



CABINET

22 August 2011

**A Meeting of the CABINET will be held on Wednesday, 31st August, 2011, 6.00 pm
in Committee Room 1 - Marmion House**

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of the Previous Meeting** (Pages 1 - 4)
- 3 Declarations of Interest**

To receive any declarations of Members' interests (personal and/or personal and prejudicial) in any matters which are to be considered at this meeting.

When Members are declaring a personal interest or personal and prejudicial interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a personal and prejudicial interest in respect of which they do not have a dispensation.
- 4 Annual Review 2010/11** (Pages 5 - 18)
(Report of Leader of the Council)
- 5 Safeguarding Children and Vulnerable Adults** (Pages 19 - 78)
(Report of the Quality of Life Portfolio)
- 6 Increase in Disabled Facilities Grant Budget to Reflect Contributions** (Pages 79 - 82)

(Report of the Quality of Life Portfolio)

7 Tamworth Core Strategy: Proposed Housing Policy Consultation Responses (Pages 83 - 144)

(Report of the Economic Development and Enterprise Portfolio)

8 Infrastructure Delivery Plan (Pages 145 - 166)

(Report of the Economic Development and Enterprise Portfolio)

9 Write Offs 01/04/2011 - 30/06/2011 (Pages 167 - 174)

(Report of the Corporate Services & Assets Portfolio)

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Wheatley', with a horizontal line underneath the name.

Deputy Chief Executive

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors



MINUTES OF A MEETING OF THE CABINET HELD ON 20th JULY 2011

PRESENT: Councillor D Cook (Chair), Councillors R Pritchard, M Oates and J Garner

The following officers were present: John Wheatley (Deputy Chief Executive and Corporate Director (Resources)), Andrew Barratt (Deputy Director (Assets and Environment)), Stefan Garner (Deputy Director (Finance Exchequer and Revenues)), Matthew Bowers (Head of Strategic Planning and Development), Tina Mustafa (Housing Operations Manager) and Neil Mason (Sports Facilities Officer)

28 APOLOGIES FOR ABSENCE

Apologies were received from Councillors B Beale and S Claymore and A Goodwin, Chief Executive.

29 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29 June were approved and signed as a correct record.

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

30 DECLARATIONS OF INTEREST

There were no declarations of interest.

31 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES

LANDLORD TENANCY AGREEMENT

At the Corporate Scrutiny Committee held on 19 July 2011 the proposed Landlord Tenancy Agreement was scrutinised. The recommendations that followed were dealt with at agenda item 6.

32 ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2010/11

The Report of the Portfolio Holder for Corporate Services and Assets seeking to approve the actual 2010/11 Prudential Indicators within the report and accept the Treasury Management stewardship report for 2010/11 was considered.

RESOLVED

- 1 The actual 2010/11 Prudential Indicators within the report was approved, and;
- 2 The Treasury Management stewardship report for 2010/11 was accepted.

(Moved by Councillor R Pritchard and seconded by Councillor J Garner)

33 LANDLORD TENANCY AGREEMENT

The Report of the Portfolio Holder for the Quality of Life seeking to approve the Landlord Services Tenancy and Conditions shown at Annex One was considered.

RESOLVED

- 1 The proposed Tenancy Agreement and Conditions to be served on all secure tenants and used for new secure tenants was approved;
- 2 An incentive for the return of signed and fully completed Tenancy Agreement and Conditions was approved;

(Moved by Councillor M Oates and seconded Councillor by D Cook)

Corporate Scrutiny were thanked for the review of the report and following their feedback the following recommendations were added:

- 3 Cabinet delegated authority to the Portfolio Holder Quality of Life and officers to agree the necessary changes to the tenancy agreement following Corporate Scrutiny recommendations, and;
- 4 A cash incentive of £50 for the return of keys on time was approved.

(Moved by Councillor D Cook and seconded by Councillor M Oates)

34 LANDLORD IMPACT ASSESSMENT FOR ILLEGAL SUBLETTING 2010/11

The Report of the Portfolio Holder for Quality of Life seeking to approve the good practice guide/toolkit on illegal subletting, developed as a result of the grant funding obtained in 2010 was considered.

RESOLVED

- 1 The good practice guide/toolkit on illegal subletting, developed as a result of the grant funding obtained in 2010, shown at annex one was approved, and;
- 2 The approach outlined in relation to ceasing the fraud hot

line and incorporating this work into the wider landlord tenancy sustainment roles was supported.

(Moved by Councillor M Oates and seconded by Councillor J Garner)

35 CONSERVATION GRANT ANNUAL MONITORING REPORT 2010-2011

The Report of the Portfolio Holder for Economic Development and Enterprise providing Members with an update on the conservation grants offered by the Borough Council over the last financial year 2010-2011 was considered.

RESOLVED

- 1 Progress made in respect of the conservation grant programme in the 2010-2011 financial year was endorsed.

(Moved by Councillor D Cook and seconded by Councillor M Oates)

36 STAFFORDSHIRE HOARD TEMPORARY EXHIBITION

The Report of the Portfolio Holder for Economic Development and Enterprise seeking approval from Members to release the Staffordshire Hoard Contingency budget and their endorsement of the progress made to date in planning and preparing for the Hoard temporary exhibition was considered.

RESOLVED

- 1 The release of the £20k Staffordshire Hoard contingency budget to support the delivery of the temporary exhibition was approved;
- 2 The preparation and planning for the Staffordshire Hoard temporary exhibition was endorsed, and;
- 3 Merchandise will be available in the Tourist Information Centre as well as at the Castle.

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

37 GATEWAY PROJECT

The Report of the Portfolio Holder for Economic Development and Enterprise seeking approval from Members for funding to appoint a Landscape Architect to design a number of schemes for improvement of key gateways to the town centre and linkages between the town centre and popular edge of centre destinations, and updating Members as to how the town centre Masterplan can be taken forward and to request Member approval for funding be approved.

RESOLVED

- 1 The recent consultation exercise and further community engagement was endorsed, and
- 2 The release of £20k of Section 106 monies to this project was approved, and;
- 3 The procurement of a Landscape Architect to develop schemes for this project was approved.

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

38 RELEASE OF MONEY FROM CONTINGENCY BUDGET FOR DEFAULT ACTION BY THE BOROUGH COUNCIL IN RESPECT OF CURRENT SECTION 215 NOTICE RELATING TO 11 BLOOMFIELD WAY, TAMWORTH

The Report of the Portfolio for Economic Development and Enterprise seeking approval for the release of the necessary money for the Borough Council to ensure compliance with the Section 215 Notice served in February of this year, following the approval of the Planning Committee on 29 January 2011 was considered.

RESOLVED

- 1 The release of £7500 from the Contingency Budget to cover default action by the Borough Council to secure compliance with the Section 215 Notice served under the Town and Country Planning Act 1990 (as amended), in respect of 11 Bloomfield Way, Tamworth was approved, and;
- 2 The Deputy Director Communities, Partnership and Planning, in consultation with the Portfolio Holder Economic Development and Enterprise, was authorised to recover the costs of the default action by the most appropriate means.

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

39 BMX TRACK FEASIBILITY REPORT

The Report Holder for Corporate Governance and Assets and Portfolio Holder for Economic Development and Enterprise seeking endorsement from Members for the findings and conclusions reached by the independent feasibility study conducted by FMG Consulting into the potential for a completion BMX tract to be built in Tamworth, and to secure Member's endorsement for the proposed next steps as recommended by officers following consideration of the feasibility study was considered.

RESOLVED

- 1 The findings and conclusions of the independent feasibility study into a completion BMX racing track were endorsed;
- 2 The proposed next steps arising from the conclusions as detailed in this report were endorsed, and;
- 3 That the Torc site is promoted as a preferred location along with engagement with the land owners and other stakeholders to explore the possibilities of a combined facility at this site.

(Moved by Councillor R Pritchard and seconded by Councillor M Oates)

Leader

NAME OF COMMITTEE

Cabinet

DATE OF COMMITTEE

31 st August 2011

REPORT OF THE PORTFOLIO HOLDER; CORPORATE DIRECTOR; ASSISTANT DIRECTOR;
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Leader of the Council

REPORT OF THE

Corporate Performance Officer

TITLE OF REPORT

Annual Review 2010/11

EXEMPT INFORMATION

N/A

RECOMMENDATIONS

That Cabinet approves the Annual Review such that it can be published without delay
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PURPOSE

It is good practice for organisations to provide stakeholders with an annual review of activity.
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The Annual Review informs stakeholders (including members, staff, partners and the public at large) about the council's past performance and future aspirations; in accordance with the authority's obligations to communicate effectively with the public, be open to public scrutiny and to share its performance with the borough.

RESOURCE IMPLICATIONS

There are no financial implications directly arising from this report

LEGAL/RISK IMPLICATIONS BACKGROUND

There are no legal or risk implications directly arising from this report

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications arising from this report

CONCLUSIONS

BACKGROUND INFORMATION

REPORT AUTHOR

John Day

LIST OF BACKGROUND PAPERS

APPENDICES
Annual Review 2010/11

Tamworth Borough Council

Annual Review 2010/11

Contents

2. Foreword
4. Look back: 12 months at Tamworth Borough Council
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Anthony E. Goodwin
Chief Executive

Foreword

Never before have the changes and challenges facing local authorities been so radical or their impact so significant. As a result, the Council has been concentrating on 'what happens next?' and not upon 'what has already happened?'

The Annual Review provides all of this with an opportunity to look back and to remind ourselves of some of the great work we have done; despite the changes and challenges.

This year, we can look back with considerable pride and satisfaction and, with the aid of this review, measure how well we did against what we set out to do.

Our continued support for the voluntary sector meant that many of the most vulnerable in our communities were able to access support and services locally.

The introduction of what we now know to be an award winning Domestic Waste & Recycling Service has saved £500k per year and reduced the number of complaints.

Crime and anti-social behaviour figures continue to fall, making Tamworth a safer place, which in turn encourages major events such as the music festival and others to return.

With just one year to the Olympics, our Tourist Information Centre and Britain in Bloom teams have already won gold with the help of our communities.

All in all, yes, the Council performed well but there is still much to do.

Our focus shifts to the future.....our future; the need to raise the aspirations and attainment of our children, to increase the prosperity of our town and to continue our efforts to make Tamworth a safer and healthier place to live.

We will do all we can with the resources available and we know our partners will too. However we believe working with the community is vital to our success. Everyone within the borough has an essential role to play in helping us concentrate our efforts on 'One Tamworth, Perfectly Placed'.

The last 12 months has brought many challenges to councils and communities across the country, yet in Tamworth we are not only striving to seek new opportunities, we are implementing innovative ways of working.

This year I presented a four-year balanced budget to Full Council, which is a huge achievement when coupled with the fact we have frozen Council Tax with no cuts to front line services.

Despite the news portraying a gloomy national picture for many, we have worked hard to make sure we know what is going on in our communities and working with groups in key areas to make a difference.

We have spent more than £80,000 on community projects; chosen and voted for by residents. I believe this way of working is a radical departure from how many local authorities operate; and it works. I know having staff based in our communities means we are much closer to our residents, meaning we can address concerns before they become issues.

Our outdoor events programme continues to grow, seeing thousands flock to St George's Day, our impressive fireworks evening, our Christmas lights, to the many specialist days we run throughout the year.

These events not only bring people to the town but they also boost our economy; almost a million pound is spent in and around the town as a result of our events.

During the last financial year plans were put in place for a bigger and better information centre to put Tamworth on the map. This is now up and running and early indications show it is going from strength to strength.

While there is a lot going on in and around our borough that people can see, behind the scenes there is a great deal of strategic work going to shape Tamworth's future. Our new vision 'One Tamworth Perfectly Placed' means we are working towards one single goal. To achieve this, we have formed the Tamworth Strategic Partnership which is made up of organisations such as the police, the fire service, the youth service, social landlords and health professionals to make sure we are all working together.

I am constantly amazed at the wealth of knowledge, expertise and enthusiasm we have here in Tamworth. With so many people working together to make sure Tamworth really is 'perfectly placed', I am confident our borough will continue to offer excellent opportunities for businesses in Tamworth, visitors and residents, while ensuring our young people can meet their full potential.



Councillor Daniel Cook
Leader





The last 12 months: A look back

Working more closely than ever before with our residents in the very heart of our communities, news that the Staffordshire Hoard would be exhibited at Tamworth Castle, the Midlands Music Festival bringing 20,000 people to the Castle Grounds, free swimming for everyone, a new 'finding a home' service and a brand new waste management service were just some of Tamworth Borough Council's achievements over the past 12 months.



Despite the difficult financial backdrop faced by local authorities across the country, Tamworth Borough Council has continued to go from strength-to-strength, including new and innovative projects to make sure we are supporting the needs of Tamworth residents, visitors and businesses.

The Borough Council funded local groups to the tune of £750,000 to provide services urgently needed by the public. This included grants to the CAB, Barnardo's, Samaritans and Home Start.

In addition, Tamworth 'struck gold' in the Heart of England in Bloom competition which saw the entire borough awash with bright blooms, including a floral tribute to the 'Tamworth Two', the displays raised many positive comments from residents and visitors alike.

Our impressive outdoor events and entertainment programme saw more than 100,000 people attend. This raised an income of £185,000 and as a result of these events, almost £1 million was spent in and around the borough. This includes money spent on food, accommodation and visiting other places in the town.

Events included St George's Day, the fireworks extravaganza and the Christmas lights switch-on. At a time

when many others have been forced to significantly scale back events, we continue to not only believe - but also invest - in community events which evoke a feeling of community pride.

'Big Society' is not new to Tamworth; we pride ourselves on our work with our communities – or 'locality' working. This has been a major priority and focus of our work for some time. In fact, in the last twelve months communities in a number of areas across the borough were given the chance to identify and vote for projects they wanted to see in their area. This saw £80,000 directly spent on funding activities provided by local groups and organisations and more importantly, voted for by local residents.

It is only by listening to our residents, businesses and visitors we can make sure our work and priorities meets their needs. We pride ourselves on making sure we consult as often as possible through work with our Citizens Panel, Tamworth Listens events and other avenues, while also tying our work into the national government agenda.

We are constantly reviewing our vision, priorities and values to make sure we continue to serve our communities as well as we can. We

know without the input of our residents, dedicated staff and councillors, we would not be able to provide the high level of services, events and new projects we pride ourselves on. We like to think we are leading the way in how a local authority should operate; regardless of the national picture.



Our vision, your priorities

For 2010/11, our vision was unchanged, but our priorities were revised slightly.

Vision

- By 2020, Tamworth will be an ideal place to live, work and raise your family in the Heart of England

Corporate priorities

- Working with local people and partners we will make our communities safer, more confident and better places to live
- Working with local people and others we shall develop and maintain an environment that reflects the needs of the future while conserving the uniqueness of our past
- Working with others we will develop a vibrant and prosperous town
- Working with local people and partners we will improve housing choice and address housing needs for the people of Tamworth
- Working with others we will promote Tamworth as good for business; great to visit and welcoming to all
- Actively support those responsible for the improvement of health and education standards in Tamworth
- To be accountable, approachable and visible



See our videos taken at the election, street wardens and from our community events: www.youtube.com/user/TamworthCouncil

Celebrating success

It would be almost impossible to list all of our achievements over the past year, however some of the highlights include:

- The launch of the Finding a Home Scheme
- Street wardens given powers to issue fixed penalty notices for littering and dog fouling
- £750,000 funding to local groups and organisations
- Introduction of a shared domestic waste and recycling service with Lichfield, saving £500k a year
- Heart of England in Bloom Gold award
- The Midlands Music Festival held in the Castle Grounds attracting more than 20,000 visitors
- The Tourist Information Centre winning Gold in the Enjoy England Excellence Awards
- St George's Day celebration saw 10,000 people flocking to the Castle Grounds

Achievements such as these, when set alongside the borough's major events programme and the securing of the Staffordshire Hoard exhibition, represent the headlines. What also warrants mention are the superb day-to-day achievements of our Benefits team, our housing staff, planning officers and environmental health teams who collectively and tirelessly work to make Tamworth a better place.

Our Community Development Officers have taken the 'localities' work from strength-to-strength, including community events which saw hundreds of people come together, raising community pride and spirit.

In addition, there are our support services which ensure Tamworth Borough Council continues to operate to such high ethical, financial and performance standards.

The organisation and running of last year's general election also warrants mention. It involved the delivery of almost 60,000 poll cards, running 77 polling stations, the count and the post election work.



This last year also saw a dramatic swing towards 'business led' achievements. Progress on promoting the unique blend of leisure, heritage and retail offers was made under the leadership of the 'Place Project', which sees the local authority working with private businesses and voluntary organisations to ensure Tamworth is promoted much better than ever before.

At the same time, the Greater Birmingham & Solihull Local Enterprise Partnership (LEP) brought together private and public sector leaders from across the region, to focus on regenerating and rebuilding local prosperity.

Tamworth community and voluntary groups receive £3/4 million funding

In total nine organisations received £683,395, including £195,000 to Tamworth CVS, £180,000 to Citizens Advice Bureau while Barnardo's received £75,000.

The grants means taxpayers' money is being spent where it is most needed for residents living in Tamworth. It is the equivalent of almost £21 per household.

By working more closely with voluntary and community groups, the Borough Council was able to consider in greater detail what services were available and how they could better meet the needs of local people. By working with and commissioning local voluntary and community groups, it means that organisations can work in the heart of the community and provide good quality services.

- Citizen's Advice Bureau, £180,000 – To increase access to debt and financial well being advice
- Tamworth CVS, £93,000 – build support for voluntary and community sector
- Barnardo's - £75,395 – provide support for parenting and support for families
- And an additional £75,000 – To support vulnerable adults at risk of mental health
- Home Start - £75,000 – Supporting parents and people with young families vulnerable to mental distress due to social isolation, bereavement and marital breakdown
- Barnardo's - £50,000 – promote the well being and mental health of all children and young people, especially those at higher risk
- Staffordshire Wildlife Trust – £45,000 – protect and enhance wildlife and wild places and encouraging community involvement
- Tamworth CVS – £27,000 – increase awareness and knowledge of volunteering
- Home Start - £27,000 – working with families on low incomes to prevent debt and poverty
- Samaritans - £21,000 – supporting vulnerable people experiencing mental health issues and those at risk of self harm or suicide
- Tamworth Credit Union, £15,000 – provide affordable loans and promote savings





Our achievements

Our performance over the last 12 months has been strong – The facts speak for themselves: we are performing well against our indicators. Our Corporate Scorecard, which gives information on performance against our performance indicators, is available on our website. However we are constantly learning and moving things forward. For 2011/12, we have revised our corporate priorities and our performance framework is now dedicated around 'Tamworth the Place'. Read our Corporate Plan 2011/12 on our website: www.tamworth.gov.uk

'Making our communities safer, more confident and better places to live'

The work of the Community Safety Partnership, of which we are a lead member, has resulted in a fall in crime and anti-social behaviour during 2010/11. Innovative projects such as the "Red Card Campaign" to tackle domestic violence, "Operation Safer Nights plus" and the "Safer Tamworth" event held at the Assembly Rooms have been contributory factors to this success.

The Council's Community Safety team has now relocated to the police station, providing operational and tactical benefit through better tasking and co-ordination.

The participatory budgeting programme – which saw communities vote on projects they wanted to see in their area - continued with events held in our priority areas of Glascoate, Belgrave and Stonydelph. To date, 14 groups have been supported.

Our "Grants to voluntary organisations scheme" recognises the valuable contribution such organisations make to our borough. This has resulted in £9,500 being shared among 18 such groups.

Our continued commitment to working with communities saw the opening of the fourth ARCH (Advice Resource Community Hub) centre in Belgrave.

Grants totalling £750,000 were given out to CAB, Tamworth CVS, Barnardo's, Home Start, Staffordshire Wildlife Trust and Tamworth Credit Union.



'An environment that reflects the needs of the future while conserving the uniqueness of our past'

The new joint waste collection service has delivered not only yearly cost savings of £500k, but has also resulted in an improved household waste recycling figure which in turn has led to lower waste to landfill figures.

Following the award of silver gilt in 2009 in the Heart of England in Bloom competition, we went one better in 2010 and were awarded gold for our floral displays. The various estate walkabouts and "tidy up" events with residents contribute to keeping the borough tidy.



'Get behind us!' – street wardens urge public on litter campaign

Street wardens urged the public to lend their support to their new litter campaign. Every week, Borough Council Street Scene staff collect more than 200 bags of litter from the streets. This is equal to 215 tonnes a year – the weight of 50 African elephants - and costs in region of £1 million every year to clean up.

The new campaign saw street wardens given enforcement powers, meaning they could issue fixed penalty notices for littering or letting their dogs foul. Failure to pay the fixed penalty could lead to prosecution.

'Get Behind Us' was in response to surveys which revealed more than half of residents felt litter was a problem in Tamworth, while 89% of residents supported an active approach to environmental crime.

- More than 100 fixed penalty notices and 124 environmental crime notices have been issued
- Tamworth Borough Council provides 750 street litter bins
- These bins are emptied by Street Scene staff 2,282 times per week
- Street Scene staff collects on average 200 bags of street litter per week
- It costs approximately £1 million per year to manually clean litter in Tamworth every year

See our 'In Bloom' and street warden videos:
www.youtube.com/user/TamworthCouncil



'Developing a vibrant and prosperous town'

The Assembly Rooms, Castle, Castle Grounds, Snowdome, Ventura Park and our historic town centre, including St Editha's Church, are just some of the attractions Tamworth has to offer.

We have proved time and time again that we are expert at handling major events; the weekend-long Tamworth Music Festival attracted more than 20,000 visitors to the town and the spectacular annual firework display was attended by 18,000 people. These events also bring around £1 million into the borough.

As well as the leisure and history element to our town, we have an enviable infrastructure. Despite the economic downturn businesses have continued to invest in Tamworth, showing their confidence in the borough. In addition, Gungate was demolished, paving the way for a major redevelopment of the site.

John Lewis at Home, Outfit (which incorporates a number of leading high street brands), and a new B&Q are all recent additions to Tamworth. As well as bringing more money into the area, these companies are also providing employment.

We fully supported and helped shape Birmingham and Solihull Local Enterprise Partnership (LEP). This means we now have a bigger voice when it comes to important decisions, while influencing key policies and investments.

This, coupled with the branding of 'Tamworth the place', will help us to attract more inward investment, a positive step for the town. Through the shared economic development service with Lichfield District Council, a number of projects have been jointly managed and delivered, including Think Local 4 Business.

Tamworth remains a key player in the Mercian Trail Partnership and is part of the 'Hoard on Tour 2011'. This is a very exciting prospect for the town when visitors will have the opportunity see the top 40 Staffordshire Hoard items on display at Tamworth Castle.



See our fireworks and music festival videos:
www.youtube.com/user/TamworthCouncil

'Improving housing choice and addressing housing needs'

New housing scheme proves a big success

The 'Finding a Home' scheme which gives people looking for a home a lot more choice over where they live has been hailed as a success, almost a year on from its launch.

Tamworth Borough Council's Finding a Home scheme – or choice-based lettings – began in May last year and means people looking for a council home are able to bid for properties they are interested in, rather than having a home allocated by the authority.

Under the Finding a Home scheme, people registered with Tamworth Borough Council are told which band they fall into and which properties are available to them, instead of the old points-based waiting list system.

Existing and potential tenants can express an interest in – or 'bid' for – up to three properties a week. All empty homes are listed on the Borough Council's website and displayed in Marmion House. The homes are then allocated based on housing need and length of time an applicant has been registered.

Since the launch of Finding a Home last year:

- More than 300 properties have been let
- 6-7 properties a week are available for bidding on
- An average of 44 bids a week are made on available properties
- Customer satisfaction surveys show that 93% of people who have used choice-based lettings to find a home are satisfied with the service



Affordable homes are one of the objectives under this priority and during the last twelve months, 70 units of this type of accommodation were completed. Home Energy Advice Tamworth (HEAT) continued and many residents took advantage of free or discounted home insulation measures.

Tenant satisfaction with our landlord services improved from 65% in 2008/09 to 75% in 2010/11.



See our carnival, TIC and St George's Day videos: www.youtube.com/user/TamworthCouncil

'Promoting Tamworth as good for business, great to visit and welcoming to all'

Tamworth truly is a great place to visit. The Assembly Rooms hosted more than 100 events last year, our Outdoor Events team ran 17 events and were involved with 15 arts development projects. The events and programmes attracted more than 100,000 visitors to the town with a 97% satisfaction rating.

Examples of these include the French and Italian markets, Heritage Open Weekend and the St George's Day celebrations. The TIC achieved recognition for the sterling work to promote our town and its wide range of services by winning gold in the regional final of the Enjoy England Excellence Awards.

To further enhance the service provided, plans were underway to relocate to bigger and better premises in the Philip Dix centre during 2011/2012.

Businesses are also continuing to invest in Tamworth and bringing more employment to the area. This is very encouraging during the current financial situation.



'Supporting the improvement of health and education standards'

Our revised priorities recognised that while we do not have a direct responsibility for health and education, it is something which is very important to us. Examples of how we play a major part in the health and education agenda include: an outdoor gym in the Castle Grounds, the launch of the various "life check" services and free swimming for the under 16s and over 60s. Plans to provide free swimming for all at Wilnecote Leisure Centre were also under discussion for 2011-2012.

We also worked closely with primary schools, including pupils getting involved in a vegetable growing competition for 'In Bloom', the work the street wardens carry out in local schools and the hosting of events at the Assembly Rooms for education and NHS services.

'To be accountable, approachable and visible'

The Annual Audit letter issued by the Audit Commission gave an 'unqualified' opinion on our accounts, it also praised us for our approach to consultation with communities over budget setting, working with residents to allocate resources in their area and joint working such as the waste management service, building control, economic development and health and safety.

As part of the Tamworth Listens initiative we undertook a "speed date your councillor" event. This enabled members of the public to pose questions to Councillors, officers and representatives from the fire and police services. An on-line forum gave members of the public the opportunity to have a blog chat with the leader of the council. Plans are being made for a "Cabinet on Tour" which will see residents being able to put questions to senior councillors at different venues throughout the borough during the year.

Even in difficult economic times our collection rates for council tax, business rates and debtors remain high and for those experiencing difficulties, our benefits team were able to process claims speedily.

Our online election coverage, which included live blogging and video, was highlighted as best practice by Socitm, the membership association for ICT professions across public sectors.

We also introduced a number of social networks including a blog, YouTube channel and Twitter account. This has enabled residents to get involved in a debate with the borough council, meaning we can have a two-way dialogue with our communities.



Our Councillors 2010/11

Tamworth Borough Council consists of 30 councillors in 10 wards. Following the local authority election in May 2010, the Council was made up of 24 Conservative, five Labour and one Independent councillors. Details of all our councillors can be found by visiting: www.tamworth.gov.uk





A look to the future: 'One Tamworth, Perfectly Placed'

'One Tamworth, Perfectly Placed' is the new, single vision for Tamworth Borough Council, approved by Cabinet at the start of the year.

It has long been a political aspiration that organisations we work with agree to tackle the most important issues facing Tamworth and we all share the same vision.

By working towards one single goal, this will help us achieve our new goal for those who live, work and visit the area; to ensure our focus is 'One Tamworth, Perfectly Placed'.

However, the real challenge facing politicians and officers is balancing the increasing needs and aspirations of our diverse communities, with the funds and resources available.

We believe we have done this: the single vision shows how we will deliver services, support communities and influence partners and organisations. This allows us to tackle the most important, long term issues facing Tamworth, the community and the place.

The County Council, Police, Health Service, Fire & Rescue Services, voluntary sector and others will also adopt a similar approach.

Working together, sharing skills and resources while focusing on what is important, is the most effective way for not only the borough council to work, but all our partner organisations. By adopting one single vision we know residents will see a difference.



To Aspire and Prosper in Tamworth

To create and sustain a thriving local economy and make Tamworth a more aspirational and competitive place to do business.

To achieve this we will:

- a) Raise the aspiration and attainment levels of young people
- b) Create opportunities for business growth through developing and using skills and talent
- c) Promote private sector growth and create quality employment locally
- d) Brand and market "Tamworth" as a great place to "live life to the full"
- e) Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.



To be Healthier and Safer in Tamworth

To create a safe environment in which local people reach their full potential and live longer, healthier lives.

To achieve this we will:

- a) Address the causes of poor health in children and young people
- b) Improve the health and well being of older people by supporting them to live active, independent lives
- c) Reduce the harm and wider consequences of alcohol abuse on individuals, families and society
- d) Implement 'Total Place' solutions to tackling crime and ASB in designated localities
- e) Develop innovative early interventions to tackle youth crime and ASB, and
- f) Create an integral approach to protecting those most vulnerable in our local communities.



Draft Unaudited Summary Accounts

The Cost of Council Services for 2010/11

The **Comprehensive Income and Expenditure Account** below shows the cost of running Council services between April 2010 and March 2011, where the money came from to finance those costs along with the surplus or deficit at the year end.

Tamworth Borough Council budgeted to make a deficit of £1.13m in 2010/11. The year-end position was a deficit of £0.37m.

The improvement in the Council's estimated financial position arose mainly from extra income from a Non-Domestic Rates refund, a VAT refund and savings in contingency budgets. The Council's general fund balances at 31st March 2011 was reduced by the in year deficit to £4.51m.

Comprehensive Income and Expenditure Account

2009/10 £m	2010/11 £m
0.6	0.9
9.1	9.8
0.1	0.4
(7.0)	34.4
1.4	1.7
1.4	1.6
0.2	(7.0)
5.8	41.8
1.8	(2.3)
3.2	(28.6)
10.8	10.9
(3.4)	
(1.6)	(3.5)
(5.5)	(1.0)
0.3	(6.0)
5.2	0.4
4.9	4.9
	4.5

Housing Revenue Account

The overall revenue financial position relating to council housing shows a surplus for the year of £0.37m. This equates to an overspend of £0.16m when compared to the approved budget for the year, mainly due to higher Government subsidy costs due to lower interest costs together with lower than expected garage rent income. This has resulted in an increase in housing revenue account balances from £4.71m to £5.09m to be carried forward to 2011/12.

2009/10 £m	2010/11 £m
(16.4)	
9.4	
1.2	
4.9	
(0.9)	(0.4)
3.8	4.7
4.7	5.1

Capital Expenditure

During 2010/11 the Council spent £5.62m on capital works. The majority of expenditure related to improvement, enhancement or ongoing construction works. Fixed asset acquisitions in the year include the purchase of IT equipment (software & hardware); costs associated with the expansion of the Waste Management and Recycling Scheme; the cost of works to the river bank and the enhancements to the CCTV System.

During the year Wincrest House flats were demolished and the site cleared.

2009/10 £m	2010/11 £m
4.2	
0.0	
0.5	
0.0	
0.4	
0.1	
0.3	
0.1	
3.4	
9.0	5.6
1.0	
0.6	
3.5	
0.5	
3.4	
0.0	
9.0	5.6



Balance Sheet – what the Council owns, owes or is owed

31 March 2010	31 March 2011
£m	£m
220	169
16	16
(7)	(6)
17	15
(39)	(23)
(20)	(20)
187	151
7	7
10	10
3	2
206	155
(39)	(23)
187	151

The Council's Statement of Accounts has been prepared in accordance with the Accounting Code of Practice under International Financial Reporting Standards. For the purposes of this summary some simplifications have been made to provide more meaningful information.

Following conclusion of the audit by the Audit Commission, a full copy of the Council's 2010/11 audited accounts will be available on the Council's website.

A copy of the Council's 2010/11 unaudited accounts is available on the Council's website www.tamworth.gov.uk and available for inspection at Marmion House. Please contact the Corporate Director Resources on 01827 709252 for further details.



Contact Us

To provide feedback specifically on the form and content of this Annual Review, please email john-day@tamworth.gov.uk

For more information about Tamworth Borough Council visit our website at www.tamworth.gov.uk or pick up a copy of our residents' magazine, Talkback.

Alternative Formats

If you require this document in another format or language please contact us.

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CABINET

31st August 2011

Report of the Portfolio Holder Quality of Life

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

PURPOSE

The purpose of the report is to secure Members' approval to adopt the revised Children and Vulnerable Adult Protection Policy (CVAPP), please see appendix 'A'.

RECOMMENDATIONS

That Members:

- 1. Approve the draft Safeguarding Children and Vulnerable Adults Protection Policy**
- 2. Endorse the implementation of the policy and promote attendance at the Safeguarding Children and Vulnerable Adults Protection training associated with this policy**

RESOURCE IMPLICATIONS

There are no immediate financial implications arising from this report. The cost of training and materials will be met from existing budgets.

LEGAL/RISK IMPLICATIONS BACKGROUND

This policy has been revised in line with the Working Together to Safeguard Children inter-agency guide 2010. An equalities impact assessment has been completed and is attached at appendix 'B'.

BACKGROUND INFORMATION

Tamworth Borough Council has both a legal and moral duty to protect vulnerable children and adults from harm. The Children's Acts 1989 and 2004 along with the associated statutory guidance set out our legal responsibilities for protecting children. As part of our ongoing commitment to these responsibilities the Council has revised

the current policy in line with the revised Working Together to Safeguard Children that was published in March 2010 following the publication of Lord Laming's report, *The protection of Children in England: A Progress Report*, March 2009.

We have a duty to recognise and report any issues that we detect via our contact with customers, visitors and from our partners that identify potential issues of safety, welfare or vulnerability of an individual. At Tamworth Borough Council we take that duty seriously and to support our policy and training, have launched an on-line reporting tool via our corporate CRM system.

Access to the CRM for all staff is via our intranet, and is proving to be used widely by various teams. It is also evident that other agencies are advising us of safeguarding issues and these are also being incorporated onto recording and reporting system.

Between 1 Apr 2010 until 31 March 2011, 61 initial concerns have been reported and logged onto the Councils CRM system

In summary the reports are telling us that –

1. Teams using the CRM to report their initial concerns are – Housing Services (Estate Management, Housing Advice, Cleaning and Caretaking Services, Income Management), CCTV, Street Wardens, Sports Development, Strategic Partnerships, Housing Benefits and Customer Services.
2. Geographically we have received reports that relate to the following areas - Town centre (shopping centre & homeless) (14) , Town Centre (residential) (2), Amington (2), Glascote (4), Fazeley (3), Bolehall (2) Leyfields (6), Belgrave (8), Kettlebrook (1), Wilnecote (1), Coton Green (2), Stonydelph (14), and (3) for Lichfield.
3. Those we have concerns for age between approximately 20 months old to 90 years old.
4. Reports have come in from a variety of sources, staff witnessing issues, neighbours reporting issues, staff hearing concerns when talking to customers over the phone, we have received 3 reports from outside agencies (Hospital, the Police and a College).
5. There are significant implications for the Housing Service, with the exception of a few reports – most appear to relate to those in Council accommodation and some are in need of Council assistance in finding accommodation/housing advice.
6. Reports range from verbal abuse to serious sexual abuse to financial abuse.
7. Some reports relate to multiple types of suspected abuse, with this there appears to be a link with substance abuse & sexual abuse.
8. There are several reports linked to alcohol related incidents.
9. It would also appear that most incidents take place at home or very near to the home of the person we have concerns for.
10. We've had 2 reports of children being left in cars.
11. All incidents were reported to the Police, First Response, or another agency.

The revised Policy and Procedures have been endorsed by the Staffordshire Safeguarding Children's Board. The CVAPP is split into two sections with the first providing a policy context for the procedures which follow in section two.

REPORT AUTHOR

Rob Mitchell, Deputy Director Communities, Planning & Partnerships 01827 709616
Rob-mitchell@tamworth.gov.uk

LIST OF BACKGROUND PAPERS

Working Together to Safeguard Children (2010 DCSF)
Statutory Guidance Under Section 11 of the Children Act 2004
The Laming Report 2009, The Protection of Children in England

APPENDICES

Appendix 'A' – Tamworth Borough Council Safeguarding Children and Vulnerable Adults Protection Policy
Appendix 'B' – Equality Impact Assessment

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CORPORATE POLICY

Children and Vulnerable Adults Protection Policy

Document Hierarchy: Policy

Document Status: Final Draft

Document Ref: DOC CVAPP

Originator: L Shore

Updated: S Ivey

Owner: Deputy Director Communities, Planning and Partnerships

Version: 7

Date: 26/03/11

To be approved by Corporate Management Team and Cabinet

Classification: SEC1 - Routine

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Children and Vulnerable Adults Protection Policy
02 12 10 v. 7 Draft

Document Location

This document is held by Tamworth Borough Council, and the document owner is Robert Mitchell DD Communities Planning and Partnerships.

Printed documents may be obsolete, an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
August 08	1	Re draft pre existing policy
02/12/08	2	Draft incorporate Staffs Safeguarding Board changes
09/02/09	3	Draft procedural
16/3/09	4	Final Draft minor edit
31/3/09	5	Data protection content updated
12/6/09	6	Role of Members
01/04/11	7	Review of policy implementation of Working Together 2010 guidance

Approvals V7

Name	Title	Approved
Robert Mitchell	DD Communities Planning and Partnerships	01-05-11
Carrie Wain	Staffordshire Safeguarding Children Board	27-06-11
Maria DuQuesnay	District Director Adult Social Care and Health	
Tony Goodwin	Chief Executive	
Tracy Yeomans	Customer Services Manager	
Jane Hackett	Solicitor Monitoring Officer	
Christie Tims	HR Manager	
CMT	-	
Cabinet	-	

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Children and Vulnerable Adults Protection Policy
02 12 10 v. 7 Draft

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the Intranet and access by authorised users.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

Section 1 Children and Vulnerable Adults Protection Policy

Section 2 Procedure Guide



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Children and Vulnerable Adults Protection Policy
02 12 10 v. 7 Draft

Section 1 - Policy Contents

- 1 Introduction
- 2 Policy Statement
- 3 Principles
- 4 Summary of supporting documentation

Section 2 - Procedure Guide Contents

- 1 Introduction
- 2 Definitions used within the procedure
- 3 Roles and responsibilities within the Council
- 4 Recognition of abuse and bullying
- 5 Responding to disclosure, suspicions and allegations
- 6 Promoting good practice with children and vulnerable adults
- 7 Best practice in the recruitment of staff and volunteers working with children
- 8 Contact Information

1 Introduction

All children and vulnerable adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Tamworth Borough Council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council.

The purpose of this policy and its associated procedures is to help protect the children and vulnerable adults placed in our care within our services and protect Tamworth Borough Council, its staff, elected members and volunteers.

The principle of vulnerable adult protection is slightly different to that of child protection and raises different issues. It is acknowledged that there are different issues to take into account when dealing with cases of the abuse of children and the abuse of vulnerable adults. Therefore the supporting procedures include two distinct sections covering the different types of abuse experienced by children and vulnerable adults.

2 Policy Statement

Tamworth Borough Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children and vulnerable adults, to safeguard their well being and protect them from abuse when they are engaged in services organised and provided by the Council. This is identified within section 11 of the Children's Act 2004. We aim to comply with our duties under the Act by:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm.

- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risk to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and Procedures and those of the Staffordshire Safeguarding Children Board and 'No Secrets' guidance, as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Children and Vulnerable Adults Protection Policy and Procedures, Code of Conduct and associated procedures (see Appendix G).
- Reviewing and evaluating these Policy and Procedures on an annual basis in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensure representatives of Tamworth Council who have contact with children, young people or vulnerable adults are subject to safe recruitment procedures. This includes an appropriate Criminal Records Bureau (CRB) check prior to any appointment which should be repeated every three years.
- This is also applicable for when the council is working in partnership with other private, voluntary or contracted organisations and employees. The Council will require written confirmation that any employee provided by these partner agencies, has where appropriate been subject to CRB disclosures. The Council will also require copies of external organisations safeguarding policy and procedures.

3 Principles

This policy and supporting procedures are based on the following principles

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of Staffordshire Children's Social Care and the Police to conduct where appropriate, a joint investigation.

- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

4 Supporting Documents

Documents specific to Tamworth Borough Council

- Children and Vulnerable Adults Protection Procedures
- Dignity at Work Policy and Procedures
- Confidential Reporting (Whistleblowing) Procedure
- Recruitment Procedure
- Data Protection Policy
- Individual Service operating procedures relating to undertaking the delivery of services to children, vulnerable adults, their parents, guardians or carers.

General Background Information

- The Children Act 1989 – provides legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm. The welfare of the child is paramount.
- The Children’s Act 2004 - Section 11 places a duty on all organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The Act offered the legislative framework for the implementation of the five Every Child Matters principles which are considered to be integral to achieving positive outcomes and life chances for all children and young people from birth into adulthood. These principles are;

Be healthy
 Staying safe
 Enjoying and achieving
 Making a positive contribution
 Achieving economic wellbeing

- Working Together to Safeguard Children’ 1999. This statutory guidance was revised by the government in 2006 and again in March 2010. It details the roles and responsibilities of all agencies with the aim of promoting effective working together to promote the welfare

and safety of children. To view the 2010 Working Together to Safeguard Children statutory guidance please go to;

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

- Care Standards Act 2000 - this Act details the statutory responsibility for all agencies to ensure the protection of vulnerable adults.
- Inter-agency procedures for safeguarding children and promoting their welfare (all available on line at www.staffsscb.org.uk)

There is a wide range of associated legislation and guidance available, see the Office of Public Sector Information for more information (www.opsi.gov.uk)

Section 2 Procedure Guide

1 Introduction

This set of procedures and guidelines sets out how Tamworth Borough Council will implement the Children and Vulnerable Adults Protection Policy. It is to be used by all staff that come into direct contact with those who fall under the definition of the Procedure, or those who are responsible for managing services that affect these individuals or groups.

The procedure guide is intended to be used in conjunction with the policy document, and other supporting individual service procedures.

2 Definitions used within the Procedure

- The term children or young person is used to refer to anyone under the age of 18 years.
- All the policies and procedures described within this document refer to vulnerable adults as well as children.
- The term “vulnerable adult” or a person with community care needs can include people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.
- The term parent is used as a generic term to represent parents, carers and guardians.

- The term staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf, delivering a service for or representing the Council.

3 Roles and responsibilities within the Council

Designated Child and Vulnerable Adult Protection Officer

For the Council the Designated Child and Vulnerable Adult Protection Officer is the Solicitor to the Council & Monitoring Officer. It is their responsibility to:

- Receive information from staff, volunteers and children who have concerns, and record them. The standard form is attached at Appendix B.
- Be the delegated liaison on behalf of the Council for any formal investigations into allegations of abuse undertaken by the police and / or Staffordshire’s Children’s Social Care Service (CSC).
- Receive the appropriate child protection and vulnerable adults protection training.

In the absence of the Designated Child and Vulnerable Adult Protection Officer queries should be forwarded to Deputy Child and Vulnerable Adult Protection Officer the Deputy Director for Communities, Planning and Partnerships or one of the departmental safeguarding officers. Queries can also be raised directly with Staffordshire’s CSC First Response Team or the Vulnerable Adult Protection Team (see appendix A for contact details).

The Director, Community Services

The Director (or a delegated Deputy Director within the Community Directorate) is responsible for:

- Ensuring Policy documents and procedures are up to date and in line with best practice as defined under the “No secrets” documentation and other legislative and statutory guidance.
- Ensuring that all of their employees (including volunteers, contractors, agents and other partner representatives) are aware of this policy and understand how to comply with this procedure.

- Working with responsible bodies to implement and promote a partnership approach to working together to protect children and vulnerable adults in all areas of the community.

Head of Organisational Development

The Head of Organisational Development is responsible for ensuring:

- Appropriate procedures are in place to carry out pre-employment checks for all employees and volunteers working with the Council who have contact with children and / or vulnerable adults in carrying out their duties, including robust reference and CRB disclosure checking processes.
- Will ensure that CRB checks are renewed every three years in accordance with CRB policy.
- Will ensure that CRB checks and employee references are kept secure and confidential in compliance with the CRB Code of Practice.
- Will maintain a record of all employees and volunteers that have completed a CRB check and are considered to be suitable for working with children, young people and vulnerable adults.
- Will ensure correct procedures are in place for checking staff against future Independent Safeguarding Authority requirements.
- Training is in place for all staff who fall into the definition of level 1 (basic) or level 2 (specialist / intermediate) and any additional specialist training as part of the corporate training plans for induction and on-going training, and that adequate budget is in place to fund training for those staff who require it as a part of their role.
- Appropriate support is provided for any employee that reports a concern in good faith, even if these concerns are subsequently proven to be unfounded.

Departmental Children and Vulnerable Adult Protection Officers

- Staff can seek advice or raise concerns with their Departmental Children & Vulnerable Adult (C&VA) Protection Officer please refer to Appendix A for names and contact details.
- The Departmental C&VA Officer must ensure that the concern is recorded on the system and if considered a safeguarding issue referred to Staffordshire's Children's Social Care Services First Response Service or in the case of a vulnerable adult Staffordshire's Social Care and Health Service / Team.

All Employees and Members

- Should not begin any unsupervised activity involving direct access to children, young people or vulnerable adults prior to the Council receiving a satisfactory CRB disclosure and in accordance with CRB policy.
- Should be aware of this policy and procedure and of any local or national related policies / procedures that are applicable for their service area, as part of their induction programme.
- Need to attend mandatory child protection and vulnerable adults training if applicable to their employment role and responsibilities (i.e. if they have direct or some form of indirect contact with children / young people / vulnerable adults).
- Should be aware of appropriate and inappropriate behaviour for employees who are working with children, young people and vulnerable adults.
- Need to know who their Designated Child Protection Officer is.
- Have an expected responsibility to take action when they have concerns, witness or hold information that relates to the abuse of a child, young person or vulnerable adult.

4 Recognition of Abuse, Neglect and Bullying

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or another child or children.

Recognising Abuse

Recognising abuse is not easy, and it is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or if a child or vulnerable adult is at significant risk, we do however have a responsibility to act if we have a concern.

Disabled People

There have been a number of studies which suggest people with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or inadequately communicating that

abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

Race and Racism

People from black and minority groups (and their parents) are potentially likely to have experienced harassment, racial discrimination and institutionalised racism. Although racism causes significant harm it is not, in itself, a category of abuse and dealing with it is considered under other specific policies of the Council.

Abuse and Neglect of Children

It is generally accepted that there are four main forms of child abuse; physical, emotional, sexual and neglect.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. The situation is commonly described as fabricated or induced illness. A person might do this because they enjoy or need the attention they get through having a sick child or young person.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

PHYSICAL ABUSE	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries on any part of the body • Bruises which reflect hand marks or fingertips (from slapping or pinching) • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parents being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached or touched • Reluctance to get changed, for example wearing long sleeves in hot weather • Depression • Withdrawn behaviour • Running away from home

Where an injury appears to be inconsistent with the explanation offered	
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Emotional Abuse

Emotional abuse is the **persistent** emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making them feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. (i.e. without any accompanying physical or verbal abuse.)

EMOTIONAL ABUSE	
Physical signs	Behavioural Indicators
<ul style="list-style-type: none"> • A failure to thrive or grow • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress 	<ul style="list-style-type: none"> • Neurotic behaviour, e.g. hair twisting, rocking • Being unable to play / or being prevented from socialising with others • Fear of making mistakes • Self harm

	<ul style="list-style-type: none"> • Fear of parent being approached regarding their behaviour
--	---

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence whether or not they are aware of, or consent to, what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing.

Sexual abuse may also include non-contact activities, such as involving a child in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

SEXUAL ABUSE	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near genital/anal areas • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Pregnancy 	<ul style="list-style-type: none"> • Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Having nightmares • Running away from home • Sexual knowledge which is beyond their age or development age • Sexual drawings or language • Bedwetting • Saying they have secrets they cannot tell anyone about

	<ul style="list-style-type: none"> • Self harm or mutilation, sometimes leading to suicide attempts • Eating problems such as overeating or anorexia
--	--

Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

NEGLECT	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Constantly dirty or ‘smelly’ • Loss of weight, or being constantly underweight • Inappropriate dress for the conditions 	<ul style="list-style-type: none"> • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Mentioning their being left alone or unsupervised

Domestic Abuse

Domestic abuse is defined by the Home Office as:

‘Any incident of threatening behaviour, violence or abuse psychological, physical, sexual, financial or emotional between adults who are or have been intimate partners or family members, regardless of gender or sexuality.

The domestic violence perpetrator may be directly physically and/or sexually abusive to the child. All of the 5 key objectives defined within the Every Child Matters agenda are critical to successful outcomes for children are likely to be adversely affected by a child's exposure to domestic abuse.

In all cases where there is knowledge or suspicion that there exists a potential for a child or children to be suffering harm as a result of domestic abuse, then a referral should be made to Children's Social Care via the First Response Team (FRT) who act as the first point of contact for all referrals in relation to the welfare and safety of a child.

For further information on safeguarding children and domestic abuse please go to Part 22 of the SSCB Inter-agency Safeguarding Children Procedures at; <http://www.staffsscb.org.uk/professionals/procedures/>

Safeguarding Children who may have been trafficked

The organised crime of child trafficking into the UK has become an issue of considerable concern to all professionals with responsibility for the care and protection of children. Any form of trafficking children is an abuse.

Trafficking of persons shall mean the recruitment, transportation, transfer, harbouring or receipt of person, by means of the threat of, or use of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

It is important to note that some cases involve UK-born children being trafficked within the UK, e.g. a child or young person being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used.

Trafficked children may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms.

If you have a concern regarding the possible trafficking of a child you should immediately contact the Designated Child Protection Officer or make a referral direct to Children's Social Care via the First Response Team (FRT). Practitioners should not do anything which would heighten the risk of harm or abduction to the child.

For further guidance about safeguarding trafficked children please go to;
<http://www.staffsscb.org.uk/professionals/procedures/RegionalNational/>

Abuse of Disabled Children and Disabled Vulnerable Adults

The signs and indicators of abuse for disabled and non-disabled children and vulnerable adults are fundamentally the same. However, there are additional indicators for disabled children and disabled vulnerable adults:

- Force feeding
- Unjustified or excessive physical restraint
- Rough handling
- Extreme behaviour modification
- Deprivation of liquid, medication, food or clothing
- Misuse of medication, sedation, tranquillisation

The signs and indicators of abuse for disabled children and vulnerable adults are:

- more subtle
- there are fewer behaviours, and fewer signs and indicators
- there are more possible explanations
- they are harder to untangle - especially if there are communication differences and they can more easily be explained away:
 - by the impairment
 - by the illness
 - by the medication
 - “it’s always been like this”
 - as attention-seeking behaviour
 - as self-inflicted

Abuse of Vulnerable Adults

Vulnerable adults can experience abuse as outlined above but there are several other types of abuse that are particular to vulnerable adults.

These include financial abuse (sometimes called material abuse), discriminatory abuse and institutional abuse.

Financial Abuse

The “No Secrets” document defines financial abuse as including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of

property, possessions or benefits. Financial abuse may be opportunistic or may be planned. The victim may have been deliberately targeted because of their vulnerability.

FINANCIAL	
Examples	When it might occur
<ul style="list-style-type: none"> • Misappropriation of money and/or other assets by various means such as theft or fraud. • Transactions to which the person could not consent or which were invalidated by intimidation or deception. • Misuse of assets to meet the legitimate needs of a vulnerable person. • Non-use of assets to meet the legitimate needs of a vulnerable person. 	<ul style="list-style-type: none"> • The perpetrator befriending the victim and then using their position of trust to gain financially from the victim – moving into their house to ‘care’ for them, becoming their appointee/attorney. • Being over charged for services or tricked into receiving goods or services that they do not want or need.

Discriminatory Abuse

The “No Secrets” document defines discriminatory abuse as any form of abuse based on discrimination because of a person’s race, culture, belief, gender, age, disability, sexual orientation etc. Discrimination may be a motivating factor in other forms of abuse.

DISCRIMINATORY	
Physical signs	Actions of the abuser
<ul style="list-style-type: none"> • The person being abused maybe withdrawn, reject appropriate services or have low self esteem. • They may sometimes agree with the abuser just to have an easier life. 	<p>The person who is abusing may:</p> <ul style="list-style-type: none"> • use inappropriate “nick names”, use derogatory language or terminology, • have a lack of understanding of a person’s needs • enforce rules or procedures which undermine the individual’s well being.

Institutional Abuse

The “No Secrets” document defines institutional abuse as repeated incidents of poor professional practice or neglect. Inflexible services based on needs of providers rather than the person receiving services.

INSTITUTIONAL ABUSE
Examples
<ul style="list-style-type: none">• Service users required to ‘fit in’ excessively to the routine of the service.• Lack of procedures and guidelines for staff. <p>No or little evidence of training programmes for staff.</p>

The “No Secrets” guidance is available at:
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486

The Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Adult Protection Procedures are available at:
<http://www.staffordshire.gov.uk/Resources/Documents/i/InteragencyProceduresFinal2aug10.pdf>

Important Rule

It is important to remember that many children and vulnerable adults will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby in the family, relationship problems between parents/carers, etc. However, you should always report anything that causes you concern in order for appropriate action to be taken to ensure the welfare and safety of children and vulnerable adults.

Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. It can occur that the abuser may be a young person for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Vulnerable adults may also experience bullying from other adults, members of their family, care assistants etc.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small or having a disability. Belonging to a different race, faith or culture can result in overt racism.

Bullies come from all walks of life, they bully for a variety of reasons and may have experienced difficulties themselves. Typically, bullies can have low self esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power is, in some cases, associated with subsequent criminal behaviour and activity.

Bullying can include:

- Physical: pushing, hitting, kicking and pinching etc.
- Verbal: name-calling, spreading rumours, constant teasing and sarcasm.
- Emotional: tormenting, ridiculing, humiliating and ignoring.
- Racist: taunts, graffiti and gestures.
- Sexual: unwanted physical contact or abusive comments.

There are a number of signs that may indicate that a person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school.
- A drop off in performance at school or standard of performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

Allegations of bullying will be dealt with either through the Councils Harassment and Bullying Policy and Procedures for staff (accessed on the Intranet,) or through this policy.

5 Responding to Disclosure, Suspicions and Allegations

Council employees may come across cases of suspected abuse either through direct contact with children and vulnerable adults, for example, running a holiday activity, or for peripatetic staff visiting homes as part of their day to day work. **It is not an employee's responsibility to decide whether or not a child or vulnerable adult has been abused. It is however their responsibility to act immediately and report their concerns.** The Council's primary concern is to ensure any relevant information is passed to the police, the Vulnerable Children's Division First Response Team or Adults Social Care and Health Services without delay. These organisations have statutory responsibilities to make enquiries and to assess whether a child or vulnerable adult is at risk of harm. A flow chart on how to report incidents or suspicions is attached at Appendix C.

Responding to Disclosure

Abused children and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or vulnerable adults is saying, employees are already helping the situation.

The following points are a guide to help employees respond appropriately:

Actions employees should take

- React calmly so as not to frighten them
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and / or differences in language.
- Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be

subsequently formally interviewed by the Police and Staffordshire's Children's Social Care Services and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information.

- Reassure the child or vulnerable adult but do not make promises of confidentiality which might not be feasible in the light of subsequent developments.
- Explain to them that concerns may have to be shared with someone who is in a position to act.
- Tell them they were not to blame and that they were right to tell.

Record in writing on a Tamworth Borough Council Child Protection Incident Reporting Form (see Appendix B) all the background details and what was said using the child or vulnerable adult's own words, within 24 hours.

If a referral is made through First Response it must be followed up by a written referral within 48 hours using the multi agency referral form. For further guidance on making a referral about a child please go to Part 3 of Staffordshire Safeguarding Children Board's Inter-agency procedures at; <http://www.staffsscb.org.uk/professionals/procedures/>.

The record should include:

- The date and time.
- The child or vulnerable adult's name, address and date of birth.
- The nature of the allegation.
- A description of any visible injuries.
- The employees observations - e.g. a description of the child or vulnerable adult's behaviour and physical and emotional state.
- Exactly what the child or vulnerable adult said and what was said in reply. Record the child or vulnerable adult's account of what has happened as accurately as possible.
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers.
- Sign and date what has been recorded.
- Store the information in accordance with relevant procedures, e.g. Data Protection, see section 5.10.
- Report to and inform your line manager and/or the Council's Designated Child and Vulnerable Adults Protection Officer.

Actions to Avoid

The person receiving the disclosure should not:

- Dismiss the concern.
- Panic.
- Allow their shock or distaste to show.
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Make promises or agree to keep secrets.
- It is extremely important that you do not ask the child, young person, vulnerable adult or any witnesses to sign your written information as this will be significantly detrimental to any subsequent police investigation.
- Do not take photographs of any alleged injuries. If you use your mobile telephone or any other available photographic equipment, this equipment may be confiscated by the police and later used as evidence.

Responding to Suspicions

In the first instance if an employee has any suspicions regarding a child or vulnerable adult who they think is being abused it is important for them to act immediately and share their concerns with the Designated CP Officer. They should then jointly complete the incident reporting form as immediate action may be required to promote the safety of a child / vulnerable adult.

Copies of these forms are available on the intranet. **Where there is evidence of immediate harm then the employee should phone 999 and report the incident to the Police.**

It is the responsibility of the designated Child Protection Officer to take a lead on reporting any concerns to the VCD First Response Team and / or the Police and to assist in any further action required on behalf of the Council.

The service manager should also ensure that the employee reporting the incident is reassured that their concerns are being appropriately addressed and that they have access to staff support if needed.

Actions to be taken by the Designated Child Protection Officers / Departmental Child Protection Officers/ Senior Managers

- Where concerns relate to a **child or young person** the Designated CP Officer should seek advice from Staffordshire Children's Social Care's First Response Team on **0800 1313126 (between 8.00 am and 8pm)** or via a brief e-mail firstr@staffordshire.gov.uk with your contact details (**please note this should not include any confidential details about a child or young person**) and explain the need for an urgent response due to a child protection concern.
- **Outside of 8.00 am and 8.00pm** any concerns relating to a child should be directed to Staffordshire Children's Social Care Services (Vulnerable Children Division) **Emergency Duty Service on 0845 6042886.**
- Alternatively you can contact Staffordshire Police Central Referral Unit on **0300 1234455** or dial **999 in an emergency.**
- Where there are concerns relating to a **vulnerable adult** advice should be sought from the Access Team based at Tamworth Social Services Area Office, Marmion House (telephone 01827 475506). A referral can also be made direct to the **Staffordshire Social Care and Health 0845 6042719.**

Always make a note of the name and title of the person you have passed your concerns on to. Please ensure that your concerns are followed up in writing to the FRT or police within 48 hours and that it reflects the verbal referral information you have already shared. For further guidance on making a referral about a child please go to Part 3 of Staffordshire Safeguarding Children Board's Inter-agency procedures at; <http://www.staffsscb.org.uk/professionals/procedures/>.

Sharing Concerns with Parents, Carers or Partners

Whilst delivering our services to children there is a commitment to work in partnership with parents/carers and share concerns about their child or vulnerable adult. Therefore in most circumstances it would be important to talk to parents or carers to clarify any concerns. For example if a child seems withdrawn, there may be a reasonable explanation which a parent can provide. In most cases this decision will be taken and followed up by Children's Social Care Services as the professional body on protection issues.

When it is Inappropriate to Share Concerns with Parents, Carers or Partners

There are circumstances when children/vulnerable adults can be placed at greater risk by sharing concerns with their parents/carers e.g. where the parent/carer is the one who may be responsible for the abuse, or not able to respond to the concern appropriately. In these circumstances, or where concerns still exist despite an explanation from parents/carers, any suspicion, allegation or incident of abuse must be reported to the Child and Vulnerable Adults Protection Officer immediately and recorded.

Responding to allegations against Staff or Volunteers

It is important that any concerns for the welfare of the child or vulnerable adult arising from abuse or harassment by a member of staff or volunteer should be reported immediately to the **Designated Child and Vulnerable Adult Protection Officer** and an incident report form completed. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleagues including the Service Manager and Head of Human Resources who will seek to gain advice from the Children's Social Care Services and/or Staffordshire Police.

The Designated Child and Vulnerable Adult Protection Officer consult with the Local Area Designated Officer from Staffordshire County Council who will jointly take all decisions about the type, level and conduct of the investigation, and will take responsibility for informing the relevant other bodies such as the Police and the VCD First Response Team.

Support for the Reporter of the Alleged Abuse

Strong feelings may be generated by the discovery that a member of staff or volunteer is, or may be, abusing a child or vulnerable adult. This can raise concerns among other staff or volunteers and create difficulties in reporting such matters. The Council will fully support and protect all staff/volunteers who, in good faith (without malicious intent), report his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused.

This support may take the form of counselling through the Council's service, moving the person reporting the abuse / potential abuse to another workplace temporarily whilst the incident is reported. The

Council also has a Confidential reporting (whistleblowing) Procedure which should be consulted in these situations.

Types of Investigation

Where there are allegations of abuse about a member of staff there may be three strands of investigation which follow Local Authority Designated Officer (LADO) guidelines:

- Child/Vulnerable Adult Protection investigation
- A disciplinary or misconduct investigation
- Criminal Investigation

The Council will consider suspending any employee accused of abuse pending a formal investigation. Suspension is a neutral act that does not imply any form of guilt. If suspension is felt unnecessary the member of staff will be relocated to another area of work pending the outcome of the formal investigation. An investigation will be carried out as quickly as is practically possible for the protection of all parties involved. The Council will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with Council policy and procedure.

Further guidance available at

<http://www.staffsccb.org.uk/NR/rdonlyres/B423F1E7-9E1E-4C51-BF56-364932A39B59/158008/MicrosoftWordPart7AllegationsManagementreviewedMarc.pdf>

Confidentiality

- Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

***Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should FIRST be sought from the police and/or Children's Social Care LADO.**

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child/vulnerable adult protection investigations that may follow.

Any individual under supervision has the right to be notified about the cause for concern. This should be done in joint consultation with Children's Social Care Services and the Police. It is important that the timing of this does not prejudice the investigation.

Recorded information should be stored in a secure place with limited access e.g. to the Designated Child and Vulnerable Adult Protection Officer, and in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If enquiries arise from the public (including parents) or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make any comments regarding the situation. Staff, elected members and volunteers should be informed who the relevant designated Council spokesperson will be, and all enquiries directed through them. Staff, elected members and volunteers should reply 'no comment' to all questions / enquiries.

6 Promoting Good Practice with Children and Vulnerable Adults

Code of Conduct for the Protection of Children and Vulnerable Adults

It is possible to limit the situations where the abuse of children and vulnerable adults may occur, by promoting good practice to all staff, elected members and volunteers.

This code of conduct details the type of practice required by all staff, elected members and volunteers when in contact with children or vulnerable adults. The types of practice are categorised into good practice, practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member of staff will be dealt with through the Councils Disciplinary Procedure.

Good Practice for working with Children and Vulnerable Adults

Tamworth Borough Council supports and requires the following good practice by staff, members and volunteers when in contact with children and vulnerable adults.

When working with children and vulnerable adults all parties should:

- Adhere to the children, young people and vulnerable adult's policy at all times.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Be an excellent role model including not smoking or drinking alcohol in the company of children and vulnerable adults.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelling; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships on mutual trust that empower children and vulnerable adults to share in the decision making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

An example form for obtaining parental consent for taking part in events / activities is given at Appendix D.

Practice to be avoided

In the context of job roles within Tamworth Borough Council, the following practice should be avoided by employees:

- Avoid having favourites - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interests of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

NB. It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of the parent or guardian. In an emergency

situation that requires this type of help, employees should endeavor to have someone present and fully inform the parents as soon as it is reasonably possible. In such situations it is important that all staff etc are sensitive to the child or vulnerable adult and undertake personal care tasks with the utmost discretion. Staff should not take on the responsibility for tasks for which they are not appropriately trained.

Practice never to be sanctioned

In the context of job roles within the Council, the following practices should never be sanctioned by employees:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.
- Never allow children and vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite or allow children or vulnerable adults to stay at an employee's private home.

Never use the internet to access child pornography sites (see Acceptable Use Policy).

<http://tbcintranet/Documents/DOC%207.2%20Acceptable%20Use%20Policy.doc>

- Never physically restrain a child or young person unless this is an appropriate response to prevent physical injury to the individual or to another person, or to prevent damage to any property. In any circumstances physical restraint must be proportionate and reasonable otherwise the restraint could be defined as assault.
- Never leave children unattended or with employees who have not been subject to an appropriate CRB check.
- Never issue medication to a child or a vulnerable adult unless there are specific and detailed instructions and written consent given by the child / young person's parent, carer or legal guardian (someone who has parental responsibility for the child / young person).

Important Note: In special cases room sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, it should be explained why this is necessary to the child/vulnerable adult and their parent or guardian and their consent sought. Where possible ensure that at least two adults, preferably male and female are in the room.

Employees who breach this code of behaviour shall be subject to the Council's disciplinary procedures.

First Aid and Treatment of Injuries

If a child or vulnerable adult requires first aid or any form of medical attention whilst in the care of an employee, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to.
- A notification of Accident Form must be completed and signed and passed to the Health and Safety Officer.

For Transporting Children and Vulnerable Adults Away From Home

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practice must be followed:

- Where practical request written parental/guardian consent if members of staff are required to transport children or vulnerable adults.

- Always tell another member of staff that a child is being transported, giving details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat behind the driver, seatbelts are worn and booster seats in place.
- Ensure where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the Council's Child and Vulnerable Adult Protection Policy and Procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other staff and parents/guardians.

Use of Contractors

Tamworth Borough Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Service Level agreements or contracts in place for these contractors should therefore specify this requirement.

Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults, must have an appropriate CRB check and their own equivalent Children and Vulnerable Adult Protection Policy, or failing this, must confirm in writing to the relevant departmental manager that they have read and understood and are willing to comply with the terms of this policy and associated procedures.

Where there is potential for contact with children or vulnerable adults it is the responsibility of the manager who is using the services of the contractor (the Client) to check that the correct Criminal Records Bureau check has been satisfactorily completed.

Guidelines on Children and Vulnerable Adults in Publications and on the Internet

Websites and publications provide excellent opportunities to publicise achievements of individuals and provide a showcase for the activities of children and vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure the Council's publications and information on the internet does not place children or vulnerable adults at risk.

- Publications or information on an internet site must never include personal information that could identify a child and vulnerable adult. Any contact information must be directed to the Council or another relevant organisation's address.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first names only.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken when publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.

Important Note: Any concerns or enquiries about publications or internet information should be reported to the Council's Designated Child and Vulnerable Adults Protection Officer Jane Hackett on 01827 709258.

Guidelines on Use of Photography, Videoing and Filming of Children and Vulnerable Adults - (Including Mobile Phone Technology)

There is evidence that some individuals have used public events as an opportunity to take inappropriate photographs or film footage of children. The following best practice is to be adopted to protect children and vulnerable adults who are being photographed or videoed.

- When commissioning professional photographers or inviting the press to cover Council services, events and activities organisers must ensure that they make expectations clear in relation to child and vulnerable adult protection.
- Organisers must check the credentials of any photographers and organisations used.

- Where possible the consent of the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Council.
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times, by accredited photographers, film and video operators on the day of the activity or event.
- Unsupervised access must not be allowed to children or vulnerable adults or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or vulnerable adults home.
- It is recommended that the names of children or vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child or vulnerable adult's parent or guardian.
- Tamworth Borough Council reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The specific details concerning photographic /video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of an event. The recommended wording is, *“In line with the recommendation in the Councils Children and Vulnerable Adult Protection Policy, the promoters of the event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectators entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoters conditions.”*

Any concerns with photographers or video or film operators are to be reported to the Council's Child and Vulnerable Adult Protection Officer and where relevant, the Police.

Parents/Carers use of Photographic and Filming Equipment at Events

It is good practice to inform parents/carers of our expectations of them using their own photographic/filming equipment at events organised by the Council.

- Parents/carers and spectators should register with the organiser, their intent to use zoom, close range photography or filming equipment at an event.

- Children, vulnerable adults, parents/carers should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography or filming should be reported to the organiser, or senior member of staff present. It is their responsibility to record the incident on the incident report form and pass on to the Child and Vulnerable Adult Protection officer to take appropriate action.

An example of wording to be displayed at an event or on publicity material prior to the event should follow the lines of:

“In line with Tamworth Borough Council’s Children and Vulnerable Adults Policy, any person wishing to engage in the zoom, close range photography or filming, should register their intent with the event/activity organiser, prior to carrying out any such photography or filming. The organiser reserves the right to refuse any such photography or filming if there are concerns or complaints about its appropriateness”

An example form for use at Events and for taking photographs, video material is given at Appendix C.

Videoing as a Coaching Aid

There is no intention to prevent coaches or teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Best practice in the recruitment of staff and volunteers working with Children

Pre-recruitment

If any form of advertising is used to recruit staff and volunteers, it should reflect:

- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- The Council’s open and positive stance on children and vulnerable adult protection.
- The use of the Criminal Records Bureau and other Vetting and Barring procedures to promote safe recruitment and selection processes.

Applicant Information

All applicants, whether for paid or voluntary, full- or part-time positions, should complete an application form which should elicit the following information:

- Name, address and National Insurance Number.
- Past career, relevant interests, any gaps in employment and reasons for leaving.
- Relevant experience, educational qualifications, job specific qualifications and training.
- Any criminal record.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and vulnerable adults where it is a requirement of the job and a willingness to assist in the completion of a CRB check.

Checks and References

Staff and volunteers recruited to work in services for children and vulnerable adults must be checked for any possible irregularities (or issues), which may give reason for concern.

- A minimum of two references must be taken up, one of which must be the previous employer and if available, at least one should be associated with former work with children or vulnerable adults. Written references will be followed up by letter or telephone. References should include the applicant's suitability to work with children or vulnerable adults where it is a requirement of the job.

In accordance with guidance from the Criminal Records Bureau (CRB), all posts that have direct contact with children and vulnerable adults will require an Enhanced CRB Disclosure. These checks will be completed by the Human Resources Team.

If a CRB check highlights an unspent conviction a risk assessment will be carried out to assess the suitability of the applicant to work with children or vulnerable adults. This will be carried out by the line manager and the

Head of Human Resources and the outcome verified by the Designated Child and Vulnerable Adult Protection Officer.

Interview

Interviews are carried out in line with the Council's Recruitment and Selection procedures. The interview is likely to include questions on how to deal with children and vulnerable adult protection issues.

Induction and Training

Checks are only part of the process to protect children and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children and vulnerable adults from possible abuse.

The induction and training should include:

- An assessment of the training needs required.
- Clarification, agreement and signing up to the Council's Code of Conduct for Employees.
- Clarification, agreement and signing up to the Council's Children and Vulnerable Adult Protection Policy and Procedure Guidelines (policy declaration (Appendix D) is signed and completed).
- The expectations, roles and responsibilities of the job are clarified.
- As a minimum The Council expects all staff to have undergone formal children and or vulnerable adult training related to their job within 6 months of commencement of employment with the Council. Refresher training will be required every 3 years. This is the responsibility of line managers in services where children and/or vulnerable adults are clients/customers.

Probation, Monitoring and Appraisal

All newly appointed members of staff undergo an agreed period of probation on commencement of their role.

All members of staff who have contact with children and vulnerable adults will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs

and address any issues of poor practice. Line Managers should be sensitive to any concerns about poor practice and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

It is the responsibility of Line Managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service.
- Staff appraisals, mentoring and providing feedback on performance.
- Children and adults feedback on the activities or services.

Rehabilitation of Offenders

Tamworth Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Having a criminal record will not necessarily bar someone from working with the Council. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant.

Failure to declare a conviction, caution or pending police action, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.

Contact Information

Tamworth Borough Council

Designated Child and Vulnerable Adult Protection Officer is the Council's Monitoring Officer

Jane Hackett **01827 709258**

Deputy Child Protection Officer

Deputy Director (Communities, Planning and Partnerships)

Rob Mitchell **01827 709616**

Departmental Designated Child and Vulnerable Adult Protection Officers:

Housing Services

Heather Wilson **01827 709472**

Rachel Ashford **01827 709484**

Lee Birch **01827 709474**

Lisa Hall **01827 709507**

Tina Mustafa **01827 709467**

Communities, Planning & Partnerships

Neil Mason **01827 709568**

Stephanie Ivey **01827 709381**

Staffordshire County Council Children's Social Care Services

First Response Team: For all child protection issues contact:

First Response Team - **0800 1313126** (between 8.00am and 8.00 pm)

If you experience a delay due to the high volume of calls, please e-mail firsttr@staffordshire.gov.uk giving your name, contact details and that you have a child protection concern and a First Response Team operator will ring you back. **Please remember not to detail any personal information about service users within any e-mail communication** or contact;

Staffordshire Police Central Referrals Unit on **0300 1234455**

Outside of the hours of 8.00am and 8.00pm all child protection concerns need to be made to the Children's Social Care Emergency Duty Service on 0845 6042886

For vulnerable adult issues age 18 and over contact:

Staffordshire Social Care and Health on 0845 6042719

Confidential

Child and Vulnerable Adult Safeguarding - Initial Concerns Form

To be given to designated child and vulnerable adult protection officer

ABOUT YOU

Your Name	
Job Title	
Contact Tel No.	
E-mail Address	
Date concern raised	
Time concern raised	

ABOUT THE CHILD/VULNERABLE ADULT

Name of child / vulnerable adult you have concerns about	
Address of child/vulnerable adult you have concerns about	
Date of Birth of child/vulnerable adult (if known)	
Name of parent or carer responsible for child /vulnerable adult (if known)	

NATURE OF YOUR CONCERN

(please include as much detail as possible)

--

ACTION YOU HAVE TAKEN

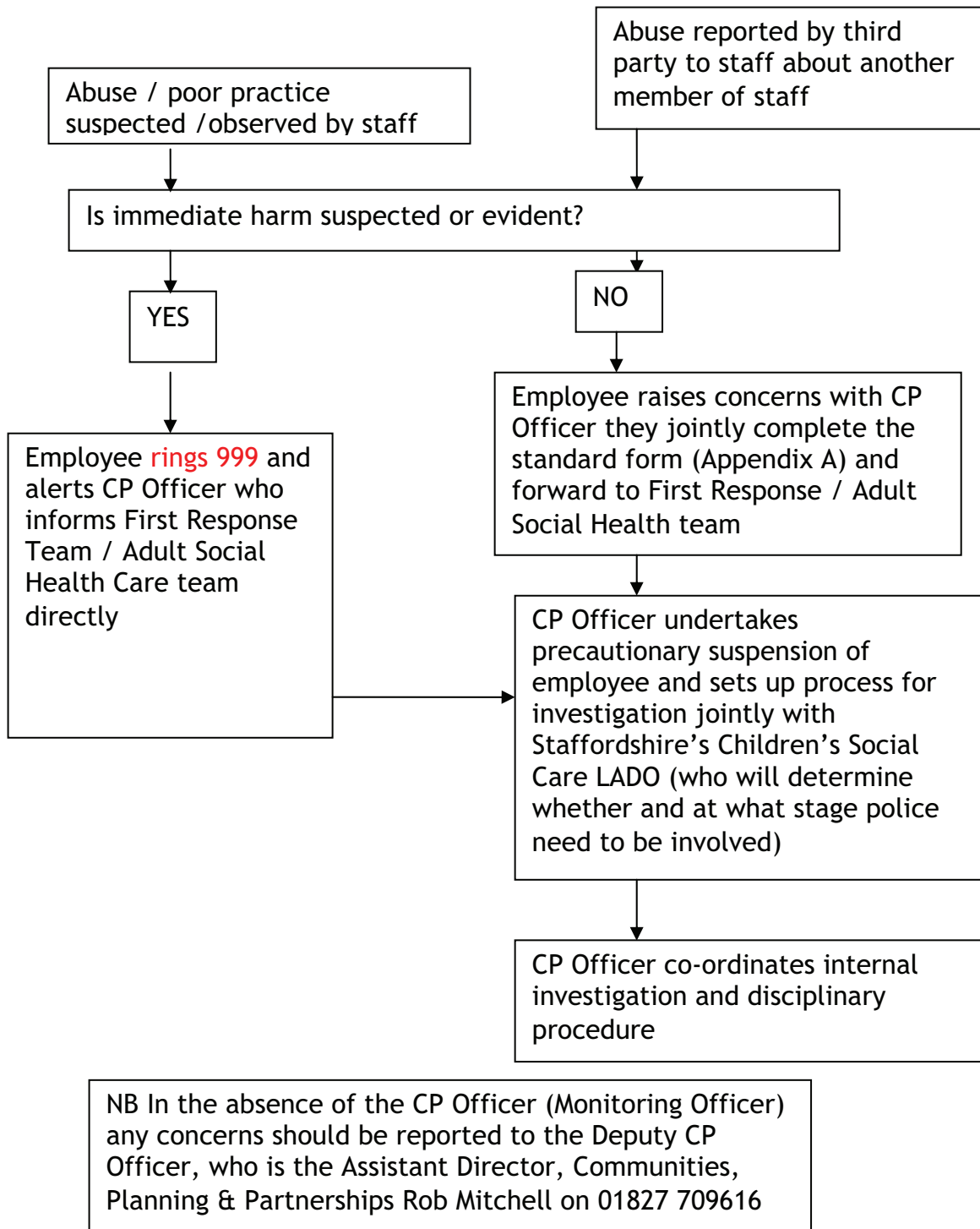
<p><u>Details of what you have done with the concern</u> e.g. passed concerns on to Police, passed to First Response, passed to Designated Officer ...</p>	
Reference Number if applicable	

To be completed by Tamworth Borough Council's Designated Child & Vulnerable Adult Protection Officer

Designated Child Protection Officer's name	
Date concern received	
Time concern received	
<u>Action you have taken</u>	
Reference Number if applicable	
Has the Multi Agency Referral Form been completed http://www.staffsscb.org.uk/professionals/procedures/.	

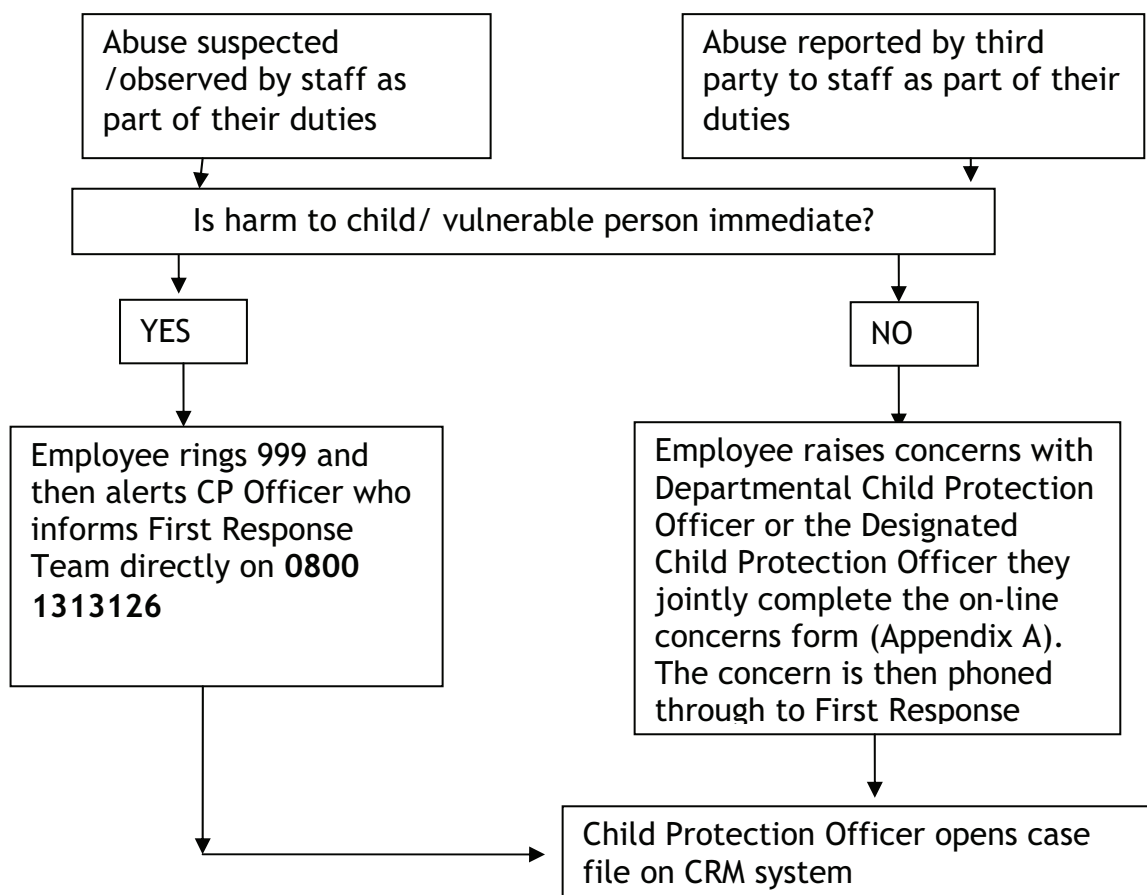
1 Flow chart of Actions

Suspicious of abuse reported or identified - involving a member of TBC staff



2 Flow chart of Actions

Suspicions of abuse reported or identified - not involving a member of TBC staff



NB In the absence of the CP Officer (Monitoring Officer) any concerns should be reported to the Deputy CP Officer, who is the Assistant Director, Communities, Planning & Partnerships, Rob Mitchell on 01827 709616 or one of the Departmental CP Officers or directly to the First Response or Vulnerable Adult Protection Team

Example Consent Form

All information will be treated in strict confidence

Please use block capitals and print clearly

Event/Activity:	Date:
Name of child:	Date of birth:
Home address:	
Home telephone No:	Mobile telephone No:
Medical conditions (if any) e.g. asthma, diabetes, allergies:	

I confirm that my son/daughter is in good health and I give consent / do not consent for my son/daughter to participate in the above event/activity.

I consent / do not consent to any emergency treatment required by my son/daughter during the course of the event/activity

I give / do not give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Tamworth Borough Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).

The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Name of Parent/Guardian:

.....

Signature:..... Date:

Consent Form for the use of Cameras and other Image Recorders

Event you would like to take photographs at	
Reason for taking photographs:	
Name of company (if taking photographs in a professional capacity)	
<p>Full name and address of person taking photographs:</p> <p>Tel No: Mobile Tel No. E-mail Address Date of Birth/...../.....</p>	
Relationship of the photographer and subject(s)	
Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)	

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed.....
 Date

Authorised by:.....

Date:.....

Position held:.....

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes contained within our Registration Document which is publicly available from Tamworth Borough Council or the Information Commissioners Office, www.ico.gov.uk.

Photography Consent Form to be completed by parents



I give my permission for my child's photo to be taken and used for promotional purposes produced by Tamworth Borough Council only, no names will be used and information will be stored in conjunction with the Data Protection Act 1998.

The photos will only be used for promotional purposes for one year.

Parent/Guardian (Print Name):

.....

Parent/Guardian (Signature):

.....

Name of Child:.....

Declaration

Tamworth Borough Council is fully committed to safeguarding the wellbeing of children and vulnerable adults by protecting them, from neglect, physical, sexual, emotional and financial harm.

Working as an employee or volunteer of Tamworth Borough Council or as an elected member it is important that you have taken time to thoroughly read this Children and Vulnerable Adult Protection Policy and Procedures.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our care.

Declaration:

I have read and understood Tamworth Borough Council's Children Protection Policy and Procedures and I accept the principles therein.

Signed:

Date:

Name (Please print):

.....

Position in organisation:

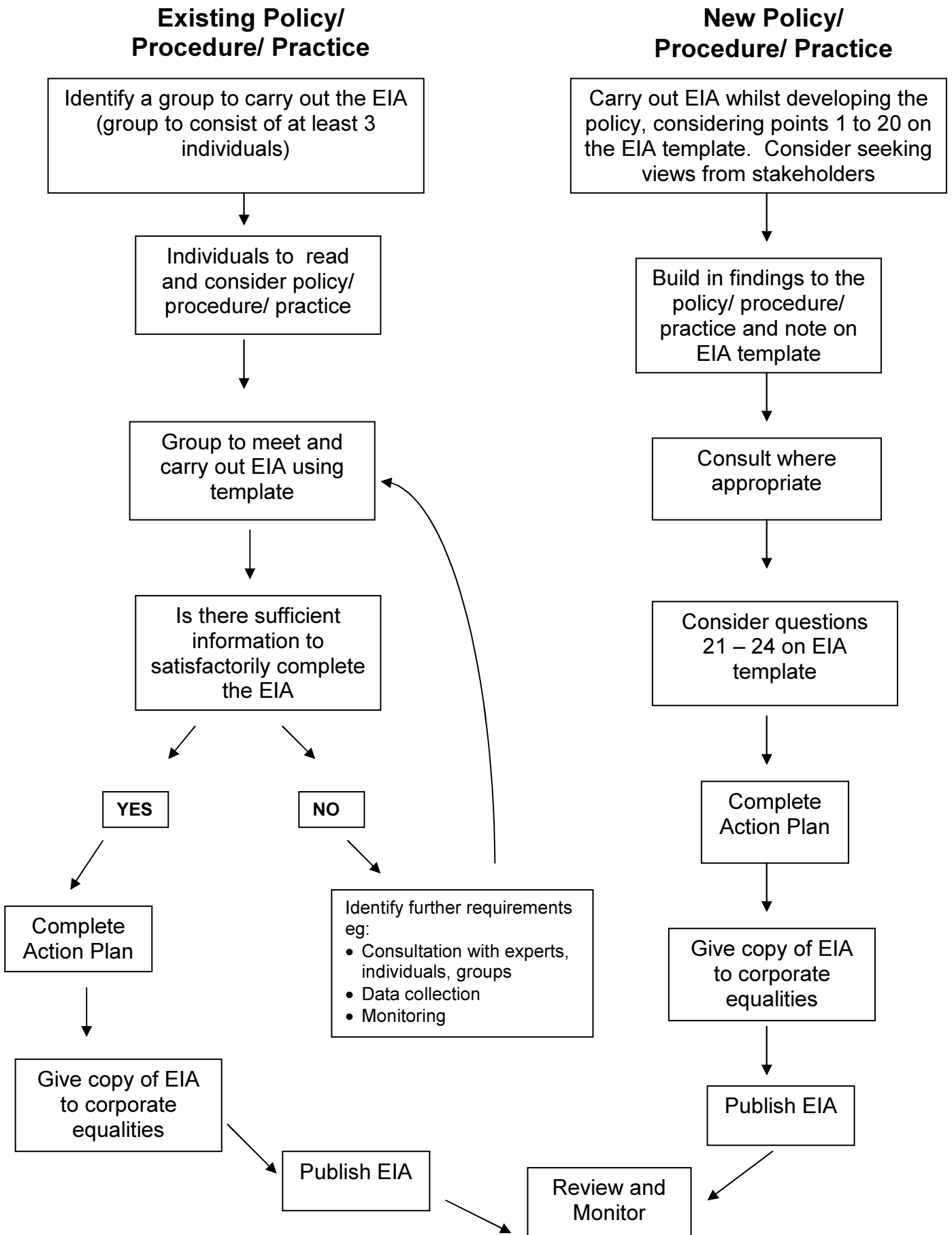
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Equality Impact Assessment Toolkit

Equality Impact Assessment Procedure



Equality Impact Assessment Template

Name of policy/ procedure/ practice to be assessed	Safeguarding Children & Vulnerable Adults Protection Policy		Date of Assessment	4th August 2011	
Is this a new or existing policy/ procedure/ practice?	Revised Policy	Officer responsible for the Assessment	Robert Mitchell	Department	Communities, Planning & Partnerships
1. Briefly describe the aims, objectives and purpose of the policy/ procedure/ practice?	<p>Tamworth Borough Council has both a legal and moral duty to protect vulnerable children and adults from harm. The Children's Acts 1989 and 2004 along with the associated statutory guidance set out our legal responsibilities for protecting children. The policy provides clear definitions of what constitutes abuse and the procedure that staff/members should follow if they have concerns about the welfare of a child or vulnerable adult.</p>				
2. Are there any associated policy/ procedure/ practice which should be considered whilst carrying out this equality impact assessment?	<p>Information Sharing Protocol, Acceptable Use Policy</p>				
3. Who is intended to benefit from this policy/ procedure/ practice and in what way?	<p>Service users, our staff, partner agencies, stakeholders and the wider community.</p>				
4. What are the desired outcomes from this policy/ procedure/ practice?	<p>This Safeguarding Children & Vulnerable Adult Protection policy is an overarching statement of the Council's commitment to protect those children and vulnerable adults who have been identified as being 'at risk' of harm being referred to the appropriate services to protect them.</p>				
5. What factors/ forces could contribute/ detract from the outcomes?	<p>Factors to contribute to positive outcomes is commitment to the policy from staff and that staff recognise and accept that abuse does take place and that they are confident to raise concerns about a child or vulnerable adult with the Designated Child Protection Officers.</p> <p>Factors that could detract are: Lack of training for staff around the policy and</p>				

associated procedures. A reluctance of staff to share information about their concerns. A fear that they may make a wrong decision.

6. Who are the main stakeholders in relation to the policy/ procedure/ practice?

Staff, Councillors, SSCB

8. Which individuals/ groups have been/ will be consulted with on this policy/ procedure/ practice?

Please explain
Staffordshire Safeguarding Children Board, Adult Social Care & Health, Customer Services,

9. Are there concerns that the policy/ procedure/ practice could have a differential impact on racial groups?

Y

N
X

Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).

All aspects of vulnerability are at the forefront of this policy.

10. Are there concerns that the policy/ procedure/ practice could have a differential impact due to gender?

Y

N
X

Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).

There are no gender specific issues.

11. Are there concerns that the policy/ procedure/ practice could have a differential impact due to them being transgender or transsexual?

Y

N
X

Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).

12. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to disability?	Y	N X	Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).
13. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to sexual orientation?	Y	N X	Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).
14. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to age?	Y	N X	Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).
15. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to religious belief?	Y	N X	Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).
16. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact on Gypsies/ Travellers?	Y	N X	Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).
17. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to dependant/caring responsibilities?	Y	N X	Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise).

<p>18. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to them having an offending past?</p>	Y	N X	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Depend on the type offence committed if the offence bars the individual from working with children or vulnerable adults</p>
<p>19. Are there concerns that the policy/ procedure/ practice could have an impact on children or vulnerable adults?</p>	Y	N X	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Will be a positive impact as it will support and identify specific needs.</p>
<p>20. Does any of the differential impact identified cut across the equality strands (e.g. elder BME groups)?</p>	Y	N X	<p>Please explain</p>
<p>21. Could the differential impact identified in 9 – 20 amount to there being the potential for adverse impact in this policy/ procedure/ practice?</p>	Y	N X	<p>Please explain</p>
<p>22. Can this adverse impact be justified:</p> <ul style="list-style-type: none"> • on the grounds of promoting equality of opportunity for one group? • For any other reason? 	Y	N	<p>Please explain for each equality heading on a separate piece of paper (questions 9 – 20).</p>

23. As a result of carrying out the equality impact assessment is there a requirement for further consultation?	Y	N	Please explain
24. As a result of this EIA should this policy/ procedure/ practice be recommended for implementation in it's current state?	Y X	N	Please explain

PLEASE COMPLETE THE FOLLOWING ACTION PLAN FOR ALL IMPACT ASSESSMENTS

Equality Impact Assessment Action Plan

Complete the action plan demonstrating the changes required in order to meet TBC's commitment to equality and diversity. The action plan must contain monitoring arrangements, the publishing of results and the review period required for this policy.

ACTION/ ACTIVITY	RESPONSIBILITY	TARGET	PROGRESS
Monitoring arrangements:		Data collected quarterly	
Publication:			
Review Period:		Reviewed 12 monthly unless otherwise stated	

Expand as appropriate

Signed
(Completing Officer).....

Date

Signed
(Head of Department)

Date

Signed
Corporate Diversity/ Equality

Date

CABINET

31st August 2011

Report of the Portfolio Holder for Quality of Life

Increase Of Disabled Facilities Grant Budget To Reflect Contributions

RECOMMENDATIONS

Members are asked to:-

1. Approve an increase in the Disabled Facilities Grant element of the Capital Programme budget by £69,000 to reflect the contribution of £50,000 received from the Primary Care Trust and £19,000 additional grant allocation from Communities and Local Government.

PURPOSE

To seek Member approval to increase the Disabled Facility Grant budget to reflect contributions received.

EXECUTIVE SUMMARY

Members Book Item 19/2010 (Appendix A) approved receipt of a £50,000 contribution from the Primary Care Trust to fund Disabled Facility Grant works to non Council Housing residents in the Tamworth area.

The funding has been made available by the Primary Care Trust to fund disabled adaptations with a view to improving the quality of life for disabled residents by assisting them to remain in their own home and preventing unnecessary occupation of hospital bed-spaces.

The Primary Care Trust have been invoiced for this contribution and the funding has now been received.

The Disabled Facilities Grant programme is currently over-subscribed so this additional contribution will help to alleviate some of the pressures placed on the budget.

At the time of setting the original budgets it was anticipated that the grant allocation from Communities and Local Government would be £150,000 as in previous years, with a capital allocation of £90,000 resulting in an approved budget of £240,000. The actual allocation from CLG was £169,000 giving an additional £19,000 funding for the Disabled Facilities Grants Budget.

RESOURCE IMPLICATIONS

- The funding being provided by the Primary Care Trust comes with no onerous conditions with the only requirement being that it is utilised to fund Disabled Facilities Grants.
- The Disabled Facilities Grant Budget (CA1004) will need to be increased by £69,000 to reflect receipt of £50,000 from the Primary Care Trust and the £19,000 additional allocation from the CLG.

- There are sufficient applicants on the waiting list to take up the full £50,000 and the £19,000.
- There will be no additional costs to the council in delivering the extra works
- No additional resources will be required to deliver the extra works.

LEGAL/RISK IMPLICATIONS BACKGROUND

The additional works will be carried out as an extension of the current programme. There is a sufficient waiting list to take up the full spend and there are no onerous conditions being placed on the use of this funding by the Primary Care Trust outside of the requirement that it be used to fund Disabled Facilities Grants.

SUSTAINABILITY IMPLICATIONS

Non identified – this will be an extension of an existing programme funded through grants provided from an external funder.

CONCLUSIONS

- The Council has received the £50,000 from the Primary Care Trust following approval through Members Book Item 19/2010.
- The Primary Care Trust requires that the funding only be expended on delivery of Disabled Facilities Grants and as such the budget should be increased to reflect this.
- There is an additional £19,000 of funding through the CLG grant allocation.

BACKGROUND INFORMATION

REPORT AUTHOR

Paul Weston, Head of Asset Management
01827 709 377
paul-weston@tamworth.gov.uk

LIST OF BACKGROUND PAPERS

None

APPENDICES

APPENDIX A [Copy of Members Book Item]

Scheme of Delegation Ref 19/2010

NON-CONFIDENTIAL

***RECEIPT OF CAPITAL FUNDING FOR DISABLED ADAPTATIONS FROM THE
PRIMARY CARE TRUST***

Recommendations

It is recommended that the offer of £50,000 from the Primary Care Trust for use on disabled adaptation works be accepted and that the Disabled Facilities Grant budget be increased by £50,000 to reflect funding being provided by the Primary Care Trust.

Purpose

The purpose of this report is to provide information on funding being offered by the Primary Care Trust, to provide information on what the funding can be used for, to formally approve acceptance of the funding and to formally approve the increase in the associated budgets to make use of the funding being provided.

Background

The Southern Staffordshire Primary Care Trust have decided to make funding available to the various local authorities operating within it's region for the purpose of undertaking additional disabled adaptation works. These works are designed to allow disabled people to remain in their homes safely, in completing these works it is anticipated that fewer people will require admitting to hospital which in the longer term will result in savings for the Primary Care Trust.

The funding being allocated to Tamworth Borough Council is £50,000; this money has to be committed in the 2010/11 financial year; it is however acknowledged that the majority of work will not be completed until early in the 2011/12 financial year.

The Primary Care Trust have indicated that the money is to be spent to help clear the Disabled Facilities Grant (DFG) waiting list which is considerable.

There are currently sufficient applicants on the waiting list to take up the full allocation.

A report will be made to Cabinet in April to confirm the additional funding and expenditure.

Financial Implications

The Primary Care Trust are offering to fund an additional £50,000 of disabled adaptations. There are no onerous conditions attached to the funding providing the full amount is spend on Disabled Facilities Grant applicants currently on the waiting list and that it is committed in the 2010/11 financial year.

The Disabled Facilities Grant (CA1004) budget will need to be increased by £50,000 to reflect the additional funding being provided by the Primary Care Trust.

related conditions are met.

There will be no additional costs to the Council in delivering these works.

OFFICER'S DECISION:

The £50,000 funding from the Primary Care Trust should be accepted and the Disabled Facilities Grant (DFG) budget should be increased by £50,000 to reflect the additional funding.

The Council has received the £50,000 from the Primary Care Trust following approval through Members Book Item 19/2010.

The Primary Care Trust requires that the funding only be expended on delivery of Disabled Facilities Grants and as such the budget should be increased to reflect this.

NAME OF COMMITTEE

Cabinet

DATE OF COMMITTEE

31/8/2011

REPORT OF THE PORTFOLIO HOLDER; CORPORATE DIRECTOR; ASSISTANT DIRECTOR;
--

Report of the Portfolio Holder Economic Development and Enterprise
--

REPORT OF THE

TITLE OF REPORT

Tamworth Core Strategy: Proposed Housing Policy Consultation Responses
--

EXEMPT INFORMATION

N/A

RECOMMENDATIONS

That Members endorse responses to the Core Strategy Housing Policy Consultation and approve the suggested Borough Council responses outlined in Appendix A of this report, along with the accompanying Sustainability Report as set out in Appendix B.
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PURPOSE

For Members to consider the responses to the consultation on the Core Strategy Proposed Housing Policies carried out between February-April 2011 and the next stage in the process to deliver a sound Core Strategy.
--

RESOURCE IMPLICATIONS

On the basis of responses received, it has been agreed to commission a more up to date evidence base of housing need to support establishing tenure type and mix and location in the context of government's housing, welfare and health reforms. This is being commissioned jointly with Lichfield DC & Cannock Chase DC. The cost of this work (estimated to be up to £50k) will be apportioned between the 3 authorities; on the basis of tenders received to date, it is unlikely that Tamworth's costs will exceed £20k. TBC's Housing Strategy Team is leading the commissioning of this work and the cost will be met by their budget. If it is found that there is insufficient budget to cover the cost of the work, there are sufficient funds within the LDF budget to cover any shortfall.
--

LEGAL/RISK IMPLICATIONS BACKGROUND

None identified

SUSTAINABILITY IMPLICATIONS

EXECUTIVE SUMMARY:

The Housing Policies have been subjected to a formal sustainability appraisal (attached as Appendix B). This ensures sustainability issues are given full consideration in the preparation and adoption of refining policies. The sustainability
--

appraisal considers all the revised housing policies, which are H1, H3, H4 and H5. Policy H2 was unchanged and although H6 was amended its intent remained the same. The policies were assessed as they were drafted for the consultation and are set out as Option 1 in the appraisal framework. In addition, each policy has been assessed alongside one realistic alternative option (option 2). The total scores for each policy show that Option 1 has scored highest in every instance, which provides a sound endorsement that the preferred Housing Policy approach is the most appropriate, in terms of delivering sustainability objectives, for Tamworth.

CONCLUSIONS

The consultation exercise generated a number of useful representations from stakeholders which will be used to justify the approach taken by the Council to housing delivery at the Core Strategy's subsequent examination. Suggested objections and amendments to the proposed policies have been considered and, where considered appropriate, will be incorporated within the policies contained within the published version of the Core Strategy, or have resulted in further work being commissioned to provide further robust evidence to support policies which refer to addressing housing need and type. The Council's suggested responses to the representations, including justifications for discounting representations, are set out in Appendix A which following Cabinet approval will be published on the Council's website.

BACKGROUND INFORMATION

In February this year, the Council re-drafted its housing policies from the 2009 Proposed Spatial Strategy document and subjected them to a 6 week consultation period. The re-drafted policies reflected an important piece of evidence on affordable housing viability which enabled the setting of realistic targets for affordable housing. Advice obtained from Gypsy and Traveller representatives facilitated a more responsive policy to be drafted.

The housing policies included establishing targets where appropriate and supported by evidence and included:

- H1 - Revised policy on housing delivery
- H2 - Unchanged policy for Anker Valley
- H3 - Revised policy on affordable housing
- H4 - New policy on housing need setting out targets for sizes of dwellings, including an approach to delivering 'flexi care' accommodation
- H5 - New policy on housing density
- H6 - Revised policy on Gypsy and Travelling Showpeople accommodation

In total, 34 respondents, including statutory bodies, members of the community and adjoining local authorities submitted 134 individual representations on the policies. These have in turn been summarised, analysed and responses drafted. This report seeks approval to agree and publish the responses, along with an accompanying sustainability assessment of the policies.

The responses suggest broad support for the strategic approach to housing delivery, including proposed generalised locations for potential housing growth to meet Tamworth's needs in neighbouring authorities. However, further discussions are planned with Lichfield & North Warwickshire Councils to agree how this will be delivered through their respective Core Strategies. Support was received for the proposed targets in relation to affordable housing and housing density, accompanied by requests for a degree of flexibility to address site specific issues. The targets for dwelling sizes and numbers and flexi care accommodation received a number of objections on the basis of being overly prescriptive and failing to comply with government guidance. On this basis it has been agreed to commission a more up to date evidence base of housing need to support establishing tenure type and mix and location in the context of government's housing, welfare and health reforms. The brief

for this piece of work has been agreed and is currently being distributed. It is anticipated that the total cost of the work will be around £50k which will be apportioned between the 3 authorities. The Tamworth Borough Council proportion will be met from the Housing Strategy budget.

REPORT AUTHOR

Jon Lord

LIST OF BACKGROUND PAPERS

Proposed Housing Policy Consultation Responses: Summary of issues raised and responses

APPENDICES

Appendix A contains a summary of the responses received and a suggested Borough Council response whilst The sustainability appraisal of the housing policies is set out in Appendix B.

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Appendix A: Summary of the responses received and suggested

H1 Do you agree with the approach to housing delivery?		Council's Response
Res		
Highways Agency	We recognise and welcome the approach to concentrate housing in the most sustainable locations	Support noted.
Gary Heritage	In relation to the Anker Valley, the Housing Key Diagram is very misleading. It shows an outline of development in purple which I take to be HSG4, together with Land to the North of Anker Valley for any potential growth. However H2 still reverts back to the Anker Valley being unchanged as Proposed Spatial Strategy, which shows Anker Valley potential growth to go east of HSG4 up to the Amington Hall Conservation Area. Which map shows the correct land allocation in this area to meet the housing delivery? i.e. North of HSG4 or East of HSG4	Comments noted. The final version will include a clear boundary of the Anker Valley proposal.
Forestry Commission	Welcome commitment to sustainable communities and sustainable development. This should include explicit commitment to high quality greenspace/green infrastructure – the detail is lacking in the policy doc but maybe held elsewhere.	Support noted. The published version of the Core Strategy will include linked green infrastructure & greenspace policies which will set the expectation that new housing development will contribute towards enhancing and/or delivering green space/green infrastructure.
Polesworth Parish Council	The land along the M42 Corridor in Warwickshire should be reserved for North Warwickshire BC's housing needs and used only when that Council's core strategy demonstrates a need to develop the land. There is adequate land to meet Tamworth BC's proposed housing needs at Anker Valley, Lichfield DC's land beyond Rawlett School and infill sites within its administrative area, without the need to acquire land within Polesworth or elsewhere within the Borough of North Warks. Consequently Polesworth Parish Council is vehemently opposed to any proposals by Tamworth BC to acquire land anywhere within the Borough of North Warks	Comments noted. Discussions are ongoing with N Warricks & Lichfield DC regarding land to deliver Tamworth's future housing need.
Brooke Smith Planning	<ul style="list-style-type: none"> Concerned about the strategic allocation of Anker Valley for housing development. In light of paragraph 4.46 of Planning Policy Statement 12 – 'Local Spatial Planning' it is imperative that Core Strategies are flexible to deal with changing circumstances. This need for flexibility was highlighted in the WMRSS Phase 2 Revision EiP which considered that the Anker Valley development may be unviable due to heavy infrastructure costs. Likewise Tamworth Future Development and Infrastructure Study assessed the site and was ranked sixth out of seven potential areas for development. In accordance with the allocation of Anker Valley Allocation it is considered that alternative sites in suitable locations that are deliverable should be 	<p>The Anker Valley site is considered to be the most sustainable and appropriate strategic site within the Borough to meet RSS housing requirements. Work is currently being undertaken with the Anker Valley Consortium to test its viability and to identify infrastructure requirements. The outcomes of the study will be used to inform both the published Core Strategy and associated infrastructure delivery plan.</p> <p>The emerging SHLAA has been updated and includes a range of sites within the Borough boundary which predominantly focuses on</p>

	<p>incorporated into the 5 year housing trajectory. From the evidence within the Tamworth Future Development and Infrastructure Study, it is considered appropriate that Greenfield sites both within and adjacent to the Borough, such as the site at Mile Oak, should be incorporated into the Core Strategy as suitable and deliverable alternative to the Anker Valley development.</p> <ul style="list-style-type: none"> Support the Council's target of delivering at least 2,900 dwellings in the Borough during the period 2006-2026 and the aspiration of providing 60% of new housing on previously developed land. Whilst we acknowledge that there is a need to allocate Greenfield land (to the northeast of the town) to meet identified housing needs within the Borough, we firmly support measures that will facilitate the release of Brownfield sites during the early part of the plan period, and in advance of any Greenfield release 	<p>Brownfield land but does include some Greenfield sites. This has identified an appropriate supply of suitable and deliverable sites and therefore it is not considered that any further Greenfield sites need to be identified within the Core Strategy.</p>
<p>Morston Assets</p>	<ul style="list-style-type: none"> Support the approach to housing delivery outlined in the Housing Policy Consultation document and welcome the provision for a sustainable urban Neighbourhood in the Anker Valley. Welcome the Housing Key Diagram included in the document which supports the strategic approach outlined in Policy H1. Concerned the boundary of the Anker Valley allocation is not clear and conflicts with the boundary outlined in Policy H2 which has not been amended from the original proposed strategy consultation in October 2009. More clarification is needed on what boundary for the Anker Valley allocation is being taken forward in the Core Strategy. A boundary in line with that of the Housing Key Diagram should be used, a boundary which represents the full extent of the Anker Valley allocation in terms of the area's capability of accommodating up to 1400 dwellings. Such an approach would not only help identify the role of the Anker Valley in meeting long term housing needs in Tamworth but would also conform with the SHLAA and Development and Infrastructure study which both include the full extent (up to 1400 dwellings) of the Anker Valley site. In line with the above approach Policy H2 of the Core Strategy should be amended. The element of phasing included in Policy H2 should be removed and that the policy should include the full extent of the Anker Valley site. Establishing an Anker Valley allocation capable of delivering up to 1400 units from the outset of the plan is the best way to provide the recognised need for flexibility in housing provision in the borough. The Key Diagram of the Core Strategy should include the full extent of the Anker Valley allocation and our 	<p>Support noted.</p>
<p>William Davis Ltd</p>		<p>Support noted.</p> <p>The final boundary of Anker valley will be contained within the finalised SHLAA.</p>

<p>Bromford Housing Group</p>	<p>suggested alteration to Policy H2 would conform to this approach.</p>	<p>The full extent of the site and the maximum number of units will be incorporated within the final policy for Anker Valley.</p> <p>A review of the Core strategy will be triggered once 2900 dwellings have been delivered which may result in sites outside of Tamworth's boundary being developed. This will have to be agreed with neighbouring authorities.</p> <p>Noted. This will be set out within relevant policies in the publication version.</p> <p>Support noted.</p> <p>Work is continuing on ascertaining whether local standards are appropriate for Tamworth.</p>
<p>North Warwickshire BC</p>	<ul style="list-style-type: none"> Whilst the Plan states that future growth is not required in neighbouring areas until after 2020, the likely timescale for a number of the identified sites outside the Tamworth boundary is significantly earlier than this and therefore will precede the 2017 Core Strategy review. Greater emphasis and reference could be placed on sustainable transports role in housing development. The emphasis on the use of brownfield sites is welcome. The comment about zero carbon development is disappointing - Tamworth could provide a more specific and local view on the role that Code for Sustainable Homes is deemed to play in housing priorities and delivery in the Borough North Warwickshire Borough Council objects to the identification on the Key Diagram of all the land between Tamworth Borough boundary and the western edge of Polesworth and Dordon as potentially available to deliver Tamworth's future housing needs. With reference to the Tamworth Future Development and Infrastructure Study findings it is noted that the option for the Anker Valley was supported as the most sustainable and appropriate location for development to meet Tamworth's needs. However, it should be stressed that North Warwickshire Borough have not formally accepted the studies recommendations, specifically in terms of the land between east Tamworth and Polesworth/Dordon. There is significant local concern to maintain this important gap between a major urban area and two rural settlements. The land to the east of Tamworth, between Tamworth's current boundary and the M42 (not the entire rural gap as shown on the Key diagram, including land north of B5000) should only be considered as a last resort option, and only if all the other available options (including sites identified within Lichfield District) have been delivered, developed or cannot physically be developed. The Borough Council would exclude the inability of achieving access infrastructure 	<p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth's future needs including accommodation.</p>

	and /or service issues as part of that assessment. This is because it is vital that Tamworth caters for its own needs and avoids the coalescence of the three settlements.	
Merevale & Blythe Estates	<ul style="list-style-type: none"> Support Tamworth BC approach to housing delivery. The Pennine Way site is the largest site within the urban area. A planning application is currently being prepared for submission in June 2011 following discussions with Council Planning Officers. This site is available for development, it is in a highly sustainable location in terms of access to public transport, services and community facilities and is capable of delivering a mix of dwellings and tenures. 	<p>Support noted.</p> <p>Discussions on The Pennine Way site are continuing and we understand that a planning application is due to be submitted in the near future.</p>
Bloor Homes	<ul style="list-style-type: none"> Pleased to see the retention of the Anker Valley strategic allocation and can confirm that the relevant developers, including ourselves, are engaged in a number of activities with the Council in relation to the delivery of this site in line with Council's aspirations. It is reassuring to see that there is an intention to cooperate with adjoining authorities in relation to the growth associated with Tamworth both within the Borough boundary and beyond. The approach to coordinate the Anker Valley and North of Tamworth broad location are clearly a very sensible proposal. However, we are concerned that the decision regarding a commitment to the broad location is to be made in a subsequent review of the Core Strategy. We do not believe that this is consistent with the advice set out in paragraph 4.46 of PPS12 which cautions against using a review to deal with matters that can be foreseen. As regards Housing Policy H2, we note that the Council is not intending any changes to this policy and as mentioned above we can confirm our ongoing support for this strategic allocation 	<p>Continued support for Anker Valley noted.</p> <p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth's future needs including accommodation. This will need to be addressed in all 3 LPA's respective Core Strategies.</p>
Joint Commissioning Unit	<ul style="list-style-type: none"> Welcome the emphasis on mixed communities and the need for accessibility to enable residents to participate fully in their communities. Improving health outcomes and tackling health inequalities is clearly linked to good design which you clearly reference but it might be worth pulling out key design requirements at this point in the document also to reinforce the point. Pleased to see clear reference to the need for supported units for independent living for a range of client groups as this is a key priority for us 	<p>Support noted. The published version of the Core Strategy will include linked design policies which will set the expectation that all new housing development will conform to high standards of design.</p> <p>Support noted</p>
Ken Forest	Yes - however there are details and aspects on the charts, diagrams and	The Council have taken a considered approach to the trajectory

	<p>explanatory text that will need to be revised (detailed analysis is supplied)</p>	<p>which takes into account specific sites and agreed build rates via the emerging SHLAA, this may be subject to change through continued monitoring.</p> <p>Comments are noted, the Council are developing an interactive PDF within the SHLAA which will demonstrate whether a site is 'deliverable', 'developable' or 'not currently developable' in accordance with guidance, this document will subsequently make recommendations to be considered in the Core Strategy. The document itself may also feature a diagram reflecting the trajectory of housing on a site by site basis.</p> <p>The wording suggestions have been noted and will be considered where developing the final policies.</p>
<p>TBC/SSPCT</p>	<ul style="list-style-type: none"> The approach is agreeable as the houses are not congested into one area of Tamworth which may lead to a 'ghetto' set up. Although the numbers identified for Anker Valley and the others may not warrant a new GP/Dental and other health facility it must be stressed that access to a branch surgery/health centre must be considered if the future tenants of these properties are of mixed age groups or the availability of affordable public transport 	<p>Support noted. The indicative Anker Valley masterplan includes provision for a community facility; discussions are ongoing as to the potential amount of healthcare to be provided</p>
<p>Lichfield District Council</p>	<ul style="list-style-type: none"> Broadly agree with the proposed approach to housing delivery. The District Council is committed to working with Tamworth Borough Council and North Warwickshire Borough Council to consider cross boundary issues. It is recognised that the latest household projections, prepared by Staffordshire County Council for the period 2008 – 2033, indicate a scale of growth which exceeds the capacity of deliverable and developable sites identified within your SHLAA. It should be noted that the most up-to-date household projections and indeed those published by the Office for National Statistics, are trend based and do not consider the impacts of policy changes or the economic climate. These headline figures also do not highlight the complex migration patterns that have occurred historically and are likely to occur in the future. Migration data for the period 2004-2009 shows that there has been significant in-migration into Lichfield District from Tamworth Borough – therefore a level of Tamworth Borough's need is already assumed within the 	<p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth's future needs including accommodation</p>

	<p>County Council's household projection of 8,892 for Lichfield District 2008-2028.</p> <ul style="list-style-type: none"> It is agreed that any housing to meet Tamworth's needs outside of the Borough's boundary could be considered through the review of the Core Strategy. This date should be agreed with Lichfield District Council and North Warwickshire Borough Council so Core Strategies are consistent approach. It is suggested that the review should commence no earlier than 2017. Housing Key diagram: Whilst it is appreciated that this is diagrammatic, it is considered appropriate to identify Wigginton and Bonehill 	
<p>Network Rail</p>	<ul style="list-style-type: none"> In relation to Anker Valley proposal, in principle Network Rail are prepared to grant access/air rights over the railway line, subject to agreement to Heads of Terms, Network Rail's operational approval and regulatory approvals and completion of a BAPA and Tripartite Works Agreement for the proposed bridge. The development also indicates a park and ride to the north of Tamworth station on the Anker Valley land and at our meeting the Council talked about creating a link/second entrance to the station. Network Rail have advised the Council/developers that any such arrangement could create revenue protection issues for London Midland. 	<p>Comments noted.</p> <p>Discussions regarding the redevelopment of the station, including potential access arrangements are ongoing.</p>
<p>Tetlow King representing WM Harp Planning Consortium</p>	<ul style="list-style-type: none"> Whilst we support the setting of an overall housing target as a minimum, we consider that the setting of a 60% target to be achieved on brownfield land may be overly ambitious, especially considering the finding of the viability assessment which states "<i>Brownfield/town centre sites suffering the worst and proving to be the most challenging to bring forward in the current climate ...</i>" We strongly recommend that the Council adopt a more flexible approach to the delivery of housing on brownfield land, taking into consideration the difficulties in funding affordable housing delivery. <p>Support the Council's intention to work jointly with neighbouring districts to</p>	<p>Comments noted. Whilst Tamworth BC seeks to make the most efficient use of its limited supply of land, the policy will be reviewed in the context of the outcomes of the updated SHLAA and the government's emerging National Planning Policy Framework.</p>

Sport England	<p>ensure housing delivery to meet local needs. We recommend a rewording of the fourth paragraph to read: <i>“this will be achieved by providing a mix of dwellings of the right size, type, affordability and tenure to meet local needs as evidenced by an up to date assessment, including the SHMA”</i>. This policy should then be linked in with Policy H4 – Housing Needs</p> <p>In principle agree with the approach but have some concerns about the broad locations for potential housing growth:</p> <ul style="list-style-type: none"> • North of Tamworth (Lichfield District) – the Housing Key Diagram on Page 5 appears to include the land now purchased by SCC and with planning permission for a playing field extension at Rawlett School (delivered as compensation for playing field loss from the two Tamworth academy’s). This land should be EXCLUDED from the Sustainable Urban Neighbourhood area on the basis that it should be protected as playing field, particularly as it was so difficult to secure replacement playing field in the Borough in the first place and this site now develops the school as a sports college. This is supported by the Lichfield Playing Pitch Strategy (although this document is now just out of date and needs a refresh). • East of Tamworth (North Warwickshire) - the Housing Key Diagram on Page 5 appears to include several sites of importance to sport: <ul style="list-style-type: none"> a. Polesworth Sports Ground – a cricket pitch with artificial wicket and outdoor nets and football pitch b. Birchover Football pitch c. Poleworth School Playing Fields – 7- 9 football/rugby pitches, an athletics track and cricket pitch d. Goodere Drive Pitches – 4 pitches e. Tamworth Karting Race Track <p>All these sites should be EXCLUDED from the housing development allocation on the basis that it would be opposed to national policy in PPG17 in general and par. 15 in particular where playing fields are affected.</p> <ul style="list-style-type: none"> • Pennine Way – there are several playing field/sports sites along Pennine Way 	
		<p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth’s future needs. Until these are finalised the broad locations for potential future housing need cannot be confirmed.</p>

	<p>(e.g. Three Peaks Primary School) and it is not clear where housing is proposed. Clearly no development should take place on playing field or sports land as this would be opposed to PPG17, Tamworth Sports Strategy and other CS policies to protect such facilities.</p> <ul style="list-style-type: none"> Stormking Site – assuming this is the redevelopment of Stormking Plastics site it looks like it does not have a direct impact on sports facilities. However there is a golf course immediately to the east which would need to be protected from any indirect impacts. <p>Where these sites fall on the edge of the urban area (all but Birchover Football Pitch) these areas should be excluded from the map, otherwise supporting text should make it VERY CLEAR that all existing playing fields and sports facilities should be protected in accordance with national policy and a suitable buffer provided between those sites and housing development to ensure protection of amenity does not constrain the use of those sites for sport (noise, ball damage etc.).</p>	<p>The Pennine Way site referred to does not contain either playing fields or sports land.</p> <p>Comments noted. The impact would need to be addressed through discussions with potential applicants.</p> <p>Comments noted.</p>
<p>CPRE</p>	<p>CPRE notes that 2006-2010 completions exceeded the nominal trajectory toward the WMRSS preferred option, as do the projected completions up to 2013-14 (Fig p4). This allows the building rate to fall back to about 75 per annum in the subsequent 12 years, a total of about 900-1000 houses. This seems to accord with the 900 units in para 3, p6 of the Housing Policy report.</p> <p>CPRE cannot agree with the “flexibility allowance” put forward in para 4, p6; firstly because 20% is an excessive proportion to introduce, and secondly because that percentage is applied to the whole WMRSS provision, whereas at least 50% of the target figure has already been built or has been secured by planning permissions or allocations up to 2013-14.</p>	<p>The Council consider that it is important to provide flexibility for the duration of the plan period. Furthermore, although we have only identified one strategic ‘green field’ housing site at Anker Valley there will be a significant supply of smaller sites within the urban area. Anker Valley will deliver associated sustainability benefits as a result of its substantial capacity and economies of scale which will benefit those living on the site and existing communities. These benefits may not be accrued from smaller sites. It is important to retain this flexibility as issues may exist in relation to the viability of some smaller sites.</p>

	<p>Additionally it has been the experience of LPAs across Staffordshire that despite Strategic Housing Land Availability Assessments being introduced, a very substantial amount of housing comes forward as “windfalls”, more than enough to absorb the flexibility allowance. This phenomenon is confirmed to a large degree by the final paragraph on p6. The additional nominal 600 dwellings must therefore be discounted, or at least offset by the additional 400 houses at Fazeley suggested by Lichfield or other potential “brownfield” resources.</p> <p>CPRE’s concern over the compilation of the Housing target, and its achievement, is motivated by our understandable wish to conserve and protect the countryside and Green Belt for its own sake and the benefit of Tamworth residents. Also now there is emerging a renewed need to retain to the maximum possible extent our finite food and fuel-producing farming land against the emerging global concerns regarding conservation of sustainable resources set against expanding world populations.</p> <p>Consequently we must be deeply concerned regarding the depletion of brownfield sites, and the subsequent transfer of development proposals onto greenfields. We regard with some dismay the prospects of housing development even “within the urban area” being only 60% located on brownfield land compared to Tamworth’s previous excellent achievement of 80% and thereafter predominantly extending onto greenfield sites.</p> <p>We therefore urge the utilisation of brownfield sites to the greatest possible degree and to the greatest possible acceptable density (see later comments on density) thereby deferring the later, greenfield, plan stages.</p> <p>It is further noted that the Anker Valley location has the potential for 1100-1400 dwellings in the longer term. Certainly on the basis of this report, and the UK’s straitened economic circumstances and prospects, CPRE suggests that even the Anker Valley development could await the projected review of the Core Strategy in 2017, and that outward expansion of Tamworth housing into Lichfield District and North Warwickshire Borough could be considered consequent even to that.</p>	<p>Whilst windfalls make up an important contribution to housing provision, it is still not considered that they should be used to discount future provision.</p>
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English Heritage	<p>We have no further comments to make on the re-drafted policies at this stage. Our position on the Anker Valley sustainable urban extension remains as outlined in our formal response to the consultation on the Proposed Spatial Strategy in October 2009</p>	
Eleanor Patrick Staffordshire CC	<p>I would have liked to see greater improvements and a better infrastructure of the transport system in and around Tamworth and its neighbouring Towns, prior to any development in particular housing development taking place. Although transport has been considered within the document, we all know that unsystematic chaos can and does occur with any additional new development. Access of emergency vehicles is essential to any development as they need to be efficient and effective in service provision to the community</p> <p>Initial Habitat Regulations Assessment work has indicated that there may be an impact on Cannock Chase Special Area of Conservation (SAC) due to increasing visitor numbers. Whilst a Zone of Influence of recreational impact has been identified (Footprint Ecology 2009), it is acknowledged that this is based on out-of-date and incomplete data. Survey and assessment is ongoing to remedy this and to allow assessment of housing allocations in terms of their location related to the SAC and potential for additional impact. This should be completed during 2011. In the meantime, it should be acknowledged that allocations of substantial numbers of houses require reference to appropriate mitigation, such as Suitable Alternative Natural Green Space (SANGS) and planning obligation contributions.</p>	<p>The Core Strategy's proposed strategy will be supported by an Infrastructure Delivery Plan. This will identify the required level of infrastructure required, including transport, to deliver the strategic sites and the overall strategy.</p> <p>Further work to identify the exact extent of the zone of influence is ongoing and we await the outcome in order to identify any required mitigation measures.</p>
JVH Planning for Walton Homes	<p>We disagree with the approach to housing delivery, this is fundamentally flawed in a number of ways. Firstly, the strategy is reliant on the Anker Valley, this is not considered deliverable due to its huge infrastructure costs. This view is</p>	<p>The Anker Valley site is considered to be the most sustainable and appropriate strategic site within the Borough to meet RSS housing requirements. Work is currently being undertaken with the Anker</p>

	<p>supported by the Future Development and Infrastructure Study, which identifies the cost to be in the region £33,969 per dwelling, which for 900 dwellings equates to £30 million pounds. This amount is exclusive of any ransoms of land and railways, which will see this rise further. In addition the Anker Valley has failed to even be subject to a Planning Application during the highest land values ever known, it is not therefore considered that it is going to come forward now with a £30m plus infrastructure bill. In addition the land identified for the access link at Whitley Avenue is being prepared for a residential planning application in its own right and is therefore unavailable. The current situation with this land and the railway lines effectively sees this land being an Island and it is therefore not a suitable development option. Furthermore the site will not be in a position to provide any affordable housing or other community benefits due to the overall viability concerns outlined above. The scheme is now out of step with modern sustainability criteria and the fundamental aims of delivering new homes in sustainable locations on viable sites.</p> <p>Concern is raised on the reliance upon the level of PDL within the Town and the level of sites available which will be viable to the market. Our experience indicates that there is not an abundance of viable sites here and therefore this source should not be depended upon to deliver the housing needs of the Borough.</p> <p>The other identified broad locations for growth are outside of the Borough and considered unsustainable and heavily dependant upon the private car to enable residents to reach services and employment. Noise vibration and air quality concerns are also considered to be a issue in respect to growth along the M42 which would considerably reduce the area indicated as developable. An alternative approach is therefore required to deliver the Housing Strategy. It is accepted that some development in the Anker Valley could remain a viable option, but this would require to be developed using the existing available infrastructure and should be served off the Ashby Road. Clearly this limits capacity here and sees viable alternatives requiring to be considered.</p>	<p>Valley Consortium to test its viability and to identify infrastructure requirements. The outcomes of the study will be used to inform both the published Core Strategy and associated infrastructure delivery plan.</p> <p>To date, no planning application for the land at Whitley Avenue has been submitted for consideration.</p> <p>Comments noted. However it is still considered that notwithstanding Anker Valley, provision will be made in the main on PDL as this represents the most efficient and effective use of Tamworth's limited supply of land.</p> <p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth's</p>
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	<p>Support is given to the acknowledgement of the potential for further development at Fazeley and Mile Oak, which we are aware has potential and available sites, which can support Tamworth's housing needs albeit with the majority of this land being within Lichfield.</p> <p>It appears however that the area with the greatest potential to provide growth and make up for the shortfalls identified for above is to the West of Dosthill. This land should be considered and identified as a broad location for growth. This area is considered to be attractive to the market on viability grounds as it is not subject to huge infrastructure costs and has real sustainability criteria. The proximity of this land to Wilnecote Station offers a real alternative to private car use and makes this a viable and sustainable location. The failure of this area to be identified is considered a fundamental flaw to the housing strategy in terms of soundness and this should therefore be reconsidered accordingly in addition to amendments identified above in respect to the Anker Valley and the available levels of PDL within the existing urban area.</p>	<p>future needs including accommodation</p> <p>Whilst is accepted that Wilnecote Station delivers sustainability benefits, it is considered that Anker Valley's pedestrian proximity to the town centre delivers greater sustainability benefits and accords with promoting development in the town centre.</p>
<p>Shirley Associates for Hidgetts Estates</p>	<p>The approach to identify 'broad locations' for future growth is supported. In particular, the conclusion that land to the West of the M42 is most suitable to meet Tamworth's needs is supported (and the subsequent identification of this location for 'future development'); part of this land, immediately to the north of the A5, has previously been considered during the Local Plan review process, and not found to have any insurmountable constraints. More recently (February 2010) part was identified as a site with 'future potential' within the North Warwickshire Strategic Housing Land Availability Assessment. SHLAA site NWAR187, to the west of Dordon, was considered suitable for housing because of its accessibility and as no insurmountable constraints have again been identified. A developable site area of about 15ha was identified by the SHLAA, which could yield about 450 dwellings. Hudgetts Estates control part of this land to the west of Dordon (within the 'broad location' for future growth) and would in principle be prepared to work with the relevant Local Planning Authorities to bring this land forward for development.</p> <p>In terms of the Council's overall approach, appropriate flexibility should built into</p>	<p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth's future needs including accommodation</p>

	<p>the DPD to ensure that, if required, this land could come forward in advance of 2020, if (for example) there are problems with capacity/delivery associated with either sites within the existing urban area or at Anker Valley.</p> <p>The Council's overall housing delivery target should be expressed as 'at least' 145 dpa, so that the ability to provide additional housing to meet local needs, including the need for affordable housing, is not unnecessarily restricted.</p>	<p>The Council will carry out continual monitoring of the supply and delivery of housing in the Borough and housing market trends which will inform the need to change the approach at any stage for the duration of the plan period.</p>
<p>Cllr Steven Pritchard</p>	<p>My concern with the strategy is the use of previously built on land. I do not imagine that we are knocking over any houses to provide that land so imagine that we are referring to land previously utilised for industrial purposes. How does this assist in making Tamworth a place to live as opposed to some where to travel from to go to work? Is there any provision within the plan to offer land for industrial purposes and to encourage business into Tamworth?</p>	<p>The Core Strategy's objective is to ensure there are sufficient sites to meet Tamworth's future employment needs. An employment land review has been undertaken to identify needs which will identify sufficient sites are identified and protected. TBC is working with the Greater B'ham LEP to develop a strategy for attracting inward investment into Tamworth which may result in 'best premium' sites being identified in a subsequent Enterprise Belt.</p>
<p>Mayor Planning (on behalf of Taylor Wimpey)</p>	<p>The Council's approach to housing delivery is not correct and should reflect the following considerations: The draft RD Phase 2 (option 1) housing provision of 2900 dwellings is wholly inadequate to meet Tamworth's housing needs. Household projections suggest a provision of 5000 dwellings over 2006-2026 is required and therefore the RS EIP Panel's recommendation of 4000 dwellings should be seen as a minimum. It is accepted that housing capacity within Tamworth is in the order of only 2900 dwellings (assuming Anker valley comes forward) and therefore the remaining provision of at least 1000 dwellings will need to be met outside the borough boundary. The Tamworth CS should make a policy commitment to ensure the cooperation of Lichfield District council in accommodating this additional requirement. The available evidence demonstrates that this additional provision will definitely be required and that the necessary commitments should be made by the borough council in this Core Strategy not left for a review in 2017.</p>	<p>Comments noted. Further discussions with both North Warwickshire BC and Lichfield DC are ongoing to identify the issue of Tamworth's future needs including accommodation</p>

	<p>Land to the north of Tamworth in Lichfield district has long been established as the preferred location for this additional provision. Land to the east in N Warwickshire is not appropriate and should not be pursued. Provision needs to be made for the development now in order to ensure a satisfactory flow of housing opportunities over the plan period. Land to the north of Tamworth adjoining existing opportunities in Browns Lane is available to make an early contribution of approx 250 dwellings for this purpose without prejudicing longer term decisions regarding development in the area as a whole.</p>	
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H3 Do you agree with the affordable housing targets?

Respondent	Main Issues Raised	Council's Response
Forestry Commission	<p>The targets appear modest. It is vital that greater commitment to high quality greenspace/green infrastructure is included in delivery of these targets since this has a key role in increasing quality of life and increased health and well-being – see the Case for Trees</p> <p>Affordable Housing Provision is generally supported</p>	<p>Broad Greenspace/green infrastructure standards for new residential a development will be set out in the relevant Core Strategy policy.</p>
Brooke Smith Planning		Support noted
Morston Assets	<p>Consider that the Council's affordable housing policy should contain sufficient flexibility to ensure that previously developed land is not prejudiced from coming forward for housing development where it would be unviable to provide 30% affordable housing. Consider that the affordable housing target should be for 30%, 'where viable'.</p>	<p>Agree-the words 'where viable' will be inserted.</p>
William Davis Ltd	<p>Welcomes the council's production of an Affordable Housing Viability Assessment to support policy H3, in line with the national requirements of PPS3. Also welcome the level of flexibility included in the policy which will allow for negotiation of the level of affordable housing on a site by site basis. The targets established in Policy H3 will result in some sites being unviable, and it is imperative that the council maintain the</p>	<p>The insertion of 'where viable' makes it clear that flexibility is incorporated within the policy.</p>

	<p>flexible approach outlined in Policy H3 to ensure that the housing delivery in the Borough is not overly restricted. To further this flexibility we believe the text of policy H3 should be amended from the council 'requiring' the targets identified to 'seeking' them. In this way the policy text acknowledges the flexibility needed in the policy and that the targets set will not always be achievable in terms of their viability. We support the acknowledgement that an SPD will be produced to provide further guidance on this policy and potential negotiations and look forward to being consulted on the emerging policy of said SPD</p> <ul style="list-style-type: none"> • It is unfortunate that the targets can not be set higher. It isn't clear on what timetable the Affordable Targets are to be reviewed. Viability Assessments in the current market will set low percentages, but higher proportions will be achievable as the market improves over the Plan lifespan. • The tenure mix guidance is vague in terms of the emerging tenures of Affordable Rent, Shared Equity etc. Is this deliberate? • The Borough Council need to work closely with the County who own significant land in Staffordshire and should be the major contributor to the land release in H3 e). 	
<p>Bromford Housing Group</p>		<p>Monitoring of affordable housing delivery will identify trends in provision and a period of under provision would trigger a review of the target.</p> <p>Bromford appear to have a blanket policy to introduce AR at 80% of market rent whereas guidance states this can be up to 80% - In Tamworth, 80% may / may not be affordable / meet local need so we will need to keep this under review & enter into discussions with RP partners etc. H3 clearly states 80% AR / 20% intermedate (i.e. Shared equity (Homebuy) – this requires clearly labelling.</p> <p>Noted. Tamworth Borough Council will continue to work with the County to identify potential sites to incorporate into the SHLAA.</p> <p>The insertion of 'where viable' makes it clear that flexibility is incorporated within the policy to allow other factors to be considered on an individual site basis.</p> <p>Off site contributions can be acceptable but emerging experience with NHB suggests these resources might not be utilised to support delivery on other sites but could be used for other, non-housing related purposes.</p>
<p>North Warwickshire BC</p>	<p>North Warwickshire have no objections to Tamworth's affordable housing targets in view of the recent Affordable Housing Viability & Policy Study (Feb 2010). The only comment is that this target should perhaps be applied flexibly, enabling financial contributions in appropriate and relevant circumstances where delivery of affordable housing on-site is difficult and off-site contributions could deliver a higher percentage of affordable housing on other suitable sites (to which the contributions could be targeted). The need for a flexible approach should also apply to viability and, where evidence indicates, consider reducing the target/requirement where the delivery of housing has other benefits including economic regeneration, increasing diversity of</p>	

Merevale & Blythe Estates	supply and tenure and other social or environmental benefits/contributions. It is considered that the affordable housing targets are overly prescriptive by referring to the percentage of affordable housing requirement per site and tenure split. In the current economic climate Policy H3 will make many sites unviable, however it is encouraging that the Council acknowledge this point and are willing to adopt a flexible approach to negotiations and willing to take into consideration viability issues with reference to the overall planning obligation requirements and local needs	Comments noted. The insertion of 'where viable' makes it clear that flexibility is incorporated within the policy.
Bloor Homes	<ul style="list-style-type: none"> • Pleased to see that the Council intends to utilise viability testing in relation to the delivery and quantities of affordable housing to be provided. Nevertheless we believe that the viability exercise should be carried out through the Core Strategy process rather than via a supplementary planning document as suggested. Clearly this would allow the viability of the Core Strategy proposals to be tested at an early and would also allow this exercise to be subject to independent scrutiny. As such we suggest that the Council should review the processes involved and consider progressing this topic through the Core Strategy itself. • The tenure arrangements set out in the Policy, in particular item (d), should reflect the changes in definitions set out in the consultation revision to PPS3. • The policy should also contemplate further changes to tenure and financing models that may be necessary to assist in the delivery of affordable houses. 	<p>Noted. It is proposed that the Core Strategy is subject to a viability testing exercise prior to publication to ensure requests for developer contributions are considered 'in the round'.</p> <p>Comment noted, the policy will be amended in accordance with the latest guidance.</p> <p>Comment in red noted & we are / will work with RPs & other partners to explore innovative funding arrangements & access tenure requirements in the context of site location / balance of the market in a given area etc. – this will be supported by housing needs survey work & findings to developed a more informed view on requirements.</p>
Joint Commissioning Unit	The targets seem sensible in the current climate bearing in mind the point at which people are now able to enter the housing market. We support the split of the affordable housing elements (80% social rented and 20% intermedate) as we are increasingly finding that for the client groups we support shared or outright ownership is ever more difficult to support due to changes in the financial products	Support noted.

	now available to them and therefore renting is the only affordable option. As above we are please to see clear reference to a range of housing to meet needs of older person, people with disabilities and special needs	
Ken Forest	whilst I support the intentions, the targets outlined, I do not consider acceptable. This is explained in more detail in the supplementary submission Appendix 2. INSERT	(b) and (c) The policy related to density will ensure the most appropriate and efficient use of land takes place. Comments related to the chart have been noted
TBC/SSPCT	The affordable housing targets appear realistic and achievable as demonstrated by previous 2006-2010 deliveries. However, Tamworth still has a high rate of teenage pregnancies this has shown the lack of smaller properties as starter homes for young parents. This in turn does result in overcrowding which could result with long term health problems for the adults and the child such as asthma	e) The evidence base will assist in determining the most suitable locations for different types of development. Support noted. Further work to identify housing needs for specific groups should identify the type and size of housing for particular groups.
Lichfield District Council	The District Council notes the methodology that underpins the affordable housing target. Whilst this approach is different to that taken by Lichfield District Council, it is considered that the two approaches are complementary and seek to maximise the provision of affordable housing, subject to viability	Support noted.
Tetlow King representing WM Harp Planning Consortium	The target tenure split of 80% social rented and 20% intermediate affordable is not supported. The Government has been consulting on a proposed change to the definition of affordable housing in PPS3 to include affordable rent which is likely to be adopted this year. Tamworth Borough Council is likely therefore to be out of step with adopted national policy if it fails to take this into consideration when setting a target tenure split. The Council should set out a local definition of affordable housing, encompassing this new form and taking into account the local context. The Council should also have regard to the funding difficulties all affordable housing providers are currently and will continue to face, and make allowance for a small element of cross-subsidy in rural areas to support increased affordable housing delivery. The release of surplus land holdings by Registered Providers should be supported as much as possible through the support of the Council, including through small scale cross-subsidy, as mentioned above, where viability is problematic. As with our comments above on Policy H1, we strongly recommend that this policy	Agree we need to be specific & include reference to AR (see comments above). We are looking at use of our / partners land, innovative funding models (cross subsidy etc.) and we are conducting up to date needs assessment which will provide us with relevant data to form a more informed stance – as alluded to above, will we be putting in to policy requirement for developers / planning consultants to provide us with data that they have which potentially contradicts our info as on previous occasions they have questioned our needs data with no real evidence to substantiate their claims. In terms of specialist provision, this again will become more apparent once needs survey has been done – in the meantime we have SCC strategies on Housing Support & Independent Living & Flexi Care Housing which provide information that is informing the Housing & Health strategy & could be used to include in Core Strategy / any SPD we develop in the future.

	<p>make reference to local need being evidenced through up to date assessments of need.</p> <p>As with our previous representations we strongly recommend that the delivery of specialist housing to meet the needs of the elderly is best implemented through a separate policy as at present point g) appears to be an afterthought. Bromsgrove District Council's recent Draft Core Strategy 2 includes a progressive policy on housing and care for the elderly (a copy of which is attached); such a policy should be incorporated into the Tamworth Core Strategy in support of accommodating the increasing ageing local population with a range of C2 and C3 developments.</p> <p>We welcome the indication that affordable housing contributions will be subject to regular review and further guidance in an SPD. Negotiation on a site-by-site basis is also supported as though the three target thresholds are useful, individual sites are likely to require flexibility.</p>	
<p>CPRE</p>	<p>CPRE appreciates that provision of affordable housing must be one of the LPA's first priorities. Concern must be expressed however at the large discrepancy between the SHMA estimate of need at 204/265 dwellings per annum and Tamworth Borough Council target of providing 43. This building rate appears to only provide at best for 1/5th of the need, and in practice means that the majority of those least able to access affordable housing are permanently deprived of this most basic of life's necessities.</p> <p>CPRE concurs strongly therefore with the sentiment in para 4, p9 that delivery of such housing "can not rely (wholly?) on market-driven residential schemes and other key organisations, including the Council, have a role to play in increasing the "supply of affordable units".</p> <p>If however such a drive is successful it has to be provided within the overall housing supply in order to comply with VMRSS targets, or additionally within the 75 houses per year, raising the final target number. It seems therefore (subject to your rebuttal) that in the former case the 45 per annum Affordable Housing forming part of the 75 overall annual provision would need to be raised to approach very close to the 100% provision which is deemed in the report as unviable! Is there not a contradiction, or</p>	<p>Comments noted. The Housing Needs Survey is currently in the process of being updated to ascertain a robust affordable housing need requirement.</p>

	<p>at least a sizeable dilemma here?</p> <p>The consultation document does not elaborate on the criteria by which the “Affordable Housing Viability Assessment” concludes that the delivery of a site is made unviable in supplying its need. It must however be considered a major shortcoming in the Core Strategy that no solutions are offered to satisfying the identified need.</p> <p>CPRE itself is not entirely convinced that the problem is incapable of solution by the market-housing industry. We are of the view that given assured contracts and with the benefits of current technology, a programme could be developed of starter homes of minimum initial sizes but designed for easy future extensibility, bringing into play self-help or smaller-sized building firms. This implies a measure of skill in design, and especially layout that we deal within the section on Housing Density.</p> <p>Some elements of this policy and subsequent definition has not been clearly addressed or defined. Please do not let us have another mass area of housing on the scale as the Kerria or Amington.</p> <p>With regards to any housing development, first time buyers will be totally reliant of lenders and any local authority must acknowledge that homelessness can and does occur and must be taken into consideration.</p>	
<p>Elanor Patrick</p>		<p>The only large area of housing proposed is Anker valley and this will be subject to a comprehensive master plan to ensure a variety of homes are supplied, in terms of size and affordability together with community facilities and associated supportive infrastructure to assist deliver a sustainable community.</p>
<p>JVH Planning for Walton Homes</p>	<p>Although Policy H3 identifies that a flexible approach in negotiations in respect to affordable homes will be taken, concern is raised as to the setting of different levels of target dependant upon the number of dwellings. This appears to indicate that larger sites can always provide more affordable homes in viability terms when this is not always the case once abnormal have been considered. The way this policy is worded will result in an inefficient use of land contrary to planning objectives as developers will avoid triggering the higher threshold to avoid having to offer more affordable provision. It is considered that the policy as drafted is not evenhanded and will not assist in the provision of affordable homes. This is particularly the case when considered the viability issues on the largest site identified at the Anker Valley, which will not be viable in terms of any affordable provision given the infrastructure costs already identified. This will leave a further shortfall in affordable provision across the</p>	<p>The comments related to viability have been noted and will be set out more clearly within the policy. In terms of the delivery of affordable homes, recent monitoring has demonstrated that an increasing number of applications are for 14 units, which is below the national threshold for providing affordable housing. Therefore it is considered that having a banded approach, alongside the minimum density policy (H5) will ensure an efficient use of land and the provision of affordable homes on smaller sites which themselves are seen as important given the constrained nature of the Borough. Collectively it is considered that this will help to deliver an appropriate number of affordable housing in accordance with identified need.</p>

	<p>Borough and further highlights the flaws of the strategy. In order to attempt to deliver some affordable homes neighbouring Districts such of ESBC have have taken a different approach to achieving development where a 10% level is now sought.</p> <p>In addition any policy must explain and set out the viability formula to be adopted, to ensure that it is workable and reasonable. Without the formula being agreed in policy how will the development industry for example know what levels of profit is acceptable on sites when considering viability. This information must be available so that sites can be properly appraised by developers prior to acquisition to assist in the bring forward of sites and ensuring development.</p>	
<p>Turley Associates for Hidgetts Estates</p>	<p>On the basis that appropriate flexibility is built into any final policy, there is no objection to the approach to affordable housing suggested by draft policy H3. The Council's target for annual delivery should be expressed as 'at least' 43 affordable dwellings, as opportunities exist to secure additional provision, such as through the development of additional mixed tenure sites, and this should be embraced to help meet the level of need identified in the SHMA.</p>	<p>Support noted. Agree that the wording 'at least' be incorporated to make it clear that the 43 affordable housing is a minimum figure to deliver.</p>
<p>Clr Steven Pritchard</p>	<p>Given the nature of the demographic of Tamworth, the available work and current situation with the economic climate I would suggest that the provision of 43 low cost residences per annum is totally inadequate</p>	<p>Agree that the wording 'at least' be incorporated to make it clear that the 43 affordable housing is a minimum figure to deliver.</p>

H4 Do you agree with the proposed targets for each size of unit?

Respondent	Main Issues Raised	Council's Response
Forestry Commission	<p>The proposed targets and rationale seem reasonable. It is vital to ensure for whatever size and mix of units that there is adequate access to high quality greenspace/green infrastructure within a reasonable distance eg using the ANGSt model</p>	<p>Broad Greenspace/green infrastructure standards for new residential a development will be set out in the relevant Core Strategy policy</p>
William Davis Ltd	<p>Paragraph 22 of PPS3 indicates that LPA's should only identify the likely profile of household types requiring market housing and does not support local policy establishing a prescriptive requirement on the range and mix of house types and sizes required. Consequently we object to the proposed requirement for a prescribed provision by type and size of market housing in Policy H4, which is clearly inconsistent with national planning policy. In addition to this paragraph 23 of PPS3 states that "developers should bring forward proposals for market housing which reflect demand and the profile of households requiring market housing". This is important because demand for private market housing does not directly reflect household size, for example small households do not necessarily want to buy small dwellings. It is essential this is recognised in policy or there will be a real danger that the size and type of housing provided will not meet the purchaser's requirements</p>	<p>Agree. The policy will set out a proportion between market and affordable housing provision. The policy related to size of unit will be revised to reflect household type as opposed to size in accordance with Paragraph 22.</p>
Bromford Housing Group	<p>Housing Needs Survey's always highlight a focus of need for small properties. They however do not reflect true demand or sustainability of households. It is our opinion that 1-bed properties do not represent a particularly suitable provision of affordable housing and that any housing supply of this size should be for the private market. From the point of view of Affordable Housing Stock we would wish to see a higher percentage of 3 and 4 bedroom units in line with the importance placed on this type of provision by the Homes and Communities Agency.</p> <p>Bromford Living housing management colleagues have the following queries linked to demand and lettings:</p> <p>Would the Borough Council propose to introduce local lettings plans?</p> <p>When the last time waiting list information was reviewed?</p> <p>What was the outcome of the allocations review Tamworth recently completed and has this been taken into account here?</p> <p>What impact would the new welfare benefit rules have & have the proposals to limit the Local Housing Allowance been taken into account?</p> <p>Para 1 on page 11 refers to 'extra care accommodation' –we assume this means 'flexi care'?</p>	<p>Agree with 1 bed provision restricted to market housing – as for higher 3 & 4 bed provision, our local data tells us we require 2 beds both from an affordable angle & from market perspective (helping those on lower incomes to access the market) – agree we need to keep under review provision of 3 beds for affordable purposes (see below) – HCA should be supporting local approach & priorities set out in LIP.</p> <p>Local lettings plans have been developed on other sites & this would be good in the future to incorporate social services requirements & ensure manageable & sustainable communities that also meet local need. The waiting list reviewed May 2010.</p> <p>Allocations review outcome to be taken into account here – looked at use of 2 beds & proposed exploration of use of 3 beds but initial work on this (ongoing) suggests no significant increase demand for 3 beds (but need to keep under review)</p> <p>Welfare reform / LHA limits & their potential effects locally are</p>

North Warwickshire BC	<p>If the available evidence indicates that the size and type of housing needs are reflected in the H4 table shown the Council have no objections. However, I would raise some concerns over the percentage of 1 to 2 bed properties proposed 80% appears a little high particularly as best practice nationally and tenant surveys locally appear to indicate a preference for 2 bedroom minimum properties, particularly from elderly residents (This is also referred to on the H4 text Explanation). The Borough also notes the difficulties faced with the housing benefit changes currently proposed, reducing benefits for single people to the level of shared house provisions and/or single bedroom unit only costs (dependant on age/circumstances) creating greater market pressure for 1 bed units only (especially for the smaller affordable unit target market). Nevertheless, the current Housing Association approach in the North Warwickshire area and others is to deliver no less than 2 bed units, avoiding 1 bed units if at all possible.</p> <p>Local Authorities should be seeking to deliver best practice and not simply allow lowest common denominator private market delivery. 1 bed units should be the exception or targeted at a specialist market and/or need</p>	currently being worked through with more detail to come from housing Needs project Flexi care (Staffs CC) does indeed refer to extra care
Merevale & Blythe Estates	<p>Policy H4 as it is too rigid and inflexible. The proposal seeks to deliver 80% of all new housing in 1 and 2 bedroom size units, 15% in the form of 3 bedroom size units and 5% in the form of 4 bedroom size units and this is considered far too prescriptive. In the current economic climate the majority of house builders will be unwilling to construct 80% of all the dwellings on a site as small units as there will simply be no market for this level of provision. House builders will require much greater flexibility over the range of size of units and have far more knowledge about the requirements of the housing market than Local Planning Authorities. It is currently extremely difficult for first time buyers to secure a mortgage and fund large deposits required by lenders-it is precisely this group of people who tend to purchase 1 and 2 bedroom units.</p> <p>The rise in one person households does not necessarily mean that 80% of all new properties should be provided as small units as many small households are as a result of family break ups however parents still require larger size properties such as 3 and 4 bedrooms to accommodate children and relatives when they come to stay on a regular basis.</p>	Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies.

<p>Bloor Homes</p>	<p>The policy as drafted is both inflexible and too prescriptive. Furthermore it can only identify housing requirements at a particular period of time which may not address future changes in requirements over the life of the Core Strategy. We also believe that the conclusions set out in the explanation predicated on the 2006 ONS statistics are out of date given there are now 2008 base date projections.</p> <p>Furthermore it is not credible to solely relate household size to the size of property sought, there may be numerous reasons for choice of property size particularly with newly forming households. The demographic basis for these assumptions does not appear to reflect own experience of developing in Tamworth where there is a strong desire to remain in the area from young families who are looking toward larger houses. As such the policy could unduly restrict such movements and opportunities to retain residents and the existing workforce and skills have in the area.</p>	<p>Suggests need to review targets / approach as commented previously to reflect changing market etc.</p> <p>Agree we need to look at aspiration (area missed by SHMAs) which used to be picked up on in Housing Needs Surveys –However, given the current stock imbalance in favour of 3 & 4 beds, there may be insufficient existing stock to facilitate moves within the borough to those who can afford to do so which could justify more affordable, 2 bed (+ some 3) provision to help those on lower incomes move to meet their needs or access the market so as to assist them to move to larger properties within the existing stock if their circumstances change over time. The Housing Needs review should assist in identifying this.</p>
<p>Joint Commissioning Unit</p>	<p>The emphasis on 1 and 2 bed properties is appropriate for the service users we support</p>	<p>Support noted.</p>
<p>Kenilworth 100</p>	<p>Broadly yes, however these targets are across the board for Tamworth and some flexibility and research is needed to inform individual site and area needs. It is advocated that guidance parameters be developed in order to assist in informed delivery</p>	<p>Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies</p>
<p>TBC/SSPCT</p>	<p>Agree with the identified need for smaller units, but would suggest more 2 bedrooms rather than 1. I am not clear about the split in % between 1 & 2 units. As stated previously teenage parents are still of a high percentage and there is an increase in smoking among this cohort at least if they are accommodated in a 2 bedroom unit it will provide the child/children some respite from passive smoking.</p>	<p>Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies</p>
<p>Lichfield District Council</p>	<p>Yes</p>	<p>Support noted.</p>
<p>Tetlow King representing WM Harp Planning Consortium</p>	<p>We strongly recommend that reference is made to evidence of local need being derived from up to date assessments. It is appropriate in supporting text to make reference to these being any of the SHMA, parish plans and independent developer-led assessments for specific sites.</p> <p>Whilst the West Midlands Strategic Housing Market Assessment identifies a need for smaller dwellings</p>	<p>Survey to be undertaken as per previous comments.</p> <p>Point taken about people wanting to move on / start families etc. but this movement could be achieved via the existing stock – not just by older people moving into specialist / down sizing, but via the normal workings of the market. The independent living agenda & work with</p>

	<p>the small proportion of 3 bedroom units targeted in this policy does not take into account the significant population of co-habiting couples in Tamworth who may require family dwellings in the future. It is unrealistic to assume that enough larger dwellings will be provided by older residents moving on. The Joseph Rowntree Foundation now recognise that older people may wish to stay in their homes longer and we would be looking to the Council's strategy to promote Lifetime Homes which would allow older people to remain living independently in their homes for as long as they wish. Such a strategy should complement a dual approach also seeking specialist housing and care for the elderly to meet aspirations and need. We are concerned that this policy will be applied too rigidly to all residential development, and in particular on small-scale developments. It would be beneficial for the Council to introduce further flexibility in the policy by noting that this will be subject to individual site negotiation. The final sentence appears to imply that all residential developments will be required to provide an appraisal of the local community housing need context. This will further burden an already paper-heavy planning application validation process and in line with our comments on the application of house type proportions to small scale developments we recommend that this should be clarified to indicate in which circumstances such additional evidence will be required</p>	<p>Staffs CC / other partners in the provision of FCH, adaptations, Home repair assistance loans, Handy person schemes etc. to achieve this but in some cases the current home may not be suitable & downsizing / specialist accommodation may be best - hence need to other housing options (FCH, shared equity bungalows, smaller, lifetime homes to buy & at affordable rent etc.) – point is here (as reflected in housing & Health strategy) is to provide a range of viable housing options for all residents either by making best use of the existing stock or increasing supply to meet known / emerging need.</p> <p>It is considered entirely appropriate to request needs type information that we can cross reference with our needs data etc.</p>
<p>CPRE</p>	<p>CPRE concurs generally with the well-reasoned arguments put forward in this section. We especially agree with the conclusion as to the desirability of aiming for 2-bedroomed dwellings rather than one-bed units. We do suggest, which is partially your own reasoning, that expressed preferences for a one-bedroomed property are more a mark of desperation – or initial need – than longer-term thought, and that this could be at the root of the excessive turnover of such dwellings.</p> <p>We would suggest also that one-bedroom need reflects perhaps the needs of the younger end of the “singles” market rather than the “retirees”, who may increasingly need an extra bedroom for “carers”.</p>	<p>Support noted.</p>
<p>JVH Planning for Walton Homes</p>	<p>Targets should not be too prescriptive and developers are often far more knowledgeable as to what is required and will be marketable in local areas. This information is based on more up to date local market research and information than</p>	<p>Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies</p>

	<p>household projects and will ensure needs are met as ultimately they are unlikely to build homes which they can't sell. In addition to needs, market conditions and the availability of finance is key to what will ultimately be constructed by the industry. As although a need may exist and have been identified, this will still require to be paid for. Although construction for the private rental market has previously occurred and has been seen as a good investment opportunity for private individuals the current economic climate and many well documented situations have resulted in people exercising caution in this area particularly where an over supply of flats and small dwellings has then resulted in high vacancy rates and negative equity. Tamworth has so far avoided this situation but this could occur if the market is flooded with too many small units and the population is unable to finance their acquisition. Flexibility is therefore considered important to any targets set in respect to Housing needs to enable housing mixes to adapt to market conditions.</p>	
<p>Staffs CC Adult Social Care</p>	<p>Good to focus on two bed from consideration of data presented</p>	<p>Support noted.</p>
<p>Turley Associates for Haggetts Estates</p>	<p>The Council's suggested approach of requiring 80% of new developments to be 1 and 2 bed units is overly restrictive, will negatively impact on development viability and will restrict choice and flexibility.</p>	<p>Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies</p>
<p>Clr Steven Pritchard</p>	<p>Why is it seen as necessary to build 1 or 2 bedroom properties. One bed occupants very often find they have need for 2 bedroom properties, the one bedroom property not meeting the needs of young families. Would it be ridiculous to consider building properties with a study/ hobby room usable as a 2nd bedroom from the start. Many of the complaints about our inability to house young families might go away</p>	<p>Comments noted.</p>
<p>Morston Assets</p>	<p>Whilst we support the Council's aspiration for achieving high standards of design, we would question the need for overly prescriptive planning policies in terms of mix, tenure and size of new housing development. H4 is overly prescriptive and lacks sufficient flexibility to respond to changing market conditions and housing need within the borough.</p>	<p>Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies</p>

H4 Do you agree with the approach to meeting the need for flexi care accommodation?

Respondent	Main Issues Raised	Council's Response
Forestry Commission	The proposed targets and rationale seem reasonable. It is vital to ensure for whatever size and mix of units that there is adequate access to high quality greenspace/green infrastructure within a reasonable distance e.g. using the ANGSt model	Comments noted.
Morston Assets	Whilst we recognise the need to provide housing to meet all sections of the community, including the elderly population, we do not consider that it is appropriate to apply rigid policy requirements for Flexi Care Accommodation. Instead, we believe that the mix and type of housing that is provided as part of a scheme should be based upon up-to-date housing market data, rather than rigid policies that can easily become out of date	Comments noted. Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies
Bromford Housing Group	Are the general flexi care numbers to encompass all types of Supported Housing including needs groups with younger clients such as Learning Difficulties? Does the reference to 'extra care accommodation' in Paragraph 1 on page 11 relate to the flexi care units, we assume this is the case. The mixed tenure approach is our preferred delivery option for this type of scheme and is vital for their economic viability for this type of scheme and is vital for their economic viability.	Not all supported housing is covered under the FCH banner but within that there will need to be specialist provision (for dementia for example). Other, broader supported housing requirements will need to be referenced as well (& will hopefully become more apparent in wake of needs survey) Mixed tenure provision of FCH is reflected in Staffs CC FCH strategy
North Warwickshire BC	The Borough agree with the approach to meeting the need for Flexi Care Accommodation as the increasing age of the population is an issue that needs addressing. This situation also reinforces the need for minimum 2 bed units to enable carer, friends, family and other elderly support staff/services to stay and support elderly residents in flexicare homes where/when necessary. The delivery of new smaller flexi care homes to enable/encourage elderly residents to re-house may also help release larger family properties into the market	Comments noted. This highlights need for smaller units.
Merevale & Blythe Estates	Object to Policy H4 which contains the approach for meeting Flexi Care accommodation. The approach is too rigid. It is accepted that the population of those over 65 is growing however not all sites will be suitable for the provision of flexi care accommodation and some sites may be more suitable to family accommodation in terms of access to local schools and facilities. The provision of flexi care accommodation is provided by specialist organisations and in the current economic climate funding may simply not be available for the construction of this type of development	The policy will set out a criteria and site size threshold based policy setting out preferred locations for supported housing. This will be identified in the housing need update survey.

<p>Joint Commissioning Unit</p>	<p>Whilst we are happy to see the inclusion of the number of units based on our needs analysis these should be viewed alongside local information and the suitability of sites and ability of the market to respond for this type of provision and should not necessarily be seen as absolute targets to be achieved. What is clear is that there is a need for more for sale and shared ownership options in the district for this type of accommodation to meet the needs of Tamworth's increasing elderly population</p>	<p>Support noted. This will be reviewed in the update of the housing need survey.</p>
<p>Ken Forest</p>	<p>This is a new more recent proposal which I personally support. However, experience and observations with care system indicates that this may not deliver on expectations. We need to identify and provide a retirement village such as exists in Lichfield and near the Beggars Bush in Erdington. Proposed locations close to Town Centre</p>	<p>Comments noted. Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies</p>
<p>TBC/SSPCT</p>	<p>The strategy to provide flexi care accommodation is good as it will meet the needs of the emerging elderly population, but health intelligence does also demonstrate that there will be more people will be living with a long term disability (physical, medical, mental) longer. So the provision within a Flexi care setting need to be a combination of residential and nursing home provision, before there is a reduction in these service provision.</p>	<p>Support noted.</p>
<p>Lichfield District Council</p>	<p>Yes</p>	<p>Support noted.</p>
<p>Tetlow King representing WM Harp Planning Consortium</p>	<p>Whilst we support reference to provision of specialist housing for the elderly, this is neither specific nor wide-ranging enough to fully support meeting local needs. Though the supporting text on page 10 indicates that a growing need for smaller accommodation to meet the needs of older single person households in the future, not all of this need should strictly be met by an increase in smaller general market housing. As with our comments above, reference to Flexi Care accommodation should be amended to read specialist housing for the elderly and linked in to a separate policy encouraging the delivery of a wide range of housing and care accommodation across the C2 and C3 spectrum.</p>	<p>Comments noted. Further work on Housing Needs is currently being commissioned to update the evidence base to inform final policies.</p>
<p>CPRE</p>	<p>Without knowing in detail the exact terms of Flexi-care Accommodation, CPRE agrees very much with this approach which acknowledges the demographic shift in family sizes, the social changes in family relationships and reflects national policy for moving emphasis from institutional care to care in the home. Added advantages can also be both the integration of the aged within the community and the environmental value of mixed development (in the social sense) in providing interest and variation in each neighbourhood's appearance from the changes in built accommodation and</p>	<p>Support noted.</p>

<p>JVH Planning for Walton Homes Staffs CC Adult Social Care</p>	<p>the setting of each type of development Homes should be designed so as to maximise their suitability for all age groups and abilities thereby extending their practicality along homes for life principles From the strategy it is apparent Tamworth has a high number of new units to deliver and a specific challenge to deliver some owner occupied choice as there is an extremely limited offer at Standon Gardens at present .It has been noted by the joint flexicare allocations panel that there have been some owner occupiers allocated rented flexicare units as they require this type of accommodation in the area and there has been no private option. The numbers of units predicted as needed look a very challenging target especially as we are a long way off the 2010 target now, meaning we need to catch up</p>	<p>Comments noted. Evidence suggests there is a requirement for specialist accommodation for a growing elderly population. The numbers needed have been identified by Staffs CC (JCU)</p>
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H5 Do you agree with the suggested density figures?

Respondent	Main Issues Raised	Council's Response
Forestry Commission Morston Assetts	<p>Whatever density is agreed, there must be adequate and appropriate provision of high quality greenspace/green infrastructure within easy reach of housing</p> <p>Support the Council's aspiration of making the most efficient and effective use of land, and whilst we do not object to the application of a 40 dwellings/hectare density target per se, we would recommend that the final policy wording should provide sufficient flexibility to allow for densities above and below this target where this is appropriate (i.e. as part of a mixed-use development or based upon the existing character of an area).</p>	<p>Broad Greenspace/green infrastructure standards for new residential a development will be set out in the relevant Core Strategy policy</p> <p>Comments noted. The policy includes a caveat of 'where viable & appropriate' and '40 dwellings or more'. It is proposed that density bands be established to include broad figures and site criteria.</p>
William Davis Ltd	<p>Consider the density required in Policy H5 to be far too high. Densities of 40 dwellings per hectare (dph) or more will be highly likely to result in inappropriate development in the majority of locations throughout the Borough. In our experience development at this density is highly likely to require a substantial proportion of flats/apartments in residential schemes. Not only do we consider the market for flats/apartments to be extremely limited, but we also consider such development to be inappropriate in many suburban areas. We welcome the council's acknowledgement that 40 dph will not be expected where unviable or inappropriate and consider this introduces welcome flexibility into the policy.</p> <p>We note that the supporting information to policy H5 indicates that the Development and Infrastructure study identifies sites with a total of 1350 dwellings at 30dph for the gross site size. It then notes that the developable areas of these sites would only be able to deliver the 1150 units if developed at 40dph. This therefore supports the 40pdh density requirement identified in the policy. However having reviewed the evidence base it is not apparent how the 1350 dwelling figure has been reached. The SHLAA identified over 7,000 dwellings on sites suitable within 10 years, suggesting that there are more than enough suitable housing sites available to meet the residual housing requirement without requiring the unsuitably high density of 40dph. Anker Valley alone has been identified as capable of delivering up to 1,400 dwellings</p>	<p>Note the support for flexibility.</p> <p>The SHLAA (February 2008) outlined a significantly higher number of dwellings based on higher densities including applying apartment</p>

			schemes. The emerging SHLAA has used lower densities of between 30-40dph which is considered to be more appropriate. Support noted
Bromford Housing Group	Density figures seem appropriate for the general context of the Borough and in line with existing levels		Support noted
North Warwickshire BC	Agreed - no comments		
Merevale & Blythe Estates	Object as it is too prescriptive and rigid. House builders will seek to maximise the net developable area but they will also consider the sites characteristics, constraints, location, price of land and surrounding developments when preparing housing layouts. They have years of expertise and skill in preparing layouts and this is a more appropriate way of making efficient and effective use of land than relying on a crude assessment by the Local Planning Authority		The policy includes a caveat of 'where viable & appropriate' and '40 dwellings or more'. It is proposed that density bands be established to include broad figures and site criteria.
Bloor Homes	Not convinced that the size of unit policy is well based. As such this will have a direct correlation with the densities that can be achieved on the development sites. Furthermore the application of density policies no longer features significantly in national policy. In light of these comments, even adopting a net developable area approach, would seem to be a somewhat abstract concept without reference to a specific site characteristics or considerations. As such we would believe that the approach to achieve 40 per net hectare is flawed. Similarly the method of calculation of density is inconsistent with the advice set out in the annex to PPS3 and potentially could cause difficulties in calculations. We therefore suggest the Council should critically review this and perhaps adopt a banded figure for the purposes of policy expression		The net developable area/density ratios have been agreed with the SHLAA panel set up for the emerging SHLAA.
Ken Forest	Density should be set to respect the character of the area taking into account the need for garden areas, private amenity space and the size of the dwelling. The aforementioned table based on size area shows no evidence base. This should be based on data from existing page 11. Known developed areas, the figures will undoubtedly vary, therefore a range of guidance figures should give flexibility.		The approach to net developable area set out in the aforementioned table was agreed by the SHLAA panel.
TBC/SSPCT	Not informed sufficiently about this to provide an appropriate answer. Questions will the units all be living accommodation or will there be retail provision as well among them. Are they going to single units or flats?		Comments noted. The majority of schemes will be solely residential with the exception of mixed use schemes located in centres.
Lichfield District	No view. Appropriate density targets should be considered locally.		Comments noted.

<p>Council CPRE</p>	<p>If Tamworth is to follow the policy of a large percentage of 1 or 2 bedroomed houses and is to encourage such initiatives as starter homes, the necessary economies to be made will not allow of the looser arrangement of larger gardens in low density estates. CPRE advocates here that careful and imaginative grouping and arrangements contrived for effect, surprise, enclosure etc must be the essence of site planning, and utilises architectural and planning skills to the utmost. The mix of types of accommodation outlined above will, properly employed, give the variations of building heights so absent in orthodox layouts and facilitate architectural groupings of "space and place".</p> <p>It is suggested that by the above means average housing densities could be increased from 40 dwellings per hectare of the net developable site area to 50-60 dph without any environmental detriment and indeed with great benefit.</p> <p>CPRE cannot at this stage however agree with the table, p11, which shows how the net developable area is related to the gross site size. 0.4 has (1 acre) to 2 has (5 acres) hardly merits a reduction in developable area of 20%, and 2 has (5 acres) and above do not justify a reduction in developable area of nearly half (40%). Some justification of these figures seems to be called for, involving the definition of net and gross site areas. The definition of net density which we use includes "the curtilage of the dwellings, access roads and minor open spaces plus half of the boundary road up to a maximum of 20ft". With current and anticipated dwelling occupancy rates proportional allocation of public open space and school sites, which are the largest space users, based upon number of residents should not equate to the proportion envisaged in the Table.</p>	<p>Comments noted. The application of design policies and the assessment of proposals on an individual site basis will ensure that such good design principles are delivered.</p> <p>The methodology was agreed by the SHLAA panel and is consistent with the approach of neighbouring authorities. We do not propose to amend the approach taken.</p>
<p>JVH Planning for Walton Homes</p>	<p>Density should be considered on a site by site basis, the removal of minimum density targets in national policy is an acknowledgement that since PPG 3's introduction town cramming has resulted in some poor quality development and therefore this should again be flexibly considered. It is obvious that higher densities should be sought near sustainable transport nodes and town centre's where higher density apartment schemes are more suited. It is however considered that such flexibility can be achieved by including for a range of density levels across the borough. i.e. 35 to 40 dwellings per hectare in areas away from the town centre and transport nodes. Such flexibility is considered important to enable sites to have</p>	<p>Comments noted. It is proposed that density bands be established to include broad figures and site criteria.</p>

	adequate space for both amenity and parking provision thereby achieving a higher quality living environment for residents	
Turley Associates for Hidgetts Estates	The Council's approach to calculating 'net developable areas' is crude and unlikely to enable an effective assessment of the density of new development schemes, and therefore deliver robust policy for the efficient/effective use of land; reference should be made to the definition of 'net dwelling density' given in PPS3. In some circumstances a net dwelling density of 40dph will not be appropriate; given that flexibility is required in all cases, to respond to local character and site specific circumstances (including ensuring overall development viability), a Borough wide target for density should not be set.	The net developable area/density ratios have been agreed with the SHLAA panel set up for the emerging SHLAA. The comments related to making reference to the definition of 'net dwelling density' in accordance with latest guidance have been noted and will be applied to the revised policy.
Cllr Steven Pritchard	We must not allow the building of the next generation of ghetto. There must be in built security for property owners and residents alike. There should be due consideration to ensure adequate services and facilities.	The overall objective of the Core Strategy is to create mixed sustainable communities with a mix of housing types, with good access to local services and supported by a quality environment. This should avoid the creation of single tenure and size developments.

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H5 Do you think we should seek to identify different density targets for different parts of the town?

Respondent	Main Issues Raised	Council's Response
Forestry Commission Morston Assets	Whatever density is agreed, there must be adequate and appropriate provision of high quality greenspace/green infrastructure within easy reach of housing Consider that any policy should provide sufficient flexibility to allow for variation to reflect the particular circumstances of a site. We do therefore consider that it is appropriate to apply rigid density targets for different parts of the town, unless these allow sufficient scope for deviation	Broad Greenspace/green infrastructure standards for new residential a development will be set out in the relevant Core Strategy policy Comments noted. Agree that the wording 'where viable and appropriate' be included within the final wording of the policy.
William Davis Ltd	The appropriateness of housing density will certainly vary depending on the characteristics of different parts of Tamworth. We would support a policy which seeks higher density development within the town centre, with lower density development in suburban areas. As the density plan included in the consultation document indicates, higher densities (30dph and above) are found in the central areas of the town. Consequently requiring such densities within the town centre	Support noted. A banded density criteria will be produced to illustrate the different density levels appropriate to different sites across the borough.

	<p>would be appropriate in that location. However much lower densities (0 to 30dph) are mainly found in the suburban areas. Therefore William Davis support different density targets being identified within the Core Strategy for different parts of town. We consider that 30dph would be a suitable density level for suburban areas including the Anker Valley Strategic Allocation</p>	<p>Parts of the Anker Valley are close to the town centre and public transport interchange which makes it a sustainable location to justify higher densities. Different density levels could be applied through the master plan for the site.</p>
<p>Bromford Housing Group</p>	<p>Individual sites should be assessed on their own merits and not tied rigidly to density targets which should only be seen as averages. A mid point set of targets based on smaller geographic areas would not necessarily be able to be specific enough to be appropriate to all sites</p>	<p>Comments noted. It is intended that the final policy will include an element of flexibility to address individual site characteristics and constraints.</p>
<p>North Warwickshire BC</p>	<p>Potentially this would be a better solution and would help to reflect local character and protect amenity in lower density areas. However, this may be difficult to determine in mixed development areas and would need to be considered alongside any open space, amenity and recreation land availability, needs and existing provision to avoid increasing densities over that which should be considered sustainable for a localised area. Where opportunities can be grasped for increasing densities, such as Town centres and Town centre edges the policy should allow for higher densities to be achieved. The main issue is to retain flexibility to be able to address housing needs, reflect local character and protect amenity/open space provision yet still achieve the average densities sought and deliver the amount of housing needed</p>	<p>Comments noted. It is intended that the final policy will include an element of flexibility to address individual site characteristics and constraints.</p>
<p>Merevale & Blythe Estates</p>	<p>The house building industry will naturally deliver different densities on sites in various locations around Tamworth. The housing density on a site will be dependent on location, characteristics, price, constraints and the surrounding development and it is unnecessary for the Local Planning Authority to seek to identify different targets as again it is too prescriptive and rigid</p>	<p>Comments noted. Whilst we are looking to set a banded density criteria in order to make the most efficient use of land across the borough, it is intended that the final policy will include an element of flexibility to address individual site characteristics and constraints.</p>
<p>Ken Forest</p>	<p>Density targets should be set to ensure we deliver high quality housing to minimal density. Acceptable should it be found in practise then Tamworth has gained, if set too high then we could have problems in refusing unacceptable high density low quality proposals. Whilst this likely increases additional land identification problems</p>	<p>Comments noted. A balance needs to be achieved between the effective use of land and ensuring that development is appropriate in its context and viable. The proposed banded density policy will ensure that appropriate densities are achieved to deliver</p>

	so be it. It is preferable to err on the safe side	sustainability objectives but have sufficient flexibility to deliver viable schemes.
TBC/SSPCT	Yes, as it may contribute to better community cohesion	Support noted
Lichfield District Council	No view. Appropriate density targets should be considered locally	Comments noted.
CPRE	CPRE considers that in the interest of emphasising and reinforcing the town's character and avoiding any tendency to overall monotony, different density zones should be identified, and that these zones should be of substantially different densities and character. We read this into the final paragraph (p12) the LPA intention, which we endorse, especially indicating if it relates to response to historic areas as well as taking advantage of principal public transport routes. CRPE would not suggest pedantic minor differences in densities for their own sake, but only as a component reinforcing a particular local identity	Support noted. Whilst we are looking to set a banded density criteria in order to make the most efficient use of land across the borough, It is intended that the final policy will include an element of flexibility to address individual site characteristics and constraints.
JVH Planning for Waiton Homes	If specific levels are to be set these should not necessarily mirror existing density patterns, which may not reflect modern requirements, such as areas where houses were constructed prior to residents owning cars and some dwellings being constructed without gardens. A failure to take account of this is likely to result in parking issues and potential danger as emergency vehicle routes are blocked by residents who have been forced to park inappropriately due to a lack of sensible off road parking as a result of town cramming. A flexible approach should be adopted to density levels across the Borough.	Comments noted. A balance needs to be achieved between the effective use of land and ensuring that development is appropriate in its context and viable. The proposed banded density policy will ensure that appropriate densities are achieved to deliver sustainability objectives but have sufficient flexibility to deliver viable and appropriate schemes which address modern requirements.
Cllr Steven Pritchard	I believe we need to have a consistent density approach towards housing across the town, this prevents some areas being looked down upon because of the high volume and density of housing provided which brings with it its own set of social/economic problems	Comments noted. A balance needs to be achieved between the effective use of land and ensuring that development is appropriate in its context and viable. The proposed banded density policy will ensure that appropriate densities are achieved to deliver sustainability objectives but have sufficient flexibility to deliver viable schemes

H6 Do you agree with the approach to meeting the needs of Gypsies, Travellers and Travelling Showpeople?

Respondent	Main Issues Raised	Council's Response
Forestry Commission	Welcome the commitment to space for play, residential amenity and landscaping – there must be adequate and appropriate provision of high quality greenspace/green infrastructure within easy reach	Support noted.
North Warwickshire BC	The Council agree with the Criteria based approach to identifying and enabling Gypsy and travellers sites to come forward for consideration subject to a more detailed needs assessment being undertaken in the future (following on the recommendations of the Southern Staffordshire and Northern Warwickshire Gypsy and Traveller Accommodation Assessment). The Council note the low figures for proposed pitches and understand the reluctance of some of the Gypsy and Traveller community to locate in Tamworth but there are some concerns that these targets/figures may be too low and not accurately reflect Tamworth's sustainable location and position on the Highway network used by the travelling community along the A5 trunk road and close to M6 and M42 junctions	Support noted. The Council is of the opinion that the figures contained within the GTAA represent the most appropriate evidence base to support the policy.
TBC/SFPCT	Are the established sites spread across Tamworth or are they all in one area. I realise that they need to have access to facilities could one of the facilities be named as GP/ Dentist.	There are currently no established sites within Tamworth's boundary. Whilst the policy does not propose to allocate specific sites it sets out a criteria based approach to assessing the suitability of applications for sites.
Lichfield District Council	Lichfield District Council does not agree with the approach set out for meeting the needs of Gypsies and Travellers. The approach set out suggests that suitable land is limited within Tamworth and that opportunities in neighbouring District's will be sought. It is suggested that Tamworth Borough Council undertake further work to consider the opportunities that are present within the Borough to inform any cross boundary discussions. In terms of transit pitch requirements, it is our view that this could be considered at a sub-regional level. The GTAA apportioned 5 transit pitches to each borough/district and there may be benefits in sharing/pooling provision and any costs associated with the ongoing maintenance of such sites. The GTAA did set out a number of recommendations for continued consideration of gypsy, traveller and travelling showpeople provision across the A5 corridor sub-region. It is suggested that these recommendations underpin any cross boundary considerations	The ongoing update of the SHLAA emphasises the lack of opportunities to allocate strategic sites as a result of the restricted number and size of available sites within the borough. Tamworth Council is of the opinion that the figures contained within the GTAA represent the most appropriate evidence base to support the policy, however, in the spirit of the forthcoming duty to co-operate, Tamworth Council will continue to work with neighbouring authorities and partners to identify any cross boundary opportunities to consider potential delivery arrangements.
Derbyshire Gypsy Liaison Group	<ul style="list-style-type: none"> • 'Gypsy' should read 'Gypsies' • The wording 'to enable the development of pitches' implies that Tamworth Borough Council still do not intend to actually allocate a site to meet identified 	The approach conforms to the approach contained within the emerging proposed Planning Policy Statement 'Planning for Traveller Sites' which, on adoption, will replace the existing

	<p>need in the area, contrary to current government policy in Circular 01/2006. There needs to be a stronger emphasis on delivery in order to ensure the policy is effective.</p> <ul style="list-style-type: none"> • The wording 'Proposals will be expected to contribute to the creation of sustainable mixed communities' is vague. • Criterion C should be amended to read 'The site must be capable of providing adequate on site services for water supply, drainage, sewage disposal and waste disposal' for clarity • Criterion D should be amended to read 'The site should be reasonably accessible to schools, shops and other local facilities' 	<p>Circulars. It allows local authorities to set their targets based on historical demand it is therefore likely that there will be no identified need for Tamworth. Where this is the case the proposed policy allows criteria based policies in plans that will be used for determining applications if they come forward. Agree. This will be deleted from the final policy.</p> <p>Comments noted. These will be considered when compiling the final policy.</p>
<p>CPRE</p>	<p>The LPA needs to respond to a specific need, and we believe draft Policy H6 adequately defines the criteria needed for considering any proposal where National guidance (and Regional guidance where applicable) is available. We do not consider at this stage that the Needs Assessment is unduly onerous as concerns numbers, subject to detailed consideration at application stage.</p> <p>CPRE is, however, concerned at the situation likely to arise within the Plan period from a potential major influx from the EU of the communities concerned at a level incapable of pursuing their traditional employment and resistant to integration and assimilation with host communities. We suggest that the situation merits a rolling review and assessment in conjunction with partner authorities.</p>	<p>Support noted.</p> <p>Any future planning applications would be assessed against the criteria established.</p>
<p>Elanor Patrick</p>	<p>I was also pleased to see that Tamworth Borough Council has revised their policy on Gypsy and Travelling people. It would have been nicer to have read that this minority group had actually been consulted. Many of us are aware that these minority groups of people have long been persecuted and we must all make an effort to ensure persecution does not continue. Provision to integrate this group of people to make them feel less isolated or excluded from society is a role that local authorities housing strategy can include and make provision for. Social progress</p>	<p>Support noted. Representatives of the Gypsy, Travellers and travelling Showpeople communities have been consulted on the emerging policies and have submitted representations for consideration.</p>

	which recognizes the needs of everyone is achievable within the objectives.	
Cllr Steven Pritchard	Travelling people live a particular type of life style. That being of a transient nature. I would happily provide facilities for the travelling community, but should the travelling community fail to provide sufficient care in the upkeep of those said facilities the fixed residential population should not carry the financial burden of doing so.	Comments noted.
Gary Heritage	Agree that Tamworth has a limited supply of land and that neighbouring districts should be looked at to accommodate these needs if at all required.	Support noted
Ken Forest	Agree	Support noted

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APPENDIX B: The Sustainability Appraisal

The requirement for Sustainability Appraisal

The Planning and Compulsory Purchase Act 2004 requires Development Plan Documents to contribute towards the achievement of more sustainable development. The Sustainability Appraisal process has a key role to play in fulfilling this requirement by ensuring that sustainability issues are given full consideration in the preparation and adoption of plans, particularly when formulating and refining policies.

Stages of the Sustainability Appraisal

The Borough Council has been working on the Core Strategy since 2006 and has produced a number of consultation documents, including the Issues and Options in 2008, an Option report in 2009 and most recently the specific Housing Policy document.

The Core Strategy Issues and Options report included suggestions for core policies and four spatial options to deliver future sustainable growth:

- Option 1: Urban containment and regeneration
- Option 2: Urban containment and Anker Valley intensification
- Option 3: Greenfield urban extensions
- Option 4: Greenfield and Green Belt urban extensions

The report was accompanied by an Initial Sustainability Appraisal, which covered the following tasks:

Task B1	Testing the DPD objectives against the SA framework
Task B2	Developing the DPD options
Task B3	Predicting the effects of the DPD
Task B4	Evaluating the effects of the DPD

The appraisal concluded that Option 1 was the most sustainable because of the minimal urban expansion involved and the ability to use existing services and facilities. Despite Option one scoring the highest through the appraisal process, it was expected that the final spatial option would involve elements of a number of the options.

The Proposed Spatial Strategy was the result of consideration of responses to the Option report consultation, understanding of the emerging evidence base and the Initial Sustainability Appraisal. The sustainability appraisal of the Proposed Spatial Strategy considered all the proposed core policies with the exception of H3 relating to affordable housing. This was because the policy had not been developed at that stage, pending the completion further housing studies.

The Housing Policy chapter of the Core Strategy was revised in 2011 following the completion of the affordable housing viability work, so that it comprised:

- H1 – revised policy for housing delivery

- H2 – unchanged policy for Anker Valley site
- H3 – revised policy on affordable housing
- H4 – new policy on housing need
- H5 – new policy on housing density
- H6 – revised policy on Gypsy and Travelling Showpeople accommodation

Public consultation took place between February and April 2011, to which 134 individual comments were received from 34 respondents. The Council is now taking the opportunity to appraise the policies in light of representations received to the consultation. Each policy has been assessed alongside one realistic alternative option using the appraisal framework set out below.

Scoring the Policies

The framework used to assess the policy options was established through the Sustainability Appraisal Scoping Report. The objective of the appraisal is to highlight the different advantages and disadvantages of each option.

The appraisal objectives have been modified since the Proposed Spatial Strategy to take into account the phasing out of the Regional Spatial Strategy (RSS) and the recognition that there is duplication in some of objectives. As a result, Sustainability Appraisal objective SA1 has been amended to remove reference to the RSS, SA7 and SA13 have been combined and SA19 and SA20 have been combined. Appendix 1 contains the revised sustainability appraisal objectives.

The same scoring system has been used throughout the various stages of the Core Strategy, which uses the following symbols to give a score for each option under every objective:

	Symbol	Score
Major Positive	++	+2
Minor Positive	+	+1
Neutral	0	0
Minor Negative	-	-1
Major Negative	--	-2
Uncertain	?	0

Sustainability Appraisal of the Housing Policies

The appraisal of the housing policies is set out in Appendix 2. The sustainability appraisal considers all the revised housing policies, which are H1, H3, H4 and H5. Policy H2 was unchanged and although H6 was amended its intent remained the same. Following the consultation, a decision was taken to introduce a separate policy on flexi-care housing provision, justified on the basis of local circumstances.

All policies were assessed as they were drafted for the consultation and are set out as option 1 in the appraisal framework. In addition, every policy has been assessed alongside one realistic alternative option (option 2). The total scores for each policy show that option 1 has scored highest in every instance, which provides a sound endorsement that the preferred policy approach is the most appropriate for Tamworth.

Next Steps: Moving towards an adopted Core Strategy

The Council is due to consider the consultation responses to the housing policy consultation at Cabinet in August. There will be some re-working of the entire Core Strategy before the Publication Draft is produced for consultation in January 2012 for a period of 6 weeks. Upon publication, the Core Strategy will be accompanied by a sustainability statement which will appraise all the policies contained within the document. Submission is due in early summer 2012.

Appendix 1

Revised Sustainability Appraisal Framework

SA1	To meet national policy in the most appropriate and sustainable way for Tamworth
SA2	To meet the housing needs of the whole community
SA3	To encourage the efficient use of land
SA4	To reduce deprivation
SA5	To ensure equal access to community services and facilities
SA6	To encourage equal access to education, jobs and training
SA7	To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities
SA8	To make communities safer by reducing crime, fear of crime and anti-social behaviour
SA9	To encourage a diverse and competitive economy that will provide sustainable economic growth
SA10	To protect and enhance historic assets
SA11	To encourage high quality and locally distinct places, spaces and buildings
SA12	To protect and enhance biodiversity and sites of nature conservation value
SA13	To minimise flood risk
SA14	To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources
SA15	To encourage the reduction, re-use and recycling of waste and water
SA16	To minimise pollution including air, water, land contamination and noise
SA17	To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment
SA18	To reduce the need to travel and encourage sustainable modes of transport
SA19	To make best use of the existing transport infrastructure and seek improvements

Appendix 2 Sustainability Appraisal of Revised Housing Policies

H1 Housing Delivery-meeting Tamworth's housing needs in neighbouring authorities

Option 1: Identifying broad locations within neighbouring authorities to meet Tamworth's future housing needs		Option 2: Not Identifying broad locations within neighbouring authorities to meet Tamworth's future housing needs	
Rating	Commentary/Explanation	Rating	Commentary/Explanation
SA1: To meet national policy in the most appropriate and sustainable way for Tamworth			
++	Allocating sites is in accordance with national and regional planning policy as the approach could ensure a flexible, responsive supply of land is delivered for housing which is available, suitable and achievable. It complies with the requirement to illustrate flexibility to deal with changing circumstances Sites identified, particularly within North Warwickshire scored highly against sustainability and viability criteria in the Joint Development & Infrastructure Study.	-	If the requirement for additional housing growth is confirmed, the inability of the Core Strategy to identify sufficient locations to accommodate need would result in the document being found 'unsound'. Subsequently Tamworth would not have an up to date development plan in place resulting in housing sites being allowed on a piecemeal basis through the appeal process and impacting on the ability to deliver sustainability targets which could also place additional pressure on Tamworth's infrastructure. It could also place pressure to release green belt locations, employment sites and/or open space which could fail to deliver sustainable benefits for Tamworth whilst potentially resulting in the loss of important green spaces and natural boundaries to adjoining settlements.
SA2: To meet the housing needs of the whole community			
+	Ensuring adequate large sites to accommodate future housing needs should ensure that economy of scale benefits are realised. This could increase the viability to deliver a mixture of housing types including affordable housing.	-	Not allocating sufficient sites could reduce the ability to deliver an appropriate mixture of housing types and the lack of larger sites could negate the ability to provide a sufficient supply of affordable housing to meet Tamworth's needs.

SA3: To encourage the efficient use of land			
0	Allocating larger sites should enable sites to be planned holistically to encourage the most efficient use of land and incorporate higher densities. However, overall benefits would only arise if all existing brownfield sites had been developed prior to the release of these sites.	0	Tamworth's spatial strategy emphasises the 'brownfield site' first principle which should result in the most efficient use of land and appropriate density levels. If further housing needs are confirmed, not identifying sites could place pressure on greenbelt and Greenfield locations and employment sites therefore reducing the efficient use of land within the borough.
SA4: To reduce deprivation			
0	Will not have any direct impact.	0	Will not have any direct impact on deprivation although the inability to meet housing need could reduce the availability of appropriate number and type of housing therefore increasing the number of people living in inappropriate accommodation.
SA5: To ensure equal access to community services and facilities			
0	Will not have any direct impact.	0	Will not have any direct impact.
SA6: To encourage equal access to education, jobs and training			
0	Will not have any direct impact on ensuring equal access to education, jobs and training although the scale of the sites would result in a contribution towards delivering educational facilities..	0	Will not have any direct impact.
SA7: To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities			
+	Larger sites could be planned to accommodate open spaces, paths and formal recreation facilities and/or offer financial contributions towards improvements to existing provision.	0	Will not have any direct impact on providing accessible networks although these could come under pressure for future housing if a need is confirmed and no locations are identified.
SA8: To make communities safer by reducing crime, fear of crime and anti-social behaviour			
0	Will not have any direct impact on making communities safer. However, the scale of the sites would allow designs to incorporate the majority of designing out crime principles	0	Will not have any direct impact on making communities safer

SA9: To encourage a diverse and competitive economy that will provide sustainable economic growth			
0	Would not have any direct impact.	0	Would not have any direct impact.
SA10: To protect and enhance historic assets			
0	None of the sites contain or are adjacent to historic assets so no direct impact.	0	No direct impact on historic assets.
SA11: To encourage high quality and locally distinct places, spaces and buildings			
+	Larger sites may offer an opportunity to create diverse range of buildings and spaces which in turn may deliver locally distinct places, spaces and buildings. The economy of scale benefits may increase the viability of larger sites therefore resulting in higher design standards.	0	Relying on smaller sites may be able to deliver high quality and locally distinct places, spaces and buildings but reduced economies of scale may reduce site viability and less contributions and may impact on achieving higher standards.
SA12: To protect and enhance biodiversity and sites of nature conservation value			
0	Several sites are located close to sites of nature conservation value but no direct impacts are likely given the distance to the designations.	0	No direct impact on protecting sites of nature conservation and the protection of biodiversity.
SA13: To minimise flood risk			
+	Several locations are sited outside of flood risk areas.	0	Existing housing sites have been identified on the basis of them having a low risk of flooding and individual applications may require a flood risk assessment to assess the risk which would have to be either mediated or the proposal refused.
SA14: To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources			
+	The scale of the locations offers the potential for the incorporation of renewable and low carbon forms of energy supply.	0	Reliance on smaller sites may reduce the viability of delivering higher standards but all would be expected to incorporate a minimum level of energy efficiency measures.
SA15: To encourage the reduction, re-use and recycling of waste and water			
+	The scale of new and enhanced infrastructure required	0	Reliance on smaller sites may reduce the viability of delivering higher

	to service the locations would result in greater efficiency measures being incorporated so contributing towards potentially increased reductions.		reductions but all would be expected to incorporate a minimum level of forms of measures to reduce water use and increase recycling.
SA16: To minimise pollution including air, water, land contamination and noise			
0	No direct impact	0	No direct impact
SA17: To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment			
0	No direct impact	0	No direct impact
SA18: To reduce the need to travel and encourage sustainable modes of transport			
0	No direct impact	0	No direct impact
SA19: To make best use of the existing transport infrastructure and seek improvements			
0	No direct impact	0	No direct impact
Final Sustainability Appraisal Scores for Options			
Option 1	8	Option 2	-2

Policy H3 Affordable Housing

Option 1: Seek to provide a target of 43 affordable housing units pa with banded delivery thresholds based on site size (number of dwellings)		Option 2: Seek to provide a target of 43 affordable housing units pa but no specific site based thresholds	
Rating	Commentary/Explanation	Rating	Commentary/Explanation
SA1: To meet national policy in the most appropriate and sustainable way for Tamworth			
++	Setting an overall target and range of circumstances including minimum site size thresholds is compliant with PPS3 and is based on a robust local assessment of need.	+	Whilst setting an overall target partly complies with PPS3 guidance, the lack of site threshold may impact on delivery particularly on smaller sites.
SA2: To meet the housing needs of the whole community			
++	The overall target and thresholds should enable adequate level of affordable housing to be delivered across Tamworth to meet local needs.	+	Whilst the overall target should assist the delivery of affordable housing not having thresholds could potentially result in provision being on a less structured basis with an over reliance on individual negotiation.
SA3: To encourage the efficient use of land			
0	No impact on ensuring the efficient use of land has been identified.	0	No impact on ensuring the efficient use of land has been identified
SA4: To reduce deprivation			
+	Ensuring that adequate numbers of affordable housing is provided to meet local needs should ensure that communities have access to appropriate housing which is affordable thus reducing deprivation created by inappropriate housing provision.	+	The affordable housing target should ensure that needs are addressed therefore impacting positively on reducing deprivation caused by inadequate access to housing.
SA5: To ensure equal access to community services and facilities			
0	No direct impact has been identified.	0	No direct impact has been identified.

SA6: To encourage equal access to education, jobs and training			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA7: To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA8: To make communities safer by reducing crime, fear of crime and anti-social behaviour			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA9: To encourage a diverse and competitive economy that will provide sustainable economic growth			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA10: To protect and enhance historic assets			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA11: To encourage high quality and locally distinct places, spaces and buildings			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA12: To protect and enhance biodiversity and sites of nature conservation value			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA13: To minimise flood risk			
0	No direct impact has been identified.	0	No direct impact has been identified.
SA14: To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources			
+	Affordable housing provided by Registered Social Landlords tend to achieve higher energy efficiency standards.	+	Affordable housing provided by Registered Social Landlords tend to achieve higher energy efficiency standards.
SA15: To encourage the reduction, re-use and recycling of waste and water			
+	Affordable housing provided by Registered Social Landlords tend to achieve higher standards	+	Affordable housing provided by Registered Social Landlords tend to achieve higher standards

SA16: To minimise pollution including air, water, land contamination and noise

0	No direct impact has been identified	0	No direct impact has been identified
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SA17: To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment

+	The spatial strategy will encourage the provision of new housing, which in accordance with the site threshold approach will deliver affordable housing in and around the town centre. This, in turn, will increase the town centre population therefore increasing demand for town centre services and contributing to its economy.	+	The spatial strategy will encourage the provision of new housing, which in accordance with affordable housing target may deliver affordable housing in and around the town centre. This, in turn, will increase the town centre population therefore increasing demand for town centre services and contributing to its economy
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SA18: To reduce the need to travel and encourage sustainable modes of transport

0	No direct impact has been identified	0	No direct impact has been identified
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SA19: To make best use of the existing transport infrastructure and seek improvements

0	No direct impact has been identified	0	No direct impact has been identified
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Final Sustainability Appraisal Scores for Options

Option 1	8	Option 2	6
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Policy H4 Housing needs

Option 1: Provide a range of housing types and sizes and address local needs by setting proportional targets for dwelling size, with an emphasis on smaller dwellings		Option 2: Provide a range of housing types and sizes but do not specify targets for dwelling size or type	
Rating	Commentary/Explanation	Rating	Commentary/Explanation
SA1: To meet national policy in the most appropriate and sustainable way for Tamworth			
+	Providing a range of dwelling types in order to build mixed communities is in line with PPS3.	+	Providing a range of dwelling types in order to build mixed communities is in line with PPS3.
SA2: To meet the housing needs of the whole community			
++	Using evidence specific to Tamworth to set targets for dwelling size will address local housing needs.	+	Whilst a range of housing types and sizes will address some local needs, a lack of targets means that Tamworth's specific housing needs are not addressed.
SA3: To encourage the efficient use of land			
+	Smaller dwellings should occupy less land, enabling higher densities to be achieved.	0	No impact.
SA4: To reduce deprivation			
+	Providing a larger proportion of smaller dwellings will help address issues of affordability.	+	Providing a range of housing types should address issues of affordability.
SA5: To ensure equal access to community services and facilities			
0	No impact.	0	No impact.
SA6: To encourage equal access to education, jobs and training			
0	No impact.	0	No impact.

SA7: To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities			
0	No impact.	0	No impact.
SA8: To make communities safer by reducing crime, fear of crime and anti-social behaviour			
0	No impact.	0	No impact.
SA9: To encourage a diverse and competitive economy that will provide sustainable economic growth			
0	No impact.	0	No impact.
SA10: To protect and enhance historic assets			
0	No impact.	0	No impact.
SA11: To encourage high quality and locally distinct places, spaces and buildings			
0	No impact.	0	No impact.
SA12: To protect and enhance biodiversity and sites of nature conservation value			
0	No impact.	0	No impact.
SA13: To minimise flood risk			
0	No impact.	0	No impact.
SA14: To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources			
+	Smaller dwellings will be more efficient to run.	0	No impact.
SA15: To encourage the reduction, re-use and recycling of waste and water			
+	Smaller dwellings should reduce the amount of waste produced and water used.	0	No impact.
SA16: To minimise pollution including air, water, land contamination and noise			
0	No impact.	0	No impact.

SA17: To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment			
+	Additional small dwellings built in the town centre will increase the population in this part of the town and create a market for a more diverse range of activities and services.	+	Additional dwellings built in the town centre will increase the population in this part of the town and create a market for a more diverse range of activities and services.
SA18: To reduce the need to travel and encourage sustainable modes of transport			
0	No impact.	0	No impact.
SA19: To make best use of the existing transport infrastructure and seek improvements			
0	No impact.	0	No impact.

Final Sustainability Appraisal Scores for Options			
Option 1	8	Option 2	4

Policy H4(a) Flexicare housing provision (new separate policy, currently part of H4)

Option 1: Targets for flexi care accommodation by tenure.		Option 2: No targets	
Rating	Commentary/Explanation	Rating	Commentary/Explanation
SA1: To meet national policy in the most appropriate and sustainable way for Tamworth			
+	Providing housing specifically for older people is in line with PPS3 because it adds to the range of housing types and addresses known local need.	-	Not setting targets will mean that the needs of a whole sector of the community will not be addressed, which is contrary to PPS3.
SA2: To meet the housing needs of the whole community			
+	There is a demonstrated need for specialist housing for the growing elderly population in Tamworth, as an alternative to residential care.	-	Not setting targets will mean that the needs of a whole sector of the community will not be addressed.
SA3: To encourage the efficient use of land			
0	No impact.	0	No impact.
SA4: To reduce deprivation			
+	Providing care for elderly people in their own homes will help to reduce deprivation, particularly in terms of mental and physical health and living conditions.	-	Not providing specialist housing for the elderly could lead to an increase in deprivation amongst this population.
SA5: To ensure equal access to community services and facilities			
+	Flexi-care schemes will by definition incorporate some on-site services and facilities, which will be easy to access.	0	No impact.
SA6: To encourage equal access to education, jobs and training			
0	No impact.	0	No impact.

SA7: To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities			
0	No impact.	0	No impact.
SA8: To make communities safer by reducing crime, fear of crime and anti-social behaviour			
0	No impact.	0	No impact.
SA9: To encourage a diverse and competitive economy that will provide sustainable economic growth			
0	No impact.	0	No impact.
SA10: To protect and enhance historic assets			
0	No impact.	0	No impact.
SA11: To encourage high quality and locally distinct places, spaces and buildings			
0	No impact.	0	No impact.
SA12: To protect and enhance biodiversity and sites of nature conservation value			
0	No impact.	0	No impact.
SA13: To minimise flood risk			
0	No impact.	0	No impact.
SA14: To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources			
0	No impact.	0	No impact.
SA15: To encourage the reduction, re-use and recycling of waste and water			
0	No impact.	0	No impact.
SA16: To minimise pollution including air, water, land contamination and noise			
0	No impact.	0	No impact.

SA17: To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment			
0	No impact.	0	No impact.
SA18: To reduce the need to travel and encourage sustainable modes of transport			
0	No impact.	0	No impact.
SA19: To make best use of the existing transport infrastructure and seek improvements			
0	No impact.	0	No impact.

Final Sustainability Appraisal Scores for Options			
Option 1	4	Option 2	-3

Policy H5 Density

Option 1: Average density of 40 dph, higher in intensive locations, but no specific targets		Option 2: Banded density targets for different parts of borough	
Rating	Commentary/Explanation	Rating	Commentary/Explanation
SA1: To meet national policy in the most appropriate and sustainable way for Tamworth			
++	Setting local density targets is in line with PPS3 and is based on a robust local assessment of need.	++	Setting local density targets is in line with PPS3. Providing evidence supports it, specifying a range of densities may be appropriate to reflect local circumstances.
SA2: To meet the housing needs of the whole community			
0	Setting density targets does not guarantee that housing needs will be met.	0	Setting density targets does not guarantee that housing needs will be met.
SA3: To encourage the efficient use of land			
++	Relatively high densities will make efficient use of land.	++	Relatively high densities will make efficient use of land.
SA4: To reduce deprivation			
0	Will not have any impact on deprivation.	0	Will not have any impact on deprivation.
SA5: To ensure equal access to community services and facilities			
+	Locating higher density housing close to existing facility hubs in the town centre and other centres will make use of those facilities and services. It could also put pressure on them but should help to sustain and encourage new services.	+	Locating higher density housing close to existing facility hubs in the town centre and other centres will make use of those facilities and services. It could also put pressure on them but should help to sustain and encourage new services.
SA6: To encourage equal access to education, jobs and training			
+	Locating higher density housing close to existing facility and employment hubs in the town centre and other	0	No impact.

	centres will improve access to jobs.		
SA7: To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities			
0	No impact.	0	No impact.
SA8: To make communities safer by reducing crime, fear of crime and anti-social behaviour			
0	No impact.	0	No impact.
SA9: To encourage a diverse and competitive economy that will provide sustainable economic growth			
0	No impact.	0	No impact.
SA10: To protect and enhance historic assets			
0	High density development in the town centre could have a negative impact on the historic character. However, design policies will ensure new development in sensitive locations is appropriate in scale and appearance.	0	High density development in the town centre could have a negative impact on the historic character. However, design policies will ensure new development in sensitive locations is appropriate in scale and appearance.
SA11: To encourage high quality and locally distinct places, spaces and buildings			
0	No impact.	0	No impact.
SA12: To protect and enhance biodiversity and sites of nature conservation value			
0	No impact.	0	No impact.
SA13: To minimise flood risk			
0	No impact.	0	No impact.
SA14: To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources			
0	No impact.	0	No impact.
SA15: To encourage the reduction, re-use and recycling of waste and water			
0	No impact.	0	No impact.

SA16: To minimise pollution including air, water, land contamination and noise			
0	No impact.	0	No impact.
SA17: To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment			
++	Building high density dwellings in the town centre will increase the population in this part of the town and create a market for a more diverse range of activities and services.	++	Building high density dwellings in the town centre will increase the population in this part of the town and create a market for a more diverse range of activities and services. Being more prescriptive about density targets will not make any difference.
SA18: To reduce the need to travel and encourage sustainable modes of transport			
+	Requiring higher densities around intensive locations and transport routes will reduce the need to travel and encourage the use of public transport, walking and cycling.	+	Requiring higher densities around intensive locations and transport routes will reduce the need to travel and encourage the use of public transport, walking and cycling. Being more prescriptive about density targets will not make any difference.
SA19: To make best use of the existing transport infrastructure and seek improvements			
+	Requiring higher densities around intensive locations and transport routes will make use of the existing infrastructure. It is likely that improvements will be required, which will be predominantly developer funded.	+	Requiring higher densities around intensive locations and transport routes will make use of the existing infrastructure. It is likely that improvements will be required, which will be predominantly developer funded. Being more prescriptive about density targets will not make any difference.

Final Sustainability Appraisal Scores for Options			
Option 1	10	Option 2	9

NAME OF COMMITTEE

Cabinet

DATE OF COMMITTEE

31 st August 2011

REPORT OF THE PORTFOLIO HOLDER; CORPORATE DIRECTOR; ASSISTANT DIRECTOR;
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Portfolio Holder for Economic Development and Enterprise

REPORT OF THE

TITLE OF REPORT

Infrastructure Delivery Plan

EXEMPT INFORMATION

RECOMMENDATIONS

That Cabinet;

- | |
|--|
| <ol style="list-style-type: none"> 1. endorses the progress made to date on the Infrastructure Delivery Plan; and 2. approves the progression of an evidence base and option appraisal for the Community Infrastructure Levy |
|--|

PURPOSE

To update Members on the development of the Infrastructure Delivery Plan and seek approval from Members to start work on the evidence base and option appraisal for the Community Infrastructure Levy (CIL)

RESOURCE IMPLICATIONS

<p>The cost of production for the Infrastructure Delivery Plan (IDP) is included within the existing Local Development Framework (LDF) budget. The implementation of the IDP will require resources from the public, private, voluntary and community sectors. Funding could be secured through the development management process as planning obligations (s.106 or Community Infrastructure Levy) as well as other Government programmes and initiatives such as the New Homes Bonus and Tax Incremental Financing.</p>

<p>There is likely to be a cost implication to producing and administering the Community Infrastructure Levy. The cost of the examination and viability work will have to be met by the Council. The Council has budgeted £40,000 for the financial year 2013/14 however, this may need to be brought forward and this amount may need increasing and will need to be considered during the budget process. At present there are very few Authorities who have introduced CIL and so information on actual costs is not available. With respect of undertaking viability work, the Government has stated that:</p>
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<p>“Estimates of rates charged by the Valuation Office Agency and by consultants suggest that the costs could range between £25,000 and £70,000 depending on the complexity of the work (which will depend on the degree of variation in land values and the complexity of the charging schedule).”</p>

The Government has also estimated the cost of examination to be between £30,000 and £40,000.
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It would be anticipated that Tamworth would incur costs at the lower end of these scales. Through working with other Staffordshire Authorities or Authorities in the Local Enterprise Partnership (LEP) then there is the potential to share costs and achieve efficiencies. The cost of the evidence base, viability work, examination and administration will be investigated further as part of the option appraisal and reported to Cabinet for a decision as to whether to proceed with CIL. It is estimated that on average £3,000 to £4,000 could be levied on a new house. In Tamworth we currently have identified future housing sites that could make a provision of 1350 units to 2026. This would equate to a CIL of £4m to £5.5m over the period based on these estimates that could be used to part fund the identified infrastructure. Once established up to 5 per cent of the total CIL receipts can be used to fund the council's administrative expenses.

In order to understand the cost benefits and implications of a CIL further evidence and options need to be considered before reporting back to Cabinet.

LEGAL/RISK IMPLICATIONS BACKGROUND

Without a detailed evidence based Infrastructure Delivery Plan the Core Strategy will be at risk of being found unsound which would be a significant waste of time and money.

If the Community Infrastructure Levy is not in place then there is a risk of not securing funds to support the delivery of identified infrastructure necessary to support growth and development in the Borough.

SUSTAINABILITY IMPLICATIONS

The IDP and CIL will seek to improve the sustainability of the town through the provision of the necessary infrastructure to support growth and development.

CONCLUSIONS

In order to understand the cost benefits and implications of a CIL further evidence and options need to be considered before reporting back to Cabinet.

BACKGROUND INFORMATION

1. Infrastructure Delivery Plan

The Local Development Framework (LDF) is a flexible portfolio of different documents, which are referred to as local development documents (LDDs) that can be tailored to the needs of a particular area and easily updated. The Core Strategy is the key document in the LDF as it sets out the spatial vision for the local area in response to the Sustainable Community Strategy (and or strategic vision for an area) and the views of citizens and local stakeholders in the planning system. It will set out the pattern of development across Tamworth until 2026. This means that it will, for example, identify which broad areas are suitable for housing and other strategic development needs.

The Council is in the process of finalising its Core Strategy after a number of public consultations and it is intended to publish the Core Strategy in January 2012, submit to Government in May 2012 and for it to be examined in Public by an independent inspector in the summer of 2012.

Planning Policy Statement 12 (PPS12) (June 2008) identifies that adequate infrastructure planning is a key test of soundness for Core Strategies. It identifies the Core Strategy as the means of 'orchestrating the necessary social, physical and green infrastructure required to ensure that sustainable communities are created'. To fulfil that role and to be found sound, the **Core Strategy must identify : infrastructure needs and costs; the phasing of development; funding sources; and responsibilities for delivery. This will be expressed in an Infrastructure Delivery Plan (IDP) which will form part of and be submitted and examined with the Core Strategy. Producing the IDP is not something that the Council can do alone. Working with other partners to prepare infrastructure**

plans is essential.

Guidance that supports PPS12 from the Government, the Planning Inspectorate and the Planning Advisory Service all advocate the importance of identifying the necessary infrastructure to support the development proposed in the Core Strategy up front, testing the risks associated with the infrastructure and setting out contingencies to ensure that there is flexibility to overcome any future delivery problems that may be experienced.

Whilst the IDP is important to ensure that the Core Strategy is found sound, it also has a wider corporate role within Tamworth Borough Council and with partners as it supports and informs other strategies and decisions (such as the Local Investment Plan which sets out the councils ambitions for the development of new affordable housing) relating to capital investment. The Council and its Partners will need to align their own financial decision making to facilitate the delivery of necessary infrastructure for which they are responsible. There is therefore a key role for the Tamworth Strategic Partnership (TSP) to take ownership of the IDP and to ensure post adoption that it is monitored and updated yearly. Guidance from the CLG (Planning Together, April 2009) advises that LSPs establish a group for infrastructure and asset management. This could be useful for considering asset management strategies across organisational boundaries, improving joined-up service delivery and rationalising premises costs, and for considering approaches for the transfer of assets to community control. The TSP have recognised the importance of the IDP to this role and as such have made its production the subject of a Task and Finish Group.

To achieve an integrated approach, authorities need to work with local investors from the public, private, voluntary and community sectors. Funding will also need to be secured through the development management process as planning obligations and through any future arrangements, e.g. the forthcoming Community Infrastructure Levy (CIL) as well as other Government programmes and initiatives such as the New Homes Bonus and Tax Incremental Financing.

What is infrastructure?

The list could be exhaustive but could include: roads, public transport, energy, water (supply and treatment), waste (management and disposal), flood defence, telecommunications, open space, parks and open spaces, education, healthcare, emergency services, crematoria, social services, community centres, arts and culture facilities etc. Often these are split into 3 areas:

Physical: the broad collection of systems and facilities that house and transport people and goods, and provide services e.g. transportation networks, housing, energy supplies, water, drainage and waste provision, ICT networks, public realm and historic legacy.

Green: the physical environment within and between our cities, towns and villages. A network of multi-functional open spaces, including formal parks, gardens, woodland, green corridors, waterways, street trees and open countryside.

Social & Community: the range of activities, organisations and facilities supporting the formation, development and maintenance of social relationships in a community. It can include the provision of community facilities (education, healthcare, community centres, sports & leisure facilities), local networks, community groups, small scale funding to assist local projects, skills development and volunteering.

Through the process of producing the Core Strategy, by talking with partners individually and through the Local Strategic Partnership, and through various studies, a range of infrastructure has been identified (see Appendix A). Further work is required with public and private sector partners to finalise the IDP. A series of meetings have been arranged with partners and it is intended to take a report to the TSP Board in September to identify and further necessary infrastructure.

Project Management

The IDP will be 'owned' by Tamworth Borough Council on behalf of the TSP and will be viewed as a key corporate document. Day to day management of the IDP, including monitoring and review will be the responsibility of the Head of Strategic Planning and

Development. As it is a living document the content will change and the Council will be reliant on partners to provide more detailed information as projects are finalised.

The IDP contains information regarding the type, timing and potential costs of infrastructure needed to support the growth proposed by the Core Strategy. The IDP and its subsequent updates enable the Council to plan effectively for this growth and to maximise the potential associated with this growth to achieve wider sustainability, economic, social and environmental objectives.

2. Community Infrastructure Levy

Historically development has funded infrastructure that is required as a result of the development through section 106 agreements. However, this has often been restricted to large scale developments and the cumulative impact on the infrastructure of places (particularly as a result of small developments) has not been addressed. Section 106 agreements were often not particularly transparent to the public and misunderstood and often did not offer developers certainty on the costs of development. The process could also add significantly to the time taken to issue a planning permission.

The Government recognised that almost all development has some impact on the need for infrastructure, services and amenities - or benefits from it - and thought it is only fair that such development pays a share of the cost. The Government felt it also right that those who benefit financially when planning permission is given should share some of that gain with the community which granted it to help fund the infrastructure that is needed to make development acceptable and sustainable.

The Community Infrastructure Levy (CIL) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres. The Regulations also restrict the use of Section 106 to collect developer contributions.

Tamworth Borough Council, under the Regulations is classed as the 'Charging Authority' and is able to put in place a 'Charging Schedule' which sets out rates (in £'s per Sq. M.) that the Levy is charged for different types of development.

Tamworth Borough Council will also be the 'Collecting Authority' and will have responsibility for issuing liability, commencement and demand notices. The Council will also have Enforcement Powers to be used for example if the required Levy has not been paid.

In order to put CIL in place an independent Examination will be held to ensure that the procedural requirements have been followed and that the charging authority has used "appropriate available evidence". The Borough Council will therefore need to: establish the total cost of the required infrastructure (including CIL set up and administration costs); the amount that can be funded from other sources; the overall effect of imposing CIL at the chosen rate(s) on the economic viability of development in the area; and, strike "an appropriate balance" between the desirability of funding the infrastructure and not making the achievement of the overall development unviable.

It is likely that in Tamworth development will be unable to afford to pay for all of the required infrastructure due to land values, and therefore CIL will need to be recognised as only one of a variety of sources of funding for infrastructure.

The Borough Council may pass money to bodies outside their area to deliver infrastructure which will benefit the development of their area, such as the Environment Agency for flood defence or the county council, for education infrastructure. As contributions to infrastructure are pooled within CIL so one payment is made, the Borough Council will need to make decisions on prioritising infrastructure and what proportion of CIL receipts should be passed to these other infrastructure providers.

The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be

made more severe by new development. The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

If we choose, we will also be able to collaborate and pool our funds with other Charging Authorities to support the delivery of 'sub-regional infrastructure', for example, a larger transport project where we are satisfied that this would support the development of Tamworth.

To ensure that the levy is open and transparent, charging authorities must prepare short reports on the levy for the previous financial year which must be placed on their websites by 31 December each year. They may prepare a bespoke report or utilise an existing reporting mechanism, such as the annual monitoring report which reports on the development plan.

These reports will ensure accountability and enable the local community to see what infrastructure is being funded from the levy. Charging authorities must report on how much monies they received from the levy in the last financial year and on how much was unspent at the end of the financial year. They must also report total expenditure from the levy in the preceding financial year, with summary details of what infrastructure the levy funded, how much of the levy was 'spent' on each item of infrastructure and how much on administrative expenses.

Implications

The CIL will be able to be raised against development and even small amounts for each will add up. After the 6th April 2014 we will not be able to pool more than five s106 contributions. Currently in Tamworth, contributions are collected and pooled from some developments for improvements to public open space and also via the town centre parking policy.

Whilst there is a resource and cost implication to administer CIL the costs could be recovered through revenue raised through the CIL. However, this would reduce the amount collected for infrastructure. The risk of not implementing a CIL will be that less developer contributions will be raised as the ability to use s106 reduces after 2014, and therefore required infrastructure will be more difficult to deliver.

CIL is likely to be more cumbersome and inflexible than financial payments secured by planning obligations. There will be a resource implication to ensure that the correct procedures are followed, the progress of development is monitored and appropriate records are kept. However, it is possible to cover part of the administration costs of CIL through the Levy.

CIL will have a more powerful enforcement regime and will provide clarity and certainty for the development industry (and for the Council) once the system is established. This will aid financial planning of key infrastructure requirements.

Further work will be undertaken to look at the options available to the Council and the costs, benefits and risks of each and reported back to Cabinet. In order to do this further detail on the required infrastructure will be collected from partner organisations, including costings and phasing. Further research will be undertaken from Authorities who have gone through the process and have a CIL in place and further research on likely levels of CIL that could be raised.

Draft Timetable

Collect evidence (informed by the Infrastructure Delivery Plan)	Ongoing
Option Appraisal for CIL - Cabinet	January 2012
<i>If decided to proceed</i>	
Procure advice to establish land & property values	Spring 2012
Procure advice to establish construction rates	Spring 2012
Engage consultant to undertake viability testing	Spring 2012
Produce a preliminary draft charging schedule	Spring 2012
Cabinet report that sets out schedule and likely levy that could be recovered and seeks approval to consult	April 2012
Consult on the preliminary draft charging schedule	May 2012
Publish draft Charging Schedule	July 2012

4 week period to allow representations to be made	August 2012
Appoint an examiner	Summer 2012
Submission to an Examiner	October 2012
Examination	Winter 2012
Examiners report	Early 2013
Approval of charging schedule by Full Council	Early 2013

REPORT AUTHOR

Matthew Bowers

LIST OF BACKGROUND PAPERS

Report to Cabinet, "Local Investment Plan", 29 th June

APPENDICES

A) Draft Infrastructure Delivery Plan

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
Transport – Cycling & Walking Cycle links	Encourage people to lead more sustainable lifestyles and reduce traffic congestion by addressing gaps in current provision, improvements to existing provision and new links for new development (see Neil Mason)	Town centre / retail park links	Improved surface treatment and / or lighting and / or signage, to town centre	Staffordshire Council Developer Contributions	unknown	2006-2011 2011-2016		Funded through developer contributions, payable upon commencement	£116,832 has been secured through the Royal London and Aucott developments towards enhancements to pedestrian and cycle links
		Anker Valley – Ashby Road	Links to railway station, town centre and education	Staffordshire Council Developer Contributions	£1m (new foot / cycle bridges over WCML and Nottingham line)	2011-2016 2016-2021		Funded through Anker Valley development	
Pedestrian Links	Encourage people to lead more sustainable lifestyles and reduce traffic congestion by addressing gaps in current provision, improvements to existing provision and new links for new development	Post 16 Academy	Improved street lighting, cycle facilities	Staffordshire Council Developer Contributions	unknown	2006-2011		Funded through developer contributions	
		Borough wide links	More comprehensive cycle network linking residential areas to the town centre and employment areas	Staffordshire Council Developer Contributions	unknown			LTP and developer contributions	
		Puffin Crossing facility on Ventura Park Road		Staffordshire Council Developer Contributions	unknown	2006-2011 2011-2016		Funded through developer contributions, payable upon commencement	Currently under construction
		Toucan Crossing facility on Sainsburys Roundabout		Staffordshire Council Developer Contributions			2006-2011 2011-2016		Funded through developer contributions, payable upon commencement
		Footway improvements on Ventura Park Road		Staffordshire Council Developer Contributions		2006-2011 2011-2016		Funded through developer contributions, payable upon commencement	
		Town centre / retail park links	Town Centre Regeneration	Tamworth Borough Council Staffordshire County Council,	unknown	2011-2016			

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
				Developer Contributions, Private Sector Funding					
		Town Centre / Leisure Zone link	New bridge Enhanced route						
		Improved access to River frontage in town centre	Waterside trail New paths and street furniture, signage Waterside trail	Tamworth Borough Council Environment Agency	£200,000	2011-2016			
		Post 16 Academy	Improved street lighting, pedestrian access	Staffordshire County Council Developer Contributions	unknown	2006-2011		Funded through developer contributions	
		Anker Valley – Ashby Road	Links to railway station, town centre and education	Staffordshire County Council Developer Contributions	£1m (new foot / cycle bridges over WCML and Nottingham line)	2011-2016 2016-2021		Funded through Anker Valley development	
Transport - Rail	“Significant travel flows between Tamworth corridor and Birmingham but rail is not well placed to accommodate these at present. The route is on a major regeneration corridor and there is significant opportunity for a better rail service to act as a catalyst for development” (West Midlands Rail Development Plan)	Dedicated local rail service to Birmingham	Diversion of private car users commuting to Birmingham to Rail use	Network Rail / London Midland	unknown	2011-2016			
		Tamworth Station Car Parking capacity increases	Diversion of private car users commuting to Birmingham to Rail use	Network Rail / London Midland	unknown	2006 - 2011			Complete
		Platform lengthening and station improvements at Wilnecote		Network Rail	unknown	2006 – 2011 2011 - 2016			
		Turnback siding and crossover at Tamworth	To enable dedicated local service, increasing the % of commuters travelling by public transport	Network Rail	Unknown	2011 - 2016			

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		Tamworth Station improvements		Network Rail / London Midland	Unknown	2006 - 2011		Identified in the National Stations Improvement Programme. Start expected on site Summer 2010	
		Camp Hill Chord line	Increase in capacity to central Birmingham stations. Improved connectivity and new journey opportunities.	Network Rail	Unknown	2011-2016		Camp Hill lines chords in Network Rail SBP Route Plan April 2008 proposed strategy	
Bus Services	Improving accessibility. Reducing the impact of traffic (congestion, environment)	2 bus stops and shelters along Ventura Park Road	Reduce impact of new development on local and strategic highway network. Reduce congestion, improving bus journey times and reliability.	Staffordshire County Council Developer Contributions	£40,000	2006-2011 2011-2016		Funded through developer contributions, payable upon commencement	£40,000 secured through the Royal London and Aucott developments
		20 min Bus service to 'Cardinal Point' from town centre	Reduce impact of new development on local and strategic highway network. Reduce congestion, improving bus journey times and reliability.	Staffordshire County Council Developer Contributions	£90,000	2006-2011 2011-2016		Funded through developer contributions, payable upon commencement	£85,000 secured through the Royal London and Aucott developments
		Enhanced Passenger Information / Real Time Passenger Information	Increase attractiveness of Public Transport	Staffordshire County Council					County Council to advise on specifics
		Public Transport Partnership Route improvements	Commuter routes prioritised	Staffordshire County Council					County Council to advise on specifics
		Anker Valley	Extended Route 2 Service to new development	Staffordshire County Council Developer					

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		Bus Depot Relocation	Available town centre regeneration site	Contributions Arriva	unknown	2011-2016		Private Sector led	Arriva have confirmed desire to relocate when suitable premises become available
		Bus Station / interchange	Enhanced passenger facilities	Staffordshire County Council Arrive					
Canal		Enhanced management, access and interpretation		British Waterways	Unknown	-			
Highway Network	Reducing the impact of traffic (congestion, environment)	Jolly Sailor Roundabout Improvements	Reduce impact of new development on local and strategic highway network. Reduce congestion, improving bus journey times and reliability.	Staffordshire County Council Developer Contributions	Est £1m	2006-2011		Funded through developer contributions, payable upon commencement	Complete
		Sainsbury's Roundabout Improvements	Reduce impact of new development on local and strategic highway network. Reduce congestion, improving bus journey times and reliability.	Staffordshire County Council Developer Contributions	Est £1m	2006-2011 2011-2016		Funded through developer contributions, payable upon commencement	Complete
		5 finger posts (information direction signs) related to Cardinal Point s106		Staffordshire County Council Developer Contributions	Funded through developer contributions, payable upon commencement				
		A5(T) Junction Improvements at Stoneydelph / Mile Oak		Highways Agency Developer Contributions	Mile Oak: £1,349,230 Stoneydelph: £973,326				
		Ventura Park to Town Centre – Urban Traffic Control	Congestion managed, bus reliability improved						
		Anker Valley Local		Staffordshire	£11m			Funded through developer	

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		Transport Package - Anker Valley Link Road		County Council, Network Rail, Developer Contributions				contributions	
		Anker Valley Local Transport Package – Urban Traffic Control	Upper Gungate /Aldergate corridor improvements						
	Provide access	Dunstall Lane Link	Access to Employment Land achieved	Private Sector	unknown	2011-2016		Developer contributions	Planning Permission exists
Car Parking	Town Centre regeneration	Town Centre car park improvement, regeneration and rationalisation	Right type of parking available in the right places Land released for town centre uses Promotion of alternative forms of sustainable travel	Tamworth Borough Council Staffordshire County Council Private landowners	Unknown			Developer contributions	
		Improved Signage to town centre care parks	Reduce congestion Town centre regeneration	Tamworth Borough Council Staffordshire County Council Private landowners	Unknown				
Housing Regeneration Areas		Tinkers Green	Housing that better meets the needs of Tamworth residents Improved stock condition Improved health and educational Improved energy efficiency Reduction in social problems (i.e. ASB) & enhanced community involvement Effective utilisation of Council assets to	Tamworth Borough Council Registered Providers HCA	To be determined as part of feasibility work	2011-2016			A feasibility study will be conducted that fully explores all options for development in the Tinkers Green area. The study will look at scenarios that deliver the right mix / type of housing to meet identified need, potential investment requirements & explore the wider regeneration of the area to include benefits to the local economy, improvement to the physical / social environment & improved health outcomes for residents

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
			maximise social & economic benefits of regeneration activity						
		Kerria	Housing that better meets the needs of Tamworth residents Improved stock condition Improved health and educational Improved energy efficiency Reduction in social problems (i.e. ASB) & enhanced community involvement Effective utilisation of Council assets to maximise social & economic benefits of regeneration activity	Tamworth Borough Council Registered Providers HCA	To be determined as key element of feasibility study	2011-2016			A feasibility study will be conducted that fully explores all options for development in the Tinkers Green area. The study will look at scenarios that deliver the right mix / type of housing to meet identified need, potential investment requirements & explore the wider regeneration of the area to include benefits to the local economy, improvement to the physical / social environment & improved health outcomes for residents
		Garage Sites	Increased levels of Affordable Housing Reduction in social problems (i.e. ASB) & enhanced community involvement Effective utilisation of Council assets to maximise social & economic benefits of regeneration activity	Tamworth Borough Council Registered Providers HCA	Investment requirement to be identified once all sites to go forward have been agreed	2011-2016			Work is currently underway to determine which sites will be developed as affordable housing. Proposed numbers are expected to decrease once relevant site investigations have been completed. HCA to be invited to support & assist in delivery on those site to go forward for development.
Town Centre housing	Increase vitality and viability	Town Centre	Increased housing provision to meet variety of identified need Bringing empty properties back into use / energy efficiency improvements Housing contribution to mixed use, more	Tamworth Borough Council Registered Providers HCA		2011-2016			

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
Town Centre Public Realm		Gateways College Campus Train Station South East Ladybridge Lichfield Street	vibrant town centre Improved legibility to town centre Redevelopment / Investment of public and private development sites Reconfigured Upper Gungate bridge link Reconfigured Pedestrian priority junction outside station to improve links to town centre Downgraded highways infrastructure minimised street clutter, maximised pedestrian movement and increase visibility of key strategic movement corridors						
		Corridors Upper Gungate Victoria Road Bolebridge Street Ladybridge Lichfield Street	Investigate widened footpaths, cycle paths, pedestrian priority crossings, signage and adopting a constraint palette of materials and street furniture. Improved town centre links encouraging increased footfall Dedicated cycle links Improved lighting Improve crossing facilities/subway potential for riverside route						
		Pedestrian Signage							
		Vehicle Signage							
		Street Furniture							

Physical Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		(bins, benches, planters etc)							
		Lighting							
		Library / Civic Space & St Editha Square							
		Town Hall							
		'Quarters'							
		Trails							
		River frontage							
		Market Improvements							
Public Realm improvements	Open space study found poor quality / low value spaces	Kerria Ellerbeck Exley Caledonia	Enhanced planting, materials, lighting, street furniture leading to improved sense of place						

Green Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes	
Increase in quantity & quality of open spaces	To mitigate deficiencies of good quality open spaces identified in open space assessment in North and North East analysis areas	Wigginton Park – enhanced facilities	Increase the amount of good quality open space	Tamworth Borough Council						
		Kerria / Glascoate Road open space (north East analysis area)	Increase the amount of good quality open space	Tamworth Borough Council						
	Provision of new open space linked to new development	Borough Wide Anker Valley			Developers	Dependant on scheme	Dependant on scheme		Developer Contributions	
		Bumpy / Kettlebrook Lakes	Formation of linear urban park Footpath, access improvements, facility improvements (inc bins, benches, dog bins, interpretation, signage), lighting,	Tamworth Borough Council		2011-2016		Funded through SWT 'Wild About Tamworth' Team, Developer Contributions		
	To mitigate deficiency in semi-natural open space	Wigginton Park – establish LNR (North analysis area)	Increased semi-natural habitats Increased biodiversity	Staffordshire Wildlife Trust Tamworth Borough Council		2011-2016		Funded through SWT 'Wild About Tamworth' Team, Developer Contributions		
		Broad Meadow – establish LNR (mid-west analysis area)	Increased semi-natural habitats Increased biodiversity	Staffordshire Wildlife Trust Tamworth Borough Council		2011-2016		Funded through SWT 'Wild About Tamworth' Team, Developer Contributions		
	Provision of “Sites of Alternative	Broad meadow	Bumpy – establish LNR (East analysis area)	Increased semi-natural habitats Increased biodiversity	Staffordshire Wildlife Trust Tamworth Borough Council		2011-2016		Funded through SWT 'Wild About Tamworth' Team, Developer Contributions	
			Kerria / Glascoate Road open space (North East analysis area)	Increased semi-natural habitats Increased biodiversity	Staffordshire Wildlife Trust Tamworth Borough Council		2011-2016		Funded through SWT 'Wild About Tamworth' Team, Developer Contributions	
				Increased semi-natural habitats	Staffordshire Wildlife Trust		2011-2016		Funded through SWT 'Wild About	

Green Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
	Natural Greenspace" (SANGS)		Increased biodiversity Reduced pressure on SAC	Tamworth Borough Council				Tamworth' Team, Developer Contributions	
	To maintain high levels of good quality open spaces accessible to majority of residents	Increased maintenance levels Borough Wide	Maintenance of open spaces to be of required standard to meet increased demands placed on space by development	Tamworth Borough Council	Dependant on scale of development			Funded through developer contributions	Recognised that development can place additional burden on existing open spaces and their maintenance.
		Increase and develop network of 'friends of groups	2 new groups established, engagement with local people, raising involvement and knowledge of issues. Improved maintenance of areas	Staffordshire Wildlife Trust		2011-2016		Funded through SWT 'Wild About Tamworth' Team	
		Maintain conservation and engagement activity on existing LNR's	engagement with local people, raising involvement and knowledge of issues. Improved maintenance of areas, maximised potential for health and social benefits.	Staffordshire Wildlife Trust		2006-2011 2011-2016		Funded through SWT 'Wild About Tamworth' Team	
		Wild About Tamworth annual event	Raised awareness, increased number of volunteers	Staffordshire Wildlife Trust Tamworth Borough Council		2006-2011 2011-2016		Funded through SWT 'Wild About Tamworth' Team	
		Environmental Education	Increased access for schools to LNR, improved interpretation at open spaces	Staffordshire Wildlife Trust Tamworth Borough Council		2006-2011 2011-2016		Funded through SWT 'Wild About Tamworth' Team, Tamworth Borough Council, Developer contributions	
Increase in quantity of play spaces	To address deficiencies of play spaces in the	Fontenaye Road / Buckingham Road area (north analysis	Increased facilities for relevant age groups	Tamworth Borough Council					

Green Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
	Borough	area) Kerria / Glascoate Road open space (north east analysis area) Warwickshire Moor / MacGregor Park (north east analysis area) County Drive area (Mid-West analysis area) East of Peelers Way (south west analysis area) Castle Grounds (mid west analysis area) West of Glascoate Lane (south east analysis area)	Increased facilities for relevant age groups Increased facilities for relevant age groups Increased facilities for relevant age groups Increased facilities for relevant age groups Increased facilities for relevant age groups Increased facilities for relevant age groups	Tamworth Borough Council Tamworth Borough Council Tamworth Borough Council Tamworth Borough Council Tamworth Borough Council Tamworth Borough Council					
Enhanced access to green network		Towpath upgrades to provide routes for walking and cycling Additional cycle tracks utilising green network / Borough wide CENTRAL RIVERS INITIATIVE SWT TO ADVISE TAME VALLEY PARTNERSHIP SWT TO ADVISE		British Waterways Tamworth Borough Council Staffordshire County Council	unknown	2016-2026		British Waterways, Developer Contributions where appropriate	

Social & Community Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		Indoor / Outdoor Study Conclusions?							
Sport and Leisure		Assembly Rooms							
Culture		Castle - HLF							
Health and Wellbeing	Meeting identified need to support improving health and wellbeing of residents. See Indoor / Outdoor Sports Study	Tamworth Wellbeing Centre	Improve health / wellbeing	Tamworth Borough Council County Council Developer contributions					
		Health Centres / GP Surgeries South Staffs PCT / SCC to advise further							
COMMUNITY SERVICES									
Fire Stations	Improve emergency response times Reduce risk of fire	2 new community fire stations (Belgrave and Lichfield Street)	2 new stations. Improved community access to facilities. Improved knowledge and understanding of issues	Staffordshire Fire	£46m for wider programme	2006-2011 2011-2016		PFI - secured	Expected completion and fully operational 2012
Ambulance									
Police	Address crime and fear of crime	Restructure / relocate existing Police facilities in town		Staffordshire Police	Unknown	Unknown		Unknown	Police expect in Plan period that some alteration or restructuring of existing facilities may be required to respond to changing demands upon resources
Cemeteries /		Anker Valley Community Centre Extension to							

Social & Community Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
Crematoria		Wigginton Park Cemetery							
Education – Nursery and Pre-school				Staffordshire County Council					
Education – Primary		New 1.5 form of entry (FE) Primary school which consists of 315 Reception to Year 6 places and relevant nursery provision, approx site size: 15,100m ² . Depending on scale, location and timing of new development extensions to existing schools may be necessary – Staffordshire County Council to advise further		Staffordshire County Council Developer contributions	£5.2m	2011-2016 2016-2021		Developer contributions	
Education - Secondary		Extension to Rawletts to accommodate Anker valley development 175 places Depending on scale, location and timing of new development extensions to existing schools may be necessary – Staffordshire County Council to advise further		Staffordshire County Council Developer contributions	£3m	2011-2016 2016-2021		Developer contributions	Developer Contributions may be required where roll numbers increase as result of development
Further / High Education		College to advise further							

Social & Community Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
Employment		Job advice / support							
		Training and skills development							
		Voluntary and Community Work							
	Provide a stable and nurturing environment with office facilities for start up businesses and social enterprises. Provision of conference / meeting place	Business Incubation Units & meeting space / town centre / college / Amington Industrial Estate depending on site availability			£500,000 - £1m depending on scale		2011-2016		
Childrens Services		Youth Centre							
Water Resources and Supply		Some off-site water mains infrastructure will be required		Severn Trent Water Ltd, South Staffs Water Developer contributions	Unknown	unknown			Dependant on level of growth
		New booster pump at Glascote booster station		South Staffs Water	unknown	Unknown			Dependant on level of growth
		Use of Warton Groundwater Unit for further water extraction		South Staffs Water	unknown	unknown			
Waste water collection and treatment		Improvements may be required to increase capacity within the mains / pumping stations		Severn Trent Water Ltd					
Surface Water Drainage		Implementation of Sustainable Drainage Systems techniques in new development		Staffordshire County Council Tamworth Borough Council Developer contributions					
Flood Defences		New flood defences at Fazeley	New flood defences leading to	Environment Agency	Unknown	2011-2016	The River Tame Flood		

Social & Community Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		(Mayfair Drive and Brook End), new embankment at Lichfield Road	reduced risk of flooding				Risk management Strategy contained several projects to reduce the risk of flooding and was subject to public consultation in 2009. An action plan with priorities is expected 2010.		
		Investigation of flooding and Flood protection works to Birmingham Fazeley Canal	Reduced flooding from River Tame	British Waterways / Environment Agency	Unknown	2016-2026			
		Household Waste Recycling Station		Warwickshire County Council	Unknown	2011-2016			Planning Permission exists for site. Linked into expansion of Birch Coppice.
Energy		None identified but upgrading, renewal, extension to network and substations may be required		Electricity Providers	Unknown				
Transmission and distribution system for electricity		None identified but upgrading, renewal and extension to gas networks may be required		Gas providers	Unknowns				
Transmission and distribution system for gas		Possible opportunities for renewable energy generation have		Private sector / commercial energy companies					
Renewable Energy Generation									

Social & Community Infrastructure Required	Driver	Scheme / Location	Outcome / Impact	Lead and Delivery Agencies	Cost	Phasing	Core Strategy Policy	Budget / Funding Provision	Notes
		been identified in the Staffordshire Renewable / Low Carbon Energy Study							

CABINET

31 August 2011

Report of the Portfolio Holder, Corporate Services & Assets

WRITE OFFS 01/04/2011 – 30/06/2011

EXEMPT INFORMATION

Not exempt.

PURPOSE:

To provide members with details of write offs from 01 April 2011 to 30 June 2011.

RECOMMENDATIONS:

That members endorse the amount of debt written off.

Executive Summary

The Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy. This report shows the position for the current financial year. Further updates will continue to be produced on a quarterly basis.

Type	01/04/11-30/06/11
Council Tax	-£5.46
Business Rates	£131,232.95
Sundry Income	£18,125.98
Housing Benefit Overpayments	£3,294.75

RESOURCE IMPLICATIONS

There are no new financial implications arising from this report. As the write offs detailed have already been approved in line with the Corporate Credit Policy/Financial Regulations and have been reported to members where appropriate.

Members should note that NNDR write offs are covered by amending the Council's contribution to the Non Domestic Rating Pool.

LEGAL/RISK IMPLICATIONS BACKGROUND

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

CONCLUSIONS

That the amounts written off be endorsed.

BACKGROUND INFORMATION

This forms part of the Council's Corporate Credit Policy and effective management of debt.

The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off in accordance with the schemes of delegation prescribed in the Corporate Credit Policy.

The Council views such cases very much as exceptions. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and type of debt together with any factors that it feels are relevant to the individual case.

Debt Write Off

Authorisations are needed to write off debt:

Authority	Account Value
Chief Officer (or authorised delegated officer)	up to £5,000
Corporate Director (Resources)	£5,001 - £10,000
Cabinet	over £10,000

These limits apply to each transaction.

All write offs are completed in accordance with the Accounts and Audit Regulations 2003.

Bad Debt Provision

The level of the provision must be reviewed jointly by the unit and accountancy on at least a quarterly basis as part of the management performance review, and the table below gives the mandatory calculation

Where the debt is less than 6 months old it will be written back to the service unit.

Debt Outstanding	Provision (net of VAT)
Between 6 and 12 months old	50%
Between 12 and 24 months old	75%
Over 24 months old	100%

The financial effects of providing for Bad Debts will be reflected in the Council's accounts at Service Unit level.

Please note that the Deputy Director of Housing and Health will report separately on write offs.

REPORT AUTHOR

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LIST OF BACKGROUND PAPERS

Corporate Credit Policy- effective management of debt

APPENDICES

Appendices A to D give details of write offs completed for the Revenues and Benefits Service

Appendix A- Council Tax

Approval Date	Deputy Director Finance, Exchequer & Revenues				Corporate Director Of Resources (£5,000.01-£10,000)	Cabinet (£10,000.01 and over)	Remitted	No. of accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£5,000)					
Reversals	-£ 5.24							1	Payment received
	-£ 0.22							1	Benefit award
Totals	-£ 5.46	£ -	£ -	£ -	£ -	£ -	£ -	2	
					Grand Total	-£ 5.46			

Appendix B- Business Rates

Approval Date	Deputy Director Finance, Exchequer & Revenues				Corporate Director Of Resources (£5,000.01-£10,000)	Cabinet (£10,000.01 and over)	Remitted	No. of accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£5,000)					
01/06/2011					£135,080.50			18	Insolencies
Reversals				-£3,847.55				2	Rateable Value changes
Totals	£ -	£ -	£ -	£ 3,847.55	£ 135,080.50	£ -	£ -	20	
					Grand Total	£ 131,232.95			

Appendix C- Miscellaneous Income

	Deputy Director of Assets & Environment		Corporate Director Of Resources (£5,000.01-£10,000)	Environmental & Reg Services	Housing	Communities, Planning & Partnership	No. of accounts	Reason(s)
	(£0.00-£999.99)	(£1,000.01-£5,000)						
13/05/2011					£ 7,413.37		21	Uneconomic to collect
19/05/2011						£ 4,434.51	1	Liquidation
10/06/2011	£ 2,513.31						13	Uneconomic to collect
		£ 3,393.75					1	Liquidation
17/06/2011					£ 371.04		3	Uneconomic to collect
Totals	£ 2,513.31	£ 3,393.75	£ -	£ -	£ 7,784.41	£ 4,434.51	39	
				Grand Total	£ 18,125.98			

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