

Overview and Scrutiny Committee

Wed 15 Oct
2008
7.00 pm

Committee Room Two
Town Hall
Redditch



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- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
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If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact

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آپ انگریزی میں مدد چاہتے ہیں— نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন,
টেলিফোন: 01905 25121

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

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Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

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Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on the Ringway Car Park.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
 - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Overview and Scrutiny

Committee

Wednesday, 15th October, 2008

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: P Mould (Chair) R King
 D Smith (Vice-Chair) W Norton
 K Banks D Taylor
 M Chalk D Thomas
 W Hartnett

<p>1. Apologies and named substitutes</p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p> <p>(No Specific Ward Relevance)</p>
<p>2. Declarations of interest and of Party Whip</p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p> <p>(No Specific Ward Relevance)</p>
<p>3. Minutes (Pages 1 - 12)</p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes attached)</p> <p>All Wards</p>
<p>4. Actions List (Pages 13 - 16)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>5. Call-in and Pre-Scrutiny</p>	<p>To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny.</p> <p>(No separate report).</p> <p>All Wards</p>

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6. Task & Finish Reviews - Draft Scoping Documents	To consider any scoping documents provided for possible Overview and Scrutiny review. (No reports attached) (No Specific Ward Relevance)
7. Task and Finish Groups - Progress Reports	To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee. The current reviews in progress are: <ol style="list-style-type: none">1. Council Flat Communal Cleaning Task and Finish Group – Chair – Councillor P Mould2. Role of the Mayor Task and Finish Group – Chair – Councillor M Chalk; and3. Third Sector Funding Task and Finish Group – Chair – Councillor D Thomas. (Oral reports) All Wards
8. Joint Scrutiny Exercise on Flooding	To consider arrangements for the Joint Scrutiny Exercise on Flooding presentation due to be held on Thursday 6th November. (Oral report) (No Specific Ward Relevance)
9. Passenger Transport in Redditch	To receive a report on passenger transport in Redditch from representatives of the Integrated Passenger Transport Unit at Worcestershire County Council. (Report to follow and oral report) (No Specific Ward Relevance)
10. Fees and Charges Task and Finish Group – Update Report on Responses to Recommendations (Pages 17 - 24)	To note an update report in response to the recommendation regarding planning charges made by the Fees and Charges Task and Finish Group. (Report attached) (No Specific Ward Relevance)

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<p>11. Portfolio Holder Annual Report - Environment, Planning and Transport (Councillor Colin MacMillan)</p> <p>(Pages 25 - 34)</p>	<p>To receive a presentation from the Portfolio Holder for Environment, Planning and Transport on themes proposed by the Overview and Scrutiny Committee.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>12. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>All Wards</p>
<p>13. Work Programme</p> <p>(Pages 35 - 40)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>All Wards</p>
<p>14. Exclusion of the Press and Public</p>	<p>Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>"That, under S.100 (A) (4) of the Local Government Act 1972, 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".</p> <p>(No Specific Ward Relevance)</p>

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OVERVIEW AND SCRUTINY

Committee

24th September 2008

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors K Banks, M Chalk, W Hartnett, R King, W Norton and D Taylor

Also Present:

Councillors B Clayton and B Quinney,
W Arthur and C Wilson (Worcestershire County Council)
A Birks and M Cooper (Diamond Bus)

Officers:

P Bellamy, M Bough, C Flanagan, A Heighway, S Horrobin, G Revans and L Tompkin.

Committee Officers:

J Bayley and H Saunders.

70. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Thomas.

71. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of any party whip.

72. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on Wednesday 10th September be confirmed as a correct record and signed by the Chair.

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Chair

OVERVIEW AND SCRUTINY

Committee

24th September 2008

73. ACTIONS LIST

Officers referred to item eleven on the Actions List regarding the Joint Scrutiny Exercise with Worcestershire County Council on flooding. Officers explained that they had arranged for Officers from Worcestershire County Council and the Chair of the exercise, Councillor M King, to visit the Committee to present the findings of the report. Officers had identified Wednesday 5th November as the most suitable date for this presentation. However, as the Council's fireworks display was due to take place on that evening, the Chair of the Committee had agreed to move the date of the Overview and Scrutiny meeting to Thursday 6th November and to include the presentation on the findings of the Joint Exercise on flooding at this meeting.

Members considered item thirteen regarding the Committee's request for information about the amount of revenue generated through Minor Land Disposals. Officers informed the Committee that they were still awaiting this information and would make this available as soon as possible.

RESOLVED that

- 1) **the Overview and Scrutiny Committee meeting due to be held on Wednesday 5th November be moved to Thursday 6th November;**
- 2) **the findings of the Joint Scrutiny exercise on Flooding be presented at this meeting; and**
- 3) **the contents of the Actions List be noted.**

74. CALL-IN AND PRE-SCRUTINY

There were no call-ins and no proposed items for pre-scrutiny.

75. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

Members considered a draft Scoping Document in respect of a potential review of "Neighbour Nuisance", proposed by Councillor Hicks.

Officers explained to the Committee that Anti-Social Behaviour Officers had provided written comments on the document and Legal Services Officers were in attendance at the Committee to answer questions from a legal perspective. The Committee noted that the

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scope of the exercise focussed on individual complaints about neighbour nuisance.

Following discussion, the Committee agreed that there were adequate mechanisms in place to address any such complaints and therefore further work on this issue would be unnecessary.

RESOLVED that

the proposed scrutiny of neighbour nuisance not be pursued.

76. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received update reports in relation to current reviews.

a) Council Flat Communal Cleaning – Chair, Councillor P Mould

The Chair explained that three other Councillors had been nominated to the Task and Finish Group. These were Councillors A Clayton, Quinney and Taylor. The first meeting of the Group was due to take place on Friday 3rd October.

b) The Role of the Mayor – Chair, Councillor M Chalk

Councillor Chalk explained that the Group had conducted its first interview of a past Mayor and that this meeting had gone well. He informed the Committee that the next meeting was due to take place on Thursday 2nd October.

c) Third Sector – Chair, Councillor D Thomas

Officers reported that the Group had interviewed Officers from Gloucester City Council and had begun to plan a consultation event that was due to take place on 21st November. The Group were due to attend a meeting to interview Officers from Worcestershire County Council on Monday 29th September.

RESOLVED that

the Task and Finish Group update reports be noted.

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77. BUS SERVICES

The Committee welcomed Officers from Worcestershire County Council who had been invited to the Committee to discuss the proposed Bus Provision Scrutiny Exercise. Officers explained that they had prepared a response to the comments made within the proposed review's scoping document.

In response to comments made in the document regarding the withdrawal of the service to the Alexandra Hospital, Officers explained that the County Council had negotiated with the bus companies to ensure that a service was provided to the hospital from both the east and west sides of the town, with Diamond Bus operating a 40 minute service to the Hospital on the 57 and 58 route.

Members commented that they had received complaints that this new service to the hospital was unreliable, with some residents experiencing delays of up to an hour. Officers explained that, if members of the public were experiencing problems, they should report the issue to the relevant bus operator.

Members commented on the terms of reference for the proposed scrutiny exercise. They felt that as this was a complex topic, careful consideration should be given to the focus of the scrutiny. Several outcomes could be achieved through a review of the subject: including achieving better coverage of routes; and better dialogue between the Council and its partners. In addition to examining the coverage of bus routes, the Smartcard initiative was also cited as a possible area for scrutiny.

Officers explained that Worcestershire County Council had been working closely with Diamond Bus to roll out a Smartcard project in the Redditch area by using Urban Bus Challenge funding. In response to the issue raised within the scrutiny document regarding evening bus services, Officers explained that the company operating the evening Taxibus service, on the 55 and 56 bus route, had introduced a similar service on the 57 and 58 route. The funding for these services was in place until December 2008. However, the County Council was committed to working with the service provider to extend this for a further six months with a view to tendering out the service in the future.

Officers explained that the main vehicle that Members from the Council could use to influence public transport in the town should be the County Council run Joint Officers and Members

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Transportation Forum. The Committee was informed that, while Officers had been attending this Forum, the Council had not yet been represented by an elected Member.

Representatives from Diamond Bus Company were invited by the Chair to address the Committee. The Committee was informed that in addition to operating services to the hospital, the company had been working to extend its service coverage to other key routes in the town such as the 51 and 64 routes. They also explained that £1.2 million had been spent on introducing new buses in the town. The Committee was also informed that the company had been focussing on marketing the bus services in the town and gathering the views of users to help improve its services.

Members commented that one of the public transport issues in the town was the lack of bus routes and bus stops at key locations in the town. The Arrow Valley Park was an example of where there were no direct routes and stops. Officers and the Diamond Bus agreed that this was something that could be reviewed. Members also questioned the feasibility of operating an evening bus service on Friday and Saturday nights from the centre of town. Representatives from Diamond Bus explained that this type of service could be operated if funding could be found to support it. Borough Environmental Services Officers explained that proposals had been submitted to secure Section 106 funds for a white light scheme on Unicorn Hill. It was suggested that representatives from the County Council should be involved in the Partnership Tasking Group to look at the possible linkages between these two proposals.

Officers from Worcestershire County Council explained that they had undertaken a comprehensive review of all passenger transport within Redditch, looking at: census figures; ticket sales; and public transport usage across the town Borough. Officers offered to attend the following meeting of the Committee to present this information to Members. This suggestion was approved. Officers requested that the bus timetables provided to Members at the meeting by Diamond Bus be copied and made available in the One Stop Shop areas.

RESOLVED that

- 1) Diamond Bus's service timetables be displayed in the Council's One Stop Shop areas;**

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- 2) **representatives from Worcestershire County Council attend the next meeting of the Committee to present a report on public transport in Redditch; and**
- 3) **the report be noted.**

78. PORTFOLIO HOLDER ANNUAL REPORT - HOUSING AND HEALTH (COUNCILLOR BRANDON CLAYTON)

The Committee received the Annual Report from the Portfolio Holder for Housing and Health. The report was structured around the themes that had been proposed by Members at the previous meeting of the Committee.

The Portfolio Holder began by discussing the Choice Based Lettings Scheme. He explained that demand for Council Housing in the Borough was higher than supply, with approximately 3,000 people on the waiting list and only 500 houses available. Residents using the system were assessed according to need and allocated to four bands which included priority, gold, silver and bronze bands. Residents could then bid in order to win the property of their choice. He explained that this system had yielded many benefits which included a reduction in the number of voids and the lessening of problems created by properties that were difficult to let. Officers explained that in the previous twelve months only twelve properties had been refused.

Members questioned whether access to the service had been a problem for vulnerable residents. Officers explained that this had not been the case but if residents had needed assistance in using the system, Officers were available to help them.

Councillor Clayton provided an update on the second theme of Homelessness. He informed the Committee that, following the implementation of many of the recommendations contained within the Overview and Scrutiny Homelessness report, the service had become better equipped at preventing homelessness. Members questioned whether many people who presented themselves as homeless came from outside the Borough. Officers explained that the Council had a duty to assess every case of homelessness and that the majority of cases involved local people.

Members commented on the possibility that the number of homelessness cases would rise as a result of the current economic climate. They queried whether any contingency plans had been put

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in place to address this problem. Officers explained that training had been offered to Officers to deal with potential problems. The Council was also planning to conduct an advertising campaign to raise awareness of the help that would be available for residents who may be struggling with their housing situation.

Councillor Clayton provided the Committee with his views on the Mortgage Rescue Scheme, which had recently been suggested by the government as a possible method for responding to the impact of the credit crisis on domestic home owners. The Committee were informed that the Government had pledged £400 million to help social housing providers bring house building schemes forward to 2009/10. Central Government had also recommended that social housing providers work with organisations that had a history of providing debt and housing advice to undertake independent eligibility assessments for the scheme. Councillor Clayton explained that he would not be in favour of the Council entering into arrangements whereby the authority would take responsibility for residents' mortgages.

Members commented that they felt it was important that the Council used every opportunity to bid for money from the Government to implement these measures for residents. Officers clarified that the risk associated with undertaking these measures would lie mainly with Registered Social Landlords as they would be in receipt of Government funds that would need to be allocated to shared ownership, rent back or equity schemes.

Members asked Councillor Clayton about the Council's five year investment programme. Councillor Clayton confirmed that the Council was in the second year of the second five year programme and that modernisation of properties completed under the programme had been successful. Councillor Clayton confirmed that sufficient funds were available to complete the full programme of works and that they would be completed in their existing order.

Councillor Clayton provided an update on the final theme of Health. He explained there were some wards in Redditch where statistics had shown there to be high levels of deprivation and health problems. He explained that work would be undertaken to address these problems including working with the Local Strategic Partnership, the Primary Care Trust and local GPs. Officers explained that work had been undertaken by SureStart Centres to promote healthy eating and healthy lifestyles to users of the service. A Health Improvement Co-ordinator had also been employed by the Council.

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RESOLVED that

the report be noted.

79. SELECT COMMITTEE - IDENTIFYING A MEETING TO ATTEND

Members discussed the possibility of attending a Parliamentary Select Committee meeting in London in October. Officers presented the Committee with several options and Members agreed to attend the Business Enterprise Select Committee meeting due to take place on Tuesday 7th October.

RESOLVED that

1) Members attend a Parliamentary Select Committee meeting on Tuesday 7th October; and

2) Members be requested to inform Officers of their availability to attend this meeting.

80. FLY TIPPING IN REDDITCH

Members received a report from Officers regarding fly-tipping in Redditch. Officers explained that the levels of fly tipping in Redditch appeared to be comparatively high for the size of the population, and that the types of waste tended to be domestic rather than commercial. An accurate measure of fly-tipping in the Borough was available through the Fly Capture Database which was used nationally and was used to collect data for National Performance Indicator 196.

Officers explained that the Council had a high level of enforcement action in relation to fly-tipping and had achieved a level two grade for its enforcement action. Further work on fly tipping was planned by the Council including undertaking further analysis of fly tipping trends, targeted publicity, and enforcement action.

Members complimented the service for taking quick action once fly tipping had been reported. Members commented on the scheme that had been piloted the previous year whereby once a fly-tip had been cleaned up, a card advertising the action was distributed to local residents and Ward Councillors to raise awareness of this work. Members questioned whether this scheme was still in operation. Officers were asked to provide further information on the current status of this scheme.

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Members queried if there had been a rise in the number of fly-tips when charges for bulky waste collections were introduced. Officers explained that this had not been the case and that in fact, the overall level of fly tipping had decreased. This was mainly attributed to the level of enforcement action that the Council had taken. Members questioned the number of people across the Borough who acted as volunteer litter pickers. Officers explained that incidents of street littering had also decreased and that the Council was one of the top performing Councils on this issue. Officers offered to provide further information about the numbers of volunteer litter pickers, and where these volunteers tended to perform this voluntary role within the Borough, for Members' consideration.

Members discussed the possibility of utilising the internet to report fly-tipping incidents. Some Members had used a third party system available through the internet that, once a fly-tip had been logged by users, would register the fly-tip with the local authority. Members were interested to see if this system was recognised by the Council in performance records. Officers explained that most electronic reports of fly-tips came through the Worcestershire Hub. Officers offered to provide further information regarding the use of electronic systems used by the Council to register fly-tipping.

Finally, Officers informed the Committee that they were planning to reintroduce the 'Worth It' advertising campaign that had been run in previous years. Members requested that Officers report on the progress of this campaign and on the developments in reducing fly tipping at a following meeting.

RESOLVED that

- 1) clarification of the status of the scheme designed to promote fly-tipping clean up operations be provided by Officers;**
- 2) a report on the number of people across the Borough who acted as volunteer litter pickers be provided by Officers;**
- 3) clarification of the electronic / internet systems that could be used to report fly-tipping be provided to Members;**
- 4) relevant Officers attend a future meeting of the Committee to provide an update on the 'Worth It'**

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campaign and on the progress made in tackling fly tipping in the town; and

5) subject to the above, the report be noted.

81. PORTFOLIO HOLDER ANNUAL REPORT - IDENTIFYING THEMES

Members proposed themes for discussion with the Portfolio Holder for Environment, Planning and Transport during his Annual Report, as detailed in Appendix A to the report.

RESOLVED that

the themes be noted.

82. REFERRALS

There were no referrals for consideration at this meeting.

83. WORK PROGRAMME

The Committee considered the Committee's Work Programme. Officers explained that consideration of the Civil Parking Enforcement item had been postponed until the 26th November.

Officers informed the Committee that the Chair had agreed the Committee should consider the proposed review of ditches at a meeting in 2009.

RESOLVED that

Subject to the above, the Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 9.40 pm

Overview & Scrutiny Committee

No Direct Ward Relevance

15th October 2008

APPENDIX A

PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR MACMILLAN, PORTFOLIO HOLDER FOR ENVIRONMENT, PLANNING AND TRANSPORT

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor MacMillan, Portfolio Holder for Environment, Planning and Transport at the Overview and Scrutiny Committee meeting on Wednesday the 15th October 2008.

1. **What stage is the Regional Spatial Strategy (RSS) at?**
2. **What are your thoughts about carbon neutral housing and are considerations about carbon neutral housing being taken into account in the Regional Spatial Strategy?**
3. **What are the Council's plans for greening the Borough (e.g. microgeneration?)**
4. **What stage have we reached in identifying the size of Redditch Borough Council's carbon footprint?**
5. **What are your thoughts about Worcestershire County Council's proposals for waste management to be combined into a county wide service?**
6. **What do you anticipate doing to make it easier for people to travel around the Borough?**

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Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
28/05/08 1	Members agreed to organise for members of the Committee to attend a Select Committee meeting in Westminster to observe national best practice in scrutiny. No date was specified.	Members were due to attend a Select Committee meeting on Tuesday 7th October. DONE. (Lead Officers, OSSOs, estimated completion date, 7th October 2008).
09/07/08 2	Members asked Officers to maintain a detailed record of unauthorised encampments in the Borough. Officers were asked to present this record before the Committee in Autumn 2008. The record would be used to assess the effectiveness of the revised version of the Worcestershire Joint Policy on Unauthorised Gypsy and Traveller Encampments.	Officers are scheduled to report before the Overview and Scrutiny Committee at a forthcoming meeting. (WILL BE DONE SOON). Lead Officer, Senior Environmental Health Officer, completion date, 26th November 2008.
09/07/08 3	Members agreed that Councillor Banks should propose the scrutiny topic she had suggested during the WPPA at a meeting of the Worcestershire Health Overview and Scrutiny Committee. Councillor Banks was asked to report back before the Committee in the Autumn of 2008 if she feels that further action is required.	Lead Member, Councillor Banks. (A resolution to this item is subject to Councillor Banks' views about the response of the Health Overview and Scrutiny Committee).
09/07/08 4	Members agreed to postpone further consideration of a potential review of the Borough's fishing tackle heritage, proposed during the WPPA, until the Role of the Mayor and Housing Mutual Exchange reviews had been completed.	The proposer for the item, Councillor Hunt, was informed of this decision on 14/07/08. The Committee's Work Programme has also been adjusted accordingly. (TO BE DONE). Lead Officers, OSSOs, estimated completion date March 2009.

<p>30/07/08</p> <p>5</p>	<p>Members agreed to defer the launch of the Housing Mutual Exchange review.</p>	<p>The review is due to be launched by the Overview and Scrutiny Committee on the 17th December 2008. (TO BE DONE). Lead Officers, OSSOs.</p>
<p>10/09/08</p> <p>6</p>	<p>Members requested that the two templates used to present community safety performance data at ward level be provided for Member consideration alongside the quarterly performance reports.</p>	<p>The relevant Lead Officer has been informed of this request. TO BE DONE. (Lead Officer, Head of Strategy and Partnerships, estimated completion date, 26th November 2008.</p>
<p>10/09/08</p> <p>7</p>	<p>Members requested that all Councillors be invited to attend the meeting of the Overview and Scrutiny Committee when the recommendations from the Joint Flooding Group are presented.</p>	<p>Invitations to all Members have been sent out for the meeting due to take place on Thursday 6th November. DONE. (Lead Officers, OSSOs, estimated completion date, Autumn 2008).</p>
<p>10/09/08</p> <p>8</p>	<p>Members requested further information about the amount of revenue generated through Minor Land Disposals.</p>	<p>Relevant Officers have requested the details requested and will make these available as soon as possible. TO BE DONE. (Lead Officer, Property Services Manager, estimated completion date, not specified but asap.</p>
<p>24/09/08</p> <p>9</p>	<p>Members requested that the date of the Overview and Scrutiny Committee meeting taking place on Wednesday 5th November be rearranged to take place on Thursday 6th November.</p>	<p>Officers have rescheduled this meeting to Thursday 6th November. DONE. (OSSOs)</p>
<p>24/09/08</p> <p>10</p>	<p>Members requested that copies of the bus information sheets be distributed to all Members and</p>	<p>Officers have distributed copies of the information sheet to Members and the One Stop</p>

	displayed in the One Stop Shops.	Shops. DONE. (OSSOs)
24/09/08 11	Members requested further information regarding the promotion of work undertaken by the Council to remove fly tipping waste (by delivering informative cards to local residents and ward Councillors). Members requested clarification about whether this arrangement still occurred.	Relevant Officers are aware of this information request and will provide the information as soon as possible. TO BE DONE. (Lead Officer, Head of Environment, estimated completion date, not specified but asap).
24/09/08 12	Members requested figures on the number of complaints about fly tipping registered via the internet.	Relevant Officers are aware of this information request and will provide the information as soon as possible. TO BE DONE. (Lead Officer, Head of Environment, estimated completion date, not specified but asap).
24/09/08 13	Members requested figures about the number of people across the Borough who acted as volunteer litter pickers.	Relevant Officers are aware of this information request and will provide the information as soon as possible. TO BE DONE. (Lead Officer, Head of Environment, estimated completion date, not specified but asap).
24/09/08 14	Members requested that Environmental Services Officers attend a future meeting of the Overview and Scrutiny Committee to provide an update oral report regarding fly tipping and the progress of the 'Worth It' campaign.	TO BE DONE. (Lead Officer, Waste Management Manager, estimated completion date not specified).
24/09/08 15	Members requested that relevant Officers from Worcestershire County Council be invited to attend	Relevant Officers have been invited to attend this meeting of the Committee and an item

	the next meeting of the Overview and Scrutiny Committee to present a report on passenger transport in Redditch.	relating to this subject has been added accordingly. WILL BE DONE SOON. Lead Officer, to be confirmed, estimated completion date, 15th October 2008.
24/09/08 16	Officers were asked to reschedule consideration of the Bus Services Scoping Document for a future meeting.	The date for reconsideration of this item remains subject to the outcome of the report from relevant Officers from Worcestershire County Council (see item above). TO BE DONE. (Lead Officers, OSSOs, estimated completion date, to be confirmed – see above.

Glossary

- OSSO - Overview and Scrutiny Support Officer
- WPPA - Work Programme Planning Afternoon

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10. Charging for Non-Statutory Planning Services

(Report of Acting Head of Planning)

1. Purpose of Report

To detail proposed charging procedures and amounts, following agreement in principle in April 2008.

2. Recommendation

The Committee is asked to RESOLVE that:

1. The schedule of charges at appendix 1 be reported to full Council for adoption and subsequently implemented by planning services from 1st January 2009; and
2. The co-ordination of the remainder of the planning teams across the County be encouraged by Officers in an attempt to reach a Cross-County consistent approach to fee charging.

3. Financial, Legal, Policy and Risk Implications

Financial

- 3.1 The fees and charges proposed in this report cover existing services, namely permitted development enquiries, pre-application advice and post-decision amendments, that are currently provided to customers free of charge, and would generate additional income within Planning Services. There may be a small loss due to internal charging for the processing of payments, but this would be minimal.

Legal

- 3.2 The authority cannot make profit from charging for services. However it is able to cover the administrative and overhead costs of service provision providing this is made clear at the point of charging. Therefore, the proposed fees would not be charging for the advice provided.

Policy

- 3.3 It has been the policy of Planning Services to provide these services because they are perceived to be of benefit to customers, the wider

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community, Officers and the overall quality of the built environment of Redditch Borough. However, this good practice of service provision, being at a level above that required through the statutory planning function, comes at a significant cost to the authority.

Risk

- 3.4 In adopting the proposed fees and charges, there may be a small risk that some people would not seek advice prior to implementing developments, and that this could lead to additional enforcement caseload. However this risk is considered to be minimal, and could be covered by existing arrangements.

Report

4. Background

- 4.1 At the instigation of the Fees and Charges Task and Finish Group, the Planning Services team have been reviewing their existing service provision and the associated scale of fees and charges. The Planning Services team have also researched the rates and types of charges levied by other local planning authorities, to inform these proposals.
- 4.2 Planning Services currently provide a range of high quality customer services associated with but not required as part of its statutory function. For a small number of these services, a charge is already levied, for example for Local Land Charge Searches. A small fee is also charged for copies made at the request of the public. These existing charges are reviewed and updated annually, and it is the intention of officers that the charges proposed here would also be reviewed in the same way and at the same time.
- 4.3 The previous report proposed charging for three types of services:

Permitted Development Enquiries

These are enquiries frequently received from residents of the Borough who wish to carry out minor developments, mostly to their residential properties, where advice is sought on whether the submission of a planning application is required prior to carrying out the works, or whether they benefit from 'Permitted Development'.

Pre-application advice

These are enquiries relating to whether proposed developments which require planning permission are likely to gain favourable recommendations or not. Discussions over details of proposals and

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their compliance or otherwise with current planning policy aid the applicant and the LPA when the application is submitted.

Post-decision amendments

In situations where planning permission has been granted, but then the applicants have sought to implement a slightly different scheme, a post-decision amendment to a planning application is proposed. Officers receive such proposals and consider them against the legislation and the planning history of the site, and respond confirming whether or not the amendment is acceptable. If it is not acceptable, advice on making a further planning application is also provided.

5. Key Issues

- 5.1 Charges are proposed in order that they go some way to recovering the Council's cost of providing these services, without making any profit (which would be illegal) and without discouraging members of the public from using the services.
- 5.2 To that end, information regarding the costs of the various services has been compiled and analysed, and a discussion amongst officers regarding reasonable levels of fees has taken place.
- 5.3 To ensure that people are aware of the services on offer, what is required and what will be charged, an information leaflet has been drafted which would be provided on the website and in hard copies in reception, as well as in a mail-shot to regular local agents. Training of front line staff will also be provided in order to assist members of the public when making initial enquiries. A copy of the proposed leaflet is provided at appendix 2 for information.

6. Other Implications

- | | | |
|------------------|---|---|
| Community Safety | - | This is a key issue in the planning process, and its early identification and consideration should assist in improved outcomes. |
| Human Resources | - | none known |
| Social Exclusion | - | This is a key issue in the planning process, and its early identification and consideration should assist in improved outcomes. |
| Sustainability | - | This is a key issue in the planning process, and its early identification |

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and consideration should assist in improved outcomes.

7. Conclusion

7.1 The proposals for fee-charging would result in a more structured and clear process with regard to the delivery of permitted development, pre-application and post-application advice for the public and planning Officers. Furthermore, it would allow for service users to be sure about the service being provided and the timescales in which they can expect contact.

7.2 The charges proposed are minimal when considered in the context either of the amount expended on even a small development project, or relative to the imposed planning fees for applications. They are therefore considered to be reasonable charges to cover some of the costs of providing a good quality service in line with best practice guidance.

7.3 The proposals would assist in providing additional income to the planning service, as well as more certainty over informal responses from officers.

8. Background Papers

8.1 The previous report to exec was sent on 2nd April 2008.

9. Consultation

There has been no consultation other than with relevant Borough Council Officers.

10. Author of Report

The author of this report is Ailith Rutt (Development Control Manager), who can be contacted on extension 3374 (email: ailith.rutt@redditchbc.gov.uk) for more information.

11. Appendices

- Appendix 1 - Charging Schedule as proposed
- Appendix 2 - Information leaflet proposed for publicity purposes

APPENDIX 1: PROPOSED CHARGING SCHEDULE

Type of enquiry	Size of proposal	Charge
PD Enquiry	Householder	£15
	Other	£35
Pre-application discussions	Householder	£25
	Minor/other	£50
	Major (small scale)	£100
	Major (large scale)	£250
Post-decision amendments	Householder	£15
	Minor/other	£25
	Major	£50

Additional charges:

Cost of a meeting	£50
Cost of additional correspondence	£20
PPA	To be agreed by relevant parties as part of process

All charges to include VAT for simplicity and clarity

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PD Enquiries

Do I need permission?

If you are proposing some work and you need to know whether you need to apply for planning permission, then you need to make a PD enquiry. This is because if your proposal is 'Permitted Development' within the legislation, then you will not need planning permission.

What you need to provide:

- Completed form
- Sketch drawings of floor plans and appearance
- Photographs of the site if they would help
- Fee (see overleaf)

What service we will provide:

- We will respond in writing within 10 working days
- We will confirm whether you need to make an application for planning permission, and if so why
- If you do need permission, details of what would be required as part of the application submission, and how to apply will also be provided
- Cases will be allocated by a manager to an appropriate case officer to respond
- Responses will be checked by and made in the name of a manager

What happens next?

- If you need permission, you will need to apply
- If you do not need permission, then you can carry on with the works, providing you comply with all other relevant legislation

Pre-application discussions

Will I get planning permission?

If you know you need to apply for planning permission, but you are not sure whether your proposals would be acceptable, you need to seek some pre-application advice.

For smaller schemes, this is a simple process that can be done through the exchange of correspondence, however for larger schemes, meetings may also be necessary, and the discussions can continue for a longer time period.*

For smaller schemes:

What you need to provide:

- Your contact details, including a telephone number and email address (if you have one)
- A description of your proposed development
- A location plan to scale, with the site clearly marked
- Photographs or drawings of what you propose
- Sketch drawings of floor plans and elevations
- Access and parking details
- Fee (see overleaf)

What service we will provide:

- We will respond in writing within 20 working days
- We will consult specialist colleagues where appropriate

For larger schemes:

What you need to provide:

- Your contact details, including a telephone number and email address (if you have one)
- A description of your proposed development
- A location plan to scale, with the site clearly marked
- Photographs or drawings of what you propose
- Sketch drawings of floor plans and elevations
- Access and parking details
- Fee (see overleaf)

What service we will provide:

- We will respond in writing within 30 working days
- We will consult specialist colleagues where appropriate
- We can arrange round-table meetings (for an additional charge)

Planning Performance Agreements (PPAs) are also available – please call the Development Control Manager to discuss these as they fall outside the remit of the information provided on this leaflet.

What happens next?

- Once a point in the discussions is reached where your proposal is considered likely to be acceptable, you will be invited to submit an application

Post-decision amendments

Can I change my permission?

If you have begun your development and want to make some changes to the approved scheme, then it may be possible to do so by exchange of correspondence if the changes are minor, or it may be necessary to submit a new application. To establish which is the case, you should engage in the following process.

What you need to provide:

- Letter explaining the changes you wish to make and why
- Two copies of all relevant plans and elevation drawings, showing proposed amendments, to recognised metric scale

What service we will provide:

- We will respond in writing within 15 working days

What happens next?

- If the amendment is acceptable, one copy of the plans will be kept on the file and the other returned endorsed with a covering letter and the development can then proceed in accordance with these details
- If the amendment is not acceptable, the response will return both sets of plans unendorsed, with advice on submitting an appropriate application which would be required in order for your amendments to be considered further.

*In this context a small scheme consists of less than 10 dwelling, a floor area less than 1000m² or a site less than 1ha, and a larger scheme falls above these thresholds.

Table of fees

Type of enquiry	Size of proposal	Charge
PD Enquiry	Householder	£15
	Other	£35
Pre-application discussions	Householder	£25
	Minor/other	£50
	Major (small scale)	£100
	Major (large scale)	£250
Post-decision amendments	Householder	£15
	Minor/other	£25
	Major	£50

Additional charges

Cost of a meeting	£50
Cost of additional correspondence	£20
PPA	To be agreed by relevant parties as part of process

All charges include VAT

Cheques must be made payable to 'Redditch Borough Council'

The charges are based on the classifications set out by government and used widely within the planning sector for performance management. For clarity, these are explained below:

	Dwellings	Floorspace	Site area
Minor	1-9	<1000m ²	<1ha
Small scale major	10-199	1000-9999m ²	1-2ha
Large scale major	200+	10,000m ² +	2ha+

General information

- ☑ The fee must be paid in advance of any work commencing on your enquiry
- ☑ All advice is provided on a 'without prejudice' basis
- ☑ The advice provided is based on the information submitted
- ☑ Works carried out on site without the benefit of planning permission (where it is necessary) are at risk from enforcement action and applicants and their representatives should be fully aware of this and mindful of it
- ☑ For more information on PPAs and whether they would be appropriate for your proposal, see the ATLAS website www.atlasplanning.com

Contact details

To seek further assistance or submit an enquiry, please use any of the following contact details:

Development Control Manager
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

01527 64252 ext. 3399

developmentcontrol@redditchbc.gov.uk

Your planning services: how to engage and what to expect



www.redditchbc.gov.uk



www.redditchbc.gov.uk

A guide to the advice provided by the
Development Control Team at Redditch
Borough Council

December 2008



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PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR MACMILLAN, PORTFOLIO HOLDER FOR ENVIRONMENT, PLANNING AND TRANSPORT

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor MacMillan, Portfolio Holder for Environment, Planning and Transport at the Overview and Scrutiny Committee meeting on Wednesday the 15th October 2008.

1. **What stage is the Regional Spatial Strategy (RSS) at?**
2. **What are your thoughts about carbon neutral housing and are considerations about carbon neutral housing being taken into account in the Regional Spatial Strategy?**
3. **What are the Council's plans for greening the Borough (e.g. microgeneration?)**
4. **What stage have we reached in identifying the size of Redditch Borough Council's carbon footprint?**
5. **What are your thoughts about Worcestershire County Council's proposals for waste management to be combined into a county wide service?**
6. **What do you anticipate doing to make it easier for people to travel around the Borough?**

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NB Note draft revision /Update – Page 2. S

REDDITCH BOROUGH COUNCIL **GUIDE TO / FOR PORTFOLIO HOLDERS**

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility,

CAN	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Community Strategy • Corporate Plan • Service Plans • Budgets • E.Government statements • BVPI's / Local PI's (separate document available) • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as "Spokesperson" for the Council in relation to Press / Media / outside the Council, but not exclusively (other Members may also	

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		have this shared role) (Council decision – 11th October ??)	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 nd May 2006)	
	6.	<i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i> (Exec January 2007 / Council ...)	
CANNOT		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
MAY	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / agenda preparation processes • Regulatory Committees, via normal report / 	

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		<p>agenda preparation processes</p> <ul style="list-style-type: none"> • Overview and Scrutiny Committee <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7

Climate change

It is now accepted that the world's climate is changing. It is everybody's responsibility to make sure we all do as much as possible to protect the environment and reduce our contribution to climate change. We must protect future generations from the consequences of our actions. Redditch Borough Council is already committed to taking action against climate change by signing the Nottingham Declaration in 2006 and by being the first local authority in the UK to have a housing development assessed against the Code for Sustainable Homes. The Code for Sustainable Homes is a national standard which assesses the environmental performance of all new build homes and addresses issues including water conservation, biodiversity and energy-efficiency. The Code has 6 categories of sustainability, with Level 6 being the highest.

What did Issues and Options ask?

There were three climate change related issues presented in the Issues and Options document. The first of these asked how sensitive environments could be protected whilst at the same time making sure that the technology associated with renewable energy is compatible with its environment. The second issue asked how much renewable energy should be provided as part of new developments and the last issue asked what the required standards of new development should be.

What you told us

You support the idea of ensuring that all new developments are built to high standards and that any renewable energy produced on-site must not compromise environmental quality. You also told us that the standard request rate for a proportion of renewables to be provided on a site should be the same as that requested in the WMRSS Preferred Option (currently 10%). With regards to the standards to which all development should meet, you preferred to request Level 4 or above of the Code for Sustainable Homes in all new housing and at least a 'very-good' BREEAM rating for non-residential developments.

What the Sustainability Appraisal suggests

In relation to renewable energy and environmental quality, the SA suggests that the most sustainable approach would be for any applicants to demonstrate how their on-site renewable energy production does not compromise environmental quality, so it suggests that your preferred option is sustainable. When considering the proportion of renewable energy appropriate on a site, the SA suggests that the most sustainable approach would be to request the standard of renewable

energy that is being sought regionally (currently 10%) so again this indicates that your preferred approach is sustainable. With regard to the standards of new development to be requested the SA suggests that the most suitable approach should be in line with the WMRSS. This approach states that Redditch Borough Council should be requesting the standard that is being sought regionally (Option 2) and Option 4 to 'require all new non-residential developments to achieve at least a 'very good' BREEAM rating (a recognised independent assessment of the environmental performance of buildings)'. Both of these approaches can be merged to form one preferred approach in the Preferred Draft Core Strategy.

The following draft policy is recommended as the most appropriate after considering all alternatives as part of the Sustainability Appraisal process and following consideration of the Evidence Base.

Combating Climate Change

- Policy X** To achieve sustainability, new developments must have regard to the need to climate-proof. Proposals must be designed and constructed to the highest possible environmental standards in order to ensure long-term viability in adapting to climate change and to work towards the achievement of carbon neutral developments. Therefore the following standards must be met:
- i. new residential development must meet the current regional standards contained within the Code for Sustainable Homes;
 - ii. offices and other non-domestic buildings should aim for 10% below the target emission rate of the current Building Regulations by 2016;
 - iii. the production of renewable energy should meet at least 10% of the development's residual energy demand (this applies to all new medium and large scale development (greater than 5 residential units or 1,000 square meters for non residential developments);
 - iv. proposals for medium and large-scale development (greater than 5 residential units or 1,000 square metres for non-residential developments) should be accompanied by a sustainability statement demonstrating that at least the 'good' standards, and wherever possible 'best practice' standards, as set out in the West Midlands Sustainability Checklist for Development, are achieved for each category in the Checklist;
 - v. the energy efficiency of the development has been

maximised through its siting and orientation, through the adoption of energy conservation measures, including natural ventilation and lighting; and

- vi. All development must protect, conserve, manage and enhance natural and built heritage assets; in particular schemes involving the production of renewable energy should enhance, link and extend natural habitats so that opportunities for species migration are not precluded.**

Development generating energy from renewable resources i.e. large scale renewable energy projects must ensure that nationally designated sites are not compromised. Such projects will only be considered favourable following a thorough assessment of their environmental, social and economic effects.

Reasoned Justification

This policy provides a framework to ensure new development has regard for the need to mitigate and adapt to climate change. One mechanism to achieve this is through promoting and encouraging renewable and low-carbon energy production. Maximising the potential for decentralised energy systems such as combined heat and power and community heating systems based on renewable and low-carbon energy is one approach to providing the required renewable energy. Opportunities to generate electricity and create and store heat through the use of solar, wind, Combined Heat and Power (CHP), fuel cells or other means is encouraged.

The West Midlands Regional Spatial Strategy, Phase Two Revision Preferred Option (December 2007) Policy SR3 'Sustainable Design and Construction (D)' states that all new medium and large scale development (greater than 10 residential units or 1,000 square meters) should incorporate renewable or low carbon energy equipment to meet at least 10% of the development's residual energy demand, and that Local Authorities may use lower thresholds for the size of developments. Due to the large number of small sites Redditch Borough is likely to accommodate a justified threshold for Redditch is 5 dwellings.

As well as renewable energy production, standards have been set which all new developments proposals must meet. As part of these standards, where appropriate residential dwellings delivered between 2008 and 2012 must meet the Code for Sustainable Homes (CSH) level 3 as a minimum; those delivered between 2013 and 2015 must meet CSH level 4 as a minimum; and those

delivered from 2016 must meet CSH level 6 as a minimum (zero carbon). This is in accordance with the standards required in the West Midlands Regional Spatial Strategy Preferred Option Phase Two Revision (December 2007) Policy SR3 'Sustainable Design and Construction' for clarity these requirements are set out in the table below.

The West Midlands Regional Spatial Strategy Phase Two Revision Preferred Option (December 2007) Policy SR3 'Sustainable Design and Construction (A)' states that all planning applications for medium and large scale development (greater than 10 residential units or 1,000 square meters for non-residential developments) should be accompanied by a sustainability statement. This statement should demonstrate that at least the 'good' standards, and wherever possible 'best practice' standards, as set out in the West Midlands Sustainability Checklist for Development, are achieved for each category. Due to the large amount of small sites Redditch Borough is likely to accommodate, a justified threshold for Redditch is 5 dwellings.

New development should seek, as a priority, to reduce their demand for energy by maximising the efficiency of the development. Renewable energy systems should then be used to supply 10% of the energy demand remaining (the residual energy demand).

The Sustainability Checklist for the West Midlands is an online tool that identifies a range of different economic, social and environmental sustainability issues covered in National Guidance and the West Midlands Regional Spatial Strategy. The tool enables users to assess to what extent a development site proposal will deliver on the different aspects of sustainability. Applicants are encouraged to use this tool to consider the sustainability of their proposal. The tool can be found at <http://www.checklistwestmidlands.co.uk/>.

Natural ventilation is one way of ensuring the efficiency of a building; it means the process of supplying and removing air through an indoor space by natural means.

The standards of new development (as at September 2008)

		As of 1 st May 2008	Later requirements
All Residential housing developments	CforSH (Feb. 2008)	Mandatory rating against Code – can be nil certificate	Code Level 3 by 2010 Code level 4 by 2013 Code level 6 by 2016
	WMRSS	meet the CABC 'Building for life' 'Good' standard	
	WMRSS	Water conservation standards in Level 4 of the Code for Sustainable Homes.	
	WMRSS	25% of the total minerals used derives from recycled and reused content.	
Residential housing developments 10 units (or 1,000 square metres) or more	WMRSS	Sustainability statement accompanying planning application which shows how the development has reached the 'good' or 'best practice' standard set out in the West Midlands Sustainability Checklist.	
	WMRSS	Meet the 'very good' standard of CABC 'Building for life'	
	WMRSS	Incorporate renewable or low carbon energy equipment to meet at least 10% of the developments residual energy demands	
All new Government-funded homes		Code level 3	

	WMRSS	25% of the total minerals used derives from recycled and reused content.	
Non-residential development	WMRSS		10% below the target emission rate of the current Building Regulations by 2016.
	WMRSS	25% of the total minerals used derives from recycled and reused content.	
	WMRSS	Offices to meet BREEAM offices scale with regard to water efficiency and other buildings achieve efficiency savings of at least 25%	



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13. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(LEAD DIRECTOR - SUE HANLEY)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Relevant Lead Director Acting Borough Director Acting Borough Director
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2009 / 12	Acting Borough Director Borough Director Relevant Lead Director

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	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. the Joint Scrutiny Exercise into Flooding 2. the Role of the Mayor Task and Finish Group; and 3. the Third Sector Task and Finish Group. 	<p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p>
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
25th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
25th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
29th April 2009	<p>REGULAR ITEMS</p> <p>Annual Overview and Scrutiny Report 2008/09</p>	Acting Borough Director

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OTHER ITEMS - DATE FIXED		
15th October 2008	Report on Passenger Transport in Redditch	Relevant Lead Directors
15th October 2008	Fees and Charges Task and Finish Group – Update Report on Responses to Recommendations	Relevant Lead Directors
15th October 2008	Portfolio Holder for Environment, Planning and Transport – Annual Report	Relevant Lead Directors
6th November 2008	Joint Scrutiny Exercise on Flooding – Report to Committee	Relevant Lead Directors
6th November 2008	Role of the Mayor Task and Finish Group – Reporting Recommendations.	Relevant Lead Directors
26th November 2008	Proposed Business Centres Scrutiny Exercise – Discussion	Relevant Lead Director
26th November 2008	Joint Policy for Unauthorised Encampments of Gypsies and Travellers - Update	Relevant Lead Directors
26th November 2008	Civil Parking Enforcement – Update Report on Responses to Recommendations	Relevant Lead Directors

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Committee

15th October 2008

26th November 2008	Portfolio Holder for Corporate Management – Annual Report	Relevant Lead Directors
17th December 2008	Housing Mutual Exchange – Scrutiny Launch	Relevant Lead Directors
17th December 2008	Third Sector Task and Finish Group – Reporting Recommendations	Relevant Lead Directors
14th January 2009	Portfolio Holder for Leisure and Tourism – Annual Report	Relevant Lead Directors
25th February 2009	Portfolio Holder for Community Safety – Annual Report	Relevant Lead Directors
25th February 2009	Review of ditches –discussion	Relevant Lead Director
18th March 2009	Fishing Tackle Heritage – Scoping Document	Relevant Lead Directors
18th March 2009	Portfolio Holder for Community Leadership and Partnership – Annual Report	Relevant Lead Directors
8th April 2009	Communications Task and Finish Group – Update report on response to recommendations	Relevant Lead Directors
8th July 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Directors
2nd September 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations.	Relevant Lead Directors

Overview & Scrutiny

Committee

15th October 2008

OTHER ITEMS – DATE NOT FIXED		
	Bus Services – Scoping Document	Relevant Lead Directors
	Update on fly tipping and the 'Worth It' Campaign	Relevant Lead Directors
	Community Calls for Action – Discussion	Relevant Lead Directors
	Work Programme Planning Day	Relevant Lead Directors

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