are Main Modifications?

- 3.14 Main Modifications are those modifications which the Inspector feels necessary to make the Plan legally compliant and sound. Main Modifications must materially affect one or more of the policies set out in the Plan. Changes to the Reasoned Justification or supporting text are also considered Main Modifications if they materially affect the operation of any policy. Without these Main Modifications the Plan would not be able to proceed to adoption.

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications**
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The BORLP4 Proposed Main Modifications

3.15 For information the BORLP4 contains:

- A Local Portrait which describes Redditch as it is at the moment and influences on this
-
- A Vision of how the Borough could develop as a place to meet the needs of its local residents, businesses and visitors in the future
- 13 Objectives which reflect the aspirations of the Vision and provide direction for the BORLP4 Policies
- A set of 49 Policies to deliver the Vision and Objectives
- A Monitoring and Implementation framework for delivering the Plan. The Plan is supported by a draft Infrastructure Delivery Plan (IDP) which attempts to show how the proposed development may be delivered. The IDP is a 'live' document..

The BORLP4 Proposed Main Modifications

3.16 The following sections summarise the main changes made to each aspect of the BORLP4 and should be read in conjunction with the full schedule of Main Modifications which can be found at Appendix 1 and also the BORLP4 Proposed Submission version which can be viewed at, <http://www.redditchbc.gov.uk/media/1332708/CDR114-Borough-of-Redditch-Local-Plan-No4-Proposed-Submission-Document-September-%E2%80%93-November-2013-.pdf>.

Duty to Cooperate

- Inspector has acknowledged that we will need to work with Birmingham to help resolve their unmet housing need. The mechanism to do this will be through the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) and a review of BORLP4.

Policy 4 Housing Provision

- Text has been amended from 'a minimum of' 3,400 dwellings' to 'approximately'.
- The reference to Stratford-on-Avon District contributing towards Redditch housing target has been removed.
- Reference to the Lifetime Homes Standard has been removed and replaced with reference to the new technical standards for housing.
- Insertion of text to state the Council will encourage the provision of housing for elderly people.

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications****Executive**12th July 2016Policy 6 Affordable Housing

- Text has been amended to state that affordable housing contributions are only required for sites of 11 dwellings or more (this was previously 10 or more).
- The requirement for financial contributions on all sites of 5-9 dwellings has been removed.

Policy 7 Gypsies, Travellers and Travelling Showpeople

- The reference to the Gypsy and Traveller Accommodation Assessment has been removed and therefore the specific pitch requirements. Policy now refers to provision being in accordance with any up-to-date assessment and national guidance.

Policy 8 Green Belt

- Paragraph has been removed which repeats National Planning Policy Framework.

Policy 10 Agricultural Workers Dwellings

- Reference has been inserted which states that planning applications will be determined in accordance with national planning policy on Green Belts.

Policy 15 Climate Change

- Amends Policy to require new developments of 10 units or more to have regard to be climate resilient.
- Removes reference to Code for Sustainable Homes and replaced with reference to the new technical standards.

Policy 16 Natural Environment

- Amendment to provide more clarity on how applications for development which affect sites of wildlife importance will be determined.

Policy 19 Sustainable Travel and Accessibility

- More clarity has been provided on Strategic Road Network and Primary Road Network.
- Reference to collecting financial contributions has been moved to Policy 20.

Policy 20 Transport Requirements for New Development

- A new criterion will be added to require that planning conditions and obligations will be used to secure the timely delivery of any necessary transport mitigation measures.
- Policy amended to refer to the IDP.

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications****Executive****12th July 2016**

- The requirement for all proposals to be within 250m of local services has been removed. The Policy now says all proposals should be accessible to local services.
- Further detail has been included about when a Travel Plan is required.

Policy 23 Employment Land Provision

- Removed reference to a 'minimum' of 12 hectares of employment land in Stratford, Policy now states 'around'.

Policy 29 Broadband and Telecommunications

- Text inserted to provide more clarity on level of service that is expected.

Policy 40 High Quality Design and Safer Communities

- Removed reference to Secured by Design Scheme but added a reference to ensure design takes into account the risk of crime.

Policy 46 Brockhill East

- Amended target from 1,000 dwellings to 1,025 dwellings.
- Text has been included to ensure no adverse risk of pollution to controlled waters.

Policy 47 Land to the Rear of the Alexandra Hospital

- The requirement to safeguard land immediately south of the Alexandra Hospital for health related purposes has been removed. Now that the NHS Trust has completed its Review, this land has been released for development.
- Text has been amended to state the site will be delivered within 5 years rather than 6-10 years.
- Text has been included to ensure no adverse risk of pollution to controlled waters.

Policy 48 Webheath

- Criterion has been inserted to ensure contamination is addressed.

A435 Amendment

- Part of Site 211 A435 (in the vicinity of Mappleborough Green) removed for 50 dwellings and employment site IN82 (7.78 Ha) removed. Allocation of Site 211 (in the vicinity of Winyates Green) remains in the Plan for 205 dwellings.

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications**
Executive12th July 2016RCBD 1 Redditch Cross Boundary Development

The amendments to this Policy will be made through the Bromsgrove District Plan. The full details of these Modifications can be seen in Appendix 2, as a summary they are:

- Include reference to Source Protection Zones (in Introductory text and Policy)
- Amend text from ‘minimum’ to ‘approximately’
- Removed the requirement for all dwellings to be located within 250m of a bus stop and replaced with all dwellings to be accessible to the bus network
- More detail has been included on what is required from a flood risk assessment
- More detail on the requirement for Sustainable urban Drainage Systems
- A requirement has been included for an assessment of the pollution risks to controlled water
- A requirement has been included to state that Development should follow water conservation hierarchy
- A requirement has been included for infrastructure to be delivered in parallel with the implementation of new development
- Acknowledgement the need for mitigation measures for transport
- Text included to state that development should be informed by the Setting Assessments and Historic England Guidance
- Additional text included to state that development should not take place in the ‘no development’ areas identified in the Heritage Setting Assessments

3.17 Whilst the above summary and the schedule may look like the BORLP4 has been amended significantly by the Inspector. It is the Officer’s view that whilst the Modifications are main ones, and therefore required, they do not make wholesale changes to the vast majority of the Plan. All the site allocations including the large sites on the edge of Redditch in Redditch Borough and Bromsgrove District remain in the Plan.

3.18 Appendices

A small number of changes have been made to the appendices to update some of the definitions in the Glossary, and clarify the position with the current plan once the new BORLP4 is adopted.

The Consultation

3.19 The Modifications requested by the Inspector require public consultation. The Council is invited to carry out the consultation on behalf of the Inspector. It is proposed that as we are entering the summer holiday period to extend the consultation to an 8 week period running between 27th July – 21st September.

REDDITCH BOROUGH COUNCIL**Borough of Redditch Local Plan No.4 – Proposed Main Modifications****Executive**12th July 2016

- 3.20 This consultation is not an opportunity to raise matters that either were, or could have been, part of the earlier representations or hearings on the submitted Plan. Comments should be confined to the Main Modifications and address the following points:
- Make clear in what way the published Main Modification is not sound or not legally compliant,
 - Support representation by evidence showing why the Main Modifications should be changed,
 - Say precisely how the Main Modifications should be changed.
- 3.21 Upon the consultation period closing all the responses will be sent to the Inspector. The Council will not comment on or respond to the representations received. Responses to these Main Modifications are for the Inspector to consider.
- 3.22 It is anticipated that will be sending out letters advertising the consultation to statutory consultees, everyone who made a formal submission to the Plan at the proposed submission stage, and anyone on the examination database. This letter will also contain a note explaining the scope of the consultation as outlined above. There will also be the same information on the Council's website, an advert will be placed in the local papers, and hard copies distributed to public buildings across the district as per all the other consultations carried out on the BORLP4.

Customer / Equalities and Diversity Implications

- 3.23 As outlined above, the Modifications will be subject to public consultation.

4. RISK MANAGEMENT

- 4.1 The risks associated with the Redditch Local Plan are managed via the Councils 4Risk management system. Without this consultation the plan cannot proceed to the next stage.

5. APPENDICES

Appendix 1 - Borough of Redditch Local Plan No.4 – Proposed Main Modifications

Appendix 2 - Extract from the Bromsgrove District Plan Proposed Main Modifications Document setting out the Modifications to the Redditch Cross Boundary Development Policy

REDDITCH BOROUGH COUNCIL

Borough of Redditch Local Plan No.4 – Proposed Main Modifications

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6. BACKGROUND PAPERS

All the information and documents associated with the BORLP4 and the examination can be viewed on the Councils website at <http://www.redditchbc.gov.uk/council/policy-and-strategy/planning-policies/borough-of-redditch-local-plan/borough-of-redditch-local-plan-no-4.aspx>.

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Tel.: 01527 881325

Borough of Redditch Local Plan No. 4 – Proposed Main Modifications (Consultation Version)

This schedule sets out the Proposed Main Modifications to the submitted version of the Local Plan that, subject to the outcome of this consultation period, are considered to be necessary in order for it be 'sound' and able to be adopted by the District Council as a Development Plan Document. It is accompanied by a schedule of changes to the Policies Map that would arise from these Main Modifications.

The modifications below are expressed either in the conventional form of ~~strikethrough~~ for deletions and underlined for additions of text, or by specifying the modification in words in *italics*.

The page numbers below refer to the submission local plan, and do not take account of the deletion or addition of text. Further renumbering of pages will be required as a consequence of these modifications.

Ref	Page	Policy/ para	Main Modification
MM1	5	Para 4	In addition, Redditch has worked with other Local Authorities, which although are not directly adjacent to Redditch may have strategic matters that have implications for the preparation of the Local Plan. In particular, Redditch Borough Council and Birmingham City Council have jointly acknowledged there is strategic planning matter with regard to Birmingham being unable to accommodate all of its own housing needs. <u>As required by the Duty to Co-operate, due consideration will be given, including through a review of the BORLP4 to the housing needs of another Local Planning Authority in circumstances when it has been clearly established through collaborative working that those needs must be met through provision in Redditch.</u> This issue will need to be dealt with during the preparation stage of the next Redditch Local Plan (i.e. the next plan period), or when a review of the development plan may be needed to consider these cross boundary matters. This will be dependent on the outcome of recently commissioned work to understand the issues, and further work on allocations for Birmingham's growth. With regard to Birmingham City Council, the mechanism for resolving this potential strategic matter of with Birmingham's unmet housing needs this will be through the Greater Birmingham and Solihull Local Enterprise Partnership (LEP) and Redditch's subsequent review of the BORLP4.
MM2	10	Para 3	Redditch Borough has similar crime levels in comparison to the national average of England and Wales, but the number of offences per 1000 population is increasing in Redditch. It has increased from 20.3 offences per 1000 population in Redditch, compared to the England and Wales average of 24.9 in 2006 to 44 offences per 1000 population in Redditch, compared to the England and Wales average of 45 in 2009/10. 95% of people feel safe walking around Redditch Town Centre and the street where they live during the day; at night, this falls to 61% for the Town Centre and 73% for the home street (CHYM Redditch). Recorded crime rates for Redditch have fallen

Ref	Page	Policy/ para	Main Modification
			<u>substantially since 2005/06 (92.2 offences per 1000 population in 2005/06 to 57.7 offences per 1000 population in 2012/13), although they remain above the average for Worcestershire. Perceptions of anti-social behaviour in Redditch have also remained consistently above the average for Worcestershire and the latest data for 2013 shows that nearly twice as many Redditch residents feel unsafe when out after dark in their local area when compared with residents in the rest of the County.</u>
MM3	12	Para 1	Redditch Borough has good transport links, with the M42 (Junctions 2 and 3) located under 5 miles away and the M5 around 6 miles from Redditch Town Centre.
MM4	12	New para after para 2	<u>There are a range of issues that need to be tackled to achieve modal shift including perceptions of safety and security. Choose How You Move research indicates that a significant number of people feel unsafe walking to bus stops, waiting for buses and travelling on buses. Close to 4% of people cite “feeling unsafe walking” as being a main reason stopping them from walking more often. A similar percentage stated that “feeling unsafe cycling” was a main reason stopping them from doing so more often.</u>
MM5	13	Para 1	A number of District Centres (Church Hill, Matchborough, Winyates and Woodrow) suffer from a poor image as their inappropriate design means that they are inward looking and prone to having crime and anti-social behaviour problems. <u>Lessons have been learnt from Council and Partnership projects that can be implemented when re-development occurs.</u> Work has commenced <u>been completed</u> on the re-development of Church Hill District Centre.
MM6	20	Objective 7	Reduce crime and anti-social behaviour and the fear of crime through high quality design <u>and infrastructure</u> , with regeneration achieved at Matchborough, Winyates and Woodrow District Centres.
MM7	23	Policy 2, 3 rd bullet	<ul style="list-style-type: none"> • Feckenham is a small, rural settlement predominantly set within the Green Belt, which offers limited local facilities but has important conservation and historic merit. In order to conserve and enhance these characteristics, development within or adjacent to the settlement boundary, as defined on the Policies Map, will provide for locally identified affordable housing and other <u>locally identified</u> development needs only, in accordance with the most up-to-date guidance in the National Planning Policy Framework and Parish Housing Needs Survey.
MM8	26	Policy 4, para 2	Around 3,000 dwellings can be accommodated within Redditch Borough. There is limited capacity within Stratford-on-Avon District in the vicinity of the former A435 ADR to contribute towards Redditch’s housing target should comprehensive delivery of this site be achievable. A minimum of <u>Approximately 3,400 dwellings are</u> to be accommodated in Bromsgrove District (see Appendix 1, Redditch Cross Boundary Development). Details of the sites expected to contribute to meeting the Borough’s housing needs can be found in Appendix 2 and are shown on the Policies Map and Key Diagram.
MM9	26	Policy 4, para 3	<u>The Council will encourage the provision of housing for elderly people.</u>

Ref	Page	Policy/ para	Main Modification
		New 2 nd sentence	
MM10	26	Policy 4, para 4	In order to achieve a supply of flexible and inclusive housing in the Borough that caters for life-long occupancy, all new affordable housing for rent will be expected to comply with the Lifetime Homes Standard <u>new technical standards, excluding the additional optional standards</u> . The private sector development industry will be encouraged to implement these concept of lifetime homes <u>new technical standards</u> within their development schemes.
MM11	26	Policy 4, Reasoned Justification para 1	Land identified which could contribute towards housing provision indicates that around 3,000 dwellings could be accommodated within the Borough boundary. However, evidence in the Strategic Housing Market Assessment (SHMA) indicates that this will not meet the Borough's housing needs up to 2030. It has therefore been necessary to collaborate with Bromsgrove District Council and Stratford-on-Avon District Council to identify land in these <u>Bromsgrove Districts</u> , in the vicinity of Redditch, which is capable of accommodating Redditch's land supply shortfall.
MM12	27	Policy 5, criterion i	i. the reuse and regeneration of Previously Developed Land (PDL) will be actively encouraged. Where the economic viability of a scheme on PDL is questionable, and can be fully demonstrated by the applicant, the Borough Council may negotiate a more appropriate level of infrastructure provision, or deferred payment scheme with the applicant, in order to secure beneficial reuse of a site. Development proposals on contaminated land should demonstrate that the site is capable of appropriate remediation without compromising development viability or the delivery of sustainable development;
MM13	28	Policy 5 New para at end of (and within) policy.	<u>Development proposals on land likely to be affected by contamination should demonstrate that the site is capable of appropriate remediation without compromising development viability or the delivery of sustainable development.</u>
MM14	28	Policy 5, Reasoned Justification para 2	Proposals also need to ensure that new development does not contribute to, or is put at unacceptable risk from ground contaminants. The SHLAA and Employment Land Review (ELR) identify PDL potential within the Borough.
MM15	29	Policy 5, Reasoned Justification New para after para 2.	<u>Proposals also need to ensure that new development does not contribute to, or is put at unacceptable risk from ground contaminants. Where sites are suspected of contamination, the Council will require the submission of an appropriate risk assessment and, if necessary, a site investigation and mitigation scheme.</u>
MM16	31	Policy 6, paras 2 and 5	<u>Contributions towards affordable housing will not be sought from developments of 10 units or less, and which have a maximum combined gross floorspace of no more than 1000sqm (gross internal area). On sites of 11 40 or more dwellings (net), a 30% contribution towards the provision of affordable housing will be expected. On-site provision should be made and must incorporate a mix of dwelling types and sizes, which reflect the site's</u>

Ref	Page	Policy/ para	Main Modification
			<p>characteristics, the development as a whole, and meets the needs identified in the Borough Council's most up to date Strategic Housing Market Assessment or other up to date local housing need surveys, and in consultation with the Council's Housing Strategy Team.</p> <p>On all sites of 5-9 dwellings (net), a 30% financial contribution towards affordable housing provision will be sought on completion of the development.</p>
MM17	32	Policy 7, Paras 1, 2 and 3	<p>Provision will be made for new Gypsy, Traveller and Travelling Showpeople pitches, in line with an up-to-date assessment of permanent and transit accommodation needs in line with Government guidance. Requirements for Redditch Borough are currently contained in the Worcestershire Strategic Housing Market Assessment (2012) and the Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (2008). These assessments identify a minimum of 14 'yards' to be provided to meet the needs of travelling showpeople and 18 pitches for temporary stopping places to meet Redditch's need.</p> <p>The Borough Council will allocate site(s) to meet identified need through an <u>Site Allocations DPD Plan</u>. Proposals for new sites will be required to demonstrate that they:</p> <ol style="list-style-type: none"> i. are located within a reasonable distance of existing facilities and transport networks with satisfactory access and highway arrangements; ii. where appropriate, are located on Previously Developed Land; iii. are well screened and landscaped and will not cause unacceptable harm to the character and appearance of the surrounding area; iv. will not result in unacceptable disturbance or loss of amenity to any neighbouring development, specifically in relation to the transport movements associated with Travelling Showpeople yards; and v. have, or are capable of having, a satisfactory water supply, sewerage and refuse disposal facilities. <p>Traveller sites (temporary or permanent) in the Green Belt are considered inappropriate development.</p>
MM18	32-33	Policy 7, Reasoned Justification	<p>There are currently 31 Travelling Showpeople plots in the Borough. The Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTAA) for The South Housing Market Area of the West Midlands Area (2008) was commissioned by the South Housing Market Area Partnership. The purpose of the assessment is to provide information on the accommodation needs of Gypsies and Travellers for sub-regional and District/Borough level planning policy to set the appropriate number, type and</p>

Ref	Page	Policy/ para	Main Modification
			<p>distribution of additional pitches to be provided. The GTAA is supplemented by the Strategic Housing Market Assessment (SHMA) for Worcestershire (2012). The Assessment recommends that an additional Showpeople site should be provided for which is a minimum of 14 'yards'. 'Yards' can be anything from 100ft x 100ft up to 150ft by 200ft (Gypsy and Traveller Accommodation Assessment for The South Housing Market Area, March 2008). The Assessment also recommends that a temporary stopping place of not less than 18 pitches should be provided. <u>'Planning policy for traveller sites' (CLG, March 2012/August 2015) is the current national planning guidance regarding the provision of sites for Gypsies, Travellers and Travelling Showpeople. This guidance requires Local Planning Authorities to make an assessment of need for traveller sites for the purposes of planning.</u></p> <p>A review of the Gypsy and Traveller Accommodation Assessment for Worcestershire is being completed in 2014 2013 and will inform a future Site Allocations DPD. This will provide the Borough Council with an up to date assessment of the need for sites and identify whether sites should be provided in cooperation with neighbouring authorities.</p> <p><u>'Planning policy for traveller sites' (CLG, March 2012) is the current national planning guidance regarding the provision of sites for Gypsies, Travellers and Travelling Showpeople. Sites will be allocated in accordance with national planning guidance and based on need identified in an up to date Gypsy and Traveller Accommodation Assessment. Allocated sites will be identified in an Allocations Plan.</u> The criterion contained within this policy will be applied to site allocations as well as proposals for sites through planning applications.</p>
MM19	34	Policy 8, para 2	<p>There will be a presumption against inappropriate development in the Green Belt in line with the National Planning Policy Framework (NPPF) except in very special circumstances. Some forms of development are not inappropriate development in the Green Belt provided they preserve the openness of the Green Belt and do not conflict with the purposes of including land in the Green Belt. Applications for development in the Green Belt will be determined in line with national planning guidance on Green Belts and other relevant policies within the development plan.</p>
MM20	36	Policy 10, para 1	<p>New dwellings in the Green Belt and Open Countryside outside the settlements of Astwood Bank and Feckenham will only be permitted where there is an essential need for a rural worker to live at or near their place of work. <u>Applications for rural workers dwellings in the Green Belt will be determined in accordance with national planning policy on Green Belts.</u></p>
MM21	40	Policy 12, para 3	<p>Local Green Spaces will be designated <u>by the Council through the Allocations Plan</u>, where appropriate, in accordance with the provisions of the National Planning Policy Framework (NPPF). Once designated, Local Green Space will be managed in line with planning policy for Green Belts.</p>
MM22	40	Policy 12,	<p>The NPPF makes provision for local communities to designate Local Green</p>

Ref	Page	Policy/ para	Main Modification
		Reasoned Justification para 5	Space through local and neighbourhood plans. Local Green Space will only be designated where it does not conflict with the Objectives of the Local Plan and in accordance with the NPPF. Once designated, Local Green Space will be subject to the same planning policy safeguards as land designated as Green Belt. <u>The Allocations Plan will designate specific sites for Local Green Space where there is a justification for that allocation.</u>
MM23	45	Policy 15, para 1	To be sustainable, new developments must have regard for the need to be climate-resilient. <u>For residential development this policy applies to planning applications of more than 10 units.</u> In order to ensure appropriate consideration of adaptation and mitigation to climate change has been made, applications will be judged against the following criteria
MM24	45	Policy 15, criterion iii	iii. proposals must seek to be zero carbon in line with Government targets; <u>meet the new national technical standards, excluding the additional optional standards;</u>
MM25	45	Policy 15, criterion iv	iv. all new residential development must meet the nationally required standard of the Code for Sustainable Homes (or any other national scheme which supersedes it);
MM26	45	Policy 15 Insert as new para after last para but within policy	<u>This policy relates to all forms of renewable energy development other than wind energy developments. Wind energy development will be considered against national policy and guidance.</u>
MM27	46	Policy 15, Reasoned Justification para 3	The Government's target is that buildings should meet zero carbon standards by 2016. The Code for Sustainable Homes is intended to improve the overall sustainability of new homes and measures the sustainability of a home against design categories. BREEAM (BRE Environmental Assessment Method) is a widely used environmental assessment method for non-domestic buildings. It sets the standard for best practice in sustainable design and is used as a measure to describe a buildings environmental performance http://www.breeam.org/index.jsp. All <u>non-domestic developments</u> will be encouraged to meet the <u>highest level of Code for Sustainable Homes/BREEAM rating</u> (or any other national scheme which supersedes them <u>it</u>) <u>as where it is economically viable</u> but are not required to meet standards above those set nationally.
MM28	47-48	Policy 16, Part B, para 1	The location of sites of national (Sites of Special Scientific Interest), regional (Local Wildlife Sites) and local (Local Nature Reserves) wildlife importance are shown on the Policies Map. <u>Applications for development should aim to conserve and enhance biodiversity by applying the principles of the NPPF. In determining applications affecting sites of wildlife importance, the Council will apply the hierarchy of designated sites and appropriate weight will be given to their importance and contribution to wider ecological networks.</u> <u>Due to the national importance of Sites of Special Scientific Interest (SSSI)</u>

Ref	Page	Policy/ para	Main Modification
			<p><u>proposals likely to have an adverse impact within or outside of a SSSI, either individually or in combination with other developments, will not normally be permitted. An exception will only be made when it can be demonstrated that the benefits of the development clearly outweigh the impact on the site or network of sites.</u></p> <p>New development or land use changes likely to have an adverse effect on such sites, directly or indirectly, will not be allowed unless there are no reasonable alternative means of meeting that development need and the reasons for development clearly outweigh the intrinsic nature conservation and/or geological value of the site or network of sites.</p>
MM29	48-49	Policy 16, Reasoned Justification para 6	<p>Within the Borough there are currently six sites of national wildlife importance designated as Sites of Special Scientific Interest (SSSI) which cover a range of different habitats. SSSIs are important for their wildlife, geological or physiological features and are legally protected under the Wildlife and Countryside Act 1981, as amended by the Countryside and Rights of Way (CROW) Act 2000 and the Natural Environment and Rural Communities (NERC) Act 2006. Regional sites of wildlife importance in the Borough include Local Wildlife Sites (LWS – formerly known as Special Wildlife Sites) which have been identified by the Worcestershire Local Sites Partnership as being of substantive nature conservation value. Local Nature Reserves (LNR) are declared by Local Authorities under Section 21 of the National Parks and Access to the Countryside Act 1949, and amended by Schedule 11 of the Natural Environment and Rural Communities Act 2006. Any additional wildlife sites identified during this Plan period will also be protected by this policy. <u>The principles of the NPPF to be applied in determining planning applications affecting sites of wildlife importance can be found in paragraph 118 of the NPPF.</u></p>
MM30	49	Policy 17, para 2	<p>Any development sites that are located in areas that are subject to flood risk will need to demonstrate that there are no other reasonable locations for development in accordance with the ‘<u>Sequential Approach Test</u>’ and ‘<u>Exception Test</u>’ (where appropriate) as set out in the Technical Guidance to the National Planning Policy Framework <u>National Planning Practice Guidance</u> and have regard to the Strategic Flood Risk Assessment (SFRA) for Redditch. <u>A sequential approach should also be taken in site design.</u> Development will be designed to be safe taking into account the lifetime of the development, and the need to <u>consider and adapt to climate change.</u></p>
MM31	49	Policy 17, para 3	<p>In addition, any development in areas that are subject to flood risk will need to demonstrate that adequate flood protection has been incorporated on site and that the effects elsewhere have been fully assessed and mitigated against. Opportunities should be sought <u>to demonstrate flood risk improvements</u>, wherever possible to provide multiple benefits when managing flood risks, for example to provide amenity benefit or ecological improvements. It is expected that any on-site flood defences required will be</p>

Ref	Page	Policy/ para	Main Modification
			provided and financed by the developer of the site.
MM32	50	Policy 17, Reasoned Justification para 1	If, once the Sequential Test has been applied, insufficient sites are identified the 'Exception Test' (as defined in the Technical Guidance to the National Planning Policy Framework) can be applied <u>where necessary</u> . This may, in certain circumstances, justify development taking place in Flood Zone 2 or Flood Zone 3.
MM33	50	Policy 17, Reasoned Justification para 2, 2 nd bullet	<ul style="list-style-type: none"> consider the risk of flooding arising from the development in addition to the risk of flooding <u>from all sources</u> to the development;
MM34	50	Policy 17, Reasoned Justification para 2, 6 th bullet	<ul style="list-style-type: none"> consider the vulnerability of those that could occupy and use the development, taking account of the Sequential and Exception Tests and the vulnerability classification as per the Technical Guidance to the NPPF, including arrangements for 'safe development' <u>having regard to the FRA requirements within the Level 2 Strategic Flood Risk Assessment (SFRA) for Redditch (2012)</u> including setting of appropriate Finished Floor Levels, with flood proofing techniques considered (where appropriate), and safe access;
MM35	50	Policy 17, Reasoned Justification para 2, new bullet at end	<ul style="list-style-type: none"> <u>applicants should refer to Table 1 and 2 of the Government's Climate Change Allowances guidance and seek contact with the Environment Agency for any detailed river catchment climate change data.</u>
MM36	53	Policy 18, Reasoned Justification para 4	Through the use of SuDS techniques and the requirement for new developments to be assessed against either the Code for Sustainable Homes the new national technical standards or BREEAM (<i>for non-domestic developments</i>), water demand will be significantly lowered. The Level 2 SFRA contains more guidance on the appropriate application of SuDS.
MM37	55	Policy 19, Reasoned Justification para 8	The transport network must be maintained and managed in a way that preserves strategic routes, and supports business efficiency which is critical to Redditch's competitiveness. <u>The Strategic Road Network (SRN) and Primary Route Network (PRN) are central to this by providing routes between major settlements and important destinations. Motorways and trunk roads make up the SRN including the M42 and M5 which lie outside the Borough; and other primary routes represent the PRN. The Primary Route Network (PRN) is central to this and designates routes between major settlements and important destinations. Routes consist of motorways, trunk roads and other primary routes, however in In Redditch the PRN is formed only of 'A' roads and is taken from the Worcestershire Local Transport Plan No.3 Network Management Plan – Figure 2.1) and consists of the A441, A4023 and the A448, and can also be identified on the Transport Map. New accesses onto the PRN and SRN will not be encouraged and should not inhibit the strategic function of these routes. Where development proposals impact upon the PRN and SRN, a transport assessment and environmental</u>

Ref	Page	Policy/ para	Main Modification
			impact assessment must be undertaken and, where necessary, planning conditions and planning obligations, including financial contributions to securing highways improvements may be sought, to ensure that the function of the network is maintained and appropriate financial contributions to improvements are made.
MM38	58	Policy 20, criterion i.	A Transport Assessment will be required where it is considered that development will have significant transport implications. <u>The assessment of traffic impact should be undertaken in line with the policies in the Plan and other relevant transport policy and guidance.</u>
MM39	58	Policy 20, criterion ii.	A Travel Plan will be required alongside <u>all certain developments which generate significant amounts of movement</u>
MM40	58	Policy 20, criterion v.	v. all proposals will be expected to be located <u>accessible to within 250m of</u> local services (in accordance with the retail hierarchy this should either be a parade of local shops or a District Centre) and a public transport link (i.e. bus stop or train station);
MM41	58	Policy 20, criterion vii.	The cumulative effects of development on transport infrastructure must be assessed and solutions sought in line with the policies in this Plan <u>and other relevant transport policy and guidance</u> , with particular regard to the cumulative effects of the delivery of the Strategic Sites
MM42	58	Policy 20 New criterion to be inserted at end of (and within) policy.	<u>The Council will use mechanisms such as planning conditions and planning obligations, including financial contributions where necessary to secure the timely delivery of any necessary transport mitigation measures.</u>
MM43	58	Policy 20 New criterion to be inserted at end of (and within) Policy.	<u>Development of transport infrastructure provision will be co-ordinated in line with the up to date Infrastructure Delivery Plan, which will be subject to regular review.</u>
MM44	59	Policy 20, Reasoned Justification para 2	A Travel Plan will be expected where proposals <u>generate significant amounts of movement, including development which exceeds</u> for development exceed the following thresholds
MM45	64	Policy 23, para 1	Provision is made for the identification of around 55 hectares of land which are available for employment uses for the period up to 2030. Around 27.5 hectares will be accommodated within Redditch Borough and around 5.5 hectares will be accommodated within Bromsgrove District at <u>the north western section of the existing Ravensbank business park</u> . Within this provision, an allowance has been made to accommodate waste management facilities, within Redditch Borough, as identified in the Waste Core Strategy

Ref	Page	Policy/ para	Main Modification
			for Worcestershire (November 2012), see Policy 24 Development within Primarily Employment Areas.
MM46	64	Policy 23, para 2	The Redditch Eastern Gateway has been identified as a key initiative for employment provision to meet Redditch related employment needs. Around 10 hectares will be accommodated in Bromsgrove District at the former Ravensbank ADR, <u>adjacent to the south eastern boundary of the existing Ravensbank business park and a minimum of 12 hectares further employment provision</u> will be accommodated within Stratford-upon-Avon District at Gorcott (<u>around 7 hectares</u>) and Winyates Green Triangle (<u>around 12 hectares</u>).
MM47	64	Policy 23, para 3	The Redditch Eastern Gateway aims to provide a significant enhancement to the employment land supply through the creation of a high-profile and accessible employment scheme to take advantage of the demand of the M40/M42 corridor The site should develop as a high quality business park to support both existing businesses and to provide the opportunity to diversify the employment base of Redditch and the surrounding areas through attracting businesses that are not currently provided for within the existing supply of sites. Comprehensive development of the three areas that comprise this initiative should:
MM48	72	Policy 25, para 1	Sites <u>within the urban area</u> other than those within designated Primarily Employment Areas may be suitable for economic development, redevelopment or change of use. Within the Redditch urban area the economic development proposals should:
MM49	74	Policy 29, para 1	In order to support the expansion of electronic communications networks, (including telecommunications and high speed broadband) all developments should make provision for the service infrastructure required at the design stage of any proposal <u>suitable for occupiers of all development. For the provision of broadband, developers should work with a recognised network carrier to design a bespoke duct network, wherever practicable, for the development. Developers should also consider the inclusion of other forms of infrastructure, such as facilities necessary to support mobile broadband where possible and where it is viable to do so.</u> All <u>service</u> infrastructure should be designed to ensure minimal disruption, should the need for maintenance, adaption or upgrades arise.
MM50	78	Policy 30, Reasoned Justification para 3	The Council has identified specific roles for each of the centres and will use planning policies to maintain and, where necessary and appropriate having regard to national guidance, improve the shopping function and environment of these centres. Whilst in many instances this will serve to maintain their position within the retail hierarchy, it is recognised that the role, function and relative importance of centres may change over time in pursuit of this Objective-. <u>District Centres are the equivalent to the definition of 'Local Centres' in the NPPF by virtue of the types of facilities they provide.</u>
MM51	86	Policy 34, Reasoned	The Council will look favourably on development proposals that will help revitalise and improve the shopping and community facilities of District

Ref	Page	Policy/ para	Main Modification
		Justification para 1	Centres providing they are in keeping with their primarily retailing role and actively support the redevelopment of, Matchborough, Winyates and Woodrow District Centres and their status as Strategic Sites. In relation to the types of shopping facilities they provide, District Centres are the equivalent to the definition of 'Local Centres' in the NPPF.
MM52	90	Policy 36, para 1	Designated heritage assets including listed buildings, structures and their settings; conservation areas; and scheduled ancient monuments, will be given the highest level of protection and should be conserved and enhanced. Non-designated <u>heritage assets</u> , nationally important archaeological remains and locally listed heritage assets, and their settings will also need to be conserved and enhanced in a manner appropriate to their significance and contribution to the historic environment.
MM53	101	Policy 40, criterion iv	iv. include where appropriate, public art that is well designed, <u>takes into account the risk of crime, is</u> integrated within the overall design and layout of the development, located where it can be easily observed, improves public outdoor space and legibility and creates landmarks;
MM54	101	Policy 40, criterion vi	vi. encourage community safety and 'design out' vulnerability to crime by incorporating the principles, concepts and physical security standards of the 'Secured by Design' award scheme; <u>providing infrastructure for policing and emergency services; and considering the incorporation of fire safety measures;</u>
MM55	102	Policy 40, Reasoned Justification para 5	The 'Secured by Design' award scheme focuses on crime prevention at the design, layout and construction stages of homes and commercial premises and promotes the use of security standards (www.securedbydesign.com). Redditch Borough Council and North Worcestershire Community Safety Partnership will publicise and promote developments that achieve Secured by Design Standards. This scheme or any relevant scheme at the time should be adhered to in order to encourage community safety and 'design out' vulnerability to crime. New development can put additional pressure on the infrastructure of West Mercia Police and Hereford & Worcester Fire and Rescue Service. Proposals should make provision for this infrastructure as identified in the IDP to ensure that Redditch Borough is a safe and attractive place to live and work.
MM56	104	Policy 42, criterion iv	iv. they would not <u>impede natural surveillance, be an obstruction security to</u> surveillance cameras; and
MM57	113	Policy 46, Para 1	A Strategic Site at Brockhill East is appropriate for a high quality mixed use development comprising around 4,000 <u>1,025</u> dwellings, employment (8.45ha) and relevant community facilities and services including, a District Centre (including convenience retail store), a first school and a sustainable public transport network.
MM58	114	Policy 46, 'Infrastructu re' Insert new	<u>xv. proposals should demonstrate that there is no adverse risk of pollution to controlled waters through the submission of an appropriate risk assessment and if necessary, a site investigation and mitigation scheme;</u>

Ref	Page	Policy/ para	Main Modification
		criteria	
MM59	114	Policy 46, 'Infrastructure' Insert new criterion	<u>xxii drainage proposals for the site should include appropriate pollution prevention measures to avoid risks to controlled waters.</u>
MM60	115	Policy 46, Reasoned Justification para 2	An appropriate location should be determined in Brockhill East for a District Centre which is needed in north Redditch, in the Brockhill area. This District Centre should satisfy any convenience needs of the <u>local</u> community. Where <u>If proposals for convenience retail is-to be provided in the Brockhill area exceed the level of retail provision normally associated with a District Centre location (see Policy 30), this will be subject to an impact assessment on surrounding District Centres to ensure there are no negative impacts.</u>
MM61	116	Policy 46, Reasoned Justification Insert new para.	<u>The site is underlain by the Mercia Mudstone Group, which is classified as a secondary aquifer. Development proposals must demonstrate that there is no adverse pollution risk to the aquifer through the submission of an appropriate risk assessment and if necessary, a site investigation and mitigation scheme.</u>
MM62	120	Policy 47 Insert new criterion	<u>ix proposals should demonstrate that there is no adverse risk of pollution to controlled waters through the submission of an appropriate risk assessment and if necessary, a site investigation and mitigation scheme;</u>
MM63	120	Policy 47	and <u>xiv incorporate any necessary infrastructure identified for the effective delivery of the site; and</u> <u>xv drainage proposals for the site should include appropriate pollution prevention measures to avoid risks to controlled waters.</u>
MM64	120	Policy 47, first paragraph after final criterion	Land immediately south of the Alexandra Hospital is not included within the Strategic Site boundary and will be safeguarded for health related purposes, this should be considered when formulating proposals for the Strategic Site.
MM65	120	Policy 47, second paragraph after final criterion	This Strategic Site is expected to be delivered 6-10 <u>within 5</u> years following Local Plan adoption. The Borough Council will issue further strategic planning guidance in order to guide and accelerate the sustainable delivery of this Strategic Site.
MM66	120	Policy 47, Reasoned Justification para 1	The NHS Trust has indicated that the land immediately south of the hospital (which is not within the Strategic Site boundary) must be safeguarded for future health related development associated with the hospital. This also aligns with Policy 44 Health Facilities which seeks to ensure this land is protected for health purposes.
MM67	122	Policy 47, Reasoned	<u>The site is underlain by the Mercia Mudstone Group, which is classified as a secondary aquifer. Development proposals must demonstrate that there is no</u>

Ref	Page	Policy/ para	Main Modification
		Justification Insert new para	<u>adverse pollution risk to the aquifer through the submission of an appropriate risk assessment and if necessary, a site investigation and mitigation scheme.</u>
MM68	125	Policy 48 Insert new criterion	<u>xi development proposals should address contamination associated with any previous uses on the site, including the disused sewage works, through the submission of an appropriate risk assessment and if necessary, a site investigation and mitigation scheme;</u>
MM69	126	Policy 48, Reasoned Justification Insert new para	<u>Development of this site provides an opportunity to address the remediation of any potential contamination as a result of the former sewage works located within the site boundary.</u>
MM70	-	Appendix 2	<i>Delete Appendix 2 and replace with revised version attached at the end of this Appendix.</i>
MM71	-	Appendix 3	<i>Delete Appendix 3 and replace with revised version attached at the end of this Appendix.</i>
MM72	-	Appendix 6	The following list details which of the Borough Councils Supplementary Planning Documents (SPDs) are to be retained: Land to the Rear of the Alexandra Hospital SPD Church Hill District Centre SPD Edward Street SPD Church Road SPD Education SPD Open Space Provision SPD Auxerre Avenue SPD Designing for Community Safety SPD Prospect Hill SPD Local List SPD Encouraging Good Design SPD Employment Monitoring SPG
MM73	-	Appendix 7 Glossary: Code for Sustainable Homes	Code for Sustainable Homes (CSH / CFSH) The Government's standard designed to improve the overall sustainability of new homes by setting a single framework.
MM74	-	Appendix 7 Glossary: Gypsies and Travellers	<u>Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.</u>

Main Modification MM70**Appendix 2: Schedule of Housing Sites**

Policy 4 Housing Provision explains how Redditch Borough Council will meet its housing needs of around 6400 dwellings between 1 April 2011 and 31 March 2030.

This appendix provides more detailed information on the component parts of the housing target. Additional monitoring information is available from the Development Plans Team. Monitoring information and the Strategic Housing Land Availability Assessment (SHLAA) are updated annually on 1 April.

i. Sites allocated for housing development in the Borough of Redditch in order to meet the Strategic Housing Target for the period 2011-2030

No.	Site Name	Capacity for completions on or after 1.4.2011	Completions 1.4.2011–31.3.2013	Brownfield/ Greenfield	Area (Ha)
124	Brush Factory, Evesham Road	6	0	B	0.09
135	RO 144—162 Easemore Road	19	0	B	0.42
143	Adj. Castleditch Lane/ Pheasant Lane	16	0	G	0.52
147	Windsor Road Gas Works	37	37	B	5.68
153	Prospect Hill	71	0	B	4.43 <u>1.40</u>
155	Former Claybrook First School	35 <u>36</u>	0	B	0.74 <u>1.31</u>
156	Land at Millfields and the Fire Station	35 <u>30</u>	0	B+G	4.36 <u>1.02</u>
157	Former Ipsley School playing field	41	0	G	0.93
158	South of scout hut, Oakenshaw Road	41 <u>46</u>	0	G	1.02
200	Land at Wirehill Drive	12	0	G	0.47 <u>0.71</u>
201	The Hills, Tanhouse Lane	14	14	B	0.57
202	Dorothy Terry House	42	0	B	0.41
203	Former Dingleside Middle School	180	0	B/G	3.95 <u>7.27</u>

204	Former Marlfield Farm First School	79	44	B/G	1.41
205	Mayfields Works, The Mayfields	23	0	B	0.19
206	Church Hill District Centre	51	0	B	2.25 <u>1.23</u>
207	Matchborough District Centre	47 <u>70</u>	0	B	0.92
208	Widney House, Bromsgrove Road	40	0	B+G	2.24 <u>1.56</u>
209	Loxley Close	10	0	B	0.31
210	RO Alexandra Hospital	145	0	G	7.74
211	A435 (former ADR)	255 <u>205</u>	0	G	10.25 <u>7.36</u>
212	Brockhill East	1025	38	G	23.40 <u>60.13</u>
213	Webheath	600	0	G	47.71
215	Birchfield Road	28 <u>29</u>	0	G	0.86
216	Former Hewell Road swimming baths	44 <u>30</u>	0	B	0.56
217	Sandycroft, West Avenue	9	0	B	0.35 <u>0.07</u>
218	RO Windsor Road Gas Works	42 <u>44</u>	0	B	0.19 <u>0.91</u>
219	Studley Road/ Green Lane	42 <u>10</u>	0	G	0.39
220	Park House, Town Centre	14	0	B	0.10
	Total	2913 <u>2873</u> dwellings	130 dwellings		

~~Small Site Completions 1.4.2011 – 31.3.2013~~

~~Completions between 1.4.2011 and 31.3.2013 on sites where capacity at 1.4.2011 was less than 10 dwellings.~~

~~Small Site Completions 1.4.2011 – 31.3.2013 = 63 dwellings~~

~~Small Site Commitments at 1.4.2013~~

These are small sites (less than 10 dwellings) with planning permission outstanding at 1.4.2013 and SHLAA sites (less than 10 dwellings)

Small Site Commitments at 1.4.2013 = 69 dwellings

Borough of Redditch Commitments to Meet the Strategic Housing Requirement At 1.4.2013

Large Site Completions = 130

Large Site Commitments = 2783

Small Site Completions = 63

Small Site Commitments = 69

TOTAL = 3045 dwellings

Outstanding Strategic Housing Target at 1.4.2013

6400 dwelling target minus 3045 commitments = 3355 below strategic target

- (i) **Additional land beyond the Borough of Redditch in order to meet the Strategic Housing Target for the period 2011-2030. (Land within Bromsgrove District)**

Site No.	Site Name/ Address	B/G*	Capacity on or after 1.4.2011	Completions up to 31.3.2013 (Ha)
1	Land at Foxlydiate	G	2800	0
2	Land at Brockhill East	G	600	0
	Sub Total		3400	0

* Brownfield/Greenfield

Main Modification MM71**Appendix 3: Schedule of Employment Sites**

Policy 23 Employment Land Provision explains how Redditch Borough Council will meet its employment needs of around 55 hectares between 1 April 2011 and 31 March 2030.

This appendix provides more detailed information on the component parts of the employment target. Additional monitoring information is available from the Development Plans Team. Monitoring information and the Employment Land Review (ELR) are updated annually on 1 April.

i. Sites allocated for employment development in the Borough of Redditch in order to meet the Strategic Employment Target for the period 2011-2030

Site No.	Site Name/ Address	B/G*	Site Area (Ha)Capacity on or after 1.4.2011	Completions up to 31.3.2013 (Ha)
IN15	Woolaston Road, Park Farm	G	0.40	0
IN19	Studley Road (Aeroquip)	B	1.44	0
IN20	Old Forge Drive (BACO)	G	4.32 <u>1.21</u>	0
IN34	Merse Road, North Moons Moat	G	0.65	0
IN37	Bartleet Road, Washford	G	0.62	0
IN38	Adj. 47/52 Heming Road, Washford	G	0.22	0
IN52	Shawbank Road, Lakeside	G	1.03	0
IN54	Palmers Road, Moons Moat (E)	G	0.29	0
IN58	Crossgate Road, Park Farm (N)	G	4.10 <u>1.04</u>	0
IN59	Adj. Greenlands Business Centre, Park Farm (N)	G	0.38	0
IN67	Brockhill East (west of railway)	G	6.60	0
IN69	Land rear of Alexandra Hospital	G	2.00	0
IN80	Land at Winyates Way/ Moons Moat Drive	G	0.64	0
IN81	Brockhill East (Weights Lane, east of railway)	G	1.85	0
IN82	A435 ADR (area 3)	G	7.78	0
IN83	Land at Kingham Close/ Far Moor Lane	G	0.19	0

IN84	Land off Pipers Road	G	0.190.22	0
	Sub Total		26.7018.78 Ha	0 Ha

- ii. Additional vacant land which counts towards the Borough's employment land allocation in order to meet the Strategic Employment Target for the period 2011-2030. (Land within Bromsgrove and Stratford-on-Avon Districts)

Site No.	Site Name/ Address	B/G*	Site Area (Ha) Capacity on or after 1.4.2011	Completions up to 31.3.2013 (Ha)
	Land at Ravensbank (BDC)	G	5.32	0
	Ravensbank ADR (BDC)	G	10.00	0
	Land at Gorcott (SoADC)	G	7.47	0
	Winyates Green Triangle (SoADC) (<u>gross</u>)	G	4.5012.00	0
	Sub Total (<u>gross</u>)		27.2934.79 Ha	0 Ha
	<u>TOTAL</u>		<u>53.57 Ha</u>	<u>0.615 Ha</u>

- iii. ~~Windfall sites for inclusion as a result of windfall contribution criteria~~

Site No.	Site Name/ Address	B/G*	Site Area (Ha) Capacity on or after 1.4.2011	Completions up to 31.3.2013 (Ha)
08/392	7 Howard Road, Park Farm North	B	0.06	0
10/267	9 Brook Street	B	0.009	0
11/024	49 Arthur Street	B	0.04	0.04
11/064	Hill Top, Webheath	B	0.005	0
11/244	7 Dunlop Road, Hunt End	B	0.024	0
12/005	Hewell Road COU from A1 to B8	B	0.022	0
12/020	18 Broadground Road, Lakeside	B	0.016	0
12/032	Former Hepworth site, Brook Street	B	0.37	0
12/117	Former Arrow Valley Social Club, Washford	B	0.5	0
12/154	Autobody, Hewell Road	B	0.1	0
12/169	Therlux Lighting, Merse Road	B	0.24	0.24

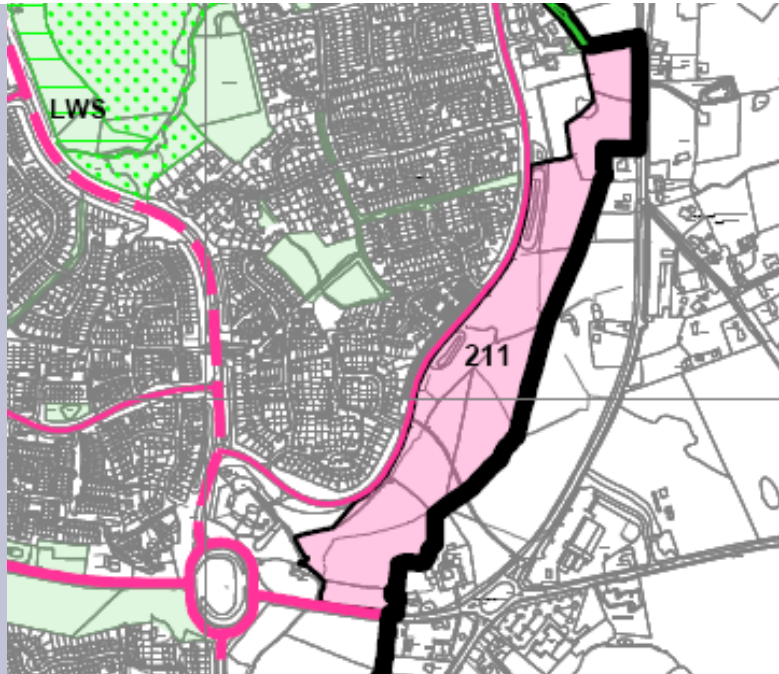
12/220	1B Washford Trade Park	B	0.028	0.028
12/222	Unit 2A Millsborough House	B	0.027	0.027
12/288	Former coach depot, Oxleasow Road	B	0.28	0.28
	Sub Total		1.721 Ha	0.615 Ha
	TOTAL		55.711 Ha	0.615 Ha

* Brownfield/Greenfield

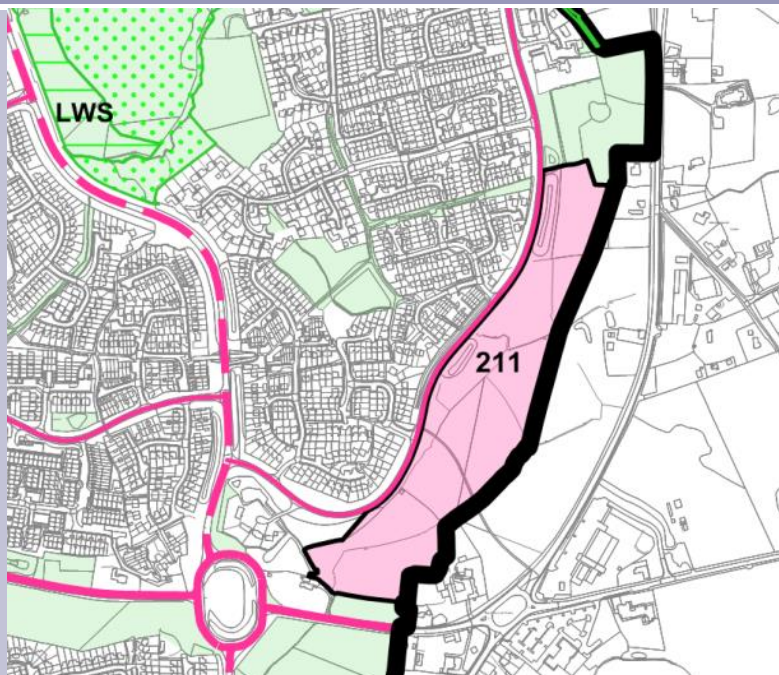
**Borough of Redditch Local Plan No. 4:
Further Changes Required to Policies Map arising from Proposed Main Modifications**

A435 (Site No. 211) 1 of 3 – SP 0850 6740

Extract from Borough of Redditch Local Plan No. 4 Policies Map (Proposed Submission Version) (CDR 2.1)

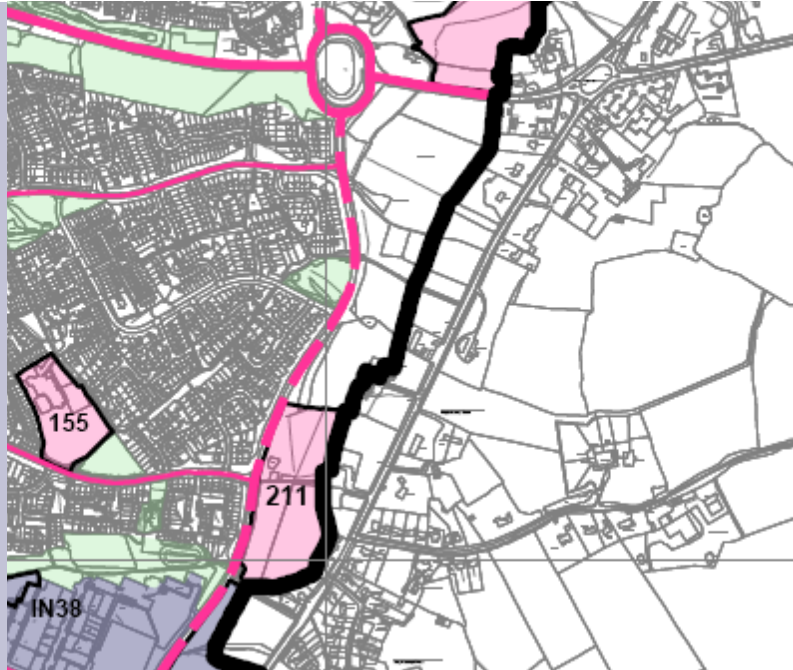


Proposed modification

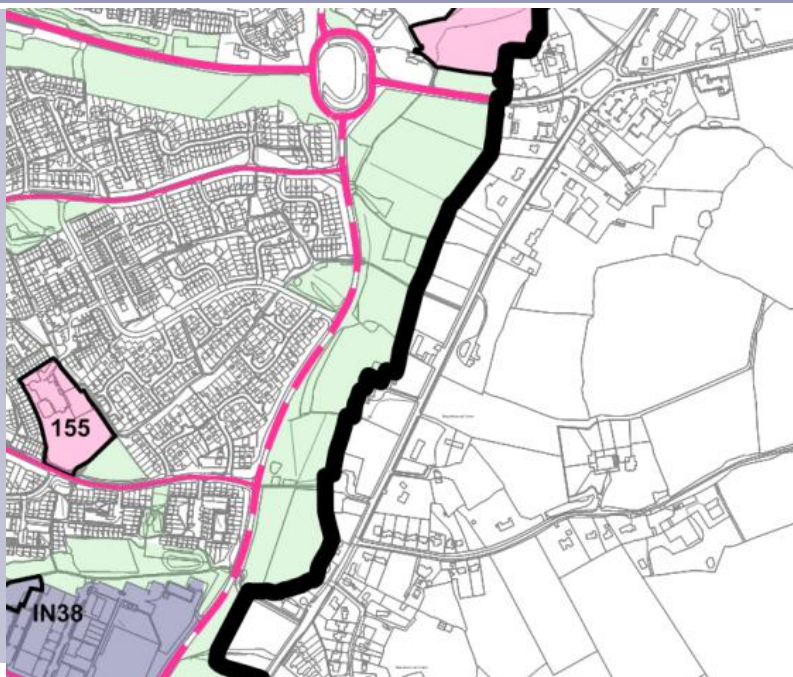


A435 (Site No. 211) 2 of 3 – SP 0796 6619

Extract from Borough of Redditch Local Plan No. 4 Policies Map (Proposed Submission Version) (CDR 2.1)

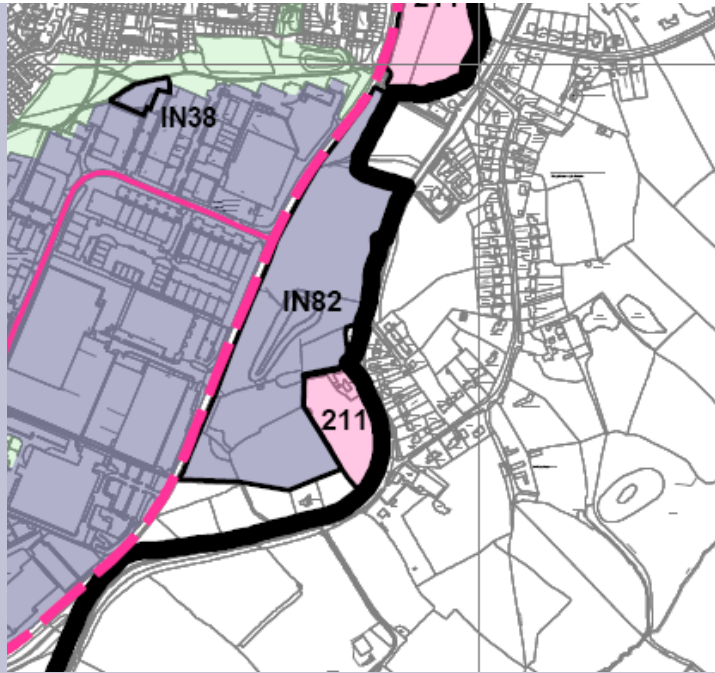


Proposed modification

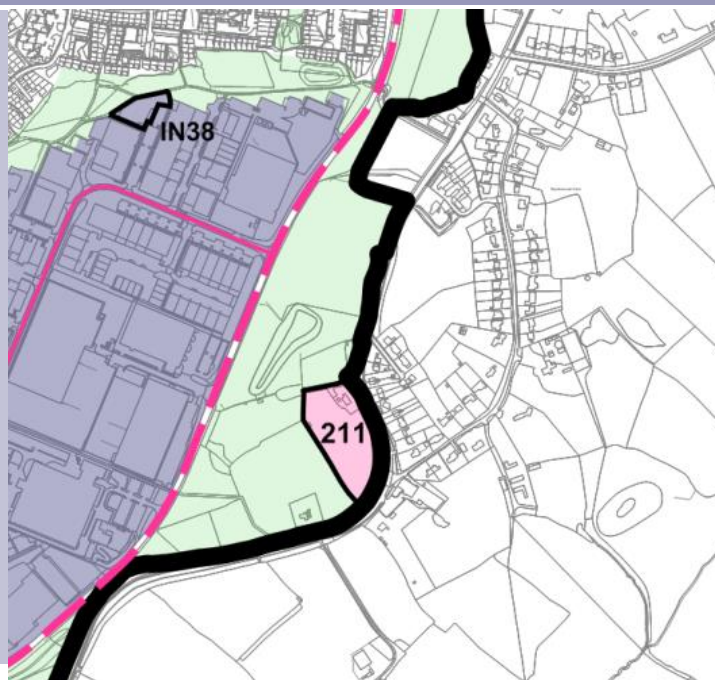


A435 (Site No. 211 & IN82) 3 of 3 – SP 0772 6563

Extract from Borough of Redditch Local Plan No. 4 Policies Map (Proposed Submission Version) (CDR 2.1)

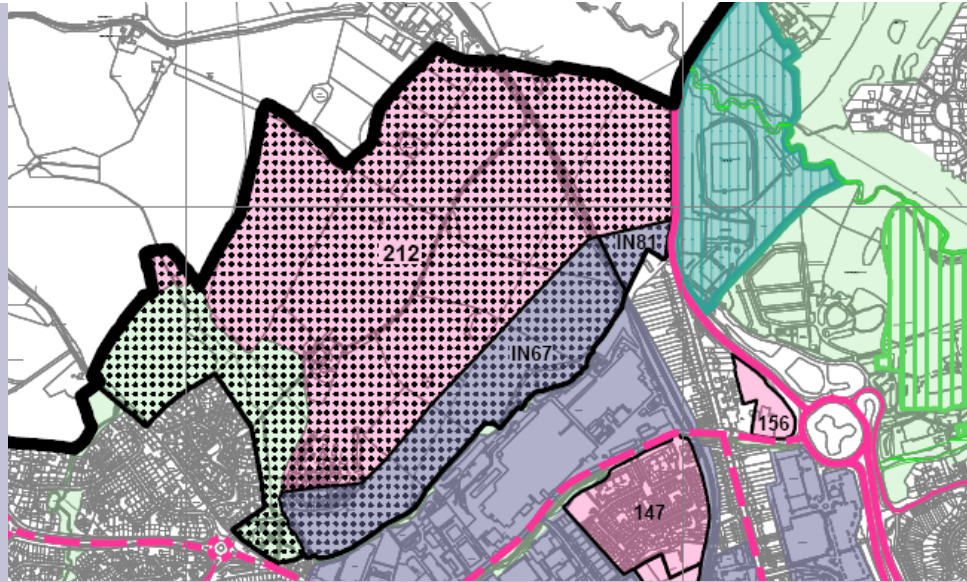


Proposed modification

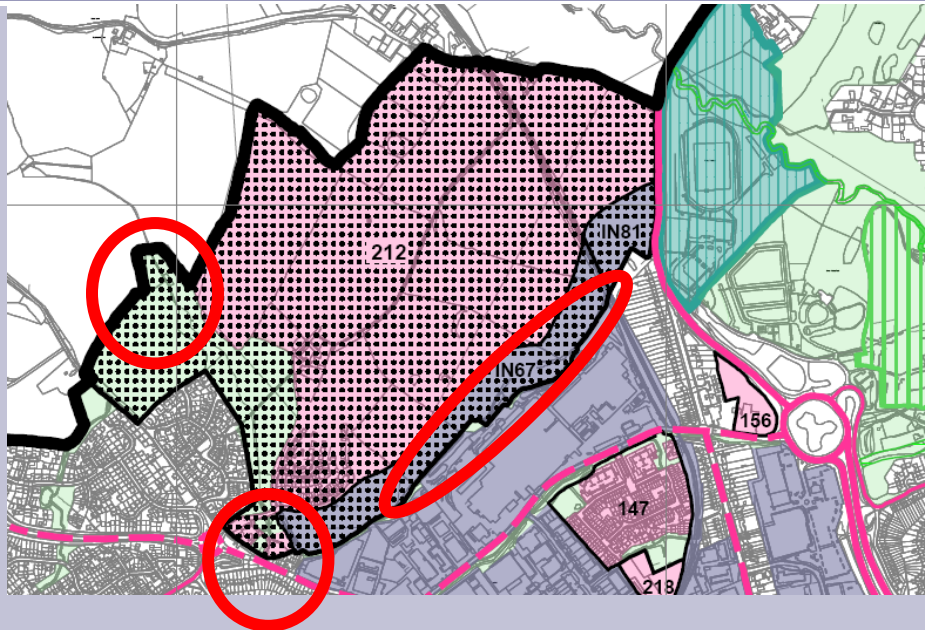


Brockhill East (Site No. 212 and IN67) – SP0345 6883

Extract from Borough of Redditch Local Plan No. 4 Policies Map (Proposed Submission Version) (CDR 2.1)

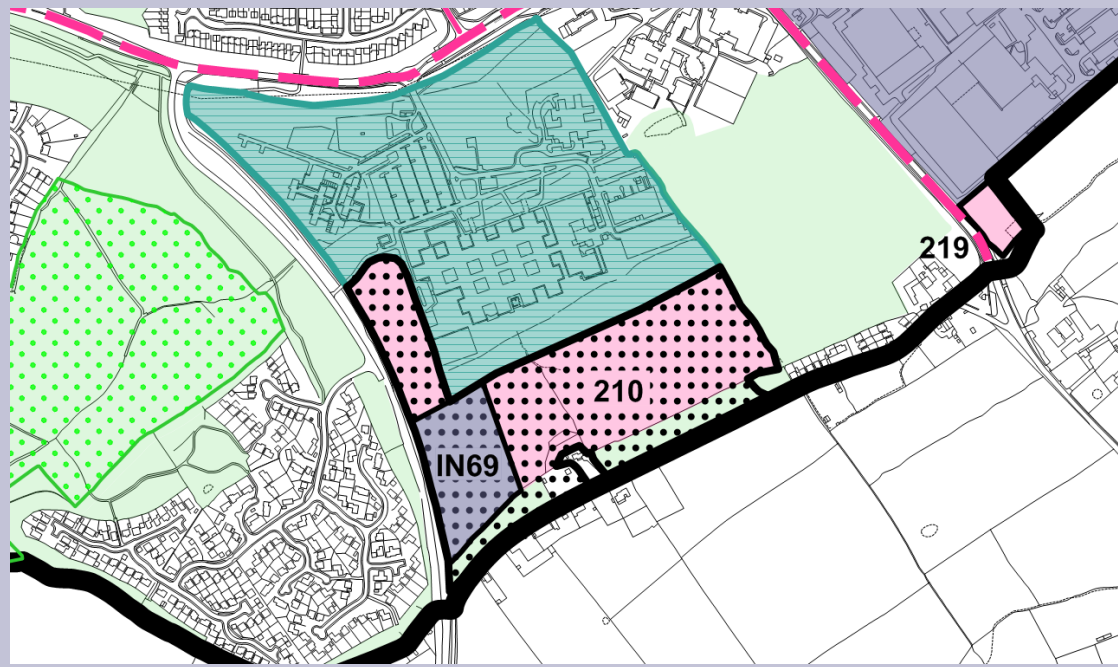


Proposed modifications (red circles for identification purposes only)

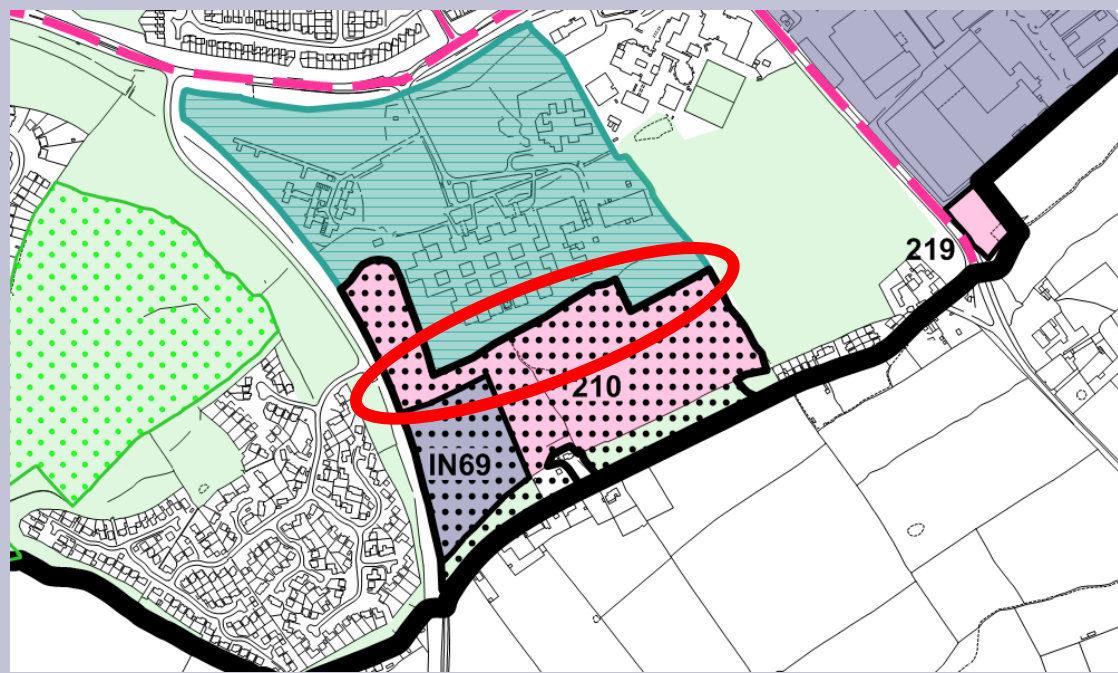


Housing Site 210 – Land to the rear of the Alexandra Hospital and Land Safeguarded for Health – SP 0613 6453

Extract from Borough of Redditch Local Plan No. 4 Policies Map (Proposed Submission Version) (CDR 2.1)



Proposed modification (red circle for identification purposes only)



Bromsgrove District Plan – Proposed Main Modifications

Redditch Cross Boundary Development Site

Ref	Page	Policy/ para	Main Modification
MM47	43	RCBD1.3	Site 1 Foxlydiate is located to the north western side of Redditch within the Parish of Bentley Paucefoot and will provide opportunities to improve facilities and services in the wider Webheath area. It also offers the opportunity to extend existing bus services and through the provision of facilities within development has the potential to reduce the need to travel. <i>The site has a sensitive hydrogeological setting and the aquifer below the site is over-abstracted. There are Source Protection Zones²³ 1, 2 and 3 located on the site and the historic landfill²⁴ presents a potential source of contamination. Development and surface water drainage will need to be carefully located and designed to avoid pollution risks to controlled waters and maximise recharge to the underlying aquifer. For example, to achieve the water quality objective of the WFD, SuDS on the site may need to provide multiple levels of treatment to avoid pollution risks. To address the quantitative issues with the groundwater body SuDS should be designed so to maximise recharge to the aquifer.</i>
MM48	45	RCBD1.6	Two mixed use urban extensions are proposed (as shown on Map 10 RCBD1 page 44) across two sites adjacent to Redditch and are appropriate to deliver a minimum of approximately 3400 dwellings and comprehensive provision of associated new infrastructure to meet some of Redditch's housing requirements up to 2030.
MM49	45	RCBD1.7	Site 1 Foxlydiate will include a minimum of approximately 2800 dwellings, a first school and a Local Centre, including associated community infrastructure.
MM50	45	RCBD1.8	Site 2 Brockhill will contain a minimum of approximately 600 dwellings which will integrate with the Strategic Site at Brockhill East, as shown in the Redditch Local Plan No.4 and should integrate well into the existing urban fabric of Redditch.
MM51	45-46	RCBD1.9	<p>II. An overall Transport Assessment will be produced taking into account of <i>the prevailing traffic conditions and the individual and the cumulative and wide-ranging</i> effects of development on transport infrastructure. <i>This will define the mitigation necessary to protect the safety and operation of the road network, including sustainable travel measures and any including new and improved access arrangements. which are in keeping with the structured road hierarchy.</i></p> <p>III. Significant improvements in passenger transport will be required resulting in integrated and regular bus services connecting both sites to key local facilities. In particular, services should be routed through both Site 1 Foxlydiate and Site 2 Brockhill, with all dwellings to be located within 250m of</p>

Ref	Page	Policy/ para	Main Modification
			<p><i>accessible to the a bus network stop.</i></p> <p><i>VI. Flood risk from the Spring Brook on Site 1 Foxlydiate and the Red Ditch on Site 2 Brockhill East should be managed through measures that work with natural processes to improve the local water environment. A detailed, site specific, Flood Risk Assessment will be required. This should provide a model of the nearby ordinary watercourses to ascertain the design flood extents, including the 1% plus climate change allowances, and determine the developable area of the site. This will inform the sequential approach and the need to include any necessary avoidance or mitigation measures such as the incorporation of open space and green infrastructure within the floodplain regime. Surface water runoff must be managed to prevent flooding on, around and downstream of both sites through the use of Sustainable Drainage Systems (SuDS). Surface water runoff must be managed to prevent flooding on, around and downstream of the both sites through the use of Sustainable Drainage Systems (SuDS). A supporting risk assessment will be provided as SuDS techniques may be limited due to Source Protection Zones within Site 1 Foxlydiate.</i></p> <p><i>VII. SuDS proposals on Site 1 must provide an appropriate level of treatment to avoid pollution risks to controlled waters, and be designed to achieve the greenfield rate of run-off, maximise recharge to the underlying aquifer and support water levels in the Bow Brook. In accordance with the objectives of the Water Framework Directive, development should ideally contribute towards the improvement of, but as a minimum not have a deteriorative effect on, the water bodies associated with the site.</i></p> <p><i>VIII An appropriate assessment of the pollution risks to controlled waters on Site 1 Foxlydiate will be produced taking account of any previous contaminative uses on the site including the historic landfill, and the risks associated with the proposed uses</i></p> <p><i>VII.IX Proposals for development will need to ensure that sufficient capacity of the sewerage systems for both wastewater collection and treatment is provided through engagement with Severn Trent Water Ltd and the Environment Agency and delivered at the appropriate stage.</i></p> <p><i>X Supporting developments that follow the water conservation hierarchy: Where standards currently exist for a particular non-domestic building type in BREEAM, maximum points should be scored on water and a minimum of 25% water savings for any other development.</i></p> <p><i>VIII. XI. All development must be of a high quality design and locally distinctive to its surrounding rural and urban character; contribute to the</i></p>

Ref	Page	Policy/ para	Main Modification
			<p>areas' identity and create a coherent sense of place; and respect and enhance the setting of any heritage asset. There should be a continuous network of streets and spaces, including the provision of public open spaces, creating a permeable layout with well-defined streets.</p> <p>IX. XII. In preparing Development proposals <i>should incorporate</i>, provision should be made for any necessary infrastructure <i>to be delivered in parallel with the implementation of new development for the effective delivery of the site.</i></p> <p>X. XIII. Any proposals for development on either site must not individually or cumulatively jeopardise the future use of any other part of the site (s) or impede the delivery of the two sustainable communities.</p> <p><i>XIV. To ensure the protection of Heritage Assets, future proposals including development boundaries should be in conformity with Policy BDP20 and informed by an understanding of the Setting of Heritage Assets set out in the most recent Setting Assessment(s) produced, or formally endorsed, by the Council in accordance with current Historic England guidance. Specifically, built development should not take place in the 'no development' areas identified in the Hewell Grange and Lanehouse Farm Setting of Heritage Assets Assessments (both dated December 2015).</i></p>

REDDITCH BOROUGH COUNCIL**Executive**12th July 2016**Redditch Local Development Scheme July 2016
Draft Statement of Community Involvement 2016**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	No
Non Key Decision	Yes

1. SUMMARY OF PROPOSALS

- 1.1 The following report outlines two revised documents which are part of the required suite of documents the Development Plans team are required to publish and maintain. The Local Development Scheme (LDS) is a simple document which identifies what development planning documents the Council will be producing, the scope of these documents and when they will be produced. The Statement of Community Involvement is a document which identifies how we will involve the community and other stakeholders in the planning process, both of these documents are updated versions of ones which have been previously approved.

2. RECOMMENDATIONS

Executive Committee is asked to recommend to Council:

- 2.1 That Appendix 1 to this report the Redditch Local Development Scheme (LDS) July 2016 is adopted as the Council's current LDS.
- 2.2 That delegated authority is given to the Head of Planning and Regeneration Services in conjunction with the relevant Portfolio Holder to review and publish amended LDS timetables for the publication of Development Plan Documents.
- 2.3 To publish Appendix 2 the Draft Statement of Community Involvement 2016 for a 6 week period of public consultation in September – October 2016.
- 2.4 That delegated authority is given to the Head of Planning and Regeneration Services in conjunction with the relevant Portfolio Holder to consider the response to the public consultation and subject to no significant issues being present, amend, and adopt the SCI.

Executive12th July 2016**3. KEY ISSUES****Financial Implications**

- 3.1 Whilst there are no immediate direct financial implications of producing the revised Local Development Scheme, the costs to progress planning policy documents identified in the LDS, through an independent Examination and associated evidence gathering should be noted.

Legal Implications

- 3.2 The Planning and Compulsory Purchase Act 2004 introduced the requirement for Councils to prepare and adopt an SCI and LDS. This legislation has since been amended through other new legislation, including the Localism Act 2011. Whilst there is no need for the SCI to undergo an Examination in Public, and the need for the LDS to be submitted to the Secretary of State no longer exists, there is still a requirement for both documents to be prepared and kept up to date.

Service / Operational Implications**3.3 The Local Development Scheme**

The Local Development Scheme sets out the key Development Planning Documents (DPDs) to be progressed by the Council. The LDS outlines that Redditch Borough Council are still progressing the Borough of Redditch Local Plan No.4 (BORLP4). The main changes in this version of the LDS are the amendment of the timetable for the BORLP4 and the Allocations Plan to reflect the ongoing progress of the Examination in Public. Whilst authority to commence working on a Community infrastructure Levy (CIL) was approved in June 2014, the timetable for the development of the CIL has been removed from this LDS whilst the BORLP4 remains un-adopted, the reason for is explained further below.

- 3.4 As of February 2016 the department for Communities and Local Government (CLG) are using the published versions of the LDS to monitor how authorities are progressing with their plan making. The results of this monitoring will be published in the form of league tables. To avoid being unfairly penalised in the league tables the CIL has been removed from the timetable. This is because the exact timetable for progression of CIL is unknown at this stage. Once this is known and if a CIL is required it can be reinserted into the LDS. It is for this reason that Officers have asked for the delegation above. As it is often the case and as proved with the development of the BORLP4, the timetables for plan production can alter for a wide number of reasons, many of which are outside of the Officers' control. Having this delegation will allow Officers to amend the timetable for the production of a plan, and ensure that the Council's correct position is reflected when CLG publish their league tables. Approval will still need to be sought from members if a new Development Plan Document is to be added into the LDS.

Executive12th July 2016**3.5 Statement of Community Involvement**

The requirement for an SCI was introduced in 2004 under the Planning and Compulsory Purchase Act and was seen as part of the then new Local Development Framework (LDF), whilst the core legislation remains, much of the LDF processes have since been scaled back via newer legislation. Under the LDF format the SCI was required to be subjected to both public consultation and an Examination in Public, both these requirements have since been removed.

- 3.6 The SCI is a document which shows how the Council will engage with our communities and other consultees in the planning process; this covers both plan making and development control. The document at Appendix 2 is a revised version of the SCI previously examined by a Planning Inspector and subsequently adopted in June 2006. Many of the changes made are to remove now out of date references to LDF processes, and include a section on neighbourhood planning. Most of the processes around how consultation will be undertaken remain intact, although they have been updated to reflect the passage in time and changes in technology, such as the ability that social media and the internet can now play in consultation.

Customer / Equalities and Diversity Implications

- 3.7 Whilst it is not a requirement to consult on the SCI it is proposed to carry out a six week period of consultation in September and October 2016. It is felt necessary to delay the consultation until after the BORLP4 Main Modifications consultation to avoid confusing the Issues. It is anticipated that Officers will be using some of the consultation techniques in the document to ensure the consultation is well advertised. All the information will be placed on the Council's website, an advert will be placed in the local papers, and hard copies distributed to public buildings across the Borough. All statutory consultees will be notified, and members are also encouraged to advise Officers of any groups in their ward who would benefit from being consulted. Also once the details have been finalised if members could ensure in their role as Ward Councillors they share the details of the consultation across their communities.

4. RISK MANAGEMENT

- 4.1 The main risk associated with this report is, unless the LDS is amended regularly to reflect the current progress on the BORLP4, the league tables published by CLG will reflect an unfair and untrue position on plan making in Redditch.

5. APPENDICES

Appendix 1 - Redditch Local Development Scheme July 2016

Appendix 2 - The Draft Statement of Community Involvement 2016

AUTHOR OF REPORT

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July 2016

Borough of Redditch Local Development Scheme

July 2016 to July 2019



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Delivering the Development Plan Evidence Base, Adoption and Monitoring	5
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Introduction

The Local Development Scheme (LDS) is a project management plan which sets out details of all key planning policy documents which the Council seeks to produce over the next three years. This LDS for Redditch covers the period from July 2016 to July 2019.

The LDS is produced under the Localism Act 2011 and the Town and Country Planning Act 2004. The legislation states that Local Planning Authorities must prepare and maintain a local development scheme specifying:

- the documents which are to be local development documents and development plan documents;
- the subject matter and geographical area to which each document is to relate;
- which documents (if any) are to be prepared jointly with one or more other local planning authorities; and,
- the timetable for the preparation and revision of the documents.

The Localism Act removed the requirement to submit the LDS to the Secretary of State. However, it is still important for Local Planning Authorities to publish up to date information on the progress of their LDS.

The LDS provides residents and stakeholders with 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 public involvement. The timetable for the preparation of the Development Plan can be found on page 7. Local Planning Authorities may revise their LDS at a time they consider appropriate or when directed to do so by the Secretary of State.

This LDS came into effect on 26 July 2016.

Borough of Redditch Planning Policy Framework

Major changes were made to the planning system through the introduction of the National Planning Policy Framework (NPPF) on 27 March 2012. The NPPF is a framework which sets out how local planning authorities should produce planning documents that will guide the development and use of land within a local authority's boundary. The NPPF requires each Local Authority to produce a local plan for its area. Any additional development plan documents should only be used where clearly justified, and supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery (NPPF, para 153).

Current Development Plan Documents

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

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 Secretary of State issued a direction of saved local plan policies in September 2007 which are 'relevant policies' until appropriately replaced. A list of the saved policies can be found [here](#). Since the publication of the NPPF, due weight can be given to the saved local plan policies according to their degree of consistency with the NPPF (para 215).

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 as they are still relevant and provide additional design guidance for Redditch Borough. They comprise the following:

- Affordable Housing Provision Supplementary Planning Document
- Open Space Provision Supplementary Planning Document
- Designing for Community Safety Supplementary Planning Document
- Planning Obligations for Education Contributions Supplementary Planning Document
- Encouraging Good Design Supplementary Planning Guidance
- Employment Land Monitoring Supplementary Planning Guidance
- Local List Supplementary Planning Document

Waste Core Strategy for Worcestershire

The Worcestershire Waste Core Strategy Local Plan sets out how the County plans for waste management facilities in Worcestershire until 2027. The Waste Core Strategy Local Plan was adopted in November 2012 and is now part of the development plan.

LOCAL DEVELOPMENT SCHEME - JULY 2016**Minerals Local Plan for Worcestershire**

The adopted Minerals Local Plan sets out policies for the extraction and restoration of minerals sites within the County with a focus on the extraction of aggregates.

Certain policies contained in the adopted Minerals Local Plan were saved under the provisions of the Planning and Compulsory Purchase Act 2004 until further notice. They should be taken into account in the preparation of planning documents or in the determination of planning applications.

Neighbourhood Plans

Under the Localism Act 2011, Neighbourhood Plans can be produced by a parish council, or an organisation or body designated as a neighbourhood forum to provide detailed guidance on specific issues. These will be subject to independent examination and a local referendum. If approved at the referendum then the Council will bring the neighbourhood plan into force. As it is parish councils or neighbourhood forums that will decide to produce Neighbourhood Plans it is not appropriate for the LDS to specify when, or for where, they will be produced.

There are currently no made Neighbourhood Plans in Redditch Borough.

Emerging and Proposed Development Plan 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. The plan is currently at examination and progress on the examination can be seen at www.redditchbc.gov.uk/examination

The Council will be undertaking a consultation period on modifications to the emerging plan during the Summer of 2016 and adoption is now expected in late 2016.

Borough of Redditch Local Plan No.4 Policies Map

The Council has prepared a Policies Map covering the geographical area of Redditch Borough alongside the Local Plan. When the Local Plan is adopted, the Policies Map will illustrate the core policies of Local Plan No.4 and when appropriate indicate proposed land use policies.

Allocations Plan

The purpose of the Allocations Plan is to allocate land for a range of uses to support the strategic spatial vision and objectives of the Council's Local Plan (when adopted). The DPD must be in conformity with the Local Plan as it will demonstrate how the vision, objectives and spatial strategy will be implemented and delivered. It will include sites for development, for example gypsy, traveller and travelling showpeople sites.

LOCAL DEVELOPMENT SCHEME - JULY 2016

The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) represents a new system of collecting monies from developer contributions to fund infrastructure, which will benefit the development of an area. CIL came into force on 6th April 2010 through the CIL Regulations 2010 (as amended). The powers enabling Councils to introduce the planning charge having been introduced through the Planning Act 2008 (as amended). It will introduce a standard charge per square metre applied to all qualifying developments. The charge will be applied at the time planning permission is granted and normally be paid upon commencement of development.

CIL will provide a more transparent, fairer approach to securing funds from developer contributions for a broader range of developments than from the existing planning obligations system (Section 106 legal agreements). It will help to secure a funding stream for infrastructure, but should be regarded as complimentary to other sources of funding. The amount of CIL charged must be informed by and not adversely affect the viability of development in an area.

The decision on how to raise developer contributions in Redditch in the future is still to be decided. Currently, the mechanisms for securing contributions are on-site design, planning conditions, planning obligations (Section 106 obligations), highway contributions and sewer adoption (Section 104 agreements). Production of a CIL for Redditch will be investigated again following the adoption of the Borough of Redditch Local Plan No.4.

Supplementary Planning Documents

Some Supplementary Planning Documents may need to be updated following the adoption of the Borough of Redditch Local Plan No.4. This will be investigated at an appropriate time following adoption.

Minerals Local Plan for Worcestershire

The emerging Minerals Local Plan will replace the saved policies in the existing Minerals Local Plan and will be used by the County Council to determine applications for minerals development. The next round of full consultation on the emerging plan is due Spring/Summer 2016. Consultation on the soundness of the proposed plan will be held Spring 2017 and submission of the plan to the Secretary of State for examination is due Summer 2017.

Although this document will form part of the Planning Policy Framework, it does not form part of this Council's LDS as it falls under the remit of Worcestershire County Council.

Delivering the Development Plan

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

Evidence Base

A range of technical studies and research underpins 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
- Infrastructure Delivery Plan
- Retail 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 and Community Infrastructure Levy, these are subsequently submitted to the Planning Inspectorate (PINS) for examination. PINS will report back to the Council after the examination to report on the documents legal compliance and 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 6). Monitoring will be set out in the Authority Monitoring Report, which is published annually in December.

LOCAL DEVELOPMENT SCHEME - JULY 2016

Timetable

The timetable for the production of the remainder of the Borough of Redditch Local Plan No.4 is set out below. Any changes to the timetable will be advertised on the Council website.

Borough of Redditch Local Plan No.4 and Policies Map		
Document Details	Role and Content	Will set out the Strategic Vision, objectives and policies for the Borough of Redditch up to 2030.
	Status	Development Plan Document
	Geographic coverage	Borough wide
Timetable	Receipt of Post Hearings Note	June 2016
	Modifications Consultation	July-Sept 2016
	Receipt of binding report	Nov-Dec 2016
	Adoption	Dec 2016 - Jan 2017

The timetable for the production of the Allocations Plan is set out below. Any changes to the timetable will be advertised on the Council website.

Allocations Plan		
Document Details	Role and Content	To allocate land for a range of uses to support the strategic spatial vision and objectives of the Council's Local Plan (when adopted)
	Status	Development Plan Document
	Geographic coverage	Borough wide
Timetable	Scoping	May 2017
	Allocations Plan Issues and Options Consultation	December 2017
	Allocations Plan Consultation	May 2018
	Allocations Plan Proposed Submission Consultation	December 2018
	Submission	March 2019
	Adoption	October 2019



July 2016

Borough of Redditch Statement of Community Involvement



STATEMENT OF COMMUNITY INVOLVEMENT - JULY 2016

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Introduction

What is planning?

Planning is the process that aims to protect, enhance and develop where we live. This is done through the creation of Local Plans which set out a long-term vision for an area. These plans then to inform decision making on planning applications. Community engagement has come to be accepted as a necessary component of the planning processes, as communities' involvement brings local knowledge to the table and helps to produce better quality development.

What is a Statement of Community Involvement?

This Statement of Community Involvement (SCI) sets out the opportunities residents and other local stakeholders have to become involved in the planning process within the Borough of Redditch.

Please note that the SCI identifies the minimum requirements for consultation, however, Redditch Borough Council may hold further consultation at its discretion.

Why is SCI important?

It is recognised that including communities in the planning process can help to achieve outcomes that are more favourable for all. The challenge for the Council is to create an environment where communities actively and willingly engage. This SCI sets out the Council's proposals for community involvement in the various stages of planning, whether it is the preparation of planning policy or the deliberation of a planning application.

The Council will benefit from effective community involvement because:

- It can gain important local knowledge from the community;
- It can get community support for the plans we create; and
- It can reduce the levels of conflict in the system.

The benefits for the community include:

- A better understanding of the planning process;
- Reduced levels of conflict in the system; and
- Having a say in the development of their area.

The Aims of the SCI

The Council is committed to enabling any interested person, group or organisation to become involved in planning with regard to both development management and policy making. The purpose of this document is to demonstrate how, when and where Redditch Borough Council will consult with local and statutory stakeholders. All aspects of local planning are included within the SCI from the development of local plans to development management.

The SCI will:

- Explain why involving the community is important;
- Describe what we intend to do to inform you;
- Let you know how and when you can be involved;
- Outline the various methods for involving people; and
- Explain how you will be informed of any outcomes.

“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”

National Planning Policy Framework 2012 (Para 155)

Consultation - Planning Policy

There are two principal types of planning policy documents, each with different statutory arrangements dictating how they are consulted on and adopted.

Development Plan Documents (DPDs)

Are planning policy documents which make up the Local Plan. They help to guide development within the borough by setting out the planning policies, which are used to make their decisions on planning applications. These documents are subject to consultation and independent examination.

Supplementary Planning Documents (SPDs)

The Council can produce Supplementary Planning Documents which provide additional guidance on detailed issues. SPDs will be used to cover a range of issues on which the Council wishes to provide additional information to elaborate upon a DPD, for example, a site specific housing site. These documents are also subject to public consultation; however, they are not independently examined.

The Council may also produce other documents that the public are invited to comment on, but this is not a mandatory requirement.

Stages of Plan Making

All planning policy documents are required to be based on evidence. Evidence used in preparing planning policy documents includes statistical evidence, technical assessments and information gathered through public consultation.

Planning policy documents must also be in conformity with national policy, such as the National Planning Policy Framework, amongst others. The Council must therefore balance the need to ensure its policies are justified by the empirical economic, social and environmental evidence whilst supporting the broad national aims of the Government and reflecting, as far as possible, local opinion.

The process of producing Development Plan Documents and Supplementary Planning Documents is detailed below in Figure 1.

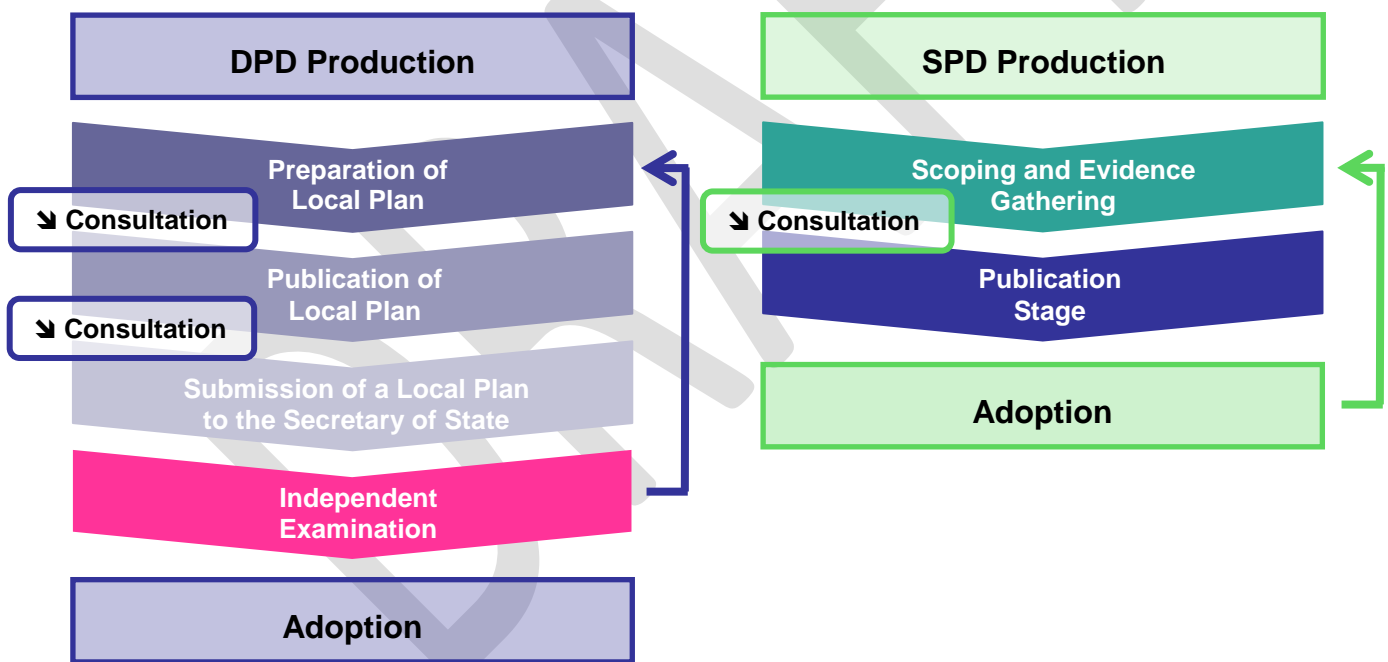


Figure 1: Stages of DPDs and SPDs

Development Plan Documents (DPDs)

The main stages of DPD production are detailed above in Figure 1. Within these 5 stages, consultation or engagement is required during the Preparation and Publication stages.

Preparation of Local Plan

At this stage of the plan making process, we must consult and invite representations from:

- Duty to Co-operate bodies (See Appendix A);
- Specific consultation bodies (See Appendix B);
- General consultation bodies; and
- Residents or businesses within the area, as appropriate.

Representations will be sought on what the Local Plan ought to contain. The Council has flexibility as to how the initial stages of plan production are conducted.

Publication of Local Plan

The Publication Stage Plan is the plan which the Council considers is ready for examination. Before the plan is submitted, the Local Plan, along with all the supporting documents will be published for consultation. The consultation will last a minimum of 6 weeks and documents will be made available in all the locations detailed in the 'Access to information' section of this document. The Council will invite everyone living, working or with an interest in the Borough to comment. This is the final stage in the process when formal representations on the Local Plan can be made to the Council.

Submission of a Local Plan to the Secretary of State

The Local Plan and associated documents is submitted to the Secretary of State for Examination and an Independent Inspector is appointed. The Inspector will examine the soundness of the Local Plan and will be provided with the formal representations made at the publication stage.

A Programme Officer will also be appointed who works under the direction of the Inspector and is therefore independent of the Council. The Programme Officer will assist the Inspector with the procedural and administrative matters and be the channel of contact between the Council, Inspector and representors.

No formal consultation is carried out at this stage.

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Independent Examination

The Planning Inspectorate will inform the Council of the date for the Examination in Public (EIP). The EIP will be a public hearing to examine the soundness of the Plan and ensure that the appropriate legal and procedural requirements have been met. The Programme Officer will notify any person who made a representation at the Publication Stage of the date, time, place and name of the Inspector at least 6 weeks before the opening of the hearing.

No formal consultation is carried out at this stage.

Adoption

As soon as reasonably practicable after the Council adopts a Local Plan it will make the plan and associated documents available for inspection at the Council Offices and on the Council's website. An adoption statement will be sent to any person who has asked to be notified of the adoption of the Local Plan as well as to the specific and general consultation bodies.

Supplementary Planning Documents (SPDs)

The Council will occasionally produce SPDs to add further detail and guidance to the policies in the Local Plan as well as other DPDs. An SPD can be area or topic based and is a material consideration in a planning decision.

Scoping and Evidence

This stage is the beginning of document preparation with evidence gathered from a variety of different sources and the identification of possible options and issues. No formal consultation is required at this stage; however, the Council may hold informal consultation with stakeholders and interested parties where appropriate to the subject matter of the SPD.

Publication Stage

The draft SPD document will be available for consultation for a minimum of 4 weeks. Representations will be invited from individuals and bodies considered appropriate having regard to the lists of specific and general consultation bodies.

Adoption

Representations received will be considered and when the SPD document has been re-drafted to incorporate comments and finalised it will be presented to Cabinet for adoption. Once adopted a SPD is a material consideration in the determination of planning applications.

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Localism and Neighbourhood Development Planning

The Localism Act 2011 introduced the ability for a parish council or neighbourhood forum (known as a Qualifying Body) to prepare Neighbourhood Development Plans which can add detail beyond the strategic elements of the Council's planning policy. The Qualifying Body can allocate land for development and include policies to control development. Parish councils can also prepare neighbourhood development orders and community right to build orders. As local communities are responsible for the development of these plans, it is up to them to decide how they involve people and undertake any consultation. The Council does, however, have some statutory functions regarding the development of Neighbourhood Plans, which are set out in the Neighbourhood Planning (General) Regulations 2012.

Table 1 (below) identifies the different stages of preparing a Neighbourhood Development Plan and at which stage the Qualifying Body or Local Planning Authority have a statutory duty to consult the public or hold a referendum.

Table 1: Summary of the key stages in neighbourhood planning

Step 1	Designating neighbourhood area and if appropriate neighbourhood forum	<ul style="list-style-type: none"> • Relevant body (parish / town council, prospective neighbourhood forum or community organisation) submits an application to the local planning authority (LPA) to designate a neighbourhood area • local planning authority publicises and consults on the area application for a minimum of 6 weeks (or minimum of 4 weeks where the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority) • local planning authority designates a neighbourhood area within the statutory timescales • In an area without a town or parish council a prospective neighbourhood forum submits an application to be the designated neighbourhood forum for a neighbourhood area • local planning authority publicises and consults on the forum application for minimum 6 weeks • local planning authority takes decision on whether to designate the neighbourhood forum
Step 2	Preparing a draft neighbourhood plan or Order	<p>Qualifying body develops proposals (advised or assisted by the local planning authority)</p> <ul style="list-style-type: none"> • gather baseline information and evidence • engage and consult those living and working in the

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<i>Qualifying body will consult with the community</i>	<p>neighbourhood area and those with an interest in or affected by the proposals (e.g. service providers)</p> <ul style="list-style-type: none"> • talk to land owners and the development industry • identify and assess options • determine whether a plan or an Order is likely to have significant environmental effect • start to prepare proposals documents e.g. basic conditions statement
<p>Step 3 Pre-submission publicity & consultation</p> <p><i>Qualifying body will consult with the community</i></p>	<p>The qualifying body:</p> <ul style="list-style-type: none"> • publicises the draft plan or Order and invites representations • consults the consultation bodies as appropriate • sends a copy of the draft plan or Order to the local planning authority • where European Obligations apply, complies with relevant publicity and consultation requirements • considers consultation responses and amends plan / Order if appropriate • prepares consultation statement and other proposal documents
<p>Step 4 Submission of a neighbourhood plan or Order proposal to the local planning authority</p> <p><i>Local Planning Authority will consult with community</i></p>	<ul style="list-style-type: none"> • Qualifying body submits the plan or Order proposal to the local planning authority • Local planning authority checks that submitted proposal complies with all relevant legislation • If the local planning authority finds that the plan or order meets the legal requirements it: <ul style="list-style-type: none"> ▪ publicises the proposal for minimum 6 weeks and invites representations ▪ notifies consultation bodies referred to in the consultation statement ▪ appoints an independent examiner (with the agreement of the qualifying body)
<p>Step 5 Independent Examination</p>	<ul style="list-style-type: none"> • local planning authority sends plan / Order proposal and representation to the independent examiner • independent examiner undertakes examination • independent examiner issues a report to the local planning authority and qualifying body • local planning authority publishes report • local planning authority considers report and reaches own view (save in respect of community right to build orders where the

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	report is binding)	<ul style="list-style-type: none"> • local planning authority takes the decision on whether to send the plan / Order to referendum
Step 6	Community Referendum <i>Local Planning Authority will hold the referendum</i>	<ul style="list-style-type: none"> • relevant council publishes information statement • relevant council publishes notice of referendum/s • polling takes place (in a business area an additional referendum is held). This is a Yes or No vote. • results declared. A Yes vote needs to be over 50%
Step 7	Making the neighbourhood plan or Order (bringing it into force)	<ul style="list-style-type: none"> • subject to results local planning authority considers plan / order in relation to EU obligations and Convention rights • If the plan / Order is compatible with EU obligations and does not breach Convention rights – local planning authority makes the plan or Order. • Once the legal challenge period is over, the Council can adopt the Neighbourhood Development Plan which will then be a material planning consideration

Source: Adapted from NPPG Paragraph: 080 Reference ID: 41-080-20150209

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What other documents are consulted on?

Sustainability Appraisal

The undertaking of a Sustainability Appraisal (SA) is vital to the integration of sustainability and environmental considerations into the preparation and adoption of plans. The SA is not a separate activity, but an important part of the plan making process. As such, the Council reports documenting the SA process will be published at the same time as the Publication and Submission stages of the Local Plan document production for consultation.

Community Infrastructure Levy (CIL) Charging Schedule

The Community Infrastructure Levy (CIL) is a charging schedule which sets a standardised non-negotiable, local levy. This is placed on new development for the purpose of raising funds to support the delivery of infrastructure, such as schools and highways that are required due to the new development.

Redditch Borough Council does not currently have a CIL Charging Schedule and achieves coverage of infrastructure costs by developers through Section 106 agreements. Should the Council wish to implement CIL, it will produce a document which sets out the level of charge required for every additional square metre of new development. This new document will be produced through the same stages as a Local Plan, as outlined in Figure 1. The Council will therefore:

- Widely publicise and consult a Preliminary Draft Charging Schedule setting out the Council's initial consideration of appropriate charge;
- Widely publicise and consult a Draft Charging Schedule prior to submission for independent examination; and
- Submit the Draft Charging Schedule and all representations to an examination in public. All those who made a representation on the Draft Charging Schedule will be able to speak at the examination, should they wish.

Statement of Community Involvement

The SCI will be consulted on with the public and statutory consultees at the draft stage. Although there is no legal requirement for consultation, it is important to the council that the ways in which we will be consulting and advertising on development plan documents and planning applications is clearly explained and the public are able to give comments and suggestions on the ways we consult.

Once the SCI is adopted, it will be reviewed to incorporate new and revised legislation. Depending on the changes made to the SCI, further consultation will take place.

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Who do we consult?

The nature of community involvement will vary depending on the type of planning policy document being produced. Redditch Borough Council intends to do more than the required minimum for consultation and plan to involve as many parties, groups, bodies and individuals as possible.

Redditch Borough Council has a consultation database, all of whom are notified of a public consultation on a planning document when one occurs. Individuals and groups who have previously responded to a consultation on a particular planning document are automatically added to the database unless they expressly opt out. Organisations, groups and individuals that wish to be added or deleted from the database can do so at any time by contacting the Development Plans team (See 'Access to information' section for details).

How will we involve people?

A basic minimum for involvement would be informing the required (statutory) consultees about documents being produced and how and when they can be consulted on.

The principles for involvement are ensuring our approach is:

- Accessible: Have documents and hold events in the most suitable places for people to make use of;
- Genuine: to only involve people when they can have a real influence on the outcome of a plan;
- Transparent: to keep the lines of communication open; and
- Appropriate: to use the best method possible for involving people.

Methods of involvement

The table below shows the variety of methods available to the Council when consulting on planning documents. Not all of these methods will be used. The most appropriate method(s) will be used when consulting on specific documents.

Table 2: Methods of involvement

Method	Approach
Letter	Letters will be sent out to all required consultees, all those who have expressed a specific interest and local bodies who may have valuable input, to inform them of any consultation they may want to take part in or about a document that has been released for consultation in accordance with legal requirements.
E-mail	E-mails will be used when appropriate. All documents will be available in an electronic format via email as this is an important way of saving paper.
Exhibitions	Exhibitions including explanatory posters and leaflets can be held to inform people about documents that are being produced. These exhibitions will be

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	held at Redditch Town Hall and other locations as appropriate.
Workshops	Workshop events will consist of a presentation followed by group work in order to discuss the issue at hand. These organised discussion group events can be very worthwhile but can be very resource intensive. Workshop events or focus groups will be held for documents.
Website	The Council's website has proven to be a very useful tool when engaging the public. All documents will be available online free of charge.
Focus Groups	Focus groups bring together a small number of stakeholders to discuss a specific issue in depth. They are used to explore specific subjects in detail.
Public Meetings	Where Planning Officers are invited to attend public meetings, such as Parish Council meetings to discuss documents, every effort will be made to attend.
Questionnaires	Questionnaires will be used at an early stage of document production to gauge public opinion on a specific topic. Questionnaires will generally be sent out to members of the public who have previously displayed an interest in the subject to find out their opinions on certain matters. This technique is useful when we need quantitative data.
Interviews	It may be useful to do one to one interviews with specific individuals who have links to a specific subject to get their in-depth knowledge of the subject. This technique will be employed when appropriate.
Planning for Real	Planning for Real refers to using interactive displays and 3D plans to illustrate the issue we are dealing with. These techniques tend to be very popular with the public and tend to help those who have not taken part before have their say. Planning for Real can be used in conjunction with other methods to help maximise involvement.
Media	There are statutory requirements for the Council to publish details of consultation periods in a newspaper which covers the whole of the Borough. We will attempt to get extra media coverage of any events to improve publicity. We will use free newspapers to increase coverage opportunities.

A wide variety of methods have been identified which can be used to involve as many people as possible in the most suitable way for them. Different people will want to be involved in the process to different degrees. We are also aware of the suitability of different methods at different stages of document production. At early stages we may seek to gather quantitative data (views, reasoning and suggestions) and this may involve a workshop or focus groups; latter stages will necessitate as much publicity of proposals as possible to ensure people are aware of our proposals.

In many cases, it may be necessary to consult on more than one document at the same time or for the Council's Planning Service to get involved in and attend meetings of other groups. This is known as 'piggybacking' and relates to our intention to link our activities with other community initiatives. By 'piggybacking' events we will be able to reach a broader and, potentially, a greater number of people than we would otherwise be able to do. 'Piggybacking' also has the potential to

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help avoid consultation fatigue with the public. We will make every attempt to attend meetings of other organisations, such as Feckenham Parish Council, on request.

Choosing the appropriate approach

Choosing the appropriate approach during consultation can influence the number of people informed, consulted and involved in the different stages. Appropriate approaches to each stage will result in the optimum consultation with the community.

Access to information

The Council recognises the importance of effective communication. All Local Development Documents will be available for review during normal opening times at the Town Hall with key local documents made available at local customer service centres.

<p>Town Hall, Walter Stranz Square, Redditch Town Centre B98 8AH</p>	<p>Batchley Shopping Centre, 183 Batchley Rd, Batchley, Redditch, B97 6JB</p>
<p>Woodrow Shopping Centre, Studley Road, Redditch B98 7RY</p>	<p>Winyates Customer Service Centre Winyates Centre, Redditch B98 0NR</p>

We will also advertise in the local press when a draft version of any document is available for consultation and prior to submission to the Secretary of State. The advert will state where and when the documents can be viewed. Documents will be available in a variety of different formats including:

- Paper copies – leaflets, posters and paper copies of documents, which will be placed in key community locations;
- Electronic Versions – that can be e-mailed to interested individuals/organisations;
- Website – proposals documents, proposals matters, availability of proposals documents for inspection (with times, locations, places) will be published on the Council's website – www.redditchbc.gov.uk

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We may also be able to make documents available in other languages and formats (large print, Braille) as needs are identified. Any comments that people wish to make on any of the documents out for consultation can be sent to the Council by post or by emailing the following addresses:

Development Plans,
Redditch Borough Council,
Town Hall,
Walter Stranz Square,
Redditch Town Centre
B98 8AH Tel: (01527) 64252
Email: devplans@redditchbc.gov.uk

Feedback and taking views into account

The views that are expressed by the community during any involvement activity will be fed into the process of document production. Feedback from consultations will be made available in summary form and will be used to influence the drafting of documents. Ensuring people are kept informed of the outcome of events is seen as a vital part of the planning system to reinforce the message that public involvement is helpful and worthwhile.

The Council will keep contributors informed, where possible, through using;

- The Council's website and social media sites
- The Local Media, e.g. Press Releases;
- Officer presentations to stakeholder groups who have been involved in participation events and those who contact us to request a presentation.

Consultation – Development Management

Introduction

Many people first become involved in planning through consultation on nearby development, whether it is a small householder development, such as an extension, or a larger application for a number of dwellings.

The Council's Development Management team is responsible for the processing of most planning applications within the District (apart from applications which are dealt with by Worcester County Council such as those for minerals, waste, railway stations and large infrastructure projects among others).

Depending on the type of planning application being considered, there are a number of consultation bodies that the Council must consult and invite to make representations. In addition, who is consulted can depend on factors such as how many people would be affected by the proposal and the type of impact likely. The main type of consultation groups include:

The main type of consultation groups include:

- Public – Including consultation with neighbouring residents and community groups through site notices or letters or other means, depending on the type of planning application;
- Statutory Consultees (see Appendix C) – Where there is a requirement by law to consult a specific body they are expected to respond, for example, Environment Agency;
- Consultation required by a direction – Where the local planning authority is directed to undertake additional consultation due to specific local circumstances; and
- Non Statutory Consultees (see Appendix D) – These consultees are not required by law but there is a planning reason to engage with these consultees and who are likely to have an interest in the proposed development, for example, Health and Safety Executive.

All applications are available to view on the Council's website and are available to inspect in hard-copy on request at the Town Hall in Redditch. Responses received within the consultation periods for applications are generally uploaded on the Council's website. Full consideration is given to representations received, and due weight attached to the views of the community and stakeholders. Once a decision has been reached, all respondents will be informed of the outcome. Decisions can be reached in two ways, by planning officers through delegated powers, or by the Planning Committee comprised of a number of elected Ward members.

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What do we consult on and how?

Pre-application stage

The Localism Act 2011 requires applicants to consult with the community before submitting planning applications for certain large developments.

Pre-application consultation can be in a number of different forms, which is up to the developer to organise. Examples of pre-application consultation include fliers, public meetings and questionnaires targeted at those living near to the proposed development site.

Minor Planning Applications

Minor planning applications include development for:

- Householder developments – Developments within the curtilage of a dwelling house which requires planning permission, for example: extensions, alterations, garages, car ports, walls, fences and outbuildings. **Please note: this is not an exhaustive list of when planning permission may be required for householder developments, please seek advice from the Planning Department if you have any queries.**
- New Residential - 1-9 dwelling/under half a hectare
- Office/light industrial – up to 999m²/under 1 hectare
- General industrial – up to 999m²/under 1 hectare
- Retail – up to 999m²/under 1 hectare
- Gypsy/traveller site – 1-9 pitches

Consultation on minor applications normally involves the writing to immediately adjoining neighbours OR advertising the application through a site notice. The application is also published on the weekly list of applications received in planning services and the plans uploaded to the Council's website. The Parish Council is also written to (where one exists) and public consultation on minor applications last for a minimum of 21 days.

Minor applications which are for Listed Buildings, within a Conservation Area or immediately adjacent to or includes a public right of way may also have to be advertised in the newspaper and a minimum 21 days given for comments to be submitted. A site notice will also be put up.

Minor applications are generally determined by planning officers. However, an applicant or objector can ask their local Ward Councillor to call the application into Planning Committee. Should the Ward Councillor call in the application within relevant timeframes, the Planning Committee will determine the planning application.

Major Planning Applications

Major planning applications include development for:

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- Residential – 10 or more/over half a hectare
- Office/light industrial – 1000m² or more/over 1 hectare
- General industrial - 1000m² or more/over 1 hectare
- Retail – up to 1000m² or more/over 1 hectare
- Gypsy/traveller site – 10 or more pitches

For the consultation on major planning applications posting site notices and/or adjacent neighbourhood notification letters are required, depending on the type of development. For all major applications, advertising in the newspaper and uploading the application to the Council's website is required. Major applications are also included on the weekly list. Consultation on major schemes is required to be a minimum of 21 days but, dependent on the size and type of scheme, a longer consultation period may be given. For major applications that are determined at Planning Committee, for those who submitted representations there is the opportunity to speak at the committee meeting.

Change of use applications

Applications for a change of use can be either major or minor. This is dependent on the size of the site or floor space of a building as detailed above.

Other applications

In addition to planning applications, there are other types of applications which can be submitted to the Council for determination. With the update to Permitted Development Rights, through the Town and Country Planning (General Permitted Development) (England) Order 2015, a greater amount of development can be undertaken without the need for planning permission from the Council or without the need for public consultation. For developments which fall within these categories the Council suggests that in these cases the developers inform neighbours themselves of the intended development.

Table 3 lists the minimum requirements for consultation for types of applications not mentioned in the above sections. For the statutory publicity requirements for planning and heritage applications, please see Table 4 below.

If you are unsure whether the proposed development falls within Permitted Development Rights or have any other questions regarding planning applications or prior notifications please contact the Planning Department Monday-Friday 9am-5pm on 01527 881 770 or email newplan@bronsgroveandredditch.gov.uk

Table 3: Minimum requirements for consultation on applications

Application Type	Consultation
Lawful Development Certificate (existing)	➤ None required
Lawful Development	➤ None required

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Certificate (proposed)	
Prior Notification	As the scheme is permitted development and does not need the benefit of planning permission, generally there is no consultation. There are some types of Prior Notification where neighbours are notified. But this is not always the case and consultation will be undertaken depending on the nature of the proposal and type of prior notification application.
Advertisement Consent	➤ Relevant Statutory consultees
Listed Building Consent	➤ Site Notice ➤ Newspaper Advert
Tree Preservation Orders (TPOs)/works to trees protected by TPOs	➤ None required
Works to trees in Conservation Areas	➤ None required
Discharge of conditions	➤ Relevant Statutory consultees
Environmental Assessment 'scoping opinion'	➤ Relevant Statutory consultees
Environmental Assessment 'screening opinion'	➤ None required
Non-material Amendments	➤ None required

Source: Please see Appendix F for the relevant legislation

Table 4: Statutory publicity requirements for planning and heritage applications

Type of development	Site notice	Site notice or neighbour notification letter	Newspaper advert	Website
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Applications for major development as defined in Article 2 of the Development Management Procedure Order.		X	X	X
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement.	X		X	X
Applications which do not accord with the development plan in force in the area.	X		X	X
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies.	X		X	X
Applications for planning permission not covered in the entries above e.g. non-major development.		X		X
Applications for listed building consent where works to the exterior of the building are proposed.	X		X	X
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.	X		X	X

Source: NPPG Paragraph: 029 Reference ID: 15-029-20140306

All valid applications will be made publically available on the Redditch Borough Council website.

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Planning committee

Planning Committee is a meeting held monthly and consists of 9 Ward Councillors. All major applications recommended for approval go to Planning Committee for determination. The majority of minor planning applications will be determined by officers; however, occasionally they may also be determined by committee.

Some of the reasons a minor application may be determined by committee include:

- A Councillor makes a written request;
- applications that involve Council owned land, Council employees or Members.

There is an opportunity to speak at Planning Committee, For further details of Planning Committee please visit <http://moderngovwebpublic.redditchbc.gov.uk/> or email the Committee Services Team at democratic@bromsgroveandredditch.gov.uk

Notification of planning decisions

Once a decision is reached, either by delegated authority or by Planning Committee, the Council will send a Decision Notice to the applicant or agent. Decision Notices are available to view on the Council's website and letters or emails are sent out regarding the Decision to all those who made representations.

Appeals

Should planning permission not be granted, the applicant is able to appeal the decision. This means that the application is re-assessed by an independent Planning Inspector. Only the person who applied for planning permission has a legal right to appeal (known as the appellant). There is no right of appeal for interested people or organisations (known as third parties).

Appealing a planning decision can be for a number of reasons including:

- Disagreement with the decision;
- Disagreement with the imposition of a planning condition; or
- The decision wasn't made within 8 weeks (13 weeks for a major development, as detailed in the 'Major applications' section above, or 16 weeks for Environmental Impact Assessment (EIA) development).

To appeal a planning decision, please visit the Gov.uk website (<https://www.gov.uk/appeal-planning-inspectorate>). There are time limits for submitting an appeal.

Anyone can comment on a planning appeal.

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Once an appeal has been validated, the Planning Inspectorate will tell the applicant what happens next and how long the appeal may take. There are three ways an appeal can be determined:

- Written Representations – The inspector reads all the written information produced by the Council and the appellant. Third parties may also submit representations. The Planning Inspector may wish to visit the site and then a decision will be issued.
- A Hearing – Where the planning issues are not straight forward and require a discussion. This is an informal discussion of the issues between the parties which the Planning Inspector leads. Third parties are welcome to attend and speak at the discretion of the Inspector.
- A Public Inquiry – Where the planning issues are complex or there are legal matters to discuss. Expert witnesses present evidence and the opposing party can cross-examine them. Third parties may take part but can also be cross-examined.

The Planning Inspector will make the decision and inform the appellant and Council. The appellant can challenge the decision in the High Court if they think the Planning Inspectorate made a legal mistake.

For further information, please visit the Gov.uk website.

Conclusion

The purpose of the SCI is to set out how people can be involved in the planning process. It explains:

- The minimum requirements for community involvement;
- How involvement will occur in a timely and accessible way;
- That suitable methods will be employed;
- How results of involvement will be fed into document production; and
- How people can be involved in planning applications.

Redditch Borough Council is committed to providing a high level service to the community, making sure everyone has the opportunity to be involved in the planning process. The Council will look to achieve this in the most resource efficient way. Therefore any approach used when engaging with stakeholders will reflect the type of work being undertaken. Any non-statutory approaches used during engagement or consultation activities will also be reviewed to assess whether such an approach was effective.

Appendix A – Planning Policy: Duty to Co-operate Bodies

Other public bodies, in addition to local planning authorities, are subject to the duty to cooperate by being prescribed in the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by The National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013. These bodies are:

- The Environment Agency;
- The Historic Buildings and Monuments Commission for England (known as Historic England);
- Natural England;
- The Mayor of London;
- The Civil Aviation Authority;
- The Homes and Communities Agency;
- Each clinical commissioning group established under section 14D of the National Health Service Act 2006;
- The National Health Service Commissioning Board;
- The Office of Rail Regulation;
- Transport for London;
- Each Integrated Transport Authority;
- Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
- The Marine Management Organisation.

These organisations are required to cooperate with local planning authorities, County Councils that are not local planning authorities and the other prescribed bodies. These bodies play a key role in delivering local aspirations, and cooperation between them and local planning authorities is vital to make Local Plans as effective as possible on strategic cross boundary matters. The bodies should be proportionate in how they do this and tailor the degree of cooperation according to where they can maximise the effectiveness of plans.

The prescribed bodies are defined in Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Those relevant to Redditch Borough are:

- Environment Agency
- Historic England;
- Natural England;
- Highways England;
- Homes and Communities Agency;
- Primary Care Trust;
- Office of Rail Regulation;
- Highway Authority.

In respect of other bodies Local Enterprise Partnerships (LEPs) have been identified in the regulations as bodies that those covered by duty 'should have regard to' when preparing local plans and other related activities. A similar status is also now applied to Local Nature Partnerships and Utility Companies.

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Appendix B – Planning Policy: Specific Consultation Bodies

Specific consultation bodies are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 Part 1.

- The Coal Authority
- The Environment Agency
- English Heritage
- Natural England
- Network Rail
- The Highways Agency
- A 'relevant' authority in or adjoining the Local Planning Authority (Including Local Planning Authorities, County Council, a Parish Council and a Local Policing Body)
- Electronic communication code systems operators
- Primary Care trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
- Electricity providers
- Gas providers
- Sewerage Undertakers
- Water Undertakers
- Homes and Communities Agency

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Appendix C – Development Management: Statutory Consultees

The table below lists where there is a statutory requirement to consult particular bodies or persons, detailing when each statutory consultee is consulted and an example planning application.

Statutory consultee	When are they consulted	Example application
Adjoining landowners	When a planning application is classed as a major application. In accordance with Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Major application for 200 dwellings
Canal and River Trust	Where development is likely to affect any inland waterway or reservoir owned or managed by the Canal and River Trust or any canal feeder channel, watercourse, let off or culvert which is within an area which has been notified for the purposes of this provision to the local planning authority by the Canal and River Trust. In accordance with Schedule 4(za) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Major application adjacent a canal
Coal Authority	Where notice has been given to a mineral planning authority as respects land which is in their area and it is specified in the notice by the Coal Authority that the land contains coal or any development which involves the provision of a building or pipeline in an area of coal working notified by the Coal Authority to the local planning authority. In accordance with Article 26 and Schedule 4 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	This is for applications to the minerals authority which is Worcestershire County Council
Control of major-accident hazards competent authority (COMAH) competent authority	Where development may become the source of or increase the risk or consequences of a major accident. In accordance with Schedule 4(zb) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application for a nuclear power plant
County Planning Authorities	Where development is of strategic importance or may impact on the wider county strategy. In accordance with Paragraph 7 of Schedule 1 of the	Application for a new motorway

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	Town and Country Planning Act 1990 and Article 21 and Schedule 4(b) and (c) of the Town and Country Planning (Development Management Procedure)(England) Order 2015.	junction
Crown Estates Commissioners	Where notice has been given to a mineral planning authority as respects land which is in their area and it is specified in the notice by the Crown Estate Commissioners that the land contains gas or oil. In accordance with Article 26 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	This is for applications to the minerals authority which is Worcestershire County Council
Department of Energy and Climate Change	Where notice has been given to a mineral planning authority as respects land which is in their area and it is specified in the notice by the Coal Authority that the land contains coal. In accordance with Article 26 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	This is for applications to the minerals authority which is Worcestershire County Council
Environment Agency	Applications including those for mining operations, refining or storing mineral oils and their derivatives, development relating to the use of land as a cemetery, development within Flood Zones 2 or 3 or Flood Zone 1 which has critical drainage problems, development which does not use the services of a sewage undertaker for the disposal of sewage, or development involving the carrying out of works or operations in the bed of, or within 20 metres of the top of a bank of a main river which has been identified by the Environment Agency. In accordance with Schedule 4 (t), (u), (v), (zc) and (zd) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application for development within Flood Zone 2
Forestry Commission	Where an application proposes the use to be for forestry or an application where there is forestry. In accordance with Paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990.	This is for applications to the minerals authority which is Worcestershire County Council
Garden History Society	Where development is likely to affect any battlefield, garden or park of special historic interest. In accordance with Schedule 4(s) of the Town and Country Planning (Development	No sites have been identified within Redditch

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	Management Procedure) (England) Order 2015.	Borough at this time
Greater London Authority	Where development is within a London Borough. In accordance with the Town and Country Planning (Mayor of London) Order 2008	This is for applications within a London Borough
Health and Safety Executive	Where development is within an area which has been notified by the Health and Safety Executive as being within the vicinity of toxic, highly reactive, explosive or inflammable substances (otherwise than on a relevant nuclear site). In accordance with Schedule 4(e) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	No sites have been identified within Redditch Borough at this time
Highways Authority	Where development is likely to result in an adverse impact on the safety of, or queuing on a trunk road, prejudice the improvement or construction of a road or highway, includes the construction, formation or laying out access to or from a trunk road or highway, development likely to result in the material increase in the volume of a material change in the character of traffic using a level crossing over a railway or the laying of a new street. In accordance with Schedule 4(g), (h), (i), (k), (l), (m) and (n) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Major application including access onto a main trunk road
Highways England	Where development is likely to result in an adverse impact on the safety of, or queuing on a trunk road, prejudice the improvement or construction of a road, includes the construction and the formation or laying out access to or from a trunk road. In accordance with Schedule 4(g), (h) and (i) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Major application including access onto a main trunk road
Historic England	Where development is likely to affect a scheduled monument, a battlefield, garden or park of special historic interest or is for the demolition, in whole or in part, or the material alteration of a listed building which is classified as Grade I or Grade II*. In accordance with Schedule 4(q), (r) and (s) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application for an extension to a Grade II* listed building
Local Highway Authority	Where development is likely to result in a material increase in the volume of traffic or a material change in the character of traffic entering or leaving	Major application including

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	a classified road or proposed highway, likely to prejudice the improvement or construction of a classified road or proposed highway, development which involves the laying out of a new street or highway or the laying out or alteration of any means of access to a highway. In accordance with Schedule 4(k), (l), (m) and (n) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	access onto a highway
Local Planning Authorities	Where development is likely to affect land in Greater London or in a metropolitan county other than land in a National Park, or is likely to affect land in a non-metropolitan county other than land in a National Park. In accordance with Schedule 4(b) and (c) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	An application within Redditch Borough
National Parks Authorities	Where development is likely to affect land in a National Park. In accordance with Schedule 4(a) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	There are no National Parks within the vicinity of Redditch Borough at this time
Natural England	Where development is in or likely to affect a site of special scientific interest, is not for agricultural purposes and is not in accordance with the provisions of a development plan and will involve the loss of 20 hectares or lead to the loss of 20 hectares or more of grades 1, 2 or 3a of agricultural land or where it appears to the local planning authority that an area of particular natural sensitivity or interest may be affected. In accordance with Schedule 4(w), (y) or (zb) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and Paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990.	Application for development adjacent to a Site of Special Scientific Interest (SSSI)
Parish Councils	Where an application is made which is likely to affect land in the area of a parish council. In accordance with Schedule 4(d) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application within an area which contains a Parish Council
Rail Infrastructure Managers	Where development is within 10 metres of relevant railway land. In accordance with Article 16 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application adjacent to relevant railway land

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Rail Network Operators	Where development is likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing over a railway. In accordance with Schedule 4(j) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application which is close to a level crossing and would lead to a likely increase in traffic over the level crossing
Sport England	Where development is likely to prejudice the use, or lead to the loss of use of land being used as a playing field or is on land which has been used as a playing field any time in the 5 years before the making of the relevant application and which remains undeveloped. In accordance with Schedule 4(z) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application for housing on a playing field
Theatres Trust	Where development involves ant land on which there is a theatre. In accordance with Schedule 4(x) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Application involving a theatre
Toll Road Concessionaries	Where development involves the construction of a highway or private means of access to the premises affording access to a road in relation to which a toll order is in force. In accordance with Schedule 4(m) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Redditch Borough currently has no toll roads
Water and sewerage undertakers	Where development involves the boring for or getting of oil and natural gas from shale. In accordance with Schedule 4(zf) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	Redditch Borough currently has no identified shale oil or gas resources

STATEMENT OF COMMUNITY INVOLVEMENT - JULY 2016

Appendix D – Development Management: Statutory Consultees

The table below lists where there is a statutory requirement to consult particular bodies or persons, detailing when each statutory consultee is consulted and an example planning application.

Non statutory consultee	When are they consulted	Example application
Emergency Services and Multi-Agency Emergency Planning	Where issues affecting the emergency services are identified or if specific emergency planning issues related to new developments are apparent.	Application which is protected by flood defences
Forestry Commission	Where development is likely to affect Ancient Semi-Natural woodlands or Plantations on Ancient Woodlands Sites including proposals where any part of development is within 500 metres of an ancient semi-natural woodland or ancient replanted woodland.	Application within 500m of an Ancient semi-natural woodland as defined and recorded in Natural England's Ancient Woodland Inventory
Health and Safety Executive	Where developments are proposed around pipelines, licensed explosives sites, licensed ports and other relevant sites as well as developments for and around hazardous installations.	Application in proximity to a site which stores or uses hazardous substances
Ministry of Defence	Where developments are within 15km of Ministry of Defence aerodromes or the application is for a wind turbine of 11m to blade tip or taller and/or has a rotor diameter of 2m or more.	Application for a wind turbine over 11m high (to blade tip)
Office of Nuclear Regulation	Where developments are proposed for and around nuclear installations.	Redditch Borough currently has no nuclear installations
Police and Crime Commissioners	Where there is an identified risk and to create safer places and buildings that are less vulnerable to terrorist attack through integrating counter-terrorism protective security measures as part of building and urban design.	Application for a new shopping centre
Rail Network Operators	Where development would likely affect transport infrastructure.	Application near to a level crossing
Sport England	Where development might lead to loss of or loss of use for sport of any major sports facility, proposals which lead to the loss of use for sport of a major body of water, creation of a major sports facility, creation of a site for one or more playing pitches, development which created opportunities for sport,	Application for 350 dwellings

STATEMENT OF COMMUNITY INVOLVEMENT - JULY 2016

	artificial lighting of a major outdoors sports facility or a residential development of 300 dwellings or more.	
Business Improvement Districts	Where development is within or likely to impact on a Business Improvement District.	Redditch Borough currently does not have any Business Improvement Districts

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Appendix E – Legislation at the time of publication

Please note, any legislation referred to in the Statement of Community Involvement includes any order revoking and re-enacting that order.

Town and Country Planning (Development Management Procedure) (England) Order 2015

Town and Country Planning (General Permitted Development) (England) Order 2015

Town and Country Planning (Local Planning) (England) Regulations 2012

Town and Country Planning (Tree Preservation) (England) Regulations 2012

Town and Country Planning (Control of Advertisements) (England) Regulations 2007

The Business Improvement District (England) Regulations 2004

Planning and Compulsory Purchase Act 2004 (as amended)

Town and Country Planning Act 1990 (as amended)

EXECUTIVE COMMITTEE

12th July 2016

Finance Monitoring Out-turn 2015/16

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management.
Relevant Head of Service	Jayne Pickering
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non Key Decision	

1. SUMMARY OF PROPOSALS

This report details the Council’s final financial position for 2015/16 for both General Fund and Housing Revenue Account

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

- 2.1 That the financial position on Revenue and Capital for the financial year 2015/16 as detailed in the report and the transfer to balances £40k as at 31st March 2016 is noted.

The Executive Committee is asked to RECOMMEND

- 2.2 The approval in the movement in reserves as detailed in Appendix 2.

3. KEY ISSUES

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas. This following summary shows the financial position for revenue funding for the period April – March 2015/16.

EXECUTIVE COMMITTEE

12th July 2016

**Revenue Budget Summary – Overall Council
Financial Year 2015/16**

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

Strategic Purpose	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Keep my place safe and looking good	3,993	3,659	-334
Help me run a successful business	-58	-295	-237
Help me be financially independent	203	339	135
Help me to live my life independently	421	382	-39
Help me find somewhere to live in my locality	1,448	1,038	-410
Provide Good things for me to see, do and visit	2,161	2,087	-74
Enable others to work/do what they need to do (to meet their purpose)	7,707	7,634	-73
Totals	15,874	14,843	-1,031

Financial Commentary:

The £1.059m is a result of significant additional income together with general savings. The main variances are:

- Additional income generated across a number of service areas including planning applications and the business and district centres
- Refund of business rates on Threadneedle House
- Savings realised from Place reviews and other service reviews
- Additional income recovered from Council Tax
- Vacancies within Housing Policy whilst the structure is under review

The savings have been reduced to £1.031m by the timing impact of the benefit subsidy of £178k.

The £1.031m is then reduced to a net position of £150k due to:

Corporate Financing

HRA:

A share of the saving from the General Fund has to be allocated back to the Housing Revenue Account to ensure that accurate charges are made between the 2 funding streams. This equates to £496k of the £1.031m.

Business Rates:

In addition the additional business rate income received by the Council has to be paid over as a levy through the accounting statements, prior to the additional income being received. Whilst this shows

EXECUTIVE COMMITTEE

12th July 2016

as a £355k charge in 2015/16 it is anticipated that the additional income will benefit the Council in 2017/18.

Misc:

Miscellaneous financing adjustments of £30k.

Therefore the net underspend is £150k.

There was an expectation that £110k would be drawn down from balances in 2015/16. This balance transfer was not required and therefore a further £40k has been allocation to balances with the resulting final position for 2015/16 of £2.024m which is over £1.3m higher than the minimum level.

**Capital Budget Summary – Overall Council
Financial Year 2015/16**

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

Strategic Purpose	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Keep my place safe and looking good	4,723	2,349	-2,375
Help me run a successful business	12	11	-1
Help me be financially independent	0	0	0
Help me to live my life independently	887	528	-359
Help me find somewhere to live in my locality	9,013	7,791	-1,222
Provide Good things for me to see, do and visit	133	95	-37
Enable others to work/do what they need to do (to meet their purpose)	159	187	27
Totals	14,927	10,961	-3,967

Financial Commentary:

As projected in quarter 3 there will be budgets to carry forward into the next financial year 2016/17 within the strategic purpose 'keep my place safe and looking good' on the Crematorium Enhancements and the town landscape scheme due to these works not being able to take place in the winter months. There is a large underspend also within this strategic purpose on the vehicle replacement programme. A decision was made in 2015/16 to defer purchase until the place team implementation was stabilised. There has also been a delay for vehicles from suppliers due to their demand. The proposed that the underspend will be carried forward to 2016/17 to enable the capital

EXECUTIVE COMMITTEE12th July 2016

projects and vehicle replacement to be undertaken.
The other significant underspends are within the schemes delivered within the HRA planned programme of works which will be also be carried forward to 2016/17.

Treasury Management

- 3.4 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

Credit Risk

- 3.5 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.
- 3.6 At 31st March 2016 there were no short term investments held.

General Fund Balances

- 3.7 The Revised General Fund Balance as at the 31th March 2016 will be £2.024m

Legal Implications

- 3.8 No legal implications have been identified.

Service/Operational Implications

- 3.9 Budget holders manage their financial position on a monthly basis to ensure that services are delivered within the financial budget allocated to each area.

Customer / Equalities and Diversity Implications

- 3.10 In delivering a robust financial framework the Council can deliver services to all members of its community.

4. RISK MANAGEMENT

EXECUTIVE COMMITTEE

12th July 2016

The robust and accurate financial monitoring is a key area within the Council that is managed to ensure any risks are mitigated.

5. APPENDICES

Appendix 1 – Strategic purposes financial position April – March 2016

Appendix 2 – Reserves Statement

Appendix 3 – Housing Revenue Account

AUTHOR OF REPORT

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Keep my place safe and looking good.

please note figures have been rounded

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Bereavement Services	-340	-588	-248
Building Control	-33	-9	24
CCTV	318	298	-20
Climate Change	-3	-8	-5
Community Services - Community Safety	230	217	-13
Development Management	211	160	-52
Environmental Health (WRS)	571	643	71
Place & Core Environmental Teams	1,836	1,755	-81
Planning Policy	324	280	-45
Waste Management - Refuse & Recycling	878	911	34
Totals:	3,993	3,659	-334

Financial commentary:

Within Development Management, Application Income was higher than anticipated.

Within Planning Policy, salary savings due to maternity leave

CCTV has received extra one off funding from Police and Crime commissioners due to community safety bid.

Bereavement Services income is higher than anticipated due to an increase in the number of cremations.

Place & Core Environmental Teams - The changes to the structure within Environmental services has resulted in new allocations across Street Cleansing, Landscaping and Grounds maintenance. Therefore a net position is shown with a resulting saving of £101k

Environmental Health - The net overspend is due to the redundancy / early retirement costs following the restructure of WRS to generate future savings. £50k saving has been built into the ongoing budget projections

Help me run a successful business

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Asset & Property Management	-329	-475	-145
Economic Development	201	175	-26
Manager Taxi Licensing	-172	-212	-40
Community Services - Grants to Vol bodies	242	216	-26
Totals:	-58	-295	-237

Financial commentary:

Within Economic Development, Business centres Income higher than anticipated and underspend against Project work budget.
 Community services - Grants to Vol bodies - temporary staff vacancies have provided additional savings.
 The savings on Asset & Property Management are due to a refund from the Business Rates from Threadneedle House and additional rental income from the district centres.

Help me to be financially independent (including education & skills)

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Benefits	-12	210	222
Council Tax	200	95	-105
Property Management - Rents grants	15	34	19
Totals:	203	339	135

Financial commentary:

The additional cost in relation to Benefits is Subsidy and has been partially offset against additional income generated from recovery of Council Tax.

Help me to live my life independently (including health & activity)

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Community Services (incl dial a ride & Shopmobility)	434	396	-38
Lifeline	-63	-64	-1
Manager Care & Repair	50	50	-0
Totals:	421	382	-39

Financial commentary:

Community services (inc dial a ride and shopmobility) - temporary staff vacancies have provided additional savings.
 Lifeline has a variance due to a loss of supporting people funding, however additional income from HRA for lifeline services has resulted in the predicted overspend not materialising.

Help me to find somewhere to live in my locality

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Housing General Fund	1,224	852	-372
Housing Strategy & Enabling	186	166	-19
Democratic Services - Land charges	39	19	-19
Totals:	1,448	1,038	-410

Financial commentary:

Community services - Housing policy - temporary staff vacancies have provided additional savings.

Provide things for me to do, see and visit

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Cultural Services	634	582	-52
Leisure & Cultural Man	110	90	-20
Parks & Green Spaces	744	701	-43
Sports Services	673	715	42
Business Development - Cultural	0	-1	-1
Totals:	2,161	2,087	-74

Financial Services :

Within the Cultural Services team, the Palace Theatre, Youth theatre and Community Centres have over-performed in terms of income generation, we have also seen savings generated within the Events and community centres through effective procurement and temporary vacancies being managed with the service.

The Leisure and Cultural Management team have over-performed on their income target by achieving additional contracts within the Learningonline Service.

Parks and Green Spaces achieved additional saving, this was due in part to the lower costs for landscape maintenance, extra income collected and savings made by a freeze on spending in line with corporate policy.

Within Sports Services there have been income generation issues at the Abbey Stadium, Pitcheroak Golf club and Arrowvale Sports Centre, and additional pressure on salary costs and Business Rates. Sports Development have performed well resulting in an underspend of their budget (this budget has been reduced in 16-17 in line with the current programme of projects being delivered). The overspend was not as high as projected in Q3 as there were lower costs for landscape maintenance across the sites that has reduced the predicts costs for these areas.

Business Development saving is due to temporary staff vacancies being managed within the service whilst the recruitment process was undertaken.

Enable others to work/do what they need to do (to meet purpose)

Department	Annual budget £'000	Actuals to date £'000	Variance to date £'000
Asset & Property Management - Town Hall	995	807	-189
Asset Maint	344	388	44
Business Development	139	118	-21
Business Transformation	1,084	1,127	44
Corporate Admin, Central post and printing	404	339	-65
Corporate Management & Audit	147	339	192
Corporate Services	1,772	1,822	51
Corporate Strategy	86	50	-36
Cultural Services - Management	104	99	-5
Customer Support Services	555	531	-24
Democratic Services	341	314	-27
Elections	203	154	-49
Financial Services & Procurement	591	616	25
Human Resources	451	457	7
It Licences Direct Services	154	141	-14
Legal Services	253	267	14
Property Management	21	11	-10
Sports Services - Management	73	71	-2
Supplies And Transport	0	0	0
Transport and Depot	-10	-18	-8
Totals:	7,707	7,634	-73

Financial commentary:

Within Business Transformation, IT RBC, types and costs of licences required have increased year on year and the inclusion of Idox costs centrally to IT has impacted as an overspend.

Within Corporate Strategy the underspend is due to a lower shared services recharge from BDC

The savings within Democratic Services is due to vacant posts and Members savings within their expenses and small operational budgets.

The overspend for Legal is due to a planning inquiry fees and litigation fees within local land charges.

Elections is showing a saving as a result of there being a need to budget for a whole election and then claim back from the Cabinet Office. At Qtr 3 it was predicted that this would be the case but no in relation to the actual amounts as that was unknown at that stage.

The overspend in relation to Financial Services & Procurement is due to additional costs relating to cover for sickness, and insurance premiums being higher than anticipated.

Corporate Management & Audit includes £70k on vacancy management that have been realised across other services, together with additional external audit fees and insurance premiums.

Corporate Admin, Central Post & Printing - A review was undertaken during the year in relation to our printing contracts, this has generated a saving of £34k. There was a saving of £23k within the postal services, however this is a demand led budget and could change year on year.

FINANCIAL RESERVES STATEMENT 2015/16

APPENDIX 2

Description	Balance b/fwd 1/4/2015 £	Movement in Reserve 2015/16 £	New Reserve 2015/16 £	C/fwd 31/3/2016 £	Comment
Energy	0	0	-16,818	-16,818	Energy costs
Lifeline	0	-13,603	0	-13,603	To support the costs associated with the community
Warmer Homes	0	0	-11,580	-11,580	To support the costs associated with the community
DWP Feris	0	0	-11,419	-11,419	To help towards new system
Environmental Health	1	-1	0	0	
Car Loan guarantee scheme	-7,474	-213	0	-7,687	To provide cover for the Council against losses on car loans
Arts	-7,609	-2,230	0	-9,839	To fund a number of specific arts projects across the Borough
2 Pennies	-7,500	0	0	-7,500	Legal Support
Shared Services/Transformation	-9,924	0	0	-9,924	Business transformation projects
IT licences	-14,796	0	0	-14,796	Additional License costs
Mercury Emissions	-13,886	0	0	-13,886	To be used to carry out plinth work at Cemetery
Risk	-18,932	18,932	0	0	To support the development of a risk management framework across the Council
Land Drainage	-19,594	-25,000	0	-44,594	Savings from NWWM Shared Service to provide contingency funds for flooding/drainage
Heming Road Enterprise Centre	-19,969	19,969	0	0	To be utilised for repairs and maintenance of the units
Economic Development	-24,000	24,000	0	0	Economic Development projects
Public Donations	-29,588	3,926	0	-25,662	Accumulated donations for designated projects.
Regulatory Services	-30,560		0	-30,560	To fund costs relating to the IT system for WRS
Town Centre	-50,377		0	-50,377	To support improvements in the Town Centre High Street
Housing Benefits Implementation	-74,109	-44,777	0	-118,886	Specific welfare reform grant received
Electoral Services	-74,060	-26,473	0	-100,533	Elections reserves to be drawn down in 2014/15
Land charges	-100,000	1,156	0	-98,844	To fund potential litigation in relation to Land Charges
Sports Development	-103,176	53,579	0	-49,597	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
Community Development	-111,050	82,375	0	-28,675	To support the costs associated with the community
Planning Services	-117,605	78,344	0	-39,261	Local plan set aside
Community Safety	-229,303	-61,673	0	-290,976	Community Safety Projects
Housing Support	-306,856	-65,877	-51,363	-424,096	Government Specific Grant - annual funding
Business Rates Grants	-489,379	481,973	0	-7,406	Small Business Rate Relief - Ringfenced grant
Job Evaluation	-755,000	755,000	0	0	Job Evaluation Costs
GF Earmarked Reserves	-2,614,746	1,279,407	-91,180	-1,426,519	
Job Evaluation			-300,000	-300,000	
Supporting People(HRA)	-38,342			-38,342	Funding for post not all used in year
Community Care Prev Grant	-3,795			-3,795	Ongoing Older People's Project Funding (HRA)
HRA Earmarked Reserves	-42,137	0	0	-342,137	
Capital Reserve-HRA	-15,997,977	-2,630,627		-18,628,604	Reserve to enable the debt repayment on HRA, and future repairs and maintenance
Capital Reserve	-15,997,977	-2,630,627	0	-18,628,604	

HOUSING REVENUE ACCOUNT (HRA)
REVENUE OUTTURN 2015/16

Appendix 3

	2015/16 Approved Budget	2015/16 Actuals	Variance
<u>INCOME</u>			
Dwelling Rents	24,465,780	24,259,869	205,911
Non-Dwelling Rents	471,000	494,277	-23,277
Tenants' Charges for Services & Facilities	89,200	314,744	-225,544
Contributions towards Expenditure	449,795	357,460	92,335
Total Income	<u>25,475,775</u>	<u>25,426,350</u>	<u>49,425</u>
<u>EXPENDITURE</u>			
Repairs & Maintenance	4,682,986	4,668,517	-14,469
Supervision & Management	6,873,477	6,595,054	-278,423
Rent, Rates, Taxes & Other Charges	188,653	160,590	-28,063
Provision for Bad Debts	600,000	112,730	-487,270
Depreciation & Impairment of Fixed Assets	5,834,171	5,967,107	132,936
Subsidy Limitation Transfer to the GF	54,450	0	-54,450
Interest Payable & Debt Management Costs	4,148,243	4,168,098	19,855
Total Expenditure	<u>22,381,980</u>	<u>21,672,096</u>	<u>-709,884</u>
Net cost of Services	<u>-3,093,795</u>	<u>-3,754,254</u>	<u>-759,309</u>
Provision for Job Evaluation	300,000	300,000	0
Net Operating Expenditure	<u>-2,793,795</u>	<u>-3,454,254</u>	<u>-759,309</u>
Interest Receivable	-78,300	-58,113	20,187
Revenue Contribution to Capital Outlay	369,373	436,833	67,460
Transfer to Earmarked Reserves	2,630,627	2,630,627	0
(Surplus)/Deficit on Services	<u><u>127,905</u></u>	<u><u>-444,907</u></u>	<u><u>-572,812</u></u>
<u>HOUSING REVENUE ACCOUNT BALANCE</u>			
Surplus as at 1st April 2015	1,031,193	1,031,193	0
Surplus/(deficit) for year 2015/16	-127,905	444,907	572,812
Surplus as at 31st March 2016	903,288	1,476,100	572,812

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2016

ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
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**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr Bill Hartnett Ruth Bamford	Meeting date: 12 th July 2016

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2016

B. OTHER MEETINGS

2.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr John Fisher</u> Sheena Jones	Last meeting – 27 th January 2015
3.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Sheena Jones	Last meeting – 11 th July 2016.
4.	Grants Assessment Panel	Chair: Cllr Roger Bennett / Vice-Chair: <u>Cllr Greg Chance</u>	Last meeting 4 th July 2016.

AUTHOR OF REPORT

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